

Minutes of  
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY  
March 20, 2018  
NEWPORT CONFERENCE ROOM, NEWPORT, 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  
C. Matthew Andersen, Winston & Cashatt Lawyers, via  
teleconference  
Karen Willner, Clerk of the Board

Others: None

The meeting was called to order at 8:30 a.m. by Daniel L. Peterson, President.

CONSENT AGENDA:

The minutes from the March 6, 2018 meeting, today's agenda and the amended minutes of February 27, 2018 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, March 20, 2018, the Board, upon motion by Commissioner Larson and seconded by Commissioner Knapp approved the following:

- The minutes of March 6, 2018 meeting and the agenda for March 20, 2018.
- The amended minutes of February 27, 2018 meeting.
- Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 999 through 1097 in the total amount of \$150,722.36; ACH payments in the total amount of \$224,181.83; Wire Transfers in the total amount of \$121,760.01; Safety check in the total amount of \$50.00; and ACH payroll transactions in the total amount of \$219,227.68 for the payroll ending February 28, 2018.

BOARD WORKSHOP:

Discussion was held regarding recent Economic Development Council (EDC) meeting topics related to economic development impact and feasibility analysis studies being done.

SAFETY SPOTLIGHT:

Discussion was held regarding an update to a safety issue at Box Canyon and the hiring of a safety director by J. W. Fowler Company for the upstream fish passage; District establishing a Safety Committee; staff working on a new Fire Retardant Clothing program; and the importance of teaching safety to children at an early age.

CUSTOMER SPOTLIGHT:

Libbey Bartel, District Customer Service Manager introduced Kimberle Hunter and Alyssa Larion as newly-hired Customer Service Representatives (CSR). The Board welcomed Ms. Hunter and Ms. Larion to the District.

Discussion was held regarding a customer budget billing concern, a customer meter issue and a District surplus truck.

## COMMISSION REPORT:

Commissioner Larson attended a North Pend Oreille County Chamber of Commerce meeting on February 28 in Metaline Falls and provided an overview.

Commissioner Peterson attended a Newport/Oldtown Chamber of Commerce meeting this morning in Newport and provided an overview.

Commissioner Knapp attended a Northwest Open Access Network (NoaNet) Board meeting and Washington Public Utility Districts Association (WPUA) meetings on March 14 – 16 in Olympia and provided an overview.

## COMMISSION BUSINESS:

- Northwest Public Power Association (NWPPA) Voting Delegate for 2018 Meetings. A motion was made by Commissioner Knapp and seconded by Commissioner Larson to nominate Commissioner Peterson as the District's NWPPA Voting Delegate and Commissioner Knapp as the District's Alternate. The motion passed unanimously.
- Newport Grizzly Football Golf Tournament Sponsorship. Discussion was held. No action was taken due to lack of a motion. This item is being referred to advertising.

The Board of Commissioners will attend a Community Leaders Roundtable meeting on March 23 in Usk.

Commissioner Larson will attend an EDC meeting tomorrow in Ione, a Tri-County Economic Development District meeting on March 28 in Colville and a North Pend Oreille County Chamber of Commerce meeting on March 28 in Metaline Falls.

## MANAGEMENT REPORT:

### F. Colin Willenbrock, General Manager:

- He attended a NoaNet Board meeting on March 14 and WPUA meetings on March 14 – 15 in Olympia and provided an overview.
- He reported Karen Willner, District Public Records Officer and Bob Pebles, District Information Technology Manager gave a Records Management presentation at yesterday's Leadership Group meeting. He explained the next steps in the process and noted the records will also apply to the Board and training will be provided.

### Kevin Conway, Compliance & Training Manager:

He reported staff is scheduling a review of the standards and requirements that the District is required to meet.

He is familiarizing himself with the District's Supervisory Control and Data Acquisition System and is trying to understand its implementation.

He reported the remodel of the District's Backup Control Center is finished.

He will attend a compliance meeting with the Western Electricity Coordinating Council next week in Boise.

### Lloyd Clark, Director, Safety & Human Resources:

He will conduct an on-boarding session for the new CSR hires this Friday.

He will lead a District Leadership training on Thursday.

He will attend a labor management meeting on March 27 at the District.

