

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

October 18<sup>th</sup>, 2010

A regular meeting of the Board of Commissioners was called to order by President Curt Esch at 9:05 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; Project Manager, Humaira Falkenberg; Head Accounting Clerk, Debbie Hinzman; Attorney, Ken Woodrich; Auditor, Chris Iobst, absent due to illness.

Public members in attendance; Jerry Harrington, Liz Green, Susan Krug, Dan Boyes, WD Truitt, Diane Green, Gordon Carlson and Judy Clark.

**MINUTES**

The Commissioner's reviewed the minutes of the October 4th, 2010 meeting. Gale made a motion to approve the minutes as corrected. Motion was seconded by Leach and the motion was carried unanimously.

**EXECUTIVE SESSION**

Attorney Woodrich asked to enter into Executive Session at 9:15 a.m. to discuss legal matters. The Executive Session ended at 9:35 a.m.

**NEW BUSINESS**

- **2011 Senior Rebate** - Head Account Clerk, Debbie Hinzman & Accounting Clerk, Amanda Boyes presented the proposed Rebate for Persons of Seniority and/or with Disabilities. Leach requested the guidelines for this the 2010-2011 amounts be raised by 20% due to the poor economy. Leach moved to approve the Rebate with a 20% increase, Gale seconded **and carried unanimously**. Esch requested a copy of the revised senior rebate be presented to the Commission at the next meeting, and directed staff to proceed with handing out the application as soon as it was updated.
- **Bad Debt Write Off**- Senior Accounting Clerk, Lisa Allen and Accounting Clerk, Kelly Tennison presented a list of customer bad debt totaling \$298.16 to write off and send to collections. Leach was impressed that the individual dollar amounts have gone down. Leach made a **motion** to approve the bad debt. Gale **seconded**, and the motion was **carried unanimously**.
- **Direct Mail CFL Program** – Staff requested direction from the Board on the collection and distribution of undelivered CFL's to PUD customers. Falkenberg updated the Board on the distribution process, discussion held. Woodrich requested a resolution be written, to protect the PUD. Manager Wittenberg will be writing a resolution to be signed at the next Board Meeting.

Break at 10:00 a.m. for approximately 5 minutes.

- **Guest Judy Clark from HR Answers** – Judy Clark gave a preliminary presentation on the services her company can provide to the PUD. The need for organizational charts, job descriptions and direction for moving forward was discussed at length. The Board asked for guidelines and that the processes begin ASAP. The cost for these services were discussed and the hourly rate for the public sector is \$200.00.

## **OLD BUSINESS**

- **Whistling Ridge** – Commissioner Esch discussed an e-mail from Mr. Drach. No action was taken. Attorney Woodrich reported that he has spent very little time on this project and that outside Attorney had absorbed most of the costs.

Discussion was held. Attorney Woodrich spoke to the reliability standards of the PUD and cautioned that the PUD should not fall behind in these standards. Commissioner Esch noted that BPA also has some responsibility for this.

## **DISCUSSION ITEMS**

- **Auditor** – Wittenberg reported that Auditor Chris Iobst would be off work with health issues. He suggested that duties of that position be re-assigned on a temporary basis. He suggested the job duties be distributed as follows: Board appointed Auditor duties to Salvie Stevens, conservation oversight to Humaira Falkenberg, Office Manager duties to Shonna Taylor, I.T. oversight to be determined later. Gale suggested an outside Auditor, maybe Rory Miller be on contract with the PUD until other arrangements could be made. Woodrich mentioned Monica Masco from Arrowhead Accounting since she is the local Accountant for the Port District. Leach thought that Manager Wittenberg should be able to re-organize the office as he feels necessary within the budget limits. Wittenberg expressed some concern regarding giving salaried employees more work without the ability to compensate for it.

Discussion was held, no action taken.

## **MANAGER'S REPORT**

- **Clarification for Shop Use** – Manager Wittenberg asked for clarification on the shop closure to public and employees. He noted that there are people going directly into the shop without coming through the front office. It was agreed that this is a liability and all that enter the shop area should check in with the front office first. Wittenberg will look into an electric gate operator.

## **AUDITOR'S REPORT**

- **No Report Given**
- **Outage Report** – Wittenberg went over the outage report. Gale asked about the URD outages on Laurel Lane. Wittenberg answered questions regarding the outage report, no action taken.

**ATTORNEY’S REPORT**

- Attorney Woodrich Reported he had attended a Washington State Association of Municipal Attorneys seminar and it was very informative and he received some good information on Public Records Requests.

**COMMISSIONERS’S REPORT**

- Gale reported on the WPAG Meeting. He was a little bit concerned about the direction of the proposed Residential Exchange settlement. BPA will be taking a duel path for rates. He also discussed the Public Power preference and the influence from PPC. Humaira discussed the residential exchange. She attended a forum to discuss this issue and stated that the board should have a couple of months to make a decision.

**EXECUTIVE SESSION**

Dennis Gale asked to enter into Executive Session at 12:25 p.m. for 20 minutes to consult legal counsel. Extended 10 minutes and ended at 12:50 p.m.

**VOUCHER APPROVAL**

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

Voucher	Number	Amount
Electric	<b>45377 – 45443</b>	<b>\$ 182,640.82</b>
Carson Water	<b>5661- 5665</b>	<b>\$ 2,077.51</b>
Underwood Water	<b>3372 - 3374</b>	<b>\$ 581.68</b>

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

The Meeting Adjourned at 1:10 p.m.

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**Curt C. Esch, President**

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**Clyde D. Leach, Secretary**

The next regular scheduled Board of Commissioner’s Meeting will be:  
**Monday, November 1<sup>st</sup>, 2010, at 9:00 a.m.**