

**COMMISSIONERS PREAGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
MAY 10, 2021 at 1:30 PM**

Join Zoom Meeting:

<https://zoom.us/j/92151301215?pwd=OytBRlhNNklPOEMvWW5ZWGV2eDAwdz09>

Meeting ID: 921 5130 1215 | **Passcode:** 702521

One tap mobile: +12532158782,,92151301215#,,, *702521# US (Tacoma)

Find your local number: <https://zoom.us/u/abcNphec0T>

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **District's Reliable Public Power Provider (RP3) Diamond (highest) Designation.**

Staff will report on the District's 100% rating for reliability and system improvement; safety; workplace development; and financial health.

- **District's Partnering with OlyCap's Low-income Program**

Staff will provide an update on the District's partnership with OlyCap's low-income program and CETA compliance.

- **Smart Energy Provider (SEP) Presentation**

Staff will present an update on the District's Smart Energy Provider status.

- **Bid Award 210802 for a Trailer Mounted Underground Puller**

The Commissioners will consider authorizing staff to award Bid No. 210802 for the purchase of a Sherman Reilly diesel engine trailer-mounter puller DDXA-75 to Sherman & Reilly, Inc.

Staff requests a motion, second, and vote: The Board authorizes awarding Bid No. 210802 to purchase a Sherman Reilly diesel engine trailer-mounter puller DDXA-75 from Sherman & Reilly, Inc. for a purchase price of \$175,964.00 (not including WSST).

- **Bid Award 211003 for Pole Inspection, Treating, and Reporting**

The Commissioners will consider authorizing staff to award Bid No. 211003 for pole inspection, treating, and reporting to Pacific Pole Inspection, LLC.

Staff requests a motion, second, and vote: The Board authorizes staff to award Bid No. 211003 for pole inspection, treating, and reporting to Pacific Pole Inspection, LLC., from Kelso, WA. This contract will have an estimated not-to-exceed amount of \$129,368.00 (not including WSST).

- **RESOLUTION 2196-21 Establishing the Current Schedule of Deposits and Charges, Electric Line Extension Unit Prices**

The Commissioners will consider adopting Resolution 2196-21 Establishing the Current Schedule of Deposits and Charges, Electric Line Extension Unit Prices and Rescinding Resolution 2176-20.

Staff requests a motion, second, and vote: The Board adopts Resolution 2196-21 Establishing the Current Schedule of Deposits and Charges, Electric Line Extension Unit Prices and Rescinding Resolution 2176-20.

AGENDA
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1. CALL TO ORDER

2. APPROVAL OF CONSENT AGENDA

- a. Minutes of the April 12, 2021 regular meeting;
- b. Claim vouchers for April 12 through May 3, 2021 for a total of \$5,304,053.86;
- c. Payroll vouchers for the period of March 16 through April 15, 2021;
- d. Removal of delinquent accounts from the May 2021 active accounts receivable totaling \$6,996.85 including a 30% collection fee;
- e. Contractor prequalification for DJ/S Electrical, Inc. in the amount of \$2,500,000 for the upcoming calendar year; and
- f. Contractor prequalification for Olympic Electric Company, Inc., in the amount of \$1,250,000 for the upcoming calendar year.

3. AGENDA REVISIONS

4. COMMENTS FROM THE PUBLIC

5. BUSINESS ITEMS

- | | |
|--|-----------------------------|
| a. Reliable Public Power Provider (RP3) Presentation | Doug Nass/Nicole Hartman |
| i. RP3: Reliability and System Improvement | John Purvis, Steve Schopfer |
| ii. RP3: Safety | John Purvis, Larry Morris |
| iii. RP3: Workplace Development | Jamie Spence |
| iv. Financial Health | Sean Worthington |
| b. OlyCap low-income program to meet CETA compliance | Sean Worthington |
| c. Smart Energy Provider (SEP) Presentation | Mattias Jarvegren |
| d. Bid Award Recommendation Memo 210802 for an Underground Puller | Terry Lind |
| e. Bid Award Recommendation Memo 211003 Pole Inspection, Treating, and Reporting | Bill Decker |
| f. A RESOLUTION 2196-21 Establishing the Current Schedule of Deposits and Charges, Electric Line Extension Unit Prices | Travis McClain |
| g. RESOLUTION 2197-21 Amending the District's Healthcare Plan | Jamie Spence |
| h. RESOLUTION 2198-21 Resolution and Policy for Tuition Reimbursement | Jamie Spence |
| i. RESOLUTION 2199-21 Establishing a Professional Licenses and Membership Policy | Jamie Spence |

6. CORRESPONDENCE/COMMUNICATIONS

7. COMMISSIONER REPORTS

8. STAFF REPORTS

9. BOARD'S ACTION ITEMS FOR STAFF

10. COMMENTS FROM THE PUBLIC

11. ADJOURN

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1

Minutes of the Regular Meeting of the Board of Commissioners

Main Office | 104 Hooker Road | Sequim, WA 98382

APRIL 12, 2021 – This meeting was held remotely via ZOOM

Commissioners Present

Will Purser, President

Rick Paschall, Vice President

Jim Waddell, Secretary

Staff Present

Doug Nass, General Manager

John Purvis, Assistant General Manager

Sean Worthington, Finance Manager/Treasurer

Terry Lind, Operations Superintendent

Ben Phillips, Engineer

Mike Hill, Engineering Manager

Tom Martin, Water/Wastewater Manager

Colin Young, Distribution System Supervisor

Nicole Hartman, Communications Manager

Lori Carter, Controller/Auditing Officer

Ruth Kuch, Financial Analyst

Jamie Spence, HR Manager

Rebecca Turner, Sr. Accountant

Tyler King, Power Analyst

Larry Morris, Safety Manager

Shawn Delplain, Broadband Manager

Steve Schopfer, IT Manager

Teresa Lyn, Executive Assistant

PNNL

Melanie Roberts, Director, State and Regional Affairs

Genevra Harker-Klimes, Division Director, Coastal Sciences

Jan Alam, Project Manager and Senior Engineer

Carl Imhoff, Manager, Electricity Infrastructure Sector and Grid Modernization.

Others Present as Identified

Patti Morris

Krestine Reed

Paula Simpson-Barnes

Rob Cavagnaro

Rob Ollikainan

The meeting commenced at 1:30 PM.

CONSENT AGENDA 1:15

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

- a. Minutes of the March 22, 2021 regular meeting;
- b. Claim vouchers for March 22 through April 5, 2021 for a total of \$4,697,218.64;
- c. Payroll vouchers for the period of March 1 through March 15, 2021;
- d. Removal of delinquent accounts from the April 2021 active accounts receivable totaling \$7088.98 including a 30% collection fee; and
- e. Invoices to be removed from active miscellaneous accounts receivable totaling \$6264.01 including a 30% collection fee.

COMMENTS FROM THE PUBLIC

There was no public comment.

BUSINESS ITEMS 3:36

Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized Bid Award Recommendation Memo for Bid No. 210801 for the rebuild of transmission lines from Airport Road to Cherry Street in Port Angeles to Titan Electric Contracting, Inc., dba FB Titan. FB Titan from Casper, Wyoming is the lowest responsible bidder on the District's Prequalified Vendor List for work on high-voltage electric, with a total base bid of \$418,531.84 (not including WSST). There was discussion regarding the disparity in submitted quotes; which was determined to be due to the bidders themselves, as comprehensive and detailed scope of work and related information was provided to them.

Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Paschall and carried, the Board authorized staff to solicit quotations for Bid Number No. 210802 for a Sherman Reilly diesel engine trailer-mounted underground cable puller DDXA-75. The new puller will replace a smaller one and will have the capability to do longer pulls which we are doing more frequently. The current puller will continue to be utilized for smaller jobs.

CORRESPONDENCE/COMMUNICATIONS 21:56

Distribution Systems Manager Colin Young reported on the District's new renewable energy partnership with Pacific Northwest National Laboratory (PNNL), with the goal of the District serving as an advisor to PNNL to assist with the development of controls and protocols for utilizing their campus as a grid asset and integrating new energy technologies onto the grid. This partnership is expected to facilitate collaboration between the District, PNNL, and other utilities on the following: testing new ways of interacting with the grid; sharing research knowledge; input on a potential Clean Energy Fund (CEF) Microgrid grant proposal; determining future demand response; Clean Energy Transformation Act (CETA); and Smart Energy Provider (SEP).

PNNL presenters included Melanie Roberts, Director of State and Regional Affairs. Ms. Roberts thanked the District for its letter of interest in continuing a partnership with PNNL, and its support of PNNL's efforts in innovating and testing out new grid technologies and getting them into practice. The District's partnership will enable PNNL compete more favorably for sources of funding which will assist in the upgrade and expansion of their local facility. PNNL is one of seventeen U.S. Department of Energy National Laboratories. They contract with Battelle Laboratories, a global R&D non-profit who manages the PNNL lab.

Genevra Harker-Klimes, PNNL's Division Director of Coastal Sciences spoke on the recent connection of PNNL's Marine and Coastal facility to Sequim sewer and water facilitated PNNL's recent local expansion. This connection will enable the local PNNL facility to further expand, upgrade their facilities, and move to an electrified campus that utilizes multiple local clean generation, one of which will be the utilization of Sequim area tides and turbines to generate energy. The goal is to ultimately combine tidal-generated energy with solar and integrate/apply/deploy those energies onshore to create vessel and car charging stations in coastal communities. They are also looking into extracting hydrogen from sea water for use in hydrogen fuel cells and potential applications.

Jan Alam, PNNL Project Manager and Senior Engineer spoke about building collaboration opportunities and leveraging and sharing knowledge between PNNL and the District in regards to developing clean energy storage units and utilizing tidal energy and the possibility of hosting an intern in the future.

The presentation ended with Carl Imhoff, Manager, PNNL Electricity Infrastructure Sector and Grid Modernization, who provided a brief high-level overview of PNNL's collaborations with a consortium of 200 partners including public utilities, coops, and military bases. Collaborative projects/studies include transmission advance oscillation sensors, developing microgrids and grid modernization, forecasting demand response, and market mechanisms that assist with energy storage. PNNL is one of the larger providers of energy storage activities. It also shares cyber-risk information with public utilities. PNNL serves as a bridge between public utilities and co-ops and the federal government's agenda in terms of grid modernization.

COMMISSIONER REPORTS 45:02

Commissioner Paschall attended Washington Public Utility District Association (WPUDA) meetings. Topic was the BPA rate case. He submitted a motion for staff to present to the Board on how we are complying with vegetation management and protective equipment (relays) maintenance and testing to assure that the District is adhering to state and national standard and doing everything we can in terms of risk management. Commissioner Waddell seconded the motion and it passed.

Commissioner Waddell attended WPUDA's Day on the Hill meeting and a Western Public Agency Groups (WPAG) meeting regarding BPA rate case study and contract processes. He suggested the District look into our 20 year contract with BPA in light of future potential resource adequacy surpluses.

Commissioner Purser attended Energy Northwest (ENW) meetings. Topics of discussion were recruiting efforts for a new CEO and resource adequacy in terms of small nuclear modular reactors.

STAFF REPORTS

There were no staff reports.

BOARD'S ACTION ITEMS FOR STAFF 1:04.21

- a. Staff is to provide/clarify an explanation of a delinquent account item in the amount of \$2400.
- b. Staff is to advise the Commissioners on the District's vegetation management efforts as they pertain to wildfire mitigation; specifically in regards to protective equipment maintenance and testing and adherence to national standards.

COMMENTS FROM THE PUBLIC

There was no public comment.

ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 2:34 PM.

ATTEST:

President

Vice President

Secretary

A detailed transcript of this meeting via audio recording is available to the public on the Commission Meetings page of the PUD website here: <https://clallampud.net/commission-meetings/>.

April 12, 2021

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 Yow Carter DATE 4/30/21
AUDITING OFFICER

[Signature] DATE 5.3.21
GENERAL MANAGER

Vouchers audited and certified by the Auditing Officer and the General Manager have been recorded on the attached list(s) 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(s):

Summary for Voucher Lists Dated 4/12/2021–5/3/2021

Checks	\$	2,059,616.00
Wire Transfers		3,186,318.47
E-Payment		58,119.39
Prepays		
Total	\$	5,304,053.86

COMMISSIONER

COMMISSIONER

COMMISSIONER

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

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

SIGNED Yoni Carter DATE 4/29/21
 AUDITING OFFICER

SIGNED [Signature] DATE 4/30/21
 GENERAL MANAGER
 F&C

Checks and E-Payments 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:

DATE: May 3, 2021

\$	186,375.74	Checks
\$	22,764.39	Wire Transfers
\$	16,392.59	EPAY
		Pre-Pays
\$	225,532.72	TOTAL AMOUNT

The attached list of claims has been paid using Check Numbers:

_____ through _____ mailed on _____.

The attached list of claims has been paid using E-Payment Numbers:

_____ through _____ Processed on _____.

The attached list of claims has been paid using Wire Numbers:

_____ through _____ Processed on _____.

Signed _____ Dated _____.

AUDITING OFFICER

PUD#1 OF CLALLAM COUNTY, WASHINGTON

MAY 2021

**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:

05/03/21	Clallam Bay – Evergreen	\$	-
05/03/21	Forks – Evergreen	\$	716.75
05/03/21	Port Angeles – Evergreen	\$	632.63
05/03/21	Sequim – Evergreen	\$	3,001.00
05/03/21	All Area-Direct W/O Bankruptcy	\$	-
05/03/21	All Area-Direct W/O Deceased	\$	1,341.36
05/03/21	All Area-Direct W/O Small Balance	\$	-
	SUBTOTAL	\$	<u>5,691.74</u>
05/03/21	30% Collection Fee	\$	1,305.11
	TOTAL	\$	<u><u>6,996.85</u></u>
	Previous Debt Collected in April 2021	\$	1,466.47
	Previous Debt Collected Year To Date 2021	\$	4,829.59

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.



MEMORANDUM

Date: May 10, 2021

To: Doug Nass, General Manager

From: John Purvis, Assistant General Manager 
Terry Lind, Operations Superintendent

Re: BID AWARD RECOMMENDATION MEMO
BID OPENING APRIL 29, 2021
SHERMAN REILLY DIESEL ENGINE TRAILER MOUNTED UNDERGROUND
PULLER DDHXA-75 – 7,500 lb.
BID NUMBER 210802

After evaluation of bids received, we are recommending the District award the purchase, for the above-referenced equipment, in the amount of \$175,964.00, to SHERMAN + REILLY INC. for:

- (1) Sherman Reilly, Diesel Engine, Trailer Mounted Underground Puller DDHXA-75 – 7,500 lb.

