

**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County**

**September 16, 2014**

A question/answer session was advertised and held at 4:00 p.m. at the Port Townsend Recreation Center, 620 Tyler Street, Port Townsend, WA. The following community members addressed the Board and staff:

1. Tony DeLeo asked about the energy products program in retail establishments. The Manager replied that no clear information has been able to be obtained. Mr. DeLeo also asked about Cascadia Consulting progress on energy efficiency. The Manager responded that, due to a Cascadia staff change, some progress is uncertain. JPUD staff continues to address.
2. Roger Riseley had a question concerning fees for credit card payments. A specific answer could not be given. Mr. Riseley also had comments about when rural electrification came to Jefferson County and about a wood stove fan configuration that retains heat.
3. Gretchen Brewer inquired about encouragement of alternative power (i.e. solar, wind).

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 the Port Townsend Recreation Center, 620 Tyler Street, Port Townsend, WA., at 5:00 p.m. Commissioners and staff present were:

**REGULAR MEETING  
MINUTES**

Wayne King, President  
Ken McMillen, Vice-President  
Barney Burke, Secretary  
James Parker, District Manager  
Bill Graham, District Resource Manager  
Kevin Streett, District Electrical Superintendent  
Kate Pike, Brisa Services

**AGENDA**

After introductions the Agenda was approved as submitted.

**APPROVAL OF MINUTES**

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to approve the Regular Meeting Minutes of September 2, 2014, the Special Meeting Minutes of September 2, 2014, and the Workshop Minutes of September 10, 2014 as submitted and distributed.

**APPROVAL OF VOUCHERS**

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

Warrants No. 103767 through 103874 in the amount of	\$	384,401.68
Warrants No. 501596 through 501637 in the amount of	\$	74,004.39
For a Total Warrant Amount of	\$	458,446.07
Wire Transfer to BPA, Combined power & transmission	\$	793,934.00

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

1. Roger Riseley asked that these minutes reflect the location of this meeting.
2. Tony DeLeo encouraged more information by Cascadia Consulting on conservation issues.

**COMMISSIONERS REPORTS**

**Commissioner Burke**

August 27: Attended meeting of Jefferson County/Port Townsend Climate Action Committee

August 28: Attended meeting of Peninsula Development District

September 10: Attended Special Meeting/Budget Workshop

September 15: Attended meeting with Mason PUD3 for BPA presentation

September 20: Expect to attend Quilcene Fair

September 24-26: Expect to attend WPUA Water Workshop in Anacortes

**Commissioner King**

September 8: Attended meeting of PUD Citizen Advisory Board

September 10: Attended Special Meeting/Budget Workshop

September 15: Attended meeting with Mason PUD3 for BPA presentation

September 20: Expect to attend Quilcene Fair

**Commissioner McMillen**

September 10: Attended Special Meeting/Budget Workshop

September 20: Expect to attend Quilcene Fair

September 17-19: Expect to attend WPUA meetings in Chehalis

September 24-26: Expect to attend WPUA Water Workshop in Anacortes

**ACTION ITEMS**Resolution No. 2014-009 - Cancelled Check

The Manager presented Resolution No. 2014-09 authorizing Jefferson County Treasurer to cancel outstanding warrant no.100682 in the amount of \$24.08. After discussion, the following ACTION was taken:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to approve Resolution No. 2014-09 authorizing Jefferson County Treasurer to cancel outstanding warrant no.100682 in the amount of \$24.08.

**DISCUSSION ITEMS**a) Power Boost - St. Vincent dePaul

The Manager presented a memo for record regarding the possibility of directing Power Boost donations to agencies in addition to Olympic Community Action Program (OlyCAP), specifically to St. Vincent De Paul Society. Also presented were RCW 54.52.010, "Voluntary contributions to assist low-income residential customers"; RCW 5452.020, "Disbursal of contributions"; information on Clallam County PUD Neighborly Assistance Program; and correspondence from a JPUD Power Boost contributor regarding OlyCAP's distribution policy. There was discussion about the capability of the PUD current billing system and staff to distribute donations to more than one agency. After discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to have as a Discussion Item at the October 6, 2014 Regular Meeting a summary of options and costs by EES Consulting and staff for service rates for low income and disabled customers.

