



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

August 15, 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

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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 APPROVAL:** The following corrections and/or additions were made:

- Pull Minutes for August 1, 2017 from the agenda. Correction on typo second page – change Susan Clark to Susan Carter.
- Insert Financial Director's Report after Commissioners' Reports.
- Remove 6.1 – Recording PUD Records.
- Remove 6.4 – PUD 2018 Budget

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

**3. ITEMS FROM THE FLOOR**

There were comments regarding the hiring of personnel.

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

It was suggested that Item 4.2.1 be removed from 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 APPROVAL OF MINUTES**

- 4.1.1 Minutes of Regular Meeting of August 1, 2017 – approved as amended.
- 4.1.2 Minutes of Special Meeting of July 31, 2017 – Communications Specialist - approved.
- 4.1.3 Minutes of Special Meeting of July 31, 2017 – July Telecom Workshop – approved.

**4.2 CFO REPORT AND APPROVAL OF VOUCHERS**

- 4.2.1 Finance Director’s Report – moved after Consent Agenda approval.
- 4.2.3 BOC Approval of Voucher approval form:

<b>Warrants</b>	<b>Amount</b>	<b>Date</b>
Accounts Payable: # 114653 to # 114711	\$ 318,261.30	7/27/2017
Accounts Payable: # 114712 to # 114794	\$ 157,159.35	8/04/2017
Payroll Checks: # 70330 to # 70335	\$ 10,255.58	7/28/2017
Payroll Direct Deposit:	\$ 79,335.69	7/28/2017
<b>TOTAL INVOICES PAID</b>	<b>\$ 565,011.92</b>	
<b>GRAND TOTAL</b>	<b>\$ 565,011.92</b>	

**4.3 RESOLUTIONS:**

- 4.2.1 Net Metering Resolution update - removed
- 4.2.2 CAB Resolution - approve

**4.4 ACTION ITEMS: None**

**4.5 CAB REPORT**

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

- 4.6.1 Operational Reports
- 4.6.2 HR/Communications Report
- 4.6.3 Staff Report
- 5.6.4 Static water level – Sparling 2 well

**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.

**5. COMMISSIONERS’ REPORTS:** Each Commissioner gave a report.

Commissioner Wayne King read for the minutes RCW 42.23.070 Prohibited Acts. (Handout

No. 1). There was some discussion of a conflict of interest Commissioner Jeff Randall's participation in the writing of the net metering contract and his employment. There was some considerable discussion on the conflict of interest issue and Commissioner Jeff Randall stated that he had submitted his resignation to his employer to avoid any perception of a conflict. It was agreed that at this time there did not need to be a discussion on this issue.

#### **4.2.1 Finance Director's Report:**

Susan Carter, Chief Financial Officer, presented a report (Handout No. 2) on Low Income Credit Program Summary and presented some information on Direct Deposit Payroll (Handout No. 3). There was some discussion on whether to include the names of the employees on the Direct Deposit Payroll list. The Commissioners concluded that the job title of the employee and their salary (Handout No. 4) would be the correct format to use.

Commissioner Wayne King asked the question if the list could include the photo of the employee next to their name for identification purposes. The Human Resources Director, Debbie Lund, stated she would check into that. All Commissioners agreed that that would be very useful.

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

#### **6.1 Recording PUD Meetings:** Removed from Agenda.

**6.2 Union Bank Building:** Manager Jim Parker mentioned the time line is coming up on making a decision on the Union Bank Building proposal by September 18, 2017. Will the option be extended, purchased or dropped all together? There is a Facilities meeting set for August 30, 2017, to discuss the options. After that meeting on September 2, 2017, the PUD will be able to notify Richard Hughes, General Counsel, of the decision.

There was a suggestion that the PUD may want to hire an appraiser to look at the building. There is some discussion with the seller going on about the price. The contract does allow the PUD to extend an additional sixty days with an additional deposit.

The Commissioners requested they be provided with a summary (a more detailed analysis) from the architects prior to the next meeting on August 30, 2017.

**Water issues on Marrowstone Island:** Bill Graham gave a brief report on the water issues on Marrowstone Island. Sampling of wells on the island. Marrowstone Island has been intensively studied in the past. Last study was done in 1994. There was some discussion on the need to do the study.

**MOTION:** Commissioner Jeff Randall made a motion to direct the General Manager to have staff proceed with the water sampling on Marrowstone Island on a voluntary basis by those who are well owners. Commissioner Wayne King seconded the motion. Motion unanimously carried.

**6.3 Succession Planning for the GM Position:** There was some discussion whether to proceed with a national search as opposed to holding off for a little bit and requesting that the Human Resource Manager does a more localized search in the Pacific Northwest.

There was also discussion on whether to form a committee to hire a General Manager. It was mentioned that this is one of the few areas that is so critical to the PUD and the responsibility wears very heavily on the Commissioners. It really determines the success of this enterprise going forward.

There was a suggestion made that during this period of transition it might be useful information to have some interviews done within the organization. The Commissioners would request that General Counsel Rick Hughes talk to people so that a temperature reading can be acquired of the

organization. Mr. Hughes will work with the General Manager Jim Parker to schedule these interviews.

There was also a suggestion made to bring back Dr. Stephen Langert and his organization and have them go throughout the whole organization and give the PUD an organizational analysis.

The Human Resources Manager, Debbie Lund, was asked to begin the process of fine tuning the job description and begin putting the word out and see what sort of response is generated.

**6.4 PUD 2018 Budget:** Removed from Agenda.

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

- Minutes of Regular Meeting of August 15, 2017.
- Special Meeting of the August 7, 2017, Budget Workshop.
- 2018 Budget.

**8. EXECUTIVE SESSION:** No executive session.

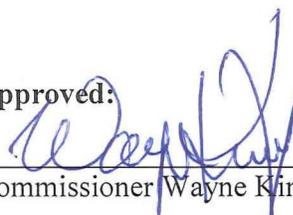
**9. ADJOURNMENT:**

**MOTION:** Commissioner Jeff Randall made a motion to adjourn the August 15, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

Meeting was adjourned at 6:33 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

Approved:

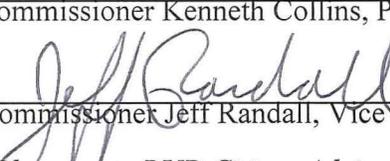
  
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Commissioner Wayne King, Secretary

9/19/17  
Date

Attest:

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Commissioner Kenneth Collins, President

\_\_\_\_\_  
Date

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

9/19/17  
Date

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