



**PUBLIC UTILITY DISTRICT NO. 1 OF OKANOGAN COUNTY**  
**1331 Second Ave N. Okanogan, WA**  
**REGULAR COMMISSION MEETING MINUTES**

**Zoom Meeting Info: Phone: 1-346-248-7799 Meeting ID: 922 7822 8992**

Join by Zoom Meeting <https://zoom.us/j/92278228992> Meeting ID: 922 7822 8992

March 13, 2023

**ATTENDEES:**

Board Members:	Jerry Asmussen, Scott Vejraska, Bill Colyar
Staff:	Steve Taylor, Janet Crossland, Ron Gadeberg, JJ Boettger, Randy Bird, Katie Pfitzer, Dale Dunckel, Jeri Timm, Rob Gillespie, Roy Schwilke, John MacDonald, Wendy Foth
Staff Via Zoom/Phone:	Justin Dibble, Derik Groomes, Tanner Way
Other:	Jason Herbert and Greg Cullen, Energy Northwest
Other Via Zoom:	Heidi Appel, General Counsel
Public:	No one from the public attended the meeting
Public Via zoom:	No one from the public attended via zoom

**SUMMARY AGENDA**

- I.** Call to Order
- II.** Business Meeting
  - 1.** Pledge of Allegiance
  - 2.** Roll Call
  - 3.** Review of Agenda
  - 4.** Public Comment
  - 5.** Approval of Consent Agenda
    - a) February 27, Board meeting minutes
    - b) Vouchers
    - c) Transfers of Accounts
  - 6.** Old Business – No old business to discuss
  - 7.** New Business
    - a) Resolution No. 1792 – Updating the District's Investment Policy
    - b) Resolution No. 1793 – COPA Adjustment delay
  - 8.** Administrative Reports
    - a) Steve Taylor, Managers Report
    - b) Rob Gillespie, February Treasurers Report
    - c) Megan Morrissey, FEMA Report
    - d) Roy Schwilke, Purchasing and Facilities Update
    - e) Ron Gadeberg, Power and Broadband Department Update
    - f) Katie Pfitzer, HR Update
  - 9.** Other Business
  - 10.** Commissioners Meetings Attended
  - 11.** Schedule Future Board Meetings
- III.** Executive Session
- IV.** Adjournment

**I. Call to Order**

Commission President Asmussen called the meeting to order at 3:07 p.m., Delayed due to Special Workshop running late.

## **II. Business Meeting**

### **1. Pledge of Allegiance:**

Meeting attendees recited the Pledge of Allegiance.

### **2. Roll Call**

### **3. Review of Agenda**

Removed item c from the Administrative report until a later date.

### **4. Public Comment**

There was no public comment.

### **5. Approval of Consent Agenda**

#### **a) Minutes of February 27, 2023**

#### **b) Vouchers**

Vouchers submitted for approval:

2504, 2505; 163407 through 163440, totaling \$1,477,452.31

163441 through 163496, totaling \$297,136.90

2506 through 2509; 163497, 163498 totaling \$395,258.47

#### **c) Transfer of Accounts**

Transfer of accounts totaling \$8,757.58 was presented to the Board for processing.

Commissioner Colyar moved to approve the consent agenda items a through c, seconded by Commissioner Vejraska. The consent agenda was approved unanimously.

### **6. Old Business**

No old business was discussed.

### **7. New Business**

#### **a) Resolution No. 1792 – Updating the District’s Investment Policy**

Resolution No. 1792 was presented to the Board for changes to the investment policy currently under Resolution No. 1569.

Commissioner Vejraska moved to approve the first reading only of Resolution No. 1792, seconded by Commissioner Colyar. The motion passed unanimously.

#### **b) Resolution No. 1793 – Delaying Implementation of the Cost of Power Adjustment**

Resolution No. 1793, which will delay the Cost of Power Adjustment implementation, until the 2022 financial statements are complete.

Commissioner Vejraska moved to approve Resolution No. 1793 first and final read, seconded by Commissioner Colyar. The resolution passed unanimously.

#### **c) Administrative Reports**

##### **a) Steve Taylor – Managers Report**

General Manager Taylor provided a list of items he has signed:

- NoaNet – Service Order for providing coordinating monitoring and sale of the Districts network that will enhance reliability and sales generations
- Calix - Non-Disclosure agreement
- Energy Northwest – Grant research and writing agreement, not to exceed \$7,828.72
- Energy Northwest – Expression of interest in advanced Nuclear project offerings
- Terwilliger Real Estate Purchase Agreement – not to exceed \$47,500.00
- January 2020-December 2021 State Auditors Office Exit report

General Manager Taylor reported attending the WPUA/APPA Rally in Washington, DC. Taylor had dinner with FERC Attorney Josh Adrian. Adrien is working with Richard Roos Collins on the California Dam Removal projects. Taylor was also able to meet with Senator Maria Cantwell.

