

**COMMISSIONERS PREAGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
BOARD OF COMMISSIONERS
NOVEMBER 11, 2021 at 1:30 PM**

Join Zoom Meeting:

<https://us06web.zoom.us/j/81932961758?pwd=bjBLMlZud1UzUXNkODlwYlZmdDh0UT09>

Meeting ID: 819 3296 1758 | **Passcode:** 785674

One tap mobile: +12532158782,,81932961758#,,,,*785674# US (Tacoma)

Find your local number: <https://us06web.zoom.us/u/ket5MtoH03>

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **RESOLUTION 2218-21 Adopting the 2022 Budgets**

The Commissioners will consider approving RESOLUTION 2218-21 which adopts the 2022 Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund budgets as finally determined.

Staff requests a motion, second, and vote: Approve RESOLUTION 2212-21, which adopts the 2022 Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund budgets as finally determined.

- **RESOLUTION 2220-21 Authorizing the Disposal of Surplus Property**

The Commissioners will consider approving RESOLUTION 2220-21 Authorizing the Disposal of Surplus Property

Staff requests a motion, second, and vote: Approve RESOLUTION 2220-21 Authorizing the Disposal of Surplus Property consisting of a variety of inoperable or obsolete computer laptops, cameras, iPads, software disks, desktops, and printers. These items combined have a total estimated value of \$1590.

- **RESOLUTION 2221-21 Establishing Titles and Monthly Salary Ranges for Staff Employees**

The Commissioners will consider approving RESOLUTION 2221-21 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2212-21.

Staff requests a motion, second, and vote: Approve RESOLUTION 2221-21 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2212-21.

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
NOVEMBER 8, 2021 at 1:30 PM

Join Zoom Meeting:

<https://us06web.zoom.us/j/81932961758?pwd=bjBLMlZud1UzUXNkODlwYlZmdDh0UT09>

Meeting ID: 819 3296 1758 | **Passcode:** 785674

One tap mobile: +12532158782,,81932961758#,,,*785674# US (Tacoma)

Find your local number: <https://us06web.zoom.us/j/81932961758?pwd=bjBLMlZud1UzUXNkODlwYlZmdDh0UT09>

1. CALL TO ORDER

2. APPROVAL OF CONSENT AGENDA

- a. Minutes of the October 25, 2021 regular meeting;
- b. Minutes of the November 2, 2021 special meeting;
- c. Claim vouchers for October 19 through November 31, 2021 for a total of \$1,037,747.20;
- d. Payroll vouchers for the period of October 15 through October 31, 2021; and
- e. Removal of delinquent accounts from the November 2021 active accounts receivable totaling \$7014.78 including a 30% collection fee

3. AGENDA REVISIONS

4. COMMENTS FROM THE PUBLIC

5. BUSINESS ITEMS

- a. RESOLUTION 2218-21 Adopting the Sean Worthington, Ruth Kuch
Electric Operating Fund, Water Operating Fund, and
Wastewater Operating Fund Budgets
- b. RESOLUTION 2220-21 Authorizing the Steve Schopfer
Disposal of Surplus Property
- c. RESOLUTION 2221-21 Establishing Titles and Monthly Salary Jamie Spence
Ranges for Staff Employees and Rescinding Resolution 2212-21
- d. BPA Post-2028 Contract Discussion Commissioners/Staff

6. CORRESPONDENCE/COMMUNICATIONS

7. COMMISSIONER REPORTS

8. STAFF REPORTS

- a. ARPA Assistance and DNP Update Chanda Halverson

9. BOARD ACTIONS FOR STAFF

10. COMMENTS FROM THE PUBLIC

11. EXECUTIVE SESSION

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
October 25, 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	Mattias Jarvegren, Utility Services Supervisor
John Purvis, Assistant General Manager	Chelsey Jung, Payroll Coordinator
Sean Worthington, Finance Manager/Treasurer	Julie Metzger, Power Systems Project Coordinator
Colin Young, Distribution System Supervisor	Mike Hill, Engineering Manager
Tyler King, Power Analyst	Rebecca Turner, Sr. Accountant
Tom Martin, WWW Manager	
Larry Morris, Safety Manager	
Lori Carter, Controller/Auditing Officer	

Others Present as Identified

Ted Light, Lighthouse Energy Consulting
Patricia Morris
Paula Barnes

The meeting commenced at 1:30 PM.

