

**March 18, 2014
PUD BOC MEETING
AGENDA
5PM
PUD Office
230 Chimacum Road
Port Hadlock, WA**

I. ITEM	START TIME (PM)
II. I. CALL TO ORDER	5:00
III. II. AGENDA	5:00
IV. III. APPROVAL OF MINUTES	5:05
a. Regular meeting minutes of 4 March	
b. Special meeting minutes of 14 March, NoaNet	
c. Special meeting minutes of 14 March, Personnel policies	
V. IV. APPROVAL OF VOUCHERS	5:10
VI. V. COMMISSIONER REPORTS	5:15
VII. VI. PUBLIC COMMENT on items that are not listed on the agenda	5:17
VIII. VII. ACTION ITEMS:	
a. Union contract local labor – 3 yr extention	5:20
b. Rate study consultant selection	5:30
c. Resolution 2014-001 BTOP asset filing	5:45
IX. VIII. DISCUSSION ITEMS:	5:50
X. IX. OLD BUSINESS- Manager's Report	6:00
XI. X. EXECUTIVE SESSION	6:05
XII. XI. CORRESPONDENCE	6:10
XIII. XII. ADJOURNMENT	6:15

**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
DRAFT
March 14, 2014**

**SPECIAL MEETING/WORKSHOP
MINUTES**

The Special Meeting of the Public Utility District No.1 of Jefferson County was called to order by the President of the Board of Commissioners at 1:00 p.m. Commissioners and staff present were:

Wayne King, President
Ken McMillen, Vice-President
Barney Burke, Secretary
James Parker, District Manager
Kate Pike, Brisa Services

AGENDA

The Purpose of the Special Meeting/Workshop was to discuss policies and procedures in the creation of an updated Personnel Manual.

DISCUSSION

The Manager presented the JPUD existing personnel handbook, the JPUD safety manual, a draft alcohol and drug free workplace policy, Resolution No. 2013-05 establishing titles and biweekly salary ranges for staff employees plus incorporating benefits for non-represented employees. The Board discussed the need to update the personnel handbook and broaden its content; the City of Poulsbo's handbook was seen as one example of how to do this. As the JPUD now has a significant increase in the number of employees, many of whom are represented by two unions, it is appropriate to establish some new personnel policies.

The Board discussed the alcohol and drug free workplace policy, compensatory time off, sick leave, vacation, personal time off, and private use of District equipment. No ACTION was taken.

ADJOURNMENT

There being no further business before the Board, it took the following ACTION:
MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to adjourn the Special Meeting/Workshop at 1:59 p.m.

**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
DRAFT
March 14, 2014**

**SPECIAL MEETING/WORKSHOP
MINUTES**

The Special Meeting of the Public Utility District No.1 of Jefferson County was called to order by the President of the Board of Commissioners at 10:00 a.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
Casey Findell, Electrical Service Employee
Kate Pike, Brisa Services

Also attending this Special Meeting was Legal Counsel William Broughton, Silverdale, Washington.

AGENDA

The Purpose of the Special Meeting/Workshop was to discuss the U.S. Department of Commerce Broadband Technology Opportunities Program (BTOP) grant requirements for transference of equipment ownership.

DISCUSSION

Bill Graham presented a draft Resolution authorizing granting of an equitable reversionary interest and directing filing of a UCC (Uniform Commercial Code) Financing Statement for materials and equipment acquired through the BTOP grant. Also submitted was a listing of the personal property assets, over \$5,000, acquired through Century Link, through Outside Plant (OSP) construction contracts, through Jefferson County, and through other contractors. Mr. Graham addressed the Board, reminding that filing of the UCC Financing Statement must occur on or before March 31, 2014. Mr. Broughton will continue to follow up for the District.

There was lengthy discussion about properties actually owned, particularly those located on property owned by Eagle Coast, LLC, which leases it to a related company Intellicheck-Mobilisa, Inc. In email correspondence with Mike Henson of Northwest Open Access Network (NoaNet), the recipient of the BTOP funding, it was stated that the actual tower, upon which equipment sits, is owned by Mobilisa, Inc. (Jefferson PUD is the sub-recipient and asset owner relative to the grant.)

During discussion it was also noted that a contract between Mobilisa, Inc. and NoaNet, if in existence, has not been copied to Jefferson PUD. Mr. Graham will attempt to obtain.

No ACTIONS were taken.

ADJOURNMENT

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to adjourn the Regular Meeting at 11:27 a.m.

**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
DRAFT
March 4, 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
Bill Graham, District Resource Manager
Kevin Streett, District Electrical Superintendent
Don McDaniel, Transition Consultant
Kate Pike, Brisa Services

AGENDA

The Agenda was approved with delay of Action Item Union Contract Local Labor and Discussion Item Apogee Interactive Website Feature.

APPROVAL OF MINUTES

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to approve the Regular Meeting Minutes of February 18, 2013, with spelling correction, and the Special Meeting Minutes of February 24, 2014 as submitted and distributed.

APPROVAL OF VOUCHERS

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

Warrants No. 501034 through 501068 in the amount of	\$ 68,996.07
Warrants No. 102415 through 102489 in the amount of	\$ 317,485.25
For a Total Warrant Amount of	\$ 386,481.32

COMMISSIONERS REPORTS

Commissioner McMillen

February 19-21: Attended WPUDA meetings in Olympia

February 24: Attended Special Meeting of JPUD Board

March 1: Attended the Jefferson County Home & Garden show

March 19-21: Expect to attend WPUDA meetings in Olympia

Commissioner Burke

February 20: Attended swearing in of new Bonneville Power Administrator Elliot Mainzer

February 24: Attended Special Meeting of JPUD Board

February 26: Attended meeting of the Climate Action Committee

February 27: Attended meeting of the Peninsula Development District

March 1: Attended the Jefferson County Home & Garden show

March 3: Attended meeting of Local 20/20

Commissioner King

February 24: Attended Special Meeting of JPUD Board

March 1: Attended the Jefferson County Home & Garden show

February 19-21: Attended WPUDA meetings in Olympia

March 19: Expect to attend WPUDA meeting

March 20: Expect to attend water tasting in Mount Vernon

PUBLIC COMMENT (for items not listed on the Agenda)

- 1) Rick Jahnke, Friends of Public Power, introduced this new group of Jefferson County citizens who support the concept of power and the JPUD. The goal is to help raise awareness in Jefferson County.
- 2) Jeff Randall, citizen, and Brian Goldstein, Citizen Advisory Board, also gave positive input on the group.
- 3) Roger Riseley, citizen, expressed his interest in seeing more positive public relations.

ACTION ITEMS

a) Resolution No. 2014-004 Approving Purchase of Itron Electricity Meters

The Manager presented Resolution No. 2014-004, approving purchase of Itron electricity meters as replacement of some Landis+Gyr electric meters is required. After brief discussion the Board took the following ACTION: MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to adopt Resolution No. 2014-004, approving purchase of Itron electricity meters.

