



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

April 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 April 21, 2020. This was an online meeting through Webex and teleconferencing. All participants muted by entry. Present:

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

Kevin Streett, General Manager
Will O'Donnell, Communications Manager
Mike Bailey, Financial Services Manager
Annette Johnson, Executive Assistant/Records Officer
Joel Paisner, General Counsel
Don McDaniel, PUD consultant
Jean Hall, Customer Service Manager
Scott Bancroft, Special Projects Coordinator

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Per the Governor's Proclamation 20-28 in response to the COVID-19 pandemic, Jefferson County PUD will no longer be providing an in-person room for meetings of the BOC. All meetings will only be by accessible remote via the instructions that are on the Agenda tonight. All participants will be muted upon entry. Please note all audio will be unmuted upon entry and will unmute at the appropriate time to speak.

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for April 21, 2020, to order at 5:00 p.m.

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

STAFF INTRODUCTION: There was no staff introduction.

2. AGENDA APPROVAL:

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

It was announced that there will be an Executive Session.

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

- Comment: Appreciation expressed to Communications Manager Will O’Donnell for his efforts in getting access to public member.
- **Comment:** The 408-number calling on landline and for first PUD meeting it worked and the public member got a \$28.00 bill. The second time the number is not recognized – the message said ten digits was needed – that is on CenturyLink.
Response: Communications Manager Will O’Donnell will look into the charge and will also look into establishing a toll-free line.

4. CONSENT AGENDA:

Commissioner Dan Toepper read the guidelines regarding the Consent Agenda items. Approval and adoption of the Consent Agenda items listed below have been distributed to the commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the commissioners.

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:

- BOC Special Meeting Broadband 02-25-2020.
- BOC Special Meeting Procurement Manual 02-28-2020.
- BOC Special Meeting PUD Financial Policy 03-03-2020.
- BOC Regular Meeting 03-03-2020.

4.2 Voucher Certification and Approval.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #122908 to #122959	\$ 317,445.18	04/02/2020
Accounts Payable: #122960 to #123030	\$ 867,871.81	04/09/2020
Payroll Checks: # 70721 to # 70725	\$ 9,200.40	04/03/2020
Payroll Direct Deposit	\$ 114,905.35	04/03/2020

TOTAL INVOICES PAID \$ 1,309,422.74

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	04/02/2020
BPA	\$ 1,745,026.00	04/10/2020

GRAND TOTAL

\$ 3,068,777.36

4.2.1 Voucher Certification with Supporting Warrant Register & Payroll.**4.2.2 Voucher Approval Form for the Commissioners.****4.3 PUD Calendar.****END OF CONSENT AGENDA.****5. GENERAL MANAGER AND STAFF REPORTS:****5.1. COVID 19 Update: Kevin Streett:**

Customer Service Manager Jean Hall gave a report. The low-income program is at 95% capacity, leaving room for about 15 more customers to join. The PUD has no intention of shutting down the low-income program. There is an increase in arrearages. PUD is not disconnecting customers. OlyCAP and St. Vincent are being overwhelmed with requests for assistance. There have been some additional donations from PUD customers.

Financial Services Manager Mike Bailey gave a budget review. In the March revenues are right on budget. Year to date the PUD is under budget. Results of the COVID-19 pandemic effects may not show up for a month or two. The PUD is reducing its costs. There are many employees working from home. There are currently no contract crews working. Capital projects are on hold.

General Counsel Joel Paisner gave a report. The Attorney General has provided some information about how public agencies can do their business during this time of emergency and at the same time meet the requirements of the OPMA. Essentially public agencies should limit work they are doing in public to necessary or routine matters that relate to responding to the COVID-19 public health emergency. What's necessary and routine at the end of March may be something different at the beginning of May. It needs to be looked at on a case-by-case basis.

PUBLIC COMMENT:

- **Comment:** Big difference between revenue and collections. The public has to depend on Jean Hall's report going forward and letting the public know exactly where the PUD is at.
- **Question:** Since the COVID-19 outbreak, has the PUD seen an increase in electrical use by residences or has the PUD seen a decrease in electrical use by small businesses?

Response: The PUD does not have electrical use broken down per class. Based on the day the usage peaked, it was not a business day. It was a residential day (Sunday). That leads the PUD staff to believe that the usage peaked because of residential load. Usually usage peaks because of business load. Primarily, the residences are driving the peak. Both load and revenue were up for March.

