PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON

MINUTES OF BOARD MEETING OF COMMISSIONERS
December 10, 2019
PUD Board Room

Present:

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

STAFF:
Alice Dietz, Communication & Public Relations Manager
Bob Essex, Director of Power Management
Rick Hughes, General Counsel
Gary Huhta, General Manager
Jennifer Langdon, Energy Efficiency Specialist – Industrial
Daniel Meyers, Energy Efficiency Specialist
Stacie Pederson, Contract Manager/Deputy Auditor
Barbara Taylor, Executive Assistant/Clerk of the Board

MEDIA:
William Yeager, KLTV

PUBLIC:
Diane Dick

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 December 10, 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 26, 2019 Regular Board Meeting minutes and the November 26, 2019 Executive Session Meeting minutes as written.

The MOTION CARRIED on a 3 to 0 margin.
5. MOTION TO RATIFY AND APPROVE VOUCHERS/PAYROLL

Approval of Vouchers in the amount of $2,431,393.76. The Board reviewed expenditures of the District as required by RCW 42.24.180 for which checks were issued on November 26, 2019 and December 5, 2019 under the provisions of Resolution No. 2762.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Check Nos.</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>68988 to 69195</td>
<td>$2,024,456.38</td>
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<tr>
<td>Payroll</td>
<td>November 27, 2019</td>
<td>$406,937.38</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 December 10, 2019.

In Heather Sorensen’s absence, Stacie Pederson, Contract Manager/Deputy Auditor, provided a high-level overview of expenditures and answered questions.

The MOTION CARRIED on a 3 to 0 margin.

6. NEW EMPLOYEE INTRODUCTION


7. PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

8. GENERAL MANAGER REPORT

8.1 Calendar of Community/Legislative Events

Energy-Efficiency Loan Program: Gary Huhta mentioned that District Staff has been working on an energy-efficiency loan program and noted that a presentation will be provided to the Commissioners in January to see if they would be interested in moving forward with the program.

COSA: The District’s CFO, Trent Martin, and Consultant, Angie Sanchez, are continuing their work with the Cost of Service Analysis. They will provide an update to the Commissioners during the first quarter of 2020.

Christmas Parade: Alice Dietz reported that there were over 99 entries to the Christmas Parade, which is the most the District has had so far. This year’s Grand Marshall was Brooke Fisher of the United Way. Ms. Fisher and Commissioner Dalgleish said a few words at the parade; it was a huge effort and Cowlitz PUD could not have done it without all of the volunteers. There were over 20 local high school volunteers and 20 staff volunteers. Alice noted that there were a lot of groups from out of the area this year, which included Camas, Clark County, Portland, etc. The District received a lot of positive feedback about the parade. Commissioner Dalgleish expressed his thanks to Alice Dietz who did a great job pulling everything together. There were also about 100 kids who got to see Santa Claus.

9. ACTION ITEMS & COMMENTS FROM THE PUBLIC

9.1 Motion to Cancel the December 24, 2019 Board Meeting for the Christmas Holiday

**MOTION:** It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to cancel the December 24, 2019 Board Meeting for the Christmas Holiday.

The MOTION CARRIED on a 3 to 0 margin.
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

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve Resolution No. 2764 setting the meeting schedule of the Board of Commissioners of Public Utility District No. 1 of Cowlitz County, Washington for the year 2020.

The proposed 2020 schedule was reviewed continuing with Regular Board Meetings occurring at 2:00 p.m. on the second and fourth Tuesdays of every month.

The MOTION CARRIED on a 3 to 0 margin.

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

Commissioner Quinn read aloud the proposed Resolution No. 2765 in regard to adjusting Cowlitz PUD’s General Manager, Gary Huhta’s pay and benefits. The Resolution proposes a 3.3% increase to Mr. Huhta’s current annual salary, which is commensurate with the raise given to PUD Staff. The 3.3% increase would be effective on January 1, 2020.

The Commissioners have met several times in Executive Session to review Mr. Huhta’s performance.

Commissioner Quinn, Commissioner Diamond-Ott, and Commissioner Dalgleish all agreed that Mr. Huhta has been doing a great job!

MOTION: It was MOVED by COMMISSIONER DIAMOND-OTT and SECONDED by COMMISSIONER DALGLEISH to approve Resolution No. 2765, as read by Commissioner Quinn, adjusting the General Manager’s pay and benefits with a 3.3% salary increase effective January 1, 2020.

The MOTION CARRIED on a 3 to 0 margin.

10. STAFF REPORTS AND PRESENTATIONS

10.1 Risk Management Report

In Heather Sorensen’s absence, Stacie Pederson presented the District’s quarterly Risk and Compliance Board Report for the Commissioners and answered questions.

The presentation consisted of: Counterparty credit, wholesale energy risk compliance, public records requests, law enforcement requests, reliability compliance, claims received by type, claims paid, and a claim summary.

10.2 2020 Memberships Discussion

Gary Huhta shared the 2020 draft Membership list with the Commissioners noting the various membership organizations that the District is a part of currently and the proposed PUD representatives for each one. All three Commissioners were in agreement with their listed assignments.

Mr. Huhta reminded the Commissioners that the District withdrew membership from the Public Power Council (PPC) a couple of years back but has decided that PPC membership would be beneficial going forward so Cowlitz PUD will be a member of PPC again starting in January 2020.
Commissioner Diamond-Ott reported that PPC meetings were very beneficial to her when she was a new Commissioner; she noted that the PPC Executive Committee meetings are held the first Thursday of the month and the day before, PPC conducts a more in depth, informative overview of the meeting items. She requested to see the PPC agendas ahead of time as she noted that it is a good opportunity for the Commissioners to learn more about the industry.

11. COMMISSIONER REPORTS & UPCOMING EVENTS

All three Commissioners attended WPUDA’s Annual Meeting Conference last week.

Commissioner Dalgleish mentioned that he had been invited by Mary Alice Wallis to attend a December 6, 2019 program at one of the local nativity scenes; he also attended this year’s Christmas parade.

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

There were no final comments from the public, the General Manager, or the Commissioners.

13. NEXT MEETING

The next Regular meeting of the PUD Board of Commissioners will be held on Tuesday, January 14, 2020 at 2:00 p.m. in the PUD Board Room.

14. EXECUTIVE SESSION

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

15. COMMISSIONERS TO EXECUTE AGREEMENTS BEFORE ADJOURNING THE MEETING

The Commissioners signed off on necessary paperwork.

16. ADJOURNMENT

MOTION: It was MOVED by COMMISSIONER DIAMOND-O ppT and SECONDED by COMMISSIONER DALGLEISH to adjourn this meeting at 2:37 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