

**COOS-CURRY ELECTRIC COOPERATIVE, INC.**  
**Minutes of the Regular Meeting of the Board of Directors**  
**June 25, 2020**

**I. PRELIMINARY**

The regular meeting of the Board of Directors of Coos-Curry Electric Cooperative, Inc. (CCEC) was called to order at 9:35 a.m. on Thursday, June 25, 2020, by President John Herzog, in the conference room at CCEC Headquarters office, Port Orford, Oregon.

Secretary Kolen called roll showing all directors in attendance and stated a quorum was present. Also present were General Manager/Chief Executive Officer (GM/CEO) Brent Bischoff, Marketing and Member Services Manager Jacob Knudsen, Executive Assistant Shelly Smith-Napier, and General Legal Counsel Tyler Pepple.

A motion was made, seconded, to approve, as amended, the regular Board meeting agenda and the motion carried unanimously.

President Herzog advised the Board that no member had applied, under P#300-030, to attend the Board meeting and speak to the Board.

A motion was made and seconded to approve, as presented, the minutes of the May 28, 2020 regular meeting of the Board of Directors. The motion carried unanimously.

**II. CONSENT AGENDA**

A motion was made and seconded to approve Items A through D under the consent agenda, to-wit: the list of new members for 05/2020; the members purge list for 06/2020, the GM/CEO's & Directors' expenses for 05/2020; and CCEC's attorney invoice. The motion carried unanimously.

**III. MANAGER'S REPORT**

Chief Financial Officer (CFO) Frank Corrales, Jr. arrived at 9:38 a.m. Mr. Corrales compared the monthly delinquent receivables as of the end of March to the end of May. The comparison gives some insight into financial consequences of the disconnect

moratorium implemented to provide relief to members effected by COVID restrictions. The total delinquent account balance comparing the end of March to the end of May has increased by roughly \$27,000. As of the end of March, CCEC had 39 prepaid accounts reaching disconnect status, as of June 18 the number has grown to 117 accounts with amounts due increasing from \$907 to roughly \$18,000, an increase of approximately \$5,700 per month. Comparing kWh sales in 2020 to 2019, year-to-date through May 31, our kWh sales are 1.13% lower than 2019. Operating revenue for May 2020 is \$15,000 less than budget, although year-to-date we are 1.6% better than budget. Year-to-date expenses excluding cost of purchased power are 4.67% under budget. The ten-year financial forecast will be presented at our August or September board meeting. After discussion, Mr. Corrales departed the meeting at 9:53 a.m.

The May outage report was reviewed.

The May asset disposal list was reviewed.

The May Write Off report was reviewed. CCEC wrote off an invoice from a 2018 car pole accident that was never collected. The invoice accounted for 83% of the write off total for the month of May.

The June safety report was reviewed. The safety meetings continue to be conducted via video conferencing due to COVID-19 social distancing. The topic covered for all employee training was Workers Right to Know. Additional training topics covered for crews were Two Man Rule/Proper Cleaning of Hot Sticks, Hand Tools, and Face Masks. There were no injuries during the month of May. During the month there was a crew incident in which the driver of a bucket truck backed through a member's yard and unknowingly over the septic tank. The septic tank caved in under the weight of the truck. The member's damaged septic and yard have been repaired.

The Tree Trimming report was reviewed. Crews are focusing their efforts on right-of-way clearing where fire hazard will be more pronounced in the coming dry season.

GM/CEO Bischoff reported on the Coos-Curry Electric Charitable Foundation (CCECF). The foundation has recently joined forces with the United Way of Southwestern Oregon to increase monetary donations to local food banks. CCECF will work with CCEC

to host a community-wide canned food drive during the month of July. CCECF is still looking for a suitable venue to host 20 attendees for the Financial Peace University workshops.

The Oregon Public Utilities Commission was in CCEC's service territory at the beginning of June conducting facilities inspections. The PUC reported only minor findings. Operation crews and right-of-way crews are maintaining our system in good order.

GM/CEO Bischoff has been appointed to the Southern Coos Hospital Board of Directors as a personal service to the community where he lives.

#### **IV. ITEMS OF BUSINESS**

##### **A. Wholesale Power Issues (BPA, PNGC Power and PPC)**

BPA is working through an accelerated 7(i) rate case to discontinue the Financial Reserves Surcharge. Following customer pressure via a letter from PPC, BPA is doing this to provide rate relief to its customers who are experiencing financial difficulty caused by the COVID shutdowns.

The PNGC Board of Directors and staff held a productive strategic planning session in early June.

##### **B. Committee Reports**

Policy Committee - The chair of the policy review committee, Director Kolen, advised that, earlier in a committee meeting, the committee discussed the policies and/or rate schedules proposing new, revised, or rescinded language.

A motion was made and seconded to approve the following proposed, revised policies:

- Policy #400-080 Electronic Information Security Policy – as presented, and the motion carried unanimously. The Board has requested to receive the full written Electronic Information Security plan by June of 2021.

Audit Committee - The chair of the audit review committee, Director

Robison, suggested the committee have a charter outlining the roles and responsibilities of the committee members.

**C. Extend CCEC moratorium on Member Disconnects/Late Fees/Collections**

GM/CEO Bischoff reviewed the moratorium on disconnects and late fees effective since March 17, 2020 and set to expire on July 31<sup>st</sup> noting the trend of past-due accounts, though significant, does not show cause for alarm. Staff is exploring options that will allow members to pay arrears balances over time when the moratorium is discontinued.

**D. Northwest River Partners (NWRP) Funding Request**

NWRP is running a social media campaign titled *Our Power is Water*. The intent is to raise awareness among the younger generation of the clean and renewable benefits of the Columbia River hydropower system. GM/CEO Bischoff recommends donating \$2,500 to NWRP with the funds coming from unused dollars in the CFC Integrity Fund account. A motion was made and seconded to approve the donation and the motion passed unanimously.

**E. CCEC Website Presentation**

CCEC Communications Specialist Kelsey Bozeman arrived at 10:51 a.m. to present the new CCEC website to the board. The website, which is set to launch later this summer, will have a modern interface where content can be shared more effectively with members. The new site will have more graphics and be more intuitive for members. Other features will include a mobile-friendly platform and the availability for members to sign up for service online. Ms. Bozeman departed the meeting at 11:11 a.m.

**F. Miscellaneous**

1. Board members completed the 2019 IRS Form 990 questionnaire.
2. The 2020 Member Appreciation Days have been cancelled due to

State mandated restrictions on social gatherings in response to COVID-19.

**V. EXECUTIVE SESSION**

The regular Board meeting adjourned to an executive session at 11:15 a.m. to discuss member issues, contract matters, and employee issues. The regular Board meeting reconvened at 2:38 p.m.

**VI. ADJOURN**

The next regular meeting of the Board of Directors is scheduled for Thursday, July 23, 2020 at CCEC's office in Port Orford, Oregon.

The meeting adjourned at 2:39 p.m.

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/s/ Jim Kolen

Jim Kolen, Secretary

**ATTEST:**

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/s/ John Herzog

John Herzog, President