



**COWLITZ PUD BOARD OF COMMISSIONERS
MEETING AGENDA
March 24, 2026, 2:00 p.m.
Cowlitz PUD Board Room & Microsoft Teams**

Board of Commissioners: Dave Quinn, Duane Dalglish, Bruce Pollock

The Cowlitz PUD Board of Commissioners meets on the 2nd and 4th Tuesday of every month, with the exception of holidays and other conflicts. Members of the public interested in participating via Microsoft Teams should contact Monica Petterson at mpetterson@cowlitzpud.org by 5:00 p.m. on Monday, March 23, 2026. To attend by phone, please call 1-323-484-8960 (Conference ID: 490 131 405#) at the time of the meeting. If you require reasonable accommodation while attending the Cowlitz PUD Board Meeting, please call Monica at (360) 501-9154 at least 72-hours prior to the meeting so that your needs can be addressed.

Please note that public comment is limited to three minutes per person.

1. Call to Order: 2:00 p.m.
2. Changes/Additions to Agenda
3. **Motion to Approve** Today's Board Agenda: Dave Quinn
4. **Motion to Approve** the PUD Board Meeting Minutes of March 10, 2026:
Dave Quinn
5. Public Comment on Agenda Items and Other District Business
6. **Motion to Ratify/Approve** Vouchers & Payroll: Heather Sorensen
7. General Manager Report: Gary Huhta

8. Action Items

8.1 **Motion to Approve** Staff Recommendation No. 6/3/24 – Award of Ductile Iron Poles Supply Contract: Trent Martin

8.2 **Motion to Approve** Staff Recommendation No. 7/3/24 – Business Operation Policies Update: Monica Petterson

9. Staff Reports and Presentations

9.1 Employee Handbook Review: Marisa Heard

9.2 February 2026 Operational Reports

- Power Management
- Accounting & Finance
- Operations
- Engineering
- Customer Service
- Employee Services
- Public Relations & Communications
- Regulatory & Regional Affairs

10. **Executive Session:** If needed, the Presiding Officer will follow the Executive Session Procedure included with this agenda. Following the Executive Session, the Board may take action in public related to the Executive Session.

11. **Motion to Adjourn** the Meeting

COWLITZ PUD EXECUTIVE SESSION PROCEDURE

The Board may meet in Executive Session for any reason authorized under the Open Public Meetings Act, RCW 42.30.110 (1), using the following procedure:

1. Announce the Executive Session

We will now adjourn into executive session pursuant to RCW 42.30.110 (1) for _____ minutes unless extended by the Presiding Officer. The purpose of the executive session is (choose one of the following):

- a. (i) To consider matters affecting national security;
(ii) To consider, if in compliance with any required data security breach disclosure under RCW [19.255.010](#) and [42.56.590](#), and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- b. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- c. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- d. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- f. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing, or a meeting open to the public shall be conducted upon such complaint or charge;
- g. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- i. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

2. Return to Open Public Meeting

- a. Once the session concludes, the board will return to open meeting.
- b. If any action is taken it must take place in open meeting.
- c. Action may not take place earlier than the time for which the executive session was to conclude, including any extensions announced by the Presiding Officer.

Note: The foregoing is not a complete list of allowed purposes to hold an executive session under RCW 42.30.110 (1) but represents the most likely purposes for Cowlitz PUD.

PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON**MINUTES OF BOARD MEETING OF COMMISSIONERS****Tuesday, March 10, 2026****Cowlitz PUD Board Room and Microsoft Teams**

Present:**COMMISSIONERS**

Dave Quinn, President

Duane Dalglish, Vice President

Bruce Pollock, Secretary

STAFF

Alice Dietz, Communication & Public Relations Manager

Chris Velat, Director of Power Management

Dever Haffner-Ratliffe, Regulatory Affairs Coordinator

Gary Huhta, General Manager

Heather Sorensen, Director of Customer Service & Compliance

Jen Langdon, Energy Efficiency Manager

Lance Larwick, Director of Engineering

Monica Petterson, Executive Assistant/Clerk of the Board

Richard Hughes, General Counsel

Steve Taylor, Director of Regulatory & Regional Affairs

Tim Kalimanis, Director of Technology

Trent Martin, Director of Accounting/CFO

PUBLIC

Mike Kayser

1. CALL TO ORDER

Pursuant to published Notice, Commissioner Quinn called the Regular Board meeting of the Commissioners of Public Utility District No. 1 of Cowlitz County, Washington to order at 2:00 p.m.

2. CHANGES/ADDITIONS TO BOARD AGENDA

There were no changes to the meeting agenda.

3. APPROVAL OF AGENDA

It was moved by Commissioner Dalglish and seconded by Commissioner Pollock to approve the March 10, 2026 Board Agenda.

The motion carried 3 to 0.

4. APPROVAL OF BOARD MINUTES

It was moved by Commissioner Dalglish and seconded by Commissioner Pollock to approve the February 24, 2026 Regular Board Meeting minutes as written.

The motion carried 3 to 0.

5. PUBLIC COMMENT ON AGENDA ITEMS AND OTHER DISTRICT BUSINESS

Customer Mike Kayser provided cupcakes in commemoration of the District's 90th Anniversary.

6. MOTION TO RATIFY/APPROVE VOUCHERS/PAYROLL

Approval of Vouchers in the amount of \$5,922,848.34. The Board reviewed expenditures of the District as required by RCW 42.24.180 for which payments were issued between February 26, 2026 and March 5, 2026, under the provisions of Resolution No. 2762.

It was moved by Commissioner Dagleish and seconded by Commissioner Pollock to approve the ratification of the vouchers/payroll.

Heather Sorensen, in her role as Auditor for the District, reported the disbursements and payroll included in this report have been reviewed and approved in accordance with RCW 42.24.180. Invoices have been authorized by management, verified against supporting documentation, and pre-audited by designated staff for accuracy, proper coding, and compliance with the District's policies. Staff requests the Board approve the ratification of the vouchers and payroll as presented.

The motion carried 3 to 0.

7. GENERAL MANAGER REPORT

BPA Updates: General Manager Gary Huhta reported that BPA will conduct an abbreviated rate case in response to the court injunction regarding the Columbia River system operations. BPA may seek to recover \$100 million from its customers annually.

BPA is expected to release a Record of Decision regarding their intent to continue with Markets+.

A celebration was held last week for departing BPA Administrator John Hairston.

Water Supply Update: The Dalles January through July runoff is currently at 98% of normal. Regional snowpack conditions remain similar to what we have seen this period. Conditions for the Snake River are good, though the Cascades from Canada to California are dismal. Swift No. 2 and the Lewis River basin are at 42% of normal. Weather forecasters suggest we may see favorable conditions for some snowpack in the next couple of weeks.

8. ACTION ITEMS

8.1. Motion to Approve Amendment to Resolution No. 2832 – Ten-Year Conservation Potential and Biennial Conservation Target

It was moved by Commissioner Dagleish and seconded by Commissioner Pollock to approve Amendment to Resolution No. 2832.

Jen Langdon explained Resolution No. 2832 was previously approved by the Board on December 9, 2025 authorizing the adoption of a ten-year conservation resource potential and biennial conservation target. After approval, it was discovered that the biennial target of 30,193 MWh stated in the resolution was incorrect. This amendment reflects the correct value of 27,156 MWh. Staff recommends the Board approve the amended Resolution No. 2832 with a revised biennial target of 3.1 aMW (27,156 MWh) for 2026-2027.

The motion carried 3 to 0.

8.2. Motion to Approve Resolution No. 2836 – Adopting Rate Schedule 62 and Schedule 50 Delivery Charge Rates

It was moved by Commissioner Dagleish and seconded by Commissioner Pollock to approve Resolution No. 2836.

Trent Martin explained District staff presented results of the District’s annual analysis of its two major industrial rate classes, Schedules 62 and 50, to the Board at its February 24, 2026 meeting. Based on an analysis of applicable costs, it was determined the Schedule 62 Demand Charge should be increased to recover increasing operating expenses and net costs associated with statewide clean energy requirements. It was also determined that the Schedule 50 Delivery Charge should be increased to recover applicable costs including, but not limited to, power management, indirect transmission costs, customer service, energy efficiency, and administrative and general. Both rate adjustments will be established and effective as of January 1, 2026.

The motion carried 3 to 0.

9. EXECUTIVE SESSION

No Executive Session needed.

10. MOTION TO ADJOURN MEETING

It was moved by Commissioner Dagleish and seconded by Commissioner Pollock to adjourn the Regular Board Meeting at 2:17 p.m.

The motion carried 3 to 0.

Attest:

President

Secretary

Vice President

Prepared by Monica Petterson
Executive Assistant/Clerk of the Board

Staff Recommendation No. 6/3/24

Date: March 24, 2026

To: Board of Commissioners

From: Trent Martin
Doug Thomas
Tami Ingalls

Subject: **Evaluation and Recommendation - Advertised Bid – Ductile Iron Poles - Contract UC1847**

As part of the District’s capital plan, Phase I of the BPA Lexington to Olympic Pipe Substation Reconductor Project will be completed this summer. Engineering staff has considered the use of ductile iron poles and determined due to the size and location of this project, it will be an ideal project to better evaluate the benefits and any disadvantages of the possible transition to ductile iron poles from traditional wood poles. Cowlitz PUD has used ductile iron poles in some smaller projects, but this will be the first use in a multi-mile project. Engineering staff has found ductile iron poles offer a longer lifespan than traditional wood poles while remaining comparable in cost. Additionally, they are lower in maintenance expenses in terms of not requiring a regular cycle of testing and treatment with fumigant. Ductile iron poles are also resistant to pests such as insects and woodpeckers.

An advertised bid solicitation was published on February 24, 2026. In addition, the solicitation was sent to five suppliers from our qualified vendors list. On March 11, 2026, sealed bids were publicly opened from three responding suppliers. All bids were determined to be valid, and from past successful Cowlitz PUD vendors.

Total bid price information, excluding sales tax (please see attached for additional information):

Supplier	Total Price	Delivery	Exceptions to Bid Specifications/ Requirements
Border States	\$779,120.00	28 to 32 Weeks	None
General Pacific	\$768,670.00	20 to 24 Weeks	None
Wesco/Anixter	\$781,105.74	20 to 24 Weeks	None

The Engineer’s Estimate for this contract is \$817,529.00. This was based on a previous, informal price and lead time inquiry that was used to determine timing and the required bid procedure for this purchase.

As indicated above, the low bidder is General Pacific. General Pacific has been an approved and long-standing vendor with Cowlitz PUD and we have not experienced any issues from quotation to delivery of previous orders. They are located in Fairview, Oregon, provide superior customer service and offer standard ductile iron pole delivery times. We recommend that Ductile Iron Supply Contract UC1847 be awarded to General Pacific.

Doug Thomas
Transmission and Distribution Manager

Tami Ingalls
Purchasing Manager

I concur with this recommendation.

Trent Martin
Director of Accounting/CFO

Date: March 24, 2026
To: Board of Commissioners
Gary Huhta, General Manager
From: Monica Petterson, Executive Assistant
Subject: Business Operation Policies

The attached revised Business Operation Policies volume is submitted for adoption by the Board of Commissioners. (Both red-line and clean versions are provided for your consideration.) The Board last approved the Business Operation Policies on March 11, 2025. In accordance with the policy review and update cycle, the Business Operation Policies have been reviewed by staff and the District's General Counsel and edits are summarized below. ***Please note that while the revisions may appear substantial, they are mostly a restructuring of existing language.***

- Definitions
 - Added "Travel Status" – the period in which an employee or Commissioner is traveling away from their assigned work location for approved District business.
- Policy 5: Surplus Policy
 - Added that the District is authorized under RCW 54.16.180 to dispose of property.
 - Clarified language regarding staff and Surplus Committee responsibilities for surplus recommendations and disposition methods.
 - Added clarification regarding public hearing requirements.
 - Clarified that lawful and beneficial methods will be used in disposing of surplus property.
- Policy 9: Travel and Other Expenses Reimbursement Policy
 - Added more detail regarding GSA reimbursement requirements.
 - Clarified language regarding the purchase of airfare and associated baggage fees, use of personal vehicles, other transportation fees, lodging, meals, and miscellaneous expenses.
 - Specified times during travel days in which expenses are reimbursable.
 - Added clarification on documentation and submittal requirements regarding travel reimbursement.
 - Added new language regarding third party reimbursements.
 - Clarified language regarding non-reimbursable expenses.
 - Expanded requirements for cash advances for travel expenses.
- Policy 10: Mobile Phone or Device Stipend Policy
 - Clarified language regarding business use threshold.
 - Expanded on District and staff responsibilities regarding the stipend, including public records obligations.
- Policy 13: Drone/Unmanned Aircraft Use Policy
 - Removed Section 13.3 in its entirety and replaced with the following verbiage in 13.2.5: All UAS records will be managed according to Washington State Records and Retention Laws.

- Other
 - Miscellaneous cleanup and formatting throughout document.

It is my recommendation that the Board adopt the revised Business Operation Policies as presented today.

Sincerely,



Monica Petterson
Executive Assistant



BUSINESS OPERATION POLICIES

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1. Preamble

These Business Operation Policies have been adopted by Public Utility District No. 1 of Cowlitz County (“District” or “Cowlitz PUD”) in the interest of efficiency, economy, good stewardship of public funds, and safety in its operations in the distribution of electricity to its customers. The Policies are subject to revision by the Commission from time to time to meet these objectives. These Policies are to serve as a guide to the employees and representatives of Cowlitz PUD in their performance of the day-to-day business of the District. Construction details and specifications are written to conform with the present State and National laws governing such matters and are not intended to violate any State, National or Municipal ordinances or laws. Should any new laws or ordinances be adopted that conflict with these Policies, the policies shall be considered to be amended accordingly.

2. Definitions

Special terms when used in these policies shall have the following meanings:

Business Continuity: The process of developing advance arrangements and procedures that enable an organization to respond to a natural or man-made disaster in such a manner that critical business functions continue with prioritized levels of service.

Business Continuity Plan (BCP) Coordinator: The District's IT Manager.

Business Interruption: Any event, whether anticipated or unanticipated, which disrupts the normal course of business operations at any of the District's facilities. (Example: power failure, earthquake, data breach, fire, flood, etc.)

District Business: Any activity performed at the direction, or for the benefit, of the District, not including an employee's normal commuting to and from work.

District Vehicle: Any motorized vehicle or motorized equipment owned, rented, or leased by the District.

General Services: Services such as consulting or technical services provided by a skilled professional that do not otherwise fall under Public Works or Professional Services.

Personal Use: The use of a District Vehicle to conduct an employee's personal affairs, not related to District business.

Professional Services: Services provided by engineers and/or architects.

Property Damage: Injury to real or personal property.

Public Works: All work, construction, alteration, repair, or improvement, other than Ordinary Maintenance, executed at the cost of the District, or which is by law a lien or charge on any property therein.

Ordinary Maintenance: Work not performed by contract and that is performed on a regularly scheduled basis – such as daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year – to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary.

Power Take Off (PTO): A term used with vehicles and equipment. The PTO works outside the vehicle operation but needs the motor as a power source. The PTO supplies pressure to the hydraulic system which runs multiple items on the vehicle such as the capstan, aerial lift, digger, etc.

Residual Value: The value returned on a vehicle's eventual sale.

"Same kind of materials, equipment or supplies" shall mean substantially identical items.

Take-Home Vehicle: A District Vehicle assigned to be driven to and from an employee's place of residence and their assigned work location.

Travel Status: The period during which an employee or Commissioner is traveling away from their assigned work location for approved District business.

Vehicle: All on-road and off-road means of motorized transportation and work equipment used in the daily operation and maintenance activities of the District distribution and transmission system.

3. Business Continuity Policy

3.1 Objective

The purpose of this policy is to ensure that the District's information and operations are protected against Business Interruptions, including large-scale disasters. To ensure recovery of critical services following a disruption or disaster, risks to critical functions will be identified, and effective preventative and responsive recovery strategies will be developed, implemented, and regularly tested. The District is committed to mitigating the impact of an interruption of critical business functions and facilitating the resumption and safe delivery of electricity to its customers.

3.2 Declaration of an Emergency

In the event of a Business Interruption, the District will:

- 3.2.1 Declare - Issue a formal Declaration of Emergency based on this criterion by the General Manager or designee, provided the General Manager may declare an emergency and waive competitive bidding if necessary to address the emergency pursuant to Section 4.4.2.
- 3.2.2 Ratify - The Board of Commissioners (the Board) of the District shall ratify such Declaration of Emergency as soon as practical and, as such, may need to waive notice of open meeting requirements as provided by law.
- 3.2.3 Terminate - The Board shall terminate such Declaration of Emergency when emergency conditions have subsided.

3.3 Administration

- 3.3.1 Overtime pay - Under a Declaration of Emergency by the District, overtime pay is authorized as follows:
 - Exempt employee overtime pay is authorized for employees determined by the General Manager necessary to address the emergency, at one-and a half times base pay, except that overtime pay for Director Level and above is not authorized.
 - Non-exempt/non-bargaining employee overtime pay shall continue to be paid under standard administration policies.
 - Bargaining employee overtime shall continue to be paid under terms contained in the Collective Bargaining Agreement.
 - All overtime shall be closely managed by supervisory personnel to ensure that overtime compensation is in support of prompt restoration of service or in direct connection with the Business Continuity Planning Program (the Program).
- 3.3.2 Meals - Under a Declaration of Emergency by the District, meals are provided or reimbursed as follows:

- Non-bargaining employees shall be provided or reimbursed meals while at work in accordance with the Travel and Other Expenses Reimbursement Policy.
- Bargaining employees shall continue to be compensated under terms contained in the Collective Bargaining Agreement.

3.3.3 Purchasing and procurement - Under a Declaration of Emergency by the District, the District will authorize exceptions to the District’s Purchasing and Procurement Policies as follows:

- The District has developed contracting and procurement policies intended to comply with Federal, State, and local laws, and with the Federal Emergency Management Agency (FEMA) procurement requirements. When an emergency is declared, these policies are followed to the extent they are consistent with legal requirements in existence at the time of the emergency.
- The General Manager will balance the need for prompt restoration of services with FEMA reimbursement rules.
- The General Manager may delegate procurement authority in writing.
- The General Manager may enter into a mutual aid agreement with other utilities that will provide the basis for payment to other utilities.
- The General Manager may suspend competitive bid requirements and award all necessary contracts to address the emergency under the provisions of RCW 39.04.280, as more fully described in Section 4.4.2.

3.4 Responsibilities

3.4.1 Board of Commissioners

- Review and approve - The Board of Commissioners are responsible for reviewing and approving the District’s Business Continuity Policy annually.

3.4.2 Incident Response Team

- Integrate BCP best practices - The General Manager and Directors shall support a culture where business continuity best practices and recovery strategies are integrated into the District’s daily operations.
- Make decisions - The Incident Response Team shall act quickly and decisively during a crisis.

3.4.3 Business Continuity Plan (BCP) Team

- Provide oversight - The BCP Team is responsible for the oversight and management of the Program. The BCP Team includes team leads from each Recovery Team and is led by the BCP Coordinator.
- Assess and update the Program - The assessment and updates will consist of:

- Performing a threat assessment to identify and mitigate risks to critical functions;
- Performing a business impact analysis to document and understand the interdependencies among business processes;
- Identifying critical applications, systems, and data;
- Prioritizing key business functions; and,
- Routine maintenance of the Program to keep the information current due to changes in the recovery strategy, business requirements, personnel, or technological changes.
- Train employees - Training will consist of:
 - Ensuring employee awareness for the need of business continuity planning;
 - Reviewing the procedures for reporting incidents and activating the Program;
 - Defining roles and responsibilities of Recovery Team members and providing procedures to follow in the event of a disruption of service or a disaster;
 - Documenting and distributing copies of the Program to employees; and,
 - Coordinating testing of the Plans between the Recovery Teams and IT.

3.4.4 Recovery Teams

- Develop recovery plans - In coordination with the District's Technology Recovery Team, Recovery Teams must develop a Plan that provides for contingencies to restore information and systems if a disaster occurs. Each Recovery Team is responsible and accountable for its' own Plan consistent with and in support of the overall Program. Recovery Teams that utilize third party vendors shall integrate their Plan, including off-site storage of data, with the service providers' plans.
- Maintain and update Plans annually – Recovery Teams shall update their Plan at least annually and following any significant change to their environment.
- Test Plan annually – Recovery Teams are required to test their Plan at least once a year. The Recovery Team shall correct any deficiencies revealed by the test and report them to the BCP Coordinator.

3.4.5 Technology Recovery Team (in addition to the above Recovery Team requirements)

- Develop technological recovery strategies - In conjunction with each Recovery Team, the Technology Recovery Team is responsible for ensuring all backup and recovery strategies for both business and SCADA networks.

4. Procurement and Purchasing Policy

4.1 Objective

It is the policy of the District in its procurement and purchasing functions to obtain necessary supplies, material, and equipment and to enter into Public Works and other services contracts at the lowest total cost, with specific consideration given to the principles of quality, functionality, overall cost-effectiveness, and timeliness. Above all, District employees must act as good stewards of public funds.

All procurement activities by the District shall comply with the applicable laws and regulations of the State of Washington, this Policy and prudent utility practices. In the event of statutory or regulatory changes, this Policy shall be amended or revised by action of the Commissioners, as necessary. All procedures related to this Policy shall be approved by the General Manager and implemented in a manner to give effect to applicable legal requirements.

4.2 Procurement Processes

Through this Policy the Board of Commissioners authorize the General Manager or designee to approve purchases using the following methods:

- 4.2.1 Purchases and contracts estimated less than the limits set forth by RCW 54.04.070(1) and (2) may be carried out without a contract or a competitive bid process.
- 4.2.2 Purchases and contracts estimated above the limits set forth by RCW 54.04.070(1) and (2) may be accomplished by a competitive bid process where an advertisement for bids is published and bids are opened publicly, evaluated, and awarded pursuant to RCW 54.04.080, subject to any exceptions provided by law.
- 4.2.3 The Small Works Process may be used to award contracts, as provided by RCW 54.04.070(4) and RCW 39.04.155.
- 4.2.4 The alternative bid procedure authorized by RCW 54.04.082 and RCW 39.04.190 requiring three quotes from vendors on the District's existing vendor list may be used for purchases of the same kind of materials, equipment, or supplies.
- 4.2.5 For obtaining Professional Services, the process described in RCW 39.80 shall be used to contract with the most qualified firm for the work contemplated, as determined by District staff.
- 4.2.6 Procurement of General Services shall be obtained by practices and procedures established by the District, making an effort when possible to obtain at least three quotes/proposals to determine the most advantageous option.

4.2.7 Purchases and contracts may also be accomplished through intergovernmental cooperative purchasing agreements. The District may enter into such cooperative purchasing agreements for this purpose. The General Manager is authorized to enter into Interlocal Agreements pursuant to RCW 39.34.030 consistent with the financial authority limits provided in section 4.6 below.

4.2.8 Contracting for third-party administrator services for self-insurance programs shall comply with the requirements of WAC 200-110-100. Entering a contract for services shall not relieve the District of its ultimate governing, managerial and financial responsibilities. The procedures for contracting with a third-party administrator shall include, as a minimum:

- Conduct a competitive solicitation process (may involve benefits consultant) – Factors to consider include but are not limited to customer service; benefit and operational procedures; legal, compliance and reporting; technology
- Contract with successful firm shall:
 - a. Ensure WAC 200-110-150 conflict of interest requirements are met, including that each contract shall require a written statement be submitted to the program on a form provided by the State Risk Manager providing assurance that no conflict of interest exists prior to acceptance of the contract by the self-insurance program.
 - b. Include complete written description of the services to be provided, remuneration levels, contract period, and expiration date;
 - c. Provide for the confidentiality of the program's information, data and other intellectual property developed or shared during the course of the contract;
 - d. Provide for the program's ownership of the information, data, and other intellectual property developed or shared during the course of the contract;
 - e. Provide for the expressed authorization of the self-insurance program, consultants to the program, the state auditor, the state risk manager, or their designees, to enter the third-party administrator's premises to inspect and audit the records and performance of the third-party administrator which pertains to the program and to obtain such records electronically when audit travel costs can be eliminated or reduced;
 - f. Require the compliance with all applicable local, state, and federal laws;
 - g. Establish a monitoring and acceptance procedure to determine compliance with third-party administrator contract requirements; and
 - h. Establish indemnification provisions and set forth insurance requirements between the parties.

4.2.9 For procuring electronic data processing and telecommunications systems, the District may use the alternative RFP process as described in RCW 39.04.270, where the award shall be made to the vendor with the product that best suits the needs of the District, as determined by District staff, considering price and other factors.

4.2.10 The District may utilize any other method of procurement allowed by law and approved by the General Manager.

4.3 Single Source of Supply

Pursuant to RCW 39.04.280, the Board of Commissioners may waive competitive bidding by resolution. This is applicable when the purchase is clearly and legitimately limited to a single source of supply, such as but not limited to the following:

- District employees have conducted a screening process whereby a purchase of a specific product is justified;
- District employees can draft legitimate specifications to which only one vendor can successfully respond;
- The product is available only through one manufacturer or distributor; or
- The vendor certifies that the District is getting the lowest price it offers anyone.

4.4 Other Exceptions to Competitive Bidding [pursuant to RCW 39.04.280](#)

4.4.1 The District may also waive competitive bidding requirements ~~under RCW 39.04.280~~ for purchases involving special facilities or market conditions, purchases in the event of an emergency, and purchases of insurance or bonds. Except in the case of an emergency, a waiver of competitive bidding shall be approved by a resolution of the Board before the contract is awarded. The resolution shall contain the factual basis of the proposed waiver.

4.4.2 If an emergency exists, the General Manager (or Acting General Manager) may declare that an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the District to address the emergency situation. A written finding of the existence of an emergency must be made by the General Manager and entered into record no later than two weeks following the award of the contract. For purposes of this section “emergency” means unforeseen circumstances beyond the control of the District that either: (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. ~~RCW 39.04.280(3).~~

4.5 Procedures

All procurement and the bidding/awarding of contracts shall be completed in accordance with this Policy and the District’s ~~current~~ Purchasing Procedures. ~~Included~~

~~in the~~ Purchasing Procedures provide additional guidance~~are step-by-step instructions~~ for accomplishing purchases described in Section 4.2 above, ~~as applicable~~

4.6 Financial Expenditure Authority

The General Manager or designee is authorized to approve any expenditure or contract, including change orders, included in the Board-approved operations and capital budgets and up to \$200,000 for unbudgeted items consistent with District procedures and applicable procurement law. Other District personnel are authorized to approve budgeted expenditures and contracts up to their signature authority (exceptions with General Manager approval include budgeted power costs, payroll and related liabilities, healthcare claims and state and local taxes). Directors are authorized to approve unbudgeted items up to \$10,000. Board authorization is required for unbudgeted items in excess of \$200,000 and budgeted expenditures and contracts consistent with District procedures and applicable procurement law. The General Manager shall review and set not less than annually the signature (expenditure) authority levels of District personnel up to the amount of \$100,000. Periodically throughout the year, the Director of Accounting/Finance will provide actual year-to-date expenditures compared to budgeted amounts and/or annual forecasted expenditures compared to budgeted amounts for Board of Commissioner review.

4.7 Work to be Performed by District Employees

As provided by RCW 54.04.070(2), instead of contracting work, the District's employees may perform the work which is an accepted industry practice under prudent utility management. This is limited to projects with a total cost of materials not to exceed \$300,000, excluding items considered as equipment. The statute defines "equipment" as including but not being limited to conductor, cabling, wire, pipe, or lines used for electrical facilities.

- 4.7.1 "Accepted industry practice" is work typically performed by District employees, or work which District employees are capable of performing in the regular course of utility business.
- 4.7.2 For purposes of this section, "equipment" includes any item regularly stocked in the District's warehouse, including but not limited to poles, conduit, conductor, hardware, etc.
- 4.7.3 For purposes of this section, "materials" are tangible components of a project, other than equipment.
- 4.7.4 A "project" is work that can be completed and energized or operational on its own. It can be part of a larger project that takes place over an extended period of time, so long as it can be operational on its own.
- 4.7.5 A "phase" of a project is work that is not operational on its own after completion and requires other work to be performed to be operational.

4.8 Legal Review

When deviating from the normal purchasing procedures or when special circumstances occur, the District's General Counsel shall be consulted to assure the District maintains compliance with applicable laws. Additionally, contracts, other than the District's pre-approved contract forms, and all documents encumbering or conveying an interest in real property shall be provided to the District's General Counsel for review and approval.

4.9 Bid Opening Process

At the time and place stated in the Advertisement for Bids or in the small works bid packet, the bids shall be opened, read aloud, and recorded. This meeting shall be attended by an appropriate level of District staff members to witness and record the bids, preferably the Purchasing Manager, Sr. Procurement Coordinator, Risk Compliance Manager, Project Manager, and any of the bidders or other members of the public that wish to attend. The Purchasing Manager, or designee shall be the official timekeeper for the bid opening and determine the timeliness of all bids. For bid processes not requiring sealed bids, quotes or bids may be obtained over the phone or by email.

4.10 District Credit Card Purchases

The preferred method of purchase by the District is by Purchase Order/Invoice or expense reimbursement through the accounts payable process. However, whereas certain transactions are best executed by credit card, District credit cards will be issued to employees as determined necessary. The cardholder shall be empowered to make credit card purchases as authorized by an employee with the appropriate expenditure level for the purchase. The cardholder is responsible for matching the purchase receipts (each ~~signed~~[authorized](#) by an employee with the appropriate signature authority) to the credit card statement and coding each purchase with the appropriate department and budget codes. District credit cards shall not be used for personal expenditures or purposes.

5. Surplus Policy

5.1 Objectives

- 5.1.1 This Policy shall ~~govern~~ apply to the disposition of the District's works, plants, systems, utilities, and ~~properties (real and personal property that) which~~ (1) ~~is have become~~ unserviceable, inadequate, obsolete, worn out or unfit ~~for District use to be used in the operations of the system~~, or (2) ~~is are~~ no longer necessary, material to, or useful ~~to District in such~~ operations.
- 5.1.2 The ~~District is authorized under disposition of an asset shall be done using RCW 54.16.180 to dispose of property and uses RCW 36.34 Chapter 36.34 RCW as a procedural guidance~~ line. All asset dispositions shall be conducted in ~~consideration of~~ the best interests of the District and its customers, ~~and in a lawful, transparent, and the most~~ cost-effective manner.

5.2 Responsibilities and Procedure

- 5.2.1 District staff shall recommend to the Surplus Committee property that ~~qualifies as surplus to the needs of the District~~ meets the criteria for surplus.
- 5.2.2 The Surplus Committee is comprised of the Auditor, Purchasing Manager and ~~the Department Directors of Engineering and Operations~~ Department Directors.
- 5.2.3 ~~As needed, the~~ Surplus Committee shall review the recommendation, verify surplus status, and compile a list of surplus items with ~~comprise a list of surplus items along with a recommended~~ methods of disposition for Board approval. to the Board for disposition.

5.3 Notice and Public Hearing

- 5.3.1 Before ~~authorizing the~~ approving disposition of District property, the Board shall hold a public hearing, either separately or during a scheduled meeting, which may be combined with a regularly scheduled Board Meeting, to take receive public ~~comment from the public.~~
- 5.3.2 ~~The notice must~~ shall be published at least two weeks prior to the hearing in a legal newspaper of general circulation in Cowlitz County.
- 5.3.3 The notice ~~must~~ shall specify the date, time, location, and purpose of the hearing and a shall ~~generally~~ description be of the property, ~~being considered for disposal.~~
- A public hearing is not required when: unless the disposal falls under one of the exceptions below:

5.3.4

- when property is transferred selling to another governmental agency (consistent with RCW 39.33);

- when the District ~~is trading~~ in the item upon the purchase of a like item;
- when the value of the item is less than \$2,500 ~~per item~~ (net ~~of~~ disposal costs); or
- ~~when the Board~~ declares an emergency by resolution, ~~by resolution,~~ ~~has declared an emergency to exist.~~

5.4 Methods of Disposition

- 5.4.1 ~~Once if the Board~~ authorizeds by the Board, staff may the disposition of surplus District property, ~~staff may proceed in selling or otherwise disposing of the property in~~ using any lawful and beneficial method ~~legal manner that is beneficial to the District,~~ including, ~~but not limited to:~~ public auction, sealed bids, consignment, broker sale, or donation to a qualified non-profit organization.

6. Employee Safety Policy

6.1 Objective

Cowlitz PUD strives to maintain and promote safety as a core value with a goal to reduce hazards to employees, customers, contractors, and visitors. To ensure a commitment to a safe workplace, employees may be awarded for their participation in safety awareness.

6.2 Safety Incentive Program

The Safety Manager is responsible for developing a Safety Award Program, to be approved by the General Manager, to encourage all employees to participate and take ownership of maintaining a safe workplace.

6.2.1 Employees will be eligible to earn safety awards, with an annual limit of \$150 per employee. Internal Revenue Service (IRS) regulations may require reporting of certain awards as compensation.

7. Educational Assistance Policy

7.1 Objective

Cowlitz PUD recognizes that the skills and knowledge of its employees are critical to the success of the District. The District encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the District. Eligible employees, subject to conditions and limitations, may apply for tuition reimbursement to further their education and career potential with the District.

7.2 Eligible Employees

This program is open to full-time employees who have been employed with the District for a period of one (1) or more consecutive years, who are not under recent disciplinary action and who have maintained satisfactory work performance prior to enrolling. Part-time, temporary, limited duration, seasonal and student employees are not eligible for this program.

7.3 Degree Program or Coursework Eligibility Requirements

Degree programs or individual coursework must be related to the employees' current job and may, in part, prepare the employee for a job to which he/she could reasonably aspire during his/her tenure with the District.

Those approved for education assistance may be reimbursed up to 90% of tuition paid, net of grants, scholarships, or other tuition assistance, to an accredited institution depending on the following factors:

- 7.3.1 The extent to which the course of study will benefit the District.
- 7.3.2 The program design and quality of the educational institution.
- 7.3.3 Budgetary limitations of the District.
- 7.3.4 Job performance while attending the education program.
- 7.3.5 Recommendation of the Department Director.

7.4 Approval Process

Educational assistance approval must be received at least ninety (90) days in advance of the start date of classes. The employee and Department Director will jointly prepare an educational assistance request plan, which will include:

- 7.4.1 A written statement from the employee as to how the District will benefit.
- 7.4.2 A written statement from the Department Director endorsing the employee.
- 7.4.3 Description of the education plan with degree to be obtained, if applicable, and a list of required courses and elective courses.
- 7.4.4 Dates of enrollment.

7.4.5 Cost of tuition.

7.4.6 Name of educational institution. (Must be an accredited institution.)

Before employee enrolls in approved courses, he/she must submit each term's classes for approval using the Pre-Enrollment Authorization for Tuition Reimbursement Form. This must include the class registration with the name of the course and tuition cost.

Human Resources will make the determination for approval for the educational assistance program and the related degree program with input by the Department Director.

7.5 Reimbursement

Within thirty (30) days of course completion, the employee must submit to the Human Resources Manager the official transcript from educational institution indicating course and grade received for the course. The employee must receive at least a grade of "B", or "pass" when a "pass/fail" grade is used by the institution to receive reimbursement from the District.

7.6 Limitations

7.6.1 As noted above, reimbursement for approved courses is limited to tuition. Tuition does not include the following fees and expenses (not intended to be an all-inclusive list):

- Textbooks;
- Campus fees;
- Supplies, equipment, or other course materials;
- Lab fees;
- Technology fees;
- Student Service fees;
- Student Wellness fees;
- Instructional fees;
- Required software;
- Application fees;
- Medical Insurance;
- Testing fees; and
- Travel, lodging and meals

7.6.2 All costs not identified in this policy are the responsibility of the employee.

7.6.3 Other limitations include (unless approved by the General Manager):

- A law degree;
- Ph.D. degree programs; and
- Those employees who have already obtained a graduate or undergraduate degree that was reimbursed by the District.

7.7 Payback Provision

7.7.1 As a condition of educational assistance, the employee shall agree that if he or she elects to leave District employment or is terminated for cause, the employee will repay the District per the schedule below.

Voluntarily Resigns or Terminated for Cause	Percentage of tuition to be remitted back to the PUD
Within 12 months of completing the course/program	90%
Within 13 to 24 months of completing the course/program	75%
Within 25 to 36 months of completing the course/program	50%
Within 37 to 48 months of completing the course/program	25%

7.7.2 Pay back of tuition reimbursement will be deducted out of the employee's final paycheck upon separation. If the final paycheck does not have enough funds to cover the remaining tuition reimbursement balance the District's accounting department will bill the separated employee for the remaining balance.

8. Employee Recognition Policy

8.1 Objective

To establish procedures and guidelines under which Cowlitz Public Utility District (the District) funds can be utilized for the purpose of employee recognition.

8.2 Definition of Employee Recognition

“Employee recognition” is a benefit provided to employees, and means any award, token of appreciation, prize, meal, entertainment, event, or similar recognition that is specifically to promote good will among District employees; foster a sense of pride in affiliation with the District; promote safety, productivity, reliability, efficiency, dedication, and/or commitment to the community that the District serves; or generate cost savings for the District. It is the intent that the District benefits from this policy by encouraging and supporting conduct on the part of employees that benefits the District as an organization.

8.3 Expenditure of Funds

8.3.1 The District or its individual departments or work sections may, subject to budgetary authority, expend funds for the purpose of employee recognition.

8.3.2 The expenditure of funds for a token of appreciation, prize, plaque, award, or similar item is limited to no more than \$350 per employee per year (not to include recognition of longevity, retirement, the safety incentive award program, wellness program, food purchased specifically for Department meetings, trainings, Department Lunch and Learn sessions, employee recognition day, Christmas Lunch or food purchased for employees during storm response). Beginning in the year 2021, the amount may be adjusted annually during the budget process dependent on budgetary limitations and prior year expenses. The Manager of Employee Services will be responsible for calculating the annual expenditure limit, subject to any budget restrictions.

8.3.3 The expenditure of funds for recognition of longevity of employment or retirement shall be:

- 5 Years of Service \$25.00 Gift (PUD Logo item or Gift Card)
- 10 Years of Service \$50.00 Gift (PUD Logo item or Gift Card)
- 15 Years of Service \$75.00 Gift (PUD Logo item or Gift Card)
- 20 Years of Service \$100.00 Gift (PUD Logo item or Gift Card)
- 25 Years of Service \$125.00 Gift (PUD Logo item or Gift Card)
- 30 Years of Service \$150.00 Gift (PUD Logo item or Gift Card)

When an employee retires, the District may contribute to a District hosted retirement function and/or retirement gift up to a maximum of \$250.00.

8.3.4 The General Manager, at his or her discretion, may increase the amount allowed in the previous paragraph by no more than \$100 per recognized

employee, inclusive of sales tax, shipping, and handling, engraving and other incidental costs, when he or she determines a smaller amount is insufficient under the circumstances.

- 8.3.5 The expenditure of funds for meals related to an employee recognition event must be authorized by the General Manager in advance and may not exceed GSA per diem dinner rate for the Vancouver (Clark/Cowlitz/Skamania) area for meal expenses for employees in attendance at the event. A list of the District employees in attendance at an event, along with receipts for all expenditures, will be submitted to the Manager of Employee Services.
- 8.3.6 The General Manager must approve in advance the expenditure of funds for use of facilities or related costs for the purpose of employee recognition. The General Manager, before approval of such costs, must determine that they are reasonable, and that the expenditure complies with the District's procurement policy. Where feasible, events should be held at the District facilities at no cost.
- 8.3.7 The employee will be responsible for any applicable taxes. The CFO will determine the amount of taxes to be withheld if appropriate.

8.4 Criteria for Events, Contests or Award Programs Required

- 8.4.1 Employee recognition events, contests, or award programs (excluding retirements), are subject to the following requirements:
 - The award program or contest ***must be preceded by written criteria*** which clearly delineate: 1) the rules, procedures, or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
 - A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and
 - The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as is reasonable under the circumstances.
- 8.4.2 The following is a non-inclusive list of events that the District recognizes as Employee Recognition:
 - Veteran's Day recognition of District employees' service
 - Employee Recognition Day
 - Safety Program
 - Early Release for Christmas Eve and/or New Year's Eve
 - Logo Wear (i.e., hats, t-shirts, sweatshirts, jackets)
 - Spot Awards
 - Years of Service Awards
 - Meals for an employee birthday, special life event, milestone years of service
 - Retirement

- Life events: flowers, cards (i.e., marriage, surgery, birth, death)
- Lineman Appreciation Day
- Benefit's Fair
- Wellness Events
- On-site training classes

9. Travel and Other Expenses Reimbursement Policy

9.1 General Provisions

- 9.1.1 Commissioners and employees ~~must use of the District are expected to exercise~~ prudent judgment when incurring travel and other business-related expenses. ~~for official District business. Business-related travel and other expenses will be~~ All -reimbursed expenses must comply in accordance with this Policy.
- 9.1.2 The ~~District's~~ Board of Commissioners ~~must~~shall approve any Commissioner ~~the~~ travel ~~of a fellow Commissioner who travels outside~~ the state of the State of Washington or Oregon.
- ~~9.1.3 All The Department Director or the General Manager shall approve all~~ employee travel must be approved by the Department Director or the General Manager. Travel for the General Manager must be approved by the Auditor, exceptexpect routine attendance at District membership organization meetings within the Bonneville Power Administration (BPA) service area. ~~Washington and Oregon.~~
- ~~9.1.3 and the Auditor shall approve all travel for the General Manager, except for regular meetings with District membership organizations within the State of Washington or Oregon.~~
- 9.1.4 Purchases ~~of for~~ materials or supplies during travel must follow the ~~should be made in accordance with the~~ District's Purchasing Policy and should be billed directly to the District ~~when~~ever possible.
- 9.1.5 ~~All~~ expenses ~~are~~will be reimbursed based on actual ~~cost~~expenses incurred, ~~except for with the exception of travel status~~ meals while in travel status, which are reimbursed according to the ~~will be limited to the curren~~applicable ~~U.S. General Service Administration (GSA) per-meal~~ rates.
- 9.1.6 Commissioners and employees must submit the required ~~a Travel and Training~~ Expense Reimbursement Form ~~(Reimbursement Form) prescribed by the Auditor~~ within 60 days of travel to comply with IRS non-taxable income rules.
- 9.1.7 By submitting a reimbursement request, a Commissioner certifies that the request complies for payments made under this Policy, Board members shall also certify that the request for reimbursement is made in compliance with the Board of Commissioners Governance Policy and RCW 54.12.080(4).

9.2 Reimbursable Expenses

The District reimburses necessary and reasonable expenses incurred for official District business, subject to the following provisions.

9.2

9.2.1 Registration

~~Registration fees required in connection with attendance at~~ conventions, conferences, training, conventions, and official meetings are reimbursable, including meals that are part of the registration.

