

Minutes of
PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY
January 21, 2020
NEWPORT CONFERENCE ROOM, NEWPORT, WA

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

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

Others: William Mitchell, Member of the Public

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

CONSENT AGENDA:

The minutes from the January 7, 2020 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, January 21, 2020, the Board, upon motion by Commissioner Onley and seconded by Commissioner Larson approved the following:

- The minutes of January 7, 2020 meeting and the revised agenda for January 21, 2020.
- Payment of those vouchers, included in the list referred to above and further described as follows: Voucher Nos. 3945 through 4006 in the total amount of \$561,537.11; ACH payments in the total amount of \$535,505.50; Wire Transfers in the total amount of \$212,580.57; and ACH payroll transactions in the total amount of \$238,487.08 for the payroll ending December 31, 2019.

PRE-APPROVAL OF COMMISSIONER TRAVEL:

Discussion was held regarding the Commissioner's February 2020 pre-travel plans and the 2020 travel expense budget.

Commissioner Larson will attend a Northwest Open Access Network Board meeting on February 12 in Spokane and tentatively attend a Tri-County Economic Development District meeting on February 26 in Colville.

Commissioner Onley will attend Washington Public Utility Districts Association (WPUDA) meetings on February 11 – 14 in Olympia.

Commissioner Knapp will attend WPUDA meetings on February 12 – 14 in Olympia and tentatively attend Energy Northwest meetings on February 25 – 26 in Richland.

ACTION ITEM:

A motion was made by Commissioner Larson and seconded by Commissioner Onley to approve the February 2020 travel and the 2020 travel expense budget. The motion passed unanimously.

BOARD WORKSHOP:

Commissioner Onley inquired about the Teck Settlement Agreement details. Discussion was held.

Commissioner Onley inquired about the residential cost information. Discussion was held. He thanked staff for providing the information.

Commissioner Larson inquired about the Port of Pend Oreille's small group meeting and the Cusick Water Treatment Plant acquisition. Discussion was held.

Mr. Whitney provided a Cusick Water Treatment Plant update and reported Mayor Schofield has been in communications with the District. Mr. Whitney has removed himself from all discussions until the Town of Cusick has legal counsel. Discussion was held.

SAFETY SPOTLIGHT:

Mr. Willenbrock reported the District is working on a proposed letter of agreement with IBEW regarding taking our safety culture to the next level. He explained the details of the letter.

CUSTOMER SPOTLIGHT:

Commissioner Onley reported he had a customer call regarding a higher than normal electric bill that the customer received. Libbey Bartel, District Director, Customer Service & Metering reported she was in contact with the customer and explained that it was an incorrect meter programming error which caused the customer to be under billed. The District sent an updated bill to the customer. Discussion was held.

Commissioner Onley was contacted by a customer regarding a recent power outage. Discussion was held.

Commissioner Onley was contacted by a customer that the recent outage information was not immediately posted on the District's Facebook page. Discussion was held.

Commissioner Larson reported he received two customer calls regarding power outages.

COMMISSION BUSINESS:

Commissioner Knapp is leaving today to attend an Energy Northwest meeting tomorrow and Thursday in Kennewick.

Amber Gifford, District Communications, Contracts & Conservation Manager reported that during the outage, she and Ms. Bartel were working together with system operators to determine what areas were out of power and updating Facebook. She reported on information that was also posted on the District's website home page. She shared customer feedback regarding the outage.

Commissioner Onley inquired about the District's new outage management program and once implemented, how it will compare. Bob Pebles, District Information Technology Manager reported it is scheduled to go live in July. Discussion was held.

Ms. Gifford showed a slideshow of the recent power outage. She reported a story was published last week in the Newport Miner and another story may be included in this week's newspaper. Discussion was held.

Mr. Willenbrock reported this was not an individual outage event and a number of customers who were restored saw their power go out again. Mutual aid was on standby and by this past weekend everyone was restored. He reported on the damage caused by this storm and that lessons were learned and roundtable discussions were held on ways to improve. He commended Ms. Gifford for capturing pictures and sharing the slideshow.

Commissioner Knapp noted a customer email to the District's crews thanking them for restoring their power during the recent outage.

