



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

March 19, 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 19, 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
Will O'Donnell, Communications Manager
Bill Graham, Resource Manager
Mike Bailey, Financial Services Manager
Bill Kolden, Interim Human Resources Manager
Lori Rae, Operations Manager
Don McDaniel, Consultant

Recording Secretary Cammy Brown Absent

1. CALL TO ORDER:

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for March 19, 2019, to order at 5:00 p.m.

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

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

- Access of audio recordings of PUD meetings.
- Format of meetings to take on the road. Outreach.
- One time pay button on the website.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Commissioner Dan Toepper requested the following:

- BOC Meeting Minutes from March 5, 2019, be removed from the Consent Agenda. This agenda item was moved to be addressed first under Agenda Item No. 7.0, Action Items Requiring Board Discussion.
- Agenda Item No. 4.4 PUD Calendar be removed from the consent agenda. This agenda item was moved to be addressed after the minutes are addressed under 7.0, Action Items Requiring Board Discussion.

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

4.1 APPROVAL OF MINUTES:

- 4.1.1 Minutes from 2/26/19 Special Meeting Minutes
- 4.1.2 Minutes from 3/5/19, BOC Regular Minutes – Removed and moved to Agenda Item 7.0, Action Items Requiring Board Discussion.

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: #119620 to #119672	\$ 239,642.61	2/28/2019
Accounts Payable: #119673 to #119736	\$ 358,082.67	3/07/2019
Payroll Checks: # 70567 to # 70571	\$ 10,001.75	3/08/2019
Payroll Direct Deposit	\$ 106,551.62	3/08/2019
TOTAL INVOICES PAID	\$ 714,278.65	
WIRE TRANSFERS PAID	AMOUNG	DATE
Peterson Lake	\$ 14,328.62	3/02/2019
GRAND TOTAL	\$ 728,607.27	

VOIDED WARRANTS:

119695	\$ 167.91
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4.3 ACTION ITEMS

- 4.3.1 Write-offs for February 2019.

4.4 PUD CALENDAR (removed and placed under 7.0 Action Items Requiring Board Discussion).

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Dan Toepper:

- 3/7 Attended a Port Ludlow Village Council Meeting and gave a brief report.
- 3/11 Attended Jefferson County Fire Chiefs' Meeting with Don McDaniel and Kevin Streett.

The Fire Chiefs voiced their appreciation to the PUD for the staffs' work performed after the past few storm events.

- 3/11 Attended CAB meeting.
- 3/12 Attended the joint BOC/CAB workshop.
- 3/13 to
- 3/15 Attended the WPUDA Conference in Olympia.
- 3/18 and
- 3/19 Attended the Broadband Symposium in Clallam County.
- 3/21 Will attend Water Committee meeting in Olympia.
- 3/25 Will attend PUD Strategic Planning workshop.
- 3/28 Will attend JeffCom meeting.
- 4/2 Will attend PUD BOC Meeting.
- 4/8 Will attend PUD Special Quarterly Meeting
- 4/11 and
- 4/12 May attend NoaNet meeting in Spokane. There will be tours of network operations center.
- 4/16 Will attend BOC Regular Meeting.
- 4/17 to
- 4/19 Will attend WPUDA meeting in Olympia.

Commissioner Kenneth Collins:

- 3/6 and
- 3/7 Attended the Public Power Council meeting in Portland.
- 3/12 Attended the joint BOC/CAB workshop.
- 3/13 Attended NoaNet Board Meeting.
- 3/13 to
- 3/15 Attended the WPUDA Conference in Olympia.
- 3/15 Met with Acting General Manager.
- 3/19 Attended the Broadband Symposium in Clallam County.
- 3/18 Met with Marrowstone Island Community Association.
- 3/20 Will attend PURMS Board Meeting.
- 3/25 Will attend PUD Strategic Planning workshop.

Commissioner Jeff Randall:

- 3/8 Met with Acting General Manager Kevin Streett and attended a PUD staff meeting regarding the PUD's organizational structure.
- 3/12 Attended the joint BOC/CAB workshop.
- 3/13 to
- 3/15 Attended the WPUDA Conference in Olympia.
- 3/19 Attended the Broadband Symposium in Clallam County.
- 3/21 Will attend NW Olympic Council Board meeting.
- 3/22 Will meet with Acting General Manager and representative from Moss Adams.
- 3/25 Will attend PUD Strategic Planning workshop.
- 3/28 May attend Washington Public Agency Group meeting in Tacoma.
- 4/2 Will attend PUD BOC Meeting.
- 4/4 Will attend Public Power Council meeting in Portland.

