

## **Minutes of Regular Board Meeting September 17, 2014**

A regular meeting of the Board of Directors of the Central Lincoln People's Utility District was held at the Newport Office on Wednesday September 17, 2014 at 9:00 a.m. PDT. President Matheny called the meeting to order and asked that roll be called.

Members present: Curt Abbott  
Ron Benfield  
Larkin Kaliher  
Judy Matheny  
Tom Tymchuk

Others present: Debra Smith, General Manager  
Steve Alexanderson, Senior Electrical Systems Engineer  
Brian Barth, Accounting & Finance Manager  
Sunnetta Capovilla, Executive Assistant  
Chris Chandler, Communication, Community & Econ Development Mgr.  
Dale Dawson, Senior Civil Systems Engineer  
Doug Dawson, IT & Communications Manager  
Shamus Gamache, Senior Electrical Systems Engineer  
Brandon Hignite, Power Analyst  
Dennis Hinton, Customer & Energy Services Manager  
Bruce Lovelin, Chief Engineer & Systems Engineering Manager  
Gail Malcolm, Project Manager  
Joseph Monsanto, Senior Electrical Systems Engineer  
Gary Nieborsky, Distribution, Engineering & Operations Manager  
Sue Tyler, Personnel, Compensation and Benefits Manager

### **Staff and Visitors Recognized**

President Matheny welcomed staff to the meeting.

### **Intern Presentation**

Mr. Lovelin, Chief Engineer and Systems Engineering Manager introduced his staff (Shamus Gamache, Dale Dawson, Joseph Monsanto and Steve Alexanderson) who joined the meeting to introduce and lend support to the two summer interns: Hunter Templeton and Karryn Johnson. Mr. Lovelin thanked the Board for continued support with the intern program. This year we have two civil engineering students as they were the most qualified for the program.

- Ms. Karryn Johnson, introduced by Shamus Gamache, has a Bachelor's degree from OSU in Civil Engineering, and will be continuing with her master's program, focusing on Structural Engineering. She has taken and passed the test for her FE (Fundamental Engineering) and after three years of required work experience she will take her PE (Professional Engineering) exam, and eventually the Structural Engineering exam.

- Mr. Hunter Templeton, introduced by Dale Dawson, is attending OSU, and will double major in Forestry Engineering and Civil Engineering. He plans to take his FE next spring when he graduates as well as the Fundamentals of Land Surveying exam. Then at a later date, he plans to take his PE.
- Both interns gave PowerPoint presentations and discussed the highlights of their job responsibilities this summer including SCADA upgrades; confirmation of transfer switching; creation of equipment drawings; participation in the RFP process for the panel house roof of substation 131; checked-in steel materials for the Kingwood Substation and surveyed the property to verify boundaries and recommend the best location for the new building; used Google Earth to map power poles and added code data and easement information to each.
- Both interns stated they had learned a lot from their experience working at Central Lincoln and thanked the Board for the opportunity to participate in the intern program. A brief video of the tree trimming work done by helicopter was viewed by the Board.
- Ms. Smith and the Board commented on the good work that was done and expressed appreciation for the presentations.

### **Consent Agenda**

The Board approved the following Consent Agenda items as presented:

- a) Minutes of August 20, 2014 Regular Board Meeting
- b) Vouchers for August, 2014
- c) Petty Cash for August, 2014
- d) Uncollectibles for August, 2014
- e) Directors' Cash Report as of August 31, 2014

### **Adoption of Rate Schedule 700** **Resolution No. 880**

Ms. Smith reviewed Board discussions at previous meetings surrounding both schedules 200 and 700. After further review, staff is recommending the Board adopt changes in rate schedule 700 as outlined in resolution No. 880, but recommend that no changes be made to schedule 200 at this time. After discussion, the following motion was made:

**Motion:** Mr. Benfield moved and Mr. Abbott seconded the adoption of Resolution 880. Aye: Kaliher, Tymchuk, Abbott, Benfield, Matheny.

