

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
November 22, 2022

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President Greg McCall presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 5:30 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 8, 2022 Regular Meeting and Payroll Vouchers 2122 – 2123 and Electronic Payroll Vouchers 6570EFT – 6586EFT in the amount of \$54,650.40 and Electronic Accounts Payable Vouchers 22110701, 22110702, 22111801, 22111802, 22111803, 22112801 and 22112802 and Accounts Payable Vouchers 43338 – 43370 in the amount of \$156,402.53. 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

Award Bid for Rivers Bend Reservoir Booster Pump Station

The manager stated that, utilizing the Vendor Roster, bids were requested for a packaged Booster Pump Station (BPS) that will serve the Rivers Bend Reservoir. The design on the BPS was recently completed receiving approval from the Washington State Department of Health. The design included specifications on the BPS that were provided to vendors to ensure the vault, complete with two (2) 200 horsepower pumps, is built as specified. Bids for this 2023 project are being requested now due to the estimated lead time of 12 to 16 months. Four (4) vendors received a request for bids and two (2) responded to the request. The bid results, which include shipping and sales tax are as follows. Precision Pumping Systems – \$97,655.64 and Whitney Equipment Company – \$104,112.00. Based on the bid results, the manager recommended awarding the BPS bid to Precision Pumping Systems, in the amount of \$97,655.64.

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to award the bid for the Rivers Bend Booster Pump Station to Precision Pumping Systems in the amount of \$97,655.64. The question was called for on the motion. The motion passed 3-0.

Conсор Engineering Client Services Agreement

The manager presented the Client Services Agreement with Conсор Engineering. He stated that a Request for Qualifications for Engineering Services was advertised with an October 31, 2022 deadline for submittal of a Statement of Qualifications (SOQ). Five firms submitted their SOQs and, after evaluation of each firm, Conсор Engineering was selected to perform engineering services for the PUD. The Client Services Agreement will serve as the primary contract and any services requested by the PUD will become a task order under this Agreement. Services under this agreement will include any consulting engineering for both our water and wastewater collections systems. Legal counsel reviewed the draft Agreement, requested minor language amendments and Conсор made the changes requested. The manager requested authorization to execute the Agreement.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the Client Services Agreement with Consor Engineering and authorize the General Manager to execute the Agreement. The question was called for on the motion. The motion passed 3-0.

#### Proposed 2023 Budget Review

The manager presented the proposed 2023 Budget for review by the Board. He stated that revenue is estimated at \$7.420 million with \$1.050 million of this total coming from reserves for capital improvement projects and the Automated Meter Reading System Upgrade project. 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 all categories of the Monthly Minimum Charge. The manager stated that he reviewed the draft City of Clarkston Wastewater Treatment Plant 2023 Budget and is not recommending an increase in sewer rates. He stated that the City's budget will increase in 2023 and a large project is planned but 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 \$5.735 million. The majority, or 63%, of expenditures are for operations and maintenance of our water, wastewater and electrical systems which include payroll and benefits. 14% of expenditures are for capital improvement projects and the Automated Meter Reading System Upgrade. The set aside for Reserves for future capital improvement projects and equipment replacement is \$1.685 million or 23% of revenue received. The Board questioned the manager on several revenue and expense categories.

#### Set Special Joint Meeting with Clarkston City Council

The manager stated that the Mayor of the City of Clarkston and the Clarkston City Council have invited the PUD Board of Commissioners to attend a joint Special Meeting to discuss contract operation of the City's sewer system. The meeting date requested was Wednesday, December 7 at 6:00 pm in the Council Chambers at City Hall.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve a Joint Special Meeting with the Clarkston City Council for Wednesday, December 7, 2022 in the City Council Chambers beginning at 6:00 pm. The question was called for on the motion. The motion passed 3-0.

#### MANAGER'S REPORT

Administrative Activity – Treasurer Bob Sischo provided a memorandum to the Board regarding the extension of daily transfer requirements for electronic payments. The Treasurer stated that during the course of the 2021 Annual Audit, a review of service agreements with financial depository companies, used by the PUD to facilitate utility bill payments, was conducted. During the review, the SAO indicated that there may not be adequate language within some of the service agreements to allow for compliance with the twenty-four-hour deposit requirement for public funds received by the PUD. RCW 43.09.240, allows a Treasurer of a public entity to grant an exception to the twenty-four-hour deposit requirement for funds collected through payment agencies who have service agreements with the PUD to one week. He stated that the PUD has been processing payments through various payment processing institutions since 2006, and has never failed to receive a deposit associated to a customer payment, nor has the PUD experienced a deposit delay outside a reasonable timeframe. The manager reported that a Petition was filed requesting the formation of a Local Utility District (LUD) for the extension of gravity sewer to serve approximately 48 residents in the area of Bursell Drive and 18th Street between 5th and 6th Avenues. This is the first time in the PUD's operational history that a petition has been filed requesting the formation of an LUD. He recommended conducting a Board Work Session with legal counsel to ensure the proper steps are taken in response to the Petition.

Development Activity – Paving has been completed at the Bennett Hill Subdivision and work on installation of the water main that will connect to Allen Drive looping the water system has begun. Approximately 480 feet of the 1,000 feet of water main has been installed. The pressure reduction valve (PRV) vault has also been installed. This project should conclude in December.

Capital Improvement Activity – The automatic transfer switch for the Well No. 1 Emergency Backup Generator project was installed along with the completion of the conduit and core drilling the well building in preparation of installation of the electrical wiring for the generator and switch. The generator was ordered over a year ago and the ship date is January 31, 2023.

### COMMISSIONER’S REPORT

Commissioner McCall virtually attended Washington PUD Association (WPUDA) meetings November 16-18. He reported that an invited speaker spoke on the topic of cybercrime and the need notify authorities immediately if a crime occurs. At the Water Committee meeting they heard from Washington Water/Wastewater Agency Response Network (WAWARN) regarding the need for continuation of this agency that facilitates the response for utility emergencies. Elections and the 2023 legislative agenda were the focus of the Board meeting. 2023 priorities include the Foster Task Force, funding for relocating culverts and ensuring the Public Assistance Account is funded adequately.

Commissioner Ridge attended the Public Power Council (PPC) Annual Meeting in Vancouver, Washington November 16-17. In conjunction with the PPC meeting, she also attended the Northwest River Partners (NWRP) Annual Meeting on November 16th. The Bonneville Power Administrator spoke on the good partnership between BPA and PPC. He discussed agency staffing; BPA’s financial health and the BP-24 rate decision deadline in December. At the NWRP meeting, the director spoke on the importance of continuing support for the dams and the campaign to highlight their importance.

Commissioner McCall will be attending the WPUDA Annual Conference Wednesday, November 30 through Friday, December 2.

### PUBLIC COMMENT

Members of the public, signers of the Petition to form and LUD, thanked the Board for reviewing and considering the Petition. As a part of the process, they asked the PUD to look into cost sharing options.

### ADJOURNMENT

There being no further business the meeting was adjourned at 6:45 p.m.