

# PUBLIC UTILITY DISTRICT NO. 1 of Jefferson County

**April 7, 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 April 7, 2020. This was an online meeting through Webex and teleconferencing. All participants muted by entry. Present:

Commissioner Dan Toepper. President
Commissioner District Kenneth Collins, Vice President
Commissioner Jeff Randall, Secretary
Kevin Streett, General Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Joel Paisner, General Counsel
Don McDaniel, PUD consultant
Mike Bailey, Financial Services Manager
Olga Darlington, Representative from Moss Adams
Olga Darlington, Moss Adams

Cammy Brown, Recording Secretary

## 1. CALL TO ORDER:

Per the Governor's Proclamation 20-28 in response to the COVID-19 pandemic, Jefferson County PUD will no longer be providing an in-person room for meetings of the BOC. All meetings will only be by accessible remote via the instructions that are on the Agenda tonight. All participants will be muted upon entry. Please unmute at the appropriate time to speak.

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for April 7, 2020, to order at 5:00 p.m.

Commissioner Dan Toepper began the meeting by calling for attendance to determine a quorum. There was a quorum established.

**2. STAFF INTRODUCTION:** There was no staff introduction.

## 3. AGENDA APPROVAL:

**MOTION:** Commissioner Jeff Randall made a motion to approve the Agenda as presented. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

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

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#### No public comment.

# 5. <u>CONSENT AGENDA: APPROVAL AND ADOPTION OF THE CONSENT AGENDA:</u>

Commissioner Dan Toepper read the guidelines regarding the Consent Agenda items. Items listed below have been distributed to the commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the commissioners.

Commissioner Kenneth Collins requested Item 5.6 - 219 RUS Form 7 be removed and placed under Old Business as Item 6.4.

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

#### **5.1** Approval of Minutes:

- BOC Regular Meeting 1-28-2020.
- BOC Regular Meeting 2-4-2020.
- BOC Regular Meeting 2-18-2020.

#### 5.2 Voucher Certification and Approval.

# **VOUCHER CLAIM FORMS FOR INVOICES PAID:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #122759 to #122824 Accounts Payable: #122825 to #122875 Accounts Payable: #122876 to #122907 Payroll Checks: # 70716 to # 70720 Payroll Direct Deposit	\$ 259,019.36 \$ 694,813.73 \$ 547,149.78 \$ 9,261.75 \$ 114,182.42	03/12/2020 03/19/2020 03/26/2020 03/20/2020 03/20/2020
TOTAL INVOICES PAID	\$ 1,624,427.04	
WIRE TRANSFERS PAID	AMOUNT	DATE
USDA/RUS Loan	\$ 1,524,179.88	03/30/2020
GRAND TOTAL	\$ 3,148,606.92	

- 5.3 February Financials 2020.
- 5.4 PUD Calendar.
- 5.5 Resolution 2020-xxx Procurement Manual Resolution.
- **2019 RUS FORM 7 and USDA RD Form 442-2.** (removed and placed under Old Business, Item 6.4.

#### END OF CONSENT AGENDA.

- **6. OLD BUSINESS:** Public comment will be allowed after each item is discussed by the BOC and staff consultant.
  - **6.1. COVID 19 Update: Kevin Streett:** General Manager Kevin Streett gave a report.

The PUD will continue to keep the doors closed to the public until May 4. This is the latest update from the Governor. Most of the staff is working from home doing necessary emergency work only.

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No public comment.

6.2 <u>Financial Policy (Olga Darlington from Moss Adams on the phone):</u> General Manager Kevin Streett gave a report. Olga Darlington, a representative from Moss Adams was on the phone. This document will be reviewed regularly by management. There was some discussion and changes suggested. Further details are provided in the audio recording at <a href="www.jeffpud.org">www.jeffpud.org</a>. General Manager Kevin Streett and Commissioner Kenneth Collins went over the changes that were being made to the Financial Policy for the benefit of the public members that were finally able to participate in the teleconference.

