

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 8, 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
Steve Schopfer, IT Services Manager
Ruth Kuch, Finance Analyst
Chanda Halvorsen, Customer Service
Supervisor
Jamie Spence, HR Manager
Lori Carter, Controller/Auditing Officer
Chelsey Jung, Payroll Coordinator

Julie Metzger, Power Systems Project
Coordinator
Tom Martin, WWW Manager
Mike Hill
Tyler King, Power Analyst
Ryan Espegard, District Attorney
Don Cohen, District Attorney
Rebecca Turner
Nicole Hartman, Communications Manager
Larry Morris, Safety Manager

Others Present as Identified

Paul Pickett
Janet Marx
Patricia Morris

Jennifer A, last name not provided
Kenneth Reandeau
Tara, last name not provided

The meeting commenced at 1:30 PM.

CONSENT AGENDA :30

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 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

AGENDA REVISIONS 1:20

An Executive Session will be held to discuss potential litigation with legal counsel representing the PUD pursuant to RCW 42.30.110(1)(i). We do not expect any action.

COMMENTS FROM THE PUBLIC 1:48

A new ratepayer and previous Thurston Water PUD Commissioner who recently moved to Port Angeles stated that he is listening in to learn about Clallam PUD.

BUSINESS ITEMS STARTING AT 3:15

- a. **3:16:** Upon recommendation of staff, and upon motion of Commissioner Waddell seconded by Commissioner Paschall carried, the Board approved RESOLUTION 2218-21, which adopts the 2022 Electric Operating Fund, Water Operating Fund, and Wastewater Operating Fund budgets as finally determined.
- b. **12:36:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board approved 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.
- c. **16:07:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board approved RESOLUTION 2221-21 establishing titles and monthly salary ranges for staff employees and rescinding Resolution 2212-21.
- d. **22:07:** Bonneville Power Administration's (BPA)'s post-2028 contract: Commissioner Waddell attended the BPA-PPC Provider of Choice meeting on cost management. He recommended that the other Commissioners read – and provide their opinion on – slide 25 of the presentation which addressed some of BPA's core costs.

CORRESPONDENCE/COMMUNICATIONS 28:25

No correspondence today.

COMMISSIONER REPORTS 28.32

Commissioner Waddell expressed his concern about the controllable costs of the BPA-2028 contract.

Commissioner Paschall attended a BPA Provider of Choice meeting and a Northwest RiverPartners meeting.

Commissioner Purser attended an Energy Northwest Board of Directors meeting and also their Public Power Energy Forum.

STAFF REPORTS 40:49

Customer Service Supervisor Chanda Halverson provided a detailed update on American Rescue Plan Utility Arrearage Assistance (ARPA) assistance and the actions taken on Do Not Pays (DNP) accounts. Ratepayers are encouraged to apply for this and other assistance programs. Information on how to do so can be found at <https://clallampud.net/covid-19-customer-support/>.

The meeting convened and recessed at 2:43 PM for a five minute break. The meeting reconvened at 2:48 PM.

BOARD ACTION ITEMS FOR STAFF 1:19:10

- a. Staff is to forward the PowerPoint about ARPA Assistance programs to the Commissioners for their reference when/if ratepayers inquire about assistance programs.

COMMENTS FROM THE PUBLIC 1:20:14

Received via chat: A request to provide a brief update on how the District will handle redistricting?

The meeting convened and recessed at 2:51 PM for an estimated 45 minutes.

EXECUTIVE SESSION 1:21:03

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, Finance Manager/Treasurer Sean Worthington, and District Attorneys Don Cohen and Ryan Espegard.

The meeting reconvened at 3:32 PM. No decisions were made or actions taken.

ADJOURN 1:22:29

There being no further business to come before the Commission, the meeting adjourned at 3:32 PM.

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/>.

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