

Public Utility District No. 1 of Klickitat County
Board of Commissioners' Meeting
Tuesday, February 28, 2023
AGENDA

ONE TIME USE – *Regular Meeting* Call in number option: 844-621-3956 (Access Code: 2480 108 5589)

KPUD Commission Meeting Start Time – 2:00 p.m. as Advertised;

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

➤ **PLEDGE OF ALLEGIANCE**

➤ Approval of Minutes - 02/14/2023 Meeting

➤ Approval of Claims/Vouchers for period ending 02/28/2023 (*Cara Smith*)

➤ Approval of Payroll for period ending 02/12/2023 (*Cara Smith*)

➤ **PUBLIC COMMENT PERIOD**

REPORTS – 10 min. each:

GUESTS:

- Water/Wastewater update (*Sharon Blodgett*)
- Operations update (*Mike Nixon*)
- Engineering update (*Brandon Johnson/Mark Garner*)
- Year-end Financials (*Sarah Honkala*)
- Commissioners' Reports
- Assistant General Manager (*Gwyn Miller*)
- Manager's Bi-Monthly Report (*Jim Smith*)
-(*see attached report*)

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

A. Policy 18 Water Customer Service revision (*Sharon Blodgett/Brandon Walter*)

B. Policy 19 Wastewater Customer Service revision (*Sharon Blodgett/Brandon Walter*)

C. Call for Bid Poles (*Jeff Thayer*)

D. Resolution #1832 Declaration of continued Supply Chain Procurement Emergency (*Jeff Thayer*)

E. Policy 4-V Travel and Reimbursement (*Gwyn Miller*)

F. Policy 4-EE Paid Time Off (PTO) (*Gwyn Miller*)

G. Executive Sessions

- Trout Lake Real Estate per RCW 42.30.110(1)(c). (*Mike DeMott/Brandon Johnson/Athan Tramountanas*)
- Dallesport Wastewater Real Estate per RCW 42.30.110(1)(c) (*Brandon Walter*)
- Review Performance of a Public Employee per RCW 42.30.110(1)(g)

ADJOURNMENT

FOR THE GOOD OF THE ORDER:

- Employee Recognition Luncheon 12:30 p.m. March 14
- WPUDA Association Meeting March 15-17
- OPMA/Records Retention online refresher course for commissioners
<https://wacities.org/data-resources/public-records-act-elearning>
<https://wacities.org/data-resources/open-public-meetings-act-elearning>
- Public Disclosures due April 15.



Public Utility District No. 1 of Klickitat County

80 Years of Service * 1938-2018

GENERAL MANAGER'S REPORT TO THE BOARD For the **February 28, 2023** Meeting

AGENDA ITEMS:

- A. Policy 18 Water Customer Service revision - Sharon Blodgett and Brandon Walter will review the proposed updates to the policy and request approval.
- B. Policy 19 Wastewater Customer Service revision - Sharon Blodgett and Brandon Walter will review the proposed updates to the policy and request approval.
- C. Call for Bid Poles - Jeff Thayer will review the Pole Call for Bid request to maintain adequate inventory due to increasing delivery lead-times.
- D. Resolution #1832 Declaration of continued Supply Chain Procurement Emergency - As discussed on February 14, 2023, Jeff Thayer is requesting that the board extend the supply chain emergency declaration from Resolution 1815 as the delivery issues continue and the resolution included a sunset clause.
- E. Policy 4-V Travel and Reimbursement - Gwyn Miller is requesting approval of the updates to Policy 4-V. The meal per-diem amounts have been in effect since 2013 and staff is requesting the amounts be updated.
- F. Policy 4-EE Paid Time Off (PTO) - Gwyn Miller is requesting approval of the updates to Policy 4-EE. The changes focus on the cash out portion of the policy.
- G. Executive Sessions
 - o Trout Lake Real Estate per RCW 42.30.110(1)(c). (*Mike DeMott/Brandon Johnson/Athan Tramountanas*)
 - o Dallesport Wastewater Real Estate per RCW 42.30.110(1)(c) (*Brandon Walter*)

- Review Performance of a Public Employee per RCW 42.30.110(1)(g)

NON-AGENDA ITEMS:

1. 2022 Strategic plan update - When we completed our strategic planning session in September 2022, I did not bring back the revisions for you to review. The red lines are attached for your review. I only have a couple of issues that I would like to talk about, then I will ask that you approve them. We having been working with these goals since, but need to approve the documents.
2. Public Relations - We have completed first drafts of public relations pieces covering BPA, power supply, markets and the issues leading to AMI. The intent is to have the background pieces to support the PR work the AMI team is working on to support the AMI roll out.