

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

December 16, 2013

A regular meeting of the Board of Commissioners was called to order by President Clyde Leach at 9:00 a.m. at the PUD office in Carson, WA. The following persons were present: Commissioner Curt Esch; Commissioner Dennis Gale; Commissioner Clyde Leach; General Manager Brent Bischoff; Auditor Jasen McEathron; Project Coordinator Melanie Sharp; and Attorney Ken Woodrich.

MINUTES:

- Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the December 2, 2013 Regular Meeting minutes. **Motion passed unanimously.**

PUBLIC COMMENT:

- Liz Green – Stated she has some comments about a public records request that she would like to discuss with Auditor McEathron after the meeting.

OLD BUSINESS:

- **Digital Mapping Software & Support – Futura**– Manager Bischoff presented the Sales and Computer Software License and Support Agreement with Futura Systems Inc. After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to authorize Manager Bischoff to sign the contract with Futura with the terms of upfront costs of \$23,000 as referenced in Schedule D, plus \$15,600 annually for the next five years being billed out on a monthly basis, with a total contract cost not to exceed \$101,000 over the duration the 5-year agreement. **Motion passed unanimously.**
- **Esri Small Utility Enterprise License Agreement** – Manager Bischoff presented the Small Utility Enterprise License Agreement with Esri to provide GIS software. The three-year agreement has an annual cost of \$10,000. After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to authorize Manager Bischoff to sign the contract with ESRI for a total cost of \$32,310. **Motion passed unanimously.**

There was a 5 minute break at 10:10 a.m. The meeting reconvened at 10:15 a.m.

- **Resolution No. 2446 – Surplus Items 2013** - Manager Bischoff and Auditor McEathron presented Resolution No. 2446 Surplus Items for 2013. The PUD would surplus the items by sealed bid or scrap them where no bid is received. After discussion, Commissioner Esch made a **motion** and Commissioner Gale **seconded** to approve Resolution No. 2446. **Motion passed unanimously.**

NEW BUSINESS:

- **Resolution No. 2447 – WRIA 29** - Manager Bischoff presented Resolution No. 2447 concurring with the recommendations of the representatives of the initiating governments for WRIA 29A and the

composition of the planning unit. After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve Resolution No. 2447. **Motion passed unanimously.**

DISCUSSION ITEMS:

- None

ATTORNEY'S REPORT:

The Board entered into Executive Session at 10:35 a.m. to discuss Employee Performance per RCW 42.30.110(1)(g) for a duration of 20 minutes. Commissioner Leach, Commissioner Gale, Commissioner Esch, Manager Bischoff, and Attorney Woodrich were in attendance. Executive session was extended an additional 15 minutes. Executive session ended at 11:10 p.m.

Commissioner Gale summarized the performance and major accomplishments of Manager Bischoff during his first year at the PUD. Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve a 2% salary increase for Manager Bischoff. **Motion passed unanimously.**

MANAGER'S REPORT:

- **Outage Report – November 2013** - Manager Bischoff presented the November 2013 outage report. There were a total of 18 outages with 6 of those being from vegetation related outages.
- **2014 Forecast** - Manager Bischoff presented the 2014 Load Forecast and Analysis prepared by BPA.
- **Wallis Source Study** - Manager Bischoff reported that he has received the draft source study from Wallis and expects the final report in January.
- **VEBA Resolution** - Manager Bischoff reported that the Commissioners are covered under the VEBA resolution previously passed for the non-represented employees.

Commissioner Leach requested the motion to increase the Manager's salary be amended to include an effective date. Commissioner Esch made a **motion** and Commissioner Gale **seconded** to make the salary increase effective December 16, 2013. **Motion passed unanimously.**

AUDITOR'S REPORT:

- **2011 – 2012 SAO Audit** - Auditor McEathron reported on the 2011 – 2012 State Audit. Commissioner Esch requested that the exit conference be coordinated with a Regular Board Meeting.
- **Bad Debts**- Auditor McEathron presented bad debts in the amount of \$448.60. After discussion, Commissioner Esch made a **motion** and Commissioner Gale **seconded** to approve the Bad Debts. **Motion passed unanimously.**

COMMISSIONER'S REPORT:

- Commissioner Gale reported on his attendance at WPUA Annual Conference.

CALENDAR:

- Commissioner Gale will be attending the WPUDA Commissioners Education Roundtable scheduled for January 15, 2014.
- The WPUDA Association Meeting is scheduled for January 15-17, 2014.

VOUCHER APPROVAL:

After discussion Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the vouchers audited and certified as required by RCW 42.24.080 and RCW 42.24.090. **Motion passed unanimously.**

Voucher	Number	Amount
Electric System	49947-50016	\$712,192.36
Carson Water	6221-6229	\$7,074.91
Underwood Water	3675-3678	\$3,784.74

Meeting adjourned at 11:50 a.m.

Clyde Leach, President

Dennis Gale, Secretary

The next regular scheduled Board of Commissioners' Meeting will be
Monday, January 6, 2014 at 9:00 a.m.