

**JULY 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 Minutes from July 1, 2014	5:05
IV. APPROVAL OF VOUCHERS	5:10
V. COMMISSIONER REPORTS	5:25
VI. PUBLIC COMMENT on items that are not listed on the agenda	5:30
VII. ACTION ITEMS:	
VIII. DISCUSSION ITEMS:	
1. Review/update of Exempt Personnel Resolution	5:45
2. Harassment Policy	5:50
3. NOANET Rate Charges	5:55
IX. OLD BUSINESS- Manager's Report	6:00
X. CORRESPONDENCE	6:05
XI. EXECUTIVE SESSION Personnel	6:10
XII. ADJOURNMENT	7:00

PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
DRAFT
July 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
Ken McMillen, Vice-President
Barney Burke, Secretary
James Parker, District Manager
Don McDaniel, Consultant
Kate Pike, Brisa Services

AGENDA

After introductions the Agenda was approved as submitted with the note that no Executive Session is needed.

APPROVAL OF MINUTES

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to approve the Regular Meeting Minutes of June 17, 2014 as submitted and distributed.

APPROVAL OF VOUCHERS

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

Warrants No. 103194 through 103249 in the amount of	\$	534,557.84
Warrants No. 501352 through 501389 in the amount of		<u>70,747.89</u>
For a Total Warrant Amount of	\$	605,305.73

(Voided warrant: 103193) Wire Transfers:	\$	786,942.37
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COMMISSIONERS REPORTS

Commissioner King

June 25: Attended meeting with District fair preparation committee

Commissioner Burke

June 20: Phone in with Friends of Public Power to address PUD Power Boost program

June 26: Attended meeting with Peninsula Development District to discuss new local programs in Chimacum

Commissioner McMillen

June 25: Phone conference with WPUDA Water Committee

PUBLIC COMMENT (for items not listed on the Agenda)

- 1) Gene Brandon, Citizen Advisory Board member, commented on an article/advertisement in The Leader by Kenneth Collins, candidate for PUD Commissioner, District 2, which had erroneous statements.
- 2) Sharon Hall, citizen, expressed concern regarding ability of future marijuana growers to pay large electric bills and any consequence to current ratepayers.
- 3) John Ammeter, citizen, expressed skepticism about marijuana growers' inability to pay bills.
- 4) Leo Boyd, citizen, commented that marijuana is already being grown in this county.

ACTION ITEMS

a) NoaNet Resolution: Loan Guarantee

The Manager presented Resolution No. 2014-005 authorizing execution and approval of a Seventh Repayment Agreement relating to a line of credit for Northwest Open Access Network, as well as a copy of the Agreement and Certificate of the Secretary of the Commission. After discussion the Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to approve Resolution No. 2014-005 authorizing execution and approval of a Seventh Repayment Agreement relating to a line of credit for Northwest Open Access Network.

DISCUSSION ITEMS

a) PUD Board meeting rotation of locations

The Manager presented a memorandum regarding proposed dates and locations for Regular Meetings of the Board in other Jefferson County sites. It is proposed that an August 19th Regular Meeting be held at the Quilcene Community Center, Quilcene Fire Hall or Quilcene School. It is also proposed that a September 16 Regular Meeting be held in the Port Townsend Community Center, the Mountain View Center or the Jefferson County Courthouse in Port Townsend.

b) Marijuana Resolution

The Manager presented for review Resolution No. 2693 from Public Utility District No. 1 of Cowlitz County, regarding receipt of federal wholesale power from Bonneville Power Administration for sale to marijuana growing operations. Also presented was the PUD No. 1 of Cowlitz County Electric Service Conditions Policy which outlines some reasons for discontinuing service: request by federal, state, or local agency; a court order; threat or actual prosecution of the District; non-maintenance of state-issued license for activity; or change in legislation. The Board agreed that further address of this issue should be taken up by the Washington Public Utility Association.

MANAGER'S REPORT/OLD BUSINESS

Electrical Summary

There were two unplanned power outages and crews quickly responded. A scheduled outage in Port Ludlow for load building is tentatively planned for July 17 or 18. Decertification with Western Electricity Coordinating Council (WECC) has occurred. When decertification occurs for Clallam PUD, electrical line can be transferred. Regarding an issue of upgrading existing meters, it was recommended that the Citizen Advisory Board address.

Other

The Washington State Auditor will return in mid July to begin audit for year 2013. The next Citizen Advisory Board meeting is scheduled for July 14, 2014, 1:30 p.m. A change order proposal for the Kala Point Consolidation project was submitted and the

Board took the following ACTION:

MOTION: By Commissioner Burke, Second by Commissioner McMillen, carried unanimously, to accept the Change Order No. 4 from Seton Construction, Inc. for the Kala Point Consolidation project.

Public Comment

Roger Riseley requested that more paper meeting agendas and packets be available at the meetings.

CORRESPONDENCE

None

ADJOURNMENT

MOTION: By Commissioner McMillen, Second by Commissioner Burke, carried unanimously, to adjourn the Regular Meeting at 6:25 p.m.

July 15th, 2014

VOUCHER CLAIM FORMS FOR BILLS TO BE PAID:

	WARRANTS		AMOUNT	DATE
Accounts Payable:	# 103250	to # 103332	\$ 293,520.97	07/16/2014
Payroll:	# 501390	to # 501428	\$ 74,567.42	07/03/2014

