

**COMMISSIONERS PREAGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
AUGUST 23, 2021 at 1:30 PM**

Join Zoom Meeting:

<https://us06web.zoom.us/j/85300856118?pwd=enFITkNmOSstd2k0OEtiWitUdGZHQT09>

Meeting ID: 853 0085 6118 | **Passcode:** 415121

One tap mobile: +12532158782,,85300856118#,,, *415121# US (Tacoma)

Find your local number: <https://us06web.zoom.us/j/85300856118?pwd=enFITkNmOSstd2k0OEtiWitUdGZHQT09>

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **Acceptance Memo of Completion for Bid Number 211004**

The Commissioners will consider authorizing Acceptance Memo of Completion for Bid Number 211004 for the Sail River to Snow Creek transmission road construction upgrades.

Staff requests a motion, second, and vote: The Board authorizes Acceptance Memo of Completion for Bid Number 211004 for the Sail River to Snow Creek transmission road construction upgrades with Bruch & Bruch Construction, Inc., for a total contract cost is \$90,106.0, including WSST.

- **RESOLUTION 2207-21 Adopting the District's Charge Card Policy**

The Commissioners will consider approving RESOLUTION 2207-21 Adopting the District's Charge Card Policy.

Staff requests a motion, second, and vote: Approve Resolution 2207-21 Adopting the District's Charge Card Policy.

- **RESOLUTION 2208-21 Authorizing the Disposal of Surplus Property**

The Commissioners will consider approving RESOLUTION 2208-21 Authorizing the Disposal of Surplus Property.

Staff requests a motion, second, and vote: Approve Resolution 2208-21 authorizing the disposal of surplus property which is no longer needed or is obsolete. The total estimated value of this surplus property is \$6250.

- **Evaluation of the District's Operating Reserves and Line of Credit (LOC) Risk Analysis**

Staff will provide the board with an evaluation of the District's operating reserves and line of credit (LOC) risk analysis.

- **The District's 2020-21 Energy Efficiency Acquisition**

Staff will present to the board on the District's 2020-21 Energy Efficiency Acquisition

- **The District's 2021 Conservation Potential Assessment (CPA) Results**

Lighthouse Energy Consulting will present to the board on the District's 2021 Conservation Potential Assessment (CPA) results.

- **RESOLUTION 2209-21 Establishing the District's 2022 - 2031 Achievable Cost-Effective Conservation Potential and 2022 - 2023 Biennial Conservation Target**

The Commissioners will consider approving RESOLUTION 2209-21 Establishing the District's 2022 - 2031 Achievable Cost-Effective Conservation Potential and 2022 - 2023 Biennial Conservation Target.

Staff requests a motion, second, and vote: Authorize Resolution 2209-21 establishing the District's 2022 - 2031 achievable cost-effective conservation potential and 2022 - 2023 biennial conservation target.

- **Bonneville Power Administration's (BPA)'s Post-2028 Contract**

Commissioner and staff will discuss BPA's post-2028 contract.

- **Executive Session**

The Commissioners will hold an executive session to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

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.

AGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
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1. CALL TO ORDER

2. APPROVAL OF CONSENT AGENDA

- a. Minutes of the August 9, 2021 regular meeting;
- b. Claim vouchers for August 9 through August 16, 2021 for a total of \$737,314.41; and
- c. Payroll vouchers for the period of July 16 through July 31, 2021.

3. AGENDA REVISIONS

4. COMMENTS FROM THE PUBLIC

5. BUSINESS ITEMS

- a. Acceptance Memo of Completion for Bid Number 211004 Ben Phillips
for \$90,106 with Bruch & Bruch Construction, Inc. for Sail River to Snow Creek transmission
road construction upgrades for utility access roads near Highway 112 east of Neah Bay
- b. RESOLUTION 2207-21 Adopting the District's Sean Worthington
Charge Card Policy
- c. RESOLUTION 2208-21 Authorizing the Disposal Charlie McCaughan
of Surplus Property
- d. Evaluation of Operating Reserves and Sean Worthington, John Purvis
Line of Credit Risk Analysis
- e. 2020-21 Energy Efficiency Acquisition Mattias Järvegren
- f. 2021 Conservation Potential Assessment (CPA) and Results Ted Light
- g. RESOLUTION 2209-21 Establishing the District's Mattias Järvegren
2022 - 2031 Achievable Cost-Effective Conservation Potential
and 2022 - 2023 Biennial Conservation Target
- h. Bonneville Power Administration's (BPA)'s Commissioners/Staff
Post-2028 Contract

6. CORRESPONDENCE/COMMUNICATIONS

7. COMMISSIONER REPORTS

8. STAFF REPORTS

- a. 2014 Bond Defeasance Sean Worthington
- b. Vehicle, Equipment and Material Procurement Delays Terry Lind

9. BOARD ACTIONS FOR STAFF

10. EXECUTIVE SESSION

- a. The Commissioners will hold an executive session to review the performance of a public
employee, pursuant to RCW 42.30.110(1)(g).

11. COMMENTS FROM THE PUBLIC

12. 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
August 9, 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
Bill Decker, Forks Operations
Superintendent
Colin Young, Distribution System
Supervisor
Titan Berson, Engineering Intern
Mike Hill, Engineering Manager
Lori Carter, Controller/Auditing Officer
Ruth Kuch, Financial Analyst
Rebecca Turner, Sr. Accountant

Tyler King, Power Analyst
Mattias Järvegren, Utility Services
Supervisor
Tom Martin, WWW Manager
Jamie Spence, HR Manager
Nicole Hartman, Communications Manager
Julie Metzger, Power Systems Project
Coordinator
Ben Phillips, Engineer
John Ward, Sr. Utility Systems Land Agent
Alan Plasch, Power Systems Project
Coordinator

Others Present as Identified

Sergey Tarasov (FCS Group)
Paula Barnes
Steven DePiro

Rob Ollikainen
Tricia (no last name provided)

The meeting commenced at 1:33 PM.

CONSENT AGENDA 3:16

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 July 12, 2021 regular meeting;
- b. Claim vouchers for July 12 through August 2, 2021 for a total of \$4,113,302.26;
- c. Payroll vouchers for the period of July 1 through July 15, 2021;
- d. Removal of delinquent accounts from August 2021 active accounts receivable totaling \$16,035.93 including a 30% collection fee; and
- e. Contractor prequalification for Michels Power in the amount of \$10,000,000.

AGENDA REVISIONS 3:40

The BPA post-2028 contract was added to business items as a standing discussion item.

COMMENTS FROM THE PUBLIC 4:11

No public comment.

BUSINESS ITEMS STARTING AT 4:40

- a. **4:40** - A Cost of Service review was presented by FCS Group's Sergey Tarasov. A review and discussion of the electric rates for the next 2 years followed. All documents were posted to the website since July 9 for public review and comment. Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Purser and carried, the Board approved Resolution 2206-21 Establishing the Electric System Rate Schedules for 2022-2023.
- b. **1:16:24** - 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. 190804 for the Forks Operations building with Interwest Construction, Inc for a total cost of \$3,792,389.93 including WSST. The project consisted of construction of a single story operations building of approximately 11,640 square feet located at 241 Industrial Center in Forks, WA.
- c. **1:19:00** - Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized Acceptance Memo of Completion for Bid No. 211003 for Pole Inspection Treating, and Reporting with Pacific Pole Inspection, LLC. The project consisted of pole inspection, treating, and reporting of an unspecified number of electrical transmission and distribution poles within Clallam County. The total contract cost is \$141,601.02 including WSST.
- d. **1:20:32** – Regarding The Bonneville Power Administration's (BPA)'s post-2028 contract: Commissioner Paschall asked for the Boards position on 1) BPA unmelded rates; 2) BPA joining CAISO Energy Imbalance Market; and 3) BPA joining the Regional Resource Adequacy Program that the Northwest Power Pool is putting together. He is in favor of all three and wanted to make sure that the other two board member are in consensus on these issues as well. Both Commissioner Purser and Waddell advised that they still had unanswered questions at this point about items 2 and 3.

The meeting convened and recessed at 3:07 PM for a break. The meeting reconvened at 3:11 PM.

CORRESPONDENCE/COMMUNICATIONS 1:39:32

General Manager Doug Nass reported that due to a Stage 4 drought condition in Island View, the water department has started to truck water into this area. Clallam Bay and Sekiu water systems are under Stage 3 outdoor water restriction and the Carlsborg, Evergreen, Fairview, and Panoramic Heights water systems are under Stage 2 voluntary water conservation. As of yet, there are no alerts for the Mount Angeles, Gales Addition, and Monroe water systems.

COMMISSIONER REPORTS 1:39:39

Commissioner Waddell sat in on some of the Washington Public Utility Association (WPUDA) meetings. He also attended a North Olympic Development Council (NODC) meeting and reported that they are in the process of setting up a 5-year economic development plan and will be holding relevant surveys and workshops. He attended a Western Public Agencies Group (WPAG) meeting. Topics were the Energy Imbalance Market (EIM), Provider of Choice, and the 200 kw limit that BPA has for utilities that want to add resources – a request may be made to increase the limit). He also sat in on Northwest Power and Conservation Council meetings.

Commissioner Paschall attended Bonneville Power Administration (BPA) Provider of Choice meetings, WPUDA meetings, and Public Power Council (PPC) meetings. An update on the legislation of a number of energy-related bills were presented at the WPUDA Energy Committee meeting. Of concern is Bill 5472 which if passed would require the District to do onsite visits prior to disconnecting service. Finance Manager Sean Worthington advised that this practice would be onerous to implement and that WPUDA is actively opposing it on behalf of its public utility members. Finance Manager Worthington also confirmed for Commissioner Paschall that the District has indeed implemented the CETA-required Energy Assistance Program. Commissioner Paschall also asked about the possibility of using a letter of credit with respect to the District's finances and reserves.

Commissioner Purser attended several on-site Energy Northwest (EN) meetings. Topics were CEO candidate interviews. Internal candidate Bob Schuetz was selected. Previously, Mr. Schuetz was the plant general manager and site vice president for the Columbia Generating Station (CGS) Prior to EN, he served as a plant evaluation team leader for the Institute of Nuclear Power Operations (INPO). He is a 28-year U.S. Navy veteran who retired from service as the deputy commander and chief of staff for the U.S. Pacific Fleet Submarine Force. Upcoming EN topics are policies, committees, and structure; small modular reactors (SMRs); and the relicensing and upgrade of the CGS.

STAFF REPORTS 1:50:17

- a. Distribution Systems Supervisor Colin Young provided the Board with an update on the District's Engineering Internship Program. Clallam PUD recently collaborated with EN to identify a summer intern for the Engineering department. The selected Clallam County intern, Titan Berson, is in the fourth year of a five year track in mechanical engineering focused on power production at Embry-Riddle Aeronautical University. As a PUD intern, Titan contributed to multiple projects and developed a design for a 100KW photovoltaic (PV) system, which could possibly be implemented in the future.
- b. Engineering intern Titan Berson presented on the 100KW solar project that he designed, a Johnson Creek Substation Train-Trestle Array. The presentation covered site selection, performance result analysis and selection of panels, structure configuration, pros and cons of string and micro inverters, solar array design and wiring diagrams, bills of materials and pricing, and a comparison to the existing Sequim PV station.

BOARD ACTION ITEMS FOR STAFF 2:06:48

- a. Look at Line of Credit (LOC) for reserves and compare the return on reserves vs the cost of maintaining a LOC; and
- b. Further evaluate cost of service for the irrigation classification over next several months.

COMMENTS FROM THE PUBLIC 2:08:20

Public comment was heard regarding a property close to Highway 101 that will be impacted by a high voltage transmission tower project.

ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 3:58 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/>.

August 9, 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 8/16/21
AUDITING OFFICER

GENERAL MANAGER DATE _____

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 8/9/2021–8/16/2021

Checks	\$	617,858.76
Wire Transfers		83,133.54
E-Payment		36,322.11
Prepays		
Total	\$	737,314.41

COMMISSIONER

COMMISSIONER

COMMISSIONER



MEMORANDUM

Date: August 23, 2021
To: Doug Nass, General Manager
From: John Purvis, Assistant General Manager
Ben Phillips, Project Manager
Re: ACCEPTANCE MEMO OF COMPLETION
BID OPENING JUNE 22, 2021
SAIL RIVER TO SNOW CREEK TRANSMISSION ACCESS ROAD CONSTRUCTION
UPGRADES
BID NUMBER 211004

All work under the above-referenced contract with **BRUCH & BRUCH CONSTRUCTION, INC.**, has been completed. It is recommended this work be accepted as complete.

The project consisted of supplying and performing the clearing, widening, grading and placement/compaction of rock and culverts for utility access roads in the vicinity of Highway 112, milepost 0.08 to milepost 0.5, approximately 2 miles east of Neah Bay, between Sail River to Snow Creek in Clallam County.

The Contractor started the project on July 7, 2021, and completed the work on August 6, 2021. The total contract cost:

JP:BP:jk

Item	Total
Contract Amount	\$65,008.00
Change Order 1	\$14,162.00
Change Order 2- extend completion date	\$0.00
Change Order 3	\$3,877.00
WSST (8.5%)	\$11,453.02
Total Contract Cost	\$90,106.00

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

Doug Nass, General Manager

A RESOLUTION Adopting the District's Charge Card Policy and
Rescinding Resolution No. 2166-20

WHEREAS, pursuant to RCW 43.09.2855 and RCW 42.24.115, PUD No. 1 of Clallam County (the "District") is authorized to use charge cards for official purchases and acquisitions and for expenses incident to authorized travel; and

WHEREAS, the District's Board of Commissioners intends by this Resolution to adopt a charge card policy that establishes the rules governing the issuance and use of District charge cards for authorized expenditures.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1. The attached Charge Card Policy is hereby adopted, effective immediately; and
- 2. Resolution 2166-20 is hereby rescinded.

