



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

January 15, 2020

3:00 P.M.

Overton, Nevada

PRESENT:

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

ABSENT:

Mrs. Teresa Romero, Asst. General Manager	Mr. Jon Jensen, Chief Information Officer
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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

Item I will be heard after Item L. A motion was made by Judy Metz and seconded by Mike Young to accept the OPD5 agenda as posted. The Board voted six (6) ayes, zero (0) nays in approval.

D. APPROVAL OF THE MINUTES

A motion was made by Mike Young and seconded by Jack Nelson to approve the minutes of the December 11, 2019 Board Meeting. The Board voted six (6) ayes, zero (0) nays in approval.

E. CHAIR'S REPORT

Mrs. Judy Metz had nothing to report at this time.

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* – Cyber Security Training for employees is now monthly; 85% of employee have completed the January training on email spoofing and handling sensitive information. He also reviewed the number of firewall penetration attempts in the month of December and web traffic blocks and their origins.
- 💡 *Customer Service* – Reviewed the number of positive and negative customer complaints, number of calls coming into the Overton and Mesquite offices. How many people signed up for automatic bill pay.
- 💡 *Human Resources* – Reviewed the time and effort for compliance requirements for the Bureau of Labor Statistics and NRECA insurance benefits. NRECA Health Insurance and 401K plan audits began in September of 2018 and was completed in August of 2019 with no adjustments made. The PERS audit was an eight-month process that was completed in audit and it also came back with no adjustments made. Mrs. Kelly Cronkleton reminded everyone that the SAR emails need verification that you received the email.
- 💡 *Public Relations* - Reviewed the number of positive and negative key account customer complaints and actual site visits to key account holders. Mr. Keith Buchhalter attended several events in December and had two press releases; one he submitted for publication and one written about OPD5. The community outreach program currently being finalized is the Electricity Education Program in partnership with 4-H; is scheduled to begin February 1st and will be targeted to first grade students.
 - 💡 *Mr. Jack Nelson asked about the safety trailer going to the schools.* Mr. Corey Dalley responded it is still in the planning stage; at this time, we are still looking for grant money to offset the cost. We currently coordinate with IPSA to use their trailer.
 - 💡 *Mr. Mike Young asked about PERS rules and regulations about buying options to see if we might get better options.* At 65 years, benefits go down; check to see if we can't get better coverage for our employees. The General Manager will have it investigated.
- 💡 *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 twenty-eight feet higher than a year ago and during the same period Lake Mead is almost nine feet higher.

Substation Operations & Metering

Mr. Keven Hansen reported on the following items:

Substations –

- Canyon Crest Substation*** – Prep work for bay two has begun; when completed, this will help alleviate heavy loading during summer temperatures in the northeast Mesquite area. Most of the items with long lead times have been ordered; with an estimated activation of summer 2020.
- Dinosaur Substation*** – With the addition of the second bay, the Sun City area has been split on to two feeders. Now, if a switch fails, only 50 % of the customers in the northwest Mesquite area will be affected.
- Fault Detectors*** – These devices will help locate the source of an outage and help employees restore power to our customers more efficiently. The detectors will arrive soon, and crews will begin the installation process throughout the system.

Metering –

- AMI*** – Three hundred and twenty-eight (328) meters left to change. Staff is scheduling with businesses to work around hours of operation; this is the reason it is taking longer.
- Year End*** – Crews are working on year end items. This includes year end meter maintenance, cataloging and junking old meters off the system.

Engineering Services

Mr. Randall Ozaki reported on the following items:

- Paiute Substation*** – The contractor has begun trenching, laying conduit and working on the ground grid. The high side and the circuit breakers are scheduled to be completed by the end of the month.
- 138 kV Line / Gila to Long Drive*** – Staff met with the ECI engineer to verify pole locations and identify areas that need additional grading. The construction is scheduled to begin in the fourth quarter of 2020. This project will run adjacent to the existing line.
- Gila Substation Ring Bus*** – The final drawings have been approved and ECI has been given notice to proceed.
- Shallbetter Replacement Switches*** – twenty (20) switches were ordered as part of a budgeted multi-year maintenance project. There will be approximately seventy-two (72) switches to replace over the next three-four years.

