



**CLALLAM COUNTY PUBLIC UTILITY DISTRICT NO. 1
COMMISSION MEETING NOTICE FOR OCTOBER 2, 2017**

- **Recommendation Memo – Change Order #1 to Task Order #5 Construction Support**
The Commissioners will consider approving a change order to Task Order #5 for additional construction administration support for work on the Forks Vehicle Storage Building.
- **Recommendation Memo – Change Order #1 Forks Vehicle Storage Building #170802**
The Commissioners will consider approving a change order to add a new restroom, revised HVAC system, and radiant floor heat to the Forks Vehicle Storage Building.
- **Contractor Prequalifications**
The Commissioners will consider approving the prequalifications of contractors to perform work for the District.
- **Contractor Prequalification – Small Works Roster**
The Commissioners will consider approving the prequalifications of contractors for inclusion on the Small Works Roster to perform work for the District.
- **Delinquent Accounts**
The Commissioners will consider approving the removal of delinquent accounts from the active accounts receivable.
- **Customary Business**
The Commissioners will 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.

AGENDA
CLALLAM COUNTY P.U.D. BOARD OF COMMISSIONERS
October 2, 2017

1. APPROVAL OF MINUTES

- a. September 5, 2017 Regular Meeting
- b. September 18, 2017 Special Meeting
- c. September 22, 2017 Special Meeting

2. AGENDA REVISIONS

3. BUSINESS ITEMS

- a. Change Order #1 to Task Order #5 Forks Vehicle Storage Agr. #110321 Dennis Shaw
- b. Change Order #1 Forks Vehicle Storage Building Contract #170802 Dennis Shaw
- c. Contractor Prequalifications Dennis Shaw
- d. Contractor Prequalifications – Small Works Roster Dennis Shaw
- e. Delinquent Accounts Beau Brown

4. COMMENTS FROM THE PUBLIC

5. CORRESPONDENCE/COMMUNICATIONS

6. APPROVAL OF CLAIM VOUCHERS

- a. September 11, 2017
- b. September 18, 2017
- c. September 25, 2017
- d. September 26, 2017
- e. October 2, 2017

7. COMMISSIONER REPORTS

8. STAFF REPORTS

9. ANY OTHER BUSINESS, OF ANY NATURE, WHICH MAY BE PROPERLY BROUGHT BEFORE THE COMMISSION, INCLUDING BUSINESS RELATED TO THE ABOVE SUBJECTS.

10. ADJOURN

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
SEPTEMBER 5, 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
Hugh Haffner, Secretary

Commissioner Purser was excused.

Staff Present: Doug Nass, General Manager
Beau Brown, Treasurer Controller
Nicole Clark, Executive Assistant
Sean Worthington, Customer Service Manager
Larry Morris, Safety Manager
Gary Moore, Operations Manager
Jamie Spence, HR Manager
Tyler King, Power Analyst I

Others Present: Fred Mitchell
Diane Haffner
Rob Ollikainen

On motion of Commissioner Haffner seconded by Commissioner Simpson and carried, the Commission approved the minutes of the August 21, 2017 regular meeting.

On motion of Commissioner Haffner seconded by Commissioner Simpson and carried, the Commission approved the minutes of the August 28, 2017 special meeting.

Upon recommendation of staff, and upon motion of Commissioner Haffner seconded by Commissioner Simpson and carried, the Commission accepted NJPA Contract 03215-CAT/PO #21189 with Caterpillar, Inc. (Northwest Machinery) as complete in the amount of \$188,026.30 including WSST.

Power Analyst Tyler King presented information on the District's rates compared with comparable regional utilities. The data indicated that the District's rates continue to be competitive, and are the lowest of neighboring utilities. One of the challenges is in the Bonneville Power Administration's wholesale power rates. Bonneville is expected to raise rates 5.4 percent with a possible additional 2 percent for fish and wildlife mitigation.

Safety Manager Larry Morris presented information on the District's physical security and the upgrades that have occurred since he started at the District.

