

Minutes of
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY
January 30, 2024
BOX CANYON DAM, IONE, 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: Sonya Scaufaire, Selkirk Sun

The meeting was called to order at 9:30 a.m. by Joseph B. Onley, President. He thanked Commissioner Knapp for running the last meeting for him.

CONSENT AGENDA:

The minutes from the January 3, 2024 meeting, the minutes from the January 17, 2024 meeting, today's agenda, and the vouchers were reviewed.

As of this date, January 30, 2024, the Board, upon motion by Commissioner Knapp and seconded by Commissioner Rick approved the following:

- The agenda for January 30, 2024, the minutes of the January 3, 2024 meeting, and the minutes of the January 17, 2024 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. 9005 through 9055 in the total amount of \$143,803.01; ACH payments in the total amount of \$1,094,864.96; Wire Transfers in the total amount of \$1,026,730.84; and ACH payroll transactions in the total amount of \$258,277.79 for the payroll ending January 15, 2024.

The motion passed unanimously.

GENERAL MANAGER REPORT:

John Janney, General Manager, asked Sarah Holderman, District Director of Customer Services, to give an update on a few items.

Ms. Holderman reported the Metaline Falls Pipe Replacement project was finished this year and spending was slightly over the grant amount mainly due to necessary change orders. The Department of Commerce found some additional funding for our project so the cost was fully covered.

She reported we received the Internal Revenue Service (IRS) subsidy for our January 1st bond interest payment. We are required to file for reimbursement.

She reported our Customer Satisfaction Survey is extended through February 14. We have received 50 responses. A QR code with a link to the survey will be in this month's Customer Connect newsletter.

Mr. Janney provided a meter replacement project update and reported the equipment was installed at the Pine Street Substation. Ms. Holderman reported that Bob Pebles, District Information Technology Manager/CIP Senior Manager, is working on the software piece

of the project. Discussion was held. Ms. Holderman reported we will create a Q&A fact sheet for our website, customers, customer service representatives, and field staff.

Mr. Janney reported our Strategic Plan was great when implemented but it's a different world and utility now. It is a good time to revisit our plan and look at where we want to go as a utility. We will roll out a proposal to update our plan and include internal and external outreach efforts. We need to get our stakeholders engaged. Discussion was held.

He met with Jake Abbott from the Greater Newport Area Chamber of Commerce on January 18 in Newport. Mr. Abbott asked us to consider sponsoring their Annual Gala. He reported we will discuss what we are able to do.

BUSINESS FROM THE PUBLIC/OPEN COMMENT PERIOD:

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

Sonya Scaufaire, Selkirk Sun, commented that she is excited to see us doing public outreach for our Strategic Plan.

Commissioner Onley thanked Ms. Scaufaire for her comment and thanked all the public for attending.

EMPLOYEE EDUCATION/TRAINING REIMBURSEMENT:

Suzie Wrbelis, District Director of Human Resources, reported that Jamie Dunn, District Administrative Assistant for Production, submitted an education/training reimbursement request. Per the IRS we are allowed to reimburse for \$5,250 per calendar year.

Ms. Dunn reported that she wants to obtain her Bachelor's Degree in Accounting. She does budgeting in her current position and cross-trained last summer in accounts payable. She wants to learn more and grow her career options with the District. Ms. Holderman commended Ms. Dunn for filling in for Megan Malone, District Accounts Payable Analyst. Bryant Kramer, District Director of Power Production, commended Ms. Dunn for her work ethic and efforts. Discussion was held.

ACTION ITEMS:

- Employee Education/Training Reimbursement Program Pre-Approval. A motion was made by Commissioner Rick and seconded by Commissioner Knapp to approve the Employee Education/Training Reimbursement Program for Jamie Dunn. The motion passed unanimously.

SAFETY SPOTLIGHT:

Karen Willner, District Clerk of the Board, reported on the recent employee safety awards that were given.

BOX CANYON UPDATE:

- Reconnecting Fish, Water, and People Video. Mr. Jungblom reported he received the video from the Upper Columbia United Tribes which explains the importance of salmon reintroduction to the blocked areas and native trout recovery to their culture. Part of the video was shot at the Box Canyon Fish Ladder Facility. The video was shown. Mr. Janney explained the importance this has regarding our license and all our efforts over the years. It is a huge win and it preserves many things for many people.

Mr. Kramer reported crews are busy with projects and staff is working on submitting annual reports. He has received the oil needed for the Box Canyon governor system oil replacement project.

Mr. Jungblom reported the fish ladder is shut down due to the ice.

ACTION ITEMS (continued):

- Unbudgeted Request – Box Canyon Forklift. Mr. Kramer reported we had budgeted to replace a backhoe last year but the crews recommended needing a rough terrain forklift. The Ione line crew has a backhoe that will be stationed at Box Canyon. Discussion was held. This “unbudgeted” request is to forgo the budgeted backhoe purchase and replace it with an all terrain forklift which will better serve our crews and our customers. A motion was made by Commissioner Rick and seconded by Commissioner Knapp to approve the unbudgeted request. The motion passed unanimously.
- Bid Award – Surplus Property, Fleet Asset #111, a 1990 Ford F600 Dump Bed Diesel Truck. Ms. Willner provided a bid summary. A motion was made by Commissioner Rick and seconded by Commissioner Knapp to award the bid to the highest bidder, as presented. The motion passed unanimously. Staff will proceed as appropriate.

COMMISSION REPORT:

Commissioner Rick attended a Tri-County Economic Development District meeting on January 24 in Colville and provided a grants overview. He had a meeting with Andrew Engell, Deputy District Director with Congresswoman Cathy McMorris Rodgers, on January 25 to discuss the challenges we face with resilience of our grid, generation capacity, and renewable power. He also met with Ms. Scaufaire on January 25 to discuss various topics.

Commissioner Knapp and Mr. Janney met with Pend Oreille County Commissioner Robert Rosencrantz on January 18 in Newport for an introductory meeting. He attended Energy Northwest meetings on January 23 – 26 in Olympia and provided an overview.

COMMISSION BUSINESS:

Commissioner Onley will attend a Greater Newport Area Chamber of Commerce meeting on January 31 in Newport.

- Pre-Approval of Commissioner Travel or Meeting Attendance. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Rick to approve the Commissioner Travel or Meeting Attendance for February. The motion passed unanimously.

He asked if there was any other business for the good of the order.

Ms. Scaufaire reported this Saturday is a vendor market at the Ione Community Center from 10:00 a.m. – 2:00 p.m.

Commissioner Onley reported that following a working lunch, the meeting is adjourned. The next meeting will be held on February 6 at 8:30 a.m. in Newport.

There being no further discussion to come before the Board, the meeting adjourned at 12:00 p.m.

President

ATTEST:

Secretary

General Counsel
Approved as to Form