

Citizen Advisory Board

Meeting Agenda

Monday, May 9, 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.

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 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

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

[PUD CAB Joint Meeting with BOC 3-14-2022 Final.pdf](#) 

[CAB Draft Minutes 4-11-2022.pdf](#) 

3 - 14

5. Meeting Guidelines - Chair

6. BOC Update - Jeff Randall

7. GM Report

8. CAB Business

8.1. Governance Review of Resolution 15 - 18

[Amend_Res2018-015.doc](#) 

9. Subcommittee Reports

9.1. Broadband Subcommittee Questions 19

[Broadband Program Questions - May 2 2022.docx](#) 

10. CAB Open Forum

11. Adjourn

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

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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. CAB member Tom Engel reads a letter into the record.
- 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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FINAL MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 PUD Board of Commissioners
 Joint Meeting
 March 14, 2022

Attending CAB Members:

Attending PUD Representatives:

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<input checked="" type="checkbox"/>	Craig Durgan, District 3	<input checked="" type="checkbox"/>	Jeff Randall, PUD Commissioner
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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

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Jefferson County PUD
 Citizen Advisory Board
 Joint Meeting with BOC
 March 14, 2022 Final Minutes

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Minutes prepared by
Cammy Brown, PUD Recorder

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Jefferson County PUD
Citizen Advisory Board
Joint Meeting with BOC
March 14, 2022 Final Minutes

Approved:

Jessica Dillon, CAB Chair

Date

PUD Commissioner Kenneth Collins, President

Date

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DRAFT MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 April 11, 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		Jeff Randall, PUD Commissioner
<input checked="" type="checkbox"/>	Bruce Alexander, District 3		Dan Toepper, PUD Commissioner
<input checked="" type="checkbox"/>	Dan Taylor, District 3	<input checked="" type="checkbox"/>	Will O'Donnell, Communications Mgr.
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<input checked="" type="checkbox"/>	Tom Engel, District 1	<input checked="" type="checkbox"/>	Kevin Streett, General Manager
<input checked="" type="checkbox"/>	Rod Roduin, District 2	<input checked="" type="checkbox"/>	Cammy Brown, Recording Secretary
<input checked="" type="checkbox"/>	Richard Johnson, District 2		
	Kellen Lynch (excused absence)		

1. Call to Order.

Chair Jessica Dillon called the Zoom meeting of the Jefferson County Public Utility District No. 1 Citizen Advisory Board (CAB) for April 11, 2022, to order at 2:02 p.m. and read the Governor's Proclamation into the record.

2. Introduction of New CAB Member: Jessica Dillon introduced Bruce Alexander from District 3.

Roll call was taken. There was a quorum established.

3. Agenda Approval: Craig Durgan asked for a specific agenda item specifically about the formal adoption process forming subcommittees. The agenda was amended as follows:

- 8.1 Subcommittee Reports.
- 8.2 Process Discussion.
- 8.3 Communications with Staff.
- 8.4 CAB Email.

MOTION: Dan Taylor made a motion to approve the agenda as amended. Richard Johnson seconded the motion. Motion carried unanimously.

4. Public Comment: No public comment.

5. Minutes (Discussion): No minutes were included in the packet. The minutes of the CAB meeting of March 14, 2022, were tabled until the meeting of May 9, 2022.

6. BOC Update – Commissioner Kenneth Collins: Commissioner Kenneth Collins gave a report:

- Broadband – Jefferson PUD 24 million dollars of grants to work with.
- All three commissioners are planning to attend the WPUA Conference.

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

- Crews have been doing a lot of pole changes.
- New service has not increased to date.
- Permitting process of the City and County fees have gone up.
- Water Department is the biggest project. It is replacing the Quilcene water tank. Cost is 2 ½ million dollars.
- Researching funding for water project. Not much money now for water projects. All money is going for broadband.
- No changeouts in the meter replacement program until later in fall. There is a vendor selected. The first eight meters arrive next week.
- PUD does have a vendor for the meter replacements.
- Transformers are still a big issue. Some transformers have been secured. This will be an ongoing issue for the next two years. Staff is concerned of shortage.
- Running a line from the Chimacum substation that ties over the Oak Bay Road. Timeline: multiyear project. Permitting process to start in next two months. Allows the PUD staff to spread Indian Island and Marrowstone on its own circuit, Port Ludlow on a separate circuit, and eventually be able to split it further Indian Island and Marrowstone on separate circuits. There are some requests made by the Navy.
- Positions open for two new lineman and one pre-apprentice. BOC has approved non-represented signing and moving bonuses.

8. CAB Business. Subcommittee Reports:

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Broadband: Rod Roduin; Bruce Alexander, and Craig Durgan. There was no report. A list of questions will be submitted to the PUD for discussion at the next CAB meeting.

Climate Change: Tom Engel, Jessica Dillon, and Bruce Alexander. Tom Engel gave a report. Three major subjects.

- Electric Vehicle Adoption. In a relative short amount of time there will be a dramatic shift in vehicles. Charging stations for Jefferson County should be researched.
- Public awareness of climate areas. Would like to see a certain amount of each of the PUD newsletters be reserved for climate change related issues.
- Make more noise about heat pumps and other venue like that.
- PUD when replacing vehicles, replace with electric vehicles.

Distributive Generation: Richard Johnson, Tom Engel. Richard Johnson gave a report. Currently most of the distributive generation in the county is a small solar project on individual homes. There is a hydro plant in West Uncas. First step would be to marry small solar projects to charging stations. Keeping an eye out for grants and incentives was recommended.

