



PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY

June 11, 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 June 11, 2018. The meeting was convened by Chair Doug Huber at 2:01 p.m. Attending:

CABMembers:

Larry Dennison Dist. 1
Tom Engel Dist. 1
Peter Lauritzen, Dist. 1
Russ Michel Dist. 3
Norman Norton Dist. 3
Tim Tibbals Dist. 2
Roger Risley, Dist. 2

PUDRepresentatives:

Commissioner Jeff Randall
Don McDaniel, Consultant
Larry Dunbar – General Manager
Will O'Donnell – Communications Manager
Jean Hall, Customer Service Coordinator
Casey Findell, Geographic Information
Systems Analyst (GIS)
Kevin Street, Assistant General Manager

Chair Doug Huber called the meeting to order stating there was a quorum. It was noted that Karen Bennett had an excused absence.

AGENDA

A member of the public requested that the Sewer Rate Update to be moved up on the Agenda just before Community Solar. Sewer Rate Update was moved.

MOTION: Russ Michel made a motion to approve the Agenda as amended. This motion was seconded by Larry Dennison. Motion carried unanimously.

Approval of Minutes from Last Meeting:

Corrections to minutes of May 14, 2018:

Jean Hall is a Customer Service Coordinator – not a Manager. (Page 1).

Tom Engel’s name was misspelled and there is no “s”. Should be Engel. (Page 2).

Noxious Weed Coordinator for the County is Joost Besign (Page 3).

Under the Noxious Weed Subcommittee Report: delete “Chair Doug Huber presented information on certification that could be available to committee members of the Noxious Weed Subcommittee” and in its place put “Chair Doug Huber presented information to the committee members on the noxious weed program.” (Page 3)

Time when meeting was adjourned was 4:26 p.m. (Page 5).

MOTION: Russ Michel made a motion to approve the minutes of the Citizens’ Advisory Board Meeting of May 14, 2018, as amended. This motion was seconded by Roger Risley. Motion carried unanimously.

Public Comments: Chair Doug Huber read the guidelines.

Voluntary introductions were given by the members of the Citizens’ Advisory Board and public.

The following topics were discussed:

- Standard format for each of the topics in Agenda packets.
- Governance Resolution.

Casey Findell – PUD Staff Report on Mapping:

General Manager Larry Dunbar introduced Casey Findell, GIS Analyst for the PUD. At the last CAB meeting there was a request by the members of CAB to be shown the PUD’s fiber optics assets. The Broadband Subcommittee will be meeting later this month. Casey gave his presentation. The map is available on line. Kevin Streett, Assistant General Manager came in briefly to answer a few questions.

Low Income Report – Jean Hall: Jean Hall, Customer Service Coordinator, gave a low income report. She gave out a written report on low income customer participants. (Handout No. 1).

Sewer Rate Update: Assistant General Manager Kevin Street made a presentation on the Kala Point Sewer rate update.

MOTION: Tom Engel made a motion that the Citizens’ Advisory Board recommend a \$5.00

increase in the rate for Kala Point and an immediate increase to \$30.80 for all other sewer systems effective August 2018. Future rate increases will be considered once financial accounting on operations and maintenance costs have been determined. Larry Dennison seconded the motion. Motion carried unanimously.

Community Solar: General Manager Larry Dunbar gave a brief report on the Community Solar Project. The PUD staff will put together a project proposal.

Unused Solar Energy Credits: General Manager Larry Dunbar asked the CAB to consider a suggestion from the PUD staff regarding donating the value of unused solar energy credits to further assist low-income electric customers.

MOTION: Tom Engel made a motion to adopt the recommendation to authorize the General Manager to offer an amendment to the Miscellaneous Professional Services Agreement with the Olympic Community Action Programs and an amendment to the Low-Income Residential Energy Assistant Agreement with Port Townsend St. Vincent de Paul to donate the wholesale value of unused solar energy credits to further assist low-income electric customers. Larry Dennison seconded the motion. Motion carried unanimously.

