



**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
March 24, 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 March 24, 2020. This was an online meeting through webex and teleconferencing. All participants muted by entry. Present:

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

Kevin Streett, General Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Joel Paisner, General Counsel
Don McDaniel, PUD consultant
Mike Bailey, Financial Services Manager
Jean Hall, Customer Service Manager
Melanie Patterson, Human Resources Manager
Samantha Harper, Water Superintendent
Scott Bancroft, Special Projects Coordinator
Olga Darlington, Representative from Moss Adams
Jimmy Scarborough, Interim Electrical Engineering Supervisor

Cammy Brown, Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for March 24, 2020, to order at 5:03 p.m.

Commissioner Dan Toepper began the meeting by calling for attendance to determine a quorum. There was a quorum established.

Commissioner Jeff Randall made an announcement for anybody that was listening and trying to tune in to webex that the address on the agenda was for last week's meeting but the address on the PUD website is correct.

2. STAFF INTRODUCTION: There was no staff introduction.

3. AGENDA APPROVAL:

MOTION: Commissioner Kenneth Collins made a motion to approve the Agenda as presented.

Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

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

A public member who entered the meeting at this time wanted the Financial Policy removed from the Agenda but the Agenda had already been approved. Commissioner Dan Toepper listened to suggested changes and/or corrections. The Financial Policy was not removed from the Agenda.

5. CONSENT AGENDA: APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Commissioner Dan Toepper read the guidelines for the Consent Agenda. There was one numerical typo within the Consent Agenda. The write off for January 2020, second or third paragraph, there was a number there that was incorrect. It was \$11,613.18 and it should be \$1,613.18. The agenda report is incorrect but the resolution is correct.

MOTION: Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda with the notation that there was the one typo. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

5.1 Approval of Minutes:

- BOC Regular Meeting 01-21-2020.

5.2 Voucher Certification and Approval.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #122640 to #122676	\$ 84,957.20	02/27/2020
Accounts Payable: #122677 to #122758	\$ 601,994.98	03/05/2020
Payroll Checks: # 70711 to # 70715	\$ 9,696.60	03/06/2020
Payroll Direct Deposit	\$ 121,950.24	03/06/2020
TOTAL INVOICES PAID	\$ 818,599.02	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	03/02/2020
GRAND TOTAL	\$ 832,927.64	

5.3 Write-offs for January.

5.4 PUD Calendar.

5.5 Asplundh Bid.

5.6 Pinecrest Bid.

END OF CONSENT AGENDA.

6. OLD BUSINESS: Public comment will be allowed after each item is discussed by the BOC and staff consultant.

6.1. COVID 19 Update: Kevin Streett: General Manager Kevin Streett gave a report. The Governor came out with a recommendation that everyone possible that could stay home, should stay home. The PUD has made some changes.

- There were 23 people working from home prior to this week The PUD almost has its full work force working from home.
- There have been some glitches in the phone.
- The high voltage contractor was sent home. The long-term project the contractor was working on was postponed until the fall.
- The PUD is not doing meter exchange at this time.
- The PUD is not doing transformer replacements at this time.
- The PUD is not issuing late fees at this time.
- The PUD is not initiating shutoffs at this time.
- The PUD Customer Service Department will make payment arrangements. There will be a cash drop box at the 210 Four Corners office. There is a process in place that accomplishes the necessary goal to make it easier for everyone to make payments.
- The State has issued some orders that non-essential people stay home.
- The PUD has split its crews to 4/10. The water crew is driving straight to their projects.
- The meter readers are reading the meters and then going home.
- The PUD has one crew on site and one crew working from home on an on-call schedule. When the work comes in, the PUD staff calls dispatch to have the crew come in. If there is an emergency, the crew gets dispatched right away
- The PUD is trying to keep its employees as safe as possible and eliminating as much public interfacing as possible.
- The PUD is still doing new connects.
- The PUD staff is comfortable that they have met the needs of its customers and its employees.
- There are some issues, i.e. some of the forms can't be filled in on line. Communications Manager Will O'Donnell is working on those so the customer can fill them out and send the form directly to the PUD staff on line.
- The PUD is ahead of its need for cleaning supplies.
- All of the PUD's buildings were deep cleaned Saturday.

PUBLIC COMMENT:

- **Question:** What is the current status of the PUD's construction project? The new office specifically?
Response: Don McDaniel, Consultant for the PUD reported that the project has been shut down temporarily for the last two weeks. As the PUD approaches the end of the stay-at-home order, the construction project will be reviewed. If the project is shut down for six to eight weeks it will affect the ability to get contractors in.

6.2 Financial Policy (Moss Adams-Olga Darlington on the phone): General Manager Kevin Streett gave a report. Olga Darlington, a representative from Moss Adams, went over the changes that were made in the policy. A copy of the Financial Policy, red lined with the changes that were made, was included in the packet. Some of the concerns that were raised were more specific to the economic and other conditions that are happening today that nobody has seen in the past. The policy could always be amended with specific items. There was considerable discussion. For details go to audio recording at www.judpud.org.

