NORTHERN WASCO COUNTY PEOPLE’S UTILITY DISTRICT
REGULAR SESSION
SEPTEMBER 3, 2019

PRESENT: Connie Karp, President
Roger Howe, Vice President
Howard Gonser, Secretary
Dan Williams, Treasurer
Wayne Jacobson, Director

President Karp called the Regular Session to order at 6:00 p.m.

The following individuals were present during the Regular Session:

Counsel: James Foster

NWCPUD Staff: General Manager Roger Kline; Assistant General Manager/Director of Power Resources Kurt Conger; Principal Engineer/Chief Innovation Officer Paul Titus; Executive Assistant Kathy McBride; Chief Financial Officer/Director of Finance & Enterprise Risk Harvey Hall; Asset/Program Manager Steve Horzynek; Operations & Engineering Manager Pat Morehart; Key Accounts Manager Justin Brock; Director of Corporate Services Cyndi Gentry; Customer Service Representative/Credit and Collections Laurie Layton; Corporate Services Assistant Lili Narciso-Garcia and Joint Use & Regulatory Compliance Manager Tom McGowan;

Visitors: City of The Dalles Manager Julie Krueger; Northern Wasco County Parks & Recreation Director Scott Baker; Emerald People’s Utility District Board of Director Brandon Jordan; and Scott Taylor

OATH OF OFFICE

General Counsel James Foster administered the Oath of Office to newly appointed Board of Director Wayne Jacobson, representing Subdivision #3. Director Jacobson’s term of office will expire on December 31, 2020.

PUBLIC COMMENT

Brandon Jordan, Emerald People’s Utility District Board Member, stated that he is here to observe how the Northern Wasco County People’s Utility District Board of Directors runs their meetings. He has been attending other PUD’s board meetings.

CONSENT AGENDA
Items contained in the consent portion of the Agenda includes the following:

- Regular Session Minutes of August 6, 2019
- Special Session Minutes of August 19, 2019
- July Outage Report
- Energy Management/Marketing Report
- Checks/Vouchers
- July Financial Report
- July Write Offs

The Board considered the approval of the September 3, 2019 Consent Agenda.

{{Director Williams moved that the September 3, 2019 Consent Agenda be approved as presented. Director Gonser second the motion; it was then passed unanimously.}}}

DIVISION UPDATES

Engineering & Operations:

Operations & Engineering Manager Pat Morehart presented the following report:

Mill Creek Road and Downtown Feeder Project:

- The Mill Creek Road and Downtown Feeder Project is moving forward as scheduled.
- Magnum Power is the contractor for the project.
- The Downtown Feeder portion of the project is over three quarters complete.
- The distribution line along the Tie Plant Road is finished.
- Contractor Magnum Power is waiting for the Union Pacific Railroad to grant access along the tracks from the east end of Tie Plant Road east to Highway 197 overpass so they can complete that part of the rebuild.
- Magnum Power brought in specialized brush clearing equipment in order to establish access to the poles located along Tie Plant Road.
- Magnum Power began working on the Mill Creek Feeder a couple of weeks after they began working on the Downtown Feeder.
- The Mill Creek Feeder Rebuild includes five plus miles of distribution line which extends to the end of Reservoir Road.
- The Reservoir Road section of the rebuild has an assortment of challenges. The crews are spread out and separated by distances of miles from one another at times making communications between crews difficult. Cell service is spotty and two-way radios are limited in those areas as well.
• To access the far side of Mill Creek, Magnum Power is using an enormous extendable forklift, which can lift their heavy machinery and materials to place them on the opposite side of the creek to set the poles and recondition.
• While crews are busy in The Dalles Watershed, several crews are busy working between Orchard Road and Reservoir Cutoff Road placing new poles and stringing new conductor.
• Two locations have been established to store equipment and materials. One area is out on Mill Creek where a property owner is allowing the use of their field. The other location is on property directly across from the District’s office on River Road. This area is serving as equipment and material storage, as well as housing for the contractors.
• The District has set up a temporary RV park with water and electric hookups to accommodate twelve separate RVs. The availability of local RV and hotel accommodations is problematic with the volume of contractors working in The Dalles and surrounding area along with this being the height of the travel season.
• The contract linemen are very appreciative of the District and have been respectful of the District’s guidelines to stay at this camping area.

Warehouse/Operations Yard:

• The District’s Warehouseman Don Dower and Utility Worker Jeff Handley have successfully accommodated the logistics of the massive material issuing for the rebuild projects of Magnum Power, the Michels Power Utility Services crew, and the District’s in-house line crew’s projects.
• Also adding to the warehouse activities was the annual Public Utility Commission (PUC) system inspections and the AMI (Automated Metering Infrastructure) Project involving the storage and issuing of 10,000 new meters.
• Dower and Handley palletized, catalogued and assigned identifying numbers to truckloads of material pole line hardware, conductor and poles. They have set up a system and schedule of issuing material out of the warehouse to all contractors that start at 6 a.m. each morning and ends at 5 p.m.
• Several months ago, the District restricted access to the warehousing and operations yard by securing the gates and requiring coordination of material pickup and deliveries by vendors and local contractors.

Other Contracted Work:

• Michels Power is providing daily transmission and distribution services for the District’s operation and has been busy with several backlot line rebuilds in hard to access areas.
• Michels Power provided service to the Dufur School remodel, the Oregon Department of Transportation office electrical upgrade, the Park Place Community underground system installation to name a few.
• Michels Power was called on to make emergency repairs to a damaged distribution line that was discovered by the contractor performing the annual Public Utility Commission (PUC) inspections.

• Osmose Utility Services has just completed the annual Public Utility Commission (PUC) inspections. They inspected 1,304 poles with only nine being fully rejected, or 0.6%.

• Osmose started on this year’s inspection cycle on June 17, 2019 and completed the inspections on August 14, 2019.

• The Joint Use Division of Osmose Utility Services is still on District property. As of August 24, 2019, they have inspected 4,900 poles, putting them at three quarters of the way through the project. The original completion date for the inspections was October 18th. Osmose now expects to be finished with the field work by September 20th.

