



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

July 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 July 2, 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
Annette Johnson, Executive Assistant/Records Officer
Bill Kolden, Interim Human Resources Manager
Mike Bailey, Financial Services Manager
Jean Hall, Customer Services Manager
Bill Graham, Water Supervisor
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 July 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 as presented. 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 abbreviated.

- Letter read from member of the public (Handout No. 1) regarding advanced technology turbines.
- Member of the public spoke who is concerned about the future of BPA. There will be a showing of the documentary Dam to Extinction on July 11, 2019, 6:30

p.m. at Peninsula College.

- Comment was made by a person representing themselves as a member of the public, and as a CAB member, who received a call from a person who lived in Hadlock Heights who had concerns about the quality of the water. Noted a very very strong chlorine smell and she wanted to know who she should contact about it. She called the PUD Water Department and received a satisfactory response. There was appreciation shown for the quick response.
- Meter Opt Out workshop.
- Rate increases by BPA.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

- Commissioner Jeff Randall requested that 4.2.3 Bid for South Discovery Tree Trimming be removed from the consent agenda and moved as the last item under 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: The draft meeting minutes will be ready at the next BOC meeting July 16, 2019.

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: #120434 to #120501	\$ 436,084.91	6/13/2019
Accounts Payable: #120502 to #120535	\$ 200,009.08	6/17/2019
Payroll Checks: # 70603 to # 70607	\$ 9,418.17	6/14/2019
Payroll Direct Deposit	\$ 84,130.99	6/14/2019

TOTAL INVOICES PAID \$ 729,643.15

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$1,334,235.00	6/14/2019

GRAND TOTAL \$ 2,063,878.15

VOIDED WARRANTS

120501	800.00
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4.3 ACTION ITEMS

4.2.3 Bid for South Discovery Tree Trimming. Item removed and added to 7.0 Action Items Requiring Board Discussion.

4.2.4 May 2019 Financials.

4.4 PUD CALENDAR.

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Dan Toepper:

- 6/19 Attended the exit interview by the independent auditing firm of Jackson Thorton who was contracted by the PUD to perform an annual audit for 2018. They gave us a clean audit with no significant findings.
- 6/21 Toured some of the PUD's water assets.
- 6/21 Met with Moss Adams representative Olga.
- 6/21 Attended Tri Area Sewer Community working group meeting at Chimacum Fire Station.
- 6/24 Attended Clallam County PUD BOC meeting.
- 6/25 Accompanied the PUD's Sewer Septic Operator on his rounds.
- 6/26 Sat in a meeting for Commissioner Randall of the Climate Action Committee.
Next meeting is August 28, 2019.
- 6/27 Attended WPUA water round table with Bill Graham.
- 6/29 Went to the Quilcene Fire Department and met the new fire chief.
- 7/10 Will meet with General Manager Kevin Streett.
- 7/ Will attend presentation on Dam to Extinction.
- 7/12 Will attend PUD meeting on goals and expectations for the General Manager.
- 7/15 Will attend budget update meeting.
- 7/16 Will attend BOC meeting.
- 7/17 to
- 7/29 Will attend WPUA meeting.

Commissioner Kenneth Collins:

- 6/19 Attended the exit interview by the independent auditing firm of Jackson Thorton.
- 6/20 Attended meeting of the JBAT (Jefferson Broadband Action Team).
- 6/21 Met with auditor from Moss Adams who has been hired to assist with budget preparation.
- 6/22 Went to Fort Flagler and toured the ham radio conclave.
- 6/24 Met with Magellan consultant.
- 6/27 to
- 6/28 Attended the NoaNet Strategic Planning Conference.
- 7/1 Met with the General Manager Kevin Streett.
- 7/11 Will attend a meeting with the General Manager Kevin Streett and Port Commissioner Bill Putney.
- 7/12 Will attend special BOC meeting on goals and expectations for the General Manager.
- 7/15 Will meet with General Manager Kevin Streett.
- 7/15 Will attend budget update meeting.
- 7/16 Will attend BOC meeting.
- 7/17 to
- 7/19 Will attend WPUA meeting.