Upon recommendation of staff, and upon motion of Commissioner Haffner, seconded by Commissioner Simpson and carried, the Commission adopted Resolution 2090-17, establishing titles and monthly salary ranges for staff employees and rescinding Resolution 2080-17.

Two lists of claim vouchers as certified by the General Manager and Auditing Officer were considered. On motion of Commissioner Haffner, seconded by Commissioner Simpson and carried, the Commission approved payment of claim vouchers in the amount of \$1,873,699.60 for August 28, 2017. On motion of Commissioner Haffner, seconded by Commissioner Simpson and carried, the Commission approved payment of claim vouchers in the amount of \$533,128.40 for September 5, 2017.

Commissioner Simpson reported that he attended a PABA meeting. Commissioner Simpson also commented on having attended the Clallam County Fair and his observations about the interest customers took in the displays and information provided at the PUD booth.

There being no further business to come before the Commission, the meeting adjourned at 2:26 p.m.

President

ATTEST:

Vice President

Secretary

September 5, 2017

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
SEPTEMBER 18, 2017

A special meeting of the Board of Commissioners of Public Utility District No. 1 of Clallam County was held at the Carlsborg Main Office, 104 Hooker Road, on the above date commencing at 1:00 p.m.

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

Staff Present: Doug Nass, General Manager

The special meeting was convened and it was announced that the meeting would immediately be recessed at 1:01 p.m. to go into executive session to evaluate the qualifications of an applicant(s) for public employment, pursuant to RCW 42.30.110(1)(g). No action was anticipated to occur after the executive session. The executive session adjourned at 4:14 p.m., and the special meeting reconvened at that time.

There being no further business to come before the Commission, the meeting adjourned at 4:15 p.m.

President

ATTEST:

Vice President

Secretary

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
SEPTEMBER 22, 2017

A special meeting of the Board of Commissioners of Public Utility District No. 1 of Clallam County was held at the Carlsborg Main Office, 104 Hooker Road, on the above date commencing at 1:00 p.m.

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

Staff Present: Doug Nass, General Manager

The special meeting was convened and it was announced that the meeting would immediately be recessed at 1:01 p.m. to go into executive session to evaluate the qualifications of an applicant(s) for public employment, pursuant to RCW 42.30.110(1)(g). No action was anticipated to occur after the executive session. The executive session adjourned at 2:29 p.m., and the special meeting reconvened at that time.

There being no further business to come before the Commission, the meeting adjourned at 2:30 p.m.

President
ATTEST:

Vice President

Secretary



MEMORANDUM

Date: October 2, 2017

To: Doug Nass, General Manager

From: Dennis Shaw, General Superintendent

Re: RECOMMENDATION MEMO – CHANGE ORDER 1 TO TASK ORDER 5
FACILITIES IMPROVEMENT PROJECT-FORKS VEHICLE STORAGE
LAWHEAD ARCHITECTS P.S.
PROFESSIONAL SERVICES AGREEMENT NO. 110321

It is recommended that Change Order No. 1 be approved to increase the not to exceed amount of Task Order No. 5 from \$132,680.00 to \$185,280.00 for additional construction administration support for work on the Forks Vehicle Storage Building. See Change Order No. 1 and Lawhead Architects summary of additional services, attached hereto, for detailed information.

DS:ka

Accepted by Board of Commissioners at meeting of: _____, 2017.

Doug Nass, General Manager

FACILITIES IMPROVEMENT PROJECTS

LAWHEAD ARCHITECTS, P.S.

Agreement No. 110321

CHANGE ORDER NO. 1 to TASK ORDER NO. 5

Description: This Change Order No. 1 to Task Order No. 5 (Forks Vehicle Storage Building) is for additional construction administration support as specified on the attached proposal letter from Lawhead Architects. This Change Order will be in the estimated not to exceed amount of \$52,600.00.

