

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
April 13, 2009

President Gary Hicks 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.

ROLL CALL: PRESENT Commissioners: Gary Hicks, Don Nuxoll and Judy Ridge.

PUD Staff: General Manager Tim Simpson, Treasurer Bob Sischo and Attorney 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 giving approval of the minutes of the March 24, 2009 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1659 through #1660 and #1304EFT through #1317EFT and in the amount of \$24,744.28 and Blanket Transaction Voucher Approval Document covering vouchers #26746 through #26804, and Electronic Transaction Voucher #200900404, #09032301, #09040101, #09040102, #09040103, #09040104, #09040601, #09040602 and #09042401 in the amount of \$115,938.31. The question was called for on the motion. Passed 3-0

OLD BUSINESS

Wastewater System Condition Assessment and Feasibility Study Update

The Manager stated that consultant, Keller Associates, is currently reviewing data received from the County. The site evaluation of the wastewater collection system is complete. Work in the month of April will include finalizing data review, performing an engineering review of collected system information, compilation of the draft report and the scheduling of a meeting to review the draft report. Additional information on the wastewater system has been requested from the County.

The Manager stated that an article on the assessment and feasibility study appeared in the Lewiston Morning Tribune on Thursday, April 9th.

NEW BUSINESS

Asotin County Health District Flyer Insert Request

The Manager provided the Commissioners with a copy of a flyer that the Asotin County Health District is requesting to be inserted in our monthly billing statements. The flyer promotes dental health care for children. They are offering a program called Access to Baby and Child Dentistry (ABCD). The Board discussed adding text that includes the natural fluoride in the PUD water. The Manager stated that the cost of the double sided insert is \$0.12 per copy or approximately \$840. The Health District has a grant that will pay for the cost.

MOTION by Don Nuxoll, seconded by Judy Ridge to approve inserting the Asotin County Health District Baby and Child Dentistry Program flyer with our monthly billing statements. The question was called for on the motion. Passed 3-0.

GIS Mapping Development and Cost Estimate

The Manager met with David Stangel from Murray, Smith and Associates (MSA) in March to assess the status of the current mapping system and devise a plan to get the maps up to date and move to a Graphical Information System (GIS) platform. The Manager provided a technical memorandum which outlined proposed tasks and a cost estimate. The tasks include database design, conversion and update of AutoCAD to GIS, scanning and hyperlinking of hard copy as-builts, collection of land base data, setup of software and hardware, and training of staff. MSA estimates that the project will require between 450 and 560 hours to complete and is estimated to cost between \$76,000 and \$95,000.

The proposal is to bypass AutoCad and develop the remainder of the map system under a GIS. GIS is a data driven system where details of each facility, valve, meter, etc. can be stored for viewing. In addition the crew can use a computer notebook in field to pull up information about any main line, service line and water system component without having to carry maps. They will also have the capability of updating the maps in the field.

The Manager stated that moving to a GIS platform will allow us to link it to our utility billing and customer information system ensuring that all customer data is current. The GIS program was purchased in 2008 and a GPS was scheduled for purchase but will be purchased if or when a project gets underway. If the Board decides to proceed, a request for proposals will be sought from interested firms.

After further discussion it was the position of the Board to postpone the seeking RFP's on the project and address the move to GIS mapping in the 2010 budget.

MANAGER'S REPORT

2008 Fiscal Year Audit – The Manager stated that the 2008 fiscal year audit will begin tomorrow, Tuesday, April 14, 2009. The audit will take approximately two weeks. An audit entrance conference will be scheduled next week.

Solar Energy Project – The Manager stated that, Washington State University staff Mike Nelson is scheduled for a site visit for tomorrow, April 14th. Mr. Nelson will be analyzing our site for the placement of solar photovoltaic system.

Energy Northwest Strategic Planning Meeting – The Manager will be attending the Energy Northwest Strategic Planning workshop in Richland, Washington on Tuesday, April 21, 2009. Energy Northwest will be developing strategic goals for FY 2011-2020.

COMMISSIONER'S REPORT

Commissioner Nuxoll attended the Watershed Planning Unit meeting on Thursday, April 9th. The state budget shortfall will result in the loss of some funding for watershed planning and stream gauge monitoring. Commissioner Nuxoll will be attending the Stormwater Committee meeting on Monday April 21st and the Drinking Water Source Protection Committee Meeting on Monday April 27th. Both meetings will be held at the PUD office.

Commissioner Ridge attended the Energy Northwest (ENW) Board Meeting in Richland, Washington on March 25, 2009. The ENW budget was reviewed. NoaNet is seeking a \$1.5 million line of credit but stated that they are financially stable. ENW Chief Executive Vic Parish is retiring in 18 months. A search for a new CEO is underway.

Commissioner Hicks will be attending the Washington PUD Association meetings in Olympia, Washington on April 15-17, 2009 and ENW Strategic Planning meeting.

ADJOURNMENT

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