



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

**November 17, 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 November 17, 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  
Annette Johnson, Executive Assistant and Records Administrator  
Melanie Patterson, Human Resources Director  
Samantha Harper, Engineering Director  
Scott Bancroft, Operations Director  
Jean Hall, Services Director  
Will O'Donnell, Communications Director  
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Public Hearing for 2021 Draft Budget of the Jefferson County PUD Board of Commissioners for November 17, 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:**

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

**3. GENERAL PUBLIC COMMENT:** Commissioner Dan Toepper read the guidelines for public comments.

- **Comment:** Congratulations was voiced for the restoration of power in the community.
- **Comment:** Questions were asked about the Citizen Advisory Board. There was

considerable discussion. Details can be heard on an audio recording at [www.jeffpud.org](http://www.jeffpud.org). The CAB member will submit his questions and concerns in an email. General Manager Kevin Streett will meet with the CAB member who is resigning.

**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. 10-05-2020 Draft.  
PUD BOC Special Mtg. Min. 10-13-2020 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: #124358 to #124405	\$ 360,657.11	10/29/2020
Accounts Payable: #124406 to #124451	\$ 372,608.43	11/05/2020
Payroll Checks: # 70805 to # 70809	\$ 10,031.05	10/30/2020
Payroll Direct Deposit:	\$ 127,531.70	10/30/2020
<b>TOTAL INVOICES PAID</b>	<b>\$ 870,828.29</b>	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 5,000.00	10/29/2020
Peterson Lake	\$ 14,328.62	11/02/2020
<b>PAYMENT TOTAL</b>	<b>\$ 890,156.91</b>	

**4.3 Write Offs**

Agenda Report-Write Off Accounts 11-17-2020.  
Written Off Accounts Resolution 11-17-2020.

**4.4 Calendar**

PUD Calendar November 17, 2020.

**END OF CONSENT AGENDA.**

**5. MANAGER AND STAFF REPORTS:** General Manager Kevin Streett gave a report.

- Cost of Service meeting. Staff tried to present raw numbers.
- Cost of service question. This is an issue in other jurisdictions. Would there be a public hearing? How to proceed.
- Pole Attachments. The information on pole attachments will be ready for the BOC on the December 7<sup>th</sup>. If possible, the staff will bring the information it to the Board Meeting on the 8<sup>th</sup>. The rates need to be done as soon as possible. The staff needs to sit down with ISPs and make sure the PUD's pole attachment contracts are in place and understandable.
- The BOC updating the rates after the study is completed is a necessary step in the process. The process takes time.
- Had a local ISP talk to the staff about some interest in possibly a low interim rate for broadband and how that would look moving forward. Staff will pursue. Will bring back to the BOC. Commending the ISP Leo Boyd who has a possible low-income project.

- December 1, 2020 the Shine Plat Hearing is scheduled. This is a LUD process that Engineering Director Samantha Harper is doing.
- Cost of service. More questions and answers. Will have FCS show more numbers, etc. and then the pole attachment will be at same meeting.
- Employee Appreciation. Working on at doing something for employee appreciation. All three commissioners supported this suggestion.

**Public Comment:**

- **Questions:** Concern about using inactive accounts to shut off electrical connections during a moratorium. How does an account become inactive? How does an account disconnect?
- **Questions:** Resolutions are missing – 017, 020, 019, 016. Where are they and why aren't they on the website? Who is doing those resolutions?  
**Response:** Communications Director Will O'Donnell will check on the resolutions.
- **Response:** There will need to be some research done. The PUD is not turning customers off. The PUD is abiding by the State policy.
- **Request:** A request was made by a commissioner that the public member submit a detailed email outlining his concerns/questions to General Manager Kevin Streett.

6. **OLD BUSINESS:** Nothing listed under Old Business. No public comment.

7. **NEW BUSINESS:**

**7.1 Application for Drinking Water State Revolving Funds (DWSRF) for the Quilcene Water Tank Project:** Engineering Director Samantha Harper gave a presentation. PUD staff requested the approval to apply for the Department of Health's 2020 Drinking Water State Revolving Fund for the Quilcene water tank. The proposed project is to replace the PUD's existing elevated 30,000-gallon steel water tank. The Drinking Water State Revolving Fund loan would be for the construction of the tank at \$1,513,366.00. The PUD staff is in the design phase of the project and the schedule is to have the design done by February 2021. The Drinking Water State Revolving Loan Application is open currently and it closes on November 30<sup>th</sup>. There was some discussion. No public comment.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County PUD No. 1 Board of Commissioners approve the application for the drinking water state revolving funds for the purpose of replacing the Quilcene Water Tank in the amount of \$1,513,366.00. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.2 Application for DWSRF for the Shine Plat LUD No. 17:** Engineering Director Samantha Harper gave a presentation. This is a staff request to approve the Department of Health's 2020 Drinking Water State Revolving Fund for the Shine Plat LUD (Local Utility District) No. 17. In 2017 the PUD performed a feasibility study for the consolidation of the Bywater Water System and the Shine Plat Water System which was prepared by the Washington Project Consultants. This was funded through the Department of Health. This is still a construction loan but a little bit different type because it went through the consolidation study process. Findings of the consolidation study were to propose water system improvements and this would need to be completed prior to the consolidation of the Shine Plat Water System into our Bywater/Baywater Systems and in 2017. The application opens now and it closes on November 30<sup>th</sup>. The staff has spoken with the Department of Health and the staff can submit projects within the same cycle of application. The staff needs a Letter of Commitment from the Shine Plat Homeowners' Association. The PUD staff is working closely with them. The staff is applying in advance of the approval of moving forward with the LUD process itself. If that process is not successful, then the application will be unsubmitted. There was no public comment.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County PUD No. 1 Board of Commissioners approve the application to have the PUD staff apply for the Department of Health 2020 Drinking Water State Revolving Fund to pay for the construction of the Shine Plat LUD No. 17 consolidation in the amount of \$490,000.00. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**Public Comment:** The President of Shine Plat Homeowners' Association expressed appreciation to the commissioners and staff of the PUD. The process has taken five years.

