



Jefferson County PUD Citizen Advisory Board

AGENDA

Date: Oct 14,
2019

Time: 2:00PM to
4:30PM

Chimacum Fire
Hall, 9193
Rhody Drive,
Chimacum, WA

1. Call to Order
2. Introductions
3. Agenda Approval
4. Public Comments - **This public comment period of up to 15 minutes is for any items not on the agenda. During the meeting, the Chair may also permit public comments on other discussion items. Each speaker is limited to 3 minutes.**
5. Review / Approve September minutes
6. BOC Update – Commissioner Jeff Randall
7. GM Report – Kevin Streett
8. Subcommittee Reports
 - 8.1 Governance (Decision) – Russ Michel
 - 8.2 Broadband (Information) – Gary Rowe
 - 8.3 Work Plan (Information) – Gary Rowe**
 - 8.4 Low Income (Information) – Larry Dennison**
9. CAB Business
 - 9.1 Process to review minutes (Discussion)
 - 9.2 OPMA Training (20 minutes)
10. Communications
11. Announcements
12. Future Agenda Items / Calendar
13. Adjourn

CAB Meeting Minutes Discussion
October 14, 2019
Russ Michel
CAB Governance Subcommittee Chair

The *CAB Operating Guidelines* adopted August 12, 2019 defines that the CAB minutes shall be Summary Minutes.

The current CAB process is for the Recording Secretary to prepare the draft minutes and distribute via e-mail to CAB members in advance of the next meeting. This allows CAB members the opportunity to review the minutes before the CAB meeting. If there are changes/edits to the minutes, they are discussed during a CAB meeting and a motion to approve as amended or as initially drafted. Since the CAB minutes are Summary Minutes, this process does not / should not consume too much meeting time. Once approved minutes are signed, they are posted to the PUD website.

There has been a suggestion to revise our current process to mirror what the BOC recently approved. That includes BOC member e-mail comments to the draft minutes. Then the final draft minutes are included in the Agenda Packet and included in the BOC Consent Agenda for approval.

As the Governance Subcommittee Chair, I am not in favor of changing the current CAB process regarding the CAB meeting minutes to mimic the BOC process for the following reasons:

- 1) Requesting CAB members to review and submit e-mail comments to the Recording Secretary opens the door for a possible, albeit inadvertent, breach of the OPMA by a REPLY ALL e-mail.
- 2) If the CAB members submit a requested change / edit to the prepared draft minutes, other CAB members would not have the benefit of seeing those changes before the CAB meeting unless a Final Draft of the CAB minutes were included in the CAB Agenda Packet. Taking meeting time to read /review a Final Draft of the minutes is not a good use of our meeting time.
- 3) The CAB meeting agenda does not include Consent items like the BOC.

Therefore, as Chair of the Governance Subcommittee, I propose that we do not change our current meeting minutes process.

CAB On-Boarding Packet
Draft Outline
14 October 2019

History: New CAB members have expressed a level of frustration when joining the CAB. Their frustration seems to be centered upon a lack of readily available CAB historical and institutional information and the lack of a process to more quickly bring a new CAB member “up-to-speed”. The result of this is that new CAB members may struggle in their first few months after they are seated on the CAB.

Therefore, the CAB Governance Subcommittee has taken on the task to create a CAB On-Boarding Packet. This Packet is intended to more quickly orient a new CAB member and provide links to resources.

Packet Outline:

- 1) Brief history of the CAB
 - a. Purpose
 - b. Process
 - c. Past Study Topics

- 2) Governing Documents
 - a. BOC Resolution 2018-015
 - b. CAB Operating Guidelines

- 3) Training Requirements
 - a. Open Public Meetings Act (OPMA)
 - b. Public Records Act (PRA)
 - c. Certificate of Completion

- 4) Roberts Rules of Order Overview

- 5) Use of PUD-provided Email Address

- 6) Current Subcommittees and Workplan

- 7) Resources
 - a. *Mastering Council Meetings Guidebook* – Jurassic Parliament
 - b. <http://mrsc.org>

Proposed work plan (September 2019)

Topic	Suggested statement of work	Status
Broadband	<ul style="list-style-type: none"> • Provide feedback to JPUD staff on development of broadband strategic plan. • Recommend policies for JPUD to implement broadband strategic plan 	Subcommittee assisted JPUD staff in preparation of broadband strategic plan. Work will be ongoing with subcommittee recommendations on implementation of broadband strategic plan.
Governance	<ul style="list-style-type: none"> • Evaluate effectiveness of CAB governance. • Prepare CAB onboarding materials • Work with PUD staff to update CAB website 	CAB operating guidelines adopted and put into practice. Subcommittee will periodically evaluate CAB governance.
Low income	<ul style="list-style-type: none"> • Improve low income program administration • Review low income assistance discount and senior discount 	Subcommittee report submitted. CAB recommended increasing senior low income subsidy to be equal to low income subsidy. Additional evaluation of low income support.
Meter replacement	<ul style="list-style-type: none"> • Provide feedback to JPUD staff on development of meter replacement project. 	Meter replacement subcommittee gave report and recommendation 5/9/16. PUD staff conducted RFP for meter replacement, but no action taken to implement. PUD staff preparing business case RFQ.
Electric vehicle infrastructure	<p>Topics:</p> <ul style="list-style-type: none"> • Charging stations • Capacity • Promotion/Adoption • Rebates 	Subcommittee formed 6/12/17. Need to update committee membership. Unsure whether any reports or recommendations submitted.
Carbon footprint/ climate change	<ul style="list-style-type: none"> • Vulnerability assessment. • Extreme weather impacts • PUD infrastructure changes to reduce carbon footprint • Evaluate options for switching from carbon-based fuels to heat pumps 	Has not previously been on CAB work plan. 2016 strategic plan objective: <i>“reduce local carbon emissions as suggested in the City of Port Townsend-Jefferson County Climate Action Plan”</i> .