

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
March 9, 2021

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President Greg McCall 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 20-28.15, dated January 19, 2021, extending the original and subsequent Proclamations.  
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ROLL CALL: PRESENT Commissioners: Greg McCall, Don Nuxoll and Judy Ridge.

Staff: Tim Simpson and Bob Sischo.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the February 23, 2021 Regular Meeting and payment of Payroll Vouchers #2056– #2058 and Electronic Payroll Vouchers #5863EFT – #5879EFT in the amount of \$40,022.29 and Electronic Accounts Payable Vouchers #21030501, #21030502, #21030801, #21030802, #21031801 and #21032501 and Accounts Payable Vouchers #41523 – #41577 in the amount of \$221,370.73. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The manager reported that the total dollar amount of accounts currently past due is approximately \$63,800; \$27,000 lower than the last report. \$26,600 of the delinquent accounts are over 120 days past due. 187 door tags for cycles 4-6 were generated and distributed on February 23rd and 71 payments were received. Door tags for cycles 1-3 will be generated at the end of the week.

OLD BUSINESS

Valleyview Drive Property Options

The manager reported that the purchase of the four parcels and 7.63 acres of property on Valleyview Drive was finalized on Monday, March 1. The deed and sale have been recorded and the property is now owned by the PUD. He stated that two parcels of property are contiguous to PUD operations in Pomeroy Gulch and contain the PUDs sewer main. The other two parcels include a well and two houses that are currently rented out. The goal is to sell the rental houses and properties after making a decision about the well on the adjacent property which also contains the septic drain field for the houses. The manager discovered, through reading the preliminary title commitment documents, that the well has a certified water right that is tied to PUD municipal water rights. The manager contacted the Washington State Department of Ecology seeking direction regarding the well and to inquire if the water rights could be added to PUD water rights. Ecology staff stated that because there is a long period of non-use of the water rights, they are subject to relinquishment and would be difficult, if not impossible to transfer.

The manager presented several options regarding the well and rental properties. Options include; the decommissioning of the well and selling both properties together; keeping the well and installing sewer to serve the rental houses and then sell them; run sewer to the rental houses and decommission the well and sell both properties; and keeping the well and adjusting the lot line to include the septic drain field with the rental houses. The manager recommended the first option; decommissioning the well and selling the properties without installing sewer to the property. He stated that, from an estimated cost and

net revenue standpoint, this would provide the PUD with the greatest fiscal benefit. The two properties are essentially joined together due to the fact that the septic drain field for the rental houses is on the well property. The cost of decommissioning was estimated at \$25,000 and the work can only be performed by a Washington State certified well driller. The manager stated that due to the fact that the water rights are tied to PUD water rights we have no choice but to ensure no one has access to the well and those water rights. He estimated the sale of the rental house and properties together at \$175,000.

Commissioners agreed that the well would need to be decommissioned and directed the manager to seek cost estimates from a certified well driller. Commissioner Nuxoll stated that he would like to further explore the cost of installing sewer to the property and possibly further up 2nd Avenue to serve the adult home near the rental house property. He felt that selling the .75-acre property separately would garner additional revenue because it has a view of the valley. The manager stated that the estimated engineers cost of installing 550 feet of sewer main to the rental houses would be \$150,000 or \$275 per foot. He stated that extending the sewer an additional 230 feet, to serve the adult home, would cost \$60,000 or an estimated total cost of \$210,000. With the estimated cost of decommissioning the well, the total cost would be \$235,000 versus an estimated sale price of \$175,000.

Commissioner Ridge asked the manager his opinion about extending sewer. He stated that there is value in extending the sewer for future installation but the stranded investment of sewer without required connection combined with a net loss from the sale of the property makes installing sewer unappealing. After further discussion regarding sewer extension and adjusting the lot line on the well property for additional sale value, the Commissioners directed the manager to seek an estimate cost for sewer installation from a contractor and to seek interest in sewer connection near the proposed extension.

#### Automated Meter Reading Meter Replacement Program Plan

The manager presented a plan, develop by staff, addressing the proposed Automated Meter Reading (AMR) Meter Replacement Program identified in the Capital Improvement Plan (CIP) as a part of the PUDs Water System Plan update in 2018. AMR meter replacement is scheduled for 2025 and reserves are currently being set aside annually to fund the project with all available 2025 CIP funds being designated for this project. After reviewing other AMR systems and looking at the investment in the current system, staff have determined that staying with the current system would be the best strategic move. The product warranty and product support have significantly improved factoring into the decision to the develop a plan to upgrade the AMR system rather than replace it.

