

FINAL MEETING MINUTES  
 Jefferson County PUD  
 Citizen Advisory Board (CAB)  
 June 10, 2019

**Attending CAB Members:**

**Attending PUD Representatives:**

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1	X	Kenneth Collins, District 2 Commissioner (left at 4:10 p.m.)
X	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
X	Karen Bennett, District 2	X	Kevin Streett, Acting General Manager
X	Gary Rowe, District 2	X	Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3 (on phone)	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3 (left at 4:00 p.m.)	X	Cammy Brown, Recording Secretary
X	Craig Durgan, District 3 (left at 4:00 p.m.)	X	Joel Paisner, General Counsel (on phone)

**1. CALL TO ORDER**

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

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

**3. AGENDA APPROVAL:**

Larry Dennison received correspondence from a member of the public asking that the CAB reset the sub-committee reports. Request was to put the Opt Out sub-committee recommendation at the beginning because that person needs to leave early and would like to be here for that and possibly make a comment. 9.3 Opt-Out Subcommittee Recommendation moved up to 9.1.

**MOTION:** Jessica Dillon made a motion to approve the Agenda as amended. Karen Bennett seconded the motion. Motion carried unanimously.

**4. PUBLIC COMMENTS (for items not on the agenda):** Larry Dennison read public comment guidelines. There were no public comments at this time.

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

The April meeting minutes of the CAB were signed in open meeting format. Larry Dennison commented on the process of approving the minutes.

There were no changes to the May 13, 2019 minutes. A final copy of the minutes was submitted for signature.

**MOTION:** Gary Rowe made a motion to approve the minutes of May 13, 2019, of the Citizen Advisory Board. Dan Taylor seconded the motion. Motion carried unanimously.

**6. BOC Update – Commissioner Kenneth Collins. (topics reported on)**

- PURMS (Public Utility Risk Management Service) report on risk liability – protected class. Ruling from the Washington State Supreme Court.

**7. PUD STAFF REPORTS – KEVIN STREETT. (topics reported on)**

- Construction schedule this summer.
- Fiber Optic. Moving forward with CenturyLink.
- Funding – Beaver Valley.
- Temporary helper hired.
- Fire hydrants painted.
- Hiring personnel.
- Customer Service Representative – seven applicants.

**Comments (CAB and public). (topics)**

- Substations.
- GIS – mapping person – graphical interface. Person that puts it into the GPS. Key person. Very critical to the PUD.
- Appreciation of water crews.
- Outages identified on the internet and what caused outage.
- Magellan status report.
- Outage management – does the PUD track historical outages? Response: Yes.

Larry Dennison made the announcement that Kevin Streett was officially the General Manager for the Jefferson County Public Utility District.

**8. CAB BUSINESS:**

**8.1 OPMA and PRA Training/Certificates.** Larry Dennison reminded the members of the CAB to take the OPMA (Open Public Meeting Act) and PRA (Public Records Act) training. The RCW says the CAB members have ninety days from time of appointment of position on the CAB to take the training. The training is supposed to take place every four years.

**8.2 Process to review meeting minutes.** This was covered at the beginning of the meeting.

**8.3 Public Interaction Guidelines:** There was discussion on the public interaction guidelines of individual CAB members. One suggestion was to put together a welcome binder to new board members. Another suggestion was to put aside one of the regular meetings to have a workshop.

**8.4 2019 Work Plan – Tom Engel.** Tom Engel gave a short report on coming up with a 2019 work plan. At next CAB meeting the members will revisit notes on joint meeting with the BOC.

**Public Comments:**

- The business case the CAB was presented with for the ITRON meters was written by ITRON and there was a request to avoid them the next time.

**8.5 Communications Workshop - Jessica Dillon:** Jessica Dillon gave a brief overview on the Communications Workshop with Liz Anderson of WPUA and PUD Communications Manager Will O'Donnell.

Russ Michel stated he will send a copy of the Operating Guidelines to all commissioners.

**Public Comment:**

- A member of the public who attended the Communications Workshop commented that public members were referred to as “outsiders”. Public members are not “outsiders” – they are “insiders”.

**9. Sub-committee Reports/Discussion, Recommendations:**

**9.3 Opt-Out Sub-committee Recommendation – Seb Eggert.** Seb Eggert gave a report. There was some discussion on the Opt-Out policy. The policy will be referred back to the Opt-Out Sub-committee to be worked on further and brought back to the CAB at the next meeting in July.

**9.1 Broadband Sub-committee – Karen Bennett:** A report will be submitted at the next CAB meeting in July.

**9.2 Low Income Sub-committee – Larry Dennison:** A report will be submitted at the next CAB meeting in July.

**10. COMMUNICATIONS:** It was suggested that this report be tabled until the next CAB meeting in July.

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

- Next CAB meeting is scheduled for July 8, 2019, at the Chimacum Fire Hall.

- Any additional agenda items for the CAB meeting in July should be sent to Larry Dennison, Don McDaniel or Russ Michel.

12. **ADJOURN:**

**MOTION:** Karen Bennett made a motion to adjourn the Citizen Advisory Board meeting of June 10, 2019. Larry Dennison seconded the motion. Motion carried unanimously.

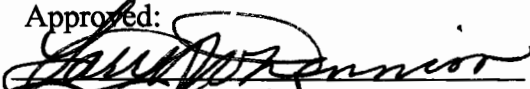
The meeting adjourned at 4:30 p.m.

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Minutes prepared by  
Recording Secretary Cammy Brown

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

Approved:

  
Larry Dennison, Chair

  
Russ Michel, Vice Chair

8/12/19  
Date

12 Aug 19'  
Date

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