



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

May 7, 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 May 7, 2019, at the Jefferson Transit Conference Room, 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
Bill Graham, Resource Manager
Jean Hall, Customer Services Manager
Mike Bailey, Financial Services Manager
Bill Kolden, Interim Human Resources Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Kris Lott, PUD
Scott Bancroft, PUD
Jimmy Scarborough, PUD
Lori Rae, Operations Manager
Don McDaniel, Consultant

Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for May 7 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:

Commissioner Jeff Randall added the following to the Agenda:

1. Add under Action Items after General Manager Position "Discussion on letter by email from Chair Larry Dennison on CAB Low Income Assistance Sub-committee, and adding new member to CAB".
2. Add under Action Items at the beginning "General Manager Position".
3. Add "Reconnect Grant Program" communication at end of Action Items.

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MOTION: Commissioner Dan Toepper made a motion to approve the agenda as modified. Commissioner Kenneth Collins 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:

- Reconnect Grant Program.
- Internet.
- Broadband Survey – appreciation to staff.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

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

4.1 APPROVAL OF MINUTES:

- 4.1.1 BOC Special Meeting Minutes from 3/12/19.
- 4.1.2 BOC Special Meeting Minutes from 4/8/19.
- 4.1.3 BOC Regular Meeting Minutes 4/16/19.

4.2 APPROVAL OF VOUCHERS

- 4.2.1 Voucher certification form with supporting warrant register and payroll form.
- 4.2.2 BOC approval of voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #119943 to #120004	\$ 657,705.60	4/11/2019
Accounts Payable: #120005 to #120064	\$ 580,982.40	4/18/2019
Accounts Payable: #120065 to #120134	\$ 473,285.26	4/25/2019
Payroll Checks: # 70583 to # 70587	\$ 9,053.33	4/19/2019
Payroll Direct Deposit	\$ 88,855.65	4/19/2019
TOTAL INVOICES PAID	\$1,809,882.24	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$2,050,601.00	4/12/2019
GRAND TOTAL	\$ 3,860,483.24	

4.3 ACTION ITEMS

- 4.3.1 March 2019 Financials.

4.4 PUD CALENDAR

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Dan Toepper:

4/17 to
4/19 Attended WPUA Conference.

- 4/24 Attended Washington Public Agency's Group (WPAG) meeting.
- 4/24 Attended Quilcene School Board meeting.
- 4/25 Attended JeffCom meeting.
- 4/29 Met with Acting General Manager Kevin Streett.
- 4/29 Went to Peterson Lake and inspected property.
- 4/29 Met with a couple of customers on AMI replacement.
- 5/1 to
- 5/2 Attended PPC Meeting.
- 5/2 Attended Quilcene Job Fair.
- 5/6 Met with residents in Gardiner about Broadband Survey.
- 5/6 Met with Tom Brotherton.
- 5/7 Attended Special BOC meeting.
- 5/9 Will attend Customer Service meeting.
- 5/13 Will attend the Fire Chiefs' meeting.
- 5/13 Will attend CAB Meeting.
- 5/16 Will attend Strategic Planning meeting and JBAT (Jefferson Broadband Action Team) meeting.
- 5/21 Will attend WPUDA meeting on Communications Strategies.
- 5/21 Will attend Auditor's Interview.
- 5/21 Will attend BOC meeting.
- 5/22
- 6/7 Will be on vacation. (will call in for BOC meeting on 6/4).

Commissioner Kenneth Collins:

- 4/17 to
- 4/19 Attended WPUDA Conference.
Was elected Secretary of the WPUDA.
- 4/22 Attended PUD Managers' meeting.
- 4/23 to
- 4/25 Attended Energy Northwest meeting.
- 4/26 Met with Acting General Manager Kevin Streett.
- 5/7 Attended Special BOC meeting.
- 5/8 Will participate by phone in the NoaNet meeting.
- 5/9 Will attend Customer Service meeting.
- 5/10 Will meet with Acting General Manager Kevin Streett.
- 5/13 to
- 5/17 Will be out of town.
- 5/16 Will attend Strategic Planning meeting by phone.
- 5/21 Will attend WPUDA meeting on Communications Strategies.
- 6/5 Out of town. (Jeff Randall will attend PPC meeting).
- 6/6 Out of town. (Jeff Randall will attend PURMS meeting).

