

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
August 13, 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, Bob Sischo and Craig Riehle.

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 July 23, 2024 Regular Meeting and Payroll Vouchers 2190–2192 and Electronic Payroll Vouchers 7560EFT–7585EFT in the amount of \$80,588.51 and Electronic Accounts Payable Voucher 24080701, 24080702, 24081201, 24080501 and 24080801 and Accounts Payable Vouchers 45549–45640 in the amount of \$440,035.93. The question was called for on the motion. The motion passed 3-0.

PUBLIC FORUM – WATER USE EFFICIENCY GOALS

The manager presented Water Use Efficiency goals and measures to be re-established for the years 2025 to 2030. The presentation provided an overview of the state law and rule requirements under the Washington Administrative Code, PUD objectives for the establishment of goals and measures, the supply-side and demand-side measures and the goals, and the cost and estimated water savings the goals and measures propose to achieve. No public comment or input was provided when requested.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Resolution 24-536 – Adopting the Water Use Efficiency Goals

The manager presented Resolution 24-536 which adopts the Water Use Efficiency Goals for the years 2025 through 2030 as presented during the Public Forum.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve Resolution 24-536 adopting the Water Use Efficiency Goals for the years 2025 through 2030. The question was called for on the motion. The motion passed 3-0.

Resolution 24-537 – Amending the Management and Administration Policy

The manager presented Resolution 24-537 which amends the Management and Administration Policy and the PUD Cybersecurity Incident Response Plan. Amendments and additions are being recommended to Chapter 8 – Information Technology and include identifying the District’s Incident Response Plan, the creation of Patch Management language and an Information Security Committee.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 24-537 amending the Management and Administration Policy. The question was called for on the motion. The motion passed 3-0.

Resolution 24-538 – Thanking Joy Welch for 20 Years of Service

The manager presented Resolution 24-538 which provides an expression of gratitude to Joy Welch for her 20 years of service to the PUD. Joy will be retiring on December 31, 2024.

MOTION by Commissioner Judy Ridge and seconded by Commissioner Greg McCall to approve Resolution 24-538 thanking Joy Welch for 20 years of service to the PUD. The question was called for on the motion. The motion passed 3-0.

City Sewer System Ownership Transfer Closing Documents

The manager reported that the tasks necessary to affect the ownership transfer of the City Sewer System to the PUD have been completed. These items include; transferring the Ecology SRF and Public Works Trust Fund Loans, transferring the DNR WWTP Outfall and US Army Corps Easements, transferring the National Pollution Discharge Elimination System Permit, completion of the American Relief Fund Act funded Sewer Main Replacement Projects and the financing of Utility System Revenue Bonds that retired the City Sewer System Revenue Bonds.

The manager reported that he and staff met with the City of Clarkston Mayor, Monika Lawrence and City Administrator, Steve Austin, on Thursday, August 1 to discuss the final preparations for the ownership transfer of the City Sewer System. Closing documents needed to complete the transfer were provided and reviewed. These documents include a quit claim of real property at the WWTP site, assignment and transfer of easements and a bill of sale. Legal counsel Joe Brogan provided and reviewed the identified closing documents.

The Sewer System Ownership Transfer Agreement between the PUD and the City of Clarkston, effective January 1, 2024, requires a Title Transfer Date to be mutually agreed upon by both Parties. At the meeting with the City, the Mayor agreed to a September 1, 2024 ownership transfer date. At the Clarkston City Council meeting on Monday August 12, 2024, the City Sewer System ownership transfer closing documents were discussed and approved by the Council and Mayor Lawrence was provided authorization to execute the closing documents. The manager requested approval of the ownership transfer closing documents and authorization to execute.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge approving the City Sewer System Ownership Transfer Closing Documents and authorizing the General Manager to execute the documents. The question was called for on the motion. The motion passed 3-0.

Comprehensive General Sewer Plan Scope of Work

The manager presented the Scope of Work for the development of a Comprehensive General Sewer Plan (GSP). He stated that the pending ownership transfer of the City of Clarkston Sewer System to the PUD and the combining of both the City and County sewer collection systems along with the Wastewater Treatment Plant (WWTP) under PUD ownership and operation, has created the need to develop a comprehensive sewer plan. The GSP has been requested by the Washington State Department of Ecology (Ecology) and it will include Ecology's requirements for a WWTP Facility Plan, a sewer collection system plan and identification of capital improvement projects. The GSP and capital improvement project identification and planning will position the PUD for eligibility for State and Federal funding and ensures Ecology's project approval. He stated that if the Scope of Work is approved, the GSP process will begin this year and will conclude in 2026 after Ecology's review and approval with the final approved plan being adopted by the Board.

The manager introduced Consor Engineers David Stangel and Preston Love. They stated that the GSP will be a ground up process to ensure accurate, reliable and detailed information and planning. The development of the GSP will begin with flow monitoring, then move to flow and population projections, collection system evaluation, WWTP evaluation, outfall line evaluation, operations and maintenance analysis, development of a capital improvement plan and conclude with a financial analysis and rate study that ensures rates adequately cover operations and maintenance and capital improvement projects.

MOTION by Commissioner Greg McCall and seconded by Commissioner Judy Ridge to approve the Comprehensive General Sewer Plan Scope of Work and authorize the General Manager to execute the Task Order for the work. The question was called for on the motion. The motion passed 3-0.

MANAGER’S REPORT

Capital Improvement Project Activity – The crew completed the second phase of the 11th Street water main replacement project, from Elm to Maple Streets, replacing the remaining 700 feet of steel main and tying customer service lines to the new main. Paving will be completed this week.

Administrative Activity – The US House of Representatives Special Districts Grant Accessibility Act legislation, that would define “special districts” in federal law ensuring access to federally sourced funding for special districts, including PUDs was recently approved by the US Senate Homeland Security and Governmental Affairs Committee on a 10-1 vote. If the Senate approves their identical version, the bill does not have to back to the House and will go straight to the President's desk.

Developer Activity – Staff met with a contractor constructing 2 duplexes and storage units at 1423 Highland Avenue next to Sieblys. Staff has been working with the developer of land on 13th and Chestnut Streets to extend water and sewer service to five planned duplexes.

City Sewer System Activity – Wastewater Treatment Plant (WWTP) staff and a contractor continue to complete point repairs and flush the collection system. Lonnie Cannon has announced his retirement early next year. A WWTP operator position has been advertised and interviews are pending.

COMMISSIONER’S REPORT

Commissioner McCall virtually attended an Energy Northwest Board of Directors meeting Wednesday, July 24. He reported that a limited liability corporation will be setup for the small-scale nuclear reactor development project due to a potential investor and to limit member utility liability.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:00 p.m.