

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

January 16, 2019

4:00 P.M.

Overton, Nevada

PRESENT: 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. Richard Jones, Trustee

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

ABSENT: Mr. Byron Mills, Attorney

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.

Prior to the meeting, the Oath of Office was administered, and the new Board was sworn in.

CALL TO ORDER

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

BIENNIAL SELECTION OF BOARD OFFICERS FOR JANUARY 2019 THROUGH DECEMBER 31, 2020

Mr. Waite opened the nomination for officers for the next two years. The following trustees were elected to serve as officers for 2019 - 2020:

- Chair – Judy Metz
- Vice Chair – Jack Nelson
- Secretary / Treasurer – Mike Young

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

A motion was made by Mike Young and seconded by Bob Bunker to approve the minutes of the December 19, 2019 Board Meeting. The Board voted seven (7) ayes, zero (0) nays in approval.

CHAIRMAN'S REPORT

Mr. Doug Waite presented retiring Board Chairman Mike Fetherston with a plaque and thanked him for his years of service at the District. Doug stated he appreciated being able to work with someone so knowledgeable about the industry and caring about the people served by OPD.

ATTORNEY'S REPORT

No report due to attorney's absence.

MANAGER'S REPORTS

- **ENGINEERING & OPERATIONS**

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

- *Power Requirements Study* – Preliminary findings have been discussed and the changes have been inserted into the model. Now Staff is working on more data requests that have arisen.
- *Paiute Substation Transformer* – The delivery of the transformer is still on schedule. Staff is still waiting on the engineering design prints from the manufacturer to review, to make sure all specs meet approval; it is expected within the next couple of weeks.
- *Canyon Substation AMI* – The line crew, operations and substation personnel are working on the Canyon Substation AMI infrastructure. The completion of this job will give us a jump on the meter installs for 2019.
- *Freeway Crossing* – The earth moving company has moved a significant amount of dirt, and the mountain is almost gone. They are now finishing up the final details of the job. When they are finished, we will be able to get in their and finish our job.

Mr. Mendis Cooper asked Jon to give the Board an update on the Paiute Rights-of-Way – the BLM offices are closed due to the Government shut-down; so, the job is at a standstill.

- **CONSTRUCTION**

Mr. Bruce Hughes reported on the two (2) unplanned outage this month. These outages affected five (5) customers for approximately 5 hours and 15 minutes.

Mesquite crew - worked on Dinosaur Substation hard bus, a double circuit from Dinosaur Substation to Falcon Ridge Parkway, a double circuit for redundancy in Pulte, Bridge Landing Subdivision completed, Canyon Substation AMI infrastructure, and Hill Top Vistas Subdivision

Overton crew - worked on numerous pole replacements, AMI meter changes and retirement, 69 kV line maintenance from Overton to Logandale, setting up new Hot stick Trailer, and transmission and distribution line road repairs.

Asplundh Tree Service - Asplundh tree service will be back in the next week or so.

Hook-ups – Forty-two (42) residential and three (3) commercial for both valleys. The total hookups for 2017 were 343; for 2018 there was a total of 409.

No Loss Time Record - To date the record stands at 1 year, 3 months and 5 days.

Jack Nelson asked if road repairs were contracted out. Yes, but Bruce told him if it is a small storm, we take care of it in-house.

- **GENERAL MANAGER**

Mr. Mendis Cooper reported on the following items:

- He thanked Mr. Mike Fetherston for his help and appreciated working with him for the betterment of the District. Together we have completed some very significant things over the past few years
- New pictures of the Trustees are needed, so come dressed appropriately to the February meeting.
- *NV Energy* – the hope was to have everything finalized by the end of the year, unfortunately, several key NV Energy employees were on vacation for the holidays. Everyone is back as of today, so we can get back to negotiations.
- *New Hires* – advertisements for three groundmen will be in the newspapers for the next couple of weeks. Right now, we have received twenty-six (26) applications. The Mesquite Customer Service position has been offered to an applicant and they are finalizing the acceptance process and will hopefully begin next week.

- **FINANCE AND ADMINISTRATION**

Mrs. Terry Romero reported that several agencies are trying to help furloughed employees. Staff has decided that any furloughed government employee that brings in proof of furlough will be worked with in keeping their power from being disconnected. Customer service representatives have been advised, after provided with proof, to make extended arrangements and write off late penalties.

- **ACCOUNTING**

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

REVIEW AND POSSIBLE APPROVAL TO APPOINT 2019 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, Mike Fetherston is the voting delegate and Jack Nelson 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 Fetherston 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 has the opportunity to participate in the election. These positions may be filled by Trustees or Staff. Currently, Mendis Cooper is the voting delegate and there is no 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, Doug Waite is the voting delegate and Jack Nelson 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, Mike Fetherston serves as the appointee to the SSEA Board of Directors and Jack Nelson is the alternate.

After discussion by the Board,

A motion was made by Jack Nelson and seconded by Chad Leavitt to approve **Judy Metz**, to serve as the 2019 OPD voting delegate for **NRECA** and **Mike Young**, to serve as the alternate voting delegate.

A motion was made by Bob Bunker and seconded by Jack Nelson to approve **Mike Young**, to serve as the 2019 OPD voting delegate for **CFC** and **Judy Metz**, to serve as the alternate voting delegate.

A motion was made by Judy Metz and seconded by Mike Young to approve **Richard Jones**, to serve as the 2019 OPD voting delegate for **FEDERATED** and **Jack Nelson**, to serve as the alternate voting delegate.

