



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

**October 20, 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 October 20, 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
Mike Bailey, Finance Director
Melanie Patterson, Human Resources Director
Scott Bancroft, Operations Director
Jean Hall, Services Director
Will O'Donnell, Communications 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 No. 1 Board of Commissioners for October 20, 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. All three commissioners were in attendance. There was a quorum established.

2. AGENDA REVIEW: Commissioner Dan Toepper presented the Agenda for review and acceptance.

MOTION: Commissioner Kenneth Collins 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 read the guidelines for public comments.

- **Comments:** Appreciation given to staff and management.
Concerns and Questions: There was an article that came out which stated that sterilizing trucks and equipment causes the response time to be a little longer with respect to outages before they are going out. Is that an issue for the PUD as it is coming into their stormy

Page 1 of 5

season? Is that addressed in the newsletter?

Response: (inaudible).

- **Question:** Are comments going to be made later on in the agenda on levy?

Response: To be addressed later in the agenda.

4. CONSENT AGENDA: Commissioner Dan Toepper read the items in the Consent Agenda.

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

4.1 Prior Minutes:

PUD BOC Regular Meeting Min. 09-01-2020 Draft.
 PUD BOC Special Mtg. Min. 09-10-2020 Draft.

4.2 Vouchers:

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

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #124149 to #124188	\$ 314,844.74	10/01/2020
Accounts Payable: #124189 to #124251	\$ 590,358.67	10/08/2020
Payroll Checks: # 70795 to # 70799	\$ 9,956.23	10/02/2020
Payroll Direct Deposit:	\$ 137,065.93	10/02/2020
TOTAL INVOICES PAID	\$ 1,052,255.57	
WIRE TRANSFERS PAID	AMOUNT	DATE
USDA/RUS Loan	\$ 1,523,916.82	06/29/2020
USDA/RUS Loan	\$ 1,523,916.92	09/29/2020
Peterson Lake	\$ 14,328.62	10/01/2020
BPA	\$ 1,036,581.00	10/09/2020
PAYMENT TOTAL	\$ 5,151,038.93	

4.3 Financial Report: Write Offs

Agenda Report-Written Off Accounts 10-20-2020.
 Written Off Accounts Resolution 10-20-2020.

4.4 Small and Attractive Assets Policy

Updated Asset Policy.
 PUD Policy Small and Attractive Items Policy.

4.4 Calendar

PUD Calendar October 20, 2020.

END OF CONSENT AGENDA.

5. MANAGER AND STAFF REPORTS: General Manager Kevin Streett gave a report. Details may be heard on audio recording at www.jeffpud.org.

- **NoaNet:** The PUD owns 1% of NoaNet and it is the smallest shareholder. General Manager Kevin Streett is going to see what the process is and how the PUD could increase that as much as 10%. Report to increase the PUD's share will be submitted at a later date.
- **BPA project.** Operations Administrator Lori Rae and Operations Director Scott Bancroft met with BPA. In November the PUD will begin to string fiber from the Discovery Bay Substation. (details may be heard on audio-recording at www.jeffpud.org).
- **Chimacum Substation Loop.** The PUD crew is working on the Chimacum Substation loop. What that does is actually loops through Port Ludlow. It will tie in with the PUD's old office at 230 Chimacum and tie back in into the substation.
- **Joint trenching.** City and County and PUD coming up with one policy concerning joint trenching.
- **ICC meeting** on October 22, 2020.
- **CARES funding.** PUD received an award of \$40,000.00 to help commercial electric customers.
- **Audit Review:** Finance Director Mike Bailey gave an update on the 2020 financial audit. The week of January 11th the audit will be done remotely. Sometime in November the accountability audit will be done. Deadline is March 31, 2021.

6. OLD BUSINESS:

6.1 Blue Banner Request: General Manager Kevin Streett gave a report and recommends that the PUD should not allow banners to be on their poles. There are too many long-term issues with the program. General Counsel Joel Paisner supported the decision. All three commissioners supported the recommendation. No public comment.

6.2 Clarification of Resolution 20-019 Regarding Taxing Authority. Commissioner Dan Toepper opened up the discussion on Resolution 20-022 for public comment.

- **Comment:** The BOC's resolution to adopt the levy and also to adopt the budget does not make any reference or make any inference as to where the property taxes are actually going. There is nothing specifically adopted by the Board that gives direction or expresses any limitation on where those property taxes are going.

MOTION: Commissioner Jeff Randall made a motion to pass Resolution No. 20-022, a resolution of the Board of Commissioners of PUD No. 1 of Jefferson County regarding the levy amount and determining it does not need to increase their regular versus the district's prior year's levy amount not including increases that are exempt under RCW 84.55 and rescinding Resolution No. 20-019. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7. NEW BUSINESS:

7.1 Sale of Warehouse Materials. General Manager Kevin Streett gave a report. Occasionally the PUD gets a local contractor or another governmental agency that needs material that the PUD stocks. The staff is trying to put in place a process so that the PUD can assist people as needed. This is an extension of working with the public and our local agencies. Finance Director Mike Bailey gave a report. This is a first touch. This will be brought back.

