

MEETING MNUTES
FINAL
Jefferson County PUD
Citizen Advisory Board (CAB)
November 18, 2019

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1		Ken Collins, District 2 Commissioner
X	Sebastian Eggert, District 1	X	Dan Toepper, District 3 Commissioner
X	Karen Bennett, District 2	X	Kevin Streett, 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	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3	X	Cammy Brown, Recording Secretary
	Craig Durgan, District 3 Excused absence)		

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 Dennison announced that CAB member Craig Durgan had an excused absence.

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

3. REVIEW OF AGENDA/APPROVAL:

Chair Larry Dennison requested approval of the Agenda.

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

4. Chair Larry Dennison read the public comment guidelines.

PUBLIC COMMENTS (for items not on the agenda) – topics: No comments.

Appreciation was given to Russ Michel and Gary Rowe for their work on the on-boarding packet.

Appreciation was given to Tom Thiersch for his contribution with the audio recording suggestions.

5. SIGN AND APPROVE CAB MINUTES:

MOTION: Russ Michel made a motion to approve the minutes of the October 14, 2019, CAB meeting. Jessica Dillon seconded the motion. Motion carried unanimously.

There was a discussion on the posting of the minutes to the website. The Recording Secretary and Communications Manager will research and update the site.

6. **BOC UPDATE – DAN TOEPPER:**

Commissioner Dan Toepper gave a report – topics abbreviated:

- 2020 budget was approved by the BOC.
- PUD Financial Policy is being evaluated and the BOC is considering a five million dollar line of credit for emergency situations.
- Officer roles for the BOC next year will be Dan Toepper, President; Ken Collins, Vice President and Jeff Randall, Secretary.
- PUD is in its final stage of having a new five year NoaNet agreement.
- Staff are preparing an RFP (Request for Proposal) to get a consultant to do a cost of service for water rates increase and possible capital improvement surcharge.
- BOC is nearing the end of the meter Opt-Out Policy process.
- BOC will be discussing the General Manager evaluation process and evaluating the General Manager over the next month.
- State Auditor has met with representatives of the PUD and the PUD will be proceeding with the audit for 2018.

7. **PUD STAFF REPORTS:**

7.1 **General Manager gave an updated report:**

- Update on insurance for the CAB. There is none.
- Met with TMobile.
- PUD will reach out to ISPs in the area.
- Hired 9 new employees.
- NoaNet (discussion).
- A request was made that the General Manager look into whether or not the CAB could be included on errors and omissions insurance covering their volunteer position on the CAB. There was some discussion.
- CAB needs to have some specific training on Public Records Act.
- Look at CAB records – how are they kept? Handouts?

PUBLIC COMMENTS:

- Suggestion: Request legal counsel be consulted on insurance coverage and legal coverage.
- Magellan report status – TMobile is not willing to give Magellan information.
- Grant – Will O'Donnell reported that a grant was applied for. PUD staff is waiting for a response.

FACILITY UPDATE:

Don McDaniel gave an update on the facility. A construction schedule will be completed by 12-22-19. Construction to start no later than December 6th.

7.2 Will O'Donnell – Audio Recording Index (topics abbreviated):

- There were policy revisions made.
- What to do with recordings after meeting.
- Comment: Special meeting not time stamped.
- Post no shorter than two years.
- Minutes should be recorded beginning to end.
- Suggestion was made that the proposed language that the CAB received from Tom Thiersch be referenced in the current Audio Recording Policy.
- Suggestion that an announcement be made while documents are being signed that the recorder is still on and conversations taking place are being recorded.

It was noted that the suggestions made on the inclusion of Tom Thiersch's comments on the Audio Recording Policy had not been received by all CAB members and it was not included in the packet. It was the consensus of the CAB that these comments be included in the policy.

MOTION: Karen Bennett made a motion that the revisions to the Audio Recording Policy reviewed by the CAB at this meeting not be brought up as an action item at the next CAB meeting. Dan Taylor seconded the motion. Motion was carried unanimously.

