



Board of Commissioners Meeting
January 16, 2018
5:00 PM

63 Four Corners Rd. Jefferson County Transit
AMENDED AGENDA

PUD REGULAR BOARD MEETING

1. CALL TO ORDER
2. AGENDA APPROVAL
3. GENERAL PUBLIC COMMENT: This public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair will also permit public comments on the other agenda items as they come up during the meeting. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner.
4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: (Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners)
 - 4.1 APPROVAL OF MINUTES
 - 4.1.1 11/21/2017
 - 4.1.2 1/2/2018
 - 4.2 CFO REPORT AND APPROVAL OF VOUCHERS
 - 4.2.1 Voucher Certification form with supporting warrant register and payroll
 - 4.2.2 BOC Approval of Voucher approval form
 - 4.3 RESOLUTIONS
 - 4.4 ACTION ITEMS
 - 4.4.1 General Manager Search Update
 - 4.4.2 TCF Update on Facilities
 - 4.5 CAB REPORT Not requiring Board Action
 - 4.5.1 CAB report
 - 4.6 STAFF REPORTS not requiring Board action
 - 4.6.1 HR Report
 - 4.6.2 HR-5 for BOC
 - 4.6.3 HR CDL DA policy for BOC
 - 4.6.4 Operations Quote Spread sheet for Dec 2017
 - 4.7 PUD Calendar of upcoming meetings – not requiring Board action
 - 4.8 CORRESPONDENCE not requiring Board action
- END OF CONSENT AGENDA
5. COMMISSIONER REPORTS

6.0 ACTION ITEMS REQUIRING BOARD DISCUSSION

- 6.1 EES Update
- 6.2 Short Term Goals update
- 6.3 Opt Out Program
- 6.4 Commisioner Emails

7. FUTURE ITEMS

- 7.1 2017 Construction Items 2/6/18

8. SIGNING OF DOCUMENTS

9. ADJOURNMENT



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
November 21, 2017

**Public Hearing and
Regular PUD Board Meeting**

DRAFT MINUTES

The Public Hearing of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the Vice President of the Board of Commissioners (Board) at 5:00 p.m. at the Jefferson County Transit Administration office at 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Kenneth Collins, President
Commissioner Jeff Randall, Vice President
Commissioner Wayne King, Secretary

Kevin Streett, Assistant General Manager
Debbie Lund, Human Resources Manager
Bill Graham, Resource and Conservation Manager
Richard Hughes, General Counsel
Will O'Donnell, Communications Manager
Don McDaniel, Consultant

Cammy Brown, Recorder

1. CALL TO ORDER:

Commissioner Jeff Randall called the public hearing on the Jefferson County PUD Budget for 2018, to order at 5:00 pm. He is sitting in for Commissioner Kenneth Collins. Introductions were made which were strictly voluntary. Commissioner Kenneth Collins arrives at 5:04pm and takes the Chair position. Purpose of the hearing was to take any testimony and answer any questions from the public on the budget and then reconvene for the Jefferson County PUD regularly scheduled meeting.

2. PUBLIC HEARING ON BUDGET:

Commissioner Jeff Randall explains purpose of meeting. Following the conclusion of this hearing the Board will go into the regular PUD agenda board meeting.

Kevin Streett, Assistant General Manager, goes over the budget material and referenced the process going forward. Budget has to be adopted today or there will have to be a special meeting. There is a county deadline on budget adoption.

There were no public comments or questions.

Commissioner Jeff Randall expressed his thoughts on the budget adoption and stated he supported the adoption of the resolution.

Commissioner Kenneth Collins stated that the rate adjustment is very much in line with increasing costs of the power from the BPA.

MOTION: Commissioner Jeff Randall moved to adopt the Resolution 2017-22 adopting a Budget for the Calendar Year 2018 of the Jefferson County Public Utility District No. 1 and Commissioner Wayne King seconded that motion. Motion carried unanimously.

3. ADJOURN HEARING.

Hearing on the Jefferson County PUD NO. 1 Budget was adjourned at 5:06 p.m.

PUD REGULAR BOARD MEETING

1. CALL TO ORDER:

The November 21, 2017, Regular Meeting of the Jefferson County PUD was called to order by Commissioner Kenneth Collins at 5:06 p.m.

2. AGENDA APPROVAL:

Correction Paragraph 6.3: Last name of new CAB board member is spelled Michel.

MOTION: Commissioner Jeff Randall moved to approve the agenda with that clarification and motion was seconded by Commissioner Wayne King. Motion carried unanimously.

3. ITEMS FROM THE FLOOR:

Commissioner Kenneth Collins made a call for additional items. There were no additional items

from the floor not listed on the agenda.

Comment from the floor: Commissioner Jeff Randall gives a brief explanation on AMI. Suggestion was made from the floor that “AMI” should from now on say “Smart Meters”. Members of the public do not really know AMI means Smart Meters.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

4.4.2 Mycoff Update. Take off consent agenda and insert at 6.9 for discussion.

MOTION: Commissioner Jeff Randall moved to approve the consent agenda as modified and it was seconded by Commissioner Wayne King. Motion carried unanimously.

4.1 APPROVAL OF MINUTES

- 4.1.1 Special Meeting of 10/30/17.
- 4.1.2 Special Meeting 11/1/2017.
- 4.1.3 Special Meeting 11/3/2017.
- 4.1.4 Special Meeting 11/6/2017.
- 4.1.5 PUD Budget and Regular Meeting 11/7/2017.

4.2 CFO REPORT AND APPROVAL OF VOUCHERS

- 4.2.1 Voucher Certification form with supporting warrant register and payroll.
- 4.2.2 BOC Approval of Voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

Warrants	Amount	Date
Accounts Payable: # 115453 to # 115521	\$ 325,073.05	11/2/2017
Accounts Payable: # 115522 to # 115583	\$ 379,892.06	11/9/2017
Payroll Checks: # 70373 to # 70378	\$ 9,800.74	11/3/2017
Payroll Direct Deposit:	\$ 98,902.29	11/3/2017
TOTAL INVOICES PAID	\$ 813,668.14	

WIRE TRANSFERS PAID

AMOUNT	DATE
BPA	\$ 1,117,426.00 11/9/2017

GRAND TOTAL

\$ 1,931,094.14

Voided Warrants

115464

1,182.66

4.3 RESOLUTIONS:

4.3.1 Resolution 2017-24 Declaration of Emergency Nov. 13, 14, 2017.

4.4 ACTION ITEMS:

4.4.1 Interlocal for Radios with Mason 1.

4.4.2 Mycoff Update. Moved off Consent Agenda and added to 6.0 Action Items Requiring Board Discussion.

4.4.3 TCF Update.

4.4.4 Tree bid Paradise Bay/Shine.

4.5 CAB REPORT not requiring Board action.

4.5.1 CAB Agenda for 11/13/17.

4.5.2 CAB Update.

4.6 STAFF REPORTS not requiring Board action.

4.6.1 Quote Spread Sheet Operations.

4.6.2 HR Report.

4.7 PUD Calendar of upcoming meetings – not requiring Board action.

4.8 CORRESPONDENCE not requiring Board action.

5. COMMISSIONERS' REPORTS: Commissioners gave their reports.

Commissioner Wayne King:

- 11/13/17 Attended CAB Meeting.
- 11/13/17 Attended WPUDA meeting in Olympia.
- 11/21/17 With the Port Ludlow Utility Committee about Smart Meters.
- 11/27/17 Plan on attending PUD Annual Meeting in Spokane.

Commissioner Jeff Randall:

- 11/08/17
CAB had a second or third meeting on low income policies that we currently have at OLYCAP. St. Vincent de Paul representatives were in attendance.

There was a presentation by Craft 3 which is a non-profit financial institution that offers financing for customer's weatherization improvement but they work out agreements with the utility (called On Bill Financing). The utility is not offering the financing. It is the bank and the utility. They are basically just passing through the repayment on the loan. There was a presentation on a way for a customer to afford weatherization improvements where they don't necessarily have the money up front. There will be a full presentation at one of the CAB meetings. Members that are on the CAB Subcommittee are Larry Dennison, Peter Lauritzen, and Doug Huber.

- 11/13/17
Attended WPUDA Conference in Olympia. The industry that is promoting 5G wireless is doing it at all levels now. They are approaching the federal government and the states. They are trying to supersede the PUD's authority to regulate the stuff on the power poles.

Commissioner Kenneth Collins:

- 11/13/17
Attended WPUDA meeting in Olympia. Commissioner Collins commented that Counsel Richard Hughes got "very high marks" on the evaluation form that was filled out by the 28 people in attendance. There was discussion in the Telecom Committee of Senate Bill 5935, also known as the Shelton/Carlyle Bill which would create a task force in the Governor's Office to extend broadband to underserved areas in rural Washington. This piece of legislation has a reasonable chance of passing. There may be funding for broadband expansion in Jefferson County. Nationally there is zero load growth. We are not a nation increasing our consumption of electricity. It was also mentioned that the market for electricity is significantly depressed as a result of the over-abundance of natural gas which came about due to fracking. That has made it very difficult for BPA to make any money selling on the wholesale market when they have the surplus. It may be that the large energy companies will find a way of manipulating the market and increasing the price of natural gas.

- 11/20/17
Gave a presentation for the Marrowstone Island Community Association looking at various options for broadband expansion. Bill Graham, Resource and Conservation Manager for the PUD, also did a presentation which was very well received on the geology on Marrowstone Island and a need for study of the water table. There were reports from the community on a number of wells that have gone dry. The fact that now only half of the Marrowstone residents are on PUD water suggests that we need to get a sense of what that water table looks like a dozen or so years after it was previously studied and be able to predict what the coming need is going to be.
- 11/29/17 – 12/01/17 - will attend the annual conference of the WPUDA in Spokane.
- 12/07/17 Will attend meeting in Portland, Oregon.
- 12/08/17 Will attend Orcas Power and Light Company meeting in Port Townsend

6. ACTION ITEMS REQUIRING BOARD DISCUSSION:

6.1 Rotation of BOC Commissioner for 2018 vote.

There was some discussion on how Commissioner Jeff Randall's role changes as he becomes President. Counsel Richard Hughes added that this was a good discussion to have as to changes in leadership, what projects stay with each commissioner so that there is no overlap as to the roles of President and Vice-President as they transition to a new President. There should be a conversation in a meeting where it is formally on the agenda where the commissioners will reach consensus as to items that the President may be handling that may extend into the next term.

Commissioner Wayne King made the comment that the PUD needs to get back on the schedule where the manager does the hiring with the Human Resources Manager. The commissioners should not be involved with hiring staff. The Governance Manual and RCW 54 outline that the manager is responsible for hiring staff. The commissioners hire the manager and the CFO. This would be a good discussion for the Governance Policy workshop which is coming up. December 6, 2017, at 10:00 a.m. is the meeting date set up on Governance Policy workshop.

6.2 AMI Project. Assistant General Manager Kevin Streett gave a presentation. There was "An Open Letter to Our PUD" that was handed out (Handout #1) by the Smart Meter Objectors Group (SMOG). Also handed out (Handout #2) a fact sheet on ITRON AMI Smart Meters vs. GE Analog Meter.

Assistant General Manager Kevin Streett gave a report. There were some questions from the public and the commissioners on the AMI project. It was requested that the PUD put together a glossary of PUD acronyms.

There was a question and answer period during this part of the meeting.

6.3 Vote on CAB for Russ Michel.

MOTION: Commissioner Kenneth Collins moved to nominate Russ Michel to the Citizen's Advisory Board, and it was seconded by Commissioner Wayne King. Motion carried unanimously.

6.4 Review of Don McDaniel's contract. There was some discussion on the contract. It was pointed out that the contract can be changed by either party on thirty days' notice and that he is very flexible to work with.

MOTION: Commissioner Wayne King moved to approve the contract between the Jefferson County Public Utility District and Consultant Don McDaniel with a start date of December 1, 2017. Motion was seconded by Commissioner Jeff Randall. Motion carried unanimously.

6.5 Items from the Floor. Commissioner Kenneth Collins would like to rename "Items from the Floor" to "General Public Comment".

There was a recommendation to improve the process of the meetings. Specifically to rename "Items from the Floor" to "General Public Comment". Comment was made that the Board continue to allow reasonably open discussion as they go through their various items on the agenda and that the Board provide an explanation to the general public during the "General Public Comment". That is general public comment for any items not specifically listed on the current agenda or for items listed on the consent agenda. The chair will also permit other comments on the other agenda items as they come up during the meeting. The chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner.

There was some discussion on whether items on the consent agenda should be included in this recommendation. The conclusion was yes. The more descriptive you can be with the public about what the intent was on the agenda is a good thing. Result would be changing the format of the next Agenda. It would have that language so that the public knows more about what this is for. This would replace Item 3.

MOTION: Commissioner Jeff Randall moved that the Board direct staff that on future agendas change "Items from the Floor" to "General Public Comment" with the language presented by Commissioner Kenneth Collins. Motion was seconded by Wayne King. Motion carried unanimously.

Bill Kaune mentioned that minutes from the October 30, 2017, referred to him as a staff member of the PUD. He is not. Recording secretary was instructed to correct the minutes to reflect this change.

6.6 Meal's Policy draft. Kevin Streett provided some comments on the policy. He commented that this was a way to show support to the staff and the crews. This is a benefit to all the staff and workers. This is how you start building morale. This is a good step for moving forward by looking not only this policy but other policies that help build unity.

Is this a gift of public funds? The answer is no. Counsel Rick Hughes worked with Debbie Lund, Human Resources Manager on this policy. The reason it is not a gift of public funds is because you only do it to benefit the utility. You don't do it out of the goodness of your heart. It is not charity. It is to facilitate PUD business and there are some pretty strict requirements. There is some accountability written into it. If an employee abuses the policy potentially it is a performance issue.

6.7 Round-up proposal. Will O'Donnell, Communications Manager, gave a report on improvements that could be made on our Power Boost Program. Specifically mentioned were round-up provisions on the billing software paper copies.

MOTION: Commissioner Jeff Randall made a motion, seconded by Commissioner Kenneth Collins, to direct staff to make round-up provisions on the billing software paper copies as proposed. Motion carried unanimously.

6.8 Dental (Debbie Lund). Human Resources Manager Debbie Lund gives a comparison overview of other dental plans. The Board gave the following direction:

- Under Class III Major Services: move that up to 75% .
- Include under Class III Major Implants.
- Increase maximum to \$3,000.00.
- Emergency Room exams are covered.
- PUD alert IBAW (Union) of proposed changes.
- Effective date of the plan would be January 1, 2018.
- This is to be brought back and put on the consent agenda.
- Finalized Dental Plan will be presented at next PUD meeting (12/12/17)

6.9 Mycoff Update:

Commissioner Jeff Randall requested the Mycoff process be discussed. There was emailed to

each of the commissioners two very different processes from Mycoff. Consultant Don McDaniel gives a background on the processes. There was some discussion on interviewing and confidentiality. After some discussion all three commissioners stated they were comfortable with the process.

7. **FUTURE ITEMS:** The following were added as future items:

- Set informational meetings (Board with the public) regarding rates in Port Ludlow, Quilcene, Gardiner and Port Townsend
- CAB Meeting (Commissioner Jeff Randall to attend next meeting)
- Dental Plan finalized on consent agenda.
- Mycoff update. Vote on process.
- December 6 – Governance Workshop 10am to 12pm
- December 8 – Audit exit interview 2:30pm
- December 11 – Cab Meeting
- December 12 – PUD Meeting 5:00pm
- Meeting minutes of 10/30/17 on agenda to be approved with correction.

