

COMMISSIONERS PREAGENDA
FOR THE REGULAR MEETING OF
CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1 BOARD OF COMMISSIONERS
MAY 9, 2022 at 1:30 PM | HYBRID: Commissioners and designated staff will appear in person

Join Zoom Meeting:

<https://us06web.zoom.us/j/84721624204?pwd=Q0pCaVRLWXFqeWpONVFYaFM0UFB2UT09>

Meeting ID: 847 2162 4204 | **Passcode:** 718170

One tap mobile: +12532158782,,84721624204#,,, *718170# US (Tacoma)

Find your local number: <https://us06web.zoom.us/j/84721624204?pwd=Q0pCaVRLWXFqeWpONVFYaFM0UFB2UT09>

- **Consent Agenda Items**

The Commissioners will consider approving Consent Agenda items.

- **Bid Award Recommendation Memo for Bid No. 220803 for Pole Inspect, Test, and Report**

Commissioners will consider authorizing District staff to proceed with Bid Award Recommendation Memo for Bid No. 220803 to Pacific Pole Inspection, Inc.

Staff requests a motion, second, and vote: Authorize District staff to proceed with Bid Award Recommendation Memo for Bid No. 220803 to Pacific Pole Inspection, Inc. of Kelso, WA., for a not-to-exceed amount of \$137,132. This contract is for 2022 pole inspection, testing, and reporting on an unspecified number of electronic transmission and distribution wood poles.

- **Bid Award Recommendation Memo for Bid No. 220805**

Commissioners will consider authorizing District staff to proceed with Bid Award Recommendation Memo for Bid No. 220805 to Olympic Electric Co., Inc.

Staff requests a motion, second, and vote: Authorize District staff to proceed with Bid Award Recommendation Memo for Bid No. 220805 to Olympic Electric Co., Inc. of Port Angeles, WA for the Engineer's estimated cost of \$547,080. This contract is to replace and bring up to current standards the equipment of the Forks Substation located at 441 West E Street.

- **BPA Post-2028 Contract Discussion**

Commissioners and staff will discuss recent updates and presentations.

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

May 9, 2022 at 1:30 PM

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1. CALL TO ORDER

2. COMMENTS FROM THE PUBLIC

3. APPROVAL OF CONSENT AGENDA

- a. Minutes of the April 25, 2022 regular meeting;
- b. Claim vouchers for April 25 through May 2, 2022 for a total of \$979,450.46; and
- c. Removal of delinquent accounts from the May 2022 active accounts receivable totaling \$17,745.97 including a 30% collection fee.

4. AGENDA REVISIONS

5. BUSINESS ITEMS

- a. Bid No. 220803 Award Recommendation - Pole Inspect and Treat Bill Decker
- b. Bid No. 220805 Award Recommendation - Forks Substation Upgrade Doug Adams
- c. BPA Post-2028 contract discussion Commissioners, Staff

6. CORRESPONDENCE/COMMUNICATIONS

7. COMMISSIONER REPORTS

8. STAFF REPORTS

- a. Website discussion follow-up Nicole Hartman
- b. BPA Transmission Outage duration John Purvis
- c. 2022 Employee Survey Sean Worthington

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
APRIL 25, 2022

This meeting was HYBRID (held remotely via ZOOM with designated staff in person)

Commissioners Present

Will Purser, President
Rick Paschall, Vice President
Jim Waddell, Secretary

Staff Present in Person

Sean Worthington, General Manager	Erica Olsen, Desktop Technician
John Purvis, Assistant General Manager	Teresa Lyn, Executive Assistant
Lori Carter, Controller, Auditing Officer	Bowen Kendrick, WWW Superintendent
Ruth Kuch, Finance Manager/Treasurer	
Nicole Hartman, Communications Manager	
Tom Martin, Water/Wastewater Manager	
Eric Jacobson, Business Analyst	

Staff Present via Zoom

Jamie Spence, HR Manager	Rebecca Turner, Sr. Accountant
Tom Martin, Water/Wastewater Manager	Leslie Sommerville, HR and Safety Administrator
Larry Morris, Safety Manager	Tyler King, Power Analyst
Sarah Canepa, Financial Analyst	Mattias Järvegren, Utilities Services Supervisor
Chelsey Jung, Payroll Coordinator	Colin Young, Distribution System Supervisor
Julie Metzger, Power Systems Project Coordinator	
Mary Doran, Accountant	

Others Present as Identified

Paul Pickett	Various WA State staff from the Departments of Health and Drinking Water
Brian Grad	
Janet Marx	
Ken Hayes	

The meeting commenced at 1:30 PM.

