



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

**July 7, 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 July 7, 2020. This was an online meeting through WebEx and teleconferencing. All participants muted by entry. Present:

Commissioner Dan Toepper, President
Commissioner Kenneth Collins, Vice President
Commissioner Jeff Randall, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Samantha Harper, Water Superintendent
Melanie Patterson, Human Resources Manager
Mike Bailey, Financial Services Manager
Scott Bancroft, Special Projects Manager
Jean Hall, Customer Service Manager
Will O'Donnell, Communications Manager
Jimmy Scarborough, Interim Electrical Engineer Supervisor
Annette Johnson, Executive Assistant/Records Officer
Lori Rae, Operations Administrator
Don McDaniel, PUD Consultant
Olga Darlington, Moss Adams
Ammie Rose Favreau, Moss Adams
Colleen Rozillis, Moss Adams
Cammy Brown, PUD Recording Secretary (signed on at 5:02 p.m.)

1. CALL TO ORDER:

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

Per the Governor's Proclamation 20-28 and 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 be accessible remotely via Webex until otherwise informed by 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:

MOTION: Commissioner Kenneth Collins a made a motion to accept the Agenda as presented. Commissioner Jeff Randall 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.

A member of the public expressed admiration and appreciation how PUD has been handling the crisis.

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 Special Meeting Min. 05-27-2020 Draft (Qtr. Report).
- PUD BOC Regular Meeting Min. 06-02-2020 Draft.
- PUD BOC Special Mtg. Min 06-02-2020 Draft (Executive Session).

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:

Northwest Open Access Network	Inv# IN935958	Dated 6/12/2020	\$114,739.00
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PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #123359 to #123368	\$ 115,876.22	06/09/2020
Accounts Payable: #123369 to #123418	\$ 284,360.83	06/11/2020
Accounts Payable: #123419 to #123460	\$ 615,303.12	06/18/2020
Accounts Payable: #123461 to #123500	\$ 296,507.51	06/25/2020
Payroll Checks: # 70746 to # 70747	\$ 1,458.50	06/08/2020
Payroll Checks: # 70748 to # 70752	\$ 9,270.79	06/12/2020
Payroll Checks: # 70753 to # 70757	\$ 9,169.30	06/26/2020
Payroll Direct Deposit	\$ 115,141.11	06/12/2020
Payroll Direct Deposit	\$ 124,396.07	06/26/2020
TOTAL INVOICES PAID	\$ 1,571,483.45	

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,447,309.00	06/10/2020
PAYMENT TOTAL		\$ 3,018,792.45

- 4.3 **May 2020 Financials.**
- 4.4 **PUD Calendar.**
- 4.5 **Resolution 2020-015 Employee Vacation**

END OF CONSENT AGENDA. **Extension**

5. NEW BUSINESS:

- 5.1 **Risk Management Overview: Moss Adams:** Olga Darlington from Moss Adams gave a presentation, and introduced Ammie Rose Favreau and Colleen Rozillis. There was considerable discussion. Details on audio recording at www.jeffpud.org.

Public Comment:

- **Note: This is out of sequence:** A public member could not get into the meeting at the beginning to make a public comment. Request: Would like to see Customer Service Manager Jean Hall submit a report on accounts receivables on how collections are going. It is important to have an accurate picture of what the financial position is.
- Comment was made on proposal at last meeting about lowering the PUD fees from \$18.50 to \$12.50.

6. MANAGER AND STAFF REPORTS:

- 6.1 **Broadband Update:** General Manager Kevin Streett announced there will be a kickoff meeting with the BOC and FCS on July 13, 2020. There will be a presentation on how to move forward.
- 6.2 **2021 Budget Update:** The budget has gone out to the PUD managers. A budget workshop will be scheduled for mid-August.
- 6.3 **DOD Grant Overview:** Communications Manager Will O'Donnell gave an overview of the grant. This is a 1.9-million-dollar project. The PUD should hear back in August if it is a candidate or for receiving the grant.

7. OLD BUSINESS: None.

8. NEW BUSINESS:

- 8.1 **Segregation of Assessment for Bywater Bay:** Water Superintendent Samantha Harper gave report. Details on audio recording at www.jeffpud.org.

MOTION: Commissioner Jeff Randall made a motion to approve Resolution 2020-013 ordering the Segregation of an Assessment on the Assessment Roll of Local Utility District No. 11. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8.2 Change to Work Plan: General Manager Kevin Streett gave a report. Details given on audio report at www.jeff.pud.org. All three commissioners were in agreement with the changes.

8.3 Proclamation 20-23.5 COVID-19 Web Support Review. Communications Manager Will O'Donnell gave a report and briefly went over any changes made to the website to be in full compliance with the Governor's proclamation. General Manager Kevin Streett reviewed and approved the plan. General Counsel Joel Paisner has reviewed the plan. The compliance date has been extended to August 1st.

MOTION: Commissioner Jeff Randall made a motion approving the COVID-19 customer support program posted on the PUD's website. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Public Comments: None.

9. COMMISSIONERS' REPORTS:

Commissioner Kenneth Collins:

6/17 Participated in the commissioner roundtable at WPUDA.
Participated in Public Works Board broadband program discussion.
6/17 Participated in inter-governmental meeting.
7/1 Participated in PURMS Executive Board Meeting.
7/2 Attended BOC Regular Meeting remotely.
7/2 Attended JBAT Steering Committee meeting remotely.
Attended JBAT Regular meeting remotely.
7/6 Met with General Manager Kevin Streett.
7/7 Participated in BOC Special Board meeting – Executive Session.
7/8 Will participate online with PURMS Audit Exit Interview.
7/13 Will participate in meeting with FCS.
7/15 to
7/17 Will be participating with the online WPUDA meetings. 7/20
Will meet with General Manager Kevin Streett.

Commissioner Jeff Randall:

6/17 Participated in the commissioner roundtable at WPUDA.
Participated in inter-governmental meeting
6/25 Participated in inter-governmental committee meeting. Was assigned to be the liaison to the jobs and economy sub-working committee. (report).
7/7 Participated in BOC Special Board meeting – Executive Session.
7/7 Met with General Manager Kevin Streett.
7/13 Will participate in meeting with FCS.
7/15 to
7/17 Will be participating with the online WPUDA meetings.
7/23 Will participate in inter-governmental jobs and economy sub-working committee.

Commissioner Dan Toepper:

6/17 Participated in the commissioner roundtable at WPUDA.
Participated in the inter-governmental meeting.


- 6/18 Met with General Manager Kevin Streett.
- 6/25 Participated in the WPUDA Water Committee meeting. (report).
- 7/7 Participated in BOC Special Board meeting – Executive Session.
- 7/8 Will meet with General Manager Kevin Streett.
- 7/13 Will participate in meeting with FCS.
- 7/15 to
- 7/17 Will be participating with the online WPUDA meetings.

9. ADJOURNMENT:



Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on July 7, 2020 adjourned at 6:57 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recording Secretary

Approved:

<small>DocuSigned by:</small>  <small>DB3CF29E6B18423...</small>	9/2/2020
Commissioner Jeff Randall, Secretary	Date

Attest:

<small>DocuSigned by:</small>  <small>26A5307D572E48D...</small>	8/28/2020
Commissioner Dan Toepper, President	Date
<small>DocuSigned by:</small>  <small>9505A6B29A7E44E...</small>	8/29/2020
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, 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.