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

- Phone systems. Large outage recently. There will be an update at the next BOC meeting from Network Administrator Kris Lott. Acting General Manager Kevin Streett research Clallam County's phone system.
- Salary survey. Continue to meet with individuals.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

Corrections to BOC Regular Meeting Minutes of March 5, 2019:

On Page 4 under Commissioner Jeff Randall's Report: "Attended a meeting with Acting General Manager Tammy Lehman." Should be ...the Acting General Manager, Tammy Lehman ...

On 7.1.1 Magellan Broadband Survey 6 of 8 go down to bullet point ..surveys are objective. It should say ...surveys are subjective. Cammy Brown, Recording Secretary, was directed to verify the correction.

MOTION: Commissioner Kenneth Collins made a motion to approve the March 5, 2019, Meeting Minutes of the BOC as modified. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

PUD Calendar: Corrections or Additions: Commissioner Dan Toepper made the following additions or corrections to the calendar.

April 10–12 WPUDA in Olympia. Change to April 17 – 19.

March 21 - Water Committee meeting.

April 10 NoaNet meeting in Spokane.

7.1.1 CAB REPORT (Don McDaniel). Consultant Don McDaniel gave a report.

7.1.2 Future Hires: Acting General Manager Kevin Streett and Interim Human Resources Manager Bill Kolden reported on staff shortage and whether there should be the same residency requirement for the non-represented employees similar to the requirement in the IBEW contract that employees of the PUD have to live in the PUD's service territory. There was some discussion among staff, commissioners and the public. This topic will be brought up again at the next meeting. Staff will bring back to the BOC a proposal to hire four new employees.

MOTION: Commissioner Kenneth Collins made a motion that the BOC authorize the Acting General Manager to set a policy identifying certain positions which would require employees to live within Jefferson County. Commissioner Jeff Randall seconded the motion.

Friendly amendment from Commissioner Randall: Designate the Acting General Manager to prepare a list of which employees, work with the staff and bring something back for the BOC to review.

REVISED MOTION: Commissioner Kenneth Collins made a motion that the BOC authorize the Acting General Manager of the PUD to prepare a draft policy and list of which positions will require employees to live within the service area of the Jefferson County Public Utility District. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.1.3 Broadband Survey: Communications Manager Will O'Donnell gave a report on the Broadband Strategic Planning Survey. The Board packet included Commissioner Kenneth Collins' revisions as he requested. Magellan has since provided the BOC with revisions they made based on the feedback they got from the last meeting. The staff would like to get the survey out by the first week of April. Commissioner Kenneth Collins will forward his revisions to Will O'Donnell.

PUBLIC COMMENTS:

- Error that was brought up at the last BOC meeting had not been corrected.
Answer: It was corrected.
- Don't look at demand – you look at cost. Then look at return on investment.

MOTION: Commissioner Jeff Randall made a motion to direct staff to take the comments that have been submitted by Commissioner Kenneth Collins and any other comments the other commissioners may have and get them to Will O'Donnell. Will O'Donnell works with Magellan to make the edits that they deem appropriate and let the BOC have one more look at it and if nobody has any major issues then the survey can be sent out.

Commissioner Jeff Randall withdrew his motion and restated the motion as follows:

MOTION: Commissioner Jeff Randall made a motion to incorporate the edits that Commissioner Kenneth Collins has provided, share those with Magellan, ask Magellan to make appropriate changes to the survey, recirculate it back to the BOC when it is ready, and if the BOC doesn't have any major objections the staff does not need to bring it back to the BOC. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.1.4 Public Infrastructure (PIF) Agreement: Acting General Manager Kevin Streett reported that he needs board authorization to sign the PIF agreement.

MOTION: Commissioner Dan Toepper made a motion to direct Acting General Manager Kevin Streett to act on behalf of the Board of Commissioners with the contract with the Public Infrastructure Grant Fund. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

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

9. ADJOURNMENT:

Commissioner Jeff Randall declared the March 19, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 6:48 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



Commissioner Kenneth Collins, Secretary




Date

Attest:



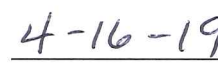
Commissioner Jeff Randall, President



Date



Commissioner Daniel Toepper, 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.