

FINAL MEETING MNUTES
Jefferson County PUD
Citizen Advisory Board (CAB)
March 11, 2019

Attending CAB Members:

Attending PUD Representatives:

<input checked="" type="checkbox"/>	Larry Dennison, District 1	<input type="checkbox"/>	Jeff Randall, District 1 Commissioner
<input type="checkbox"/>	Tom Engel, District 1	<input type="checkbox"/>	Ken Collins, District 2 Commissioner
<input checked="" type="checkbox"/>	Sebastian Eggert, District 1	<input checked="" type="checkbox"/>	Dan Toepper, District 3 Commissioner
<input checked="" type="checkbox"/>	Karen Bennett, District 2	<input checked="" type="checkbox"/>	Kevin Streett, Acting General Manager
<input checked="" type="checkbox"/>	Gary Rowe, District 2	<input type="checkbox"/>	Will O'Donnell, Communications Mgr.
<input checked="" type="checkbox"/>	Tim Tibbals, District 2	<input type="checkbox"/>	Bill Graham, Water Operations Sup.
<input checked="" type="checkbox"/>	Russ Michel, District 3	<input checked="" type="checkbox"/>	Don McDaniel, Consultant for PUD
<input type="checkbox"/>	Dan Taylor, District 3	<input type="checkbox"/>	
<input type="checkbox"/>	Doug Huber, District 3	<input type="checkbox"/>	

1. **CALL TO ORDER**

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

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

3. **VOLUNTARY PUBIC INTRODUCTIONS:** None given.

4. **REVIEW OF AGENDA/APPROVAL:**

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

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

The following public comments were made:

Speaker 1: Comment regarding communications. CAB reading emails from the public. Procedure for submitting paperwork to be included in packet.

Speaker 2: Comment regarding broadband – will there be a discussion at this meeting?

Speaker 3: Comment regarding Powership 2028 who are a group of citizens in Clallam County working with their PUD in some of their decision making.

6. **SIGN AND APPROVE CAB MINUTES:**

MOTION: Tim Tibbals made a motion to approve the CAB minutes of December 10, 2018. Gary Rowe seconded that motion. Motion carried. Russ Michel abstained (not in attendance at the meeting).

MOTION: Gary Rowe made a motion to approve the CAB minutes of January 14, 2019. Russ Michel seconded that motion. Motion carried unanimously.

Minutes from both meetings were signed during meeting.

7. **BOC UPDATE – DAN TOEPPER**

- Commissioners have been attending training at WPUDA.
- CFO hiring process will continue to move forward.
- PUD has new Interim HR Manager (Bill Kolden).
- Assistant Manager/Electrical Superintendent retired.
- Salary consultant completed information gathering process.
- BOC approved a 3% cost of living increase.
- Magellan moving forward towards launching survey to customers in March.
- Late January there was a capital budget presentation by staff.
- TCF, Architectural Consultant's work on building process is moving forward.
- Separation Agreement with former General Manager was finalized.
- Resolution to institute Kevin Streett as Acting General Manager was signed.
- Resolution signed to help furloughed Federal employees deal with their utility bills.
- Contract for work at Peterson Lake was put on hold.
- PUD moving forward on a request of the WAVE system in Port Hadlock to manage that system (Olympic Greens).
- Emergency resolution in place to work on electric infrastructure on Swansonville Road. BOC rescinded that and plans are being made to determine a long range work plan and send out to bid.
- BOC voted to give direction to CAB to work on an opt out option related to the AMI program.
- BOC met with staff to discuss organizational structure.
- On March 25th there is a PUD/WPUDA Strategic Planning workshop.
- County commissioners on the 4th of March awarded PIF grants of which two will come to the PUD. One was for the Quilcene Water Tank Replacement \$106,000 along with other funds we had already had with that in matches. PUD will have \$416,000 towards a 1.8 million dollar job. The other was for \$60,000 on downtown broadband project.
- PUD had a booth at the County Home Show.
- BOC approved a loan to NoaNet for \$200,000. PUD has a shared interest as part owners in NoaNet. It is for six years and will pay roughly 5% interest.
- BOC renegotiating the regular contract with NoaNet.

- Negotiations presently with CenturyLink to possibly share fiber to help supply better services on Marrowstone as a starting point to other parts in the county.
- Attended the Fire Chiefs' meeting.
- BOC and CAB joint workshop on 3-12-19.
- BOC will be attending the Broadband Symposium in Clallam County sponsored by North Olympic Development Council.

8. **PUD STAFF REPORTS – KEVIN STREETT**

- Staff pushing forward on several projects. Some projects were delayed because of snow storm.
- Replaced transformers on the water that were rusted through.
- PUD has agreed to do the new Visitor Center downtown in conjunction with the City of Port Townsend. Will include charging station for electric cars.
- Swansonville Road work to begin in April. This will be bid out.
- Bridgehaven possible water purchase.
- PUD understaffed.
- March 25 there is a PUD Strategic Planning meeting.

