

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
February 9, 2016

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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, Treasurer Bob Sischo and Counsel Scott Broyles.

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 January 25, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1858 and #1859 and vouchers #3791EFT through #3807EFT in the amount of \$29,598.97 and Blanket Transaction Voucher Approval Document covering vouchers #35362 through #35423, and Electronic Transaction Vouchers #16020201, #1620202, #16020301, #16020501 and #16021801 in the amount of \$218,805.52. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Award Bid for 1999 Ford Ranger

The manager stated that at the previous Board meeting Commissioners declared the 1999 Ford Ranger surplus authorizing him to advertise and receive bids on the vehicle. He stated that he advertised the bids in in the Lewiston Morning Tribune and the Lewiston Money Saver. The advertisement produced four (4) bids for the vehicle. The bids provided were as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Able Development, LLC	\$1,551.00
Funke's Auto Sales	\$1,475.00
Jon Weeks	\$1,228.28
David Richards	\$1,186.76

The manager stated that all bids were submitted before the deadline, the bid forms were in order and the minimum bid price of \$1,000 has been met. Based on the bids received the manager recommended awarding the bid for the 1999 Ford Ranger to Able Development, LLC in the amount of \$1,551.00.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to award the bid for the 1999 Ford Ranger to Able Development, LLC in the amount of \$1,551.00. The question was called for on the motion. The motion passed 3-0.

#### Write Off of 2012 Uncollected Accounts

The manager stated that our Administrative and Management Policy requires Board of Commissioner approval for the write off of uncollected accounts after a customer's account remains uncollected for more than three (3) years. The 2012 accounts submitted for write-off were sent to the collection agency and will continue to be pursued. Customers that have been sent to collection and want to sign up for service again must pay previous account balances before receiving service. Any amounts received after approval of write off become miscellaneous income. Commissioners inquired about the large amounts on some of the accounts being written off.

The manager stated that for the year 2012 there were 100 accounts in the amount of \$9,824.43 sent to collections that remain uncollected. This uncollected amount represents .0024 percent of our \$4.066 million in water and wastewater revenue for the year 2012. Discussion ensued regarding the number of accounts, the total amount of the write off and policies and procedures regarding the collection of past due accounts.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the write off of the 2012 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

#### Change the Tuesday, February 23rd Commission Meeting to Monday, February 22nd

The manager requested changing the next Commission meeting from Tuesday, February 23, 2016 Commission Meeting to Monday, February 22, 2016 due to commissioner travel to meetings.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve changing the Tuesday, February 23, 2016 Commission Meeting to Monday, February 22, 2016 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

### MANAGER'S REPORT

Operations Staff Training – The manager reported that operations staff is in training this week for rigging qualification and crane operation and certification. In addition, both truck cranes received national standards certification today. He reported that the training and certifications will complete resolution of all issues found under our workplace safety inspection.

Operations and Store Room Modification – The manager presented the Board with plans for a small remodel of the operations and storage rooms. Plans were provided to the Board. He stated that two walls will be removed in the operations area to open it up and give it more room by utilizing part of the storage room for additional space. Flooring will also be updated in the operations room and break room.

Stormwater Program Property Use Request – The manager presented preliminary plans from the Asotin County Stormwater Program to utilize PUD property in Pomeroy Gulch off of Ridgeview Drive and 4<sup>th</sup> Avenue for stormwater retention. The Stormwater Program has received funding to improve the stormwater drainage in the Ridgeview area and is in need of easement access and use of PUD property for capturing the stormwater. The Board was acceptable of the preliminary plans but stated that language needs to be developed for indemnity in case of catastrophic failure of the retention pond. In addition the Board stated that compensation should be provided to the PUD for use of our land.

### COMMISSIONER'S REPORT

Commissioner Ridge attended the Energy Northwest (ENW) meetings on January 25-27 in Olympia, Washington. ENW discussed plans and goals for the FY 2017-2019 time frame. She reported that a group of employees sent a letter to the ENW Board of Directors challenging the reporting of plant performance. She stated that independent counsel has been retained to look into the matter.

Commissioner Ridge attended the Public Power Council (PPC) meetings on February 3-4 in Portland, Oregon. She stated that much of the PPC meeting was taken up with discussion of the issues at ENW. A member of the ENW executive management team discussed the need to take the employee concerns and accusations seriously and to ensure transparency. She reported that PPC supported ENW in their effort to refinance bonds with the Bonneville Power Administration for substantial savings.

Commissioner Ridge reported that she has been selected to be a member of the Washington PUD Association Nominating Committee. The Committee is tasked with the responsibility of nominating PUD commissioners for officer positions within the Association.

EXECUTIVE SESSION

Commissioner Hicks adjourned the regular meeting into Executive Session at 6:10 pm to discuss potential litigation. He stated that the Executive Session would last 15 minutes.

Commissioner Hicks called the regular meeting back to order at 6:20 pm. He stated that no decisions were made in Executive Session.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:20 p.m.