

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
April 22, 2008

---

President Judy Ridge 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: Gary Hicks, Don Nuxoll and Judy Ridge.

PUD Staff: General Manager Tim Simpson, Attorney Scott Broyles and Board Secretary Roberta Tilden.

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Gary Hicks seconded by Commissioner Don Nuxoll to approve the consent agenda giving approval of the minutes of the March 24, 2008 Regular Meeting and payment of the Transaction Vouchers covering vouchers 956EFT through 970EFT in the amount of \$22,697.48 and Blanket Transaction Voucher Approval Document covering vouchers #25685 through #25718, and Electronic Transaction Voucher #20080417, #200800421, #20080424 and #2008042101 in the amount of \$64,195.06. The question was called for on the motion. Passed 3-0

OLD BUSINESS

Standby Generator

The General Manager reported that the failure of the starter motor and items regarding the electrical code are being researched further. EC Systems, who provided service on the generator, suggested advancing the timer to there is a longer lapse between the starter going from 50% power to 100% power. They stated that this may alleviate the tripping of the generator. We will work with our local electrician to test out this theory. If this application doesn't work then we are looking at purchasing a soft motor starter whose estimated price is \$40,000.00 plus \$10,000.00 for installation. The manager stated that if a motor starter is purchased through a bid process it will be the end of June or July before delivery. We will be at our peak pumping season and will not take the well down for installation at this time. This would push project completion back to mid-September.

Scott Urban with Energy Northwest and Sun River, the electrical contractor, is meeting with the electrical inspector to address issues regarding the UL listing information and the disconnect switches to kill power in the event of an emergency.

Resolution 08-331 Amending the Personnel Policy

The manager presented Resolution 08-331 which provides for the amendment of the Personal Policy. The changes address amendments to policies regarding personal leave, health insurance coverage and business expenses related to travel and official PUD business. At the previous meeting the Commission voted to table the resolution. As directed by the Board, the manager researched insurance issues regarding vehicle rental and proper insurance coverage and the use of personal vehicles for official District business. The manager presented the Board with the information requested.

**MOTION** by Gary Hicks, seconded by Don Nuxoll to approve Resolution 08-331 amending the Personnel Policy and Procedure Manual chapters 7, 8 and 10 as provided for in the attachment to the Resolution. The question was called for on the motion. Passed 3-0.

NEW BUSINESS

Vineland Cemetery Association Watershed Funding Agreement

The manager presented a Watershed Funding Agreement between the Vineland Cemetery Association and the PUD. The Planning Unit approved providing \$15,000 towards Vineland's Irrigation Efficiency Project. As the Lead Agency of the Watershed Planning Unit we are responsible for contracting with Vineland. The manager stated the he, Commissioner Nuxoll and Brad Johnson, Watershed Planning Director met with the Association Board on Friday April 18<sup>th</sup> to discuss the agreement and the project. Due to timing the project won't begin until September or October. Commissioner Nuxoll suggested to the Association that they put up a sign advertising the project and listing the names of all supporters prior to Memorial Day.

**MOTION** by Gary Hicks, seconded by Don Nuxoll approving the Watershed Funding Agreement between the Vineland Cemetery Association and the PUD and authorizing the General Manager to execute the agreement. The question was called for on the motion. Passed 3-0.

Columbia Conservation District Watershed Funding Agreement

The manager presented a Watershed Funding Agreement between the Columbia Conservation District and the PUD. The Planning Unit approved providing \$9,000 towards a stream survey for a Tucannon River Cobble Embeddedness Study. The funds will be combined with funding from the US Forest Service to complete the study.

**MOTION** by Don Nuxoll, seconded by Gary Hicks approving the Watershed Funding Agreement between the Columbia Conservation District and the PUD and authorizing the General Manager to execute the agreement. The question was called for on the motion. Passed 3-0.

Ecology Planning Unit Support Grant Agreement-Amendment No.1

The manager presented the Washington State Department of Ecology Grant Agreement Amendment No. 1 for Planning Unit Support. The Planning Unit has received an additional \$9,000 for administrative support to conduct watershed planning unit activities. The amendment adds the \$9,000.00 to the agreement, allocating it for the Watershed Planning Unit Director's salary and benefits.

**MOTION** by Don Nuxoll, seconded by Gary Hicks approving Amendment No.1 to the Department of Ecology Planning Unit Support Grant Agreement and authorizing the General Manager to execute the amendment. The question was called for on the motion. Passed 3-0.

Ecology Phase 4 Grant Agreement-Amendment No.2

The manager presented the Washington State Department of Ecology Agreement Amendment No. 2 for the Phase 4 Implementation Grant. Because the Planning Unit received an additional \$9,000 for administrative support the agreement was amended to move \$9,000.00 to project funding. In addition the language for the scope of work and related funding for the Vineland Cemetery Association and Columbia Conservation District projects were added to the agreement.

**MOTION** by Don Nuxoll, seconded by Gary Hicks approving Amendment No.2 to the Department of Ecology Phase 4 Implementation Grant Agreement and authorizing the General Manager to execute the amendment. The question was called for on the motion. Passed 3-0.

MANAGER'S REPORT

SCADA – there have been some communication problems with the telemetry system that operates our production and distribution system. There is a new radio station in the valley that may be creating some interference. We are going to try pointing our signal to a repeater on the Lewiston hill. Asotin County and Inland Cellular is putting up a tower at the Fire District office that the PUD may be able to use. The City of Asotin is the lead agency for the project.

Well #7 Chlorination System Upgrade – the Well #7 ClorTec chlorination system upgrade items have been ordered. The equipment is scheduled to arrive in May.

Operational Shop – the conditional use permits for the operations shop and vehicle storage building are close to completion and will be submitted to the County this week.

2007 Audit – the audit is going very well and near completion. The auditor is on site until Friday.

Water Right Change Applications – The Department of Ecology has put out an Attorney General opinion stating that if water rights are not used for five years they will be lost. They are calling this “active compliance”. This opinion is being submitted as part of the municipal law challenge. The manager will monitor this “opinion” and how it may affect our current water right change applications.

#### COMMISSIONER’S REPORT:

Commissioner Nuxoll attended the Vineland Cemetery Association board meeting on Friday, April 18th. He reported that the association is very happy with the projected plans for the new efficient irrigation system.

Commissioner Ridge will be attending Energy Northwest meetings in Richland on April 23 and 24. The ENW budget will be a primary topic of discussion. The Public Power Council and interested public utilities will be in attendance to express concerns about the budget.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:18 pm.