**Public Comment**

1. Kenneth Collins asked what the current contribution is. The answer is \$1686 monthly from 286 donors at this time.
2. Tony De Leo suggested putting out a proposal for some management of the process.
3. Gretchen Brewer commented that OlyCAP has some wonderful systems; however, St. Vincent De Paul may be able to fill in some of OlyCAP's gaps.

The Manager will pursue the process.

b) Budget Update - Guidance

The Manager presented the PUD 2015 Preliminary Draft Budget, currently on file at the District Office. A PUD Budget Workshop was held on Wednesday, September 10, 2014, 10:00 a.m. in the District Offices for further address. Also presented was a memorandum from the Manager requesting guidance on budget planning and priorities, enclosing the Rural Utilities Service (RUS) conditions for borrowers, correspondence from EES Consulting regarding guidance, and a four-year work plan for the District. There was discussion about the necessity of meeting the RUS Times Interest Earned Ratio (TIER) and Debt Service Coverage (DSC) requirements. Other goals identified in addition to meeting RUS revenue requirements, included keeping reserve revenues for water/sewer, electrical and the general fund at \$16 million, hold any rate changes until

completion of cost-of-service study with better estimate of future costs and revenues, election of new Commissioner, and continued address of low income and conservation programs.

c) Temporary Structure for Four Corners

The Manager presented a memo for record concerning purchase of a temporary building for the PUD Four Corners facility. Questions raised previously were answered regarding insulation, cooling units and florescent lights. Staff is recommending purchase. After discussion, the following ACTION was taken: MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to accept staff recommendation to purchase a temporary building for the Four Corners facility from ModSpace Modular Construction, in the amount of \$65,501.92.

d) Quilcene Fair

The Manager presented a memo for record regarding the Quilcene Fair, to be held Saturday, September 20, 2014, during which JPUD hosts a booth. Vendor/booth set up is to begin at 8:00 a.m. Commissioner King and District Resource Director Bill Graham will set up.

e) Red House Boundary Line Adjustment

The Manager presented survey information and mapping for a boundary line adjustment between JPUD property encompassing some electrical facility and the Locke Family.

### MANAGER'S REPORT

NISC (National Information and Solutions Cooperative) continues to train and upload computers for the new accounting and work order programs with a goal of operation by December, 2014. The State Auditor will begin process for the year 2013 in October. Process of transfer of Clallam PUD assets for Port Townsend Paper Corporation continues. A reminder that the mailing address for JPUD is 310 Four Corners Road, Port Townsend, Washington 98369 was given. An extensive status of JPUD electrical substation maintenance was presented.

### Public Comment

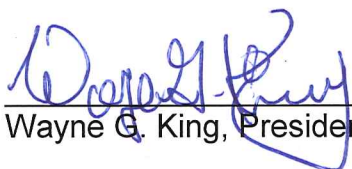
None

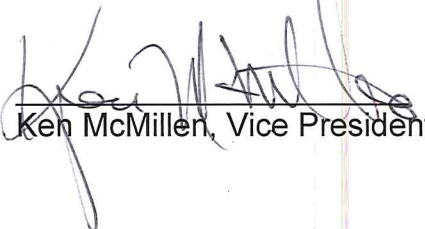
### CORRESPONDENCE

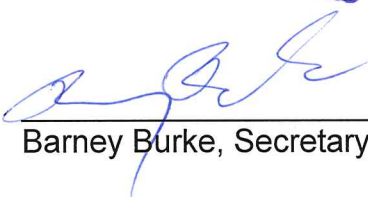
None

### ADJOURNMENT

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to adjourn the Regular Meeting at 6:51 p.m.

  
Wayne G. King, President

  
Ken McMillen, Vice President

  
Barney Burke, Secretary