• Joint Use & Regulatory Compliance Manager Tom McGowan is currently reconciling the data and inspecting for quality assurance. Once the data is compiled, staff can turn the data over to the contractor for pole load analysis.

• The joint use pole data, showing who is on the District’s poles, is still being merged with the mapping system for analysis.

Other:

• At one point during the middle of August, in addition to the District’s four linemen, one apprentice lineman, and District owned equipment, the following contractors and equipment were working on the District’s electric system:
  - 32 linemen, apprentices and equipment operators
  - Three (3) journeymen tree trimmers
  - Two (2) meter installers
  - Three (3) joint use pole inspectors
  - Three (3) PUC pole inspectors
  - Seven (7) distribution contractor bucket trucks
  - Six (6) distribution digger derrick line trucks
  - One (1) 90’ highline bucket truck
  - Four (4) one-ton and ton and a half service trucks
  - Two (2) backhoes
  - One (1) tracked excavator
  - Two (2) four drum line pulling winches
  - Two (2) trailer mounted three reel-line tensioners
  - Four (4) pickup trucks and a variety of auxiliary line construction equipment and
  - Supervising staff personnel
Rivertail Substation:

- Staff is currently working on a plan to place the Rivertail Substation in service to take District load.
- The District’s large customer has relinquished their commitment to continue to rent the Rivertail Substation.

Staffing:

- The District continues to advertise for qualified Journeyman Linemen.
- The District has opened a position up for a Pre-Apprentice Trainee and has an inhouse candidate that has submitted his letter of interest.

Throughout Morehart’s presentation, photographs were shown of the various projects underway in the District. Photographs shown were for the following projects: Downtown Feeder, Mill Creek & Wicks Reservoir Feeder, Warehouse and Equipment Staging, and Contract Forces – Temporary RV Park. A copy of these photographs is hereto attached and marked as Exhibit 1.

Finance:

Chief Financial Officer/Director of Finance & Enterprise Risk Harvey Hall reported as follows:

- The month of July was the first negative net income month for the District in a little over a year. Some of the drivers for this net income loss is the one-time hydro licensing fees, using up the Bonneville Power Administration (BPA) funding for the District’s conservation work, and the four (4) aMW power purchase from Northwest Energy Management System (NEMS) for District diversified customers.
- Power prices in June were $20/MWh, July was $49/MWh, August was $61/MWh, with September being a little less than August. During Quarter 4 we will see power prices back to $30.50/MWh. Hall noted that is a $90,000 swing in power costs from one month to another.
- Hall stated that the District will see another negative net income month in August due to higher power prices, expenditures in energy conservation, the loss in Rivertail Substation rent and the expensing of AMI meters.
- The District normally sees around $200,000 per month in positive net income.
- Hall projects that the District will be close to breaking even during the month of September, with some relief in October when expenses are dropping off.

Some brief discussion occurred regarding the effect to the District’s net income.

Hall reported on the following:
For the first time in July 2019, the District’s total assets reached over $100 million.

Last week was the first time District Meter Readers were encountering routes with Automated Metering Infrastructure (AMI) Meters in the route.

On August 6th the District experienced a record peak load of 134.1 MW.

Hall and Senior Financial Analyst/Contracts, Risk and Supply Chain Sue Powers attended the Special Districts Association of Oregon (SDAO) training for staff and board members. The training covered a wide range of topics, including executive sessions, discussions with a quorum, and contracts.

In August, Hall and Senior Financial Analyst Lana Egbert attended the Western Energy Institute (WEI) Forum.

Risk Inventory Interviews are scheduled this month with members of the Executive Management Team (EMT). EMT members will identify major risks that the District is facing. A questionnaire will be completed and will go in the District’s risk register. This information will be brought before the District’s Audit Risk Committee and before the Board of Directors in November.

The Board of Directors will receive a one-page summary for each policy change that is brought before the Board for their consideration. The Board will also be provided with a redline version noting the changes to the existing policy.

Power Resources:

Assistant General Manager/Director of Power Resources Kurt Conger presented a PowerPoint Presentation which showed the Pacific Northwest Reservoir System, the Bonneville Power Administration (BPA) Transmission System, Northern Wasco County PUD’s Power Cost Overview and the District’s 2018 Fuel Mix. A copy of Conger’s PowerPoint Presentation is hereto attached and marked as Exhibit 2.

Some of the highlights from Conger’s presentation are as follows:

- Conger showed a map of the Pacific Northwest Reservoir System. He pointed out the Columbia River Watershed which extends up into Canada and East into Montana. Icons around the rivers were also pointed out which are dams or power projects operated by the U.S. Corps of Engineers and/or the Bureau of Reclamation.
- Conger noted that this map illustrates the core of the federal hydroelectric power system. There are also non-federal projects located in those areas. Conger stated that the District buys quite a bit of power from federal land on federal projects.
- The next map shown by Conger was on Bonneville Power Administration’s (BPA) Transmission System. All transmission lines shown are typically 230,000 volts and higher; these are major transmission facilities. These transmission lines are on the big steel lattice towers that we see south of town and all over the Pacific Northwest.
The next slide shown by Conger is staff’s estimates on the amount that the District will pay to BPA for power expenses. The slide shows that $20 million per year will be paid to BPA for power expenses, and another $3 to $4 million for transmission services.

The District’s Purchase Power Agreements are typically with parties that are non-federal. The District may purchase energy from BPA outside of our federal contract.

Northern Wasco County People’s Utility District's hydro power production is around $1.2 to $1.6 million per year. The District jointly owns the McNary Hydroelectric Fishway Plant with Klickitat County PUD.

A megawatt hour (MWh) is equal to 1,000 kilowatt hours (kWh). A lot of the reports that Board Members will receive use kWs versus MWhs. In wholesale power, staff deals with MWhs.

BPA is the District’s largest power supplier; in a couple of years it may be non-federal power producers as District load grows.

