



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

**August 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 August 4, 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
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 August 4, 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:

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 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.

- **Question:** What is status of CAB meetings?

Response: Don McDaniel responds: Chair of the CAB had decided next important step of the CAB was to have a joint workshop with the Board. Based on that, the Chair had decided that maybe when the county gets to Phase 4 of the COVID-19 pandemic, the CAB and PUD staff could put together a workshop, get some priorities for the CAB and start meeting again based on priorities that the Board had given CAB to work on. All commissioners agreed that there should be a joint workshop. A plan was set to move ahead to schedule virtual meetings with BOC and CAB. Don McDaniel will make arrangements.

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:** No minutes were presented to be reviewed.

- 4.2 **Voucher Approval Form for the Commissioners.**

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register and Payroll.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #123623 to #123668	\$ 349,124.34	07/16/2020
Accounts Payable: #123669 to #123703	\$ 415,088.77	07/23/2020
Payroll Checks: # 70765 to # 70769	\$ 9,828.55	07/24/2020
Payroll Direct Deposit	\$ 119,247.28	07/24/2020
TOTAL INVOICES PAID	\$ 893,288.94	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,197,196.00	07/15/2020
PAYMENT TOTAL	\$ 2,090,484.94	
Voided Warrants: 121785	\$ 803.34	

- 4.3 **Financial Report**

4.3 June 2020 Financials

- 4.4 **Calendar.**

PUD Calendar August 4, 2020.

END OF CONSENT AGENDA.

5. **MANAGER AND STAFF REPORTS:**

Human Resources Manager Melanie Patterson gave a report.

- Summer Intern was hired.
- Update on COVID-19 Summary. Limited number of people in building. A lot of staff working from home. 1-2 staff members come back in a couple of weeks. Rotating schedule but still getting office set up with technology equipment to set up for remote work and coming into office. A lot of the protocols are the same. Requiring employees to wear masks

indoors and outdoors. Having employees screen themselves before they come to work. Before employees enter the building taking temperatures and having them verify they don't have a fever. Another added precaution. Still monitoring situation.

Financial Services Manager Mike Bailey gave budget update:

- Received everything back from the departments and putting together budget.
- Capital budget was given to General Manager Kevin Streett.
- There is a meeting set for August 11, 2020 to do workshop with the BOC.

Projects Coordinator Scott Bancroft:

- Tree Trimming – Aspen Tree Expert was the lowest responsive bidder for the Coyle Stage Three Project. Completion date set for Friday, August 7, 2020. When they are done with that PUD has trimmed most all of the Coyle peninsula for this year. PUD will schedule Aspen to do time and material for two weeks. That two weeks' time will be to access areas that are not accessible during the winter time.
- Aspen Tree Expert was the lowest responsible bidder for the transmission line curving and that will begin approximately August 31, 2020. The transmission curving will go from Chimacum Community Center along Rhody Drive to Anderson Lake Road and then the trimmer will move over to Eaglemount Rockery along SR20 and trim to Anderson Lake Road.
- Aspen Tree Expert received the bid for time and materials work. That's 520 hours beginning October 5, 2020 to December 31, 2020. During this project they will be doing tree removal. Many dead trees along the lines that need to get done. They will be in the area during the storm season and we can use them if we need to.
- Community Solar Project: The PUD has submitted a grate permit with the City of Port Townsend. PUD still needs to submit a Street Development Plan for the sidewalk installation. That should be done in the next two weeks. PUD plans to have a bid proposal complete by July 2021 and the PUD would like construction to begin May of 2022.
- The 210 Four Corners Project: Documents have been submitted Jefferson County DCD to change the status of the 210 modular from temporary to permanent.
- The 300 Four Corners Project: The Septic Engineer has completed the Preliminary Septic Plan. PUD has approved the location and should have final plans complete on or around August 28, 2020.
- Swansonville Road Phase 3 Project: Shold was the lowest responsible bidder for that project and that will begin the second week of August 2020.
- Clay Street and Jefferson Street Project: Carl H. Johnson and Son was the lowest responsible bidder. This job is not yet scheduled.
- Center Road to PUD Line Infringement Project: Will take place the end of August 2020. That's a line infringement between the BPA line and the PUD's distribution lines.
- Shold Project of Elkins to Oak Bay: The primary extension will be done and complete by November 11, 2020.
- Pinecrest to Baycliff Extension: That is an extension of 400 feet that will allow PUD to loop the three phase that it just installed along Pinecrest.
- Dana Roberts Project: Going to rewire and change some knife blades to a goad switch. That will be done this year. We will also be doing a coil reclosure – completion date of October 1, 2020.
- Future projects: The county is going to do some work on Cedar Avenue. Going to put in a sidewalk. PUD will be putting in some electrical. City of Port Townsend will be doing Discovery Road in spring of 2021. PUD will be installing electrical facilities install. Projects coming up: Swansonville project will be 2022, the Leland Creek will be 2022, Chimacum Creek 2022, Shine Creek 2022. There is talk about closing Beaver Valley Road down to thru traffic altogether.

