



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

**November 3, 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 November 3, 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  
Mike Bailey, Finance Director  
Melanie Patterson, Human Resources Director  
Scott Bancroft, Operations Director  
Jean Hall, Services Director  
Will O'Donnell, Communications Director  
Lori Rae, Operations Administrator  
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

---

**1. CALL TO ORDER:**

Commissioner Dan Toepper called the meeting of the Jefferson County PUD Board of Commissioners for November 3, 2020, to order at 5:00 p.m.

Page 1 of 7

Jefferson County PUD No. 1  
Board of Commissioners  
Regular Meeting November 3, 2020  
Final Minutes

**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. All three commissioners were in attendance. There was a quorum established.

**2. AGENDA REVIEW:**

**MOTION:** Commissioner Kenneth Collins 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 read the guidelines for public comments. No public comments.

**4. CONSENT AGENDA:** Commissioner Dan Toepper read the items in the Consent Agenda.

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

**4.1 Prior Minutes:**

PUD BOC Regular Meeting Minutes 9-15-2020 Draft.  
PUD BOC Special Mtg. Minutes 9-23-2020 Draft– Rate Study Presentation.  
PUD BOC Special Meeting Minutes 9-28-2020 Draft– Executive Session.

**4.2 Vouchers:**

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

**PAYMENTS TO BE APPROVED:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #12 <sup>1</sup> 252 to #124305	\$ 454,387.59	10/15/2020
Accounts Payable: #124306 to #124356	\$ 508,333.46	10/22/2020
Accounts Payable: #124357 to #124357	\$ 484.16	10/23/2020
Payroll Checks: # 70800 to # 70804	\$ 9,254.28	10/16/2020
Payroll Direct Deposit:	\$ 132,355.29	10/16/2020
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,104,814.78</b>	
 <b>PAYMENT TOTAL</b>	 <b>\$ 1,104,814.78</b>	

#### 4.4 Calendar

PUD Calendar November 3, 2020.  
New Calendar for BOC Regular Meetings 2021.

#### 4.5 Sale of Material and Equipment

Audit Procedure Sale of Material and Equipment Outside of Surplus  
Items Agenda report. JPUD Audit Procedure.

### **END OF CONSENT AGENDA.**

---

#### **5. MANAGER AND STAFF REPORTS: General Manager Kevin Streett gave a report.**

Staff is in the research mode for working on loans – specifically for RUS and CFC. The loans would be for capital projects – broadband, metering and SCADA which would combine all of the PUD’s projects together to do a build out. Some of it is already in the work plan. Some of it is not. This is very preliminary. Next steps were outlined.

---

#### **<sup>1</sup> .3 Financial Report**

September 2020 Financials.

Page 3 of 7

Jefferson County PUD No. 1  
Board of Commissioners  
Regular Meeting November 3, 2020  
Final Minutes

Operations Director Scott Bancroft gave a report showing projects that are being worked on.

- The PUD staff has begun to work on the BPA Substation to Discovery Bay Substation fiber installations. Titan, the contractor will be on-site at the PUD on November 9, 2020. The PUD will attach fiber to 43 existing utility poles. This work will set the PUD up for future expansion within the county. That's the first project the PUD has.
- The second project the PUD is working on is the BPA to Irondale Substation. This is a big project. Appreciation was expressed to Lori Rae, Colton Worley and Alex Gerrish for their assistance on the project. Details of this project can be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**No public comment.**

**6. OLD BUSINESS:**

**6.1 NoaNet Bond Resolution.**

Agenda Report for NoaNet Bond Resolution  
54026854-v1 Resolution – Jefferson PUD 1 (004)

General Manager Kevin Streett gave details on the resolution and what it covers. General Counsel Joel Paisner gave a detailed report. Further details can be heard on the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**No public comment.**

**MOTION:** Commissioner Dan Toepper made a motion that the Jefferson County PUD Board of Commissioners approve Resolution 20-023 of the commissioner of Public Utility District No. 1 of Jefferson County authorizing the approval and execution of a Repayment Agreement to provide security for bonds to be issued by Northwest Open Access Network. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7. NEW BUSINESS:**

**7.1 Tax Revenue Fund Transfer:** General Manager Kevin Streett gave a brief report which entailed the reasoning behind the movement of funds from the water division to the electric side. Finance Director Mike Bailey gave a more detailed report. Staff recommends that the Board approve the transfer of the Tax Revenue Funds by motion. There was considerable discussion. Further details can be heard on the audio recording at [www.jeff.org](http://www.jeff.org).

**MOTION:** Commissioner Kenneth Collins made a motion that authorizes the staff to transfer the funds from the water utility to the electric utility. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**No public comment.**

**8. COMMISSIONERS' REPORTS:**

**Commissioner Dan Toepper:**

10/21 Met with General Manager Kevin Streett.  
10/27 Attended BOC Special Meeting on presentations by FCS Consulting.  
10/29 Attended JeffCom meeting.  
11/02 Met with General Manager Kevin Street.  
11/05 Will attend PPC meeting.  
11/09 Will attend East Jefferson Fire Chief's meeting.  
11/10 Will attend BOC Special Meeting on presentations by FCS Consulting.

**Insertion at this point by General Manager Kevin Streett who added an item from the Manager's Report.** General Manager Kevin Streett announced that he would not be able to attend the PPC meeting. A voting delegate needed to attend. able to attend. Commissioner Dan Toepper volunteered to be the voting delegate. PPC is recommending the PUD's recommendation to increase the vote to remove a member to two-thirds from fifty percent. There is no change to representation on the board by elected officials.

**Commissioner Jeff Randall:**

10/21 Participated in a telephone meeting with General Counsel Joel Paisner.  
10/27 Attended BOC Special Meeting on presentations by FCS Consulting. (report)  
10/27 Attended ICC meeting. Reports from the six groups were submitted. (report) 10/29 Participated in a telephone meeting with Mason County PUD 1 commissioner. (report) 10/30 Attended JBAT meeting.  
11/6 Will meet with General Manager Kevin Streett.  
11/10 Will attend Olympic Work Force Development Council meeting.  
11/10 Will attend BOC Special Meeting on presentations by FCS Consulting.

**Commissioner Kenneth Collins:**

10/22 Attended the Energy Northwest meeting. (report).

- 10/23 Attended JBAT meeting.
- 10/27 Attended BOC Special Meeting on presentations by FCS Consulting. (report) 10/30 Attended JBAT meeting.
- 11/2 Met with General Manager Kevin Streett.
- 11/4 Will attend PURMS (Public Utility Risk Management Service) Executive Board meeting.
- 11/5 Will attend PURMS General Board meeting.
- 11/6 Will attend JBAT meeting.
- 11/10 Will attend BOC Special Meeting on presentations by FCS Consulting.
- 11/12 Will attend NoaNet Board meeting.
- 11/13 Will attend JBAT meeting.
- 11/16 Will meet with General Manager Kevin Streett.

**9. ADJOURNMENT:**

Commissioner Dan Toepper declared the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners on November 3, 2020 adjourned at 5:51 p.m.

----- Minutes  
prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

1/11/2021  
*Jeff Randall*

\_\_\_\_\_  
Commissioner Jeff Randall, Secretary

\_\_\_\_\_  
Date

**Attest:**

1/8/2021  
*Dan Toepper*

\_\_\_\_\_  
Commissioner Dan Toepper, President

\_\_\_\_\_  
Date

*Kenneth Collins*  
\_\_\_\_\_  
Commissioner Kenneth Collins, Vice President

\_\_\_\_\_  
Date 1/8/2021

*Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*