

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

May 6, 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; and Attorney Ken Woodrich.

MINUTES:

- Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the April 15, 2013 minutes. **Motion passed unanimously.**

Commissioner Leach clarified the dates for the NWPPA Annual Conference will be May 20th thru May 24th.

PUBLIC COMMENT:

- Liz Green – Complimented the line crew for their customer service during a planned outage in Willard.

OLD BUSINESS:

- None

NEW BUSINESS:

- **TriAxis Engineering Professional Services Contract** – Manager Bischoff presented a contract between the PUD and TriAxis Engineering for recloser controller settings. Manager Bischoff noted this was emergency work to repair the system, therefore the Commission is asked to ratify the contract. After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to ratify the professional service agreement with TriAxis Engineering in the amount of \$6,000. **Motion passed unanimously.**
- **Specialty Engineering Professional Services Contract** – Manager Bischoff presented a contract between the PUD and Specialty Engineering for programming, testing, and maintenance of recloser controllers and the damaged recloser. Manager Bischoff noted the work is associated with recloser emergency repairs. After discussion, Commissioner Esch made a **motion** and Commissioner Gale **seconded** to approve the professional service agreement with Specialty Engineering in the amount of \$4,444. **Motion passed unanimously.**

Commissioner Leach inquired why contracts were necessary for these services. Auditor McEathron stated it is the PUD's practice to enter into our standard contract for professional services. Attorney Woodrich further explained the need for contracts.

- **Resolution No. 2430 Disconnect Policy & Procedures** – Auditor McEathron presented the Disconnect Policy & Procedures reflecting the new fees and standard collection practices. After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve Resolution No. 2430 establishing Disconnect Policy & Procedures. **Motion passed unanimously.**

DISCUSSION ITEMS:

- **PUD Strategic Plan:** Manager Bischoff provided an overview of the draft strategic plan. A special meeting will be scheduled to further discuss and refine the draft strategic plan.

ATTORNEY’S REPORT: None.

MANAGER’S REPORT:

- **Water Crew Staffing:** Manager Bischoff reported on the status of replacing Tim Ellis after his impending retirement. The position was opened internally and applications have been received.
- **Project Coordinator:** Manager Bischoff stated that Melanie Sharp is expected to start Monday, May 13th and we are looking forward to her joining the PUD.
- **Bear Creek Fish Passage:** Manager Bischoff reported on the continued efforts to work with WA Dept of Fish & Wildlife. He recently accompanied the district fish biologists on a study of the fish populations above and below the diversion dam. Twelve fish were counted above and five fish below the dam; a report summarizing the count results will be forthcoming.
- **Highway 14 Reconducting:** Manager Bischoff reported the project is moving forward with some poles set, tree crew clearing the right of way, and continued work with adjacent landowners. The project is expected to be completed this summer.
- **Line Truck Purchase:** Manager Bischoff reported the purchase of a new line truck is moving forward utilizing the WA State Purchasing Cooperative and additional in-service improvements.
- **Leak Detection:** Manager Bischoff stated leak detection utilizing the contracted detection service will begin this week. He also reported on the significant water production decline in Underwood after the most recent repairs.

Commissioner Gale inquired of the plans to backfill the potential vacancy left, should an internal candidate be selected to replace the retiring Tim Ellis. Manager Bischoff stated he would begin the process to fill that vacancy as soon as possible.

AUDITOR’S REPORT:

- **NWPPA Annual Conference Fee:** Auditor McEathron reported the PUD will be receiving a \$1,460 refund from NWPPA for a recent conference where the PUD was charged a non-member fee. The discrepancy was identified by Manager Bischoff and NWPPA staff.
- **Water Systems Overhead Allocation:** Auditor McEathron reported Commissioner expenses and Manager/Auditor expenses will be charged to the water systems in 2013 using the standard cost allocation method based upon system revenues. This change will result in additional expenses of \$25,725 and \$11,284 being charged to Carson and Underwood systems, respectively. Auditor McEathron stated the revised debt service coverage ratios for Carson and Underwood would be 2.0 and 1.5, respectively.
- **Google Apps Migration:** Auditor McEathron stated the migration of the PUD’s email and data management to Google Apps begins today, with training in the afternoon by Radcomp.
- **Bad Debt Statistics:** Auditor McEathron presented statistics on 2012 bad debts and late fees that demonstrate the great job of customer service staff on collections.
- **Fund Balances:** Auditor McEathron presented the fund balances as of April 2013 for the Electric, Carson & Underwood systems. He noted the improving trend of general fund balances.

COMMISSONER’S REPORT:

- Commissioner Gale reported the WPUDA meetings will be held in Clarkston in July and Chelan PUD in September.

VOUCHER APPROVAL:

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

Voucher	Number	Amount
Electric System	49055-49118	\$765,525.68
Carson Water	6116-6122	\$2,837.53
Underwood Water	3617-3619	\$4,116.34

PUBLIC COMMENT:

- Diane Green – Thanked the Board for the opportunity to speak.
- Helen Paulus – Welcomed Brent Bischoff to the PUD and inquired the location of the Underwood leak that was repaired. Manager Bischoff stated he would research the question and get back to her. Ms. Paulus inquired of the Wittenberg lawsuit. Attorney Woodrich stated the trail has been moved to October 2013.

Meeting adjourned at 10:20 a.m.

Clyde Leach, President

Dennis Gale, Secretary

The next regular scheduled Board of Commissioners' Meeting will be
Monday, May 20, 2013 at 9:00 a.m.