

**OVERTON POWER DISTRICT NO. 5**  
**BOARD MEETING**

December 19, 2018

4:00 P.M.

Mesquite, Nevada

**PRESENT:** Mr. Mike Fetherston, Chairman  
Mr. Doug Waite, Vice Chairman  
Mr. Mike Young, Secretary / Treasurer  
Mr. Robert Bunker, Trustee  
Mr. Chad Leavitt, Trustee  
Mrs. Judy Metz, Trustee  
Mr. Jack Nelson, Trustee  
Mr. Byron Mills, Attorney

Mr. Mendis Cooper, General Manager  
Mrs. Teresa Romero, Assistant General Manager / Finance & Administration Manager  
Mr. Jon Jensen, Engineering Manager  
Mr. Bruce Hughes, Manager of Transmission & Distribution Operations  
Mrs. MeLisa Garcia, Accounting Supervisor  
Mrs. Becky LaGrow, Executive Assistant

*Note: The minutes of this meeting have been tape-recorded and will remain on file in the District's main office for a period of one-year for public examination.*

**CALL TO ORDER**

ORDER OF BUSINESS: At 4:00 p.m. Mr. Mike Fetherston called the meeting of the Overton Power District No. 5 Board of Trustees to order. The agenda items were addressed in the following order:

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF THE MINUTES**

A motion was made by Mike Young and seconded by Judy Metz to approve the minutes of the November 28, 2018 Board Meeting. The Board voted seven (7) ayes, zero (0) nays in approval.

**CHAIRMAN'S REPORT**

Mr. Mike Fetherston had no report at this time.

**ATTORNEY'S REPORT**

Mr. Byron Mills had no report at this time.

## **MANAGER'S REPORTS**

### **• ENGINEERING & OPERATIONS**

Mr. Jon Jensen reported on the tasks the Engineering Department has been working on:

- *Electric Vehicle Charging Station* – The third site has been selected; we are working with the site owner on details for equipment procurement, construction and installation. Mike Young asked where the charging site will be? Jon responded that it will be at the new Eagle Point station.
- *Power Requirements Study* – Yesterday was the preliminary findings review for the Power Requirements Study. There were discussions on several concerns of the findings. The updated information will be injected into the model and then we anticipate more conversation on the updated findings.
- *Paiute Substation Transformer* – We have received a request for equipment substitutions and design alterations from the manufacturer. Everything has been resolved and we are now waiting for them to submit the engineering design prints for review.
- *Dinosaur 138-kV Bus* – Crews continue to work on the on the ring bus and the second bay.
- *Freeway Crossing* – The earth moving company is now making significant progress on moving the dirt.
- *Aclara Meters (AMI)* – the project goal has been surpassed for this year, catching up the shortfall from last year. As of last night, 9,235 meters have been installed. Equipment for next year has begun arriving and we anticipate next years meters will arrive by the end of the year. Great Job to everyone involved.

### **• CONSTRUCTION**

Mr. Bruce Hughes reported on the one (1) unplanned outage this month. This outage affected three (3) customers for approximately 30 minutes.

*Mesquite crew* - worked on AMI meter changes and retirement, Dinosaur Substation, a double circuit for Pulte and a pole change on Hillside Drive at the request of a customer.

*Overton crew* - worked on AMI meter changes and retirement, Underground vault installation, yard clean up, and line patrol.

*Asplundh Tree Service* - Asplundh tree service has completed all critical areas for 2018.

*Lineman School* – six (6) crew members attended URECA Advanced Lineman Training in St. George, Utah.

*Safety Meeting Topic for December* – Safety Challenge and Winter Driving. This was Hector Silva's last meeting he will direct; he is retiring from ESCI in August 2019. The staff took up a donation to buy him a couple of gifts.

*Hook-ups* – Thirty-eight (38) residential for both valleys. This surpasses last year by twenty (20 ) connections.

*No Loss Time Record* - To date the record stands at 1 year, 2 months and 7 days.

### **• GENERAL MANAGER**

Mr. Mendis Cooper reported on the following events:

*Legislative Visits* – Mendis and staff have attended multiple meetings with legislators since the election on behalf of the District and with NREA.

*Solar Providers* – Since the election there have been several solar providers that have called or visited in person. Mendis is hoping to work out an agreement with Morgan Stanley to expand our renewable portfolio and find a solar partner at a reasonable price.

*NV Energy Transmission Rate* – Last Friday during a conference call, a tentative agreement was reached with NV Energy on the draft term sheet of our negotiations. After formalizing the last discussion; the next step is signing a Network Integrated Transmission Service Agreement which will be brought before the board for approval at a future board meeting.

