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PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

February 18, 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 February 18, 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
Mike Bailey, Financial Services Manager
Jean Hall, Customer Service Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Melanie Patterson, Human Resources Manager
Don McDaniel, Consultant

Recording Secretary Cammy Brown

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1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for February 18, 2020, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Dan Toepper started the meeting asking for voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

General Manager Kevin Streett added three Executive Sessions:

- Purchase of Real Estate RCW 42.30.110(b).
- Sale of Real Estate, RCW 42.30.110(c).
- Labor Negotiations, RCW 42.30.140(4).

These Executive Sessions will be added to the Agenda after the Signing of Documents under Item No. 9.1.

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

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3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. No public comments.

4. CONSENT AGENDA:

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

4.1 Approval of Minutes:

- 12-12-2019 BOC Special Meeting (Fourth Quarter Update).
- 01-07-2020 BPC Special Meeting (Executive Sessions).

4.2 Voucher Certification and Approval.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #122408 to #122410	$ 18,129.39	01/30/2020
Accounts Payable: #122410 to #122450	$ 231,751.41	01/31/2020
Accounts Payable: #122451 to #122528	$ 701,656.39	02/06/2020
Payroll Checks: # 70701 to # 70705	$ 9,320.20	02/07/2020
Payroll Direct Deposit	$ 148,044.89	02/07/2020
TOTAL INVOICES PAID	**$ 1,108,902.28**	
WIRE TRANSFERS PAID	**AMOUNT**	**DATE**
Peterson Lake	$ 14,328.62	02/02/2020
GRAND TOTAL	**$ 1,123.230.90**	

END OF CONSENT AGENDA.

5. MANAGER AND STAFF REPORTS:

- Human Resources Manager Melanie Patterson gave a report on the recruitment for a Power Director.
- General Counsel Joel Paisner gave a report on a PUD customer that has requested a hearing. General Counsel Joel Paisner made the recommendation that Water Superintendent Samantha Harper be appointed as the Hearing Officer for the PUD.

MOTION: Commissioner Kenneth Collins made a motion to appoint Water Superintendent Samantha Harper as the Hearing Officer for the Jefferson County PUD No. 1. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Manager and staff reports continued:

- Scheduling meetings. Second Tuesday of the second and fourth of the month for BOC meetings. March 24th all day meeting. Retreat. Location to be determined.

CAB REPORT: Chair of the CAB, Russ Michel, gave a report.

- February 10th CAB meeting. All members were present.
- There were no members from the public in attendance.
- Scott Bancroft, Special Projects Coordinator, gave a report.
- Resolution No. 2018-015 on CAB Guidelines was reviewed.
- CAB seeking additional clarification of personal liability coverage. Does this

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include all CAB activities? RCW 4.24.670.

- CAB asking the BOC for a resolution that addresses RCW 4.96.041 which provides for payment of damages and expenses for defense of an action or proceeding against an officer, employee or volunteer. The CAB would like to review the resolution before it is entered.
- CAB looking at possible ways by which public records that a CAB member creates can be archived and retrieved in a simple manner. How can this be simply recorded and stored for archival purposes?
- Content and format that BOC would like to see in Statement of Work that comes out of a new sub-committee.
- Low Income Sub-Committee made a verbal report. Craft3 may be off the table as an option to help PUD customers finance energy efficiency.
- There are three active sub-committees:
  Broadband – Jerry Wilson, Gary Rowe, Craig Durgan
  Low Income – Larry Dennison, Jessica Dillon, Craig Durgan
  Work Plan – Gary Rowe, Jessica Dillon, Russ Michel
- There are two new sub-committees:
  Climate Change – Tom Engle, Larry Dennison, Jessica Dillon
  Electric Vehicle – Dan Taylor, Sebastian Eggert, Jerry Wilson.
- All sub-committees are full and everybody on the CAB is participating in at least one sub-committee.
- Each sub-committee to develop a Statement of Work.
- Inactive sub-committees: Credit Card, Noxious Weed, Solar and Rates.

Commissioner Kenneth Collins will attend the next CAB meeting.

6. OLD BUSINESS:

6.1. Aid to Construction Exhibit B Electrical. General Manager Kevin Streett gave a report. There was some discussion. There was a request by the BOC to bring back the resolution for approval at the next BOC meeting.

7. NEW BUSINESS/ACTION ITEMS:

7.1 **Water and Sewer Fee Schedule Exhibit C:** Water Superintendent Samantha Harper gave a report. Commissioner Kenneth Collins requested a side-by-side comparison printout of the fee schedule with old charge and new charge.