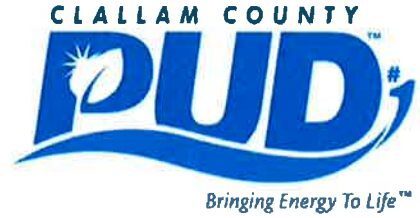
PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 23rd day of August, 2021.

President

ATTEST:

Vice President

Secretary



Policy#	302A		
Policy Name	Charge Card Policy		
Department	Finance	Policy Owner	Finance Manager
Revision Date	August 23, 2021	Issue Date	August 23, 2021
Resolution#	2207-21	Adopted	August 23, 2021
Approval Authority	Board of Commissioners		
Policy Directive Required?	Yes		

CHARGE CARD POLICY

I. PURPOSE

The purpose of this Charge Card Policy is to authorize the use of District credit cards for purchases when appropriate and to ensure compliance with Ch. 43.09 RCW and Ch. 42.24 RCW concerning the use of credit cards by local government officers and employees.

II. POLICY

It is the policy of PUD No. 1 of Clallam County (the “District”) that District credit cards may be used for purchases in accordance with the District Charge Card Program to improve cash management, reduce administrative costs and increase efficiency.

III. DISTRICT CHARGE CARD PROGRAM

District Charge Cards

RCW 43.09.2855 and RCW 42.24.115 provide the authority for the use of a credit card when paying for authorized District purchases and District travel. Individual cards may be issued and limits adjusted based upon demonstrated need.

Objective

The District Charge Card Program (referred to herein as the “Program”) is a credit card system designed for the procurement of low dollar purchases, travel-related expenses and/or occasional material purchases. It functions much like a personal credit card. Under the Program, an

employee can use a District charge card in lieu of a purchase requisition, cash to procure material, or for specified business travel expenses.

The District will issue, upon request, individual cards and will also make available generic department cards for individuals who do not use a charge card often enough to justify having one issued in their name.

Department cards are checked-out, logged, and must be returned with original receipts (copies can be made for your records). The card user should also provide proof that their transaction(s) have been properly reconciled, allocated, and approved after the travel has occurred or the purchase(s) have been made. Employees checking out one of these cards must review the District Charge Card Program Guidelines and sign the District Charge Card Agreement form (referred to herein as the "Agreement") prior to use. The signed Agreement form will be kept on file for subsequent card use as your acknowledgement of reviewing and understanding the Program Guidelines document.

Program Purpose

- Facilitate the purchase of low dollar miscellaneous goods and services.
- Streamline and accelerate the purchasing process.
- Reduce the number of warrants processed.
- Reduce the number of purchase requisitions, purchase orders, receiving activities, invoices and payments.
- Provide a uniform information source for analysis of purchase patterns.
- Process one statement for all card activity in a 30-day billing period.
- Provide vendors with timely payments without need to invoice or follow up on receivables.

Credit Limits

<u>Card Holder</u>	<u>Credit Limit up to:</u>
IT Manager; Procurement Supervisor; Treasurer/Finance Manager	\$15,000
Auto Shop Assistant	\$10,000
Executive Assistant; Administrative Assistant; Materials Specialist	\$ 7,000
Commissioner; General Manager; Department Manager	\$ 5,000
Individual; Department	\$ 3,000

Limits may be increased if a business need exists. Any requests for an increase in dollar limits must be submitted in writing using the Charge Card Change Form by the approving Manager for approval by Treasurer/Finance Manager.

Roles and Responsibilities

Treasurer/Finance Manager:

- Authorize issuance of District Charge Cards on approval of the Manager/Approver.
- Authorize credit limit increases on approval of the Manager/Approver.

Controller/Auditing Officer:

- Approve General Manager and Commissioner expenditures using a District charge card.

General Manager:

- Approve Assistant General Manager and Department Manager expenditures using a District charge card.

Charge Card Administrators:

- Financial Analyst and Finance Coordinator are designated Charge Card Administrators.
- Administer the Program according to District policies, guidelines and Accounts Payable procedures.
- Responsible for issuance, replacement and tracking of all District charge cards; including lost and stolen cards.
- Manage credit limits and change requests.
- Provide training and education as requested or needed on the District's Program and related District policies and procedures to avoid misuse of the District charge card.

Accounts Payable:

- Ensure timely payment of approved District charges.
- Oversee the reporting and payment of applicable Use Tax on charge card transactions monthly.
- Issue lost receipt forms (see Attachment B of the District Charge Card Program Guidelines) when appropriate and needed.
- Provide training and education as requested or needed on the District's Program and related District policies and procedures to avoid misuse of the District charge card.

Travel Expenses in lieu of Per Diem Reimbursement:

- Receipts are required for all purchases for authorized travel per diem expenses.
- Reconcile all purchases in a timely manner, with detailed original receipts for all purchases. It is the responsibility of the cardholder to obtain a receipt.
- Complete the District Per Diem Expense Report to include with the reconciled purchases and travel authorization.

Cardholder/Custodian (for Department Charge Cards):

- Only use the District charge card for reasonable business expenditures made on behalf of the District.
- Reconcile all purchases in a timely manner, with detailed original receipts attached for purchases in excess of \$25.00. It is the responsibility of the cardholder to obtain a receipt. Communicate and provide to their department supervisor for approval the reconciled purchases, detailed receipts and all other supporting documents required by District policies.
- If all attempts to obtain a receipt from a vendor are unsuccessful to account for a receipt that is lost or misplaced, a missing receipt form is available on the Finance/Accounts Payable intranet website. The form requires that a cardholder provide more specific information to explain expenditures when needed.

- Comply with the District's Policies and Procedures related to purchasing, travel, and the use of charge cards.
- Maintain integrity, impartiality and conduct in a manner consistent with the District's professional, ethical and legal standards.
- Protect security of the charge card to safeguard against loss, theft or unauthorized use.
- Notify Charge Card Administrator when a charge card must be replaced or retrieved.
- Immediately report any stolen or lost card to the designated banking facility and to the Charge Card Administrator.
- In the event of separation of service from the District, surrender the card to the cardholders' immediate supervisor who, in turn, will surrender the charge card to the District's Treasurer/Finance Manager or the Human Resources Manager.
- Pay the District for any charges against the charge card not properly identified or not allowed by District policies. Payment shall be by check, United States currency, or payroll deduction. An employee will be charged \$20.00 for any personal check returned to the District for non-sufficient funds and other charges/fees as authorized in RCW 62A.3-515.
- Comply with RCW 42.24.115, stating that any disallowed charges which are not repaid before the charge card billing is due and payable, the District shall have prior lien against and a right to withhold any and all funds payable from the cardholder up to the amount of the disallowed charges and interest at the same rate as charged by the bank or company which issued the charge card.
- Understand all provisions of the charge card program and District policies.

Manager/Approver

- Authorize issuance of a District charge card.
- Ensure items purchased on the charge card are for District business.
- Verify receipts, match the charges submitted for payment prior to approving the reconciliation.
- Ensure reconciled and approved purchases are submitted in a timely manner to Accounts Payable with all required receipts and supporting documentation.
- Notify a Charge Card Administrator when an employee is leaving the employment of the District so that their charge card may be canceled and retrieved.
- Submit requests for credit limit increase for approval by Treasurer/Finance Manager.

IV. PAYMENT PLUS

U.S. Bank Visa Commercial Card

The District participates in the Payment Plus program, a service offered by U.S. Bank as part of the District's credit card relationship with them. This program allows the District to pay participating suppliers by Visa Commercial Card. Suppliers will receive an automated email notification for each payment. These emails will contain a link to a secure web portal where the supplier will obtain the unique Visa credit card account number, the amount to charge, and the other pertinent details of the transaction needed to process and reconcile the payments. The credit card account number will change with each payment so suppliers will not be required to keep the information on file.

Credit Limits

U.S. Bank sets the credit card limit for each transaction based on the payment request, provided the transaction is less than the available credit. The available credit, at any given time, is the District's credit limit of \$675,000 less outstanding purchases.

Roles and ResponsibilitiesPayment Plus Administrators:

- Financial Analyst and Finance Coordinator are designated Payment Plus Administrators.
- Responsible for enrolling suppliers in the U.S. Bank Payment Plus program.
- Oversee the voiding, canceling, and reissuing of Payment Plus payments and the Payment Plus / E-Payment Reconciliation.

Accounts Payable:

- Ensure timely payment of approved, Program-enrolled supplier invoices.
- Process invoices for payment according to District policies, guidelines and Accounts Payable procedures.



Policy#	302A				
Policy Name	Charge Card Policy				
Department	Finance	Policy Owner	Finance Manager		
Revision	<u>January 13, 2020</u>	Creation Date	<u>August 23, 2021</u>	Issue Date	
	<u>January 13, 2020</u>		<u>August 23, 2021</u>		
Resolution#	<u>21662207-210</u>	Adopted	<u>January 13, 2020</u>	<u>August 23, 2021</u>	
Approval Authority	Board of Commissioners				
Policy Directive Required?	Yes				

CHARGE CARD POLICY

I. PURPOSE

The purpose of this Charge Card Policy is to authorize the use of District credit cards for purchases when appropriate and to ensure compliance with Ch. 43.09 RCW and Ch. 42.24 RCW concerning the use of credit cards by local government officers and employees.

II. POLICY

It is the policy of PUD No. 1 of Clallam County (the "District") that District credit cards may be used for purchases in accordance with the District Charge Card Program to improve cash management, reduce administrative costs and increase efficiency.

III. DISTRICT CHARGE CARD PROGRAM

District Charge Cards

RCW 43.09.2855 and RCW 42.24.115 provide the authority for the use of a credit card when paying for authorized District purchases and District travel. Individual cards may be issued and limits adjusted based upon demonstrated need.

Objective

The District Charge Card Program (referred to herein as the "Program") is a credit card system designed for the procurement of low dollar purchases, travel-related expenses and/or occasional

material purchases. It functions much like a personal credit card. Under the Program, an employee can use a District charge card in lieu of a purchase requisition, cash to procure material, or for specified business travel expenses.

The District will issue, upon request, individual cards and will also make available generic department cards for individuals who do not use a charge card often enough to justify having one issued in their name.

Department cards are checked-out, logged, and must be returned with original receipts (copies can be made for your records). The card user should also provide proof that their transaction(s) have been properly reconciled, allocated, and approved after the travel has occurred or the purchase(s) have been made. Employees checking out one of these cards must review the District Charge Card Program Guidelines and sign the District Charge Card Agreement form (referred to herein as the "Agreement") prior to use. The signed Agreement form will be kept on file for subsequent card use as your acknowledgement of reviewing and understanding the Program Guidelines document.

Program Purpose

- Facilitate the purchase of low dollar miscellaneous goods and services.
- Streamline and accelerate the purchasing process.
- Reduce the number of warrants processed.
- Reduce the number of purchase requisitions, purchase orders, receiving activities, invoices and payments.
- Provide a uniform information source for analysis of purchase patterns.
- Process one statement for all card activity in a 30-day billing period.
- Provide vendors with timely payments without need to invoice or follow up on receivables.

Credit Limits

<u>Card Holder</u>	<u>Credit Limit up to:</u>
IT Manager; Procurement Supervisor; Treasurer/Finance Manager	\$15,000
Auto Shop Assistant	\$10,000
Executive Assistant; Administrative Assistant; Materials Specialist	\$ 7,000
Commissioner; General Manager; Department Manager	\$ 5,000
Individual; Department	\$ 3,000

Limits may be increased if a business need exists. Any requests for an increase in dollar limits must be submitted in writing using the Charge Card Change Form by the approving Manager for approval by Treasurer/Finance Manager.

Roles and Responsibilities

Treasurer/Finance Manager:

- Authorize issuance of District Charge Cards on approval of the Manager/Approver.
- Authorize credit limit increases on approval of the Manager/Approver.

Controller/Auditing Officer:

- Approve General Manager and Commissioner expenditures using a District charge card.

General Manager:

- Approve Assistant General Manager and Department Manager expenditures using a District charge card.

Charge Card Administrators:

- Financial Analyst and Finance Coordinator are designated Charge Card Administrators.
- Administer the Program according to District policies, guidelines and Accounts Payable procedures.
- Responsible for issuance, replacement and tracking of all District charge cards; including lost and stolen cards.
- Manage credit limits and change requests.
- Provide training and education as requested or needed on the District's Program and related District policies and procedures to avoid misuse of the District charge card.

Accounts Payable:

- Ensure timely payment of approved District charges.
- Oversee the reporting and payment of applicable Use Tax on charge card transactions monthly.
- Issue lost receipt forms (see Attachment B of the District Charge Card Program Guidelines) when appropriate and needed.
- Provide training and education as requested or needed on the District's Program and related District policies and procedures to avoid misuse of the District charge card.

Travel Expenses in lieu of Per Diem Reimbursement:

- Receipts are required for all purchases for authorized travel per diem expenses.
- Reconcile all purchases in a timely manner, with detailed original receipts for all purchases. It is the responsibility of the cardholder to obtain a receipt.
- Complete the District Per Diem Expense Report to include with the reconciled purchases and travel authorization.