**Not to Exceed Total: \$175,964.00
(not including tax)**

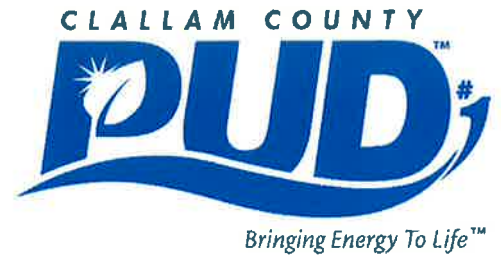
JP/TL:jk

Accepted by Board of Commissioners at meeting of May 10, 2021.

Doug Nass, General Manager

BID 210802
SHERMAN REILLY UG PULLER DDHXA-75 - 7500LB
Bid Opening April 29, 2021

VENDOR	AMOUNT	BID SECURITY	DELIVERY DATE
SHERMAN + REILLY INC	175,964.00	Y	March 31, 2021



MEMORANDUM

Date: May 10, 2021

To: Doug Nass, General Manager

From: Bill Decker, Operations Superintendent
John Purvis, Assistant General Manager

Re: BID AWARD RECOMMENDATION MEMO
BID OPENING APRIL 20, 2021
POLE INSPECTION, TREATING AND REPORTING 2021
Bid Number 211003

It is recommended that above referenced bid for Pole Inspection, Treating and Reporting for 2021 be awarded to **Pacific Pole Inspection, LLC.**, from Kelso, WA, the lowest, responsible bidder. A bid tabulation form is enclosed for your review.

This contract will have an estimated not to exceed amount of \$129,368.00 (not including WSST of 8.5% & 8.8%) and is to be complete by November 5, 2021.

JP:BD

Accepted by Board of Commissioners at meeting of : _____, 20____.

Doug Nass, General Manager

A RESOLUTION Establishing the Current Schedule of Deposits and Charges, Electric Line Extension Unit Prices and Rescinding Resolution 2176-20

WHEREAS, staff has reviewed the District's cost to provide various services and perform work for customers; and

WHEREAS, the District's financial plan is based upon collecting actual cost for services and work provided; and

WHEREAS, the District can protect its customers through the use of deposits; now, therefore, be it

RESOLVED, that the attached documents entitled "Schedule of Deposits and Charges", and "Electric Line Extension Unit Prices" be adopted effective June 1, 2021 and

2. That Resolution 2176-20 establishing the prior Schedule of Deposits and Charges and Line Extension Unit Prices is hereby rescinded effective June 1, 2021.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington this 10th day of May, 2021.

President

ATTEST:

Vice President

Secretary

**PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY**

SCHEDULE OF DEPOSITS AND CHARGES

Effective June 1, 2021

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**PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY**

SCHEDULE OF DEPOSITS AND CHARGES EFFECTIVE June 1, 2021

DEPOSITS

Electric

- Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.
- Non-Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.

Water

- Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.
- Non-Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.

Satisfactory credit record with the District, credit assessment, or enrollment in SmartPay may allow the District to waive the deposit requirement.

Additional deposits may be required for participation in certain programs, such as opt-out self-read.

CHARGES

Connect / Reconnect / Disconnect / Transfer

– applicable to standard new or existing services.

Electric

- | | |
|--|-------|
| 1) Meter, including multiple meters for same account | \$ 50 |
| 2) Separate account at same address | \$ 30 |
| 3) Using last reading, one or more meters for same account | \$ 25 |
| 4) Disconnect or reconnect remote meter | \$ 25 |
| 5) Disconnect or reconnect at transformer | \$ 70 |
| 6) Disconnect or reconnect CT meter - each | \$ 70 |

Water

- | | |
|--|-------|
| 1) Independent of electric | \$ 50 |
| 2) Simultaneous with electric | \$ 30 |
| 3) Using last reading, independent of electric | \$ 25 |

Sewer

- | | |
|--|------|
| 1) Independent of electric and/or water | \$15 |
| 2) Simultaneous with electric and/or water | \$10 |

After Hours and/or Nonpayment

After Hours and/or Nonpayment standard meter

(in addition to other applicable charges)

- | | |
|--------------------------------|--------|
| 1) Electric only or water only | \$ 100 |
|--------------------------------|--------|

2) Electric and Water	\$ 160
3) Additional charge to above: (actual cost) Requests received between 3:00 p.m. and 4:00 p.m. on regular business days (per ½ hour of overtime incurred)	\$ 60
4) Requests received between 4:00 p.m. and 7:30 a.m. of the next business day	\$ 525
After Hours and/or Nonpayment - CT/320A/3 PHASE/at transformer (in addition to other applicable charges)	
1) Electric only	\$ 140
2) Electric and Water	\$ 200
3) Additional charge to above: (actual cost) Requests received between 3:00 p.m. and 4:00 p.m. on regular business days (per ½ hour of overtime incurred)	\$ 90
4) Requests received between 4:00 p.m. and 7:30 a.m. of the next business day	\$ 525
After Hours and/or Nonpayment W/ remote reconnect (in addition to other applicable charges)	
1) Reconnect electric only during business hours (7:30 am – 4:00 pm)	\$ 50
2) Requests received between 4:00 p.m. and 7:30 a.m. of the next business day (Remote reconnect only)	\$ 160
After Hours Dispatch of CSR Without reconnect	
	\$ 160
Late Fee	
1) To cover expenses related to processing past due accounts	\$5

Misc. Service Charges

-Alphabetical Order

Access Appointment to Read Meter	
Electric or water	\$ 55
Access Appointment (e.g.: Maintenance & Repair)	
1) Electric	\$ 115
2) Water	\$ 85
Continuous Service Contract	
1) New contract – Initial setup & units	\$ 55
2) Transfer reading	\$25
3) Restoration of services	
a) Electric	\$ 50
b) Water – simultaneous of electric	\$ 30
c) Water – independent with electric	\$ 50
Refer to above sections for any variances regarding CT/320A/Remote Disconnect or After Hours/DNP for Continuous Service Contracts	

Energy Resources Surcharge

Applicable to mobile homes not meeting minimum energy efficiency standards.

1) Regular charge	\$2000
2) Owner-occupied, low-income charge	\$500

Field Collection

and/or extension	\$70
------------------	------

Lock Box		
installed (one size only)		\$440
Meter Tampering		
1) Cut or missing seal (electric or water)		\$ 185
2) Unauthorized connect or reconnect of meter (electric or water)		\$ 245
3) Power diversion investigation, minimum– actual cost & requires a W.O.		\$ 415
4) Water diversion investigation, minimum – actual cost & requires a W.O.		\$ 365
Meter Testing		
This is a deposit. It will be refunded if meter tests bad.		
1) Electric meter		\$ 100
2) Water meter		\$ 125
Returned Payment		
Fee		\$ 30
Reread Meter		
(customer request due to high consumption)		\$ 50
No Charge if reading is incorrect		
Remote Read Meter Opt Out Charges		
“PUD-Read” Remote Read Opt Out Fee		
Monthly fee, bi-monthly read		\$21
Analog Meter Fee		
(per month in addition to applicable opt out fee)		\$7
Other Misc. Service Charges		
-Alphebetical Order		
Assessment Segregation (Water)		
– minimum deposit		\$455
Customer Service Conversion		
1) Convert overhead service to underground service		\$175
2) Change meter base to larger meter base size		\$200
3) Upgrade overhead service wire to larger size		\$440
Easements and Other Recorded Documents		
1) Easements		\$ 340
2) Replacement Easements / Quit Claim Deeds		\$ 340
3) WSDOT Franchise Amendment		\$2105
Engineering Charge		
for Developer Proposals		Actual Cost over \$1000
Fire Hydrant Fund		
Exception: when a hydrant is required in a specific location by other regulatory authority, the customer will pay the actual cost of installation.		\$ 5.45/ft (6” and larger mains)

Increased Loads

Add service conversion charge when a transformer upgrade is required to maintain adequate capacity for a service upgrade.
 Add connect charge for new services.

