



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

February 7, 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 Jeff Randall, Vice President  
Commissioner Wayne King, Secretary  
Commissioner Kenneth Collins, President (by phone)

James Parker, Manager  
Kevin Streett, Assistant Manager  
Bill Graham, Resource and Conservation Manager  
Debbie Lund, Human Resources and Communications Manager  
Tammy Lehman, Interim Financial Director  
Kim Younger, Controller  
Richard Hughes, General Counsel  
Don McDaniel, Consultant  
Pete Lauritzen, Citizen's Advisory Board  
Roger Risley, Citizen's Advisory Board  
Leo Boyd  
Tom Thiersch  
Dale Wilson, Director, OlyCAP  
Pamela Browning, Recorder

---

**CALL TO ORDER**

By Commissioner Jeff Randall at 5:00 p.m. Vice President serving for President Kenneth Collins until he joins the meeting by phone.

**AGENDA:**

Item 14 – closed session for purposes of collective bargaining – Delete  
Item 15 – Executive Session – Delete  
Item 8.1 – Approval of the Labor Contract Agreement – delete

MOTION by Commissioner Wayne King, seconded by Commissioner Jeff Randall consent agenda was unanimously passed.

**APPROVAL OF MINUTES:**

Minutes from regular meeting of January 17, 2017  
Minutes of Special Meeting of January 30, 2017  
Minutes of Special Meeting at February 3, 2017  
Motion by Commissioner Wayne King, seconded by Commissioner Jeff Randall to approve all three meeting minutes. Unanimously passed.

## APPROVAL OF VOUCHERS

Interim Financial Director Operating Statement Tammy Lehman, Interim Financial Director, sent out the detailed financial statement for 2015 re audit.

4.2 Payroll/Expense Review. No questions.

4.3 Vouchers/Warrants Payment – reviewed.

### **MOTION:**

Motion by Commissioner King, seconded by Commissioner Kenneth Collins to approve the vouchers as submitted. Unanimously passed.

### ITEMS FROM THE FLOOR and not listed on the Agenda.

Comment: Commissioner Wayne King – Report from the State Auditor- how are we doing on 2016?

Interim Finance Director says we are doing well.

Commissioner Kenneth Collins wants to add for a discussion item the potential of putting in an offer on the Union Bank Building.

Commissioner Jeff Randall: We can list that as Item 8.8.

### **MOTION:**

Commissioner Kenneth Collins makes a motion to add Item 8.8 potential purchase of the Union Bank Building. Seconded by Commissioner Wayne King. Unanimously approved.

### **COMMISSIONER REPORTS:** Commissioners read their reports.

### **ACTION ITEMS:**

7.1 Resolution 2017-002: Low Income Program:

Jim Parker read handout which reviewed revised resolution with Richard Hughes' revisions and Dale Wilson's letter.

### **Revisions:**

Recommendations in regards to pulling out disabled from low income seniors – grandfathered all current low income at \$35/month discount.

**Recommendation:** Go with Olycap or PUD staff to do qualification interviews: current proposal Olycap = \$75/household for interview; and \$30/customer for those already in LIHEAP program.

Question: Commissioner Wayne King: Will we have report every 30 days on how we are doing?

Response: Controller Kim Younger will provide reports.  
Jim Parker: Plus shut-offs, numbers enrolled, etc.

Comment: Commissioner Kenneth Collins at the last BOC meeting requested eligibility criteria from Olycap and he didn't receive the information. Before he endorses any agreement he wants to know how much time people will wait once they make appointment before they are seen. Any agreement with Olycap needs to specify that. Need performance standards. There could be significant blow back if there is a bottle neck and people are waiting 6-8 weeks before they get in.

Comment: Commissioner Wayne King: Agree.

Comment: Dale Wilson, Director of Olycap stated he will get those criteria to Commissioner Kenneth Collins.

Jim Parker stated that if we adopt this process now, PUD staff could start enrolling auto-enrollees LIHEAP and PUD low income customers currently receiving assistance. He needs to meet with Dale Wilson and Commissioner Kenneth Collins regarding performance standards. Richard Hughes will need to write the contract.

Comment: Mr. Parker asked Dale if they have information they can share. Mr. Parker proposes meeting with Dale Wilson, Commissioner Kenneth Collins. Mr. Parker will set up the meeting. Commissioner Wayne King states his approval of the situation and states he hopes it would be sooner than later.

Commissioner Jeff Randall made a motion to table the response until the next meeting. We will look for a representative from the staff.

