



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

February 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 February 2, 2021. 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

1. CALL TO ORDER:

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 2, 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.

Commissioner Kenneth Collins requested an item be added to the Agenda – CAB nomination of Jessica Dillon to serve on the CAB. This item will be placed under Old Business.

MOTION: Commissioner Jeff Randall made a motion to amend the Agenda as proposed by Commissioner Kenneth Collins under Old Business CAB Appointment. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

3. PRESENTATION: Moss/Adams on Dashboard Updates: Aaron Tyler from

Moss/Adams gave a report. This was the last update that would be submitted from Moss/Adams. The Dashboard will be placed online. Commissioner Kenneth Collins requested a graph on all dashboards placed on-line that would show a one year to one year comparison.

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

- **Comment:** Reporting policy – the report should include variances as significant deviations. There should be something in the reporting that identifies the deviations that you can then look at whether there is any action that needs to be taken when those reports come to you.
- **Question:** In your financial reporting policy you say that all public financial reports will be available through the district website. It is of such a high level that it isn't enough for people to understand what is going. Once the system is up and running could there some way to be able to get some feedback from the CAB or some other way to be able to say is the public getting the information they need? Is it understandable? For the general public, what are the questions that they would like to see answered? Are they being provided that information?
- **Comment:** Kudos for putting this together
- **Comment:** Ensuring transparency is an important step.
- **Comment:** Impressed with new format on the PUD bill. Easy to read.

5. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dan Toepper read the 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.

5.1 PRIOR MINUTES:

Memo for explanation of minutes.

- PUD BOC Regular Meeting Minutes 05-05-2020 Draft.
- PUD BOC Regular Meeting Minutes 12-06-2020 Draft.
- PUD BOC Special Mtg. Minutes 12-07-2020 Pole Attach. Draft.
- PUD BOC Special Mtg. Minutes 12-18-2020 Pole Attach.

5.2 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: #125307 to #125365	\$ 443,069.84	01/14/2021
Accounts Payable: #125366 to #125414	\$ 430,138.82	01/21/2021
Payroll Checks: # 70845 to # 70850	\$ 11,699.26	01/22/2021
Payroll Direct Deposit	\$ 142,925.05	01/22/2021
TOTAL INVOICES PAID	\$1,027,832.97	
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GRAND TOTAL	\$1,027,832.97	

VOIDED WARRANTS

122772	\$	80.00
124555	\$	35.55
125164	\$	134.44

5.3 FINANCIAL REPORT

December 2020 Financials

5.4 CALENDAR.

PUD Calendar February 2, 2021.

5.5 LABORERS' CBA CORRECTIONS:

Agenda Report – Laborers’ Contract Revisions.

END OF CONSENT AGENDA.

6. MANAGER AND STAFF REPORTS:

6.1 3-5 Year Workplan Development Process. General Manager Kevin Streett goes over 3-5 Year Workplan Development Plan. Operations Director Scott Bancroft gave a report.

6.2 CAB Nomination: Commissioner Kenneth Collins nominated Jessica Dillon to serve on the CAB for another three-year term.

MOTION: Commissioner Dan Toepper made a motion to extend Jessica Dillon for another three-year term. Commission Jeff Randall seconded the motion. Motion carried unanimously.

All three commissioners expressed their appreciation for CAB member Jessica Dillon’s contribution while serving on the CAB.

It was noted that Larry Dennison’s position on the CAB is vacant and will need to be filled.

All commissioners were in consensus that when the members of the CAB retire, they should receive a certificate recognizing their contribution and express the gratitude of the PUD BOC for their service to the community.

7. OLD BUSINESS:

7.1 High Voltage Contractor Prequalification. Operations Director Scott Bancroft gave a report and requested the BOC to approve two more line contractors.

MOTION: Commissioner Kenneth Collins made a motion to add Michels Corporation and PAR Electric to the PUD’s construction and prequalification of 2021. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.2 Meeting Schedule for FCS Rate Study. General Manager Kevin Streett gave a report. This meeting wraps up all information given to the PUD and ties all information together for water, electrical and sewer. FCS is going to do their rate design presentation in the next week.

8. NEW BUSINESS:

8.1 Contract Renewal Discussion: Don McDaniel. General Manager Kevin Streett

gave a report on the contract renewal for PUD Consultant Don McDaniel. It is a two-year contract. Appreciation from staff and commissioners was given to PUD Consultant Don McDaniel for his contribution to the PUD.

