COWLITZ PUD BOARD OF COMMISSIONERS MEETING AGENDA
October 8, 2019

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

The Cowlitz PUD Board of Commissioners meets on the 2nd and 4th Tuesday of every month and meetings have been temporarily moved to the PUD Board Room located at the PUD's main office at 961 12th Avenue, Longview, WA 98632. To attend a meeting in our temporary location, please check in at the front desk area in the PUD Auditorium. 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.

1. Call to Order: 2:00 p.m.

2. Any Changes to Today's Agenda?

3. Motion to Approve Today's Board Agenda (Tab 1)

4. Motion to Approve the Regular Board Meeting Minutes of September 24, 2019 (Tab 2)

5. Motion to Ratify & Approve the Vouchers/Payroll: Heather Sorensen

6. New Employee Introductions

6.1 Casey Kalal to Introduce New Groundman, Joseph Durning
6.2 Joni Sellards to Introduce New GIS Analyst, Paul Stephenson
6.3 Trent Martin to Introduce New Assistant Controller, Dustin Draper
7. Public Comment on Non-Agenda Items

8. General Manager Report: Gary Huhta

8.1 Community Events/Legislative Calendar (Tab 3)

9. Action Items & Comments from the Public

9.1 Motion to Approve Staff Recommendation No. 26/10/08 RE: Acceptance of Work, Contract No. UC1708, DJ’s Electrical for the Lewis River Substation Rebuild: Mike Larsen (Tab 4)

9.2 Motion to Approve Staff Recommendation No. 27/10/08 RE: Business Operations Policies - Increase to the General Manager Expenditure Authority: Stacie Pederson (Tab 5)

9.3 Motion to Approve Staff Recommendation No. 28/10/08 RE: Employee Safety Policy: Travis Walling (Tab 6)

9.4 Motion to Approve Staff Recommendation No. 29/10/08 RE: Approval of Update to the Personal Leave Sharing Program: Sasha Hinners (Tab 7)

9.5 Motion to Approve Resolution No. 2760: 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 Safety Boom Replacement Parts: Deanna Carlson (Tab 8)

9.6 Motion to Approve Resolution No. 2761: A Resolution of the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington, waiving the competitive bid requirements for the Design and Installation of HVAC Equipment: Mark Kirby (Tab 9)

10. Staff Reports and Presentations

10.1 Safety Trailer Presentation: Travis Walling (Tab 10)

10.2 2020-2022 Strategic Initiatives Presentation: Alice Dietz (Tab 11)
11. Commissioner Reports & Upcoming Events

12. Final Comments: From the Public, General Manager, Commissioners

13. Confirmation of Next Meeting: Tuesday, October 22, 2019 – 2:00 p.m. in the PUD Board Room

14. Executive Session: If Needed, the Presiding Officer will follow the Executive Session Procedure included with this agenda

15. Commissioners to Execute Agreements Before Adjourning the Meeting

16. Motion to Adjourn the Meeting

Tentative Board Meeting Agenda Items for October 22, 2019

- September Operational Reports - Group
- Bad Debt Write Off (Quarterly) – Heather Sorensen
- Surplus Reporting – Heather Sorensen
- NISC Recommendation to Proceed, Execute Contract – Ray Johnson
- Voucher Resolution Update – Stacie Pederson
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.
PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON

MINUTES OF BOARD MEETING OF COMMISSIONERS
September 24, 2019
PUD Board Room

Present:

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

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

MEDIA:
Shawn Luhn, KLTV

PUBLIC:
Diane Dick
Patrick Harbison
Rosemary Siipola

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 TODAY'S BOARD AGENDA?

Commissioner Dena Diamond-Ott requested the addition of the approval of the minutes from the Special Board Meeting/Legislative Briefing held on Friday, September 20, 2019.

3. APPROVAL OF AGENDA

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve the September 24, 2019 Board Meeting Agenda as modified to include the approval of the September 20, 2019 Special Board Meeting/Legislative Briefing minutes.
The MOTION CARRIED on a 3 to 0 margin.

4. APPROVAL OF BOARD MINUTES

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve the Regular Board minutes of September 10, 2019 and the Special Board Meeting Minutes from September 20, 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 $26,095,537.87. 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 September 12, 2019 and September 20, 2019 under the provisions of Resolution No. 1421.

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<tr>
<th>Fund</th>
<th>Check Nos.</th>
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<td>Accounts Payable</td>
<td>67313 to 67597</td>
<td>$25,701,610.79</td>
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<td>Payroll</td>
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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 as presented on September 24, 2019.

