



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
February 21, 2017

**Special Board Meeting**  
**PUD GOVERNANCE POLICY**  
Final Minutes

The Special Meeting of Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners at 3:01 p.m. at the PUD Administration office at 230 Chimacum Road, Port Hadlock, WA 98339. Present:

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

Jim Parker, Manager

Kevin Streett, Assistant Manager

Bill Graham, Resource and Conservation Manager

Annette Johnson, Records Administrator

Debbie Lund, Human Resources and Communications Manager

Tammy Lehman, Interim Financial Director

Richard Hughes, General Counsel

Don McDaniel, Consultant

Tom Thiersch, Citizen

Roger Risley, Citizen's Advisory Board

Pete Lauritzen, Citizen's Advisory Board

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**Meeting Purpose:**

To review Governance Policy. Discussion of PUD Strategic Plan. Discussion on Manager's Annual Evaluation.

Commissioner Kenneth Collins called the meeting to order at 3:01 p.m.

Manager Jim Parker was asked to coordinate and distribute governance process handout.

**Disclosures:**

Commissioner Kenneth Collins wanted information on Disclosures – conflict of interest.

Richard Hughes, General Counsel asked to set a date where that is done on the calendar.

Commissioner Kenneth Collins wanted this done today.

Richard Hughes, General Counsel pointed out Title 42, directors and officers need to disclose conflict of interest.

Manager Jim Parker and Richard Hughes, General Counsel to discuss this soon.

Manager Jim Parker went over Page 3 of the handout. Strategic Plan 2015.

Board required to do review on an annual basis. Key points Governance policy.

Richard Hughes, General Counsel, read brief paragraph re: conflict of interest. Read

RCW 42.23.030. Exceptions apply to PUD. He read RCW 42.23.040 – Remote Interest

Code of Ethics – go beyond Title 42. No appearance of conflict

Commissioner Jeff Randall discussed conflict of interest in contracts.

Commissioner Wayne King made a comment that if you are thinking that something may be conflict then it probably is.

Commissioner Kenneth Collins stated that there is no area of business he is involved with that could remotely be a conflict of interest. We have met the obligation for disclosing any conflicts of interest.

Manager Jim Parker reviewed Strategic Plan.

Commissioner Wayne King: For the record. Port of Seattle is a page and a half.

Manager Jim Parker: We can set up a meeting to revise it or go over it. We are changing things as far as Telecom and Conservation.

Commissioner Kenneth Collins we need to be able to fold this into a BOC meeting.

Not a lot has changed. He would want to do a serious read through.

Manager Jim Parker: Looked at it and used it as a tool.

Commissioner Jeff Randall: Communication – how do we feel like we are doing in this area?

Manager Jim Parker: You may have to do a simple survey. Are we not communicating enough with them? How do you quantify that? Need to feedback results to the public.

Commissioner Wayne King: We had a suggestion box at the fair and it didn't work. What is

Clallam County doing?

Debbie Lund, Communications Manager: Knows what we need to do. Twitter/Facebook.

Commissioner Jeff Randall: Do we have a Facebook account?

Manager Jim Parker: We do. Put on Twitter account. Information only.

Robert Hughes, General Counsel: Two-step process. Organized approach to plan.

Commissioner Jeff Randall: I personally do not think we need a survey. If we want to communicate with the public ask the staff.

Commissioner Kenneth Collins: Likes idea of a survey. Very simple. He likes a grasp of the

bigger picture. He would like to see us communicate more often with folks.

Expectation: We need to do a better job of being proactive. Communicate to the public. It would be useful to have a PUD APP.

Tom Thiersch: Smart phone – APP feature. Strategic Plan talks about developing a strategic plan. Commissioner Wayne King: Newsletter. Biggest problem is people don't get the Leader – forget about it. What is our subscription rate in Jefferson County? A lot of people read the Kitsap Sun and not the Leader.

Commissioner Jeff Randall: Who is our media contact person?

Manager Jim Parker: We should hire a person to do that. I really didn't want to do that but I am hearing that we need to hire a communications person. Debbie Lund and I can

draft a customers' communication plan based on the strategic plan based on suggestions.

Commissioner Kenneth Collins: On a monthly basis. What will that cost us?

Debbie Lund, Communications Manager: \$2500 monthly. \$2000 newsletter quarterly through Leader. Monthly cycle of bills 2500. Monthly basis would mean that you would triple expense. Manager Jim Parker: We have multiple tools. If looking for content to put newsletter together.

1. There is a role for internal contact – staff contact.

2. Other staff – stories to get out.

Could be a mix. Do we really need to add a new person for this?

Commissioner Jeff Randall: Interested in numbers.

19,000 + customers

Leader contact – touches 4,000

Glossy annual report – monthly.

Commissioner Wayne King: Warming stations, hookup in Clallam County - We missed these stories. We need fuzzy feel good stories.

