

PUBLIC UTILITY DISTRICT NO. 1
OF ASOTIN COUNTY, WASHINGTON
MEETING MINUTES
July 28, 2020

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President Judy Ridge presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 10:00 a.m. The meeting was held by teleconference in accordance with the Washington State Governor's Proclamation 20-28, dated March 24, 2020, due to the novel Coronavirus (COVID-19) and Proclamation 20-28.7, updated July 13, 2020, extending the original and subsequent Proclamations.

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ROLL CALL: PRESENT Commissioners: Judy Ridge, Greg McCall and Don Nuxoll.

Staff: Bob Sischo and Craig Riehle.

MINUTES OF MEETING AND VOUCHER APPROVAL

MOTION by Commissioner Don Nuxoll and seconded by Commissioner Greg McCall to approve the consent agenda approving the minutes of the July 14, 2020 Regular Meeting and payment of Electronic Payroll Vouchers #5608EFT – #5624EFT in the amount of \$35,855.62 and Electronic Accounts Payable Vouchers #20072001, #20072101 and #20072102 and Accounts Payable Vouchers #40911 – #40938 in the amount of \$43,206.76. The question was called for on the motion. The motion passed 3-0.

COVID-19 UPDATE

The Director of Finance and Administration reported that the COVID-19 emergency proclamation and all other proclamations are scheduled to expire on August 1, 2020. He reported that revenue from delinquent account fees and disconnects, to date, is down approximately \$40,000 as compared to last year. The total dollar amount of delinquent accounts currently past due is \$39,826. At the July 14, 2020 meeting it was reported that 77 doors were tagged for billing cycles 1-3. He reported that 55 customers responded with payment. On, Monday, July 27th, 170 doors were tagged for billing cycles 4-6.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Resolution 20-478 – Amending the Water Administrative Code

The Director of Finance and Administration presented Resolution 20-478 which provides for amendment of the Water Administrative Code (WAC). The WAC provides policies that regulate the use of water services by customers and developers, connections and disconnections, billing procedures, delinquent accounts, the construction and extension of water lines, the use of private wells, meters, commercial fire protection, hydrants, pressure reducing valves, Satellite System Management and Local Utility District formation.

He stated that at the Commission meeting on Tuesday, July 14, the Board concurred with the manager's recommendation to end the Budget Billing program due its complexity and the fact that the number of customers using the program has gone down significantly. Ending the program required the removal of the policy from the WAC. The removal of this policy section provided the opportunity for management to conduct a full review of the policies and procedures outlined in the WAC.

Commissioner McCall recommended changing Section 8.5 to include the word “monthly” in the opening sentence. The edited sentence would read in part, “Any Customer wanting their **monthly** account balance paid through electronic withdrawal from their individual bank account ...”. Additionally, Commissioner McCall recommended that the second sentence of section 8.5 be removed because it contradicted the removal of the Budget Billing section. Commissioner McCall also questioned the qualification of a customer for the Industrial rate added in Section 2.1.4, specifically related to the marijuana manufacturing plant in the Port of Clarkston. The Director of Finance and Administration reported that although a customer may qualify for an Industrial rate due to a product manufacture, the rate structure for this class is beneficial only if the water use is in excess of 1,500 units per month.

MOTION by Commissioner Greg McCall and seconded by Commissioner Don Nuxoll to adopt Resolution 20-478, with recommended edits, amending the Water Administrative Code. The question was called for on the motion. The motion passed 3-0.

Change the August 11, 2020 Commission Meeting Date

Commissioner McCall had requested changing the next Commission meeting date from Tuesday, August 11, 2020 to Wednesday, August 12, 2020 due to a schedule conflict. After further consideration, Commissioner McCall indicated that he would be able to attend the meeting via phone on Tuesday, August 11, 2020. The request for meeting change was withdrawn and no action was taken.

MANAGER’S REPORT

Well No. 5 Repairs – the Director of Operations reported that Specialty Pump received the new pump for Well No. 5, but that the shaft was damaged in shipment. A new shaft will arrive this week and replacement of the well components is scheduled to begin during the week of August 3rd.

Operations Activity – the Director of Operations reported that the crew completed installation of approximately 600 ft of 6-inch PVC water main on Poplar Street between 15th and 16th Streets replacing a 6-inch steel line. The rebuild and tie over of 15 customer services lines and a fire hydrant were also completed after the water quality sample on the water main was satisfactory. All that remains is paving. Knife River began the 14th Street water main project last week between Fair and Bridge Streets.

Developer Activity – the Director of Operations reported that Nuxoll Builders began installation of the water main on their development located on 6th Avenue.

Electronic Payment Processing Project – the Director of Finance and Administration reported that the Paymentus Electronic Payment project is progressing well. The District’s new payment processing system, include the Interact Voice Response system should be live within the next couple of months.

Customer Service Glass Barrier – the Director of Finance and Administration reported the glass security barrier is scheduled to be installed at the customer service desk on July 30th completing the project.

COMMISSIONER’S REPORT

Commissioner Ridge remotely joined the Washington PUD Association (WPUDA) Energy Committee and Government Relations and Communications Committee meetings on Thursday, July 16. She reported that conversations centered around water temperature and the impact on fish. She also reported that Senator Sheldon briefed the committee on the financial outlook for the State. She reported that 700,000 citizens remain unemployed, and that there is an \$8.8 billion shortfall projected through 2021.

Commissioner McCall remotely joined the WPUDA Board of Directors meeting on Friday, July 17. He reported on updates from Bonneville Power Administration (BPA), Energy Northwest and the WPUDA Executive Director. BPA discussion included updates on salmon recovery efforts and the Columbia River Treaty between the US and Canada. Energy Northwest updated the board on upcoming election process, as well as changes in key staff positions within the agency. He also reported on the progress made with the Office of the Governor regarding local control over COVID-19 economic response for public utilities, the expectation of remote meetings for the remainder of 2020 and future changes to the WPUDA Strategic Action Plan to address the impact if COVID-19 on member utilities.

Commissioner Ridge will remotely join the Energy Northwest Board of Directors meeting on Wednesday, July 29 and the Public Power Council meeting on Thursday, August 6.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:45 a.m.