

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
May 11, 2021

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President Greg McCall 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 20-28.15, dated January 19, 2021, extending the original and subsequent Proclamations.  
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ROLL CALL: PRESENT Commissioners: Greg McCall, Don Nuxoll and Judy Ridge.

Staff: Tim Simpson and Bob Sischo.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Don Nuxoll and seconded by Commissioner Judy Ridge to approve the consent agenda approving the minutes of the April 27, 2021 Regular Meeting and payment of Payroll Vouchers #2062 – #2064 and Electronic Payroll Vouchers #5931EFT – #5947EFT in the amount of \$42,531.85 and Electronic Accounts Payable Vouchers #21050501, #21050502, #21050701, #21050702, #21051302 and #21052501 and Accounts Payable Vouchers #41715 – #41790 in the amount of \$245,919.18. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

Valleyview Drive Property Sale

The manager reported that on Thursday, May 6 an offer in the amount of \$220,000, using a conventional loan, was received for the Valleyview Drive property. A counter offer, in the amount of \$260,000, was presented to the buyer on Friday, May 6. The buyer countered with a cash offer on Saturday, May 8 in the amount of \$230,000. The manager accepted the offer the same day. The manager stated that a cash offer has far less encumbrances including eliminating an appraisal of the property. The buyer will be providing earnest money in the amount \$1,000 after a satisfactory physical inspection of the properties on Thursday, May 13. Closing is estimated to be completed on July 16, 2021 or sooner.

NEW BUSINESS

Write Off of 2017 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 (3) years. The 2017 accounts presented for write-off were sent to the collection agency and will continue to be pursued. Customers who have been sent to collection 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 for the year 2017 there were 55 uncollected accounts in the amount of \$4,940.83. 41 of those accounts were sent to the collection agency. The uncollected amount represents .00107 percent of our \$4.59 million in water and wastewater revenue for the year 2017. Commissioners questioned the number of repeat delinquencies on the list and the process of collection once they are written off.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the write-off of the 2017 Uncollected Accounts. The question was called for on the motion. The motion passed 3-0.

## MANAGER'S REPORT

Capital Improvement Projects – the manager reported that the operations crew completed installation of water main on Washington Street from Chestnut to Libby Streets and Birch Street from Washington to Webster Streets. A satisfactory sample on the new water main was received and customer service lines are currently being tied over to the new main. The new Well No. 7 motor starter installation was completed on Thursday, April 29 and the well is operational. Issues with running the well with the generator surfaced. Our electrician is working with the motor starter company to resolve the issue.

Operations Activity – the manager reported that the operations crew is installing several new services. To date there are two times as many new service purchases than the previous year. Production is up approximately 50 million gallons over last year primarily due to the minimum amount of rainfall.

Development Activity – the manager reported that updated plans for the 4<sup>th</sup> Avenue Legacy Estates Development were received last Friday and staff is currently reviewing the plans.

Administrative Activity – the manager reported that a new online payment program, through Paymentus, will be introduced to customers through a billing insert in the May billing statements. Development of the program began early last year but the pandemic derailed the process. It was picked back up again a couple months ago and is ready to be launched on June 1, 2021. Director of Finance and Administration, Bob Sischo, provided more detail about the online payment program.

COVID-19 Update – the manager reported that the total dollar amount of accounts currently past due is \$74,000. Accounts that are over 120 days past due amount to \$32,000. 173 door tags for cycles 4-6 were generated late last month and 78 payments have been received to date. 93 door tags for billing cycles 1-3 were generated Monday, May 10 and will be distributed by tomorrow.

## COMMISSIONER'S REPORT

Commissioner Ridge joined the virtual Public Power Council meeting Thursday, May 6. She reported that discussion focused on Bonneville Power Administration's post 2028 contracts and the BP-22 rate case, the Columbia River Treaty, fish issues, renewable hydrogen and modular nuclear power.

Commissioner Ridge will join the virtual Northwest Public Power Association Annual Business meeting on Wednesday, May 12.

## ADJOURNMENT

There being no further business the meeting was adjourned at 10:40 a.m.