He reported candidate interviews for the Director of Regulatory Affairs/General Counsel hire position will be held on April 10.

He will discuss the District's Summer Internship program during today's executive session.

Kenna Tornow, Communications & Public Contracts Manager:

She reported the next PUD Breakfast meeting will be held on Monday and Commissioner Peterson will attend. The next meeting is scheduled for April 13 and Commissioner Knapp will attend.

She reported April is National Safe Digging Month and she is working with Laura Smith, District Administrative Assistant, Operations on doing something with the county schools.

Bob Pebles, Information Technology Manager:

He reported the Information Technology staff continues to work with staff on using SharePoint and setting up their internal sites.

He reported on the set up of security cameras in strategic areas.

He reported staff is continuing to work on revamping the critical infrastructure protection procedures and is currently focusing on the visitor areas.

Chris Jones, Director, Operations/Superintendent:

He reported that all construction for the Highway 41 Bridge relocation is finished. Crews helped the Community Network System staff move the fiber and helped Wayne Antcliff, Concept Cable move his equipment.

He reported that crews are using the new National Information Solutions Cooperative software and liking it.

He reported county road restrictions are still in effect and he thanked the county for allowing the District crews to continue to access roads to do work.

Sarah Holderman, Treasurer:

She attended a Public Utility Risk Management Services meeting on March 7 in Seattle and provided an overview. She reported that an outside firm will be doing an assessment of District facilities for any potential cyber risks. Discussion was held.

April Owen, Director, Finance/Auditor:

She reported the draft Annual Report will be finalized today. Olga Darlington, Moss Adams auditors will be attending the April 10 meeting to conduct an exit conference. She will be working with Ms. Tornow on distributing the published Annual Report and she reviewed the draft report.

She reported the District was reviewed by Fitch Rating Agency and they have upgraded the outlook to an A- Stable rating. She explained that going from a negative to a stable outlook is a good thing for doing new bonding. She will be working with Moody's Rating Agency over the next month. The District currently has a BBB rating with Moody's. Discussion was held.

Mark Cleveland, Director, Power Production:

He reported on the status of the work by crews related to the cofferdam for the upstream fish passage, including observations about anticipated flows.

He reported new gates were installed and cameras will be installed at Sullivan Lake. He explained the Federal Energy Regulatory Commission requires operators to be able to see the project from the control room.

He reported an insurance appraiser will be at Box Canyon on Monday.

Discussion was held regarding the Ione boat launch.

Libbey Bartel, Customer Service Manager:

She reported staff is going through training and the new CSRs are getting up to speed.

Amber Orr, Director, Engineering:

She is attending meetings regarding the request for proposal on the system inventory project. The deadline for bid submittals is April 13 and evaluation is scheduled for April 16.

She is working on several projects and doing high density load work.

She has received damage claims which will be brought before the Board for their consideration at the April 10 Board meeting.

She received word from the Bonneville Power Administration that the two feasibility studies for HiTest Sand are in legal review currently. Discussion was held.

Following a 2-minute break, the meeting resumed.

EXECUTIVE SESSION – PENDING AND/OR POTENTIAL LITIGATION:

A 30-minute executive session on pending and/or potential litigation commenced at 10:36 a.m. The following were in attendance: Board of Commissioners; F. Colin Willenbrock, General Manager; April Owen, Director, Finance/Auditor; Mark Cleveland, Director, Power Production; and C. Matthew Andersen, Winston & Cashatt Lawyers, via teleconference. The executive session was extended for 10 minutes. The executive session adjourned at 11:10 a.m. and the Board returned to open session. No final action was taken.

EXECUTIVE SESSION – PERSONNEL:

A 90-minute executive session on personnel to review the applicants for public employment commenced at 11:14 a.m. The following were in attendance: Board of Commissioners; F. Colin Willenbrock, General Manager; April Owen, Director, Finance/Auditor; Lloyd Clark, Director, Safety & Human Resources; and Karen Willner, Clerk of the Board. The executive session adjourned at 12:30 p.m. and the Board returned to open session. No final action was taken.

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

There being no further discussion to come before the Board, the meeting adjourned at 1:00 p.m.

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President

ATTEST:

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Secretary

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General Counsel  
Approved as to Form