

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
October 8, 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 GIS Coordinator Craig Riehle.

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 September 23, 2013 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1788 and #1789 and vouchers #2880EFT through #2895EFT in the amount of \$32,024.23 and Blanket Transaction Voucher Approval Document covering vouchers #31858 through #31909, and Electronic Transaction Vouchers #1310402, #13092401, #13092601, 13100102, #13100201, #13100202, #13100401, #13100501 #13102502 and #13102503 in the amount of \$233,845.00. The question was called for on the motion. The motion passed 3-0.

PRESENTATION – SEWER COLLECTION SYSTEM PLAN

David Stangel, PE, an engineer with Murray, Smith and Associates, presented an overview of the recently completed comprehensive Sewer Collection System Plan (CSP). Mr. Stangel provided a collection system overview of population and flow projections, existing system analysis, future basin analysis, operations and maintenance and system financial analysis. Mr. Stangel also discussed the appendices of the CSP which includes hydraulic model calibration, design criteria, cost estimating, operations and maintenance forms and standard specifications and details.

Mr. Stangel stated that the analysis conducted showed that the system has adequate capacity for existing and future flow projections. He stated that there are some low and high velocity pipes and the lift stations have adequate capacity. Mr. Stangel discussed in detail future areas for expansion of sewer and the cost associated with these expansions. Mr. Stangel stated that operations and maintenance of the system was reviewed and there we no major reoccurring maintenance problems identified. He stated that there are some O&M practices are in place but more formal O&M procedures are recommended.

Mr. Stangel stated that a financial analysis of the sewer system was conducted and it was found that the financial condition is sound and there is adequate revenue to cover projected expenses. He stated that due to the Clarkston WWTP improvements, rate increases in 2013 and 2014 are required, with another possible increase necessary in 2018. He stated that financial reserves will not support expansion of the system to future basins. Expansion will need to be funded by other means such as developers, local utility/improvement districts, state or federal grants, or debt service.

In summary, Mr. Stangel stated that PUD collection system is in generally good condition and the system has capacity to meet demand in the existing basins over the next 20 years.

### OLD BUSINESS

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

The manager reported that he contacted the Whitman County Health District (WCHD) regarding their review of the recent submittal of additionally requested information by the Port of Whitman County for the proposed Port of Wilma sewer septic system. Staff at the WCHD stated that with the updated responses, the proposed system currently does not meet the needs of the Port of Wilma's tenants. It was stated that the Port should be updating their plans, ensuring that the system is adequate and submitting them to WCHD. They went on to say that if the Port wants to limit their tenants to a design flow less than 3,500 gallons per day WCHD will issue the permit. If the Port would like to handle more sewage for their tenants they will need to talk to the state Department of Ecology.

The manager stated that as a part of the water system ownership transfer we have been waiting on the US Army Corp of Engineers to provide documents for the reassignment of land easements from the Port of Whitman County to the PUD. The manager stated that we will have to wait a little longer since employees at the USACE have been furloughed due to the stalemate in Congress regarding the federal budget and spending limits.

The manager presented a letter from Port of Whitman County Executive Director, Joe Poire, requesting the cessation of the fire flow charges related to the Port of Wilma's connection to our water system. Mr. Poire's rationale for the cessation is that the water system ownership transfer is underway pending the easement transfer by the US Army Corp. He believes the system will be transferred to the PUD by mid to late November.

The Commissioners stated that the charges will not cease until ownership transfer documents are signed and the Water Sales Agreement with the Port is terminated at the time of the ownership change. The Commissioners directed the manager to contact Mr. Poire and let them know their decision regarding his request. The manager stated that the fee would have ceased by now if the Port would have responded more timely to a February letter stating our readiness to move forward with the ownership transfer.

### NEW BUSINESS

#### Change Tuesday October 22, 2013 Meeting to Monday October 21, 2013

The manager requested changing the next meeting from Tuesday October 22, 2013 to Monday October 21, 2013 at 5:30 pm to accommodate a visit by Energy Northwest Chief Executive Officer, Mark Reddemann and Larry Willey Vice President, Energy/Business Services.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve changing the Tuesday October 22, 2013 to Monday October 21, 2013 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

### MANAGER'S REPORT

Chamberlain Court Water Line Replacement Project – the manager reported that water main replacement project on Chamberlain Court and 6<sup>th</sup> Street is now complete with the tie-over of the existing customer service lines to into the new main.

Dead End Main Elimination – the manager reported that the next crew project will be the elimination of a two dead-end mains at the intersection of 16<sup>th</sup> and Poplar Streets. This project is part of the PUD's capital improvement projects outlined in the 2012 Water System Plan. He stated that the dead-end elimination will improve water quality.

Service Installation Fee – the manager reported that he failed to mention at the Budget Hearing last night that the costs associated with new service installation and the PUD Installation Fee will be analyzed to ensure new services are not costing us more than we are charging. He stated that material costs have increased due to a federal mandate that all service line material be lead free. He stated that the new law takes effect in 2014.

### COMMISSIONER'S REPORT

Commissioner Ridge and Commissioner Hicks will attended the annual Washington PUD Association Water Workshop in Leavenworth on September 25-27. Commissioner Ridge stated that the workshop was good. She attended a session on backflow prevention and other PUDs were concerned that we did not have a full blown backflow prevention program. The manager stated that we do have a backflow prevention program and that we have staff that are backflow assembly tester certified and staff that have cross-connection control specialist certification. He stated that our primary focus regarding backflow prevention are for those entities that are considered high hazards like wastewater treatment plants and mortuaries. He stated that we are always looking for cross-connections between public and private systems.

The manager stated that the majority of the backflow preventers in the system are located on customer's property and are for residential sprinkler systems which are considered low hazards. He stated that when we initially introduced the program several years ago we tried to enlist the assistance of the City of Clarkston and Asotin County, who are, by law, the jurisdictional entities that have the authority to regulate backflow preventers and require their installation and testing. The City and County both declined our request for assistance in the program stating that they did not want to force annual testing of the devices. They did however state that they would require installation of backflow preventers when a resident is considering the installation of a sprinkler system.

The manager stated that without the jurisdictional entities assistance on the issue it has been difficult to have a comprehensive backflow prevention program. He stated that there has been a steady decline in the testing of backflow prevention devices since the time we initiated the program. Other PUDs likely enjoy the support of their jurisdictional entities and therefore are able to have a more comprehensive program.

Commissioner Ridge stated that she has been appointed to the Washington PUD Association Budget Committee and will be attending a budget meeting on Thursday, October 17<sup>th</sup> in Olympia.

Commissioner Hicks relayed a story regarding a customer who had a water quality issue and contacted the PUD for assistance. The customer stated that PUD staff's response was immediate and the issue was resolved to his satisfaction. The customer stated that the office staff is very pleasant to work with and he appreciates their good customer service.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:45 p.m.