

COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT
Regular Meeting
January 22, 2019

A. CONVENE MEETING

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

Directors:

Debbie Reed
Rob Mathers
Craig Melton
Harry Price

Staff:

Eli Crape, Operations
Kristen Dean, Customer Accounts & Billing
Tim Lammers, Energy Services
Lonny Lee, IT
John Nguyen, General Manager
Lil Guisinger, Accounting & Finance
Heidi Ralls, Administration/Public Relations
Branden Staehely, Engineering
Sonia Wendelschafer, Human Resources

Consultants:

Phil Griffin, Counsel

Public:

Jack Carter Sharon Carter Jennifer Nelson

1. **Pledge of Allegiance:** Vice-President Price led the Board in the pledge of allegiance.
2. **Oath of Office:** General Counsel, Phil Griffin, administered the oath of office to Harry Price, Director for Subdivision Five; Craig Melton, Director for Subdivision Two; and Debbie Reed, Director for Subdivision One.
3. **Election of Officers:** Directors Melton/Mathers moved to elect Director Carter as President for 2019. *Vote: Unanimously approved.*

Directors Melton/Mathers moved to elect Director Price as Vice-President for 2019. *Vote: Unanimously approved.*

Directors Mathers/Melton moved to elect Director Reed as Treasurer for 2019. *Vote: Unanimously approved.*

Directors Melton/Mathers moved to elect Heidi Ralls as Board Secretary for 2019. *Vote: Unanimously approved.*

4. **Agenda – Requests for Additions or Deletions:** Remove Action Item #6: Amend Policy 2-1: Bank Depositories.
5. **Public Comment:** None

B. ITEMS FOR ACTION

1. **Minutes – December 11, 2018 Regular Meeting:** Directors Mathers/Melton moved to approve the Minutes of the December 11, 2018 Regular Meeting as presented. *Vote: Unanimously approved.*

2. **Financial Reports for November 2018:** L. Guisinger reviewed the November Financial Reports. After little discussion, Directors Melton/Reed moved to approve the Financial Reports for November as presented. *Vote: Unanimously approved.*

Financial Reports for December 2018: L. Guisinger provided financial information for December, indicating the information is preliminary and unaudited; it may be changed throughout the year-end closing process. After little discussion, Directors Melton/Reed moved to approve the preliminary December 2018 financial reports as presented. *Vote: Unanimously approved.*

3. **Accounts Payable for December 2018:** L. Guisinger provided information on a number of payments and clarified others. After little discussion, Directors Mathers/Melton moved to approve the Accounts Payable Report for December 2018 as presented. *Vote: Unanimously approved.*

4. **Appointment – Board Management Team:** After little discussion, Directors Mathers/Reed moved to appoint Directors Carter and Melton to the Board Management Team for 2019. *Vote: Unanimously approved.*

5. **Resolution 19-01: Amend Rate Schedule 90 – Miscellaneous Charges & Fees:** B. Staehely reviewed the proposed amendments to Rate Schedule 90, indicating the request is being made in an effort to collect adequate fees to cover the costs to perform the tasks. After little discussion, Directors Mathers/Melton moved to approve Resolution 19-01, adjusting Rate Schedule 90 as presented, with an effective date of February 1, 2019. *Vote: Unanimously approved.*

6. **Amend Policy 2-1 Bank Depositories:** Deleted from agenda.

7. **Salary Survey Review and Adoption:** S. Wendelschafer reported on the 2018 NWWH Survey results. Based on a review of the results, staff recommends consideration should be given to reclassify the following positions, as they fall outside the band of +/- 6% of the maximum range used to evaluate position classifications:

Community/Public Relations Specialist frozen at Range 11
Energy Services Supervisor frozen at Range 16

She further reported a review of local agencies within our service territory found wage adjustments for 2018-2019 at 2% to 4% and Oregon PUDs had wage adjustments of 2% to 5% in 2018 and are currently seeing wage adjustments of 2.5% to 3% for 2019. Based on the Survey, reviews of local agencies, and Oregon PUDs' wage adjustments, staff recommends a 2.75% wage adjustment for non-represented employees, effective February 1, 2019.

Director Price declared a potential conflict of interest with wage adjustments as his daughter is an employee at Columbia River PUD.

