

**New Contract Requests - June 2021**

Grant Contract Number	Counterparty	Contract Title	Estimated Contract Value	Date Submitted To Procurement	District Representative	Procurement Officer	Contract Record Type
430-11039	ElecTrain LLC	Electrical Safety Program Development	\$ 87,000.00	06/03/2021	Michael Miland	Guy Wanner	Professional Services
430-11023	TBD	Wireless (Wi-Fi) Controller Replacement	\$ 165,000.00	06/07/2021	Eugene Anderson	Kristin Fleisher	Professional Services
170-11024	TBD	Supplying Cisco Catalyst 9410 Switches	\$ 800,000.00	06/07/2021	Troy Holt	Kristin Fleisher	Material (Bid)
130-11025	IFS	PD Mobile Workforce Management	\$ 910,000.00	06/10/2021	Ron Alexander	Kristin Fleisher	Professional Services
430-11049	ATS Inland NW	Alerton HVAC Controls Support	\$ 587,352.00	06/11/2021	Mike Harr	Nicona Butler	Services (Non Bid)
130-11038	PNW Veg Co LLC dba Quincy Foods	PNW Veg Co LLC Facility Lighting Upgrade	\$ 25,765.35	06/14/2021	Eric Hector	Lori Englehart-Jewell	Customer Requests
430-11044	Confederated Tribes and Bands of the Yakama Nation	White Sturgeon Juvenile Supplementation Program	\$ 164,474.97	06/16/2021	Mike Clement	Cindy Inch	Professional Services
130-11042	ESRI	ESRI Enterprise License Agreement	\$ 75,000.00	06/17/2021	Sam Lamb	Nicona Butler	Services (Non Bid)
140-11056	Inland Cellular, LLC	Advanced Transport E-Lan Services Master Agreement		06/17/2021	Russ Brethower	Patrick Bishop	Telecommunications
170-11054	TBD	Supplying Fiber Optic Cable 2022	\$ 900,000.00	06/18/2021	Jeremy Conner	Patrick Bishop	Material (Bid)
430-11055	Fish Passage Engineering, PLLC	PRCC/PRCC Policy Facilitation	\$ 205,525.00	06/18/2021	Tom Dresser	Cindy Inch	Professional Services
430-11048	CompuNet, Inc.	Cisco Flex Licensing	\$ 56,094.00	06/21/2021	Ken Moseley	Nicona Butler	Services (Bid)
130-11057	TBD	Ephrata Headquarters Crosswalk Replacement	\$ 90,000.00	06/25/2021	Nick Bare	Nicona Butler	Labor (Bid)
430-11062	TBD	Automated Exchange AEx	\$ 750,000.00	06/29/2021	Terry Mckenzie	Patrick Bishop	Professional Services

**Contracts Executed - June 2021**

Grant Contract Number	Counterparty	Contract Title	Awarded Contract Price	Contract Executed Date	Completion Date	District Representative	Procurement Officer
130-10963	Electrical Reliability Services, Inc.	Supply and Install Back-Up Batteries	\$ 50,400.00	06/01/2021	08/30/2021	Mike Harr	Nicona Butler
430-11000	Percipio Consulting Group	Services for Enterprise Risk Management	\$ 75,000.00	06/02/2021	12/31/2021	Paul Dietz	Cindy Inch
430-HFA 602-63H	Cascade Columbia Fisheries Enhancement Group	Minnow Creek Fish Passage	\$ 37,100.00	06/04/2021	12/31/2021	Dave Duvall	Cindy Inch
230-10980	SubTerra, Inc.	Blast Plan Development for Cow Creek Quarry	\$ 26,520.00	06/05/2021	05/31/2022	Christopher Steinmetz	Kristin Fleisher
430-10921	Washington State Department of Fish and Wildlife	Priest Rapids Hatchery M&E	\$ 1,136,055.00	06/08/2021	06/30/2024	Todd Pearsons	Cindy Inch
170-10986	Stella-Jones Corporation	Supplying Western Red Cedar Distribution Poles in 2021/2022	\$ 831,600.00	06/09/2021	02/23/2023	Tom Schwiesow	Patrick Bishop
430-10913	Energy Northwest	Interlocal Cooperative Agreement Between Energy Northwest and Public Utility District No. 2 of Grant County to Provide Technical Services as Requested		06/10/2021		Julie Pyper	Rebecca Diaz
430-11028	Nuclear Economics Consulting Group LLC	Nuclear Economics Consulting	\$ 250,000.00	06/11/2021	06/15/2022	Paul Dietz	Cindy Inch
430-10942	Morgan Industrial, Inc.	Transport of Nine Intake Bulkheads and Three Draft Tube Gates from Wanapum Dam to Priest Rapids Dam	\$ 165,000.00	06/17/2021	07/31/2021	Shannon Kellam	Rebecca Diaz
430-11003	HSO Enterprise Solutions, LLC	Professional Services for Dynamics 365	\$ 50,000.00	06/21/2021	08/15/2021	Paula Alley	Kristin Fleisher
430-10967	Washington State Department of Fish and Wildlife	Priest Rapids Hatchery O&M	\$ 3,492,559.00	06/23/2021	06/30/2024	Eric Lauver	Cindy Inch
130-11042	ESRI	ESRI Enterprise License Agreement	\$ 75,000.00	06/23/2021	07/26/2024	Sam Lamb	Nicona Butler
430-11048	CompuNet, Inc.	Cisco Flex Licensing	\$ 56,094.00	06/23/2021	06/30/2022	Ken Moseley	Nicona Butler
430-10892	Doble Engineering Company	Electrical Test Equipment and Support Services	\$ 500,000.00	06/28/2021	06/30/2026	Brady Brown	Rebecca Diaz

