

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
March 26, 2024

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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.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the March 11, 2024 Regular Meeting and Electronic Payroll Vouchers 7328EFT–7352EFT in the amount of \$68,460.79 and Electronic Accounts Payable Vouchers 24030501-24030504, 24031401 and 24031502 and Accounts Payable Vouchers 45069 – 45103 in the amount of \$297,267.07. 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 24-529 – Amending the Personnel Policy

The manager presented Resolution 24-529 which provided for amendment of the Personnel Policy. He recommended additions and amendments to Chapter 4 – Compensation, Chapter 5 – Recruitment and Hiring and Chapter 10 – Business Expense Reimbursement and Credit Card Use. The Board discussed the additions and amendments in detail. He stated that Chapter 10 additions and amendments are a result of direction from the State Auditor’s Office (SAO) through their continued guidance training. When SAO addresses specific items and issues, it generally will be focused on during the annual audit.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve Resolution 24-529 amending the Personnel Policy. The question was called for on the motion. The motion passed 3-0.

Award Bid for Automated Meter Reading Upgrade Project Meter Lids

The manager presented bids for the radio read unit (MXU) compatible meter lids for the Automated Meter Reading Project. MXU compatible lids allow for the moving of the units out of the meter pit attaching them to the lid and providing better reading ability for the meter reading unit. He stated that several different types of lids are utilized depending on the application. Bids for 2,130 MXU compatible meter lids were received three of the four vendors contacted; Core & Main – \$129,994.42, HD Fowler Company – \$129,611.23 and Ferguson Waterworks – \$125,988.48. After tabulation of the bids, Ferguson Waterworks is the lowest responsible bidder for the MXU compatible meter lids.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to award the bid for the Automated Meter Reading Upgrade Project Meter Lids to Ferguson Waterworks, the lowest responsible bidder, in the amount of \$125,988.48. The question was called for on the motion. The motion passed 3-0.

## MANAGER'S REPORT

Capital Improvement Activity – The operations crew completed installation of 2,600 feet of new water main on Libby from 13th to 15th Streets. The main was pressure tested, chlorinated, flushed and water samples were taken. The water samples were satisfactory and tying over of the services to the new water main began last week. 20 of the 43 water services have been tied over to the new water main.

Administrative Activity – The State Auditor's Office contacted the PUD and stated they had a slot available in April to start the 2023 audit. Financials will be completed soon and submitted to the state.

Development Activity – Staff provided comment on the water and sewer systems design for the Clarkston Havens housing development on Port Drive. Staff have been working with the design engineers for the proposed Sammy Apartment complex located on the former Fuch's site on Chestnut. Installation of the water main for the Folsom subdivision will be completed this week and tied into the PUD water system once a satisfactory sample has been obtained.

City Sewer System Activity – The Wastewater Treatment Plant (WWTP) auto air valve and probe project is underway. The vendor for the air valves and probes will be coming soon for training and an onsite evaluation. The inventory of backup equipment, motors, pumps and repair kits has been completed and items have been ordered. Sewer collection system point repair project plans are being updated and projects are being added to mapping. Uploading of sewer system videos to a cloud service is nearly complete. Uploading to the cloud will provide ease of access for staff and engineers.

City Sewer System Main Replacement Project – The contractor has replaced 1,000 feet of the 2,600 feet of sewer main on McCarroll Street as part of the 2023 Sewer System Main Replacement Project. The manager spoke with the Department of Natural Resources (DNR) regarding the aquatic easement for the WWTP outfall line in the Snake River. DNR stated that the WWTP outfall easement would not have to be redone but can be assigned to the PUD. DNR will provide a list of documents they will need for the reassignment. The 30-year DNR easement expires in 2050.

City Sewer System Transfer – The State Department of Ecology Memorandum of Understanding for the City of Clarkston's State Revolving Loan was reviewed and edits were submitted to Ecology for review. Commissioner McCall, Director Sischo, Director Riehle and the manager met with Northwest Municipal Advisors (NWMA) and Bond Counsel Stacie Amasaki on Friday, March 22 to review responses received from the Bond Underwriter Request for Qualifications. Piper, Sandler and Company and D.A. Davidson and Company submitted qualifications. After review of the merits of each submittal, D.A. Davidson was selected as the Bond Underwriter for the refinancing of the revenue bonds that will retire the City of Clarkston's revenue bonds as a part of the ownership transfer. NWMA will work with D.A. Davidson to develop a schedule of events for the credit rating and bond financing process.

## COMMISSIONER'S REPORT

Commissioner McCall and Commissioner Ridge virtually attended the Washington PUD Association (WPUDA) meetings Wednesday, March 13 to Friday, March 15. Commissioner Ridge attended the Energy Committee meeting where staff and lobbyists reviewed a number of bills that WPUDA had supported and followed. The linkage of carbon markets with Canada and California was discussed along with the Climate Act Business and Occupation Tax exemption. In the state budget, \$150 million for the carbon offset sales has been earmarked for low-income credit assistance for energy customers. The state has also earmarked funds for a multitude of studies.

Commissioner McCall reported that he attended the WPUDA Educational Roundtable. The group heard an energy presentation regarding the state's 2050 net-zero carbon goal. He stated that presenters did not discuss nuclear options for clean energy projects. When asked, they were unable to provide data to support their energy goals. At the Water Committee meeting staff discussed county receivership of failing water systems, the Foster Task Force, a budget proviso for culvert replacement and low-income assistance programs. At the Board of Directors meeting staff discussed the Washington D.C. Congressional rally, candidates for WPUDA offices and the replacement of a lobbyist.

Commissioner McCall reported that he and executive management attended a meeting with NWMA to review the responses received from the Bond Underwriter Request for Qualifications.

Commissioner McCall will virtually attend a WPUDA Water Committee meeting Thursday, March 28.

Commissioner Ridge will virtually attend a Public Power Council meeting Thursday, April 4.

ADJOURNMENT

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