



APPROVED 3-22-17

MINUTES  
City of Tacoma  
Public Utility Board Meeting  
March 8, 2017  
6:30 p.m.

Mr. Patterson called the Public Utility Board meeting to order at 6:30 p.m. at the Public Utilities Administration Building.

**Present:** Monique Trudnowski, Woodrow Jones, Karen Larkin, Bryan Flint  
**Excused:** Mark Patterson

The meeting was quorate.

**Minutes of the Previous Meetings**

Mr. Jones moved that the minutes of the previous meetings be adopted; seconded by Ms. Larkin. Voice vote was taken and carried. The minutes were declared adopted and made part of the record.

**Recognitions**

There were no recognitions.

**Comments from the Public**

There were no comments by the public.

**Consent Agenda**

There were no items on the consent agenda.

**Regular Agenda**

Departmental

D-1 Resolution U-10912 – Award contracts and approve purchases:

1. Increase contract to KPFF, Inc., dba KPFF Consulting Engineers, for engineering support during final permitting, contract bidding and construction of a soils handling decant facility to be located at Tacoma Power's Southwest Substation and owned and operated jointly by Tacoma Power and Tacoma Water (\$66,780, sales tax not applicable. Cumulative total \$255,334.38, sales tax not applicable);
2. Increase contract to Infojini, Inc., for IT project management temporary staffing services to assist with the implementation and replacement of technology solutions for mission-critical projects (\$160,000, sales tax not applicable. Cumulative total \$350,000, sales tax not applicable);
3. Award contract to Lotek Wireless for the purchase of up to 200 radio transmitters, up to five radio receivers, and associated antennas to monitor upstream movements of adult salmon in the North Fork Skokomish River;

- and the purchase of up to 2,600 acoustic or radio transmitters and up to 25 acoustic or radio receivers to monitor downstream movements of juvenile salmon at the Cowlitz Falls Dam and Lake Cushman (\$900,000, plus sales tax);
4. Award contract to Anchor QEA for the Cowlitz Falls North Shore Collector downstream fish evaluation (one year contract plus the option for two additional one-year renewal periods for a cumulative total of \$1,900,000, plus sales tax);
  5. Award two-year contract to BSA Environmental Services, Inc., for identification and characterization of zooplankton biomass in Lake Cushman (includes option for three additional one-year renewal periods for a cumulative total of \$310,000, sales tax not applicable);
  6. Award two-year contract to Biomark, Inc., for the purchase of additional PIT tag readers, tags, and related consulting services (includes three one year renewal options for an estimated cumulative total of \$1,200,000, plus sales tax);
  7. Award three-year contract to Anixter, Inc., for the purchase of bare aluminum overhead conductors on an as-needed basis (\$410,514.28, plus the option for two additional one-year renewal periods for a cumulative total of \$692,455, plus sales tax);
  8. Increase citywide contract with Verizon Wireless for cell phone airtime services, wireless data services, and the purchase of related equipment on an as needed basis (\$4,000,000; cumulative total \$7,400,000, plus applicable sales tax).

Mr. Jones moved to adopt the resolution; seconded by Ms. Larkin.

In response to a Board inquiry on item number one, Matt Hubbard, Engineer, provided clarification about the scope of the contract. The items in this request were added to the initial contract scope. At first the items were intended to be completed by staff but the realization came that consultant expertise was needed for items such as manuals and groundwater infiltration monitoring. This project is not one the utility has previously undertaken. The consultant's expertise provides documentation related to their specific design. Mr. Flint expressed concern about the potential of work being done by consultants instead of staff.

In response to a Board request on item number two, Tony Landrith, Assistant Power Section Manager, provided clarification on the 2014 and 2016 RFP dates listed in the competitive solicitation and contract history portions of the request. Utility Technology Services established, through an RFP, a bench of IT professional firms to be selected for projects as needed. Based on that initial 2014 RFP, this company was selected.

