

**Minutes of the Regular Meeting of the Okanogan County
Public Utility District Board of Commissioners**

**Okanogan PUD Auditorium
1331 2nd Avenue North, Okanogan, WA
April 10, 2007
12:30 PM**

Present: Board: David Womack, Ernest Bolz, Trish Butler
Staff: Chuck Berrie, Don Coppock, Tom Pearson,
Debra Peters, Steve Brown, Julie Pyper,
Warren Miller 12:30 – 1:30
Attorney: Michael Howe

Summary Agenda

- I. Call to Order
- II. Workshop
- III. Business Meeting
 - 1. Introduction of District Employees (Customer Service Department)
 - 2. Approval of Agenda
 - 3. Consent Agenda Items
 - A. Minutes
 - B. Vouchers
 - C. Work Orders
 - D. Transfer of Accounts
- IV. Public Comment
- V. Action Agenda
 - 1. Award Bid for Wire Purchase
 - 2. Adjust Employee Compensation Policy to Add New Positions
 - 3. Adopt Manager Position Job Description/Advertising Plan
 - 4. Manager's Report
 - 5. Power Report
 - 6. Meetings
- VI. Executive Session
- VII. Adjournment

I. Call to Order:

President Womack called the meeting to order at 12:30 p.m.

II. Workshop:

The Telecom Line Extension Policy was discussed during the workshop period.

III. Business Meeting:

1. Introduction of District Employees (Customer Service Department):

Customer Service Supervisor Kathy Gordon introduced the following employees of the Customer Service Department: Marla Thompson, Customer Records Coordinator; Melody Kells, Customer Service Representative; Kelly Gunn, Customer Service Representative; Brian Chamberlin, Meter Clerk; and Rob Chilcote, Meter Clerk.

2. Approval of Agenda:

Commissioner Bolz moved, seconded by Commissioner Butler, to approve the April 10, 2007 agenda. The motion carried unanimously.

3. Consent Agenda Items:

A. Minutes:

The Minutes of the March 20, 2007 regular meeting, March 23, 2007 special meeting, March 26, 2007 special meeting and March 30, 2007 special meeting were submitted for approval.

B. Vouchers:

The following vouchers were submitted for approval:

Vouchers 35-36 and 96296 through 96378 in the amount of \$1,414,335.95, vouchers, 38, 92 and 96379 through 96400 in the amount of \$224,022.46, vouchers 40 and 96401 through 96467 in the amount of \$881,471.66, and vouchers 96468 through 96579 in the amount of \$421,708.01.

C. Work Orders:

The following work orders were submitted for approval:

06-0224R1	Sally Taylor, 732 Hwy. 7, Tonasket	\$ 3,468.00
06-0635	Beverlie Marchand, 26464 Hwy. 97	7,626.00
07-0089	City of Tonasket, City Park	6,515.00
07-0095	Pearson Short Plat, 217 Robinson Cyn. Rd., Omak	6,280.00
07-0096R1	Ty Olson, Keystone Rd., Riverside	7,354.00
07-0097	Carroll Moore, Keystone Rd., Riverside	3,158.00
07-0111	District, 1836 Hwy. 7, Oroville	3,726.00
07-0122	District, Off Hwy. 97 S. of Brewster	6,100.00
07-0125	W.S.A. Construction, Off Burma Rd.	11,533.00

07-0126	Dale Glandon, N. Star Rd.	4,869.00
07-0131	District, Ellisforde Substation	12,970.00
07-0138	Mike McDaniel, Hubbard Rd., Riverside	5,283.00
07-0144	Mike Dmitriev, Lot 19, Orchard Trail, Engh Rd.	<u>4,685.00</u>
		\$83,567.00

D. Transfer of Accounts:

The following accounts were submitted for write off/collection due to nonpayment:

Lopez, Angelo	Invoice #4258	\$ 442.29
Shadle, Charles E.	Invoice #4242	\$1,527.83
Sweat, Helen	Invoice #4247	\$3,280.01

Commissioner Bolz moved, seconded by Commissioner Butler, to approve the consent agenda. The motion carried unanimously.

IV. Public Comment:

No public comments were offered.

V. Action Agenda:

1. Award Bid for Wire Purchase:

Director of Finance Don Coppock reported that three proposals were received in response to Bid No. 334-07 for the purchase of overhead and underground conductor. The conductor order is to fulfill a portion of this year's segment of the five-year plan plus provide for normal rebuilds and additions. The cost of \$331,712.60 with a metal adjustment clause is for 331,650 feet of five types of overhead and underground conductor. It is staff's recommendation to award the bid to the low bidder on all products, HD Utility Supply.

Commissioner Bolz moved, seconded by Commissioner Butler, to award Bid No. 334-07 to HD Utility Supply. The motion carried unanimously.

2. Adjust Employee Compensation Policy to Add New Positions:

Don Coppock requested approval to add the positions of Student Labor, Projects Assistant Limited Assignment, Environmental Coordinator and Power Resource Manager to the Employee Compensation Policy for non-bargaining unit positions.

Commissioner Bolz moved, seconded by Commissioner Butler, to approve the 2007 Employee Compensation Policy for non-bargaining unit positions as modified. The motion carried

unanimously.

3. Adopt Manager Position Job Description/Advertising Plan:

The Board addressed the Manager position job description and advertising plan as reviewed at the March 30, 2007 workshop.

Commissioner Butler moved, seconded by Commissioner Bolz, to adopt the Manager position job description and advertising plan. The motion carried unanimously.

4. Manager's Report:

The Manager's report included a legislative update and notice that the substation property transaction in the Methow Valley has been finalized.

5. Power Report:

Wholesale power sales exceeded the projected budget estimate for March 2007 by \$489,000. The surplus was attributed to higher than anticipated stream flows.

6. Meetings:

Commissioner Womack reported on proceedings of the Washington PUD Association meetings he attended in Olympia on March 22-23, 2007.

The April 12, 2007 and May 9, 2007 Okanogan PUD workshop meetings were canceled due to scheduling conflicts.

The next regular meeting of the Okanogan PUD Board is April 24, 2007 at 12:30 p.m. at the Okanogan PUD auditorium. A one-hour workshop will be the first agenda item followed by the business meeting at 1:30 p.m.

VI. Executive Session:

The regular meeting was recessed at 2:20 p.m. and reconvened into executive session at 2:25 p.m. to discuss with legal counsel representing the District litigation or potential litigation to which the District, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the District, pursuant to RCW 42.30.110(1)(i). It was anticipated the executive session would last approximately 15 minutes with no action expected. At 2:40 p.m. the executive session was recessed with no public announcement.

VII. Adjournment:

There being no further business to discuss, the meeting was adjourned at 2:40 p.m.

David A. Womack, President

Ernest J. Bolz, Vice-President

ATTEST:

Trish Butler, Secretary