Original Task Order 5 Amount (Est. Not-to-Exceed):	\$132,680.00
Change Order No. 1 (Est. Not-to-Exceed):	\$ 52,600.00

New Task Order 5 Amount (Est. Not-to-Exceed):	<u>\$185,280.00</u>
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Issued by:

**PUBLIC UTILITY DISTRICT NO. 1
OF CLALLAM COUNTY**

By: _____
Dennis Shaw, General Superintendent

Date: _____

By: _____
Doug Nass, General Manager

Date: _____

LAWHEAD ARCHITECTS P.S.

By: _____
Frank Lawhead, Principal

Date: _____



September 27, 2017

Mr. Dennis Shaw
Clallam Co. PUD #1
PO Box 1090
Port Angeles, WA 98362

RE: Clallam County PUD No. 1– Administration CONTRACT NO. 110321
Additional Service Requested for Construction Administration Phase:
Forks Service Center – Vehicle Storage Task #5

Mr. Shaw

A brief summary of Additional Services: Below is the anticipated additional fee required to provide additional construction administration support for the Clallam Co. PUD #1 projects, per our conversations and correspondence earlier this year.

Additional Construction Administration Services

Lawhead Architects P.S.

Additional time for CA services:

- Review material substitution request, project submittals, and shop drawings.
- Prepare and approve of Field Authorizations and Change Order Proposals.
- Review and approve the Contractor's Application and Certificate for Payment.
- 8 site meetings.

September CA	\$ 8,000.00
5 months: 20 wk x 9hr = 180 hr	\$ 18,000.00
8 site visit x 12 hr = 96 hr	\$ 9,600.00

Reimbursable expense billed at 1.12 direct cost. (printing/ plotting/scanning/mileage)	\$ 500.00
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- Septic coordination / contingency

Sub-Total	\$ 40,600.00
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KPFF Consulting Engineers
Structural
Construction Administration Services
Architectural coordination

Sub-Total	\$ 6,000.00
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Hultz – BHU Engineers
Mechanical / Electrical
Construction Administration Services
Architectural coordination

Sub-Total	\$ 6,000.00
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Addition Service Request TOTAL::	\$ 52,600.00
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Additional A&E Services will be provided as requested by the Owner. We propose to provide these services as needed, to be billed on an hourly basis at our standard staff level rates of \$65 to \$125 per hour. (see Lawhead Architects P.S. fee schedule for staff rates and reimbursable expenses, for sub-consultants hourly rates see the individual consultant fee schedule)

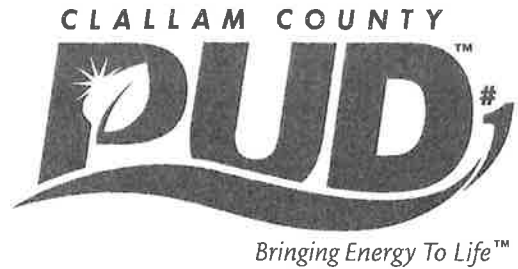
If we can provide any additional information, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Lawhead', with a stylized flourish at the end.

Frank Lawhead
LAWHEAD ARCHITECTS, P.S

DRAFT



MEMORANDUM

Date: October 2, 2017
To: Doug Nass, General Manager
From: Dennis Shaw, General Superintendent
Re: RECOMMENDATION MEMO – CHANGE ORDER 1
FORKS VEHICLE STORAGE BUILDING
HOCH CONSTRUCTION, INC.
CONTRACT NO. 170802

It is recommended that Change Order No. 1 be approved to increase the not to exceed amount of Contract No. 170802 from \$1,307,800.00 to \$1,645,940.76 in order to add a new restroom, revise the HVAC system and add radiant floor heat. See Hoch Construction's change order proposal for more detailed information.

Original Contract Amount \$1,307,800.00 (not including WSST)
Change Order No. 1 \$ 338,140.76 (not including WSST)
New Contract Amount: \$1,645,940.76 (not including WSST)

DS:ka

Accepted by Board of Commissioners at meeting of: _____, 2017.

