

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
February 28, 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, Treasurer Bob Sischo and Director of Operations Craig Riehle.

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 February 13, 2017 Regular Meeting and payment of the Transaction Vouchers covering vouchers #4222EFT through #4238EFT in the amount of \$31,890.29 and Blanket Transaction Voucher Approval Document covering vouchers #36754 through #36789 and Electronic Transaction Vouchers #17021501 and #17021502 in the amount of \$54,510.25. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

MSA – Comprehensive Water System Plan Update

David Stangel and LaDonne Harris, consulting engineers with Murray, Smith and Associates, were in attendance to provide an overview of the development of the next Comprehensive Water System Plan (Plan) which is due to the Washington State Department of Health by August 2018. Mr. Stangel provided an overview of all of the components that go into the Plan, discussing each section that is required. He stated that the PUD will take on several of the tasks of the Plan in order to reduce costs. Mr. Stangel answered several questions posed by the Board.

NEW BUSINESS

Change the Tuesday, March 14th Commission Meeting Date to Monday, March 13th

The manager requested changing the next Commission meeting date from Tuesday, March 14, 2017 to Monday, March 13, 2017 due to commissioner travel to meetings.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve changing the Tuesday, March 14, 2017 to Monday, March 13, 2017 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Bennett Lumber Toilet Replacement – the manager reported that Bennett Lumber and the PUD partnered in the replacement of 8 of Bennett's toilets. The replacement project is due to the continued leaking and running of the toilets which can adversely affect the Large On-site Septic System in the Port of Wilma.

City of Asotin Booster Station – the manager reported that staff recently replaced a worn-out pump at the City of Asotin Booster Station. The result was the effort of several months of trying to locate the correct replacement pump for the unit. The new pump is working well and the City has authorized the replacement of the other booster pump unit.

Enterprise Resource Planning RFP – the manager reported that a Request for Proposal for Enterprise Resource Planning (ERP) Software and Services, new customer information and billing software system, was advertised January 9, 2017 with a February 28, 2017 deadline for submittal. At the deadline, Tyler Technologies provided the only submittal. Their submittal will be reviewed and if found satisfactory a contract for Tyler's services for migrating to a new ERP system will be brought before the Board for consideration.

Management Vehicles – the manager provided the Board a commissioner requested report on the fuel and maintenance expenses associated with the vehicles the manager and treasurer utilize. The manager stated that because the vehicles are driven to and from work, he and the Treasurer pay taxes on the use because what is provided is considered a fringe benefit and therefore taxable under IRS regulations. Discussion ensued regarding the use of these vehicles.

Board Work Session – the manager presented to the Board the idea of having a monthly work session to allow more time to discuss information from the various associations the PUD is involved in, to discuss agenda items for the next meeting and to allow for the sharing of additional information regarding administration and operations of the PUD. The Board was favorable to the idea and directed the manager to contact Joe Brogan to request his legal counsel on proper setup of a work session to ensure compliance with the Open Public Meetings Act.

COMMISSIONER'S REPORT

Commissioner Ridge and Commissioner McCall attended the Washington PUD Association meetings and new commissioner orientation on February 15-17 in Olympia, Washington. Commissioner Ridge stated that there are 15 new commissioners throughout the state and that the orientation has been helpful to her as well as the new PUD commissioners. She stated that during the last round of meetings, the PUD Association held a PUDs Day on the Hill. She said various PUDs setup booths and many legislators attending the Barbeque held for them. She stated that the event provided the opportunity to connect with legislators and discuss legislation important to PUDs and the Association.

Commissioner McCall stated that the orientation has been helpful to him. He stated that a lot of the bills that have been presented throughout this year's legislative session many of which are now dead. He said there are several bills still alive that are of concern to the Association, those that are supported and those that we oppose. Discussion ensued regarding the bill proposed regarding replacement of lead lines. The manager stated that we do not have any lead lines in our system according to our records and that lead and copper is tested every three years per state and EPA regulations. The PUD is required to collect 30 samples but will conduct additional testing from homes that are interested. The manger stated that test results have always been satisfactory.

Commissioner Ridge and Commissioner McCall reported that they earned certificates showing training received regarding the Open Public Meetings Act, Open Public Records and Records Retention.

Commissioner Ridge will be attending the Public Power Council meetings on March 8-9 in Portland, Oregon.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:25 p.m.