MOTION: Commissioner Jeff Randall made a motion to approve the contract with the increased compensation as proposed. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Public Comment:

- **Comment:** A correction to the contract was noted.
- **Comment:** Appreciation was given to Don.

8.2 Total Coliform Monitoring Program. Engineering Director Samantha Harper gave a report on the E. coli plan and offered some background information.

- Agenda Report-E Coli Presents Public Notification and Response.
- Attachment 1 – Bywater CMP Final.
- Attachment 2 – Drinking Water Warning E. coli MCL Violation.
- Attachment 3 – Public Notification for Drinking Water Violation E. coli MCL.

MOTION: Commissioner Kenneth Collins made a motion to approve the E. coli Public Notification and Response Plan as described. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

8.3 Segregation of Assessment LUD No. 5 Community Septic System.

- Agenda Report-Segregation of Assessment LUD No. 5.
- Resolution 2021-XX Segregation of Assessment LUD No. 5

Engineering Director Samantha Harper gave a report.

MOTION: Commissioner Jeff Randall made a motion to adopt a resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ordering the segregation of an assessment of the assessment roll of Local Utility District No. 5. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8.4 Segregation of Assessment LUD No. 3 South Hastings Water.

Engineering Director Samantha Harper gave a report.

MOTION: Commissioner Jeff Randall made a motion to approve the resolution ordering the Segregation of an Assessment on the Assessment Roll for Local Utility District No. 3. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8.5 Construction Costs Discussion. General Manager Kevin Streett gave a report. There was some discussion. All commissioners were in agreement to continue with this discussion and coordinate it with the rate study.

9. COMMISSIONER REPORTS:

Commissioner Kenneth Collins:

- 1/22 Attended JBAT meeting.
- 1/26 Attended PUD BOC Special Meeting – Executive Session.
- 1/27 Attended Board meeting of Energy Northwest (report). Commissioner Collins will serve another term as Secretary.

- 1/27 Attended JBAT Executive meeting.
- 1/29 Attended meeting with JBAT.
- 2/01 Met with General Manager Kevin Streett and PUD Consultant Don McDaniel.
- 2/03 and
- 2/04 Will attend PPC meetings.
- 2/4 Will attend ICG meeting.
- 2/5 Will attend JBAT meeting.
- 2/8 Will attend CAB meeting.
- 2/9 Will attend PUD BOC Special Meeting on Rates.
- 2/10 Will attend NoaNet Board meeting.
- 2/10 Will attend PUD BOC Special Meeting – Auditor Report.
- 2/12 Will attend JBAT meeting.
- 2/12 Will meet with General Manager Kevin Streett.

Commissioner Jeff Randall:

- 1/19 and
- 1/22 Participated in the WPUDA Legislative updates (report).
- 1/23 Phone meeting with PUD Consultant Don McDaniel.
- 1/26 Attended PUD BOC Special Meeting – Executive Session.
- 1/29 Attended Climate Committee Meeting (report).
- 2/4 Will attend ICG meeting
- 2/9 Will attend PUD BOC Special Meeting on Rates.
- 2/10 Will attend PUD BOC Special Meeting – Auditor’s Report.
- 2/17 to
- 2/19 Will attend WPUDA conference.

Commissioner Dan Toepper:

- 1/22 Met with General Manager Kevin Streett.
- 1/26 Attended PUD BOC Special Meeting – Executive Session.
- 1/27 Returned Strategic Plan Survey to the facilitator.
- 1/28 Listened in the JeffCom meeting.
- 1/29 Listened in the JBAT meeting.
Did speak with a couple of customers over the past two weeks about the process PUD used to inform the public when they are going to have outages and the process taken when a customer has a water leak.
- 2/3 Will attend PPC members’ forum.
- 2/4 Will attend PPC Executive Board meeting.
- 2/4 Will attend ICG meeting.
- 2/5 Will meet with General Manager Kevin Streett.
- 2/9 Will attend PUD BOC Special Meeting on Rates.
- 2/10 Will attend PUD BOC Special Meeting – Auditor’s Report.

Public Comment:

- **Comment:** Appreciation expressed to PUD staff for putting this meeting together on Zoom.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the February 2, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:39 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

Jeff Randall
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Commissioner Jeff Randall, Secretary

4/12/2021
Date

Attest:

DocuSigned by:
Daniel S. Toeppe
A7B2B1B6F7CB462...
Commissioner Dan Toeppe, President

4/8/2021
Date

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

4/8/2021
Date

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