



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

June 18, 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 18, 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
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
Kris Lott, Network Administrator
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 June 18, 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 Dan Toepper made a motion to approve the agenda as presented. 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:

- Comment on expense items in vouchers.
- Need of fire prevention plan.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

- Commissioner Dan Toepper requested that the BOC Meeting Minutes from June 4, 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 June 4, 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.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #120315 to #120372	\$ 626,929.62	5/30/2019
Accounts Payable: #120373 to #120433	\$ 244,372.64	6/06/2019
Payroll Checks: # 70598 to # 70602	\$ 10,827.56	5/31/2019
Payroll Direct Deposit	\$ 98,821.35	5/31/2019
TOTAL INVOICES PAID	\$ 980,951.17	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	6/02/2019
GRAND TOTAL	\$ 995,279.79	

4.3 ACTION ITEMS

- 4.2.3 Sturgeon Electric for approval for our new construction prequalification.
- 4.2.4 May Write-offs.
- 4.4 PUD CALENDAR.

4.4 PUD CALENDAR

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Dan Toepper:

Recommended the commissioners read the June publication of the APPA (American Public Power Association) article on governance.

Recommended the commissioners read the June publication of the NRECA Rural Electric Cooperative magazine for this month.

Referenced memo from Mayor Stinson on tree trimming and construction that is done in urban areas where they are trying to protect certain native species and provided feedback.

6/17 Road along with one of the PUD's Water Department men and inspected water systems along Highway 101, Shine Road and Coyle Road.

- 6/18 Met with Bill Graham and the staff for the presentation on water efficiency goals on the six year water plan.
- Read Goals and Objectives template that Don McDaniel produced.
- 6/19 Will attend meeting with the Auditor.
- 6/20 Will be attending a legislative update with Representatives Tharinger and Chapman.
- 6/21 Will be attending the Tri-Area Sewer Working Group meeting.
- 6/21 Will meet with a representative from Moss Adams.
- 6/26 Will be attending the Climate Action Committee for Commissioner Randall.
- 6/27 Will be in Olympia for the WPUA Quarterly Water Round Table.
- 7/2 Will attend the BOC meeting.

Commissioner Kenneth Collins:

- 6/5 Attended PURMS (Public Utility Risk Management Services) Executive Committee Meeting.
- 6/6 Attended PURMS regular Board meeting.
- 6/10 Attended the Broadband Sub-committee meeting.
- 6/11 Attended JBAT (Jefferson Broadband Action Team) Steering Committee.
- 6/12 Attended NoaNet Board Meeting by teleconference.
- 6/14 Met with General Manager Kevin Streett on broadband progress and participated in the conference call on the implementation of the agreement between NoaNet Jefferson County PUD.
- 6/17 Met with General Manager Kevin Streett.
- 6/17 Took part in a NoaNet conference call.
- 6/18 Met with Bill Graham and the staff for the presentation on water efficiency goals on the six year water plan.
- 6 /19 Will attend meeting with the Auditor.
- 6/20 Will attend regular meeting of the JBAT.
- 6/21 Will meet with the Auditor.
- 6/22 Will be attending as an official of the HAM Radio Operators at Fort Flagler.
- 6/27 to
- 6/28 Will be attending and participating in the NoaNet Strategic Planning meeting in Spokane.

Commissioner Jeff Randall:

- 6/5 and
- 6/6 Attended PPC (Public Power Council) meeting in Portland, Oregon.
- 6/11 Attended meeting with Port Townsend High School Principal – Career Day.
- 6/12 Met with CAB Low Income Sub-committee.
- 6/14 Met with General Manager Kevin Streett.
- 6/18 Met with Bill Graham and the staff for the presentation on water efficiency goals on the six year water plan.
- 6 /19 Will attend meeting with the Auditor.
- 6/20 Will attend North Olympic Development Council meeting.
- 6/21 Will be attending the Tri-Area Sewer Working Group meeting.
- 6/21 Will be meeting with a representative from Moss Adams.
- 6/22 to
- 6/27 Will be out of town. Will be attending RUS training.
- 7/8 Will be attending CAB meeting.