CONSENT AGENDA :20

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

- a. Minutes of the April 11, 2022 regular meeting;
- b. Claim vouchers for April 11 through April 25, 2022 for a total of \$3,890,718.34;
- c. Payroll vouchers for the period of April 1 through April 15, 2022; and
- d. Contractor prequalification of Pacific Pole Inspection, Inc., for the upcoming year in the amount of \$350,000.00.

PUBLIC COMMENT 3:15

Public comment was given regarding local generation of rooftop solar energy.

AGENDA REVISIONS 5:15

A revision was made to the agenda to change item a to enable the Office of Drinking Water and the Department of Health to announce and present an award to a member of our staff.

BUSINESS ITEMS STARTING AT 5:25

- a. **6:25:** The Office of Drinking Water with the Department of Health presented a surprise award to Water and Wastewater Manager Tom Martin for his leadership in restoring water to Sekiu/Clallam Bay after the large landslide ruptured the water main in November. Many across the District were involved in the restoration effort, including: Larry Morris who arranged PUD bottled water transport via airlift; John Purvis and Nicole Hartman who coordinated across agencies and provided communication to customers; Rebecca Turner who did detailed work tracking expenses for FEMA purposes; Bill Decker and his crew who assisted with logistics; Materials employees in helping to procure and load up water for delivery; Shawn Delplain who coordinated contract electric and communication restorations; and the Customer Service team who fielded concerned customer calls as well as the entire Water Department, who were recognized in March at a separate award event.

The meeting convened and recessed at 1:40 PM for photo-taking. The meeting reconvened at 1:44 PM.

- b. **10:39:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board authorized District staff to proceed with Bid Award Recommendation Memo for Bid No. 220802. This contract is for the construction of water main replacement on Funk and Ballard Alley Road, and includes outlet pipe replacement of Chantrelle Reservoir. The work replaces approximately 1,500 linear feet of water main, fire hydrant, valves, and water service lines from the new water main to the meter, asphalt concrete patching, and surface restoration. The Engineer's Estimate for the project is \$705,749. The bid is to be awarded to Nova Contracting, Inc., from Little Rock, WA, the lowest responsible bidder with a total base bid of \$511,530.00 (not including WSST).
- c. **4:40:** Upon recommendation of staff, and upon motion of Commissioner Paschall, seconded by Commissioner Waddell and carried, the Board approved RESOLUTION 2240-22 authorizing the purchase of property for \$41,000 from the City of Port Angeles in order to construct Pump Station LUD3 in a more geologically-safe area.

- d. **19:40:** Assistant General Manager John Purvis provided a detailed update on the District's plan for preparing for electric vehicle load growth. The presentation covered the projected impacts (system, load, and financial) that the District is expected to experience as a result of the passage of State Bill 5974 the "Clean Cars 2030" bill which was signed into law March 25, 2022. This bill establishes a goal that passenger and light duty vehicles model year 2030 and later be electric vehicles (EVs) and applies to vehicle sales and new vehicle registration. The District is planning accordingly.
- e. **1:14:55:** Bonneville Power Administration's (BPA)'s post-2028 contract discussion: the concept paper supported by the Western Public Agencies Group (WPAG), was presented to BPA on behalf of 76 BPA customers including Clallam County PUD, and is awaiting BPA's response. The paper covers a wide variety of topics discussed by BPA and customers with respect to the 2028 contract discussions.

CORRESPONDENCE/COMMUNICATIONS 1:23:23

General Manager Sean Worthington provided an update on House Bill 1329 and recent Open Public Meeting Act (OPMA) changes. There was also a discussion regarding a request to post six years of meeting minutes on the website. Our current practice is to post a years' worth of meeting minutes and to provide a public records request link for those interested in accessing minutes from pre-2021. Commissioners asked staff to report back with the number of meeting minute requests we've had before they make a decision to have staff upload an additional five years of minutes.

COMMISSIONER REPORTS 1:28:28

Commissioner Waddell attended WPUDA meetings, a BPA financial plan refresh workshop, and a Provider of Choice meeting.

Commissioner Paschall shared Clearing Up's April 22nd article regarding the Bureau of Land Management's expectation to permit 31,827 MW of renewable-energy projects on federal lands over the next four years.

Commissioner Purser attended WPUDA meetings, State Auditor Office meetings, and Energy Northwest Compensation and Executive Board meetings.