8. COMMISSIONERS' REPORTS:

Commissioner Jeff Randall:

2/7 Met with General Manager Kevin Streett.
2/10 Attended PUD Special meeting – Procurement Manual.
2/11 Attended Workforce Development Council in Poulsbo (report).
2/12 to
2/14 Attended WPUDA meeting in Olympia (report).
2/21 Will be meeting with General Manager Kevin Streett.
2/25 Will be attending PUD Special meeting on broadband.
2/26 Will be attending Climate Action Committee meeting.
2/27 Will be attending North Olympic Development Council meeting.
2/28 Will be attending PUD Special meeting on Procurement Manual.
3/4 to
3/5 Will attend PPC meeting in Portland, Oregon.
3/6 Will be meeting with General Manager Kevin Streett.
3/9 Will be attending CAB meeting.

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Commissioner Kenneth Collins:

2/11 Met with General Manager Kevin Streett.
2/12 Participated in NoaNet Board meeting by phone.
2/12 to
2/14 Attended WPUDA meeting in Olympia (report).
2/25 Will be attending PUD Special meeting on Broadband.
2/28 Will be attending PUD Special meeting on Procurement Manual.
3/2 Will be meeting with General Manager Kevin Streett.
3/4 to
3/5 Will attend PPC meeting in Portland, Oregon.

Commissioner Dan Toepper:

2/5 to
2/6 Attended PPC meeting in Portland (report).
2/7 Met with General Manager Kevin Streett.
2/10 Attended CAB meeting (report).
2/10 Attended PUD Special meeting – Procurement Manual.
2/12 to
2/14 Attended WPUDA meeting in Olympia (report).
2/18 Will be meeting with General Manager Kevin Streett.
2/20 Will be attending a Public Infrastructure Fund Board meeting.
2/25 Will be attending PUD Special meeting on broadband.
2/27 Will be attending JeffCom meeting.
2/28 Will be attending PUD Special meeting on Procurement Manual.

General Manager Kevin Streett requested Commissioner Kenneth Collins sit in on a meeting with the new Human Resources Manager. There was general consensus with Commissioner Dan Toepper and Commissioner Jeff Randall that this was appropriate.

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

9.1 EXECUTIVE SESSION NO. 1 – PURCHASE OF REAL ESTATE: The purpose of the Executive Session of the Jefferson County PUD No. 1 Board of Commissioners was to consider the acquisition of real estate when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(b). Estimated time in session was 10 minutes.

The Executive Session was convened at 6:43 p.m.

The Executive Session ended at 6:50 p.m. Regular session of the Jefferson County PUD No. 1 Board of Commissioners was reconvened at that time.

MOTION: Commissioner Jeff Randall made a motion to authorize the General Manager to offer $185,000.00 for the residence adjacent to the PUD property at 310 Four Corners, Port Townsend, Washington, and execute any necessary documents and permit the current occupants of said residence to rent the premises back from the Jefferson County PUD until October of 2020. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION NO. 2 – SALE OF REAL ESTATE: The purpose of the Executive Session of the Jefferson County PUD Board of Commissioners was to discuss the sale of real estate pursuant to RCW 42.30.110(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of

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decreased price. Estimated time in session was 15 minutes.

The Executive Session was convened at 6:51 p.m.

The Executive Session ended at 7:09 p.m. Regular session of the Jefferson County PUD No. 1 Board of Commissioners was reconvened at that time.

MOTION: Commissioner Jeff Randall made a motion to authorize the General Manager to accept the offer from BCI Development as the best offer made on the real estate property and give authority to the General Manager to execute the necessary documents. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION NO. 3 – LABOR NEGOTIATIONS: The purpose of the Executive Session of the Jefferson County PUD Board of Commissioners was to discuss the status of labor negotiations pursuant to RCW 42.30.140(4). Estimated time in session was 10 minutes.

The Executive Session was convened at 7:09 p.m.

Commissioner Dan Toepper announced at 7:19 p.m. the need for an extension of five minutes.

The Executive Session ended at 7:25p.m. Regular session of the Jefferson County PUD No. 1 Board of Commissioners was reconvened at that time.

No action was taken in this executive session.

10. ADJOURNMENT:

Commissioner Dan Toepper declared the February 18, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 7:26 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

Jeff Randall — 5/21/2020
Commissioner Jeff Randall, Secretary — Date

Attest:

Daniel S. Toepper — 5/21/2020
Commissioner Dan Toepper, President — Date

Kenneth Collins — 5/21/2020
Commissioner Kenneth Collins, Vice President — Date

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