In response to a Board inquiry on item number three regarding the competitive solicitation process, Matt Bleich, Fisheries Biologist, explained that yes, this vendor was competitively bid and following the contract term date, the waiver of competitive bidding process was utilized to continue with this vendor in order to continue with efficiencies by maintaining data consistency. The Board has previously waived competitive bidding on this. Director Gaines added that waivers are examined by senior management before going before the Board. There is a strict timeline with commitment to fisheries in the Federal Energy Regulatory Commission licensing to keep in mind. Bill Fosbre, Chief Deputy City Attorney, added that if an item is up to \$200k, the purchasing manager

makes the determination if the waiver of competitive bidding will be granted. If the item is over \$200k, it goes to the contract and awards (C&A) board for review and per the purchasing code they make a recommendation on whether or not to accept the waiver and then the item proceeds to the Board. Patsy Best, Procurement and Payables Manager, added that only occasionally are the waivers rejected at the C&A level because senior buyers conduct a separate review before the C&A board. Ms. Best stated that there does not seem to be an upward trend of the waivers of competitive bidding and that this request is typical for specific equipment.

In response to a request for clarification on items four, five, and six pertaining to the cumulative totals, Mr. Fosbre explained that all three of these items are written in a way that the Board not only approve the initial terms, but allow extensions. The total amount listed for these items are the total cumulative amounts including all extensions. In response to a Board inquiry as to why one-year renewals are requested, Mr. Bleich explained that staff wants the opportunity to evaluate the performance of a contractor and the need for the service itself before exercising additional contract terms.

Board Member Larkin requested that for future general purchase items she would like to see a summary of ranking showing the cost and ranking criteria.

In response to a Board inquiry on item number five, Mr. Bleich provided an explanation on zooplankton taxonomy. This has to do with natural fish food and how much is available for the sockeye salmon program. This contract characterizes and identifies how much of the natural food source is in the system and supports scientific evaluation.

In response to a Board inquiry on item number six, Mr. Bleich explained that this is a sole source items as there are no alternative technologies available.

In response to a Board inquiry on item number seven regarding the actual contract term limits, Roberta Cox, Management Analyst, clarified that the award is for an initial three-year term. At the end of the this term, an evaluation of the contract based upon performance and cost is conducted and if there is mutual agreement to proceed, staff can execute a total of the five year contract without Board approval.

Director Gaines stated that staff will keep an eye to standardizing this type of language.

In response to a Board inquiry on item number eight relating to text messaging and public records, Mr. Fosbre stated that even though Verizon doesn't keep texts past three days, the city has a policy related to text messages that requires employees to keep messages if they're relevant for retention purposes. TPU has message capturing software and have policies in place requiring retention of non-transitory work records on employees' phones.

Voice vote was taken and carried. The resolution was declared adopted.

D-2 Resolution U-10913 – Authorize execution of a collective bargaining agreement negotiated between the City of Tacoma and the District Lodge #160 on behalf of Local Lodge #297 of the International Association of Machinists and Aerospace Workers, General Unit.

Mr. Jones moved to adopt the resolution; seconded by Ms. Larkin.

Jude Kelley, Labor Negotiator, summarized the resolution. This agreement covers approximately 89 budgeted, full-time positions with 66 assigned in General Government and 23 assigned to Tacoma Public Utilities. The agreement will cover three years and provides for a wage increase in each year of 2.25 percent retroactive this year to January 1, 2017 and a one-time lump sum payment of \$500. This agreement is scheduled for Council consideration on March 21, 2017. In response to a Board inquiry about the language relating to each party being responsible for its own cost, Ms. Kelley stated the previous agreement didn't enumerate specific language for costs for which each party was responsible. The change was made in response to a new state law that calls for specific language in agreements, not in response with any issues with the language.

Voice vote was taken and carried. The resolution was declared adopted.

Mr. Jones moved to suspend the rules to enter a walk-on commendatory resolution, U-10914, in recognition of Linda McCrea and her service to Tacoma Public Utilities; seconded by Ms. Larkin.

A voice vote to suspend the rules was taken and carried.

Vice Chair Trudnowski read the commendatory resolution. Board Members and Director Gaines all made positive remarks on Ms. McCrea's career at TPU and congratulated her on her retirement.

A voice vote was taken and carried. The resolution was declared adopted.

#### **H. Reports of the Director**

There were no reports from the Director.

#### **I. Comments by the Board**

Board Members expressed concern about multi-year contracts that include multi-year options to extend. More detailed reasoning for the extensions is desired. Additional questions on this topic will be provided to staff.

#### **J. Adjournment**

There being no further business or comments, the Public Utility Board was adjourned at 7:23 p.m. until Wednesday, March 22, 2017 for a study session beginning at 3:00 p.m., followed by the regular meeting at 6:30 p.m.

Approved:

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Mark Patterson, Chair

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Woodrow E. Jones, Jr., Secretary