



OVERTON POWER DISTRICT NO. 5

BOARD MEETING

February 19, 2020

3:00 P.M.

Mesquite, Nevada

PRESENT:

Mrs. Judy Metz, Chair	Mr. Byron Mills, Attorney
Mr. Jack Nelson, Vice Chair	Mr. Mendis Cooper, General Manager
Mr. Mike Young, Secretary / Treasurer	Mrs. Teresa Romero, Asst. General Manager
Mr. Robert Bunker, Trustee	Mr. Jon Jensen, Chief Information Officer
Mr. Richard Jones, Trustee	Mrs. MeLisa Garcia, Accounting Supervisor
Mr. Chad Leavitt, Trustee	Mrs. Becky LaGrow, Executive Assistant
Mr. Doug Waite, Trustee	

ABSENT: Mr. Bruce Hughes, Chief Operations Officer

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.

A. CALL TO ORDER

At 3:00 p.m. Mrs. Judy Metz called the meeting of the Overton Power District No. 5 Board of Trustees to order. The agenda items were addressed in the following order:

B. PUBLIC COMMENTS

All Public Comments are recorded and available upon request.

C. ACCEPTANCE OF THE AGENDA

A motion was made by Mr. Mike Young and seconded by Mr. Bob Bunker to accept the OPD5 agenda as posted. The Board voted seven (7) ayes, zero (0) nays in approval.

D. APPROVAL OF THE MINUTES

A motion was made by Mr. Mike Young and seconded by Mr. Bob Bunker to approve the minutes of the January 15, 2020 Board Meeting. The Board voted seven (7) ayes, zero (0) nays in approval.

E. CHAIR'S REPORT

Mrs. Judy Metz reported OPD5 received certificates from United States Congressional members and the City of Mesquite in recognition of the I-15 portion of the Nevada Electric Vehicle Highway. Additionally, Mrs. Terry Romero was also presented with her Director's Gold Certificate from NRECA.

F. ATTORNEY'S REPORT

Mr. Byron Mills had nothing to report at this time.

G. MANAGER'S REPORTS

Administrative Services

Mr. Scott Fullman reported on the following items:

- 💡 *Information Technology* – 91% of employee have completed the January training on email spoofing and handling sensitive information. There were four thousand fifty-eight (4058) firewall penetration attempts in the month of January.
- 💡 *Customer Service* – Reviewed the number of positive and negative customer complaints, number of calls coming into the Overton and Mesquite offices. How many customers are utilizing auto draft.
- 💡 *Human Resources* – OPD5's OSHA 300 information has been reported to the US Dept. of Labor, showing three minor injuries in 2019. Printed W-2's and reported information to the Social Security Administration by deadline.
- 💡 *Public Relations* – Great post from a customer on Facebook, praising staff and information during an outage.
- 💡 *System Analytics* – Mr. Aaron Walker gave a quarterly weather report on the snowpack and water levels to date. Snowpack is reported above average. Lake Powell is thirty feet higher than a year ago and during the same period Lake Mead is nine feet higher.

Engineering / Substation Operations & Metering

Mr. Jon Jensen reported on the following items:

- 💡 *Thank you* – Thank you for all the well wishes during recovery. Mr. Keven Hansen and Mr. Randall Ozaki did a great job taking the reins and keeping Jon informed.
- 💡 *Dinosaur Substation* – final checklist being completed in preparation of commissioning the substation before energizing. It will be complete when the new ring bus has been verified as functional and put into service, the anticipated window will be the end of March or the beginning of April.
- 💡 *Tortoise Substation* – ICPE has been verifying and assembling the complete set of wire point to point drawings in both digital and hard copy format. This is in readiness for the upcoming 230 kV ring bus and the 69kV bay for line to the Paiute Substation.
- 💡 *Canyon Crest Substation* – Preparations begin for the second bay. Technicians will begin installing the control building equipment that has arrived. The rest of the equipment and steel structures will arrive over the next two months.

- 💡 *Paiute Substation* – The contractor has completed the ground grid work and installed the high side of the incoming 69 kV line steel structure.
- 💡 *138 kV Line / Gila to Long Drive* – Starting the grading work to allow ECI to finalize pole heights for the line profile. Pre-bid meeting for the construction portion is anticipated for March.
- 💡 *USDA Solar Grant* – Our application has been submitted for a possible \$25,000 grant.
- 💡 *Overton Remodel* – The contract with Zwick has been executed and permits should be in hand withing the next two weeks.
 - 💡 Mr. Jack Nelson – asked about the work on the side of the building.
 - 💡 The crew moved the transformer and construction fencing was placed.

Construction Services

Mr. Corey Dalley reported on the following items:

- 💡 *Hook-ups* – For the month, we had seven (7) commercial and forty-two (42) residential hook-ups for both valleys.
- 💡 *Safety Meeting* – January’s topics were CPR / First Aid / AED Training. OPD5 is OSHA compliant.
- 💡 *Outages* –
 - 💡 There were four (4) unplanned outages this month, affecting a total of two hundred thirty-two (232) customers for sixteen thousand, eight hundred seventy-five (16,875) customer minutes. Caused by blown fuses and a connector failure.
 - 💡 There were fourteen (14) planned outages affecting seven hundred twenty-nine (729) customers for forty-one thousand, one hundred seventy-five (41,175) minutes.
 - 💡 Total of fifty-eight thousand, fifty (58,050) outage minutes out of seven hundred thirty million, eight hundred one thousand, four hundred forty (730,801,440) possible minutes for the month of January.
- 💡 *Seven Pole Outage* –
 - 💡 one thousand, three hundred eighty-three (1,383) customers initially affected
 - 💡 one thousand, one hundred and three (1,103) customers restored after 1 hour, 35 minutes. Two hundred eighty customers still without power.
 - 💡 One hundred ninety-four (194) customers restored after 2 hours, 50 minutes. Eighty-six (86) customers still without power.
 - 💡 Final customers restored after 10 hours and 10 minutes.

