



**Minutes of the Regular Commission Meeting of
Public Utility District No. 1 of Okanogan County
Okanogan PUD Auditorium
1331 2nd Avenue North, Okanogan, WA
October 21, 2019 - 3:00 PM**

Present: Board: Jerry Asmussen, Bill Colyar, Scott Vejraska
Staff: Steve Taylor, Don Coppock, Ron Gadeberg, Janet Crossland,
Jeri Timm, Katie Pfitzer, Wendy Foth, Allen Allie, Mindy Morris,
Jennifer Christie, Jerry Day, Sheila Corson

- I. Call to Order
- II. Business Meeting
 1. Pledge of Allegiance
 2. Review of Agenda
 3. Approval of Consent Agenda
 - a) Minutes of October 7, 2019, Regular Meeting
 - b) Vouchers
 4. Unfinished Business
 - a) 2020 Proposed Budget Hearing
 5. New Business
 6. Manager's Report
 - a) Steve Taylor - Administrative Report
Mindy Morris – Customer Service Strategic Work Plan Update
 - b) Sheila Corson – Community Relations Strategic Work Plan Update
 - c) Jerry Day – IS Strategic Work Plan Update
 7. Other Business
 8. Public Comment
 9. Future Planning – Next Board meeting November 4, 2019, at 3:00 p.m. Special Budget Workshop Meeting November 4, 2019, at 6:00 p.m.
 10. 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

No changes to the agenda.

3. Approval of Consent Agenda

a) Minutes

Meeting minutes from October 7, 2019, were submitted for approval.

b) Vouchers

Vouchers submitted for approval: 152568 through 152645 totaling \$324,917.26; 1856, 1857, 1858, 1859, 152646 through 152656 totaling \$329,114.45; 1860, 1861, 1862, 1863, 152657 through 152743 totaling \$2,345,799.12.

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

4. Unfinished Business

a) 2020 Proposed Budget Hearing

The 2020 Proposed Budget Hearing was called to order. Director of Accounting, Finance, and Administration Don Coppock announced the budget workshop to follow at 6:00 p.m. will include a review of O&M trends, Human Resources, Broadband, and Information Systems.

Special meetings are scheduled from 6:00 p.m. to 9:00 p.m. on November 4 and 18 for Engineering and Operations and Generation and Power Supply. Budget hearings will also be held at 3:00 p.m. during the regular Commission meetings until the budget is approved prior to December 31, 2019. Hearing no public comments, the Budget hearing was recessed until the November 4, 2019 Commission meeting.

5. New Business

There was no new business to report.

6. Manager's Report

a) Administrative Report

General Manager Steve Taylor signed the following:

- The State Auditors Office engagement letter

General Manager Taylor reported he traveled to Washington D.C. along with Commissioner Vejraska and Director of Regulatory and Environmental Affairs Jeri Timm. They met with Amit Ronen, advisor for Senator Maria Cantwell as well as Senator Patty Murray, Sam Rouch, Deputy Assistant Administrator for Regulatory Programs at NOAA, Congressman Newhouse, and Congresswoman Cathy McMorris Rodgers. They were able to convey the District position with Enloe dam and where the District is with Dam Safety Requirements. The meetings went very well.

Taylor informed the Commission of the new Dig laws and how the new UTC regulatory and empowerment requirements will affect utilities and requested the Commission's thoughts on this. After some discussion, the Commission expressed additional oversight would be burdensome to utilities.

b) Customer Service Strategic Work Plan Update

Customer Service Manager Mindy Morris asked Customer Records Specialist Jennifer Christie to report on the recent WPUDA Fall Customer Service Group Meeting they attended. Christie said the training was very beneficial. Highlights of the meeting were:

- Senate Bill 5116 low-Income Assistance
- Auditors office spoke regarding fraud by employees
- Legislative updates
- Roundtable Discussions

Morris reported the following items:

- Completed the annual review of general service accounts
- Attended the CRC integration meeting with NISC
- Auditors spent a couple of weeks in the Customer Service department
- IVR system is being rolled out
- Reported the customer service representative department is still not fully staffed

c) Community Relations Coordinator Strategic Work Plan Update

Sheila Corson, customer relations coordinator reported the following events she has participated in for the District:

- Okanogan County Fair
- Public Power Week – Coloring contest, along with being at each PUD office for a day throughout the week
- Community Solar project information publicized
- Staying up on legislative updates

d) Information Systems Manager Strategic Work Plan Update

Jerry Day, information systems manager reported the following updates for the IS department:

- Hosted the GenPac Aclara networking meeting here in Okanogan
- Attended the MIC conference along with Debbie Dibble
- JJ Boettger and Casey Gadd went to a C2M2 cybersecurity training at Mason 3
- JJ Boettger attended, and Matt Gilroy will be attending Net App training
- Debbie Dibble attended NISC training on Engineering and Operations software
- IS Department continues to update PC's and servers
- Purchased a projector for traveling presentations
- Completed phone system updates
- Wrapping up on call capture
- Received quotes for a network security vulnerability assessment
- Working on wireless printers
- Recently ran an internal email phishing exercise

7. Other Business

There were no items presented for discussion as other business.

8. Public Comment

There was no public comment.

9. Future Planning

The next scheduled Commission meeting is Monday, November 4, 2019, beginning at 3:00 p.m. and a Budget Workshop beginning at 6:00 p.m.

10. Commissioner Meetings Attended

Commissioner Colyar had no meetings to report.

Commissioner Vejraska traveled to Washington D.C. on October 14 through the 17 to meet with Legislators. Attended the Farm Bureau meeting on October 19 and spoke with Representatives Joel Kretz and Shelly Short.

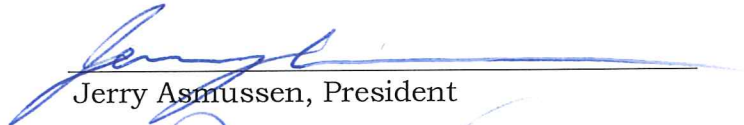
Commissioner Asmussen traveled to Olympia on October 16 for WPUDA Budget meetings held on October 17 and drove home on the 17 after the meeting.


II. **Executive Session**

There was no executive session held.

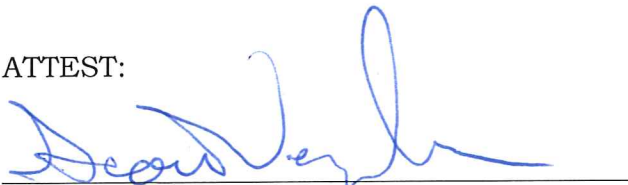
III. **Meeting Adjournment**

There being no further business to discuss, the meeting adjourned at 4:03 p.m.


Jerry Asmussen, President


William C. Colyar, Vice President

ATTEST:


Scott Vejraska, Secretary