



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

April 3, 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 Wayne King, Vice 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.

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 Wayne King. 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.

There were a number of public comments made. There were no handouts.

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

4.1 Moved Minutes of March 20, 2018 to Action Items.

MOTION: Commissioner Kenneth Collins moved to approve the Consent Agenda as modified. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

4.1 APPROVAL OF MINUTES

4.1 Minutes of 3/20/18 meeting PUD Public Hearing and PUD Regular Meeting.

Minutes of 3/20/18 Special Meeting moved to action items.

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: # 116789 to # 116820	\$ 182,866.96	3/15/2018
Accounts Payable: # 116821 to # 116889	\$ 281,633.56	3/22/2018
Payroll Checks: # 70431 to # 70435	\$ 9,545.60	3/23/2018
Payroll Direct Deposit:	\$ 92,315.46	3/23/2018
TOTAL INVOICES PAID	\$ 566,381.58	

WIRE TRANSFERS PAID	AMOUNT	DATE
NONE		
GRAND TOTAL	\$ 566,381.58	

Voided Warrants NONE

4.3 RESOLUTIONS: None.

4.4 ACTION ITEMS:

4.4.1 Contractor List 2018

4.5 STAFF REPORTS not requiring Board action:

4.5.1 HR Report

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: Assistant General Manager Kevin Street gave a brief report on the Kala Point hydrants. A meeting is scheduled for April 11, 2018, 11:00 a.m., at the Kala Point Community Building. All three commissioners indicated they would like to attend. The meeting will then be advertised in the paper and it will be noted as a Special Meeting of the PUD. It was also announced that there will be a Special Meeting of the PUD scheduled for

April 10, 2018, at 10:00 a.m. at the PUD Operations' Center concerning broadband.

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

4.1 **Minutes of 3/20/18 PUD Regular Board Meeting:** Corrections were made.

MOTION: Commissioner Kenneth Collins moved to approve the minutes of March 20, 2018, PUD Regular Meeting. Commissioner Wayne King seconded the motion. Motion carried unanimously.

7.1 **Attorney Contract:** Assistant General Manager Kevin Streett gave a brief report on the attorney contract. There was some discussion.

7.2 **Water Rates:** There was some discussion. Assistant General Manager Kevin Streett will bring a resolution to the next PUD Regular Board Meeting.

7.3 **Dana Roberts' Dedication:** A resolution will be brought to the next PUD Regular Board Meeting concerning the celebration.

7.4 **Telecom Residential Responsibility:** Assistant General Manager Kevin Streett gave a brief report on the responsibility of telecom costs associated with residential property owners. There was some public comment and discussion.

MOTION: Commissioner Wayne King made a motion that all new construction in Jefferson County be required to have a communication conduit installed at the time of construction for the purpose of PUD service area communication. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.5 **Resolution Amended Beckett Point 2018-010:** Tammy Lehman gave a brief history on the resolution.

MOTION: Commissioner Kenneth Collins made a motion to approve Resolution No. 2018-010. This motion was seconded by Wayne King. Motion unanimously carried.

8. **FUTURE ITEMS:**

- WPUDA water rights.
- Broadband.
- Resolutions – water rates and Dana Roberts' dedication.
- Credit card amendment.

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

10. **ADJOURNMENT:**

MOTION: Commissioner Kenneth Collins made a motion to adjourn the April 3, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.


Meeting was adjourned at 6:40 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

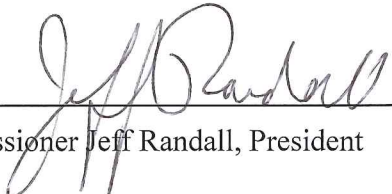


Commissioner Kenneth Collins, Secretary



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.