

Minutes of  
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY  
July 31, 2018  
BOX CANYON DAM, IONE, WA

Present: Daniel L. Peterson, President  
Curtis J. Knapp, Vice President  
Richard A. Larson, Secretary

Staff Present: F. Colin Willenbrock, General Manager  
Management/District Staff  
Tyler R. Whitney, General Counsel/Director of Regulatory &  
Governmental Affairs  
Karen Willner, Clerk of the Board

Others: None

The meeting was called to order at 9:00 a.m. by Daniel L. Peterson, President.

CONSENT AGENDA:

The minutes from the July 10, 2018 meeting and today's 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, July 31, 2018, the Board, upon motion by Commissioner Knapp and seconded by Commissioner Larson approved the following:

- The minutes of July 10, 2018 meeting and the agenda for July 31, 2018.
- Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 1540 through 1621 in the total amount of \$361,609.52; ACH payments in the total amount of \$819,413.45; Wire Transfers in the total amount of \$889,911.79; and ACH payroll transactions in the total amount of \$255,603.85 for the payroll ending July 15, 2018.

SAFETY SPOTLIGHT:

Cecil Taylor, District Safety & Environmental Coordinator distributed and explained handouts with tips to beat the heat and how to properly remove a bee sting. He noted the importance to carry an epi-pen if needed and a lower cost option. He explained the importance of calling 911 for heat stroke and to be mindful of heat exhaustion which can occur a day or two following symptoms.

He reported on two safety incidents involving a potentially dangerous situation with an underground dig-up and damage to a District vehicle that was caused by backing up into a boulder. Discussion was held regarding the critical importance of tailboard communication.

Commissioner Knapp reported that safety and what everyone is doing for safety was discussed at the July 27 PUD Breakfast with a Commissioner.

Colin Willenbrock, District General Manager; Paul Kiss, District Safety Coordinator; and Jet Allen, District Line Foreman in Newport will attend an all-day Teck-sponsored Courageous Safety Leadership meeting tomorrow at the Cutter Theatre in Metaline Falls.

CUSTOMER SPOTLIGHT:

Mr. Willenbrock reported Libbey Bartel, District Customer Service Manager and Kenna Tornow, District Communications & Public Contracts Manager attended Down River Days in Ione this past weekend and on behalf of Ms. Bartel reported there was great

turnout and attention to the District's booth. He commended Robert Fritz, District Community Network System Supervisor and his team for installing wireless fiber at the event.

He provided details for today's damage claim related to a banner that was hung across Washington Avenue where a cable came loose due to high winds and fell onto a person's vehicle. Discussion was held regarding the program and policy.

#### BOARD WORKSHOP:

Mr. Willenbrock reported on market pricing with the Ponderay Newsprint Company (PNC). He spoke with Myron Johnson, PNC Manager regarding the Bonneville Power Administration (BPA) Block/Slice customers net requirements for projected revenues and forecasting needed earlier.

He has been elected as Chairman for the Central Washington Public Utilities and reported a meeting will be held on August 15 with IBEW Local Union No. 77 representatives in Spokane to discuss the Janus decision for union member dues. Discussion was held.

#### BREAK/BUSINESS FROM THE PUBLIC:

Following a 5-minute break and no business from the public, the meeting resumed.

#### BOARD WORKSHOP (continued):

Mr. Willenbrock provided a review of the Economic Development Council's Impact Study. Discussion was held on how the District can more effectively communicate with the public.

He reported that a meeting with PacWest was held last week at the District to discuss the BPA Interconnection Feasibility Study and pricing resources perspective. The District is requesting PacWest execute a term sheet by the end of August. PacWest and BPA are scheduled to have a conference call as the next step in moving forward. Discussion was held.

#### COMMISSION REPORT:

Commissioner Knapp attended Washington Public Utility Districts Association meetings on July 17 – 20 in Chehalis, an Energy Northwest Member Forum on July 24 – 26 in Pasco, and a PUD Breakfast with a Commissioner meeting on July 27 at the District. He provided an overview.