7.2 Resolution 2017-004: Sewer Assessment Segregation: reviewed

Motion was made by Commissioner Kenneth Collins to pass Resolution 2017-004 ordering Sewer Assessment Segregation. Commissioner Wayne King seconded the motion. Motion unanimously passed.

7.3 Olycap – PUD Weatherization Agreement:

Motion was made by Commissioner Wayne King to direct authority to the General Manager to execute an agreement with Olycap for weatherization; Commissioner Kenneth Collins seconded the motion. Motion unanimously passed.

Additional Discussion Item: EEI program Update: (Energy Efficiency Incentive)  
Bill Graham reviewed handout.

Need BOC approval for bi-lateral transfer - to borrow from next rate period budget – approximately \$75,000 would get us to August/September.

Commissioner Wayne King thinks bilateral option good (#1); #2 good; #3 bad idea  
Commissioner Kenneth Collins - fine with it.

Bill Graham can explore and report back regarding bilateral transfer options.  
Richard Hughes stated he would like to review options with Bill Graham.

Commissioner Jeff Randall stated he would like a workshop on energy conservation program.

7.4 Resolution 2017-005: Personnel Policies:

Jim Parker and Richard Hughes reviewed resolution.

MOTION made by Commissioner Wayne King and seconded by Commissioner Kenneth Collins to approve Resolution 2017-005. Motion unanimously passed.

DISCUSSION ITEMS:

8.2 Telecom: Future Role:

Commissioner Jeff Randall requested that Jim Parker draft resolution expressing opposition bill. Commissioners Wayne King and Kenneth Collins in agreement.

Jim Parker asked Joel Paisner to develop plan to transfer from Noanet to us.

Jim Parker received 11 applications for Telecom Manager position. He will set up a meeting with Commissioner Kenneth Collins and Debbie Lund, Human Resources and

Communications Manager to review. Commissioner Kenneth Collins received communication from Noanet that they wanted to sever agreement next month (letter under correspondence). Jim Parker will confirm with them that this can't be done. There are many issues yet to be resolved. Jim Parker will report back to BOC.

8.3 PUD Governance Manual Requirements:

Hold until next BOC meeting, when Commissioner Kenneth Collins is in attendance - and after other commissioners review entire document.

Wayne King and Jeff Randall would like a workshop regarding Governance Manual Requirements. Jim Parker will schedule.

8.4 Resolution In Support of Columbia Generating Station (CGS):

Two commissioners won't pass resolution.

8.5 Resolution Adopting MSRC for Small Works – Procurement Manual:

Jim Parker reviewed. He will bring this back for review in a few months. He wants to roll this into procurement manual for adoption.

8.6 Architect Request for Proposals (RFP):

Jim Parker advises commissioners of costs of remodel building at Four Corners. Costs \$25,000 for comparison of options, e.g. new building at Four Corners, expand Four Corners.

8.7 Resolution: Approval of Warrants over \$100,000:

This resolution authorizes Jim Parker to have approval payroll transfers/routine transactions and payments to taxing authorities (so don't incur late fees). This is to be brought back at a later time for review.

8.8 Union Bank Bldg Offer:

Commissioner Randall to draft resolution for next BOC meeting.

**CAB REPORT:**

CAB report was given.

**MANAGER REPORT**

Jim Parker gave Manager's Report.

**COMMISSIONER CALENDAR**

Commissioner Jeff Randall will do home show staffing. Commissioner Kenneth Collins maybe, Pam Vreeken will do and Commissioner Wayne King will do. Jim Parker will have sign-up at next BOC Meeting.

**CORRESPONDENCE**

Jim Parker reviewed correspondence.

**FUTURE PLANNING ITEMS**

**Commissioner Kenneth Collins** - need to revisit proposal from Economic Development Council (EDC) re survey of perception of broadband quality; left it hanging; need to come to a decision. Yes or no.

**Commissioner Jeff Randall** - set up a meeting with EDC guy to find out what they are offering - proposal vague regarding benefits to us; do that first.

**Jim Parker** - governance policy - not on next agenda; workshop instead.



**ADJOURNMENT**

Motion to adjourn the meeting was made by Commissioner Wayne King and seconded by Commissioner Ken Collins. Unanimously passed. Meeting adjourned at 7:51 p.m.

-----  
Minutes prepared by: Pamela Browning,  
PUD Recorder

**Approved:**


\_\_\_\_\_  
Commissioner Wayne King, Secretary

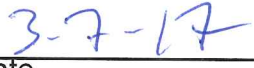
\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

-----  
  
*Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*