

**PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON**

**MINUTES OF MEETING OF COMMISSIONERS**

**Regular Meeting of October 13, 2009**

**PUD Auditorium**

**Present:**

**Commissioners:**

Edward "Ned" Piper, President  
Merritt "Buz" Ketcham, Secretary

Mark McCrady, Vice President

**Staff:**

Brian Skeahan, General Manager  
Don McMaster, Chief Operating Officer  
Royce Hagelstein, Director of Acctg. & Finance  
Tom Loback, Director of Customer Services  
Sandy Willman, Executive Assistant  
Ruth Bennett, Consultant

Pat Lloyd, Auditor  
Monte Roden, Director of Operations  
Rick Syring, Director of Engineering  
Dave Andrew, Mgr. Comm. & Govt. Affairs  
Doug Wood, Director of IS

**Public:**

John Searing

**Media:**

Betty Wilson, KYLK

**Call to Order** – Pursuant to published Notice, the Regular meeting of the Commissioners of Public Utility District No. 1 of Cowlitz County, Washington was called to order at 2:00 p.m. by Commissioner Piper.

**Approval of the Minutes** – The minutes of the regular Board Meeting of September 29, 2009 were approved as published.

**Approval of Vouchers of \$3,496,170.78** – The Commission reviewed vouchers audited and certified by Auditor Pat Lloyd as required by RCW 42.24.080 and RCW 42.24.090 for which warrants were issued on October 13, 2009, under provisions of Resolution No. 1421. Motion was made by Commissioner Ketcham to approve the vouchers and seconded by Commissioner McCrady. Motion carried. Warrants drawn to cover said vouchers are as follows:

<u>Fund</u>	<u>Voucher Nos.</u>	<u>Amount</u>
Electric Revenue	13003 – 13249	\$2,728,527.61
Swift Revenue	02322 – 02327	306,226.29
Water	06541	406.00
Payroll	1774	461,010.88

**Statutory Budget Hearing  
To Determine whether it will be Necessary to Request a  
Property Tax Levy for the Year 2010**

General Manager Brian Skeahan presented the preliminary proposed budget summaries for 2010. There were no comments from the public. Motion was made by Commissioner Ketcham

and seconded by Commissioner McCrady to not request a tax levy for the year 2010 and to adjourn the budget hearing until Tuesday, December 8, 2009, at which time the final budget shall be adopted. Motion carried.

**Presentations and Reports from Staff / Directors**  
(Informational, Non-Action)

**Brian Skeahan, General Manager** – Informed the Commissioners that the District has hired a consultant to perform a feasibility study on the Rappaport Energy biomass project. The project has received support from the Recovery and Reinvestment Act of 2009. Discussions with the project developers and coupled with the Act's support has brought the District to hiring the consultant.

**Project FOCUS Update** – Doug Wood, Director of IS, gave his first monthly progress report to the Commissioners. Ruth Bennett, Organizational Change Management consultant, briefed the Commissioners on her responsibilities for the project.

**Tom Loback, Director of Customer Services** – Presented the September Board report. Tom reported the *On-Line Utility Exchange* the District now utilizes has been a very useful tool. It is an automatic process of credit history for every customer signing for service in order to determine the need for a deposit. Most recently, through this practice, fraudulent drivers' licenses, social security cards and passports have been exposed. Tom has joined the Anti-Fraud Coalition and has met with the Longview Police department and the Department of Licensing. The police have asked in the future to call them while the customer is on the premise. Don McMaster added that they will be meeting with other agencies to share this information.

**Monte Roden, Director of Operations and Rick Syring, Director of Engineering** – Presented their September Board report. Monte reported the Lewis River upgrade project will have ten miles completed by the end of October with the remaining 3.5 miles by December 15. A letter will be sent to the Lewis River customers.

**Don McMaster, Chief Operating Officer** – He recently attended a meeting with BPA regarding the transmission operating agreement needed to satisfy WECC.

**Introduction of New Employees** – Manager of GIS Tia Christina introduced Matt Saylor. Matt began his employment on October 5<sup>th</sup> as a GIS Specialist. Superintendent Tim Fromm introduced Jim Cantrell as our new Substation Wireman. Jim began his employment on September 28<sup>th</sup>.

**Agenda Action Items**

**Staff Recommendation:**

**No. 36/10/13** – Transfer of Accounts to Reserve for Bad Debts – Third Quarter 2009

Auditor Pat Lloyd requested authorization to transfer 287 accounts to Reserve for Bad Debts. These accounts are terminated services during the second quarter of 2008. Commissioner Ketcham moved to authorize the transfer and seconded by Commissioner McCrady. Motion carried.

**Motion:**

Energy Northwest Executive Board announced their Chief Executive Officer will be retiring by July of 2010. They have begun the planning process for selecting a successor and have invited comments from the public power community. Motion was made by Commissioner Ketcham and seconded by Commissioner McCrady authorizing a letter be sent to Energy Northwest recommending the competencies and necessary qualifications. Motion carried.

**Board Reports and Discussions**

**Board discussion** – Conversation on the process of handling difficult / dangerous customers took place. Commissioner Ketcham suggested a policy be implemented. He also requested a camera with sound be installed at the drive-up window. Commissioner McCrady agreed. The Commissioners want the front-line Customer Services employees to know they are being supported and that a hostile situation with a customer will not be tolerated. Don McMaster will follow through regarding the installation of a camera at the drive-up window.

The Washington PUD Association budget of 2010 was also discussed.

**Other Business:** None

**Comments:**

**From the General Manager:** None

**From the Commissioners:** Commissioner Ketcham briefed the Commissioners on the Columbia Grid operations and the need for a new Energy Northwest CEO. He suggested the position to have one CEO designated solely to Columbia Grid.

**From the Chief Operating Officer:** None

**Adjournment** – The next regular Board meeting of the Commission would be held Tuesday, October 27, 2009 at 2:00 p.m. in the PUD Auditorium. The meeting was adjourned at 4:45 p.m.




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Secretary

Attest:




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President




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Vice President

Prepared by \_\_\_\_\_  
Sandra Willman, Clerk of the Board