



# Jefferson County PUD Citizen Advisory Board

## *A G E N D A*

**Date: July 9<sup>th</sup>,  
2018**

**Time: 2:00PM**

**Place of  
Meeting:**

**PUD Electrical  
Operations  
Center**

**Address: 310  
Four Corners  
Road, Port  
Townsend, WA.**

- Call to Order
- Review of Agenda
- Approval of Minutes from Last Mtg.
- Public Comment
- Governance Agenda Report and Final Draft Governance Proposal
- GM Report
  - Community Solar Project
  - Kala Pt. Sewer Rate
  - Broadband Line Extensions
- Draft CERB Grant Agenda Report and Application
- CAB Members Terms & Training
- Parliamentary Class Aug. 14<sup>th</sup>
- Next Steps or Additional Board Actions
- Public Comment
- Adjourn



## AGENDA REPORT

**DATE:** July 9, 2018  
**TO:** **Citizens Advisory Board**  
**THRU:** Larry Dunbar, General Manager  
**FROM:** Joel Paisner, Legal Counsel  
Don McDaniel, Management Consultant  
**RE:** Final draft resolution to clarify the role of the Citizens Advisory Board

---

**SUMMARY:** In collaboration with CAB Governance Subcommittee Chair Russ Michel, staff proposes to clarify the role of the Citizens Advisory Board (CAB) to enhance collaboration with the Commission and General Manager with a renewed focus on policy issues.

**BACKGROUND:** Last month CAB discussed that on the November 20, 2012, the Commission established the CAB to provide recommendations on subjects selected by the Commission. On September 2, 2014, the Commission further clarified the roles and responsibilities of the CAB. On September 28, 2016, the Commission authorized the CAB to undertake projects and tasks not assigned by the Commission. The reason and spirit behind the formation of the CAB was to create a group of community members that could act as a sounding board for the General Manager and the Commission on policy issues. Over the years CAB has been asked to study and make recommendations on policies, projects, and tasks prior to a decision by the Commission.

**ANALYSIS/FINDINGS:** Over time there have been fewer policy issue requests from the General Manager and Commission for CAB to consider. Given there have been fewer requests, the CAB continued to provide support to the District by undertaking projects and task not assigned by the Commission.

Staff is concerned about CAB's current permission to independently undertake projects and tasks not assigned by the Commission. Staff is also concerned about the potential impacts to the District resulting from the CAB operating outside the requirements of the Washington State Open Meetings Act and Public Records Act. Approval of the attached resolution addresses staff's concerns and will raise the importance of the CAB and form a renewed integral relationship between the Commission, General Manager, and CAB members.

At the direction of the CAB, Russ Michel and staff have collaborated on a final draft governance resolution.

**FISCAL IMPACT:** There is no anticipated fiscal impact.

**RECOMMENDATION:** Staff is seeking a favorable recommendation from the Citizens Advisory Board to the Board of Commissioners to approve the resolution that clarifies the role of the Citizens Advisory Board.

Attachment: Final draft resolution clarifying the role of the Citizens Advisory Board

**PUBLIC UTILITY DISTRICT NO.1  
OF  
JEFFERSON COUNTY**

**RESOLUTION NO. 2018-015**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), Updating and Clarifying the Role of the Citizen's Advisory Board (CAB).

WHEREAS, RCW 54.12.010 states "The powers of the public utility district shall be exercised through a commission...." and

WHEREAS, the Board of Commissioners (Board) approved Resolution 2012-017 on or about the 1<sup>st</sup> day of October 2012; and

WHEREAS, Resolution 2012-017 set forth a policy for establishment of citizen boards, blue ribbon work groups and citizen task forces; and

WHEREAS, Resolution 2012-017 requires all committees established by the Board to be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary; and

WHEREAS, Resolution 2012-028 establishing a Citizen's Advisory Board (CAB) was approved by the Board on or about the 20<sup>th</sup> day of November, 2012; and

WHEREAS, Resolution 2012-028 sets forth that the purpose of the CAB is to provide recommendations on subjects selected by the Board, a process of appointing CAB members, terms and rotation of CAB members, and Board administrative support; and