~~9.2.1 Reimbursable registration fees may include meals, special dinners, and banquets, but may not include recreational or entertainment activities such as golf tournaments, movies, sporting events, etc. Registration should be completed prior to travel to obtain early bird discounts when possible and processed through the normal voucher system as early as practical to take advantage of early-bird discounts.~~

9.2.2 Transportation

~~9.2.2 Mileage: District employees are encouraged to use District Vehicles or rental car services for District business; however, should an employee use their personal vehicle the mileage reimbursement allowed in connection with District business shall be the current Internal Revenue Service allowable vehicle mileage rate. Mileage shall be calculated based on travel commencing from the District office, except Commissioners shall calculate mileage from their home addresses to the destination.~~

Airfare

- ~~Travelers must book economy or main-cabin fares that allow transfer, cancellation, or issuance of flight credit.~~
- ~~e: Employees are Paid upgrades require pre-approval from the Department Director or General Manager and must be for a documented medical or business need. expected to obtain the lowest available airfare that reasonably meets business travel needs.~~
- ~~Travel arrangements must prioritize reasonable, cost-effective pricing, not personal reward accumulation.~~
- ~~Flights should be booked more than thirty days in advance whenever possible to obtain reasonable fares.~~

Baggage

- ~~Reimbursable up to one checked bag each way per traveler.~~
- ~~Additional checked bags may be reimbursed when justified by trip length (5+ nights) or the need to transport District equipment or materials.~~

Personal Vehicles

- ~~Employees are encouraged to use District Vehicles or rental car services when available and cost-effective.~~
- ~~When a personal vehicle is used for District business, mileage is reimbursed at the current IRS mileage rate.~~

- Mileage calculation:
 - Employees: From the District’s main office to the destination.
 - Commissioners: From their home addresses to the destination.

~~9.2.3 — Employees are encouraged to book flights 30 days in advance to avoid premium airfare pricing. First-class, business class and priority seating upgrades are not reimbursable. Luggage reimbursement is limited to one checked bag (each way) per passenger.~~

~~9.2.4 — Rental Car: The District has an account with the Enterprise Rent A-Car. To reserve a rental car through this program, instructions and account information are available on the District’s intranet. Commissioners and employees should consider alternative transportation, its availability, and cost prior to vehicle rental. The District provides physical damage coverage for rental vehicles as part of its auto liability coverage. In addition, the Enterprise program includes Collision Damage Waiver which is required whether renting from Enterprise or another car rental agency.~~

Other Transportation Fees

- ~~9.2.5 • — Business-related —required taxis, rideshare services, shuttles, ferries, tolls or parking —other hired fares, parking fees, ferry charges and bridge fees and road tolls—are reimbursable with date and location noted.—~~

9.2.69.2.3 Lodging:

- ~~Reimbursed at ment for lodging expenses shall be the single occupancy, standard room-rate or standard block rate, including taxes and fees.~~
- ~~Travelers must use —if available,—government discount rates when available and are advantageous.~~
- ~~Travel arrangements must prioritize reasonable, cost-effective pricing, not personal reward accumulation.~~

• — are required.

~~—Lodging may befor the —included —night before may be approved if travel would otherwise require departure before 6:00am. or the day prior to the business meeting if travel departure is required before 6:00 a.m. the day of the meeting. This requirement may be waived if, in the opinion of the Department Director or General Manager, there is a compelling business justification.~~

- ~~—~~
- Additional nights may be approved for:
 - Health and safety need
 - Bona-fide emergencies
 - ADA accommodations

- Situations where extending the stay reduces overall District travel costs

~~Extra nights lodging may be granted if the health and safety of the traveler is at risk, due to a bona fide emergency, or to comply with the provisions of the Americans with Disabilities Act.~~

- ~~Except for business necessity or personal emergency, late check-out and room guaranteed charges are not reimbursable.~~
- ~~Laundry and dry cleaning for those traveling less than seven consecutive days are not reimbursable.~~

9.2.79.2.4 Meals:

- Reimbursement for meal expenses reimbursement follows the is limited to the current daily GSA per-meal rate for the travel location and date.
- in place for the destination at the time the expense is incurred Tips for meals are included in the per diem and are not reimbursed separately. and includes cost of meal, sales tax, and customary tip/gratuity.
- If a meal is provided (e.g., included in registration or at event), the corresponding GSA meal allowance may not be claimed.
- Onboard flight purchases are reimbursed using the GSA per-meal rate for the departure city.

Partial Travel Days

~~Reimbursement is based on the time travel begins or ends: Reimbursement for partial travel days shall be based on the travel status times as defined below:~~

<u>Departure Day</u>	<u>Meal(s) Reimbursed That Day</u>
<u>Before 8:00 AM</u>	<u>Breakfast, Lunch, Dinner</u>
<u>After 8:00 AM</u>	<u>Lunch, Dinner</u>
<u>After 5:00 PM</u>	<u>Dinner</u>
<u>Return Day</u>	<u>Meal(s) Reimbursed That Day</u>
<u>Before 8:00 AM</u>	<u>Breakfast</u>
<u>Before 5:00 PM</u>	<u>Breakfast, Lunch</u>
<u>After 5:00 PM</u>	<u>Breakfast, Lunch, Dinner</u>
<u>Starting Travel Status</u>	<u>Meal(s) Reimbursed That Day</u>
<u>Before 8:00 AM</u>	<u>Breakfast, Lunch, Dinner</u>
<u>After 8:00 AM</u>	<u>Lunch, Dinner</u>
<u>After 5:00 PM</u>	<u>Dinner</u>
<u>Ending Travel Status</u>	<u>Meal(s) Reimbursed That Day</u>
<u>Before 8:00 AM</u>	<u>Breakfast</u>
<u>Before 5:00 PM</u>	<u>Breakfast, Lunch</u>

After 5:00 PM

Breakfast, Lunch, Dinner

Airport arrival time counts as travel status:

- ~~Travel status includes airport arrival Up to (3) three hours before domestic flights~~
- ~~and Up to (4) four hours before international flights.~~
- ~~If a meal is provided (such as through a registration fee for a conference), the employee will need to deduct the applicable meal per diem amount from his/her reimbursement form.~~

9.2.5 Business Services: Miscellaneous Expenses

Business Services

- ~~Business-related Internet access and incidental business supplies or services are for business related use will be reimbursed on the basis reimbursed at of a actual cost expenses incurred.~~

Goods and Services

- 9.2.8 Expenses for District-related activities (volunteer events, on/offsite meetings) are reimbursable at actual cost.

Tips and Gratuities:

- ~~Travel status meal Discretionary tips and gratuities for meals are included in the GSA per-meal rate and are not reimbursable.~~
- ~~Gratuities for meals purchased for on/offsite meetings or employee recognition events are reimbursed at actual cost, and shall not exceed 20%.~~

- 9.2.9 allowance for each meal. Tips for hotel services (room cleaning, etc.) shall not exceed \$5 per day. Mandatory service charges (e.g., automatic gratuity) may be reimbursed at actual cost. tips will be reimbursed on the basis of actual expenses incurred.

~~Goods and Services: Incidental expenses for District activities such as volunteer events, on-site and off-site working meetings and other business-related functions will be reimbursed on the basis of actual expenses incurred.~~

Candidate Recruitment ‡

- ~~Technical or managerial positions that require special qualifications may require recruitment outside of the local area.~~
- 9.2.10 Travel and living expenses qualified of potential candidates traveling for interviews or recruitment purposes may be reimbursed when consistent with will be reimbursed while in travel status and consistent with RCW 54.16.092 and District policy.-

9.3 Documentation ~~and Submission of Expenses~~

All expenses must be documented clearly and submitted in a timely manner to ensure compliance with District policy and audit requirements.

9.3.1 Submission

- Expense Reimbursement Forms should be submitted within 60 days of when the expense is incurred.

9.3.2 Receipts and Supporting Documentation

Itemized Receipts

- Detailed receipts are required for:
 - Lodging
 - Airfare
 - Any single expense above the de minimis limits listed in Section 9.3.4
- If a receipt is unavailable, the employee must submit a signed affidavit describing the expense, amount, and business purpose.
- The Auditor may request additional documentation (e.g., bank statements, email confirmations) to verify expenses.

Travel with Another Employee

- When employees share expenses (e.g., one pays for a group meal or rideshare), the receipt must clearly indicate the name of those who incurred the expense the receipt must list the names of the employees included.
- Shared meal expenses are reimbursed at the applicable GSA per-meal rate per person.

Extended or Alternate Travel

- When travel is extended or routed to a different location to reduce total cost save money, require a brief cost comparison showing savings must statement of monetary and benefit savings to be submitted.
- When travel is extended for personal reasons, the employee must identify and exclude all personal costs from the reimbursement request.

~~9.3.1 Credit Card Receipts: When paying by credit card, most merchants provide a detailed receipt in addition to the credit card slip. The itemized receipt is required to be submitted in all cases where they are provided by the vendor. Or the Auditor may accept, at his/her discretion, other forms of~~

~~documentation such as electronic receipts, email confirmations, invoices, bank statements, etc.~~

~~9.3.2 Misplaced Receipts and Cash Expenses: Commissioners and employees who misplace or cannot obtain receipts are required to submit an affidavit on a form prescribed by the Auditor. Such affidavit shall provide a detailed explanation of the expenditure, the amount, and the signature of the employee certifying that the expenditure was for District business purposes.~~

~~9.3.3 Lodging: Lodging receipts must clearly identify the amounts paid, the number of occupants, and the room rate. All room service charges shall be deducted from the lodging reimbursement and will be reimbursed in accordance with the meal per diem.~~

9.3.3 Meals

- ~~Employees must print out the GSA for each city during travel. A printout of the GSA rates so the District can verify the applicable GSA per-meal rate. s~~

~~9.3.4 for all travel locations where meal expenses are incurred must be submitted. Reimbursement above the GSA per-meal rate per diem is may be approved in special circumstances allowable under special circumstances (e.g.i.e., mandatory attendance required attendance at a specific particular restaurant) and must be supported by an itemized receipt and business justification.~~

- ~~Meals Consumed by Others: Meals and refreshments purchased for non-employees others must be for legitimate business purposes. The receipt must include:~~
 - ~~Name of the attendee~~
 - ~~Nature of business purpose~~
 - ~~Itemized charges~~

~~9.3.5 the name of the person who consumed the food or drink, the nature of the occasion for the consumption and will be reimbursed at the GSA rate in place at the time the expense is incurred.~~

~~9.3.6 Travel with Another Employee: Employees traveling together may combine expenses however, the receipt must clearly indicate the name of those who incurred the expense.~~

~~9.3.7 Extended or Alternate Travel: Extended travel or travel to an alternative location in order to save money, require a statement of monetary and benefit savings to be submitted with the reimbursement. If travel is extended for non-business purposes a breakdown of additional costs incurred must be identified and excluded from reimbursement.~~

9.3.4 De Minimis Expenses:

9.3.8 Receipts are not required for expenses within the limits below. Expenses exceeding these amounts require a receipt or affidavit. Documentation is not necessary for amounts expended within the maximum limits identified below, but shall be reimbursed based on actual expense incurred. Expenditures in excess of the amounts listed below must be supported by an itemized receipt.

- Transit/ fares, rideshare/ taxis/ ferry/ charges and bridge and road tolls: up to \$20 per item if \$20 or less.
- Parking: up to \$15 per day fees if \$15 or less (per day).
- Hotel services/housekeeping/Tips and sundry expenses, such as valet, dry cleaning, etc.: if \$10 or less up to \$5 per day per item
- BAirline checked baggage fees: s up to \$430 each way for first checked bageach way.

9.4 Third Party Reimbursements

When travel expenses are paid or reimbursed by an outside organization, the District must ensure that there is no duplicate reimbursement and that all financial activity remains accurate and transparent.

- Travelers may not request reimbursement from the District for any expenses paid directly by a third party, such as hotel charges, registration fees, or transportation costs.
- When a third party offers reimbursement, the traveler is responsible for seeking reimbursement from the third party for all applicable expenses.
- Any third-party reimbursement received for District-related travel must be remitted to the District.
- Employees must still submit actual expenses in accordance with this Policy, even if a third party reimburses all or part of those costs.

9.49.5 Non-Reimbursable Expenses

The following expenses are not reimbursable under this Policy:

9.5.1 MeTravel-Related Charges

- 9.4.1 Routine meeting meals eting Meals: Meals for regular or routine meetings that are primarily social in nature or could be conducted outside of meal or break periods during normal working hours.
- First class, business class, or paid upgrades (e.g., priority seating, early boarding, extra legroom) unless pre-approved for a documented medical or business necessity.
- Late checkout fees, guaranteed no-show charges, or similar hotel penalties, unless due business necessity or personal emergency.
- Laundry and dry-cleaning services for trips lasting fewer than seven (7) consecutive days.

9.5.2 Personal Expenses:

9.4.2 The following expenses are personal in nature and not reimbursable and are the sole responsibility of the Commissioner or employee.

- ~~Transportation costs such as mileage, taxi fares and car rentals to places of entertainment venues or other and other non-business facilities and activities (e.g. mileage, taxi, rideshare used solely for personal activities).~~ are not reimbursable.
- ~~Commuting between home expenses between a Commissioner's or employee's residence and District offices (except as prescribed by Collective Bargaining Agreement).~~ are not reimbursable.
- ~~Costs related to keys locked in a vehicle automobile, travel insurance, personal auto mobile accident insurance or similar personal losses are not reimbursable.~~
- ~~Additional expenses resulting from for extended travel or alternate destinations taken for personal reasons. travel to alternate destinations for non-business purposes are not reimbursable.~~
- Purchase or consumption of a Alcohol, tobacco, and drugs (recreational or medical).

9.5.3 Fines and Penalties

9.5.4 s: All f ~~Fines, penalties, and/or forfeitures, including are not reimbursable. Commissioners and employees shall pay for all traffic tickets, parking citations, and/or towing and storage fees charges issued as a resulting from of improper or unlawful vehicle operation are not eligible for reimbursement. of a vehicle.~~

~~9.4.3~~

9.5.5 Travel with Non-Employees:

9.5.6 Expenses for individuals not employed by the District (e.g., spouse, family member, friend) a non-employee (e.g., spouse) traveling with any employee are are not reimbursable.

9.4.4 ~~When R receipts include charges, which contain expenses for both the employee and non-employee the person traveling with them, the employee must clearly identify and claim only District-related expenses. must clearly indicate only the employee's expenses.~~

9.5.7 Cancelled Travel or Training:

- ~~It is the responsibility of the Commissioner or employee to ensure that p~~ Prepaid travel costs (e.g., such as registration, airfare, non-cancelable reservations) are reimbursable only when cancellation is n and airline tickets, as well as non-cancelable reservations are only incurred when travel will actually occur. Payment for expenses related to cancelled

~~travel/training will only be made by the District upon written documentation by the Commissioner or employee, explaining the circumstances surrounding the cancellation certifying that the travel cancellation was due to a business necessity or personal emergency.~~

- ~~• The employee or the Commissioner must provide written documentation explaining the circumstances.~~

~~9.4.5~~

~~9.4.6 Frequent Flier Miles and Hotel Rewards: Commissioners and employees are responsible to ensure that they obtain a reasonable and fair price for airline tickets and lodging. All personnel are prohibited from purchasing tickets or lodging from a particular airline or hotel chain without regard to price in order to have frequent flier miles or hotel rewards credited to their personal account.~~

~~9.4.7 Third Party Reimbursements: When reimbursement by third party is available for part or all travel expenses incurred, Commissioners and employees are required to seek reimbursement. Third Party reimbursements for District travel expenses shall be remitted to the District. Employees shall comply with this Policy and submit reimbursement for actual expenses incurred even though the District may be receiving full or partial reimbursement from a third party.~~

9.5.8 Travel Expenses Between Meetings

- ~~• Commissioners and employees who wish to stay between two separate individual meetings occur held in the same general area (or general region) will generally not be reimbursed for, meals, lodging and other associated travel expenses incurred between meetings are generally not reimbursable.~~

~~9.4.8 the conclusion of one meeting and the beginning of the next. Partial or full reimbursement may be approved if the cost does not exceed will be considered if the expenses do not exceed the general mileage reimbursement or travel expenses what the District that would have paid for the traveler to return been incurred traveling home from the first meeting and travel back for the to the second meeting.~~

9.59.6 Cash Advance for Travel Expenses

9.6.1 Requirements for Travel Advances

The following rules egulations apply to all requests for advance travel cash advances requests:

9.5.1 Request & Issuance

- Travel advance requests ~~must shall be made on a~~ be submitted on the form prescribed by the Auditor.
- ~~The Advances will shall~~ be issued not more than five (5) days ~~before the approved prior to commencement of the authorized travel begins, period except under unusual circumstances unless the Auditor authorizes an exception for unusual cir-as apprcumstances. ved by the Auditor.~~
- Reconciliation & Return of Excess Funds
 - All advances ~~must shall~~ be reconciled ~~by submitting a complete Expense for in accordance with this Policy by submitting a~~ Reimbursement Form with required documentation.
 - Any unspent (~~Excess~~) travel advance funds ~~must shall~~ be returned to the District within five (5) working days ~~after travel is completed. following the completion of travel.~~
 - Failure to submit ~~timely travel~~the reimbursement ~~form or return~~ excess funds on time ~~places the s shall render the individual receiving the advance~~ in default and personally liable for the full outstanding amount.
 - Amounts in default ~~accrue unpaid amount, plus~~ interest at ten percent (10%) ~~percent per year, beginning on the date of default.~~
 - ~~annum from the date of default until repaid.~~ The District ~~may exercise its shall thereupon have a prior lien against and~~ right to withhold funds payable ~~or to become payable to the individual until the outstanding balance is paid. by the District to such Commissioner or employee.~~
- Use of Advances
 - ~~Under no circumstances shall any A~~ travel advance ~~is not be considered as a personal loan and may only be used for authorized District business expenses.~~
 - ~~to any individual, and a~~Any unauthorized ~~use of travel advance is considered expenditure of any advance shall be deemed a~~ ~~misappropriation of public funds and may result in disciplinary or legal action.~~

10. Mobile Phone or Device Stipend Policy

10.1 Objective

- 10.1.1 The ~~_District_~~ provides employees with reliable and recognizes the need to provide efficient, cost-effective communication tools to support business operations. equipment and services to further its business goals. There is a recognized advantage to be able to communicate with District employees during normal working hours, and in some circumstances instances, business needs may require employees to be reachable during and outside of normal working hours. When appropriate, the District may authorize the use of an when an employee is away from the workplace employee's personal mobile phone or device for District business, consistent with this Policy. e. Employee use of their personal mobile phone or device for business purposes is identified as a means of providing such services and shall be limited to the requirements and specifications contained in this guideline.
- 10.1.2 To ~~facilitate this communications~~ support this need, and upon proper approval, the District will provide a monthly reimbursable employee expense stipend for an approved list of to designated employees who are designated to offset the business-related costs of using a personal mobile phone or device. to use employee-owned mobile phone or device for District business. The intent of the stipend is to offset the cost of employees using their personal mobile phone or device for this purpose.

10.2 Authorization

- 10.2.1 Employees may be approved for a stipend only when there is a demonstrated business need and a typical use of 30 minutes or more per month, unless a lesser usage threshold is specifically justified and approved by the District. The authorization and assignment of employees to the mobile phone or device stipend list is limited to those instances where there is a demonstrated need for such equipment or service and a minimum regular average business usage of 30 or more minutes per month, or in some required instances, for less than 30 minutes as specifically authorized by the District.
- 10.2.2 Employees ~~requesting authorized for~~ data reimbursement must ~~have a demonstrated a~~ business need to access District email, and business calendars or other District systems from District servers. Example_s of those needs include:
- Improved employee or public safety
 - Increased productivity and/or efficiency
 - Enhanced ~~Improved~~ emergency preparedness
 - Situations in which reliable ~~where~~ communications cannot be provided by any other reasonable or cost-effective ~~less costly or reasonable~~ means.

10.2.3 ~~The District's~~ Department Directors are responsible for approving ~~will approve~~ the list of employees eligible to receive a ~~n expense~~ stipend in accordance with this policy.

10.3 Responsibilities

10.3.1 ~~The stipend is intended to cover the business-use portion of an employee's personal mobile phone or device. Employees receiving a stipend must sign the Mobile Phone or Device Usage Stipend Agreement and are responsible for securing and maintaining their personal phone and service plan.~~

~~The District is not responsible for any personal device issues, including inappropriate charges, damages, loss, theft, or late payments.~~

~~10.3.1 — amount calculated for each employee is intended to provide a monthly reimbursement for the appropriate amount of business use on his or her personal mobile phone or device. Authorized employees will be required to sign a Mobile Phone or Device Usage Stipend Agreement and are responsible for entering into a contract for mobile service with the provider of their choice. The District will not be responsible for an employee's personal mobile phone or device and/or associated service, regardless of any type of use, including inappropriate charges, a damaged, lost or stolen phone, or delinquent payments.~~

10.3.2 ~~Each employees~~ approved uthorized for a stipend must provide their mobile phone number to the Auditor and carry the device when business needs reasonably require availability ~~will immediately report the mobile phone number to the Auditor and will carry the phone when it is reasonably determined that business necessity may require it or at times when normal communication links are not available.~~

10.3.3 ~~The District may~~ retains the right to periodically review:

- ~~the~~ The list of employees receiving a stipend, and
- The stipend amount

~~approved for a mobile phone or device~~ Adjustments or cancellation may be made based on business need or job responsibilities, with approval from the Auditor.

~~10.3.3 — stipend and to review stipend levels for appropriateness. The District may change or cancel such stipend as deemed reasonable due to business usage and/or employee work related responsibilities. Such stipend adjustments will be by approval of the Auditor.~~

10.3.4 The District strictly prohibits conducting business through text messages.

~~10.3.4~~ All District business communications ~~must be conducted~~ occur through ~~a District-~~ approved applications and must comply in accordance with with the District's Public Records Act Policy and Records Management Policy.

10.3.5 ~~In the event of~~ a Public Records Request (PRR) is received, and upon notice ~~from the District, then~~ an employee must search their files, devices, and accounts for ~~records responsive~~ records and p-to-a relevant PR ~~provide those records (including emails, text messages, instant messages, and any other type of data) to the District. R and produce any public records (emails, text messages, instant messages, and any other type of data)~~

10.3.5 ~~If the~~ ~~to the District. Where an~~ employee withholds ~~personal~~ records as personal, from the employer, he the employee or she mm must submit an affidavit with facts sufficient to show the withheld information is not a “public record” under the Public Records Act.

11. Vehicle Use Policy

11.1 Objective

The purpose of this policy is to ensure the safety of those employees who drive District Vehicles and to provide guidance on the proper use of District Vehicles and personal vehicles used for District business.

11.2 Driver Criteria & Administration

Vehicle accidents are costly, but more importantly, they may result in injury to District employees or the general public. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility. The District expects employees to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important fact in driving safely.

- 11.2.1 Only District employees or contract employees are authorized to operate District Vehicles.
- 11.2.2 Employees must have and maintain a valid and current driver's license when operating any vehicle used for District business. Employees that operate commercial vehicles must have the proper Commercial Driver License (CDL) endorsements and appropriate training.
- 11.2.3 The District may revoke the authority of an employee to operate a District Vehicle due; to patterns of unsafe driving, traffic violations, improper or unauthorized use, suspended or invalid license, inadequate personal coverage or uninsurable by the District's insurance company, or who fail to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy. Where this authority is revoked for employees for whom driving is an essential part of their job duties, the employee may be subject to discipline up to and including termination. In addition, the operator will be responsible for damage and/or costs that occur due to an unauthorized use of a District Vehicle.
- 11.2.4 Motor Vehicle Reports will be obtained for all drivers prior to employment and annually thereafter for Commercial Driver License (CDL) holders.
- 11.2.5 District Vehicles may be examined for items missing, contraband, or for any misuse of the vehicle. Contraband may include any items not authorized by the District.
- 11.2.6 District Vehicles may be equipped with an Automatic Vehicle Location (AVL) device, the purpose of which is to better manage and dispatch crews and to safeguard our employees. Records of these devices may be used to ensure compliance with the policy.

11.3 Operating Standards

11.3.1 General Guidelines

- Drivers must become familiar and observe all state and local laws, and District procedures governing the safe and proper operation of vehicles.
- Employees driving District Vehicles are always in the eye of the public and a positive public perception is an important part of an employee's job responsibilities and should be considered as such. As a representative of the District, he/she is expected to avoid any appearance of inappropriate use or behavior while operating a District Vehicle.
- District Vehicles may not be used for any purpose or parked in any area that would diminish the character of the District, such as but not limited to bars, liquor stores, political meetings, or meetings of groups associated with hate, prejudice, or harassment.
- District Vehicles are not to be used by employees or Commissioners for material or personal gain, political campaigning, conducting an outside business, or moneymaking venture.
- The employee assigned a District Vehicle is responsible for ensuring the interior and exterior of the vehicle are kept clean.

11.3.2 Non-District passengers will be allowed for District business purposes. Non-District passengers for other purposes will be allowed by prior approval of the employee's supervisor.

11.3.3 Take-Home Vehicles

- Employees that are on call on a 24-hour basis may be allowed to take a District Vehicle home so they can respond as soon as possible. Such employees must obtain approval from their supervisor.
- The primary use of Take-Home vehicles is for District business, however they may be used to commute to and from work and for "*de minimis*" Personal Use.

11.3.4 Personal Vehicle Used for District Business

- Employees are encouraged to use District Vehicles for District business; however, use of an employee's personal vehicle for District business is permitted.
- Driving a personal vehicle for District business does not relieve an employee of the responsibilities of proper vehicle operation and public perception. Employees must comply with all laws and adhere to District procedures governing the safe and proper operation of vehicles.
- Employees must carry the legally required insurance for their personal vehicle and be eligible for the District's insurance. The District provides liability and physical damage coverage for personal vehicles used for

District business. This coverage is primary to the employee's insurance policy.

- If an employee becomes unlicensed or uninsured, and is therefore not covered by the District's insurance, the employee is not authorized to operate a personal vehicle for District business.
- Use of a personal vehicle to commute to and from work is not considered official business of the District.
- Use of a personal vehicle when dispatched into work or when responding to a work-related situation after normal working hours shall be considered official business of the District.
- Employees who use a personal vehicle for District business will be reimbursed for mileage incurred, with the exception of after-hour callouts. Reimbursement shall be [in](#) accordance with the Travel and Training Reimbursement Policy or the Collective Bargaining Agreement.

11.4 Safety Guidelines

- 11.4.1 Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. District Vehicle problems or concerns should be promptly reported to the Fleet Maintenance Supervisor.
- 11.4.2 Drivers and all occupants must wear a seatbelt at all times. All seatbelts need to be fastened before the vehicle is put in motion.
- 11.4.3 Drivers shall comply with Federal, State, and local mobile phone usage laws when operating vehicles.
- 11.4.4 No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- 11.4.5 Driving a District Vehicle while under the influence of intoxicants and other drugs (which could impair driving) is forbidden.
- 11.4.6 Drivers are responsible for the security of District Vehicles, and their contents, assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- 11.4.7 No animals are allowed inside a District Vehicle at any time unless required by law.
- 11.4.8 Smoking in District Vehicles is strictly prohibited.
- 11.4.9 The picking up of hitchhikers is not permitted.
- 11.4.10 Defensive Driving
 - Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.

- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must observe all posted speed limits including reduced speed, construction zone, and road hazard warnings. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic.
- Turn signals must be used to show where you are heading, while merging into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into the lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.
- Check behind your vehicle before backing.
- Back to the driver's side. Do not back around a corner or into an area of no visibility.

11.5 Reporting Requirements

11.5.1 Traffic Violations

- Vehicle operators are personally responsible for any citations issued to them or the vehicle they are operating, including moving and non-moving violations.
- Citations issued for traffic violations that occur while operating a District Vehicle or personal vehicle used for District business, must be reported to the employee's supervisor within 24 hours of receiving the citation.
- Employees holding a Commercial Driver's License (CDL) must report all citations for traffic violations to the employee's supervisor within five (5) working days of receiving the citation, whether or not the citation is received while on District business.

- All citations issued for DUI must be reported to the employee's supervisor prior to the employee resuming work or operating a vehicle for District business.
- Any employee who has a driver's license or insurance revoked or suspended, or otherwise becomes invalid, must immediately notify his/her supervisor before returning to work the next business day, and **immediately discontinue operation of any vehicle being used for District business.**
- Information regarding traffic violations will be provided to Human Resources and placed in the employee's file.

11.5.2 Accidents

- Employees must immediately notify their supervisor of any accident, theft or property damage involving a District Vehicle or personal vehicle used for District business, regardless of the extent of damage or lack of injuries.
- Employees must stay at the scene of the accident until a supervisor or their designee authorizes the employee to leave the accident site.
- Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
- At the discretion of their supervisor, employees may be required to be tested for the presence of drugs and/or alcohol in accordance with the District's Employee Handbook.
- The supervisor and law enforcement personnel, if responding, will investigate the cause of the accident. Should the results of the accident indicate the employee was at fault, the employee may be subject to discipline, up to and including termination.
- Employees involved in an accident must complete and submit the Accident While on Duty and Vehicle Accident Forms to their supervisor as soon as possible, but not later than 48 hours after the incident.

12. Vehicle Replacement Policy

12.1 Objective

- 12.1.1 The purpose of this policy is to provide general guidance for vehicle replacement that will obtain the maximum use of the vehicle while providing prudent fiscal management and to ensure safe operation, compliance with the District's insurance policy and acceptable public image.
- 12.1.2 Operating a fleet of vehicles requires balancing the costs of purchasing vehicles against repair costs and operational downtime that occur when vehicles are held for an extended period of time. As vehicles age, their residual value declines. The purpose of this policy is to set an optimum level for vehicle replacements, which ~~minimize~~minimizes the overall costs of operating the District fleet, while at the same time, ensuring that core functionality is not unnecessarily jeopardized. The Fleet Foreman together with the Fleet Department Director base these decisions on the type of usage, repairs and maintenance history and anticipated needs for repair.
- 12.1.3 This Vehicle Replacement Policy was prepared in order to optimize the investment in the District's vehicles and work equipment.
- 12.1.4 A major difference between construction and passenger vehicles is the way vehicles are used. Construction vehicles often sit in one location with the engine idling or running hydraulics for work purposes for extended periods of time. Therefore, the engine usage is much higher than would be expected based on the number of miles on the odometer.
- 12.1.5 All vehicles owned and operated by the District are considered emergency response vehicles, and are therefore exempt from the fuel requirements of RCW 43.19.648.

12.2 Vehicle Replacement Guidelines

- 12.2.1 In projecting vehicle replacements for budget planning, vehicle age, mileage, operating time maintenance costs, depreciation, market value, and down time must be considered. As a general guideline, vehicles will be replaced on the following schedule:
- 12.2.2 Passenger vehicles:
- Gasoline powered, electric powered (EV), or hybrid passenger vehicles shall be reviewed for potential replacement at no more than ten years or 100,000 miles, whichever comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.
 - Diesel powered passenger vehicles shall be reviewed for potential replacement at no more than ten years or 150,000 miles, whichever

comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.

12.2.3 Trucks or Aerial Lifts with less than 26,000 lbs. GVW:

- Gasoline powered vehicles shall be reviewed for potential replacement at no more than ten years, 100,000 miles, accumulative PTO hours of 5000 or total engine hours/idle time of 7500, whichever comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.
- Diesel powered vehicles shall be reviewed for potential replacement at no more than ten years, 150,000 miles, accumulative PTO hours of 5000 or total engine hours/idle time of 7500, whichever comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.

12.2.4 Trucks with greater than 26,000 lbs. GVW:

- If one or more of the following criteria exceed their maximum allowable limit, the vehicle shall be reviewed for replacement: no more than ten years with no regard to mileage, accumulative PTO hours exceeding 5000 or total engine hours/ idle time exceeding 10,000 whichever comes first, taking into consideration whether the vehicle is deemed fit for service by the District's fleet department or Department Director.

12.2.5 Additionally, vehicles shall be replaced or removed from the District's fleet when:

- the cost of repair is estimated at 50% of the vehicle's "Blue Book" fair market value.
- the vehicle has a history of excessive repairs but has not reached the mileage, age, or time component of the standard replacement cycle if the District's fleet department or Department Director deems it unfit for service.
- the vehicle was involved in an accident and the total cost of repair is greater than 50% of the vehicle's fair market value.
- the vehicle is not capable in normal operation to meet current State or Federal laws, current job function or for safety considerations. Vehicles replaced for this reason shall be replaced based on priority, keeping the safety of District employees as the highest priority.

12.2.6 The District will strive to purchase acceptable, standard vehicles from a state contract or other cooperative agreement to minimize costs.

12.2.7 All vehicles shall be painted white as the standard fleet color. All line crew vehicle's front hoods shall be painted black to reduce glare.

12.2.8 When any Department requires additional new vehicles (as opposed to replacements) requests with justification shall be made to the General Manager.

12.2.9 The District shall, if cost effective, refurbish trucks, aerial devices or lifting equipment to extend the operating life past the recommended District policy for fiscal responsibility purposes if said vehicle is deemed in “good” operating condition by the fleet department or Department Director and will cost effectively extend the life of the vehicle an additional five years of reliable service.

12.3 Equipment Replacement Guidelines

12.3.1 District equipment is used to perform specific essential functions on District projects. Most equipment is not considered a vehicle due to the nature of its design and function, but considered a capital asset powered by either a gasoline or diesel engine generally assisting a hydraulic system. This equipment will not have an odometer so replacement efforts will be determined by age, hours, PTO hours or repair costs and operational downtime that occur when equipment is held for an extended period of time. The fleet administrator bases these decisions on the type of usage, repairs, maintenance history, and anticipated needs for repair.

Gasoline and diesel-powered equipment shall be replaced at no more than 15 years accumulative PTO hours of 5000, or total engine hours/duty cycle of 7500, whichever comes first, unless the vehicle is deemed fit for service by the District’s fleet department or Department Director.

13. Drone/Unmanned Aircraft Use Policy

These standard operating procedures are governed by the rules, regulations, and authorizations of the Federal Aviation Administration (FAA) under 14 CFR Part 107, which are subject to change over time. District employees operating any District-owned Unmanned Aircraft System (UAS) are responsible for ensuring their operating practices remain compliant with all current FAA requirements.

13.1 Objective

This procedure ensures the safe and proper operation of Unmanned Aircraft System (UAS) flown in the National Airspace System (NAS) for Cowlitz PUD. District staff use UAS for asset inspection, video and still photography, as-builts, tower inspections, line of sight verification, and other District-related purposes. Training flights and flight practice may also be conducted.

Safety is our highest priority, including the protection of the flight crew, persons near flight operations, and surrounding natural environment, wildlife, and infrastructure. All flight operations must be conducted in accordance with federal laws and regulations.

13.2 Procedures

13.2.1 All UAS owned by Cowlitz PUD must be registered with FAA under 14 CFR Part 48.

13.2.2 A Pilot-in-Command must hold a current valid FAA Part 107 Remote Pilot Certificate and a valid State issued ID; and must comply with all applicable training and certification requirements effective as of date of flight.

13.2.3 The remote pilot in command must report any UAS accident to the FAA in accordance with Part 107 accident reporting requirements.

13.2.4 Cowlitz County Airspace: Most Cowlitz County is currently (as of most recent policy effective date) designated as Class G (uncontrolled) airspace, including surrounding Southwest Washington Regional Airport (KLS). No entry or clearance requirements apply to Class G airspace, and unrestricted UAS operations are permitted up to the maximum Part 107 elevation with no FAA waiver or approval. Operators must verify current airspace Temporary Flight Restrictions (TFRs), Notice to Air Missions (NOTAMs), and current weather prior to flight to ensure FAA compliance.

~~13.2.4~~ 13.2.5 All UAS records will be managed according to Washington State Records and Retention Laws.

13.3 Records

~~13.3.1 All UAS related records will be managed according to Washington State Records and Retention Laws. Applicable categories may include:~~

- ~~• Flight and Use Logs (GS2012-045) — exported from the operating software and stored in a clearly named designated file location for 4 year retention, then destruction. This includes firmware version for the UAS (via Flight Logs) at the time of flight, as well as flight approvals in classified airspace through the Low Altitude Authorization and Notification Capability system.~~
- ~~• Maintenance (Major and/or Regulated) (GS2012-039) — store in a clearly named designated file location for 6 year retention (measured from date agency no longer owns asset), then destruction.~~
- ~~• Maintenance (Minor Non-Regulated) (GS2012-040) — store in a clearly named designated file location for 3 year retention (measured from end of fiscal year in which minor non-regulated maintenance was complete), then destruction. This category may include firmware updates for the UAS, which are included in the Flight and Use Logs mentioned above.~~
- ~~• Inspections/Monitoring — Regulated (Non-Environmental) (GS2012-038) — store in a clearly named designated file location for 6 years after calendar year and violations (if any) corrected (non-archival).~~
- ~~• Inspections/Monitoring — Non-Regulated (GS2012-037) — store in a clearly named designated file location until no longer needed for agency business (non-archival).~~
- ~~• Reporting/Filing (Mandatory) — Assets (GS2012-044) — store in a clearly named designated file location for 6 years after report or document submitted (Archival — Appraisal Required).~~
- ~~• Images and Videos captured by the UAS will be stored in clearly named folders for the specific project and handled under the appropriate retention for that project.~~

~~Records relating to UAS Pilot Certifications will be documented and managed by the District.~~

14. Employee Meals/Snacks for District Purposes

14.1 General Provisions

- 14.1.1 The District may provide meals/snacks to employees for business purposes. It is important to exercise prudent judgment when approving such expenses. Business related meal/snack expenses will be reimbursed in accordance with this Policy.
- 14.1.2 The Department Director or General Manager shall approve in advance all such expenses. An exception is allowed for emergency response.
- 14.1.3 The expenses will be reimbursed based on actual cost incurred. For meals, the individual amount shall not exceed the U.S. General Service Administration (GSA) rates for the Vancouver (Clark/Cowlitz/Skamania) area.

14.2 Reimbursable Meal/Snack Expenses

- 14.2.1 Business purposes include but are not limited to: General practice is to hold meetings, etc. outside normal meal hours.
- Department meetings and training
 - Working lunches
 - District committee and other meetings
 - Lunch and Learn sessions
 - On-site training classes
 - Benefits Fair
 - Board Meetings and Workshops
 - Strategic Planning sessions
 - Emergency response – storm events, etc.
 - Scheduled after-hours work
 - Recognition for work-related accomplishments, efforts
- 14.2.2 District and individual Department budgets shall be established during the annual budget process considering the nature of activities, number of employees, etc. The General Manager has authority to approve additional amounts as needed.
- 14.2.3 Tips and Gratuities: For meals purchased, a tip is allowable as long as it does not exceed 20%. Tips and gratuities for meals are included in the GSA allowance for each meal.
- 14.2.4 Annually, Cowlitz PUD provides a Christmas lunch for employees.
- 14.2.5 Annually, Cowlitz PUD holds Employee Recognition Day. The District provides breakfast and lunch for all employees.

14.3 Documentation of Expenses

14.3.1 Documentation should include:

- Approval by Director or General Manager
- Nature of business purpose
- Itemized receipt
- If meal is provided, indicate the number of employees along with GSA to support amount does not exceed GSA limits per employee – this is not required for Employee Recognition Day or Christmas Lunch

15. Board Acceptance

The Board hereby authorizes the policies included herein as of the ~~11th~~-24th day of March, 20265.

President

Vice President

Secretary



BUSINESS OPERATION POLICIES

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1. Preamble

These Business Operation Policies have been adopted by Public Utility District No. 1 of Cowlitz County (“District” or “Cowlitz PUD”) in the interest of efficiency, economy, good stewardship of public funds, and safety in its operations in the distribution of electricity to its customers. The Policies are subject to revision by the Commission from time to time to meet these objectives. These Policies are to serve as a guide to the employees and representatives of Cowlitz PUD in their performance of the day-to-day business of the District. Construction details and specifications are written to conform with the present State and National laws governing such matters and are not intended to violate any State, National or Municipal ordinances or laws. Should any new laws or ordinances be adopted that conflict with these Policies, the policies shall be considered to be amended accordingly.

2. Definitions

Special terms when used in these policies shall have the following meanings:

Business Continuity: The process of developing advance arrangements and procedures that enable an organization to respond to a natural or man-made disaster in such a manner that critical business functions continue with prioritized levels of service.

Business Continuity Plan (BCP) Coordinator: The District's IT Manager.

Business Interruption: Any event, whether anticipated or unanticipated, which disrupts the normal course of business operations at any of the District's facilities. (Example: power failure, earthquake, data breach, fire, flood, etc.)

District Business: Any activity performed at the direction, or for the benefit, of the District, not including an employee's normal commuting to and from work.

District Vehicle: Any motorized vehicle or motorized equipment owned, rented, or leased by the District.

General Services: Services such as consulting or technical services provided by a skilled professional that do not otherwise fall under Public Works or Professional Services.

Personal Use: The use of a District Vehicle to conduct an employee's personal affairs, not related to District business.

Professional Services: Services provided by engineers and/or architects.

Property Damage: Injury to real or personal property.

Public Works: All work, construction, alteration, repair, or improvement, other than Ordinary Maintenance, executed at the cost of the District, or which is by law a lien or charge on any property therein.

Ordinary Maintenance: Work not performed by contract and that is performed on a regularly scheduled basis – such as daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year – to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary.

Power Take Off (PTO): A term used with vehicles and equipment. The PTO works outside the vehicle operation but needs the motor as a power source. The PTO supplies pressure to the hydraulic system which runs multiple items on the vehicle such as the capstan, aerial lift, digger, etc.

Residual Value: The value returned on a vehicle's eventual sale.

"Same kind of materials, equipment or supplies" shall mean substantially identical items.

Take-Home Vehicle: A District Vehicle assigned to be driven to and from an employee's place of residence and their assigned work location.

Travel Status: The period during which an employee or Commissioner is traveling away from their assigned work location for approved District business.

Vehicle: All on-road and off-road means of motorized transportation and work equipment used in the daily operation and maintenance activities of the District distribution and transmission system.

3. Business Continuity Policy

3.1 Objective

The purpose of this policy is to ensure that the District's information and operations are protected against Business Interruptions, including large-scale disasters. To ensure recovery of critical services following a disruption or disaster, risks to critical functions will be identified, and effective preventative and responsive recovery strategies will be developed, implemented, and regularly tested. The District is committed to mitigating the impact of an interruption of critical business functions and facilitating the resumption and safe delivery of electricity to its customers.

3.2 Declaration of an Emergency

In the event of a Business Interruption, the District will:

- 3.2.1 Declare - Issue a formal Declaration of Emergency based on this criterion by the General Manager or designee, provided the General Manager may declare an emergency and waive competitive bidding if necessary to address the emergency pursuant to Section 4.4.2.
- 3.2.2 Ratify - The Board of Commissioners (the Board) of the District shall ratify such Declaration of Emergency as soon as practical and, as such, may need to waive notice of open meeting requirements as provided by law.
- 3.2.3 Terminate - The Board shall terminate such Declaration of Emergency when emergency conditions have subsided.

3.3 Administration

- 3.3.1 Overtime pay - Under a Declaration of Emergency by the District, overtime pay is authorized as follows:
 - Exempt employee overtime pay is authorized for employees determined by the General Manager necessary to address the emergency, at one-and a half times base pay, except that overtime pay for Director Level and above is not authorized.
 - Non-exempt/non-bargaining employee overtime pay shall continue to be paid under standard administration policies.
 - Bargaining employee overtime shall continue to be paid under terms contained in the Collective Bargaining Agreement.
 - All overtime shall be closely managed by supervisory personnel to ensure that overtime compensation is in support of prompt restoration of service or in direct connection with the Business Continuity Planning Program (the Program).
- 3.3.2 Meals - Under a Declaration of Emergency by the District, meals are provided or reimbursed as follows:

- Non-bargaining employees shall be provided or reimbursed meals while at work in accordance with the Travel and Other Expenses Reimbursement Policy.
- Bargaining employees shall continue to be compensated under terms contained in the Collective Bargaining Agreement.