General Manager Larry Dunbar will come back in two or three months to present an updated report on solar.

Broadband Line Extensions: General Manager Larry Dunbar reported that the subcommittee is meeting with staff on June 14th. There will be a report given at the next meeting of the CAB.

Late Fee Sub-Committee Update: Tom Engel submitted an updated recommendation.

MOTION: Tom Engel made the motion to submit the recommendation to the BOC as follows:

For residential accounts, we recommend that a late fee of a flat \$5.00 be added on any electric, water, sewer or combination electric, water and/or sewer account that is not paid by the bill's due date. A minimum amount due of \$50.01 would be required before the late fee would be assessed. There would also be a three business days' grace period so that all payments received could be processed before the late fee would be assessed.

For commercial accounts, we recommend the greater of 1% or \$5.00 will be added on any electric, water, or combination electric and water account that is not paid by the bill's due date. A minimum amount due of \$50.01 would be required before the late fee would be assessed. There would also be a three business days' grace period so that all payments received could be processed before the late fee would be assessed.

The late fee may be waived in exceptional circumstances at the discretion of the staff.

We recommend that the late fee be implemented only after ratepayers have been fully informed about this change in policy at a time to be decided by the staff. We also recommend that the staff report back to the CAB their experience with the late fee policy 12 months after implementation. The motion was seconded by Russ Michel. Motion carried unanimously.

PUD Staff Proposed Governance Clarifications: Management Consultant Don McDaniel gave a summary on clarification of the role of the Citizens' Advisory Board. The first draft of Resolution No. 2018-015 Updating and Clarifying the Role of the Citizens' Advisory Board was reviewed. Russ Michel gave a brief outline of the work that was done leading up to the draft of the resolution. Russ Michel will work with staff to take the resolution and incorporate any work that is appropriate from Draft No. 4 of the CAB Governance Policies and bring an updated draft resolution to the CAB meeting next month.

Governance Sub-Committee Discussion: This sub-committee will work on its own internal governance policies at a future date.

Public Comment: Topics:

- Request of a written CAB update report at BOC meetings.
- Change in the Open Public Meeting Act - RCW 42.56.010(3). Exempt records pertaining to volunteers.

Sample Sub-Committee Web Page: Chair Doug Huber went over the sample format of the Subcommittee Web Page. There was some discussion.

MOTION: Roger Risley made a motion that this report be tabled for further discussion until the next CAB meeting. Larry Dennison seconded the motion. Motion carried unanimously.

Chair Doug Huber asked the members of the CAB to come back next month with recommendations.

There was some discussion on the adequacy of the room and parking accommodations at the PUD Operations Center for CAB meetings.

There was some discussion on the process of how to bring agenda items to the CAB.

Next Steps or Additional Board Actions:

- Discussion at next CAB meeting on larger meeting room.
- Parliamentary Procedure Workshop.
- Review Website Draft Plan.
- Updated Governance Policy Resolution.

- Broadband Line Extension Report.

Signing of Documents: The signing of minutes took place during the meeting in a public meeting forum.

MOTION: Motion was made by Roger Risley to adjourn the June 11, 2018, meeting of the Jefferson County PUD Citizens' Advisory Board. This motion was seconded by Tom Engel. Motion carried unanimously.

ADJOURNMENT:

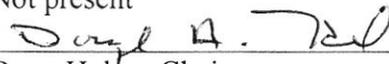
Meeting was adjourned at 5:05 p.m.

Minutes prepared by: Cammy Brown, PUD Recorder

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

Approved:

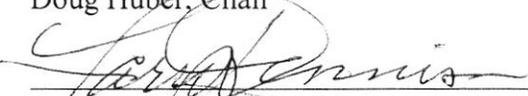
Not present



Doug Huber, Chair

13 Aug 2018

Date



Larry Denrison, Vice Chair

8-13-18

Date

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