

Minutes of
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY
January 7, 2025
NEWPORT CONFERENCE ROOM, NEWPORT, WA AND
VIRTUAL VIA MICROSOFT TEAMS

Present: David W. Rick, President
Curtis J. Knapp, Vice President
Troy J. Moody, 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
Brian Smiley, Pend Oreille County Commissioner

The meeting was called to order at 8:30 a.m. by Commissioner Dave Rick, Vice President for 2024.

ELECTION OF BOARD OFFICERS:

Discussion was held. Commissioner Rick made a motion to elect Commissioner Knapp as President. There was no second. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Moody to elect Commissioner Dave Rick as President, Commissioner Curt Knapp as Vice President, and Commissioner Troy Moody as Secretary for 2025. The motion passed unanimously.

BOARD WORKSHOP:

Commissioner Rick welcomed Tyler Whitney, Cable Huston, LLP, to the meeting. Commissioner Moody requested a Board Workshop overview. Commissioner Rick reported this is an opportunity for the Board to talk with each other and with staff.

Discussion was held regarding fine tuning the Board's Governance Policy and the Pledge of Allegiance. The Board agreed to say the Pledge of Allegiance at the beginning of each meeting. Discussion was held regarding the Washington State Flag.

APPROVAL OF CONSENT AGENDA:

The minutes from the December 17, 2024 meeting, the December 23, 2024 special meeting, today's agenda, and the vouchers were reviewed.

As of this date, January 7, 2025, the Board, upon motion by Commissioner Knapp and seconded by Commissioner Moody approved the following:

- The agenda for January 7, 2025 meeting, the minutes of the December 17, 2024 meeting, and the minutes of the December 23, 2024 special 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. 10072 through 10093 in the total amount of \$257,104.56; ACH payments in the total amount of \$296,494.50; Wire transfers in the total amount of \$8,992,145.11; and ACH payroll transactions in the total amount of \$260,720.99 for the payroll ending December 15, 2024.

The motion passed unanimously.

Commissioner Knapp thanked Sarah Holderman, District Director of Customer Services, for providing a loan debt summary to the Board.

SAFETY SPOTLIGHT:

Katie Pfitzer, District HR Generalist, reported on preventing slips, trips, and falls which account for 15% of all accidental deaths and over 700 workplace fatalities annually. She explained the three causes: friction, momentum, and gravity and reviewed the mitigation steps and importance of taking your time.

CUSTOMER SPOTLIGHT:

Shannon Johnston, District Customer Service Supervisor, reported on estimated customer billing which occurs when we don't get an accurate meter read and need to use last year's usage amount. She explained that our Meter Replacement Project will alleviate estimated billing and that when we get an accurate meter read we adjust customer bills accordingly. She provided the Board with a copy of the January Customer Connect newsletter that addresses this topic. Discussion was held.

BUSINESS FROM THE PUBLIC/OPEN COMMENT PERIOD:

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

Gretchen Koenig, member of the public, asked for clarification on estimated billing and if we do disconnect or shut off power. Ms. Holderman reported that we don't disconnect and we can spread the payments out and work with the customer. Ms. Koenig inquired if geothermal heat pump on an industrial scale is an option for our utility. John Janney, District General Manager, reported this has been explored by others but it is not a viable option for our area.

Brian Smiley, Pend Oreille County Commissioner, is here today to encourage the Board and to see how we are doing things. He commended the District for doing good work, being on the right track, and having staff of high caliber.

Commissioner Rick thanked everyone for attending and for their questions and comments.

GENERAL MANAGER REPORT:

Mr. Janney reported the Broadband Equity, Access, and Deployment Program Grant applications deadline is at the end of this month and that we are looking to recommend to the Board that we apply for all five project areas in the county. We'll ask for Board approval at the next meeting. Discussion was held.

He reported that we are on track with our meeting topics format and schedule and will provide an updated FCS Financial Forecast and Electric Rate Study at the next meeting.

GOVERNANCE REVIEW AND TRAINING:

Mr. Whitney provided an annual Governance review and training that included the Board's roles and responsibilities and policy. Discussion was held. He provided an Open Public Meetings Act (OPMA) review.

