

**April 15, 2014
PUD BOC MEETING
AGENDA
5PM
PUD Office
230 Chimacum Road
Port Hadlock, WA**

ITEM	START TIME (PM)
I. CALL TO ORDER	5:00
II. AGENDA	5:00
III. APPROVAL OF MINUTES Regular Meeting of April 1, 2014	5:05
IV. APPROVAL OF VOUCHERS	5:10
V. COMMISSIONER REPORTS	5:15
VI. PUBLIC COMMENT on items that are not listed on the agenda	5:20
VII. ACTION ITEMS:	5:25
VIII. DISCUSSION ITEMS:	5:30
1. Medical emergencies-procedures	5:35
2. PUD Annual report	
IX. OLD BUSINESS- Manager's Report	5:40
X. CORRESPONDENCE E-mail from water customer on seasonal Turn-off on	5:45
XI. ADJOURNMENT	5:50

PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
DRAFT
April 1, 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
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

Commissioner McMillen was on an excused absence.

AGENDA

The Agenda was approved as submitted.

APPROVAL OF MINUTES

MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to approve the Regular Meeting Minutes of March 18, 2014 as submitted and distributed.

APPROVAL OF VOUCHERS

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

Warrants No. 501104 through 501152 in the amount of	\$ 73,248.33
Warrants No. 102490 through 102586 in the amount of	<u>347,810.43</u>
For a Total Warrant Amount of	\$ 421,058.76

Wire Transfers: Rural Utilities Services loan payment	\$ 778,294.64
Puget Sound Energy final payment	<u>100,000.00</u>
For a Total Wire Amount of	\$ 878,294.64

COMMISSIONERS REPORTS

Commissioner McMillen

was on an excused absence.

Commissioner Burke

March 18-19: Attended meetings of Energy Northwest in Pasco, Washington

April 15: Expect to attend workshop with NoaNet (Northwest Open Access Network)

April 23-24: Expect to attend Energy Northwest meetings

Commissioner King

March 20: Attended water tasting in Mount Vernon

March 21: Attended, with Jim Parker and Michael Legarsky, exit meeting of State auditor

March 31: Attended Shine Platt Property Owners meeting regarding water rights

March 31: Visited Coyle Peninsula property to investigate locked gate

PUBLIC COMMENT (for items not listed on the Agenda)

1) Natalie McMackin, Quilcene resident, addressed what she considered poor communication resulting in a disconnect of service. There was lengthy discussion by Board and staff regarding disconnect and reconnect procedures currently in place.

2) Rick Jahnke, Friends of Public Power representative and citizen, commented on developing a strategic plan for operations. He also commented on his appreciation of JPUD website improvements.

3) Roger Risely, citizen, commented on hopes for an improved billing system for net metering customers.

ACTION ITEMS

a) NTP Kala Point Consolidation

The Manager presented a Notice to Proceed document for Seton Construction, Inc. for the Quimper Water System-Kala Point Consolidation. After brief discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to transmit the Notice to Proceed document to Seton Construction, Inc. for the Quimper Water System-Kala Point Consolidation.

b) SFR Loan Sparling Improvements

The Manager presented a capital agreement for the state loan to finance completion of the Sparling well. After brief discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to authorize signature of the capital agreement between the Washington State Public Works Board and Jefferson County PUD No.1 for a Drinking Water State Revolving Fund loan funding for the Sparling Water Treatment Plant in the amount of \$8,350.00.

DISCUSSION ITEMS

a) Energy Efficiency Rebate Measures

The Manager presented a list of measures applicable to residential energy efficiency submitted by Cascadia Consulting. After brief discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to approve the list of measures submitted for residential energy efficiency.

b) WECC Certification

The Manager presented a list of companies who submitted fees to complete a WECC (Western Electricity Coordinating Council) NERC CPM (North American Electric Reliability Corporation - Compliance Program Management) compliance evaluation for the District. The lowest fee was presented by Abidance Consulting Corporation.

MANAGER'S REPORT/OLD BUSINESS

Electrical Summary

The Electrical Superintendent and staff continue to address power outages and personnel needs. A charting of power consumption from April 2013 through February 2014 was presented as well as a 2013 outage report. Correspondence from Gene Carmody of the Port Ludlow Festival Association regarding providing power for the Festival, to be held at the end of July, was presented in addition to correspondence regarding installation of banners and participation by the District in festivals and at the Uptown Farmer's Market (Port Townsend). Regarding NoaNet, an annual workshop is scheduled for April 15, 2014. The WECC (Western Electricity Coordinating Council) report due date has been extended to May 5, 2014. The annual U.S. Energy Information Administration (EIA) Form EIA-861, identifying power sales, revenue and energy efficiency, is due at the end of April, 2014. Process for transfer of Clallam PUD power lines continues.

Other

Power Boost Program continues with current \$1,225 per month contribution. New personnel hired includes a new lineman, an additional meter reader and customer service representative. Billing and telephone systems are improving.

EXECUTIVE SESSION

Staff and Board determined no need for Executive Session.

Public Comment

None

CORRESPONDENCE

1. Letter from Natalie McMackin, Quilcene resident regarding electricity disconnect and reconnect.
2. Letter from Joe Baisch, Northup Water System Manager regarding continuous operation of well pump and clay and pilot valves malfunction.
3. Letter from Lloyd and Sandra Eisenman, Port Hadlock regarding electricity disconnect and reconnect.

ADJOURNMENT

MOTION: By Commissioner Burke, Second by Commissioner King, carried unanimously, to adjourn the Regular Meeting at 7:19 p.m.