Construction Services

Mr. Bruce Hughes reported on the following items:

- Outages*** – There were three (3) outages this month, affecting a total of three hundred sixty (360) customers for an approximate four hundred eighty-five (485) customer hours. The causes were blown fuses in the Glendale area; the issue was found and resolved.

- 💡 *Overton Crew* – AMI meters , O/H to U/G on Henrie Road, Reclosure bypass in Glendale, and U/G at Paiute Travel Plaza.
- 💡 *Mesquite Crew* – O/H to U/G on Virgin Street in Bunkerville, Gila Substation drainage, Pulte’s Tortoise Ridge U/G, and pole testing
- 💡 *Hook-ups* – For the month, we had one (1) commercial and twenty (20) residential hook-ups for both valleys.
- 💡 *Safety Meeting* – December’s topics were Substation Safety and Meter Safety
- 💡 *No Lost Time Accidents* – is at two (2) years, three (3) months and four (4) days.

General Manager

Mr. Mendis Cooper reported on the following items:

- 💡 *Southern Nevada Lands Bill* – Mr. Mendis Cooper and Dave Luttrell, General Manager of LCPD, have been working with SNWA and Senator Cortez-Masto’s staff to resolve concerns with the land bill. Today, the Senator released a draft of the bill, and references to the ENTP and authority to transfer the right of way have been removed. The Senator’s staff indicated the transfer provisions were removed in order to allow LCPD and OPD5 the opportunity to finalize a solution with SNWA. Work continues recouping the monies spent to develop the right of way and may ultimately lead to LCPD and OPD5 exiting the SSEA organization. A proposal was submitted to SNWA last week and there has been no response to date.
- 💡 *Electric Vehicle Charging Stations* – Over the past two years, OPD5 has worked with the Governor’s Office of Energy (GOE) and local businesses to install electric vehicle (EV) charging stations in two locations along I-15 in southern Nevada. With the aid of grant funding from the GOE, a result of the Volkswagen settlement, electric vehicle charging stations were installed in the Glendale / Moapa area and in Mesquite Nevada; thus, marking the completion of Nevada’s first federally designated electric vehicle corridor. A ribbon cutting ceremony has been organized by the GOE and will be held on Wednesday, January 29, 2020 at Eagles Landing in Mesquite, Nevada. All Board members are invited to attend and be recognized with Mr. Cooper by the State during the program.
- 💡 *City of Mesquite* – On January 28, 2020 at 5:00 p.m. the Mesquite City Council plans to recognize OPD5 with a proclamation in recognition of the electric highway, at the City Council meeting. Mr. Cooper requested all trustees are invited to attend, but specifically the members representing Mesquite to appear receiving the proclamation in a photo opportunity.
- 💡 *Substation Wiring Diagrams* – A couple of staff members have started the project of tracing out the wiring in the substations in their available time. Due to increasing workloads this has been frequently pushed to the back burner. Mr. Cooper has spoken to Mr. Hansen and Mr. Ozaki about what it will take to get this project completed in a timely manner. This project has been added to the work currently being done for the ring bus in Tortoise substation. The project will cost approximately \$157,000 and the funds will come from used authorized project funds in the budget.
 - 💡 *Mr. Mike Young* – It is a safety issue and needs to be completed

- 💡 *Mr. Bob Bunker – Moving forward, is there software that will make it easier in the future?*
The problem comes from going out in the field and verifying the changes made to the AutoCAD diagrams. We do not have the manpower to keep up with that right now.

Financial Services

Mrs. MeLisa Garcia gave the financial report for December 2019, a copy of which is on file.

H. PRESENTATION OF DRAFT RESULTS OF ENGINEERING STUDIES BY ELECTRICAL CONSULTANTS INCORPORATED

The Board approved funding for a power requirements study and a transmission planning study in 2018. Staff issued a request for proposals and later awarded the work for these studies to Electrical Consultants Incorporated (ECI). These studies cover a 10-year planning period. The previous studies were also performed by ECI.

