

FINAL MEETING MNUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 May 13, 2019

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1		Ken Collins, District 2 Commissioner
X	Sebastian Eggert, District 1	X	Dan Toepper, District 3 Commissioner
X	Karen Bennett, District 2	X	Kevin Streett, Acting General Manager
X	Gary Rowe, District 2		Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3	x	Cammy Brown, Recording Secretary
X	Craig Durgan, District 3		

1. CALL TO ORDER

Chair Larry Dennison, called the meeting to order at 2:05 p.m. and stated that a quorum was present.

Chair Larry Dennison offered congratulations to Kevin Streett as the new General Manager for the Jefferson County PUD.

2. CAB/STAFF INTRODUCTIONS: CAB and staff introduced themselves.

3. ANNOUNCE CHANGE IN CAB MEMBERSHIP: Chair Larry Dennison announced that Tim Tibbals, District 2 representative had resigned and Jessica Dillon was introduced as the new CAB member for District 2.

4. REVIEW OF AGENDA/APPROVAL:

MOTION: Russ Michel made a motion to approve the Agenda as presented. Karen Bennett seconded the motion. Motion carried unanimously.

5. PUBLIC COMMENTS (for items not on the agenda) – topics:

- Posting of CAB meeting notices.
- All future CAB meetings will be at the Chimacum Fire Station.

6. **SIGN AND APPROVE CAB MINUTES:**

Meeting minutes of March 8, 2019, were signed.

Corrections to CAB Minutes of April 8, 2019:

- Page 4 of 8 – should be a \$ in front of 4.3 million.
- Page 3 – last bullet on 9.1 Broadband Subcommittee – question word “oriented”. Should it be there?
- Section 9.2 – “Michell” should be “Michel”.
- Section 9.2 – fourth bullet down – April 2, 2009, the BOC approved the recommendations of the two procedural changes. When the commissioners make a BOC report those are spelled out in detail.
- Section 9.2 – sixth bullet down – “commissioners” instead of commission.
- Section 9.2 – committee should be sub-committees.

PUBLIC COMMENT:

- Public comment. Page 4 of 5. Under Speaker No. 1: – Correction – change the statement “Dan Taylor asked to be on the sub-committee” to “Dan Taylor was asked to be on the sub-committee”.

CAB members requested that the minutes be sent out as soon after the meeting as is possible.

7. **BOC UPDATE – DAN TOEPPER:**

- Kevin Streett was offered position of General Manager.
- May 1st survey launched on broadband.
- 10 – 12 positions need to be filled at PUD. Meeting later this month.
- Strategic plan will be updated in coming month.
- Liz Anderson from WPUDA will be at the PUD on May 21st.
- Policy was passed by the BOC that requires employees live within service area.

8. **PUD STAFF REPORTS – KEVIN STREETT:**

- May 21st financial public hearing – may not happen.
- Outreach to Fire Departments.
- Training with Fire Department on safety is May 29th and 30th.
- Staff working through issues on audio recording index.

9. **SUB-COMMITTEE REPORTS:**

9.1 Broadband Sub-Committee – Karen Bennett: CAB member Karen Bennett gave a report.

- Internet survey did get launched and went out in PUD bills and there have been articles in both the local paper and the PDN.
- Jefferson Broadband Action Team (JBAT) has been active.

Gary Rowe gave a short report on JBAT.

- Next meeting scheduled for May 16, 2019 at 3:30 p.m. at the Chimacum High School Library.
- The focus is: What is the bigger issue for broadband for the community in conjunction with what the PUD is doing under their own strategic plan?

9.2 Governance Sub-Committee –Russ Michel:

Russ Michel gave a report. CAB members and members of the public were encouraged to send in their suggestions and comments to Russ Michel.

9.3 Opt Out Sub-Committee: Seb Eggert: Seb Eggert gave a report.

- Sub-committee members are Sebastian Eggert, Tom Engel and Dan Taylor.
- Seb will send out a report for the CAB to review before the next CAB meeting.
- Jessica Dillon volunteered to be on the Opt Out Sub-committee.

9.4 Low Income Sub-Committee: Larry Dennison announced who the members on the Low Income Sub-committee were: Larry Dennison, Craig Durgan, Jessica Dillon and Commissioner Jeff Randall. It is anticipated that the sub-committee will meet at the end of May. There was some discussion on what the sub-committee will address.

10. COMMUNICATIONS: Russ Michel gave a report and responses to communications received since the last CAB meeting. He received one communication from a member of the public regarding the comments on the audio recording index. Those concerns are being addressed by staff.

11. FUTURE AGENDA ITEMS/PUD CALENDAR:

- Next CAB meeting is scheduled for June 10, 2019, at the Chimacum Fire Hall.
- Any additional agenda items should be sent to Larry Dennison, Don McDaniel or Russ Michel.
- Don McDaniel can assist any CAB member to set up their phone where a text message may be sent indicating there is a message waiting for their preview from the PUD email server.