### **October 8, 2014 Board Agenda – Toledo City Hall**

It was suggested that it might be more cost effective and efficient to change the October Board Meeting to coincide with the OPUDA Annual Conference, which is being held in Eugene from October 14-16. After discussion the following motion was made:

**Motion:** Mr. Kaliher moved and Mr. Tymchuk seconded that the next board meeting be rescheduled to 4:00 p.m. on October 16<sup>th</sup> in Eugene, provided it is not a violation to hold board meetings outside of Central Lincoln's district, in which case the original date and time of

the Toledo meeting would be held as planned. Aye: Kaliher, Tymchuk, Abbott, Benfield, Matheny. Ms. Smith will verify with legal counsel and let the Board know.

Board Meeting - 10:00 a.m. Communication and Counsel to the Board Pg. 8 & Aims/Ends Pg.1; NOC Construction Manager/General Contractor Update, Sole Source Request

Consent Agenda - Minutes, vouchers, petty cash, uncollectibles, and Directors' cash report

### **Manager's Report**

#### **Public Power Week**

Ms. Smith discussed the upcoming 28<sup>th</sup> anniversary of Public Power Week (October 6 – 10) which provides a great opportunity to communicate directly with Central Lincoln customers. Central Lincoln will host a series of Public Power Open Houses at one of our five business offices each day. Customers will have the opportunity to learn more about *MyMeter*, *MyAccount Online*, *eBill*, *QuickPay*, etc. while enjoying coffee and cookies.

#### **Four-Day Work Week Discussion**

Most of the represented employees have been participating in a pilot 4-day work week program, which will end on November 1. It is likely that it will be requested, during the bargaining process, to make this schedule permanent. Ms. Smith asked the Board their opinion on the matter. Various benefits and potential drawbacks were discussed. The Board is open to the idea, but would like more information, as well as input from the management team. It was noted that we are gathering information from three other local utilities already using the 10-hour 4-day work week and will bring this information to the Board at a future meeting.

#### **Training Day**

Ms. Smith reported on the district-wide employee training day that was held on Friday, September 5<sup>th</sup>. The focus of the training was centered on emergency preparedness both personal as well as how Central Lincoln employees would respond in the event of an actual emergency.

#### **Southwest Lincoln County Water District**

The Southwest Lincoln County Water District (SWLCWD) is interested in converting from a Water District to a Water PUD. SWLCWD is located within Central Lincoln's service territory. Pete Gintner (legal counsel for Central Lincoln) represents SWLCWD in this endeavor, and asked if the Central Lincoln Board saw this as a conflict or concern. The consensus of the Board is that there is no objection to this formation, or concern with respect to Mr. Gintner's representation of the SWLCWD.

#### **RFP for Kingwood Substation**

Central Lincoln is sending out an RFP for 115KV Circuit breakers for the Kingwood Substation. Most of the work will happen next summer. The plan is to bring the contract back

to the Board for approval at the October meeting. Engineering estimates for the project are at \$260,000.

**Franchise Update – Brian Barth**

Mr. Barth updated the Board on the City of Depoe Bay franchise negotiations. Our legal counsel has been in communication with their attorney, and indications are that there won't be an issue, but we haven't heard back. We provided an extension of the current franchise through the end of October.

Our franchise with the City of Lakeside expires in January 2015. We have made initial contact, and expect this to be resolved by December of this year.

**Directors' Discussion**

Mr. Kaliher commented that the Customer Forum held on September 12<sup>th</sup> was great, noting that Chris Chandler did an exceptional job of setting up the meeting. Customers invited to the event got a chance to ask questions and be heard. Wade Carey, Energy Services Administrator, demonstrated *MyMeter* at the end of the event. Consideration is being given to scheduling the next Customer Forum after the Holidays, when customers aren't as busy.

A review of the employee forum held last month was provided by the Board. Suggestions were made for changes next year, including a possible increased cross section of employees in attendance, and more time for the Board to hear directly from the employees.

Mr. Kaliher reported that nine proposals have been received for the 30% conceptual design services for a Newport Operations Center (NOC). He discussed the rating system used to make the selection. After discussion, Judy Matheny as Board President, formally appointed Larkin Kaliher to the NOC Committee and approved travel reimbursement per existing Board policy.

Tom Tymchuk engaged the Board in a discussion about customer service and the value and importance he places on having a Central Lincoln presence in the communities we serve.

Meeting adjourned at 2:00 p.m.

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Ron Benfield, Secretary

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Judy Matheny, President