1) Single overhead transformer	\$880
2) Two overhead transformers	\$1050
3) Three overhead transformers	\$1250
4) Single padmount transformer	\$555
5) Two padmount transformers	\$870
6) Three-phase padmount transformer	\$945

Transformer Installation

This does not include the New Service Connect Charge

1) Install single phase overhead transformer	\$ 980
2) Install three phase overhead transformer	\$1410
3) Install single phase pad-mount transformer	\$ 665
4) Install three phase pad-mount transformer	\$ 635

Trip Charge

(Customer not prepared for scheduled work or main disconnect not off)

1) Electrical Serviceman	\$115
2) Line Crew	\$295
3) Water Serviceman	\$85
4) Meter Reader	\$50

Vegetation

Removal and/or fee	\$80
--------------------	------

Yard Lights

1) Install light only, along with new service	\$90
2) Install light only, established account	\$355

New Service Connect Charges

– includes connect charge and engineering charge.

Electric – Overhead

Self-contained meter only

1) Single Phase – Connect to existing Overhead Transformer (Inc. OH Triplex svc to cust bldg)	\$530
2) Three phase – Connect to existing overhead transformers (Inc. OH Quad svc to cust bldg)	\$925

Electric – Padmount

Self-contained meter only

3) Single phase – Connect to existing padmount transformer	\$395
4) Three phase – Connect to existing padmount transformer	\$450

Electric – Others

5) Additional meter(s) at a multiple installation involving a single service run	
a) Each additional meter installed with original connection in a multi-pack	\$40
b) Additional charge for each meter installed at a <u>later time</u> than original connection in a multi-pack	\$70
6) CT Meter Connection (in addition to one of the above)	
a) Up to and including 800 AMP	\$240
b) Greater than 800 AMP	\$335

- 7) Net Meter Installation
 - a) Application fee: 0 W – 25 kW \$100
 - b) Application fee: 26 kW – 500 kW \$500
 - c) Application fee: 501 kW – 20 MW \$1000
 - d) Standard Meter / AMR Meter \$145
 - e) CT Meter / AMR-CT Meter \$260
 - f) Interconnection Expansion \$145
- 8) Radio-Read Meter Installation
 - a) CT Meter \$305
 - b) 3-Phase - new Time & Materials only T & M
- 9) Temporary Service – in addition to above \$105
Transformer Installation and New Service Connect charges
- 10) Temporary Service – Community Sponsored Festival Only, includes KWH consumption \$180
- 11) Unmetered installations – single-phase, overhead installation \$360
 - a) Connection to existing transformer

Water

- 1) Drop-in Meter 3/4" meter installed in an existing meter box \$180
Install new meter
- 2) Pressure Reducing Valve
 - a) Upgrade service to include 3/4" Pressure reducing valve \$1030
 - b) Upgrade service to include 1" Pressure reducing valve \$1050
 - c) Drop-in pressure reducing valve into existing tandem setter – 3/4" only \$155

3) All Water Systems

Meter Size	Meter Installation	Capital Facilities Charges	Total	Pressure Regulator Valve (if required)
5/8" x 3/4"	\$3,105**	\$5,515	\$8,620	Included*
1"	\$3,400**	\$13,795	\$17,195	Included*
1-1/2"	At Cost	\$27,595	At Cost + C.F.	At cost
2"	At Cost	\$44,150	At Cost + C.F.	At cost
3"	At Cost	\$88,300	At Cost + C.F.	At cost
4"	At Cost	\$137,980	At Cost + C.F.	At cost
6"	At Cost	\$275,960	At Cost + C.F.	At cost
8"	At Cost	\$441,540	At Cost + C.F.	At cost
10"	At Cost	\$634,715	At Cost + C.F.	At cost

*Included with meter installation if, in the opinion of the District, one is needed.

**Includes road crossing if req'd (35-foot max paved roadway, non-WSDOT)

Note: Please contact the Water Department to determine applicable charges.

Fire Hydrant Use – Temporary Service

- 1) Hydrant Use Permit \$565
(Includes connection to hydrant, 90 days use and up to 3000 cu ft. water. Additional water use billed at commercial rate. District may assess an additional permit fee for usage beyond 90 days)
- 2) Meter usage/damage deposit \$995
- 3) RPBA usage/damage deposit \$500

Sewer

- 1) Check Valve Assembly \$ 360
- 2) Inspect Customer Connection \$ 340

P.U.D. NO. 1 OF CLALLAM COUNTY
ELECTRIC LINE EXTENSION UNIT PRICES
Effective June 1, 2021

UNDERGROUND	OVERHEAD
<u>PRIMARY CABLE</u>	
Single-Phase	7.10
V-Phase	12.60
Three-Phase	18.10
<u>PADMOUNTS FOR TRANSFORMERS</u>	
Single-Phase (SLAB & SCOOP)	1,375.00
Three-Phase 75 - 300 (w/ VAULT)	5,125.00
Three-Phase 500 - 2500 (w/ VAULT)	6,785.00
<u>JUNCTION BOX</u>	
Single-Phase (4-WAY)	2,115.00
Single-Phase (5-WAY)	2,700.00
V-Phase	2,135.00
Three-Phase	4,510.00
<u>SWITCH & FUSE CABINET</u>	
Fuse Pad (SLAB & SCOOP)	2,895.00
Single-Phase Fuse (Cabinet & Vault)	12,985.00
Three-Phase Fuse (Cabinet & Vault)	36,910.00
Three-Phase Switch (Cabinet & Vault)	61,360.00
<u>ELBOW</u>	
Elbow	230.00
Rotatable Feed-Thru	360.00
Elbow with 4-Way C/O	505.00
Elbow with 5-Way C/O	1,435.00
<u>SPLICE</u>	370.00
<u>RISER</u>	
Single-Phase	1,100.00
V-Phase	1,920.00
Three-Phase	2,785.00
<u>SECONDARY CABLE</u>	
<u>IN CONDUIT (SWEEPS NOT INC.)</u>	
4/0 - 4/0 - 2/0	5.80
350 MCM	7.60
<u>SECONDARY PED & VAULT</u>	
Pedestal (for 1-Phase Trans.)	285.00
3-Ph Sec. Cab. 14-Connection w/ Vault	9,925.00
3-Ph Sec. Cab. 30-Connection w/ Vault	11,570.00
<u>PRIMARY POLE</u>	
Single-Phase	2,990.00
V-Phase	3,290.00
Three-Phase	3,585.00
<u>PRIMARY POLE INSERT</u>	
Single-Phase	2,835.00
V-Phase	3,065.00
Three-Phase	3,290.00
<u>ADD A PHASE TO ONE SPAN</u>	
Single-Phase to V-Phase	995.00
Single-Phase to 3-Phase	1,295.00
<u>OVERHEAD TAP</u>	
Single-Phase	880.00
V-Phase	1,525.00
Three-Phase	2,300.00
<u>SEC / SVC POLE</u>	1,515.00
<u>SEC / SVC POLE</u>	1,975.00
<u>WITH GUY & ANCHOR</u>	
<u>GUY & ANCHOR</u>	485.00
<u>GUY POLE & SPAN GUY</u>	2,245.00
THE FOLLOWING ARE USED FOR SHARING PURPOSES ONLY: (WHICHEVER IS GREATER)	
TRENCH CR. PER FT.	3.72
OR A MINIMUM OF	600.00