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Cardholder/Custodian (for Department Charge Cards):

- Only use the District charge card for reasonable business expenditures made on behalf of the District.
- Reconcile all purchases in a timely manner, with detailed original receipts attached for purchases in excess of \$25.00. It is the responsibility of the cardholder to obtain a receipt. Communicate and provide to their department supervisor for approval the reconciled purchases, detailed receipts and all other supporting documents required by District policies.
- If all attempts to obtain a receipt from a vendor are unsuccessful to account for a receipt that is lost or misplaced, a missing receipt form is available on the Finance/Accounts

Payable intranet website. The form requires that a cardholder provide more specific information to explain expenditures when needed.

- Comply with the District's Policies and Procedures related to purchasing, travel, and the use of charge cards.
- Maintain integrity, impartiality and conduct in a manner consistent with the District's professional, ethical and legal standards.
- Protect security of the charge card to safeguard against loss, theft or unauthorized use.
- Notify Charge Card Administrator when a charge card must be replaced or retrieved.
- Immediately report any stolen or lost card to the designated banking facility and to the Charge Card Administrator.
- In the event of separation of service from the District, surrender the card to the cardholders' immediate supervisor who, in turn, will surrender the charge card to the District's Treasurer/Finance Manager or the Human Resources Manager.
- Pay the District for any charges against the charge card not properly identified or not allowed by District policies. Payment shall be by check, United States currency, or payroll deduction. An employee will be charged \$20.00 for any personal check returned to the District for non-sufficient funds and other charges/fees as authorized in RCW 62A.3-515.
- Comply with RCW 42.24.115, stating that any disallowed charges which are not repaid before the charge card billing is due and payable, the District shall have prior lien against and a right to withhold any and all funds payable from the cardholder up to the amount of the disallowed charges and interest at the same rate as charged by the bank or company which issued the charge card.
- Understand all provisions of the charge card program and District policies.

Manager/Approver

- Authorize issuance of a District charge card.
- Ensure items purchased on the charge card are for District business.
- Verify receipts, match the charges submitted for payment prior to approving the reconciliation.
- Ensure reconciled and approved purchases are submitted in a timely manner to Accounts Payable with all required receipts and supporting documentation.
- Notify a Charge Card Administrator when an employee is leaving the employment of the District so that their charge card may be canceled and retrieved.
- Submit requests for credit limit increase for approval by Treasurer/Finance Manager.

IV. PAYMENT PLUS

U.S. Bank Visa Commercial Card

The District participates in the Payment Plus program, a service offered by U.S. Bank as part of the District's credit card relationship with them. This program allows the District to pay participating suppliers by Visa Commercial Card. Suppliers will receive an automated email notification for each payment. These emails will contain a link to a secure web portal where the supplier will obtain the unique Visa credit card account number, the amount to charge, and the

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other pertinent details of the transaction needed to process and reconcile the payments. The credit card account number will change with each payment so suppliers will not be required to keep the information on file.

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Credit Limits

U.S. Bank sets the credit card limit for each transaction based on the payment request, provided the transaction is less than the available credit. The available credit, at any given time, is the District's credit limit of \$675,000 less outstanding purchases.

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Roles and Responsibilities

Payment Plus Administrators:

- Financial Analyst and Finance Coordinator are designated Payment Plus Administrators.
- Responsible for enrolling suppliers in the U.S. Bank Payment Plus program.
- Oversee the voiding, canceling, and reissuing of Payment Plus payments and the Payment Plus / E-Payment Reconciliation.

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Accounts Payable:

- Ensure timely payment of approved, Program-enrolled supplier invoices.
- Process invoices for payment according to District policies, guidelines and Accounts Payable procedures.

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A RESOLUTION Authorizing the Disposal of Surplus Property

WHEREAS, in accordance with RCW 54.16.180, the District property and equipment described on the attached lists, has been determined to be no longer necessary or useful in the operation of the District's system; and

WHEREAS, removal, storage, and accounting for such surplus equipment is wasteful; now, therefore, be it

RESOLVED, That the General Manager is hereby authorized to dispose of the material described on the attached lists as determined to be in the District's best interest.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 23rd day of August, 2021.

President

ATTEST:

Vice President

Secretary

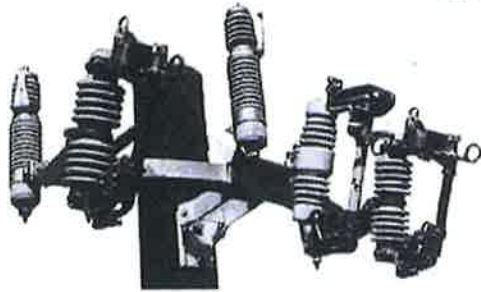


ALUMA-FORM®

EQUIPMENT MOUNTS

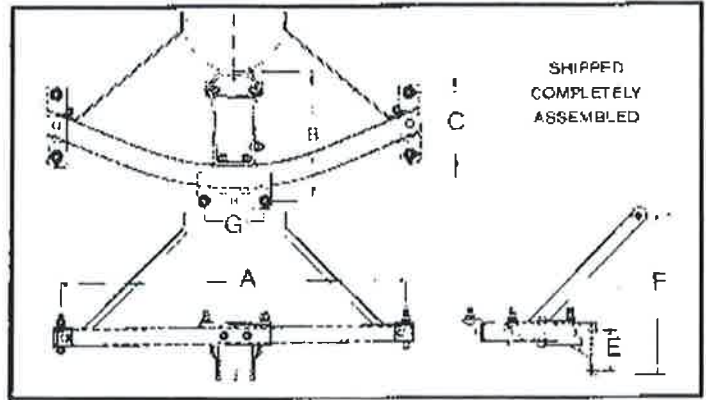
3-Phase Curved Tube Equipment Mounts

FOR THRU-BOLT MOUNTING



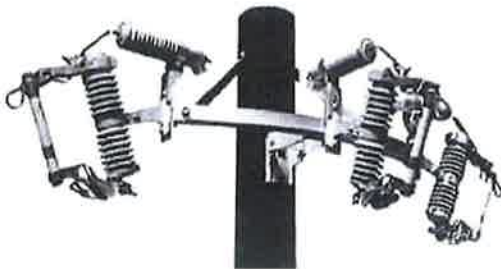
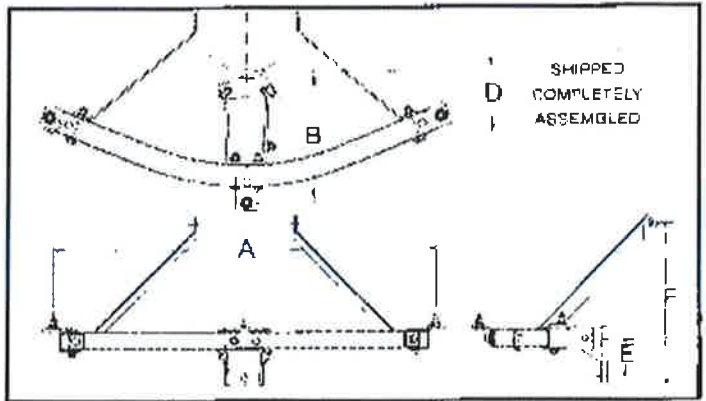
MODELS #R3CA AND R3CA-48

For mounting cutouts, arresters or terminations. Strong torsion-resistant mount to receive 6 pieces of equipment. Mounts on wood poles with 5/8" thru-bolt and 3 lag screws (not furnished). Each mounting position of Model R3CA tested, without braces to 250 pounds with a safety factor of 2. Braces offer extra strength and rigidity to assist lineman in opening and closing cutouts. Grounding device supplied.



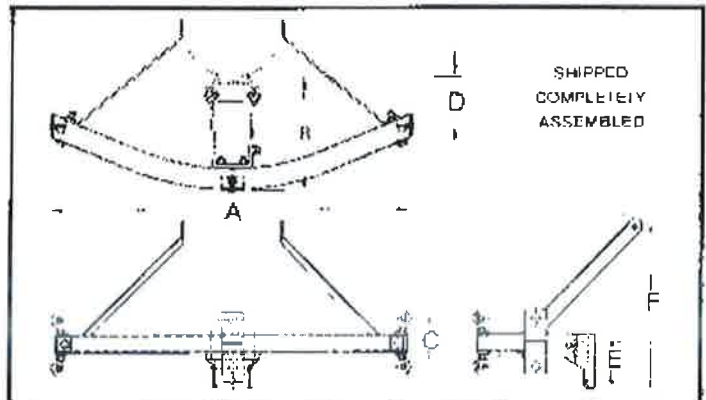
MODELS #R3CA-C AND R3CA-2C

Identical to above except that end fittings permit the mounting of combination cutout-lightning arrester units, terminations or single cutouts that require only one bolt for mounting. Mounts 3 pieces of equipment.



MODELS #R3CA-2C AND R3CA-2C-48

Same as above except that end fittings are designed to hold 3 combination cutout-lightning arrester units that require 2 bolts for mounting. Also mounts NEMA L bracket.



Catalog No.	Product No.	A	B	C	D	E	F	G
R3CA	51839	34 1/2"	12 1/4"	6"	-	3 5/8"	±19"	6"
R3CA-C	51840	38 5/8"	12 7/8"	-	4 3/8"	3 5/8"	±19"	-
R3CA-2C	51841	36 5/16"	11 5/16"	4 7/16"-5 3/16"	4 7/8"	3 5/8"	±19"	-
R3CA-48	51842	48"	15"	10"	-	3 5/8"	±19"	10"
R3CA-C-48	51843	52 1/4"	12 7/8"	-	1 7/16"	3 5/8"	±19"	-
R3CA-2C-48	51844	49 13/16"	11 5/16"	4 7/16"-5 3/16"	1 15/16"	3 5/8"	±19"	-

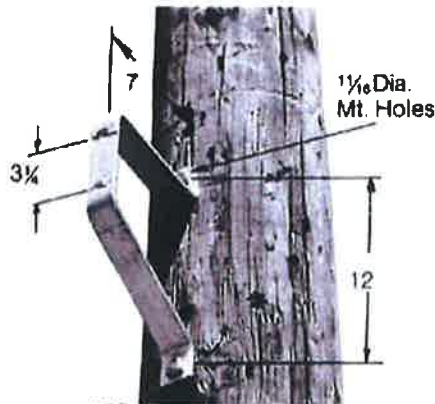
EQUIPMENT MOUNTS

Single Phase Brackets

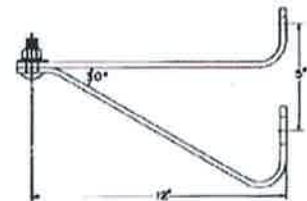
For Distribution Cutouts, Arresters and Terminations
 Thru-bolt mounting. Each bracket load tested to 500 lbs. with a safety factor of 2.



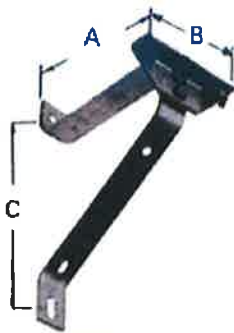
Model #TB-EMB-1
 A single position bracket for thru-bolt mounting on wood poles. May be used for mounting 1 or 2 pieces of equipment, 5/8" thru-bolt recommended for installation. 5" high back plate is drilled to receive 1/2" lag screw. Two brackets may be mounted back-to-back on same thru-bolt. Bracket may be used with several accessories as shown on page 8. #4 solid aluminum pigtail provided for ground connection.



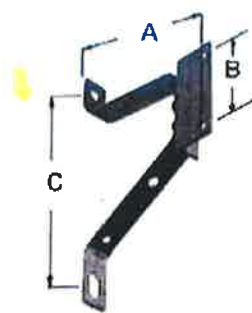
Model #CB-1
 For installing single cutouts, lightning arresters, or terminations. Standard NEMA "L" type bracket mounts directly to the Model #CB-1. Unit mounts to pole with 2 thru-bolts (not furnished). Two units may be mounted back to back on same thru-bolts.



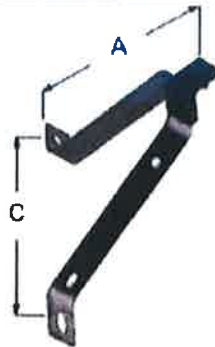
Model #CB-PTP-5
 A thru-bolt Mtg bracket designed for mounting one cutout, arrester or termination, at a distance of 12" from pole face. Designed to utilize same 5/8" thru-bolts as pole top pin.



Model #1HCA & 1HCA-18
 For mounting individual cutouts and arresters.



Model #1HCA-2C & 1HCA-2C-18
 For mounting combination cutout-lightning arrester or L brackets that require 2 bolts to mount.



Model #1HCA-C & 1HCA-C-18
 For mounting single cut-outs or combination cutout-lightning arrester units requiring only 1 bolt to mount.



Model #1PB
 May be added to models shown at left. Offset 45° to provide increased clearance.

All units mount with 5/8" thru-bolts (not supplied)

Dimensions				
Catalog No.	Product No.	A	B	C
1HCA	51040	12 3/8"	6"	15 3/16"
1HCA-18	51056	17"	10"	18"
1HCA-1PB	51054	12 3/8"	6"	15 3/16"
1HCA-18-1PB	51060	17"	10"	18"
1HCA-2C	51042	14 3/8"	4 1/4"	15 3/16"
1HCA-2C-18	51051	18"	4 1/4"	18"
1HCA-2C-18-1PB	51061	14 3/8"	4 1/4"	15 3/16"
1HCA-2C-1PB	51154	18"	4 1/4"	18"
1HCA-C	51041	13 3/8"	-	15 3/16"
1HCA-C-18	51055	18"	-	18"
1HCA-C-1PB	51045	13 3/8"	-	15 3/16"
1HCA-C-18-1PB	51155	18"	-	18"

Note: All 1HCA models can be ordered with 1PB accessory by adding -1PB to the appropriate catalog number.

