

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
June 27, 2023

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President Don Nuxoll 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: Don Nuxoll, Judy Ridge and Greg McCall.  
Staff: Tim Simpson and Lacey Smith.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the June 13, 2023 Regular Meeting and Electronic Payroll Vouchers 6871EFT – 6896EFT in the amount of \$65,525.75 and Electronic Accounts Payable Vouchers 23062001, 23062002, 23062003 and 23062004 and Accounts Payable Vouchers 44055 – 44100 in the amount of \$223,124.41. 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 Stock and 2024 Capital Improvement Projects Material

The manager stated that bids were requested from vendors on the PUD Vendor Roster for water main and service replacement material for stock replacement and for planned 2024 Capital Improvement Projects (CIP). Material purchased in December of 2022, specifically brass service line fittings, have not arrived from the vendor. The bid for material was requested now to ensure timely delivery for stock replacement and to ensure brass service line material arrives in time for the 2024 main replacement projects. The bid results from each vendor, with sales tax included, are as follows: Core & Main – \$120,956.82, Ferguson Waterworks – \$126,122.64 and HD Fowler Company – \$136,493.77. The manager stated that bids were tabulated and calculations were checked several times. He recommended awarding the bid for the Stock and 2024 CIP Project Material to Core & Main, the lowest responsible bidder, in the amount of \$120,956.82.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to award the bid for the Stock and 2024 CIP Project Material, in the amount of \$120,956.82, to Core & Main, the lowest responsible bidder. The question was called for on the motion. The motion passed 3-0.

Write Off of 2019 Uncollected Accounts

The manager stated that PUD policy requires Board approval for the write-off of uncollected customer accounts after they remain uncollected for more than three (3) years. For the year 2019 there were 55 uncollected accounts in the amount of \$3,882.74 with 37 of those accounts being sent to the collection agency. The 2019 accounts presented for write-off will continue to be pursued. Customers who return and want to sign up for service again, must pay previous account balances before receiving service. Any amounts received after approval of write off become miscellaneous income. Past due accounts that are under \$25.00 do not get sent to collections due to processing costs. The manager stated that The uncollected amount represents .00078 percent of our \$4.96 million in water and wastewater revenue for the year 2019.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the write-off of the 2019 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday, July 11, 2023 Meeting Date

No action was taken on this agenda item due to the cancelling of commissioner travel to meetings.

MANAGER'S REPORT

Capital Improvement Activity – Paving of the first section of the 11th Street main replacement project from Chestnut to Libby was completed yesterday. The crew will begin work on the next section, from Libby Street to Highland Avenue, in July. The River's Bend Reservoir Booster Pump Station arrived on Thursday, June 22 and was installed. The operations crew tied the Booster Pump Station piping into the system. The next step is to install the electrical panel and SCADA panel with startup to follow.

Development Activity – Swansons RV Park is complete and two trailers currently reside in the park. Charges for services will begin. Appleside Townhomes and Legacy Estates on 4th Avenue continue to build homes and buy new water and sewer services. PUD staff provided multiple comments on the water main extension for the proposed Zenner Addition on Clemens Road. Comments will need to be addressed before PUD approval and a Developer Agreement for the main extension will need to be executed before work can begin. The County has signed the agreement for the bids on the Justice Center and construction will begin Monday, July 10. Final civil plans and specifications have been requested from Kenaston the Construction Manager and General Contractor.

City Sewer System Activity – The manager reported that the SCADA System upgrade is progressing with ACS completing a site visit beginning today and extending through Thursday. Hydro-flushing of the sewer system is approximately 70% complete. Consor Engineers conducted an electrical site visit on Tuesday, June 13 as a part of the Wastewater Treatment Plant (WWTP) operational assessment. The assessment identified multiple issues that need to be addressed. Some issues are minor and others have costs associated including electrical grounding and bonding which is a common deficiency at each building and equipment location. The Avista power recorder demonstrated that the electrical events are happening within the plant likely when a pump or motor is starting up. This may be contributed to poor grounding as identified in the assessment. A 30% project design review meeting, for the sewer main replacement project using City ARPA funds, was held on Thursday, June 15. That same day Consor Engineers provided a memorandum regarding the feasibility of Cured In Place Piping (CIPP) for the sewer main between 5th and 6th Streets. The memorandum stated that CIPP was feasible and the cost is approximately two-thirds of the cost of pipe bursting. The Network Integration Transmission Service Agreement between Bonneville Power (BPA) and Avista was executed by BPA. The manager executed the Letter of Agreement and Service Territory Agreement between the PUD and Avista yesterday. The Agreement will now go to the Washington Utilities and Transportation Commission for review.

City Sewer System Ownership Transfer – The manager reported that he and Commissioner McCall met with City of Clarkston Mayor Monica Lawrence and City Clerk Steve Austin on Monday, June 26 to begin discussion on the transfer of ownership of the City's Wastewater Treatment Plant and sewer collection system to the PUD. The Service Territory Agreement entered into with Avista requires the transfer of ownership of the WWTP to the PUD by April 1, 2024. The manager stated that the next step is to meet with legal counsel for both entities to discuss the details of an ownership transfer agreement. PUD counsel will be responsible for developing the agreement.

COMMISSIONER'S REPORT

Commissioner Nuxoll stated that the sale of Pacific Underwriters and the transfer of administration of the Public Utility Risk Management System (PURMS) insurance pool to Brown and Brown is planned to be completed by month end. No additional questions or issues have arisen over the proposed sale and transfer after unanimous approval by the PURMS Board of Directors at a meeting held early this month.

Commissioner McCall will be virtually attending a Washington PUD Association Water Committee meeting on Thursday, July 29.

ADJOURNMENT

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