



**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
January 21, 2020
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 January 21, 2020, at the Jefferson Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Dan Toepper, President
Commissioner Kenneth Collins, Vice President
Commissioner Jeff Randall, Secretary

Kevin Streett, General Manager
Joel Paisner, General Counsel
Bill Graham, Resource Manager
Jean Hall, Customer Service Manager
Jimmy Scarborough, Interim Electrical Engineer Supervisor
Mike Bailey, Financial Services Manager
Will O'Donnell, Communications Manager
Melanie Patterson, Human Resources Manager
Don McDaniel, Consultant

Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County Public Utility District No 1 Board of Commissioners for January 21, 2020, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Dan Toepper asked for voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

Commissioner Kenneth Collins added the following to the Agenda:

- Discussion on school rates. This item was added to the Agenda as Item as 7.17 under Action Items Requiring Board Discussion.

MOTION: Commissioner Jeff Randall made a motion to approve the agenda as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. Topics:

- **Question:** Candidates of CAB position applications – question was asked would it be a violation of the Public Records Act to put candidate application into the packet?
Response: General Counsel Joel Paisner will review and have a response at the next BOC meeting.
- **Request:** Request to have update on meter opt-out program in General Manager’s report.
- **Question:** Is the PUD still paying Magellan for travel expenses?
Response: This was an old invoice that came in late.
- **Comment:** Information on PUD website regarding power outage on Quilcene Road is unsatisfactory.
- **Comment:** Appreciation was voiced for Public Records Act presentation at last CAB meeting discussion.
- **Request:** There was a request to put on website protocols on outages.
- **Suggestion:** Suggestion was made about putting something on the website reminding people what the PUD has to offer regarding outages.
- **Comment:** There was a compliment to the PUD staff about the downtown corridor.
- **Question:** When is the PUD getting smart meters?
Response: Next step is to do a cost benefit study. There is a strategic planning meeting scheduled.
- **Discussion** about the PUD responding to notify customer when the power is back on. Some people have medical needs and need to know when the power is back on.

- **Comment:** Applications for employment or for volunteers are public records which are exempt from public disclosure. The entire record is exempt as opposed to just portions of it.
- **Comment:** When making the phone to the outage call line, if it doesn’t recognize your number you can hit # 2 and it will ask you to enter a phone number associated with that address. Every time the customer has made the request to be notified the customer has not received a call back.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

MOTION: Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda as presented. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

4.1 APPROVAL OF MINUTES: Draft minutes will be issued at the next Regular BOC meeting on February 4, 2020.

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: #122190 to #122238	\$ 69,869.63	01/03/2020
Accounts Payable: #122239 to #122317	\$1,285,170.52	01/09/2020
Payroll Checks: # 70691 to # 70695	\$ 9,258.95	01/10/2020
Payroll Direct Deposit	\$ 135,995.21	01/10/2020

meeting on February 25, 1:30pm to 3:30pm at the Port Townsend Fire Hall.

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

- Financial Services Manager Mike Bailey reported that the Jackson Thornton auditors are on site this week. The contract with the auditing company was discussed.
- General Manager Kevin Streett announced there will be a meeting on the tree management policy January 28th. 10:00 a.m. to 12:00 p.m. at the Chimacum Fire Hall.
- Ex-Commissioner from Thurston County will be visiting the PUD.
- There were some questions on the opt-out meters. General Manager Kevin Streett will be meeting with Colton Worley for more information.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

7.1.1 Re-formatting BOC Agenda: The example of the new BOC Agenda was discussed.

MOTION: Commissioner Jeff Randall made a motion to direct the PUD staff to go to the new Agenda format as outlined in the sample provided, with the minutes being placed under the Consent Agenda and which will include the descriptive language that the BOC currently uses for each of those items. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

PUBLIC COMMENT:

7.1.2 Approval of Resolution for Non-Rep Salary Schedule Exhibit A: General Manager Kevin Streett gave a report.

- At this time there were no changes on the salaries.
- There was some minor language cleanup.
- The third “Whereas” paragraph was changed to “WHEREAS, the General Manager will set the first of February of each calendar for the COLA increase for non-represented employees.
- Exhibit A will not change at this time.

MOTION: Commissioner Jeff Randall made a motion to adopt resolution of the Jefferson County Board of Commissioners Establishing Titles and By-weekly Salary Ranges for Staff Employees plus establishing a set month for each calendar year for non-exempt salaries to be given a COLA, provided each employee has a performance review on an annual basis as modified and noted by the Board of Commissioners. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.1.3 Audio Recording Policy: Communications Manager Will O’Donnell gave a report on the Audio Recording Policy. Members of the public voiced appreciation for the development and implementation of the audio recording process. There was one correction made to Paragraph 4) under of the policy deleting the reference “...e.g., a meeting posted during 2019 shall remain on the website until December 31, 2022”.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District NO. 1 Board of Commissioners rescind the previous motion and adopt the proposed Audio Recording Policy that was attached subject to modification of No. 4 ending with a period after “posting”. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

PUBLIC COMMENT:

- Comment made on the time stamp and compliance with records retention and digital

archives.

7.1.4 CAB Report (Oral Presentation): Don McDaniel, Consultant for the PUD, gave a CAB report.

- There was a presentation of the Open Public Meetings Act and Pubic Records Act with General Counsel Joel Paisner.
- The Work Plan will be finalized after the Strategic Plan is adopted.
- There will be further discussions about electric vehicles/climate change activities.
- General Manager Kevin Streett has asked that any relevant involvement of staff in subcommittees should have his approval and review.
- There is a joint meeting planned in March.

7.1.6 Resolution to Add New Signer: General Manager Kevin Streett gave a report. The Treasurer’s Office has requested that there be another person designated to sign checks on behalf of the PUD.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County PUD Board of Commissioners approve the resolution designating signers for all checking accounts for the PUD. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.1.7 School Rates: Commissioner Kenneth Collins called on public member Roger Risley who gave a report on the postponement of rate increase for the Jefferson County school districts until such time as the Jefferson County PUD could conduct a rate study. There was considerable discussion.

MOTION: Commissioner Jeff Randall made a motion to direct the PUD staff to bring back a resolution at the next BOC meeting to postpone the scheduled increase for Rate Schedule 43 Interruptible Schools. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

PUBLIC COMMENTS:

- Comment was made in support of the motion.
- Comment was made concerning the rate study going into the future. There was concern about the discrepancies between the subsidies residential customers are provided through commercial customers.

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

9. ADJOURNMENT:

Commissioner Dan Toepper declared the January 21, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 7:16 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:



Commissioner Jeff Randall, Secretary

6/2/2020

Date

Attest:

<i>Dan Toepper</i>	5/29/2020
Commissioner Dan Toepper, President	Date
<i>Kenneth Collins</i>	5/29/2020
Commissioner Kenneth Collins, 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.