



# Jefferson County PUD Citizen Advisory Board

## AGENDA

Date: May 13th  
2019

Time: 2:00PM to  
4:30PM

NOTE LOCATION  
CHANGE FOR  
Place of  
Meeting:  
Jefferson PUD  
Operations  
Center - 310  
Four Corners Rd.  
Port Townsend,  
WA.

- |          |   |
|----------|---|
| 00:00:00 | 1. Call to Order  |
| 00:01:00 | 2. Introductions  |
|          | 3. Announce Change in CAB Membership  |
| 00:02:00 | 4. Approval of Agenda   |
| 00:03:10 | 5. Public Comments - <b>This public comment period of up to 15 minutes is for any items not on the agenda. During the meeting, the Chair may also permit public comments on other discussion items. Each speaker is limited to 3 minutes.</b> |
| 00:07:00 | 6. Approve and Sign CAB Minutes   |
| 00:18:00 | 7. BOC Update – Commissioner Dan Toepper  |
| 00:20:10 | 8. PUD Staff Reports  |
|          | 9. Subcommittee Reports / Discussion  |
| 00:25:18 | 9.1 Broadband Subcommittee – Karen Bennett  |
| 00:44:50 | 9.2 Governance Subcommittee – Russ Michel   |
| 01:32:33 | 9.3 Opt-Out Subcommittee - <b>Seb Eggert</b>  |
| 01:54:40 | 9.4 Low Income Subcommittee – Larry Dennison  |
|          | 10. Communications  |
| 02:03:10 | 11. Future Agenda Items / Calendar  |
| 02:06:56 | 12. Adjourn   |

# Draft CAB Operating Guidelines

May 13, 2019

**Definition:** Resolution 2012-28, created the Citizen Advisory Board (CAB). The Board of Commissioner's (BOC) Resolution 2018-015 was approved on October 16, 2018 which updates and clarifies the role of the CAB. That Resolution is the over-arching policy governing the CAB. These *CAB Operating Guidelines* supplement that Resolution and have been developed by the CAB in cooperation with District staff and the PUD Management Consultant. These Guidelines do not require BOC approval.

**CAB Code of Conduct, Ethics and Values:** The CAB expects of itself and its individual members ethical and business-like conduct. This commitment includes individual behavior acting in a respectful and courteous manner towards other CAB members, District staff, the BOC, and the public.

**Conducting Monthly Meetings:** *Robert's Rules of Order for Small Boards* (version 11 or latest version) are used to conduct the meetings. The CAB Officers and other CAB members will endeavor to become familiar with *Robert's Rules of Order* and will take training as required.

**CAB Elections:** The election of a CAB Chair and Vice Chair occurs annually at the December meeting. CAB Officers shall serve for one calendar year.

**CAB Officers:** The Chair or the Vice Chair preside over the meeting to ensure that the meeting is business-like and focused. The CAB Chair or Vice Chair monitors the timeline on each agenda item to maintain the meeting schedule. The CAB Officers keep a running-list of future agenda items.

**CAB Review:** At least annually, the CAB should conduct a "self-review" of what's working and what might require revision. This review can be done in a regular meeting or a workshop. During this review, the CAB reviews work accomplished to date, and what policy recommendations that CAB is working on either as a whole or in a subcommittee. The CAB Review is presented to the BOC as a brief written report.

**CAB Meeting Start Time:** Each year at the January CAB Meeting or when new members are seated, the CAB will determine a meeting start time for the year. The meeting time should, to the extent possible, accommodate working members of the public.

**Meeting Agenda:** The CAB meeting agenda is prepared in cooperation with the GM or his designee and the CAB Chair and/or Vice Chair. The meeting agenda will be developed for a 2 ½ hour CAB meeting duration. In advance of the agenda being prepared, CAB members must contact the CAB Chair letting him/her know that they have a discussion or decision item for the agenda and provide a time estimate. The same applies to Staff or the BOC requesting time on the CAB agenda. The *Meeting Agenda Packet* is made available to CAB members and the

public at least two-business days before the meeting date. The meeting location, date, and start / end time are stated on the printed agenda and published on the PUD website.

**Meeting Minutes:** The CAB will record “Summary Minutes” following the agenda. *Robert’s Rules of Order* offers a simple guideline - minutes record what decisions are made, not the detail of what was said. Details of CAB meetings are available on the audio recordings. Approved and signed CAB Minutes are posted to the PUD website.

**Meeting Recordings:** Voice recordings of CAB meetings will be posted on the PUD website preferably within one week. An Audio Recording Index will be prepared and posted to the PUD website at the same time as the audio recording. The Audio Recording Index facilitates those wishing to listen to the recording.

**Meeting Venue:** The CAB meeting venue should easily accommodate the CAB members in a quasi-formal setting with the CAB members facing the audience. A semi-circle seating arrangement for the CAB members is preferred so CAB members can see each other. The meeting venue should accommodate members of the public who want to attend including ample parking. Until the new PUD facility is completed, the preferred venue is the Jefferson County Transit Building Meeting Room.

**CAB Rules of Debate:** Members who wish to speak must raise their hand and be recognized by the Chair. CAB members may speak only when acknowledged by the Chair. CAB members may speak a second time on a specific topic only after all members have had an opportunity to speak once.

