



**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
June 4, 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 June 4, 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 (on phone)

Kevin Streett, Acting General Manager  
Joel Paisner, General Counsel  
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 June 4, 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 as presented. Commissioner Jeff Randall 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:

- Announcement of Community Educational Program June 7, 6:00 p.m. at the Port Townsend Community Center on Smart Meters & 5G. (Handout No. 1)
- Appreciation to Board of Commissioners for the recognition they give to others and appreciation to the commissioners themselves for the work they do.
- Accounts Payable printout (one page) in the meeting packet should be in landscape format (was printed in portrait format causing some columns to be cut off).

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

**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, Special Meeting.
- 4.1.2 May 9, 2019, Special Meeting.
- 4.1.3 May 20, 2019, Special Meeting.
- 4.1.4 May 21, 2019, Special Meeting.
- 4.1.5 May 21, 2019, Regular BOC Meeting.

**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: #120239 to #120284	\$ 454,190.22	5/16/2019
Accounts Payable: #120285 to #120314	\$ 232,893.59	5/23/2019
Payroll Checks: # 70593 to # 70597	\$ 9,753.32	5/17/2019
Payroll Direct Deposit	\$ 90,551.42	5/17/2019
<b>TOTAL INVOICES PAID</b>	<b>\$ 787,388.55</b>	
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<b>GRAND TOTAL</b>	<b>\$ 787,388.55</b>	

**4.3 ACTION ITEMS**

- 4.3.1 Tree trimming bid award.
- 4.3.1 April 2019 Financials.

**4.4 PUD CALENDAR.**

**END OF CONSENT AGENDA.**

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**5. COMMISSIONER REPORTS:**

**Commissioner Kenneth Collins:**

- 5/22 Met with Marrowstone Island customer regarding broadband.
- 5/27 Met with Marrowstone Island customer regarding broadband.
- 5/29 Attended CAB Broadband Sub-committee meeting.
- 6/01 Was interviewed by KTPZ.
- 6/3 Met with General Manager.
- 6/5 Will be attending PURMS meeting.
- 6/6 Will be attending the PURMS semi-annual Board meeting.
- 6/10 Will be attending meeting of CAB Broadband Sub-committee
- 6/10 Will be attending CAB meeting.
- 6/12 Will be attending NoaNet Board meeting.
- 6/13 Will be attending JBAT (Jefferson Broadband Action Team) meeting.
- 6/17 Will be meeting with General Manager.
- 6/18 Will be attending PUD meeting with staff on water system goals.

6/18 Will be attending BOC meeting.

**Commissioner Jeff Randall:**

5/22 Met with a constituent.  
5/23 Attended the NODC (North Olympic Development Council) Board meeting.  
5/28 Participated in phone call with representatives of Craft3 regarding on-bill financing program.  
5/30 Attended CAB Low Income Sub-committee meeting.  
5/31 Met with a constituent.  
6/5 to  
6/6 Will be attending June PPC (Public Power Council) conference in Portland, Oregon.  
6/12 Will be attending CAB Low Income Sub-committee meeting.  
6/13 Will be meeting with OlyCAP, Larry Dennison from CAB and General Manager Kevin Streett.

**Commissioner Daniel Toepper:** Note: Commissioner Toepper was calling in by phone. No calendar update.

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

- Annette Johnson, Executive Assistant/Records Officer gave a PURMS report.
- Planned outage on Marrowstone Island on 6/5.
- JPUD had a break-in where copper was stolen. PUD considering putting up security cameras and signs.
- Participated in Fire Department joint training. Went well.
- NoaNet agreement will be included in packet for next BOC meeting.
- June 7<sup>th</sup> there will be a new construction costs update.
- City of Port Townsend looking at a street light grant to replace all old street lights with LED lighting. (500 lights - large project).
- General Manager plans to be gone one-half day Friday June 7<sup>th</sup>.
- General Manager will attend CAB meeting on June 10<sup>th</sup>.

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

**7.1.1 Resolution 2019-015 Approval for General Manager Appointment.** General Counsel Joel Paisner reads Resolution 2019-015.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Kenneth Collins made a motion that the PUD Board of Commissioners approve Resolution 2019-015 approving the appointment of Kevin Streett as General Manager. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Commissioners reviewed and discussed process they will use to review goals to be discussed with the General Manager.

**PUBLIC COMMENT:**

- Opportunity should be given to Kevin Streett as to his input on goals.
- Will this be an executive session meeting or open public meeting? Response: Open public meeting.

**7.1.2 Overview of PUD positions.** General Manager Kevin Streett gave a report.

- New position in fleet and warehouse.
- New Customer Service Representative.
- Need additional person in Accounting for payroll. Currently there is no back-up.
- Linemen (2). Looking at apprenticeship position.

**PUBLIC COMMENT:**

- Has Veteran’s Administration been approached? Response: yes.

Interim Human Resources Director Bill Kolden gave an update on positions that have been advertised and results.

**7.1.3 Citizen Advisory Board Ruling.** General Counsel Joel Paisner gave a summary report. History of CAB/OPMA was handed out (Handout No. 2).

Opinion reached was that the CAB will operate under the Public Records Act and the Open Public Meetings Act.

**PUBLIC COMMENT:**

- Request to schedule future workshops on Open Public Meetings Act and Public Records Act.
- Request to have courtesy notices on PUD Operation Center door and to customers as to where the CAB meetings are going to be held since the meetings have been changed.
- Appreciation given to General Counsel Joel Paisner.

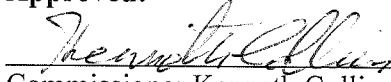
**8. SIGNING OF DOCUMENTS:** The signing of documents was done in open public meeting format.

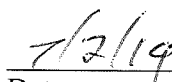
**9. ADJOURNMENT:**

Commissioner Jeff Randall declared the June 4, 2019, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:44 p.m.

Minutes prepared by  
Recording Secretary Cammy Brown

**Approved:**

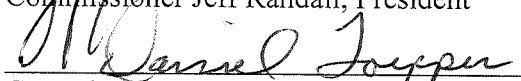
  
Commissioner Kenneth Collins, Secretary

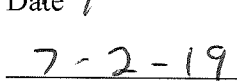
  
Date

**Attest:**

  
Commissioner Jeff Randall, President

  
Date

  
Commissioner Daniel Toepfer, Vice President

  
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.*