MISC. UNDERGROUND PRICES

CONDUIT		SWEEPS	
2" PVC	3.80	2" Galv.	8.50
3" PVC	5.45	3" Galv.	14.55
4" PVC	3.90	4" Galv.	9.80
2" PVC Sch. 80	3.35	2" P&C Flex	4.45
3" PVC Sch. 80	3.85	3" P&C Flex	6.00
4" PVC Sch. 80	4.75	4" P&C Flex	7.30
2" PVC 90°		2" Galv. 90°	20.40
3" PVC 90°		3" Galv. 90°	31.40
4" PVC 90°		4" Galv. 90°	55.50
2" Galv. 90°		2" Galv. 90°	44.05
3" Galv. 90°		3" Galv. 90°	169.70
4" Galv. 90°		4" Galv. 90°	408.60

Underground			
Item	2020 cost	2021 cost	Notes
Primary cable			
Single Phase	7.00	7.10	
V-Phase	12.50	12.60	
3-Phase	17.95	18.10	
Padmounts for Transformers			
Single Phase (Slab & Scoop)	1,250	1,375	
3-Phase 75-300 KVA vault	4,620	5,125	
3-Phase 500-2500 KVA vault	6,630	6,785	
Junction Box			
Single Phase (4-way feed thru)	1,915	2,115	
Single Phase (5-way feed thru)	2,660	2,700	
V-Phase	2,085	2,135	
3-Phase	4,400	4,510	
Switch & Fuse Cabinet			
Fuse Pad with Slab & Scoop	2,860	2,895	
Single Phase Fuse (Cabinet with Vault)	12,800	12,985	
3-Phase Fuse (Cabinet with Vault)	32,320	36,910	<i>Spike in 2020 fuse cabinet price</i>
3-Phase Switch (Cabinet with Vault)	47,610	61,360	<i>Spike in 2021 of 3 way switch cabinet</i>
Elbow			
Elbow	215	230	
Rotatable Feed Thru	345	360	
Elbow with 4-way C/O	505	505	
Elbow with 5-way C/O	1,420	1,435	
Splice			
	355	370	
Riser			
Single Phase	1025	1,100	
V-Phase	1,785	1,920	
3-Phase	2,585	2,785	
Secondary Cable in conduit			
4/0 4/0 2/0	5.75	5.80	
350 MCM	7.55	7.60	
Secondary Pedestal			
1 Phase Secondary Pedestal	275	285	
3-Phase Cabinet (14 connection w/vault)	9,840	9,925	
Cabinet (30 connection w/vault)	11,480	11,570	
Conduit			
2" (Schedule 40 PVC)	2.55	3.80	
3" (Schedule 40 PVC)	3.25	5.45	
4" (Schedule 40 PVC)	3.80	3.90	
2" (Schedule 80 PVC)	3.25	3.35	
3" (Schedule 80 PVC)	3.75	3.85	
4" (Schedule 80 PVC)	4.65	4.75	
2" Galvanized	8.40	8.50	
3" Galvanized	14.45	14.55	
4" Galvanized	9.70	9.80	
2" Flex	4.35	4.45	
3" Flex	5.90	6.00	
4" Flex	7.20	7.30	
Sweeps			
2" PVC 90°	18.95	20.40	
3" PVC 90°	27.15	31.40	
4" PVC 90°	54.85	55.50	
2" Galvanized 90°	43.40	44.05	
3" Galvanized 90°	169.05	169.70	
4" Galvanized 90°	407.95	408.60	<i>Spike in July 2019 prices</i>
(Red indicates increase) (Blue indicates decrease)			

Overhead			
Item	2020 cost	2021 cost	Notes
Primary Pole			
Single Phase	2,900	2,990	
V-Phase	3,185	3,290	
3-Phase	3,460	3,585	
Primary Pole Insert			
Single Phase	2,745	2,835	
V-Phase	2,965	3,065	
3-Phase	3,175	3,290	
Add a Phase to one span			
Single Phase to V-Phase	850	995	
Single to 3-Phase	1,240	1,295	
Overhead Tap			
Single Phase	850	880	
V-Phase	1,470	1,525	
3-Phase	2,210	2,300	
Secondary Pole			
	1,490	1,515	
Secondary Pole with Guy & Anchor			
	1,915	1,975	
Guy & Anchor			
	455	485	
Guy Pole & Span Guy			
	2,170	2,245	

(Red indicates increase) (Blue indicates decrease)

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY

SCHEDULE OF DEPOSITS AND CHARGES

Effective ~~August 1, 2020~~ June 1, 2021

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**PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY**

SCHEDULE OF DEPOSITS AND CHARGES EFFECTIVE August 1, 2020

DEPOSITS

Electric

- Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.
- Non-Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.

Water

- Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.
- Non-Residential: Two-twelfths of estimated annual billings with a minimum deposit of \$150, or as determined by the District.

Satisfactory credit record with the District, credit assessment, or enrollment in SmartPay may allow the District to waive the deposit requirement.

Additional deposits may be required for participation in certain programs, such as opt-out self-read.

CHARGES

Connect / Reconnect / Disconnect / Transfer

– applicable to standard new or existing services.

Electric

- | | |
|--|---------|
| 1) Meter, including multiple meters for same account | \$ 4550 |
| 2) Separate account at same location address | \$ 30 |
| 3) Using last reading, one or more meters for same account | \$ 25 |
| 4) Disconnect or reconnect remote meter | \$ 25 |
| 5) Disconnect or reconnect at transformer | \$ 6570 |
| 6) Disconnect or reconnect CT meter - each | \$ 6570 |

Water

- | | |
|--|---------|
| 1) Independent of electric | \$ 4550 |
| 2) Simultaneous with electric | \$ 30 |
| 3) Using last reading, independent of electric | \$ 25 |

Sewer

- | | |
|--|-------|
| 1) Independent of electric and/or water | \$ 15 |
| 2) Simultaneous with electric and/or water | \$ 10 |

After Hours and/or Nonpayment

After Hours and/or Nonpayment standard meter

(in addition to other applicable charges)

- | | |
|--------------------------------|----------|
| 1) Electric only or water only | \$ 90100 |
|--------------------------------|----------|

- 2) Electric and Water \$ ~~150~~160
- 3) Additional charge to above: (actual cost) \$ ~~55~~60
 Requests received between 3:00 p.m. and 4:00 p.m.
 on regular business days (**per ½ hour of overtime incurred**)
- 4) Requests received between 4:00 p.m. and 7:30 a.m. \$ ~~500~~525
 of the next business day

After Hours and/or Nonpayment - CT/320A/3 PHASE/at transformer
 (in addition to other applicable charges)

- 1) Electric only \$ ~~130~~140
- 2) Electric and Water \$ ~~190~~200
- 3) Additional charge to above: (actual cost) \$ ~~85~~90
 Requests received between 3:00 p.m. and 4:00 p.m.
 on regular business days (**per ½ hour of overtime incurred**)
- 4) Requests received between 4:00 p.m. and 7:30 a.m. \$ ~~500~~525
 of the next business day

After Hours and/or Nonpayment W/ remote reconnect
 (in addition to other applicable charges)

- 1) Reconnect electric only during business hours (7:30 am – 4:00 pm) \$ 50
- 2) Requests received between 4:00 p.m. and 7:30 a.m. \$ ~~455~~160
 of the next business day (**Remote reconnect only**)

After Hours Dispatch of CSR-~~without reconnect~~
Without reconnect

\$ ~~155~~160

Late Fee

- 1) To cover expenses related to processing past due accounts \$ 5

Misc. Service Charges

-Alphabetical Order

Access Appointment to Read Meter

- Electric or water \$ ~~50~~55

Access Appointment (e.g.: Maintenance & Repair)

- 1) Electric \$ ~~110~~115
- 2) Water \$ ~~80~~85

Continuous Service Contract

- 1) New contract – Initial setup & units \$ ~~50~~55
- 2) Transfer reading \$ 25
- 3) Restoration of services
 - a) Electric \$ ~~45~~50
 - b) Water – simultaneous of electric \$ 30
 - c) Water – independent with electric \$ ~~45~~50

Refer to above sections for any variances regarding CT/320A/Remote Disconnect or After Hours/DNP for Continuous Service Contracts

Energy Resources Surcharge

Applicable to mobile homes not meeting minimum energy efficiency standards.

