



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

**February 16, 2021**

**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 February 16, 2021, via WebEx. Present:

Commissioner Dan Toepper, President  
Commissioner Kenneth Collins, Vice President  
Commissioner Jeff Randall, Secretary  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Will O'Donnell, Communications Director  
Mike Bailey, Financial Services Director  
Jean Hall, Customer Service Director  
Scott Bancroft, Operations Director  
Melanie Patterson, Human Resources Director  
Samantha Harper, Engineering Director  
Don McDaniel, Consultant  
Recording Secretary Cammy Brown

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 16, 2021 to order at 5:00 p.m.

Commissioner Dan Toepper began the meeting by reading the Governor's Extended Proclamation 20-28 in response to the COVID-19 Pandemic. All meetings will be held remotely via WebEx. A roll call was taken. All three commissioners were present. A quorum was established.

**2. AGENDA REVIEW:** Commissioner Dan Toepper amended the Agenda to add Item No. 5.1 CAB Report. General Manager Kevin Streett amended the Agenda to add Item No. 8 Executive Session.

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

**3. PUBLIC COMMENT:** Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments.

- **Question:** Will the commissioners put their strategic plan questionnaire out to the public?  
**Response:** The staff is fact gathering currently. There will be workshops and the public will be able to weigh in.

**4. CONSENT AGENDA:** Commissioner Dan Toepper read Consent Agenda guidelines.

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

**4.1 PRIOR MINUTES:**

PUD BOC Regular Meeting Minutes 01-05-2021.  
 BOC Special Meeting Minutes 01-12-2021.

**4.2 VOUCHERS**

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

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #125415 to #125457	\$ 87,463.32	01/28/2021
Accounts Payable: #125458 to #125524	\$ 458,544.34	02/04/2021
Payroll Checks: # 70851 to # 70856	\$ 10,450.20	02/05/2021
Payroll Direct Deposit:	\$ 122,939.85	02/05/2021
<b>TOTAL INVOICES PAID</b>	<b>\$ 679,397.71</b>	
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<b>GRAND TOTAL</b>	<b>\$ 679,397.71</b>	

**4.3 FINANCIAL REPORT:**

Agenda Report – Written Off Accounts 02-19-21.  
 A Written Off Accounts Motion.

**4.3 CALENDAR.**

PUD Calendar Feb. 16, 2021.

**END OF CONSENT AGENDA.**

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**5. MANAGER AND STAFF REPORTS:**

- Operations Director Scott Bancroft gave a report on tree trimming and vegetation management.
- Customer Service Director Jean Hall responded to a question regarding low-income eligibility.

**5.1 CAB REPORT:** CAB Chair Jessica Dillon gave a CAB report. Next meeting is March 8, 2021.

**6. OLD BUSINESS:**

**6.1 Resolution for Leak Adjustment Policy.** Customer Service Director Jean Hall gave a report. Commissioners requested a report on the number of leaks

brought to the PUD’s attention on the quantity and amount of water that spills and what that translate monetarily.

**MOTION:** Commissioner Kenneth Collins made a motion to accept Resolution for Leak Adjustment Policy as written. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7. NEW BUSINESS:**

**7.1 Water Reserves Report:** Finance Director Mike Bailey gave a report. No public comment.

**MOTION:** Commissioner Kenneth Collins made a motion to approve the resolution of the Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), directing the Jefferson County Treasurer to Transfer Funds and Close Certain Accounts. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Another resolution will be brought back to the commissioners to authorize the PUD to pay off the debt of 1.2 million dollars and ratifying the recommendation of staff of the allocation of the excess reserves that are going back to the general fund which get allocated 94% to electric and 6% to water. This is just a policy. When this is brought back to the commissioners Mike Bailey will have the recommendations on the payoff plus the allocations of those current reserves.

This resolution directs the treasurer to transfer roughly \$3 million dollars out of restrictive funds into unrestrictive cash reserves and secondly the Finance Director will get together with board counsel and look at the process of possibly paying off some higher interest loans. All three commissioners were in consensus with this process.