TOTAL BILLS TO BE PAID **\$ 605,305.73**

VOIDED CHECKS # 501429

WIRE TRANSFERRED AMOUNTS	AMOUNT	DATE
BPA- COMBINED POWER & TRANSMISSION	\$ 825,170.00	07/09/2014

TOTAL WIRES **\$ 825,170.00**

VOUCHER APPROVAL
PUBLIC UTILITY DISTRICT NO 1 OF JEFFERSON COUNTY
7/15/2014

NUMBER	VENDOR NAME	AMOUNT	DESCRIPTION
WIRE	BPA	\$ 825,170.00	COMBINED POWER/TRANS
103250	EMPLOYMENT SECURITY	\$ 263.94	PAYROLL DEDUCTION
103251	BYRON HOWELLS	\$ 4,800.00	ELECTRIC CONSULTING
103252	JEFFCO EFTPS-BANK OF AMERICA	\$ 29,437.81	P/R TAX
103253	PENINSULA CREDIT UNION	\$ 1,350.00	EMPLOYEE DEPOSITS
103254	WA DEFERRED COMPENSATION	\$ 1,337.50	EMPLOYEE INVESTMENT
103255	WA STATE SUPPORT REGISTRY	\$ 641.49	CHILD SUPPORT
103256	AFLAC	\$ 512.40	EMPLOYEE INSURANCE
103257	TRACY ARNAL & JEFFERSON COUNTY PUD	\$ 200.00	DEPOSIT REFUND
103258	GOOD TO GO PAY BY MAIL	\$ 6.25	BRIDGE TOLL
103259	NW LABORERS EMPLOYERS TRUST FUND	\$ 17,619.00	LABORERS MEDICAL
103260	DOUGLAS REMY & JEFFERSON COUNTY PUD	\$ 200.00	DEPOSIT REFUND
103261	TFS CAPITAL SOLUTIONS	\$ 5,425.00	VEHICLE LEASE
103262	WELLS FARGO EQUIPMENT FINANCE	\$ 12,255.17	VEHICLE LEASE
103263	A+ EQUIPMENT RENTALS	\$ 99.19	EQUIPMENT RENTAL
103264	BRISA SERVICES	\$ 150.00	TRANSCRIPTION SERVICES
103265	CDW GOVERNMENT	\$ 94.91	SCANNER
103266	CELLNET TECHNOLOGY INC A LANDIS -GYR CO	\$ 39,024.23	METER READING
103267	CENTURY LINK-S	\$ 642.21	PHONE BILL
103268	CENTURYLINK	\$ 38.93	PHONE BILL
103269	CH2M HILL, INC.	\$ 9,452.99	PROFESSIONAL SERVICES
103270	CHS	\$ 20.50	PROPANE
103271	CITY OF PORT TOWNSEND	\$ 2,770.15	UTILITY BILLS
103272	KATHY CRISWELL	\$ 100.00	DEPOSIT REFUND
103273	DAILY JOURNAL OF COMMERCE	\$ 566.20	SPARKLING WTP ADS
103274	DELL MARKETING LP	\$ 4,903.79	POWER VAULT
103275	DM DISPOSAL CO INC	\$ 47.41	UTILITY BILL
103276	DOUBLE "D" ELECTRIC, INC.	\$ 3,060.27	REPAIRS/MAINTENANCE
103277	ESCI	\$ 1,525.00	SAFETY TRAINING
103278	FASTENAL	\$ 1,704.46	MISC SUPPLIES
103279	JAMES GANDRAU	\$ 22.12	CUSTOMER REFUND
103280	GE CAPITAL	\$ 393.49	RICOH COPIER RENT
103281	GENERAL PACIFIC INC	\$ 52,466.83	MISC SUPPLIES
103282	H D SUPPLY POWER SOLUTIONS	\$ 885.63	MISC SUPPLIES
103283	H.D. FOWLER	\$ 1,961.35	MISC SUPPLIES
103284	HADLOCK BUILDING SUPPLY, INC.	\$ 364.04	MISC SUPPLIES
103285	HARRIS, MERICLE, & WAKAYAMA	\$ 450.00	PROFESSIONAL SERVICES
103286	HENERY HARDWARE	\$ 321.36	MISC SUPPLIES
103287	INFOSEND, INC	\$ 4,500.88	DATA PROCESSING
103288	JCI JONES CHEMICALS, INC.	\$ 2,292.89	CHEMICALS
103289	JEFFERSON COUNTY PUBLIC HEALTH	\$ 424.00	O&M INSPECTION REPORT
103290	JEFFERSON COUNTY PUBLIC WORKS	\$ 582.00	UTILITY PERMITS
103291	JIFFY LUBE	\$ 92.18	OIL CHANGE
103292	LAKESIDE INDUSTRIES	\$ 3,348.10	INDIAN ISLAND GATE REPAIR

103293	LE MAY MOBILE SHREDDING	\$	114.00	SHREDDING
103294	KRISTOFFER LOTT	\$	15.98	REIMBURSEMENT
103295	MASON COUNTY PUD #1	\$	347.68	UTILITY BILLS
103296	KENNETH A. MCMILLEN	\$	162.49	REIMBURSEMENT
103297	MURREY'S DISPOSAL CO., INC.	\$	259.43	GARBAGE
103298	NESCO LLC	\$	2,507.00	2-BRINDLE TRAILER LEASES
103299	NOR'WEST CUSTODIAL SERVICES, INC.	\$	415.00	CUSTODIAL-BOTH LOCATIONS
103300	NORTHWEST LINEMAN COLLEGE	\$	506.00	REGISTER-COLTON WORLEY
103301	OFFICE DEPOT	\$	1,806.20	MISC SUPPLIES
103302	OLYMPIC EQUIPMENT RENTALS	\$	57.46	MISC SUPPLIES
103303	ON LINE INFORMATION SERVICES	\$	340.00	UTILITY EXCHANGE
103304	PAIR NETWORKS	\$	63.82	1 YEAR WEB HOSTING
103305	PAYMENTUS	\$	6,627.74	JUNE TRANSACTION FEES
103306	PENINSULA PEST CONTROL	\$	54.50	PEST CONTROL
103307	PLATT ELECTRIC SUPPLY	\$	2,322.00	MISC SUPPLIES
103308	PORT TOWNSEND LEADER	\$	251.88	SPARLING WTP ADS
103309	PREMIUM CONTRACTORS	\$	2,476.48	BRUSH REMOVAL
103310	PRINTERY COMMUNICATIONS	\$	646.16	PRINTING
103311	PROTEK	\$	5,166.60	PROFESSIONAL SERVICES
103312	PUD #1	\$	507.32	UTILITY BILLS
103313	PURMS JOINT SELF INSURANCE FUND	\$	19,972.11	AEGIS POLICY/H&W ASSESS
103314	RAIN NETWORKS	\$	3,442.00	LAPTOP/ESET PROTECTION
103315	RICOH USA, INC	\$	1,519.38	ADDITIONAL IMAGES
103316	SECURITY SERVICES NW, INC.	\$	89.00	ANSWERING SERVICE
103317	SHOLD EXCAVATING INC	\$	11,596.79	EXCAVATING-MULTIPLE INV
103318	SOLOMON CORPORATION	\$	1,340.00	MISC SUPPLIES
103319	SOS PRINTING	\$	276.86	POSTERS/BUSINESS CARDS
103320	SOUTHWICK ENTERPRISES	\$	606.36	PROFESSIONAL SERVICES
103321	SPRINGBROOK SOFTWARE, INC.	\$	350.00	DATA CORRECTION
103322	STAPLES ADVANTAGE	\$	227.24	MISC SUPPLIES
103323	TECHNOLOGY UNLIMITED	\$	673.64	CHECK SCANNER RENTAL
103324	TOYOTA LIFT NORTHWEST	\$	359.70	VEHICLE REPAIR
103325	TWISS ANALYTICAL LABORATORIES, INC.	\$	522.56	TESTING
103326	USA BLUEBOOK	\$	293.92	MISC SUPPLIES
103327	UTILITIES UNDERGROUND LOCATION CENTER	\$	177.29	LOCATES
103328	WAVE BROADBAND	\$	1,224.00	INTERNET-310 FOUR CORNERS
103329	WESCO RECEIVABLES CORP	\$	3,937.08	MISC SUPPLIES
103330	WESTBAY AUTO PARTS, INC.	\$	9.22	MISC SUPPLIES
103331	LISA YOBBAGY-KELLER	\$	8.96	MILEAGE REIMBURSEMENT
103332	PREMIUM CONTRACTORS	\$	15,893.45	BRUSH REMOVAL-MULTIPLE INV
TOTAL PAYABLES			\$ 1,118,690.97	