CONSENT AGENDA :27

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 October 11, 2021 regular meeting;
- b. Claim vouchers for October 11 through October 18, 2021 for a total of \$2,859,492.59;
- c. Payroll vouchers for the period of October 1 through October 15, 2021; and
- d. Contractor prequalification for the upcoming year for Sturgeon Electric Company, Inc., in the amount of \$10,000,000.

AGENDA REVISIONS 1:07

Under Correspondence and Communications, Executive Assistant Teresa Lyn will fill in for Communications Manager Nicole Hartman regarding the WPUA Educational Scholarship drawing. Under Staff Reports, Distribution Systems Supervisor Colin Young will present on the progress made to date in facilitating the landscaping and driveway restoration for a customer.

COMMENTS FROM THE PUBLIC 1:33

There was no public comment.

BUSINESS ITEMS STARTING AT 1:58

- a. **1:58:** Ted Light, of Lighthouse Energy Consulting presented the District's Clean Energy Implementation Plan (CEIP), a four-year road map that is required of Washington state utilities and which is required to be in place and adopted by January 1, 2022. Mr. Light also covered was an overview of the Clean Energy Transformation Act (CETA) goals and requirements for clean energy and equity, and how the District plans to meet them.
- b. **34:20:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board adopted RESOLUTION 2219-21 Establishing the District's 2022-2025 Clean Energy Implementation Plan.
- c. **36:15:** Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Paschall and carried, the Board approved RESOLUTION 2217-21 Adopting a Cash Receipting Policy.
- d. **38:24:** Upon recommendation of staff, and upon motion of Commissioner Purser, seconded by Commissioner Waddell and carried, the Board approved RESOLUTION 2213-21 Confirming the Appointment of Sean Worthington as General Manager of Public Utility District No. 1 of Clallam County and Establishing Compensation and Terms of Employment.
- e. **44:34:** Bonneville Power Administration's (BPA)'s post-2028 contract: Commissioner Purser advised that these discussions are typically based on the WPAG/PPC online forums. Finance Manager/Treasurer Sean Worthington advised that he spoke to Ryan Neale of (Western Public Agencies Group (WPAG) recently who advised that he and John Francisco, CEO of Northwest Requirements Utilities (NRU) coauthored a joint letter that went out to Kim Thompson of BPA asking that the provider of choice process to be altered and requesting that BPA to hold off on issuing its concept paper. The rationale for this action is to give public power an opportunity to caucus to establish an alignment on the issues identified in the BPA discussions this year. If BPA approves this request, the meeting frequency will begin to ramp up to two to three meetings a week in early 2022. PPC also issued a similar letter on the same topic.

52:32: CORRESPONDENCE/COMMUNICATIONS

Executive Assistant Teresa Lyn spoke briefly about the Washington Public Utility District Association's (WPUDA) \$1000 Educational Scholarship, which is awarded annually to a high school student who is the son or daughter of a PUD employee in Washington, and who is a well-rounded student demonstrating scholastic ability, community involvement, and thoughtful consideration of the services provided by PUDs. Cheyenne Maggard, whose name was drawn today by Commissioner Purser will be eligible for competing for the award and her name will be forwarded to WPUDA for consideration.

55:11 COMMISSIONER REPORTS

Commissioner Waddell attended the WPAG/PPC online forum and an online Washington solar summit presentations. He expressed his appreciation of the level of WPAG's efforts.

Commissioner Paschall attended a BPA Provider of Choice meeting and a WPAG meeting. He also highly recommended a white paper that the Public Generating Pool (PGP) recently released entitled ***Organized Market Retrospect***. The paper examines how industry and policy trends undermine Regional Transmission Organization (RTO) initiatives.

Commissioner Purser is planning to attend a joint Energy Northwest (EN) board of directors meeting as well as the annual EN energy forum at which there will be discussions and speakers on a variety of energy issues, including alternative energy sources. He suggested that Commissioner Waddell and Paschall and staff may wish to attend as well.

1:03:09: STAFF REPORTS

The District's attorneys are requesting a special meeting next Tuesday, November 2nd in order to hold an executive session to discuss potential litigation with legal counsel representing the PUD pursuant to RCW 42.30.110(1)(i). The Commissioners agreed to hold the special meeting at 1PM.

Distribution System Supervisor Colin Young reported on the landscaping and driveway restoration that the District is attempting to facilitate for a Clallam County ratepayer.