- 1) Regular charge \$2000
- 2) Owner-occupied, low-income charge \$500

Field Collection/~~Extension~~
and/or extension

\$ ~~65~~70

Lock Box

installed (one size only)

\$430440

Meter Tampering

- | | |
|---|-----------|
| 1) Cut or missing seal (electric or water) | \$ 175185 |
| 2) Unauthorized connect or reconnect of meter (electric or water) | \$ 230245 |
| 3) Power diversion investigation, minimum– actual cost & requires a W.O. | \$ 400415 |
| 4) Water diversion investigation, minimum – actual cost & requires a W.O. | \$ 355365 |

Meter Testing

This is a deposit. It will be refunded if meter tests bad.

- | | |
|-------------------|----------|
| 1) Electric meter | \$ 95100 |
| 2) Water meter | \$ 125 |

Returned Payment-FeeFee

\$ 30

Reread Meter

(customer request due to high consumption)

No Charge if reading is incorrect

\$ 50

Remote Read Meter Opt Out Charges~~"Self-Read" Remote Read Opt Out Fees~~~~"Self-Read" Opt Out (per month) \$17~~~~One-Time Configuration & Development Fee \$35.50~~~~Failure to Read & Report Fee \$73.50~~**"PUD-Read" Remote Read Opt Out Fee**~~(per month) Monthly fee, bi-monthly read~~

\$19.5021

Analog Meter Fee

(per month in addition to applicable opt out fee)

\$6.357

Other Misc. Service Charges

-Alphabetical Order

~~Assessment Segregation (Water) – minimum deposit–~~~~– minimum deposit~~

\$350455

Customer Service Conversion

- | | |
|--|----------|
| 1) Convert overhead service to underground service | \$165175 |
| 2) Change meter base to larger meter base size | \$190200 |
| 3) Upgrade overhead service wire to larger size | \$415440 |

Easements and Other Recorded Documents

- | | |
|---|------------|
| 1) Easements / Bill of Sale | \$ 225340 |
| 2) Replacement Easements / Quit Claim Deeds | \$ 230340 |
| 3) WSDOT Franchise Amendment | \$20902105 |

Engineering Charge for Developer Proposalsfor Developer Proposals

Actual Cost over \$1000

Fire Hydrant Fund

\$ 5.145.45/ft

Exception: when a hydrant is required in a specific location by other regulatory authority, the customer will pay the actual cost of installation.

(6" and larger mains)

Increased Loads

Add service conversion charge when a transformer upgrade is required to maintain adequate capacity for a service upgrade.
Add connect charge for new services.

1) Single overhead transformer	\$ <u>835880</u>
2) Two overhead transformers	\$ <u>10001050</u>
3) Three overhead transformers	\$ <u>11901250</u>
4) Single padmount transformer	\$ <u>530555</u>
5) Two padmount transformers	\$ <u>830870</u>
6) Three-phase padmount transformer	\$ <u>900945</u>

Transformer Installation

This does not include the New Service Connect Charge

1) Install single phase overhead transformer	\$ <u>940 980</u>
2) Install three phase overhead transformer	\$ <u>15601410</u>
3) Install single phase pad-mount transformer	\$ <u>635 665</u>
4) Install three phase pad-mount transformer	\$ <u>605 635</u>

Trip Charge

(Customer not prepared for scheduled work or main disconnect not off)

1) Electrical Serviceman	\$ <u>110115</u>
2) Line Crew	\$ <u>285295</u>
3) Water Serviceman	\$ <u>8085</u>
4) Meter Reader	\$50

Vegetation Removal and/or Fee

<u>Removal and/or fee</u>	\$ <u>75-80</u>
---------------------------	-----------------

Yard Lights

1) Install light only, along with new service	\$ <u>8590</u>
2) Install light only, established account	\$ <u>340355</u>

New Service Connect Charges

– includes connect charge and engineering charge.

Electric – Overhead

Self-contained meter only

1) Single Phase – Connect to existing Overhead Transformer (Inc. OH Triplex svc to cust bldg)	\$ <u>510530</u>
2) Three phase – Connect to existing overhead transformers (Inc. OH Quad svc to cust bldg)	\$ <u>895925</u>

Electric – Padmount

Self-contained meter only

3) Single phase – Connect to existing padmount transformer	\$ <u>385395</u>
4) Three phase – Connect to existing padmount transformer	\$ <u>435450</u>

Electric – Others

5) Additional meter(s) at a multiple installation involving a single service run

a) Each additional meter installed with original connection in a multi-pack	\$40
b) Additional charge for each meter installed at a <u>later time</u> than original connection in a multi-pack	\$70

6) CT Meter Connection (in addition to one of the above)

a) Up to and including 800 AMP	\$ <u>235240</u>
b) Greater than 800 AMP	\$ <u>330335</u>

- 7) Net Meter Installation
 - a) Application fee: 0 W – 25 kW \$100
 - b) Application fee: 26 kW – 500 kW \$500
 - c) Application fee: 501 kW – 20 MW \$1000
 - d) Standard Meter / AMR Meter \$120145
 - e) CT Meter / AMR-CT Meter \$215260
 - f) Interconnection Expansion \$145
- 8) Radio-Read Meter Installation
 - a) CT Meter \$300305
 - b) 3-Phase - new Time & Materials only T & M
- 9) Temporary Service – in addition to above Transformer Installation and New Service Connect charges \$105
- 10) Temporary Service – Community Sponsored Festival Only, includes KWH consumption \$180
- 11) Unmetered installations – single-phase, overhead installation \$350360
 - a) Connection to existing transformer

Water

- 1) Drop in Meter 3/4" meter installed in an existing meter box Install new meter \$ 180
- 2) Pressure Reducing Valve
 - a) Upgrade service to include 3/4" Pressure reducing valve \$ 9801030
 - b) Upgrade service to include 1" Pressure reducing valve \$ 9851050
 - c) Drop-in pressure reducing valve into existing tandem setter – 3/4" only \$ 145155

3) All Water Systems

Meter Size	Meter Installation	Capital Facilities Charges	Total	Pressure Regulator Valve (if required)
5/8 x3/4"	\$ <u>2,885 3,105**</u>	\$ <u>5,235 5515</u>	\$ <u>8,120 8,620</u>	Included*
1"	\$ <u>3,180 3,400**</u>	\$ <u>13,095 13,795</u>	\$ <u>16,275 17,195</u>	Included*
1-1/2"	At Cost	\$ <u>26,195 27,595</u>	At Cost + C.F.	At cost
2"	At Cost	\$ <u>41,910 44,150</u>	At Cost + C.F.	At cost
3"	At Cost	\$ <u>83,820 88300</u>	At Cost + C.F.	At cost
4"	At Cost	\$ <u>130,975 137,980</u>	At Cost + C.F.	At cost
6"	At Cost	\$ <u>261,950 275,960</u>	At Cost + C.F.	At cost
8"	At Cost	\$ <u>419,120 441,540</u>	At Cost + C.F.	At cost
10"	At Cost	\$ <u>602,485 634,715</u>	At Cost + C.F.	At cost

*Included with meter installation if, in the opinion of the District, one is needed.

