

B. ITEMS FOR ACTION

- 1. Minutes, July 17, 2018 Regular Meeting:** Directors Melton/Price moved to approve the Minutes of the July 17, 2018 Regular Meeting as presented. *Vote: Unanimously approved.*
- 2. Financial Reports for July, 2018:** L. Guisinger reviewed the July Financial Reports, noting cash balance, less long-term debt reserves, was equal to \$11,485,093. Directors Mathers/Melton moved to approve the Financial Reports for July 2018 as presented. *Vote: Unanimously approved.*
- 3. Accounts Payable for July, 2018:** L. Guisinger reviewed several payments. The Board requested clarification on others. After little discussion, Directors Reed/Price moved to approve the Accounts Payable Report for July as presented. *Vote: Unanimously approved.*
- 4. Authorize Request for Qualifications – Insurance Agent of Record:** H. Ralls reviewed the background for the request to go out for RFQ for Insurance Agent of Record. The Board commended Hagen Hamilton for their tenacity in securing insurance for the PUD within a very small window of time after the utility's liability insurance was discontinued with little notice. Directors Price/Reed moved to Renew Chris Iverson and Gary Eastlund of Hamilton Insurance as Insurance Agent of Record for three years. *Vote: Unanimously approved.*
- 5. Authorize Request for Proposals – Audit Services:** L. Guisinger explained that it is timely to competitively review auditing services as we have reached the end of the previous contract awarded in 2013. After little discussion, Directors Mathers/Reed moved to authorize staff to issue a Request for Proposals for Audit Services under the following timeline:
 - Issue RFP for Audit Services, with RFPs due at 2:00 p.m. on October 1, 2018;
 - Review RFPs by a committee determined by the Board;
 - Top two candidates to be interviewed, if needed, by the committee;
 - Prepare committee recommendation for Board Action at the November Board Meeting.

Vote: Unanimously approved.

J. Nguyen asked if the Board would like to be involved in the process and if so, please appoint two Board members to serve on the committee. He also shared staff's suggestion that Kenneth Kuhns and Co. not be interviewed if they were one of the top two candidates as they have been the PUD's auditor for many years and staff is familiar with their process.

The Board appointed the President Carter and Director Reed to serve on committee to review the RFP's with Director Melton to serve as an alternate.

- 6. Bid Authorization: Pole and Meter Base Inspection / Treatment:** B. Staehely provided background information on the request to go out for bid for pole and meter base inspection and/or treatment and reviewed the history of the PUD's pole inspection program. After little discussion, Directors Melton/Mathers moved to authorize staff to solicit sealed bids for a two-year unit price contract to inspect and treat poles and inspect meter bases in 2019 and 2020, with the bid opening to be held at the office of Columbia River PUD on September 20, 2018 at 3:30 p.m. pacific prevailing time. *Vote: Unanimously approved.*

7. **Policy 2-20: Release of Public Records – Amend:** H. Ralls indicated the requested amendment is to update the citations listed under Procedure to coincide with current references under ORS 192. After little discussion, Directors Melton/Reed moved to amend Policy 2-20, Release of Public Records, to reflect the current ORS citations. *Vote: Unanimously approved.*
8. **City of St. Helens – LED Street Light Project:** J. Nguyen reviewed the background and history of events leading up to the discussion of the City of St. Helens LED Street Light Project. He also reviewed the recommendation the Board Management Advisory Committee is bringing before the Board. Discussion occurred on the calculation of the self-funded incentive including the definition of the bus bar. Director Reed wanted to set the record straight that the utility followed proper procedure and did not act behind closed doors. The Board concurred that the PUD has a desire to do what is right and maintain a good working relationship with the City of St. Helens. After considerable discussion, Directors Price/Reed moved to accept and implement the Board Management Advisory Committee recommendations:
- a. The PUD understands that the City did not budget this year for a change in the lighting rates. It was recommended that the City receive a deferral of payments for its lighting usage between July 1, 2018 thru June 30, 2019, equal to the additional charges incurred as a result of the recent lighting rate increase. The cumulative charge would be added to the City's July, 2019 bill (approximately \$17,000).
 - b. The PUD appreciates the City's efforts to be energy efficient, and to provide a safe nighttime environment for its residents. It was recommended that the City receive an additional self-funded incentive for the completed LED Street Light Project in the amount of \$47,544.65. This amount is based on a \$0.10 per kWh times the estimated 475,446.52 annual kWhs saved at bus bar.

The Committee further recommended that the lighting rates remained the same through September 30, 2019. Rates would be evaluated again during the PUD's 2019 rate review process and COSA, and with subsequent rate reviews.

Vote: Unanimously approved.

C. ITEMS FOR DISCUSSION

1. Reports:

- a. **Outages:** E. Crape noted the report is a bit misleading, we did not have a customer out for 38 hours in the middle of July. The crew made a repair at a place of business that did not operate over the weekend, when they returned on Monday, it was discovered power had not been completely restored; we immediately responded with additional repairs.
- b. **Write-offs:** K. Dean reported the write-offs of \$1,640.19 included \$471.08 from a miscellaneous billing that had not been collected.
- c. **Staff:** J. Nguyen reported the Leadership Team held a retreat to establish the framework of the 2019 Budget. The first draft will be presented to the Board at their retreat on September 18. Staff will utilize Board input to formulate subsequent drafts to be presented to the Board Advisory Committee at the October 2 and October 23 Budget Advisory Committee meetings. The final draft will be presented at the December Board meeting for adoption.

S. Wendelschafer announced the Customer Accounts Department was chosen as Employees of the Month. Casey Rea was promoted to Meter Relay Lineman. She provided a status update on recruitments.

L. Lee provided an NISC update, September 5 will be the "sales to implementation" call, and then the official kick-off call with the Project Manager is scheduled for September 19. He offered thanks to Lil and Kristen for their diligence in reviewing the contract.

B. Staehely provided an update on the Betsy Johnson Substation indicating the fence is currently being installed along with some conduit, he is still working with PGE on the tap line, and delivery of the transformer is tentatively set for September 12. J. Nguyen noted that our section of the substation is expected to be complete in December with the substation dedication potentially set for spring.

- 2. Board Comments:** Director Mathers reported on the CCET tourism initiative meeting in Rainier, he found it to be encouraging.

Director Melton commented that it was nice to see good scores on the Acti-Dyne. He commended staff on the good teamwork with the NISC project.

- 3. Public Comment:** None

There being no further business to come before the Board, the meeting was adjourned at 7:42 p.m.

Columbia River People's Utility District

By 
Heidi Ralls, Board Secretary