



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

**April 16, 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 16, 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 (on phone)  
Will O'Donnell, Communications Manager  
Annette Johnson, Executive Assistant/Records Officer  
Bill Kolden, Interim Human Resources Manager  
Jean Hall, Customer Services Manager  
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 April 16, 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:

- Corrections to meeting minutes of April 2, 2019.
- Financial reporting in packet is reduced from what it has been.

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

- BOC Meeting Minutes from April 2, 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.

- Agenda Item No. 4.3.2 Revised Policy for Residency be removed from the Consent Agenda. This agenda item was moved to be addressed after the minutes are addressed under 7.0, Action Items Requiring Board Discussion.
- Agenda Item No. 4.4 PUD Calendar be removed from the Consent Agenda. This agenda item was moved to be addressed under 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 3/25/2019 BOC Special Meeting Strategic Planning
- 4.1.2 4/2/2019 BOC Regular Meeting 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.
- 4.2.3 Write-offs for February 2019.

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #119859 to #119892	\$ 148,045.02	3/28/2019
Accounts Payable: #119893 to #119942	\$ 583,718.58	4/04/2019
Payroll Checks: # 70578 to # 70582	\$ 8,922.65	4/05/2019
Payroll Direct Deposit	\$ 93,358.05	4/05/2019
<b>TOTAL INVOICES PAID</b>	<b>\$ 834,044.30</b>	
<b>WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
Peterson Lake	\$ 14,328.62	4/02/2019
<b>GRAND TOTAL</b>	<b>\$ 848,372.92</b>	

**VOIDED WARRANTS:**

119862 \$3,785,716.00

**4.3 ACTION ITEMS**

- 4.3.1 Moss Adams Agreement.
- 4.3.2 Revised Policy for Residency.

**4.4 PUD CALENDAR** (removed and placed under 7.0 Action Items Requiring Board Discussion).

**END OF CONSENT AGENDA.**

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**5. COMMISSIONER REPORTS:**

**Commissioner Kenneth Collins:**

- 4/4 Attended Broadband Area Task Force meeting. This was a continuation from the Broadband Symposium that was held in Blyn. There is a meeting set for first week in

- May.
- 4/5 Attended a meeting of the Broadband Sub-committee. There is a need for more detailed update from the Magellan Associates.
  - 4/8 Attended PUD Staff Quarterly Departmental status meeting.
  - 4/10 Attended (by phone) the NoaNet Board Meeting. Their reliability rating is at 99.9999%.
  - 4/15 Met with Acting General Manager.
  - 4/17 to
  - 4/19 Will attend WPUDA training.
  - 4/22 Will attend the Energy NW Board meeting.
  - 5/2 Will attend Broadband Area Task Force meeting.

**Commissioner Dan Toepper:**

- 4/3 Attended meeting via phone conference with staff from Moss Adams regarding procurement procedures and work order processes.
- 4/4 Attended Economic Development Council (EDC).
- 4/4 Had a phone conversation with Karen from the North Olympic Development Council regarding what projects can go on the PIF fund grants.
- 4/7 Spoke with HDR on progress.
- 4/8 Attended PUD Staff Quarterly Departmental status meeting.
- 4/8 Met with Acting General Manager Kevin Streett, Communications Manager Will O'Donnell and Randy of Magellan.
- 4/8 Attended the Quilcene Fire Commission meeting and informed them the PUD is moving forward with the engineering on the Quilcene Water Tank.
- 4/9 Attended the NoaNet Director's Monthly meeting.
- 4/17 to
- 4/19 Will attend WPUDA training.
- 5/1 and
- 5/2 Will attend Public Power Council meeting.
- 5/9 Will attend Customer Service PUD staff briefing.
- 5/13 Will attend Jefferson County Fire Chiefs' Meeting.

**Commissioner Jeff Randall:**

- 4/3 and
- 4/4 Attended Public Power Council (PPC) meeting in Portland.
- 4/8 Attended PUD Staff Quarterly Departmental status meeting.
- 4/8 Attended CAB meeting.
- 4/12 Met with Acting General Manager Kevin Streett.
- 4/17 to
- 4/30 Vacation.
- 4/18 Will participate in WPUDA committee meetings by phone.

