



**PUBLIC UTILITY DISTRICT NO. 1**  
**of Jefferson County**  
**May 21, 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 21, 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 (on phone until 6:25 p.m.)  
Will O'Donnell, Communications Manager  
Jimmy Scarborough, Interim Electrical Engineering Supervisor  
Annette Johnson, Executive Assistant/Records Officer  
Bill Kolden, Interim Human Resources Manager  
Mike Bailey, Financial Services Manager  
Jean Hall, Customer Services Manager  
Bill Graham, Interim Water Supervisor  
Don McDaniel, Consultant

Recording Secretary Cammy Brown

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**1. CALL TO ORDER:**

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for May 21, 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:

- Posting of CAB notices. General Counsel Joel Paisner will provide clarification on legal requirements at next BOC meeting.
- Next CAB meeting June 10<sup>th</sup> at the Fire Station.
- Posting of BOC meetings.

- CAB guidelines as to “action “.
- Notice requirements.
- Appreciation was expressed to Commissioner Randall for his participation in the Rhody Parade.

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

- Commissioner Dan Toepper requested that the BOC Meeting Minutes from May 7, 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.

**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 May 7, 2019, BOC Regular Meeting Minutes – moved under Action Items.

**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.
- 4.3 ACTION ITEMS
  - 4.3.1 May 7, 2019, BOC Regular Meeting Minutes.
  - 4.3.1 Write-offs for April 2019.
  - 4.3.2 Resolution for outstanding warrants 2019-017.
  - 4.3.3 Citizen Advisory Board Report – moved under Action Items after Item No. 7.1.2.
- 4.4 PUD CALENDAR.

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #120135 to #120176	\$ 252,582.67	5/02/2019
Accounts Payable: #120177 to #120238	\$ 299,981.80	5/09/2019
Payroll Checks: # 70588 to # 70590	\$ 9,016.51	5/03/2019
Payroll Direct Deposit	\$ 81,871.84	5/03/2019
<b>TOTAL INVOICES PAID</b>	<b>\$ 643,452.82</b>	
WIRE TRANSFERS PAID	AMOUNT	DATE
USDA Tri-Area Water Bond	\$ 82,381.00	4/23/2019
LUD #11 Water Bond	\$ 323,268.75	5/01/2019
Peterson Lake	\$ 14,328.62	5/02/2019
BPA	\$ 1,757,012.00	5/14/2019
<b>GRAND TOTAL</b>	<b>\$ 2,820,443.19</b>	

**VOIDED WARRANTS:**

118053	\$ 150.72
119609	\$ 5,821.00

**4.3 ACTION ITEMS:**

- 4.3.1 Write-off for April 2019.
- 4.3.2 Resolution for Outstanding Warrants 2019-017.

- 4.3.3 Citizen Advisory Board Report – moved to Action Items.  
4.4 PUD CALENDAR (moved to 7.0 Action Items Requiring Board Discussion).

**END OF CONSENT AGENDA.**

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**5. COMMISSIONER REPORTS:**

**Commissioner Dan Toepper:**

- 5/8 Attended Chimacum Grange meeting.  
5/9 Attended staff presentation on Customer Service Policy.  
5/13 Attended East Jefferson Fire Rescue Fire Chiefs' meeting.  
5/13 Attended CAB meeting.  
5/15 Met with Acting General Manager Kevin Streett.  
5/16 Attended WPUDA Strategic Planning meeting in Olympia.  
5/20 Attended Special Meeting on General Manager and Organizational Priorities.  
5/21 Attended Communications Workshop.  
5/22 to  
6/8 Out of area.  
6/4 Will attend BOC meeting by phone if possible.

**Commissioner Kenneth Collins:**

- 5/8 Attended NoaNet Board meeting by phone.  
5/8 Met with general counsel.  
5/9 Attended staff presentation on Customer Service Policy.  
5/10 Met with Acting General Manager Kevin Streett.  
5/16 Attended the WPUDA Strategic Planning meeting by phone.  
5/20 Met with General Manager Kevin Streett.  
5/20 Attended Special Meeting on General Manager and Organizational Priorities.  
  
5/21 Attended Communications Workshop.  
6/3 Will meet with General Manager Kevin Streett.  
6/4 Will attend BOC meeting.  
6/5 Will attend PURMS Executive Committee meeting.

**Commissioner Jeff Randall:**

- 5/8 Phone meeting with General Counsel Joel Paisner.  
5/9 Met with Acting General Manager Kevin Streett and Consultant Don McDaniel.  
5/10 Met with Acting General Manager Kevin Streett.  
5/13 Met with CAB Chair Larry Dennison.  
5/15 Met with Acting General Manager Kevin Streett, Consultant Don McDaniel, Interim Human Resources Manager Bill Kolden and Executive Assistant/Records Officer Annette Johnson.  
5/16 Attended WPUDA Strategic Planning Committee meeting.  
5/20 Attended Special Meeting on General Manager and Organizational Priorities.  
  
5/21 Attended Communications Workshop.  
5/21 Attended Port Townsend High School Senior Symposium at Fort Worden.  
5/23 Will Attend NOPC Board meeting.  
5/30 Will attend CAB Sub-committee meeting on Low Income.

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

- Peterson Lake – Interim Water Supervisor Bill Graham gave report.

