

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
May 16, 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:

Libby Calnon, Community & Public Relations
Rick Calnon, IT
Eli Crape, Operations
Tim Lammers, Energy Services
Mikka Mullican, Customer Accounts
John Nguyen, Interim General Manager
Tracy Pinder, Accounting & Finance
Heidi Ralls, Administration
Branden Staehely, Engineering
Sonia Wendelschafer, Human Resources

Consultants:

Philip Griffin, Attorney

Public:

Sharon Carter	Jack Carter	Kathy Hoffman	Elva Mills
Joanne Lammers	Jennifer Nelson	John Odenthal	Dave Ehrenkranz
Victoria Williams	Nathaniel Miller	Dallas Carney	Brady Preheim
Courtney Vaughn, Spotlight		Debbie Esterline	Annie Nguyen

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** President Carter called for changes to the agenda. There will be no executive session.
- 3. Public Comment:** Brady Preheim, St. Helens commented on the wage increase for the General Manager and the changes made to the Board Governance Policy. President Carter reminded the audience that Board action requires a motion, a second, and a vote of the entire Board.

B. ITEMS FOR ACTION

- 1. Minutes, April 11, 2017 Special Meeting:** Directors Melton/Mathers moved to approve the Minutes of the April 11, 2017 Special Meeting as presented. *Vote: Unanimously approved.*

Minutes, April 18, 2017 Regular Meeting: Directors Mathers/Reed moved to approve the Minutes of the April 18, 2017 Regular Meeting as presented. *Vote: Unanimously approved.*

2. **Financial Reports for April 2017:** T. Pinder reviewed the financial statements for April 2017. She reported April's month-end total cash balance, less long-term debt reserve was equal to \$9,288,554. After little discussion, Directors Melton/Price moved to approve the Financial Reports for April, 2017 as presented. *Vote: Unanimously approved.*
3. **Accounts Payable for April 2017:** T. Pinder reviewed cash disbursements and provided descriptions and clarification on a number payments. After little discussion, Directors Mathers/Melton moved to approve the Accounts Payable for April 2017 as presented. *Vote: Unanimously approved.*
4. **Bid Authorization – Repairing Sidewalks in Scappoose and St. Helens:** B. Staehely explained the PUD replaced 21 poles in Scappoose and St. Helens during routine maintenance and is now ready to make the necessary repairs to sidewalks damaged during the replacement. After little discussion Directors Melton/Mathers moved to authorize staff to solicit sealed bids for contractors to repair all sidewalks with damage caused by pole replacement and removal, with the bid opening to be held at the office of Columbia River PUD on June 16, 2017 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*
5. **Rate Advisory Committee:** T. Pinder reviewed the background for appointing the 2017 Rate Advisory Committee for the purpose of assisting in the preparation of the annual operating/capital budget, cost-of-service /rate studies, and any other matter in which public advisory committee input would be appropriate. President Carter requested staff update the 2017 Budget Committee list to reflect the change of two directors. After some discussion, Directors Mathers/Reed moved to appoint the 2017 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.*
6. **Naming New Scappoose Substation:** J. Nguyen provided background for the recommendation of naming the newest Scappoose Substation after Senator Betsy Johnson due to her vision carried over the past three decades for the development of the Scappoose Airpark and her efforts as a staunch CRPUD advocate. After little discussion, Directors Melton/Price moved to name the new substation in Scappoose: Betsy Johnson Substation. *Vote: Unanimously approved.*

C. ITEMS FOR DISCUSSION

1. Reports:

- a. **Outages:** E. Crape reported the outage in April was unusual for the time of year, yet the crews handled it well.
- b. **Write-offs:** M. Mullican indicated the net write-offs for May was \$1,756.51.
- c. **Staff:** J. Nguyen reported there is as delay with partitioning the lots in Scappoose. Closing for the purchase of the Betsy Johnson Substation land is set for the end of June.

B. Staehely reported he and J. Nguyen attended a pre-application meeting with the City of Scappoose for the building of the substation. Once the land division is complete, the application process could take approximately 74 days. Staff is still working with PGE to finalize the agreement to connect to their transmission line.

S. Wendelschafer reported that Heidi Ralls was selected for the April 2017 employee of the month.

L. Calnon reported the data collection for the 2017 Residential Benchmark Survey is complete. Acti-Dyne Research of Scappoose conducted the independent survey. This firm also completed CRPUD's Benchmark Surveys in 2011 and 2006. This year 1,000 responses were collected which provides a 95% confidence level with a margin of three percent for error in the results. Acti-Dyne will present the findings to the Board at the June meeting.

She also reported OMIC has commenced administrative operations at the Scappoose site which includes offices for both Oregon Tech and Boeing. A temporary road off West Lane has been constructed and there is preparation toward securing a grant to build a new road. An Application was submitted on May 11 for the annexation of about 50 acres into the City of Scappoose. This would allow the City of Scappoose to provide water and sewer service to the property.

- 2. Board Comments:** R. Mathers, C. Melton, and J. Carter reported on the attendance of Board and staff at the NWPPA Annual Conference. They indicated the presentations on leadership, rates, and trends in the workforce were invaluable. C. Melton commended staff on the purchase process of land for the new substation. J. Carter commented on the importance of Bring your Child to Work Day and commended staff for putting together a committee to help with possible changes to the utilities healthcare plan.

J. Carter invited three students from the audience to introduce themselves. Nathaniel Miller, Dallas Carney, and Victoria Williams indicated they were in attendance to fulfill a requirement for their Citizenship class.

- 3. Public Comment:** None

- 4. Executive Session:** None

There being no further business to come before the Board, the meeting was adjourned at 6:52 p.m.

Columbia River People's Utility District

By  _____
Heidi Ralls, Board Secretary