

Minutes of
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY
March 5, 2019
NEWPORT CONFERENCE ROOM, NEWPORT, WA

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

Staff Present: F. Colin Willenbrock, General Manager
Management/District Staff
Tyler R. Whitney, Chief Legal, Generation &
Regulatory/Government Affairs Officer
Karen Willner, Clerk of the Board

Others: Don Gronning, Newport Miner
Caneel Johnson, Newport Miner

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

CONSENT AGENDA:

The minutes from the February 19, 2019 meeting and today's revised agenda were reviewed.

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. As of this date, March 5, 2019, the Board, upon motion by Commissioner Larson and seconded by Commissioner Onley approved the following:

- The minutes of February 19, 2019 meeting as amended and the revised agenda for March 5, 2019.
- Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 2583 through 2617 in the total amount of \$163,939.14; ACH payments in the total amount of \$305,704.21; Wire Transfers in the total amount of \$1,706,438.07; and ACH payroll transactions in the total amount of \$231,794.62 for the payroll ending February 15, 2019.

BOARD WORKSHOP/GENERAL MANAGER'S REPORT:

Colin Willenbrock, District General Manager reported the District broke its high peak record for load at 78.9 due to the cold temperatures and increased load growth. Ponderay Newsprint Company curtailed their operations to take advantage of the market pricing.

He reported the District received its annual funding request from the Economic Development Council (EDC) in the amount of \$5,000 and he wanted to discuss it with the Board. Discussion was held. He will draft a letter to the EDC.

He reported this is the last Board meeting where the Board will receive vouchers in hard copy. He explained the National Information Solutions Cooperative has a module that allows the District to go to electronic signature approvals. The Board will now receive a running tabulation sheet. Discussion was held.

Mr. Gronning left the meeting.

Mr. Willenbrock will continue to update the Board on the strategic planning process and 5-year plans. He reported the executive leadership committee is reviewing each section of the plans over several months. He provided an overview of the department projects. Discussion was held.

He provided an update on fire liability and reported it continues to be a major topic of discussion in the state legislature. Autumn Rice, District Regulatory Compliance Coordinator will attend a fire liability training in April. The District will be having a vegetation management training in March. He explained the training topics. Discussion was held.

SAFETY SPOTLIGHT:

Jason Pimental, District Safety Coordinator reported field personnel are being made aware of safety risks including hyperthermia in the cold weather. He reported the District continues to work with Labor & Industries on safety inspections. The District is restructuring its safety measures for onboarding new employee hires.

CUSTOMER SPOTLIGHT:

Libbey Bartel, District Chief Customer Service & Metering Officer provided a Neighbors in Need February Fundraiser update and reported the District raised over \$2,200 and will be able to help nine families. She commended everyone for contributing to such a worthy cause and noted that little contributions are big successes. She explained the process in working with Rural Resources and District customers.

Commissioner Knapp reported on a customer email regarding the minimum monthly service charge. Discussion was held.

COMMISSION REPORT:

Commissioner Onley attended an EDC meeting on February 20 in Usk and an EDC-sponsored Newport Hotel Feasibility Study meeting on February 26 at the District and provided an overview. Commissioner Knapp attended the hotel meeting and provided comments. Discussion was held. Commissioner Onley attended a Tri-County Economic Development District meeting on February 27 in Colville and provided an overview. He thanked Bob Pebles, District Information Technology (IT) Manager and Kenna Tornow, District Communications & Public Contracts Manager for their work on the website and adding an information sign up option for the public.

Commissioner Larson attended the EDC meeting on February 20 in Usk.

COMMISSION BUSINESS:

- Newport Little Guys Wrestling Funding Request. Discussion was held. No action was taken due to lack of a motion. They will be referred to the District's Truck Wash Fundraiser program.
- CREATE Membership Funding Request. Discussion was made. A motion was made by Commissioner Onley and seconded by Commissioner Larson to contribute \$50 for a business patron membership. The motion was passed unanimously.

Commissioner Onley will attend the Washington Public Utility Districts Association (WPUDA) meetings on March 13 – 15 in Olympia.

Commissioner Knapp will attend a District Family Hockey Night event on March 8 in Spokane, a Northwest Open Access Network Board meeting on March 13 in Spokane and the WPUDA meetings on March 13 – 15 in Olympia.

BUSINESS FROM THE PUBLIC:

Caneel Johnson, Newport Miner provided her background information. The Board welcomed her to the meeting.

ACTION ITEMS:

- Revised Contracting and Purchasing Authority and Procedures Policy. Tyler Whitney, District Chief Legal, Generation & Regulatory/Government Affairs Officer explained the revisions. Discussion was held. A motion was made by Commissioner Onley and seconded by Commissioner Larson to approve the revised policy. The motion passed unanimously.
- First Amendment to Personal Service Agreement with Energy West. Mr. Willenbrock and Mr. Whitney provided the details. Discussion was held. A motion was made by Commissioner Onley and seconded by Commissioner Larson to approve the amendment and authorize the general manager to execute. The motion passed unanimously.
- Unbudgeted Item – ProcureWare Contracting Software. Mr. Whitney, Ms. Tornow and Mr. Willenbrock provided the details. Discussion was held. A motion was made by Commissioner Larson and seconded by Commissioner Onley to approve the unbudgeted item in the total amount of \$17,200. The motion passed unanimously.
- Declaration of Surplus Property – Information Technology Items. Mr. Pebles provided the details. Discussion was held. Based on staff recommendation, a motion was made by Commissioner Onley and seconded by Commissioner Larson to declare the IT items as being 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. The staff will proceed as appropriate.

Following a 5-minute break, the meeting resumed.

EXECUTIVE SESSION – PENDING AND/OR POTENTIAL LITIGATION:

A 90-minute executive session on pending and/or potential litigation commenced at 11:00 a.m. The following were in attendance: Board of Commissioners; Colin Willenbrock, General Manager; Tyler Whitney, Chief Legal, Generation & Regulatory/Government Affairs Officer; and Mark Cleveland, Director, Power Production. Mr. Cleveland exited the executive session at 11:30 a.m. After public announcement, the executive session was extended for 20 minutes. The executive session adjourned at 12:50 p.m. and the Board returned to open session. No final action was taken.

There being no further discussion to come before the Board, the meeting adjourned at 12:51 p.m.

President

ATTEST:

Secretary

General Counsel
Approved as to Form