WHEREAS, on or about the 2<sup>nd</sup> day of September 2014, the Board approved a motion that determined the CAB is a valuable instrument of the Board and should continue indefinitely, the terms and succession of CAB members, and the general process for appointment to the CAB; and

WHEREAS, on or about the 28<sup>th</sup> day of September 2016, the CAB Chair provided a letter to the Board and General Manager requesting clarity of the CAB role and expressing the CAB's desire to undertake projects and tasks both assigned by the Board and not assigned by the Board; and

WHEREAS, after discussion of the September 28, 2016 CAB letter, the Board at its October 3, 2016 meeting directed General Counsel to prepare a resolution superseding the resolutions referred to herein as they relate to the CAB, which would clarify and update the role of the CAB;

WHEREAS, Resolution 2016-019 modifying the policies of the CAB was approved by the Board on November 1, 2016; and

WHEREAS, Resolution 2017-017 further modified the policies of the CAB and was approved by the Board on August 15, 2017.

WHEREAS, The CAB was created for the purpose of providing a mechanism for the Board to obtain the benefits of recommendations, advice and opinions on policy matters from a volunteer committee which may devote the resources necessary for careful consideration of such matters and which will increase citizen participation and input to the Board.

THEREFORE, BE IT RESOLVED, by the Commissioners of the Public Utility District No. 1 of Jefferson County, Washington as follows regarding the Citizen's Advisory Board (CAB):

1. **Purpose:** The CAB provides advisory reports and recommendations to the Board.
2. **Procedures:**
  - A. The Board will make its CAB requests through the General Manager and will prioritize issues to be studied by the CAB.
  - B. The General Manager is the liaison between the Board and the CAB.
  - C. Policy issues may be studied by a CAB subcommittee. CAB members volunteer to be on a subcommittee based on their area of expertise or interest. A subcommittee shall not constitute a quorum of the CAB. A subcommittee may include non-voting members of the public with special expertise.
  - D. With the advance concurrence of the Board, a Board member may serve in an advisory capacity on a CAB subcommittee.
  - E. The Board recognizes that CAB members come from diverse professional backgrounds. Therefore, at a regularly scheduled CAB meeting, members may introduce and suggest policy issues to be discussed and studied.
3. **Membership:**
  - A. The full CAB consists of up to nine community volunteer members – three from each Commissioner District. CAB members are nominated by their respective Commissioner. Nominations must be confirmed by the Board before a nominee may join the CAB.

- B. The Board wishes to maintain stability and institutional knowledge on the CAB while providing opportunity for increased citizen participation. To that end, the CAB members shall have staggered 3-year terms.
  - C. As terms of current CAB members expire, each Commissioner will normally nominate one person/year who resides within the Board member's respective district for a new 3-year term. A sitting CAB member must be nominated by their Commissioner to serve another term.
  - D. Vacancies on the CAB shall be filled by nomination. The Board approved CAB member will serve the remainder of the unexpired term of the CAB position being filled.
  - E. CAB member residency within the respective Commissioner District is required. Should Commissioner District boundaries change or should a CAB member move out of their respective Commissioner District, then that CAB member shall be replaced unless otherwise approved by the Board.
4. **Removal of CAB Member:**
- A. The Board may remove a CAB member if, in the Board's sole discretion, the CAB member has not performed satisfactorily in carrying out his or her duties, provided the CAB member first has been notified of the Board's concerns and has had a reasonable opportunity to correct the issue. However, the Board shall have absolute discretion whether its concerns have been adequately addressed.
  - B. A CAB member may resign their position by providing written notice to the Commissioner representing the district being represented by the CAB member. Their replacement must be nominated following the process in Section 3D.
5. **Meeting Agenda:** The General Manager and the CAB Chair shall set the agenda for each CAB meeting with consultation from the Board, as necessary and appropriate. The General Manager or their appointee shall be entitled to participate in the deliberations of the CAB but shall have no vote.
6. **Manner of Communication:**
- A. Each regular Board meeting agenda that follows a CAB meeting should include a written "CAB Update".
  - B. CAB members do not represent the Board and will not use District resources for communicating.

