



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

**January 5, 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 5, 2021. This was an online meeting through WebEx and teleconferencing. All participants muted by entry. Present:

Commissioner Dan Toepper, President
Commissioner Kenneth Collins, Vice President
Commissioner Jeff Randall, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Mike Bailey, Finance Director
Annette Johnson, Executive Assistant and Records Administrator
Samantha Harper, Engineering Director
Scott Bancroft, Operations Director
Jean Hall, Services Director
Will O'Donnell, Communications Director
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County PUD Board of Commissioners for January 5, 2021, to order at 5:00 p.m.

Per the Governor's Proclamation 20-28 and 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 accessible remotely via WebEx until otherwise informed by the Governor. All participants' audio will be muted upon entry. Please unmute at the appropriate time to speak. Use *6 on a phone to mute or unmute at the appropriate time during the call.

Commissioner Kenneth Collins began the meeting by calling for attendance to determine a quorum. There was a quorum established. All three commissioners were present.

Commissioner Dan Toepper had some technical difficulties. It was agreed that Commissioner Kenneth Collins would continue to chair the meeting.

2. AGENDA REVIEW:

MOTION: Commissioner Jeff Randall made a motion to accept the Agenda as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.,

3. GENERAL PUBLIC COMMENT: Commissioner Kenneth Collins read the guidelines for public comments.

- **Comment:** Commended the BOC and staff for making an effort to develop a dashboard as presented by Moss Adams on December 8th. Great to have information clear and concise for the public to understand what the PUD is doing financially.
- **Comment:** Expressed appreciation about the outgoing members of the CAB Larry Dennison and Russ Michel and commended them for the work that they did.
- **Questions:** 1) When was the property tax levy put in place and for what purpose? Have all of those financial obligations been met?
- **Question:** \$500,000 of the property tax levy has been earmarked in the 2021 budget for broadband expansion. Since property tax levy comes from all the property owners throughout the PUD service area, how will the monies be allocated to projects for the equal benefit of all taxpayers?
- **Question:** Has the issue of the outage management system been resolved? This public member was disconnected three times when he called in to report an outage.
- **Comment:** The BOC secretary take an active role of tracking questions asked during BOC meetings so that they can be answered in a timely manner.
Response: Response to questions will be addressed under Manager’s Report.

4. CONSENT AGENDA: Commissioner Kenneth Collins presented the Consent Agenda

MOTION: Commissioner Jeff Randall made a motion to approve the Consent Agenda as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

4.1 Prior Minutes:

- PUD BOC Special Meeting 10-27-2020.
- PUD BOC Regular Meeting Min. 11-03-2020.
- PUD BOC Special Meeting 11-10-2020.
- PUD BOC Special Meeting 12-01-2020 Shine Plat.

4.2 Vouchers:

- Voucher Certification with Supporting Warrant Register & Payroll.
- Voucher Approval Form for the Commissioners.

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #124610 to #124963	\$ 350,262.78	12/01/2020
Accounts Payable: #124964 to #125010	\$ 182,256.56	12/03/2020
Accounts Payable: #125011 to #125080	\$ 855,022.75	12/10/2020
Accounts Payable: #125081 to #125148	\$ 499,722.38	12/17/2020
Accounts Payable: #125149 to #125194	\$ 395,844.93	12/23/2020
Payroll Checks: # 70830 to # 70834	\$ 9,726.67	12/11/2020
Payroll Checks: # 70835 to # 70839	\$ 9,306.90	12/25/2020
Payroll Direct Deposit:	\$ 139,890.72	12/11/2020
Payroll Direct Deposit:	\$ 134,227.57	12/25/2020

TOTAL INVOICES PAID \$ 2,576,261.26

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	12/01/2020
BPA	\$ 1,377,144.00	12/11/2020
USDA/RUS Loan	\$ 1,523,719.70	12/30/2020

PAYMENT TOTAL**\$ 5,491,453.58**

4.3 Financial Report.
November 2020 Financials

4.4 Calendar
PUD Calendar January 5, 2021.

END OF CONSENT AGENDA.

5.. MANAGER AND STAFF REPORTS: General Manager Kevin Streett gave a report.

- General Manager will respond to community member referred to in Public Comments at a later date due to the fact there is a full agenda to go through today. There was an email sent earlier. Phone response is being worked on.
- Commissioner Jeff Randall requested the General Manager follow up on the question on of what authority the PUD collects money under and restrictions on how that is used.
- Broadband report: Weather has slowed down the progress.
- Working towards the LUD. Cost will be high. There will be preliminary numbers submitted soon.
- Commissioner Jeff Randall requested a short report on the LUD. General Manager Kevin Streett gives a short report. This will be brought back to the BOC at a later date. Commissioner Kenneth Collins is in the process of reviewing the letter regarding the LUD. There will be a more customer friendly process.

