

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
March 29, 2016

.....  
Vice - 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.  
.....

ROLL CALL: PRESENT Commissioners: Gary Hicks, Don Nuxoll and Judy Ridge.

PUD Staff: General Manager Tim Simpson, Treasurer Bob Sischo, Director of Operations Craig Riehle and Counsel Scott Broyles.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve the consent agenda approving the minutes of the March 15, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #3841EFT through #3857EFT in the amount of \$29,832.86 and Blanket Transaction Voucher Approval Document covering vouchers #35544 through #35581, and Electronic Transaction Vouchers #16031801, #16032102 and #16040101 in the amount of \$97,891.08. 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 16-428 – Personnel Policy Amendment

The manager presented Resolution 16-428 which provides for amendment of the Personnel Policy, Chapter 5 – Recruitment and Hiring. Per the Commission’s direction a policy was developed that details employment hiring processes and procedures. The manager stated that the introduction paragraph and sections 5.1 through 5.4 is all new language. Language in Sections 5.5 through 5.10 remains the same with the exception of the numbering sequence.

As a part of the policy amendment the manager recommended modification of the Geographical Information System (GIS) Coordinator job description, section 5.10.4 and the addition of a new position and job description titled Geographical Information System (GIS) Technician, section 5.10.15.

The manager stated that Craig Riehle was promoted to a new position titled Director of Operations on January 1, 2016 and is now over all operations and maintenance (O&M) of the PUD including the supervision of the nine (9) O&M staff. The promotion and addition of the numerous responsibilities and regulatory compliance issues does not allow him time to keep the GIS mapping system current. Due to Craig's promotion and additional responsibilities, the manager is recommending the hiring of a GIS mapping technician that can dedicate time to the mapping system which encompasses many responsibilities. In addition to mapping, the employee will be performing utility locates, construction and maintenance surveying, inspection and other duties as needed.

Craig Riehle presented an outline of the job duties the new position would entail. The manager stated that we have invested a lot of time and resources into the mapping system to ensure that it is current and up to date and I would like to ensure it stays that way now and in the future.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve Resolution 16-428 amending the Personnel Policy as presented. The question was called for on the motion. The motion passed 3-0.

#### Resolution 16-429 – Water Rates, Charges and Fees

The manager presented Resolution 16-429 which provides for the Water Rates, Charges and Fees. Per discussion at the meeting on March 15th, the manager stated that he was directed to develop a resolution that provides for an increase in the new water service Installation Fees. The 1-inch new service Installation Fee will increase from \$1,650.00 to \$2,500.00. In addition, the Installation Fee for an 1 ½ inch, 2-inch, 4-inch, 6-inch and 8-inch service will also increase based on a weighting factor used to calculate the larger service fees because of the demand they place on the water system. The offering of the 3-inch service has been eliminated because of its odd size.

The manager stated that per Board direction, larger service sizes from the 4-inch to the 8-inch Installation Fee shown represents the minimum amount to be charged. A note under the Fee table states that additional fees may be assessed dependent upon soil conditions, location and other service related factors.

The manager stated that the cost of street cuts has also increased based on last year's average cost of street cut patching that was required for new services. The street cut fee is proposed to increase from \$250.00 to \$400.00. This fee applies only to those new services where the road needs to be cut to access the water main and install the service line. The costs associated with the Fire Hydrant Installation Fee were also evaluated and it was found that the charge of \$5,500.00 was adequate to cover the cost of hydrant installation.

The manager stated that he is also recommending an increase in the Customer Deposit Fee from \$50.00 to \$100.00. This increase is directly related to the increase in the recent write-off of uncollected accounts. This amount should cover a two-month bill if a customer decides not to pay their bill and is sent to collections for non-payment. New fees adopted by this Resolution will become effective April 1, 2016.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve Resolution 16-429 setting the Water Rates, Charges and Fees effective April 1, 2016. The question was called for on the motion. The motion passed 3-0.

#### Ecology Alpowa Creek Implementation Grant Time Extension

The manager presented Amendment No. 1 to the Department of Ecology Alpowa Creek Implementation Project grant. The Amendment provides for a time extension for the completion of the project from June 30, 2016 to November 30, 2016. He stated that the reason given for the time extension is that the proposed project cannot be done before June or during the summer because required permits for work in the stream are only issued when Steelhead are not in the creek.

The manager stated that he spoke with Brad Johnson about the time extension and he stated that project will conclude before the end of September. He said the reason for the extra time past September is to capture all billing and to close out the grant. The manager stated that the extension does not create any issues for the PUD.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Gary Hicks to approve Amendment No. 1 to the Ecology Alpowa Creek Implementation Project Grant Agreement extending the project completion date from June 30, 2016 to November 30, 2016. The question was called for on the motion. The motion passed 3-0.

#### Changing the April Board of Commissioner Meetings

Commissioner Hicks requested changing the April Commissioner meetings from Tuesday, April 12 and Tuesday, April 26, 2016 to Monday, April 11 and Monday, April 25, 2016 due to commissioner travel.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Judy Ridge to approve changing the Tuesday, April 12 and Tuesday, April 26, 2016 to Monday, April 11 and Monday, April 25, 2016 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

#### MANAGER'S REPORT

Water Valve Operation – The manager reported that the operations and maintenance crew have begun exercising water valves to ensure proper operation. To date they've exercised approximately 400 valves in 12 working days with the valve operation machine.

17<sup>th</sup> Street Water Main Project – The manager reported that operations staff will have the 8-inch PVC water main on 17<sup>th</sup> Street installed by Thursday of this week. The main will be filled, chlorinated and a sample taken next Monday. Upon receipt of a satisfactory sample the crew will be tying water services over to the new main. The water distribution project replaces approximately 1,300 feet of 4-inch, 6-inch and 10-inch steel water main on 17<sup>th</sup> Street from 4<sup>th</sup> Avenue and Hillcrest Way.

Well No. 3 Onsite Chlorinator – The manager reported the new ClorTec Onsite Sodium Hypochlorite generator was installed at Well No 3 the week of March 14<sup>th</sup> and is operating properly. The new chlorine generation system replaces the original system purchased in 2002. Many of the older components were used in the new system.

Annual Internal Audit – The manager reported that our portion of the internal audit was completed and documents handed over to our accounting firm. They have progressed through the financial statements quickly and draft statements will be provided to the PUD for review next week.

#### COMMISSIONER'S REPORT

Commissioner Ridge reported that she received a letter from the Oregon and Washington Physicians for Social Responsibility – Joint Task Force on Nuclear Power detailing their concerns about the Energy Northwest's (ENW) Columbia Generating Station (CGS). She stated that an investigation by an outside attorney into anonymous employee concerns about ENW management has not turned up any evidence of wrong-doing. They stated that CGS is operating properly. Concerns about perceived threats towards this group of employees are currently being investigated.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:00 p.m.