PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON

MINUTES OF BOARD MEETING OF COMMISSIONERS
April 23, 2019
John Searing Auditorium

Present:

COMMISSIONERS:
Dave Quinn, President
Dena Diamond-Ott, Vice-President
Duane Dalgleish, Secretary

STAFF:
Deanna Carlson, Energy Policy Analyst
Alice Dietz, Communication & Public Relations Manager
Bob Essex, Sr. Power Resources Engineer
Rick Hughes, General Counsel
Gary Huhta, Assistant General Manager
Ray Johnson, Director of Engineering & Technology
Casey Kalal, Director of Operations
Steve Kern, General Manager
Trent Martin, Director of Accounting & Finance
Heather Sorensen, Director of Customer Service and Compliance
Barbara Taylor, Executive Assistant/Clerk of the Board

GUEST:
Diana Carlen, Gordon Thomas Honeywell, via Speaker Phone

MEDIA:
Tyler Munson, KLTV

PUBLIC:
Diane Dick
Bill Hallanger
Steve Taylor

1. CALL TO ORDER

Pursuant to published Notice, Commissioner Dave Quinn called the Regular Board meeting of the Commissioners of Public Utility District No. 1 of Cowlitz County, Washington to order at 2:00 p.m.

2. ANY CHANGES TO THE AGENDA OF APRIL 23, 2019?

There were no changes to the April 23, 2019 Cowlitz PUD Board agenda.

3. MOTION TO APPROVE BOARD AGENDA FOR APRIL 23, 2019

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve the Board Agenda for April 23, 2019.

The MOTION CARRIED on a 3 to 0 margin.
4. MOTION TO APPROVE MINUTES

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve the Regular Board Minutes of April 9, 2019 and the Executive Session Minutes of April 9, 2019.

The MOTION CARRIED on a 3 to 0 margin.

5. MOTION TO RATIFY AND APPROVE VOUCHERS/PAYROLL

Approval of Vouchers in the amount of $11,243,222.39. The Board reviewed expenditures of the District as required by RCW 42.24.080 and RCW 42.24.090 for which checks were issued on April 23, 2019 under the provisions of Resolution No. 1421.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Check Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>64605 to 64871</td>
<td>$10,748,698.09</td>
</tr>
<tr>
<td>Payroll</td>
<td>April 19, 2019</td>
<td>$494,524.30</td>
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</tbody>
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MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve the ratification of the vouchers/payroll for April 23, 2019.

Heather Sorensen, Director of Customer Service and Compliance, provided a high-level overview of expenditures and answered questions.

The MOTION CARRIED on a 3 to 0 margin.

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

Bill Hallanger of Longview spoke briefly about green power.

7. GENERAL MANAGER REPORT

7.1 Calendar of Community/Legislative Events

Steve Kern reviewed the April and May 2019 Community Events/Legislative Calendar at this meeting and asked the Commissioners to let Barbara Taylor know if there are any upcoming meetings or community events that they would like to have added to the calendar.

Mr. Kern pointed out that the Woodland Arbor Day, which was originally scheduled for Wednesday, April 24, 2019, has been moved to Friday, April 26, 2019, due to Justin DeRosier’s funeral on April 24, 2019.

Mr. Kern noted that all of the PUD Directors will be reviewing each of their Board Reports at this meeting.

7.2 Legislative Update

Diana Carlen, of Gordon Thomas Honeywell, attended this meeting via speaker phone to provide a legislative update to the Commissioners and Staff on the following energy bills:

Bills Passed Legislature and Awaiting Action by the Governor:

- 100% Clean Bill – E2SS3 5116
- Hydro Tax Parity – SB 6012
- Fuel Mix – ESHB 1428
- Net Metering – E2SSB 5223
- Assault of a Utility Worker – HB 1380
- Telecom Installations - SHB 1594
- Electric Utility Wildland Fire Prevention - SSB 5305
Concurrence Calendar

- Bid Limits - ESSB 5418

Diana Carlen thanked Cowlitz PUD staff for their updates from their end so she can be continue to be responsive in Olympia. Ms. Carlen will attend an upcoming PUD Board Meeting in person to provide the final legislative report once the session is over.

8. STAFF REPORTS AND PRESENTATIONS

8.1 March Operational Reports

Directors reviewed operational reports from the month of March 2019 with the Commissioners.

Gary Huhta pointed out to the Commissioners that they have received a handout at this meeting on the summary for the Lewis River Fish Passage.

Deanna Carlson provided a brief BPA update for the Commissioners. Commissioner Diamond-Ott stated that she would like to see Ms. Carlson present a summary about BPA once they have made a decision regarding their accounting error, how far back they will go, and how they will handle the interest.

