



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

**March 18, 2020
Board of Commissioners
Emergency Special Meeting**

Final Minutes

The Emergency 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 1:00 p.m. on March 18, 2020, at the 210 Four Corners Road, Port Townsend, Washington 98368 via online teleconferencing, 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
Lori Rae, Operations Administrator
Melanie Patterson, Human Resources Manager
Samantha Harper, Water Superintendent

Cammy Brown, Recording Secretary

(attended meeting via video but voice transmission was not available in her office at this time)

Note: Voice recognition throughout the entire webex meeting was garbled and comments that were made were at times inaudible. It was noted by the PUD staff. The process would be refined.

CALL TO ORDER:

Commissioner Dan Toepper called the Emergency Special Meeting of the Jefferson County PUD Board of Commissioners for March 18, 2020, to order at 1:00 p.m. The meeting was set in accordance with RCW 42.30.080.

This meeting was held with online and teleconferencing channels. The purpose of the special meeting was to declare an emergency regarding the spread of COVID-19, and to discuss actions to be taken by the PUD to address the emergency, including providing online access to future meetings of the Board of Commissioners.

The PUD staff provided a speaker phone in its Conference Room at 210 Four Corners Road, Port Townsend, Washington, for the public to attend the Emergency Special Meeting. There were

directions provided with the notice describing how the public can attend the Emergency Special Meeting.

PUBLIC COMMENT: None.

EMERGENCY DECLARATION: General Counsel Joel Paisner went over the COVID-19 emergency declaration. For details refer to audio recording at www.jeffpud.org.

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

There was considerable discussion on how the PUD policies would be implemented and steps that will be taken to advertise and transmit the messages to the public.

PUBLIC COMMENT: None.

General Manager Update: General Manager Kevin Streett gave an update on the procedures that were taking place at the PUD offices.

- Some people were working remotely and this was going to be expanded.
- Crews will work 4/10 schedule which is what the crew usually work during the summer.
- One crew will be in from Monday through Thursday, and the other crew will be in Tuesday through Friday.
- As of March 19, 2020, contracting work will stop.
- The PUD staff will close down as much non-essential work as possible to keep staff isolated.
- There are no material issues right now, but there is concern. If the staff uses everything up, they won't be able to get the materials. If there are any outages, this would be very problematic.
- A couple of the PUD's capital jobs will be continued and a couple of the capital jobs will be postponed until fall. There will be a review process in the fall. The capital projects that the PUD is working on now will be reviewed.
- The PUD staff will cancel all travel and most meetings will be cancelled.
- The PUD will be very reactive but the public will see a dramatic change in the face of the PUD. The PUD will not be available and apologies were given. The PUD needs to not only think of the public, but it has to think of its employees too.
- Projects that have to be done immediately will get done.
- There was anticipation that the new construction of the facilities would be interrupted.

There was discussion on the signing of documents to be done by the commissioners. General Counsel Joel Paisner will research and confirm the signature process.

The General Manager was requested to email out a succession plan of the PUD staff regarding chain of command. General Manager Kevin Streett reported the staff was working on a back-up plan for managers and key personnel. This plan will be emailed to the commissioners.

Succession plan of the commissioners was also being reviewed.

It was announced there is a meeting scheduled for March 24, 2020. It will be a webex meeting. Staff will log in to respond to questions.

PUBLIC COMMENT:

Comment: A public member could not hear what was going on in the meeting by signing in on webex and called in instead. The public member wanted to know what resolution the commissioners signed or what meeting was taking place.

Response: The BOC meeting that was supposed to be held on March 17, 2020, was adjourned to March 24, 2020 at 5:00 p.m. The resolution has been posted on-line and there were no changes to it.


General Counsel Joel Paisner went over the webex and the call-in process. If the public has comments, and they are not able to attend the meetings on-line or use the telephone dial-in procedure, they should be able to send the staff an email and the PUD staff could respond.

ADJOURNMENT:

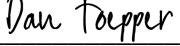

Commissioner Dan Toepper declared the March 18, 2020, Emergency Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 1:37 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

	6/6/2020
_____ Commissioner Jeff Randall, Secretary	_____ Date

Attest:

	6/5/2020
_____ Commissioner Dan Toepper, President	_____ Date
	6/7/2020
_____ 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, 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.