



# Jefferson County PUD Citizen Advisory Board

## *A G E N D A*

Date: January  
14<sup>th</sup>, 2019

Time: 2:00PM to  
4:30PM

Place of  
Meeting:  
Jefferson County  
Transit – 63  
Four Corners Rd.  
Port Townsend,  
WA.

1. Call to Order
2. Welcome New CAB Members
3. CAB/Staff Introductions
4. Voluntary public introductions
5. Review of Agenda/Approval
6. Public Comments - **This public comment period of up to 15 minutes is for any items not on the agenda. During the meeting, the Chair may also permit public comments on other discussion items. Each speaker is limited to 3 minutes.**
7. Approval of Minutes from Last Mtg.
8. BOC Update – Ken Collins
9. PUD Staff Reports
10. Sub Committee Reports
  - 10.1 Governance Sub-Committee
  - 10.2 Broadband Sub-Committee
  - 10.3 CAB Website
11. CAB Housekeeping Items
  - 11.1 New CAB Member Orientation
  - 11.2 OPMA and PRA Training
  - 11.3 Set Time/Dates for CAB Monthly Meetings
  - 11.4 Sub-Committees/Update Membership Roster
12. New Business
  - 12.1 Schedule Parliamentary Procedures Training
  - 12.2 Schedule Workshop with BOC/CAB/Senior Staff
13. Future Agenda Items/PUD Calendar
14. Sign Minutes
15. Adjourn

## **CAB Governance Subcommittee Handouts January 14, 2019**

There are four handouts included in this agenda packet. Two will be presented and discussed at our meeting.

### Information Items:

- 1) The BOC adopted Resolution 2018-015 at their October 26, 2018 meeting. This resolution updated and clarified the role of the CAB. See <http://media.jeffpud.org/resolutions/2018/>
- 2) After the resolution was passed, The CAB Governance Subcommittee prepared two draft documents – The CAB Operating Guidelines and the Parliamentary Procedures Workshop CAB Recommendations. With the GM changing, one new Commissioner, and three new CAB members, these documents are “put on hold” until a later date. The current draft documents are included in this agenda packet for reference.

### Discussion Items:

- 1) Audio Recording Index. Our meetings are recorded and the audio file posted to the PUD website. See <http://media.jeffpud.org/audio.html> It currently is challenging for those who want to listen to discussions on a particular topic to find that in the audio recording. Therefore, the subcommittee is recommending that an Audio Recording Index be created and posted to the PUD website at the same time as the audio recording. The Index is created using the approved agenda as a template. The attached document is an example of the recommended format from the December 10, 2018 CAB Meeting. It is recommended that both the BOC and CAB follow the same process.
- 2) If an Audio Index is implemented, the subcommittee is recommending that our meeting minutes be “Summary” in form. The suggested level of detail is included in this agenda packet using the November CAB Meeting as an example.

**Jefferson County PUD  
Citizen Advisory Board  
December 10, 2018**

**Audio Recording Index**

- Call to Order
- Review of Agenda/Approval
- (3:00) Public Comments
  - (time) Comment regarding....
  - (time) Comment regarding...
- (7:27) Approval of Minutes from Last Meeting
- GM Report
  - (27:55) Customer Service Policy, Update/Recommendation – Jean
  - (51:52) Vehicle Use Policy, Update/Recommendation
  - (1:38:00) Telecom Strategic Plan Contract Award, Update/Recommendation
  - (1:54:00) NoaNet Agreement Amendment
  - Port Townsend Downtown Pilot Fiber Project Update (included in Telecom)
- ~~Broadband Sub-Committee Update~~
- (2:15:00) Election of New CAB Officers for 2019
- (2:18:00) Next Steps or Additional Board Actions
  - Certificate of Completion, Roberts Rules Training
  - Recognition of Outgoing Citizen Advisory Board Members
- Adjourn

Listening Instructions: It is suggested that those wanting to listen to the audio recording download the MP3 file to their personal computer.