3.3.3 Purchasing and procurement - Under a Declaration of Emergency by the District, the District will authorize exceptions to the District’s Purchasing and Procurement Policies as follows:

- The District has developed contracting and procurement policies intended to comply with Federal, State, and local laws, and with the Federal Emergency Management Agency (FEMA) procurement requirements. When an emergency is declared, these policies are followed to the extent they are consistent with legal requirements in existence at the time of the emergency.
- The General Manager will balance the need for prompt restoration of services with FEMA reimbursement rules.
- The General Manager may delegate procurement authority in writing.
- The General Manager may enter into a mutual aid agreement with other utilities that will provide the basis for payment to other utilities.
- The General Manager may suspend competitive bid requirements and award all necessary contracts to address the emergency under the provisions of RCW 39.04.280, as more fully described in Section 4.4.2.

3.4 Responsibilities

3.4.1 Board of Commissioners

- Review and approve - The Board of Commissioners are responsible for reviewing and approving the District’s Business Continuity Policy annually.

3.4.2 Incident Response Team

- Integrate BCP best practices - The General Manager and Directors shall support a culture where business continuity best practices and recovery strategies are integrated into the District’s daily operations.
- Make decisions - The Incident Response Team shall act quickly and decisively during a crisis.

3.4.3 Business Continuity Plan (BCP) Team

- Provide oversight - The BCP Team is responsible for the oversight and management of the Program. The BCP Team includes team leads from each Recovery Team and is led by the BCP Coordinator.
- Assess and update the Program - The assessment and updates will consist of:

- Performing a threat assessment to identify and mitigate risks to critical functions;
- Performing a business impact analysis to document and understand the interdependencies among business processes;
- Identifying critical applications, systems, and data;
- Prioritizing key business functions; and,
- Routine maintenance of the Program to keep the information current due to changes in the recovery strategy, business requirements, personnel, or technological changes.
- Train employees - Training will consist of:
 - Ensuring employee awareness for the need of business continuity planning;
 - Reviewing the procedures for reporting incidents and activating the Program;
 - Defining roles and responsibilities of Recovery Team members and providing procedures to follow in the event of a disruption of service or a disaster;
 - Documenting and distributing copies of the Program to employees; and,
 - Coordinating testing of the Plans between the Recovery Teams and IT.

3.4.4 Recovery Teams

- Develop recovery plans - In coordination with the District's Technology Recovery Team, Recovery Teams must develop a Plan that provides for contingencies to restore information and systems if a disaster occurs. Each Recovery Team is responsible and accountable for its' own Plan consistent with and in support of the overall Program. Recovery Teams that utilize third party vendors shall integrate their Plan, including off-site storage of data, with the service providers' plans.
- Maintain and update Plans annually – Recovery Teams shall update their Plan at least annually and following any significant change to their environment.
- Test Plan annually – Recovery Teams are required to test their Plan at least once a year. The Recovery Team shall correct any deficiencies revealed by the test and report them to the BCP Coordinator.

3.4.5 Technology Recovery Team (in addition to the above Recovery Team requirements)

- Develop technological recovery strategies - In conjunction with each Recovery Team, the Technology Recovery Team is responsible for ensuring all backup and recovery strategies for both business and SCADA networks.

4. Procurement and Purchasing Policy

4.1 Objective

It is the policy of the District in its procurement and purchasing functions to obtain necessary supplies, material, and equipment and to enter into Public Works and other services contracts at the lowest total cost, with specific consideration given to the principles of quality, functionality, overall cost-effectiveness, and timeliness. Above all, District employees must act as good stewards of public funds.

All procurement activities by the District shall comply with the applicable laws and regulations of the State of Washington, this Policy and prudent utility practices. In the event of statutory or regulatory changes, this Policy shall be amended or revised by action of the Commissioners, as necessary. All procedures related to this Policy shall be approved by the General Manager and implemented in a manner to give effect to applicable legal requirements.

4.2 Procurement Processes

Through this Policy the Board of Commissioners authorize the General Manager or designee to approve purchases using the following methods:

- 4.2.1 Purchases and contracts estimated less than the limits set forth by RCW 54.04.070(1) and (2) may be carried out without a contract or a competitive bid process.
- 4.2.2 Purchases and contracts estimated above the limits set forth by RCW 54.04.070(1) and (2) may be accomplished by a competitive bid process where an advertisement for bids is published and bids are opened publicly, evaluated, and awarded pursuant to RCW 54.04.080, subject to any exceptions provided by law.
- 4.2.3 The Small Works Process may be used to award contracts, as provided by RCW 54.04.070(4) and RCW 39.04.155.
- 4.2.4 The alternative bid procedure authorized by RCW 54.04.082 and RCW 39.04.190 requiring three quotes from vendors on the District's existing vendor list may be used for purchases of the same kind of materials, equipment, or supplies.
- 4.2.5 For obtaining Professional Services, the process described in RCW 39.80 shall be used to contract with the most qualified firm for the work contemplated, as determined by District staff.
- 4.2.6 Procurement of General Services shall be obtained by practices and procedures established by the District, making an effort when possible to obtain at least three quotes/proposals to determine the most advantageous option.

- 4.2.7 Purchases and contracts may also be accomplished through intergovernmental cooperative purchasing agreements. The District may enter into such cooperative purchasing agreements for this purpose. The General Manager is authorized to enter into Interlocal Agreements pursuant to RCW 39.34.030 consistent with the financial authority limits provided in section 4.6 below.
- 4.2.8 Contracting for third-party administrator services for self-insurance programs shall comply with the requirements of WAC 200-110-100. Entering a contract for services shall not relieve the District of its ultimate governing, managerial and financial responsibilities. The procedures for contracting with a third-party administrator shall include, as a minimum:
- Conduct a competitive solicitation process (may involve benefits consultant) – Factors to consider include but are not limited to customer service; benefit and operational procedures; legal, compliance and reporting; technology
 - Contract with successful firm shall:
 - a. Ensure WAC 200-110-150 conflict of interest requirements are met, including that each contract shall require a written statement be submitted to the program on a form provided by the State Risk Manager providing assurance that no conflict of interest exists prior to acceptance of the contract by the self-insurance program.
 - b. Include complete written description of the services to be provided, remuneration levels, contract period, and expiration date;
 - c. Provide for the confidentiality of the program's information, data and other intellectual property developed or shared during the course of the contract;
 - d. Provide for the program's ownership of the information, data, and other intellectual property developed or shared during the course of the contract;
 - e. Provide for the expressed authorization of the self-insurance program, consultants to the program, the state auditor, the state risk manager, or their designees, to enter the third-party administrator's premises to inspect and audit the records and performance of the third-party administrator which pertains to the program and to obtain such records electronically when audit travel costs can be eliminated or reduced;
 - f. Require the compliance with all applicable local, state, and federal laws;
 - g. Establish a monitoring and acceptance procedure to determine compliance with third-party administrator contract requirements; and
 - h. Establish indemnification provisions and set forth insurance requirements between the parties.

4.2.9 For procuring electronic data processing and telecommunications systems, the District may use the alternative RFP process as described in RCW 39.04.270, where the award shall be made to the vendor with the product that best suits the needs of the District, as determined by District staff, considering price and other factors.

4.2.10 The District may utilize any other method of procurement allowed by law and approved by the General Manager.

4.3 Single Source of Supply

Pursuant to RCW 39.04.280, the Board of Commissioners may waive competitive bidding by resolution. This is applicable when the purchase is clearly and legitimately limited to a single source of supply, such as but not limited to the following:

- District employees have conducted a screening process whereby a purchase of a specific product is justified;
- District employees can draft legitimate specifications to which only one vendor can successfully respond;
- The product is available only through one manufacturer or distributor; or
- The vendor certifies that the District is getting the lowest price it offers anyone.

4.4 Other Exceptions to Competitive Bidding pursuant to RCW 39.04.280

4.4.1 The District may also waive competitive bidding requirements for purchases involving special facilities or market conditions, purchases in the event of an emergency, and purchases of insurance or bonds. Except in the case of an emergency, a waiver of competitive bidding shall be approved by a resolution of the Board before the contract is awarded. The resolution shall contain the factual basis of the proposed waiver.

4.4.2 If an emergency exists, the General Manager (or Acting General Manager) may declare that an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the District to address the emergency situation. A written finding of the existence of an emergency must be made by the General Manager and entered into record no later than two weeks following the award of the contract. For purposes of this section “emergency” means unforeseen circumstances beyond the control of the District that either: (a) presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

4.5 Procedures

All procurement and the bidding/awarding of contracts shall be completed in accordance with this Policy and the District’s Purchasing Procedures. The Purchasing

Procedures provide additional guidance for accomplishing purchases described in Section 4.2 above.

4.6 Financial Expenditure Authority

The General Manager or designee is authorized to approve any expenditure or contract, including change orders, included in the Board-approved operations and capital budgets and up to \$200,000 for unbudgeted items consistent with District procedures and applicable procurement law. Other District personnel are authorized to approve budgeted expenditures and contracts up to their signature authority (exceptions with General Manager approval include budgeted power costs, payroll and related liabilities, healthcare claims and state and local taxes). Directors are authorized to approve unbudgeted items up to \$10,000. Board authorization is required for unbudgeted items in excess of \$200,000 and budgeted expenditures and contracts consistent with District procedures and applicable procurement law. The General Manager shall review and set not less than annually the signature (expenditure) authority levels of District personnel up to the amount of \$100,000. Periodically throughout the year, the Director of Accounting/Finance will provide actual year-to-date expenditures compared to budgeted amounts and/or annual forecasted expenditures compared to budgeted amounts for Board of Commissioner review.

4.7 Work to be Performed by District Employees

As provided by RCW 54.04.070(2), instead of contracting work, the District's employees may perform the work which is an accepted industry practice under prudent utility management. This is limited to projects with a total cost of materials not to exceed \$300,000, excluding items considered as equipment. The statute defines "equipment" as including but not being limited to conductor, cabling, wire, pipe, or lines used for electrical facilities.

- 4.7.1 "Accepted industry practice" is work typically performed by District employees, or work which District employees are capable of performing in the regular course of utility business.
- 4.7.2 For purposes of this section, "equipment" includes any item regularly stocked in the District's warehouse, including but not limited to poles, conduit, conductor, hardware, etc.
- 4.7.3 For purposes of this section, "materials" are tangible components of a project, other than equipment.
- 4.7.4 A "project" is work that can be completed and energized or operational on its own. It can be part of a larger project that takes place over an extended period of time, so long as it can be operational on its own.
- 4.7.5 A "phase" of a project is work that is not operational on its own after completion and requires other work to be performed to be operational.

4.8 Legal Review

When deviating from the normal purchasing procedures or when special circumstances occur, the District's General Counsel shall be consulted to assure the District maintains compliance with applicable laws. Additionally, contracts, other than the District's pre-approved contract forms, and all documents encumbering or conveying an interest in real property shall be provided to the District's General Counsel for review and approval.

4.9 Bid Opening Process

At the time and place stated in the Advertisement for Bids or in the small works bid packet, the bids shall be opened, read aloud, and recorded. This meeting shall be attended by an appropriate level of District staff members to witness and record the bids, preferably the Purchasing Manager, Sr. Procurement Coordinator, Risk Compliance Manager, Project Manager, and any of the bidders or other members of the public that wish to attend. The Purchasing Manager, or designee shall be the official timekeeper for the bid opening and determine the timeliness of all bids. For bid processes not requiring sealed bids, quotes or bids may be obtained over the phone or by email.

4.10 District Credit Card Purchases

The preferred method of purchase by the District is by Purchase Order/Invoice or expense reimbursement through the accounts payable process. However, whereas certain transactions are best executed by credit card, District credit cards will be issued to employees as determined necessary. The cardholder shall be empowered to make credit card purchases as authorized by an employee with the appropriate expenditure level for the purchase. The cardholder is responsible for matching the purchase receipts (each authorized by an employee with the appropriate signature authority) to the credit card statement and coding each purchase with the appropriate department and budget codes. District credit cards shall not be used for personal expenditures or purposes.

5. Surplus Policy

5.1 Objectives

- 5.1.1 This Policy shall govern the disposition of the District's works, plants, systems, utilities, and real and personal property that (1) is unserviceable, inadequate, obsolete, worn out or unfit for District use, or (2) is no longer necessary, material to, or useful to District operations.
- 5.1.2 The District is authorized under RCW 54.16.180 to dispose of property and uses RCW 36.34 as procedural guidance. All asset dispositions shall be conducted in the best interests of the District and its customers, in a lawful, transparent, and cost-effective manner.

5.2 Responsibilities and Procedure

- 5.2.1 District staff shall recommend to the Surplus Committee property that meets the criteria for surplus.
- 5.2.2 The Surplus Committee is comprised of the Auditor, Purchasing Manager and the Engineering and Operations Department Directors.
- 5.2.3 The Surplus Committee shall review the recommendation, verify surplus status, and compile a list of surplus items with recommended methods of disposition for Board approval.

5.3 Notice and Public Hearing

- 5.3.1 Before approving disposition of District property, the Board shall hold a public hearing, either separately or during a scheduled meeting, to receive public comment.
- 5.3.2 Notice must be published at least two weeks prior to the hearing in a legal newspaper of general circulation in Cowlitz County.
- 5.3.3 The notice must specify the date, time, location, and purpose of the hearing and a general description of the property.
- 5.3.4 A public hearing is not required when:
 - when property is transferred to another governmental agency (consistent with RCW 39.33);
 - when the District trades in the item upon the purchase of a like item;
 - when the value of the item is less than \$2,500 (net disposal costs); or
 - the Board declares an emergency by resolution.

5.4 Methods of Disposition

- 5.4.1 Once authorized by the Board, staff may dispose of surplus property using any lawful and beneficial method, including public auction, sealed bids, consignment, broker sale, or donation to a qualified non-profit organization.

6. Employee Safety Policy

6.1 Objective

Cowlitz PUD strives to maintain and promote safety as a core value with a goal to reduce hazards to employees, customers, contractors, and visitors. To ensure a commitment to a safe workplace, employees may be awarded for their participation in safety awareness.

6.2 Safety Incentive Program

The Safety Manager is responsible for developing a Safety Award Program, to be approved by the General Manager, to encourage all employees to participate and take ownership of maintaining a safe workplace.

6.2.1 Employees will be eligible to earn safety awards, with an annual limit of \$150 per employee. Internal Revenue Service (IRS) regulations may require reporting of certain awards as compensation.

7. Educational Assistance Policy

7.1 Objective

Cowlitz PUD recognizes that the skills and knowledge of its employees are critical to the success of the District. The District encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the District. Eligible employees, subject to conditions and limitations, may apply for tuition reimbursement to further their education and career potential with the District.

7.2 Eligible Employees

This program is open to full-time employees who have been employed with the District for a period of one (1) or more consecutive years, who are not under recent disciplinary action and who have maintained satisfactory work performance prior to enrolling. Part-time, temporary, limited duration, seasonal and student employees are not eligible for this program.

7.3 Degree Program or Coursework Eligibility Requirements

Degree programs or individual coursework must be related to the employees' current job and may, in part, prepare the employee for a job to which he/she could reasonably aspire during his/her tenure with the District.

Those approved for education assistance may be reimbursed up to 90% of tuition paid, net of grants, scholarships, or other tuition assistance, to an accredited institution depending on the following factors:

- 7.3.1 The extent to which the course of study will benefit the District.
- 7.3.2 The program design and quality of the educational institution.
- 7.3.3 Budgetary limitations of the District.
- 7.3.4 Job performance while attending the education program.
- 7.3.5 Recommendation of the Department Director.

7.4 Approval Process

Educational assistance approval must be received at least ninety (90) days in advance of the start date of classes. The employee and Department Director will jointly prepare an educational assistance request plan, which will include:

- 7.4.1 A written statement from the employee as to how the District will benefit.
- 7.4.2 A written statement from the Department Director endorsing the employee.
- 7.4.3 Description of the education plan with degree to be obtained, if applicable, and a list of required courses and elective courses.
- 7.4.4 Dates of enrollment.

7.4.5 Cost of tuition.

7.4.6 Name of educational institution. (Must be an accredited institution.)

Before employee enrolls in approved courses, he/she must submit each term's classes for approval using the Pre-Enrollment Authorization for Tuition Reimbursement Form. This must include the class registration with the name of the course and tuition cost.

Human Resources will make the determination for approval for the educational assistance program and the related degree program with input by the Department Director.

7.5 Reimbursement

Within thirty (30) days of course completion, the employee must submit to the Human Resources Manager the official transcript from educational institution indicating course and grade received for the course. The employee must receive at least a grade of "B", or "pass" when a "pass/fail" grade is used by the institution to receive reimbursement from the District.

7.6 Limitations

7.6.1 As noted above, reimbursement for approved courses is limited to tuition. Tuition does not include the following fees and expenses (not intended to be an all-inclusive list):

- Textbooks;
- Campus fees;
- Supplies, equipment, or other course materials;
- Lab fees;
- Technology fees;
- Student Service fees;
- Student Wellness fees;
- Instructional fees;
- Required software;
- Application fees;
- Medical Insurance;
- Testing fees; and
- Travel, lodging and meals

7.6.2 All costs not identified in this policy are the responsibility of the employee.

7.6.3 Other limitations include (unless approved by the General Manager):

- A law degree;
- Ph.D. degree programs; and
- Those employees who have already obtained a graduate or undergraduate degree that was reimbursed by the District.

7.7 Payback Provision

7.7.1 As a condition of educational assistance, the employee shall agree that if he or she elects to leave District employment or is terminated for cause, the employee will repay the District per the schedule below.

Voluntarily Resigns or Terminated for Cause	Percentage of tuition to be remitted back to the PUD
Within 12 months of completing the course/program	90%
Within 13 to 24 months of completing the course/program	75%
Within 25 to 36 months of completing the course/program	50%
Within 37 to 48 months of completing the course/program	25%

7.7.2 Pay back of tuition reimbursement will be deducted out of the employee's final paycheck upon separation. If the final paycheck does not have enough funds to cover the remaining tuition reimbursement balance the District's accounting department will bill the separated employee for the remaining balance.

8. Employee Recognition Policy

8.1 Objective

To establish procedures and guidelines under which Cowlitz Public Utility District (the District) funds can be utilized for the purpose of employee recognition.

8.2 Definition of Employee Recognition

“Employee recognition” is a benefit provided to employees, and means any award, token of appreciation, prize, meal, entertainment, event, or similar recognition that is specifically to promote good will among District employees; foster a sense of pride in affiliation with the District; promote safety, productivity, reliability, efficiency, dedication, and/or commitment to the community that the District serves; or generate cost savings for the District. It is the intent that the District benefits from this policy by encouraging and supporting conduct on the part of employees that benefits the District as an organization.

8.3 Expenditure of Funds

8.3.1 The District or its individual departments or work sections may, subject to budgetary authority, expend funds for the purpose of employee recognition.

8.3.2 The expenditure of funds for a token of appreciation, prize, plaque, award, or similar item is limited to no more than \$350 per employee per year (not to include recognition of longevity, retirement, the safety incentive award program, wellness program, food purchased specifically for Department meetings, trainings, Department Lunch and Learn sessions, employee recognition day, Christmas Lunch or food purchased for employees during storm response). Beginning in the year 2021, the amount may be adjusted annually during the budget process dependent on budgetary limitations and prior year expenses. The Manager of Employee Services will be responsible for calculating the annual expenditure limit, subject to any budget restrictions.

8.3.3 The expenditure of funds for recognition of longevity of employment or retirement shall be:

- 5 Years of Service \$25.00 Gift (PUD Logo item or Gift Card)
- 10 Years of Service \$50.00 Gift (PUD Logo item or Gift Card)
- 15 Years of Service \$75.00 Gift (PUD Logo item or Gift Card)
- 20 Years of Service \$100.00 Gift (PUD Logo item or Gift Card)
- 25 Years of Service \$125.00 Gift (PUD Logo item or Gift Card)
- 30 Years of Service \$150.00 Gift (PUD Logo item or Gift Card)

When an employee retires, the District may contribute to a District hosted retirement function and/or retirement gift up to a maximum of \$250.00.

8.3.4 The General Manager, at his or her discretion, may increase the amount allowed in the previous paragraph by no more than \$100 per recognized

employee, inclusive of sales tax, shipping, and handling, engraving and other incidental costs, when he or she determines a smaller amount is insufficient under the circumstances.

- 8.3.5 The expenditure of funds for meals related to an employee recognition event must be authorized by the General Manager in advance and may not exceed GSA per diem dinner rate for the Vancouver (Clark/Cowlitz/Skamania) area for meal expenses for employees in attendance at the event. A list of the District employees in attendance at an event, along with receipts for all expenditures, will be submitted to the Manager of Employee Services.
- 8.3.6 The General Manager must approve in advance the expenditure of funds for use of facilities or related costs for the purpose of employee recognition. The General Manager, before approval of such costs, must determine that they are reasonable, and that the expenditure complies with the District's procurement policy. Where feasible, events should be held at the District facilities at no cost.
- 8.3.7 The employee will be responsible for any applicable taxes. The CFO will determine the amount of taxes to be withheld if appropriate.

8.4 Criteria for Events, Contests or Award Programs Required

- 8.4.1 Employee recognition events, contests, or award programs (excluding retirements), are subject to the following requirements:
 - The award program or contest ***must be preceded by written criteria*** which clearly delineate: 1) the rules, procedures, or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
 - A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and
 - The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as is reasonable under the circumstances.
- 8.4.2 The following is a non-inclusive list of events that the District recognizes as Employee Recognition:
 - Veteran's Day recognition of District employees' service
 - Employee Recognition Day
 - Safety Program
 - Early Release for Christmas Eve and/or New Year's Eve
 - Logo Wear (i.e., hats, t-shirts, sweatshirts, jackets)
 - Spot Awards
 - Years of Service Awards
 - Meals for an employee birthday, special life event, milestone years of service
 - Retirement

- Life events: flowers, cards (i.e., marriage, surgery, birth, death)
- Lineman Appreciation Day
- Benefit's Fair
- Wellness Events
- On-site training classes

9. Travel and Other Expenses Reimbursement Policy

9.1 General Provisions

- 9.1.1 Commissioners and employees must use prudent judgment when incurring travel and other business-related expenses. All reimbursed expenses must comply with this Policy.
- 9.1.2 The Board of Commissioners must approve any Commissioner travel outside the state of Washington or Oregon.
- 9.1.3 All employee travel must be approved by the Department Director or the General Manager. Travel for the General Manager must be approved by the Auditor, except routine attendance at District membership organization meetings within the Bonneville Power Administration (BPA) service area.
- 9.1.4 Purchases of materials or supplies during travel must follow the District's Purchasing Policy and should be billed directly to the District whenever possible.
- 9.1.5 Expenses are reimbursed based on actual costs, except for meals while in travel status, which are reimbursed according to the applicable U.S. General Service Administration (GSA) per-meal rates.
- 9.1.6 Commissioners and employees must submit the required Expense Reimbursement Form within 60 days of travel to comply with IRS non-taxable income rules.
- 9.1.7 By submitting a reimbursement request, a Commissioner certifies that the request complies with the Board of Commissioners Governance Policy and RCW 54.12.080(4).

9.2 Reimbursable Expenses

The District reimburses necessary and reasonable expenses incurred for official District business, subject to the following provisions.

9.2.1 Registration

Registration fees for conferences, training, conventions, and official meetings are reimbursable, including meals that are part of the registration.

- Registration should be completed as early as practical to take advantage of early-bird discounts.

9.2.2 Transportation

Airfare

- Travelers must book economy or main-cabin fares that allow transfer, cancellation, or issuance of flight credit.

- Paid upgrades require pre-approval from the Department Director or General Manager and must be for a documented medical or business need.
- Travel arrangements must prioritize reasonable, cost-effective pricing, not personal reward accumulation.
- Flights should be booked more than thirty days in advance whenever possible to obtain reasonable fares.

Baggage

- Reimbursable up to one checked bag each way per traveler.
- Additional checked bags may be reimbursed when justified by trip length (5+ nights) or the need to transport District equipment or materials.

Personal Vehicles

- Employees are encouraged to use District Vehicles or rental car services when available and cost-effective.
- When a personal vehicle is used for District business, mileage is reimbursed at the current IRS mileage rate.
- Mileage calculation:
 - Employees: From the District's main office to the destination.
 - Commissioners: From their home addresses to the destination.

Other Transportation Fees

- Business-related taxis, rideshare services, shuttles, ferries, tolls or parking fees are reimbursable with date and location noted.

9.2.3 Lodging

- Reimbursed at single occupancy, standard room or block rate, including taxes and fees.
- Travelers must use government discount rates when available and are advantageous.
- Travel arrangements must prioritize reasonable, cost-effective pricing, not personal reward accumulation.
- Lodging for the night before may be approved if travel would otherwise require departure before 6:00am.
- Additional nights may be approved for:
 - Health and safety need
 - Bona-fide emergencies
 - ADA accommodations
 - Situations where extending the stay reduces overall District travel costs

9.2.4 Meals

- Meal reimbursement follows the GSA per-meal rate for the travel location and date.
- Tips for meals are included in the per diem and are not reimbursed separately.
- If a meal is provided (e.g., included in registration or at event), the corresponding GSA meal allowance may not be claimed.
- Onboard flight purchases are reimbursed using the GSA per-meal rate for the departure city.

Partial Travel Days

Reimbursement is based on the time travel begins or ends:

Departure Day	Meal(s) Reimbursed That Day
Before 8:00 AM	Breakfast, Lunch, Dinner
After 8:00 AM	Lunch, Dinner
After 5:00 PM	Dinner
Return Day	Meal(s) Reimbursed That Day
Before 8:00 AM	Breakfast
Before 5:00 PM	Breakfast, Lunch
After 5:00 PM	Breakfast, Lunch, Dinner

Airport arrival time counts as travel status:

- Up to (3) three hours before domestic flights
- Up to (4) four hours before international flights.

9.2.5 Miscellaneous Expenses

Business Services

- Business-related internet access and incidental business supplies or services are reimbursed at actual cost.

Goods and Services

- Expenses for District-related activities (volunteer events, on/offsite meetings) are reimbursable at actual cost.

Tips and Gratuities

- Travel status meal gratuities are included in the GSA per-meal rate and are not reimbursable.
- Gratuities for meals purchased for on/offsite meetings or employee recognition events are reimbursed at actual cost, and shall not exceed 20%.
- Mandatory service charges (e.g., automatic gratuity) may be reimbursed at actual cost.

Candidate Recruitment

- Technical or managerial positions that require special qualifications may require recruitment outside of the local area.
- Travel and living expenses qualified candidates traveling for interviews or recruitment purposes may be reimbursed when consistent with RCW 54.16.092 and District policy.

9.3 Documentation and Submission

All expenses must be documented clearly and submitted in a timely manner to ensure compliance with District policy and audit requirements.

9.3.1 Submission

- Expense Reimbursement Forms should be submitted within 60 days of when the expense is incurred.

9.3.2 Receipts and Supporting Documentation

Itemized Receipts

- Detailed receipts are required for:
 - Lodging
 - Airfare
 - Any single expense above the de minimis limits listed in Section 9.3.4
- If a receipt is unavailable, the employee must submit a signed affidavit describing the expense, amount, and business purpose.
- The Auditor may request additional documentation (e.g., bank statements, email confirmations) to verify expenses.

Travel with Another Employee

- When employees share expenses (e.g., one pays for a group meal or rideshare), the receipt must list the names of the employees included.
- Shared meal expenses are reimbursed at the applicable GSA per-meal rate per person.

Extended or Alternate Travel

- When travel is extended or routed to a different location to reduce total costs, a brief cost comparison showing savings must be submitted.
- When travel is extended for personal reasons, the employee must identify and exclude all personal costs from the reimbursement request.

9.3.3 Meals

- Employees must print out the GSA for each city during travel so the District can verify the applicable GSA per-meal rate.
- Reimbursement above the GSA per-meal rate may be approved in special circumstances (e.g., mandatory attendance at a specific restaurant) and must be supported by an itemized receipt and business justification.
- Meals purchased for non-employees must be for legitimate business purposes. The receipt must include:
 - Name of the attendee
 - Nature of business purpose
 - Itemized charges

9.3.4 De Minimis Expenses

Receipts are not required for expenses within the limits below. Expenses exceeding these amounts require a receipt or affidavit.

- Transit/rideshare/taxis/ferry/tolls: up to \$20 per item
- Parking: up to \$15 per day
- Hotel services/housekeeping/valet: up to \$5 per day per item
- Baggage fees: up to \$40 each way for first checked bag

9.4 Third Party Reimbursements

When travel expenses are paid or reimbursed by an outside organization, the District must ensure that there is no duplicate reimbursement and that all financial activity remains accurate and transparent.

- Travelers may not request reimbursement from the District for any expenses paid directly by a third party, such as hotel charges, registration fees, or transportation costs.
- When a third party offers reimbursement, the traveler is responsible for seeking reimbursement from the third party for all applicable expenses.
- Any third-party reimbursement received for District-related travel must be remitted to the District.
- Employees must still submit actual expenses in accordance with this Policy, even if a third party reimburses all or part of those costs.

9.5 Non-Reimbursable Expenses

The following expenses are not reimbursable under this Policy:

9.5.1 Travel-Related Charges

- Routine meeting meals that are primarily social in nature or could be conducted outside of meal or break periods.

- First class, business class, or paid upgrades (e.g., priority seating, early boarding, extra legroom) unless pre-approved for a documented medical or business necessity.
- Late checkout fees, guaranteed no-show charges, or similar hotel penalties, unless due business necessity or personal emergency.
- Laundry and dry-cleaning services for trips lasting fewer than seven (7) consecutive days.

9.5.2 Personal Expenses

The following expenses are personal in nature and not reimbursable and are the sole responsibility of the Commissioner or employee.

- Transportation to entertainment venues or other non-business activities (e.g. mileage, taxi, rideshare used solely for personal activities).
- Commuting between home and District offices (except as prescribed by Collective Bargaining Agreement).
- Costs related to keys locked in a vehicle, travel insurance, personal auto accident insurance or similar personal losses.
- Additional expenses resulting from extended travel or alternate destinations taken for personal reasons.
- Purchase or consumption of alcohol, tobacco, and drugs (recreational or medical).

9.5.3 Fines and Penalties

9.5.4 Fines, penalties, forfeitures, including traffic tickets, parking citations, towing and storage fees resulting from improper or unlawful vehicle operation are not eligible for reimbursement.

9.5.5 Travel with Non-Employees

9.5.6 Expenses for individuals not employed by the District (e.g., spouse, family member, friend) are not reimbursable.

- When receipts include charges for both the employee and non-employee, the employee must clearly identify and claim only District-related expenses.

9.5.7 Cancelled Travel or Training

- Prepaid travel costs (e.g., registration, airfare, non-cancelable reservations) are reimbursable only when cancellation is due to a business necessity or personal emergency.
- The employee or the Commissioner must provide written documentation explaining the circumstances.

9.5.8 Travel Between Meetings

- When two separate meetings occur in the same general area, meals, lodging and other travel expenses incurred between meetings are generally not reimbursable.
- Partial or full reimbursement may be approved if the cost does not exceed what the District would have paid for the traveler to return home from the first meeting and travel back for the second.

9.6 Cash Advance for Travel Expenses

9.6.1 Requirements for Travel Advances

The following rules apply to all requests for travel cash advances:

Request & Issuance

- Travel advance requests must be submitted on the form prescribed by the Auditor.
- Advances will be issued no more than five (5) days before the approved travel begins, unless the Auditor authorizes an exception for unusual circumstances.

Reconciliation & Return of Excess Funds

- All advances must be reconciled by submitting a complete Expense Reimbursement Form with required documentation.
- Any unspent (excess) advance funds must be returned to the District within five (5) working days after travel is completed.
- Failure to submit the reimbursement form or return excess funds on time places the individual in default and personally liable for the full outstanding amount.
- Amounts in default accrue interest at ten percent (10%) per year, beginning on the date of default.
- The District may exercise its right to withhold funds payable or to become payable to the individual until the outstanding balance is paid.

Use of Advances

- A travel advance is not a personal loan and may only be used for authorized District business expenses.
- Any unauthorized use of travel advance is considered misappropriation of public funds and may result in disciplinary or legal action.

10. Mobile Phone or Device Stipend Policy

10.1 Objective

10.1.1 The District provides employees with reliable and cost-effective communication tools to support business operations. In some circumstances, business needs may require employees to be reachable during and outside of normal working hours. When appropriate, the District may authorize the use of an employee's personal mobile phone or device for District business, consistent with this Policy.

10.1.2 To support this need, and upon proper approval, the District will provide a monthly stipend to designated employees to offset the business-related costs of using a personal mobile phone or device.

10.2 Authorization

10.2.1 Employees may be approved for a stipend only when there is a demonstrated business need and a typical use of 30 minutes or more per month, unless a lesser usage threshold is specifically justified and approved by the District.

10.2.2 Employees requesting data reimbursement must demonstrate a business need to access District email, calendars or other District systems. Example include:

- Improved employee or public safety
- Increased productivity and/or efficiency
- Enhanced emergency preparedness
- Situations in which reliable communications cannot be provided by any other reasonable or cost-effective means.

10.2.3 Department Directors are responsible for approving the list of employees eligible to receive a stipend in accordance with this policy.

10.3 Responsibilities

10.3.1 The stipend is intended to cover the business-use portion of an employee's personal mobile phone or device. Employees receiving a stipend must sign the Mobile Phone or Device Usage Stipend Agreement and are responsible for securing and maintaining their personal phone and service plan.

The District is not responsible for any personal device issues, including inappropriate charges, damages, loss, theft, or late payments.

10.3.2 Employees approved for a stipend must provide their mobile phone number to the Auditor and carry the device when business needs reasonably require availability.

10.3.3 The District may periodically review:

- The list of employees receiving a stipend, and

- The stipend amount

Adjustments or cancellation may be made based on business need or job responsibilities, with approval from the Auditor.

10.3.4 The District strictly prohibits conducting business through text messages.

All District business communications must occur through District-approved applications and must comply with the District's Public Records Act Policy and Records Management Policy.

10.3.5 If a Public Records Request (PRR) is received, the employee must search their files, devices, and accounts for responsive records and provide those records (including emails, text messages, instant messages, and any other type of data) to the District.

If the employee withholds records as personal, the employee must submit an affidavit with facts sufficient to show the withheld information is not a public record under the Public Records Act.

11. Vehicle Use Policy

11.1 Objective

The purpose of this policy is to ensure the safety of those employees who drive District Vehicles and to provide guidance on the proper use of District Vehicles and personal vehicles used for District business.

11.2 Driver Criteria & Administration

Vehicle accidents are costly, but more importantly, they may result in injury to District employees or the general public. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility. The District expects employees to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important fact in driving safely.

- 11.2.1 Only District employees or contract employees are authorized to operate District Vehicles.
- 11.2.2 Employees must have and maintain a valid and current driver's license when operating any vehicle used for District business. Employees that operate commercial vehicles must have the proper Commercial Driver License (CDL) endorsements and appropriate training.
- 11.2.3 The District may revoke the authority of an employee to operate a District Vehicle due; to patterns of unsafe driving, traffic violations, improper or unauthorized use, suspended or invalid license, inadequate personal coverage or uninsurable by the District's insurance company, or who fail to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy. Where this authority is revoked for employees for whom driving is an essential part of their job duties, the employee may be subject to discipline up to and including termination. In addition, the operator will be responsible for damage and/or costs that occur due to an unauthorized use of a District Vehicle.
- 11.2.4 Motor Vehicle Reports will be obtained for all drivers prior to employment and annually thereafter for Commercial Driver License (CDL) holders.
- 11.2.5 District Vehicles may be examined for items missing, contraband, or for any misuse of the vehicle. Contraband may include any items not authorized by the District.
- 11.2.6 District Vehicles may be equipped with an Automatic Vehicle Location (AVL) device, the purpose of which is to better manage and dispatch crews and to safeguard our employees. Records of these devices may be used to ensure compliance with the policy.

11.3 Operating Standards

11.3.1 General Guidelines

- Drivers must become familiar and observe all state and local laws, and District procedures governing the safe and proper operation of vehicles.
- Employees driving District Vehicles are always in the eye of the public and a positive public perception is an important part of an employee's job responsibilities and should be considered as such. As a representative of the District, he/she is expected to avoid any appearance of inappropriate use or behavior while operating a District Vehicle.
- District Vehicles may not be used for any purpose or parked in any area that would diminish the character of the District, such as but not limited to bars, liquor stores, political meetings, or meetings of groups associated with hate, prejudice, or harassment.
- District Vehicles are not to be used by employees or Commissioners for material or personal gain, political campaigning, conducting an outside business, or moneymaking venture.
- The employee assigned a District Vehicle is responsible for ensuring the interior and exterior of the vehicle are kept clean.

11.3.2 Non-District passengers will be allowed for District business purposes. Non-District passengers for other purposes will be allowed by prior approval of the employee's supervisor.

11.3.3 Take-Home Vehicles

- Employees that are on call on a 24-hour basis may be allowed to take a District Vehicle home so they can respond as soon as possible. Such employees must obtain approval from their supervisor.
- The primary use of Take-Home vehicles is for District business, however they may be used to commute to and from work and for "*de minimis*" Personal Use.

11.3.4 Personal Vehicle Used for District Business

- Employees are encouraged to use District Vehicles for District business; however, use of an employee's personal vehicle for District business is permitted.
- Driving a personal vehicle for District business does not relieve an employee of the responsibilities of proper vehicle operation and public perception. Employees must comply with all laws and adhere to District procedures governing the safe and proper operation of vehicles.
- Employees must carry the legally required insurance for their personal vehicle and be eligible for the District's insurance. The District provides liability and physical damage coverage for personal vehicles used for

District business. This coverage is primary to the employee's insurance policy.

- If an employee becomes unlicensed or uninsured, and is therefore not covered by the District's insurance, the employee is not authorized to operate a personal vehicle for District business.
- Use of a personal vehicle to commute to and from work is not considered official business of the District.
- Use of a personal vehicle when dispatched into work or when responding to a work-related situation after normal working hours shall be considered official business of the District.
- Employees who use a personal vehicle for District business will be reimbursed for mileage incurred, with the exception of after-hour callouts. Reimbursement shall be in accordance with the Travel and Training Reimbursement Policy or the Collective Bargaining Agreement.

11.4 Safety Guidelines

- 11.4.1 Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. District Vehicle problems or concerns should be promptly reported to the Fleet Maintenance Supervisor.
- 11.4.2 Drivers and all occupants must wear a seatbelt at all times. All seatbelts need to be fastened before the vehicle is put in motion.
- 11.4.3 Drivers shall comply with Federal, State, and local mobile phone usage laws when operating vehicles.
- 11.4.4 No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- 11.4.5 Driving a District Vehicle while under the influence of intoxicants and other drugs (which could impair driving) is forbidden.
- 11.4.6 Drivers are responsible for the security of District Vehicles, and their contents, assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- 11.4.7 No animals are allowed inside a District Vehicle at any time unless required by law.
- 11.4.8 Smoking in District Vehicles is strictly prohibited.
- 11.4.9 The picking up of hitchhikers is not permitted.
- 11.4.10 Defensive Driving
 - Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.

- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must observe all posted speed limits including reduced speed, construction zone, and road hazard warnings. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic.
- Turn signals must be used to show where you are heading, while merging into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into the lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.
- Check behind your vehicle before backing.
- Back to the driver's side. Do not back around a corner or into an area of no visibility.

11.5 Reporting Requirements

11.5.1 Traffic Violations

- Vehicle operators are personally responsible for any citations issued to them or the vehicle they are operating, including moving and non-moving violations.
- Citations issued for traffic violations that occur while operating a District Vehicle or personal vehicle used for District business, must be reported to the employee's supervisor within 24 hours of receiving the citation.
- Employees holding a Commercial Driver's License (CDL) must report all citations for traffic violations to the employee's supervisor within five (5) working days of receiving the citation, whether or not the citation is received while on District business.

- All citations issued for DUI must be reported to the employee's supervisor prior to the employee resuming work or operating a vehicle for District business.
- Any employee who has a driver's license or insurance revoked or suspended, or otherwise becomes invalid, must immediately notify his/her supervisor before returning to work the next business day, and **immediately discontinue operation of any vehicle being used for District business.**
- Information regarding traffic violations will be provided to Human Resources and placed in the employee's file.

11.5.2 Accidents

- Employees must immediately notify their supervisor of any accident, theft or property damage involving a District Vehicle or personal vehicle used for District business, regardless of the extent of damage or lack of injuries.
- Employees must stay at the scene of the accident until a supervisor or their designee authorizes the employee to leave the accident site.
- Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
- At the discretion of their supervisor, employees may be required to be tested for the presence of drugs and/or alcohol in accordance with the District's Employee Handbook.
- The supervisor and law enforcement personnel, if responding, will investigate the cause of the accident. Should the results of the accident indicate the employee was at fault, the employee may be subject to discipline, up to and including termination.
- Employees involved in an accident must complete and submit the Accident While on Duty and Vehicle Accident Forms to their supervisor as soon as possible, but not later than 48 hours after the incident.

12. Vehicle Replacement Policy

12.1 Objective

- 12.1.1 The purpose of this policy is to provide general guidance for vehicle replacement that will obtain the maximum use of the vehicle while providing prudent fiscal management and to ensure safe operation, compliance with the District's insurance policy and acceptable public image.
- 12.1.2 Operating a fleet of vehicles requires balancing the costs of purchasing vehicles against repair costs and operational downtime that occur when vehicles are held for an extended period of time. As vehicles age, their residual value declines. The purpose of this policy is to set an optimum level for vehicle replacements, which minimizes the overall costs of operating the District fleet, while at the same time, ensuring that core functionality is not unnecessarily jeopardized. The Fleet Foreman together with the Fleet Department Director base these decisions on the type of usage, repairs and maintenance history and anticipated needs for repair.
- 12.1.3 This Vehicle Replacement Policy was prepared in order to optimize the investment in the District's vehicles and work equipment.
- 12.1.4 A major difference between construction and passenger vehicles is the way vehicles are used. Construction vehicles often sit in one location with the engine idling or running hydraulics for work purposes for extended periods of time. Therefore, the engine usage is much higher than would be expected based on the number of miles on the odometer.
- 12.1.5 All vehicles owned and operated by the District are considered emergency response vehicles, and are therefore exempt from the fuel requirements of RCW 43.19.648.

12.2 Vehicle Replacement Guidelines

- 12.2.1 In projecting vehicle replacements for budget planning, vehicle age, mileage, operating time maintenance costs, depreciation, market value, and down time must be considered. As a general guideline, vehicles will be replaced on the following schedule:
- 12.2.2 Passenger vehicles:
- Gasoline powered, electric powered (EV), or hybrid passenger vehicles shall be reviewed for potential replacement at no more than ten years or 100,000 miles, whichever comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.
 - Diesel powered passenger vehicles shall be reviewed for potential replacement at no more than ten years or 150,000 miles, whichever

comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.

12.2.3 Trucks or Aerial Lifts with less than 26,000 lbs. GVW:

- Gasoline powered vehicles shall be reviewed for potential replacement at no more than ten years, 100,000 miles, accumulative PTO hours of 5000 or total engine hours/idle time of 7500, whichever comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.
- Diesel powered vehicles shall be reviewed for potential replacement at no more than ten years, 150,000 miles, accumulative PTO hours of 5000 or total engine hours/idle time of 7500, whichever comes first, considering whether the vehicle is deemed fit for service by the District's fleet department or Department Director.

