



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

June 6, 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

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:

Manager Jim Parker requested the following items be removed from the Agenda:

- Agenda Item 6.5 Resolution 2017-014 – Credit Card.

And that

- Agenda Item 6.1 Potential Approval of Purchase Sales Agreement - move behind executive session – goes under Agenda Item 9.

And that

- Add a second Executive Session – (purpose of session announced later in meeting).

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

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Commissioner Jeff Randall wanted to discuss the 4.3.1 PUD Net Metering Policies – Resolution

2017-013. To be put under the Items Requiring Board Discussion.

Commissioner Wayne King wanted to pull off 4.6.4 Telecom Update. Put under Staff Reports.

Commissioner Ken Collins inadvertently left out 3. ITEMS FROM THE PUBLIC. He switched 3. ITEMS FROM THE PUBLIC to the end of 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:

4.2.3 Approval of the Voucher Approval Form for:

Warrant Numbers:

- | | | |
|--------------------|-----|--------------|
| • 114051 to 114081 | for | \$118,106.54 |
| • 114082 to 114140 | for | \$431,458.67 |
| • 114141 to 114190 | for | \$354,693.98 |

Payroll Checks:

- | | | |
|------------------|-----|-------------|
| • 70301 to 70301 | for | \$ 645.17 |
| • 70302 to 70305 | for | \$ 7,264.63 |
| • 70307 to 70307 | for | \$ 529.80 |

Payroll Direct Deposit for	\$ 87,413.49
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Total Invoices Paid	\$1,000,112.28
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WIRE TRANSFERS PAID:

BPA	\$1,480,895.00
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State of Washington Dept. of Revenue	\$ 657,520.99 (Privilege Tax)
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GRAND TOTAL	\$3,138,528.27
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PUD Emergency State of Emergency Resolution 2017-012.

Board Approval of RUS 219.

Approval of Interlocal Agreement between Jefferson PUD and Whatcom PUD.

CAB Report and various staff reports with the exception of the Telecom Update and the Calendar of upcoming meetings and Correspondence, neither which required Board action.

3. ITEMS FROM THE PUBLIC: There were comments made about the LIHEAP Program and the proposed federal budget and getting the word out to customers. Commissioner Kenneth Collins requested an email be sent to him outlining concerns.

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

6. ACTION ITEMS REQUIRING BOARD DISCUSSION:

6.1 Potential Approval of Purchase Sales Agreement. Moved to Executive Session.

6.2 BOC direction on PUD Succession Planning: Manager Jim Parker went over Memorandum that he sent to all three commissioners on Succession Planning. It was requested that this subject be put on the agenda at the meeting of June 20, 2017.

6.3 Hadlock Days Participation: Consensus among commissioners that the PUD should participate in the Hadlock Days celebration. Jim will send out time chart for sitting in the booth.

6.4 PUD Purchase of Power Town and other Educational Items: It was decided to let the new Communications Director take care of this purchase.

6.5 Resolution 2017-014 Credit Card. Removed from Agenda.

6.6 Board direction on hiring a Communications Manager.

MOTION: Commissioner Wayne King made a motion to hire a Communications Manager, seconded by Commissioner Jeff Randall. Motion carried unanimously.

4.3.1 PUD Net Metering Policies – Resolution 2017-013. Manager James Parker made a presentation. Richard Hughes, counsel, will review and get back with the commissioners.

7. STAFF REPORTS:

- Manager James Parker read letter regarding NoaNet.
- Bill Graham gave a small report on the survey. He will make a more comprehensive presentation at the next meeting. Wants to focus on one zone so the commissioners can give direction on how those zones should be broken out. There was a comment made that marketing of the PUD seems to be working. Four hundred responses have come in. Commissioner Kenneth Collins would like to work with Bill Graham. He would like to write something up for a stuffer to go in the bills. He will present at the next meeting.

8. FUTURE ITEMS:

- Credit Card resolution.
- Policy – utility will pay for employee meals.
- Bill stuffer in survey.
- Succession planning.
- Review of Professional Service Contracts.
- PUD bill stuffer for Telecom.
- Net Metering resolution.

The meeting adjourned at 6:48 p.m. to go into the First Executive Session.

9. EXECUTIVE SESSION: Commissioner Kenneth Collins called an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. Commissioner Kenneth Collins stated the meeting would take approximately 45 minutes. He stated that there could potentially be action.

The regular meeting of the Board of Commissioners of the Jefferson PUD was reconvened at 7:40 p.m. No action was taken.

The meeting adjourned at 7:41 p.m. to go into the Second Executive Session.

10. EXECUTIVE SESSION: Commissioner Kenneth Collins called an executive session pursuant to RCW 42.30.110(1)(b) to discuss lease or purchase of real estate if there's a

likelihood that disclosure would increase the price. Final action selling or leasing public property shall be taken in a meeting open to the public. Commissioner Kenneth Collins stated the meeting would take approximately 10 minutes. There may potentially be action taken.

The regular meeting of the Board of Commissioners of the Jefferson PUD was reconvened at 7:51 p.m. There was discussion.

Richard Hughes, counsel, went over the major parts of the Purchase and Sell Agreement for the board to consider approval.

MOTION: Commissioner Jeff Randall made a motion to formally approve that the General Manager proceed with signing the Purchase and Sell Agreement in the substantiated form that has been presented and proceed with the environmental assessment as part of this process. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

8. **ADJOURNMENT:**

MOTION: Commissioner Jeff Randall made a motion to adjourn the June 6, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:58 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



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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