



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

January 16, 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 County Transit Administration office at 63 Four Corners Road, Port Townsend, Washington 98368. Present:

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

Kevin Streett, Assistant General Manager  
Tammy Lehman, Interim Financial Director  
Debbie Lund, Human Resources and Communications Manager  
Bill Graham, Resource and Conservation Manager  
Richard Hughes, General Counsel  
Will O'Donnell, Communications Manager  
Annette Johnson, Executive Assistant and Records Administrator  
Don McDaniel, Consultant

Cammy Brown, Recorder

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1. **CALL TO ORDER:**

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

2. **AGENDA APPROVAL:** No changes, additions or corrections to the Agenda.

**MOTION:** Commissioner Kenneth Collins moved to approve the agenda, seconded by Commissioner Wayne King. Motion carried unanimously.

3. **GENERAL PUBLIC COMMENT:**

There were comments from the general public.

- There was a public member who lived in Kala Point and expressed his appreciation to the PUD for acting on the flow testing of fire hydrants. The PUD hired a company to go in and test the hydrants in the area.
- There was a suggestion to have microphones at the meetings. This is being addressed.
- There was a petition that was handed out "We want Analogs, No Smart Meters". (Handout No. 1).
- 2017 Financial report was requested.
- Suggestion that the Agenda be more precise.
- Suggestion was made not to use acronyms on the Agenda.
- Comment made from the recorded minutes of the Citizens Advisory Board Meeting

January 8, 2018, regarding low income customers.

- Question was asked where does Washington Public Utility District Association get its funding.

**4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:**

Item 4.5 CAB report: Commissioner Jeff Randall requested it be removed from consent agenda and moved under Action Items Requiring Board Discussion.

Commissioner Kenneth Collings requested Item 4.6.3 Human Resources CDL (Commercial Driver's License) Drug and Alcohol policy for Board of Commissioners be removed from consent agenda and moved to Action Items Requiring Board Discussion.

**MOTION:** Commissioner Kenneth Collings moved to approve the consent agenda as modified, seconded by Commissioner Wayne King. Motion carried unanimously.

**4.1 APPROVAL OF MINUTES**

- 4.1.1 Public Hearing and Regular PUD Board Meeting of November 21, 2017.
- 4.1.2 Regular Meeting of January 2, 2018.

**4.2 CFO REPORT AND APPROVAL OF VOUCHERS**

- 4.2.1 Voucher Certification form with supporting warrant register and payroll. (removed and moved to 6.0)
- 4.2.2 BOC Approval of Voucher approval form.

PENDING INVOICES OVER \$100,000 TO BE APPROVED:  
None

PAYMENTS TO BE APPROVED:

<u>Warrants</u>	<u>Amount</u>	<u>Date</u>
Accounts Payable: # 116207 to # 116226	\$ 219,142.63	12/28/2017
Accounts Payable: # 116227 to # 116288	\$ 101,777.77	01/05/2018
Payroll Checks: # 70399 to # 70404	\$ 9,987.88	12/29/2017
Payroll Direct Deposit:	\$ 102,406.38	12/29/2017
<b>TOTAL INVOICES PAID</b>	<b>\$ 433,314.66</b>	
<b>WIRE TRANSFERS PAID</b>	<u>Amount</u>	<u>Date</u>
USDA/RUS Loan	\$1,526,923.36	12/29/2017
<b>GRANT TOTAL</b>	<b>\$1,960,238.02</b>	

Voided Warrants: None

**4.3 RESOLUTIONS:** None.

**4.4 ACTION ITEMS**

- 4.4.1 General Manager Search Update
- 4.4.2 TCF Update on Facilities

#### 4.5 CAB REPORT:

4.5.1 Cab Update Report – removed and moved under 6.0 Action Items Requiring Board Discussion.

#### 4.6 STAFF REPORTS not requiring Board action.

4.6.1 HR Report

4.6.2 HR-5 for BOC

4.6.3 HR CDL DA policy for BOC – removed and moved under 6.0 Action Items Requiring Board Discussion.

4.6.4 Operations Quote Spread Sheet for Dec. 2017.

#### 4.7 PUD Calendar of upcoming meetings – not requiring Board action.

#### 4.8 CORRESPONDENCE – not requiring Board action.

5. **COMMISSIONERS' REPORTS:** Each commissioner gave a report. There was comment regarding a commissioner's role in facilitating a Citizen Advisory Board committee meeting. It was expressed that this was in violation of the Governance Policy. There were comments from those in attendance at the meeting on exactly what the facilitator did during the meeting. There was the general consensus that there was no violation.

Commissioner Jeff Randall commented that it would be good to review the Governance Policy before the next meeting.

There was confirmation with the staff to have a resolution prepared for the aspects that refer to low income for the next meeting. There was public comment voicing concern and disappointment that the process has taken half way through the winter and people are struggling with their bills and there still have not been any changes in the program.

#### 6. **ACTION ITEMS REQUIRING BOARD DISCUSSION:**

6.1 EES update. EES is a consulting firm that offers consulting on rate studies. It was confirmed that EES is not an acronym. It is the name of the company.

