



PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY

May 8, 2017

Citizen Advisory Board Meeting

Final
Minutes

A meeting of the Public Utility District No. 1 of Jefferson County (PUD) Citizen Advisory (CAB) was held at 310 Four Corners Road, Port Townsend, Washington, on May 8, 2017. The meeting was convened by Chair Roger Risley at 2:30 p.m. Attending:

CAB Members:

Roger Risley
Doug Huber
Peter Lauritzen
Norman Norton
Karen Bennett
Tim Tibbals

PUD Representatives:

Richard Hughes, General Counsel
Don McDaniel, Consultant
Cammy Brown, District Recorder

It was established there was a quorum.

Final Minutes of February 13, 2017:

MOTION: Peter Lauritzen made a motion and it was seconded by Tim Tibbals that the minutes as written be approved. Motion unanimously carried.

Draft Minutes of March 13, 2017:

Amendments: Page 3 – Paragraph six, third sentence, take out “Peter Lauritzen” and replace with “Norm Norton”.

MOTION: Tim Tabbal's made a motion and it was seconded by Norman Norton that the minutes as amended be approved. Motion unanimously carried.

Draft Minutes of April 10, 2017:

Amendments: Page 1 – change Susan Bennett to Karen Bennett. Add Norm Norton to the Broadband Subcommittee. Page 3 deletion in second paragraph. Under “suggested agenda at next meeting delete “Broadband – form a committee”.

MOTION: Tim Tibbals made a motion and it was seconded by Norman Norton that the minutes as amended be approved. Motion unanimously carried.

****CAB members requested that a roster of members on the board be sent out.**

AGENDA: The following was added:

- Roger Risley added to the agenda for discussion Community Solar.
- Discussion of term limits for board members.

Agenda was approved as amended.

Public Comments: None.

Open Public Meetings Regulations: Richard Hughes, General Counsel for Jefferson County PUD No. 1, made a presentation on how the Open Public Meetings Act applies to the CAB meetings. There was a hand out of RCW 42.30.020 the Definition of Public Agency.

Chair Roger Risley stated there was training available online.

Broadband Delivery Strategies: The committee has not met yet. Norm Norton presented some research that he had gathered.

Update CAB Objectives/Purpose: Peter Lauritzen gave a report. He will work with Richard Hughes, General Counsel, on a final format.

MOTION: Peter Lauritzen made a motion and it was seconded by Tim Tibbals that the Proposed Purpose and Objectives of the CAB be approved as proposed. Motion unanimously carried.

After review by Richard Hughes, the final proposal of the CAB Objectives/Purpose will be sent back to the Board.

Community Solar: Chair Roger Risley suggested this topic be discussed at the next CAB meeting. There was mutual consent to add this topic to the next meeting of the CAB.

Meeting Times/Dates: There was some discussion on when the CAB will meet. Chair Roger Risley suggested this agenda item be discussed at the next CAB meeting.

NOTE: At 4:00 p.m. it was noticed that the recorder had gone off by itself. There was no estimation as to when it turned itself off. Cammy left the meeting to get another recorder. The recorder that she received was not charged. Meeting continued without being recorded.

Don McDaniel listed the agenda items to be discussed at the next CAB Meeting:

- List of Projects by Lauritzen
- Discussion on handout – Potential Cab Projects
- Community Solar

Public Comment: Bill Kaune stated he would like to work with the CAB. This act of volunteering to be a part of the CAB was acknowledged by Chairman Risley.

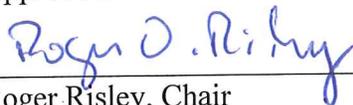
MOTION: Karen Bennett made a motion and it was seconded by Tim Tibbals to adjourn the meeting. Motion unanimously carried.

ADJOURNMENT: Chair Roger Risley adjourned the meeting at 4:26 pm.

Minutes prepared by: Cammy Brown, PUD Recorder

CAB meeting audio file available on website www.jeffpud.org

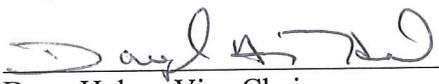
Approved:



Roger Risley, Chair

14 AUG 17

Date



Doug Huber, Vice Chair

14 Aug 2017

Date

Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at 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.

CAB Broadband Subcommittee Update CAB Meeting June 12, 2017

- ❖ To define objectives and goals for the subcommittee, we are:
 - Kicking off a SWOT analysis regarding “expanding broadband in Jefferson County”
 - We will prioritize those results to highlight the biggest strengths/opportunities and the areas of weakness/threat most important to abate.
 - Drafting a working document defining what the PUD’s “role” is in the expansion of broadband
 - Use to the above to set objectives for the CAB that will help resolve SWOT items and meet the objectives of the PUD role.
- ❖ To further our knowledge, we are researching the following:
 - We continue to research:
 - What is the current state of broadband in JeffCo
 - What are other PUD’s in Washington, other states doing that is working
 - What local businesses and agencies think of broadband
 - And will start researching:
 - What team of “collaborators” should come together to expand broadband
 - What other technical solutions are available
 - What is the federal government doing, what knowledge/funding is available
 - What are the results of the JeffCo broadband survey
- ❖ Immediate action items
 - Give budget input (before first week of July)
 - Identify and communicate additional actions that help make the survey successful (as soon as possible, to support the year-long survey)
 - Keep aligned with PUD resources already immersed in this topic (on-going)
 - Work with the new PUD telecomm employee (when they are hired and available)

