



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

**December 18, 2020  
Board of Commissioners  
Special Meeting  
Pole Attachment Fees  
Voiding Warrants**

**Final Minutes**

The Special 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 9:00 a.m. on December 18, 2020, via WebEx video conference. Present:

- Commissioner Dan Toepper, President
- Commissioner Jeff Randall, Secretary
- Commissioner Kenneth Collins, Vice President
- Kevin Streett, General Manager
- Will O'Donnell, Communications Director
- Annette Johnson, Executive Assistant/Records Officer
- Mike Bailey, Finance Director
- Joel Paisner, General Counsel
- Don McDaniel, PUD Consultant
- Melanie Patterson, Human Resources Director
- Samantha Harper, Engineering Director
- Scott Bancroft, Operations Director
- Jean Hall, Services Director

Cammy Brown, Recording Secretary (signed on at 9:30 a.m.)

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for December 18, 2020, to order at 9:01 a.m.

As per the Governor's Extended Proclamation 20-28 in 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 held remotely via WebEx unless otherwise informed by order of the Governor. Participant audio will be muted upon entry. Please unmute at the appropriate time to speak. For calling in use \*6 to mute and unmute.

A roll call was taken by the commissioners All three commissioners were present. It was determined there was a quorum.

**2. AGENDA REVIEW:** Commissioner Dan Toepper presented the Agenda. There were no additions or corrections.

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

**3. RESOLUTIONS:**

**3.1 Pole Attachments.** General Manager Kevin Streett gave a report. General Counsel Joel Paisner gave a report. There has been significant review and consideration by both staff and the commission. There was some discussion.

**MOTION:** Commissioner Kenneth Collins made a motion to accept Resolution No. 20-025 of the Jefferson County Pubic Utility District No. 1 Board of Commissioners revising pole attachment rates pursuant to RCW 54.04.045. Commissioner Jeff Randall seconded the motion. Motion carried unanimously. **No public comment.**

**3.2 Voiding of 2018-2019 Warrants.** Finance Director Mike Bailey gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion to accept Resolution No. 20-026 of the Jefferson County Public Utility District No. 1 Board of Commissioners authorizing the Jefferson County Treasurer to cancel outstanding warrants. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**4. DISCUSSIONS:**

**4.1 Purchase of property from Jefferson County at 310 Four Corners Road.**

General Manager Kevin Streett gave some background information. Operations Director Scott Bancroft gave a report. There was some discussion. All three commissioners supported moving forward with the process.

**4.2 Joint Building for JeffCom, EOC, Costs and Options:** PUD Consultant Don

McDaniel gave a report. Final completion of the building would be in February 2021. Refer to audio recording at [www.jeffpud.org](http://www.jeffpud.org) for further details.

**5. EXECUTIVE SESSION:**

Commissioner Dan Toepper announced that the Jefferson County PUD No. 1 Board of Commissioners would dismiss into Executive Session per RCW 42.30.110(1)(g) to evaluate and review the performance of a public employee.

The Executive Session convened at 9:50 a.m. with an estimated in session time of 45 minutes.

The Executive Session ended at 10:45 a.m. There was no action taken.

**6. ADJOURNMENT:** Commissioner Dan Toepper declared the December 18, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 10:46 a.m.

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Minutes prepared by Cammy Brown, PUD Recording Secretary

<u>Approve</u> <i>Jeff Randall</i>	2/5/2021
Commissioner Jeff Randall, Secretary	Date
<b>Attest:</b> <u><i>Dan Toepper</i></u>	2/4/2021
Commissioner Dan Toepper, President	Date
<u><i>Kenneth Collins</i></u>	2/4/2021
Commissioner Kenneth Collins, Vice President	Date

*Please note PUD Board of Commissioner special 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 particular 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.*