8. **SIGNING OF DOCUMENTS:** There was a short break so that any documents that needed to be signed would be done in a public meeting format.

9. **EXECUTIVE SESSION:** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Commissioner Kenneth Collins gave an estimated time of ten minutes and the executive session will begin at 7:35pm.

Meeting reconvened at 7:45pm with no action taken.

MOTION: Commissioner Wayne King made a motion to adjourn the November 21, 2017, Regular Meeting of the Jefferson County PUD No. 1 and Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:46 p.m.

Minutes prepared by

Cammy Brown, PUD Recorder

Approved:

Commissioner Wayne King, Secretary

Date

Attest:

Commissioner Kenneth Collins, President

Date

Commissioner Jeff Randall, Vice President

Date

Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

January 2, 2018

**Board of Commissioners
Regular Meeting**

Draft Minutes

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board) at 5:00 p.m. at the Jefferson County Transit Administration office at 63 Four Corners Road, Port Townsend, Washington 98368. Present:

Commissioner Jeff Randall, President
Commissioner Wayne King, Vice President
Commissioner Kenneth Collins, Secretary

Kevin Streett, General Manager
Debbie Lund, Human Resources and Communications Manager
Bill Graham, Resource and Conservation Manager
Richard Hughes, General Counsel
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant and Records Administrator
Don McDaniel, Consultant

Cammy Brown, Recorder

1. CALL TO ORDER:

The meeting was called to order by Commissioner Jeff Randall at 5:00 p.m. Voluntary introductions were made.

2. AGENDA APPROVAL: No changes, additions or corrections to the Agenda.

MOTION: Commissioner Kenneth Collins moved to approve the agenda, seconded by Commissioner Wayne King. Motion carried unanimously.

Commissioner Jeff Randall informed the general public of the new slate of officers for 2018.

3. GENERAL PUBLIC COMMENT:

There were comments from the general public. Interim General Manager Kevin Streett was asked to give an update on smart meters.

Handout No. 1: Public Testimony by Karen Sturnick (requested to be part of public record).

Handout No. 2: SMOG Information Sheet (requested to be part of public record).

Handout No. 3: Joey Pipia letter.

Handout No. 4: Expense Saving Category table. Handed out by Tom Engel.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Item 4.2 .2 removed from consent agenda and moved to Action Items Requiring Board Discussion.

Item 4.1.2 removed from consent agenda and moved to Action Items Requiring Board Discussion.

MOTION: Commissioner Wayne King moved to approve the consent agenda as amended, seconded by Commissioner Kenneth Collins. Motion carried unanimously.

4.1 APPROVAL OF MINUTES

- 4.1.1 Special Meeting - Governance 12-6-17 – approved.
- 4.1.2 BOC Budget and Regular meeting 12-12-17 (removed and moved to 6.0).
- 4.1.3 Special Meeting – GM Selection 12-19-17- approved.

4.2 CFO REPORT AND APPROVAL OF VOUCHERS

- 4.2.1 Financial Report.
- 4.2.2 Voucher Certification form with supporting warrant register and payroll. (removed and moved to 6.0)
- 4.2.2 BOC Approval of Voucher approval form. (removed and moved to 6.0)

4.3 RESOLUTIONS: None.

- 4.4 ACTION ITEMS:**
 - 4.4.1 TCF Update
 - 4.4.2 GM Search Update
 - 4.4.3 Food Policy HR-11

- 4.5 CAB REPORT:**
 - 4.5.1 Cab Update Report

- 4.6 STAFF REPORTS** not requiring Board action.
 - 4.6.1 Quote Spread Sheet Operations Nov. 2017.
 - 4.6.2 HR BOC Report

- 4.7 PUD Calendar** of upcoming meetings – not requiring Board action.

- 4.8 CORRESPONDENCE** – not requiring Board action

5. COMMISSIONERS' REPORTS: Each commissioner gave a report.

6. ACTION ITEMS REQUIRING BOARD DISCUSSION:

4.1.2 Correction to Minutes of 12-12-17: Correction was made to reflect that all meetings in December were “special meetings” due to the fact that there was a change of venue to the Jefferson County Transit Conference Room. The meeting on 12-12-17 was not a “Regular PUD Meeting” but a special meeting.

In the minutes dated 12-12-17, page 3, 6.0.01 Broadband Strategy Choices. “Commissioner Kenneth Collins requested that the slides that he had used for presentation on Marrowstone Island be included in the packet”. It should read “Commissioner Kenneth Collins stated that the slides that he had used for presentation on Marrowstone Island were included in the packet”.

In the minutes dated 12-12-17, page 3, 6.0.03 Work Plan Budget for Water Street Project: “Commissioner Kenneth Collins gave an overview of the project”. It should read “Interim General Manager Kevin Streett gave an overview of the project”.

MOTION: Motion was made by Commissioner Kenneth Collins to approve the minutes of December 12, 2017, with changes. Motion was seconded by Commissioner Wayne King. Motion carried unanimously.

4.4.4 Voucher Certification form with supporting warrant register and payroll.

PENDING INVOICES OVER \$100,000 TO BE APPROVED:
NONE
PAYMENTS TO BE APPROVED:

Warrants	Amount	Date
Accounts Payable: # 115584 to # 115684	\$ 452,963.12	11/16/2017
Accounts Payable: # 115685 to # 115759	\$ 326,725.29	11/30/2017
Accounts Payable: # 115760 to # 116000	\$ 157,183.80	12/06/2017
Accounts Payable: # 116001 to # 116047	\$ 198,929.93	12/07/2017
Accounts Payable: # 116047 to # 116109	\$ 448,900.27	12/14/2017
Accounts Payable: # 116110 to # 116110	\$ 10,666.27	12/15/2017
Accounts Payable: # 116111 to # 116206	\$ 173,313.84	12/20/2017
Payroll Checks: # 70379 to # 70384	\$ 9,930.16	11/17/2017
Payroll Checks: # 70385 to # 70391	\$ 13,069.99	12/01/2017
Payroll Checks: # 70392 to # 70398	\$ 12,280.58	12/15/2017
Payroll Direct Deposit:	\$ 95,517.75	11/17/2017
Payroll Direct Deposit:	\$ 118,496.61	12/01/2017
Payroll Direct Deposit:	\$ 89,861.06	12/15/2017

TOTAL INVOICES PAID \$ 2,107,838.67

WIRE TRANSFERS PAID AMOUNT DATE

BPA \$ 1,477,264.00 12/14/2017

GRAND TOTAL \$ 3,585,102.67

Voided Warrants	115220	\$ 1,480.35
	115862	\$ 10,666.27

MOTION: Commissioner Jeff Randall moved to approve the Voucher approval form, seconded by Commissioner Wayne King. Motion passed unanimously.

Vouchers: Commissioner Kenneth Collins brought up the concern the employees of the PUD

had of the practice of listing their names and addresses in the financial documents in a public format. Commissioner Kenneth Collins voiced his recommendation that the addresses not be there. Interim General Manager Kevin Streett recommended that the names and addresses of the employees not be identified with the salary information. Commissioner Kenneth Collins mentioned that he will speak with the employees.

FOCUS AND GOALS:

6.1 Governance Policy – Review Focus Points. Interim General Manager Kevin Streett gives a presentation on long and short term goals. He would like to use this Governance Policy as a way to talk to the Board about future projects both short term and long term. Also included would be some items out of the budget and it would also tie into some future meetings. Management and staff would like to talk to the Board on issues that they look at for long term projects and goals. This goes back to the meeting where we had George Caan from WPUDA come and speak with the Board on Governance Policies and spoke about the role of the Board and setting policies, setting strategic plans and directing the staff. One of the ideas that were discussed in the past was community solar fields in Port Townsend next to the substation. The PUD owns that piece of property. There was discussion about renaming that substation. The staff would like the BOC to move forward on those types of projects. Another example would be facilities –not only long term architectural work but some minor upgrades in the Chimacum office.

6.2 Visions for 2018 – Short Term Goals. Commissioner Jeff Randall asked each commissioner to offer suggestions on short term goals and then possibly ask the audience for suggestions. Interim General Manager Kevin Streett requested some suggestions on the short term goals dates and times.

Commissioner Wayne King’s Suggestions for Short Term Goals for 2018:

- June/July – look at community solar field in Port Townsend.
- PUD facilities at Chimacum Road – clean up the back room in the storage room.
- More interaction with the public.
- More interaction with the school students.

Commissioner Kenneth Collins’ Suggestions for Short Term Goals for 2018:

- Stabilizing the PUD. Working through the process of hiring a permanent General Manager, hiring a new Chief Financial Officer, filling a number of vacant positions.
- Resolve the Smart meter issue.

- Prioritize the improvements that are needed in the water system.
- Prioritize the improvements that need to be made to strengthen the electrical distribution system to insure greater reliability.
- Be on top of what is going on with the facility remodel plans which includes both the expansion plan at Four Corners and the improvements to the Chimacum facility. We are going to be bringing some key people in to our organization and we need to have facilities that look professional.

Commissioner Jeff Randall’s Suggestions for Short Term Goals for 2018:

- Commissioner Randall agrees with Commissioner King and Commissioner Collins on their short -term goals.
- Look at community solar at the site adjacent to our substation in Port Townsend.
- Public outreach. Provide some listening sessions throughout the county. Have one meeting in each voting district.
- Concur with Commissioner King in working with the schools. We are a major employer in this county and we provide good jobs and wages. We should look to continue for ways to help educate the students of all the school districts in this county about the opportunities of working in the utility industry.

Comments from the Public on 2018 Visions, Goals or Worklist:

- Community Solar item – the new school – Grant Street. Designed to have solar on the roof. This would be a good opportunity to use that twelve- acre site as a place to install a community solar farm and provide education to the students.
- Clarify what short term goals are.
- A lot of the things really cover the vision of the organization. One of the things you need to consider is that there are elements to that vision that are included in your strategic plan. For example: financial integrity, rate stability, employee growth, community involvement. The organization needs to have a work plan that will hopefully support these elements within the strategic plan. This is an important criteria to start with. When the new General Manager comes in and goals are set for that person, you certainly want them to reflect your strategic vision for the PUD. That way that person can take these elements that you have in here and begin to set goals and objectives and work plans and benchmarks so the organization has some feedback and some ownership for the things that the BOC feel are important.
- There were a couple of things that were in the strategic plan that the PUD has accomplished. The PUD brought the Energy Conservation Rebate Program in house

because there was talk about making it more efficient by bringing it in house. There is a chance to go through the strategic plan and update it and look ahead to things the PUD would like to accomplish.

- Continue to study broadband and come to an understanding of what should be the goal of the PUD and broadband. Some of the things that might be included would be maybe drafting an initial set of visions and goals and plan that out. Getting input from the public and seeing what fits and what doesn't. Put together what we have learned from other PUDs and some other organizations in the State of Washington and outside the State of Washington and put it together in kind of a library system so people can access the information. Formalize what our view on the goal with PUD and broadband is and what ultimately is the goal that might be partnership goals with other organizations.
- Define what the PUD is trying to accomplish in broadband and how we are going to do it.
- Put on public forums where the PUD is not focused on business but focused on broader issues.
- Figure out a way to educate, update and ask the public – smart meters – yes or no?
- Putting power lines underground. Safety.
- Putting something in with the bills to inform the public of what is going on with the PUD.
- Selecting a neighborhood where it would be challenging to have broadband and establishing broadband in that neighborhood.
- At a meeting when we are talking about strategic planning or the governance policy or public outreach coming back with that list or even talking about priorities for the rest of the year and picking some items that we can have some workshops for like community solar, etc.

Interim General Manager Kevin Street will submit a summarization and where there is a lot of agreement there will be a request that the PUD move forward on the projects. The goal is to move forward and put dates and times to accomplish them.

6.3 2018 – 3028 Long Term Projects/Goals: Interim General Manager Kevin Streett goes over the financial forecast in the packet. This forecast has to do with the long term planning in projects involving electricity, water, sewer and broadband.

7.0 FUTURE ITEMS:

- EES update
- Broadband
- Smart meters update
- Handout No. 4 – Expense/Saving Category grid (discuss).

- Vacancies in PUD. Report from Human Resources Director.
- Process for complete short and long- term goals.
- Dana Roberts project – submitting information out to the public.
- RUS

8.0 SIGNING OF DOCUMENTS: Documents were signed by the commissioners during the public meeting.

9.0 ADJOURNMENT

MOTION: Commissioner Wayne King made a motion to adjourn the January 2, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:05 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recorder

Approved:

_____	_____
Commissioner Kenneth Collins, Secretary	Date

Attest:

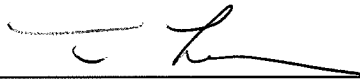
_____	_____
Commissioner Jeff Randall, President	Date

_____	_____
Commissioner Wayne King, Vice President	Date

Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.

VOUCHER CERTIFICATION FORM

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just and due obligation against Public Utility District No. 1 of Jefferson County, and that I am authorized to authenticate and certify to said claims, and I, the undersigned, do hereby certify under penalty of perjury that claims for employee and commissioner expenses are just and due against Public Utility District No. 1 of Jefferson County.

