

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
July 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) and Proclamation 20-28.7, updated July 13, 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 June 23, 2020 Regular Meeting and payment of Payroll Vouchers #2028 – #2030 and Electronic Payroll Vouchers #5591EFT – #5607EFT in the amount of \$40,673.95 and Electronic Accounts Payable Vouchers #20070201, #20070601, #20070701, #20070702, #20071001, #20071401, #20072401, #20072402 and #20072701 and Accounts Payable Vouchers #40858 – #40910 in the amount of \$314,055.67. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that the effort to get the governor's office to step back from the COVID-19 Customer Support Program mandates was successful. On July 2nd, the Governor issued Proclamation 20-23.6 which extended the Rate Payer Assistance proclamation and provided an updated COVID-19 Utility Customer Support Program Guidance. He stated that the document became what it should have been in the first place, a guidance to utilities in the development of programs that support and provide assistance to customers adversely affected during the COVID-19 emergency. The Utilities and Transportation Commission (UTC) is no longer a public utility contact point; the Department of Health is our point of contact. The document even recites the Public Utility Districts statute, RCW Title 54 and identifies local governing boards of consumer owned utilities as the primary authority on customer support programs. In response to the guidance, our website was updated with customer support information. Billing statements, starting at the end of the month, will provide a link to our customer assistance webpage.

The manager reported that the proclamation requiring public meetings to be held remotely, with remote public access, was extended. The Proclamation is now 20-28.7 and is effective through August 1, 2020 at midnight. The Proclamation was extended on Wednesday, July 8 but was updated Monday, July 13 because a sentence was left out of the document. He reported that revenue from delinquent account fees and disconnects through the end of June is down approximately \$30,000 from last year. The total dollar amount of delinquent accounts currently past due is \$37,285. Previously, 160 doors were tagged for billing cycles 4-6 with 76 customers responding with payment. For cycles 1-3, 77 doors were tagged on July 8th. He stated that we will likely need to provide additional outreach through direct mailing.

OLD BUSINESS

There were no items presented under Old Business.

## NEW BUSINESS

### Port of Clarkston Turning Pointe Business Park Water and Sewer Systems Bills of Sale

The manager presented discussion regarding the Bills of Sale for the water and sewer systems located at the Port of Clarkston's Turning Point Business Park. He reported that while researching information regarding the 3-inch sewer force main that was turned back over to the Port of Clarkston (Port) in 2019, he realized that we had not completed a Bill of Sale on the 4-inch sewer force main that was constructed as part of the Port's Turning Pointe Business Park (Park). After speaking with Port Manager, Wanda Keefer, it was determined that this line could not be transferred to the PUD, even though it's within PUD service territory outside of the Park, because it was funded by the Federal Economic Development Administration (EDA). The Port, under the EDA guidelines, is required to retain ownership of the utilities connected to the construction of the Park for a period of 20 years. During our discussion, Ms. Keefer, reminded me of the Bills of Sale presented to the PUD in 2016 after construction of the water and sewer systems, which provide for the transfer of these systems to the PUD in 2035. This date in the future may have been why the Bills of Sale were not approved. Ms. Keefer has requested that we complete the document approval process so they are on the books and the systems automatically transfer to the PUD at this date in the future.

The manager stated that the PUD has an agreement with the Port that provides for contract operation of the water and sewer systems within the Park. This agreement was entered into in March of 2011 but was not effective until acceptance of the water and sewer systems within the Park. These systems were accepted by the PUD, as constructed to our standards, in 2015. The agreement is for a period of 20 years from acceptance of the water and sewer systems, corresponding with the EDA required Port utility ownership timeframe and will terminate in 2035. The manager stated that the discussion needed is whether we should, or can, vote to obligate a future Board. The best way to affect a transfer in 2035 may be through language in the operation agreement, which the Board can take action on now. The Board stated that they were concerned about obligating a future board through the Bill of Sale process. They directed the manager to contact legal counsel seeking his advice on the matter.

## MANAGER'S REPORT

Well No. 5 Repairs – the manager reported that he received a quote from Specialty Pump on June 30th regarding the cost of the repair of Well No. 5 and replacement of components. The total cost is \$168,762 including freight and sales tax. The motor will be serviced and the shaft will be cleaned and inspected along with repairing the packing box. Components being replaced are: heavy duty column and couplings, column retainers, pump – 2,000 gallons per minute (gpm), and new head shaft. The total costs include Specialty Pump's cost in pulling and replacing the well components. He stated that in order to absorb the cost of this emergency repair, the Capital Improvement Fund set aside for 2021 will be reduced by this amount. The cost also includes the videoing of the well. The manager stated that he reviewed the well video and everything looks good. He stated that he had forgotten that the depth of the well was extended from 1326 feet to 1624 feet in 1995 when the well was rehabilitated.

The manager reported that Specialty Pump found that production of the pump could be increased from 2000 gpm to 2300 gpm for only \$4,000 extra but it would have taken an additional 8 weeks to get the upsized pump putting us into September for making the well operational. He made the decision to go with the 2000 gpm because it was available in 2 weeks providing a relatively quick reinstall date. Jim Socci from Specialty pumped called yesterday stating all of the components should arrive this week. If they do, he plans on reinstalling the components next week.

