

Minutes of  
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY  
June 6, 2023  
NEWPORT CONFERENCE ROOM, NEWPORT, WA AND  
VIRTUAL VIA MICROSOFT TEAMS

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

Staff Present: April Owen, Co-Interim General Manager  
Sarah Holderman, Co-Interim General Manager  
Management/District Staff  
Karen Willner, Clerk of the Board

Others: Kelly Driver, Manager of Port of Pend Oreille  
Kirk Boxleitner, Newport Miner, virtual

The meeting was called to order at 8:30 a.m. by Curtis J. Knapp, President.

BOARD WORKSHOP:

Commissioner Knapp gave an update on the general manager job search and reported virtual interviews were held on June 1 and 2 with in-person interviews scheduled for June 30. Discussion was held.

APPROVAL OF CONSENT AGENDA:

The minutes from the May 31, 2023 meeting, the June 1, 2023 special meeting, the June 2, 2023 special meeting, the amended approved May 17, 2023 special meeting, today's revised agenda, and the vouchers were reviewed.

As of this date, June 6, 2023, the Board, upon motion by Commissioner Onley and seconded by Commissioner Rick approved the following:

- The revised agenda for June 6, 2023, the minutes of the May 31, 2023 meeting, the special minutes of the June 1, 2023 meeting, the special minutes of the June 2, 2023 meeting, and the amended approved special minutes of the May 17, 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. 8188 through 8197 in the total amount of \$4,076.45; and ACH payments in the total amount of \$135,145.36.

The motion passed unanimously.

GENERAL MANAGERS' UPDATE:

April Owen, District Co-Interim General Manager, thanked Bryant Kramer, District Director of Power Production, and staff for the Box Canyon projects tour last week.

Sarah Holderman, District Co-Interim General Manager, reported Shannon Johnston, District Communications & Utility Services Coordinator, has been designated as the Public Records Officer. Amber Gifford, District Customer Service & Contracts Manager, reported on a public records training for staff that was held in May. Discussion was held.

Ben Hall, District Energy Resources Manager, reported he and staff are working on negotiating the electric service agreement with Cascade. Their current agreement expires on September 30, 2023. He and staff will bring a successor contract for the Board's

approval by the end of August. Discussion was held. He reported Cascade is planning on taking diurnal shape power in July.

Ms. Owen reported the Bonneville Power Administration (BPA) Feasibility Study was done and was received by Cascade. The study analyzed an increase of 70 MW to Cascade's load for a total of 170 MW of mixed load for newsprint and cryptocurrency. Philip Roice, District Engineering Manager, reported that if Cascade decides to move forward, we would need to upgrade our transmission lines. Ms. Owen and staff will attend a virtual meeting with BPA and Cascade on June 22. Discussion was held.

Ms. Owen reported the Newport RV Park project is almost complete. The bathroom facility is being delivered tomorrow and the concrete work for the signage needs to be done. The City of Newport will spread gravel. The park will have a soft opening rodeo weekend, and will coordinate a ribbon cutting ceremony with the city to be held at the end of the month. The city will have a host on site. Discussion was held.

Ms. Holderman reported organizers with the Bigfoot Festival in Metaline Falls reached out to us about installing WiFi for the festival being held on June 17 - 18. The District will provide this service.

She will have a broadband grant debrief meeting with the Department of Commerce in a couple of weeks and will then provide an update to the Board. Discussion was held.

#### ACTION ITEMS:

- Declaration of Surplus Property - Plotter. Bob Pebles, District Information Technology Manager/Senior CIP Manager, is recommending the plotter be declared as surplus due to its age and having incompatibility issues. A new plotter is now in service. Staff will contact local school districts to see if they are interested and if not, it will be recycled through an e-cycler. Based on staff recommendation, a motion was made by Commissioner Rick and seconded by Commissioner Onley to approve and declare the plotter as no longer necessary, material to, or useful in the operations of the District and, therefore surplus to the needs of the District. The motion passed unanimously. Staff will proceed as appropriate.
- Bid Award – LeClerc Instream Structure Construction. Scott Jungblom, District Natural Resources Manager, reported we received two bids and this is part of our Trout Habitat Restoration Program. He explained the project process. Discussion was held. Based on staff recommendation, a motion was made by Commissioner Onley and seconded by Commissioner Rick to award the bid to the apparent low bidder, as presented. The motion passed unanimously.
- Unbudgeted Request – Substation Design. Mr. Roice reported the bid amount for the design came in over the budgeted amount. A motion was made by Commissioner Rick and seconded by Commissioner Onley to approve the unbudgeted request for the Bare Mountain Substation design. The motion passed unanimously.
- Approval of Substation Design Contract. Mr. Roice reported this is a task order we put together with ECI for the scope of work. A motion was made by Commissioner Onley and seconded by Commissioner Rick to approve the Bare Mountain Substation Design task order. The motion passed unanimously.

