

**COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT**  
**Regular Meeting**  
**June 19, 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  
Harry Price  
Debbie Reed  
Craig Melton - Absent

**Staff:**

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

**Consultants:**

None

**Public:**

Jack Carter	Sharon Carter	Kevin Haselwood
Jennifer Nelson	Amanda Normine	Al Petersen

1. **Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.

J. Nguyen informed the Board that Director Melton is not able to make it to the meeting. J. Nguyen also introduced Kevin Haselwood as the newest employee to the utility.

2. **Agenda – Requests for Additions or Deletions:** Add Action Item #8: Economic Development Grant Program – SHEDCO.
3. **Public Comment:** None

**B. ITEMS FOR ACTION**

1. **Minutes, May 15, 2018 Regular Meeting:** Directors Mathers/Reed moved to approve the Minutes of the May 15, 2018 Regular Meeting as presented. *Vote: Unanimously approved.*
2. **Financial Reports for May, 2018:** R. Swanson reviewed the financial statements for May. Cash balance less long term debt reserves was equal to \$10,670,864. Directors Reed/Mathers moved to approve the Financial Reports for May, 2018 as presented. *Vote: Unanimously approved.*
3. **Accounts Payable Report for May, 2018:** R. Swanson reviewed several payments and clarified others. After little discussion, Directors Price/Mathers moved to approve the Accounts Payable Report as presented. *Vote: Unanimously approved.*
4. **Authorize Bid Request - Service Truck:** E. Crape reviewed the request to solicit bids for a new service truck. After little discussion, Directors Reed/Price moved to authorize staff to solicit sealed bids for the purchase of a new service truck, with bid openings to be held at the office of

Columbia River PUD July 12, 2018 at 3:30 pm pacific prevailing time. *Vote: Unanimously approved.*

5. **Bid Award – Meissner Road Trenching Project:** B. Staehely reviewed the bids received in response to the request. He also modified the options to include rejecting all bids and go out for re-bid to provide additional opportunities to receive competitive bids. After considerable discussion, Directors Mathers/Price moved to reject all bids and go out for re-bid with bid openings to be held at the office of Columbia River PUD July 11, 2018 at 3:30 pacific prevailing time. *Vote: Unanimously approved.*
6. **Bid Award – Bedell Road Trenching Project:** B. Staehely reviewed the bid process for this project. He modified the options to include rejecting all bids and go out for re-bid to provide additional opportunities to receive competitive bids. After little discussion, Directors Mathers/Reed moved to reject all the bids and go out to bid with openings to be held at the office of Columbia River PUD July 11, 2018 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*
7. **Rate Schedules 10A, 12A, 13A, 14A, and 15A:** K. Dean provided a review of the proposed non-network meter service rate schedules as discussed at the May 15 Board meeting. After little discussion, Directors Price/Reed moved to adopt attached Rate Schedules: 10A, 12A, 13A, 14A, and 15A, applying a charge of \$40/month for non-network meter service, with an effective date of August 1, 2018. *Vote: Unanimously approved.*
8. **Economic Development Grant Program - SHEDCO:** H. Ralls provided background information on a grant request from St. Helens Economic Development Corporation (SHEDCO). It was determined all requirements have been met. Al Petersen and Amanda Normine came before the Board to provide additional information. After little discussion, Directors Mathers/Price moved to approve the grant proposal and award the requested \$5,000 in whole, to St. Helens Economic Development Corporation to aid in funding a Business Development Competition scheduled to begin in September, 2018 and conclude in March, 2019. *Vote: Unanimously approved.*

## **C. ITEMS FOR DISCUSSION**

### **1. Reports:**

- a. **Outages:** E. Crape noted most of the reported outages were single person outages.
- b. **Write-offs:** K. Dean presented a revised write-off list for June, 2018. Net write-offs for May, 2018 were \$1,958.30. She pointed out there is an additional line showing paid deposits added to the report. Without the deposits, year to date write-offs would be over \$14,000.
- c. **Staff:** J. Nguyen reported BPA agreed to postpone their final decision for power reserve policy until the integrated program review process is complete. He also reported BPA is proposing a reduction in their fiscal 2019 fish/wildlife budget by about \$30 million.

B. Staehely reported the LTC repair was reported to insurance; they replied with a value of \$2 per kva for damages to the transformer. The most we'll be out is approximately \$33 thousand. The repair will take place in September. He also provided an update on the Betsy Johnson Substation. Construction on the transmission tap line is expected to take place in 2019.

H. Ralls reported EMC Insurance conducted an audit of the 2017 liability insurance which resulted in a refund of approximately \$6,500.

T. Lammers provided an update on the migration of Energy Services calls to ESG. He reported that on May 1, US Gypsum announced they were entering into an agreement with Knauf, a German owned company, to purchase US Gypsum. It is unknown how this agreement will affect the Rainier plant.

S. Wendelschafer announced D. Esterline was promoted to the position of Customer Accounts II; H. Ralls was promoted to Administration/Public Relations Supervisor with K. Boggs now reporting to her; and L. Lee was promoted to IT Supervisor. S. Wendelschafer further reported Cora Beaudry is our Engineering Intern for the summer. She started this week. She announced K. Boggs was chosen as employee of the month for May. Thursday, June 21 is Bring Your Dog to Work day. Four dogs are expected to visit.

J. Nguyen indicated the transition over to the Energy Services Group has provided an opportunity for Customer Accounts to take on a larger role in high bill inquiries. Additional training will be provided for investigating high bills.

2. **Board Comments:** R. Mathers commented that the storm which came through Saturday caused power outages at the petroleum facilities in NW Portland. H. Price thanked staff for the good information provided today.
3. **Public Comment:** Al Petersen invited everyone to attend a Blues festival and workshop at the Meriwether Center in St Helens on Thursday, June 28.

There being no further business to come before the Board, the meeting was adjourned at 7:11 p.m.

**Columbia River People's Utility District**

By   
Heidi Ralls, Board Secretary