



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
May 1, 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
Kevin Streett, Assistant General Manager
Will O'Donnell, Communications Manager
Debbie Lund, Human Resources Manager
Tammy Lehman, Interim Chief Financial Officer
Jimmy Scarborough, Senior Electrical Engineer
Don McDaniel, Consultant

Cammy Brown, Recorder

1. CALL TO ORDER:

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

2. INTRODUCTION OF NEW GENERAL MANAGER: Commissioner Jeff Randall introduced the new General Manager Larry Dunbar and asked for voluntary introductions from the staff.

3. APPROVAL AND ADOPTION OF AGENDA:

Commissioner Jeff Randall had an addition to the agenda on the update of how materials are being handled that are being submitted during meetings.

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

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

- Meeting announcements of the PUD meetings in the PDN need to be corrected.
- Special meeting at Kala Point Septic Systems.
- How the PUD reaches out for citizens' involvement.
- Workgroup on advanced metering infrastructure issue.

- Suggestion to start BOC meetings later.

5. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

4.1 APPROVAL OF MINUTES: The recording secretary requested the minutes of April 11, 2018, be removed from the consent agenda and placed under 8.0 Action Items Requiring Board Discussion. The minutes of the BOC Meeting of April 17, 2018, had no corrections or changes.

4.2.1 Voucher Certification form with supporting warrant register and payroll.

4.2.2 BOC Approval of Voucher Approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

| WARRANTS | AMOUNT | DATE |
|--|-----------------------|-----------|
| Accounts Payable: # 116984 to # 117030 | \$ 538,395.88 | 4/12/2018 |
| Accounts Payable: # 117031 to # 117071 | \$ 444,196.44 | 4/19/2018 |
| Payroll Checks: # 70441 to # 70445 | \$ 8,662.36 | 4/20/2018 |
| Payroll Direct Deposit: | \$ 91,675.30 | 4/20/2018 |
| TOTAL INVOICES PAID | \$1,082,929.98 | |

| WIRE TRANSFERS PAID | AMOUNT | DATE |
|---------------------|----------------|-----------|
| BPA | \$1,914,405.00 | 4/11/2018 |

GRAND TOTAL \$2,997,334.98

VOIDED WARRANTS

116993 \$ 29,378.80

4.3 RESOLUTIONS: None.

4.4 ACTION ITEMS:

4.5.1 Various Human Resources Policies.

4.5.2 Travel Policy.

4.5 STAFF REPORTS not requiring Board action.

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

4.7 CORRESPONDENCE not requiring Board action.

MOTION: Commissioner Wayne King moved to approve the Consent Agenda as amended, seconded by Commissioner Kenneth Collins. Motion carried unanimously.

OUT OF SEQUENCE:

MOTION: Commissioner Kenneth Collins moved to approve the minutes of the PUD meeting

of April 11, 2018 as modified, seconded by Commissioner Wayne King. Motion carried unanimously.

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

6. MANAGER'S REPORT: General Manager Larry Dunbar gave his report. He provided the commissioners with Handout No. 1 – Project Timeline on the Schematic Design.

Public Comments: Topics discussed:

- Handouts at meetings.
- Fiber Optic – Line extension project.
- Broadband.
- Correspondence policy.

7. CAB UPDATE: No Report.

8. ACTION ITEMS REQUIRING BOARD DISCUSSION:

Action item regarding corrections in minutes of meeting of April 11, 2018, has already been discussed and a motion was made and approved after No. 5 Approval and Adoption of the Consent Agenda.

There was some discussion on what the policy was for how materials are being handled that are submitted at the meetings.

9. FUTURE ITEMS:

- Sewer Rates update.
- Broadband line extension.
- Coyle Water System.
- Brinnon State Park Sewer Plant update.
- Chief Financial Officer hiring update.

There was some public comment on the septic rates.

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

11. ADJOURNMENT:

MOTION: Commissioner Jeff Randall made a motion to adjourn the May 1, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 6:13 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



Commissioner Kenneth Collins, Secretary

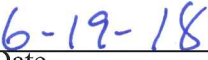


Date

Attest:




Commissioner Jeff Randall, President



Date



Commissioner Wayne King, Vice President



Date

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