PAYROLL APPROVAL
PUBLIC UTILITY DISTRICT NO 1 OF JEFFERSON COUNTY
7/3/2014

NUMBER	VENDOR NAME	AMOUNT
501390	KIMBERLY COTTIER-HOLT	\$ 1,659.71
501391	ALYSON DEAN	\$ 1,387.21
501392	WILLIAM GRAHAM	\$ 1,944.63
501393	ANNETTE JOHNSON	\$ 1,513.52
501394	MARIANNE KLINE	\$ 862.47
501395	MICHAEL LEGARSKY	\$ 2,473.39
501396	KRISTOFFER LOTT	\$ 2,508.69
501397	RONAJEAN MCCONNELL	\$ 1,038.58
501398	JAMES PARKER	\$ 2,796.14
501399	TAMARA RUMPEL	\$ 1,150.78
501400	NATHALIA TANTUM	\$ 1,466.69
501401	MARYLOU TATUM	\$ 1,314.62
501402	GERRITT VANOTTEN	\$ 762.59
501403	MAUREEN WHIPPY	\$ 1,102.36
501404	LISA YOBBAGY-KELLER	\$ 1,144.80
501405	ADAM YORK	\$ 996.14
501406	DYLAN BRACKNEY	\$ 1,968.52
501407	CALEB CHAKOS	\$ 4,135.35
501408	JOSHUA DARLING	\$ 2,734.88
501409	CASEY FINEDELL	\$ 1,353.00
501410	DAVID ELIAS	\$ 2,954.73
501411	BRADLEY FLUX	\$ 3,668.40
501412	TOBY HOWARD	\$ 935.25
501413	JORDAN LEAVITT	\$ 3,850.77
501414	BO LEE	\$ 2,843.35
501415	ROBERT PHILLIPS	\$ 2,213.12
501416	ERIK PRYOR	\$ 1,682.95
501417	DONALD STREETT	\$ 3,038.16
501418	ERIC THARALDSEN	\$ 2,623.25
501419	BRIAN VAN NESS	\$ 1,967.94
501420	COLTON WORLEY	\$ 1,933.51
501421	RANDALL CALKINS	\$ 1,440.44
501422	JOSE ESCALERA-ESTRADA	\$ 1,248.02
501423	DOUGLAS REEDER	\$ 1,883.61
501424	JERRY RUBERT	\$ 1,888.70
501425	ERIC STOREY	\$ 2,173.89
501426	BERNARD BURKE	\$ 1,141.43
501427	WAYNE KING	\$ 1,502.43
501428	KENNEH MCMILLEN	\$ 1,263.40
501429	VOID	
	TOTAL PAYROLL	\$ 74,567.42

RESOLUTION NO. 2013-005- XXX

A Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), establishing Titles and Biweekly Salary Ranges for Staff Employees plus Incorporating Benefits for Non-represented Employees.

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salaries; and

WHEREAS, RESOLUTION NO. 2013-005 was approved on to establish Titles and Biweekly Salary Ranges for Staff Employees plus Incorporating Benefits for Non-represented Employees; and

WHEREAS, the General Manager has reviewed the organization of the District, the positions and salary ranges required to efficiently manage and achieve the goals of the District; and

WHEREAS, the District desires to attract and retain qualified employees to fill authorized positions of the District; and

WHEREAS, the Commission approves the annual budget, which includes staff allocation and funding to meet the operational requirements of the District; and

WHEREAS, the Commission authorizes the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Biweekly Salary Ranges for Staff Employees limitations; now, therefore, be it

RESOLVED, RESOLUTON 2013-005 be rescinded and that this resolution becomes entirely effective on **5 August 2014**.

1. That the General Manager is hereby authorized, on behalf of the District to administer merit pay increases, based on performance for employees of the District, not represented under the Collective Bargaining Agreements and excluding the General Manager and District Auditor.

2. That the Commission authorizes the General Manager to administer merit pay increases, employee promotions, hiring, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within

and in accordance with the Titles and Biweekly Salary Ranges for Staff Employees (attached) as hereby approved by the Commission.

3. That the General Manager shall include within the annual budget sufficient funds to support merit pay requirements for the year.

4. That the General Manager shall receive Commission approval for all modifications to the Titles and Bi-weekly Salary Ranges for Staff Employees.

5. That the General Manager shall be authorized to amend the current exempt employee benefits as outlined in the Titles and Bi-weekly Salary Ranges for Staff Employees, Exhibit "A" this Resolution.

6. That the following titles be included in the Titles and Biweekly Salary Ranges for Staff Employees: Human Resources, Records Administrative Assistant, Accounting Supervisor, Customer Service, Resource Manager, Engineer, Engineer in Training, Finance Director, Financing & Accounting Manager, Electric Operations Superintendent, Water/Sewer Operations superintendent, IT supervisor, and GIS,/ Dispatcher.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this xth day of August 2014.

Wayne G. King
President

Ken McMillen
Vice President

Barney Burke
Secretary

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the Corporation
this xxth day of xxxxxx 2014.

Barney Burke, Secretary

(Corporate Seal)

EXHIBIT "A"

Titles and Biweekly Salary Ranges for Staff Employees

As of ~~5 March 2013~~ in Dollars

	<u>Low</u>	<u>Mid</u>	<u>High</u>
Human Resources/Record/Admin Asst	1,480	1,630.4	1792.31
	1,480	2,000	3,055.01
Accounting Supervisor Specialist	2,525.8	2,777.28	3,055.01
Customer Service/ Resource Manager	2,525.8	2,777.28	3,055.01
Resource Manager	2,525.8	2,777.28	3,055.01
Engineer	3,652	4,017.20	4,418.92
Engineer in Training	1,845.6	2,029.6	3,232.00
Finance Director	3,692	4,076.8	4,461.6
Finance and Accounting Manager	2,884	3,172.4	2,966.8
Electrical Operations Superintendent	4,038.4	4,327.20	4,615.20
Water Operations Superintendent	3,652	4,017.20	4,615.20
Information Technology Manager	3,652	4,017.20	4,418.92
GIS/Dispatching/	3,652	4,017.20	4,418.92

Amendments to Exempt Employee Benefits

The following amendments, effective ~~5 March~~, **5 August 2014** are made to non-represented employees as listed in the Titles and Biweekly Salary Ranges for Staff Employees. The vacation and sick leave programs will be superseded by the Personal Leave Program.