Handout

RCW 42.30.020**Definitions.**

As used in this chapter unless the context indicates otherwise:

(1) "Public agency" means:

(a) Any state board, commission, committee, department, educational institution, or other state agency which is created by or pursuant to statute, other than courts and the legislature;

(b) Any county, city, school district, special purpose district, or other municipal corporation or political subdivision of the state of Washington;

(c) Any subagency of a public agency which is created by or pursuant to statute, ordinance, or other legislative act, including but not limited to planning commissions, library or park boards, commissions, and agencies;

(d) Any policy group whose membership includes representatives of publicly owned utilities formed by or pursuant to the laws of this state when meeting together as or on behalf of participants who have contracted for the output of generating plants being planned or built by an operating agency.

(2) "Governing body" means the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.

(3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

(4) "Meeting" means meetings at which action is taken.

[1985 c 366 § 1; 1983 c 155 § 1; 1982 1st ex.s. c 43 § 10; 1971 ex.s. c 250 § 2.]

NOTES:

Severability—Savings—1982 1st ex.s. c 43: See notes following RCW 43.52.374.

RCW 42.30.077**Agendas of regular meetings—Online availability.**

Public agencies with governing bodies must make the agenda of each regular meeting of the governing body available online no later than twenty-four hours in advance of the published start time of the meeting. An agency subject to provisions of this section is not required to post an agenda if it does not have a web site or if it employs fewer than ten full-time equivalent employees. Nothing in this section prohibits subsequent modifications to agendas nor invalidates any otherwise legal action taken at a meeting where the agenda was not posted in accordance with this section. Nothing in this section modifies notice requirements or shall be construed as establishing that a public body or agency's online posting of an agenda as required by this section is sufficient notice to satisfy public notice requirements established under other laws. Failure to post an agenda in accordance with this section shall not provide a basis for awarding attorney fees under RCW 42.30.120 or commencing an action for mandamus or injunction under RCW 42.30.130.

[2014 c 61 § 2.]

NOTES:

Intent—Finding—2014 c 61: "The legislature intends to promote transparency in government and strengthen the Washington's open public meetings act. The legislature finds that it is in the best interest of citizens for public agencies with governing bodies to post meeting agendas on web sites before meetings. Full public review and inspection of meeting agendas will promote a greater exchange of information so the public can provide meaningful input related to government decisions." [2014 c 61 § 1.]

RCW 42.30.080**Special meetings.**

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or electronic mail; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

(b) Posted on the agency's web site. An agency is not required to post a special meeting notice on its web site if it (i) does not have a web site; (ii) employs fewer than ten full-time equivalent employees; or (iii) does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location.

Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

[2012 c 188 § 1; 2005 c 273 § 1; 1971 ex.s. c 250 § 8.]

RCW 42.30.205

Training.

(1) Every member of the governing body of a public agency must complete training on the requirements of this chapter no later than ninety days after the date the member either:

(a) Takes the oath of office, if the member is required to take an oath of office to assume his or her duties as a public official; or

(b) Otherwise assumes his or her duties as a public official.

(2) In addition to the training required under subsection (1) of this section, every member of the governing body of a public agency must complete training at intervals of no more than four years as long as the individual is a member of the governing body or public agency.

(3) Training may be completed remotely with technology including but not limited to internet-based training.

[2014 c 66 § 2.]

NOTES:

Findings—Short title—Effective date—2014 c 66: See notes following RCW 42.56.150.

B. Committees of a Governing Body

The definition of governing body includes “any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.” [RCW 42.30.020\(2\)](#). In 2015, the State Supreme Court concluded that: (1) a “committee thereof” means committees created by a governing body pursuant to its executive authority, regardless of whether the committee includes members of the governing body; and (2) a committee acts on behalf of the governing body “when it exercises actual or de facto decision-making authority for the governing body.” *Citizens Alliance v. San Juan County* (2015). A committee is not exercising such authority when it is simply conducting internal discussions or providing advice or information to the governing body. *Id.*; see also *Clark v. City of Lakewood* (2001).

It is not clear whether a committee of a governing body is required to give notice for all of its meetings when it is only at some of its meetings that it is acting so as to come within the definition of “governing body.” Nevertheless, it would be pragmatic for such committees that sometimes engage in such activities - acting on behalf of the governing body, conducting hearings, or taking testimony or public comment - to conduct all their business in open meetings.

Source: AGO Open Government Resource Manual

Handout
5-8-17

Potential and Actual CAB Projects

1. Possible options on noxious weed management
2. Enabling broadband service in underserved areas.
3. Promotion of a Community Solar Project
4. Obtaining financing for conservation projects
5. Prioritizing conservation projects at a time when BPA funding is less than demand for projects
6. Rate policy: Should future rate increases reflect increases in fixed charges or increases in usage fees?
7. Policy issues on the new smart meters: Type to purchase? How to opt out? What choices do customers have?
8. Rebates for fuel-switching from propane or oil to electric heat pumps?
9. Future Customer Surveys —
10. Other projects of interest.