Signed: 
Tammy Lehman, interim Financial Director / District Auditor

1/11/18
Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 116207 to # 116226	\$ 219,142.63	12/28/2017
Accounts Payable: # 116227 to # 116288	\$ 101,777.77	1/5/2018
Payroll Checks: # 70399 to # 70404	\$ 9,987.88	12/29/2017
Payroll Direct Deposit:	\$ 102,406.38	12/29/2017
TOTAL INVOICES PAID	\$433,314.66	

WIRE TRANSFERS PAID	AMOUNT	DATE
USDA/RUS Loan	\$ 1,526,923.36	12/29/2017

GRAND TOTAL	\$1,960,238.02
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VOIDED WARRANTS

NONE

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116207 12/28/2017	CHK	10012	ALTEC INDUSTRIES, INC	SUBSTATION DISCONNECT HOTSTICK/TELEPOLE-	244.58
				RAIN GEAR-BIB TROUSER-LARGE	246.03
				RAIN GEAR-BIB TROUSER-MEDIUM	164.02
				RAIN GEAR-BIB TROUSER-XLARGE	246.03
Total for Check/Tran - 116207:					900.66
116208 12/28/2017	CHK	10481	AMAZON	NITROGEN SINGLE REGULATOR-EISELE	137.68
116209 12/28/2017	CHK	10447	ANIXTER INC.	CUTOUT LDB 15KV 110BIL POLY PG 100A 10KA	3,810.20
				CRIMPIT COVER-"N" & "D" DIE-SIDEBY COVER	43.60
Total for Check/Tran - 116209:					3,853.80
116210 12/28/2017	CHK	10451	ASCENT LAW PARTNERS LLP	NOANET REVIEW (225-101) OCT 2017	3,745.00
				NOANET REVIEW (225-101) NOV 2017	5,070.00
				NOANET REVIEW (225-101) SEP 2017	1,470.00
Total for Check/Tran - 116210:					10,285.00
116211 12/28/2017	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - NOV 2017	25,902.11
116212 12/28/2017	CHK	10404	FARWEST LINE SPECIALTIES LLC	CLIMBING GEAR & PAD PPE FOR JON DEHNERT	-89.27
				ERGO KNEEING PAD FOR JON DEHNERT	32.09
				CLIMBING GEAR PPE FOR JON DEHNERT	1,049.02
Total for Check/Tran - 116212:					991.84
116213 12/28/2017	CHK	10094	GENERAL PACIFIC, INC	POLYWATER LZ-35	235.44
				POLYWATER TYPE TR-AEROSOL	218.00
Total for Check/Tran - 116213:					453.44
116214 12/28/2017	CHK	10632	JAMES HODGSON	REFUND ON WO#17409 CHANGED SCOPE OF WORK	500.00
116215 12/28/2017	CHK	10518	J HARLEN COMPANY	CLIMBING GEAR PPE FOR JON DEHNERT	-27.83
				CLIMBING GEAR PPE FOR JON DEHNERT	337.08
Total for Check/Tran - 116215:					309.25
116216 12/28/2017	CHK	10281	JEFFCO EFTPS	941 PAYROLL TAX FOR PR 12/15/17 MEDICARE	4,897.52
				941 PAYROLL TAX FOR PR 12/15/17 FICA	14,858.92
				941 PAYROLL TAX FOR PR 12/15/17 FEDERAL	22,368.48

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 116216:					42,124.92
116217	12/28/2017	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC PAYROLL DEPOSIT FOR 12/29/2017 CHECKS	9,987.88
				PAYROLL DEPOSIT FOR 12/29/2017 DIR DEP	102,406.38
Total for Check/Tran - 116217:					112,394.26
116218	12/28/2017	CHK	10633	TERRY JOHNSON REFUND FOR STATE HWY PERMIT FEE WO#17473	150.00
116219	12/28/2017	CHK	10169	OLYCAP RATE REDUCTION PROGRAM: NONLIHEAP JUL-17	900.00
116220	12/28/2017	CHK	10181	PENINSULA PEST CONTROL RODENT SVC MHTLY FOUR CRNRS DEC 2017	81.75
116221	12/28/2017	CHK	10188	PLATT ELECTRIC SUPPLY MILWAUKEE BAND SAW FOR TOD EISELE	358.61
116222	12/28/2017	CHK	10201	PUBLIC POWER COUNCIL 2018 ANNUAL DUES ASSESSMENT	18,818.00
116223	12/28/2017	CHK	10358	DOUGLAS REEDER CLOTHING ALLOWANCE 2017 - D.REEDER	300.00
116224	12/28/2017	CHK	9998	RIVERVIEW TRUST CO Credit Balance Refund	40.23
116225	12/28/2017	CHK	10251	UGN - JEFFERSON COUNTY 10/01-12/31/2017 DONATIONS-J. PARKER	30.00
116226	12/28/2017	CHK	10627	YAKIMA ADJUSTMENT SERVICE, INC PL GARNISHMENT PR 12.29.2017	611.08
116227	01/05/2018	CHK	10447	ANIXTER INC. ANCHOR HELICAL 8" PISA TOUGH SCREW	457.80
116228	01/05/2018	CHK	10024	BANKCARD CENTER PORTABLE PA SYSTEM	416.15
				PORTABLE PA SYSTEM	85.24
				AIRFARE: WPUDA CONF IN SPOKANE: O'DON	211.98
				AIRFARE: WPUDA CONF IN SPOKANE: O'DON	43.42
				SILICA GEL CAN QTY2 FOR EISELE.T	72.63
				XLT WORKHORSE TOOL APRON FOR TRUCK 103	600.00
				REPLACEMENT FOR ANTENNA METER READERS	119.81
				HOTEL: WPUDA CONF IN SPOKANE: O'DON	289.71
				HOTEL: WPUDA CONF IN SPOKANE: O'DON	59.34
Total for Check/Tran - 116228:					1,898.28
116229	01/05/2018	CHK	9999	RHEN BENSON ENERGY CONSERVATION REBATE	308.01
116230	01/05/2018	CHK	10027	BERNT ERICSEN EXCAVATING, INC EXCAVATE & SET VAULT-RAINIER/DISCO 11/03	3,695.10

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EXCAVATE & SET VAULT-RAINIER/DISCO 11/03	923.78
				Total for Check/Tran - 116230:	4,618.88
116231 01/05/2018	CHK	9999	JAMES BOGGS	ENERGY CONSERVATION REBATE	800.00
116232 01/05/2018	CHK	10484	BORE IT INC	EXCAVATE URD FAULT-CLAY/MADISON 12/11/17	1,201.73
116233 01/05/2018	CHK	9999	SARA CAMPBELL	ENERGY CONSERVATION REBATE	800.00
116234 01/05/2018	CHK	9998	CASTLE CRAG CONSTRUCTION	Credit Balance Refund	46.98
116235 01/05/2018	CHK	10041	CDW GOVERNMENT	VIDEO CONFERENCE CAMERA LOGITECH PTZ PRO	722.91
				VIDEO CONFERENCE CAMERA LOGITECH PTZ PRO	148.07
				MOUSE PAD W WRIST REST	15.47
				MOUSE PADS	4.44
				MOUSE PAD W WRIST REST	3.17
				MOUSE PADS	0.90
				Total for Check/Tran - 116235:	894.96
116236 01/05/2018	CHK	10045	CENTURY LINK-S	CIRCUIT INFO 12/16-1/15/18	357.90
				CIRCUIT INFO 12/16-1/15/18	73.31
				Total for Check/Tran - 116236:	431.21
116237 01/05/2018	CHK	10409	CLEARRESULT CONSULTING INC	REF# S4-1017-067 LIGHTING - NOV 2017	5,548.40
116238 01/05/2018	CHK	10053	COMPUNET, INC	ANTENNA/ROUTER-CLALLAM#	931.90
				ANTENNA/ROUTER-SCADA	931.89
				Total for Check/Tran - 116238:	1,863.79
116239 01/05/2018	CHK	10603	COMSEARCH	NOANET COORDINATION	1,200.00
116240 01/05/2018	CHK	9999	LIANNA CONKLIN	ENERGY CONSERVATION REBATE QTY1 CD	50.00
				ENERGY CONSERVATION REBATE QTY1 CW	50.00
				Total for Check/Tran - 116240:	100.00
116241 01/05/2018	CHK	9999	NEIL DACQUISTO	ENERGY CONSERVATION REBATE	500.00
116242 01/05/2018	CHK	9999	NYLA DARTT	ENERGY CONSERVATION REBATE	800.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116243 01/05/2018	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE DEC 2017	4,000.00
116244 01/05/2018	CHK	10070	DOUBLE D ELECTRICAL, INC	ANNUAL SVC LIQUID COOLED GNRTR-83 PINECR ANNUAL SERVICE 16KW GENERAC-ALPINE CT ANNUAL SVC AIR COOLED GNRTR-10 OLYMPIC R	790.26 408.76 408.76
Total for Check/Tran - 116244:					1,607.78
116245 01/05/2018	CHK	10609	DOUBLE D ELECTRICAL, INC	VANDECAR-ELECTRIC METER REPAIR PARTS	258.79
116246 01/05/2018	CHK	10093	GEMPLER'S	EMBROIDERED SHIRTS EMBROIDERED SHIRTS	-49.77 602.72
Total for Check/Tran - 116246:					552.95
116247 01/05/2018	CHK	9999	TOM GILLESPIE	ENERGY CONSERVATION REBATE	700.00
116248 01/05/2018	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	11OZ SILICONE SPRAY - TREATMENT OF PLANT LG GP WORK GLOVES & EMERY CLOTH 120GR PROPANE 16.4OZ 2PK FOR TRUCK 210 WIRE BRUSH QTY2 - TREATMENT GENERAL SALE HADWARE, ELBOW - VANDECAR TEE PLATE FITTING, REPAIR - VANDECAR DOUG FIR 2X8X12, HEM 3/4 ETC - VANDECAR UPS FRIEGHT FOR RMA ERT-MODUALS DEEPSOCKET MM1/2DR 3/4"&13/16-TREATMENT GENERAL SALE HADWARE, CONDUIT - VANDECAR PVC CONDUIT 1/2X10 - VANDECAR UBS CHARGES & UBS CORD - GENERAL SEWER ELEC BASEBORDTHERMOSTAT - VANDECAR PROPANE TORCH KIT & SPRAY - TREATMENT	8.71 18.18 7.62 9.79 23.67 84.89 28.26 17.14 24.82 20.05 8.04 13.05 29.50 30.50
Total for Check/Tran - 116248:					324.22
116249 01/05/2018	CHK	10619	HALLGREN COMPANY, INC	IOWA HYDT, ORING PACKING SET	238.06
116250 01/05/2018	CHK	10110	HENERY HARDWARE	JUNCTION BOX 6X6X4- VANDECAR BREAKER, CLAMP GROUNDING - VANDECAR	16.34 42.03

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FASTENERS&CONDUIT - VANDECAR	16.02
				Total for Check/Tran - 116250:	74.39
116251 01/05/2018	CHK	10559	J.D.G. CONSTRUCTION INC.	DUCTING ON CONNEX B & D REPAIR DOOR-KALA POINT	1,898.10 1,646.04
				Total for Check/Tran - 116251:	3,544.14
116252 01/05/2018	CHK	10121	JEFFERSON CO UTILITY COORDINATIN	COORDINATING COUNCIL DUES - 2018	100.00
116253 01/05/2018	CHK	10129	JIFFY LUBE	OIL CHANGE FOR VEH# 122	91.78
116254 01/05/2018	CHK	9998	WOLGANG KORTENBACH	Credit Balance Refund	14.44
116255 01/05/2018	CHK	10315	KT CONTRACTING COMPANY INC	FLAGGING HRS - EAST QUILICENE 11/02/17 FLAGGING HRS - HIGHWAY 104 11/05/17 FLAGGING HRS - OAK BAY RD STORM 11/14/17 FLAGGING HRS - WASHINGTON STREET 11/21 FLAGGING HRS - DABOB BAY 11/11/17 FLAGGING HRS - STORM WORK 11/13/17	550.00 440.00 440.00 440.00 412.50 1,787.50
				Total for Check/Tran - 116255:	4,070.00
116256 01/05/2018	CHK	10286	L & J ENTERPRISES	EXCAVATING - 1071 LUDLOW BAY RD 12/04/17	1,040.95
116257 01/05/2018	CHK	10136	LES SCHWAB TIRES	NEW BATTERY# 111	185.85
116258 01/05/2018	CHK	9999	PAUL MARKS	ENERGY CONSERVATION REBATE	800.00
116259 01/05/2018	CHK	9999	CHRIS MONROE	ENERGY CONSERVATION REBATE	500.00
116260 01/05/2018	CHK	10418	N&L LINE EQUIPMENT	LV/HV RUBBER GLOVES REPAIR HOTSAW ANNUAL HOT STICK TEST REPAIR HYDRAULIC IMPACT ANNUAL GROUNDS TESTING ANNUAL MACK TESTING	557.27 260.15 1,703.06 374.60 185.04 31.88
				Total for Check/Tran - 116260:	3,112.00
116261 01/05/2018	CHK	9998	JENNIFER NAYLON	Credit Balance Refund	130.25

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116262 01/05/2018	CHK	10328	NETWORK FLEET, INC	VEH GPS ELEC - NOV 2017	269.23
				VEH GPS WATER - NOV 2017	165.69
Total for Check/Tran - 116262:					434.92
116263 01/05/2018	CHK	10309	NISC	AMS INVOICE NOV 2017	2,259.04
				AMS INVOICE NOV 2017	5,191.01
				AMS INVOICE NOV 2017	855.55
				AMS INVOICE NOV 2017	462.69
				AMS INVOICE NOV 2017	1,063.22
				AMS INVOICE NOV 2017	175.23
				MISC NOV 2017	267.51
				MISC NOV 2017	144.99
				MISC NOV 2017	16.31
				MISC NOV 2017	84.14
				MISC NOV 2017	54.79
				MISC NOV 2017	29.70
				MISC NOV 2017	3.34
				MISC NOV 2017	17.23
Total for Check/Tran - 116263:					10,624.75
116264 01/05/2018	CHK	9999	NANCY NOLAN	ENERGY CONSERVATION REBATE QTY1 CD	50.00
				ENERGY CONSERVATION REBATE QTY1 CW	50.00
Total for Check/Tran - 116264:					100.00
116265 01/05/2018	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM EXEMPT FEB 2018	13,365.00
				MEDICAL PREMIUM LABORERS FEB 2018	12,400.00
Total for Check/Tran - 116265:					25,765.00
116266 01/05/2018	CHK	10166	NWPPA	STAKING TECHNICIAN CERT PRGM MEDLEY.J	1,390.00
				STAKING TECHNICIAN CERT PRGM MILLER.R	1,390.00
Total for Check/Tran - 116266:					2,780.00
116267 01/05/2018	CHK	10168	OLDCASTLE PRECAST	CONCRETE STREETLIGHT BASE	546.10
116268 01/05/2018	CHK	10170	OLYMPIC EQUIPMENT RENTALS	LUBRIGUARD SKYBLUE DEF DIESEL EXHAUST FL	19.60

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TREATMENT OF PLANT - ANIT SEIZE LUB	8.27
				REPAIR OF CHAINSAW ON TRUCK 123	30.61
				ANIT SEIZE LUB & SHOP TOWELS WO#2146	24.49
				EXCAVATOR CAT RENTAL - COYLE WO#2138	463.25
				Total for Check/Tran - 116268:	546.22
116269 01/05/2018	CHK	10610	OVERTON POWER DISTRICT NO 5	METERS-2S CL 200 AND 2S CL 320	1,912.34
				METERS-2S CL 200 AND 2S CL 320	-157.90
				Total for Check/Tran - 116269:	1,754.44
116270 01/05/2018	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 12/11-12/29/17	931.00
116271 01/05/2018	CHK	10301	ROBERT PHILLIPS	REAL ESTATE PURCHASE FORM 462R&COPIES	26.35
116272 01/05/2018	CHK	10185	PITNEY BOWES GLOBAL	MAILSYSTM LEASE 9/30-12/29/17	165.39
				MAILSYSTM LEASE 9/30-12/29/17	33.88
				Total for Check/Tran - 116272:	199.27
116273 01/05/2018	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT SPACERS	16.20
				DRILL BIT SET-TRUCK 106	54.49
				CONDUIT SPACERS	1.91
				CONDUIT SPACERS	4.63
				CONDUIT REDUCER	534.18
				CONDUIT SPACERS	4.80
				CONDUIT REDUCER	474.91
				TRAY CABLE WIRE/LUGS/HEATSHRINK	572.15
				TRAY CABLE WIRE/LUGS/HEATSHRINK	21.80
				TRAY CABLE WIRE/LUGS/HEATSHRINK	279.29
				TRAY CABLE WIRE/LUGS/HEATSHRINK	317.69
				Total for Check/Tran - 116273:	2,282.05
116274 01/05/2018	CHK	10556	S&A WELDING	LIGHTS# 103	1,819.49
116275 01/05/2018	CHK	10219	SHOLD EXCAVATING INC	REPAIR EXHAUST LEAK# 103	87.20
				CRUSHED GRANITE FOR EATON RD WO#2138	363.52

