

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

June 17, 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; Project Coordinator Melanie Sharp; and Attorney Ken Woodrich.

MINUTES:

- Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the June 3, 2013 minutes. **Motion passed unanimously.**
- Commissioner Leach pointed out an error in the agenda; the Attorney's Report on the Executive Session for Agency Enforcement is actually per RCW 42.30.110(1)(i) instead of 41.30.110(1)(i).

PUBLIC COMMENT:

- None.

OLD BUSINESS:

- **PUD Strategic Plan** – Manager Bischoff presented the high level portion of the Strategic Plan developed with the Board of Commissioners. Staff is in the process of developing milestones for the Strategic Plan Action Priorities that were prioritized at the last workshop. Commissioner Esch made a **motion** and Commissioner Gale **seconded** to approve the high level portion of the Strategic Plan as presented. **Motion passed unanimously.**

Entered into Executive Session at 9:03 a.m. to discuss potential litigation in accordance with RCW 42.30.110(1)(i) for a duration of 15 minutes. Executive Session was extended 5 additional minutes.

Meeting reconvened at 9:23 a.m.

NEW BUSINESS:

- **Pole Attachment Contract – Frontier Communications** – Auditor McEathron presented a draft of the new Pole Attachment License Agreement between the PUD and Frontier Communications to allow attachment of specified utilities to poles. Staff recommended edits to Section 3 changing the approval period from 60 days to 30 days for document consistency. Staff also recommended changes in Sections 19 and 22 to change the 360 day equipment removal period to 90 days. Staff recommended that all other changes get accepted.

After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the contract with the noted changes. **Motion passed unanimously.**

DISCUSSION ITEMS:

- None.

MANAGER'S REPORT:

- **May Outage Report** – Manager Bischoff presented the May outage report. Outages were well below the 10 year average. Commissioner Leach asked if the underground faults that occurred are on the list of areas to be replaced. Manager Bischoff will research the question and get back to Commissioner Leach.
- **Operations Report** – Manager Bischoff presented an update on the Carson leak detection project. There were 17 leaks found and identified for repair. All leaks have been repaired except the four hydrant leaks, which are having their seats repaired one at a time. Manager Bischoff noted that since the leaks repairs were finished there has been a significant decline in required water production.
- **Bear Creek Diversion Dam Mitigation** – Manager Bischoff presented a summary of the meeting with Steve West, Washington Department of Fish and Wildlife (WDFW) District Habitat Biologist, to discuss mitigation at Bear Creek diversion dam. Mitigation options that were discussed included improving intake screens, trap and haul, maintaining summertime baseflow, and road maintenance. Steve West agreed that the PUD's proposed mitigation would be acceptable to WDFW. The next step would be for the PUD to draft a letter with proposed mitigation measures to send to WDFW and WDFW would then write a letter to the USFS. Manager Bischoff suggested to the Commissioners that we move forward with the following mitigation measures: revised intake screens, trap and haul, and maintenance of summertime baseflow. Commissioner Esch requested that we get WDFW to provide a written list of the screening requirements. During the meeting Manager Bischoff also found out that mitigation may not be required if the current structure was previously permitted by WDFW.
- **Meter Reader Job Posting** – Manager Bischoff reported that approximately 75 people submitted applications for the Meter Reader position.
- **Highway 14 Reconducting** – Manager Bischoff reported that the Highway 14 reconductering work is near completion. One section of 3 poles west of Duncan Creek Road remains. He estimates that the project will be finished in two to three weeks.

Manager Bischoff reported that he has been at the PUD for 6 months and reminded the Commission that he would like to have a 6-month review as stated in his offer letter. Commissioner Esch requested that Manager Bischoff also provide a summary of his experiences with the PUD and Commissioners during this time.

AUDITOR'S REPORT:

- **Bad Debts:** Auditor McEathron presented bad debts for May in the amount of \$1,686.83. After discussion, Commissioner Gale made a **motion** and Commissioner Esch **seconded** to approve the Bad Debts. **Motion passed unanimously.**
- **PCS Upgrade:** Auditor McEathron provided an update of the PCS upgrade that will begin this week with installation continuing over the weekend. The revised billing system program will go live on Monday and PCS staff will be on hand to assist with the transition.
- **Website Redesign:** Auditor McEathron discussed a website redesign that would add some new functionality. Auditor McEathron anticipates bringing forward a contract to the Commissioners during

the next meeting. Estimated cost for the redesign ranges from \$1,500 to \$5,000 with additional costs for site hosting and annual maintenance.

COMMISSONER’S REPORT:

- Commissioner Esch attended the PPC meeting June 6, 2013.
- Commissioner Gale reported on a call from a customer and inquired about the deposit process.
- Commissioner Gale attended the PURMS Board Meeting June 6, 2013. He reported on the insurance rates. He also reported that the Jefferson PUD membership into the property pool was approved.

VOUCHER APPROVAL:

- Commissioner Esch inquired about the EES efforts related to deregistration. Manager Bischoff responded that we have followed through with the effort and are waiting to hear back on the decision.

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	49214-49276	\$250,196.77
Carson Water	6139-6145	\$50,611.25
Underwood Water	3628-3631	\$21,990.00

PUBLIC COMMENT:

- Liz Green asked about a couple details in the Pole Attachment Contract. Clarification was provided by staff regarding Exhibit B and it was discussed that the reference to an “annual inventory” in Section 13 would be removed for consistency.

Commissioner Leach discussed Manager Bischoff’s six-month review and Auditor McEathron’s two-year review. The reviews will be open to the public and were scheduled for the afternoon of July 1, 2013.

Auditor McEathron noted that the recording device had its battery fail sometime after the executive session.

Meeting adjourned at 10:47 a.m.

Clyde Leach, President

Dennis Gale, Secretary

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