

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
February 13, 2017

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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, Judy Ridge and Greg McCall.

PUD Staff: General Manager Tim Simpson and Treasurer Bob Sischo.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the January 23, 2017 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1890 through #1892 and vouchers #4205EFT through #4221EFT in the amount of \$38,460.02 and Blanket Transaction Voucher Approval Document covering vouchers #36672 through #36753 and Electronic Transaction Vouchers #17020201, #17020301, #17020302, #17022101 and #17022701 in the amount of \$252,514.00. 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

City of Clarkston Intergovernmental Cooperation Agreement – Sewer Evaluation Report

The manager presented an Intergovernmental Cooperation Agreement from the City of Clarkston for the PUD's preparation of the City's 2017 Annual Sewer Evaluation Report. He stated that the sewer evaluation report is used by the City to calculate monthly sewer charges for their customers. Water use for the months of January and February by PUD customers within the City of Clarkston is the basis for sewer charges for the year. The manager stated that the text of the agreement remains the same as well as the fees for providing services.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the Intergovernmental Agreement with the City of Clarkston for preparation of their annual Sewer Evaluation Report and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

### Write Off of 2013 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 2013 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

The manager stated that for the year 2013 there were 75 accounts in the amount of \$6,581.88 sent to collections that remain uncollected. This uncollected amount represents .0015 percent of our \$4.267 million in water and wastewater revenue for the year 2013.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve the write-off of the 2013 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

### MANAGER'S REPORT

General Counsel – the manager reported that he, Craig Riehle, Director of Operations and Bob Sischo discussed with counsel, Joe Brogan, what constitutes a public works projects as opposed to what constitutes conducting general maintenance. The manager stated that through discussion they were able to gain a correct interpretation which will ensure proper application of the law. The manager stated that a public records request was made to the PUD regarding information about each employee. Staff had found out that the firm might be using the information for commercial benefit which exempts the PUD from providing the information. The firm stated in an email today that the information will not be used for commercial purposes. An affidavit developed by Franklin PUD was reviewed by Counsel and will be used with the public records request.

Water Main Break – the manager provided an update of the water main break that occurred on Ridgeview Drive during construction of Asotin County's stormwater project. He stated that both customers affected are being taken care of. One claim was settled for \$1,500.00 whereas the homeowner with front lawn and retaining wall damage submitted a \$17,000.00 estimate for repairs. One of his retaining walls has collapsed. Western Construction submitted an invoice in the amount of \$3,241.00 with what they claim is associated with their costs for the main break. PURMS is submitting the claims for the two homeowners to Western's insurance company requesting payment for the main break. PURMS feels that based on construction laws, project documents and PUD staff testimonies that Western is responsible for damaging the main which caused the water damage to the affected homeowners. The manager agrees with their determination.

Bob Wimer WDM III Operator Certification – the manager reported that Operations Foreman, Bob Wimer, tested and earned a State of Washington, Water Distribution Manager 3 Operator Certification.

COMMISSIONER'S REPORT

Commissioner Ridge attended Energy Northwest meetings on January 24-26 in Olympia, Washington. She stated that the focus of the meetings was again on cyber security. She stated that the scram that occurred with the Columbia Generating Station (CGS) on December 18, 2016 was attributed to Bonneville Power Administration (BPA) substation equipment failure. CGS was back to full operation on December 24<sup>th</sup>.

Commissioner Ridge attended Public Power Council meetings on February 1-2 in Portland, Oregon. She stated that the primary issues discussed at the meeting was the 2018 BPA rate case, the Columbia River Environmental Impact Statement and BPA integration of the California markets. PPC has stated that the past and currently proposed BPA rate increase trajectory is unsustainable for PPC member utilities.

Commissioner Ridge and Commissioner McCall will be attending the Washington PUD Association meetings and new commissioner orientation on February 15-17 in Olympia, Washington.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:10 p.m.