



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

**April 14, 2020  
Board of Commissioners**

**Special Meeting  
Audit Exit Interview  
Final Minutes**

The Special 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 10:03 a.m. on April 14, 2020, at the 210 Four Corners Road, Port Townsend, Washington 98368 via online teleconferencing, Present:

Commissioner Dan Toepper, President  
Commissioner Jeff Randall, Secretary  
Commissioner Kenneth Collins, Vice President  
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  
Jimmy Scarborough, Interim Electrical Engineering Supervisor  
Melanie Patterson, Human Resources Manager  
Melissa Blair, Utility Accountant II  
Nate Tantum, Utility Accountant II  
Megan McFarland, Washington State Auditor's Office  
Tuan Blank, Auditor, Jackson Thornton  
Caleb Hall, Jackson Thornton  
  
Cammy Brown, Recording Secretary

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**CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting, Audit Exit Interview, of the Jefferson County PUD Board of Commissioners for April 14, 2020, to order at 10:03 a.m.

This meeting was held via Webex. Per 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 accessible remotely via Webex until we have further information on any more extensions by the Governor's Order.

**INTRODUCTIONS:** All three commissioners introduced themselves and a quorum was established. Tuan Blank and Caleb Hall, Auditors with Jackson Thornton. And Megan McFarland, Auditor Manager with the Washington State Auditor's Office also introduced themselves.

**AGENDA:**

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

**PRESENTATION:** General Manager Kevin Streett expressed appreciation to Jackson Thornton for their services during the audit. Tuan Blank with Jackson Thornton gave a presentation of the PUD’s audit for the year 2019. She gave a quick background of how the process worked. Audit fieldwork started January 20, 2020. It was a three-person team led by Caleb Hall. It was the opinion of the auditing firm that Jefferson County PUD had a clean audit for 2019. For further details of this meeting go to the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**PUBLIC COMMENT:** None.

**ADJOURNMENT:**

Commissioner Dan Toepper declared the April 14, 2020, Special Meeting for the Audit Exit Interview of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 10:57 a.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

Jeff Randall 6/16/2020  
Commissioner Jeff Randall, Secretary Date

**Attest:**  
Dan Toepper 6/10/2020  
Commissioner Dan Toepper, President Date

Kenneth Collins 6/11/2020  
Commissioner Kenneth Collins, Vice President Date

*Please note PUD Board of Commissioner special meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*