



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

May 19, 2020

**Special Meeting
Board of Commissioners**

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 10:00 a.m. on May 19, 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
Jean Hall, Customer Service 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
Scott Bancroft, Special Projects Coordinator

Cammy Brown, Recording Secretary

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for May 19 2020, to order at 10:00 a.m.

This meeting was held via Webex, per Governor's Proclamation 20-28 in response to the COVID-19 pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the Board of Commissioners. All meetings will only be accessible remotely via Webex until otherwise informed by order of the Governor. All participants will be muted upon entry. Please unmute at the appropriate time to speak. Use *6 if you are on a phone on a phone to mute or unmute during the call.

INTRODUCTIONS: All three commissioners introduced themselves and a quorum was established.

2. AGENDA: No additions to the Agenda.

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

Page 1 of 4

Jefferson County PUD
Board of Commissioners
Special Meeting – 10:00 a.m.
May 19, 2020
Final Minutes

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper read the guidelines.

No public comment.

4. CONSENT AGENDA:

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

4.1 Minutes to Approve. No minutes to approve at this meeting.**4.2 Voucher Certification and Approval:
Voucher Approval Form for the Commissioners
Voucher Certification with Supporting Warrant Register & Payroll.****VOUCHER CLAIM FORMS FOR INVOICES PAID:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #123097 to #123129	\$ 284,929.74	04/30/2020
Accounts Payable: #123140 to #123189	\$ 198,215.60	05/07/2020
Payroll Checks: # 70731 to # 70735	\$ 9,100.24	05/01/2020
Payroll Direct Deposit	\$ 127,475.04	05/01/2020
TOTAL INVOICES PAID	\$ 619,720.62	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	05/04/2020
BPA	\$ 1,564,781.00	05/11/2020
GRAND TOTAL	\$ 2,198,830.24	

VOIDED WARRANTS	122194	\$ 22.73
------------------------	--------	----------

4.3 PUD CALENDAR

CONSENT AGENDA ENDED.

5. GENERAL MANAGER AND STAFF REPORTS: General Manager Kevin Streett gave a COVID-19 update. Line crew has been back Bringing some office staff back will be done slowly and in small increments. The office will not be opened to walk-in customers but the staff may make arrangements to have some scheduled meetings with customers if required. These meetings will be very limited and respond with a real need. One of the things staff is working on is a rental of a building on the Port. The Port will allow us to rent the building until our new office space is built in December. It would be a month-to-month. The reason we are looking at this is the PUD literally don't have space to bring people back and now is the time to start bring some people back. If the PUD could reduce people in the building it does keep the air quality better. This would be until the new building is complete. It's a solution that brings part of the staff in. With the management team the PUD will bring in people for a couple days a week and rotate it out to another group of people. The PUD would have to take some precautions. Melanie Patterson, Human Resources Manager, is sending out a plan that would be sent out to all employees for their return to work. The PUD staff will bring in two Customer Service Representatives twice a week. This will be continually reviewed. The PUD staff will continue the Webex meetings through July. The PUD may be able to do some hybrids if the Governor opens up with the public. The staff will re-evaluate at the end of July. This is a work in progress. We will re-assess in two weeks. The crews are busy. Work is picking up and production is up.

Page 2 of 4

The commissioners expressed their appreciation to the staff for their flexibility and concerted efforts in coping with the COVID-19 pandemic.

6. OLD BUSINESS:

6.1 Customer Deposits: Jean Hall, Customer Service Manager, gave a report. At the May 5, 2020 BOC meeting it was decided the PUD would release the customer deposits. That was completed Friday, May 8th. Customers should already see the credit on their account. We are already seeing the arrears go up again. Initially, it reduced the PUD's arrears by 43% overall and the number of service agreements that were flagged for disconnection. It reduced them down to 166 from 209. Numbers are going back up now. An abbreviated graph was included with this report.