The District's hydro power production is steady at about 80,000 MWh per year, which is a combined total with The Dalles Hydroelectric Fishway Plant and the District’s share of the McNary Hydroelectric Fishway Plant.

The District wholesale cost of energy, as shown on Conger’s PowerPoint Slide, does not include the cost of delivering the power here for distribution to District customers. An additional $4.00/MWh should be added to the wholesale cost.

The District has 30 active Power Purchase Agreements that cover this demand, both purchases and sales, from 2018-2021.

The District's 2018 Fuel Mix consists of 90% hydro, 7% nuclear, and 3% of other fuels.

General Manager Roger Kline stated that the District’s 2020 forecast is around $62 million; more than half of that amount will be for power.

Chief Financial Officer/Director of Finance & Enterprise Risk Harvey Hall stated that power is 70% of the District’s Operations and Maintenance budget.

**Corporate Services:**

Director of Corporate Services Cyndi Gentry stated that Customer Service Representative (CSR)/Credit & Collections Laurie Layton and Corporate Services Assistant Lili Narciso-Garcia will make presentations on Credits and Collections, and the District’s Pledge System.

CSR/Credit & Collections Laurie Layton presented a PowerPoint Presentation entitled Credits/Collections Before and After Process Improvements. A copy of Layton’s PowerPoint Presentation is hereto attached and marked as Exhibit 3.

Layton’s presentation explained the process improvements which have been made to delinquent notices, cut off process for non-payment, District forms, and payment
arrangements. Layton also noted future process improvements that staff would like to see implemented.

Some discussion occurred regarding customer deposits after a question was raised by President Karp.

Corporate Services Assistant Lili Narciso-Garcia presented a PowerPoint Presentation entitled Pledge System. A copy of Narciso-Garcia’s PowerPoint Presentation is hereto attached and marked as Exhibit 4.

Narciso-Garcia’s presentation explained the District’s Pledge System and the improvements made in processing pledges. A pledge is a promise to pay on behalf of the customer from an outside agency, such as Mid-Columbia Community Action Council (MCCAP), the Yakima Indian Nation, and the District’s Neighbor to Neighbor Program, which is administered by MCCAP.

In closing, Narciso-Garcia stated that the time to get this program up and running was worth it; customers do not pay the late fee, nor do they get delinquent points since pledges now appear immediately on the customer’s account. Customer accounts with balances lower than $50 do not get sent to collections.

Some discussion occurred after a question was raised by General Counsel James Foster regarding donations to customer accounts by individuals wishing to remain anonymous.

Director Gonser asked how many customers does the District have who are receiving assistance from the pledge agencies?

Narciso-Garcia stated that she does not know the exact amount. Staff is working on identifying the percentage of low-income customers.

General Manager Kline stated that in the future when staff talks about discounted rates, we may not be talking only about senior and disabled being eligible, but it may include people under a certain percentage of the poverty level. Staff is currently working on this as a potential consideration.

Director of Corporate Services Cyndi Gentry provided the Board with an update on benefit renewals. Benefit renewal rates were included in the Board Packet along with a chart illustrating the change in benefit costs overtime. Gentry noted that overtime we are seeing incredibly low insurance increases.

Gentry stated that due to health care reforms adjustments to the District’s High Deductible Medical Plan are required. The plan needs to be adjusted and the deductible increased. Currently there are only two employees under the plan. Staff is
recommending that the High Deductible Medical Insurance Plan be removed and that the current Medical PPO Plan be retained.

Gentry reported that the District has a new outside special counsel who is working on getting up to speed on the due diligence process of moving the District’s retirement services from Nationwide to the NRECA. At this time Gentry has no time line when this conversion will occur.

**Amendment to Customer Service Policy, Section 11 – Delinquent Accounts:**

Director of Corporate Services Cyndi Gentry stated that the Board has been provided with a one-page cover sheet on the proposed change to Section 11, Delinquent Accounts of the Customer Service Policy. Gentry stated that she is nowhere close to being done with updating the entire Customer Service Policy.

Gentry noted that last week staff made 16 disconnects for non-payment. Five of the 16 were AMI Meters. Staff was able to test the shut off process last week with the AMI meters.

Gentry noted that prior to the disconnects, Customer Service Representative/Credit and Collections Laurie Layton remembered that the Customer Service Policy requires staff to knock on the customer’s door to hang a door tag prior to shutting off power services. Two staff members went out to the field to hang the required door tags, prior to being able to shut off the customer’s power for non-payment. Chief Principal Engineer/Chief Innovation Officer Paul Titus and Layton worked together to make the disconnections and reconnections for the AMI meters.

Gentry noted that the proposed amendment to Section 11, Delinquent Accounts of the Customer Service Policy eliminates the requirement to hang a door tag on the customer’s door prior to shut off.

Some discussion occurred regarding the proposed amendment to the Customer Service Policy.

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{{Director Gonser moved to approve the Amendment to Section 11, Delinquent Accounts, of the Customer Service Policy as presented. Director Howe seconded the motion; it was then passed unanimously.}}
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**Key Accounts:**

Key Accounts Manager Justin Brock asked if the Board has had a chance to see the wrap on the District’s new Electric Vehicle (EV). Brock had help from Titus with the design of the EV’s wrap. The EV came with a charger. It takes almost four days to get a full charge on the electric vehicle. A level two charger is scheduled to be installed
tomorrow in the District’s warehouse where the vehicle is parked. It will give the vehicle a range of 25 miles for every hour of charge.

Brock stated that it will be easy to install a new charger if the District adds additional EVs to our fleet.

Brock showed to the Board what the electric vehicle charger looks like. He noted that one charger will be installed outside the office building for use by the public.

Next month Brock will report on the new mobile apps, which will allow customers to see their power usage and to access their account.

Some discussion occurred after questions were raised by Directors Jacobson and Williams regarding the EV charger and interest in the community to have EV charging stations installed in the local area.

Brock noted that both Mid-Columbia Medical Center and the Columbia Gorge Community College have expressed interest in EV charging stations.