I. PERSONAL LEAVE PROGRAM

1. A personal Leave Program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, bereavement, personal business or any other approved absence from work on a paid leave status, except to the extent Worker's Compensation, Occupational Disability Allowance, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Regular, part-time employees shall accrue personal leave at the rate of one-half of the full time employee.

2. Except while receiving occupational disability allowance, while on Short Term Disability, or in a leave without pay status, each eligible employee shall accrue Personal Leave as follows:

<u>Years of Service</u>	<u>Accr. Rate*</u>	<u>Years of Service</u>	<u>Accr. Rate*</u>	<u>Years of Service</u>	<u>Accr. Rate*</u>
During the 1 st Year	20	During the 8 th year	25	During the 15 th year	30
During the 2 nd Year	20	During the 9 th year	25	During the 16 th year	31
During the 3 rd Year	20	During the 10 th year	25	During the 17 th year	32
During the 4 th Year	20	During the 11 th year	26	During the 18 th year	33
During the 5 th Year	20	During the 12 th year	27	During the 19 th year	34
During the 6 th Year	25	During the 13 th year	28	During the 20 th year	35
During the 7 th Year	25	During the 14 th year	29	Thereafter	35

* “day” for the purposes of this section means eight (8) hours

3. Use of Personal Leave shall be conditioned upon completion of six (6) months of continuous employment, operational needs of the District and approval of the General Manager or designee. Approval of the unplanned use of Personal Leave shall be sought as early as practicable. All other use of Personal Leave shall be scheduled such that advance approval is sought at least twice as early as the length or the requested leave (e.g., one week’s leave would require at least two weeks’ notice). The District shall respond to the request within five (5) working days. It is the intention that leave be granted upon shorter notice for emergencies, death, illness or serious accident in the immediate family. Unplanned use of Personal Leave so frequent as to interfere with job performance or District operations shall subject the employee to possible disciplinary action, regardless of the cause for such unplanned use.
4. Personal leave accrual for each regular employee shall commence from the first date of his last employment. After the first year of employment, each employee must use a minimum of ten (10) days personal leave per year. Failure to use such ten (10) days personal leave shall result in forfeiture of any unused portion each year unless such failure is the result of occupational disability or extended illness.
5. The maximum accumulation (carry over) of personal leave for any regular employee by the end of each posting on or near January 1st of each year shall be sixty-three (63) days (504 hours) and any personal leave in excess of the sixty-three (63) days (504 hours) shall be forfeited.
6. In case of the death of any employee, all accumulated earned personal leave will be paid to the employee’s designated beneficiary.

7. In recognition of the fact of extended illness or injury, there is established a Short Term Disability (STD) benefit as set forth below:
 - a. Employees who are unable to work for forty (40) consecutive regularly scheduled hours because of their illness or injury, as certified by licensed, competent medical authority, shall receive seventy percent (70%) of their regular straight time base pay from the forty-first (41st) regularly scheduled hour of their inability to work until they either recover and return to work or complete the waiting period required of the District's long term disability insurance eligibility, whichever is earlier. Accrued personal leave may be used to make up the difference between the STD benefit payment and 100% of gross straight-time pay.
 - b. Return to work from coverage by the Short Term Disability benefit is conditioned upon certification by licensed, competent medical authority that he employee is able to fully perform the duties of the job and is otherwise fit to return to work.
 - c. An employee, who returns to work from coverage by the Short Term Disability benefit and works less than thirty (30) calendar days because of a relapse as certified by a licensed, competent medical authority, may return to coverage by the Short Term Disability benefit immediately upon such relapse.
 - d. Any employee who returns to work, full time with no restrictions, from coverage under the Short Term Disability benefit and is required to attend recovery or follow-up doctor appointments related to the same illness or injury within ninety (90) calendar days of the first day of return may include these appointments under coverage by the Short term Disability benefit as described without having to revisit the forty (40) hour waiting period.
 - e. Personal leave will be accrued at a rate of 70% of the normal rate as shown under paragraph 2 this exhibit while covered by the Short Term Disability benefit, provided that when an employee uses the personal leave option to make up all, or a portion of, the difference between the Short Term Disability benefit payment and 100% of gross straight-time pay, personal leave will then be accrued at the total rate between 70% and 100%. All other benefits will continue to accrue at the normal rates.
8. Any request for personal leave of over thirty (30) days may be rejected by the District maybe rejected by the District if at least six months' notice is not given, and then only dependent upon the District's work schedule.
9. The District shall not be required to permit more than one employee from any work classification to be on personal leave at the same time.
10. Any employee who has accumulated personal leave time as herein provided and who terminates his employment with the District after giving the District two weeks advance notice of his intention to quit, shall receive his accrued personal leave pay; provided it is in conformance with the provisions contained herein.
11. Any employee who enlists or is inducted into the armed services of our country shall be paid for the personal leave time he has accrued to-date to the date he leaves the employment of the District.

12. Regular, full-time employees of the District shall be allowed to convert a portion of their personal leave to cash at the end of December of each calendar year, provided the following guidelines. An employee must use a minimum of fifteen (15) days scheduled personal leave annually prior to any conversion.
13. After use or conversion, a minimum of sixty-three (63) days (504 hours) of accrued personal leave must remain in the employee's accrual account at the end of December of each calendar year.
14. Any personal leave accrual remaining at the time an employee begins to receive the LTD benefit shall be paid in full less statutory deductions.
15. Once all STD and personal leave coverage has been exhausted and, according to the prognosis received from a certified medical doctor, an employee will be able to return to their previous position with the District at full capability, the employee may request leave of absence status.
16. Recognizing that there are existing employees who have been under the vacation / sick pay program, the PUD offers the following conversion formula ~~which must be initiated prior to December 31, 2013~~: Accrued unused vacation time converts to Personal Leave on a one to one ratio. Accrued unused sick leave converts at a 33% ratio that is each 3 hours of accrued sick leave converts to one hour of Personal Leave.

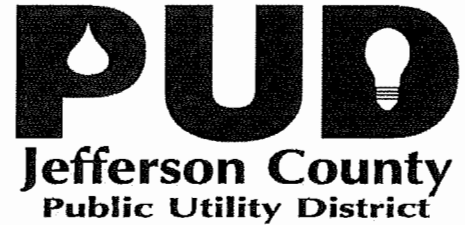
II. The holiday schedule is amended as follows:

1. New Years Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day
11. Floating Holiday

Jefferson County PUD Company Policy

Policy No. _____

Date: _____



Objective

Jefferson County PUD strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the company. For that reason, Jefferson County PUD will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

Jefferson County PUD, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Jefferson County's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Jefferson County PUD prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of Jefferson County PUD. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for

employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment.”