- Strategic Plan update. Representatives from WPUA met with PUD employees. Preliminary report will be done in next couple of weeks.
- Kilisut Harbor Bridge update.
- NoaNet report. Changes in contract. June 4 meeting scheduled.
- Update on broadband survey. Communications Manager Will O'Donnell gave an update.

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

**Corrections to BOC Regular Meeting Minutes of May 7, 2019:**

1. Page 4 – “WPAG” not “WAPAG”.
2. Under Commissioner reports:
  - Commissioner Dan Toepper attended PPC meeting on 5/1 and 5/2 and not 5/2 and 5/4.
  - Commissioner Dan Toepper attended Quilcene Job Fair on 5/2.

**MOTION:** Commissioner Dan Toepper made a motion to approve the May 7, 2019, Meeting Minutes of the BOC as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**7.1.1 Resolution for Appointment of General Manager:** Commissioner Jeff Randall gave a report and summary on Letter of Agreement with the General Manager.

**PUBLIC COMMENT:**

- RUS form asks if the PUD has a General Manager with a contract. The General Manager checks no in the box.
- Was Kevin hired as an Acting General Manager in December or as an Assistant General Manager? Response by General Counsel - Kevin was hired as an Assistant General Manager and then appointed Acting General Manager.
- Error in Letter of Agreement with Kevin Streett. Last sentence “policies” should be “policies”.

There will be a public meeting set in the future on the development of guidelines and goals. Executive Assistant/Records Officer Annette Johnson will schedule the meeting.

**7.1.2 Customer Service Policy Resolution 2019-016:**

Customer Service Manager Jean Hall gave a presentation.

**PUBLIC COMMENT:**

- Meter testing error changing to national standard. Needs to be clarification of language in policy (Page 12, 9.1). The national standard is plus or minus 2%.

**MOTION:** Commissioner Jeff Randall made a motion to adopt Resolution 2019-016 approving the Customer Service Policy for the PUD with the modification to Section 9.1 Meter Testing, in the second paragraph, reading “should the meter show an error of plus or minus 2%” with the added language. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**PUBLIC COMMENT:**

- Will this be revenue neutral? Response: yes.

**CAB Report – Larry Dennison.** CAB Chair Larry Dennison was unavailable. Vice Chair Russ Michel gave a report. Topics:

- Posting of notices.
- Introduction of new CAB member Jessica Dillon, District 3.
- CAB will meet at Chimacum Fire Hall for all future meetings.
- Broadband – Port Ludlow Village Utility – Russ Michel volunteered to post an e-blast.
- Governance Sub-committee. Draft guidelines are guidelines for the CAB. Those are anticipated not to become before the BOC for approval.
- Commissioner Collins requested most recent reiteration of the guidelines be sent to him.
- Commissioner Collins will be attending next CAB meeting.
- Governance guidelines will be discussed at July CAB meeting.
- Opt Out Sub-committee has met. There will be a report at the June BOC meeting.
- Chair Seb Eggert of Opt Out Sub-committee gave an update.
- Low Income Sub-committee will be meeting.
- Russ Michel made the announcement that there was a potential inadvertent breach of serial meetings by the Open Meetings Act. This is being addressed. Someone did a reply all to an email which should not have been done.
- Clarification needed of role of CAB and how sub-committees are formed and rules around that.
- Verbiage on sub-committees – needs clarification.  
Clarification from General Counsel Joel Paisner (not verbatim). There is a difference in complying with the Open Meetings Act and Public Records Act. It doesn't matter whether there is an open public meeting or not. All the documents and records are subject to the Public Records Act. Information that is being pulled together needs to be made available if there is a Public Records Act request.

**7.1.3 Energy Efficiency Program Support:** Communications Manager Will O'Donnell gave a report and requested authorization to launch the Request for Proposal (RFP) to begin the process of recruiting an energy efficiency services contractor.

**MOTION:** Commissioner Jeff Randall made a motion to authorize staff to proceed with the Request for Proposal on the Energy Efficiency Program support. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**PUBLIC COMMENT:**

- Milestone schedule corrections.
- BPA invoicing and using contractor – clarification.
- Put BPA after Bonneville Power Administration in first paragraph of RFP.
- First page, first sentence, third paragraph, after “BPA” add “and”.

**7.1.4 Re-connect Grant:** General Manager Kevin Streett presented an update. The PUD at this time will not be applying for the grant.

**7.1.5 WPUA Strategic Planning:** Commissioner Dan Toepper requested clarification of process.

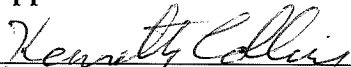
**8. SIGNING OF DOCUMENTS:** The signing of documents was done in open public meeting format.

**9. ADJOURNMENT:**

Commissioner Jeff Randall declared the May 21, 2019, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:57 p.m.

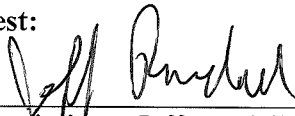
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Minutes prepared by  
Recording Secretary Cammy Brown

**Approved:**

  
Commissioner Kenneth Collins, Secretary

6/18/19  
Date

**Attest:**

  
Commissioner Jeff Randall, President

6-18-19  
Date

  
Commissioner Daniel Toepper, Vice President

6-18-19  
Date

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