

FINAL MEETING MNUTES
Jefferson County PUD
Citizen Advisory Board (CAB)
August 12, 2019

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1 (left at 3:11pm)		Kenneth 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	X	Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2 (left at 3:11pm)		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3		
X	Craig Durgan, District 3		

1. CALL TO ORDER

Chair Larry Dennison, called the meeting to order at 2:00 p.m. and stated that a quorum was present.

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

3. REVIEW OF AGENDA/APPROVAL:

Craig Durgan made a request to put the decision item reports under Item No. 9. Subcommittee Reports before the discussion Item No. 9.1 Broadband.

Jessica Dillon made a request to have Item No. 9.2 Low Income come first under Item No. 9. Subcommittee Reports because she has to leave early.

Order of items on Agenda under Item No. 9. Subcommittee Reports:

- 9.2 Low Income (Decision) – Larry Dennison
- 9.3 Governance (Decision) – Russ Michel
- 9.1 Broadband (Discussion) – Karen Bennett

MOTION: Russ Michel made a motion to approve the Agenda as modified. Jessica Dillion seconded the motion. Motion carried unanimously.

4. PUBLIC COMMENTS:

- At the July 31st workshop of the BOC, CAB was not given enough credit for significant things that they had done.
- Agenda not on website.

CAB member requested that new members get documentation on history of PUD or CAB.
CAB member commented agenda was not posted on the website.

5. APPROVE AND SIGN CAB MINUTES:

Corrections to CAB minutes of July 8, 2019, meeting:

- Jessica Dillon: Top of Page 5. Jessica Dillon and Seb Eggert voted no. Tom Engle commented that if the names are not in the tape should they be in there?
Larry Dennison will mention for the record if there are split votes and he will say who they are.
- Russ Michel had several changes:
Page 2 – first bullet – “my” should be “by”.
Page 3 – first bullet – insert comma between Governance and Broadband.
Page 3 – second bullet – insert word “power” before redundancies.
Page 4 – in Motion – insert words “as modified” after report.
Suggestion to standardize the word subcommittee.

MOTION: Gary Rowe made a motion to approve the July 8, 2019 meeting minutes of the Citizen Advisory Board as modified. Jessica Dillon seconded that motion. Motion carried unanimously.

6. BOC UPDATE: Commissioner Dan Toepper gave a report.

- In July the commissioners met with Kevin Streett.
- Magellan gave an update by phone – late August early September results on survey.
- BOC moved Opt Out Policy to staff.
- BOC allocated another \$250,000 to tree trimming budget.
- BOC approved wage level criteria for staff.
- BOC still discussing a fourth tier on water side.
- BOC working on communications protocol – getting the word out to customers.
- Commissioner Toepper represented PUD at KPTZ interview. Basically talked about All County Picnic.
- Worked in booth at Jefferson County Fair.
- Manager’s Goals and Objectives set for September 12, 2019, 10 to noon, location TBA.

7. **PUD STAFF REPORTS:**

- Major change with broadband fiber, NoaNet fiber and Wave.
- August 27 to 28 will cut resources. On-site NoaNet. Colton Worley will reroute. All fiber will be down from 2300 to 0600. Start on the 27th. Pull circuits and put in permanent situation. Part of longer term goal.
- Next outage – September 4th – 1:00 a.m. to 5:00 a.m. Rerouting cable into old building. PUD responsible for 90% of the work.

8. **CAB BUSINESS:**

8.1 **Joint BOC/CAB Special Meeting report and follow up – Gary Rowe.**

Gary Rowe gave a report and submitted Handout No. 1. Cab members commented. Subcommittee is to meet with General Manager Kevin Streett August 19th.

8.2 **OPMA and PRA training.** Larry Dennison asked the CAB members if all had taken the OPMA and PRA training. Everybody that was present had done the training. It was suggested to have mini workshop on the OPMA.

9. **SUBCOMMITTEE REPORTS:**

- 9.2 **Low Income (Decision) – Larry Dennison/Jessica Dillon.** Larry Dennison gave a short report as follows:
- Verification process moved in house and away from OlyCAP.
 - Recommending senior low income subsidy be raised to \$39.50.

MOTION: Russ Michel made a motion to increase the senior low income power subsidy from the current \$20.00 a month to \$39.50 which now applies to the regular low income category. Jessica Dillon seconded the motion. Motion carried unanimously.

No public comment.

Don McDaniel will submit the decision to the BOC.

There was some discussion on rate changes and the CAB's involvement in process. General Manager Kevin Streett reminded the CAB that the commissioners are the only ones that can approve rate changes.

PUBLIC COMMENT:

- Rate schedule. Changing policy.

9.3 Governance (Decision) – Russ Michel. Russ Michel gave an historical summary of Operating Guidelines. This is the fifth draft of the Operating Guidelines and this draft has been sent to the commissioners.

MOTION: Dan Taylor made a motion that the Operating Guidelines be adopted. Karen Bennett seconded the motion. Motion carried unanimously.

PUBLIC COMMENTS:

- Guidelines make requirements of PUD and staff. Is PUD on board with mandates?
- Staff is responsible for posting CAB agenda materials. Make sure this governance document places mandates on others and not just CAB members.

9.1 Broadband (Discussion) – Karen Bennett: Karen Bennett gave a report. Subcommittee is not highly active. There were three meetings. Working on Magellan Report, vision of the group and funding.

Need a third member on the committee. Craig Durgan volunteered to be on the committee. Larry Dennison appoints Craig Durgan to be on the Broadband Subcommittee. Broadband Subcommittee: Karen Bennett, Gary Rowe and Craig Durgan.

10. COMMUNICATIONS: Russ Michel went through all emails that were sent to the CAB – lists them out:

- Request to put something on the website on how to access website.
- Electric cars.

11. ANNOUNCEMENTS:

- Russ Michel will not be at the September CAB meeting.
- Audio recording index has been posted on the website.
- Minutes have been posted on the website since April of this year.
- CAB would like report on the testing of the PUD media server.
- All County Picnic.

12. FUTURE AGENDA ITEMS/CALENDAR.

- BOC meeting August 20, 2019.
- BOC meeting September 3, 2019.
- CAB meeting September 9, 2019.

CAB meeting minutes of June 10, 2019 were signed in open meeting format.

13. **ADJOURN:**

MOTION: Dan Taylor made a motion to adjourn the August 12, 2019, meeting of the Citizen Advisory Board. Gary Rowe seconded the motion. Motion carried unanimously.

Meeting adjourned at 4:16 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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