There are two types of sexual harassment:

- “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal

abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Consensual Romantic or Sexual Relationships

Jefferson County PUD strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such

a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

If any employee of Jefferson County PUD enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the human resource director or other appropriate corporate officer. Because of potential issues regarding quid pro quo harassment, Jefferson County PUD has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to Jefferson County PUD, the company will review the situation with human resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact human resources, which will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Complaint Process

Jefferson County PUD will courteously treat any person who invokes this complaint procedure, and the company will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a

complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

The employee assistance program (EAP) provides confidential counseling services to company employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to Jefferson County PUD of a potential harassment or discrimination issue (see below complaint procedure for more on how to notify the company of an issue or complaint).

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Complaint procedure

Jefferson County PUD has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with Jefferson County PUD's human resource (HR) director. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the HR

department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager should immediately report it to the HR director.

2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify the company and review the complaint with the company's legal counsel.
3. Within five working days of receiving the complaint, the HR director will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. During the investigation, the HR director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
5. Within 15 business days of the complaint being filed (or the matter being referred to the HR director), the HR director or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the company.
6. If it is determined that harassment or discrimination in violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
7. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.
8. Within five days after the investigation is concluded, the HR director will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
9. The complainant and the respondent may submit statements to the HR director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR director in which the findings of the investigation are discussed.
10. Within 10 days from the date the HR director meets with the complainant and respondent, the company will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR director and other management staff as may be appropriate, and decide

what action, if any, will be taken. The HR director will report the company's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The company's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

I have read and been informed about the content, requirements, and expectations of the Harassment policy for employees at Jefferson County PUD. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Jefferson County PUD.

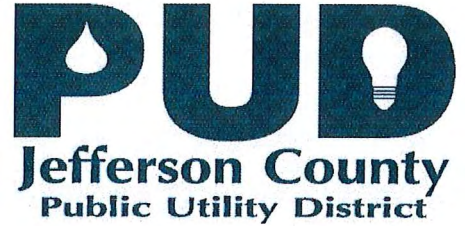
I understand that if I have questions, at any time, regarding the Harassment policy, I will consult with my immediate supervisor, my Human Resources staff member, or Manager of the company.

Please read the policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Date: _____

Jefferson County PUD Complaint Form



COMPLAINT'S REPORT Date of Event: _____ (If more than one event, please report each event on a separate form.)

Where did the specific event occur?

How would you describe the circumstances? Please explain the events that occurred? Were there any witnesses to this specific event? (If yes, please provide their names)

How did you feel?

What would be your desired outcome as a result of the investigation?

Employee Signature: _____

Date: _____

15 July 2014

OLD BUSINESS.

1. Electrical:

a. General. –

- i. Franchises: Waiting on WDOT and Navy
- ii. Fairs/ Festivals

iii. Power consumption:

Month	BPA Projected			Actual		Difference PUD use less
	Energy MWh	Energy aMW	Peak MW	Actual Peak	Actual 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	81.87	40,683,452	4,461,751
February-14	38661.99	57.533	90.523	101.4	39,165,810	(503,818)
March-14	37256.15	50.143	84.284	73.98	34,823,864	2,432,284
April-14	32608.04	45.289	75.894	46.95	29,296,657	3,311,380
May-14	28750.87	38.644	56.386	47.77	25,481,693	3,332,174
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.

- i. Unplanned:
- ii. Planned

We need to schedule outages in the Port Ludlow area for load balancing 17th and 18th of July.

c. Other

1. Field work schedule: Here are the crew assignments starting next week for the four tens. Hours will be 7am to 5:30pm. This trial will last 3 months.

M-T Crew 1: Eric, Bo, Brad, Dylan Tj, Colton

T-F Crew 2: Josh, Caleb, Jordon, Brian David, Bob

Erik and Casey will float/stay the same depending on outages and work

2. Pole Attachment – blue star request. See attachment.
- 3.

BPA. – Melanie will be here on the 17th of month.

Per our discussion earlier today, I've attached the draft revision to your NT Service Agreement. With your permission, I would also like to inform Power Services at the time that we send this out for execution.

We will also work with you to submit the remainder request as outlined below on Jefferson's behalf.

Please see as attached the draft Exhibit A, Revision No. 2 to Table 1 which adds Assign Ref 76302746 for Partial term Long-Term Service commencing on August 1, 2014. Please also see the additional instructions below for submitting the Remainder Request should Jefferson wish to preserve the queue position of the TSR and be considered for capacity not awarded should ATC become available in the future.

Jefferson must submit a Remainder TSR within 15 calendar days of the date TSR 76302746 is CONFIRMED. Specific details for the Remainder TSR are as follows:

Source: FCRPS

POR: BPAPOWER

Sink: JEFFERSONNTDP

POD: JEFFERSON

Start Date: 9/1/2015

Stop Date: 4/1/2043

Deal Ref: 76302746

MW Req: 99999

Comment: Remainder request for parent TSR 76302746.

Hi Jim,

Last night at the Port Townsend City Council meeting we talked about the Blue Banner Program in Port Townsend. The place designated for the banners is on the taller light poles between Howard and Sheridan Streets on Upper Sims Way. One of the many points brought up was the Council would like to see a policy with PUD#1 allowing mounting the banners on the designated poles first before they will allow the program to take place.

So my question to you is should we come to your office and discuss a policy or should the subject be brought up at a PUD Meeting? Rick Sepler from Port Townsend and Lynette George from the Blue Star Program would also be in attendance.

Thanks,
Steve Brunette

Subject: Painting the Town Purple...

Good Morning 😊

My name is Bethany and I am on the committee for the Relay For Life of Jefferson County. We are having our relay event on July 26-27th at the end of the month. One of the "traditions" that we want to implement is "painting the town purple" where we decorate the town purple (official Relay For Life color) to raise awareness of the event.

We were hoping to use the light poles in Port Townsend to tie bows on and they would be taken down the next week. Our painting the town purple event is scheduled for Monday, July 21st.

The majority of the ribbons are actually purple dollar store table clothes that we'll cut into strips, so the ribbons can be as thick or thin as we're allowed. The bows will be made out of tulle that is about 3-4' thick (we can fold it if necessary). The flyers are usually a mix of 8.5 x 11 and 11 x 17, whichever the business owner wants to post. Some communities let us post some of the yard signs in the grass/dirt near street corners. We leave it up to each business as to how much they want to participate. Some business owners get really into it and literally paint their window front purple or paint a big purple cancer ribbon on it, others post one of the flyers and maybe a bow on their door, some choose not to participate. It's whatever said business is comfortable with.

