

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
Minutes of the Special Meeting of the Board of Commissioners
Carlsborg Main Office | 104 Hooker Road | Sequim, WA 98382
November 5, 2018

Commissioners Present:

Hugh (Ted) E. Simpson, Jr., President
Will Purser, Vice President
Dave Anderson, Secretary

Staff Present:

Doug Nass, General Manager
John Purvis, Assistant General Manager
Sean Worthington, Finance Manager/Treasurer
Simon Barnhart, General Counsel
Lori Carter, Controller/Auditing Officer
Steve Schopfer, IT Manager
Tom Martin, Water and Wastewater Superintendent
Nicole Clark, Communications Manager
Mike Hill, Distribution System Supervisor
Teresa Lyn, Executive Assistant

Others Present:

Werner Buehler

The meeting commenced at 1:29 PM.

PUBLIC COMMENT

A PUD customer requested the PUD to contact her regarding a bill payment extension request and a potential fence repair.

APPROVAL OF MINUTES

On motion of Commissioner Anderson seconded by Commissioner Simpson and carried, the Commission approved the minutes of the October 15, 2018 Special meeting.

BUSINESS ITEMS

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Simpson and carried, the Commission approved Acceptance Memo of Completion for Contract# 180802 with Valmont Composite Structures for thirty-two (32) fiberglass transmission poles in the amount of \$185,810.69, including WSST.

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Simpson and carried, the Commission approved RESOLUTION 2122-18 Authorizing the Disposal of Surplus Property consisting of miscellaneous computer equipment, which has no current value for the District.

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Simpson and carried, the Commission Authorized the removal of delinquent accounts from the active accounts receivable on the list dated 11/1/2018 in the amount of \$3,376.71, including a collection fee of \$667.49.

COMMUNICATION

Assistant GM John Purvis reported on a number of recent storm-related transmission outages in the west end, as well as in some areas in Joyce and Sequim. He advised that the upcoming storm season, combined with the substation rewiring project, could potentially expose Sekiu to outages during the next six weeks.

Communications Manager Nicole Clark reported on the upcoming Rotary-sponsored event 'Solar Cyclothon' for Sequim High School. Students will pedal an electricity bike for 24 hours to raise funds for 100 LuminAID Shelter Box lights to aid families across the world that are in a crisis situation. PUD is providing the special electricity bike.

GM Doug Nass reported on a customer correspondence from Mary Bell of Sequim, correspondence from the Washington State Auditor outlining the planned scope of the upcoming annual accountability and financial audits, and a letter from the Board of Clallam County Commissioners, following up on the October 1st joint meeting session with Clallam County PUD.

Correspondence from Kevin Russell of the Builders Association was also discussed. Assistant GM John Purvis advised that he contacted Mr. Russell to address his concerns in regards to new service connections. He advised the Commissioners that the PUD could manage the issues with existing resources.

COMMISSIONER REPORTS

Commissioner Purser reported that he attended Energy Northwest Executive Board meeting and the Public Power Council meeting.

Commissioner Simpson reported on Clallam County commissioners' follow up letter regarding their October 1st joint work session with PUD.

CLAIM VOUCHER APPROVALS

Three lists of claim vouchers as certified by the General Manager and Auditing Officer were considered.

Upon recommendation of staff, and upon motion of Commissioner Purser, seconded by Commissioner Simpson and carried, the Commission approved payment of a claim voucher in the amount of \$2,814,496.60 for October 22, 2018.

Upon recommendation of staff, and upon motion of Commissioner Simpson, seconded by Commissioner Anderson and carried, the Commission approved payment of a claim voucher in the amount of \$420,241.05 for October 29, 2018.

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Simpson and carried, the Commission approved payment of a claim voucher in the adjusted amount of \$374,576.15 for November 5, 2018.

STAFF REPORTS

Finance Manager/Treasurer Sean Worthington presented on the preliminary 2019 District Budget.

EXECUTIVE SESSION

The regular meeting recessed at 3:42 PM for approximately 30 minutes to go into executive session to discuss litigation or potential litigation with legal counsel, pursuant to RCW 42.30.110(1)(i). Those in attendance were Commissioners Simpson, Purser, and Anderson, General Manager Doug Nass, Assistant General Manager John Purvis, Finance Manager/Treasurer Sean Worthington, and General Counsel Simon Barnhart. No action was taken. The executive session adjourned at 4:50 PM and the regular meeting reconvened at that time.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 4:50 PM.