

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

**Virtual Meeting
April, 14, 2020**

Zoom Link: <https://zoom.us/j/507730360>
Meeting ID: 507 730 360

President Lester called the regular meeting via a Zoom teleconference to order at 9:30 a.m., Tuesday, April 14, 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, Assistant Superintendent of Operation Nick Bayard, 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 Tiffany Richardson and Executive Administrative Assistant Corine Vichi

Visitors: None

Approval of Agenda of the April 14, 2020 Board Meeting

Commissioner Pauley moved that the Agenda of the April 14, 2020 Board Meeting be approved as amended. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Commissioner Lester then read the protocols the Board of Commissioner KPUD Zoom Guidelines for the virtual Board meeting.

Approval of Minutes of March 24, 2020

Commissioner Pauley moved that the minutes of the March 24, 2020 Board Meeting Minutes be approved as submitted. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Approval of Payments through April 14, 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, April 14, 2020, the Board, by unanimous vote, does approve for payment Warrant Numbers 56949 through 57026 in the amount of \$629,869.25 for Accounts Payable of which fifteen (15) exceeded \$5,000 and \$244,375.06 for payroll direct deposit through Automated Clearing House Services.

Old Business

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

After discussion and upon the recommendation of General Manager Bob Hunter, Commissioner Pauley moved to approve the Agreement as amended for Consulting Services between Axis Land Consulting and Public Utility District No.1 of Kitsap County. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

New Business**Recommendation to Accept as Complete RT-251268 Bridletree, Symington Feeder Project**

After discussion, and upon recommendation of Telecom Business Manager Angela Bennink, Commissioner Pauley moved to accept as complete RT-251268 Bridletree, Symington Feeder Project completed by Tercom. Final cost of construction, including WSST, was \$146,024.03. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Recommendation to Approve the Fiber Network Intertie Interlocal Agreement between Kitsap Public Utility District and Public Utility District No. 3 of Mason County

After discussion and upon the recommendation of Telecom Business Manager Angela Bennink, Commissioner Pauley moved to approve the Fiber Network Intertie Interlocal Agreement between Kitsap Public Utility District and Public Utility District No. 3 of Mason County. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Recommendation to Approve Agreement for Consulting Services between Odell Engineering, LLC., and Public Utility District No.1 of Kitsap County

After discussion and upon the recommendation of Engineer Bill Whiteley, Commissioner Pauley moved to approve the Agreement for Consulting Services between Odell Engineering, LLC, and Public Utility District No.1 of Kitsap County. Commissioner Civilla seconded the motion. MOTION PASSED UNANIMOUSLY.

Customer Service

Customer Service Representative Tiffany Richardson stated there was nothing new to report at this time.

Construction**Emergency Update**

Engineer Bill Whiteley stated there is no change in the emergency update, he continues to follow procedures of social distancing and is working from home.

Water System Comprehensive Plan Update

Mr. Whiteley informed the Board that the Part A has been completed and essentially approved. He and Mr. Morgan are working on getting the State Environmental Policy Act (SEPA) documents, which Mr. Morgan will provide more detail under his report, and will then come before the Board for final approval. Mr. Whiteley also reported that there has been a response regarding the Green Mountain Acres Part B. He is answering several questions regarding the chlorination design for approval on the Keyport Part B.

Baker Hill Transfer Site (South Bainbridge Island) and Washington Blvd Main (Kingston) Update

Construction Project Manager Todd Smith reported that staff continues to work on getting the generator for Baker Hill site completed which the contractor is standing by while on hold during this lockdown. Staff is moving forward with fencing for security and is expecting quotes to come in soon. Mr. Smith stated that he is working with Pivetta Brothers Construction, the County's contractor on the Washington Blvd Main project, to complete the four water connection services that need to be switched over.

Water Resources/Education

Water Resources Manager Mark Morgan reiterated Commissioner Civilla's comment that the Kitsap Water Festival event scheduled for today has been canceled this year due to the concerns of COVID19.

Emergency Update

Water Resources Manager Mark Morgan reported that all routine manual data collection has been canceled. The automated stations continue to collect data. All data will be processed once this order has ended. Hydrogeologist Joel Purdy is participating electronically in the Hirst committee meetings. Mr. Morgan also reported that staff is receipt of two kits for unregulated contaminate monitoring and is undecided as to whether or not this is an essential activity. He is leaving it up to Water Quality Technician Jesse Cooper. Should he feel confident and comfortable taking the samples and submitting to the lab, Mr. Cooper will move forward with the sampling as there is no contact with the public.

