

**PAGE UTILITY ENTERPRISES
REGULAR BOARD MEETING
March 8, 2016**

CALL TO ORDER: The regular meeting of the Page Utility Board was called to order at 5:31 p.m. by Chairman Rick Yanke. The meeting was held in the Utility Conference Room, 640 Haul Road, Page, Arizona.

ROLL CALL: Board members present: Chairman Yanke, Tony Ferrando, Jeff Jones, Shayne Jones and Ken Sichi. Council Liaison/Vice Mayor John Kocjan was absent.

Staff present: General Manager, Bryan Hill; Finance Director, Catherine Foley; Engineer, Matt Wood; Generator Maintenance Manager, David Rose; and Executive Secretary, Donna Roberts.

MOMENT OF SILENCE: The Board observed a moment of silence.

APPROVAL OF MINUTES: The February 9, 2016 regular meeting minutes were unanimously approved upon a motion by J. Jones and second by Sichi.

HEAR FROM THE CITIZENS: None.

At this time, Chairman Yanke rearranged the agenda to discuss New Business next to accommodate employees Matt and David who were present to answer questions on the next two agenda items.

NEW BUSINESS: Discussion/Possible Action – Job Order Contract for Repairs to WWTP & WTP Systems: Staff advertised a Request for Statement of Qualifications for a Job Order Contract for repairs and/or maintenance to the wastewater and water treatment plants and systems. Two companies submitted proposals. The proposals were scored by a seven member committee. Staff recommends awarding the Job Order Contract to Fann Environmental, LLC, who received the highest ranking.

Motion by Chairman Yanke, seconded by J. Jones, to award the Job Order Contract to Fann Environmental, LLC.

The motion carried unanimously.

Discussion/Possible Action – Bid #202 – 2016 Ford F250 Super Duty 4X4: Page Utility Enterprises staff advertised a request for bids for a 2016 Ford F250 Super Duty 4X4 truck. Bid results were as follows:

Vendor	Amount
State Contract	No Bid
Earnhardt Ford	No Bid
Camelback Ford	No Bid
Bell Ford	No Bid
Lake Powell Ford	\$30,052.20
Sanderson Ford	\$41,970.00

Staff recommends awarding Bid #202 to Lake Powell Ford.

Motion by S. Jones, seconded by J. Jones, to award Bid #202 to Lake Powell Ford in the amount of \$30,052.20.

The motion carried with a unanimous vote.

UNFINISHED BUSINESS: Discussion – Budget: Bryan reviewed the updates to the draft budget. During discussion, the Board gave their suggestions.

New Business Cont'd: Discussion/Possible Action – Initiate Rate Change Process Per Ordinance 588-12 for Sewer & Electric: Bryan explained that staff has calculated the impact of the sewer rate adjustments as directed by Council. The direction from Council is to adjust the commercial rates as recommended by the Sewer Rate Study, and no adjustments to residential. Staff has adjusted the electric rates for all classes of service to reduce the energy charge by 3.2%. Bryan then briefly reviewed the process required by the Ordinance.

After discussion a motion was made by Chairman Yanke, seconded by Ferrando, to authorize the General Manager to initiate the rate change process for the electric and sewer rates per Ordinance 588-12.

The motion carried unanimously.

Discussion/Possible Action – Bid #201 – 27 kV Pad Mounted Recloser: The competitive sealed Bids for the 27 kV pad mounted recloser were due on February 16, 2016. A total of three (3) proposals were received and provided Bid results as follows:

Vendor	Bid Amount
Gorman Co.	\$44,150
AZ Sun Sales	\$27,250
Anixter / HD Supply	\$28,775

The proposals were reviewed by staff. Staff recommends the bid be awarded to AZ Sun Sales as they were the lowest cost and met all criteria as specified.

Motion by Ferrando, seconded by Sichi, to award Bid #201 to AZ Sun Sales in the amount of \$27,250.

The motion carried unanimously.

Discussion/Possible Action – Write Off Bad Debts: Catherine reviewed the status of the bad and doubtful debts, which also included deceased and bankrupt customers. Staff is recommending to write off the deceased and bankrupt accounts as well as three accounts with balances less than \$25.00.

Motion by J. Jones, seconded by S. Jones, to write off the bad and doubtful debts as presented.

The motion carried with a unanimous vote.

Discussion/Possible Action – Engineering Services Proposal for 21.6 kV Buss Switching Modifications: Intermountain Consumer Professional Engineers, Inc. (ICPE) submitted their proposal to provide engineering and design services for the Powell Substation 21.6 kV Out Bound Circuits Switching Modification.

After brief discussion, a motion was made by S. Jones, seconded by J. Jones to approve the ICPE engineering proposal as presented in the amount of \$98,740.

The motion carried unanimously.

REPORTS:

General Manager's Reports: Bryan reviewed the February reports.

Financial Report: Catherine presented the January financials.

Committee Reports: None.

Chairman's Report: None.

ANOUNCEMENTS:

The next Board meeting will be April 12, 2016.

ADJOURNMENT:

With no further business, Chairman Yanke adjourned the meeting at 6:58 p.m.

APPROVED:


Chairman, Page Utility Enterprises Board