A motion was made by Chad Leavitt and seconded by Mike Young to approve **Jack Nelson**, to serve as the 2019 OPD voting delegate for **NREA** and **Doug Waite**, to serve as the alternate voting delegate.

A motion was made by Judy Metz and seconded by Bob Bunker to approve **Jack Nelson**, to serve as the appointee to the **SSEA** Board of Directors and **Chad Leavitt**, to serve as the alternate.

The Board voted seven (7) ayes and zero (0) nays in approval.

REVIEW AND POSSIBLE APPROVAL OF THE 2019 BOARD MEETING SCHEDULE

The Board of Trustees typically holds regular board meetings on the third Wednesday of each month during the year, except for the month of July. No meeting is held in July to allow a summer recess.

Meetings are scheduled to start at 4:00 p.m. The proposed schedule is based on the past schedule. Board meeting dates and start times may be changed at the discretion of the Board. There is no fiscal impact to the District. After discussion and adjustments by the Board, a motion was made by Judy Metz and seconded by Mike Young to approve changing the time of Board meeting to 3:00 p.m. and accept the 2019 Board Meeting schedule as amended. The Board voted seven (7) ayes, zero (0) nays in approval.

REVIEW AND POSSIBLE APPROVAL OF OPD POLICY OPD-A-10.203 AND THE CREATION OF SUB-COMMITTEES TO AWARD 2019 SCHOLARSHIPS

The Board has historically viewed scholarships and internships as a means 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. Last year 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 by \$5,000 last year because the District applied for and received an award of \$5,000 from CoBank. The District can possibly offset the cost of five (5) \$1,000 scholarships again through scholarship grants from CoBank. This practice is reviewed annually in accordance with OPD Policy OPD-A-10.203. The fiscal impact to the District is \$15,000.00 plus \$5,000 in grant funds from CoBank. After discussion by the Board, a motion was made by Bob Bunker and seconded by Chad Leavitt to award eight \$1,000 scholarships to Virgin Valley High School students and eight \$1,000 scholarships to Moapa Valley High School students. Each scholarship will be administered by Moapa Valley and Virgin Valley High Schools. Also, to appoint Doug Waite & Bob Bunker to determine 2019 VVHS recipients and to appoint Richard Jones & Jack Nelson to determine 2019 MVHS recipients. The Board voted six (6) ayes and one (1) nay by Mike Young; the motion passed.

REVIEW AND POSSIBLE APPROVAL TO FORM A STRATEGIC PLANNING COMMITTEE

The District has created strategic plans every two to three years. The strategic plan identifies direction and priorities for the company. In the past, it has been difficult to have detailed discussions during board meetings and as a result, much of the strategic planning has been performed by staff. In an effort to make the strategic plan more in line with the thoughts of the Board, staff suggests that a committee of two to three of the Board Trustees be created to develop a draft strategic plan. The committee will reduce existing data to develop a draft strategic plan. The staff can provide the support needed to assemble the draft plan. Once the draft plan is completed it can be brought to a future board meeting or meetings for additional discussion before the strategic plan is finalized. There is no long-term financial impact to the District. After discussion by the Board, a motion was made by Judy Metz and seconded by Doug Waite to approve the formation of a strategic planning committee consisting of **Chad Leavitt, Mike Young, and Richard Jones.**

REVIEW AND POSSIBLE APPROVAL OF CHANGES TO OPD-S-03.305 THE SUBSTATION FEE AND CONNECTION FEE POLICY

Staff presented changes to the Substation Fee and Connection Fee policy at the November 2018 board meeting and the proposed changes were approved. The District often receives inquiries about extended payment options for Substation Fees and Connection Fees. In November 2018, an existing customer attended the board meeting to make such a request and the Board approved the request. Based on the discussions at the meeting, staff was asked to formalize terms for such requests. Suggested terms have been red-lined in the proposed policy. The staff has suggested guidelines for new and existing customers of all customer classes, who desire a six-month extended payment plan. The staff has also suggested guidelines for existing commercial customers who desire a two-year extended payment plan. After reviewing the policy, Judy Metz said it was well worded. Mike Young voiced if other than stated, plans extended for up to two years need to come before the Board, because often times it is big money. Bob Bunker thought the Board does not want the customers pressuring staff members. There is no long-term financial impact to the District. After discussion by the Board, a motion was made by Mike Young and seconded by Chad Leavitt to approve the changes to OPD-S-03.305 the Substation Fee and Connection Fee Policy as presented.

PUBLIC COMMENTS

There were no public comments.

BOARD COMMENTS

Chad Leavitt – a couple of people have asked regarding solar – a customer with solar has two meters, are they using their own power. During the day, they supply their own needs and if they need extra, do we provide that? Billing only shows the total monthly amount. Jon Jensen replied, during the day when they are generating, they will supply their own needs. If they need extra, the District supplies that; if they have over generation, that is what we pay them for.

Doug Waite – I neglected to welcome our newest Board member, Richard Jones. It is going to be a joy to work with him again.

Richard Jones – I will enjoy being back with Overton Power District.

APPROVAL OF NEXT MEETING DATE

A motion was made by Mike Young and seconded by Bob Bunker to approve Wednesday, February 20, 2019 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

A motion was made to enter Executive Session.
A motion was made to exit Executive Session.

ADJOURNMENT

The Board voted unanimously to adjourn at 5:40 PM.

Chairperson

Vice Chairperson

Secretary / Treasurer