

PUBLIC UTILITY DISTRICT # 1
of Jefferson County
March 5, 2008
REGULAR MEETING
MINUTES

DRAFT

CALL TO ORDER

The Regular Meeting of the Public Utility District No.1 of Jefferson County was called to order by the President of the Board of Commissioners at 5:00 p.m. at the District Office, 230 Chimacum Road, Port Hadlock, Washington. Commissioners and staff present were:

M. Kelly Hays, Vice-President
Dana Roberts Secretary
James Parker, District Manager
Thomas C. Neal, District Auditor
Kate Pike, Brisa Services

AGENDA

The Agenda was approved as amended.

APPROVAL OF MINUTES

MOTION: By Commissioner Roberts, Second by Commissioner Hays, carried unanimously, to approve the Regular Meeting Minutes of February 20, 2008 and the Special Meeting Minutes of February 28, 2008.

MOTION: By Commissioner Hays, Second by Commissioner Roberts, carried unanimously, to approve the Hearing Minutes of February 29, 2008.

APPROVAL OF VOUCHERS

MOTION: By Commissioner Roberts, Second by Commissioner Hays, carried unanimously to approve payment of:
Warrants No.13462 through 13476 in the amount of \$21,337.33; and
Warrants t through 13508 in the amount of \$29,571.29;

For a Total of \$50,908.62

ITEMS FROM THE FLOOR (not listed on the Agenda)

Bob Henderson, Quilcene, commented on the Quilcene Fire District addressing fire flows in that community.

COMMISSIONERS' REPORTS

Commissioner Roberts:

February 26: Attended WRIA 17 Steering & Technical Committees meeting.

February 27: Attended Special Meeting of PUD No. 1 to conduct a workshop regarding LUD #14 financing.

February 29: Attended meeting with City of Port Townsend and Puget Sound Energy regarding power.

March 11: Expect to attend meeting of WRIA 17 Planning Unit.

Commissioner Hays:

February 27: Attended Special Meeting of PUD No. 1 to conduct a workshop regarding LUD #14 financing.

February 29: Attended Final Assessment Hearing for LUD #15, Beckett Point.

March 5: Attended pre-construction meeting with Seton Construction regarding Griffith Point section of LUD #14.

ACTION ITEMS

a) Approval of PWTF (Public Works Trust Fund) Loan Draw for Beckett Point

The Manager presented the final voucher and closeout certification report for PWTF loan for the Beckett Point sewage system.

b) 2008 Resolution for Approval of Beckett Point Final Assessment Roll

MOTION: By Commissioner Roberts, Second by Commissioner Hays, carried unanimously, to adopt Resolution No. 08-001, approving and confirming the assessment and assessment roll of LUD No. 15, levying an assessment against land shown on the assessment roll, fixing interest and penalties into the LUD No 15 assessment fund of the District.

DISCUSSION ITEMS

a) Cape George SMA Agreement

Currently, the Cape George Colony water system is without management and has requested assistance from the PUD. The Manager presented a Satellite Management System (SMA) agreement contract, which, if authorized, is to be in force from March 1, 2008 to June 1, 2008.

MOTION: By Commissioner Roberts, Second by Commissioner Hays, carried unanimously, to authorize the Manager to execute an SMA contract with Cape George Colony, to remain in force from March 1, 2008 to June 1, 2008.

b) Marrowstone Assessment Letter

The Manger presented for review a draft letter to Marrowstone Island property owners regarding participation in LUD #14 water service.

c) Griffith Point Notice-to-Proceed

The Manager presented a Notice to Proceed for Seton Construction, Inc. for the Griffith Point Extension (Marrowstone Island) of the Quimper Water System. Work is to commence prior to March 17, 2008, with completion expected by November 3, 2008. A pre-construction meeting was held today, March 5, 2008.

d) Olympic Mobile Village

The Manager reported receipt of a \$296,000 Department of Health grant, for use in May, 2008. Jefferson County Public Works is assisting with the tie-in. Mr. Parker is working with the current owner for transfer of the system. Staff expects to go out for bids on March 17, with an expected bid opening on April 30.

e) Resolution with Jefferson County and City of Port Townsend

The Manager and the Board discussed current increase in water rates from the City of Port Townsend.

MANAGER'S REPORT/OLD BUSINESS

LUD 14 (Marrowstone Island): Costs for the project are over \$2 million. The next two sections are estimated at \$1.5 million. See Discussion Items b) and c).

Indian Island: The Portage Canal waterline has been moved with all work completed.

Becket Point: Staff has prepared an owners manual/agreement for each homeowner. Final assessment hearing was held on February 29, in the District Office. See Action Items a) and b).

Quilcene: Department of Health may approve more connections. Quilcene Fire District has been sent a draft agreement for hydrant maintenance.

Olympic Mobile Village: See Discussion Item d).

STAFF REPORTS: Auditor's Report
The Auditor reported that all is in order.

PUBLIC COMMENT

Bob Henderson, Quilcene, reminded the Board that the Quilcene Fair is to be held on September 20, 2008.

CORRESPONDENCE

None

ADJOURNMENT

MOTION: By Commissioner Roberts, Second by Commissioner Hays, carried unanimously, to adjourn the Regular Meeting at 6:15 p.m.