

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
May 10, 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 April 25, 2016 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1864 and # 1865 and vouchers #3893EFT through #3910EFT in the amount of \$34,491.01 and Blanket Transaction Voucher Approval Document covering vouchers #35684 through #35764, and Electronic Transaction Vouchers #16050201, #16050301, #16050302, #16050501 and #16051801 in the amount of \$310,495.87. 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 16-430 – Personnel Policy Amendment

The manager presented Resolution 16-430 which provides for amendment of the Personnel Policy, specifically Chapter 10 – Business Expense Reimbursement and Credit Card Use; Sections 10.2 – Subsistence and 10.7 – Cellular Phone Use.

The manager stated that for Section 10.2 – Subsistence, rather than specify the dollar amount of the Subsistence or Per Diem rate for meals the policy will direct that subsistence be provided based upon the Washington State Office of Financial Management (OFM) Per Diem or Subsistence rate for meals when on official PUD business. The OFM Per Diem map shows the different rates for all counties in the State for which Subsistence will be based on. For out-of-state travel Per Diem Rates will be based on the federal governments General Services Administration schedules.

The manager stated that for Section 10.7 – Cellular Phone Use and Stipend, he is recommending the addition of a stipend of \$25.00 per month for voice only cell phones and \$50.00 per month for voice and data capable cell phones for operations and maintenance employees not designated by the Manager to have their phone paid for by the PUD. These non-supervisory employees are continuously utilizing their personal cell phones to keep in contact with operations, customer service and management staff during and after regular working hours for PUD business. The manager stated cell phones have been the most reliable form of contact for several years, more so than our radio system. He stated that the amount of the stipend is similar to other cities, counties and PUDs that were reviewed. The monthly stipend is considered a benefit to the employee and will be processed through payroll as a non-cash transaction for taxing purposes.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 16-430 amending the Personnel Policy as presented. The question was called for on the motion. The motion passed 3-0.

#### MANAGER'S REPORT

Water Main Projects – The manager reported that installation of new 6-inch PVC water main and tie over of services on Riverview Boulevard was completed yesterday. The new main replaces 365 feet of 2-inch galvanized line between Poplar Street and the entrance to Arby's. He stated that the next water main replacement project will start on 3<sup>rd</sup> and Diagonal Streets in front of Bi-Mart and run south to Maple Street. In addition, new water main will be installed on Maple Street West from 2<sup>nd</sup> to just past 4<sup>th</sup> Street, north on 4<sup>th</sup> Street to Diagonal and west on Poplar Street from 4<sup>th</sup> to Diagonal. The new main will replace 2,460 feet of 1950s vintage steel water main. This area was also considered a fire flow deficiency in our hydraulic analysis. The new up-sized water main will not only improve water quality it will also improve fire flow.

2015 Fiscal Year Audit – The manager reported that the Washington State Auditor has started working on our 2015 Fiscal Year audit. They will be onsite on Thursday. The 2015 Financial Reports and Notes to the Financial Reports were completed in a timely manner by an outside accounting firm. We budgeted \$8,000 for the completion of financials and the final cost was \$5,000. The manager stated that it was money well spent given the necessary PERS actuarial calculations and the need to meet reporting under the General Accounting Standards Board – GASB 68.

GIS Technician Position – the manager reported that from the job advertisements for the new GIS Technician position there were ten (10) applicants. Four (4) interviews were conducted last Thursday and Friday. Five (5) were scheduled but one candidate withdrew his application the day before his interview. From the interviews we were able to identify a candidate that was best suited for the PUD as GIS Tech. His name is Nick Bauer and he is a 2015 graduate of Central Washington University graduating with a degree in Geology and earning his GIS certificate. He was offered the position today and he has accepted the position. His start date is June 6, 2016.

### COMMISSIONER'S REPORT

Commissioner Ridge attended the Energy Northwest meetings in Richland, Washington April 26-28. She reported that the primary focus of the meeting was a 3<sup>rd</sup> letter from a group of anonymous employees concerned with communication of how the plant is operating. She stated that the meeting they held was in executive session and she is unable to discuss the details further. She reported that the Board received an update on the March 28 unplanned shutdown—a scram—at Columbia Generating Station (CGS). The scram was caused by a human error during a post maintenance test on a system that provides cooling for plant equipment. CGS personnel identified immediate corrective actions and Columbia was brought back online two days later.

Commissioner Ridge attended the Public Power Council meetings in Portland, Oregon May 3-5. She reported that Energy Northwest was on hand to discuss the scram and the letter from concerned employees. News was received and discussed regarding the federal judge who ruled that the NOAA Fisheries 2014 Biological Opinion violated the Endangered Species Act and ordered the federal government to rewrite it. The judge also said "breaching, bypassing, or removing" one or more of the Lower Snake River dams may need to be considered. The Bonneville Power Administration's Focus 2028 was also a topic of discussion.

Commissioner Hicks and Commissioner Ridge will be attending the Northwest Public Power Association's Annual Conference on May 15-18 in Tulalip, Washington.

### ADJOURNMENT

There being no further business the meeting was adjourned at 6:07 p.m.