

FINAL MEETING MNUTES
Jefferson County PUD
Citizen Advisory Board (CAB)
December 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
X	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
	Karen Bennett, District 2	X	Kevin Streett, 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)	X	Cammy Brown, Recording Secretary
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. Chair Larry Dennison announced that CAB member Dan Taylor had an excused absence.

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

3. REVIEW OF AGENDA/APPROVAL:

Chair Larry Dennison requested approval of the Agenda.

MOTION: Jessica Dillon made a motion to approve the agenda as presented. Russ Michel 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.

5. MINUTES:

- Meeting minutes had been posted on the PUD website through the September 2019 meeting. In January the October meeting minutes will be signed and the November and December meeting minutes will need to be approved.

6. **BOC UPDATE – KENNETH COLLINS:**

Commissioner Kenneth Collins gave a report – topics abbreviated:

- There was an Executive Session to evaluate General Manager – to be continued in a public forum.
- Last week attended the PUD Association annual meeting that was held in Vancouver, Washington.
- Attended the Broadband Subcommittee meeting. Appreciation to Karen Bennett.
- Attended PUD regular association meeting.
- Attended two meetings in Portland – Public Power Association – their annual event and Board meeting of NoaNet.
- Attended Board meeting and Executive Board meeting of PURMS (Public Utility Risk Management Service) in Seattle.
- The BOC is making progress – anticipating staffing all the necessary positions.

7. **GENERAL MANAGER REPORT:** General Manager Kevin Streett gave a report.

- PUD had a substation transformer was approved by the BOC. (gave a short report).

8. **CAB BUSINESS:**

8.1 **2020 CAB Calendar (Decision):** Calendar for the year was presented and reviewed. General Manager Kevin Streett approved the CAB calendar.

8.2 **2020 CAB Election of Officers (Decision):** Larry Dennison goes over process for election of officers. New officers will begin taking office in January 2020.

Nominations were opened for Chair.

Larry Dennison nominated Russ Michel for Chair.

Craig Durgan seconded the nomination.

No other nominations for Chair.

Nomination carries unanimously.

Nominations were opened for Vice Chair.

Gary Rowe nominated Jessica Dillon for Vice Chair.

Tom Engel seconded the nomination.

No other nominations for Vice Chair.

Nomination carried unanimously.

8.3 **January PRA Training (Discussion):** Public Records Act training has been scheduled to take place on January 13, 2020, 2:00 p.m. at the Fire Hall in Port Townsend. Russ Michel presented some questions to ask at the Public Records Act training.

- What is actually a public record that the CAB creates?
- Work in progress reports – are they considered a public record?
- Notes that are taken during the meetings – are those part of the public record?
- Is there anything that the CAB members need to look out for in terms of our PUD emails.
- There are penalties to individual CAB members for knowingly violating the Open Public Meetings Act. Are there such penalties for the Public Records Act as well?
- Who is responsible for the records?
- What is a public record?
- How should the CAB interact with the staff - especially the Public Records Officer?
- Is there anything that the CAB members are responsible for keeping records?
- Under what circumstances would individual members have their own personal records or phone system – anything they keep for themselves - be subject to having to be provided for a public records request?

9. SUBCOMMITTEE REPORTS:

9.1 Governance (Decision) – Russ Michel: Russ Michel gave a report. There was considerable discussion and suggested changes to the On-Boarding Packet.

MOTION: Russ Michel made a motion that the CAB accept the On-Boarding Packet dated December 9, 2019, with amendments. Each commissioner will be provided an electronic copy so they can distribute it to potential or new confirmed CAB members. Tom Engel seconded the motion. Motion carried unanimously.

Gary Rowe made a motion to amend the On-Boarding Packet: Concurring to the edits here. Would be retitled Section 6 as Parliamentary Procedure and to - after the Roberts' Rules of Order put in parentheses (as applied for Small Boards) and strike the for small boards portion.

Two other changes: Suggested as additions to the Acronyms IBEW (International Brotherhood of Electrical Workers) and also (PRR for Public Records Request). Craig Durgan seconded the amendment. Motion carried unanimously.

Don McDaniel was asked to have Kris Lott in the PUD's IT Department assist any CAB member who needs help getting the email alert set up that would show on a CAB member's phone the phrase "You have PUD email".

Dennison [Signature]

9.2 Low Income (Information) – Larry Dennison: Larry Dennison gave a report. The subcommittee had not met. Mr. Dennison is in the process of making arrangements to schedule a teleconference with Craft3 to find out if the PUD could do an energy audit and tack that on to a loan package.

Don McDaniel suggested that the information that is received from Craft 3 be reviewed by staff again.

Gary Rowe announced that the Workplan Subcommittee had not met but there is a meeting planned in January to make assignments to the different subcommittees for the Workplan.

10. **CAB OPEN FORUM:** This is a portion of the meeting that members may make statements or observations about the character of the work of the CAB or the organization without having any particular item of business before the meeting. Topics abbreviated:

- Need Procedure to end subcommittees.
- In 2020 take a look at all subcommittees and determine which ones are or are not operational, which ones should or should not be standing committees.
- **Suggestion** for the CAB to have a discussion at some time about voluntary exit interviews with the CAB Chair and Vice Chair for CAB members leaving the CAB.
- **Suggestion** for the CAB to be more inclusive with s PUD staff in the subcommittees. One of the things the CAB really works for with respect to communication is getting a closer working relationship with staff.
- Liability Insurance for CAB members (discussion).

11. **COMMUNICATIONS:** Larry Dennison reported on communications received. The CAB received one message regarding the Magellan report.

12. **ANNOUNCEMENTS:** Reminder there is a change of venue for January meeting – Port Townsend at the Fire Hall.

13. **FUTURE AGENDA ITEMS/CALENDAR:**

- Review CAB Workplan to review subcommittee membership.
- Broadband Subcommittee will have an update at the January meeting of the CAB.

13. **ADJOURN:** Larry Dennison made a motion to adjourn the December 9, 2019, meeting of the Jefferson County PUD Citizen Advisory Board. Jessica Dillon seconded the motion. Meeting was adjourned at 3:47 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

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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