



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

**July 21, 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 July 21, 2020. 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
Melanie Patterson, Human Resources Manager
Mike Bailey, Financial Services Manager
Scott Bancroft, Special Projects Manager
Jean Hall, Customer Service Manager
Will O'Donnell, Communications Manager
Jimmy Scarborough, Interim Electrical Engineer Supervisor
Annette Johnson, Executive Assistant/Records Officer

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 July 21, 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 REVIEW AND APPROVAL:

General Manager Kevin Streett requested that Agenda Item 7.1 Governance Policy Conflict of Interest Disclosure Review be removed from the Agenda.

MOTION: Commissioner Kenneth Collins a made a motion to accept the Agenda as amended. Commissioner Jeff Randall 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.

Communications Manager Will O'Donnell read an email from public member Roger Risley into the record. Details can be found on audio recording at www.jeffpud.org.

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 Minutes 06-16-2020 Draft.
- PUD BOC Regular Meeting Minutes 06-16-2020 Executive Session Draft.
- PUD BOC Special Mtg. Min 07-07-2020 Executive Session Draft.

4.2 Voucher Approval Form for the Commissioners.

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

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

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #123501 to #123563	\$ 155,717.59	07/02/2020
Accounts Payable: #123564 to #123622	\$ 641,416.66	07/09/2020
Payroll Checks: # 70758 to # 70762	\$ 9,118.11	07/10/2020
Payroll Checks: # 70763 to # 70764	\$ 780.28	07/13/2020
Payroll Direct Deposit	\$ 114,715.10	07/10/2020
TOTAL INVOICES PAID	\$ 921,747.74	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	07/02/2020
PAYMENT TOTAL	\$ 936,076.36	

Voided Warrants: 123583 \$ 150.50

- 4.3 May 2020 Write-Offs.**
 - 4.3.1 Agenda Report – Write Off Accounts 7-21-2020.**
 - 4.3.1A Written Off Accounts Resolution 7-21-2020.**
- 4.4 Calendar.**

END OF CONSENT AGENDA.

5. MANAGER AND STAFF REPORTS: General Manager Kevin Street went over the

calendar for the BOC regular and special meetings. There are twenty-three meetings that need to occur by the end of the year. These meetings will be posted as Webex meetings.

There will be a restriction on how many people can be in a building. This is for everyone’s safety.

The PUD will be hiring an Electrical Superintendent who will be in direct charge of the line crew.

General Manager Kevin Streett gave a brief report on the intergovernmental meeting that he attended today. Gave an updated report on broadband. Discussed the progress of all of the subgroups.

6. OLD BUSINESS:

6.1 Rate Setting Fundamentals Presentation Review. General Manager Kevin Streett requested feedback from the commissioners on the review. There was considerable discussion. Details can be found on audio recording at www.jeffpud.org.

7. NEW BUSINESS:

**7.2 PURMS Coverage of Alternative Medicine.
Agenda Report form PURMS alternate medicine.**

Public Records/Officer Annette Johnson gave a presentation. No public comment.

8. COMMISSIONERS’ REPORTS:

Commissioner Jeff Randall:

- 7/8 Participated in a phone conversation with Philip Morley, Jefferson County Administrator regarding the intergovernmental group.
- 7/13 Attended BOC Special Meeting – FCS Presentation Rate Setting.
- 7/15 Met with Clallam PUD commissioner regarding the Cares Act Funding for COVID-19 (report).
- 7/16 to
- 7/17 Attended WPUDA meetings (report).
- 7/19 Participated in a phone conversation on the intergovernmental group with the City Manager of Port Townsend.
- 7/28 Will attend Risk Management meeting.

Commissioner Kenneth Collins:

- 7/8 Attended PURMS Moss Adams Audit Exit interview. (flawless audit).
- 7/13 Attended BOC Special Meeting – FCS Presentation Rate Setting.
- 7/15 to
- 7/17 Attended WPUDA meetings and Executive Committee meeting.
- 7/17 Participated in conference call with JBAT.
- 7/20 Participated in a webinar featuring FEMA and several other organizations.
- 7/20 Met with General Manager Kevin Streett.
- 7/22 Will attend a JBAT steering committee meeting.
- 7/22 Will meet with PUD Water Superintendent Samantha Harper.
- 7/28 Will attend Risk Management meeting.
- 7/29 Will attend meeting with Energy Northwest.

Commissioner Dan Toepper:

- 7/8 Met with General Manager Kevin Streett.
- 7/13 Attended BOC Special Meeting – FCS Presentation Rate Setting.

- 7/15 to
- 7/17 Attended WPUDA meetings (report).
- 7/22 Will meet with Public Works.
- 7/23 Will meet with JeffCom.
- 7/28 Will attend a Risk Management meeting.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on July 21,2020 adjourned at 6:07 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recording Secretary

DocuSigned by:
Approved: *Jeff Randall*

 Commissioner Jeff Randall, Secretary Date

Attest: **DocuSigned by:**
Dan Toepper 8/27/2020

 Commissioner Dan Toepper, President Date

DocuSigned by:
Kenneth Collins

 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.