



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

**December 1, 2020
Board of Commissioners
Special Meeting
Shine Plat LUD No. 17
Sale of W Street Property
Executive Session**

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 10:01 a.m. on December 1, 2020, via WebEx video conference. Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Will O'Donnell, Communications Director
Annette Johnson, Executive Assistant/Records Officer
Mike Bailey, Finance Director
Joel Paisner, General Counsel
Don McDaniel, PUD Consultant
Melanie Patterson, Human Resources Director
Samantha Harper, Engineering Director
Scott Bancroft, Operations Director
Lori Rae, Operations Administrator
Bill Graham, Resource Manager
Jeffrey Hansen and Ty Johnson from HDR

Cammy Brown, Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for December 1, 2020, to order at 10:00 a.m.

As per the Governor's Proclamation 20-28 in 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 only be accessible remotely via WebEx and unless otherwise informed by order of the Governor. All participants will be muted upon entry. Please unmute at the proper time to speak. Press *6 on a phone to mute or unmute during a call for phoning in.

A roll call was taken by the commissioners All three commissioners were present. It was determined there was a quorum.

2. **AGENDA REVIEW:** Commissioner Dan Toepper presented the Agenda. There were no additions or corrections.

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

3. **PRESENTATIONS:** General Manager Kevin Streett expressed appreciation to Engineering Director Samantha Harper and those working with her on the formation of Shine Plat LUD No. 17.

3.1 Shine Plat LUD No. 17: Engineering Director Samantha Harper gave a report.

- In 2016 the PUD performed a feasibility study and consolidation for the Bywater Bay Water System and the Shine Plat Water System. Among the findings and the consolidation study was to propose water system improvements which needed to be completed prior to the consolidation of the Shine Water into the Bywater Bay System.
- In 2017 the Homeowners' Association of Shine Plat, along with potential future customers outside of the plat area who are on individual wells, formed a petition for an LUD to fund the system improvement.
- The Board of Commissioners approved the plan for the staff to apply for a 2020 drinking water state revolving fund loan in the amount of \$490,000.00 for design, permitting and construction. This was submitted November 30, 2020.
- Staff would like to set dates in the month of March to set the actual hearing for the formation of the LUD. Dates proposed are March 9, 2020 or March 23, 2020.
- Commissioner Jeff Randall requested a "Frequently Asked Questions" sheet on the project for community members. There was some discussion. More details can be heard on the audio recording at www.jeffpud.org.

MOTION: Commissioner Jeff Randall made a motion to accept Resolution 2020-024. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

- 3.2 **Sale of W Street Property:** General Manager Kevin Street gave a report. Staff's recommendation was for the BOC to take the counter-offer. The staff is asking the BOC to sign an addendum to the contract that was previously signed. Purchase price is \$190,000.00. This an old step-down transformer. It is too small and not in a very good area. Staff recommendation was that it should be sold.

MOTION: Commissioner Kenneth Collins made a motion to authorize General Manager Kevin Streett to execute an agreement to sell the W Street property for the amount of \$190,000.00 and do whatever is necessary to conclude the sales transaction. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

4. **DISCUSSION.** There was no discussion.

5. **EXECUTIVE SESSIONS:**

EXECUTIVE SESSION NO. 1:

Commissioner Toepper made an announcement that the Jefferson County PUD Board of Commissioners would need to recess into Executive Session per RCW 42.30.110(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price

The commissioners went into Executive Session at 10:27 a.m. Estimated time for the Executive Session would take fifteen minutes.

Commissioner Dan Toepper came out of Executive Session at 10:42 a.m. and announced there needed to be an extension of twenty minutes until 11:03 a.m.

The first Executive Session ended at 11:03 a.m. No action was taken.

The Special Meeting of the Jefferson County PUD Board of Commissioners reconvened at 11:03 a.m.

EXECUTIVE SESSION NO. 2:

Commissioner Dan Toepper made an announcement that the Jefferson County PUD Board of Commissioners would need to recess into a second Executive Session per RCW 42.30.110(1)(g) to evaluate and review the performance of a public employee.

The second Executive Session convened at 11:03 a.m. Estimated time for the second Executive Session was forty-five minutes.

The commissioners concluded the second Executive Session at 11:50 a.m. No action was taken.

The Special Meeting of the Jefferson County PUD Board of Commissioners reconvened at 11:50 a.m.

6. ADJOURNMENT: Commissioner Dan Toepper declared the December 1, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:51 a.m.

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

Approved:

<i>Jeff Randall</i>	1/11/2021
Commissioner Jeff Randall, Secretary	Date

Attest:

<i>Dan Toepper</i>	1/11/2021	Commissioner
Dan Toepper, President	Date	
<i>Kenneth Collins</i>		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.