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FIXED BROKEN PIPE 121 BLUFFS-SEWER 11/20	252.13
				ASPHALT PATCH - 221 FORREST DR 11/02/17	917.14
				FIXED BRKNPIPE BECKET PT&HILLCREST 11/08	327.00
				Total for Check/Tran - 116275:	1,946.99
116276 01/05/2018	CHK	10226	SOS PRINTING	PADS, POSTERS & FLYERS: HELP UTILITYBILL	229.12
				BUSINESS CARDS: JEAN, PAM & MAUREEN	257.24
				Total for Check/Tran - 116276:	486.36
116277 01/05/2018	CHK	9999	SCOTT STENEHJEM	ENERGY CONSERVATION REBATE	800.00
116278 01/05/2018	CHK	9999	ROSEMARY STREATFEILD	ENERGY CONSERVATION REBATE QTY1 CD	50.00
				ENERGY CONSERVATION REBATE QTY1 CW	50.00
				Total for Check/Tran - 116278:	100.00
116279 01/05/2018	CHK	9999	PAMELA TEAGARDEN	ENERGY CONSERVATION REBATE	800.00
116280 01/05/2018	CHK	10637	THE DOCTORS CLINIC	CDL PHYSICAL FOR DYLAN BRACKNEY 1/08/18	120.00
116281 01/05/2018	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	VINYL GRAPHICS SIGN ADMIN HOURS	67.85
				VINYL GRAPHICS SIGN ADMIN HOURS	13.90
				Total for Check/Tran - 116281:	81.75
116282 01/05/2018	CHK	10634	TRACY'S INSULATION INC.	SPRAY FOAM CONNEX-CONTAINER B 11/07/17	1,680.99
				SPRAY FOAM CONNEX-CONTAINER D 11/07/17	1,504.05
				Total for Check/Tran - 116282:	3,185.04
116283 01/05/2018	CHK	9999	AARON TRENOR	ENERGY CONSERVATION REBATE	800.00
116284 01/05/2018	CHK	10252	ULINE	BOOT SCRAPER-WAREHOUSE	306.17
				ICE MELT	76.93
				ICE MELT OPENER	18.54
				ICE MELT SCOOP	13.98
				ICE MELT	15.76
				ICE MELT OPENER	3.79
				ICE MELT SCOOP	2.87
				Total for Check/Tran - 116284:	438.04

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116285 01/05/2018	CHK	10269	WAVE BROADBAND	INTERNET SVC 12/21-1/20/18	66.45
116286 01/05/2018	CHK	10569	WAYNE D. ENTERPRISES, INC.	CARHARTT FR CANVAS ACTIVE JACKET WOMENS REPLACEMENT JACKET-KLINE	-16.89 204.54
Total for Check/Tran - 116286:					187.65
116287 01/05/2018	CHK	10271	WESCO RECEIVABLES CORP	GROUND ROD-COPPER;MULTI TAP 6,350MCM 2' ADJUSTABLE ARM-HOWARD STREET	813.71 1,302.55
Total for Check/Tran - 116287:					2,116.26
116288 01/05/2018	CHK	10278	WPUDA	2018 JAN ASSOCIATION MEETINGS 2018 JAN ASSOCIATION MEETINGS	19.92 4.08
Total for Check/Tran - 116288:					24.00

Total Payments for Bank Account - 1 :	(82)	320,920.40
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(82)	320,920.40
Grand Total for Payments :	(82)	320,920.40
Grand Total for Voids :	(0)	0.00
Grand Total :	(82)	320,920.40

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 12/29/2017

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
3032	CUSTOMER SERVICE REP	70401	12/15/2017	982.19
1032	STAKING ENGINEER	70402	12/15/2017	1,569.24
2000	WATER DISTRIBUTION MANAGER II	70399	12/29/2017	1,711.14
2001	WATER DISTRIBUTION MANAGER II	70400	12/29/2017	1,764.51
2003	WATER TREATMENT PLANT OPERATOR III	70403	12/15/2017	1,777.53
2004	WATER TREATMENT PLANT OPERATOR III	70404	12/15/2017	2,183.27
				\$ 9,987.88

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 12/29/17
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<u>Empl</u>	<u>Position</u>	<u>Pay Date</u>	<u>Net Pay</u>
3029	ACCOUNTING TECH II	12/29/2017	1,436.33
4006	COMMISSIONER DIST 1	12/29/2017	878.43
4004	COMMISSIONER DIST 2	12/29/2017	896.11
4002	COMMISSIONER DIST 3	12/29/2017	2,212.84
3034	COMMUNICATIONS MANAGER	12/29/2017	1,749.85
3020	CUSTOMER SERVICE COORDINATOR	12/29/2017	1,425.15
3002	CUSTOMER SERVICE REP	12/29/2017	987.35
3014	CUSTOMER SERVICE REP	12/29/2017	1,110.38
3022	CUSTOMER SERVICE REP	12/29/2017	1,174.27
3024	CUSTOMER SERVICE REP	12/29/2017	1,114.23
1011	ELECTRIC OPERATIONS SUPT./ASSIST GENERAL MGR	12/29/2017	3,820.01
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	12/29/2017	1,684.91
3033	FINANCIAL SERVICES MANAGER	12/29/2017	2,137.82
1008	FOREMAN LINEMAN	12/29/2017	5,953.36
1012	FOREMAN LINEMAN	12/29/2017	3,810.20
3011	GENERAL MANAGER	12/29/2017	3,851.05
1004	GIS SPECIALIST	12/29/2017	2,756.60
1017	HEAD STOREKEEPER	12/29/2017	2,242.03
3026	HUMAN RESOURCES MANAGER	12/29/2017	2,344.44
3008	INFORMATION TECHNOLOGY MANAGER	12/29/2017	2,596.16
3028	IT SUPPORT TECHNICIAN	12/29/2017	1,655.96
1000	LINEMAN	12/29/2017	4,782.04
1013	LINEMAN	12/29/2017	5,305.16
1016	LINEMAN	12/29/2017	3,806.26
1019	LINEMAN	12/29/2017	3,631.29
1020	LINEMAN	12/29/2017	2,706.09
1028	LINEMAN	12/29/2017	4,966.15
1014	METER READER	12/29/2017	1,833.24
1018	METER READER	12/29/2017	1,685.21
1026	OPERATIONS ASSISTANT	12/29/2017	1,350.57
3004	RESOURCE MANAGER	12/29/2017	2,030.89
1015	SCADA TECH/APPRENTICE	12/29/2017	1,308.31
1027	SENIOR ELECTRICAL ENGINEER	12/29/2017	2,431.85
1009	SPECIAL PROJECTS COORDINATOR	12/29/2017	2,108.73
1031	STAKING ENGINEER	12/29/2017	1,761.72
1003	STOREKEEPER	12/29/2017	2,348.38
1033	SUBSTATION TECH	12/29/2017	2,722.41
1034	SUBSTATION TECH	12/29/2017	4,926.89
3013	UTILITY ACCOUNTANT II	12/29/2017	1,496.44
3003	UTILITY BILLING CLERK	12/29/2017	1,269.77
3027	UTILITY BILLING CLERK	12/29/2017	1,220.15
3000	UTILITY BILLING COORDINATOR	12/29/2017	1,427.28
2002	WATER DISTRIBUTION MANAGER II	12/29/2017	1,450.07

TOTAL

\$ 102,406.38

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$1,960,238.02** on this **16th** day of **January** **2018** ;

Kenneth Collins
President

Jeff Randall
Vice President

Wayne G. King
Secretary

PENDING INVOICES OVER \$100,000 TO BE APPROVED:

NONE

PAYMENTS TO BE APPROVED:

	WARRANTS		AMOUNT	DATE
Accounts Payable:	# 116207	to # 116226	\$ 219,142.63	12/28/2017
Accounts Payable:	# 116227	to # 116288	\$ 101,777.77	1/5/2018
Payroll Checks:	# 70399	to # 70404	\$ 9,987.88	12/29/2017
Payroll Direct Deposit:			\$ 102,406.38	12/29/2017
TOTAL INVOICES PAID			\$433,314.66	

	WIRE TRANSFERS PAID		AMOUNT	DATE
	USDA/RUS Loan		\$ 1,526,923.36	12/29/2017

GRAND TOTAL	\$1,960,238.02
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VOIDED WARRANTS

NONE



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Wayne G. King, District 3

Kevin Streett, Assistant General Manager

Memo

To: Kevin Street, Annette Johnson

From: Don McDaniel

cc: Rick Hughes

Date: 1/10/18

Re: GM Search Update

As a result of the January 9th Board of Commissioners input during the planned Executive Session Mycoff will be narrowing our GM search down to four to six candidates. On January 22nd and 23rd these candidates will be reviewed by the Board of Commissioners, Mycoff, and the GM search team.

Given there are several steps in the approved search process left to accomplish it still appears we should have a final selection in place by March or early April.

donmc



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Wayne G. King, District 3

Kevin Streett, Assistant General Manager

Memo

To: Kevin Street, Annette Johnson

From: Don McDaniel

cc:

Date: 1/10/18

Re: TCF Architecture

We now have the updated scoping document, budget, and suggested amendments to the existing TCF agreement. As soon as we have reviewed the proposal content we hope to have a draft agreement that includes the items referenced above to the PUD Board of Commissioners by the first Board meeting in February.

The next step will be the TCF presentation on January 25th to the Board. This will give the Commissioners an opportunity to weigh in on the process, schedule, and budget going forward.

After we have direction from the Board on TCF's proposal going forward we will, if so directed by the Board, develop a final agreement for PUD and TCF approval as soon as possible.

donmc



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Wayne G. King, District 3

Kevin Streett, Assistant General Manager

Memo

To: Kevin Street, Annette Johnson

From: Don McDaniel

cc:

Date: 1/9/18

Re: CAB Update

The following is the CAB report for the January 8th PUD Citizens Advisory Board.

- Craft3, a non-profit home energy loan group, gave a presentation on services they can provide to local residences in partnership with the PUD. The organization might very well provide a new set of tools for the CAB and BOC to explore how to expand energy efficiency programs to a broader range of customers.
- Kevin Streett gave an extensive review of all the areas where the PUD is developing broadband partnerships and projects. The CAB Broadband Strategy Sub-Committee will be having added discussions with Kevin in their work toward the development of program recommendations to the full Citizens Advisory Board.
- Given the need for the CAB to have more time for Board and public input they have decided to start the Board meetings at 2PM instead of 2:30PM beginning in February.
- The CAB Low Income Sub-Committee has submitted recommendations to the full Citizens Advisory Board that were subsequently approved and will be headed to the PUD Board of Commissioners soon.

donmc



Board of Commissioners:

Jeff Randall, District 1
 Kenneth Collins, District 2
 Wayne G. King, District 3

Kevin Streett, Assistant General Manager

For: January 16, 2018 BOC meeting
Date: January 10, 2018
From: Debbie Lund, Human Resources Manager

Quick Stats

Current employees	49	(including commissioners)
Active Recruitments	3	
YTD New full-time employees	0	
YTD Full-time Employee Departures	0	
YTD turnover percentage	0%	

Current Recruitments	Open	Close	Status
Meter Reader/OIT (Water)	11/29/17	12/15/17	Open internally 11/1/17-11/8/17. External recruitment closed. Applications under review.
General Manager	Recruitment being handled by Mycoff, Fry and Prouse		
CFO/Finance Director	Recruitment being handled by NRECA.		

	Current Vacancies	Status
1	Foreman (Electric)	Budgeted for 2017, not yet filled
2	Groundsman	Budgeted for 2017, not yet filled
3	SCADA Tech	Job Description under union review
4	Meter Reader/OIT (Water)	Interviews Scheduled
5	Telecom Manager	Employee resigned September 2017
6	Controller	Employee resigned November 2017
7	CFO/Finance Director	Recruitment underway by NRECA
8	Energy Efficiency Specialist	Budgeted for 2017; delayed until 2018
	General Manager	Will be vacant as of 2/2/18. Recruitment underway by Mycoff

Job Descriptions

Unique Position Titles	36
Positions w/o any job description	6
Job Descriptions in draft form	11
Job Descriptions Complete	19
Percent complete	53%

Policy Development

Policies to draft/research	36
Policies currently under internal review	11
Policies currently with union(s) for review	0
Policies ready for board consideration	14

“Stay at Work” refund

We have received a refund of \$4,734.99 from L&I as a partial refund of wages paid to an injured worker who was brought back to work on light duty. We are eligible for another \$5,265.01 which has been applied for and should be received in a few weeks.



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Wayne G. King, District 3

Kevin Streett, Assistant General Manager

January 9, 2018

MEMO FOR BOC

SUBJECT: Update to Section 5 of Human Resources Policies

1. **Purpose:** As part of the ongoing project to update and consolidate human resources policies, revisions are suggested to leaves and attendance policies as noted below.
2. **Facts.**
 - a. HR 5.04 Rest periods. This language will include a reference to the “lunch” break.
 - b. HR 5.05 Holidays. To incorporate language from the non-represented salary and benefits resolution.
 - c. HR 5.10 Military Leave. Updates language with a bit more detail. RCW reference. Includes USERRA federal law reference and provisions.
 - d. HR 5.11 Family Military Leave. Follows RCW.
 - e. HR 5.12 Leave without pay. Suggested clarifications.
 - f. HR 5.13 Leave without pay due to disability. Suggested removal of reference to paternity (nothing to do with disability). Includes accommodation items for pregnant women as provided for under new WA law which went into effect in July 2017.
 - g. HR 5.14 Jury Duty. Modification of language to mirror Laborers contract and let non-represented employees keep jury duty pay. (IBEW contract has separate language)
 - h. HR 5.15 Volunteer Emergency Services. Follows RCW.
 - i. HR 5.16 Domestic Violence Leave. Follows RCW.
 - j. HR 5.17 Family and Medical Leave (FMLA). To comply with federal law. Has a decision point in how to define “year.” I’m suggesting a rolling look back year.
 - k. HR 5.18 WA Family Care Act. Follows RCW.
 - l. HR 5.19 Job Abandonment. Suggested policy.
3. **Assumptions.**
 - a. For administrative simplicity, some language is being moved from resolution into the policy manual.
 - b. For convenience of employees and supervisors, applicable leave laws, even if a written policy is not required, are incorporated to assist in working through the web of laws that apply when leave situations arise.

4. **Discussion.**
 - a. These policies have been reviewed internally, by legal counsel, and were provided to both unions on December 19, 2017.
 - b. Internal and counsel recommendations have been incorporated. The unions did not provide any feedback.

5. **Recommendation.**
 - a. Adopt the revised policies as presented.

6. POC for this memo is Debbie Lund.

Kevin Streett
Assistant General Manager

HR5.04 **Rest Periods**

Meal breaks and any other breaks will be taken/scheduled in a manner not to interfere with the effective provision of District services.

All employees are entitled to, but not required to take, two (2) fifteen (15) minute breaks during the work day, one in the morning and one in the afternoon. Breaks shall be taken away from the work station to maximize the recuperative effect of the break time.

Employees are entitled to an unpaid meal break of at least 30-minutes if working more than five (5) hours in a shift. Meal breaks will be at least two (2) hours into the shift and not more than five (5) hours after the beginning of the shift and will be approved by the supervisor in consideration of work schedules of the department.