1:08:47: BOARD ACTION ITEMS FOR STAFF

- a. None

1:08:57: COMMENTS FROM THE PUBLIC

There was no public comment.

1:09:18: ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 2:39 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/>.

October 25, 2021

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
Minutes of the Regular Meeting of the Board of Commissioners
Main Office | 104 Hooker Road | Sequim, WA 98382
November 2, 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
Sean Worthington, Finance Manager/Treasurer

Others Present as Identified

District Attorneys Don Cohen and Ryan Espegard

The meeting commenced at 1:00 PM.

EXECUTIVE SESSION

The Commissioners held an executive session to discuss potential litigation with legal counsel representing the PUD pursuant to RCW 42.30.110(1)(i). In attendance were Commissioners Purser, Waddell, and Paschall, General Manager Doug Nass, Finance Manager/Treasurer Sean Worthington, and District Attorneys Don Cohen and Ryan Espegard.

The meeting reconvened at 2:20 PM. No action was taken.

ADJOURN

There being no further business to come before the Commission, the meeting adjourned at 2:20 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/>.

November 2, 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 *Yvonne Carter* DATE 11/3/21
AUDITING OFFICER

[Signature] DATE 11/3/21
GENERAL MANAGER
Ford

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 10/25/2021–11/1/2021

Checks	\$	689,577.70
Wire Transfers		202,712.42
E-Payment		22,570.56
Prepays (Solar Incentives)		122,886.52
Total	\$	1,037,747.20

COMMISSIONER

COMMISSIONER

COMMISSIONER

PUD#1 OF CLALLAM COUNTY, WASHINGTON

**NOVEMBER 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:

11/01/21	Clallam Bay – Evergreen	\$	-
11/01/21	Forks – Evergreen	\$	1,262.89
11/01/21	Port Angeles – Evergreen	\$	522.57
11/01/21	Sequim – Evergreen	\$	3,610.52
11/01/21	All Area-Direct W/O Bankruptcy	\$	-
11/01/21	All Area-Direct W/O Deceased	\$	-
11/01/21	All Area-Direct W/O Small Balance	\$	-
	SUBTOTAL	\$	<u>5,395.98</u>
11/01/21	30% Collection Fee	\$	1,618.80
	TOTAL	\$	<u><u>7,014.78</u></u>
	Previous Debt Collected in October 2021	\$	2,056.77
	Previous Debt Collected Year To Date 2021	\$	16,797.85

Dated this _____ day of _____, 20_____.

President

Secretary

Vice-President

SW:kw

Attachments

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

RESOLUTION NO. 2218-21

A RESOLUTION Adopting the Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund Budgets as Finally Determined

WHEREAS, the Commission of the Public Utility District No. 1 of Clallam County, Washington, prepared preliminary Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund Budgets of the contemplated financial transactions for the year 2022; and

WHEREAS, staff has reviewed the financial requirements of the District's electric, water, and wastewater systems and has carefully analyzed the rate revenue requirements; and

WHEREAS Resolution 2206-21, adopted on August 9, 2021, established rate schedules for 2022 and 2023 resulting in a weighted average electric rate increase of 2.25% for each calendar year, effective on April 1 of each year; and

WHEREAS Resolution 2187-20, adopted on December 14, 2020, established rate schedules for 2020, 2021, 2022, 2023, and 2024 resulting in a weighted average increase of 4.2% per year for the water systems, and a weighted average increase of 5.9% per year for the wastewater systems, effective on February 1 of each year; and

WHEREAS, the budgets were reviewed for accuracy and modified with current information; now, therefore, be it

RESOLVED, That the Commission of Public Utility District No. 1 of Clallam County, Washington, does hereby adopt for 2022 the Electric Operating Fund Budget, the Water Operating Fund Budget, and the Wastewater Operating Fund Budget, copies attached, as finally determined.

PASSED by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 8th day of November 2021.