April 15th , 2014

VOUCHER CLAIM FORMS FOR BILLS TO BE PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 102665 to #102787	\$326,923.44	04/15/2014
Payroll:	#501153 to #501188	\$ 68,721.75	04/11/2014

TOTAL BILLS TO BE PAID \$ 395,645.19

VOIDED CHECKS N/A

WIRE TRANSFERRED AMOUNTS	AMOUNT	DATE
BPA	\$1,847,658.00	4/15/2014

TOTAL WIRES \$1,847,658.00

VOUCHER APPROVAL
PUBLIC UTILITY DISTRICT NO 1 OF JEFFERSON COUNTY
4/15/2014

NUMBER	VENDOR NAME	AMOUNT	DESCRIPTION
102665	CREDIT INTERNATIONAL CORP	\$ 270.61	EMPLOYEE GARNISHMENT
102666	HRA VEBA CONTRIBUTIONS	\$ 275.00	VEBA FOR APRIL 2014
102667	IBEW LOCAL 77 (DUES)	\$ 841.10	ELECTRICAL DUES
102668	BANK OF AMERICA-941	\$ 27,492.09	4/11/14 P/R TAXES
102669	NW LABORERS 252 (DUES)	\$ 522.00	LABORERS DUES
102670	NW LABORERS-EMPLOYERS TRUST	\$ 15,210.00	MEDICAL INSURANCE
102671	PENINSULA CREDIT UNION	\$ 1,350.00	EMPLOYEE DEPOSITS
102672	WA STATE DEFERRED COMPENSATION	\$ 950.00	EMPLOYEE COMP
102673	WA STATE OF RETIREMENT SYSTEMS	\$ 26,866.13	MARCH RETIREMENT
102674	WA STATE SUPPORT REGISTRY	\$ 772.53	EMPLOYEE SUPPORT
102675	PHYLLIS/JOAN BALLOUGH	\$ 1,500.00	HP REBATE
102676	ARTHUR BURKE	\$ 50.00	CW REBATE
102677	JENNINGS CAMPBELL	\$ 1,565.00	HP/CW/RF REBATE
102678	AMY CARLSON	\$ 1,500.00	HP REBATE
102679	DISCOVERY PHYSICAL THERAPY	\$ 50.00	CW REBATE
102680	STEVE FRENZL	\$ 1,500.00	HP REBATE
102681	GERALDINE FURNIA	\$ 1,500.00	HP REBATE
102682	HARVEY GINSBURG	\$ 1,500.00	HP REBATE
102683	CAROL HARMS	\$ 15.00	RF REBATE
102684	TOM HARRY	\$ 1,500.00	HP REBATE
102685	DOUGLAS HATHON	\$ 1,300.00	WATER INSTALL REFUND
102686	EDWARD HUGHES	\$ 15.00	RF REBATE
102687	THELMA KEEFE	\$ 1,500.00	HP REBATE
102688	HOWARD LEARNED	\$ 1,500.00	HP REBATE
102689	JOANNE LEVINE	\$ 50.00	CW REBATE
102690	JOLIE MAKI	\$ 50.00	CW REBATE
102691	WILLIAM MERCIER	\$ 50.00	CW REBATE
102692	JANET MIZUGUCHI	\$ 50.00	CW REBATE
102693	GERALD MOCH	\$ 1,500.00	HP REBATE
102694	WILLIAM MOORE	\$ 1,500.00	HP REBATE
102695	ANDREW OKINCZYC	\$ 50.00	CW REBATE
102696	BONNIE OSMER	\$ 1,500.00	HP REBATE
102697	WILLIAM PARKER	\$ 1,500.00	HP REBATE
102698	NINA PASCOE	\$ 1,500.00	HP REBATE
102699	THOMAS RICE	\$ 50.00	CW REBATE
102700	KATE ROOSEVELT	\$ 65.00	HP/CW/RF REBATE
102701	DAVID SATTERLEE	\$ 50.00	CW REBATE
102702	NANCY STRATTON	\$ 50.00	CW REBATE
102703	MARK SUPIK	\$ 1,500.00	HP REBATE
102704	BRAD TAYLOR	\$ 1,500.00	HP REBATE
102705	RALPH TISHER	\$ 1,500.00	HP REBATE
102706	VERNON/PENNY WELSH	\$ 50.00	CW REBATE
102707	COLEMAN WHITE	\$ 1,500.00	HP REBATE
102708	ROBERT/JANET WOODYARD	\$ 1,500.00	HP REBATE
102709	LON ZIMMERMAN	\$ 1,500.00	HP REBATE
102710	RICHARD ZINN	\$ 1,500.00	HP REBATE
102711	A AERIAL SERVICE CO, INC	\$ 953.73	REBILL TO NOANET