Public Comment

- 1) Roger Riseley, citizen, commented on the benefit of continuous

read giving continuous use.

- 2) Leo Boyd, citizen, commented on the benefit of AMR.
b) Union Contract Local Labor - 3 yr contract ext
_____delayed

DISCUSSION ITEM

- a) Apogee Interactive website feature
delayed

- b) ESI Employee Assistance Program

The Manager presented information on the ESI Employee Assistance Group, an employee assistance program that provides benefits to employees that address issues concerning alcohol/drug abuse, work and family issues, and quality of life. After discussion, the Board elected to hold two Special Workshops on Friday, March 14, 2014 at 10:00 a.m. to address NoaNet and at 1:30 p.m. to address personnel policies.

- c) Drug-free Work Environment

See Discussion Item b) above.

- d) PUD Re-connection Policy

The Manager presented a Memo for Record outlining shut-off and reconnection processes. After discussion, the Board took the following

ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to approve the recommended procedures for utility reconnection after shut-off with the provision the Citizen Advisory Board review wording.

MANAGER'S REPORT/OLD BUSINESS

Electrical Summary

The Electrical Superintendent and staff continue to address power outages and personnel needs. A PUD safety committee was formed, consisting of the Manager Jim Parker, Electrical Superintendent Kevin Street, Annette Johnson, Jose Escalera-Estrada, and Bo Lee. Power consumption figures were presented. Regarding NoaNet, completion of recording of covenants is still pending and it is anticipated that a meeting to present details can occur prior to an end-of-March deadline. There was discussion regarding trimming of trees near power lines, with a Cowlitz PUD tree clearing near electrical lines guide for property owners presented. After discussion, the Board took the following

ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen,

carried unanimously, to have staff draft a tree trimming policy and present to the Citizen Advisory Board for review.

Procedures for transfer of Clallam PUD power lines serving Port Townsend Paper Corporation continue.

Finance

The Washington State Auditor has completed the auditing process for years 2010, 2011 and 2012; briefing to follow. The Power Boost program continues to grow. Three responses to Request for Proposal for cost-of-service study and rate design were received. After discussion, the Board took the following

ACTION:

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to contract with EES Consulting, Kirkland, Washington, unless any objection is raised by Friday.

EXECUTIVE SESSION

Staff and Board determined no need for Executive Session.

CORRESPONDENCE

Letter to Charles F. Cooper, Oakland, Oregon regarding a broken water line.

ADJOURNMENT

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to adjourn the Regular Meeting at 7:54 p.m.

March 18th, 2014

VOUCHER CLAIM FORMS FOR BILLS TO BE PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 102490 to #102586	\$ 469,518.90	03/18/2014
Payroll:	#501069 to #501103	\$ 62,747.95	03/14/2014

TOTAL BILLS TO BE PAID \$ 532,266.85

VOIDED CHECKS N/A

WIRE TRANSFERRED AMOUNTS	AMOUNT	DATE
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BPA Transmission/Power Wire	\$1,442,924.00	03/17/2014
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TOTAL WIRES \$1,442,924.00

PAYROLL APPROVAL
PUBLIC UTILITY DISTRICT NO 1 OF JEFFERSON COUNTY
3/14/2014

NUMBER	VENDOR NAME	AMOUNT
501069	BERNARD BURKE	\$ 807.65
501070	WAYNE KING	\$ 807.47
501071	KENNEH MCMILLEN	\$ 1,106.00
501072	KIMBERLY COTTIER-HOLT	\$ 1,221.34
501073	ALYSON DEAN	\$ 1,394.44
501074	DAVID ELIAS	\$ 925.71
501075	WILLIAM GRAHAM	\$ 1,944.63
501076	ANNETTE JOHNSON	\$ 1,513.52
501077	MICHAEL LEGARSKY	\$ 2,473.39
501078	RONAJEAN MCCONNELL	\$ 1,038.58
501079	JAMES PARKER	\$ 2,796.14
501080	TAMARA RUMPEL	\$ 1,168.00
501081	NATHALIA TANTUM	\$ 1,163.22
501082	MARYLOU TATUM	\$ 1,056.14
501083	MAUREEN WHIPPY	\$ 1,002.92
501084	LISA YOBBAGY-KELLER	\$ 1,110.73
501085	ADAM YORK	\$ 975.94
501086	DYLAN BRACKNEY	\$ 1,685.74
501087	CALEB CHAKOS	\$ 3,415.20
501088	JOSHUA DARLING	\$ 2,900.77
501089	CASEY FINEDELL	\$ 2,848.49
501090	TOBY HOWARD	\$ 1,037.30
501091	JORDAN LEAVITT	\$ 2,793.60
501092	BO LEE	\$ 3,198.04
501093	ROBERT PHILLIPS	\$ 2,183.99
501094	ERIK PRYOR	\$ 1,682.95
501095	DONALD STREETT	\$ 3,283.21
501096	ERIC THARALDSEN	\$ 3,338.72
501097	BRIAN VAN NESS	\$ 1,742.39
501098	COLTON WORLEY	\$ 1,578.91
501099	RANDALL CALKINS	\$ 1,395.05
501100	JOSE ESCALERA-ESTRADA	\$ 1,455.82
501101	DOUGLAS REEDER	\$ 1,517.17
501102	JERRY RUBERT	\$ 1,694.16
501103	ERIC STOREY	\$ 2,490.62
	TOTAL	\$ 62,747.95

