

**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
June 17, 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  
Bill Graham, District Resource Manager  
Kevin Streett, District Electrical Superintendent  
Don McDaniel, Consultant  
Kate Pike, Brisa Services

**AGENDA**

After introductions the Agenda was approved with move of EES presentation to just beyond Public Comment (for items not listed on the Agenda).

**APPROVAL OF MINUTES**

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to approve the Regular Meeting Minutes of June 3, 2014 as submitted and distributed.

**APPROVAL OF VOUCHERS**

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

Warrants No. 103107 through 103191 in the amount of	\$	217,578.10
Warrants No. 501315 through 501351 in the amount of		<u>69,091.68</u>
For a Total Warrant Amount of	\$	286,669.87

(Voided warrant: 102911)

Wire Transfers: \$1,340,501.00

**COMMISSIONERS REPORTS**

**Commissioner King**

June 9: Attended meeting of Citizen Advisory Board

June 12: Attended meeting to prepare for participation in Jefferson County Fair

**Commissioner Burke**

No extra meetings attended

**Commissioner McMillen**

No extra meetings attended

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

1) Gene Brandon asked a question regarding BPA tier rates. The Manager answered that investigation is continuing.

**PRESENTATIONS**

a) EES Rate Study Overview

Gary Saleba of EES Consulting, Inc. gave a presentation on performing the District's cost of service and rate design projects. He first outlined information about the firm, its areas of experience and expertise and some work experience related to the District's projects. An approach to a rate setting process would include identifying goals and objectives, data collection, development of a five-year revenue requirement resulting in any overall rate changes, and a cost of service and cost allocation development. It is expected that this project will take approximately eight to ten weeks.

b) Conservation Contractor update

Lucas Johnson of Cascadia Consulting, the District's partner in creating an energy efficiency program, addressed the conservation rebate program. A data base is being created and rebates are now being addressed, with 105 customers processed currently processed and three in process. Local contractors to provide services and equipment are being sought. The District's website regarding energy efficiency measures and rebates has been upgraded.

**ACTION ITEMS**

a) Medical Emergency Shut-off Policy

The Manager presented the proposed PUD Medical Emergency Shut-off Procedures. After discussion the Board took the following ACTION:

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously to adopt the PUD Medical Emergency Shut-off Procedures.

b) IT Policy

The Manager presented the PUD-owned Technology Resource Acceptable Use Policy, defining appropriate use of technology resources owned by the PUD. After discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously to adopt the PUD-owned Technology Resource Acceptable Use Policy, defining appropriate use of technology resources owned by the PUD.

c) Deposit Resolution Amendment

The Manager presented the PUD#1 of Jefferson County Deposit Policy for new or continued service applications. After discussion the Board took the following ACTION:

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously to adopt the PUD#1 of Jefferson County Deposit Policy.

d) Vegetation Plan/Policy

The Manager presented the PUD#1 of Jefferson County Vegetation Clearance (Tree Trimming) Policy and Specifications. After discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously to adopt the PUD#1 of Jefferson County Vegetation Clearance (Tree Trimming) Policy and Specifications. It was also suggested that information regarding be forwarded to the City of Port Townsend, be the subject of a press release to the local media, and be provided in customer billings.

e) Unpaid Holidays for Reasons of Faith or Conscience Policy

The Manager presented the policy for Unpaid Holidays for Reasons of Faith or Conscience. After discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously to adopt the PUD#1 policy for Unpaid Holidays for Reasons of Faith or Conscience.

**DISCUSSION ITEMS**

a) PUD Board meeting rotation of locations

While at a previous meeting the Board discussed possible dates for holding Regular Meetings in various locations in Jefferson County with a possibility of July 15 in Quilcene, August 19 in Port Townsend, September 16 in Kala Point and October 21 in Port Ludlow, it was determined that more information regarding locations is needed prior to further discussion.

b) Recommendation to Pay for Net Metering Overage

Regarding a citizen/customer request to align with a Clallam County PUD policy regarding net generator credit balance refunding, staff has determined that that policy is currently undergoing legal review. Staff further investigated net metering and discovered that it is on a first come, first served basis until cumulative generating capacity of net metered systems equals 0.5 per cent of the utility peak demand. Additionally, as this PUD has a number of net metering customers that would give a larger cumulative generating capacity, consideration of lower actual payment or pro-rating may need to occur.

c) Email Requests for Agendas

The Resource Manager addressed and noted that APOGEE Interactive is to begin to feed the BOC Agenda into a text format, to which customers can subscribe and receive Agendas. Instructions will soon be available.

d) NoaNet Resolution for Loan Guarantee

The Manager presented proposed Resolution authorizing the execution and approval of a Seventh Repayment Agreement relating to a line of credit for Northwest Open Access Network.

**MANAGER'S REPORT/OLD BUSINESS**

**Electrical Summary**

There were two unplanned power outages and crews quickly responded with outages lasting less than two hours. A brief planned outage by Bonneville Power Administration in Quilcene, lasting about 1 minute, was completed. A scheduled outage in Port Ludlow for load building is pending. Transfer of Clallam PUD power line is on hold pending decision of WECC decertification. Regarding an issue of upgrading existing meters, it was recommended that the Citizen Advisory Board address.

**Other**

Regarding purchase of attire for office personnel, the Board took the following ACTION: MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to authorize staff to purchase PUD-logo attire for interested office personnel.

**Public Comment**

Tony DeLeo commented on the possibility of offering incentive to local retailers for conservation equipment, and on attempts to market the PUD conservation program.

**CORRESPONDENCE**

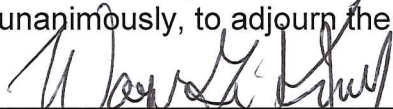
Letter from K. Kennell regarding meter reading

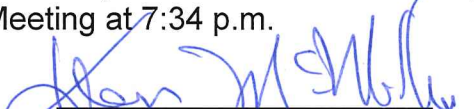
**EXECUTIVE SESSION**

At 7:19 p.m. the Board adjourned to Executive Session, lasting 15 minutes, to address matters of personnel. No ACTION was taken.

**ADJOURNMENT**

MOTION: By Commissioner King, Second by Commissioner McMillen, carried unanimously, to adjourn the Regular Meeting at 7:34 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