

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
August 26, 2014

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President Judy Ridge 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: Judy Ridge, Gary Hicks and Don Nuxoll.

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

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve the consent agenda approving the minutes of the August 12, 2014 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1813 and #1814 and vouchers #3213EFT through #3228EFT in the amount of \$27,134.33 and Blanket Transaction Voucher Approval Document covering vouchers #32871 through #32900, and Electronic Transaction Vouchers #14082001, #14082201, #14082202, #14091501 and #14091502 in the amount of \$107,094.40. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Large On-Site Sewage Disposal System

The manager reported that he received and reviewed the final engineering design for the Port of Wilma Large On-Site Sewage Disposal System. He stated that the only comment he provided was regarding the upgrading of the lift stations which was not discussed in the document. The lift stations will need to be brought up to operational standard before the PUD would consider assuming the system. He stated that the Port is waiting for the Department of Health to complete their review of the design documents. Once they receive approval from DOH then the Port will proceed and advertise for bids for the project. The Port has estimated the cost of the entire project at approximately \$200,000.

NEW BUSINESS

Maple Lane Subdivision Developer Extension Agreement

The manager presented a Developer Extension Agreement between the PUD and Moore Quality Designs, Inc. for the extension of the PUDs water and sewer system to the 9-lot Maple Lane Subdivision. The subdivision is located between 15th and 16th Streets on Maple Street.

The Developer will be extending the water and sewer system approximately 210 feet into the subdivision. All work completed on the water and sewer line extensions including water services, sewer service laterals and other infrastructure will be installed per PUD standards and specifications. PUD staff will be on hand daily to inspect the work of the contractor.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve the Maple Lane Subdivision Developer Extension Agreement with Moore Quality Design, Inc. and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

#### Southeast Washington Counties Coalition Shoreline Program Billing Insert

The manager presented a Southeast Washington Counties Coalition Shoreline Master Program Update Announcement billing insert. The Coalition has requested insertion of this program announcement with our monthly billing statements. The manager stated that there is nothing political about the announcement that would cause us concern. The group is simply announcing the start of the Shoreline Master Program update and inviting participation from community members. The Coalition will pay for the cost of printing and insertion of the flyer.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the insertion of the Southeast Washington Counties Coalition Shoreline Master Program Update Announcement with our monthly billing statements. The question was called for on the motion. The motion passed 3-0.

#### Write-Off of 2010 Uncollected Accounts

The manager stated that our Administrative and Management Policy requires Board of Commissioner approval for the write-off of uncollected accounts after a customer's account remains uncollected for more than three (3) years. The 2010 accounts submitted for write-off were sent to the collection agency and will continue to be pursued. Customers that have been sent to collection and want to sign up for service again must pay previous account balance before receiving service. Any amounts received after approval of write-off become miscellaneous income.

The manager stated that for the year 2010 there were 67 accounts sent to collections that remain uncollected in the amount of \$6,990.51. This uncollected amount represents .0019 percent of our \$3.762 million in water and wastewater revenue for the year 2010.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve the write-off of the 2010 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

### MANAGER'S REPORT

13<sup>th</sup> Street Main Replacement Project – the manager reported that the operations crew has completed installation of the water main on 13<sup>th</sup> Street up to 160 feet past Libby Street. He stated that they should reach Highland Avenue by next week. The operations crew will then go back and tie-in the remaining approximately 80 service lines and complete intersection tie-ins as we progress up the street. The manager stated that the crew should be done with the 13th Street project by the end of October or first part of November.

2013 Fiscal Year Audit – the manager reported that the State Auditor will begin the audit of our 2013 financials and accountability on September 2<sup>nd</sup> and will be on-site on Monday, September 8<sup>th</sup> through Thursday September 11<sup>th</sup>.

City of Asotin – the manager reported that he met with the Mayor of the City of Asotin, Vikki Bonfield, to discuss assumption of their water and wastewater systems. The manager stated that they also discussed the pending upgrade to their wastewater treatment plant. The Mayor stated that the upgrade will allow an additional 500 homes to be connected to the system. This would mean that the Quail Ridge, Masters and Clemans area could connect to the City's treatment plant through a Local Improvement District.

2015 Budget – the manager reported that he has begun work on preparing the 2015 Budget in anticipation of its review and adoption the first Monday in October.

### COMMISSIONER'S REPORT

Commissioner Ridge presented her Certificate she received from Energy Northwest showing she had completed training in the areas of Open Public Records Act, Open Public Meetings Act and Records Retention.

### ADJOURNMENT

There being no further business the meeting was adjourned at 6:04 p.m.