

Minutes of  
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY  
October 3, 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: Tyler Whitney, Cable Huston, LLP, virtual

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

BOARD WORKSHOP:

Frank Pisano, District Network Supervisor, introduced Chris Marshall, District PC Technician and provided an overview of his job duties. Mr. Marshall provided his background information. The Board welcomed him to the District.

Discussion was held regarding digital equity, Port property and county development, and the Employee Handbook.

APPROVAL OF CONSENT AGENDA:

The minutes from the September 19, 2023 meeting, minutes from the October 2, 2023 special meeting, today's agenda, and the vouchers were reviewed.

As of this date, October 3, 2023, the Board, upon motion by Commissioner Onley and seconded by Commissioner Rick approved the following:

- The agenda for October 3, 2023 meeting, the minutes of the September 19, 2023 meeting, and the minutes of the October 2, 2023 special meeting, as revised.
- 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. 8586 through 8626 in the total amount of \$745,234.71; ACH payments in the total amount of \$264,272.44; Wire transfers in the total amount of \$491,578.80; and ACH payroll transactions in the total amount of \$235,818.11 for the payroll ending September 15, 2023.

The motion passed unanimously.

GENERAL MANAGERS' UPDATE:

April Owen, District Co-Interim General Manager, reported Cascade started their new contract on October 1 and provided an overview of the contract terms and market pricing. Discussion was held. She reported that they are close to securing an amended letter of credit. Their current letter of credit expires at the end of this year. Discussion was held.

She reviewed the October 10 Townhall Meeting Agenda.

The Board and staff reviewed the Employee Handbook revisions. Discussion was held. Suzie Wrbelis, District Director of Human Resources, provided a revision list.

#### ACTION ITEMS:

- Resolution No. 1476 – Employee Handbook Revision. A motion was made by Commissioner Rick and seconded by Commissioner Onley to approve the Employee Handbook in substantially the same form as presented with the modifications and revisions, as discussed and adopt the resolution. Commissioner Rick thanked Commissioner Onley for providing his changes. The motion passed unanimously.

#### GENERAL MANAGERS' UPDATE (continued):

Ms. Owen reported that Seattle City Light reached out to us for a support letter for a grant they are applying for to replace two transformers at the Boundary Switchyard. We provided a support letter to them yesterday. Discussion was held.

#### ACTION ITEMS (continued):

- Declaration of Surplus Property – Fleet Asset #220, a 1992 Kenworth Altec Digger Derrick. Chris Jones, District Director of Operations, reported a new digger truck was delivered and we want to surplus this truck due to its age. He reported the plan is to take the truck to auction but we could do a sealed bid process if there is local interest. A motion was made by Commissioner Onley and seconded by Commissioner Rick to approve and declare the fleet asset as being unserviceable, inadequate, obsolete, worn out, or unfit to be used in the District's operations, and 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.

#### SAFETY SPOTLIGHT:

Adam Wiltse, District Safety Manager, reported the following employees received safety awards and he commended them for their actions: Rod Clark, System Operator; Ben Huntley, Serviceman; Teya Marinello, Customer Service Representative (CSR); Madie Groom, CSR; Jon Rasmussen, Power Supply Operator; Destini Parker, Payroll & Benefits Coordinator; John Petrich, Supervisory Power Plant Foreman; Bob Pebles, Information Technology Manager; and Rob Forbes, Network Support Specialist.

#### CUSTOMER SPOTLIGHT:

Amber Gifford, District Customer Service & Contracts Manager, reported Public Power Week is being celebrated next week in Newport and at Box Canyon. Cookies and coffee will be provided and PUD logo flashlight keychains, LED lightbulbs, and PUD build a truck kits will be given away.

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.

There was no business from the public.

#### BUDGET UPDATE:

Sarah Holderman, District Co-Interim General Manager, reviewed the budget process and some of the projected 2024 Budget capital projects. Discussion was held.

#### COMMISSION REPORT:

The Board of Commissioners attended a Special Board meeting yesterday in Newport and virtually via Microsoft Teams.

Commissioner Onley attended a Washington Public Utility Districts Association Water Workshop on September 26 - 29 in Sequim and provided an overview.

Commissioner Rick attended an Economic Development Council (EDC) meeting on September 20 at the Camas Center and provided an overview. He reported there will be a special meeting on November 29 at the County to discuss the ADO designation for the EDC. Discussion was held. Commissioner Rick attended a Tri-County Economic Development District meeting on September 27 in Colville and provided an overview.

Commissioner Knapp provided a general manager search update and reported there were 21 applicants. Lanie Mycoff, Managing Partner with Mycoff Fry Partners, LLC and Ms. Wrbelis helped narrow the list down to eight candidates. The Board will have special meetings this Friday and Monday for executive sessions to begin the interview process.

COMMISSION BUSINESS:

The Board of Commissioners will attend the special meetings on October 6 and 9 and the townhall meeting on October 10 at the Camas Center in Cusick.

Commissioner Onley will attend a Greater Newport Area Chamber of Commerce meeting tomorrow in-person in Newport.

Commissioner Rick received a customer call regarding a recent fiber outage and reported that he passed this information on to District management. Discussion was held.

Commissioner Knapp will attend a Public Power Council meeting on October 4 – 5 in Portland and Energy Northwest meetings on October 9 – 10 in Tri-Cities.

Commissioner Knapp announced a 70-minute executive session on cyber security will begin at 11:20 a.m. in the Riverbend Conference Room with Tyler Whitney, Cable Huston, LLP virtually attending. 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.

EXECUTIVE SESSION – CYBER SECURITY:

A 70-minute executive session on cyber security commenced at 11:20 a.m. The following were in attendance: Board of Commissioners; April Owen, Co-Interim General Manager; Sarah Holderman, Co-Interim General Manager; Bob Pebles, Information Technology Manager/CIP Senior Manager; Kevin Conway, Director of Utility Services; and Tyler Whitney, Cable Huston, LLP virtual. The executive session adjourned and the Board returned to open session at 12:30 p.m. No final action was taken during the executive session.

Commissioner Knapp reported the next meeting is October 10, 2023, PUD Townhall meeting, at the Camas Wellness Center, Room 3, Cusick and via Microsoft Teams.

There being no further discussion to come before the Board, the meeting adjourned at 12:31 p.m.

---

President

ATTEST:

---

Secretary

---

General Counsel  
Approved as to Form