



PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY  
November 19, 2018  
**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 November 19, 2018. The meeting was convened by Chair Doug Huber at 2:00 p.m.  
Attending:

**CABMembers:**

Karen Bennett, Dist. 2  
Doug Huber, Dist. 3  
Larry Dennison, Dist. 1  
Tom Engel, Dist. 1  
Peter Lauritzen, Dist. 1  
Roger Risley, Dist. 2  
Russ Michel, Dist. 3  
Tim Tibbals, Dist. 2

**PUDRepresentatives:**

Commissioner Wayne King  
Larry Dunbar, General Manager  
Don McDaniel, Consultant  
Will O'Donnell, Communications Manager  
Bill Graham, Interim Water Operations Sup.  
Jean Hall, Customer Service Manager

**CALL TO ORDER**

Cammy Brown, Recording Secretary, was not in attendance.

Recorder was not turned on at this point.

**REVIEW OF AGENDA/APPROVAL:**

**Note from Recording Secretary:** Recorder began with Will O'Donnell saying "I didn't think I saw you do it but there it is going."

Then Russ Michel says “No change but this is Russ just under the private vehicle charging stations that is possibly for the CAB to start studying the long term effect of increased number of personal electric vehicles within our district. So that is what that is all about.”

There was nothing in the agenda packet.

**MOTION:** Russ Michel made a motion to accept the Agenda as printed. Tom Engel seconded the motion. Motion carried unanimously.

**PUBLIC COMMENTS: (Anything not on the Agenda):** No public comment.

**APPROVAL OF MINUTES FROM LAST MEETING:**

**MOTION:** Pete Lauritzen made a motion to move the approval of the Minutes of the CAB Meeting of October 8, 2018, to the next CAB Meeting of December 10, 2018. Karen Bennett seconded the motion. Motion carried by majority. Russ Michel opposed the motion.

Larry Dennison arrived at 2:10pm. Doug Huber turned over the running of the meeting to Larry Dennison.

**CUSTOMER SERVICE STANDARDS:**

Customer Service Manager Jean Hall gave a power point presentation on the Customer Service Policy. There is not currently a Customer Service Policy. The Customer Service Policy was included in packet. This was a discussion only item. The power point will be posted to the website. The policy will be an agenda item at the next CAB meeting.

**COS BROADBAND PRESENTATION:**

Bill Graham, Interim Water Operations Supervisor, gave a COS Broadband power point presentation. He communicated the results of the survey - where the respondents are located, their bandwidth, service provider and their level of satisfaction with their current service. Currently the COS Survey has no fiscal impact. Staff will be providing the data from the survey to the consultant selected to complete the telecommunications strategic plan. There was some discussion and public comment.

**WATER SYSTEM PLAN/EMERGENCY PREPAREDNESS PLAN CONTRACT AWARD – BILL GRAHAM:**

Bill Graham, Interim Water Operations Supervisor, gave a Water Shortage Response and Emergency Preparedness Plan presentation. The cost for the development of the water shortage

and emergency response plan is \$11,200. Funding for the plan was not included in the budget. Adequate unrestricted cash reserves are available. There was some discussion and public comment.

**MOTION:** Karen Bennett made a motion to recommend that the HDR Engineering Proposal be presented to the BOC. The motion was seconded by Tim Tibbals. Motion carried unanimously.

**GM REPORT:**

General Manager Larry Dunbar gave a report. Summary:

- The staff has received five Statements of Qualifications for a Telecommunications Engineering Statement of Qualifications for our Telecommunications Strategic Plan.
- The CAB's Broadband subcommittee will be involved in evaluations.
- The Broadband Subcommittee and staff will come back to the CAB asking for a recommendation. We will bring something back at the next CAB meeting for December.
- Contract with NoaNet expires at the end of this year. Staff is hoping to bring back amended contract at the next CAB meeting for December.
- Staff is hoping to bring back a design and construction award extension to build the fiber optic project in downtown Port Townsend.

**GOVERNANCE SUB-COMMITTEE DISCUSSION:** Russ Michel gave an update.

**Governance:**

- Governance Resolution was approved by the Board of Commissioners at their October 26, 2018, meeting.
- Board of Commissioners had a couple of changes based upon the CAB's recommendation. It was clarification only.

In 2a, 2b, 2e – number of sections where the GM was referenced the words his/her designee were added.

**Parliamentary Procedures Recommendations:**

The CAB subcommittee looked at the proposed parliamentary procedures. Summary:

- The subcommittee is recommending that the minutes for the CAB meetings and the Board of Commissioners be action minutes. This is dependent upon some better recording equipment.
- Question: Is it possible to have the recording up on the website in a timely manner? Could there be a summary statement and a time when that topic was discussed?