

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
January 16, 2018

A. CONVENE MEETING

The Regular Meeting of the Board of Directors of the Columbia River PUD was called to order by President, Jake Carter, at the Deer Island District Office at 6:00 p.m. The following individuals were present:

Directors:

Jake Carter
Rob Mathers
Craig Melton
Harry Price
Debbie Reed

Staff:

Libby Calnon, Community & Public Relations
Rick Calnon, IT
Eli Crape, Operations
Kristen Dean, Customer Accounts
Tim Lammers, Energy Services
John Nguyen, General Manager
Rachel Swanson, Accounting & Finance
Heidi Ralls, Administration
Branden Staehely, Engineering
Sonia Wendelschafer, Human Resources

Consultants:

None

Public:

Jack Carter	Sharon Carter	Lewis Cutler
Emily Davis & Cora	Elisabeth Geisinger	Kathleen Hoffman
Joanne Lammers	Jared Motherway	Jennifer Nelson
Annie Nguyen	Leonard Peterson	Rigmor Soerensen, Chronicle

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** Remove Executive Session.
- 3. Public Comment:** Two students introduced themselves, indicating they were present to observe a public meeting to fulfill a class requirement.

B. ITEMS FOR ACTION

1. Election of Officers:

- Directors Mathers/Reed moved to nominate Jake Carter as President. J. Carter noted he’s been president for two years and invited anyone else to fill the position. He would do it if necessary. R. Mathers indicated the continuity is appreciated. *Vote: Four yes, one abstention – Director Carter.*
- Directors Reed/Melton moved to nominate H. Price as Vice President. *Vote: Unanimously approved.*
- Directors Melton/Mathers moved to nominate D. Reed as Treasurer. *Vote: Unanimously approved.*

- Directors Melton/Mathers moved to nominate H. Ralls as Secretary. *Vote: Unanimously approved.*
- 2. Appoint Board Management Advisory Team:** In addition to the Board President, Directors Melton/Carter moved to appoint R. Mathers to the Board Management Advisory Team for 2018. *Vote: Unanimously approved.*

Directors Mathers/Price nominated C. Melton as alternate for the Board Advisory Team. *Vote: Unanimously approved.*

- 3. Minutes, December 19, 2017 Regular Meeting:** Directors Mathers/Melton moved to approve the Minutes of the December 19, 2017 Regular Meeting as presented. *Vote: Unanimously approved.*
- 4. Financial Reports:** R. Swanson noted the financial information is condensed and, due to complexity of year end, the financials for year-end will be presented at the March Board Meeting. The 2017 Year-end Audit is scheduled to begin February 19. Year-end cash reserves, including long-term debt reserves were equal to \$10,238,971. Directors Melton/Reed moved to approve the Financial Reports for December, 2017 as presented. *Vote: Unanimously approved.*
- 5. Accounts Payable for December 2017:** R. Swanson reviewed several payments and clarified others. After little discussion, Directors Reed/Price moved to approve the Accounts Payable for December as presented. *Vote: Unanimously approved.*
- 6. Wage and Salary Adjustment for 2018:** S. Wendelschafer presented an overview of employee benefits and reviewed the background information for the wage and salary adjustment proposal. She indicated there were four positions currently outside the band of +/- 6% of the maximum range that is used to evaluate position classifications. Staff recommendation is to reclassify the positions as follows:
- Community/Public Relations Specialist from R 10 to R 11
 - Energy Services Supervisor frozen at R 16
 - Information Technology Supervisor from R 15 to R 16
 - Janitor from R C to R B

Sonia also provided information supporting staff recommendation of a 2.9% wage adjustment for non-represented employees. Directors Price/Melton moved to approve Option 1: **a.** Wage Adjustment: 2.9% wage adjustment for all non-represented positions effective February 1, 2018; and **b.** Salary Changes: Implement Salary changes effective February 1, 2018. Considerable discussion occurred. *Vote: Unanimously approved.*

J. Nguyen requested a point of clarification: Does Director Price need to recuse himself? Director Price withdrew his vote. *Revised Vote: Four yes, one recused – Director Price, as his daughter is an employee.*

J. Nguyen commended S. Wendelschafer on her extensive work on this action item.

- 7. Award Bid – NE Sawyer Street Cable Replacement:** B. Staehely reviewed the bid process for cable replacement for NE Sawyer Street in Scappoose. Discussion occurred. Directors Melton/Mathers moved to approve Option 3: Reject all bids and defer this project until 2019 with a modified scope. *Vote: Unanimously approved.*

Point of Order: Item 6. Wage and Salary Adjustment for 2018: H. Ralls pointed out that Director Price made the initial motion to approve option one of the wage and salary adjustment for 2018. Does the Board recognize the motion or does it need to be revisited? The Board chose to revisit Item 6. Directors Melton/Reed moved to approve Option 1. **a.** Wage Adjustment: 2.9% wage adjustment for all non-represented positions effective February 1, 2018; and **b.** Salary Changes: Implement Salary changes effective February 1, 2018. *Vote: Four in favor, one recused – Director Price.*

