

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
November 23, 2021

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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.  
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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 Don Nuxoll to approve the consent agenda approving the minutes of the November 9, 2021 Regular Meeting and payment of Payroll Vouchers #2084 – #2085 and Electronic Payroll Vouchers #6168EFT – #6184EFT in the amount of \$53,493.10 and Electronic Accounts Payable Vouchers #21111901, #21111902 and #21111903 and Accounts Payable Vouchers #42313 – #42351 in the amount of \$143,893.03. 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

Resolution 21-494 – Amending the Personnel Policy

The manager presented Resolution 21-494 which provides for amendment of the Personnel Policy, specifically Chapter 7, Section 7.2 – District Holidays Observed. He stated that the amendment provides for the addition of a required Washington State holiday titled Juneteenth. June 19, known as Juneteenth, was designated a state legal holiday becoming effective on July 25, 2021. This date has been celebrated as Emancipation Day to commemorate the abolishment of slavery.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to Resolution 21-494 amending the Personnel Policy. The question was called for on the motion. The motion passed 3-0.

Resolution 21-495 – Amending the Management and Administrative Policy

The manager presented Resolution 21-495 which provides for amendment of the Management and Administrative Policy. Amendments are recommended for Chapter 9 – Emergency Management Plan which, if adopted, will become the “Emergency Response Plan”. He stated that in 2018, America's Water Infrastructure Act (AWIA) was signed into law requiring community (drinking) water systems serving more than 3,300 people to conduct a Risk and Resilience Assessment (RRA) and develop or update their Emergency Response Plan (ERP) based on the RRA. The law specifies the components that the RRA and ERP must address and established deadlines by which water systems must certify their completion to the Environmental Protection Agency (EPA). Working with consulting engineers from Murraysmith, the PUD conducted an RRA and certified its completion to the EPA before the required deadline of June 30, 2021. The consultants then took the RRA information and began the update of the ERP. Certification of the ERP will be submitted to the EPA before December 31, 2021 as required. The ERP is a stand-alone document and identified in Chapter 9 – Emergency Response Plan. This document will be updated on as-needed basis with the Board being notified of any changes. The AWIA requires that the RRA and ERP be updated a minimum of every 5 years.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to Resolution 21-495 amending the Management and Administrative Policy. The question was called for on the motion. The motion passed 3-0.

Award Bid – Automated Meter Reading System Upgrade MXU Compatible Meter Lids

The manager stated that as part of the Automated Meter Reading (AMR) System Upgrade Project, the plan provides for the replacement of meter lids with MXU compatible lids. These new lids allow the moving of the MXU and attaching it to the lid providing better reading capability. The PUD utilizes several different types of lids depending on the application. Lids for sidewalks will be different than lids used in landscaped areas. Lids are both high density plastic and metal. The manager reported that bids for 2,130 MXU compatible meter lids, for Phase 2 of the AMR System Upgrade Project, were requested from three (3) vendors using our Vendor Roster. The bids received were as follows: Ferguson Waterworks – \$89,191.80, HD Fowler Company – \$90,008.28, Core & Main– \$93,671.21. The manager recommended awarding the bid to Ferguson Waterworks, the lowest responsible bidder.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to award the bid for the MXU compatible meter lids to Ferguson Waterworks in the amount of \$89,191.80. The question was called for on the motion. The motion passed 3-0.

Proposed 2022 Budget Review

The manager presented the proposed 2022 Budget for review by the Board. He stated that revenue is estimated at \$7.635 million with \$1.530 million of this total coming from reserves for capital improvement projects, the Automated Meter Reading System Upgrade Project and equipment replacement. In keeping with the financial analysis of the Board adopted Water System Plan, a 5% revenue increase is proposed which would increase the Water Consumptive Rate and most categories of the Monthly Minimum Charge. The manager stated that he reviewed the Wastewater Treatment Plant 2022 Budget and is not recommending an increase in sewer rates. He stated the current sewer rate will generate enough revenue to cover our operation and maintenance expenses and treatment costs. The manager stated that expenses are estimated at \$5.985 million. The majority, or 60%, of expenditures are for operations and maintenance of our water, wastewater and electrical systems, payroll and benefits and replacement of vehicles and equipment. 18% of expenditures are for capital improvement projects and the Automated Meter Reading System Upgrade. The set aside for Reserves is \$1.650 million or 22% of revenue received. After discussion of the proposed 2022 Budget, the Board directed the manager to remove vehicle and equipment purchases from the budget delaying those purchases until 2023.

MANAGER’S REPORT

Delinquent Accounts and Collections Update – Accounts over 60 days past due is at \$49,600, an increase of \$1,600. 79 door tags for cycles 1-3 were generated November 8 and distributed November 9. Two customers from that cycle remain off due to non-payment. 82 door tags, for billing cycles 4-6, were generated yesterday and distributed today. The number of door tags generated is a significant reduction from the previous report of 231. There are currently 27 customers, representing \$10,525, whose applications have been approved by the Community Action Partnership (CAP). This is an increase of 4 customers and \$4,125. CAP still has not received their state allotted \$32,000 in funding.

Operations Activity – Allied Trenchless is scheduled to be on site the week of December 13th to begin work on the repair and lining of the Clarkston Heights Reservoirs drain line.

Development Activity – The engineering review and analysis of sewer connection and sewer system capacity accounting for the proposed Asotin County Justice Center has been completed and a Technical Memorandum of the findings has been provided. The initial run of the model showed flows beyond our design criteria for capacity, however, when reviewing the data an error was discovered. There data error was removed and the flow model was rerun. The sewer flow model shows that the Justice Center sewer flow does not cause the sewer main on 6th Avenue to exceed our design criteria. There is enough capacity in the sewer main on 6th Avenue for full build-out of Turning Pointe, for the Asotin County Justice Center and for development and connection of future customers.

### COMMISSIONER’S REPORT

Commissioner McCall and Ridge attended virtual Washington PUD Association (WPUDA) meetings November 17-19. Commissioner Ridge stated that reports were given at the Energy Committee meeting regarding the State Building Code Council’s commercial solar mandate, the Northwest Power and Conservation Council’s draft Regional Power Plan and the Utility Transportation Commission’s draft rules addressing the use of electricity. Letters will be sent by WPUDA, to each entity, addressing PUD concerns. The 2022 legislative session begins January 10th and will be a short session. Energy bills will address vehicle charging facilities and cap and trade issues among other issues. It was reported that arrearages among electric utilities statewide is \$180 million with PUDs representing \$12 million of that amount. Utilities will request funding from legislators for arrearages for both electric and water utilities. Commissioner McCall reported that arrearages for water utilities statewide is \$81 million with PUDs representing \$1.3 million of that amount. He reported that infrastructure funding passed by Congress, will provide funding to states for many different types of infrastructure projects. Water legislation in the 2022 session will address carryover bills regarding funding, prevailing wages and PFAS contamination. Water right adjudication will continue to be an ongoing issue. During the full board meeting an op-ed regarding energy reliability, sent to newspapers statewide, was discussed along with challenges to PUD telecom authority by private providers, culvert relocation and the storage of energy and BPA’s increased borrowing authority. Energy Northwest reported on their solar energy project and the partnership and siting of an advanced nuclear reactor. WPUDA stated meetings in 2022 will be in person. He attended the Commissioner Education and roundtable meeting which was focused on energy and grid reliability.

Commissioner McCall and Ridge will attend a virtual Washington PUD Association Annual Conference December 2-3.

### ADJOURNMENT

There being no further business the meeting was adjourned at 6:50 p.m.