PUBLIC COMMENT:

A public member requested several changes to the Financial Policy and will send suggested changes to the BOC via email transmission before April 1, 2020.

It was the general consensus of the commissioners and General Manager to wait until the next BOC meeting to submit the Financial Policy for approval.

6.3 Procurement Update: Samantha Harper, Water Superintendent, gave a report.

It was the consensus of the BOC that the Procurement Manual, with the resolution, will be inserted in the Consent Agenda at the next BOC regular meeting.

6.4 Water and Sewer Fee Schedule Exhibit C Resolution: Samantha Harper, Water Superintendent, gave a report. She presented the Water and Sewer Fee Schedule Exhibit C Resolution for approval.

MOTION: Commissioner Kenneth Collins made a motion to adopt the resolution revising, removing and superseding the water and sewer charges originally adopted in Exhibit B of Resolution 2016-020, and adopting various construction rates for water and sewer services. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

PUBLIC COMMENT: None.

Electronic Signatures: Joel Paisner, General Counsel, made the announcement that he will prepare a policy which authorizes the PUD to accept electronic signatures and present it at the next BOC meeting.

7. NEW BUSINESS/ACTION ITEMS:

- The CAB meeting for April has been cancelled.
- Topics that need extensive discussion will be put on the agenda of a regular BOC meeting.

PUBLIC COMMENT:

- **Question:** Does the new meeting format of waiting to put topics on the BOC regular meeting include financial policy?
Response: The Financial Policy will come back at the next meeting.

8. COMMISSIONERS' REPORTS:

Commissioner Kenneth Collins:

- 3/4 to
- 3/5 Attended Public Power Council meeting (report).
- 3/11 Attended NoaNet Board meeting (teleconference). (report)
- 3/12 Attended the Special Board meeting on Rate Design.
- 3/16 Met with General Manager Kevin Streett.
- 3/18 Attended BOC Special Emergency meeting on-line.
- 3/24 Attended WPUA Executive Committee meeting by teleconference.
All committee meetings will take place by teleconference call.
Officer elections postponed until the next in-person commissioners' meeting.
- 4/6 Will meet with General Manager Kevin Streett.

Commissioner Jeff Randall:

- 3/6 Attended meeting with Port Townsend City Manager.
- 3/6 Met with General Manager Kevin Streett.
- 3/6 Met with two PUD customers.
- 3/12 Attended the Special Board meeting on Rate Design.
- 3/12 Met with staff from the City of Port Townsend and the PUD to talk about application for conditional use permit and environmental review for the community solar project adjacent to the Kearney Street substation site. (report).
- Climate Action Committee meeting was cancelled.
- North Olympic Development Council meeting was cancelled.
- 3/18 Attended BOC Special Emergency meeting on-line.
- 3/27 Will meet with General Manager Kevin Streett.
- Vacation plan to Yellowstone Park cancelled.

Commissioner Dan Toepper:

- 3/5 Attended the Port Ludlow Village Council meeting
- 3/5 Attended the Hadlock wastewater working group meeting.
- 3/9 Attended East Jefferson Fire Chief’s meeting.
- 3/11 Met with General Manager Kevin Streett.
- 3/12 Attended the Special Board meeting on Rate Design.
- 3/12 Met with General Counsel Joel Paisner.
- 3/13 Met with General Manager Kevin Streett, Jefferson County Public Works Director, Jefferson County staff and Jefferson County Commissioner Greg Brotherton.
- 3/18 Attended BOC Special Emergency meeting on-line.

- 3/19 Viewed a joint meeting of the Port Townsend City Council and Jefferson County Board of Commissioners.
- 3/25 Will meet with General Manager Kevin Streett.

PUBLIC COMMENT:

- Appreciation was expressed that the agencies are talking to each other.
- Appreciation was expressed to Communications Manager Will O’Donnell for keeping everyone connected with the PUD, the commissioners, General Manager and staff.
- **Question:** How many members of the public are interacting in this meeting?
Trying to check interaction between the public and the PUD on this new format.
Response: Four undetermined callers.

It was verified that the Recording Secretary would prepare the minutes of the phone/video meetings as they have been done previously. No change in format.

There was discussion on the best communication tool and processes to use for participation in the phone/video meetings.

Suggestion was made to have the public comments submitted in written form and someone could read them during the meeting.

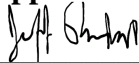
9. ADJOURNMENT:

Commissioner Kenneth Collins made a motion to declare the March 24, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners meeting adjourned. Commissioner Jeff Randall seconded the motion. Commissioner Dan Toepper declared the meeting adjourned.

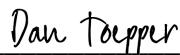

Meeting adjourned at 6:36 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

	6/6/2020
Commissioner Jeff Randall, Secretary	Date

Attest:

	6/7/2020
Commissioner Dan Toepper, President	Date
	6/7/2020
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.