

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
January 25, 2016

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

PUD Staff: General Manager Tim Simpson, Treasurer Bob Sischo 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 Don Nuxoll to approve the consent agenda approving the minutes of the January 11, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #3775EFT through #3790EFT in the amount of \$29,598.97 and Blanket Transaction Voucher Approval Document covering vouchers #35323 through #35361, and Electronic Transaction Vouchers #16012001 and #16012601 in the amount of \$55,358.03. 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 16-425 – Amending the Personnel Policy

The manager presented Resolution 16-425 which provides for amendment of the Personnel Policy. He stated that the amendments to Chapter 11 – Safety are a direct result of the safety issues that arose in November 2015 during work on the Port of Wilma sewer lift stations. He stated that immediate action, as a result of the issues faced, was the reestablishment of a safety Committee chaired by Bob Sischo with committee members Craig Riehle, Robert Gall and Lacey Smith. Operations Foreman Bob Wimer joined the committee once he was chosen for his position in early December.

The manager stated that the purpose of the Safety Committee is to review and improve our safety policies, safety program, safety training, required operator certification and other necessary issues related to workplace safety both in the office and in the field. The Committee was charged with identifying and implementing relevant operational training for all staff and identifying and ensuring operator training and certification on all equipment. The safety committee was also be tasked with developing all necessary safety documentation, forms and checklists and identifying and recommending purchasing necessary safety equipment.

The result of their work was the complete overhaul of our safety policy. The improvement required the removal of the Accident Prevention Program from within policy into its own program and procedural manual that could be amended easily as laws and regulation change. This setup meets the requirement of the Washington State Department of Labor and Industries. The Chapter 11 – Safety policy remains but the language has been updated and improved significantly. The committee has developed new forms, identified issues that needed improvement and conducted safety inspections in order to improve safety awareness.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to Resolution 16-425 amending the Personnel Policy. The question was called for on the motion. The motion passed 3-0.

#### Resolution 16-426 – Surplus Vehicle and Equipment

The manager presented Resolution 16-426 which provides for the surplus and sale of a 1999 Ford Ranger truck and a 2008 Dakota Utility Truck Service Body. The 2016 Budget provides for the purchase of a new operations truck. Rather than buy a new truck it is more cost-effective to take the 2008 Ford F-350, assumed from Asotin County when the sewer system was transferred to the PUD in 2010, and put in the working rotation.

The manager stated that the truck was designated for use as a sewer maintenance truck but is rarely used for that purpose. It has low miles and will be used by the Operations Foreman. The Dakota Utility Truck Service Body will be removed and will be sold on consignment through Cobalt Truck Equipment in Spokane. Cobalt will do the removal of the service body and put on a regular truck bed. This will cost approximately \$3,300.00 rather than the \$25,000 budgeted to buy a new truck.

The 1999 Ford Ranger would have been used as a trade-in for a new truck but it will become surplus, advertised for sale and sold. Once everything is sold we should have a net positive cash flow from the transactions.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approved Resolution 16-426 authorizing the surplus and sale of the 1999 Ford Ranger and 2008 Dakota Utility Truck Service Body. The question was called for on the motion. The motion passed 3-0.

Resolution 16-427 – General Manager’s Compensation

Resolution 16-427 which provides for the General Manager’s annual salary was presented by Commissioner Hicks. The Resolution was prepared in response to the Boards discussion of the General Manager’s annual salary at the previous meeting.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve Resolution 16-427 setting the annual salary for the General Manager effective January 1, 2016. The question was called for on the motion. The motion passed 3-0.

City of Clarkston Interlocal Governmental Agreement – Sewer Evaluation Report

The manager presented an Intergovernmental Cooperation Agreement from the City of Clarkston for the PUD’s preparation of the City’s 2016 Annual Sewer Evaluation Report. He stated that the sewer evaluation report is used by the City to calculate monthly sewer charges for their customers. Water use for the months of January and February by PUD customers within the City of Clarkston is the basis for sewer charges for the year. The manager stated that the text of the agreement remains the same as well as the fees for providing services.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the Intergovernmental Agreement with the City of Clarkston for preparation of their annual Sewer Evaluation Report and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday, February 9th Commission Meeting to Monday, February 8th

The manager requested changing the next Commission meeting from Tuesday, February 9, 2016 Commission Meeting to Monday, February 8, 2016.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve changing the Tuesday, February 9, 2016 Commission Meeting to Monday, February 8, 2016 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER’S REPORT

Capital Improvement Projects Update – The manager presented information regarding the capital improvement projects (CIP) completed from 2012-2015. He stated that 30,904 feet – 5.9 miles of steel and galvanized water main have been replaced since 2012. He stated that 58 CIP projects identified in the 2012 Water System Plan have been completed. The total projected cost of the projects completed was \$3.39 million and the PUD was able to complete these projects for \$2.41 million for a savings of \$1.68 million over what it would have cost had they used a contractor on the projects. He stated that 18 percent of the 35 miles of water main scheduled for replacement has been completed.

2014 Audit Reports – The manager presented the Board with the Accountability and Financial Audit Reports for the year 2014. He stated that this was the 28<sup>th</sup> consecutive audit with no finding or management letter and the 2<sup>nd</sup> time in our audit history that there were no recommendations.

Annual Sewer Flushing – The manager stated that the operations crew is conducting the annual flushing of the sewer system 16,000 to 17,000 feet of sewer main line is flushed and videoed annually.

City of Asotin Mapping Survey – The manager stated that the operations crew recently completed a mapping survey of the valves, meters and hydrant valves in the City of Asotin's water system. He stated that mapping their system will help the crew accurately locate water main and services in an emergency or when conducting maintenance on their system.

#### COMMISSIONER'S REPORT

Commissioner Ridge attended the Washington PUD Association meetings on January 13-15 in Olympia, Washington. She presented information regarding the WPUDA legislative reception and Initiative 1-742 which PUD's voted to oppose.

Commissioner Ridge will be attending the Energy Northwest meetings on January 25-27 in Olympia, Washington.

Commissioner Ridge will be attending the Public Power council meetings on February 3-4 in Portland, Oregon.

#### ADJOURNMENT

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