

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT**  
**Special Meeting – Retreat/Workshop**  
**September 12, 2017**

The Special 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 1:01 p.m. Notice was provided to the press. The following individuals were present:

**Directors:**

Jake Carter  
Craig Melton  
Harry Price  
Debbie Reed

**Staff:**

Libby Calnon, Community & Public Relations  
Rick Calnon, IT  
Eli Crape, Operations  
Kristen Dean, Customer Accounts  
Tim Lammers, Energy Services  
John Nguyen, General Manager  
Tracy Pinder, Accounting & Finance  
Heidi Ralls, Administration  
Branden Staehely, Engineering  
Sonia Wendelschafer, Human Resources

**Public:**

Courtney Vaughn, Spotlight

John Nguyen advised the purpose of the meeting is for Staff to engage the Board with the budgeting process for 2018; he requested the 5-year Strategic Plan Update discussion be moved to the top.

- 1. 5-Year Strategic Plan Update:** J. Nguyen reviewed each objective of the strategic plan and provided details on the measurable ways each of the objectives have been met in 2017. He noted there is a commitment to update the plan every two years with the next update scheduled to begin spring of 2018 to potentially be adopted with the 2019 budget.
- 2. 2018 Operating & Capital Budget – 1<sup>st</sup> Draft:** T. Pinder proceeded to work through a full mock-up of the 2019 Budget, reminding the Board this is the first draft which will be revised as we go through the budget process. She invited the group to ask questions as they arose.

Discussion occurred regarding staffing levels and a review of the PUD’s enterprise system.

After a brief break, the meeting continued with the Engineering and Operations budget and a review of the capital budget. Of note, nearly \$2 million of the Material portion and nearly \$1million of the Contractor/Consulting portion of Engineering and Operations are for capital construction costs. There are three overhead to underground projects that have been identified within the 10 year plan that may be addressed in 2018 and load growth in the Scappoose area has driven a large portion of the increase.

T. Pinder advised the Board all residential, commercial, and government representatives from the 2017 Rate Advisory Committee have confirmed their willingness and availability to serve for the 2018 budget process. One industrial position remains vacant.

T. Pinder thanked each of her staff by name for their hard work in preparing the first draft of the budget for this meeting. J. Nguyen extended his thanks to T. Pinder and her staff for taking him literally to have this first draft as complete as it is. He also thanked the leadership team for all their contributions in creating the draft 2018 budget.

- 3. Board Priorities – 2018 Operating & Capital Budget:** J. Nguyen asked the Board if there were any priorities that should be focused on. The Board expressed an interest in getting Columbia River PUD's name out in the economic development arena and aid where possible to attract more businesses to the area.

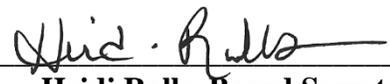
Staff discussed exploring the option of utilizing a lock-box service through U.S. Bank. This service would alleviate lag-time for posting to the bank and it would free up time for Customer Accounts Representatives to have additional positive interactions with customers. The option will be explored further while evaluating enterprising systems.

- 4. Board Advisory Committees Application Process:** L. Calnon discussed creating an application process for the selection of Advisory Committee Members as an effort to share information on advisory committee members, provide community outreach, and provide a pool of candidates to fill future vacancies.

The Board asked what staff would like to see the Board do? The response was to continue communicating back to us what is being heard in the community and to either reaffirm or provide new ideas for how the Board would like to see the utility move forward. Staff also thanked the Board for taking the time to engage in discussion during workshops and meetings as each director comes with their own unique work background and experience which provide invaluable input.

There being no further business to come before the Board, the meeting was adjourned at 5:10 p.m.

**Columbia River People's Utility District**

By  \_\_\_\_\_  
**Heidi Ralls, Board Secretary**