

**THE BOARD OF COMMISSIONERS
OF PUBLIC UTILITY DISTRICT NO. 1 OF FRANKLIN COUNTY**

MINUTES OF JANUARY 26, 2010
SPECIAL COMMISSION MEETING

MEETING CALLED TO ORDER

The Board of Commissioners of Public Utility District No. 1 of Franklin County held a special meeting at 1411 West Clark, Pasco, Washington on January 26, 2010. The District advertised the Special Meeting and it was open to the public.

Those present from the District were Commissioner Chuck Hall, President; Commissioner Bill Gordon, Vice President; Commissioner Stu Nelson, Secretary; Ed Brost, General Manager; Steve Palmer, General Counsel; Tim Nies, Director of Administrative Services; and Susan Bauer, Executive Assistant.

Staff present for part of the meeting was Chad Schow, Network Engineer.

Commissioner Hall called the regular meeting to order at 10:00 a.m.

PUBLIC COMMENT

No public were present for the meeting.

ACCEPTABLE USE OF ELECTRONIC RESOURCES

Mr. Palmer introduced the agenda item and introduced Chad Schow from the Information Systems department. Mr. Palmer gave background on the policy and purpose of the policy, and then reviewed the highlights of the policy. Mr. Schow provided information on electronic resources and the District's network security and indicated that he would schedule time to review each Commissioner's computer setup and do a security update.

Ms. Bauer provided the Commissioners a signature-ready version of the Acceptable Use of Electronic Resources policy; each Commissioner signed the policy.

TRAVEL ADMINISTRATION

Mr. Brost introduced the agenda item, and provided background. He reported that the Commissioners approved a new travel policy, the Travel Administration Policy for Commissioners, at the December 8, 2009 meeting, and the policy was effective January 1, 2010.

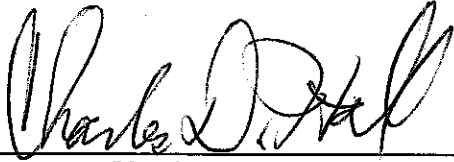
Mr. Brost reviewed the major highlights of the policy and discussion ensued on the application of the policy.

Mr. Brost reviewed the 2010 travel budget, and the assumptions made during the budget development. Discussion ensued regarding the development of travel budgets.

Staff made a presentation on completing and processing the new Expense Claim form for Commissioners. To simplify reporting, staff is researching whether travel per diem and PERS reporting can be combined on one form.

MEETING ADJOURNED

With no further business to come before the Commission, Commissioner Hall adjourned the special meeting at 12:10 p.m.



Charles D. Hall, President



William Gordon, Vice President



Stuart Nelson, Secretary