

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
July 18, 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
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
Bruce & Carolyn Shoemaker, Acti-Dyne Research

Public:

Monica Cannon	Jack Carter	Sharon Carter	Kathy Hoffman
Elva Mills	Jennifer Nelson	Annie Nguyen	Leonard Peterson

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** H. Ralls indicated Discussion Item 2 would need to be deferred to the August Board Meeting; President Carter stated there will be no Executive Session.
- 3. Public Comment:** None
- 4. Presentation – ActiDyne: Employee Survey Results:** Bruce and Carolyn Shoemaker reviewed the results of the Employee Satisfaction Survey. The survey was comprised of the same 30 questions utilized last year. All employees, excluding the General Manager were invited to participate. Out of the 47 invited, 45 responded.

The survey revealed that the three areas receiving the lowest scores included communication between peers, teamwork and cooperation across the organization and upward communication from employees to managers. The survey also revealed the three areas receiving the highest marks were fair pay for the work performed, employees knowing what is expected of them at work, and the utility places an appropriate priority

on employee safety. Mr. Shoemaker emphasized that all 30 statements had a good mean score above 6.9 out of 10.

B. ITEMS FOR ACTION

- 1. Minutes, June 20, 2017 Regular Meeting:** Directors Melton/Mathers moved to approve the Minutes of the June 20, 2017 Regular Meeting as presented. Director Mathers commented that the minutes are precise and well done. *Vote: unanimously approved.*
- 2. Minutes, June 22, 2017 Special Meeting – Rate Advisory:** Directors Mathers/Reed moved to approve the Minutes of the June 22, 2017 Special Meeting as presented. *Vote: approved with 4 votes. Director Melton abstained as he did not attend the meeting.*
- 3. Financial Reports for June 2017:** T. Pinder reviewed the financial reports for month end June 2017. Month end total cash balance including investments and long-term debt reserves is \$10,993,397. Directors Price/Melton moved to approve the financial reports for June 2017 as presented. *Vote: unanimously approved.*
- 4. Accounts Payable Report for June, 2017:** T. Pinder reviewed a number of payments and provided clarification on others. Directors Melton/Mathers moved to approve the Accounts Payable for June, 2017 as presented. *Vote: unanimously approved.*
- 5. Call for Public Hearing: August 15, 2017 - Rates:** President Carter called for a Public Hearing on rate activity at the August 15, 2017 Board Meeting at 6:00 p.m.
- 6. Award Bid: Voltage Regulators:** B. Staehely presented the evaluation information and results of the sealed bid for the purchase of 12 single-phase pole mounted voltage regulators. After some discussion, Directors Melton/Price moved to award the bid for the purchase of twelve (12), single-phase, pole-mounted voltage regulators to Anixter for the Cooper Power Systems Regulators in the total amount of \$154,111.56. *Vote: unanimously approved.*
- 7. Authorization to Bid: Trenching – Old Bunker Hill Road:** B. Staehely reviewed the request for authorization to bid for trenching. Of note, staff had requested bids which were returned at a higher cost than allowed to bid internally. After some discussion, Directors Mathers/Reed moved to authorize staff to solicit sealed bids for trenching along Old Bunker Hill Road, with the bid opening to be held at the office of Columbia River PUD on August 9, 2017 at 3:30 pm pacific prevailing time. *Vote: unanimously approved.*
- 8. Authorization to Bid: Power Transformer:** B. Staehely explained a new power transformer can take up to 44 weeks after the award of the bid to be delivered. The PUD has a goal to have the Betsy Johnson substation operational in 2018 so the bid process needs to begin soon. After some discussion, Directors Melton/Reed moved to authorize staff to solicit sealed bids for the purchase of a new power transformer with the bid opening to be held at the office of Columbia River PUD on August 30, 2017 at 3:30 p.m. pacific prevailing time. *Vote: unanimously approved.*

C. ITEMS FOR DISCUSSION

- 1. Mid-Year Budget Review:** T. Pinder opened the presentation noting this is a mid-year review of the 2017 Operating and Capital Budget. She reminded the Board that the 2017 Budget included an assumption of a 5% rate increase effective October 1. Staff provided information to the Board regarding significant variations to the budget. T. Pinder indicated the financial position of the utility is positive with the cash balance increasing. The year-end total cash forecast is at \$9.4 million, an increase of \$1.2 million over budget.

T. Pinder reviewed the cash management policy and methodology with the Board noting the results show the utility should have a total of \$8.2 million in cash. She noted that the cash management methodology will be reviewed at the August 1 rate advisory committee meeting. J. Nguyen thank Tracy and staff for all their efforts in putting this presentation together.

- 2. 401(a) Defined Contribution Plan Matching –Amend:** Deferred to the August Meeting.

3. Reports:

- a. Outages:** E. Crape indicated there was nothing significant to report.
- b. Write-offs:** M. Mullican provided information on the write-offs involving motor vehicle damage to property. Staff is looking into other options for collecting the Miscellaneous Bills.
- c. Staff:** J. Nguyen noted that escrow for the Betsy Johnson Substation land purchase is being extended out to August 1. There was an error at the county regarding the road right of way.

J. Nguyen and L. Calnon reported they attended the Cascade Tissues ribbon cutting ceremony with Director Reed. It was a good tour and there was tremendous pride from the employees who provided information on each job.

S. Wendelschafer announced Colleen Pellham was Employee of the Month for June.

L. Calnon indicated there are parking passes and time available to help in the Fair Booth. She announced the friendly Food Drive competition between Columbia River PUD and Clatskanie PUD includes Board members. The competition runs from July 15 to August 4.

E. Crape announced Jesse Hutchins and Patrick Hart will become apprentices effective August 1.

B. Staehely announced Brooke Sisco, Joint Use Coordinator, was selected to be the Board of Directors PUD Representative for the Oregon Joint Use Association. This is a tremendous benefit to the utility.

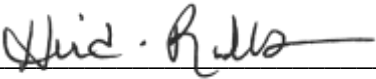
4. **Board Comments:** Director Melton thanked Director Mathers for keeping the rest of the Board abreast of the legislative issues.

5. **Public Comment:** None

6. **Executive Session:** None

There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m.

Columbia River People's Utility District

By  _____
Heidi Ralls, Board Secretary