Heather Sorensen, Auditor and 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

There was no public comment on non-agenda items.

7. GENERAL MANAGER REPORT

7.1 Calendar of Community/Legislative Events

Gary Huhta informed the Commissioners that Lewis County Commissioner, Dean Dahlin, passed away after a short illness. Commissioner Diamond-Ott stated that Dean Dahlin was last year’s President of the WPUDA Association and an avid supporter of public power; he was a really nice man and a great advocate.

Mr. Huhta reviewed the Community/Legislative Events calendar for the months of September and October of 2019.

7.2 WPUDA Educational Scholarship

Gary Huhta informed the Commissioners that all PUD employees that are part of WPUDA, who have a senior in high school, have been invited to apply for the new $1,000 WPUDA Educational Scholarship. Student submissions are due by October 9, 2019. The Clerk of the Board for Cowlitz PUD will draw a name on Thursday, October 10, 2019 and then the chosen student’s name and application packet will be delivered to WPUDA by Friday, October 11, 2019 for the WPUDA Awards Committee to review. The chosen scholarship recipient will be honored during the WPUDA Annual Conference held in December 2019. The Commissioners supported Cowlitz PUD participating in the scholarship opportunity.
8. ACTION ITEMS & COMMENTS FROM THE PUBLIC

8.1 Motion to Approve Staff Recommendation No. 25/9/24 RE: Property Insurance Renewal - Updated Recommendation: (Update to Original Staff Recommendation No. 23/8/27)

MOTION: It was MOVED by COMMISSIONER DENA DIAMOND-OTT and SECONDED by COMMISSIONER DUANE DALGLEISH to approve Staff Recommendation No. 25/9/24.

Heather Sorensen reminded the Commissioners that the District's property insurance policy was presented to and approved by the Board at the August 27, 2019 Board Meeting. Ms. Sorensen reported that during the binding process, a formula error was discovered in the premium calculation spreadsheet, and, as a result, one layer did not include the premium for earthquake coverage.

The District's broker proceeded with binding to avoid any lapse in the District's coverage and provided a corrected quote on September 10, 2019. The revised quote increased the premium $49,732.08, an overall program increase of 6.2 percent, which is still well below the market average of 15 percent.

Commissioner Diamond-Ott asked Ms. Sorensen how the District can make sure that a formula error does not happen again in the future. Ms. Sorensen stated that the broker has the relationship with the different carriers and their spreadsheets are not available to the District. Cowlitz PUD's broker caught the error during the binding process. Cowlitz PUD does not have the ability to check ahead of time. Ms. Sorensen stated that the District's broker has been great to work with and has done a good job for the District and that she is happy with their services. Cowlitz PUD is not paying any more than what should be paid for the property insurance renewal.

Ms. Sorensen recommended that the District approve the updated property renewal quote of $851,955.82, including taxes and fees.

The MOTION CARRIED on a 3 to 0 margin.

8.2 Motion to Approve Resolution No. 2758 RE: 401k Committee Membership

MOTION: It was MOVED by COMMISSIONER DENA DIAMOND-OTT and SECONDED by COMMISSIONER DUANE DALGLEISH to approve Resolution No. 2758.

Marisa Keeney provided the Commissioners with a presentation on Cowlitz PUD's current 401k Plan and a Resolution that, if adopted at this meeting, would allow the updated 401k Administrative Committee to be formalized allowing for consideration and implementation of changes proposed by Liberty Benefits Group (LBG). There will be a minimum of three to five committee members.

The Commissioners would like to have an annual update provided to them on the District's 401k Plan.

The MOTION CARRIED on a 3 to 0 margin.

8.3 Motion to Approve Resolution No. 2759 RE: Revising Rate Schedule 40 for Public Street Lighting Service to Include Additional Rates for LED Streetlights

MOTION: It was MOVED by COMMISSIONER DENA DIAMOND-OTT and SECONDED by COMMISSIONER DUANE DALGLEISH to approve Resolution No. 2759.

Deana Carlson, the District’s Energy Policy Analyst, reported that the City of Castle Rock has requested that the District convert the existing high-pressure sodium streetlights to LED as part of a State program. As the District will own and maintain the streetlights, Rate Schedule 40 needs to be updated to reflect an LED facility charge. The facility charge covers maintenance, failures and replacement at normal life expectancy.
In addition, monthly energy rates (unmetered) are being added for two additional wattages. The base kWh energy rate (7.76 cents) is unchanged.