Water System Comprehensive Plan Update

Mr. Morgan informed the Board that SEPA is a process of environmental review of projects and will start this week. Mr. Morgan thanked Terry Raymond for running a hard copy and providing a PDF copy which will now be available to submit on line for the review process. A determination of non-significance will be published in the newspaper at the end of the SEPA review allowing for a 21 day comment period following that date. Mr. Morgan anticipates bringing the review before the Board for final approval at the second board meeting in May.

Subbase Bangor PFAS Study

Mr. Morgan reported stated there was nothing new to report at this time. He did speak with several individuals of the community and they are happy with the steps the District has taken. Mr. Morgan will continue to monitor the Navy's study and report on anything that may come up.

Water Operations**Emergency Update**

Assistant Superintendent of Operations Nick Bayard reported that all the systems have been operating normally thanks to the operators monitoring during all site visits. Mr. Bayard did report two water main breaks in the last two weeks. Both field crews did a great job in maintaining social distancing. Service Technician David Lindquist has completed collecting the monthly chloroform samples. Mr. Bayard reported that he is speaking with staff daily and to this date their families are all healthy. The District has implemented new tools and protocols that are being called "grab and go" and "call before you come" which allows Mr. Raymond to gather information from the operators and put together care packages of supplies for employees to minimize entry into the facility. This is getting great feedback and working out well. He also informed the Board that Mr. Smith created a disinfection station that crew can use to wipe down vehicles after each use prior to the next user.

Mr. Epperson also informed the Board that Mr. Bayard has ordered hand sanitizer that will be available to distribute as needed to the entire utility as well as N95 face masks. Discussion ensued

Vinland Pointe HOA Irrigation Update

Superintendent of Operations Dave Epperson provided a brief history on the Vinland Water System. Mr. Epperson informed the Board that in evaluating the 3 accounts a discrepancy was found on Acct #027523. A 1 ½" meter was paid for in the Binding Water Letter application process in 2013 but a 1" meter was installed. A request was sent to customer service to apply a \$375.00 credit to account #027523. Mr. Epperson provided options that could result in annual savings and recommended best practices in lawn maintenance techniques and irritations. Mr. Colebrook was very pleased with the information provided. Discussion ensued.

Meadowmeer Update (Bainbridge Island)

Mr. Epperson informed the Board that Meadowmeer is a Group A Water System on the north end of Bainbridge Island. The District has been approached by the Meadowmeer Water System Association to provide management services. Mr. Epperson has been working with Meadowmeer Water Service Association President Steve Grist and the Washington State Department of Health Southwest Regional Office of Drinking Water Operations to identify deficiencies and possible solutions for this water system. Mr. Epperson stated that he and staff have visited the site and drafted a contract that Mr. Grist will present at their board meeting today. Once approved and returned the District will begin management services for 2020 and will be revisited in 2021 as all contracts are. Discussion ensued.

Washington Blvd Update (Kingston)

Mr. Epperson reminded the Board that this is small water main replacement project in downtown Kingston, which also provides additional fire flow for the port. The District stopped this project after placing the main in due to COVID19. However Kitsap County proceeded with their street projects as essential projects. As mentioned by Construction Project Manager Todd Smith earlier the District contracted with Pivetta Brothers Construction to make those four service connections that were still needed in order to complete the project. This project will soon wrap up and will cost an estimated \$90,000 once complete and under the \$150,000 contingency budget. Discussion ensued.

Operators Water System Training Tools

Superintendent of Operations Dave Epperson shared current tools on how the District's operators are learning the water systems by drawing them out and providing training for other operators as well as for future operators. Mr. Epperson provided a graphic drawing as an example, which also comes with a write up by the staff member.

Antenna Attachment License

Attorney William Broughton reminded the Board that he provided a draft copy of the antenna license agreement in the board packet which is currently with the AT&T legal department in review. The agreement is quite extensive and the District has not had an agreement since an antenna was on the Newberry Tank decades ago. Mr. Broughton informed the Board that this agreement was revised and once the agreement comes back with comments it will go before the Board. Discussion ensued.

Assistant Manager**Emergency Update**

Assistant Manager Jason Nutsford provided a general overview of the office and touched on a few departments in particular. Mr. Nutsford stated that the District is doing a very good job across all the departments during this scenario and has truly shown the flexibility in a number of days in going from a normal fully staffed facility down to generally having no more than two staff members in the entire building at one time, including the coordination for all field staff working remotely.