#### COMMISSION BUSINESS:

- 2018 Newport Area Annual Bike Rodeo Funding Request. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Larson to contribute \$150.00 to purchase bike helmets for the event. The motion passed unanimously.

Commissioner Larson will be absent for the August 7 Board Meeting.

Commissioner Knapp will attend a Northwest Open Access Network Board meeting on August 8 in Spokane.

Commissioner Peterson will attend a Public Power Council meeting tomorrow in Portland and a Newport Area Chamber of Commerce Board meeting on August 6 in Newport.

#### ACTION ITEMS:

- Damage Claim DC07172018. A motion was made by Commissioner Knapp and seconded by Commissioner Larson to pay the damage claim in the total amount of \$1,622.20. The motion passed unanimously.

- Customer Fiber Line Extension Credit. Mr. Fritz explained the details. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Larson to pay 50% of the total fiber line extension cost. The motion passed unanimously.

#### MANAGEMENT REPORT:

##### Mark Scott, Water Systems Manager:

He reported sanitary studies for the Greenridge and Lazy Acres Water Systems were completed. The results came back as good.

He reported 11 of the 17 milfoil sites along the river were cut.

He is working on a Water Management Plan with Tyler Whitney, District General Counsel and Director of Regulatory & Governmental Affairs.

He reported a customer survey for the Riverview Water System for high arsenic levels was mailed out on July 18. The deadline to return the survey is August 13. He reported the Riverview Water System was budgeted this year to loop the system. A request for qualifications for an engineer was advertised and submittals are being reviewed.

An Annual Citizens Water Committee meeting will be held on August 17 at the District.

He distributed and explained a Welch Comer District projects report for the last few years.

He distributed and explained a picture of a corroded Metaline Falls Water System pipe that needs to be fixed. He reported the District has applied for a grant.

##### Tyler Whitney, General Counsel/Director, Regulatory & Governmental Affairs:

He reported the District has done a records management launch with a District Records Week scheduled for September 17 – 21. He is doing additional training during District Safety Meetings.

He reported a letter agreement was given to the Technical Committee regarding a one-year extension to the current license conditions.

He is meeting today with Seattle City Light staff regarding the Mill Pond Dam removal project.

He has asked Mr. Scott to review the District's surplus lands and take the lead on relisting the properties for sale.

He will be working with Cable Huston, LLC on the small industrial load customers.

##### Libbey Bartel, Customer Service Manager:

She reported candidate interviews for the Customer Service Representative hire position at Box Canyon have been completed and a decision will be made this week.

She reported there was good attendance at the District's booth for Down River Days this past weekend in Ione.

She needs volunteers to man the District's booth at this year's Pend Oreille County Fair on August 16 – 19 in Cusick. A raffle will be held with the proceeds going to the Neighbors in Need Low Income Assistance Program.

Kenna Tornow, Communications & Public Contracts Manager:

She reported the next PUD Breakfast with a Commissioner will be held on August 10 in Newport. The topic will be on key accounts and high density large load with Sarah Holderman, District Treasurer as the presenter. Commissioner Knapp will attend.

She reported the following PUD Breakfast with a Commissioner will be held on September 14 in Newport. Bob Pebles, District Information Technology Manager will present the new District website. Commissioner Peterson will attend.

She distributed the August Connect customer newsletter.

Cecil Taylor, Safety & Environmental Coordinator:

He reported there have been 23 incidents in July with a 1.9 injury frequency rate. A Safety meeting will be held tomorrow to discuss safety attitude.

He reported Mr. Kiss attended a 30-hour Occupational Safety & Health Administration class.

Following a 30-minute working lunch, the meeting resumed.

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

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President

ATTEST:

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Secretary

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General Counsel  
Approved as to Form