

FINAL MEETING MINUTES  
 Jefferson County PUD  
 Citizen Advisory Board (CAB)  
 July 8, 2019

**Attending CAB Members:**

**Attending PUD Representatives:**

X	Larry Dennison, District 1	X	Jeff Randall, District 1 Commissioner (arrived at 2:13 p.m.)
X	Tom Engel, District 1		Ken Collins, District 2 Commissioner
X	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
X	Karen Bennett, District 2	X	Kevin Streett, Acting General Manager
X	Gary Rowe, District 2	X	Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3 (arrvd 2:45 p.m.)	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3 (left at 3:30 p.m.)	X	Jean Hall
X	Craig Durgan, District 3	X	Lori Rae

**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 voluntarily introduced themselves.

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

Karen Bennett made a request to add meter RFQ to the Agenda. Chair Larry Dennison added the item under 8.2 CAB Business.

Clarification was requested as to the procedure that takes place in requesting anything new be put on the Agenda. The Chair, Vice Chair and the General Manager put the Agenda together.

**MOTION:** Gary Rowe made a motion to approve the Agenda as modified. Seb Eggert seconded the motion. Motion carried unanimously.

**4.** Chair Larry Dennison read the public comment guidelines.

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

- CAB minutes in general.
- Status of Resolution 2019-018. Input of CAB members.

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

Corrections to CAB Minutes June 10, 2019:

- General Counsel Joel Paisner attended the meeting by phone.
- Page 3 – under Public Comments – written by “ITRON meter” should be “written by ITRON”. Strike meters.
- Page 3 – 8.5 Public Comment: Although a member of the public mentioned attending a Communications Workshop her statement regarding being referred to as “outsiders” was not in regard to that meeting, but rather she stated that as recently as May 2017 early 2018 a CAB member referred to the public as “outsiders”. Minutes were changed.
- Page 2 – three lines down – “Citizens Advisory Board” should be changed to “Citizen Advisory Board”.
- Page 2 – four lines down – is should read “protected class” rather “protective class”.
- Questions on time stamped agenda items on audio recording. Public member says he has not seen this done for CAB minutes, only BOC minutes.
- Chair Larry Dennison directed that the minutes need to mention that there were public comments made on the issues only. Details of comments would make the minutes too lengthy.

**PUBLIC COMMENTS:**

- Questions on time stamped agenda items on audio recording. Public member says he has not seen for CAB minutes, only BOC minutes.
- Lengthy discussion on minutes. Request for more detail. Chair Larry Dennison directed that the minutes need to mention that “there were public comments made on the issues only”. Details of comments would make the minutes too lengthy.
- Stamping of minutes and recordings.
- Request to have Subcommittee on Governance look at minutes.
- Request from Chair to Will O’Donnell to put simple instructions on website on how to access minutes.
- Last meeting seven public comments were made. These were not listed in the minutes of the CAB of June 10, 2019.
- Question: Is time stamped Agenda put on website as same time as the audio was put on?  
Response: Yes.
- Need to work on audio of minutes.

MOTION: Craig Durgan made a motion to approve the minutes as amended. Gary Rowe seconded the motion. Majority passed motion. Seb Eggert voted no.

6. **BOC UPDATE – JEFF RANDALL:**

Commissioner Jeff Randall gave a report on the following topics (abbreviated).

- Budget.
- Involved with strategic planning with WPU DA.
- Goals and objectives meeting with Kevin Streett.
- CAB meeting is a business meeting – not a public hearing.
- Report on meetings coming up.

7. **PUD STAFF REPORTS – KEVIN STREETT:**

General Manager Kevin Streett introduced and expressed his appreciation for Lori Rae who is the Operations Assistant for the PUD and outlined some of the projects that she is involved in.

8. **CAB BUSINESS:**

Larry Dennison explained that the CAB has tried to abbreviate the meeting so that more time could be spent on the Opt Out Subcommittee report.

**2019 Work Plan.** A meeting has been set with the CAB and the BOC for July 31, 2019, 10:00 a.m. to 12:00 p.m. at the Chimacum Fire Hall. Chair Larry Dennison went over the Work Plan via email submitted by Russ Michel (at this time Russ Michel was not present because he had Jury Duty, but Mr. Michel did arrive later in the meeting). The email had the following suggestions:

- Active Subcommittees:  
Meter Opt Out, Governance, Broadband and Low-Income.
- Suggestion made for a Meter Replacement Project Subcommittee and an Electric Vehicle Infrastructure Subcommittee to look at the possible impacts of electric vehicles. Researched would be the number of electric vehicles in the community that might have an impact on the PUD's load and whether or not the PUD wants to look actively look into providing electric vehicle charging access.
- Put together a process that might include reading materials and guidance for new Board members.

**Other suggestions:**

- Develop a Subcommittee that could develop briefings on issues that have been worked on over the CAB's last several years. These would be issues that newer members don't know about. Some issues that may be brought up may ask for briefings on those topics to get more familiar with them.
- Work group to work on power redundancies.
- When a member of the staff is introduced to the CAB, could there be a report of the historical issues of the CAB.

