



# Jefferson County PUD Citizen Advisory Board

## *A G E N D A*

Date: March 11<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. CAB/Staff Introductions
3. Voluntary public introductions
4. Review of Agenda/Approval
5. 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.**
6. Sign and Approve CAB Minutes
7. BOC Update – Dan Toepper
8. PUD Staff Reports – Kevin Streett
9. Sub Committee Reports
  - 9.1 Governance Sub-Committee - Russ Michel
  - 9.2 Broadband Sub-Committee – Karen Bennett
10. CAB Housekeeping Items
  - 10.1 Parliamentary Procedures Manual
  - 10.2 Sub-Committees/Membership Roster
  - 10.3 Joint BOC/CAB Workshop Discussion
11. New Business
  - 11.1 Schedule for Upcoming Workshops
  - 11.2 BOC Request for Opt Out Option Study
12. Future Agenda Items/PUD Calendar
  - 12.1 BOC Updates on CAB Activity
13. Adjourn

February 11, 2019

Members of the CAB:

I would like to relay my thoughts and some opinions on the role of the Citizen Advisory Board. The following does not represent any BOC consensus, policy or recommendation.

1. The CAB was chartered by the Board of Commissioners to assist that body with information and continuity. Issues that the BOC needs to address on behalf of the utility, the community and the ratepayers remain the primary mission of the CAB.

The CAB should retain its autonomy and the ability to pursue its own initiatives. That is a responsibility to the community and ratepayers by the CAB to ensure another level of public access to the utility.

The PUD is at a juncture that requires prioritization, or if you prefer, a reprioritization of goals and needs. For several years now, the utility has experienced excessive employee turnover, low morale and concerns from the public regarding organizational stability and direction.

There is a need for JPUD to function internally and externally at a higher level. Delivering a high level of reliability, redundancy, affordability and customer service on the products and services we are mandated to supply must be the immediate focus. Those components as well as others are at the core of JPUD being a successful utility provider. Customer satisfaction must be improved.

2. Subcommittees are at the heart of what makes the CAB productive and valuable.

Subcommittees should use an objective process and prioritize on the issues that the BOC deems as immediate, necessary and germane to meet strategic and financial objectives.

It has been my experience over the past four or five years that the CAB subcommittees are too often composed of members who are like-minded in opinion and goals. That is not unusual, but has not always proven to be the best recipe for success.

The CAB has always had talented, intelligent, experienced and dedicated members without exception. This current Board is no different. I believe you are the most diverse group assembled to date. That is meant as a compliment. I would appreciate seeing committees composed of members with diverse or differing opinions. That lends to a more robust discussion and a process of heightened scrutiny.

3. I don't believe that PUD commissioners should be regular subcommittee members or regularly attend subcommittee meetings. This is an issue that I intend on taking to the BOC to see if there is a difference of opinion or a consensus.

I would ask you to look at this from my perspective as a member of a 3-person legislative board. If a fellow commissioner is shepherding an individual agenda, project or a specific

point of view through the influencing of a committee, it will jeopardize the ability of that committee to make an unbiased recommendation. At a minimum, commissioner subcommittee involvement is a bad optic to the public. It could also be interpreted as interference with the CAB to perform its duties. It's no different than if we as commissioners try to give direction to staff. It can lead to confusion and it would undermine the General Manager. As commissioners we need to allow everyone to perform their duties without interference.

If we as commissioners are expected to trust and depend upon CAB recommendations, we need to know that those recommendations are the result of an objective and unbiased process. Anything less than that gives me pause that the CAB may be a redundant resource, it would put doubt in my mind requiring extra investigation of facts presented. If I have doubts about the integrity of a recommendation and need to dig into the weeds of an issue, why do we need the CAB?

I further believe that commissioners should not be billing the ratepayers for attending any subcommittee meeting for any reason. That is getting far more into the weeds expecting compensation especially when volunteers are working for free.

As commissioners we receive reports from consultants, staff, subcommittees, the CAB, the General Manager and from public input. We each attend CAB meetings every third month. There really is no need for BOC members to attend subcommittee meetings without the approval of fellow commissioners. If there is a special need for a BOC member to attend a meeting it should be discussed in open session. We can always schedule workshops or special meetings if board participation is warranted.