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

- Communications Manager Will O'Donnell reported on the Magellan survey.
- There will be scheduling of joint safety/mock disaster meetings with emergency responders. First meeting is April 18, 2029.
- Three projects that are time sensitive.
  - 1) South Discovery – widening of the road.
  - 2) Bridge going over to Marrowstone Island. Starting construction 4/29.
  - 3) Finishing up Tyler Street downtown project.
- Kevin gone to Washington State University on May 4th back on May 6th.

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

**Corrections to BOC Regular Meeting Minutes of April 2, 2019:**

On Page 2 – under General Public Comment: First bullet - it says “General Zipped film” and it should read “Generation Zapped film”.

On Page 2 – under General Public Comment: Second bullet – it says “Expression of appreciation for prompt installation of solar panels”. It should read “Expression of appreciation for prompt interconnection of solar panels.”

Customer Service Manager Jean Hall needed to be added as those in attendance at the meeting.

**MOTION:** Commissioner Kenneth Collins made a motion to approve the April 2, 2019, Meeting Minutes of the BOC as modified. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**4.3.2 Revised Policy for Residency:** There was some discussion on the language in the policy.

**MOTION:** Commissioner Kenneth Collins made a motion that the Board approve the revised language referring to the residency requirements for staff for the Jefferson County Public Utility District as written. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**PUD Calendar: Add May 18 Rhody Parade to next month’s calendar.**

**7.1.1 Noxious Weed Agreement:** Acting General Manager Kevin Streett went over the agreement. There was nothing in the agreement about noxious weed employees carrying fire suppression equipment. There was some discussion on this. The agreement had an indemnification hold harmless clause in it.

**MOTION:** Commissioner Dan Toepper made a motion to authorize the President of the Board to enter into an Inter-local Agreement with the Noxious Weed Board for a three year contract. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.1.2 CAB Report – Larry Dennison.** CAB President Larry Dennison gave a brief report.

- Craig Durgan newest CAB member.
- Appointed members on Opt Out Sub-committee.
- CAB member Tim Tibbals has resigned from the CAB.
- Noxious Weed Sub-committee closed.
- Low Income Assistance Sub-committee – Larry Dennison only member.
- Governance – drawing to a close on this sub-committee.
- Don McDaniel will send the commissioners an updated CAB roster.

**PUBLIC COMMENT:**

- Question: Is CAB still free to take citizen volunteers?  
Response: Yes.

**7.1.3 CenturyLink Update:** Acting General Manager Kevin Streett went over Letter of Intent between PUD and CenturyLink regarding Marrowstone Island.

**PUBLIC COMMENT:**

- Make sure that residents and businesses get broadband. Make sure there are measurements for this.
- Once these agreements are made and CenturyLink is the service provider in a certain area, it is very hard for competition to come in.
- Question: Why is the PUD running fiber for SCADA?  
Response: Fiber for substations is the ideal situation.
- Dial up network more reliable.
- Question: When is availability?  
Response: Construction done in 2019.

**MOTION:** Commissioner Kenneth Collins made a motion that the BOC approve the signing by its Acting General Manager the Letter of Intent with CenturyLink. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Acting General Manager Kevin Streett advised the commissioners that he will be submitting at a future meeting a Letter of Intent with CenturyLink to do a joint build down Beaver Valley towards the PUD's Port Ludlow Substation.

**PUBLIC COMMENT:**

- Questioned process. Commissioner Collins said he will get more information on it.

Commissioner Jeff Randall needed to leave the meeting, turned over the running of the meeting to Commissioner Dan Toepper, and signed documents requiring his signature before he left.

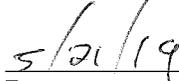
8. **SIGNING OF DOCUMENTS:** The signing of documents was done in open public meeting format.

9. **ADJOURNMENT:**

Commissioner Dan Toepper declared the April 16, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 7:07 p.m.

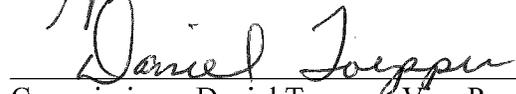
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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**  
  
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Commissioner Kenneth Collins, Secretary

  
\_\_\_\_\_  
Date

**Attest:**  
  
\_\_\_\_\_  
Commissioner Jeff Randall, President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Commissioner Daniel Toepper, Vice President

  
\_\_\_\_\_  
Date

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