



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

**April 7, 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 7, 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
- Annette Johnson, Executive Assistant/Records Officer
- Joel Paisner, General Counsel
- Don McDaniel, PUD consultant
- Mike Bailey, Financial Services Manager
- Olga Darlington, Representative from Moss Adams
- Olga Darlington, Moss Adams

Cammy Brown, Recording Secretary

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**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 unmute at the appropriate time to speak.**

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for April 7, 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.

**2. STAFF INTRODUCTION: There was no staff introduction.**

**3. AGENDA APPROVAL:**

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

**No public comment.**

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

Commissioner Dan Toepper read the guidelines regarding the Consent Agenda items. 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.

Commissioner Kenneth Collins requested Item 5.6 - 219 RUS Form 7 be removed and placed under Old Business as Item 6.4.

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

**5.1 Approval of Minutes:**

- BOC Regular Meeting 1-28-2020.
- BOC Regular Meeting 2-4-2020.
- BOC Regular Meeting 2-18-2020.

**5.2 Voucher Certification and Approval.**

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

| WARRANTS                             | AMOUNT                 | DATE        |
|--------------------------------------|------------------------|-------------|
| Accounts Payable: #122759 to #122824 | \$ 259,019.36          | 03/12/2020  |
| Accounts Payable: #122825 to #122875 | \$ 694,813.73          | 03/19/2020  |
| Accounts Payable: #122876 to #122907 | \$ 547,149.78          | 03/26/2020  |
| Payroll Checks: # 70716 to # 70720   | \$ 9,261.75            | 03/20/2020  |
| Payroll Direct Deposit               | \$ 114,182.42          | 03/20/2020  |
| <b>TOTAL INVOICES PAID</b>           | <b>\$ 1,624,427.04</b> |             |
| <b>WIRE TRANSFERS PAID</b>           | <b>AMOUNT</b>          | <b>DATE</b> |
| USDA/RUS Loan                        | \$ 1,524,179.88        | 03/30/2020  |
| <b>GRAND TOTAL</b>                   | <b>\$ 3,148,606.92</b> |             |

**5.3 February Financials 2020.**

**5.4 PUD Calendar.**

**5.5 Resolution 2020-xxx Procurement Manual Resolution.**

**5.6 2019 RUS FORM 7 and USDA RD Form 442-2.** (removed and placed under Old Business, Item 6.4.

**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 PUD will continue to keep the doors closed to the public until May 4. This is the latest update from the Governor. Most of the staff is working from home doing necessary emergency work only.

No public comment.

**6.2 Financial Policy (Olga Darlington from Moss Adams on the phone):** General Manager Kevin Streett gave a report. Olga Darlington, a representative from Moss Adams was on the phone. This document will be reviewed regularly by management. There was some discussion and changes suggested. Further details are provided in the audio recording at [www.jeffpud.org](http://www.jeffpud.org). General Manager Kevin Streett and Commissioner Kenneth Collins went over the changes that were being made to the Financial Policy for the benefit of the public members that were finally able to participate in the teleconference.

**PUBLIC COMMENT:** Members of the public submitted their comments in writing to the commissioners.

- Comment: Policy well thought out.

**6.3 Financial Policy Resolution 2020-\_\_\_\_\_:**

**MOTION:** Commissioner Kenneth Collins made a motion that the BOC approve the PUD revised Financial Policy and approve Resolution No. \_\_\_\_\_ as presented at the meeting, as provided to the BOC in the package and as amended this evening. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**6.4 2019 RUS FORM 7 and USDA RD Form 442-2: This item was reviewed before 6.3 Financial Policy Resolution 2020-\_\_\_\_\_, to allow public members to participate in the meeting. There was some difficulty in the public accessing the teleconference and video.**

Commissioner Kenneth Collins suggested some changes be made to the 2019 RUS Form. There was some discussion. General Manager Kevin Streett and General Counsel Joel Paisner gave some clarification. Further details are provided in the audio recording at [www.jeffpud.org](http://www.jeffpud.org). This item was provided for information only. No action was taken. No public comment.

**7. NEW BUSINESS/ACTION ITEMS:**

**7.1 Policy for E-signatures.** General Counsel Joel Paisner gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion that the BOC approve the Electronic Signature Policy for the Jefferson County PUD No.1. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.2 Mutual Aid Agreement.** General Manager Kevin Streett gave a report. This agreement will be presented at the April 21, 2020 BOC meeting for approval.

**Public Comment:**

- Comment: The City of Port Townsend is a municipality. There are legal ramifications with entering into an agreement with a master plan resort. PUD staff will look into this.

**7.3 7-Year Anniversary.** General Manager Kevin Streett gave a report. There was a spreadsheet in the packet which illustrated the progress the PUD has made over the last seven years. There was some discussion. Data demonstrates that the PUD is a resounding success. No public comment.

**8. COMMISSIONERS' REPORTS:**

**Commissioner Jeff Randall:**

3/27 Met with General Manager Kevin Streett.  
 4/1 Participated in a PPC teleconference. (report)  
 4/3 Met with General Manager Kevin Streett.  
 4/14 Will participate in the PUD's Audit Exit interview.  
 4/15 to  
 4/16 Will participate in WPUDA video conference meetings.

