

FINAL MEETING MINUTES  
 Jefferson County PUD  
 Citizen Advisory Board (CAB)  
 January 13, 2020

**Attending CAB Members:**

**Attending PUD Representatives:**

	Larry Dennison, District 1	X	Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1		Ken Collins, District 2 Commissioner
X	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
		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.
	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3	X	Cammy Brown, Recording Secretary
X	Craig Durgan, District 3	X	Annette Johnson, Ex. Asst/Records Officer
X	Jerry Wilson, District 2	X	J. Paisner, General Counsel
		X	Jean Hall, Customer Service Manager

**1. CALL TO ORDER**

Chair Vice Chair Jessica Dillon called the meeting to order at 2:00 p.m. and stated that a quorum was present. Vice Chair Jessica Dillon announced that CAB members Larry Dennison and Russ Michel had excused absences. New CAB member Jerry Wilson representing District 2, introduced himself.

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

**NOTE:** The recording equipment did not get turned on until the introductions were given (in the middle). Set up of sitting in room was still taking place.

**3. REVIEW OF AGENDA/APPROVAL:**

**MOTION:** Sebastian Eggert made a motion to approve the agenda as presented. Craig Durgan seconded the motion. Motion carried unanimously.

**4. PUBLIC COMMENTS (for items not on the agenda) – topics:** Jessica Dillon read the guidelines for public comment. There were no comments.

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

**MOTION:** Gary Rowe made a motion to approve the minutes of the November 18, 2019, CAB meeting. Craig Durgan seconded the motion. Motion carried unanimously.

Draft meeting minutes of December 9, 2019, were reviewed. The following corrections were made:

- Page 4 – No. 13. Adjourn – Larry Dennison made the motion to adjourn.
- Page 2 – 8.2 – Craig Durgan seconded the nomination for Russ Michel.
- Page 4 - meeting adjourned at 3:51 p.m.

**MOTION:** Dan Taylor made a motion to approve the minutes of the December 9, 2019, as amended. CAB meeting. Craig Durgan seconded the motion. Motion carried unanimously.

The Recording Secretary made the announcement that she would get the signatures needed on the November and December 2019 minutes and have the minutes posted on the website before the next CAB meeting in February.

**6. BOC UPDATE – JEFF RANDALL:**

Commissioner Jeff Randall gave a report – topics abbreviated:

**Year in Review:**

- Transition of numerous positions in PUD staff.
- Designed a new facility and broken ground – on budget and on time.
- Finished RF meter opt-out process.
- Established a budget review process.
- Set goal of having no more than two meetings a month.
- The staff has a broadband meeting with Kitsap PUD and other special guests.
- Magellan report available for review.
- Strategic planning workshop to be scheduled.
- Organization structure and GM Goals workshops will be scheduled.
- Joint meeting with CAB to be scheduled.
- Community Solar Project under review by the City.
- Legislative sessions beginning in Olympia. All Board members will be going to monthly WPUDA meetings and reporting on legislation.

**7. PUD STAFF REPORTS: General Manager Kevin Streett gave a report.**

- Meeting on broadband scheduled for January 28 is postponed. Kitsap PUD could not attend.
- GM wants all requests to go through him concerning requests from subcommittee members to staff.
- Any staff reports that are going to be given out in a subcommittee meeting will be given to all three commissioners prior to the subcommittee meeting. Want to make sure all three commissioners know what is going on. Trying to keep the staff out of the middle.

**8. CAB BUSINESS:**

**8.1 PRA Training** – PUD General Counsel Joel Paisner gave a presentation on the Public Records Act and Open Public Meetings Act. Listen to audio recording for details at [www.jeffpud.org](http://www.jeffpud.org).

**9. SUBCOMMITTEE REPORTS:**

- 9.1 Broadband (Information): No report.** There was some discussion on notice of meetings and different groups associated with broadband.
- 9.2 Low Income (Information): No report.**

**9.3 Workplan (Discussion):** Gary Rowe gave a report. Updated Work Plan will be discussed at February CAB meeting. There was some discussion of notification to CAB members when there is a subcommittee meeting.

**10. CAB OPEN FORUM: (topics abbreviated).**

- Discussion on email transmission – phone, website, webmail.
- Update on strategic plan.
- Broadband.
- Water rates and billing.
- More direction and clarity need to be given to CAB on exactly what the CAB needs to do.

**11. COMMUNICATIONS:** No emails.

**12. ANNOUNCEMENTS:** Next CAB meeting February 10, 2020.

**13. FUTURE AGENDA ITEMS/CALENDAR:** None.

**14. ADJOURN:**

**MOTION:** Dan Taylor made a motion to adjourn the January 13, 2020, meeting of the Jefferson County Citizen Advisory Board. Gary Rowe seconded the motion. Meeting was adjourned at 4:03 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

CAB meeting audio file available on website  
[www.jeffpud.org](http://www.jeffpud.org)

Approved:

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Russ Michel, Chair

\_\_\_\_\_  
Jessica Dillon, Vice Chair

\_\_\_\_\_  
Date

02-14-2020

\_\_\_\_\_  
Date

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