

February 19, 2003

After applauding Kenneth McMillen, past PUD Commissioner, for more than twenty years of service; the regular meeting of the Public Utility District No.1 of Jefferson County was called to order at 5:10 P. M. by the President of the Board of Commissioners at the District office, 230 Chimacum Road, Port Hadlock, Washington. Commissioners and staff present were:

Wayne G. King, President  
Dana Roberts, Vice President  
David W. Sullivan, Secretary  
James G. Parker, Manager  
William A. Graham, Resource Manager  
Thomas C. Neal, District Auditor  
Ronajeane M. McConnell, Recording Secretary

**AGENDA** - The agenda was approved after moving discussion items A and B to directly after the agenda.

### **TO DISCUSSION ITEMS**

B. PUD's Legal Counsel – Mary Winters

Mary Winters of Harris, Mericle & Wakayama, Attorneys at Law, talked with the Board explaining her background and experience. There was discussion on the following:

- Conflict-of-interest issues
- Her experience with bonding, LUD formation, open meetings and records acts, water rights issues, and working with governmental agencies.
- If hired, there would be only one PUD contact and her role would be more of a preventative role, to review resolutions and contracts before action is taken on them.

A. WSU Water Conservation Presentation – Pat Pearson

Pat Pearson, WSU, and Bill Wheeler, Water Watchers, presented The Board and guests with their concept of a partnership with the PUD for further water conservation education and outreach in Jefferson County. Several issues discussed were:

- Developing a partnership with the PUD to promote classes for the public to become more knowledgeable on water issues in Jefferson County and to help them become committed to making changes towards water conservation.
- These classes might cover such items as repairing leaky faucets, different ways to conserve water, what levels to water gardens, how to interpret CCR's, building codes for plumbing, clean water acts, and how to read water meters. They would like to have experts speak in each geographical area to address that area's specific issues.  
The Board would like to see more public school participation and education.

William Graham will be updating the PUD's water conservation plan and will talk with WSU.

### **MINUTES**

MOTION: To approve the minutes of the regular meeting of February 5, 2003. The motion was made and seconded by Commissioners Roberts and Sullivan respectively. Motion carried unanimously.

### **VOUCHERS**

MOTION: To approve warrants numbered 6425 through 6480 in the amount of \$205,348.75. The motion was made and seconded by Commissioners Sullivan and Roberts respectively. Motion carried unanimously.

### **ITEMS FROM THE FLOOR - NOT INCLUDED ON THE AGENDA**

### Beckett Point

Jean Camfield and Kathy Pool, Beckett Point, presented the Board with a list of concerns that Beckett Point leaseholds have with the upcoming septic project. They asked that the PUD respond to their concerns.

The Manager explained the PUD will need to develop a capital facilities plan, he will attend the PUTF meeting on March 26<sup>th</sup>, a notice will need to be sent and a hearing date set, RFO's will be requested at a later date, an LUD would need to be formed by mid-March 2003, and the initial cost estimate looks to be in-line with what the leaseholders have agreed to.

Excess capacity was mentioned; the Manager will meet with Beckett Point to discuss this.

### Marrowstone Island

A guest asked that the draft letter to Island residents 'item B' be clarified further so there would be no misunderstandings.

## **COMMISSIONERS REPORTS**

The Board attended a PUD, Long Range Planning Meeting, February 10, 2003; no decisions were made.

### **Commissioner Sullivan-**

Attended and EDC retreat, he discussed the ADM presentation and software, WPUDA water committee discussing various water related house bills, and the BOCC meeting.

### **Commissioner Roberts-**

Attended a meeting with Beckett Point to discuss their concerns with the upcoming septic project, the BOCC meeting where he asked for consideration for open cuts vs. road bores to accommodate water mains.

### **Commissioner King -**

Worked on items for the PUD Long Range Planning Meeting

## **ACTION ITEMS**

- Board Procedures; Meetings; Minutes

The Board discussed meeting times, meeting outline and agenda, and minute takers.

**MOTION:** To authorize the Manager to look for another minute taker to take detailed minutes (amended by Commissioner Roberts to include 'because of RJ's request'). The motion was made and seconded by Commissioners Sullivan and King respectively. Motion carried unanimously.

Tom Neal suggested calling attorney's offices for recommendations

## **DISCUSSION ITEMS**

### C. Applied Digital Mapping Software – Maintenance Program

The Board asked to make sure that ADM's software would be able to interact with other entities creations.

### D. Resolution 03-002 Manager CPI

This year's CPI is 1.8%.

### E. Resolution 03-003 Resource Manager CPI

This year's CPI is 1.8%

## **Additionally**

A monthly Board schedule to be published in the newspaper, to be posted on the PUD website, to be determined the second meeting each month for the following month, and to state that all or one of the Commissioners might attend the listed meetings.

MOTION: To approve publishing a monthly PUD Board schedule. The motion was made and seconded by Commissioners Roberts and Sullivan respectively. Motion carried unanimously.

#### **OLD BUSINESS/MANAGER'S REPORT/UPCOMING EVENTS**

The Manager went over old business and upcoming events.

#### **Additionally**

The Manager will research other Bonding Counsel and have Bob Schneider, D. Hittle & Assoc., talk to the Board about his firm's initial findings about the potential for partnering with Clallam PUD on a joint bid to take over Indian Island utility management and operation.

#### **STAFF REPORTS**

Auditor Report –everything seems to be in order

**CORRESPONDENCE** - None

**ADJOURNMENT** – The time was 7: 20 P.M.

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Wayne G. King, President

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Dana Roberts, Vice President

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David W. Sullivan, Secretary