SURPLUS PROPERTY

The equipment listed below has no value to meet the current business needs of the District. Therefore, it is recommended that this equipment be declared surplus.

Submitted By: CHARLIE MCCAUGHAN

Date Submitted: 8-5-21

QTY	DESCRIPTION	ESTIMATED VALUE	DISTRICT I.D. NO.	COMMENTS
14	COOPER RMA10SR225LPV5 100W HPS SECURITY LIGHT-COMPLETE ASSEMBLY	1200	STK # 7702500	SURPLUS DUE TO LED CONVERSION
38	COOPER RMA10SR2XX SECURITY LIGHT 100W HPS HEAD ONLY-MAINT ITEM	1350	STK # 7702500	SURPLUS DUE TO LED CONVERSION
7	COOPER OVH20SCW3DH4 200W HPS STREET LIGHT LUMINAIRE	750	STK # 7703300	SURPLUS DUE TO LED CONVERSION
9	COOPER OVX400SCW3DH4 400W HPS STREET LIGHT LUMINAIRE	900	STK # 7703500	SURPLUS DUE TO LED CONVERSION
	ALL INVENTORY ITEMS			



 Department Manager



 Procurement Supervisor

Attachment To Resolution Number:

8/6/2021

DESCRIPTION

The RMA/RMC Security Light comes complete and ready for mounting in areas such as barnyards, service drives, storage facilities and roadways with light traffic.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

HOUSING: Die-cast aluminum head with slipfitter for 1-5/8" to 2-3/8" O.D. pipe.

Optical

OPTICS: Open bottom acrylic refractor standard on RMA. RMC has full cutoff Type V reflector.

Electrical

LAMP: Choice of High Pressure Sodium and Pulse Start Metal Halide lamp sources. SOCKET: HPS: Mogul-base, MP: Medium-base Standard (Mogul-base Optional). PHOTOCONTROL: Optional NEMA photocontrol available.

Mounting

Can be pole or wall mounted.

Finish

Standard natural aluminum finish.

Efficiency Standards Notice

Select luminaires are manufactured to USA and California efficiency regulations.

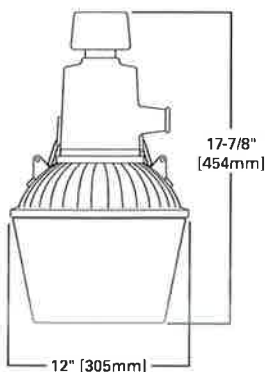


RMA/RMC SECURITY LIGHT

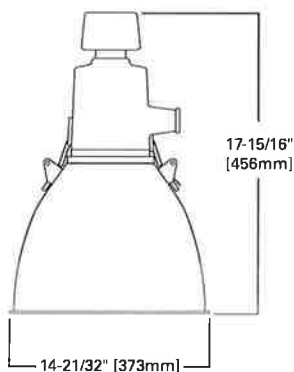
Pulse Start Metal Halide
High Pressure Sodium

ROADWAY LUMINAIRE

DIMENSIONS

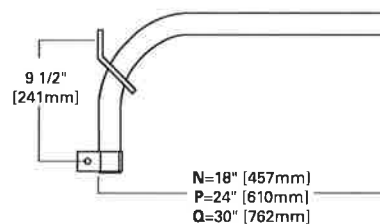


Acrylic Refractor



Cutoff Reflector

BRACKET



ORDERING INFORMATION

Sample Number: RMA50SR255LPV5

Product Family	Lamp Wattage	Lamp Type ³	Ballast Type ³	Voltage ³	Distribution
RMA=Acrylic Refractor RMC=Cutoff Reflector ¹	Pulse Start Metal Halide 10=100W High Pressure Sodium 50=50W 70=70W 10=100W 15=150W ² 20=200W	P=Pulse Start Metal Halide S=High Pressure Sodium ⁴	N=Hi. React./NPF R=React./NPF P=Hi. React./HPF ⁵	2=120V 4=240V P=240V w/PCR wired 120V	22=Type II 33=Type III 55=Type V XX=None
Options (Add as Suffix) L=Lamp Included H=Plug-in Starter Receptacle S=Shorting Cap N=18" Bracket P=24" Bracket Q=30" Bracket T=(2) 30" #14 Leads V=(2) 5" #14 Leads W=(2) 7" #14 Leads Y=Mogul-base for Pulse Start Metal Halide ⁶ U=UL/CSA Listed Z=ANSI Wattage/Source Label G=Birdguard Kit ⁷ F=Spring Type Clamping Band 5=120V NEMA Photocontrol			Accessories (Order Separately) RA1028=House Side Shield RMCR5=Type V Full Cutoff Reflector		

NOTES:

- Available in Type V only.
- 150W Units are for S55 Lamps.
- Consult a Cooper Lighting Solutions representative for lamp/ballast type/voltage compatibility.
- Terminal block sockets standard on HPS. Not available on Pulse Start Metal Halide units. Requires the use of separate terminal block.
- Pulse start metal halide EISA compliant high reactance ballasts are available in 100 watts.
- Available with 100W Pulse Start Metal Halide only.
- Not available with plug-in starter option.

RMA10SR2XX- SECURITY LIGHT HEAD ONLY
 * RMA10SR225LPV5 - COMPLETE SECURITY LIGHT ASSEMBLY
 (HEAD, ARM, PHOTOCELL, LAMP + MOUNT HARDWARE)

DESCRIPTION

The OVH Flat Glass roadway luminaire is ideal for roadways where cutoff is preferred or light trespass is an issue. Suitable for 3G vibration conditions.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

HOUSING: Die-cast aluminum housing and latch. 3G vibration rated. **DOOR:** Die-cast aluminum door frame with integral hinges for toolless relamping and maintenance. ANSI wattage/source label.

Electrical

SOCKET: Adjustable mogul-base porcelain socket. **BALLAST ASSEMBLY:** Hard mounted ballast with encapsulated starter for protection from environmental abuse. Standard two position tunnel type compression terminal block. Three position available. Consult your Streetworks

Representative. PHOTOCONTROL: Optional NEMA twistlock photocontrol receptacle also available.

Optical

LENS: Removable tempered flat glass. **REFLECTOR:** The optical system is a hydroformed anodized aluminum reflector with a Dacron polyester filter.

Mounting

Two-bolt/one bracket slipfitter with cast-in pipe stop and leveling steps. Fixed-in-place birdguard seals around 1-1/4" or 2" mounting arms (Birdguard not needed for 2" arm).

Finish

Standard grey polyester powder coat finish. Optional bronze, black and white finishes available.

Efficiency Standards Notice

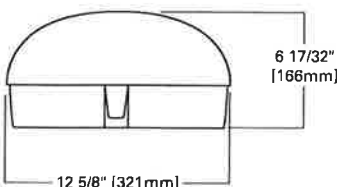
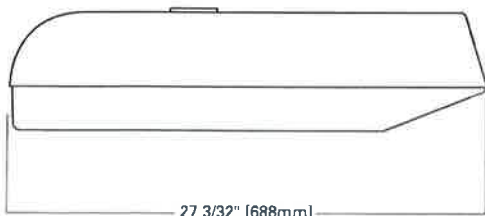
Select luminaires are manufactured to USA and California efficiency regulations.



OVH FLAT GLASS

250W
Pulse Start Metal Halide
50 - 250W
High Pressure Sodium
ROADWAY LUMINAIRE

DIMENSIONS

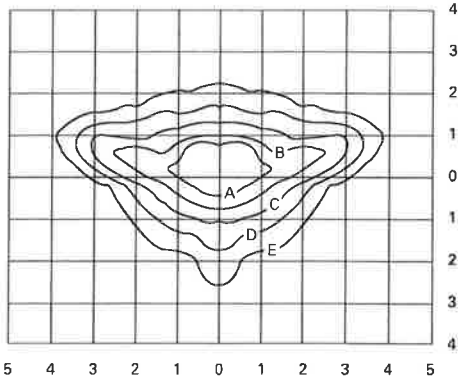


EPA
Effective Projected Area:
.80 Square Feet

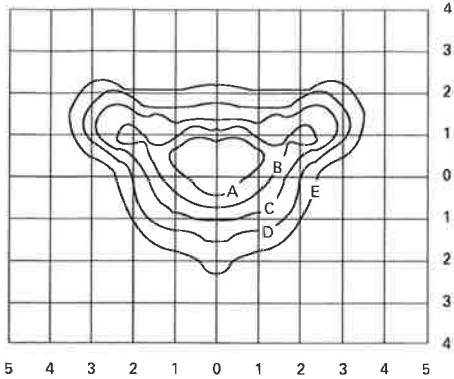
SHIPPING DATA
Approximate Net Weight:
28 lbs. (13 kgs.)



PHOTOMETRICS (COMPLETE IES FILES AVAILABLE AT COOPERLIGHTING.COM)



OVH15SWW2D
150—Watt HPS
16,000—Lumen Clear Lamp
Type II-Medium Cutoff



OVH15SWW3D
150—Watt HPS
16,000—Lumen Clear Lamp
Type III-Medium Cutoff

Footcandle Table
Select mounting height and read across for footcandle values of each isofootcandle line. Distance in units of mounting height.

Mounting Height	Footcandle Values for Isofootcandle Lines				
	A	B	C	D	E
20'	3.20	1.60	0.80	0.32	0.16
25'	2.00	1.00	0.50	0.20	0.10
30'	1.38	0.69	0.35	0.14	0.07
35'	1.02	0.51	0.26	0.10	0.05

PHOTOMETRIC DISTRIBUTION (CURVE NUMBER)

Wattage	Light Source ¹	Lens Type	II MCO	III MCO
50-150	HPS	Flat Glass	OVH15S2D (150W)	OVH15S3D (150W)
200-250	HPS	Flat Glass	N/A	OVH25S2D (250W)

NOTE: 1 All light sources are clear unless noted otherwise.

ORDERING INFORMATION

Sample Number: OVH50SR22D4

Product Family ¹	Lamp Wattage ²	Lamp Type ⁴	Ballast Type ⁴	Voltage ⁴	Distribution	Optical Package
OVH=Flat Glass	Pulse Start Metal Halide 25=250W High Pressure Sodium 50=50W 70=70W 10=100W 15=150W ³ 20=200W 25=250W	P=Pulse Start Metal Halide S=High Pressure Sodium	C=CWI H=Reac./HPF K=10KV CWA ⁵ N=Hi.Reac./NPF P=Hi. Reac./HPF ⁶ R=Reac./NPF W=CWA M=Mag. Reg.	2=120V 0=208V 4=240V 7=277V 8=480V 9=347V F=120/240V, wired 120V W=Multi-Tap, wired 120V P=240V with PCR, wired 120V V=Multi-Tap, wired 240V N=Multi-Tap, wired 277V	2=Type II 3=Type III	D=MCO
Options				Accessories		
1=Single Fuse (120, 277 or 347V) 2=Double Fuse (208, 240 or 480V) 4=NEMA Photocontrol Receptacle WH=White BK=Black BZ=Bronze		A=Raw Aluminum Unfinished E=150/100V HPS Ballast H=Plug in Starter Receptacle L=Lamp Included K=Level Indicator M=MOV Lightning Surge Protectors ⁶ U=U.L./CSA Listed 3=Three Position Terminal Block		OA/RA1016=NEMA Photocontrol - Multi-Tap OA/RA1027=NEMA Photocontrol - 480V OA/RA1014=NEMA Photocontrol - 120V OA1213=TufGuard Vandal Shield OA/RA1013=Photocontrol Shorting Cap		

NOTES:

- Customer is responsible for engineering analysis to confirm pole and fixture compatibility for all applications. Refer to our white paper WP513001EN for additional support information.
- All lamps are moqol-base. Lamp not included.
- 150W Units are for S55 Lamps.
- Consult an Cooper Lighting Solutions representative for lamp/ballast type/voltage compatibility.
- Available 50-150W, 120/240 or single voltage only.
- MOV option not available for any system requiring a three position terminal block (example - 240V with PCR wired 120V). In order for MOV option to function center terminal of three position terminal block must be connected to "Earth" ground.

DESCRIPTION

The OVX Drop Prismatic Refractor roadway luminaire is ideal for roadways, parking areas, residential neighborhoods and bridge structures. Suitable for 3G vibration conditions.

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

Construction

HOUSING: Die-cast aluminum housing and latch. 3G vibration rated. **DOOR:** Die-cast aluminum door frame with integral hinges for hands free installation, relamping and maintenance. ANSI wattage/ source label.

Optical

LENS: Removable prismatic refractor for use with High Pressure Sodium and Pulse Start Metal Halide lamp sources. **REFLECTOR:** The optical system is a hydroformed anodized aluminum reflector with a Dacron polyester filter.

Electrical

SOCKET: Adjustable mogul-base porcelain socket. **BALLAST ASSEMBLY:** Hard mounted ballast with encapsulated starter for protection from environmental abuse. Standard two position tunnel type compression terminal block. Optional swing-down ballast bridge also available (up to 250W). **PHOTOCONTROL:** Optional NEMA twistlock photocontrol receptacle also available.

