



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

November 19, 2019

**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 November 19, 2019, at the Jefferson Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President
Commissioner Kenneth Collins, Secretary
Commissioner Dan Toepper, Vice President

Kevin Streett, General Manager
Joel Paisner, General Counsel
Mike Bailey, Financial Services Manager
Bill Graham, Interim Water OP Supervisor
Jimmy Scarborough, Interim Elec. Engineer Supervisor
Samantha Harper, Water Superintendent
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Don McDaniel, Consultant

Cammy Brown, Recording Secretary

1. CALL TO ORDER:

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for November 19, 2019, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Jeff Randall started the meeting asking for voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

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

3. GENERAL PUBLIC COMMENT: Commissioner Jeff Randall presented the guidelines for members of the public to submit their comments. There was a discussion about the Opt-Out Policy and staff was directed to make changes to the resolution and policy and bring it back to the next meeting. Topics abbreviated.

- Wireless technology – damages and liabilities.
- General liability – Joel Paisner, PUD counsel responds.

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- Emergencies – Kala Point. Water availability in case of disaster.
- Meter selection policy. Recognition and appreciation to staff and private citizens.
- Second hearing on budget – was there one?
- Governance Subcommittee On-Board packet ready.
- Fiber plan – what will it look like?
- Audio recording index.
- PUD reserves.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Commissioner Jeff Randall requested that the minutes of October 16, 2019, be removed from the Consent Agenda. This item was placed at the beginning of 7.0 Action Items Requiring Board Discussion.

MOTION: Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda as amended. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

4.1 APPROVAL OF MINUTES:

Draft minutes: 10/14/19: BOC Special Meeting Communications.
 10/15/19: BOC Regular Meeting.
 10/16/19: BOC Special Meeting Opt-Out. (removed and placed under 7.0 Action Items Requiring Board Discussion.

4.2 APPROVAL OF VOUCHERS

- 4.2.1 Voucher certification form with supporting warrant register and payroll form.
- 4.2.2 BOC approval of voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #121429 to #121488	\$ 499,660.34	10/31/2019
Accounts Payable: #121489 to #121537	\$ 422,501.22	11/08/2019
Payroll Checks: # 70664 to # 70668	\$ 9,689.05	11/01/2019
Payroll Direct Deposit	\$ 120,719.19	11/01/2019
TOTAL INVOICES PAID	\$1,052,569.80	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	11/02/2019
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GRAND TOTAL	\$1,066,898.42	
VOIDED WARRANTS:		
121337	\$ 288.17	
121442	\$ 30.00	
121447	\$ 637.50	

4.3 ACTION ITEMS

- 4.3.1 Write-offs for October 2019.

4.4 PUD CALENDAR.

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Daniel Toepper:

- 11/8 Met with General Manager Kevin Streett and Financial Services Manager Mike Bailey.
- 11/12 Attended East Jefferson Fire Chiefs' meeting with Consultant Dan McDaniel and General Manager Kevin Streett.
- 11/13 to
- 11/15 Attended WPUDA Conference (report).
- 11/18 Attended CAB meeting (report and discussion).
- 11/20 Will attend BOC Special Meeting – Moss Adams.
- 11/21 Will meet with General Manager Kevin Streett.
- 11/25 Will attend groundbreaking for upgrade and remodel on PUD facility.
- 12/3 to
- 12/6 Will attend WPUDA Annual Conference.
- 12/6 Will attend PUD staff dinner.
- 12/10 Will attend BOC Executive Session.
- 12/12 Will be gone 8 to 10 days.

Commissioner Kenneth Collins:

- 11/6 Attended PURMS Executive Board meeting (report).
- 11/7 Attended PURMS Board meeting.
- 11/11 Attended Marrowstone Community Association meeting.
- 11/12 to
- 11/14 Attended NoaNet Board meeting (report).
- 11/14 Attended PPC meeting (report).
- 11/13 Attended WPUDA Executive Committee meeting. (report)
- 11/18 Met with General Manager Kevin Streett.
- 11/20 Will attend BOC Special Meeting – Moss Adams.
- 11/21 or 11/20 Will attend Broadband Subcommittee meeting.
- 11/25 Will attend groundbreaking for upgrade and remodel on PUD facility.
- 12/3 to
- 12/6 Will attend WPUDA Annual Conference.
- 12/6 Will attend PUD staff dinner.
- 12/9 Will meet with GM.
- 12/9 Will attend CAB meeting.
- 12/10 Will attend BOC Executive Session.

Commissioner Jeff Randall:

Commissioner Randall did not list all the meetings he attended. The commissioner wanted to concentrate his reporting on the Infrastructure Assistance Coordinating Council.

- 11/6 Attended Washington State Auditor's interview for financial controls.
- 11/12 Attended Workforce Development Council meeting (report).
- 11/20 Will attend BOC Special meeting – Moss Adams.
- 11/21 Will attend NODC (North Olympic Development Council) Executive Board meeting.
- 11/25 Will attend groundbreaking for upgrade and remodel on PUD facility.
- 12/3 to
- 12/6 Will attend WPUDA Annual Conference.
- 12/6 Will attend PUD staff dinner.
- 12/10 Will attend BOC Executive Session.

6. GENERAL MANAGER REPORT. General Manager Kevin Streett gave a report. Topics abbreviated.

- GM will attend Manager's WPUDA conference.