Mr. Nutsford also mentioned that Information Systems Manager Melissa Dennis has created an intranet scheduler that has been essential in further providing awareness for the needed social distancing of any one staff member being in the office or a particular floor. She has also created a receipt/invoice program available on the intranet to allow anyone working remotely to upload a picture of the receipt excluding the need of social interaction and helping going virtual with a more efficient process of managing data without the possibility of losing paper receipts by going paperless. He also mentioned that working remotely has given departments the opportunity to focus on training and learning activities that are not normally at the top of a priority level.

Mr. Nutsford also commented that Customer Service is functioning better than expected while working remotely. No more than one person a day is coming into the office to perform duties necessary from the office and that will soon change to partial days. Mail is only being collected from the post office twice a week in the evenings to avoid public interaction. Customer service is making minimal trips to the bank and when they do the bank allows only one person at a time in the lobby. He also thanked Commissioner Lester for bring to his attention the idea of opening windows in the office creating good ventilation and maintaining as a good practice once staff start transitioning back into the office.

Electronic Signatures

Assistant Manager Jason Nutsford also informed the Board that he and IT Manager Paul Green are looking into DocuSign on a limited basis during this scenario. Other similar programs are being looked into. Discussion ensued.

Virtual Breakroom

Mr. Nutsford also shared that a virtual breakroom has been created for staff to be able to virtually stop in and speak with other employees that they are not normally interacting with at Zoom/Team meetings. The intent is to assist in any feeling of isolation and is gaining steam. Notices have also been sent out regarding the employee assistance program.

Zoom Guidelines and Protocols

Assistant Manager Jason Nutsford and IT Manager Paul Green discussed the current draft and the importance of best practices for security measures during Zoom meetings.

Telecom Operations

Telecom Superintendent Paul Avis echoed everyone's gratefulness for the amount of responsibility Cross-Connection Control Inspector Terry Raymond has taken on for the facility. His responsiveness to the needs of operations and telecom has been beyond what was expected. Mr. Avis recommends there be some type of acknowledgement once this Governor Inslee's "Stay Healthy, Stay Home" order is lifted.

Emergency Update

Telecom Superintendent Paul Avis reported that telecom staff is practicing safety precautions wearing face masks and social distancing as feasibly and physically able. There are times that certain jobs call for good judgement on how to go about the best safety practices possible. Telecom is implementing a new protocol providing a temporary install to customers that still wish to have their fiber turned up, by leaving an extension cord easily visible to the technician where he/she can terminate the fiber to the house and place the customer premise equipment. Mr. Avis stated that five installs have been done in this current manner and four others agreed to wait until Governor Inslee's "Stay Healthy, Stay Home" order is lifted. Mr. Avis also reported installing an express circuit following new safety protocols.

Telecom Business Manager Angela Bennink reported attending a meeting with the WPUD Association and Russ Elliott, Director of the Washington State Broadband Office. She stated that Mr. Elliott is working with the Public Works Board to identify funding temporary hot spots for the state called drive up WiFi or DriFi. This would be a temporary immediate solution to get students access to broadband so that they can do homework. It will be open all residents and not limited to just students. No password will be required so it is a use at your own risk internet access. The District has stated that it will provide a feed to those locations. Ms. Bennink informed the Board that she will be meeting this afternoon with Mr. Elliott for information received from the schools, as school districts are required to contact him directly for locations.

Ms. Bennink also reported that she has been contacted by Betty Buckley with the Washington Independent Telecommunications Association with ideas on how to push forward WiFi hot spots using private/public partnerships. The District will continue to look at this as well. Additionally

Jefferson PUD has asked telecom to work with them in the support of wireless connection to Brinnon. She meets with them on Wednesday to discuss this further. Discussion ensued.

Future Grants

Telecom Business Manager Bennink informed the Board that she has looked into the Distance Learning and Telemedicine Grant, The application is due in June. The USDA Grant will have us look into the Reconnect Grant which we may be able to address. Ms. Bennink stated she would start the process as soon as she receives the data from the schools.

Residential Updates

Telecom has a couple residential builds that are in process. Twin Spits is currently on hold due to a delay in fiber due to COVID. The contractor has moved off site and shut down the project, which will be redeployed once the fiber is received. Bridletree continues to move forward and fiber should be in within the next couple of weeks. Big Valley is in process but not at the point of pulling fiber to the homes yet.

Communities continue to reach out that are in need of fiber connection, Allison Cotner is working closely with them to provide an NCLUD or Broadband Connection which is prepaid.

