

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
January 13, 2015

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President Judy Ridge presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 5:00 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.

ELECTION OF OFFICERS and REPRESENTATIVE ASSIGNMENTS:

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to elect Commissioner Gary Hicks as President. The question was called for on the motion. The motion passed 3-0.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to elect Commissioner Don Nuxoll as Vice-President. The question was called for on the motion. The motion passed 3-0.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to elect Commissioner Judy Ridge as Secretary. The question was called for on the motion. The motion passed 3-0.

The meeting continued with newly elected President Gary Hicks presiding.

By consensus Commissioners were designated representatives of the following organizations:

Washington Public Utilities District Association	Commissioner Judy Ridge
Washington PUD Association Alternate	Commissioner Gary Hicks
Energy Northwest	Commissioner Judy Ridge
Public Power Council	Commissioner Judy Ridge
Public Utility Risk Management System	Commissioner Gary Hicks
WRIA 35 Watershed Planning Unit	Commissioner Don Nuxoll
Northwest Public Power Association	Open to all Commissioners
American Public Power Association	Open to all Commissioners
American Water Works Association	Open to all Commissioners

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the consent agenda approving the minutes of the December 23, 2014 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1824 and #1825 and vouchers #3353EFT through #3368EFT in the amount of \$34,431.26 and Blanket Transaction Voucher Approval Document covering vouchers #33293 through #34061, and Electronic Transaction Vouchers #15010501, #15010502, #15010503, #15010504, #15013001 and #15013101 in the amount of \$147,588.86. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Large Onsite Sewage System

The manager reported that he received word today from the Port of Whitman County that they will be going out for bid late this week for construction of the Large Onsite Sewage System in the Port of Wilma. Bids will be due in February with construction starting based upon the winning bidder's schedule. The Port will be working directly with the PUD on upgrading the sewage lift stations ensuring they are working properly.

NEW BUSINESS

2015 Utility Crew Truck Bid Award

The manager presented bids received for a 2015 Utility Crew Truck Chassis. The bid specified a regular cab and chassis 4x2 commercial utility truck with an 18,000 to 20,000 gross vehicle weight rating and 10,000 to 12,000 pound payload capacity. Bids were requested on both a gas and diesel engine. He stated that the 2015 Budget identified \$70,000 for the purchase of the utility crew truck and service body. Funds for the purchase of this vehicle will come from the Equipment Replacement Fund. The current 2007 utility crew truck will remain in the fleet.

He stated that he requested bids for the vehicle from three (3) local vendors utilizing the Material, Equipment and Vehicle Vendor Roster process, which allows for the receipt of quotes and purchases from those quotes between the amount of \$15,000 and \$60,000. The manager stated that he received only one (1) quote in return from the vendors contacted. Below is the result of the bids received for the 2015 Utility Crew Truck. Tax is included in the total price.

<u>Vendor</u>	<u>Gas Engine Bid</u>	<u>Diesel Engine Bid</u>	<u>Model</u>
Joe Hall Ford, Lewiston	\$34,277.04	\$41,748.48	F-550
Kendall Chevrolet	No Bid	No Bid	
Kendall Dodge	No Bid	No Bid	

Based on the quotes received and discussions with operations staff, the manager recommended purchasing the 2015 Utility Crew Truck with a Diesel Engine from Joe Hall Ford in the amount of \$41,748.48.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve the purchasing of a Diesel Engine F-550 Truck from Joe Hall Ford in the amount of \$41,748.48. The question was called for on the motion. The motion passed 3-0.

Change Tuesday January 27th Commissioners Meeting to Monday January 26th

The manager requested changing the next Commissioners meeting from Tuesday January 27, 2015 to Monday January 26, 2015 due to commissioner travel to meetings.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve changing the Tuesday January 27, 2015 to Monday January 26, 2015 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Heights Reservoirs Interior Recoating Project – the manager reported that the one-million gallon Clarkston Heights reservoir was placed back in service on Monday. The paint curing was complete last week and the reservoir was sealed and filled with water. Water quality testing was conducted and the water was found satisfactory. The two-million gallon reservoir was isolated and started draining on Monday. Draining of the reservoir will conclude tomorrow morning and the contractor will be onsite to start preparation for the interior recoating of the two-million gallon reservoir.

Port of Wilma Well No. 2 Repair – the manager reported that Well No. 2 in the Port of Wilma began making an unfamiliar noise and was investigated. Initial inspection points to an issue with the bearings. Specialty Pump will be onsite next week to pull the motor, shaft and pump to determine the issue. The pump was last pulled in 2000 by Specialty Pump and changed from an oil-lubed to water-lubed system.

Operations Staff Training – the manager reported that he has setup an onsite Asbestos Cement Pipe Work Practice course for PUD operations staff. Providing training onsite is less expensive than sending staff to other locations. The training was made available to operators from surrounding communities. In addition to PUD staff, operators from the City of Lewiston and LOID will be participating in the training helping offset PUD costs.

New Operations Staff – the manager reported that he has added staff to the operations and maintenance crew with the hiring of Danny Centenari. He stated that this position was budgeted and Mr. Centenari is coming on board in advance of Joe Louis' departure next year to ensure proper time for training. His start date is February 2<sup>nd</sup>.

Port of Wilma – the manager reported that revenue from water sales in the Port of Wilma from March to December 31, 2014 was \$46,826.42. Water production was 72.02 million gallons and water usage was 69.66 million gallons with a net water loss of 3.27%. The manager stated that the water loss when the PUD took over was at 75% of production.

Credit Card Payments – the manager reported that credit card payments accounted for \$860,720 of the over \$4 million in receipts in 2014. He stated that the PUD will be moving payment services over to a new vendor in a few months. The current vendor will continue to print and mail billing statements but a new firm will be providing payment services including real-time account balances, one-time payment options, smart phone payment access and other services for our customers.

#### COMMISSIONER’S REPORT

Commissioner Ridge stated that she would be attending the Washington PUD Association meetings this week along with the legislative reception hosted by WPUDA.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 5:45 p.m.