**Addressing Members of the Public:** Members of the public / audience may wish to remain anonymous. CAB members should refrain from calling members of the public by name and should refer to a speaker as “A member of the public who said....” when referencing public comments.

**Addressing CAB Members:** CAB members may address each other by first name. Members of the public may also address CAB members by first name if the CAB person allows.

**Subcommittee Rules of Conduct:** Subcommittee meetings are not open to the general public. All subcommittee members shall refrain from discussing the content of subcommittee meetings with the public. The public becomes aware of subcommittee discussions only during a regular CAB meeting or workshop. (Cf: Section 6C in Resolution 2018-015)

**Meeting Format:** The following defines the CAB meeting format:

Call to Order And Determine Quorum: The Chair or Vice Chair calls the meeting to order and determines whether a quorum is present.

Introductions: CAB Members should state their name and the Commissioner District they represent. CAB members grant their permission if they wish to be called by first name when being addressed by the public. Staff members state their names and their title / role.

Voluntary Public Introductions: Members of the public may introduce themselves if they choose.

Review / Approve the Agenda: The CAB will review the agenda, amend it as appropriate, then approve it by majority vote.

Public Comments: The Chair will announce the rules for public comment(s). Unless agreed by the full CAB, the timeframe for comments is limited to 15 minutes with any one person given three minutes to speak **regarding items not on the agenda**. Persons wishing to speak should raise their hand and be recognized by the Chair. Speakers may state their name but are not required to do so. The Chair will designate a timekeeper so that CAB members can devote their full attention to the person speaking. The person making the public comment speaks to the CAB Chair. The public will refrain from addressing individual CAB members. After the comment is heard, the Chair may say “Thank you for your comment” or something similar.

Approval of Last Meeting Minutes: The prior Minutes are included in the *Meeting Agenda Packet*, which is made available two-business days before the meeting so CAB members and the public have an opportunity to review beforehand. The Minutes of the previous meeting are approved by the CAB. Signed Meeting Minutes are posted to the PUD website.

BOC Report: The attending Commissioner may present a brief report. The purpose of the report is to inform the CAB regarding policy issues that the BOC is discussing or will be discussing in the future.

PUD Staff Reports: PUD staff including the GM or their designee present an update for the CAB. Members may ask questions following the staff update.

Subcommittee Reports: A CAB member presents on an agenda item. Agenda items are either discussion items or decision items.

Discussion Items: A CAB member presents the item for discussion. After the presentation, the CAB discusses / deliberates followed by public comment(s). The presenter states the next steps for the discussion item.

Decision Items: A CAB member presents the item for consideration. If there is a motion on the floor, public comment(s) are heard followed by CAB discussion / deliberation. The CAB then takes action on the motion.

(Note: *Roberts Rules of Order for Small Boards* allow for an informal discussion of a subject while no motion is pending)

CAB votes may be “fast tracked” for minor procedural matters. In this case, the Chair has the discretion to ask if there “are there any objections?” When passed in this process, the Meeting Minutes will reflect that the motion was passed without objection. If there are any objections, then *Roberts Rules of Order* will be followed.

Communications: If the CAB received any written communications since the previous CAB meeting, those communications will be acknowledged.

Future Agenda Items: The CAB Chair or their designee keeps track of and states future CAB topics.

Review PUD Calendar: The upcoming two months of the PUD calendar will be reviewed for BOC meeting dates, CAB meeting dates, and any scheduled workshops.

Signing of Previous Meeting Minutes:

Adjournment:

**Subcommittee Study Topics:** Subcommittees formed to study a topic are encouraged to establish a general timeline to complete their study. For complex topics the timeline may be revised as necessary to accomplish the task.

**Subcommittee Meetings:** May be held at an agreed upon location or may be conducted as a phone conference call.

**Subcommittee Reports:**

In an effort to increase public participation and awareness, subcommittees are encouraged to provide interim reports from time-to-time. These interim reports may be verbal or in written form. The goal of this process is to allow the public to comment throughout the timeframe of a topic being studied.

When a CAB report / recommendation is being presented to the Board for their consideration, the CAB Chair or the Subcommittee Chair or a designee should attend the BOC meeting to clarify and answer any questions the BOC may have.

**Workshops:** A topic being studied by the CAB or CAB training may require a workshop to be scheduled. Workshops are announced in advance and subject to the *Washington State Open Public Meetings Act* requirements.

**Public Comment Guidelines:**

Public comments help the CAB to be informed about views of the public. Public comment(s) can either be received via e-mail or verbal.

Email Comments: The CAB encourages questions and comments from the public via e-mail as they pertain to items both on and off the meeting agenda. Blanket emails of the same content from multiple members of the public is strongly discouraged.

Verbal Comments: Public comments must be germane to the topic at hand and limited to three minutes per person. Those making public comment may not cede their unused time to others. No person may speak twice on a particular subject. Verbal public comment(s) are directed to the Chair. Those making public comment(s) will refrain from making personal remarks about CAB members. For the sake of time, the Chair may ask “who else in the audience agrees with what was just said”. That way, repetitive comments are limited. Members of the public are discouraged from side comments or being disruptive during the public comment period.