- Put together a short term Work Plan Subcommittee.

**PUBLIC COMMENT:**

- At the second June BOC meeting the commissioners made it very clear that that meeting schedule for July 31, 2019, was to be about discussing the Opt Out program.

**SUBCOMMITTEE REPORTS:**

**9.0 RFQ Future of Meters: Karen Bennett:** CAB member Karen Bennett requested the CAB have a role in the creation of the RFQ on selecting the consultant that will help the PUD regarding the replacement project for meters. Customer Service Manager Jean Hall and Operations Assistant Lori Rae have been assigned the task of researching the RFQ on the meter project.

**9.1 Opt Out Subcommittee: Seb Eggert:** Seb Eggert read the policy that was drafted. There was considerable discussion among the CAB members. General Manager Kevin Streett stated that he supported the Opt Out policy that was submitted.

**PUBLIC COMMENTS: Topics abbreviated.**

- Prioritizing the customer rather than what the industry is suggesting. To single the group that is asking for safer meters is unfair.
- Petition asking for non-transmitting refurbished analog meters.
- Other models out there that are not being considered. Requesting a workshop.
- Experiencing a high failure rate of RF readings. Security risk or privacy risk.
- Charging for services.
- Cost causation – slippery slope.
- Charge for installation of meter with no reading charge.
- Wireless meters – impact on citizens – health issues. Electromagnetic sensitivity.

**MOTION:** CAB member Russ Michel made a motion to approve the Opt Out Subcommittee’s report as modified. Gary Rowe seconded the motion as follows:

The PUD will offer a non-transmitting meter to single phase ratepayers who wish to opt out of their current RF transmitting meter.

Until the PUD calculates the actual a cost, a \$5.00 monthly fee will be assessed. the actual cost will then be applied.

If the ratepayer requests a subsequent meter change, charges to do so will be assessed.

Motion passed with six majority votes and two opposing votes. (name of who voted yes or no were not identified).

**9.2 Governance (Discussion):** Russ Michel gave a brief report. This matter was tabled to the next CAB meeting of August 12, 2019. The report will come out as part of the Agenda packet.

**9.3 Broadband (Discussion)** – Karen Bennett announced that the Subcommittee is on hold. JBAT had a meeting and continues to go on.

**9.4 Low Income (Discussion)** – Larry Dennison gave a report. The Low Income Subcommittee met on June 12<sup>th</sup>. (Handout No. 2). Larry went over issues that were addressed.

- Low income verification process. The PUD now goes through OlyCAP. There have been some significant problems. Committee recommended that the PUD start looking at in-house verification for low income.
- There is a difference between low income and low income senior discounts. Low income discount is \$39.50 and the low income senior discount is \$20.00. The Subcommittee recommended that both low income classes be changed to \$39.50.
- Does the PUD raise the low income discount from \$39.50 to \$50.00.? That was the recommendation that the PUD came up with more than a year ago. The PUD chose not to do that until the PUD had a different verification in place. The in-house program in place and also the BPA rate increase is due in October and so it only makes sense to wait until that's complete as well.
- On-bill financing which is set up to help customers meet up-front costs primarily for energy efficiency systems like heat pumps and propane. The Subcommittee determined that they don't have enough information yet. Commissioner Randall has been working with a group called Craft3 who provides that service. It is a non-profit financing service and they work with PUDs and public utilities that actually finance and then put the payments on the customer's bill with no additional cost to the PUD. The Subcommittee feels like that is a reasonable thing to look at but it does not have enough information yet.

Further discussion on this item was deferred until the August 12<sup>th</sup> CAB meeting.

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

Russ Michel reported on correspondence:

- Received one email from the public since last CAB meeting. That person stated concerns on the June opt-out discussions and the larger meter replacement project issues.

- CAB member sent an email about a potential plan issue.
- Ad hoc committee was formed – Work Plan – Gary Rowe, Russ Michel and Jessica Dillon. This committee will put a list of things to talk about at the BOC/CAB Joint Meeting on the July 31<sup>st</sup>.

Russ Michel will send out an email to entire CAB soliciting input.

**11. FUTURE AGENDA ITEMS/PUD CALENDAR:**

- Joint workshop July 31, 2019.
- Next CAB meeting August 12, 2019.
- July 12<sup>th</sup> meeting for General Manager’s Goals and Objectives.

**12. ADJOURN:**

**MOTION:** Jessica Dillon moved to adjourn the July 8, 2019, meeting of the Jefferson County PUD Citizen Advisory Board. Karen Bennett seconded the motion. Motion carried unanimously.

Meeting adjourned at 4:47 p.m.

Minutes prepared by  
Cammy Brown, PUD Recorder

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

Approved:

  
Larry Dennison, Chair

9/9/19  
Date

\_\_\_\_\_  
Russ Michel, Vice Chair

\_\_\_\_\_  
Date

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