

MINUTES of the 4,801st Meeting being a Special Meeting of the
Commission of Public Utility District No. 1 of Grays Harbor
County

Office located at 220 Myrtle Street, Hoquiam, Washington
Monday, July 9, 2018 at 4:30 p.m., Pacific Prevailing Time

WORKSHOP

The workshop was called to order at 3:30 p.m. by President Arie Callaghan. Those in attendance were Commissioners Arie Callaghan, Dave Timmons and Russ Skolrood. General Manager Dave Ward, General Counsel Rick Pitt, Power Supply & Energy Services Director Melinda James-Saffron, Communications & Government Relations Director Ian Cope, Finance Director Kathryn Skolrood, Engineering Director Schuyler Burkhart, Customer Service Director Katy Moore, Core Services Director Rob Hanny, Operations Director Steve Easton, Safety & Environmental Director Dale Benner and Human Resources Director Angela Roberts were also present. No members of the public were present.

Tomas Morrissey, PNUCC Senior Policy Analyst, gave a PNUCC report. Discussion ensued.

SPECIAL BUSINESS MEETING

MEETING CALLED TO ORDER:

The Business Meeting was called to order at 4:33 p.m. by President Arie Callaghan. Those in attendance were Commissioners Arie Callaghan and Russ Skolrood. General Manager Dave Ward, General Counsel Rick Pitt, Contract Administrator/Clerk to the Board Tiffanee Parson, Power Supply & Energy Services Director Melinda James-Saffron, Communications & Government Relations Director Ian Cope, Finance Director Kathryn Skolrood, Engineering Director Schuyler Burkhart, Customer Service Director Katy Moore, Core Services Director Rob Hanny, Operations Director Steve Easton, Safety & Environmental Director Dale Benner, Line Superintendent Jeff McClain Human Resources Director Angela Roberts and Customer Service Support Caroline Bennett were also present. No members of the public were present.

PETITIONS FROM THE PUBLIC/PUBLIC COMMENT:

President Arie Callaghan called for petitions for the public and public comment. None were received.

NEW BUSINESS:

Customer Service Director Katy Moore introduced Caroline Bennett, the District's new Customer Support employee. She has experience working in NISC, which is great. Discussion ensued.

General Manager Dave Ward discussed the current Facilities Use Policy and gave the Board a heads up that there will be a new Car Wash Policy going before the Board for discussion and approval in the near future. Discussion ensued.

STAFF AND ATTORNEY REPORTS:

Human Resources Director Angela Roberts reported:

- 1) The District is in the process of filling various vacancies.

Communications & Government Relations Director Ian Cope reported:

- 1) The Grays Harbor County Fair is scheduled for August 8 – 12. He would like to extend an invite to Commissioners and staff to volunteer to work the District's booth. The arc trailer will be there again this year, along with some other displays.
- 2) He is busy working on a number of planned outages.
- 3) The carbon fee initiative did qualify for the November ballot.

Commissioner Russ Skolrood asked where the money is going to come from for the proposed carbon fee initiative. Discussion ensued.

- 4) The next Utility Academy session is moving forward in August.
- 5) He attended a meeting with U.S. Representative Derek Kilmer, General Manager Dave Ward, IT Supervisor Alice King and Core Services Administrative Secretary Sara Travers regarding a broadband expansion bill. Discussion ensued.

Line Superintendent Jeff McClain reported:

- 1) He is covering for Operations Director Steve Easton.
- 2) Pole replacements have increased significantly. Crews have replaced approximately 700 plus poles so far this year.
- 3) There are several planned outages scheduled, including a scheduled outage tomorrow.
- 4) He gave a brief outage report.
- 5) He gave kudos to the crew that worked on the bridge replacement project for the County for getting the power back on for customers in four hours, rather than the eight hours originally scheduled.
- 6) He thanked Communications & Government Relations Director Ian Cope. He has been a huge help to him.

Engineering Director Schuyler Burkhart reported:

- 1) He thanked his whole team for their hard work – they are very busy putting work out for Operations.
- 2) He thanked IT Supervisor Alice King, Purchasing and Accounting for all of their work on NISC.
- 3) Mike Dean is now working in the Meter Department as a Meterman Apprentice.

- 4) He is assisting with updating the District's Strategic Plan.
- 5) He will be out of the office on PTO the rest of this week.

Safety & Environmental Director Dale Benner reported:

- 1) He met with Snell Crane at the Armory recently. A span of conductor was de-energized this morning while work was performed there.
- 2) He will be attending the Engineering safety meeting tomorrow.
- 3) He will be attending a seminar Wednesday morning.

Power & Energy Supply Director Melinda James-Saffron reported:

- 1) The Power Purchase Agreement with Weyerhaeuser has been finalized.
- 2) Prices are on-peak \$25.00-\$26.00, off-peak \$20.00-\$21.00 and gas is \$2.10.
- 3) Approximately 1,381 energy efficiency kits have been distributed to customers so far.
- 4) She is working with the State Auditor's Office this week to wrap up the District's I-937 audit.

