COWLITZ PUD BOARD OF COMMISSIONERS MEETING AGENDA
December 10, 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: Dave Quinn (Tab 1)

4. Motion to Approve the Regular Board Meeting Minutes of November 26, 2019 & the Executive Session Minutes of November 26, 2019: Dave Quinn (Tab 2)

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

6. New Employee Introduction
   6.1 Jennifer Langdon to Introduce Daniel Meyers, Energy Efficiency Specialist
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 Cancel** the December 24, 2019 Board Meeting for the Christmas Holiday: Dave Quinn

9.2 **Resolution No. 2764**: A Resolution Setting the Meeting Schedule of the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington for the year 2020: Gary Huhta (Tab 4)

9.3 **Motion to Approve Resolution No. 2765 RE: General Manager Performance Review**: Dave Quinn

10. Staff Reports and Presentations

10.1 **Risk Management Report**: Heather Sorensen (Tab 5)

10.2 **2020 Memberships Discussion**: Gary Huhta (Tab 6)

11. Commissioner Reports & Upcoming Events

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

13. Confirmation of Next Meeting: Tuesday, January 14, 2020 – 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 January 14, 2020**

- Motion to Approve Commissioner Diamond-Ott's Travel to the 2020 APPA Legislative Rally in Washington DC (2/25/20 – 2/27/20): Dave Quinn

- Motion to Excuse Commissioner Diamond-Ott from the February 25, 2020 PUD Board Meeting for Travel to the 2020 APPA Legislative Rally in Washington DC: Dave Quinn

- Motion to Approve Staff Recommendation to Proceed, Execute NISC Contract: Ray Johnson

- Motion to Approve Staff Recommendation RE: Acceptance of Work – Lewis River Sub to North Woodland Sub – Titan Electric: Brian Scheuble
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
November 26, 2019
PUD Board Room

Present:

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

STAFF:
Kamon Afshari, Electrical Engineer II
Deanna Carlson, Energy Policy Analyst
Ben Delyea, GIS Technician
Alice Dietz, Communication & Public Relations Manager
Bob Essex, Director of Power Management
Rick Hughes, General Counsel
Gary Huhta, General Manager
Ray Johnson, Director of Engineering & Technology
Casey Kalal, Director of Operations
Marisa Keeney, Manager of Employee Services
Jennifer Langdon, Energy Efficiency Specialist – Industrial
Mike Larsen, Manager System Engineering
Trent Martin, Director of Accounting & Finance
Joni Sellards, Senior GIS Analyst
Heather Sorensen, Director of Customer Service and Compliance, & Auditor
Barbara Taylor, Executive Assistant/Clerk of the Board
Steve Taylor, Director of Regulatory & Regional Affairs

MEDIA:
William Yeager, KLTV

PUBLIC:
None

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?

There were no changes to this meeting’s agenda.

3. APPROVAL OF AGENDA

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve the November 26, 2019 Board Meeting agenda.
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 November 12, 2019 Regular Board Meeting minutes and the November 12, 2019 Executive Session Meeting minutes.

The MOTION CARRIED on a 3 to 0 margin.

5. MOTION TO RATIFY AND APPROVE VOUCHERS/PAYROLL

Approval of Vouchers in the amount of $20,768,155.67. The Board reviewed expenditures of the District as required by RCW 42.24.180 for which checks were issued on November 14, 2019, and November 21, 2019 under the provisions of Resolution No. 2762.

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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 November 26, 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. NEW EMPLOYEE INTRODUCTIONS

6.1 Mike Larsen introduced Kamon Afshari, Electrical Engineer II.

6.2 Joni Sellards introduced Ben Delyea, GIS Technician.

7. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment on non-agenda items.

8. GENERAL MANAGER REPORT

8.1 Calendar of Community/Legislative Events

Gary Huhta spoke briefly about a recent Wall Street Journal article on cyber security and a failed cyber-attack dubbed, "Lookback." Mr. Huhta noted that Cowlitz PUD was one of a number of nationwide utilities that were the focus of the spear phishing attack but nothing got through the District's systems. Cowlitz PUD has implemented and will continue to practice strong cyber-security measures in order to protect the District and its customers.

