



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

January 19, 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 January 19, 2021. Present:

- Commissioner Dan Toepper, President
- Commissioner Kenneth Collins, Vice President
- Commissioner Jeff Randall, Secretary
- Kevin Streett, General Manager
- Joel Paisner, General Counsel
- Annette Johnson, Executive Assistant/Records Officer
- 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

1. CALL TO ORDER:

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for January 19, 2021 to order at 5:00 p.m.

Commissioner Dan Toepper started the meeting by reading the Governor's Extended Proclamation 20-28. A roll call was taken. All three commissioners were present. A quorum was established.

2. AGENDA REVIEW:

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

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. No public comment.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dan Toepper reads Consent Agenda guidelines.

MOTION: Commissioner Jeff Randall made a motion to approve and adopt the Consent Agenda

as presented. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

4.1 PRIOR MINUTES: None submitted at 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: #125195 to #125239	\$ 199,983.94	12/31/2020
Accounts Payable: #125240 to #125240	\$ 5,820.60	01/04/2021
Accounts Payable: #125241 to #125306	\$ 760,963.68	01/07/2021
Payroll Checks: # 70840 to # 70844	\$ 10,904.35	01/08/2021
Payroll Direct Deposit	\$ 152,047.14	01/08/2021
TOTAL INVOICES PAID	\$1,129,719.71	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	01/04/2021
BPA	\$1,376,337.00	01/08/2021
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GRAND TOTAL	\$2,520,385.33	

4.3 CALENDAR.

END OF CONSENT AGENDA.

5. MANAGER AND STAFF REPORTS:

5.1 AR Draft Communications Calendar: Communications Director Will O'Donnell gave a report and went over projects he is working on.

Operations Director Scott Bancroft gave a report on the community solar project.

Commissioner Randall spoke about solar power, General Manager Kevin Streett gave an update on the community solar project, outages and gave recognition to PUD employees.

Public Comment: General Manager Kevin Streett was commended for the hiring of the PUD staff and appreciation was expressed on the requirement that the employees of the Jefferson County PUD should be residents of Jefferson County.

6. OLD BUSINESS:

6.1 Write-offs for November and December 2020: Finance Director Mike Bailey gave a report. The write-offs will be placed on the Consent Agenda in the future.

MOTION: Commissioner Kenneth Collins made a motion to approve the write-offs of delinquent accounts from active accounts receivable. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

6.2 Special Meeting Frequency: General Manager Kevin Streett reports on frequency of meetings. There will be normal BOC meetings first and third Tuesday of the month

and special BOC board meetings on the 2nd and fourth Tuesday.

Public Comment: Announcement that the Citizen Advisory Board will be meeting before the joint meeting of the BOC and the CAB.

6.3 After-Hours Fee: Customer Service Director Jean Hall gave a report and explains the After-Hours Fee policy. This will help recuperate the cost for crew overtime when crews are called out for an outage that is not on the PUD site side of the meter but rather on the customer side. Prior to the crew being dispatched, the customer will be led through a checklist to help eliminate the possibility that the issue is on the customer side. The customer will be fully informed of the fee should the issue turn out to be on their side.

Commissioner Kenneth Collins requested a time table of two months.

MOTION: Commissioner Jeff Randall made a motion to adopt the resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (District), approving a Fee for After Hour Call Outs. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

6.4 Water Leak Policy Review. Customer Service Director Jean Hall gave a report on the changes that were being made on the Water Leak Policy.

MOTION: Commissioner Kenneth Collins made a motion to approve the amended Water Leak Policy. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.0 NEW BUSINESS:

7.1 PUD Exempt Employees: Human Resources Director Melanie Patterson gave a report on the benefit enhancements of the non-represented employees. General Manager Kevin Streett reported on the cost-of-living increase.

MOTION: Commissioner Jeff Randall made a motion to accept the manager's recommendation on modifications to non-represented 2021 COLA and benefits as presented. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.2 Approval of High Voltage Electrical Contractors. Operations Director Scott Bancroft gave a report.

MOTION: Commissioner Jeff Randall made a motion to approve the list of 2021 Line Construction Prequalified Line Contractors that have been submitted by staff who have completed all the paperwork pursuant to Washington state law RCW 54.040.80 and RCW 54.040.085. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8. COMMISSIONER REPORTS:

Commissioner Dan Toepper:

- 01/05 Attended the PPC forum (report).
- 01/07 Attended the PPC Executive Board meeting (report).
- 01/08 Met with General Manager Kevin Streett.
- 01/11 Attended the East Jefferson Fire and Rescue Chief's meeting.
- 01/12 Attended the BOC Special Meeting for Budget Updates and Moss Adams Presentation.
- 01/12 Spoke with lead CPA from Jackson Thornton regarding the 2020 Financial Audit.
- 01/13 Attended WPUDA new commissioners' orientation session (report).
- 01/14 Attended the various WPUDA committee meetings (report).

- 01/14 Participated with PUD Staff on the Zoom meeting.
- 01/15 Participated in meeting with WPUDA Executive Board.
- 01/22 Will meet with General Manager Kevin Streett.
- 01/26 Will attend PUD BOC Special Meeting Executive Session.
- 01/28 Will participate in a meeting of JeffCom.
- 01/29 Will participate in a meeting of JBAT.

Commissioner Jeff Randall:

- 01/08 Participated in a phone meeting with General Manager Kevin Streett.
- 01/12 Attended BOC Special Meeting for Budget Updates and Moss Adams Presentation.
- 01/14 and
- 01/15 Participated in WPUDA meetings (report).
- 01/26 Will attend PUD BOC Special Meeting Executive Session.
- 02/02 Will participate in BOC meeting.

Commissioner Kenneth Collins:

- 01/07 Attended PPC meeting.
- 01/08 Attended JBAT Executive Committee meeting.
- 01/11 Participated in conversation with Doug Dawson of CCG Consultants (report).
- 01/12 Attended BOC Special Meeting for Budget Updates and Moss Adams Presentation.
- 01/13 thru
- 01/15 Attended WPUDA meetings (report).
- 01/15 Attended JBAT meeting.
- 01/22 Attended JBAT meeting.
- 01/26 Will attend PUD BOC Special Meeting Executive Session.
- 01/26 Will attend NoaNet luncheon.
- 01/27 Will attend Energy Northwest meeting.
- 01/28 Will attend Public Works Board meeting.
- 01/29 Will attend JBAT meeting.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the January 19, 2021 Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:35 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

<small>DocuSigned by:</small> <i>Jeff Randall</i>	4/12/2021
Commissioner Jeff Randall, Secretary	Date

Attest:

<small>DocuSigned by:</small> <i>Daniel S. Toepper</i>	4/8/2021
Commissioner Dan Toepper, President	Date
<i>Kenneth Collins</i>	4/8/2021
Commissioner Kenneth Collins, Vice President	Date

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