



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?

Public Comments: Topics:

- The Transit Board has microphones set up at each board station. Works well.
- Regarding action minutes. These meetings are subject to the Open Public Meetings Act (OPMA) and in the OPMA the word action is defined separately from final action. Everybody says action when they mean final action. Suggestion made to use a different term so the two terms can be distinguished. Action is just discussion as far as the OPMA is concerned. Final action is reaching a consensus of any sort, whether it involves actually taking a vote or not.
- Public comments received via email will be included in the meeting agenda packet. What would be the deadline date for the public to be assured that their comments would be in the packet?

Response: Procedure now is all CAB members have to have all of their handouts sent to the PUD via email by the Wednesday before the CAB meeting. Then on Thursday the agenda packet is prepared and it gets sent out via email to all CAB members.

- When someone testifies or asks questions before the BOC or CAB, do you have to state your name?
- Question was asked on the difference between Public Meetings Act and Public Records Act.
- Discussion on time each speaker can speak.
- Issues of emails and verbal presentations set an inequality. For instance, anyone can send an email of any length and any number of people can make very similar emails. In the verbal comments, you are limited to three minutes.
- The CAB is trying to recommend that if someone has a lengthy statement to send it to them and then it will become part of the record. As far as public comment is concerned, the CAB's feeling is that you have to have some sort of control over the amount of time that takes.
- Could the person who has a lengthy email also use three minutes to present a condensed version of that email? Response was yes.
- The idea is to get as much public input as possible in a given amount of time in a public meeting. If someone needs to go into greater detail, then they can do that in writing and it will become part of the public record.
- Speaking to the CAB chair or the BOC President directly. Question asked why?  
Response: Decorum or respect.
- Regarding action minutes - if you are speaking of only final action minutes then there would be no summaries of what went on in the meetings. There is no real definition here because under your meeting recording it says meetings will be annotated with a start and end time of each agenda item to facilitate those wishing to listen to recordings. That indicates that you are speaking about identifying all the agenda items in the minutes –not just the actions that were taken that were votes. It doesn't feel like there is consistency here.

- Some of the public cannot access those recorded minutes on the PUD's website. If Apple laptops are used, you get thirty seconds into the meeting recording and it clicks off and it goes back to the beginning. It is important that written minutes summarize all of the agenda items and public comments.
- Maybe the PUD could show people how to access the recorded minutes. It is a matter of learning some tricks. Maybe the PUD could come up with an instruction sheet.
- Find some middle ground that gives the public all the information they need.
- There is only one or two ways to do it. Action minutes or verbatim. If a person is hard of hearing or totally deaf, that person cannot use the device to listen to the minutes. However, that person could look at written and generally see what happened in the meeting.
- There are three software tools that will take an audio file and produce text. This is for people that are hard of hearing.
- Comment was made on establishing a target end time for the meetings and note on the agenda how long a topic will take. This is to keep track of each agenda item so the meetings end on time.
- Minutes are not very useful. They are not published for months afterwards. There never seems to have enough detail.
- The idea of action minutes was predicated on having a system that would allow the public to hear clearly exactly what went on at the meetings.

It was the general consensus that there would be no action taken on the Parliamentary Procedures guidelines at this time. More research needs to be conducted.

### **CAB Operating Guidelines:**

Russ Michel presented a first draft of the CAB Operating Guidelines. Further discussion on these guidelines will be delayed until January. He mentioned that he will be absent at the December CAB meeting. There are new CAB members coming on board next year and those new CAB members should be able to weigh in under comments for the Operating Guidelines.

### Suggestions:

- Change agenda order to CAB business, GM report and then any staff reports.
- Go to action minutes for the recording secretary. Have a time index when the audio recording is published to the website. This agenda item started discussion at a certain time. Somebody could go to that spot in the recording and listen to it and not have to refer to the minutes.
- Idea of moving staff presentation up to the top is that they have other duties too and they don't need to sit through a whole meeting.

## **NEXT STEPS OR ADDITIONAL BOARD ACTIONS:**

### **Discussion for formation of Subcommittee for Private Vehicle Charging Stations (Effects on PUD's System):**

Russ Michel gave a report on the study that Clallam County did on electric vehicles. Over ten years hybrids or electric vehicles would increase at the rate of 2500 per year.

- That's 3% growth as forecasted by the EEI through 2025.
- They assumed a 25 kilowatt hours per 100 miles driven.
- An average of 37 miles per day per vehicle.

If their assumptions are true, over a ten year period Clallam PUD would have to invest 22.5 million dollars for an additional substation, transmission line extension, substation capacity upgrades, new feeders with line regulation, upgrades to the existing distribution transformers, enhancements, and a lot of infrastructure spent over ten years to support that.

It is worthwhile for Jefferson PUD for the CAB to begin study of what might be the impact of increased participation in people having electric vehicles within the county because it is likely going to happen. It might be a substantial impact to the PUD in the amount of investment.

In Clallam County they forecasted it would take a rate increase of several cents per kilowatt hour to support that.

Comment was made that a number of other organizations have come to the conclusion that no new facilities are needed if there are appropriate charging times – like when people switch to nighttime charging of their vehicles and so forth.

### **Election of 2019 CAB Officers Discussion:**

Elections will be conducted in December. Russ Michel stated he will not be at that meeting but at would like to submit his name to be the Assistant Chair or Vice Chair.

### **Other Business:**

Suggestion was made that the CAB discuss website recommendations in the future.

This is Commissioner Wayne King's last CAB meeting. Appreciation was voiced for his service to the community and for his participation on the Citizen Advisory Board.

### **ADJOURNMENT:**

Chair Larry Dennison adjourned the CAB meeting of November 19, 2018, at 4:28 p.m.

Minutes prepared by: Cammy Brown, PUD Recorder

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

Approved:

Doug Huber  
Doug Huber, Chair

15 March 2019  
Date

Larry Dennison, Vice Chair

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.*