

**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
DRAFT  
July 15, 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 5:00 p.m. Commissioners and staff present were:

Wayne King, President  
Ken McMillen, Vice-President  
Barney Burke, Secretary  
James Parker, District Manager  
Kevin Streett, Electrical Superintendent

**AGENDA**

The manager pointed out that the discussion item: NoaNet Rates, was added to the Agenda prior to 24 hours prior to the meeting. Commissioner Burke asked to add another discussion item (agenda's and minutes) to the agenda. Agenda was approved than approved.

**APPROVAL OF MINUTES**

The minutes from the prior meeting were reviewed. Commissioner Burke had some recommended changes to the-the minutes that he did not get to the minute taker prior to her going on vacation meeting. The Board decided to wait until the next regular board meeting to approve the minutes of July 1, 2014.

**APPROVAL OF VOUCHERS**

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

Warrants No. 103250 through 103332 in the amount of \$	293,520.97
Warrants No. 501390 through 501428 in the amount of \$	74,567.42
For a Total Warrant Amount of	\$ 605,305.73
(Voided warrant: 501429)	
Wire Transfers:	
\$ 825,170.00	

**COMMISSIONERS REPORTS**

**Commissioner Burke**

July 9: Had a discussion with Steve Brunette about the request for attaching banners to PUD light poles for the Blue Star Program.

July 15: Attended the local power luncheon with Commissioner McMillen. Discussion was on affects global warming.

July 23: Will be attending the Energy Northwest quarterly meeting.

**Commissioner McMillen**

July 14: Was the PUD BOC representative at the PUD Citizen Advisory Board. Complimented the fine efforts the group is making.

July 15: With Commission Burke attended the Energy Luncheon.

July 17-18: Will be representing the PUD at the PUDA meetings via Phone conferencing.

**Commissioner King**

July 9: Attended NoaNet meeting via teleconference, NoaNet approved loan guarantee.

July 9: Attended meeting with District County fair preparation committee

July 10: Had an extended phone conversation with Rich Van Utten from the energy luncheon program

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

- 1) Leo Boyd, citizen, commented on the worth of NoaNet Assets and who owns those assets.
- 2) Tony Deleo, Citizen and running for PUD BOC position District #2, questioned whether the PUD was getting its value out of our Cascadia Contractor for conservation program. Also he questioned whether or not a brochure was produced to go out as a bill stuffer.

**ACTION ITEMS -**

None

**DISCUSSION ITEMS**

a) Review/ Update of Exempt Personnel Resolution.

The Manager presented marked up copy of Resolution 2013-005 which established Titles and Biweekly Salary Ranges for Staff Employees plus Incorporating Benefits for Non-represented Employees. The modified document added positions and established salary ranges. It also updated some dates that had expired since the original document.

b) PUD work environment policy.

The manager went over a proposed PUD work environment policy that addresses discrimination, harassment, sexual harassment, retaliation, consensual romantic or Sexual Relationships, at the PUD. Also included is the Complaint Process, Confidentiality and Complaint procedure. Manager stated all of the PUD employees have attended Harassment training on the 10<sup>th</sup> of July.

**MANAGER'S REPORT/OLD BUSINESS**

There are planned outages in Port Ludlow area this week to balance the loads. This was advertised in the paper and is on the PUD website.

Field crews are now on four ten hour shifts. This will continue until winter. All five days of the week are still covered. Office staff are still 9 to 5.

Pole Attachments. Commissioner King had received a request from Relay for Life to attach purple to PUD poles and Commissioner Burke received a repeat request to attach Blue Start Banners to PUD light poles. The Manager went over the PUD policy. The board ~~stated~~ asked the manager was to work with the different parties to coordinate attachments in accordance the PUD policy, but also that the City of PT should have the task of allocating who can attach to the light poles in PT.

WECC – CPUD has been decertified WECC. PUD is now working on transfer of CPUD assets in Jefferson County to JPUD.

The concern being WECC certification and existing wheeling contract with PTPC.

State Auditor is due to start annual audit of 2013. PUD will receive annual audit from this point forward.

NISC Software. Kick off meeting was 15 July. The plan is to have the Accounting and Business Solution portion completed by January 2015. Engineering and Operations soon after and the total conversion (including billing) to be completed by Dec 2015.

Mandatory Training. Manager presented a website link for all elected or appointed board members to get required training for the open meeting act. He recommended the PUD Board use the site and sent their certificate to PUD HR. Also he recommended this link for the Citizen Advisory Board.

Net metering. All generator meters were read on 30 June, manually inputting now and will mail confirmation letters to all net metering customers.

Billing cycles will be 30 to 32 days starting in September of this year. L/G and PUD have worked out schedule to prevent future long billing periods.

Power Boost flyer will be included in billing this next month. Also the manager will have Cascadia present at the next board meeting on their status.

Changes to the PUD's customer bill have been sent to Springbrook and Infosent to determine costs. Along with the other changes Commission Burke wanted to insure the actual rates are included in the bill, just power, not water. The manager will bring back the costs to the board for final action.

Credit cards the manager asked the board to think about how to handle credit card entries. The PUD staff current assists individuals with credit card payments, but in some cases individuals have their spouse's card, should we help in that case.

Rate Study is moving forward. They are having problems with only a year's worth of information on developing revenue and cost projections. Our current consumption is different from our BPA projections and staffing continues to evolve.

PUD has hired two more CSRs, both Chimacum grads. Advertising for a storeroom clerk to replace Colton, who is now our SCADA operator.

PUD Meetings. Manager has obtained locations for the board to hold meetings at other sites. Board wanted to start earlier than normal 5:00 pm, and recommended 4:00 pm.

### **CORRESPONDENCE**

None

### **EXECUTIVE SESSION**

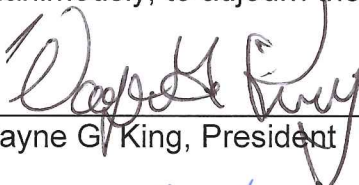
The Board recessed the regular meeting to conduct an executive session to discuss ongoing legal action concerning former PUD employee. The executive session was to last no more than 15 minutes and would close no later than 7:26. There would be no decisions following the executive session

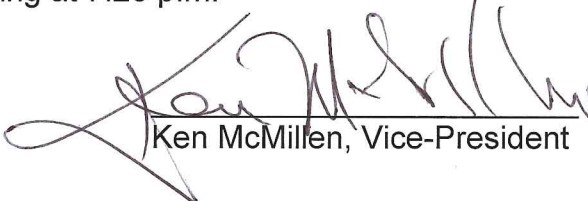
### **RECONVENED**

The Board reconvened the regular board meeting at 7:21 pm.

### **ADJOURNMENT**

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to adjourn the Regular Meeting at 7:23 p.m.

  
Wayne G. King, President

  
Ken McMillen, Vice-President

  
Barney Burke, Secretary