The manager stated that the first step in the plan is to test older meters for accuracy. These early 1990's meters were not replaced when the original AMR system was installed beginning in 2004. These meters were retrofitted with registers and MXUs, the radio transmitter that sends the meter read to the reading device. Testing of the first route of meters is already underway and should conclude today. So far, only one meter was below the American Water Works Association's recommended standard for meter accuracy. If these meters prove to be accurate, the next step would be to begin upgrading MXUs to the current version. Accurate meters would allow us to begin utilizing the reserve funds set aside to start the AMR meter replacement program beginning later this year or starting in 2022. The manager stated that retrofitting the older meters rather replacing them will reduce the total estimated \$2.8 million cost of project by nearly \$1 million. In addition, metal meter lids will be replaced with high density plastic lids that allow moving the MXU out of the pit attaching it to the lid providing better reading ability for the reading equipment. Moving the MXUs above ground will put the PUD into a position to install a fixed based system where meters could be read from the office. After discussion of meter and MXU costs, Commissioners concurred with the AMR meter replacement plan.

## NEW BUSINESS

There were no items presented under New Business.

## MANAGER'S REPORT

Well No. 3 Improvement – the manager reported that Specialty Pump arrived Monday, March 1 to begin installation of the new pump and column and reinstall of the shaft and motor at Well No. 3. The installation concluded and the well was operational by Wednesday, March 3. A water sample was taken on Friday, March 5 and it was satisfactory. The Well has run for several hours the past 2 days and is pumping 4,400 to 4,500 gallons per minute. This is an increase of 400 to 500 gpm over the old pump.

Operations Activity – the manager reported that calibration of the PUD sewer plant flow meter and the City outflow meter was conducted and both were found accurate and in good working order. While here, the company inspected and checked the calibration PUD flow meters at our wells and booster station sites. Installation of the new control panel at River's Bend Reservoir is tentatively scheduled for Tuesday, March 16. The control panel regulates the pressure and fire flow. The old panel has become obsolete. The crew is currently hydro-flushing sewer mains.

Scenic Hills Reservoir Utility and Access Easement – the manager reported that he is working with the landowner of property to secure an access and utility easement where the Scenic Hills Reservoirs are located. The current access to the reservoirs is directly through private property and the pump line and water main run beneath and around buildings. The easement, if granted, would provide better access and the water main could be rerouted to this location.

Capital Improvement Projects – the manager reported that next week the operations crew will begin preparation for the next water main replacement project. The project is located on 14<sup>th</sup> Street between Chestnut and Libby Streets and will replace over 1,600 feet of steel and galvanized water main and remove a couple of dead ends. Primary water main replacement projects will be focused in this area from 14<sup>th</sup> to 15<sup>th</sup> Streets from Chestnut to Libby. Service lines will be upgraded on Libby from 13<sup>th</sup> to 15<sup>th</sup> Streets.

Development Activity – the manager reported that SEPA environmental documents were received from Asotin County last week for the grading of 22 acres on a 34-acre site on Dustin Loop that is owned by Mitch Dimke. The documents state that the future site is for 40 single family homes and phased mini-storage units. Plans for the 29-lot development on 4<sup>th</sup> Avenue are currently under review by staff. Comments will be provided to the developer upon completion of the review.

## COMMISSIONER'S REPORT

Commissioner Ridge attended a virtual a Public Power Council meeting on Thursday, March 4. She reported that the same issues regarding fish, river temperature and dam removal were topics of discussion. She reported that new Bonneville Power Administration (BPA) Administrator, John Hairston, discussed his vision and approach for BPA and the post 2028 energy contract offerings.

Commissioner McCall and Commissioner Ridge will be attending virtual Washington PUD Association (WPUDA) meetings March 17-19.

Commissioner McCall will be attending a virtual Energy Northwest New Commissioner meeting on Wednesday, March 24.

PUBLIC COMMENT

The two guests attending the meeting, via teleconference, did not provide comment.

ADJOURNMENT

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