

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT**  
**Regular Meeting**  
**February 19, 2019**

**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 - via telephone  
Craig Melton  
Harry Price  
Debbie Reed

**Staff:**

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

**Consultants:**

None

**Public:**

Linda Jauron-Mills                      Robert Jauron                      Jennifer Nelson  
Terry Deaton, RDIC

1. **Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
2. **Agenda – Requests for Additions or Deletions:** President Carter indicated item number 4: Policy 1-5: Director Expense and Compensation, will be replaced with an action item to consider an Economic Development Grant request from the Rainier Drainage Improvement Company.
3. **Public Comment:** Linda Jauron-Mills inquired about where the PUD was headed in regard to electric vehicles. J. Nguyen provided information on the action plan staff has for electric vehicles including the update of our website and looking at adding a DC fast charging station at the office.

**B. ITEMS FOR ACTION**

1. **Minutes – January 22, 2019 Regular Meeting:** Directors Melton/Reed moved to approve the Minutes of the January 22, 2019 Regular Meeting. *Vote: Unanimously approved.*
2. **Financial Reports for January 2019 - Unaudited:** After little discussion, Directors Melton/Mathers moved to approve the unaudited Financial Reports for January. *Vote: Unanimously approved.*
3. **Accounts Payable for January 2019:** L. Guisinger reviewed the Accounts Payable report providing further detail on a number of payments. After little discussion, Directors Reed/Melton moved to approve the Accounts Payable Report for January 2019 as presented. *Vote: Unanimously approved.*

- 4. Economic Development Grant Program: Rainier Drainage Improvement Company:** H. Ralls reviewed the background and analysis of the grant request. She indicated that the evaluation committee wished to stress that while the requirements for growth and/or expansion were not specifically identified as such, awarding the grant would appropriately conform to the spirit of the program by promoting investment in long-term economic development and growth of business and industry in CRPUD's service area for the benefit of the local community and CRPUD customers through the re-certification of the levee. After little discussion, Directors Melton/Price moved to approve the grant proposal and award the requested \$7,500, in whole, to Rainier Drainage Improvement Company for financial assistance to complete Phase 2 of the Rainier Levee Re-Certification Program. *Vote: Unanimously approved.*
- 5. Award Bid – Annual Line Materials for 2019:** B. Staehely reviewed the request to award the bid for annual line materials. After little discussion, Directors Reed/Melton moved to award the bid to the lowest responsible bidder for each item per the attached bid evaluation. *Vote: Unanimously approved.*
- 6. Authorize Bid – Transformer, St. Helens Substation:** B. Staehely explained the replacement of the oldest power transformer in the St. Helens Substation is included in the 2019 budget; however, in 2018 the second transformer in the substation experienced a failure. We are working with our insurance company to determine the best course of action. After little discussion, Directors Mathers/Melton moved to authorize staff to solicit bids for the purchase of a new power transformer with the bid opening to be held at the office of Columbia River PUD on March 21, 2019 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*
- 7. Authorize Bid – Sawyer Street Project:** B. Staehely reviewed the background on replacing direct buried cable on NE Sawyer Street in Scappoose. He provided an overview of the entire project for future reference. Directors Reed/Price moved to authorize staff to solicit sealed bids for trenching and conduit installation along NE Sawyer Street, with the bid opening to be held at the office of Columbia River PUD on March 20, 2019 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*
- 8. Authorize Bid – Betsy Johnson Substation Driveway:** B. Staehely reviewed the request for authorization to bid for the driveway at the Betsy Johnson Substation. After little discussion, Directors Melton/Reed moved to authorize staff to solicit bids for the Betsy Johnson Substation driveway and entrances installation with the bid opening to be held at the office of Columbia River PUD on March 12, 2019 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*
- 9. Authorize Surplus Property:** B. Staehely reviewed the background on the request to go out for surplus on several vehicles that are no longer being utilized. After little discussion, Directors Melton/Price moved to declare the vehicles surplus and sell them by sealed bids to a local government or non-profit organization. If the vehicles do not sell, then sell the vehicles at an auto auction using Professional Fleet Management. *Vote: Unanimously approved.*

## **C. ITEMS FOR DISCUSSION**

### **1. Reports:**

- a. **Outages:** E. Crape reviewed the outage report for January 2019. He reported a couple of crews were sent to assist West Oregon Electric on February 11.
- b. **Write-offs:** K. Dean reported the proposed write offs were at \$823.03. Customer Accounts staff collected \$888.38, bringing write offs to a balance of -\$65.35.
- c. **Staff:** J. Nguyen reported he is working through a purchasing agreement to complete the sale of 400 carbon offset credits. The funds will be utilized to install a DC fast charging station.

B. Staehely provided a progress update on the Betsy Johnson Substation as well as an update on capital projects.

S. Wendelschafer reported an offer of employment has been made for the Customer Accounts Representative position with a tentative start date of March 4. She indicated testing and interviewing is in process for the Engineering & Operations Joint-Use Coordinator position.

T. Lammers indicated we have signed our 50<sup>th</sup> solar installation agreement.

J. Nguyen provided additional information on the electric vehicle promotions that will be available at upcoming community events.

- 2. **Board Comments:** Director Mathers commended staff on zero reportable injuries. He also thanked K. Dean for her assistance with another local PUD who is working on billing issues.

Director Melton inquired about a spill charge for 2019. He also thanked staff on behalf of McNulty Water for help with billing procedures.

- 3. **Public Comment:** None

There being no further business to come before the Board, the meeting was adjourned at 7:15 p.m.

**Columbia River People's Utility District**

By  \_\_\_\_\_  
**Heidi Ralls, Board Secretary**