7. **Administrative Procedures and Support:** The CAB shall:

- A. Be subject to the Washington Open Public Meetings Act (RCW 42.30) and Public Records Act. (RCW 42.56). Each CAB member is expected to make themselves familiar with the Washington State Open Public Meetings Act and the Public Records Act. The General Manager will notify the CAB when training is available, and each CAB member shall provide a certification of attendance during their term.
- B. Conduct an annual election of a Chair and Vice-Chair to one-year terms. Current officers will remain in office until new officers are elected.
- C. Conduct a monthly meeting open to the public at an agreed-upon date and time which is published on the District website no fewer than two business-days before the meeting.
- D. Be provided an adequate meeting venue to hear public comments.
- E. Be provided a contact or District staff person to take minutes, and other such support as the Board may approve.

Board members will rotate to be in attendance at all CAB meetings.

- 8. **Periodic review:** The Board shall review the CAB purpose and effectiveness from time, no less than every 3 years.
- 9. **Supersede:** This resolution supersedes any previous policy, resolution or District action as they relate to the CAB.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this \_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Jeff Randall, President

\_\_\_\_\_  
Wayne King, Vice President

ATTEST:

\_\_\_\_\_  
Ken Collins, Secretary



## AGENDA REPORT

**DATE:** July 9, 2018  
**TO:** **Citizens Advisory Board**  
**THRU:** Larry Dunbar, General Manager  
**FROM:** Will O'Donnell, Communications Manager  
**RE:** Application for CERB Rural Broadband Program Grant

---

**SUMMARY:** Staff seeks input and counsel from the Citizens Advisory Board on its draft strategic planning grant application for Community Economic Revitalization Board (CERB) Rural Broadband Program funding.

**BACKGROUND:** Though broadband internet is increasingly viewed as an essential service, many rural communities are either underserved or unserved by internet service providers. This is true in much of Jefferson County. The PUD would like to expand its existing fiber network to reach more substations and water systems, which may ultimately enable connections to nearby homes and businesses.

The PUD is currently limited by little to no existing telecommunications revenue and no legal authority to sell retail internet service. Thanks in part to a strengthened relationship with NoaNet, the PUD anticipates there are multiple opportunities it can pursue. Staff would like to invest time and dollars towards the creation of a strategic plan that would guide our investments in broadband infrastructure over the next 5-10 years. CERB, a division of the WA State Department of Commerce, is offering strategic planning grants up to \$50,000. The first round of applications is due July 30<sup>th</sup>.

**ANALYSIS/FINDINGS:** Staff has put together a draft of the planning grant application, which is attached. The application outlines Project Goals, Scope of Work, Short and Long Term Benefits, Predicted Accomplishments, Economic Development Tie-ins, and a Consultant Selection Process. The grant awards should be made this Fall, and the consultant recruitment process should be completed by the end of 2018, the planning process would take place in 2019, likely from January to July, with the goal of having the final plan completed prior to our first budget hearing in October of 2019 so that any projects deemed actionable could be considered as part of the PUD's 2020 budget.

**FISCAL IMPACT:** There is no anticipated fiscal impact from the application process, though a 25% match of total project cost is required should we be awarded the grant. Maximum grant award is \$50,000, requiring a maximum of \$17,000 as match (if awarded).

**RECOMMENDATION:** Review the draft application and return questions, comments, or suggestions to staff no later than noon July 16, 2018. Note that the answer to each question in the application cannot exceed 500 words.

Attachment: Draft CERB Grant Application

**CERB PLANNING GRANT APP Due Date: July 30<sup>th</sup> 2018**

<http://www.commerce.wa.gov/building-infrastructure/community-economic-revitalization-board/rural-broadband/>

PUD SWV NUMBER: SWV0074555

**SECTION 1:**

*(3000 characters or approx. 500 words per answer)*

**1. Project Description:** Describe the goals and/or issues to be addressed with the CERB Planning Grant.

Like many rural communities, much of Jefferson County lacks access to broadband internet infrastructure. Private internet service providers have been slow or unwilling to expand service and infrastructure beyond the county's two most densely populated areas. Demand for broadband internet service by residents and business continues to grow. While formal surveys to assess residential demand have been done, more work needs to be done to assess the needs of business, industry, and public agencies in the county. And to quantify the potential economic impacts of meeting that demand.

