



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
June 20, 2017  
**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 PUD Administration office at 230 Chimacum Road, Port Hadlock, Washington, 98339. Present:

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

Jim Parker, Manager  
Kevin Streett, Assistant Manager  
Debbie Lund, Human Resources and Communications Manager  
Susan Carter, Chief Financial Officer  
Bill Graham, Resource and Conservation Manager  
Kim Younger, Controller  
Richard Hughes, General Counsel  
Don McDaniel, Consultant

Cammy Brown, Recorder

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**1. CALL TO ORDER:**

The meeting was called to order by Commissioner Kenneth Collins at 5:00 p.m.

**2. APPROVAL AND ADOPTION OF AGENDA:**

- Richard Hughes, Counsel, requested the June 2 meeting minutes be pulled from the Agenda, correcting the minutes to reflect that he was not at the meeting of June 2, 2017;

**And that**

- Manager James Parker requested the June 6 meeting minutes be pulled from the Agenda, correcting the spelling of Liheap to LIHEAP.

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

**3. ITEMS FROM THE FLOOR:** Bill Kuane handed out a letter to the PUD regarding fire hydrants at Kala Point and cited that their dysfunction was a safety issue. Manager James Parker gave a brief history regarding the hydrants. Manager James Parker will research. Commissioner Jeff Randall suggested this item be put on a future agenda to discuss further. Commissioner Kenneth Collins requested that this item be put on the next meeting agenda.

An individual asked about how to best prepare for possible connection in the future to PUD

electrical infrastructure.

There was some discussion on the new power connection in Quilcene.

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

**MOTION:** Commissioner Jeff Randall made a motion that the agenda be approved as modified. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

**MOTION:** Commissioner Wayne King made a motion to approve the consent agenda as modified and Commissioner Jeff Randall seconded that motion. Motion carried unanimously.

Commissioner Kenneth Collins itemized the approval items:

**4.1 APPROVAL OF MINUTES**

Minutes Special Meeting of 2 June 2017 – Financial & Budget approved as corrected deleting Richard Hughes attendance at the meeting.

Minutes Special Meeting of 5 June 2017 – Communications approved.

Minutes of Regular Meeting of 6 June 2017 Correct the spelling of Liheap to LIHEAP.

4.2.3 Approval of the Voucher Approval Form for:

**Warrant Numbers:**

- 114191 to 114224 for \$ 199,673.47
- 114225 to 114289 for \$ 437,655.14

**Payroll Checks:**

- 70308 to 70311 for \$ 8,410.55

<b>Payroll Direct Deposit</b> for	\$ 89,312.98
Wire Transfers Paid	
BPA	\$1,339,864.00

**GRAND TOTAL** **\$2,074,916.14**

**4.3 RESOLUTIONS:** Misnumbered.

4.2.1 Board approved Resolution 2017-014 – Credit Card

**4.3 ACTION ITEMS:**

4.3.1 Credit Card Policy (see items 4.21 above).

4.3.2 Setting date for PUD Special Meeting – Meter RFP

4.3.3 Awarding tree trimming contract

**4.4 CAB REPORT** (included in packet)\

**4.5. STAFF REPORTS** not requiring board action

4.5.1 HR/Commo Update

4.5.2 Operational reports

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

4.7 Correspondence not requiring Board Action.

**MOTION:** Commissioner Jeff Randall approved the consent agenda as read by Commissioner Kenneth Collins and Commissioner Wayne King seconded. Motion unanimously carried.

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

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

**6.1 PUD Response to Citizens E-mail questions address to BOC.** There was some discussion about a policy which outlines the process of replying to questions from the public. If there is an inquiry from the public each district replies to their own constituents of their district. Commissioner Randall requested a policy on how to respond to public inquiry. District boundaries were discussed. There was general consensus among the commissioners that there be a guideline for all three commissioners that if there is an inquiry addressed to the three of them, that the commissioner whose district that constituent lives in has the responsibility for responding.

It was also determined that there should be a more definitive (maybe street level) map on the website so that the constituent can make a determination of what district they are in and to whom (what commissioner) they should direct their inquiries to.

**6.2 PUD Succession Planning:** Commissioner Kenneth Collins suggested a workshop be scheduled on the topic of Succession Planning. The workshop was scheduled for June 26, 2017.

**6.3 COS Stuffer:** Commissioner Collins went over the COS Stuffer and there were a number of suggested changes.

**7. STAFF REPORTS**

**7.1 Finance Director's Report:** Susan Carter, Chief Financial Officer presented the Finance Report.

**7.2 Telecom Update:** Bill Graham, Resource and Conservation Manager, went over the telecom update. Bill Graham will come back with proposed zones. He will submit a list of ten possible zones.

**8. Misnumbered – There was no number on the agenda.**

**9. FUTURE ITEMS:**

- Manager Jim Parker went over future PUD special meeting items for the July 3 meeting.
- Commissioner King made the suggestion that Commissioners Randall and Collins go down to Bonneville and watch how they do their rate increase process. Very interesting and thorough. A cost benefit analysis is big for them. He would recommend that.
- Commissioner Kenneth Collins will be going down to the next Public Power Council meeting.
- Commissioner King would like to add net metering liability as a suggested topic to talk about in the future.

**10. EXECUTIVE SESSION:** None.

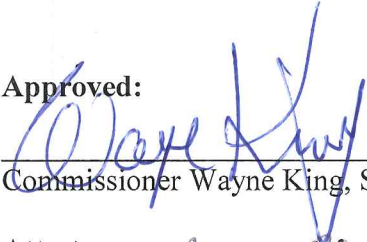
**11. ADJOURNMENT:**

**MOTION:** Commissioner Wayne King made a motion to adjourn the June 20, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Meeting was adjourned at 8:10 p.m.


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Minutes prepared by  
Cammy Brown, PUD Recorder

Approved:

  
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Commissioner Wayne King, Secretary

8/15/17  
Date

Attest:

  
\_\_\_\_\_  
Commissioner Kenneth Collins, President

8/15/17  
Date

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

8/15/17  
Date

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