

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
MAY 1, 2017

The regular weekly meeting of the Board of Commissioners of Public Utility District No. 1 of Clallam County was held at the Main Office, 104 Hooker Road in Carlsborg, WA, on the above date commencing at 1:31 p.m.

Commissioners Present: Hugh E. Simpson, Jr., President; Will Purser, Vice President; Hugh Haffner, Secretary

Staff Present: Doug Nass, General Manager; David Papandrew, District Auditor; Beau Brown, Treasurer Controller; Nicole Clark, Executive Assistant; Dennis Shaw, General Superintendent; Michael Howe, Communications & Government Relations Manager; Tom Martin, Water & Wastewater Systems Superintendent; Lori Carter, Accounting Supervisor; Sean Worthington, Customer Services Supervisor; Fred Mitchell, Power Supply & Utility Services Manager; Annette Long, Finance Administrative Assistant II; Travis McClain, Water & Wastewater Administrative Assistant; Jamie Spence, HR Manager

Others Present: Sharon Metcalfe; Werner Buehler; Robert Knapp; Jerry Rubin (by teleconference)

On motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved the minutes of the April 17, 2017 regular meeting.

On motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved the minutes of the April 24, 2017 work session.

There was an agenda revision to move the water presentation to the end of the business items, and to move the public comment period to the front.

Public comment was received regarding a disconnect that occurred, and the complications regarding an oxygen supply that requires power. The customer is requesting a refund of the funds she had to place as a deposit which was required after the disconnection. General Manager Doug Nass responded that staff would look into it and reply to the customer.

Representatives from Moss Adams presented the 2016 audit report. The audit resulted in an unmodified opinion which means that it was a clean audit and there were no findings.

Upon recommendation of staff, and upon motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission authorized staff to call for bids for performing the construction of the Old Olympic Highway water distribution project. (Bid No. 170802)

Upon recommendation of staff, and upon motion of Commissioner Haffner, seconded by Commissioner Purser and carried, the Commission approved the prequalifications of contractors on the list dated May 1, 2017 for inclusion on the Small Works Roster.

Upon recommendation of staff, and upon motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved the prequalifications of contractors on the list dated May 1, 2017.

Water & Wastewater Systems Superintendent Tom Martin presented the draft Water Use Efficiency Goals and Water System Plan. Opportunity was provided for public comment.

Correspondence and communication items were reviewed.

Two lists of claim vouchers as certified by the General Manager and Auditing Officer were considered. On motion of Commissioner Purser, seconded by Commissioner Haffner and carried, the Commission approved payment of claim vouchers in the amount of \$3,068,826.82 for April 24, 2017. On motion of Commissioner Haffner, seconded by Commissioner Purser and carried, the Commission approved payment of claim vouchers in the amount of \$337,035.64 for May 1, 2017.

Commissioner Haffner reported on having attended the Sequim Chamber luncheon.

Commissioner Purser reported that he attended Energy Northwest meetings.

Commissioner Simpson reported that he attended the PABA meeting.

The regular meeting recessed at 4:08 p.m. to go into executive session for the performance evaluation of a public employee, pursuant to RCW 42.30.110(1)(g). Those in attendance were Commissioner Haffner, Commissioner Purser, Commissioner Simpson, General Manager Doug Nass, District Auditor David Papandrew, HR Manager Jamie Spence, and legal counsel Jerry Rubin. The executive session adjourned at 4:59 p.m., and the regular meeting reconvened at that time.

There being no further business to come before the Commission, the meeting adjourned at 5:00 p.m.