VOUCHER APPROVAL
PUBLIC UTILITY DISTRICT NO 1 OF JEFFERSON COUNTY
3/18/2014

NUMBER	VENDOR NAME	AMOUNT	DESCRIPTION
WIRE	BPA	\$1,442,924.00	POWER/TRANSMISSION
102490	NW LABORERS-EMPLOYERS TRUST FUND	\$14,628.00	MEDICAL
102491	WA STATE DEPT OF RETIREMENT SYSTEMS	\$24,301.43	RETIREMENT
102492	BANK OF AMERICA	\$24,285.23	PAYROLL DEDUCTION
102493	PENINSULA CREDIT UNION	\$1,350.00	PAYROLL DEDUCTION
102494	WA STATE DEFERRED COMP	\$950.00	PAYROLL DEDUCTION
102495	WA STATE SUPPORT REGISTRY	\$666.03	PAYROLL DEDUCTION
102496	A AERIAL SERVICE CO, INC	\$3,224.46	MISC. SUPPLIES
102497	ALTEC INDUSTRIES INC	\$302.69	MISC. SUPPLIES
102498	BERNT ERICSEN EXCAVATING, INC	\$654.00	EXCAVATION
102499	JOHN BODGER	\$67.61	CUSTOMER REFUND
102500	BERNARD BURKE	\$442.65	TRAVEL
102501	CARL'S BUILDING SUPPLY INC	\$66.25	MISC. SUPPLIES
102502	CDW GOVERNMENT	\$369.38	MISC. SUPPLIES
102503	CELLNET TECHNOLOGY INC A LANDIS -GYR CO	\$38,256.97	METER READING
102504	CENTURY LINK QCC-P	\$209.55	PHONES
102505	CENTURY LINK-S	\$1,456.74	PHONES
102506	CENTURYLINK	\$444.54	PHONES
102507	CENTURYLINK-POLES	\$2,693.58	POLE RENTAL
102508	CHS	\$318.89	GAS
102509	CITY OF PORT TOWNSEND	\$1,966.74	WATER BILL
102510	CORRECT EQUIPMENT	\$884.78	MISC. SUPPLIES
102511	DELL MARKETING LP	\$1,198.09	COMPUTER
102512	DEPARTMENT OF LABOR & INDUSTRIES	\$325.09	L&I CORRECTION
102513	DEPARTMENT OF LABOR & INDUSTRIES	\$427.78	L&I CORRECTION
102514	DEPARTMENT OF LABOR & INDUSTRIES	\$18.15	L&I CORRECTION
102515	DM DISPOSAL CO INC	\$47.41	GARBAGE
102516	DOUBLE "D" ELECTRIC, INC.	\$2,182.46	SUBCONTRACT
102517	ESCI	\$1,525.00	SAFETY TRAINING
102518	MISAO FUKANO	\$18.42	CUSTOMER REFUND
102519	GE CAPITAL	\$393.49	MISC. SUPPLIES
102520	GENERAL PACIFIC INC	\$67,673.96	MISC. SUPPLIES
102521	GRAINGER	\$367.92	MISC. SUPPLIES
102522	H D SUPPLY POWER SOLUTIONS	\$13,736.99	MISC. SUPPLIES
102523	HADLOCK BUILDING SUPPLY, INC.	\$335.27	MISC. SUPPLIES
102524	HARRIS, MERICLE, & WAKAYAMA	\$1,765.40	LEGAL
102525	HENERY HARDWARE	\$19.27	MISC. SUPPLIES
102526	HIGHWAY SPECIALTIES LLC	\$202.74	MISC. SUPPLIES
102527	HRA VEBA TRUST CONTRIBUTIONS	\$250.00	MEDICAL
102528	INFOSEND, INC	\$4,426.57	MAILING
102529	JEFFERSON COUNTY HOME BUILDERS ASSOCIATION	\$250.00	HOME SHOW
102530	JEFFERSON COUNTY INFORMATION SERVICES	\$20,855.13	COMPUTER SERVICES
102531	JEFFERSON COUNTY PUBLIC HEALTH	\$53.00	PERMIT
102532	JEFFERSON COUNTY PUBLIC WORKS	\$243.00	PERMIT

102533	JEFFERSON COUNTY TREASURER	\$3,439.67	PROPERTY TAXES
102534	JIFFY LUBE	\$85.19	TRUCK MAINTENANCE
102535	MICHAEL LAVINE	\$143.69	CUSTOMER REFUND
102536	LE MAY MOBILE SHREDDING	\$85.50	SHREDDING
102537	LES SCHWAB TIRES	\$467.09	TRUCK MAINTENANCE
102538	MADRONA HILL URGENT CARE	\$480.00	PHYSICALS
102539	MASON COUNTY PUD #1	\$330.91	UTILITIES
102540	MCDOWELL RACKNER & GIBSON PC	\$2,512.50	LEGAL
102541	KENNETH A. MCMILLEN	\$512.88	TRAVEL
102542	MKT CONSTRUCTION CO, INC	\$1,625.89	MISC. SUPPLIES
102543	MURREY'S DISPOSAL CO., INC.	\$259.43	GARBAGE
102544	NESCO LLC	\$1,471.50	REEL TRAILER RENTAL
102545	NOANET	\$709.68	INTERNET
102546	NOR'WEST CUSTODIAL SERVICES, INC.	\$2,410.22	CLEANING
102547	OFFICE DEPOT	\$153.39	OFFICE SUPPLIES
102548	OLYMPIC EQUIPMENT RENTALS	\$612.62	MISC. SUPPLIES
102549	ON LINE INFORMATION SERVICES	\$298.00	CUSTOMER SERVICE
102550	PACIFIC UNDERWRITERS CORP.	\$724.42	LIFE/LTD INSURANCE
102551	PAYMENTUS	\$15,621.35	2 MONTHS OF PAYMENT FEES
102552	PETRICK'S LOCKSMITHS	\$14.17	MISC. SUPPLIES
102553	PITNEY BOWES-RESERVE ACCT	\$1,000.00	POSTAGE
102554	PLATT ELECTRIC SUPPLY	\$3,368.95	MISC. SUPPLIES
102555	PORT TOWNSEND LEADER	\$3,146.73	LIGHTING REBATE
102556	PORT TOWNSEND MUFFLER & FABRICATION	\$217.39	TRUCK MAINTENANCE
102557	MICHAEL POUNDS	\$509.30	CUSTOMER REFUND
102558	PREMIUM CONTRACTORS	\$1,839.38	MISC. SUPPLIES
102559	PROTEK	\$6,779.80	COMPUTER
102560	PUD #1	\$6,906.67	UTILITIY
102561	PUGET SOUND ENERGY-TAC	\$100,000.00	TAC FINAL PAYMENT
102562	PURMS JOINT SELF INSURANCE FUND	\$8,461.09	MEDICAL PREMIUM
102563	RADIO SHACK	\$15.75	MISC. SUPPLIES
102564	RICOH USA, INC	\$535.33	COPIER
102565	SCHWEITZER ENGINEERING LABS INC	\$1,769.08	MISC. SUPPLIES
102566	SECURITY SERVICES NW, INC.	\$89.00	ANSWERING SERVICE
102567	SHOLD EXCAVATING INC	\$6,208.57	EXCAVATION
102568	SOCIETY FOR HUMAN RESOUC E MANAGEMENT	\$185.00	MEMBERSHIP
102569	SOLOMON CORPORATION	\$29,000.00	MISC. SUPPLIES
102570	SOS PRINTING	\$382.59	OFFICE SUPPLIES
102571	SOUND PUBLISHING INC	\$9.57	OFFICE SUPPLIES
102572	SOUTH PUGET SOUND COMMUNITY COLLEGE	\$195.00	REGISTRATION
102573	SOUTHWICK ENTERPRISES	\$1,614.73	MISC. SUPPLIES
102574	SPRINGBROOK SOFTWARE, INC.	\$1,800.86	SOFTWARE
102575	KATHLEEN STANGER	\$54.93	CUSTOMER REFUND
102576	SURVALENT TECHNOLOGY	\$5,000.00	SCADIA
102577	TECHNOLOGY UNLIMITED	\$673.64	MISC. SUPPLIES
102578	TFS CAPITAL SOLUTIONS-1	\$5,425.00	EQUIPMENT PURCHASE
102579	TOWNSEND BAY PROPERTY MANAGEMENT	\$57.81	CUSTOMER REFUND
102580	TWISS ANALYTICAL LABORATORIES, INC.	\$925.52	TESTING
102581	TYNDALE COMPANY, INC	\$142.74	MISC. SUPPLIES

