



**Minutes of the Regular Commission Meeting of
Public Utility District No. 1 of Okanogan County
Okanogan PUD Auditorium
1331 2nd Avenue North, Okanogan, WA
May 13, 2019 - 3:00 PM**

Present: Board: Jerry Asmussen, Bill Colyar, Scott Vejraska
Staff: Steve Taylor, Don Coppock, Ron Gadeberg, Janet Crossland, Megan Morrissey, Sheila Corson, Randy Bird, Katie Pfitzer, Allen Allie, Fred Burke, Matt Stevie, Kyle Richter, Jeri Timm, Jerry Day, Bill Ingram, Dana Kincaid, Travis Olson, Rod Little
Public:
Other: Heidi Appel - General Counsel

Summary Agenda

- I. Call to Order
- II. Business Meeting
 1. Pledge of Allegiance
 2. Review of Agenda
 3. Approval of Consent Agenda
 - a) Minutes of April 22, 2019, Regular Meeting
 - b) Vouchers
 - c) Minutes of May 10, 2019, Special Meeting
 4. Employee Service Awards
Kyle Richter 10 Years, Rod Little 20 Years
 5. Unfinished Business
 - a) Resolution No. 1683 – Governance Policy – second reading
 - b) Resolution No. 1684 – Amending the District's Wage & Salary Grade Program - second reading
 6. New Business
 - a) Resolution No. 1685 – Amending Retirement Plan Trustee Authority - first reading
 - b) Resolution No. 1686 - Adjusting Compensation for General Manager - first reading
 7. Manager's Report
 - a) Steve Taylor – Administrative
 - b) Ron Gadeberg – Power/Telecom Report
 - c) Don Coppock – March Financial Report
 - d) Fred Burke – Accounting Strategic Plan Update
 - e) Roy Schwilke – Purchasing Strategic Work Plan
 - f) Matt Stevie – Environmental Coordinator intro & update
 8. Other Business
 9. Public Comment
 10. Future Planning
 11. Commissioners Meetings Attended
- III. Executive Session

IV. Adjournment

I. **Call to Order**

Commissioner President Jerry Asmussen called the regular meeting to order at 3:00 p.m.

II. **Business Meeting**

1. Pledge of Allegiance

Meeting attendees recited the Pledge of Allegiance.

2. Review of Agenda

The agenda was approved as presented.

3. Approval of Consent Agenda

a) Minutes

The Minutes of the April 22, 2019 meeting submitted for approval.

b) Vouchers

Vouchers submitted for approval: Numbers 150748 through 150801 totaling \$215,413.74; 1770, 1771, 1772, 150802 through 150815 totaling \$333,779.28; 1773, 1774, 1775, 150816 through 150860 totaling \$409,154.79; 150861 through 150931 totaling \$353,623.27; and 1776, 1777, 1778, 150932 through 150944 totaling \$330,229.74.

c) Minutes, Special Meeting 05.10.2019

The minutes of the Special Meeting held on May 10, 2019, submitted for approval.

Commissioner Vejraska moved, seconded by Commissioner Colyar, to approve the Consent Agenda – items a through c. The motion carried unanimously.

4. Employee Service Awards

Kyle Richter celebrates ten years with the district this year. Kyle earned his Associates of Arts and Science from ITT Technical Institute in Spokane. Kyle started on May 4, 2009, as an information systems tech. He was awarded the position of systems tech in November of 2017, the position he currently holds.

Rod Little celebrates twenty years with the district this year. Rod completed lineman trainee school before coming to the PUD. Rod started May 24, 1999, as a warehouseman. In 2001, Rod bid and was awarded the lineman apprenticeship. He passed his lineman test to become a journeyman lineman on August 30, 2004. In June 2017, Rod bid and was awarded the foreman position for the Oroville crew, the position he still holds today.

5. Unfinished Business

a) Resolution No. 1683 – Governance Policy – Second Reading.

Commissioner Colyar moved, seconded by Commissioner Vejraska, to approve Resolution No. 1683 updating the Governance Policy. The motion carried unanimously.

b) Resolution No. 1684 – Amending the District's Wage & Salary Grade Program - Second Reading

Commissioner Vejraska moved, seconded by Commissioner Colyar, to approve Resolution No. 1684, Districts Wage & Salary Grade Program. The motion carried unanimously.

