



**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County**

**March 5, 2019**

**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 5, 2019, at the Jefferson Transit Conference Room, at 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

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

Kevin Streett, Acting General Manager  
Joel Paisner, General Counsel  
Tammy Lehman, Interim Chief Financial Officer  
Will O'Donnell, Communications Manager  
Bill Graham, Resource Manager  
Jean Hall, Customer Services Manager  
Mike Bailey, Financial Services Manager  
Bill Kolden, Interim Human Resources Manager  
Annette Johnson, Executive Assistant/Records Officer  
Don McDaniel, Consultant

Cammy Brown, Recorder

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**1. CALL TO ORDER:**

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for March 5, 2019, to order at 5:00 p.m.

**INTRODUCTIONS:** Commissioner Jeff Randall started the meeting asking for voluntary introductions from the commissioners and staff.

The commissioners and Acting General Manager Kevin Streett voiced their appreciation to Interim Chief Financial Officer for her contribution to the PUD. This meeting will be her last Board meeting.

Acting General Manager Kevin Streett introduced Bill Kolden, Interim Human Resources Manager.

**2. AGENDA APPROVAL:**

**MOTION:** Commissioner Kenneth Collins made a motion to approve the agenda. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**3. GENERAL PUBLIC COMMENT:** Commissioner Jeff Randall presented the guidelines

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for members of the public to submit their comments. Topics:

- Smart meters opposition in Clallam County.
- Expiration date for contract with Bonneville Power. (2028).

**4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:**

Commissioner Kenneth Collins requested BOC Meeting Minutes from February 19, 2019, be removed from the Consent Agenda and placed before 7.1.1.

**MOTION:** Commissioner Dan Toepper made a motion to approve and adopt the Consent Agenda as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**4.1 APPROVAL OF MINUTES:**

- 4.1.1 Minutes from 2/19/19 Regular BOC meeting – removed and placed before 7.1.1.
- 4.1.2 Minutes from 2/19/19, Special Meeting/Executive Session.

**4.2 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: #119519 to #119553	\$ 296,589.86	2/14/2019
Accounts Payable: #119554 to #119609	\$ 1,094,732.36	2/21/2019
Accounts Payable: #119610 to #119619	\$ 20,266.56	2/22/2019
Payroll Checks: # 70561 to # 70566	\$ 11,319.65	2/22/2019
Payroll Direct Deposit	\$ 118,675.56	2/22/2019
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,541,583.99</b>	
<b>GRAND TOTAL</b>	<b>\$ 1,541,583.99</b>	

**4.3 ACTION ITEMS**

- 4.3.1 Resolution for Auditor 2019-14.
- 4.3.2 January Financials.
- 4.3.3 NoaNet loan Resolution 2019-13.

**4.4 PUD CALENDAR**

**END OF CONSENT AGENDA.**

**5. COMMISSIONER REPORTS:**

**Commissioner Dan Toepper:**

- 2/20 Met with Acting General Manager Kevin Streett.
- 2/21 Attended the Customer Service Department monthly staff meeting.
- 2/22 Attended PIF Board meeting.
- 2/26 Attended PUD special meeting.
- 2/27 Met with Communications Manager Will O'Donnell to discuss upcoming Broadband Survey.
- 2/27 Attended JeffCom 911 meeting.

- 2/27 Met with members of the CAB Broadband Sub-committee to discuss the Broadband survey and CERB grant process.
- 3/1 Met with President of the CAB.
- 3/2 Attended Home Show and worked in the booth.
- 3/6 Will meet with Acting General Manager Kevin Streett.
- 3/11 Will be attending Fire Chiefs' meeting at Naval Magazine Indian Island.
- 3/11 Will attend CAB meeting.
- 3/12 Will attend joint workshop with CAB and BOC.
- 3/13 to
- 3/15 Will attend WPUDA for training in Olympia.
- 3/18 to
- 3/19 Will be attending North Olympic Development Broadband Symposium in Blyn.
- 3/19 Will attend BOC General Meeting.
- 3/21 Will attend WPUD Water Committee meeting.
- 3/25 Will attend strategic planning meeting for PUD.

**Commissioner Kenneth Collins:**

- 2/26 Attended PUD special meeting.
- 2/27 Met with Acting General Manager Kevin Streett, Special Projects Coordinator, and City of Port Townsend planners regarding the location of poles and vaults for the new visitor center.
- 3/1 Met with Acting General Manager Kevin Streett.
- 3/2 Attended Home Show and helped in booth.
- 3/4 Attended PUD Manager's Planning meeting.
- 3/4 Attended Broadband Symposium planning meeting in Sequim.
- 3/5 Attended the CAB Broadband Sub-committee meeting.
- 3/6 to
- 3/7 Will be in Portland for the Public Power Council meeting.
- 3/9 Will meet with Marrowstone Island Internet Interest Group.
- 3/12 Will attend joint workshop with BOC and CAB.
- 3/13 to
- 3/15 Will attend WPUDA conference for training in Olympia.
- 3/15 Will attend meeting with Acting General Manager Kevin Streett.
- 3/18 to
- 3/19 Will attend North Olympic Development Broadband Symposium in Blyn.