102582	USA BLUEBOOK	\$93.29	MISC. SUPPLIES
102583	UTILITIES UNDERGROUND LOCATION CENTER	\$53.90	LOCATES
102584	WA STATE BUSINESS LICENSING SERVICE	\$331.00	BUSINESS LICENSE
102585	WAVE BROADBAND	\$1,449.20	INTERNET
102586	WELLS FARGO EQUIPMENT FINANCE	\$12,255.17	EQUIPMENT PURCHASE
102587	TOWNSEND BAY PROPERTY MANAGEMENT	\$ 3,209.15	PETERSON LAKE RENTAL
	TOTAL AMOUNT	\$1,912,442.90	

LABOR AGREEMENT

BY AND BETWEEN

JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1

AND

LABORERS LOCAL NO. 252

Affiliated with the Laborers International Union of North America, AFL-CIO
January 1, 2014- December 31, 2016

PREAMBLE

The provisions contained herein shall constitute an agreement between Public Utility District #1 of Jefferson County herein referred to as "Employer," and Laborers Local No. 252, affiliated with the Laborers International Union of North America, AFL-CIO, herein referred to as "union," governing the wages, hours and other conditions of employment for the bargaining unit employees.

ARTICLE 1 – SCOPE OF AGREEMENT

- 1.01 This Agreement shall apply to employees of Public Utility District #1 of Jefferson County and to all employees engaged in Clerical, Production, Maintenance and Construction of Utility Systems and office work in accordance with the Public Employment Relations Commission certification in Case 9674-E-92-1543 and 13246-E-97-2206. This Agreement excludes management (District Manager), and professional: Water Resource Manager). This Agreement takes precedence in any conflict with the PUD Employee Manual.
- 1.02 It shall not be a violation of the agreement for the District to contract out grounds maintenance or utility locates.

ARTICLE 2 – RECOGNITION, UNION SECURITY, EMPLOYMENT

- 2.01 Recognition: The Employer recognizes the Union as the exclusive collective bargain agent for all employee categories covered in Article 1 while working in bargaining unit classifications.
- 2.02 Employees Included in the bargaining unit covered by this Agreement who are members of the Union as of the effective date of this Agreement shall, as a condition of employment, maintain their membership in the Union.
- 2.03 An Employee employed after the effective date of this agreement shall become a member of the Union within thirty-one (31) days following employment and shall maintain such Union membership as a condition of employment.
- 2.04 The Employer shall discharge an employee five (5) days after notification by the Union that such employee has failed to remit periodic dues and/or initiation fees required by the Union as a condition of maintaining membership in good standing.
- 2.05 The right of non-association of an employee based on bona fide religious tenets or teaching of a church or a religious body of which such public employee is a member shall be protected at all times and such public employee shall contribute an amount equivalent to regular union dues and initiation fees to a non-religious charity mutually agreed upon by the employee affected and the Union in accordance with R.W.41.56.122. The employee shall provide proof to the Union of such contribution. Should the employee and the Union fail to reach an agreement upon the charity, the Public Employment relations commission shall designate the charity.
- 2.06 The Union agrees that it will, upon the request of the Employer, refer experienced applicants, when available, to the Employer for interview to fill opening in the classifications covered by this Agreement.
- 2.07 The Employer retains the right to reject any job applicant. The Employer agrees to notify the Union in writing of any former employee not eligible for rehire, within fourteen (14) calendar days, Saturdays and Sundays included.
- 2.08 In addition to the employers current direct hire capability, the employer may also request additional employees by name from Laborer local 252's out of work registry that the requested employee is registered on.
- 2.09 The Union agrees that it will not discriminate against non-union employees when making referrals to the Employer, and the Employer agrees that it will not discriminate against Union members in selecting job applicants referred to it by the Union.

**PUBLIC UTILITY DISTRICT NO. 1 OF
JEFFERSON COUNTY, WASHINGTON**

RESOLUTION NO. 2014-001

A RESOLUTION Authorizing the granting of an equitable reversionary interest and directing the filing of a UCC Financing Statement for materials and equipment acquired through the BTOP grant with the United States Government.

Section 1. Purpose of this Resolution. Jefferson PUD was the recipient of grant funds from the United States Government for acquisition, construction and installation of fiber optic materials and equipment. This resolution directs the filing of documents to perfect the federal interest in those materials and equipment over \$5,000.00 in value acquired through the Federal BTOP grant.

Section 2. Schedule of Secured Equipment. Attached as Exhibit A to this Resolution is a schedule of materials and equipment for which the United States Government has an equitable reversionary interest as a condition of the BTOP grant. Exhibit A also includes a map showing the location of the improvements.

Section 3. Grant of Equitable Reversionary Interest. By passage of this Resolution, Jefferson PUD hereby grants to the Federal Government an equitable reversionary interest in the materials and equipment identified on the attached Schedule A and further directs the filing of a UCC Financing Statement with the Department of Licensing in Olympia, Washington for those items identified on Schedule A. The manager or his designee is authorized to sign the UCC documents.

**ADOPTED BY THE COMMISSION OF THE PUBLIC UTILITY DISTRICT NO.
1 OF JEFFERSON COUNTY, WASHINGTON** at a regular open public meeting on
the ___ day of March, 2014.

PUBLIC UTILITY DISTRICT NO. 1
OF JEFFERSON COUNTY

By: _____
Wayne G. King
President and Commissioner

By: _____
Ken McMillen
Vice President and Commissioner

Attest:

