

**CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
March 26, 2018**

The regular meeting of the Board of Commissioners of Clallam County Public Utility District #1 was held at the Main Office, 104 Hooker Road in Carlsborg, WA, on the above date commencing at 1:31 PM.

Commissioners Present: Hugh (Ted) E. Simpson, Jr., President
 Will Purser, Vice President
 Hugh Haffner, Secretary

Staff Present: Doug Nass, General Manager
 Teresa Lyn, Executive Assistant
 John Purvis, Assistant General Manager
 Nicole Clark, Communications Manager
 Sean Worthington, Customer Service Manager
 Larry Morris, Safety Manager
 Tom Martin, Water and Wastewater Superintendent

Others Present: Werner Buehler
 Jerry Rubin
 Hunter Abell

On motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved the minutes of the March 19, 2018 regular meeting.

No public comment was made.

The Agenda was revised to move the Assistant General Manager's (John Purvis) 2017 Completed Projects/2018 Planned Projects presentation up from Staff Reports to directly after discussion of business items.

Water and Wastewater Manager Tom Martin advised the Commissioners that the scope of Scrivner Road project has increased significantly due to a redesign that will address several concerns that were brought up after the Commissioners first approval of the project on February 26, 2018. In going through several reiterations of the project with the county, it was determined that the for safety reasons that the pipe must be relocated in the same locations as the existing line. Therefore, the existing AC pipe, which is the main water transmission, must be replaced, removed, and disposed of properly. In order to accomplish this it will be necessary to dig deeper and create a bypass pipe line during construction. These actions will increase the cost of the project by \$84K. However, this proposed redesign will ensure the reliability of water service during construction, provide additional safety for power pole maintenance, help avoid the interruption of nearby communication lines, and eliminate the need to rebuild the road. The project is expected to be completed before September.

Upon recommendation of staff, and upon motion of Commissioner Haffner seconded by Commissioner Purser and carried, the Commission approved to rescind the motion previously adopted at the February 26, 2018 Commission meeting related to an Invitation to Bid for the Scrivner Road AC Pipe Replacement project, and authorized staff to call for bids under a revised Invitation to Bid, based on revised design and engineering estimates, for the Scrivner Road AC Pipe Replacement project (Bid #180801).

Assistant General Manager John Purvis presented to the Board an overview of major capital projects completed in 2017 and planned for 2018. 2017 projects included decommission of the Sequim substation and upgrades made to Evergreen substation. Planned projects included a major transmission rebuild

project between Lairds Corner and Airport substations, and the utility relocation projects associated with the Elwha Bridge and West Fir in Sequim.

The meeting convened and recessed at 2:56 PM for a break. The meeting reconvened at 3:06 PM.

One list of claim vouchers as certified by the General Manager and Auditing Officer were considered. On motion of Commissioner Haffner seconded by Commissioner Purser and carried, the Commission approved payments of claim vouchers in the amount of \$518,550.01 for March 26, 2018.

Commissioner Ted Simpson commented on recent changes to the Claim Voucher reports that he finds unhelpful as descriptive information is missing. Customer Service Manager Sean Worthington said that he would look into what has changed, correct it, and advise accordingly.

The March 1 and March 15, 2018 payrolls were signed by the Commissioners.

Commissioner Purser reported that he attended an Energy Northwest (EN) Budget Review Workshop to review and discuss EN Fiscal Year 2019 budget items.

Commissioner Simpson reported that he went to a Port Angeles Business Association (PABA) meeting where Jim Buck of Clallam County Emergency Planning spoke about disaster preparedness measures. Commissioner Simpson noted that the public has inquired about PUD #1's emergency preparedness plan. He would like to schedule a meeting on this topic in the near future and/or would like to see PUD communicate its preparedness plan to the public. GM Nass advised that PUD #1 has an Emergency Response and Restoration Plan (ERRP) for its four main offices as well as for its employees and will be sharing the plan with the Commissioners as well as employees at upcoming meetings.

At 3:29 PM Commissioner Ted Simpson convened the meeting in Executive Session for not more than one hour to evaluate the qualifications of an applicant for employment, pursuant to RCW 42.30.110(1)(g). Those in attendance were Commissioners Haffner, Purser, and Simpson, and General Manager Doug Nass, Attorney Jerry Rubin and Attorney Hunter Abell. No action was taken. The Executive Session continued in order to consider matters related to the District's internal cybersecurity program. Those in attendance were Commissioners Haffner, Purser, and Simpson, General Manager Doug Nass, IT Director Steve Schopfer, and IT Network Engineer Shawn Delplain, and Systems Administrator Jeffrey Welk. No action was taken. The Executive Session adjourned at 4:25 PM, and the regular meeting reconvened at that time.

There being no further business to come before the Commission, the meeting adjourned at 4:25 PM.