



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

June 5, 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 (BOC) 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
Kevin Streett, Assistant General Manager
Will O'Donnell, Communications Manager
Debbie Lund, Human Resources Manager
Mike Bailey, Financial Services Manager
Annette Johnson, Executive Assistant and Records Administrator
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. **AGENDA APPROVAL:**

MOTION: Commissioner Kenneth Collins made a motion to approve the Agenda as written. Commissioner Wayne King seconded that motion. Motion carried unanimously.

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

- Solar Credits

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

4.1 **APPROVAL OF MINUTES:**

Regular BOC Minutes May 1, 2018.

4.2 **CFO REPORT AND APPROVAL OF VOUCHERS**

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 April 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	5/24/3018
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 Salary Survey.
- 4.3.2 Write-off Accounts Summary

4.4 STAFF REPORTS not requiring Board action

- 4.4.1 Chief Financial Officer Recruitment Update
- 4.4.2 2019 Strategic Budget Objectives

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

4.6 CORRESPONDENCE not requiring Board action.

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

5. COMMISSIONERS' REPORTS: Each commissioner gave a report.

6. **GENERAL MANAGER REPORT/FUTURE ITEMS (Information Only):**

Note: This was given out of sequence after CAB REPORT.

General Manager Larry Dunbar gave a report on the following topics:

- Future Items – Water System Plan.
- Capital Facilities Plan.
- Audit 2018 – completed by an independent firm in 2019.
- Recruiting for Special Projects Coordinator.
- Recruitment for Chief Financial Officer.
- Wellness Program.
- Met with Managers – May - July/ as well as August – December.
- Conference Recovery Adjustment Clause (CRAC) possibility in October.
- BPA Residential Exchange Program.
- Staff meeting with TCF Design– Facilities Plan.
- Plans underway to involve all employees in the schematic design of facilities.
- New Leadership Workshop.
- PUD received a Freedom of Information Act (FOIA) request.
- Alternative Work Schedules for non- represented staff.
- Office relocation changes.
- 2017 Annual Comprehensive Financial Report submitted to the State.
- Auto Pay.
- Conservation rebate payments. Working with the State.
- First Quarterly Employee Meeting – June 30th, 11:30am to 1:00pm Pot Luck – all food provided by management and staff.
- Report on Irondale Substation – Kevin Street
- AMI Project – 2019 Strategic Budget Objective – brief summary to public member

7. **CAB UPDATE:** Consultant Don McDaniel gave a verbal report on the following topics.

- Mapping
- Low Income
- Solar
- Sewer Rate
- Broadband Extension
- Late Fee Recommendation
- Governance

8. **ACTION ITEMS REQUIRING BOARD DISCUSSION:**

8.1 Information on: Board Meeting Workshop – Parliamentary Procedure

Workshop: Annette Johnson, Executive Assistant and Records Administrator for the PUD, gave a brief summary of a workshop on parliamentary procedure – Running Effective PUD Board Meetings Using Robert’s Rules of Order. The workshop is put on by Northwest Public Power Association (NWPPA). A Suggestion was made to offer the class to all Citizens’ Advisory Board members, Commissioners, and staff members. Another suggestion made was the possibility of opening up the workshop to other officials and government agencies in the community if there is room available.

MOTION: Motion was made by Commission Kenneth Collins that the Board direct the staff to have further communication with the host organization so that the PUD can pin down dates that this might be available and also coordinate so that the PUD knows that the two potential commissioners would be able to attend. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

8.2 Administrative Office Surplus Resolution: General Manager Larry Dunbar gave a brief summary of his research on the PUD's facilities. He made the suggestion to surplus the administrative office building and move the employees that are currently in that building to the leased facility across the street. The administrative office is in a sad state of disrepair. The PUD is working with the Jefferson County Environmental Health Department to relocate the water sample function to them. The payment drop box will continue to be on the property until the building is sold. All records from that building will be moved to the Operations Center. This may take several months.

MOTION: Commissioner Kenneth Collins made a motion to approve Resolution 2018-014, a Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, declaring certain Real Property owned by the District to be surplus to the needs of the District, declaring the District's intention to sell said property. Commissioner Wayne King seconded the motion. Motion carried unanimously.

8.3 Jefferson County Infrastructure Advisory Committee: General Manager Larry Dunbar gave a brief summary on the resurrection of the Jefferson County Infrastructure Advisory Committee. The community recommends to the county commissioners the use of sales and use tax funds that are collected to be redistributed for public facility improvements. Commissioner Wayne King would like to continue to be the representative on that committee. There was general consensus of the commissioners that Commissioner Wayne King continue to represent the PUD on the Jefferson County Infrastructure Advisory Committee until the end of his term.

8.4 Personnel Policy Approval: Debbie Lund, Human Resources Manager, gave a report. No action was taken. This was a first view of the policy. This will be brought back at the next board meeting.

8.5 New Utility Billing Option: Will O'Donnell, Communications Manager, gave a report on a new utility billing option. Customer Service and Accounting have created a new rolling average option for Budget Billing program participants. This was information only. No action. Commissioner Kenneth Collins requested information on the number of people who owe various amounts of money to the PUD and the percentage of people in different categories who are in budget billing. It was determined that the PUD doesn't really have a clear understanding as to what it needs to have in order to serve the people who are in the low income category and what their status really is in terms of the difficulties that they run into in paying their bills.

There was some public comment on the resolution, billing options and public outreach.

8.6 Community Solar Project: General Manager Larry Dunbar reported to the commissioners on this project concerning the buy in from the community. More information is needed. There was some discussion and public comment.

8.7 Community Economic Revitalization Board (CERB) Grant: There was some discussion on whether the PUD should apply for the CERB grant which is worth \$50,000.

MOTION: Commissioner Jeff Randall made a motion to direct staff to prepare a planning application grant for the CERB Grant. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

9. **SIGNING OF DOCUMENTS:** The commissioners signed documents during the public meeting.

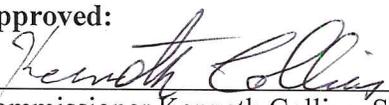
10. **ADJOURNMENT:**

MOTION: Commissioner Jeff Randall made a motion to adjourn the June 5, 2018, Regular Meeting of the Jefferson County Public Utility District. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

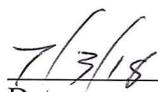
Meeting was adjourned at 7:12 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



Commissioner Kenneth Collins, Secretary

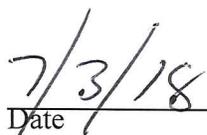


Date

Attest:



Commissioner Jeff Randall, President



Date

Commissioner Wayne King, Vice President

Date

Please note PUD Citizen Advisory Board 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.