

FINAL MEETING MNUTES
Jefferson County PUD
Citizen Advisory Board (CAB)
September 9, 2019

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1	X	Kenneth Collins, District 2 Commissioner (arrived at 2:29 p.m.)
X	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
	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.
	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3	X	Samantha Harper, Water Superintendent
X	Craig Durgan, District 3		

1. CALL TO ORDER

Chair Larry Dennison called the meeting of the Jefferson County PUD Citizen Advisory Board to order at 2:00 p.m. and stated that a quorum was present. CAB members Russ Michel and Karen Bennett had excused absences.

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

3. REVIEW OF AGENDA/APPROVAL:

Changes to the Agenda:

- Larry Dennison announced that the Agenda Item Low Income Report – will be a discussion item – not a decision item.
- Craig Durgan requested that under Agenda Item No. 8 the “Decision” items come before the “Discussion” items.

There was consensus among the Board that the “Decision” items come before the “Discussion” items. It was suggested that the Operating Guidelines be checked first to make sure there is no conflict with this decision.

- **Work Plan** will be 8.1.

MOTION: Gary Rowe made a motion to approve the Agenda as amended. The motion was seconded. Motion carried unanimously.

4. **PUBLIC COMMENTS:**

- Typo under Work Plan – under No. 6 – Governance under “Status”. Strike “to” in the third sentence.

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

5.1 **Revise July minutes.** – No revision.

5.2 **Review/Approve August minutes.** Under Motion: Jessica “Dillion” should be Jessica “Dillon”.

MOTION: Larry Dennison made a motion to approve the August 12, 2019 meeting minutes of the Citizen Advisory Board as modified. Jessica Dillon seconded that motion. Motion carried unanimously.

6. **BOC UPDATE:** This will be made when Commissioner Kenneth Collins arrives at the meeting.

7. **PUD STAFF REPORTS:**

7.1 **GM Report.** General Manager Kevin Streett gave a report. Topics:

- Outages on fiber optic network. NoaNet and Wave put in equipment.
- Samantha Harper, Water Superintendent will help with engineering of some of the fiber optic networks, electrical engineering and will take a key position in the Six Year Water Plan that will be done shortly.

7.2 **New Media Server – Will O'Donnell:** Will O'Donnell, Communications Manager, gave a report and power point presentation on the new media server.

- Very user friendly.
- Great advancement.
- Only posting minutes back to 2017.
- Only started time stamping the agenda this spring after the new policy request went to the BOC.
- Still have access to old meetings on old site.
- Old media server files will be off site in a month or so.
- Whole system is now stored.

PUBLIC COMMENTS:

- Eliminating old site a mistake.
- Looks nice but not more functional.
- Name: Archives – where it says old – not best description. Might want to call it “Pre 2017”.

- Problem using public domains.
- Internet Explorer not supported.
- What drove your decision to change from an in-house server to the Amazon web service?

Response: The IT Manager did not want the entire website to be on the PUD servers in case of a hacking incident. The media server was the last piece of the website that lived on the PUD's systems.

- There was a concern about hacking into the PUD server. Isn't there an equal amount of concern about people hacking into the Amazon servers?

Response: The issue with hacking into the PUD servers is that it is then connected to all of the other PUD's systems which made it problematic.

- On the old site there is a link to the index for the BOC resolutions. Suggestion was made to move this option to the new site too.
 - There is still a significant percentage (5%) of individuals whose computers can't access the new format to the audio recordings. Eliminating old site to current practice is a mistake.
 - Looks nice, more attractive but not any more functional.
 - Suggestion was made to OCR (Optical Character Recognition) the documents so they are searchable.
- Response: Staff will look into this.
- The General Manager will speak with the PUD's General Counsel to see if there is a problem with the OPMA issue.

8. **SUBCOMMITTEE REPORTS:**

8.3 **Work Plan:** Gary Rowe gave a report. Highlights:

- Subcommittee met and also had a chance to meet with General Manager Kevin Streett in crafting work plan for 2020.
- There should be some effort to try to collect prior reports from the CAB.
- As the Strategic Plan gets adopted there may be a need to modify, amend or add to this work plan based on what the BOC adopts in their priorities.
- Work plan is very flexible and a living document.

PUBLIC COMMENT:

- Correction: Second line under Item No. 6 - where it says "Subcommittee will periodically to evaluate CAB governance." Strike the word "to".

MOTION: Gary Rowe made a motion that the Work Plan recommended by the Work Plan Subcommittee be adopted. Tom Engel seconded the motion. Motion carried unanimously.

6. **OUT OF ORDER: Report from Board of Commissioner Kenneth Collins:**

Commissioner Collins arrived at meeting at 2:29 p.m. and gave his report at this time.

- Commissioner Collins will attend NoaNet Board Meeting which has significant broadband implications after the BOC meeting on September 10, 2019.
- The Strategic Planning Session is September 10, 2019.

8.1 Broadband (Discussion) – Gary Rowe gave a report in Karen Bennett’s absence. The PUD is expected to have on September 30, 2019 a report coming from their consultant on the broadband Strategic Plan. Karen and Gary are going to participate in a funding workshop in Olympia to keep up-to-date on potential funding.

8.2 Low Income (Decision) – Larry Dennison gave a report. The recommendation from the Low Income Sub-committee was that the low income subsidy for seniors, which is currently \$20.00 a month, be raised to \$39.50 a month. This is more in line with the regular low income rate. This recommendation has been approved by the BOC. The Low Income Sub-committee will be meeting later this month to talk about Craft3 providing funding loans for heating and conservation projects.

PUBLIC COMMENTS: No public comment.

9. CAB BUSINESS:

9.1 Port Hadlock Sewer – Craig Durgan. Craig Durgan gave a report. A meeting may take place later in the month. There was some discussion.

PUBLIC COMMENTS: No public comment.

9.2 Date for OPMA/PRA Training – Larry Dennison. Larry Dennison made the suggestion that the CAB hold a workshop for Open Public Meeting Act and Public Records Act training. It was suggested that Tom Thiersch do the training. There was consensus among the CAB members that this was a good idea. There will be a MRSC (Municipal Research and Services Center) reference link sent to all CAB members and commissioners before the next CAB meeting.

- 10. COMMUNICATIONS:** Larry Dennison gave a report. The following took place:
- On August 13th received a communication from a member of the public commenting on the PUD policy issues first initiated by the CAB.
 - On August 15th received an email from a member of the public expressing some concern over a customer service issue.
 - On August 22nd received an email from a member of the public commenting on topics raised at the July 31st BOC/CAB workshop.

- 11. ANNOUNCEMENTS:**
- The Low Income Sub-committee will be meeting later this month.
 - Microsoft will support Internet Explorer until 2025.

- 12. FUTURE AGENDA ITEMS/CALENDAR.** Suggested topics:
- The structure of water rates and water conservation.


SIGNING OF MINUTES: The minutes of July 8, 2019 and August 12, 2019 were signed during the public meeting.

13. ADJOURNMENT:

Chair Larry Dennison declared the Citizen Advisory Board meeting of September 9, 2019, adjourned at 3:48 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:


Larry Dennison, Chair

Russ Michel, Vice Chair

11/18/19
Date
18 Nov 19
Date

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