12.2.4 Trucks with greater than 26,000 lbs. GVW:

- If one or more of the following criteria exceed their maximum allowable limit, the vehicle shall be reviewed for replacement: no more than ten years with no regard to mileage, accumulative PTO hours exceeding 5000 or total engine hours/ idle time exceeding 10,000 whichever comes first, taking into consideration whether the vehicle is deemed fit for service by the District's fleet department or Department Director.

12.2.5 Additionally, vehicles shall be replaced or removed from the District's fleet when:

- the cost of repair is estimated at 50% of the vehicle's "Blue Book" fair market value.
- the vehicle has a history of excessive repairs but has not reached the mileage, age, or time component of the standard replacement cycle if the District's fleet department or Department Director deems it unfit for service.
- the vehicle was involved in an accident and the total cost of repair is greater than 50% of the vehicle's fair market value.
- the vehicle is not capable in normal operation to meet current State or Federal laws, current job function or for safety considerations. Vehicles replaced for this reason shall be replaced based on priority, keeping the safety of District employees as the highest priority.

12.2.6 The District will strive to purchase acceptable, standard vehicles from a state contract or other cooperative agreement to minimize costs.

12.2.7 All vehicles shall be painted white as the standard fleet color. All line crew vehicle's front hoods shall be painted black to reduce glare.

12.2.8 When any Department requires additional new vehicles (as opposed to replacements) requests with justification shall be made to the General Manager.

12.2.9 The District shall, if cost effective, refurbish trucks, aerial devices or lifting equipment to extend the operating life past the recommended District policy for fiscal responsibility purposes if said vehicle is deemed in “good” operating condition by the fleet department or Department Director and will cost effectively extend the life of the vehicle an additional five years of reliable service.

12.3 Equipment Replacement Guidelines

12.3.1 District equipment is used to perform specific essential functions on District projects. Most equipment is not considered a vehicle due to the nature of its design and function, but considered a capital asset powered by either a gasoline or diesel engine generally assisting a hydraulic system. This equipment will not have an odometer so replacement efforts will be determined by age, hours, PTO hours or repair costs and operational downtime that occur when equipment is held for an extended period of time. The fleet administrator bases these decisions on the type of usage, repairs, maintenance history, and anticipated needs for repair.

Gasoline and diesel-powered equipment shall be replaced at no more than 15 years accumulative PTO hours of 5000, or total engine hours/duty cycle of 7500, whichever comes first, unless the vehicle is deemed fit for service by the District’s fleet department or Department Director.

13. Drone/Unmanned Aircraft Use Policy

These standard operating procedures are governed by the rules, regulations, and authorizations of the Federal Aviation Administration (FAA) under 14 CFR Part 107, which are subject to change over time. District employees operating any District-owned Unmanned Aircraft System (UAS) are responsible for ensuring their operating practices remain compliant with all current FAA requirements.

13.1 Objective

This procedure ensures the safe and proper operation of Unmanned Aircraft System (UAS) flown in the National Airspace System (NAS) for Cowlitz PUD. District staff use UAS for asset inspection, video and still photography, as-builts, tower inspections, line of sight verification, and other District-related purposes. Training flights and flight practice may also be conducted.

Safety is our highest priority, including the protection of the flight crew, persons near flight operations, and surrounding natural environment, wildlife, and infrastructure. All flight operations must be conducted in accordance with federal laws and regulations.

13.2 Procedures

- 13.2.1 All UAS owned by Cowlitz PUD must be registered with FAA under 14 CFR Part 48.
- 13.2.2 A Pilot-in-Command must hold a current valid FAA Part 107 Remote Pilot Certificate and a valid State issued ID; and must comply with all applicable training and certification requirements effective as of date of flight.
- 13.2.3 The remote pilot in command must report any UAS accident to the FAA in accordance with Part 107 accident reporting requirements.
- 13.2.4 Cowlitz County Airspace: Most Cowlitz County is currently (as of most recent policy effective date) designated as Class G (uncontrolled) airspace, including surrounding Southwest Washington Regional Airport (KLS). No entry or clearance requirements apply to Class G airspace, and unrestricted UAS operations are permitted up to the maximum Part 107 elevation with no FAA waiver or approval. Operators must verify current airspace Temporary Flight Restrictions (TFRs), Notice to Air Missions (NOTAMs), and current weather prior to flight to ensure FAA compliance.
- 13.2.5 All UAS records will be managed according to Washington State Records and Retention Laws.

14. Employee Meals/Snacks for District Purposes

14.1 General Provisions

- 14.1.1 The District may provide meals/snacks to employees for business purposes. It is important to exercise prudent judgment when approving such expenses. Business related meal/snack expenses will be reimbursed in accordance with this Policy.
- 14.1.2 The Department Director or General Manager shall approve in advance all such expenses. An exception is allowed for emergency response.
- 14.1.3 The expenses will be reimbursed based on actual cost incurred. For meals, the individual amount shall not exceed the U.S. General Service Administration (GSA) rates for the Vancouver (Clark/Cowlitz/Skamania) area.

14.2 Reimbursable Meal/Snack Expenses

- 14.2.1 Business purposes include but are not limited to: General practice is to hold meetings, etc. outside normal meal hours.
- Department meetings and training
 - Working lunches
 - District committee and other meetings
 - Lunch and Learn sessions
 - On-site training classes
 - Benefits Fair
 - Board Meetings and Workshops
 - Strategic Planning sessions
 - Emergency response – storm events, etc.
 - Scheduled after-hours work
 - Recognition for work-related accomplishments, efforts
- 14.2.2 District and individual Department budgets shall be established during the annual budget process considering the nature of activities, number of employees, etc. The General Manager has authority to approve additional amounts as needed.
- 14.2.3 Tips and Gratuities: For meals purchased, a tip is allowable as long as it does not exceed 20%. Tips and gratuities for meals are included in the GSA allowance for each meal.
- 14.2.4 Annually, Cowlitz PUD provides a Christmas lunch for employees.
- 14.2.5 Annually, Cowlitz PUD holds Employee Recognition Day. The District provides breakfast and lunch for all employees.

14.3 Documentation of Expenses

14.3.1 Documentation should include:

- Approval by Director or General Manager
- Nature of business purpose
- Itemized receipt
- If meal is provided, indicate the number of employees along with GSA to support amount does not exceed GSA limits per employee – this is not required for Employee Recognition Day or Christmas Lunch

15. Board Acceptance

The Board hereby authorizes the policies included herein as of the 24th day of March, 2026.

President

Vice President

Secretary

1. Power Management

1.1 District Load Summary (TRL)

1.1.1 Non-Industrial Load

1.1.2 Major Industrial Load

1.2 Heating Degree Days

1.3 Precipitation & Temperature

1.4 Runoff Forecast

1.5 Regional Snowpack and ENSO Condition Update

1.6 Resource Performance

1.6.1 BPA Power

1.6.2 Swift No.2

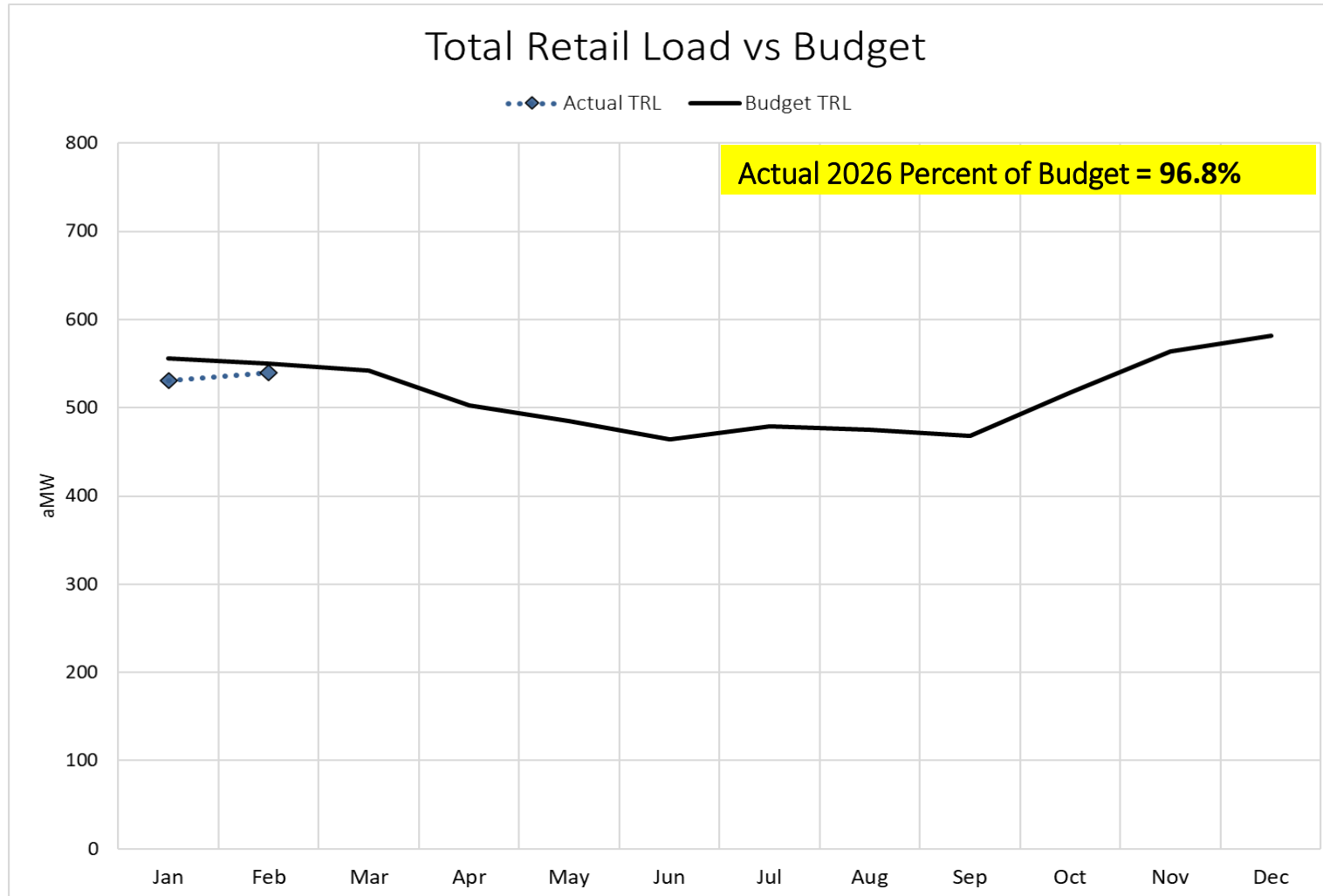
1.6.3 Wind (White Creek and Harvest Wind)

1.7 Wholesale Market Prices (Power & Natural Gas)

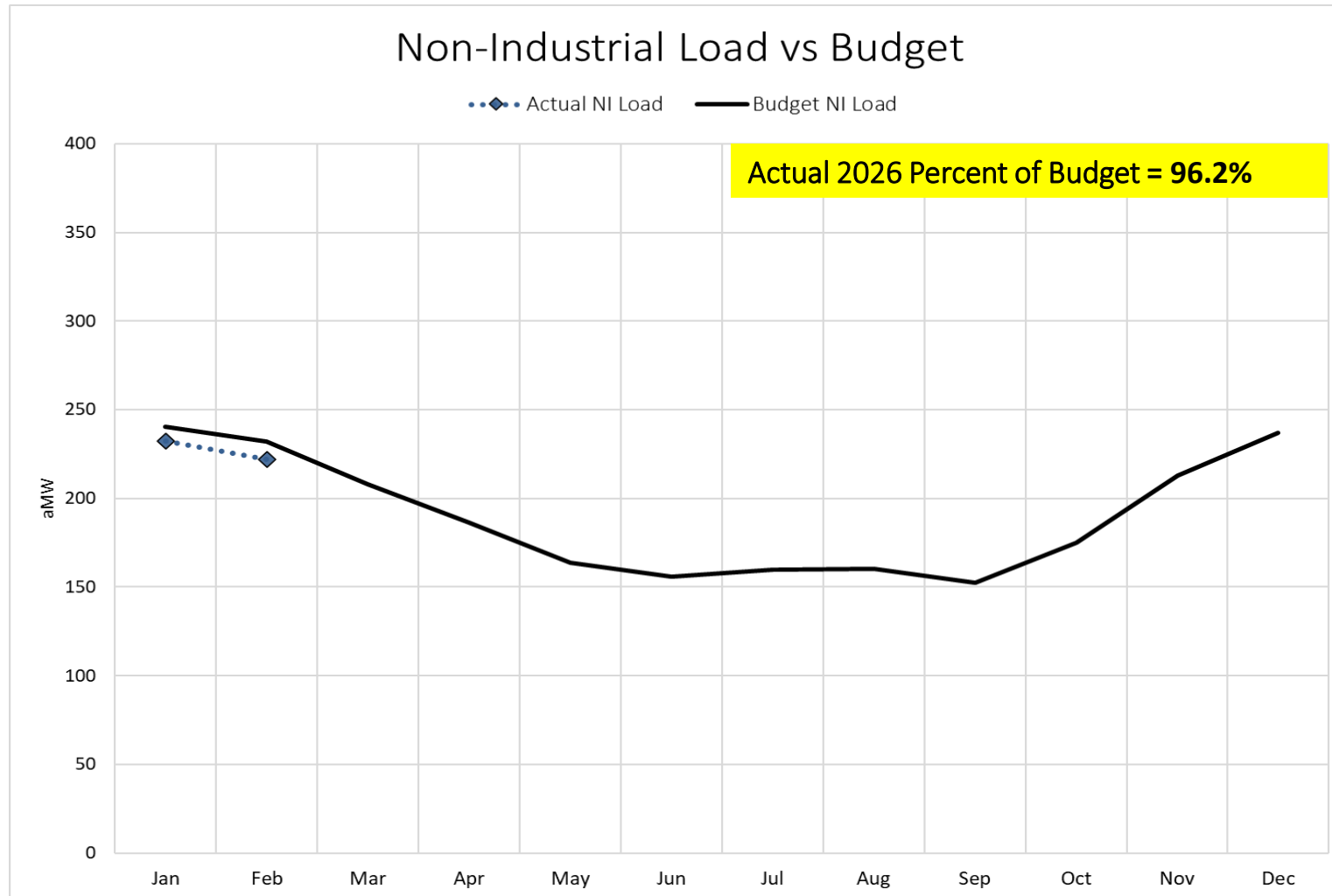
1.8 Net Secondary Sales Revenue

1.9 Net Power Cost – Non-Schedule 50

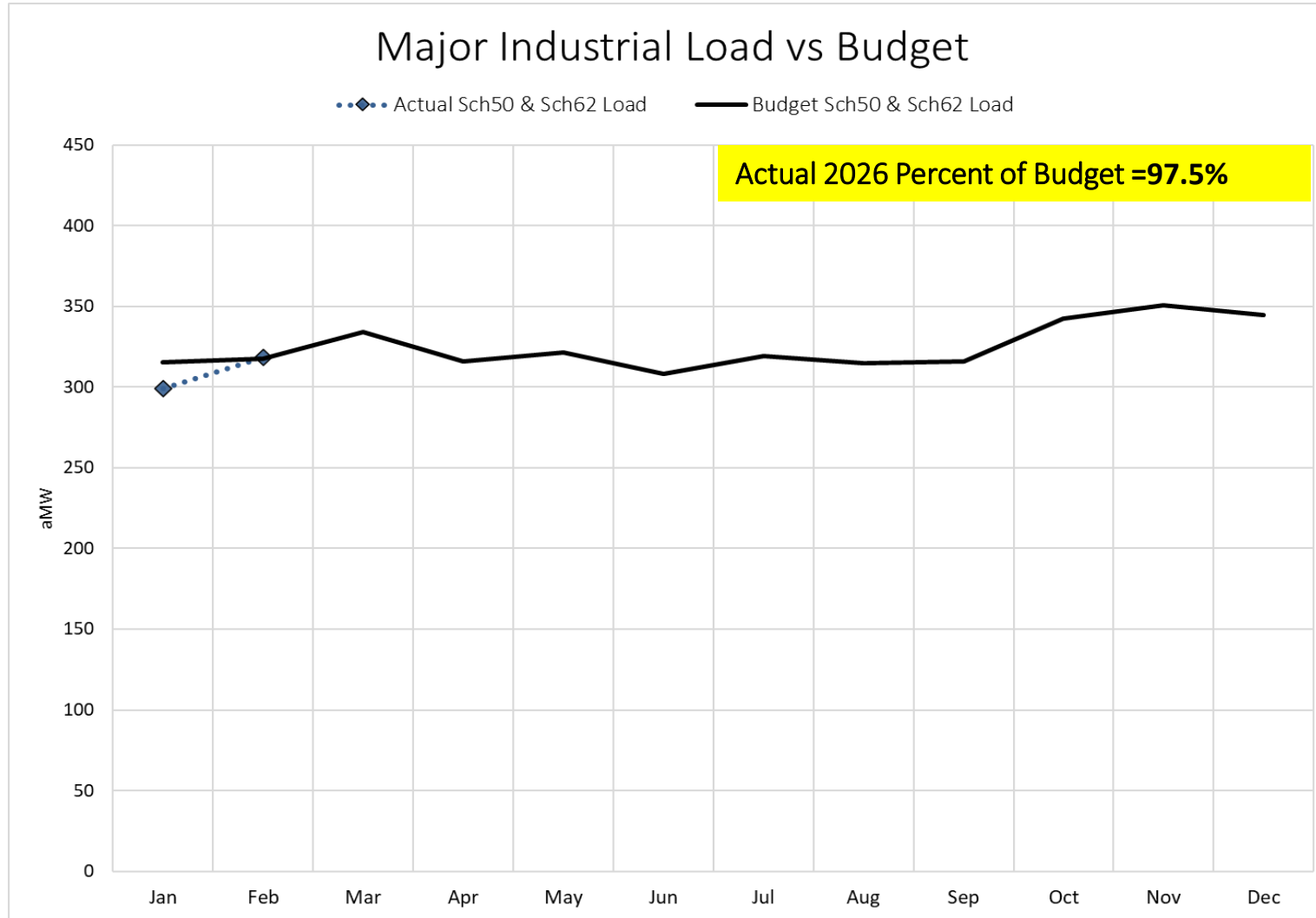
1.1 District Load Summary (Total Retail Load)



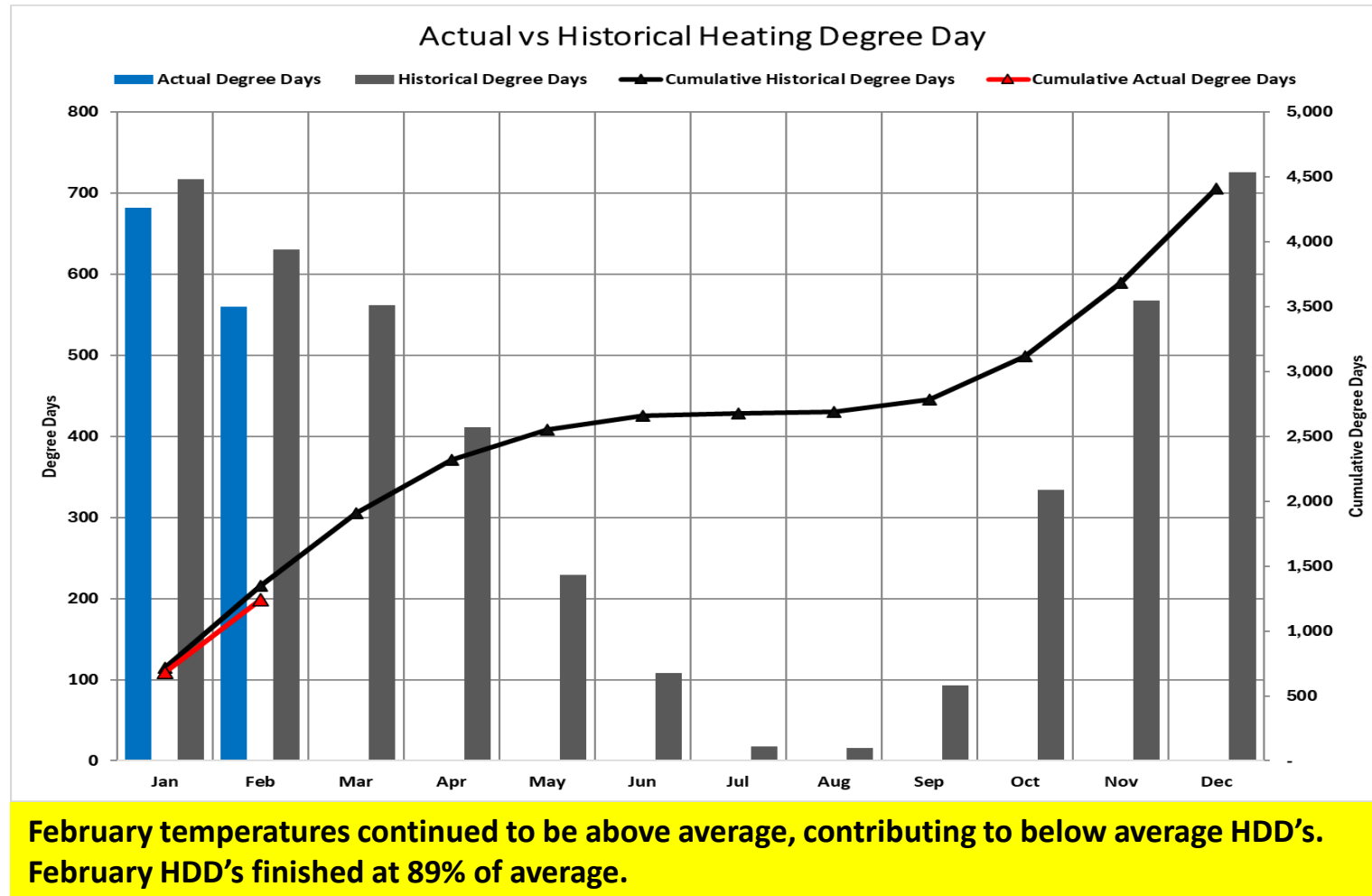
1.1.1 Non-Industrial Load Summary



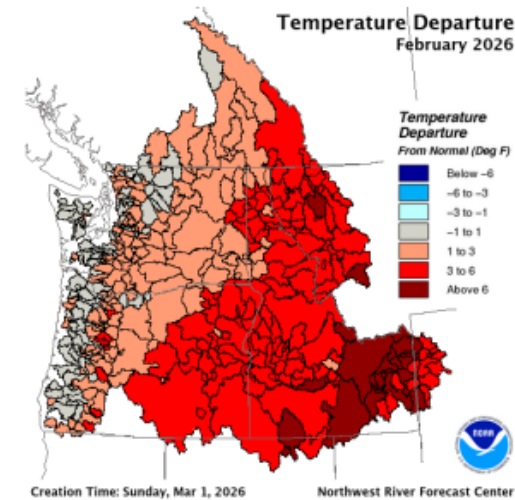
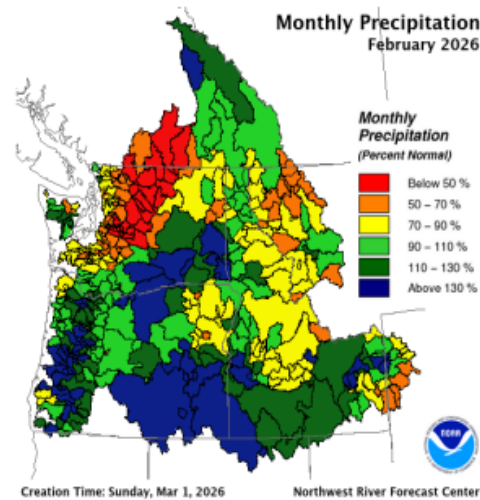
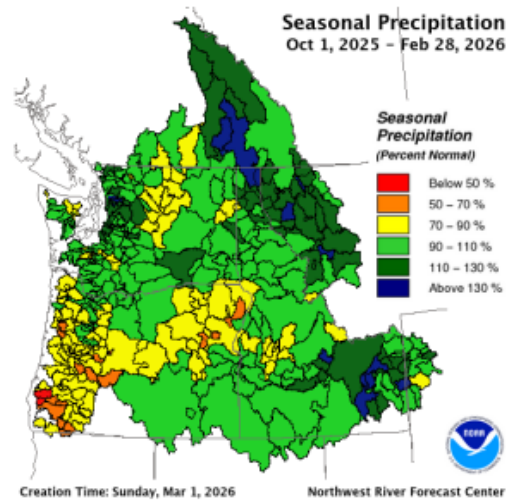
1.1.2 Major Industrial Load Summary



1.2 Heating Degree Days



1.3 Precipitation & Temperature

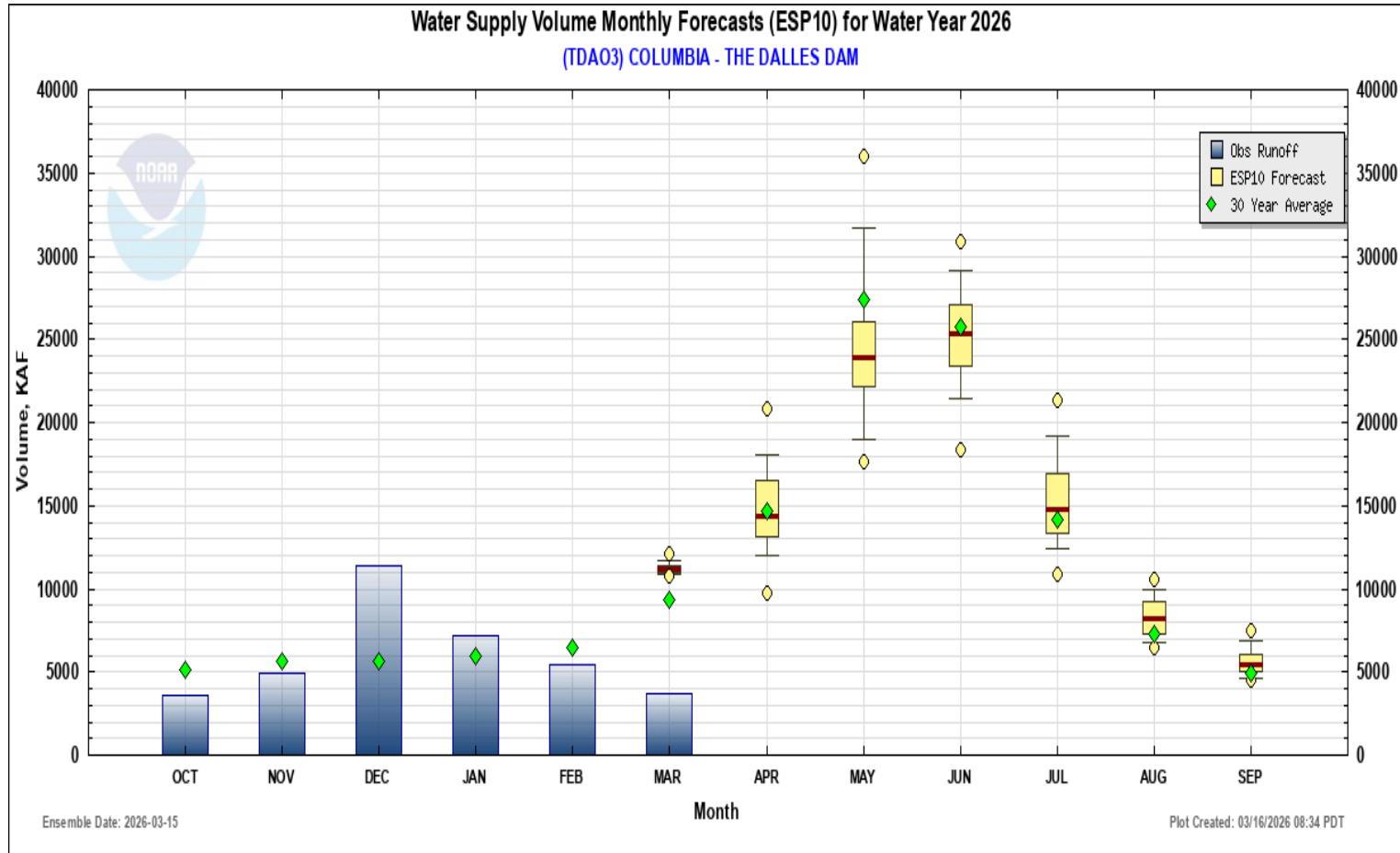


Seasonal precipitation totals from October 2025 through February were generally consistent with the previous reporting period, with incremental gains noted in several southern basins.

Relative to the previous month, monthly precipitation totals increased across much of the region, with the southern region recording significantly above-average precipitation.

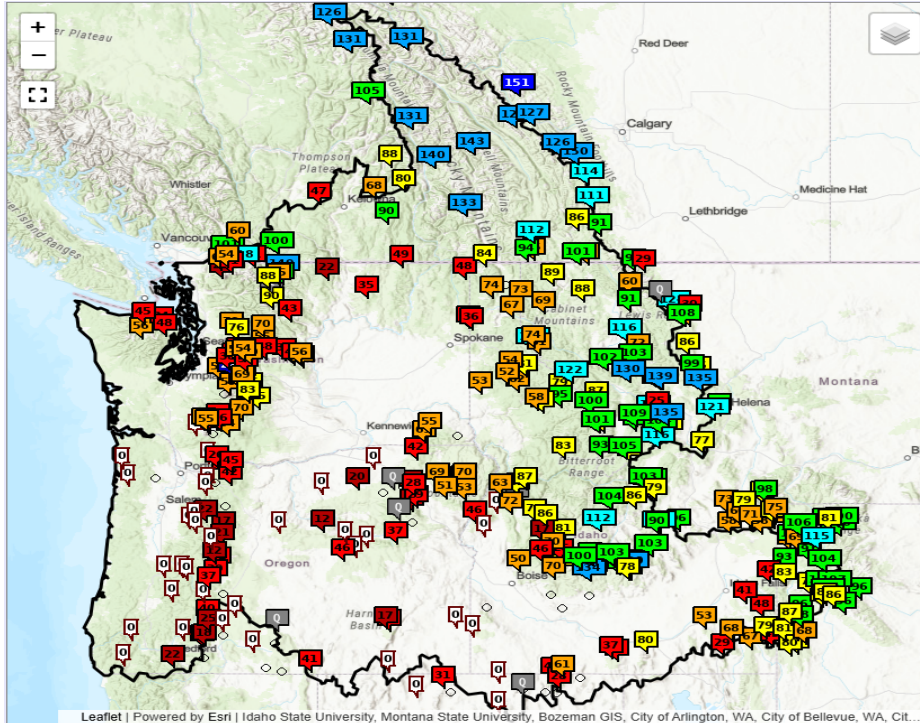
Above-average temperatures persisted across the region in February, with the eastern Pacific Northwest experiencing the greatest departures from normal.

1.4 Runoff Forecast

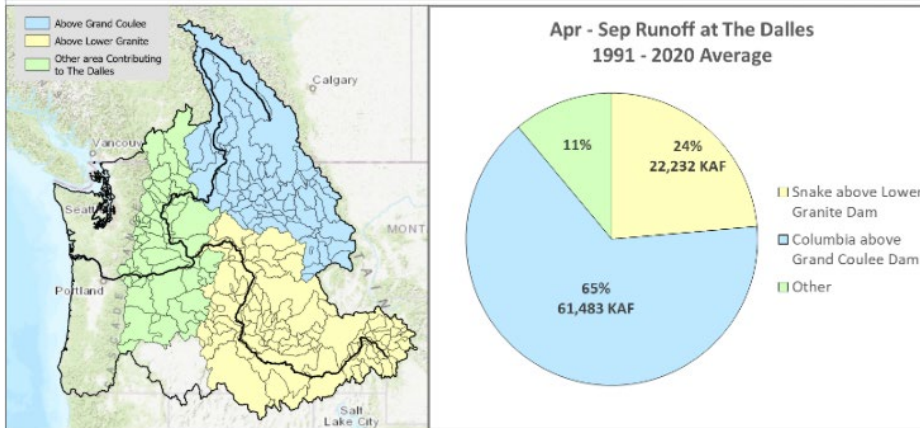


February's water supply finished at 85% of average. March is forecasted to finish at 119% of average. The Jan-Jul forecast at The Dalles is current sitting at 101% of average.

1.5 Regional Snowpack and ENSO Condition Update



The recent atmospheric river event has contributed to short-term improvements in the water supply; however, it did not result in a meaningful increase in regional snowpack. Snow % of average remains below average across most of the western PNW region, with areas above Grand Coulee reporting above-average conditions. As discussed last month, the second image provides important context by illustrating the relative runoff contribution to The Dalles project from the highlighted basins. Notably, much of the Snake River Basin continues to exhibit below-average conditions, which is expected to translate into below average runoff from this area during the typical runoff period in May.



1.6 Resource Performance

BPA Federal System Power



Swift No. 2



Harvest & White Creek Wind



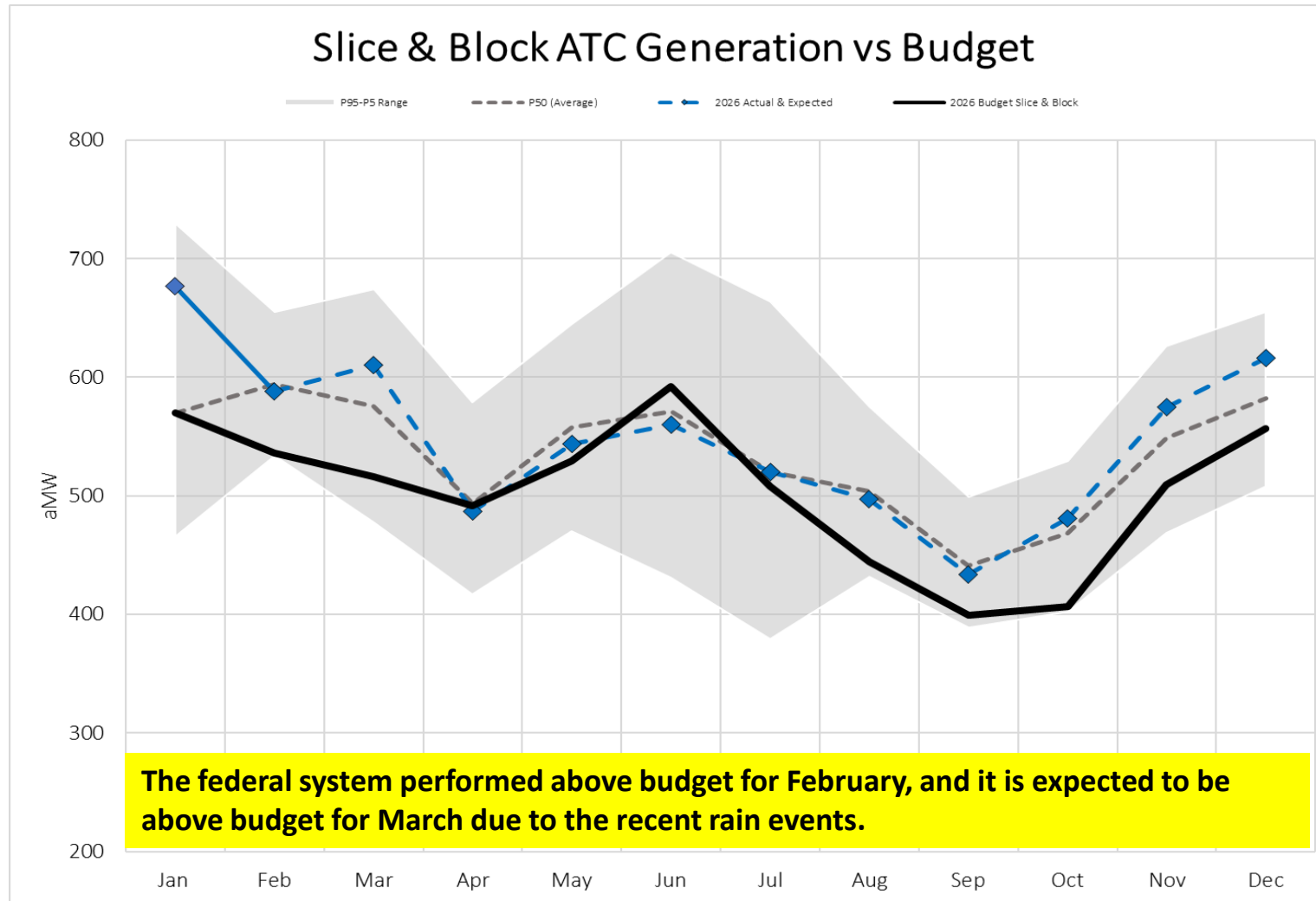
Annual Resource Projections vs Budget

The BPA Federal System is currently projected to be **109%** of the budgeted expected generation. A 4% increase from the last report.

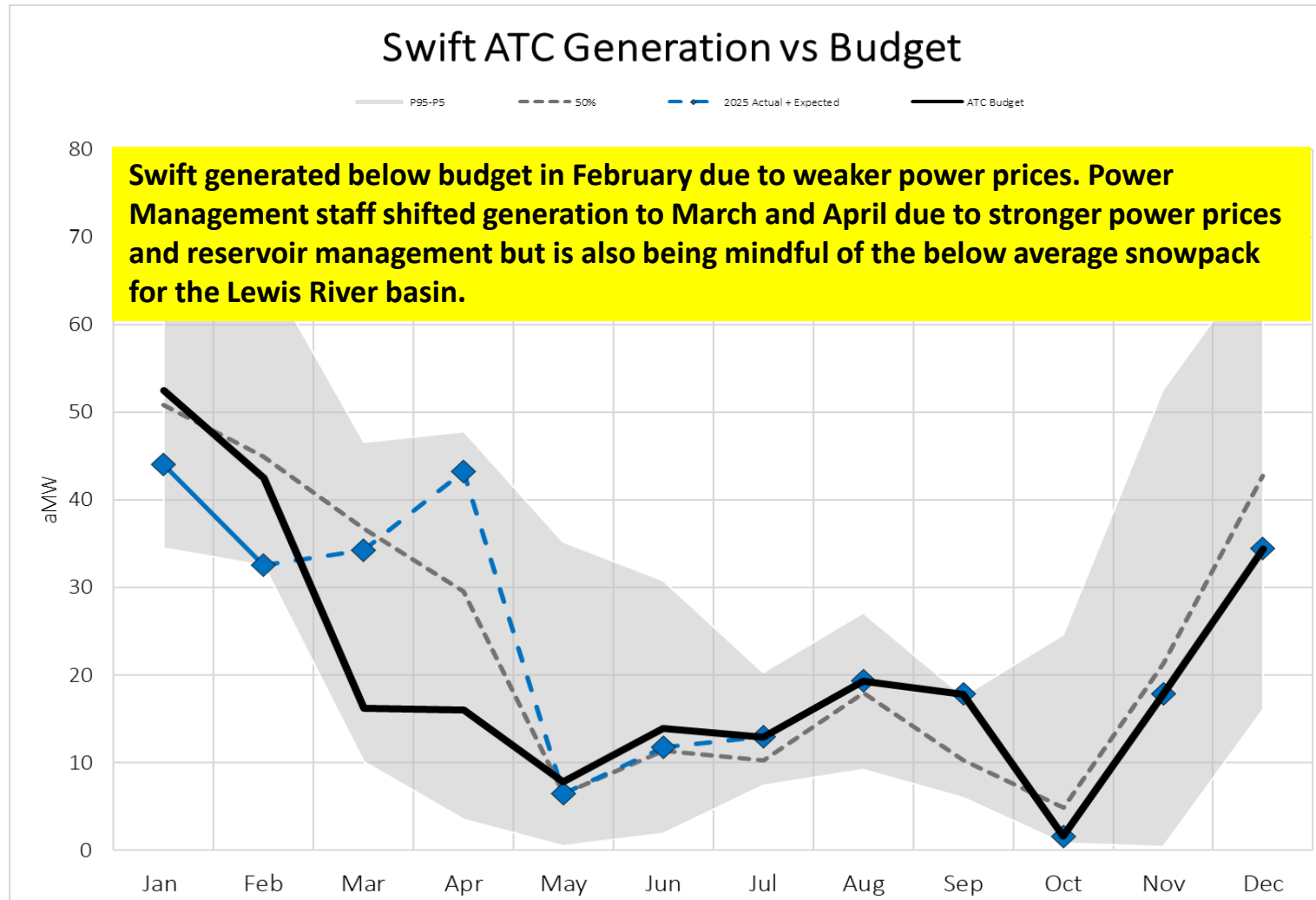
Swift No. 2 is currently expected to produce **109%** of the budgeted expected generation. A 4% increase from the last report.

HW & WCW are expected to produce **97%** of the budgeted expected generation.

