



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

May 4, 2021

**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 May 4, 2021. The meeting held remotely via Zoom. Present:

Commissioner Dan Toepper, President
Commissioner Kenneth Collins, Vice President
Commissioner Jeff Randall, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Director
Mike Bailey, Financial Services Director
Jean Hall, Customer Service Director
Scott Bancroft, Operations Director
Melanie Patterson, Human Resources Director
Samantha Harper, Engineering Director
Lori Rae, Operations Supervisor
Don McDaniel, Consultant

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for May 4, 2021, to order at 5:00 p.m.

Commissioner Dan Toepper began the meeting by reading the Governor's Extended Proclamation 20-28. A roll call was taken. All three commissioners were present. A quorum was established.

2. AGENDA REVIEW:

Commissioner Dan Toepper added two breaks - one between Commissioners' Reports (Item No. 8) and the Executive Session (Item No. 9). Five minutes each.

Commissioner Kenneth Collins requested an item be added under New Business 7.2 - Letter to Newspaper.

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

3. PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments.

- **Question:** Does the PUD have a COVID vaccinations policy?
Response: No policy.

4. CONSENT AGENDA: Commissioner Dan Toepper read the Consent Agenda guidelines.

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 PRIOR MINUTES: None for this meeting.

4.2 VOUCHERS

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

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #126005 to #126009	\$ 323,369.56	04/13/2021
Accounts Payable: #126010 to #126062	\$ 600,420.41	04/15/2021
Accounts Payable: #126063 to #126064	\$ 1,056.57	04/19/2021
Accounts Payable: #126065 to #126106	\$ 713,496.15	04/22/2021
Accounts Payable: #126107 to #126108	\$ 2,691.44	04/26/2021
Payroll Checks: # 70877 to # 70881	\$ 9,561.11	04/16/2021
Payroll Checks: # 70882 to # 70883	\$ 852.65	04/19/2021
Payroll Checks: # 70884 to # 70885	\$ 2,046.85	04/26/2021
Payroll Direct Deposit	\$ 130,573.61	04/16/2021
TOTAL INVOICES PAID	\$1,784,068.35	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$1,810,433.00	04/014/2021
GRAND TOTAL	\$3,594,501.35	

4.3 FINANCIAL REPORT: Written Off Accounts.
Written Off Accounts Motion.

END OF CONSENT AGENDA.

5. MANAGER AND STAFF REPORTS:

5.1 Wastewater Division Update: Engineering Director Samantha Director gave a presentation and report.

Public Comments:

- **Question:** Who is responsible for repairs at Kala Point?

5.2 Electric Rates Update: General Manager Kevin Streett gave a report. Customer Service Director Jean Hall gave a report on low-income. There was considerable discussion.

Page 2 of 5

Details can be heard on audio recording at www.jeffpud.org.

Public Comments:

- **Comment:** Comment made on the use of electric cars for conservation.

5.3 Materials Costs: Operations Director Scott Bancroft gave a report. Material costs are going up. Commodity market has been sporadic. Details can be heard on audio recording at www.jeffpud.org.

6. OLD BUSINESS:

6.1 CAB Meeting Agenda: General Manager Kevin Streett recommended giving the CAB (Citizen Advisory Board) the metering presentation that was given to the BOC. A joint meeting of the CAB and the BOC will be scheduled.

At 6:44 p.m. there was a five-minute recess.

At 6:49 p.m. the regular meeting of the BOC reconvened.

Commissioner Dan Toepper verified that there was a quorum.

6.2 Timber Sales Contract: Operations Director Scott Bancroft gave a report. The bid for the timber sales contract was sent to nine logging contractors. One company responded with a bid.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners of Jefferson County PUD No. 1 approve the contract on the Peterson Lake timber sale to Nisbet Timber Inc. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Public Comment:

- **Question:** What is the price on contract? Are we still with AFM?
Response: No, the PUD is not.
- **Question:** Who is managing this and what is the price on the contract?
Response: The PUD is managing the project and the total price on the Project is estimated about \$600,000.

6.3 Broadband Planning: General Manager Kevin Streett gave an update. There was discussion on how to move forward and spend money to get grant opportunities. There was consensus among the commissioners on the move to spend the designated money for broadband. More details can be heard on the audio recording at www.jeffpud.org.

