

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
February 29, 2012

President Don Nuxoll presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 6:40 p.m. at the PUD Office at 1500 Scenic Way.

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

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 February 14, 2012 Regular Meeting and payment of the Transaction Vouchers covering vouchers #2278EFT through #2291EFT in the amount of \$24,695.83 and Blanket Transaction Voucher Approval Document covering vouchers #29950 through #29980, and Electronic Transaction Vouchers #12021701 and #12022202 in the amount of \$44,610.37. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Water and Sanitary Sewer Systems Transfer Agreement

The manager reported that since the last meeting he has received the Port of Wilma water and sewer system documents he requested from Port of Whitman County Executive Director Joe Poire. He stated that he received maps, as-builds, drawings and revenue and expense information. The manager stated that the information is currently under review. He stated he and staff has a good working knowledge of the water system but we will need to spend time assessing the condition of the sewer system.

The manager stated that the Port revised how the sewer collection system worked by stopping the use of their lagoon system due to the lack of sewage and changing to a 5,000 gallon septic system and a drain field. He stated that Rotor Rooter who has a facility next to the drain field and lagoons have a good working knowledge of the sewer system and have done some work on it. Staff will be pulling manhole covers in the Port next week and will meeting with staff at Roto Rooter to assess all areas of the system. The manager stated that a review and assessment should be completed before the next meeting.

NEW BUSINESS

Resolution 12-383–Authorizing PURMS Resolution Amending the Interlocal Agreement

The manager presented Resolution 12-383 which provides for approval of Public Utility Risk Management System (PURMS) Resolution 11-10-11-1, approval of the Amended Interlocal Agreement (ILA) and authorization for Commissioner Nuxoll to execute the Amended ILA as our “Signing Representative”.

The manager stated that at the Annual Meeting of the PURMS Board on November 10, 2011, the Board considered and approved PURMS’ Revised Resolution No. 11-10-11-1 adopting amendments to the PURMS ILA designed to implement compliance with new Washington Administrative Code regulations applicable to government entity self-insurance programs, including program solvency and funding requirements. After approval by the PURMS Board, the Amended ILA was sent to the Washington State Risk Manager (SRM) for review. On November 23, 2011, the Risk Manager provided formal written approval of the proposed 2011 Amendments to the ILA. The manager stated that during the time period of November 24, 2011 until receipt of the documents on Thursday, February 16th, additional changes were made to ensure clarification and consistency with other provisions of the amended ILA. Commissioner Nuxoll stated that this document and the amended ILA took 2 to 3 years to develop.

MOTION by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge approving Resolution 12-383 authorizing PURMS Resolution 11-10-11-1 which amended the Interlocal Agreement (ILA) and authorizing Commissioner Don Nuxoll to execute the Amended ILA as the “Signing Representative. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday March 13, 2012 meeting to Monday, March 12, 2012

The manager requested that the meeting scheduled for Tuesday, March 13, 2012 be changed to Monday March 12, 2012 to begin at 5:30 pm. He stated that the engineering firm, Keller and Associates, have completed the final design of the \$12 million upgrade to the city of Clarkston’s Wastewater Treatment Plant and planned to make a presentation to the city Council on Monday the 12th at 7:00 pm. The manager stated that in order to accommodate the presenting engineer’s schedule he requested that a presentation be made to our Board prior to the city of Clarkston Council meeting.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to change the next regular meeting from Tuesday, March 13, 2012 be changed to Monday March 12, 2012 to begin at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

2012 CIP Projects Development – the manager reported that the detailed drawings of the 2012 Capital Improvement Projects is near completion. All operations staff met on Friday February 24th to review and fine tune project plan details. The final maps will be completed by early next week and presented to our engineering firm for review. He stated that bid documents should be ready for release by the first week in April.

Wastewater System Plan Update – the manager stated that the 2012 budget provides for an update of the Comprehensive Wastewater System Plan. He stated that his goal is update the Wastewater System Plan immediately after the 6-year update of the Water System Plan. A detailed scope of work for the Wastewater System Plan update will be developed in March and presented to the Board.

Used Water Truck – the manager reported that staff has located a used water truck for operations. The truck is owned by United Rentals and is being delivered to their location in Lewiston for inspection by their staff. It will be made “rental ready” and then will be inspected by our staff. If the vehicle is found to be acceptable then a purchase will be made with Board approval.

New Staff – the manager reported that Laurie Dorman will begin work with the PUD tomorrow, March 1st. He stated that she comes from a local bank where she served as the Assistant Branch Manager. She has been hired as a Customer Service Representative.

COMMISSIONER'S REPORT

Commissioner Hicks will be attending the Washington PUD Association meetings on March 7 – 9 in Olympia Washington.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:50 p.m.