

PUBLIC UTILITY DISTRICT NO. 1 OF CLALLAM COUNTY
MINUTES OF THE REGULAR WEEKLY MEETING OF
THE BOARD OF COMMISSIONERS
December 14, 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: Hugh Haffner, Vice President; Hugh E. Simpson, Jr., Secretary

Commissioner Purser was excused

Staff Present: Doug Nass, General Manager; Joshua Bunch, Treasurer Controller; Jana Robbins, District Auditor; Nicole Clark, Executive Assistant; Tom Martin, Water & Wastewater Systems Assistant Superintendent; Jeff Beaman, Executive Communications Coordinator; Fred Mitchell, Power Supply & Utility Services Manager; Judi Chapman, Human Resources Manager

Others Present: Teri Martin; Cindy Kelly

On motion of Commissioner Simpson seconded by Commissioner Haffner and carried, the Commission approved the minutes of the December 7, 2009 regular weekly meeting.

Water and Wastewater Systems Assistant Superintendent Tom Martin called for public comment on the District's intent to apply for USDA Rural Development pre-development funds for the Fairview Water System project. There were no attendees who wished to comment.

Teri Martin reminded those present that the Clallam EDC Meeting would be held on Thursday the 17th.

Upon recommendation of staff and on motion of Commissioner Simpson, seconded by Commissioner Haffner and carried, the Commission adopted Resolution 1912-09, establishing titles and monthly salary ranges for staff employees.

General Manager Nass reported on recent information regarding stricter rules for design and construction of small water systems. He also reported that it has been announced that the Office of Drinking Water will remain with Department of Health.

A list of claim vouchers as certified by the General Manager and District Auditor were considered. On motion of Commissioner Simpson, seconded by Commissioner Haffner and carried, the Commission approved payment of claim vouchers in the amount of \$244,260.60 for December 14, 2009. There were 51 conservation rebates totaling \$22,262.

Commissioner Simpson reported that he attended the Port Angeles Business Association meeting and the Port Angeles Chamber meetings.

Commissioner Haffner reported that he attended the Washington Public Agencies Group meeting.

Human Resources Manager Judi Chapman reported that the VEBA contribution is changing from a percentage amount to a flat dollar amount. Packets were sent to staff asking for a survey vote on what the employee flat dollar contribution should be.

Executive Communications Coordinator Jeff Beaman reported that the customer phone survey is underway and a quarter of the needed responses have already been acquired in two days.

General Manager Nass reported that Jeff Beaman will be working with Utility Services for four months beginning in February to begin a customer education campaign on I-937, conservation targets, and why we need the help and participation of District customers. General Manager Nass also reported that he attended the Port Angeles Forward meeting.

Treasurer Controller Joshua Bunch reported on two sewer funds. In 1998 a resolution was passed that established sewer rate and special funds charges. The funds are for Sunshine Acres and View Ridge capital maintenance. The resolution set a maximum balance of \$5,000 per fund. Currently View Ridge is over this limit and Sunshine Acres is under. Commissioner Haffner expressed concern that the fund maximum balance amounts may not be sufficient to cover necessary maintenance. Mr. Bunch indicated that a new resolution would be required to make changes and will bring back a recommendation and resolution at the next Board meeting.

Attendance at meetings was approved.

There being no further business to come before the Commission, the meeting adjourned at 2:30 p.m. to meet again, Monday, December 21, 2009, at 1:30 p.m. in the Port Angeles office.