102712	A WORKSAFE SERVICE, INC	\$	87.00	DRUG TESTING
102713	ALLFORM WELDING INC	\$	185.91	4 CORNERS GATE
102714	ASSOCIATED PETROLEUM PRODUCTS INC	\$	200.58	DIESEL TRUCK TREATMENT
102715	LORETTA ATKINS	\$	336.85	CUSTOMER REFUND
102716	BRISA SERVICES	\$	210.00	SERVICES
102717	BROUGHTON LAW GROUP INC PS	\$	1,839.25	ATTORNEY
102718	RANDY CALKINS	\$	58.91	TRAVEL REIMBURSEMENT
102719	CDW GOVERNMENT	\$	1,575.31	COMPUTERS
102720	CELLNET TECHNOLOGY INC A LANDIS -GYR CO	\$	38,636.29	METER READS (3/2014)
102721	CENTURY LINK-S	\$	659.31	PHONES
102722	CENTURYLINK	\$	246.19	PHONES
102723	CITY OF PORT TOWNSEND	\$	1,811.33	UTILITIES
102724	DISCOVERY BAY GROUP LLC	\$	1,500.00	CONSULTING
102725	DM DISPOSAL CO INC	\$	47.41	GARBAGE
102726	DOUBLE "D" ELECTRIC, INC.	\$	23.64	MATERIALS
102727	EES CONSULTING	\$	1,480.00	CONSULTING
102728	ESCI	\$	1,525.00	SAFETY
102729	BRADLEY FLUX	\$	2,000.00	MOVE REIMBURSEMENT
102730	GENERAL PACIFIC INC	\$	12,785.82	TRANSFORMERS/MATERIALS
102731	NANCY GIEBINK	\$	15.00	RF REBATE
102732	GRAINGER	\$	1,418.33	WATER SCADA
102733	H D SUPPLY POWER SOLUTIONS	\$	10,885.32	WIRE
102734	HADLOCK BUILDING SUPPLY, INC.	\$	447.10	MATERIALS
102735	HADLOCK COMPUTER SERVICES	\$	610.36	PORTABLE GPS
102736	HARRIS, MERICLE, & WAKAYAMA	\$	900.00	ATTORNEY
102737	HENERY HARDWARE	\$	150.31	MATERIALS
102738	JAN HINTERMAYR	\$	15.00	RF REBATE
102739	INFOSEND, INC	\$	2,970.80	MAILING SERVICE
102740	JEFFERSON COUNTY FAIR	\$	240.00	BOOTH
102741	JEFFERSON COUNTY INFORMATION SERVICES	\$	6,666.67	SUPPORT
102742	JEFFERSON COUNTY PUD	\$	1,275.16	REFUNDS
102743	WAYNE KING	\$	397.59	TRAVEL REIMBURSEMENT
102744	MICHAEL LEGARSKY	\$	77.00	TRAVEL REIMBURSEMENT
102745	MADRONA HILL URGENT CARE	\$	120.00	PHYSICAL
102746	MCDOWELL RACKNER & GIBSON PC	\$	5,259.50	ATTORNEY
102747	MURREY'S DISPOSAL CO., INC.	\$	259.43	GARBAGE
102748	NESCO LLC	\$	1,471.50	REEL TRAILER
102749	NORMAN NOLAN	\$	866.55	WATER REPAIR
102750	NOR'WEST CUSTODIAL SERVICES, INC.	\$	526.00	OFFICE CLEANING
102751	OFFICE DEPOT	\$	525.36	SUPPLIES
102752	OLYMPIC EQUIPMENT RENTALS	\$	22.20	RENTAL
102753	ON LINE INFORMATION SERVICES	\$	318.00	CUSTOMER RESEARCH
102754	JAN ORME	\$	1,499.47	CUSTOMER REFUND
102755	PACIFIC UNDERWRITERS CORP.	\$	706.49	LIFE/LTD
102756	PAYMENTUS	\$	8,465.11	PAYMENT SERVICE
102757	PENINSULA COLLEGE	\$	1,000.00	TRAINING
102758	PENINSULA PEST CONTROL	\$	141.70	PEST CONTROL
102759	PETRICK'S LOCKSMITHS	\$	166.33	LOCKSMITH
102760	JOSEPH POMEROY	\$	200.00	DEPOSIT REFUND
102761	PORT TOWNSEND LEADER	\$	36.75	ADVERTISING
102762	PROTEK	\$	8,392.68	SUPPORT
102763	PUD #1	\$	1,001.59	UTILITIES

102764	PURMS JOINT SELF INSURANCE FUND	\$	66,861.42	YEARLY RENEWAL
102765	BOB REED	\$	50.00	CW REBATE
102766	RICOH USA, INC	\$	51.14	COPIER
102767	ROHLINGER ENTERPRISES INC	\$	460.59	SUPPLIES
102768	WENDY RYALS	\$	3.69	CUSTOMER REFUND
102769	SCHONSTEDT INSTRUMENT COMPANY	\$	532.86	LOCATOR REPAIR
102770	SCHWEITZER ENGINEERING LABS INC	\$	14,903.58	AUTOMATION CONTROLLERS
102771	SECURITY SERVICES NW, INC.	\$	89.00	SUPPORT
102772	SHOLD EXCAVATING INC	\$	2,366.05	COYLE WATER REPAIR
102773	SOS PRINTING	\$	129.71	BUSINESS CARDS
102774	TECHNOLOGY UNLIMITED	\$	673.64	CHECK SCANNER
102775	THE REINALT-THOMAS CORPORATION	\$	132.54	TIRES
102776	THE SEATTLE TIMES	\$	270.00	ADVERTISING
102777	TREEGUY	\$	5,717.88	TREE TRIMMING
102778	TWISS ANALYTICAL LABORATORIES, INC.	\$	845.72	TESTING
102779	TYNDALE COMPANY, INC	\$	91.53	CLOTHING
102780	JAMES UPSHAW	\$	165.45	CUSTOMER REFUND
102781	USA BLUEBOOK	\$	180.53	WATER SCADA
102782	UTILITIES UNDERGROUND LOCATION CENTER	\$	58.52	LOCATES
102783	WASHINGTON CITIES INSURANCE AUTHORITY	\$	230.00	TRAINING
102784	WAVE BROADBAND	\$	1,449.20	UTILITIES
102785	WESTBAY AUTO PARTS, INC.	\$	189.68	MATERIALS
102786	JAMES WICKSTROM	\$	151.42	CUSTOMER REFUND
102787	NICOLE WITHAN	\$	50.00	CW REBATE

