

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
May 12, 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 20-28.2, dated May 5, 2020, extending the original and subsequent Proclamations.

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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 April 28, 2020 Regular Meeting and payment of Payroll Vouchers #2022 – #2024 and Electronic Payroll Vouchers #5523EFT – #5539EFT in the amount of \$41,340.39 and Electronic Accounts Payable Vouchers #200242403, #20050501, #20050502, #20050701, #20050702, #20051301 and #20052601 and Accounts Payable Vouchers #40693 – #40736 in the amount of \$293,727.54. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that on Monday, May 4, the Governor extended the Stay Home, Stay Healthy Order to May 31, 2020. On Tuesday, May 5 the Governor extended the Open Public Meetings Act requiring public meetings to be held remotely without the public in attendance. This Proclamation extension included the Public Records Act and response to public records requests. In extending the Proclamations, the Governor included the prohibition against disconnecting any residential customers from service due to nonpayment and the charging of fees for late payment or reconnection of service. These Proclamations were also extended to May 31, 2020.

The manager stated that delinquent accounts were addressed by customer service staff with good success. Staff made direct phone calls and last week, custom-made door tags were distributed to 142 customers with 72 of those customers responding with a payment. The manager reported that due to concerns about stagnation and water quality in retail and commercial buildings that have been shuttered during the COVID-19 crisis, a letter will be sent to commercial customers tomorrow recommending that they flush water through their plumbing system before use by customers and staff.

MANAGER'S REPORT

Operations Activity – the manager reported that the operations crew will complete the tie-over of customer service lines to the new water main on McCarroll Street this week. On Tuesday, May 19th, the intersection of Libby Street and McCarroll Street will be shut down so the crew can cut-off the old water main. Paving of the project by Poe Asphalt is scheduled for the week of May 25.

Backflow Program Software – the manager reported that conversion of data to our new Tokay Backflow Program software should be completed by month end. Craig Riehle, Director of Operations, will receive training on the software on Friday, May 15 and again on Monday, May 18. It appears that most of our previous backflow records can be converted to the new program.

Administration Activity – the manager reported that the Request for Proposal from local banks was put on hold due to recent events. The PUD will continue to work with its current financial institution for another year. He reported that work towards the conversion of email to Microsoft 365 began last month and will conclude with a switch-over to their platform on Friday, May 15. Staff have been researching online payment platforms for customers and have decided use Paymentus. The transition to Paymentus will occur in September. This new program will be enhanced by the recent upgrade of our website.

2019 Fiscal Year Audit – the manager reported that an Audit Entrance Conference with the Washington State Auditor’s was held by teleconference on Wednesday, May 6. Commissioner Ridge and staff members Bob Sischo, Lacey Smith and the manager were in attendance along with the State Auditors.

COMMISSIONER’S REPORT

Commissioner McCall joined the Washington PUD Association (WPUDA) Water Committee COVID-19 meeting scheduled for April 30th. He reported that returning to work was discussed along with where PUDs stood with their finances. He reported that WPUDA worked with other utilities and associations in the state to send a letter to Washington’s Congressional delegation asking for assistance for customers, utilities and capital project funding. The manager reported that our PUD signed on to the letter with Commissioner Ridge as the designated official.

Commissioner McCall will join the WPUDA Water Committee COVID-19 meeting on May 14th.

Commissioner’s Ridge and McCall will join the WPUDA Annual Business meeting on May 22nd. Election of officers will be held with Commissioner McCall designated as the voting delegate.

Commissioner Ridge joined the Public Power Council (PPC) virtual meeting on May 7th. She reported the group discussed the removal of Clallam PUD from PPC membership. Due to this removal a new Executive Board member was selected. Bonneville Power Administration (BPA) CEO, Elliott Manzier provided an update of BPA activities during COVID-19. He stated that BPA staff will return to their offices and a regular schedule on May 25th. She reported that the Columbia River System Operations review process received over 55,000 comments. A new spillway fish detector was installed at the Lower Granite Dam. The results have been interesting thus far and might lead to a reduction in spring spill volume. Funding for the Columbia River Treaty and federal funding assistance were also discussed.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:30 a.m.