Commissioner Jeff Randall:

- 4/18 Participated by phone in the WPUDA Energy Committee meeting and is now Vice Chair of that committee.
- 5/4 Attended movie Earth Repair Conference at Fort Worden.
- 5/7 Will attend Special BOC meeting.
- 5/16 Will attend WPUDA Strategic Planning Committee meeting.
- 6/5 Will attend PPC meeting for Commissioner Collins.
- 6/6 Will attend PURMS for Commissioner Collins.

PUBLIC COMMENT:

- Recommendation of films: Return of the River and Damnation.

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

Bill Graham gave a report on:

- The Bywater System project and Reynolds Well.
- Energy Efficiency Incentive Program through BPA.

Acting General Manager Kevin Streett reported on the following:

- There will be a planned power outage on May 15th on all of Marrowstone Island starting from 7:00a.m. to 5:00p.m. Restrunging wire on Robin's Lane and crews changing out transformers.
- Upcoming water outage on Marrowstone Island. No date set.
- Bid awards.
- Employee Manual.
- Strategic Planning - Liz Anderson from WPUDA meeting with PUD staff.

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

General Manager Position: Acting General Manager Kevin Streett gives some input. All three commissioners gave input in offering the General Manager position to Kevin Streett.

MOTION: Commissioner Kenneth Collins made a motion that the Chair of the BOC, Consultant Don McDaniel and General Counsel Joel Paisner draft an offer letter to Acting General Manager Kevin Streett related to the position of General Manager. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

7.1.1 Recommendation of candidate for CAB – District 2. Commissioner Kenneth Collins recommended the BOC approve Jessica Dillon to fill the vacancy on the CAB for District 2.

MOTION: Commissioner Kenneth Collins made a motion that the BOC approve Jessica Dillon to fill the vacancy on the CAB for District 2. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Larry Dennison, CAB Chair - Low Income Assistance Subcommittee: Larry Dennison gave a report on the Low Income Assistance Subcommittee. (Handout No. 1). Mr. Dennison requested that Commissioner Jeff Randall be placed on the Low Income Assistance Subcommittee as a nonvoting member. All three commissioners were in consensus with Commissioner Jeff Randall's addition to the CAB Low Income Assistant Subcommittee.

7.1.2 Motion for Bid awards.

- **Purchasing Agreement – CSR and Customer Trailer during remodel.** Don McDaniel reported.
- **Distribution Transformers:** – Assistant General Manager Kevin Streett read Aly Dean's report.
- **Substation Transformers** – Jimmy Scarborough gave report.
- **Visitor Center/Conduit Work** – Scott Bancroft gave report.

In the future the bid awards will appear on the Consent Agenda.

MOTION: Commissioner Dan Toepper made a motion to instruct the Acting General Manager to move forward with accepting the bids. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

PUBLIC COMMENT: (topics)

- Warranty on substation transformers.
- What substation gets transformer?

Reconnect Grant: Tom Brotherton gave an overview on the grant application. Acting General Manager Kevin Streett will review the grant process and report back at the next BOC meeting.

PUBLIC COMMENT:

- Department of Commerce is a resource.
- JBAT assistance.
- Data – current services.
- Retail requirement on application.
- ISPs as applicants.
- Is ISP on the hook for paying back the grant?
- Opportunity for applying for funds from the state will be available at this time.
- PUD must complete strategic plan.
- In kind donation – can it be used on application for match? (only money).
- Relationship between PUD and ISPs.
- Does application require you identify customers that will be served by the fiber? (No).
- Proposal deadline – end of May. When do they award? (couple of months).

MOTION: Commissioner Kenneth Collins made a motion that the BOC authorize the Acting General Manager of the PUD to study the possibility of Jefferson PUD partnering in order to submit a grant application. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

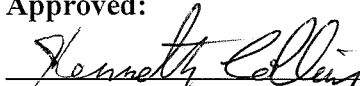
8. **SIGNING OF DOCUMENTS:** The signing of documents was done in open public meeting format.

9. **ADJOURNMENT:**

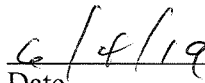
Commissioner Jeff Randall declared the May 7, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 7:05 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

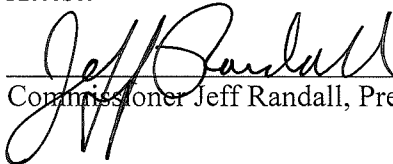


Commissioner Kenneth Collins, Secretary

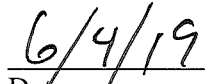


Date

Attest:



Commissioner Jeff Randall, President



Date

Commissioner 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.