

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
Minutes of the Regular Meeting of the Board of Commissioners
Carlsborg Main Office | 104 Hooker Road | Sequim, WA 98382
DECEMBER 10, 2018

Commissioners Present:

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

Staff Present:

Doug Nass, General Manager
John Purvis, Assistant General Manager
Simon Barnhart, General Counsel
Sean Worthington, Treasurer/Finance Manager
Lori Carter, Controller/Auditing Officer
Jamie Spence, HR Manager
Steve Schopfer, IT Manager
Tom Martin, Water and Wastewater Superintendent
Larry Morris, Safety Manager
Nicole Clark, Communications Manager
Teresa Lyn, Executive Assistant

Others Present:

Terry Lee
Werner Buehler
Jim Waddell
Jim Scheuenemann
Richard DeBusman

The meeting commenced at 1:30 PM.

APPROVAL OF MINUTES

Upon recommendation of staff, and upon motion of Commissioner Purser, seconded by Commissioner Anderson and carried, the Commission approved the minutes of the December 3rd special meeting.

AGENDA REVISIONS

The Resolution Authorizing Disposal of Surplus Property was removed; it will be re-submitted in January.

PUBLIC COMMENT

Terry Lee thanked the Board for having staff answer his questions. Richard DeBusman of Sequim handed out a list of questions regarding agenda transparency that he would like to have answered in writing. Jim Scheuenemann had a question regarding the election of officers.

BUSINESS ITEMS

Commissioner Simpson moved to elect Commissioner Purser for Board President in 2019 with Commissioner Anderson seconding. Commissioner Purser moved to elect Commissioner Anderson for Board Secretary in 2019, with Commissioner Simpson seconding. Commissioner Simpson moved to elect incoming Commissioner Waddell for Board Vice President in 2019, with Commissioner Anderson seconding.

Finance Manager/Treasurer Sean Worthington presented the amended budget as finally determined. Upon recommendation of staff, and upon motion of Commissioner Purser, seconded by Commissioner Simpson and carried, the Commission approved RESOLUTION 2130-18 Adopting the Electric Operating Fund, Water

Operating Fund, and Wastewater Operating Fund. Commissioner Anderson dissented, saying that increasing the energy use rate 1.3% when the purchase power cost increase is 2.61% is not acceptable.

General Manager Doug Nass reported on the structure and highlights of the District's 2019 Strategic Plan, which was completely reviewed and revised in December 2018. Commissioner Purser commended GM Nass on the plan. Commissioner Simpson agreed with Commissioner Purser and approved of the plan with Commissioner Anderson seconding.

Upon recommendation of staff, and upon motion of Commissioner Anderson seconded by Commissioner Simpson and carried, the Commission approved RESOLUTION 2132-18 Amending the District's Healthcare Plan.

Upon recommendation of staff, and upon motion of Commissioner Simpson, seconded by Commissioner Anderson and carried, the Commission approved RESOLUTION 2133-18 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2101-18.

Upon recommendation of staff, and upon motion of Commissioner Simpson, seconded by Commissioner Anderson and carried, the Commission approved RESOLUTION 2129-18 Establishing the Current Schedule of Deposits and Charges and Rescinding 2106-18.

Upon recommendation of staff, and upon motion of Commissioner Anderson seconded by Commissioner Simpson and carried, the Commission approved the Water System Plan's Change Order 2 to Agreement No. 150328.

Upon recommendation of staff, and upon motion of Commissioner Simpson, seconded by Commissioner Anderson and carried, the Commission approved Invitation to Bid #180806 for the Deer Park Road Pumping Project.

The meeting recessed at 2:35 PM for a break. The meeting resumed at 2:44 PM.

Upon recommendation of staff, and upon motion of Commissioner Purser seconded by Commissioner Anderson and carried, the Commission approved the removal of delinquent accounts from the list dated December 10, 2018 in the amount of \$2,923.61, including a collection fee of \$1,154.79.

Upon recommendation of staff, and upon motion of Commissioner Simpson, seconded by Commissioner Anderson and carried, the Commission approved the write off \$29,166.33 from the active miscellaneous accounts receivable and approved the removal of delinquent invoices from the active miscellaneous accounts receivable in the amount of \$15,455.05 which are to be sent to Evergreen Financial Services for further collections for a collection fee of \$4,636.51, bringing the grand total of removals to \$49,257.89.

CLAIM VOUCHER APPROVALS

One list of claim vouchers as certified by the General Manager and the Auditing Officer were considered. Upon recommendation of staff, and upon motion of Commissioner Simpson, seconded by Commissioner Anderson and carried, the Commission approved payment claim vouchers in the amount of \$932,201.22 for 12/10/18.

COMMISSIONER REPORTS

Commissioners Purser and Simpson reported they attended the annual WPUDA meeting at Tulalip this past week.

Commissioner Simpson reported that he attended the State Auditor's Office exit interview, and that the District had a clean audit with no findings in the audited areas.

SPECIAL BUSINESS ITEM

Upon recommendation of staff, and upon motion of Commissioner Purser, seconded by Commissioner Anderson and carried, the Commission approved RESOLUTION 2128-18 In Appreciation of Commissioner

Hugh E. (Ted) Simpson for his Service to PUD #1 of Clallam County. Commissioner Simpson was awarded a plaque commemorating his service, several cards, and cake was enjoyed by all, including many PUD employees who stopped by to congratulate and thank Commissioner Simpson for his 34 years of fine service.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 3:12 PM.