Public Utility District No. 1 of Kitsap County
The Board of Commissioners Meeting

Virtual Meeting
March 24, 2020

Zoom Link: https://zoom.us/j/290957011
Meeting ID: 290.957.011

President Lester called the regular meeting via a Zoom teleconference to order at 9:30 a.m., Tuesday, March 24, 2020.

Districts Represented: President Debra Lester - North Kitsap, Vice President Heather Pauley - Central Kitsap, Secretary Jim Civilla - South Kitsap

KPUD Staff: General Manager Bob Hunter, Assistant Manager Jason Nutsford, Attorney William Broughton, District Engineer Bill Whiteley, Superintendent of Operations Dave Epperson, Water Resources Manager Mark Morgan, Construction Project Manager Todd Smith, Telecom Business Manager Angela Bennink, Telecom Superintendent Paul Avis, IT Manager Paul Green, GIS Manager Katrina Harris, Information Systems Manager Melissa Dennis, Customer Service Representative Amanda Cheatham and Executive Administrative Assistant Corine Vichi

Visitor: Robert Teel (Citizen)

Approval of Agenda of the March 24, 2020 Board Meeting

Commissioner Pauley moved that the Agenda of the March 10, 2020 Board Meeting be approved as submitted. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Approval of Minutes of March 10, 2020

Commissioner Pauley moved that the minutes of the March 10, 2020 Board Meeting Minutes be approved as submitted. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Approval of Payments through March 24, 2020

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Board. As of this date, March 10, 2020, the Board, by unanimous vote, does approve for payment Warrant Numbers 56876 through 56948 in the amount of $229,176.97 for Accounts Payable of which ten (10) exceeded $5,000 and $238,336.94 for payroll direct deposit through Automated Clearing House Services.

OLD BUSINESS
None

NEW BUSINESS

Resolution No.20-03-24 Authorizing the General Manager to take Action to Ensure the Health and Safety of the Employees, the Public and Declaring an Emergency

After discussion and upon the recommendation of General Manager Bob Hunter, Commissioner Pauley moved to adopt Resolution No.20-03-24 Authorizing the General Manager to take Action to Ensure the Health and Safety of the Employees, the Public and Declaring an Emergency in the uncertainty of the ongoing changes with COVID-19 as submitted. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.
Recommendation to Approve Ratepayer Relief in Response to COVID-19/Proclamation by the Governor Amending Proclamation 20-23, UTC – Ratepayer Assistance

After discussion and upon the recommendation of Assistant Manager Jason Nutsford, Commissioner Pauley moved to approve the Ratepayer Relief in Response to COVID-19/Proclamation by the Governor Amending Proclamation 20-23, UTC – Ratepayer Assistance as submitted. Commissioner Pauley seconded the motion. MOTION PASSED UNANIMOUSLY.

Recommendation to Approve Agreement for Consulting Services between Axis Land Consulting and Public Utility District No.1 of Kitsap County

After discussion General Manager Bob Hunter recommended any action be tabled until corrections could be made on errors that were discovered prior to the board meeting. Commissioner Pauley moved to table the Agreement for Consulting Services between Axis Land Consulting and Public Utility District No.1 of Kitsap County. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Recommendation to Pay Final Construction Estimate #3 and accept as complete Taylor-New Sweden LUD No.23

After discussion, and upon recommendation of Engineer Bill Whiteley, Commissioner Pauley moved to approve Final Payment for Construction Estimate #3 and accept as complete - Taylor-New Sweden LUD No.23 in the amount of $22,495.73 to Miles Resource. Final cost of construction, including WSST, was $521,751.94, which was 3% higher than the bid price due to storm damage and subsequent repairs. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Recommendation to Award the FFQ-4848 Fiber Optic Cable Project

Telecom Business Manager Angela Bennink reported the bid opening for this project was held on March 23, 2020. The project was advertised through the Kitsap Sun Newspaper. Four (4) bids were received. The low bid was $98,160.00 (excluding WSST) from General Pacific Inc. The Engineer’s estimate was $106,173.96 (excluding WSST). Commissioner Pauley made a motion to award the contract as submitted which was seconded by Commissioner Civilla. MOTION PASSED UNANIMOUSLY.

