



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

July 17, 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. on July 17, 2018, at the Jefferson Transit Conference Room, at 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President  
Commissioner Kenneth Collins, Secretary

Larry Dunbar, General Manager  
Joel Paisner, General Counsel  
Kevin Streett, Assistant General Manager  
Will O'Donnell, Communications Manager  
Bill Graham, Resource Manager  
Annette Johnson, Executive Assistant and Records Administrator  
Don McDaniel, Consultant

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**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.

Commissioner Jeff Randall announced that Commissioner Wayne King has an excused absence.

**2. AGENDA APPROVAL:**

**MOTION:** Commissioner Jeff Randall made a motion to approve the agenda. This motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

**3. GENERAL PUBLIC COMMENT:** Topics:

- Code Enforcement Officer need. Neighbor stealing power and water.
- Search for Chief Financial Officer.

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

Cammy Brown, Recorder for the PUD, requested that the Minutes of the July 3, 2018, meeting be taken off the consent agenda and moved to end of agenda as a first action item.

A written report narrative to accompany the monthly financial statements that is commonly provided by our contract Chief Financial Officer, Tammy Lehman, was not a part of the packet. It is being submitted tonight to go into the record.

**MOTION:** Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda as modified. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

- 4.1 APPROVAL OF MINUTES:** Draft Regular BOC Minutes July 3, 2018. Moved to Action Items Requiring Board Discussion.
- 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.
  - 4.3.3 Financial Review June 2018

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: # 117544 to # 117587	\$ 319,251.07	6/28/2018
Accounts Payable: # 117588 to # 117618	\$ 124,693.45	7/05/2018
Payroll Checks: # 70466 to # 70470	\$ 9,546.55	6/29/2018
Payroll Direct Deposit:	\$ 100,008.96	6/29/2018
<b>TOTAL INVOICES PAID</b>	<b>\$ 553,500.03</b>	
<b>WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
USDA/RUS Loan	\$ 1,526,058.32	6/29/2018
<b>GRAND TOTAL</b>	<b>\$ 2,079,558.35</b>	

**VOIDED WARRANTS**

117615	\$ 11,958.02
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- 4.3 ACTION ITEMS:**
  - 4.3.1 Interlocal Agreement with the Noxious Weed Control Board.
  - 4.3.2 Citizen's Advisory Board Update.
  - 4.3.3 Write-off of delinquent accounts from active accounts receivables.
- 4.4 PUD** Calendar of upcoming meetings – not requiring Board action.

**5. COMMISSIONER REPORTS:**

**Commissioner Kenneth Collins:**

- 7-5-19 Attended meeting with General Manager Larry Dunbar.
- 7-9-18 Attended meeting of the Jefferson County Board of Commissioners. Introduced General Manager Larry Dunbar. Requested support from the Jefferson County Board of Commissioners for the PUD's CERB Grant Application. Support was pledged.
- 7-9-18 Attended Citizen's Advisory Board Meeting.
- 7-10-18 Attended meeting of the Citizen's Advisory Board Broadband Subcommittee.

- 7-11-18 Participated in a PUD association Education Committee conference call.
- 7-11-18 Attended Jefferson County Port Commissioners' Meeting. Introduced General Manager Larry Dunbar and requested support from the Board on the CERB Grant Application. Support was pledged.
- 7-16-18 Participated in conference call for the PUD association to approve their draft of a Strategic Plan.
- 7-17-18 to  
7-20-18 Attending WPUDA Conference in Chehalis.
- 7-24-18 Attending the Energy NW Board Meeting in Pasco.
- 7-27-18 Attend meeting with General Manager Larry Dunbar.
- 8-01-18 to  
8-02-18 Attend meeting of Public Power Council, Portland, Oregon.
- 8-3-18 Attend meeting with General Manager Larry Dunbar.

**Commissioner Jeff Randall:**

- 7-6-18 Attended meeting with General Manager Larry Dunbar.
- 7-7-18 Attended the Jefferson Solar Tour.
- 7-11-18 Participated in conference call with General Manager Larry Dunbar and Craft3.
- 7-12-18 Attended a meeting put on by the Marine Trades' Association in Port Townsend. Subject matter was the collective economic impact that marine trades have in Jefferson County.
- 7-17-18 to  
7-20-18 Attending WPUDA Conference in Chehalis.

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

- Water Consumption.
- Chief Financial Officer applicants – had 13 qualified applicants. Consultant recommended six for further consideration.
- Jean Hall – new Customer Service Manager.
- New entry sign has been ordered.
- Schematic Design for expansion of Operations Center nearing completion. There will be staff and commissioner involvement opportunity at end of month.
- Reviewed security measures at Operations Center.
- CERB Grant – obtaining support from community. On target.
- Conservation payments waiting for response from Department of Revenue.
- As a result of the Commission's approval in June to offer OlyCAP and St. Vincent de Paul amendments to their agreements for the unused solar energy, the excess generation is up from the prior year. This last year's excess generation was 26,000 kilowatt hours. This will provide another \$1,000.00 of contributions to help low income customers that use solar power.