By: _____
Barney Bruke
Secretary and Commissioner

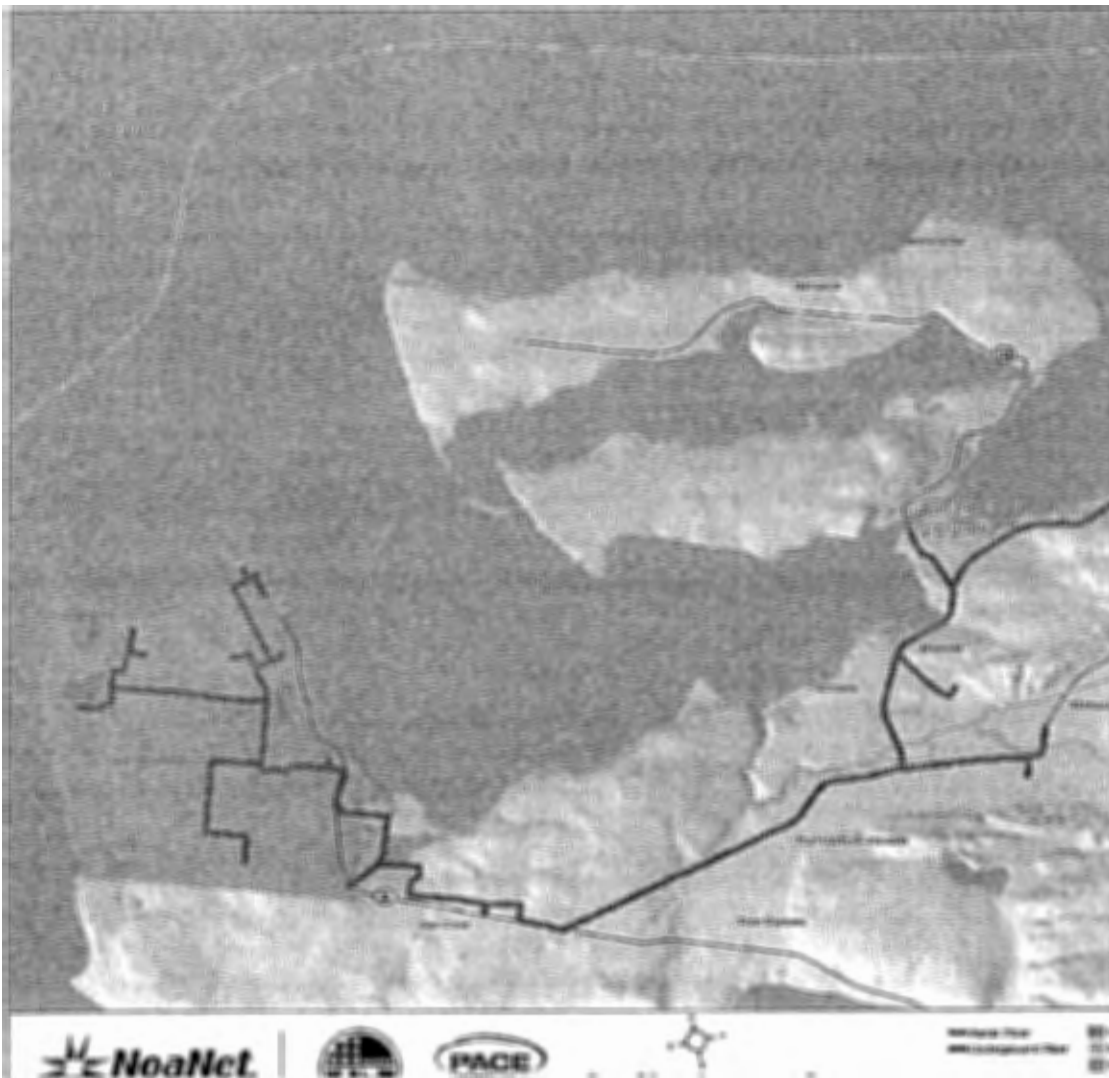
Recipient Name Northwest Open Access Network
Recipient Address 5802 Overlook Ave NE, Tacoma, WA 98422
Sub Recipient/Asset Owner Name Jefferson PUD
Sub Recipient Address PO Box 929, Port Hadlock, WA 98339
Sub Recipient Contact Name Bill Graham
Sub Recipient Phone 360-385-8375
Sub Recipient Email BGraham@JeffPUD.org
NTIA/BTOP Award # NT10BIX5570047
UCC-1 Record Type OSP
Route Name NW-2 Jefferson PUD

UCC-1 Data Description: Personal property assets listed below include all the personal property acquired through Outside Plant (OSP) construction contracts related to NoaNet's BTOP II NW-2 Jefferson Project. Unit costs include labor and material in each unit, multiplied by

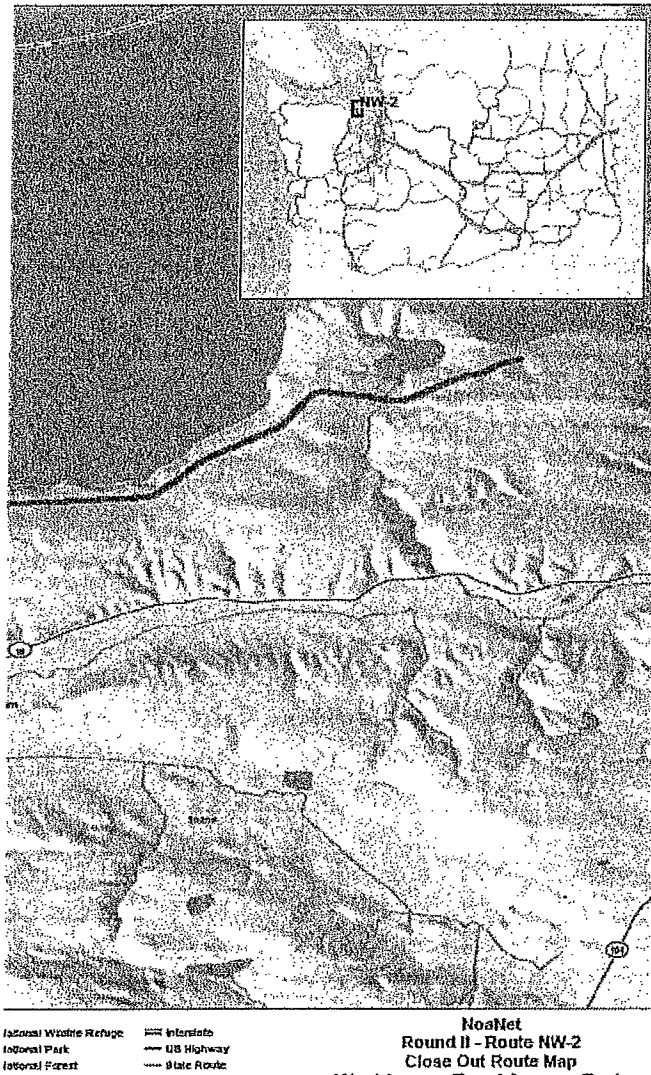
NW2 Jefferson County - Cable Related Units							
Unit	Description	Quantity	Unit Cost	Price	WIP Closeout	Useful Life	
BFO6IDB	6 Strand Fiber in duct - bored	458	12.10	5,541.80	2/15/2014	20 YEARS	
BFO12IDB	12 Strand Fiber in duct - bored	886	16.91	14,982.26	2/15/2014	20 YEARS	
BFO24IDB	24 Strand Fiber in duct - bored	3,972	16.76	66,570.72	2/15/2014	20 YEARS	
BFO48	48 Strand Fiber (Coils and splice tails)	6,162	1.94	11,954.28	2/15/2014	20 YEARS	
BFO48IDB	48 Strand Fiber in duct - bored	9,302	19.04	177,110.08	2/15/2014	20 YEARS	
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BRR	Rod, Proof, & Pull Rope or Mule Tape into Conduit	6,676	1.25	8,345.00	2/15/2014	20 YEARS	
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Recipient Address	5802 Overlook Ave NE, Tacoma, WA 98422
Sub Recipient/Asset Owner Name	Jefferson PUD
Sub Recipient Address	PO Box 929, Port Hadlock, WA 98339
Sub Recipient Contact Name	Bill Graham
Sub Recipient Phone	360-385-8375
Sub Recipient Email	BGraham@JeffPUD.org
NTIA/BTOP Award #	NT10BIX5570047
UCC-1 Record Type	Map
Route Name	NW-2 Jefferson PUD

