

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
June 23, 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.

MINUTES OF MEETING AND VOUCHER APPROVAL

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the June 9, 2015 Regular Meeting and payment of the Transaction Vouchers covering vouchers #3542EFT through #3558EFT in the amount of \$29,886.87 and Blanket Transaction Voucher Approval Document covering vouchers #34595 through #34634, and Electronic Transaction Vouchers #15061902, #15061903 and #15071301 in the amount of \$81,836.98. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Large Onsite Sewage System

The manager reported that the contractor, awarded the bid for the construction of the Port of Wilma Large Onsite Sewage System (LOSS), was on site last week to divert effluent into the sewage lagoons so the drying of the septic tanks could begin. The contractor will allow the tanks to dry for two weeks before their work begins on the LOSS system the first full week in July. The pumps for the upgrade of the two Port sewer lift stations are in transit and will arrive in July. Some components of the have already arrived. Work on the lift station upgrades will begin towards the end of July.

Water Line Drainage Usage Interlocal Agreement with Asotin County

The manager reported that changes to the term of the agreement recommended by Counsel at the May 26, 2015 Commission meeting were forwarded to Matt Carlson, Asotin County Stormwater Program Director. Asotin County Commissioner Jim Jeffords contacted the manager today requesting that the term of fifty (50) years remain the same but that an escalator tied to increases in stormwater charges is added to ensure fees provided to the PUD are adequate to cover those costs. The manager told Mr. Jeffords that his recommendation should be given their attorney and that our Counsel and their attorney work out the details of the proposed language.

NEW BUSINESS

Write Off of 2011 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 2011 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 balances before receiving service. Any amounts received after approval of write off become miscellaneous income. Commissioners inquired about the large amounts on some of the accounts being written off.

The manager stated that for the year 2011 there were 73 accounts sent to collections that remain uncollected in the amount of \$7,605.48. This uncollected amount represents .0020 percent of our \$3.899 million in water and wastewater revenue for the year 2011.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the write-off of the 2011 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday July 14th Commissioners Meeting to Monday July 13th

The manager requested changing the next Commissioner meeting from Tuesday July 14, 2015 to Monday July 13, 2015 due to commissioner travel to meetings.

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve changing the Tuesday July 14, 2015 Commission Meeting to Monday July 13, 2015 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Burns Street Water Main Replacement – The manager reported that today, operations staff began the replacement of approximately 1,400 feet of 4-inch steel main with 8-inch C900 PVC pipe on Burns Street between Bridge and Maple Streets. 24 customer service lines will be updated and tied to the new main line once it passes water quality testing.

Valleyview Reservoir Exterior Recoating Project – The manager reported that bids for the recoating of the exterior of the Valleyview Reservoir were advertised beginning June 3rd. Bids for the project will be received until 4:00 pm on June 30th at which time all bids received will be opened.

Operations Crew Truck – The manager reported that the 2016 Operations Crew Truck Chassis was delivered to Cobalt Truck Equipment in Spokane for installation of the utility service body and crane.

PERS Enrollment – The manager reported that he contacted the Public Employee Retirement System (PERS) to follow-up on previous emails and phone calls regarding commissioner enrollment in PERS. Staff stated that they did not know why the commissioners had not been contacted yet but that a letter would go out this week with information about PERS and what is necessary for membership enrollment.

Brad Johnson Employment – The manager reported that Brad Johnson's employment agreement with the PUD will expire next Tuesday, June 30th. At the current time both the Palouse Conservation District and Garfield County are interested in bringing him under their organization.

COMMISSIONER'S REPORT

Commissioner Ridge attended the American Water Works Association Annual Conference in Anaheim California June 7-10, 2015. She attended an elected officials meeting and commented regarding the sessions she attended.

Commissioner Ridge will be attending Public Power Council meetings July 8-9 in Portland, Oregon.

Commissioner Nuxoll will be attending a Watershed Planning Unit meeting on Thursday, June 25, 2015.

ADJOURNMENT

There being no further business the meeting was adjourned at 5:50 p.m.