

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

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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.

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ROLL CALL: PRESENT    Commissioners: Judy Ridge, Gary Hicks and Don Nuxoll.

PUD Staff: General Manager Tim Simpson, Treasurer Bob Sischo, and Board Secretary Roberta Tilden.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the consent agenda giving approval of the minutes of the December 9, 2008 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1204EFT through #1218EFT in the amount of \$21,844.88 and Blanket Transaction Voucher Approval Document covering vouchers #26451 through #26482, and Electronic Transaction Voucher #20081217 and #20081219 in the amount of \$56,558.74. The question was called for on the motion. Passed 3-0

Online Payment Program Presentation

Treasurer Bob Sischo provided the Commissioners with a demonstration of the new online payment program. The program allows customers to setup an online account and access their billing statements and pay online using a Visa or MasterCard debit or credit card. The customer can select recurring payments so the payment is made automatically. Customers can also select to no longer receive a printed bill and receive notification of the availability of their statement via email. An insert will be provided in the January billing statements announcing the new online payments program.

OLD BUSINESS

Stormwater Utility Steering Committee

The General Manager reported that the Regional Stormwater Coordinator will be requesting that the PUD participate in a steering committee to assist in the development of the upcoming stormwater utility. Commissioner Nuxoll will also be asked to

participate as a member of the County Planning Commission. The PUD has received many stormwater surveys along with the customer's payments.

#### City of Asotin Intertie Funding Application

The Manager reported that he met with the City of Asotin on December 11<sup>th</sup> to discuss their intention to submit a funding application to the Community Economic Revitalization Board (CERB) to construct an intertie to the PUD's water system. In order to qualify for partial grant funding for the project the City needs some in-kind assistance with the project. They have requested that the PUD provide in-kind labor such as service installation, chlorination, excavation and main line tie-in. The Manager requested support of the in-kind labor for the intertie project. He stated that this will provide an emergency source if their wells failed, help with economic development by providing adequate fire flow, help the City in the event they use the extent of their water rights and help provide better service to the existing residents and businesses.

The Commission supported the request to provide in-kind labor on the project as long as the City was responsible for purchasing the material. The Manager stated that if the project was funded and moved forward, an inter-local agreement similar to the agreement with the Port of Wilma would need to be executed.

#### Asotin County Sewer System

The Manager and Commissioner Nuxoll met with County Commissioner Doug Mattoon and County Engineer Joel Ristau to discuss the PUD assuming ownership of the County's wastewater collection system. A reporter from the Lewiston Tribune was also present. The Manager stated that the County is still very much interested in turning the sewer system over to the PUD. The finances and the condition of the system were discussed.

The County sewer fund has approximately \$500,000.00 in reserves. The County will be increasing the rates at a meeting in December. The rates will be effective April 1, 2009. The lift station at 15<sup>th</sup> Street is experiencing problems due to an influx of material. This issue will require the installation of a grinder which the County estimated at between \$50,000.00 and \$100,000.00. The collection system is fairly new with the initial lines having been installed in the early 1980's. The County has approximately 1,400 connections but charges based on 2,000 Equivalent Residential Units.

The County is currently working on developing and adopting a new sewer ordinance. This effort will culminate in adoption of the new ordinance in 2009. Commissioner Nuxoll and the Manager are engaged in the ordinance development. The Manager stated

that the agreement between the City of Clarkston and the County for sewer treatment expired at the end of October. The County and City will continue to work together on a month-by-month basis. The Manager stated that the County agreed with the need for public meetings to keep our customer's informed during the process.

One outcome of the meeting was to set up a meeting with the City of Clarkston Public Works Director, the County Engineer and the PUD General Manager to discuss the City sewage treatment agreement and the next steps in the process. The meeting is scheduled for Thursday, January 8, 2009. The other outcome was to develop a Request for Proposal (RFP) to hire a consultant to conduct a condition assessment of the sewer system and a feasibility study. The County has agreed to pay half of the cost of the assessment and study. The County Engineer will assist in the development of the RFP and in the selection of the consultant. The Manager requested permission from the Board to develop an RFP for the condition assessment and feasibility study.

**MOTION** by Gary Hicks, seconded by Don Nuxoll to approve the development of a Request or Proposal for the purpose of hiring a consultant to conduct a condition assessment and feasibility study on the County sewer system. The question was called for on the motion. Passed 3-0.

#### NEW BUSINESS

##### Change the January 13, 2009 Meeting Date and Time

The Manager requested that the Tuesday, January 13, 2009 meeting be changed to Monday, January 12, 2009 at 5:00 pm due to a schedule conflict.

**MOTION** by Gary Hicks, seconded by Don Nuxoll to approve changing the Tuesday, January 13, 2009 meeting to Monday, January 12, 2009 beginning at 5:00 pm. The question was called for on the motion. Passed 3-0.

#### MANAGER'S REPORT

The Manager wished everyone a Merry Christmas. He had nothing to report.

#### COMMISSIONER'S REPORT:

Commissioner Nuxoll reported that he attended the meeting with the General Manager regarding the County sewer system. He commented that the development of a new sewer ordinance and the raising rates will be beneficial to the PUD. He stated that sewer

customers pay a flat rate now and seniors get a discount. Asotin County bills the sewer customers on a quarterly basis at this time.

Commissioner Nuxoll also attended a Watershed Planning unit meeting on Thursday, December 11<sup>th</sup> in Pomeroy. Funding of the process remains adequate. The Planning Unit heard reports about the TMDL process, the instream flow rule making process, an update regarding the hydro geological study and the stream habitat assessment. The Planning Unit has decided to wait to request the Year 2 - Phase 4 funding until July 2009. The purpose of the delay is to get the funding back on the state's fiscal calendar.

#### Other

The General Manager invited the Commissioners to the PUD Christmas Potluck on December 23rd at noon.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:24 pm.