

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

October 17, 2018

4:00 P.M.

Mesquite, 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. 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

**ABSENT:** Mr. Mike Fetherston, Chairman

*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. 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:

**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 September 19, 2018 Board Meeting. The Board voted six (6) ayes, zero (0) nays in approval.

**CHAIRMAN'S REPORT**

Mr. Doug Waite presented Mrs. Judy Metz and Mr. Jack Nelson with their NRECA Board Leadership Certificates.

**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* – There have been three Host Site requests in Mesquite. Staff is meeting with them to go over the parameters of the grant; a site will be chosen soon.
- *Power Requirements Study* – staff submitted the data collection for the Power Requirements Study. After reviewing the data, a request for more information was sent and staff is currently working on retrieving the requested information going back to 2000.
- *Building Expansion* – ideas have been collated and presented to the architect for Board room expansion in Overton, system control rooms and drive thru tellers at each location. A meeting will be held in the next month to discuss our options and associated costs.
- *Paiute Substation Transformer* – the selection of the manufacturer has been made. The order was placed and have a thirty-six to thirty-eight weeks delivery.
- *Dinosaur 138-kV Bus* – the construction crew has been installing the equipment in the Dinosaur 38-kV Bus and second distribution bay.
- *Freeway Crossing* – the rest of the dirt for the freeway crossing will be moved by the end of November according to the equipment company.

- **CONSTRUCTION**

Mr. Bruce Hughes reported on the three (3) unplanned outages this month. These outages affected approximately six (6) customers for approximately 5.75 hours.

*Mesquite crew* - worked on installing services for the NDOT Cameras and Amber Alert System, AMI infrastructure at Dinosaur Substation, tree trimming, AMI meter changes and retirement.

*Overton crew* - worked on installing services for the NDOT Cameras and Amber Alert System, AMI infrastructure at Logandale Substation, AMI meter changes and retirement, pole changes and overhead maintenance.

*Hook-ups* – six (6) commercial and twenty-three (23) residential for both valleys.

*Asplundh Tree Service* – the planner has been working locally for approximately a week and a half. The actual trimming crew starts on Monday, October 22<sup>nd</sup>.

*Safety Meeting Topic for October* – Hearing Conservation.

*NREA Best Practices Workshop*- Several employees from engineering and operations attended. Corey gave two presentations. One topic was tailboards and the other topic was inventory.

*No Loss Time Record* - To date the record stands at 1 year and 4 days.

*AMI Meter Count* – 6,188 meters have been installed to date. Last week crews installed just short of 800 meters.

- **GENERAL MANAGER**

Mr. Mendis Cooper reported on the following events:

*NREA Annual Meeting* – attended NREA meetings with many board members and some staff. Some of the topics included website security, getting out the vote, and the Nevada Electric Rural Highway.

*Colorado River Commission (CRC) SLAIP Process* – the CRC recommended all existing customers have their allocation reduced by 5-7%. The CRC Board rejected that proposal and our hope is to receive an allocation closer to our current contract amount of 3 MW in the winter and 3.5 MW in the summer months.

*NV Energy Transmission Rate* – after lengthy discussions with NV Energy; our attorney sent NV Energy a term sheet with the items we agree on. If the term sheet is agreeable with all parties, we will begin to finalize the settlement.

*CoBank Membership* – Terry and Mendis met with our new CoBank representative. Currently, we have a \$5,000,000 line of credit, due to federal requirements CoBank must list lines of credit as liability. Since the District does not anticipate any lending needs over the next 18 months, it was agreed to lower the line of credit to \$1,000,000.

The District still has a \$5,000,000 line of credit with CFC available for short term lending.

- **FINANCE & ADMINISTRATION**

Mrs. Terry Romero had no report at this time.

- **ACCOUNTING**

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

### **REVIEW AND POSSIBLE APPROVAL OF OPD-S-8.300 CONNECTION AND SUBSTATION FEE POLICY**

This policy sets the Substation and Connection Fees charged for new hookups. This policy requires annual review and approval by the board. Staff has made minor changes to the policy and updated the numbers. Staff recommends that the Connection Fee not be increased and asks the Board to consider reducing the Connection Fee. The Substation Fee numbers have also been updated and staff recommends that the Substation Fee be increased to \$200 per kVA. This increase reflects the real costs associated with building a substation. Construction and equipment costs for substations have been increasing over the past year. Reduction of the Connection Fee could offset the increase of the Substation Fee for new customers if the Board chooses this type of approach. Chad Leavitt feels the substation fee portion is okay to approve but would like more information on the connection fee. After discussion by the Board, a motion was made by Mike Young and seconded by Chad Leavitt to raise the substation fee to \$200 and defer the approval of the policy containing the connection fee portion until next month. The Board voted six (6) ayes and zero (0) nays in approval.