Following a short recess, the meeting resumed.

GOVERNANCE REVIEW AND TRAINING (continued):

Mr. Whitney continued his OPMA review. Discussion was held. He provided a Public Records Act review, a Records Management and Retention review, and a Local Government Ethics review. The Board thanked Mr. Whitney for his presentation, information, and review.

CLIMATE COMMITMENT ACT PRESENTATION:

Ben Hall, District Energy Resources Manager, provided a Climate Commitment Act presentation and reported it seeks to cap and reduce greenhouse gas emissions from large sources and industries. Discussion was held. Commissioner Rick thanked Mr. Hall for his presentation and education and how this will impact us and the citizens of the county.

ACTION ITEMS:

- Approval of Resolution No. 1493 – 2025 Board Meeting Calendar. Discussion was held. A motion was made by Commissioner Moody and seconded by Commissioner Knapp to approve the resolution. The motion passed unanimously.

- Approval of District Organization Representation for 2025. Discussion was held regarding the draft document provided in the Board packet. A motion was made by Commissioner Moody and seconded by Commissioner Knapp to appoint representatives and alternates with the changes as discussed and as follows:

WPUDA (Washington Public Utility Districts Association) Board of Directors

Alternate: Commissioners Rick or Moody

WPUDA Communications Committee Alternate: Commissioners Rick or Moody

WPUDA Energy Committee Representative: Commissioner Dave Rick and

Alternate: Commissioners Knapp or Moody

WPUDA Government Relations Committee Representative: Commissioner Dave

Rick and Alternate: Commissioners Knapp or Moody

WPUDA Telecom Committee Representative: Commissioner Troy Moody and

Alternate: Commissioners Rick or Knapp

WPUDA Water Committee Representative: Commissioner Troy Moody and

Alternate: Commissioners Rick or Knapp

TEDD (Tri-County Economic Development District) Alternate: Commissioner

Troy Moody

EDC (Economic Development Council) Alternate: Commissioner Troy Moody

PNUCC (Pacific Northwest Utilities Conference Committee) Alternate:

Commissioner Curt Knapp

ENW (Energy Northwest) Alternate: Commissioner Dave Rick

Chamber of Commerce – Newport Representative: Commissioner Troy Moody

Rotary/Historical Society Representative: Commissioner Troy Moody

BAT (Broadband Action Team) Representative: Commissioner Troy Moody

The motion passed unanimously.

- Approval of Procurement of Power Poles Contract No. 24-064. Chris Jones, District Director of Operations, reported the poles are ordered as we need them for inventory. We received two bids. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Moody to award the contract to the apparent low bidder, Stella Jones in the total amount of \$197,553.75. The motion passed unanimously.
- Approval of Emergency Rapid Response Funding for Metaline Falls Water Transmission Line. Ms. Holderman reported we were awarded a 100% grant from the Washington State Department of Commerce. The funding expires June 30 so all the work needs to be done by June 30. We also want to keep a portion of our grant/loan award from the Public Works Board. Discussion was held. Commissioner Rick thanked Ms. Holderman and her team for their efforts in getting a 100% grant for the water system. A motion was made by Commissioner Knapp and seconded by Commissioner Moody to approve the funding and authorize the general manager to execute the contract. The motion passed unanimously.

COMMISSION REPORT:

Commissioners Knapp and Rick attended the special meeting on December 23 in Newport.

COMMISSION BUSINESS:

Commissioner Knapp will attend a virtual Public Power Council meeting on January 9, a virtual Pacific Northwest Utilities Conference Committee meeting on January 10, a virtual Energy Northwest meeting on January 8, and the WPUDA meetings on January 15 – 17 in Olympia.

Commissioner Moody will attend the WPUDA meetings on January 15 – 7 in Olympia.

Commissioner Rick will attend the WPUDA meetings on January 15 – 17 in Olympia.

Commissioner Rick asked if there was any further business for the good of the order. There was none.

He reported the next meeting is scheduled for January 21, 2025, starting at 8:30 a.m., in the Newport Conference Room, in Newport and via Microsoft Teams. He adjourned the meeting at 12:30 p.m.

President

ATTEST:

Secretary

General Counsel
Approved as to Form