

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

January 5, 2015

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

- **New Commissioner Swearing of Oath** - Liz Green was sworn in as District #3 Commissioner by the County Auditor, Robert Waymire.
- **Board Officers – President, Vice President, & Secretary** – Commissioner Gale made a **motion** and Commissioner Green **seconded** to appoint Commissioner Esch as President. **Motion passed unanimously.** Commissioner Green made a **motion** and Commissioner Esch stepped down and **seconded** to appoint Commissioner Gale as Vice President. **Motion passed unanimously.** Commissioner Gale made a **motion** and Commissioner Esch stepped down and **seconded** to appoint Commissioner Green as Secretary. **Motion passed unanimously.**

**MINUTES:**

- Commissioner Green asked that the word temporary be added before CADD internship. Commissioner Esch asked for clarification regarding the Commissioner healthcare benefits section. Commissioner Esch also asked if the resolution regarding retiring commissioner healthcare benefits should be added to the policy or existing resolution so that it can be more easily accessed. The Commissioners directed staff to bring a new resolution forward regarding retiring commissioner healthcare benefits. Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the December 15, 2014 Regular Meeting minutes as corrected. **Motion passed unanimously.** Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the December 22, 2014 Special Meeting minutes. **Motion passed unanimously.**

**PUBLIC COMMENT:**

- Diane Green commented on Commissioner healthcare benefits.
- Sherry Esch requested that a microphone system be provided for the meetings to ensure the public is able to hear all meeting discussion.

**OLD BUSINESS:**

- **Schoolhouse PRV Replacement PSC - Murray, Smith & Associates, Inc.** – Manager Bischoff presented the Professional Services Contract with Murray, Smith & Associates, Inc. to provide engineering services for the Schoolhouse Road PRV replacement project. Manager Bischoff discussed the pros and cons of combining design efforts with the Shepherd pump station project. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the contract in the amount of \$16,088. **Motion passed unanimously.**

## NEW BUSINESS:

- **Resolution No. 2479 – Appointing 2015 Delegates To Industry Associations and Committees** – The Board reviewed Resolution No. 2479 Appointing 2015 Delegates to Industry Associations and Committees. The resolution was updated with the following appointments: Commissioner Green was appointed as the Energy Northwest delegate, NWPPA delegate and WPUDA Board of Directors Alternate; and Commissioner Esch was appointed as the Energy Northwest alternate. After further discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve Resolution No. 2479 as corrected. **Motion passed unanimously.**
- **Resolution No. 2480 – General Manager’s Salary** – Auditor McEathron presented Resolution No. 2480 ratifying the salary increase for the District General Manager by 3.25% from \$139,740 annually to \$144,282 annually effective as of December 16, 2014. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve Resolution No. 2480. **Motion passed unanimously.**
- **WPAG Professional Services Contract 2015** – Manager Bischoff presented the 2015 WPAG Professional Services Contracts with EES Consulting and Marsh Mundorf and Associates. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the Marsh Mundorf legal services and EES consulting services agreement in the amount of \$4,883. **Motion passed unanimously.**
- **Skamania County Interlocal Agreement** – Auditor McEathron presented the Skamania County Interlocal Agreement that is primarily used for repaving of roadways disturbed by underground projects or repairs. After discussion, Commissioner Gale made a **motion** and Commissioner Green **seconded** to approve the interlocal agreement. **Motion passed unanimously.**

## DISCUSSION ITEMS:

- **Commissioner Training & Education** – Commissioner Gale discussed the WPUDA trainings for Commissioners.
- **Commissioner Tablets/iPads** – Manager Bischoff discussed purchasing tablets for the Commissioners to use for PUD business. Attorney Woodrich agreed with the recommendation to provide tablets to the Commissioners for PUD business. The Commissioners were in agreement and directed staff to move forward with researching the best tablet solution for each commissioner and purchasing the equipment..
- **Rate Classification** – Manager Bischoff discussed the history and options for revising the electric system rate classifications. Commissioner Gale disclosed that his grandson is a vice president with WKO. Attorney Woodrich responded that this relationship doesn’t result in any conflict of interest that would prevent Commissioner Gale from taking part in the rate reclassification and rate making efforts.

