



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

November 7, 2017

**Public Hearing and
Regular PUD Board Meeting**

FINAL MINUTES

The Public Hearing 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 5:03 p.m. at the Jefferson County Transit Administration office at 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

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

Kevin Streett, Assistant General Manager
Debbie Lund, Human Resources Manager
Bill Graham, Resource and Conservation Manager
Tammy Lehman, Interim Financial Officer
Kim Younger, Controller
Richard Hughes, General Counsel
Will O'Donnell, Communications Manager
Don McDaniel, Consultant

Cammy Brown, Recorder

1. CALL TO ORDER:

Commissioner Kenneth Collins called the public hearing on the Jefferson County PUD Budget for 2018 to order at 5:00 pm. Purpose of the hearing was to take any testimony and answer any questions from the public on the budget and then to reconvene.

2. PUBLIC HEARING ON BUDGET:

Kevin Streett, Assistant General Manager, goes over the budget material and referenced the process going forward.

Budget has to be adopted by the end of November, 2017. If the budget was not adopted by the end of November, there would have to be a special meeting.

The budget and the rates don't necessarily go together. The rates for the new budget do not have to be adopted at the same time the budget is adopted.

Both the rate and budget presentation are on line.

There will be one or more hearings on adopting the rates.

MOTION: Commissioner Jeff Randall moved to close the first public hearing, and Commissioner Wayne King seconded that motion. Motion carried unanimously.

3. **ADJOURN MEETING UNTIL November 21, 2017:**

Hearing was adjourned at 5:04 p.m.

PUD REGULAR BOARD MEETING

1. **CALL TO ORDER:**

The November 7, 2017, Regular Meeting of the Jefferson County PUD which, because of its location, is also a Special Board Meeting was called to order by Commissioner Kenneth Collins at 5:05 p.m.

2. **AGENDA APPROVAL:**

MOTION: Commissioner Jeff Randall moved to approve the agenda and motion was seconded by Commissioner Wayne King. Motion carried unanimously.

3. **ITEMS FROM THE FLOOR:** The Homeowners' Association of Kala Point has formed a Fire Hydrant Safety Committee. People have observed that store fittings are appearing on water hydrants. The committee wanted to convey to the PUD their appreciation for the work they have been doing on the fire hydrants. On many of the hydrants but not all of them there is a red disk. Kevin Streett responds that the red disk means to the fire department the gallons permitted at that hydrant so that they know how much fire flow there is. The PUD is in the process of mapping and putting labels on all the hydrants. Eventually all of the hydrants will have some kind of color code. The PUD is in the process of bringing a contractor in to do fire flow testing.

The committee asked if it would be possible for one of the PUD staff members of the water system to come and visit the Fire Hydrant Safety Committee. Kevin Streett said that would be possible.

An update on the broadband strategy was requested. PUD is working on this.

Question was asked if anything had been done about the generator not starting. Kevin Streett is talking with NoaNet and there are plans moving forward. Some things have been put into place such as an emergency contact for NoaNet. In the short term the generator could be started and the PUD is looking at other short term options. Long term options are being put in place also.

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

MOTION: Commissioner Jeff Randall moved to approve the consent agenda as written and it was seconded by Commissioner Wayne King. Motion carried unanimously.

4.1 **APPROVAL OF MINUTES**

4.1.1 Minutes of Public Hearing and Regular PUD Board Meeting of October 17, 2017.

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.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

Warrants	Amount	Date
Accounts Payable: # 115309 to # 115345	\$ 246,059.01	10/12/2017
Accounts Payable: # 115346 to # 115422	\$ 763,299.32	10/19/2017
Accounts Payable: # 115423 to # 115452	\$ 68,194.07	10/26/2017
Payroll Checks: # 70366 to # 70372	\$ 11,162.66	10/20/2017
Payroll Direct Deposit:	\$ 82,774.86	10/20/2017
TOTAL INVOICES PAID	\$ 1,171,489.92	

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 961,935.00	10/13/2017
GRAND TOTAL	\$ 2,133,424.92	

Voided Warrants

115180	700.00
115441	0.40

4.3 RESOLUTIONS:

- 4.3.1 Resolution 2017-21 Budget Tax Levy Resolution.
- 4.2.2 Resolution 2017-23 Emergency Declaration.

4.4 ACTION ITEMS:

- 4.4.1 2018 Calendar for BOC meetings.

4.5 CAB REPORT not requiring Board action.

4.6 STAFF REPORTS not requiring Board action

- 4.6.1 HR and Communication Report

4.7 PUD Calendar of upcoming meetings – not requiring Board action

4.8 CORRESPONDENCE not requiring Board action.

- 4.8.1 Arcadia Power
- 4.8.2 BPA Forecast

5. COMMISSIONERS' REPORTS: Commissioners gave their reports.

6. ACTION ITEMS REQUIRING BOARD DISCUSSION:

6.1 AMI Project: Assistant General Manager Kevin Streett gave a report.

The plan for the next couple of board meetings is to revisit the AMI meters. The PUD would like to explain where it is coming from and try to move the project forward. Today's discussion is to talk about the RFP and the bids we got back from various people who provide AMI meters

and/or meter installation. When the bids were sent out ITRON was low bid. Staff contacted ITRON.