Innovation & Planning:

Chief Principal Engineer/Chief Innovation Officer Paul Titus stated that the Tygh Valley Substation Rebuild Project has been delayed due to the District not yet obtaining a Conditional Use Permit (CUP) from Wasco County to relocate the Tygh Valley Substation to a better location in the area. The CUP process has passed the comment period; county staff is currently writing the staff report. There is a 12-day appeal process and then the Conditional Use Permit will be issued, if approved. Staff will be contacting the County to see if it looks like the CUP will be granted. The County did not receive any comments either for or against the District’s application.

Titus anticipates bringing to the Board at the October Board Meeting a request to award a contract for building the Tygh Valley Substation. Staff will be working with the transformer manufacturer; the transformer has already been ordered. The transformer will be stored for a later installation. The property under consideration for the relocation of the Tygh Valley Substation is unutilized land located in the Exclusive Farm Use (EFU) Zone. The District is unable to purchase the property; an easement will need to be approved between with the property owner and the District.

Titus handed out a handout on the number of AMI meters installed to date. A copy of Titus’ handout on AMI meters is hereto attached and marked as Exhibit 5.

Titus noted that the District is currently at 1,900 meters being installed versus the 1,677 listed in his handout. Utility Technician Services, District contractor, currently has three technicians working at a steady pace. Last week’s installation average was around 110 meters per day.
Titus has been working with Itron to make sure the communication network is up and running. He is also working with Southern Eastern Development Corporation (SEDC) to get the AMI meter reads into UPN.

Some discussion occurred after the Board was shown the power usage at General Manager Kline’s home.

During the discussion it was noted that the District’s contractor has had two encounters with customers not in support of the AMI meter installation during the change out in meters, one in person and one leaving a note not consenting to their meter being changed out.

General Manager Kline noted that staff has made notes on customer accounts for those customers who have expressed a concern with the installation of AMI meters.

At this time, Titus demonstrated and discussed with the Board the District’s Report IQ Data Meter Management System.

**General Manager:**

General Manager Roger Kline stated that the three items he planned to mention in his report have already been reported on this evening by staff. Those items include: The District has over $100 million in assets; the District set a new MW peak load; and the demonstration of the Data Meter Management System.

Kline noted that the District is in a state of unprecedented growth. It is a neat opportunity for the community and the District to see the amount of infrastructure reinvestment; over $50 million in capital reinvestment is planned over the next decade.

Kline pointed out that the District constructed a new substation two years ago, staff plans to expand one Substation over the next three years, and the rebuild of the Tygh Valley Substation.

Kline stated that staff is busy. The District is doing it at a very low cost with an environmentally responsible resource. The District is able to continually bring back value to the community.

**General Counsel:**

General Counsel James Foster had nothing to report.

**NEW BUSINESS**
Consideration of amending 2019 Pole Contact Rates:

Joint Use & Regulatory Compliance Manager Tom McGowan and Chief Financial Officer/Director of Finance & Enterprise Risk Harvey Hall addressed the Board regarding staff’s recommendation to amend the 2019 Pole Contact Rates.

McGowan stated that the 2019 Pole Contact Rates of $16.47 Compliant and $19.84 Non-Compliant were adopted by the Board on May 7, 2019, effective July 1, 2019. Staff is recommending that the Pole Contact Rates adopted in May be revised.

McGowan noted that staff did a more detailed analysis of the pole contact rates after one of the District’s attachment customers questioned the calculation. Staff concluded that the customer had a valid point. The District included customer owned poles, over 100, in the calculation which created the higher rate.

McGowan described the three components in determining the pole contact rates, which are all described in the Oregon Administrative Rules; average pole height, bare pole cost, and a carrying charge. The cost of the bare pole was not being questioned by the customer; it was the average pole height. Staff has determined that the District is charging a higher rate than we should be. The Pole Contact Rates need to be amended to $15.10 Compliant and $17.88 Non-Compliant.

Hall stated that one District customer was invoiced in July. Every other customer is billed in January. The District will send the customer who is billed in July a revised invoice.

Hall noted that the decrease in the District’s Pole Contact Rates impacts the District net income by approximately $9,000. This is based on $112,000 per year, which is being adjusted down to $103,000.

Hall stated that the District has a lot of 25-foot poles, which have communication attachments on them. One concern is that you cannot get any communication attachments on these smaller poles since there is no room to do so.

Director Gonser stated that he likes the approach staff took in this matter.

{{{{Director Williams moved to amend the following Pole Contact Rates, effective July 1, 2019: $15.10 Compliant and $17.88 Non-Compliant. Director Gonser seconded the motion; it was then passed unanimously.}}}}

General Counsel Foster stated that this is one incident that the District is subject to the Public Utility Commission (PUC). The District is not subject to PUC’s regulations, except for pole attachments.
Notice of Intent to award the Pole Load Analysis Reports Project Contract:

Joint Use & Regulatory Compliance Manager Tom McGowan went over his memorandum regarding the Pole Load Analysis (PLA) Request for Proposal. A Request for Proposal was issued back in July 2019. A total of ten responses were received, five were evaluated. The five proposals with a per pole price of over $52.00/pole were not evaluated due to the cost being too exorbitant. EASE Specialties submitted a proposal at $15.00 per pole.

McGowan noted that EASE Specialties is very interested in the District’s project. To mitigate any potential risk to the District, EASE Specialties agreed to have check ins as they complete the load analysis. The District will be able to see what EASE Specialties is producing and the quality of their work. If the District is not satisfied the contract could be terminated.

The total price from EASE Specialties is $102,000. This project is not included in the 2019 budget. EASE Specialties has agreed to hold this proposal amount until January 2020. The cost for this project has been included in the District’s proposed 2020 Budget.

McGowan noted that the Principal Engineer with EASE Specialties is well versed in the software that the pictures were taken in. The District will make available the pole attachment audit and all photos, in addition to giving them read only remote access to Futura and the GIS System, which will allow them to do the analysis on the computer.

McGowan stated that no action from the Board is required.

