



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

August 1, 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
Annette Johnson, Records Administrator
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. AGENDA:

- Manager Jim Parker requested Item 6.2, the presentation by Annette Johnson, Records Administrator, be moved up on the agenda after approval of the consent agenda.

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

3. ITEMS FROM THE FLOOR

Andy Cochrane, President of Power Trip Energy Corp. made a short presentation on the new production incentive law, Senate Bill 5939.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

It was suggested that Item 4.2.1 the Citizen Advisory Board Resolution be moved to Action Items Requiring Board Discussion and said resolution be discussed as Item No. 6.4.

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

4.1 APPROVAL OF MINUTES

- 4.1.1 Minutes of Regular Meeting of June 20, 2017 – approved.
- 4.1.2 Minutes of July 14, 2017 – Facility Study - approved.
- 4.1.3 Minutes of Special Meeting of July 17, 2017 – Succession Planning – approved.
- 4.1.4 Minutes of Special Meeting of July 17, 2017 – Fire Suppression – approved.
- 4.1.5 Minutes of Regular Meeting of July 18, 2017 – approved.

4.2 CFO REPORT AND APPROVAL OF VOUCHERS

4.2.1 Susan Carter, Chief Financial Officer, handed out the new Welcome pamphlets that will be given to new customers.

4.2.3 BOC Approval of Voucher approval form:

Warrants	Amount	Date
Accounts Payable: # 114559 to # 114594	\$ 374,722.96	7/13/2017
Accounts Payable: # 114595 to # 114652	\$ 307,841.92	7/20/2017
Payroll Checks: # 70324 to # 70329	\$ 9,531.67	7/14/2017
Payroll Direct Deposit:	\$ 85,592.24	7/14/2017
TOTAL INVOICES PAID	\$ 777,688.79	
GRAND TOTAL	\$ 777,688.79	

4.3 RESOLUTIONS: Moved to Action Item Requiring Board Discussion.

4.4 ACTION ITEMS:

- 4.4.1 BPA conservation agreement – Information only.
- 4.4.2 RUS Audit Report
- 4.4.3 CAB membership: Larry Dennison

4.5 CAB REPORT

4.6. STAFF REPORTS not requiring board action

- 4.4.1 Operational Reports
- 4.6.2 HR/Communications Report

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

4.8 CORRESPONDENCE not requiring Board Action.

MOTION: Commissioner Jeff Randall moved for approval of the consent agenda as read by Commissioner Kenneth Collins and Commissioner Wayne King seconded. Motion unanimously carried.

6.2 PUBLIC INFORMATION POLICY CHANGE: Annette Johnson, Records

Administrator, gave a presentation on the new Public Records House Bills 1594 and 1595 which involves some new changes:

- Fees that were established (or can be established by each individual public agency.
- A grant program for training from Washington State Secretary of State's Office and Archives.
- New definition of records such as asking for all records or substantially all records" is no longer a valid request.

Richard Hughes, General Counsel advised that it was a good idea to defer any action on this item at this time. There was a general consensus among the commissioners to agree with this suggestion.

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

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

Out of order: Resolution 2017-017 has the incorrect Resolution number on it. Manager Jim Parker stated he would bring the corrected resolution to the next meeting.

6.1 **Net Metering Resolution Update:** Manager Jim Parker gave a report on the Net Metering Resolution. Commissioner Jeff Randall gave an overview of the policy changes. There was some discussion on adding an "appeals process". Richard Hughes, General Counsel, felt the Board had discretion and that the staff had the expertise to handle the appeals process. The Board may defer to the staff. No action was taken and Manager Parker will reformat the resolution and bring it back to the Board at the next meeting for approval.

6.2 Moved ahead of Consent Agenda.

6.3 **Succession Planning for GM Position:** This was moved down below Executive Session.

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

- Union Bank Option
- Interviewing Process
- Meeting set for August 17, 2017, with Commissioner Kenneth Collins, Debbie Lund, Human Resources and Communications Manager, Liz Anderson from WPUA and Manager Jim Parker
- Budget Discussion
- Metering – opt out program
- New cab member

8. **EXECUTIVE SESSION:** Commissioner Kenneth Collins called an executive session pursuant to RCW 42.30.110(1)(g) at 6:08 p.m. to review the performance of a public employee and the executive session will run until 6:45 p.m.

The executive session of the Jefferson County commissioners was adjourned at 6:40 p.m. No action was taken.

6.3 **Succession Planning for GM Position:** Was not addressed at this time as stated above.

The regular meeting of the Jefferson County PUD was reconvened at 6:49 p.m.

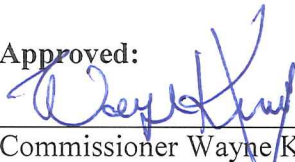
9. ADJOURNMENT:

MOTION: Commissioner Jeff Randall made a motion to adjourn the August 1, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 6:49 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder


Approved:



Commissioner Wayne King, Secretary

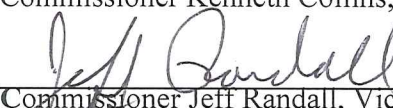
Date

Attest:



Commissioner Kenneth Collins, President

Date



Commissioner Jeff Randall, Vice President

9-5-17

Date

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