Ms. Carlson recommended that the Board adopt the proposed Schedule 40 additions as reviewed at this meeting.

The MOTION CARRIED on a 3 to 0 margin.

9. STAFF REPORTS AND PRESENTATIONS

9.1 August Operational Reports

The following August Operational Reports were reviewed at this meeting:

- Power Management: Bob Essex
- Accounting & Finance: Trent Martin
- Operations: Casey Kalal
- Engineering & Technology: Ray Johnson
- Customer Service: Heather Sorensen
- Employee Services: Marisa Keeney
- Public Relations & Communications: Alice Dietz

10. COMMISSIONER REPORTS & UPCOMING EVENTS

Commissioner Diamond-Ott reported that she attended last week’s WPUDA Finance Committee, Energy Committee, Government Relations & Communications Committee and Board Meeting in Olympia; she spoke briefly about the topics which were covered during the meetings.

Commissioner Diamond-Ott noted that Scott Wilson, BPA Power Account Executive, mentioned at the WPUDA Board Meeting that there would be a 1 ½ percent reserves increase which will be announced in October.

On Friday, September 20, 2019, all three Commissioners attended a Special Board Meeting/Legislative Briefing with Senator Takko at the District’s Operations facility.

On Saturday, September 21, 2019, Commissioner Diamond-Ott attended the Extreme Machines Event at the Expo Center and noted that Cowlitz PUD’s new safety trailer demonstrations were a big hit.

There were a lot of positive comments from the crowd about the safety trailer demonstration and the PUD linemen did a great job with both the kids and the adults explaining electricity.

Commissioner Diamond-Ott will be meeting at the end of this week with a PUD customer and PUD staff regarding the customer’s request that the District do a better job at getting the word out about energy-efficiency programs which are offered by the District.

Commissioner Dalglish mentioned that Gary Huhta has been instrumental in working with the City of Longview about pole issues; he stated that he is happy to see the PUD and the City of Longview working so well together and thanked Gary Huhta and PUD staff for their work.

Commissioner Dalglish also attended this past weekend’s Extreme Machines event and thought it was awesome. He noted that Cowlitz PUD received 2nd place for its safety trailer demonstration.

Commissioner Dalglish expressed his thanks to Steve Taylor and the staff for coordinating last week’s legislative briefing with Senator Dean Takko. Commissioner Dalglish stated that he is really happy that Steve Taylor is working for the District; he would like to get the video that Mr. Taylor and Ms. Dietz put together out to KLT. Ms. Dietz mentioned that the video will be revised a bit and that the District would like to use it to familiarize new employees with Cowlitz PUD as well.
Commissioner Quinn talked about the challenges that the District faces in searching for skilled employees. As a utility, we require a lot of skilled people and it is not always easy to find them. Our goal is to keep the jobs and the dollars in the community.

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

There were no final comments from the public.

Gary Huhta mentioned that he is a CEDC Board Member and there was a recent presentation from the Longview School District about a proposed bond measure that will go to vote this fall which would help with a lot of needed improvements. Mr. Huhta shared that he is inclined as a CEDC Board Member to support the request to approve the bond.

There were no final comments from the Commissioners.

12. NEXT MEETING

The next Regular meeting of the PUD Board of Commissioners will be held on Tuesday, October 8, 2019 at 2:00 p.m. in the PUD Board Room.

13. EXECUTIVE SESSION

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

14. COMMISSIONERS TO EXECUTE AGREEMENTS BEFORE ADJOURNING THE MEETING

The Commissioners signed off on necessary paperwork.

15. ADJOURNMENT

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to adjourn this meeting at 3:36 p.m.

The MOTION CARRIED on a 3 to 0 margin.

________________________
Secretary

Attest:

________________________
President

________________________
Vice-President

Prepared by: Barbara A. Taylor
Executive Assistant/Clerk of the Board
# October 2019

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<td><strong>8:00am Employee Appreciation Day (Staff In-Service) - Cowlitz PUD will be CLOSED - Barbara</strong></td>
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<td><strong>8:00am DENA: WPUDA Budget Committee Meeting in Olympia</strong></td>
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<td><strong>2:00pm PUD Board Meeting (Board Room) - Barbara Taylor</strong></td>
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*Community Events/Legislative*
Date: September 30, 2019

To: Gary -luhta, General Manager
    Board of Commissioners

From: Doug Swier

Subject: Acceptance of Work, Contract No. UC1708, DJ's Electrical
        Lewis River Substation Rebuild

In April 2019, the District entered into a contract with DJ’s Electrical for $594,700.00 to provide contractor services for the rebuild of Lewis River Substation as defined in the 2019 capital budget.