**<u>PUBLIC COMMENT:</u>** Members of the public submitted their comments in writing to the commissioners.

- Comment: Policy well thought out.
  - **6.3** Financial Policy Resolution 2020-\_\_\_\_:

<u>MOTION:</u> Commissioner Kenneth Collins made a motion that the BOC approve the PUD revised Financial Policy and approve Resolution No. \_\_\_\_\_ as presented at the meeting, as provided to the BOC in the package and as amended this evening. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

6.4 2019 RUS FORM 7 and USDA RD Form 442-2: This item was reviewed before 6.3 Financial Policy Resolution 2020-\_\_\_\_\_, to allow public members to participate in the meeting. There was some difficulty in the public accessing the teleconference and video. Commissioner Kenneth Collins suggested some changes be made to the 2019 RUS Form. There was some discussion. General Manager Kevin Streett and General Counsel Joel Paisner gave some clarification. Further details are provided in the audio recording at <a href="www.jeffpud.org">www.jeffpud.org</a>. This item was provided for information only. No action was taken. No public comment.

## 7. NEW BUSINESS/ACTION ITEMS:

**7.1 Policy for E-signatures.** General Counsel Joel Paisner gave a report.

<u>MOTION</u>: Commissioner Kenneth Collins made a motion that the BOC approve the Electronic Signature Policy for the Jefferson County PUD No.1. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.2 Mutual Aid Agreement.** General Manager Kevin Streett gave a report. This agreement will be presented at the April 21, 2020 BOC meeting for approval.

## **Public Comment:**

- Comment: The City of Port Townsend is a municipality. There are legal ramifications with entering into an agreement with a master plan resort. PUD staff will look into this.
- 7.3 7-Year Anniversary. General Manager Kevin Streett gave a report. There was a spreadsheet in the packet which illustrated the progress the PUD has made over the last seven years. There was some discussion. Data demonstrates that the PUD is a resounding success. No public comment.

## 8. <u>COMMISSIONERS' REPORTS:</u>

## **Commissioner Jeff Randall:**

- 3/27 Met with General Manager Kevin Streett.
- 4/1 Participated in a PPC teleconference. (report)
- 4/3 Met with General Manager Kevin Streett.
- 4/14 Will participate in the PUD's Audit Exit interview.

4/15 to

4/16 Will participate in WPUDA video conference meetings.

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#### **Commissioner Kenneth Collins:**

- 4/2 Participated in the APPA video conference on COVID-19. (report)
- 4/6 Participated in phone conference with General Manager Kevin Streett.
- 4/6 Will be participating in NoaNet Board meeting.
- 4/14 Will participate in the PUD's Audit Exit interview.

4/15 to

- 4/17 Will participate in WPUDA video conference meetings.
- 4/20 Will participate in a phone conference with General Manager Kevin Streett.

#### **Commissioner Dan Toepper:**

- 3/25 Participated in phone conference with General Manager Kevin Streett.
- 3/26 Attended Zoom teleconference with the Quarterly Water Committee. (report) PUD Water Superintendent Samantha Harper is now Vice-Chair of committee.
- 4/2 Participated in Zoom teleconference for the WPUDA Water Utility for a round table update and a COVID-19 meeting on steps taken by PUDs. (report)
- 4/8 Will meet with General Manager Kevin Streett.
- 4/14 Will participate in the PUD's Audit Exit interview.

4/15 to

4/17 Will participate in WPUDA video conference meetings.

Commissioner Jeff Randall requested an update on the Community Solar Project. The Governor vetoed HB 2248, which would have given until the end of 2021 to get that system operational. Now it is back to requiring it be operational by June 1, 2020 otherwise the PUD will not be able to get incentives. PUD staff did submit everything last week. Washington State University stated that as long as the PUD started by August, that it could still get the funding. Commissioner Jeff Randall encouraged the General Manager to get that in writing.

# **PUBLIC COMMENT:**

• Request was made to pull February Financials off of the Consent Agenda. The Consent Agenda had already been approved. Requested changes were read into the record. Details can be accessed in the audio recording at <a href="https://www.jeffpud.org">www.jeffpud.org</a>.

## 9. <u>ADJOURNMENT:</u>

Commissioner Dan Toepper declared the April 7, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 6:39 p.m.

	Minutes prepared by Cammy Brown, PUD Recorder	
Approved:  Jeff Randall		
Commissioner Jeff Randall, Secretary	Date	
Attest: Dan Toepper		
Commissioner Dan Toepper, President kunnell (ollins	Date	
Commissioner Kenneth Collins, Vice President	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.

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