#### CUSTOMER SPOTLIGHT:

Amber Gifford, District Customer Service & Contracts Manager, provided a Neighbors in Need Low-Income Assistance program update and reported we gave 56 awards in the amount of approximately \$13,000 to customers. She explained the funding qualifications. Discussion was held.

#### SAFETY SPOTLIGHT:

Adam Wiltse, District Safety Manager, reported on the importance of wearing safety gear when riding motorcycles and bicycles.

COMMISSION REPORT:

The Board of Commissioners attended the special Board meetings on June 1 and 2 in Newport.

Commissioner Knapp had customer phone calls regarding the BPA study and a public records request for a line extension.

COMMISSION BUSINESS:

Commissioner Onley will attend a virtual Greater Newport Area Chamber of Commerce meeting tomorrow and thanked Ms. Holderman and Ms. Willner for providing electric vehicle charging station statistics. He will attend a virtual Washington Public Utility Districts Association (WPUDA) Strategic Planning Committee meeting on June 15 and a virtual WPUDA Water Committee meeting on June 29.

Discussion was held regarding a virtual WPUDA Board of Directors special meeting on June 9. Commissioner Knapp will plan to attend.

Commissioner Rick will attend an Ione Townhall meeting tomorrow in Ione, a North Pend Oreille Chamber of Commerce meeting on June 8 in Metaline Falls, and a Tri-County Economic Development District meeting on June 28 in Colville.

Commissioner Knapp will attend virtual Public Power Council meetings tomorrow and Thursday and a virtual Energy Northwest RTF meeting on June 15. He will virtually attend the Board meeting on June 20 and Energy Northwest meetings on June 21 – 22 in Portland. He noted the first Board meeting in July will be held on Thursday, July 6 due to the 4<sup>th</sup> of July holiday falling on a Tuesday.

Following a short recess, the meeting resumed.

BUSINESS FROM THE PUBLIC/OPEN COMMENT PERIOD:

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

Kelly Driver, Port Manager, is trying to revitalize the Nine Commissioners meeting with the commissioners and managers from the Port, Pend Oreille County, and PUD. She suggested holding in-person only meetings and scheduling them quarterly at various locations. She will email a survey monkey poll for feedback. Discussion was held. The Board agreed to schedule an initial meeting. Commissioner Knapp thanked Ms. Driver for attending and for her comments.

Commissioner Knapp announced a 30-minute executive session to evaluate the qualifications of applicants for public employment will begin at 10:15 a.m. If the executive session needs to be extended, he will rejoin the open session to publicly announce an extension. No final action will be taken during the executive session. Following the executive session he and/or the Board will rejoin the open session to adjourn the meeting.

He reported the next meeting is June 20, 2023, in the Newport Conference Room, Newport and via Microsoft Teams.

EXECUTIVE SESSION – EVALUATION OF QUALIFICATIONS OF APPLICANTS FOR PUBLIC EMPLOYMENT:

A 30-minute executive session to evaluate the qualifications of applicants for public employment commenced at 10:15 a.m. The following were in attendance: Board of Commissioners; and Suzie Wrbelis, Director of Human Resources. At 10:47 a.m.,

Commissioner Knapp publicly announced a 10-minute extension. The executive session adjourned at 10:57 a.m. No final action was taken during the executive session.

There being no further discussion to come before the Board, the meeting adjourned at 10:58 a.m.

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President

ATTEST:

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Secretary

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General Counsel  
Approved as to Form