

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

August 2nd, 2010

A regular meeting of the Board of Commissioners was called to order by President Curt Esch at 9:00 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; Auditor, Chris Iobst; Attorney, Ken Woodrich; Commissioner Candidate, Bob Talent; Public Member, Betty Daubenspeck

MINUTES

Commissioner Leach made a **motion** to approve corrected Minutes of the July 9th, 2010 Meeting. Commissioner Gale **seconded** the motion, and the minutes were **approved** by a 3-0 vote.

OLD BUSINESS

- **Consultant Selection**- Board and Staff discussed the procedure for interviewing the two prospective consultants on August 9th. A list of questions was composed, and the Board and senior management will attend the interviews. The Board will ultimately make the decision on the consultant selection.
- **Policy Manual**- Esch asked for an update on the District's Policy Manual. Human Resources Coordinator, Shonna Taylor updated the Board, noting she had acquired policy manuals from Klickitat and Clark PUDs. Wittenberg asked about the priority of the Policy Manual in comparison to Taylor's other projects including the installation of a new work order system. Esch asked for a copy of the District's current policies.

NEW BUSINESS

- **Carson and Underwood Water Financials**- Iobst presented first quarter financials for both water systems. He noted that Carson water had a significant increase in Water Sales Revenue compared to 2009 due to the rate increase and \$16K of revenue from WKO for filling their reservoir. He also noted that Treatment Plant expenses for Carson had dropped substantially in 2010 due to fewer hours charged for maintaining the treatment plant with greater reliance on Port Well water. The Underwood Water System's financial position compared very consistently to the same period in 2009.

- **Business Cards** - Leach questioned Esch's use of business cards with the District's logo for campaign purposes and requested Woodrich to get a ruling from the Public Disclosure Commission on the legality of using the logo. Esch noted that he had personally paid for business cards used in his campaign.

The Board discussed the standardization of District cards and directed Staff to order new cards to replenish the District supplied cards for Esch and Leach. Commissioner Gale made a **motion** to use Commissioner Gale's current card as the template for producing all future cards. Commissioner Leach **seconded**, and the motion was **carried unanimously**.

- **202 Eyman Cemetery Road Customer** - Esch asked for an update regarding the customer's burned meter base. Wittenberg noted the customer's service had been turned back on with the agreement that the meter base would be repaired.

DISCUSSION ITEMS

- **Commissioner's Salary** – Iobst noted that the July 10th salary raises for Commissioner Esch and Gale had been posted to an incorrect code in the payroll system, resulting in a \$209.90 shortage in their paychecks. Iobst gave Esch and Gale the option for a separate paycheck for the shortage, or to include it in their August pay checks. Esch and Gale both agreed it should be included in their August pay,
- **Fire Protection, Swimming Pools** – Wittenberg noted a conversation with a customer asking if they would be reimbursed if water from their swimming pool was used to fight a fire. Esch suggested finding out what the fire department's policy is for using swimming pools before responding.
- **NWPPA Tiered Rate Methodology Class** – Wittenberg reviewed a class on August 24th in Seattle to help utilities allocate costs under tiered rate methodology. He noted future power costs will be more sensitive to demand and time of day rates. The cost of the class is \$475/person, and the Board agreed that one or two staff members should attend.

MANAGER'S REPORT

- **Cash for Appliances Program** – Wittenberg discussed the cash for appliances program which is supplemental to the current BPA conservation program. Esch noted that most customers he had talked to lately asked for more energy saving and conservation related articles in the District Newsletter.

- **Whistleblower Claim** – Wittenberg noted that an attorney for Pacific Underwriters will be conducting interviews with inside staff on August 5th to investigate a whistleblower claim. Woodrich reported that Esch had sponsored the Whistleblower claim and suggested an Executive Session for further discussion.

The Meeting entered Executive Session to discuss a complaint against a public official at 11:30 a.m., estimated for 10 minutes.

At 11:40 a.m., Executive Session was extended for 5 minutes.

At 11:45 a.m., the Meeting resumed in Regular Session with no action taken.

AUDITOR'S REPORT

- **BPA Purchased Power Analysis** – Iobst noted his intent to present an analysis to budget 2011 purchased power costs at the August 16th Meeting. Wittenberg and the Board discussed proposed BPA rate increases, deciding that 18% would be a reasonable estimate for budgeting purposes.
- **Conservation Program** – Iobst noted the District's Conservation Program will continue to operate under the current guidelines even though the District has met credit obligations for the current BPA contract. All conservation costs through September, 2011 will be reimbursed by BPA ECA funding.

Wittenberg noted the bid opening for the CFL Direct Mail Program on August 10th, 2010. The Board decided to hold a Special Meeting via conference call on August 11th, 2011 at 11:00 a.m. to award the bid to the CFL Direct Mail vendor.

COMMISSIONERS' REPORT

- **Commissioner Leach**- Leach discussed his attendance at the Energy Northwest Meeting in Richland, noting the plant was powering down 15-20% to allow transmission of wind energy.

VOUCHER APPROVAL

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

Voucher	Number	Amount
Electric System	45193-45231	\$ 135,971.01
Carson Water	5635-5642	\$ 43,086.95
Underwood Water	3356-3359	\$ 21,972.82

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

The Meeting Adjourned at 12:15 p.m.

Curt C. Esch, President

Clyde D. Leach, Secretary

The next regular scheduled Board of Commissioner's Meeting will be:
Monday, August 16th, 2010 at 9:00 a.m.

A Special Meeting is scheduled for **Monday, August 9th, 2010 at 9:30 a.m.** to interview two management consultants.

A Special Meeting is scheduled via conference call on **August 11th, 2010 at 11:00 a.m.** to award bids to the successful vendor for the CFL Direct Mail Program.