7. NEW BUSINESS:

7.1 Telecommuting Policy: General Manager Kevin Streett and Melanie Patterson, Human Resource Manager gave reports. More discussion on the policy on the audio recording of this meeting at www.jeffpud.org.

This policy is for review only at this meeting. It will be presented at the next BOC meeting for approval.

7.2 Treasurer Transfer of Funds Resolution 2020-011: General Manager Kevin Street and Mike Bailey, Financial Services Manager gave reports. The PUD staff is in the process of cleaning up old accounts. There is 1.1 million marked as restricted funds on the electric side that don't need to be restricted. There were multiple discussions with RUS in researching the moving the funds.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioner of the Public Utility District No. 1 of Jefferson County, Washington adopt Resolution 2020-11 directing the Jefferson County Treasurer to transfer funds and close certain accounts. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

PUBLIC COMMENT:

- **Comment:** Comment made encouraging telecommuting.

7.3 Joint City/County Meeting. The commissioners and General Manager Kevin Streett discuss the meeting. More discussion on the meeting can be found on the audio recording at www.jeffpud.org.

8. COMMISSIONERS' REPORTS:

Each commissioner individually expressed appreciation for the PUD management and staff.

Commissioner Jeff Randall:

- 5/8 Met with General Manager Kevin Streett by phone.
Had a phone conversation with a Clallam PUD commissioner and a Snohomish PUD commissioner.
- 5/27 Will attend BOC Special Meeting on the Quarterly report.

Commissioner Kenneth Collins:

- 5/6 and
- 5/7 Participated in PPC meeting remotely. There was a presentation from BPA on how they had adapted to the COVID-19 environment. Many employees are staying at home. 3,000 people are working on-line now. They are not doing any non-essential construction for the moment. Financially they have had a fairly stable second quarter. No workers have come down with the Corona Virus. They delayed 57 constructions projects.

Also participated in the NoaNet Board meeting. They reported that they had the best quarter financially that they have had in 8 years. Cash is up by 3 million dollars. They have assisted in the deployment of 155 hot spots across the state., They anticipate 100 more coming on-line shortly. They are looking at grants and loans. They are looking at doing more partnering with other PUDs. They are also looking at making an investment over the next year or so of 100 million to upgrade their system. If they do that with the equipment that is now available, they can provide between 200 and 400 gigabytes per channel.

- 5/15 Participated in WPUDA telephone call – meeting was on the strategic planning document for the organization.
- 5/18 Met with General Manager Kevin Streett by phone.
- 5/22 Plan to attend WPUDA Annual Meeting – Officers will be voted on.
- 5/27 Will attend BOC Special Meeting on the Quarterly report.
- 6/01 Will meet with General Manager Kevin Streett by phone.

Commissioner Dan Toepper:

- 5/6 and
- 5/7 Attended PPC Meeting remotely.
- 5/7 Participated in the WPUDA Water Committee roundtable remotely.
- 5/7 Listened to a press conference that took place with the State Office of Broadband regarding the PUD involvement in the Wi-Fi hot spots.
- 5/7 Listened to the joint meeting of the Jefferson County Board of Health.
- 5/8 Met with General Manager Kevin Streett.
- 5/8 Spoke with Fire Chief Brad Martin.
- 5/14 Attended the COVID-19 roundtable discussion.
- 5/15 Attended Strategic Planning Meeting.
- 5/20 Will meet with General Manager Kevin Streett.
- 5/22 Will attend WPUDA business meeting.
- 5/27 Will attend BOC special Meeting on the Quarterly Report.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the May 19, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:35 a.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

<u>Jeff Randall</u>	<u>7/20/2020</u>
Commissioner Jeff Randall, Secretary	Date

Attest:

<u>Dan Toepper</u>	<u>7/20/2020</u>
Commissioner Dan Toepper, President	Date
<u>Kenneth Collins</u>	<u>7/21/2020</u>
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, 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.