

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
February 23, 2010

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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.

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ROLL CALL: PRESENT      Commissioners: Gary Hicks, 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 giving approval of the minutes of the February 9, 2010 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1588EFT through #1600EFT in the amount of \$22,151.35 and Blanket Transaction Voucher Approval Document covering vouchers #27718 through #27753, and Electronic Transaction Voucher #10021901 and #10021902 in the amount of \$56,110.63. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Sanitary Sewer System Transfer Transition

The manager reported that staff are now operating the system with little or no assistance from the County. He stated that with new and proposed installation of grinder pumps at two of our lift stations, maintenance and emergency calls will be reduced significantly. The manager stated that today he reviewed engineering plans for requested extensions on the 1300 and 1500 blocks of Elm Street. A material list will be provided in order to get bids for the project. Once an estimated cost is provided homeowners will be contacted regarding construction and connection to the sewer system.

The manager stated that he received a call from a homeowner on Rainier Street requesting connection to the sewer system because of concerns of a potential failing septic system. A letter will be sent to customers in the area seeking their interest in connecting to sewer similar to what was sent to customers on 21<sup>st</sup> Street. The manager stated that surveys for the 21<sup>st</sup> Street area have been arriving. There appears to be good interest in a gravity sewer line project. The Board, counsel and manager discussed options regarding the formation of Local Improvement District to help fund projects for these areas.

NEW BUSINESS

Resolution 10-353 – Sewer Administrative Code Amendment

The manager presented Resolution 10-353 which provides for amendment of the Sewer Administrative Code. The amendment proposed changes the language from; “will be allowed 5 years from the time of said extension to connect to public sewer service” to “shall connect to the public sewer system upon failure of an existing septic system or the construction of a new residential or commercial building”.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge approving Resolution 10-353 amending the Sewer Administrative Code. The question was called for on the motion. The motion passed 3-0.

Resolution 10-354 – Septic Tank Effluent Pump (STEP) System Policy Amendment

The manager presented Resolution 10-354 which provides for amendment of the Septic Tank Effluent Pump (STEP) System Specifications and Policy. The amendment removes the requirement for the PUD to maintain and repair pumps and equipment in customer-owned STEP Systems, vacates easements and ensures the PUDs responsibility ends with the customer’s point of connection to the sewer main. The PUD will continue to inspect STEP Systems annually with customer permission. The manager stated that staff will always be willing to assist a customer with an issue with their system even though responsibilities have changed. He stated that pumps and necessary equipment will be kept in inventory to assist customers. The change in policy includes the removal of the additional \$10.00 monthly fee for STEP Systems.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll approving Resolution 10-354 amending the Septic Tank Effluent Pump (STEP) System Specifications and Policy. The question was called for on the motion. The motion passed 3-0.

Resolution 10-355 – Personnel Policy Amendment

The manager presented Resolution 10-355 which provides for amendment of the Personnel Policy. Proposed amendments include increasing call duty pay, callout minimums, increasing the accumulated compensatory time bank, adjusting classification salary ranges, removing the Computer Drafting/Engineering Technician job description and adding a Geographical Information System Coordinator position and job description.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll approving Resolution 10-355 amending the Personnel Policy. The question was called for on the motion. The motion passed 3-0.

Consultant Services Agreement for Mapping Database Conversion to GIS

The manager presented an Engineering Services Agreement and Scope of Work Task Order 10-01 with Murray Smith and Associates, Inc. for conversion of our mapping database to a Geographical Information System (GIS). The manager stated that counsel has reviewed and approved the agreement and task order.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll approving the Engineering Services Agreement and Scope of Work Task Order 10-01 with Murray Smith and Associates, Inc. for conversion of our mapping database to a Geographical Information System (GIS) and authorizing the General Manager to execute the agreement and task order. The question was called for on the motion. The motion passed 3-0.

City of Clarkston Intergovernmental Cooperation Agreement – Sewer Evaluation Report

The manager presented the City of Clarkston Intergovernmental Cooperation Agreement which provides for the PUD development of the City's annual sewer evaluation report. The City uses PUD customer water consumption information for January and February to calculate their monthly sewer billing.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge approving the City of Clarkston and PUD Intergovernmental Cooperation Agreement for the Annual Sewer Evaluation Report and authorizing the General Manager to execute the agreement. The question was called for on the motion. The motion passed 3-0.

Change March 9, 2010 Meeting Date to March 8, 2010

The manager stated that due to a scheduling conflict with one commissioner the regular Board of Commissioners meeting scheduled for Tuesday, March 9, 2010 will need to be changed to Monday, March 8, 2010. The manager requested that the meeting begin at 5:00 pm due to another meeting he has scheduled that evening.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to change the Board of Commissioner meeting date and time from Tuesday, March 9, 2010 to Monday, March 8, 2010 beginning at 5:00 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Solar Presentation – The manager reported that due to Commissioner Hick's planned absence from the next Board meeting, the solar presentation by Tom Anderson of Advanced Solar Energy has been rescheduled to the March 23, 2010 Board meeting.

Landscape Design Project – The manager reported that designs for our office landscape project and new sign should be available next week with a presentation to be provided at our March 23<sup>rd</sup> Board meeting.

City of Asotin – The manager reported that he met with the City of Asotin Mayor, clerk, Keltic Engineering, their counsel and the Department of Health to discuss the City's unfinished water system plan. He stated that the meeting was productive and should result in a completed plan within the next two months. He stated that the City's Public Works Committee wants to meet to discuss questions of operation and maintenance that came out of development of the water system plan. The manager stated that he and operator Kent Holland will attend the meeting scheduled for Tuesday, March 2<sup>nd</sup>.

#### COMMISSIONER'S REPORT

Commissioner Nuxoll attended a Watershed Planning Unit meeting on Thursday, February 18, 2010. He stated the group continues to work with Ecology on the setting of stream flows in specific tributaries. He stated that the Board received a reply letter from Governor Christine Gregoire regarding their request for her to fund watershed planning.

Commissioner Ridge attended an Energy Northwest (ENW) Board of Directors meeting in concurrence with the PUD Association meetings being held in Olympia on February 18-19, 2010. She stated all wind turbines at Nine Canyon are operational. ENW settled a lawsuit for main bearing issues on the turbines for \$2 million dollars with Siemens. Commissioner Ridge stated that Radar Ridge Wind project in Pacific County is still working out issue with bird groups. She stated that the PMAC site has a buyer. This site is where the proposed gasification plant was to be built. She stated that several solar projects in Oregon are going well.

Commissioner Ridge stated that the CEO search will conclude this weekend with the interview of three candidates and a selection by Sunday, February 28<sup>th</sup>. She stated that she will be participating in the interviews. She stated that two (2) candidates for the ENW Executive Board will be interviewed soon and a selection made. Each candidate has a nuclear energy background. She stated that Pend Oreille PUD joined Energy Northwest. She stated there are now 28 members. Douglas PUD is the only non-member PUD in the state.

Commissioner Hicks stated that he attended the Washington PUD Association meetings on February 18-19, 2010. He stated that the PUD is still dealing with issues from a complaint filed by Puget Sound Energy over the PUD Associations participation and support of the formation of the Whidbey Island PUD and the electrical service ballot propositions for Jefferson PUD and Skagit PUD. He stated that the Association has received over 40 applications for the position of Executive Director. Steve Johnson the current Director will be retiring this year. Commissioner Hicks stated that he will be out of town and would not be attending the next board meeting on March 8, 2010.

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ADJOURNMENT

There being no further business the meeting was adjourned at 6:17 pm.