

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
June 20, 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
Tim Lammers, Energy Services
Mikka Mullican, Customer Accounts
John Nguyen, Interim General Manager
Heidi Ralls, Administration
Branden Staehely, Engineering
Sonia Wendelschafer, Human Resources

Consultants:

Philip Griffin, Attorney
Bruce & Carolyn Shoemaker, Acti-Dyne Research

Public:

Jack Carter	Sharon Carter	Monica Cannon	Kathy Hoffman
Jerry Holcomb	Leanne Holcomb	Jennifer Nelson	Annie Nguyen
Leonard Peterson	Courtney Vaughn, Spotlight		

- 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 any changes to the agenda. The following changes were made: add Action Item 6: Authorization to Bid – Sidewalk Repair; delete Discussion Item 1: Annexation; delete Executive Session.
- 3. Public Comment:** None.
- 4. Presentation – Acti-Dyne Research:** Bruce and Carolyn Shoemaker reviewed the results of the benchmark survey conducted online from March 27 – May 12, and for telephone and written documentation from April 17 – May 10. They explained the change to the format. Previous surveys were conducted exclusively by telephone with an option of “Don’t know”. Those answers would be taken out of the equation when formulating the mean score. With the addition of online and written responses, the benchmarks have been slightly reset. The PUD did not receive any mean score below seven on all questions. B. Shoemaker indicated this survey collected two and a half times more responses than in previous surveys (a total of 1,025) which elevated the standard confidence level from 95% with a +/- 5% accuracy rate to 95% with a +/- 3% accuracy rate. There was some discussion on the advances in collecting surveys with mixed media versus telephone only.

Having multiple collection types allow results to be more reflective of the entire population of customers. The Shoemakers indicated the full report would be sent out later in the week. No action was taken.

B. ITEMS FOR ACTION

- 1. Minutes, May 16, 2017 Regular Meeting:** Directors Melton/Mathers moved to approve the Minutes of the May 16, 2017 Regular Meeting as presented. *Vote: unanimously approved.*
- 2. Financial Reports for May, 2017:** S. Wendelschafer reviewed the financial statements for the month of May. Cash balance for May, less long term debt, was equal to \$9,347,293. Directors Melton/Price moved to approve the Financial Reports for May 2017 as presented. *Vote: unanimously approved.*
- 3. Accounts Payable for May, 2017:** Staff provided clarification on a number of payments. Directors Price/Reed moved to approve the Accounts Payable for May 2017 as presented. *Vote: unanimously approved.*
- 4. Adopt Resolution 17-06 – Certify Results of the May 16, 2017 Election:** President Carter read Resolution 17-06. Directors Melton/Mathers moved to Adopt Resolution 17-06 – Certify Results of the May 16, 2017 Election as presented. P. Griffin noted the results would become final on June 29 when the Multnomah County Board of Commissioners pass a proclamation accepting the results. *Vote: unanimously approved.*
- 5. Authorization to Bid – Voltage Regulators:** B. Staehely reviewed the necessity to purchase voltage regulators as included in the 2017 Budget to provide N -1 system reliability. Directors Price/Reed moved to authorize staff to solicit sealed bids for the purchase of twelve (12) voltage regulators, with the bid opening to be held at the office of Columbia River PUD on July 11, 2017 at 3:00 p.m. pacific prevailing time. *Vote: unanimously approved*
- 6. Authorization to Bid – Repairing Sidewalks in Scappoose and St. Helens:** B. Staehely reported that due to no response to the last request for bid, he is requesting authorization to go out for bid again. He noted contractors didn't bid as they are booked out through August and thought the repairs were expected to be completed before then. After little discussion, Directors Melton/Reed 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 July 26, 2017 at 3:30 p.m. pacific prevailing time. *Vote: unanimously approved.*

C. ITEMS FOR DISCUSSION

- 1. Reports:**
 - a. Outages:** B. Staehely reported a majority of outages were caused by trees. Director Reed inquired about who is responsible for car-hit-pole outages.

- b. **Write-offs:** M. Mullican reported the net write-off for June is \$2,853.50, most of which were from high winter bills. Staff continues to work toward collecting the write-offs. She also provided information on requirements to report the aggregate receipt of cash totaling \$10,000 from one individual in a 12 month period. Staff is working toward putting policies and procedures in place to be in compliance.
- c. **Staff:** J. Nguyen reminded the Board of the Rate Advisory Committee meeting on Thursday, June 22 at 5:00 p.m. He reported he is working on a new Franchise Fee Agreement with the City of Columbia City.

S. Wendelschafer announced Chuck Long was employee of the month for May.

B. Staehely provided a status update on the new substation.

T. Lammers indicated the PUD is working with the Rainier School District on a grant for the Solar4OurSchools Program. Construction is due to begin this week or next for an installation of a 6.3kW photo voltaic system at Hudson Park Elementary. The grant will cover 50% of the program funding while CRPUD and Rainier School District will each contribute 25% for the project.

S. Wendelschafer provided an update on the staff healthcare committee. She does not anticipate any changes with this renewal. Staff and the committee will be working toward possible changes for the next plan year.

- 2. **Board Comments:** Director Price thanked staff for ongoing transparency.

Director Mathers stated he was disheartened with a local front page article regarding General Counsel and the accusation of his violation of code of conduct. He finds Mr. Griffin a man of great integrity and Mathers declared his personal vote of confidence in him. Each Director also expressed their personal vote of confidence in General Counsel, Phil Griffin.

- 3. **Public Comment:** Leonard Peterson, Scappoose, thanked the Board for their work on the annexation.
- 4. **Executive Session:** None.

There being no further business to come before the Board, the meeting was adjourned at 7:31 p.m.

Columbia River People's Utility District

By Heidi Ralls
Heidi Ralls, Board Secretary