

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
July 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
Jake Carter
Harry Price
Rob Mathers

Staff:

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

Consultants:

Phil Griffin, General Counsel

Public:

Jack Carter Sharon Carter 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. **Minutes of the June 18, 2019, Regular Meeting:** Directors Mathers/Melton moved to approve the Minutes of the June 18, 2019, Regular Meeting as presented. *Vote: Unanimously approved.*
2. **Minutes of the June 25, 2019, Special Meeting, Rate Advisory Committee:** Directors Melton/Price moved to approve the Minutes of the June 25, 2019, Special Meeting, Rate Advisory Committee. *Vote: Unanimously approved.*
3. **Financial Reports for June 2019:** L. Guisinger reported cash, less long-term debt reserves, was equal to \$12,146,531. After little discussion, Directors Melton/Reed moved to approve the Financial Reports for June 2019 as presented. *Vote: Unanimously approved.*
4. **Accounts Payable Report for June 2019:** L. Guisinger provided information on several payments. Directors Reed/Mathers moved to approve the Accounts Payable Report for June 2019 as presented. *Vote: Unanimously approved.*
5. **Call for Public Hearing – August 20, 2019, 6:00 p.m. Setting Electric Rates:** Directors Melton/Mathers moved to call for public hearing at the August Board Meeting at 6:00 p.m. for setting electric rates. *Vote: Unanimously approved.*

6. **Award Bid - Western Hills Mobile Home Park:** B. Staehely presented the information from the bid opening and for staff's recommendation to reject the one bid received. After little discussion, Directors Melton/Price moved to reject all the bids and authorize staff to solicit sealed bids for trenching and conduit installation in the Western Hills Mobile Home Park, with the bid opening to be held at the office of Columbia River PUD on August 14, 2019 at 3:30 p.m. Pacific prevailing time. *Vote: Unanimously approved.*
7. **Authorize Bid - Locating Services:** B. Staehely reviewed the background for the request to go out for bid for locating services. After little discussion, Directors Mathers/Melton moved to authorize staff to solicit sealed bids for locating services for the remainder of 2019 through September 2022, with the bid opening to be held at the office of Columbia River PUD on August 13, 2019, at 3:30 p.m. Pacific prevailing time. *Vote: Unanimously approved.*

C. ITEMS FOR DISCUSSION

1. **Mid-Year Budget Review:** Staff provided information to the Board regarding any significant variations to the budget. L. Guisinger indicated the year-end total cash forecast is at \$9.5 million, an increase of \$1.2 million over budget. There was some discussion on the inclusion of funds to mitigate a possible 2020 spill-charge built into the 2020 budget. J. Nguyen thanked staff for their work in creating the mid-year budget review. No action was taken.
2. **General Manager Retirement/Rehire:** J. Nguyen reported to the Board that with the recent changes to PERS, it was in his family's best interest for him to retire effective November 30, 2019. He would like to offer his services as General Manager effective December 1, 2019, through the end of 2021 to provide support to staff through several projects in the queue and allow a realistic time frame for the Board to get through a recruitment process.

Discussion occurred on what the next steps would be. J. Nguyen asked for an expeditious decision and consideration for staff so they are aware of how the utility will be moving forward.

Discussion occurred regarding the option of a rehire for a six month period. J. Nguyen declared that if a six month period is offered, he would have to respectfully decline as it wouldn't be fair to staff to leave mid-way through several projects. Staff was directed to schedule a succession planning consultant to meet with the Board as soon as possible and to add the topic of General Manager Retire/Rehire as an action item for the August Board meeting.

3. Reports:

- a. **Outages:** E. Crape reported there was a breaker out at one of the substations. There was also only one outage lasting over two hours.
- b. **Write-offs:** K. Dean provided information on the June write-off report, noting a year-to-date total of \$400.21 written off thus far.
- c. **Staff:** J. Nguyen circulated a thank you letter to Senator Betsy Johnson for the Board to sign.

He reported on a meeting held with BPA regarding a new substation to be located behind the headquarters building. They were most excited about the possibility of saving money on transfer fees to PGE.

We received feedback from a Rate Advisory Committee member to consider the full COSA recommendation which will be presented to the committee in August.

B. Staehely reported on the progress of the Betsy Johnson Substation and new low service issues that were discovered.

S. Wendelschafer provided an update on recruitment and announced the annual employee survey had 100% participation.

L. Lee provided an NISC update.

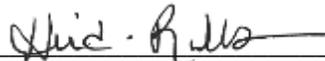
H. Ralls provided information on the PUD's participation in the upcoming county fair.

4. Board Comments: R. Mathers offered his accolades on the PUD's 2018 Annual Report.

5. Public Comment: None

There being no further business to come before the Board, the meeting was adjourned at 7:43 p.m.

Columbia River People's Utility District

By  _____
Heidi Ralls, Board Secretary