

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
June 25, 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 and Bob Sischo.

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 June 11, 2024 Regular Meeting and Electronic Payroll Vouchers 7482EFT–7507EFT in the amount of \$67,416.73 and Electronic Accounts Payable Vouchers 24060701, 24060702, 24062001–24062003, 24062101 and 24062501 and Accounts Payable Vouchers 45408 – 45452 in the amount of \$183,879.39. 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 24-531 – Amending the Management and Administration Policy

The manager presented Resolution 24-531 which provides for amendment of the Management and Administration Policy. The manager is recommending amendments and additions to Chapter 7 – Financial Management and Chapter 10 – Small Works Roster and Vendor Roster Procedures. He reported that the State Legislature adopted new rules, effective July 1, 2024, regarding competitive bidding of public works projects utilizing the Small Works Roster. The new law changes contracting thresholds, allows for direct contracting, creates an official state-wide small works roster, updates definitions and provides for small business certification. The purpose of the changes was to provide administrative efficiency, transparency in the bidding and contracting process and will provide a one-stop-shop for public agencies. The Municipal Research and Services Center (MRSC) has been selected by the state to coordinate state-wide small works and vendor rosters. The PUD will be joining the state-wide MRSC roster.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 24-531 amending the Management and Administration Policy. The question was called for on the motion. The motion passed 3-0.

Resolution 24-532 – Appointing a Treasurer

The manager presented Resolution 24-532 which provides for the Board appointment of a District Treasurer. He stated that Board appointed Auditor Joy Welch has submitted her notice of retirement. Due to her retirement, Director Sischo reviewed the organizational structure of the front office along with the roles of the Treasurer and Auditor. He also investigated the organizational structure of other PUDs. As a result of the organizational review, and based on internal discussions, the manager recommends that Finance Technician, Lacey Smith, be appointed as the District Treasurer. This appointment required that current Treasurer, Bob Sischo, resign from that Board appointed position.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve Resolution 24-532 appointing Lacey Smith the District Treasurer effective June 25, 2024. The question was called for on the motion. The motion passed 3-0.

Resolution 24-533 – Appointing an Auditor

The manager presented Resolution 24-533 which provides for the Board appointment of a District Auditor. He stated that due to Joy Welch's pending retirement, she has resigned as the Board appointed Auditor. Based on the internal and external organizational review, the manager recommends that Director Sischo be appointed as the District Auditor. In his current role, Director Sischo is already auditing all transactions to ensure accountability and his appointment as Auditor compliments the work he is already performing. Elevating this Board appointed position, as a responsibility under the Director of Finance and Administration's role, will strengthen our internal controls and accountability and provide for a more seamless oversight over business and finance operations and activities.

**MOTION** by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve Resolution 24-533 appointing Bob Sischo the District Auditor effective June 25, 2024. The question was called for on the motion. The motion passed 3-0.

Resolution 24-534 – Amending the Personnel Policy

The manager presented Resolution 24-534 which provides for amendment of the Personnel Policy. Due to a review of the organizational structure of the front office, Director Sischo is recommending amendments to the Customer Service Representative/Finance Technician job descriptions. In addition, with Director Sischo's appointment as the District's Auditor and Lacey Smith's appointment as the District's Treasurer, job descriptions in these classifications need to be updated to reflect the change.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 24-534 amending the Personnel Policy. The question was called for on the motion. The motion passed 3-0.

Write Off of 2020 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 years. For the year 2020 there were 33 uncollected accounts in the amount of \$1,918.47 with 16 of those accounts being sent to the collection agency. The 2020 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 \$5.17 million in revenue for the year 2020.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve the write-off of the 2020 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Capital Improvement Project Activity – The crew began the water main replacement project on 11th Street from Diagonal to Maple Street. The project will replace 1,565 feet of steel water main.

Administrative Activity – Conclusion of the 2023 Audit is currently awaiting audit supervisor review. We will begin advertisement for a Customer Service Representative position this week.

Development Activity – The fire line and backflow prevention device were installed at the Asotin County Justice Center. Clarkston Haven housing development Engineers continue to update and modify their water and sewer plans. Their latest and final revisions are under review by staff.

City Sewer System Activity – Wastewater Treatment Plant (WWTP) staff continue to complete collection system point repairs and are completing data collection for sewer main replacement projects. A contractor will be utilized to complete three sewer main repairs that are near laterals. A failure of the screw press has resulted in the need for replacement of equipment and parts.

City Sewer System Main Replacement Project – Debco began work the final sewer main replacement project on University Street on Monday, June 17.

City Sewer System Transfer – The final Department of Natural Resources (DNR) Notice of and Consent to Assignment document, for the WWTP Outfall Easement, has been signed. S&P Global Ratings has been engaged and they will begin the analytical bond rating process. A bond rating presentation rehearsal will be conducted Wednesday, June 26 and the official bond rating presentation call will occur on Tuesday, July 2. The City of Clarkston's bond reserve account contribution has lowered the principal amount of bond financing resulting in lower annual debt service costs. The Bond Resolution and the Preliminary Official Statement continue to be updated with new information. The Bond Resolution will be finalized by next week and will be presented to the Board for consideration at the July 9 meeting.

#### COMMISSIONER'S REPORT

Commissioner McCall attended the Washington Association of Sewer and Water Districts (WASWD) Board of Directors meeting on Monday, June 24. Director and committee reports were presented and a map, developed by the University of Washington, showing water and sewer districts, was presented.

Commissioner McCall will be virtually attending the Washington PUD Association Water Committee meeting and the Section 1 and 2 WASWD meeting on Thursday, June 27.

#### ADJOURNMENT

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