



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
March 3, 2020
Board of Commissioners
Regular Meeting
Final 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 or BOC) at 5:00 p.m. on March 3, 2020, at the Jefferson Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Dan Toepper, President
Commissioner Kenneth Collins, Vice President
Commissioner Jeff Randall, Secretary

Kevin Streett, General Manager
Joel Paisner, General Counsel
Mike Bailey, Financial Services Manager
Will O'Donnell, Communications Manager
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Annette Johnson, Executive Assistant/Records Officer
Melanie Patterson, Human Resources Manager
Samantha Harper, Water Superintendent
Don McDaniel, Consultant

Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for March 3, 2020, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Dan Toepper started the meeting asking for voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

Commissioner Dan Toepper added under New Business on the Agenda as 7.0 Discussion on the Corona Virus and PUD operations.

MOTION: Commissioner Jeff Randall made a motion to approve the Agenda as amended. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. Topics abbreviated.

- Community Solar Project (Handout No. 1). Handout was read for the record.
- Kilowatt donation to Power Boost Program.
- Question on Financials.

- Request for updated information about the meter replacement opt-out.
- Public Records Act – employment applications.

4. **CONSENT AGENDA:**

MOTION: Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

4.1 **Approval of Minutes:**

- BOC Regular Meeting 01-07-2020.
- BOC Special Meeting 01-14-2020 Financial Policy.

4.2 **Voucher Certification and Approval.**

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #122529 to #122599	\$ 601,160.63	02/13/2020
Accounts Payable: #122600 to #122636	\$ 550,945.17	02/20/2020
Accounts Payable: #122637 to #122639	\$ 799,805.85	02/21/2020
Payroll Checks: # 70706 to # 70710	\$ 9,123.78	02/21/2020
Payroll Direct Deposit	\$ 118,331.03	02/21/2020
TOTAL INVOICES PAID	\$2,079,366.46	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,472,359.00	02/12/2020
GRAND TOTAL	\$ 3,551,725.46	

VOIDED WARRENTS		
122741	\$	723.49
122557	\$	113.62

END OF CONSENT AGENDA.

- 4.3 **January 2020 Financials.**
- 4.4 **PUD Calendar.**
- 4.5 **Aid to Construction Exhibit B Electrical Resolution.**

5. **MANAGER AND STAFF REPORTS:** General Manager Kevin Streett gave a report. Topics abbreviated.
- Broadband meetings.
 - Meters – some meters have been tested. Starting this week meters to be installed. 129 meters to be exchanged. The PUD does have testing equipment and recalibration takes time. It takes a long time to get the meters once ordered.
 - Financial Services Manager Mike Bailey gave a report. Draft audit report for 2019 is being reviewed. Exit Audit interview is scheduled for April 28, 2020.
 - Response report on RUS contact.

6. **OLD BUSINESS:**

6.1. Water and Sewer Fee Schedule Exhibit C: Water Superintendent Samantha Harper gave a report. Details can be heard on the audio recording at www.jeffpud.org. Final version of Exhibit C to be brought for approval at the next BOC meeting. There was considerable discussion on this topic.

7. **NEW BUSINESS/ACTION ITEMS:**

COVID-19: Commissioner Dan Toepper requested information on the precautions and procedures that have been taken by the PUD. General Counsel Joel Paisner addresses BOC and staff conducting business during the pandemic. Human Resources Manager Melanie Patterson stated that she sent out information regarding the pandemic process the PUD has put in place to all employees. Future meetings would be held via video and audio transmission. The public will have the option to call in and participate in the meeting. If circumstances dictate a meeting there will be a special meeting which will be noticed on the website and the meeting will be by conference call with dial up available for everybody. Plans are being put in place by the PUD staff.

PUBLIC COMMENTS:

- **Question:** If the PUD does go to teleconference meetings how could the public access that?
Response: Call in or the public could show up at the meeting. The Open Public Meeting Act does apply.
- **Question:** Would it be on the website?
Response: Yes. It would be recorded also.
- **Comment:** Reminder about washing hands and respecting personal space by standing six feet apart from each other. distance standing six feet apart.

7.1 Review of Broadband Presentation: General Manager Kevin Streett gave a report and asked for feedback from the commissioners. There was considerable discussion on this topic. Details can be heard on the audio recording at www.jeffpud.org.