NoaNet Update

Telecom Business Manager Angela Bennink reported that there was a virtual NoaNet meeting and they are also coordinating working closely with the state and working with communities throughout the areas not currently focused on by PUDs. NoaNet is looking at what they can do to support this wireless service project as well.

Geographic Information Systems (GIS) Department

Emergency Update

GIS Manager Katrina Harris stated that they remain on the same holding pattern with no changes at this time.

Ms. Harris reported that the GIS Department's main focus at this time is supporting everyone that is working remotely so that they have the access needed. GIS has launched a couple apps last week to help the field crew work from home easier with more options. Ms. Harris also mentioned that the department is moving forward with more training for the rest of the year.

Manager

Emergency Update

General Manager Bob Hunter reported Department Head meetings are held daily, which are primarily the people also in attendance at today's board meeting. On occasion a day will be skipped as will be the case for tomorrow's meeting. Mr. Hunter stated that the communication and team work is tremendous. One of the items being worked on is transition once this order is lifted, including work that will start before the order is lifted. He is in constant contact with Public Works Director of Kitsap County Andrew Nelson and the cities about what they are doing.

Mr. Hunter mentioned that one of the topics of discussion with the department head group is when this stay at home order is lifted how staff will handle the workload. Discussion ensued.

2020 Budget Concerns as a Result of COVID-19

General Manager Hunter stated that he sent the Board a budget document discussing anticipated tax revenues. The 2020 budget also has a revenue error associated with the CERB grant for Big Valley. This will be part of a potential working session along with discussion of middle mile contractors. Water capital facilities fees and new water connection fees will be lower. Water usage,

and late fee waivers will also reduce revenues. Mr. Hunter reassured the Board that staff continues to monitor the above and how the District will counter the potential revenue shortfalls. Discussion ensued.

New Facility Update

General Manager Hunter stated there is no new update at this time.

Retirement Health Care Update

Mr. Hunter informed the Board that the VEBA funds will be paid into each employees account tomorrow and will be available to manage if they have logged in and registered. Those that haven't will still have the funds in the account. They just will not be able to manage their funds until they log in and register. All employees including retirees have agreed to move over to the HR VEBA accounts with the exception of two. Mr. Hunter wanted to acknowledge both Rita Dady and Ivy Adams in HR and Finance for all their hard work and smooth transition in this effort.

Bill Point Update (Bainbridge Island)

Mr. Hunter has been working with Jeff Kanter, Engineer Bill Whiteley, Construction Manager Todd Smith and Superintendent of Operations Dave Epperson regarding Bill Point. There is interest in drilling a well at Bill Point however after further investigation by Hydrogeologist Joel Purdy there is a risk that water will not be found. Drilling at Deer Path continues to be an option and time is of the essence. Commissioner Lester requested that Mr. Hunter attend the Park meeting. He agreed and will have Joel Purdy join as well.

Working Session

General Manager Hunter requested a working session for the next board of commissioners meeting to discuss telecom funding.

Legal Counsel

At the request of Commissioner Lester, Attorney William Broughton provided a brief discussion regarding the Open Public Meeting Act and Executive Sessions.

The meeting was recessed for a break from 11:45 a.m. until 11:55 a.m.

Commissioner Discussion & Agenda Requests

Commissioner Lester brought forward for review a resolution restricting the Board meeting to actions deemed routine and necessary or emergencies necessary to respond to the COVID-19 outbreak. After discussions, she requested it be considered for approval at the next board meeting after attorney review.

Commissioner Lester requested that the Board be kept informed regarding the WiFi hot spots and if the Districts telecom department would qualify for the USDA Grants.

Working Session

Resolution No.20-04-14 Approving a General Manager Retention Agreement

After discussions and upon the recommendation of General Manager Bob Hunter, Commissioner Civilla moved to approve the General Manager Retention Agreement as amended. Commissioner Pauley seconded the motion. MOTION PASSED UNANIMOUSLY.

Recommendation to Approve a Personal Services Contract between Robert Hunter and Public Utility District No.1 of Kitsap County

After discussions and upon the recommendation of General Manager Hunter, Commissioner Civilla moved to approve the Personal Services Contract between Robert Hunter and Public Utility District No.1 of Kitsap County. Commissioner Pauley seconded the motion. MOTION PASSED UNANIMOUSLY.

Board Meeting

The next board meeting will be held April 28, 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 1:08 p.m.

Approved via Teleconference (04/28/2020)
Commissioner Debra Lester

Approved via Teleconference (04/28/2020)
Commissioner Heather Pauley

Approved via Teleconference (04/28/2020)
Commissioner James T. Civilla