

Minutes of
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY
February 13, 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
Karen Willner, Clerk of the Board

Others: Darrel Hawes, General Manager, Stevens County PUD
One Member of the Public

The meeting was called to order at 8:34 a.m. by Daniel L. Peterson, President.

CONSENT AGENDA:

The minutes from the January 30, 2018 meeting, the January 31, 2018 special meeting, the February 5, 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, February 13, 2018, the Board, upon motion by Commissioner Larson and seconded by Commissioner Knapp approved the following:

- The minutes of January 30, 2018, January 31, 2018 special meeting, February 5, 2018 special meeting and the revised agenda for February 13, 2018.
- Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 852 through 899 in the total amount of \$103,354.94; ACH payments in the total amount of \$88,881.60; Wire Transfers in the total amount of \$164,496.32; a Climbing Allowance in the total amount of \$22,809.43; and ACH payroll transactions in the total amount of \$259,033.28 for the payroll ending January 31, 2018.

BOARD WORKSHOP/GENERAL MANAGER'S REPORT:

F. Colin Willenbrock, District General Manager welcomed Darrel Hawes, General Manager of Stevens County PUD and reported he and staff have had meetings with Stevens County PUD and Stevens County Commissioners regarding fiber broadband.

Mr. Hawes thanked Mr. Willenbrock and Commissioner Larson for giving some of their time for their project. He reported they are continuing to talk with their legal counsel on the best course of action going forward. He is also attending today's meeting to see how the meetings are run. Mr. Willenbrock explained the board meeting format.

He reported the District that National Information Solutions Cooperative (NISC) will be the vendor providing the District's mapping and staking platform. The District will eventually migrate to NISC's outage management program. Discussion was held. The District is working with NISC concerning additional modules.

SAFETY SPOTLIGHT:

Discussion was held regarding receiving good feedback on the initial phase of creating a supportive safety culture. The next phase is getting a revised safety manual out to staff and creating a District safety committee. Mr. Pebles and Karen Willner, District Public Records Officer are working on policies, procedures and a Local Records Grant Program

for scanning and digitizing of the District's physical records to create a more efficient records management and records retention program.

CUSTOMER SPOTLIGHT:

Discussion was held regarding the District's educational breakfast meeting with a commissioner. Commissioner Knapp reported last week's meeting was well attended and the Community Network System staff was the guest speaker and did a great job in presenting. He provided an overview of the meeting. Libbey Bartel, District Customer Service Manager reported staff is receiving good customer feedback regarding the customer service area remodel project.

COMMISSION REPORT:

The Board of Commissioners attended a Special Meeting on February 5 at the District.

Commissioner Knapp attended a PUD Breakfast meeting on February 9 at the District.

Commissioner Larson participated in two Washington Public Utility Districts Association (WPUDA) legislative calls on February 1 and 8. He attended a Forest Service meeting yesterday to discuss Sullivan Lake and provided an overview. April Owen, District Director, Finance/Auditor reported there is \$11M remaining from the Columbia River Initiative Agreement which is intended to cover all the Sullivan Lake operating costs for several decades.

Commissioner Peterson attended a Public Power Council meeting on February 1 in Portland and provided an overview. He attended a Newport/Oldtown Chamber of Commerce Board meeting on February 5 in Newport and reported that he has been elected to the board. The next meeting will be held on February 20 in the morning at Kelly's Restaurant in Newport.

COMMISSION BUSINESS:

Commissioner Larson will attend a NoaNet Board meeting tomorrow in Spokane, WPUDA meetings and a PUD Day on the Hill event on February 14 – 16 in Olympia, and an Economic Development Council meeting on February 21 in Cusick. He will participate in a WPUDA legislative update call on February 22.

Commissioner Knapp will attend WPUDA meetings and a PUD Day on the Hill event on February 14 – 16 in Olympia.

Commissioner Peterson will call in to the WPUDA meetings on February 15 and he noted the Telecom Committee meeting. He reported he will not run for the WPUDA Government Relations Chairman position next year. He will attend the Newport/Oldtown Chamber of Commerce meeting on February 20 in Newport. He will attend WPUDA legislative visits on February 25 – 28 in Washington, D.C. and may call in to the February 27 Board meeting.

- Pend Oreille County Livestock Committee Funding Request. Chris Jones, District Director, Operations/Superintendent provided the details. Discussion was held. A motion was made by Commissioner Knapp and seconded by Commissioner Larson to sponsor a hog pen for \$250 funded from the Board's Community Support Fund. The motion passed unanimously.
- Rural Resources March for Meals Funding Request. Discussion was held. No action was taken due to a lack of a motion.

ACTION ITEM:

- Declaration of Surplus Property – Fleet Asset #201. Mr. Jones provided the details. Based on staff recommendation, a motion was made by Commissioner Larson and seconded by Commissioner Knapp to declare the fleet asset as being

no longer necessary, material to, or useful in the operations of the District and, therefore, surplus to the needs of the District. The fleet asset will be taken to auction. The motion passed unanimously. Staff will proceed as appropriate.

- Declaration of Surplus Property – Tensioner Tool. Mr. Jones provided the details and reported a utility company in southern Oregon is interested in the tool. Based on staff recommendation, a motion was made by Commissioner Larson and seconded by Commissioner Knapp to declare the tensioner tool as being no longer necessary, material to, or useful in the operations of the District and, therefore, surplus to the needs of the District and donate it to the utility company in Oregon. The motion passed unanimously. Staff will proceed as appropriate.

CUSICK WATER SYSTEM UPDATE:

Mr. Willenbrock reported the District amended its Agreement for Cooperative Action to provide support to the Town of Cusick water treatment plant due to its water system operator leaving and its need for help. The District will provide help with the understanding that the District cannot be harmed. Chris Evers, Cusick Mayor and the Cusick Town Council have been appreciative of the District's help. Cusick does have a Community Development Block Grant to help with costs. The District signed a one-year extension agreement to oversee and run the water system until the town hires a certified water operator. Discussion was held.

BREAK/BUSINESS FROM THE PUBLIC:

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

EXECUTIVE SESSION – PERSONNEL:

A 45-minute executive session on personnel to review qualifications of applicants for employment and to review performance of an employee commenced at 10:15 a.m. The following were in attendance: Board of Commissioners; and F. Colin Willenbrock, General Manager. The executive session adjourned at 11:00 a.m. and the Board returned to open session. No final action was taken.

There being no further discussion to come before the Board, the meeting adjourned at 11:01 a.m.

President

ATTEST:

Secretary

General Counsel
Approved as to Form