Assistant General Manager Kevin Streett gave a quick overview. Gail Tabone from EES Consulting will help facilitate the meeting on rates January 29, 2018. Water and sewer rates are a new topic and will be discussed at the January 29, 2018 meeting.

Assistant General Manager Kevin Streett requested the Board to issue a recommendation on the water rates and that the PUD is fairly comfortable that the sewer rates have to go up. He requested that the Board make a decision on where the funding should come from.

The link to the EES presentation about rates from the hearing is on our website page at the bottom.

6.2 **Short Term Goals Update:** The staff is looking for a couple of short term goals for 2018. It was determined from a staff meeting that the following short term goals should be worked on: Community solar, community outreach and facilities (which is remodeling upgrades).

#### **Short Term Goals that were discussed:**

- Renaming the Kearney substation to Dana Roberts Substation.
- Community outreach.

- Power town. That's the demo for the power business. They have a sub water town. Get students involved.
- Facilities – remodeling.

### **6.3 Opt Out Program:**

Staff Presentation: Assistant General Manager Kevin Street gave a presentation on the Opt Out policy.

Public Comment: There were statements made regarding the last newsletter that went out with the billing statements.

Submitted as Handout No. 2 which was letter from Joey Pipia regarding the newsletter contents.

Submitted as Handout No. 3 were comments to correct some misinformation from the December 12<sup>th</sup> meeting.

Submitted as Handout No. 4 were suggestions of questions for a PUD survey.

The commissioners directed the Assistant General Manager to put the Opt Out policy discussion on the next PUD regular meeting agenda.

### **6.4 Commissioner Emails:**

There was a discussion on the number of emails that each of the commissioners has been getting and the delivery of the responses to those emails. The process was discussed and the following was suggested as additions or changes to the process:

- There could be a statement on the PUD website advising the general public that the emails that the commissioners received will be forwarded to all PUD commissioners and may be provided in the PUD regular meeting packets.
- Provide another sentence on the website advising the customers that if they just want to contact one commissioner, the commissioner's email and phone number is listed on the PUD website.
- Link the email and put it on the webpage.
- Attach a copy of all emails to the board packets.
- Redact email addresses to protect the individual's privacy.
- Have a disclaimer paragraph alerting the person submitting the email that the email will be made public and a place for them to click agree or not agree.

It was agreed by the commissioners that a proposal for the best practice on the email process may be submitted at the next general meeting of the PUD.

### **4.6.3 Human Resources Commercial Driver's License Drug and Alcohol Policy:**

There were some changes suggested.

- On page three paragraph three – Section D – the second number 3 “substance abuse professional” should be in caps – the first letter.
- Under Definitions - spell out what a substance abuse professional is.
- The Human Resources Director will research self-reporting a substance abuse problem and the Employee Assistant Program).

## **7. FUTURE ITEMS**

**7.1 2017 Construction Items 2/6/18.**

There will be a completed outline of the capital projects that were completed in 2017 at the next PUD general meeting.

There was a workshop scheduled for February 7, 2018 on travel policies, reimbursements and forms.

**8.0 SIGNING OF DOCUMENTS:** Documents were signed by the commissioners during the public meeting.

**9.0 ADJOURNMENT**

**MOTION:** Commissioner Kenneth Collins made a motion to adjourn the January 16, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 8:04 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

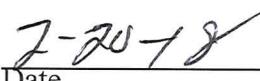
  
\_\_\_\_\_  
Commissioner Kenneth Collins, Secretary

  
\_\_\_\_\_  
Date

**Attest:**   
\_\_\_\_\_  
Commissioner Jeff Randall, President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Wayne King, Vice President

  
\_\_\_\_\_  
Date

*Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://www.jeffpud.org), usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.*



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

January 22, 2018

Final Minutes

**Special Board Meeting  
Executive Session**

The Special Meeting of Public Utility District No.1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners at 8:00 a.m. at the Jefferson County Transit Board Room, at 63 Four Corners Road, Port Townsend, WA 98368.  
Present:

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

Kevin Streett, Assistant General Manager  
Richard Hughes, General Counsel

Don McDaniel, Consultant  
Scott Fry, Managing Director  
Mycoff, Fry & Prouse, LLC  
Executive Recruiters for Utility District

Cammy Brown, Recorder

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**CALL TO ORDER**

The meeting was called to order by Commissioner Jeff Randall at 8:00 a.m.

The purpose of the meeting was to interview selected candidates for the General Manager position in Executive Session under the authority of RCW 42.30.110.

**APPROVAL OF AGENDA:**

Commissioner Kenneth Collins made a motion to approve the Agenda, seconded by Commissioner Wayne King. Motion unanimously carried.

The executive session was estimated to last until 2:30 p.m. with a lunch break at 11:00 a.m.

**Executive Session**

January 22, 2018

Jefferson County Transit Board Room  
63 Four Corners Road  
Port Townsend, WA 98368