**Contracts Closed - June 2021**


Grant Contract Number	Counterparty	Contract Title	Current Contract Value	Closeout Date	District Representative	Procurement Officer
430-07349	CandE Trenching LLC	Operations and Maintenance of the Crescent Bar Recreation Area Water and Wastewater Systems	\$ 218,236.00	06/07/2021	Tom Hardie	Niconia Butler
430-10357	IGNW	IGNW Staff Augmentation	\$ 150,000.00	06/08/2021	David Parkhurst	Kristin Fleisher
330-10202	Tommer Construction Co. Inc.	Wanapum Switchyard Road Improvements	\$ 400,505.00	06/10/2021	Nick Bare	Niconia Butler
170-08450	Alcad	NiCad Batteries for Battery Replacement Program	\$ 478,832.18	06/15/2021	William Coe	Emilie DeLong
130-09366	GE/Alstom Grid, LLC	Live Tank Breaker Installation and Commissioning Support	\$ 75,000.00	06/16/2021	Chris Johnson	Patrick Bishop
170-10226	Graybar Electric Company, Inc.	Supplying Fiber Optic Cable in 2020	\$ 713,705.40	06/16/2021	Jeremy Conner	Patrick Bishop
430-2274	Biomark, Inc.	Pro Services for Evaluations and Reporting Related to Pit Tag Systems	\$ 677,042.60	06/24/2021	Rolland O'Connor	Cindy Inch
430-10573	IVOXY Consulting, Inc.	Annual Vmware Maintenance Renewal	\$109,216.89	6/24/2021	Sam Lamb	Kristin Fleisher