On September 23, 2019 the substation construction was completed by DJ’s Electrical. The construction included all the demolition, excavation, conduits, grounding system, concrete, steel structures, electrical bus work, setting of the high voltage equipment, setting of the medium voltage equipment, finish rock, and fencing. After inspection, it was found that all work was completed satisfactorily to the District’s requirements and the contractual obligations were met. DJ’s completed the work on time and without any change orders.

I recommend acceptance of work completed by DJ’s Electrical under Contract No. UC1708.

[Signature]
Doug Swier, P.E.
Senior Electrical Engineering

I concur.

[Signature]
Mike Larsen, P.E.
Manager of System Engineering

I concur.

[Signature]
Ray Johnson, P.E.
Director of Engineering
The District complies with the applicable laws and regulations of the State of Washington for all procurement activities. The law provides several methods of public bidding, depending on the expenditure amount and the type of purchase. These methods are referenced in the District’s Procurement and Purchasing Policy within the Business Operation Policies volume. Engrossed Substitute Senate Bill 5418 (ESSB 5418) was approved this spring and went into effect as of July 28, 2019. ESSB 5418, among other things, changes the threshold amounts for the processes for public agencies to follow in making purchases and contracting work. The District’s Procurement and Purchasing Policy requires District employees to comply with the processes as set by statute, therefore, it is not necessary to revise the policy for the purpose of conforming to the recent legislation. However, the Procurement and Purchasing Policy also sets the General Manager’s expenditure authority, which brings us to the purpose of this memo.

ESSB 5418 increased the Small Works procedure limit from $300,000 to $350,000. Historically, the District has kept the General Manager’s expenditure authority level consistent with the threshold for a Small Works contract:

- June 2005 – The District first formalized its purchasing policy and the General Manager’s expenditure authority was set at $200,000 – the limit for contracting under the Small Works process at that time.
- July 2009 – HB1196 increased the Small Works limit from $200,000 to $300,000.
- June 2010 – The Board approved an increase to the General Manager’s expenditure authority to $300,000.

The small gap of contracts between $300,001 and $350,000 creates an inconsistency within the District’s contracting process. Additionally, it defeats the efficiencies intended by the Small Works process by requiring staff to delay the contract award until a regularly scheduled Board meeting.

The Procurement and Purchasing Policy section 4.6 sets the General Manager’s authority to approve expenditures and execute contracts. It is my recommendation the Board approve the increase of the General Manager’s expenditure authority from $300,000 to $350,000. Any contract in excess of $350,000 will be bid following the advertised bid process and will be brought to the Board for contract award.

Sincerely,

[Signature]
Stacie Pederson
Contract Manager
DATE: October 3, 2019

TO: Board of Commissioners
    Gary Huha, General Manager

FROM: Travis Walling, Safety Superintendent

SUBJECT: Employee Safety Policy

The attached Employee Safety Policy is submitted for adoption by the Board of Commissioners.

For the past several years, District staff has promoted a Safety Awareness Program that rewarded employees based on not having any workplace accidents. Although it has been well received by employees, there was a concern that a program such as this would discourage the reporting of accidents. Presently, with the District’s increased focus on employee engagement in safety, staff has developed a Safety Award Program that details the achievements that must be met for employees to earn awards. The Program encourages an open dialogue regarding safety concerns. The Safety Superintendent is responsible for managing the Safety Award Program and may revise it from time to time.

With the implementation of the new Safety Award Program, staff believes it is important for the Board to support the Program by adopting a formal Safety Policy that authorizes the Program.

It is my recommendation the Board adopts the Employee Safety Policy as presented today. If adopted, this policy will be incorporated with the District’s Business Operation Policies.

Sincerely,

Travis Walling
Safety Superintendent
1. Employee Safety Policy

1.1 Objective
Cowlitz PUD strives to maintain and promote safety as a core value with a goal to reduce hazards to employees, customers, contractors and visitors. To ensure a commitment to a safe workplace, employees may be awarded for their participation in safety awareness.

1.2 Safety Award Program
The Safety Superintendent is responsible for developing a Safety Award Program, to be approved by the General Manager, to encourage all employees to participate and take ownership of maintaining a safe workplace.