Gary Huhta talked about Governor Jay Inslee's Orca Task Force noting that their questionnaire is out and that Cowlitz PUD is currently formulating a response. Information will be shared with the Commissioners and PUD employees to keep them abreast of the information. If community members have questions, they will be directed to Northwest RiverPartners.

Gary talked about the "Bomb Cyclone" which is a weather event creating high winds and significant precipitation and is expected to land in southwest Oregon and northern California this afternoon and into the evening.
This year’s annual Twilight Christmas Parade will start at 5:00 p.m. on Saturday, December 7, 2019 and will proceed through downtown Longview and end at the Civic Center near Longview City Hall.

9. ACTION ITEMS & COMMENTS FROM THE PUBLIC

9.1 Motion to Approve Resolution No. 2763 RE: Adoption of the Conservation Potential Assessment (CPA)

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve Resolution No. 2763.

Cowlitz PUD’s Director of Power Management, Bob Essex, reminded the Commissioners that the District’s consultant from EES Consulting, Inc. attended the last PUD Board meeting and reviewed their Conservation Potential Assessment (CPA) findings along with the results of the analysis.

Mr. Essex noted that the Energy Independence Act, (EIA), requires the District to perform a Conservation Potential Assessment by January 1 of every even-numbered year with the focus on 10-year potential and 2-year target and recommended that the Board adopt Resolution No. 2763 which has been put forward.

The MOTION CARRIED on a 3 to 0 margin.

10. STAFF REPORTS AND PRESENTATIONS

10.1 October Operational Reports

The following October Operational Reports were reviewed:

- 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
- Regulatory & Regional Affairs: Steve Taylor

Alice Dietz mentioned that this year's Christmas Parade has a record number of registrants and volunteers. Commissioner Dalgleish thanked Alice Dietz for her work with the City of Longview on this year’s parade so there will be extra police and cadets available.

Steve Taylor agreed to send the Commissioners comments from the Lower Snake River Dams survey. The Commissioners thanked Mr. Taylor for his hard work around Regulatory and Regional Affairs and for keeping everyone updated.

11. COMMISSIONER REPORTS & UPCOMING EVENTS

Commissioner Diamond-Ott noted that she attended the recent November WPUDA meetings and that she will be attending the December WPUDA Annual Conference the 4th through the 6th of December. Commissioner Diamond-Ott also attended the November 19, 2019 Kalama Chamber Meeting; she noted that Kalama is getting ready to do the Christmas Boats and Lights.

Commissioner Dalgleish and Commissioner Quinn will also be attending the WPUDA Annual Meeting in December.
Commissioner Dalgleish asked to table the subject of the possibility of Cowlitz PUD purchasing the antique lineman's truck that he spoke about at the November 12, 2019 Board meeting noting that his first goal as Commissioner is to make sure the District is taking care of the veterans and the senior citizens.

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

There were no final comments from the public.

General Manager, Gary Huhta, expressed a Happy Thanksgiving to everyone.

There were no final comments from the Commissioners.

Commissioner Quinn noted that he feels that the District is doing a great job serving our customers.

13. NEXT MEETING

The next Regular meeting of the PUD Board of Commissioners will be held on Tuesday, December 10, 2019 at 2:00 p.m. in the PUD Board Room.

14. COMMISSIONERS TO EXECUTE AGREEMENTS BEFORE ADJOURNING THE MEETING

The Commissioners signed off on all necessary paperwork.

15. EXECUTIVE SESSION

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

16. ADJOURNMENT

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to adjourn this meeting at 4:01 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
PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON
MINUTES OF BOARD SPECIAL MEETING OF COMMISSIONERS
EXECUTIVE SESSION

November 26, 2019
PUD Board Room

Present:

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

STAFF:
Rick Hughes, General Counsel
Marisa Keeney, Manager of Employee Services

Commissioner Quinn opened the special meeting in public at 1:00 p.m. in the PUD Board Room and asked if there were any changes to the agenda. There were no changes to the agenda and the Board approved the existing agenda.

The purpose of the Executive Session was to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee as indicated in the notice of special meeting.

Before convening into Executive Session, Commissioner Quinn stated the Executive Session is estimated to last 30 minutes unless such time is extended by the Presiding Officer. A motion to adjourn the meeting was approved at 1:32 p.m.

