



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

May 5, 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 May 5, 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
- Jimmy Scarborough, Interim Electrical Engineer Supervisor
- Melanie Patterson, Human Resources Manager
- Lori Rae, Operations Administrator

Cammy Brown, PUD Recording Secretary – attended session at 5:11 p.m.

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 May 5, 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:

Commissioner Dan Toepper requested an additional item to the Agenda under New Business:

Discussion about the possibility of returning to business, what that is going to look like and timeline. This was added on the agenda under 7.2. Reopening Discussion.

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

It was announced that there would 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.

- **Announcement:** The Governor’s Proclamation 20-28 rules for OPMA (Open Public Meeting Act) have been extended to May 31st. The PRA (Public Records Act) rules are extended to May 11th.

4. CONSENT AGENDA:

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

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

4.1 Approval of Minutes:

**PUD BOC Special Mtg. Min. 03-12-2020 Rate Setting Draft.
PUD BOC Special Mtg. Min 03-18-2020 Emergency (2) Draft.
PUD BOC Regular Meeting Min. 03-24-2020 Draft.**

4.2 Voucher Approval Form for the Commissioners.pdf

Voucher Certification and Approval with Supporting Warrant Register and Payroll.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

| WARRANTS | AMOUNT | DATE |
|--------------------------------------|------------------------|------------|
| Accounts Payable: #123031 to #123056 | \$ 455,790.30 | 04/16/2020 |
| Accounts Payable: #123057 to #123096 | \$ 447,499.88 | 04/23/2020 |
| Payroll Checks: # 70726 to # 70730 | \$ 9,813.79 | 04/17/2020 |
| Payroll Direct Deposit | \$ 110,778.79 | 04/17/2020 |
| TOTAL INVOICES PAID | \$ 1,023,882.76 | |
| GRAND TOTAL | \$ 1,023,882.76 | |

4.3 March 2020 Financials.

**4.4 Calendar
PUD Calendar May 5, 2020**

END OF CONSENT AGENDA.

5. GENERAL MANAGER AND STAFF REPORTS:

5.1. COVID 19 Response – CVOID-19 Report May 5: General Manager Kevin Streett gave a report on the Jefferson County Public Utility District No. 1 response to COVID-19 processes and procedures.

- Started to change shifts back to a more normal schedule.
- This week both line crews are on-site.
- Employees working staggered shifts. Still doing the 4/10. One crew is here Monday through Thursday. The other crew is here Tuesday through Friday. Going to run this way for two weeks.
- Everyone else is working from home.
- There will be a re-evaluation in a few weeks of the schedule.
- Line crews are being separated – Crew A in one trailer and Crew B in another trailer. Staggered stop and start times.
- Work from Home Policy – this is being prepared. Staff working from home has been very productive for the PUD.
- Scheduling of meeting places – an issue moving forward. Re-evaluating what needs to be met under the on-going COVID-19 rules regarding safe distancing.
- The new building is back under construction.
- Hot spots have been very successful. First hot spot will be placed in Brinnon by the end of this week. When project is done there will be a total 17 hot spots.

PUD Consultant Don McDaniel gave an update on the building project. Projection of completion date is at the end of year.

PUBLIC COMMENT:

Question: Who is going to be administrating the hot spots?

Response: The PUD is administrating the hot spots at this time.

6. **OLD BUSINESS:** None.

7. **NEW BUSINESS:**

7.1 Resolution Regarding Refunds for Customer Deposits: General Manager Kevin Streett gave a report on returning electrical deposits back to customers. This is one thing that the PUD can do to immediately help some of the people in its service territory. There was considerable discussion. For further details go to the recording at www.jeffpud.org.

No public comments.

MOTION: Commissioner Jeff Randall made a motion that the PUD adopt Resolution No. 2020 -010, a resolution of the Board of Commissioners of the Public Utility District No. 1 of Jefferson County regarding returning customer deposits through bill credit to assist the PUD’s customers during the time of the COVID-19 global pandemic. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.2 Reopening Discussion: Commissioner Dan Toepper announced that there was going to be a joint City/Council meeting on Thursday. There will be a discussion taking place on the reopening of the county.

8. **COMMISSIONERS’ REPORTS:**

Commissioner Jeff Randall:

Participated in phone meetings with General Manager Kevin Streett.

Participated in a phone meeting with Scott Sims of PPC (report).

5/6 to

5/07 Plan to listen in on some of the PPC meetings.

5/08 Plan to have a phone meeting with General Manager Kevin Streett.

Commissioner Kenneth Collins:

4/22 Participated remotely in the meeting with Energy Northwest. (report).

- 4/28 Met by phone with the General Manager Kevin Streett.
- 5/04 Met by phone with the General Manager Kevin Streett.
- 5/05 Participated in USDA Telemedicine Grant Program webinar having to do with telemedicine and distance learning. (Report).
- 5/06 and
- 5/07 Will participate in PPC meetings.
- 5/13 Will participate in the NoaNet Board meeting remotely.
- 5/15 Will participate in the WPUDA Strategic Planning Meeting remotely.
- 5/15 Will have a phone meeting with General Manager Kevin Streett by telephone.

Commissioner Dan Toepper:

- Met by phone with the General Manager Kevin Streett.
- 4/23 Attended WPUDA Water Committee COVID-19 update by Zoom. (Report).
- 4/24 Listened to the Water Utility Council meeting. (Report).
- 4/30 Participated in the weekly WPUDA Water Committee COVID-19 meeting.
- 5/4 Listened in on the morning and afternoon sessions of the Jefferson County Board of Commissioners. (Report).
- 5/6 Will attend the PPC WebEx forum.
- 5/7 Will participate in the weekly WPUDA Water Committee COVID-19 meeting.
- 5/8 Will meet with General Manager Kevin Streett by phone.

9. EXECUTIVE SESSION:

Commissioner Dan Toepper read the purpose for executive meeting.

The Board of Commissioners dismissed into an executive session pursuant to RCW 42.30.140(4)(a) to discuss the status of collective bargaining contract negotiations with one of the PUD’s labor representatives.

Estimated duration of the Executive Session will be 30 minutes. Executive session began at 6:25 p.m.

At 6:54 p.m. the Executive Session ended. No action was taken.

10. ADJOURNMENT:

MOTION: Commissioner Kenneth Collins made a motion to adjourn the May 5, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Meeting adjourned at 6:55 p.m.

Minutes prepared by Cammy Brown, PUD Recorder

Approved:

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|--------------------------------------|----------|
| <i>Jeff Randall</i> | 2/5/2021 |
| Commissioner Jeff Randall, Secretary | Date |

Attest:

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| <i>Dan Toepper</i> | 2/4/2021 |
| Commissioner Dan Toepper, President | Date |
| <i>Kenneth Collins</i> | 2/4/2021 |
| Commissioner Kenneth Collins, Vice President | Date |

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