

## **CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1**

Minutes of the Regular Meeting of the Board of Commissioners

Main Office | 104 Hooker Road | Sequim, WA 98382

**March 14, 2022 – This meeting was held remotely via ZOOM**

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### **Commissioners Present**

Will Purser, President

Rick Paschall, Vice President

Jim Waddell, Secretary

### **Staff Present**

Sean Worthington, General Manager

John Purvis, Assistant General Manager

Jamie Spence, HR Manager

Larry Morris, Safety Manager

Lori Carter, Controller, Auditing Officer

Tom Martin, WWW Manager

Bill Decker, Operations Superintendent

Ben Phillips, Engineer III

Ruth Kuch, Finance Manager/Treasurer

Steve Schopfer, IT Services Manager

Teresa Lyn, Executive Assistant

Nicole Hartman, Communications Manager

Sarah Canepa, Financial Analyst

Chelsey Jung, Payroll Coordinator

Tyler King, Power Analyst

Rebecca Turner, Sr. Accountant

Mike Hill, Engineering Manager

Annette Long, Finance Coordinator

Chanda Halverson, Customer Service  
Supervisor

Xanthius Christensen, Engineer I

Julie Metzger, Power Systems Project  
Coordinator

Shanee Wimberly, Computer Operations  
Specialist

Ginny Sturgeon, Records Technician

Cheryl Turner, Engineering Technician II

Charlie McCaughan, Procurement and  
Facilities Supervisor

### **Others Present as Identified**

Paul Pickett

Doug Nass

Joel Myer

CC, full name not provided

Patty Morris

Kayla Maria Torres

The meeting commenced at 1:30 PM.

### **CONSENT AGENDA 1:18**

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 February 28, 2022 regular meeting; and
- b. Claim vouchers for February 28 through March 7, 2022 for a total of \$2,711,288.77;
- c. Payroll vouchers for the period of February 16 through February 28, 2022; and
- d. Removal of delinquent accounts from the March 2022 active accounts receivable totaling \$12,160.05 including a 30% collection fee.

## **AGENDA REVISIONS 1:40**

The agenda has been updated to reflect the order of business items on the distributed pre-agenda.

## **COMMENTS FROM THE PUBLIC 2:12**

There was no public comment.

## **BUSINESS ITEMS STARTING AT 2:40**

- a. **2:42:** Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Paschall and carried, the Board authorized District staff to award Bid No. 210804 for the transmission line rebuild from Cherry Street to Race Street in Port Angeles to Olympic Electric Co., Inc., for a total base bid (not including WSST) of \$283,990.
- b. **4:40:** Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Paschall and carried, the Board authorized District staff to publish a notice in the Seattle Daily Journal of Commerce (and by other such means as determined by staff to be prudent) to invite qualified contractors to submit formal sealed proposals for Bid No. 220802 for construction of a water main replacement on Funk and Ballard Alley Road, including outlet pipe replacement of Chantrelle Reservoir, for an estimated project cost of \$705,749.00 (including WSST).
- c. **11:31:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized District staff to invite prequalified contractors to submit a sealed single bid for Bid No. 220803 to inspect, treat, and report on an unspecified number of electrical transmission and distribution wood poles for a not-to-exceed amount of \$137,132.00.
- d. **14:50:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized District staff to publish a notice in the Seattle Daily Journal of Commerce (and by other such means as determined by staff to be prudent) to invite experienced qualified contractors to submit formal sealed proposals for Bid No. 220804 to perform aerial tree side trimming utilizing a helicopter-borne aerial saw for a not to exceed cost of \$85,000.
- e. **21:00:** General Manager Sean Worthington led a discussion regarding ongoing recruitment and retention challenges and proposed measures to address them. He advised that competition for utility industry employees on the Olympic Peninsula continues to increase. As a result, the District is experiencing record turnover, recruitment challenges, and active job openings. Neighboring PUDs are offering signing bonuses, housing stipends, enhanced benefits, significant retention pay, schedule changes, and telework options to recruit and retain employees. In order to compete, the District proposes moving to a four day-ten hour day work schedule, along with a teleworking option for qualified employees. Prior to submitting this proposal to the board, management, staff, and represented employees were polled to the determine if they would be favorable to these proposed changes.

General Manager Sean Worthington, Assistant General Manager John Purvis, and Human Resources Manager Jamie Spence developed Alternate Work Schedule and Teleworking policies to serve as non-monetary retention and recruitment incentives. The commissioners voiced no objections to the proposed four day-ten hour work schedule. Commissioners also voted to open the lobby to the public on April 11<sup>th</sup> and to resume in-person board meetings on April 11<sup>th</sup>, with the possibility of hybrid meetings.

- f. **56:30:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board adopted RESOLUTION 2233-22 Establishing an Alternate Work Schedule Policy.
- g. **57:55:** Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Purser and carried, the Board adopted RESOLUTION 2234-22 Establishing a Teleworking Policy. Commissioner Paschall abstained from voting.
- h. **59:06:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board approved RESOLUTION 2235-22 Establishing Titles and Monthly Salary Ranges for Staff Employees and Rescinding Resolution 2221-21. This Resolution adds the new title of Facilities Maintenance Supervisor to Range 23.
- i. **1:04:04:** Commissioner Paschall discussed a sending a letter to the Northwest Power and Conservation Council (NWPCC) encouraging that Council to reject drafting a power analysis designed to explore options for maintaining regional power adequacy in the event that power generation is no longer provided by the lower Snake River dams. Commissioner Waddell stated his objections to the letter and asked that the subject be tabled. There was no second for tabling. Commissioner Purser made a motion for the letter to be signed by General Manager Sean Worthington and sent to NWPCC. This motion was seconded by Commissioner Paschall. Commissioner Waddell was opposed.
- j. **1:12:06:** Bonneville Power Administration's (BPA)'s post-2028 contract discussion: Commissioner Purser attended a WPAG meeting and noted that the Public Power 'position paper' was recently retitled to the Public Power 'concept paper.' The paper will be presented at the end of the month to the Public Power Council for input. Commissioner Waddell attended the WPAG meeting as well as a BPA Financial Refresh Workshop and talked about the systems allocation process and the contracting strategies used to project capital project costs.

#### **CORRESPONDENCE/COMMUNICATIONS 1:18:29**

General Manager Sean Worthington advised that the District received today a Memo of Understanding (MOU) from the county regarding the Carlsborg water system and should have an update for the board at the next meeting.

**COMMISSIONER REPORTS 1:18:47**

Commissioner Waddell in addition to the meetings discussed above, attended the Northwest Power and Conservation Council meeting.

Commissioner Paschall attended a NWPPA government relations meeting and advised that 'hydrogeneration' is now referred to as 'renewable generation.'

Commissioner Purser attended a nuclear safety review board meeting regarding the upcoming Columbia Generating Station (CGS) safety audit.

**STAFF REPORTS 1:20:30**

There were no staff reports.

**BOARD ACTION ITEMS FOR STAFF 1:21:03**

- a. Staff is to look into what is required to move to hybrid board meetings, if the need for that option arises.

**COMMENTS FROM THE PUBLIC 1:21:23**

Public comment was heard regarding a New York Times article regarding cost-effective installation of rooftop solar.

**ADJOURN**

The meeting adjourned at 2:52 PM.

**ATTEST:**

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

March 14, 2022