Public Comment:

- **Comment:** Great idea for the PUD to have policies and rates documented for the broadband business the PUD is already in. Commented on the PUD as an ISP and having a business plan. Commented on grant funding.
- **Question:** Could questions that were asked at the last broadband meeting could be answered.
Response: Send questions to General Manager Kevin Streett for a response.

7. NEW BUSINESS:

7.1 EDC Funding Request. General Manager Kevin Streett gave a report and made

the recommendation for the PUD to have a representative from the PUD on the Board of the Economic Development Council. The PUD has a vested interest in trying to get new business and a vested interest in the community. There was considerable discussion. The request from the EDC was for \$30,000.00. This was for discussion only. At the next BOC meeting there will be a request from staff to approve the recommendation.

Public Comment:

- **Comment:** PUD should be in the EDC. The ICG and the executive roundtables that have been going on has had such a positive impact on getting things done. Collaboration is important.
- **Comment:** This as giving back to the ratepayers.

7.2 Letter to Newspaper: Commissioner Kenneth Collins presented an article that he had written that responded to the multiple emails regarding the topic of raising the rates. He wanted to give both of the other commissioners the opportunity to comment on it in terms of anything that they might strongly disagree with. There was some discussion.

8. COMMISSIONER REPORTS.

Commissioner Jeff Randall:

- 4/22 Attended the PUD BOC Special Meeting on Meter Replacement.
- 4/22 Participated in meeting with NOBC. (report).
- 4/26 Met with General Manager Kevin Streett.
- 4/27 Attended the PUD BOC Special Meeting on Audit Exit and BB Planning.
- 5/5 Will meet with General Manager Kevin Streett.
- 5/11 Will attend quarterly Workforce Development Council meeting.

Commissioner Dan Toepper:

- 4/22 Attended the PUD BOC Special Meeting on Meter Replacement.
- 4/22 Participated in WPUDA meeting on legislative updates.
- 4/23 Met with General Manager Kevin Streett.
- 4/27 Attended the PUD BOC Special Meeting on Audit Exit and BB Planning.
- 4/28 thru
- 4/30 Attended RUS Training. (report).
- 5/5 Will meet with General Manager Kevin Streett.
- 5/5 Will attend PPC meeting.
- 5/6 Will attend PPC Executive Meeting.
- 5/17 May attend JBAT meeting.
- 5/10 Will attend East Jefferson Fire Chief's Meeting.
- 5/10 Will attend CAB meeting.

Reported on letter he received from a customer in his district regarding a danger tree. Operations Director Scott Bancroft responded to the customer. There was some discussion.

Commissioner Kenneth Collins:

- 4/21 Attended Energy NW Board meeting. (report).
- 4/22 Attended WPUDA meeting on legislative updates.
- 4/22 Attended the PUD BOC Special Meeting on Meter Replacement.
- 4/23 Attended JBAT meeting.
- 4/23 Went on PUD new facility tour.
- 4/27 Attended the PUD BOC Special Meeting on Audit Exit.and BB Planning.
- 4/30 Attended JBAT Executive Committee meeting.

- 5/3 Met with General Manager Kevin Streett.
- 5/5 and
- 5/6 Will attend PPC meeting remotely.
- 5/7 Will attend JBAT meeting.
- 5/12 Will attend NoaNet Board meeting.
- 5/17 Will meet with General Manager Kevin Streett.

At 8:09 p.m. there was a five-minute recess.

At 8:15 p.m. the regular meeting of the BOC reconvened.

Commissioner Dan Toepper announced there was a quorum of the commission.

9. EXECUTIVE SESSION: Commissioner Dan Toepper announced there would be an Executive Session pursuant to RCW 42.30.140(4) for discussions relating to the interpretation or application of the Jefferson County Public Utility District’s Labor Agreement. Estimated time for meeting was twenty minutes. Executive session convened at 8:16 p.m.

Executive Session concluded at 8:36 p.m. No action was taken.

The Regular meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 8:16 p.m.

10. ADJOURNMENT:

Commissioner Dan Toepper declared the May 4, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 8:36 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

DocuSigned by:
Approved:
Jeff Randall

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Commissioner Jeff Randall, Secretary

Date

Attest:

DocuSigned by:
Daniel S. Toepper

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8/4/2021

Commissioner Dan Toepper, President

Date

DocuSigned by:
Kenneth Collins

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Commissioner Kenneth Collins, Vice President

Date

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