UCC-1 Data Description: Personal property assets listed under the NoaNet's BTOP II NW-2 Jeffe shown in the map shown below.



erson Project are physically located along the route



UCC FINANCING STATEMENT

FOLLOW INSTRUCTIONS

A. NAME & PHONE OF CONTACT AT FILER (optional) William H. Broughton
B. E-MAIL CONTACT AT FILER (optional) bill@bbroughtonlaw.com
C. SEND ACKNOWLEDGMENT TO: (Name and Address) Jefferson Public Utility District c/o Broughton Law Group, Inc. P.S. 9057 Washington Ave NW Silverdale, WA 98383

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1. DEBTOR'S NAME: Provide only one Debtor name (1a or 1b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 1b, leave all of item 1 blank, check here and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

1a. ORGANIZATION'S NAME Public Utility District No. 1 of Jefferson County				
OR	1b. INDIVIDUAL'S SURNAME			
	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)		SUFFIX
1c. MAILING ADDRESS 230 Chimacum Road		CITY Port Hadlock	STATE WA	POSTAL CODE 98339
			COUNTRY USA	

2. DEBTOR'S NAME: Provide only one Debtor name (2a or 2b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name); if any part of the Individual Debtor's name will not fit in line 2b, leave all of item 2 blank, check here and provide the Individual Debtor information in item 10 of the Financing Statement Addendum (Form UCC1Ad)

2a. ORGANIZATION'S NAME				
OR	2b. INDIVIDUAL'S SURNAME			
	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)		SUFFIX
2c. MAILING ADDRESS		CITY	STATE	POSTAL CODE
				COUNTRY

3. SECURED PARTY'S NAME (or NAME of ASSIGNEE of ASSIGNOR SECURED PARTY): Provide only one Secured Party name (3a or 3b)

3a. ORGANIZATION'S NAME United States Department of Commerce/ NTIA				
OR	3b. INDIVIDUAL'S SURNAME			
	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)		SUFFIX
3c. MAILING ADDRESS 1401 Constitution Ave NW		CITY Washington DC	STATE	POSTAL CODE 20230
				COUNTRY USA

4. COLLATERAL: This financing statement covers the following collateral:

Certain equipment (the equipment) acquired or improved, or to be acquired or improved, under NTIA/BTOP grant award no. NT19BIX5570047 by sub-recipient Public Utility District No. 1 of Kitsap County, including but not limited to the terms identified in the "Schedule A," the projects equipment list, which is attached hereto and incorporated by reference. Sub-recipient holds the equipment in trust for the benefit of the NTIA Broadband Technology Opportunities Program (BTOP). The Federal Government retains an undivided equitable reversionary interest in each item of equipment for the useful life thereof, as determined under the BTOP Useful Life Schedule incorporated in Schedule A.

5. Check only if applicable and check only one box: Collateral is held in a Trust (see UCC1Ad, item 17 and instructions) being administered by a Decedent's Personal Representative

6a. Check only if applicable and check only one box:
 Public-Finance Transaction Manufactured-Home Transaction A Debtor is a Transmitting Utility

6b. Check only if applicable and check only one box:
 Agricultural Lien Non-UCC Filing

7. ALTERNATIVE DESIGNATION (if applicable): Lessee/Lessor Consignee/Consignor Seller/Buyer Bailee/Bailor Licensee/Licensor

8. OPTIONAL FILER REFERENCE DATA:
US Department of Commerce Grant Award No. NT10BIX5570047

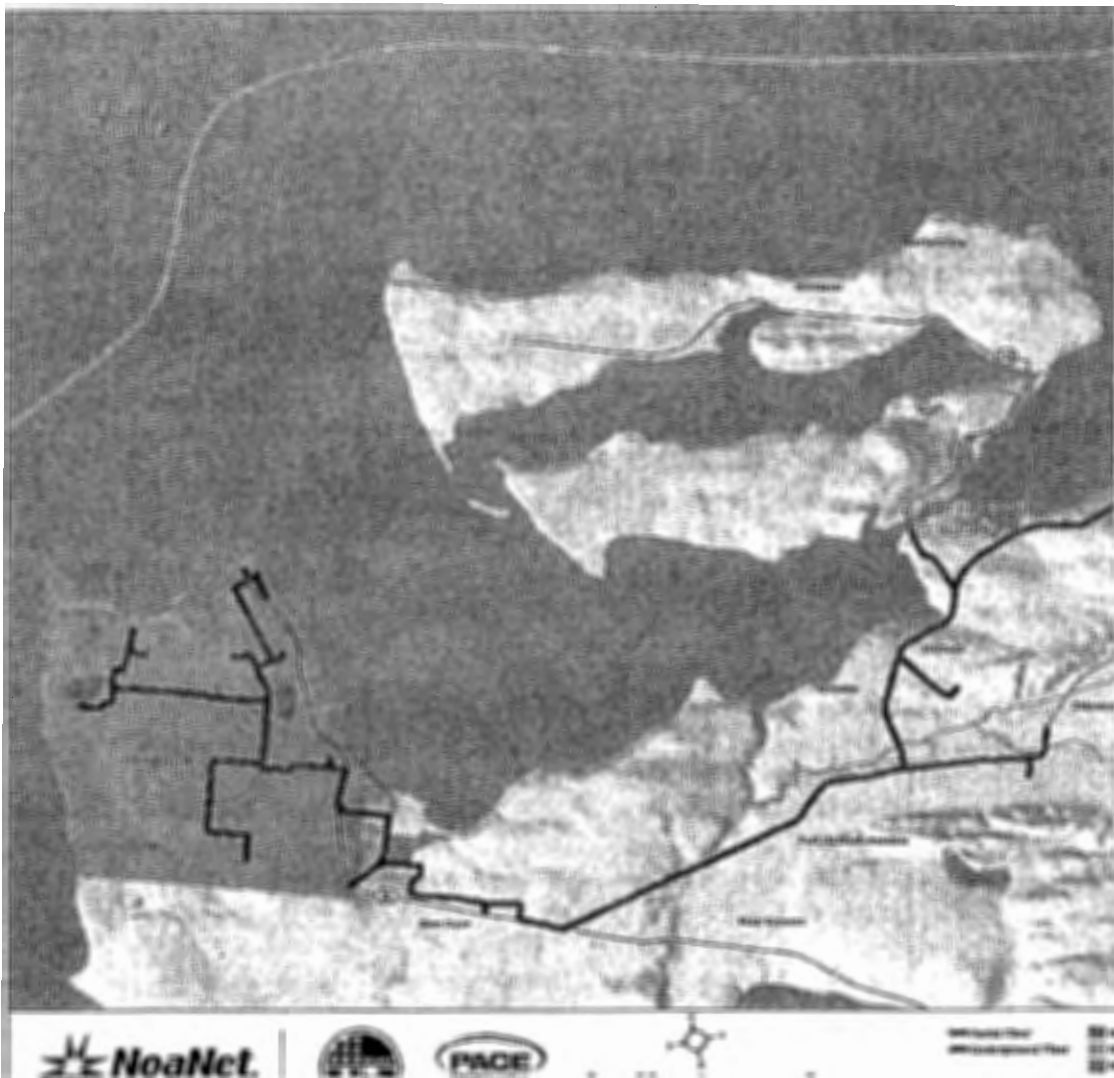
Recipient Name Northwest Open Access Network
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 Sub Recipient Email BGraham@JeffPUD.org
 NTIA/BTOP Award # NT10BIX5570047
 UCC-1 Record Type OSP
 Route Name NW-2 Jefferson PUD