**7.3 JNET Interlocal Agreement.** General Manager Kevin Streett gave a report. There is a need in the community to bring in different ISPs. PUD staff reached out to NoaNet. One of NoaNet primary partners in the area is JNET. JNET has an interlocal agreement with NoaNet. JNET wants to come in and do governmental connections. They don't want to do residential connections. New ISPs could come in and help in certain areas. This is the first touch of the discussion. In Jefferson County JNET would tie into Jefferson County PUD fiber. General Manager Kevin Streett will arrange a JNET presentation for the commissioners.

**Public Comment:**

- **Question:** How does this benefit the PUD?  
**Response:** With the interlocal agreement it entices them to come in and do more work.
- **Question:** How does it entice them?  
**Response:** In talking with JNET, they have not done much in Jefferson County because they don't have a real reason to come to Jefferson County. With an interlocal agreement, it gives them more ability to come in. The interlocal will open up communication.

**7.4 District 3 CAB Appointment:** Commissioner Dan Toepper received an application from a community member to represent District 3 on the CAB. There was some discussion of the process of appointment to the CAB. It is up to each commissioner to nominate the CAB members from their district. There is a precedent to advertise an opening and have that advertisement in the paper and also on the website. General Manager Kevin Streett will have the advertisement published. Details can be heard on the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

## **8.. COMMISSIONERS' REPORTS:**

### **Commissioner Jeff Randall:**

- 11/5 Met with PUD Consultant Don McDaniel.
- 11/6 Met with General Manager Kevin Streett.
- 11/10 Participated on Olympic Workforce Development Council's quarterly meeting. (report).
- 11/10 Attended PUD BOC Special Meeting – FCS presentation.
- 11/12 Participated in a telephone meeting with General Counsel Joel Paisner.
- 11/13 Participated in a telephone meeting with Commissioner Rebecca Wolf from Snohomish County PUD and Commissioner Jim Waldell. (report).
- 11/16 Participated in a telephone meeting with Karen of the North Olympic Development Council (NODC). (report).
- 11/18 to
- 11/20 Will participate in the WPUDA meetings.
- 11/18 Will participate in the ICG Cares Act Intergovernmental meeting.
- 11/20 Will participate in the NODC Executive Board meeting.
- 12/01 Will attend PUD BOC Special Meeting – Shine Plat.
- 12/07 Will attend PUD BOC Special Meeting – Executive Sessions.

### **Commissioner Kenneth Collins:**

- 11/3 Commissioner Kenneth Collins was elected to serve another term on the Jefferson County PUD No. 1 Board of Commissioners.
- 11/5 Attended the Executive Board Meeting of PURMS and the regular Board meeting. (report on cybersecurity insurance coverage to protect the PUD from being hacked and having personal information exposed). It was suggested that there be a review of the PUD's coverage. Another coverage of interest was wildfire coverage.
- 11/6 Attended the JBAT meeting.
- 11/7 Participated in a telephone conversation with Lea Lee from Congressman Derek Kilmer's staff. (report).

- 11/10 Attended PUD BOC Special Meeting – FCS presentation.
- 11/12 Attended NoaNet meeting. (report).
- 11/13 Attended JBAT meeting.
- 11/16 Met with General Manager Kevin Streett.
- 11/18 to
- 11/20 Will attend WPUDA meetings.
- 11/27 Will attend JBAT meeting.
- 12/01 Will attend PUD BOC Special Meeting – Shine Plat.
- 12/07 Will attend PUD BOC Special Meeting – Executive Sessions.

**Commissioner Dan Toepper:**

- 11/5 Attended PPC annual meeting. (report). Liz Green of WPUDA was elected to serve on the Executive Board. PUD elected commissioners will be represented for the next two years.
- 11/6 Participated in a telephone conversation with the State Auditor’s Office about work they will be doing on the PUD’s Accountability Audit. (report).
- 11/9 Participated in a telephonic meeting with the East Jefferson Fire Chief’s meeting.
- 11/10 Attended PUD BOC Special Meeting – FCS presentation.

Received an email this weekend from a business in Port Townsend thanking the PUD workforce and their families for the essential work that they are performing.

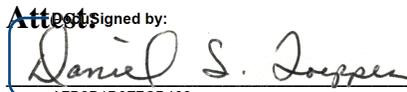
- 11/18 to
- 11/20 Will attend WPUDA meetings.
- 11/18 Will attend ICG meeting.
- 11/23 Will meet with General Manager Kevin Streett.
- 11/24 Will attend Public Infrastructure Fund meeting.
- 12/01 Will attend PUD BOC Special Meeting – Shine Plat.
- 12/02 to
- 12/04 Will attend WPUDA Annual Meetings.
- 12/07 Will attend PUD BOC Special Meeting – Executive Sessions.

**9. ADJOURNMENT:**

Commissioner Dan Toepper declared the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners on November 17, 2020 adjourned at 6:44 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:** Signed by:  
  
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 Commissioner Jeff Randall, Secretary 12/22/2020  
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 Date

**Attest:** Signed by:  
  
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 Commissioner Dan Toepper, President 12/20/2020  
 \_\_\_\_\_  
 Date

DocuSigned by:  
  
B55120D99D8C415  
 Commissioner Kenneth Collins, Vice President 12/18/2020  
 \_\_\_\_\_  
 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.*