- 8. Authorize Bid – Purchase Betsy Johnson Substation Control Enclosure:** B. Staehely presented a request for the Board to authorize bid for a control enclosure for the new substation in Scappoose. Directors Melton/Price moved to authorize staff to solicit sealed bids for the purchase of a control enclosure with the bid opening to be held at the office of Columbia River PUD on February 14, 2018 at 3:30 p.m. Pacific prevailing time. Discussion occurred. *Vote: Unanimously approved.*
- 9. Accept Quote and Authorize General Manager to Begin Contract Negotiations – Enterprise Information System Software:** R. Calnon reviewed the Enterprise Evaluation project. He provided information on the various steps taken throughout the evaluation process and made the recommendation to move forward with the NISC iVue System. Directors Reed/Mathers moved to accept the quote from NISC, and authorize the General Manager to negotiate and sign an acceptable contract agreement for implementation, support, and maintenance with NISC to convert to the iVue System. *Vote: Unanimously approved.*

C. ITEMS FOR DISCUSSION

- 1. COMMIT Program:** L. Calnon presented information on the current COMMIT Program as well as information for the Board to consider in order to bring the program into compliance with state statutes. Staff is looking for direction from the Board. Director Melton recommended not cutting the program completely this year. Staff indicated it would be prudent to put the current program on hold for re-evaluation now that we are aware of the guidelines. The Board concurs that it is important to have a program that still has a meaningful impact on the community while being in compliance with statutes. Additional information will be brought before the Board at the February Meeting. No action was taken.
- 2. Healthcare Policy for CRPUD Retirees – Clarification:** J. Nguyen reviewed the purpose of revisiting the Healthcare Policy for CRPUD Retirees amended in

January, noting that clarifying language had not been carried forward from the 1999 policy. He asked that the Board review the information for possible action in February.

In regard to the first item addressing situations where retirees or their spouses have access to another group medical insurance plan, the Board agreed that if a retiree or their spouse chooses to leave the PUD's plan, they should not have an option to return. In regard to Item 2, if language is adopted, as long as they meet eligibility, it's the retiree's choice to collect their PERS or leave it for later. After considerable discussion, Directors Melton/Price moved to adopt Health Care Policy for CRPUD Retirees – Clarification: Item 1 to state: "Coverage in Columbia River PUD's health care plan will terminate if either the retired employee or spouse becomes employed and has access to another group medical insurance plan." And, Item 2 to state: "Retire under the Oregon Public Employees Retirement System; retire and immediately receive benefits under PERS: or retire but choose not to receive benefits under PERS." Directors Melton/Price moved to amend the motion: "to be retroactive to January 1, 2018." *Vote to amend the motion: Unanimously approved. Vote on the amended motion: Unanimously approved.*

3. Reports:

- a. **Outages:** E. Crape noted there were only four weather related outages in December and they all occurred on Christmas.
- b. **Write-offs:** K. Dean reported Customer Accounts collected \$760.51 bringing net write-offs to \$910.99 for January.
- c. **Staff:** J. Nguyen reported the new office hours are going well. There has been a decrease in the number of walk-ins and phone calls on the "soft close" Fridays so there will be a reduction in the number of staff working Fridays for the remainder of the month.

L. Calnon reported on the Scappoose Economic Development committee meeting held last week. Several updates on the OMIC project including the status of the construction of PCC's nearby campus were provided. The land they are considering is in the wetlands permitting process; they are moving forward with a RFP for design build. Fourteen manufacturers are interested in the OMIC apprenticeship program which will target machining, welding, and fabrication; Senator Johnson is working with CCET to develop an innovation district planning document to help guide the long-term planning efforts. L. Calnon also reported the City of Scappoose is holding their annual town meeting at 8:00 a.m. on Saturday, February 10 at the Scappoose High School and all are invited.

S. Wendelschafer reported labor negotiations started in late November. She plans to bring a proposal to the Board in February. She announced the promotions of Monica Cannon to Administrative Assistant and Denise Payne to

Accountant II effective January 1, 2018; and the Employee of Month for December is Rick Calnon.

B. Staehely provided an update on the Betsy Johnson Substation noting the design is about 60% complete; relay panels have been ordered. He reported staff is still working toward establishing the transmission tap.

E. Crape reported the purchase of a dump truck is pending. He also shared that the Apprentices are doing well in their training.

- 4. Board Comments:** Director Melton thanked R. Calnon for his work on the Enterprise Information System project. He also recognized the efforts of engineering and the crew.

Director Price congratulated R. Calnon on receiving employee of the month.

Director Reed gave a presentation on her visit to the AMRC in Sheffield, England as part of the OMIC project delegation.

- 5. Public Comment:** None

- 6. Executive Session:** None

There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m.

Columbia River People's Utility District

By  _____
Heidi Ralls, Board Secretary