

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
September 29, 2015

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President Gary Hicks 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: Gary Hicks, Don Nuxoll and Judy Ridge.

PUD Staff: General Manager Tim Simpson and Treasurer Bob Sischo.

Members of the public were present.

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 September 8, 2015 Regular Meeting and payment of the Transaction Vouchers covering vouchers #3643EFT through #3658EFT in the amount of \$28,519.81 and Blanket Transaction Voucher Approval Document covering vouchers #34901 through #34955, and Electronic Transaction Vouchers #15091801, #15091802, #15092401, #15100101 and #15101501 in the amount of \$373,019.21. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

The manager reported that installation of the Port of Wilma Large Onsite Sewage System (LOSS) has been completed and was made operational last week after inspection by the Washington State Department of Health. The contractor is working on final touches on the system covering the drain field and erecting eco blocks around it. PUD staff will receive training on operation and maintenance of the LOSS system on Friday, October 9th. The manager reported that the lift station upgrades are in progress. Sheds for housing of the controls will be set this week and a sewer flow meter will be installed on Thursday. New and upgraded equipment will be installed within the next two weeks.

He stated that we are near a point to begin the transfer ownership of the Port of Wilma's sewer system to the PUD. The manager stated that he would initiate the process via a letter to the Port of Whitman County (Port) Executive Director Joe Poire stating that items identified in Section 5 of the Port of Wilma Sewer System Transfer Agreement between the Port and the PUD have been completed to the PUDs satisfaction. A date will then be agreed upon for completion of the transfer. PUD Counsel will draw up the necessary papers for the completion of the sewer system ownership transfer. Commissioners stated that all outstanding invoices will need to be paid before the transfer occurs.

NEW BUSINESS

Billing Statement Community Survey Insert Request

The manager presented a community survey provided by Clarkston Empowering People & Impacting Choices (EPIC) Coalition. The survey for adults seeks their input regarding the use of alcohol and drugs by youth in Clarkston. The Community Coordinator for the EPIC Coalition is requesting that this survey be inserted and mailed out in October with our monthly billing statements. The inserts will only go to those in the City of Clarkston which is our 2nd billing cycle of the month.

The Community Coordinator stated that our assistance the past three years in getting the survey out into the community has been very helpful. They have received good data that has been used to help develop a strategic plan to address underage drinking and drug problems in our community. EPIC will pay for the cost of the printing and insertion of the surveys with our billing statements.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve insertion of the EPIC Community Survey into the PUD monthly billing statements. The question was called for on the motion. The motion passed 3-0.

Set 2016 Budget Hearing Date for Monday, October 5, 2015

The manager stated that the draft operational budget for the 2016 calendar year has been developed and was placed in file on September 1, 2015. He stated that the Revised Code of Washington in Title 54 states that a budget hearing is required to be held the first Monday in October. The manager stated that October 5th is the first Monday.

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to set the 2016 Budget Hearing for Monday, October 5, 2015 beginning at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Water System Improvements – The manager reported that operations staff completed the installation of approximately 2,400 feet of 8-inch PVC water main on Dustin Loop today. The new line replaces a mix of galvanized and steel water main and eliminates two dead ends. Water services will be tied into the new line upon receipt of a satisfactory water sample on the new line.

Valleyview Reservoir Exterior Coating Project – The manager reported that the Valleyview Reservoir Exterior Coating Project was completed the week of September 14th. He said the project went well and the contractor did a good job prepping and recoating the exterior. The manager showed the commission the before and after photos of the reservoir.

COMMISSIONER'S REPORT

Commissioner Ridge and Commissioners Hicks attended the Washington PUD Association meetings in Wenatchee September 16-18.

Commissioner Ridge, Commissioner Hicks and the manager attended the Washington PUD Association Water Workshop in Leavenworth September 23-25. Commissioners stated that the meetings and educational sessions were good and the interaction with other utilities was beneficial. Commissioner Ridge attended a session on the pros and cons of in-house construction. Concerns raised addressed the neglect of operations and maintenance while focusing on construction and replacement of water lines. The manager stated that we share the same concern and have addressed the need to stay focused on operations and maintenance while working on capital improvement projects.

Commissioner Ridge will be attending the Public Power Council meetings in Portland, Oregon on October 1st.

ADJOURNMENT

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