

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

February 22nd, 2011

A regular 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 following persons were present: Commissioner Curt Esch; Commissioner Clyde Leach; Commissioner Dennis Gale; Manager, Bob Wittenberg; WO/HR Coordinator, Shonna Taylor; Attorney, Ken Woodrich; Public Members, Betty Daubenspeck, Diane Green, and Sherry Esch.

**MINUTES**

Commissioner Leach made a **motion** to approve the special meeting minutes of January 12, 2011 as corrected. The motion was **seconded** by Commissioner Esch and the minutes were **approved unanimously**.

Commissioner Esch made a **motion** to approve the February 7, 2011 minutes. Commissioner Leach **seconded** the motion and the minutes were **approved unanimously**.

**PUBLIC COMMENT**

- **Public Member Sherry Esch** - Sherry Esch presented the board with documents of concern that she had received through a public records request.

**OLD BUSINESS**

- **Yard Light Issue, Mary Repar** – Manager Wittenberg reported PURMS had been notified of the 60-day notice. The yard light has been fully shielded and other neighbors contacted staff and is very pleased. Manager Wittenberg had conversation with Mary Repar and it is certainly better, but will need more time to assess. The PUD has not heard from tenant or owners of property where the light is located.
- **Fund Balance and Policy Review** - The Commission reviewed and discussed fund balances regarding the construction funds.
- **Governance Policy** – Commissioner Gale reported the PUD Association handed out several governance policies for review. Commissioner Leach drafted a governance policy for other members of the board to review and give input. Commissioner Esch expressed concern about not having other policies that are important before overlaying this policy over the board. Commissioner Leach explained that the governance policy is how a board handles, conducts business and the way the board handles themselves. At the suggestion of Commissioner Gale it was recommended a list of priorities be identified to discuss at the next board meeting from the draft policy. The specific topics to discuss at the next meeting are Page 14, Audience Participation. Page 13, Meeting Rules, Agenda Planning, Criminal Convictions. Page 9, Unity of Control and General Manager.

Break at 10:30 a.m.

Meeting reconvened at 10:38 a.m.

## OLD BUSINESS Cont.:

- **Job Description & Management of New Auditor Position** – Commissioner Gale wants the advertisement for this position posted. Commissioner Esch expressed concern of the dual reporting of this position to manager and board. Commissioner Gale explained that the board is responsible for appointing the Auditor. Commissioner Leach wants two documents, the ad and complete job description. Manager Wittenberg presented the advertisement to the Commission. It was decided the advertisement would be posted and the complete job description will be reviewed by the Board and revisited at the next meeting.

## DISCUSSION ITEMS:

- **Surplus Vehicle** – Jay Holtman, resident of Skamania County and member of the White Salmon Fire Department has inquired about a surplus truck. Commissioner Esch explained this truck would be an Interagency Wildfire Control Vehicle and would benefit Skamania County residents on the east end of the county. Attorney Woodrich suggested an intergovernmental transfer and will look into this. The Board agreed and directed the manager to contact Mr. Holtman.
- **Elizabeth Scott Waterline** – Manager Wittenberg reported that both the water department and electric department have been out to the property and the District will be rerouting both the electric and water line.
- **Building Water Pipes** – Manager Wittenberg reported that we are going to eventually have to replace the galvanized pipes in the PUD building.

## NEW BUSINESS

- **Resolution #2364, Increase Deposit Fund** – After discussion Commissioner Leach made a **motion** to approve Resolution #2364. Commissioner Esch **seconded** the motion and the motion was **approved unanimously**.

## MANAGER'S REPORT:

- **Carson Reservoir** – Manager Wittenberg responded to Commissioner Esch's request regarding the Carson Reservoir. He provided the report from the consultant and the disc from the 2007 dive. The VHS tape from 2003 is not available due to deterioration. Commissioner Esch inquired if he could take the report and disc home for review and the manager explained this would not be a problem, other copies are available.
- **Healthcare for Attorney** – Manager Wittenberg reported that he had spoke with Dick Rodruck from Pacific Underwriters and many of the utilities have their attorneys on the healthcare plan. Commissioner Esch would like an opinion from an outside attorney on the RCW's and the guidelines. Commissioner Leach inquired about the agreement that we presently have with our attorney.

Commissioner Gale felt that we should contact some other agencies such as Washington PUD Association or the State Auditor's Office.

- **Standby pay for Water Department** – Manager Wittenberg reported that the IBEW 125 Union Contract has had the same language regarding standby since February 1994. Manager Yee was the Water Distribution Manager. When Manager Yee left, Tom Vance became the Water Distribution Manager and we are required to have a Water Distribution Manager available at all times. The contract does not state that just linemen receive standby pay.
- **Upgrade to Temp Office Foreman** – Manager Wittenberg sent Commissioner Esch the documentation on how often the upgrade has been given.
- **Electric Outage Report, January 2011** – The Board reviewed the report and Commissioner Gale inquired about the Matthews Road area. Manager Wittenberg reported on this issue and we are hoping to begin construction in April. Another area of concern is Archer Mountain.
- **NWPPA Webinar on REP Settlement** – Announcement of a webinar on March 16, 2011 on the Residential Exchange. This is put on by NRU, PPC, NWPPA and PNGC jointly. Commissioner Esch inquired if staff will join the webinar. Manager Wittenberg said that staff will be listening and participating.

## **INVESTMENTS**

Salvie Stevens, Accountant, joined the meeting to speak about the Disaster Fund. The limit on this fund is \$350,000 and there is no longer allocations to this fund. The fund has increased due to interest. The Accountant handed out an IRS questionnaire on arbitrage and explained this report is every 5 years if the funds are not spent from bond.

Break at 12:15 p.m.

Meeting reconved at 12:20 p.m.

The Accountant further explained that we allocate \$17,000 to the Rate Stabilization Fund. Ms. Stevens further asked for clarification from the Board on the reports that they would like presented. Commissioner Gale mentioned Cash & Liability.

## **ATTORNEY'S REPORT:**

Spoke about redaction software. Commissioner Esch thought the District should look into this doing in-house.

## **COMMISSIONER'S REPORT:**

Commissioner Esch attended the WPUDA meeting and felt that Dennis Bowles did a good job and the meeting was worthwhile. All three commissioners attended.

Commissioner Gale reported on the water committee.

**PUBLIC COMMENT**

Public Member, Diane Green, re-appealed to the Board for draft minutes. She wanted to know why we are no longer supplying them. Commissioner Leach is against draft minutes being put in public packets before approved. Attorney Woodrich explained that the minutes are not a public document until cited and then a request can be made for a copy through the public records process unless the Board would like handled differently.

**BAD DEBTS**

The Commission reviewed the list of bad debts. Commissioner Leach made a **motion** to approve the bad debts in the amount of \$842.18. The motion was **seconded** by Commissioner Esch and the motion was **approved unanimously**.

**VOUCHER APPROVAL**

<b>Voucher</b>	<b>Number</b>	<b>Amount</b>
Electric System	45990-46062	\$ 180,169.30
Carson Water	5741-5747	\$ 6,789.27
Underwood Water	3413	\$ 37.98

Meeting adjourned at 1:25 p.m.

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**Dennis Gale, President**

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**Curt Esch, Secretary**

The next regular scheduled Board of Commissioner's Meeting will be:  
**Monday, March 7, 2011 at 9:00 a.m.**