President
ATTEST:

Vice President

Secretary

Electric Summary (Cash Basis)

	2022
Revenues	Budget
Sales	68,977,436
Other	2,397,753
Interest	50,000
FEMA	150,000
Customer Contributions	900,000
Bond Proceeds	-
	<u>72,475,189</u>

Expenses	
Conservation	482,000
Purchased Resources	28,181,240
Labor & Benefits	20,668,915
Oper., Maint. & Admin.	7,419,878
Taxes	3,696,531
Debt	3,752,247
Capital	8,197,300
	<u>72,398,111</u>

Net Change in Op. Reserves	77,078
Ending Op. Reserves	<u>\$22,976,864</u>

Water Summary (Cash Basis)

	2022
Revenues	Budget
Sales	4,900,000
Other	25,000
Interest	15,000
Customer Contributions	75,000
Capital Fund Transfer	3,000,000
Loan Proceeds	6,600,000
	<u>14,615,000</u>

Expenses	
Purchased Resources	285,000
Labor & Benefits	1,988,218
Oper., Maint. & Admin.	1,348,586
Taxes	250,127
Debt	1,236,936
Capital	9,063,139
	<u>14,172,006</u>

Net Change in Op. Reserves	442,994
Ending Op. Reserves	<u>\$1,080,277</u>

Sewer Summary (Cash Basis)

	2022
Revenues	Budget
Sales	75,384
Other	1,000
Interest	300
Capital Fund Transfer	75,000
Loan Proceeds	-
	<u>151,684</u>

Expenses	
Labor & Benefits	38,405
Oper., Maint. & Admin.	31,609
Taxes	100
Debt	6,049
Capital	75,753
	<u>151,916</u>

Net Change in Op. Reserves	(232)
Ending Op. Reserves	<u>\$69,673</u>

PUD #1 of Clallam County
2022 Final Budget

November 8, 2021



Presenters:

- Sean Worthington – Finance Manager/Treasurer
- Ruth Kuch – Financial Analyst

2022 Budget Changes:

Operations & Maintenance	
Labor & Benefits	247,044
Insurances	10,000
Contractual Services	(27,500)
Consulting	10,000
Debt	84,662
Capital	
Reconditioning 69KV Mobile Transformer	62,000
Total	\$ 386,206

2021 Projections & 2022 Budgets:

Electric - Budget Summary (Cash Basis)

	2020	2021	2022
Revenues	Actual	Projected	Budget
Sales	65,456,569	68,000,000	68,977,436
Other	3,549,114	2,593,626	2,397,753
Interest	392,821	150,377	50,000
FEMA	79,031	238,213	150,000
Customer Contributions	1,175,863	1,850,000	900,000
Bond Proceeds	7,506,623	852,271	-
Rural Economic Funds	95,100	67,272	-
	78,255,121	73,751,759	72,475,189
Expenses			
Conservation	495,715	438,187	482,000
Purchased Resources	28,615,564	28,925,923	28,181,240
Labor & Benefits	19,358,712	20,019,380	20,668,915
Oper., Maint. & Admin. (incl. RSF trf. & CETA costs)	6,059,209	7,940,372	7,419,878
Taxes	3,188,746	3,688,796	3,696,531
Debt	3,726,400	3,763,050	3,752,247
Capital (incl. CETA trf.)	14,101,075	9,134,858	8,197,300
	75,545,420	73,910,566	72,398,111
Net Change in Op. Reserves	2,709,701	(158,807)	77,078
Ending Op. Reserves	\$23,058,593	\$22,899,786	\$22,976,864

Water - Budget Summary (Cash Basis)

	2020	2021	2022
Revenues	Actual	Projected	Budget
Sales	4,575,448	4,735,070	4,900,000
Other	47,732	18,000	25,000
Interest	27,690	12,857	15,000
Customer Contributions	53,165	92,000	75,000
Capital Fund Transfer			3,000,000
Loan Proceeds	689,527	317,258	6,600,000
	5,393,562	5,175,185	14,615,000
Expenses			
Purchased Resources	446,347	275,000	285,000
Labor & Benefits	1,877,502	1,915,808	1,988,218
Oper., Maint. & Admin.	1,099,974	1,147,143	1,348,586
Taxes	231,023	230,000	250,127
Debt	634,095	678,518	1,236,936
Capital (incl. transfer to Cap. Fund)	832,279	4,042,010	9,063,139
	5,121,219	8,288,479	14,172,006
Net Change in Op. Reserves	272,343	(3,113,294)	442,994
Ending Op. Reserves	\$3,750,577	\$637,283	\$1,080,277

Waste Water - Budget Summary (Cash Basis)