Attest:

__________________________
Secretary

__________________________
President

__________________________
Vice President

Prepared by: Barbara A. Taylor
Executive Assistant/Clerk of the Board
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<td>8:00am WPUDA Annual Conference - Heathman Lodge, 7801 NE Greenwood Drive, Vancouver, WA</td>
<td>8:00am WPUDA Annual Conference - Heathman Lodge</td>
<td>8:00am WPUDA Annual Conference - Heathman Lodge</td>
<td>2:00pm FYI: Christmas Parade (Volunteer) - Volunteering = 2-6 p.m. - Parade Starts at 5:00 p.m.</td>
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<td>3:00pm Cowlitz PUD Closes at 3:00 p.m. Today, 12/24, for Christmas Eve</td>
<td>8:00am Christmas Day - PUD is Closed</td>
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Community Events/Legislative  

12/4/2019 2:42 PM
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<td>8:00am New Year's Day - Cowlitz PUD is Closed</td>
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<td>2:00pm PUD Board Meeting (PUD Auditorium) - Barbara Taylor</td>
<td>8:00am WPUDA Meetings in Olympia (Community Events/Legislative) - Barbara Taylor</td>
<td>8:00am WPUDA Meetings in Olympia (Community Events/Legislative) - Barbara Taylor</td>
<td>8:00am WPUDA Meetings in Olympia (Community Events/Legislative) - Barbara Taylor</td>
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RESOLUTION NO. 2764

A RESOLUTION setting the regular meeting schedule of the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington for the year 2020.

WHEREAS, pursuant to the Open Public Meetings Act, RCW 42.30, et. seq., the District is required to establish its regular meeting schedule for the year of 2020 in advance by Resolution; and,

WHEREAS, the intent of this Resolution is to provide transparency and encourage public participation in open public meetings; and,

NOW, THEREFORE, BE IT RESOLVED THAT:

1. For the year of 2020, all regular meetings of the Commission of Public Utility District No. 1 of Cowlitz County are scheduled to commence on the second and fourth Tuesdays of each month at 2:00 p.m. Board meetings will take place in the John Searing Auditorium located at the District's Main Office, 961 12th Avenue in Longview, Washington, or, in the PUD Board Room as needed. The location of each meeting will be noted on each agenda, which will be posted on the Cowlitz PUD Website at www.cowlitzpud.org. The 2020 Regular Board Meeting Schedule is contained in "Exhibit A" which is incorporated by reference herein.

2. Formal action of the Board in open session may be taken to modify this schedule.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington this 10th day of December, 2019.

______________________________
President

______________________________
Vice President

ATTEST:

______________________________
Secretary
Regular meetings of the Cowlitz County PUD Board of Commissioners take place on the 2nd and 4th Tuesday of the month at 2:00 p.m. in the John Searing Auditorium, located at 981 12th Avenue, Longview, WA 98632, or, other specified location as needed. Current agendas will be posted on the Cowlitz PUC website at www.cowlitzpud.org.

**January**
- January 14 – 2:00 p.m.
- January 28 – 2:00 p.m.

**February**
- February 11 – 2:00 p.m.
- February 25 – 2:00 p.m.

**March**
- March 10 – 2:00 p.m.
- March 24 – 2:00 p.m.

**April**
- April 14 – 2:00 p.m.
- April 28 – 2:00 p.m.

**May**
- May 12 – 2:00 p.m.
- May 26 – 2:00 p.m.

**June**
- June 9 – 2:00 p.m.
- June 23 – 2:00 p.m.

**July**
- July 14 – 2:00 p.m.
- July 28 – 2:00 p.m.

**August**
- August 11 – 2:00 p.m.
- August 25 – 2:00 p.m.

**September**
- September 8 – 2:00 p.m.
- September 22 – 2:00 p.m.

**October**
- October 13 – 2:00 p.m.
- October 27 – 2:00 p.m.

**November**
- November 10 – 2:00 p.m.
- November 24 – 2:00 p.m.

**December**
- December 8 – 2:00 p.m.
- December 22 – 2:00 p.m. - This meeting may be cancelled due to the Christmas holiday.
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Total Dues: $626,782