Operations Activity – the manager reported that the crew completed the tie over of 19 customer services lines to the new water main on the 10<sup>th</sup> Street. The street was paved last week and the project is complete. The crew began installation yesterday of approximately 600 ft of 6-inch PVC water main on Poplar Street between 15<sup>th</sup> and 16<sup>th</sup> Streets. The new water main will replace a 6-inch steel line. The project will include the tie-over of 12 customer services lines and a fire hydrant once the water quality sample on the water main is satisfactory. Knife River will begin the 14<sup>th</sup> Street water main project this week. Customers were notified of the pending construction by mail and with door tags.

Developer Activity – the manager reported that the PUD received a planned unit development application from Asotin County along with a preliminary plat for Legacy Estates, a 29-Lot development on 4<sup>th</sup> Avenue between Reservoir Road and Westwood Court. Water will be extended into the development and sewer is available on 4<sup>th</sup> Avenue and will be extended as well. Because the development is on a private road, utility and access easements will be required.

WWTP Sewer Flow Meters – the manager reported that on Tuesday, June 30 he contacted the City of Clarkston Clerk, via email, presenting him with the Branom Instruments technician's report regarding the calibration of the PUDs sewer flow meter at the City of Clarkston Wastewater Treatment Plant (WWTP) and the WWTP outflow meter. He also provided him with a recalibrated monthly sewer flow meter report with totals based on the recalibration along with a spreadsheet showing the recalculated cost of treatment. When the calibration was conducted on both meters on June 10th, it was discovered that both meters were not calibrated correctly in January. The PUD meter was registering high and the WWTP outflow meter was registering low. The manager stated that he waited a over two weeks after the recalibration before contacting the City to ensure an accurate average daily total on which to base the flow recalculations. Since January 24th, the PUD sewer meter has been overreading, on average, 58,950 gallons per day and the WWTP sewer outflow meter has been underreading, on average, 58,850 gallons per day.

The June calibration adjustment brought the PUD back in line to where the sewer flow should be based on historical levels; which is approximately 30 to 33%. The incorrect calibration in January resulted in overpayments to the City since January 24th. The total amount overpaid was \$56,706. Due to this issue, the May bill was not paid. The recalculated May bill was reduced from \$72,320 to \$54,240. The net of what was overpaid subtracted from the recalculated May bill shows the PUD is owed a credit of \$2,466. The manager received a phone call from the City Clerk on Thursday, July 2nd, and he stated that after discussing the presented information with the Mayor and utility billing clerk, they have agreed to waive the May payment and adjusting the June payment is acceptable to the City. The manager stated that the June bill was received and it had been adjusted as agreed upon. The bill has been paid.

Administrative Activity – the manager reported that the MUNIS software update that will be conducted later this year continues the complexity of the budget billing program that has been an issue since Eden Systems was brought online in 2005. The number of customers has reduced by half and the labor necessary maintain budget billing is no longer sustainable for the less than 200 customers on the program. He is recommending to the Board that the program be discontinued which will require its removal from the Water Administrative Code policies. He also stated that being placed on vacation status in the winter time will no longer be an option. The Board concurred with the proposals.

2019 Audit – the manager reported that the 2019 Audit is complete and we are waiting to hear from the State Auditor regarding an Audit Exit Conference. The audit resulted in minor recommendations.

### COMMISSIONER'S REPORT

Commissioner McCall remotely joined the Washington PUD Association (WPUDA) Water Committee quarterly meeting on Thursday, June 25. He reported the Executive Director, George Caan, updated the group on the efforts being made regarding the Rate Payer Assistance proclamation and the Customer Support Program which the manager previously reported on. He stated that WPUDA Lobbyist, Bill Clarke stated that the governor is looking at calling a November Special Legislative Session to address the budget deficit due COVID-19. The Department of Ecology updated the group on their efforts regarding water banking and the updating of policies related to the subject. The Department of Health update the group on the required state employee furloughs and the current budget deficit. PUD utility relocation costs due to Washington State Department of Transportation (WSDOT) highway culvert replacements was also discussed. A task force was formed to address the issue with WSDOT. The Public Works Board also updated the group regarding their loan program and legislative issues.

Commissioner Nuxoll and Finance Director Bob Sischo remotely joined the Public Utility Risk Management System (PURMS) Administrative Committee meeting on Wednesday, June 24 and the PURMS Semi-Annual Executive Committee and Board meetings on Wednesday, July 1 and Thursday, July 2. Commissioner Nuxoll reported that PURMS lobbyists updated the group stating that the state budget deficit will be \$4 billion this year with an estimated \$9 billion shortfall in a few years. He stated that our PUD's Health and Welfare insurance costs are the lowest at \$315.00 per employee. Members will be faced with a \$1 million liability assessment due to a large claim against a member who turned a company vehicle into two motorcycles. Director Sischo reported that a Northwest Open Access Network (NOANet) claim for a loss due to a contract with AT&T was denied and PURMS updated a memorandum of understanding stating that claims that arise from contract issues will not be covered. PURMS will be contracting with a new health care provider in 2021. The change will save PURMS and its member millions of dollars annually.

Commissioner Ridge will be remotely joining the WPUDA Energy Committee and Government Relations and Communications Committee meetings on Thursday, July 16.

Commissioner McCall will be remotely joining the WPUDA Board of Directors meeting on Friday, July 17. He requested that the Tuesday, August 11 meeting be changed to Wednesday, August 12.

### ADJOURNMENT

There being no further business the meeting was adjourned at 11:00 a.m.