

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
SPECIAL MEETING – BOARD WORK SESSION MINUTES
April 10, 2017

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President Don Nuxoll presiding, the Public Utility District No. 1 of Asotin County Special Meeting was called to order at 4:00 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, Director of Finance and Administration Bob Sischo and Director of Operations Craig Riehle.

Members of the public were present.

WORK SESSION:

Operations and Maintenance Report

Operations Director, Craig Riehle, provided an overview of PUD operations and maintenance. He provided the following handouts: Operations and Maintenance Agenda, PUD Operations Summary, Maintenance and Operation Program, a monthly report he provides to the General Manager and the timeline for the update of the Comprehensive Water System Plan.

Craig discussed the summary of all of operations the PUD Operations Crew conduct. Commissioners asked several questions regarding the work that staff do. Craig provided an overview of the maintenance and operation program, discussing several key details of the program. He stated that this program is reviewed and carried out by the Operations Foreman, Bob Wimer.

Craig provided an onscreen demonstration of the newly upgraded SCADA system. He stated that the conversion included replacing radio communication at each site with cellular communication, a new viewer program and hosting of the data by Advanced Control Systems (ACS).

Craig discussed the indoor and outdoor improvements made to Well 5, showing before and after photos of the interior and exterior the well. He stated that interior improvements made the well house much brighter and more energy efficient. He stated that the exterior was cleaned because our well is in a neighborhood and the PUD wants to be good neighbors.

Craig showed photos of the new records storage facility and the improvements made in the large shop building for employee use. Both buildings consist of the former storage units purchased in 2008 which reside south of and above the PUD office. He stated that the new Caterpillar backhoe will be delivered during the week of April 17th.

Finance and Administration Report

Finance and Administration Director, Bob Sischo, provided an update of the Public Utility Risk Management System (PURMS), the liability, property and health insurance pool that our PUD belongs to with our PUDs in the state. He went over recent claims pending and/or settled by PURMS. He discussed in detail issues related to these claims and lessons learned applicable to the Board regarding the claims. The Commissioners asked Bob several questions regarding the handling and settling of claims. He stated that was reappointed as a member of the Administrative Committee. In that capacity, Bob also serves on the Executive Board of PURMS.

Bob reported that the 2016 Financial Statements and Notes to the Financial Statements have been completed, reviewed by himself and the General Manager and sent to the Washington State Auditor's Office (SAO). He stated that an audit by SAO staff of fiscal year 2016 will begin soon.

Bob reported that he and staff have reviewed the Enterprise Resource Planning (ERP) Software and Services provided by Tyler Technologies. He stated that on March 29th, staff met onsite with representatives from Tyler Technologies for a Munis software ERP presentation. From that meeting the modules needed were narrowed down as well as solidifying a cost for software, services and conversion. He stated that we have opted to have Tyler host our data increasing our annual fees to Tyler slightly but reducing the cost of the conversion and onsite hardware and technical support fees for that hardware. He report that the total cost of the upgrade and conversion is \$188,000.

Bob stated that, over the past 10 plus years, we have set aside \$200,000 for this software conversion. He said that once a contract is approved for their services, \$42,000.00 would initially be paid for the software licenses but the remaining costs associated with the conversion would be paid as the conversion occurs. He stated that the progression of conversion would begin with the financial package, moved to the payroll package and then finally to the customer information and billing system. He stated that process could take as long as 18 months but hopes that our effort in efficiencies towards the conversion would result in a shorter time frame.

He stated that costs for the entire conversion can be reduced based upon our level of necessary training and efficiencies in providing data for conversion. He stated the goal is to come under budget of the proposed cost.

OTHER:

Due to time constraints, the remaining agenda items were not addressed. The manager recommended conducting another Board Work Session prior to the next regular meeting in order for Craig to complete his report and to address the agenda items that they were unable to discuss. The manager stated that he will make that request at the following regular meeting.

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ADJOURNMENT

The Special Meeting – Board Work Session was adjourned at 5:25 p.m.