



Board of Commissioners: Duane Dalglish, Dena Diamond-Ott, Dave Quinn

*The Cowlitz PUD Board of Commissioners meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month in the John Searing Auditorium located at the PUD's main office which is located at 961, 12 Avenue, Longview, WA 98632. Unless otherwise posted, the meetings start at 2 p.m. If you have any questions regarding the status or content of these meetings, or, if you require a reasonable accommodation while in attendance at the Cowlitz PUD Board Meeting, please call Barbara Taylor (360-501-9575) at least 72-hours prior to the meeting so that your needs can be addressed.*

## **COWLITZ PUD BOARD OF COMMISSIONERS MEETING AGENDA February 26, 2019**

1. Call to Order: 2:00 p.m.
2. Approval of Agenda: February 26, 2019
3. Approval of Regular Board Meeting Minutes: January 22, 2019  
Approval of Executive Session Meeting Minutes: January 22, 2019  
Approval of Executive Session Meeting Minutes: February 5, 2019  
Approval of Executive Session Meeting Minutes: February 8, 2019  
Approval of Executive Session Meeting Minutes: February 15, 2019
4. Ratification/Approval of Vouchers/Payroll: Heather Sorensen
5. New Employee Introductions
  - 5.1 Tim Johnston to Introduce Tyler Williams, Engineer II
  - 5.2 Marisa Keeney to Introduce Sasha Hinnens, Benefits Specialist
  - 5.3 Marisa Keeney to Introduce Shawn Grisham, Landscaper
6. Public Comment on Non-Agenda Items
7. General Manager Report: Steve Kern
  - 7.1 Calendar of Community/Legislative Events
  - 7.2 Legislative Update – Diana Carlen
  - 7.3 Cowlitz PUD Regional Cold Spell Look Back
8. Staff Reports and Presentations
  - 8.1 Operational Reports
  - 8.2 Facilities Update: Marisa Keeney
9. Action Items & Comments from the Public
  - 9.1 Resolution No. 2752: A Resolution of the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington, waiving the competitive bid requirements for the purchase of office furniture. Marisa Keeney
  - 9.2 Employee Handbook Revisions & Approval: Marisa Keeney
10. Commissioner Reports & Upcoming Events
11. Final Comments: From the Public, General Manager, Commissioners
12. Confirmation of Next Meeting: Tuesday, March 12, 2019 – 2:00 p.m. in PUD Auditorium  
  
Executive Session (If Needed): The Presiding Officer will follow the Executive Session procedure included with this agenda
13. Adjourn Meeting

## COWLITZ PUD EXECUTIVE SESSION PROCEDURE

The Board may meet in Executive Session for any reason authorized under the Open Public Meetings Act, RCW 42.30.110 (1), using the following procedure:

### 1. Announce the Executive Session

We will now adjourn into executive session pursuant to RCW 42.30.110 (1) for \_\_\_\_\_ minutes unless extended by the Presiding Officer. The purpose of the executive session is (choose one of the following):

- a. To consider matters affecting national security;
- b. To consider, if in compliance with any required data security breach disclosure under RCW [19.255.010](#) and [42.56.590](#), and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- c. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- d. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- e. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- f. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;
- g. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140](#)(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- h. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

### 2. Return to Open Public Meeting

- a. Once the session concludes, the board will return to open meeting.
- b. If any action is taken it must take place in open meeting.
- c. Action may not take place earlier than the time for which the executive session was to conclude, including any extensions announced by the Presiding Officer.

Note: The foregoing is not a complete list of allowed purposes to hold an executive session under RCW 42.30.110 (1) but represents the most likely purposes for Cowlitz PUD.