



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
February 6, 2018

**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 Jefferson County Transit Administration office at 63 Four Corners Road, Port Townsend, Washington 98368. Present:

Commissioner Jeff Randall, President
Commissioner Wayne King, Vice President
Commissioner Kenneth Collins, Secretary

Kevin Streett, General Manager
Debbie Lund, Human Resources and Communications Manager
Bill Graham, Resource and Conservation Manager
Richard Hughes, General Counsel
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant and Records Administrator
Don McDaniel, Consultant

Cammy Brown, Recorder

1. CALL TO ORDER:

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

2. AGENDA APPROVAL:

Addition to Agenda: After Commissioner Reports add topic of Appointing Citizens to General Manager candidate interview team.

MOTION: Commissioner Kenneth Collins made a motion to approve the agenda. The motion was seconded by Commissioner Wayne King. Motion carried unanimously.

Recorder was turned on at 5:04 p.m.

3. GENERAL PUBLIC COMMENT: Commissioner Jeff Randall explained the public comment process. He announced that there was nothing on the agenda about Smart Meters and that there would be no action taken on Smart Meters. This is the public comment period for things not on the agenda or, on the consent agenda. The following handouts were entered into the record:

- Handout No. 1: Joey Pipia (SMOG invitation to meter matters event).
- Handout No. 2: Brinnon Subarea Plan (Joe Baisch).
- Handout No. 3: Ana Wolpin (SMOG self-read analog pilot program proposal).
- Handout No. 4: Tom Engel Navigant Consulting report.

- Handout No. 5: Contact Information Email.

There were a number of public comments made.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Addition under 6.0 Action Items Requiring Board Discussion - Appointment of Representative on General Manager Selection Panel

Item 4.1.1 removed from consent agenda and moved to Action Items Requiring Board Discussion.

Item 4.1.4 removed from consent agenda and moved to Action Items Requiring Board Discussion.

Item 4.1.5 removed from consent agenda and moved to Action Items Requiring Board Discussion.

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

4.1 APPROVAL OF MINUTES

- 4.1.1 Special BOC meeting 1/8/18 (moved to 6.0).
- 4.1.2 Special BOC meeting 1/9/18.
- 4.1.3 Regular BOC meeting 1/16/18.
- 4.1.4 Special BOC meeting 1/22/18 (moved to 6.0).
- 4.1.5 Special BOC meeting 1/23/18 (moved to 6.0).
- 4.1.6 Special BOC meeting 1/25/18.

4.2 CFO REPORT AND APPROVAL OF VOUCHERS

- 4.2.1 Voucher Certification form with supporting warrant register and payroll.
- 4.2.2 BOC Approval of Voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

Warrants	Amount	Date
Accounts Payable: # 116289 to # 116352	\$ 531,082.48	1/11/2018
Accounts Payable: # 116353 to # 116398	\$ 273,176.57	1/19/2018
Accounts Payable: # 116399 to # 116482	\$ 544,472.27	1/25/2018
Payroll Checks: # 70405 to # 70410	\$ 10,523.35	1/12/2018
Payroll Checks: # 70411 to # 70415	\$ 8,597.33	1/26/2018
Payroll Direct Deposit:	\$ 98,331.90	1/12/2018
Payroll Direct Deposit:	\$ 96,950.81	1/26/2018
TOTAL INVOICES PAID	\$ 1,563,134.71	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,408,925.00	1/10/2018

GRAND TOTAL		\$ 2,972,059.71
Voided Warrants	114666	\$ 648.41
	116436	\$ 4,420.00

4.3 RESOLUTIONS: None.

4.4 ACTION ITEMS:

- 4.4.1 RUS 974 Resolution
- 4.4.2 Commercial Drivers Lic DA policy for OC v2
- 4.4.3 Policy HR-5 for BOC v2

4.5 CAB REPORT:

- 4.5.1 CAB Report
- 4.5.2 CAB Update

4.6 STAFF REPORTS not requiring Board action.

- 4.6.1 Operations Report 2017 and 2017 Construction Projects
- 4.6.2 Human Resources Report

4.7 PUD Calendar of upcoming meetings – not requiring Board action.

4.8 CORRESPONDENCE – not requiring Board action

5. COMMISSIONERS' REPORTS: Each commissioner gave a report.

6. ACTION ITEMS REQUIRING BOARD DISCUSSION:

4.1.2 Correction to Minutes of 1/08/18: Correction was made to reflect that Commissioner Kenneth Collins was not in attendance.

4.1.4 Correction to Minutes of 1/22/18: Correction was made to reflect that Annette Johnson was not present and that General Counsel Richard Hughes was in attendance.

4.1.5 Correction to Minutes of 1/23/18: Correction was made to reflect that Annette Johnson was not present and that General Counsel Richard Hughes was in attendance.

MOTION: Motion was made by Commissioner Kenneth Collins to approve the minutes of 1/08/18, 1/22/18 and 1/23/18 meetings of the Jefferson County Public Utility District with changes. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

Appointment of Representative on General Manager Selection Panel

Commissioner Jeff Randall explained the process of the appointment of the citizen representative on the General Manager Interview Team.

