

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT**  
**Regular Meeting**  
**May 14, 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  
Harry Price  
Jake Carter  
Rob Mathers

**Not present:**

Debbie Reed - excused

**Consultants:**

Phil Griffin, General Counsel

**Staff:**

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

**Public:**

Jack Carter  
Jennifer Nelson  
Anna DeSavio, Spotlight  
Simon Date, Chamber of Commerce

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. **Economic Development Grant Request – L.E.A.D. Columbia County:** H. Ralls reviewed the Economic Development Grant Request from L.E.A.D. Columbia County for financial assistance to revamp the visitor center to be used to promote local business growth. Simon Date, Executive Director of Columbia County Chamber of Commerce, provided additional details for the project. After little discussion, Directors Melton/Mathers moved to approve the grant proposal and award \$5,500 to L.E.A.D. Columbia County for financial assistance to aid in revamping the visitor center for the purpose of establishing a successful business center for local businesses to utilize. *Vote: Unanimously approved.*
2. **Minutes – April 16, 2019, Regular Meeting:** Directors Melton/Mathers moved to approve the Minutes of April 16, 2019, Regular Meeting as presented. *Vote: Unanimously approved.*
3. **Financial Reports for April 2019:** L. Guisinger reviewed April’s Financial Reports. She indicated that due to warm temperatures during April, most revenues are under budget. Directors Melton/Price moved to approve the Financial Reports for April 2019 as presented. *Vote: Unanimously approved.*

4. **Accounts Payable Report for April 2019:** L. Guisinger reviewed several payments and clarified others. After little discussion, Directors Mathers/Price moved to approve the Accounts Payable Report for April 2019 as presented. *Vote: Unanimously approved.*
5. **Approve 2019 Rate Advisory Committee:** L. Guisinger presented information on appointing the Rate Advisory Committee. Of note, there is a vacancy for the South county position and an Industrial position. Director Melton will reach out to an individual for South county and suggested we invite Rightline Equipment to fill the Industrial position. Directors Mathers/Melton moved to appoint the 2019 Budget Advisory Committee members to the Rate Advisory Committee and authorize Staff to recruit customers interested in serving on the Budget Advisory Committee to fill any vacant positions within a customer class. *Vote: Unanimously approved.*

**C. ITEMS FOR DISCUSSION**

**1. Reports:**

- a. **Outages:** E. Crape noted that March was relatively quiet for outages. April consisted of several random outages, a majority of which were tree related.
- b. **Write-offs:** K. Dean reported the revised write-offs for April are \$281.99.
- c. **Staff:** J. Nguyen reported the level two chargers for our fleet have been installed along with a panel that will allow for six additional chargers. Nguyen also provided information on the sale of additional fuel credits and the intent for how the funds will be utilized.

S. Wendelschafer announced two promotions: K. Nassahan to Linecrew Foreman, and J. Tallman to GIS Administrator. An internal recruitment for a Journeyman Lineman was posted. She announced that Tim Lammers was chosen as employee of the month.

B. Staehely provided updates on the Betsy Johnson Substation 115kV tap line installation and the delivery date of the St. Helens Substation transformer. He reported on the Oregon PUC audit as well as the remaining low service repairs.

L. Lee reported on the NISC project. Go-live is set for early February and late April for Customer Care & Billing and Accounting & Business Solutions respectively.

E. Crape reported on the status of two operational purchases: the excavator and ditch shoring.

2. **Board Comments:** R. Mathers reported that due to unforeseen circumstances, he will not be able to attend the NWPPA Annual Conference next week.
3. **Public Comment:** None

There being no further business to come before the Board, the meeting was adjourned at 6:43 p.m.

**Columbia River People's Utility District**

By Heidi Ralls  
**Heidi Ralls, Board Secretary**