

Minutes of
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY
January 3, 2024
NEWPORT CONFERENCE ROOM, NEWPORT, WA AND
VIRTUAL VIA MICROSOFT TEAMS

Present: Joseph B. Onley, President
David W. Rick, Vice President
Curtis J. Knapp, Secretary

Staff Present: John Janney, General Manager
Management/District Staff
Karen Willner, Clerk of the Board

Others: Tyler Whitney, Cable Huston, LLP
Gretchen Koenig, Member of the Public

The meeting was called to order at 8:32 a.m. by Curtis J. Knapp, President.

ELECTION OF BOARD OFFICERS FOR 2024:

Discussion was held. A motion was made by Commissioner Rick and seconded by Commissioner Onley to elect Board Officers for 2024 as follows: Commissioner Joe Onley as President, Commissioner Dave Rick as Vice President, and Commissioner Curt Knapp as Secretary. The motion passed unanimously.

BOARD WORKSHOP:

The Board of Commissioners welcomed John Janney, General Manager. Discussion was held regarding the distribution of 2024 PUD Calendars. Commissioner Onley requested a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis at a future meeting.

APPROVAL OF CONSENT AGENDA:

The minutes from the December 19, 2023 meeting, today's agenda, and the vouchers were reviewed.

As of this date, January 3, 2024, the Board, upon motion by Commissioner Knapp and seconded by Commissioner Rick approved the following:

- The agenda for January 3, 2024 meeting, and the minutes of the December 19, 2023 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. 8912 through 8945 in the total amount of \$380,953.34; ACH payments in the total amount of \$687,254.76; Wire transfers in the total amount of \$8,684,348.31; and ACH payroll transactions in the total amount of \$244,468.93 for the payroll ending December 15, 2023.

The motion passed unanimously.

GOVERNANCE REVIEW AND TRAINING:

Tyler Whitney, Cable Huston, LLP, provided a Governance review and training that included the District's Strategic Plan, Open Public Meetings Act, Public Records Act, and Records Management and Retention. Discussion was held.

GENERAL MANAGER UPDATE:

John Janney, District General Manager, reported he received a warm welcome from everyone and we have a great staff. He thanked Bryant Kramer, District Director of Production and his staff for the holiday gathering and tour of Box Canyon; Chris Jones, District Director of Operations and his crew for his visits and for doing things the right way, keeping the lights on, and working safely; Bob Pebles, District Information Technology Manager/CIP Senior Manager and his staff for their technology help and support; and April Owen, District Director of Finance, Philip Roice, District Engineering Manager, Suzie Wrbelis, District Director of Human Resources, and Mr. Whitney. He reported that it has been a great start, he still has lots to learn, and he will continue to work with staff. He is happy to be here and thanked the Board for the opportunity and their vote of confidence. Commissioner Onley thanked Mr. Janney for his leadership so far and encouraged him to let the Board know if he needs anything.

SAFETY SPOTLIGHT:

Adam Wiltse, District Safety Manager, reported Mr. Pebles gave a safety and security award to Megan Malone, District Accounts Payable Analyst, for her awareness with a known fax scam. He commended Ms. Malone for her actions.

He reported on the American Medical Association's Top 10 Tips for a Healthy 2024. The tips included managing stress through good sleep and exercise, following physicians' instructions on taking medications, stopping smoking and e-cigarettes, consuming alcohol in moderation, learning the risks for Type 2 Diabetes, knowing your blood pressure numbers, getting routine screenings, staying up to date on vaccinations, cutting down on sugary beverages and processed foods, and exercising more.

Following a short recess, the meeting resumed.

BUSINESS FROM THE PUBLIC/OPEN COMMENT PERIOD:

Commissioner Onley asked if there was any business or comments from the public.

Gretchen Koenig, member of the public, complimented the District for its quick response to her public records requests. She inquired how the District could improve notifying the public about special meetings. Discussion was held.

Commissioner Onley thanked Ms. Koenig for her comments and he thanked the members of the public for attending.

CUSTOMER SPOTLIGHT:

Amber Gifford, District Customer Service & Contracts Manager, provided a Neighbors in Need (NIN) program update and reported that in 2023 we helped 78 customers with a total of \$19,000 in assistance funds. She reminded everyone that our Operation Round Up program is a great way for people to contribute to our NIN fund.

She reported we have boxes of our 2024 PUD Calendars remaining.

Commissioner Onley inquired if someone on budget billing can participate in the Operation Round Up program. Ms. Gifford reported they can do a separate donation.

ACTION ITEMS:

- Bid Awards – Surplus Property Fleet Assets #153, a 2004 Ford F150 Supercab 4x4 and #154, a 2005 Ford F150 Supercab 4x4. Karen Willner, Clerk of the Board, provided the bids summary. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Rick to award the bids to the highest bidders as presented. The motion passed unanimously.
- Interlocal Agreement with the Kalispel Tribe of Indians for Trout Habitat Restoration Support. Scott Jungblom, District Natural Resources Manager, provided the details. Discussion was held. A motion was made by Commissioner

Rick and seconded by Commissioner Knapp to approve the Interlocal Agreement with the Kalispel Tribe of Indians for Trout Habitat Restoration Support. The motion passed unanimously.

- District Organization Representation for 2024. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Rick to appoint District staff as representatives to the organizations as modified. The motion passed unanimously.

COMMISSION REPORT:

Commissioner Rick attended an Economic Development Council (EDC) meeting on December 20 at the Camas Wellness Center and provided an overview. He reported the Port and Tri-County Economic Development District submitted proposals to become the county’s Associated Development Organization and a decision from the county commission should be made within the next few days. Discussion was held.

Commissioner Onley had breakfast with Mr. Janney on December 28 in Newport.

COMMISSION BUSINESS:

Commissioner Onley will attend the Washington Public Utility Districts Association (WPUDA) meetings on January 10 – 12 in Olympia.

Commissioner Rick will attend the WPUDA meetings on January 10 - 12 in Olympia and an EDC meeting, date and location to be determined.

Commissioner Knapp will attend a virtual Pacific Northwest Utilities Conference Committee meeting on January 5 and the WPUDA meetings on January 10 - 12 in Olympia.

Commissioner Onley announced a 60-minute executive session to review the performance of a public employee will begin at 11:00 a.m., in the Newport Conference Room. No final action will be taken during the executive session. Following the executive session, he and the Board will rejoin the open session to take action or to adjourn the meeting.

He reported the next meeting will be held on Wednesday, January 17, 2024, starting at 8:30 a.m., in the Newport Conference Room in Newport and via Microsoft Teams.

Following a short recess, the meeting resumed.

EXECUTIVE SESSION – REVIEW OF PERFORMANCE OF A PUBLIC EMPLOYEE:

A 60-minute executive session to review the performance of a public employee commenced at 11:00 a.m. The following were in attendance: Board of Commissioners; and John Janney, General Manager. The executive session adjourned at 12:00 p.m. and the Board returned to open session. No final action was taken during the executive session.

Commissioner Onley reported the next Board meeting is Wednesday, January 17, 2024, starting at 8:30 a.m., in the Newport Conference Room in Newport and via Microsoft Teams.

There being no further discussion to come before the Board, the meeting adjourned at 12:02 p.m.

President

ATTEST:

Secretary

General Counsel
Approved as to Form