

CLALLAM COUNTY PUBLIC UTILITY DISTRICT #1  
**Minutes of the Regular Meeting of the Board of Commissioners**  
Carlsborg Main Office | 104 Hooker Road | Sequim, WA 98382  
**February 25, 2019**

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**Commissioners Present:**

Will Purser, President  
Jim Waddell, Vice President  
Dave Anderson, Secretary

**Staff Present:**

Doug Nass, General Manager  
John Purvis, Assistant General Manager  
Simon Barnhart, General Counsel  
Sean Worthington, Treasurer/Finance Manager  
Lori Carter, Controller/Auditing Officer  
Nicole Clark, Communications Manager  
Tom Martin, Water/Wastewater Superintendent  
Terry Lind, Operations Superintendent  
Teresa Lyn, Executive Assistant

**Others Present:**

Werner Buehler  
Krestene Reed  
Darlene Scharefield  
Genie Mixson  
Fred Mitchell

The meeting commenced at 1:30 PM.

**APPROVAL OF MINUTES**

Upon recommendation of staff, and upon motion of Commissioner Anderson, seconded by Commissioner Waddell and carried, the Commission approved the minutes of the January 28<sup>th</sup> and February 11<sup>th</sup> meetings.

**PUBLIC COMMENT**

An inquiry was made regarding the disconnect mechanism that customers are required to install on their solar power system - is it a liability and insurance requirement?

Public comment was received in opposition to the residential smart meters because of the opt-out fee amount.

## **BUSINESS ITEMS**

Upon recommendation of staff, and upon motion of Commissioner Anderson seconded by Commissioner Waddell and carried, the Commission approved Recommendation of Award Memo to award construction management of the Deer Park Pumping Project Agreement #190301 to United Engineering of Port Angeles, WA in the estimated not-to-exceed amount of \$150,000.00.

Upon recommendation of staff, and upon motion of Commissioner Dave Anderson seconded by Commissioner Waddell and carried, the Commission approved an Invitation to Bid to authorize staff to call for bids for the Gales Addition Reservoir Cover Replacement #190802. The engineer's estimate of probable construction cost is \$460,000.00 (not including WSST).

Upon recommendation of staff, and upon motion of Commissioner Anderson seconded by Commissioner Waddell and carried, the Commission approved Recommendation Memo for the purchase of one 2019 or newer AM 55E OC aerial man-lift hydraulic operated, over-center aerial device and line truck body to be installed on a Freightliner cab-chassis to be used as a bucket truck for the Carlsborg Operations Center. The purchase is to be awarded to Altec Industries, Inc. in the amount of \$349,197.00 (reference Altec Contract #012418-ALT).

At the request of Commissioners Waddell and Anderson, RESOLUTION 2136-19 Revision of the District's Residential Meter Policy and rescinding Resolution 2123-18 and RESOLUTION 2137-19 Establishing the Current Schedule of Deposits and Charges and Line Extension Unit Prices and rescinding Resolution 2129-19 will be considered at the next regular meeting.

GM Nass advised that Clallam County Commissioners had contacted him to inquire if the District would be interested in participating (in conjunction with the county) in a variety of upcoming information-related activities regarding climate change. The Commissioners expressed their support and gave their approval.

Upon recommendation of staff, and upon motion of Commissioner Anderson seconded by Commissioner and carried, the Commission approved removal of delinquent accounts on the list dated February 11, 2019 in the total amount of \$4,341.18 from the active accounts receivable, including a 30% collection fee of \$933.31.

## **CORRESPONDENCE**

GM Nass presented for signature three letters to the Commissioners. The letters express to our legislators the District's support for funding of the installation of a divider at the treacherous Morse Creek S curve section of Highway 101. The Commissioners voiced their support for the project and signed the letters.

**CLAIM VOUCHER APPROVALS**

Four lists of claim vouchers as certified by the General Manager and Auditing Officer were considered. Upon recommendation of staff, and upon motion of Commissioner Waddell, seconded by Commissioner Anderson and carried, the Commission approved payment of four claim vouchers for the weeks of 2/4/19, 2/11/19, 2/19/19, and 2/25/19 in the combined total amount of \$5,704,468.24.

**COMMISSIONER REPORTS**

Commissioner Waddell reported that he attended the February Washington Public Utility District Association (WPUDA) meeting.

**EXECUTIVE SESSION**

The regular meeting recessed at 2:30 PM to go into executive session to discuss litigation or potential litigation with legal counsel, pursuant to RCW 42.30.110(1)(i). Those in attendance were Commissioners Purser, Anderson, and Waddell, GM Doug Nass, AGM John Purvis, Legal Counsel Simon Barnhart, and Finance Manager Sean Worthington. No action was taken. The executive session adjourned at 4:00 PM and the regular meeting reconvened at that time.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 4:00 PM.