

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
August 22, 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 Bob Sischo.

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 August 7, 2023, Regular Meeting and Electronic Payroll Vouchers 6975EFT – 7000EFT in the amount of \$64,355.03 and Electronic Accounts Payable Voucher 23080701, 23080702, 23081801, 23081802, 23081803 and 23081804 and Accounts Payable Vouchers 44274 – 44315 in the amount of \$68,001.62. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Building Collision Restitution

Nathan Fromm joined the meeting by phone from Alaska to apologize for his actions on May 15, 2022 that caused extensive damage to the main office building and a PUD vehicle. Mr. Fromm discussed the changes he has made in his life and he is currently pursuing a teaching career in special education. His attorney, Samuel Harrich, clarified Mr. Fromm’s guilty plea and requested a reduction in the restitution the PUD is requesting in the case. The Commission thanked Mr. Fromm for the apology and stated that they were glad to see that he has sought help and has changed the trajectory of his life. The Board reduced the amount of the restitution requested to \$500.00. Mr. Fromm thanked the Board. Mr. Harrich stated he will develop an affidavit, with the restitution amount, for the manager’s signature.

NEW BUSINESS

Resolution 23-513 – Management and Administrative Policy Amendment

The manager presented Resolution 23-513 which provides for amendment of the Management and Administrative Policy, specifically amending Chapter 5 – Customer Accounts, Billing Procedures, Adjustments and Voids and adding Chapter 12 – Fuel Program. He stated that the addition of Chapter 12 is in response to the State Auditor’s Office recommendation for guidelines for fuel handling especially for those agencies who dispense fuel on site. Fuel purchase and use is the number one area of fraud for agencies and this policy will ensure controls are in place to meet compliance and prevent fraud.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 23-513 amending the Management and Administrative Policy. The question was called for on the motion. The motion passed 3-0.

MANAGER’S REPORT

Development Activity – Water and sewer connection fees, for the Justice Center project, were paid by Asotin County. Crea Construction began work on installation of the 10-inch water main that will serve the Center and components and material for the 4-inch water service meter have been ordered.

Administrative Activity – The start date for the 2022 state audit was moved to Monday, September 25. Water production in August is down slightly from last year but the peak production day was 11.0 million gallons on Sunday, August 13.

Capital Improvement Activity – The River’s Bend Reservoir Booster Pump Station startup occurred on Tuesday, August 8 and an issue was found with the flow when all the wells are operating. The surge from water pumping is running through the motors uncontrolled to fill the reservoir. The solution is to replace the current valve with an isolation valve the will open on reservoir level and control the flow of water to the Reservoir allowing the pumps to run while the wells are operating. Startup testing of the Well 1 emergency backup generator is scheduled for Wednesday, August 23.

City Sewer System Activity – The manager provided a draft Wastewater Treatment Plant (WWTP) Operational Assessment Evaluation Memorandum. A meeting was held on Wednesday, August 16 to review the sewer main replacement project design which is 60% complete. PUD staff provided multiple comments. Point repair work on the sewer collection system will begin soon. Avista stated that the Service Territory Agreement, that will provide federal energy to the WWTP, is still under review by the Washington Transportation and Utilities Commission and the Federal Energy Regulatory Commission.

City Sewer System Ownership Transfer – The manager and Director Sischo met with legal counsel Joe Brogan and bond counsel Stacie Amasaki on Tuesday, August 15 to discuss information regarding the use of the \$1.5 million in American Relief Plan Act (ARPA) funds. In addition, there was discussion regarding the need to develop an interlocal government agreement with the City of Clarkston that will be aligned with the contract for the sewer main replacement work using the ARPA funds. Counsel has completed a draft Ownership Transfer Agreement which was provided to the City on Wednesday, August 16. A meeting date with the City was requested to review the draft Agreement, discuss the ARPA funds, the bid process and contract and the development of an intergovernmental agreement.

COMMISSIONER’S REPORT

Commissioner Nuxoll stated that a Public Utility Risk Management Systems (PURMS) Executive Committee meeting is scheduled for Wednesday, August 30 to discuss the final preparations for the transfer of PURMS administration to the new owner upon the sale of Pacific Underwriters.

ADJOURNMENT

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