8. SUB-COMMITTEE REPORTS:

8.1 Broadband (Information): Karen Bennett gave a report.

- Magellan report is available.
- Broadband Sub-committee has had one meeting.
- Another meeting scheduled for next week.
- What would next set of objectives for the sub-committee be?
- Suggestion made to have BOC and CAB meet to discuss broadband in the future.
- Suggestion was made that the CAB and JBAT not do anything for two months. Wait until BOC has a chance to review and make decision on broadband.
- There was a discussion of what the subcommittee was tasked with in the beginning. General understanding was to help determine what is the need for broadband in Jefferson County and therefore what is the PUD's potential goal.
- It was announced by the PUD staff that fiber projects were on hold.
- There is a special meeting of the BOC scheduled for January 28, 2020 to discuss broadband.

8.2 Workplan (Information): Gary Rowe gave a report.

- Workplan was presented to the BOC.
- Consensus of the BOC was that the Workplan was fine.
- There was a suggestion to reactivate the Electric Vehicle Sub-committee or put in inactive status.

- Comment: Should there be a new sub-committee put together for Climate Change?
- There was a suggestion to go back to BOC with an implementation plan with a suggestion that the CAB would like to have a subcommittee to work on Climate Change.
- Suggestion was to put on the agenda Climate Change and Electric Vehicles (forming subcommittees).
- City of Port Townsend has funding available on electric vehicles. This will be discussed in January.

8.3 Low Income (Information) : Larry Dennison gave a report.

- Low Income Sub-committee has not met.
- Still looking at on-bill financing for low income loans. Craft3 has been contacted.
- The plan is that after the first of the year there will be a conference call with Craft3.
- Request was made to send information to the BOC on any research done on Craft 3.

8.4 Governance (Discussion): Russ Michel gave a report. Appreciation was voiced to the members of the sub-committee.

- Jessica Dillion handed out list of acronyms and abbreviations (Handout No. 1).
- There should be something in the Governance Policy re: when is it appropriate or not appropriate to include individual Board members or all the Board on conversations?
- What are the expectations of a CAB member on taking a position on a certain subject?
- Typo in the Governance document on Page 6 – last paragraph – word missing. Insert “speak” “No one member may speak.”
- Don McDaniel will speak with the PUD’s IT department.
- Suggestion was made to keep Operating Guidelines in an Operating Guidelines Book.
- Suggestion: Add to guidelines “A CAB member may not participate in a sub-committee or participate in voting on the CAB until they turn in their OPMA certificate of training.
- Suggestion was to take the guidelines to the BOC.
- Suggestion to put on BOC Agenda an additional item for a verbal CAB report at least once a month.
- CAB should make sure to tell people coming on board what their responsibilities are.
- Question: How and when does packet get to a new CAB member? Response: Before they attend the first CAB meeting.
- Nominating packets are on the website.

- Question: Is the Workplan on the website: Response: Yes.
- Question: Is there a place on the website for special documents? Response: There could be one made.
- Request to put Governance guidelines on the website.
- Next steps: Final draft at December meeting.

9. **CAB BUSINESS:**

9.1 **2020 Meeting Schedule:** Continue to have the second Monday of each month. December meeting is at the Chimacum Fire Hall. The January meeting is at the Port Townsend Fire Hall. CAB meetings after January that have not been scheduled – location to be announced. Next meeting have a list of meetings with time and date. There was a suggestion that the meetings not all be at the extreme North end of the county. Eventually the CAB meetings will take place in the new facility.

9.2 **CAB participation at public events:** Jessica Dillon presented for discussion the topic of the CAB's presence at public events. Suggestion was made that the BOC should review the CAB's participation at public events.

10. **COMMUNICATIONS:** Larry Dennison reported that six emails were received on the PUD Email Server from the public on electronic meters and one email on the meeting recordings.

11. **ANNOUNCEMENTS:**

- Next meeting is December 9, 2019, at the Chimacum Fire Hall.
- At next CAB meeting in December the CAB will elect 2020 CAB Chair and Vice Chair.

12. **FUTURE AGENDA ITEMS/CALENDAR**

- CAB member would like to see an update on the Opt-Out Policy. There was some discussion.

For the good of the order: Jessica Dillon expressed appreciation to Karen Bennett for her work on the Broadband Sub-Committee.

13. **ADJOURN:**

MOTION: The November 18, 2019, meeting of the Jefferson County Citizen Advisory Board was adjourned at 4:07 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

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

Approved:



Larry Dennison, Chair

1/21/20

Date

Russ Michel, Vice Chair

Date

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