

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

June 6, 2016

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 Dennis Gale; Commissioner Liz Green; General Manager Brent Bischoff; Auditor Jasen McEathron; Project Coordinator Melanie Sharp and Attorney Ken Woodrich.

MINUTES:

- Commissioner Green noted that the legal cost voucher was incorrectly listed as #53534 instead of #53434. Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the May 16, 2016 Regular Meeting minutes as corrected. **Motion passed unanimously.**

PUBLIC COMMENT:

- None.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Public Relations Engagement Letter Phase I – The Wiley Brooks Company Ratification-** Manager Bischoff presented an engagement letter for ratification with The Wiley Brooks Company to provide public relations work. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to ratify the Phase 1 public relations engagement letter with The Wiley Brooks Company in the amount not to exceed \$5,000. **Motion passed unanimously.**
- **Public Relations Engagement Letter Phase II – The Wiley Brooks Company -** Manager Bischoff presented an engagement letter with The Wiley Brooks Company to provide additional public relations work. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to authorize Manager Bischoff to sign the Phase 2 public relations engagement letter with The Wiley Brooks Company in the amount not to exceed \$7,000. **Motion passed unanimously.**
- **General Engineering Services PSC – Electrical Consultants, Inc. Ratification -** Manager Bischoff presented for ratification a professional services contract with Electrical Consultants, Inc. to perform general engineering services. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to ratify the professional services contract with Electrical Consultants, Inc. for general engineering services in an amount not to exceed \$5,000. **Motion passed unanimously.**
- **Accounting Assistance PSC – TDJ Inc. Ratification-** Auditor McEathron presented for ratification a professional services contract with TDJ Inc. for accounting assistance. After discussion, Commissioner

Gale made a **motion** and Commissioner Green **seconded** to ratify the professional services contract with TDJ Inc. in an amount not to exceed \$1,875 for accounting assistance. **Motion passed unanimously.**

ATTORNEY'S REPORT:

The Board entered into Executive Session at 9:30 a.m. to discuss litigation per RCW 42.30.110(1)(i) for a duration of 25 minutes. Commissioner Green, Commissioner Gale, Manager Bischoff, Attorney Woodrich, and Attorney Ramsey Rammerman via phone were in attendance. Commissioner Esch recused himself from the Executive Session. Attorney Ramsey Rammerman left the Executive Session and Commissioner Esch joined the Executive Session at 9:55 a.m. Executive Session was extended 15 minutes and ended at 10:10 a.m. The attorney was told to proceed as directed.

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

NEW BUSINESS CONTINUED:

- **Resolution No. 2542 – Investment Authority 2016-** Auditor McEathron presented Resolution No. 2542. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve Resolution No. 2542 authorizing personnel to make investment decisions on behalf of the district and give direction to the County Treasurer. **Motion passed unanimously.**
- **Shepard Reservoir & Pump Station Design PSC – MSA, Inc.** – Manager Bischoff presented a professional services contract with Murray, Smith & Associates, Inc. for final design of the Shepard reservoir and pump station replacement project. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the contract with Murray, Smith & Associates, Inc. in the amount of \$102,058 to complete final design of the Shepard reservoir and pump station. **Motion passed unanimously.**

ATTORNEY'S REPORT:

Attorney Woodrich was excused at 10:45 a.m.

The Board entered into Executive Session at 10:45 a.m. to discuss Employee Performance per RCW 42.30.110(1)(g) for a duration of 20 minutes. Executive Session was extended 15 minutes and ended at 11:20 a.m.

There was a 5-minute break at 11:20 a.m. The meeting resumed at 11:25 a.m.

DISCUSSION ITEMS:

- **Manager of Finance & Administration Vacancy** – Manager Bischoff presented a memo describing adjustments to the Manager of Finance and Administration position description and recommending policy changes to align PUD practice with industry practice. The Board will further discuss the topic at the next board meeting.

MANAGER'S REPORT:

Manager Bischoff reported on the following items:

- Wind River Business Park cannabis project
- Electric System Study by ECI Inc.
- Design of the North Bonneville substation replacement project
- Duggan Falls water system feasibility study report
- Manager of Finance and Administration vacancy announcement
- July 5th board meeting plan during Manager's vacation

AUDITOR'S REPORT:

- **Low Density Discount** – Auditor McEathron noted the Low Density Discount received from BPA has been reduced to 4.5% from the previous 6.0% discount.
- **PURMS Property and D&O coverage** – Auditor McEathron presented the PURMS property and D&O coverages.
- **Transition plan** – Auditor McEathron noted that he prepared a transition plan to assist the PUD with the transition following his departure. He thanked the Board for the opportunity to work at the PUD these past 5 years.

COMMISSIONER'S REPORT:

- Commissioner Green discussed her attendance at the NWPPA conference.
- Commissioner Gale discussed the upcoming PURMS annual board meeting.
- Commissioner Gale submitted a letter announcing his intent to resign from the District #1 seat of the PUD Commission effective July 31, 2016.

CALENDAR:

- PURMS Annual Meeting June 9, 2016
- WPUDA Water Committee Meeting June 23, 2016
- WPAG Meeting June 30, 2016
- PPC Meeting July 7, 2016
- WPUDA Meetings July 13-15, 2016

VOUCHER APPROVAL:

Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the vouchers audited and certified as required by RCW 42.24.080 and RCW 42.24.090 for Electric \$748,343.45, Carson Water \$18,714.03 and Underwood Water \$6,340.80. **Motion passed unanimously.**

Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve legal costs voucher #53491, #53502, #53507, #53511, and #53513 for \$12,098.91, audited and certified as required by RCW 42.24.080 and RCW 42.24.090. **Motion passed with two votes for (Commissioners Gale and Green) and one abstention (Commissioner Esch).**

Auditor McEathron noted that the Voucher #53511 in the amount of \$5601.88 was not a legal cost and should be listed with Electric vouchers.

Commissioner Gale made a **motion** and Commissioner Green **seconded** to revise the previous motion and to remove Voucher #53511 in the amount of \$5601.88 from the Legal Costs vouchers and to add it to the Electric vouchers, for a total Electric voucher amount of \$753,945.33. **Motion passed unanimously.**

Commissioner Gale made a **motion** and Commissioner Green **seconded** to revise the previous motion and to remove Voucher #53511 in the amount of \$5601.88 from the Legal Costs vouchers for a total Legal Costs voucher amount of \$6,497.03. **Motion passed with two votes for (Commissioners Gale and Green) and one abstention (Commissioner Esch).**

| Voucher | Numbers | Amount |
|------------------------|--|---------------------|
| Electric | 53452-53501 53503-53506 53508-53512 53514-53517 | \$753,945.33 |
| Electric – Legal Costs | 53491, 53502, 53507, 53513 | \$6,497.03 |
| Carson Water | 6657-6665 | \$18,714.03 |
| Underwood Water | 3896-3901 | \$6,340.80 |

PUBLIC COMMENT:

- None

Meeting adjourned at 12:50 p.m.

Curt Esch, President

Liz Green, Secretary

The next regular scheduled Board of Commissioners' Meeting will be
Monday, June 20, 2016 at 9:00 a.m.