

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
March 23, 2020

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Vice-President Greg McCall 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: Greg McCall and Don Nuxoll. Judy Ridge by phone.

Staff: Tim Simpson and Bob Sischo.

MINUTES OF MEETING AND VOUCHER APPROVAL

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the March 10, 2020 Regular Meeting and payment of Electronic Payroll Vouchers #5472EFT – #5488EFT in the amount of \$34,759.68 and Electronic Accounts Payable Vouchers #20032001 and #20032002 and Accounts Payable Vouchers #40589 – #40608 in the amount of \$43,579.60. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

WASHINGTON STATE GOVERNOR NEWS CONFERENCE – COVID-19

The Board of Commissioners paused the meeting to listen to a news conference by Washington Governor Jay Inslee, regarding the novel Coronavirus COVID-19. The Governor stated that he is issuing a new Proclamation implementing a Stay Home-Stay Healthy order. He stated that for the next two weeks he is banning all gatherings prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, except for essential activities, such as, obtaining necessary supplies and services, engaging in activities essential for health and safety, caring for a family member, friend or pet, and engaging in outdoor exercise activities but only if social distancing is practiced. He stated that the ban is effective immediately extending to midnight April 6, 2020 unless extended beyond that date.

The Governor went on to state that, effective midnight on March 25, 2020, all non-essential businesses in Washington State will be required to cease operations except for performing basic minimum operations. All essential businesses, which includes the Asotin County PUD, are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition for business will remain in effect until midnight on April 8, 2020, unless extended beyond that date.

NEW BUSINESS

Resolution 20-476 – Declaring an Emergency and Delegating Authority due to COVID-19

The manager presented Resolution 20-476 which declares an emergency and delegates authority to the General Manager to make decisions on behalf of the PUD during this novel Coronavirus COVID-19 national emergency. Emergencies have been declared by the President of the United States, by the State

Governor and by local officials. The manager stated that, in addition to the Governor's Proclamation during the news conference, he directed the Board's attention to State of Washington Governor Proclamation 20-23, dated March 18, 2020, that speaks to utilities, their governing bodies and an emergency declaration and delegation of authority.

As a result of these emergency declarations and out of an abundance of caution for the health of PUD customers and our employees, the PUD office was closed to public access on Monday, March 16, 2020 until further notice. The decision has not affected the essential services we provide our customers, including the reliable delivery of water. Customer disconnections for non-payment have been paused until further notice. Personal travel by staff outside of Asotin and Nez Perce counties has been prohibited except in the case of a family emergency or death. If staff travels outside of these boundaries, they will have to self-quarantine for 14 days using personal leave for the time away from work.

The manager reported that staff completed an inventory of supplies, especially those with regards to the disinfection of the water supply. Additional salt has been ordered for our onsite sodium hypochlorite generation at Wells No. 1, 3, 6 and 7. Bulk 12.5% sodium hypochlorite, in 55-gallon drums, for Wells No. 2 and 5, City of Asotin Wells No. 1 and 2 and Port of Wilma Well No. 1 have been secured.

The manager stated that the situation has been fluid and discussion of plans, in the event of a shelter-in-place order, took place last week amongst management staff. With the new Proclamation by the Governor tonight, we will need to address the Stay Home-Stay Healthy order and how it will impact PUD office and operations staffing once we have had a chance to review the Proclamation. We had developed a preliminary plan to minimize workers on site if necessary. If that occurs, the project on McCarroll Street between Libby Street and Highland Avenue will need to be shuttered until the end date of the order unless it is extended. Commissioners discussed the impact on customers if it were shut down but decided that PUD staff replacing service lines during the time period of the Proclamation would not be acceptable. The manager stated that he will apprise them of his staffing decision once management staff have met tomorrow to developed a response to the Proclamation.

The manager stated that the template for Resolution 20-476 came from PUDs throughout the state who have adopted or are considering the adoption of an emergency resolution. The Resolution was reviewed and approved by PUD legal counsel Joe Brogan. Any powers or authorities exercised by the General Manager during this emergency and under this Resolution will be reported to the Board.

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve Resolution 20-476 declaring an emergency and delegating authority to the General Manager to make decisions on behalf of the Asotin County Public Utility District during the novel Coronavirus COVID-19 outbreak. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Operations Activity – the manager reported that the crew completed the installation of approximately 1,300 feet of 6-inch PVC water main on McCarroll Street between Libby Street and Highland Avenue on Wednesday, March 18. The line was chlorinated and tested and the results were satisfactory. The crew is planning the tie-over of this line on Tuesday, March 24 and then shutter it on March 25th.

Developments – the manager reported that a developer contract was signed and Debco Construction began the installation of the sewer line extension today for Mitch Dimke's 58-unit multi-family residential development on Dustan Loop. Work will be stopped due to the Governor's Proclamation.

Governance Policy – the manager reported that, as directed, the Washington PUD Association (WPUDA) was contacted with requesting a PUD survey for governance policies. It was discovered that a survey was completed last fall. All policies received were compiled and provided by WPUDA. He is reviewing all documents and will develop a policy based on the best of what he finds in each policy.

2019 Fiscal Year Audit – the manager reported that Bob Sischo, Director of Finance, was contacted by the Washington State Auditor’s office on Friday, March 20 stating they are ready to begin our 2019 fiscal year audit. Due to the current circumstances, they will be completing the audit from home with limited client contact. PUD financial statements will be completed by April 1st.

COMMISSIONER’S REPORT

Commissioner McCall will be joining the WPUDA Water Committee conference call on Thursday, March 26.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:15 p.m.