

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
January 9, 2017

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President Don Nuxoll presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 5:30 p.m. at the PUD Office at 1500 Scenic Way.

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ROLL CALL: PRESENT    Commissioners: Don Nuxoll, Judy Ridge and Greg McCall.

PUD Staff: General Manager Tim Simpson and Treasurer Bob Sischo.

Interim Legal Counsel Joe Brogan was in attendance.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the December 20, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1887 through 1889 and vouchers #4171EFT through #4187EFT in the amount of \$37,271.08 and Blanket Transaction Voucher Approval Document covering vouchers #36567 through #36628 and Electronic Transaction Vouchers #944, #16010504, #17010401, #17010402, #17010501, #17011201 and #17012001 in the amount of \$160,901.85. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Engineering Services for Comprehensive Water System Plan Update

The manager reported that in December, a Request for Qualifications (RFQ) for engineering services for the PUD's next Comprehensive Water System Plan Update was advertised. The deadline for submittal of an RFQ was December 30, 2016. Prior to the deadline, the PUD received two (2) RFQ submittals; one from RH2 Engineering and one from Murray, Smith and Associates (MSA) Engineers.

Craig Riehle, Director of Operations and the manager reviewed each RFQ submittal and scored them based on a set of criteria. MSA Engineers had the highest score and was selected to provide consulting and engineering services for our Washington Department of Health required Comprehensive Water System Plan update. A scope of work was developed and a cost of service/Plan update budget was negotiated.

The manager presented MSA Task Order 17-01 which provides for services for the update of our Water System Plan. He stated that work under the Task Order for the Plan update will begin this year pending Board approval. The Plan update is an approximately 18 month long process and will conclude with final adoption by the PUD Board in the summer of 2018.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Task order 17-01 authorizing MSA to provide services for the Comprehensive Water System Plan Update and authorize the General Manager to execute the Task Order. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday, January 24<sup>th</sup> Commission Meeting Date to Monday, January 23<sup>rd</sup>

The manager requested changing the next Commission meeting date from Tuesday, January 24, 2017 to Monday, January 23, 2017 due to commissioner travel to meetings.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve changing the Tuesday, January 24, 2017 to Monday, January 23, 2017 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Bridge Street Overlay – the manager reported that the PUD received notification from the Washington State Department of Transportation (WSDOT) that they will be completing a new asphalt overlay on Bridge Street this summer. The manager stated that this prompted he and staff to review construction projects planned this year and look at areas on and around Bridge Street that would need our immediate attention before the overlay. 14th Street, already planned for replacement this year, will now include extension of the water main across Bridge Street. Staff also identified several vintage water service lines that will need to be replaced prior to the overlay. All other intersections have been examined and they are in good shape.

Records Storage/Disaster Recovery Remodel – the manager reported the remodel of the storage units above the office for a conditioned records storage/disaster recovery site is completed. Staff are moving all our records into the facility and work on setting up the backup of our computer system in this facility is ongoing and should be complete by the end of January.

Commissioner McCall Required Training – the manager reported that Commissioner Greg McCall has completed training regarding the Open Public Meetings Act and Public Records fulfilling the requirements of Washington State Law for elected officials.

COMMISSIONER'S REPORT

Commissioner Ridge attended the Public Power Council (PPC) Meeting on January 4-5, 2017 in Portland, Oregon. She stated that Dan Peterson, Pend Oreille PUD Commissioner, was elected President of the PPC Executive Board. The meeting focused on Bonneville Power Administration (BPA) issues. PPC is requesting guidance on public comments directed at BPA regarding their strategic plan and rate structure. BPA is conducting an integrated program review looking for cost savings. The deadline for comments regarding the Columbia River System Environmental Impact Statement has been extended from January 17, 2017 to February 7, 2017.

Commissioner Ridge and Commissioner McCall will be attending the Washington PUD Association meetings and new commissioner orientation on January 11-13 in Olympia, Washington.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:05 p.m.