Mounting

Two-bolt/one bracket slipfitter with cast-in pipe stop and leveling steps. Fixed-in-place birdguard seals around 1-1/4" or 2" mounting arms. (Birdguard not needed for 2" arm.)

Finish

Standard grey polyester powder coat finish. Optional bronze, black and white finishes available.

Efficiency Standards Notice

Select luminaires are manufactured to USA and California efficiency regulations.

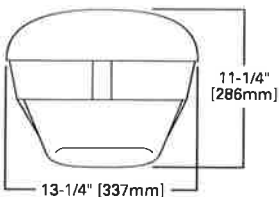
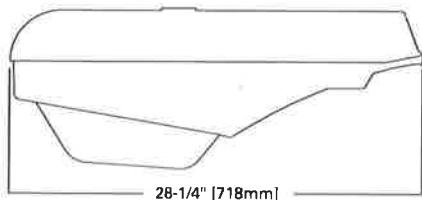


OVX DROP PRISMATIC REFRACTOR

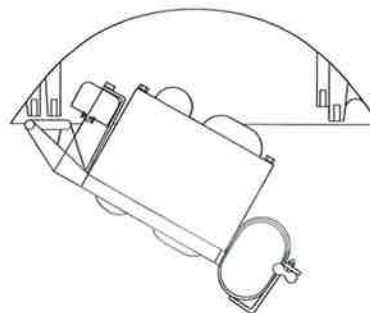
200 - 400W
Pulse Start Metal Halide
50 - 400W
High Pressure Sodium

ROADWAY LUMINAIRE

DIMENSIONS



SWING-DOWN BALLAST MODULE



EPA

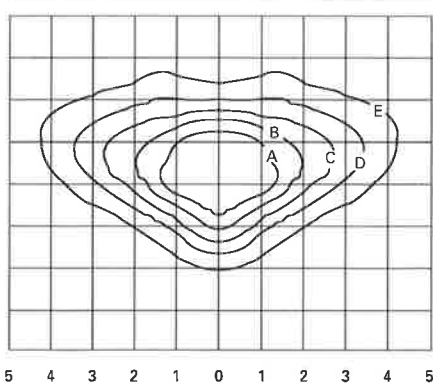
Effective Projected Area:
.87 Square Feet

SHIPPING DATA

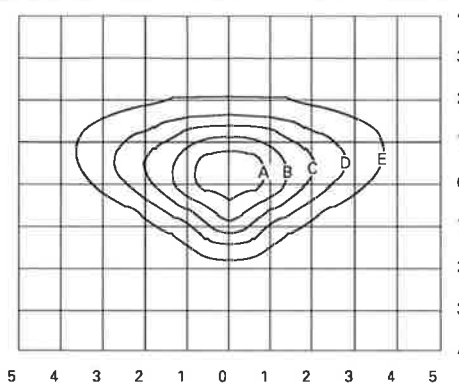
Approximate Net Weight:
35 lbs. (16 kgs.)



PHOTOMETRICS (COMPLETE IES FILES AVAILABLE AT WWW.COOPERLIGHTING.COM)



OVX40SWW3E
400—Watt HPS
50,000—Lumen Clear Lamp
Type III-Medium Semi-Cutoff



OVX25SWW2E
250—Watt HPS
27,500—Lumen Clear Lamp
Type II-Medium Semi-Cutoff

Footcandle Table

Select mounting height and read across for footcandle values of each isofootcandle line. Distance in units of mounting height.

Mounting Height	Footcandle Values for Isofootcandle Lines				
	A	B	C	D	E
OVX40SWW3E / OVX25SWW3E					
25'	3.80	1.90	0.95	0.38	0.19
30'	2.80	1.40	0.70	0.28	0.14
35'	2.00	1.00	0.50	0.20	0.10
40'	1.54	0.77	0.39	0.15	0.08

PHOTOMETRIC DISTRIBUTION (CURVE NUMBER)

Wattage	Light Source ¹	Lens Type ²	II MSCO	III MSCO	II MCO	III MCO	II 4-Way
50-150	HPS (ED23 1/2)	Acrylic	N/A	OVX15S3E (150W)	N/A	N/A	N/A
50-150	HPS (ED23 1/2)	Glass	OVX15S2EG (150W)	OVX15S3EG (150W)	OVX10S2DF (100W)	OVX15S3DF (150W)	N/A
200-400	HPS (ED-18)	Glass	OVX25S2EG (250W)	OVX25S3EG (250W)	OVX25S2DF (250W)	OVX25S3DF (250W)	OVX25S7E (250W)
200-250	MP (ED-28)	Glass	N/A	OVX17P3EG (175W)	N/A	N/A	N/A
250-400	MP (ED-28)	Glass	N/A	OVX40P3EG (400W)	OVX40P2DG (400W)	N/A	N/A

NOTE: 1 All light sources are clear unless noted otherwise. 2 Prismatic refractor.

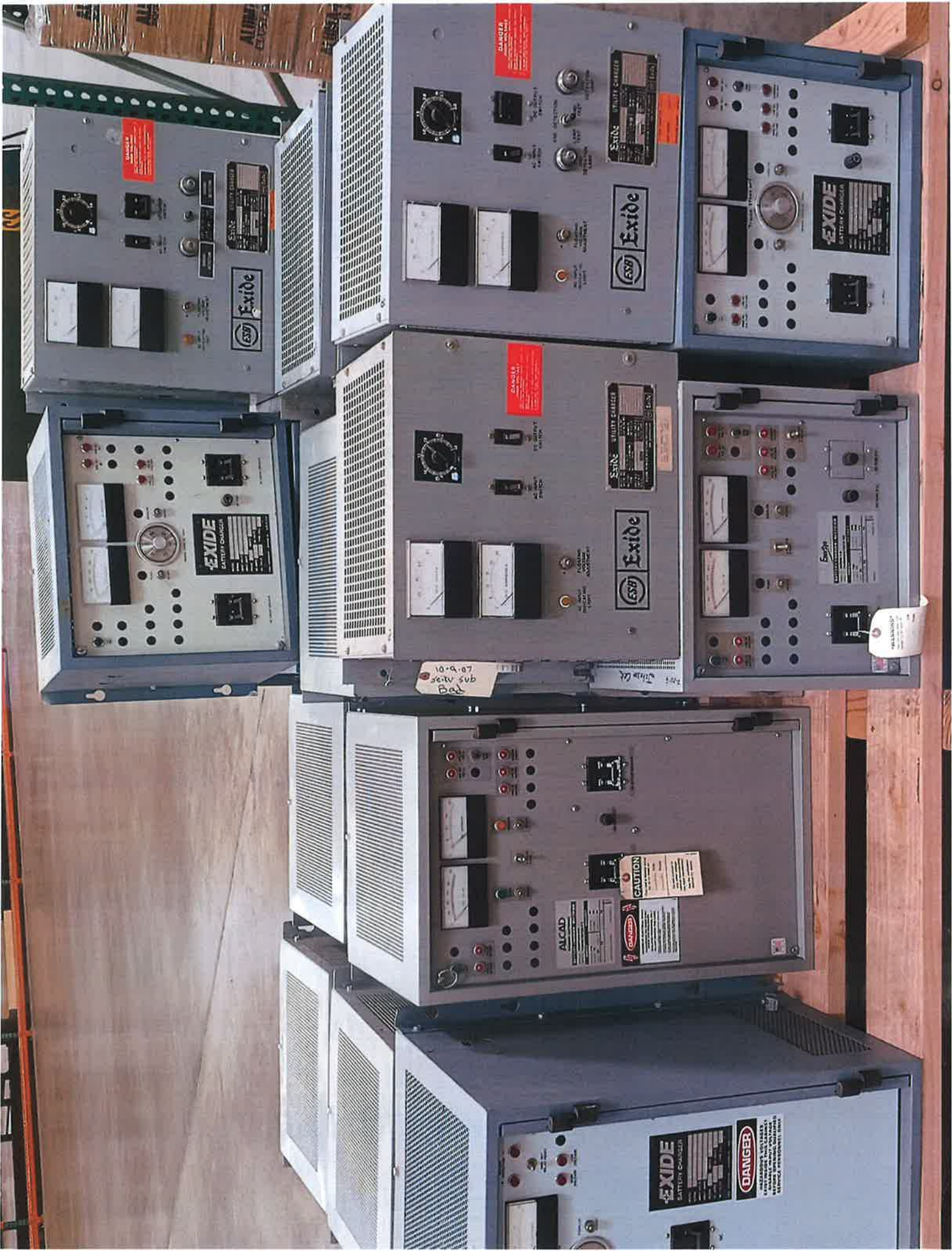
ORDERING INFORMATION

Sample Number: OVX40SWW3E4

Product Family ¹	Lamp Wattage	Lamp Type ²	Ballast Type ³	Voltage ³	Distribution ⁶	Optical Package ⁶	
OVX=Drop Prismatic Reflector	Pulse Start Metal Halide 20=200W 25=250W 40=400W	High Pressure Sodium 50=50W 70=70W 10=100W 15=150W ² 20=200W 25=250W 40=400W 24=250/400W wired 250W 42=400/250W wired 400W	P=Pulse Start Metal Halide S=High Pressure Sodium	C=CWI H=Reac./HPF K=10KV CWA ⁴ N=Hi. Reac./NPF P=Hi. Reac./HPF R=Reac./NPF W=CWA ³ M=Mag. Reg.	2=120V 0=208V 4=240V 7=277V 8=480V 9=347V F=120/240V, wired 120V W=Multi-Tap, wired 120V P=240V with PCR, wired 120V N=Multi-Tap, wired 277V	2=Type II 3=Type III	D=MCO E=MSCO
Options (Add as Suffix)				Accessories (Order Separately)			
1=Single Fuse (120, 277 or 347V) 2=Double Fuse (208, 240 or 480V) 4=NEMA Photocontrol Receptacle P=Polycarbonate Refractor G=Glass Refractor WH=White BK=Black BZ=Bronze		A=Raw Aluminum Unfinished E=150/100V HPS Ballast H=Plug-in Starter Receptacle F=Flat Glass K=Level Indicator M=MOV Lightning Surge Protectors ⁷ T=Swing-down Ballast Bridge U=U.L./CSA Listed 3=Three Position Terminal Block		OA/RA1016=NEMA Photocontrol - Multi-Tap OA/RA1027=NEMA Photocontrol - 480V OA/RA1014=NEMA Photocontrol - 120V RA1001=Cutoff Visor OA1217=TufGuard Vandal Shield OA/RA1013=Photocontrol Shorting Cap			

NOTES:

- Customer is responsible for engineering analysis to confirm pole and fixture compatibility for all applications. Refer to our white paper WP513001EN for additional support information
- 150W Units are for S65 Lamps.
- Consult an Cooper Lighting Solutions representative for lamp/ballast type/voltage compatibility.
- Available in 120/240V dual voltage or single voltage only (120,208,240,277, or 480) 50-150W.
- Pulse start metal halide EISA compliant constant wattage autotransformer (CWA) ballasts are available in 200 and 400 watts.
- Other distributions and cutoffs available. Consult your lighting representative at Cooper Lighting Solutions for more information.
- MOV option not available for any system requiring a three position terminal block (example - 240V with PCR wired 120V). In order for MOV option to function center terminal of three position terminal block must be connected to "Earth" ground.



10-9-07
sciv sub
Bob

WARNING
DO NOT TOUCH
INTERNAL PARTS
OR WIRING
WHEN THE UNIT IS
POWERED ON

EXIDE
BATTERY CHARGER

EXIDE
BATTERY CHARGER

ALCAD

CAUTION
DO NOT TOUCH
INTERNAL PARTS
OR WIRING
WHEN THE UNIT IS
POWERED ON

EXIDE
BATTERY CHARGER

EXIDE
BATTERY CHARGER

EXIDE
BATTERY CHARGER

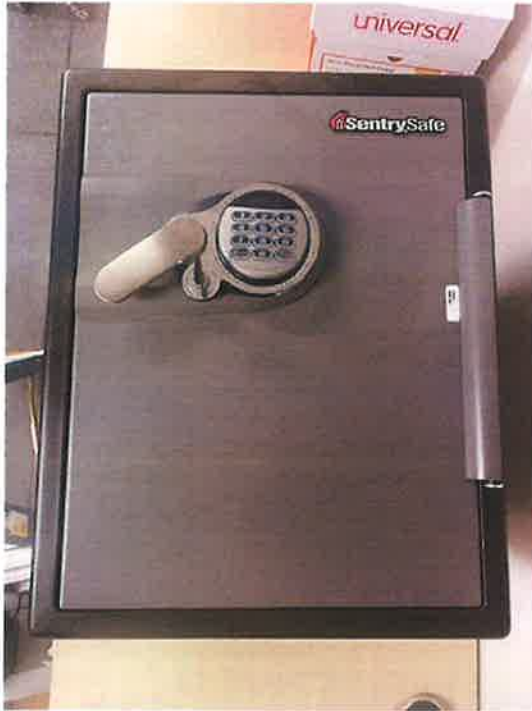
EXIDE
BATTERY CHARGER

EXIDE
BATTERY CHARGER

DANGER
DO NOT TOUCH
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OR WIRING
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DANGER
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Operating Reserves Overview

Sean Worthington

8/23/2021



Purpose



- Funds Exist to:
 - Pay Expenses
 - Fund System Improvements help ensure reliability
 - Normal Capital Improvements = Approximate Depreciation Expense
 - Pay Debt Service
 - Fund unanticipated cost contingencies
 - Phase in large rate adjustments
 - Keep utility healthy for future management



Financial Policy

Purpose



- Helps to:
 - Provide detailed description of methodology
 - Maintain adequate reserve levels with changes in management, Boards and Councils.
 - Encourage periodic reviews of cash levels and determine rate financed capital vs. bond financed capital needs.
 - Reduce chance of unexpected rate shock.
 - Important to rating agencies.
 - Confidence doing things right (audit).



