



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

**December 8, 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 December 8, 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  
Kris Lott, Network Administrator  
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 Regular Meeting of the Jefferson County PUD Board of Commissioners for December 8, 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. All three commissioners were present.

**At 5:03 p.m. Commissioner Kenneth Collins took over the meeting. Commissioner Dan Toepper's audio communication through WebEx was not working properly.**

**2. AGENDA REVIEW:**

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

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Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.,

**3. PRESENTATION: PROJECT DASHBOARDS – MOSS ADAMS:**

General Manager Kevin Streett and Finance Director Mike Bailey introduced Aaron Tyler, Project Manager from Moss Adams, who made a presentation.

**At 5:10 p.m. General Manager Kevin Streett announced that Commissioner Dan Toepper could listen to and visually see the board meeting, but his audio was not working properly. Texts and chats were available, if necessary, for communication back and forth.**

**PUBLIC COMMENTS:**

- **Question:** Will the public be able to load the data in real time?  
**Response:** It can be set to load a document when you like it to.
- **Comment:** Public usage on specific customer names should not be released under the disclosure rules. Will need to set up strict rules for those data bases as to what information can and cannot be extracted for public usage.  
**Response:** Customer names will not be displayed.
- **Comment:** Great tool.

**4. GENERAL PUBLIC COMMENT: Commissioner Kenneth Collins read the guidelines for public comments.**

- **Question:** The PUD has no write off resolutions published. Why not?  
**Response:** The resolution on write offs was never made. It was done by motion. Since then, the PUD staff has referenced the resolution. That was incorrect. This will be corrected.
- **Question:** According to law, the PUD does not disconnect between November 15th and March 15<sup>th</sup>. The Governor’s Proclamation, which included a shut off moratorium went into effect March 23<sup>rd</sup>. was extended three times and then recently on November 15<sup>th</sup> a seasonal shut off moratorium began. My question about all these write offs is exactly when were these accounts disconnected if we are under a disconnect moratorium? Are they all commercial accounts? How does that work?  
**Response:** The write off accounts are not current customers that we have disconnected. They are customers that have left, had their power turned off and not paid their bill.

**5. CONSENT AGENDA: Commissioner Kenneth Collins presented 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.

**5.1 Prior Minutes:**

PUD BOC Regular Meeting Min. 10-20-2020.  
PUD BOC Regular Meeting Min. 11-17-2020.

**5.2 Vouchers:**

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

**PAYMENTS TO BE APPROVED:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #124452 to #124520	\$ 578,625.92	11/12/2020
Accounts Payable: #124521 to #124566	\$ 341,694.80	11/20/2020
Accounts Payable: #124567 to #124609	\$ 460,093.05	11/25/2020
Payroll Checks: # 70820 to # 70824	\$ 9,728.49	11/13/2020
Payroll Checks: # 70825 to # 70829	\$ 9,796.74	11/27/2020
Payroll Direct Deposit:	\$ 138,821.59	11/13/2020
Payroll Direct Deposit:	\$ 137,824.16	11/27/2020
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,676,584.75</b>	
<b>WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
BPA	\$ 1,116,755.00	11/10/2020
Peterson Lake	\$ 14,328.62	11/02/2020
<b>PAYMENT TOTAL</b>	<b>\$ 2,793,339.75</b>	

**Voided Warrants:**

70810	\$ 1,613.79
70811	\$ 1,937.37
70812	\$ 1,184.09
70813	\$ 2,142.14
70814	\$ 2,851.10
70815	\$ 1,613.79
70816	\$ 1,937.37
70817	\$ 1,184.09
70818	\$ 2,142.14
70819	\$ 2,851.10

**5.3 Financial Report.**  
**October 2020 Financials**

**5.4 Calendar**  
PUD Calendar December 8, 2020.

**END OF CONSENT AGENDA.**

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

- Meeting December 17, 2020, 12:00 p.m. All employees to attend. Brief meeting on safety. Commissioners invited.
- Special meeting on December 18, 2020. 10:00 a.m. – last special meeting in 2020. December 18<sup>th</sup> did not work for all commissioners. To be rescheduled.
- PUD staff plowed cable from BPA to Eaglemount.
- On the water and electric side construction seems to be heavier than normal this time of year. Several projects being done throughout the county.
- In 2021 the commissioners need to make a formal decision and decide who would sit on the NOLA (North Olympic Legislation Association) Board. Staff has no recommendation other than to continue to the first of 2021 and then bring it to the BOC for a real discussion.
- Proposed resolution for ICG (Intergovernmental County Group). ICG ends in our meeting in December. Staff has come up with a resolution to continue that group into 2021. One year extension. Staff recommendation is to continue with the group.

**7. OLD BUSINESS:**

**7.1 Pole Attachments Resolution.** General Manager Kevin Streett gave a report. There was considerable discussion. Further details can be on audio recording at [www.jeffpud.com](http://www.jeffpud.com).

**MOTION:** Commissioner Jeff Randall made a motion that directs staff to modify Resolution No. 20-026 to make the first step increase in 2021 be \$16.45 instead of \$18.45 and bring this resolution back to the BOC at its next meeting. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

## **8. NEW BUSINESS:**

**8.1 Email Retention Policy.** General Counsel Joel Paisner gave a report. This is a first look. There are some policy changes. This will begin the process of addressing the PUD's electronic records as public records. Everybody from every staff person all the way through to each commissioner will understand what their role is, what their job is with regard to electronic records and have a process in place to manage that. Goal is to give clear guidelines. Policy will be brought back to the commissioners in the next couple of months. Information only.

