

Public Utility District No. 1 of Klickitat County  
**Board of Commissioners Meeting**  
Tuesday, April 23, 2024  
2:00pm

**CALL TO ORDER:** Secretary Douglas B. Miller called the meeting to order at 2:00 p.m. as advertised.

**PRESENT:** Randy L. Knowles - President and Douglas B. Miller - Secretary

**STAFF PRESENT:** Jim Smith - General Manager, Shelby Manka - Accounting Clerk, Cynthia Bruce - Accounting Supervisor, Brandon Walter - Water/Wastewater Superintendent, Sharon Blodgett - Water/Wastewater Coordinator, Brandon Johnson - Engineering Manager, Justin Beierle - Engineering Superintendent, Mike Nixon - Operations Manager, Brandy Myers - Customer and Accounting Services Manager, and Luann Mata - Executive Assistant

**VIA-TELECONFERENCE:** Kevin Ricks - Renewable Energy Assets Manager, Mike DeMott - Director of Finance and Power Management, Mark Garner - Engineering Supervisor, Sarah Honkala - Accountant, Patrick Carroll - Contractor, Seth Jones - Buyer and Courtney Collins - Engineering Support Assistant.

**GUESTS:** None

**PLEDGE:** The Pledge of Allegiance was recited by those present.

**MINUTES: MOTION** was made by Commissioner Miller to approve the April 9, 2024 meeting minutes as submitted. Motion carried.

**CLAIMS & PAYROLL:** Presented by Shelby Manka. Vouchers were audited and certified by the auditing officer as required by RCW 42.24.080, and all expense reimbursement claims presented were certified as required by RCW 42.24.090 and were recorded on a listing made available to the board this 23<sup>rd</sup> day of April, 2024.

**MOTION** was made by Commissioner Miller to approve accounts payable vouchers and payroll in the amounts as listed:

- Accounts Payable Voucher Nos. 219156 through 219277 in the total amount of \$1,105,289.62; Electronic Funds Transfer (EFT) transaction Nos. 591 through 596 and Wire and Automated Clearing House (ACH) Nos. 8801950 through 8801956 in the total amount of \$1,641,796.16 for the period ending April 23, 2024; and
- Payroll ACH Direct Deposit Payroll transactions 213864 through 213947 in the total amount of \$272,354.01 for the payroll period ending April 7, 2024. Motion carried.

**PUBLIC COMMENTS:** None

**REPORTS:**

**Water/Wastewater Update** - Sharon Blodgett and Brandon Walter presented the department report for March. After investigations, we have determined that the Lyle well is beyond repair. Staff will evaluate new well options. Commissioner Miller offered staff his thoughts on locations to consider. Brandon reported on a pressurized sewer pipe leak in Dallesport. Staff repaired the pipe and utilized Bishop Services while repairs were completed. We will need to have this area repaved. Joseph Randall, our new WWW Operator trainee, started on April 15 and we have completed community meetings in Klickitat, Lyle and Rimrock. Glenwood is tonight and the Ponderosa meeting is May 11.

**Operations Update** - Mike Nixon presented the March report. Year-to-date we are not meeting our reliability goal. Customer work is still slow so both the Goldendale and White Salmon crews are completing maintenance projects and working on Advanced Meter Infrastructure (AMI) meter exchanges. If customer work remains low, they will begin on capital projects in April. We have two contract vegetation management crews on the property. Now that areas are drying out, we have the ability to bring on the third crew. Rick Slawson was still on the property assisting Dale Stelter and they removed 215 trees in March. The April safety meeting will cover heat stress and air quality.

**Engineering Update** - Brandon Johnson and Justin Beierle presented the March report. The Chenoweth line increase will be 20MVA, with final line capacity determined upon project completion. The meter shop continues to install larger load AMI meters and CT meter exchanges. Approximately 218 residential and 800 large service exchanges remain. The Engineering and Operations meeting with PacifiCorp went well. Staff reviewed the current switching procedure, their dispatch procedures, expectations, response time requirements and updates to the contact procedure. Brandon will bring back updates. Palouse Power will be on site and beginning work at EE Clouse this week. Justin reported that the customer work is still slow, with five pending customers in Goldendale and eleven in White Salmon. The staking engineers' focus is on maintenance and capital project design work. The dock crew is working in Alderdale.

