

Public Utility District No. 1 of Klickitat County
Board of Commissioners Meeting
Monday, December 23, 2024
2:00pm

CALL TO ORDER: President Randy L. Knowles called the meeting to order at 2:00 p.m. as advertised.

PRESENT: Randy L. Knowles - President, Dan G. Gunkel - Vice President and Douglas B. Miller - Secretary.

STAFF PRESENT: Jim Smith - General Manager, Gwyn Miller - Assistant General Manager, Shelby Manka - Accounting Clerk, April Castillo - Operations Administrative Assistant, and Luann Mata - Executive Assistant/Clerk of the Board.

Via teleconference: Cynthia Bruce - Accounting Supervisor, Brandon Walter - W/WW Superintendent, Brandy Myers - Customer and Accounting Services Manager, Mike DeMott - Director of Finance and Power Management, Seth Jones - Buyer, and Courtney Collins - Engineering Support Assistant.

GUESTS: Larry Hoctor

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

MINUTES: **MOTION** was made by Commissioner Gunkel to approve the December 10, 2024 meeting minutes as presented. 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 23rd day of December, 2024.

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

- Accounts Payable Voucher Nos. 221313 through 221440 in the total amount of \$ 1,422,494.27; Electronic Funds Transfer (EFT) transaction Nos. 689 through 694 and Wire and Automated Clearing House (ACH) 8802098 through 8802109 in the total amount of \$2,867,302.77 for the period ending December 23, 2024; and
- ACH Direct Deposit Payroll transactions 215413 through 215498 in the total amount of \$283,273.80 for the payroll period ending December 15, 2024.

Motion carried.

PUBLIC COMMENTS: None

REPORTS:

COMMISSIONER RANDY KNOWLES - Commissioner Knowles did not provide a report.

COMMISSIONER DAN GUNKEL - Commissioner Gunkel did not provide a report.

COMMISSIONER DOUGLAS MILLER - Commissioner Miller did not provide a report.

ASSISTANT GENERAL MANAGER REPORT - Gwyn Miller presented:

- Request to approve cost of living adjustment - Staff recommends a cost of living adjustment of 4.75% as included within the approved 2025 Operating

Budget. **MOTION** was made by Commissioner Gunkel to authorize the General Manager to execute a 4.75% cost of living adjustment as recommended by staff. Motion carried.

- Holiday Schedule - Gwyn informed the board that per policy the office closes Christmas Eve at 3:00p.m. and is closed Christmas day. Gwyn requested that the board approve closing the office at 3:00p.m. on New Year's Eve as well. Commissioner Miller inquired what the New Year's Eve schedule was. Per Policy New Year's Eve is a normal business day. **MOTION** was made by Commissioner Miller to approve a 3:00p.m. office closure December 31, 2024 and requested that staff bring back a policy update recognizing a permanent New Year's Eve revision. Motion carried.

GENERAL MANAGER - The complete report can be found at:
http://www.klickitatpud.com/topicalMenu/commissioners/GM_Reports.aspx

- Renewable Energy Report - Jim discussed the Williams pipeline meter findings. The Williams meter is reporting correctly and our equipment has been adjusted accordingly.
- Satus Pass Distribution Line - After providing an update, **MOTION** was made by Commissioner Knowles to declare the intent to stop providing service to customers served by the portion of the Satus Pass distribution line north of pole number 3923-1507.9 by June 1, 2025. Motion carried.

AGENDA ITEMS:

- A. 2025 BUCKET VEHICLE PURCHASE ORDER APPROVAL - **MOTION** was made by Commissioner Miller to authorize the Operations Manager to order the F550 w/Altec AT40G Manlift vehicle slated under the 2025 budget due to long delivery lead times. Motion carried.
- B. RESOLUTION 1868 SURPLUS A PORTION OF THE SATUS PASS 12KV DISTRIBUTION LINE - **MOTION** was made by Commissioner Gunkel to adopt Resolution 1868 authorizing the Satus Pass distribution line north of pole no. 3923-1507.9 be declared surplus per RCW 54.16.180(2)(b) and hereby authorize the General Manager to sell or dispose of the distribution line through Klickitat PUD's normal procedures for selling and disposing of surplus property at his discretion and in the best interest of Klickitat County PUD. Motion carried.
- C. EXECUTIVE SESSION: REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE PER RCW 42.30.110 (1)(g) - President Knowles called for an Executive Session at 2:15 p.m. per RCW 42.30.110 (1)(g) noting that the session would last for 1 hour and 15 minutes until 3:30 p.m. for the purpose of conducting the annual performance review of the General Manager. At 3:30 p.m. Commissioner Knowles extended the executive session for an additional 30 minutes until 4:00 p.m. The session ended at 4:00 p.m. No action was taken.

Adjourned - There being no further business, the meeting adjourned at 4:00 p.m.

/S/
Dan G. Gunkel, President

/S/
Douglas B. Miller, Vice President

/S/
Stoner W. Bell, Secretary
Date Approved: January 14, 2025

/s/
Luann Mata, Executive Assistant