HR5.05 **Holidays**

All full-time non-represented employees are provided paid holidays. The holidays observed by the District are:

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Fourth of July	<u>Two Floating Holidays per calendar year</u>
Labor Day	

1. Holidays occurring during an employee's absence on leave shall not be considered as a part of the leave expended.
2. A Department Head shall have the right and the authority to require one or more of the employees in that department to work on a holiday.
3. Non-exempt employees required to work on a holiday shall choose one of the following options:
 - a. The employees may be paid at the rate of double the regular pay for those hours worked which fall on a holiday (holidays shall start at 0001 hours and end at 2400 hours of the designated holiday date).
 - b. The employees may accrue compensatory time at the rate of double the rate for those hours worked

which fall on a holiday. All other compensatory time policies will apply.

4. If a holiday falls on Saturday, the preceding Friday will be allowed off. If a holiday falls on Sunday, the following Monday will be allowed off.
5. New employees must complete six (6) months of service before they are entitled to the second floating holiday. Employees who fail to use their floating holiday(s) during the year it is applicable shall forfeit their floating holiday(s).

(No changes to 5.06-5.09 in this package. Changes to 5.07 have been adopted for non-represented employees as part of adoption of new WA paid sick leave law policies)

HR5.10 Military Leave

~~Paid leave shall be provided for in accordance with RCW 38.40.060 for any employee who is a member of any duly-established National Guard or Reserve Corps Unit.~~

In accordance with RCW 38.40.060, an employee who is a member of an organized unit of the United States military reserve or Washington National Guard shall be granted up to 21 days leave with pay during each year beginning October 1st and ending the following September 30th so that the employee may report for required military duty, training or drills. An employee taking military leave will be charged only for those days the employee was scheduled to work. Any authorized leave in excess of 21 calendar days will be charged pursuant to other applicable federal and state laws or to leave without pay or vacation or PTO at the option of the employee.

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). This leave is not to exceed a total of five years unless an exception is provided under USERRA. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

When an employee who is serving in a probationary period at the time of leaving for military service returns to District employment, the employee shall complete the remaining portion of the probationary period according to the then applicable rules and regulations.

HR5.11 **Family Military Leave**

In accordance with RCW 49.77, during a period of military conflict, an employee who works an average of 20 or more hours per week is entitled to leave under this section.

“Period of Military Conflict” means a period of war declared by the United States Congress, declared by executive order of the president, or in which a member of a reserve component of the armed forces is ordered to active duty pursuant to either sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code.

The employee shall be granted a total of 15 days of unpaid leave per deployment when a spouse who is a member of the armed forces of the United States, national guard, or reserves has been notified of an impending call or order to active duty or has been deployed.

An employee who seeks to take leave under this section must provide his or her Department Head with notice, within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, of the employee’s intention to take leave.

An employee who takes leave under this section may elect to substitute accrued leave, provided the use meets the criteria for such leave, for any part of the leave under this section.

An employee returning from military family leave shall be restored to a position of employment in the same manner as an employee returning after Family and Medical Leave pursuant to the District's policies. An employee may continue benefits in the same manner as an employee on Family and Medical Leave.

HR5.1112 Leave Without Pay

Leave without pay may be requested for absence from work not covered by any other type of leave except for leave without pay for disability. Whenever possible, leave must be requested at least two (2) weeks in advance. An employee must be a permanent employee (having completed probation) in order to qualify for leave without pay:

1. Leave may be granted to an employee for a period of up to thirty (30) days upon the written approval of the Manager. Extensions of up to ninety (90) days in any calendar year (total) are subject to further approval of the Board of Commissioners in a public meeting.
2. Accrued compensatory time, if any, and vacation leave or PTO must be expended prior to taking any leave without pay. Sick leave shall not be used for this purpose.
3. The District will pay non-wage benefits (i.e. health insurance, dental insurance, etc.) while an employee is on leave without pay up to thirty (30) days, subject to the rules of eligibility as determined by the insurance provider. The employee may continue to pay for non-wage related benefits if he/she wishes if leave without pay extends beyond thirty (30) days or earlier if required by the eligibility rules of the insurance provider. In such cases, the employee will have the option to self-pay for such benefits to the extent allowed under the provisions of COBRA.
4. All other benefits are suspended including accrual of leave until the employee returns to work. The period of leave without pay will not be credited toward the employee's length of service for pay or seniority purposes if the leave without pay extends beyond thirty (30) days.

HR5.1213 Leave Without Pay Due to Disability (including Pregnancy)

This policy shall apply to all leave without pay taken due to disability including disability due to pregnancy. The following provisions shall apply to all disabilities.

1. Whenever possible, at least fourteen (14) days' notice shall be given prior to any leave incurred due to elective or scheduled surgery, pregnancy or other leave taken due to a disability with respect to which the employee may schedule or time his/her absence.
2. Accrued leave may be taken prior to the onset of a disability leave at the option of an employee. When accrued leave has been used, any employee may apply for disability leave.
3. Upon notice, the Manager may grant a leave of absence without pay for the actual period of disability, as verified by the treating physician, not to exceed six (6) months, ~~three (3) months for maternity/paternity leave.~~
4. If the employee does not return to work at the end of the granted leave, or if a definite period of leave has not been established, at the end of six months, the Manager shall have the right to fill any vacancy.

Disabilities brought about or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, are for all job related purposes, to be considered as temporary disabilities. All requests for leave by an employee under this section shall be evaluated, processed and granted under precisely the same process, rules and standards as would the request of any person, regardless of sex, for disability leave due to any other health reason.

1. An employee shall not be denied the opportunity to work during the entire period of pregnancy and shall be guaranteed the right to work for so long as the individual and her physician concur in her ability to work. Proof of the physician's concurrence may be required by the District at reasonable times during the pregnancy.
2. The District will comply with reasonable accommodation requests for a pregnant employee including, but not limited to,

- a) More frequent, longer and flexible restroom breaks,
- b) Modification of no drink or food policies,
- c) Flexibility in scheduling to accommodate prenatal appointments.

2.3. Marital status shall have no bearing whatsoever on any decision made under this policy.

- 3.4. Unless the District by its Manager has found:
- The employee's position to be one in which business necessity requires a limitation of the leave period;
 - That limitation has been imposed at the date the leave was granted; and
 - That the employee fails to or cannot comply with such limitations,

The employee shall have the right to return to her same or a similar job.

HR5.1314 Jury Duty Leave

Civil leave shall be allowed by the Manager to permit an employee to serve as a member of a jury or to appear as a witness before a court or grand jury.

~~Continuation of an employee's pay by the District during any period of allowed civil leave shall be contingent upon:~~

- ~~1. Reduction by amount of pay or reimbursement received;~~
- and

- ~~1. Proof of the amount of pay or reimbursement received and of services rendered.~~

An employee shall receive his/her regular pay while covered under this section. The employee will keep any compensation or reimbursement received for such services.

Employees will promptly inform the District when notified of a jury duty or witness summons and will cooperate in requesting a postponement of service if warranted by business demands. If selected to be on a jury, employee-requested schedule changes will be approved, to accommodate jury duty service. If employees are released from jury duty and there are more than four (4) hours remaining on their work shift, they may be required to return to work.

HR 5.15 **Volunteer Emergency Services Personnel Leave**

In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer, or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm, or emergency service operation prevents them from showing up to work on time.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify. Volunteer firefighters cannot be paid and must be away from their regular job when the fire alarm or emergency call comes in to qualify for this leave.

A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency to be late or miss work. A member of the Civil Air Patrol must be involved in an emergency service operation, as defined in RCW 49.12.460, to be late or miss work.

1. Notice Requirements

An employee shall make every reasonable attempt to give his or her Department Head advance notice of the need to take leave.

2. Type of Leave

An employee who is absent from work pursuant to this policy may elect to use his or her accrued vacation leave or PTO, floating holiday, compensatory time or unpaid leave time.

3. Verification

The Department Head may require that the request for leave be supported by verification from the agency at which the employee volunteers.

HR 5.16 **Domestic Violence Leave**

In accordance with RCW 49.76, an employee who is a victim of domestic violence, sexual assault, or stalking, may take reasonable or intermittent leave, with or without pay, to take care of legal or law enforcement needs or to get medical treatment, social services assistance or mental health counseling. Employees

who are family members of a victim may also take reasonable leave to help the victim obtain treatment or seek assistance.

Definitions

For the purposes of this policy, the following definitions shall apply:

“Dating relationship” has the same meaning as in RCW 26.50.010 or as hereafter amended.

“Domestic violence” has the same meaning as in RCW 26.50.010 or as hereafter amended.

“Family member” includes the child, spouse, parent, parent-in-law, grandparent or person with whom the employee has a dating relationship.

“Intermittent Leave” has the same meanings as in RCW 49.78.020 or as hereafter amended.

“Sexual assault” has the same meaning as in RCW 70.125.030 or as hereafter amended.

“Stalking” has the same meaning as in RCW 9A.46.110 or as hereafter amended.

Notice Requirements

As a requirement of taking leave under this section, an employee shall give his or her Department Head advance notice of the intention to take the leave. When advance notice cannot be given due to an emergency or unforeseen circumstance, the employee or his or her designee must give notice to Department Head no later than the end of the first day that the employee takes such leave.

Type of Leave

An employee who is absent from work pursuant to this policy may elect to use his or her accrued sick leave, PTO, other paid leave, compensatory time or unpaid leave time.

Verification

The Department Head may require that the request for leave be supported by verification that the employee or employee’s family member is a victim of domestic violence, sexual assault, or stalking and that the leave taken was for one of the purposes described in RCW 49.76. The need for the leave is confidential and will only be released with the employee’s consent, by court or administrative agency order, or as otherwise required by law.

Protection of position and benefits

Upon the employee's return, the District shall either return the employee to the same position that was held prior to the leave commencing or return the employee to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, these restoration rights do not exist if the employee was hired for a specific term or only to perform work on a project and the project is over.

To the extent required by law, the District shall maintain coverage under any health insurance plan for an employee who takes leave under this policy. The coverage will be maintained for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had not taken the leave.

HR5.17 Family and Medical Leave

In accordance with the Federal Family and Medical Leave Act of 1993, the District will grant job-protected unpaid family and medical leave to eligible employees for any one or more of the following reasons:

New Child or Health Leave:

An employee who is eligible for Family Medical Leave (FMLA), may receive up to twelve (12) weeks of unpaid leave in a twelve (12) month period to care for:

- (a) A newborn child, newly adopted child, newly placed foster child;
- (b) a spouse, child or parent with a serious health condition; or
- (c) a personal serious health condition that leaves the employee unable to perform the essential functions of his/her job.

If both spouses are District employees, the District reserves the right to restrict family and medical leave to a total of up to twelve (12) work weeks of unpaid leave in a twelve (12) month period for the birth or adoption of a child or to care for a parent with a serious health condition. The District may opt to limit the use of the family and medical leave to one spouse at a time.

Family and medical leave taken to care for a newborn or newly adopted child must be completed within twelve (12) months of the child's birth or placement for adoption.

Military Caregiver Leave:

An employee who is eligible for FMLA, may receive up to twenty-six (26) weeks of unpaid leave in a 12-month period to care for recovering current military service personnel (including National Guard or Reserves) who is a spouse, parent, child or next of kin who develops and is undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred in the line of duty while on active duty in the armed forces. This includes a recovering veteran discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

Call to Active Duty Leave:

An employee who is eligible for FMLA, may receive up to twelve (12) weeks of unpaid leave in a 12-month period when a spouse, parent, or son or daughter on covered active duty in the Armed Forces has a qualifying exigency arising out of active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation.

While an employee may also take 12-weeks of leave other than military care leave, the total amount that an employee may take of both military and other FMLA leave is 26 weeks in a 12-month period.

Definitions.

For the purposes of this policy, the following definitions shall apply:

"12-Month Period": A "rolling" 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Each time an employee takes family leave, the remaining leave entitlement would be any balance of the twelve weeks not used during the immediately preceding twelve months. For example, if an employee has taken eight weeks of leave during the past twelve months, an additional four weeks of leave could be taken.

“Child”: A person either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s “child” includes a biological, adopted, foster, stepchild, or legal ward.

“Contingency Operation”: Those circumstances and situations as designated so by the US Secretary of Defense.

“Covered Active Duty”: Duty during deployment to a foreign country if a member of a regular component of the Armed Forces; for members of a reserve component, it means duty during deployment to a foreign country under a call or order to active duty pursuant to specified provisions of federal law.

“Eligible Employee”: A regular employee who has worked for the District for at least twelve months and has worked at least 1,250 hours over the prior twelve months. USERRA-covered military leaves of absence are counted as time worked for purposes of determining FMLA eligibility.

“Medically Necessary”: There must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

“Next of Kin”: The nearest blood relative or as further defined by the U.S. Department of Labor.

“Parent”: The biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child. This term does not include in-laws.

“Qualifying Exigency”: Those circumstances and situations as defined by the US Department of Labor as they relate to the return to active military duty including: short notice of deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation (limited to fifteen calendar days), post-deployment activities and additional activities where the District and employee agree to the leave. Qualifying Exigency leave also includes leave to care for a military member’s parent who is incapable of self-care when the care is necessitated by the member’s covered active duty. Such care may include arranging for alternative care, providing care on

an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

“Serious Health Condition”: An injury, illness, impairment, or physical or mental condition that involves either: an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

In determining whether a *serious health condition* exists, the term “*continuing treatment*” shall mean either:

- a) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - Treatment two or more times by, or under, the supervision of a health care provider (i.e. in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - One treatment by a health care provider (i.e. an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g. prescription medication, physical therapy); or
- b) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
- c) Any period of incapacity for treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
- d) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- e) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

“Serious Injury or Illness for a Covered Veteran”: An injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:

- a) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank or rating; or
- b) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or
- c) A physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; or
- d) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Serious Injury or Illness While Serving in the Armed Forces”: An injury or illness sustained in the line of duty or that existed before a service member’s active duty began and were aggravated by service in the line of duty while on active duty in the armed forces that renders the member medically unfit to perform the duties of the member’s office, grade, rank or rating and/or as further defined by the U.S. Department of Labor. For veterans, a serious illness or injury is a “qualifying injury or illness” (as defined by the DOL) that was incurred in the line of duty on active duty in the Armed Forces (or that existed before the beginning of active duty and was aggravated by service in the line of duty on active duty) and that manifested itself before or after the service member became a veteran.

“Spouse”: A husband or wife, as a case may be, and does not include unmarried domestic partners.

Relationship to Other Leave.

- a) Federal and state leave will run concurrently provided the leave circumstances qualify under both sets of laws. Where leave qualifies under only one set, the employee retains full leave allowance under the other laws. (See HR 5.19 - Family Care Act).
- b) Time loss due to Workers' Compensation shall be counted as medical leave under the Family and Medical Leave Act when no paid leave is used or the employee requests FMLA coverage.

Additional Leave.

- a) Pregnancy related disability leave, HR 5.13 – Leave Without Pay Due to Disability (including Pregnancy), may be considered separately from and in addition to this family and medical leave policy when required by law.
- b) If an employee needs additional leave beyond the twelve-week period, he or she may request a leave of absence without pay under HR 5.12 - Leave Without Pay.

Mandatory Use of Accrued Sick Leave, Vacation, PTO & Compensatory Time.

The District requires the employee to use paid leave, provided the use meets the criteria for such leave, concurrently and at the beginning of Family and Medical Leave, unless a specific provision of a contract, or these policies allows otherwise. If the accumulated paid leave time is less than twelve workweeks, then the additional weeks added to attain the total will be unpaid.

