



PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY  
January 14, 2019  
**Citizen Advisory Board  
Meeting**

*Final  
Minutes*

A meeting of the Public Utility District No. 1 of Jefferson County (PUD) Citizen Advisory Board (CAB) was held at the Jefferson County Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, on January 14, 2019. The meeting was convened by Chair Larry Dennison at 2:05 p.m. In attendance were:

**CAB Members:**

Karen Bennett, Dist. 2  
Doug Huber, Dist. 3  
Larry Dennison, Dist. 1  
Tom Engel, Dist. 1  
Russ Michel, Dist. 3  
Gary Rowe, Dist. 2  
Tim Tibbals, Dist. 2  
Dan Taylor, Dist. 3  
Sebastian Eggert, Dist. 1

**PUD Representatives:**

Commissioner Kenneth Collins  
Kevin Streett, Assistant General Manager  
Will O'Donnell, Communications Manager  
Don McDaniel, Consultant  
Cammy Brown, Recording Secretary

1. **CALL TO ORDER**

Chair Larry Dennison called the meeting to order stating there was a quorum.

2. **WELCOME NEW CAB MEMBERS:** New CAB members Gary Rowe, Dan Taylor and Sebastian Eggert were all introduced. Each new CAB member gave background information.

3. **CAB/STAFF INTRODUCTIONS:**

Voluntary introductions were given by the members of the Citizen Advisory Board and PUD staff.

4. **VOLUNTARY PUBLIC INTRODUCTIONS:**

Members of the public were given the opportunity to introduce themselves.

5. **REVIEW OF AGENDA/APPROVAL:**

Karen Bennett made a motion to approve the Agenda. Russ Michel seconded this motion. Motion carried unanimously.

6. **PUBLIC COMMENTS:** Chair Larry Dennison read the public comment guidelines.

- Comment on website posting. PUD experiencing problems on posting to website. Problem was resolved as of morning of January 14, 2019.

7. **APPROVAL OF MINUTES FROM LAST MEETING:**

**MOTION:** Doug Huber made a motion to have the Recording Secretary send out the CAB minutes of December 10, 2018, make corrections or changes and send them back to her via email and have final approval next month. This motion was seconded by Tom Engel. Motion carried unanimously.

Cammy Brown, Recording Secretary, stated the draft minutes of this meeting would be done in ten days.

8. **BOC UPDATE – KEN COLLINS. Topics:**

- Release of PUD General Manager.
- Kevin Streett was welcomed back as Assistant General Manager of the PUD.
- New General Manager decision may take six to eight months.

9. **PUD STAFF REPORTS.**

Assistant General Manager Kevin Streett gave a report. Topics:

- Policies will not go the CAB first to be approved. The BOC is the only governing body that approves policies.
- CAB member posed the question whether Resolution 2018-015 which modifies and puts

- clarity around the structure of the CAB need to be revisited.
- CAB member suggested having a joint workshop with the BOC to look at Resolution 2018-015.
- CAB member suggested more substantive reports on what the PUD is undertaking.
- Report of progress on Swansonville Road project.
- Estimate of down time when power line is across the road. Depends on damage.
- Suggestion that a greater number of CAB members attend BOC meetings.
- Suggestion that a Statement of Work accompany each project the CAB takes on.

## **10. SUB-COMMITTEE REPORTS:**

### **10.1 Governance Sub-Committee:** Russ Michel gave a report. Topics discussed:

- Mr. Tom Thiersch was appointed as a non-voting member of the Governance Sub-committee.
- Parliamentary procedures put on hold.
- Audio Recording Index process.
- Audio Recording equipment.
- Meeting minutes – more summarized and less detail.
- Establishing a workshop to discuss topics.

### **10.2 Broadband Sub-Committee:** Karen Bennett gave a report. Topics discussed.

- CERB grant.
- Looking at more grant opportunities.
- Looking at out-of-scope work.
- Strategic Plan.
- Data gathering – survey.

### **Public Comments:**

- When will survey be occurring? At least two months out.
- Make sure survey includes cost of service (realistic).

**10.3 CAB Website:** Russ Michel gave a report. Appreciation was given to Will O'Donnell, Communications Manager, for his addition to the website. A link was added which lists CAB sub-committees. The following was discussed:

- Could there be a handouts link which is a repository of all the documents on a particular topic?
- Include a sub-committee link so that all the active sub-committee members can be listed.

- Link to each individual member of a sub-committee along with a hyper-link to send a message to that sub-committee member.

It was the consensus of the CAB members that CAB email addresses should be posted on the website.

## **11. CAB HOUSEKEEPING ITEMS:**

**11.1 New CAB Member Orientation:** Don McDaniel was asked to arrange an informal meeting with the new members on orientation.

**11.2 OPMA (Open Public Meetings Act) and PRA (Public Records Act):** Don McDaniel will arrange training for the CAB members.

**11.3 Set Time/Dates for CAB Monthly Meetings:** There was a discussion on changing CAB meeting time. Don McDaniel will check with Transit on availability of conference room. CAB meeting dates for 2019 have already been posted to the website. This will be placed on next month's agenda for further discussion.

### **11.4 Sub-Committees/Update Membership Roster:**

- Don McDaniel will send out a link for CAB members to send corrections to him on the Roster. He will have updated final by next meeting.
- Don McDaniel will send out the agenda for the BOC meeting on January 29, 2019.
- Commissioner Kenneth Collins will research relevancy of the list of issues that Larry Dunbar provided the CAB.

## **12. NEW BUSINESS:**

**12.1 Schedule Parliamentary Procedures Training.** How do CAB members get updated training on Robert's Rules of Order? There was some discussion. Topic tabled until workshop.

Chair Larry Dennison left the meeting at 4:04 p.m. and Vice Chair Russ Michel took over the meeting.

**12.2 Schedule Workshop with BOC/CAB/Senior Staff.** Don McDaniel will work with BOC to schedule a special meeting with BOC/CAB and Senior PUD Staff the first quarter of the year.

13. **FUTURE AGENDA ITEMS/PUD CALENDAR:**

- Governance – audio recordings.
- Broadband Sub-Committee report.
- General Manager's Report – update.
- Updated Roster.
- Training.
- PUD Calendar – 10:00 January 29, 2019 Operations Center.
- Website update.
- CAB meeting time – change?

14. **SIGN MINUTES:** There were no documents to be signed.

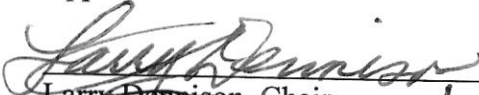
**ADJOURNMENT:**

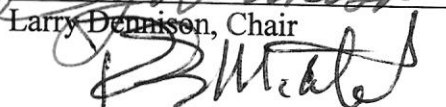
Meeting adjourned at 4:27 p.m.

Minutes prepared by: Cammy Brown, PUD Recorder

CAB meeting audio file available on website [www.jeffpud.org](http://www.jeffpud.org)

Approved:

  
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Larry Dennison, Chair

  
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Russ Michel, Vice Chair

March 11, 2019  
Date

11 Mar 19  
Date

*Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*