

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE COLUMBIA BASIN HYDROPOWER  
EPHRATA, WASHINGTON    OCTOBER 23, 2018

President Alford called the regular meeting of the Columbia Basin Hydropower to order at 9:30 AM.

CBHP Directors

SCBID – Bryan Alford  
SCBID – Richard Conrad  
QCBID – Phil Stadelman  
QCBID – Mike LaPlant  
ECBID – Dennis Mickelsen  
ECBID – Boe Clausen

Other CBHP Directors Attending

J.J. Danz (Alt) - SCBID  
Charles Lyall (Alt) -SCBID  
Ko Weyns (Alt) - QCBID  
Duaine Anderson (Alt) - ECBID  
Bernard Erickson (Alt) - ECBID

Others Attending

Orman Johnson, ECBID  
Anna Franz, LKFW  
Darvin Fales, QCBID  
Larry Martin, SCBID  
Amy Rodman, USBR  
Sara Millard, USBR  
Michael Hill, Tacoma Public Utilities  
Craig Simpson, ECBID  
Dave Solem, SCBID

Staff

Tim Culbertson, Secretary-Manager  
Jacob Taylor, Treasurer  
Larry Thomas, Assistant Manager/Hydro Supervisor  
Robert Stoaks, Engineer  
Derek Wolf, Engineer  
Betty Craig, Technical Information Administrator  
Judy Runge, Administrative Assistant  
Stacey Bresee, Data Management Technician

CONSIDERATION OF MEETING MINUTES

Boe Clausen moved that the minutes of the September 18, 2018 meeting be approved as distributed. Mika LaPlant seconded the motion. Motion passed.

ACKNOWLEDGEMENT, REVIEW AND/OR APPROPRIATE CONSIDERATION OF THE FOLLOWING:

Recommendation from the Personnel Committee

The Personnel Committee met earlier on October 23, 2018 at 8:45 AM to discuss salary adjustment for Treasurer Taylor.

Based on the recommendation from Manager Culbertson, Richard Conrad moved to increase Treasurer Jacob Taylor's annual salary to \$115,000 which coincides with Grade 10 Step 5 of the CBHP 2018 Annual Salary Scale. Boe Clausen seconded the motion. Motion passed.

Power Production Reports September 2018

Accumulated Kilowatt Hours and Energy and Incentive reports were distributed in Board packets. Total September generation was 95.69% of 2013-2017 average.

### Proposed Resolution 2018-05 – Surplus Vehicles

The following entitled resolution: "Resolution 2018-05, Resolution of Columbia Basin Hydropower (CBHP) Declaring Certain Motor Vehicles Surplus to the Needs of CBHP", was reviewed with the Board members.

Richard Conrad moved to adopt Resolution 2018-05. Boe Clausen seconded the motion. Motion passed. *A copy of said resolution is attached hereto and incorporated by reference.*

### Travel Authorization

Mike LaPlant moved to authorize attendance and payment of reasonable expenses for travel, lodging and meals for the following:

WSWRA Annual Conference, December 5-7, 2018, Davenport Hotel, Spokane, Washington, Reg. \$500.00 each – Tim Culbertson and Larry Thomas

Richard Conrad seconded the motion. Motion passed.

## TREASURER'S REPORT

### Financial Reports

The September 30, 2018 Balance Sheet (unaudited), All Power Plants Income Statement (unaudited) and 3<sup>rd</sup> Quarter O&M Deposits were included in the Board packets for review.

### Approval of Voucher

The Current Expense Voucher (O&M) was presented at the meeting for consideration. Check numbering is as follows:

Current Expense Voucher (O&M) – \$1,743,136.59  
Check Numbers: 17517-17607

On motion by Richard Conrad, seconded by Boe Clausen, which motion passed unanimously, the Current Expense Voucher (O&M) dated October 23, 2018 in the amount of \$1,743,136.59 was approved.

Treasurer Taylor informed the Board that Grant PUD has notified CBHP that it will disburse the Districts' share of the Quincy Chute R&R Fund balance as defined in the MOA with CBHP in the amount of \$776,403.18 by the end of October, 2018.

The Treasurer mentioned the State Auditors will conduct a two-year audit in November.

## STAFF AND OTHER REPORTS

The following written activity reports, attached and incorporated by reference, were made available for review and comments:

Field O&M Activities (Larry Thomas)  
Engineering (Bob Stoaks)  
Technical Information (Betty Craig)

Derek reported that the bid opening took place on October 15, 2018 at 11:00 AM for the Main Canal Power Plant Steel Storage Building. Three bid quotes were received as follows:

Rock Steel Structure Moses Lake,, WA	Rotschy, Inc. Pasco, WA	Halme Builders Davenport, WA
Base Bid with additive Option 1 and Option 2 Results		
\$274,185.77	\$280,475.07	\$215,800.00

Staff recommendation is to award Halme Builders for the base bid and additive Options 1 and 2 in the amount of \$215,800.00 (includes WSST at 7.9%).