Intermittent or Reduced Leave.

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for himself or herself, a spouse, child or parent when the certification documentation confirms that the need for intermittent or reduced schedule leave is "medically necessary".

- a) The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates the employee's modified work hours.

- b) An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Manager's consent.

Notice Requirement.

- a) An employee is required to give 30 days' notice in the event of a foreseeable leave. A written statement of the specific reasons for the request shall be submitted to his or her supervisor.
- b) In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a written request.
- c) If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave can be denied until 30 days after the employee provides notice.
- d) All requests for FMLA leave submitted to a supervisor or department head must be forwarded to the Human Resources Manager upon receipt.
- e) The PUD may place an employee on FMLA leave when the employer has knowledge of a qualifying FMLA event. The employee may choose to decline FMLA coverage and FMLA protections by affirmatively declining FMLA coverage, in writing to the Human Resources Department, so long as the absence is otherwise covered under other District policies.

Certification.

- a) The District may require confirmation from the health care provider on the forms provided by the US Department of Labor. Certification must be provided by the employee within 15 days after requested, or as soon as is reasonably possible.
- b) The District may require a second or third opinion at District's expense, periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.
- c) All documents related to the employee's or family member's medical condition will be held in strict confidence and maintained in the employee's medical records file in the Human Resources Department.

- d) Confirmation of the need for qualifying exigency leave for rest and recuperation leave can include a copy of the military member's rest and recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

Continuation of Health Plan Coverage.

During the period of unpaid family and medical leave, the District will continue health insurance coverages as they existed prior to the leave. However, if the employee fails to return from leave not due to illness or circumstances beyond the employee's control, the employee shall reimburse the District for the health insurance costs paid by the District during the period of leave. If an employee is normally required to pay for part of the health insurance premiums, mutually acceptable arrangements for payment of the employee's share of the premiums must be made to ensure continuation of coverage.

Employment Protection.

- a) If the employee returns to work within the agreed upon time period of family and medical leave, he or she will be reinstated to his or her former position or an equivalent position with equivalent pay, benefits, status, and authority.
- b) The employee's restoration rights are the same as they would have been had the employee not been on leave; thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Status Reports While Using Family and Medical Leave.

The District may require an employee using family and medical leave to periodically report their status and intention to return to work. The District may also require an employee to obtain additional, written medical certification for the need to continue the leave.

Other Benefits.

The taking of leave shall not result in loss of any benefits, including seniority or pension rights accrued before the day on which the leave commenced. However, the District shall not grant benefits, including vacation, sick leave, or PTO during

unpaid leaves of absences. Paid holidays will not be provided if the employee is in unpaid leave status the working day before and the working day after the holiday.

Lactation Room.

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The District will designate a lactation room for the new mother when she does not have a private office space.

Breastmilk can be stored in any District refrigerator in the same manner as any other perishable food for employees. Labeling is recommended for your safety and privacy. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

HR5.18 Washington State Family Care Act

In accordance with RCW 49.12.265, an employee can use paid leave to care for family members.

Permitted Use of Family Care Leave.

An employee may use any or all of the employee's choice of sick leave or other paid time off to care for:

- a) A "child" less than 18 years of age with a "health condition that requires treatment or supervision", or
- b) Any child, regardless of age, school attendance or marital status, that is "incapable of self-care" because of a "physical or mental disability", or
- c) A spouse, parent, parent-in-law, or grandparent of the employee who has a "serious health condition" or "emergency condition".

An employee may not take leave until it has been earned.

Use of leave other than sick leave or other paid time off to care for a child, spouse, parent, parent-in-law, or grandparent under the circumstances described in this section shall be governed by the terms of the appropriate collective bargaining agreement, or District policy, as applicable.

The employee taking leave under the circumstances described in this section must comply with the terms of the collective bargaining agreement or employer policy applicable to the leave, except for any terms relating to the choice of leave.

Definitions.

For the purpose of this policy, the following definitions apply:

"Child": A biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, or a child of an employee's registered domestic partner, who is:

- a) Under eighteen years of age; or
- b) Eighteen years of age or older and incapable of self-care because of a mental or physical disability.

"Emergency condition": A health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.

"Grandparent": A parent of a parent of an employee.

"Health condition that requires treatment or supervision" includes:

- a) Any medical condition requiring treatment or medication that the child cannot self-administer;
- b) (2) Any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or
- c) (3) Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

"Incapable of self-care": The individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" (ADLs) or "instrumental activities of daily living" (IADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills,

maintaining a residence, using telephones and directories, using a post office, etc.

“Parent”: A biological or adoptive parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

"Parent-in-law": A parent of the spouse or registered domestic partner of an employee.

"Physical or mental disability": A physical or mental impairment that limits one or more activities of daily living or instrumental activities of daily living.

"Serious health condition": An illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

"Spouse": means a husband or wife, as the case may be.

All other words have definitions as provided for in Section HR-2 of this policy manual or, in the absence of a definition; utilize the most common meaning of the word.

Notice Requirement.

Employees unable to report to work because of the need to take family care leave are to notify their immediate supervisor within one hour of the official start time, except in the case of a bona fide emergency. Use of paid leave may not be allowed, at the discretion of the supervisor, unless such report has been made.

HR 5.19 Unauthorized Absence – Presumption of Job Abandonment

An employee who is absent for three consecutive work days without advance notice to the employee’s immediate supervisor shall be presumed to have abandoned his or her District position

and such absence shall be treated as prima facia evidence of resignation from District employment. It is recognized that unique, emergency conditions may make it impossible for a District employee to notify his or her supervisor of an extended absence from work. Upon the return of the District employee, the Manager may approve the extended leave.



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Wayne G. King, District 3

Kevin Streett, Assistant General Manager

January 10, 2018

MEMO FOR BOC

SUBJECT: Policy HR 8.05 Drug and Alcohol Policy for FMCSA/DOT Regulated Employees

1. **Purpose:** As part of the ongoing project to update and consolidate human resources policies, this policy is proposed to cover those employees who are required as part of their job to maintain a Commercial Driver's License (CDL).
2. **Facts.**
 - a. The PUD contracts with a third party administrator, A WorkSAFE Service, Inc., to provide expert guidance and resources for compliance with the DOT regulations related to our CDL drivers.
 - b. A WorkSAFE Service also maintains our random testing pool to ensure our compliance.
 - c. A WorkSAFE Service drafted this policy for us, following their model policy used in other public agencies.
 - d. The IBEW union requested a handful of changes to the document, most of which were incorporated.
3. **Assumptions.**
 - a. This plan is in compliance with the FMCSA/DOT regulations.
4. **Discussion.**
 - a. Both unions have been provided an opportunity to comment on this proposed policy.
5. **Recommendation.**
 - a. Adopt policy HR 8.05 Drug and Alcohol Policy for FMCSA/DOT Regulated Employees as presented.
6. POC for this memo is Debbie Lund.

Kevin Streett
Assistant General Manager

HR8.05 Drug and Alcohol Policy for FMCSA/DOT Regulated Employees

A. Purpose

Federal regulations require that employers conduct alcohol and controlled substances testing of drivers who operate commercial motor vehicles, including but not limited to: District drivers, contract drivers, mechanics, and supervisors with a commercial driver's license who fill in. For the purpose of this policy the term employee will be referred to as "driver" and employer will be referred to as "District." This policy provides guidelines for circumstances under which the Federal Motor Carrier Safety Administration (FMCSA) and the United States Department of Transportation (DOT) mandated testing must be conducted.

B. Application

Drivers covered by this policy have been provided a copy of these FMCSA/DOT provisions and by signature, verify that you have read and understand the policy. **Drivers should note that in addition to the required DOT regulations they are also subject to the District's drug and alcohol policy and all other policies and procedures as applied to all employees.**

C. Policy

The District expects all drivers to work drug and alcohol-free at all times. If you have any questions about this policy, contact the Human Resources Manager or your Department Head.

The following conditions and activities are expressly prohibited:

The manufacture, or sale, or use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on District premises or property, or during work time, or while representing the District in any work-related fashion.

Reporting for work having any detectable level of an illegal or controlled drug, or alcohol with an alcohol concentration of .02 or greater, in one's system while covered by this policy will be considered to be a violation.

D. Alcohol and Drug Problems

In some cases, alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Drivers who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. It is the driver's responsibility to seek help when needed, and to do so before substance abuse causes problems on the job or results in disciplinary action.

Drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 382 and 40, provided that:

- 1) The driver does not self-identify in order to avoid testing;
- 2) The driver makes the admission of alcohol misuse or controlled substances use before performing a safety sensitive function;
- 3) The driver does not perform a safety sensitive function until the District is satisfied that the driver has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Normally, the District will:

- 1) Not take adverse action against a driver making a voluntary admission of alcohol misuse or controlled substances use provided that the admission occurs before the employee has been subject to disciplinary action or the use/misuse has affected job performance;
- 2) Allow the driver sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem;
- 3) Permit the employee to return to safety sensitive duties **only** upon successful completion of an educational or treatment program, as determined by a substance abuse professional.

The following Substance Abuse Professionals can provide help and referrals:

Total Care EAP
800 252-4555 or 800 225-2527 or saplist.com

The EAP can be reached 24 hours a day, seven (7) days a week, 365 days a year.

E. Definitions

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol concentration (or content), BAC" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382.

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"Commercial motor-vehicle" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

"Controlled substances" mean those substances identified in 49 CFR Part 40.85: marijuana, cocaine, opiates, amphetamines, and phencyclidine.

"DOT Agency" means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, and 655), in accordance with 49 CFR Part 40.

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

"Drug" has the meaning of any controlled substances, prescription, or over-the-counter medication.

"EBT (or evidential breath testing device)" means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

"Employer" means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with 49 CFR Part 382. The term refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, as well as those individuals employed by the entity who take personnel actions resulting from violations of 49 CFR Part 382 and any applicable DOT agency regulations. Service agents are not employers.

"Licensed medical practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving

laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

"Performing (a safety-sensitive function)" means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Refuse to submit (to an alcohol or controlled substances test)" means that a covered employee:

- Fails to show up for any test (except a pre-employment test) within a reasonable time after being directed to do so by the District. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a Consortium/Third Party Administrator);
- Fails to remain at the testing site until the testing process is complete; provided, that an applicant who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused a test. The testing process commences once the applicant has been provided the specimen collection cup.
- Fails to provide a urine specimen for any drug test or breath or saliva sample for an alcohol test required by 49 CFR Part 382, if the employee leaves after the testing process has commenced;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of urine, breath or saliva when directed, unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure to provide.

- Fails or declines to take a second test the employer has directed following a negative dilute result as required by 40.197(b);
- Fails to undergo an additional medical examination, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) concerning the evaluation as part of the "shy bladder" procedures in 49 CFR Part 40, subpart I; or fail to undergo a medical examination or evaluation as directed by the employer as part of the insufficient breath procedures outlined in 40.265(c).
- Fails to cooperate (e.g. refuses to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector) or otherwise interferes with any part of the testing process.
- Fails to sign the certification at Step 2 of the alcohol testing form (ATF).
- Is reported by the MRO as having a verified adulterated or substituted test result.
- For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- Admit to the collector or MRO that you adulterated or substituted the specimen.

"Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- (1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- (2) All time inspecting equipment as required by 49 CFR 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

F. Prohibited Conduct

The following is considered prohibited conduct under this policy:

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. No driver shall use alcohol while performing safety-sensitive functions.
3. No driver shall perform safety-sensitive functions within four hours after using alcohol.
4. No driver required to take a post-accident alcohol test under 49 CFR 382.303 shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

5. No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test required by 49 CFR Part 382.
6. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

The District shall not permit a driver to continue to perform safety sensitive functions if the District has actual knowledge of a driver violating any of the aforementioned prohibitions.

The District can obtain actual knowledge based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substances use, except as discussed in the District's voluntary self-identification program.

G. Other Related Alcohol Conduct

A driver tested under the requirements of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed immediately from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the test administration.

H. Controlled Substances and Alcohol Testing

The driver may be tested for controlled substances at any time during his/her work day, except pre-employment, and alcohol testing will be conducted just before, during or after performing safety sensitive functions.

All negative dilute specimen test results will require the applicant or driver to submit to an immediate retest.

Drivers will be subject to testing as follows:

1. Pre-employment

Drivers will be tested for controlled substances unless the applicant participated in a DOT testing program within the past 30 days and

- a. passed a DOT controlled substance test within the past six (6) months; or
- b. was subject to DOT random controlled substance testing program for the previous 12 months; and
- c. has not violated any prohibitions of 49 CFR Part 382 within the past six (6) months.

A driver/applicant who tests positive on a pre-employment test will not be hired, however, may be eligible to reapply with the District after one (1) year from the date of the positive test result. In addition, an applicant who tested positive for this or any other District's mandated pre-employment drug test after August 1, 2001, must provide documentation of his/her successful completion of DOT return-to-duty requirements (i.e. an evaluation by a substance abuse professional, education and/or treatment, and a negative DOT pre-employment test all of which meet the requirements of 49 CFR Part 40). The driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment, and the subsequent pre-employment test.

2. Post-accident

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol:

- a. who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life (fatality); or
- b. the driver received a citation for a moving violation and the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
- c. the driver received a citation for a moving violation and the accident involved one or more motor vehicles incurring disabling damage as a result of

the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver may not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test, or until he/she undergoes a post-accident alcohol test, whichever occurs first. All reasonable steps must be taken to conduct the alcohol test within two (2) hours of the accident, but not more than eight (8) hours following the accident and a urine specimen for controlled substance testing as soon as feasible, but within 32 hours. .

If the alcohol and controlled substance test(s) is/are not administered within the timeframes above, the District shall cease attempts to administer the test and shall prepare and maintain a record of the reasons why the test was not administered. A driver must remain readily available for testing, or may be deemed by the District to have refused to submit to testing.

3. Random

The employer is using a consortium/third party administrator to facilitate the random selection of drivers and notification to the employer of the driver(s) selected for testing. The consortium/third party administrator is:

A WorkSAFE Service, Inc.
1696 Capitol St NE
Salem OR 97301
(503) 391-9363

Drivers will be subject to random alcohol and controlled substance testing under the following program:

- a. Random selection of drivers will be made by a scientifically valid method using a computer-based random number generator that is matched with drivers' Social Security numbers.
- b. Each driver shall have an equal chance of being drawn each time selections are made.
- c. Selections for testing are unannounced and reasonably spread throughout the calendar year.

- d. Random selections are made to ensure testing for controlled substances is conducted at not less than the minimum annual 25% rate and alcohol is conducted at not less than the minimum annual 10% rate, or the rates as established by the FMCSA.
- e. A driver shall only be tested for alcohol just before, during, or after performing safety-sensitive functions, however, he/she may be tested for controlled substances anytime while performing work for the employer.
- f. Once a driver is notified of selection for random alcohol and/or controlled substances testing he/she shall proceed to the test site immediately.

4. Reasonable Suspicion

Drivers will be tested for alcohol and/or controlled substances whenever the employer has reasonable suspicion that the individual has violated any of the drug and alcohol policy (for example, if the employer observes physical signs of drug or alcohol use, such as slurred speech, unsteady gait, dilated pupils, odor of alcohol or controlled substances, etc.; or if observed unusual behavior suggesting the use of controlled substances or alcohol in violation of the District policy). Drivers required to be tested under reasonable suspicion testing will be removed from performing safety sensitive functions pending the outcome of the test result(s) and be transported to the testing facility by the District.