TOTAL

\$ 326,923.44

15 April 2014

MEMO FOR RECORD

SUBJECT: Medical Emergencies

1. The purpose of this memo is to discuss the PUDs policy for Medical Reconnections
2. The PUD currently does not have a clear policy for reconnection of medical emergencies. In order to determine what it should be I visited several PUDs and on line resources.
3. Facts.
 - a. The State WAC 480-100-128, Disconnection of Service, outlines the requirements that the State requires of utilities that are regulated by the UTC. These are not requirements for PUDs, which are regulated by RCW 54. An example is WAC 480-100-143 which is repeated in RCW 54.16.285. this is similar for City utilities also, which fall under a different RCW and WAC.
 - b. SnoPUD policy is that anyone that claims medical emergency is turned back on immediately, it is their only authorized after hours reconnect at 150 dollars. Once back on the customer has 7 days to pay 25% of the outstanding Bill (including reconnect and disconnect charges) and they have 120 days to pay off balance. If they do not provide medical signed paperwork it is turned back off (seven days also). They can claim again and go through process again. Twice within 120 days.
 - c. PPUD. They do not have policy they get turn-offs down to 24 or so each month and make contact with all of them
 - d. CPUD. They do not have a written policy that I could get. Similar to Pacific PUD.
4. Assumptions
 - a. Board wants to protect those that have medical emergencies.
 - b. The PUD wants to follow the general guidance provided regulated utilities by the UTC
 - c. PUD will get to be like PPUD and CPUD where this is not a major issue.
5. Recommendations.
 - a. No questions asked will turn back on immediately – there is a charge.
 - b. Customer must obtain medical document and pay 10% of bill within 5 working days.
 - c. Balance due within 120 days
 - d. Can only use twice in 120 day period
6. Note: SPUD policy on turn-offs.
 - a. 40 dollars disconnect..... Ours is 30
 - b. 40 dollars reconnect if following day..... ours is 30
 - c. 80 dollars reconnect on same day.... Ours is 30 for day of disconnect and on prior to 1:00pm; and 250 for after 1:00 pm including after hours
 - d. After hours SnoPUD does not do with exception of medical emergencies 150 JPUD 250

WAC 480-100-003

Application of rules.

(1) The rules in this chapter apply to any electric utility that is subject to the jurisdiction of the commission under RCW 80.04.010 and chapter 80.28 RCW. These rules also include various requirements of the utility's customers and applicants.

(2) The tariff provisions filed by utilities must conform with these rules. If the commission accepts a tariff that conflicts with these rules, the acceptance does not constitute a waiver of these rules unless the commission specifically approves the variation consistent with WAC 480-100-008, Exemptions from rules in chapter 480-100 WAC. Tariffs that conflict with these rules without approval are superseded by these rules.

(3) Any affected person may ask the commission to review the interpretation of these rules by a utility or customer by posing an informal complaint under WAC 480-07-910, Informal complaints, or by filing a formal complaint under WAC 480-07-370, Pleading and briefs—Application for authority—Protests.

(4) No deviation from these rules is permitted without written authorization by the commission. Violation will be subject to penalties as provided by law.

[Statutory Authority: RCW 80.01.040 and 80.04.160. WSR 03-24-028 (General Order R-510, Docket No. A-010648), § 480-100-003, filed 11/24/03, effective 1/1/04; WSR 01-11-004 (Docket No. UE-990473, General Order No. R-482), § 480-100-003, filed 5/3/01, effective 6/3/01.]

(f) For use of equipment that detrimentally affects the utility's service to its other customers.

(4) Electric service may not be disconnected for amounts that may be owed the utility for nonregulated service.

(5) **Medical emergencies.** When the utility has cause to disconnect or has disconnected a residential service, it must postpone disconnection of service or must reinstate service for a grace period of five business days after receiving either verbal or written notification of the existence of a medical emergency. The utility must reinstate service during the same day if the customer contacts the utility prior to the close of the business day and requests a same-day reconnection. Otherwise, the utility must restore service by 12:00 p.m. the next business day. When service is reinstated the utility will not require payment of a reconnection charge and/or deposit prior to reinstating service but must bill all such charges on the customer's next regular bill or on a separate invoice.

(a) The utility may require that the customer, within five business days, submit written certification from a qualified medical professional stating that the disconnection of electric service would aggravate an existing medical condition of a resident of the household. "Qualified medical professional" means a licensed physician, nurse practitioner, or physician's assistant authorized to diagnose and treat the medical condition without supervision of a physician. Nothing in this section precludes a utility from accepting other forms of certification, but the maximum the utility can require is written certification. If the utility requires written certification, it may not require more than the following information:

(i) Residence location;

(ii) An explanation of how the current medical condition will be aggravated by disconnection of service;

(iii) A statement of how long the condition is expected to last; and

(iv) The title, signature, and telephone number of the person certifying the condition;

(b) The medical certification is valid only for the length of time the health endangerment is certified to exist but no longer than sixty days, unless renewed;

(c) A medical emergency does not excuse a customer from having to pay delinquent and ongoing charges. The utility may require the customer to do the following within a five-business-day grace period:

(i) Pay a minimum of ten percent of the delinquent balance;

(ii) Enter into an agreement to pay the remaining delinquent balance within one hundred twenty days; and

(iii) Agree to pay subsequent bills when due.

Nothing in this section precludes the utility from agreeing to an alternate payment plan, but the utility may not require the customer to pay more than this subsection prescribes. The utility must send a notice to the customer confirming the payment arrangements within two business days of having reached the agreement;

(d) If the customer fails to provide an acceptable medical certificate or ten percent of the delinquent balance within the five-business-day grace period, or if the customer fails to abide by the terms of the payment agreement, the utility may not disconnect service without first mailing a written notice providing a disconnection date not earlier than 5:00 p.m. of the third business day after the date of mailing, if mailed from within the states of Washington, Oregon, or Idaho, or the sixth business day, if mailed from outside the states of Washington, Oregon, and Idaho, or by personally delivering a notice providing a disconnection date of not earlier than 5:00 p.m. of the second business day following the date of delivery;

(e) A customer may claim medical emergency and be entitled to the benefits described in this subsection only twice within any one hundred twenty-day period.

