



June 15th, 2017 Meeting Minutes

Moscow UI Facilities Services Center, Jack's Creek Meeting Room, 2:00 PM

Attendance

X	UI: Elmer Johnson, Water Systems Manager	X	WSU: Dan Costello, Assistant VP, Facilities Services
X	UI: Eugene Gussenhoven Utilities and Engineering Director		WSU: Steve Potratz, Plant Engineer – Facilities Operations
	Moscow: Tyler Palmer (Vice-Chair) Deputy Director Operations	X	Pullman: Clayton Forsmann Deputy Director of Public Works
	Moscow: Gina Taruscio, City Council Member	X	Pullman: Kevin Gardes (Chair), Director of Public Works
	Moscow: Les MacDonald, Director of Public Works	X	Pullman: Fritz Hughes City Council Member
X	Latah County: Paul Kimmell, County Representative		Whitman County: Mark Storey, Director of Public Works
	Latah County: Tom Lamar, County Commissioner	X	Whitman County: Art Swannack, County Commissioner

Visitors and Others

Daniel Sturgis, IDWR

Call to Order

Kevin Gardes called the meeting to order at 2:04 PM.

1) Approval of the May 20th, 2017 Meeting Minutes

Contingent on edits to be completed, May, 2017 draft minutes were approved by consensus.

2) Public Comment for Items not on Agenda – None

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3) Presentation/Discussion –

- **DH Communications Proposal Discussion: Paul Kimmell:** Kimmell presented slides (attached below). Kimmell presented to the committee a quick review of the 2013 communications plan including the tactics and timeline outlined. PBAC funded the Palouse Groundwater Basin Water Supply Alternatives project where four alternative water plans were established. PBAC representatives asked DH Communications for guidance on a PBAC outreach tactic centered on these alternatives and to assist with PBAC branding and website development. DH Communications submitted a proposal aimed at developing the PBAC visual identity, website, communications plan update, stump speech & presentation materials, e-newsletter template, and public engagement process (proposal attached below). Kimmell ran through the proposal with the committee.
- **PBAC Website:** Woodley spoke with the Information Technology/Systems directors at the City of Moscow (Jesse Flowers) and the City of Pullman (Wayne Brannock) about hosting options for PBAC. Both Flowers and Brannock recommended that PBAC should seek an outside host for their website in order to have the most flexibility and security options. Members had questions about whether or not outside hosts would follow the state requirements on records retention. Kimmell and Woodley mentioned that it would be the responsibility of the Executive Manager to meet compliance to record retention policies of the PBAC entities, as it is currently. Kimmell and Woodley emphasized that as we are working on our new website we will maintain our current one and keep updating it until the committee is comfortable making a full transition to the new website. Woodley stated that she will work with DH Communications on establishing host options to present to the PBAC committee.
 - Committee members asked about our current web address and finding good web addresses for our new webpage.
- **DH Communications motion:** A motion was made to approve the DH Communication proposal for a cap of \$25,000 dollars. The motion second and approved by the committee unanimously.
- **Motion to buy domain names:** A motion was made to buy domain names to buy domain names palousebasin.org, palousebasin.com, and any other domain names pertinent to purchase.

4) Unfinished Business –

- **Update on Water Supply Alternatives Project: General Presentation Materials:** Woodley presented a draft of the pamphlet that she designed for local political stakeholders. Woodley suggested that the committee would need a separate pamphlet for community members to explain water terminology. Woodley asked the committee for feedback on the pamphlet. Kimmell mentioned that she should wait on developing these further and work with DH Communications on these items to create consistent messaging across our materials.

5) New Business -

Note: These minutes are preliminary drafts, and have not been reviewed for correctness or completeness by members of PBAC

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- **Election of FY18 PBAC Officers:** Woodley displayed a table listing the chair and vice-chairmen from the last 10 years. Kevin Gardes entertained nominations for chair. Paul Kimmell nominated Tyler Palmer for the chair position. The nomination was seconded by Art Swannack. Nomination was carried by consensus. Gardes entertained nominations for vice-chair. Clayton Forsmann nominated Dan Costello. The nomination was seconded by Art Swannack. Nomination was carried by consensus.
- **FY18 Assessments:** Woodley presented the assessment numbers from last fiscal year. Kimmell made a motion to keep the requests for funds the same as the last fiscal year and to approve the assessment. The motion was carried with a unanimous vote.
- **Quarterly Pumping Update:** Steve Robinchon sent Woodley graphs that displayed the current pumping totals up to May, 2017. Woodley presented the data to the committee.

6) Budget Report –

- Woodley displayed current budget balances

7) Other Reports and Announcements

- Next PBAC meeting – July, 20th, 2017, 2:00 PM, Moscow

8) Adjournment

The meeting adjourned at 3:45 PM.

Preliminary draft minutes submitted for PBAC review and approval,

Korey Woodley, PBAC Executive Manager

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