

**COMMISSIONERS PREAGENDA  
FOR THE REGULAR MEETING OF  
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1  
BOARD OF COMMISSIONERS  
JUNE 14, 2021 at 1:30 PM**

**Join Zoom Meeting:** <https://zoom.us/j/96673894823?pwd=NXdDdzlicGdtMzl2YzVSVmZIRlJtdz09>

**Meeting ID:** 966 7389 4823 | **Passcode:** 463928

**One tap mobile:** +12532158782,,96673894823#,,,,\*463928# US (Tacoma)

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **Applicant Certification for a Public Works Board Loan for the Clallam Bay/Seki Water Infrastructure Upgrade Project**

Staff will present an update on the District's Application Certification for a Public Works Board Loan for the Clallam Bay/Seki Water Infrastructure Upgrade Project.

- **RESOLUTION 2200-21 Establishing a District Policy on Interconnection of Electric Generating Facilities**

The Commissioners will consider adopting Resolution 2200-21 Establishing a District Policy on Interconnection of Electric Generating Facilities.

**Staff requests a motion, second, and vote:** The Board adopts Resolution 2200-21 Establishing a District Policy on Interconnection of Electric Generating Facilities.

- **RESOLUTION 2201-21 Establishing the Current Electric Service Regulations and Requirements**

The Commissioners will consider adopting Resolution 2201-21 the Current Electric Service Regulations and Requirements and Rescinding Resolution 2100-18.

**Staff requests a motion, second, and vote:** The Board adopts Resolution 2201-21 Establishing the Current Electric Service Regulations and Requirements and Rescinding Resolution 2100-18.

- **RESOLUTION 2203-21 Adopting a District Food and Beverage Policy**

The Commissioners will consider adopting Resolution 2203-21 Adopting a District Food and Beverage Policy and Rescinding Resolution No. 1735-03.

**Staff requests a motion, second, and vote:** The Board adopts Resolution 2203-21 Adopting a District Food and Beverage Policy and Rescinding Resolution No. 1735-03.

- **RESOLUTION 2204-21 Authorizing the Disposal of Surplus Property**

The Commissioners will consider approving Resolution 2204-21 Authorizing the Disposal of Surplus Property consisting of eight regulators that have reached their 25 year life cycle and three that are unrepairable.

**Staff requests a motion, second, and vote:** The Board approves Resolution 2204-21 Authorizing the Disposal of Surplus Property consisting of eight regulators that have reached their 25 year life cycle and three that are unrepairable. Total value to be determined at a later date when their recycled value is determined.

- **District's Vegetation Management Plan Regarding Potential Wildfires**

Staff will provide an update 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.

- **Executive Session**

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

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*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.*

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

**1. CALL TO ORDER**

**2. APPROVAL OF CONSENT AGENDA**

- a. Minutes of the May 24, 2021 regular meeting;
- b. Claim vouchers for May 24<sup>th</sup> through June 7, 2021 for a total of \$3,931,193.07;
- c. Payroll vouchers for the period of May 1 through May 31, 2021;
- d. Removal of delinquent accounts from the June 2021 active accounts receivable totaling 8,808.39 including a 30% collection fee; and
- e. Contractor prequalification for Christenson Electric, Inc. in the amount of \$2,500,000 for the upcoming calendar year.

**3. AGENDA REVISIONS**

**4. COMMENTS FROM THE PUBLIC**

**5. BUSINESS ITEMS**

- a. Applicant Certification for a Public Works Board Loan for the Clallam Bay/Sekiu Water Infrastructure Upgrade Project Tom Martin
- b. RESOLUTION 2200-21 Establishing a District Policy on Interconnection of Electric Generating Facilities Xanthius Christenson
- c. A RESOLUTION 2201-21 Establishing the Current Electric Service Regulations and Requirements and Rescinding Resolution 2100-18 Xanthius Christenson
- d. RESOLUTION 2203-21 Adopting a District Food and Beverage Expenditures Policy and Rescinding Resolution No. 1735-03 Sean Worthington
- e. RESOLUTION 2204-21 Authorizing the Disposal of Surplus Property Charlie McCaughan

