



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

June 19, 2018

**Board of Commissioners
Regular Meeting**

Final Minutes

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board) at 5:00 p.m. at the Jefferson Transit Conference Room, at 63 Four Corners Road, Port Townsend, Washington, 98368.
Present:

Commissioner Jeff Randall, President
Commissioner Wayne King, Vice President
Commissioner Kenneth Collins, Secretary

Larry Dunbar, General Manager
Joel Paisner, General Counsel (phone conference)
Kevin Streett, Assistant General Manager
Will O'Donnell, Communications Manager
Debbie Lund, Human Resources Manager
Annette Johnson, Executive Assistant and Records Administrator
Don McDaniel, Consultant

1. CALL TO ORDER:

The meeting was called to order by Commissioner Jeff Randall at 5:00 p.m.

INTRODUCTIONS: Commissioner Jeff Randall started out the meeting with voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

MOTION: Commissioner Kenneth Collins moved to approve the agenda. This motion was seconded by Commissioner Wayne King. Motion carried unanimously.

3. GENERAL PUBLIC COMMENT: The following topics were discussed:

- Chimacum School District's PUD bill.
- Chimacum School District Replacement Levy Request for Capital Projects and Technology.
- 4.3.3 Acceptance of Public Comment Handouts.
- 4.4.1 The CAB update. Next update is July 9 CAB meeting.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Commissioner Wayne King requested that Consent Agenda Item 4.3.1 be pulled off of the consent agenda and inserted under Action Items Requiring Board Discussion.

MOTION: Commissioner Wayne King moved to approve and adopt the Consent Agenda as

modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously carried.

4.1 APPROVAL OF MINUTES: Draft Regular BOC Minutes June 5. 2018.

4.2.1 Voucher Certification form with supporting warrant register and payroll.

4.2.2 BOC Approval of Voucher Approval form.

4.2.3 Financial report for May 2018.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 117072 to # 117112	\$ 129,339.56	4/26/2018
Accounts Payable: # 117113 to # 117165	\$ 319,802.82	5/03/2018
Accounts Payable: # 117166 to # 117246	\$ 193,209.06	5/10/2018
Accounts Payable: # 117247 to # 117295	\$ 409,515.54	5/17/2018
Accounts Payable: # 117296 to # 117372	\$ 415,125.40	5/24/2018
Payroll Checks: # 70446 to # 70450	\$ 8,757.73	5/04/2018
Payroll Checks: # 70451 to # 70455	\$ 8,678.95	5/18/2018
Payroll Direct Deposit:	\$ 90,958.10	5/04/2018
Payroll Direct Deposit:	\$ 97,028.62	5/18/2018

TOTAL INVOICES PAID \$1,672,415.78

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$1,589,847.00	5/11/2018

GRAND TOTAL \$3,262,262.78

VOIDED WARRANTS

117120	\$1,589,847.00
117127	\$ 12,642.91
117176	\$ 800.00

4.3 ACTION ITEMS:

4.3.1 Resolution to submit broadband planning grant application 2018-016. Removed from Consent Agenda and moved to Items Requiring Board Discussion.

4.3.2 Unused solar energy credits.

4.3.3 Acceptance of public comment handouts.

4.3.4 Personnel Policy Approval At Will.

4.3.5 Write-off accounts summary.

4.4 CAB UPDATE:

4.4.1 June CAB update.

4.5 STAFF REPORTS not requiring Board action.

4.5.1 Employee assistance plan selection.

4.6 PUD Calendar of upcoming meetings – not requiring Board action.

END OF CONSENT AGENDA

5. COMMISSIONER'S REPORTS: All three Commissioners gave reports as follows:

Commissioner Wayne King:

06-13-18 Attended NoaNet (Northwest Open Access Network) Board Meeting on line. Some points:

- Fiber lines over the years have become brittle.
- NoaNet has to be careful that that revenue is protected. You can't just borrow it or use it. It has to stay there.
- Fiber will last 50 years but the technology won't. The technology will outlast the fiber.

Commissioner Jeff Randall:

06-11-18 Attended CAB Meeting on June 11, 2018. Full agenda. CAB is looking at policy issues as they come to the BOC. That's a little different responsibility than the CAB has had in the past. The CAB is adjusting to that change.

Commissioner Kenneth Collins:

06-07-18 Attended the PURMS (Public Utility Risk Management Services) meeting. This is the self-insurance program that the majority public utility districts in the state are involved with. The PUD is, in effect, self-insured.

06-08-18 Met with the General Manager and Commissioner Collins will also meet again with him on June 22nd.

NOTE: There was a request made by a commissioner that more information be noted in the minutes as to what each commissioner reports on.

6. GENERAL MANAGER REPORT/FUTURE ITEMS (Information only).

General Manager Larry Dunbar gave his report.

- General Manager Larry Dunbar requested the BOC approve an excused absence for Commissioner Wayne King for the July 3, 2018 meeting.