To date, it has been unclear which entities will be able to meet the demand. A number of public agencies have separately noted in planning documents the importance of expanding broadband infrastructure to growing Jefferson County's economy, but no interagency groups have convened to create a plan of action for some time. One of the goals of this strategic plan would be to create a new interagency group of community stakeholders that would help guide and support the planning process.

The last time such a group convened it resulted in a federal BTOP grant to install fiber optic cable and provide broadband service to essential community assets like schools, medical centers, and local government buildings across Jefferson County. Jefferson County Public Utility District No. 1 (JPUD), then only a water and sewer utility, assumed ownership of the fiber assets, which it operates in partnership with NoaNet.

Since acquiring electrical utility service in 2013, JPUD has extended that fiber to a number of its substations and electrical assets as part of its supervisory control and data acquisition (SCADA) system. In the next five years JPUD has plans to connect the rest of its essential electrical and water assets to the existing fiber backbone. As JPUD extends fiber to additional assets across the county, building out the middle mile, it would like to, where possible, make the additional fiber accessible for last mile connections to as many adjacent Jefferson County homes and businesses as possible.

JPUD has struggled with creating a successful and legally defensible business model for building middle mile and last mile connections to non-PUD assets. One of the primary goals of the strategic planning process would be to research and identify a menu of different models for profitable or revenue neutral construction of additional broadband infrastructure. The plan would also help us identify clusters in the community that exist near PUD assets, or en-route between assets. Another goal would be to outline the range of technologies (such as underground or overhead fiber, wireless radio signal, LTE, 5G, etc..) available or necessary to connect those adjacent clusters.

Creating a plan to expand to identify opportunities to expand broadband infrastructure will help Jefferson County both create and retain jobs. It will help JPUD better serve existing customers and create new one. It will enhance broadband services for our community's industry, education, and healthcare sectors. And by forming a collaborative interagency stakeholder group to do the planning, the strategic planning process will help provide our rural community the common understanding and focus necessary to establish and implement our goals.

**2. Project Scope of Work:** List the key components of the study

1. Stakeholder Identification, Formation, and Engagement
  - a. Identify key community partners (private and public) to join a stakeholder planning group
  - b. Convene group to create/carryout project workplan
  - c. Use group to engage with broader community through hosted focus group and/or "town hall" style meetings
2. Current Asset Inventory and Demand Assessment
  - a. Collated mapping of all broadband infrastructure in the county.
  - b. Mapping of speeds available by location.
  - c. Mapping of existing residential survey results.
  - d. New survey for business, industry, and public agencies
3. Business Model Research and Identification
  - a. Identify other rural counties with successful broadband networks
  - b. Meet with/Interview representatives from those communities
  - c. Determine which aspects of their success are available/applicable to our community and utility
  - d. Outline steps to enable/enact business models in Jefferson County.
4. Customer Cluster and Route Mapping
  - a. Revisit assessment and inventory maps to determine where possible clusters of demand might lie
  - b. Draft a number of potential routes for middle mile fiber to PUD asset construction projects that intersect with demand clusters.
5. Develop Menu Options for Broadband Expansion
  - a. Create comprehensive list of potential broadband infrastructure expansion projects based on research.
  - b. Convene stakeholder group to narrow down comprehensive list of projects to ranked and recommended shortlist
6. Identify Funding Sources and Strategies
  - a. Determine fiscal and regulatory barriers to completing shortlist projects
  - b. Match shortlist projects to either existing or potential funding sources

**3. Project Short-Term Benefits:** Describe the projected short-term economic benefits the planning project will have on the local community.

While many in Jefferson County are clear that more access to broadband is needed, there is currently a lack of consensus on how to achieve it. The primary short-term benefit of the planning process would be to provide common understanding of what kind of broadband infrastructure expansion efforts are both realistic and affordable. Though less tangible, the education provided by a strategic planning process would give stakeholders and policymakers more focus to target projects with immediate results and higher probabilities of success. Whether our next step post-planning is to move right to self-funded capital projects, look for collaborative grant opportunities, or engagement with lawmakers to expand broadband funding, a strategic plan will be essential.

