

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
June 23, 2014

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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, Treasurer Bob Sischo and Counsel Scott Broyles.

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 June 10, 2014 Regular Meeting and payment of the Transaction Vouchers covering vouchers #3149EFT through #3164EFT in the amount of \$28,324.10 and Blanket Transaction Voucher Approval Document covering vouchers #32661 through #32696, and Electronic Transaction Vouchers #14062002 and #14062003 in the amount of \$74,544.66. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Port of Wilma Large Onsite Sewer System Inspection and Evaluation Report

The manager presented a Port of Wilma Large Onsite Sewer System Inspection and Evaluation Report conducted and developed by David Jensen, PE of Jensen Engineering. The report provides a history of the sewer system in the Port and addresses the specific concepts that will be part of the design of the new system. The manager stated that he responded to a couple of items in the report such as, lift station improvement and the use of a video survey of the sewer distribution system conducted by the PUD in 2012.

The report states that the drain field is sized properly for the design flows based on the soil type. The rest of the drain field is not designed properly in the sizing of the laterals, orifices, and other components. The system was designed as a gravity drain field using component sizing and design standards for a pressure distribution system. This system was not designed to have any chance of giving long term service to the Port tenants.

The Washington State Department of Health has reviewed the report and stated that they concur with the proposal to design a new conforming system utilizing the existing collection system southeast of the existing drainfield.

NEW BUSINESS

Air Ambulance Transportation Options

The manager presented a memorandum developed by Treasurer, Bob Sischo outlining options for Air Ambulance Transportation. The Board had requested investigation of the cost of membership in a company that provides emergency air medical transportation. The manager stated that Life Flight Network and MedStar were the two companies that were investigated. Both companies have group rates and reciprocal coverage agreements with other air medical transportation companies in the Pacific Northwest. It is important to point out that both companies offer membership and not an insurance policy. In the event that a member is transported via air ambulance, the air medical transport company will file appropriate claims with PURMS for the member and then absorb remaining charges that would have been charged to the member. The amount a member would save using this service was valued at between \$8,000 and \$10,000.

Life Flight is the only air medical transportation company that has a base of operations in the Lewis-Clark Valley and is the lowest cost at \$45.00 per year per member. Service for each member extends to all members and/or dependents living in the household. The manager stated that the employees were polled and at least ten (10), the number need for a group discount, stated their interest in joining an air ambulance service. The manager asked the board if they wished to make this a benefit for employees and commissioners or have the employees purchase the service individually. Commissioner Hicks stated he would like the service to be a part of our benefit package. Counsel requested an amendment to his Legal Services Agreement to include him in the air ambulance membership. The benefit would also be extended to the Watershed Planning Director through his employment agreement. The manager stated that based on 20 members the total annual cost of the benefit would be \$900.00.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to amend the PUD Personnel Policy adding emergency air transportation service membership under benefits and amending the Legal Services Contract and Watershed Planning Director Employment Agreement to include emergency air transportation service membership. The question was called for on the motion. The motion passed 3-0.

Resolution 14-410 – Thanking Sue Reed for 20 Years of Service

The manager presented Resolution 14-410 which provides for an expression of gratitude to Sue Reed for her 20 years of service to the PUD. He stated that Sue will be retiring from the PUD on Thursday, June 26, 2014. An open house in her honor will be held from 2:00 to 4:00 pm on that day followed by an employee retirement dinner at the PUD beginning at 4:30 pm. The manager and commissioners lauded Sue for being a great employee and for her exemplary customer service to the patrons the PUD serves.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Gary Hicks to approve Resolution 14-410 thanking Sue Reed for 20 years of exemplary service at the PUD. The question was called for on the motion. The motion passed 3-0.

Change Tuesday July 8, 2014 Commissioners Meeting to Monday July 7, 2014

The manager requested changing the next Commissioners meeting from Tuesday July 8, 2014 to Monday July 7, 2014 to accommodate travel.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve changing the Tuesday July 8, 2014 Commissioners meeting to Monday July 7, 2014 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

13<sup>th</sup> Street Main Replacement Project – the manager reported that the operations crew has completed installation of services on 13<sup>th</sup> Street between Bridge and Poplar Streets last week, with the exception of the furniture store that requires a fire line. They are currently working on the installation of services between Poplar and Maple Streets having completed three today. The services will be completed this week and will be followed by the tie-in of the main lines at the intersections of Poplar and Maple Streets.

Department of Health Sanitary Survey – the manager reported that the Washington State Department of Health Regional Engineer, Andy Cervantes, was on site last week conducting a Sanitary Survey of the PUD and the City of Asotin Facilities. He stated that the survey went well for both the PUD and City systems with only minor issues noted. Mr. Cervantes will conduct a Sanitary Survey on the Port of Wilma in a few weeks during his next visit to area.

Port of Wilma – the manager reported that water production in the Port of Wilma increased to over 7.0 million gallons to date in June. He reported that system water loss has been reduced from 77% after initially taking over the system in March to 3% this month. Overall water loss since taking over the system in March is at 12%. The metering of hydrant usage and finding a leak in a 1 ½-inch service line has contributed to the significant reduction in unaccounted for water. The manager reported that CHS, Inc. who owns Primeland has submitted a preliminary concept plan for a proposed fertilizer manufacturing plant in the Port of Wilma. The manager presented the plan to the Board. He stated that this will add another viable business and large water user in the Port.

Port of Clarkston – the manager reported that the Port of Clarkston will be holding a ribbon cutting ceremony on Tuesday, July 1<sup>st</sup> at their new business park called Turning Pointe. The manager stated that the water and sewer distribution systems are installed and installation of the lift station will begin next week. A final inspection will be conducted by the PUD prior to accepting the system for maintenance and operation.

#### COMMISSIONER’S REPORT

Commissioner Ridge attended the American Water Works Association (AWWA) Annual Conference in Boston, Massachusetts.

Commissioner Ridge and Commissioner Hicks will be attending Washington PUD Association meetings in Olympia on June 25-27.

#### ADJOURNMENT

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