

AGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
September 14, 2020 - 1:30 PM

Join Zoom Meeting: <https://zoom.us/j/97682256393?pwd=MlZEL0VoUzlyY3pva3dhVlUyUWNxOT09>

Meeting ID: 976 8225 6393 | **Passcode:** 944694

Dial by your location: +1 253 215 8782 US (Tacoma)

Find your local number: <https://zoom.us/u/abUqf1P5CV>

1. CALL TO ORDER

2. APPROVAL OF CONSENT AGENDA

- a. Minutes of the August 24th, 2020 regular meeting;
- b. Claim vouchers for August 24th through September 8th, 2020 for a total of \$3,257,723.20;
- c. Payroll vouchers for the period of August 1st through August 31th, 2020; and
- d. Removal of delinquent accounts from September 2020 active accounts receivable for the amount of \$7116.71 including a 30% collection fee.

3. AGENDA REVISIONS

4. COMMENTS FROM THE PUBLIC

5. BUSINESS ITEMS

- a. RESOLUTION 2180-20 Declaring an Emergency
and authorizing certain emergency work

Tom Martin

6. CORRESPONDENCE/COMMUNICATIONS

7. COMMISSIONER REPORTS

8. STAFF REPORTS

- a. Report on NoaNet bonds
- b. CARES update

Steve Schopfer
Sean Worthington

9. BOARD'S ACTION ITEMS FOR STAFF

10. COMMENTS FROM THE PUBLIC

11. EXECUTIVE SESSION

The Commissioners and staff will hold an executive session to discuss with legal counsel litigation or potential litigation, pursuant to RCW 42.30.110(1)(i).

12. ADJOURN

PRE-AGENDA
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- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **RESOLUTION 2180-20 Authorizing Emergency Tree Removal Work**

Staff requests that the Commission approve Resolution 2180-20 declaring an emergency in accordance with RCW 39.04.280 and authorizing certain emergency work, without formal bid, for removing trees next to the Clallam Bay reservoir, to be awarded to Dahlgren Logging Inc. for a quoted price of \$1600.

- **Executive Session**

The Commissioners and staff will hold an executive session to discuss with legal counsel litigation or potential litigation, pursuant to RCW 42.30.110(1)(i).

The Commissioners will also consider the customary business matters associated with approval of payments, minutes of the previous meeting, reports from Commissioners and staff, comments from the public, and other items of information or general business. Items may be added to, or removed from, the agenda at the meeting.

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
Minutes of the Regular Meeting of the Board of Commissioners
Main Office | 104 Hooker Road | Sequim, WA 98382
August 24, 2020 – This meeting held remotely via ZOOM

Commissioners Present

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

Staff Present

Doug Nass, General Manager
John Purvis, Assistant General Manager
Sean Worthington, Finance Manager/Treasurer
Lori Carter, Controller/Auditing Officer
Nicole Clark, Communications Manager
Larry Morris, Safety Manager
Tom Martin, Water/Wastewater Manager
Steve Schopfer, IT Manager
Shawn Delplain, Broadband Supervisor
Rebecca Turner, Sr. Accountant
Don Cohen, Legal Counsel
Teresa Lyn, Executive Assistant

Others Present as Identified

Paula Barnes
Patricia Morris
Richard DeBusman
Krestine Reed
Rick, last name not provided
Rob, last name not provided
Mike H
CM, name not provided

The meeting commenced at 1:30 PM.

CONSENT AGENDA

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Waddell and carried, the Commissioners approved the following consent agenda items:

- a. Minutes of the August 10th, 2020 regular meeting;
- b. Claim vouchers for August 10th through August 17th, 2020 for a total of \$472,441.17; and
- c. Payroll vouchers for the period of July 16th through July 31st, 2020.

AGENDA REVISIONS

No revisions.

COMMENTS FROM THE PUBLIC

No public comment.

BUSINESS ITEMS

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Waddell and carried, the Commissioners approved Acceptance of Contract No. 180806 Completion for the Deer Park Road Pumping Project with Harbor Pacific Contractors, Inc., for a total cost of \$1,617,142.60, including WSST. This was a fixed-price contract.

CORRESPONDENCE/COMMUNICATIONS

No correspondence.

