

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
November 24, 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 November 10, 2015 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1847 and #1848 and vouchers #3709EFT through #3723EFT in the amount of \$38,361.86 and Blanket Transaction Voucher Approval Document covering vouchers #35107 through #35144, and Electronic Transaction Vouchers #15112001, #15112002, #15112003 and #35049000 in the amount of \$158,266.04. 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

There were no items presented under New Business.

MANAGER'S REPORT

Port of Wilma Sewer System – The manager reported that the Port of Wilma LOSS System and Lift Stations are working well. He stated that the sewer flow meter is recording flow at 1.15 gallons per minute or 1,651 gallons per day. The system can handle up to 3,600 gallons per day. The manager stated that invoices for the lift station upgrades have been sent to the Port of Whitman County for payment and the Bill of Sale has been sent to the Port's attorney Bruce Ensley for review. The manager stated that he hoped to have documents to the Board for review and approval at the December 8<sup>th</sup> meeting.

2014 Fiscal Year Audit – The manager reported that the State Auditors were onsite last week conducting the 2014 fiscal year audit. Commissioner Hicks, the Manager and Treasurer Bob Sischo attended an audit entrance conference on Thursday, November 19<sup>th</sup>. The manager stated that the onsite audit went well and there did not appear to be any issues. The auditors will likely conclude the audit offsite next week and hand it off to their supervisor for review. The audit should be concluded in early December with reports of the audit being provided by month end. The manager stated that he has requested that the annual audit return back to the April-May time frame.

Fleshman Way Interchange Preparation – The manager reported that in preparation for Asotin County's Fleshman Way – Highway 129 Interchange, which will begin next spring, operations staff have completed the installation of a new main line on Williams Lane and have tied over the US Army Corp building and other customers on this street. In addition, the water main was extended on Walk Lane and customers were tied into the new line and two services on 18<sup>th</sup> Avenue have been removed because the buildings will be demolished before construction begins. He reported that approximately 2,500 feet of steel and galvanized water main was abandoned in place.

Legal Services Contract – The manager reported that Scott Broyles' current Legal Services Contract will expire on December 31, 2015. He has stated that counsel is not requesting any changes in the contract. The manager stated that he would present a new contract to the Board at the December 8<sup>th</sup> meeting. The new contract will be for the period of January 1, 2016 through December 31, 2017.

PNWS-AWWA Article – The manager presented an article that he wrote for the Pacific Northwest Section of the American Water Works Association quarterly magazine. The article is about the history of the beginning of the water system in 1895 when the "big ditch" was built. He stated that he is the first guest writer for the historical section of the magazine.

## COMMISSIONER'S REPORT

Commissioner Ridge attended the Washington PUD Association meetings in Olympia on November 18-20. She stated that the Public Disclosure Commission (PDC) was a guest speaker. PDC reminded the elected officials regarding the dos and don'ts of campaigns and ballot measures. New legislation for the 2016 legislative session was discussed.

Commissioner Ridge and Commissioner Hicks will be attending the Washington PUD Association Annual Meeting in SeaTac, Washington on December 2-4.

EXECUTIVE SESSION

Commissioner Hicks adjourned the regular meeting into Executive Session at 5:55 pm to discuss personnel matters. He stated that the Executive Session would last 30 minutes.

Commissioner Hicks called the regular meeting back to order at 6:25 pm. He stated that no decisions were made in Executive Session.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:25 p.m.