

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
August 11, 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 20-28.8, updated July 31, 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 July 28, 2020 Regular Meeting and payment of Payroll Vouchers #2031 – #2033 and Electronic Payroll Vouchers #5625EFT – #5641EFT in the amount of \$42,080.11 and Electronic Accounts Payable Vouchers #20080501, #20080502, #20080701, #20080702, #20081301 and #20082101 and Accounts Payable Vouchers #40939 – #40993 in the amount of \$245,396.18. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that on Friday, July 31 the governor extended the Rate Payer Assistance Proclamation, No. 20-23.7, which prohibits the disconnection and charging of late fees to utility customers, through October 15th. In addition, Proclamation 20-28.8 requiring public meetings to be held remotely, with remote public access, was extended through September 1st. The extended proclamation provided an exception for public agencies holding public meetings in counties currently in Phase 3 of the Safe Start Washington Phased Reopening County-by-County Plan. Public entities may, at their option and in addition to hosting the remote meeting elements outlined in the proclamation, include an in-person component to a public meeting if all the requirements are met.

The manager stated that since Asotin County is in Phase 3, based on the Phased Reopening Plan, we are only allowed to have ten (10) people in attendance at Board meetings. This normally has not been an issue for us during the summer months but will be a challenge next month if students are required to attend meetings and the Proclamation is extended and/or Asotin County is not allowed to move to Phase 4. The governor has indefinitely suspended any movement of counties to another phase. The additional requirements identified in the proclamation are; 1) if an in-person component public meeting is offered, any person wishing to attend the public meeting in person must be able to do so at a physical location meeting all requirements, either in a primary meeting location or an overflow physical location that provides the ability for all persons attending the meeting to hear each other at the same time; and 2) if at any time during the public meeting the in-person component cannot comply with each of the requirements, the public meeting (to include the telephonic/remote access portions) must be recessed until compliance is restored or if compliance cannot be restored then it must be adjourned, continued, or otherwise terminated. We have the ability for continued remote access for the public but we do not have a physical overflow location which would put us out of compliance. The manager asked the Commission how they would prefer to proceed with future meetings based upon the proclamation exception for Phase 3 counties.

The Commissioners stated that their preference would be to continue to meet remotely through the next meeting and make a decision for future meetings after the proclamation expires on September 1st.

The manager reported that revenue from delinquent account fees and disconnects, to date, is down approximately \$42,000 as compared to last year and by October 15<sup>th</sup> we will be down approximately \$60,000. The total dollar amount of delinquent accounts currently past due is \$28,596, down approximately \$11,000 from the last report. On, Monday, July 27<sup>th</sup>, 170 doors were tagged for billing cycles 4-6 and we received 90 payments. 99 doors were recently tagged for billing cycles 1-3. Staff heard from Dynamic Real Estate regarding their delinquent accounts. They stated that they will notify ownership however staff discovered that the ownership has changed and we were never notified. We are currently following up on this information and have located the owner's name. Their current delinquent amount owing is \$6,700.

### OLD BUSINESS

There were no items presented under Old Business.

### NEW BUSINESS

There were no items presented under New Business.

### MANAGER'S REPORT

Well No. 5 Repairs – the manager reported that all the components for Well No. 5 were replaced last week and the motor was set on August 6<sup>th</sup> along with reconnecting the electrical. The motor was bump-tested to ensure it would start. It was then started and operated for a period of time without any issues. A water quality sample was taken last week and was not satisfactory, which isn't uncommon for construction projects such as this. Samples were retaken yesterday and we are awaiting the results. Once a sample returns satisfactory the well will be placed back into service.

Operations Activity – the manager reported that Knife River has completed the installation of the water main on 14<sup>th</sup> Street between Fair and Bridge Streets. The line was pressure tested, chlorinated and flushed. A water quality test on the new main was taken yesterday and once the test returns satisfactory the main will be tied into the system and customer service lines for this section of the project will be tied over to the new main. Staff have expressed concerns regarding the work performed by Knife River. Their current staff lacks the knowledge necessary to perform the work without intervention or assistance. There have been delays and they are not meeting the project schedule. In addition, our equipment and staff have been used to help out, which is unacceptable. We have expressed these concerns to the local office and the manager plans to meet with them to express these concerns.

The City of Clarkston recently made us aware of their proposed sidewalk replacement project. In reviewing the project with the City, there are eleven (11) service locations on 4<sup>th</sup>, 5<sup>th</sup> and Morrison Streets that are in need of replacement. Replacing these services and moving them to the sidewalk now will save money. Plans are underway for replacement of the water main on 13<sup>th</sup> Street between Fair and Bridge Street. To date, projects completed by PUD staff are approximately \$114,000 under budget.

Developer Activity – the manager reported that Nuxoll Builders completed installation of the water main on their development located on 6<sup>th</sup> Avenue and the line was tied-in on August 6<sup>th</sup>. Paving was completed on the Dimke multi-residential development and staff have developed a list of items that need to be addressed before acceptance of the water and sewer lines constructed for this development.

2019 Audit – the manager reported that an Audit Exit Conference for the 2019 Audit is scheduled for Tuesday, August 25 via teleconference. Commissioner Ridge will be attending the Conference along with the manager and Director of Finance and Administration.

PERS Audit – the manager reported that the Department of Retirements Systems (DRS) notified the PUD in February that they will be auditing our payroll for the year 2019. Staff from DRS was scheduled to be on site on April 8th but the audit was suspended due to the COVID-19 emergency. DRS reengaged the audit last week which will be conducted remotely.

Asotin County Jail – the manager reported that Asotin County Commissioner Chuck Whitman contacted the PUD requesting water and sewer availability information for the proposed County Jail for locations at Turning Pointe and on 6th Avenue. He has requested sewer capacity to support a 140-bed facility.

### COMMISSIONER’S REPORT

Commissioner Ridge remotely joined the Energy Northwest Board of Directors meeting on Wednesday, July 29. She reported that discussion focused on their COVID-19 response and employee migration back to the office. NuScale has received federal funding and is entering into partnerships for their modular nuclear reactor. Work has begun on the planned May 2021 Columbia Generating Station refueling outage. If the coronavirus persists, challenges will be presented in bringing an additional 1,200 contractors and employees together to support the refueling of the nuclear power plant.

Commissioner Ridge remotely joined the Public Power Council (PPC) meeting on Thursday, August 6. Bonneville Power Administration (BPA) CEO, Elliot Manzier announced his resignation from BPA to accept the position of President and CEO of the California Independent System Operator. PPC sent a letter immediately to the United States Department of Energy outlining criteria for selection of the next BPA Administrator. Discussion also focused on fish issues, the release of the final Columbia River System Operation Environmental Impact Statement, which does not provide for dam removal, and the recent Environmental Protection Agencies directive on Total Maximum Daily Load for temperature on the Columbia and Lower Snake River which PPC states is not practicable and is unrealistic.

### ADJOURNMENT

There being no further business the meeting was adjourned at 10:40 a.m.