



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

June 12, 2017

Citizen Advisory Board Meeting

*Final
Minutes*

A meeting of the Public Utility District No. 1 of Jefferson County (PUD) Citizen Advisory Board (CAB) was held at 310 Four Corners Road, Port Townsend, Washington, on June 12, 2017. The meeting was convened by Chairperson Roger Risley at 2:30 p.m.
Attending:

CAB Members:

Roger Risley
Peter Lauritzen
Doug Huber
Norm Norton
Tom Engel
Karen Bennett
Tim Tibbals

PUD Representatives:

Commissioner Jeff Randall
Don McDaniel, Consultant
Cammy Brown, District Recorder

Bill Kaune, Public Member

It was established there was a quorum.

Review of Agenda: No changes.

MOTION: Norm Norton made a motion and it was seconded by Karen Bennett that the Agenda be approved. Motion unanimously carried.

Draft Minutes of May 8, 2017:

MOTION: Peter Lauritzen made a motion and it was seconded by Tim Tibbals that the minutes of May 8, 2017 be approved with no corrections. Motion unanimously carried.

Public Comment: Bill Kaune requested status of meter upgrade project. Jeff Randall gave a short report on the update. No additional action has been taken by the Board. There was some

discussion about whether the CAB members were involved with this project.

CAB Approval of Bill Kaune to be appointed to Sub-Committees: Commissioner Jeff Randall gave some direction on approval of persons on subcommittees.

MOTION: Motion was made by Peter Lauritzen and seconded by Tim Tibbals that Bill Kaune be appointed as a standing subcommittee member of the Jefferson County PUD Citizen Advisory Board. Motion unanimously carried.

Broadband Delivery Strategies – Sub-Committee Report: Karen Bennett gave an update on the activities of the committee. She handed out a SWOT Analysis. It was mentioned that broadband money comes from the general budget. There is no broadband source to pay for broadband infrastructure. There was a suggestion made that maybe there could be a trip planned for members of the CAB to take a look at what they have in Kitsap County.

Other suggestions were partnering with WAVE – CenturyLink to provide service. Dslams – switch, use the phone system. Geotel.com – locate fiber for us. More information to come. Survey is a good start. Comment was made that the larger public utility districts are not interested in leasing. This is a long term project.

Peter Lauritzen – Update on CAB: Peter Lauritzen handed out the updated version of the Proposed Purpose and Objectives of the CAB. Suggestions on corrections were given. There was some discussion on the attendance of CAB members. What is the expectation of attendance of CAB member to attend meetings? This topic is to be discussed at the next CAB meeting.

MOTION: Motion was made by Tim Tibbals and seconded by Norm Norton to submit proposed purposes and objectives of the CAB to the Board of Commissioners of the Jefferson County Public Utility District. Motion unanimously carried.

Community Solar Discussion: Commissioner Jeff Randall gave a brief report on Community Solar and what it means for the community. Roger Risley and Bill Kaune volunteered to be on the Community Solar subcommittee. Commissioner Jeff Randall suggested that the committee could have an in-service on community solar. Don McDaniel said he would look at the possibility of providing this in-service.

Next Steps or Additional Board Actions: The following subcommittees were formed:

- Noxious Weed – Doug Huber.
- Broadband – a committee has already been formed. They are Norm Norton, Karen Bennett and Tim Tibbals.
- Community Solar – Roger Risley and Bill Kaune.
- Financing conservation project. Prioritizing/Rebates.
- Rate Policy Increases – Roger Risley will prepare a report. Subcommittee members are Roger Risley, Peter Lauritzen and Bill Kaune. Roger Risley was asked to email a report to CAB members regarding the electricity studies (EES).

- General Manager position: Chairman Roger Risley stated that if anyone had a strong feeling about this topic to go to the Board of Commissioners' meeting and speak up.
- Electric Vehicles: Subcommittee consists of Tom Engel and Roger Risley.

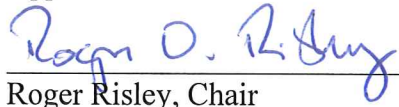
Public Comment: There was some discussion on the rules of order. General consensus of the members was that Robert's Rules of Order do apply to the Citizen's Advisory Board since it is a part of the Jefferson County Public Utility District. It was pointed out that Robert's Rules of Order can be accessed on the PUD website if members need more information.


