



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

March 2, 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 March 2, 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
Lori Rae, Operations
Samantha Harper, Engineering Director
Don McDaniel, Consultant
Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for March 2, 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: General Manager Kevin Streett added two additions to the agenda. Add Item 5.4 ICG Update and staff would like to remove 7.1 Middlepoint LUD.

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. No public comment.

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:**

None submitted for this meeting.

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: #125525 to #125593	\$ 776,424.53	02/11/2021
Accounts Payable: #125594 to #125636	\$ 387,510.04	02/18/2021
Accounts Payable: #125637 to #125637	\$ 784,238.26	02/23/2021
Payroll Checks: # 70857 to # 70867	\$ 9,374.56	02/19/2021
Payroll Direct Deposit:	\$ 122,599.02	2/19/2021

TOTAL INVOICES PAID: \$2,080,146.41

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$1,544,504.00	2/12/2021

GRAND TOTAL \$3,624,650.41

VOIDED WARRANTS		
	125585	\$ 2,038.30

4.3 **FINANCIAL REPORT:**
January 2021 Financials

4.4 **CALENDAR.**
PUD Calendar March 2, 2021.

END OF CONSENT AGENDA

5. **MANAGER AND STAFF REPORTS:**

5.1 Operations Report. Director Scott Bancroft gave a report. Details can be heard on audio recording at www.jeffpud.org.

Public Comment: Liked this presentation and the last presentation. Appreciation given for great job on tree work and the eight-inch rule.

5.2 Finance and Audit Update. Finance Director Mike Bailey gave a report. Jackson Thornton Accounting Firm has completed the field work. There will be one more review. Report will be presented to the BOC in April. PUD has renewed the contract with Jackson Thornton Accounting Firm.

5.3 Rates and Charges. General Manager Kevin Streett gave a report. Next step is to have a public meeting where the only topic is rates. The final report will not come out until the public meeting takes places. Commissioner Kenneth Collins requested a that a line on the bill for both water and electricity be added that shows the percentage that is going for capital improvement. People need to know that the system needs to be maintained and what it takes to maintain the system.

No public comment.

5.4 ICG Update: General Manager Kevin Streett gave an update. There was considerable discussion.

6. OLD BUSINESS:

6.1 ILA with Port of Port Townsend. General Manager Kevin Streett gave a report. The two exhibits of the ILA (Interlocal Agreement) with the Port of Port Townsend were given to the commissioners for their review.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve and authorize the General Manager to sign the Interlocal Agreement between Jefferson County PUD No. 1 and the Port of Port Townsend. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Public Comment: In favor of the agreement. Admired as a citizen the PUD's ability to run water to Glen Cove and provide infrastructure for jobs there. Talking to each other might get Wi-Fi to the Port in Quilcene too. This is the kind of stuff the PUD should be doing.

7. NEW BUSINESS:

7.1 Middlepoint Broadband LUD Update: Removed from Agenda.

7.2 Citizen Advisory Board Candidates, District 1. Commissioner Jeff Randall gave a report. He received two applications. Kellen Lynch was selected to be the District 1 representative to the CAB.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners appoint Kellen Lynch to the Citizen Advisory Board. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Public Comment: Impressed with candidate's qualifications.

7.3 Manager Goals. Commissioner Dan Toepper gave some background information on how the goals were established and expressed appreciation to the staff, PUD Consultant Don McDaniel and General Counsel Joel Paisner for their assistance in gathering information and data to finalize the goals. The document will form the basis at the end of the year for the General Manager's review of 2021 performance.

Commissioner Dan Toepper brought up the subject of a COLA (Cost of Living Adjustment) for the General Manager.

MOTION: Commissioner Kenneth Collins made a motion to approve a 4% cost of living increase for the General Manager of the Jefferson County Public Utility District No. 1 retroactive as of February 1, 2021. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

MOTION: Commissioner Jeff Randall made motion to accept the proposed list of goals for 2021 for the General Manager and his staff. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.4 PUD Truck Surplus Request. Operations Director Scott Bancroft gave a report. Staff was seeking approval to surplus the PUD’s 2012 Dodge Ram 2200 4x4 singleman bucket truck.