Commissioner Kenneth Collins: Two levels. Address fuzzy feel good – someone on a contract basis.

Commissioner Jeff Randall: Who is our media contact person? We should have a good relationship whoever is responsible for “an outage”.

Commissioner Kenneth Collins: Comfortable doing that. It comes with the territory – need to be available to field the questions. Cultivate positive relationship.

Commissioner Jeff Randall: Suggests calling Liz Anderson – from Washington Public Utility Districts Association (WPUDA) training – communications. Contact her on training.

Commissioner Wayne King: Reporters – If you are not clear with them they will write what they think they heard. Call reporter if doing a good story.

Commissioner Jeff Randall: How much time does Debbie put in for communications?

Debbie Lund, Communications Manager: 60% Human Resources/40% Communications. At this point it has varied as to what is going on. An employee issue supersedes the communication issue. I try to plan for communications but it is difficult. It is draft, review and tweak.

Roger Risley, Citizen: Reviewed the news the PUD has had. Website is good. Could make website a lot better.

Commissioner Wayne King: Community jungle pipe line. List serve. Let people know. Biggest question: What caused it? (Referring to outage).

Commissioner Jeff Randall: Question: Who is responsible to take care of this? Who is responsible for website?

Manager Jim Parker: Bill Graham is the guy. IT does fancy stories. Bill pretty much goes about keeping people in the loop. Lori is getting in there. She has done a lot of good things. What is problem – what do you want to see?

Commissioner Kenneth Collins: Did she prepare a press release? How did it get in the paper about reduction in shutoffs?

Commissioner Kenneth Collins: Tom had a comment.

Tom Thiersch: Who is the official spokesperson? I do not see that in your governance document. Who has the authority to speak on behalf of the PUD?

Manager Jim Parker: I am the spokesperson now.

Commissioner Wayne King: We need to have one voice.

Commissioner Jeff Randall: Goal is to get information out there. IT person – is this person capable of getting information on the website?

Commissioner Kenneth Collins: Wrap up – read through policies. Send suggestions to Manager Jim Parker. He can get back to us in a meeting.

- a) Address issues – who has authority to speak for PUD?
- b) Send news for communications and anything else that pops up.

Commissioner Wayne King: Thought this was what this meeting is about.

Commissioner Kenneth Collins: I did do a detail read.

Commissioner Wayne King: Issues – we need to talk about where we are going. Citizen Advisory Procedures – A lot of information here. We need to brush up on.

Manager Jim Parker: I cannot read annual requirements of policy. Commissioners will review annually.

Commissioner Wayne King: Code of Conduct – he read that – Page 9. He thinks the PUD has failed with that in the past.

Commissioner Jeff Randall: Are we doing what it is asking us to do? Pretty comprehensive.

How do are we doing on performance as a whole?

Commissioner Jeff Randall addresses question to Manager Jim Parker: Jim evaluated January 5 – setting up rules and contract. List of goals 2013. In Setting up for 2017. Based on the board goals this is the most important area to be done.

Manager Jim Parker passes out Attachment A – General Manager Goals for 2016 and discusses the goals.

Commissioner Jeff Randall: Communications – need to develop commissioners’ plan, etc. Seems like we are making progress. Manager Jim Parker and Debbie Lund are doing a great job.

Commissioner Wayne King: Can we go through Governance Policy now?

Commissioner Wayne King: Page 2 – “the commission governance forum will be on: ... one voice.”

Commissioner Jeff Randall: We are developing a working relationship making people feel welcome. Everything I read about commissioners I do not disagree with. None of us can control who will get a phone call. Have only one point person. Governance document lists that. No individual person or individual commissioner – could speak for the board.

Don McDaniel, Citizen Advisory Board Member: Make sure everybody is on the same page. Make sure you know what is going on. Make sure the property controls are in place to get consistent information.

Commissioner Jeff Randall: WPUDA spoke about trainings that we went to. Do we need to come back on Governance?

Commissioner Wayne King: Still wants to go over it.

Commissioner Kenneth Collins: Thinks that would be useful. He asked that the commissioners read the document and if anything stands out put it in an email to Manager Jim Parker.

Commissioner Jeff Randall: Is a workshop needed right away?

Commissioner Wayne King: Sooner than later.

Commissioner Kenneth Collins: Next month. Let’s schedule one now. Next month, March 21<sup>st</sup> at 3:00 p.m. Strategic Plan too as part of that 3:00 – 5:00 p.m.

Adjournment:

MOTION: By Commissioner Jeff Randall moves to adjourn the meeting. Seconded by Commissioner Wayne King and carried unanimously to adjourn.


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Minutes prepared by Cammy Brown, District Recorder


Approved:

  
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Commissioner Wayne King, Secretary

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Date

Attest:

  
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Commissioner Jeff Randall, Vice President

  
\_\_\_\_\_  
Date

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