

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
April 25, 2022

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President Greg McCall presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 5:00 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.

EXECUTIVE SESSION

Commissioner McCall adjourned the regular meeting into Executive Session at 5:00 p.m. to discuss information regarding computer network security and infrastructure per RCW 42.30.110(1)(a)(ii) stating that the Board would reconvene at 5:20 pm. Commissioner McCall announced the extension of the Executive Session stating that the regular meeting would reconvene at 5:30 p.m. Commissioner McCall called the regular meeting back to order at 5:30 pm. No decisions were made.

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 April 11, 2022 Regular Meeting and payment of Electronic Payroll Vouchers #6338EFT – #6354EFT in the amount of \$40,537.57 and Electronic Accounts Payable Vouchers #22042001, #22042002 and #22042801 and Accounts Payable Vouchers #42740 – #42769 in the amount of \$92,719.92. 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 22-500 – Water Rates, Charges and Fees

The manager presented Resolution 22-500 which provides for the update and setting of water rates, charges and fees effective May 1, 2022. Two fees, found under “Miscellaneous Fees and Charges”, will be updated with elimination of the \$5.00 Delinquent Notification Fee and increasing of the Delinquent Account Balance Minimum Charge from \$2.50 to \$5.00. The Delinquent Notification letter notifies customers their bill is over 30 days past due with the Fee being applied when the letter is generated.

The elimination of the Delinquent Notification Fee is necessary due to the confusion it is causing customers because of how the current billing software applies the Fee. The previous software applied the Fee to the current bill but the current software applies it to the bill that was late and it never appears on the new statement. This has created the situation where the delinquent bill is being paid in full prior to the application of the Fee and customers are questioning the balance forward. A delinquent account notification letter will continue to be sent to customers but a fee will not be applied for the notification. Increasing the Delinquent Account Balance Minimum Charge will cover the revenue that the Delinquent Fee produced which was used for the administrative cost of producing the delinquent notification letter.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to adopt Resolution 22-500 setting the Water Rates, Charges and Fees effective May 1, 2022. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Operations Activity – Sandblasting and repainting of the Fuel Tank was completed yesterday.

Capital Improvement Projects – Crea Construction has installed all of the new water main on the Libby Street project. They are currently tying over customer service lines to the main. The crew completed installation of the new water main on Frost Lane and are tying over customer service lines to the main.

Administrative Activity – There has been little interest in the Geographical Information System position which closes on Friday, April 29. The PUD accountant has completed the 2021 Financial Statements and they have been filed with the state. The State Auditor has been notified about the filing.

Development Activity – Updated water and sewer extension plans for the Bennett Hill development were received and the Developer Extension Agreement will be finalized. Installation of the water main, on Phase 2 of Appleside Townhomes, has been completed. The PUD operations crew will tap the water main on 6th Avenue tomorrow and connection to the main will follow after a satisfactory water quality sample is obtained. Review of the hydraulic model for the proposed Grandview Drive development demonstrated the County required fire flow demand of 1500 gpm cannot be met with the existing infrastructure. The model demonstrated that extending a 10-inch water main 1,800 feet from Laurel Drive to the development would improve fire flow from 650 gpm to 1,500 gpm. The developer would be required to participate in the extension with the PUD if the development moves forward.

COMMISSIONER'S REPORT

Commissioners McCall and Ridge virtually attended Washington PUD Association (WPUDA) meetings April 13-15. Commissioner Ridge reported that officers and chairs of committees were elected. Discussion occurred regarding positions WPUDA took during the legislative session on energy issues, legislation on wild fires and changes to the Open Public Meetings Act. Commissioner McCall reported that work has been initiated on updating WPUDA constitution, by-laws and position papers. Discussion occurred regarding the update of the Water Committee Strategic Plan, the Lower Snake River Dams and the Columbia River Treaty. This year's Water Workshop and Annual Meeting will be held in Spokane.

Commissioner McCall will virtually attend an Energy Northwest meeting Wednesday, April 27.

Commissioner Ridge will virtually attend a Public Power Council meeting, Thursday, May 5.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:30 p.m.