COMMISSIONER REPORTS

Commissioner Anderson attended the virtual NoaNet meeting. The topics of discussion were: NoaNet's application to the Utilities and Trade Commission (UTC) to become an Eligible Telecom Company (ETC), which would have enabled NoaNet to function as a consortium for small PUDs in applying for broadband grant monies. The application was denied. Commissioner Anderson also attended a Sequim-Dungeness Chamber of Commerce meeting, where it was reported that real estate sales and construction are booming due to the scarcity of homes. Consequently, the PUD can expect substantial increases in hookup requests.

Commissioner Waddell attended Bonneville Power Authority's (BPA) quarterly internal business review (IBR), at which the Environmental Impact Statement (EIS) on the lower Snake River dams was discussed. BPA reported that due to increased volume, prices are up and therefore it does not see a need for a surcharge in the near future. Commissioner Waddell also attended a Clallam Economic Development Council (EDC), at which it was reported by Representative Kilmer that due to the pandemic, it's impact on the economy, and various economic relief ("stimulus") bills, a state budget deficit of \$8 billion over the next three years is expected.

Commissioner Purser attended the virtual NoaNet meeting. The topic was NoaNet's request for members to vote for bonds to address NoaNet's debt. .

STAFF REPORTS

General Manager Doug Nass reported on plans for upcoming meetings based on COVID-phases. Through WPUDA we sent a survey inquiry out to understand how other Washington State PUDs are currently meeting and plan to meet in the near future. We will relay the survey response to the Board when it is available. We do know that with the exception of Pacific PUD, all west-end PUDs are meeting virtually, as well as Clallam County government organizations and school districts. As we are in Phase 2 (high risk), we are allowed a group of five people; all other staff and attendees would have to participate remotely. General Manager Nass also advised that the Commissioners have the option to include documents in the board packet by emailing them to Executive Assistant Teresa Lyn by noon on the Wednesday prior to the board meeting.

Communications Manager Nicole Clark, Safety Manager Larry Morris, and Assistant General Manager John Purvis and Finance Manager Sean Worthington provided 2020 2nd quarter Key Performance Indicator (KPI) updates on their respective department's strategic objectives

(Communications, Safety, and Risk Management). The 2020 Strategic Plan is viewable online at <https://clallampud.net/about/>.

General Manager Doug Nass advised that as an integral part of the District's internal work, staff routinely performs informal reviews on upcoming BPA contracts and Clean Energy Transformation Act (CETA) legislation rulings to determine the impact of these on our utility. We routinely perform scoping analysis to investigate emerging technologies and trends in order to determine the feasibility and value of incorporating them into our operations and we utilize our findings to develop our Strategic Plan. In response to recent Commissioner inquiries, he advised that staff will present to the public a detailed presentation on these topics as well as on community and large small solar with and without battery backup, small modular reactors, and an update on our solar battery micro-grid project – at an upcoming special meeting.

BOARD'S ACTION ITEMS FOR STAFF

- a. Invite public comment on the upcoming strategic plan.

COMMENTS FROM THE PUBLIC

Comments were heard from the public regarding: the possibility for the public to have access to non-business agenda documents that are discussed during the board meeting.

At 2:38 PM Commissioner Purser convened the meeting for a short break. The meeting reconvened at 2:40 PM to go into executive session.

EXECUTIVE SESSION

At 2:40 PM an executive session was held to discuss litigation, and/or network security with legal counsel, pursuant to RCW 42.30.110(1)(i) and 42.30.110(1)(aii). In attendance were Commissioners Purser, Anderson, and Waddell, General Manager Doug Nass, Assistant General Manager John Purvis, Treasurer Sean Worthington, and Legal Counsel Don Cohen. No action was taken. The Executive Session adjourned at 2:42 PM, and the regular meeting reconvened at that time.

ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 2:42 PM.

ATTEST:

President

Vice President

Secretary

August 24, 2020

SUMMARY VOUCHER APPROVAL
PUBLIC UTILITY DISTRICT #1 OF CLALLAM COUNTY
OPERATING FUND

We certify, under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the attached list of claims are a just, due and unpaid obligation against Public Utility District No. 1 of Clallam County, and that we are authorized to authenticate and certify said claims.

