



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

**June 2, 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 June 2, 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  
Lori Rae, Operations Administrator  
Melanie Patterson, Human Resources Manager  
Scott Bancroft, Special Projects Coordinator  
  
Cammy Brown, PUD Recording Secretary

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for June 2, 2020, to order at 5:00 p.m.

**Per the Governor's Extended Proclamation 20-28.4 which has been extended to June 17, 2020, 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 by accessible remote via the WebEx until further informed by the order of the Governor. All participants' audio will be muted upon entry. Please unmute at the appropriate time to speak. Use \*6 on a phone to mute or unmute at the appropriate time during the call.**

Commissioner Dan Toepper began the meeting by calling for attendance to determine a quorum. There was a quorum established.

**2. AGENDA APPROVAL:**

Commissioner Dan Toepper requested additional items be added to the Agenda:

- Under New Business: 7.4 Governor's proclamations updates
- Under New Business: 7.5 Discussion about Governor's Stay Safe Plan in Phase 3.

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

**3. GENERAL PUBLIC COMMENT:** Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. Topics abbreviated.

**No public comment.**

**4. CONSENT AGENDA:**

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

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

**4.1 Approval of Minutes:**

PUD BOC Regular Meeting Min. 04-21-2020 Draft.

PUD BOC Special Mtg. Min 04-14-2020 Audit Exit Interview Draft.

**4.2 Voucher Approval Form for the Commissioners.**

Voucher Certification and Approval with Supporting Warrant Register and Payroll.

**PENDING INVOICES OVER \$100,000 TO BE APPROVED:**

Seton Construction Inc. **Inv # 20004-01** **dated** 5/19/2020 \$207,907.69

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #123190 to #123246	\$ 418,770.09	05/14/2020
Accounts Payable: #123247 to #123282	\$ 704,763.66	05/21/2020
Payroll Checks: # 70736 to # 70740	\$ 9,089.49	05/15/2020
Payroll Direct Deposit	\$ 121,970.90	05/15/2020
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,254,594.14</b>	
<b>GRAND TOTAL</b>	<b>\$ 1,254,594.14</b>	

**4.3 April 2020 Financials.**

**4.4 PUD Calendar June 2, 2020.**

**4.5 Letter for Pinecrest Drive.**

**END OF CONSENT AGENDA.**

**5. GENERAL MANAGER AND STAFF REPORTS:**

General Manager Kevin Streett gave a report. The PUD is moving forward on large broadband projects. The PUD staff has begun the move to the Port building.

Human Resource Manager Melanie Patterson gave a report on the guidelines in returning the staff back to the office. Telecommute policy is going into effect. Not all employees will come back at the same time. Staggered shifts will be put in place.

**No public comment.**

**6. OLD BUSINESS:**

**6.1 Resolution 2020-12 Telecommuting Policy:** General Manager Kevin Streett and Human Resource Manager Melanie Patterson and Financial Services Manager Mike Bailey reported on Resolution 2020-12 Telecommuting Policy.

**MOTION:** Commissioner Kenneth Collins made a motion to pass Resolution 2020-012 adopting a Telecommuting Policy to assist the PUD in creating a safe, flexible and mobile workplace. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**6.2 Tree Trimming Policy:** Scott Bancroft, Special Projects Coordinator, gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion to accept the Tree Trimming Policy as presented. Commission Jeff Randall seconded the motion. Motion carried unanimously.

**7. NEW BUSINESS:**

**7.1 Draft IBEW Contract.** General Manager Kevin Streett gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion to approve the collective agreement between Jefferson PUD and International Brotherhood of Electrical Workers with the correction of the dates 2022 to change to 2023 to reflect a three-year contract. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.2 Broadband COVID-19.** Lori Rae, Operations Administrator gave a report. There was considerable discussion. Refer to audio recording at [www.jeffpud.org](http://www.jeffpud.org) for detailed report.

**7.3 Interlocal Agreement between County, City, and Port regarding COVID-19:** Commissioner Dan Toepper gave a report. General Manager Kevin Streett gave a report. Four entities have been meeting for months. PUD needs to be represented and share its perspective on how to move back towards opening up the businesses in a safe manner. There was considerable discussion around the topic of PUD representation on the joint agency task force. Next task force meeting is scheduled for June 17, 2020, at 5:00 p.m. Commissioner Jeff Randall will be the PUD representative on the task force. Refer to audio recording at [www.jeffpud.org](http://www.jeffpud.org) for detailed report.

**7.4 Governor's Proclamation:** Commissioner Dan Toepper presented for discussion the Governor's Proclamation 20-23.4 which is the extension of the disconnect of residential customers, charging fees for the late repayment of reconnection out to July 28, 2020. There was discussion on the taking away of local control. General Counsel Joel Paisner will provide a brief summary to the commissioners on what the Governor had in mind for the proclamation.

**7.5 Governor's Stay Safe –** Commissioner Dan Toepper announced the Governor's Stay Safe Phase 3 could go into effect in Jefferson County as early as June 12<sup>th</sup>.

**8. COMMISSIONERS' REPORTS:**

**Commissioner Jeff Randall:**

5/21 Telephonic meeting with General Manager Kevin Streett.

5/27 Participated in PUD First Quarterly meeting. (remote)

**Commissioner Kenneth Collins:**

5/22 Participated in the WPUDA Annual meeting. (remote)

5/27 Participated in PUD First Quarterly Review. (remote)

- 5/28 Telephonic meeting with General Manager Kevin Streett.
- 6/01 Telephonic meeting with General Manager Kevin Streett.
- 6/03 and
- 6/04 Will be participating in telephonic meeting for the PPC.
- 6/10 Will be participating in Board meeting with NoaNet.
- 6/12 Will be participating in WPUDA Executive Session to deal with the Governor’s Order.
- 6/15 Will be meeting with General Manager Kevin Streett.

**Commissioner Dan Toepper:**

- 5/19 Attended meeting with county representatives and Board of Health.  
Met with General Manager Kevin Streett.
- 5/20 Attended WPUDA roundtable COVID-19 update.
- 5/22 Attended business meeting of WPUDA election of officers. Commissioner Kenneth Collins is the new Vice President of WPUDA.
- 5/23 Spoke with the new President of WPUDA.
- 5/27 Participated in PUD First Quarterly Review. (remote)

**9. ADJOURNMENT:**

**MOTION:** Commissioner Kenneth Collins made a motion to adjourn the June 2, 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 6:45 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

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

**Attest:**

<i>Dan Toepper</i>	7/20/2020
Commissioner Dan Toepper, President	Date
<i>Kenneth Collins</i>	7/21/2020
Commissioner Kenneth Collins, Vice President	Date

*Please note PUD Board of Commissioner 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 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.*