



PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY  
September 10, 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 September 10, 2018. The meeting was convened by Chair Doug Huber at 2:00 p.m. Attending:

**CAB Members:**

Karen Bennett, Dist. 2  
Doug Huber, Dist. 3  
Larry Dennison, Dist. 1  
Tom Engel, Dist. 1  
Peter Lauritzen, Dist. 1  
Norman Norton Dist. 3  
Roger Risley, Dist. 2

**PUD Representatives:**

Commissioner Jeff Randall  
Commissioner Kenneth Collins  
Commissioner Wayne King  
Larry Dunbar, General Manager  
Kevin Streett, Asst. General Manager  
Will O'Donnell, Communications Manager  
Don McDaniel, Consultant  
Kris Lott, Network Administrator  
Casey Finedell, GIS/Dispatch

**CALL TO ORDER**

Chair Doug Huber called the meeting to order stating there was a quorum. Voluntary introductions were given by the members of the Citizens' Advisory Board and public. It was announced that CAB members Russ Michel and Tim Tibbals have excused absences.

## **REVIEW OF AGENDA**

Karen Bennett reported there will not be a Broadband Sub-Committee Report. This item was removed from the agenda. There will be a report next month.

Roger Risley added two items on the agenda – Governance and Privacy Policy.

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

## **APPROVAL OF MINUTES FROM LAST MEETING:**

Corrections to Minutes of August 13, 2018:

On Page 1 under Cab Member change “Rober Risley” to “Roger Risley”.

On Page 5, paragraph five. Starting with “POINT OF ORDER” - strike entire paragraph.

**MOTION:** Norman Norton made a motion to approve the minutes of the Citizens’ Advisory Board Meeting of August 13, 2018, as amended. This motion was seconded by Larry Dennison. Motion carried unanimously.

**PUBLIC COMMENTS:** Chair Doug Huber read the public comment guidelines.

The following topics were discussed:

- Governance Policy.
- Addressing comments to the Chair.
- Shuffling paper near microphone during CAB meeting. Compromises recording.
- Value of public engagement with the PUD.

## **GM REPORT:**

- Broadband Line Extension Policy – no action – introduction of key issues.
- Fiber Optic Pilot Project. Cost of extension.
- Strategic planning grant.
- CERB. Request for CAB to put together scope of work. Could include line extension policy.
- Replacing electric meters. Anticipated fiber optic backbone would be integrated into the metering system. Future meter reading system and telecommunications should be considered at the same time.
- One touch make-ready policy.
- Technology is a risk to making an investment in fiber optic facilities.
- District limited legal authority is limited to providing wholesale services.

- PUD employee Casey Finedell, GIS/Dispatch gave a brief visual presentation on where the backbone facilities are today and what the extension of the backbone would look like to serve all of the PUD's electrical water utility assets. There will be a full report on the CAB website and an updated report will be given at the next CAB meeting.
- Low Income Program Update - Updated Rate Reduction Program.
- Power Boost name change and rejuvenating the effort for marketing and promoting the program. Last year customer contributions equaled almost \$30,000 which were transferred to OlyCAP and St. Vincent de Paul.

**Public Comment:**

- A customer contributed to Power Boost Program one month early and the amount was refunded in his next bill. Are funds leaking through?
- Line Extension – question on map.

**Privacy Policy:** Addresses, phone numbers and email addresses of CAB members were made public at the last BOC meeting. It was noted that information was redacted online. General Manager Larry Dunbar will follow up on this and speak with the PUD's attorney.

**Governance: (suggestions)**

- Member of the public on every subcommittee for purposes of outreach.
- Governance Report – Commissioners should be the go-between the CAB and the General Manager. Historically this has been the process.
- CAB performance reviews every three years. Roger Risley was asked by Chair Doug Huber to put details of proposal in a letter to the chair of the Governance subcommittee with a copy to Chair Doug Huber.

**ACTION ITEMS:**

**Cab Recommendation for Additional Street Lighting Rate in Port Townsend.**

Assistant Manager Kevin Streett gave a brief report and summary with background information that was outlined in a memorandum addressed to the CAB and included with the CAB packet.

**MOTION:** Tim Engel made a motion that the CAB endorse and recommend that the Governmental Street Light Rate Schedule with Purchase of Pole and Light by PUD plan be forwarded to the Board of Commissioners for approval. Larry Dennison seconded the motion. Motion carried with a majority vote. There was one opposing vote.

