

Public Utility District No. 1 of Klickitat County  
**Board of Commissioners' Meeting**  
**Tuesday, September 27, 2016**

**AGENDA**

Time: **KPUD Commission Regular Meeting Start Time – 2:00pm**

Location: 1313 S. Columbus Ave. – Goldendale, WA

- **Pledge of Allegiance**
  - Approval of Minutes – 9/13/2016 Meeting
  - Approval of Claims / Vouchers for period ending 9/27/2016 *(Cynthia)*
  - Approval of Payroll for period ending 9/04/16 & 9/18/16 *(Cynthia)*
  
  - ***PUBLIC COMMENT PERIOD***
  
  - **REPORTS – 10 min. each:**
    - Commissioners' Reports
    - Manager's Bi-Monthly Report (Jim Smith)  
*(see attached report)*
    - Power Management August Report (Mike DeMott)
    - Accounting, August Financials (Anita Thompson)
    - Operations Division, August Report (Ron Ihrig)
- GUESTS:**
- Ralph Epling, British Petroleum (3:30pm)

**AGENDA ITEMS** *(see Manager's Report for further details)*

- A. WALKLEY SCHOLARSHIP DRAWING *(Gwyn)*
- B. PROFESSIONAL SERVICES *(Ron I)*
- C. PRE-QUALIFICATION OF CONTRACTORS *(Ron I)*
- D. RESOLUTION No. 1719 - Credit Card for Operations Manager *(Ron I)*
- E. POLICIES No. 18 & 19 – Customer Service, Water & Wastewater *(Brandy/Ron I)*
- F. RESOLUTION No. 1720 – Low Income Elderly Discount *(Brandy/Ron I)*
- G. 3:30pm – BRITISH PETROLEUM PRESENTATION *(Ralph Epling)*
- H. EXECUTIVE SESSION Per RCW42.30.110(1): Landfill Gas
- I. ADJOURNMENT

**FOR THE GOOD OF THE ORDER:**

10/2-8 – Public Power Week  
10/10 – Annual Employee Meeting  
10/11 – Joint Meeting with County BOC, 11:15am

Note: Agenda is subject to last-minute revisions which may include the Board calling for an executive session.



# Public Utility District No. 1 of Klickitat County

75 Years of Service \* 1938-2013

## GENERAL MANAGER'S REPORT TO THE BOARD

For the September 27, 2016 Meeting

### AGENDA ITEMS

- A. Walkley Scholarship Drawing – We will be presenting 3 names of high school seniors who are eligible for the Walkley scholarship drawing. The winner of the drawing will be submitted to the Washington PUD Association to serve as Klickitat PUD's nominee for the scholarship. The final drawing by the WPUDA committee will be held in November.
- B. Professional Services – Staff is asking for Board approval to add “Power Engineers” to our Professional Services Consultant listing for the 2016 period.
- C. Pre-Qualification of Contractors – Staff is asking for Board approval to add the following contractors to Klickitat PUD's Small Works Roster for the 2016 period: ACF West Construction Company of Portland, OR; Hale Construction NW of Hood River, OR; Eddie Murray Enterprises of Glenwood, WA; and OCD Automation of Estacada, OR.
- D. Resolution No. 1719 – Ron Ihrig is asking the Board to adopt Resolution No. 1719, thereby authorizing the issuance of a credit card for the new Operations Manager, Craig Lohrey, to be used for KPUD business transactions only. Craig starts September 27<sup>th</sup>.
- E. Policy Bulletins 18 & 19 – Brandy is submitting revisions to Policy Bulletin No. 18 and 19 for the Board's approval. Policy No. 18 is our customer service policy for water services, and No. 19 is our customer service policy for wastewater services.
- F. Resolution No. 1720 – Brandy is presenting Resolution No. 1720 for Board adoption, thereby approving the Low Income Elderly Discount program for the December 2016 thru May 2017 period.
- G. 3:30pm – Ralph Epling with British Petroleum will be a guest at our meeting on Tuesday to talk about Renewable Natural Gas.
- H. Executive Session Per RCW42.30.110(1): LFG Contract Negotiations (Athan Tramountanas with Short, Cressman & Burgess Law Firm will be present via teleconference).

### NON-AGENDA ITEMS

1. Quarterly BOCC Meetings – Our next quarterly joint session with the Klickitat Board of County Commissioners (BOCC) is scheduled for Tuesday, October 11<sup>th</sup> at 11:15am. I'd like for you to set an agenda and make any requests you have of the BOCC for information. For example, a quarterly report on waste tonnage and any contract updates they may receive from Republic.

Note: Agenda is subject to last-minute revisions which may include the Board calling for an executive session.

2. Annual Employee Meeting October 10, 2016 – I would like to ensure you guys are available from about 9 till 2 on that Monday for our annual meeting. I would also like to ask you to be prepared for a panel discussion similar to last year. I was very happy with the employee engagement with you. I will do the annual update, but they hear me pretty regularly in safety meetings, and I think it is very important they have the opportunity to interact with you.
3. GM Meeting Attendance –
  - WPUDA meetings were held in Goldendale 9/14-16. I wanted to thank staff who helped make the event go smoothly (i.e., Jeff Thayer and his staff helped with meeting room set-up and tear-down, and Kathy who just showed up early or late, whenever needed and Ron Ihrig who helped me with the BBQ pit). I received many positive comments on the hospitality shown by PUD staff and the community, as well as several comments on the BBQ at the golf course being the best gathering for WPUDA in many years.
  - Randy Knowles and I also participated in the JD Pool site visit 9/16. I think we got our message across to the Director of Commerce, Brian Bonlender, and the Governor’s representative Schuyler Hoss.
  - I also attended the September Public Generating Pool administrative meeting and took that opportunity to meet with John Janney, Sean Keatts, Alan Dashen and Athan Tramountanas regarding RNG.
4. Renewable Natural Gas – I have invested a significant amount of time this past couple of weeks exploring and evaluating our options and contract implications and will be prepared to discuss this during Ralph Epling’s visit and in executive session as appropriate.
5. Ron Ihrig’s Upcoming Retirement and Organizational Restructuring – With Ron’s retirement on the horizon, I have re-worked our internal organizational structure and re-assigned responsibilities. A copy of the organizational chart is attached. Ron will be in the office the week of September 26<sup>th</sup> to work with Craig, then out of the office until October 20<sup>th</sup>. Ron will then work with Craig again and his retirement party is planned for October 28<sup>th</sup> at the Legion. He will be on PTO until the end of November.
6. Public Power Council Elections – PPC is asking for nominations for their Executive Committee elections. I would appreciate it if the PUD Commissioners would submit a nomination for me to continue to serve on this 21 member committee for the 2017-2018 period. Executive Committee members serve for a period of two years. Nominations must be submitted to PPC in writing by Monday, October 17, 2016. I was informally asked about chairing the Executive Committee and I said no as I would like to step back a bit for the next couple of years to focus here at home, but am willing to put my time in in the future. I had the same discussion with the current chair of the WPUDA Manager’s committee.
7. Cliffs Water Rights – I signed the 101 Bar water supply agreement with Ken on September 15<sup>th</sup> (picture enclosed). We are and will continue to actively help them with their water rights application process.