****Includes road crossing if req'd (35-foot max paved roadway, non-WSDOT)**

Note: Please contact the Water Department to determine applicable charges.

Fire Hydrant Use – Temporary Service

- 1) Connection to hydrant – (same fee for all sizes) Hydrant Use Permit \$ 80565
(Includes connection to hydrant, 90 days use and up to 3000 cu ft. water. Additional water use billed at commercial rate. District may assess an additional permit fee for usage beyond 90 days)
- ~~2) Meter usage/damage deposit – 3/4" \$525~~
- ~~3) Meter usage/damage deposit – 2" or 3" \$800995~~
- ~~4) RPBA usage/damage deposit – 2" \$420500~~

Sewer

- 1) Check Valve Assembly \$ 320360
- 2) Inspect Customer Connection \$ 330340

A RESOLUTION Amending the District's Healthcare Plan

WHEREAS, Public Utility District No. 1 of Clallam County, Washington ("District"), provides coverage for its employees in a partially self-funded healthcare plan, administered through Pacific Underwriters; and

WHEREAS, healthcare coverage is paid for with employee and employer contributions; and

WHEREAS, it is in the interest of the District and its employees to amend the District's Healthcare Plan in accordance with the attached summary; and

WHEREAS, the District wishes to amend the Plan in accordance with the attached summary; and

NOW, THEREFORE, BE IT RESOLVED that the Clallam County Public Utility District Healthcare Plan is changed as shown on the attached summary effective as of January 1, 2021, and that the General Manager is authorized to sign the Amendment to the Clallam County Public Utility District Healthcare Plan with Pacific Underwriters as specified by those changes.

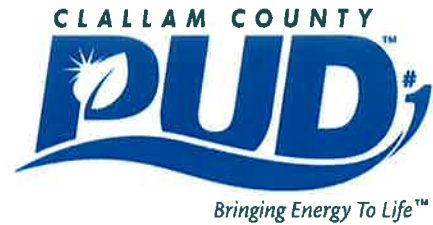
ADOPTED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 10th day of May 2021.

President

ATTEST:

Vice President

Secretary



**Summary of Healthcare Plan Changes to the
Clallam County Public Utility District Healthcare Plan
Effective January 1, 2021**

The Clallam County Public Utility District Healthcare Plan shall be amended to accomplish the following changes:

- Change the Maximum Dental Benefit from \$1,500 every calendar year to \$3,000 every calendar year.
- Change the Maximum Lifetime Orthodontia Benefit from \$1,500 every calendar year to \$3,000 every calendar year.
- Vision Hardware Benefit changes from \$200 per year to \$300 per year benefit for frames, lenses, contact lenses.

Pacific Underwriters Date

Clallam County PUD Date

A RESOLUTION Providing for College Level Course
Tuition Reimbursement and Rescinding Resolution 2060-16

WHEREAS, the District will benefit from the educational development of employees; and

WHEREAS, the District encourages employees to pursue courses of study that are directly related to present or anticipated job duties; now, therefore, be it

RESOLVED, That the District will aid employees by partial or full tuition reimbursement, in accordance with the attached tuition reimbursement policy, for job related courses that are successfully completed and have received prior approval of the employee's Supervisor, Department Head, and the District Manager.

2. That Resolution 2060-16 is rescinded.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 10th day of May, 2021.

President
ATTEST:

Vice President

Secretary



Policy#	610		
Name	Tuition Reimbursement Policy		
Department	Human Resources		
Policy Owner Name/Title	Jamie Spence, HR Manager		
Creation Date	5-5-2021	Issue Date	5-10-2021
Resolution#	2198-21	Date Adopted	5-10-2021
Approval Authority	Board of Commissioners		
Directive Required?	Yes		

TUITION REIMBURSEMENT POLICY

I. PURPOSE

- A. The purpose of this Policy is to encourage employees to obtain education or training towards a college degree to increase their competence in their present position or to better qualify them for future positions at the District.

II. SCOPE

- A. Employees who have successfully completed their orientation periods are eligible to enroll in tuition reimbursement-eligible educational programs related to their job performance and advancement at the District.
- B. Upon approval, the District will reimburse the tuition costs of job-related courses and those required for a college degree taken by employees at accredited colleges and universities and on-line programs.
- C. Colleges shall be accredited through Northwest Commission on Colleges and Universities or North Central Association of Colleges and Schools, The Higher Learning Commission.

III. POLICY

- A. The District General Manager reserves the right to determine the eligibility of each tuition reimbursement request, regardless of previous reimbursements. Tuition reimbursement requests will be evaluated based on the employee's current position, the requirements and applicability of the course curriculum and budget limitations.
- B. Apprenticeship programs, seminars, schooling and other courses taken at the District's direction during working or non-working hours are not covered in this policy.



Process#	610A		
Name	Eligibility and Request for Tuition Reimbursement		
Department	Human Resources		
Process Owner Name/Title	Jamie Spence, HR Manager		
Creation Date	5-5-2021	Issue Date	5-10-2021
Resolution#	N/A	Date Adopted	5-10-2021
Approval Authority	General Manager		
Directive Required?	No		

ELIGIBILITY AND REQUEST FOR TUITION REIMBURSEMENT

I. ELIGIBLE COURSES

- A. Courses must be job-related. A “job related” course for the purpose of this policy is defined as either of the following:
 - 1. A course or degree program directly related to employee’s present job duties and responsibilities;
 - 2. A course or degree program that will better qualify the employee for future positions; or
 - 3. A “state of the art” or refresher course directly pertaining to employee’s present job duties that will enable more proficient performance.
- B. Each course must be accredited, meaning:
 - 1. The course is conducted by an accredited community college, college or university, unless preauthorized by the District General Manager;
 - 2. The course is part of a planned curriculum leading to a certificate or degree or an approved individual course;
 - 3. The course has been demonstrated to be of benefit to an employee's current job or future position; and
 - 4. The course that will result in an official transcript of grades or an applicable certificate of satisfactory completion.

II. EMPLOYEES MUST OBTAIN PRE-APPROVAL OF COURSES

- A. The tuition reimbursement request must be pre-approved by the employee's supervisor, department head and the District General Manager.
- B. A course description, or in the case of a degree or certification program, a degree guide (list of required courses and elective courses) must be submitted along with the *Request for Tuition Reimbursement* form for approval.
- C. The District General Manager reserves the right to determine the job relatedness of course and/or the certification/degree program in relation to the employee's current position and/or its benefit to the District.

III. APPROVAL PERIODS

- A. Approval will normally be for one semester or quarter at a time.
- B. Approval for one semester/quarter does not guarantee approval for the rest of a program.

IV. COURSE HOURS

- A. Unless otherwise approved by the employee's supervisor, the course hours are to be taken during an employee's off-duty hours.
- B. Subject to supervisory approval, course hours taken during an employee's regular work schedule may be accommodated by a pre-approved "flex-time agreement."
- C. Hours spent in class or studying will not be considered time worked and are not compensable.