PUBLIC COMMENTS:

- **Question:** Is the PUD talking about forming a Telecom Department?
Response: The PUD's recommendation is to keep telecom as part of the electrical division.
- **Comment:** Has anybody gone to the internet service providers and asked the question what is the public saying? What do you hear?
Response: Yes. Numerous times over the years.
- **Comment:** Why don't we just get started? Do an estimate. What does it actually cost?
- **Comment:** Open Access Model is a big question. The Magellan Report and Kitsap PUD use that model and what the model says is either the customer or the PUD will own that last mile.
- **Comment:** The PUD should look at "low hanging fruit".
- **Comment:** Would multiple unit dwellings be an LUD?
Response: It could be an LUD.
- **Comment:** The CAB broadband sub-committee is looking for guidance.
- **Comment:** If there are going to be any public/private partnerships there should be some standards that the delivery of such services must be delivered at a certain level.
- **Comment:** You can have an LUD where customers are all over the place?
- **Response:** Yes. – that is what Kitsap PUD does.

7.2 Financial Policy: General Manager Kevin Streett gave a report. The goal is to bring the final Financial Policy to the next BOC meeting on March 17, 2020, and place it under Old Business.

7.3 Procurement Manual: General Manager Kevin Streett gave a report. There will be a revised manual submitted at the next BOC meeting on March 17, 2020, and place it under Old Business.

7.4 Travel and Credit Card Policy: General Manager Kevin Streett gave a report.

Financial Services Manager Mike Bailey went over the Travel and Credit Card Policy. There will be training for staff and commissioners. There were some modifications made.

MOTION: Commissioner Jeff Randall made a motion to adopt the updated Travel and Credit Card Policy with the one change that was discussed at the BOC meeting on March 3,2020, relating to mileage travel for commissioners. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8. COMMISSIONERS’ REPORTS:

Commissioner Kenneth Collins:

- 2/25 Attended the Special BOC meeting on Broadband.
- 2/28 Attended the Special BOC meeting on the Procurement Manual.
- 3/2 Met with PUD General Manager.
- 3/3 Attended Special BOC meeting on Financial Policy.
- 3/4 to Will attend Public Power Council meeting.
- 3/5
- 3/11 Will attend NoaNet Board meeting.
- 3/12 Will attend PUD BOC Special Meeting on Rates.
- 3/16 Will meet with PUD General Manager.

Commissioner Kenneth Collins will attend the April CAB meeting.

Commissioner Jeff Randall:

- 2/19 Met with PUD General Manager.
- 2/25 Attended the Special BOC meeting on Broadband.
- 2/26 Attended the Climate Action Committee meeting.
- 2/28 Attended the Special BOC meeting on the Procurement Manual.
- 3/3 Attended Special BOC meeting on Financial Policy.
- Attended North Olympic Development Council meeting (report).
- 3/6 Will meet with PUD General Manager.
- 3/11 Will meet with PUD General Manager.
- 3/12 Will attend PUD BOC Special Meeting on Rates.
- 3/17 Will attend BOC Regular meeting.
- Planning on going to WPUDA meeting.
- Will not attend Public Power Council meeting.
- 4/8 to
- 4/19 On vacation.

Commissioner Jeff Randall will attend the May CAB meeting.

Commissioner Dan Toepper:

- 2/19 Met with PUD General Manager.
- 2/20 Attended the Jefferson County Public Infrastructure Fund Board meeting (report).
- 2/25 Attended the Special BOC meeting on Broadband.
- 2/27 Attended JeffCom meeting.
- 2/28 Attended the Special BOC meeting on the Procurement Manual.
- 3/3 Attended Special BOC meeting on Financial Policy.
- 3/6 Will attend Hadlock Sewer Group meeting.
- 3/9 Will attend Fire Chief’s meeting.
- 3/11 Will meet with PUD General Manager.
- 3/12 Will attend PUD BOC Special Meeting on Rates.

Commissioner Dan Toepper will attend the June CAB meeting.

9. **SIGNING OF DOCUMENTS:** The signing of documents was done in open public meeting format.

10. **ADJOURNMENT:**

Commissioner Dan Toepper declared the March 3, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 7:32 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

<u>Jeff Randall</u>	<u>5/21/2020</u>
Commissioner Jeff Randall, Secretary	Date

Attest:

<u>Daniel S. Toepper</u>	<u>5/21/2020</u>
Commissioner Dan Toepper, President	Date
<u>Kenneth Collins</u>	<u>5/21/2020</u>
Commissioner Kenneth Collins, Vice President	Date

Please note PUD Board of Commissioner 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.