General Manager Report continued:

The school districts and a couple of other organizations reached out to the PUD to install some public wi-fi for school children and others in the community. As of today, the PUD has installed five wi-fi spots at 210 Four Corners, Hastings Substation, Chimacum Substation, Dana Roberts Substation and Gardiner Fire Station. The PUD is working on the Visitor's Center in Port Townsend, the Fire Station on Marrowstone Island and Chimacum Primary School. Those three will be connected this week. The PUD is also working on the Quilcene School District, the

Quilcene Substation, and the Port Townsend Airport. They will start working on the Coyle Fire Station, Brinnon Halfway House, the Lazy C, and the Brinnon Community Center. Broadband that is being put in has worked well for the community.

At the St. Vincent DePaul meeting this week there was discussion about the need for wi-fi and homeless people that need charging stations. In the past, they have used public libraries, public buildings, and restaurants to charge their phones or tablets. None of those places are available. The PUD has reached out to a couple of partners on how to provide this service safely. This is a very inexpensive small program that the PUD can do to help the community. The request was for a couple of places in Port Townsend and one or two in Port Hadlock area. We will reach out to Quilcene.

6. OLD BUSINESS:

6.1 Mutual Aid Agreement: General Manager Kevin Streett gave a report. The City of Port Townsend is already a member of WAWARN (Washington State Water/Wastewater Agency) which the PUD is a member of. The Olympic Water and Sewer has applied to become a member of that organization. Based on those existing agreements that the agencies all share, the PUD is covered. A Mutual Aid Agreement is not necessary based on belonging to the larger group.

6.2 Resolution: 300 Four Corners Purchase: Special Projects Coordinator Scott Bancroft gave a report on the many benefits of purchasing the property at 300 Four Corners, Port Townsend.

MOTION: Commissioner Kenneth Collins made a motion to approve the resolution that finalizes the offer to purchase the real estate that is at 300 Four Corners Road. Commissioner Jeff Randall seconded that motion. Motion carried unanimously.

PUBLIC COMMENT:

- **Question:** Will the presence of a septic system as a single lot preclude the use of parking and possibly other things? Should the PUD keep the septic system or get rid of it?
Response: Staff will make recommendations in the future as to the use of that property.

7. NEW BUSINESS: (no new business at this time).

8. COMMISSIONERS' REPORTS:

Commissioner Kenneth Collins:

- 4/8 Attended via video conference the NoaNet Board meeting. (report).
- 4/14 Participated in Special Meeting Audit Exit Interview via Webex. Clean audit.
- 4/15 to
- 4/17 Participated in WPUDA meetings via video conferencing.
- 4/20 Participated in phone conference with General Manager Kevin Streett.
- 4/20 Participated in webcast from the Public Disclosure Commission.
- 4/22 Will participate in Board meeting telephone conference with Energy Northwest.
- 5/05 Will participate in USDA Telemedicine Grant Program Webinar. Looking for ways to expand our broadband availability so that people can take advantage of telemedicine going forward where that may be the most practical option for people to be in touch with their physician or nurse practitioner.

Commissioner Jeff Randall:

4/14 Participated in Special Meeting Audit Exit Interview via Webex.
4/15 to
4/17 Participated in WPUDA meetings via video conferencing. (report)
4/23 Will be participating remotely in North Olympic Development Council meeting. 4/24
Will be meeting with General Manager Kevin Streett by telephone.

Commissioner Dan Toepper:

4/8 Met with General Manager Kevin Streett by telephone.
4/9 Participated in the Water Committee COVID-19 roundtable by Zoom. (report) 4/14
Participated in Special Meeting Audit Exit Interview via Webex. Clean audit.
4/15 to
4/17 Participated in WPUDA meetings via video conferencing.
4/22 Will meet with General Manager Kevin Streett by telephone.
4/23 Will participate in the Water Committee COVID-19. 4/15
to
4/17 Participated in WPUDA meetings via video conferencing.

9. EXECUTIVE SESSION:

Communications Manager Will O’Donnell explained the process that would be used to go into an Executive Session of the Jefferson County PUD Board of Commissioners.

An executive session was held pursuant to RCW 42.30.140(4)(a) to discuss the status of collective bargaining and contract negotiations with one of the PUD’s labor representatives.

The approximate time for the Executive Session was 20 minutes. Executive session began at 6:19 p.m.

At 6:45 p.m. Commissioner Dan Toepper came out of Executive Session and announced an extension of ten minutes was needed.

At 6:56 p.m. the Executive Session ended. No action was taken.

10. ADJOURNMENT:

Commissioner Dan Toepper declared the April 21, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 6:58 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

<u>Jeff Randall</u>	<u>6/16/2020</u>
Commissioner Jeff Randall, Secretary	Date

Attest:

<u>Dan Toepper</u>	<u>6/10/2020</u>
Commissioner Dan Toepper, President	Date

<u>Kenneth Collins</u>	<u>6/11/2020</u>
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 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.