

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
October 12, 2021

.....  
President Greg McCall presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 5:30 p.m. at the PUD Office at 1500 Scenic Way, Clarkston, Washington.  
.....

ROLL CALL: PRESENT     Commissioners: Don Nuxoll and Judy Ridge. Greg McCall by phone.  
Staff: Tim Simpson and Bob Sischo.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the consent agenda approving the minutes of the September 28, 2021 Regular Meeting and payment of Payroll Vouchers #2078 – #2080 and Electronic Payroll Vouchers #6118EFT – #6133EFT in the amount of \$41,742.76 and Electronic Accounts Payable Vouchers #21100401, #21100501, #21100502, #21100801, #21100802, #21101801, #21102201, #21102202 and #21102501 and Accounts Payable Vouchers #42179 – #42230 in the amount of \$206,226.65. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

There were no items presented under New Business.

MANAGER’S REPORT

Capital Improvement Projects/Operations Activity – The operations crew completed work on the replacement of customer service lines on Libby Street from 13th to 15th Streets. 36 services have been replaced. Hydro flushing of sewer lines will begin tomorrow.

Development Activity – Water and sewer main lines, laterals and service lines including water meter box sets have been installed. Final inspection will occur once paving has been completed. A new Asotin County jail site layout was shown to the Board and comments on the Conditional Use Permit were discussed. Sewer capacity is an issue based on current hydraulic modeling projections. Sewer capacity needs to be analyzed further and significant sewer upgrades may be required to accommodate capacity.

Delinquent Accounts and Collections Update – Accounts over 60 days past due is at \$55,300. 108 door tags for cycles 1-3, for customers 60 days past due, were generated and distributed on Friday, October 8. The door tags notified of shut-off if payment or payment arrangements were not made. 87 customers made payments or arrangements. 13 had applications pending with the Community Action Partnership and 21 customers were shut-off for non-payment. 8 responded immediately and 13 are currently shut off. Door tags for cycles 4-6 will be distributed on Friday, October 22.

Financial Report – Through September, revenue was at \$6.19 million and expenses at \$5.54 million.

Administrative Activity – Additional information was gathered regarding the cost of siting of an above ground fuel tank for daily and emergency use by PUD vehicles and equipment. Per Board direction, staff

met with the Coleman Oil Company (Coleman) to discuss the manufacture of a split compartment, 3,000-gallon tank and lease to own options. Their cost quote to build a tank was \$18,173. The quote for the same tank from Eagle Tank was \$25,500. Eagle Tank's total cost with the tank, pumping, safety and emergency equipment and cardlock system is approximately \$46,000. Other costs would include freight and electrical which is estimated at \$5,000 taking the total estimated cost from Eagle Tank to \$51,000.

The total cost from Coleman, for the tank, components and other costs, is approximately \$41,000. Coleman stated that a lease to own contract would be for a period of 4 years with an interest rate of 18%. Based on the cost estimate of \$36,000, less the freight and electrical, the monthly payment would be approximately \$885 with a total cost at the end of the 48-month term of \$42,480 or an extra \$6,480. The manager recommended against leasing and paying the extra cost of finance.

Northwest Pumps in Spokane was contacted to further explore their cardlock system. They also sell fuel tanks and they currently have in stock, two 1,000-gallon tanks priced at \$4,560 each. Northwest's total for both tanks, components and other costs is approximately \$29,000.

The manager stated that a 3,000-gallon split compartment tank would provide approximately 2 months of emergency fuel supply for both diesel and regular gas vehicles whereas the two 1,000-gallon tanks would provide 1 month of emergency vehicle fuel supply. As noted in discussion at the previous meeting, the diesel fuel could also be used as backup supply for PUD well and booster pump generators.

In review, the estimated cost for the tank(s), pumping equipment; cardlock system, freight and electrical would be as follows; Eagle Tank – \$51,000, Coleman Oil – \$41,000 and Northwest Pump – \$29,000 (1,000-gallon tanks). The manager stated that based on the costs identified, a tank manufactured through Coleman Oil would be the best value for the amount of emergency supply provided. Coleman stated that bulk fuel supply would be 6 to 7 cents a gallon less than what we are currently paying saving about \$600 to \$700 annually. After discussion of the information presented, the Board directed the manager to move forward with the manufacture of the fuel tank by the Coleman Oil Company.

#### COMMISSIONER'S REPORT

There were no reports from Commissioners.

#### ADJOURNMENT

There being no further business the meeting was adjourned at 6:10 p.m.