

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
OCTOBER 30, 2017

The regular weekly meeting of the Board of Commissioners of Public Utility District No. 1 of Clallam County was held at the Main Office, 104 Hooker Road in Carlsborg, WA, on the above date commencing at 1:30 p.m.

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

Staff Present: Doug Nass, General Manager; David Papandrew, District Auditor; Dennis Shaw, General Superintendent; Nicole Clark, Communications Manager; Sean Worthington, Customer Service Manager; John Purvis, Assistant General Manager; Charlie McCaughan, Procurement & Facilities Supervisor; Karen Abbott, Contracts Coordinator; Mattias Järvegren, Utility Services Advisor II; Annette Long, Finance Coordinator

Others Present: Ted Light; Terry Lee; Robert Knapp

On motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved the minutes of the October 2, 2017 regular meeting, and the October 16, 2017 work session.

Ted Light of EES Consulting presented the results of the Conservation Potential Assessment recently completed by EES Consulting on behalf of the District. Following the presentation there was an opportunity for questions. Staff will bring a resolution to the Commissioners at the next business meeting establishing the Energy Independence Act (EIA) achievable cost-effective conservation potential and biennial acquisition target for cost-effective conservation.

Upon recommendation of staff, and upon motion of Commissioner Haffner seconded by Commissioner Purser and carried, the Commission adopted Resolution 2090-17 authorizing the disposal of surplus property.

Upon recommendation of staff, and upon motion of Commissioner Haffner seconded by Commissioner Purser and carried, the Commission accepted Contract #171005 with Magnum Power, LLC as complete in the amount of \$236,901.64 including WSST.

Upon recommendation of staff, and upon motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission adopted Resolution 2091-17 establishing the special residential electrical service discounts for low income senior citizens and low income disabled citizens policy and rescinding all prior resolutions on the subject.

Upon recommendation of staff, and upon motion of Commissioner Haffner seconded by Commissioner Purser and carried, the Commission adopted Resolution 2092-17 establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services not related to public works contracts.

Upon recommendation of staff, and upon motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved the prequalifications of contractors on the list dated October 30, 2017.

Upon recommendation of staff, and upon motion of Commissioner Purser seconded by Commissioner Haffner and carried, the Commission approved removal of delinquent accounts on the list dated October 18, 2017 in the total amount of \$5,005.36 from the active accounts receivable, including a collection fee of \$1,154.57.

Five lists of claim vouchers as certified by the General Manager and Auditing Officer were considered. On motion of Commissioner Purser, seconded by Commissioner Haffner and carried, the Commission approved payment of claim vouchers in the amount of \$625,694.39 for October 2, 2017. On motion of Commissioner Haffner, seconded by Commissioner Purser and carried, the Commission approved payment of claim vouchers in the amount of \$998,018.75 for October 9, 2017. On motion of Commissioner Purser, seconded by Commissioner Haffner and carried, the Commission approved payment of claim vouchers in the amount of \$522,922.26 for October 16, 2017. On motion of Commissioner Purser, seconded by Commissioner Haffner and carried, the Commission approved payment of claim vouchers in the amount of \$2,180,002.51 for October 23, 2017. On motion of Commissioner Haffner, seconded by Commissioner Purser and carried, the Commission approved payment of claim vouchers in the amount of \$370,778.98 for October 30, 2017.

Commissioner Haffner reported that he attended the Energy Northwest Member Forum, and a NoaNet teleconference.

Commissioner Purser reported that he attended the Energy Northwest member Forum and Energy Northwest Executive Committee meetings. Commissioner Purser also attended a PPC meeting.

Commissioner Simpson reported that he attended a webinar on 5G and pole attachments. Commissioner Simpson also attended meetings with the State Auditor, and PABA meetings.

Customer Service Manager Sean Worthington provided an overview of the District's new prepaid meter program (SmartPay). Initially it will only be available to electric customers. Customers will need to be enrolled in the SmartHub customer portal to enroll in SmartPay. The program allows customers to pay what they can, when they can. Any deposit will be applied to the balance and the customer will no longer receive a monthly bill so there will be no late fee or collection. As long as the customer adds funds, the power remains turned on. This program will result in reduced write-offs, fewer phone calls, and increased safety. Customers receive an email, text message, or phone call notification if the balance falls below a certain amount.

The regular meeting recessed at 3:48 p.m. to go into an executive session to evaluate the qualifications of an applicant for public employment, pursuant to RCW 42.30.110(1)(g). Those in attendance were Commissioner Haffner, Commissioner Purser, Commissioner Simpson, and General Manager Doug Nass. The executive session adjourned at 4:10 p.m. and the regular meeting reconvened at that time.

Terry Lee provided public comment asking questions regarding the Meter Technician position. General Manager Doug Nass responded that Mr. Lee had asked these questions before and that the process has also been reviewed by L & I and found it was appropriately handled.

Upon motion of Commissioner Purser, seconded by Commissioner Haffner and carried, the Commission adopted Resolution 2093-17 appointing an Acting Treasurer Controller.

There being no further business to come before the Commission, the meeting adjourned at 4:22 p.m.