



PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY

March 12, 2018  
**Citizen Advisory Board  
Meeting**

*Final  
Minutes*

A meeting of the Public Utility District No. 1 of Jefferson County (PUD) Citizens' Advisory Board (CAB) was held at 310 Four Corners Road, Port Townsend, Washington, on March 12, 2018. The meeting was convened by Chair Doug Huber at 2:00 p.m. Attending:

CAB Members:

Roger Risley  
Larry Dennison (Vice Chair)  
Peter Lauritzen  
Norman Norton  
Doug Huber (Chair)  
Tim Tibbals  
Russ Michel  
Karen Bennett  
Tom Engle

PUD Representatives:

Commissioner Jeff Randall  
Don McDaniel, Consultant  
Will O'Donnell, Communications Manager  
  
Cammy Brown, Recorder  
  
Guest: Joel Peterson, Associate Planner,  
Jefferson County Department of  
Community Development

**AGENDA**

**NOTE:** Throughout this meeting the recording device was malfunctioning. There will be several areas in the meeting that will be blank. However, there were notes taken by the recording secretary.

At the beginning of the meeting the recorder malfunctioned.

My notes reflect: Chair Doug Huber called the meeting to order stating there was a quorum.

Volunteer introductions were given by the members of the Citizens' Advisory Board and public.

There was a review of the agenda. Assistant General Manager Kevin Street requested to be put on the agenda after Public Comment.

**MOTION:** Larry Dennison made a motion to approve the agenda as amended. Norm Norton seconded that motion. Motion unanimously carried.

**Minutes:**

Assistant General Manager Kevin Streett advised the members of the Citizens' Advisory Board the process of recording and transcribing the minutes of the meetings.

**Approval of Minutes from Last Meeting:**

There were several changes to the minutes of February 12, 2018, that were noted by the recording secretary. The changes will be made and the final minutes with changes will be presented at the next CAB meeting for signature.

**MOTION:**

Motion was made by Russ Michel to approve the minutes as amended. This motion was seconded by Roger Risley. Motion unanimously carried.

**Public Comments:**

Chair Doug Huber presented Handout No. 1, General Public Comment Period Statement, which he read into the minutes.

Recorder was back on at 2:12 pm

**County Comprehensive Plan Update:** Russ Michel introduced Joel Peterson, Associate Planner for Jefferson County, Lead Planner working on the County Comprehensive Plan. Mr. Peterson gave an update on the process as it pertains to the utilities that the PUD is responsible for. Mr. Peterson presented the CAB members with Handout No. 2, Jefferson County's Your Voice & Vision Comprehensive Plan Update 2038.

During his presentation Mr. Peterson gave out Handout No. 3, Summary Schedule for Final Legislative Process.

There was some public comment.

The recorder malfunctioned at 2:43 p.m. Will O'Donnell, Communications Director for the PUD, used his cell phone to record the meeting.

**Governance Sub-Committee Update:**

Russ Michel gave a report. The Governance Sub-Committee members made comments. Members of the CAB reviewed the Draft CAB Governance Policy. It was requested that any changes (redlines), corrections or suggestions to be made to the policy be sent to Russ Michel by March 23, 2018,

Cell phone recorder stopped 3:05 p.m.

Recorder back on at 3:06pm (it was being charged).

**Broadband Delivery Strategies – Sub-Committee Report:**

Karen Bennett gave an update. The sub-committee report was submitted to the Board of Commissioners on the Consent Agenda. The report spoke about what are the next steps to be taken.

**PUD Credit Card Use Policy Sub-Committee Report:** Tom Engle gave a report. There was some discussion and public comment. There was a suggestion made to inactivate the credit card sub-committee until the new Chief Financial Officer (CFO) comes on board and then maybe take up that discussion with that person. The draft report of the sub-committee was withdrawn.

**MOTION:** Motion was made by Doug Huber to continue the credit card use investigation but expand to other forms of payment pending the Chief Financial Officer's input. Roger Risley seconded the motion. Motion unanimously carried.

**Solar Committee Report:** Roger Risley gave an update. The committee submitted their report to the Board of Commissioners on February 20, 2018. A recommendation was made to disband the sub-committee.

It was pointed out that the CAB report on the PUD General Meeting agenda will not be listed under the Consent Agenda, but will now be listed under Discussion.

The BOC and staff are working on community solar power. There was some public comment.

**MOTION:** Larry Dennison made a motion to disband the Community Solar sub-committee to be reinstated at a future date as necessary. The motion was seconded by Roger Risley. There was one CAB member that opposed. The majority agreed. Motion carried.