

Minutes of  
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY  
October 5, 2021  
VIRTUAL VIA MICROSOFT TEAMS

Present: Curtis J. Knapp, President  
Richard A. Larson, Vice President  
Joseph B. Onley, Secretary

Staff Present: F. Colin Willenbrock, General Manager  
Management/District Staff  
Karen Willner, Clerk of the Board

Others: None

The meeting was called to order at 8:30 a.m. by Richard A. Larson, Vice President. A roll call was taken.

CONSENT AGENDA:

The minutes from the September 21, 2021 meeting, today's agenda, and the vouchers were reviewed.

As of this date, October 5, 2021, the Board, upon motion by Commissioner Knapp and seconded by Commissioner Onley approved the following:

- The agenda for October 5, 2021, and the minutes of the September 21, 2021 meeting.
- Vouchers audited certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by RCW 42.24.090, have been recorded on a listing, which has been made available to the Board. Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 6122 through 6161 in the total amount of \$228,333.24; ACH payments in the total amount of \$292,908.34; Wire Transfers in the total amount of \$278,963.75; and ACH payroll transactions in the total amount of \$222,118.42 for the payroll ending September 15, 2021.

The motion passed unanimously.

Commissioner Larson announced a 1-hour executive session on the review of the performance of a public employee. Following the executive session, the Board will return to the open session.

EXECUTIVE SESSION – REVIEW OF THE PERFORMANCE OF A PUBLIC EMPLOYEE:

A 1-hour executive session for a review of the performance of a public employee commenced at 8:40 a.m. The following were in attendance: Board of Commissioners. At 8:49 a.m., Colin Willenbrock, General Manager joined the executive session. The executive session adjourned at 9:22 a.m. The Board returned to open session. No final action was taken.

BOARD WORKSHOP:

Commissioner Larson asked if the commissioners had any topics for discussion. Commissioner Onley inquired about the customer paid line extensions information regarding the out-of-order work order numbers and what the fiber conduit column means. Lisa Curry, District Customer Service Representative II reported the work orders are assigned as the customer pays for the line extension and the "X" in the fiber column means the customer wants fiber installed.

Colin Willenbrock, District General Manager reported progress continues on the Allrise/Ponderay Real Estate project and we continue to work with the customer on various requests for the interconnection and power supply. We have received confirmation from the Bonneville Power Administration (BPA) regarding the PUD's allocation of net requirements for power and have started receiving the allotted federal shaped block power. Ponderay Real Estate has requested to secure its own supplemental power supply. It has retained a consultant and is working with a third-party marketing entity. We have received term sheets from Ponderay Real Estate and are reviewing them. We are keeping communications open with Ponderay Real Estate and are pleased with the progress. Commissioner Larson inquired about the metering timeline. Mr. Willenbrock reported everything is many weeks out.

Mr. Willenbrock reported he had a great meeting with the City of Newport Council members last night regarding the utility franchise agreement and Cowboy Park interlocal agreement. Laura McAloon, City of Newport Attorney walked through the draft agreement red lines and has circulated the council's revisions back to Tyler Whitney, District General Counsel/Assistant General Manager. He explained it is a non-exclusive franchise and the 25-year term was incorporated into the latest draft. He reported once the agreement is finalized between Ms. McAloon and Mr. Whitney, the city requires two separate meetings to put it before the council and to be published in the Newport Miner. He commended the city council for their help. He reported that for the Cowboy Park, we have asked for an interlocal agreement so we have the right to do work on the property. Mark "Bubba" Scott, District Water Systems Manager has been appointed as the project manager and he is working with Dave North, Newport City Public Works Director. The council voted to approve the interlocal agreement. We have quotes and bids but the supply chain leads are long. The vast majority of the work will happen in the spring.

He reported we are in the process of securing some additional COVID testing equipment. We have had employee positive cases and some employees are quarantining. Contract crews for fiber were brought in to keep the fiber projects going. We continue with our safety protocols.

He reported April Owen, District Director, Audit, Financials & Power Supply will give a report on surplus power in today's action items.

He reported he is on the selection committee for the next Northwest Open Access Network (NoaNet) Chief Financial Officer job position.

#### BUSINESS FROM THE PUBLIC:

Commissioner Larson asked if there was any business from the public. There was no business from the public.

Following a 5-minute recess, the meeting resumed.