**SUGGESTED CAB MEETING MINUTES  
LEVEL OF DETAIL**

(all the legalese)

**Attending CAB Members:**

**Attending PUD Representatives:**

<input checked="" type="checkbox"/>	Larry Dennison, District 1	<input type="checkbox"/>	Jeff Randall, District 1 Commissioner
<input checked="" type="checkbox"/>	Tom Engel, District 1	<input type="checkbox"/>	Ken Collins, District 2 Commissioner
<input type="checkbox"/>	Peter Lauritzen, District 1	<input checked="" type="checkbox"/>	Wayne King, District 3 Commissioner
<input checked="" type="checkbox"/>	Karen Bennett, District 2	<input checked="" type="checkbox"/>	Larry Dunbar, General Manager
<input checked="" type="checkbox"/>	Roger Risley, District 2	<input type="checkbox"/>	Annette Johnson, Executive Assistant
<input checked="" type="checkbox"/>	Tim Tibbals, District 2	<input checked="" type="checkbox"/>	Will O'Donnell, Communications Mgr
<input checked="" type="checkbox"/>	Doug Huber, District 3	<input checked="" type="checkbox"/>	Bill Graham, Water Operations Sup.
<input checked="" type="checkbox"/>	Russ Michel, District 3	<input checked="" type="checkbox"/>	Jean Hall, Customer Service Manager
<input type="checkbox"/>		<input type="checkbox"/>	

**CALL TO ORDER**

The Chair, Doug Huber, called the meeting to order at (time) and stated that a quorum was present.

**AGENDA REVIEW (Decision Item)**

**MOTION:** To accept the agenda as presented. Carried unanimously.

**PUBLIC COMMENTS (for items not on the agenda)**

The following public comments were heard:

Speaker 1: Comment regarding...

Speaker 2: Comment regarding....

Speaker N: Comment regarding...

**APPROVAL OF MINUTES FROM LAST MEETING:**

**MOTION:** To move the approval of the October 8, 2018 CAB Meeting Minutes to the December

meeting. Carried with one NO vote.

## **STAFF REPORTS:**

### **CUSTOMER SERVICE STANDARDS (Discussion Item)**

Jean Hall gave a PowerPoint presentation on the Customer Service Policy. Discussion followed. Public comments were heard.

### **COS BROADBAND PRESENTATION: (Discussion Item)**

Bill Graham gave a COS Broadband PowerPoint presentation. Discussion followed. Public comments were heard

### **WATER SYSTEM PLAN/EMERGENCY PREPAREDNESS PLAN: (Decision Item)**

Bill Graham gave a Water Shortage Response and Emergency Preparedness Plan presentation. Discussion followed. There were no public comments.

**MOTION:** To recommend that the HDR Engineering Proposal be presented to the BOC. Motion carried unanimously.

### **GM REPORT:**

General Manager Larry Dunbar gave a report on the following topics:

- Telecommunications Strategic Plan.
- NoaNet Contract.
- Port Townsend Fiber Optic Project.

**GOVERNANCE SUB-COMMITTEE:** Russ Michel gave a presentation.

### **PARLIAMENTARY PROCEDURES (Discussion Item)**

Recommendations:

- 1) Minutes be action minutes dependent on better audio recording equipment.
- 2) That minutes be “time stamped”

Discussion followed. Public comments were heard.

### CAB OPERATING GUIDELINES

The first draft of the CAB Operating Guidelines was presented. Further discussion postponed until January.

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

#### Private Vehicle Charging Stations (Discussion Item)

Russ Michel gave a report. Clallam County did a recent study regarding distribution system impacts of increased number of electric vehicles. Discussion followed. There were no public comments.

#### Election of 2019 CAB Officers (Discussion Item)

Elections will be conducted in December.

#### Future Topics:

CAB Website

#### Recognition of Commissioner Wayne King:

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

**ADJOURNMENT:** Meeting was adjourned at (time)

(all the legalese and signature lines)

# First Draft CAB Operating Guidelines

November 14, 2018

**Definition:** Resolution 2012-28, created the Citizen Advisory Board (CAB). The Board of Commissioner's (BOC) Resolution 2018-015 was approved on October 16, 2018 which updates and clarifies the role of the CAB. That Resolution is the over-arching policy governing the CAB. These *CAB Operating Guidelines* supplement that Resolution and have been developed by the CAB in cooperation with District staff and the PUD Management Consultant. These Guidelines do not require BOC approval.

**CAB Code of Conduct, Ethics and Values:** The CAB expects of itself and its individual members ethical and business-like conduct. This commitment includes individual behavior acting in a respectful and courteous manner towards other CAB members, District staff, the BOC, and the public.