MOTION: Commissioner Kenneth Collins made a motion to appoint George Yount as his representative. This motion was seconded by Commissioner Jeff Randall. Motion carried unanimously.

MOTION: Commissioner Wayne King made a motion to appoint Phil Otterness as his representative. This motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

MOTION: Commissioner Jeff Randall made a motion to appoint Tom Engel as his representative. This motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

6.1 Relocate Customer Service Representatives: The customer service representatives of the PUD will be moving to the Operations Location at 63 Four Corners Road, Port Townsend. The reason for this move was to consolidate all customer service representatives to one location. The PUD location on Chimacum Road will be closed March 1, 2018, to the public. The facility at the Operations Location at Four Corners Road will be remodeled. Assistant General Manager Kevin Streett gave a brief report.

6.2 Property Purchase, 210 Four Corners Road. Assistant General Manager Kevin Streett gave a brief report. The purchase price of the property has been negotiated.

MOTION: Motion was made by Commissioner Kenneth Collins to authorize and direct the Assistant General Manager to bring a Purchase and Sales Agreement to the Board. This motion was seconded by Commissioner Wayne King. Motion carried unanimously.

6.3 Electrical Rate Increase- Resolution 2018-001. There is a change on Resolution 2018-001. The base rate should be changed from \$14.50 to \$18.50. There was some public comment made on the rate changes.

MOTION: Motion was made by Commissioner Wayne King to approve Resolution 2018-001, the resolution of the Board of Commissioners of the Public Utility District No. 1 of Jefferson County Washington, superseding Resolution No. 2016-020, a Resolution adopting various Public Utility District Electric setting current PUD Rates, and Charges. The motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

6.4 Low Income Resolution 2018-002. Change low income from 125% of the federal poverty rate to 150% of the federal poverty rate. There was a series of recommendations under further action items that the Citizen's Advisory Board (CAB) submitted to the Board. This is the first step in one of the recommendations that came in. It is up to the Board to decide what they would like to do with those. There is a recommendation from the CAB with four items of recommended actions. Assistant General Manager Kevin Streett noted that on the very last line of the resolution is the rate reduction for customers enrolled in a low income program shall be set at \$39.50. That is the increase in the base that the PUD approved in the resolution preceding this one.

Commissioner Jeff Randall noted that there was a resolution included in the packet. The four issues that the Board received from the CAB were:

1. The PUD should seek to reach an agreement with the Peninsula Housing Authority to automatically enroll Section 8 housing participants into a PUD low energy assistance program;
2. The PUD should increase the maximum income level from 125% to 150% of the federal poverty level for both monthly low income energy discount as well as the Power Boost Program to increase the number of program participants;
3. The PUD should establish on bill financing option to help with the front cost of weatherization and energy efficiency improvements with a third party financial institution; and
4. The PUD should improve marketing efforts for both low income energy assistance and the Power Boost Program.

The resolution implements Issue No. 2. There was some public comment on the resolution.

MOTION: Commissioner Kenneth Collins made a motion to approve Resolution 2018-002 having to do with low income customer reduced utility rates. The motion was seconded by Commissioner Wayne King. Motion carried unanimously.

6.5 Motion for Home Energy loans and agreement with Peninsula Housing Authority. There was a presentation made by Desiree Sideroff, Senior Vice President and Products Manager for Craft 3.

MOTION: Commissioner Kenneth Collins made a motion directing staff to further explore the feasibility of on bill financing. This motion was seconded by Jeff Randall. Motion carried unanimously.

MOTION: Commissioner Kenneth Collins made a motion to request that staff further explore a relationship with the Peninsula Housing Authority and look at the legal and practical issues related to that kind of relationship. Motion was seconded by Commissioner Jeff Randall. Motion carried unanimously.

MOTION: Commissioner Jeff Randall made a motion that staff seek to promote the Power Boost Program, the Low Income Assistance Program and the fact that the PUD has now increased the income limit and report back to the Board of Commissioners. The motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

6.6 TCF (Thomas, Cook, Fitzgerald) Architects – next steps discussion (Don McDaniel: PUD Don McDaniel gave a report. There was general consensus to request further design and review.

6.7 Commissioner Correspondence: Will O'Donnell gave a report on the draft PUD BOC Correspondence Publishing Procedure Proposals.

7.0 FUTURE ITEMS:

7.1 Exempt Employee wage increases 2/20.

7.2 Broadband Update of rates on February 20th.

8.0 SIGNING OF DOCUMENTS: Documents were signed by the commissioners during the public meeting.

9.0 ADJOURNMENT

MOTION: Commissioner Wayne King made a motion to adjourn the February 6, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

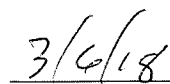
Meeting was adjourned at 8:05 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

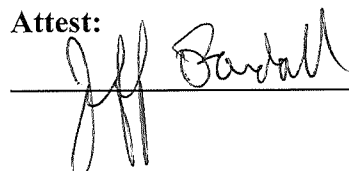


Commissioner Kenneth Collins, Secretary



Date

Attest:





Commissioner Jeff Randall, President

Date

Commissioner Wayne King, Vice President

Date

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