Notice of Intent to award the Transmission and Distribution 2019-2020 Contract:

Operations and Engineering Manager Pat Morehart stated that the District has had a contract crew working daily due to not being able to hire qualified workers. Staff is asking that the Board approve a Contract for one year, with an option to renew for three years to bring Michels Power contract crew back.

Morehart noted that staff received back six responses to the District’s Request for Proposals for the Transmission and Distribution 2019-2020 Contract. The qualifications to do the work was not based on price alone. It was also based on equipment, availability of crew and equipment.

Morehart noted that Michels Power was the lowest responsible bidder. He asked that the Board approve awarding the Transmission and Distribution Utility Service 2019-2020 Contract with the option to renew for two additional years to Michels Power.
Director Howe moved to award the Transmission and Distribution Utility Service 2019-2020 Contract to Michels Power for a one-year term, with the option to renew the contract for an additional two years; said approval is subject to General Counsel’s review. Director Williams seconded the motion.

Some discussion occurred regarding the factors considered when staff recommended awarding the bid to Michels Power who was the second highest bidder.

Operations & Engineering Manager Morehart stated that availability of equipment, time to deploy, and experience with these types of contracts were taken into consideration. The low bidder was Electric Utility Service. They have a slim staff, no track record doing this type of work, and no evidence that they have the equipment to do the work.

Morehart noted, after a question was raised by Director Williams, that Michels Power has a four-man crew; Journeyman and cold and hot apprentice. The District is able to keep Michels Power on the job. The District does not have to worry about vacations or staff calling in sick.

Morehart stated that the District is still looking for qualified workers to come here to work. The dock crew is becoming a trend in the electrical industry.

The vote was called for. The motion passed unanimously.

### OLD BUSINESS

Consideration of request to provide funding assistance for the Riverfront Trail Maintenance and Repair Project:

General Manager Kline stated that the Board of Directors has been provided with his memorandum regarding the request to provide funding assistance for the Riverfront Trail Maintenance and Repair Project. A copy of Kline’s memorandum is hereto attached and marked as Exhibit 6.

Director Howe asked Kline to reiterate what the District is doing with franchise fees and what is the District’s relationship with the City of The Dalles.

Kline responded by stating that 3% of the District’s revenue is transferred to the City of The Dalles from franchise fees. There is an Oregon rule about the maximum amount that can be charged in franchise fees.
As to recent partnerships with the City of The Dalles; Kline noted the Electric Vehicle Charging Station Project, the City's support of the District's temporary RV housing, and the future partnership in underground utilities in the downtown corridor.

Kline also noted that District staff did a project during Volunteer Day out at the Riverfront Trail Parking Lot and that the Riverfront Trail has been included on the employees' walking map.

Director Gonser asked several questions of City of The Dalles Manager Julie Krueger.

City of The Dalles Manager Julie Krueger responded by stating that the City Council has approved a maximum of $100,000 for the sealing of the Riverfront Trail. The funding will come from the City's LID Special Assessment Fund.

Krueger does not believe that the City Council will reduce their funding commitment to $50,000 if Northern Wasco County People's Utility District contributes $50,000. Krueger noted that they are meeting with the Port of The Dalles, Wasco County and one private partner regarding the Riverfront Trail Maintenance and Repair Project. Krueger stated if they get to the $300,000 earmark, they could reduce everyone's contribution.

Director Gonser stated that we know that the District pays in excess of $1 million per year in franchise fees. Those franchise fees will increase as the District's power use increases. That is almost like a double hit to our customers.

Northern Wasco County Parks & Recreation District Director Scott Baker stated that he has only been here a short time, but the Riverfront Trail Committee, which is a nonprofit, consists of dedicated individuals that have met for decades. The Riverfront Trail is their project. Northern Wasco County Parks & Recreation District, City of The Dalles, Wasco County and Northern Wasco County People's Utility District all help, however they are under no obligation to contribute.

Baker stated that the Riverfront Trail is for everyone in the community. The trail is owned by the nonprofit. The Riverfront Trail Committee is the driver of this funding effort.

Director Gonser stated that he is not saying that he is against the contribution in funding.

Some discussion occurred after a question was raised by General Counsel James Foster regarding ownership of the property where the trail is located.

Director Howe stated after reading General Manager Kline's memorandum he feels the positives of the project far outweighs the negatives. He likes the relationship that the District has with the City of The Dalles. Director Howe is in favor of contributing the whole amount of $50,000.
Director Williams stated that he is not opposed to what the Riverfront Trail Committee is trying to do. He asked if they have considered a Local Improvement District (LID) that assesses everyone that fronts the Riverfront Trail on an annual basis.

Krueger stated that it is not the City's role to establish and put in to place a Local Improvement District. It was her thought to go out to seek funding assistance from others in the community. If someone does not step up to assist in the cost of the needed repairs the Riverfront Trail will go away.

Director Howe asked how long the repairs would last.

Krueger noted that they would make the needed repairs and would then seal coat the entire trail for a life expectancy of 20 years.

Baker noted that the Riverfront Trail Committee had a goal to have a sinking fund, however they have not been able to get there due to limited donations. They just do not have enough funds to keep up with ongoing repairs.

Further discussion occurred.

Director Howe feels that the Riverfront Trail is an asset to the City of The Dalles.

President Karp stated that it is only natural for the District to be a part of the project due to the District office complex being located adjacent to the Riverfront Trail.

Director Gonser stated that he would like to see the District contribute $25,000 and see what other donations are raised for the project.

Krueger noted that she has approached Google.

{{Director Howe moved that Northern Wasco County People's Utility District contribute $50,000 towards the Riverfront Trail Maintenance and Repair Project. Director Jacobson seconded the motion; it was then passed unanimously.}}

Krueger noted if they are able to raise up to $300,000, they will not ask for the entire amount.

Consideration of request to provide additional funding for the District's Energy Conservation Department Budget for 2019:

This item has been removed from the Agenda. No action is needed by the Board of Directors.
BOARD REPORTS / ITEMS FROM BOARD MEMBERS

No reports were provided this evening by members of the Board of Directors.