- Magellan has completed its work.
- Met with TMobile and they will deal directly with PUD.
- Mason3 will be coming in the future to conduct a workshop with the PUD.

PUBLIC COMMENTS:

- Reference made to scc.gov. regarding broadband discussion.
- Discussion on TMobile proposal.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

Special Meeting Minutes of 10/16/2019: Corrections:

- Page 2 of 4 of the minutes. Add a sentence: “SMOG group put together an alternate policy emailed to the PUD on October 5, 2019. SMOG’s position was reiterated. The alternate policy was handed out to all.”
- Add question: Is the printed copy of the draft policy the same version as what was being projected on the screen? Response: No, it is a different version. (this gets added after above correction).
- Page 14 strike “comment made that it was a generous cost being proposed by the PUD compared to other PUDs’ Opt-Out policies” and insert “Comment made that while it is a generous cost being proposed by the PUD compared to some other PUDs’ Opt-Out policies, at least two Washington PUDs have mixed meter systems with no extra fees for manual reads.”

MOTION: Commissioner Jeff Randall made a motion to approve the October 16, 2019, meeting minutes of the Jefferson County PUD as amended. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Commissioner Jeff Randall reminded the audience that there were four digital books in the back table of the room with meeting materials for use by the public.

7.1.1 CAB Candidate Renewal Recommendations:

CAB member Karen Bennett announced that she will not be running for her seat on the CAB. The BOC voiced their appreciation for her participation on the CAB.

CAB members Craig Durgan and Tom Engel sent emails to the BOC asking to be reappointed to the CAB. There was staff recommendation to confirm those reappointments.

MOTION: Commissioner Kenneth Collins made a motion to approve the reappointment of Craig Durgan and Tom Engel to the Citizen Advisory Board. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

7.1.2 Opt-Out Resolution 2019-19: General Manager Kevin Streett gave a report. There were many public comments on the Resolution. Details on audio recording at www.jpud.org. Opt-Out Resolution 2019-19 will be brought to next BOC meeting for approval.

7.1.3 Meadows Sewer Agreement: General Manager Kevin Streett gave a report. The County will not allow the subdivision to proceed without the PUD taking over the sewer as an oversight authority. The PUD is responsible to do the monthly reporting to the county and state.

MOTION: Commissioner Kenneth Collins made a motion that the BOC authorize the General

Manager to execute the Operation and Maintenance Services Agreement for Phase 1 of the Meadows (formerly Olympic-Greens) Community On-Site Septic System. Commissioner Jeff Randall seconded the motion. Motion carried unanimously. The vote for this motion was tabled until later in the meeting.

7.1.4 Segregation of Assessment for Sewer 2019-20. Bill Graham, Interim Water OP Supervisor, gave a report. This was for moving a bedroom from one property to another. It has to be done through segregation of assessment.

MOTION: Commissioner Kenneth Collins made a motion that the BOC approve a resolution ordering the Segregation of an Assessment on the Assessment Roll of Local Utility District No. 5. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

7.1.5 CFC Finance: Financial Services Manager Mike Bailey gave a report. Based on Moss Adams recommendation, the PUD reached out to CFC Finance to inquire about a line of credit for five million dollars. Staff is not recommending to borrow any money. This is a safety net. It takes BOC approval before this can be used. No action taken.

7.1.6 NoaNet Update: General Manager Kevin Streett gave a report. This is the first time BOC has seen NoaNet Interlocal Agreement. Staff recommends adoption of agreement.

PUBLIC COMMENT:

- On future segmentation of network reconfiguration of the PUD buying equipment and moving from the fire station to the new location there is no real time frame on that. Is that something that doesn't have to happen immediately in doing major reconfigurations until after you have your strategy in place?

Response: Major reconfigurations are being driven by the PUD and not NoaNet.

MOTION: Commissioner Jeff Randall made a motion authorizing the General Manager of the PUD to sign the amendment to the Interlocal Agreement with NoaNet. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Tabled Motion on Meadows Operation and Maintenance Agreement: Interim Water OP Supervisor Bill Graham reported on this motion.

PUBLIC COMMENT:

- Question about Jefferson County PUD as the secondary monitoring entity. Please listen to audio recording at www.jeffpud.org. for complete dialogue.

MOTION: Commissioner Jeff Randall made a motion to authorize the General Manager of the PUD to sign the Operations and Maintenance Service Agreement for Phase 1 of the Meadows Community Onsite Septic System. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8. SIGNING OF DOCUMENTS: The signing of documents was done during the public meeting.

9. EXECUTIVE SESSION: Estimate of time of Executive Session 20 minutes.

At 8:23 p.m. an Executive Session was held pursuant to RCW 42.30.110(g) to review the performance of a public employee. Estimated time of session was twenty minutes and no action

will be taken.

At 8:43 p.m. Commissioner Jeff Randall announced that an extended time of five minutes was needed before the Executive Session could end.

Executive session ended at 8:50 p.m.

10. ADJOURNMENT:

Commissioner Jeff Randall declared the November 19, 2019, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 8:52 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

Kenneth Collins
Commissioner Kenneth Collins, Secretary

2/18/2020
Date

Attest: Jeff Randall
Commissioner Jeff Randall, President

2-18-2020
Date

Daniel S Toepper
Commissioner Daniel Toepper, Vice President

2-18-2020
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.