

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT**  
**Regular Meeting - Minutes**  
**March 21, 2017**

**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:**

Rick Calnon, IT  
Eli Crape, Operations  
Tim Lammers, Energy Services  
John Nguyen, Interim General Manager  
Tracy Pinder, Accounting & Finance  
Heidi Ralls, Administration  
Branden Staehely, Engineering  
Sonia Wendelschafer, Human Resources

**Consultants:**

Philip Griffin, Attorney  
Kenneth Kuhns, Kenneth Kuhns & Co.  
Darren Born, Kenneth Kuhns & Co.

**Public:**

Monica Cannon	Jack Carter	Sharon Carter	Dave Ehrenkranz
Barb Fail	Kathy Hoffman	Judi Kellar	Joanne Lammers
Annie Nguyen	John Odenthal		

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** President Carter noted Resolution 17-03: Accepting the Audit Report would be moved to the beginning of the meeting in order to receive the audit report from Kenneth Kuhns, and Darren Born of Kenneth Kuhns & Co. There will be no Executive Session and the financial reports for December 2016 and January 2017 would be reviewed for approval along with the February 2017 financial reports.
- 3. Public Comment:** None

**B. ITEMS FOR ACTION**

- 1. Resolution 17-03: Accept Auditor’s Report for Year End 12/31/16:** Kenneth Kuhns and Darren Born of Kenneth Kuhns and Company provided a detailed review of the 2016 Audit Report. They commended management and staff for their excellent work in preparing for the audit. Mr. Kuhns commented that the balance sheet reflects a very strong financial position and that the audit resulted in an unmodified clean opinion which is the best any entity can receive. The Board thanked both staff and Kenneth Kuhns and Co. for a successful audit. After little discussion, Directors Melton/Mathers moved to adopt Resolution 17-03: Accept Audit Report, as presented. *Vote: Unanimously approved.*

- 2. Minutes, February 21, 2017 Regular Meeting:** Directors Melton/Mathers moved to approve the Minutes of the February 21, 2017 Regular Meeting as presented. *Vote: Unanimously approved.*
- 3. Financial Reports, December 2016, January 2017, and February 2017:** T. Pinder reviewed the financial report for December 2016, noting the operating revenues for December was \$93,785 greater than the 2016 budget. Cash, less long-term debt reserves, was equal to \$8,723,495. She presented the January 2017 financial reports which revealed month-end total cash balances, less long-term debt reserves was equal to \$8,289,703. She continued with the financial reports for February 2017 noting February was a cold month; residential usage was about 32% above budgeted projections. February's month-end total cash balances, less long-term debt reserves was equal to \$8,631,949. After little discussion, Directors Mathers/Reed moved to accept the December 2016, January 2017, and February 2017 financial reports as presented. *Vote: Unanimously approved.*
- 4. Accounts Payable for January 2017:** T. Pinder reviewed cash disbursements and provided descriptions and clarification on a number of payments. After little discussion, Directors Melton/Price moved to approve the Accounts Payable for February 2017 as presented. *Vote: Unanimously approved.*
- 5. Resolution 17-04: Recreational Immunity:** J. Nguyen provided some background on Recreational Immunity and why it's important to support proposed legislation in order to protect not only Columbia River PUD, but other entities and their employees and volunteers. He also explained how the Maintenance Plan for the Community Room and Walking Path was related. After little discussion, Directors Melton/Mathers moved to adopt Resolution 17-04: Restoring Recreational Immunity Rights. *Vote: Unanimously approved.*
- 6. Maintenance Plan – Community Room and Walking Path:** T. Lammers reviewed the background on the walking path and community room usage and the importance of a Board approved maintenance plan. He also reviewed the proposed maintenance plan. Discussion ensued regarding the potential of public utilizing bare land surrounding several PUD substations. The Board concurred that the maintenance plan should include substations to indemnify employees and volunteers from any claims and directed staff to work with General Counsel to revise the maintenance schedule to be reviewed at the April Board Meeting.
- 7. Award Purchase – GIS System:** R. Calnon reported that staff solicited quotes from four qualified software vendors for a new GIS System, of which, two vendors responded. While both respondents provided viable solutions to meet CRPUD's needs for new GIS, Staking, and OMS software, Futura Systems, Inc. provided the lowest cost solution. After some discussion regarding the significant price differential, Directors Price/Mathers moved to authorize the Interim General Manager to accept the quote and enter into a contract with Futura Systems, Inc. *Vote: Unanimously approved.*
- 8. NWPPA Annual Meeting – Voting Delegates:** After little discussion, Directors Melton/Carter moved to appoint Director Mathers as voting delegate and Director Reed as the alternate voting delegate for the NWPPA Annual Meeting in May. *Vote: Unanimously approved.*

