



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

**May 27, 2020
Board of Commissioners
Special Meeting – First Quarter Review
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 27, 2020, via WebEx video conference. 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
Jean Hall, Customer Service Manager
Melanie Patterson, Human Resources Manager
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Samantha Harper, Water Superintendent
Scott Bancroft, Special Projects Coordinator
Colton Worley, SCADA & Substation Technician
Kris Lott, Network Administrator
Lori Rae, Operations Administrator
Bill Graham, Resource Manager
Russell Miller, Staking Engineer
Alex Gerrish, GIS Specialist
Drew McKnight, Customer Service
Alyson Dean, Purchasing/Stores
Cammy Brown, Recording Secretary

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for May 27, 2020, to order at 10:00 a.m.

As per the 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 BOC. All meetings will only be accessible remotely via WebEx and unless otherwise informed by order of the Governor. All participants will be muted upon entry. Please unmute at the proper time to speak. Press *6 on a phone to mute or unmute during a call for phoning in.

A roll call was taken by the commissioners. It was determined that there was a quorum.

AGENDA APPROVAL:

There was a request by staff to change the PUD’s way of comment during this Agenda Approval. All public comment was held until the end of the meeting. During the course of the presentation the commissioners requested a wait until each individual presenter finished their presentation before questions are asked.

General Manager Kevin Streett: General Manager Kevin Streett went over the process of how the presentations would be given from each department manager. Will O’Donnell, Communications Manager, moderated the meeting.

PRESENTATION OF PUD FIRST QUARTER REVIEW

Kevin Streett, General Manager:

- Wi-Fi. Worked with School District, the City, the Port and the County.
- Twelve hot spots set up in Jefferson County. Several in the works. Successful project. These hot spots will be up and available to the public through 2020. Things may change moving forward.

Melanie Patterson, Human Resources Manager:

- Most recent hires: April Owens, Customer Service Representative and Jesse Bland, Meter Reader.
- Recent and ongoing projects related to COVID-19 – put safety measures in place. Communicated to staff. Early to mid-March urgent need to have people work from home. Proposed Telecommute Policy. Updated staff on COVID-19 and response of PUD.
- Worked with bargaining team with IBEW negotiations.
- Safety Committee with Jimmy Scarborough worked on updating Safety Manual. All employees are required to read the manual and confirm with signature.
- Current recruitments: Power Director, Pre-Apprentice.
- Returning staff to buildings. Slow, measured and careful approach. Not intending to bring everyone back all at once. PUD having some employees returning to the office 1-2 days a week if they wish to. Putting guidelines in place (detailed).

Kris Lott, IT Manager:

- 31 employees working remotely.
- Employees can take service from home.
- Email and messaging services largely unchanged.
- Digital signatures, virtual meeting, online conferencing and collaboration, environmental monitoring for server room have all been added.
- More documents are now digital – customer service, billing, accounts payable.
- More customers moving to Smart Hub.

Samantha Harper – Water Superintendent: Report given on 2020 Water Utility Capital Projects report on:

- Kilisut Harbor Bridge (WSDOT).
- Reynolds Well.
- SCADA Replacement for Sparling Well. First complete capital project for the year.
- Snow Creek Wellhouse Replacement Project.
- Quilcene Water Tank Project.
- Water System Plan Update.
- Bywater Bay Shine Plat LUD.
- Coyle Water Line Replacement.
- Gardiner Replacement Well.
- Quilcene Second Source Development.

- Triton Cove Williams Addition Wellhouse Replacement.

Jimmy Scarborough, Senior Electrical Engineer: Report given on the following:

Adams Street – Port Townsend:

- Design and construction completed in February for conduit and vaults to convert power and fiber to underground.
- Another step to complete the remaining overhead in downtown Port Townsend.
- Project cost: \$142,000.

New Feeder to Kala Point:

- Design of conduit and vaults for the first phase for a new feeder out of Irondale Substation Bay 2 to Kala Point has been completed.
- First section is to be installed is on Port property adjacent to the airport. This section is 2,500 feet in length.
- Construction to start in June.
- Estimated project cost: \$141,000.

Dana Roberts Feeder 13 & Hastings Feeder 12 Tie at Safeway Gas Station:

- Design and construction were completed in early 2020.
- Project cost \$116,000.00

Safeway Store – Primary Undergrown extension and replacement:

- Design work and installation of new vaults and conduit has been completed to tie in project with ongoing efforts to create a new tie to the hospital.
- Project will also upgrade transformer that serves Safeway.
- Electric construction to take place this summer or fall.
- Estimated project cost: \$290,000.

