



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
September 19, 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 Vice 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 (conference called in)  
Commissioner Jeff Randall, Vice President  
Commissioner Wayne King, Secretary

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

Cammy Brown, Recorder

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**1. CALL TO ORDER:**

The meeting was called to order by Commissioner Jeff Randall at 5:00 p.m.

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

- Add to Agenda under Action Items 6.2 – Break in meeting to allow Commissioners to sign any paperwork that requires their signature in a public meeting forum.
- Strike Item No. 4.5 – there is no CAB Report.

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

**3. ITEMS FROM THE FLOOR**

There were some comments regarding base rates.

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

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

**4.1 APPROVAL OF MINUTES**

4.1.1 Minutes of Special Meeting of August 30, 2017 - Budget approved.

4.1.2 Minutes of Special Meeting of August 30, 2017 - Facilities Workshop - approved.

4.1.3 Minutes of Regular Meeting of September 5, 2017 – approved.

**4.2 CFO REPORT AND APPROVAL OF VOUCHERS**

4.2.1 Finance Director’s Report – approved.

4.2.3 BOC Approval of Voucher approval form:

<b>Warrants</b>	<b>Amount</b>	<b>Date</b>
Accounts Payable: # 114940 to # 114983	\$ 46,791.31	9/01/2017
Accounts Payable: # 114984 to # 115036	\$ 254,667.11	9/07/2017
Payroll Checks: # 70348 to # 70353	\$ 9,134.33	9/08/2017
Payroll Direct Deposit:	\$ 87,156.62	9/08/2017
<b>TOTAL INVOICES PAID</b>	<b>\$ 397,749.37</b>	
<b>WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
BPA	\$ 1,025,143.00	9/13/2017
<b>GRAND TOTAL</b>	<b>\$ 1,422,892.37</b>	
Voided Warrants 113881	\$ 800.00	
114784	\$ 500.00	

4.2.4 BOC Approval of Write-offs of Uncollectible Accounts Receivable

<b>Uncollectible Amount Range</b>	<b>Number of Accounts</b>	<b>Write-Off Amount</b>
Up to \$50	6	\$186
\$51 - \$100	5	\$396
\$101 - \$200	8	\$1,272
\$201 - \$300	5	\$1,250
OVER \$300	5	\$3,019

**4.3 RESOLUTIONS:**

4.3.1 PUD Resolution 2017-018 Removing the General Manager.

4.4 **ACTION ITEMS:** None.

4.5 **CAB REPORT:** None.

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

4.7 **PUD Calendar** of upcoming meeting – not requiring Board action.

4.8 **CORRESPONDENCE** – None.

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

**Commissioner Wayne King:**

- September 11 Attended Special Meeting at PUD

- September 13 Met with Kevin Street
- September 15 Met with Don McDaniel and Kevin Streett (Four Corners Facility)
- September 16 and 17 Attended Quilcene Fair (well attended)
- September 21 Plan on attending Doug Miller's retirement at Pacific PUD
- September 27, 28, 29 Attend Water Workshop in Leavenworth

**Commissioner Kenneth Collins:**

- September 7 Participated in meeting with Jim Parker and Susan Carter
- September 8 Met with Don McDaniel
- September 9 Attended PUD picnic
- September 11 Meeting with Kevin Streett and attended Special BOC Meeting
- September 12 Met with Jerry Wilson, Telecom Manager
- September 13 – 15 Attended the WPUDA Conference in Wenatchee

Commissioner Collins stated that Tim Sheldon has told us that addressing broadband in rural areas is going to be a major topic for the legislature and also he reported that the Governor's office is placing a top priority on rural broadband and presumably these efforts will include funding initiatives.

- September 16 Attended Quilcene Fair
- September 25 Will attend meeting on Budget workshop
- September 27, 28, 29 Will attend water workshop in Leavenworth
- October 2 Will attend regular PUD Meeting

**Commissioner Jeff Randall**

- September 9 Attended PUD picnic
- September 11 Attended Special BOC Meeting
- September 13 – 15 Attended the WPUDA Conference in Wenatchee
- September 19 Meeting with Kevin Streett
- September 27, 28, 29 – Won't be able to attend conference in Leavenworth

Commissioner Randall reported that he went inside a PUD owned dam to view facilities that are run with the salmon hatchery. This was a unique facility in Douglas County.

Commissioner Randall also reported that Energy Northwest has established a Procurement Program that other PUDs can sign up for and participate in bulk purchases of poles and wires and some other equipment. Kevin Streett will look into this program.