STAFF REPORTS 1:

There were no staff reports.

BOARD ACTION ITEMS FOR STAFF 1:44:32

- a. Staff is to report to the board the number of records requests we have had for board meeting minutes;
- b. As more and firmer electric vehicle load and resource adequacy information becomes available, staff is to report back to the board on the implications and the District's plan to address; and
- c. Staff is to provide Commissioner Purser with the details of our as yet unanswered request to BPA to provide us with the outage times by utility for their customers so he may raise the topic at an upcoming PPC meeting.

COMMENTS FROM THE PUBLIC 1:50:59

Public comment was heard by an individual expressing concern about climate change and an inquiry into whether the District is coordinating with the local Pacific Northwest National Laboratory (PNNL). Staff advised that Clallam PUD is working with PNNL (on their GIMRE's 50kW tidal generation interconnection process). PNNL staff presented an in-depth update of this project *Grid Integration of Marine Energy Design (GIMRE)* at the April 12, 2021 PUD board meeting, which was open to the public.

ADJOURN

The meeting adjourned at 3:26 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/>.

April 25, 2022

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  DATE 5/3/22
AUDITING OFFICER

 DATE 5-4-2022
GENERAL MANAGER

Vouchers audited and certified by the Auditing Officer and the General Manager have been recorded on the attached list(s) which has been made available to the Board of Commissioners of Public Utility District No. 1 of Clallam County. We, the undersigned Board of Commissioners of Public Utility District No. 1 of Clallam County, approve for payment those vouchers included on the attached list(s):

Summary for Voucher Lists Dated 4/25/2022-5/2/2022

Checks	\$	643,110.90
Wire Transfers		314,744.41
E-Payment		21,595.15
Prepays		-
Total	\$	979,450.46

COMMISSIONER

COMMISSIONER

COMMISSIONER

VOUCHER APPROVAL
PUBLIC UTILITY DISTRICT #1 OF CLALLAM COUNTY
OPERATING FUND

We certify, under penalty of perjury, the materials have been furnished, the services rendered, or the labor performed as described herein, and the attached list of claims are a just, due, and unpaid obligation against Public Utility District No. 1 of Clallam County, and we are authorized to authenticate and certify said claims.

SIGNED *[Signature]* DATE 4/25/22
 AUDITING OFFICER

SIGNED *[Signature]* DATE 4.25.22
 GENERAL MANAGER

Vouchers audited and certified by the Auditing Officer and the General Manager have been recorded on the attached list 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:

DATE: April 25, 2022

\$	491,132.51	Checks
\$	8,232.58	EPAY
\$	314,744.41	Wire Transfers
		Prepay
\$	814,109.50	TOTAL AMOUNT

The attached list of claims has been paid using Check Numbers:

_____ through _____ mailed on _____.

The attached list of claims has been paid using E-Payment Numbers:

_____ through _____ Processed on _____.

The attached list of claims has been paid using Wire Numbers:

_____ through _____ Processed on _____.

Signed _____ Dated _____

AUDITING OFFICER

PUD#1 OF CLALLAM COUNTY, WASHINGTON

**MAY 2022
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:

05/02/22	Clallam Bay – Evergreen	\$	2,455.14
05/02/22	Forks – Evergreen	\$	2,530.18
05/02/22	Port Angeles – Evergreen	\$	2,398.44
05/02/22	Sequim – Evergreen	\$	5,785.62
05/02/22	All Area-Direct W/O Bankruptcy	\$	-
05/02/22	All Area-Direct W/O Deceased	\$	625.76
05/02/22	All Area-Direct W/O Small Balance		
	SUBTOTAL	\$	13,795.14
05/02/22	30% Collection Fee	\$	3,950.83
	TOTAL	\$	17,745.97
	Previous Debt Collected in April 2022	\$	1,408.56
	Previous Debt Collected Year To Date 2022	\$	5,011.68

Dated this _____ day of _____, 20_____.

President

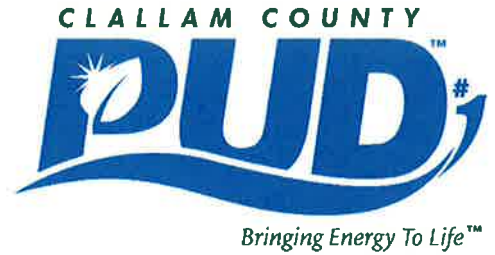
Secretary

Vice-President

SW:kw

Attachments

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



MEMORANDUM

Date: May 9, 2022
To: Sean Worthington, General Manager
From: John Purvis, Assistant General Manager; Bill Decker, Operations Superintendent
Re: BID AWARD RECOMMENDATION MEMO
BID OPENING APRIL 20, 2022
2022 POLE INSPECT TREAT AND REPORT
BID NUMBER 220803

This contract is for the District's 2022 pole inspection, treatment, and reporting on an unspecified number of electrical transmission and distribution wood poles. The project is a not-to exceed amount of \$137,132.

