

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

MINUTES OF MAY 26, 2009  
SPECIAL WORKSHOP COMMISSION MEETING

**MEETING CALLED TO ORDER**

The Board of Commissioners of Public Utility District No. 1 of Franklin County held a Special Workshop meeting at 1411 West Clark, Pasco, Washington, on May 26, 2009.

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

Commissioner Nelson called the special meeting to order at 11:00 p.m.

**COMMENTS FROM THE PUBLIC**

No comments were presented from the public.

**COMMISSION TRAVEL POLICY**

Ed Brost, General Manager introduced the agenda item regarding travel. He explained that the revised travel policy for employees was nearly complete, and that the policy included using a 'per diem' based payment system for meals instead of an 'actual expense' reimbursement system for meals.

Mr. Brost suggested that if the Commissioners were amenable, a policy revision for Commissioner travel would be undertaken, moving the Commissioner travel policy to a per diem system as well.

Mr. Brost reviewed with the Commissioners RCW 54.12.080, Commissioner Compensation and Expenses, which provides for reimbursement of reasonable expenses actually incurred by Commissioners in connection with District business and meetings. Mr. Brost stated also stated that many utilities use a per diem system to reimburse both employee and Commissioner meal expenses.

Mr. Brost clarified the difference between the RCW's reference to per diem in regard to daily compensation for performance of Commission duties, versus the use of per diem as a method to cover meal expenses.

Discussion ensued on the merits of a per diem system, and the Commissions subsequently agreed that they were willing to move to a per diem meal expense system.

Mr. Brost then discussed other portions of the travel policy that might need revision, and the Commissioners were open to revising the travel policy to bring it into line, where possible and practical, with the revised travel policy for employees.

Discussion ensued on related travel matters such as rental cars, insurance coverage, and the like.

### **TRAVEL ADMINISTRATION**

Mr. Brost introduced this item and addressed how best the administrative staff can meet the needs of the Commissioners as they anticipate travel. He requested Commissioner input on process and protocol for travel administration-related matters such as how to communicate their travel needs to the Travel Coordinator, and how to make and confirm arrangements. He acknowledged that there were varied personal preferences among the Commissioners regarding travel and travel arrangements.

Discussion ensued on travel administration, and while there were no decisions made, the Commissioners agreed that increased communication on travel needs would be beneficial to all.

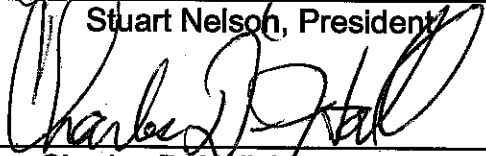
There was further discussion regarding the detail required on travel expense claim forms.

There was also discussion on the need for and benefits of having multiple Commissioners attend the same public power related meetings and conferences.

### **MEETING ADJOURNED**

With no further business to come before the Commission, Commissioner Nelson adjourned the meeting at 12:50 pm.

  
\_\_\_\_\_  
Stuart Nelson, President

  
\_\_\_\_\_  
Charles D. Hall, Vice President

  
\_\_\_\_\_  
William Gordon, Secretary