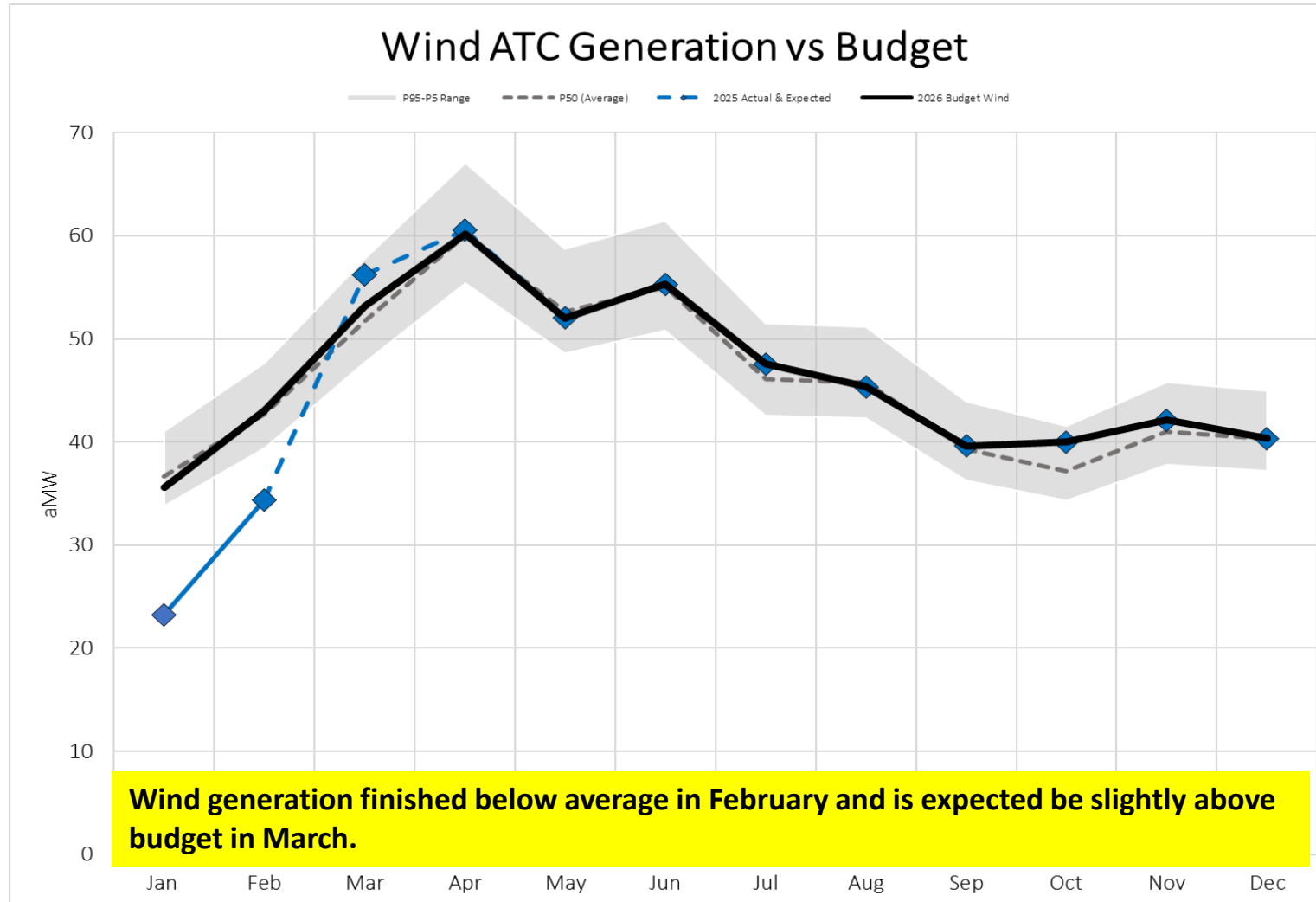
1.6.1 BPA Power



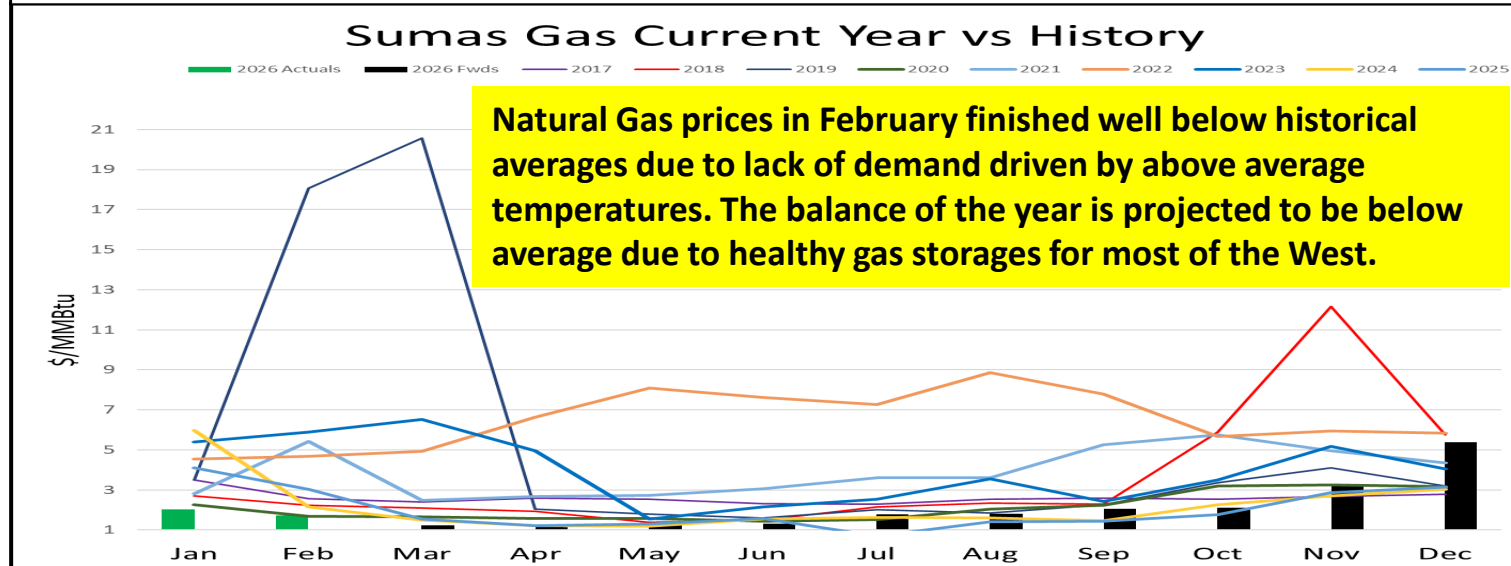
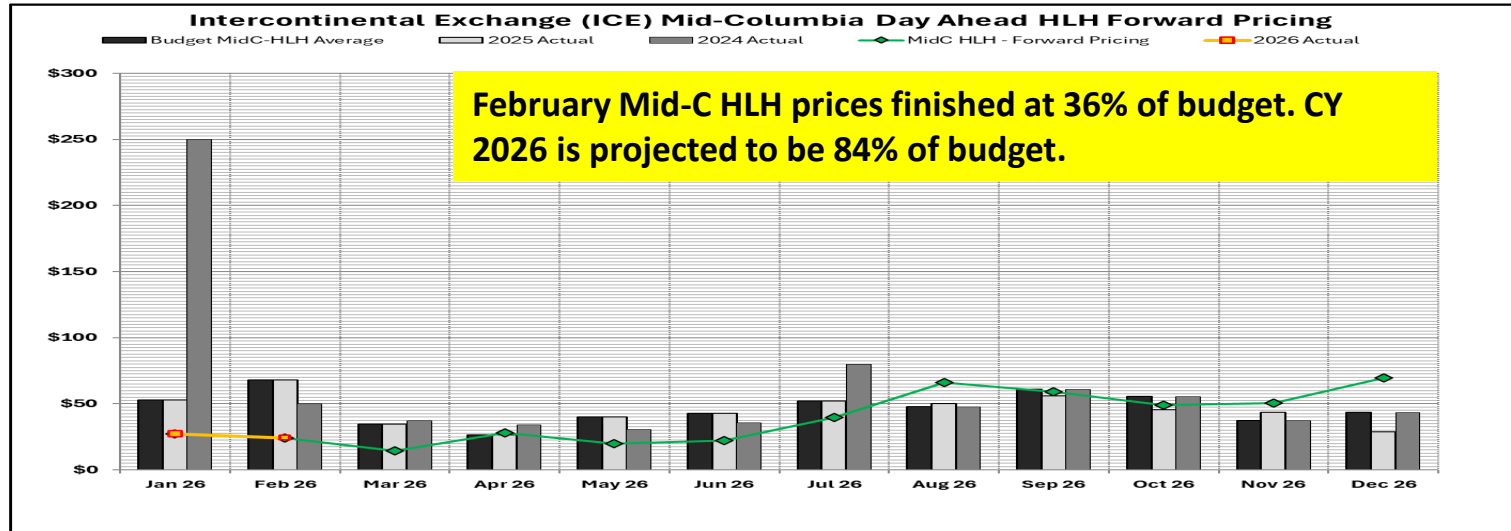
1.6.2 Swift No. 2 Generation



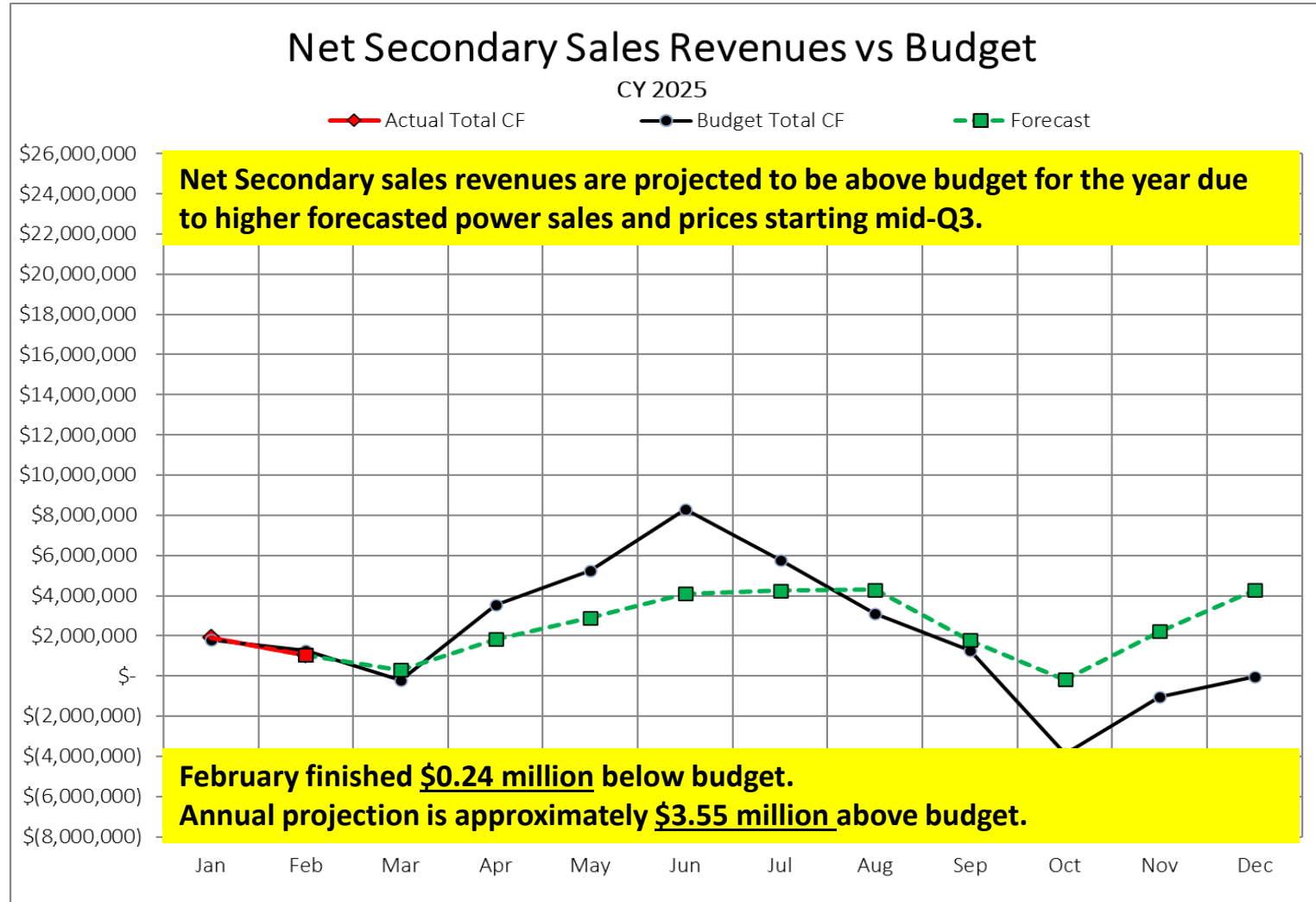
1.6.3 Wind (WC & HW)



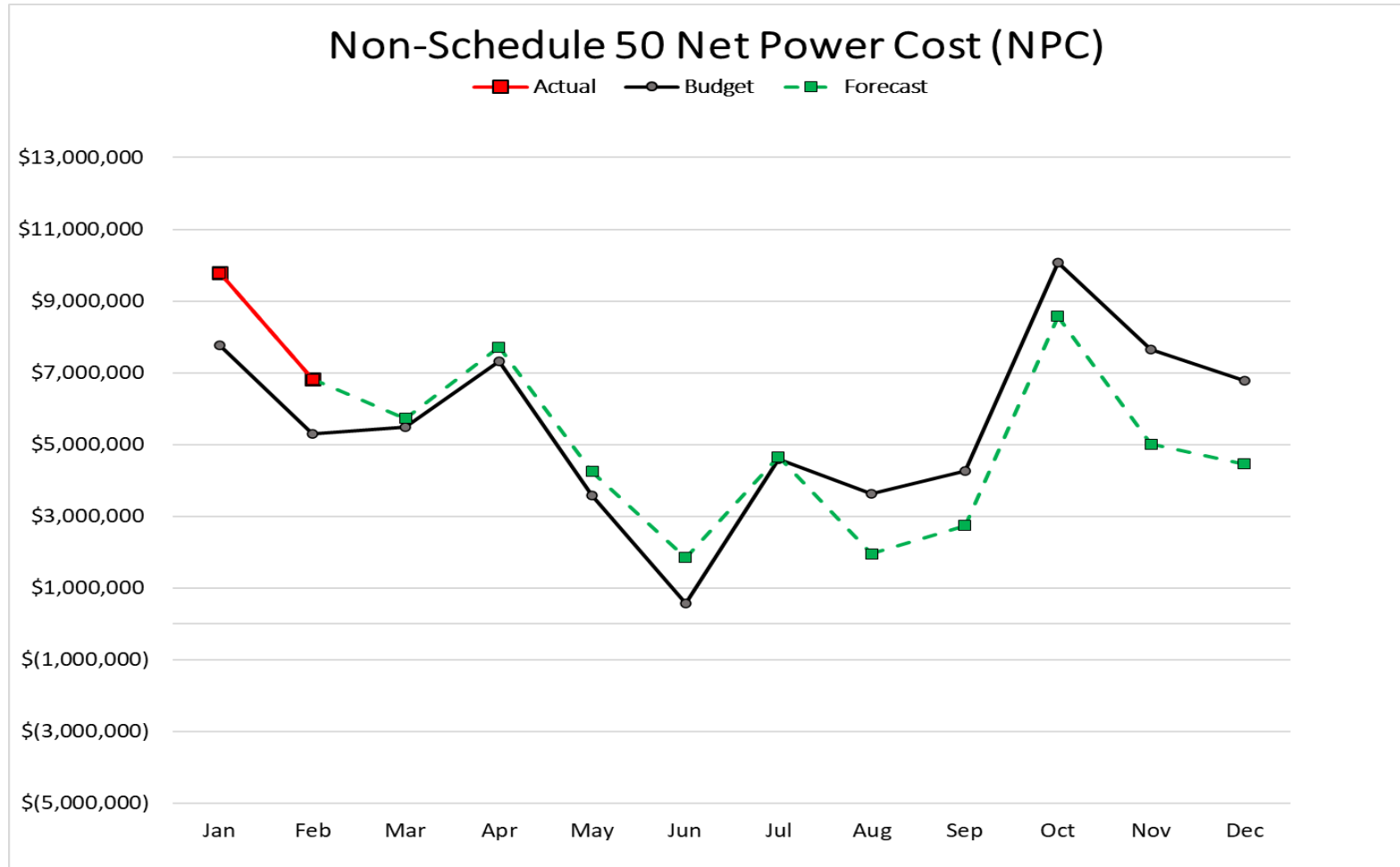
1.7 Wholesale Power Market Prices



1.8 Net Secondary Sales Revenue



1.9 Net Power Cost – Non-Schedule 50



February actual Non-Sch50 NPC was \$1.5 million above budget
Annual Non-Schedule 50 projection is approximately \$3.4 million below budget and is currently forecast to be \$63.5 million, ~\$0.830 million less than the previous month.

2. Accounting and Finance

2.1 Year-to-Date Operating Results

2.2 Year-to-Date Retail Revenue

2.3 Proforma Year-End Income Statement

2.4 Year-End Cash Projection

2.5 Electric System Debt Service

2.6 Production System Debt Service

2.1 - Year-to-Date Operating Results

	Year-to-Date February 2026			
	Actual	Budget	Var \$	Var %
Revenues	\$ 47,752,044	\$ 48,256,588	\$ (504,544)	-1.05%
Expenses	46,257,184	45,431,973	825,211	1.82%
Margin	\$ 1,494,860	\$ 2,824,615	\$ (1,329,755)	
Prior Year	\$ 4,641,171			

Behind budget due to higher net non-major industrial (Non-MI) power supply costs, partially offset by October 2025 rate action.

2.2 - Year-to-Date Retail Revenue

<u>Year-to-Date February 2026</u>	<u>Actual</u>	<u>Budget</u>	<u>Var \$</u>	<u>Var %</u>
Non-Major Industrial	\$ 27,119,079	\$ 26,381,469	\$ 737,610	2.80%
Major Industrial	19,237,285	20,658,452	(1,421,167)	-6.88%
Total Retail Revenue	46,356,364	47,039,921	(683,557)	-1.45%
Other Operating Revenue	1,395,680	1,216,667	179,013	14.71%
Total Revenues	\$ 47,752,044	\$ 48,256,588	\$ (504,544)	-1.05%

Non-MI revenue impacted by October 2025 rate action and billed loads. MI revenue impacted by actual costs and loads (pass-through power cost contracts). Other is due largely to higher investment earnings.

2.3 - Proforma Year-End Income Statement

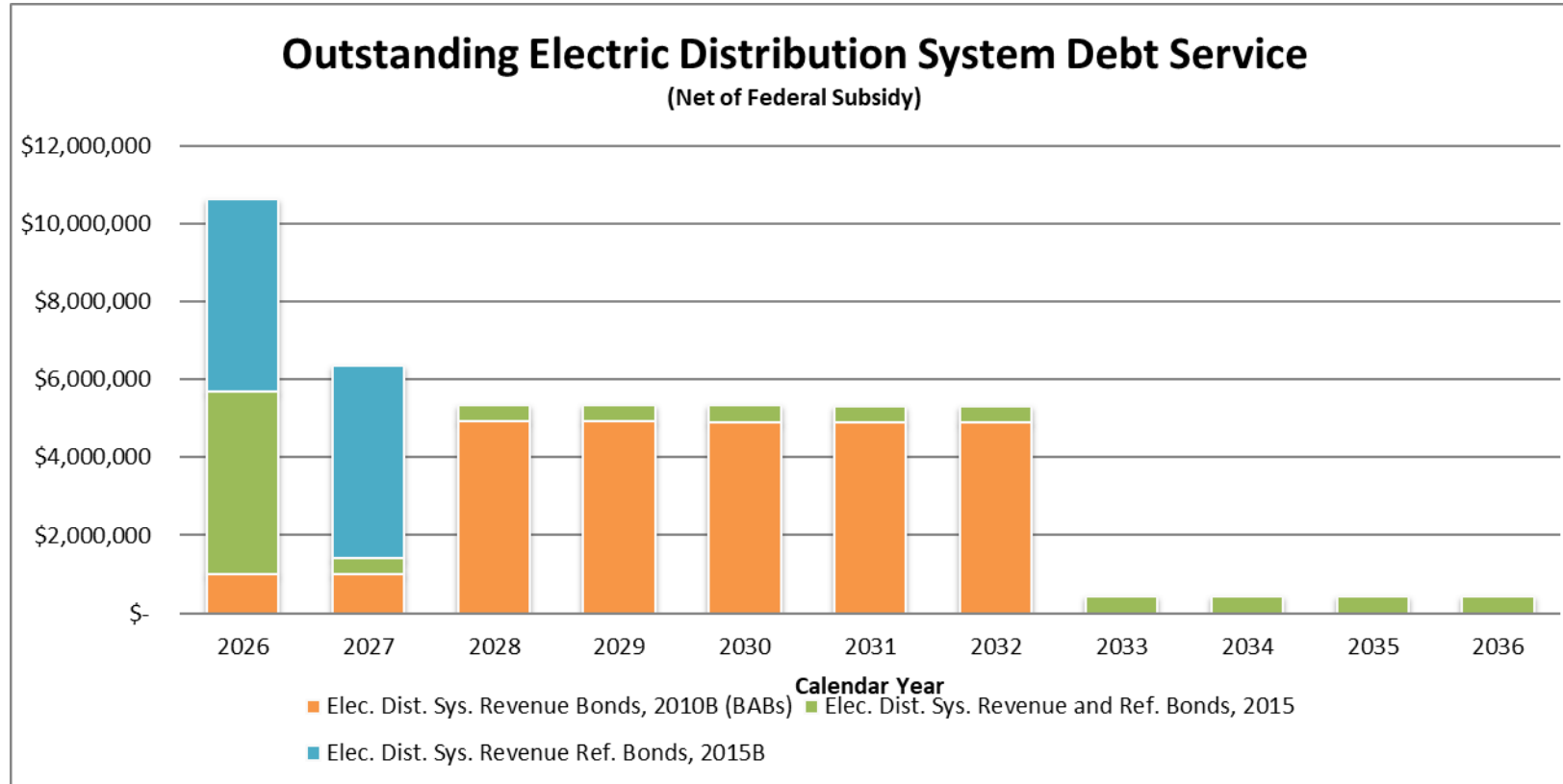
	YTD Actual	Projected	Budget	Var \$	Var %	
Revenues						
Non-MI	\$ 27,119,079	\$ 136,632,411	\$ 133,291,326	\$ 3,341,085	2.51%	October 2025 Rate Action & Loads
Major Industrial	19,237,285	135,533,296	144,304,314	(8,771,018)	-6.08%	Lower Loads & Actual Costs
Other	1,395,680	7,479,013	7,300,000	179,013	2.45%	Mostly Higher Investment Earnings
	<u>47,752,044</u>	<u>279,644,720</u>	<u>284,895,640</u>	<u>(5,250,920)</u>	<u>-1.84%</u>	
Expenses						
Power Supply	33,265,266	189,529,981	201,752,393	(12,222,412)	-6.06%	Non-MI portion expected to be \$3.4M below budget
Other Operating	7,922,518	45,677,342	45,677,342	-	0.00%	
Taxes	2,732,728	16,152,536	16,122,368	30,168	0.19%	
Depreciation	1,991,544	12,408,211	12,500,000	(91,789)	-0.73%	
Interest	345,128	1,859,604	1,817,371	42,233	2.32%	
	<u>46,257,184</u>	<u>265,627,673</u>	<u>277,869,474</u>	<u>(12,241,801)</u>	<u>-4.41%</u>	
Margin	<u>\$ 1,494,860</u>	<u>\$ 14,017,047</u>	<u>\$ 7,026,166</u>	<u>\$ 6,990,881</u>	<u>99.50%</u>	

Projected results are heavily impacted by current forward market prices and anticipated volumes.

2.4 - Year-End Cash Projection - Electric System

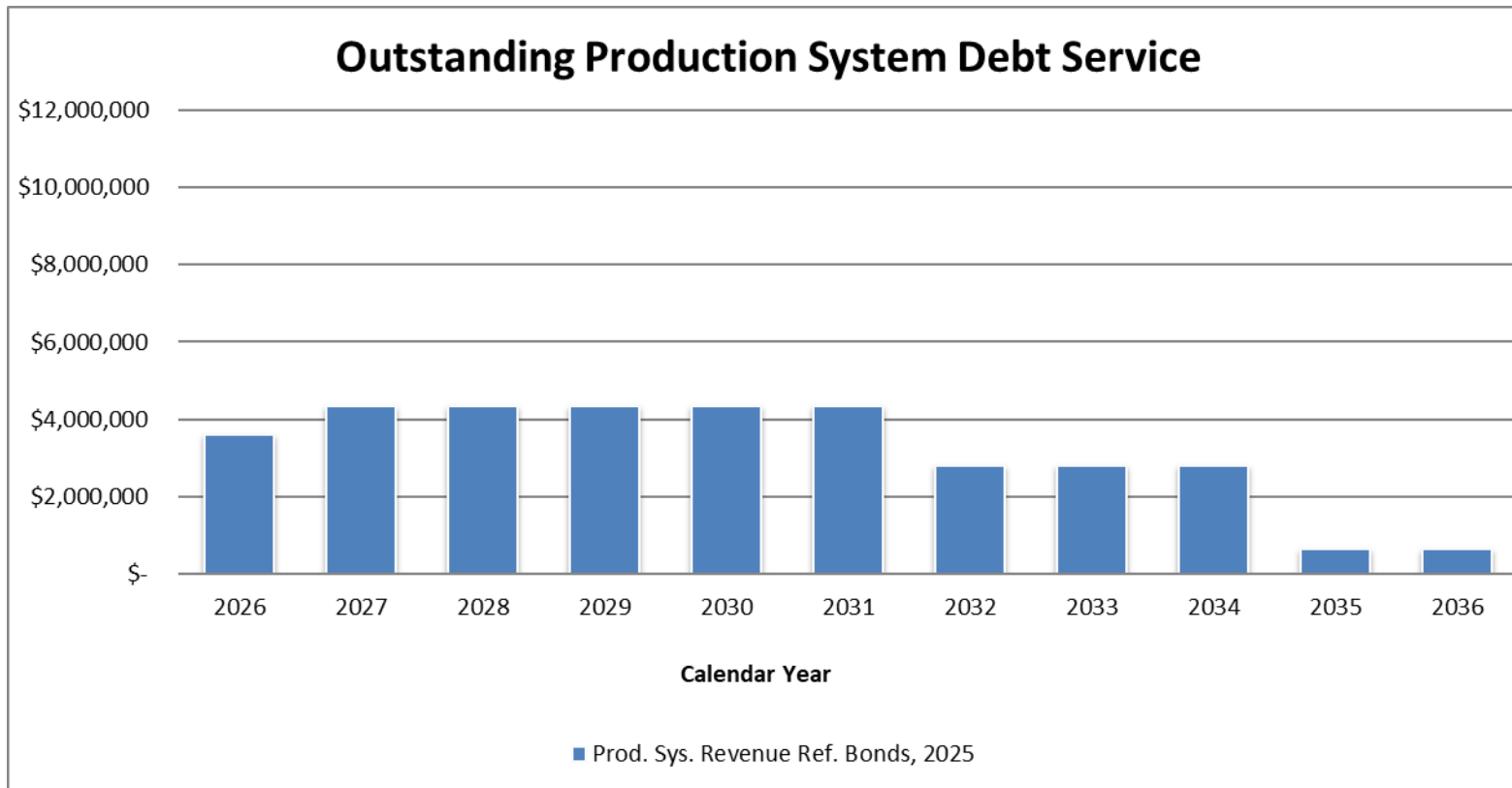
Margin	\$ 14,017,047
Non-Cash Items	16,728,211
Capital	(20,616,120)
Principal Debt	<u>(10,034,704)</u>
Projected Cash Deficit	<u>\$ 94,434</u>
Budgeted Deficit	<u>\$ (6,804,657)</u>

2.5 – Electric System Debt Service



**The above represents principal and interest.
Total principal for the Electric System -
\$38,510,000**

2.6 – Production System Debt Service



**The above represents principal and interest.
Total principal for the Production System -
\$28,195,000**

3. Operations

3.1 Outage Reports

3.2 Department Monthly Summaries

3.3 Safety

3.1.1 Outage Summary - February

Actual (Based on Date Slicer)

Events	Customers Out	SAIDI	Minutes
33	2,735	5	299,024

Previous 6 Periods Avg (Based on Date Slicer)

Events	Avg Cust Out	Avg SAIDI	Avg Minutes
38	3,547	9	466,091

Causes (Non-Storm Related)						
Outage Cause	Events	Customers Out	SAIDI	CMI	% CMI	
<input type="checkbox"/> Weather	5	913	2	128,093	42.84%	
<input type="checkbox"/> Trees / Vegetation	2	628	1	58,611	19.60%	
<input type="checkbox"/> Human / Vehicle	7	612	1	43,476	14.54%	
<input type="checkbox"/> Unknown	4	485	1	39,641	13.26%	
<input type="checkbox"/> Equipment Failure	15	97	1	29,202	9.77%	
<input type="checkbox"/>	0					
<input type="checkbox"/> Animals	0					
<input type="checkbox"/> Other	0					
Total	33	2,735	5	299,024	100.00%	

Top Events (CMI)							
Outage Cause	Feeder	Line Section	CMI	Customers Out	Time Off	First Restore	Longest Duration
Weather: Wind with trees	12T4	span_21368	85,877	316	2/3/26 5:58 AM	2/3/26 6:40 AM	6.6
Veg: Tree or Branch - No Wind	12T4	Recloser707	56,768	622	2/3/26 4:27 AM		1.5
Cause unknown	12Q1	Recloser726	37,502	465	2/2/26 2:52 PM		1.3
Equip: Material or equipment fault/failure	12T1	FU5080N40W 390239	23,727	62	2/6/26 9:50 AM		6.4
Public: Opened Bkr for Safety - Not PUD	12Y1	SW12-383- HOS-B	19,958	494	2/23/26 2:34 PM		0.7



64% CMI compared to historical average

3.1.2 Outage Summary - YTD W/O Storms

Actual (Based on Date Slicer)

Events	Customers Out	SAIDI	Minutes
76	6,717	15	824,464

Previous 6 Periods Avg (Based on Date Slicer)

Events	Avg Cust Out	Avg SAIDI	Avg Minutes
76	7,549	19	971,038

Causes (Non-Storm Related)

Outage Cause	Events	Customers Out	SAIDI	CMI	% CMI
Human / Vehicle	12	2,979	6	328,237	39.81%
Equipment Failure	38	1,508	4	232,649	28.22%
Weather	8	921	2	128,960	15.64%
Unknown	7	642	1	71,198	8.64%
Trees / Vegetation	7	651	1	62,616	7.59%
Animals	4	16	0	804	0.10%
Other	0				
Other	0				
Total	76	6,717	15	824,464	100.00%

Top Events (CMI)

Outage Cause	Feeder	Line Section	CMI	Customers Out	Time Off	First Restore	Longest Duration
Public: Motor vehicle	12F1	BRK12F1	155,905	908	1/23/26 9:01 PM	1/23/26 11:53 PM	12.8
Equip: Miscoordination/Operation of protection devices	12F3	BRK12F3	97,211	429	1/23/26 9:01 PM		3.8
Weather: Wind with trees	12T4	span_21368	85,877	316	2/3/26 5:58 AM	2/3/26 6:40 AM	6.6
Public: Motor vehicle	12T4	Recloser707	82,981	622	1/31/26 2:51 PM	1/31/26 4:25 PM	6.0
Equip:	12F2	BRK12F2	73,384	747	1/23/26	1/24/26	3.8



85% CMI compared to historical average

3.1.3 Outage Summary – YTD W/Storms

Actual (Based on Date Slicer)

Events	Customers Out	SAIDI	Minutes
76	6,717	15	824,464

Previous 6 Periods Avg (Based on Date Slicer)

Events	Avg Cust Out	Avg SAIDI	Avg Minutes
128	14,952	62	3,262,269

Causes (Non-Storm Related)

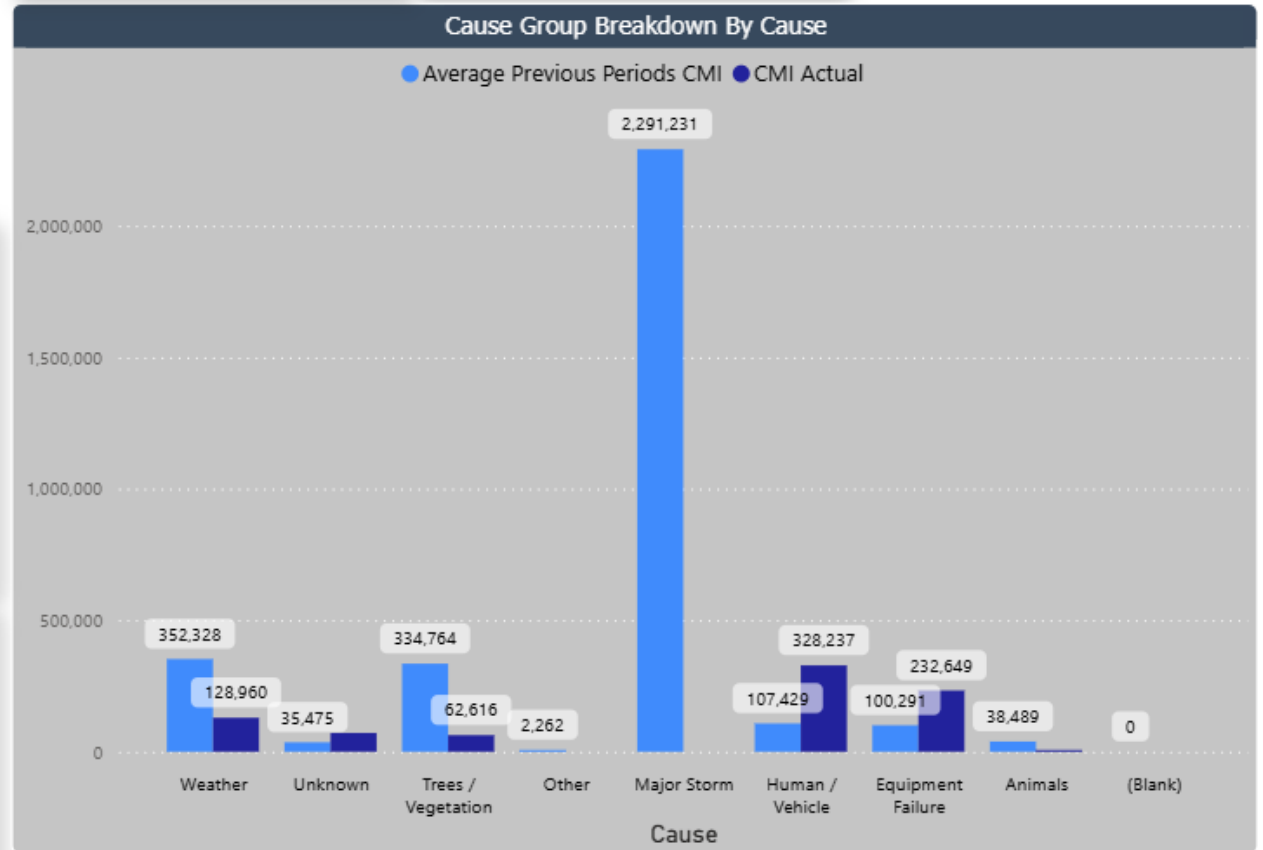
Outage Cause	Events	Customers Out	SAIDI	CMI	% CMI
Human / Vehicle	12	2,979	6	328,237	39.81%
Equipment Failure	38	1,508	4	232,649	28.22%
Weather	8	921	2	128,960	15.64%
Unknown	7	642	1	71,198	8.64%
Trees / Vegetation	7	651	1	62,616	7.59%
Animals	4	16	0	804	0.10%
Other	0				
Other	0				
Total	76	6,717	15	824,464	100.00%

Top Events (CMI)

Outage Cause	Feeder	Line Section	CMI	Customers Out	Time Off	First Restore	Longest Duration
Public: Motor vehicle	12F1	BRK12F1	155,905	908	1/23/26 9:01 PM	1/23/26 11:53 PM	12.8
Equip: Miscoordination/Operation of protection devices	12F3	BRK12F3	97,211	429	1/23/26 9:01 PM		3.8
Weather: Wind with trees	12T4	span_21368	85,877	316	2/3/26 5:58 AM	2/3/26 6:40 AM	6.6
Public: Motor vehicle	12T4	Recloser707	82,981	622	1/31/26 2:51 PM	1/31/26 4:25 PM	6.0
Equip:	12F2	BRK12F2	73,384	747	1/23/26	1/24/26	3.8

Date: 1/1/2026 to 2/28/2026

Storm Related?: All

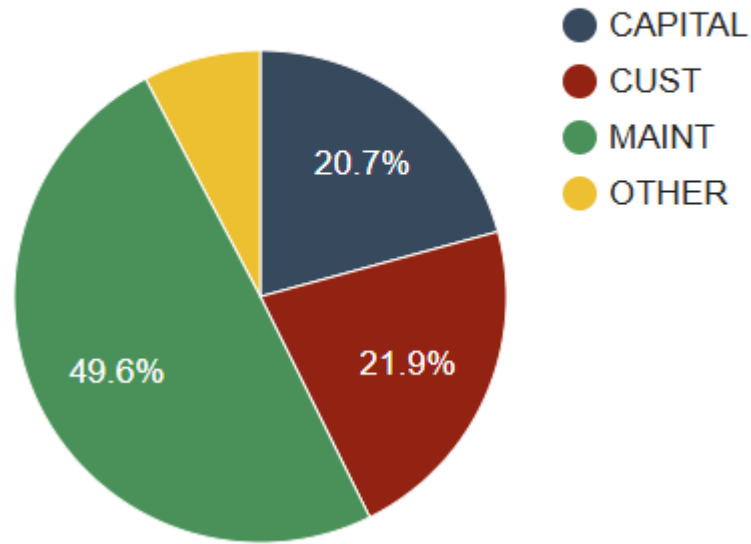


CMI	Customers Out	Outages	SAIDI
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25% CMI compared to historical average
(No Storms YTD 2026)

3.2.1 Line Crew

Straight Time
3419.5 Hours



Customer Work

46 WO's completed

LINE CREW SERVICE ORDERS

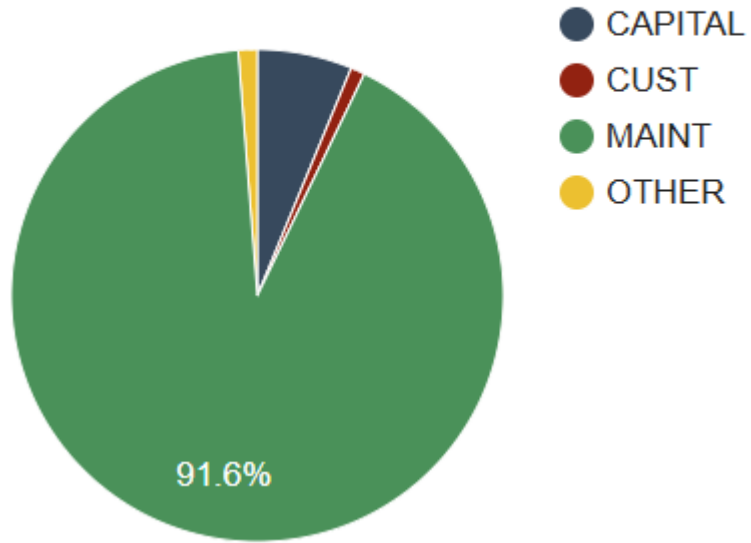
99	HAZARD/TT/POWER QUALITY
96	METER EXCHANGE/REMOVE
92	LEDLTPROJ
59	DISCONNECT
51	LT EXCHGE
31	POLE REPL
26	INFO
24	PERM METER
22	TRANSFORMERS
16	RECONNECT/NEW/TEMP/BACKBONE
12	MISC
11	STREET LIGHTS
9	FLUP
8	TPERM
3	SPECIAL EQ
3	MREADY-MNT
2	CUTOFF
2	BACKBONEV2
2	FIP-LINE
1	PUDCAP T&D
1	INACT FIRE
1	CUSTMANDIS
1	DVCDISC
1	EFD TT

573 TOTAL

3.2.2 Relay/Substation

Straight Time

963.5 Hours



Maintenance Work

Personal protective ground inspection and refurbishment

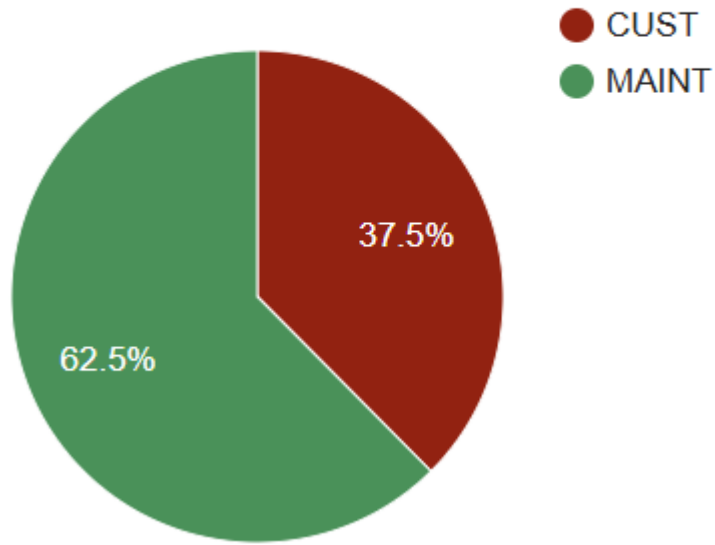
Quarterly inspection follow-up

Replacing recloser backup batteries

Annual relay testing

3.2.3 Meter and FSRs

Straight Time
793.25 Hours



Service Orders

METER DEPARTMENT

57	DISCONNECT
22	MTR-CT/PT
17	RECONNECT/NEW/TEMP
13	METER INVESTIGATION
11	METER EXCHANGE/REMOVE
9	COMMER CST
8	MTR>1
8	PERM METER
2	MISC
1	INACT FIRE
1	CUTOFF

149 TOTAL

FIELD SERVICE REPS

25	OFFICE
23	METER READ
20	READ OPTOT
5	CUTOFF
1	LT-INFO

74 TOTAL

3.2.4 On-Going District Work

Group	Design	ROPS	Completed	Budget	YTD	YTD/Budget
2.1 - Transmission On-Going Pole Replacement	25	1	7	\$250,000	\$51,989	21%
2.3 - Transmission On-Going System Improvement	2	1	0	\$87,000		
2.5 - Transmission Unplanned System Improvemen	2	0	0	\$31,000	\$70,997	229%
3.1 - Distribution On-Going System Improvement	190	25	18	\$850,000	\$87,341	10%
3.11 - Transformer O/H & U/G Failure	4	6	10	\$398,000	\$277,269	70%
3.12 - Dist Line Rebuild	12	0	1	\$2,470,000	\$9,878	0%
3.18 - Distribution Unplanned System Improvemen	6	3	4	\$430,000	\$57,993	13%
3.19 - Distribution On-Going U/G Line Cable Rep	59	64	11	\$4,412,000	\$646,710	15%
3.26 - Transformer PCB Replacement	0	47	1	\$247,000	\$7,394	3%
3.5 - Distribution On-Going Pole Replacement	135	38	46	\$1,510,000	\$496,958	33%
3.52 - Substation Unplanned System Improvement	1	0	0			
3.54 - Substation On-Going System Improvement	1	1	0	\$813,000	\$3,359	0%
TR2.1 - Small Capital	1	0	2	\$92,500		
TOTAL	438	186	100	\$11,590,500	\$1,709,889	15%

3.2.5 On-Going Customer Work

Group	Design	ROPS	Completed	YTD
3.13 - Cust OnGoin Lighting	5	3	56	\$31,134
3.14 - Cust Secondary Ln Extention	191	5	73	\$96,956
3.16 - Cust Pri Ln Ext. Residential	111	8	47	\$407,740
3.17 - Cust Pri Ln Ext. Commercial	65	5	12	\$243,359
3.29 - Cust Mke Redy for Telco	28	0	3	\$-184,843
3.9 - Cust Ln Reloct Dist/TX	6	2	1	\$5,421
3.99 - Cust Solar	6	2	3	\$1,034
TOTAL	412	25	195	\$600,800

3.2.6 Tree-Trimming



Month/Year

Feb-26

Year To Date

56

Trimming Miles

5,075

Total Hours

4,454

Trimming Hours

621

Tickets Hours

0

WO/Storm Hours

21

Trouble Tickets

7.2

Completed Miles

585

Total Hours

585

Trimming Hours

0

Tickets Hours

0

WO/Storm Hours

5.8

Completed Miles

520

Total Hours

520

Trimming Hours

0

Tickets Hours

0

WO/Storm Hours

Central

Substation	Feeder	Completed Miles
Olive Way	L6	3.2
Olson Rd	OR2	2.0
Olive Way	L1	1.6
Olive Way	L4	0.2
Olson Rd	OR1	0.2
Olson Rd	OR3	0.1
West Kelso	J3	0.0
Total		7.2

11.2

Completed Miles

550

Total Hours

550

Trimming Hours

0

Tickets Hours

0

WO/Storm Hours

2.4

Completed Miles

539

Total Hours

313

Trimming Hours

226

Tickets Hours

0

WO/Storm Hours

South

Substation	Feeder	Completed Miles
Meeker	Z2	3.0
Port of Kalama	PK2	2.4
South Kelso	SK2	1.3
Meeker	Z1	1.2
South Kelso	SK1	1.0
Meeker	Z3	0.7
East Kelso	K2	0.6
East Kelso	K1	0.5
Meeker	Z4	0.3
East Kelso	K4	0.2
Total		11.2