Doug Nass, General Manager

HOCH CONSTRUCTION, INC.
Change Order Proposal

Project Name: PUD Forks Vehicle Storage

Date: 9/22/2017

COP #: 1

Number of Days added: **42 CD**

Description: Add new Restroom, revise HVAC system and add radiant heat per owner requested PR#1

Labor Breakdown:

Labor (Framing) - 16 Hours @ \$75.00/hr	1,200.00
Labor (Accessories) - 8 Hours @ \$75.00/hr	600.00
Labor (Doors/hardware) - 5 Hours @ \$75.00/hr	375.00
Labor (Blocking/manifold cabinet) - 10 Hours @ \$75.00/hr	750.00
Labor (Vainscote) - 16 Hours @ \$75.00/hr	1,200.00
Supervision - 8 Hours @ \$75.00/hr	600.00
	<u>4,725.00</u>
Safety 2%	94.50
Tools 3%	<u>141.75</u>
	4,961.25

Materials & Equipment:

Angeles Millwork & Lumber	46,894.22
Bollard (Lincoln Industrial)	245.56
Bath Accessories	445.00
Mirror	71.60
Doors/Hardware	1,953.00
Access Panels (manifold cabinet)	

Subcontractors:

Absolute Air (Radiant Floors)	191,564.00
Air Flo Heating Co. (Fan change)	No Cost
Moon Construction Specialties (drywall)	2,350.00
North Peninsula Electric	22,637.81
Gary Priest Excavating	3,250.00
Tom Wood Concrete	8,410.00
West End Plumbing	12,868.00
McCrorie Carpet One	4,459.79
D&K Painting	625.00
J&J Construction	<u>638.00</u>

301,373.23

Contractor oh/profit 10%

30,137.32

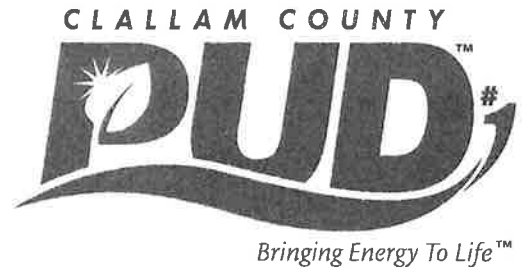
331,510.55

Bond 2.0%

6,630.21

Grand Total

338,140.76 plus sales tax



MEMORANDUM

Date: October 2, 2017
To: Doug Nass, General Manager
From: Dennis Shaw, General Superintendent
Re: CONTRACTOR PREQUALIFICATION APPLICATIONS

The contractors on the following list are requesting approval for prequalification for the upcoming calendar year. Beau Brown, Treasurer/Controller, has examined the financial data submitted with the application as well as the bonding letter from their surety and/or bonding company and has recommended the prequalification amount as indicated:

Contractor	Previously Approved Amount	Recommended Amount
Wilson Construction Co.	\$10,000,000	\$10,000,000

Approved by Board of Commissioners at meeting of: _____, 2017.

Doug Nass, General Manager

Date: October 2, 2017

Re: APPLICATIONS FOR INCLUSION ON THE PREQUALIFICATION OF ELECTRICAL WORKERS ROSTER

The contractors on the following list are requesting inclusion on the Prequalification of Electrical Workers Roster:

Wilson Construction Co.
P.O. Box 1190
Canby, OR 97013

of years in business: 65
Performing this work for: 65

A. DISTRIBUTION		
a.	Hot Work – Overhead	X
b.	Overhead Construction	X
c.	Underground – Primary	X
d.	Underground – Secondary	X
B. TRANSMISSION		
a.	Wood Pole	X
b.	Steel Tower	X
c.	Steel or Concrete Poles	X
d.	Underground	X
e.	Stringing and Sagging Conductors	X
D. SUBSTATION		
a.	Complete Installation	X
b.	Control Wiring and Metering	X
c.	Maintenance	X
E. AREA AND STREET LIGHTING		
a.	Installation	X
b.	Maintenance	X
I. MISCELLANEOUS		
a.	Helicopter Services	X
b.	Environmental Services	X
Maximum amount of work, expressed in dollars, which you consider you are capable of undertaking:		\$500,000,000
Requested:		