Assistant General Manager

Mrs. Terry Romero reported on:

- 💡 *MMP* – This is their final year of three-year program. Everyone is busy working on various trainings, projects, meetings and individual assignments.
- 💡 *Risk Management* – Working on the OPD5’s process for risk management. What are our risks and what we can do to mitigate the issue or lessen the impact?

General Manager

Mr. Mendis Cooper reported on the following items:

- 💡 *Director Gold* – Mr. Mendis Cooper presented Board Chair, Mrs. Judy Metz with her NRECA Director Gold certificate.
- 💡 *Electric Vehicle Charging Station Event* – Mr. Cooper attended the Mesquite City Council meeting with Mrs. Judy Metz and Mr. Mike Young on January 28th where OPD5 received a proclamation noting the completion of Nevada’s first federally designated electric highway. The following day staff and Board members attended a ribbon cutting event at Eagles Landing with Governor Sisolak.
- 💡 *Fitch Rating* – OPD5 received an upgrade from A- Stable to A Stable from Fitch Ratings.
- 💡 *10 Year Plan* – Mr. Cooper reviewed with the Fitch representative the projects that will take us out to approximately 2030.
- 💡 *CREDA Meeting* – Speaker WAPA Administrator, Mark Gabriel. Discussed plans going forward, rates, and shared concerns.
- 💡 *Power Supply Contract* – Existing contract expires December 2024. To get a head start, staff has been speaking to Morgan Stanley and other providers about future scheduling and power supply services. The reason for the early start is to take advantage of potential solar projects in the area.

Financial Services

Mrs. MeLisa Garcia gave the financial report for January 2020, a copy of which is on file.

H. REVIEW AND POSSIBLE APPROVAL OF INVESTMENTS

Staff is seeking approval to reinvest \$1,015,347.05 for an investment that matures on February 20, 2020, with a maturation date of June 2020. Currently, CFC is offering the higher return on investments with a yield of 1.7%. After discussion by the Board, a motion was made by Mr. Bob Bunker and seconded by Mr. Mike Young to reinvest the money in highest interest-bearing account for the term agreed upon as presented. The Board voted seven (7) ayes, zero (0) nays in approval.

I. REVIEW AND POSSIBLE APPROVAL OF CONTRACT WITH PUBLIC RELATIONS FIRM

Staff was directed to investigate and request proposals from a public relations firm to help with the advertising and communication to OPD5 customers. Quotes were received that list hourly rates to monthly retainer amounts. Staff researched and interviewed candidates who would provide OPD5 with the services requested. It is staff recommendation to approve a one (1) year contract with B&P Advertising for a monthly retainer amount of \$3,500. Mr. Mike Young stated Mr. Keith Buchhalter is doing a great job, and this company should be great mentors to him. They will give a communication plan that we can follow for many years to come, it is not just about writing articles and communicating with customers. Mrs. Judy Metz stated, they should be proactive about getting correct information out to make customers happy in the long run. Mr. Richard Jones asked if staff would review the process and everything before release. Yes, Staff has the final say before release of information. After discussion by the Board, a motion was made by Mrs. Judy Metz and seconded by Mr. Mike Young to approve the

public relations contract with B&P Advertising as presented. The Board voted seven (7) ayes, zero (0) nays in approval.

J. REVIEW AND POSSIBLE APPROVAL OF OPD-S-8.306 SUBSTATION FEE AND CONNECTION FEE POLICY

This policy sets the Substation and Connection Fees charged for new hookups. Staff has reviewed the policy, updated the connection fee values, and performed the calculations needed to produce updated connection fee numbers. The fiscal impact is an estimated \$8,000 increase in revenue. After discussion by the Board, a motion was made by Mr. Mike Young and seconded by Mr. Richard Jones to approve OPD-S-8.306 Substation Fee and Connection Fee Policy as presented, honoring current estimates for thirty (30) days and have the effective date of the policy begin June 1, 2020. The Board voted seven (7) ayes, zero (0) nays in approval.

K. REVIEW AND POSSIBLE APPROVAL OF OPD5 VACATION POLICY OPD-P-02.302

This policy establishes the regulations associated with the OPD-P-02.302 Vacation Policy. Staff has suggested changes to requirements that conflicted with each other in the policy. After discussion by the Board, a motion was made by Mr. Mike Young and seconded by Mr. Chad Leavitt to approve OPD-P-02.302 Vacation Policy as presented. The Board voted seven (7) ayes, zero (0) nays in approval.

L. PUBLIC COMMENTS

There were no public comments at this time.

M. BOARD COMMENTS

Mrs. Judy Metz referred staff to a customer interested in levelized billing. Staff will reach out to the customer.

N. APPROVAL OF THE NEXT BOARD MEETING

A motion was made by Mr. Mike Young and seconded by Mr. Bob Bunker to approve Wednesday, March 18, 2020 as the next Board Meeting date. The meeting will be held in the Mesquite Office at 3:00 PM. The Board voted seven (7) ayes, zero (0) nays in approval.

EXECUTIVE – CLOSED DOOR SESSION

There was no Executive Session

ADJOURNMENT

The Board voted unanimously to adjourn at 4:50 P.M.

Chair

Vice Chair

Secretary / Treasurer

DRAFT