There was a five minute break at 10:55 am. The meeting resumed at 11:00am.

The Commissioners discussed the rate classification options and asked staff to provide cost estimates for completing Option 2 and 3 and a less intensive COSA. Staff will have a discussion with EES and bring back more information.

## **ATTORNEY'S REPORT:**

- Commissioner Green inquired about the outstanding lawsuit. Attorney Woodrich gave an update of recent and upcoming activities. Attorney Woodrich will provide copies of the depositions to the Commissioners.

## **MANAGER'S REPORT:**

- **Pole Replacement** – Manager Bischoff reported that a previous voucher listed one pole replacement as a “pole hit/unable to bill”. This incident was referring to a hit and run accident that the PUD was therefore unable to bill to a responsible party.
- **Individual PRVs** – Manager Bischoff reported that it has been the practice of the PUD to install individual PRVs at service locations where the customer complains of high pressure and the PUD measures pressure is greater than 90 PSI.
- **Shepherd Pump Station Pump** – Manager Bischoff reported that the new pump recently installed in the Shepherd Pump Station can be used as a spare pump when the station is rebuilt.
- **Health Benefit Updates** - Manager Bischoff noted that staff is moving ahead with the health benefit updates recommended by the Labor-Management Committee and approved by the Board.
- **Solar Incentives** – Manager Bischoff reported that the state requires the PUD to annually pay the State incentive to the owner of a certified renewable generator (like rooftop solar, etc.) for energy produced by the customer generation project. The PUD then applies for a subsequent tax credit as reimbursement. There will be some policy decisions brought before the Board as staff develops the process.
- **Arcflash Study** – Manager Bischoff reported that the arcflash study from IEC is complete and staff will be developing the OSHA required flame retardant clothing policy.
- **Underwood Substation Project** – Manager Bischoff reported that staff has made a 10% payment for the new Underwood transformer and have received bids back for the control enclosure.
- **Protection Study** – Manager Bischoff reported that IEC is currently working on the protection study associated with the new cannabis load.
- **Hydrogeologic Study** – Manager Bischoff reported that the results of Mark Yinger’s hydrogeologic study are expected within the month.
- **Strategic Plan Update** – Manager Bischoff and the Commissioners discussed updating the Strategic Plan in the spring.

## **AUDITOR'S REPORT:**

- **Bond Issue Timeline** – Auditor McEathron presented the preliminary schedule of events for the 2015 bond issue.

- **Customer Deposit True Up** – Auditor McEathron reported that he will be presenting a resolution for the year-end true up the customer deposit fund. The present balance of approximately \$230,000 is expected to be reduced by about \$2,500.
- **Disconnection Policy/Late Fee** – Commissioner Gale inquired and Auditor McEathron discussed modifying the disconnection policy to provide staff the flexibility to defer collection due dates during holidays and other unforeseen events.

**CALENDAR:**

- The PPC Meeting is scheduled for January 8, 2015.
- The WPUDA Meetings are scheduled for January 14-16, 2015.
- The Energy NW Board Meeting is scheduled for January 28, 2015.

**PUBLIC COMMENT:**

- Sherry Esch suggested a policy for Commissioners use of electronic devices.

**VOUCHER APPROVAL:**

After discussion, 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. **Motion passed unanimously.**

Voucher	Number	Amount
Electric System	51393-51468	\$837,022.78
Carson Water	6412-6425	\$23,972.78
Underwood Water	3763-3767	\$217.92

Meeting adjourned at 12:10 p.m.

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**Curt Esch, President**

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**Liz Green, Secretary**

The next regular scheduled Board of Commissioners' Meeting will be  
**Monday, January 19, 2015 at 9:00 a.m.**