The power requirements study uses historical load data provided by OPD5, historical demographic data and, historical weather information to develop models of future population growth and future weather patterns that can drive electrical energy consumption. This information is used to develop models of potential power requirements based on the various parameters that have been developed for each customer class.

This information is then used to complete the transmission planning study. ECI built a computer model of the OPD5 system and incorporated the power requirements data to test the OPD5 power system under the various power requirements and parameters. These circumstances included extreme temperatures, high load growth, loss of portions of the system, and various power quality problems. The model of the OPD5 system, using these parameters, is used to identify potential problems and points of failure that may occur over the planning period. The study also identifies potential remedies that might be used to mitigate problems and how effectively they perform to resolve those problems. These remedies may include adding substation transformers, upgrading transformers, building new power lines, upgrading power lines, new system configurations, installing new power quality devices, or upgrading power quality devices. Based on this information ECI recommends the best fit remedies, when these remedies may be needed, and the estimated cost of each recommendation.

Draft results of the Forecast study were given by Mr. Doug Carlson and the results of the transmission study were given by Mr. Richard Maguire. They gave their presentations and discussed their findings to this point in time. They listened to comments and answered the Board's questions. ECI will now begin finalizing the report. When completed, these studies will become the model; and updates will be easier going forward.

J. REVIEW AND POSSIBLE APPROVAL TO APPOINT 2020 VOTING DELEGATES, ALTERNATE VOTING DELEGATES AND APPOINTEES

- 💡 Overton Power is a member of the National Rural Electric Cooperative Association (**NRECA**). As an NRECA member, the District is entitled to representation at NRECA business sessions to approve the proposed actions of the association. In order to vote at the Region 9 meeting and the Annual NRECA meeting, the OPD Board needs to identify a voting delegate and an alternate voting delegate. These positions may be filled by Trustees or Staff.

Currently, **Judy Metz** is the voting delegate and **Mike Young** is the alternate voting delegate.

💡 The District is a member of the National Rural Utilities Cooperative Finance Corporation (**CFC**). CFC will conduct an annual business meeting in conjunction with the National Rural Electric Cooperative Association (NRECA) regional meeting. By appointing a voting delegate and an alternate voting delegate the District has the opportunity to participate in the election.

Currently, **Mike Young** is the voting delegate and **Judy Metz** is the alternate voting delegate.

💡 The District's insurance claims underwriter is Federated Rural Electric Insurance Exchange (**Federated**). Federated will hold its Board of Directors election in conjunction with the National Rural Electric Cooperative Association (NRECA) regional meeting. By appointing a voting delegate, the District can participate in the election. These positions may be filled by Trustees or Staff.

Currently, **Richard Jones** is the voting delegate and **Jack Nelson** is the alternate voting delegate.

💡 The District is a member of the Nevada Rural Electric Association (**NREA**). NREA conducts an annual meeting and holds two to three additional meetings per year. The District has two voting delegates, a board appointee and the General Manager, on the Board.

Currently, **Jack Nelson** is the voting delegate and **Doug Waite** is the alternate voting delegate.

💡 The District is a member of the Silver State Energy Association (**SSEA**). SSEA conducts an annual meeting and holds one to three additional meetings per year to conduct business. The District appoints a Trustee to serve on the SSEA Board of Directors.

Currently, **Jack Nelson** serves as the appointee to the SSEA Board of Directors and **Chad Leavitt** is the alternate.

After discussion by the Board, a motion was made by Bob Bunker and seconded by Mike Young to approve the 2020 OPD5 voting delegate, alternate voting delegate and appointee assignments as follows:

NRECA: Voting Delegate – **Judy Metz**
Alternate Voting Delegate – **Richard Jones**

CFC: Voting Delegate – **Judy Metz**
Alternate Voting Delegate – **Jack Nelson**

Federated: Voting Delegate – **Richard Jones**
Alternate Voting Delegate – **Jack Nelson**

NREA: Voting Delegate – **Jack Nelson**
Alternate Voting Delegate – **Doug Waite**

SSEA: Appointee – **Jack Nelson**
Alternate Appointee – **Chad Leavitt**

The Board voted six (6) ayes, zero (0) nays in approval.

