



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

**October 5, 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 5, 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
- Annette Johnson, Executive Assistant and Records Administrator
- 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
- Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Public Hearing for 2021 Draft Budget of the Jefferson County PUD Board of Commissioners for October 5, 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. PRESENTATION: Resolution 20-019 Tax Levy Updated and Substantial Need Resolution 20-021.

General Manager Kevin Streett gave a presentation on the resolutions being submitted for approval. Finance Director Mike Bailey went over the resolutions.

The resolutions have been reviewed by the county and General Counsel Joel Paisner.

MOTION: Commissioner Kenneth Collins made a motion to approve Resolution 20-019

regarding the levy amount that the Jefferson County Public Utility District will take from real estate taxes. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

MOTION: Commissioner Jeff Randall made a motion to pass and adopt Resolution 20-021 which is a resolution of the PUD Board determining substantial need in adopting the limit factor for property tax increase for 2021 budget purposes with the modification of fixing the typo to add Public Utility District in the whereas sections. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

3. 2021 DRAFT BUDGET: General Manager Kevin Streett and Finance Director Mike Bailey gave presentations. There was an extensive discussion. Details can be heard on the audio recording at www.jeffpud.org.

PUD Consultant Don McDaniel gave an updated facilities report. Projected completion is end of January 2021.

5. PUBLIC COMMENTS: (for Budget Hearing). (out of sequence). Discussion is extensive. Please refer to the audio recording which can be found at www.jeffpud.org.

4. ADOPTION OF 2021 BUDGET RESOLUTION 20-020: (out of sequence).

MOTION: Commissioner Jeff Randall made a motion to approve Resolution 20-020 adopting a budget for the calendar year 2021. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

6. ADJOURN PUBLIC HEARING: The public hearing on the 2021 Draft Budget was adjourned at 6:37 p.m.

7. CALL TO ORDER: REGULAR MEETING: The Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District was called to order at 6:37 p.m.

8. AGENDA REVIEW:

MOTION: Commissioner Kenneth Collins made a motion to accept the agenda as presented. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.,

9. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper read the guidelines for public comments. No general public comments.

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

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

10.1 Prior Minutes:

PUD BOC Special Mtg. Min. 8-11-2020 Budget Review Draft
PUD BOC Regular Meeting Min. 08-18-2020 Draft
PUD BOC Special Mtg. Min. 8-25-2020 Budget Review Draft

10.2 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: #123995 to #124050 | \$ 709,601.26 | 09/10/2020 |
| Accounts Payable: #124051 to #124093 | \$ 650,112.01 | 09/17/2020 |
| Accounts Payable: #124094 to #124094 | \$ 91,283.08 | 09/18/2020 |
| Accounts Payable: #124095 to #124148 | \$ 293,122.72 | 09/24/2020 |
| Payroll Checks: # 70789 to # 70794 | \$ 10,215.12 | 09/18/2020 |
| Payroll Direct Deposit: | \$ 131,238.44 | 09/18/2020 |
| TOTAL INVOICES PAID | \$ 1,885,572.63 | |
| WIRE TRANSFERS PAID | AMOUNT | DATE |
| BPA | \$ 1,096,939.00 | 09/11/2020 |
| PAYMENT TOTAL | \$ 2,982,511.63 | |
| VOIDED WARRANTS: | | |
| 123984 | \$ 474.52 | |
| 124023 | \$ 922.24 | |
| 124024 | \$ 15,703.20 | |

10.3 Financial Report**10.4 Legal Counsel Contract Approval**

Draft Attorney Contract with Joel Paisner 2020.

10.5 Risk Management Resolution

Resolution 20-018 Adopting Risk Management Policy.

10.6 Port Townsend Paper Corp Wheeling Agreement

Port Townsend Paper Corp. Wheeling Agreement.

10.7 Calendar

PUD Calendar October 5, 2020.