North

Substation	Feeder	Completed Miles
Delameter	Q3	5.3
Delameter	Q1	0.5
Total		5.8

Climb

Substation	Feeder	Completed Miles
East Kelso	K4	1.5
Olive Way	L6	0.6
West Kelso	J3	0.2
West Kelso	J1	0.1
Total		2.4

3.3 Safety



(1) Hearing claim in January

4. Engineering

4.1 System Metrics

4.2 Underground Primary Outages

4.3 New Service Requests

4.4 Locates

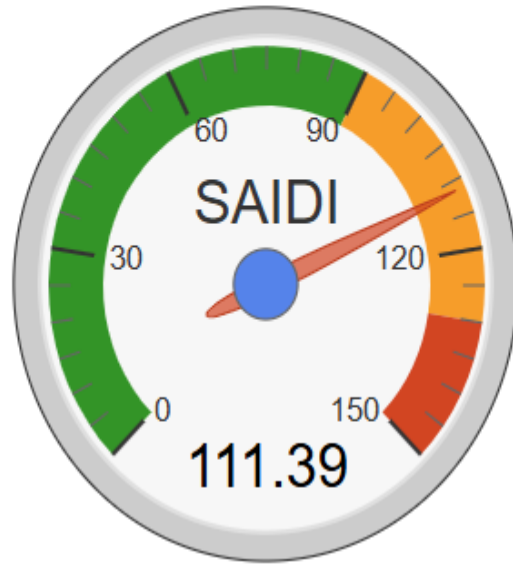
4.5 Substation Outages (exclusive of storms)

4.6 Feeder Outages and Causes (exclusive of storms)

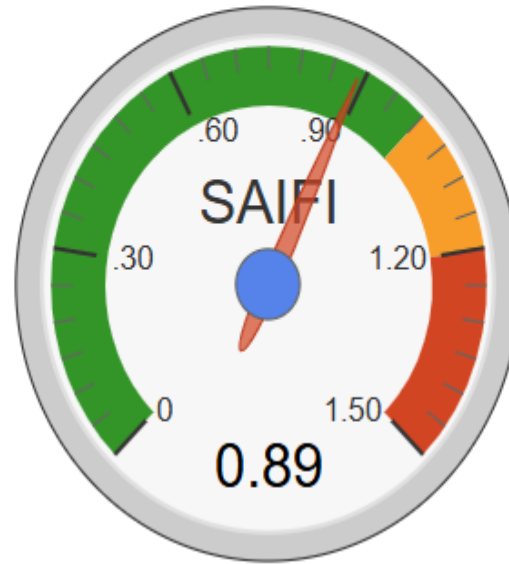
4.7 Pictures and Hi-Lights

4.1 System Metrics

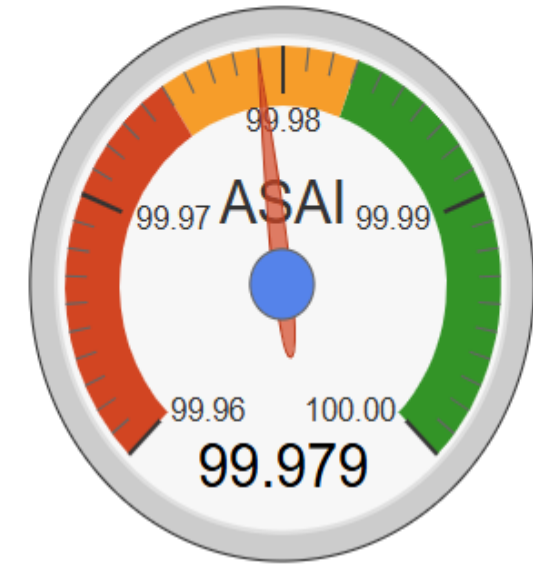
Indices (rolling 12 months)



System Average Interruption Duration Index
(Average Outage Duration in Minutes)



System Average Interruption Frequency Index
(Average Customer Interruptions per year)



Average Service Availability Index
(Percent of Time Average Customer has Power)

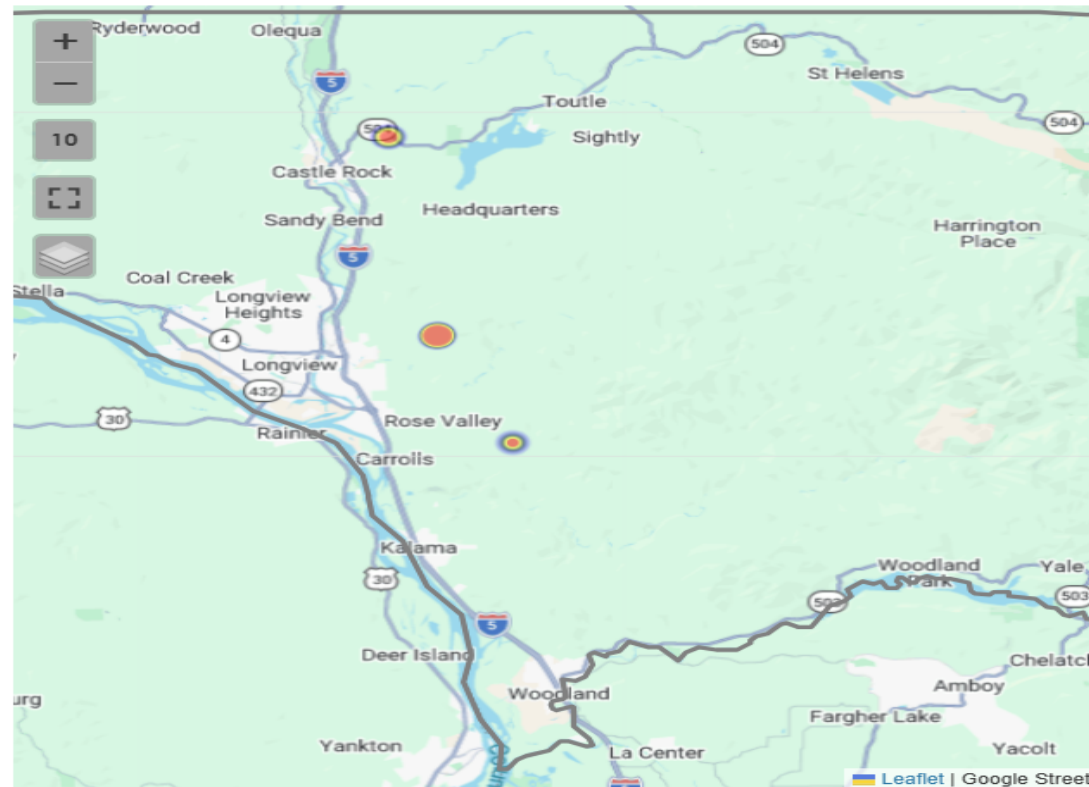
Total February customer minutes 299,024
Total customer minutes for February are 36% less than the 10-year average.

4.2 Underground Primary Outages

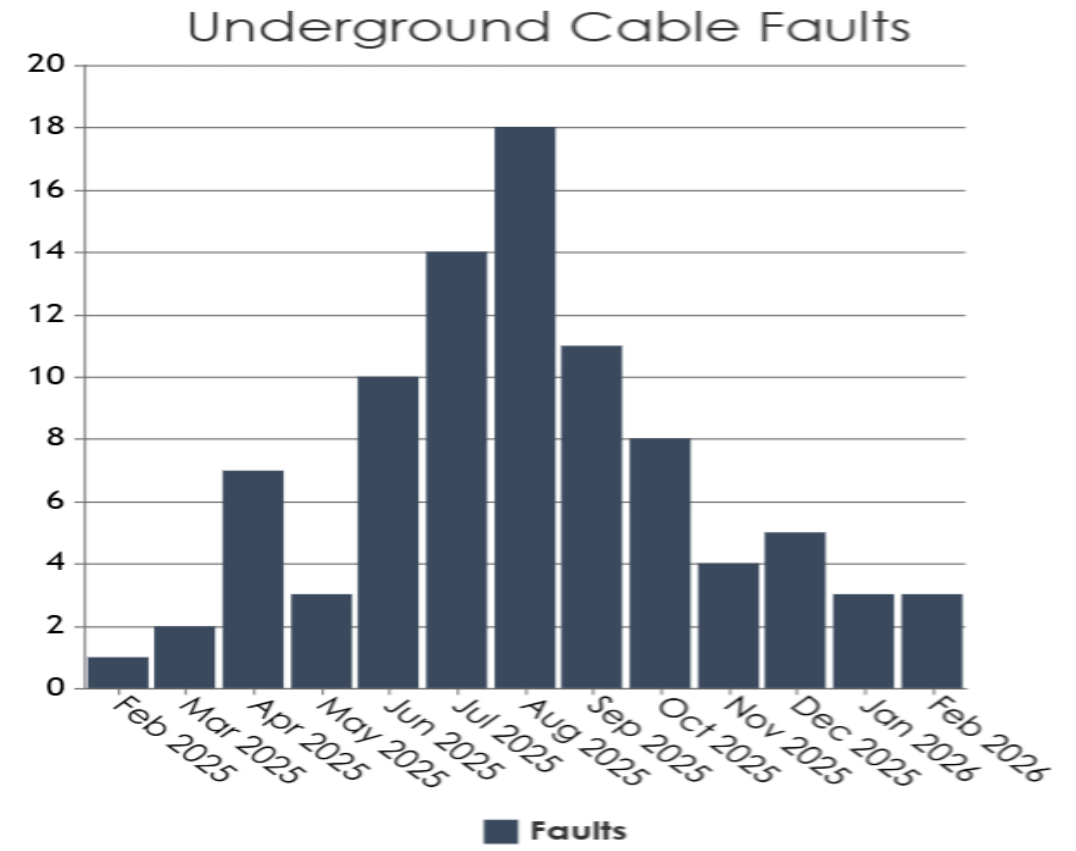
Underground Cable Faults

February

Minutes Out: 2893 Incidents: 3 Customers: 12



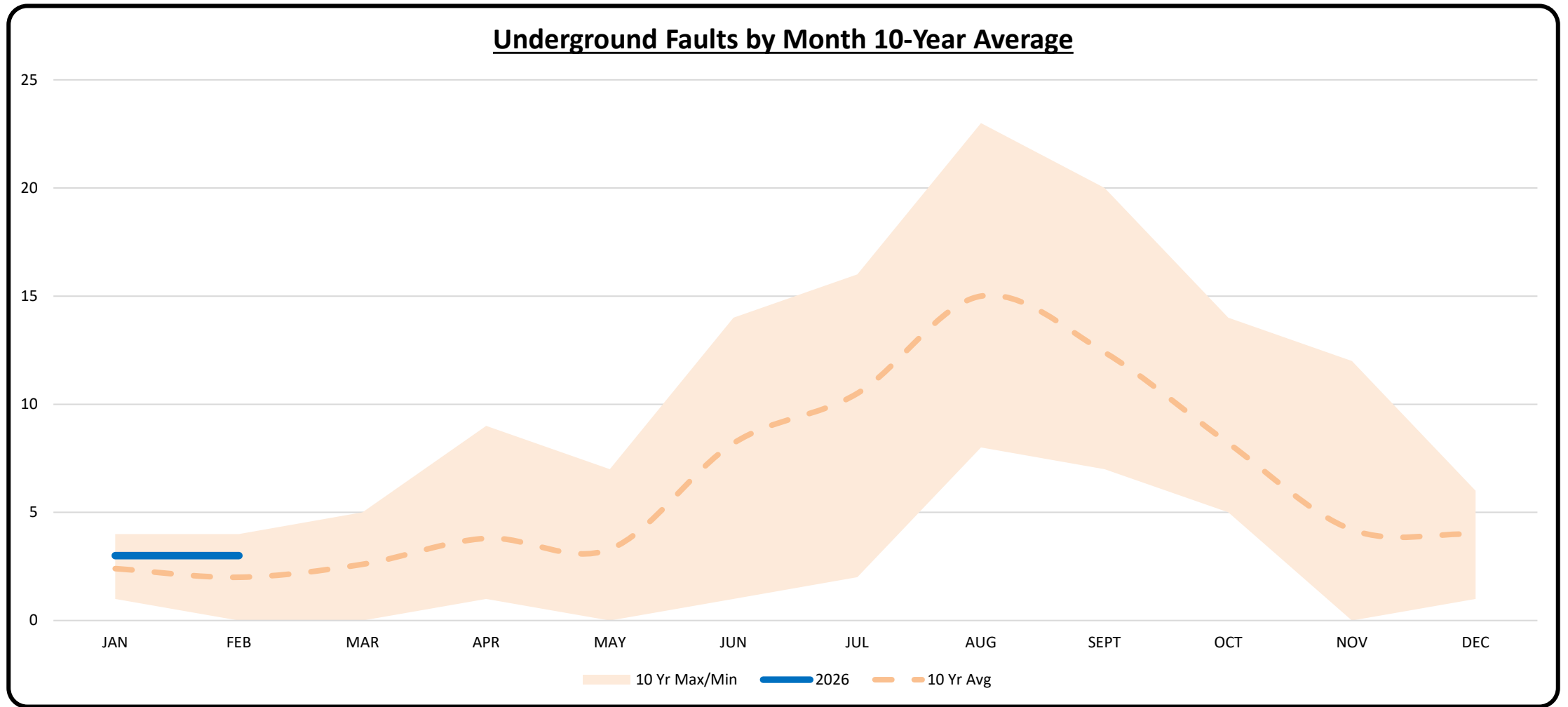
Underground Faults (13 Months)



Cable Faults 2026: 6

Total Faults 2026 are 36% more than the 10-year average.

4.2 Underground Primary Outages Continued

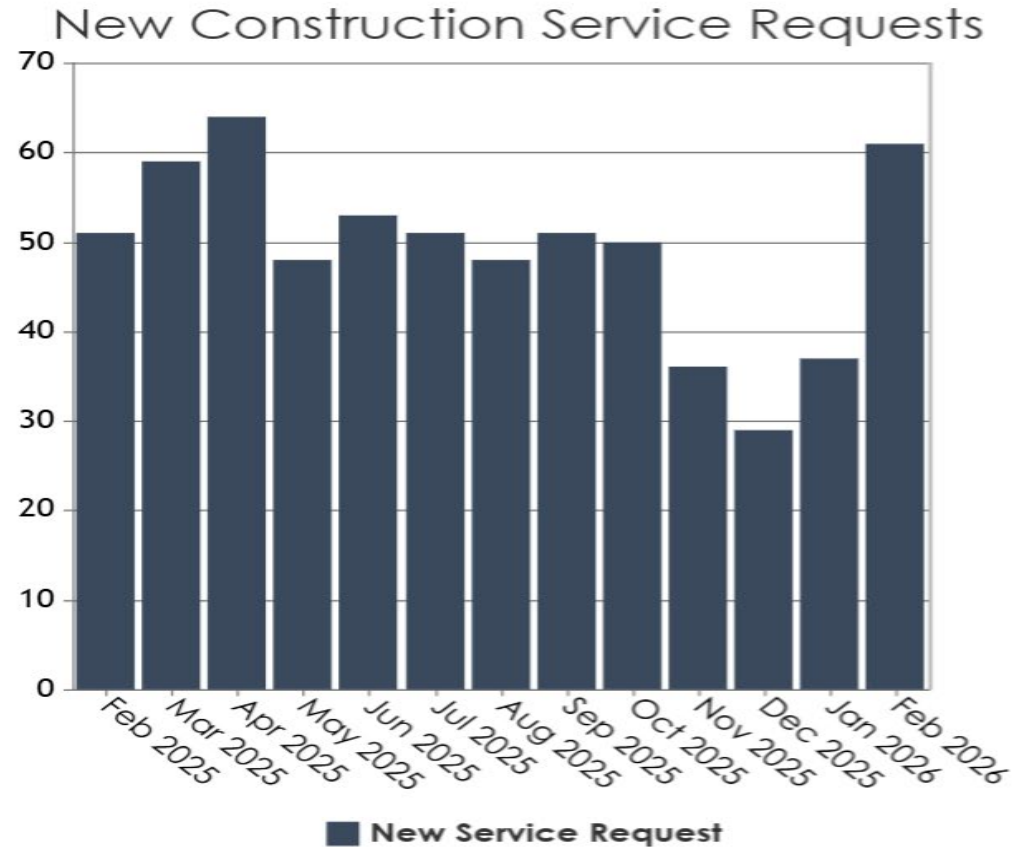


4.3 New Service Requests

New Service Requests



New Constructions

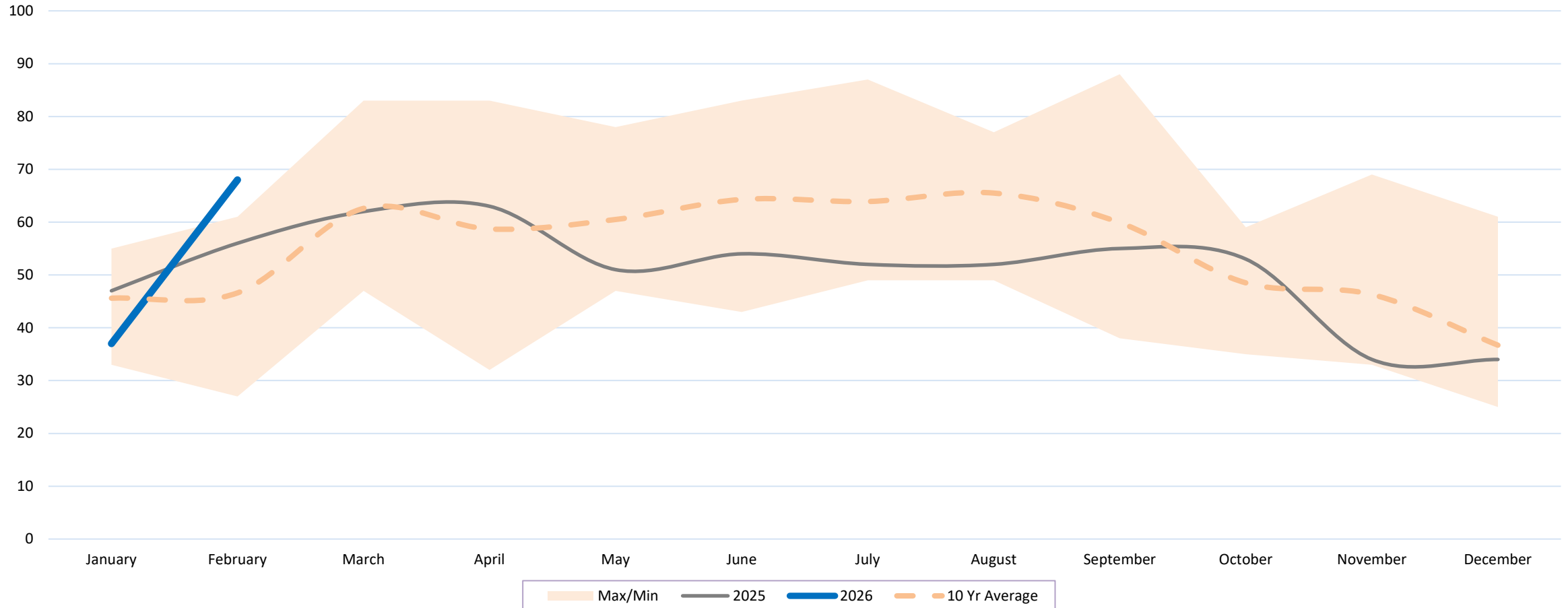


New Service Requests 2026: 105

Total New Service Requests 2026 are 14% more than the 10-year average.

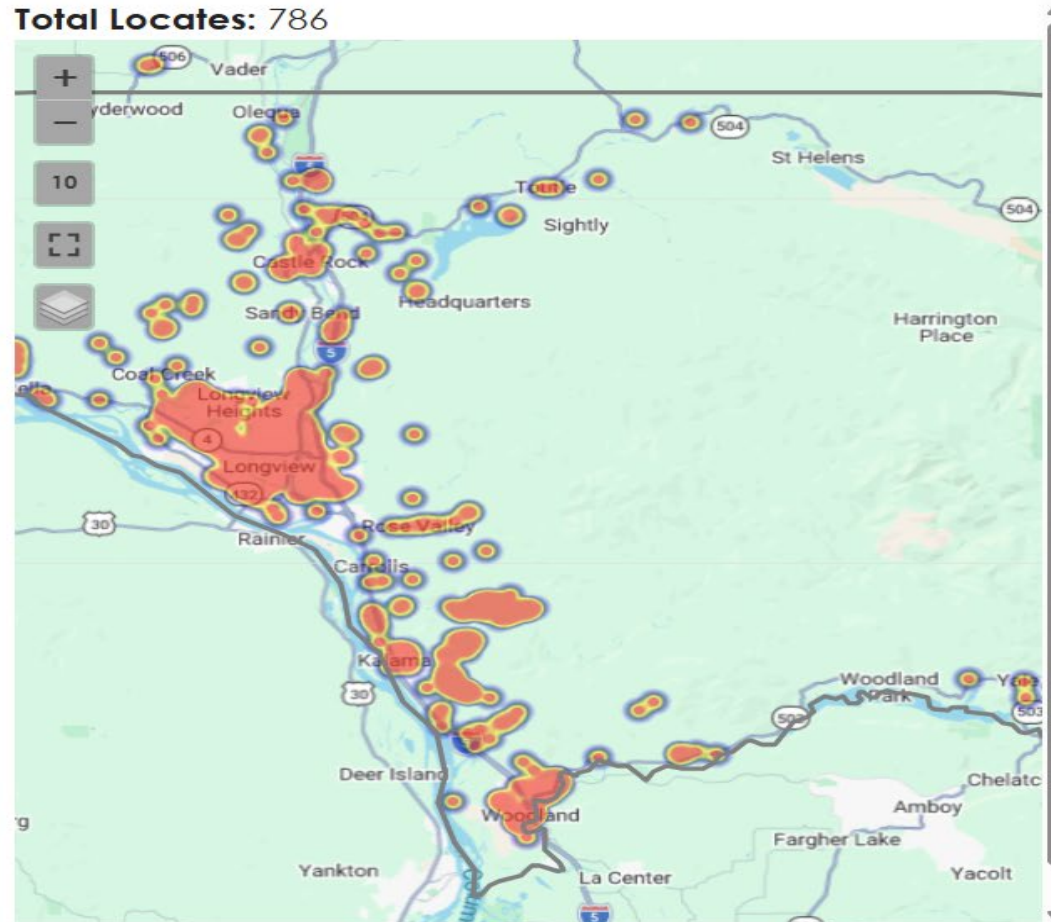
4.3 New Service Requests Continued

New Customer Applications by Month 10-Year Average

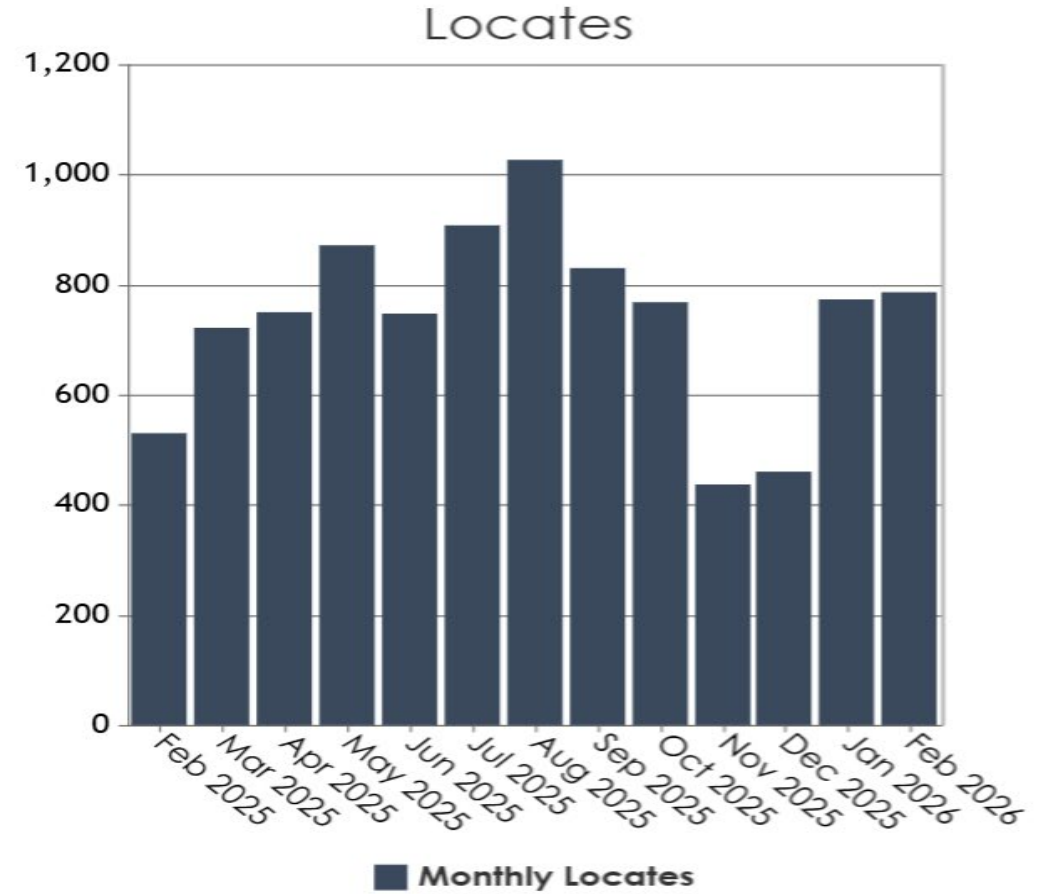


4.4 Locates

Monthly Locates



Locates

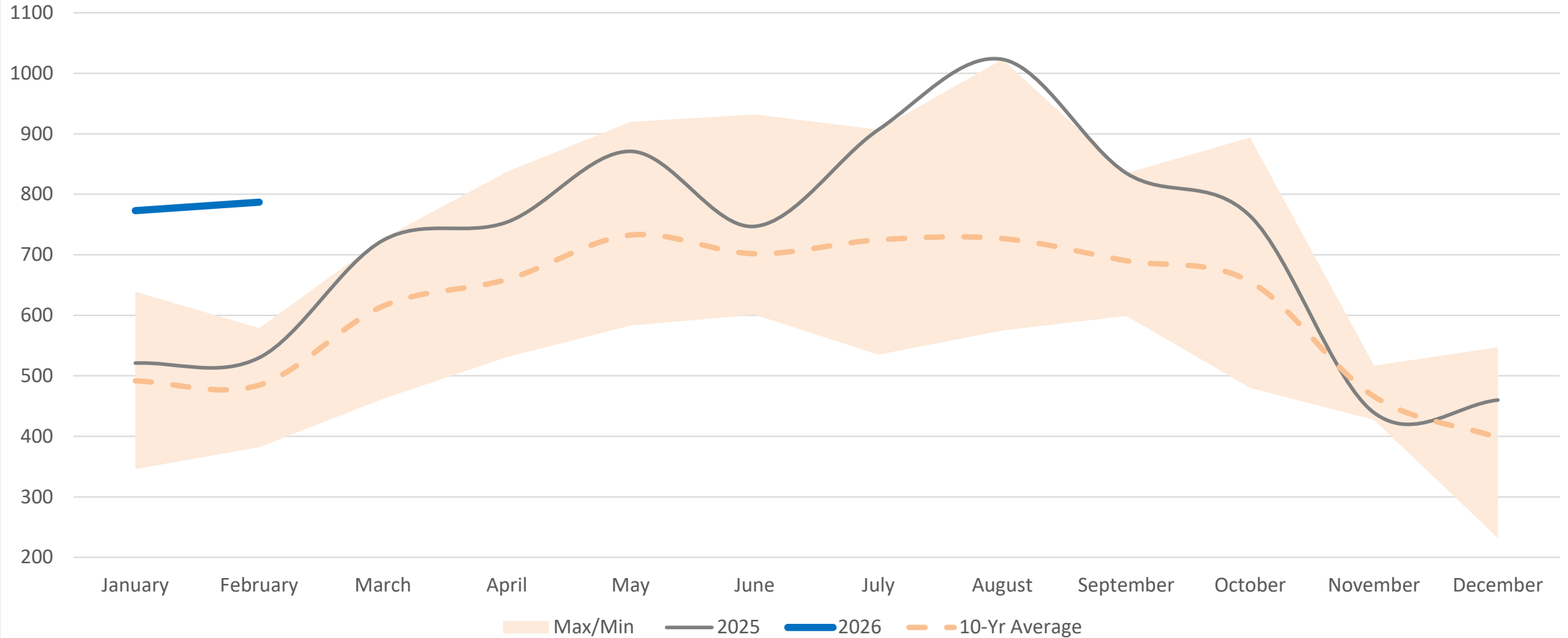


Locate Requests 2026: 1560

Total Locate Requests YTD are 60% more than the 10-year average.

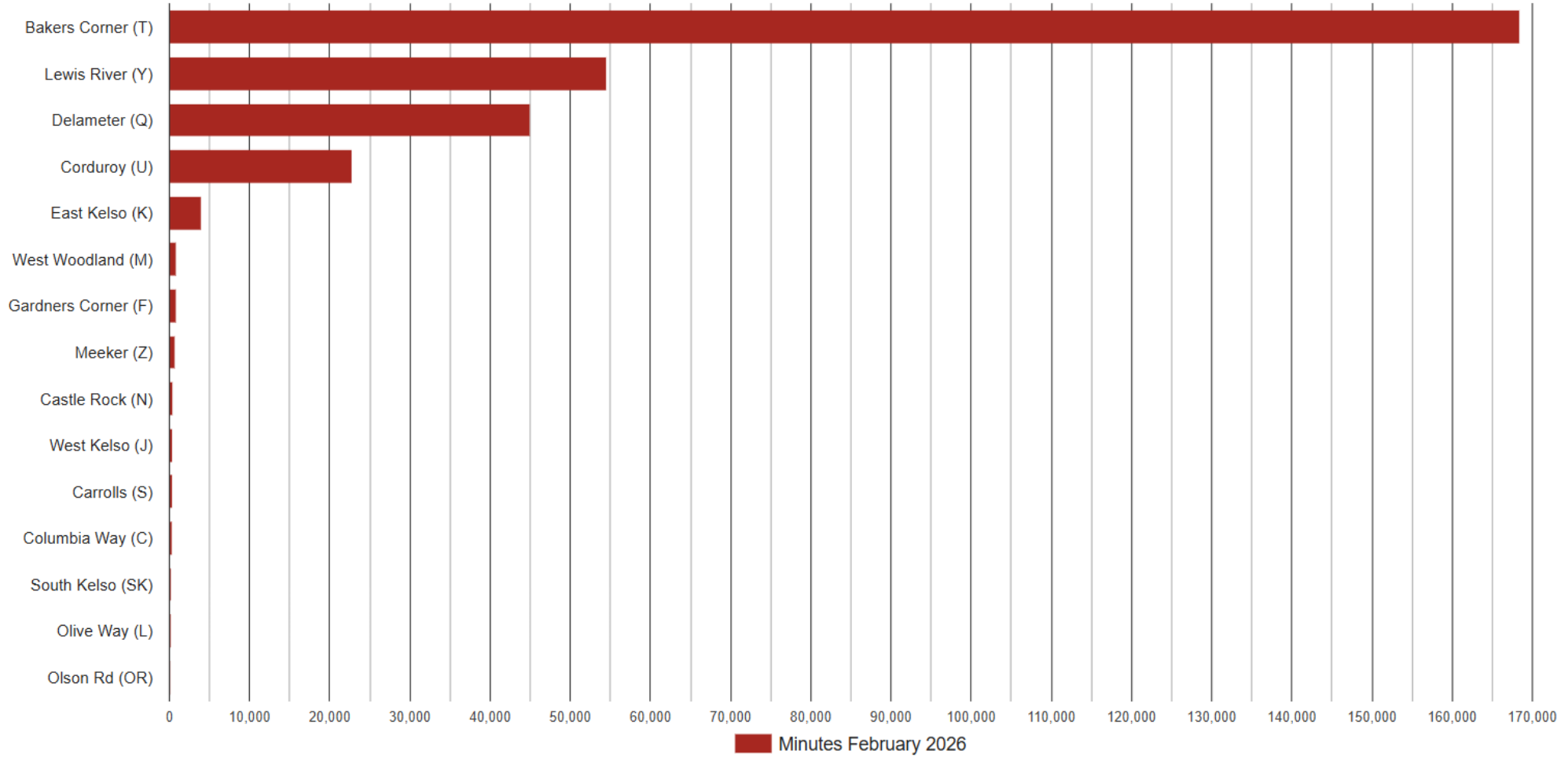
4.4 Locates Continued

Locates by Month 10-Year Average



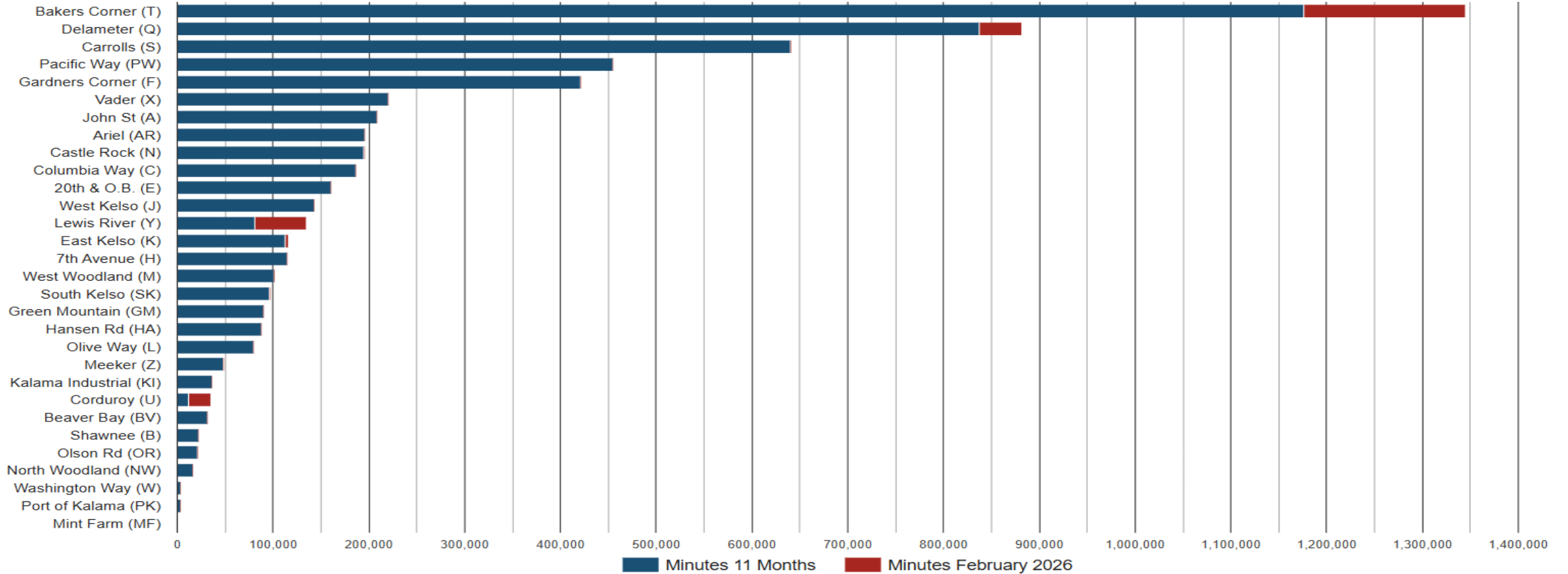
4.5 Substation Outages (exclusive of storms)

Minutes Out By Substation - February 2026



4.5.1 Substation Outages

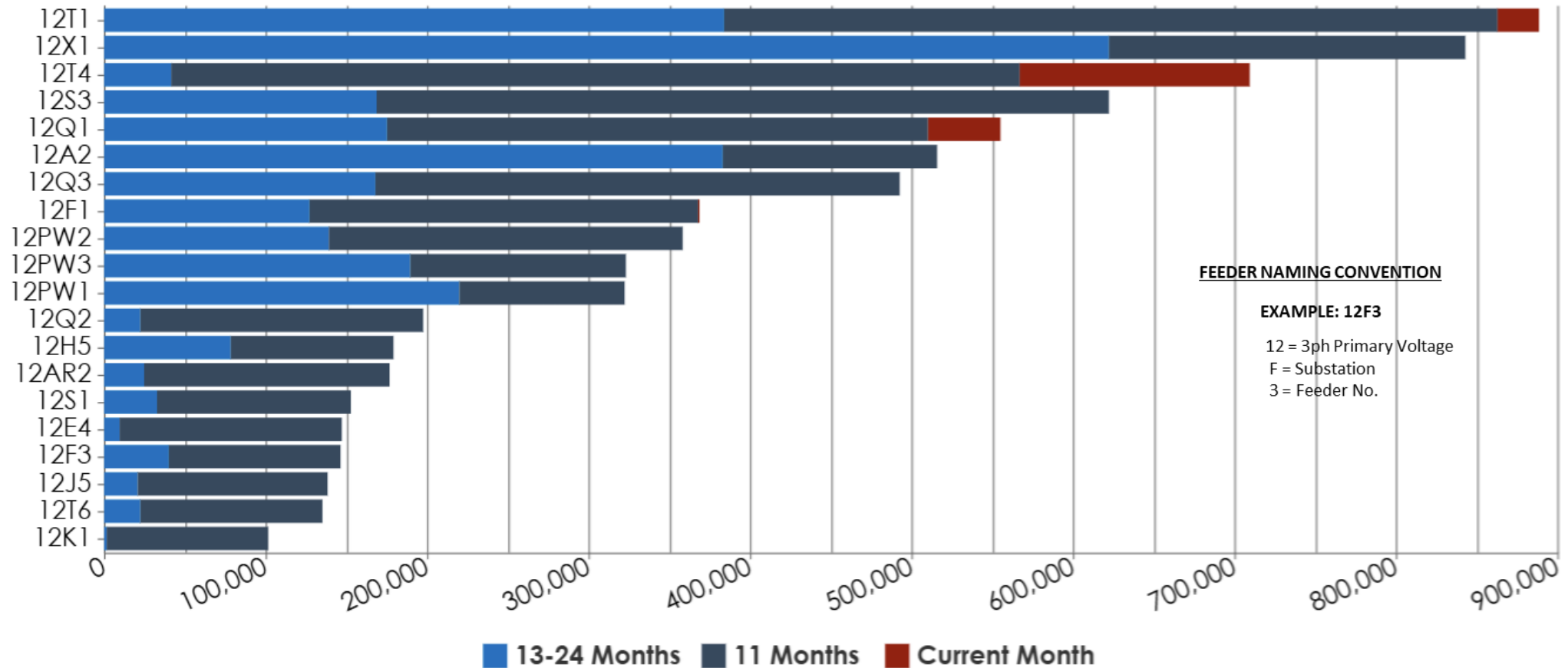
Minutes Out By Substation - Rolling 12 Months



4.6 Feeder Outages and Causes (exclusive of storms)

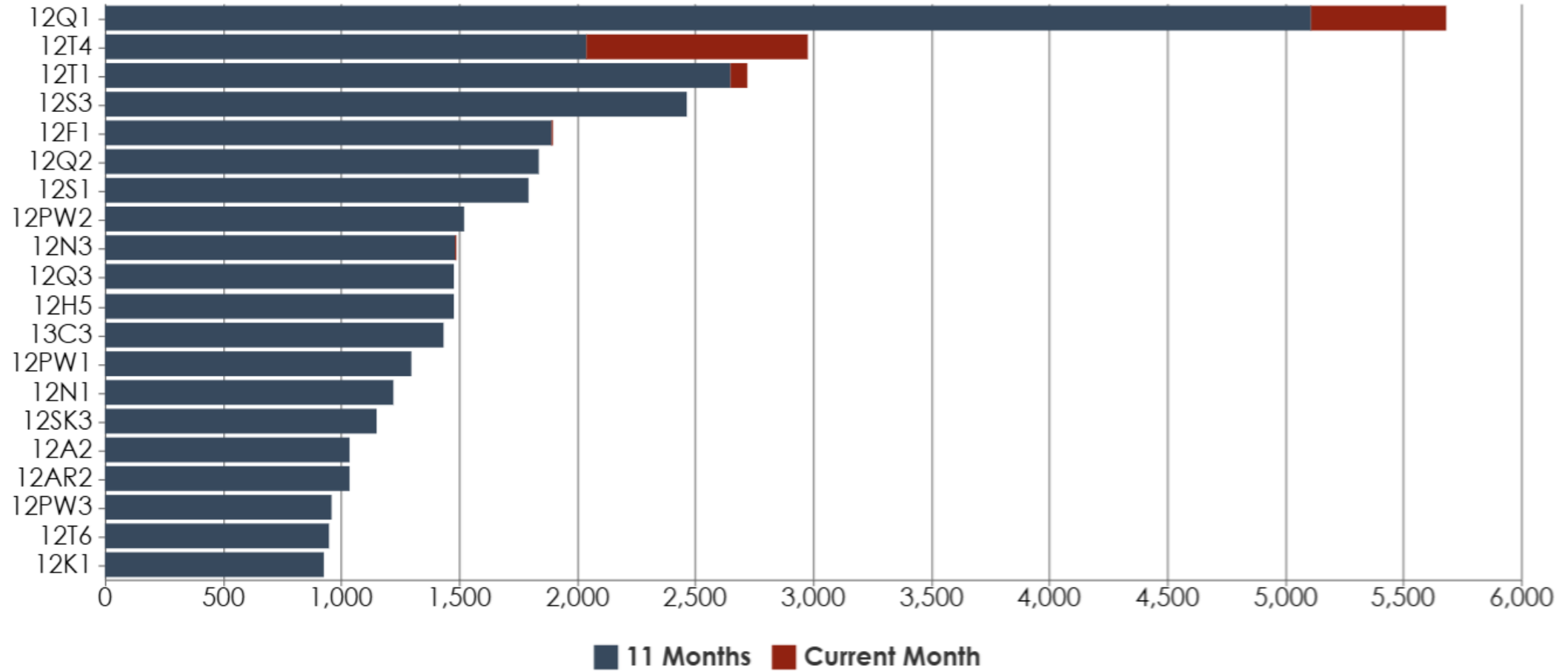
Feeder Outages & Causes - (rolling 12 months)

Top 20 Feeders by CMI



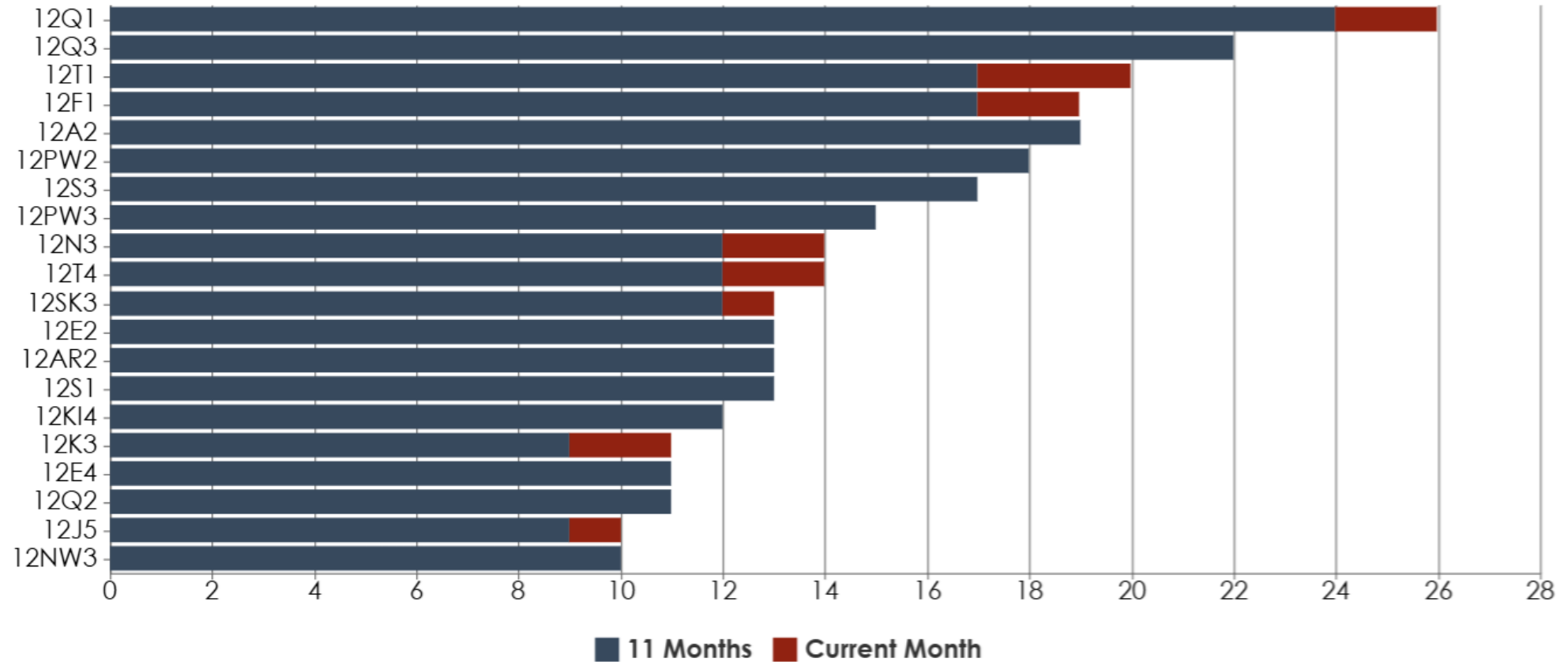
4.6.1 Feeder Outages and Causes

Top 20 Feeders by Customer



4.6.2 Feeder Outages and Causes

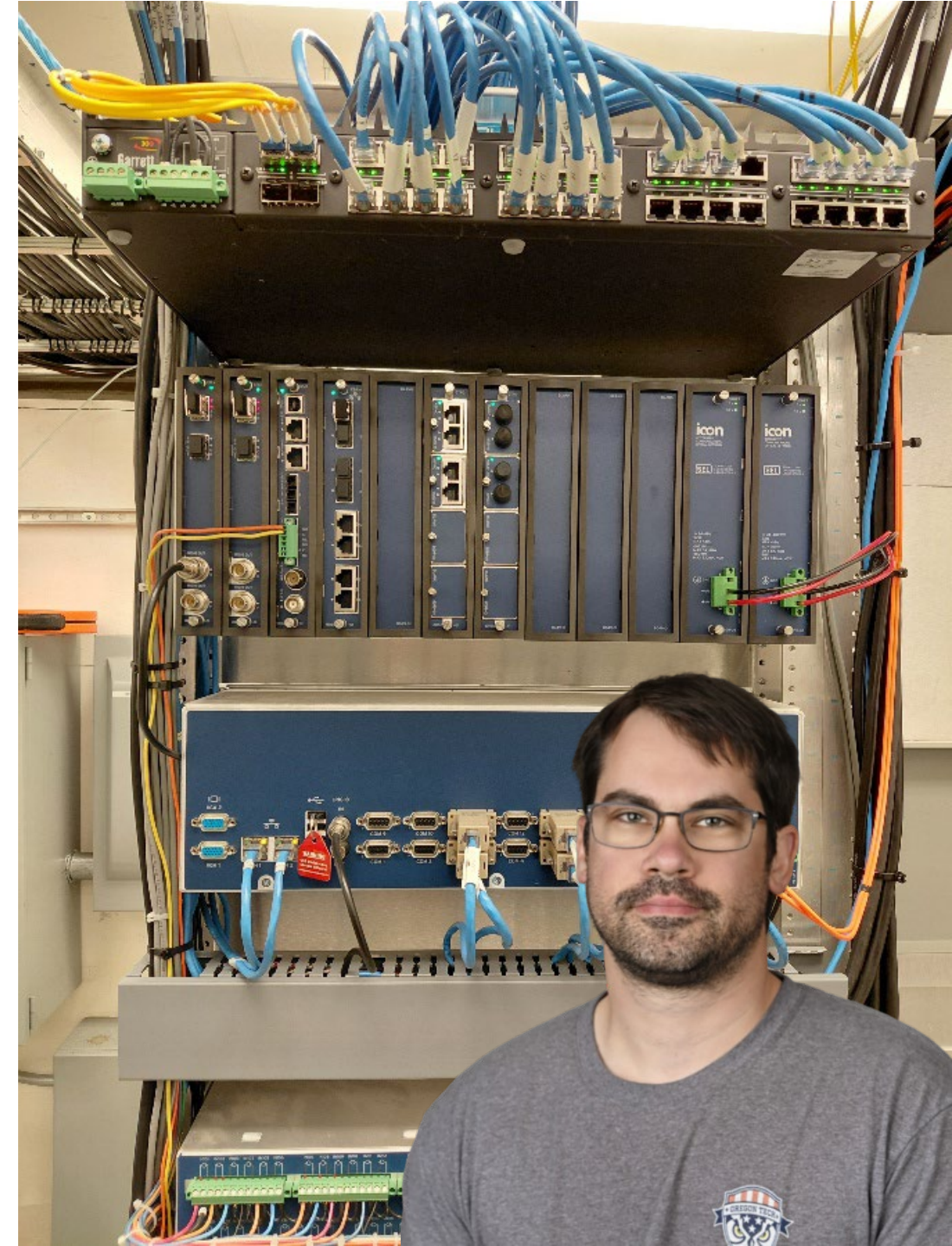
Top 20 Feeders by Incidents



4.7 Pictures & Hi-Lights

North County Communication Upgrade Project

- Project Manager: Tyler Modin, System Engineer I
- Install and implement 5 SEL ICON (Integrated Communications Optical Network) devices in the North county.
- Integrates with the existing fiber optic network making the communication system faster, more reliable, easier to manage and positions the District for future communication expansion.
- Standardizes North county communication hardware to match the existing ICON systems in the Central and South county system.



