



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

February 8, 2018

Final Minutes

Special Board Meeting
PUD Travel Policies

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 10:00 a.m. at the Four Corners PUD Operations Center, 310 Four Corners Road, Port Townsend, WA 98368.
Present:

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

Tammy Lehman, Interim Financial Director
Annette Johnson, Executive Assistant and Records Administrator
Debbie Lund, Human Resources and Communications Manager
Melissa Blair, Account Tech II

Cammy Brown, Recorder

CALL TO ORDER

The meeting was called to order by Commissioner Jeff Randall at 1:30 p.m.

The purpose of the meeting was to review the PUD travel policies.

Tammy Lehman, Interim Chief Financial Director, gave a presentation on the PUD travel policies and procedures.

There were five handouts:

- Power Point printout of presentation.
- Training/Conference/Travel Request Form.
- Copy of Human Resources Policies Section HR-10: Travel.
- Commissioners' Travel and Expense Reimbursement Form for 2018.
- PUD District Commissioner Meetings Per Diem Form.

There was no action taken at today's meeting.


ADJOURNMENT:

MOTION: Commissioner Kenneth Collins moved and Commissioner Wayne King seconded to

adjourn the February 8, 2018, Special Meeting of the Jefferson County PUD on Travel Policies at 11:38 a.m. Motion carried unanimously.

Minutes prepared by Cammy Brown, Recorder

Approved:

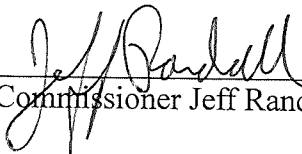


Commissioner Kenneth Collins, Secretary

3/6/18

Date

Attest:



Commissioner Jeff Randall, President

~~2/8~~ - 3-6-18

Date

Commissioner Wayne King, Vice President

Date

Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at 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.