The other short-term benefit the planning process provides is a signaling to private industry that our community is serious about the need to expand broadband infrastructure. The smaller and independent ISPs currently operating in Jefferson County are small and have been cautious about expanding their services too rapidly. Jefferson PUD's strategic plan will provide more assurance for the investment of capital in expanding service and will help private business identify where and how capital might be invested in the coming years.

Beyond stimulating local ISPs to become more active, invest more capital, and hire more workers or contractors, the publishing of a strategic plan may also spur local entrepreneurs into the ISP business, or inspire regional ISPs to make new investments in Jefferson County.

**4. Project Long-Term Benefits:** Describe the projected long-term economic benefits the planning project will have on the local community.

As stated in Section 7 of Jefferson County Planning Commission's draft May 2018 plan, our county "is more geographically isolated than counties elsewhere in the Puget Sound creating a unique and challenging business and economic development setting." The Puget Sound's urban and near urban areas are growing at an unprecedented clip. The Seattle metropolitan area is known as a worldwide hub of hi-tech business. However, many of those workers are looking to locate to less dense and lower cost areas outside of the expensive heavily populated areas. Jefferson County's natural beauty, outdoor recreation opportunities, food scene, and arts culture make it a desirable place to live. Lack of broadband infrastructure makes it a place ill-suited for many to work.

Cornell University's 2015 research and policy brief on Broadband's Contribution to Economic Health in Rural Areas (<https://cardi.cals.cornell.edu/publications/research-policy-briefs/broadband's-contribution-economic-health-rural-areas/>) showed that "Non-metro counties that had high levels of broadband adoption (greater than 60%) in 2010 had significantly higher growth in median household income – 23.4% versus just over 22% – between 2001 and 2010 when compared to counties that had similar characteristics in the 1990s but were not as successful at adopting broadband. Similarly, the unemployment rates of these high-adopting counties increased at a much slower rate during the 2000s – 75% versus a little over 84%. (Note that nearly all counties had higher unemployment rates over this time due to the recession.)"

The study also stated that "when very high download speeds were available (greater than 10mbps), the growth in creative class employment between 2001 and 2010 was larger." The creative class, a concept devised by American economist and social scientist Richard Florida, is estimated to comprise about 30%

of the US workforce. Florida describes it as a new or emergent class and an ascendant economic force, and a demographic segment made up of knowledge workers, intellectuals and various types of artists. Jefferson County, and especially its county seat, Port Townsend, are routinely described as “arts communities.” Inspiring creative class economic growth would be a key long-term benefit of broadband planning and investment. Any currently underserved or unserved area of the county that receive high-speed broadband access as a result of this project is likely to see a rapid increase in desirability and property values. Broadband planning and investment is key to providing both long and short term economic stability and growth for Jefferson County.

**5. Accomplishments:** What will be accomplished as a result of the project?

- Communicable Strategy for Achievable/Affordable Infrastructure
  - One of the biggest challenges the PUD currently faces is communicating what we are able to provide, both now and in the future, vs what many residents and business owners, and even elected officials, would like us to provide. We need to spend more time pursuing what is achievable and affordable, and less time explaining what isn't. Engaging stakeholders in the strategic planning process will go a long way to building mutual understanding and providing focus.
- Enhanced Relations with Partner Organizations
  - In order for JPUD to be successful in expanding broadband infrastructure, we need to strengthen ties with the many other stakeholders who share our goal, maximizing community benefits for the lowest possible risk. As a utility, we can sometimes be a little isolated in our planning, but as a public agency we need to do a better job of engaging partners. The planning project is a perfect opportunity for us to achieve this result.
- Creation of viable business model for broadband expansion
  - One of the biggest barriers to our past broadband infrastructure expansion efforts has been lack of revenue. We have not, to date, made significant revenue returns from the installation or lease of our broadband assets. Researching and adopting successful business models for broadband will be a vital step in expanding the asset to more members of our community and helping to stimulate economic development.
- Prioritized Project List
  - JPUD currently has lots of broadband infrastructure projects it *could* work on, and even more that county residents *would like* us to work on. What we need are projects that have been researched, vetted, and proven to be both feasible, affordable, and capable of providing the desired economic impact they were designed to achieve. By forming an educated stakeholder group that can vet potential projects using our new business model, we will be able to identify and rank potential projects for optimal results and viability, which will become our broadband action plan.