7.2 North Olympic Legislative Alliance (NOLA) membership: General Manager Kevin Streett gave a report. PUD needs to be represented in the Legislature regarding the broadband and fiber funding projects. Our real scope here would be representing Jefferson County and pushing for the broadband funding. This was some discussion. The commissioners requested more information.

Public comment:

- **Comment:** The public has no visibility into and no way of knowing what is going on in

the NOLA meetings. Generally, they are not following the OPMA because they are not required to. Important for the public to know who is making the decisions on their behalf and who is choosing how the money is spent. Are there limitations on lobbying? Expending public resources in terms of advocating for particular propositions (ballot measures). There appears to be some designated steering committee that is actually going to be making the decisions. Who chooses the steering committee? What's that process all about. There are so many conflicting and overlapping agencies trying to do more or less the same thing in certain areas.

8. COMMISSIONERS' REPORTS:

Commissioner Jeff Randall:

- 10/6 Met with PUD Consultant Don McDaniel.
- 10/7 Participated in a telephone meeting with Jobs and Economy Group.
- 10/8 Met with General Manager Kevin Streett.
- 10/9 Participated in a telephone meeting with Jobs and Economy Group.
- 10/13 Attended the PUD Special Board Meeting – Meter Replacement.
- 10/14 Participated in telephone meeting with General Manager Kevin Streett and General Counsel Joel Paisner.
- 10/15 and
- 10/16 Participated in meetings with Jobs and Economy Group.
- 10/19 Participated in telephone meeting with PUD Consultant Don McDaniel.
- 10/22 Will participate in a meeting with the Jobs and Economy Group.
- 10/27 Will attend PUD Special Meeting – Pole Attachment Fee Presentation by FCS Group and Broadband Business Planning Proposal from CCG Consulting.

Commissioner Kenneth Collins:

- 10/8 Participated in the WPUDA telecom meeting having to do with legislation affecting broadband.
- 10/9 Attended JBAT meeting.
- 10/13 Attended the PUD Special Board Meeting – Metering Replacement.
- 10/14 Attended NoaNet Board meeting. (report).
- 10/14 Participated in WPUDA budget discussion. Approved budget for 2021.
- 10/16 Participated in JBAT meeting.
- 10/19 Met with General Manager Kevin Streett.
- 10/21 and
- 10/22 Will be participating in the Energy Northwest Board meeting.
- 10/27 Will attend PUD Special Meeting – Pole Attachment Fee Presentation by FCS Group and Broadband Business Planning Proposal from CCG Consulting.
- 10/30 Will attend a JBAT meeting.
- 11/2 Will meet with General Manager Kevin Streett.

Commissioner Dan Toepper:

- 10/7 Met with General Manager Kevin Streett.
- 10/9 Attended JBAT meeting.
- 10/9 Had a telephone conversation with a customer regarding maintenance. PUD staff is aware of the issues and they are working on it.
- 10/13 Attended the special meeting with FCS representative Bob Hamon on meter replacement business case study for the PUD.
- 10/13 Attended the PUD Special Board Meeting – Meter Replacement.
- 10/14 Attended WPUDA Budget Committee meeting. (report).
- 10/16 Attended WPUDA Education Meeting. (report).
- 10/21 Will meet with General Manager Kevin Streett.
- 10/27 Commissioner Kenneth Collins will replace Commissioner Dan Toepper in the ICG meeting.

- 10/27 Will attend PUD Special Meeting – Pole Attachment Fee Presentation by FCS Group and Broadband Business Planning Proposal from CCG Consulting.
- 10/29 Will participate in JeffCom meeting.
- 11/02 Will meet with General Manager Kevin Streett.

Announcement: Commissioner Toepper announced there will be the need to have a CAB replacement and he has a nominee that is ready to serve. Russ Michel is retiring.

9. EXECUTIVE SESSION: To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, per RCW 42.30.110(b). Action may be taken after this Executive Session. NOTE: WebEx dropped the feed during Commissioner Dan Toepper’s reading of the above.

There was nothing on the recording after the reading of the purpose for the Executive Session. The information below was provided to the Recording Secretary by Communications Director Will O’Donnell.

Executive Session convened at 6:22 p.m. It was stated that the Execution Session would take fifteen minutes.

Executive Session ended at 6:43 p.m.

No action was taken.

The Regular Meeting of the Jefferson County PUD Board of Commissioners reconvened at 6:43 p.m.

10. ADJOURNMENT:

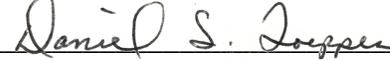
Commissioner Dan Toepper declared the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners of October 20, 2020 adjourned at 6:44 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved: DocuSigned by:

	12/22/2020
_____ Commissioner Jeff Randall, Secretary	_____ Date

Attest: DocuSigned by:

	12/20/2020
_____ Commissioner Dan Toepper, President	_____ Date
	12/18/2020
_____ 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.