

PUBLIC UTILITY DISTRICT # 1
of Jefferson County
October 6, 2003
MINUTES

CALL TO ORDER

The regular meeting of the Public Utility District #1 of Jefferson County was called to order by the Vice President of the Board of Commissioners at 5:02 p.m. at the District Office, 230 Chimacum Road, Port Hadlock, Washington. Commissioners and staff present were:

Dana Roberts, Vice President
David W. Sullivan, Secretary
James G. Parker, District Manager
Thomas C. Neal, District Auditor
Kathie Pike, Recording Secretary

AGENDA

After noting that there is scheduled a 2004 Budget Hearing, and after moving **Items from the Floor** to directly after Agenda approval, the Board made the following MOTION: By Commssioner Sullivan, Second by Commissioner Roberts, approved unanimously to accept the Meeting Agenda.

ITEMS FROM THE FLOOR

Gloria Hays of Marrowstone Island addressed the Board concerning: a) notification to Island residents of the delay of the previously scheduled (October 22, 2003, 5:30 p.m.) Public Hearing, to be held on Marrowstone Island, for the purpose of consideration of formation of LUD No 14; and b) schedule of completion of a preliminary Notice of Assessment.

BUDGET/RATES HEARING

The Regular Meeting of the PUD No 1 Board of Commissioners was adjourned to the BUDGET/RATES Public Hearing at 5:15 p.m. Note attached Hearing Minutes. MOTION: By Commissioner Sullivan, Second by Commissioner Roberts to reconvene the Regular Meeting of the PUD No. 1 Board of Commissioners at 5:52 p.m.

MINUTES

MOTION: By Commissioner Sullivan, Second by Commissioner Roberts, carried unanimously to approve the Regular Meeting Minutes of September 17, 2003.

APPROVAL OF VOUCHERS

MOTION: By Commissioner Sullivan, Second by Commissioner Roberts, carried unanimously to approve payment of Warrants No. 7249 through 7306 in the amount of \$71,199.16.

COMMISSIONER'S REPORTS

Commissioner Sullivan

On September 20, attended the Quilcene Fair.

On September 25, attended the Intergovernmental Meeting, where the focus was on the Growth Management Act.

On September 28, attended the Beckett Point quarterly meeting and addressed the failure of the PWTF (Public Works Trust Fund) application.

On September 29, attended the first meeting of the Community Infrastructure Fund Board to discuss four pending proposals (PUD's for Quilcene Water System; Jefferson County's for Metropolitan Area Network for Broadband; Port of Port Townsend's for water and sewer provision to some buildings; and Port of Port Townsend's for street improvements).

On October 3, at EDC election of new officers, declined sitting on its executive board.

Commissioner Roberts

On September 20, attended the Quilcene Fair.

On September 24, attended 1 1/2-day Water Workshop in Levenworth with Mason PUD Commissioner Ron Gold.

ACTION ITEMS

* PWTF (Public Works Trust Fund) Loan Application for Engineering for Beckett Point Community Septic System.

MOTION: By Commissioner Sullivan, Second by Commissioner Roberts, and carried unanimously, to sign and send the PWTF Loan Application for Engineering for Beckett Point Community Septic System.

* PUD Service Areas - Submission to WUCC (Water Utility Coordinating Committee)

MOTION: By Commissioner Roberts, Second by Commissioner Sullivan and carried unanimously to approve new Figure 3.1 Quimper Water System Service Area maps for prospective inclusion in the CWSP (Coordinated Water System Plan), also Figure 1.1 the Bywater and Shine areas (Jefferson County end of Hood Canal Bridge), and Figure 9.1, Snow Creek Water System, and, also 9.1, Quilcene Water System, with October 6-drafted letter to go to Jefferson County Planning Department.

DISCUSSION

* Resolution No. 03-019 Adopting rate changes for the PUD fees for individual water and sewer systems.

* Resolution No. 03-020 Adopting regular tax levy not including increases that would occur from new construction and increases in states valued assessed properties.

* Resolution No. 03-021 Adopting the Budget for the Calendar Year 2004.

* Property Disposal.

Memorandum from legal counsel regarding procedures for selling surplus property. Of two parcels in Quilcene, that spanning the river northerly of Clay Bank Road was

recognized to warrant an environmental reconnaissance prior to any further move for disposal. Commissioner Roberts will contact the Conservation District for assistance.

* SCADA

Letter from Jack Parent concerning the proposed scope of work and costs for SCADA system upgrade.

MANAGER'S REPORT/OLD BUSINESS/ UPCOMING EVENTS

In the Tri-Area system, progress on getting the Kively well on line continues.

Concerning the Kala Point System acquisition, official offer forms are being prepared by legal staff.

In Brinnon, the process of looking for grant monies for acquiring a system continues.

NOANet needs reflection on balance sheet.

The Manager was asked to be a representative on the Tri-Area Sewer Planning Committee.

Concerning Operations, the final Audit was good; employee union negotiations begin next week; the Manager has drafted letter regarding extension of the Seven Sisters Road; the office phone mail system is operating; the bill scanner is operational; and Tri-Area UGA information was sent with last billing.

The Water System Plan is slowly progressing. The ADM is set up.

With regard to 2004 Budget, the process is continuing.

STAFF REPORTS

Auditor's Report. Everything is in order.

CORRESPONDENCE

There was none.

ADJOURNMENT

MOTION: By Commissioner Roberts, Second by Commissioner Sullivan and carried by all, the regular meeting was adjourned at 7:26 p.m.

Dana Roberts, Vice President
Secretary

David W. Sullivan,