UCC-1 Data Description: Personal property assets listed below include all the personal property acquired through Outside Plant (OSP) construction contracts related to NoaNet's BTOP II NW-2 Jefferson Project. Unit costs include labor and material in each unit, multiplied by

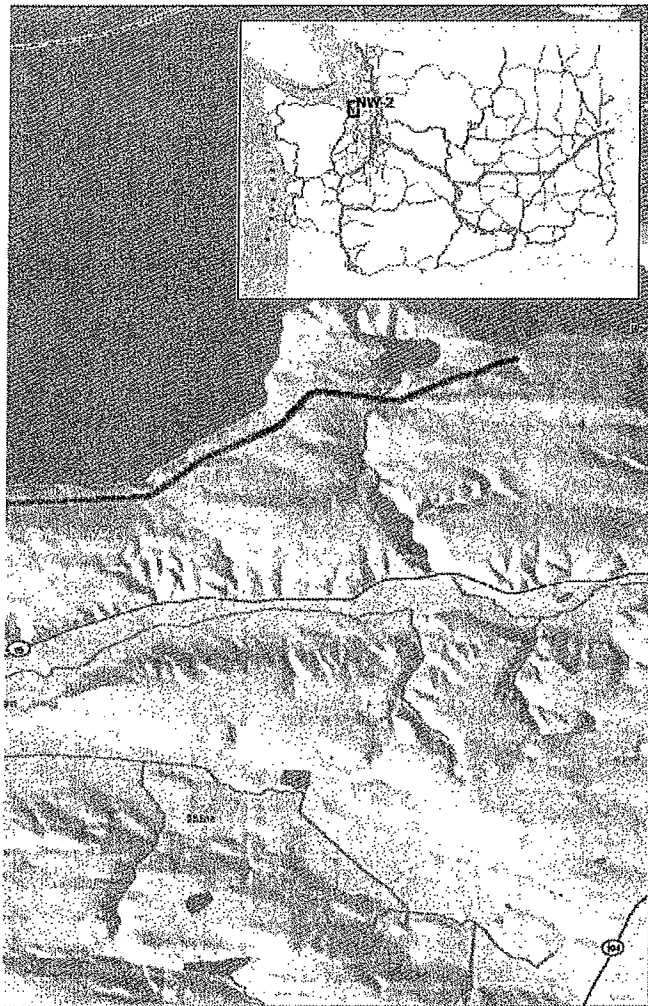
NW2 Jefferson County - Cable Related Units							
Unit	Description	Quantity	Unit Cost	Price	WIP Closeout	Useful Life	
BFO6IDB	6 Strand Fiber in duct - bored	458	12.10	5,541.80	2/15/2014	20 YEARS	
BFO12IDB	12 Strand Fiber in duct - bored	886	16.91	14,982.26	2/15/2014	20 YEARS	
BFO24IDB	24 Strand Fiber in duct - bored	3,972	16.76	66,570.72	2/15/2014	20 YEARS	
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National Wildlife Refuge
National Park
National Forest

Interstate
US Highway
State Route

NoaNet
Round II - Route NW-2
Close Out Route Map

MEMO FOR RECORD

SUBJECT: Selection of Consultant for Rate Study

1. The purpose of this memo is to provide a recommendation for the PUD BOC to use EES for the PUD Cost of Service and Rate Study.
2. Facts.
 - a. PUD received 3 responses to their RFP for a COS and Rate Study.
 - b. The PUD advertised in the Seattle Daily Journal twice
 - c. Both the PUD manager and PUD Financial Director reviewed the proposals.
 - d. Proposals: **EES: 58,450;** FCS Group: 68,556; Utility Financial Solutions: na
3. Assumptions:
 - a. Both EES and FCS Group are capable of doing the rate study.
 - b. EESs has more experience with electrical rate setting and COS than FCS Group
 - c. FCS Group has more experience with water/sewer rate setting.
4. Discussion: Commissioner Burke reviewed the proposals in detail and was not convinced that EES would be the best selection. This was based on distribution of funding different aspects of the studies and descriptions of procedures and steps.
5. Recommendation – Both the financial director and the district manager recommend we use EES.

James G. Parker
Manager

18 March 2014

OLD BUSINESS.

1. Electrical:

a. General. –

i. NoaNet –

- 1) PUD BOC Bi-Annual workshop will be 2nd meeting in April
- 2) UCC filing, see action

ii. Tree trimming. Recommended policy. Set backs.

iii. Power consumption:

<u>Month</u>	<u>Energy MWh</u>	<u>Energy aMW</u>	<u>Peak MW</u>	BPA Actual billed	difference
Apr-13	26,342	36.6	67.0	24,424,486	1,918,004
May-13	22,129	29.7	47.6	20,021,691	2,107,560
Jun-13	20,266	28.1	40.5	17,562,158	2,703,688
Jul-13	26,424	35.5	45.6	23,864,968	2,558,667
Aug-13	26,661	35.8	44.5	23,900,887	2,759,968
Sep-13	26,103	36.3	50.5	23,850,329	2,253,060
Oct-13	29,496	39.6	71.7	30,837,093	(1,341,232)
Nov-13	36,654	50.8	84.1	37,798,681	(1,144,837)
Dec-13	43,812	58.9	97.3	45,370,242	(1,558,242)
Jan-14	45,145	60.7	94.2	40,683,452	4,462,452
Feb-14	38,662	57.5	90.5		
Mar-14	37,256	50.1	84.3		
Apr-14	32,608	45.3	75.9		
May-14	28,751	38.6	56.4		

b. Outages.