Adjournment: Motion was made by Karen Bennett and seconded by Peter Lauritzen to adjourn the meeting. Motion unanimously carried. Meeting adjourned at 4:36 p.m.

Minutes prepared by: Cammy Brown, PUD Recorder

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

Approved:


 Roger Risley, Chair


 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.

Proposed Purpose and Objectives of the CAB

To: Jefferson PUD Board of Commissioners

by Peter Lauritzen, CAB

Approved by the CAB on ____, 2017

Resolution No.2016-019, specifying the role of the CAB, was approved by the Board of Commissioners on November 1, 2016. However a review of this resolution revealed several inconsistencies¹. In an attempt to resolve these inconsistencies a suggested replacement resolution is proposed. The two main changes are the elimination of the requirement for Board approval of CAB activities as well as elimination of term limits for CAB members.

1. Direction of CAB Activities

The CAB can undertake activities suggested by the Board of Commissioners (the Board), the General Manager, the public or from within the CAB itself. Although the CAB's activities do not require approval of the Board, the CAB remains limited to an advisory role and has no authority for action except through recommendations to the Board. Regularly summarizing CAB activities by giving presentations and reports at Board Meetings are essential communication channels between the CAB and the Board. Project reports and recommendations prepared by the CAB are to be distributed to the Board, interested staff and posted on the Web for the public as soon as they are approved by the CAB. The requirement for Board approval of CAB recommendations is inappropriate and is removed.

~~3.~~ Term Limits for CAB Members Removed

The CAB members are appointed for staggered three-year terms. A Commissioner's decision whether or not to re-nominate an existing CAB member for an additional term should not be limited by term limits, but should be the prerogative of the Commissioner selecting the best person from the candidates available. To my knowledge only one CAB member has ever applied for a second three-year term out of all the individuals appointed since the CAB began in 2013. -

¹ Item #2 in 2016-019 states "approved at the discretion of the Board" in one place and "the CAB need not obtain Board approval" in another place. Also Item 2A has a sub-committee.

RESOLUTION NO. 20176-019~~xx~~12

A Resolution of the Board of Commissioners of
Public Utility District No. 1 of Jefferson County,
Washington Updating and Clarifying the Role of
the
Citizens Advisory Board

WHEREAS, RCW 54.12.010 states "The powers of the public utility district shall be exercised ~~through~~ athrough a commission...." and

WHEREAS, the Board of Commissioners (Board) approved Resolution 2012-017 on or about the 1st day of October, 2012; ~~and;~~ and

WHEREAS, Resolution 2012-017 set forth a policy for establishment of citizen boards, blue ribbon work groups, and citizen task forces; and

WHEREAS, Resolution 2012-017 requires all committees established by the Board to be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary; and

WHEREAS, Resolution 2012-028 establishing a Citizen Advisory Board (CAB) was approved by the Board on or about the 20th day of November, 2012; and

WHEREAS, Resolution 2012-028 sets forth that the purpose of the CAB is to provide recommendations on subjects selected by the Board, a process of appointing CAB members, terms and rotation of CAB members, and Board administrative support; and

WHEREAS, on or about the 2nd day of September 2014, the Board approved a motion that determined the CAB is a valuable instrument of the Board and should continue indefinitely, the terms and succession of CAB members, and the general process for appointment to the CAB; and

WHEREAS, on or about the 28th day of September 2016, the CAB Chair provided a letter to the Board and General Manager requesting clarity of the CAB role and expressing the CAB's desire to undertake projects and tasks both assigned by the Board and not assigned by the Board; and

WHEREAS, after discussion of the September 28, 2016 CAB letter, the Board at its October 3, 2016 meeting directed General Counsel to prepare a resolution superseding the resolutions referred to herein as they relate to the CAB, which would clarify and update

WHEREAS, Resolution, 2016-019 modifying the policies of the CAB was approved
by the Board on November 1, 2016

THEREFORE, BE IT RESOLVED, by the Commissioners of Public Utility District No. 1 of Jefferson- County, Washington -as follows:

1. **Purpose:** To provide advisory recommendations to the Board on matters assigned requested by the Board and those originating in the CAB. (Requirement for Board approval eliminated) ~~that the Board may consider and approve in its discretion.~~
2. **Manner of assignment Communication:** ~~There shall appear on e~~ Each regular Board meeting agenda that follows a CAB meeting should have an agenda item entitled "CAB Update". ~~and at special Board meeting agendas as the Board may approve, an item entitled "Citizens Advisory Board Proposed Update."~~ Items on the proposed CAB agenda will be presented Current CAB projects will be reviewed by the CAB Chair or designee. ~~discussed by the Board with public input, and approved at the discretion of the Board.~~ The CAB need not obtain Board approval to discuss potential CAB items to present to the Board. (The title is changed and the following phrase is eliminated: discussed by the Board with public input and approved at the discretion of the Board)
3. **Membership:** The Board wishes to maintain stability and institutional knowledge on the CAB while providing opportunity for increased citizen participation. To that end, ~~membership on the CAB members shall proceed as follows have staggered 3 year terms.~~ (staggered 3 year terms added):-
 - A. ~~As terms of current CAB members expire each Commissioner will normally nominate one person/year Beginning with CAB appointments after the terms of current CAB members expire, each Board member will nominate three citizens-~~ who resides within the Board member's respective district for a new 3 year term. Each nomination must be approved by the Board before a nominee may join the CAB. (Change from each Commissioner nominating 3 persons/year to one person/year)
 - A.
 - B. A sitting CAB member who wishes to serve a second 3 year term must again be re- nominated following the process in Section 3A. (Term limits eliminated)
~~by the Board member in his or her district and approved by the Board. No CAB member shall serve more than two consecutive complete 3 year terms.~~
 - D. Vacancies on the CAB shall be filled by nomination by a Board member which corresponds with the district in which the vacancy exists, and approval by the Board. The CAB member so approved will serve the remainder of the unexpired term of the CAB position- being filled.
 - E.C. ~~Current CAB members may serve 3 more years beginning November 1, 2016, after which time they may apply for a second 3 year term as provided in paragraph 3(B)- herein (No change, existing text):-~~
4. **Removal of CAB member:** The Board may remove a CAB member if, in the Board's discretion, the CAB member has not performed satisfactorily in carrying out his or her duties, provided, the CAB member first has been notified of the Board's concerns and has had a reasonable opportunity to correct the issue. However, the Board shall have absolute discretion whether its concerns have been adequately addressed. (Existing text)
5. **Administrative procedures; and support:** The CAB shall:

- A. Annual election of a Chair and Vice-Chair to one-year terms occurs at a time selected by the CAB. Current officers will remain in office until new officers are elected.
(Changed to delay election of officers until new members are appointed) Elect a Chair and Vice-chair to one-year terms each January.
- B. Be subject to the Washington Open Public Meetings Act (RCW 42.30) and Public Records Act (RCW 42.56). (Existing text)
- ~~C. Develop such administrative procedures as may be reasonably necessary to carry out its purpose. (Existing text)~~
- ~~C.~~
- ~~D. Meet the second Monday of each month. (Existing text)~~
- ~~E. Be provided a contract or District staff person to take minutes, and such other support as the Board may approve. (Existing text)~~
- ~~D. Meet the second Monday of each month.~~
- ~~E. Be provided a contract or District staff person to take minutes, and such other support as the Board may approve.~~
- ~~F.~~

~~N. Report to the Board quarterly, or more often as may be necessary, the progress of any tasks to which the CAB has undertaken.~~

~~O.F.~~ Not speak on behalf of the District unless approved by the Board. However, CAB members do not relinquish their right to speak for themselves as any citizen provided they make express in any public communication that they do not speak on behalf of the District. (Existing text in Section G. Note that the original Section F is eliminated as it is duplicated by Section 2 above)

- 6. **Periodic review:** ~~review:~~ The Board shall review the CAB purpose and effectiveness from time to time, no less than every 3 years. (Existing text)
- 7. **Supersedure:** This resolution supersedes any previous policy, resolution, or District action as they relate to the -CAB. (Existing text)

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this 1st day of November 2016.