Change Order Log - June 2021

Grant Contract Number	Change Order Number	Cost Change	Current Contract Value	Counterparty	Contract Title	Description of Change	Approval Level	Completion Date	Contract Executed Date	Procurement Officer
130-09956	2	\$ 54,000.00	\$ 519,000.00	Avineon, Inc.	Data Migration Implementation Services for GIS System	Increase Contract Price, extend Contract completion date, replace Section 3, Term - Schedule, replace Section 4, Compensation and Payment, and replace Appendix "A" Rate Schedule.	4 - Senior Manager/Plant Manager	08/31/2022	06/02/2021	Kristin Fleisher
430-08051	10	\$ -	\$ 1,710,792.59	ADT Commercial, LLC	Electronic Access Control and Video Management Systems	Extend the Contract completion date	4 - Senior Manager/Plant Manager	08/30/2021	06/03/2021	Guy Wanner
230-3737	30	\$ 181,872.49	\$ 105,236,598.71	GE Steam Power, Inc.	Priest Rapids Dam Generator Rehabilitation	Compensate Contractor for a more extensive reinforcement solution to the stator frame coupling flange for Unit 4.	5 - Managing Director	12/31/2026	06/08/2021	Lori Englehart-Jewell
430-3217	6	\$ -	\$ 8,257,636.00	MacKay and Sposito, Inc.	Construction Inspection, Construction Management, and Construction Materials Sampling and Testing	Extend the Contract completion date.	3 - Department Manager	12/31/2023	06/09/2021	Kristin Fleisher
230-08636	10	\$ 4,258,940.00	\$ 39,584,485.46	IMCO General Construction, Inc.	Priest Rapids Right Embankment Improvement Project	Compensate Contractor for Standby Time, Remove Alternate Bid Item Nos. 1 and 2 from Contract Documents, and add rates to allow Contractor to supply commercial aggregate.	7 - Commission	06/30/2022	06/15/2021	Kristin Fleisher
430-09430	3	\$ -	\$ 40,000.00	P.A. Hill Executive Search Inc.	Power Production Engineering Recruitment Services	Remove Section 3 from Contract, replace Section 4 - Placement Fee, replace Section 8 - Attorney's Fees with new Section 8 - Indemnity, and extend the Contract completion date.	1 - District Representative	06/30/2022	06/15/2021	Lori Englehart-Jewell
430-09846	4	\$ 3,065.03	\$ 53,674.18	NAVEX Global, Inc.	PolicyTech Subscription	Add 150 licenses to Grant PUD's PolicyTech subscription.	4 - Senior Manager/Plant Manager	08/20/2022	06/15/2021	Leah Mauceri
130-08456	1	\$ -	\$ -	Microsoft Corporation	Mobile Substation License Agreement	Extend the term to July 31, 2021.	4 - Senior Manager/Plant Manager	06/14/2021	06/16/2021	Leah Mauceri

Change Order Log - June 2021

Grant Contract Number	Change Order Number	Cost Change	Current Contract Value	Counterparty	Contract Title	Description of Change	Approval Level	Completion Date	Contract Executed Date	Procurement Officer
230-4249	21	\$ 177,569.00	\$ 2,174,400.00	Andritz Hydro Corp	Priest Rapids Wicket Gate Servomotor Rehabilitation	For Units 4 and 5 only, Contractor shall perform welding and machining repairs of visual and dimensional defects, supply and install one stroke limiting ring per cylinder end, machine O-ring grooves in the two-bolt oil port blank flanges on each servomotor cylinder, drill and tap two jacking screw holes in each servomotor bell end flange, and machine a flat spot at the top of the East servomotor bell end flange. For Unit 4 only, Contractor shall manufacture new gudgeon pin lock screw for West servomotor. Extend the Unit 4 NTP 5 completion date.	5 - Managing Director	02/01/2027	06/16/2021	Lori Englehart-Jewell
430-09862	4	\$ 60,000.00	\$ 180,000.00	Antonio Segovia	Professional Services for Office 365 Migration	Increase the Contract Price and Extend the Contract Completion Date	4 - Senior Manager/Plant Manager	12/31/2022	06/29/2021	Nicona Butler
130-10963	1	\$ -	\$ 50,400.00	Electrical Reliability Services, Inc.	Supply and Install Back-Up Batteries	Extend the Contract Completion Date.	1 - District Representative	08/30/2021	06/29/2021	Nicona Butler
130-109125	1	\$ -	\$ 58,237.00	Stan's Construction and Son, LLC	Ephrata Service Center Storage Building Buildout	Extend the Contract Completion Date.	2 - Department Supervisor	07/14/2021	06/29/2021	Nicona Butler
430-10353	1	\$ -	\$ 75,137.40	Washington State Department of Fish and Wildlife	Hatchery Programs Genetic Assessment	Extend the Contract Completion Date and revise the deliverable dates in the SOW.	3 - Department Manager	12/31/2021	06/30/2021	Cindy Inch

<b>Effective Date:</b> 11/01/2019	<b>Version:</b> 1 <b>Supersedes:</b> 0 HR120030-POL	<b>Related Documents:</b> EAC-PA-PRO-201
 <b>DISTRICTWIDE POLICY</b>		
<b>Approved by:</b> CCO		<b>Regulation:</b> Resolution 8693
<b>Policy Owner:</b> Supervisor of Public Affairs		<b>Policy Category:</b> Employment, Benefits, and Workplace

## EAC-PA-POL-002 – EMPLOYEE RECOGNITION

### 1. Scope

This policy applies to all regular, full-time employees of Grant PUD.

