



**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
February 4, 2020
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 4, 2020, at the Jefferson Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

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

Kevin Streett, General Manager
Joel Paisner, General Counsel
Samantha Harper, Water Superintendent
Jimmy Scarborough, Interim Electrical Engineer Supervisor
Mike Bailey, Financial Services Manager
Jean Hall, Customer Service Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Scott Bancroft, Special Projects Coordinator
Lori Rae, Operations Administrator
Melanie Patterson, Human Resources Manager
Don McDaniel, Consultant

Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for February 4, 2020, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Dan Toepper started the meeting asking for voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

Commissioner Dan Toepper added the following:

1. Minutes of 12-10-2019 BOC Special Meeting. These minutes were in the packet but not listed on the agenda. Those minutes were added to the Consent Agenda.
2. Executive Session needs to go on the Agenda - RCW 42.33.140(4)(a) to discuss union contract negotiations. Added to as 9.1 after Signing of Documents.
3. Add under New Business: Add 7.3 Legislation (Low Carbon Fuel Tax).
4. Add under New Business: Add 7.4 Proposed newsletter plan.
5. Moving 2019 Financials and placing under Old Business Item No. 6.2.

MOTION: Commissioner Jeff Randall made a motion to approve the Agenda with the following modifications: add to the Consent Agenda Special Meeting Minutes for December 10, 2019; add under New Business Item 7.3 Low Carbon Fuel Tax Legislation; add 7.4 Discussion of the Newsletter Plan; add an Executive Session for the purposes of discussing union contracts after the signing of documents, and moving the 2019 Financials and putting them under Old Business Item No. 6.2. Commissioner Kenneth Collins 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. Topics:

- **Comment:** No one is required to give their names in order to make public comment. Recommendation to retract request.
- **Comment made on** replacement of transmitting analog meter to non-transmitting analog meter.
- **Question:** How many opt-out applications have been submitted? **Response:** Five have been replaced.
- **Comments** regarding whales going extinct – dams on the Snake River. (Handout No. 1).

4. CONSENT AGENDA:

MOTION: Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda as modified. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

4.1 Draft Minutes:

Draft minutes: 11-19-19 BOC Regular Meeting.
 Draft minutes: 11-20-19 BOC Special Meeting.
 Draft minutes: 12-10-19 PUD BOC Regular Meeting.
 Draft minutes: 12-12-19 PUD BOC Audit Exit.
 Draft minutes: 12-10-19 BOC Special Meeting (added)

4.2 Voucher Certification and Approval.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #122318 to #122383	\$ 450,861.35	01/16/2020
Accounts Payable: #122384 to #122407	\$ 430,585.13	01/23/2020
Payroll Checks: # 70696 to # 70700	\$ 10,803.12	01/24/2020
Payroll Direct Deposit	\$ 159,720.86	01/24/2020
TOTAL INVOICES PAID	\$ 1,051,970.46	
GRAND TOTAL	\$ 1,051,970.46	

4.3 December 2019 Financials: Moved to Old Business, Item No. 6.2.

END OF CONSENT AGENDA.

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

- PUD Special Meeting on the Procurement Manual scheduled for February 10, 2020, rescheduled to February 28, 2020, 10 p.m. to 12:00 p.m., Chimacum.
- Outage report. Appreciation to crews and staff.

- Opt-out applications received to date are 80.
- Meters are being delayed.
- Meeting to go over strategic planning and manager goals will be scheduled.
- Financial Policy – draft available end of February.

PUBLIC COMMENTS:

- **Question:** For outage reports wouldn't it be better to put up weather stations at Fort Worden, Boat Haven, Quilcene, Marrowstone, Gardiner and the airport? **Response:** Best indicators are the PUD customers. Customers call in when there is an outage. There is a weather station at the PUD.

