



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

March 6, 2018

**Board of Commissioners
Regular Meeting**

Final Minutes

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) Board of Commissioners 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 Kenneth Collins, Secretary

Kevin Streett, General Manager
Tammy Lehman, Interim Financial Director
Debbie Lund, Human Resources Manager
Bill Graham, Resource and Conservation Manager
Joel Paisner, 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. Commissioner Wayne King was ill and could not participate in the meeting as previously planned.

There were voluntary introductions of the Board of Commissioners and staff of the Jefferson County Public Utility District.

2. **AGENDA APPROVAL:**

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

3. **GENERAL PUBLIC COMMENT:** Commissioner Jeff Randall explained the public comment process. This is the public comment period for things not on the agenda or, on the consent agenda. The following handout was entered into the record:

- Handout No. 1: Joe Baisch email from Darla O'Connor dated February 8, 2018.

There were a number of public comments made. There was an announcement that the meeting of SMOG on March 10, 2018, was being postponed.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Item 4.4.1 Resolution 2018-005 Non-Represented 2018 Wage Increase 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 Jeff Randall. Motion carried unanimously.

4.1 APPROVAL OF MINUTES

- 4.1.1 2/20/18 PUD Regular Meeting.
- 4.1.2 2/22/18 PUD Special Meeting/Executive Session.
- 4.1.3 2/23/18 PUD Special Meeting.

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: # 116578 to # 116616	\$ 155,890.54	2/15/2018
Accounts Payable: # 116617 to # 116681	\$ 525,686.72	2/08/2018
Accounts Payable: # 116682 to # 116682	\$	2/26/2018
Payroll Checks: # 70421 to # 70425	\$ 8,873.20	2/23/2018
Payroll Direct Deposit:	\$ 94,500.86	2/23/2018
TOTAL INVOICES PAID	\$ 784,951.32	

WIRE TRANSFERS PAID

AMOUNT	DATE	
BPA	\$ 1,689,857.00	2/16/2018
Jefferson Title Company	\$ 57,916.48	2/27/2018

GRAND TOTAL

\$ 2,532,724.80

Voided Warrants 116682 \$ 57,916.48

4.3 RESOLUTIONS: None.

4.4 ACTION ITEMS:

- 4.4.1 Resolution 2018-005 Non-Represented 2018 Wage Increase – removed and moved to Action Items Requiring Board Discussion.
- 4.4.2 Noxious Weed Agreement.

4.5 STAFF REPORTS not requiring Board action:

- 4.5.1 LOA Laborers.
- 4.5.2 LOA Jean Hall for BOC.
- 4.5.3 HR8.06 Wellness program for BOC.
- 4.5.4 HR BOC REPORT For 03-06-18.

4.6 **PUD** Calendar of upcoming meetings – not requiring Board action.

4.7 **CORRESPONDENCE** – not requiring Board action.

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

6. **ASSISTANT MANAGER'S REPORT:** Commissioner Jeff Randall acknowledged the hard work and commitment that Assistant General Manager Kevin Streett has demonstrated during the General Manager selection process. Both commissioners were in favor of drafting up a formal proclamation. General Counsel Joel Paisner and Don McDaniel were asked to prepare a proclamation.

6.1 **Meters/AMI Update:** Assistant General Manager Kevin Streett gave an update on the AMI project and made the recommendation that the project be put on hold at this time. Both commissioners were in agreement with this recommendation and that this issue will need to be revisited at a later date. There were some public comments.

7. **CAB UPDATE:** Consultant Don McDaniel gave the Citizen's Advisory Board report.

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

4.4.1 **Resolution 2018-005 Non-Represented 2018 Wage Increase.** This was presented to the Board of Commissioners' meeting on February 20, 2018. There was a change in the language. Commissioner Jeff Randall read the change.

MOTION: Commissioner Kenneth Collins moved to approve Resolution 2018-005. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

8.1 **Water Rates update:** Assistant General Manager Kevin Streett gave an update on the water rates. At this time the water rates will not be adopted. Assistant General Manager Kevin Streett will bring back updated information at the next Board of Commissioners' Meeting. There was some public comment and discussion.

8.2 **6-Year Water Plan:** The state's deadline to complete the 6 year Water Plan is June 1, 2018. The commissioners encouraged staff to look at the grant application process.

8.3 **Wellness Program:** The current wellness program was discussed. Commissioner Kenneth Collins asked the Human Resources Manager to look into the PUD's wellness program and research whether the program includes a benefit regarding smoking cessation. A report back to the Board was requested.

8.4 **Surplus Property:** Assistant General Manager Kevin Streett gave a report on the surplus property the PUD had acquired when the PUD was a water district only. The suggestion was made to start a discussion on the three pieces of property that were purchased from Puget Sound Energy with RUS funds. This is a very long process. Consultant Don McDaniel was asked to help with this project.

8.5 **GM Resolution:** General Counsel Joel Paisner was looking for direction from the commissioners to allow him to move ahead with the contract for the new General Manager.

MOTION: Motion was made by Commissioner Kenneth Collins that the Board of Commissioners authorizes the negotiating team to finalize the contract and move forward in the process to hire the next General Manager. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

MOTION: Motion was made by Commissioner Jeff Randall that the Board of Commissioners conducts the first reading of Resolution 2018-006 - Resolution of Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, the PUD for appointment of

General Manager to the PUD. The intention is to have a second reading on March 20, 2018, at the next PUD meeting. Commissioner Kenneth seconded that motion. Motion carried unanimously.

8.6 Attorney Contract: General Counsel Joel Paisner has served as an attorney for the PUD on a number of different occasions. There is not currently a contract with Mr. Paisner that covers the services of general counsel.

MOTION: Motion was made by Commissioner Kenneth Collins to direct Assistant General Manager Kevin Streett to negotiate a professional services contract with Joel Paisner, General Counsel for the PUD. Motion was seconded by Commissioner Jeff Randall. Motion carried unanimously.

9. FUTURE ITEMS:

- The Public Power Council will be available on the March 20th and will be in our area. Assistant General Manager Kevin Streett was given direction to schedule a special meeting in the morning at 10:00 a.m. on March 20th.
- Commissioner Kenneth Collins made the request to have a policy developed on quasi-judicial hearings. This is where the Board acts as a judge for a particular issue that an individual brings in. This would have a different set of rules than a public hearing. The PUD currently does not have a policy that governs that.
- Brinnon Community Water System for the Brinnon Commercial Zone.
- Re-address Telecom rates.
- Water rates change.
- Senior Low Income.
- Bill financing.

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

11. ADJOURNMENT

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

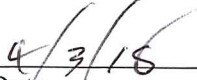
Meeting was adjourned at 6:59 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:




Commissioner Kenneth Collins, Secretary

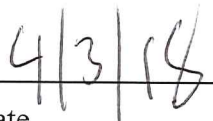


Date

Attest:



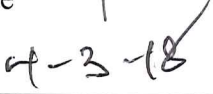
Commissioner Jeff Randall, President



Date



Commissioner Wayne King, Vice President



Date

Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at 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.