



Jefferson County PUD Citizen Advisory Board

AGENDA

Date: June 10
2019

Time: 2:00PM to
4:30PM

NOTE MEETING LOCATION CHANGE:

Chimacum Fire
Hall, 9193
Rhody Drive,
Chimacum, WA

1. Call to Order
2. Introductions
3. Agenda Approval
4. 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.**
5. Approve and Sign CAB Minutes
6. BOC Update – Commissioner Ken Collins
7. PUD Staff Reports
8. CAB Business
 - 8.1 OPMA and PRA Training / Certificates
 - 8.2 Process to review meeting minutes
 - 8.3 Public Interaction Guidelines – Tom Engle
 - 8.4 2019 Work plan – Tom Engle
 - 8.5 Communication Workshop – Jessica Dillon
9. Subcommittee Reports / Discussion, Recommendations
 - 9.1 Broadband Subcommittee – Karen Bennett
 - 9.2 Low Income Subcommittee – Larry Dennison
 - 9.3 Opt-Out Subcommittee Recommendation - **Seb Eggert**
10. Communications – Correspondence on Governance
11. Future Agenda Items / Calendar
12. Adjourn

DRAFT MEETING MNUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 May 13, 2019

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1		Ken Collins, District 2 Commissioner
X	Sebastian Eggert, District 1	X	Dan Toepper, District 3 Commissioner
X	Karen Bennett, District 2	X	Kevin Streett, Acting General Manager
X	Gary Rowe, District 2		Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3	x	Cammy Brown, Recording Secretary
X	Craig Durgan, District 3		

1. CALL TO ORDER

Chair Larry Dennison, called the meeting to order at 2:05 p.m. and stated that a quorum was present.

Chair Larry Dennison offered congratulations to Kevin Streett as the new General Manager for the Jefferson County PUD.

2. CAB/STAFF INTRODUCTIONS: CAB and staff introduced themselves.

3. ANNOUNCE CHANGE IN CAB MEMBERSHIP: Chair Larry Dennison announced that Tim Tibbals, District 2 representative had resigned and Jessica Dillon was introduced as the new CAB member for District 2.

4. REVIEW OF AGENDA/APPROVAL:

MOTION: Russ Michel made a motion to approve the Agenda as presented. Karen Bennett seconded the motion. Motion carried unanimously.

5. PUBLIC COMMENTS (for items not on the agenda) – topics:

- Posting of CAB meeting notices.
- All future CAB meetings will be at the Chimacum Fire Station.

6. SIGN AND APPROVE CAB MINUTES:

Meeting minutes of March 8, 2019, were signed.

Corrections to CAB Minutes of April 8, 2019:

- Page 4 of 8 – should be a \$ in front of 4.3 million.
- Page 3 – last bullet on 9.1 Broadband Subcommittee – question word “oriented”. Should it be there?
- Section 9.2 – “Michell” should be “Michel”.
- Section 9.2 – fourth bullet down – April 2, 2009, the BOC approved the recommendations of the two procedural changes. When the commissioners make a BOC report those are spelled out in detail.
- Section 9.2 – sixth bullet down – “commissioners” instead of commission.
- Section 9.2 – committee should be sub-committees.
- Public comment – Dan Taylor was “asked to be on” the sub-committee -instead of was “asked to be on”.

CAB members requested that the minutes be sent out as soon after the meeting as is possible.

7. BOC UPDATE – DAN TOEPPER:

- Kevin Streett was offered position of General Manager.
- May 1st survey launched on broadband.
- 10 – 12 positions need to be filled at PUD. Meeting later this month.
- Strategic plan will be updated in coming month.
- Liz Anderson from WPUA will be at the PUD on May 21st.
- Policy was passed by the BOC that requires employees live within service area.

8. PUD STAFF REPORTS – KEVIN STREETT:

- May 21st financial public hearing – may not happen.
- Outreach to Fire Departments.
- Training with Fire Department on safety is May 29th and 30th.
- Staff working through issues on audio recording index.

9. SUB-COMMITTEE REPORTS:

9.1 Broadband Sub-Committee – Karen Bennett: CAB member Karen Bennett gave a report.

- Internet survey did get launched and went out in PUD bills and there have been articles in both the local paper and the PDN.
- Jefferson Broadband Action Team (JBAT) has been active.

Gary Rowe gave a short report on JBAT.

- Next meeting scheduled for May 16, 2019 at 3:30 p.m. at the Chimacum High School Library.
- The focus is: What is the bigger issue for broadband for the community in conjunction with what the PUD is doing under their own strategic plan?

9.2 Governance Sub-Committee –Russ Michel:

Russ Michel gave a report. CAB members and members of the public were encouraged to send in their suggestions and comments to Russ Michel.

9.3 Opt Out Sub-Committee: Seb Eggert: Seb Eggert gave a report.

- Sub-committee members are Sebastian Eggert, Tom Engel and Dan Taylor.
- Seb will send out a report for the CAB to review before the next CAB meeting.
- Jessica Dillon volunteered to be on the Opt Out Sub-committee.

9.4 Low Income Sub-Committee: Larry Dennison announced who the members on the Low Income Sub-committee were: Larry Dennison, Craig Durgan, Jessica Dillon and Commissioner Jeff Randall. It is anticipated that the sub-committee will meet at the end of May. There was some discussion on what the sub-committee will address.

10. COMMUNICATIONS: Russ Michel gave a report and responses to communications received since the last CAB meeting. He received one communication from a member of the public regarding the comments on the audio recording index. Those concerns are being addressed by staff.

11. FUTURE AGENDA ITEMS/PUD CALENDAR:

- Next CAB meeting is scheduled for June 10, 2019, at the Chimacum Fire Hall.
- Any additional agenda items should be sent to Larry Dennison, Don McDaniel or Russ Michel.
- Don McDaniel can assist any CAB member to set up their phone where a text message may be sent indicating there is a message waiting for their preview from the PUD email server.

12. ADJOURN:

MOTION: The May 13, 2019, meeting of the Jefferson County Citizen Advisory Board was adjourned at 4:08 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

CAB meeting audio file available on website
www.jeffpud.org

Approved:

Larry Dennison, Chair

Date

Russ Michel, Vice Chair

Date

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