### 2. Policy Statement

The employee recognition program provides for recognition to individuals or teams making significant contributions towards the strategic objectives of the utility.

### 3. Supervisors will utilize Spot Recognition to reward outstanding performance in the short term.

Supervisors of employees that provide consistently outstanding performance that does not meet the eligibility criteria of another recognition or performance-based compensation may choose from a list of recognition items.

The inventory and annual budget for these items will be maintained by Public Affairs.

### 4. Individuals will be recognized for continuous improvement efforts with management leave days.


Regular, full-time, non-bargaining unit employees (exempt and non-exempt) are eligible to receive management leave days for recognition.

To qualify, the completed project or scope of work must support the objectives of the Strategic Plan and materially reduce costs and/or improve efficiency. Additionally, the work must represent outstanding performance that is beyond the duties required of the individual employee.

Senior Managers may award up to 24-hours of management leave per recognition activity or project that meet the above-mentioned criteria.

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Recognition awards cannot exceed 40 hours per calendar year for an employee.

<b>Effective Date:</b> 11/01/2019	<b>Version:</b> 1 <b>Supersedes:</b> 0 HR120030-POL	<b>Related Documents:</b> EAC-PA-PRO-201
 <b>DISTRICTWIDE POLICY</b>		
<b>Approved by:</b> CCO		<b>Regulation:</b> Resolution 8693
<b>Policy Owner:</b> Supervisor of Public Affairs		<b>Policy Category:</b> Employment, Benefits, and Workplace

See also EAC-PA-PRO-201.

**5. Individuals will be recognized for making extraordinary effort to symbolize Grant PUD values with recognition coins.**

Regular, full-time employees (exempt and non-exempt) are eligible to receive this recognition. To qualify, the completed project or scope of work must support the objectives of the Strategic Plan and demonstrate one or more of these values:

- Safety
- Innovation
- Service
- Teamwork
- Respect
- Integrity
- Heritage

Senior Managers will approve all nominations for coins, except Safety coins.

HR will be responsible for maintaining the coin inventory.


**6. Awards submitted after the last work day in November will be held to the following calendar year.**

Management leave awards will be cashed out annually according to the management leave procedures. Dates set annually by Human Resources and Payroll.

**7. Team celebrations can be used to recognize group accomplishments.**

Supervisors may authorize team celebrations that meet the requirements of this policy. Reasonable expenses such as cake, ice cream, pizza and associated paper products (cups, plates, etc.) may be purchased at Grant PUD's expense. [This includes all company-wide events authorized by the General Manager CEO.](#)

Any employee recognized by management as being part of the group recognition can participate in these events.

<b>Effective Date:</b> 11/01/2019	<b>Version:</b> 1 <b>Supersedes:</b> 0 HR120030-POL	<b>Related Documents:</b> EAC-PA-PRO-201
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**8. Supervisors are expected to utilize this policy in a way that meets strategic plan objectives.**


Recognition should be used to further employee engagement. Employees should receive recognition at only one level for efforts made on a single project or similar work products.

Management retains the sole discretion to award recognition to any employee at any time, within the constraints of this policy. Also, this policy may be discontinued or modified, either in part or whole, at any time without prior notification.

**9. Review/Revision History**

Date	Description
11/12/2013	Original document effective date
11/01/2019	Update to new format and moved from HR to PA
07/27/2021	Revised Sections 4. and 7. to include all company-wide events authorized by the General Manager / CEO in team celebrations and group accomplishment recognition. Authorized by GM/CEO via advance notice to the Commission in accordance with Resolution No. 8693.



<b>Effective Date:</b> X/XX/2021	<b>Version:</b> 2 <b>Supersedes:</b> 1	<b>Related Documents:</b> LWOP Procedures, LWOP Request Form, Scheduling Alternate Work Hours
 <h2 style="margin: 0;">DISTRICTWIDE POLICY</h2>		
<b>Approved by:</b> Commission		<b>Regulation:</b> Resolution 8911
<b>Policy Owner:</b> Senior Manager of Human Resources		<b>Policy Category:</b> Employment, Benefits, and Workplace

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### HR-BEP-POL-410 – PERSONAL LEAVE (PL)

#### 1. Scope

This policy applies to all Grant PUD employees that are non-bargaining unit benefit-eligible. Bargaining unit employees shall refer to the Collective Bargaining Agreement.

