



Jefferson County PUD Citizen Advisory Board

A G E N D A

**Date: Feb. 10,
2020**

**Time: 2:00PM to
4:30PM**

**Chimacum Fire
Hall, 9193
Rhody Drive,
Chimacum, WA**

1. Call to Order
2. Introductions
- 00:01:25 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.
- 00:03:30 5. Review / Approve Minutes
- 00:06:50 6. BOC Update – Commissioner – Dan Toepper
- 00:11:42 7. GM Report – Kevin Streett
8. CAB Business
- 00:20:15 8.1 Review of Resolution 2018-015 and CAB Operating Guidelines.
- 00:51:13 8.2 Insurance
9. Subcommittee Reports
- 00:57:48 9.1 Workplan (Discussion) – Gary Rowe
- 01:38:04 9.2 Low Income (Information) – Larry Dennison 9.2
- 01:52:50 10. CAB Open Forum
- 01:53:49 11. Communications
12. Announcements
- 01:54:00
- 01:56:32 13. Future Agenda Items / Calendar
14. Adjourn

WORK PLAN SUBCOMMITTEE REPORT – January 13, 2020

1. Work plan reviewed by BOC on Oct 15th and the board was in agreement that the work plan was sufficient as presented.
2. The work plan subcommittee reviewed the status of cab subcommittees and make the following recommendations for each subcommittee:

Subcommittee	Current Status	Recommended Status	Notes
Broadband	Active	Active	Continue working on this issue
Climate Change	New	New	Appoint subcommittee members and draft SOW
Credit Card	Inactive	Suspend	No further work unless requested by BOC
Electric Vehicles	Inactive	New	Appoint subcommittee members and draft SOW
Governance	Active	Inactive	Monitor need for any changes
Low Income	Active	Active	Continue working on this issue
Meter Replacement	Inactive	Suspend	No further work unless requested by BOC
Noxious Weeds	Inactive	Suspend	No further work unless requested by BOC
Rates	Inactive	Suspend	No further work unless requested by BOC
Solar	Inactive	Suspend	No further work unless requested by BOC
Strategic Plan	New	New	Appoint subcommittee members and draft SOW
Workplan	Active	Active	Finalize Workplan with General Manager and BOC

3. Work Plan Subcommittee Recommendations:
 - Appoint and/or reappoint CAB members to serve on subcommittees
 - Request an update on the PUD strategic plan
 - Request an annual BOC – CAB special meeting in March to review strategic priorities and role of CAB in providing advice and recommendations on selected topics.

WORK PLAN SUBCOMMITTEE REPORT – February 10, 2020

Subcommittee appointment process:

Resolution 2018-015 Sec. 2(C):

...CAB members volunteer to be on a subcommittee based on their area of expertise or interest. A subcommittee shall not constitute a quorum of the CAB. Based on unanimous approval by subcommittee members, a subcommittee may invite non-voting members of the public to participate.

Operating guidelines:

Formation: When a subcommittee is formed, CAB members indicate their willingness to participate. The CAB chair shall have the final say in the subcommittee membership taking into consideration CAB member topic expertise, balanced representation from each PUD commissioner district, and balancing out overall member participation.

Recommendation of workplan committee:

- Each new subcommittee will prepare a statement of work outlining the issues they will be discussing and potential policies to be developed. The statement of work will be presented to the CAB for discussion and input.
- Each existing subcommittee will prepare a summary of what they have previously worked on, their accomplishments, their current work plans and goals to ensure new members are able to fully participate in subcommittee work. New members will study prior subcommittee work to be fully informed on their topics.
- Subcommittee summaries will be placed in onboarding materials for new CAB members.

WORK PLAN SUBCOMMITTEE REPORT – February 10, 2020

Appointment of CAB members to subcommittees:

Broadband Subcommittee

- Members (3 max.):
 - Craig Durgan (Dist. 3)
 - Gary Rowe (Dist. 2)
 - _____ (Dist.)
 - _____ (Dist.)
 - _____ (Dist.)

Low Income Subcommittee

- Members (3 max.):
 - Larry Dennison (Dist. 1)
 - Jessica Dillon (Dist. 2)
 - Craig Durgan (Dist. 3)
 - _____ (Dist.)
 - _____ (Dist.)
 - _____ (Dist.)

Workplan Subcommittee

- Members (3 max.):
 - Jessica Dillon (Dist. 2)
 - Russ Michal (Dist. 3)
 - Gary Rowe (Dist. 2)
 - _____ (Dist.)
 - _____ (Dist.)
 - _____ (Dist.)

Climate Change Subcommittee

- Members (3 max.):
 - _____ (Dist.)
 - _____ (Dist.)
 - _____ (Dist.)

Electric Vehicles Subcommittee

- Members (3 max.):
 - _____ (Dist.)
 - _____ (Dist.)
 - _____ (Dist.)