

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

January 12th, 2011

A Special Meeting of the Board of Commissioners was called to order by President Dennis Gale at 9:00 a.m. at the PUD office in Carson, WA, the meeting was originally scheduled for 8:30 a.m., but delayed due to weather conditions. The following persons were present: Commissioner Curt Esch; Commissioner Clyde Leach; Commissioner Dennis Gale; Manager, Bob Wittenberg; Attorney Ken Woodrich; and WO/HR Coordinator, Shonna Taylor.

The Purpose of the Special Meeting was to discuss the Auditor position, governance policy and review of the manager.

Commissioner Gale explained why he believes the District should not change the structure as far as the Auditor/Chief Financial Officer position is concerned. There has been discussion of assigning part of the duties to the current staff and hiring an outside firm or person to do the Auditor portion of the position. Commissioner Gale expressed the need to get past negativity and move forward. He feels we need a high level financial management person. Commissioner Leach explained his reasons for consideration of hiring an outside firm or person to do just the auditing of the financial records, because it would make it very clear who this person reports to. The Auditor portion of the position would report to the Commission and all other duties that are defined would report to the Manager. After discussion, it was decided that a new job description will be written for the Auditor/Chief Financial Officer position and it will be very clear on the reporting structure. Financial Manager reports to the Manager, Auditor portion of position reports to the Board. This is a dual role, so to avoid conflict in the future a clear organizational chart needs to be in place.

Break at 9:55 a.m. and reconvened at 10:00 a.m.

Attorney Woodrich explained we need a clear policy about reviews so there is no longer conflict. Commissioner Gale gave a list to staff of what he believes should be contained in the job description for the Auditor/Chief Financial Officer position. Manager Wittenberg would like Commissioner Gale's expertise in preparing the new description and encouraged him to be on a committee with other District employees. After this task is drafted it will be brought back to the Board. Commissioner Gale is willing to do this. A committee meeting will be held on Monday, January 17, 2011 after the regular board meeting.

Commissioner Esch did not have a chance to review examples of governance policy. The Commission will look at and discuss further at a later meeting. The Board would like to have rate scenarios, dues/memberships, and residential exchange agreement on the next board agenda. The Board also discussed having a roster of unfinished business.

Break at 11:30 a.m. until 11:35 a.m.

At 11:35 a.m. the Board did an evaluation on the performance of the District Manager. Each Commissioner had previously completed an extensive form covering questions on: The evaluation was made on the following four areas: 1. Personal Characteristics, 2. Advising and Assisting the Board 3. Managing Operations 4. External Relationships.

Each question was numbered 1-5 with 1 being the best and 5 the worst. In addition to the number evaluation each Commissioner utilized examples to assist in their number evaluation, with a total number attained at the end of the evaluation. The Commission did not have time to complete a composite of the three individual

number totals. However, they did give Manager Wittenberg an opportunity to dispute the evaluation either individually or in totality.

**Entered into Executive Session at 12:53 p.m. to 1:00 p.m.** to evaluate the performance of a public employee.

**Executive Session extended to 1:15 p.m.** and entered into open meeting.

Manager Wittenberg discussed items such as strategic planning, communication and miscommunications, set of goals and values, governance policy, guiding principles of setting rates, managerial discretion, manager employee contract, and board evaluations. Manager Wittenberg expressed he has been doing damage control this past year and does not feel he has been able to do the job he was hired to do.

The Board also received a letter from public member, Liz Green, in regard to the performance of Manager Wittenberg.

Commissioner Gale expressed how important it is to get a governance policy in place. The Commission will study other policies from other utilities.

Commissioner Leach feels the Commission will need outside help to put a strategic plan in place.

The meeting adjourned at 1:40 p.m.

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**Dennis L. Gale, President**

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**Curtis Esch, Secretary**

The next regular scheduled Board of Commissioner's Meeting will be:  
**Monday, January 17th, 2010 at 9:00 a.m.**