



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

**March 12, 2020  
Board of Commissioners  
Special Meeting – PUD Rate Design  
Final Minutes**

The Special 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 10:30 a.m. on March 12, 2020, at the Chimacum Fire Hall, 9193 Rhody Drive, Chimacum, WA 98325.

Present:

Commissioner Dan Toepper, President  
Commissioner Jeff Randall, Secretary  
Commissioner Kenneth Collins, Vice President  
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  
Jean Hall, Customer Service Manager  
Melanie Patterson, Human Resources Manager  
Samantha Harper, Water Superintendent  
Scott Bancroft, Special Projects Coordinator

Cammy Brown, Recording Secretary (arrived at 10:30 a.m.)

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**CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for March 12, 2020, to order at 10:00 a.m. Voluntary introductions were given. Commissioner Jeff Randall requested a couple of items be added to the Agenda:

- COVID-19 – the PUD's preparedness plan.
- Community Solar Project.

**AGENDA APPROVAL:**

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

**APPROVAL OF PUD PROJECT IN PORT HADLOCK.** Scott Bancroft, Special Projects Coordinator, gave a report on the history of the water system. In 2001 PUD bought a water system from the City of Port Townsend. The water line is located over a foot bridge. The foot bridge is being removed so the water line needs to be moved. The PUD needs to have a bore and the cost is \$100,000.00. Electrical is going to be put in there as well.

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**MOTION:** Commissioner Jeff Randall makes a motion approve the Jefferson County PUD accepting the lowest bidder by Magnum Power for the bore project in the Chimacum Creek. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**PUBLIC COMMENT:**

- Question: Has anybody looked at the possibility of hanging the water line under the bridge and not going through the expense of removing the bridge and drilling a bore?  
Response: Prior to bringing to the BOC there were many options. This was the best option.

**DISCUSSION OF UPCOMING PUD RATE DESIGN:** General Manager Kevin Streett gave a presentation on Rate Setting: Philosophy and Practice. This is primarily for electric rates. The RFP (Request for Proposal) is done. Working with the consultant will begin April/May/June time frame. FCS Group has been selected for the Rate Study.

Rate Setting Timeline:

- Feb – Mar RFP issued. Contractor chosen. Strategic Plan retreat.
- April-June Rate Study begins. Report delivered.
- June-July Budget discussion. Budget drafting.
- Aug-Sept First Budget Hearing. Follow up. Discussion.
- Oct-Nov Budget revisions. Budget passes. Customer notification.
- Jan 2021 Rate goes into effect.

There was considerable discussion. For details on discussion refer to the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**PUBLIC COMMENTS:**

- Question was asked on what prepaid metering was.  
Response: Prepaid metering is the customer pays their bills prior to using the electricity.
- A sample questionnaire was handed out by a member of the public of questions a rate consultant put together on rates.

**Strategic Planning:** General Manager Kevin Streett gave an update on scheduling a strategic planning meeting.

**PUBLIC COMMENTS:**

- Suggestion was made to have the CAB involved in the strategic plan.
- Comment that PUD is becoming less transparent (example: not publishing tier rate). Suggestion made to publish those numbers again.
- Request was made to display in the financial report what the PUD's available nonrestrictive funds are.
- Question: Does the PUD currently have a strategic plan?  
Response: Yes. It is on the website.

**Solar Project:** Commissioner Jeff Randall gave an update. There was some discussion. Refer to audio recording at [www.jeffpud.org](http://www.jeffpud.org) for details.

**COVID-19:** Discussion took place on developing procedures and guidelines for remote video recording of future public meetings and the PUD's procedures to be put in place for staff working remotely and office closure. General Manager Kevin Streett will give the commissioners an update at the next BOC meeting. For details on discussion refer to audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**PUBLIC COMMENTS:**

- Suggestion was made to give the public more notice on the meetings. Comment was made that meetings have not been very well advertised.
- Question was asked what is the difference between this meeting and a regular meeting?  
Response: This is a special meeting. It is not held at the normal place at the normal time.

**ADJOURNMENT:**

Commissioner Dan Toepper declared the March 12, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 12:27 p.m.

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 Minutes prepared by  
 Cammy Brown, PUD Recording Secretary

**Approved:**

<u>Jeff Randall</u>	<u>6/6/2020</u>
Commissioner Jeff Randall, Secretary	Date

**Attest:**

<u>Dan Toepper</u>	<u>6/5/2020</u>
Commissioner Dan Toepper, President	Date
<u>Kenneth Collins</u>	<u>6/7/2020</u>
Commissioner Kenneth Collins, Vice President	Date

*Please note PUD Board of Commissioner special 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 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.*