Recommendation on how to proceed with Customer Request- Vinland Pointe HOA Irrigation Accts

After discussion Superintendent of Operations Dave Epperson recommended any action be tabled, Commissioner Pauley moved to table the Vinland Pointe HOA Irrigation Accts. customer request until the following board meeting. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

CUSTOMER SERVICE

Emergency Update

Assistant Manager Jason Nutsford reported that the main office has been shut down for walk in traffic, which was started last week. Customer service has been operating under an emergency procedure where there is only one customer service representative in the office at a time. The District has made it possible for all four representatives to work from home with issued laptops to assist in performing their primary functions and allowing for one representative on a rotating basis to perform those duties that are not able to be performed from home. Discussion ensued.

Commissioner Lester extended her gratitude to the District’s IT Department Manager Paul Green for stepping up to huge task in coordinating all staff in the ability to work from home. The Board is very appreciative to all involved in making this happen.
CONSTRUCTION

Emergency Update

Engineer Bill Whiteley reported that his department of one (1) continues to follow procedures of social distancing as he too is working from home.

Phase 8 Water Main and Washington Blvd Main (Kingston) Update

Construction Project Manager Todd Smith reported that staff is within a few day of wrapping up the Phase 8 project. Mr. Smith stated that pressure testing was completed yesterday and staff is working on pulling out the last of the equipment from the site to store at the shop for first response purposes. The project will be closed down effectively at the end of today. Once the project can be restarted it will have three (3) days’ worth of resampling and a small connection for completion of the project.

Ongoing Projects

Engineer Bill Whiteley reported that he continues to work on ongoing fire flow projects and the water system comprehensive plan updating taking place.

WATER RESOURCES/EDUCATION

Emergency Update

Water Resources Manager Mark Morgan reported that he has directed all water resource staff that all routine hydrologic data collection be suspended. Most stations are automated and will continue to log data. The exception is the District’s data collection associated with the Newberry Well Pump Test, which has been left up to the discretion of Hydrogeologist Joel Purdy in consultation with Silverdale Water District. He will coordinate with Water Quality Technician Jesse Cooper to maintain data collection for that effort. Mr. Morgan stated that time sensitive regulatory water quality sampling will continue. Otherwise staff are working from home.

Subbase Bangor PFAS Study

Mr. Morgan reported that he has sent out letters to everyone on the Avellana and Briarwood water systems and to date has not heard back from anyone.

WATER OPERATIONS

Superintendent of Operations Dave Epperson reported all is going well. Water operations personnel that are working from home. Mr. Epperson also shared his appreciation for staff that support operations. IT Manager Paul Green, Information Systems Manager Melissa Dennis and GIS Manager Katrina Harris are working on the District’s internal intranet functions and GIS mapping capabilities which allows staff to work 100% remotely using the technology they provide.

Mr. Epperson also reported that all systems are operating normally at this time. There has been an increase in water usage of some systems due to more people being at home during the “Stay Home, Stay Healthy Order”. Discussion ensued.

Mr. Epperson provided an update on the success of Zoom meetings being held with staff on iPads set up by the District’s IT manager. Morale and constant assistance and offers of assistance between staff have been exceptional. Mr. Epperson outlined the essential duties required as of today due to the “Stay home, Stay Healthy” order including sanitizing procedures as well as duties no longer being performed. Mr. Epperson and Mr. Nutsford also provided information on how information will be made available to the District’s customers. Discussion ensued.
ASSISTANT MANAGER

Emergency Update

Assistant Manager Jason Nutsford informed the Board that GIS Manager Katrina Harris will provide an update later in the meeting. Mr. Nutsford stated that in general the HR Finance department and other office Administration employees are working remotely from home. There will be one person from operations and one person from customer service working on site otherwise the office will be empty. There will be coordination per department/floor as needed to enter the building when materials are needed or items that require processing that cannot be accomplished remotely. Mr. Nutsford also informed the Board in regards to the coordination of the District’s janitorial team. Discussion ensued.

TELECOM OPERATIONS

Emergency Update

Telecom Business Manager Angela Bennink reported that similar to water operations and water resource management, the telecom department has also stopped all unnecessary projects. Ms. Bennink stated that conduit installations and open trenches will be dealt with on a case by case basis and anticipates most construction will stop as well. All community meetings have been cancelled and staff will be using Zoom video communications in order to update those communities.