After considerable discussion, Directors Melton/Mathers moved to approve Option 1:

- a. Wage Adjustment: 2.75% wage adjustment for all non-represented positions, effective February 1, 2019.
- b. Salary Changes: Implement salary changes, effective February 1, 2019.

Vote: Unanimously approved.

C. ITEMS FOR DISCUSSION

- 1. Employee Benefits Review:** S. Wendelschafer provided a review of the current benefits employees receive. There was considerable discussion on the Witness Duty provision.
- 2. Board Monthly Stipend Review:** J. Nguyen reported the board's monthly stipend was last amended in 2006. Staff provided a comparison of Oregon and Washington PUDs. The six Oregon PUDs averaged \$532 per month with an approximate average of \$155 per day for out of district meetings. Nguyen explained the difference between Oregon and Washington PUDs is that Washington PUD stipends are set by state statute, whereas Oregon PUD stipends are set by the individual Boards. If CRPUD was removed from the comparison, the average would be around \$569 per month and a slightly higher amount of approximately \$162 per day for out of district meetings. He reviewed the various options for the Board to consider. The Board concurred that proposed Option 1 seemed to be most appropriate. The option to have the Board President receive a higher amount is reasonable due to the extra duties the President performs. There was a desire to see a staff recommendation. Lengthy discussion ensued. The Board concurred that it is important to have all five directors present to make any changes. Staff was directed to present recommendations at the February Board Meeting. No action was taken.
- 3. Legal Opinion: Term of Office – Subdivision 1:** P. Griffin reported that at the last Board meeting, General Counsel was directed to provide a legal opinion regarding the Term of Office for Subdivision 1, currently held by Director Reed, based on the appointment for a two year term and the subsequent election. Griffin declared there is no relation between the two events. Under ORS 261.415(3), Director Reed was appointed to fill the position until the next general election. In the November 2018 General Election, Director Reed was elected for a four year term according to ORS 261.420. General Counsel will provide a brief legal memo to the Board, outlining his findings.
- 4. Reports:**
 - a. Outages:** E. Crape provided information on the December outage report, noting the year to date outages were lighter than normal.
 - b. Write-offs:** K. Dean reported the total net write-offs for December 2018 are \$270.66. Dean commended the Customer Accounts Department for their collection efforts in 2018. The department collected \$10,234.79 in 2018 versus \$4,752.00 in 2017. They were equally diligent in decreasing the total write offs for 2018 by nearly 50%; 2017's total write offs were \$19,626 while 2018's total write offs came in at \$9,906.
 - c. Staff:** T. Lammers reported on a potential meeting with our largest industrial customer to meet the new Plant Manager.

B. Staehely provided a Betsy Johnson Substation update. He will be meeting with PGE to review the 115 tap. Bids have gone out for landscaping and driveway installation. Staff is hopeful both will be complete prior to the March 16 dedication. Staehely provided an update for the WR1 LTC. Staff is waiting to receive a cost estimate to evaluate if it's advantageous to make repairs.

L. Guisinger responded to questions regarding PERS.

S. Wendelschafer provided an update on the two recent recruitments and she reported that Mike Arend was promoted to the Distribution/Field Engineer position. Wendelschafer also announced that Kristen Dean was Employee of the Month for December.

L. Lee reported on the Dell SANS replacement and provided an update on the Comcast upgrade. Lee indicated the PUD was awarded a safety and security grant through SDIS in the amount of approximately \$1,000. The funds will be used to help with the purchase of a new microphone/camera system for the gate.

J. Nguyen shared some photos of overhead services he saw while on a trip to Asia. He provided an update on the clean fuels program, indicating we have accumulated about 479 credits. We are looking at selling those credits on the open market in order to fund the purchase and installation of a DC fast charging station here at the office.

5. **Board Comments:** Director Price thanked staff for flowers sent to him and his family in honor of his wife.

Director Reed expressed her appreciation to General Counsel for the clarification on her term of office. She also expressed her appreciation and excitement that she will be able to continue working with the Board to make more positive impacts throughout her term.

6. **Public Comment:** J. Nelson, employee and customer, indicated that the impressive write-offs are due to good management support from Kristen.

There being no further business to come before the Board, the meeting was adjourned at 7:43 p.m.

Columbia River People's Utility District

By  _____
Heidi Ralls, Board Secretary