



**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  
July 22, 2019 - 3:00 PM**

**Present:** Board: Jerry Asmussen, Bill Colyar, Scott Vejraska  
Staff: Steve Taylor, Don Coppock, Jeri Timm, Jered Mills,  
Brian Martin, Roy Schwilke, Fred Burke, Jerry Day,  
Mindy Morris, Katie Pfitzer, Sheila Corson, Matt Stevie,  
Janet Crossland  
Public: Chris Fisher, Jennifer Ward  
Other: Heidi Appel - General Counsel  
Daniel Kuney, Vice President of Max J. Kuney Company  
Catrin Bryan, Director of Dam Safety, McMillen Jacobs  
Associates

- I. Call to Order
- II. Business Meeting
  1. Pledge of Allegiance
  2. Review of Agenda
    - Approval of Consent Agenda
      - a) Minutes of July 8, 2019, Regular Meeting
      - b) Vouchers
      - c) Transfer of Accounts
  3. Unfinished Business
  4. Employee Service Awards – Jered Mills, 15 Years & Brian Martin, 20 Years
  5. New Business
    - a) Inspection Alternative Presentation- Daniel Kuney, Vice President of Max J. Kuney Company
    - b) Change Order #6, Inspection Planning Services
    - c) Resolution No. 1691 – Establishing Procedure for Purchasing
    - d) Resolution No. 1692 – Establishing Small Works Roster
  6. Manager's Report
    - a) Steve Taylor - Administrative Report
    - b) Sheila Corson – Community Relations Strategic Work Plan Update
    - c) Mindy Morris – Customer Service Strategic Work Plan Update
    - d) Katie Pfitzer – HR Strategic Work Plan Update
  7. Public Comment
  8. Future Planning – Next Board meeting August 12, 2019
  9. Commissioners Meetings Attended
- III. Executive Session
- IV. Adjournment

## Summary Agenda

### I. 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 July 08, 2019 meeting submitted for approval.

##### **b) Vouchers**

Vouchers submitted for approval: 151551 through 151633 totaling \$160,376.43; 1812, 1813, 1814, 1815, 1816, 151634 through 151715 totaling \$2,631,307.47; 1817 through 1820 and 151716 through 151726 totaling \$321,088.75.

##### **c) Transfer of Funds**

Conservative Loan to be charged to uncollectable totaling \$1,920.13

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

#### **4. Employee Service Awards**

Jered Mills – 15 years - Jered Mills started with the District on July 6, 2004, as a full-time ground man. In June of 2008, Jered began working as hazmat specialist, the position he currently holds. Since September 2017, Jered has shown great teamwork by assisting the environmental department with specific duties.

Brian Martin – 20 years - Brian Martin joined the PUD on July 26, 1999, as a journeyman lineman. He passed his journeyman lineman exam on July 16, 1999. In his twenty-years with Okanogan, Brian has progressed from lineman to foreman and is now our serviceman in the Oroville area.

#### **5. Unfinished Business**

There was no unfinished business presented.

#### **6. New Business**

- a) Enloe Dam Inspection Alternative Presentation** – Daniel Kuney, Vice President of Max J. Kuney Company

Daniel Kuney, Vice President of Max J. Kuney Company, gave a power point presentation on four alternatives to dewatering the face of Enloe Dam and completing a safety inspection. The presentation included a recommendation to utilize the existing intake on the right bank and rebuild it.

**b) Resolution No. 1691**

General Counsel Heidi Appel presented Resolution No. 1691 to establish procedures for the purchase of materials, equipment or supplies, establish a vendor list process, to delegate authority to the purchasing agent, and to repeal Resolution No. 1647

Commissioner Vejraska moved, seconded by Commissioner Colyar, to approve Resolution No. 1691. The motion carried unanimously

**c) Resolution No. 1692**

General Counsel Heidi Appel presented Resolution No. 1692 for establishing a small works roster process to award public works contracts and to repeal Resolution No. 1654.

Commissioner Vejraska moved, seconded by Commissioner Colyar, to approve Resolution No. 1692. The motion carried unanimously

**7. Manager's Report**

**a) Steve Taylor – Administrative Report**

General Manager Steve Taylor reported he signed the following:

- Lees & Duke – Pan Vista Underground Rebuild – not to exceed \$56,837
- Inter-local Agreement – UIP
- Wick Easements
- Economic Alliance agreement

General Manager Taylor asked for authorization from the Board to execute the contract with Osmose Utilities for testing, treatment, and inspection of the distribution poles for 2019. Contract not to exceed \$260,000. Commissioner Vejraska moved seconded by Commissioner Colyar. Motion passed unanimously.

General Manager Taylor made a motion to the Board to authorize District staff to work towards developing a not to exceed price for the Enloe Dam right bank dewatering and safety inspection alternative. Commissioner Colyar moved seconded by Commissioner Vejraska. Motion passed unanimously.

General Manager Taylor made a motion to the Board to authorize Director of Finance Don Coppock or General Counsel Heidi Appel to sign all documents necessary to close the purchase of the Ophir substation property under the

Purchase and Sale Agreement with Martin Wick dated June 25, 2019, in the event GM Steve Taylor is unavailable. Commissioner Colyar moved, seconded by Commissioner Vejraska. Motion passed unanimously.

Taylor also reported the District received the FERC letter giving 30 days' notice of probable termination after July 10<sup>th</sup>.

**a) Sheila Corson – Community Relations Strategic Work Plan Update**

Community Relations Coordinator Sheila Corson reported on the Strategic Work Plan for Community Relations.

**b) Mindy Morris – Customer Service Strategic Work Plan update**

Customer Service Supervisor Mindy Morris reported on the Customer Service Strategic Work Plan.

**c) Katie Pfitzer – Human Resource Strategic Work Plan Update**

Human Resource Manager Katie Pfitzer reported on the Human Resource Strategic Work Plan.

**8. Other Business**

There were no items presented for discussion as other business.

**9. Public Comment**

Chris Fisher requested a copy of the Kuney powerpoint presentation and had other questions regarding the dewatering of Enloe Dam.

**10. Future Planning**

The next regularly scheduled Commission meeting is Monday, August 12, 2019, at 3:00 p.m.

**11. Commissioner Meetings Attended**

Commissioner Colyar reported he attended WPUA in Leavenworth on July 17, 18, & 19<sup>th</sup>.

Commissioner Asmussen reported he attended WPUA in Leavenworth on July 17, 18, and 19<sup>th</sup>.

Commissioner Vejraska reported he attended the Watershed planning meeting on July 11<sup>th</sup> and also the Columbiana meeting at the PUD on July 19<sup>th</sup>.

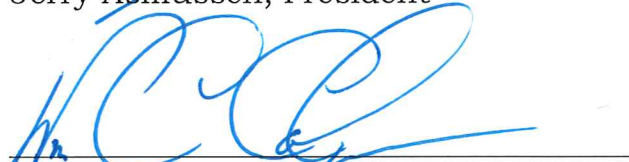
II. **Executive Session**

The regular meeting recessed at 4:19 p.m. and immediately reconvened into executive session at 4:30 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 30 minutes, with no action anticipated. The executive session recessed at 5:05 p.m.

III. **Meeting Adjournment**

There being no further business to discuss, the meeting adjourned at 5:05. p.m.

  
Jerry Asmussen, President

  
William C. Colyar, Vice President

ATTEST:

  
Scott Vejraska, Secretary