APPA Recommendation



Bringing Energy To Life™

- Policy should identify minimum cash reserve levels.
- Cash should be allowed to flow above minimum levels. Many times there are large fluctuations in expenditures (vehicles, capital, etc.)
- Cash Reserves will fluctuate over time, usually depending on age of assets and capital improvement plan.



Influencing Factors



- Timing differences between when expenses are incurred and revenues received from customers.
- Future capital improvement program
- Annual debt service
- Historical asset investment
- Storms



APPA Recommendation Five Factor Allocation

- **O&M Expenses**
 - % Risk to Allocate - 12-25%
- **Power Costs**
 - % Risk to Allocate – 10-25%
 - Max month converted to working capital days
- **Historical Investment in Assets**
 - % Risk to Allocate – 1-3%
- **Annual Debt Payment**
 - % Risk to Allocate – 100% one year debt service
- **Total Five Year Capital Plan**
 - % Risk to Allocate – 1/5 of plan



APPA Five Factor Results



Risk Factor	% Risk to Allocate	Amount for Reserves	Influenced By:	Notes
O&M Expenses (Less Power Costs and Depreciation)	12.30%	\$ 3,251,513	Billing Cycle - Timing Expenses vs. Receipts	* Range 12-25% (45 to 90 days) of Yearly O&M * Working Capital Lag 45 days / 365 days = 12.3%
Power Costs	14.65%	\$ 4,423,631	Max Month Converted to Working Capital Days	* Use Peak Monthly Power Bill for Year * Adjust for Working Capital Lag Time * Capital Lag used to factor in risk of catastrophic event
System Investment	1.00%	\$ 2,883,426	Age of System, Likelihood of ice, wind, etc.	% Depreciated: Less than 50% = 1% Between 50% - 60% = 2% Over 60% = 3%
Debt Service	100%	\$ 3,725,456	Timing of Debt Payments	* Annual Debt Service
Five-Year Capital Plan	20%	\$ 7,790,521	1/5 of Five-Year Plan	* Cash Available in reserves to fund capital expenses * Smooth Capital Fluctuations * Subtract Bond Issuances

Min Reserve 2021: \$ 22,074,547

\$22,074,547 ~ 147 DCOH



District Financial Policy



- **Operating Reserves** (less undeferrable capital)
 - Minimum = 120 days
 - Target = 180 days
 - June 2021 = 128 days

- **Rate Stabilization**
 - 6% of current year rate revenue
 - Approximately \$3.9million



Moody's Municipal Utilities Scorecard Factors



- **Financial Strength**
 - **Aaa Rating: More than 250 days**
 - **Aa Rating: Between 150 and 250 days**
 - **District is currently rated Aa and has received favorable financing terms as a result.**
 - **Management desires to maintain current rating as outlined in Financial Policy.**



WPUDA Benchmarking



Rank	PUD	Cash On Hand 12/31/2020
1	Grant	503
2	Skagit	366
3	Clark	349
4	Pend Oreille	300
5	Whatcom	288
6	Klickitat	277
7	Kittitas	258
8	Ferry	176
9	Asotin	163
10	Wahkiakum	162
11	Kitsap	147
12	Lewis	140
13	Franklin	134
14	Clallam	128
15	Benton	106
16	Jefferson	101
17	Mason 3	98
18	Mason 1	90

As of June 2021

As of June 2021

As of June 2021



Co-Op Comparison



- Customer inquiry
- Co-Ops have access to alternative borrowing sources
 - Rural Utilities Services (RUS)
 - National Rural Utilities Cooperative Finance Corporation (CFC)
 - All inclusive services even offering rate setting services.
 - Creates different requirements for debt to asset ratio and debt service coverage ratios.



Co-Op Comparison Cont.



- Utility Basis approach which focuses on return on investment through a rate of return.
- Money generated in excess of expenses gets repaid in a dividend.
 - Capital Credits, patronage dividends, patronage refunds.
 - These are the allocation of operating margins as equity
- No Cost Basis allows Co-Ops to operate in a tax-free environment.
- Most dividend payments have a 15-20 year rotation and because they have payouts there is an incentive for Co-Ops to keep margins and reserves low and supplant cash with credit.
- PUDs do not get to operate in a tax free environment nor do they have access to alternative borrowing streams such as RUS and CFC. Reducing reserves substantially increases risk and potential rate shock.





Line of Credit (LOC) Risk Analysis

John Purvis
8/23/2021



Line of Credit (LOC) Assumptions



Bringing Energy To Life™

- **Current conditions – base analysis**
 - Incremental cost of long term borrowing = 3.5% = ROI
 - Rate revenue requirement = 2.5%
 - LOC = \$4,500,000 (approximately 30 DCOH)
 - LOC rate = 4.5% (Prime + 1.25%) of Balance
 - Annual LOC expense = 0.6% of LOC maximum
 - Interest on liquid “cash” accounts = 1.0%
- **Elevated interest environment**
 - Incremental cost of long term borrowing = 5.0% = ROI
 - Rate revenue requirement = 4.0%
 - LOC = \$4,500,000 (approximately 30 DCOH)
 - LOC Rate = 7.5% (Prime + 1.25%) of balance
 - Annual LOC Expense = 0.86% of LOC maximum
 - Interest on liquid “cash” accounts = 2.0%



Base Analysis LOC – No Risk of Use

	NPV	Annualized Current 3.5% ROI	Annuals +3% Prime 5.0% ROI
Value of Reserve to Customers	\$4,500,000	\$157,500	\$225,000
Base LOC Expense	-\$771,429	-\$27,000	-\$38,571
Return on Cash Reserve?	-\$1,285,714	-\$45,000	-\$90,000
Total with Return on Cash	\$2,442,857	\$85,500	\$96,429
Total without Return on Cash	\$3,728,571	\$130,500	\$186,429
Incremental cost of Long Term borrowing (also ROI)		3.50%	5.00%
Interest LOC Borrowing		4.50%	7.50%
Line of Credit Expense		0.60%	0.86%
Interest on cash		1.00%	2.00%
Revenue Requirement		2.50%	4.00%
			1

Base Analysis



- Considered with and without a return on cash
- A LOC that supplants existing operating reserve or DCOH should consider the loss of return on cash that is actual
- Increasing DCOH through a LOC should:
 - Exclude a return on cash that is only a future potential
 - Or consider the negative NPV of the rate impact to achieve the additional future cash reserve



LOC Risk of Use



- Reducing actual cash reserve or using an existing LOC for an emergency requires mitigation
 - A near term rate increase or series of rate increases
 - An interval to pay down the LOC or restore cash reserve
 - Rate decrease after payoff to return to prior base rate revenue requirement
 - Temporary mitigation of the unfavorable debt position if using a LOC, potentially through an additional LOC over the transient
- Risk is subjective but can be expressed as a risk probability and scaling
 - For this analysis an X% annual risk of borrowing the full \$4,500,000 LOC is roughly equivalent to a 2X% risk of borrowing \$2,250,000 or 3X% of borrowing \$1,500,000

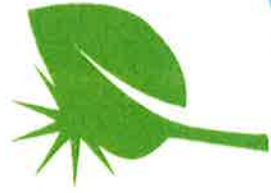


\$4,500,000 Emergency Full Use LOC Transient



+ % Rate Increase over 2.5% Base	Recovery Years	Post Recovery % Rate Reduction over 2.5% Base	Accumulated Interest Expense	Cash Support Expense or Additional LOC
+0.50% (3.0%)	12.36	-0.52% (1.99%)	\$1,004,443	\$204,158
+1.00% (3.5%)	6.65	-0.98% (1.52%)	\$634,810	\$129,028
+2.00% (4.5%)	3.46	-1.99% (-0.51%)	\$341,967	\$69,507
+4.00% (6.5%)	1.77	-4.00% (-1.50%)	\$180,628	\$36,714

- A LOC functions as a relatively low interest “emergency” credit card
- Paying off debt faster reduces interest costs but has a higher transitory rate impact
- If used, a LOC results in a more unfavorable Cash to Debt ratio than an all Cash Reserve, resulting in cash support expense for equivalency



Risk Probability

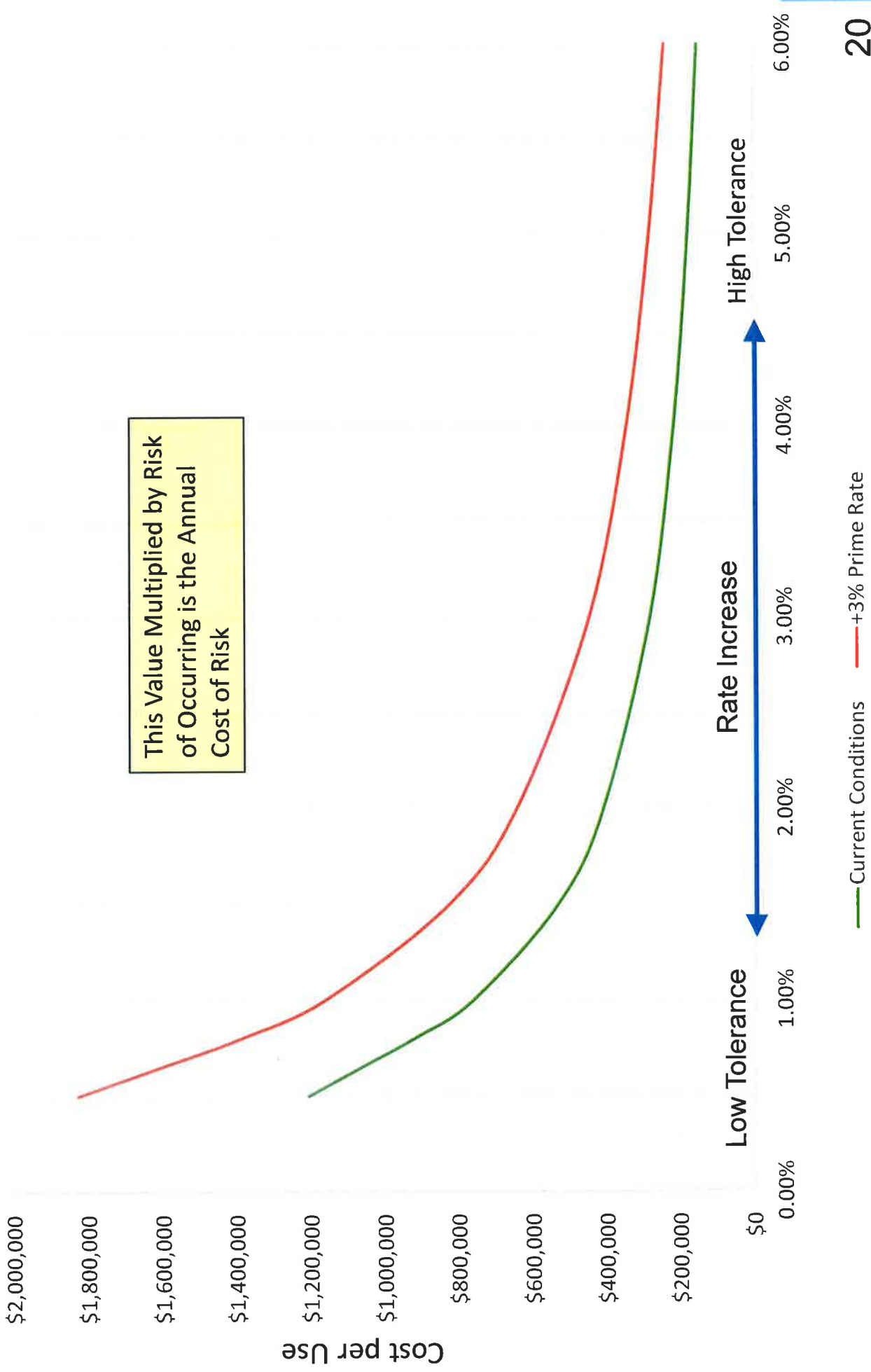


- Rate increase tolerance evaluated between +0.5% and +4.0% above 2.5% base rate revenue requirement
 - 3.0% to 6.5% actual rate increase
- Risk of LOC use evaluated up to 20 or 30%
- Scenario for a rise in the Prime Interest Rate (+3%)
- Considered with and without a return on cash
 - Supplanting existing DCOH – with
 - Planned increasing of DCOH through an LOC - without
 - Establishing a LOC due to an emergency that results in an unfavorable or unacceptable DCOH position - without



