

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

April 7, 2020

A regular meeting of the Board of Commissioners was called to order by Commissioner Liz Green at 9:00 a.m. The following persons were present via phone: Commissioner Liz Green, Commissioner Dave McKenzie, Commissioner Dan Boyes; General Manager John Goodman, Manager of Finance and Administration Randy Payne, Attorney Rick Hughes, HR-Communication Specialist Jennifer Jackson Hansen and Administrative-Records Specialist Kelly Tennison.

APPROVAL OF THE AGENDA:

- Commissioner McKenzie made a **motion** and Commissioner Boyes **seconded** to approve the April 7, 2020 Agenda as presented. **Motion passed unanimously.**

MINUTES:

- Commissioner McKenzie made a **motion** and Commissioner Boyes **seconded** to approve the March 17, 2020 Regular Meeting minutes as corrected. **Motion passed unanimously.**
- Commissioner Boyes made a **motion** and Commissioner McKenzie **seconded** to approve the March 19, 2020 Special Meeting minutes as presented. **Motion passed unanimously.**
- Commissioner Boyes made a **motion** and Commissioner McKenzie **seconded** to approve the March 26, 2020 Special Meeting minutes as presented. **Motion passed unanimously.**
- Commissioner McKenzie made a **motion** and Commissioner Boyes **seconded** to approve the April 2, 2020 Special Meeting minutes as presented. **Motion passed unanimously.**

CARSON WATER CUSTOMER LETTER:

- Carson Water customer, Dennis Saul, submitted a letter regarding his water connect. After discussion, staff will reach out to Mr. Saul for further details on the connect in question and property information.

PUBLIC COMMENT:

- No public Comment.
- Commissioner Green read an email into record she received from a rate payer.

STAFF REPORT:

- None.

OLD BUSINESS:

- None.

NEW BUSINESS:

- **Professional Services Contract – Willamette Power Engineering** – Mr. Goodman discussed with the Board the Professional Services Contract with Willamette Power Engineering for North Bonneville Substation & Feeder. The contract amount is \$25,000 for the first year, and not to exceed the amount of

\$100,000 over a five year period unless approved by the District in writing.

- **Resolution No. 2713 – Underwood Water Fund Transfer** - Mr. Payne presented Resolution No. 2713 approving the Underwood Water Fund Transfer in the amount of \$51,617.02. After discussion Commissioner McKenzie made a **motion** and Commissioner Boyes **seconded** to approve Resolution No. 2713 as presented. **Motion passed unanimously.**

ATTORNEY'S REPORT:

- Attorney Rick Hughes discussed the following:
 - Proclamation 20-25 - stay home stay healthy
 - Essential businesses - maintaining social distancing & sanitation
 - Open public meeting act provisions under the Governor's Proclamation
 - Public records act provisions under the Governor's Proclamation

DISCUSSION ITEMS:

- Mr. Goodman discussed with the Commissioners the purchase of the new lift truck for the line crew.

LEGISLATIVE UPDATE:

- The Commissioners discussed upcoming bills that could potentially affect the PUD.

MANAGER'S REPORT:

- Manager Goodman discussed the following:
 - ARs
 - Small Works Contract – Tree Trimming Services

AUDITOR'S REPORT:

- None

COMMISSIONER'S REPORT:

- The Commissioners discussed the following:
 - Expense sheets - tracking hours & per diem
 - Virtual meetings – the possibility of conducting virtual meetings rather than over the phone

CALENDAR:

- WPUA – April 15-17, 2020
- Energy Northwest – April 24-25, 2020
- WPAG – April 30, 2020

VOUCHER APPROVAL:

Commissioner McKenzie made a **motion** and Commissioner Boyes **seconded** to approve the vouchers audited and certified as required by RCW 42.24.080 and RCW 42.24.090 for Electric ACH/Wire Transfer, Pre-issued and Regular, Carson Water ACH/Wire Transfer and Regular and Underwood Water ACH/Wire Transfer Regular as presented. **Motion passed unanimously.**

Voucher	Numbers	Amount
<u>Electric</u>		
ACH/Wire Transfers	8800047 – 8800051	\$ 1,235,031.58
Pre-issued	58794 – 58801	\$ 168,926.52
Regular	58802 - 58848	\$ 151,684.12
<u>Carson Water</u>		
ACH/Wire Transfers	8800016	\$ 6,289.88
Pre-issued		
Regular	7312 - 7321	\$ 10,129.79
<u>Underwood Water</u>		
ACH/Wire Transfers	8800015	\$ 3,493.89
Pre-issued		
Regular	4201 - 4207	\$ 58,454.05

GENERAL DISCUSSION:

- The Commissioners discussed the weekly meeting schedule regarding staff and customer safety due to COVID-19.
- Executive session to review the performance of a public employee will be rescheduled to a later date.

Commissioner Boyes made a **motion** and Commissioner McKenzie **seconded** to adjourn the Regular Meeting at 11:05 a.m. **Motion passed unanimously.**



Liz Green, President



Dan Boyes, Secretary

The next scheduled Board of Commissioners' Meeting will be
Tuesday, April 21, 2020 at 9:00 a.m.