

**Special Meeting Agenda**

**PUD Board of Commissioners**

Tuesday, November 30, 2021 10:00 AM

Zoom

Port Townsend, WA 98368



To join online go to: <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 5 minutes before they begin. TOLL FREE CALL IN #: 833-548-0282, Meeting ID# 4359992575#. Use \*6 to mute or unmute. \*9 to raise a hand to request to begin speaking.



Page

**1. Call to Order**

Per the Governor's Extended Proclamation 20-28 and in response to the COVID-19 Pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will be held remotely via Zoom until otherwise informed by the Governor. Participant audio will be muted upon entry. Please unmute at the appropriate time to speak. If you are calling in, use *\*6 to mute and unmute and \*9 to raise a hand to request to speak.*

**2. Agenda Review**

**3. Presentation and Discussion**

- |      |  |   |
|------|--|---|
| 3.1. | RESP loan and program<br><a href="#">RESP Eligible Activities.docx</a>                | 2 |
| 3.2. | Communications & Correspondence<br><a href="#">AR Commission Correspondence.docx</a>  | 3 |

**4. Adjourn**

# RESP Eligible Activities

1. Lighting Improvements (Residential and Commercial)
2. HVAC Systems
3. Building Envelope Improvements
4. Water Heaters
5. Compressed Air Systems
6. Motors
7. Boilers, Dryers, Heaters, and process related equipment
8. Energy Audits
9. On or Off Grid Renewable Energy Systems
10. Energy Storage Devices
11. Energy Efficient Appliance Upgrades (fixed to real property)
12. Irrigation or Water and Waste Disposal System Efficiency Improvements
13. Replacement of Manufactured Homes
14. Electric Vehicle Chargers in behind the meter applications
15. Other Approved Activities and investments directly related to Energy Efficiency Implementation



## **AGENDA REPORT**

**DATE:** 10/19/2021  
**TO:** Board of Commissioners  
**FROM:** Will O'Donnell  
**RE:** Commissioner Correspondence Policies Discussion

---

**BACKGROUND:** Commissioners receive a steady stream of emails from members of the public. Though all of these communications are subject to public records requests, there currently is no formal process for reviewing or discussing because the emails mainly live in each commissioner's individual email box. Because the commissioners cannot have discussions outside of public meetings there is concern that some correspondence with the public may not get the attention it deserves, while other correspondence may receive multiple replies expressing divergent opinions.

At their May 18<sup>th</sup> meeting, the PUD's BOC asked staff to come up with some solutions for improving transparency around commissioner correspondence with customer owners.

**ANALYSIS/FINDINGS:** Staff recommends the following intermediate steps to ensure that all correspondence to the commissioners is accounted for and answered properly.

1. **Correspondence Log in Agenda Packet.** Using the correspondence folder, staff will produce a "Correspondence Log" documenting date, sender, and subject of all emails (or paper letters) sent to commissioners. The Correspondence Log will be included in each regular meeting agenda packet as an element of the Consent Agenda. In the event of a public hearing, the entire email will be included in the minutes of the meeting during which the hearing was held.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Discuss presented options. Preferences indicated in discussion will be used to refine and create policies that will be brought back to the board in later meetings.