



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

**September 1, 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 September 1, 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
Melanie Patterson, Human Resources Director
Mike Bailey, Finance Director
Scott Bancroft, Operations Director
Jean Hall, Services Director
Will O'Donnell, Communications Director
Lori Rae, Operations Administrator
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Samantha Harper, Engineering Director
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for September 1, 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 REVIEW: Commissioner Dan Toepper went over the agenda format.

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

3. NEW BUSINESS – A:

3.1 NoaNet Membership Presentation/Discussion: General Manager Kevin Streett introduced Dave Spencer of NoaNet who gave a presentation and historical background of the beginning of the partnership between the PUD and NoaNet. There was considerable discussion. All three commissioners voiced their support of NoaNet. Details of presentation/discussion can be heard on an audio recording at www.jeffpud.org.

4. PUBLIC COMMENT: Commissioner Dan Toepper read the guidelines for submitting public comment. There was no public comment.

5. CONSENT AGENDA:

Commissioner Kenneth Collins requested that Item No. 5.5 Resolution 20-017 Interlocal Agreement with Jeffcom be removed from the Consent Agenda. This item was placed under Old Business 7.2.

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

5.1 Prior Minutes:

PUD BOC Special Mtg. Min. 07-28-2020 Risk Man. and Septic Systems.
PUD BOC Regular Meeting Min. 08-04-2020.
PUD BOC Special Mtg. Min. 08-04-2020 Exec. Session.

5.2 Vouchers

Voucher Approval Form for the Commissioners
Voucher Certification with Supporting Warrant Register & Payroll.

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #123810 to #123856	\$ 291,347.26	08/13/2020
Accounts Payable: #123857 to #123905	\$ 446,821.65	08/20/2020
Accounts Payable: #123906 to #123908	\$ 152,284.17	08/21/2020
Payroll Checks: # 70775 to # 70782	\$ 11,206.09	08/21/2020
Payroll Direct Deposit	\$ 119,992.20	08/21/2020
TOTAL INVOICES PAID	\$ 1,021,651.37	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,139,219.00	08112020
PAYMENT TOTAL	\$ 2,160,870.37	

5.3 Financial Report

5.3 July 2020 Financials.

5.4 Calendar.

5.5 Resolution 20-1017 Interlocal Agreement w/Jeffcom: Removed from Consent Agenda and placed under 7.2 Old Business.

END OF CONSENT AGENDA.**6. MANAGER AND STAFF REPORTS:** General Manager Kevin Streett gave a report.

- Move September 9th BOC Special meeting to September 10th 10:00 a.m.

to 12:00 p.m. Topic is Water and Broadband.

- Two agreements are coming to the BOC shortly. General Counsel Joel Paisner’s contract and agreement with the Port for engineering services and fiber network.
- CAB update and request to have a meeting. PUD Consultant Don McDaniel reports that he received a call from the Chair of the CAB requesting that the BOC vote to put the CAB into a temporary adjournment until the PUD gets to a point to where there will be a workshop. There was some discussion.

MOTION: Commissioner Jeff Randall made a motion that the BOC notify the CAB that the BOC is going to put the CAB in temporary adjournment until some time in the first quarter of 2021 due to the COVID-19 pandemic and other priorities. At that first meeting in 2021, the CAB will also elect new officers. Each member of the CAB will continue to serve on the committee in their roles until a new election occurs. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7. OLD BUSINESS – B:

7.1 Budget Update: General Manager Kevin Streett reported that the budget will post at noon on Friday, September 4, 2020. Financial Services Manager Mike Bailey gave a report. First Monday in October the final budget gets posted. All three commissioners were comfortable with the preliminary budget as presented. No public comment.

7.2 Resolution 20-017 Interlocal Agreement with Jeffcom: General Manager Kevin Streett presented Resolution 20-017 for consideration by the commissioners. There was some discussion on a few minor changes. Details on this discussion may be heard on audio recording at www.jeffpud.org.

MOTION: Commissioner Jeff Randall made a motion that the BOC adopt by resolution the Interlocal Agreement with Jeffcom as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8. NEW BUSINESS:

8.1 Taxing Authority Guidance: Financial Services Manager Mike Bailey gave an update. There is no increase. PUD staff recommendation was to bank the capacity and not increase the tax. In October a resolution will be brought back with the taxing authority. All three commissioners supported the PUD staff’s recommendation. There was no public comment.

8.2 Port Townsend Paper Wheeling Agreement: General Manager Kevin Streett gave a report. The previous agreement had expired and the new agreement has been sent to Port Townsend Paper. This agreement will be brought back to the commissioners at the next BOC regular meeting and placed under Old Business.

9. COMMISSIONERS’ REPORTS:

Commissioner Kenneth Collins:

- 8/19 Participated in JBAT Steering Committee and WPUDA Telcom Committee meetings (report).
- 8/21 Participated in JBAT meeting.
- 8/24 Met with General Manager Kevin Streett.
- 8/25 Attended PUD BOC Special Meeting – Budget and Water Plan.
- 8/27 Spoke with Gary Nelson who is on the JBAT Steering Committee.
- 8/28 Participated in JBAT Steering Committee meeting.
- 8/31 Met with General Manager Kevin Streett.
- 9/01 Participated in the NoaNet workshop.
- 9/2 and
- 9/3 Will participate in PPC meetings.
- 9/4 Will participate in JBAT meeting.

- 9/9 Will attend NoaNet Board meeting.
- 9/10 Will participate in PUD Broadband and Water meeting.
- 9/11 Will participate in JBAT Steering Committee meeting.

Commissioner Jeff Randall:

- 8/25 Attended PUD BOC Special Meeting – Budget and Water Plan.
- 8/27 Attended North Olympic Development Council Executive Board Meeting.
- 8/27 Attended WPUDA Executive Board Meeting (report).
- 8/27 Attended Intergovernmental Coordinating Committee.
- 8/28 Participated in a workgroup from the Intergovernmental Coordinating Committee which is the jobs and economy group meeting (report).
- 9/02 Will meet with workgroup from the Intergovernmental Coordinating Committee which is the jobs and economy group.
- 9/02 and
- 9/03 Will participate in PPC meetings.
- 9/08 Will participate in North Olympic Workforce Development Council meeting (report).
- 9/10 Will participate in PUD Broadband and Water meeting.


Commissioner Dan Toepper:

- 8/19 Met with General Manager Kevin Streett.
- 8/25 Attended PUD BOC Special Meeting – Budget and Water Plan.
- 8/25 Participated in the Hadlock Sewer workgroup meeting (report).
- 8/27 Participated in the monthly Jeffcom meeting (report).
- 9/2 and
- 9/3 Will participate in PPC meetings.
- 9/10 Will participate in PUD Broadband and Water meeting.
- 9/11 Will meet with General Manager Kevin Streett.
- 9/14 Will attend East Jefferson Fire and Rescue Fire Chiefs’ meeting.
- 9/16 to
- 9/18 Will attend WPUDA meetings.

10. ADJOURNMENT:

Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on September 1, 2020 adjourned at 6:56 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:	Signed by:	
		11/13/2020
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Commissioner Jeff Randall, Secretary		Date

Attest:	Signed by:	
		11/12/2020
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Commissioner Dan Toepper, President		Date

		11/13/2020
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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.