#### **b) Rob Gillespie, February Treasurers Report**

Treasurer Rob Gillespie presented an overview of cash transactions for February 2023. The District began the month of February with \$46,981,831.33 in cash and investments on hand, cash receipts of \$7,400,290.34, and \$53,836.79 in interest. Warrants paid \$6,351,835.30 for an ending cash balance and investments of \$48,084,123.16.

#### **c) Megan Morrissey, FEMA Report**

This report was postponed to a future meeting.

#### **d) Roy Schwilke, Purchasing, and Facilities Update**

Due to recent issues, purchasing and Facilities Manager Roy Schwilke reported that the District has focused on added security and safety for employees and customers. Lighting, door locks, blinds for windows, tinting windows, monitors, and cameras will be added. The Brewster office is next to be secured.

Schwilke reported that supply is still a difficulty, but prior purchasing and the ability to rebuild transformers in-house has saved the District. He has seen a 15% to 45% increase in pricing.

Re-sealing the Okanogan parking lot, fencing, and roof repairs are on the agenda for this year.

#### **e) Ron Gadeberg, Power, and Broadband Department Update**

Director of Power Resources and Broadband Ron Gadeberg reported on the following:

- Cap and Invest
- Power and Resource Analysis Dale Duncel continues annual WECC compliance
- Broadband grants have not been awarded yet
- Charter purchased a 100 Gig circuit

#### **f) Katie Pfitzer, Human Resource Department Update**

Human Resource Manager Katie Pfitzer reported the following:

- The District had two reportable events in 2022 for employee injuries. There has been one injury so far this year.
- Recruitment for Service Tech is underway, with 19 applicants and five scheduled interviews.



- Safety Coordinator is posted. Work will begin in April for a budgeted Network Analysis. The accountant and CSR positions will be posted soon.
- Several trainings are planned for the year for employees.
- Attended Business Week.
- An intern is scheduled from WSU and also a summer intern.
- Communications Coordinator Sheila Corson completed the Newslines, attended Day on the Hill and Business Week, and will attend Camp D and Camp Progress.

**d) Other Business**

Director of Finance, Accounting, and Administration Janet Crossland reported that the State of Washington Audit for 2021 exit conference was held on Monday, March 6<sup>th</sup>, with no findings from the State. Commissioner Asmussen attended, mentioned he had never heard of such a clean audit, and thanked the staff for their work.

Treasurer Rob Gillespie reported to the Board that a WPUDA poll of PUDs showed that no other Districts are currently charging a credit card processing fee. Using the NISC program could give the District a discount, and he will look into this.

**e) Commissioners Meetings Attended:**

Commissioner Vejraska:

- No Meetings to Report

Commissioner Colyar:

- No meetings attended

Commissioner Asmussen:

- 03.06.2023 State of Washington Auditors Exit Conference

**f) Scheduling Future Board Meetings:**

The Commissioners scheduled the following Board of Commission meetings:

April 10<sup>th</sup>, April 24<sup>th</sup>, May 8<sup>th</sup>, May 22<sup>nd</sup>, June 12<sup>th</sup>, June 26<sup>th</sup>, July 10<sup>th</sup>, July 24<sup>th</sup>, August 14<sup>th</sup>, August 28<sup>th</sup>.

The following meeting dates were canceled: April 3<sup>rd</sup>, April 17<sup>th</sup>, May 1<sup>st</sup>, May 15<sup>th</sup>, \*May 29<sup>th</sup>, June 5<sup>th</sup>, June 19<sup>th</sup>, July 3<sup>rd</sup>, July 17<sup>th</sup>, July 31<sup>st</sup>, August 7<sup>th</sup>, August 21<sup>st</sup>.

\*Holiday

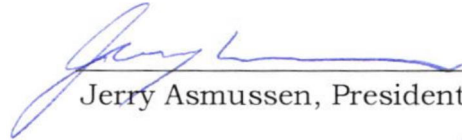
The next Board of Commission meeting is scheduled for Monday, March 27<sup>th</sup>, 2023.

**III. Executive Session**

No executive session was held.

**IV. Meeting Adjournment**

There being no further business to discuss, the meeting adjourned at 4:12 p.m.



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Jerry Asmussen, President



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Scott Vejraska, Vice President

ATTEST:



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William C. Colyar, Secretary