



APPROVED 7/26/23

MINUTES
City of Tacoma
Public Utility Board Study Session
July 12, 2023
3:00 p.m.

Chair Watson called the Public Utility Board study session to order at 3:00 p.m. in the third-floor conference room (LT1) of the Public Utilities Administration Building.

Present: William Bridges, Elly Claus-McGahan, Carlos Watson, John O’Loughlin

Overview of Bids and Purchasing Processes

Patsy Best, Procurement and Payables Division Manager, provided an overview and typical timeline of contracting. Ms. Best then provided an overview of procurement governance: Federal; State; Tacoma City Charter; Tacoma Municipal Code; Purchasing Policy; Purchasing Procedures. Competitive solicitation requirements, bid advertising, solicitation types (Requests for Bids, Requests for Proposals, Requests for Qualifications, Requests for Information, Written Quotes, Alternative Public Works, Design Build, Small Works Roster), competitive solicitation processes and waivers of competitive solicitation, and competitive solicitation thresholds were detailed. Approval hierarchy was then summarized. The Contracts and Awards Board (C&A) reviews and makes recommendations to the Board and Council on all contracts greater than \$500,000. Purchasing coordinates all purchases greater than \$10,000. The C&A Board structure was then summarized. The C&A is comprised of representatives from Finance, Legal, TPU, and General Government. Ms. Best concluded her presentation with an overview of the process for consideration of citywide contracts reviewed by both TPU and General Government.

TPU Administration Complex Storage/Parking Facility and South Service Center Projects

Terry Coggins, Facilities Manager, shared that TPU is looking to replace existing storage facilities and provide additional covered and enclosed storage at the TPU Administration Complex and South Service Center. Mr. Coggins detailed the bridge development, including a new north access road and new ingress/egress. Water and Power are partnering to determine the best solution for access, including TPU vehicles, equipment, and deliveries. Project goals include replacement of two existing storage facilities (Tacoma Power storage building and Cushman Substation control house).

Anticipated benefits include a new long-term storage solution for protection of critical assets; improved operational efficiencies and site flows; opportunity to realize additional site improvements; and ability to vacate the Cushman Substation. Mr. Coggins concluded by summarizing the project timeline: scoping in 2023; design in 2024 – 2025; and permitting/construction in 2025 – 2026.

General Board Comments/Discussion and Director’s Reports

Director Flowers reported that an update on the classification and compensation study and the appeals process will be provided to the Board at a future Board meeting.

Director Flowers reported that strategic directive work continues and will be brought forward to the Board at a future meeting.

Board Member O’Loughlin reported that attending the APPA national conference in Seattle and NWPPA power boot camp in Tacoma were good learning opportunities.

Executive Session

Board Chair Watson moved to convene an executive session at 4:56 p.m. to discuss pending/potential litigation (RCW 42.30.110(1)(i)) for one hour; seconded by Mr. O’Loughlin. At 5:51 p.m., an extension of 15 minutes was announced. The executive session was adjourned at 6:00 p.m. Attorney present was Martha Lantz.

Adjournment

The study session was adjourned at 6:00 p.m.

Approved:



Carlos Watson, Chair



William Bridges