Financials Update: Finance Director Mike Bailey gave a report.

- 2020 audit will be done next week. Bill audit should be done later this month.
- General Manager Kevin Streett and Finance Director Mike Bailey will be meeting with Moss Adams.

Engineering Update: Engineering Director Samantha Harper gave a report.

- Water systems update to the Department of Health has been submitted. Draft will be posted online next week and there will be a review in February.
- Shine Plat update. A customer assistance meeting with Jefferson County and a pre-app meeting with Jefferson County have been done. Working on a follow-up pre-app meeting. Once we get that report it will be sent out to the contact list for Shine Plat. Trying to build up and get ready for March 9th hearing.
- Working on Frequently Asked Questions list that was requested at the BOC's last meeting. When these are ready, they will be emailed to the BOC.

Operations Update: Operations Director Scott Bancroft gave a report.

- Update on 300 Four Corners Road: PUD staff had a customer assistance meeting with the DCD (Department of Community Development) on May 28, 2020. The meeting was to determine if and what the PUD could with the property at 300 Four Corners. We do have the green light from DCD to do a joint building or just a PUD building. The PUD applied for a septic permit on September 9, 2020 and that was issued on November 3, 2020 and it will expire on November 3, 2023. At this point the staff has applied for a demo permit on December 15, 2020 and they are waiting for the bid process. There is a bid out for 13 local contractors.

6. OLD BUSINESS:

6.1 CAB Discussion: General Manager Kevin Streett gave a report on a CAB member replacement. Position was advertised. No one applied for the job. There was a recommendation given that the person that Commissioner Dan Toepper selected be appointed.

Commissioner Dan Toepper requested a review into a different platform to have meetings.

Consultant Don McDaniel gave a CAB report. There was some discussion.

MOTION: Commissioner Dan Toepper made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners accept the nomination of Bob McCauly as the new District 3 Citizen Advisory Board member position. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Public Comment:

- **Comment:** The CAB has not met since February last year. Anxious to have a joint meeting with the BOC to discuss the direction of the CAB and get more clarity.
- **Comment:** Looking forward to joint meeting. There is high value on strengthening CAB. Public input important.
- **Comment:** Agenda suggested that the CAB had decided not to meet. I don't believe that is accurate. The CAB was told not to meet and was told some time ago not to dive deeply into any issues until the commissioners come up with a strategic plan. That has curtailed activity.
- **Comment:** What issues does the CAB need to take on? CAB is primarily here to provide information and assistance to the commissioners. A public citizen advisory board would not make sense if it didn't get some input from citizens. That needs to be taken into account.
- **Comment:** Have staff show up every second meeting. No reason why staff has to be present at every CAB meeting. There's a lot the CAB can do on its own and condense our questions to the staff.
- **Comment:** Zoom is capable of handling a group of nine members in a meeting.
- **Comment:** There are concerns about role of the CAB and restricting what the CAB should be working on. The CAB needs to have latitude to choose things that it works on with approval by the BOC. There were a number of things that happened in the past that certainly came about that did not come from the BOC but nonetheless were acted on that were shown to be pretty valuable.
- **Comment:** Need clarity on how the decision was made on when the CAB decided not to meet. Was that an actual decision? Was that made outside the context of a public meeting? The CAB doesn't set its own meeting schedule.
- **Comment:** Would like to see the CAB continue to do the valuable work it has been doing and not to let virtual meetings stand in the way.
- **Comment:** Former Chair of the CAB recited the purpose of the CAB, gave some historical background information and commented on working with the BOC.
- **Comment:** The CAB has gotten involved in process issues more and more.

6.2 Special Meetings Schedule and Frequency: General Manager Kevin Street brought up the subject of meeting frequency to the BOC. There was some discussion.

6.3 Water Leak Policy: Commissioner Kenneth Collins gave a report on a customer who had an irrigation system which malfunctioned. They were not aware of it not working. Their bill was considerable. There was some discussion on the Water Leak Policy. It was the decision of the commissioners that it was appropriate to take another look at the policy and come up with other options.

Public Comment:

- **Comment:** When someone is going to put in an irrigation system, the PUD makes the

customer aware of this policy.

- **Comment:** There needs to be clarification.

7. NEW BUSINESS:

7.1 Conflict-of-Interest Declarations: General Counsel Joel Paisner gave a report and presentation. This Conflict-of-Interest Policy requires the commissioners to each acknowledge that they have reviewed the policy and the obligations that comes from RCW 42.23. These obligations were outlined in the memo that was submitted to each commissioner. Each commissioner is required to declare on the record whether they have any conflicts to disclose and that they have each reviewed the policy. Each commissioner declared they had reviewed the policy and had no conflicts of interest to report.