Mike LaPlant moved to award Halme Builders the Main Canal Power Plant Steel Storage Building, Contract 05-26-18 in the amount of \$215,800.00 (includes WSST AT 7.9%). Phil Stadelman seconded the motion. Motion passed.

### OTHER POWER BUSINESS

#### Project Development

Manager Culbertson updated the Board on the RFP regarding the conduit projects and that responses to the RFP are due on December 14, 2018. At this point in time, it appears that we will be receiving at least four responses from different bidders.

Treasurer Taylor provided the Board with the Project Development Fund status for the month of August and September 2018.

#### Columbia River Treaty

Manager Culbertson provided the Board an update on the negotiations now taking place between the United States Department of State and Canada. The latest session took place on October 16&17, 2018 with the next session scheduled for mid-December.

USBR – No report

Cities – No report

Districts – No report

### DATE OF NEXT BOARD MEETING

President Alford announced that the next Board of Directors meeting will be November 27, 2018.

### RECESS AND RECONVENE

After a five minute recess the meeting reconvened.

### EXECUTIVE SESSION

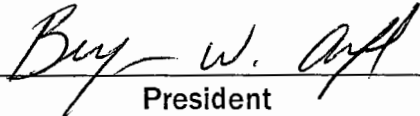
At 10:15 AM President Alford called for a thirty minute executive session to discuss personnel issues and potential litigation.

RECONVENE

The meeting reconvened at 10:45 AM

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned by President Alford at 10:45 AM.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

RESOLUTION 2018-05  
 RESOLUTION OF COLUMBIA BASIN HYDROPOWER (CBHP) DECLARING  
 CERTAIN MOTOR VEHICLES SURPLUS TO THE NEEDS OF CBHP

**WHEREAS**, listed motor vehicles have become obsolete, uneconomical to maintain and surplus to the needs of CBHP;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the following motor vehicles are hereby declared to be not necessary or needed for the use of CBHP and shall be sold at auction and/or by sealed bid to the highest and best bidder:

<u>CBHP PROPERTY NO.</u>	<u>YEAR</u>	<u>DESCRIPTION</u>
6-53	2005	Chevrolet C1500 Pickup 4x2 ID: 1GCEC19V25E206514
6-56	2007	Ford F150 Pickup 4x2 ID: 1FTRX12W27FA82346

**BE IT FURTHER RESOLVED** that the Secretary of CBHP shall cause to be published Notice of Public Sale by auction and/or sealed bid for disposal of listed property as required by Title 87, R.C.W.; and

**BE IT FURTHER RESOLVED** that the Secretary of CBHP is hereby authorized to execute a document transferring ownership of listed items upon receipt of payment by the highest and best bidder.

**ADOPTED** this 23<sup>rd</sup> day of October, 2018

BOARD OF DIRECTORS

*[Signature]*  
 Director

*[Signature]*  
 Director

*[Signature]*  
 Director

*[Signature]*  
 Director

*[Signature]*  
 Director

*[Signature]*  
 Director

(Seal)

ATTEST;

*[Signature]*  
 Secretary



COLUMBIA BASIN HYDROPOWER  
Activity Report

For period September 5, 2018 to October 11, 2018  
Reported by: Larry Thomas Function: Field O&M Activities

Russell D. Smith Power Plant

- . Generation ranged from 1.2 MW to 3.1 MW.
- . No outages or abnormal conditions.

P.E.C. 66.0 Power Plant

- . Output ranged from 0.3 MW to 1.6 MW.
- . September 18, the unit was shut down at 2052 hours due to low water flows and to facilitate a canal weed treatment. The unit was restarted September 20 at 1125 hours.
- . October 3, the unit shutdown at 0639 hours due to a plugged trashrack. The unit was restarted at 1353 hours.
- . October 4, the unit shut down due to low water flow at 1000 hours.

E.B.C. 4.6 Power Plant

- . October 2, the unit shutdown at 1542 hours due to a plugged trash rack. The unit was restarted October 3 at 0910 hours.
- . Output ranged from 1.1 MW to 1.6 MW.

Main Canal Power Plant

- . Output ranged from 11 MW to 17 MW.
- . No outages or abnormal conditions.

Summer Falls Power Plant

- . October 8, unit 161 was shut down for the season.
- . Output ranged from 39 to 64 MW.

