

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
December 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 11:10 a.m. at the PUD Office at 1500 Scenic Way.

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

PUD Staff: General Manager Tim Simpson, Treasurer Bob  
Sischo and Counsel Scott Broyles.

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 November 22, 2011 Regular Meeting and Regular payment of the Transaction Vouchers covering vouchers #1728 through #1729 and vouchers #2205EFT through #2219EFT in the amount of \$27,188.77 and Blanket Transaction Voucher Approval Document covering vouchers #29704 through #29763, and Electronic Transaction Vouchers #11120201, #11120501, #11120502, #11120701, #11122301 and #11123012 in the amount of \$103,948.18. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There was no Old Business was presented.

NEW BUSINESS

Department of Ecology Surface Water Right Voluntary Partial Relinquishment

The manager presented a letter from the Department of Ecology which included a Voluntary Partial Relinquishment form for our Surface Water Right Certificate No. 10893. He stated that as part of the final decision on our water rights change application, which provided for the transfer of 3,806 acre feet of surface water right from this certificate to groundwater rights, we agreed to voluntarily relinquish the remaining portion of those water rights that were deemed as “not put to beneficial use”. The manager stated that this form is the final step in completing our water rights change application process. Water Right Certificate No. 10893 is still a valid certificate, however the use of this right has been changed from surface to groundwater and only a portion of it will remain certificated or deemed as “put to beneficial use”.

Attorneys Joe Brogan and Scott Broyles reviewed the letter and the form. Mr. Brogan had issue with some of the language in the form which was cleared up after he received information detailed in the final Report of Examination for this water right certificate and through discussions with Ecology staff Dan Tolleson.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks approving the Voluntary Partial Relinquishment of Surface Water Right Certificate No. 10893 and authorizing the General Manager to sign the Relinquishment Form. The question was called for on the motion. The motion passed 3-0.

#### Port of Clarkston Intergovernmental Agreement for Mapping Services

The manager presented an Intergovernmental Agreement with the Port of Clarkston providing for GIS surveying and mapping services. He stated that the Port is seeking to utilize our GIS and GPS Surveying capabilities for mapping fiber optic underground lines and conduit. One of Port's tenants is planning for the future fiber installation by NOANet and the Port and will be burying 4-inch conduit and a small vault in order to provide for future upgrades and ease of access. The manager stated that Port recognizes our surveying and mapping capabilities and wishes to utilize these services now for this project and in the future as fiber lines and/or conduit is installed underground. Fees associated with our services will include but not limited to labor, equipment, vehicles and overhead.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge approving the Intergovernmental Agreement with the Port of Clarkston for GIS Surveying and Mapping Services and authorizing the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

#### Resolution 11-373 – Sole Source Automated Meter Purchase

The manager presented Resolution 11-373, which waives the bidding requirements allowing for the Sole Source purchase of Sensus electronic meters and radio frequency meter reading units from United Pipe and Supply, an authorized Sensus Metering Systems dealer. He stated that the 2012 budget provides \$210,000 toward the purchase of radio read meters.

The manager reported that in 2012 we are planning to replace and/or retrofit approximately 730 meters. 20 additional electronic metering systems will be purchased for new service installations. By the end of the 2012 approximately 7,000 meters or 100% of our customer base will be on the automated radio meter reading system fulfilling the commitment made in 2004 to move all of our meters to the Automated Meter Reading. The manager stated that the total cost of this 9-year project including 2012 is approximately \$1.625 million.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks approving Resolution 11-373 waiving the competitive bidding requirements and authorizing the sole source purchase of Sensus electronic radio meters and equipment from United Pipe and Supply. The question was called for on the motion. The motion passed 3-0.

Resolution 11-374 – Personnel Policy Amendment

The manager presented Resolution 11-374 which provides an amendment to the Personnel Policy, specifically to Chapter 10 – Business Expense Reimbursement, Section 10.2 – Subsistence. He stated that the Washington State Per Diem rates or Subsistence rates increased in October from \$64.00 per day to \$71.00 per day. If business is conducted within a 60-mile radius, Subsistence will be provided at a rate of \$18.00 for breakfast, \$21.00 for lunch and \$32.00 for dinner all of which total \$71.00.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve Resolution 11-374 amending Chapter 10 – Business Expense Reimbursement, Section 10.2 – Subsistence of the Personnel Policy. The question was called for on the motion. The motion passed 3-0.

Resolution 11-375 – Commissioner Redistricting

The manager presented Resolution 11-375 which provides for the realignment of commissioner districts. The manager stated that as discussed in the hearing on commissioner redistricting, the board has two choices on changing the commissioner district boundaries. The first would be to leave the boundaries the same with the populations shown in the 2010 census or accept the changes as suggested by Sammamish Data readjusting the commissioner boundaries with minimal effect on the voter precincts.

After discussion of the issue the board decided to leave the commissioner district boundaries as is but table voting on the issue until a resolution addressing their position is formulated. The manager stated that the County Commission may adjust voter precincts next year based on discussions with the County Auditor.

MSA Task Order 11-03 – 2012 Main Replacement Project Services

The manager presented Task Order 11-03 with Murray, Smith and Associates (MSA) providing for professional services for the development of our project detail and bid package for our 2012 Main Replacement Projects. The manager stated that under this Task Order, MSA will assist staff in developing projects currently identified in our draft Comprehensive Water System Plan into a detailed specification and construction bid package. Once completed, bidding for our 2012 Main Replacement Projects will be opened to qualified contractors.

The manager stated that these services will also provide a baseline for completing bid packages for projects in consecutive years. The format will be such that we will be able to utilize construction specifications, contractual language, bid sheets and other items for several years to come without incurring significant additional costs for engineering services.

The manager met with counsel to discuss the Task Order. Counsel requested that MSA detail who will be on the project team, clarify that sample documents and templates can be utilized by the PUD and have the word “draft” removed from the project schedule. The manager stated that with approval these items will be addressed. The manager stated that this Task Order is in accordance with the MSA Master Agreement for Professional Services dated February 24, 2010.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve Task Order 11-03 providing for Professional Services for development of the 2012 Main Replacement Project Bid Packet and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

#### MANAGER’S REPORT

Port of Wilma Water System – the manager reported he received a phone call from Bruce Ensley, counsel for the Port of Whitman County, stating that he was working an agreement between the Port and the PUD for transfer of the Port of Wilma water system to PUD ownership. He stated that Mr. Ensley asked if we would also be interested in taking over the sewer system as well. The manager stated that the sewer system has a lagoon but they have converted to a drain field due to the low volume that was going into the lagoon. He stated that he would need to review sewer system information before proceeding. The commission stated their interest in taking over the sewer system if it is viable.

WPUDA Records Management Meeting – the manager reported that Asotin PUD has been selected as the site to hold the fall 2012 Records Management meeting. He stated that Treasurer Bob Sischo is involved in this group and will be our host representative for the proceedings. The manager stated that this meeting will be a good opportunity to introduce Joy Welch who has been training on records management.

#### COMMISSIONER’S REPORT

Commissioner Ridge and Commissioner Hicks attended the Annual PUD Association meetings in Pasco, Washington on November 30-December 2, 2011. Commissioner Ridge stated that the meetings were good. Gary stated that WPUDA issue such as membership were not raised but will likely be addressed early next year. The PUD association celebrated their 75<sup>th</sup> Anniversary.

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Commissioner Ridge will be attending Energy Northwest meetings in Richland, Washington on December 13-December 15, 2011.

ADJOURNMENT

There being no further business the meeting was adjourned at 11:50 a.m.