K. REVIEW AND POSSIBLE APPROVAL OF OPD POLICY OPD-A-10.203 AND THE CREATION OF SUB-COMMITTEES TO AWARD 2020 SCHOLARSHIPS

The Board has historically viewed scholarships and internships to support and benefit the community. In previous years, the Board has chosen to give back to the community by awarding scholarships and internships rather than participating in other community fundraisers.

In 2019, the Board approved the award of eight (8) \$1,000 scholarships to Virgin Valley High School, eight (8) \$1,000 scholarships to Moapa Valley High School graduates. Additionally, the cost of the scholarships was reduced because the District applied for and received an award of \$7,500 from a CoBank grant. The District can possibly offset the cost of seven and a half \$1,000 scholarships again through scholarship grants from CoBank. This practice is reviewed annually in accordance with OPD Policy OPD-A-10.203

After discussion by the Board, a motion was made by Judy Metz and seconded by Richard Jones to award **eight (8)** scholarships to Virgin Valley High School students and **eight (8)** scholarships to Moapa Valley High School students. Each scholarship will be administered by Moapa Valley Education Foundation and Virgin Valley High School. Also, to appoint **Doug Waite & Bob Bunker** to determine 2020 VVHS recipients and to appoint **Jack Nelson & Richard Jones** to determine 2020 MVHS recipients. The Board voted six (6) ayes, zero (0) nays in approval.

L. REVIEW AND POSSIBLE APPROVAL OF THE OPD5 NET METERING POLICY, OPD5 POLICY OPD-S-9.102

The Board reviewed this policy in 2019 and made various changes to the policy including the elimination of rebates and energy buybacks after September 30, 2019.

This version of the net metering policy removes references to the items that are no longer in effect. There were also minor changes made to eliminate the references to OPD and District, to clarify definitions, and some grammar edits were made. No other substantive changes have been made. The policy will be reviewed every two (2) years and the Interconnect Agreement will be reviewed every five (5) years.

Mr. Young asked Staff to look at a new name for the policy at the next review; to see if there is new terminology that better defines the goal of this policy. After discussion by the Board, a motion was made by Mike Young and seconded by Judy Metz to approve the net-metering policy OPD5 Policy OPD-S-9.102 as presented. The Board voted six (6) ayes, zero (0) nays in approval.

I. REVIEW AND POSSIBLE APPROVAL OF 2020 ORGANIZATIONAL CHART, INCLUDING POSSIBLE SALARY ADJUSTMENTS AND PROPOSED NEW HIRES

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 four new employees during 2020. These changes and proposed hires have been contemplated

due to increased workload associated with customer growth and staff retirements that will occur this year. All proposed new hires will be added at entry level positions.

In addition to the new hires, staff is also recommending that the interim label be removed from the interim managers and that associated salary adjustments be made. Due to these promotions at the managerial level, corresponding promotions and salary adjustments will need to be made to permanently fill in positions below the managers.

The financial effect of these changes has been calculated for the entire year and have been incorporated into the 2020 budget. These costs will remain in the budget if approved or will be removed from the budget if not approved.

The fiscal impact to the District will be approximately \$352,069 including all costs and benefits. These costs will be partially offset by retirements.

After discussion by the Board, a motion was made by Judy Metz and seconded by Mike Young to approve the 2020 Organizational Chart with associated financial adjustments and employee additions as requested. The Board voted five (5) ayes, zero (0) nay and Mr. Jack Nelson abstained.

M. PUBLIC COMMENTS

All Public Comments are recorded and available upon request.

N. BOARD COMMENTS

There were no Board comments at this time

O. APPROVAL OF THE NEXT BOARD MEETING

A motion was made by Jack Nelson and seconded by Mike Young to approve Wednesday, February 19, 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 5:40 P.M.

Chair

Vice Chair

Secretary / Treasurer