

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
December 10, 2013

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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 Counsel Scott Broyles.

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 approving the minutes of the November 26, 2013 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1794 and #1795 and vouchers #2942EFT through #2957EFT in the amount of \$30,642.61 and Blanket Transaction Voucher Approval Document covering vouchers #32042 through #32089, and Electronic Transaction Vouchers #779, #131112, #13120301, #13120302, #13120501 and #13122001 in the amount of \$143,777.95. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Progress Report for Water System Transfer and Sewer System Upgrades

The manager stated that he received a call Monday, December 9<sup>th</sup> from Debbie Snell, Port of Whitman County Properties and Development Manager, regarding the US Army Corp of Engineers (Corp) Port of Wilma Water Line easement reassignment documents. She stated that the Port's Board of Commissioners would be meeting that day to approve and authorize execution of the documents received from the Corp. She stated that once the documents are executed they will be sent to the manager who will sign and send to the Corp. Ms. Snell also stated that the Port Board would be providing authorization to Executive Director, Joe Poire to sign all water system transfer and closing documents.

The manager stated that Ms. Snell told him that Port attorney Bruce Ensley had provided a couple of comments regarding the closing and system transfer documents after his review. Mr. Ensley wanted better metes and bounds description of the Port and/or a map. The manager stated that staff provided the Port with a service territory and GIS water system map. Counsel stated that he thought the maps were adequate. Mr. Ensley also wanted language in the documents clarifying what areas the PUD can utilize in the Port.

NEW BUSINESS

Resolution 13-405 – Sewer Rates, Charges and Fees

The manager presented Resolution 13-405 which provides for the setting of Sewer Rates, Charges and Fees. The manager recommended a rate increase of 10% or \$3.35 per month for 2014. The sewer rate increase recommendation is due to the fact that the City of Clarkston has contracted to upgrade their Wastewater Treatment Plant (WWTP) in the amount of \$15.22 million. Payment for the PUD portion of the loan on this upgrade will be through the operational agreement the PUD has with the City. Charges from the City are based upon PUD wastewater flow to the WWTP which is currently 32% to 35% of the entire wastewater flow being processed daily.

The manager stated that the PUD will be paying approximately 32% to 35% of the total cost of the WWTP upgrade project financing through our operational agreement which will increase our annual charges from the City an estimated \$300,000 per year by 2015. This increase required a projected 20% increase in monthly sewer rates. Rates were increased 10% on January 1, 2013 and will need to be increased another 10% in January of 2014 to cover the additional operating costs for the WWTP. The current monthly sewer rate is \$33.50 and will need to increase to \$36.85 effective January 1, 2014. For qualifying seniors and disabled persons the monthly charge will increase from \$27.40 to \$30.00.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve Resolution 13-405 setting the Sewer Rates, Charges and Fees effective January 1, 2014. The question was called for on the motion. The motion passed 3-0.

Legal Services Contract for 2014-2015

The manager presented a Legal Services Contract between Scott Broyles and the PUD. He stated that Mr. Broyles current Legal Services Contract will expire on December 31, 2013. The contract for legal services is for a two year period with an effective date of January 1, 2014 and an expiration date of December 31, 2015.

Mr. Broyles has reviewed the contract and has not requested an increase in his monthly retainer of \$1,000.00 or his hourly rate of \$150.00 for additional legal services. Counsel requested slight modifications of the language in Section 3 (E) to ensure that he is able to take advantage of the latest technology and provide for the purchase of the latest iPad or tablet technology.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve the Legal Services Contract with Scott Broyles effective January 1, 2014 and expiring December 31, 2015. The question was called for on the motion. The motion passed 3-0.

Ecology Watershed Grant Agreement – Alpowa Creek Straight to Implementation Project

The manager presented an Agreement between the Washington State Department of Ecology and the PUD for grant funding for an Alpowa Creek Straight to Implementation Project. The total amount of the project is \$332,000. He stated that this project implements livestock Best Management Practices (BMPs) including fencing and off-stream water at three locations within the Alpowa Creek watershed. The projects include more than 13,000 linear feet of livestock exclusion fence. Three other projects will be implemented where exclusion fence already exists. These projects include 15,000 riparian plantings along 21,000 feet of stream bank. All six projects have been developed in coordination with Ecology's Eastern Regional staff to implement the "Straight-to-Implementation" (STI) plan for Alpowa Creek.

The funding also includes the design and implement of three bio-engineering projects where stream banks continue to erode despite being within a fenced buffer. Watershed Director, Brad Johnson will be responsible for the project and is required under the grant to identify other areas for fencing and planting during the life of the grant. Brad will also provide technical assistance to plant 5,000 additional trees and shrubs in Alpowa Creek. This grant funding is the result of assessments completed on Alpowa Creek in 2012 and in 2013. The primary focus of this project is to restore riparian areas degraded by livestock. Landowners and ranchers are supportive of the project.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the Watershed Grant Agreement with the Washington State Department of Ecology for the Alpowa Creek Straight to Implementation Project. The question was called for on the motion. The motion passed 3-0.

Change Tuesday December 24, 2013 Meeting to Monday December 23, 2013

Commissioner Ridge requested changing the next meeting from Tuesday December 24, 2013 to Monday December 23, 2013 at 1:00 pm to accommodate holiday travel. The manager stated that the meeting may be held in the manager's office due to a staff and family Christmas potluck planned for that day.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve changing the Tuesday December 24, 2013 to Monday December 23, 2013 at 1:00 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Alarm System Upgrade – the manager stated that work begun yesterday to install a new alarm system board, entry/exit keypads and 12 new smoke detectors in the office building. A problem with the system going off with no actual events was the result of an old and faulty system board. As a part of the upgrade new smoke detectors were installed.

Heights Reservoir Project – the manager reported that the Consultant Agreement for the Heights Reservoirs Interior Recoating Project was executed with Custom Coating Consultants (CCC). After execution CCC reviewed our bid documents, recommended changes to the paint specifications and provided instructions on how to gather paint samples from each reservoir for testing for lead. Paint samples were taken by PUD staff and sent to Anatek Labs in Moscow for testing. He stated that results should be available this week. Once the results have been secured the project will be put out for bid.

MicrOclor Unit Ordered – the manager reported that the MicrOclor onsite sodium hypochlorite generating system for Well No. 1 was ordered after the last Board meeting. The unit is scheduled to be delivered by the end of February or the first part of March.

2014 Construction Projects – the manager reported that operations staff has identified water and sewer projects for 2014. In addition to the Heights Reservoir and the Well No. 1 chlorine generating unit, replacing 2,400 feet of water main on Dustin Loop and the installation of sewer main from 8<sup>th</sup> Avenue north on Cascade Street are on the schedule. Other capital improvement projects will include elimination of dead ends and other water main replacements.

#### COMMISSIONER’S REPORT

Commissioner Ridge and Commissioner Hicks attended the Washington PUD Association Annual Meeting in Spokane, Washington on December 4-6, 2013. Commissioner Ridge stated that the conference was well done and a good experience.

Commissioner Ridge will be attending Energy Northwest Meetings December 11-12 in Richland, Washington.

#### ADJOURNMENT

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