Date: October 2, 2017

Re: APPLICATIONS FOR INCLUSION ON THE SMALL WORKS ROSTER

The contractors on the following list are requesting inclusion on the Small Works Roster:

Air Flo Heating
221 W. Cedar
Sequim, WA 98382

of years in business: 43
Performing this work for: 37

HEATING / AIR CONDITIONING (HVAC) INSTALLATION & SERVICE	X
STEEL / METAL / SHEET METAL FABRICATION	X

DRAFT

PUD#1 OF CLALLAM COUNTY, WASHINGTON

**9/19/2017 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:

9/19/2017	Port Angeles – Evergreen	\$ 4,549.29
9/19/2017	Sequim – Evergreen	8,642.56
9/19/2017	Forks – Evergreen	4,334.66
9/19/2017	Clallam Bay – Evergreen	1,679.49
9/19/2017	All Area-Direct W/O Small Balance	0.00
9/19/2017	All Area-Direct W/O Deceased	449.19
9/19/2017	All Area-Direct W/O Bankruptcy	470.21
	SUB-TOTAL	<u>20,125.40</u>
9/19/2017	30% Collection Fee	\$5,761.80
	TOTAL	<u>\$25,887.20</u>

Dated this _____ day of _____, 20____.

President

Secretary

Vice-President

BB:ml

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.

PUD#1 OF CLALLAM COUNTY, WASHINGTON

**9/22/2017 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:

9/22/2017	Port Angeles – Evergreen	\$ 3,293.99
9/22/2017	Sequim – Evergreen	3,670.20
9/22/2017	Forks – Evergreen	2,216.72
9/22/2017	Clallam Bay – Evergreen	982.09
9/22/2017	All Area-Direct W/O Small Balance	45.74
9/22/2017	All Area-Direct W/O Deceased	1,173.03
9/22/2017	All Area-Direct W/O Bankruptcy	0.00
	SUB-TOTAL	<u>11,381.77</u>
9/22/2017	30% Collection Fee	\$3,048.91
	TOTAL	<u>\$14,430.68</u>

Dated this _____ day of _____, 20____.

President

Secretary

Vice-President

BB:ml

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.

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 [Signature] DATE 9.11.17
AUDITING OFFICER

SIGNED [Signature] DATE 9.11.17
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: September 11, 2017

\$ 132,815.49 Warrants
\$ 23,745.00 Wire Transfers
Customer Credit Balance Refunds

\$ 156,560.49 TOTAL AMOUNT

COMMISSIONER

COMMISSIONER

COMMISSIONER

The attached list of claims has been paid using Warrant Numbers 102722
through 102793 mailed on 9.12.17.

Signed [Signature] Dated 9.12.17
AUDITING OFFICER

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 [Signature] DATE 9.15.17
AUDITING OFFICER

SIGNED [Signature] DATE 9.18.17
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: September 18, 2017

\$ 460,258.79 Warrants
\$ 1,544,206.00 Wire Transfers

\$ 2,004,464.79 TOTAL AMOUNT

COMMISSIONER

COMMISSIONER

COMMISSIONER

The attached list of claims has been paid using Warrant Numbers 102794
through 102893 mailed on 9/19/17

Signed [Signature] Dated 9.19.17
AUDITING OFFICER

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 _____
AUDITING OFFICER

SIGNED _____ DATE _____
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: September 25, 2017

\$ 329,409.58 Warrants
\$ 22,568.47 Wire Transfers

COMMISSIONER

COMMISSIONER

\$ 351,978.05 TOTAL AMOUNT

COMMISSIONER

The attached list of claims has been paid using Warrant Numbers 102900
through 102930 mailed on 9/25/17.

Signed _____ Dated _____
AUDITING OFFICER

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 _____

AUDITING OFFICER

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 9/26/17

Warrants \$186,891.84
Wire transfers \$438,802.55

AMOUNT: \$625,694.39

COMMISSIONER

COMMISSIONER

COMMISSIONER

The attached list of claims has been paid using Warrant Numbers 102931
through 102987 mailed on 9/27/17.

Signed _____ Dated _____
AUDITING OFFICER