Commissioner Jeff Randall:

- 6/19 Attended the exit interview by the independent auditing firm of Jackson Thorton.
- 6/20 Attended NW Development Council's Executive Board meeting by phone.
- 6/21 Met with Olga from Moss Adams.
- 6/21 Attended Tri Area Sewer Community working group meeting at Chimacum Fire Station.
- 6/22 to
- 6/23 Attended RUS training.

- 7/12 Will attend special BOC meeting on goals and expectations for the General Manager.
- 7/15 Will attend budget update meeting.
- 7/16 Will attend BOC meeting.
- 7/17 to
- 7/19 Will attend WPUDA meeting.

Commissioners received an email from Wayne King regarding the history of the acquisition of the water system of the PUD. Staff will be working on this.

6. GENERAL MANAGER REPORT.

- General Manager Kevin Streett gave a report on meeting with the representative from Moss Adams.
- Employee handbook rewrite is near completion (95%). The handbook needs to be finalized. Need direction from BOC. All commissioners were notified that a meeting has been set for August 22, 2019, at Four Corners Operations Center.
- In process of performing the upgrade of the Swansonville Road. There was a comment that there needed to more of an outreach to the press regarding communication to the public about what the PUD is working on and doing. The commissioners requested a meeting be set regarding communications.
- Will O'Donnell, Communications Manager, reported that the broadband survey is now closed. There will be a report from Magellan in the next week. Updated report to be submitted at a later date.

PUBLIC COMMENT: (topics abbreviated).

- Meter Opt Out workshop.
- CAB work plan.
- Interest in special meeting regarding Opt Out.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

7.1.1 Fire Flow Capacity – Quilcene School District. General Manager Kevin Streett gave a report. The Quilcene School District would like to talk about tying in with the fire flow in Quilcene. A meeting was set for August 7, 2019, at 6:00 p.m. to start a conversation with the school district and the community at large. Commissioner Dan Toepper will be attending a meeting with the Quilcene School District.

7.1.2 Resolution 2019-19 Titles and Bi-weekly salaries for non-rep employees. General Manager Kevin Streett gave a brief summary on the resolution. There was considerable discussion. The Resolution will be brought back to the BOC at a later date. General Manager Kevin Streett will provide an organization chart to the commissioners. No action was taken.

PUBLIC COMMENT: (topics abbreviated).

- Comment on corrections to Resolution.
- Comment on comparing salaries of directors.
- Salaries – steps and ranges – needed more clarification.

7.1.3 NoaNet Agreement: General Counsel Joel Paisner gave a report. This is a first look by the BOC. There will be an update at the next BOC meeting. No action was taken.

PUBLIC COMMENT: (topics abbreviated).

- Comment on corrections to document.
- Clarification of line extension policy.
- Impediments in policy on process.
- What are the expectations of the PUD regarding NoaNet?
- Defining a network a good idea.
- Staff training and equipment – is that budgeted?
- Is there enough staff to cover the added responsibilities?
- Line extension policies.
- ISPs have been waiting a long time to be hooked up.
- Agreement provides 90 day notification. Need clarification.
- Exhibit B – more definition of services.

7.1.4 Water leak adjustments: General Manager Kevin Streett gave a report. Policy needs to be reviewed. Current policy is vague. No action was taken. Bill Graham, Water Supervisor, and Jean Hall, Customer Service Manager, gave a summary on the process that happens when a water leak is reported. No action was taken.

PUBLIC COMMENT: (topics abbreviated).

- Scenarios given.

4.2.3 Bid for South Discovery Tree Trimming. General Manager Kevin Streett gave a report and submitted the bid for approval by the commissioners.

PUBLIC COMMENT: (topics abbreviated).

- Questions asked on warranties. What are they warranting and what are you expecting?

MOTION: Commissioner Dan Toepper made a motion to accept the South Discovery Tree Trimming Bid from Asplundh for \$60,922.00 and for staff to pursue that bid and award it. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

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

9. ADJOURNMENT:

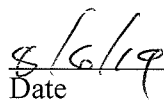
Commissioner Jeff Randall declared the July 2, 2019, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 7:34 p.m.

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.