

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
November 6, 2017

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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, Treasurer Bob Sischo and Operations Director Craig Riehle.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the October 23, 2017 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1918 through #1920 and Electronic Transaction Vouchers #4511EFT through #4527EFT in the amount of \$37,576.11 and Blanket Transaction Voucher Approval Document covering vouchers #37648 through #37715 and Electronic Transaction Vouchers #17110201, #17110301, #17110302 and #17112201 in the amount of \$136,090.34. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Vacuum Excavator – Sewer Jetter Combination Truck Purchase

The manager stated that at the last meeting discussion continued regarding the operational need, use of and purchase of a vacuum extractor – sewer jetter combination truck (Truck). At the conclusion of the discussion the Commission directed the manager to have PUD staff meet with City of Lewiston staff to determine what other options and accessories would be valuable in daily operation, look into the cost of a hydraulic crimper and to determine which brand of cab and chassis could be maintained locally.

Director of Operations, Craig Riehle and Operations Foreman, Bob Wimer met with City of Lewiston staff to look at both their stormwater and sewer Trucks. They also met with Asotin County Stormwater staff to look at their Vactor Truck. City staff stated that a Kenworth brand cab and chassis can be serviced locally whereas a Freightliner would have to be sent to Spokane for service. The County Vactor Truck is a Kenworth. Craig and Bob discussed with each entity the accessories that they found useful that we did not have in the original bids. Craig Riehle spoke to the meetings with City and County staff. He stated that a longer hose would be beneficial as well as cameras at each corner of the truck. Commissioners asked questions regarding the use of the options for the Truck, the daily use of the Truck and how the 2018 budget provides for payment of the Truck.

NEW BUSINESS

Vactor Truck Bid Award

The manager stated that based on the discussion with the City of Lewiston and Asotin County Stormwater staff and a review of their Trucks, he is recommending the purchase of a Vactor brand Truck with a Kenworth cab and chassis. The manager presented a bid from Owen Equipment, from Kent, Washington, for a Vactor brand Truck with a Kenworth cab and chassis using the National Joint Purchasing Alliance (NJPA) cooperative of which the PUD is a member. The manager stated that the items that were discussed for improved operation and maintenance during use of the Truck have been added to the bid price. The total bid with sales tax is \$439,023.97.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to award the bid for a Vactor Brand Truck with a Kenworth cab and chassis to Owen Equipment in the amount of \$439,023.97. The question was called for on the motion. The motion passed 3-0.

Resolution 17-440 – Personnel Policy Amendment

The manager presented Resolution 17-440 which provides for amendment of the Personnel Policy, specifically Chapter 3 – Hours of Work and Chapter 7 – Leave from Employment. Both policy amendments are a result of the passage of Initiative 1433 which required the provision of Paid Sick Leave of at least 1 hour for every 40 hours worked. The Department of Labor and Industries developed the Paid Sick Leave policies.

The manager stated that Chapter 7 – Leave from Employment adds a new section, 7.4 – Supplemental Leave, which describes the State required policy for Paid Sick Leave. Language in other areas of this chapter was deleted or added to meet State Law and the policy changes. Currently, Supplemental Leave banks can be used by employees to offset the cost of medical premiums upon retirement. There are three employees who currently qualify for that provision. The financial impact of the retirement medical offset may need to be addressed in the future.

The manager stated that as a result of the addition of Paid Sick Leave, Chapter 3 – Hours of Work was amended. Section 3.5 – Compensatory Time has been deleted and Comp Time will no longer be available for the banking of overtime hours. Any overtime worked will be paid out at one-half (1-1/2) times an employee's regular straight time hourly rate of pay. The policy amendments will be effective January 1, 2018. Employees will have until the end of next year to use up their banked Comp Time. Language in other areas of this chapter was deleted due the removal of the provision of Comp Time.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 17-440 adopting the additions and amendments to the Personnel Policy and Procedure Manual as presented to become effective January 1, 2018. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Well No. 3 Motor – The on Wednesday, October 25th the new motor for Well No. 3 was scheduled for installation, however, it was discovered that the index or the base of the motor was the wrong size. The motor was returned to Spokane where the proper base was ordered and will be installed. A new date for installing and operating the motor will be scheduled upon replacement of the index.

Lead Service Lines – Craig Riehle and the Operations Foreman reviewed old maps and narrowed the scope of the lead service line replacement project due to the fact that only 6 of the 26 services surveyed had lead pigtails. Based on the recent field observations they concluded that service lines with copper coming into the meter box do not have a lead pigtail. Lead pigtails are hooked to galvanized lines and not copper lines. Copper service lines are hooked to copper pigtails. There is no conclusive evidence for material based on dates of installation or text on the old as-built maps. Each water meter box will be field inspected to determine the material. Staff will verify the material of the pipe coming into the meter box and the material outgoing. Once all meter boxes have been inspected the crew will pot hole the necessary service lines to determine the pigtail material.

Financial Report – The manager reported that as of October 31, revenue is \$4.5 million, expenses are at \$4.4 million and the Operating Fund balance is \$2.2 million.

COMMISSIONER'S REPORT

Commissioner Ridge attended Energy Northwest meetings October 25-27 in Richland, Washington. She reported on the energy production and power costs of the Packwood hydro project, the Nine Canyon wind project and the Columbia Generating Station nuclear power plant. She reported about the Member Forum and the guest speakers who presented information about west coast energy demands and the development and use of batteries for energy storage.

Commissioner McCall attended a PUD hosted Chamber of Commerce meeting on Friday, November 3rd at the PUD office. He stated that the Chamber provides a leadership program for local professionals and Friday was their "Infrastructure Day". He stated that the presentations by PUD staff were good and that he was impressed by the number of young professionals in attendance.

Commissioner Nuxoll attended the Public Utility Risk Management Services (PURMS) meetings November 1-2 in Burien, Washington with Finance Director Bob Sischo. He reported that PURMS is looking into buying a group bond for PUD Treasurers rather than requiring individual bonds. He reported that the payout for fire claims will result in an increase in property and liability premiums up to 20% in the next two years. He spoke of the tribal claim against PURMS for a fire that was started by a downed tree on the reservation. Health Insurance costs were reviewed and discussed.

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ADJOURNMENT

There being no further business the meeting was adjourned at 6:50 p.m.