BREAK/BUSINESS FROM THE PUBLIC:

William Mitchell, member of the public appeared before the Board to discuss his last month's electric bill for a multi-business location. He then received a District letter stating the meter was programmed incorrectly and he was under billed and would need to pay the underpayment amount. He feels it is not his fault that it was programmed wrong. Discussion was held. Mr. Whitney explained that per state law it would be considered a gifting of public funds if the District did not attempt to collect accounts owed. Commissioner Knapp thanked Mr. Mitchell for attending and voicing his concern. He thanked the Board.

Following a 5-minute break, the meeting resumed.

ACTION ITEMS (continued):

- Teck, Safran Cabin (C&D) and Vaagen Brothers Agreements. Sarah Holderman, District Director, Treasury, Broadband & Strategic Planning and Mr. Whitney provided the details. Discussion was held. A motion was made by Commissioner Larson and seconded by Commissioner Onley to accept and approve all the agreements listed above. The motion passed unanimously.
- Teck Settlement Agreement. Ms. Holderman and Mr. Whitney provided the details. Discussion was held. A motion was made by Commissioner Larson and seconded by Commissioner Onley to accept and approve the agreement. The motion passed unanimously. Mr. Willenbrock commended Ms. Holderman on the good job she does in working with these accounts.
- 2020 State and Federal Legislative Priorities. Mr. Whitney and Mr. Willenbrock provided the details. Discussion was held. A motion was made by Commissioner Larson and seconded by Commissioner Onley to adopt the state priorities and use the same federal priorities as were adopted in 2019. The motion passed unanimously.

COMMISSION REPORT:

Commissioners Knapp and Onley attended the WPUA meetings on January 15 – 17 in Olympia. Commissioner Larson participated by teleconference. They provided an overview.

MANAGEMENT REPORT:

Colin Willenbrock, General Manager:

He will speak at a Northwest Public Power Association Wildfire Forum tomorrow and Thursday in Seattle. He distributed a copy of his presentation.

April Owen, Director, Audit, Financial & Power Supply:

She reported Moss Adams will be doing a District audit on February 3. She provided a budget-to-actual financial overview. Discussion was held. She reported 2019 was a good financial year for the District.

Amber Gifford, Communications, Contracts & Conservation Manager:

She provided a contracts update and reported the District's Contracting Procurement ProcureWare software is working well.

Sarah Holderman, Director, Treasury, Broadband & Strategic Planning:

She provided a debt summary to the Board.

Suzie Thompson, Human Resources Manager:

She reported the District has been bargaining with the IBEW related to several new employee classifications.

She reported the District is currently advertising for a Finance Manager position.

Libbey Bartel, Director, Customer Service & Metering:

She is working on a utility bill redesign and a Utility Services Policy revamp. The policy will be reviewed with the Board at a February Board meeting.

She reported the meter readers are working through service point inspections.

She reported an event planning committee meeting will be held next week to discuss 2020 events.

She reported the District has implemented going from a three to a one billing cycle which should be totally merged by the end of March. This implementation is listed on customer bills, Facebook and website. Discussion was held regarding budget billing.

Scott Jungblom, Natural Resources Manager:

He reported staff continues to work on annual reports which will go to agencies for their review in March. The management plans are being updated as needed and staff is looking at any contracts that need to have their scope of work completed.

He provided an update on current on-ground work and reported they are trying to get the fish ladder built and a request was sent today to the Fish and Tech Subcommittees for approval. The stream restoration project at LeClerc Creek was presented to the committees – staff is doing prep work this year and if the permits are approved, the project will move forward in 2021. Discussion was held. Mr. Whitney noted the District partnering with the Pend Oreille County Conservation District on planting cottonwood trees and administering the bank stabilization and erosion program.

Tyler Whitney, General Counsel & Assistant General Manager:

He spoke with the Federal Energy Regulatory Commission this morning regarding the fish passage project extension and the pending Amended Settlement Agreement for the license. They will make a determination in the early part of 2020 if a formal consultation process with Fish & Wildlife is needed for the biological impacts of the settlement agreement. More to come in the future.

EXECUTIVE SESSION – PENDING AND/OR POTENTIAL LITIGATION:

A 30-minute executive session on pending and/or potential litigation commenced at 11:30 a.m. The following were in attendance: Board of Commissioners; Colin Willenbrock, General Manager; and Tyler Whitney, General Counsel & Assistant General Manager. The executive session adjourned at 12:00 p.m. and the Board returned to open session. No final action was taken.

Following a working lunch, the meeting resumed.

There being no further discussion to come before the Board, the meeting adjourned at 12:30 p.m.

President

ATTEST:

Secretary

General Counsel
Approved as to Form