6. New Business

a) Resolution No. 1685 – Amending Retirement Plan Trustee Authority

Commissioner Vejraska motioned to approve; seconded by Commissioner Colyar to approve Resolution No. 1685 to amend the retirement plan trustee authority. The motion carried unanimously.

b) Resolution No. 1686 – Adjusting the Compensation for General Manager - first reading

Commissioner Vejraska motioned to approve the first reading of Resolution No. 1686, Commissioner Colyar seconded. The second reading will be on the May 28, 2019 Board meeting.

7. Manager's Report

a) Steve Taylor – Administrative

General Manager Taylor reported on the following:

- Sent letter to Seattle City Light, Tacoma Power, Grant PUD, Douglas PUD, Chelan PUD & BPA regarding Enloe Funding

Signed the following:

- Change order No. 4 to Max J. Kuney DB Contract – not to exceed \$214,622 for Enloe Dam Safety inspection and to improved road access, and to extend Phase 1 Completion date from March 25, 2019, to December 31, 2019.
- Change order No. 5 to Max J. Kuney DB Contract - decrease the budget not to exceed by \$184,655.97 for work that did not proceed under Phase 1.
- Milliman – Professional Services Agreement for - salary study services, not to exceed \$12,000

- CheckPoint Solutions - License Agreement for - software application suite, not to exceed \$12,000
- FCS Group, Inc. Professional Services Agreement – for equity management plan (EMP) and a cost of service and rate design study, not to exceed \$65,000

General Manager, Steve Taylor also reported he attended the NWPPA DC Rally in Washington DC April 26 thru May 2, WPUA Managers meeting May 8 & 9 and CWPU Meeting at Grant County PUD on May 10.

b) Ron Gadeberg – Power/Telecom Update

Director of Power Resources and Broadband Services, Ron Gadeberg reported net wholesale power sales for April came in at \$294,228.00 which put the PUD \$22,433 over budget for the month. Total net wholesale sales for the first quarter are \$1,823,607 coming in under the budgeted amount. Retail sales for March came in at \$3,471,075, which was \$318,943 under budget for the month. The total retail sales are \$671,313 under budget for the first three months of the year. Gadeberg reported the District has 1621 WiFi Customers, 772 Cambium for a total of 2393 Wireless customers and a total of 446 Fiber customers. Telecom billings for May \$232,000.

c) Don Coppock – March Financials

Director of Accounting, Finance, and Administration, Don Coppock provided a budget overview and customer statistical and financial report for March 2019. Detailed information is available on the District's website. Coppock reported the District would be receiving final reimbursement from FEMA for the 2014 Carlton Complex fire for \$526,000 in the next few weeks.

d) Fred Burke – Accounting Strategic Work Plan Update

Accounting Manager Fred Burke reported on the accounting departments Strategic Work Plan.

e) Roy Schwilke – Purchasing Strategic Plan Update

Purchasing Agent/Facilities Manager Roy Schwilke reported on the Strategic Work plan and projects that his department is scheduled to complete this year.

f) Matt Stevie – Environmental Coordinator into & update

Environmental Coordinator Matt Stevie introduced himself to the board and gave an Enloe dam update and reported on other areas his department has been working on.

8. Public Comment

No public comment offered.

9. Other Business

There were no items presented for discussion as other business.

10. Future Planning

The next regularly scheduled Commission meeting is Tuesday, May 28, 2019, at 3:00 p.m. due to the holiday on Monday, May 27.

11. Commissioner Meetings Attended

Commissioner Colyar reported he met with a ratepayer about right of ways on April 30th. Also attended the Special meeting on May 10th for General Manager review.

Commissioner Asmussen reported he attended Energy Northwest meeting on April 23, traveled back April 24th. He was also at the Special Meeting on May 10th for General Manager review.

Commissioner Vejraska reported he attended the Watershed Management meeting on May 2nd and Special Meeting on May 10th for General Manager review.

III. Executive Session

The regular meeting recessed at 4:25 p.m. and immediately reconvened into executive session at 4:35 p.m. to discuss with legal counsel representing the District, legal risks under RCW 42.30.110(1)(i). The executive session was expected to last 1 hour, with no action anticipated. The executive session extended at 5:35 p.m. for 1 hour. Executive session recessed at 6:30 p.m.

IV. Meeting Adjournment

There being no further business to discuss, the meeting adjourned at 6:30 p.m.


Jerry Asmussen, President

William C. Colyar, Vice President

ATTEST:


Scott Vejraska, Secretary