

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
April 28, 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) and Proclamation 20-28.1, dated April 23, 2020, extending the original Proclamation.

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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 April 14, 2020 Regular Meeting and payment of Electronic Payroll Vouchers #5506EFT – #5522EFT in the amount of \$36,396.79 and Electronic Accounts Payable Vouchers #20042001 and #20042002 and Accounts Payable Vouchers #40667 – #40692 in the amount of \$31,876.67. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that on Friday, April 24, the Governor announced plans that allows current construction projects to restart. The plans come with a number of requirements that contractors must follow including safety training and the provision of personal protection equipment (PPE). In response to this announcement, we were contacted by Mitch Dimke's engineer Mark Haugen stating that Debco Construction will restart the water and sewer main installation work on Dimke's multi-family residential development on Dustan Loop. Due to the significant number of rules associated with the restart, Debco will likely begin later this week or early next week. They were informed that the restart is acceptable to the PUD provided they follow the specific rules outlined for safety and training related to COVID-19. We will provide our staff with proper PPE for use during project inspection.

In consultation with management staff, the manager has decided to return PUD staff to a regular work schedule beginning Monday, May 4. The staff will be informed that although we are returning to a regular work schedule, guidelines and orders from federal, state and local authorities must still be followed. The crew will start work on completing the tie-over of customer service lines to the new water main McCarroll Street. The manager stated that all indications are that the Governor will extend the Stay Home-Stay Healthy Order. The PUD office will remain closed to the public until further notice.

The manager stated that there has been very minimal drop-off in customer receipts as compared to 2019, however, the list of delinquencies could grow over the next couple of months. He stated that revenue for fees associated with delinquent account charges, which were immediately suspended at the end of February due to the COVID-19 state emergency proclamation, are down approximately \$12,000 compared to 2019. Commissioner McCall questioned if efforts are being made to contact customers who are delinquent. The manager stated that staff has been directed to contact customers, by phone, who over 2 months delinquent. They will be encouraged to pay outstanding bills and will be notified that payments are still due on billed services even though fees are not being charged and we are not shutting off service for non-payment. Revenue and expenses holding fairly steady. He stated that water production in April is approximately 30 million gallons higher than it was through this date last year.

MANAGER'S REPORT

Operations Activity – the manager reported that several new services have been installed along with a fire hydrant installation on a subdivided property in the 1800 block of Hillyard Drive near Well No. 4.

2019 Fiscal Year Audit – the manager reported that Washington State Auditor's continue to work remotely on the 2019 fiscal year audit. The 2019 Financial Statements have been finalized and provide to the State Auditor's Office. Bob Sischo will be working with the auditor this week on audit items.

COMMISSIONER'S REPORT

Commissioner McCall joined the Washington PUD Association (WPUDA) Water Committee COVID-19 weekly conference calls April 16 and 23 and will join the next one scheduled for April 30. He reported that recent discussion centered around plans to return to a regular work schedule. The group discussed having shovel-ready projects available if stimulus funding is approved by Congress and a survey, regarding the financial impact from COVID-19, will be circulated by WPUDA. The annual Water Workshop, schedule for Spokane in September, may be held virtually. The group also discussed the potential water contamination risks associated with resuming water service in buildings that have been dormant for an extended period of time during the COVID-19 outbreak, more specifically *Legionella* bacteria. The manager stated that an assessment of potential risk is currently being reviewed.

Commissioner McCall and Commissioner Ridge joined the WPUDA virtual meetings scheduled for April 15-17. They reported that the annual business meeting has been scheduled for May 22 and the election of officers for WPUDA that will occur at that meeting. They also reported on the prospect that the Governor may call a special legislation session to address the budget due the impact of COVID-19. Other discussion centered around Clallam PUD being expelled from Public Power Council membership and further proclamations be the Governor to remove local control regarding fees and payment of bills.

Commissioner Ridge joined the Energy Northwest virtual Board meeting on Thursday, April 22. She reported that the agenda was limited. The Columbia Generating Station has been on line 306 consecutive days without an outage. The Executive Board discussed and approved per diem for teleconference meetings to be on par with those members appointed by the Governor.

Commissioner Ridge will be joining the Public Power Council virtual meetings on May 6-7.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:35 a.m.