**Conducting Monthly Meetings:** *Robert's Rules of Order for Small Boards* (version 11 or latest version) are used to conduct the meetings. The CAB Officers and other CAB members will endeavor to become familiar with *Robert's Rules of Order* and will take training as required.

**CAB Elections:** The election of a CAB Chair and Vice Chair occurs annually at the December meeting. CAB Officers shall serve for one calendar year.

**CAB Officers:** The Chair or the Vice Chair preside over the meeting to ensure that the meeting is business-like and focused. The CAB Chair or Vice Chair monitors the timeline on each agenda item to maintain the meeting schedule. The CAB Officers keep a running-list of future agenda items.

**CAB Review:** At least annually, the CAB should conduct a "self-review" of what's working and what might require revision. This review can be done in a regular meeting or a workshop. During this review, the CAB reviews work accomplished to date, and what policy recommendations that CAB is working on either as a whole or in a subcommittee. The CAB Review is presented to the BOC as a brief written report.

**CAB Meeting Start Time:** Each year at the January CAB Meeting or when new members are seated, the CAB will determine a meeting start time for the year. The meeting time should, to the extent possible, accommodate working members of the public.

**Meeting Agenda:** The CAB meeting agenda is prepared in cooperation with the GM or his designee and the CAB Chair and/or Vice Chair. The meeting agenda will be developed for a 2 ½ hour CAB meeting duration. In advance of the agenda being prepared, CAB Members must contact the CAB Chair letting him/her know that they have an action or discussion item for the agenda and provide a time estimate. The same applies to Staff or the BOC requesting time on the agenda. The *Meeting Agenda Packet* is made available to CAB members and the public at

least two-business days before the meeting date. The meeting location, date, and start / end time are stated on the printed agenda and published on the PUD website.

**Meeting Minutes:** The CAB will record “Action Minutes” following the agenda. *Robert’s Rules of Order* offers a simple guideline - action minutes record what actions are taken, not the detail of what was said. Details of CAB meetings are available on the audio recordings. Approved and signed CAB Minutes are posted to the PUD website.

**Meeting Recordings:** Voice recordings of CAB meetings will be posted on the PUD website preferably within one week. The meeting minutes will be annotated with the start and end time for each agenda item to facilitate those wishing to listen to the recording.

**Meeting Venue:** The CAB meeting venue should easily accommodate the CAB members in a quasi-formal setting with the CAB members facing the audience. A semi-circle seating arrangement for the CAB members is preferred so CAB members can see each other. The meeting venue should accommodate members of the public who want to attend including ample parking. Until the new PUD facility is completed, the preferred venue is the Jefferson County Transit Building Meeting Room.

**CAB Rules of Debate:** Members who wish to speak must raise their hand and be recognized by the Chair. CAB members may speak only when acknowledged by the Chair. CAB members may speak a second time on a specific topic only after all members have had an opportunity to speak once.

**Addressing Members of the Public:** Members of the public /audience may wish to remain anonymous. CAB members should refrain from calling members of the public by name and should refer to a speaker as “A member of the public who said....” when referencing public comments.

**Addressing CAB Members:** CAB members may address each other by first name. Members of the public may also address CAB members by first name if the CAB person allows.

**Meeting Format:** The following defines the CAB meeting format:

Call to Order And Determine Quorum: The Chair or Vice Chair calls the meeting to order and determines whether a quorum is present.

Introductions: CAB Members should state their name and the Commissioner District they represent. CAB members grant their permission if they wish to be called by first name when being addressed by the public. Staff members state their names and their title / role.

Review / Approve the Agenda: The CAB will review the agenda, amends it as appropriate, then approves it by majority vote.

Public Comments: The Chair will announce the rules for public comment(s). Unless agreed by the full CAB, the timeframe for comments is limited to 15 minutes with any one person given



three minutes to speak **regarding items not on the agenda**. Persons wishing to speak should raise their hand and be recognized by the Chair. Speakers should state their name (especially important for the audio recording). The Chair will designate a timekeeper so that CAB members can devote their full attention to the person speaking. The person making the public comment speaks to the CAB Chair. After the comment is heard, the Chair may say “Thank you for your comment” or something similar.

