

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT**  
**Regular Meeting**  
**September 19, 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

**Consultants:**

Philip Griffin, Attorney

**Staff:**

Rick Calnon, IT  
Monica Cannon, Administration  
Eli Crape, Operations  
Kristen Dean, Customer Accounts  
Tim Lammers, Energy Services  
John Nguyen, General Manager  
Heidi Ralls, Administration  
Branden Staehely, Engineering  
Rachel Swanson, Acct & Finance  
Sonia Wendelschafer, Human Resources

**Public:**

Jack Carter	Sharon Carter	Joann Lammers
Jared Motherway	Jennifer Nelson	Julie Thompson

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** Executive Session is deleted.
- 3. Public Comment:** None

**B. ITEMS FOR ACTION**

- 1. Minutes, August 15, 2017 Special Meeting:** Directors Mathers/Melton moved to approve the Minutes of the August 15, 2017 Special Meeting as presented. *Vote: Unanimously approved.*
- 2. Minutes, August 15, 2017 Regular Meeting:** Directors Melton/Reed moved to approve the Minutes of the August 15, 2017 Regular Meeting as presented. *Vote: Unanimously approved.*
- 3. Financial Reports for July 2017:** R. Swanson presented the financial reports for July 2017. Year to date cash balance, less debt reserve, was equal to \$10,258,009. Directors Mathers/Price moved to approve the Financial Reports for July 2017 as presented. *Vote: Unanimously approved.*
- 4. Financial Reports for August 2017:** R. Swanson presented the financial reports for August 2017 noting the cash balance, less debt reserve, was equal to \$10,069,846.

Directors Melton/Reed moved to approve the Financial Reports for August 2017 as presented. *Vote: Unanimously approved.*

5. **Accounts Payable for August 2017:** R. Swanson pointed out \$291,000 was paid out for the purchase of substation property. She then reviewed several payments and clarified others. After little discussion, Directors Reed/Melton moved to approve the Accounts Payable report for 2017 as presented. *Vote: Unanimously approved.*
6. **Award Bid: Power Transformer:** B. Staehely reviewed the request to award the bid for the power transformer to be used in the Betsy Johnson Substation. Out of the seven bids received, Virginia Transformer Corporation submitted the lowest bid with a ship date of 20 to 22 weeks. Discussion ensued regarding the benefits of purchasing two transformers. Directors Melton/Mathers moved to award the bid to Virginia Transformer Corporation in the amount of \$483,970 for the purchase of a power transformer, they have the lowest evaluated price transformer, and to ask Virginia Transformer Corporation for a price hold for four to five months for the possible purchase of a second transformer. *Vote: Unanimously approved.*
7. **Proposed Change in Office Hours:** J. Nguyen provided background on the proposed change in office hours. If the proposed change is approved, the implementation timeline would be as follows:
  - **October 2, 2017** – Begin Customer/Vendor Communications about New Business Hours, via Newsletters, news releases, bill messages, e-bill messages, website, social media, signage around the office and pole yards, postcards for vendors and delivery persons.
  - **January 2, 2018**- Begin “Soft Close” for one month.
  - **February 5, 2018** – Full implementation of New Business Hours; closure on Fridays.

Director Price declared a potential conflict of interest with the proposed change in office hours; his daughter is an employee of the PUD.

The Board concurred the hours should reflect the most benefit to customers. After significant discussion, Directors Melton/Reed moved to change to new business hours: Monday through Thursday, 7:00 am to 5:30 pm, and follow the timeline for implementation as proposed; revise Holiday Pay to nine paid holidays of 10 hours each for a total of 90 hours of Holiday Pay with the Friday after Thanksgiving and one Floating Holiday removed. *Vote: Unanimously approved.*

8. **Appoint 2018 Budget Advisory Committee:** H. Ralls reviewed the proposed list of 2018 Budget Advisory Committee members noting there was one vacant position within the Industrial category which staff continues to recruit for. Directors Mathers/Price moved to appoint the proposed 2018 Budget Advisory Committee members with the intent to fill the Industrial position prior to the first Budget Advisory Meeting. *Vote: Unanimously approved.*

## **C. ITEMS FOR DISCUSSION**

### **1. Reports:**

**a. Outages:** E. Crape indicated only four of the 10 outages that occurred were outside regular office hours.

**b. Write-offs:** K. Dean reported net write offs for September were \$924.89.

**c. Staff:** B. Staehely provided an update on the Betsy Johnson Substation. He reported that FEMA has indicated the PUD may be eligible for reimbursements of approximately \$25,000 for the January, 2017 snow storm. There could be a time delay due to other current disaster events.

S. Wendelschafer reported Brooke Sisco was chosen as Employee of the Month for August. She also announced that Erika Sisco will begin employment with the PUD on Monday, September 25 as the HR Specialist.

T. Lammers reported there are many large energy efficiency rebate projects coming through with BPA's rate period coming to a close.

R. Calnon reported the new GIS System is on line and crews have been trained. Outage tracking is next for implementation, training is scheduled for Oct 24-26. He also reported discovery has taken place and demos have been scheduled as we move toward a new enterprise system. IT staff will be providing a demonstration of the new GIS system to the Board at a future date.

### **2. Board Comments:** Director Price commended staff on a job well done in preparation of the recent workshop.

Director Melton requested an update on the low service repairs. B. Staehely indicated he would provide details in the October staff report.

Director Mathers indicated he will be out of the country for approximately a month so will not be available to attend the OPUDA Annual Conference, Public Power Week activities, or the October Board Meeting. He thanked staff and Board for all their hard work over the last nine months.

### **3. Public Comment:** None

### **4. Executive Session:** None

There being no further business to come before the Board, the meeting was adjourned at 7:17 p.m.

**Columbia River People's Utility District**

By   
**Heidi Ralls, Board Secretary**