



PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY

May 14, 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 May 14, 2018. The meeting was convened by Chair Doug Huber at 2:00 p.m. Attending:

CAB Members:

Karen Bennett Dist. 2
Larry Dennison Dist. 1
Tom Engle Dist. 1
Russ Michel Dist. 3
Norman Norton Dist. 3
Tim Tibbals Dist. 2

PUD Representatives:

Commissioner Kenneth Collins
Don McDaniel, Consultant
Larry Dunbar – General Manager
Joel Paisner – General Counsel
Jean Hall – Customer Service Coordinator
Tammy Lehman, Interim Chief Financial Officer

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.

AGENDA

There was a request that the report on the late fees be moved. Late fees report was moved after Introduction – Larry Dunbar, General Manager.

Karen Bennett requested the Broadband Subcommittee Report be removed from the agenda.

MOTION: Russ Michel made a motion to approve the agenda as amended. Larry Dennison seconded that motion. Motion unanimously carried.

Approval of Minutes from Last Meeting:

There was a questions as to the time that Chair Doug Huber arrived at the meeting – was it 3:30 p.m.?

Note from Recorder: After reviewing her notes, the time of arrival of Chair Doug Huber was 2:30 p.m. and not 3:30 p.m. The minutes have been changed to reflect this.

Page three – last motion on Page 3 – there is an “s” on Mr. Engle. Correct it to a single “s”.

MOTION: Larry Dennison made a motion to approve the minutes of the Citizens’ Advisory Board Meeting of April 9, 2018, as amended. This motion was seconded by Tim Tibbals. Motion unanimously carried.

Public Comments: The following topics were discussed:

- Electromagnetics and health. Book - The Invisible Rainbow was handed out for review.
- Arrangements of chairs – had a suggestion to not have the committee members’ backs to the audience. Suggestion to have a larger room – Transit Conference Room? This will create more of a welcoming atmosphere.
- Question from public member about meters and why they were not on the agenda.
- The need for more available parking spaces at Operations Center.

Introduction of Larry Dunbar, General Manager:

Larry Dunbar, General Manager of the Jefferson County Public Utility District No. 1, introduced himself and went over some of the projects that he would like to work on with the CAB.

Next month there will be at a minimum three issues for the CAB’s consideration. Mr. Dunbar listed some of the following topics which may be included:

- Community Solar Project.
- Sewer Rate Update.
- Broadband Line Extension Policy.
- Provide CAB with information only updates periodically.
- Consolidated Facility Project.

The following brief subcommittee reports were given to the General Manager:

- Broadband – Karen Bennett.
- Credit Card Committee – Tom Engel.
- Low Income- Doug Huber, Larry Dennison and Commissioner Collins.
- Smart Meters – CAB is on hold for now.
- Solar Committee – has been disbanded but may be re-energized.

Recommendation on Late Fees: Tom Engel gave a report and passed out Handout No. 1 - Report of the CAB subcommittee on Credit Card Use and Late Fees. There was considerable discussion. An updated report will be presented at the next CAB's meeting.

Open Public Meeting Discussion: Joel Paisner, General Counsel, went over some of the rules of the Open Public Meetings Act and Public Records Act with the CAB members.

Noxious Weed Subcommittee Report: Chair Doug Huber presented information on certification that could be available to committee members of the Noxious Weed Subcommittee. the Noxious Weed Coordinator for the County gave a brief presentation and went over the projects the County and PUD are working on. He expressed his appreciation of the collaborative efforts between the PUD and the County.

Governance Subcommittee Update: Russ Michel presented the third draft (Handout No. 2) of the Governance Policy and went over some of the changes. The process of how the General Manager and the CAB work together was reviewed. A finalized Governance Policy will be presented at the next CAB meeting. It was suggested that the CAB send the Governance Policy to the commissioners for review. If the commissioners support the policy, then it is sent back to the PUD staff and the PUD staff puts it in resolution format.

Add to Agenda for Next Meeting and Future: Consultant Don McDaniel said that since the CAB will be working on the Agenda, he will do a draft. He will make sure that any materials that need to be copied to be included in the packet or that need to go on the net, gets done.

Additional Comment Concerning Broadband: Russ Michel made a suggestion for the Broadband Subcommittee to present a more visual picture of the broadband extensions. Have the GIS PUD employee create a map that shows current overhead, current underground broadband, and proposed broadband and overlay that map on top of population density.