Reasonable suspicion drug testing is authorized when the supervisor's observation of the driver's behavior occurs anytime during the workday. Reasonable suspicion alcohol testing is authorized only if the supervisor's observation of the driver's behavior has been made during, just preceding, or just after performing any safety-sensitive function.

The alcohol test must be completed within two (2) hours of the observation, if not, the District must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the observation. After eight (8) hours the attempt to test will cease, and the District must again provide the reasons for the test not being administered.

If an alcohol test is not completed within the two (2) or eight (8) hour time periods, the employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames.

The District shall not permit a driver to report for duty, remain on duty, perform, or continue to perform any safety-sensitive functions while the driver is impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, until:

- a. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02 percent; or
- b. 2)The start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following the supervisor's determination that reasonable suspicion exists.

Supervisors and any District representative that may be expected to serve in a supervisory capacity, and who may be required to make a reasonable suspicion determination, must have received at least 60 minutes of training on the indications of probable drug use and an additional 60 minutes training on the indicators of probable alcohol misuse. Only those individuals who have received this training are qualified to make these decisions.

5. Return-to-Duty

No driver found to be in violation of the District drug and alcohol policy will be permitted to return-to-duty involving safety-sensitive functions until the driver has a verified negative controlled substances test and/or an alcohol test with a result less than 0.02 alcohol concentration. All controlled substances return-to-duty tests will be conducted by same gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

6. Follow-up

Any driver in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances use as identified through the evaluation by the

Substance Abuse Professional will, if still employed, be required to enter into a Last Chance Agreement and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional. The District may perform follow-up testing for five years. All controlled substances follow-up tests will be conducted by same gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

I. Failure to Cooperate

Employees who are subject to this policy are expected to comply fully with any required testing. Failure to do so (including, for example, refusing to sign consent or refusing to test, obstructing the testing process, failing to make yourself available for a required test, failing to provide an adequate sample for testing, attempting to adulterate or substitute a specimen, or in any way tampering with a required test, failure to empty pockets or wash hands as requested by collection site personnel, refusing to permit an observed collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process) will cause the driver to be immediately relieved from performing safety-sensitive functions, and will also be considered a violation of District policy that will subject the employee to discipline, up to and including termination of employment. The District also reserves the right to involve law enforcement officials for any conduct, which it believes, might be in violation of state or federal law.

J. Testing Procedures

Urine Specimen Collection: Specimen collections will be conducted in accordance with the procedures of 49 CFR Part 40, as amended. The collection procedures are designed to ensure the security and integrity of the specimen provided by each covered employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be to preserve the individual's privacy as much as possible consistent with ensuring an accurate result. Covered employees will be required to empty their pockets before providing the drug test specimen.

Under normal circumstances the applicant or covered employee will be afforded compete privacy in the restroom for providing the urine sample. Certain situations do require the urine sample be provided under same gender direct observation. Those situations include:

- ◆ The temperature on the original specimen was out of range; or
- ◆ The original specimen appeared to have been tampered with (ie unusual color, odor, foam, etc); or
- ◆ The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to the District there was not an adequate medical explanation for the result; or
- ◆ The MRO reported to the District that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
- ◆ The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5mg/dL, and the MRO reported the specimen to the District as negative-dilute and a second collection must take place under direct observation; or
- ◆ All return-to-duty or follow-up drug tests.

When that occurs, the donor will be required to follow the observer's instructions to raise their clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.

Refusing to permit an observed collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process are considered a refusal to test and will constitute a verified positive drug test result.

Laboratory Analysis: As required by 49 CFR Part 40, only a laboratory certified by the Department of Health and Human Services (DHHS) will be retained by the District to perform the analysis of the urine specimen for controlled substances. The initial screening test will be performed by immunoassay and will test for substances and at cutoff levels required by 49 CFR Part 40, as amended. All specimens identified as positive on the initial screening test will be confirmed using gas

chromatography/mass spectrometry techniques at cutoff levels required by 49 CFR Part 40, as amended.

Breath Alcohol: Testing will be conducted by a qualified technician according to 49 CFR Part 40 procedures. Either a breath or saliva test by an EBT device will be used for the testing.

K. Medical Review

All controlled substances test results will be reviewed by a Medical Review Officer (MRO) before results are reported to the District. The MRO will attempt to contact the driver to discuss the test results before reporting positive results to the District.

The District Medical Review Officer is:

Dr. George Go, MD
9370 SW Greenburg Rd., Suite 200
Portland OR 97223
(503) 977-3225

L. Notification of Results

The District will notify the affected driver of any controlled substances test that is reported as positive by the MRO. The District will notify driver-applicants of the results of pre-employment controlled substances testing if the applicant requests that information in writing within 60 days after we notify the applicant that he/she has or has not been hired.

M. Reanalysis of Original Specimen

Within 72 hours of the MRO notifying the driver of a verified positive controlled substances test, an adulterated or substituted specimen, the driver may request the reanalysis of the original specimen. Only the MRO may authorize such a reanalysis, and such a reanalysis may take place only at laboratories certified by the Department of Health and Human Services (DHHS). If the reanalysis fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test.

All drivers have a right to request the reanalysis of the original specimen for which the applicant and/or driver will be responsible to pay.

N. Confidentiality

Records required under this policy, including test results, will be maintained in a secure location with controlled access. Each driver, upon written request, shall be entitled to receive copies of his/her own records, and to have copies of his/her records made available to any subsequent employer. Information may also be disclosed to the relevant state or federal agencies, or in connection with judicial, administrative or related proceedings (e.g., grievances and arbitration) initiated by or behalf of the driver.

O. Evaluation and Referral

DOT regulations require that any driver who violates the alcohol and controlled substances rules of 49 CFR Part 382 be advised of available evaluation resources and be evaluated by a Substance Abuse Professional. The driver must complete an appropriate education and/or treatment program before being eligible to return-to-safety sensitive duty.

Before returning to performing safety-sensitive functions for **any** DOT employer a driver must be tested for controlled substances with a verified negative controlled substances test result and/or alcohol with a test result less than 0.02 alcohol concentration. The driver will be subject to follow-up testing of at least six tests in the first 12 months of returning to duty, and follow-up testing may continue for five years. All return-to-duty and follow-up drug tests will be required to be collected as same gender direct observation collections.

P. Consequences

Under normal circumstances, drivers violating this policy or federal regulations will be suspended from performing any safety-sensitive functions with a commercial motor vehicle, as defined by this policy, and will be subject to disciplinary action up to and including termination of employment. Under some circumstances, however, the District may agree to return a driver to performing these functions upon successful completion of an educational or treatment program, as determined by a Substance Abuse Professional. Where that occurs, the driver must pay the cost of the pre-treatment evaluation and any education or treatment. The District will pay the cost of any follow-up controlled substances or alcohol testing required by 49 CFR Part 382.

Where, at the District's discretion, a driver is returned to work, the driver will be required to enter into a Last Chance Agreement and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional in order to continue to perform safety-sensitive functions and operating a commercial motor vehicle requiring a CDL.

The District reserves the right to take disciplinary action up to and including termination for violation of the District drug and alcohol policy.

Date (Paid)	CITY	QUOTE AMOUNT	QUOTE NUMBER	STAKING/DATE	STATUS	CREW/ DATE	COMMENTS	Completed Work
	PT		17404	11-27-17		Bo 12/01/17		
	Nordland		17463	11/22/17		Eric 12/01/17		
	Sequim		17164	11/22/17		Bo 12/01/17		
	Ludlow		17243	11/28/17		Eric 12/05/17		
	Port Townsend		17451	11/27/17		Bo 12/05/2017		
	Nordland		17429	11/29/17		Eric 12/05/17		
	PT		17293	11/29/17		Bo 12/05/17		
	PT		17425	Jacob 11/29/17		Bo 12/06/17		
	PT		17484	Jacob 12/6/17				
12/06/17	PT	200	17495	Russell 12/8/17				
12/06/17	PT	500	17483	Russell 12/12/17				
12/08/17	Quil	615	17323	Russel 12/11/17		Michels		
	Ludlow		17498	Russel 12/12/17				
12/11/17	PT	900	7017					Fiber
12/12/17	PT	962.75	17497	Jacob 12/12/17		Michels		
12/13/17	PT	750	17501	Russell 12/13/17				
	Pt		17379	Russell 12/13/17		BO 12/20/2017		
12/13/17	PT	165	17410				Net Meter	
12/13/17	PT	515	17410				Net Meter	
12/13/17	PT	515	17410				Net Meter	
12/13/17	PT	515	17410				Net Meter	
12/15/17	Ludlow	750	17159	Jacob 12/19/17		Eric 12/20/17		
12/18/17	PT	515	17410				Net Meter	
12/18/17	Ludlow	962.75	17502	Russell 12/19/17				
	PT		17505	Jacob 12/19/17		Eric 12/26/17	Paid in June of 2016	
	PT		17367	Russell 12/19/17		Michels		
	PT		17373	Russell 12/12/17		Michels		
12/19/17	PT	4235.7	17072	Russel 12/29/17				
12/19/17	Pt	615	17506	Jacob 12/20/17				
	Nordland		16518	CF 12/08/2017		BO 12/20/2017		
	Nordland		17328	cf 12/13/2017		ET 12/20/2017		
			17494	JM 12/7/2017		BO 12/20/2017		

Port Townsend		17333	JM 12/12/2017	BO 12/20/2017
Chimacum		17473	RM 12/7/17	Eric 12/21/17
12/22/17 Hadlock	650	17503	RM 12/22/17	
PT		17424	JM 12/20/17	Bo 12/27/17
PT		17399	JM 12/26/17	Eric 12/27/17
12/28/17 PT		17468	RM 12/28/17	
Ludlow		17151	Casey 12/27/17	Bo 12/28/17
PT		17060	RM 12/20/17	Bo 12/29/17

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January 16, 2018

PUD CALENDAR

January 16, 2018

BOC Regular Meeting 5:00 P.M. Transit Board Rm.

January 22-23, 2018

GM Interviews, Two days 8:00 a.m.-5:00 P.M. Transit Board Rm.

January 25, 2018

TCF Workshop 1:30 p.m. Four Corners

January 29, 2018

Rate Hearing, Chimacum Firehall 5:00 P.M.

February 6, 2018

BOC Regular Meeting 5:00 P.M. Transit Board Rm.



January 10, 2018

TO: Kevin Streett
FROM: Gail Tabone
SUBJECT: Water Rate Comparison

I have looked at the data on sales provided, the water budget and rates for nearby water utilities. I have the following observations:

1. Sales in the budget are based on Aug 2016-July 2017 actuals plus 5%. It is unclear if the 5% was intended as a rate increase or growth in sales. In looking at 2017 revenues the levels were about 6% higher than budgeted, but this is likely due to the dry summer. I used an increase of about 0.3% over 2017 after swapping out 2016 summer sales to reflect a more normal year.
2. The SDC charges were reduced from \$532,000 to \$170,000 to reflect the \$350,000 one-time grant the previous year that was inadvertently included in the budget.
3. Initial results show a loss of \$330,000 prior to CIP without a rate increase and a \$140,000 loss after a 10% rate increase. An 18% increase would be needed to get the margin equal to zero, with all CIP funded from reserves.
4. Your rate increases have not kept up with inflation. Rates were the same from 2012-2015. In 2016 they were increased by roughly 6%.
5. Your rates are considerably lower than nearby utilities. The following is a comparison with all rate converted to \$ per 100 gallons. With the exception of Cape George, the average bill is 44% to 116% higher than under current JPUD rates.

Kevin Streett

From: G Tabone <gailtabone@hotmail.com>
Sent: Wednesday, January 10, 2018 9:10 AM
To: Kevin Streett
Subject: Re: Water Rates

EES Recommends the following rate changes:

Electric

As contained in the Nov 1, 2017 Presentation

Includes a 5% increase for residential to \$18.50 customer charge, rate per kWh of \$0.0882 block 1 and \$0.1070 block 2

Average residential bill impact is roughly \$6.50 per month

Increases for other classes range from 3% to 8.8%

Water & Sewer

10% rate increase for all water and sewer rate components

Add a \$10 per month Capital Surcharge for residential and commercial water accounts (Port Townsend has a \$20 surcharge)

Residential meter rates of \$23.65 and \$20.65, usage rates of \$0.29, \$0.40 and \$0.54

Sewer rate of \$31 per month

Rates would still be lower than nearby utilities

Average bill impact is \$13 per month for residential water, \$22 per month for commercial water and \$3 per month for sewer

Provides sufficient revenue to cover budgeted expenses and CIP

Lower increases would require use of reserves

Review of AMI

EES can provide AMI studies completed by other clients to support the work already completed (no charge)

EES can provide a cost/benefit analysis specific to JPUD for \$5,000

From: Kevin Streett <kstreett@jeffpud.org>
Sent: Wednesday, January 10, 2018 6:43 AM
To: G Tabone
Cc: Gary Saleba; Annette Johnson
Subject: RE: Water Rates

Hi Gail,

Can I get a very brief statement from you today about the rate changes we will go over on the rate hearing January 29th. I would like to have it for this board meeting. It would state the amount of increase you are recommending, it can be very brief but would have to include both water and electric.



Board of Commissioners:

Jeff Randall, District 1
Kenneth Collins, District 2
Wayne G. King, District 3

Kevin Streett, Assistant General Manager

PUD Short Term Goals for 2018

The PUD staff will be concentrating on the tasks listed below as their 2018 priorities. These priorities are based on the BOC meeting from 1/2/18.