(6) **Disconnection notification requirements.** The utility must notify customers before disconnecting their service, except as described in subsection (2) of this section. Notification consists of the following requirements:

(a) The utility must serve a written disconnection notice to the customer either by mail or by personal delivery to the customer's address with notice attached to the primary door. If the disconnection notice is for nonpayment during the winter months, the utility must advise the customer of the payment plan described in WAC 480-100-138, Payment arrangements, and WAC 480-100-143, Winter low-income payment program. Each disconnection notice must include:

When is my PUD bill payment delinquent?

If your PUD bill is unpaid by the due date shown on the bill, it is delinquent. The due date is 15 days after the meter is read, and you receive the bill about two days after it is read.

Why is our payment due date only 15 days? That's not enough time.

The payment date is set to be 15 days after your meter is read. While our statement says that payment is due within 15 days, most customers can take up to 30 days without risk to their credit record. A Reminder Notice is sent out if the bill is not paid by the due date.

The timing of the Reminder Notice allows customers having difficulty paying bills a chance to make payment arrangements before their meter is read again, at which time any payment problems would be compounded by another billing.

Is there a charge if my payment is delinquent?

Yes, a \$10 late fee will be charged and a Reminder Notice will be sent if you fail to pay your bill 15 or more days after the billing due date. Once your power has been disconnected for non-payment, you will then be responsible for any fees and/or charges required to reconnect service. (See the FAQ on "Disconnected Service.")

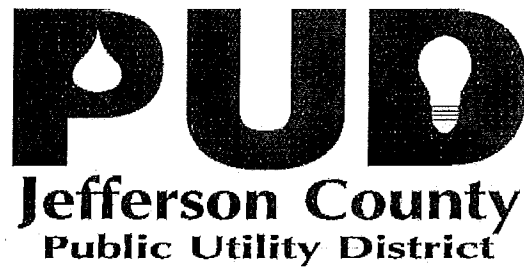
What if my landlord pays for my electric service and his/her account becomes delinquent?

The landlord is responsible for all payments. If payments are not received, the service could be discontinued without notice to the tenant.

Public Utility District No.1
Of
Jefferson County, Washington

Annual Financial Report

For the Years Ended December 31, 2012, 2011 and 2010



Reissued: March 24, 2014

PUBLIC UTILITY DISTRICT ANNUAL REPORT

of

Jefferson County

District

PO Box 929 Port Hadlock, WA 98339

Address

Public Utility District No. 1

(Company Name)

For the Period from January 1, 2013, to December 31, 2013

Officer(s) to whom correspondence concerning this report should be addressed:

Name Michael Legarsky

Name James Parker

Title Finance Director

Title General Manager

Phone 360-385-8341

Phone 360-385-8340

Email mlegarsky@jeffpud.org

Email jparker@jeffpud.org

Fax 360-385-5945

Web Page www.jeffpud.org

Under the requirements of RCW 54.28.030, all public utility districts providing service in the State of Washington are required to file annual reports with the Department of Revenue.

If you have questions or concerns regarding this report, please call:

Scott Turnbull
(360) 534-1414
ScottT@dor.wa.gov

VERIFICATION

STATE OF Washington

COUNTY of Jefferson

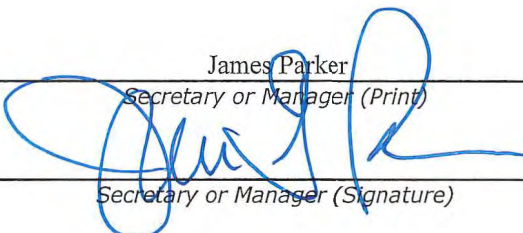
ss.

James Parker, manager of Jefferson County PUD No. 1
Name of Public Utility District

and/or _____, Secretary of said District, states that the foregoing report has been prepared under the supervision and direction of each of them from the original books, papers, and records of said District and as required by law; that all the facts, statements, tables and schedules contained in said report are true.

City and State of Execution Port Hadlock, WA

James Parker
Secretary or Manager (Print)


Secretary or Manager (Signature)

360-385-8340
Phone Number

jparker@jeffpud.org
E-mail

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**P.U.D. PRIVILEGE TAX
(RCW 54.28)
Calculation of Tax Due / Disbursement of Tax Collected**

Company: **Public Utility District No. 1**

Year: **2014**

Schedule 1

Taxable Revenues:

Gross Revenues from the sale of energy distributed by this district to customers of this

20,346,045

Allowable Deductions (2)

Uncollectibles 172,204

City Tax 328,954

*Exemptions for Indians or indian Tribes

Other -

Other -

Total Deductions 501,158

Taxable Distribution Revenues (1) -(2) 19,844,887

*See WAC 458-20-192

Schedule 2

KWH From All Sources & Calculation of Privilege Tax:

	(A) KWH	(B) Taxable Revenue	(C) Privilege Tax Rate (54.28.020(1))	(D) (B * C) Basic Privilege Tax	(E) Surtax Rate (54.28.020(2))	(F) (D * E) Surtax	(G) (D + F) Total Privilege Tax
1. KWH for the sale of energy distributed by this district to customers (.020(1a)(2) 0.107977961	183,786,460	\$19,844,887	0.02000	396,897.75	0.07000	27,782.84	\$424,680.59
2. KWH of energy generated by this district for distribution to customers of district (Wholesale Value) (.020(1b)(2))	0	\$0	0.05000	0.00	0.07000	0.00	\$0.00
3. KWH of energy generated by this district sold for resale. (Sale for Resale) (.020(1c)(2))	0	\$0	0.05000	0.00	0.07000	0.00	\$0.00
4. a. KWH of a thermal electric generating facility, on a federal reservation, from energy produced for use b. Wholesale Tax Rate (.025(1)(2))	0	\$0	0.01500	0.00	0.07000	0.00	\$0.00
				396,897.75		27,782.84	
Subtotal Privilege Tax Due:							\$424,680.59
Penalties: 0.00%							\$0.00
Interest:							\$0.00
Total Privilege Tax Due:							\$424,680.59

