

**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
May 6, 2014**

**REGULAR MEETING  
MINUTES**

The Regular Meeting of the Public Utility District No.1 of Jefferson County was called to order by the President of the Board of Commissioners at 5:01 p.m. Commissioners and staff present were:

Wayne King, President  
Ken McMillen, Vice-President  
Barney Burke, Secretary  
James Parker, District Manager  
Kevin Streett, District Electrical Superintendent  
Don McDaniel, Transition Consultant  
Kate Pike, Brisa Services

**AGENDA**

The Agenda was approved with addition of Discussion Item e) Net Metering.

**APPROVAL OF MINUTES**

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to approve the Regular Meeting Minutes of April 15, 2014 and the Special Meeting/Workshop Minutes of April 15, 2014 as submitted and distributed.

**APPROVAL OF VOUCHERS**

MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to approve payment of:

Warrants No. 102788 through 102946 in the amount of	\$	823,112.32
Warrants No. 501189 through 501226 in the amount of		<u>68,046.55</u>
For a Total Warrant Amount of	\$	891,158.87
Wire Transfers:		\$ 9025.00

**Commissioner McMillen**

May 1: Had conversation with customer concerning billing and meter problems.

April 15: Attended workshop with NoaNet (Northwest Open Access Network)

**Commissioner Burke**

April 23-24: Attended Energy Northwest meetings in Pasco, Washington

April 15: Attended workshop with NoaNet (Northwest Open Access Network)

Commissioner Burke said Brown & Kysar Engineering had asked him to go with them to a meeting in Cle Elum in June regarding public power. He said if the board had no objection, he would tell the story of public power in Jefferson County without advocating for it. He would be speaking as a private citizen, not on behalf of the PUD, and the PUD would not be paying for the travel. Commissioners King and McMillen stated they would have no objection as long as the idea is cleared by attorney Kirk Gibson.

**Commissioner King**

April 9: Attended NoaNet meeting via telecom

April 15: Attended workshop with NoaNet (Northwest Open Access Network)

**PUBLIC COMMENT** (for items not listed on the Agenda)

1) Roger Risely, citizen, had question regarding Bonneville Power Administration and Energy Northwest relationship.

2) Ron Hayes, citizen, asked when financial statements for year 2013 might be issued. The Manager responded that they are to be presented to State Auditor's office by end of May, 2014.

3) Tom Thiersch, citizen, referred to a national global climate change report, released today, making net-metering and use of local solar power issues more important and those that should be made as easy as possible to employ. Also, regarding open public records, electronic as well as paper documents retention is required and, currently, past BOC agendas are not included on the District website.

## **ACTION ITEMS**

None

## **DISCUSSION ITEMS**

### a) Website: Public Notification Process

The Manager presented a memorandum regarding the website public notification process. He has researched the process of other public utility districts where meeting announcements, minutes, some agendas archived with minutes, some financials, and some newsletters are posted. Staff will ensure that meetings are posted to the website and archive minutes and resolutions. The issue is to be addressed further upon the return of the District Resource Manager.

### **Public Comment**

Brian Roe, citizen, asked where money comes from for rebates. The answer was Bonneville Power Administration's Energy Efficiency Initiative.

### b) Red House Excess: Property Resolution

The Manager presented a draft Resolution for review declaring certain property to be surplus and authorizing the sale or other disposal of said property.

### c) Transfer of Assessment

The Manager presented a draft Resolution for review ordering Segregation of an Assessment on the Assessment Roll of Local Utility District No. 5 (in Ocean Grove Estates).

### d) Collection Policy

The Manager presented a memorandum regarding the District's collection status. Evergreen Financial Services is to provide collection service for debt collection the District is unable to perform. Currently, there are 330 accounts, in an amount of \$189,792, to be sent to Evergreen, many of which are over a year overdue and some of which are overdue amounts from Puget Sound Energy billings. The District will begin collection process on a monthly basis on accounts deleted and/or shut off for over 90 days.

### e) Net Metering

Staff is currently working on policies for net metering customers, of which there are currently nine. Citizen Roger Risely presented the Board with the following Clallam County policy regarding net generator credit balance refund:

"a) Net metering customers who produce more electricity than they consume shall be designated as net generators.

"b) Net generators may present an annual request no later than April 15 of each year for payment on their credit balance. Net generators will self report the credit balance by e-mail no later than April 30th of same year. The e-mail will include a photo of all three meter readings and the meter ID number. The PUD will refund at two-thirds of the applicable rate the credit balance.

"c) The PUD shall zero out any remaining credit balance without further compensation to the net generator consistent with RCW 80.60.030."

The District Electrical Superintendent did comment that it is the duty of the District, not a customer, to read electrical meters. The Manager will address this issue at the upcoming Washington Public Utility District Association (WPUDA) Managers' meeting.

## **MANAGER'S REPORT/OLD BUSINESS**

### **Electrical Summary**

The Manager presented tables for power consumption from April 2013 through March 2014 as well as monthly meter reads for April 2013 through April 2014. Also presented were the number and value of accounts going to collection, for deleted, over ninety-day past due accounts. Two recent power outages were reported. Regarding transfer of Clallam PUD power lines to JPUD, an agreement was signed and Clallam PUD is in the consolidation process. The WECC (Western Electricity Coordinating Council) report due date was extended to May 5, 2014 and was completed on time. The annual U.S. Energy Information Administration (EIA) Form EIA-861, identifying power sales, revenue

and energy efficiency, was due at the end of April, 2014; however, that agency's survey has been delayed and not open, thus the deadline is currently unknown. The District will be notified when the survey is opened. Regarding conservation, a thermo imaging device, authorized at the April Regular Meeting, has been ordered. Conservation rebates have been completed.

#### **Water/Sewer**

With regard to the Quimper Water System/Kala Point consolidation, work has begun on both lower and upper sections. Phase 2 of the Sparling Well project may begin. Department of Health approval for archeological requirements has been received. Procuring bids to paint the Quilcene water tank continues. Regarding Shine Platt consolidation, the District does not have the water rights; however, there is the possibility of using consolidation grant funding to assist in obtaining water rights.

#### **Public Comment**

None

#### **CORRESPONDENCE**

1. Letter from John Cantlon, Vince Verneuil, and Gary Keister, St. Vincent de Paul Society of Jefferson County, regarding fee waivers
2. Letter from Phil Thenstedt, Emerald Towns Alliance, regarding Shrimp Fest 2014
3. Letter from Richard and Kathy Nelson regarding transfer of drainfield connection

#### **EXECUTIVE SESSION**

At 6:68 p.m. the Board adjourned to Executive Session for approximately 15 minutes for discussion on personnel. The Executive Session was adjourned at 7:05 p.m. No Action was taken.

#### **ADJOURNMENT**

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to adjourn the Regular Meeting at 7:07 p.m.

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Wayne G. King, President

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Ken McMillen, Vice President

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Barney Burke, Secretary