

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
February 12, 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.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL:

MOTION by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the consent agenda approving the minutes of the January 21, 2013 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1772 and #1773 and vouchers #2631EFT through #2647EFT in the amount of \$35,650.59 and Blanket Transaction Voucher Approval Document covering vouchers #31081 through #31156, and Electronic Transaction Vouchers #13020401, #130020402, #13020403 and #13020601 in the amount of \$272,681.42. The question was called for on the motion. The motion passed 3-0.

Clarkston High School DECA Aquatic Center Survey Presentation

Clarkston High School DECA students Raeann and Roslyn Vansickle were in attendance to present their findings regarding the Asotin County Aquatics Center survey that they had conducted. The manager stated that Commissioners were being presented the results because the surveys were included with PUD billing statements. The students stated that the survey resulted in 1,041 responses or approximately 14% of PUD customers. They filtered out all but 411 responses. These respondents stated that they would be enticed to utilize the Aquatic Center if promotions were available. These respondents were used since the goal was to find a way to better market the facility. From these 411 respondents the students develop six (6) promotional options that could be used by the staff at the Aquatics Center to increase attendance which in turn would increase revenue.

The students stated that they will be presenting their findings to the Asotin County Commissioners and the Aquatic Center director later this month. DECA will be presenting this marketing strategy at the state DECA competition in March and hope to qualify for nationals which occurs in April. The Board stated their appreciation of the presentation and congratulated them on the excellent work they did on developing a marketing strategy with the information they received from the surveys.

OLD BUSINESS

Port of Wilma Progress Report for Water and Sewer System Upgrades

That manager reported that he received a copy of a letter from the Whitman County Health Department to the Port of Whitman County stating that the soil samples from the proposed location of the new septic system drain field show that soil is classified as acceptable to build a drain field in that location. The manager stated that the proposed location is between Quality Concrete and the existing sewer lagoons. Whitman County went on to state that before a septic drain field can be built engineered plans would need to be developed according to state standards and submitted for review and approval. The manager also reported that the pumps from Lift Station No. 3 have been rehabilitated and reinstalled. The two other lift stations will be addressed after a new septic system drain field is developed.

The manager reported that all work necessary to bring the Port of Wilma water system up to PUD standards has been completed by staff. More specifically the manager stated that all water meters have been changed to PUD standard Sensus Automated Radio Read meters. The manager stated that as required by the Water System Transfer Agreement he sent a letter to the Port of Whitman County stating that all work has been completed and transfer of the system to PUD ownership can now begin.

The manager stated that the process of moving water rights to PUD ownership can be initiated with the State Department of Ecology and moving ownership of the system to the PUD can be initiated with the State Department of Health. He stated that the Port requested that he initiate this process. Counsel stated that he, Treasurer Bob Sischo and the manager will sit down to discuss all necessary documents to properly complete the transfer. Once this is done the Port's attorney can get involved with the process. The manager reported that the amendment to our Comprehensive Water System Plan to add the Port of Wilma to our service territory is still under review but should be completed by March. The Board of Commissioners directed the manager and Counsel to proceed with the transfer of ownership of the Port of Wilma Water System to the PUD.

NEW BUSINESS

City of Clarkston Annual Sewer Evaluation Report Agreement

The manager presented an Intergovernmental Cooperation Agreement from the City of Clarkston for the PUD's preparation of the City's annual Sewer Evaluation Report. He stated that the sewer evaluation report is used by the City to calculate sewer charges for their customers. The manager stated that the text of the agreement remains the same as well as the fees for providing services. Counsel has approved the Agreement.

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve the Intergovernmental Cooperation Agreement with the City of Clarkston for preparation of their annual Sewer Evaluation Report and authorizing the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Sewer Projects Update – the manager stated that the 25th – 26th Streets and 8th Avenue sewer project is approximately 100 feet from the end of the sewer line placement. Once the line is in the contractor will go back and install the laterals to each lot. He stated that another customer has connected to the system with several more waiting for the service laterals to be stubbed to their property. The manager stated that the Valleyview Drive sewer system expansion project has been completed and all customers wishing to connect have done so. Some clean up remains and the contractor is working with the property owners where the line was constructed to ensure they are satisfied with how the property looks. Paving for this project will be completed once the asphalt plant opens.

Critchfield Road Booster Station Property Sale – the manager reported that the proposed date by the buyer to close on the sale of the Critchfield Road Booster Station property has come and gone. He stated that the buyer now has to have an appraisal completed in order to receive a loan. The manager stated that he offered our property appraisal for the buyer's use but has not heard from whether he will use it. He stated that even though we are in no hurry to close the sale this process has gone on longer than necessary. Commissioners directed the manager to place a time frame for closing the sale of the property and if it is not met than we will discuss the offer from the other interested party.

Avista Transformer Replacement – the manager reported that he received a call from Bill Spears at Avista stating that they would like to remove the current overhead transformers from five (5) of our well and booster station sites and replace the units with new ground level transformers. The manager stated the Operations Foreman Joe Louis, Bill Spears and our electrician will visit each site and then develop a budget on the cost of replacement. The PUD costs will include our electrician's labor and material for wiring the new transformer and possibly some cost from Avista for the transformer. The manager stated that this is long overdue since the original transformers were installed by Washington Water Power when these sites were constructed in the late 1950's and 1960's. He stated that the changing the transformers will make each site safer.

Public Records Workshop – Counsel Scott Broyles thanked the Commissioners for allowing him and Treasurer Bob Sischo to attend the Public Records Seminar on January 30th. Both he and the Treasurer stated that the seminar was very informative and the information received will be beneficial to the continued development of the PUD's Public Records retention program.

COMMISSIONER'S REPORT

Commissioner Ridge stated that she will not be able to attend the next meeting scheduled for Tuesday February 26th due to personal travel.

Commissioner Hicks stated that he would be attending the Washington PUD Association meetings being held in Olympia on February 13-15, 2013.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:25 p.m.