

Citizen Advisory Board

Meeting Agenda

Monday, March 14, 2022 2:00 PM

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.

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 Approval

3. Public Comment

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.

4. Minutes (Discussion)

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[PUD CAB Meeting Minutes 12-13-2021 Draft \(3\).pdf](#) 

[PUD CAB Meeting Minutes 1-10-2022 Draft.pdf](#) 

[PUD CAB Meeting Minutes 2-14-2022 Draft 2.pdf](#) 

5. BOC Update

6. GM Report

7. CAB Business

- 7.1. Review and discussion of summary notes from the joint BOC/CAB meeting

7.2. Discussion regarding the proper use of PUD emails

7.3. Discussion on minimizing staff time when investigating CAB projects

8. Items for the Good of the Order

9. Adjourn

DRAFT MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 December 13 2021

Attending CAB Members:

Attending PUD Representatives:

<input checked="" type="checkbox"/>	Kellen Lynch, District 1		Jeff Randall, District 1 Commissioner
<input checked="" type="checkbox"/>	Tom Engel, District 1	<input checked="" type="checkbox"/>	Ken Collins, District 2 Commissioner
<input checked="" type="checkbox"/>	Sebastian Eggert, District 1		Dan Toepper, District 3 Commissioner
<input checked="" type="checkbox"/>	Gary Rowe, District 2	<input checked="" type="checkbox"/>	Will O'Donnell, Communications Mgr.
<input checked="" type="checkbox"/>	Bob McCauley, District 3	<input checked="" type="checkbox"/>	Don McDaniel, Consultant for PUD
<input checked="" type="checkbox"/>	Dan Taylor, District 3	<input checked="" type="checkbox"/>	Jean Hall, Customer Service Director
<input checked="" type="checkbox"/>	Jessica Dillon, District 2	<input checked="" type="checkbox"/>	Kevin Streett, General Manager
<input checked="" type="checkbox"/>	Craig Durgan, District 3		

1. Call to Order.

Chair Jessica Dillon called the Citizen Advisory Board (CAB) for December 13, 2021, to order at 2:00 p.m. There was a quorum declared. Chair Jessica Dillon read the Governor's Proclamation into the record.

Roll call was taken. There was a quorum established.

2. Approval of Agenda.

MOTION: CAB member Tom Engel made a motion to approve the agenda as presented. CAB member Sebastian Eggert seconded the motion. Motion carried unanimously.

3. Minutes.

MOTION: CAB member Dan Taylor made a motion to approve the minutes of August 9, 2021, as presented. CAB member Bob McCauley seconded the motion. Motion carried unanimously.

4. Public Comment. Chair Jessica Dillon read the guidelines for public comment. No public comment.

5. BOC Update – Commissioner Kenneth Collins:

- All three PUD commissioners participated in WPUA Annual Conference.
- Future visit planned with Representative Tharinger who is interested in PUD and broadband.
- PUD received a grant for more than one million dollars for broadband.

- PUD Staff is waiting for word to come back on other grants.
- In the near future, the PUD will be able to help people who are now either unserved or underserved.
- Discussion on letter that went out from the PUD regarding vaccination policy. There are contractors that have contracts with the PUD that do not want to comply with the vaccination policy. The PUD has to comply with the law. The PUD is under the mandate from the Governor because it contracts with the State.
- Commissioner Kenneth Collins will assume the position of President of the Jefferson County Public Utility District Board of Commissioners.

There was some discussion on the Vaccination Policy.

6. GM Report: General Manager Kevin Streett gave a report.

- PUD staff busy with PUD year end.
- PUD staff trying to get projects completed so they do not run into the next budget.
- Moving into 2022 PUD staff and BOC putting together priorities on projects.
- PUD staff has applied for many grants.
- Multiple year project on Elkin’s Road project. This is a ten-year project.

7. CAB Business.

7.1 Discussion of Joint BOC/CAB meeting in 2022.

- First meeting in January of the BOC – setting a date for BOC/CAB joint meeting.
- Monthly meetings of the CAB are preferred by Chair.
- CAB member Jerry Wilson has resigned.
- CAB member Gary Rowe’s (District 2) term ends December 31.
- Need to fill two positions for CAB members in District 2 .
- PUD staff will advertise for applicants for vacant positions on CAB.