The lowest bid was bid as an exception and did not meet the District's specified requirements as outlined in Section III- Specifications,3(b) of the Work To Be Performed. Pacific Pole Inspection, LLC, from Kelso, WA, is the lowest prequalified responsible bidder to meet the requirements outlined in Section III- Specifications 3(b). A tabulation of all bids received is attached.

We recommend that the District let the contract to PACIFIC POLE INSPECTION, LLC.

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

Sean Worthington, General Manager

2022 POLE INSPECTION, TREATING, AND REPORTING

BID DUE DATE: April 20, 2022, 2:30 p.m.

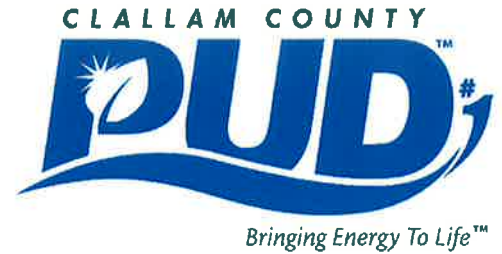
BID OPEN: April 20, 2022, 3:00 p.m.

BID NUMBER 220803

BIDDER	Sealed Bid	ITEM "A" Good Pole	ITEM "B" Reject Pole	ITEM "C" Reject Pole	ITEM "D" Reported Only	ITEM "E" Fumigate Only	ITEM "F" Trans Poles, A, B, C	ITEM "G" Install Plant Unit #'s	ITEM "H" Install Guy Guards	ITEM "I" GPS Reporting	Projected Cost Estimated 2,020 poles	Start / Complete Date	Bid Bond	Alt Bid	Supplemental Provided
Pacific Pole Inspection LLC	Y	55.00	60.00	60.00	60.00	60.00	60.00	25.00	25.00	-	\$ 110,800.00	weather permitting/no later than Nov 4	Y	n	Y
National Wood Treating Co	Y	66.38	86.67	46.47	33.19	54.51	10.00	12.85	10.00	-	\$ 125,821.60	weather permitting/no later than Nov 4	Y	Y	Y
National Wood Treating Co	Y	110.32	88.26	77.22	55.16	54.51	10.00	12.85	10.00	-	\$ 206,439.20	weather permitting/no later than Nov 4	Y	Y	Y
National Wood Treating Co	Y	92.37	73.90	64.66	31.53	32.87	10.00	12.85	10.00	-	\$ 172,212.80	weather permitting/no later than Nov 4	Y	Y	Y
National Wood Treating Co	Y	48.43	68.02	31.53	31.53	38.74	10.00	12.85	10.00	-	\$ 92,458.00	weather permitting/no later than Nov 4	Y	Y	Y

Projected Cost for an Estimated 2,020 poles

Pacific Pole Inspection	\$ 110,800.00
National Wood Treating	\$ 125,821.60 slot excav w/mitc-fume
National Wood Treating	\$ 206,439.20 mitc fume
National Wood Treating	\$ 172,212.80 g-fume
National Wood Treating	\$ 92,458.00 slot excav w/g-fume



MEMORANDUM

Date: May 9, 2022

To: Sean Worthington, General Manager

From: John Purvis, Assistant General Manager
Mike Hill, Engineering Manager
Doug Adams, Transmission & Substation System Supervisor

Re: BID AWARD RECOMMENDATION MEMO
BID OPENING MAY 3, 2022
FORKS SUBSTATION CONSTRUCTION
BID NUMBER 220805

This contract is for the replacement of aging equipment of the Fork Substation, located at 441 West E Street, Forks, WA, and to bring up to current standards. The Engineer's estimate for the project is \$547,080.

Olympic Electric Co., Inc., from Port Angeles, WA, is the lowest prequalified responsible bidder with a total base bid of \$509,000.00 (not including WSST). A tabulation of all bids received is attached.

We recommend that the District let the contract to OLYMPIC ELECTRIC CO., INC.

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

Sean Worthington, General Manager