Each city has different rules and regulations as to how much/ where we can post things. Usually we post on telephone poles, light poles, stop signs, and the front doors of businesses (if business owner approved). Basically wherever we're allowed to. We want as much awareness as possible, so all we really need to know is if there is anywhere that is off limits!

Do we have your permission to use your light poles in Port Townsend?

Thank you for your consideration.

-Bethany

[

WECC. CPUD was also decertified, I now have Mike Green investigating the transfer of the CPUD assets to us and the impact with WECC.

2. Admin/ Financial:

- a. State Auditor should be here this or next week
- b. Billing program. Had the kick off meeting today with NISC, see attached schedule
- c. Open meeting:

Subject: Mandatory Training for Advisory Boards Committees/Commissions

Public Infrastructure Fund Board (PIF) Members,

I have been asked to inform you of the following mandatory training for all Advisory Board/Committee members. Click on the link below (use control + click then click on it again and it should work). If it does not work you can go to the Quick Link "Open Government Training" on the County Homepage at www.co.jefferson.wa.us. Note that there are also Records Management and Retention trainings that are not included in this request to you.

All Jefferson County Advisory Boards/Commissions members

Washington State has newly mandated Open Public Meetings Act and Open Public Records Act training for government staff and officials. Please use this link to access the MANDATORY training:

<http://www.co.jefferson.wa.us/training/default.asp>

Once you have completed each training, please print and sign a certificate. The County will need a copy of your certificate to show that you have completed each course.

You have 90 days from July 1 to complete this training. You must complete the training every 4 years. If you serve on more than one board you only need to complete the training once and provide one copy of your signed certificate.

Let me know if you have any questions.

Leslie Locke
360-385-9102
llocke@co.jefferson.wa.us

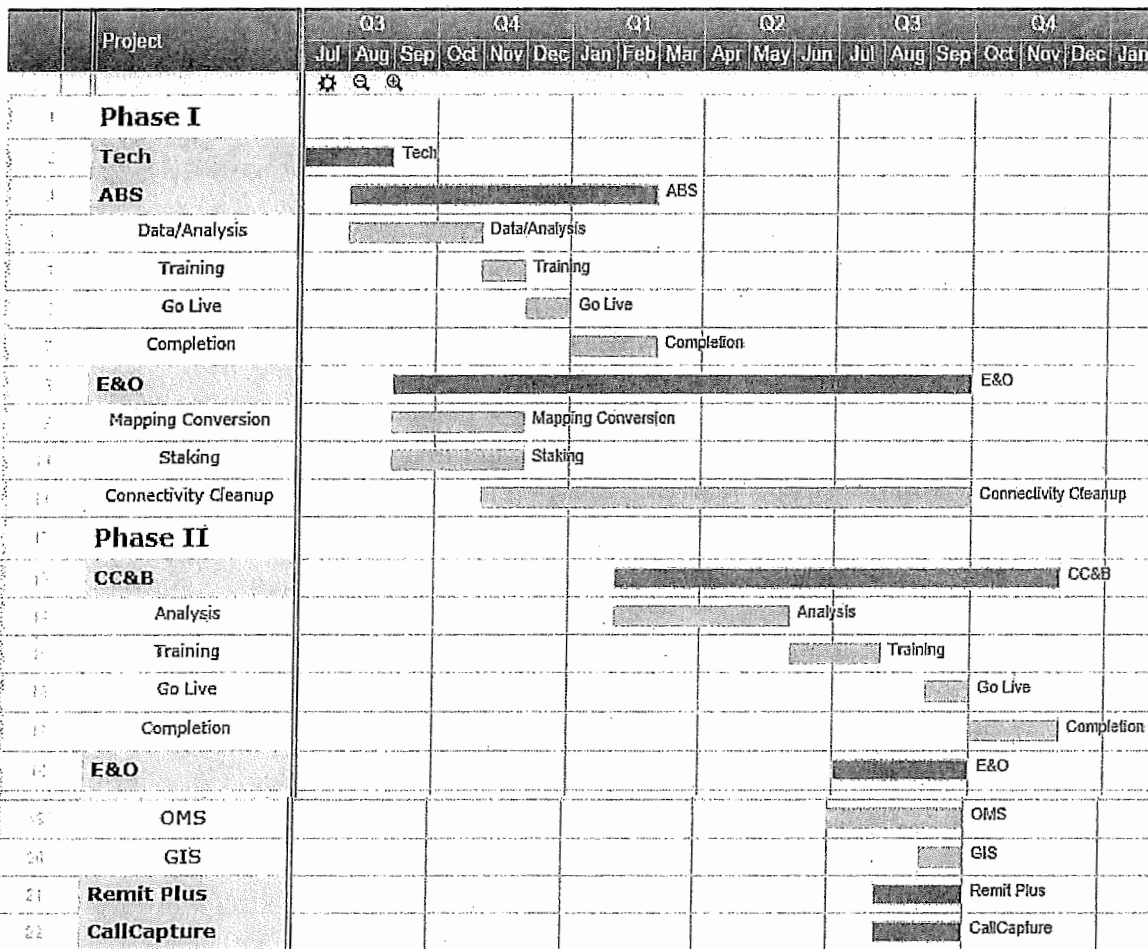
- d. Net metering. We manually read every generating master meter on the 30th of June. We are now working on the forms to send each of the qualifying customer. I owe you a resolution on allowing net metering beyond what the statute requires.
- e. Billing cycle. Starting in September the billing cycles will be between 30 and 32 days.
- f. Red house – Met on site looking at 200 foot wide frontage and runs back towards creek. I owe them our costs and estimated costs.

ABS - Dec 8 live; P/R 2 Jan
 19-21 August on-site 19 Jan on-site visit
 27, 28, 29, 30 October training module on-site
 22 Sept 17 October Admin

Member Specific:
 None Identified

Project Plan

The Project will follow a Project Plan that identifies the work breakdown structure for the activity and tasks. The project plan includes the dates, project deliverables, and the resources. In addition, there will be Controlling/Quality Assurance Processes, which includes Configuration / Integration Management, Risk Management, Change Management, Communication Plan, Problem/Resolution Escalation. The project plan is established and agreed upon during the project kick-off call. Smartsheet is used to deliver the project milestone dates. The **sample** Gantt chart below reflects a summary level project timeline:



Member Specific:
 None Identified

Resource Management

Resource Management is essential in executing a project successfully. NISC will work with the JPUD to effectively monitor and balance resources while working on the iVUE implementation.