**6. CORRESPONDENCE/COMMUNICATIONS**

**7. COMMISSIONER REPORTS**

**8. STAFF REPORTS**

- a. District Wildfire Mitigation
  - i. Strategic Planning, Risk & History John Purvis
  - ii. Vegetation Management Program/FAC-003 Terry Lind
  - iii. Vegetation Management Program/Engineering Mike Hill
  - iv. Protective System O&M/PRC-004 & 005 Doug Adams

**9. COMMENTS FROM THE PUBLIC**

**10. EXECUTIVE SESSION**

**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

**MAY 24, 2021 – This meeting was held remotely via ZOOM**

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**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  
Travis McClain, WWW Systems Coordinator  
Xanthius Christensen, Engineer  
Colin Young, Distribution System Supervisor  
Mike Hill, Engineering Manager  
Tom Martin, Water/Wastewater Manager  
Nicole Hartman, Communications Manager

Lori Carter, Controller/Auditing Officer  
Ruth Kuch, Financial Analyst  
Jamie Spence, HR Manager  
Rebecca Turner, Sr. Accountant  
Larry Morris, Safety Manager  
Shawn Delplain, Broadband Supervisor  
Steve Schopfer, IT Manager  
Teresa Lyn, Executive Assistant

**Others Present as Identified**

Janet Marx  
Paula Simpson-Barnes  
Richard deBusman

The meeting commenced at 1:30 PM.

**CONSENT AGENDA :58**

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

- a. Minutes of the May 10, 2021 regular meeting;
- b. Claim vouchers for May 10 through May 17, 2021 for a total of \$1,124,285.75; and
- c. Payroll vouchers for the period of April 16 through April 30, 2021.

**AGENDA REVISIONS 1:46**

There were no agenda revisions.

**COMMENTS FROM THE PUBLIC 1:59**

There was no public comment.

**BUSINESS ITEMS 2:18**

Utility Services Supervisor Mattias Jarvegren presented on the District's recent Smart Energy Provider (SEP) designation. The American Public Power Association (APPA) awards the designation to utilities demonstrating a commitment to and proficiency in energy efficiency, distributed generation, renewable energy, and environmental initiatives. Clallam PUD No. 1 is one of only 94 out of APPA's more than 2,000 public power utilities that have received this designation.

Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Paschall and carried, the Board approved Resolution 2196-21 Establishing the Current Schedule of Deposits and Charges, Electric Line Extension Unit Prices.

Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized Acceptance Memo of Completion for Contract No. 201009 with Rognlins Inc., for replacement of a portion of a water main on 8th Street in Clallam Bay for a total project cost of \$168,001.40 (including WSST).

Finance Manager/Treasurer Sean Worthington discussed Clallam PUD's letter requesting Clallam County Commissioners to make the District a subrecipient of ARPA funds in order to resolve current arrearages due to the pandemic and to fund broadband, SCADA, and water system infrastructure projects. Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Paschall and carried, the Board authorized that their signature be affixed to the letter and that it be sent to the County Commissioners for consideration.

#### **CORRESPONDENCE/COMMUNICATIONS 58:40**

None.

#### **COMMISSIONER REPORTS 58:45**

Commissioner Paschall attended the Northwest Public Power Association (NWPPA) annual meeting. He also attended a Washington Public Utility Districts Association (WPUDA) telecommunication workshop. Topics revolved around broadband; specifically if we need to start thinking of broadband as an essential service, and if so, how to fund it (with grants, and not with electric or water money), and potentially setting up broadband as a business separate from electric and water. Other topics were BPA's provider of choice, negotiating with BPA, and concerns over not having representation at Public Power Council (PPC) meetings, and the efforts being made to rejoin the Council.

Commissioner Waddell attended BPA's quarterly technical and business review meetings. Topics were: BPA's cash on hand (reserves are currently looking good at 90 days); and a brief discussion on strategic cost management. He attended a Northwest Conservation Council meeting where the topics revolved around resource adequacy modeling and the impacts that markets, current surpluses, and renewables have on the modeling.

Commissioner Purser attended Energy Northwest (EN) meetings. Discussions revolved around: meeting CETA requirements, specifically as it relates to extending the Columbia Generating System's licensing to 2064, and making modifications so it can generate more power into the future; and small modular reactors, in regards to EN offering technical support and later operating them; and upcoming changes to and retirements in the Energy Northwest Executive Board.