### **REVIEW AND POSSIBLE APPROVAL OF HIRING A PERMANENT FULL-TIME EMPLOYEE**

Due to customer growth and existing work load, it has become necessary to hire a full-time customer service representative for the Mesquite office. During the budget presentation for 2018, staff asked for approval to hire a permanent part-time employee for this position. Staff has tried to hire part-time help without much success. Several candidates have been hired and then have quit for various reasons. Several more candidates have been interviewed and offered the job only to quit before they started because they have found fulltime work with benefits. This means the District has spent a great deal of time and effort over ten months without being able to fill the position. Currently, the customer service supervisor and two other employees have worked to cover the position creating a backlog that needs to be remedied. The anticipated fiscal impact to the District is \$54,590.48 including benefits.

After discussion by the Board, a motion was made by Chad Leavitt and seconded by Jack Nelson to approve hiring a permanent full-time employee as presented. The Board voted five (5) ayes and one (1) nay by Mike Young. The motion passes.

### **PRESENTATION ON SOUTHEASTERN DATA COOPERATIVE (SEDC) UTILITY SOFTWARE**

Southeastern Data Cooperative (SEDC) provides a variety of software solutions to over 500 cooperatives and power districts throughout the country. The District utilizes SEDC's customer information software, accounting software, bill payment and processing software, and SEDC cyber security and encryption services. SEDC has created a family of companies that includes staking and mapping software, which is used by the District. Staff wants the board to have a better understanding of what SEDC offers and how the District uses the software and integrates the mapping and staking software.

Bob Bunker asked how many customers are utilizing the IVR system and was reported that 354 customers per month are regularly using the system. Mike Young suggested a technology section in the newsletter more often. This item is for information only; no action was taken.

### **DISCUSSION ON CAPITAL PROJECTS**

Each year the District identifies priority projects for the coming year or years. These projects are typically large projects that may include building substations and power lines. These projects require planning, coordination, and may require large amounts of funding.

These projects are typically discussed for several months to ensure that funds and resources are directed to the proper projects. A final capital project list will be developed from these discussions and presented for board approval later in the year. This item is for information only; no action was taken.

### **PUBLIC COMMENTS**

All Public Comments are recorded and available upon request.

### **BOARD COMMENTS**

*Judy Metz* – NREA Annual Meeting - It was a positive move when Keith was hired to fill the Public Relations position; there was a lot of useful information available for him at the meeting. Also, the biologist shared information that was pertinent to OPD needs in acquiring Right-of-Way. There are people who can help overcome some objections by groups wanting to block development.

*Mike Young* - NREA Annual Meeting – the session was great. He complimented Management on all the staff there. Communication is changing; it seems people may like their information in print but in an emergency, they want it digitally.

*Chad Leavitt* – Last month there was a fire in Moapa, he had previously given both cell phone and email; notification did not come to him. Staff will check into it.

Ask for an update on getting new participants in the Round-Up Program. Staff went to the football games where the program checks were presented and were able to sign interested people up there.

*Jack Nelson* – Employee Fair – Great high voltage presentation by Garkane Electric Cooperative. He loved the different stations everyone could go to learn something new.

*Bob Bunker* – He appreciates his fellow Board Members and Staff. Even though we may not always agree on some things; working together we always find common ground.

**APPROVAL OF NEXT MEETING DATE**

A motion was made by Mike Young and seconded by Jack Nelson to approve Wednesday, November 28, 2018 as the next Board Meeting date. The meeting will be held in the Overton Office at 4:00 PM. The Board voted six (6) ayes, zero (0) nays in approval.

**EXECUTIVE – CLOSED DOOR SESSION**

There was no Executive Session.

**ADJOURNMENT**

The Board voted unanimously to adjourn at 5:30 PM.

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Chairman, Mike Fetherston

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Vice Chairman, Doug Waite

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Secretary / Treasurer, Mike Young