**Customer Services Update** - Brandy Myers provided an overview of customer service tools and programs available with NISC, SmartHub and AMI. Staff is actively providing customer information regarding the disconnect process and our remote disconnect ability. We currently have 1268 accounts on KPUD's budget billing plan. AMI will complement this program by eliminating estimated meter reads. We have 346 customers enrolled in the senior discount program. The discounts so far are \$52,853 and we expect to utilize the allotted budget of \$75,000 by end of May as projected. Paperless Billing and Auto Pay programs have a 35% customer participation. Paperless Billing has produced a cost savings of \$31,000 per year. We began issuing late fee assessments as the late fee assessment forgiveness granted by the board to manage post office delivery delays has expired. There were 1683 accounts that benefited from this forgiveness process. The Operation Warm Heart program participation and account balances were reviewed. We have a total of 27 customer accounts opted out of the AMI program.

**COMMISSIONER RANDY KNOWLES** - Commissioner Knowles did not have a report.

**COMMISSIONER DAN GUNKEL** - Commissioner Gunkel was absent from this meeting.

**COMMISSIONER DOUGLAS MILLER** - Commissioner Miller has attended the Water/Wastewater community meetings in Lyle, Klickitat and Rimrock. He will attend the meeting in Glenwood tonight and Ponderosa on May 11.

**GENERAL MANAGER** - The complete report can be found at: [http://www.klickitatpud.com/topicalMenu/commissioners/GM\\_Reports.aspx](http://www.klickitatpud.com/topicalMenu/commissioners/GM_Reports.aspx) In addition to the written report, Jim Smith presented the following information:

- We have begun to evaluate an electric general facilities charge as requested. Our plan is to have a high-level review at the second meeting in May to obtain board direction on our thoughts. NW River Partners drafted a letter regarding the Columbia River System Operation US Government / Six Sovereigns settlement agreement and are looking for support. The board agreed to sign on in support. Jim also reviewed a request from Republic to work with Klickitat County Commissioners.

## **AGENDA ITEMS:**

- A. SET PUBLIC RATE HEARING DATE: 2024 ANNUAL WATER AND WASTEWATER RATES - **MOTION** was made by Commissioner Miller to set the Water and Wastewater Public Rate Hearing for Tuesday, May 28, 2024 at 3:00 p.m. and authorize staff to advertise the public hearing. Motion carried.
- B. PHYSICAL INVENTORY BOARD MEMO DISCUSSION - Mike Nixon presented the 2024 inventory calculations. The 2024 adjustment was \$69,387.75 of \$4,418,396.91 in inventory. This is a 1.5% adjustment, which is under the 2% goal. This adjustment is slightly above last year. Mike has ideas on how to mitigate some of these losses. Wire appears to be the recurring theme due to the challenge of estimating footages used.
- C. RESOLUTION 1851- DECLARATION OF CONTINUED SUPPLY PROCUREMENT EMERGENCY SITUATION AND SPECIAL MARKET CONDITIONS - **MOTION** was made by Commissioner Miller to adopt Resolution 1851 authorizing staff to procure inventory per RCW 39.04-280 Emergency and Special Market Conditions purchase provisions. Motion carried.
- D. PREQUALIFICATION OF CONTRACTORS - **MOTION** was made by Commissioner Miller to accept the addition of the contractors provided and agree to add them to their designated works rosters for the 2024 period. Motion carried.

**Adjourned** - There being no further business, the meeting adjourned at 3:38 p.m.

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Randy L. Knowles, President

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Dan G. Gunkel, Vice President

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Douglas B. Miller, Secretary  
Date Approved: May 14, 2024

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Luann Mata, Executive Assistant