

FINAL MEETING MNUTES
Jefferson County PUD
Citizen Advisory Board (CAB)
October 14, 2019

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1	X	Jeff Randall, District 1 Commissioner (arrived at 2:05 p.m.)
X	Tom Engel, District 1		Kenneth Collins, District 2 Commissioner
X	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
	Karen Bennett, District 2 (excused absence)	X	Kevin Streett, Acting General Manager
X	Gary Rowe, District 2		Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
	Dan Taylor, District 3 (excused absence)		Samantha Harper, Water Superintendent
X	Craig Durgan, District 3	X	Mike Bailey, Financial Services Manager

1. CALL TO ORDER

Chair Larry Dennison called the meeting of October 14, 2019, of the Jefferson County PUD Citizen Advisory Board to order at 2:00 p.m. and stated that a quorum was present. CAB members Karen Bennett and Dan Taylor had excused absences.

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

3. REVIEW OF AGENDA/APPROVAL:

MOTION: Gary Rowe made a motion to approve the Agenda as presented. Jessica Dillon seconded the motion. Motion carried unanimously.

4. PUBLIC COMMENTS:

- Member of public attended a meeting in Port Townsend on the solar community effort. There were vocal oppositions and resistance to the project.

5. REVIEW/APPROVE SEPTEMBER MINUTES:

5.1 Revise September minutes.

- Under attendance portion beginning of minutes take out under Jessica Dillon "left at 3:11 p.m." and under Tom Engel take out "left at 3:11 p.m.".

- Motion to approve the agenda – just put “motion was seconded” since it can’t be determined from the recording.
- Page 3 under 5, under 8. Sub-committee reports – Motion should read:
Gary Rowe made a motion that the Work Plan recommended by the Work Sub-committee be adopted. Tom Engel seconded the motion. Motion carried unanimously.

MOTION: Russ Michel made a motion to approve the September 9, 2019, meeting minutes of the Citizen Advisory Board as modified. Craig Durgan seconded that motion. Motion carried unanimously.

6. BOC UPDATE: Commissioner Jeff Randall gave a report.

- Bidding process and the office remodel expansion is on line. Septic bid came in under what we had budgeted.
- Well into budget process. Budget easier to understand. Tier rates will go down a little bit because expenses are increasing significantly for the coming year. Appreciation expressed for staff and work they have done on the budget.
- BOC and staff are part way through strategic planning process.
- Report was made on Communications workshop 10-14-19.
- Still working on General Manager’s goals and organizational chart. Staff hiring is stabilizing.
- Commissioner Randall has been appointed to Olympic Workforce Development Council.
- PUD will be participating in the Career Day on October 25th of the Junior Class at Port Townsend High School.

PUBLIC COMMENT:

- Question: When the PUD staff does a community outreach to the schools, are they making the female students aware that they can climb power poles too?
Response: Yes.
- Suggestion that the BOC send an appreciation letter to Fire Commissioners for use of their building.
- Question: Strategic Planning Work Plan – where is that process now? When will the CAB be involved?
Response: Needs to be more fully drafted and commissioners need some feedback on it.
Questions: What are the things that may be of interest to the Board? How does it affect the Work Plan?

7. GENERAL MANAGER’S REPORTS: General Manager Kevin Streett gave a report.

- Mike Bailey, Financial Services Manager reported on the budget.
- PUD advertising to fill positions.
- Staff cross-trained in the Finance Department.

- Adding a third position in the Finance Department.
- Facility remodeling should be done in August 2020.
- PUD staff would like to go paperless at all meetings.
- The plan is to have Kindles available at all meetings.
- Request to have internet access at the Transit Building.

8. **SUBCOMMITTEE REPORTS:**

8.1 **Governance (Decision) – Russ Michel** – Russ Michel gave a report:

- Moved the “decision” items in the Agenda to the front.
- Added a third item called “information”.
- Governance CD burned off of Russ Michel’s personal computer of all of the documents he had that were related to governance, both the resolution and the operating guidelines, was given to General Manager Kevin Streett and all the files have been deleted from Mr. Michel’s personal computer.
- Governance Sub-committee met via email. Working on “on-boarding” packet for new members. Would like to get done by January for use by new board members.
- Will O’Donnell has posted on the CAB portion of the PUD website a link to Resolution 2018-015 and also the CAB Operating guidelines.

MOTION: Russ Michel makes a motion that the CAB approve the on-boarding packet draft outline so that the Governance Sub-committee can move forward with preparing the on-boarding packet. Craig Durgan seconded the motion. Motion passed unanimously.

8.2 **Broadband (Information) – Gary Rowe.** Gary Rowe gave a report. The consultant for the PUD gave a presentation to the BOC. Consultant needs to do more work. T-Mobile may be a potential partner with the PUD.

8.3 **Work Plan (Information) - Gary Rowe.** Gary Rowe gave a report. A copy of the Work Plan was included in the CAB packet. The Work Plan has been given to the BOC. BOC will review at the next BOC meeting. General Manager Kevin Streett gave a brief report on fast chargers. Staff is researching grant opportunities.

8.4 **Low Income (Information) – Larry Dennison.** Larry Dennison gave a report. Report from PUD staff states that process for low income program is doing pretty well. The Low Income Sub-committee is looking at third party billing financing (Craft3).

9. **CAB BUSINESS:**

9.1 **Process to review minutes (Discussion).** There was consensus among the CAB members that the process that has been used in the past is adequate. No change.

9.2 **OPMA Training (20 minutes).** Tom Thiersch gave a brief presentation on the Open Public Meetings Act.

10. **COMMUNICATIONS:** No communications to report.

11. **ANNOUNCEMENTS:**

- Next CAB meeting will be November 18, 2019.
- End of year two CAB members' terms expire. Any CAB member whose term is going to expire should talk to the commissioner of the district that they represent.
- Don McDaniel will send out a list of CAB members and terms.

12. **FUTURE AGENDA ITEMS/CALENDAR.**


- There was a suggestion to modify audio recording.
- Topic of discussion of CAB looking into water rates for 2020.
- Future discussion on CAB member representation at events.
- CAB member protection for being out of compliance with Public Meetings Act was discussed. Is each member covered? This is an insurance question. PUD staff will research.
- Elections on CAB coming up.

13. **ADJOURNMENT:**

Chair Larry Dennison declared the Citizen Advisory Board meeting of October 14, 2019, adjourned at 4:15 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:


Larry Dennison, Chair

11/21/20
Date

Russ Michel, Vice Chair

Date

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