1.2.1 Employees will be eligible to earn safety awards, with a limit of $150 per employee per year. Internal Revenue Service (IRS) regulations may require reporting of certain awards as compensation.
Employee Safety Policy

• What is our goal with the Employee Safety Program?

The District has a commitment to promote a safe environment for our employees, customers, contractors, and visitors. Our investment in this program will further impel employees to be engaged and proactive in District safety, thus furthering our focus of managing safe business operations.
Employee Safety Policy

• How will this program benefit the District?

  o By properly supporting and incentivizing employees, they are more inclined to take ownership in promoting District safety.
  o Using employee assessments we will be able to identify leading safety indicators and focus our efforts to correct hazards and poor work practices before they develop into accidents or injuries.
  o The impact of injuries and accidents can be tremendous to the District and employees. Investing in prevention can expectantly reduce potential financial, physical, and emotional burden.
Employee Safety Policy

• How will this benefit the employees?

  o Demonstrates a commitment by the District that their efforts and contributions are valued.
  o Validates a culture that safety is our core value and recognizes their participation.
  o Improves morale and job satisfaction if employees feel comfortable that personal safety is superior.
  o Enables employees to work in a safe environment that they deserve and expect.
Employee Safety Policy

• How is the program structured?

  o The Employee Safety Policy will be supported by our Safety Award Program which provides definition and flexibility to highlight areas of focus.
  o The Safety Award Program will be divided into sections and tailored to the relevant exposure of each group.
  o Employees may be earn reward for individual, group, and overall District safety goal achievements.
Employee Safety Policy

- How will the policy be implemented?
  
  - Safety Award Program will be communicated to employees with clear expectations and guidelines.
  - Focused safety goals will be established as identified by collected data and shared with employees.
  - Safety awards will be issued biannually to groups that have engaged and met the defined criteria.
RESOLUTION NO. 2760

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 Safety Boom Replacement Parts

WHEREAS, Public Utility District No. 1 of Cowlitz County (District) is a municipal corporation and is required by law to comply with competitive bidding requirements and procedures with respect to public works projects and purchases of materials, equipment and professional services; and,

WHEREAS, under RCW 39.04.280, the law allows a governing body to waive the competitive bid requirements in certain circumstances, including when the contract would be legitimately limited to a single source of supply; and,

WHEREAS, in 2006, with the reconstruction of the Swift No. 2 Hydroelectric Project, a BoatBuster safety boom manufactured by Worthington Waterway Barriers was installed downstream of the Powerhouse spanning 700 feet for the purpose of keeping debris, boats and people away from the tailrace and surge arresting structure; and,

WHEREAS, the project engineer specified the BoatBuster product because it is specially designed to withstand the turbulent waters in hydroelectric project applications which is considerably different from typical marina applications; and,

WHEREAS, the safety boom is now in need of repair and District staff has determined replacing only the necessary portions of the existing safety boom with compatible parts is required for operational functionality and is more cost effective than purchasing an entirely new safety boom; and,

WHEREAS, the necessary parts are a patented product only available through Worthington Waterway Barriers, no other products are compatible with the existing safety boom; and,

WHEREAS, staff has completed the sole source justification form providing sufficient evidence to support the legal requirements for qualifying this product as a single source of supply; and,

NOW, THEREFORE, BE IT RESOLVED THAT the Commission hereby acknowledges that the BoatBuster safety boom buoys and hardware are only available through one supplier and therefore waives the competitive bid requirements for the purchase of BoatBuster safety boom products until such time as this purchase no longer qualifies as a single source.

ADOPTED by the Commission of Public Utility District No. 1 of Cowlitz County, Washington this 8th day of October, 2019.

__________________________
President

__________________________
Vice President

ATTEST:

__________________________
Secretary
Resolution No. 2761

DATE: October 6, 2019
TO: Board of Commissioners
FROM: Mark Kirby, Facilities Manager
       Marla Keeney, Manager of Employee Services
SUBJECT: Adoption of Resolution No. 2761 – Single Source - HVAC

Summary

The District is underway with the first of several phases of renovating facility infrastructure to bring efficiency, improved security and functionality to its various facilities.

An integral part of this work will include updating our HVAC systems including, but not limited to, replacing aging chillers, adding new VAV (variable air volume) zonal units, synchronizing controls and system recommissioning. Additional phases of facility improvements requiring HVAC revisions will continue over the next several years. A single qualified provider will allow for continuity of work and minimize costs and risk.

