

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
May 13, 2008

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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: Gary Hicks, Don Nuxoll and Judy Ridge.

PUD Staff: General Manager Tim Simpson, Treasurer Bob Scischo, Attorney Scott Broyles and Board Secretary Roberta Tilden.

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Gary Hicks seconded by Commissioner Don Nuxoll to approve the consent agenda giving approval of the minutes of the April 22, 2008 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1632 through #1633 and 971EFT through 986EFT in the amount of \$25,642.96 and Blanket Transaction Voucher Approval Document covering vouchers #25719 through #25793, and Electronic Transaction Voucher #20080502, #2008043001, #2008043002, #2008050201, #2008050601 and #2008050602 in the amount of \$85,389.47. The question was called for on the motion. Passed 3-0

OLD BUSINESS

Operations Shop

The General Manager reported that Project Planner Ron Ruddell has submitted the conditional use permit application to the County for our operations shop and vehicle storage building. Due to the size of the structures and the public zoning rules, the PUD was required to submit a request for conditional use. The conditional use permit application will be considered at the Asotin County Planning Commission meeting on May 20, 2008. Preliminary bids received through use of the Small Works Roster process on the vehicle storage building have come in around the \$50,000 price range. If the permit is approved by the Planning Commission and the Asotin County Commission then work on obtaining bids for the vehicle storage building will continue through the Small Works Roster.

### Standby Generator

The manager stated that Ron Ruddell and the electrician from Collier Electric adjusted the timer in the Well No. 7 motor starter in another attempt to run the well with the standby generator. They started the generator and attempted to run the well but were unsuccessful when the well motor went from 50% power to 100% power. The results mean that we will need to evaluate and purchase a soft start motor starter. The manager stated that Energy Northwest has indicated that they would assist us in this process but have left it up to us. Energy Northwest is currently in the process of resolving electrical code issues with the transfer switch and the placement of a disconnect switch.

The manager stated that in order to properly evaluate a motor starter an electrical engineer would need to be hired. The manager requested authorization to proceed with this process. Counsel Scott Broyles stated that the hiring of an electrical engineer would need to be done through a Request for Qualifications process.

**MOTION** by Gary Hicks, seconded by Don Nuxoll authorizing the General Manager to seek an Electrical Engineer through the Request for Qualifications process. The question was called for on the motion. Passed 3-0

### NEW BUSINESS

#### Resolution 08-332 Commissioner Compensation

The manager presented Resolution 08-332 providing for the Commissioner's Compensation. During this year's legislative session the legislature passed amendments to RCW 54.12.080 increasing the PUD commissioner's compensation. The Governor signed the legislative amendments which become effective June 12, 2008. After discussion of the legislative amendments with counsel, the commissioners decided to table action on the resolution until counsel has had adequate time to further review the legislative amendments and the resolution.

### MANAGER'S REPORT

SCADA – the SCADA Communication issue reported at the previous meeting was resolved. Due to interference the antenna at each facility were pointed to a location on the Lewiston Hill. Since the change there has been minimal system disruption. The manager contacted the Fire District regarding the placement of a repeater on the new communications tower on their property. The manager is waiting for a return phone from Inland Cellular who owns the tower. If placement costs are unreasonable at the Lewiston Hill location than the Asotin County will be utilized if the signal can reach our office.

Well No 7 Chlorinator Upgrade – the ClorTec upgrade equipment is currently being manufactured and is scheduled for delivery the second or third week of June.

Water Mains – the crew has installed an additional 300 feet of water main on Osborne Drive which eliminated the Cherry Street and River's Bend 6" water line bottleneck. The crew installed 600 feet of 8" water distribution main on 20<sup>th</sup> Street between Valleyview Drive and 2<sup>nd</sup> Avenue. Over 700 feet of 4" water main on Andreason is next on the replacement schedule.

Audit – the 2007 fiscal year audit was completed on Friday April 25<sup>th</sup>. Two minor policy change recommendations will be forthcoming. The audit is currently being reviewed by supervisors. It was a clean audit once again with no findings. The Exit Conference will take place some time after Labor Day.

City of Asotin – the City of Asotin will be meeting on Thursday, May 22<sup>nd</sup> with the Community Trade and Economic Development agency to discuss funding for an inter-tie between the PUD and the City. The manager has been invited to attend.

Vineland Cemetery Irrigation Project – the irrigation efficiency project design for the Vineland Cemetery has been finalized. Key partners in the project will be meeting at the PUD office on Thursday, May 22<sup>nd</sup> to discuss the design and costs of the project. Due to the late start the project has been postponed until next fall.

Eden Systems Processing – Treasurer Bob Sischo provided an overview of the implementation of the payment processing feature in Eden Systems. The feature has allowed for a reduction in time in processing daily payments. The manager stated that we will continue to review the lock box payment processing opportunities with various banking institutions.

#### COMMISSIONER'S REPORT:

Commissioner Hicks will be attending the Washington PUD Association meetings in Stevenson Washington on May 14-16, 2008.

Commissioner Nuxoll attended a Watershed Planning Unit Subcommittee meeting yesterday May 12, 2008 held at the PUD office. 2009-2011 Department of Ecology budget project proposals were reviewed and ranked. In addition Request for Proposals from five (5) firms for a Stream Habitat Assessment project were reviewed and ranked. The Planning Unit will be providing a recommendation to the PUD Board for hiring a consultant at the June 10<sup>th</sup> meeting. Commissioner Nuxoll will be attending the regular monthly Planning Unit meeting on Thursday May 15, 2008 in Pomeroy.

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Commissioner Ridge attended an Energy Northwest meeting. Commissioner Ridge presented the Board with information regarding their roles and who has the final authority to start and stop projects. She stated that Energy Northwest will be sending a survey to our attention.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:08 pm.