PUBLIC COMMENT:

- CFO candidate. PUD rescinded offer.
- Status of community solar project - put on hold.
- Clallam County 5G cell tower.

9. **SUB-COMMITTEE REPORTS:**

9.1 Governance Sub-Committee – Russ Michel:

- Don McDaniel invited to be on sub-committee. Three CAB members are Larry Dennison, Karen Bennett, Russ Michel, Tom Thiersch and Don McDaniel.
- Audio Recording Index.
- Summary meeting minutes.
At the beginning of the meeting the Recording Secretary will start a timer and note the time on the Agenda.
- New recording system in the process of being purchased to be used at the CAB and BOC meetings.

PUBLIC COMMENT

- Can't access audio recording.
- Files too big.
Will O'Donnell will add explanation on line about downloading MP3 files to personal computers. (Handout No. 1).

Russ Michel gave a presentation on minute summaries.

PUBLIC COMMENT:

- One thing that will be lost is who voted for and who voted against a motion.
- Should state who the no vote was.
- On the audio recording you don't know who voted for what.

MOTION: Sebastian Eggert made the motion that the CAB recommend 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. The recording of the maker of the motion should be in the minutes and the results of the vote should be in the minutes if it is not unanimous. Tim Tibbals seconded the motion. Motion carried unanimously.

Letter from Commissioner Dan Toepper: Expectation from workshop with BOC and CAB is that the CAB get some direction that will help the CAB work as a subcommittee to continue to work on the operating guidelines. This was put on hold. The letter will be used by the Governance Sub-Committee as input as the operating guidelines are developed.

9.2 Broadband Sub-Committee – Karen Bennett. Karen Bennett gave an update on the Broadband Sub-Committee activities. CAB members on the sub-committee are Tim Tibbals, Gary Rowe and Karen Bennett. Invited members are Commissioners Ken Collins, Will O'Donnell, Brian Kuh from EDC Team Jefferson, and Colton Worley (staff at PUD).

10. CAB HOUSEKEEPING ITEMS:

10.1 Parliamentary Procedures Manual. All CAB members received a copy of the Jurassic Parliamentary Procedures Manual.

10.2 Sub-Committees/Membership Roster. Larry Dennison went over the sub-committees that are inactive and active. The roster was changed to reflect only PUD emails of the CAB members.

10.3 Joint BOC/CAB Workshop Discussion. The BOC/CAB workshop is scheduled for March 12, 2019. It was announced there was going to be a tour of the new Irondale Substation at 9:30 a.m. before the workshop.

11. NEW BUSINESS.

11.1 Schedule for Upcoming Workshops. No other workshops scheduled at this time.

11.2 BOC Request for Opt Out Option Study. Russ Michel read the motion that was made at the BOC meeting of 2-19-19. (Handout No. 2). This motion was a result of a request made by the Acting General Manager to do three things:

- 1) For the CAB to develop RFQ/RFP for a meter replacement project and options.
- 2) Assign the CAB to research five qualified consultant companies, and
- 3) Have the CAB provide the BOC with options for an opt out program.

The name of the sub-committee will be the Meter Sub-Committee. The CAB is seeking members for this sub-committee which will include appropriate members of PUD staff.

First task of the sub-committee will be to develop a draft scope of work for themselves that includes an anticipated timeline. This is to be done before studying anything. Russ Michel volunteered to be a participating member of this sub-committee. There was considerable discussion. Russ Michel suggested the discussion on this topic be deferred until the next CAB meeting.

PUBLIC COMMENTS:

- Request to commissioners to consider an analog pilot program.
- Meters replaced with an analog because of health issues.
- No direction to CAB to do any kind of study.
- Opt out means different things to different people.
- People getting a meter that is safer for them.
- Request to have a pilot program of self reads.
- Landis-Gyr contract.
- All meters in county are AMR (advanced meter readers) meters.
- SMOG will work with CAB.

MOTION: Karen Bennett made a motion that the CAB take on the request from the BOC to provide the BOC with a model policy that will allow people who currently have meters that have an RF module to opt out to an alternate kind of meter that doesn't present the same concerns for them. Larry Dennison seconded the motion. Motion carried unanimously.

Members of the Opt Out Sub-Committee are Russ Michel, Sebastian Eggert, and Tim Tibbals.

12. FUTURE AGENDA ITEMS/PUD CALENDAR

12.1 BOC Updates on CAB Activity. The CAB requested that Don McDaniel place the CAB update at the BOC meetings after the Manager's report and not place it on the Consent Agenda.

MOTION: Karen Bennett made a motion to adjourn the March 11, 2019, of the Citizen Advisory Board. Sebastian Eggert seconded the motion. Motion carried unanimously.

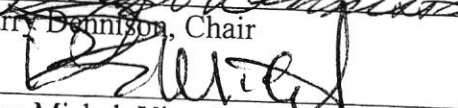
Meeting adjourned at 4:25 p.m.

Minutes prepared by: Cammy Brown, PUD
Recorder

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

Approved:


Larry Dennison, Chair


Russ Michel, Vice Chair

May 13, 2019
Date

13 May 19
Date

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