



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

July 18, 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. AGENDA:**

- Manager Jim Parker requested the July 3, 2017 meeting minutes be pulled from the Agenda, stating the minutes were not ready for approval.
- Manager James Parker stated that under Item 6, Action Items Requiring Board Discussion, there is no action required.
- Under 4.2.1 Finance Director's Report: An oral report will be presented by the Finance Director.
- There will be an executive session under Item 8, Performance of a Public Employee.

There was a general consensus of the Board of Commissioners to approve the agenda as modified.

**3. ITEMS FROM THE FLOOR (skipped over – addressed later in agenda).**

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

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

4.1.1 Minutes Special Meeting of July 3, 2017 – approved.

4.1.3 Minutes Special Meeting of June 26, 2017 – Meter RFP approved.

Warrants	Amount	Date
nts Payable: # 114446 to # 114511	\$ 241,473.77	6/27/2017
nts Payable: # 114512 to # 114558	\$ 95,346.11	7/7/2017
l Checks: # 70317 to # 70323	\$ 11,524.76	6/30/2017
l Direct Deposit:	\$ 91,997.04	6/30/2017
<b>TOTAL INVOICES PAID</b>	<b>\$ 440,341.68</b>	

WIRE TRANSFERS PAID	AMOUNT	DATE
USDA/RUS Loan	\$1,527,041.32	6/29/2017
BPA	\$ 937,673.00	7/11/2017

**4.3 RESOLUTIONS:** None.

#### 4.4.1 Approval of Pre-Qualified of Electrical Contractors.

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

#### 4.6.2 HR/Communications Report

#### 4.6.4 New Renewable Energy Cost-Recovery Incentive Program

**4.8 CORRESPONDENCE** not requiring Board Action.

5. **COMMISSIONER REPORTS:** Commissioners gave their reports.

- Special meeting July 31, 2017, 10:00 a.m. regarding Telecom

- PUD Regular meeting set for August 1, 2017 at 5:00 p.m.

Commissioners Jeff Randall stated he has an applicant for the Community Advisory Board (CAB) – Larry Dennison.

4.2.1 Finance Director's Report (removed from Consent Agenda): Finance Director Susan Carter presented her report.

**3. ITEMS FROM THE FLOOR** (this agenda item was overlooked on the Agenda and is out of order). There was some discussion regarding the LIHEAP program.

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

**6.1 Reworking of CAB Resolution:** CAB member Peter Lauritzen gave a report. Commissioner Jeff Randall requested there be an attachment to the resolution listing each CAB position with term expiration dates.

Commissioner Wayne King requested that the CAB review the LIHEAP Program.

**6.2 PUD Fire Suppression Planning:** Manager Jim Parker went over the PUD Fire Suppression Planning Project. Suggestion was made that someone be hired to take care of the hydrant situation and work with the fire departments.

**MOTION:** Commissioner Jeff Randall made a motion that the Jefferson County PUD create an additional position in the Water Department with focus on maintenance of fire hydrants in our water service area. Commissioner Wayne King seconded the motion. Motion carried unanimously.

**6.3 PUD Facility process:** Manager Jim Parker gave an update.

**6.4 PUD Succession Planning:** Manager Jim Parker gave an update.

**6.5 Hiring of Communications Specialist:** There was some discussion on the hiring and interview process for the Communications Specialist. All three commissioners will be on the hiring panel. Manager Jim Parker will notify Liz Anderson of WPUDA to see if she would be willing to serve on the interview panel. Other members on the panel will be Kevin Streett, Assistant Manager, Debbie Lund, Human Resources and Communications Manager and Susan Clarke, Chief Financial Officer.

**There was a special meeting set for July 24, 2017, at 10:00 a.m., Executive Session, Communications Specialist Interview.**

**6.6 Environmental Site Assessment Proposal:** Removed from Agenda.

## **7. FUTURE ITEMS:**

- Net metering Resolution (updated)
- Human Resources Report
- Communications Specialist position.

**8. EXECUTIVE SESSION:** Commissioner Kenneth Collins called an executive session pursuant to RCW 42.30.110(1)(g) at 6:22 p.m. to review the performance of a public employee and the executive session will run until 7:00 p.m. Commissioner Collins stated there will be an announcement if additional time is required and the session may take forty minutes.

Manager Jim Parker did not go into executive session until 6:51 pm. as requested by the Commissioners.

Commissioner Kenneth Collins came out of the executive session at 7:00 p.m. and requested an extension of the meeting until 7:30 p.m.

The executive session of the Jefferson County commissioners was adjourned at 7:30 p.m. No action was taken.

The regular meeting of the Jefferson County PUD was reconvened at 7:30 p.m.

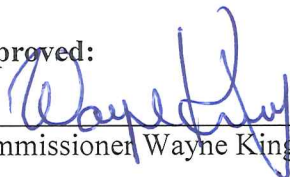
9. ADJOURNMENT:

**MOTION:** Commissioner Jeff Randall made a motion to adjourn the July 18, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:32 p.m.

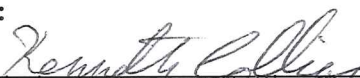
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Minutes prepared by  
Cammy Brown, PUD Recorder

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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