

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

March 18, 2013

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

**MINUTES:**

- Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the March 4, 2013 minutes. **Motion passed unanimously.**

**PUBLIC COMMENT:**

- None.

**NEW BUSINESS:**

- **HVAC Maintenance Agreement** – Manager Brent Bischoff presented a maintenance agreement with MacDonald Miller. This is a preventative maintenance agreement and would increase the HVAC equipment warranty from 1 year to 2 years on parts and labor on the new installations that they service and maintain. After discussion, Commissioner Esch made a **motion** and Commissioner Gale **seconded** to approve the MacDonald Miller maintenance agreement of \$2,475 per year. **Motion passed unanimously.**
- **Resolution No. 2427- Budget Payment Plan** – Auditor Jasen McEathron presented Resolution No. 2427 establishing a formal policy on the budget payment plan. Commissioner Gale made a **motion** and Commissioner Esch **seconded** approve Resolution No. 2427. **Motion passed unanimously.**

**DISCUSSION ITEMS:**

- **WPUDA Committee Delegates** – Auditor McEathron reviewed the WPUDA Committee Delegates with the Commissioners and Manager. Resolution #2424 was passed earlier in the year establishing the Manager or designee as committee delegates. Commissioner Gale made a **motion to amend** Resolution # 2424 and Commissioner Esch **seconded** to establish the following WPUDA Delegates. **Motion passed unanimously.**

WPUDA Committees	Primary	Alternate
Board of Directors	Dennis Gale	Clyde Leach
Managers	Brent Bischoff	Manager Designee
Water	Brent Bischoff	Manager Designee
Telecom	N/A	N/A
Energy	Dennis Gale	Brent Bischoff
Government Relations	Dennis Gale	Brent Bischoff
Communications	Brent Bischoff	Dennis Gale

**MANAGER REPORT:**

- **Project Coordinator Position:** Manager Bischoff reported on the status of the open project coordinator position.
- **Columbia River Treaty:** The Columbia River Treaty between the United States and Canada will terminate in 2024. The Columbia River Treaty Power Group has been formed with utilities individually named and our utility is represented under the name of the Public Power Council. PPC inquired if the utility would like to be listed individually or remain under PPC on future documents. After discussion the Commissioners are satisfied to remain within the PPC group and do not need to be individually named.
- **Water Loss:** The Underwood Water leak detection was completed in October 2012. The numbers for the November-December 2012 time period reflect a substantial reduction in water loss of less than 10%, on the order of 2%, compared to early months in 2012.
- **Bear Creek Fish Passage Update:** In discussion with Paul Spencer, part of the Southern Gifford Pinchot National Forest Collaborative’s effort on forest restoration; they are moving forward on a project to restore the forest in the Bear Creek Basin through timber thinning. In discussion with the Forest Service and Fish & Wildlife, there is the possibility of including as part of forest restoration project, some mitigation efforts that would allow the PUD to postpone installation of the fish passage for up to 10 years. This prospect is in the early stages and we will continue to pursue. A meeting has been scheduled with the Forest Service and Fish & Wildlife, whom are brainstorming this idea.

Based on the last board meeting, it was decided that the timing to move forward with design on the fish passage is not right, but a feasibility study on potential solutions and cost estimates for construction of fish passage is appropriate. The two companies that have provided previous proposals, HDR and Normandeau Associates, have been asked to revise their proposals to include only early stages of the feasibility study. The revised scope of work will include an analysis of fish passage options acceptable to Fish & Wildlife and cost of construction. The scope of work will also include participation in the technical work group partnering with the Forest Service and Fish & Wildlife to identify fish passage solutions. In addition, Manager Bischoff continues to work with Dan Richardson, Underwood Conservation District; to identify possible fish passage funding sources.

Auditor McEathron inquired if the revised proposals from HDR and Normandeau would include a structural inspection of Bear Creek this summer. Manager Bischoff confirmed the re-scoping would include a structural analysis of the diversion dam.

Manager Bischoff is working with Wallis Engineering to develop a proposal on the transmission pipeline and trestle study.

- **Strategic Planning:** The special meeting is scheduled for Monday, March 25<sup>th</sup> and Tuesday, March 26<sup>th</sup> at 9:00 a.m. at the Hegawald Rock Center in Stevenson. The agenda for this meeting will be sent out by Wednesday, March 20<sup>th</sup>.
- **Highway 14 Project:** 4,600 feet are left to replace and complete on Highway 14. The average cost per mile has been \$101,000. The remaining portion left should be within the 2013 budget of \$113,000.
- **Outage Report:** There were only 5 outages in the month of February, well below the 10-year average. Manager Bischoff also reported that he has standards for outage analysis that are developed for the Institute of Electric and Electronic Engineers and will be doing duration and availability analysis of our electric power system relating to outages in the future.

#### **AUDITOR REPORT:**

- **Scoggins Road Water Main Project:** Auditor McEathron presented a spread sheet to the Commission showing the projected and actual costs of Phase 1 of the Scoggins Road Water Main Project. Payments to contractors were within 1.3% of the aggregate contract amount. An additional amount was spent on surveying due to unanticipated easement issues. Phase 1 of this project has been completed, inspected and the retainage has been released to Paul Lambson.
- **Radcomp:** Auditor McEathron explained we will be migrating to Google applications and a change in our email will occur. A training session will be scheduled with the Commissioners to review the new application and ensure email accounts are working properly. Auditor McEathron would like to schedule the training for after an upcoming Commission meeting.
- **BPA Wholesale Power Cost:** As reported in the previous meeting, our wholesale power costs were under budget for 2012, primarily due to the mild winter months of the last quarter. BPA revisited their forecast for the upcoming period and the latest forecast indicates our power costs will be 6.9% less than what was originally budgeted. However, our actual power costs were 6.8% higher than forecast in January 2013, showing the volatility in our costs due to weather. We will continue to monitor our power costs throughout the year.
- **Bad Debts:** Bad debts in the amount of \$2,938.35 were presented. Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the bad debts. **Motion passed unanimously.**

#### **COMMISSIONER'S REPORT:**

- None

The calendar was reviewed on upcoming meetings.

**VOUCHER APPROVAL:**

Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the vouchers audited and certified as required by RCW 42.24.080 and RCW 42.24.090. **Motion passed unanimously.**

<b>Voucher</b>	<b>Number</b>	<b>Amount</b>
<b>Electric System</b>	<b>48880-48952</b>	<b>\$203,195.30</b>
<b>Carson Water</b>	<b>6097-6102</b>	<b>\$ 5,547.76</b>
<b>Underwood Water</b>	<b>3608-3610</b>	<b>\$ 13,027.07</b>

**PUBLIC COMMENT:**

- None.

Meeting adjourned at 10:40 a.m.

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**Clyde Leach, President**

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**Dennis Gale, Secretary**

The next regular scheduled Board of Commissioners' Meeting will be  
**Monday, April 1, 2013 at 9:00 a.m.**