

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
Minutes of the AM and PM Special Meetings of the Board of Commissioners
Carlsborg Main Office | 104 Hooker Road | Sequim, WA 98382
June 17, 2019

Commissioners Present:

Will Purser, President
Jim Waddell, Vice President
Dave Anderson, Secretary

Staff Present:

Doug Nass, General Manager
Jamie Spence, Human Resources Manager
Simon Barnhart, General Counsel
Nicole Clark, Communications Manager
Sean Worthington, Finance Manager/Treasurer
Chanda Halverson, Customer Service Supervisor
Annette Long, Finance Coordinator
Lori Carter, Auditing Officer
Ruth Kuch, Financial Analyst
Mattias Jarvegren, Utility Services Coordinator
Tyler King, Power Analyst II
Tom Martin, Water and Wastewater Superintendent
Teresa Lyn, Executive Assistant

Others Present - None

The meeting commenced at 10:05 AM.

STAFF AM PRESENTATIONS – ADMINISTRATION

GM Doug Nass welcomed the Commissioners to the Orientation Kick Off meeting and commenced to report on and familiarize the new Commissioners on the Districts':

- Organization Chart;
- Strategic Plan;
- Union Collective Bargaining Agreement (CBA);
- Emergency Response and Restoration Plan (ERRP);
- Application to American Public Power Associations' Reliable Public Power Provider Program (RP3); and
- The Port Angeles/PUD Electric and Water Service Agreement

Human Resource Manager Jamie Spence presented on the following:

- Hiring and benefits;
- Compensation and L&I; and
- Training and compliance areas.

Legal Counsel Simon Barnhart advised on the status of the District's Board of Commissioner Governance Policies, which are anticipated to be completed and submitted to the board for review during the summer.

The meeting recessed at 12:25 PM for lunch. The meeting reconvened at 1:10 PM.

STAFF PM PRESENTATIONS – CUSTOMER SERVICE – ACCOUNTING – UTILITY SERVICES – FINANCE

Chanda Nicpon, Customer Service Supervisor, presented on:

- SmartPay, via an overview of pre-paid metering and how it works;
- The collections process;
- Calls and payments, providing visual stats on call traffic as well as payment traffic;
- An update on Hooker Road kiosk project; and
- CIS and billing systems.

Annette Long, Finance Coordinator, presented on:

- Pre- and post- NISC payment channels and how NISC has many easier ways for customers to pay; and
- US Bank credit cards, including the rebate potential by converting from BofA to US Bank.

Ruth Kuch, Financial Analyst, presented on:

- The new format for Commissioner reports; and
- Investments and debt amortizations.

Lori Carter, Controller/Auditing Officer, reported on:

- The new Annual Report via a brief overview of each section;
- State Auditor's Office (SAO) audit, including financial vs. accountability audits, our clean audit track record, and an overview of exit items and progress; and
- ABS and accounting functionality and the integration of modules and departments.

Mattias Jarvegren, Utility Services Coordinator, presented on:

- Power Council and BPA funding (EEI);
- Energy Independence Act – 1937;
- Conservation program offerings and how they work; and
- The District's solar incentive program and the Community Solar Project.

The meeting recessed for a short break at 2:45 and reconvened at 2:55 PM.

Tyler King, Power Analyst, reported on the following:

- The District's current fuel mix, including the RCW relating to disclosure requirements;
- Power purchase contracts (BPA, Packwood, Halbrook);
- BPA interactions (quarterly check-ins, annual forecast review, rate case review);
- Renewables, EIA compliance using RECs, and our Green Power program; and
- PUD's progress towards the strategic goal of exploring new energy resources.

Sean Worthington, Financial Manager/Treasurer wrapped up the days' orientations with a brief presentation on the Districts' 10-year budget plan for electric and water and its' rate increases date philosophy.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 4:19 PM.