

Minutes of  
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY  
May 29, 2018  
CUTTER THEATRE, METALINE FALLS, WA

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

Absent: Daniel L. Peterson, President

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

Others: Nine Members of the Public

The meeting was called to order at 5:30 p.m. by Curtis J. Knapp, Vice President.

CONSENT AGENDA:

The minutes from the May 15, 2018 meeting, the May 18, 2018 special 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, May 29, 2018, the Board, upon motion by Commissioner Larson and seconded by Commissioner Knapp approved the following:

- The minutes of May 15, 2018 meeting, the May 18, 2018 special meeting and the revised agenda for May 29, 2018.
- Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 1346 through 1394 in the total amount of \$62,687.07; ACH payments in the total amount of \$420,856.27; Wire Transfers in the total amount of \$2,915,967.80; and ACH payroll transactions in the total amount of \$251,910.00 for the payroll ending May 15, 2018.

SAFETY SPOTLIGHT:

F. Colin Willenbrock, District General Manager provided information on the District's Core Values and how they incorporate safety. He introduced Paul Kiss, District Safety Coordinator.

Mr. Kiss reported on a past incident where someone suffered a smashed thumb. He used this incident to show its positive learning experience and the importance of having the proper equipment and tools and the need to slow down and take your time to do the job safely.

CUSTOMER SPOTLIGHT:

Mr. Willenbrock reported the District is reaching out to our customers through having monthly PUD Breakfast meetings, sending out internal and external newsletters, posting information on our website and Facebook.

Discussion was held regarding some new employees in the Customer Service department and how the Customer Service Representatives are available to assist customers and provide information; and continued customer outreach communication efforts.

### COMMISSION REPORT:

Commissioner Larson attended a PUD Breakfast meeting on May 18 at Box Canyon and commended staff for providing great presentations and informing the public members in attendance. He attended an Economic Development Council (EDC) meeting on May 16 in Cusick and provided information on the EDC/Pend Oreille County Economic Impact Study that was done and how the public can access it.

Commissioner Knapp attended a Northwest Public Power Association Annual Conference on May 18 – 24 in Boise and provided an overview.

### COMMISSION BUSINESS:

The Board of Commissioners will attend a PUD Commissioner meeting on June 5 in Newport.

Commissioner Knapp will attend a Public Utility Risk Management Services meeting on June 6 – 7 in Seattle.

- Citizens for Patriotic Fourth Funding Request. A motion was made by Commissioner Larson and seconded by Commissioner Knapp to contribute \$200. The motion passed unanimously.

### ACTION ITEMS:

- Coordinated Functional Registration (CFR) Agreement with Bonneville Power Administration. Mr. Willenbrock provided the background information. Discussion was held. Based on staff recommendation, a motion was made by Commissioner Larson and seconded by Commissioner Knapp to authorize the general manager to execute the agreement. The motion passed unanimously.
- Amendment No. 3 of Interlocal Cooperation Agreement with Department of Fish & Wildlife. Mr. Willenbrock provided the details. Discussion was held. A motion was made by Commissioner Larson and seconded by Commissioner Knapp to authorize the general manager to execute the agreement. The motion passed unanimously.

District staff provided introductions to the members of the public in attendance.

### CUSTOMER SERVICE:

Libbey Bartel, District Customer Service Manager provided a powerpoint presentation on the changes that are occurring in the Customer Service department. She reported that staff are being cross-trained in other job responsibilities to provide coverage when needed. She provided information on programs and payment services available to customers which included Neighbors in Need, bill pay online, automatic payment and SmartHub. She reported on community outreach efforts which included the Newport Rodeo Parade and ongoing internal projects.

The Board thanked Ms. Bartel for her presentation and information.

### BOX CANYON UPSTREAM FISH LADDER:

Mark Cleveland, District Director, Power Production provided a powerpoint presentation on the upstream fish ladder project. He reported this project is being done as part of the Federal Energy Regulatory Commission license for Box Canyon. It is a trap and haul facility required to provide upstream fish passage for the three target species: Bull Trout, Westslope Cutthroat Trout and Mountain Whitefish. He showed pictures and explained the project progress and reported the project is scheduled to be completed by October 31, 2018.

The Board thanked Mr. Cleveland for his presentation and information.

INDUSTRIAL LOAD:

F. Colin Willenbrock, District General Manager provided a powerpoint presentation on industrial loads. He explained the District's Strategic Vision and Values and what they mean for the community and for future generations. He reported that District rates and charges are established to be fair and to provide adequate revenues for the District to cover its costs. Public budget and rate hearings are held for public input to help set the rates and charges.

He reported on the District's current industrial customers and reported the District is seeing an influx of new industrial loads. A Public Board Workshop will be held in June or July to discuss the District's strategy in going forward and to make sure the correct contracts and agreements are in place. We are having great and healthy dialogue right now and we need to keep the public involved and informed.

The Board thanked Mr. Willenbrock for his presentation and information.

Q&A WITH COMMISSIONERS/GENERAL MANAGER/STAFF:

Questions from the public included backup generation, conservation programs and other energy resources. Discussion was held.

The Board thanked the members of the public for attending and providing great discussion.

There being no further discussion to come before the Board, the meeting adjourned at 7:30 p.m.

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President

ATTEST:

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Secretary

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General Counsel  
Approved as to Form