



**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
April 2, 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 April 2, 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  
Bill Graham, Resource Manager  
Jean Hall, Customer Services Manager  
Mike Bailey, Financial Services Manager  
Bill Kolden, Interim Human Resources Manager  
Annette Johnson, Executive Assistant/Records Officer  
Kris Lott, 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 April 2, 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:

- Generation Zapped film demonstration and discussion. (Handout No. 1)
- Expression of appreciation for prompt interconnection of solar panels.

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

Commissioner Dan Toepper requested the following:

- Special Meeting Minutes from March 19, 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.

Commissioner Kenneth Collins requested the following:

- BOC Meeting Minutes of Regular Board Meeting of March 19, 2019, be removed from the Consent Agenda. This agenda item was moved to be addressed under Agenda Item No. 7.0, Action Items Requiring Board Discussion.

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

**4.1 APPROVAL OF MINUTES:**

- 4.1.1 Minutes from 3/19/19 Special Meeting Minutes removed and moved to Agenda Item 7.0, Action Items Requiring Board Discussion.
- 4.1.2 Minutes from 3/19/19, 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: #119737 to #119776	\$ 306,703.40	3/15/2019
Accounts Payable: #119777 to #119858	\$ 662,798.49	3/21/2019
Payroll Checks: # 70572 to # 70577	\$ 28,680.79	3/22/2019
Payroll Direct Deposit	\$ 94,136.99	3/22/2019
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,092,319.67</b>	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,735,115.00	3/15/2019
USDA/RUS Loan	\$ 1,525,298.68	3/29/2019
<b>GRAND TOTAL</b>	<b>\$ 4,352,733.35</b>	

**VOIDED WARRANTS:**

119749	\$ 1,746.00
119831	\$ 2,908.35
119839	\$ 1,000.00
119840	\$ 170.98

**4.3 ACTION ITEMS**

- 4.3.1 February 2019 Financials.
- 4.3.2 Form 7 2018 (Electric)
- 4.3.3 Form USDA RD (Water)

#### 4.4 PUD CALENDAR

#### END OF CONSENT AGENDA.

---

#### 5. COMMISSIONER REPORTS:

##### Commissioner Dan Toepper:

- 3/21 Attended WPUDA Quarterly Water Committee Meeting w/Bill Graham.
- 3/25 Attended Strategic Planning Workshop with WPUDA.
- 3/27 Attended a staff meeting on PUD fiber strategy.
- 3/27 Attended a Chimacum School Board meeting and spoke briefly about launching the survey on broadband in the near future.
- 3/27 Attended a JeffCom meeting and spoke about broadband survey.
- 4/4 Will attend EDC Broadband Advisory Group meeting.
- 4/8 Will attend PUD Quarterly Budget Meeting.
- 4/9 to
- 4/10 Will attend tour of NoaNet Operations Center in Spokane and attend meeting.
- 4/16 Will attend BOC meeting.
- 4/17 to
- 4/19 Will attend WPUDA Conference.

##### Commissioner Kenneth Collins:

- 3/20 Participated in the PURMS Administrative Board Meeting.
- 3/25 Attended Strategic Planning Workshop with WPUDA.
- 3/29 Attended negotiations between the PUD and NoaNet.
- 4/8 Will attend PUD Quarterly Budget Meeting.
- 4/8 Will attend NoaNet Board Meeting (by phone).
- 4/17 to
- 4/19 Will attend WPUDA Conference.
- 4/24 to
- 4/25 Will attend Energy NW meeting.

##### Commissioner Jeff Randall:

- 3/21 Met with Interim HR Manager Bill Kolden.
- 3/21 Attended the North Olympic Development Council Executive Board Meeting.
- 3/22 Met with Acting General Manager Kevin Streett, PUD staff and Moss Adams.
- 3/25 Attended Strategic Planning Workshop with WPUDA.
- 3/28 Visited Kitsap PUD and met with General Manager Bob Hunter, Commissioner Heather Pauley, Broadband staff Angela Bennick and Paul Avis and Sewage System Manager John Poppe.
- 4/3 to
- 4/4 Will attend PPC meeting in Portland.
- 4/8 Will attend PUD Quarterly Budget Meeting.
- 4/8 Will attend monthly CAB meeting.
- 4/12 Will attend meeting with Kevin Streett.
- 4/16 Will attend PUD Board meeting.
- 4/17 to
- 4/30 On vacation.
- 6/25 and
- 6/26 Will attend RUS training in Montana.