V. APPROVAL PROCESS

- A. Employee will submit a completed *Request for Tuition Reimbursement* form, a course description and applicable documents to his/her supervisor at least two weeks prior to signing up for each course for which the employee is requesting tuition reimbursement.
- B. Each employee requesting tuition reimbursement must receive approval by the employee's Supervisor, Department Head and District General Manager prior to signing up for a course in order to obtain tuition reimbursement.
- C. The approved *Request for Tuition Reimbursement* form and attachments will be forwarded to Human Resources after approval of Supervisor, Department Head and District General Manager. A copy will be given to the employee at the time of approval. The original will be held in Human Resources to be attached to the expense voucher, receipt and final grade report or transcript when submitted for reimbursement processing.

VI. REIMBURSEMENT

- A. Reimbursement for tuition will be paid at three levels.
 - 1. **Level 1:** Courses contingent in a job offer, required by the District or directly benefits the District and approved by the District General Manager will be reimbursed at 100% with an A Grade, 80% for a B Grade or 60% for a C Grade. Grades categorized as “pass-fail” that qualify will be reimbursed at 70% for a pass.
 - 2. **Level 2:** Courses or degree directly related to the employee’s current position, but not a requirement will be reimbursed at 80% with an A Grade, 70% for a B Grade or 60% for a C Grade. Grades categorized as “pass-fail” that qualify will be reimbursed at 65% for a pass.
 - 3. **Level 3:** Courses or degree taken to better qualify an employee for a future position or for a degree program (i.e., accounting, business, engineering, water) may be reimbursed at 75% if the employee receives an A Grade for that course, 65% for a B. Grades C or pass/credit will be reimbursed up to 50%.
- B. No reimbursement will be provided for courses not completed; for grades lower than a C; or for courses not taken for credit or “pass-fail” grades unless the “pass-fail” grading system is the only method used in grade assignment and preauthorized by the District General Manager. A non-pass or no credit will not be reimbursed.
- C. Other expenses, such as books, lab fees, equipment and transportation costs will be the responsibility of the employee are not reimbursable.
- D. Reimbursement may be subject to applicable taxes per the IRS. Reference IRS Publication 15-B, section, Educational Assistance for specific rules and amounts.
- E. The District will also consider reimbursement of tuition for post-graduate education.

VII. PAYBACK PROVISION

- A. As a condition of tuition reimbursement, the employee shall agree that if he or she elects to leave District employment or is terminated for cause, the employee will repay the District the full amount of all tuition reimbursements received during the twelve (12) month period preceding the employee's termination date.

VIII. RECORDS RETENTION

- A. Human Resources will maintain records of educational programs completed by each employee under this Tuition Reimbursement Policy/Process.



REQUEST FOR TUITION REIMBURSEMENT

Employee: _____ **Job Title:** _____
Department: _____ **Hire Date:** _____
Course Title: _____ **Course Code:** _____
Online Course: Yes No **Course is:** Graded Pass/Fail **No of Credits:** _____
Dates of course: from _____ to _____ **Instructor:** _____
College/University: _____ **Tuition Total:** _____

- I have attached a copy of the tuition costs and fees, degree guide, course description from the college/university or list of courses for certificate/degree program.
- I agree to repay tuition assistance to the District if I elect to leave District employment or if I am terminated for cause within twelve (12) months of receiving tuition assistance reimbursement.
- I authorize Clallam County PUD to withhold from my final paycheck (including base salary and PTO), monies, up to the amount due the District for tuition assistance.

Employee's Signature **Date**

Supervisor Statement and Approval: (The Supervisor must provide an explanation on how the course is job-related or a direct benefit the District) _____

Tuition Reimbursement classification Undergraduate Graduate
 Requirement by job description Yes No
 Reimbursement Level Level 1 Level 2 Level 3

Supervisor _____ Date _____ Department Head _____ Date _____

District General Manager Approval:

Approved Denied District General Manager _____ Date _____

Human Resources Processing:

Amount of Reimbursement: \$ _____

Human Resources _____ Date _____

Routing Process:

- For approval:** Complete request form, attach appropriate documentation and route for approval and signatures. Once all signatures are obtained, send to Human Resources.
- Upon completion of course:** Provide Human Resources with a receipt for tuition, final grade report or official transcript and an Expense Claim Voucher. Human Resources will approve amount of reimbursement and return to employee. Supervisor will sign and then route to Accounting for reimbursement.

A RESOLUTION Establishing a Professional Licenses and Membership Policy

WHEREAS, the District has professional licenses and memberships held by employees that benefit the District in the course of business; and

WHEREAS, the cost of renewal of such licenses and memberships have historically been paid by the District due to said benefit; and

WHEREAS, as the District's employee base grows, it is desired that a policy for approval of certain licenses and memberships be formalized such that it can be appropriately budgeted, and established in job descriptions, or performance goals; now, therefore, be it

RESOLVED, That the attached policy be approved for the payment by the District of professional licenses and memberships in the course of being established or renewed by the employee.

2. That this resolution may be attached to travel and training authorizations as needed as further documentation related to approval of cost for travel or training for such licenses and membership.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 10th day of May, 2021.

President

ATTEST:

Vice President

Secretary



Policy#	619		
Name	Professional Licenses and Membership Policy		
Department	Human Resources		
Policy Owner Name/Title	Jamie Spence, HR Manager		
Creation Date	5-5-2021	Issue Date	5-10-2021
Resolution#	2199-21	Date Adopted	5-10-2021
Approval Authority	Board of Commissioners		
Directive Required?	Yes		

PROFESSIONAL LICENSES AND MEMBERSHIP POLICY

I. PURPOSE

A. The District has an interest in keeping employees current on issues and technical advancements related to our industry while maintaining a high community profile through employee involvement in civic, service and professional organizations. With these goals in mind, the District establishes a policy dealing with memberships, and professional licenses.

II. POLICY

A. **Professional Licenses:** The District, to attain its goal of providing the most reliable service possible to our ratepayers, will pay license costs and/or required fees where it can be shown to be both a benefit to the District and a justifiable part of an employee’s job description or condition of employment; i.e.: CPA, Professional Engineer, etc.

B. **Civic Organizations:** The District encourages its employees to become involved in civic organizations. This type of participation enriches the lifestyle in communities within our service area. Organizations that are social or fraternal in nature are not eligible for District sponsorship.

1. Upon approval of the General Manager, the District, under certain circumstances, will pay dues or membership fees for one District representative per organization.
2. Employees will be reimbursed for meal expenses associated with business meetings and programs, when incurred because of membership. The District will not be responsible for any other expenses, including travel expense and personal time. Additionally, expenses incurred for organizational events that are social (i.e.: no

business takes place) are not reimbursable.

C. **Professional Organizations:** The District actively promotes employees to continue their education and technical expertise through membership in professional organizations related to an employee's position.

1. Where it can be shown that membership in a specific organization is of benefit to the District, the District will pay associated dues and/or membership fees.

D. All requests associated with this policy shall be submitted to the General Manager through the respective Department Head.

III. PROHIBITIONS

A. Any associated travel outside of Clallam County due to this policy would comply with the District's Travel Policy.

B. Attendance at conferences, meetings, workshops and conventions due to Professional Licenses and/or Memberships shall be on a voluntary basis; no work hours, including overtime, shall be paid for either travel or hours in excess of the normal eight-hour workday while attending the above-named functions.

C. **Employees are prohibited from:**

1. Exerting influence upon other employees to provide financial support to a civic organization; or
2. Using the civic or service organization as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion of endeavors in which the employee may have a direct or indirect financial interest or may acquire a personal benefit or gain.