

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
August 13, 2013

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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 and Treasurer Bob Sischo.

MINUTES OF MEETING AND VOUCHER APPROVAL:

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the consent agenda approving the minutes of the July 30, 2013 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1784 and #1785 and vouchers #2818EFT through #2833EFT in the amount of \$33,534.98 and Blanket Transaction Voucher Approval Document covering vouchers #31676 through #31734, and Electronic Transaction Vouchers #13080201, #13080202, #13080501, #13080502 and #13082301 in the amount of \$274,969.51. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Progress Report for Water System Transfer and Sewer System Upgrades

The manager reported that Counsel Scott Broyles has been working on drafting documents necessary to provide for the transfer of ownership of the Port of Wilma Water System to the PUD. While drafting these documents Counsel asked about the United States Army Corp of Engineers (Corp) and if there were any documents necessary to complete with them before the ownership transfer could occur. The manager stated that the land where the Port of Wilma resides is owned by the Corp and like the PUD the Port of Whitman County (Port) has easement agreements with the Corp. He stated that he and staff contacted the Corp and initiated discussion with them about completing the necessary process and documents for ownership transfer. The Corp contact stated that the easements would need to be reassigned to the PUD. The Corp contacted Port Properties and Development Manager Debbie Snell who in turn sent a letter to the Corp requesting the reassignment. The manager reported that the Corp stated that the process of reassignment would likely take until the end of October to complete. The manager reported that there has been no new information regarding the wastewater system in the Port of Wilma.

## NEW BUSINESS

### Write-Off of 2009 Bad Debt

The manager stated that our Administrative Policy requires board approval for the write-off of bad debt after a customer's account remains uncollected for more than three (3) years. He stated that the 2009 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 bad debt before receiving service. Any amounts received after approval of the bad debt write-off become miscellaneous income. The manager stated that for the year 2009 there were 58 accounts sent to collections that remain uncollected. The uncollected bad debt amount is \$6,314.36. This amount represents .0020 percent of our \$3.099 million in metered sales for the year 2009.

Commissioner Hicks stated that the title "Bad Debt" should be changed to "Uncollectible Revenue" or something along that line. The manager stated that he would look into what should be a more appropriate name for accounts that are uncollected. Discussion ensued regarding unclaimed refund checks, specifically for those under \$1.00. After discussion regarding this subject, the manager was directed to look into developing a policy that states refund checks for amounts under \$5.00 would not be written.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the write off of 2009 uncollected bad debt. The question was called for on the motion. The motion passed 3-0.

## MANAGER'S REPORT

12<sup>th</sup> and Chestnut Street PRV – the manager reported that a new prefabricated Pressure Reduction Valve (PRV) and vault was installed near the intersection of 12<sup>th</sup> and Chestnut Streets. He stated that a couple of weeks ago the operations crew found two – 2" rocks stuck in the PRV that likely came from the Highland Avenue construction last year. The PRV was made operable but staff felt due to its age and the problems they had repairing the PRV that it was in need of replacement. The manager stated that the City of Clarkston has the road tore up for repaving and felt now would be the best time to change out the PRV. As a part of this project the 16" steel line from the PRV to the intersection was replaced along with the cross joint in the intersection. The manager showed pictures of the project.

Scenic Way and 2nd Avenue Sewer Main Extension – the manager reported that construction on the installation of approximately 600 feet of 8-inch sewer line and manholes from the existing sewer main on Scenic Way to 2nd Avenue is scheduled to begin Monday, August 19th.

BPA Rates – the manager reported that he has received final word on the Bonneville Power Administration (BPA) 2014-2015 Rate Case. Asotin PUD power rates will increase 2.13 percent. The original proposed rate increase was 4.0%. Transmission rates will increase 9.3%, which was what was proposed early in the process. The manager stated that the cost of system peak will be calculated differently from a Transmission System Peak to Customer System Peak increasing on the power side \$12,200 annually and on the transmission side of BPA \$8,000 annually. Combined, the power and transmission rates will increase a total of \$24,310 in 2014. This number represents a total 12% increase over the 2013 budget.

Northwest RiverPartners – the manager reported Northwest RiverPartners is stating that the hydropower educational campaign they initiated this year has increased customer awareness and support of hydropower 3% up to a total of 50% based on previous data. They stated that this is still behind the 58% support a few years ago. NWRP will be conducting another educational campaign in 2014.

Energy Northwest CEO Visit – the manager reported that Energy Northwest (ENW) Chief Executive Office Mark Reddeman will be visiting Asotin PUD on Tuesday September 10th and will be attending the Commission meeting that evening. Larry Willey, ENW Energy/Business Services Vice-President will also be in attendance.

Billing Due Date Change – the manager reported that letters went out to each customer stating that the time period for when bills are due and payable would change from 30 days to 25 days. He stated that this change will resolve the issue of billing statements going out in the mail on the same day the previous bill is due. The due date change will resolve issue we've had with customers regarding the overlapping date.

City of Clarkston WWTP – the manager reported that he spoke with Clarkston Public Works Director Jim Martin today regarding funding to complete the upgrades to the Wastewater Treatment Plant. The cost has not changed but the City is seeking a bond to pay for the additional \$2.0 million in upgrade costs. Mr. Martin was concerned about revenue because flow to the WWTP from the PUD has decreased an average of 1% per year for the last 4 years. The manager told Mr. Martin that he would look into the matter.

Shane Caldwell Completes Employment Probation – the manager reported that operations crew member Shane Caldwell successfully completed his initial employment probationary period. The manager stated that Shane has demonstrated that he is a very capable crew member, has a great attitude and good work ethic.

Bob Sischo WFOA Award – the manager reported that for the sixth consecutive year Treasurer Bob Sischo has received a Professional Finance Officers Award from the Washington Finance Officers Association. He stated that Bob is active in the WFOA and regularly attends workshops and meetings. The Commission congratulated Mr. Sischo on this achievement.

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COMMISSIONER'S REPORT

There were no reports from the Board of Commissioners.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:05 p.m.