### **C. ITEMS FOR DISCUSSION**

- 1. Policy 2-25 Purchasing and Contracting – Update:** B. Staehely provided a review of the request to update the purchasing and contracting policy to add “contracts for protective relays and control devices for the operation of the distribution system” to the list of exemptions to the competitive bid/proposal process. Discussion occurred on the significance of consistency with equipment in substations. The matter will be addressed at the April Board meeting. No action was taken.
- 2. Annexation Update:** P. Griffin provided an update for the annexation process. The challenge period for the ballot titles ended March 20 with no challenges. Each county will send out ballots to the affected voters on April 16 for the May 16, 2017 Election with certification to be completed by June 5.

**General Manager Selection Process:** Discussion ensued on the options for a selection process for a permanent General Manager. Some of the options included appointing the current Interim General Manager, utilizing a national recruiting firm, or conducting a local recruitment. The entire Board expressed a desire to move forward with the process and to make a decision at the April Board Meeting instead of waiting until August when the Interim General Manager contract expires. In addition to requesting information on a recruitment process, the Board directed staff to provide comparable compensation information at the April meeting.

### **3. Reports:**

- a. Outages:** E. Crape reported the month went very well with the exception of a 24 hour period.
- b. Write-offs:** T. Lammers advised that prior to the Board meeting, Customer Accounts was able to secure an additional \$278.13 bringing the net write-off amount for March to \$850.42. He continued that the high collection rate speaks volumes about the good relationship staff has with customers. There was discussion on the effects the cold winter is having on customers already struggling to pay their bill.
- c. Staff:** S. Wendelschafer reported Jake Feakin was chosen as February’s Employee of the Month.

B. Staehely reported that last year, paperwork had been submitted to be de-registered from both Western Electricity Coordinating Council (WECC) and North American Electric Reliability Corporation (NERC). WECC responded favorably, allowing deregistration. We expect to hear back very soon if we have been successfully deregistered from NERC.

The PUD is working with PGE to get an estimate to tap into their lines for the new substation.

T. Lammers reminded the Board of the Home & Garden show in April at the Fairgrounds. PUD staff will be there promoting smart thermostats and other energy efficiencies.

Eli Crape noted the crews will have completed three subdivision installations of approximately 250 lots, by the end of the week, and that the Scappoose Substation transformer is nearly ready to be back on line.

John Nguyen reported the land purchase is tentatively set to close on April 15. The next step will be to request a name for the substation and apply for a conditional use permit which typically takes about 90 days.

4. **Board Comments:** Director Mathers thanked T. Pinder and the Finance and Accounting Department for the thoroughness and quality of work with the annual audit, noting the clean audit is a strong indicator of a very well managed organization.
5. **Public Comment:** Dave Ehrenkranz commented on how the recreational immunity law may affect employees. He also provided comments on the General Manager selection process.

Kathy Hoffmann provided input on the General Manager selection process.

6. **Executive Session:** None.

There being no further business to come before the Board, the meeting was adjourned at 8:02 p.m.

**Columbia River People's Utility District**

By   
**Heidi Ralls, Board Secretary**