

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
November 7, 2011

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.

ROLL CALL: PRESENT Commissioners: 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 approving the minutes of the October 24, 2011 Regular Meeting and Regular payment of the Transaction Vouchers covering vouchers #1723 and #1724 and vouchers #2176EFT through #2190EFT in the amount of \$27,872.23 and Blanket Transaction Voucher Approval Document covering vouchers #29607 through #29655, and Electronic Transaction Vouchers #111104 and #111107 in the amount of \$117,582.59. The question was called for on the motion. The motion passed 2-0.

OLD BUSINESS

PURMS Self Insurance Agreement Amendments

The manager presented copies of the Summary of Changes to the Public Utility Risk Management System (PURMS) Self Insurance Fund Agreement (SIA) and copies of the resolutions that have been prepared by PURMS attorney Jan Essenburg for the PURMS Board of Directors for approval at their meeting on Thursday, November 10th. After adoption of the resolutions each PURMS member will be presented with a resolution that will ratify the PURMS Board of Directors decision. Commissioner Nuxoll stated the SIA amendments and corresponding resolutions have been a work in progress for 2 years.

NEW BUSINESS

Real Estate Purchase and Property Sale Agreement – Highline Drive

The manager presented a Real Estate Purchase and Property Sale Agreement between the PUD and Steve and Gayle Osburn for the purchase of the 1.46 acres of surplus located on the 2700 Block of Highline Drive.

The manager stated that counsel has sent a letter to First American Title requesting title commitment. First American has stated to the manager that the commitment should be relatively easy since they have already performed a records search on the property. Counsel stated that First American is waiting for the approval of the contract for execution before proceeding.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll approving the Real Estate Purchase and Sale Agreement with Steve and Gayle Osburn for the 1.46 acres of property located on the 2700 Block of Highline Drive in the amount of \$15,000.00 and authorizing the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 2-0.

Resolution 11-370 – Relating to the Sale of Surplus Property

The manager presented Resolution 11-370 which identifies the steps taken to surplus the property on Highline Drive, acceptance of the offer, authorization of the manager to execute the Purchase and Sale Agreement and providing authorization for the manager to execute closing documents, including the statutory warranty deed on behalf of the PUD. The manager stated that the resolution repeals Resolution 11-367 which approved the sale to another party.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approved Resolution 11-370 relating to the sale of surplus property on the 2700 Block of Highline Drive and authorizing the General Manager to execute closing documents, including the statutory warranty deed on behalf of the PUD and repealing Resolution 11-367. The question was called for on the motion. The motion passed 2-0.

Resolution 11-371 – Amending the Personnel Policy

The manager presented Resolution 11-371 which provides for the addition of a new section, Section 10.9 – Computer and Computer Technology Reimbursement which will be added to Chapter 10 – Business Expense Reimbursement and Credit Card Use. The manager stated that adding this new section to the Personnel Policy will allow commissioners and designated employees to purchase iPads or other computer equipment along with computer technology services for business use and receive a reimbursement for the equipment purchased. The manager stated that we have moved to a platform where we can store emails, records, documents and other communication and records on our main server in the PUD office. The purpose of the new platform and the computers and computer technology services is to ensure that we are meeting state and federal requirements for record storage and to allow commissioner's access to email, records and other forms of communications and documents through a device other than their personal computer. He stated that if commissioners continue to conduct business using personal email accounts their personal computer is potentially discoverable through a public records request.

The manager stated that the computer and computer technology services will also provide state of the art access to our Scada system and GIS Mapping System. He stated that as technology expands we are finding more efficient ways to communicate and access important programs and documents while away from the office or while working in the field. The manager reported that counsel reviewed and approved the new policy. He stated that the policy was sent to the Washington State Auditor's Office for review. He reported that he received an email from Kent Zirker, Audit Manager for the Tri-Cities Team office stating that he had reviewed the policy and does not have further recommended changes. He went on to state that it appears that it addresses the needs of the District and business purpose within reason.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 11-371 adding Section 10.9 – Computer and Computer Technology Reimbursement amending the Personnel Policy. The question was called for on the motion. The motion passed 2-0.

Resolution 11-372 – Amending the Management and Administrative Policy

The manager presented Resolution 11-372 which provides for the addition of a new chapter for our Management and Administrative Policy Manual, Chapter 9 – Other Administrative Procedures and a new section under Chapter 9, Section 9.1 – Refreshments and Snacks. The manager stated that the addition of the refreshment and snack policy was recommended by the Washington State Auditor's Office based on discussions about the provision of snacks and refreshments at commissioner meetings, employee gatherings and other functions of the PUD. This policy should resolve any future discussion about the items we provide at meetings and employee gatherings. PUD counsel and the Washington State Auditor's Office have reviewed and approved the new policy.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 11-372 adding Chapter 9 – Other Administrative Procedures and a new section under Chapter 9, Section 9.1 – Refreshments and Snacks amending the Management and Administrative Policy. The question was called for on the motion. The motion passed 2-0.

MANAGER'S REPORT

Water Right Change Application ROE – the manager reported that he contacted Dan Tolleson with the Department of Ecology to see if he has received any appeals on the decision regarding our water right change application. The final day for Ecology to receive an appeal was Friday November 4th. He stated that Mr. Tolleson was not available and that he has not received word yet. He stated that he would contact the commissioners once he heard from Mr. Tolleson. He stated that WSU won their case regarding impairment of water rights essentially upholding the Municipal Water Law.

Water System Plan Update – the manager reported that he and operations staff met with our consultant Murray Smith and Associates to review capital improvement projects for the 2012-2017 plan period as a part of our current process of updating our Comprehensive Water System Plan. He stated that the goal of the meeting was to focus on fire flow deficiencies, leaking sections of the system and those areas where redundancy was necessary. He stated that projects were divided between the categories of needed to be completed in 2012, completion in less than 5 years and over 5 years.

WPUDA Strategic Plan – the manager presented the proposed amendments to the Washington PUD Association Strategic Plan. He stated that updated Strategic Plan will be reviewed and adopted at the PUD Association meetings being held in Olympia on November 16-18.

COMMISSIONER'S REPORT

Commissioner Ridge attended Energy Northwest (ENW) Meetings in Richland on October 25-27, 2011. She reported that the Columbia Generating Station is running at full power and there have been no reports of issues. She stated that the claims process between ENW and several contractors has begun. She stated that the Radar Ridge Wind Project will not receive necessary approval and will be terminated.

Commissioner Ridge will be attending the Washington PUD Association meetings in Olympia on November 16-18, 2011.

Commissioner Nuxoll will be attending the PURMS Board of Directors meetings on November 9-10, 2011.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:05 pm.