END OF CONSENT AGENDA.**11. MANAGER AND STAFF REPORTS:** General Manager Kevin Streett gave a report.

- Next meeting of the BOC is October 13th – metering business case report from FCS.
- Flu shot scheduling for PUD employees at the PUD office at Four Corners will begin.
- General Manager Kevin Streett will be taking Friday off.
- Update on WSDOT meeting. Discussion on fees paid by PUD to WSDOT.

Communications Director Will O'Donnell gave a report about broadband RFQ for second part of broadband strategic business plan. CCG Consulting was chosen. No public comment.

12. OLD BUSINESS: Nothing listed under Old Business.**13.1 NEW BUSINESS:**

13.1 Asset Policy: Finance Director Mike Bailey gave a report. This is an update to the policy that was adopted in 2016.

14. COMMISSIONERS' REPORTS:

Commissioner Jeff Randall:

- 9/16 and
- 9/17 Participated in WPUDA meetings (report).
- 9/23 Attended BOC Special Meeting on rates.
- 9/24 and
- 9/25 Attended Intergovernmental COVID-19 group meetings (report).
- 9/28 Attended BOC Special Meeting Executive Session.
- 9/28 Participated in WPUDA Water Workshop.
- 10/2 Attended ICC Jobs and Economy Group meeting.
- 10/9 Will attend ICC Jobs and Economy Group meeting. The one project that the Economy Group funded was the one that provided commercial electricity assistance to the PUD's commercial customers. The PUD got \$40,000.00 to provide assistance to the commercial customers. The PUD got reimbursement on the broadband wireless. The PUD got a significant amount of money through the CARES Act funding from the county.
- 10/13 Will attend BOC Special Meeting on Metering Replacement – FCS.

Commissioner Kenneth Collins:

- 9/16 and
- 9/17 Participated in WPUDA meetings (report).
- 9/18 Participated in JBAT meeting.
- 9/18 Met with General Manager Kevin Streett.
- 9/23 Attended BOC Special Meeting on rates.
- 9/25 Attended Steering Committee for JBAT.
- 9/28 Attended BOC Special Meeting Executive Session.
- 9/28 Participated in WPUDA Water Workshop.
- 9/30 and
- 9/31 Participated in online PPC meetings (report). There was a proposal to change the bylaws to exclude commissioners and co-op directors from serving on the PPC Board. There was a request made to General Counsel Joel Paisner to investigate this situation and report back to the commissioners.
- 10/5 Met with General Manager Kevin Streett.
- 10/8 Will participate on WPUDA Telecom Committee meeting. Looking at Legislative progress.
- 10/09 Will attend JBAT meeting.
- 10/13 Will attend BOC Special Meeting on Metering Replacement – FCS.
- 10/14 Will attend Board meeting with NoaNet.
- 10/16 Will attend JBAT meeting.
- 10/19 Will attend meeting with General Manager Kevin Streett.

Commissioner Dan Toepper:

- 9/16 and
- 9/17 Attended WPUDA meetings (report).
- 9/22 Met with General Manager Kevin Streett.
- 9/23 Attended BOC Special Meeting on rates.
- 9/24 Attended JeffCom meeting.
- 9/28 Attended BOC Special Meeting Executive Session.
- 9/28 Participated in WPUDA Water Workshop.
- 10/07 Will meet with General Manager Kevin Streett.
- 10/13 Will attend BOC Special Meeting on Metering Replacement – FCS.
- 10/15 Great Washington Shakeout. 10:00 a.m. - the earthquake preparedness drill.

15. ADJOURNMENT:

Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on October 5, 2020 adjourned at 7:20 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

DocuSigned by:
Jeff Randall 12/10/2020

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Commissioner Jeff Randall, Secretary Date

Attest:
DocuSigned by:
Daniel S. Toepper 12/3/2020

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Commissioner Dan Toepper, President Date

DocuSigned by:
Kenneth Collins 12/3/2020

B55120D92D6C415
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.