4. As you take up the operating guidelines for the CAB this year, I would like you to consider the following request. I believe that it would be prudent and helpful to incorporate language that states CAB recommendations shall be accompanied by a minority or opposition report. The inclusion of documentation on reference materials, expert testimony, alternatives, community input, etc., would also be helpful in evaluating or considering the validity and thoroughness of a comprehensive recommendation.

Thank you for your attention. If you have any comments or questions, I would be happy to address or discuss them today or at your earliest convenience.

Dan Toepper  
District 3 Commissioners

**CAB Recommendation  
Audio Recording Index and Summary Meeting Minutes  
March 11, 2019**

**Overview:** The CAB Governance Subcommittee is recommending two procedural changes for District meetings. One change is an addition of an Audio Recording Index and the second change pertains to the current meeting minutes level of detail.

**Background:**

- 1) Audio Recording Index: Every meeting of the BOC and the CAB is recorded. The audio recording is posted to the District website so interested parties can listen to the meeting. It currently is challenging for those who want to listen to discussions on a particular topic to find that in the audio recording.
- 2) Meeting Minutes: Meeting minutes are prepared by the Recording Secretary using notes taken during the meeting and listening to the audio recording in its entirety. Meeting minutes are often lengthy and are subject to interpretation by the Recording Secretary. Meeting minutes may contain unintentional errors. In addition, due to the current process, finalized meeting minutes are not posted to the District website for at least two months which is problematic. Published meeting minutes are the official record of the meeting.

**Recommended Procedural Changes:**

- 1) Audio Recording Index: It is recommended that the Audio Recording Index be created and posted to the District website at the same time as the audio recording. The following is the recommended procedure:
  - a) At the beginning of the meeting, the Recording Secretary will start a timer. It is envisioned that a timer on a smart phone could be used.
  - b) The Recording Secretary will use the approved meeting agenda and annotate the start time of each meeting agenda item as well as the start time when a member of the public begins to make a public comment.
  - c) Following the meeting, the Recording Secretary will add a time stamp to each agenda item and submit the Audio Recording Index to the appropriate District staff so that the Audio Recording Index and the audio recording can be posted to the District website at the same time. Usually this occurs within two business-days.

An example of an Audio Recording Index from the CAB December 10, 2018 meeting is included as an attachment.

(Note 1: At some time in the future, the Governance Subcommittee may be recommending an automated way to create the Audio Recording Index that will further streamline and simplify this process).

It is also recommended that as soon as possible, the District implement a multiple microphone system possibly including one handheld microphone that would be a direct feed into the audio recording device. This will greatly improve the quality of the District's meeting audio recordings.

- 2) Summary Meeting Minutes: If an Audio Recording Index is implemented, it is recommended that District meeting minutes be in an abbreviated summary form. The following guidelines would be followed by the Recording Secretary:
  - a) A Checkbox will be used to indicate who attended the meeting.
  - b) An agenda item will be designated as a "Discussion Item" or "Decision Item".
  - c) Motions will be summarized. Who made the motion and who seconded is not included.
  - d) Motion results designated.
  - e) Public comments will be summarized in one sentence.
  - f) Staff Reports summarized by topic.
  - g) CAB Subcommittee Reports summarized by topic.

An example using the November 2018 CAB Meeting is included as an attachment where the above guidelines were used.

(Note 2: it is envisioned that Summary meeting minutes would decrease the time that approved and accepted minutes are published to the District website to one month)

**Suggested Motion:** The CAB recommends that two District meeting procedural changes of creating an Audio Recording Index and creating Summary Meeting Minutes with an abbreviated level of detail be forwarded to the Board of Commissioners for their consideration.

## **AUDIO RECORDING INDEX**

### **Jefferson County PUD Citizen Advisory Board (CAB) December 10, 2018**

- 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 Update/Recommendation and Port Townsend Downtown Pilot Project Update
  - (1:54:00) NoaNet Agreement Amendment
- (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.

**MEETING MINUTES**  
**Jefferson County PUD**  
**Citizen Advisory Board (CAB)**  
**November 19, 2018**

**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...

---

<sup>1</sup> This example is for the November 19, 2018 CAB Meeting  
When agendas are numbered, these minutes would be numbered correspondingly.

## **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)