MOTION: Commissioner Kenneth Collins made a motion that the BOC approve the excused absence for Commissioner Wayne King for the July 3, 2018, BOC meeting. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

GENERAL MANGER REPORT CONTINUED:

- An event (head shaving) was initiated by an employee in support of another employee that has lung cancer. The PUD may be doing additional things in the future.
- Parliamentary Procedure Training. Training would be 8am to 1pm on August 8, 9 or 10 or August 13 or 14.
- The PUD received a notice of Public Utility District Commission Dollar Threshold Adjustment from the state. The new dollar thresholds take effect July 1, 2018.
- Recruitment is under way for the Chief Financial Officer position.
- Organizational changes are under way, including an internal promotional opportunity for a Customer Service Manager, moving the Resource Manager to Customer Service and moving the GIS Specialist to Information Technology.
- Telecommunications and computer network planned outages. There were some unanticipated events that occurred as a result of that.
- The PUD held a quarterly all employee appreciation meeting last week.
- The PUD is waiting to hear from the State Department of Revenue on ways it can streamline its conservation rebate payments.
- Staff prepared a photo directory of all PUD employees.
- Low income participation is up, not down.
- Chimacum School District portable building – no purchase.
- Future items that the PUD is working on right now will be coming through the CAB eventually and back to the Commission.

FUTURE ITEMS:

- The water system plan is underway,
- The PUD is working with HDR and the PUD has recently been in discussions with them on a contract change order for some supplemental services.
- The PUD is still working on requests for proposals for real estate services and annual financial audit services.
- Strategic objectives for the 2019 budget.

NOTE: At this point in the report, the General Manager was requested to look into serving the needs of our customers regarding sidewalk access at the new operations location and connection with transit.

- NISC (National Information Solutions Cooperative) software is going to be operating new paperless service application so that customers can remotely request a new service at an existing location without coming down to the office. This will be available in July. The PUD staff will need training.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

4.3.1 Resolution to submit broadband planning grant application 2018-016: The question was raised about what was the PUD planning for?

The grant is for the award of funding from a successful CERB Rural Broadband grant applicant. The grant will pay up to 75% of the cost of creating a strategic plan for broadband and telecom in a rural service territory and county.

Some public comment and discussion.

A suggestion was made to apply for the Distressed County Infrastructure Fund.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District's Board of Commissioners approve Resolution 2018-016 to submit a Broadband Planning Grant Application. Commissioner Wayne King seconded the motion. Motion carried unanimously.

7.1 Resolution to declare public works emergency at Coyle water system 2018-019.

General Manager Larry Dunbar presented some background and planning information on Resolution 2018-019.

MOTION: Commissioner Wayne King moved that Resolution 2018-019 to declare public works emergency for the Coyle water system be approved. Commissioner Kenneth Collins seconded that motion. Motion carried unanimously.

The PUD has a fragile water system that has fire hydrants but the fire hydrants literally have bags over them. If the PUD had a fire situation, the fire department has been told in the past that they can't use these. Now the PUD is rectifying that. The PUD is letting the fire department know they can use them and the PUD is going as expeditiously as possible to make the repairs so that they are fully functional. The PUD did not design the system. The PUD did not install it. The PUD agreed to take it over.

7.2 Late Fees. The CAB (Citizens' Advisory Board) has provided its recommendation and staff is fully supportive of that recommendation to resume the late charges. By resuming the late charges, the PUD actually reduces some of their customer service staff's burden because they are actually utilizing the software in the manner that it was intended to be used. The CAB is proposing a \$5.00 late charge. CAB also recommends the BOC authorize the change to the schedule of deposits and charges to add the late charge fee as a new fee.

Between now and October, the PUD will be communicating through the newsletter to let the customers know about the resumption of late fees. The PUD staff will also going be communicating directly with the customers that typically are late in their payments. This will limit the surprises. Staff was directed to bring a modified resolution to the next Board of Commissioners meeting for approval.

No public comment.

7.3 Resolution for Surplus Property 2018-017. Larry presented background information on the resolution.

No public comment.

MOTION: Commissioner Kenneth Collins made a motion to approve Resolution 2018-017 which withdraws 2018-014. Commissioner Wayne King seconded the motion. Motion carried unanimously.

7.4 Resolution Sewer Rates Increase 2018-018. Assistant General Manager Kevin Streett presented background information on the resolution.

There was some public comment and discussion.

MOTION: Commissioner Kenneth Collins made a motion to approve Resolution No. 2018-018. Commissioner Wayne King seconded the motion. Motion passed unanimously.

7.5 Selection of Salary Survey Comparables. Debbie Lund, Human Resources

Manager, gave a brief summary on the salary survey. A representative from Northwest Management Consulting spoke to the BOC about establishing some comparable agencies to go to for salary data and the process used to get this information. The General Manager is looking for guidance from the BOC on the comparables that Northwest Management Consulting has identified before the next step is taken in getting the salary comparable information. It was pointed out that there was no history of a salary comparison study for non-represented staff done for the PUD. Commissioners reviewed the study. There was sine discussion. No action taken.

8. SIGNING OF DOCUMENT: The commissioners signed documents during the public meeting.

9. ADJOURNMENT:

MOTION: Commissioner Kenneth Collins made a motion to adjourn the June 19, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:00 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



Commissioner Kenneth Collins, Secretary




Date

Attest:



Commissioner Jeff Randall, President



Date

Commissioner Wayne King, Vice President

Date

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