

**Skamania County Public Utility District #1  
Regular Meeting of the Board of Commissioners**

April 18th, 2011

A regular meeting of the Board of Commissioners was called to order by President Dennis Gale at 9:02 a.m. at the PUD office in Carson, WA. The following persons were present: Commissioner Curt Esch; Commissioner Clyde Leach; Commissioner Dennis Gale; Manager, Bob Wittenberg; WO/HR Coordinator, Shonna Taylor; Public Members, Liz Green, Sherry Esch, and Susan Krug.

**MINUTES**

Commissioner Esch made a **motion** to approve the March 24, 2011 special meeting minutes as corrected. Commissioner Leach **seconded** the motion and the minutes were **approved unanimously**.

Commissioner Leach made a **motion** to approve the minutes of April 4, 2011 as corrected. Commissioner Esch **seconded** the motion and the minutes were **approved unanimously**. The commission had discussion on adding a brief description to comments made by the public. Commissioner Esch made a **motion** to have a brief description when public members make comment. Commissioner Leach **seconded** the motion and the motion was **approved unanimously**.

Commissioner Leach made a **motion** to approve the April 6, 2011 special meeting minutes as corrected. Commissioner Esch **seconded** the motion and the minutes were **approved unanimously**.

Commissioner Esch made a **motion** to have the minutes of the meeting completed by the end of the week after the meeting. Commissioner Leach **seconded** the motion and the motion was **approved unanimously**.

**OLD BUSINESS**

- **Public Records Request Policy** – The Commission discussed the draft Public Records Request Policy. Commissioner Gale would like an index page for the policy and use the WAC model policy, without commentary, as a guideline for a brief form.
  
- **Governance Policy** – The Commission worked on the draft Governance Policy.

Break at 10:30 a.m.

Meeting reconvened at 10:40 .m.

The Commission continued discussion of the Governance Policy.

Break at 11:10 a.m.

Meeting reconvened at 11:15 a.m.

- **Health Care for Attorney** – Manager Wittenberg reported to the Commission that Pacific Underwriter’s declined to seek a formal opinion from the Attorney General’s Office. Attorney Woodrich would like to present a proposal to the Board at the next meeting.

Public comment by Sherry Esch and Liz Green during discussion of the public records policy, governance policy and health care for the attorney.

- **Residential Exchange Settlement Agreement** – Staff provided the Commission with a memo for informational purposes.

The Commission went into Executive Session at 12:15 p.m. to discuss potential litigation per RCW 42.30.110(1)(i) for 20 minutes.

The meeting reconvened at 12:35 p.m.

Break for lunch at 12:35 p.m.

The meeting reconvened at 1:30 p.m.

The Board entered into Executive Session at 1:30 p.m. to discuss the applications for the Auditor/Manager of Operation and Finance position for 20 minutes.

Executive Session was extended for 5 minutes.

Executive Session was extended for 5 minutes.

The regular meeting reconvened at 2:00 p.m. The Board directed Manager Wittenberg to proceed as discussed.

## **NEW BUSINESS**

- **Electric Vehicle Charging Stations** – Manager Wittenberg reported to the Commission information received on charging stations proposed for Skamania County.
- **Financials** – The Commission reviewed the District’s fund balances, cash flow forecast and income statement summary prepared by Accountant, Salvie Stevens.

**MANAGER’S REPORT:** Manager Wittenberg presented the Board with the draft resolutions for NWPPA that will need review. He also discussed that the salaried staff employees need adjustments and he would be doing evaluations. The commission explained that the manager could spread the money in the budget available to salaried employees as he saw fit. Salary history was shown to the Board.

The manager reported that Radcomp recommended a 30 amp dedicated circuit to upgrade the server and backup power supply. This has been completed.

The outage report was reviewed for the month of March.

- **Bad Debt Writeoffs** – The commission reviewed the Bad Debts. Commissioner Leach made a **motion** to approve the Bad Debts in the amount of \$750.97. The motion was **seconded** by Commissioner Esch and the motion was **approved unanimously**.
- **Water Efficiency Goals** – Humaira Falkenberg, Project Manager, gave a report on Water Efficiency Requirements and the 5 goals on the Carson Water Plan. The District will hold a public forum on Water Use Efficiency Measures for the Carson Water System on May 16, 2011 at the PUD office.

**COMMISSIONER’S REPORT:** Commissioner Gale attended the PUD Association Meeting, education committee and commissioner roundtable. He spoke about the innovative measures Chelan PUD has taken in respect to the vehicle idle reduction program for fuel savings and reduced maintenance costs. Cowlitz PUD did a presentation on what they are doing to reduce line loss. Legislation has been passed to allow water utility customers to donate to warm heart for low income customers.

**VOUCHER APPROVAL**

The following vouchers were approved for payment by a **motion** made by Commissioner Esch.

<b>Voucher</b>	<b>Number</b>	<b>Amount</b>
Electric System	46219-46265	\$ 112,364.57
Carson Water	5764-5767	\$ 866.92
Underwood Water	3423-3426	\$ 1,646.48

Commissioner Leach **seconded**, and the motion was **carried unanimously**.

Meeting adjourned at 3:44 p.m.

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**Dennis Gale, President**

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**Curt Esch, Secretary**

The next regular scheduled Board of Commissioner’s Meeting will be:  
**Monday, May 2nd, 2011 at 9:00 a.m.**