MISCELLANEOUS

Director Gonser asked Emerald People’s Utility District Board of Director Brandon Jordan to tell the Board what he has been doing.

Director Brandon Jordan stated that he was working with Oregon Representative Marty Wilde as a Policy Advisor this last legislative session. Jordan noted what his duties in this position included and the various projects and legislative bills that he worked on under Representative Wilde.

Director Howe asked Director Jordan what Emerald PUD’s pays in franchise fees.

Director Jordan responded by stating that most city franchise fees are 5%, but Coburg was grandfathered in at 7.5%.

Some brief discussion occurred on how the utilities handle franchise fees after a question was raised by Director Jordan.

The Board recessed at 8:30 p.m.

At 8:42 p.m. the Board reconvened.

At 8:43 p.m. President Karp recessed the Regular Session to convene into Executive Session as authorized by ORS 192.660 (2)(g) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations and ORS 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Those present for the Executive Session included the Board of Directors; General Counsel James Foster; General Manager Roger Kline; Assistant General Manager/Director of Power Resources Kurt Conger; Chief Principal Engineer/Chief Innovation Officer Paul Titus; Executive Assistant Kathy McBride; CFO/Director of Finance & Enterprise Risk Harvey Hall; Key Accounts Manager Justin Brock; Director of Corporate Services Cyndi Gentry; and Operations & Engineering Manager Pat Morehart.

At 8:59 p.m. the Board adjourned from Executive Session to return to Regular Session.
APPROVAL OF FUTURE MEETINGS/TRAVEL/OR RELATED MATTERS

September 4, NEMS, NESC, NIES Board Meeting – Howard Gonser, Roger Howe, Dan Williams and Wayne Jacobson
September 4, PPC Forum – Howard Gonser, Roger Howe, Dan Williams and Wayne Jacobson
September 5, PPC Executive Committee Meeting – Howard Gonser, Roger Howe, Dan Williams, Connie Karp and Wayne Jacobson
September 25-26, OPUDA Conference – Connie Karp, Roger Howe, Howard Gonser, Dan Williams and Wayne Jacobson
September 27, OPUDA Board Meeting - Connie Karp, Roger Howe, Howard Gonser, Dan Williams and Wayne Jacobson
October 1, PUD Board Work Session – Connie Karp, Roger Howe, Howard Gonser, Dan Williams and Wayne Jacobson
October 2, PPC Forum – Roger Howe, Howard Gonser, Dan Williams and Wayne Jacobson
October 3, PPC Executive Committee Meeting – Connie Karp, Roger Howe, Howard Gonser, Dan Williams and Wayne Jacobson?
October 18, OPUDA Board Meeting – Connie Karp, Roger Howe, Howard Gonser, Dan Williams and Wayne Jacobson

There being no further business the meeting adjourned at 9:03 p.m.

[Signature]
President

ATTEST:

[Signature]
Secretary
Downtown Feeder Project
Mill Creek & Wicks Reservoir Feeder Project
Warehousing & Equipment Staging
Contract Forces - Temporary RV Park
Power Resources Division

Board Report

September 3, 2019
Bonneville Power Administration Transmission System
## NWC Power Cost Overview

NWC currently manages 30 active power purchase agreements covering power demand from 2018-2021.

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPA Power</td>
<td>$19.8 M</td>
<td>$20.1 M</td>
<td>$20.3 M</td>
<td>$20.5 M</td>
</tr>
<tr>
<td>Power Purchase Agreements (PPAs)</td>
<td>$7.5 M</td>
<td>$11.7 M</td>
<td>$18.8 M</td>
<td>$25.5 M</td>
</tr>
<tr>
<td>NWC Hydro Power Production</td>
<td>$1.2 M</td>
<td>$1.3 M</td>
<td>$1.4 M</td>
<td>$1.5 M</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27.3 M</strong></td>
<td><strong>$31.8 M</strong></td>
<td><strong>$37.7 M</strong></td>
<td><strong>$46.0 M</strong></td>
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</table>

### MWh (1 MWh = 1,000 kWh)

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPA Power</td>
<td>580,000</td>
<td>580,000</td>
<td>585,000</td>
<td>585,000</td>
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<tr>
<td>Power Purchase Agreements (PPAs)</td>
<td>242,000</td>
<td>343,000</td>
<td>500,000</td>
<td>795,000</td>
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<tr>
<td>NWC Hydro Power Production</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>902,000</strong></td>
<td><strong>1,003,000</strong></td>
<td><strong>1,165,000</strong></td>
<td><strong>1,460,000</strong></td>
</tr>
</tbody>
</table>

### Weighted Cost per MWh

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Cost per MWh</td>
<td>$30.27</td>
<td>$31.70</td>
<td>$32.36</td>
<td>$31.51</td>
</tr>
</tbody>
</table>

Note: Values are rounded estimates. Does not include BPA Transmission at approx. $4.00/MWh.
Northern Wasco County People's Utility District's Fuel Mix is over 91% Renewable Energy and has less than .02% of coal in its energy portfolio.
Credit/Collections

Before and After Process Improvements
Delinquent Notices Before...

- Run Batch Report
- Send File to Printer
- Load & Print Notices
- Tear Notices Apart
- Stuff Envelopes
- Run through Postage Machine
- Check that Postage is on Each Envelope
- Finally take to Post Office to Mail
- Approximate Time to Process: 1½ Hour’s
Delinquent Notices After Process Improvements

- Run Batch Report
- Send to Arista to Mail to Customers
- Save Files Electronically
- Approximate Time to Process - 5 Minutes
Cut-Off Process
Before…

- Run Batch Report
- Print Cut-Off Cards
- Manually Enter Amount on Card to Collect for Linemen
- Type Inserts for Door Tags
- Manually Fill out Each Door Tag
- Create List for Linemen of All Cut-Off’s for the Day
- Enter Disconnect Non-Pay Service Orders
- Approximate Time to process - 2 hours
Example Forms Before Improvements...

- Cut-Off Card
- Insert for Door Hanger
Continued...

