

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
March 10, 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, Bob Sischo and Craig Riehle.

Members of the public were present.

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 February 25, 2020 Regular Meeting and payment of Payroll Vouchers #2016 – #2018 and Electronic Payroll Vouchers #5455EFT – #5471EFT in the amount of \$39,157.63 and Electronic Accounts Payable Vouchers #20030501, #20030502, #20030901, #20030902, #20031901 and #20032501 and Accounts Payable Vouchers #40535 – #40588 in the amount of \$260,855.48. 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

Award Bid for 2020 Water System Capital Improvement Projects

The manager presented bids received for the 13th and 14th Streets Water Main Replacement Projects which were opened Tuesday, March 3, 2020. Commissioner McCall, along with management staff, attended the bid opening. Only three (3) of the five (5) contractors who attended the mandatory Pre-Bid Meeting submitted bids for the projects. The project was broken into two (2) schedules; Schedule A – 14th Street from Fair to Bridge Streets and Poplar to Elm Streets (2,160 feet) and Schedule B – 13th Street from Fair to Bridge Streets (620 feet). The project bid results for each schedule are as follows:

<u>Contractor</u>	<u>Schedule A</u>	<u>Schedule B</u>	<u>Combined</u>
Knife River Corporation, Boise	\$389,114.38	\$133,720.47	\$522,834.85
M.L. Albright & Sons, Lewiston	\$408,154.89	\$162,078.96	\$570,233.86
Debco Construction, Orofino	\$439,854.35	\$148,788.71	\$588,643.06

The manager stated that Knife River Corporation is the lowest bidder for both schedules. Bid tabulations were checked and Knife River's calculations were correct. References that Knife River provided for work performed in the past five (5) years were checked and Murraysmith Engineers provided a good recommendation for them based on the work they have done in southern Idaho. Based on this information, and the fact that all of their documentation is in order, Knife River has been determined to be the lowest responsible bidder. A Notice of Intent to Award the project to Knife River was sent to all three bidders. The two bidders with the highest bids had two days to protest this Notice.

The manager stated that these steps were taken in preparation for awarding the bid, however, the bids for both projects were much higher than estimated and above funds budgeted for capital improvement projects. The PUD estimate for the combined 2,780 feet was \$138.50 per foot or \$385,000. The lowest bid came in at \$188.00 per foot or \$50.00 per foot higher. He stated that he believed the bid price was a fair representation of the current market and shows that we are a bit out of touch with our per foot estimate, especially since we have not bid a project since 2012. The bids were well below Murraysmith Engineer's estimate for the project at \$280.00 per foot. The City of Lewiston's water main project on main street last year came in at \$269.00 per foot but it involved 16-inch ductile iron pipe.

After considering the information, the bid prices and discussing the path forward with operations and management staff, the manager recommended that the Board award the bid for Schedule A to Knife River Corporation and reject the bids for Schedule B. He stated that the reason for recommending the acceptance of Schedule A and the rejection Schedule B is due to budget constraints. The bid for Schedule A fits within our 2020 Capital Improvement Project budget. Schedule B, or 13th Street, will be identified as an alternate for our staff to complete later this year if time and the budget allows. If we are unable to do this project in 2020, it will be completed next year.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Don Nuxoll to award the bid for Schedule A of the 2020 Water System Capital Improvement Projects to Knife River Corporation in the amount of \$389,114.38 and reject all bids for Schedule B. The question was called for on the motion. The motion passed 3-0.

#### Change the Tuesday, March 24, 2020 Commission Meeting Date

Commissioner Nuxoll requested changing the next Commission meeting date from Tuesday, March 24, 2020 to Monday, March 23, 2020 due to Commissioner travel to a PURMS meeting.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to approve changing the Tuesday, March 24, 2020 meeting to Monday, March 23, 2020 at 5:30 pm. 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 service line replacement project on Libby Street replacing 30 services from 6<sup>th</sup> Street to 13<sup>th</sup> Street. Work began yesterday on the installation of approximately 1,300 feet of 6-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. The crew has installed 340 feet in the past two days. Craig Heimgartner earned his Washington State Water Distribution Manager II certification and Colt Heger successfully completed his initial employment probationary period.

Developments – the manager reported that Mitch Dimke has selected Debco Construction to complete the water and sewer line extension for his 58-unit multi-family residential development on Dustan Loop. A developer contract should be signed this week with the installation of the sewer line beginning in the next two weeks. An engineering firm is working with an individual to develop a nearly 6-acre piece of property located adjacent to 1785 4<sup>th</sup> Avenue. The preliminary plan is to develop 29 lots, all of which will be connected to our sewer system. Nuxoll Builders has indicated that they will begin installation of sewer and water lines, on their 6<sup>th</sup> Avenue development, within the next two weeks once their survey has been completed.

Contracting Services – the manager reported that staff are close to selecting an online payment provider. A few more steps need to be taken before a decision is made. A Request for Proposal will be sent out this week to institutions located in PUD service territory to provide banking services. Only those banks authorized by the State of Washington are allowed to be depositories for PUD funds.

COVID-19 – the manager reported that staff are taking the necessary precautions as prescribed by the Washington State Department of Health regarding the COVID-19 virus. A meeting with staff has been conducted about hygiene and other precautions necessary to prevent the spread of the virus. Staff who become ill for any reason are asked to stay home from work. Management is monitoring the situation statewide and is receiving daily updates from Washington State emergency services. If a customer, who we've come in contact with, or a staff member tests positive for the virus the office will be closed and only essential personnel will be allowed access to the office and operate the water and wastewater systems. In order to preserve the continuity of government for the PUD, Commissioner meetings would be conducted by phone if necessary.

### COMMISSIONER'S REPORT

Commissioner Ridge stated reported on the Governance Policy discussion held at the Washington PUD Association meetings in February. She reported that a large number of PUDs have developed and adopted governance policies which provide guidelines for elected officials with regards to strategic leadership, collaborative decision-making and the identification of appropriate board-staff relationships. She stated that since the formation of our PUD in 1984, we have had good board and management staff relations which have contributed to the stability of the operations of the PUD. She stated that in order to continue this legacy and positive PUD culture of proper Board leadership into the future, our Board of Commissioners should pursue the development of an Asotin County PUD Governance Policy. Commissioners Nuxoll and McCall concurred. The manager was directed to contact all PUDs requesting a copy of their Governance Policies and begin development of Governance Policy for Commissioner consideration.

### ADJOURNMENT

There being no further business the meeting was adjourned at 6:10 p.m.