

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
October 27, 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 20-28.11, updated October 2, 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 Don Nuxoll and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the October 13, 2020 Regular Meeting and payment of Electronic Payroll Vouchers #5710EFT – #5726EFT in the amount of \$35,890.01 and Electronic Accounts Payable Vouchers #20102001, #20102002 and #20102003 and Accounts Payable Vouchers #41176 – #41202 in the amount of \$35,216.47. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that the governor amended the Rate Payer Assistance Proclamation 20-23.11 prohibiting the disconnecting of customers for nonpayment and the charging of late fees through December 31, 2020. The reasons stated for the extension are increased unemployment and inability of individuals to pay for necessities. The Open Public Meetings proclamation expires November 9th.

The manager reported that revenue from delinquent account fees and disconnects, to date, is down approximately \$62,000 as compared to last year at this time. The total dollar amount of delinquent accounts currently past due is \$80,693, approximately \$3,000 higher than the last report. 120 door tags for billing cycles 1-3 were generated and sent out October 7th with 72 payments received to date. 204 door tags were generated today for billing cycles 4-6.

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 the crew will complete the tie over of service lines this week from 1660 feet of 6-inch steel and 2-inch galvanized main lines on 3rd Avenue to the primary 12-inch water main. The steel and galvanized lines will be abandoned at the end of the project.

2021 Material Purchase – the manager reported that a request for bids for materials needed for capital improvement projects in 2021 was sent to vendors last week. Bids are due Wednesday, November 4th.

2021 Capital Improvement Projects – the manager reported that a request for bids for a Well No. 3 motor, column and shaft pull, inspection and pump replacement project was sent to vendors last week. The goal is to have all components pulled and inspected allowing for a lead time of 6 to 8 weeks for the purchase and installation of a new pump with the goal of making the well operational by February or March 2021. \$100,000 will be budgeted for the project. The motor does not need inspection due to maintenance being conducted on it a couple of years ago. Bids are due Wednesday, November 4th.

US Army Corp of Engineers Easement and Appraisal – the manager reported that his request to the US Army Corp of Engineers (USACE) that the consideration, or rent, that USACE will charge for the easement for the Bridge Street Sewer Lift Station and the sewer interceptor lines has been denied. Their real estate chief stated that they can't waive the rent because we charge customers for our service. A full appraisal, costing \$11,500, will be conducted to determine the property value and rent that will be charged. USACE stated that they would not back charge the PUD to 2003 but would cancel the current easement and make it effective beginning 2020. The easement will be good for 23 years, through 2043.

Department of Retirement System Compliance Review – the manager reported that the Department of Retirement System (DRS) completed their payroll compliance review for 2019. Several minor issues were found and resolved, but one item reviewed affects how Commissioners report hours worked on their monthly time sheets which is currently set at 90 hours. For elected officials who do not work full time, there are two options for verifying hours; They can either keep a record of actual hours worked and file it monthly with their payroll officers, or submit signed statements to their payroll officers each month stating the number of hours they have worked. Commissioners discussed accounting for and reporting of hours and having identified office hours for conducting business identified on the PUDs website. Hours worked determine service credit hours for calculation of DRS retirement benefits.

COMMISSIONER'S REPORT

Commissioner Nuxoll will be remotely attending the PURMS Executive Committee and Annual Board meetings November 4-5.

Commissioner Ridge will be remotely attending the Public Power Council Annual meeting on Thursday, November 5th.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:45 a.m.