7.2 Election of Officers for 2022.

NOMINATION OF CHAIR OF CAB 2022: There was some discussion on whether a CAB member could serve more than a one-year term consecutively.

CAB member Gary Rowe nominated CAB member Tom Engel for the position of Chair of the CAB.

CAB member Jessica Dillon seconded the nomination.

CAB member Tom Engel steps back from the nomination after discussion of chair position.

CAB member Seb Eggert nominates CAB member Jessica Dillon for a second term as Chair of the CAB.

CAB member Tom Engel seconded the nomination.

CAB member Jessica Dillon was unanimously elected as Chair of the CAB.

NOMINATION OF VICE CHAIR OF CAB 2022.

CAB member Gary Rowe nominated CAB member Tom Engel as Vice Chair of the CAB.

CAB member Jessica Dillon seconded the nomination.

CAB member Tom Engel was unanimously elected Vice Chair of the CAB.

8. Clean Energy Transformation Act (CETA).

Customer Service Director Jean Hall gave a presentation on Clean Energy Transformation Act (CETA) and goes over the draft of the CETA plan identifying vulnerable populations. Public input is required on the survey. There was a roundtable discussion on the Clean Energy Implementation Plan (CEIP).

9. Adjournment.

MOTION: CAB member Dan Taylor made a motion to adjourn the December 13, 2021, PUD Citizen Advisory Board Meeting. CAB member Craig Durgan seconded the motion. Motion carried unanimously. The meeting was adjourned at 3:35 p.m.

Minutes prepared by Cammy Brown, PUD Recorder

Approved:

Jessica Dillon, Chair

Date

Gary Rowe, Vice Chair

Date

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DRAFT MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 January 10, 2022

Attending CAB Members:

Attending PUD Representatives:

<input checked="" type="checkbox"/>	Sebastian Eggert, District 1	<input checked="" type="checkbox"/>	Jeff Randall, PUD Commissioner
<input checked="" type="checkbox"/>	Craig Durgan, District 3	<input checked="" type="checkbox"/>	Will O'Donnell, Communications Mgr.
<input checked="" type="checkbox"/>	Bob McCauley, District 3	<input checked="" type="checkbox"/>	Don McDaniel, Consultant for PUD
<input checked="" type="checkbox"/>	Dan Taylor, District 3	<input checked="" type="checkbox"/>	Kevin Streett, General Manager
<input checked="" type="checkbox"/>	Jessica Dillon, District 2	<input checked="" type="checkbox"/>	Cammy Brown, Recording Secretary
<input checked="" type="checkbox"/>	Tom Engel, District 1		

1. Call to Order.

Chair Jessica Dillon called the Citizen Advisory Board (CAB) for January 10, 2022, to order at 2:00 p.m. There was a quorum declared. Chair Jessica Dillon read the Governor's Proclamation into the record.

Roll call was taken. There was a quorum established.

2. Introductions. Chair Jessica Dillon introduced members and attending PUD representations that were present.

3. Approval of Agenda.

MOTION: CAB member Sebastian Eggert made a motion to approve the agenda as presented. CAB member Bob McCauley seconded the motion. Motion carried unanimously.

4. Public Comment: Chair Jessica Dillon read the guidelines for public comment. No public comment.

5. Minutes. Approval of the meeting minutes of December 13, 2021, was tabled until the next CAB meeting. There were problems with downloading the minutes.

MOTION: CAB member Dan Taylor made a motion to table the minutes to the next CAB meeting in February, 2022. CAB member Craig Durgan seconded the motion. Motion carried unanimously.

6. BOC Update – Commissioner Jeff Randall:

- Challenging year for staff. It has been an eventful year.