Disbursement of Privilege Tax Collected

	(H) (D - J) * 62.4%	(I) (D - J) * 37.6%	(J) (D * 4%)	(K) (F) Surtax	(L) Penalties & Interest	(M) Total Tax
	County (54.28.050)	Fund (54.28.050) State School	General Fund (54.28.040(3))	(General Fund) (54.28.040(3))		
4. Sale of Distributed	237,757.63	143,264.21	15,875.91	27,782.84	0.00	\$424,680.59
5. Wholesale Value	0.00	0.00	0.00	0.00	0.00	\$0.00
6. Sale for Resale	0.00	0.00	0.00	0.00	0.00	\$0.00
8. Thermal Electric Gen.	-0.00	0.00	0.00	0.00	0.00	\$0.00
	237,757.63	143,264.21	15,875.91	27,782.84	0.00	
7. Total Disbursements						\$424,680.59

Privilege Tax Allocation to Counties
of Revenues Derived from Distribution of Energy to Customers
(RCW 54.28.050)
(Schedule 3, Annual Report)

Company: **Public Utility District No. 1**

Year: **2014**

Total Privilege Tax from Distribution to be Allocated: \$ **237,757.63**
(from Sched. 2, Line 4, Column H)

County	KWH	Taxable Revenue	Ratio	Allocated Tax to County
	(allocation of amount from Sched. 2, Line 1, Column A)	(allocation of amount from Sched. 2, Line 1, Column B)		
1 Adams	0	0	0.000000	0.00
2 Asotin	0	0	0.000000	0.00
3 Benton	0	0	0.000000	0.00
4 Chelan	0	0	0.000000	0.00
5 Clallam	0	0	0.000000	0.00
6 Clark	0	0	0.000000	0.00
7 Columbia	0	0	0.000000	0.00
8 Cowlitz	0	0	0.000000	0.00
9 Douglas	0	0	0.000000	0.00
10 Ferry	0	0	0.000000	0.00
11 Franklin	0	0	0.000000	0.00
12 Garfield	0	0	0.000000	0.00
13 Grant	0	0	0.000000	0.00
14 Grays Harbor	0	0	0.000000	0.00
15 Island	0	0	0.000000	0.00
16 Jefferson	183,786,460	19,844,887	1.000000	237,757.63
17 King	0	0	0.000000	0.00
18 Kitsap	0	0	0.000000	0.00
19 Kittitas	0	0	0.000000	0.00
20 Klickitat	0	0	0.000000	0.00
21 Lewis	0	0	0.000000	0.00
22 Lincoln	0	0	0.000000	0.00
23 Mason	0	0	0.000000	0.00
24 Okanogan	0	0	0.000000	0.00
25 Pacific	0	0	0.000000	0.00
26 Pend Oreille	0	0	0.000000	0.00
27 Pierce	0	0	0.000000	0.00
28 San Juan	0	0	0.000000	0.00
29 Skagit	0	0	0.000000	0.00
30 Skamania	0	0	0.000000	0.00
31 Snohomish	0	0	0.000000	0.00
32 Spokane	0	0	0.000000	0.00
33 Stevens	0	0	0.000000	0.00
34 Thurston	0	0	0.000000	0.00
35 Wahkiakum	0	0	0.000000	0.00
36 Walla Walla	0	0	0.000000	0.00
37 Whatcom	0	0	0.000000	0.00
38 Whitman	0	0	0.000000	0.00
39 Yakima	0	0	0.000000	0.00
Totals	183,786,460	19,844,887	1.000000	237,757.63

15 April 2014

OLD BUSINESS.

1. Electrical:

a. General. –

- i. NoaNet – PUD BOC Bi-Annual workshop earlier today
- ii. Franchises: Contractor has finished the leg work for SR116, we now have to prepare and submit to WashDOT
- iii. Fairs/ Festivals:
 - 1) Entered the parade; also the fair (Kevin will bring in Wi-Fi)
 - 2) Uptown farmers market: Hey Jim




Well I am wondering if the PUD is game to put up those banners this year. I am not sure if you guys came to a decision on this last year or not. But I would love to have them put up this month if the PUD is amenable to it. Hope all is well.

Oh- if you guys ever wanted a booth at the market to do some customer interface/education let me know. I know a lot of folks want to tell the PUD what's on their mind these days, and the market might be a good place to diffuse some of that and/or put a good face forward for the PUD.

iv. Power consumption:

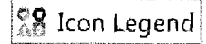
Month	Energy MWh	Energy aMW	Peak MW	Actual KWHR	Difference KWHR
April-13	26342.49	36.587	66.965	24,424,486	1,918,004
May-13	22129.25	29.744	47.554	20,021,691	2,107,560
June-13	20265.85	28.147	40.507	17,562,158	2,703,688
July-13	26423.64	35.516	45.604	23,864,968	2,558,667
August-13	26660.86	35.834	44.509	23,900,887	2,759,968
September-13	26103.39	36.255	50.487	23,850,329	2,253,060
October-13	29495.86	39.645	71.699	30,837,093	(1,341,232)
November-13	36653.84	50.838	84.06	37,798,681	(1,144,837)
December-13	43811.98	58.887	97.33	45,370,242	(1,558,262)
January-14	45145.20	60.679	94.229	40,683,452	4,461,751
February-14	38661.99	57.533	90.523	39,165,810	(503,818)
March-14	37256.15	50.143	84.284		
April-14	32608.04	45.289	75.894		
May-14	28750.87	38.644	56.386		
June-14	26674.68	37.048	49.304		
July-14	26654.97	35.827	45.805		
August-14	26892.46	36.146	44.705		
September-14	26333.27	36.574	50.713		
October-14	29396.81	39.512	72.031		
November-14	36580.50	50.736	84.453		
December-14	43762.94	58.821	97.79		

b. Outages.