#### 2. Policy Statement

The intent of this policy is to enable employees to take leave needed for rest and recreation, illness, injury, childcare, bereavement, personal business, and any other approved absence from work on a paid status (except where noted below for Occupational Disability, Short-Term Disability, or Long-term Disability).

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#### 3. Personal Leave


- a. Personal Leave (PL) is provided to all regular, full time Grant PUD employees, except to the extent Occupational Disability Allowance, Short-Term Disability, or Long-Term Disability plan provisions provide otherwise.
- b. PL for full-time, regular employees is accrued based on years of service as indicated by the table below.

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Years of Service	Bi-Weekly Accrual Rate	Annual Accrual Rate* (illustrative only)
During the 1 <sup>st</sup> through 5 <sup>th</sup> year	6.46 hours	21 days per year
During the 6 <sup>th</sup> through 10 <sup>th</sup> year	8.31 hours	27 days per year
During the 11 <sup>th</sup> year	8.62 hours	28 days per year
During the 12 <sup>th</sup> year	8.92 hours	29 days per year
During the 13 <sup>th</sup> year	9.23 hours	30 days per year
During the 14 <sup>th</sup> year	9.54 hours	31 days per year
During the 15 <sup>th</sup> year	9.85 hours	32 days per year
During the 16 <sup>th</sup> year	10.15 hours	33 days per year
During the 17 <sup>th</sup> through 25 <sup>th</sup> year	10.46 hours	34 days per year
After the 25 <sup>th</sup> year	10.77 hours	35 days per year

\* For purposes of this policy, a day means eight hours.

<b>Effective Date:</b> <a href="#">X/XX/2021</a>	<b>Version:</b> <a href="#">2</a> <b>Supersedes:</b> <a href="#">1</a>	<b>Related Documents:</b> <a href="#">LWOP Procedures, LWOP Request Form, Scheduling Alternate Work Hours</a>
 <h2 style="margin: 0;">DISTRICTWIDE POLICY</h2>		
<b>Approved by:</b> Commission		<b>Regulation:</b> Resolution 8911
<b>Policy Owner:</b> Senior Manager of Human Resources		<b>Policy Category:</b> Employment, Benefits, and Workplace

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PL for part-time, regular employees is accrued based on a 20-hour work week. PL usage is limited to the predetermined amount of work hours agreed to per pay period, i.e. if the agreed upon work hours is 48 hours per pay period, the employee cannot exceed the 48 hours with a combination of Personal Leave and actual hours worked.

PL does not accrue while an employee is on Occupational Disability leave or Leave without Pay (LWOP), for any reason.

PL requirements for those on an Alternate Work Schedule (AWS) should refer to [HR-SOC-POL-525, Scheduling Alternate Work Hours](#).

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- c. The General Manager may modify the PL accrual schedule to increase an individual's PL balance; however, such balance shall not exceed 35 days on an annual basis for each individual. This may occur in exceptional circumstances on a prospective basis.
- d. Employees must take at least [10](#) days of PL per year for the first [5](#) full years of employment, and at least [15](#) days per year thereafter.


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These minimums will be forfeited unless such failure to take the minimum amount was due to occupational disability, extended illness, military leave, or the employee's CXO approves an exception. Short-term disability leave will be augmented with PL to avoid forfeiture of PL.

In case of cancellation of leave by Grant PUD in response to an emergency which affects the ability of the employee to take PL, the General Manager is authorized to extend the year-end deadline an additional 90 days.

Partial years of employment (first and last) do not have minimum requirements.

- e. Total accrued PL for each individual cannot exceed established limits.
  - 1) For employees hired on or after April 1, 2011, total accrued PL shall not exceed 700 hours.

<b>Effective Date:</b> X/XX/2021	<b>Version:</b> 2 <b>Supersedes:</b> 1	<b>Related Documents:</b> LWOP Procedures, LWOP Request Form, Scheduling Alternate Work Hours
 <h2 style="margin: 0;">DISTRICTWIDE POLICY</h2>		
<b>Approved by:</b> Commission		<b>Regulation:</b> Resolution 8911
<b>Policy Owner:</b> Senior Manager of Human Resources		<b>Policy Category:</b> Employment, Benefits, and Workplace

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2) For employees hired before April 1, 2011, accrued PL shall not exceed the greater of 1200 hours or the number of hours accrued by each employee as of May 30, 1996.