MOTION: Commissioner Jeff Randall made a motion to surplus the PUD’s 2012 Dodge Ram 4400 4x4 singleman bucket truck. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.5 Risk and Resiliency Assessment and Emergency Response Plan: Engineering Director Samantha Harper gave a report. The PUD is required to do a Risk and Resiliency Assessment on the water by June 30, 2021 and then follow that up with its Emergency Response Plan update on December 30, 2021.

MOTION: Commissioner Jeff Randall made a motion to approve the General Manager to sign the contract for Tetra Tech for the Risk and Resiliency Assessment and Emergency Response Plan. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Commissioner Dan Toepper reported for the record and in full disclosure that he was employed by Tetra Tech fifteen or twenty years ago as an hourly union equipment/foreman. He did not have any financial interest or personal tie to Tetra Tech, or any biases and he was not involved with the RFP selection process.

8. COMMISSIONER REPORTS:

Commissioner Kenneth Collins:

- 2/17 thru
- 2/19 Attended WPUDA online.
- 2/19 Participated in JBAT meeting.
- 2/23 Participated in BOC Special Meeting on the Water Plan.
- 2/24 Conference with mentee new commissioner.
- 2/25 Participated in WPUDA legislative update.
- 2/26 Participated in JBAT meeting.
- 2/26 Met with General Manager by phone.
- 3/2 Will attend PPC meeting.
- 3/5 Will attend JBAT meeting.
- 3/9 Will attend BOC Special Meeting Shine Platt LUD.
- 3/10 Will attend NoaNet /board meeting.
- 3/12 Will attend JBAT meeting.
- 3/12 Will meet with General Manager.

Commissioner Jeff Randall:

- Participated in OPMA (Open Public Meeting Act) training by MRSC.
- 2/18 Participated in WPUDA committee meetings.
- 2/19 Participated in Washington State Senate Energy and Technology meeting.
- 2/23 Participated in BOC Special Meeting on the Water Plan.

- 2/24 Participated in Climate Action committee meeting.
- 2/25 Participated in NODC meeting.
- 3/8 Will attend CAB meeting.
- 3/9 Will attend BOC Special Meeting Shine Platt LUD.
- 3/17 thru
- 3/19 Will attend WPUA meetings.

Commissioner Dan Toepper:

- 2/17 Attended the commissioner orientation meeting.(report)
- 2/18 Attended WPUA committee meetings. (report)
- 2/18 Attended ICG meeting. (report)
- 2/19 Attended WPUA Board of Director’s meeting.
- 2/19 Met with General Manager Kevin Streett.
- 2/23 Participated in BOC Special Meeting on the Water Plan.
- 2/25 Participated in WPUA update by phone.
- 2/25 Participated in JeffCom 911 meeting.
- 2/25 Attended WPUA retirement party.
- 2/26 Participated in JBAT meeting.
- 3/3 and
- 3/4 Will attend PPC meetings.
- 3/5 Will meet with General Manager Kevin Streett.
- 3/8 Will attend Fire Chief’s meeting.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the March 2, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:21 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

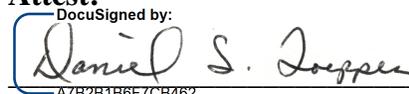
DocuSigned by:

54D5DB51D999412...
 Commissioner Jeff Randall, Secretary

5/26/2021

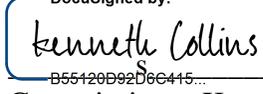
 Date

Attest:

DocuSigned by:

A7B2B1B6F7CB462...
 Commissioner Dan Toepper, President

5/26/2021

 Date

DocuSigned by:

B55120D92D8C415...
 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, 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.