NEIGHBORS HELPING NEIGHBORS

Offer a helping hand with our "Power Boost" Program

A donation to this program is tax deductible. As an organization exempt from federal income tax, the PUD is qualified as a charitable organization with the Internal Revenue Service

INSTRUCTIONS:

PLEASE FILL OUT THE
FORM ON THE BACK
AND RETURN TO ONE
OF OUR LOCAL
OFFICES, BY MAIL, FAX
OR EMAIL

LOCATIONS:

Four Corners Operations Center
310 Four Corners Road

Administration Building
230 Chimacum Road

MAIL TO:

Power Boost
Jefferson PUD
Box 929
Port Hadlock, WA 98339

Phone: (360) 385-5800

Fax: (360) 385-8373
powerboost@jeffpud.org

Occasionally there are those of us who need a helping hand. The **Power Boost** program provides assistance to low-income residential customers having difficulty paying their electric bills. The PUD does not deduct any administrative costs and gives 100% of the contributions directly to the local Olympic Community Action Program (OlyCAP).

You can help your neighbors in need by donating to this fund. You can make a one-time contribution by adding it to the amount on your PUD bill, or choose to have a contribution automatically added to your bill every month. Please enclose this flier with your PUD payment or contact us via email.

Thank you for helping out!

PUD
Jefferson County
Public Utility District

Neighbors helping neighbors

Occasionally there are those around us who need a helping hand. The **Power Boost** program provides assistance to qualified low-income residential customers in paying their electric bills. The PUD does not deduct any administrative costs and gives 100% of the contributions directly to the local Olympic Community Action Program (OlyCAP). Funds are used to assist families in Jefferson County in emergency situations.

You can help your neighbors in need by donating to this fund. Indicate below how you would like to contribute. Please enclose this flier with your PUD payment or bring it in to the PUD office with your payment. Only one payment is necessary to include both your contribution and your PUD bill.

NAME _____ ACCOUNT # _____

ADDRESS _____

PHONE _____

I WOULD LIKE TO PARTICIPATE IN THE **POWER BOOST PROGRAM**. MY PARTICIPATION WILL BE:

I PREFER TO BE BILLED AS FOLLOWS:

PLEASE BILL \$ _____ EVERY MONTH UNTIL I CONTACT THE PUD TO CANCEL.

PLEASE BILL A ONE TIME CONTRIBUTION OF \$ _____

ALL CONTRIBUTIONS WILL GO TO THE OLYMPIC COMMUNITY ACTION PROGRAM DIRECTLY TO SUPPORT FAMILIES IN JEFFERSON COUNTY FOR EMERGENCY SITUATIONS.

SIGNATURE _____

DATE _____

PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY

Payments received after due date will show as a credit on your next bill.

Previous Balance _____
 Payments _____
 New Charges _____
 New Balance _____

Billing Date: May 14, 2014
 Account No.: [REDACTED]

DUE DATE: JUNE 4, 2014
 Total Amount Due: [REDACTED]

Service Dates 04/05/2014 - 05/09/2014

Service at [REDACTED]

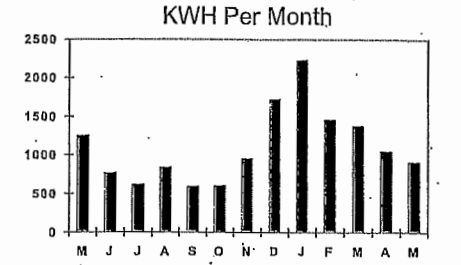
Electric Meter Number	Days	Meter Readings		Multiplier	Usage
		Current	Previous		
0001E U023859929	35	24649	23733	1	916.00

Water Meter Number	Days	Meter Readings		Route	Usage GAL
		Current	Previous		
32575392	35	384640	382410	400	2230.00

New Charges	Qty	Units	Meter No.	Charge
Power Boost Program				\$10.00
Electric Base	35	Days	0001E U023859929	\$7.49
Electric Consumption	916.00	KWH		\$83.74
Water Base Fee	35	Days	32575392	\$17.50
Water Consumption	2230.00	Gal		\$5.58
Total New Charges				\$124.31

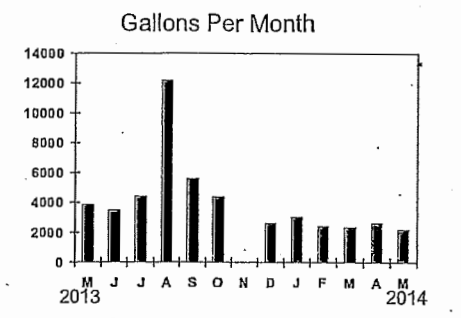
Daily Averages

Period Ending	MAY 2013	MAY 2014
No. of Days	35	35
Av. Daily KWH	36	26
A. Daily Gallons	111	64



Total Electric Usage by Month

Period Ending	MAY 2013	MAY 2014
Total KWH	1,250.00	916.00



Total Water Usage by Month

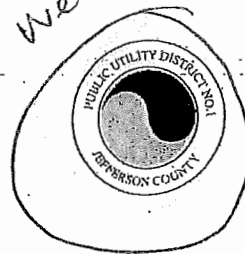
Period Ending	MAY 2013	MAY 2014
Total Gallons	3,880.00	2,230.00

Electric USAGE < 600
 Electric USAGE > 600

BUDGET BILLING CUSTOMER ACCOUNTS WILL BE REVIEWED IN JUNE. ANNUAL CCR WATER REPORTS WILL BE AVAILABLE ONLINE IN JUNE. PLEASE VISIT WWW.JEFFPUD.ORG FOR MORE INFORMATION ON BOTH. THANK YOU.

Questions? Call (360) 385-5800.
 Visit www.jeffpud.org to pay online
 or call 866-874-9605 to pay by phone.

New Logo



Return this portion with your payment in the envelope provided. Please make checks out to Public Utility District No. 1 of Jefferson County.

PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY
 P.O. BOX 929
 310 FOUR CORNERS ROAD
 PORT HADLOCK, WA 98339-0929
 www.jeffpud.org

Service Dates: 04/05/2014 - 05/09/2014
 Account Number: 007358-001
 DUE DATE: JUNE 4, 2014
 Total Amount Due: [REDACTED]
 Amount Paid: \$ _____

Service Address: 191 QUAIL RDG

\$ _____ One Time Donation (Power Boost Program)
 \$ _____ monthly Power Boost Authorized

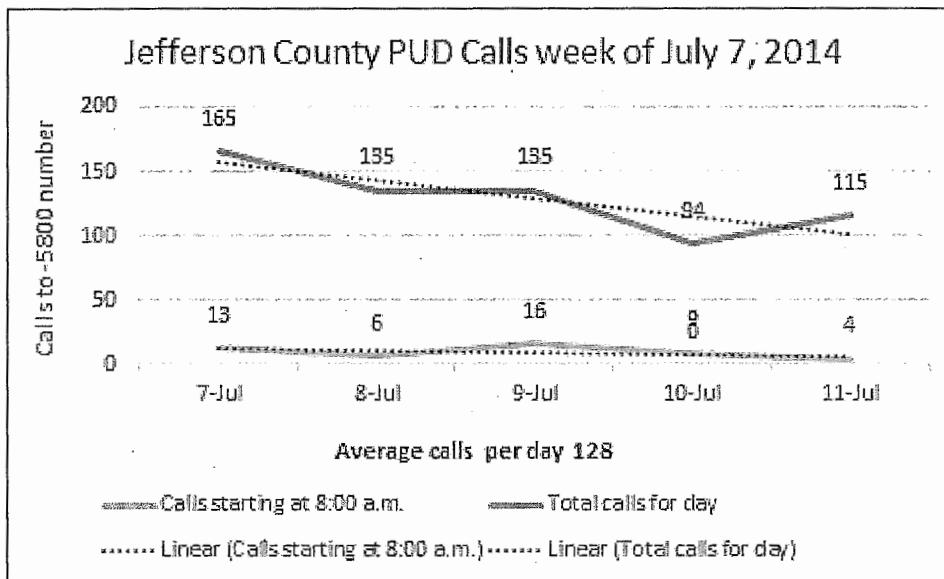
JCP0515A AUTO 5-DIGIT 98368
 7000001878 00.0006.0072 1598/1



PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY
 P.O. BOX 929
 PORT HADLOCK WA 98339-0929

[REDACTED]

- g. Credit card usage.
- h. Looking at expanding room at 4 corners site, perhaps a temporary single wise, or a class room.
- i. OLYCap briefing: I'd be happy to sit with you all and talk through our different opportunities to help folks. What are some proposed dates and times? Hope you are doing good. Thanks- Geoff
- j. Rate Study. They are going through the information, unfortunately with only a year's worth of data there will have to be a lot of assumptions (e.g. power consumption), staffing, etc.
- k. Phone calls.



- 3. Personnel:
 - a. Larry Chapman - Please reserve **Tuesday, August 26, 2014** for the hearing. We will have a mediation meeting on 1 August. Brief discussion under executive session.
 - b. Hired two more CSRs. Jeff and Jannelle, both chimacum graduates.
 - c. Advertising for storeroom person; Colton is SCADA apprentice
- 5. Water/ Sewer

- a. Water consumption is up, we are running most wells full time, almost 1.3 gallons a day. Should go down as they start to get their first summer water bill. Points out need to get the Sparling well on line.
- b. Kala Point/ Quimper consolidation – Eric and I meant with Kala Point Association members over emergency planning for water and sewer. Discussed need to start a fire hydrant replacement program, perhaps another PRS. Will start work on replacing the Ozone this fall, after weather gets cooler.
- c. Sparling well. Had walk through last week. Bid opening on 24th of July at 11:00.
- d. Water/sewer Operations -
 - a. Shine Platt wants to connect to PUD; told them do not have water rights; Bill is working with DOH and DOE.
 - b. Hired Mal to figure out Mats Mats tree clearing of the water tank. Sent letter to their lawyer.
 - c. Taking Pd and Cu samples at Triton Cove, keep your fingers cross.
- e. PURMS – system risk assessment

Jim, everything is a go for the Water Risk Assessment on November 4th. I will be updating the report from 2011 and there are a few more questions in each of the sections. I will send you my work copy when I complete it closer to the date.

As indicated in previous emails, the assessment consists of interviews for 2-3 hours in the morning, touring some of your facilities late morning and early afternoon, and completing with an exit interview late in the day.

Looking forward to meeting and working with you and staff. Larry Valentine 330-328-2137

6. Other

15 July 2014

MEMO FOR BOC

SUBJECT: Meeting Locations

PROPOSED DATES and Locations:

19 August – Quilcene Community Center
16 September – PT Community Center
21 October – Kala Point Community,
18 November – Port Ludlow –South Bay Community Association

Press Release:

PUD Board of Commissioners will be conducting their regularly scheduled Board meetings throughout the County over the next 4 months. The meetings will begin at the normal 5:00 pm time. The planned schedule is:

5 August	PUD Office at 230 Chimacum Road
19 August	Quilcene Community Center
2 September	PUD Office at 230 Chimacum Road
16 September	Recreation Center at Port Townsend
6 October	PUD Office at 230 Chimacum Road
21 October	Kala Point Community Center
4 November	PUD Office at 230 Chimacum road
18 November	Port Ludlow Community Center
9 December	PUD Office at 230 Chimacum Road

The Board invites all citizens to attend the regular meeting which will be open to general questions and comments. All meetings will start at 5:00 and will run as late as necessary

Energy Northwest Member Utility Leadership,

Energy Northwest has received the attached opportunity for a new 20 MW solar project that is currently under development in Christmas Valley, Oregon. The project is scheduled to come online in mid to late 2016. The pricing for energy and associated renewable energy credits outlined in the indicative term sheet appears competitive when compared with wind and other renewables in the region, depending on the final agreement structure.

The project developer, Longview Solar LLC, a joint venture between TUUSSO Energy and Elemental Energy, is seeking a long-term power purchase agreement for the entire output of the project. Longview Solar has demonstrated flexibility on the terms of the deal and would work with any interested utilities to customize the agreement structure. Energy Northwest is available to assist our members by aggregating smaller blocks of interest in the project or to match a member directly with the developer for the purchase of the entire 20 MW project capacity, as needed.

The term sheet contains information considered confidential by Longview Solar LLC and the documents contained in this email should be treated appropriately.

If your utility has is interested in this opportunity please let me know by the end of July 2014. Also, I am available if you have any questions.

Best Regards,

Ted

Ted Beatty
Manager, Generation Project Development
Energy Northwest
509-372-5531

15 July 2014

UPCOMING EVENTS

15 July	PUD BOC Meeting
17 July	BPA – T Last PUD Baseball game
21 July	Sparling Well Bid Opening (11:00)
25 July	Jim PTO day
1 Aug	Mediation
2 Aug	PUD Picnic – Ken’s place
5 Aug	PUD BOC Meeting
7-10 August	County Fair
13-14 Aug	NoaNet Meeting
19 August	PUD BOC Meeting – Quilcene Community Center
26 Aug	Larry Chapman Court Date
October 30-31	PUDA Manager meeting
4 Nov	AEGIS Water Risk Assessment

PUDA Meetings

Date	Meeting	Location
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