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

Bill Graham gave a report on the WPUA Quarterly Water Committee Meeting he attended with Commissioner Dan Toepper.

Acting General Manager Kevin Streett reported on the following:

- Phone system. Kris Lott gave an update on the new system.
- April 8 – Budget and Construction work in progress report.
- April 5 he will be gone.

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

**Corrections to Special Meeting Minutes of March 19, 2019:**

On Page 2 of 3 – Executive Session – Paragraph 5 – third sentence strike “Debbie Lund’s counsel”.

**MOTION:** Commissioner Jeff Randall made a motion to approve the March 19, 2019, Special Meeting Minutes of the BOC as modified. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**Corrections to BOC Regular Meeting Minutes of March 19, 2019:**

On Page 5 of 7, item 7.1.2 Future Hires, second sentence after “staff shortage and” insert “whether there should be the same residency requirement for the non-represented employees similar to the requirement in the IBEW contract ...”

**MOTION:** Commissioner Jeff Randall made a motion to approve the March 19, 2019, Regular Meeting Minutes of the BOC as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**7.1.1 Moss Adams Professional Services Agreement.** Acting General Manager Kevin Streett gave an update on meeting with Moss Adams.

**Public Comment:**

- Terms of Agreement covering the services from January 1 through December 31 2019. A whole quarter has already passed. Does that make the contract retroactive?
- Do we feel comfortable from an RUS standpoint that we are getting good information from Moss Adams?

**7.1.2 Audio Recommendations for BOC and CAB meetings (Russ Michel).**

Russ Michel gave a presentation on the recommendation from the CAB Governance sub-committee on audio recommendations. (Handout No. 2), and Summary Minutes.

**MOTION:** Commissioner Jeff Randall made a motion that the first procedural change of creating and publishing an audio recording index occur for both CAB and BOC meetings and that the CAB meeting minutes be taken in accordance with the concept of summary meeting minutes going forward. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**PUBLIC COMMENT: (topic)**

- Aborted recordings – nothing mentioned.

**7.1.3 Residency requirements for staff (Bill Kolden and Kevin Street).**

Acting General Manager Kevin Streett and Interim Human Resources Manager Bill Kolden gave their proposals. Commissioner Dan Toepper presented Handout No. 3 draft proposal for Employee Residency Policy. There was some discussion.

**MOTION:** Commissioner Jeff Randall made a motion to direct the staff to proceed with advertisements and include in there that there is a residency requirement within the service area and insert the appropriate language and to bring back a revised policy that would implement that but not to hold up getting the notice of the jobs out. Commissioner Kenneth Collins seconded the motion. Motion carried with two yes votes. Commissioner Dan Toepper voted no.

**PUBLIC COMMENTS:**

- Customer Service Calls taken remotely.
- Future possibility of telework.

**7.1.4 Trailer for staff (CSRs/Billing) and customers.**

Acting General Manager Kevin Streett and PUD Consultant Don McDaniel gave a report on the purchase of a trailer for staff.

**MOTION:** Commissioner Kenneth Collins made a motion to direct the staff to proceed with the plan of purchasing another triple-wide trailer that would accommodate Customer Service along with customers during the remodel of the current building later this year. This trailer would be used exclusively during construction and when construction ends it would replace the trailer presently being used for the line crew. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.1.5 Review of Craig Durgan – CAB Candidate District 3:**

Commissioner Dan Toepper announced that CAB member Doug Huber representative for District 3, submitted his letter of resignation. The commissioners voiced their appreciation for Mr. Huber’s contribution to the CAB.

Commissioner Dan Toepper recommended the acceptance of Craig Durgan’s application to be a member of the Citizen Advisory Board for District 3.

**PUBLIC COMMENT:**

- Resolution 2018-015 spells out how a commissioner fills a vacancy.

**MOTION:** Commissioner Kenneth Collins made a motion to accept Commissioner Dan Toepper’s recommendation that Craig Durgan fill the remaining term for the CAB as one of the representatives for District 3. Commissioner Dan Toepper 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 April 2, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 7:18 p.m.

-----  
Minutes prepared by  
Cammy Brown, PUD Recorder

Approved:

Kenneth Collins  
Commissioner Kenneth Collins, Secretary

5/7/19  
Date

Attest:

Jeff Randall  
Commissioner Jeff Randall, President

5-7-19  
Date

Daniel Joeppe  
Commissioner Daniel Toepper, Vice President

5-7-19  
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.*