

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
JANUARY 26, 2009

The regular weekly meeting of the Board of Commissioners of Public Utility District No. 1 of Clallam County was held at the Port Angeles Office, 2431 East Highway 101, on the above date commencing at 1:30 p.m.

Commissioners Present: W.E. Purser, President; Hugh Haffner, Vice President; Hugh E. Simpson, Jr., Secretary

Staff Present: Mike Kitz, Acting General Manager; Joshua Bunch, Treasurer Controller; Jana Robbins, District Auditor; Nicole Clark, Executive Assistant; Larry Morris, Support Services and Safety Manager; Dennis Shaw, Support Services Manager; Janet Sundby, Customer Services Supervisor

Others Present: Teri Martin

On motion of Commissioner Haffner seconded by Commissioner Simpson and carried, the Commission approved the minutes of the January 19, 2009 regular weekly meeting as corrected.

Acting General Manager Kitz added two correspondence and communications items to the agenda.

On motion of Commissioner Haffner, seconded by Commissioner Simpson and carried, the Commission adopted Resolution 1895-09 establishing the Wastewater System Rates Schedule.

Teri Martin was present to remind those present that the Clallam County Economic Development Council annual dinner will be held February 6 at the 7 Cedars Casino in Club 7 at 5:30 pm. The cost is \$35 per person and advance reservations are required.

The Commissioners signed a letter to a customer pertaining to a District access issue. There is a policy in place that addresses customer requirements to provide District staff with access to equipment for servicing and metering needs. District staff cannot provide special treatment to any one customer or it increases the cost of doing business to all the rest of the customers.

Mr. Kitz reminded those present about the Carlsborg Advisory Council meeting on Thursday at 6:30 pm at the District's Carlsborg Meeting Room. Carol Creasy will speak about the future land use plan for Carlsborg.

A list of claim vouchers as certified by the General Manager and District Auditor was considered. On motion of Commissioner Simpson seconded by Commissioner Haffner and carried, the Commission approved payment of claim vouchers in the amount of \$631,633.46 for January 26, 2009. There were 11 conservation rebates totaling \$5,200 including 1 weatherization and 10 air duct sealings.

Commissioner Simpson reported on attending the Port Angeles Business Association meeting where the budget and bylaws for the upcoming year were discussed.

Commissioner Purser reported on having attended a joint meeting of both the Sequim Dungeness and Port Angeles Chambers of Commerce. The Hood Canal Bridge closure was discussed. Commercial air service to the peninsula was also discussed as a concern as both carriers are losing money. Commissioner Purser also attended a meeting of the Peninsula Development Association. At that meeting, representatives from Jefferson County reported that they are planning to bring the CEOs of all public agencies together to discuss the federal stimulus package funds and the definition of "shovel ready".

Customer Services Supervisor, Janet Sundby, gave a presentation on how agency guarantees for low-income customers are handled by the PUD. In 2004, the District developed a process whereby a special guarantee account was established for each agency that agreed to the new process. When a guarantee call is received by any CSR they create a contact information record directed to the Credit and Collection Specialist who then processes a credit adjustment to the customer account for the amount of the guarantee and a debit adjustment to the participating agency account with the amount of the guarantee. When the payment is received from the agency, it is applied to the participating agency account. One of the primary functions of the Credit and Collection Specialist position is the annual reconciliation of the agency accounts. There are currently 18 participating agencies.

The Commission had requested information regarding if any penalty charges such as the connect, disconnect and deposit charges could be waived when an agency guarantee is received. Treasurer Controller Bunch explained that there are no punitive fees; the connect and disconnect fees are cost based and cannot be waived. Ms. Sundby explained that monies received are applied to the oldest arrears and if an agency guarantee covers a deposit, when the deposit is refunded, it is returned to the participating agency. A newly designed information card for the District-sponsored Low-Income Assistance program will be included with the February statements.

Treasurer Controller Bunch presented the Treasurer's Report for December 2008. Interest for the month totaled \$43,290.76 cash totaled \$4,007,465.37; and the total amount invested was \$25,079,081.60.

Attendance meetings was confirmed and approved.

There being no further business to come before the Commission, the meeting adjourned at 2:25 p.m. to meet again, Monday, February 2, 2009, at 1:30 p.m. in the Port Angeles office.