



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

April 17, 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, Assistant General Manager  
Joel Paisner, General Counsel  
Debbie Lund, Human Resources Manager  
Bill Graham, Resource and Conservation Manager  
Will O'Donnell, Communications Manager  
Annette Johnson, Executive Assistant and Records Administrator  
Russell Miller, Staking Engineer  
Jim Scarborough, Senior Electrical Engineer  
Don McDaniel, Consultant

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**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.

Commissioner Jeff Randall paid tribute to Robert Wayne Phillips, an employee of the Jefferson

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County PUD, who passed away. There were several comments made by the commissioners and employees of the PUD.

**2. AGENDA APPROVAL:**

Kenneth Collins proposed to add discussion of the Community Connect Grant which relates to expanding broadband services in the county. Added under Action Items 8.7.

**MOTION:** Commissioner Kenneth Collins made a motion to approve the agenda as modified. 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 no public comments.

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

4.5.2 Various Human Resource Policies. Assistant General Manager requested this item be removed. This will appear in the May 1, 2018 agenda.

**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 4/3/18, Regular Meeting of the PUD.
- Minutes of 4/10/18, Special Board Meeting - Broadband

**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.
- 4.2.3 PUD Monthly Financial Statement

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

<b>Warrants</b>	<b>Amount</b>	<b>Date</b>
Accounts Payable: # 116890 to # 116938	\$ 253,046.31	3/29/2018

Accounts Payable: # 116939 to # 116983      \$ 286,404.54      4/5/2018  
 Payroll Checks: # 70436 to # 70440      \$ 8,606.28      4/6/2018  
 Payroll Direct Deposit:      \$ 89,388.15      4/6/2018

**TOTAL INVOICES PAID      \$ 637,445.28**

**WIRE TRANSFERS PAID      AMOUNT      DATE**  
 USDA/RUS Loan      \$1,525,946.53      3/30/2018  
**GRAND TOTAL      \$2,163,391.81**

Voided Warrants: 80 warrants voided per Resolution No. 2016-007 and 2018-009.

- 4.3 **RESOLUTIONS:** None.
- 4.4 **Water Rates Resolution 2018-012**
- 4.5 **ACTION ITEMS:**
  - 4.5.1 Credit Card Amendment
  - 4.5.2 Various Human Resources Policies – removed from agenda.
  - 4.5.3 Attorney Contract
  - 4.5.4 Write-Off Accounts Summary

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

- 4.5.1 HR Report
- 4.6.2 Operations Work Order Report

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

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

- 4.8.1 BPA Letter

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

**6. ASSISTANT MANAGER'S REPORT:** Assistant General Manager Kevin Street gave a brief report.

7. **CAB UPDATE:** Don McDaniel gave a brief report. Commissioner Kenneth Collins will attend the May CAB meeting and Commissioner Jeff Randall will attend the June CAB meeting.

**ACTION ITEMS REQUIRING BOARD DISCUSSION:**

**8.1 Dana Roberts' Resolution 2018-011.** Commissioner Kenneth Collins noted a few typos in the Resolution – Paragraphs 3 and 4 – the apostrophe is in the wrong place – should be Roberts' not Robert's.

**MOTION:** Commissioner Kenneth Collins moved to approve the Dana Roberts' Resolution 2018-011 with corrections. Commissioner Wayne King seconded the motion. Motion carried unanimously.

**8.2 Solar Update/Options.** Will O'Donnell, Communications Manager, gave a brief report on what the celebration is going to look like in the dedication of the Dana Roberts' memorial Community Solar project at the Dana Roberts' substation. This will take place this summer. There was some discussion and comment on the options. Commissioners gave direction to staff to proceed. Assistant General Manager Kevin Street mentioned that the staff of the PUD supported this project.

**MOTION:** Commissioner Jeff Randall made a motion directing staff to proceed with this project and authorized staff to sign the Memorandum of Understanding with the Bonneville Environmental Foundation. Motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

**8.3 Telecom Rates Update Resolution 2018-013.** Assistant General Manager gave a brief report on the resolution. There were some changes made from the original resolution. There was considerable discussion among the staff, commissioners and public.

**MOTION:** Commissioner Kenneth Collins made a motion to approve Resolution 2018-013 establishing revised rates for the PUD telecommunications network and approving a pilot program. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

**8.4 Public Meetings Act update.** Commissioner Wayne King made the suggestion to have a workshop on Jurassic Parliament. The commissioners directed the staff to research the possibility of scheduling a workshop.

**8.5 Travel Policy changes.** Debbie Lund, Human Resources Manager, gave a report on the proposed changes. No action taken.

**8.6 Crown West Contributors.** Commissioner Wayne King gave a brief report.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County PUD make a contribution to the legal defense of the Jefferson County Public Utility District and other public utility districts in this particular case, because it is in the interest of the public utility district's customer base that its water rights not be compromised. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**8.7 Community Connect Grant.** Commissioner Kenneth Collins gave a brief description of the grant. The commissioners directed the staff move forward on the grant and report back to them.

**9. FUTURE ITEMS:**

- Sewer rates recommendation.
- CFO update.
- Surplus property sales.

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

**11. ADJOURNMENT:**

**MOTION:** Commissioner Wayne King made a motion to adjourn the April 17, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Meeting was adjourned at \_\_\_\_\_.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:** Kenneth Collins \_\_\_\_\_  
Commissioner Kenneth Collins, Secretary Date 6/5/18

**Attest:** Jeff Randall \_\_\_\_\_  
Commissioner Jeff Randall, President Date 6-5-18  
Wayne King \_\_\_\_\_  
Commissioner Wayne King, Vice President Date 6-5-18

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*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.*