**6. Community Impact:** Describe the impact on the community in the event the project is NOT funded by CERB.

The county's two largest broadband internet providers, CenturyLink and Wave, have publicly stated their intentions to pull back from providing service in unprofitable rural areas like Jefferson County. Only 2-3 clusters within our county have access to any broadband service currently. If Jefferson PUD, or a similar public entity, is not able to create a viable plan to expand or merely maintain existing broadband service, many local businesses will be unable to compete with rivals in more urban areas. Without better access to broadband many businesses and entrepreneurs will choose to locate or relocate to other communities. Businesses are already finding it hard to recruit people to Jefferson County due to lack of broadband access and infrastructure. Without investment by the PUD or a similar entity not driven by so strongly by profit motives, this may worsen over time.

**7. Project Link with Economic Diversification:** Describe the project's link with the economic diversification strategy and goals of the community. Include whether this project is part of an economic development plan consistent with local and applicable state planning requirements.

Supporting the expansion of and investment in broadband infrastructure is repeatedly listed as a key economic development strategy in the Jefferson County Planning Commission's Draft 2018 Comprehensive Plan: *"Investments in infrastructure can be a powerful way to attract high quality jobs and entrepreneurs. For rural counties such as Jefferson County, investments in infrastructure such as broadband can address multiple objectives such as the provision of healthcare services or education, support tourism and attract a younger, more mobile workforce."* The Plan also suggests the County: *"Support broadband or other technology infrastructure that fosters home-based businesses and online provision of services, (e.g., telecommuting, telemedicine etc.)"*

A JPUD led strategic plan with support from stakeholders from a number of public agencies and business associations will identify the types of broadband infrastructure investments that can benefit multiple and diverse economic interests. All planning efforts will be consistent with local and applicable state planning requirements.

**8. Infrastructure Construction Support:** If infrastructure construction is to be supported by the study, indicate estimated construction schedule and/or project time frame.

The strategic plan will be completed in 2019. The action plan generated by the collaborative strategic planning process will be considered by the Jefferson County PUD as part of its 2020 budget.

**9. Private Investment Interest:** Indicate if there has been private investment interest, if so please describe.

Both North Olympic Wireless and Marrowstone Wireless, have indicated interest in utilizing PUD fiber investment to meet the needs of unserved and underserved clusters. On remote and rural Marrowstone Island, both businesses are making investments now to utilize exiting JPUD fiber, which currently only reaches one point on the south end of the Island. No Marrowstone businesses and few residents have access to broadband currently.

North Olympic Wireless has stated interest in utilizing fiber wherever JPUD installs it.

A group of local business owners in unserved and underserved areas of rural Quilcene have also approached JPUD about opportunities to connect to fiber. Few Quilcene businesses and only a small number of residents have access to broadband currently.

**10. Industry Clusters:** Does this project build on locally-identified industry clusters? If yes, please explain:

In Jefferson County, our Economic Development Council (EDC) has identified nine business clusters that drive the local economy:

- Advanced Technology & Manufacturing
- Arts & Culture • Education
- Small Business and Entrepreneur
- Food & Farm
- Healthcare
- Marine Trades
- Real Estate and Construction
- Tourism & Retail

In the EDC's 2010 Business Cluster Report, need for expanded broadband infrastructure is cited directly by both the Healthcare and Small Business Clusters:

***Healthcare Recommendations:*** Support the broadband investment to bring high quality, secure and reliable broadband critical for telemedicine. Telemedicine can provide affordable access – this work requires work at the State level to ensure effective implementation in sharing services and access to information and specialty skills

***Small Business Challenges:*** The lack of quality broadband and transportation are a competitive disadvantage between Jefferson County and other rural markets. Lack of adequate internet service and fragile ferry/highway systems have been identified as a barrier to recruiting new companies

***Small Business Recommendations:*** Develop and identify online options to access expertise, information and link to world class resources beyond the area

Though some of sectors did not directly cite access to broadband as a current challenge or need, all clusters rely to some degree on the health of the sectors for their own growth. "The Maritime, Arts and Culture, Food and Farm, Tourism and Retail clusters support each other delivering amazing value to our community and drawing well over one million visitors to our County each year. Technology, Manufacturing, Real Estate and Construction provide a foundation of professional and trades jobs within the community. Together, these clusters support and are supported by our education and healthcare systems." Technology, Manufacturing, Education, Small Business, Healthcare, and increasingly even Real Estate rely on broadband infrastructure to operate in today's economy. According to EDC Executive Director Brian Kuh, a 2018 cluster report would likely see all of these sectors recommending increased access to broadband as key to growth and success.