The meeting recessed at 2:42 PM for a short break and reconvened at 2:47 PM.

#### **STAFF REPORTS 1:17:46**

- a. General Manager Doug Nass addressed the previous board meeting's action items for staff, including:
  - i. The posting of some business items – such as the strategic plan – for public commentary prior to the Board's vote.
  - ii. Broadband reorganization: Broadband Supervisor Shawn Delplain will be hiring a Network Administrator to assist in the Districts broadband department. John Purvis, Assistant General Manager, will oversee the broadband efforts at the District.
  - iii. June 14 presentation of District's vegetation efforts re: wildfire mitigation
  - iv. Plans for public solar workshop in June
- b. Assistant General Manager John Purvis presented on the potential impacts of vehicle electrification on the District's electric system.

#### **COMMENTS FROM THE PUBLIC 2:17:00**

An inquiry was made about the potential impact that electrification of government vehicles might have on the District's electric system. Assistant Manager John Purser advised that currently we are considering the potential impact of personal vehicles only; however as we learn of local government electrification efforts, we will include those in our analysis.

**BOARD'S ACTION ITEMS FOR STAFF 2:19:42**

- a. Broadband Supervisor Shawn Delplain will present on the feasibility of broadband buildout and pending middle mile grant applications at an upcoming meeting.

The meeting recessed for five minutes at 3:47 PM for a short break and reconvened at 3:52PM.

**EXECUTIVE SESSION 2:220:06**

The regular meeting recessed at 3:52 PM to go into executive session for approximately 30 minutes to review the performance of public employees, pursuant to RCW 42.30.110(1)(g). Those in attendance were General Manager Doug Nass and Commissioners Purser, Waddell, and Paschall. No action was taken.

**ADJOURN**

The regular meeting reconvened at 4:20 PM. There being no further business to come before the Commission, the meeting adjourned at 4:22 PM.

**ATTEST:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

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*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/>.*

May 24, 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 Yori Carter DATE 6/7/21  
AUDITING OFFICER

[Signature] DATE 6.8.21  
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 5/24/2021–6/7/2021

Checks	\$	1,172,857.28
Wire Transfers		2,700,387.77
E-Payment		57,948.02
Prepays		
Total	\$	3,931,193.07

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

**PUD#1 OF CLALLAM COUNTY, WASHINGTON**

**JUNE 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:

06/01/21	Clallam Bay – Evergreen	\$	-
06/01/21	Forks – Evergreen	\$	459.69
06/01/21	Port Angeles – Evergreen	\$	1,685.24
06/01/21	Sequim – Evergreen	\$	4,427.79
06/01/21	All Area-Direct W/O Bankruptcy	\$	-
06/01/21	All Area-Direct W/O Deceased	\$	263.85
06/01/21	All Area-Direct W/O Small Balance	\$	-
	<b>SUBTOTAL</b>	\$	<b>6,836.57</b>
06/01/21	30% Collection Fee	\$	1,971.82
	<b>TOTAL</b>	\$	<b>8,808.39</b>
	<b>Previous Debt Collected in May 2021</b>	\$	2,420.06
	<b>Previous Debt Collected Year To Date 2021</b>	\$	7,249.65

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
President

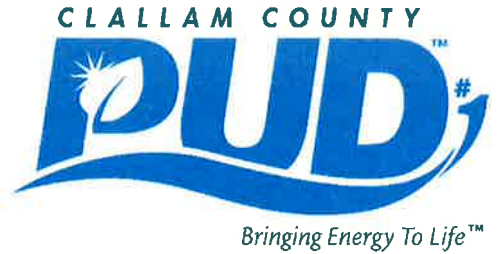
\_\_\_\_\_  
Secretary

\_\_\_\_\_  
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: June 14, 2021  
To: Doug Nass, General Manager  
From: John Purvis, Assistant General Manager  
Re: CONTRACTOR PREQUALIFICATION APPLICATIONS

The contractor on the following list is requesting approval for prequalification for the upcoming calendar year. Sean Worthington, Treasurer/Finance Manager, has examined the financial data submitted with the application as well as the bonding letter from their surety and/or bonding company and has recommended the prequalification amount as indicated:

