

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
February 26, 2018

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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.

Staff: 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 Greg McCall to approve the consent agenda approving the minutes of the February 12, 2018 Regular Meeting and payment of the Transaction Vouchers covering Electronic Transaction Vouchers #4630EFT through #4646EFT in the amount of \$35,261.15 and Blanket Transaction Voucher Approval Documents covering vouchers #38062 through #38097 and Electronic Transaction Vouchers #18 – #19 in the amount of \$91,500.07. 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 18-449 – 2018 Water Rates Charges and Fees

The manager presented Resolution 18-449 which provides for Water Rates, Charges and Fees for 2018. He stated that the Resolution was developed as a result of discussion regarding the financial analysis conducted as part of the update of our Comprehensive Water System Plan. Based on this discussion and Board direction at the February 12, 2018 meeting, the following rates, charges and fees will increase: the Single Family Residential, Commercial and Industrial Monthly Minimum Charge will increase \$1.00 per meter size with the larger meter sizes increasing exponentially; the Multifamily Monthly Minimum Charge will increase \$1.00 per living unit; the Water Rate will increase from \$0.97 to \$1.00 per unit (1 Unit = 750 Gallons); and the Industrial Water Rate will increase from \$0.97 to \$1.00 for 1 to 1,500 units, from \$0.40 to \$0.43 for 1,501 to 10,000 units and from \$0.30 to \$0.33 for 10,001 units and over. The Resolution provides for an effective date of March 1, 2018 and repeals the previous 2016 water rate resolution.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to adopt Resolution 18-449 – Water Rates, Charges and Fees effective March 1, 2018. The question was called for on the motion. The motion passed 3-0.

Accept Quote on Shop Building Expansion

The manager stated that upon authorization of the purchase of a Vactor Truck staff began looking into the modification of our operations facility, above the office, for conditioned parking for the Vactor. The first option explored was tearing down two back-to-back storage units in the middle section and rebuilding them higher and wider to fit the Vactor. The rebuild provided for removing the two doors on each end and making them one door with a drive through. This rebuild would include a new roof and a heater for the unit. Using our own labor on the teardown and rebuild, the estimated cost of this remodel was \$40,000. Seeking his building expertise, Commissioner Nuxoll was contacted by the manager and asked to review the building plan. After a site visit and a look at our rough drawing of the rebuild, Commissioner Nuxoll expressed several concerns with the tear down and rebuild. He felt it best that we don't tear down and rebuild a portion of the building. He stated that the building could be modified, as is, without the teardown and be used for vehicles other than the Vactor.

Attention was then turned to fitting the Vactor into the existing large unit at the back of the property. We asked the Asotin County Stormwater crew if they would bring their Vactor Truck, which is identical to ours, to see how it would fit in the building. They were accommodating but the Vactor did not fit by either driving in forward or backing in. We lacked approximately 6 feet due to retrofit of the shop for working on equipment. Even with that workbench and loft removed it would still be very tight.

After visibly seeing the Vactor in the shop we began discussing the possibility of extending the building 12 to 15 feet. Mike's Pole Barn was contacted and after inspecting the building they determined it could be extended. The two door shop will be turned into a one large-door shop able to accommodate two large vehicles and will allow enough room to park the Vactor and work on it when necessary. Mike is familiar with the shop because he built it. Mike provided an estimate of the extension in the amount of \$17,660.00. The quote is below our estimated cost and is below the threshold require competitive bids. Because of Mike's familiarity with the building and the quality of work they do the manager recommended acceptance of the quote. Prevailing wage is required to be paid to employees working on the project.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to the quote from Mikes Pole Barns for the Shop Building Expansion in the amount of \$17,660.00. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday, March 13, 2018 Commission Meeting to Monday, March 12th

The manager requested changing the next Commission meeting date from Tuesday, March 13, 2018 to Monday, March 12, 2018 due to commissioner travel.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve changing the Tuesday, March 13, 2018 to Monday, March 12, 2018 at 6:00 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Lead Service Lines – The crew continued work on the Lead Service line Replacement project starting with 10th Street and a portion of 9th Street. To date, 25 services have been excavated and replaced and no lead pigtails were found. The service lines were completely replaced from the main to the meter because they were old galvanized pipe.

Operations Activity – The manager reported that the crew is prepping for the Sunrise Drive and 7th Street water main replacement project. This project replaces approximately 2,000 feet of 4-inch and 6-inch Steel water main with C900 PVC. 45 customer water services lines will also be updated and/or replaced.

Quail Ridge Golf Course – The manager reported that Avista Utilities provided a cost estimate for installing a redundant electric feed to Quail Ridge. Avista stated that after seeing the location of the existing transformers, a rough estimate to provide 3 phase primary at 2 locations and single phase primary at one location on the golf course with Avista providing all the boring, conductor, connections and labor to each site would be \$115,000.00. Avista stated that this does not include the replacement of the transformers. They stated that they would also need to check into easements to get the new primary onto the golf course property and have a discussion with them on the route to the existing transformers which would increase the total cost estimate. The manager stated that this amount could easily reach \$150,000.

The Commission directed the manager to speak with Quail Ridge regarding options researched related to the electrical line that serves the golf course. The Commission also directed the manager to look into the cost if Quail Ridge purchased water from the PUD and changed out their pond pumps to single phase so they could be served by Avista without extension of a new electric distribution line.

City of Clarkston – The manager reported that the development of a sewer system management proposal is still on hold while the City works through the process of providing an economic benefit analysis for PUD management of the wastewater system. State law requires the analysis be completed and presented to the bargaining unit.

Munis Conversion Update – Treasurer Bob Sischo provided an update regarding the MUNIS software conversion process. He stated that MUNIS is re-writing their Work Order software to a module that would better fit our business application. He stated that this system would seamlessly merge our billing and customer information system with our Geographical Information System (GIS) and provide for better tracking of service orders, work orders and projects. He stated that the updated module would cost approximately \$25,000. \$200,000 has been set aside for the conversion with the current total package cost of \$188,000. He stated that this number should go down because of cost savings and remaining funds may be adequate to pay for the added module. A review of the Work Order system will be conducted next week. He stated that the conversion is progressing and he stated they expect to be live on the system by October.

COMMISSIONER'S REPORT

Commissioner Ridge attended the Washington PUD Association meetings February 14-16 in Olympia. She reported that the PUD Day on the Hill was successful with a couple hundred legislators and legislative aids attending the coffee in the morning and lunch. She stated that a TV journalist from King 5 News was at the meeting expressing the importance of the communication of power outages. At their meeting Commissioners reviewed a bill opposing the sale of Bonneville Power Administration (BPA) assets. The President's Budget calls for the privatization of several Power marketing Agencies in the country, BPA being one of them. Other state legislation of concern was reviewed including the proposed carbon tax.

Commissioner Ridge attended an Energy Northwest Committee meeting in Seattle on Friday, February 16th and again in Seattle on February 20-21. These meetings were interviews for an outside nuclear expert to sit on the Executive Board. The individual chosen will meet with the full board in April and then a decision will be made.

Commissioner Ridge will be attending the Public Power Council meetings March 7-8 in Portland, Oregon.

Commissioner Nuxoll and Treasurer Bob Sischo will be attending the Public Utility Risk Management System (PURMS) meetings March 7-8 in Burien, Washington.

ADJOURNMENT

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