Approval of Last Meeting Minutes: The prior Minutes are included in the *Meeting Agenda Packet* which is made available two-business days before the meeting so CAB members and the public have an opportunity to review beforehand. The Minutes of the previous meeting are approved by the CAB. (Note: if Action Minutes are adopted, it might be possible for them to be signed at the CAB meeting where they are approved.)

Staff Reports: If staff members present an update for the CAB, members may ask questions following the staff update.

GM Report: The GM or his designee presents the GM Report which may include CAB action items and/or verbal updates. CAB members may ask questions during / following the GM Report.

Agenda items: A CAB member presents on an agenda item. Agenda items are either discussion items or action items.

Discussion Items: A CAB member presents the item for discussion. After the presentation, the CAB discusses / deliberates followed by public comment(s). The presenter states the next steps for the discussion item.

Action Items: A CAB member presents the item for consideration. If there is a motion on the floor, public comment(s) are heard followed by CAB discussion / deliberation. The CAB then takes action on the motion.

(Note: *Roberts Rules of Order for Small Boards* allow for an informal discussion of a subject while no motion is pending)

CAB votes may be “fast tracked” for minor procedural matters. In this case, the Chair has the discretion to ask if there “are there any objections?” When passed in this process, the Meeting Minutes will reflect that the motion was passed without objection. If there are any objections, then *Roberts Rules of Order* will be followed.

Next Steps: The CAB Chair or their designee keeps track of and states future CAB topics.

Review PUD Calendar: The upcoming two months of the PUD calendar will be reviewed for BOC meeting dates, CAB meeting dates, and any scheduled workshops.

### Signing of Previous Meeting Minutes:

### Adjournment:

**Subcommittee Study Topics:** Subcommittees formed to study a topic are encouraged to establish a general timeline to complete their study. For complex topics the timeline may be revised as necessary to accomplish the task.

**Subcommittee Meetings:** May be held at an agreed upon location or may be conducted as a phone conference call.

### **Subcommittee Reports:**

In an effort to increase public participation and awareness, subcommittees are encouraged to provide interim reports from time-to-time. These interim reports may be verbal or in written form. The goal of this process is to allow the public to comment throughout the timeframe of a topic being studied.

When a CAB report / recommendation is being presented to the Board for their consideration, the CAB Chair or the Subcommittee Chair or a designee should attend the BOC meeting to clarify and answer any questions the BOC may have.

**Workshops:** A topic being studied by the CAB or CAB training may require a workshop to be scheduled. Workshops are announced in advance and subject to the *Washington State Open Meetings Act* requirements.

### **Public Comment Guidelines:**

Public comments help the CAB to be informed about views of the public. Public comment(s) can either be received via e-mail or verbal.

Email Comments: The CAB encourages questions and comments from the public via e-mail as they pertain to items both on and off the meeting agenda. Public comment(s) received via e-mail will be included in the *Meeting Agenda Packet*.

Verbal Comments: Public comments must be germane to the topic at hand and limited to three minutes per person. Those making public comment may not cede their unused time to others. No person may speak twice on a particular subject. Verbal public comment(s) are directed to the Chair. Those making public comment(s) will refrain from making personal remarks about CAB members and should not criticize past actions of the CAB. For the sake of time, the Chair may ask “who else in the audience agrees with what was just said”. That way, repetitive comments are limited. Members of the public are discouraged from side comments or being disruptive during the public comment period.

## Parliamentary Procedures Workshop

### CAB Recommendations

Several meeting changes were discussed at the recent Parliamentary Procedure Workshop. The following table presents the CAB recommendations for the CAB and for the BOC.

