

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
February 25, 2020

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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.

Members of the public were present.

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 February 10, 2020 Regular Meeting and payment of Electronic Payroll Vouchers #5438EFT – #5454EFT in the amount of \$34,329.73 and Electronic Accounts Payable Vouchers #20022001, #20022002 and #20022502 and Accounts Payable Vouchers #40502 – #40534 in the amount of \$125,296.52. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

There were no items presented under New Business.

MANAGER’S REPORT

Operations Activity – the manager reported that we received a \$4,600.00 credit from California Motor Control (CMC) for Collier Electric’s time and material spent on repairing the control panel at the Bridge Street Lift Station. The problem involved a software programming issue and transformer failure which CMC took responsibility for. The control panel was under warranty. Early Monday morning the crew responded to water running down the road on 13th Street near Perry Lane. The crew discovered a failed service saddle on the water main line for 2554 13th Street. Staff assessed the damage and made contact with all customers affected by the water. No structures were compromised by the running water but erosion and fence damage occurred. PURMS was contacted about the damage and potential claims.

Capital Improvement Projects – the manager reported five (5) contracting firms attended the 13th and 14th Street Water Main Replacement Project mandatory pre-bid meeting. The deadline for receipt of bids is Tuesday, March 3 with a recommendation for awarding the bid to the lowest responsible bidder being presented for Board consideration at the Tuesday, March 10 meeting. The crew will complete the service line replacement project on Libby Street this week replacing 30 services from 6th Street to 13th Street. The next project is the installation of approximately 1,300 feet of 8-inch PVC water main on McCarroll Street between Libby Street and Highland Avenue. This new line will replace a 6-inch steel water main and includes the replacement of 32 customer service lines.

Audits – the manager reported that Finance Director, Bob Sischo, has completed the internal audit and has turned it over to our CPA firm for review and development of our financial reports. An audit by the state will commence once the reports are completed. We were notified last week by the Department of Retirement System (DRS) that they will be auditing our payroll for the year 2019. Staff from DRS will be on site April 8th.

Draft March 2020 Customer Newsletter – the manager requested input from the Board on customer newsletter scheduled to be mailed with billing statements in March. A minor change was noted.

Drug Testing Policy Memorandum – the manager requested input from the Board regarding a Drug Testing Policy memorandum from Director of Finance and Administration, Bob Sischo, and the research conducted towards development of drug testing policy. The Commission stated that the memo was well done and that they appreciated the work towards development of a drug testing policy.

COMMISSIONER’S REPORT

Commissioner Ridge attended the Washington PUD Association meetings in Olympia, Washington on February 12-14. She reported that the WPUDA Day on the Hill saw the sign-up of 386 legislators and staff members for the event. She reported that multiple bills presented by the State Legislature received the Association’s attention both in support and opposition. She stated that this is a short legislative session with March 12th being the last day under the state constitution for the regular session. Next week will see the cut-off of many pending bills. The Public Disclosure Commission provided a presentation regarding the new requirement for completing the online filing of Form F-1 for elected officials. Jason Thackston, Senior Vice President, Energy Resources and Environmental Compliance Officer for Avista Utilities provided an overview of their year 2045 carbon-neutral plan and initiatives.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:00 p.m.

Commissioner Judy Ridge, President

Commissioner Greg McCall, Vice President

ATTEST:

Commissioner Don Nuxoll, Secretary