-  Dashboard
-  Equipment Data
-  Summary Reports







Transformer Dashboard: Equipment View - Summary



-  Facility View
-  Equipment View




Detail Level

-  Summary
-  Chemical
-  Mechanical
-  Electrical

Data Type

TC: 1
 Unit No.:
 Facility Name: Jefferson County PUD
 Location: Port Hadlock, WA

Sub Name: IRONDALE
 Serial No.: C02883-S-2
 Customer No.: 8007784









-  Chemical Summary
-  Mechanical Summary
-  Electrical Summary

No image snapshots for this transformer

+ View Nameplate Data

-  Reports
-  Data Export
-  Graphing
-  Photos (0)
-  Comments (0)
- 







Chemical

Last Test	LS	KF	DGA	LPF	INH	ICP	FUR	PCB	Recommendation
3/17/2014									SEE FURAN DATA / RETEST 3 MO.

Mechanical

Last Test	Level	Sample Temp	Top Temp	P/V	Paint	Leaks	Recommendation
3/17/2014							

Electrical

Last Test	PF	TTR	Exc. Curr.	Winding Res.	Leak React.	Insulation
						

c. Other.

- i. Transfer of CPUD power lines. Signed, CPUD is consolidating
- ii. BPA. Committee on transmission changes:

Thanks Jim and Melanie, and just to close the loop on that: I did confirm with Nancy Baker (as you know, she's our expert in that area) that she is happy to be there on behalf of our members like Jefferson. Thanks very much, Scott

- iii. WECC. We got extension until 5th of May to get our WECC annual report done, have hired Abidance to do work.
- iv. Form EIA-861 - annual electric power industrial report. Due end of April. Used for statistical purposes.
- v. RUS reporting. We got extension until end of April go get completed. It is a form 7. Michael is now certified.
- vi. Conservation. Thermo imaging device.

The handheld, mid-line E50 with Wi-Fi is \$6,000. The T Series for what Kevin wants is a broader range of price from around \$22 – 32 k

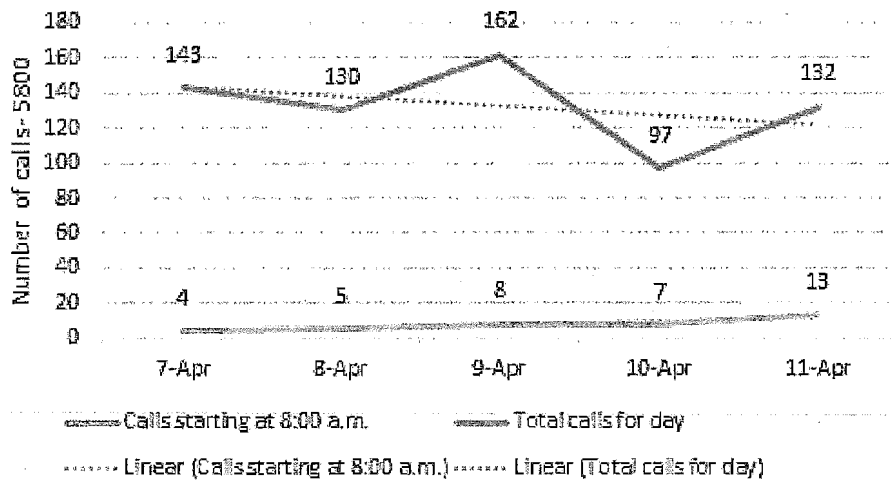
2. Admin/ Financial:

- a. Website. Added update on power to website, we have had requests for all electrical activity, thought that would be good start.
- b. Rebates. 33,510 dollars are being sent out, total closer to 50,000
- c. Power Boost _ 176 for \$1,255 a month
- d. 14 door hangers on Monday.
- e. 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
- f. State Auditor is done for now. We did have a finding, but it was noted that it had been corrected. State Auditor will be back in June July time frame to finish 2013 before year end.
- g. Net metering. 30 April is the Net metering true up date.
- h. Purchasing springbrook A/R module, about 5,000.
- i. Red house – got appraisal back. 233,000 of which 105,000 is the land –

I agree that it would be wise to declare the house surplus and see if there are any bidders who might buy it and move it off the property, or at least pay something for the scrap. Then you would have a "clean site" for doing a BLA. Do you want me to prepare a Resolution?

- j. Phones

Jefferson County PUD call-ins April 2014



3. Personnel:

- a. Contracting for some help for Kevin to try and catch up, 3 or 4 months.
- b. Hired a second meter reader David (internal); promoted Mary Lou to closer, will need new CSR now, start interviews soon.
- c. Starting apprentice program for two groundman – certification .
- d. IT person to begin work next week. Local PT resident, Kris
- e. Aly had her baby, gone for 10 more weeks.
- f. Larry has filed an appeal to superior court on whistle blowing
- g. 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. Kala Point/ Quimper consolidation – Had preconstruction meeting. Will be starting soon, I may not be here.
- b. 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
- c. Water/sewer Operations -
 - a. Quilcene water tank. Still getting bid to paint
 - b. Shine Platt wants to connect to PUD; told them do not have water rights

I talked over this issue with Scott Torpie in HQ. He supported the possibility of using our consolidation grant dollars to help pay for water rights work, depending on what is needed, because it would facilitate the potential consolidation of the Shine Plat. The consolidation grant is for up to \$30,000.

