

Public Utility District No. 1 of Klickitat County  
**Board of Commissioners' Meeting**  
**Tuesday, December 10, 2024**  
**A G E N D A**

ONE TIME USE – **Regular Meeting** Call in number option: 844-621-3956 (Access Code: 2489 123 4424)  
**KPUD Commission Meeting Start Time – 2:00 p.m. as Advertised;**

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

➤ **PLEDGE OF ALLEGIANCE**

➤ Approval of Minutes - 11/26/2024 Meeting

➤ Approval of Claims/Vouchers for period ending 12/10/2024 (*Shelby Manka*)

➤ Approval of Payroll for periods ending 12/01/2024 (*Shelby Manka*)

➤ **PUBLIC COMMENT PERIOD**

**REPORTS – 10 min. each:**

- Power and Finance Update(*Mike DeMott*)
- October Financials Update (*Sarah Honkala*)
- Commissioners' Reports
- Manager's Report (*Jim Smith*)  
-(*see attached report*)

**GUESTS:**

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

A. Resolution 1862- Surplus of Vehicles (*Mike Nixon*)

B. Tree Trimming Contract Extension (*Mike Nixon*)

C. Resolution 1863 Cancellation of Unclaimed Warrants (*Cynthia Bruce*)

D. Policy 23- Purchasing Policy (*Cynthia Bruce*)

E. Resolution 1864- Adoption of Purchasing and Roster Program (*Cynthia Bruce*)

F. Resolution 1865- Adoption of Certifying Officer and Agents (*Cynthia Bruce*)

G. 2023 Annual Write-offs (*Brandy Myers/Erin Gray/Holly Thiele*)

H. 2025 Klickitat PUD Operating Budget Public Hearing 3:00 p.m. (*Brandy Myers/Mike DeMott/Cynthia Bruce/Jim Smith*)

I. 2025 Klickitat PUD Electric Rate Adjustment Public Hearing 3:00 p.m. (*Brandy Myers/Mike DeMott/Cynthia Bruce/Jim Smith*)

J. Resolution 1866 Adoption of 2025 Klickitat PUD Electric Rates (*Brandy Myers/Mike DeMott/Cynthia Bruce/Jim Smith*)

K. Resolution 1867 Adoption of Klickitat PUD Electric Rate Schedule 8 (*Brandy Myers/Mike DeMott/Cynthia Bruce/Jim Smith*)

L. Klickitat PUD 2025 Operating Budget Adoption (*Brandy Myers/Mike DeMott/Cynthia Bruce/Jim Smith*)

M. Executive Session Review Performance of a Public Employee per RCW 42.30.110(1)(g).

**ADJOURNMENT**

**FOR THE GOOD OF THE ORDER:**

- **ONE TIME MEETING CHANGE:** December's second meeting is moving dates from December 24, 2024 to **MONDAY, December 23<sup>rd</sup> at 2:00 p.m.**

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

## GENERAL MANAGER'S REPORT TO THE BOARD For the **December 10, 2024** Meeting

### AGENDA ITEMS:

- A. Resolution 1862 - Surplus of Vehicles - Mike Nixon is requesting to declare five vehicles surplus as they are no longer cost effective to operate, usable by the PUD or compatible with our equipment.
- B. Tree Trimming Contract Extension - Mike Nixon is requesting that the board execute the one year extension provision of the Tree Trimming contract with Kemp West. Their performance has been excellent and we believe that extending the contract will result in a lower cost and a known product versus rebidding at this time.
- C. Resolution 1863 - Cancellation of Unclaimed Warrants - Cynthia Bruce is requesting that the board adopt Resolution 1863 authorizing the cancellation of 35 unclaimed warrants totaling \$62,909.21. The warrants have been turned over to the Washington State Department of Revenue as unclaimed property.
- D. Policy 23 - Purchasing Policy - Cynthia Bruce is requesting approval of revisions add language to utilize the statewide rosters administered by Municipal Research Services Center (MRSC). This should result in lower administrative costs in implementing new public bid law purchasing requirements. At the same time, she took the opportunity to modify language to remove dollar values and instead reference applicable RCW's.
- E. Resolution 1864 - Adoption of Purchasing and Roster Program – Cynthia Bruce is requesting we adopt Resolution 1864 authorizing staff to rescind multiple dated resolutions, add references to RCW's and note our intention to utilize the MRSC public roster process. This Resolution is in concert with Agenda Item D above.
- F. Resolution 1865 - Adoption of Certifying Officer and Agents – During the process of updating the purchasing policy, Cynthia found that the previous resolution, Resolution 1723, was out of date and required updating.
- G. 2023 Annual Write-offs - Brandy Myers, Holly Thiele, and Erin Gray have been diligently working through our collections process. Policy 7 states that our write-offs will not exceed 0.25% of total sales. This year's write-offs were significantly below this percentage due to the due diligence of these individuals.

- H. 2025 Klickitat PUD Operating Budget Public Hearing 3:00 p.m. - Brandy, Mike DeMott, and Cynthia will provide the budget presentation. There were no material changes from the November 26 review.
- I. 2025 Klickitat PUD Electric Rate Adjustment Public Hearing 3:00 p.m. - Brandy, Mike, and Cynthia will also provide the rate presentation. Please note that the proposal does not implement demand rates for either residential or Small General Service accounts. As discussed at the November 26 board meeting review.
- J. Resolution 1866 Adoption of 2025 Klickitat PUD Electric Rates - Upon completion of the presentation and public comment period we anticipate recommending adoption of Resolution 1866 authorizing staff to move forward with the proposed rate adjustments effective 1-1-2025. Rate Schedules are attached to the resolution.
- K. Resolution 1867 Adoption of Klickitat PUD Electric Rate Schedule 8 - Upon completion of the presentation and public comment period we anticipate recommending adoption of Resolution 1867 authorizing staff to move forward with the proposed rate adjustment to the KPUD rate under Rate Schedule 8 with the anticipated adjustments in on January 1, 2025 and October 1, 2025.
- L. Klickitat PUD 2025 Operating Budget Adoption - Upon completion of the presentation and public comment period we anticipate approval of the 2025 Operating Budget as presented.
- M. Executive Session Review Performance of a Public Employee per RCW 42.30.110(1)(g)

**NON-AGENDA ITEMS:** Jim will provide a report at the meeting.