**Commissioner Jeff Randall:**

- 2/21 Attended a meeting with the Acting General Manager, Tammy Lehman and PUD's new outside auditing firm Jackson Thornton regarding the PUD's internal controls.
- 2/21 Attended North Olympic Development Council Executive Committee meeting in Port Angeles.
- 2/22 Met with Acting General Manager Kevin Streett.
- 2/26 Attended PUD special meeting.
- 2/28 Participated in North Olympic Development Council meeting by phone.
- 3/8 Met with Acting General Manager Kevin Streett.
- 3/12 Will be attending joint workshop with CAB and the Board.
- 3/13 to
- 3/15 Will attend WPUDA conference in Olympia.
- 3/18 to
- 3/19 Will attend North Olympic Development Broadband Symposium in Blyn.
- 4/8 Will attend CAB meeting.

**6. GENERAL MANAGER REPORT/FUTURE ITEMS (Information Only):**

- Phone system issues. Looking at purchasing new software.

- Invitation to all participants who attend BOC/CAB meeting on March 12<sup>th</sup> to meet at Irondale Substation at 9:30 a.m. on March 12<sup>th</sup>. BOC/CAB meeting will be at the Transit Conference Room after the event.
- CFO Recruitment. Looking at other options available as a PUD. Next week staff will be reaching out to commissioners to come up with a date to share search options or how to move forward.
- Changes – moving the accounting department from the annex building to the new triple wide that was just installed at the Operations Center.
- Loads for February were up considerable. PUD is looking at a 15% increase over last year. With the cold February and the first couple of cold days of March it really sets us in a positive cash flow.
- Report from Bill Graham, Resource Manager and Jean Hall, Customer Services Manager on training they attended in Yakima. The training focused on using financials as a communications tool for the Board.

**PUBLIC COMMENT: (topics)**

- Automated phone system to handle 80% to 90% of the calls.

**7. ACTION ITEMS REQUIRING BOARD DISCUSSION:**

**Corrections to BOC Regular Meeting Minutes of February 19, 2019:**

Page 4 of 12: Under Commissioner Kenneth Collins' Report. 2/13 line 5: "cost survey" should be "COS survey".

Page 5 of 12: Under Commissioner Jeff Randall's Report. 2/12 "budging" should be "budget".

Page 7 of 12: Under NoaNet Loan Request: Line one. "Commissioner Kenneth Collins goes over" should be "Commissioner Kenneth Collins went over". Delete the "s" at the end of that sentence.

Change Request for Quote to Request for Qualification throughout entire meeting minutes.

**MOTION:** Commissioner Dan Toepper made a motion to approve the February 19, 2019, Meeting Minutes of the BOC as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**7.1.1 Magellan Broadband Survey.** Communications Manager Will O'Donnell introduced Randy Trost, Senior Broadband Consultant of Magellan Advisors, who gave a report on the survey that will be conducted in conjunction with the EDC Team Jefferson. Survey will go out between March 11<sup>th</sup> and March 25<sup>th</sup>. Each of the commissioners reported their observations on the survey.

- Too much detail.
- Too long.
- Too granular.
- Invite CAB and staff members to sit down together. This should be done before the next BOC meeting.
- Surveys are subjective.
- PUD needs to get more comfortable with surveys.
- Try to avoid putting BOC on a time crunch.
- After symposium Magellan should interview stakeholders.

**PUBLIC AND STAFF COMMENTS:**

- Online survey only. What about the 30% of the community that don't have access?
- Need consistency in terminology.
- Unnecessary personal questions should not be mandatory, i.e. education, number of people in household, home address, and who provides your internet now.
- There were some wording corrections in survey.
- Survey will be introduced in the PUD newsletter.
- Survey participation rate expected. (1% to 2%).
- Offer incentives to customers to take the survey.
- A paper survey will be inserted in April's bills.
- Survey will be in the libraries and other public places.
- Set up a simulation with the staff.

The survey will be brought back to the next BOC meeting of March 19, 2019.

**7.1.2 Don McDaniel Salary Adjustment:** Acting General Manager Kevin Streett gives a brief report on increasing the salary of Don McDaniel. There was a show of appreciation from audience members, commissioners and staff for his contribution to the Jefferson County PUD and the value he brings to the organization.

**MOTION:** Commissioner Kenneth Collins makes a motion to approve the revised professional services contract with Don McDaniel. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.1.3 Century Link Agreement:** Acting General Manager Kevin Streett gave a brief summary. here was a typo in the copy of the agreement that was in the packet. Copies of the corrected version (Handout No. 1) of the agreement were made available. There was considerable discussion.

**NOTE:** At 7:15 p.m. PUD Commissioner Jeff Randall noticed that the recorder was not working. Sebastian Eggert volunteered to give his recorder to the PUD so his recording of the meeting could be utilized.

**MOTION:** Commissioner Kenneth Collins made a motion that the Board authorize the Acting General Manager and legal counsel to continue dialogue with CenturyLink to explore the possibility of a fiber swap that would be mutually advantageous. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

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

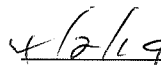
**9. ADJOURNMENT:**

Commissioner Jeff Randall declared the March 5, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 7:26 p.m.

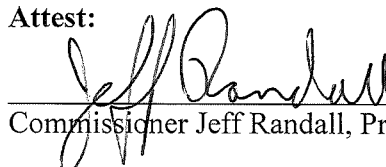
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Minutes prepared by  
Cammy Brown, PUD Recorder

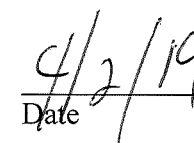
Approved:

  
Commissioner Kenneth Collins, Secretary

  
Date

Attest:

  
Commissioner Jeff Randall, President

  
Date

  
Commissioner Daniel Toepper, Vice President

4-2-19  
Date

*Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*