4.7 Pictures & Hi-Lights

WSU Student Practicum March 16th-19th



“I want to explore and learn more about power, power distribution, power supply and demand, and learn more about the jobs available in industry.”



Erik Kochurin
Senior
WSU Vancouver

“I am interested in power and want to learn more about the field and the process. I also want to observe the engineers to see what kind of problems they face and how they resolve those problems”



Brandon Guerrero
Junior
WSU Vancouver

5.0 Customer Service

5.1 Service

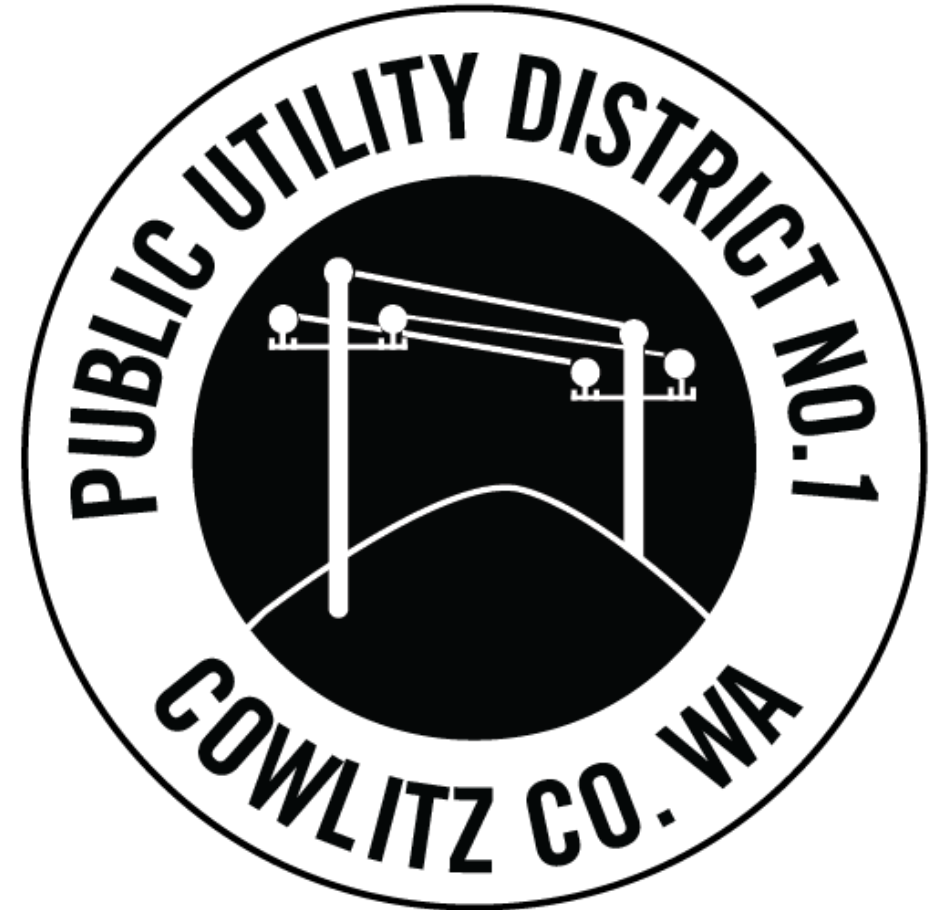
- Programs
- Interactions
- Service Orders
- Service Levels

5.2 Accounts

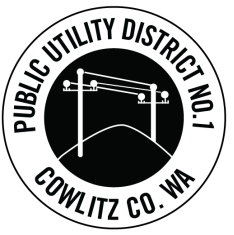
- Payments
- Disconnects
- Arrearages

5.3 Assistance

- Payment Assistance
- Warm Neighbor Funding
- Customer Outreach

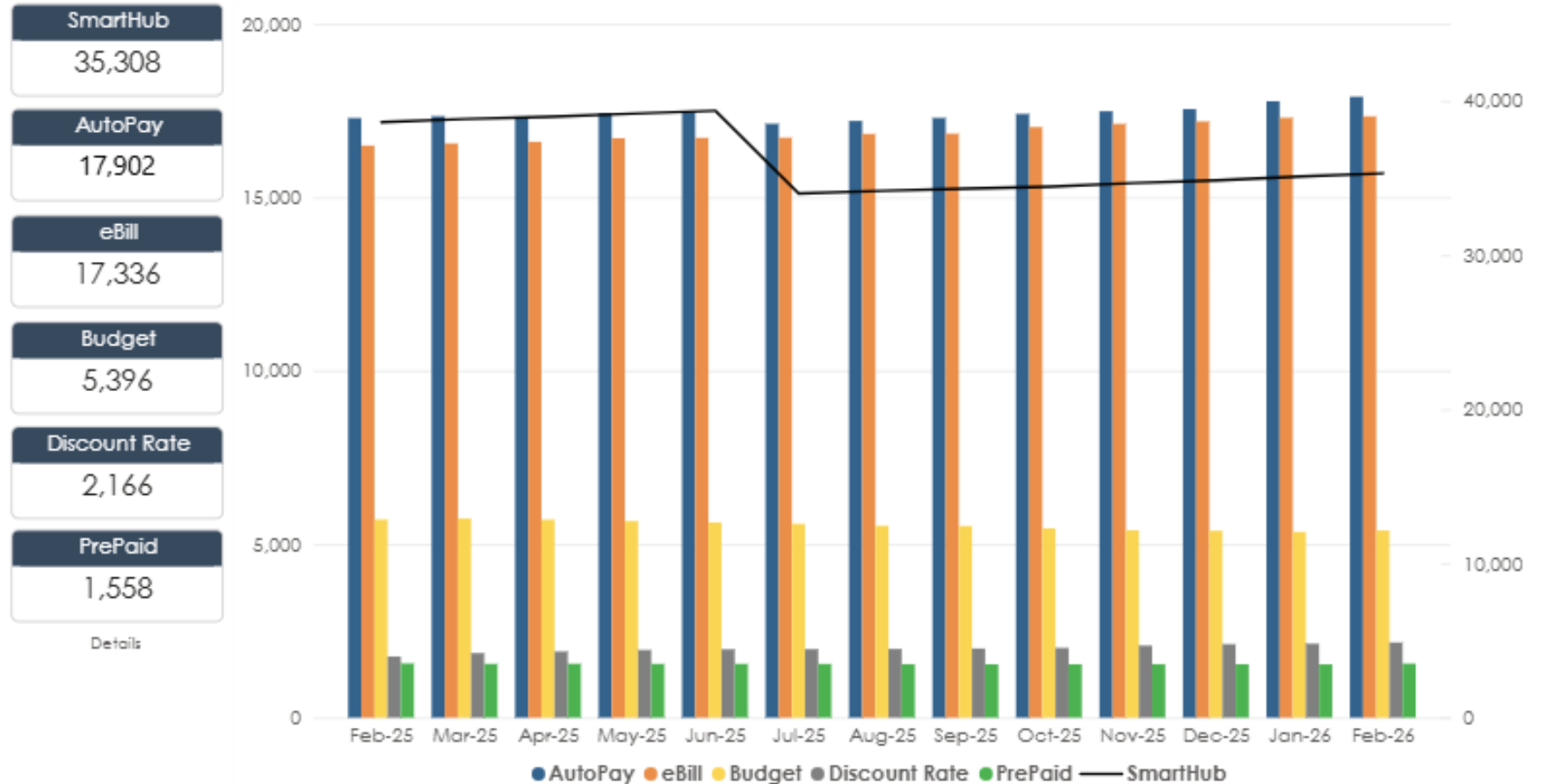


5.1 Service

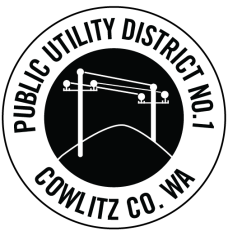


Programs

- **Overall Stability:** All programs show minimal month-to-month volatility.
- **SmartHub Growth:** SmartHub remains the largest and slightly upward-trending program, now around 35k.
- **AutoPay & eBill:** Both remain closely aligned and continue to show parallel enrollment.
- **Other Programs:** Budget, Discount Rate and PrePaid participation remain consistent without major shifts.
- February reflects normal operational trends across all service programs.



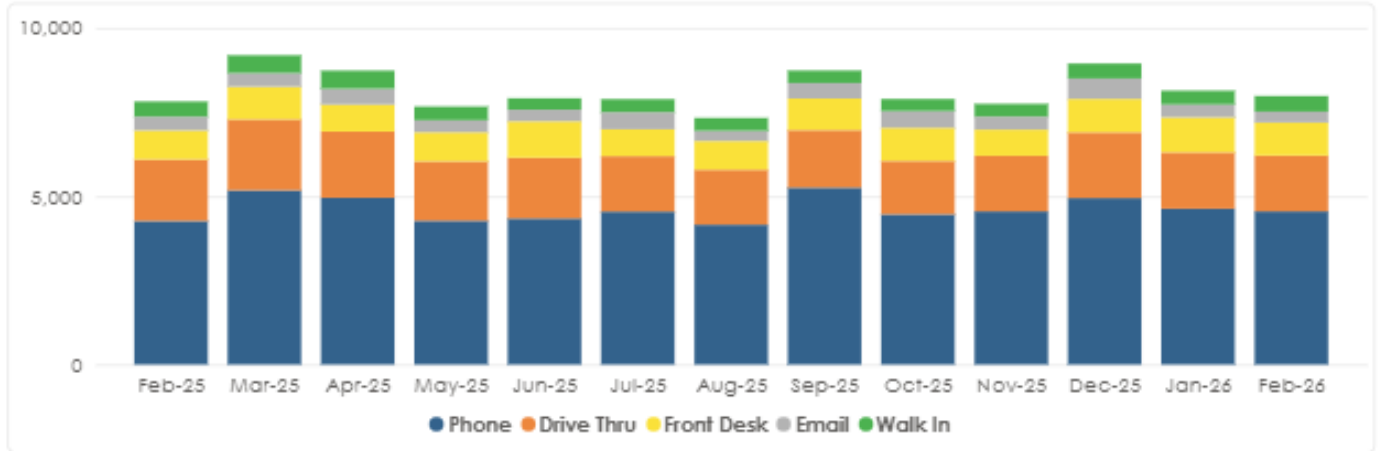
5.1 Service



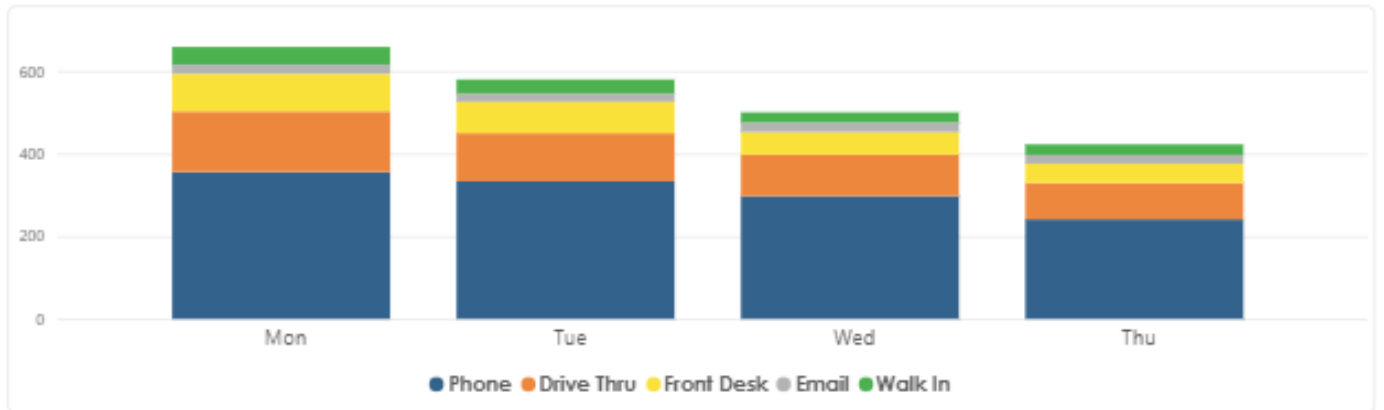
Interactions

- **Overall Volumes:** Total interactions stayed within the normal operating range, despite a slight month-over-month decline.
- **Phone:** Phone continues to account for the majority of customer interactions, reflecting preference for quick remote support.
- **Drive Thru:** Drive-thru continues to serve as the most utilized in-person channel, significantly higher than walk-ins.
- **Front Desk and Email:** Both channels follow predictable seasonal patterns with no abnormal spikes or drops.
- **Walk-In:** The lowest-volume channel continues to decline slightly, reinforcing the long-term trend toward remote or lower-contact service options.

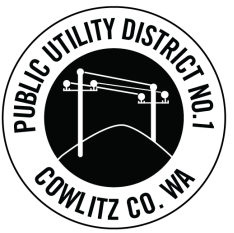
Interactions	
Total	7,983
Phone	4,553
- CSR	4,203
- Lead	350
Drive Thru	1,659
Front Desk	983
Email	323
Walk In	465



Details



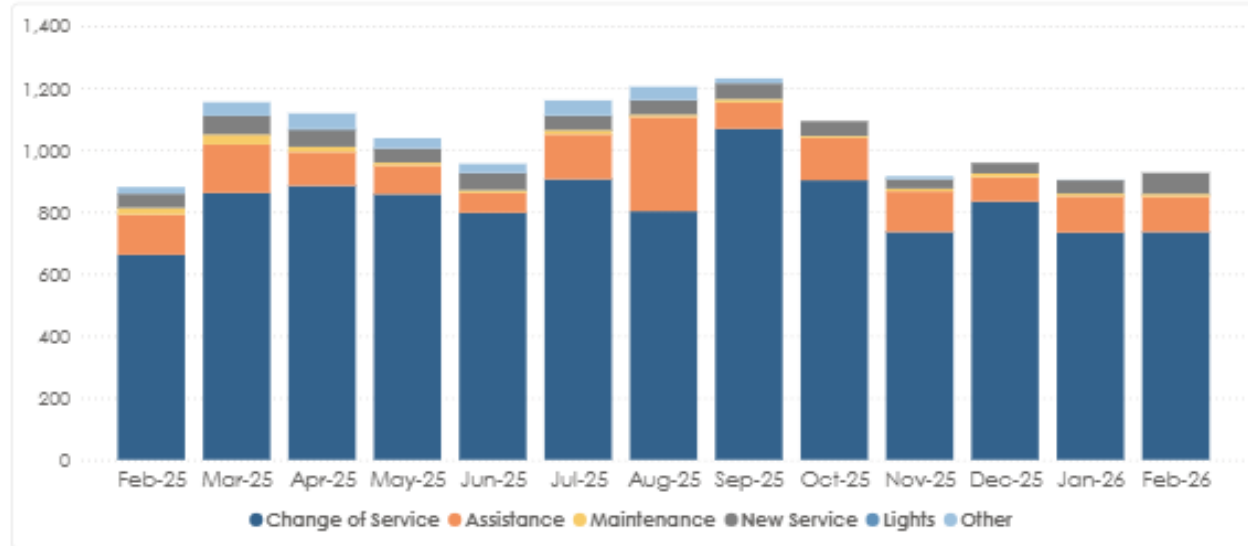
5.1 Service



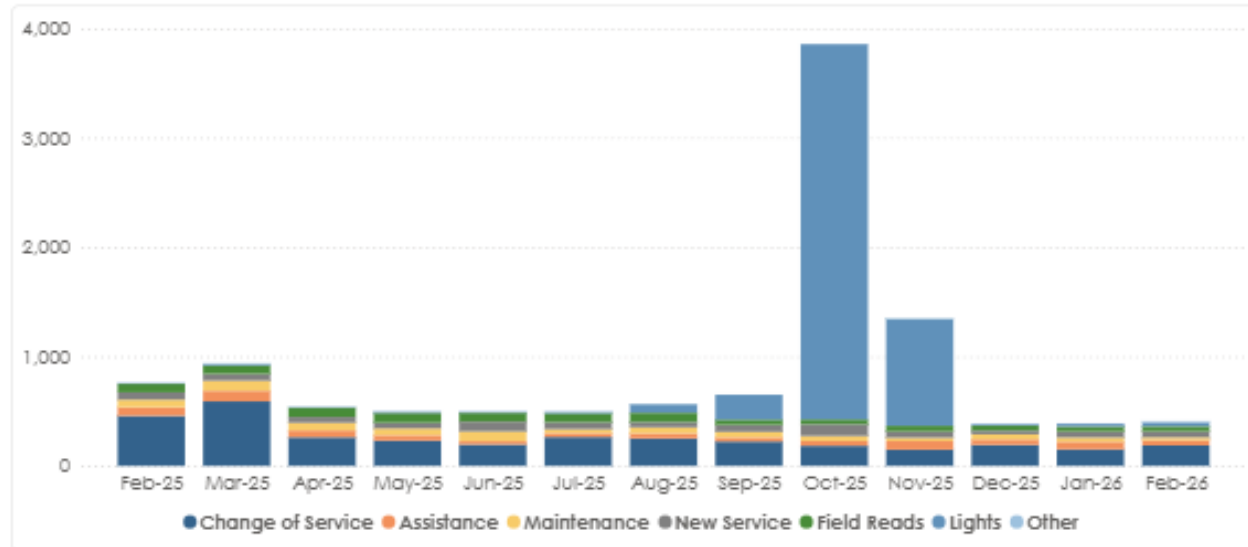
Service Orders

- **Total Service Orders:** February activity was stable across Customer Service and Billing, showing no unusual spikes or declines.
- **Change of Service:** Continues to dominate workloads, representing the majority of activity across both departments. This reflects ongoing customer movement, account updates and non-payment activities.
- **Assistance:** The second-largest category demonstrating ongoing utilization of our Warm Neighbor and Discount Rate programs.
- **New Services:** Activity includes credit checks, new account setup, deposit processing and follow-up communication required to establish service.
- **Maintenance:** Show meaningful activity, indicating field-related support such as trouble tickets, meter changes, or safety matters remained steady in February.

Customer Service	
Total	927
736	Change of Service
114	Assistance
9	Maintenance
68	New Service
0	Lights
0	Other

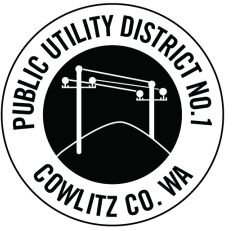


Billing	
Total	406
187	Change of Service
48	Assistance
26	Maintenance
55	New Service
46	Field Reads
37	Lights
7	Other



5.1 Service

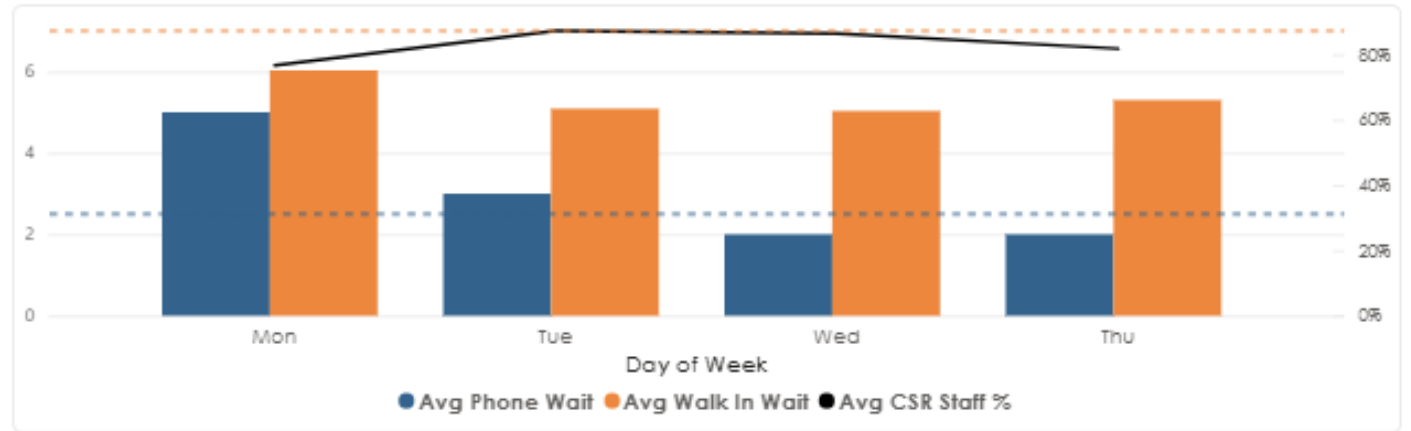
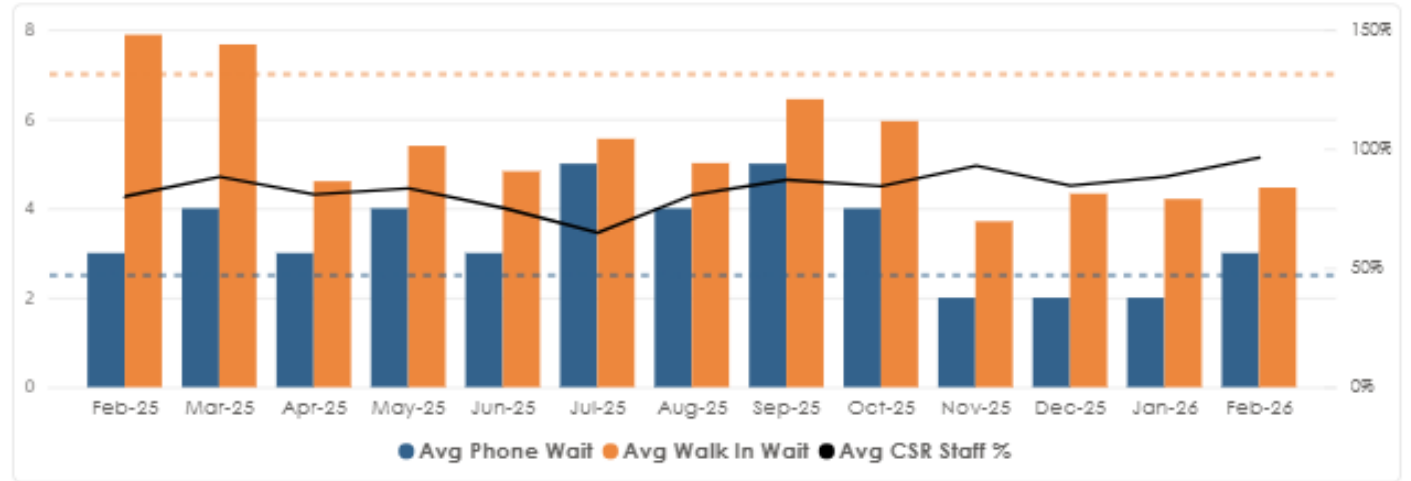
Service Levels



- Staffing Levels:** CSR staffing fell to 94%, with the loss of one employee and multiple employees at CPR training.
- Phone Wait Times:** Phone wait times increased to 3:44, rising above the 2:30 service level goal.
- Abandonment Rate:** Abandonment hit 13%, exceeding the <10% goal and suggesting strain on call handling capacity.
- Walk-In Performance:** Walk-in wait stayed at 4:28, well below the 7-minute target and stable month-to-month.
- Overall service delivery remained functional, the phone queue experienced the most visible decline in performance due to increased walk-ins and reduced staffing.

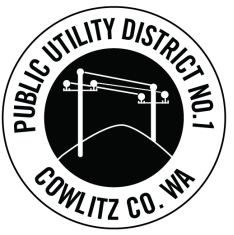
Service Levels	
CSR Staffing	96%
Walk In Wait	04:28
Goal	< 07:00
Phone Wait	03:44
Goal	< 02:30
Abandoned	13%
Goal	< 10%

Details



5.2 Account

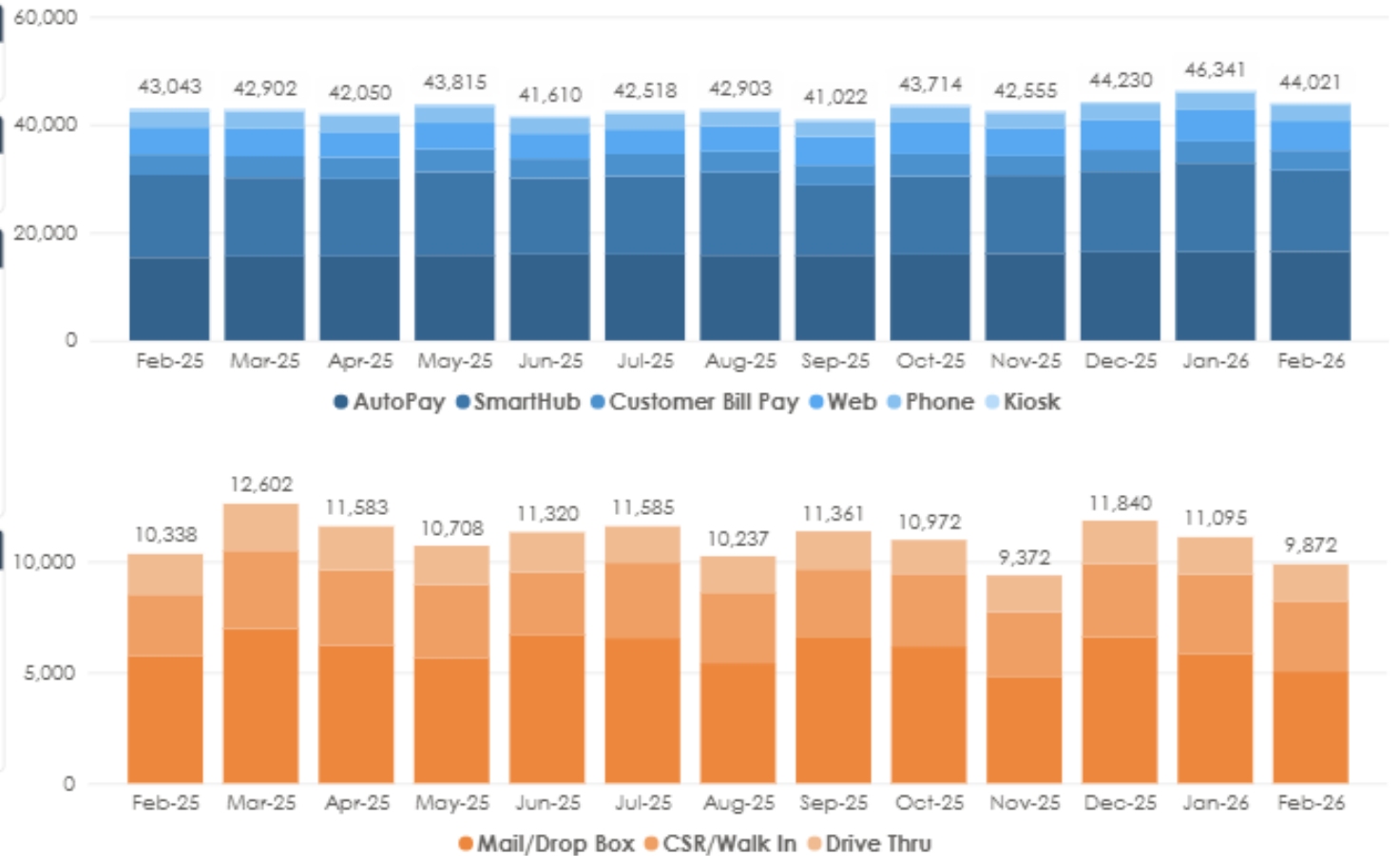
Payments



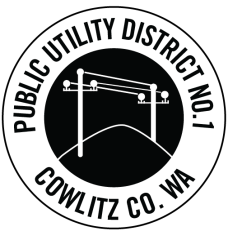
- **System Processed:** 82% of payments were system-processed, led by AutoPay and SmartHub (combined 59% of all transactions).
- **CSR Processed:** CSR processed payments represent 18% of the total, with Mail/Drop Box being the largest method.
- **Operational Efficiency:** With the majority of payments flowing through automated channels, February reflects efficient, low-touch payment processing.

Total Transactions	
	53,893
Total Dollars	
	\$20,523,335
System Processed	
Total	44,021
AutoPay	16,513
Smart Hub	14,990
Customer Bill Pay	3,737
Web	5,465
Phone	3,018
Kiosk	298
CSR Processed	
Total	9,872
Mail/Drop Box	5,034
CSR/Walk In	3,179
Drive Thru	1,659

Details



5.2 Account

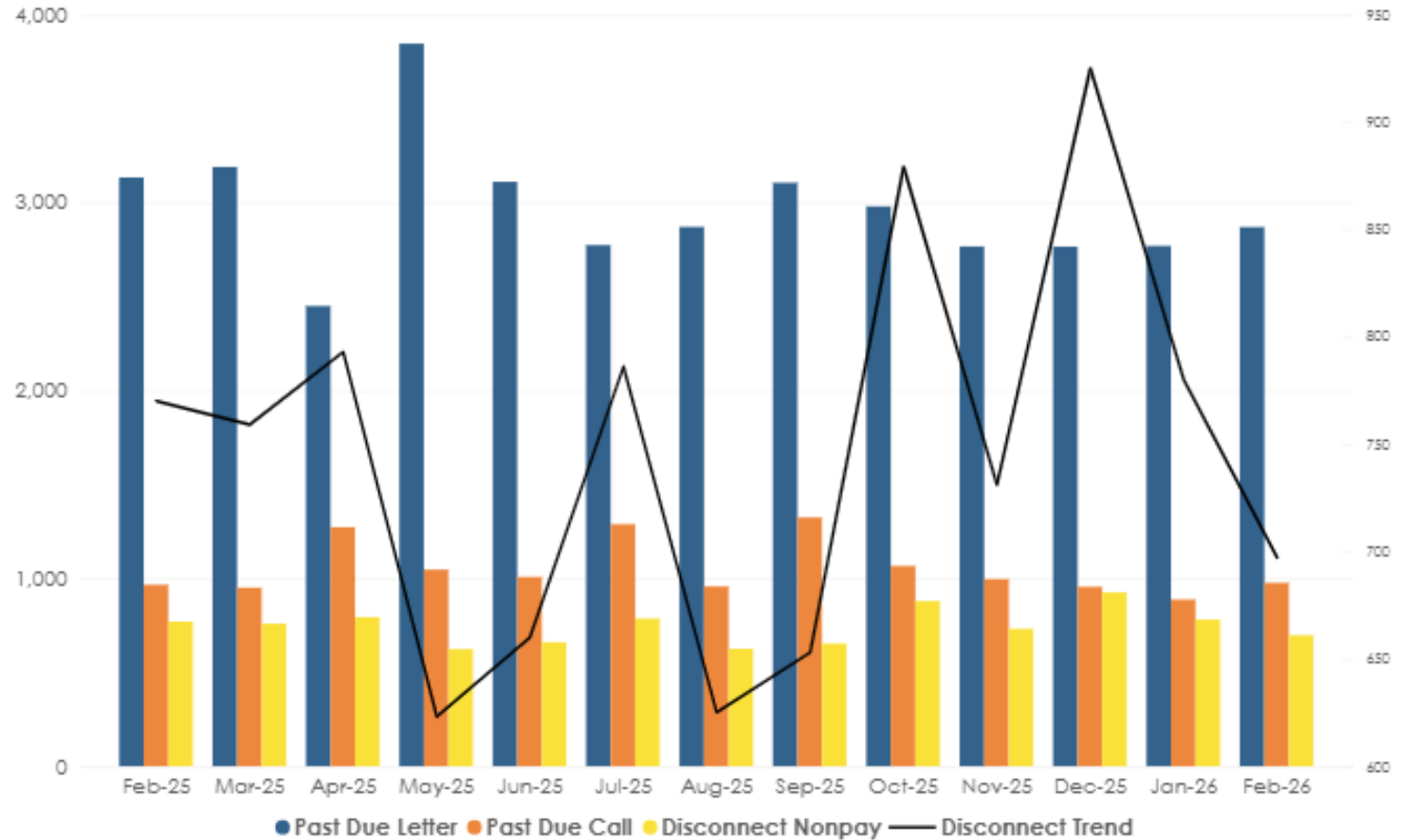


Disconnects

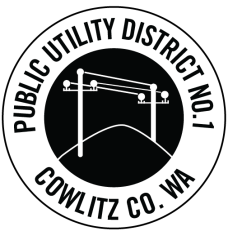
- **Notices:** 2,870 Past Due Letters were sent and 976 calls, indicating most customers make a payment following the letter.
- **Disconnects:** There were a total of 698 disconnects for non-payment in February, which includes PrePaid accounts.
- **Remote Disconnects:** AMI/remote capabilities continue to keep truck roll-outs for manual disconnects to a minimum. These are typically for opt out meters or CT meters.
- With the majority of disconnects handled remotely and driven by non-payment, the prime levers for reduction is assistance outreach.
- CSRs are proactively contacting customers that are consistently late to provide options.

Past Due Letters	
2,869	
Past Due Calls	
976	
Disconnects	
697	
Accounts	1.30 %
Nonpay	670
Broken Arrg	27
PrePaid	362
Traditional	335
Remote	693
Manual	4
Durations	
Remote Avg	1.4 hrs
Manual Avg	3.98 hrs

Details



5.2 Account



Arrearages

- **Past Due Aging:** 97.3% of past-due dollars are in the 30-day status; only 2.3% in 60-day and .4% in 90-day.
- **Account Exposure:** Average past due per account is \$183 overall, with smaller balances in the older aging buckets.
- **Account Type:** The majority of past due accounts are residential customers on traditional billing.

