



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

June 16, 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 June 16, 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
Mike Bailey, Financial Services Manager
Annette Johnson, Executive Assistant/Records Officer
Jean Hall, Customer Service Manager
Joel Paisner, General Counsel
Don McDaniel, PUD consultant
Lori Rae, Operations Administrator
Melanie Patterson, Human Resources Manager

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for June 16, 2020, 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 Dan Toepper began the meeting by calling for attendance to determine a quorum. There was a quorum established.

2. AGENDA APPROVAL:

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

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the

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guidelines for members of the public to submit their comments. Topics abbreviated.

No public comment and no electronic comments were presented.

4. CONSENT AGENDA:

Commissioner Dan Toepper read the guidelines into the record regarding the Consent Agenda items.

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

4.1 Approval of Minutes:

PUD BOC Regular Meeting Min. 04-07-2020 Draft.
PUD BOC Regular Meeting Min. 05-05-2020 Draft.
PUD BOC Special Mtg. Min 05-19-2020 Draft.

4.2 Voucher Approval Form for the Commissioners.

Voucher Certification and Approval with Supporting Warrant Register and Payroll.

PENDING INVOICES OVER \$100,000 TO BE APPROVED:

Hoch Construction Inc.	Inv# APP# FIVE (5)	Dated 5/28/2020	\$315,545.21
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PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #123283 to #123311	\$ 253,471.37	05/28/2020
Accounts Payable: #123312 to #123358	\$ 304,917.36	06/04/2020
Payroll Checks: # 70741 to # 70745	\$ 10,197.33	05/29/2020
Payroll Direct Deposit	\$ 126,713.63	05/29/2020

TOTAL INVOICES PAID \$ 695,299.69

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	06/04/2020

PAYMENT TOTAL \$ 709,628.31

VOIDED WARRANTS:	123267	\$ 504.33
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4.3 Write-offs for May 2020

4.4 PUD Calendar June 16, 2020.

END OF CONSENT AGENDA.

5. GENERAL MANAGER AND STAFF REPORTS:

General Manager Kevin Streett gave a report. The PUD received a request from WPUDA to issue a letter to the Governor with concerns about the UTC (Utilities and Transportation Commission) and how the PUD would fall under their jurisdiction based on the Governor's newest proclamation.

There was considerable discussion. General Counsel Joel Paisner drafted a letter to send to the Governor. There was a consensus among the commissioners that the letter as drafted by the General Counsel would be sent to the Governor.

5.1 Power Director Position and Org. Chart: Human Resources Manager Melanie Patterson gave a report on the advertising and interviewing process that took place for Power Director. General Manager Kevin Streett made a recommendation to divide up the responsibilities that would have gone in the Power Director's portfolio and give opportunities to existing

management team. General Manager Kevin Streett recommended that the PUD cease advertising for a Power Director.

There was consensus among the commissioners to proceed with the General Manager's plan to cease advertising for a Power Director and divide the responsibilities duties of the Power Director with the PUD management team.

5.2 Broadband Update: General Manager Kevin Streett gave a report. There was considerable discussion. There was a request to schedule a special meeting regarding broadband and take a look at the broadband study that was done.

Public Comment: (statements are abbreviated and further details can be heard on the audio recording at www.jeffpud.org).

- **Comment and Questions:** There are several federal legislative proposals for rural broadband right now and the National Visual Inclusion Alliance is very active. There is an opportunity to bring broadband to rural Jeffco, specifically Brinnon. Would Brinnon be part of this or would we be governed by Mason PUD? If you plug into BPA and NoaNet where you get it from, how does it get to the home or to the Brinnon Community Center or somewhere where it can get the last mile? Once we get it what do we do with it? How do you get people to use it? How does it work for education? Now does it work for economic development? Would like to see some activity in this regard.
- **Comment:** CAB would like to get directions on some specific opportunities to be able to participate.
- **Comment:** The State Public Works Board has a grant cycle opening up for the public works broadband funding in mid-July with awards sometime around October. They are looking at shovel ready projects that are ready to go. There is an opportunity that the PUD would be able to take advantage of having projects that would meet that criteria being shovel ready.

Update on Broadband: General Manager Kevin Streett gave an update on the broadband plan. A broadband report will be submitted at the next BOC meeting.