Annually, accrued PL in excess of the limits set forth above shall be cashed out at the straight-time hourly rate of pay then in effect for the affected employee. This cash-out does not count as leave required to be taken.

- f. In the final pay period of the payroll year, employees are permitted to cash out their accumulated PL to the extent their PL balance exceeds 80 hours. This cash out does not count as leave required to be taken.


PL cash-out will be restricted to the employee's current annual accrual rate. The employee may cash out the difference between their total PL accrued during the payroll year and the actual leave taken during the payroll year.

These guidelines do not apply to the cash-out of PL accrued in excess of the maximum allowable accrual and cash-out at retirement or termination.

- g. Use of PL shall be conditioned upon operational needs of Grant PUD and approval of the General Manager or designee. Annually, the General Manager/CEO may authorize leave for a day of employee recognition to include significant unstructured time for employees to recharge and engage in team building.
- h. Full-time, regular employees may utilize their PL up to 160 hours immediately preceding their retirement. Part-time, regular employees may run out 80 hours of leave before retirement. Run-out of leave for reasons other than retirement are not permitted, except when a bona fide approved FMLA or Family Care Leave situation exists.
- i. All accrued but unused PL will be paid to the employee upon termination or retirement, provided that 6 months of continuous employment has been met.

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#### 4. Management Leave

<b>Effective Date:</b> <a href="#">X/XX/2021</a>	<b>Version:</b> <u>2</u> <b>Supersedes:</b> <u>1</u>	<b>Related Documents:</b> <a href="#">LWOP Procedures, LWOP Request Form, Scheduling Alternate Work Hours</a>
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- a. Grant PUD provides 3 paid days of Management Leave each calendar year to employees that are classified as full-time, regular exempt under the Fair Labor Standards Act, except for those hired into an eligible position after October 1<sup>st</sup> of the Payroll year.
- b. Management Leave days will be prorated for regular, part-time employees annually (12 hours).
- c. The General Manager may authorize additional days of Management Leave for exempt employees who have demonstrated extraordinary service and commitment above and beyond the expectations of their job. In these cases, the General Manager shall not exceed 35 days on an annual basis for a single employee.

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### 5. Leave without Pay

- a. Leave without Pay (LWOP) may be approved when all applicable accrued leave with pay has been used.  
  
Supervisors may approve LWOP for less than 8 hours. Senior Manager approval is required for LWOP of 8 hours or more.
- b. LWOP may also be used for disciplinary purposes, even when leave with pay is available.
- c. LWOP will be calculated in half-hour increments of actual work time missed for employees who are exempt. LWOP will be counted beginning at the time an employee leaves work until the employee returns to work within the scope of their regularly scheduled shift.
- d. Accrual of PL, time in grade, and anniversary dates are affected when an employee takes LWOP. See HR-BEP-PRO-412, Administering Leave Without Pay.
- e. Benefits may be affected as outlined in group insurance contracts and in accordance with state and federal laws.
- f. Grant PUD retains the right to deny LWOP when not connected to an approved leave such as FMLA or other state or federal laws.

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<b>Effective Date:</b> <a href="#">X/XX/2021</a>	<b>Version:</b> <a href="#">2</a> <b>Supersedes:</b> <a href="#">1</a>	<b>Related Documents:</b> <a href="#">LWOP Procedures, LWOP Request Form, Scheduling Alternate Work Hours</a>
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If approved LWOP extends over a full calendar month, the employee has the option to continue Grant PUD's health insurance through COBRA by self-paying COBRA premiums. If the employee is on approved such as federal Family Medical Leave (FMLA) or state Family and Medical Leave, Grant PUD will continue to pay its share of the premium and the employee will pay their share.

### 6. Review/Revision History

Date	Description
<a href="#">v0 7/22/2014</a>	Initial Effective Date
<a href="#">v1 2/12/2019</a>	Updated, converted to new format
<a href="#">v2 X/XX/2021</a>	<a href="#">Revised Section 3.g to authorize leave for a day of employee recognition, updated document numbers for related documents, formatting clean up. Authorized by GM via 20 day advance notice to the Commission in accordance with Resolution 8911.</a>