

COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT
Regular Meeting
April 16, 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:

Craig Melton
Debbie Reed
Harry Price
Jake Carter
Rob Mathers

Staff:

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

Consultants:

Kenneth Kuhns, Auditor
Darren Born, Auditor

Public:

Jennifer Nelson

1. **Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
2. **Agenda – Requests for Additions or Deletions:** None
3. **Public Comment:** None

B. ITEMS FOR ACTION

1. **Resolution 19-02: Accept Audit Report – Year End 2018:** K. Kuhns and D. Born provided a detailed review of the 2018 Audit Report concluding that the audit resulted in a clean, unmodified opinion; the best opinion that any entity can earn. They expressed their appreciation of staff for expeditiously providing the information necessary to complete the audit. After little discussion, Directors Melton/Price moved to accept Resolution 19-02 accepting the audit report as presented. *Vote: Unanimously approved.*
2. **Minutes Regular Meeting:** Directors Mathers/Melton moved to approve the Minutes of the March 19, 2019, Regular Meeting as presented. *Vote: Unanimously approved.*
3. **Financial Reports for March 2019:** L. Guisinger noted the full financial reports for December 2018, January, February, and March 2019 are before the Board. There are no changes from the December 2018 statements. January cash balance, less

debt reserves was equal to \$10,368,409. Month-end February 2019 cash balance, less cash reserves, was equal to \$11,041,967. March 2019 cash balance, less cash reserves, was equal to \$11,156,766. After little discussion, Directors Melton/Reed moved to approve the Financial Reports from December 2018 to March 2019 as presented. *Vote: Unanimously approved.*

- 4. Accounts Payable Report for March 2019:** L. Guisinger reviewed several payments and provided additional information on others. After little discussion, Directors Mathers/Reed moved to approve the Accounts Payable Report for March 2019 as presented. *Vote: Unanimously approved.*
- 5. May Meeting Date Change to May 14 – Conflict with NWPPA Annual Meeting:** Director Reed indicated she will be out of town on the 14th. Directors Melton/Price moved to change the May Regular Meeting to May 14 due to a conflict with NWPPA’s Annual Meeting. *Vote: Unanimously approved.*
- 6. NWPPA Annual Meeting Voting Delegate and Alternate:** H. Ralls indicated the due date for submitting the voting delegate and alternate for NWPPA’s Annual Meeting is May 1. After little discussion, Directors Mathers/Melton moved to elect Director Reed as Voting Delegate and Director Mathers as the Alternate Voting Delegate for the 2019 NWPPA Annual Meeting. *Vote: Unanimously approved.*
- 7. Attorney of Record – General Counsel:** J. Nguyen reviewed the background for the attorney of record. After little discussion, Directors Melton/Mathers moved to continue utilizing the services of Philip S. Griffin of Clarke Griffin, LLC, as Attorney of Record – General Counsel, by Direct Selection. Further discussion occurred regarding the expectations for the General Counsel. *Vote: Unanimously approved.*
- 8. Award Bid: Power Transformer:** T. Arnst reviewed the background for the bid to purchase a power transformer. He also provided technical information on specific bids that were received. After little discussion, Directors Price/Melton moved to award the bid to WEG Transformer in the amount of \$789,805 for the purchase of a power transformer. They have met the specifications and have a good performance history. *Vote: Unanimously approved.*
- 9. Authorize Re-Bid: NE Sawyer Street Project:** E. Crape reviewed the background on the request to authorize a re-bid for the NE Sawyer Street Project. He reminded the Board that the original bid for this project came in higher than anticipated and was deferred to 2019. After little discussion, Directors Mathers/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 May 22, 2019 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*

C. ITEMS FOR DISCUSSION

1. Reports:

- a. **Outages:** E. Crape indicated the outage report for March is not available due to a technical issue with the reporting software. We have the data; however, we were unable to generate the report in time for the meeting.
- b. **Write-offs:** K. Dean reported total write-offs for March are \$1,025.77, but called attention to the Year to Date balance of \$6.97.
- c. **Staff:** J. Nguyen indicated there is an opening on the Rate Advisory Committee for the position of South County and asked the Board to provide names. Director Melton has some individuals who may be available. He will make contact and report back to the General Manager.

J. Nguyen reported that BPA has provided notice that there will not be a 2019 spill surcharge.

T. Lammers shared that the PUD's Chevy Bolt was displayed at the Home and Garden show held at the Fairgrounds.

S. Wendelschafer reported Sara Smith was hired as the Engineering & Operations Joint Use Coordinator. She indicated that Todd Cathers, Line Crew Foreman, announced he is leaving May 9; the position has been posted internally. D. Esterline was announced as March's employee of the month. NWPPA announced that Columbia River PUD tied for a first-place safety award with four other utilities with zero reportable incidents.

H. Ralls reported the PUD will be a drop off location for the United Way diaper drive being held May 6-17. They will accept new and/or opened packages of diapers as well as monetary donations.

L. Guisinger provided clarification on her staff report regarding net metering credits.

E. Crape provided an update on the Betsy Johnson Substation.

- 2. **Board Comments:** Director Melton congratulated L. Guisinger and staff for the excellent audit report.

Director Reed reported on the excellent compliments on the crew's work in Eugene. She also thanked the staff for their work on the substation dedication ceremony.

Director Carter echoed the sentiment on the audit report and the substation dedication. He also shared that CRPUD crews were considered the "rock stars" of the storm repairs at Emerald PUD.

- 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)(i), to review and evaluate the employment-related performance of the General Manager. A brief recess was called at 7:45 p.m. The Board reconvened in executive session at 7:47 p.m. The following were present: Directors: H. Price, R. Mathers, J. Carter, C. Melton, D. Reed; Staff: J. Nguyen, S. Wendelschafer, H. Ralls; Press: None.

The Board reconvened in regular session at 8:47 p.m.

- 5. Resolution 19-03: Wage Adjustment for the General Manager:** After considerable discussion, Directors Melton/Reed moved to set the General Manager's annual salary at \$210,000 and give a one-time, eight-week addition of PTO to his leave bank. *Vote: Unanimously approved.*

There being no further business to come before the Board, the meeting was adjourned at 9:16 p.m.

Columbia River People's Utility District

By  _____
Heidi Ralls, Board Secretary