Community Solar, Community Outreach and Facilities/Re-model upgrades

Chelan and Jefferson PUD Inquiry – November 2017

Smart Meters

<p>PUD</p>	<ul style="list-style-type: none"> • What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)? • Who is the manufacturer(s) of the meters you use? • How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.) • Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system? • If you have AMI meters, do you have an opt out policy for customers? <ul style="list-style-type: none"> ○ What do you charge opt out customers per month? ○ Is there a one-time set up fee and if so how much? ○ What type of meter do you allow/provide in lieu of smart technology? ○ What percentage or number of your customers have opted-out? <p>If you don't have AMI meters, are you considering switching to them?</p>	
<p>Asotin</p>	<p>What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?</p>	<p>AMR</p>
	<p>Who is the manufacturer(s) of the meters you use?</p>	<p>Sensus Technologies</p>
	<p>How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)</p>	<p>Radio signal using a vehicle and handheld reading unit.</p>
	<p>Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?</p>	<p>We do not use a 3rd party to collect data and manage the communication system.</p>
	<p>If you don't have AMI meters, are you considering switching to them?</p>	<p>We have not considered switching to AMI meters.</p>
<p>Clallam</p>	<p>What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?</p>	<p>We have a mix of meters at our utility. We have about 1/4 RF meters that our meter readers use a handheld to pick up the readings. About half the meter readers manually read. Another ¼ of turtle meters that are read by command center through power line carrier and finally a very small amount of cell based meters we can pick up with our computers.</p>
	<p>Who is the manufacturer(s) of the meters you use?</p>	<p>Landys and Gyr for the turtles, Itron for the RF meters, GE for electromechanical and Itron for the Nighthawks. There is a mix between all the types, but those are the main manufacturers.</p>
	<p>How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)</p>	<p>Meter reader manually reads, radio signal, power line carrier and cellular. We have a mix of all.</p>
	<p>Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?</p>	<p>No</p>
	<p>If you have AMI meters, do you have an opt out policy for customers?</p>	<p>Yes.</p>
	<p>What do you charge opt out customers per month?</p>	<p>\$35, but this is not enforced at this time since our utility is not full AMR / AMI.</p>
	<p>Is there a one-time set up fee and if so how much?</p>	<p>No</p>
	<p>What type of meter do you allow/provide in lieu of smart technology?</p>	<p>Digital with RF device removed.</p>
	<p>What percentage or number of your customers have opted-out?</p>	<p>There are about 20.</p>
	<p>If you don't have AMI meters, are you considering switching to them?</p>	<p>Yes, we are in the process now of looking at options.</p>

Cowlitz	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	We have an AMI system which is comprised of PLC meters and RF meters.
	Who is the manufacturer(s) of the meters you use?	We buy all of our meters from Cooper/Eaton but the meters are manufactured by Itron, L&G and Elster.
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	PLC and RF and when not reading remotely we use meter readers.
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	No that is all done in-house.
	If you have AMI meters, do you have an opt out policy for customers?	Yes.
	What do you charge opt out customers per month?	\$25.00
	Is there a one-time set up fee and if so how much?	Initial onetime fee of \$135.00 to change out the meter.
	What type of meter do you allow/provide in lieu of smart technology?	We will change out the meter and put a non-AMI electronic meter, we do not install electro-mechanical meters.
	What percentage or number of your customers have opted-out?	Out of 49,000 customers we have only 3 that have opted out.
Douglas	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	AMR
	Who is the manufacturer(s) of the meters you use?	ITron
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Radio
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	No
	If you have AMI meters, do you have an opt out policy for customers?	Yes
	What do you charge opt out customers per month?	\$15
	Is there a one-time set up fee and if so how much?	No
	What type of meter do you allow/provide in lieu of smart technology?	Normal digital
	What percentage or number of your customers have opted-out?	Two or three
Ferry	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	Dumb (i.e. non AMI non AMR, non-Smart) w/digital readout.
	Who is the manufacturer(s) of the meters you use?	Primarily GE.
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Meter reader in town and commercial/industrial, self-read otherwise.
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	No.
	If you don't have AMI meters, are you considering switching to them?	No.

Franklin	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	All of the above
	Who is the manufacturer(s) of the meters you use?	Landis and Gyr, Itron, GE, ABB,
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	We have meter readers for analog/Electro-mechanical, read Landis and Gyr via wireless collectors and fiber backhaul, R-300 meters via a handheld/radio and we still have turtles that are through power line.
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	No
	If you have AMI meters, do you have an opt out policy for customers?	The plan is that we will but not currently.
	What do you charge opt out customers per month?	To be determined
	Is there a one-time set up fee and if so how much?	To be determined
	What type of meter do you allow/provide in lieu of smart technology?	Electro-mechanical
	What percentage or number of your customers have opted-out?	N/A – have not gone full AMI yet. Still in pilot.
	If you don't have AMI meters, are you considering switching to them?	Pilot close mid-year next year. Implementation if successful over next 5 years.
Grant	A couple quick stats – we are in the initial deployment stage of the project with 90%+ of our communication network installed and 2% of meters installed. The project is scheduled to continue through May 31, 2019. We are using Anixter as our installation partner with Silver Spring Networks as our software.	
	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	Grant is currently replacing our legacy meters with AMI meters.
	Who is the manufacturer(s) of the meters you use?	Aclara (formerly GE)
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	The project includes a communication network that will gather meter reads via radio signals into relays and connect to access points that link to our fiber network and back in to our headend system.
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	Grant has opted for a SaaS offering that will monitor the system.
	If you have AMI meters, do you have an opt out policy for customers?	Yes.
	What do you charge opt out customers per month?	\$64.34
	Is there a one-time set up fee and if so how much?	Yes. \$250.99
	What type of meter do you allow/provide in lieu of smart technology?	We will be using the same meter, just disable the communication ability.
	What percentage or number of your customers have opted-out?	Zero.
Grays Harbor	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	AMI
	Who is the manufacturer(s) of the meters you use?	We have a large number of ITRON meters installed. However, our current meter manufacturers are Landis & Gyr and Aclara (formerly GE).
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Power Line Carrier
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	No. We use the Aclara TWACS system to collect the data and it's deployed locally rather than hosted remotely. The communication system for this is managed internally.

	If you have AMI meters, do you have an opt out policy for customers?	No.
Kittitas	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	AMR – RF (Digital solid state)
	Who is the manufacturer(s) of the meters you use?	Itron
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Itron MVRS Software and MC3 Collector. Normally read by plane outfit with an antennae (1st business day of the month/billing cycle). Use 2 vehicles when flights are grounded due to weather. Flight time for reading the entire system, 2.5 hours. Drive time for reads approximately 1.5-2days.
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	PUD personnel collects the data using Itron software and collector system
	If you have AMI meters, do you have an opt out policy for customers?	We have an opt out policy for the AMR program, but we just increased fees to discourage the opt out. We are expecting some push back, but the opt out policy affects the overall efficiency of the meter reading program.
	What do you charge opt out customers per month?	It was \$15/month, new fee is \$50/month.
	Is there a one-time set up fee and if so how much?	Yes, \$80
	What type of meter do you allow/provide in lieu of smart technology?	Digital solid state (without “Itron ERTs” radio module to broadcast the readings).
	What percentage or number of your customers have opted-out?	Less than 1%
	If you don’t have AMI meters, are you considering switching to them?	We looked at it in a 2016 business case. For the current cost of our meter reading program we could not justify the cost; not enough return on investment. It would have taken 20 years to pay off, which was beyond the expected depreciable life of the systems we evaluated.
	Lewis	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?
Who is the manufacturer(s) of the meters you use?		Itron and L&G
How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)		We have meter readers who use Itron handhelds.
Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?		We don’t have any 3rd party help with our meters.
If you don’t have AMI meters, are you considering switching to them?		Yes we would love to go to an AMI system but at this point it’s not in the cards.
Mason #1	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	AMR, doing at Tantalus AMI pilot project
	Who is the manufacturer(s) of the meters you use?	Itron
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Handheld and truck remote reading devices
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	Itron handles this for us.
	If you have AMI meters, do you have an opt out policy for customers?	Yes.
	What do you charge opt out customers per month?	\$25/month for manual read

	Is there a one-time set up fee and if so how much?	No.
	What type of meter do you allow/provide in lieu of smart technology?	n/a
	What percentage or number of your customers have opted-out?	none
	If you don't have AMI meters, are you considering switching to them?	Eventually.
Mason #3	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	AMI
	Who is the manufacturer(s) of the meters you use?	Landis and Gyr
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Radio Signal
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	NISC MDMS
	If you have AMI meters, do you have an opt out policy for customers?	Yes
	What do you charge opt out customers per month?	50.00 / Month
	Is there a one-time set up fee and if so how much?	No
	What type of meter do you allow/provide in lieu of smart technology?	Landis and Gyr Focus Non-Radio digital meter.
	What percentage or number of your customers have opted-out?	We've had 9 customers out of 20,000 opt out. We still have approx. 14000 meters to install.
Skamania	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	
	Who is the manufacturer(s) of the meters you use?	Various
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	No
	If you don't have AMI meters, are you considering switching to them?	In the distant future
Wahkiakum	What kind of electric meters does your utility use (AMR, AMI, analog/electro-mechanical)?	AMR and analog/electro-mechanical – we are phasing out analog/electro-mechanical meters & going to AMR
	Who is the manufacturer(s) of the meters you use?	Itron electric meters and Badger water meters
	How do you read the meter or collect the data for your meters (meter reader, radio signal, power line communication, etc.)	Radio read for AMR and meter readers for others.
	Do you use a 3rd party vendor (meter manufacturer for example) to collect the data and manage the communication system?	We read with in-house labor.
	If you have AMI meters, do you have an opt out policy for customers?	Yes.
	What do you charge opt out customers per month?	\$15
	Is there a one-time set up fee and if so how much?	\$80
	What type of meter do you allow/provide in lieu of smart technology?	Standard analog/electro-mechanical meter
	What percentage or number of your customers have opted-out?	So far we replaced approximately 800 meters and 1 customer has opted out

Advanced Meter Opt-Out Form

Customer Information	
Name on Bill:	Phone:
Mailing Address:	Account #:
Service Address:	Meter #:

The PUD must have safe and easy access to read the meter. No locked gates, no meters inside enclosures, no animal concerns, etc. Please review the PUD opt out policy before signing the form. By signing this form you agree to the PUD's opt out Policy.

By choosing to opt-out of PUD's Advanced Metering program you are foregoing some benefits and services by not participating (e.g., Pre-pay service; future rate structures; access to some features on the customer portal; enhanced safety features; automated power outage reporting).

Jefferson County PUD's Advanced Meter Opt-Out program provides an option for customers who do not wish to have an Advanced Meter installed at their service location.

The following charge applies for this option:

- A Monthly Manual Meter Reading Fee- **\$19.50**
- Onetime Meter and Installation Fee **with new digital non- radio meter Fee- \$125.00**
- **When an AMI Meter is used with the Radio turned off there is not a Onetime Meter and Installation fee.**
- **Fees are subject to change by the PUD should costs applicable to opting out change.**
- **There is no fee to opt back in.**

I agree that I am a named, authorized member on the account listed above. Further I am indicating that I want to opt-out of having an Advanced Meter and agree to the Monthly Manual Reading Fee and the Onetime Meter and Installation fee as they apply. I understand that if fees are unpaid, an Advanced Meter will be installed at my location, and all disconnect policies will apply.

I recognize that by selecting this option I will not receive any enhanced services and benefits provided by the advanced metering system, such as: verification of outages and outage restoration
 Detailed consumption data for monitoring usage patterns and identifying energy waste
 Pre-Pay Metering

X _____
Customer Signature **Date**

Office Use Only:

Date Received: _____ **Date meter changed:** _____

Read charge added in CIS _____



JEFFERSON COUNTY PUD POLICY & PROCEDURE

1.0 PURPOSE

- 1.1 The purpose of the Advanced Metering Program is to replace the existing RF meters with new AMI meters. This will give the PUD advanced capabilities including two-way communication, daily meter reads, remote reconnects and disconnects, and enhanced safety features.
- 1.2 To establish the PUD policy relating to the management and procedures for opting out of the Advanced Metering Program. Advanced meters will be the new metering standard beginning on **March 1, 2018**. All residential Customers will receive an Advanced Meter unless they elect to opt-out through the Opt-Out Policy and Procedure. Customers electing to opt-out will receive a Non- RF-Communicating Digital Meter.

2.0 DEPARTMENTS AFFECTED

- 2.1 Metering Department
- 2.2 Finance Department

3.0 CONTACT INFORMATION

- 3.1 Contact Number: (360) 385-5800
- 3.2 Fax: (360) 385-5945
- 3.3 Online Website: www.jeffpud.org

4.0 DEFINITIONS

- 4.1 Advanced Meter: A solid state digital meter that includes a two-way communicating module with the ability to collect and transmit energy consumption data.
- 4.2 Customer: Any person, firm, corporation, government agency, or other legal entity who uses, has used, or has contracted for electrical service from the PUD.
- 4.3 PUD: Jefferson County PUD.
- 4.4 Non- RF -Communicating Digital Meter: A solid state digital meter that collects hourly usage information but has no RF communications module.
- 4.5 Non-Property Owner Customer (i.e., tenant): Customer who does not own title or

have legal interest in the property receiving service.

- 4.6 Property Owner: Individual or entity, jointly or severally in possession of title for land or a building in whom all or any part of legal title is vested
- 4.7 RF: Radio Frequency.
- 4.8 AMI: Advanced metering infrastructure.

5.0 POLICY

Schedule

- 5.1 The PUD reserves the right to evaluate and revise this Policy and Procedure, including schedule and procedure charges, at any time.

Eligibility

- 5.2 All residential Customers receiving single-phase service are eligible to opt-out of the Advanced Metering Program unless otherwise noted below.
- 5.3 Commercial, industrial, and municipal Customers are not eligible to opt-out of the Advanced Metering Program.
- 5.4 Customers participating in special programs, such as net metering for solar energy production, are not eligible to opt-out of the Advanced Metering Program.
- 5.5 Non-Property Owners who wish to opt-out of the Advanced Metering Program must receive signed permission from the Property Owner and provide evidence of that permission to the PUD.
- 5.6 Customers who opt-out will not be able to participate in potential savings strategies through the Advanced Metering Program or receive benefits, such as Customer programs associated with the Advanced Metering Program (e.g., pre-pay service; future alternative rate structures; access to some features on the Customer portal; enhanced safety features; automated power outage reporting).

Opt-Out Charges

- 5.7 Opt-out charge of **\$19.50** per month shall be collected to cover the associated costs to the PUD for installation, operation, read and maintenance of Non RF-Communicating Digital Meters. Normal reconnect charges will apply. A onetime meter and installation fee will apply if a meter is installed.

6.0 RESPONSIBILITIES

- 6.1 The PUD will be responsible for conducting and recording meter reads.
- 6.2 Customers who opt-out of the Advanced Metering Program shall maintain the PUD's access to the property's meter(s) to enable manual reads of the meter by the PUD. Customer failure to maintain access may result in non-compliance actions, up to and including disconnection of service.
- 6.3 The property Owner will own the meter base (where the meter connects to the building) and is responsible for maintenance of the meter base.
- 6.4 The PUD will own the meter (all types) and is responsible for providing and maintaining a functioning meter.

7.0 PROCEDURE

- 7.1 Eligible Customers who wish to opt-out of the Advanced Metering Program shall do so by submitting a completed Opt-Out application, in accordance with this Opt-Out Policy and Procedure, to the PUD.
- 7.2 Customers shall sign an acknowledgement of service(s) and benefits they are choosing to forego by not participating in the Advanced Metering Program (e.g., pre-pay service; future rate structures; access to some features on the Customer portal; enhanced safety features; automated power outage reporting).
- 7.3 Non-Property Owner Customers applying to opt-out of the Advanced Metering Program must also provide signed permission from the Property Owner along with their application.
- 7.4 If a Property Owner and Non-Property Owner Customer disagree about whether to Opt-Out, the Property Owner's decision is final.
- 7.5 The PUD shall acknowledge the receipt of Customer application to opt-out in accordance with this Procedure.
- 7.6 Customers who opt-out of Advanced Metering will pay the one-time meter and installation fee of \$125.00, **this fee is to purchase a digital meter without a radio. If the customer agrees to allow the PUD turn off the radio module in the new meter this fee will not be a charge.**
- 7.7 If a Customer is disconnected for non-pay they are not eligible to opt-out.

- 7.8 If a Customer is found to have committed illegal or unauthorized current diversion, they are ineligible to participate in the Opt-Out Program.
- 7.9 If a Customer who has previously opted out of the Advanced Metering Program moves from their current location to a new location that has an Advanced meter, the Customer will be required to submit a new opt-out request and will be subject to all applicable fees at the new premise if the Customer elects to opt-out at the new premise.

Application completion

- 7.10 Incomplete applications will not be processed.

8.0 APPENDIX

- 8.1 Opt-out Application Form

Distribution: Post On www.jeffpud.org