Contractor	Previously Approved Amount	Recommended Amount
Christenson Electric, Inc	\$2,500,000	\$2,500,000

Approved by Board of Commissioners at meeting of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Doug Nass, General Manager



District Use Only: MH  JP  TL  BD  SW  JS

Previous Pre-Qual Amount: \$2,500,000 New Pre-Qual Amount: \$2,500,000

References checked by: \_\_\_\_\_ (on new contractors only) Date: \_\_\_\_\_

Date To Board: \_\_\_\_\_



*Bringing Energy To Life™*

**APPLICATION FOR PREQUALIFICATION TO BID ON  
CONSTRUCTION OR IMPROVEMENT OF ELECTRICAL FACILITY**

Contractors wishing to apply to the PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY for designation as a pre-qualified bidder for construction or improvement of any electrical facility shall complete the following questionnaire and submit all the information requested.

As used herein, the term "construction or improvement of any electrical facility" shall mean the construction, the moving, maintenance, modification, or enlargement of facilities primarily used or to be used for the transmission or distribution of electricity at voltages above seven hundred fifty volts, including structures directly supporting transmission or distribution conductors but not including site preparation, housing, or protective fencing associated with but not included in a contract for such construction, moving, modification, maintenance, or enlargement of such facilities.

1. Name of Business: Christenson Electric, Inc.
2. Address -- Mailing: 17201 NE Sacramento Street, Portland, OR 97230  
Business: 17201 NE Sacramento Street, Portland, OR 97230  
Telephone Number: 503-419-3300  
FAX Number: 503-419-3333  
E-Mail Address: info@christenson.com  
U.B.I. Number: 409-022-907  
Contractor Registration No: EC CHRISE1497 JK  
WA Employment Security No: 317768-00-0  
Dept. of Revenue State Excise Tax No: 156-958-00  
Company Federal Tax ID No: 93-0502175  
Sole Proprietorship  Partnership  Incorporation

3. If Applicant is a corporation:

a. State of incorporation: Oregon

b. Name and address of registered agent: CT Corporation  
520 Pike Street Suite 985, Seattle, WA 98101

c. Names and addresses of officers of the corporation and their length of time with corporation. Indicate by an "\*" those authorized to sign contracts:

\* Sonja Rheume, President, 17201 NE Sacramento Street, Portland, OR 97230 14 Years

Mark Walter, Owner, 17201 NE Sacramento Street, Portland, OR 97230 21 Years

d. Number of years the corporation has been in business: 75

4. If Applicant is a partnership, state -

a. Names and addresses of all partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Length of time partnership has been in business: \_\_\_\_\_

5. If Applicant is a sole proprietorship, how long have you been in business? \_\_\_\_\_

6. Number of years Applicant has performed the type of work for which Applicant is bidding: 75

7. Has the Applicant paid all current license fees to the State of Washington:

(circle one)  YES  NO

License type: Electrical  Construction \_\_\_\_\_ Both

License # EC CHRISE1497 JK License # UBI 409-022-907

8. Attach a **general résumé** setting forth applicant's experience, technical qualifications, and organization's ability to perform the proposed construction.

9. Attach a **list of your supervisory personnel, their qualifications, and years of experience**. Also list the number and type of craftsmen available, and list equipment available for work.

10. Attach a **list of clients served over the last three (3) years** including their names, addresses, location of the jobs performed, and contract amounts of the larger contracts. Be sure to include all work done with other Washington public utility districts.

11. What is the maximum amount of work, expressed in dollars, which you consider you are capable of undertaking? \$ 300,000 - \$30,000,000

12. Set forth the name and address of Applicant's bank, including the branch and name of the individual in said bank to be contacted for financial reference.

Banner Bank, 101 SW Main Street #154, Portland, OR 97204

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Contact: Sam Othus sothus@bannerbank.com #971-255-5643

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13. Set forth the names and addresses of three (3) clients who will act as references.