**Public Comment:**

- **Question:** Doesn’t the interest get paid up front on a loan like that?  
**Response:** No. The interest is made either annually or semi-annually, The interest is not paid up front. It is all with the debt payments that are made.

**7.2 LUD Tutorial:** Engineering Director Samantha Harper gave a presentation on a traditional LUD system. There was considerable discussion. Details can be heard on the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**Public Comment:** There should be some evaluation or understanding of how you go through the process of determining what is the feasibility of a broadband type of LUD before you go all the way through the process.

**8. COMMISSIONER REPORTS:**

**Commissioner Jeff Randell:**

- 2/4 Phone meeting with General Manager Kevin Streett.
- 2/4 Attended ICG meeting.
- 2/5 Interviewed potential CAB member.
- 2/9 Participated in the Olympic Workforce Development Council meeting.
- 2/9 Attended BOC Special meeting on Rates.
- 2/10 Attended BOC Special meeting Audit Exit Interview. Clean audit.
- 2/17 thru
- 2/19 Will attend WPUDA Conference.
- 2/18 Plan to attend ICG meeting.
- 2/23 Will attend BOC Special Meeting re Water System Plan Update.

**Commissioner Kenneth Collins:**

- 2/3 and
- 2/4 Attended PPC meeting. (report).
- 2/5 Attended JBAT Board meeting.
- 2/5 Met with Joel Paisner, PUD General Counsel.
- 2/8 Participated in CAB meeting.
- 2/9 Attended BOC Special meeting on Rates.
- 2/10 Attended NoaNet Board meeting (report).
- 2/10 Attended BOC Special meeting Audit Exit Interview. Clean audit.
- 2/11 Attended WPUDA meeting re update.
- 2/12 Attended JBAT meeting.
- 2/12 Met with General Manager Kevin Streett.
- 2/17 thru
- 2/19 Will attend WPUDA Conference.
- 2/19 Will attend JBAT meeting.
- 2/23 Will attend BOC Special Meeting re Water System Plan Update.
- 2/25 Will participate in legislative update meeting.
- 2/26 Will attend JBAT meeting.
- 3/01 Will meet with General Manager Kevin Streett.

**Commissioner Dan ToepperD:**

- 2/3 and
- 2/4 Attended PPC forum (report).
- 2/5 Met with General Manager Kevin Streett.
- 2/9 Attended BOC Special meeting on Rates.
- 2/10 Attended BOC Special meeting Audit Exit Interview. Clean audit.
- 2/17 thru
- 2/19 Will attend WPUDA Conference.
- 2/18 Will attend ICG meeting.
- 2/19 Will meet with General Manager Kevin Streett.
- 2/23 Will attend BOC Special Meeting re Water System Plan Update.
- 2/25 Will attend meeting with JefCom.

**9. EXECUTIVE SESSION:** Commissioner Dan Toepper announced the Executive Session that was held would be conducted under RCW 42.30.110(1)(g) to review the performance of a public employee. The estimated time of the meeting was 15 minutes. The meeting commenced at 6:47 p.m. and it was announced that the Executive Session would end at 7:02 p.m.

The Executive Session ended at 7:02 p.m. No action was taken.

The Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners reconvened at 7:02 p.m.

**10. ADJOURNMENT:**

Commissioner Dan Toepper declared the February 16, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 7:03 p.m.

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Minutes prepared by  
Recording Secretary Cammy Brown

**Approved:**

DocuSigned by:  
*Jeff Randall*  
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Commissioner Jeff Randall, Secretary

5/26/2021  
Date

**Attest:**

DocuSigned by:  
*Daniel S. Joeppe*  
A7B2B1B6F7CB462...  
Commissioner Dan Toepper, President

5/26/2021  
Date

DocuSigned by:  
*Kenneth Collins*  
B55120D92D6C415...  
Commissioner Kenneth Collins, Vice President

5/26/2021  
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 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.*