

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT**  
**Regular Meeting**  
**March 20, 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  
Lil Guisinger, Accounting & Finance  
Tim Lammers, Energy Services  
John Nguyen, General Manager  
Rachel Swanson, Accounting & Finance  
Heidi Ralls, Administration  
Branden Staehely, Engineering  
Sonia Wendelschafer, Human Resources

**Consultants:**

Kenneth Kuhns, Kenneth Kuhns & Co.  
Darren Born, Kenneth Kuhns & Co.

**Public:**

Kyle Boggs	Jack Carter	Sharon Carter	Kathleen Hoffman
Joann Lammers	Jared Motherway	Rigmor Soerensen	

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** President Carter announced the audit report would be first under items for action.
- 3. Public Comment:** None

J. Nguyen introduced and welcomed Lil Guisinger as the new Accounting & Finance Supervisor.

**B. ITEMS FOR ACTION**

- 1. Resolution 18-01 Accept Audit Report – Year End 2017:** Ken Kuhns and Darren Born expressed their appreciation of staff for providing the information required to complete the audit in a timely fashion. K. Kuhns provided a detailed review of the 2017 Audit Report concluding that the audit resulted in a clean, unmodified opinion; the best opinion any entity can earn. Director Mathers complimented the auditors and the staff for a strong audit. J. Nguyen thanked Rachel, Denise, Ken and Staff. Directors Melton/Mathers moved to accept the audit report. *Vote: Unanimously*

*approved.* Directors Melton/Price moved to adopt Resolution 18-01 to accept the Audit Report for Year End 2017. *Vote: Unanimously approved.*

2. **Minutes, February 21, 2018 Regular Meeting:** Directors Mathers/Reed moved to approve the Minutes of the February 21, 2018 Regular Meeting as presented. *Vote: Unanimously approved.*
3. **Financial Reports for February 2018:** R. Swanson noted the full financial reports for December 2017, January 2018, and February 2018 are before the Board. There are no changes from the December 2017 statements. January cash balance, less debt reserves was equal to \$10,225,361. Month end February, 2018 cash balance, less cash reserves was equal to \$10,328,146. Directors Melton/Price moved to approve the Financial Reports for February 2018 as presented. *Vote: Unanimously approved.*
4. **Accounts Payable Report for February 2018:** R. Swanson reviewed electronic transfers and accounts payable for February. She reviewed several payments and provided clarification on others. After little discussion, Directors Melton/Mathers moved to approve the Accounts Payable Report for February 2018 as presented. *Vote: Unanimously approved.*
5. **Authorize Attendance at NWPPA Annual Conference:** Directors Mathers/Price moved to authorize Directors Melton, Carter, and Reed to attend the NWPPA Annual Conference in Boise, Idaho in May and to appoint Craig Melton as Voting Delegate with Debbie Reed as the Alternate. *Vote: Unanimously approved.*
6. **Resolution 18-02: Community Grant Program:** L. Calnon reviewed the proposed Economic Development Grant Program along with Resolution 18-02. After little discussion, Directors Price/Reed moved to approve Resolution 18-02, CRPUD Economic Development Grant Program, with a 2018 budget of \$15,500. L. Calnon requested clarification on the section referring to the ...prohibition on grant awards to nonprofits which any CRPUD Board member or employee, or any immediate family member of any CRPUD Board member or employee, has ownership interest or other stake. J. Nguyen will inquire with legal counsel as to the definition of "stake". Director Mathers moved to withdraw the motion. The Board unanimously approved the withdrawal. Directors Melton/Reed moved to direct staff to provide clarification on item 2b on resolution 18-02 regarding the word "stake" and bring it back to the Board for further clarification. *Vote: Unanimously approved.*

## **C. ITEMS FOR DISCUSSION**

### **1. Reports:**

- a. **Outages:** E. Crape noted that "feeder outage" by month only referred to the feeder affected, not that an entire feeder was out.

**b. Write-offs:** K. Dean reported that staff collected \$734.81 in write-offs, leaving a net -\$21.85 for February.

**c. Staff:** J. Nguyen indicated the short legislative session concluded, and that the Cap and Trade bill is expected to be back for the 2019 legislative session.

S. Wendelschafer announced Debbie Wanke was employee of the month for February, and Margi Williams was the recipient of the employee of the year award.

B. Staehely reported on progress for the East Kappler to Robinette Road project. He provided an update on the Betsy Johnson Substation noting he received an estimate from PGE. BPA will need to compare PGE's cost with BPA's cost to determine which is most cost effective; BPA has 30 days to make that determination. He is expecting construction to begin toward the end of summer 2018.

J. Nguyen reported the PUD was invited to meet the prospective candidates for the position of OMIC Director. They are hoping to have a decision made by the end of next week.

L. Calnon reported on the preparation for launch of the BP20 rate case. We will be watching the proceedings closely. She also provided an update on the potential for a spill surcharge.

L. Calnon reported on the progress of a new Columbia River PUD website.

K. Boggs reported that Neil Ford was the Community Heroes for the month of February due to his work with the St. Helens High School robotics team. He also reported that Neil Ford's dad is the Community Hero for March.

Eli Crape reported that the service truck in the budget will be purchased sooner rather than later as the current service truck is not functional; he is encouraged by reports of good performance with the new Ford chassis.

**2. Board Comments:** Director Melton thanked Rachel for the clean audit and thanked staff for how well the utility is running. Director Reed thanked staff for the workshop today. Secondly, she attended the safety awards banquet; she thanked staff for a fun event.

**3. Public Comment:** None

**4. Executive Session:** The President advised that after a brief recess, the Board would reconvene in executive session under ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor

negotiations. Director Carter recused himself due to a conflict of interest with his daily employment.

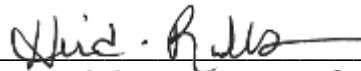
A brief recess was called at 7:34 p.m. The Board reconvened in executive session at 7:37 p.m. The following were present: Directors: Melton, Price, Reed, and Mathers; Staff: J. Nguyen, S. Wendelschafer, H. Ralls; Press: none. In accordance with ORS 192.660(4) representatives of the news media may be excluded.

The Board reconvened in regular session at 8:13 p.m.

5. **Collective Bargaining Agreement with IBEW Local 125:** Directors Melton/Reed moved to authorize the General Manager to sign the three-year contract between Columbia River PUD and IBEW Local 125 with the following COLA increases: 2.9% for March 19, 2018, 2.75% for February 1, 2019, and 2.75% for February 1, 2020. *Vote: Four yes, Director Carter abstained due to a conflict of interest.*

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.

**Columbia River People's Utility District**

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