

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
December 21, 2015

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

PUD Staff: General Manager Tim Simpson and Treasurer Bob Sischo.

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 December 8, 2015 Regular Meeting and payment of the Transaction Vouchers covering vouchers #3742EFT through #3757EFT in the amount of \$28,490.51 and Blanket Transaction Voucher Approval Document covering vouchers #35200 through #35241, and Electronic Transaction Vouchers #15121801, #15121802 and #15122102 in the amount of \$75,410.53. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Port of Wilma Sewer System Transfer Bill of Sale

The manager presented the Bill of Sale, exhibits and easement documents which provide for the transfer of ownership of the Port of Wilma Sewer System to the PUD. At their meeting on Thursday, December 17th, the Port of Whitman County Board of Commissioners approved the Bill of Sale and transfer of the Sewer System and its assets to the PUD. The documents have been executed by their designees and are awaiting our approval and signature.

He stated that at the same meeting authorization was given by the Port Board of Commissioners to pay the PUD for the costs associated with the upgrading of the Port's Sewer Lift Stations No. 1 and No. 2. The manager stated that all requirements provided for in our August 2012 Sewer System Transfer Agreement have been met and the Port Sewer System has been upgraded to meet our standards.

The manager stated that the Port of Wilma Sewer System is in good working order and he recommends assuming ownership of it. He stated that, if approved, the effective transfer date would be January 1, 2016.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the Port of Wilma Sewer System Transfer Bill of Sale and other Port of Wilma transfer documents and authorize the General Manager to execute the documents. The question was called for on the motion. The motion passed 3-0.

Resolution 15-424 – Sewer Service Rates, Charges and Fees

The manager presented Resolution 15-424 which provides for the setting of Sewer Rates, Charges and Fees. With the assumption of the Port of Wilma Sewer System it is necessary to establish sewer rates for Port customers. The Port of Wilma Monthly Charge will be set at \$50.00. This is the rate for one bathroom. For each additional bathroom or toilet, or what is referred to as an Equivalent Residential Unit (ERU), the charge will be \$50.00 times 0.4 per ERU.

The manager stated that based on the number of customers and ERUs, the Port of Wilma fees should generate approximately \$20,000 to \$21,000 per year in revenue. He stated that the revenue will be adequate to meet expenses and also allow us to begin to set aside reserves for potential future replacement of equipment and the Large Onsite Sewage System. The manager stated that the new Sewer Service rate schedule has an effective date of January 1, 2016.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 15-424 setting the Sewer Service Rates, Charges and Fees effective January 1, 2016. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

2014 Fiscal Year Audit – The manager reported that the state has completed their financial and accountability audit for the year 2014. An Audit Exit Conference has been set for Friday January 8th at 3:00 pm. The Manager, Treasurer and Commissioner Hicks will be attending the Exit Conference.

Meeting with L&I – The manager reported that he will be meeting tomorrow, December 22nd, with the Washington State Department of Labor and Industries Safety Compliance Officer to discuss safety issues discovered when PUD staff was working on the Port of Wilma Sewer Lift Station No.1 in November.

Joe Louis Final Day of Work – the manager reported that Joe Louis' final working day will be Thursday December 31st. His official retirement date will be July, 1, 2016. He invited the Commissioners to attend a luncheon Joe's final working day.

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Financial Report – The manager reported that to date revenue stands at \$5.03 million and expenses at \$4.90 million. Total operating funds available is \$2.20 million.

COMMISSIONER’S REPORT

Commissioner Ridge attended the Public Power Council Annual meeting on December 10th in Portland, Oregon.

Commissioner Ridge will be attending the Public Power Council meetings on January 6-7, 2016 in Portland, Oregon.

ADJOURNMENT

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