*State Water Engineer Meeting* – Staff attended a meeting with the State Water Engineer. It appears this will be a protracted discussion that will end up in litigation. There is now a moratorium on new subdivisions of eight plus homes that do not have senior water claims for at least one year.

- **FINANCE AND ADMINISTRATION**

Mrs. Terry Romero reported the warehousemen are in the process of finishing inventory; the auditor will do site visits tomorrow. The count was nine (9) items short for a loss of \$121.00.

- **ACCOUNTING**

Mrs. Garcia gave the financial report for November 2018, a copy of which is on file.

### **REVIEW AND POSSIBLE APPROVAL OF OPD-P-19.204 TEMPORARY EMPLOYMENT OPPORTUNITIES POLICY**

The policy establishes the guidelines for interns and temporary workers and sets the number of interns and temporary workers that may be hired each year. Staff received approval to hire four interns in 2018. All four positions were successfully filled and were a benefit to the District and the community. Staff requests that four interns be hired in 2019. The costs associated with hiring four interns have been included in the 2019 budget and will remain in the budget, if approved by the Board. The fiscal impact to the District is approximately \$57,000. After discussion by the Board, a motion was made by Mike Young and seconded by Judy Metz to approve hiring four interns in 2019, in accordance with the Temporary Worker Policy OPD-P-19.204. The Board voted seven (7) ayes and zero (0) nays in approval.

### **REVIEW AND POSSIBLE APPROVAL OF 2019 ORGANIZATIONAL CHART**

Each year staff presents the District's organizational chart with suggested changes, to be approved by the Board. This year the organizational chart is submitted with proposed changes to the chart, including the request to hire five new employees during 2019. These changes and proposed hires have been contemplated due to staff retirements that will occur in the next two years. All proposed new hires will be added at entry level positions. It is proposed that temporary changes be made to the leadership structure of the District to facilitate the proper training and seamless transition that must occur in the coming months as existing leaders retire and as replacements assume new positions. The financial effect of these changes has been calculated for the entire year and have been incorporated into the proposed 2019 budget. These costs will remain in the budget if approved or will be removed from the budget if not approved. Mendis discussed changes to the organizational chart. He projects hiring five new employees in 2019 and three in 2020; as the District foresees eight people retiring in the next three years.

The estimated fiscal impact to the District is \$414,396.07 including all costs and benefits. After discussion by the Board, a motion was made by Doug Waite and seconded by Mike Young to approve the 2019 Organizational Chart as presented. The Board voted seven (7) ayes, zero (0) nays in approval.

### **REVIEW AND POSSIBLE APPROVAL OF THE 2019 BUDGET**

Staff presents an annual budget each calendar year. The budget is an estimate of income and expenses and shows staff's estimate of income and revenue. The budget also includes the cost of purchased power, wages, benefits, materials, supplies, and other expenses needed for the operation of the business. The budget presentation includes a look back at the financial performance of the business and a budget forecast for the next two years in order to give the Board an understanding of the direction and trajectory of the finances. A budget update is presented each month for review by the board. The update includes a year to date comparison of the previous year. Mrs. Melisa Garcia presented the 2019 -2020 budget. After discussion by the Board, a motion was made by Mike Young and seconded by Judy Metz to approve the 2019 Budget as presented. The Board voted seven (7) ayes and zero (0) nays in approval.

### **PUBLIC COMMENTS**

There were no public comments.

### **BOARD COMMENTS**

*Mike Young* – Enjoyed the strategic planning meeting, we came up with great conclusions. It went well, I think it put the Board in its position not being to micro-management, but also allowed trustees to set strategic goals; it was well worth the time spent.

Judy Metz – There were staff members present, so when we weren't sure, or things arose, they were there to answer those questions.

Doug Waite – Next time pick a new place; the last two times he has been there, he has gotten sick.

### **APPROVAL OF NEXT MEETING DATE**

A motion was made by Mike Young and seconded by Doug Waite to approve Wednesday, January 16, 2019 as the next Board Meeting date. The meeting will be held in the Overton Office at 4:00 PM. The Board voted seven (7) ayes, zero (0) nays in approval.

### **EXECUTIVE – CLOSED DOOR SESSION**

A motion was made to enter Executive Session.

A motion was made to exit Executive Session.

### **ADJOURNMENT**

The Board voted unanimously to adjourn at 5:51 PM.

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Chairman, Mike Fetherston

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Vice Chairman, Doug Waite

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Secretary / Treasurer, Mike Young

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