### **Public Comments:**

- **Comment:** Tom Thiersch sent a document to the staff and General Counsel Joel Paisner about the policy. Made suggestions.
- **Comment:** There is an attempt to reword what is actually in the RCW or in the WAC. The WACs and RCWs change all the time and the policy is out of sync with the law. It is much better to simply use by reference.
- **Comment:** There is another bigger concern about the process by which the PUD staff are going to be expected to comply with this policy. You really can't expect a lineman to be worried about the retention schedule for a particular kind of electronic document. Anything that needs to be deleted needs to be brought to a higher level of attention other than the most trivial things.
- **Comment:** Be careful about preserving medi data. O'Neil vs. Shoreline case. Benchmark case.

**8.2 Resolution 20-026 to authorize the cancellation of outstanding warrants:** Finance Director Mike Bailey gave a report. This is a formality that the Jefferson County Treasurer requires the BOC in order to cancel warrants to individuals and vendors that have cashed checks written to them from the PUD for over a year. This resolution is for both 2018 and 2019 outstanding warrants. No impact to the PUD. It will get turned over the state as unclaimed money. Some discussion on the resolution number. It was announced that the resolution number would be assigned after the fact. Resolution to be brought back at next BOC Regular meeting.

## **9. COMMISSIONERS' REPORTS:**

### **Commissioner Jeff Randall:**

11/19 and  
11/20 Participated in WPUDA conference. (report).  
11/23 Participated in a phone meeting with PUD Consultant Don McDaniel.  
11/24 Participated in a phone meeting with General Manager Kevin Streett.  
11/30 Received a call from new PUD commissioner from Whatcom PUD (report).  
12/01 Participated in the PUD Special Meeting on Shine Plat (hearing).  
12/02 and  
12/03 Participated in the WPUDA annual conference.  
12/04 Participated in a phone meeting with General Kevin Streett.  
12/07 Participated in a PUD Special Meeting on Pole Attachment and Rate Study.  
12/10 Will participate in 2020 Rewire Virtual Policy Conference. (report).

- 12/16 Will participate in the ICG meeting.
- 12/17 Will attend NODC (North Olympic Development Council) meeting.

**Commissioner Dan Toepper:**

- 11/18 thru
- 11/20 Attended WPUDA monthly meetings. (report).
- 11/23 Participated in a phone meeting with General Manager Kevin Streett.
- 11/24 and
- 12/04 Participated in two PIF Public Infrastructure Fund Board meetings (report).
- 12/01 Participated in the PUD Special Meeting on Shine Plat (hearing).
- 12/2 thru
- 12/04 Participated in the WPUDA annual conference.
- 12/07 Participated in a PUD Special Meeting on Pole Attachment and Rate Study.
- 12/09 Will meet with General Manager Kevin Streett.
- 12/16 Will attend ICG meeting.
- 12/17 Will attend PIF Board meeting.
- 12/17 Will attend JeffCom meeting.
- 12/17 Will attend PUD employee appreciation meeting.

**Commissioner Kenneth Collins:**

- 11/18 and
- 11/19 Attended WPUDA monthly meetings. (report).
- 11/18 Attended ICG meeting.
- 11/19 Participated in a phone call with a member of the CAB.
- 11/19 Participated in meeting with JBAT (Jefferson Broadband Action Team).
- 11/30 Participated in a phone call with a member of the CAB.
- 12/01 Participated in the PUD Special Meeting on Shine Plat (hearing).
- 12/02 thru
- 12/04 Participated in WPUDA annual conference.
- 12/07 Participated in a PUD Special Meeting on Pole Attachment and Rate Study.
- 12/07 Participated in a phone meeting with General Manager Kevin Streett.
- 12/09 Will attend the NoaNet Board meeting.
- 12/10 Will participate in 2020 Rewire Virtual Policy Conference.
- 12/11 Will attend JBAT meeting.,
- 12/16 Will attend ICG meeting.
- 12/17 Will attend PUD employee appreciation meeting.
- 12/18 Will attend JBAT meeting.
- 12/21 Will meet with General Manager Kevin Streett.

**11. EXECUTIVE SESSION: (out of sequence on the Agenda)**

Commissioner Kenneth Collins adjourned the Regular meeting of the Jefferson County Public Utility No. 1 Board of Commissioners at 6:38 p.m. to go into executive session to discuss ongoing union negotiations, which are exempt from open public meetings pursuant to RCW 42.30.140(4)(a).

It was announced that the Executive Session would take approximately 15 minutes. Meeting will conclude at 6:55 p.m.

Commissioner Kenneth Collins announced at 6:57 p.m. that an additional 10 minutes was needed.

Executive Session ended at 7:07 p.m. No action was taken.

The Regular meeting of the Jefferson County PUD No. 1 Board of Commissioners of December 8, 2020 reconvened at 7:07 p.m.

**10. ADJOURNMENT:**

Commissioner Kenneth Collins declared the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners on December 8, 2020, adjourned at 7:09 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

<i>Jeff Randall</i>	2/5/2021
Commissioner Jeff Randall, Secretary	Date

**Attest:**

<i>Dan Toepper</i>	2/5/2021
Commissioner Dan Toepper, President	Date
<i>Kenneth Collins</i>	2/4/2021
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](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.*