

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
April 14, 2020

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President Judy Ridge presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 10:00 a.m. The meeting was held by teleconference in accordance with the Washington State Governor's Proclamation 20-28, dated March 24, 2020, due to the novel Coronavirus (COVID-19).

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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 Greg McCall and seconded by Commissioner Don Nuxoll to approve the consent agenda approving the minutes of the March 23, 2020 Regular Meeting and payment of Payroll Vouchers #2019 – #2021 and Electronic Payroll Vouchers #5489EFT – #5505EFT in the amount of \$43,013.41 and Electronic Accounts Payable Vouchers #20040301, #20040302, #20040701, #20040702, #20041501, #20042401, #20042402, #20042701 and #20042901 and Accounts Payable Vouchers #40609 – #40666 in the amount of \$291,120.23. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that after the Washington State Governor issued Proclamation 20-25, Stay Home-Stay Healthy Order on March 23, 2020, the number of office and operations staff on site during the work week was minimized. Two teams of two customer service staff were in the office on a rotating basis. Likewise, one operations staff member and Operations Foreman, Bob Wimer were here each day during the work week. The operations staff that rotated, on 2-day schedules, was narrowed to five (5) essential certified operators. Others were sent home for the duration, through April 8th.

On Thursday, April 2, the Governor announced an extension of Proclamation 20-25 through Monday, May 4, 2020. As a result of the extension, management staff decided to change from a rotational schedule and divide up into two teams. This team approach met the Washington State Department of Health guidance for essential utility workers. Key management and staff were divided up to ensure continuity of leadership through the Stay Home-Stay Healthy Order.

Management members who were not scheduled to be at the PUD continue to work from home and are available to handle any issues that may arise. Each customer service and management staff have remote access to computer files and several office staff members have taken business phones home for direct access. Only in an emergency will management and staff break protocol established by this schedule. The goal is to have everyone back at work on Monday, May 4 unless the order is extended. If the order is extended, management staff will reassess and decide how staffing.

The manager stated that customer receipts are down in April as compared to last year. He attributed this directly to the fact that late fees and charges were immediately suspended after the Governor's original COVID-19 Proclamation 20-05, dated February 29, 2020. He stated that water usage is up in April versus the same period last year but receipts from customers may dip towards the end of the month due to the number of layoffs especially if the Order is extended. The manager stated that we are financially stable and able to weather the crisis. Expenditures decisions will need to be made if the crisis continues.

MANAGER'S REPORT

Well No. 6 – the manager reported the new motor starter and the rebuilt motor for Well No. 6 arrived on site Wednesday, April 8. Utilizing a crane, the motor starter was set in place and the old motor was removed and the new rebuilt motor was installed. Specialty Pump was on site for the motor installation and Collier Electric was on site to begin the process of wiring the starter. The starter was completed over the weekend and the startup scheduled yesterday was successful and Well No. 6 is now operational.

Operations Activity – the manager reported that asphalt restoration bids were received on March 31st for McCarroll Street between Libby Street and Highland Avenue. Poe Asphalt, Herco and Morgan Industries submitted bids. Poe Asphalt had the lowest bid at \$32,432.95 beating Herco by \$16.23. Asphalt restoration will be completed once the customer service lines are tied over in late May or June.

2019 Fiscal Year Audit – the manager reported that Washington State Auditor's continue to work remotely on the 2019 fiscal year audit. The process has gone well and may set a new precedence for audits in the future limiting unnecessary travel. Finalization of PUD financial statements has been delayed due to actuarial calculations but should be available for review this week or next.

COMMISSIONER'S REPORT

Commissioner McCall joined the Washington PUD Association Water Committee conference call on Thursday, March 26. He reported that discussion centered on legislative session reports, Department of Health and Ecology updates, water system acquisition updates, Public Works Board Updates and PUD activities during the COVID-19 outbreak. The group decided to hold weekly meetings to discuss ongoing issues related to COVID-19. Commissioner McCall participated in these meetings on April 2nd and April 9th. Another meeting is scheduled for April 16th. The group discussed continuation of projects, funding of shovel-ready projects by the government and PUD activities during the outbreak.

Commissioner McCall and Commissioner Ridge will be joining the Washington PUD Association virtual meetings scheduled for April 15-17. Commissioner McCall will join meetings on Wednesday and Friday, April 15 and April 17 and Commissioner Ridge will join meetings on Thursday, April 16.

Commissioner Ridge will be joining the Energy Northwest virtual Board meeting on Thursday, April 22.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:46 a.m.