

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

JANUARY 17, 2018

4:00 P.M.

Overton, 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
Mrs. Becky LaGrow, Executive Assistant
Mr. Jon Jensen, Engineering Manager
Mr. Bruce Hughes, Manager of Transmission & Distribution Operations
Mrs. MeLisa Garcia, Accounting Supervisor (At the Mesquite Office)

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 we 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 20, 2017 Board Meeting. The Board voted six (6) ayes, zero (0) nays and one (1) abstention by Judy Metz. The motion passes.

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 gave an update on the 138kV Dino to Falcon Substation line. Cure pressures passed, poles have been distributed along the line and five (5) of the thirteen poles have been installed.

A freeway crossing project is planned for late spring but is contingent in the line being completed beforehand.

With ongoing HV extension projects, AMI meter project, general maintenance, and potential new projects; the work load will be heavy through mid to late spring. Employees are coordinating work schedules to accomplish the anticipated heavy work load.

Bob Bunker asked if outside help will need to be hired to complete the projects? Jon responded no additional help is anticipated at this time.

Mike Young asked about the purpose freeway crossing and is necessary? The construction company needs to lower the hill near that right-of way, so the structure will need to be adjusted. The line that crosses the freeway is the District's main line into Mesquite. Staff is working with NDOT to get the necessary permitting and traffic control as the work will need to be done at night and the freeway traffic will need to be stopped or rerouted.

- **CONSTRUCTION**

Mr. Bruce Hughes reported there were three unplanned outages, affecting five hundred thirty-one (531) customers for a total of nine hundred twenty-five and fifteen minutes (925.25) hours. The major outage was the pole at Wells Road that was hit by a truck. This outage alone accounted for three hundred sixty-seven (367) customers for a total of seven hundred eighteen (718) outage hours.

The Overton crew is working on system audit, pole replacement after accident, Reid Gardner line retirement, Arrow Canyon system upgrade and one (1) residential hookup.

The Mesquite crew worked on the Mesquite Library, the 138-kV line, Crescent Moon subdivision in Pulte, three (3) commercial hookups and 34 residential hookups.

Three crew members have attended crane certification training and testing.

The topic for the January Safety meeting was First Aid and Hazardous Communication.

To date the No Loss Time Record stands at 3 months and 6 days.

Chad Leavitt about who held the liability for the accident with the pole. Bruce responded that a police report is obtained and then the Engineering department follows up; contacting the drivers insurance company and providing them with the cost of repairs.

- **GENERAL MANAGER**

Mr. Mendis Cooper reported this month he has met with:

NV Energy - Continued to trade correspondence with NV Energy. A face-to-face meeting is scheduled for later this month.

NREA – participated in a conference call with NREA members drafting position papers for Energy Choice Initiative (ECI). NREA provided comments to the Public Utilities Commission (PUC) regarding ECI.

Pre-Paid / Pay-As-You-Go – Staff has received a few comments regarding the upcoming changes. Staff is continuing to draft the policy; working with vendors in preparation for holding community meetings in the near future. The policy will be brought before the Board before any community meetings are held.

Virgin Valley High School Gymnasium – Bruce and Mendis represented the District by attending the open house and dedication for the new VVHS gymnasium. It is a beautiful facility.

Valley Electric Association (VEA) – had a meeting with a representative from VEA regarding their plans for broadband. Mendis plans to meet with local companies to discuss some of these concepts.

Mendis presented Mike Fetherston with his National Rural Electric Association Director Gold Certificate. This was achieved by attending ten additional classes after receiving his Board Leadership Certificate.

- **FINANCE & ADMINISTRATION**

Mrs. Terry Romero reported on:

Cost of Service / Rate Design Study – she has received the 100-page study and is now in the process of review the calculation and verifying the information to understand CRC's ideas and how they relate to the direction the District is going.

MMP - The next Management Mentoring Program began on January 1, 2018 and has sixteen participants.

- **ACCOUNTING**

Mrs. Garcia gave the financial report for December 2017, a copy of which is on file.

REVIEW AND POSSIBLE APPROVAL OF THE 2018 BUDGET

The District presents an annual budget at the beginning of 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 day to day operation of the business. 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. Melissa Garcia presented the anticipated 2018 budget figures to the Board. The fiscal impact to the District is projected to be approximately \$38,841,363. After discussion by the Board, a motion was made by Mike Young and seconded by Chad Leavitt to approve the 2018 budget as presented. The Board voted seven (7) ayes and zero (0) nays in approval.

REVIEW AND POSSIBLE APPROVAL OF 2018 ORGANIZATIONAL CHART

Staff has reviewed the District's organizational chart and submits the following recommended changes.

- 1) Approval to hire an IT Administrator position
- 2) Approval to create an IT Supervisor position
- 3) Approval to hire a part-time (20 hrs. per week) Billing/Customer Service employee to work in Mesquite and Overton.

After discussion by the Board, a motion was made by Judy Metz and seconded by Mike Young to approve the hiring and compensation changes as presented on the 2018 organizational chart. The Board voted seven (7) ayes and zero (0) nays in approval.

REVIEW AND POSSIBLE APPROVAL OF OPD POLICY OPD-A-10.201 AND THE CREATION OF SUB-COMMITTEES TO AWARD 2018 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 four (4) scholarships to Virgin Valley High School, four (4) scholarships to Moapa Valley High School graduates, and employing four (4) interns during the year. 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 at least two of the scholarships again through scholarship grants from CoBank. This practice is reviewed annually in accordance with OPD Policy OPD-A-10.200. The fiscal impact to the District is approximately \$16,000. Mike Young feels that scholarships are outside the District's scope. He would like to see them reduced to three or none. Chad Leavitt feels that the scholarship program promotes goodwill to the community. Bob Bunker would like to offer sixteen scholarships at \$1,000 each to help more graduates. After discussion by the Board, a motion was made Chad Leavitt and seconded by Mike Young to award **eight (8)** scholarships to Virgin Valley High School students and **eight (8)** scholarships to Moapa Valley High School students at \$1,000 a piece. Each scholarship will be administered by Moapa Valley and Virgin Valley High Schools. Also to appoint **Mike Young & Judy Metz** to determine 2018 VVHS recipients and to appoint **Judy Metz & Jack Nelson** to determine 2018 MVHS recipients. The Board voted six (6) ayes and one (1) nays. The motion passed.

REVIEW AND POSSIBLE APPROVAL OF THE 2018 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. For convenience and to avoid a scheduling conflict, staff proposes that the February and November meeting dates be changed to the second Tuesday and third Tuesday of the months respectively. After discussion by the Board, a motion was made by Mike Young and seconded by Chad Leavitt to approve the 2018 Board Meeting Schedule as presented except for changing the date in November to the last Wednesday. The Board voted seven (7) ayes and zero (0) nays in approval.

PUBLIC COMMENTS

There were no public comments.

BOARD COMMENTS

Mike Young complimented staff on the great press release regarding the Management Mentoring Program graduation.

Bob Bunker complimented the Board on having differences of opinion and still being able to come to decisions that are acceptable to all.

APPROVAL OF NEXT MEETING DATE

A motion was made by Mike Young and seconded by Doug Waite to approve Tuesday, February 13, 2018 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 and zero (0) nays in approval.

EXECUTIVE – CLOSED DOOR SESSION

There was no Executive Session.

ADJOURNMENT

The Board voted unanimously to adjourn at 5:20 PM.

Chairman, Mike Fetherston

Vice Chairman, Doug Waite

Secretary / Treasurer, Mike Young