The District’s Main Office and Operations facilities have many HVAC systems requiring a high level of technical expertise by factory trained and certified technicians. The vast majority of our HVAC equipment is manufactured by Carrier. Entek is the local Carrier factory certified maintenance provider and has a long standing positive history with the District designing, programming, installing, servicing and maintaining this equipment and associated controls.

Entek has unique knowledge of the District’s HVAC system that would be difficult to replicate, has demonstrated its reliability responding to calls for maintenance promptly and is headquartered in Longview within five minutes of District facilities. Maintaining one complete and qualified contractor for this work provides the District with a strong continuity of service and minimizes confusion and potential conflict that can arise should other providers become involved. Our relationship with Entek has provided a high level of confidence that our facilities are comfortable, well maintained and healthy to work in for customers and staff.

Additional phases of facility improvements requiring HVAC revisions will continue over the next several years until completion, and proceeding with Entek Corporation for this work provides the District with a strong continuity of service for this essential equipment, as well as, financial benefit to District ratepayers and the general public.

It is my recommendation the Board adopt the proposed Resolution 2761 for the reasons described above.

Sincerely,

Mark Kirby
Facilities Manager
RESOLUTION NO. 2761

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington, waiving the competitive bid requirements for the Design and Installation of HVAC Equipment

WHEREAS, Public Utility District No. 1 of Cowlitz County (District) is a municipal corporation and is required by law to comply with competitive bidding requirements and procedures with respect to public works projects and purchases of materials, equipment and professional services; and,

WHEREAS, under RCW 39.04.280, the law allows a governing body to waive the competitive bid requirements in certain circumstances, including when the contract would be legitimately limited to a single source of supply; and,

WHEREAS, with the renovation of the main office lobby area in progress, it is necessary to update the District's HVAC systems including but not limited to replacing aging chillers, adding new variable air volume zone air handling units, synchronizing controls and system recommissioning; and,

WHEREAS, the District's main office and operations facilities have several HVAC systems that have been specially engineered and programmed to operate together, and given that the systems operate in unison, the controls are extremely complicated and interdependent; and,

WHEREAS, it is necessary that any new HVAC equipment be the Carrier brand in order to work properly with the existing HVAC equipment and controls; and,

WHEREAS, Entek Corporation has provided installation, service and maintenance of the District's HVAC for the past twenty years and has designed and engineered the existing system and controls, and has unique knowledge of the District's HVAC system that would be difficult to replicate; and,

WHEREAS, Entek Corporation is located in Longview, just minutes from the District's offices resulting in prompt response times for HVAC service needs, and additionally, is the only authorized dealer of the Carrier HVAC components in proximity, making Entek Corporation uniquely able to respond to emergency situations; and,

WHEREAS, additional phases of facility improvements requiring HVAC revisions will continue over the next several years until completion, and proceeding with Entek Corporation for this work provides the District with a strong continuity of service essential for continuous service, as well as financial benefit to District ratepayers and the general public; and

WHEREAS, staff has completed the sole source justification form providing sufficient analysis to support the legal requirements for qualifying this product as a single source of supply, including confirmation that the District can draft legitimate specifications to which only one vendor can successfully respond; and,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Based on the preceding findings, the Board hereby declares that the design and installation of an HVAC system is clearly and legitimately limited to a single source as described.
2. Based on the preceding findings, and pursuant to RCW 39.04.280 (1) (a), any competitive
bidding requirements are hereby waived.

3. This Resolution shall come into effect immediately and competitive bid requirements for the purchase and installation of HVAC equipment at District offices are waived until such time as this purchase no longer qualifies as a single source.

ADOPTED by the Commission of Public Utility District No. 1 of Cowlitz County, Washington this 8th day of October, 2019.

______________________________  ______________________________  ______________________________
President                          Vice President                        Secretary
Date: October 8, 2019

To: Gary Huhta, General Manager  
    Board of Commissioners

From: Marisa Keeney, Manager of Employee Services  
       Sasha Hinners, Benefits Specialist

Subject: Handbook edit – 308 Personal Leave Sharing Program

Due to a limitation of our Leave Sharing Program, if an employee is on Short Term or Long Term Disability, they are ineligible to receive Leave Share. Leave Sharing is in place to help employees who are in an FMLA qualifying event, have exhausted their own PTO, are unable to work, and bridge the gap financially until they are able to return to work. Leave Sharing is at no cost to the District and is an anonymous, voluntary, no pressure way that employees can help other employees by donating their PTO.