Kilisut Harbor (electric):

- Design work for the permanent configuration has been completed. The new section will be underground and attached to the bridge.
- Contractors will be on site in early June to complete the construction and retire the overhead.
- Estimated project cost: \$590,000.

Current GIS Projects:

- Line locates now mapped with GS coordinates to improve accuracy.
- Interactive water service areas map for drinking water Consumer Confidence Reports (CCRs).
- Water line breaks collected using collector.

Colton Worley, SCADA & Substation Technician

- Major project working on Port Ludlow Substation – put on hold because of COVID-19.
- Working on grant – installing a new transformer bay at Chimacum Substation.
- Preliminary Chimacum Substation design – start in 2021.
- No huge streams in revenue during the COVID-19 pandemic.

Scott Bancroft, projects Manager:

- First quarter of 2020 – report on community solar City of Port Townsend. Project approved. Working on getting a grading permit, fencing detail, a landscape detail and a signage permit. Need approval from the City of Port Townsend. Recommendation to hold off on project until after economy turns around.
- Tree Trimming – successful first quarter (report).
- Need to spend some time trimming around transformers.
- Washed out projects coming up.

Lori Rae, Operations Assistant:

- Broadband connections (7) have been done. Four-line extensions with three consumers completed.
- Water Street project still pending.
- Work orders are up (electric, water, broadband).

- In the process of getting Public Infrastructure Fund money.
- Trying to get reimbursement from FEMA for hotspots.

Don McDaniel: Facilities update:

- Back under construction.
- Expected completion date end of November 2020.
- Material acquisition is good.
- There is a reduction of work output due to COVID-19.
- Minor changes in architecture.

Alyson Dean, Purchasing:

- Orders for material items are six weeks out.
- PUD has been creative in PPE items. Made own hand sanitizer.
- Delays will not affect any project.
- New fuel use logging system to be installed. Automated system.

Jean Hall, Customer Service Manager:

- Rainy day donations increased.
- Low income update – past six months 24% increase in participation.
- 31% increase in the rainy-day donations.
- Bulk of increase due to large lump sum donation.
- 22% increase in low income program participation since last May.
- Bulk of increase is due to increase outreach. Reaching out to OlyCAP and St. Vincent DePaul.

Will O'Donnell, Communications Manager:

- Worked on newsletter – in color and easier to read larger text format. Good response from customers.
- Updated Fair Booth. New signage.
- Power Town in schools – this was cancelled due to COVID-19.
- Communicated our policies re COVID-19 to our customers.
- No customer complaints regarding our response to the pandemic.
- Working on WebEx moderation.
- Put together article for the Municipal Power Association.
- Working on on-line application process – jobs, customer service, new construction.
- Key word searches on archives materials not completely searchable.
- Wi-Fi hotspot promotion is ongoing.
- Expanded social media.
- Working on bill re-design. Working on getting more people to pay through Smart Hub.
- Working with PUD Water Superintendent and Resource Manager on water communications planning.
- Commissioner Kenneth Collins will submit an article for the next newsletter.

Mike Bailey, District Auditor/Financial Services Manager:

- Appreciation expressed to Nate Tantum, Utility Accountant II Payroll, Melissa Blair, Utility Accountant II Accounts Payable and Amanda Isaak, Accounting Tech I Support.
- Invoice processing improved. Everything electronic now.
- Reviewing policies and updating as needed.
- Reviewing cash reserves.
- Went over financials through March 2020.
- No communications from the public.

PUBLIC COMMENT:

- Appreciation to staff for doing great job during pandemic.
- Financial report in February and March – significant drop in tax payments. Tax expense down significantly compared to previous months and years.

General Manager Kevin Streett reported that the PUD has overcome the February deficit. Next quarter there will be no losses. Things on hold that have not been done. The PUD is not purchasing trucks. The contractors did not work.

Commissioners expressed appreciation to staff for being flexible in coping with the crisis and commented on the first-class presentation that was given at this quarterly review.

ADJOURNMENT:

Commissioner Dan Toepper declared the May 27, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:54 a.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Jeff Randall 7/20/2020
Commissioner Jeff Randall, Secretary Date

Attest:
Dan Toepper 7/20/2020
Commissioner Dan Toepper, President Date

Kenneth Collins 7/21/2020
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, 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.