6. GENERAL MANAGER REPORT.

- Kris Lott gave update on phone system.

PUBLIC COMMENT: (topics abbreviated).

- What value is the PUD getting out of \$50,000 with SSNW (Security System Northwest)?

- Was a different provider considered for this project for less money?
- If there is an unanticipated storm what does the PUD do?

GENERAL MANAGER'S REPORT CONTINUED: General Manager Kevin Streett reported:

- Reviewing NoaNet contract. The contract will be ready to go at the next BOC meeting.
- Representative from Moss Adams (Olga) will be here on June 21st to go over the 2020 budget.
- Kilisut Harbor Bridge bids are in from the state. It turns out the PUD will have to pay \$350,000 on the bridge.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

Corrections to BOC Regular Meeting Minutes of June 4, 2019:

- Page 4 of 6 under No. 7 Action Items Requiring Board Discussion where it says Motion: Kenneth Collins made a motion that the “Jefferson County” Board of Commissioners approve Resolution 2019-015 – it should be the “Jefferson County Public Utility District” Board of Commissioners.
- Top of Page 5 under Public Comment Kevin Streett’s last name is misspelled.

MOTION: Commissioner Dan Toepper made a motion to approve the June 4, 2019, Meeting Minutes of the BOC as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.1.1 CAB Report – Don McDaniel/CAB update meeting posting – Joel Paisner: General Counsel Joel Paisner gave an update on the meeting posting issue. There was considerable discussion. Resolution No. 2019-18 was reviewed. It was the consensus of the commissioners that no action would be taken on Resolution No. 2019-18 at this time. This will be carried forward to the next meeting of the BOC.

PUBLIC COMMENT: (topics abbreviated).

- CAB bringing issues for the public.
- Setting CAB meetings.
- Definition of governing body.
- CAB is advisory only.
- Members of public on CAB sub-committees. (how does that work?).
- What is liability of CAB if they are susceptible to OPMA (Open Public Meetings Act)?

7.1.2 Business plan: Request for Quote for future meter project. General Manager Kevin Streett gave a report on putting an RFQ together for looking at all options available to the PUD for a meter replacement program. This is a business model only. More information will be gathered and brought back to the BOC for further direction at a later time.

PUBLIC COMMENT: (topics abbreviated).

- What does the PUD hope to get out of this work?
- Is it a cost benefit? Be super clear about that.
- CAB to have some input.
- Number of meters that the PUD currently has in the county that are not suitable for AMI.
- Not looking for a justification of a particular type of metering.
- Include members of the public that have done all the hard work on the metering project

for all these years.

- Could there be information provided that would find out if those meters failed because the meter failed or because the transmitter of a meter failed?
- Would it be possible to get an outline of process or timeline?

7.1.3 PURMS vs Laborer’s Health Insurance for non-rep employees. General Manager Kevin Streett gave a report. PURMS may be a recruiting tool that can be used to recruit non-represented employees. The PUD is looking for options to offer different packages to people depending on their circumstances. Staff is researching. This topic will be brought back to the BOC at a later date.

7.1.4 Magellan future workshop. Executive Assistant Annette Johnson will reach out to all three commissioners to set a Magellan workshop. This will be set as a special meeting – public welcome.

PUBLIC COMMENT: (topics abbreviated).

- Should there be a report submitted before the meeting?
- Comment made hoping all of budget is not spent.

7.1.5 Low Income program update. Commissioner Jeff Randall (not a voting member of the Low Income Sub-committee) gave an update. General Manager Kevin Streett gave the staff’s recommendation to bring the vetting back in to the PUD and outlined how that would be done.

PUBLIC COMMENT:

- If there is an alternative solution go for it.

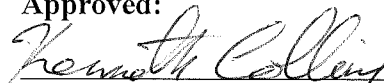
8. SIGNING OF DOCUMENTS: The signing of documents was done in open public meeting format.

9. ADJOURNMENT:

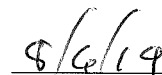
Commissioner Jeff Randall declared the June 18, 2019, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 8:19 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

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.