When an employee is approved for Short Term Disability, their pay is reduced to 70%. The District allows employees to supplement their Short Term Disability with PTO in order to be paid at 100%. Unfortunately, the Personal Leave Sharing program that we have in place now, does not allow for employees to request Leave Share donations while on Short Term Disability.

Today, we are asking the Commissioners to approve a minor change to the Personal Leave Sharing Program, to allow employees who are on Short Term Disability to request Leave Share donations from their peers to help bridge this gap.

Staff reviewed the proposed changes and agreed it is a prudent and reasonable modification to the Personal Leave Sharing Program and recommend Board acceptance of the proposed edits.

Thank you,

Sasha Hinners  
Benefits Specialist
308 Personal Leave Sharing Program
Effective Date: 6/8/2010
Revision Date: 9/27/2016

The purpose of the leave sharing program is to permit Cowlitz PUD employees to donate PTO or Floating Holidays to a fellow employee who has an approved Family Medical Leave Act (FMLA) qualifying event (please note that donated leave used is not pensionable and will not count towards service credit through the Washington State Department of Retirement Systems). An FMLA qualifying event can be for either the employee’s serious health condition, birth of a child, placement of an adoptive or foster child or an employee’s relative’s serious health condition. Employees are encouraged to manage their PTO wisely and keep “reserves” available to cover themselves if a serious illness or injury occurs.

1) For purposes of the Cowlitz PUD leave sharing program, the following definitions apply:
   a) “Employee” is defined as those qualifying under the Family Medical Leave Act.
   b) “Employee’s relative” normally shall be limited to the employee’s immediate family member (spouse, parent or child) that has an FMLA qualifying event.

2) An employee may be eligible to receive shared PTO under the following conditions:
   a) Employees interested in receiving PTO donations shall contact Human Resources or his or her designee in writing for his or her determination. If approved, Human Resources will coordinate communication to Cowlitz PUD employees regarding the request for donations.
   b) It is highly recommended that applications for leave sharing shall be made prior to the employee exhausting his or her Personal Leave benefits or in the case of Probationary Employee, as soon as the serious injury or illness occurs. Leave sharing requests affecting prior pay periods will not be approved.
   c) The employee has abided by Cowlitz PUD policies regarding the use of Personal Leave.

3) Donating/receiving PTO or Floating Holidays is subject to the following conditions:
   a) In order to receive donated Personal Leave, the following circumstances must be present in regard to the receiving employee:
      i) The receiving employee has not yet received, has exhausted, or will exhaust, his or her PTO and Floating Holidays due to an FMLA qualifying event; and
      ii) The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment.
   b) Human Resources shall have authority and discretion to determine whether the receiving employee may use the donated PTO. This determination shall be made based on the consideration of the facts and circumstances of the particular situation for both the employee and Cowlitz PUD needs.
   c) The donating employee may donate any amount of PTO provided the donation does not cause the employee’s PTO balance to fall below eighty (80) hours.
   d) Only PTO and Floating Holiday hours sufficient to cover the period of approved absence will be transferred. Extended Illness Reserve (EIR) balances are not eligible for transfer.

4) An eligible employee receiving PTO and/or Floating Holidays will have donations deposited into his or her PTO bank. The employee may receive PTO donations until any of the following first occurs:
a) The employee is medically certified to return to work; or the employee’s family members medical certification no longer indicates a need for the employee’s assistance with care that impacts being at work.

b) The employee receives his or her first Short-Term or Long-Term payment; or
c) The employee terminates or retires from employment; or
d) The employee has exhausted their 480 hours of FMLA and their Washington State FLA.

5) Once donations begin, Human Resources shall determine if the employee continues to meet all the criteria for use of the Personal Leave Sharing Program.

6) A request to donate Personal Leave shall be made by completing the Personal Leave Request Donation Form and submitting the form to Human Resources. Donations of PTO will be accepted and used on a first-donated, first-used basis”. Human Resources shall notify all employees through email that the program is closed for a specific donation. PTO from a donating employee shall only be removed from his or her PTO bank on a “first donated, first used basis” as the recipient actually utilizes the donated PTO on an actual need basis.

7) Donated hours must be in whole hour increments only, and the minimum allowable donation of PTO shall be four (4) hours. The minimum allowable donation of Floating Holidays shall be eight (8) hours.

8) Donated hours are converted to a dollar value calculated on the donor’s base hourly pay, and the dollar value is converted to hours based on the recipient’s base rate of pay.

   a) Example: Employee A, who earns $10 per hour, donates 8 hours of PTO to Employee B. The value of the hours is $80 (8 hours x $10). Employee B earns $5 per hour, so the $80 converts to 16 hours of PTO ($80 / 5).

