

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
March 12, 2012

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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 Gary Hicks.

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 February 29, 2012 Comprehensive Water System Plan Update Public Hearing and the February 29, 2012 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1744 and #1745 and vouchers #2292EFT through #2306EFT in the amount of \$27,832.09 and Blanket Transaction Voucher Approval Document covering vouchers #29981 through #30042, and Electronic Transaction Vouchers #646, #647, #649, #12030201, #12030202, #12030601, #12032201, #12032202 and #12032901 in the amount of \$112,436.77. The question was called for on the motion. The motion passed 3-0.

PRESENTATION

Clarkston Wastewater Treatment Plant Upgrade Final Design

Larry Rupp of Keller and Associates provided an update on the final design of the proposed upgrades to the city of Clarkston's Wastewater Treatment Plant. Mr. Rupp stated that the project will go to bid in April, be awarded in May and construction will begin in June. He stated that the project will take twenty (20) months to complete. The total project cost is estimated at \$13.1 million with funding secured from the Public Works Trust Fund, Department of Ecology, a bond and city funds. Mr. Rupp stated that the engineer's base estimate is \$10.8 million and if bids come in lower then additional items will be added up to the \$13.1 million.

The manager stated that the PUD will pay their portion of the upgrades over time through the Wastewater Treatment Agreement with the city. The manager stated that our flow to the treatment plant represents 35 to 40% of the total flow. The manager stated that city treatment plant operators staff from the city were heavily involved in the design phase.

OLD BUSINESS

Port of Wilma Water and Sanitary Sewer Systems Transfer Agreement

The manager reported that since receiving the Port of Wilma water and sewer system documents he has been reviewing the revenue and expense data and staff has been assessing the condition of the wastewater system. He stated that staff has a good working knowledge of the water system.

The manager stated that the wastewater system is not functioning properly due to electrical and pump problems at the two lift stations. He stated that it is clear that it receives little attention. Sludge had built up in both lift stations and staff brought in an electrician to get Lift Station No.1 operating and then went to Lift Station No. 2 and got one of the two pumps operating. One of the pumps is burnt out and will need to be replaced. The manager stated that in 2005 the Port revised how the sewer collection system worked by stopping the use of their lagoon system due age, cost of repair and the lack of sewage. They changed to a 5,000 gallon septic system and a drain field. The septic system needs to be pumped out. During their review staff found a steady flow of clean water that likely represents unaccounted for and unmetered water going to the Bennett Lumber mill. Staff is working with Bennett to locate where the water is coming from.

The manager stated that Roto Rooter is interested in partnering with the PUD to restore the lagoons to working order as an evaporation basin. The manager contacted the Department of Ecology regarding the lagoons and found that they would need to be reconfigured, relined and an engineering plan would need to be developed for Ecology review. The manager stated that he estimates the cost of restoring the lagoons would be well over \$100,000.

The manager stated that he has reviewed the financial information provided. He stated that applying our rates and charges to the current Port customers would result in an average 54% decrease in the annual water costs for all but one customer. He stated that only one currently active customer would see an increase. He reported that the revenue from the wastewater system is approximately \$4,000 annually. He reported that currently the revenue is adequate to cover operational expense.

The manager stated that work on the wastewater assessment will conclude by next week and that he will provide Commissioners with a complete detailed assessment of the water and wastewater system, a financial analysis, an industrial rate and recommendations regarding assumption the Port of Wilma systems.

NEW BUSINESS

Resolution 12-384 – Authorizing Sole Source Purchase of Used Water Truck

The manager presented Resolution 12-384 which provides for approval of the Sole Source purchase of a used water truck from United Rentals. The manager stated that Operations Foreman Joe Louis has been searching for a used water truck for use in our water and wastewater operations. He stated that the purchase of a used water truck is scheduled under our 2012 Budget with funding coming from our Equipment Replacement Fund.

The manager stated that a used water truck that meets our needs was located by United Rentals in Bellingham, Washington. The water truck is a 2005 Ford F750 with a 5.9 diesel engine and it has approximately 20,000 miles. It can hold up to 2,000 gallons, has a water cannon and spraying arm. The vehicle will be used during water main construction, for flushing of the water system and in turn using that water to flush our sewer system. He stated that the vehicle has primarily been used in construction.

The manager reported that the truck was shipped to the Lewiston United Rentals location and inspected by their staff to ensure there were no defects or mechanical issues. Joe Louis and operations staff also inspected the vehicle and attest that it is in good working condition. The original asking price for the vehicle was \$29,000 but United Rentals accepted an offer of \$25,000 plus shipping and tax pending PUD Board approval. With shipping and sales tax the total cost of the vehicle will be \$27,950.00.

MOTION by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge approving Resolution 12-384 authorizing the Sole Source purchase of a Used Water Truck by the General Manager from United Rentals. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Automated Meter Reading – the manager reported that the upgrade of all of our water meters to an automated meter reading system has been completed. This project, started in 2004, is a fulfillment of the Commissioners' desire to have our meter reading system completely automated. The manager reported that what used to take 20 to 22 days to read now only takes 3 to 4 days.

2012 Water Line Projects – the manager reported that staff will begin a water main replacement project next week. PUD staff will complete three water main replacement projects identified in our Water System Plan Update Capital Improvement Program. The remaining projects will be completed by a contractor. The manager stated that all of the details have been completed in the design of the 2012 projects and are currently under review. Bids packets for these projects should come together by the end of the month.

Utility Trailer/CDLs – the manager reported that due to the increase in loads that we haul, a heavier rated trailer has been purchased. He stated that with the addition of a mini excavator in the near future and the loads we carry now it was necessary to increase the trailer size so we do not exceed the maximum carrying capacity. He stated that the larger trailer and equipment will require that several of our staff earn their CDL endorsement. The manager stated that two staff currently has a CDL but they will need to upgrade them. A third staff member will be required to get his CDL endorsement.

COMMISSIONER'S REPORT

Commissioner Hicks attended the Washington PUD Association meetings on March 7 to 9th in Olympia Washington. He stated that overall the meetings went well and that a shift back to a commissioner-led organization is occurring. He stated that the managers group will meet in April to discuss organization changes followed by the commissioners group in May. He stated that progress on updating the bylaws is ongoing. Discussion ensued regarding the officers of the Association and when those changes would occur.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:15 p.m.