	2020	2021	2022
	Actual	Projected	Budget
Revenues			
Sales	68,440	72,472	75,384
Other	419	1,100	1,000
Interest	330	250	300
Capital Fund Transfer	-	-	75,000
Loan Proceeds	-	-	-
	69,189	73,822	151,684
Expenses			
Labor & Benefits	15,350	33,375	38,405
Oper., Maint. & Admin.	18,557	25,907	31,609
Taxes	-	400	100
Debt	6,177	6,113	6,049
Capital	-	123	75,753
	40,084	65,917	151,916
Net Change in Op. Reserves	29,105	7,905	(232)
Ending Op. Reserves	\$62,000	\$69,905	\$69,673

Electric Summary (Cash Basis)

	2022
Revenues	Budget
Sales	68,977,436
Other	2,397,753
Interest	50,000
FEMA	150,000
Customer Contributions	900,000
Bond Proceeds	-
	<u>72,475,189</u>
Expenses	
Conservation	482,000
Purchased Resources	28,181,240
Labor & Benefits	20,668,915
Oper., Maint. & Admin.	7,419,878
Taxes	3,696,531
Debt	3,752,247
Capital	8,197,300
	<u>72,398,111</u>

Net Change in Op. Reserves	77,078
Ending Op. Reserves	<u>\$22,976,864</u>

Water Summary (Cash Basis)

	2022
Revenues	Budget
Sales	4,900,000
Other	25,000
Interest	15,000
Customer Contributions	75,000
Capital Fund Transfer	3,000,000
Loan Proceeds	6,600,000
	<u>14,615,000</u>
Expenses	
Purchased Resources	285,000
Labor & Benefits	1,988,218
Oper., Maint. & Admin.	1,348,586
Taxes	250,127
Debt	1,236,936
Capital	9,063,139
	<u>14,172,006</u>

Net Change in Op. Reserves	442,994
Ending Op. Reserves	<u>\$1,080,277</u>

Sewer Summary (Cash Basis)

	2022
Revenues	Budget
Sales	75,384
Other	1,000
Interest	300
Capital Fund Transfer	75,000
Loan Proceeds	-
	<u>151,684</u>
Expenses	
Labor & Benefits	38,405
Oper., Maint. & Admin.	31,609
Taxes	100
Debt	6,049
Capital	75,753
	<u>151,916</u>

Net Change in Op. Reserves	(232)
Ending Op. Reserves	<u>\$69,673</u>



Questions & Discussion

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 list 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 8th day of November, 2021.

President

ATTEST:

Vice President

Secretary

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: Chip Smith

Date Submitted: 10/26/21

QTY	DESCRIPTION	ESTIMATED VALUE	DISTRICT I.D. NO.	SERIAL NO. / COMMENTS
	Dell E5540	100	5519	912KY1
	Intel NUC7i5BNK	50	5814	G6BN7800KFM
	Intel NUC5i5RYK	40	5789	G6RY53900AK
	Dell PP125	0	4620	CPF4NK1
	Dell Inspiron 400 Zino	0	4639	9FN4NL1
	Kodak EasyShare C663	0	4830	
	Dell Latitude XT2	0	4615	9PF4NK1
	iPad 3 A1416	100	5607	DMQHPH8HDJ8R
	Dell Latitude XT2	0	4627	9JVRNK1
	Intel NUC7i7BNH	50		G6BN721001MK
	iPad Air A1475	100		DMPLM88BFKYC
	Microsoft Surface 1514	0		010739131253
	Dell PowerVault MD1000	0	4602	H6T6RH1
	Dell PowerVault MD1000	0	5149	480WJM1
	iPad A1395	100	4505	DMPG26YSDFHY
	Cisco MCS 7800	0	5109	KQ49XA3
	PowerEdge R210	0	5191	5QRHXQ1
	PowerEdge R210	0	5190	5QRFXQ1
	Pitney Bowe FD40	0	5065	0608705
	Dell Inspiron 400 Zino	0	5193	3YCXLN1
	Dell XT2	0	4624	HHURNK1
	iPad Mini (A1475)	100	5483	DMPLM4XLFKYC
	iPad Mini (A1475)	100	5538	DMPMT9WWF4YF
	iPad Mini (A1475)	100	5696	DMPSK6WPGXQ4
	Dell Latitude D820	0	4570	FKNXGB1


 Department Supervisor


 Materials Superintendent

Attachment To Resolution Number:

Dated:

