

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
November 24, 2020

.....

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 20-28.13, dated November 12, 2020, extending the original and subsequent Proclamations.

.....

ROLL CALL: PRESENT      Commissioners: Judy Ridge, Greg McCall and Don Nuxoll.

Staff: Tim Simpson and Bob Sischo.

Guest: Wanda Keefer, Port of Clarkston Manager.

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 November 10, 2020 Regular Meeting and payment of Payroll Vouchers #2043 – #2046 and Electronic Payroll Vouchers #5744EFT – #5760EFT in the amount of \$57,476.78 and Electronic Accounts Payable Vouchers #20112001, #20112002, #20112003 and #20112501 and Accounts Payable Vouchers #41261 – #41293 in the amount of \$114,171.25. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that all employees are back at work from having been quarantined after two staff members and a staff members spouse tested positive for COVID. Minimal necessary personnel came to work during the quarantine to monitor water production wells, take water quality samples and provide customer service where necessary. The manager reported that revenue from delinquent account fees and disconnects is down approximately \$69,000 as compared to last year. The total dollar amount of delinquent accounts currently past due is approximately \$87,000. Half of the past due accounts are in the 1 to 30-day range. 121 door tags for cycles 1-3 were generated November 6th but were distributed the week of November 16th due to limited staffing. Door tags for cycles 4-6 will be generated tomorrow.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Port of Clarkston Survey Billing Insertion Request

The manager presented a survey from the Port of Clarkston (Port) regarding recreation and parks planning. The Port has requested insertion of this flyer with our monthly billing statements. If approved, the Port will pay for the cost of printing and insertion of the flyer. The survey would be inserted in the December 11th and December 28th billing statements. Wanda Keefer, Port Manager stated that the PUD has assisted with this type of survey in the past and appreciated the Board's current consideration. The manager stated that the survey is not political in nature nor does it request residents to vote for an issue; it simply seeks input on recreation amenities planning as a part of the Port's economical developmental activities. The manager recommended approval.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to approve the insertion of the Port of Clarkston recreation and parks planning survey with PUD billing statements. The question was called for on the motion. The motion passed 3-0.

#### Resolution 20-480 – Surplus and Sale of Equipment

The manager presented Resolution 20-480 which provides for the surplus and sale of a 2011 Tow Master 12-foot single axle flatbed trailer (Trailer). The Trailer is no longer used due to its size. Staff recommended purchasing a larger flatbed trailer without the wheel wells for use in operations to haul pipe to and from the job site. Loading and unloading a trailer without wheel wells is much safer and easier to secure. The trailer will also be used to haul equipment. The manager reported that a trailer meeting operational needs was found and purchased yesterday.

The manager stated that the City of Asotin expressed interest in purchasing the trailer from the PUD for use in their operations. A local firm was contacted regarding its value and the stated value for the used trailer was \$2,500.00. The City has agreed to purchase the Trailer for this price. State law allows the PUD to sell equipment to another municipality without going to bid. He reported that a draft Resolution was sent to legal counsel for review. Counsel approved the Resolution with minor changes made.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Don Nuxoll to adopt Resolution 20-480 providing for the surplus and sale of a 2011 Tow Master Trailer to the City of Asotin. The question was called for on the motion. The motion passed 3-0.

#### Draft Board of Commissioners Governance Policies Review

The manager presented a draft Board of Commissioners Governance Policies for review and discussion. Several items were discussed with the Board expressing their approval. The manager stated that adoption of the policies, by resolution, will be an item for consideration at the next regular meeting.

#### Draft 2021 Budget Review

The manager presented a draft 2021 Budget (Budget) for review and discussion. He provided an overview of the proposed Budget and estimated revenue and expenses for 2021. He stated that revenue and expenses are inflated slightly due to the fact that reserve funds will be utilized to pay for vehicle and equipment replacements and the purchase of property on Valleyview Drive.

He stated that Budget provides for a 5% revenue increase based upon the financial plan developed during the update of our Comprehensive Water System Plan in 2018. The Water Consumptive Rate would increase to \$1.10 per unit, increasing the Industrial Rates. The Monthly Minimum Charge will increase \$1.00 per month for most account categories. The Multifamily unit charge will not increase and remain at \$11.00 per unit. The Budget also provides for a 5% increase in the Monthly Sewer Charge due to an approximate 8.6% increase in the City of Clarkston Wastewater Treatment Plant (WWTP) operational budget. The City has increased their budget nearly 23% in the past 2 years.

The manager and the Board discussed the 2021 Budgeted revenue and expenses in detail. Discussion was held regarding the meter replacement project slated for 2024. The Board expressed concern over the number of new meters and MXUs being purchased making them obsolete when the project commences. The manager stated that staff have the same concern and are developing a plan to continue to utilize the current configuration and starting the project earlier than scheduled. He said a project plan will be developed and shared with the Board in January or February of 2021.

### MANAGER'S REPORT

Operations Activity – the manager reported that the crew is currently working on maintenance items and has spent significant time in the City of Asotin repairing water mains broken by a fiber installation contractor.

Well No. 3 Project – the manager reported that Specialty Pump has notified the PUD that they will begin work on the pulling of Well No. 3 components the week of November 30th.

### COMMISSIONER'S REPORT

Commissioners Ridge and McCall remotely attended the Washington PUD Association meetings on Wednesday through Friday, November 18-20. Commissioners Ridge and McCall reported that discussion at the meetings focused on the 2021 Legislative Session and the difficulty there will be to pass legislation because their focus will be on the budget deficit due to the pandemic. Cutting agency budgets and increases taxes will garner most of the attention. PUDs spoke about broadband deployment and the CARES Act funding received. Most stated they are having problems getting applications to distributed assistance funding. The clean energy transformation act along with carbon tax and conservation targets will be a focus of WPUDA legislative and action priorities. The WPUDA 2021 Budget was adopted with reduced spending. There has been little or no discussion regarding hiring a replacement for Water Program Director John Kounts who will be retiring at the end of the year.

Commissioners Ridge and McCall will be remotely attending the WPUDA Annual Conference on December 2-4.

### ADJOURNMENT

There being no further business the meeting was adjourned at 11:30 a.m.