

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
August 30, 2016

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Vice-President Don Nuxoll 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: 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 August 9, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #4017EFT through #4034EFT in the amount of \$31,809.16 and Blanket Transaction Voucher Approval Document covering vouchers #36099 through #36157 and Electronic Transaction Vouchers #16080201, #16080202, #16081902, #16081903 and #16081501 in the amount of \$130,738.57. The question was called for on the motion. The motion passed 2-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Land Lease Agreement with Asotin County – Ridgeview Stormwater Project

The manager presented a Land Lease Agreement between Asotin County and the PUD for the lease of the land for the Ridgeview Stormwater Mitigation Project. The manager stated that the Interlocal Agreement between the County and the PUD, for the construction of a stormwater retention pond on PUD property near the corner of 4<sup>th</sup> Avenue and Ridgeview Drive, provided for the lease of PUD land. The County’s attorney drafted the land lease agreement for County and PUD Commissioners approval. Counsel has reviewed and approved of the language in the Agreement.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the Land Lease Agreement between the PUD and Asotin County for the Ridgeview Stormwater Mitigation Project and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 2-0.

### Public Utility Risk Management System Board Representation

The manager stated that due to the passing of Gary Hicks a commissioner will need to be appointed to represent Asotin PUD at our PUD pooled insurance program; Public Utility Risk Management System (PURMS). The next semi-annual PURMS meetings are scheduled for the end of October and early November. Judy Ridge nominated Commissioner Nuxoll to represent the PUD at PURMS.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to appoint Commissioner Nuxoll as the Asotin PUD Commissioner Representative to the Public Utility Risk Management System. The question was called for on the motion. The motion passed 2-0.

### District 3 Commissioner Vacancy

Commissioner Nuxoll reported that due to Gary Hicks' recent passing, a commissioner vacancy for District 3 was created. He stated that the Washington State statutes allow the PUD Board of Commissioners ninety (90) days to select a replacement. He stated that the person selected will be required, if they so choose, to run for re-election at the general election in 2018 and will serve the remaining 4-year term through 2022. Commissioner Nuxoll stated that qualified candidates must be registered voters who live in Commissioner District 3.

Discussion ensued regarding how to advertise the vacancy and what form of application interested candidates would need to complete. Discussion also took place regarding the time frame for accepting candidate applications, when the review of applicants would be held, how interviews would be conducted and when the final selection will take place. Washington State statutes, regarding the proper conducting of candidate reviews and interviews, found in the Revised Code of Washington 42.30.110, were discussed by Commissioners and legal counsel.

The Commission directed the manager to develop a press release for the Lewiston Morning Tribune and other media outlets, along with posting to the PUD website, requesting letters of interest from qualified candidates and the completion of a one-page candidate application which will provide a brief background about the candidate and why they want to serve the public as a PUD Board of Commissioner. The letters of interest and candidate applications for the District 3 Commissioner Vacancy are due by 12:00 noon, Monday September 12<sup>th</sup>.

Commissioners stated that they will review candidate applications and letters of interest at their meeting on Tuesday, September 13<sup>th</sup>. A special meeting will likely be called for the following week to conduct interviews of candidates. Commissioners stated that tentatively, a candidate will be selected from the pool of applicants at their regular meeting on September 27<sup>th</sup> with the person selected being seated on the Board the first regular meeting in October.

### MANAGER'S REPORT

Water Main Projects – The manager reported that staff is near completion of the installation of a new water main on Fair Street in front of Costco and on 2<sup>nd</sup> and 3<sup>rd</sup> Streets. This project replaced approximately 1,350 feet of 6 inch and 8 inch steel water main. The required night shifts concluded last night and they have approximately 3 more days before the project is done. Paving of the area will immediately follow.

Request for Proposals – The manager reported that Request for Proposals for banking services and automated meter reading (AMR) technology are due tomorrow. He stated that the AMR issues resolved themselves when Sensus Technologies were able to locate a brand new vehicle reading unit (VXU) which will extend the life of this asset. The \$18,000.00 cost of the unit will save the PUD over one million dollars in capital costs that were needed to replace meter reading units to match new VXU technology.

Danny Centenari Earns State WDM Operator Certification – The manager reported the operations crew member Danny Centenari earned his certification as a Washington State Water Distribution System Manager or WDM I. This brings the number of professional water manager/operator certifications on staff to ten (10).

### COMMISSIONER'S REPORT

Commissioner Ridge stated that she will be attending the Public Power Council meetings on Wednesday, August 31<sup>st</sup> and Thursday, September 1<sup>st</sup> in Portland Oregon.

### ADJOURNMENT

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