Assistant General Manager Kevin Streett gave some information on the power line carrier. He will present more information at the next Board meeting.

There were some questions from the public and the commissioners on the AMI project.

6.2 Lot purchase at 210 Four Corners Road: Assistant General Manager Kevin Streett requested the approval of the commissioners to continue to explore the possibility of the PUD purchase of a lot across the road as a buffer. Commissioner Jeff Randall requested a map of the lot be provided to the commissioners.

MOTION: Commissioner Wayne King made the motion to give authorization to the Assistant General Manager to start negotiations to purchase the lot purchase at 210 Four Corners Road. This motion was seconded by Commissioner Jeff Randall. Motion carried unanimously.

6.3 Radio Interlocal Agreement: Kevin Streett, Assistant General Manager would like to move forward with the radios. He stated he would have an interlocal agreement at the next regular PUD meeting.

6.4 Options from MYCOFF: Consultant Don McDaniel gave a brief report on the process and what steps are next in the selection of interviewing candidates for the recruitment for a new General Manager. He outlined some options that are available and made his recommendation which was to go with Option 3. It gives a more extended time line. Commissioner Kenneth Collins was given the suggestion to solicit from the public some of the criteria for the selection of a General Manager. The commissioners gave direction to Don that they would like to revisit what was earlier developed, refine that, ask for input from the public in terms of the selection criteria and integrate that so that they can be part of the process in interviewing the various candidates. Any selection process has to be done in an open public meeting.

MOTION: Commissioner Jeff Randall made a motion that Option 3 from the Mycoff options be selected. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

6.5 Facilities options, including possible action regarding the Union Bank purchase and sale agreement. Kevin Streett commented that the decision on whether the Board cancel the escrow money or move forward with the option on Union Bank had to be done at this meeting.

There was discussion on the Union Bank renovation and its durability and the options available to the PUD.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County PUD invokes its right to get its money back on the Union Bank building and direct the architects to pursue Phase 1, Option C, Alternative 2 of the Facilities Plan. Motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

7. FUTURE ITEMS: The following were added as future items:

- Update – Fire Hydrant
- CAB Meeting (Commissioner Wayne King to attend)
- Appointment of new CAB member
- Human Resources presentation on dental coverage
- Newsletter (Will O'Donnell will have a report on this)

- Set dates to review candidates – January 22 & 23
- **7:17 p.m. BREAK - Signing documents:** There was a short break so that any documents that needed to be signed would be done in a public meeting format.

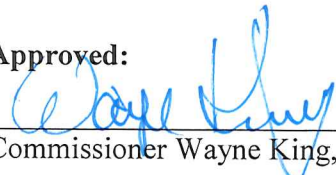
8. ADJOURNMENT:

MOTION: Commissioner Jeff Randall made a motion to adjourn the November 7, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:22 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



Commissioner Wayne King, Secretary

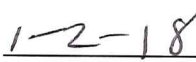


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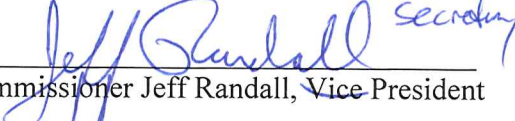
Attest:




Commissioner Kenneth Collins, President



Date



Commissioner Jeff Randall, 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.



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
November 21, 2017

**Public Hearing and
Regular PUD Board Meeting**

FINAL MINUTES

The Public Hearing of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the Vice 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 Kenneth Collins, President
Commissioner Jeff Randall, Vice President
Commissioner Wayne King, Secretary

Kevin Streett, Assistant General Manager
Debbie Lund, Human Resources Manager
Bill Graham, Resource and Conservation Manager
Richard Hughes, General Counsel
Will O'Donnell, Communications Manager
Don McDaniel, Consultant

Cammy Brown, Recorder

1. **CALL TO ORDER:**

Commissioner Jeff Randall called the public hearing on the Jefferson County PUD Budget for 2018, to order at 5:00 pm. He is sitting in for Commissioner Kenneth Collins. Introductions were made which were strictly voluntary. Commissioner Kenneth Collins arrives at 5:04pm and takes the Chair position. Purpose of the hearing was to take any testimony and answer any questions from the public on the budget and then reconvene for the Jefferson County PUD regularly scheduled meeting.

2. **PUBLIC HEARING ON BUDGET:**

Commissioner Jeff Randall explains purpose of meeting. Following the conclusion of this hearing the Board will go into the regular PUD agenda board meeting.

Kevin Streett, Assistant General Manager, goes over the budget material and referenced the process going forward. Budget has to be adopted today or there will have to be a special meeting. There is a county deadline on budget adoption.

There were no public comments or questions.

Commissioner Jeff Randall expressed his thoughts on the budget adoption and stated he supported the adoption of the resolution.

Commissioner Kenneth Collins stated that the rate adjustment is very much in line with