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

**6.1 Recruitment Process:** Kevin Streett requested from the BOC consideration to have a headhunting firm search for applicants for the position of General Manager. He proposed having Don McDaniel, PUD consultant, help in selecting a headhunting company that specializes specifically in utilities managers.

Commissioner Collins suggested that Kevin Streett contact Randy Smith of Chelan PUD for headhunting firm information. He made some suggested changes on the application instructions.

There was a comment in the public forum concerning competitive bidding that the PUD would have to do in order to select the firm. This suggestion was noted and would be looked at in the future.

Assistant General Manager Kevin Streett concluded that the PUD would be ready to come back on the meeting of October 2 with some recommendations on the process. It will be a lengthy

process which will involve the community.

There was a suggestion made that the commissioners need to review the salary that the PUD is currently paying to Kevin Streett to reflect the fact that he is functioning in the role of General Manager. This will be added to the next agenda meeting.

**MOTION** was made by Commissioner Jeff Randall and seconded by Commissioner Wayne King to direct staff to come back with information at the next meeting regarding three candidates for firms that could provide services to look for a general manager with budget amounts and make sure we have a process that complies with the proper procedures. Motion carried unanimously.

Commissioner Wayne King expressed that he liked the date on the application to be noted. He thought that was much better than to state opened until filled.

Kevin Streett commented that on Future Items he would like to set a date for a meeting with all the concerned citizens, part of the CAB members and at least one Board member there so that we can address the concerns of all the citizens.

Commissioner Wayne King made the suggestion that the PUD needs to get information out to its citizens to let them know the smart meters were read from the satellite when PSE had it three years before we did. The research that somebody is doing is old. PSE has been doing it for at least three years longer than the PUD.

Comment from the public forum. Benton County has been through this and has quite a bit of useful information on their website. Mason 3PUD has some great resources and excellent educational videos.

CAB is planning to discuss this at the next meeting.

Commissioner Kenneth Collins strongly suggested that the commissioners watch the video that is online so that there could be an understanding of where the opposition is coming from regarding smart meters. The video is produced to strongly influence people. It is important that there is a public hearing and the video be seen by the experts on the CAB and the PUD be prepared to respond to the kind of points that will be brought up. The PUD needs to gauge the extent of the amount of public concern that will be expressed. PUD is not quite ready to set a date. The PUD needs to meet with the CAB and the Board needs to be there also. The Commissioners will be driving the meeting but the important part of the meeting will be the scientific commentary from members of the CAB. Manager Kevin Streett stated he will meet with the CAB.

**6.2 Signing minutes:** To be done at the end of the meeting after adjournment. This agenda item is discussed later in the meeting.

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

- Schedule AMI meeting with the public.
- Jefferson Transit options – set up a meeting regarding mechanic services. Commissioner Wayne King volunteered to be the commissioner that goes with General Manager Kevin Streett to look at the facility.
- Budget workshop meeting 9-25-17
- Regular PUD Meeting 10-02-17
- Meeting with the architects meeting set for 11-3-17
- Meeting with CAB with Bill Graham and Peter Lauritzen

Commissioner Kenneth Collins says he understands that there may be some issues with the bank building heating and air conditioning system and also possibly an area where the roof is leaking. Suggestion was made that some professionals go out and scope that out and determine whether in fact these are potential problems areas for the PUD. There needs to be some additional review of the building by a local building inspector. Assistant General Manager Kevin Streett said he would get someone in there to look at it. All three commissioners were in agreement.

There was appreciation shown to Chief Financial Officer Susan Carter for her assistance and guidance she has given to the PUD. This will be her last meeting.

**8. EXECUTIVE SESSION:** None.

**Signing documents.** Add on the future agendas and item to take a break and sign documents that need to be signed during the Board meeting as opposed to closing the Board meeting and then doing that procedure. Commissioner Kenneth Collins suggested that since this was a short meeting and we were at the end of the agenda that this meeting be adjourned and the commissioners then sign the documents. Attorney Richard Hughes suggested that keeping the meeting open avoids any problems with commissioners talking to each other while they are passing documents around.

**9. ADJOURNMENT:**

**MOTION:** Commissioner Wayne King made a motion to adjourn the September 19, 2017, Regular Meeting of the Jefferson County PUD and Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Meeting was adjourned at 5:50 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

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Commissioner Wayne King, Secretary

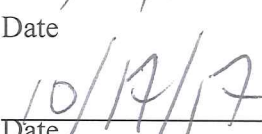
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Date

**Attest:**

  
\_\_\_\_\_  
Commissioner Kenneth Collins, President

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

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