

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
November 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 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 20-28.12, dated November 10, 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.

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 October 27, 2020 Regular Meeting and payment of Payroll Vouchers #2040 – #2042 and Electronic Payroll Vouchers #5727EFT – #5743EFT in the amount of \$40,376.16 and Electronic Accounts Payable Vouchers #20110501, #20110601, #20110602, #20110603 and #20111901 and Accounts Payable Vouchers #41203 – #41260 in the amount of \$253,028.16. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that the Open Public Meetings Proclamation (20-28.12) has been extended prohibiting public meetings through December 7, 2020. The manager reported that one employee has tested positive for COVID with another employee having been tested yesterday. In addition, another staff member's spouse has been tested and they are awaiting results. The manager closed both the office and field operations with staff having been quarantined. Only minimal necessary personnel are coming to work to monitor water production wells, take water quality samples and provide customer service where necessary. Due to the fact that nearly every employee had been in contact with all of these employees, non-essential work activity will be suspended through this week and possibly next week.

The manager reported that revenue from delinquent account fees and disconnects is down approximately \$66,000 as compared to last year at this time. The total dollar amount of delinquent accounts currently past due is approximately \$82,000. 204 door tags were generated October 27th for billing cycles 4-6 with few payments received to date. 121 door tags for cycles 1-3 were generated Friday, November 6 but have not gone out due to limited staffing.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Award 2021 Capital Improvement Projects Material Bids

The manager stated that bids were requested from vendors on the PUD Vendor Roster for water main and service replacement material for the planned 2021 Capital Improvement Projects (CIP). The purpose of seeking bids and the purchase of material now is due to anticipated material price increases.

The manager reported the following bid results from each vendor with sales tax included.

<u>Vendor</u>	<u>Bid</u>
Core & Main	\$143,243.53
HD Fowler Company	\$132,900.27
Ferguson Waterworks	\$132,898.08

He stated that only \$2.19 separated the two lowest bidders but bid calculations were checked multiple times and Ferguson Waterworks was confirmed as the lowest responsible bidder at \$132,898.08 for the 2021 CIP material. He recommended award of the bid to Ferguson Waterworks.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to award the materials bid for the 2021 Capital Improvement Projects to Ferguson Waterworks in the amount of \$132,898.08. The question was called for on the motion. The motion passed 3-0.

#### Award Well No. 3 Inspection and Pump Replacement Project Bid

The manager reported that bids were requested from vendors on the PUD Small Works Roster for the pulling of the Well No. 3 motor, column and shaft, inspection of the column and shaft, and the installation of a new pump, bearings and other components. He stated that the purpose for requesting bids now for this 2021 Capital Improvement Project, is to allow for a lead time of 6 to 8 weeks for the purchase and installation of a new pump. The goal is to have the well operational by the end of February or early March 2021 prior to the irrigation season. He stated that removal of all of the components will begin late November or early December. The motor does not need to be inspected due to maintenance being conducted on it a couple of years ago. The bid results from each vendor, with sales tax included, are as follows:

<u>Vendor</u>	<u>Bid</u>
Holt Services Inc.	\$100,626.00
Specialty Pump Service Inc.	\$ 80,565.72
Hansen Drilling	no bid

The manager recommended awarding the bid for the Well No. 3 Inspection and Pump Replacement Project to Specialty Pump Service, the lowest responsible bidder, in the amount of \$80,565.72.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Don Nuxoll to award the bid for the Well No. 3 Inspection and Pump Replacement Project to Specialty Pump Service in the amount of \$80,565.72. The question was called for on the motion. The motion passed 3-0.

#### Resolution 40-479 – Amending the Personnel Policy

The manager presented Resolution 20-479 which provides for amendment of the Personnel Policy, specifically Chapter 10, Section 10.7 – Cellular Phone Use and Stipend. He stated that the purpose of the amendments is to clearly identify the type of payment allowed for designated employee cell phone service and data plans including a calculated stipend, which will likely be the method used for all designated employees in the future. Stipends are considered a benefit and are taxable.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to adopt Resolution 20-479 amending the Personnel Policy. 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 rebuild and tie over of 17 customer service lines on 3rd Avenue from 1660 feet of 6-inch steel and 2-inch galvanized main lines to the primary 12-inch water main. The steel and galvanized lines were disconnected and abandoned.

### COMMISSIONER'S REPORT

Commissioner Nuxoll remotely attended the PURMS Executive Committee and Annual Board meetings November 4-5 along with Director of Finance and Administration Bob Sischo. He reported that the change to Aetna for medical insurance coverage will occur January 1, 2021 with insurance cards being distributed in December. The change will save PURMS members an estimated \$2 million annually. Due to wildfire losses in the state, Aegis and EIM insurance costs will increase 20 to 25%. The contract lobbyist reported that the state will be facing a \$4 billion budget deficit. He reported that the shortfall will be reduced through increased sales tax, a carbon tax and other taxes.

Commissioner Ridge remotely attended the Public Power Council (PPC) Annual meeting on Thursday, November 5th. She reported that Liz Green, Skamania PUD Commissioner, was elected to the PPC Executive Committee, and will serve two years, however, by-law amendments were adopted by a 53-10 vote that will prevent elected officials from serving on the Executive Committee after 2022. CEO, Scott Simms sent a letter to the Bonneville Power Administration (BPA) calling for a reduction in rates. BPA interim CEO responded stating that BPA values PPC and their effort to hold BPA accountable and for their advocacy for reasonable rates for the Northwest. A minimal dues increase is expected for 2021.

Commissioners Ridge and McCall will be remotely attending the Washington PUD Association meetings on Wednesday through Friday, November 18-20.

### ADJOURNMENT

There being no further business the meeting was adjourned at 10:50 a.m.