

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
June 25, 2019

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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, Greg McCall and Don Nuxoll.

Staff: Tim Simpson and Bob Sischo.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the June 11, 2019 Regular Meeting and payment of Electronic Payroll Vouchers #5164EFT – #5180EFT in the amount of \$34,790.70 and Electronic Accounts Payable Vouchers #19062001 and #19062002 and Accounts Payable Vouchers #39635 – #39672 in the amount of \$43,970.85. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Clarkston WWTP Operation Agreement Development

The manager presented the first draft of the City Sewer System Operator Agreement between the City of Clarkston and the PUD. He stated that the City is currently reviewing the Agreement and that the plan is to have a joint meeting to discuss the draft document and address any comments and/or questions. From that meeting a joint response will be provided to Foster Pepper regarding the content. The manager stated that staff has reviewed the document and he proceeded to go through each section with the Commissioners. The Board directed the manager to look into several items and issues discussed.

The manager presented a project list that was developed by the Public Works Director, Kevin Poole and WWTP Superintendent, Wes Ison. The manager addressed and provided the details of each project on the list and identified those he considered priority projects and addressed safety issues. He stated that the priority items will be identified in the budget and addressed the first year of PUD operation in 2020. The manager stated that once an Agreement is approved and we are in the transition period, we will invite an Oxarc safety professional to complete a walk-through of the WWTP to help identify any safety issues that need to be addressed. Any issues identified for remediation will receive top priority. Next year, after we began operations, we will invite a Safety Compliance Officer from the Department of Labor and Industries for a walk-through of the WWTP utilizing their consultation services.

The manager stated that he would recommend utilizing the expertise of Murraysmith engineers to complete a high-level assessment of the WWTP and review documents provided by the City related to the performance of the WWTP and the meeting of federal and state regulations. This assessment will benefit the development of an overall facilities plan prior to assuming ownership. He stated that this assessment would cost between \$20,000 and \$25,000. The Board provided consensus approval of utilizing Murraysmith engineers for the high-level assessment of the WWTP.

## NEW BUSINESS

### Write-Off of 2015 Uncollected Accounts

The manager stated that our Administrative and Management Policy requires Board of Commissioner approval for the write-off of uncollected accounts after a customer's account remains uncollected for more than three (3) years. The 2015 accounts submitted for write-off, greater than \$25.00, were sent to the collection agency and will continue to be pursued. Customers that have been sent to collection and want to sign up for service again must pay previous account balances before receiving service. Any amounts received after approval of write off become miscellaneous income.

The manager stated that for the year 2015 there were 105 accounts in the amount of \$9,443.77 sent to collections that remain uncollected. This uncollected amount represents .00199 percent of our \$4.745 million in water and wastewater revenue for the year 2015.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Don Nuxoll to approve the write-off of the 2015 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

### Resolution 19-465 – Supporting the Federal Columbia River Power System

The manager presented Resolution 19-465 which states the Board of Commissioners and Asotin County PUDs support of the Federal Columbia River Power System, recognizing its role in environmental stewardship and opposing removal of the Lower Snake River dams. He stated that this resolution is a result of Washington PUD Association efforts to address the Clean Energy bill passed during the 2019 Legislative Session and the \$750,000 study of the Lower Snake River dams which will address removal.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to approve the Resolution 19-465 supporting the Federal Columbia River Power System, recognizing its role in environmental stewardship and opposing removal of the Lower Snake River dams. The question was called for on the motion. The motion passed 3-0.

## MANAGER'S REPORT

2018 Fiscal Year Audit – the manager reported that the 2018 fiscal year state audit has concluded and we are awaiting the setting of the date for the Exit Conference with the State Auditor. There will be only one (1) exit item recommendation which dealt with the requirement to make available to the public, once a year, the list of projects awarded under the Small Works Roster and purchases awarded under the Vendor Roster. The requirement states that a list must be made available at least once a year identifying all contracts and purchases awarded through the small works roster and vendor roster and should include the contractor/vendor name, amount of contract, brief description of the work, the date the project was awarded, and where the bid quotations may be obtained for public inspection. This item has already been addressed through the on line posting of the list of projects and purchases awarded in 2018 and through May 2019. In addition, language was added to our bi-annual advertisement that states these lists are available. The list will be updated every two (2) months. In addition, an aggregate of technical errors that amount to immaterial issues will be resolved in the 2019 notes to the financial statements.

Operations Activity – the manager reported that the lead pigtail replacement project will be completed this week. The installation of 650 feet of new 6-inch PVC water main on our Well No. 7 property has been completed. The line has passed the water quality test and the four (4) services attached will be tied-over this week. An additional service for this line was sold during construction. A customer wanted to separate his shop line from his house. This line replaces a 6-inch steel main and is being completed prior to clean up of the property which will be completed later this year. The Bridge Street Lift Station project will be switched to the above-ground control panel the week of July 8th. Work on the abandonment of the 8-inch steel main on Chestnut Street between 14<sup>th</sup> and 15<sup>th</sup> Streets will begin next week. Approximately 1,340 feet of water wain on the north side of the street will be abandoned in place and 15 customer service lines will be tied into the existing 12-inch line on the south side.

### COMMISSIONER’S REPORT

Commissioner McCall will be attending the Washington PUD Association Water Committee meeting on June 27 in Olympia, Washington.

### ADJOURNMENT

There being no further business the meeting was adjourned at 7:00 p.m.