

**Minutes of the Regular Commission Meeting of  
Public Utility District No. 1 of Okanogan County  
Okanogan PUD Auditorium  
1331 2<sup>nd</sup> Avenue North, Okanogan, WA  
May 26, 2020 - 3:00 PM**

**Teleconference Availability Only:**

**Phone: 1-346-248-7799**

**Meeting ID: 136 009 349**

Present: Board: Scott Vejraska  
Board Via Phone: Jerry Asmussen, Bill Colyar  
Staff: Steve Taylor, Jerry Day, JJ Boettger, Wendy Foth  
Staff Via Phone: Janet Crossland, Ron Gadeberg, Rob Gillespie, Mindy  
Morris, Katie Pfitzer  
Other: Heidi Appel, General Counsel  
Public Via Phone:

**SUMMARY AGENDA**

- I. Call to Order
- II. Business Meeting
  - 1. Pledge of Allegiance
  - 2. Review of Agenda
    - Approval of Consent Agenda
      - a) Minutes of May 11, 2020, Regular Meeting
      - b) Vouchers
  - 3. Old Business
    - a) COVID-19 Update
  - 4. New Business
  - 5. Administrative Reports
    - a) Steve Taylor - Managers Report
    - b) Rob Gillespie – Treasurers Report
    - c) Janet Crossland – March Financial Summary
  - 6. Other Business
  - 7. The next regularly scheduled Commission meeting is June 8, 2020
  - 8. Commissioners Meeting Attended
  - 9. Public Comment
- III. Executive Session
- IV. Adjournment

**I. Call to Order**

Commissioner President Jerry Asmussen called the 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**

No changes to the agenda.

### **3. Approval of Consent Agenda**

#### **a) Minutes**

Regular meeting minutes from May 11, 2020, were submitted for approval.

#### **b) Vouchers**

Vouchers submitted for approval: 1965 through 1968 and 154685 through 154694 totaling \$352,209.41; 1969 through 1974, 154759 through 154830 totaling \$3,126,203.50; 1975 through 1978, 154831 through 154840 totaling \$330,821.29;

Commissioner Colyar moved, seconded by Commissioner Vejraska, to approve consent agenda items (a) through (b). The motion carried unanimously.

### **4. Old Business**

#### **a) COVID-19 Update**

General Manager Taylor went over the Return to Normal Operations document. Depending on how things go, we are expecting to open the office to the public on Thursdays only, starting June 18. Staff will be using precautions when opening.

Mindy Morris, Customer Service Supervisor, reported that we have 259 accounts delinquent. The Customer Service Representatives have been working diligently to reach out to our customers to make arrangements for payments, and it is working well. Customers appreciate the service and are paying what they can. Total past due as of today was \$47,000.

General Manager Taylor reported the District is working hard to get back to normal business operations while following guidelines.

### **5. New Business**

There was no new business to report.

### **6. Administrative Report**

#### **a) Steve Taylor, Managers Report**

General Manager Taylor reported he signed the following:

- Douglas Operating & Service Agreement Addendum No. 8
- Memorandum of Agreement between BLM and Washington State Department of Archeology and Historic Preservation for Enloe Dam Safety Repair & Maintenance Project.

Taylor Continues to look at the budget due to the rate increase being postponed.

Katie Pfitzer, Human Resource Manager, reported via phone that eleven District employees are victims of fraudulent unemployment claims as of today.

**b) Rob Gillespie – Treasurers Report**

Treasurer Rob Gillespie presented an overview of cash transactions for April 2020. The District began the month with \$21,103,244.73 in cash and investments on hand; there were cash receipts of \$5,327,572.39 and \$46,292.82 in interest. Warrants paid totaled \$4,369,984.74, for an ending balance of cash and investments of \$22,107,125.20.

**c) Janet Crossland – March Financial Report**

Director of Accounting & Finance Janet Crossland gave a financial report providing copies of the customer statistical comparison of the Equity Management Plan to actuals for the 12 months ending April 30, 2020. Additionally, broadband customer statistics were provided. Commissioner Asmussen stated he would like to see trends. Commissioner Vejraska would like to see rate class comparison.

**7. Other**

There was no other business.

**8. Next Board Meeting**

The next scheduled Board meeting will be Monday, June 8, 2020, via teleconference.

**9. Commissioner Meetings Attended**

Commissioner Vejraska listened via phone to the Farm Bureau meeting on Monday, May 18.

Commissioner Colyar had no meetings to report.

Commissioner Asmussen attended via phone the annual WPUDA meeting on Friday, May 22.

**10. Public Comment**

There was no public comment.

**III. Executive Session**

There was no executive session held.

**IV. Meeting Adjournment**

There being no further business to discuss, the meeting adjourned at 3:35 p.m.

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Jerry Asmussen, President

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William C. Colyar, Vice President

ATTEST:

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Scott Vejraska, Secretary