

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
August 27, 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 Counsel Scott Broyles.

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 August 13, 2013 Regular Meeting and payment of the Transaction Vouchers covering vouchers #2834EFT through #2848EFT in the amount of \$27,193.57 and Blanket Transaction Voucher Approval Document covering vouchers #31735 through #31765, and Electronic Transaction Vouchers #13082001, #13082002, #13082601 and #13082801 in the amount of \$89,551.31. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

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

The manager reported that the Port of Whitman County (Port) is awaiting word from the US Army Corp of Engineers (Corp) regarding the reassignment of land easements from the Port to the PUD as a part of the water system ownership transfer. Counsel Scott Broyles continues to work on drafting documents necessary to provide for the transfer of ownership and will have those available to the Port and the PUD soon for review. The manager stated that staff has been working with the engineering firm for McGregor on the development of water service for their Port of Wilma Fertilizer Storage and Distribution Facility. He stated that they will be using a good amount of water and at their peak they will need 1800 to 1900 gallons per minute. Discussion ensued regarding the use of the Port's Well No. 1 to help supplement water usage. The manager stated that the well is in need of rehabilitation before it can be utilized.

The manager reported that Port Properties and Development Manager Debbie Snell stated that they received the last tenant survey last week as requested by the Whitman County Health District (WCHD) as part of their review of the septic system drain field design. She stated that their engineer is providing the WCHD with the surveys received along with additional data they requested. She stated that the submission of the requested material to WCHD should occur this week.

Write-Off of 2009 Bad Debt Correction

The manager stated that a day after the August 13th Commission meeting it was discovered that the 2009 bad debt information he provided was incorrect. He stated that when staff began removing the bad debt from the books they noticed the error. The spreadsheet that holds the information was sorted during a process mixing up the data. The problem was resolved and the corrected information was provided.

The manager stated that at the last meeting it was reported that there were 58 accounts sent to collections that remain uncollected in the amount of \$6,314.36. He stated that the corrected numbers show there are 57 accounts that remain uncollected in the amount of \$4,249.33. This uncollected amount represents .0014 percent of our \$3.099 million in metered sales for the year 2009. A corrected list of bad debt write offs for the years 1999 through 2009 was provided to the Commission. The manager stated that the previous motion would need to be rescinded and a new motion be made approving the write off of the corrected 2009 bad debt.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to rescind the August 13, 2013 motion approving the write off of 2009 uncollected bad debt. 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 approve the write off of 2009 uncollected bad debt in the corrected amount of \$4,249.33. The question was called for on the motion. The motion passed 3-0.

NEW BUSINESS

Change Tuesday September 10, 2013 Meeting to Monday September 9, 2013

Commissioner Hicks requested changing the next meeting from Tuesday September 10, 2013 to Monday September 9, 2013 at 5:30 pm to accommodate his travel.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve changing the Tuesday September 10, 2013 to Monday September 9, 2013 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Energy Northwest CEO Visit – the manager reported that Energy Northwest (ENW) Chief Executive Office Mark Reddeman's visit to our PUD has been changed to Monday October 21<sup>st</sup> just prior to the Energy Northwest Member Forum later that week. Larry Willey, ENW Energy/Business Services Vice-President will also be in attendance.

Well No. 2 Repairs – the manager reported that the column and shaft for Well No. 2 finally arrived. The motor has been repaired and is ready for installation. The column, shaft and motor will be reinstalled next week and the well will be made operational.

Scenic Way and 2nd Avenue Sewer Main Extension – the manager reported that construction on the installation of approximately 600 feet of 8-inch sewer line and manholes from the existing sewer main on Scenic Way to 2nd Avenue was started on Monday, August 19<sup>th</sup> and completed in 6 days on Monday August 26<sup>th</sup>. He stated that the operations staff did an excellent job and completed the project in a third of the time allotted for the project. He stated that the projected cost to complete the project was \$54,884 but the estimated final cost of the project will be \$25,000 to \$26,000. As a comparison the manager stated that the lone bid for the project in June was in the amount of \$119,000. Commissioners expressed their appreciation for a job well done.

Water Line Replacement Project – the manager reported that the next project for the operations staff is the replacement of approximately 1,100 feet of 4” and 6” steel water main on Chamberlain Court and 6<sup>th</sup> Street. A leak in the 4” line was repaired earlier in the month and two temporary 1” water service lines were used as a Band-Aid until the line could be replaced. The project will require boring under 5<sup>th</sup> Street in order to keep from disrupting traffic flow. This line is scheduled for replacement under the Capital Improvements Program identified in our latest Water System Plan.

#### COMMISSIONER’S REPORT

There were no reports from the Board of Commissioners.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:00 p.m.