

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
June 26, 2017

.....

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.

.....

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

PUD Staff: General Manager Tim Simpson.

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 June 6, 2017 Regular Meeting and payment of the Transaction Vouchers covering vouchers #4358EFT through #4374EFT in the amount of \$32,932.41 and Blanket Transaction Voucher Approval Document covering vouchers #37180 through #37221 and Electronic Transaction Vouchers #17062001 and #17062002 in the amount of \$95,485.21. 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

Resolution 17-438 – Emergency Bid Waiver for Repair of Well No. 3 Motor

The manager presented Resolution 17-438 which provides for the declaring of an emergency and waiving of the bidding requirements in order to allow for immediate repair of the Well No. 3 motor. Investigation of operational issues of the motor at Well No. 3 during the last month has led to the need to pull the motor. A change in the sound of the motor while running led to the investigation of the electrical supply to the motor. Avista checked their power source and determined that the incoming power was stable and at the proper voltage. The motor starter was then checked and determined to be operating properly. The focus then went to the motor itself and it was discovered through electrical testing that the windings in the motor have failed.

The PUD is in the peak demand season and it is imperative that Well No. 3 is returned to operation as soon as possible. The motor will be pulled and sent in to have the windings rewound and the motor will be inspected to ensure all components are operational.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 17-438 declaring an emergency waiving bid requirements for the emergency repair of Well No. 3 and authorizing the General Manager to expend funds to repair the well motor. The question was called for on the motion. The motion passed 3-0.

Water/Wastewater Agency Response Network (WAWARN) Mutual Aid Agreement

The manager presented a Washington State Intrastate Water/Wastewater Agency Response Network (WAWARN) Mutual Aid and Assistance Agreement. He stated that John Kounts, Water Program Director for the Washington PUD Association, sent our PUD a note on behalf of Washington State Department of Health Office of Drinking Water seeking our consideration of becoming members of WAWARN. The manager stated that WAWARN is a Water/Wastewater Agency Response Network that allows water and wastewater systems to receive rapid mutual aid and assistance from other systems in an emergency. Utilities sign the WAWARN standard agreement which then allows them to share resources with any other systems in Washington that has also signed the agreement.

The manager stated that membership in this group would be beneficial in the event of an emergency and we needed assistance from other water/wastewater utilities. Likewise we would be able to provide assistance to other member utilities. He stated that there are 104 member utilities of WAWARN. Nine (9) PUDs are members along with our closest Washington neighboring utilities, the City of Pullman and City of Spokane. PUD General Counsel Joe Brogan reviewed the document. Questions he raised were addressed and he found the response and the Agreement acceptable.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge approving the Washington State for Intrastate Water/Wastewater Agency Response Network (WAWARN) Mutual Aid and Assistance Agreement authorizing membership with WAWARN and authorizing the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Capital Improvement Projects – the 8th Street Water Main Replacement Project that included the installation of 2,700 feet of 8-inch PVC pipe from Fair Street to Diagonal Street and the rebuilding and reconnection of 70 customer service lines is complete and the main is in operation. Paving on the project will take place next week. The next project will be the replacement of 900 feet of steel water main on Poplar Street from Burns Street to 13th Street. This project runs in front of Grantham Elementary.

Sewer Project – a developer is looking at buying approximately 3 acres of property located at 2252 Appleside Boulevard. In order to develop the property, he wants to connect to our sewer system. We have created a preliminary design of the sewer line; its location and the direction it would flow. This line would also benefit potential development at 2307 Appleside Boulevard and the Asotin County Fire District's remodel of the church they purchased at 2377 Appleside Boulevard. Noel Hardin stated to the manager that he would like to connect the building to the sewer system.

MUNIS Software Conversion – the financial module install and conversion for the new MUNIS billing and customer information software started the week of June 12th.

Vector Truck – at the last meeting the Commissioners directed the manager to survey other PUDs to find out their experience with vector trucks, how often the truck is used in daily operations and the cost of maintaining the trucks. The manager presented the results of the survey provided by Asotin PUD and conducted and compiled by the PUD Association. Discussion of the survey ensued.

Parking Lot Repair – Poe Asphalt will be replacing and repairing asphalt in the office parking lot on July 5-7 which will close the office to customer access. We will be fully staffed those days and available to meet customer needs, we just won't be able to take payments. Customers who prefer walk-in payments can make their payments at Wasems and the Clarkston Heights Pharmacy. The newspaper has been contacted and asked to run a public announcement about the office closure.

Annual Accountability and Financial Audit – the annual accountability and financial audit is still underway. The auditor has finished the field work stage and is working on the concluding procedures. Due to vacations and schedules they expect that the audit will be reviewed by mid-July. The review may produce additional questions.

COMMISSIONER'S REPORT

Commissioner Ridge attended the American Water Works Association Conference on June 11-15 in Philadelphia. The manager also attended. She and the manager discussed sessions they each attended and conference highlights.

Commissioner Ridge will be attending Public Power Council (PPC) meetings on July 5-6 in Portland.

Commissioner McCall will be participating in a PPC sponsored tour of the Columbia Generating Station on Thursday, June 29th in Richland.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:30 p.m.