i. Have had a couple, mostly trees in lines – twitter flows larger ones

- c. Other.
 - i. Transfer of CPUD power lines. Trying to clean up, got PT paper comments
 - ii. WECC. We got extension until 5th of May to get our WECC annual report done, I have two WECC compliance companies giving we proposals, first is around 40,000 dollars.
 - iii. Form EIA-861 - annual electric power industrial report. Due end of April. Used for statistical purposes.
 - iv. RUS reporting. We got extension until end of April go get completed. It is a form 7. Finally got access through the internet, trip to mt vernon.
 - v. Conservation. Bill met today with Cascadia, and members of Citizen Advisory Board, and BPA to go over program

2. Admin/ Financial:

- a. Power Boost _ 176 for \$1,255 a month
- b. Only 4 door hangers on Monday. 89 robo calls – 10 did not pick up.
- c. Privilege Tax: Michael calculated for 9 months it was more than 424,680.59 dollars
- d. PURMS - The Semi Annual Operations Committee meeting will be on May 28th and 29th. The meeting will begin on the afternoon of the 28th to get an update on Health Care Reform then will reconvene on the morning of the 29th to attend to regular business
- e. State Auditor is done here, should get out brief soon. But back again in Fall.
- f. Billing system – Tuesday, today NISC visit
- g. PUD shut off policy – see attached procedure
- h. Website. We are having problems using archiving function and getting the past minutes on file. Bill is working with Apogee.
- i. Phones. Think we are finally at a good spot. We hired the new CSR, Laura, and we have the phone tree working. Number of calls is dropping off.
- j. Red house – hired an appraisal company. turned off the water/power
- k. PSE – kirk has worked out arrangement with PSE for the late comers; I have agreed to and will sign. Note, payment on 1st of April will be our last, at which point the citizens will own their power system.

3. Personnel:

- a. Lineman. Hired new lineman this week, jordan
- b. Interviews with IT person yesterday, we will make job offer.
- c. Aly will have baby on Wednesday, off for 12 weeks.
- d. Workshop for the BOC to go over personnel policies, Drug programs, exempt and commissioner policies and procedures, need to set up follow up series of workshops.

4. Water/ Sewer

- a. KSQM Radio – other organizations, perhaps subject for CAB.
- b. Kala Point/ Quimper consolidation – Seton awarded contract, have all the papers, preconstruction conference on the 24th of April.

PUD #1 of Jefferson County
PO Box 929
310 Four Corners Road
Port Hadlock, WA 98339-0929

(360) 385-5800 (ph)
(360) 385-5945 (fx)
www.jeffpud.org (website)

NOTICE OF TERMINATION
02/19/2014

RE: Account Number
Account Name
Service Location
Past Due Amount
Amount Due
Due Date

WEDNESDAY, MARCH 5, 2014

Dear CUSTOMER NAME,

IF YOU HAVE ALREADY SENT PAYMENT, PLEASE DISREGARD THIS NOTICE.

According to our records your account is currently 30 days or more past due. Unless payment is received for the past due amount on the due date shown above, your service may be disconnected. **If we have not received payment or heard from you**, we will attempt to contact you by automated phone call. If we are unable to contact you, we will attempt to place a door hanger on your door as a last notice to you of the pending disconnect. To avoid a \$15 door hanger charge, please provide the PUD with a current contact phone number.

One week from the due date above, if we still have not received payment or any response from you, our crew will be dispatched to disconnect your service. At this time a \$60 disconnect/reconnect fee will be added to the total amount due. Once disconnected, a door hanger fee (if applicable), and **ALL** charges including a deposit of up to \$200, **must be received in full for service to be reconnected.**

On the day of disconnect, if your account is paid in full, including any additional fees, we will dispatch our crew to reconnect your service that same day. **Any other business day**, if your account is paid in full **BY 1:00 PM**, we will dispatch our crew to reconnect your service that same day. If your account is paid in full **AFTER 1:00 PM**, your service may be reconnected the next business day. If you request a reconnect after hours (5:00 pm – 7:00 am) a \$250 charge will apply, which will need to be paid the next business day after the reconnect is done.

Payment plans are available. Please call the office at 360-385-5800 **before** the due date listed above to make arrangements. If possible, a copy of this statement has been sent to the property owner.

NO PAYMENT PLANS CAN BE MADE AFTER THE SERVICE IS DISCONNECTED.

Thank you for your prompt attention to this notice.

[1 / 1]



PUD #1 OF JEFFERSON COUNTY
PO BOX 929
PORT HADLOCK, WA 98339-0929
(360) 385-5800

JCP0220A AUTO 5-DIGIT 98325
7000000237 00.0001.0145 145/1



c. Sparling well.

1. As I see it, this is phase 2 of the project. The design was approved prior to January 17, 2014, so I believe this project would be exempt from the Buy American piece.
2. Jim / Casey – just heard back from Karen Klocke at DOH. She said that the new DWSRF funding cannot be used for the bid process that happened last year. Oh well – I gave it a good try. She said that a new bidding process would need to be done. So, looks like that will happen sometime later this spring. Thanks, Phil

d. Water/sewer Operations

- a. Triton Cove corrosion control. Still working
- b. Quilcene water tank. Getting bid to paint
- c. Lazy-C pump house need a new roof.
- d. Shine Platt wants to connect to PUD; told them do not have water rights; possible meeting with DOE and DOH
- e. Request to be SMA for group B.

e. Water tasting: 20 March

18 March 2014

UPCOMING EVENTS

18 March	PUD BOC Meeting
20 March	Water Tasting
25 March	Pre construction with Seton – Kala Point
27 March	PUDA water committee meeting
31 March	Final payment to PSE
1 April	PUD BOC Meeting
10 April	PUDA Manager Meeting
15 April	PUD BOC Meeting
23 April	Small water system workshop
17-29 April	Jim PTO
1 May	Labor Day
6 May	PUD BOC Meeting

PUDA Meetings

Date	Meeting	Location
March 27	Water Committee Meeting	Olympia
April 16-18	Association Meetings Annual Business Meeting/Election Officers Manager Committee Meeting	TBD
April 23-24	Spring Finance Officers Committee	Longview
April 30-May 1	Telecom Workshop	TBD
May 15	Strategic Planning Committee	Olympia
May 18-22	NWPPA Annual Conference	Billings, Montana
May 29-30	Communicators Group	SeaTac
June 13-18	APPA National Conference	Denver, Colorado
June 25-27	Committee Meetings Energy, Telecom, Water and Communicators	Olympia
July 16-18	Association Meetings Approval of Strategic Plan	Omak, Best Western Peppertree
September 17-19	Association Meetings	Chehalis, Holiday Inn Express
September 24-26	Water Workshop	Skagit County
October 15	Commissioners Education Roundtable	Olympia
October 16	Budget Committee Meeting	Olympia
October 29-30	Managers Committee Meeting	TBD
November 19-21	Association Meetings Approval of Budget Member/Past Presidents Dinner	Olympia
December 3-5	WPUDA Annual Conference Water Committee Meeting	Vancouver