9) The recipient of the PTO is responsible for any taxes associated with its use.

10) Any donated PTO may only be used by the recipient for the purposes specified in this program.

11) All forms of paid leave available for use by the recipient must be used prior to using shared leave.

All donated PTO shall be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating PTO for purposes of this program. All donations of PTO shall be kept confidential by Cowlitz PUD.
Electrical Safety Trailer
What is our goal with the Electrical Safety Trailer?

EDUCATION.
Public education of the hazards associated with the distribution of high voltage electricity and how individuals may be encounter these hazards. Our goal is to provide them with the knowledge and respect to respond appropriately when exposed to a potentially dangerous situation in order to keep themselves safe.

PUBLIC RELATIONS.
Community outreach provides us the opportunity to interact with customers and increase awareness about the PUD and what our role as a power provider is.
Who is the audience that we are targeting?

- Professional Organizations
  - First Responders
  - Contractors
  - City, County, & State maintenance agencies

- Youth Electrical Safety & Education
  - 4th Grade Elementary
  - Career Fairs

- General Public
  - Public Safety events
  - Community events
How does this benefit the District?

- Through education and awareness we intend to reduce our potential liability as a result of personal injury.

- Helps promote positive relationships with other professional organizations operating within our communities and enforce safe work practices.

- Provides us a platform to communicate with our customers regarding our business operations and better understand the associated hazards.
How does this benefit our Customers?

- Presents an interactive, hands-on display of high voltage electrical hazards that are generally unnoticed.
- Education in behavioral differences between high voltage electricity and common lower household voltage.
- Teaches awareness to professional organizations that may encounter our facilities in their duties.
- Provides information for personal safety in the event of damaged electrical facilities and equipment.
- Better understanding of what their role is in reporting problems and outages.
- Increased understanding of what it takes to safely manage an electrical distribution system within our communities.
WHAT IS ELECTRICITY?
Electricity can be dangerous. Some important things to keep in mind:

- Never play with electricity.
- Always follow the instructions on electrical equipment and ask your mom or dad for help if you don't understand.
- Never stick anything but a proper plug into a wall outlet.

IS ELECTRICITY SAFE?

When you unplug something from the wall, don't pull on the cord, use the plug.

Never put electronic items into the water, especially if they are plugged in. Don't place items on top of electrical cords. The cords could get damaged and cause a fire.

These are just some safety precautions to take when using electricity. If you are unsure, be sure to check with your parents or teacher.
General Safety & Informational Messaging

**ALWAYS LOOK UP**
- If a vehicle or object contacts a power line or utility pole:
  - Consider all lines to be live and dangerous.
  - Tell others not to approach vehicle, downed lines, or anything that may be in contact with downed lines.
  - Warn others to stay at least 35 feet away.
  - Stay in place or inside your vehicle unless you see fire or smoke.
  - Call 911.
- In the event of fire or smoke:
  - Do not touch the ground and vehicle at the same time.
  - Jump from the vehicle with your feet together.
  - Shuffle away and avoid lifting your feet.

**Where Does Your Electricity Come From?**

Hydropower provides over half of the electricity in the Pacific Northwest each year. This is clean, renewable energy that keeps our carbon footprint low. The majority of Pacific Northwest hydropower is generated by projects on the Columbia River.

WE ARE CLEAN!
Mission: Provide customers safe, reliable, cost-effective and sustainable electricity.
Vision: Connecting customers and energy to power Cowlitz County’s future.

Through our Strategic Planning process, Cowlitz PUD prioritized the following initiatives for the coming years in accordance with our mission and vision:

- Implement user-friendly technology that is easily accessible through multiple devices to provide our customers easy access to billing and account information as well as up to date outage and restoration information

- Improve the efficiency of meter reads and replace end of life equipment by implementing a replacement program that will reduce annual maintenance, labor, and repair costs

- Cowlitz PUD will continue to represent its ratepayers desire for cost-effective power by participating in Bonneville Power Administration’s (BPA) budget and rate process, encouraging efficiency, prudent cost reduction and the optimization of BPA’s hydroelectric system

- Inform and engage our customers and legislators on the costs, benefits and challenges of implementing Washington’s Clean Energy Transformation Act, and advocate for reasonable energy policy solutions

- Identify and prepare Cowlitz PUD with supplies and communication plans that are necessary to protect and support the infrastructure in the case of an extended emergency outage