



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

July 3, 2017

**Board of Commissioners
Special Meeting**

Final Minutes

The Special 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 (via teleconference)
Commissioner Wayne King, Secretary

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

1. CALL TO ORDER:

The meeting was called to order by Commissioner Kenneth Collins at 5:00 p.m. it was noted this was a special meeting, and the regular meeting of the Board of Commissioners scheduled for the 5th of July was cancelled.

2. AGENDA APPROVAL:

Commissioner Collins noted that the minutes for the special meeting of 26 June 2017 and the regular meeting of 20 June 2017 were to be removed from the consent agenda and moved to the 18 July 2017 Regular Board Meeting. Commissioner Randall requested the following item 4.6.2 Fire Hydrant Maintenance be removed from the Consent Agenda and moved to Action items requiring Board discussion. Manager stated there would be no executive session.

MOTION: Commissioner King moved to approve the Agenda as modified and Commissioner Randall seconded the motion. Motion carried unanimously.

3. ITEMS FROM THE FLOOR: None

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

MOTION: Motion was made by Commissioner Randall to approve the consent agenda as modified and Commissioner King seconded that motion. Motion unanimously carried.

4.2.2 Approval of the Voucher Approval Form for:

Warrant Numbers :

- 114290 to 114338 for \$228,317.28
- 114339 to 114427 for \$280,550.38
- 114428 to 114445 for \$144,941.41

Payroll Checks:

- 70312 to 70316 for \$ 9,976.77

Payroll Direct Deposit for \$ 83,290.72

Total Invoices Paid **\$746,176.56**

5. COMMISSIONER REPORTS

Commissioner Randall reported on this attendance on 22 June of the North Olympic Peninsula Resource Conservation & Development Council and his attendance at the 26 June at the PUD Special meeting to approve a vendor for the PUD electrical metering system. He also discussed his conversation with OPALCO and their experiences with wide-ranging band buildout. He also commented on his purchase of an all-electric leaf. He will be attending upcoming PUD workshops (14th from 9 to 10:30 with TCF architects on PUD facilities, and the 17th workshop on succession planning and on PUD fire hydrant maintenance budgeting)

Commissioner King attended a community meeting with Bill Graham at Shine for the possible LUD for consolidation of the Shine Plat Water system into the PUD's Bywater Water system. He also attended the 26 June Special PUD meeting, he attended the WPUDA Water Meeting in Olympia. He will be attending the WPUDA meeting on the 19, 20, and 21st of July, and the upcoming PUD workshops.

Commissioner Collins attended the Special meeting of 26 June on meter vendor selection. He will be attending the PPC meeting on the 5th and 6th of July, the 10 July CAB meeting, and the PUD Special Meetings of 14 and 17 July.

6. ACTION ITEMS REQUIRING BOARD DISCUSSION:

4.2.2 Fire Hydrant Maintenance- The Manager went over the history of fire hydrant maintenance in the State and Jefferson County. Prior to 2008, the PUD worked cooperatively with the Fire Districts to maintain the District's hydrants. In 2008 the Lane versus the City of Seattle made it illegal for water utilities to charge water customers for maintenance of hydrants, as firefighting is considered a governmental responsibility. In 2013 the State Legislative passed a law that would allow water utilities to charge for fire hydrant maintenance. The Board agreed to have a workshop to go into more details and impacts on personnel and budget.

6.1 COS Update. Bill Graham presented the Board with an update of the COS program concentrating on the Marrowstone Island area as example of options going forward. It was decided a workshop would be necessary to discuss next steps.

7. STAFF REPORTS

7.1 Finance Directors Report - The CFO went over current actuals versus budgeted financials. Discussion of the effect of various possible BPA rate increases starting in October of 2017 were outlined. BPA should have clarification by the end of July on actual rate increases to include a Spill Charge. Timing of PUD Budget was discussed with at least one workshop in August.

7.2 HR/Communications Report - Debbie Lund went over the large number of personnel hiring's currently being completed and that will occur in the next several months. The Board asked to participate in the selection of a communications manager for the PUD.

FUTURE AGENDA ITEMS:

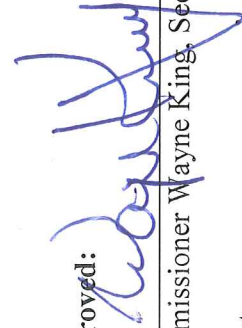
- Approval of prequalification of electrical contractors
- Net-metering Resolution
- CAB Resolution update
- Succession Planning
- PUD contractor contract review/update
- Facility Planning

8. ADJOURNMENT:


MOTION: Commissioner Wayne King made a motion to adjourn the July 3, 2017, Special Meeting of the Jefferson County PUD and Commissioner Jeff Randall seconded the motion. Motion unanimously carried.


Meeting was adjourned at 6:45 p.m.

Minutes prepared by
Jim Parker, PUD Manager

Approved: 

Commissioner Wayne King, Secretary
Date 8/15/17

Attest: 

Commissioner Kenneth Collins, President


Commissioner Jeff Randall, Vice President
Date 8/15/17
Date 8/15/17

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
14 July 2017
**Board of Commissioners
Special Meeting**
Final Minutes

The Special 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 9:00 a.m. at the PUD Administration office at 230 Chimacum Road, Port Hadlock, Washington, 98339. Present:

Commissioner Kenneth Collins, President
(departed at 10:30)
Commissioner Jeff Randall, Vice President
(arrived at 9:43)
Commissioner Wayne King, Secretary

Jim Parker, Manager
Kevin Streett, Assistant Manager
Susan Carter, Chief Financial Officer
Debbie Lund, Human Resources and Communications Manager
Bill Graham, Resource and Conservation Manager
Jerry Wilson, Telecom Manager
Don McDaniel, Consultant

Randy Cook, Consultant with TCF
Mark Hurley, Consultant with TCF

1. CALL TO ORDER:

The meeting was called to order by Commissioner Kenneth Collins at 9:00 a.m. it was noted this was a special meeting for the review of options for future PUD facilities

2. DISCUSSION:

District Manager went over the past and current situation with growing staff and limited space and the need to do both short term and long-term planning for PUD facilities. The PUD budgeted funds for a professional review of needs and options.

Randy Cook from TCF provided a walk-through of the process used to determine PUD facility requirements. He took existing staff and projected changes over the next 10 and 20 years to prepare a requirements document, which included space needs for personnel, equipment, operations, and storage. He discussed the concept of consolidation of all PUD personnel to save internal costs.

Randy discussed two different primary options that each had phases and rough costs associated with them. Ultimately the goal could be to consolidate at PUD owned land at Four Corners, however, one alternative had the PUD possibly moving to a commercial building in