Customer Service Director Katy Moore reported:

- 1) Caroline Bennett began employment today as Customer Service Support.
- 2) Kim Beerbower is retiring August 7, 2018 after 31 years at the District.
- 3) Helen Berglund is the District's new collector.
- 4) She discussed the District's scheduled outage notification system, and stated that it calls customers automatically to remind them of the outage one week prior to the outage and also the night before the outage.

Core Services Officer Rob Hanny reported:

- 1) He was out of the office last week. He thanked Core Services Administrative Secretary Sara Travers, Facilities Maintenance Foreman Larry Davis, Purchasing Supervisor Mandy Ashby and IT Supervisor Alice King for their help.
- 2) The District has hired Brian Pickering as the new Facilities Supervisor.
- 3) Mike Dean will be transitioning from the IT Department to the Meter Department.
- 4) He is working with the Legal Department on several bids and contracts.

Finance Director Kathryn Skolrood reported:

- 1) She is working on projections and analysis on debt.
- 2) The capital budget is getting ready to kick off.
- 3) Accounting is currently short-staffed. She thanked everyone for their patience.
- 4) She has a budget status meeting scheduled for next week.
- 5) The State Auditor's office is wrapping up the 2017 audit and she should be receiving an Exit Conference date and time soon.

General Counsel Rick Pitt reported:

- 1) He just returned to the office from vacation.
- 2) He is working on an opinion letter for the State Auditor's office.

General Manager Dave Ward reported:

- 1) He attended the Service Awards Luncheon.
- 2) He attended a portion of the superintendents' meeting. He received very positive feedback about the District.
- 3) He attended a WPAG meeting in Tacoma.
- 4) He thought the meeting with U.S. Representative Kilmer went very well. Discussion ensued.
- 5) He is working on updating the emergency response plan for the District.
- 6) He will be attending WPUA meetings.
- 7) The agreement to purchase the transbanker has been sent out for review and signature.

CONSENT CALENDAR:

- a) 190 Claim Vouchers for the Weeks of June 25 and July 2, 2018 (No. 113228 through No. 113418) in the Total Amount of \$469,591.51
- b) 10 Wire Transfers in the Total Amount of \$6,022,680.42
- c) Payroll for the Pay Period Ending June 28, 2018 in the Total Amount of \$626,315.41
- d) Travel Applications:

For Administrative Services Coordinator Tracy Dugas to Attend the NWPPA Northwest Communications & Energy Innovations Conference September 16 – 19, 2018 in Coeur d'Alene, ID for a Total Estimated Cost of \$1,779.00

For Core Services Director Rob Hanny to Attend Classes for the Willamette University Utility Management Certificate Program October 1 – 5 and November 5 – 9, 2018 for a Total Estimated Cost of \$7,690.00

Commissioner Russ Skolrood moved that the Consent Calendar be approved. Commissioner Arie Callaghan seconded the motion. Motion carried by unanimous vote.

RESOLUTIONS:

RESOLUTION NO. 5012

**A RESOLUTION DECLARING CERTAIN DISTRICT PROPERTY SURPLUS AND
AUTHORIZING ITS DONATION OR SALE**

Human Resources Director Angela Roberts discussed Resolution #5012.

Commissioner Russ Skolrood moved that Resolution #5012 be approved. Commissioner Arie Callaghan seconded the motion. Motion carried by unanimous vote. The full text of Resolution #5012 is available at District offices during regular business hours.

ACTION ITEMS:

Discussion ensued about canceling the regular Commission Meetings on October 1 and 15, 2018 and scheduling Special Commission Meetings for October 8 and 22, 2018.

Commissioner Russ Skolrood made a motion to cancel the regular Commission Meetings on October 1 and 15, 2018 and to schedule Special Commission Meetings on October 8 and 22, 2018. Commissioner Arie Callaghan seconded the motion. Motion carried by unanimous vote.

FORWARD PLANNING:

Communications & Government Relations Director Ian Cope went over the current workshop schedule. Discussion ensued.

A workshop was scheduled to tour the CCAP wind farm on August 20, 2018 and a budget workshop was scheduled for September 4, 2018. Discussion ensued.

COMMENTS FROM THE PUBLIC:

President Arie Callaghan called for comments from the public. None were received.

COMMISSIONER REPORTS:

Commissioner Russ Skolrood reported:

- 1) He attended the RMC meeting.
- 2) He attended the Service Awards Luncheon.

Commissioner Arie Callaghan reported:

- 1) He attended his first Energy Northwest Executive Board meeting recently. The current BPA Administrator is trying to buy the BPA transmission system. Discussion ensued.
- 2) He apologize for not being able to attend the Service Awards Luncheon.

ADJOURNMENT:

There being no further business to bring before the Board, President Arie Callaghan declared the meeting adjourned at 5:10 p.m.

President

ATTEST:

Secretary

COMMISSION MEETING SCHEDULE DATES

The following lists the Commission Meeting Schedule for the next three (3) meetings, with workshop sessions to begin at 3:30 pm prior to each meeting, unless otherwise noted. The business portion of each meeting begins at the hour of 4:30 p.m.

Monday, July 23, 2018 – 3:30 p.m. (Special Commission Meeting)
Monday, August 6, 2018 – 3:30 p.m. (Special Commission Meeting)
Monday, August 20, 2018 – 3:30 p.m. (Special Commission Meeting)