General Manager's Report Cont'd:

General Manager Kevin Streett will be ready to start the conversation on an interlocal agreement

with Mason 3. They are partnering with the PUD for dark fiber between Happy Valley and Olympia. There will be a direct connection from 310 Four Corners through Discovery Bay, Quilcene, Brinnon, Duckabush, Mason County and into Olympia.

6. OLD BUSINESS:

6.1 PURMS Coverage of Alternative Medicine. Executive Assistant/Records Officer Annette Johnson gave an update.

Commissioner Kenneth Collins had to take over the meeting for Commissioner Dan Toepper for a short period of time.

MOTION: Commissioner Jeff Randall made a motion to support an alternative medicine policy for our PURMS coverage. Commissioner Kenneth Collins seconded the motion. Motion carried with majority vote.

7. NEW BUSINESS:

7.1 Interlocal Agreement: JeffCom: General Manager Kevin Streett gave an update. JeffCom would like to add some services to the agreement. General Counsel Joel Paisner will revise the agreement. There was considerable discussion. For further details go to audio recording at www.jeffpud.org.

Commissioner Dan Toepper came back into the meeting.
No public comment.

7.2 Discussion on Tax Authority and Reserves: General Manager Kevin Streett, Financial Services Manager Mike Bailey and General Counsel Joel Paisner gave reports. There was considerable discussion. For further details go to audio recording at www.jeffpud.org.

8. COMMISSIONERS' REPORTS:

Commissioner Kenneth Collins:

- 7/22 Attended JBAT Steering Committee.
- 7/27 Participated in conversation with General Counsel Joel Paisner.
- 7/28 Attended PUD BOC Special Meeting on Risk Management.
- 7/29 Participated in Board meeting for Energy Northwest (report).
- 7/29 Participated in JBAT conference call with Russ Elliot.
- 8/3 Met with General Manager Kevin Streett.
- 8/4 Participated in PUD BOC Special Meeting (Executive Session).
- 8/5 and
- 8/6 Will participate virtually in the Public Power Council meetings.
- 8/11 Will participate in PUD BOC Special Meeting (Budget).
- 8/17 Will participate in telephone call with General Manager Kevin Streett.

Commissioner Jeff Randall:

- 7/23 Attended North Olympic Development Council Executive Board meeting and regular Board meeting (report).
- 7/28 Attended PUD BOC Special Meeting on Risk Management.
- 7/30 Attended the Jobs and Economy workgroup of the intergovernmental group.
- 8/4 Participated in PUD BOC Special Meeting (Executive Session).
- 8/5 and
- 8/6 Will participate virtually in the Public Power Council meetings.
- 8/7 Will meet with General Manager Kevin Streett.
- 8/11 Will participate in PUD BOC Special Meeting (Budget).

Commissioner Dan Toepper:

- 7/22 Met with General Manager Kevin Streett.
- 7/23 Listened in on a JeffCom meeting (did not comment at meeting).
- 7/28 Attended PUD BOC Special Meeting on Risk Management.
- 8/4 Participated in PUD BOC Special Meeting (Executive Session).
- 8/5 and
- 8/6 Will attend Public Power Council meetings.
- 8/7 Will meet with General Manager Kevin Streett.
- 8/11 Will participate in PUD BOC Special Meeting (Budget).

9. ADJOURNMENT:

Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on August 4, 2020 adjourned at 6:28 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recording Secretary

Approved:

<small>DocuSigned by:</small> <i>Jeff Randall</i>	10/19/2020
----- Commissioner Jeff Randall, Secretary	----- Date

<small>DocuSigned by:</small> <i>Dan Toepper</i>	10/12/2020
----- Commissioner Dan Toepper, President	----- Date

<small>DocuSigned by:</small> <i>Kenneth Collins</i>	10/13/2020
----- 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.