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Northwest Power and Conservation Council

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Idaho

Jeffery C. Allen
Idaho

January 7, 2020

DECISION MEMORANDUM

TO: Council members

FROM: Andrea Goodwin, Senior Counsel

SUBJECT: Authorization to renew the contract with Nokes Communications, Inc.

PROPOSED ACTION: Council staff recommends authorization to renew the contract with Nokes Communications, Inc. to prepare the Council meeting minutes

SIGNIFICANCE: Pursuant to its by-laws, the Council must prepare minutes for all Council meetings.

BUDGETARY/ECONOMIC IMPACTS

Total contract budget not to exceed \$37,560

BACKGROUND

The Council has contracted for the preparation of the Council meeting minutes for the last several years, which has produced thorough minutes.

ANALYSIS

Council authorization to renew the contract with Nokes Communications, Inc. will facilitate the preparation of detailed and satisfactory meeting minutes for the Council's use.

ALTERNATIVES

Staff could prepare the meeting minutes, or the Council could contract with a different entity. If staff prepared the meeting minutes, staff may be unable to focus on the substantive or logistical matters during the meeting. To contract with a different entity may require additional time and effort to produce an acceptable product.