Ms. Bennink reminded the Board that telecommunications is an essential service and the more the District’s telecommunications department can do to help residents of Kitsap County connect and be connected, the less people will be on the roads. Ms. Bennink informed the Board of the ongoing operations of maintenance and services will continue to be performed.

Future Grants

At General Manager Bob Hunter’s request, Telecom Business Manager Bennink informed the Board that she is looking for any shovel ready projects that telecom may have to apply for emergency funding that may become available. Ms. Bennink also reported that the FCC has lifted some grant restrictions associated with E-Rate services.

NoaNet Update

Telecom Business Manager Angela Bennink reported that NoaNet has gone into in all homebased operation center and will continue to operate remotely until further notice. The April 8, 2020 meeting will also be conducted remotely.

GIS DEPARTMENT

Emergency Update

GIS Manager Katrina Harris reported that the department has been working remotely for nearly two weeks. Ms. Harris also informed the Board that GIS is limiting any major upgrades that may require outside support from ESRI as their support team is feeling the effects from the current COVID19 situation.

VISITOR

Commissioner Lester welcomed Mr. Robert Teel and inquired if he would like to address the Board. Mr. Teel thanked the Board and indicated that he did not.
MINUTES 03-24-20

GENERAL MANAGER

General Manager Bob Hunter thanked the District’s Department head teams, the Board and Attorney William Broughton for all their assistance through this crisis.

EMERGENCY UPDATE

General Manager Bob Hunter reported that water resource, water operations telecom and wastewater department heads have all developed detailed written guidelines that will be posted on the District’s Sage intranet which is accessible by all staff. Mr. Hunter also reported that a department head meeting is held every day at 9:00 a.m. to discuss issues that come up including what can be done during this emergency. Discussion ensued.

Mr. Hunter also stated that the method in which Zoom is being used is working very well as is Microsoft Teams. Staff appreciates all the work IT Manger Paul Green has done in setting everyone up. Mr. Hunter has requested a video training conference be held in the near future. Discussion ensued.

NEW FACILITY UPDATE

General Manager Bob Hunter stated that there is nothing new to report at this time.

RETIREMENT HEALTH CARE UPDATE

General Manager Hunter stated that in the board packet to the Board of Commissioners is a document that outlines procedures determined and how the District goes forward. The General Manager requested the Board’s approval to move forward with Brian Riehs on the draft policy for finalization at the next board meeting. The Board agreed to the General Manager moving forward.

WASHINGTON PUBLIC UTILITY DISTRICTS ASSOCIATION (WPUDA) MEETING

Mr. Hunter informed the Board that he will be attending a WPUDA Executive Committee meeting at 2:00 p.m. and requested they send him an email if there is anything they’d like him to address at the meeting. Mr. Hunter will provide the Board with an update.

IT DEPARTMENT

IT Manager Paul Green updated the Board on recent laptop purchases made for customer service working remotely from home. Mr. Green indicated that the subscription for Zoom is $90 a month and the subscription to Microsoft 365 to include use of Microsoft Teams, which is mainly used internally, at $4 per user a month. He also reported that a budgeted server may be delivered today.

LEGAL COUNSEL

Attorney William Broughton stated that he had nothing to report at this time.

COMMISSIONERS

Commissioner Civilla stated that he appreciates everyone’s help and that we will get through this.

Commissioner Pauley also thanked everyone for a great job and their response to COVID19 and encouraged them to keep up the good work.

Commissioner Lester echoed her fellow commissioners’ comments and thanked everyone for their patience and hard work in making this happen. She ended by reading the “For Your Information” agenda section of upcoming and canceled meetings/events.
MINUTES 03-24-20

BOARD MEETING

The next board meeting will be held April 14, 2020 beginning at 9:30 a.m. via a Zoom video teleconference a link will be posted.

ADJOURNMENT

Having no further business, the regular meeting was duly adjourned at 10:36 a.m.

Approved via Teleconference (04/14/2020)
Commissioner Debra Lester

Approved via Teleconference (04/14/2020)
Commissioner Heather Pauley

Approved via Teleconference (04/14/2020)
Commissioner James T. Civilla