

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
October 28, 2014

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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 Don Nuxoll and seconded by Commissioner Gary Hicks to approve the consent agenda approving the minutes of the October 6, 2014 Budget Hearing and Regular Meeting and payment of the Transaction Vouchers covering vouchers #3276EFT through #3290EFT in the amount of \$27,716.54 and Blanket Transaction Voucher Approval Document covering vouchers #33049 through #33106, and Electronic Transaction Vouchers #14083102, #14102001, #14102002, #14102402, #14102403, #14111201 and #14111202 in the amount of \$107,852.74. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Large Onsite Sewage System

The manager provided an update regarding the progress of the design and installation of the Large Onsite Sewage System (LOSS) for the Port of Wilma. The manager stated that the Department of Health completed their review of the design plans for the LOSS system and has approved the Port of Whitman County to proceed with bidding and construction of the sewage system.

The manager stated that he has been having ongoing conversations with Debbie Snell at the Port regarding the LOSS system and have been discussing the upgrades of Lift Station No.1 and No. 2 as part of the project. The manager stated that he had recommended to the Port's engineer that the lift station improvements be included as part of the plan, however, they were not included. In discussion with Ms. Snell the manager was assured that the engineer would design and specify lift station improvements that would work with the new LOSS system and meet the PUD standards for lift station operation. The call for bids on the project will likely go out next month with construction slated for the first part of 2014.

## NEW BUSINESS

### Resolution 14-414 – Acceptance of the Maple Lane Subdivision Water and Sewer Lines

The manager presented Resolution 14-414 which provides for the acceptance of the Bills of Sales for the Maple Lane Subdivision Water and Sewer lines and appurtenances. The manager stated that both systems have been inspected and meet PUD standards and specifications for construction. He stated that acceptance of the water and sewer lines and appurtenances will obligate the PUD to maintenance and operation of the systems. A warranty on workmanship will begin upon approval of the Bills of Sale and extended for a period of one-year. If any deficiencies are found during that period the developer will be responsible for correction of those deficiencies.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve Resolution 14-414 accepting the Bills of Sales for the Water and Sewer Systems for the Maple Lane Subdivision and authorizing the General Manager to execute the documents. The question was called for on the motion. The motion passed 3-0.

### Billing Statements Survey Announcement Insert Request

The manager presented a community survey announcement provided by Clarkston Empowering People & Impacting Choices (EPIC) Coalition. The survey for adults seeks input regarding substance abuse by youth in Clarkston. The Community Coordinator for the EPIC Coalition is requesting that this survey announcement be inserted and mailed out with our monthly billing statements. The inserts will only go to those in our second billing cycle of the month which is predominantly Clarkston residents.

The Community Coordinator stated that our assistance the past few years in getting the survey out into the community was very helpful and they have received good data that they used to help develop a strategic plan to address underage drinking and substance abuse problems in our community.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve insertion of the Clarkston Empowering People & Impacting Choices (EPIC) Coalition community survey announcement with PUD billing statements. The question was called for on the motion. The motion passed 3-0.

### 2013 Annual Audit Exit Conference

The manager reported that he, Commissioner Ridge and Treasurer Bob Sischo attended an Audit Exit Conference today via conference call with Crystal Fenton, Assistant Audit Manager and Lucila Sanchez, Audit Supervisor with the State Auditor's Office. At the Exit Conference the 2013 fiscal year financial statements and accountability audits performed by the State Auditor's Office were discussed.

There were no findings or management letter items. The auditor reported that District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas that were examined. In summary, the audit went well with two (2) recommendations that weren't included in the exit conference documents but were provided to the manager prior to the end of the audit for financial statement correction. The manager stated that this is the PUDs 27th consecutive clean audit. Commissioners thanked the manager, treasurer and staff for a good audit.

Change Tuesday November 11th Commissioners Meeting to Monday November 10th

The manager requested changing the next Commissioners meeting from Tuesday November 11, 2014 to Monday November 10, 2014 due to the Veteran's Day Holiday.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve changing the Tuesday November 11, 2014 meeting to Monday November 10, 2014 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

13<sup>th</sup> Street Main Replacement Project – the manager reported that the operations crew has completed services up to Libby Street. The crew has partially tied-in the water mains at the intersections of Libby and Chestnut streets. They will be tying in the intersection of Highland Avenue and 13<sup>th</sup> Street on Thursday and the east side of Chestnut on Saturday then will replace the remaining 24 services. A two-inch line will be stubbed into Acorn Court with the 6 services in the Culdesac being replaced at a later date.

New Services – the manager reported that 21 new services have been purchased since August 1<sup>st</sup>. He stated that between January and July 19 new services had been purchased.

Heights Reservoirs Interior Recoating Project – the manager reported that work is progressing quickly on the 1 million gallon reservoir under the Clarkston Heights Reservoirs Interior Recoating Project. The manager showed pictures of the reservoir after it was drained and work completed to date.

COMMISSIONER'S REPORT

Commissioner Ridge attended Energy Northwest meetings and the Member Forum October 23-26, 2014 in Richland, Washington. She stated the Forum was good and informative. This year's theme was "Balancing the New Energy Horizon". An update on NuScales small nuclear reactor project was provided.

Commissioner Nuxoll stated that he would be attending the PURMS self-insurance semi-annual meeting in Burien, Washington on November 5-6, 2014.

Commissioner Gary Hicks to Receive WPUDA 2014 Lifetime Achievement Award

Commissioner Ridge announced that Commissioner Gary Hicks was selected by the Washington Public Utility Districts Association (WPUDA) as a recipient of the 2014 Lifetime Achievement Award. The WPUDA Lifetime Achievement Award is the highest honor of WPUDA. It recognizes exceptional leadership and commitment to the philosophy and purpose of the Association and public utilities. Commissioner Hicks will be honored at the WPUDA Annual Conference in Vancouver, Washington, Thursday, December 4, 2014. Commissioner Hicks was presented with a framed copy of the letter notifying him of the award.

ADJOURNMENT

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