If you want to put in a proposal for a grant for this project you will need to provide the following information. Scope of work that identifies the water systems involved, the tasks to be completed, the deliverables to the department, a schedule, and a time and materials budget.

5. Other

Someone from a 802-771-8867 called La isla restaurant and was told he had to pay \$500 within 30 minutes pr his power would be turned off at the restaurant. H e was scared and busy so he paid.

My friend was scared – they threatened his family. He said he was calling from the PUD. He filled out a report at the police. The number is in Vermont. They are representing that they are with the PUD; I think you should make a complaint to Vermont police.

Water utility commissioners, managers, staff and field operators:

Plans are under way for this year's Washington PUD Association Water Workshop, which will take place at the Swinomish Casino & Lodge near Anacortes from Wednesday, September 24, to Friday, September 26. Our local host will be Skagit PUD.

As in past years, the workshop will offer a full range of sessions intended to address the interests of commissioners, managers, office staff and field operators.

The workshop planning committee has brainstormed a large number of session topic ideas for your consideration.

To help the planning committee prepare a final workshop program that addresses your interests:

• **Please take a moment to complete our *very simple* online survey at this link: [2014 WPUA Water Workshop sessions survey](#)**

Please remember to click "done" at the end of the survey to submit it.

• **To reward your participation**, the first person to complete the survey (if you choose to give your name), will win a \$25 gift card! Two more respondents' names will be randomly drawn to receive gift cards at the end of the survey period!

• **Please forward this message and survey link to your colleagues at other utilities that you'd like to invite to attend the workshop. We welcome their response to the survey!**

• **If you are a water system manager, please forward this message and survey link to any of your water system staff or field operators who might attend the workshop.** We need the input of staff and operators to help us plan workshop sessions of interest to them.

Please complete the survey by Wednesday, April 23, so the planning committee can include your input in its final program decisions.

The planning committee members, Lena and I appreciate your participation in this survey, and we look forward to seeing you at this year's Water Workshop!

John Kounts
Washington PUD Association
206-841-4199

15 April 2014

UPCOMING EVENTS

15 April	PUD BOC Meeting
17-29 April	Jim PTO
23 April	Small water system workshop - Bill
31 April	Due date for RUS form 7; eia due date;
1 May	Labor Day Holiday
5 May	WECC 2013 report due date;
6 May	PUD BOC Meeting
8-9 May	PUDA Manager Meeting
28 May	PURMS Semi- Annual operation committee meeting

Anti-harassment Training class, July 10th

PUDA Meetings

Date	Meeting	Location
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

Hello Jim,

I have a billing issue that has developed as a result of our two-month trip to Arizona this winter. I requested and was granted the snowbird water billing exemption (not sure what you call it) for which I paid \$15.00. We left on Feb. 15, at which point I turned off our water at the meter. We will return on April 21.

I just received our bill, for the period from 2/8 to 3/7/14. Since this period includes a week when we were at home, we have 760 gallons of water usage. We were thus billed the "water base fee" for the entire billing period, even though it included 3 weeks when we were away. I think this rate should, in principle at least, have been prorated to include just the time when we were at home.

Our next bill, from the period 3/8 to about 4/7/14 will include the entire period when we are gone, so I assume we will not be charged the water base fee. However, the bill after that, from 4/8 to about 5/7/14 will include two weeks when we are home, so I assume we will be again billed that entire month's water base fee. So, apparently, we will receive relief from the water base fee for only one month, even though we are gone for two months. If the billing cycle were shifted slightly in time, we would have received relief for both months.

I talked to your customer service people about this today, but I understand that the PUD followed policy in my case, so I am bringing this issue to your attention. It is not a big deal for us, but it is not quite what we expected. I am guessing that I understand why you do it this way, but you might want to clearly state when someone applies for this program that it will only apply to billing periods where the customer is gone the entire time.

Bill

MEMO FOR RECORD

SUBJECT: Open meeting Act

Washington State Auditor Troy Kelley marked national Sunshine Week by announcing that his Office will offer local governments a series of Open Government & Transparency Training Sessions this spring and summer.

Sunshine Week – March 16-22 – is an annual initiative to promote open government and spark a nationwide discussion about the critical importance of access to public information. Sunshine Week highlights freedom of information as a cornerstone of democracy, enlightening and empowering people to play an active role in their government at all levels.

The Washington State Auditor's Office Local Government Performance Center has partnered with the Municipal Research and Services Center of Washington to develop tools and resources that will provide practical assistance and a guide to best practices. The training sessions are free of charge and designed to help elected and appointed local government leaders to excel in records management and compliance with the Open Public Meetings Act and the Public Records Act.

The sessions will also include a presentation by State Auditor's Office staff on the role of our Office and common issues that arise during an audit.

"Local government leaders understand the value of transparency of government and accountability to their constituents," Auditor Kelley said. "These free training sessions offer the knowledge, resources and tools to help them succeed through established best practices, and to fulfill our vision of government that works for citizens."

Seating is limited, so sign up for these transparency training sessions now: [Longview](#) (May 7), [Wenatchee](#) (June 16), [Spokane](#) (June 18), [Everett](#) (July 9), [Tacoma](#) (July 10), [Yakima](#) (September 17) and [Tri-Cities](#) (September 18).

You are also invited to sign up for evening Transparency Town Halls that will follow the training sessions in [Wenatchee](#) and [Everett](#). These events are to provide members of the public the opportunity to better understand the role of the State Auditor's Office in government transparency, and to offer their questions and comments.

Thomas Shapley
Deputy Director for Communications
Washington State Auditor's Office