

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

September 19, 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 Liz Green; Commissioner Dan Boyes; General Manager Brent Bischoff; Auditor Randy Payne; and Project Coordinator Melanie Sharp.

**MINUTES:**

- Commissioner Green made a **motion** and Commissioner Boyes **seconded** to approve the September 6, 2016 Regular Meeting minutes. **Motion passed unanimously.**

**PUBLIC COMMENT:**

- None.

**OLD BUSINESS:**

- None.

**NEW BUSINESS:**

- **Resolution No. 2557 - 2016-2017 Senior/Disable Rebates** - Auditor Payne presented Resolution No. 2557. After discussion, Commissioner Green made a **motion** and Commissioner Boyes **seconded** to approve Resolution No. 2557 establishing 2016-2017 electric rebates for senior and disabled customers. **Motion passed unanimously.**
- **Small Utility ELA Proposal – ESRI** - 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 Green made a **motion** and Commissioner Boyes **seconded** to authorize Manager Bischoff to sign the three year contract with ESRI for a total cost of \$32,310. **Motion passed unanimously.**
- **Revision of Resolution No. 2549 - Industry Association Delegates** - Manager Bischoff and the Board discussed appointments of 2016 Delegates to industry meetings. Staff will bring a resolution to the following meeting to officially designate association delegates.
- **Rod Westland - Water Connects, Westside Road** - Commissioner Esch summarized a conversation he had with customer Rod Westland regarding his number of paid connects. Staff will do more research into the issue and get back to the Commissioners.
- **Carson Test Well Bid** - Manager Bischoff discussed the bid results of the Carson Test Well Project. After discussion, Commissioner Green made a **motion** and Commissioner Boyes **seconded** to reject the bid from Schneider Water Services for the Carson Test Well. **Motion passed unanimously.**

There was a 5-minute break at 10:00 a.m. The meeting resumed at 10:05 a.m.

- **Ratify Kenneth B Woodrich PC Professional Services Agreement** - Manager Bischoff presented an ad hoc legal services agreement with Kenneth Woodrich. The Board did not ratify the contract and asked staff to look for alternative temporary representation.
- **Transfer of Funds** – Auditor Payne discussed the payment options for the Public Records Lawsuit settlement. After discussion, Commissioner Green made a **motion** and Commissioner Boyes **seconded** to transfer \$275,000 from the Construction Fund to the General Fund to fulfill the obligation for the Public Records settlement. **The motion passed with two votes in favor** (Commissioner Green and Boyes) **and one abstention** (Commissioner Esch).

#### **ATTORNEY’S REPORT:**

- None.

#### **DISCUSSION ITEMS:**

- **Legal Services Request for Proposals** – Manager Bischoff discussed the development of a Request for Qualifications for legal services.
- **Data Privacy Policy** – Manager Bischoff discussed development of a Data Privacy Policy based on a template developed by WPUDA.
- **2017 Budget - Second Draft Proposal** – Auditor Payne presented the second draft of the 2017 budget.

#### **MANAGER’S REPORT:**

Manager Bischoff reported on the following items:

- August outage report
- Settlement agreement policy requirements
- Carson substation rebuild project
- Schoolhouse PRV project (Overlook Road)

#### **AUDITOR’S REPORT:**

- **Bad Debts** – Auditor Payne presented bad debts in the amount of \$2,014.32. After discussion, Commissioner Green made a **motion** and Commissioner Boyes **seconded** to approve the bad debts in the amount of \$2,014.32. **Motion passed unanimously.**

#### **COMMISSIONER’S REPORT:**

- Commissioner Green and Boyes reported on their attendance at the WPUDA meetings.
- Commissioner Esch reported on a call from a customer regarding self-meter reading.

#### **CALENDAR:**

- PPC, October 6, 2016

- WPUDA Customer Service Group, October 11-12, 2016
- WPUDA Finance Officers, October 12-13, 2016
- WPUDA Records Roundtable, October 13-14, 2016
- WPUDA Administrative Professionals Roundtable, October 19-20, 2016
- Energy Northwest Public Power Forum, October 27-28, 2016

**VOUCHER APPROVAL:**

Commissioner Green 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 Legal Costs \$3,520.90. **Motion passed with two votes in favor** (Commissioner Green and Boyes) **and one abstention** (Commissioner Esch).

Commissioner Green 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 \$164,815.98, Carson Water \$3,602.87 and Underwood Water \$3,887.97. **Motion passed unanimously.**

<b>Voucher</b>	<b>Numbers</b>	<b>Amount</b>
Electric	<b>53870, 53878-53908, 53910-53919, 53921-53934</b>	<b>\$164,815.98</b>
Electric – Legal Costs	<b>53909, 53920</b>	<b>\$3,529.90</b>
Carson Water	<b>6709-6712</b>	<b>\$3,602.87</b>
Underwood Water	<b>3931</b>	<b>\$3,887.97</b>

**PUBLIC COMMENT:**

- Diane Green asked about tracking outages by area and commented on the budget process.

Meeting adjourned at 12:05 p.m.

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**Curt Esch, President**

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**Dan Boyes, Secretary**

The next regular scheduled Board of Commissioners’ Meeting will be  
**Monday, October 3, 2016 at 9:00 a.m.**