Public Comment Cont.:

- **Question:** If a group of people approached the PUD at this time with a proposal to form an LUD would the PUD be prepared to do that for broadband?
Response: The PUD staff is ready to meet.
- **Question:** How do you define the unserved? (lengthy discussion).
Response: The PUD's goal is to provide infrastructure for the community to use and through its partnerships, it makes it so that the PUD isn't footing the bill for everything.
- **Comment:** Comment from a water customer. He has emailed Commissioner Toepper and he wants to talk about a water leak adjustment request.
- **Comment:** On Center Road at Mile Marker 10, this is a good example of the underserved section of Center Road.

Communications Manager Will O'Donnell read an email into the record from a customer

requesting an adjustment for a water leak due to COVID-19. (refer to audio recording at www.jeffpud.org. for details).

5.3 2021 Budget: 30,000 ft. Level: General Manager Kevin Streett and Financial Services Manager Mike Bailey gave a report.

There was a proposal submitted by community member Roger Risley on budget: Mr. Risley read his proposal into the record. Refer to audio recording for details at www.jeffpud.org.

Financial Services Manager Mike Bailey gave report. Refer to audio recording for details at www.jeffpud.com.

6. OLD BUSINESS:

6.1 Interlocal Agreement Agenda Report: General Manager Kevin Streett gave a report. This is the interlocal agreement between the City, the County, the Port and the PUD. This meeting will be June 17, 2020 at 5:00 p.m. All three commissioners will attend. There was considerable discussion.

7. NEW BUSINESS:

7.1 PUD JeffCom Building. General Manager Kevin Streett gave a report. PUD Consultant Don McDaniel gave a report. Further details can be heard on audio recording at www.jeffpud.org. The PUD is at a point where a feasibility study needs to be made.

MOTION: Commissioner Kenneth Collins made a motion that the BOC authorize the General Manager to move forward with a feasibility study looking at the co-location of various emergency services in the Jefferson County PUD’s dispatch center. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.2 Employee Vacation Extension: General Manager Kevin Streett gave a report. Staff has had to cancel vacations due to the COVID-19 pandemic. A proposal was made, for this year only, to waive the requirement of the staff taking ten days of vacation in one year and letting the staff move the days into the next year. There was consensus among the commissioners to approve the extension. The resolution will be on the consent agenda at the next scheduled BOC meeting.

8. COMMISSIONERS’ REPORTS:

Commissioner Jeff Randall:

- 6/4 Participated in PPC meeting remotely.
- 6/11 Participated in phone call with General Manager Kevin Streett.
- 6/17 Will participate in the Interlocal Governmental meeting.
- 6/23 Will participate in the NODC (North Olympic Development Council) executive meeting.
- 6/24 Will participate in Climate Action Committee meeting.
- 6/25 Will participate in NODC meeting.
- 6/25 Will participate in inner jurisdictional Corona Virus group meeting.
- 6/26 Will be meeting with General Manager Kevin Streett.

Commissioner Kenneth Collins:

- 6/3 Participated in WPUDA Broadband call.
- 6/4 Participated in NoaNet Board meeting. (report)
- 6/12 Participate in WPUDA meeting call regarding the Governor’s proclamation.
- 6/15 Participated in phone call meeting with General Manager Kevin Streett.
- 6/17 Will participate in WPUDA roundtable.
- 7/6 Will participate in phone call meeting with General Manager Kevin Streett.

Commissioner Dan Toepper:

- 6/3 Attended WPUDA Telecom committee meeting remotely. (report)
- 6/3 Attended PPC meeting remotely. (report)
- 6/4 Participated in phone call with General Manager Kevin Streett.
- 6/5 Attended a meeting with Jefferson County Emergency Management.
- 6/17 Will participate in WPUDA roundtable.
- 6/17 Will participate in Public Works Trust Fund meeting.
- 6/17 Will participate in the Interlocal Governmental meeting.
- 6/18 Will meet with General Manager Kevin Streett.
- 6/25 Will participate in WPUDA Quarterly Water Committee meeting.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the meeting of the Jefferson County PUD No. 1 Board of Commissioners on June 16, 2020 adjourned at 7:34 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recording Secretary

Approved:

<i>Jeff Randall</i>	8/19/2020
Commissioner Jeff Randall, Secretary	Date

Attest:

<i>Dan Toepper</i>	8/18/2020
Commissioner Dan Toepper, President	Date
<i>Kenneth Collins</i>	8/18/2020
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 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.