



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

May 10, 2021

**Special Meeting
Public Utility District Board of Commissioners
and
Citizen Advisory Board**

Final Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) Board of Commissioners and the Citizen Advisory Board was called to order by the President of the Board of Commissioners (Board or BOC) at 2:02 p.m..on May 10, 2021. Per the Governor's Extended Proclamation 20-28 and 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 Zoom until otherwise informed by the Governor.

Attending CAB Members:

Attending PUD Representatives:

<input checked="" type="checkbox"/>	Kellen Lynch, District 1	<input checked="" type="checkbox"/>	Jeff Randall, District 1 Commissioner
<input checked="" type="checkbox"/>	Tom Engel, District 1	<input checked="" type="checkbox"/>	Ken Collins, District 2 Commissioner
<input checked="" type="checkbox"/>	Sebastian Eggert, District 1	<input checked="" type="checkbox"/>	Dan Toepper, District 3 Commissioner
<input checked="" type="checkbox"/>	Jerry Wilson, District 2	<input checked="" type="checkbox"/>	Kevin Streett, General Manager
<input checked="" type="checkbox"/>	Gary Rowe, District 2	<input checked="" type="checkbox"/>	Will O'Donnell, Communications Mgr.
<input checked="" type="checkbox"/>	Bob McCauley, District 3	<input checked="" type="checkbox"/>	Don McDaniel, Consultant for PUD
<input checked="" type="checkbox"/>	Craig Durgan, District 3	<input checked="" type="checkbox"/>	Melanie Patterson, HR Director
<input checked="" type="checkbox"/>	Dan Taylor, District 3		
<input checked="" type="checkbox"/>	Jessica Dillon, District 2		

1. Call to Order.

Commissioner Dan Toepper called the special joint meeting of the Citizen Advisory Board (CAB) and the PUD Board of Commissioners (BOC) for May 10, 2021, to order at 2:02 p.m.

All commissioners were present, and a quorum was established of the BOC. Chair Jessica Dillon of the CAB called for roll call of the CAB and a quorum was established,

Approval of Agenda. No minutes were provided. Item removed.

Item 8.1 Meter Replacement Study Presentation would become Item 5.

Communications would be 6.

GM report would be item 7.

BOC update would be Item 8.

MOTION: CAB member Gary Rowe made a motion to adopt the agenda as revised. CAB member Dan Taylor seconded the motion. Motion carried unanimously.

4. Public Comment. Chair Jessica Dillon read the guidelines for public comment. No public comment.

5. Gordon Wilson presentation. Gordon Wilson, Senior Program Manager with FCS Group gave a presentation. A Project Plan was provided as an attachment online with the agenda. There was considerable discussion. Further details can be heard on the audio recording at www.jeffpud.org. It was the consensus of the group that Gordon Wilson of FCS Group will be coming back to the BOC and the CAB with an evaluation that looks at four different alternatives and the pluses and minuses of each alternative and make a recommendation to the BOC of what FCS Group thinks is the preferred option. The four alternatives are as follows:

- Status Quo.
- Full Meter Replacement with Manual Read System.
- Full Meter Replacement with AMR System.
- Full Meter Replacement with AMI System.

6. Communications. Chair Jessica Dillon and CAB members discussed emails that had been received by the Chair. There was a suggestion that the Operating Guidelines should include that the Chair of the CAB would be the recipient of all emails and respond accordingly.

7. GM Report. This item was done after the BOC Update. General Manager Kevin Streett gave a report on broadband. PUD staff is working on grants on the water systems. A new LUD in Shine was formed.

8. BOC Update. This item was taken out of the line-up. Commissioner Dan Toepper and Commissioner Jeff Randall gave a report. Commissioner Kenneth Collins left the meeting at 4:00 p.m.

- Rate study is ending.
- PUD has initiated water increases.
- Looking at sewer rate schedules.
- Near completion of rates on the electric side.
- Two clean audits – accountability and financial.
- Financial dashboards up on the website.
- Board allocated the General Manager to spend \$200,000 on engineering and grant writing towards broadband.
- PUD continues to participate with the city, county, and the port on the Inter-governmental Collaborative Group (ICG).
- EDC (Economical Developmental Council) report.
- Update on low-income rates.

9. CAB Business.

9.1 Role of CAB. Chair Jessica Dillon had recommended to all CAB members to review Resolution 2018-015 to refamiliarize themselves with the role of the CAB.

10. Subcommittee Reports. None.

11. CAB Open Forum. No discussion.

12. Announcements. Commissioner Kenneth Collins is current President of the WPUA (Washington Public Utility District Association).

13. **Future Agenda Items/Calendar:** Covered under Role of CAB.

14. **Adjournment.**

MOTION: CAB member Dan Taylor made a motion to adjourn the May 10, 2021, Citizen Advisory Board Meeting of the Jefferson County Public Utility District No. 1. CAB member Bob McCauley seconded the motion. Motion carried unanimously. The meeting was adjourned at 4:22 p.m.

Commissioner Dan Toepper declared the May 10, 2021, meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 4:22 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

DocuSigned by:
Jeff Randall 8/21/2021

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Commissioner Jeff Randall, Secretary Date

Attest:
DocuSigned by:
Daniel S. Toepper 8/20/2021

A7B2B1B6F7CB462...
Commissioner Dan Toepper, President Date

DocuSigned by:
Kenneth Collins 8/20/2021

B55120D92D6C415...
Commissioner Kenneth Collins, Vice President Date

Approved:

Jessica Dillon, Chair Date

Gary Rowe, Vice Chair Date

Please note PUD Board of Commissioner Special 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.