

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
December 14, 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 Don Nuxoll and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the November 23, 2021 Regular Meeting and payment of Payroll Vouchers #2086 – #2088 and Electronic Payroll Vouchers #6185EFT – #6201EFT in the amount of \$44,465.94 and Electronic Accounts Payable Vouchers #21110802, #21110803, #21120301, #21120302, #21120701, #21120702 and #21122701 and Accounts Payable Vouchers #42352 – #42407 in the amount of \$199,391.54. 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 21-496 – Adopting the 2022 Budget

The manager presented Resolution 21-496 which provides for the adoption of the 2022 Budget (Budget). At the November 23, 2021 Board meeting, an overview of revenue, expenses and reserves that make up the Budget was provided. There was detailed discussion regarding items identified in the Budget and outlined in the Budget Narrative. Upon completion of the Budget review, the Board directed the manager to remove the \$140,000 designated towards the purchase of a dump truck and water truck delaying these purchases to 2023. The remainder of the Budget remains as presented.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 21-496 adopting the 2022 Budget. The question was called for on the motion. The motion passed 3-0.

Resolution 21-497 – Setting the 2022 Water Rates, Charges and Fees

The manager presented Resolution 21-497 which provides for the setting of water rates, charges and fees effective January 1, 2022. The water rate resolution provides for a 5% revenue increase. The Water Consumptive Rate would increase to \$1.15 per unit, increasing the Industrial Rates. The Monthly Minimum Charge will increase \$1.00 per month for 3/4 inch to 2-inch meters, \$2.00 for 3-inch to 6-inch meters and \$4.00 for 8-inch meters for all account categories. The Multifamily unit charge will not increase and remain at \$11.00 per unit. In addition, due to the increase in material costs, the 1-inch, 1 1/2 -inch and 2-inch Water Service Installation Fees will increase, to cover current costs, with the 1-inch increasing from \$2,750 to \$3,000, the 1 1/2-inch increasing from \$5,500 to \$6,000 and the 2-inch increasing from \$7,500 to \$8,000. Along with this increase, the average cost of asphalt patching, for services that require street cuts, has increased to \$500. The street cut fee has been increased from \$400 to \$500. The sewer rate will not increase and adequate revenue will be generated from the current rate to cover estimated operation and maintenance expenses and wastewater treatment costs in 2022.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 21-497 setting Water Rates, Charges and Fees beginning January 1, 2022. The question was called for on the motion. The motion passed 3-0.

Award Bids – Stock Material and 2022 Capital Improvement Project Material

The manager stated that bids were requested from vendors on the Vendor Roster for water main and service replacement material for stock and for the planned 2022 Capital Improvement Projects (CIP). The bid results from each vendor for each bid request are as follows: Stock Material; Core & Main – \$61,555.22, HD Fowler Company – \$45,071.94 and Ferguson Waterworks – \$44,405.69. Walk Lane Project; Core & Main – \$65,752.30, Ferguson Waterworks – \$55,405.49 and HD Fowler Company – \$52,534.58. Frost Lane Project; Core & Main – \$70,464.90, Ferguson Waterworks – \$58,842.75 and HD Fowler Company – \$56,050.46.

The manager stated that bids were tabulated and calculations were checked multiple times. Ferguson Waterworks is the lowest responsible bidder for the Stock Material at \$44,405.69 and HD Fowler is the lowest responsible bidder for 2022 CIP material for both projects at \$52,534.58 for Walk Lane and \$56,050.46 for Frost Lane. The manager stated that most material prices have increased approximately 18% over last year. Polyethylene pipe, used for customer service lines, has increased 67% over last year.

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to award the bid for the Stock Material to Ferguson Waterworks in the amount of \$44,405.69. The question was called for on the motion. The motion passed 3-0.

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to award the bid for the Walk Lane Project Material, in the amount of \$52,534.58, and the Frost Lane Project Material, in the amount of \$56,050.46, to HD Fowler Company. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday, December 28, 2021 Regular Meeting Date

The manager stated that the Tuesday, December 28, 2021 meeting is scheduled the day staff returns from the Christmas holiday. He asked if the Board would like to change the meeting to Wednesday, December 29 to allow time for delivery and review of Board Packets. Commissioner Ridge stated that she would be out of town and that the morning of Tuesday, December 28 would be the best time for her to call in to the meeting. Commissioner Nuxoll stated that time would work best for him also. The manager stated that Board meeting packets would be delivered on Thursday, December 23.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to change the start time of the December 28, 2021 regular meeting from 5:30 p.m. to 10:00 a.m. The question was called for on the motion. The motion passed 3-0.

MANAGER’S REPORT

Delinquent Accounts and Collections Update – Accounts over 60 days past due is at \$44,500, a decrease of \$5,000. The Community Action Partnership (CAP) received their state allotted \$32,000 in funding. Billing statements, for customers whose application have been approved, were emailed to CAP Friday, December 10. There are 29 customers, representing \$12,100 who received approval for funding. 82 door tags, for billing cycles 4-6, were distributed November 23 and 77 customers paid their bill. 54 door tags for cycles 1-3 were generated December 8 and 49 customers paid their bill.

Operations Activity – Allied Trenchless plans be on site Tuesday, December 21 to begin work on the repair and lining of the Clarkston Heights Reservoirs drain line. A retaining wall was installed at the Clarkston Heights Reservoirs in order to widen the road access. Sound proofing material was installed at Well No. 7 to reduce the noise level of the emergency backup generator in the neighborhood.

Development Activity – The Grandview Ridge 6-lot subdivision received a hearing by the Asotin County Planning Commission. Access easement to the property is under review by the County Prosecutor who will determine if the access is valid before a plat decision is made. A detailed water line plan has not been submitted to the PUD for review. Efforts have been reinitiated for the Bennett Hill 31-lot subdivision. A hearing on the development application will be scheduled with the Planning Commission. An updated water and sewer system extension plan will be reviewed next week with the developer's engineer. Staff was notified that Phase 2 of the Appleside Townhomes will begin early next year. A proposed 12- lot development is in discussion on property located at the end of Chukar Lane. Staff will meet with the landowner's engineer on Thursday, December 16 to discuss the development.

COMMISSIONER'S REPORT

Commissioner McCall and Ridge will attend a virtual Washington PUD Association (WPUDA) Annual Conference December 2-3. The primary theme of the meeting was infrastructure grant and loan funds. Utility infrastructure, replacement of lead lines and improvements that benefit low-income customers was discussed. A presentation on Electric Vehicle (EV) charging was provided including the different levels of charging stations. The higher the level the greater the per-mile charge. The state had a goal of 50,000 EVs and hybrid vehicles on the road by 2020 but have exceeded that goal with 84,000 on the road. Pacific Northwest Energy Systems discussed wind and solar projects and the hourly fluctuation of energy and rates and the impact of buying and selling energy in the market. Unemployment fraud in the United States was \$20 billion in 2021 and is expected to increase to \$265 billion by 2031. Presentations regarding cybersecurity and ransomware were provided. Discussion occurred regarding multi-factor authentication and the responsibility of everyone in the organization to protect the entity from fraud.

Commissioner McCall attended a virtual WPUDA Water Committee meeting on Thursday, December 9. He reported that there was discussion regarding arrearages and state funding to assist customers and utilities. Prevailing wages for plumbers conducting in-ground work has increased significantly. The Departments of Health and Ecology provided reports on their organizations and activities.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:40 p.m.