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: **Chip Smith**

Date Submitted: **10-26-2021**

QTY	DESCRIPTION	ESTIMATED VALUE	DISTRICT I.D. NO.	SERIAL NO. / COMMENTS
		0	4676	10DNDV1
		0	4683	4RD41W1
	Autodesk Map 2002	0	4471	12906-011408-4600A
	CiscoWorks for Windows	0	4168	software disc
	Surface Pro 3	0	5564	004950344353
	Surface Pro 3	0	5568	002295344353
	Surface Pro 3	0	5569	010005144353
	Surface Pro 3	0	5689	038529145253
	Dell Latitude E6430	150	5439	60ZPMX1
	Dell XPS 13"	50	5606	118jrs1
	Zebra ZM400	50	5548	08J134900288
	Zebra ZM400	50	4846	02C07070606
	Falcon Battery / UPS	0	5422	SSG15KRM1
	Canon Image Runner C3480	0	5591	2000183300
	Lexmark Printer	0	5227	
	iPad Pro 12.9	0	5720	DLXS518DGMW6
	??	0	5735	??
	Surface Pro 4	100	5769	000006165253
	Dell PowerEdge R720	100	5550	DB4FY12
	Dell Precision T3400	50	5101	D996XL1
	WinBook XL	0	4132	H1204425
	Surface Pro 4	100	5666	006563160653
	iPad Pro 12.9	100	5714	DLXS541G0GMW6
	Intel NUC DC5342HYE	0	5785	G6Y330003FR


Department Supervisor


Materials Superintendent

Attachment To Resolution Number:

Dated:

A RESOLUTION Establishing Titles and Monthly Salary
Ranges for Staff Employees and Rescinding Resolution 2212-21

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salaries; and

WHEREAS, the General Manager has reviewed the organization of the District, the current cost-of-living indices, and the positions and salary ranges required to efficiently manage and achieve the goals of the District; and

WHEREAS, Attracting and retaining great people is a high level objective of the approved and adopted District Strategic Plan allowing the District to compete in the competitive marketplace for Energy Sector employees; and

WHEREAS, The Commission approves the annual budget, which includes staff allocation and funding to meet the strategic and operation requirements of the District; and

WHEREAS, The Commission authorized the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Monthly Salary Ranges for Staff Employees limitations; now, therefore, be it

RESOLVED, That this resolution in its entirety becomes effective on January 1, 2022

2. That the General Manager is hereby authorized, on behalf of the District, to administer merit pay increases, based on performance and behavior results for employees of the District, not represented under the Collective Bargaining Agreement and excluding the General Manager.

3. That the Commission authorizes the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Monthly Salary Ranges for Staff Employees in accordance with the Titles and Monthly Salary Ranges for Staff Employees (attached) as approved by the Commission.

4. That the General Manager shall include within the annual budget sufficient funds to support merit pay requirements for the year.

5. That the General Manager shall receive Commission approval for all modifications to the Titles and Monthly Salary Ranges for Staff Employees.

6. That a 3% adjustment has been made to the ranges; the Network Administrator, Customer Service Supervisor, Broadband Supervisor and Controller/Auditing Officer and Finance Manager/Treasurer have been regraded in the Titles and Monthly Salary Ranges for Staff Employees.

7. That Resolution 2212-21 is rescinded.

PASSED, by the Board of Commissioners of Public Utility District No. 1 of Clallam County, Washington, this 8th day of November 2021.

President
ATTEST;

Vice President

Secretary

PUD #1 of Clallam County
Titles and Monthly Salary Ranges for Staff Employees
Effective September 13, 2021 Resolution No. 2212-21

Salary Grade	Job Title	Minimum	Market Target	Maximum
11	Office Assistant	\$2,294	\$2,867	\$3,727
12	Student Intern I Records Technician	\$2,523	\$3,154	\$4,100
13	Administrative Support	\$2,775	\$3,469	\$4,510
14		\$3,052	\$3,815	\$4,960
15	Student Intern II	\$3,358	\$4,197	\$5,456
16	Administrative Assistant Records Specialist	\$3,694	\$4,617	\$6,002
17	Operations Administrative Coordinator Human Resources & Safety Administrative Coordinator Desktop Technician Engineer Student Intern Accounting Specialist I	\$4,064	\$5,080	\$6,604
18	Accounting Specialist II	\$4,470	\$5,588	\$7,264
19	Executive Assistant Benefits Analyst Records Supervisor Utility Services Advisor I Water and Wastewater Systems Coordinator Customer Service Coordinator Finance Coordinator Contracts Coordinator Payroll Coordinator	\$4,914	\$6,143	\$7,986
20	Engineer I Power Analyst I Accountant Network Administrator Compliance Analyst Financial Analyst I	\$5,408	\$6,761	\$8,789
21	Engineer II Customer Service Supervisor Senior Accountant Systems Administrator Utility Services Supervisor Business Systems Analyst Network Administrator	\$5,948	\$7,435	\$9,666