- Challenges with staffing. Most competitive area to recruit was with the linemen.
- The BOC authorized General Manager Kevin Streett to pursue the COVID vaccination policy.
- The commissioners' role is to provide direction and not to micromanage how things are implemented.
- Staff had to change contractor who provides linemen services as backup to the PUD's employees. Staff lost two employees who could not comply with the vaccination policy and who the PUD could not accommodate because they worked with other people.
- The PUD has more than one employee who was able to be accommodated and is able to work by themselves. The linemen don't fall into that category.
- Basically, the PUD, instead of two four-person crews, has one four-person crew and two additional people.
- The staff has had to get a new contract linemen business working for the PUD. Palouse, out of Eastern Washington (Quincy), has been helping the PUD deal with the series of really challenging storms.
- This winter has been more challenging than in the past. Higher winds, and snow, sometimes both coming at the same time.
- PUD staff is doing amazing work.
- The PUD staff will continue with broadband issue. The PUD is well situated to apply for grants. Staff will continue to do that.
- Getting approval for 5 million dollars on-bill financing program. There may be room for the CAB to review this program. What kind of programs do we think would be beneficial? What kind of education outreach efforts could be done? Customer borrows the money for twenty years and, as people borrow, the PUD sets up a repayment program that will be added to their monthly electric bill.
- Strategic Plan – CAB could be helpful reviewing the sewer rates plan.
- Meters – PUD has done what it needs to do to make a decision. There may be a role of the CAB of how to communicate to the public.
- The commissioners are interested in what the CAB would like to talk about. Looking forward to scheduling a joint meeting with the Board of Commissioners.

7. **GM Report:** General Manager Kevin Streett gave a report.

- Two candidates have applied for the CAB positions.
- At the next BOC meeting the sewer rates will be brought forward.
- There are outages in the Coyle area. There were many trees down. Getting plows in to cut down the trees is an issue. Hoping there will be a FEMA declaration.

8. CAB Business.

8.1 Discussion regarding upcoming joint BOC/CAB meeting. There was a meeting set for February 14, 2022 at 2:00 p.m.

9. CAB Open Forum: There was an open forum of CAB comments and concerns.

- There was an article on the on-line newspaper and the manner of communication was a concern. If a member of the CAB makes a comment, they need to state they are commenting for themselves and not as a CAB member.
- There was some discussion regarding the vaccination policy.

10. Adjournment.

MOTION: CAB member Dan Taylor made a motion to adjourn the January 10, 2022, PUD Citizen Advisory Board Meeting. CAB member Bob McCauley seconded the motion. Motion carried unanimously. The meeting was adjourned at 3:11 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recorder

Approved:

Jessica Dillon, Chair

Date

Gary Rowe, Vice Chair

Date

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DRAFT MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 PUD Board of Commissioners
 Joint Meeting
 February 14, 2022

Attending CAB Members:

Attending PUD Representatives:

<input checked="" type="checkbox"/>	Sebastian Eggert, District 1	<input checked="" type="checkbox"/>	Kenneth Collins, PUD Commissioner
<input checked="" type="checkbox"/>	Craig Durgan, District 3	<input checked="" type="checkbox"/>	Jeff Randall, PUD Commissioner
<input checked="" type="checkbox"/>	Bob McCauley, District 3	<input checked="" type="checkbox"/>	Dan Toepper, PUD Commissioner
<input checked="" type="checkbox"/>	Dan Taylor, District 3	<input checked="" type="checkbox"/>	Will O'Donnell, Communications Mgr.
<input checked="" type="checkbox"/>	Jessica Dillon, District 2	<input checked="" type="checkbox"/>	Don McDaniel, Consultant for PUD
<input checked="" type="checkbox"/>	Tom Engel, District 1	<input checked="" type="checkbox"/>	Kevin Streett, General Manager
<input checked="" type="checkbox"/>	Rod Roduin	<input checked="" type="checkbox"/>	Cammy Brown, Recording Secretary
<input checked="" type="checkbox"/>	Richard Johnson	<input checked="" type="checkbox"/>	Samantha Harper, Engineering Director

1. Call to Order.

Chair Jessica Dillon called the Joint Meeting of the Citizen Advisory Board (CAB) and the Jefferson County PUD No. 1 Board of Commissioners for February 14, 2022, to order at 2:00 p.m. Chair Jessica Dillon read the Governor's Proclamation into the record.

