



PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County

May 31, 2016

**Special Board Meeting**

*Approved Minutes*

The special Board of Commissioners (Board) meeting of Public Utility District No.1 of Jefferson County (PUD) was called to order by the President of the Board at 2:32 p.m. Commissioners, PUD staff, and consultants attending:

Commissioner Kenneth Collins, President  
Commissioner Barney Burke, Vice President  
Commissioner Wayne King, Secretary

James Parker, District Manager  
Bill Kolden, Interim Human Resources & Communication Manager  
Tammy Lehman, Interim District Financial Director & Auditor  
Kevin Streett, District Electrical Superintendent

Richard Hughes, District Legal Counsel  
Pamela Browning, Minute Taker

Agenda: Commissioner Collins said the special meeting would consist of two executive sessions, followed by an open session to discuss options regarding office space to accommodate additional staff. He said the meeting may last until 5:00 p.m.

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Executive Session:

The President of the Board announced the purpose of the first executive session was to discuss potential litigation, and the second to discuss a real estate purchase. Jim Parker said the sessions were expected to last approximately one hour.

The Board's Regular Meeting was adjourned to enter executive session at 2:36 p.m. and reconvened at 3:40 p.m.

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Space Allocation Options: Jim Parker described the issue the PUD is facing: insufficient office space in its current facilities, as configured, to accommodate additional staff. He distributed and reviewed:

- May 27 2016 Memo for Record regarding office space options and Decision Matrix
- Site overview: Current administration building and parking
- Site overview: Current operations building and parking
- "Office Finder" space requirement calculator

Alternatives Identified:

- Purchase or lease of a used building;
- Lease office space in a separate building, (not entire building);
- Move some staff to operations building;
- Purchase a "double wide" and install it on the Four Corners property;
- Construct a new building on the Four Corners property;
- Sell administration building and property.

Discussion Topics:

- Lease offer of former US Bank building declined;
- Value of Customer Service Representatives' presence at each PUD office;
- Importance of co-locating employees that work together;
- Operations building remodeling options and requirements;
- Near-term and long-term solutions/options;
- Public meeting space options;
- Board facilities walk-through;
- Space allocation study;
- US Bank building challenges and engineering study;
- Expenses related to moving some employees, (OK'd by the Board).


MOTION: By Commissioner Burke; seconded by Commissioner King; and carried unanimously: To direct staff to come back to the Board at one of its next two meetings with one or two options for meeting current and short-term staffing increases at the administration and operations buildings, for approximately the next six months.

Adjournment:

MOTION: By Commissioner King; seconded by Commissioner Burke; and carried unanimously: to adjourn the May 31 2016 Special Board Meeting at 4:18 p.m.

Minutes prepared by Pamela Browning, Minute Taker

Approved:

  
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Commissioner Wayne King, Secretary

6-21-16  
\_\_\_\_\_  
Date

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