22	Materials Superintendent	\$6,545	\$8,181	\$10,635
	Network Engineer	-	-	-
	GIS/SCADA Administrator	-	-	-
	Power Analyst II	-	-	-
	Financial Analyst II	-	-	-
	Customer Service Supervisor			
23	Assistant Operations Superintendent	\$7,198	\$8,997	\$11,696
	WWW Superintendent			-
	Sr. Civil Engineer			-
	Communications & Government Relations Manager			-
	Broadband Supervisor			-
	Engineer III			-
24	Procurement & Facilities Supervisor	\$7,918	\$9,898	\$12,867
	Controller / Auditing Officer	-	-	-
	Safety Manager	-	-	-
	Sr. Electrical Engineer	-	-	-
	Broadband Supervisor			
25	Information Technology Manager	\$8,709	\$10,886	\$14,152
	WWW Systems Manager			-
	Power Supply Manager			-
	Operations Superintendent			-
	Human Resources Manager			-
	Transmission & Substation Systems Supervisor			-
	Distribution System Supervisor			-
	Controller/Auditing Officer			
	Finance Manager / Treasurer			
26	Engineering Manager	\$9,581	\$11,976	\$15,569
	Finance Manager / Treasurer			
	Operations Manager	-	-	-
27	General Superintendent	\$10,540	\$13,175	\$17,127
28	Assistant General Manager	\$11,594	\$14,492	\$18,840
29	General Counsel	\$12,753	\$15,941	\$20,723

PUD #1 of Clallam County
Titles and Monthly Salary Ranges for Staff Employees
Effective January 1, 2022 Resolution No. 2221-21

Salary Grade	Job Title	Minimum	Market Target	Maximum
11	Office Assistant	\$2,363	\$2,953	\$3,839
12	Student Intern I Records Technician	\$2,599	\$3,249	\$4,223
13	Administrative Support	\$2,858	\$3,573	\$4,645
14		\$3,144	\$3,929	\$5,109
15	Student Intern II	\$3,459	\$4,323	\$5,620
16	Administrative Assistant Records Specialist	\$3,805	\$4,756	\$6,182
17	Operations Administrative Coordinator Human Resources & Safety Administrative Coordinator Desktop Technician Engineer Student Intern Accounting Specialist I	\$4,186	\$5,232	\$6,802
18	Accounting Specialist II	\$4,604	\$5,756	\$7,482
19	Executive Assistant Benefits Analyst Records Supervisor Utility Services Advisor I Water and Wastewater Systems Coordinator Customer Service Coordinator Finance Coordinator Contracts Coordinator Payroll Coordinator	\$5,061	\$6,327	\$8,226
20	Engineer I Power Analyst I Accountant Compliance Analyst Financial Analyst I	\$5,570	\$6,964	\$9,053
21	Engineer II Senior Accountant Systems Administrator Utility Services Supervisor Business Systems Analyst Network Administrator	\$6,126	\$7,658	\$9,956

22	Materials Superintendent Network Engineer GIS/SCADA Administrator Power Analyst II Financial Analyst II Customer Service Supervisor	\$6,741	\$8,426	\$10,954
23	Assistant Operations Superintendent WWW Superintendent Sr. Civil Engineer Communications & Government Relations Manager Engineer III	\$7,414	\$9,267	\$12,047
24	Procurement & Facilities Supervisor Safety Manager Sr. Electrical Engineer Broadband Supervisor	\$8,156	\$10,195	\$13,253
25	Information Technology Manager WWW Systems Manager Power Supply Manager Operations Superintendent Human Resources Manager Transmission & Substation Systems Supervisor Distribution System Supervisor Controller/Auditing Officer Finance Manager / Treasurer	\$8,970	\$11,213	\$14,577
26	Engineering Manager Operations Manager	\$9,868	\$12,335	\$16,036
27	General Superintendent	\$10,856	\$13,570	\$17,641
28	Assistant General Manager	\$11,942	\$14,927	\$19,405
29	General Counsel	\$13,136	\$16,419	\$21,345