7.2 BOC Memberships and Representations: General Manager Kevin Streett goes into detail and explains BOC memberships in different organizations. This was submitted to the commissioners to review. Commissioner Dan Toepper was asked and accepted the request to be an alternate for newly elected Executive Board Member Liz Green on the PPC (Public Power Council).

7.3 Laborers Contract: General Manager Kevin Streett expressed appreciation to Human Resources Director Melanie Patterson, Consultant Don McDaniel and General Council Joel Paisner for their work on the contract and went over some of the changes with the commissioners.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No 1 Board of Commissioners approve the Labor Agreement by and between Jefferson County Public Utility District No. 1 and Laborers Local No. 252. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

No public comment.

7.4 After Hours Call Fee: General Manager Kevin Streett gave a report. There was considerable discussion. No action taken. This will be submitted at next BOC meeting.

Public Comment:

- **Comment:** Those people are just answering the phone. In order to be fair to the customer, the next level should be taken so that Security Services NW would call the PUD and a qualified electrical person could actually go through the checklist and make sure that the customer understands the question that they are being asked and that they are actually following through. Leaving it up to Security Services NW is a really bad idea.

8. COMMISSIONERS' REPORTS:

Commissioner Dan Toepper:

- 12/9 Met with General Manager Kevin Streett.
- 12/16 Participated in ICG meeting. The re-establishment of the committee was expanded through 2021.
- 12/17 Participated in JeffCom meeting.
- 12/17 Scheduled County Public Infrastructure meeting was postponed.
- 12/18 Attended BOC Special Meeting – Pole Attachment Fees & Executive Session.
- 12/23 Met with General Manager Kevin Streett
- 01/05 Spoke with Doug Dawson from CCG Consulting.
- 01/06 and
- 01/07 Will attend PPC Zoom meetings

- 01/08 Will meet with General Manager Kevin Streett.
- 01/11 Will attend East Jefferson Fire Chief’s meeting.
- 01/12 Will attend BOC Special Meeting – Budget.
- 1/13 thru
- 1/15 Will attend WPUDA meetings.

Commissioner Jeff Randall:

- 12/9 Phone meeting with General Manager Kevin Street and George Caan in preparation for the Rewire Conference (a policy conference in advance of the Legislature convening this year). He is on a panel with two legislators. (report).
- 12/10 Attended Rewire Conference.
- 12/16 Participated in ICG meeting.
- 12/17 Attended holiday staff meeting.
- 12/18 Attended BOC Special Meeting – Pole Attachment Fees & Executive Session.
- 12/22 Spoke with public member about EV charging grants. (report)
- 01/12 Will attend BOC Special Meeting – Budget.
- 01/05 Had a conversation with Doug Dawson from CCG Consulting. (report)
- 01/12 Will attend BOC Special Meeting – Budget.
- 1/13 thru
- 1/15 Will attend WPUDA meetings.

Commissioner Kenneth Collins:

- 12/9 Attended NoaNet Board meeting.
- 12/10 Listened in on Rewire Conference. (report)
- 12/11 Attended JBAT meeting.
- 12/15 Conference call with General Counsel Joel Paisner.
- 12/16 Attended ICG meeting.
- 12/17 Attended holiday staff meeting.
- 12/18 Attended JBAT meeting.
- 12/18 Attended BOC Special Meeting – Pole Attachment Fees & Executive Session.
- 12/19 Telephone conference with customer on irrigation leak.
- 12/20 Telephone conference with customer on a LUD.
- 12/21 Had phone conference with General Manager Kevin Streett.
- 12/29 Administered Oath of Office by Notary Public Cammy Brown.
- 1/07 Plan on listening in on Executive Session of PPC meeting.
- 1/08 Will attend JBAT meeting.
- 1/11 Will speak with Doug Dawson of CCG Consulting.
- 1/12 Will attend BOC Special Meeting – Budget.
- 1/13 thru
- 1/15 Will attend WPUDA meetings.
- 1/15 Will attend JBAT meeting.

9. ADJOURNMENT:

Commissioner Kenneth Collins declared the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners on January 5, 2021, adjourned at 7:23 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

<u>Jeff Randall</u>	2/22/2021
Commissioner Jeff Randall, Secretary	Date

Attest:

<u>Dan Toepper</u>	<u>2/19/2021</u>
Commissioner Dan Toepper, President	Date
<u>Kenneth Collins</u>	<u>2/20/2021</u>
Commissioner Kenneth Collins, Vice President	Date

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