6. OLD BUSINESS:

6.1. Resolution Rate 43 Increase: General Manager Kevin Streett gave a report concerning the rate increase for the schools. Staff was directed to have a resolution to suspend that rate increase for the schools. Suspension of this rate increase would not affect the budget. This resolution is a short-term fix. The long-term fix has to be done during the rate study. There was some discussion.

MOTION: Commissioner Kenneth Collins made a motion to approve a resolution to rescind the scheduled March 1, 2020 rate increase for “Interruptible Primary Service for Total-Electric Schools” as described in Rate 43 of Resolution 2018-001. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

6.2 December 2019 Financials: The 2019 Financials were discussed.

MOTION: Commissioner Jeff Randall made a motion to approve the financials for December 2019 and to put them into the records. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7. NEW BUSINESS/ACTION ITEMS:

7.1 Aid to Construction Rates for Electrical and Broadband: General Manager Kevin Streett gave a report. The staff recommends that the PUD increase the construction rates 20% across the board. Staff will present documentation at the next Board meeting. There was some discussion.

7.2 Vegetation Management Policy: Scott Bancroft, Special Projects Coordinator gave a report on the Vegetation Management Policy. There is a major change in removing trees in the maintenance coordinator.

7.3 Legislation on Low Carbon – House Bill 1110: Commissioner Dan Toepper gave a report. WPUDA is monitoring this bill.

7.4 Newsletter: Commissioner Dan Toepper gave a report on the importance of getting more information in the PUD’s newsletter about the Board of Commissioners. This idea will be given to Communications Manager Will O’Donnell to pursue.

8. COMMISSIONERS’ REPORTS:

Commissioner Kenneth Collins:

- 1/22 to
- 1/23 Attended Energy NW Board Meeting.
- 1/28 Attended BOC Special Meeting – Vegetation Management Policy.
- 2/3 Met with General Manager Kevin Streett.
- 2/12 Will attend NoaNet Board meeting by phone.
- 2/12 to
- 2/14 Will attend PPC Association meeting.

Commissioner Jeff Randall:

- 1/23 Attended North Olympic Development Council meeting.
- 1/24 Met with General Manager Kevin Streett
- 1/28 Attended BOC Special Meeting – Vegetation Management Policy.
- 2/7 Will meet with General Manager Kevin Streett.
- 2/11 Will attend North Olympic Development Council meeting.
- 2/11 to
- 2/14 Will attend WPUA conference in Olympia.

Commissioner Dan Toepper:

- 1/22 Met with General Manager Kevin Streett.
- 1/22 Attended the Quilcene School Board meeting.
- 1/23 Attended JeffCom meeting.
- 1/28 Attended BOC Special meeting – Vegetation Management Policy.
- 1/28 Attended the Chimacum School Board meeting.
- 2/5 to
- 2/7 Will attend PPC meeting in Portland.
- 2/7 Will meet with General Manager Kevin Streett.
- 2/10 Will attend CAB meeting.
- 2/11 to
- 2/14 Will attend WPUA conference in Olympia.
- 2/20 Will attend Jefferson County Infrastructure meeting.

9. SIGNING OF DOCUMENTS: The signing of documents was done in open public meeting format.

9.1 EXECUTIVE SESSION – CONTRACT NEGOTIATIONS: The purpose of the Executive Session of the Jefferson County PUD Board of Commissioners was to discuss union contract negotiations pursuant to RCW 42.30.140(4)(a). Estimated time in session was 20 minutes.

The Executive Session was convened at 7:06 p.m.

Commissioner Dan Toepper announced at 7:26 p.m. that the Executive Session needed to be extended another five minutes.

The Executive Session ended at 7:30 p.m. No action was taken.

10. ADJOURNMENT:

Commissioner Dan Toepper declared the February 4, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 7:31 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

Jeff Randall

Commissioner Jeff Randall, Secretary	Date
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Attest:

<i>Daniel S. Toepper</i>	Date
Commissioner Dan Toepper, President	

<i>Kenneth Collins</i>	Date
Commissioner Kenneth Collins, Vice President	

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