**11. Consultant Selection Process: Consultant Selected?** No

**12. If an outside consultant has not yet been chosen, describe the selection process:**

A strategic planning consultant will be chosen through an open Request For Qualifications (RFQ) process. The RFQ will be drafted in September and published in the local paper of record as well as posted on our website and advertised with trade associations. We will also solicit some consultants directly. The most qualified consultant will be selected. The planning project is expected to begin in January of 2019.

**13. Is this plan mandated or required by a statute, law, or regulatory agency?**

no

**Section 2:**

**ESTIMATED Schedule for Public Project Completion** Project must be complete within two (2) years.

<b>Task-</b>	<b>Estimate Date</b>
Consultant Service Chosen	<b>November 2018</b>
Consultant Begin Work	<b>January 2019</b>
Consultant Draft Report	<b>July 2019</b>
Consultant Final Report	<b>September 2019</b>
Consultant End Work	<b>October 2019</b>
Project Complete	<b>December 2019</b>

**Other Source Funding** CERB is gap funding and statutorily requires that an applicant looks at other ways to fund a project prior to applying to CERB. The applicant does not need to apply for funding, but other funding needs to be considered.

CDBG Planning-Only Grant	
RCAC Planning	
Department of Ecology Planning	
Department of Health Planning	
USDA Rural development Pre	

**Match Funding List** ALL match source(s) and amount. Give the date the funds were approved or the date that the requested funds are expected to be approved.

A minimum cash match of 25% (ex. \$16,667 with a \$50,000 CERB request) of the TOTAL project cost is required.

Source	Date Approved	Amount
JPUD reserves	June 19 <sup>th</sup> , 2018	17,000

**Planning Study Minimum Requirements (MUST be completed during the study)**

*The planning study must contain the following minimum requirements:*

- A product market analysis linked to economic development.
- A market strategy containing action elements linked to timelines.
- Identification of targeted industries.
- Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.
- The site's appropriateness by addressing, at minimum, appropriate zoning, affect to the state or local transportation system, environmental restrictions, cultural resource review, and the site's overall adequacy to support the anticipated development upon project completion.
- A location analysis of other adequately served vacant industrial land.
- Total funding for the public facilities improvements is secured or will be secured within a given time frame.
- An analysis of how the project will assist local economic diversification efforts.
- Indicate the specific issues that will be addressed.
- List one or more economic outcomes that you expect from the proposed CERB project.
- Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the whole outcome has been achieved.
- Describe what data you will collect to determine whether the outcome is being achieved.
- Describe the data collection procedure including when data will be collected, from whom and by whom.
- The estimated median hourly wage of the jobs created when development occurs.
- If the project is determined to be feasible, the following information must be provided within the final report:
  - Total estimated jobs created (in FTEs).
  - Describe benefits offered to employees.
  - Describe the median hourly wage of the new jobs in relation to the median hourly county wage.
  - The county three-year unemployment rate in relation to the state rate.
  - County population change in the last five years.
  - The estimated jobs created represent what percentage of the county's labor force.
  - The estimated jobs created represent what percentage of the county's unemployed workers.
  - Estimated new annual state and local revenue generated by the private business.
  - Estimated private investment generated by project.





## RUNNING EFFECTIVE PUD BOARD MEETINGS USING ROBERTS RULES



---

Teacher: Ann McFarlane  
NWPPA

Date of class: August 14, 2018

Time of class: 8:00a.m.-1:00p.m.

Location: 4 Corners Conference Room, 310 Four Corners Rd

If you plan to attend, please notify Annette Johnson no later than August 3, 2018. First come, first serve. Class participation size is limited to 20.

There will be a light lunch provided. Please let Annette know if you have any dietary restrictions.