- Cut-Off List for Linemen

<table>
<thead>
<tr>
<th>BALANCE DUE</th>
<th>NAME</th>
<th>ADDRESS AMOUNT DUE</th>
<th>ACCOUNT # METER #</th>
</tr>
</thead>
<tbody>
<tr>
<td>$777.77</td>
<td></td>
<td>$777.77 + $75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$852.77</td>
<td></td>
</tr>
<tr>
<td>$431.08</td>
<td></td>
<td>$239.44 + $75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$314.44</td>
<td></td>
</tr>
<tr>
<td>$237.35</td>
<td></td>
<td>$98.60 + $75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$173.60</td>
<td></td>
</tr>
<tr>
<td>$229.95</td>
<td></td>
<td>$121.87 + $75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$196.87</td>
<td></td>
</tr>
</tbody>
</table>
Continued

❖ Cut-Off Card
Cut-Off Process After Improvements...

- Run Batch Report
- Print Cut-Off Cards
- Create Excel List from UPN for Linemen
- Enter Disconnect Non-Pay Service Orders
- Save Files Electronically
- Approximate Time to Process: ½ Hour
Forms After Process Improvements...

- Cut-Off List for Linemen

<table>
<thead>
<tr>
<th>CYC</th>
<th>MESSAGE</th>
<th>CONTACT</th>
<th>MBR SEP</th>
<th>NAME</th>
<th>SRV ADDRESS</th>
<th>METER</th>
<th>AMT DUE</th>
<th>FEE'S</th>
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<tbody>
<tr>
<td>205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$92.50</td>
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<td></td>
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<tr>
<td>205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$126.02</td>
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<td></td>
</tr>
<tr>
<td>240</td>
<td></td>
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<td>$113.30</td>
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<td>240</td>
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<td>$145.85</td>
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<td></td>
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<td>$132.37</td>
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<td>245</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$88.98</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Continued...

- Cut-Off Card
- Door Tag
Payment Arrangements before...

- Determine 15% of Past Due
- Set up Arrangement for Current Bill Plus the 15%
- Check Arrangement- if Paid Close and Enter Another Arrangement with Due Date of Next Bill to go Out (This arrangement was to keep them off delinquent list)
- Once the New Bill Amount is Determined- Close the Previous Arrangement and repeat process by Entering a New Arrangement with the New Current Bill amount.
- Do this Each Month Until Bill Paid in Full
- Close Most Arrangements Manually
Arrangements after Process Improvements...

- Enter Special Arrangement for Total Time (Usually takes around 6 months to pay off at 15% of past due balance)
- Enter Additional Monthly Installment Payments
- UPN will Automatically Enter in Current Bill Each Month
- Once completed UPN will Automatically Close Arrangement
- No more Baby Sitting Arrangements - (If Customer doing their part, UPN does the rest)
- Fewer Arrangements to Close
### Example of a Special Arrangement

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Type</th>
<th>Amount Due</th>
<th>Amount Paid</th>
<th>Balance</th>
<th>Paid Date</th>
<th>Nbr Pay</th>
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<tbody>
<tr>
<td>03/11/19</td>
<td>Bill / Balance</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>04/08/19</td>
<td>Bill / Balance</td>
<td>154.36</td>
<td>154.36</td>
<td>.00</td>
<td>04/04/19</td>
<td>1</td>
</tr>
<tr>
<td>04/08/19</td>
<td>Spl Arr Inst</td>
<td>42.00</td>
<td>42.00</td>
<td>.00</td>
<td>04/04/19</td>
<td>1</td>
</tr>
<tr>
<td>05/09/19</td>
<td>Bill / Balance</td>
<td>76.36</td>
<td>76.36</td>
<td>.00</td>
<td>05/07/19</td>
<td>1</td>
</tr>
<tr>
<td>05/09/19</td>
<td>Spl Arr Inst</td>
<td>42.00</td>
<td>42.00</td>
<td>.00</td>
<td>05/07/19</td>
<td>2</td>
</tr>
<tr>
<td>06/08/19</td>
<td>Bill / Balance</td>
<td>47.89</td>
<td>47.89</td>
<td>.00</td>
<td>06/07/19</td>
<td>1</td>
</tr>
<tr>
<td>06/10/19</td>
<td>Spl Arr Inst</td>
<td>42.00</td>
<td>42.00</td>
<td>.00</td>
<td>06/07/19</td>
<td>2</td>
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<tr>
<td>07/10/19</td>
<td>Bill / Balance</td>
<td>46.62</td>
<td>46.62</td>
<td>.00</td>
<td>07/10/19</td>
<td>1</td>
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<tr>
<td>07/10/19</td>
<td>Spl Arr Inst</td>
<td>42.00</td>
<td>42.00</td>
<td>.00</td>
<td>07/10/19</td>
<td>2</td>
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<tr>
<td>08/08/19</td>
<td>Bill / Balance</td>
<td>55.60</td>
<td>55.60</td>
<td>.00</td>
<td>08/08/19</td>
<td>1</td>
</tr>
<tr>
<td>08/08/19</td>
<td>Spl Arr Inst</td>
<td>42.00</td>
<td>42.00</td>
<td>.00</td>
<td>08/08/19</td>
<td>2</td>
</tr>
<tr>
<td>09/09/19</td>
<td>Spl Arr Inst</td>
<td>42.00</td>
<td>42.00</td>
<td>42.00</td>
<td>08/08/19</td>
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<td>22.41</td>
<td>0</td>
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</tbody>
</table>
Process Improvements on the Wish List...

