

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
January 8, 2013

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

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 20, 2012 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1770 and #1771 and vouchers #2600EFT through #2615EFT in the amount of \$26,737.56 and Blanket Transaction Voucher Approval Document covering vouchers #30994 through #31045, and Electronic Transaction Vouchers #12122601, #13010201, #13010301, #13010401, #13010801, #13011801, #13012501 and #13012502 in the amount of \$189,254.98. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Progress Report for Water and Sewer System Upgrades

That manager reported that on the water system that six (6) meters remain to be installed. He stated that 2 – 8 inch, 1 - 6 inch, 1 – 4 inch meters and 2 new 1 inch services remain for installation. The manager stated that he originally estimated that all work on the water system should be completed by February but it appears the work may be done by the end of January pending the arrival date of additional 8 inch meters that have been ordered.

The manager stated that on the sewer system the Port of Whitman County has finalized discussions with staff at the Whitman County Health Department regarding the failed septic system in the Port of Wilma. The Health Department has directed the port to find a location for a new drain field. The Port has hired engineer Munir Daud to provide test digging, soil testing and design of the new system. The Port has hired Roto Rooter to pump the lift stations and to monitor the system while a new location for the drain field is being investigated. PUD staff will be digging the test holes in the proposed location.

NEW BUSINESS

Port of Clarkston Survey Billing Insert Request

The manager presented an Internet Connection Survey being conducted by the Port of Clarkston. He stated that the Port is requesting that this survey be mailed out with our monthly billing statements. The Port has entered into the telecommunications business by purchasing a portion of the line that Northwest Open Access Network (NOANet) constructed through the Port, City of Clarkston and Asotin County. The Port is developing a business plan for internet connection and they want to gauge current use, speed of service and interest in higher speed and higher capacity service. The Commission directed the manager to include text in the billing statements stating that the survey and the insertion costs are being paid by the Port of Clarkston.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve the insertion of the Port of Clarkston Internet Connection Survey with PUD billing statements. The question was called for on the motion. The motion passed 3-0.

Resolution 13-396 – Thanking Roberta Tilden for her Years of Service

The manager presented Resolution 13-396 which states the Board of Commissioners appreciation of Roberta Tilden's 25 plus years of service. The manager reported that Roberta has decided to retire effective January 31, 2013. Roberta started with the PUD on September 8, 1987 as a part-time office assistant but worked full-time from day one. She has held the positions of billing clerk, customer service representative and office manager. The Commission thanked Roberta for her many years of dedicated service to the PUD and our customer-owners and wished her well in her retirement.

MOTION by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to approve the Resolution 13-396 thanking Roberta Tilden for over 25 years of service to the Asotin County PUD and the public it serves. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday January 22, 2013 meeting to Monday, January 21, 2013

The manager stated that due to commissioner travel he is requesting that the meeting scheduled for Tuesday January 22, 2013 be changed to Monday, January 21, 2013 to begin at 5:30 pm.

MOTION by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to change the next regular meeting from Tuesday January 22, 2013 to Monday, January 21, 2013 to begin at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

ELECTION OF OFFICERS and REPRESENTATIVE ASSIGNMENTS

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to elect Commissioner Judy Ridge as President, Commissioner Gary Hicks as Vice-President and Commissioner Don Nuxoll as Secretary. The question was called for on the motion. The motion passed 3-0.

The meeting continued with newly elected President Judy Ridge presiding.

Commissioners were designated representatives of the following organizations:

Washington Public Utilities District Association	Commissioner Hicks
WPUDA Alternate	Commissioner Ridge
Energy Northwest	Commissioner Ridge
Public Utility Risk Management System	Commissioner Nuxoll
WRIA 35 Watershed Planning Unit	Commissioner Nuxoll
Northwest Public Power Association	Open/All
American Public Power Association	Open/All
American Water Works Association	Open/All

MANAGER'S REPORT

Water Projects Update – the manager reported that contractor M.L. Albright & Sons (Albright) completed the 2012 Water Capital Improvement Projects on Friday, December 21, 2012. The manager stated that final calculations are being made on the project and the final payment, less a 5% retainage, will be paid later this week. The retainage withheld will be released once all state agencies are satisfied with documentation necessary to complete accounting for the project. The manager stated that in the end the project cost will be approximately \$100,000 less than what was accepted as a bid and approximately \$40,000 of material from the project was placed into our inventory. This material was ordered but not used in the project due to changes.

Sewer Projects Update – the manager stated that the 25th – 26th Streets and 8th Avenue sewer project is moving along. The contractor has made good progress in the last three weeks and should be heading south on 26th Street soon. The manager stated that the line will be going deeper between the last two manholes on 26th Street which will increase the cost to account for the addition digging and deeper manholes. The Valleyview Drive sewer system expansion project is also moving along well but they have hit rock again as they were working towards Scenic Way on Valleyview.

Clark Public Utilities – the manager stated that Clarks Public Utility Commissioners voted unanimously to allow Clark PUD to rejoin the Washington PUD Association.

2013 Projects Determination – the manager stated that he and staff met on Monday and finalized decisions on water and sewer projects for 2013. Multiple water line extension projects have been identified including the elimination of many dead ends in the system. Projects include replacing water main where leaks have occurred in the past. The manager stated that one of the most important projects is the construction of a redundant water line from Cherry Street to Clemans Road. There is only one feed to the Clemans area which comes from 13th Street and Highway 129. He stated that this new line will ensure that in the event of a main break on the highway customers in Clemans will remain in service. Water service rehabilitation to approximately 72 services on 12th Street will occur prior to the City of Clarkston's planned 2013 repaving of the street but that project has yet to be determined if the project will get underway this year.

The manager stated that sewer projects in the area between 6th Avenue and 8th Avenue will continue in 2013 with the extension of a line from 8th Avenue and 25th Street east on 8th Avenue and north on Cascade Street tying into the sewer main at the intersection of 6th Avenue and Cascade Street. Ranier Street, the south cul-de-sac of 25th Street and Reservoir Road will also see sewer extensions.

Martin Luther King Day – the manager stated that MLK Day is not on our list of holidays and we are open for business however there is no mail, the banks are closed and we receive very little foot traffic in the office. Staff will still come to work that day but we have chosen to close the office to customers and leave the phones off only responding to emergency calls. Training for staff in the area of public records and safety are scheduled. The day will include an employee appreciation luncheon attended by commissioners.

COMMISSIONER'S REPORT

There were no Commissioner Reports presented.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:15 p.m.