

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
November 21, 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
Rick Calnon, IT
Kristen Dean, Customer Accounts
Tim Lammers, Energy Services
John Nguyen, General Manager
Rachel Swanson, Accounting & Finance
Heidi Ralls, Administration
Branden Staehely, Engineering
Sonia Wendelschafer, Human Resources

Consultants:

None

Public:

Jack Carter	Sharon Carter	Kathleen Hoffman
Jennifer Nelson	Annie Nguyen	Rigmor Sorenson, Chronicle
Courtney Vaughn, Spotlight		

- 1. Pledge of Allegiance:** President Carter led the Board in the pledge of allegiance.
- 2. Agenda – Requests for Additions or Deletions:** President Carter announced the addition of Action Item 10: Authorize Staff to Request Quotes for Enterprise Information System Software. No executive session is required.
- 3. Public Hearing, Rate Schedules 10, 12, 13, 14, 15, and 90:**

Open: President Carter opened the Public Hearing at 6:01 p.m.

Staff Comments: J. Nguyen reviewed the background of the proposed changes to include floating homes, boat slips, and boat houses to the named residential rate schedules as well as updating Rate Schedule 90 to reflect new business hours, current procedures, practices, fees, and safety. The proposed changes for the residential rate schedules would allow customers currently residing on the water under Schedule 20 to realize a reduction in both their customer charge and energy charges. Those customers who qualify for various special waivers would realize savings in that regard as well. He provided a detailed review of the proposed changes to Rate Schedule 90.

Public Testimony:

Proponents: None

Opponents: None

Rebuttal: None

President Carter closed the Public Hearing at 6:13 p.m.

Deliberation: Upon hearing public testimony, the Board considered the options, staff recommendation, and public input.

4. Public Comment: None

B. ITEMS FOR ACTION

- 1. Resolution 17-11: Amend Rate Schedules:** Directors Melton/Reed moved to adopt Resolution 17-11 to amend the language in Rate Schedules 10, 12, 13, 14, and 15 to include “as well as boat slips, house boats or floating homes”, and in Rate Schedule 90 as presented, rendered on all bills after January 1, 2018. Move all boat slip customers currently on general service Rate Schedule 20 to residential Rate Schedule 10. *Vote: Unanimously approved.*
- 2. Minutes – October 10, 2017 Special Meeting:** Directors Melton/Reed moved to approve the Minutes of the October 10, 2017 Special Meeting as presented. *Vote: Approved with 4 votes. Director Mathers abstained as he was not present at the meeting.*
- 3. Minutes – October 17, 2017 Regular Meeting:** Directors Reed/Price moved to approve the Minutes of the October 17, 2017 Regular Meeting as presented. *Vote: Approved with 4 votes. Director Mathers abstained as he was not present at the meeting.*
- 4. Minutes – October 26, 2017 Special Meeting:** Directors Mathers/Melton moved to approve the Minutes of the October 26, 2017 Special Meeting as presented. *Vote: Unanimously approved.*
- 5. Financial Reports for October 2017:** Directors Melton/Reed moved to approve the Financial Reports for October, 2017 as presented. *Vote: Unanimously approved.*
- 6. Accounts Payable for October 2017:** R. Swanson reviewed cash disbursements and provided descriptions and clarification on a number of payments. Directors Melton/Mathers moved to approve the Accounts Payable for October 2017 as presented. *Vote: Unanimously approved.*
- 7. Call for Public Hearing – 2018 Operating & Capital Budget:** Directors Reed/Melton moved to call for a Public Hearing on December 19, 2017 at 6:00 p.m. to adopt the 2018 Operating & Capital Budget. *Vote: Unanimously approved.*
- 8. Approve Letter of Engagement – 2017 Audit – Kenneth Kuhns:** J. Nguyen noted the Board had gone out for a RFP for Auditing Services in 2013, at which time it was awarded to Kenneth Kuhns for a period of three years with the option to extend an

additional two years after that. This is the final year of the extension. Staff is requesting the letter of engagement be approved with the intent to go out for RFP for Audit Services in 2018. After little discussion, Directors Melton/Mathers moved to approve the letter of Engagement for Kenneth Kuhns to provide auditing services for year-end 2017. *Vote: Unanimously approved.*

9. Authorize Re-Bid: NE Sawyer Street Trenching: B. Staehely reported no bids were received from the last bid, thus the request for re-bid for the services required. After little discussion, Directors Melton/Reed moved to authorize staff to solicit sealed bids for trenching along NE Sawyer Street, with the bid opening to be held at the office of Columbia River PUD on January 3, 2018 at 3:30 pm pacific prevailing time. *Vote: Unanimously approved.*

10. Authorize Staff to Request Quotes for Enterprise Information System Software: R. Calnon reviewed the request and timeline for receiving quotes for an Enterprise Information System. There was some discussion on timeline and scope of work. Directors Mathers/Reed moved to authorize staff to request quotes from qualified vendors to replace the existing Enterprise Information System. *Vote: Unanimously approved.*

C. ITEMS FOR DISCUSSION

1. General Terms and Conditions - Revisions: J. Nguyen reviewed staff's proposed changes along with the changes suggested after legal review. Of note, the Customer Assistance Review Committee section was replaced with a revised process for billing disputes as recommended by legal counsel. No action was taken.

2. New Rate Schedule 91 – Transfer Rate: B. Staehely reviewed the information provided to the Board regarding the possibility of adopting a new Transfer Rate Schedule.

3. Cash Management for 2018 Operating & Capital Budget: R. Swanson reviewed the Cash Management Policy which sets the minimum cash balance for the 2018 Operating and Capital Budget at \$8.7 million. The proposed 2018 budget reflects a projected year-end balance of \$8.04 million which is below the minimum requirement. The Board discussed options to increase the level of cash reserves which include reviewing cash levels mid-year; asking staff to go back and revise the budget; or, revising the policy to show minimum reserves set at 90 days versus a dollar amount which would allow for greater flexibility with the cash levels. The Board concurred that, based on staff's ability to conservatively manage the budget, they were comfortable waiting for the mid-year review to revisit the issue.

4. Reports:

a. Outages: B. Staehely reported October was very mild in comparison to prior years.

b. Write-offs: K. Dean reported net write-offs for November was at \$820.15.

- c. **Staff:** Sonia announced that Rachel Swanson was promoted to Senior Accountant and was selected as Employee of the Month for October.

B. Staehely provided an update on the construction of the Betsy Johnson Substation. Staff continues to work with BPA/PGE for the tap into the 115kV line and is reviewing the option of the PUD building out their own 115kV line.

J. Nguyen pointed out the winter forecast from NOAA had not changed. The forecast calls for colder and wetter weather but shorter in duration.

L. Calnon reported site visits are scheduled to review enterprise systems at various utilities in the region.

T. Lammers reported Armstrong is set to close sometime mid-2018.

- 5. **Board Comments:** Harry thanked staff for all the work done in preparation of Board meetings.
- 6. **Public Comment:** Jack Carter of St. Helens inquired of the impact the closure of Armstrong will have on the PUD.
- 7. **Executive Session:** None

There being no further business to come before the Board, the meeting was adjourned at 7:27 p.m.

Columbia River People's Utility District

By Heidi Ralls
Heidi Ralls, Board Secretary