Clark PUD / Brian Roden 360-560-5820

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PacifiCorp / Greg Stratton 503-813-6230

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Midstate Electric / Steve Hess 541-408-3068

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14. Attach your last fiscal year's complete financial statement (**Balance Sheet and Income Statement**). You must also submit a letter from your bonding/surety company that identifies their capacity in aggregate and by project. Financials emailed to Jenean Keate directly from Brian Duman, Christenson's Director of Finance

**Note: Application for Pre-qualification will not be considered without last fiscal year's complete financial statement.**

15. Affirm that Applicant will pay wages and benefits for craftsmen employed on work that prevail in the locality of the work, as determined by the Department of Labor and Industries. Affirm  
(Please write "affirm", if you agree)

16. Affirm that Applicant will comply with government regulations regarding non-discrimination of employment and employment practices on the basis of sex, race, color, or national origin. Affirm  
(Please write "affirm", if you agree)

17. APPLICANT RECOGNIZES AND AGREES THAT UNDER THE PROVISIONS OF RCW 54.04.085, IF THE DISTRICT COMMISSION DETERMINES THAT A PREQUALIFIED CONTRACTOR NO LONGER MEETS ALL OF THE REQUIREMENTS FOR PREQUALIFICATION STATUS, THE DISTRICT MAY REFUSE TO FURNISH THAT CONTRACTOR WITH A CONTRACT PROPOSAL FORM AND MAY REJECT ANY BID PROPOSAL SUBMITTED BY THAT CONTRACTOR. Affirm  
(Please write "affirm", if you agree)

18. List all OSHA citations received over the past three years including: Received (1)

- Violation type Complaint Inspection
- Date February 12, 2020
- Outcome and brief description of citation See Below
- Any fatal accidents NONE
- **MUST ATTACH OSHA 300 LOG FOR THE PREVIOUS 3 YEAR PERIOD** (Attached)

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Citation is regarding a uniform traffic control standard regarding flaggers on a six mile stretch stretch of road. Christenson Electric is contesting citation #1472854.015 based on NO hazard and improper citation of code.

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Christenson Electric and our Attorney agree that we should get a full dismissal and at the same time are 100% certain that the citation will be reduced to other than serious at minimum. We are currently in the process of hearings with OSHA.

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19. Applicant confirms they are not on any State or Federal Suspended/Debarment lists. If for any reason applicant is placed on any State or Federal Suspended/Debarment lists, applicant must inform the District immediately and is banned from bidding on any project until the Suspension/Debarment is lifted and at the discretion of the District. Confirmed

For which of the following classes of work are you seeking prequalification? *Indicate by use of "X" in proper square.*

A. DISTRIBUTION

- 1. Hot Work - Overhead
- 2. Overhead Construction
- 3. Underground - Primary
- 4. Underground - Secondary
- 5. Plowing
- 6. Trenching

B. TRANSMISSION

- 1. Wood or Fiberglass Poles
- 2. Steel Tower
- 3. Steel or Concrete Poles
- 4. Underground
- 5. Stringing and Sagging Conductor

C. POLE AND WOOD PRODUCT INSPECTION

- 1. Inspection and Treatment of Poles in Place
- 2. Inspection of New Crossarms and Poles

D. SUBSTATION

- 1. Complete Installation
- 2. Control Wiring and Metering
- 3. Maintenance

E. AREA AND STREET LIGHTING

- 1. Installation
- 2. Maintenance

F. TREE TRIMMING AND BRUSHING

- 1. Involving "Hot" Lines
- 2. Not involving "Hot" Lines

G. RIGHT-OF-WAY CLEARING

H. ENVIRONMENTAL CLEANUP SERVICES

I. MISCELLANEOUS (List any special class not covered above)

Excavation and Concrete Work - Footings for Transmission and Distribution Support Structures, Substation pads,

\_\_\_\_\_

□

I certify that information herein and/or attached is correct, true, and complete.

SIGNED this 25 day of May, 2021.

*Sonja Rheume*  
Signature of Applicant

Sonja Rheume, President  
Name and Title (Typed or Printed)

STATE OF WASHINGTON)

County of Clallam ) ss.  
)

Signed or attested before me on this 25<sup>th</sup> day of May, 2021, by

*Sonja Rheume*

*Erin Elizabeth Beard*  
NOTARY PUBLIC in and for the  
State of Washington  
My Commission Expires: 5/15/2024

[Notary Seal]

