

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
July 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 and Gary Hicks. Judy Ridge joined by phone.

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 June 28, 2011 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1715 and #1716 and vouchers #2060EFT through #2074EFT in the amount of \$28,686.69 and Blanket Transaction Voucher Approval Document covering vouchers #29237 through #29280, and Electronic Transaction Vouchers #11070501, #11070502, #11070503, #11070701, #11071101, #11072201, #11072901, #11072902 and #11080101 in the amount of \$148,057.42. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There was no old business was presented.

NEW BUSINESS

Bonneville Power Administration Regional Dialogue Contract Revision No. 1

The manager presented Revision No. 1 to the Bonneville Power Administration (BPA) Regional Dialogue Contract. The revision updates changes to the Points of Delivery, metering and related elements that occurred after the Regional Dialogue Contracts were executed in 2008. The manager stated that more specifically the Revision moves the language for Clarkston 34.5-ASOT Point of Delivery to section 1.1 – Directly Connected Points of Delivery and Load Metering, corrects the Point of Delivery Locations for Dry Gulch 13 kV and Pound Land 13 kV and corrects the voltage for Well #1 Out, Well #2 Out, and Clarkston Heights Booster Out in sections 1.2(1) and 1.2(2).

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve Revision No. 1 to the Bonneville Power Administration Regional Dialogue Contract and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

#### Commissioner Letter Regarding Watershed Funding

The manager presented a letter seeking support for funding of our Watershed Planning Unit – Water Resource Inventory Area No. 35. The manager stated that the 2011-2013 biennial budget makes significant cuts to Ecology’s Water Resources programs affecting funding for Watershed Planning Unit of which we are the Lead Agency. Our Ecology representative for watershed has told us that funding to continue our watershed planning efforts will likely be eliminated under the biennial budget.

The manager stated that the letter highlights the Planning Unit activities since formation in 2002, addresses the relationships built between the Planning Unit, landowners and Ecology and requests Ecology’s consideration for a minimal amount of funding to keep the Planning Unit active. The manager stated that the letter will be sent to legislators representing each county and to Ecology staff. By consensus the Board of Commissioner’s supported the content of the letter and authorized the manager to send it to legislators and Ecology staff.

#### 2010 Fiscal Year Audit Recommendations

The manager reported that the Washington State Auditors have completed their review and reports for the 2010 fiscal year audit. He stated that although the exit conference won’t occur until Wednesday, July 13<sup>th</sup>, the audit recommendations were received. He reported that 2010 was another clean audit with no findings, no management letter and only one minor recommendation.

The audit recommendation was that the District should ensure the inventory system is updated and assets are properly marked with assigned inventory tags. The manager stated that the issue which prompted the review and the audit recommendation was that two of our smaller “attractive” assets did not have a fixed asset inventory tags on them. It was discovered that one of these items had already been disposed of but was still on the books. This item was removed from the books. The other item without a tag was the laptop used for automatic meter reading. This item was overlooked when we tagged all of our other small and attractive assets. The manager stated that the recommendation has been resolved. He stated that from the point of taking over daily operations from the previous system owner, this was our 24<sup>th</sup> consecutive clean audit.

2010 Census Commissioner Redistricting

The manager stated that based on the Revised Code of Washington it is the responsibility of each county, Municipal Corporation, and special purpose district to periodically redistrict its governmental unit based on population information from the most recent federal decennial census. The manager stated that he has been working with Sammamish Data Systems who has taken the 2010 census data to review current population in each commissioner district and recommend changes to ensure equal or near equal distribution. The manager presented the commissioners with maps showing current and proposed boundary lines.

The manager reported that the total population within the PUD service boundary after the 2000 census was 18,372. The 2010 census shows a total population within our service boundary of 19,264. Redistricting requires that each commissioner have an equal or near equal number of people in their respective district. Dividing the 19,264 population number by three (3) districts, the ideal population for each Commission District is 6,421.

The manager stated that under the current 2010 census based on 2000 commissioner district boundaries, District 1-Judy has 6,201, District 2-Don has 6,384 and District 3-Gary has 6,679. Sammamish approached the process with the goal of minimizing the splitting of voter precincts. This approach would make it easier for the county to adjust our commissioner districts. Unfortunately this approach did not provide an equal population distribution. Sammamish is recommending the following population distribution; District 1-Judy; 6,561, District 2-Don; 6,502 and District 3-Gary; 6,201. The manager stated that the deviation with Gary's district is approximately 5% which is an acceptable number by the state.

The manager stated that the options would be to 1.) Accept the recommendation as shown above, 2.) Have Sammamish Data redraw the boundaries to ensure equal or near equal population distribution without regard to the voter precincts and 3.) Leave the numbers as is based on the 2000 commissioner district boundaries. This would leave an approximate 7.2% discrepancy or 478 population difference between Gary and Judy's district. Counsel Scott Broyles stated that the election would cost less every two years for the PUD if the district boundaries minimized the split of voter precincts.

After further discussion about the population in each district and the percentage of deviation, the Board directed the manager to find out what the cost savings would be if the Board chose to accept option no. 1.

Port of Clarkston Water and Sewer Line Bills of Sale

The manager reported that the Port of Clarkston has completed the sewer line construction for their proposed business park. The line runs from 6<sup>th</sup> Avenue Northwest towards the property. He stated that the water line was completed earlier this year. As a standard procedure, a bill of sale is written up for the developer (Port) for transferring ownership of the water and/or sewer line to the PUD. Counsel stated that he reviewed both Bills of Sale and recommends including warranty language regarding the work performed. After additional discussion the Board tabled a decision on the Bills of Sale with the Port of Clarkston until language could be included as stated by Counsel.

Change the Tuesday July 26, 2011 Meeting Date to Monday July 25, 2011

Commissioner Ridge requested that the meeting scheduled for Tuesday, July 26, 2011 be changed to Monday, July 25, 2011 beginning at 5:30 pm due to scheduling conflicts with other meetings she will be attending.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to change the Board of Commissioner meeting date from Tuesday, July 26, 2011 to Monday, July 25, 2011 beginning at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Property Sale – the manager stated that the survey has been completed on the property located at 1500 16<sup>th</sup> Avenue. We have received the legal description of the property along with a map of the 2.83 acres. He stated the legal description has been forwarded to counsel for development of a purchase and sale agreement and for securing title insurance commitment. The manager stated that he is working with the Abundant Life Church to secure the access easement as a part of the property sale.

Project Activity – the manager reported that work will begin soon on the replacement of a water main and services on 7<sup>th</sup> street between Fair and Bridge Streets. He stated that upgrades to our 18<sup>th</sup> Street, Westwind and Bridge Street sewer lift stations is near completion each lift station has received a pump upgrade and telemetry units for communication. The final piece is connecting the master sewer meter with communication capabilities. Each lift station can now be monitored and operated from our Scada computer in the office. The manager stated the pump upgrades will also provide the benefit of less maintenance.

Old Shop – the manager reported that the old 1930-40 vintage shop which was scheduled for demolition after construction of the vehicle storage building will retained. He stated the structure is sound but the metal roof needed to be replaced. The crew will be able to use it for additional storage and other uses.

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COMMISSIONER'S REPORT

Commissioner Hicks will be attending the Washington PUD Association meetings at Okanogan PUD on Wednesday July 13-15.

Commissioner Ridge will be attending an Energy Northwest Board meeting in Richland on Tuesday, July 26-28.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:00 pm.