**CAB Recommendations for Meeting Changes Resulting from Parliamentary Procedure Workshop:** General Manager Larry Dunbar reported on the meeting changes that were discussed in the Parliamentary Procedure Workshop (Itemization provided in CAB packet).

**Comments:**

- Show in the minutes the timeline of each agenda item.
- Continue to allow public to speak to items.
- Items 5 and 6 in report - can't do both. Delete No. 5 and adopt No. 6.
- Delete Items 7 and 8 on report.
- No. 3 – delete “begin to”.
- No. 3 - Not change minutes to action minutes.
- Need summation of what happened in meeting in addition to action item.
- Audio – index time of each agenda item.
- Quasi formal – what does that mean? CAB members would be looking at each other. Staff would be seated at one or more tables (similar to BOC meeting room configuration).
- Change of venue. Need more room. Perhaps the Transit Conference Room?
- Change minutes to action minutes.
- Members of public not involved in making of motions and recommendations.

**MOTION:** Larry Dennison made a motion to send to the Governance subcommittee the Meeting Changes Resulting from the Parliamentary Procedure Workshop for a recommendation to the CAB. Karen Bennett seconded the motion. Motion carried unanimously.

**CAB Recommendation Jefferson County Public Works Recycling Project:** General Manager Larry Dunbar reported that the county has asked the PUD to include an insert with the utility bills. There is not an easy accommodating way to get information out to all of the county citizens. This would not be a subsidized PUD action.

At 4:03 p.m. Chair Doug Huber left the meeting and Vice Chair Larry Dennison took over as Chair of the meeting.

**MOTION:** Larry Dennison moved that the CAB approve the recommendation to the BOC to authorize staff to include an insert submitted by the county on Jefferson County Public Work's Recycling Project in the PUD's utility bills. This motion was seconded by Roger Risley. Motion carried unanimously.

**Next Steps or Additional Board Actions:**

- Broadband Committee Report.
- Broadband Line Extension.
- Meeting Changes.
- Vice Chair Larry Dennison wanted to review a request from the public on timely minutes for the public. A copy of an email submitting a recommendation on the Governance resolution was received. This was in response to email communication. The process is that Chair Huber addresses the email and sends it out. This is to let everyone know the email or correspondence has been received formally and the CAB has responded to it. The person that sent the email made some recommendations regarding the CAB governance resolution but he also wrote us a letter specifically stating the RCW requirements for responding in a timely manner. At some point the CAB needs to come up with a policy on when the CAB is going to publish those minutes.
- A request was made to switch to double sided printing and use only color when necessary.

**Open Public Meeting Act Certification:** CAB members were reminded to go online and complete the requirement to complete the certification on the Open Public Meeting Act.

**Public Comment: (topics)**

- Broadband line extension policy. Request for public forums or workshops to inform the public was discussed.
- In addressing the difficulty of balancing the current conversational elements of meetings and getting the business done, the conversational element has been a benefit to the decisions that are made.
- Time limitation on meetings. It was suggested that the agenda items be narrowed down.
- Appreciation from the public for information on expansion of broadband.
- Liability insurance policy for CAB. General Manager Larry Dunbar will follow up with legal counsel.

**MOTION:** Motion was made by Tom Engel to adjourn the September 10, 2018, meeting of the Jefferson County PUD Citizens' Advisory Board. This motion was seconded by Noman Norton. Motion carried unanimously.

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

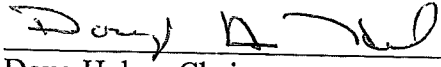
**ADJOURNMENT:**

Meeting was adjourned at 4:25 p.m.

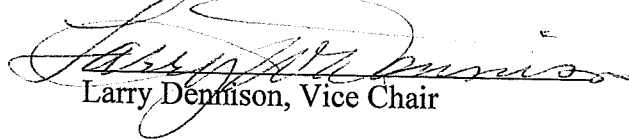
Minutes prepared by: Cammy Brown, PUD Recorder

CAB meeting audio file available on website [www.jeffpud.org](http://www.jeffpud.org)

Approved:

  
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Doug Huber, Chair

10 Dec 2018  
Date

  
\_\_\_\_\_  
Larry Dennison, Vice Chair

12-10-18  
Date

*Please note PUD Citizen Advisory Board meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*