

EMERALD PEOPLE'S UTILITY DISTRICT
Board of Directors' Meeting
June 16, 2020
Minutes

Convene	President Parker convened the meeting at 5:30 pm at the Emerald offices, 33733 Seavey Loop Road in Eugene.
Attendance and Introductions	Directors: Patti Chappel (by phone), Ron Davis, Charles Kimball, Brian Parker, and Kevin Parrish. Staff: Doug Barab, Alicia Burgess (by phone), Sara Cline, Kyle Roadman, Kelli Strange (by phone) and Wendi McKay. Guests: None.
Agenda Timeline	There were no additions to or deletions from the agenda. Chappel said she had some items to add to the agenda for later in the meeting.
Public Comment	None.
Deferred Items	None.
Finance/ Treasurer's Report	The Accounts Payable Check Register for the period from May 1-31, 2020 was reviewed and discussed. Staff clarified several expenditures for the Board. An item for the Short Mountain generator rebuild was noted. Barab shared some examples of items listed on the register. Four transformer protection relays made by Beckwith Electric were purchased and an example was shown to the Board. A voltage regulator, from the same manufacturer, was also shared with the Board. Emerald purchased three of these regulators in May. The last item Barab showed was a test paddle which make it more reliable for testing relays. Cline said another purchase for Short Mountain, high force cylinders, was purchased. It's a fusion machine to weld gas lines together; in the past this item has been rented but one was found used for \$24,000 instead of new for around \$80,000. Parrish asked about the fuel purchase from Woodbury Energy Co., and if the utility is still paying a premium for biodiesel. Coe said he would follow-up with him after the meeting.
General Manager's Report	Coe presented the General Manager's Report with the following updates: <ul style="list-style-type: none">• There is no Public Power Council (PPC) meeting for July. The PNUCC meeting in July is for Board members of the PNUCC only.

- It's officially hay (straw) season. Sometimes clusters will get on power lines and they can cause fires or interruptions to the system. Emerald is working with BPA on getting messaging out to customers so they will call if they see any on the lines. This is a problem every year, last year BPA was hit hard because of this issue.
- Coe explained the new heat pump water heater pilot project Emerald has begun. Roadman's team is partnering with NEEA with this project to increase water heaters in residences without a cost to the customer. The pilot has started in Veneta due to having the most constrained feeder and will help with EPUD's load factoring improvement initiative, or shaving the "peak". Coe added this project has nothing to do with him being on NEEA's Board, they were already doing these types of projects before he started. Roadman said the goal is to get 100 of these water heaters installed for customers, but so far only 15-20 calls have been taken regarding the program.
- Coe said there is an item in the Consent Agenda for Board approval regarding FEMA mitigation projects. The item requires approval for Coe to sign or authorize contracts for FEMA mitigation projects.
- An update on COVID-19 cases in Lane County was given. Coe said Lincoln County was low until the infection outbreak at a facility. If something similar happened at Emerald, it would be difficult to respond to outages and mutual aid support would be unlikely. Currently, the utility operations have continued with staggered start times and more precautions being taken with crews working in pods. So far, everything is going well but there is no end in sight for opening the front door to customers, however, there will eventually come a time when customers can make appointments to come to the building to discuss their bills or accounts.
- Coe said it is well known the LIHEAP money has increased for billing assistance and is available to Lane County departments. The state has added an extra \$15 million for energy bill assistance. Even with the stimulus checks and the unemployment checks with the added kicker, there has still been an increase in customers who are 60-90 days late on their electric bills; most of these were in this status before COVID hit. The customers who have been impacted by COVID hard have been working with customer service representatives and are making billing arrangements through billing assistance programs. Those who were late on their bills prior to COVID continue to be late and many haven't made arrangements to pay their bills. There is a sense that they can't be disconnected, so they're not paying their bill.
Staff is planning on cautiously communicating to customers that disconnection is an option; therefore they need to make payment arrangements. Staff will be flexible with these arrangements and will bend over backwards to help but if they don't call in, notices will be sent out after July 4.

Other utilities have said they will be doing something similar with their past due accounts. Chappel said to exercise caution when doing this so that it doesn't appear that Emerald is showing bias to the chronically poor.

- Coe gave an update on loads for June. So far they are doing well. May 2020 loads were up 1.1% over last year.
- An update on employee retirements was given. There are two upcoming retirements, John Schaffer, who has been a mechanic for 42 years (nine years at Emerald), and Operations Supervisor, Jerry Lay, who is a 36 year employee.
Another employee recently joined the 35 year club, Doug Hoover. He started as a meter reader and he has been finishing out his career at Short Mountain. He has an apprentice, Thomas Robbins, who will be working with him for the last few years before retirement.
- Cline shared some good news with the Board. Last month Emerald applied for some funding for coronavirus expenses through the CARES Act, which is administered by the state. Every item that was submitted has been approved; which ended up at over \$300,000. This reimbursement is for what has already been spent at the utility as a result of the coronavirus. It includes sanitary items for around the building, money spent preparing for telecommuting, crews who were quarantined in the beginning, and other items. Coe said Cline and her team set up a work order in the very beginning of the pandemic to make it possible to track costs. Kudos to Cline and her team for getting this done.

Consent Agenda

<i>Motion</i>	Director Kimball/Director Parrish motioned to approve the Consent Agenda.
<i>Vote</i>	Unanimously approved.
Review of Motions	The motions made during the meeting were reviewed for accuracy.
Public Comment	None.
Suggested Items for Future Meetings	None, other than those discussed during the meeting.
Upcoming Meetings/Events	A list of upcoming meetings and events was available on the Board agenda.
Directors' Concluding Comments	Chappel asked about participating in the APPA salary survey this year. She also urged the rest of the Board to wear masks during the meetings if they are going to attend in person. Chappel asked when the Finance and Rates committee would be meeting this year.

Coe said the budget schedule will be shared with the Board at the July meeting for their approval; the Finance and Rates committee meeting dates are on this schedule. Chappel asked if the draft Strategic Plan can be shared with committee members and Coe responded to be cautious with asking for input since the draft is far along in the process. It is close to its final form so it would be difficult to change anything in the draft at this point. Once the Board approves the plan in July, then it would be a good time to share with constituents.

Parker said he's happy with plan and would vote to approve it at the next Board meeting and congratulated staff on all of their hard work put into the plan.

Adjournment

President Parker adjourned the Board meeting at 6:28 pm.

Minutes prepared by Wendi McKay, Executive Assistant.

A handwritten signature in blue ink, appearing to read "Wendi McKay". The signature is fluid and cursive, with a long horizontal stroke extending to the right.