- Delinquent Notification on Customer Statement (So no more Separate Notices)
- FTKA (Failed to Keep Agreement) to be Mailed by Arista
- Dun Letters 1 (Nice Letters) to be Mailed by Arista
- Dun Letters 2 (Not so Nice…10 Day Collection Letter) to be Mailed by Arista
- Round-Up Program with funds allocated to Neighbor to Neighbor
- Online Utility Exchange- (Runs soft Credit Checks therefore would simplify Customers Deposits, also works Seamlessly with UPN and would automate the Collection Process.)
Any Questions?
Pledge System
Lili Narciso-Garcia | September 3rd, 2019
Previous pledge procedure

Received pledge from MCCAC
Create Misc. service order
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>SO Number</td>
<td>21188</td>
</tr>
<tr>
<td>Job Number</td>
<td></td>
</tr>
<tr>
<td>Mix Sw</td>
<td></td>
</tr>
<tr>
<td>Customer</td>
<td>Yard Light</td>
</tr>
<tr>
<td>Name</td>
<td>GARCIA ANTONIO CESAR</td>
</tr>
<tr>
<td>C/O</td>
<td>LUI GARCIA</td>
</tr>
<tr>
<td>Address</td>
<td>THE DALLES OR</td>
</tr>
<tr>
<td>Zip</td>
<td>97058</td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Pager</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Email 1</td>
<td></td>
</tr>
<tr>
<td>Email 2</td>
<td></td>
</tr>
<tr>
<td>Fees/Deposits</td>
<td></td>
</tr>
<tr>
<td>Member Fee</td>
<td></td>
</tr>
<tr>
<td>Misc Charge</td>
<td></td>
</tr>
<tr>
<td>Consumer Dip</td>
<td></td>
</tr>
<tr>
<td>Other Charge</td>
<td></td>
</tr>
<tr>
<td>Active MOVY</td>
<td>5/19</td>
</tr>
<tr>
<td>Owner</td>
<td>Yes</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Rate Seq</td>
<td>110</td>
</tr>
<tr>
<td>Site Add</td>
<td></td>
</tr>
<tr>
<td>Pole Nbr</td>
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</tr>
<tr>
<td>Distct</td>
<td>10</td>
</tr>
<tr>
<td>Meter</td>
<td>36716</td>
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<tr>
<td>Demand</td>
<td>Not Demand</td>
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<tr>
<td>Inventory</td>
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<td>Outdoor Lights</td>
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<td>LG</td>
</tr>
<tr>
<td>Department</td>
<td>CUST</td>
</tr>
<tr>
<td>District</td>
<td>TO</td>
</tr>
<tr>
<td>Route To</td>
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<tr>
<td>Print To</td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td></td>
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CREDIT & COLLECTIONS

SO NBR: 51876

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<tbody>
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<td>GARCIA ANTONIO CESAR</td>
</tr>
<tr>
<td>Address</td>
<td>THE CALLES CT</td>
</tr>
<tr>
<td>Zip</td>
<td>97008</td>
</tr>
<tr>
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<td>10</td>
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<tr>
<td>Class Code</td>
<td>10</td>
</tr>
<tr>
<td>Description</td>
<td>Rate Code</td>
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</table>

Fees / Deposits / Charges

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<tr>
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</thead>
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<tr>
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Location Information

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<tr>
<td>Longitude</td>
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<tr>
<td>Branch</td>
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<tr>
<td>Type</td>
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</table>

Consumer Yard Lights

<table>
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Meter Information

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<tr>
<td>kWh</td>
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<tr>
<td>Day</td>
<td>5</td>
</tr>
<tr>
<td>Month</td>
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</tr>
<tr>
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Notes

<table>
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</thead>
<tbody>
<tr>
<td>KVA</td>
<td>50.0</td>
</tr>
</tbody>
</table>

THU, AUG 8, 2019, 03:54 AM
per cap $355.00, L10-2010
Must Mark Cust Cutoff Exempt, to avoid Disconnect non-pay.

Customer will still receive late fees and delinquent notices
Service order appears on the customer’s account.
Once payment is received and applied to the account, one must close Misc. Service order.
Must enter note as to why Service order is being closed
Customers account will no longer show open service order.
Finally you must remember to remove cutoff exempt from customers account.
New and Improve pledge system
• Pledge will immediately appear on customers account
Applying payment to customers account once it is received.
Pledge will be no longer appear on the customers account.
Finally, we provide finance with a report of the payments that were entered that day.
I would like to thank Marijane Thompson and Keith Michaels for all their help and guidance to make this project successful.
DATE: August 29, 2019

TO: Directors Gonser, Howe, Jacobson, Karp, & Williams

FROM: Roger M. Kline, General Manager

SUBJECT: River Front Trail – funding request and options

Background

During the August 2019 NWCPUD Board meeting, a presentation was made by representatives from the City of The Dalles (COTD) and Northern Wasco County Parks & Recreation District (NWCPRD) requesting funds to repair the River Front Trail community asset which adjoins NWCPUD offices and property. After the presentation and request the Board directed GM Kline to verify funding availability and provide options for their consideration. This memo intends to accomplish same.

Funding

The amount requested for the River Front Trail is fifty-thousand dollars ($50k). These one-time funds would be used to seal the trail. For accounting purposes, these funds would be considered “expense” dollars as opposed to “capital” dollars as we are not the entity that owns the asset nor reinvesting in it directly.

The District is currently experiencing revenues greater than expenses by approximately two-million, one-hundred ninety-eight thousand dollars ($2.198M to the positive) year to date, with expectations to finish the year in the positive.

Options:

A. Do nothing – do not participate in funding repairs of this community asset

B. Full funding – pass a motion directing staff to transfer $50k of utility budget in support of this community asset, as requested.

C. Partial funding – pass a motion directing staff to transfer a lesser amount of utility budget in support of this community asset.
Other Data for Consideration:

City of The Dalles has committed one-hundred thousand dollars ($100k) of funding to this project.

NWCPUD will transfer approximately one-million, one hundred twenty-six thousand dollars ($1.126M) in franchise fees to COTD in 2019.

Both COTD and NWCPRD have been excellent community partners to NWCPUD supporting our projects such as RiverTrail substation & parking area at the trail head, Lewis & Clark Park Electric Vehicle Charging Station, temporary RV Parking for our contract forces, as well as the future planning for downtown utility undergrounding, East-Side substation, and back yard lot line work.

NWCPUD owns property along the trail but does not currently participate in its care and upkeep.

Recommendation:

Staff provides no recommendation but sees no reason to not fully support the request.