

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
April 12, 2011

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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, Gary Hicks 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 Gary Hicks to approve the consent agenda approving the minutes of the March 22, 2011 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1707 and #1708 and vouchers #1973EFT through #1987EFT in the amount of \$28,985.99 and Blanket Transaction Voucher Approval Document covering vouchers #28937 through #28996, and Electronic Transaction Vouchers #11040401, #11040402, #11040501, #11040701, #11042001, #11042101, #11042801, #11042901 and #11042902 in the amount of \$214,071.48. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

City of Asotin Water Sales Contract

The manager presented a Water Sales Contract between the City of Asotin and the PUD that provides for rates, charges and operation of the new 8-inch water distribution main intertie with the city's water system. The manager stated that the contract is similar to the agreement we have with the Port of Whitman County for the Port of Wilma intertie. The manager reported that the Asotin City Council reviewed and approved the contract at their March 28, 2011 meeting.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge approving the Water Sales Contract with the City of Asotin and authorizing the General Manager to execute the contract. The question was called for on the motion. The motion passed 3-0.

Water System Plan Update – Consultant Selection

The manager stated that he prepared and advertised a Request for Proposal (RFP) for the update of our comprehensive Water System Plan. He stated that eight (8) firms responded to the RFP. The manager stated that he reviewed each proposal rating the consulting firms on effort, project approach, experience, staff qualifications, ability to execute and past performance. He stated that based upon his review and analysis of the proposals he recommended negotiating a contract for consulting services with Murray, Smith and Associates for the update of our Comprehensive Water System Plan.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to select Murray, Smith and Associates to provide consulting services for the update of the PUD Comprehensive Water System Plan and authorize the General Manager to negotiate a contract for consulting services. The question was called for on the motion. The motion passed 3-0.

Surplus Property Bid – 1500 16<sup>th</sup> Avenue

The manager reported that he advertised and received two bids on the 2.5 plus acres of surplus property located at 1500 16<sup>th</sup> Avenue which includes the obsolete filtration plant, ¾ million gallon reservoir and other structures. He stated that at the last meeting the Board passed a resolution to surplus the property setting the minimum bid at \$20,000.00 per acre. He reported that the Abundant Life Church did not bid on the property.

The manager stated that the first bid he received was for \$20,000.00 for the entire property which disqualified the bidder because they did not meet the minimum bid. The second bid was from Steve and Gayle Osburn in the amount of \$21,001.00 per acre. They have requested approximately three (3) acres of property which the manager stated we can accommodate. The manager stated that the next step is to mark out the 3 acres requested and have the area surveyed in order to develop a legal description of the property. Once this is done then the manager will work with counsel to develop a property sale agreement. The PUD will need an easement through the property for several water lines that run through it. Property access will be through the fence just east of the PUD gate to our property. The church is willing to work with the PUD and the future property owner for access.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks approving the bid by Steve and Gayle Osburn in the amount of \$21,001.00 per acre for the surplus real property located at 1500 16<sup>th</sup> Avenue including the structures on the identified surplus property. The question was called for on the motion. The motion passed 3-0.

Surplus Property Offer – 2700 Block of Highline Drive

The manager reported that he received three (3) offers on the 1.46 acres of surplus property located on the 2700 Block of Highline Drive. The manager stated that the property was made surplus by the Board last year and advertised for bids but none were received. He stated that the minimum bid on the property at the time of surplus was set at \$30,000.00.

The manger reported the he received offers of \$300.00, \$15,000.00 and \$20,000.00. Randy and Christine Cox submitted the offer of \$20,000.00. The manger stated that he felt it was a fair offer and recommended accepting the offer and developing a property sale agreement with Mr. and Mrs. Cox. Counsel Scott Broyles stated that he would develop a property sale agreement which will include a minimum deposit towards the sale of the property.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge approving the offer by Randy and Christine Cox in the amount of \$20,000.00 for the surplus real property located on the 2700 Block of Highline Drive. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday April 26, 2011 Meeting Date to Thursday April 28, 2011

The manager stated that due to a scheduling conflict he is requesting that the meeting scheduled for Tuesday, April 26, 2011 be changed to Thursday, April 28, 2011 beginning at 5:30 pm.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to change the Board of Commissioner meeting date from Tuesday, April 26, 2011 to Thursday, April 28, 2011 beginning at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Water Rights Change Application – the manager reported that the Department of Ecology contacted him last week requesting parcel numbers for wells and other identified properties in the water right change application. The manger stated that this is evidence that the processing of our water right change application is moving forward.

Parcel Mapping Project – the manager reported that the parcel mapping project between the County, the PUD and several other entities has been funded and a Request for Proposal for the project will be advertised this week. He stated that along with the PUDs commitment of \$25,000, the County is committing \$40,000, the City of Clarkston is committing \$5,000 and the Metropolitan Planning Organization is committing \$30,000 toward the project. This project will benefit us in the GIS and customer service areas.

Commissioner Redistricting – the manager reported that he received from the State of Washington the 2010 Census information that will allow for the review and potential redistricting of Commissioner district boundaries. He stated that each district needs to have an even distribution of voters. He stated that he has contacted the County Auditor and will work with their office to ensure that the redistricting is done properly. The process for the each governing entity needs to be completed by early 2012.

Meter Reading Routes – the manager reported that the crew has installed all of the 2011 budgeted AMR meters. He stated that we have approximately 800 more meters to complete and finalize the AMR project which began in 2004. He reported that the meters that were installed this year will allow us to move from 4 reading routes to two. The Heights will be read the first part of the month and the downtown or Vineland area will be read on the second half of the month. This move will allow us to have two fixed billing dates which will make it easier on our customers. The manager stated that we have moved from 20 to 22 days of meter reading to approximately 4 days.

#### COMMISSIONER'S REPORT

Commissioner Hicks will be attending the Washington PUD Association meetings in Olympia on April 13-15, 2011.

Commissioner Ridge will be attending the Energy Northwest meetings on Tuesday, April 26 through Thursday April 28.

Commissioner Nuxoll attended a PURMS meeting on Thursday, April 7<sup>th</sup> in Burien, Washington. He reported that the work on revamping the Self Insurance Agreement to comply with state and federal laws is nearly complete and should be finalized in June. He will be attending a Watershed Planning Unit meeting on Thursday, April 14, 2011.

#### ADJOURNMENT

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