## Columbia Basin Hydropower

## Activity Report

For Period: September 6, 2018 through October 11, 2018

Reported by: Robert Stoaks P.E.      Function: Engineering

- 1) Main Canal: Investigating a misoperation of the transformer differential relay (87T) during a fault on line near the Stratford substation. The zone 2 distance relay operated correctly, clearing the fault. Reported misoperation to WECC. Next step is to inspect current transformers for indication of cross coupling.
- 2) SCADA/PLC/Relay replacement for all plants: H2E has completed relay and control drawings, and programming. Ordered parts. Awarded panel fabrication. Coordinating communication and outage with USBR.
- 3) Working with Bob K. on microwave communication paths to connect SCADA system.
- 4) Closeout of multiple off-season projects: Calisto installation, 4.6 GSU repair, Spare PT/CT, SF MU Breaker, RDS exciter upgrade, and RDS BU Generator replacement.
- 5) Design of emergency diesel transfer switches for Main Canal.
- 6) Design of governor oil heaters for Main Canal and Summer Falls. Ordered oil heaters
- 7) Design of line disconnect for PEC 66.0.
- 8) Performed Battery Capacity test – MC, SF, RDS. One cell at RDS (3 cells per jar, 19 jars per bank) failed during test (half way through test). Replacement battery ordered, expected delivery October 1st.
- 9) Performing study to increase efficiency and output of Main Canal and Summer Falls. Gathering information from vendors on efficiency upgrades and costs. Submitted information to Voith and GE.
- 10) EBC 4.6 transformer tested for high gasses (Methane, Ethane, and Ethylene), decision to repair tap changer in-house by cleaning connections, drying oil, testing oil using Karl Fisher, and dielectric tests for moisture. Pulled oil samples for analysis, results indicate the loose connection was fixed.
- 11) Reviewing loadability requirements of PRC-025 to implement at Main Canal and Summer Falls.
- 12) Design of wireless controller for bridge crane in Main Canal shop. Reviewing maintenance practices and making recommendations for improvement.

## Columbia Basin Hydropower

Activities Report for the period of Sep 10<sup>th</sup>, 2018, through Oct 12<sup>th</sup>, 2018.

Derek Wolf, PE Mechanical Engineer

### General:

- Coordinating mechanical maintenance activities at all plants.
- Continuing to plan off-season maintenance work.
- Testing new time tracking software.
- Annual oil sampling (bearings, hydraulic systems, etc.) at all plants finished.
- Testing new inspection equipment for difficult to reach areas such as penstocks, draft tubes, and intake gates.
- Making modifications and improvements to the maintenance program for existing fire protection systems.

### Main Canal Power Plant:

- Solicited bids for the supply and construction of the new storage building. Held three bid walks for interested Contractors. Continuously answering questions referring to construction.

### Summer Falls Power Plant:

- Developed a scope of work and schedule for an engineer's evaluation and assessment of the bridge crane in the powerhouse.

### RDS Power Plant:

- Finalized the design of a work platform for pulling cables into the powerhouse for the control system upgrade in the off-season. Construction has completed; installation to follow.

### EBC 4.6 Power Plant:

- Developing repair procedures for the turbine shaft labyrinth seal for the off-season.

### PEC 66.0 Power Plant:

- Adjustments made to hydraulic brake systems to aid with increased wicket gate leakage. Leakage to be addressed during off-season. Looking into possible asbestos brake pad product abatement.



## COLUMBIA BASIN HYDROPOWER

## Activity Report

For Period: September 9 through October 13, 2018Reported by: Betty Craig Function: Technical Information Dept.CMMS:

- CASCADE data entry is up to date.
- Project to add all PRC-005 related equipment to CASCADE is nearing completion.

NERC/WECC COMPLIANCE:

- Reviewed NERC & WECC websites for any upcoming deadlines or revisions to existing standards.
- Preparation for annual review of evidence is underway.
- Avista has accepted the compliance mapping as our Transmission Planner and Transmission Operator (TP/TOP)
- Q3 FAC-003 Vegetation Management reporting completed via WebCDMS.

NETWORKING & COMPUTERS:

- Routine security, maintenance, and verification of nightly backups.
- Assisted users with miscellaneous hardware and software issues.
- Field beta testing of J5 logbook software continues.

HYDRO PROJECT DEVELOPMENT:

- None

RECORDS MANAGEMENT:

- Continued working on several draft policies and procedures.
- SB/BC attended State Archives Open Government Training in Richland.
- SB/BC visited the Washington State Archives for the Central region in Ellensburg to discuss our program and take a tour of the facilities.

OTHER:

- Website updates.
- Received and inspected new pickup. Had graphics installed and prepped for assignment.