SIGNED *Yoni Curtis* DATE 9/8/20
AUDITING OFFICER

[Signature] DATE 9/8/20
GENERAL MANAGER

Vouchers audited and certified by the Auditing Officer and the General Manager have been recorded on the attached list which has been made available to the Board of Commissioners of Public Utility District No. 1 of Clallam County. We, the undersigned Board of Commissioners of Public Utility District No. 1 of Clallam County, approve for payment those vouchers included on the attached list:

Summary for Voucher Lists Dated 8/24/20–9/8/20

Checks	\$	1,113,681.51
Wire Transfers		1,977,176.62
E-Payment		43,552.38
Prepays		123,312.69
Total	\$	3,257,723.20

COMMISSIONER

COMMISSIONER

COMMISSIONER

PUD#1 OF CLALLAM COUNTY, WASHINGTON

**SEPTEMBER 2020
DELINQUENT ACCOUNTS TO BE REMOVED
FROM ACTIVE ACCOUNTS RECEIVABLE**

Delinquent accounts listed for electricity and water on the attached pages are approved to be removed from the active accounts receivable. All accounts to be removed are grouped and total as follows:

09/01/20	Clallam Bay – Evergreen	\$	367.84
09/01/20	Forks – Evergreen	\$	83.38
09/01/20	Port Angeles – Evergreen	\$	3,066.02
09/01/20	Sequim – Evergreen	\$	1,567.72
09/01/20	All Area-Direct W/O Bankruptcy	\$	506.27
09/01/20	All Area-Direct W/O Deceased	\$	-
09/01/20	All Area-Direct W/O Small Balance	\$	-
	SUBTOTAL	\$	5,591.23
09/01/20	30% Collection Fee	\$	1,525.48
	TOTAL	\$	7,116.71
	Previous Debt Collected in July 2020	\$	551.27
	Previous Debt Collected Year To Date 2020	\$	14,636.30

Dated this _____ day of _____, 20____.

President

Secretary

Vice-President

SW:kw

Attachments

These lists comply with our CIS software which removes accounts from the active accounts receivable when placed with a collection agency (classifies them as bad debt). The exceptions are bankruptcies, deceased customers and customer accounts with small balances under \$20. These are removed under the categories of All-Area Direct W/O, but not placed with a collection agency.

RESOLUTION NO. 2180-20

A RESOLUTION Declaring an Emergency and Authorizing Certain Emergency Work, Without Formal Bid, for Removing Trees Next to the Clallam Bay Reservoir.

WHEREAS, The District has a water storage reservoir in Clallam Bay; and

WHEREAS, the Washington State Department of Natural Resources has issued a permit to Dahlgren Logging Company to remove trees in the area surrounding the reservoir; and

WHEREAS, Dahlgren Logging Company has removed the trees per their permit, leaving the trees that are on District property next to the reservoir more exposed to winds; and

WHEREAS, the remaining trees on District property are at increased risk of falling on and damaging the reservoir and need to be removed; and

WHEREAS, procuring the necessary tree removal services through the normal procurement process would take several weeks to accomplish; and

WHEREAS, an emergency declaration and quotation procedure will reduce procurement and mobilization time to allow Dahlgren Logging Company to immediately remove trees on the District property; now, therefore, be it

RESOLVED, That District staff is authorized to negotiate a purchase order with Dahlgren Logging Company for the tree removal necessary to eliminate risk of damage to the Clallam Bay Reservoir without a formal bid after having taken precautions to secure the lowest price practicable under the circumstances.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this the 14th day of September 2020.

President

ATTEST:

Vice President

Secretary

Resolution 2180-20



MEMORANDUM

Date: September 14, 2020
To: Doug Nass, General Manager
From: Tom Martin, Manager of Water & Wastewater Systems *TM*
Re: RESOLUTION DECLARING EMERGENCY
TREE REMOVAL CLALLAM BAY RESERVOIR
SEPTEMBER 2, 2020

On September 1, 2020, a District employee observed hazardously leaning trees next to Clallam Bay Reservoir. After investigation, trees were being cleared on Department of Natural Resources (DNR) property abutting District property next to the reservoir. It is highly probable the line of leaning trees could fall at any time and create catastrophic damage to the reservoir.

To remove the trees with normal tree tools or chainsaws is unfeasible and requires specialized tree removal machinery. To address the issue in a feasible, cost effective, and timely manner, the decision was made to contact the company still working on DNR land remove the trees at our location using their specialized machinery already nearby. The equipment is capable of pulling the entire tree out and minimizes danger of contact to the reservoir while working. It was quoted to be 4 hours of work at \$400 per hour.

It is recommended the Board of Commissioners declare an emergency in accordance with RCW 39.04.280 and award this work to Dahlgren Logging Inc.

JP/TM:jk

Accepted by Board of Commissioners at meeting of _____, 2020.

Doug Nass, General Manager