

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

Others: Asotin County Library Board of Directors.

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 23, 2014 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1807 and #1808 and vouchers #3165EFT through #3181EFT in the amount of \$32,513.65 and Blanket Transaction Voucher Approval Document covering vouchers #32697 through #32761, and Electronic Transaction Vouchers #14070201, #14070202, #14070301, #14070302, #14070701, #14071501, #14071502 and #14071801 in the amount of \$171,253.75. The question was called for on the motion. The motion passed 3-0.

OPEN PUBLIC MEETINGS ACT TRAINING

The manager stated that the 2014 Legislature passed Engrossed Senate Bill 5964 which requires every member of a governing body of a public agency to complete training in Open Public Meetings Act (OPMA) requirements within 90 days of assuming their duties after election or appointment and at least once every four years while a member is still governing. Board members are also required under the law to complete Public Records Act (PRA) training as described.

The PUD Board of Commissioners and Library Board of Directors viewed an OPMA training video produced by the Washington State Attorney General's Office. Joining the PUD Commission in viewing the training video was the Asotin County Library Board of Directors. The PRA video will be viewed at a later date.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Resolution 14-411 – Emergency Air Medical Transportation Service

The manager presented Resolution 14-411 which provides for an emergency air medical transportation service benefit and the addition of Section 8.2 – Emergency Air Medical Transportation Service Membership to the Chapter 8 – Benefits section of our Personnel Policy. He stated that at June 23, 2014 meeting the Board voted to pay for membership into an emergency air medical transportation service company for PUD Commissioners, employees, contract employees and Counsel. This decision requires the addition of this benefit to our Personnel Policy. The manager stated that because this membership is a benefit it is considered taxable by IRS rules and regulations. The tax on the cost per member at \$45.00 will be assessed on each paycheck generated after approval of the Resolution. The total cost annually is \$900.00 for 20 members at \$45.00 each.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve Resolution 14-411 providing for emergency air medical transportation service membership and amending the Personnel Policy and Procedures Manual to include the membership benefit. The question was called for on the motion. The motion passed 3-0.

Legal Services Contract

The manager presented the Legal Services Contract between Scott Broyles and the PUD. He stated that due to the addition of an emergency air medical transportation services benefit approved by the Board and offered to Counsel, a section identifying payment of the benefit was added to the Legal Services Contract. He stated that the contract for legal services is for a one and a half year period with an effective date of July 1, 2014 and has the same expiration date of December 31, 2015. Mr. Broyles has reviewed and approved of the benefit language addition to the contract.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the Legal Services Contract between Scott Broyles and the PUD. The question was called for on the motion. The motion passed 3-0.

Watershed Planning Director Employment Agreement

The manager presented the Employment Agreement between Watershed Planning Director Brad Johnson and the PUD. Due to the addition of an emergency air medical transportation services benefit approved by the Board and offered to staff, a section identifying payment of the benefit was added to the Agreement. The attached Agreement is effective July 1, 2014 and remains on a month-to-month basis dependent upon the availability of outside grant funding for the position. Funding is available for the position through June 2015. Like all PUD employees, Mr. Johnson will have to pay a tax on the benefit provided.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve the Employment Agreement between Watershed Planning Director Brad Johnson and the PUD. The question was called for on the motion. The motion passed 3-0.

Change Tuesday July 22, 2014 Commissioners Meeting to Monday July 21, 2014

Commissioner Ridge requested changing the next Commissioners meeting from Tuesday July 22, 2014 to Monday July 21, 2014 to accommodate travel to meetings.

**MOTION** by Commissioner Gary Hicks and seconded by Commissioner Don Nuxoll to approve changing the Tuesday July 22, 2014 Commissioners meeting to Monday July 21, 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 the water main up to Elm Street. The installation of services between Poplar and Maple Streets has been completed.

Development – the manager reported that a 9-lot subdivision on Maple Street between 15<sup>th</sup> and 16<sup>th</sup> Street is currently underway. A water and sewer extension agreement is currently being developed for extension of services into the development.

COMMISSIONER'S REPORT

Commissioner Ridge and Commissioner Hicks attended the Washington PUD Association meetings in Olympia on June 25-27. Commissioner Ridge will be attending PUD Association meetings at Okanagan PUD July 16-18.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:10 p.m.