#### SAFETY SPOTLIGHT:

Adam Wiltse, District Safety Manager reported on COVID in the Tri-County area. The topic of conversation is the upcoming rules regarding the vaccine mandates. A press release from the Northeast Tri-County Health District is coming out later today or this week regarding vaccine mandates and COVID testing. He ordered additional test kits today. Commissioner Knapp inquired if we are still doing the symptom check-in stations and if anything has been caught there. Mr. Wiltse reported nothing has been caught at the stations but it can take a day or two for symptoms to appear. Commissioner Onley inquired about the number of test kits we are able to get and who is qualified to administer the tests. Mr. Wiltse reported he went through training to be able to administer the tests and he was able to buy 48 tests today. Discussion was held regarding the cost of the test kits and a backup person for administering the tests.

#### CUSTOMER SPOTLIGHT:

Sarah Holderman, District Director, Treasury, Broadband & Strategic Planning reported we are working through the disconnect moratorium. The moratorium ended on September 30 and it was not extended. We have 40 high-balance customer accounts and are calling and door hanging reminder notices, which is the focus this week. She explained the billing and disconnect process. Discussion was held regarding customer arrearages. She explained that late fees were not charged during the moratorium.

#### COMMISSION REPORT:

Commissioner Knapp spoke with City of Newport council members regarding the utility franchise. He spoke with a customer regarding the state's utility disconnect policy and he commended the customer service staff for their efforts in working with our customers.

Commissioner Onley attended a virtual Washington Public Utility Districts Association (WPUDA) Water Workshop on September 22 - 23 and provided an overview. He commended Mr. Scott for his presentation on the Riverview Water System arsenic treatment project.

Commissioner Larson attended a virtual Tri-County Economic Development District (TEDD) meeting on September 22 and provided an overview.

#### COMMISSION BUSINESS:

- Pre-Approval of Commission Travel or Meeting Attendance for November. Commissioner Knapp plans to attend the virtual PUD Board meetings on November 2, 16 and 30, the virtual WPUDA meetings on November 17 – 19, and a virtual Public Utility Risk Management Services (PURMS) meeting on November 4. Commissioners Onley and Larson were in agreement. Commissioner Onley plans to attend the virtual PUD Board meetings on November 2, 16 and 30, and the virtual WPUDA meetings on November 17 - 19. Commissioner Knapp questioned Commissioner Onley attending the WPUDA Board meeting on November 19. Commissioner Larson was in agreement with Commissioner Knapp. Commissioner Onley will not attend the virtual WPUDA Board meeting on November 19. Commissioner Larson plans to attend the virtual PUD Board meetings on November 2, 16, and 30, a virtual NoaNet Board meeting on November 10, a possible virtual Economic Development Council meeting on November 17, and a possible virtual TEDD meeting on November 24. Commissioners Knapp and Onley were in agreement.

A motion was made by Commissioner Knapp and seconded by Commissioner Onley to pre-approve Commissioner Larson's November meeting attendance, Commissioner Knapp's November meeting attendance with a change to add the PURMS meeting, and Commissioner Onley's November meeting attendance with a change for two WPUDA meeting days, instead of three days. The motion passed unanimously.

#### ACTION ITEMS:

- Internal Reliability Compliance Policy Review. Kevin Conway, District Director, Compliance, Safety, Engineering & Technology reported this is an annual policy review and Commissioner Onley's and Mr. Whitney's changes from last year have been implemented. A motion was made by Commissioner Onley and seconded by Commissioner Knapp to approve the revised policy. The motion passed unanimously.
- Damage Claim DC231175. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Onley to deny the damage claim in the total amount of \$313.01. The motion passed unanimously.
- November Surplus Energy Sales. Ms. Owen reported that Allrise/Ponderay Real Estate has been included in this load and that BPA calculates the load on

an annual basis and they look at Box Canyon Dam and Boundary Dam generation. We will be very long in November based on the contracts we have and we want to get it locked in. We will put it out to bid to several entities. We want the Board to allow the general manager to approve any bids that are over our cost. A motion was made by Commissioner Onley and seconded by Commissioner Knapp to authorize the general manager to approve a bid for a sale of power for November over our cost of power at a minimum acceptable bid of \$1,000,512.00. The motion passed unanimously.

BOARD WORKSHOP (continued):

Ms. Holderman reported that at the October 26 Board meeting we will have a capital project workshop with the Board. Managers will be asked and encouraged to attend to give a department capital project update. She reported a budget presentation will be provided to the Board at the November 2 meeting and a public budget hearing will be held during the November 16 meeting.

Commissioner Onley asked for a broadband grant update. Ms. Holderman reported the broadband grant application deadline was extended to October 8. She commended the NoaNet grant writers for helping with this process.

Commissioner Larson thanked the staff for attending and providing their expertise and information.

There being no further discussion to come before the Board, the meeting adjourned at 10:47 a.m.

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President

ATTEST:

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Secretary

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General Counsel  
Approved as to Form