Roll call was taken. There was a quorum established.

2. Introductions. Chair Jessica Dillon introduced members and attending PUD representations that were present. Commissioner Jeff Randall announced that Kellen Lynch was out of the area and was not able to attend the meeting.

3. Approval of Agenda.

MOTION: CAB member Bob McCauley made a motion to approve the agenda as presented. CAB member Dan Taylor seconded the motion. Motion carried unanimously.

4. Public Comment: Chair Jessica Dillon read the guidelines for public comment.

- **Comment:** Letter from Tom Engel was sent three months ago. Is that going to be discussed later in the agenda?

Response: Extent of that letter would not fall into the business that the CAB is trying to do today which a larger overview of the CAB and different topic items that the CAB would be studying. Anticipate doing something with that possibly at a future BOC meeting after

the CAB has had the opportunity to study that topic. Tom Engel disagreed with this.

5. Minutes. Approval of the meeting minutes was tabled until the next CAB meeting. There were Microsoft problems with downloading the minutes. The minutes will be put in the agenda packet so all members can review.

6. BOC Update – Commissioner Kenneth Collins: Commissioner Kenneth Collins conducted a roll call of the Board of Commissioners to establish a quorum. All three commissioners were present. A quorum was established.

- The Jefferson County PUD is the only PUD that has a CAB in the State of Washington.
- Initiatives are moving forward on the need for meter replacement.
- The staff is charging ahead on broadband.

7. GM Report: General Manager Kevin Streett gave a report.

- General Manager is meeting with State Management Office. There is a real threat of cyber security attacks in United States against utilities. The PUD staff has been working on cyber security and making structural changes.
- General Manager outlined outages the crews worked through.

8. CAB Business.

8.1 Introduction of New CAB members. New CAB members Rich Johnson and Rod Roduin were introduced.

8.2 Role of the CAB and possible future projects. There was a discussion of future projects for the CAB to work on. Comments:

- Program getting RUS funding for customers to be able to borrow money from the RUS fund for energy efficiency and other improvements and paying it back over time.
- BPA contract and issues.
- Messaging and communications with customers on rates.
- More narrow directional type issues to be taken up.
- Get balance on subcommittees that each district has a representative be able to be on a subcommittee.
- PUD staff time – how much help or time does the CAB need?
- Encourage the CAB to come up with some of its own ideas and initiatives. CAB should feel empowered with recommendations for areas of study and be able on their own initiative dive into certain areas and make recommendations to the Board of Commissioners.

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- Revisit the assistance being provided to low-income people in the community. This needs to be examined and some recommendations sent to the Board of Commissioners.
- As a small PUD, the ability to come up with alternatives in terms of energy sourcing is extremely limited. The idea of there being a regional purchasing organization where the PUD would join with other PUDs and cooperatives among the northwest states has some real possibility. The numbers are quite large and that might actually be a viable option. Looking at where that exists in other parts of the country and how well it operates is an area of study that the CAB could look at.
- Revisiting rules of governance that have been written.
- With respect to broadband, the grants that the PUD has been able to successfully compete in requires there be community support. There should be coordination between CAB and the Jefferson Broadband Action Team to look for areas of synergy and cooperation and improve communication.
- Communicating to the customer on broadband and have the roll out run as smooth as possible.
- Communication to customers on the increase of rates.
- Minority report given to the BOC on subcommittees.

9. Future Agenda Items/Calendar.

- Establishing a subcommittee on Governance.
- BPA contract. CAB member Tom Engel reads his letter into the record.
- There was a request to put together a rough draft of the CAB rotation of members.
- Climate change subcommittee.
- Chair Jessica Dillon reads CAB member Kellen Lynch’s comments into the record.
- Chair Jessica Dillon announced that this would be CAB member Bob McCauley’s last meeting and voiced appreciation for his participation.

10. Adjournment.

Commissioner Kenneth Collins adjourned the joint meeting of the Jefferson County Board Public Utility District No. 1 Board of Commissioners and Citizen Advisory Board at 3:40 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recorder

Approved:

Jessica Dillon, CAB Chair

Date

PUD Commissioner Kenneth Collins, President

Date

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