

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
November 7, 2016

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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 Greg McCall.

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

General Legal Counsel Scott Broyles was present.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the October 24, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1877 through #1879 and vouchers #4103EFT through #4119EFT in the amount of \$34,890.61 and Blanket Transaction Voucher Approval Document covering vouchers #36335 through #36398 and Electronic Transaction Vouchers #16110201, #16110202, #16110401, #16110402, #16111501 and #16111801 in the amount of \$214,090.82. 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

Resolution 16-434 – Amending the Management and Administrative Policy

The manager presented Resolution 16-434 which provides for the amendment of the Management and Administrative Policy. He requested an amendment to Chapter 5, adding a new section 5.5 – Customer Data Privacy.

The manager stated that the Revised Code of Washington (RCW) 19.29A establishes a number of requirements enacted by the Washington State Legislature that utilities must follow. During the 2015 legislative session, several new requirements were added to this chapter following the adoption of House Bill 1896 and House Bill 2264. Specifically, RCW 19.29A.100 and RCW 19.29A.110 were added as new sub-chapters, reflecting the requirements of the two house bills.

The manager stated that these sub-chapters require all electric utilities to adopt a data privacy policy that prohibits the sale or disclosure of private and proprietary customer information. It also requires consumer-owned utilities to include a process for investigating and resolving customer complaints of possible data disclosure. In addition, RCW 42.56.590 requires utilities to notify customers of a data breach at the utility, and both laws interact with the Public Disclosure Act requires disclosure of certain customer information and exempts the disclosure of specific customer information.

He stated that the Washington PUD Association worked closely with sponsoring Legislators and, at the direction of many PUD commissioners, an Association policy group developed a model policy for all large and small electric PUDs. The manager stated that the RCW specifically relates to electric utilities, however, all of the utilities our PUD operates have been included as part of the customer data privacy requirements.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to adopt Resolution 16-434 approving the amendment of the Management and Administrative Policy adding Section 5.5 – Customer Data Privacy. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday, November 22 Commission Meeting to Monday, November 21

The manager requested changing the next Commission meeting from Tuesday, November 22, 2016 to Monday, November 21, 2016 due to commissioner travel.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve changing the Tuesday, November 22, 2016 Commission Meeting to Monday, November 21, 2016 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Pressure Reduction Valve – The manager reported that installation of 350 feet of new 6-inch HDPE water main on SR129 and Teresa Court was completed last week. Filling, pressure testing and chlorination of the line will occur this week with a water quality sample being taken later in the week. Final tie-over of the water main will occur next week after the water sample is found satisfactory. The project abandoned a 6-inch steel and AC water main on private property and across the highway, where the highway originally ran. The new main is now in the right-of-way.

Dustin Loop Development – The manager reported that Mitch Dimke is moving forward with his plans for a rental housing development on Dustin Loop. The plan provides for 59 rental units. The development will connect to the PUD water and sewer systems. The plan is scheduled to go before the County Planning Commission on November 15th for review. Once approved, the PUD staff will work with the developer and his engineer to ensure water and sewer extensions are constructed to PUD standards.

MA DeAtley Water Main Extension – The manager reported that he and Craig Riehle met with M.A. DeAtley Project Manager Brian Andrews and their engineer, Scott Palmer to discuss the water main extension to their Evans Road office site. The County is requiring that they receive service from the PUD for fire flow to a new building. He stated that the meeting went well. There was discussion regarding upgrading the line from 8-inch to 12-inch for future service and that the PUD will pay the incremental cost for the upgrade because the PUD only requires an 8-inch water main. In addition, discussion took place regarding a long-term late comer's agreement so that DeAtley would receive payback for their investment as other parties tie into and utilize the water main. At the meeting the manager told DeAtley that he would be taking the water main extension proposal to the Department of Health (DOH) in a meeting schedule on November 3<sup>rd</sup> regarding our next Comprehensive Water System Plan update.

The manager stated that he took the proposed water main extension to the DOH meeting. DOH will not require an engineer designed plan because the 2012 Water System Plan provides the PUD an exemption allowing water main extensions without plan review. However, DOH asked questions about the nature of the facility, where they currently get their water from and the number of workers that work out of the facility. In summary, DOH considers the facility a Group B System because of the number of transient workers and the fact that the water from a private well is being consumed by the workers. Therefore, DeAtley needs to take water samples monthly which can only be done by a Washington State Certified Operator. DOH will recommend that the PUD operate the water system on this site and for these facilities until such time that they connect to the PUD system and receive potable water from us or hire their own certified water operator.

Mr. Andrews was informed of DOH's position regarding the water main extension and the potential designation as a Group B System. Mr. Andrews is meeting with Asotin County for review and determination regarding the number of hydrants required for their site. The manager stated that discussions will continue with DeAtley.

#### COMMISSIONER'S REPORT

Commissioner Ridge attended the Energy Northwest meetings October 25-26 and the Energy Northwest Forum October 27-28 in Richland, Washington. She reported that due to some controversial issues, counsel for the current investigation stated that the Executive Board and Executive Management need to get on the same page regarding a number of issues. She stated that the Member Forum was good and well-attended at that Cyber Security was a hot topic throughout most of the Forum.

Commissioner Ridge attended the Public Power Council meetings November 2-3 in Portland Oregon. She stated that Bonneville Power rates and fish issues continue to dominate the discussions. She stated that the U.S. Army Corps of Engineers, Bureau of Reclamation and the Bonneville Power Administration are holding fifteen public National Environmental Policy Act scoping meetings. The local meeting will be held in Lewiston, Idaho at the Red Lion on November 16, 2016 from 4:00 to 7:00 pm.

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Commissioner Nuxoll attended the Public Utility Risk Management (PURMS) meetings November 2-3 in Burien, Washington. He stated that the Stop Loss for our medical insurance was proposed to go up 18%. The pool administrator shopped around for a better deal and found a plan that would only go up 3%. He stated that a new policy was adopted to provide cyber security insurance to pool members that would include credit monitoring if a member utility was breached. He stated liability from fires started from trees falling on electrical lines has resulted in big claims. He reported that the pool has seen \$13 million in medical claims this year.

#### ADJOURNMENT

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