<b>Proposed Procedure</b>	<b>CAB</b>	<b>BOC</b>
Change board seating arrangement to become quasi-formal	Yes, arrange CAB table at front of room in a semi-circle so CAB members can see audience and other CAB members as well.	Yes, current procedure is to have BOC at front of room facing audience.
Arrange staff seating so facing all members and the public.	Yes. Helps with interaction and improves communication.	Yes, current practice
Include a presentation lectern	No, but members of the public who wish to speak should stand, speak to the CAB Chair, and be audible for the recording device.	No, but members of the public that who wish to speak come forward, speak to the BOC President and be audible for the recording device.
Change meeting minutes to Action Minutes	Yes, Minutes record what is done, not what is said. In the published minutes, the time each agenda topic was started and ended is noted. (Dependent on good-quality audio recording system)	Yes, Minutes record what is done, not what is said. In the published minutes, the time each agenda topic was started and ended is noted. (Dependent on good-quality audio recording system)
Continue audio recordings and indicate the time each agenda item is discussed in the minutes.	Yes, and post the recording to the District website in a timely fashion.	Yes, and post the recording to the District website in a timely fashion.
Continue to allow public comment period at beginning of meeting for items <b>not on the agenda</b>	Yes. Chair states a period of time and amount of time per speaker to hear public comments for items not on the agenda. The Chair will designate a timekeeper.	Yes. The BOC President states a period of time and amount of time per speaker to hear public comments for items not on the agenda. The BOC President will designate a timekeeper.
Allow public comment period after agenda topic is presented.	Yes. For "Action Items", public comment(s) are heard after a motion is made. The CAB discusses before any action is taken.	Yes, we support the current process of motion, second, Board discussion, public comment(s) (which

	For "Discussion Items", public comment(s) are heard after the presentation and after the CAB discusses / deliberates.	is optional), and Board action.
Discontinue public comment after a motion on an agenda item	No. See above for public comment after an agenda item is presented.	No. See above for public comment after an agenda item is presented.
Allow public comment after a motion is made and seconded and before action taken	Yes. See above for public comment after an action item is presented.	Yes. See above for public comment after an agenda item is presented.
Establish a meeting end time on the agenda	Yes	Yes
Establish a target timeline on each agenda item to maintain the schedule	Yes, as a guide for the Chair who needs to monitor the meeting to maintain the agenda schedule. Agenda items are designated as either an "Action Item" or "Discussion Item"	No. But the BOC President needs to monitor the meeting so as to maintain the meeting schedule

## CAB Website Recommendation

January 14, 2019

**Overview:** The goal of this document is to provide PUD staff direction on creating / maintaining the CAB pages on the [www.jeffpud.org](http://www.jeffpud.org) website.

**Top Level:** CAB information is found by clicking on ABOUT US and Citizen Advisory Board. See below:



**Second Level:** The following page is displayed:

## Citizen Advisory Board

The Jefferson County PUD Citizen Advisory Board (CAB) meets monthly on the second Monday at 2:00pm in the Jefferson Transit Facility Boardroom at 63 Four Corners Rd. Meetings are open to the public.

The 9 Citizen Advisory Board Members are appointed for staggered 3 year terms by the PUD BOC. The purpose of the CAB is to provide advisory recommendations to the Board on matters requested by the board and those originating in the CAB. The CAB cannot create policy, it can only advise the BOC of its recommendations in regards to policy. The CAB meetings also provide an additional venue for public engagement with PUD policy and programs.

**Chair:** [Larry Dennison](#), **Facilitator:** [Don McDaniel](#)- Special Adviser to PUD

**Members District 1:** Tom Engel, Larry Dennison, Sebastian Eggert

**Members District 2:** Karen Bennett, Tim Tibbals, Gary Rowe

**Members District 3:** Doug Huber, Russ Michel, Dan Taylor

[CAB Agendas](#) [CAB Minutes](#) [CAB Meeting Calendar](#) [CAB Audio](#)

[Handouts](#)

contact email: [cab@jeffpud.org](mailto:cab@jeffpud.org)

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[Public Records Requests](#)  
[Archive of Minutes, Board Packets and Audio](#)  
[Useful Links](#)  
[JPUD Calendar](#)

Ensure all [www.jeffpud.org](http://www.jeffpud.org) references to CAB are “Citizen Advisory Board”.

Suggested Changes:

- 1) Remove the [Handouts](#) link. It’s currently unpopulated. The [CAB Agendas](#) link includes handouts as part of the Agenda Packet.
- 2) Each CAB member’s name should be a hyperlink of their jeffpud.org e-mail address
- 3) Add a hyperlink of [CAB Subcommittees](#)

### CAB Subcommittees Link

- 1) When this link is clicked on by the user, a list of active CAB subcommittees is displayed.
- 2) When a new subcommittee is formed, that information is added to the website. When a subcommittee is deactivated, that information is removed from the website.
- 3) For each active CAB subcommittee:
  - a. List who is the Chair of the subcommittee
  - b. List members of the subcommittee

Example:

Governance Subcommittee

Chair: [Russ Michel](#)  
Members: [Karen Bennett](#)  
[Larry Dennison](#)