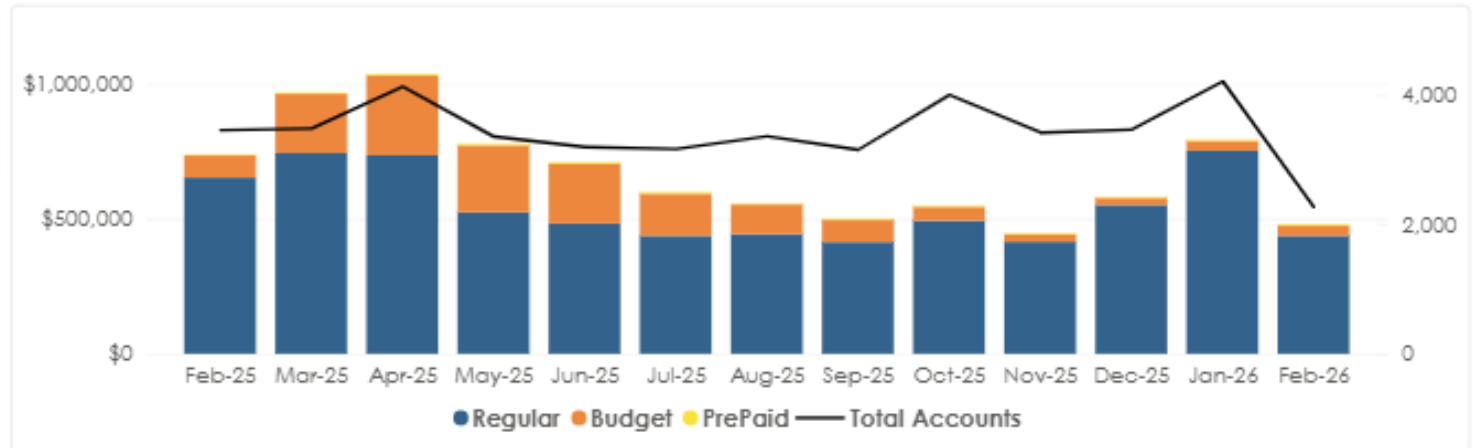
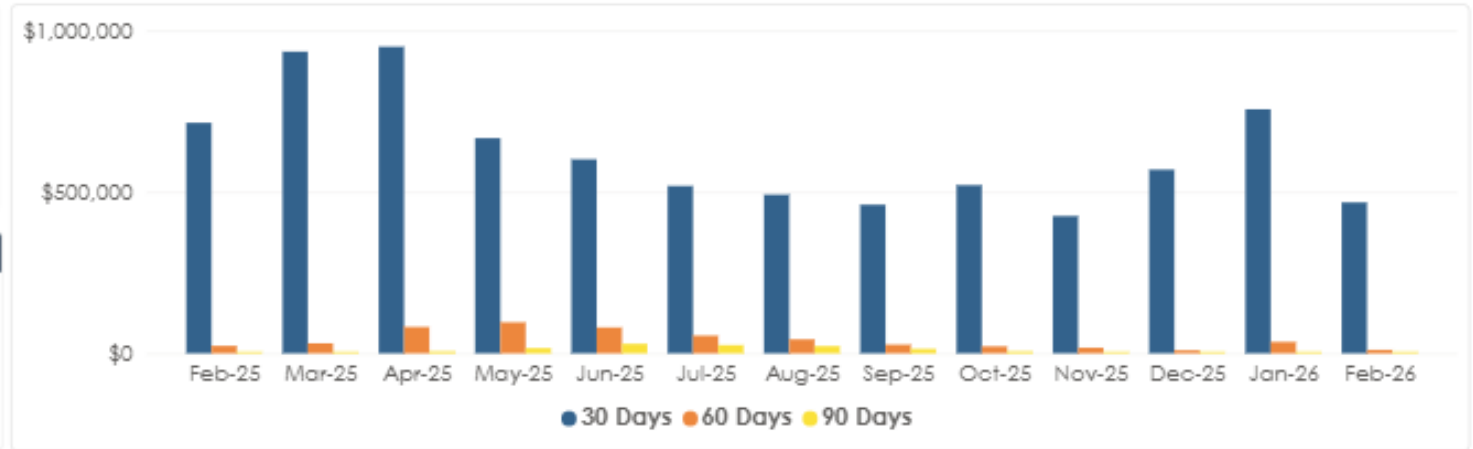
Total Past Due	
	\$480,313
30-Days	\$467,339
60-Days	\$10,827
90-Days	\$2,147

Total Accounts	
	2,625
30-Days	2,485
60-Days	126
90-Days	14

Account Types	
Regular	\$437,489
PrePaid	\$5,194
Budget	\$37,630

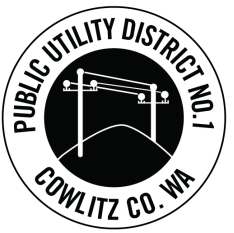
Account Class	
Residential	\$403,481
Business	\$76,832

Details



5.3 Assistance

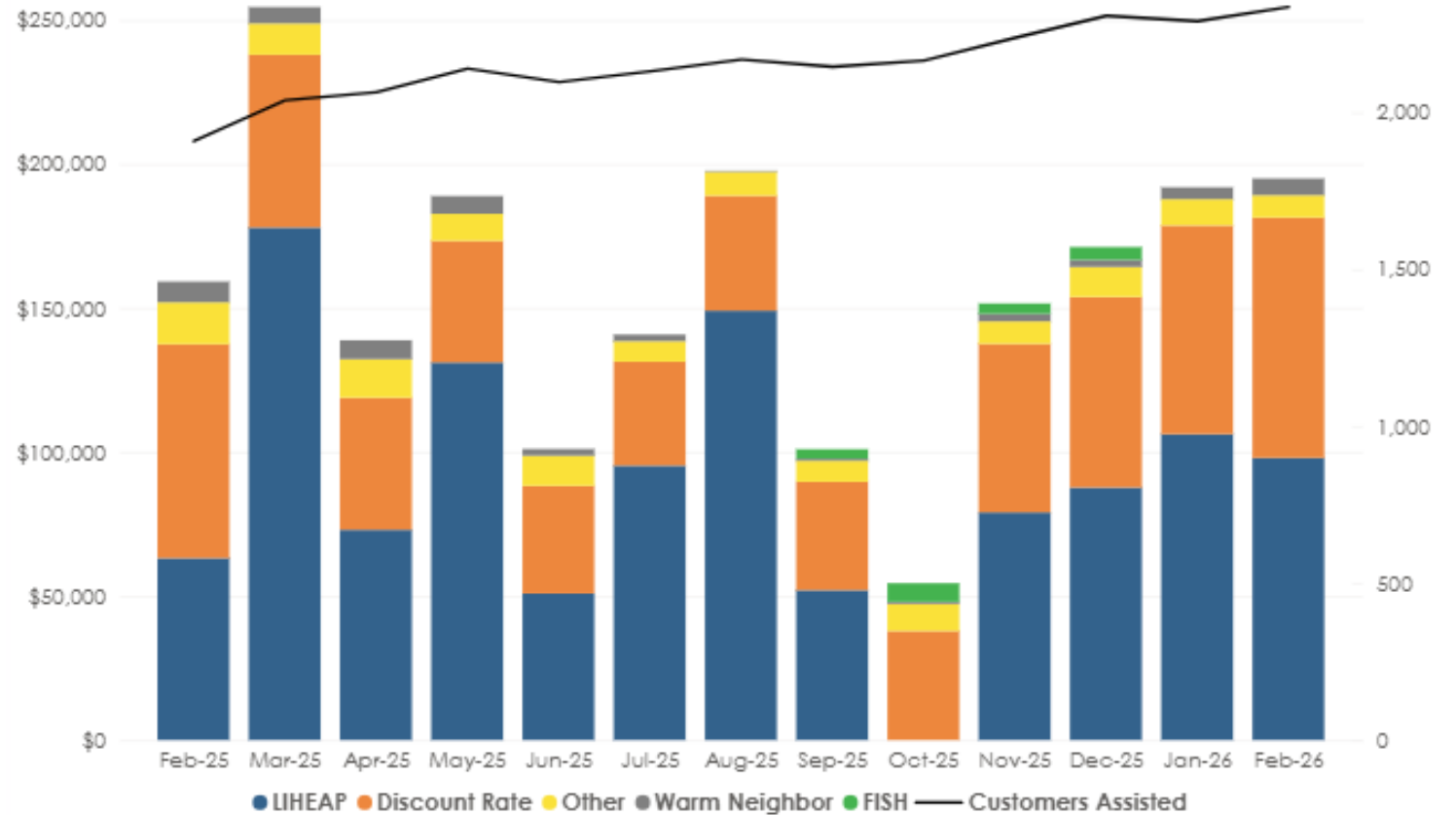
Payment Assistance



- Total Customer Assistance:**
 Demand remained strong in February, with 2,336 customers receiving support totaling \$194,967.
- LIHEAP and Discount Rate Programs:** Continue to serve as the backbone of customer relief, providing a combined 93% of all assistance dollars in February.
- Supplemental Assistance Programs:** Played a smaller but still meaningful role in filling gaps for customers who may not qualify for or fully benefit from the major programs.
- Average Assistance Per Customer:** Remained relatively modest at approximately \$83, indicating assistance is being effectively distributed across many customers instead of concentrated into a smaller number of high-value cases.

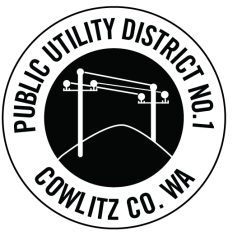
Customers Assisted	2,336
Total Assistance	\$194,967
LIHEAP	\$97,977
Discount Rate	\$83,427
Other	\$7,804
Warm Neighbor	\$5,759
FISH	\$0

Details

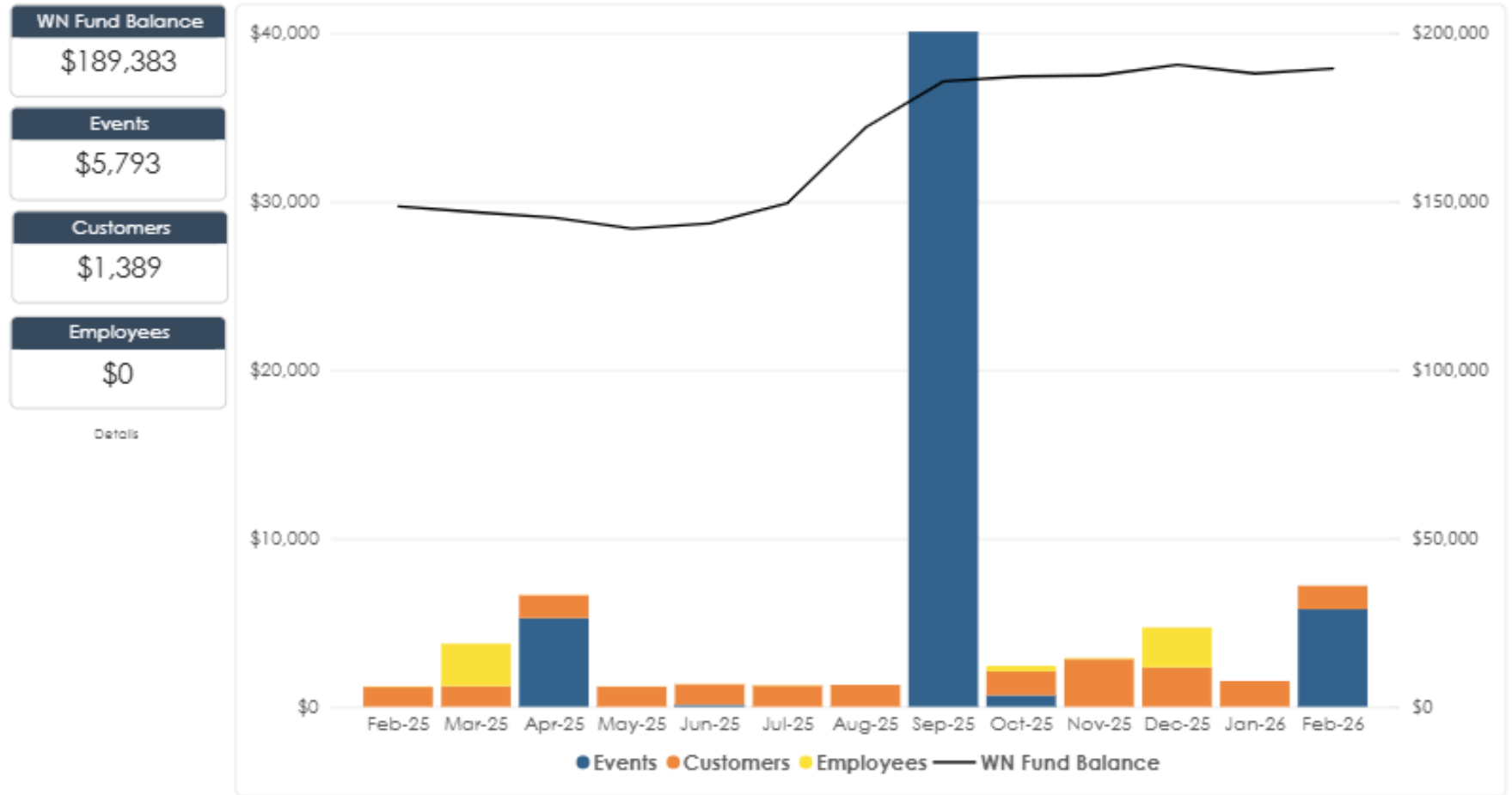


5.3 Assistance

Warm Neighbor Funding

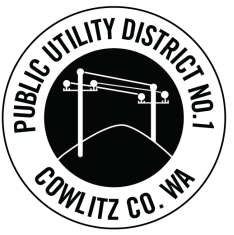


- **Fund Balance:** The Warm Neighbor balance stands at \$189,383. A healthy reserve balance protects the program from unexpected spikes in assistance requests – such as during extreme weather events, economic downturns, or rate increases.
- WN serves customers who fall within 80% of the Area Median Income based on HUD guidelines. HUD income levels will adjust again in April, expanding eligibility to even more applicants.
- **Contributions:** February contributions were modest with the majority coming from our Lights In the Park event from this past December.



5.3 Assistance

Customer Outreach



February

- Events
 - 2/17 CAP Commodities Day
 - Assistance Program Flyers
- Education
 - Assistance Programs - Discount Rate/WN/LIHEAP
 - Social Media (English and Spanish)
 - SmartHub (English and Spanish)
 - Connected Newsletter
 - Radio



CUSTOMER SERVICE

LIHEAP – ENERGY ASSISTANCE

What is LIHEAP?

A federally funded program administered by Lower Columbia CAP to help low-income households with heating bills. Cowlitz PUD does not manage or set requirements.



How to Apply:

Complete pre-application and schedule an appointment at lowercolumbiacap.org

Contact:

Lower Columbia CAP – Energy & Housing
1526 Commerce Ave, Longview, WA
360.425.3430

Discounted Rate Program

Reduced electric rates for qualifying customers.

Eligibility:

- Income up to 200% FPL or 80% AMI
- Age 62+, permanent disability, active military, or veteran

Discounts:

- 20% (up to 200% FPL)
- 30% (up to 150% FPL)

How to Apply:

[Online](#) or at our office. Submit application with required documents. All forms available in Spanish and Chuukese.

WARM NEIGHBOR PROGRAM

Short-term assistance funded by customer donations.



Eligibility:

- Income up to 200% FPL or 80% AMI
- Must have disconnect notice
- Applicant must be on PUD account

Assistance:

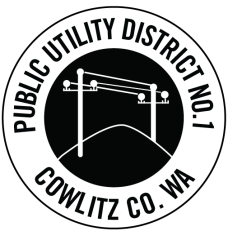
- Up to \$300 per 12 months
- One application per household

How to Apply:

Get packet [online](#) or at PUD office. Return with income verification. All forms available in Spanish and Chuukese.

5.3 Assistance

Customer Outreach



March

- Promotions
 - WN campaign to donate one time or enroll monthly
 - Social Media
 - SmartHub
 - Connected Newsletter
 - Radio
- Events
 - 3/5 Senior Centers – Kelso and Longview
 - 3/19 Ethnic Support Health and Resource Fair
 - Assistance Program Materials (English/Spanish)
- Education
 - Assistance Programs - Discount Rate/WN
 - Social Media (English/Spanish)
 - SmartHub (English and Spanish)
 - Radio



CUSTOMER SERVICE

WARM NEIGHBOR PROGRAM

This St. Patrick's Day, spread a little luck and a lot of warmth!


By donating to Warm Neighbor, you're helping local families keep their lights and heat on when times get tough. Every contribution, big or small, brings comfort, stability, and hope to our community.



Be a lucky charm for a neighbor in need. Warm a home today!

You can support local families in need by enrolling in Warm Neighbor Donations through SmartHub!

Go to Billing→Warm Neighbor to choose whether you'd like to round up your bill each month or donate a set amount. Every little bit helps make a difference in our community!



PROGRAMAS DE ASISTENCIA AL CLIENTE

Cowlitz PUD ofrece una variedad de programas y servicios de asistencia al cliente. Para más información sobre nuestros programas y para descargar una solicitud, visite www.cowlitzpud.org o llame al (360) 423-2210 de lunes a jueves, de 7:00 a.m. a 5:30 p.m.

(WARM NEIGHBOR)

Este programa proporciona asistencia para el pago de facturas a clientes que necesitan ayuda a corto plazo. Los clientes elegibles pueden recibir hasta \$300 en un período de 12 meses.



Be a lucky charm and warm a home today!

6. Employee Services

6.1 Personnel Status

6.2 Current Employee Recruitments

6.3 Career Fair – Public and Student Outreach

6.1 Personnel Status

Current Employee Count:

173 full-time employees

2 part-time employee

New Hires:

- Our new Substation Wireman, Travis Coalman's first day with the District was March 23, 2026.

Transfers:

- Amanda Potter our former Lead Billing Clerk, was offered and accepted the new position of Operations Coordinator/Analyst and she started her new role on March 16, 2026.

Retirements:

- Sandy Anttila, our Systems Analyst II is retiring after 10 years with the District on June 3, 2026.
- Ron Johnson, our Relay Department Foreman is retiring after 20 years with the District on April 9, 2026.

Voluntary Resignation:

- Lily Sulima, our Senior Accountant's last day was March 12, 2026.
- Leobardo Gonzalez-Jimenez, our Limited Duration T&D Engineer I's last day was March 19, 2026.

6.2 Current Employee Recruitments

External Recruitments:

- We are currently recruiting to fill the following positions:
 - Business Intelligence Analyst I – Power Management – this position is open from 2/18/2026 through 3/22/2026. This is a new position for the Power Management team.
 - Senior Accountant – this position is a backfill for an open position. We have this open from 3/12/2026 through 4/5/2026.
 - Human Resources Generalist – this position is a backfill for an open position. We had this position open from 3/2/2026 through 3/15/2026. We are currently in the process of reviewing applications.
 - Senior Power Resources Engineer – this position is a budgeted position. We have this open from 3/16/2026 through 4/5/2026.
 - Internships – we currently have five internships open through 4/12/2026. We have four internships within Engineering including: Transmission and Distribution, Systems Engineering, Power Management and Operations. We also have one internship in Data Analytics.

6.3 Career Fair – Public and Student Outreach

Outreach Events Coming up for 2026:

- **Castle Rock High School Skilled Trades Fair – 4/21/2026**
 - This event will take place on April 21, 2026 from 8am to 3pm in the Castle Rock High School parking lot.
 - This event will be open to not only Castle Rock High School students but from students at different high schools bringing over 800 students to the event.
- **Woodland High School Career Fair – 4/24/2026**
 - This event will take place at Woodland high school from 8am to Noon for local Cowlitz and Clark businesses to attend.
- **R.A. Long Senior Exit Interviews – 5/20/2026**
- **Safety Trailer Demonstration at Robert Gray Middle School – 5/26/2026**

6.3 Career Fair – Public and Student Outreach

Outreach Events Complete for 2026:

- **Kelso High School Senior Resume and Cover Letter Education – 1/21/2026**
 - Kelso High School is hosting a resume and cover letter education session via Zoom that the senior class at Kelso High School attended (about 250 students). Teedara covered resumes, interviewing and proper ways to act when hired in the workplace.
- **RA Long High School & Mark Morris High School College and Career Fair – 2/26/2026**
 - RA Long will host their session with local businesses and Colleges from 8am to 11am
 - 300 students attended this event, Teedara quizzed students on, what a PUD is and the different job opportunities that are available.
 - Mark Morris will host their session with local businesses and Colleges from 12pm to 3pm
 - 100 students attended this event, Teedara quizzed students on, what a PUD is and the different job opportunities that are available.
- **Kelso High School College and Career Fair – 3/5/2026**
 - Kelso High School will host their session with local businesses and Colleges from 11:30am to 2:30pm
 - 400 kids attended this event, Teedara quizzed students on, what a PUD is and the different job opportunities that are available.



Communications Q 1 2026

COWLITZ PUD CELEBRATES 90 YEARS OF POWERING COWLITZ COUNTY

continued from February's Connected

A Storm and a Strike

On October 12, 1962, radio reporter Vern Eaton was heading out to cover Friday night football when the weather took a dramatic turn. "The sky looked funny," he recalled. "Across the street, a huge sign just folded, and the wind hit. Oh my gosh." At home later, he said, "the wind shook our house."

That day became known as the Columbus Day Storm, though the weather pattern was technically Hurricane Frieda. For lineman Sid Nelson, the storm arrived just as he was preparing to end his shift.

"We were quitting," he said. "But most of the guys got called in right away, while the storm was howling. Some of us never got home that evening. We quit at two in the morning. There was no way we were going to fix everything that night."

One urgent job stands out in Nelson's memory. Near the California Way tunnel under the railroad tracks, a downed tree had taken out a pole and blocked the road. A power line lay across the tunnel, the electric pump had failed, and water was rising fast.

"We finally got the road open," he said. "To some people, we were heroes—but that was a minor thing that night. There were trees down everywhere."

When he finally made it home, it was a dark house like the rest of Cowlitz County. Crews worked around the clock for days. "Our families took it in stride," Nelson said. "My kids grew up knowing what was going on. And my wife had worked for the telephone company—she understood how critical it all was."



A Different Kind of Storm: The 1977 Strike

Another challenge arrived years later with the 1977 labor strike. Employees were frustrated that contract negotiations repeatedly dragged on long past expiration, yet they continued working without an agreement.

"This time enough people felt the arrangement wasn't fair," Nelson said. "We were already months past the contract. It couldn't go on like that."

As a union member, he supported the strike, but he felt communication broke down. "The strike could have been averted," he said. "Bob McKinney, management at the time, was a hard guy to deal with. If communication had happened, it could have been settled in half an hour."

The strike put financial strain on many workers. Management staff worked overtime to keep operations running—some doubling or tripling their income in the process. "It wasn't the fault of just one side," Nelson said.

Eaton, then on the management side, remembered how employees stepped up. "Denny Robinson and Tim Brown worked on the lines. We just put it together."

He also faced frustrated customers during the strike. "I was the only one in the office for a long time," he said. "People were mad because they had to cross picket lines to pay their bills. This was a union town. It was a tough time for everyone. Many people lost not only wages, but months toward their retirement. There were a lot of hard feelings. Was it worth it? I don't think it was."

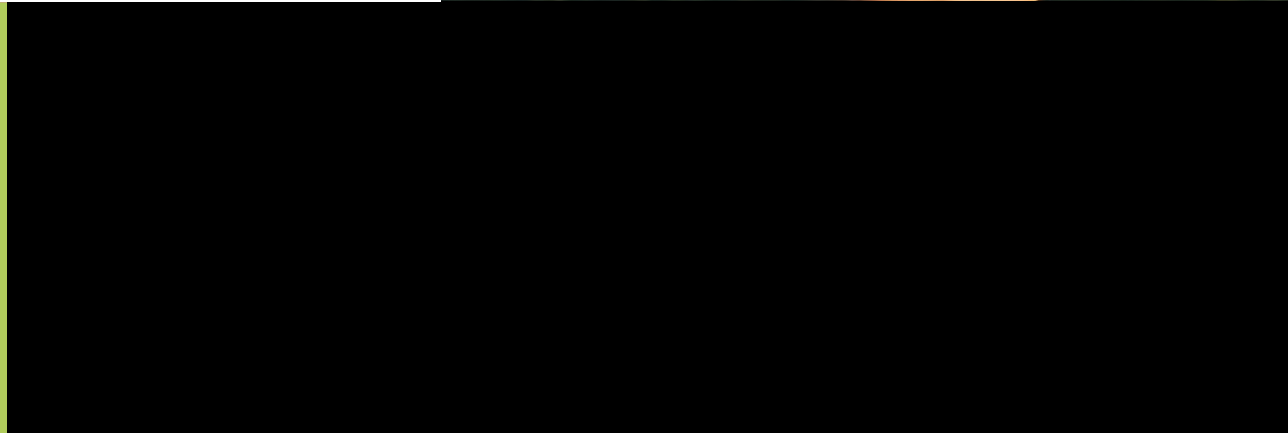
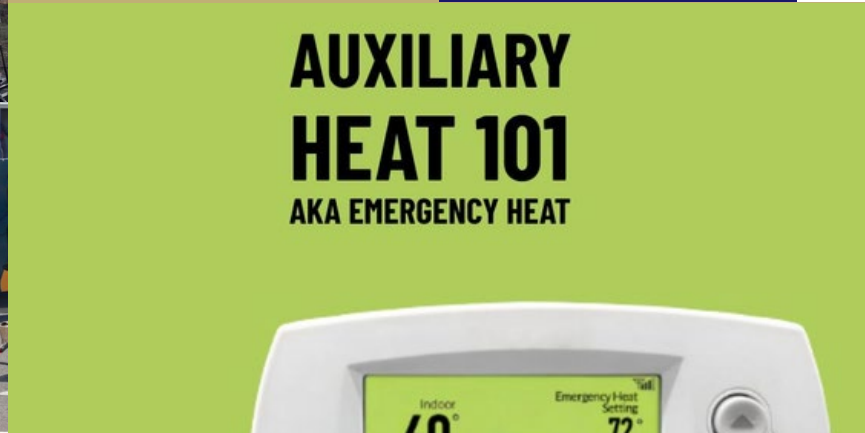
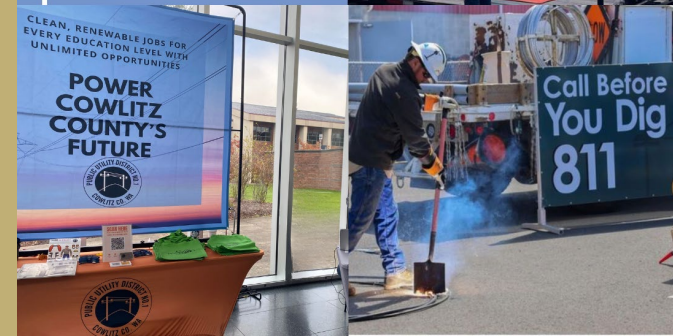
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Looking Back
Despite the storm, fire and other crews—Sid Nelson says he



APPLY AT
[HTTPS://WWW.GOVERNMENTJOBS.COM/CAREERS/COWLITZPUD](https://www.governmentjobs.com/careers/cowlitzpud)

- Business Intelligence Analyst 1
- Data Analytics Internship
- Engineering Internship
- Senior Accountant
- Senior Power Resource Engineer

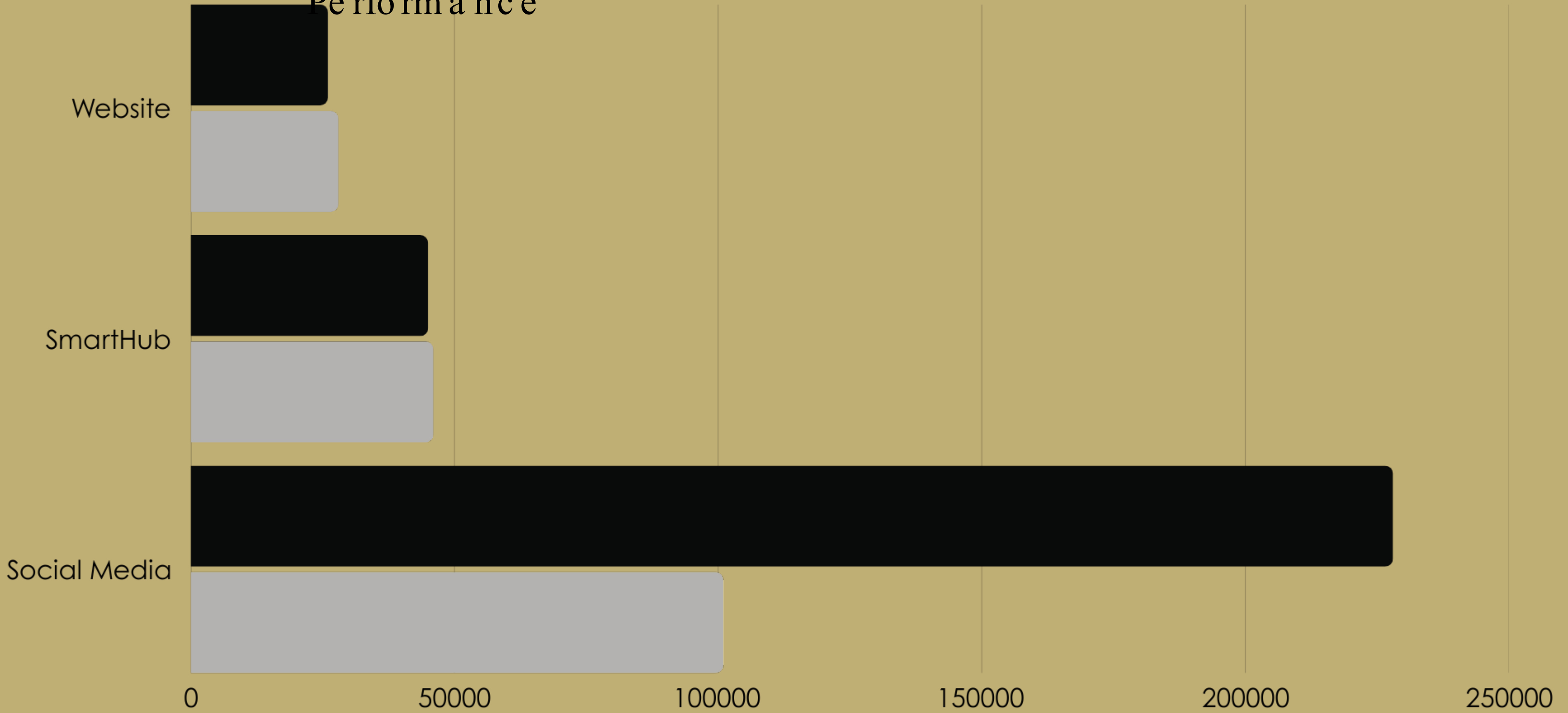


Platform







● Q1 2025

● Q1 2026

Performance



Social Content

<input type="checkbox"/>	Preview ↓		Views ↑↓	Viewers ↑↓	Interactions ↑↓	Net follows ↑↓	Impressions ↑↓	
<input type="checkbox"/>		Join our team! Check out th... <small>Published • Mar 16 at 8:55 AM</small>	...	14,601	10,611	42	1	11,329
<input type="checkbox"/>		Cowlitz PUD is excited to be... <small>Published • Mar 16 at 8:29 AM</small>	...	821	572	10	0	636
<input type="checkbox"/>		We're your neighbors —... <small>Published • Mar 4 at 8:38 AM</small>	...	1,111	785	9	0	869
<input type="checkbox"/>		Spread a little luck this S... <small>Published • Mar 3 at 2:20 PM</small>	...	691	426	10	0	486
<input type="checkbox"/>		Energize Your Summe... <small>Published • Feb 25 at 2:53 PM</small>	...	3,982	2,491	21	0	2,856
<input type="checkbox"/>		Colder temperatures are h... <small>Published • Feb 18 at 2:19 PM</small>	...	7,707	5,339	19	1	5,418

Q1 Events

Longview Rotary

Steve Taylor Presented on Resource Adequacy

WPUDA Day on the Hill

Celebrated and promoted PUD's at the Capital

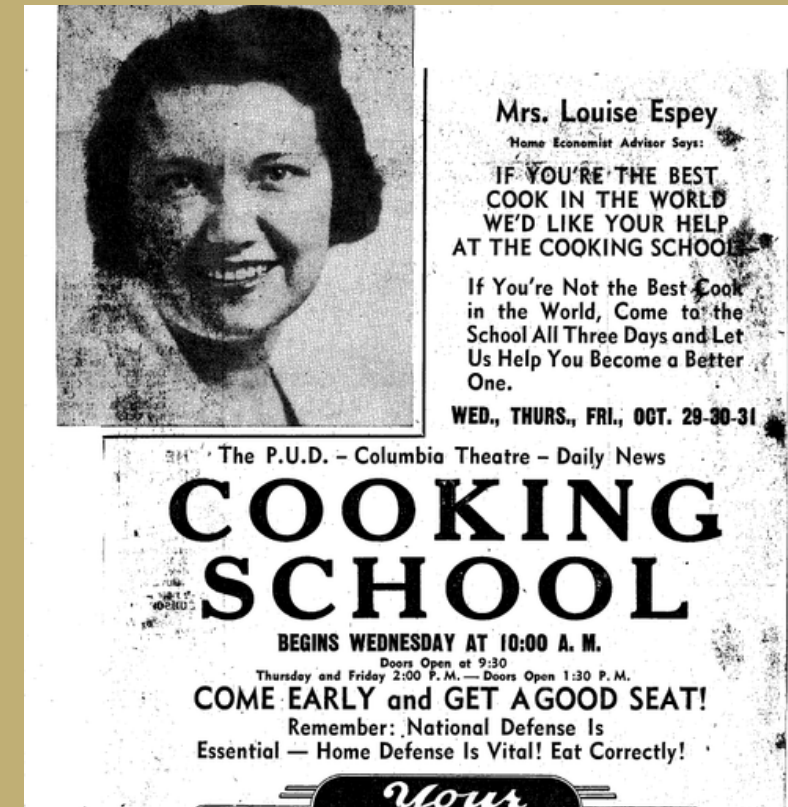
Mark Morris, Kelso and RA Long Career Fair

Teedara met with local high school students about career opportunities in the Utility Industry

Foundation for Water & Energy Education

Helping plan FWEE Southwest WA

Hydropower & STEM Career Academy



Q1 Promotions

platforms:

- PUD Radio Show first and second Saturday with Stacey Ferrell, Jen Langdon, and Alice Dietz
- Radio Advertising
- Social Media Advertising
- Print Advertising
- Streaming

topics:

- Downed Wire Safety
- Cleaning Filters
- Bilingual Assistance Programs
- Round-Up for Warm Neighbor
- Cold Weather
- Insulation
- Income Eligible Heat Pump Water Heater
- 90th Anniversary



Streaming Audio



Overview

impressions:

56,372

completions:

55,017

97.60%

Top Creative



Cowlitz PUD Cold Weather Alert 20...

Impressions: 19,499

Completion Rate
97.59%

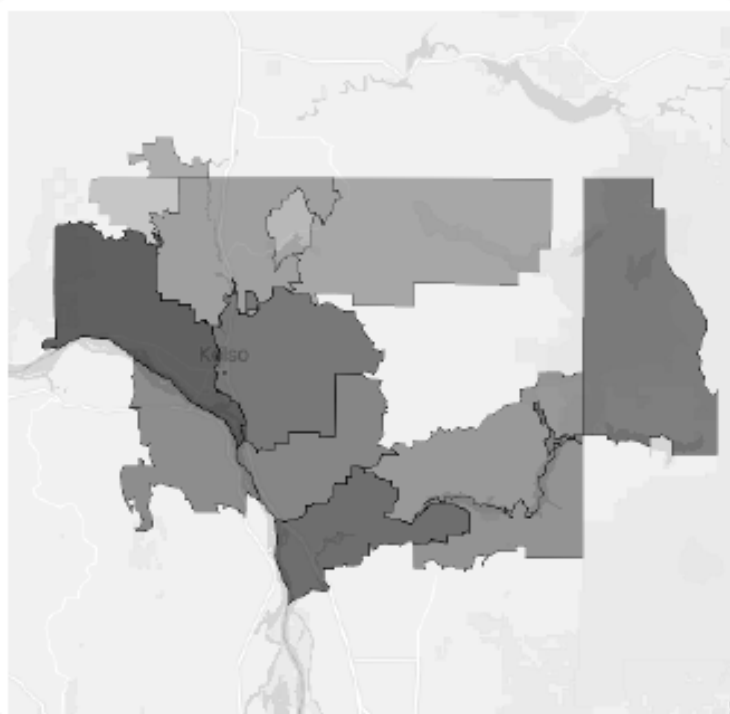


Cowlitz PUD Winter Saving Tips 20...

Impressions: 18,922

Completion Rate
97.51%

Target Geography



Top Cities

location	impressions
Longview, Washington	34,322
Woodland, Washington	9,526
Kelso, Washington	4,165
Cougar, Washington	2,141
Kalama, Washington	1,813
Rainier, Oregon	1,399
Amboy, Washington	1,035
Ariel, Washington	835
Castle Rock, Washington	560
Toutle, Washington	276

Top Placements

website	completion rate
Spotify Music	98.28%
iheart.com	99.52%
Sonos	99.98%
All other sites	97.50%
SoundCloud - Music & Audio	91.32%
acast.com	98.14%
com.soundcloud.android	98.20%
sonos.com	100.00%
libsyn.com	100.00%
AudioBoom	96.51%

Q2 Events

- 811 Breakfast, April 1st
- Earth Day Saturday, April 25th
- Castle Rock Career Fair, April 21st
- Home and Garden Show, May 2nd & 3rd
- Employee Safety BBQ, June 17th & 18th





connected

COWLITZ PUD CELEBRATES 90 YEARS OF POWERING COWLITZ COUNTY

continued from February's Connected

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Cowlitz PUD assesses damage caused by the 1962 Columbus Day Storm

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Looking Back

Despite the storms—literal and otherwise—Sid Nelson says he has nothing but good memories of his years of service.

"Public power is the only way to go," he said from his quiet retirement apartment. "I had a good profession."

Continued in next month's Connected.

Details for this article were made available thanks to former Daily News Editor Cathy Zimmerman.

Have a story, photo, or artifact to share? Send it to adietz@cowlitzpud.org and tell us how public power has touched your family, neighborhood, or career.



CYBERSECURITY

Fraudulent Fraud Alerts

Cyber criminals use any method they can think of to scam people. Turning cybersecurity against people with deceptive tactics is not new, but it is on the rise. Most financial institutions and many account providers have implemented systems to detect and warn customers of potential fraud. Scammers attempt to take advantage of our efforts to be sure and trick us into giving them vital information such as usernames, passwords, and security codes.



Be aware of fake fraud alerts via e-mail, text, and phone calls. Use the following tips to be safe with fraud alerts:

Know how your financial or other institutions verify fraud. Many companies use automated calls or text messages to verify transactions. If they do, they will never ask for account or credential information.

Never call or text back or reply to an email with the contact details provided. Scammers will provide bad information to impersonate your banks or account providers.

Always use known communication channels. Banks put official contact numbers on cards, account statements, and their websites. Contact the company in these ways.

FREE TAX PREPARATION

AARP Foundation Tax-Aide provides Free Tax Preparation



Longview/Kelso area residents can get their taxes done for free from January 31st -April 11th. AARP membership is not required, and there are no age or income limitations. To make an appointment with IRS Certified AARP Tax-Aide volunteers, call the Longview Library at 360.442.5300 or Lower Columbia CAP at 360.425.3430



CUSTOMER SERVICE

WARM NEIGHBOR PROGRAM

This St. Patrick's Day, spread a little luck and a lot of warmth!

By donating to Warm Neighbor, you're helping local families keep their lights and heat on when times get tough. Every contribution, big or small, brings comfort, stability, and hope to our community.

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ENERGY EFFICIENCY

RENEWABLE ENERGY CREDITS

What Are Renewable Energy Credits (RECs)?

RECs make it easy to support clean energy—even if you rent or live somewhere without green power options.

What they represent:

1 REC = 1 megawatt-hour (MWh) of renewable electricity (wind, solar, hydro) delivered to the grid.

Why they exist:

Once renewable energy enters the grid, you can't tell which electrons are "green." RECs act as proof that clean energy was generated.

Why it matters:

Individuals can support renewable energy from anywhere. Businesses use RECs to meet sustainability goals and to achieve carbon neutrality.

Ready to make an impact? Purchase RECs for your home or business through Bonneville Environmental Foundation: <https://store.b-e-f.org/>



Celebrating 90 Years

Connected is published by Cowlitz PUD

961 12th Avenue | PO Box 3007, Longview, WA 98632 | 360.423.2210 | Toll Free 800.631.1131 | cowlitzpud.org

Board of Commissioners meets the second and fourth Tuesday of each month at 2pm.

To attend contact mpetterson@cowlitzpud.org



C O L U M B I A R I V E R
READER

.....LONGVIEW DAILY N
October 26, 1941



Mrs. Louise Espey

Home Economist Advisor Says:

**IF YOU'RE THE BEST
COOK IN THE WORLD
WE'D LIKE YOUR HELP
AT THE COOKING SCHOOL**

If You're Not the Best Cook
in the World, Come to the
School All Three Days and Let
Us Help You Become a Better
One.

WED., THURS., FRI., OCT. 29-30-31

The P.U.D. - Columbia Theatre - Daily News

**COOKING
SCHOOL**

BEGINS WEDNESDAY AT 10:00 A. M.

Doors Open at 9:30

Thursday and Friday 2:00 P. M. — Doors Open 1:30 P. M.

COME EARLY and GET A GOOD SEAT!

Remember: National Defense Is
Essential — Home Defense Is Vital! Eat Correctly!



8. Regulatory and Regional Affairs 3/24/2026

8 – March Activity

8.1 – Legislative Session

8.2 – Bill Tracker

8.3 – HB 1903: Low-Income Assistance

8.4 – State

8.5 – Federal/Regional



8.1 Legislative Session



- ❖ Ended on time – Thursday March 12th
 - The Legislature passed 267 bills during the short session.
 - Board Debrief planned for April 14th Board Meeting.
 - Governor has until April 4th to sign or veto bills.
- ❖ Debate on the income tax bill lasted over 24 hours, before it was passed out of both chambers.
 - Expected to be challenged in court
- ❖ Many Legislators not seeking reelection or running for a promotion to the Senate.
 - Chair and Ranking Member of the Senate Environment, Energy and Technology Committee are not seeking reelection, leaving key assignments vacant
- ❖ Operating budget includes:
 - \$30 million additional CCA funds for supplemental LIHEAP assistance program.
 - Additional \$300,000 for analysis of new electricity generation, transmission, ancillary services, efficiency and storage sufficient to offset those provided by the lower Snake river dams.

8.2 Bill Tracker



❖ Passed

Supported

- 2420 – Increasing Small Works Limits
- 6076 – Streamlining consumer-owned utility procurement

Neutral

- 1903 – Establishing a statewide low-income energy assistance program.
- 6355 – Concerning the electric transmission system.

❖ Died

Supported

- 6056 – Exempting utility service vehicles from certain motor vehicle emission standards.
- 1610 – Concerning the disclosure of critical energy infrastructure information.

Opposed

- 2515 – Addressing emerging large energy use facilities.
- 5360 – Environmental crimes
- 6157 – Wildfire prevention and Protection Council
- 2373 – Requiring electric utilities to provide monthly bill assistance as part of their obligation to offer energy assistance to low-income households



8.3 HB 1903

Establishes a statewide low-income energy assistance program

- ❖ Creates state program to supplement CETA mandates
 - Participating utilities cannot reduce other programs/assistance
- ❖ To be funded by the state, prohibits utility surcharge as source
 - Not in current budget
- ❖ Participation is voluntary for utilities
 - Can also elect to co-administer
- ❖ Commerce to design program and funding allocation with stakeholder workgroup
- ❖ Expires in 2035

Amends CETA Section 120 – Low-income assistance

- ❖ Similar to Rep. Abbarno's HB 2690
- ❖ Changes requirement to have multiple “programs” to “ensuring each low-income customer has access to assistance.”
- ❖ Changes reporting requirements
 - Includes a new report of how CCA allowance revenues are used to support low-income assistance

8.4 State

- ❖ Submitted funding request to WSU for solar on Tech services building
- ❖ Geothermal Risks and Opportunities Study
 - Watching due to study area near Swift project
- ❖ Demand Response Workshop (Commerce)
 - Utilities that shared primarily highlighted work with larger customers.
- ❖ Utility Pre Wildfire Season Workshop
 - Attended part of the 2-day workshop virtually. Topics included:
 - Fire weather on the west side of the state
 - Coordination with fire responders
 - Cameras and monitoring
 - Vegetation Management
 - Trends in Financial Risk Management
- ❖ Clean Vehicle Rulemaking
 - Working with WPUA to continue advocating for a utility service vehicle exemption.





8.5 Federal/Regional

- ❖ District staff participates in APPA DC Legislative Rally
 - Meetings with Sen. Murray, Congressmembers Gluesenkamp Perez, Newhouse, and DelBene
 - Advocated for District grant requests and policy priorities with Sens. Cantwell and Murray staff
 - DOE Acting Undersecretary Alex Fitzsimmons 'Energy Dominance' briefing
- ❖ Impasse over FY 26 DHS funding bill continues as partial shutdown impacts key Homeland Security agencies
 - District's Ryderwood CDS request awaits resolution of funding block, and project is being readmitted for FY 27 request as a backstop to a potential continuing resolution
- ❖ I-5/Castle Rock Tx/Dist. Upgrade project resubmitted for FY 27 federal funding
 - Application for project design funds also submitted for Cowlitz County Rural Public Facilities Grant Program
- ❖ Seattle City Light to invest almost \$1 billion to build fish passages at three Skagit River dams as part of \$4 billion settlement agreement paving path renewed 50-yr license





8.5 Federal/Regional

- ❖ BPA announces decision to join SPP Markets+ organized electricity market in October 2028 with 2nd wave of participants (PSE, Grant & Chelan PUDs, Tacoma Power)
- ❖ US District Court Judge Simon orders extended spill for longer periods at 8 Lower Columbia and Lower Snake River dams through preliminary injunction
 - Public power and waterway users disappointed over loss of clean power generation, utility rate and navigational impacts, and unclear benefits of decision on fish returns
- ❖ WestTEC 10-yr Regional Transmission Study released identifying **9,400 miles** of planned projects across the West and **3,300 miles** of add'l needed projects
 - **Planned** projects - 47B cost, and **Needed** projects – add'l \$14B cost
- ❖ House Ag Committee passes Farm Bill with key wildfire provisions, including:
 - Establishes specific NEPA categorical exclusion for vegetation management, inspection and operation for utility ROW on federal lands
 - Electric utilities with special use permits/easements on NF lands to remove hazard trees/vegetation near lines without a requisite timber sale
- ❖ DOE extends emergency order to keep TransAlta's Centralia Coal-fired plant operational until June 14