**FUTURE ITEMS** staff is working on for future Board of Commissioner action:

- Staff will be present at summer events with Power Town Safety Demonstrator. There will be a raffle for customers that sign up for paperless billing.
- Governor's Resolution.
- Interlocal Agreement – Chelan PUD – modular building.
- Personnel Policy revision relating to VEBA.
- Parliamentary Procedure workshop in August.
- PUD's association memberships and membership fees and who is assigned

to attend various activities.

- Seeking authority to hire an engineering consultant to repair the Shine Water System Preliminary Assessment for an LUD.
- Will schedule a BOC meeting to have Customer Service Manager make a presentation regarding low income discounts.
- Schedule a meeting for a Special Board Workshop on the Budget.
- Reappointments or new appointments for the Citizen's Advisory Board.
- Real Estate Services RFP – PUD surplus properties.
- Bill Graham, Resource Manager, working on Forester Services for timber sales.
- Request for proposals for financial audit services has been advertised. Responses due end of this month.

**Public Comment: Topics:**

- CERB Grant timeline.
- On a regular basis look at some industry benchmarks in terms of response time to outages or other benchmarks that would tell us and the community how well the PUD is functioning. This will be part of the 2019 budget process.
- CAB expiration of appointments – equally advertising each time a position is opened up.

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

**4.1 Approval of Minutes of July 3, 2018.**

Correction: Top of Page 5. Commissioner Jeff Randall seconded the motion – not Commissioner Kenneth Collins.

Correction: Joel Paisner, General Counsel, was in attendance and not on phone conference.

**MOTION:** Commissioner Jeff Randall made a motion to approve the minutes of July 3, 2018, meeting of the Jefferson County PUD Board of Commissioner as amended. Commissioner Kenneth Collins seconded the motion. Motion unanimously carried.

**7.1 Resolution 2018-015 Updating and Clarifying the Role of the Citizen's Advisory Board (Verbal report).** General Counsel Joel Paisner discussed the proposed resolution. This was an update only.

**Public Comments: Topics**

- Emails that are used by the CAB members. Only use PUD email for all correspondence.
- Emails or other records that CAB members might have personally. It was mentioned that if a CAB member happens to have a document and the CAB member intentionally destroys it, the CAB member could be subject to criminal penalties (Class C Felony – Willful Destruction of Public Record).
- Comment on using personal email accounts and providing documents.
- Comment in favor of keeping the policy the way it is drafted now.
- Specific legal language CAB members should be using that says something specific about the public record.
- General Manager Larry Dunbar and Annette Johnson, Executive Assistant and Records Administrator are working on some email etiquette that will apply to

both staff, commissioners and CAB members.

- Commissioner Wayne King is scheduled to attend the next CAB meeting (August 13, 2018). Consultant Don McDaniel to confirm this.

**7.2 Irondale Substation Expansion Project Bid Award.**

Assistant General Manager Kevin Streett gave a report. This project is budgeted this year. Recommendation is to move forward with the project.

**MOTION:** Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District award the bid to the lowest responsive bidder, which is Michels Corporation, and the amount is \$1,117,327.34 plus taxes, and authorize the General Manager of the Jefferson County Public Utility District to accept this construction contract to upgrade the Irondale Substation.

This motion was seconded by Kenneth Collins. Motion carried unanimously.

**7.3 Water System Plan Scope of Work and Budget.** Bill Graham, Resource Manager, gave a report on the water system plan.

**Public Comment:** Topics

- Ramifications of unfunded mandate.
- Impact of RUS requirements.
- File versions that were unrecoverable.
- New data delivered in generic format.
- Definition of word “transient” in Scope of Services.

**MOTION:** Commissioner Kenneth Collins made a motion to authorize the General Manager of the Jefferson County Public Utility District to sign the short form agreement with HDR Consultant to complete the state mandated Water System Plan Update for the amount of \$122,000.00 including all applicable taxes. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**Update from General Manager:** General Manager Larry Dunbar announced that a job description for the Water Operations Superintendent is being drafted. This position was not included in the 2018 budget. There is sufficient funding available in the budget to fund this position. This is an essential leadership position. Recruitment will begin soon.

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

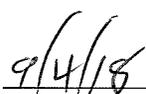
**9. ADJOURNMENT:**

**MOTION:** Commissioner Kenneth Collins made a motion to adjourn the July 17, 2018, Regular Meeting of the Jefferson County Public Utility District No. 1. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Meeting was adjourned at 6:13 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**  
  
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Commissioner Kenneth Collins, Secretary

  
\_\_\_\_\_  
Date 9/4/18

Attest:

  
\_\_\_\_\_  
Commissioner Jeff Randall, President

9-4-18  
\_\_\_\_\_  
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.*