

**COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
November 20, 2018**

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:

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

Consultants:

Nick Herman, Counsel
Clarke Griffin, LLC

Public:

Jack Carter Sharon Carter Jennifer Nelson Courtney Vaughn, Spotlight

1. **Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
2. **Agenda – Requests for Additions or Deletions:** Director Carter requested to address Item 7: Move December Regular Meeting before Item 5: Call for Public Hearing.
3. **Public Comment:** None

B. ITEMS FOR ACTION

1. **Minutes, October 16, 2018 Regular Meeting:** Directors Melton/Reed moved to approve the Minutes of the October 16, 2018 Regular Meeting as presented. *Vote: Unanimously approved.*
2. **Minutes, October 23, 2018 Special Meeting – Budget Advisory:** Directors Mathers/Price moved to approve the Minutes of the October 23, 2018 Special Meeting – Budget Advisory as presented. *Vote: Unanimously approved.*
3. **Financial Reports for October, 2018:** L. Guisinger reviewed the financial position of the PUD. Cash balance, less debt reserves is equal to \$11,382,628 with a year to date net operating margin of \$2.5 million. Directors Melton/Mathers moved to approve the Financial Reports for October, 2018. *Vote: Unanimously approved.*
4. **Accounts Payable for October, 2018:** L. Guisinger reviewed cash disbursements and provided additional detail for several payments. After little discussion, Directors Mathers/Melton moved to approve the Accounts Payable Report for October, 2018. *Vote: Unanimously approved.*

5. **Move December Regular Meeting from December 18 to December 11:** J. Nguyen explained that state statutes require the governing body to certify the election of candidates within 40 days of the election. The 40th day is prior to the regularly scheduled meeting. In order to be in compliance, it is recommended to change the regular December meeting from December 18 to December 11. After little discussion, Directors Melton/Reed moved to change the December 18 Meeting date to December 11. *Vote: Unanimously approved.*
6. **Call for Public Hearing – 2019 Operating and Capital Budget:** Directors Melton/Mathers moved to call for a Public Hearing on December 11, 2018 at 6:00 p.m. to adopt the 2019 Operating and Capital Budget. *Vote: Unanimously approved.*
7. **Amend Economic Development Grant Program:** H. Ralls reviewed the proposed amendment. After little discussion, Directors Mathers/Price moved to approve Amended Resolution 18-02 and Economic Development Grant program Guidelines, increasing the individual grant limit to \$7,500 and increasing the proposed 2019 budget to \$37,500. *Vote: Unanimously approved.*

C. ITEMS FOR DISCUSSION

1. **General Counsel Report – Candidate Eligibility:** Counsel, Nick Herman, reported to the Board that an investigation on the eligibility of four candidates running for a seat on the CRPUD Board of Directors revealed that all four candidates met the requirements set forth in ORS 261, which governs People’s Utility Districts.
2. **Policy 1-12: Certification of Board Candidate Eligibility:** J. Nguyen provided information on the proposed change to the Certification of Board Candidate Eligibility policy. Changing the date of the report from November to September would provide time for the County Elections department to take any necessary corrective action should a candidate prove to be ineligible to hold the position of Director. The Board directed Counsel to amend the policy to include a preliminary eligibility report in September and a final eligibility report in November.
3. **Reports:**
 - a. **Outages:** B. Staehely noted each Director should have a corrected outage report. Several outages were tree related.
 - b. **Write-offs:** K. Dean reported November’s total write off amount equals \$331.56 with a year to date write off balance of \$5,091.78.
 - c. **Staff:** J. Nguyen reported NRU CEO, Roger Grey resigned to take a position as CEO of PNGC.

B. Staehely provided updates on the progress of the Betsy Johnson Substation.

J. Nguyen provided information regarding the proposed PCC campus development in Scappoose. The PUD already has facilities in the area so PCC may realize a savings in development costs.

S. Wendelschafer announced our new Billing Analyst/Customer Account Representative, Taylor OBrien, started in October and will attend the December Board meeting. Annette Looney was Employee of the Month for October.

L. Lee indicated there will be an upgrade to the internet fiber that serves the PUD. We experienced a short internet outage Monday morning due to circumstances beyond our control. He also reported the NISC project is still on schedule.

J. Nguyen provided information on BPA TC-20. The latest information indicated CRPUD may see about a 2.5% increase in transmission costs.

T. Lammers reported on the conclusion of a large lighting project with an industrial customer. The Board should expect to see the rebate in the next month or two.

- 4. Board Comments:** Director Mathers commented on the thank you note and photos from Top Notch. He also commented on the beautiful tribute given at the celebration of life for Director Price's wife.

Director Price reported his attendance at the OPUDA Board Meeting. A major point of discussion was the future of electric vehicles. J. Nguyen elaborated on potential cap and trade in Oregon and the expected ramifications as reported at the meeting.

- 5. Public Comment:** None

There being no further business to come before the Board, the meeting was adjourned at 6:42 p.m.

Columbia River People's Utility District

By 
Heidi Ralls, Board Secretary