Steve Kern noted that Columbia Generating is going out for maintenance, and, given our current situation, if we have really cool weather, that could impact our net secondary sales.

Commissioner Quinn stated that he was happy to see how many people are paying their bills on time and that cutoffs are down; Ms. Sorensen feels that it’s because we are really working with customers to make it easier for them to pay their bills. The average of monthly dollars sent to collections has decreased by $2,000. Steve Kern stated that Ms. Sorensen’s leadership has made a big difference in improving customer service.

Customer Service kicked off the zero cost customer this month which will help keep rates down for our customers. New zero cost customers will get a $10 credit on their account if they choose to sign up. Customer Service has had 100 customers sign up since yesterday, many which have contributed their $10 credit to the Warm Neighbor Fund.

Alice Dietz proposed a new logo for Cowlitz PUD, which is actually the original Cowlitz PUD seal that was adopted by the Cowlitz PUD Board as their first resolution in 1936. The logo will have less color, which will mean less space, lower costs to replicate, more adaptable and will be adopted by both the main office and Operations. Email signatures will all soon be the same across the organization for simplicity as well. Ms. Dietz will present the new logo to employees and begin to roll it out with the announcement to the public on December 8, 2019 with a full transition by January 1, 2020.

It was noted that Deputy Justin DeRosier donations raised thus far through Cowlitz PUD totaled $1,595. Justin DeRosier was an intern at Cowlitz PUD at one time. We will be showing the procession and funeral on the TV in the PUD lunchroom.

9. ACTION ITEMS & COMMENTS FROM THE PUBLIC

9.1 Motion to Approve Staff Recommendation No. 9/4/23 RE: Engineering Policies

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve Staff Recommendation No. 9/4/23.

Ray Johnson, Director of Engineering, reported that the Board last approved the Engineering Policies on May 8, 2018. There was a Board Workshop on April 9, 2019 to review the updates for this year, which were minimal.
Mr. Johnson reviewed the minor changes to the Engineering Policies at this meeting and then recommended that the Board approve Staff Recommendation No. 9/4/23.

The **MOTION CARRIED** on a 3 to 0 margin.

9.2 **Motion to Approve Staff Recommendation No. 10/4/23 RE: Transfer of Accounts to Reserve for Bad Debts – Q4 - 2017**

**MOTION:** It was **MOVED** by COMMISSIONER DIAMOND-OTT and **SECONDED** by COMMISSIONER DALGLEISH to approve Staff Recommendation No. 10/4/23.

Heather Sorensen, Director of Customer Service & Compliance, reviewed the summary of the write-offs for the last five years noting that appropriate collection action for these accounts will be continued through the District's collection company.

Authorization is requested to transfer 117 accounts totaling $23,508.42 to the Reserve for Bad Debts. The Accounts presented are for terminated service and bankruptcies during the 4th quarter of 2017.

The **MOTION CARRIED** on a 3 to 0 margin.

10. **COMMISSIONER REPORTS & UPCOMING EVENTS**

Commissioner Diamond-Ott distributed a handout from WPUDA summarizing a recent meeting she and Commissioner Dalgleish attended on Robert's Rules of Order.

Commissioner Diamond-Ott thanked Gary Huhta for a great job testifying in Olympia on Tax Parity; she reported that it was a great experience.

Commissioner Dalgleish mentioned that he also really enjoyed WPUDA's class on Robert's Rules of Order.

Commissioner Quinn stated that he didn't have anything to report on at this time; he thanked Commissioner Diamond-Ott for bringing him back Robert's Rules of Order materials from WPUDA.

11. **FINAL COMMENTS: FROM THE PUBLIC, GENERAL MANAGER, COMMISSIONERS**

Commissioner Diamond-Ott reported that WPUDA has put out a 5116 Mandate Calendar and that she has brought it to share with Steve Kern and the other Commissioners. Mr. Kern asked that Barbara Taylor e-mail the document to the other Commissioners as well as himself, Gary Huhta and Rick Hughes.

12. **NEXT MEETING**

The next Regular meeting of the PUD Board of Commissioners will be held on Tuesday, May 14, 2019 at 2:00 p.m. in the John Searing PUD Auditorium.

13. **EXECUTIVE SESSION**

Commissioner Quinn noted than an Executive Session was not needed after this meeting.

14. **COMMISSIONERS TO EXECUTE AGREEMENTS BEFORE ADJOURNING**

The Commissioners signed off on necessary documents.
15. ADJOURNMENT

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to adjourn this Board meeting at 4:10 p.m.

The MOTION CARRIED on a 3 to 0 margin.

Attest: 

President

Vice-President

Prepared by: Barbara A. Taylor
Executive Assistant/Clerk of the Board