

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

March 7th, 2011

A regular meeting of the Board of Commissioners was called to order by President Dennis Gale at 9:02 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, Liz Green, Sherry Esch, and Mary Repar.

MINUTES

Commissioner Leach made a **motion** to approve the February 22, 2011 minutes as corrected. Commissioner Esch **seconded** the motion and the minutes were **approved unanimously**.

PUBLIC COMMENT

Public Members, Mary Repar and Sherry Esch commented to the commission.

OLD BUSINESS

- **Draft Minutes** – Commissioner Esch made a **motion** to allow the public to view the draft minutes when completed. Commissioner Leach **seconded** the motion and the motion was **approved unanimously**. Attorney Woodrich advised the draft minutes be watermarked or at least stamped draft. A Public Records Request must be filled out if the draft minutes are given out before or after the meeting.
- **Fund Balance and Policy Review** - This is deferred until the Auditor/Manager: Finance & Accounting position is hired.
- **Job Description Auditor/Manager Finance & Accounting** – The Commission reviewed the draft of the job description for the Auditor/Manager Finance & Accounting and made some changes. The resumes can be reviewed in executive session. Commissioner Gale would like Resolution #1074 setting the auditor's salary as a percentage of the manager rescinded. Commissioner Esch made a **motion** to change Resolution #1074, removing the percentage. Commissioner Leach **seconded** the motion and the motion was **approved unanimously**.
- **Governance Policy** –The Board work on the draft governance policy.

Break at 10:35 a.m.

Adjourned for lunch at 12.45 p.m.

Meeting reconvened at 1:38 p.m.

OLD BUSINESS (cont.)

- **Surplus Truck Sale** – The City of White Salmon signed an Inter-local Agreement along with a check payable to the District in the amount of \$500.00. Commissioner Esch made a **motion** to accept the \$500

check and the Inter-local Agreement and give the manager permission to sign the agreement on behalf of the District. Commissioner Leach **seconded** the motion and the motion was **approved unanimously**.

- **BPA REP Settlement Contract** – Manager Wittenberg gave each of the commissioners a copy of the settlement contract for review.
- **Healthcare for Attorney** – The Commission discussed healthcare for the District's Attorney. Manager Wittenberg contacted the State Auditor's Office and it was determined that the RCW's may not support the District providing health insurance for the attorney. It was decided a letter will be sent to the Attorney General's Office for a formal answer.

Entered into **Executive Session** at 2:35 p.m. for ten minutes to discuss potential litigation from a public employee.

Executive Session ended at 2:45 p.m.

Meeting reconvened at 2:45 p.m.

NEW BUSINESS

- **Public Records Request Policy** – A draft Public Records Request Policy was given to the Commission for review.
- **Resolution No. 2365 Authorizing Write Off and Disposal of Damaged Meters and Transformers**
This resolution was tabled.
- **Resolution No. 2366 Authorizing Transfer of Funds from the General Funds to Debt Service**
Commissioner Leach made a **motion** to approve Resolution No. 2366 authorizing transfer of funds from the General Fund to Debt Service Funds to meet the required minimum balance. Commissioner Esch **seconded** the motion and the motion was **approved unanimously**.
- **Resolution No. 2367 Authorizing Transfer of Funds from the 2005 Construction Fund and the PUD Construction Fund to the Electric Fund** – Commissioner Esch made a **motion** to approve Resolution No. 2367 transferring \$81,852.31 from the 2005 Construction Fund and \$86,744.45 from the PUD Construction Fund for a combined total of \$168,596.76 to the Electric General Fund. The motion was **seconded** by Commissioner Leach and the motion was **approved unanimously**.

ATTORNEY'S REPORT: None.

MANAGER'S REPORT: Manager Wittenberg reported on Truck 11, accident on Bear Creek, Wind River Crossing repair, webinar on the REP Settlement Agreement and WPAG meeting to be held on March 11, 2011.

COMMISSIONER'S REPORT:

Commissioner Esch inquired if any of the Commission were on the conference call dealing with Grant. None of the Commission were available for this call. He also expressed concern for the insurance regarding the attorney.

VOUCHER APPROVAL

Commissioner Esch made a **motion** to approve the vouchers that were presented at the February 22, 2011. This motion was **seconded** by Commissioner Leach and the motion was **approved unanimously**. The following vouchers were approved for payment by a **motion** made by Commissioner Esch.

Voucher	Number	Amount
Electric System	46063-46122	\$ 629,635.99
Carson Water	5749-5753	\$ 29,785.26
Underwood Water	3411-3412	\$ 13,707.81

Commissioner Leach **seconded**, and the motion was **carried unanimously**.

Meeting adjourned at 4:15 p.m.

The Board went into **Executive Session at 4:15 p.m.** for 15 minutes to review the resumes received for the Auditor/Manager of Finance & Accounting position.

Meeting adjourned at 4:30 p.m.

Dennis Gale, President

Curt Esch, Secretary

The next regular scheduled Board of Commissioner's Meeting will be:
Monday, March 21st, 2011 at 9:00 a.m.