Annual Risk

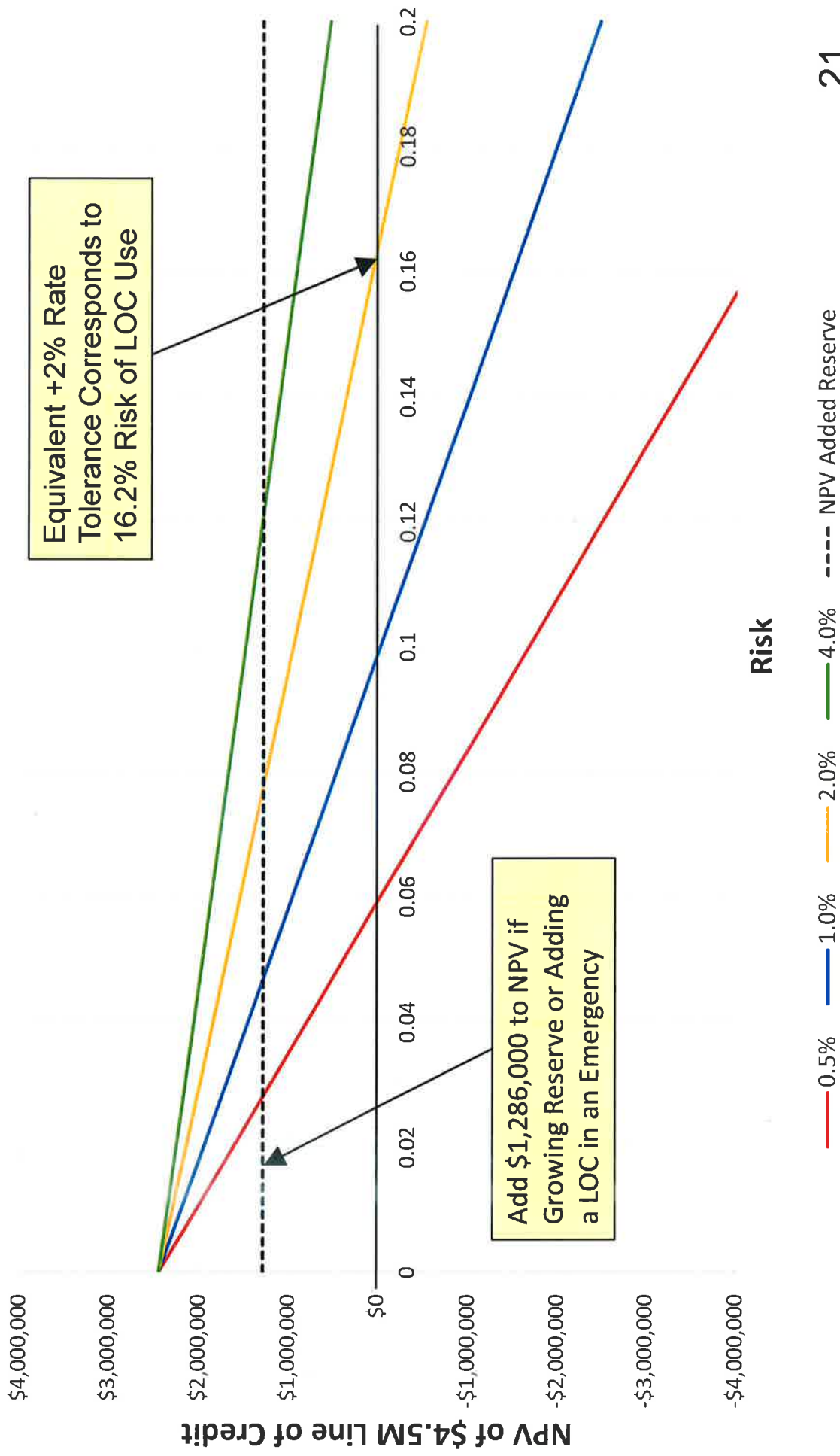
LOC Cost of Use Versus +% Rate Increase Tolerance



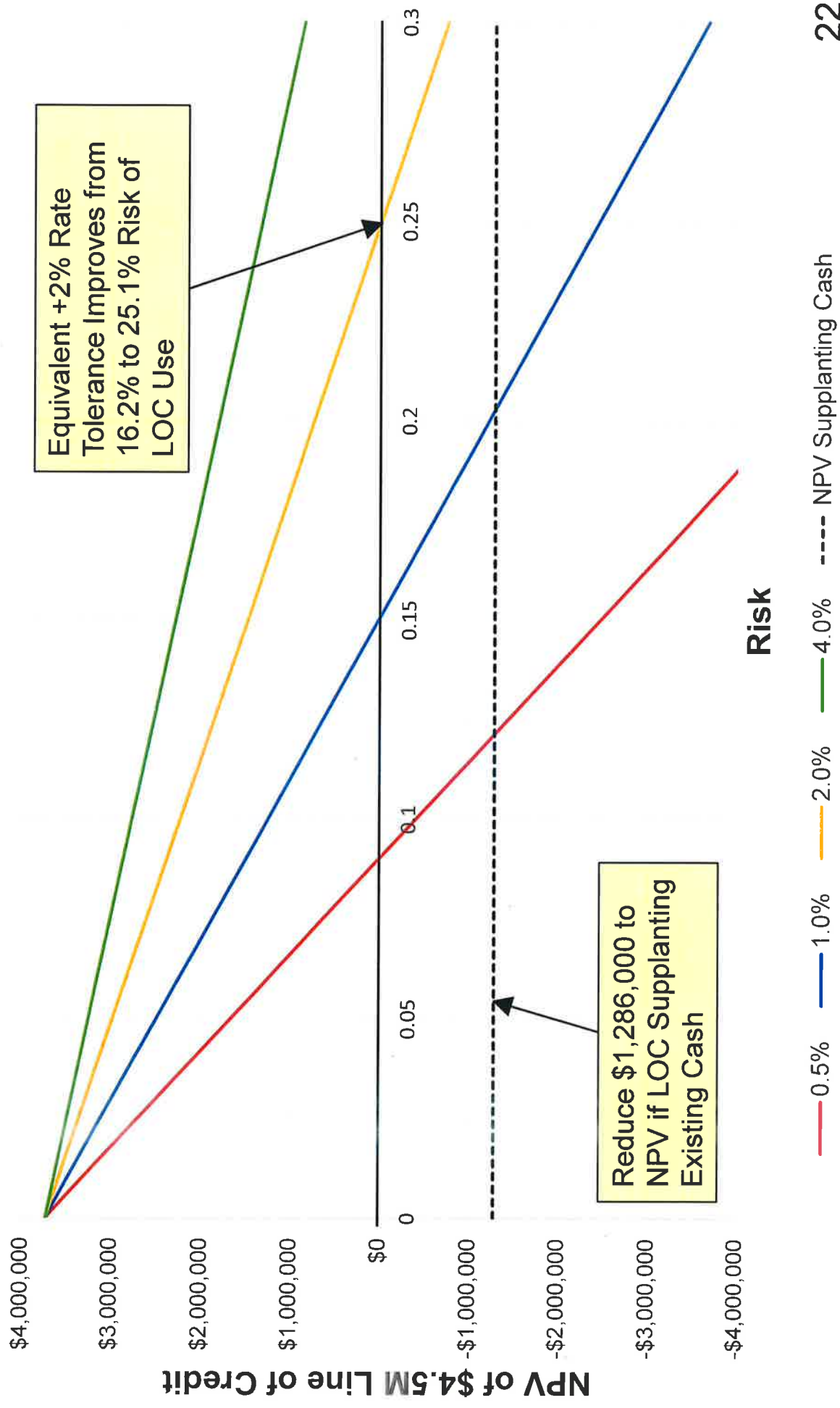
+%Rate Tolerance & Risk Mitigation

LOC Supplanting Existing Cash

Current Financial Conditions

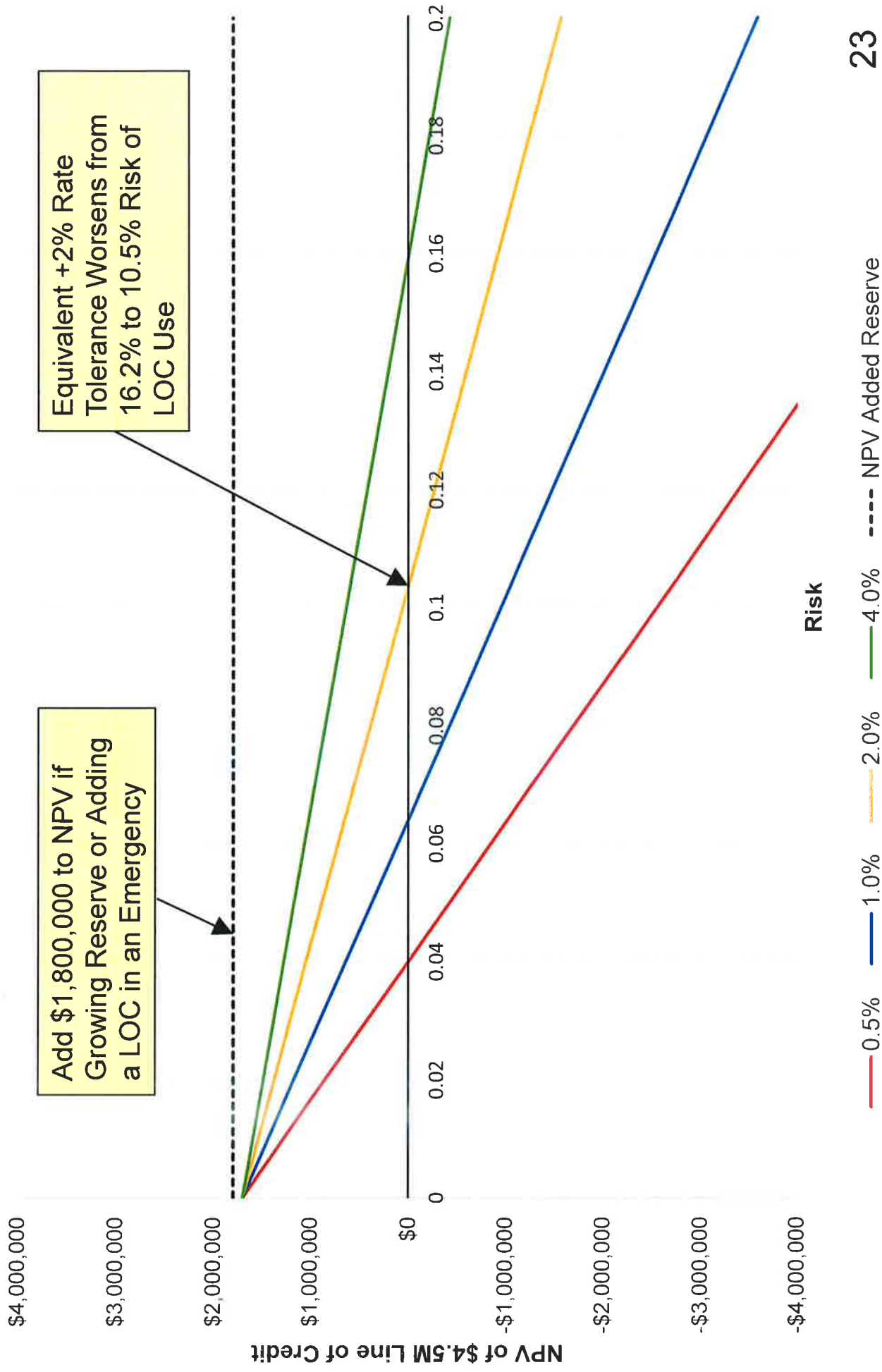


+%Rate Tolerance for Mitigation Growing Reserves Current Financial Conditions



+%Rate Tolerance & Risk Mitigation

Elevated +3% Prime Rate



Conclusions



- At least two WA PUDs utilize a LOC for part of DCOH, and several more are considering the option
- The addition of a LOC is powerful tool to restore an operating reserve deficit due to an foreseen emergency that has occurred
- Under many assumptions, a LOC is the lowest cost option to increase cash reserves
- Using a line of credit to supplant existing DCOH:
 - Not consistent with Provide Stable Rates Strategic Plan Objectives
 - Uncertainty in risk assumptions, speculative rate increase tolerance & unclear NPV, positive or negative
 - Risk increases if interest rates rise from current historic lows
 - From an equity standpoint, District's unencumbered DCOH has been consistent over the last 15 years



Recommendation



- A Line of Credit option should be referenced in the next revision to the Financial Reserve Policy
 - Develop parameters, conditions and purpose of the LOC option
 - Include the LOC option prior to significantly exceeding Historic DCOH for both customer equity and risk evaluated value to customers
 - Initially consider a LOC with up to a 30 day equivalent of DCOH
 - May slightly lower previous forecast rate increases for 2024 and beyond as DCOH at that time is projected to rise above the 15 year historic average





Questions?





