

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
May 9, 2011

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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, Gary Hicks and Judy Ridge.

PUD Staff: General Manager Tim Simpson, Treasurer Bob Sischo and Counsel Scott Broyles.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the April 28, 2011 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1707 and #1708 and vouchers #2002EFT through #2016EFT in the amount of \$27,648.04 and Blanket Transaction Voucher Approval Document covering vouchers #29029 through #29084, and Electronic Transaction Vouchers #11050301, #11050302, #11050501, #11050502 and #11052001 in the amount of \$142,836.32. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

Real Estate Purchase and Property Sale Agreement – Highline Drive

The manager presented a Real Estate Purchase and Sale Agreement between PUD and Randy and Christine Cox for the sale of 1.46 Acres of property located on the 2700 Block of Highline Drive. The manager stated that the PUD has received the commitment for title insurance from First American Title Company for this transaction.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge approving the Real Estate Purchase and Sale Agreement between PUD and Randy and Christine Cox for the property located on the 2700 Block of Highline Drive and authorizing the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

Resolution 11-367 – Relating to the Sale of Surplus Property on Highline Drive

The manager presented Resolution 11-367 which identifies the steps taken to surplus the property, acceptance of the offer, authorization of the manager to execute the Purchase and Sale Agreement and providing authorization for the manager to execute closing documents, including the statutory warranty deed on behalf of the PUD.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approved Resolution 11-367 relating to the sale of surplus property on the 2700 Block of Highline Drive authorizing the General Manager to execute closing documents, including the statutory warranty deed on behalf of the PUD. The question was called for on the motion. The motion passed 3-0.

Water System Plan Update Consulting Services Agreement

The manager presented Task Order 11-02 which provides for consulting services for the 6-year update of the PUD Comprehensive Water System Plan. The manager stated that Task Order 11-02 will be an amendment to our contractual services agreement with MSA which was entered into in February 2010. The manager stated that the scope of work for updating the Water System Plan was developed in conjunction with discussions with the Department of Health who regulates water system planning in the State of Washington. The manager requested authorization to execute the agreement.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approved Task Order 11-02 to our February 2010 Consulting Services Agreement with Murray, Smith and Associates which provides for services for the update of our Comprehensive Water System Plan and authorizing the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday May 24, 2011 Meeting Date to Tuesday May 31, 2011

Commissioner Ridge stated that due to a scheduling conflict with another meeting she is requesting that the meeting scheduled for Tuesday, May 24, 2011 be changed to Tuesday, May 31, 2011 beginning at 5:30 pm.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to change the Board of Commissioner meeting date from Tuesday, May 24, 2011 to Tuesday, May 31, 2011 beginning at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

### MANAGER'S REPORT

Fiscal Year 2010 Audit – the manager reported that state auditors will be on site on Wednesday May 18<sup>th</sup> to begin the Fiscal Year 2010 audit.

Property Sale – 1500 16<sup>th</sup> Avenue – the manager reported that a survey has been conducted on the surplus property at 1500 16<sup>th</sup> Avenue. He stated that once we received the property description documents counsel can develop a property sales agreement.

PNWS-AWWA – the manager reported that PUD GIS Coordinator Craig Riehle did an outstanding job presenting our GIS mapping project at the Pacific Northwest Section of the AWWA in Boise. The manager reported that he received many compliments on how we developed and implemented our project including the City of Spokane who's staff stated that our GIS mapping system was far superior than theirs.

Grumpy's Late Comer's Agreement – the manager reported that he received a signed copy of a Late Comer's Agreement for the STEP System line Grumpy's Restaurant installed on Appleside Boulevard last fall. The manager stated that an agreement was sent to them in December. He stated the Agreement will provide payback to Grumpy's for their investment into the STEP System sewer line from the south end of their property to the manhole near 4<sup>th</sup> Avenue when someone connects to the line.

Parcel Mapping – the manager reported that a consultant has been selected to provide parcel mapping services for the update of the Asotin County Parcel Mapping system. He stated the selection will be taken by the Public Works Director, Joel Ristau, to the County Commission for their approval. A contract will be negotiated once the selection is approved. The manager stated our GIS Coordinator, Craig Riehle, participated in the selection. He stated that the firm selected has a lot of experience in parcel mapping conversion throughout Idaho and Washington. The manager stated that the PUD contribution to the project will be \$25,000. He stated that an updated parcel mapping system will allow us to complete a connection between our billing system and GIS mapping system and will provide a more accurate mapping system.

### COMMISSIONER'S REPORT

Commissioner Hicks will be attending the Northwest Public Power Association annual conference in Reno Nevada on May 22 through May 26, 2011.

Commissioner Ridge will be attending the Northwest Public Power Association annual conference in Reno Nevada on May 22 through May 26, 2011.

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Commissioner Nuxoll will be attending a PURMS meeting on Wednesday, May 11, 2011 in Burien, Washington and a Watershed Planning Unit meeting on Thursday, May 26, 2011.

ADJOURNMENT

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