2020/21 Energy Efficiency Acquisition

August 23, 2021

Mattias Järvegren
Utility Services Supervisor





What we'll cover

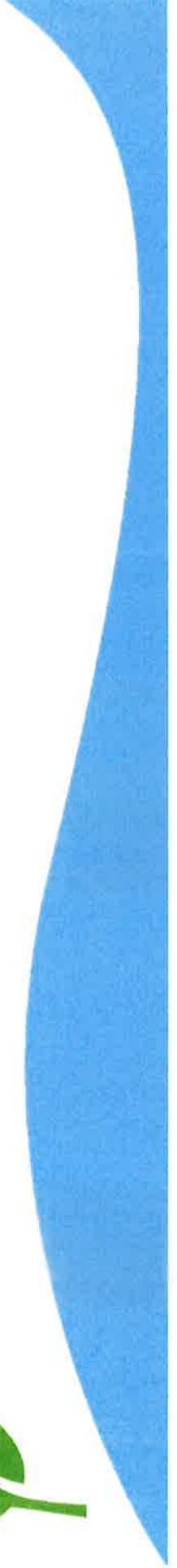
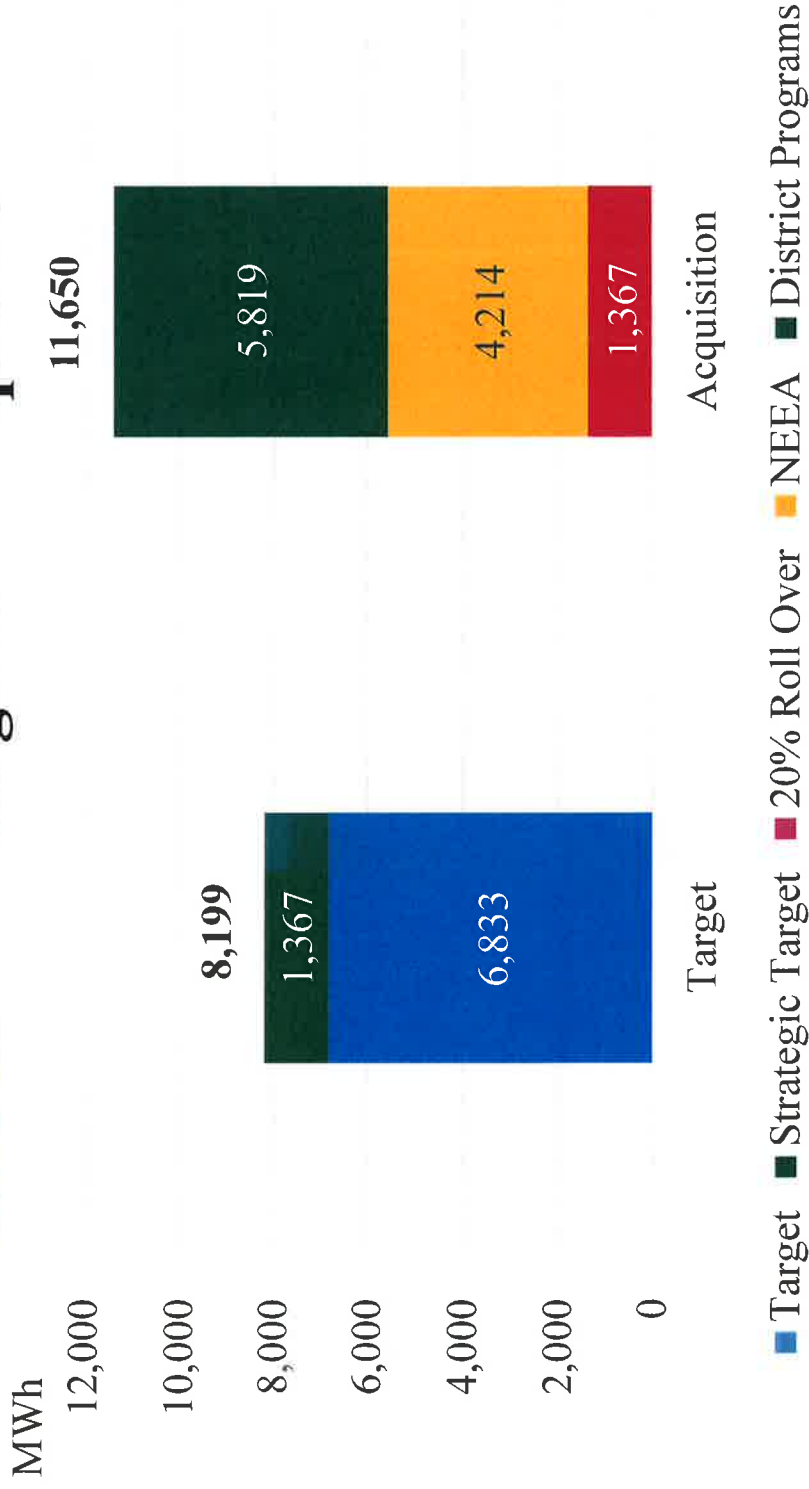
- Review the 2020/21 Energy Independence Act biennial energy efficiency target and acquisition.
- Compliance Costs
- Additional benefits
- Resolution to establish 10-year savings potential and adopt 2-year target for the 2022/23 EIA compliance period.





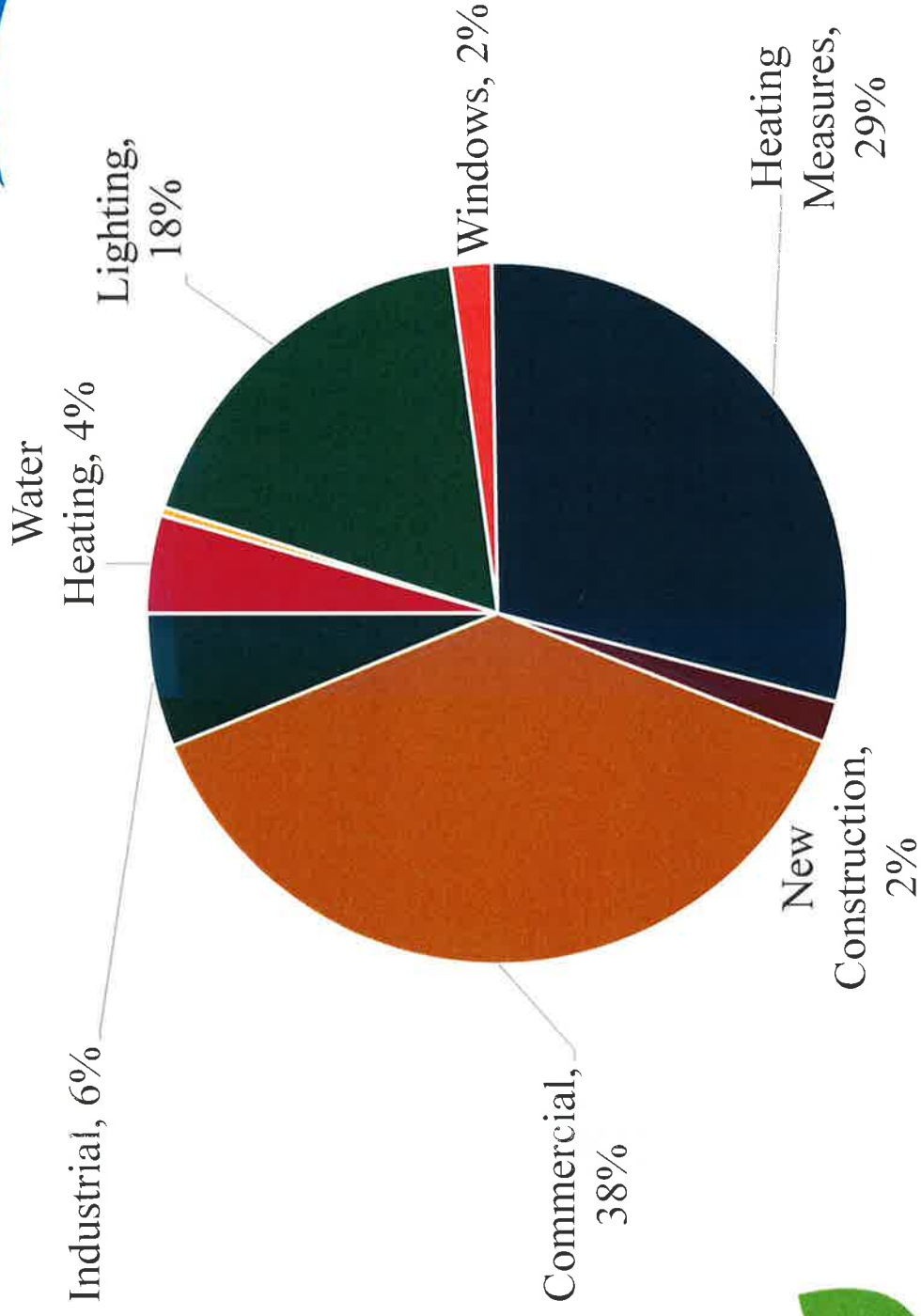
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2020/21 EIA Target and Acquisition



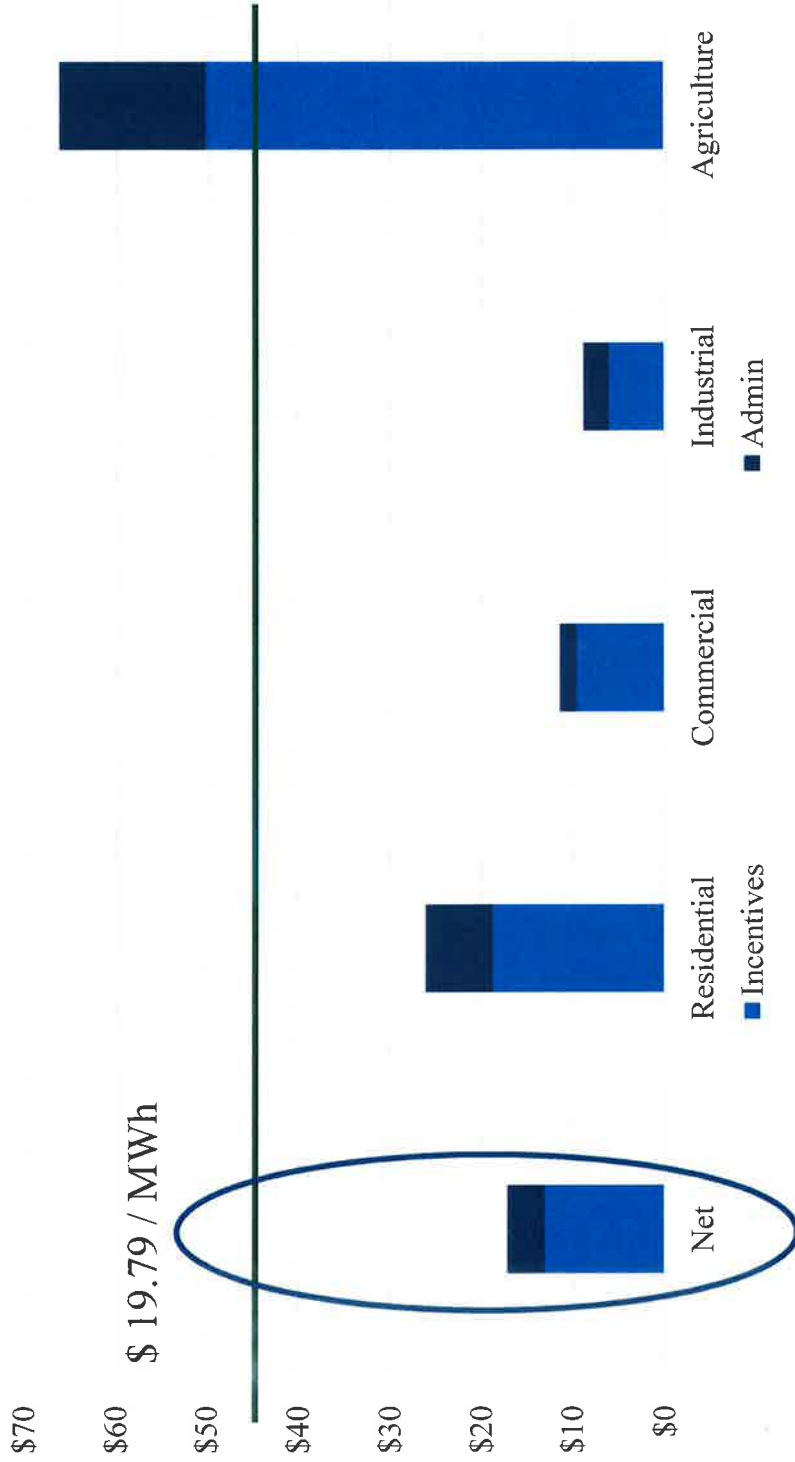


Bringing Energy To Life™



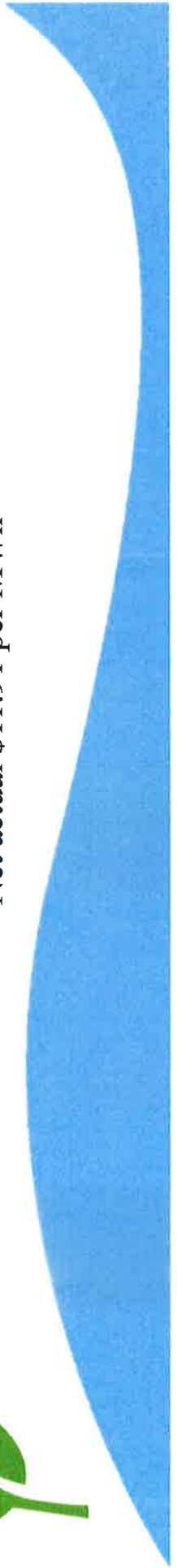
2021 EE Levelized Cost

\$ / MWh



\$43 per MWh maximum 2021 strategic target

Net actual \$11.91 per MWh





System Peak & CO₂ Reductions 2020/21

- **System Peak reduction**
 - ✓ 2020 – 1,067 kW
 - ✓ 2021 (ytd) – 372 kW
- **CO₂**
 - ✓ 2020 - 1,296 Metric Tons
 - ✓ 2021 (ytd) – 418 Metric Tons



Summary



- Meet and on track to exceeded the 2020/21 EIA biennial target.
- EIA compliance is still relatively cheap
- Resolution #2209-21 establishing a 10-year savings potential and adopt 2-year target for the 2022/23 EIA compliance period.



Thank You



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(360) 565-3263