Energy Efficiency: Rod Roduin gave a report. Looked at what other PUDs have done. Jefferson PUD has done more than most. No opportunity to look beyond the list. Need to do more research.

Governance: Jessica Dillon gave a report. Goal is to provide recommendations for revision to Resolution 2018-015 which was put into place in 2018. CA was to identify areas that need changing and bring it back to the full CAB. Once the CAB reaches consensus bring it to the BOC.

Low-Income: Did not meet this past month. Planning to meet soon and will report back.

8.2 Process Discussion. Jessica Dillon goes over how a subcommittee gets formed and how they put together their goals. Craig Durgan requested more information in writing the way subcommittees work. There is nothing in writing on this process and more guidelines is needed. The Governance Committee will be going over the CAB guidelines. That would be the time to make any changes and/or removal. There was no vote on those subcommittees. There was considerable discussion

MOTION: Craig Durgan made a motion to require the vote of the CAB for formation and dissolution of all subcommittees. Bruce Alexander seconded the motion. Motion carried unanimously.

There are already standing subcommittees which are: Broadband, Climate Change, Low-Income and Governance.

MOTION: Tom Engel made a motion that the CAB establish two subcommittees, one for energy efficiency and one for distributive generation. Dan Taylor seconded the motion. Motion carried with majority vote.

8.3 Communications with Staff: All correspondence with staff should be copied to General Manager Kevin Streett. CAB members were encouraged to utilize resources available to them before they go to staff. Jessica Dillon requested that BOC meeting notices and agenda go out to the entire CAB. There was some discussion on the CAB operating guidelines.

8.4 CAB Email: Jessica Dillon reminded all members to check their emails once a day and to avoid serial meetings by hitting reply when responding to CAB members.

An official calendar for CAB meetings was requested.

Interface between the CAB and the staff at PUD was discussed.

Jessica Dillon explained the process of having a Zoom meeting. Dan Taylor requested to be on the Distributive Generation subcommittee.

9. Adjournment. Chair Jessica Dillon adjourned the Jefferson County Public Utility District No. 1 Citizen Advisory Board meeting of April 11, 2022 at 3:45 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

Jessica Dillon, CAB Chair

Date

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**PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY**

RESOLUTION NO. 2018-015

A RESOLUTION of the Board of Commissioners of Public Utility District No.1 of Jefferson County, Washington ('the PUD') Updating and Clarifying the Role of the Citizen's Advisory Board (CAB)

After all the 'WHEREAS's Resolution 2018-015 reads as follows:

1. Purpose: The CAB provides advisory reports and recommendations to the Board of Commissioners (Board).

2. Procedures:

A. ~~The General Manager (GM) or his/her designee is the liaison between the Board and the CAB.~~ **The CAB reports directly to the BOC.**

B. ~~The Board will make its CAB requests through the GM or his/her designee.~~
The Board prioritizes issues to be studied by the CAB. The CAB administers the list of prioritized issues. **The Board will make its requests to the CAB.**

C. Policy issues may be studied by a CAB subcommittee. 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 a ~~unanimous~~ **majority** approval by subcommittee members, a subcommittee may invite non-voting members of the public to participate.

D. With the advance concurrence of the Board, a Board member may serve in an advisory capacity on a CAB subcommittee.

E. The Board recognizes that CAB members come from diverse professional backgrounds. Therefore, at a regularly scheduled CAB meeting, members may introduce topics to be discussed and studied and may recommend prioritization. If agreed upon by the CAB, ~~the GM or his/her designee~~ **the CAB Chair** will submit the topic to the Board for approval and prioritization.

F. Interim and final subcommittee reports are presented to the CAB. If the CAB approves, the approved interim or final subcommittee report will be submitted to the CAB President **Chair** and GM for inclusion in the Board agenda.

3. Membership:

A. The full CAB consists of up to nine community volunteer members – three from each Commissioner District. CAB members are nominated by their respective Commissioner. Nominations must be confirmed by the Board before a nominee may join the CAB.

B. The Board wishes to maintain stability and institutional knowledge on the CAB while providing opportunity for increased citizen participation. To that end, the CAB members shall have staggered 3-year terms.

C. As terms of current CAB members expire, each Commissioner will nominate one person for a new 3-year term. The nominee must reside within the Board member's respective district. A sitting CAB member must be nominated by their Commissioner to serve a subsequent term.

D. Vacancies on the CAB shall be filled by nomination. The Board approved CAB member will serve the remainder of any unexpired term and then may re-apply for a full 3-year term.

E. CAB member residency within the respective Commissioner District is required. Should Commissioner District boundaries change or should a CAB member move out of their respective Commissioner District, then that CAB member shall be replaced unless otherwise approved by the Board.

4. Removal of CAB Member:

A. At its sole discretion, the Board may remove a CAB member if the CAB member has not performed satisfactorily in carrying out his or her duties, provided the CAB member has first been notified of the Board's concerns and has had a reasonable opportunity to correct the issue. The Board shall have absolute discretion whether its concerns have been adequately addressed.

B. A CAB member may resign their position by providing written notice to the Commissioner representing the CAB member's district. Their replacement must be nominated following the process in Section 3.D.

5. Meeting Agenda: The GM or his/her designee and the CAB Chair shall set the agenda for each CAB meeting based on input from the CAB and with consultation from the GM and Board, as necessary and appropriate.

6. Manner of Communication:

A. Each regular Board meeting agenda the follows a CAB meeting should include a written "CAB Update" that includes current and future CAB activities.

B. The CAB and its members are an advisory group only, and do not represent the Board.

C. When expressing their views regarding District business in any venue, CAB members shall make it clear that such views are personal and not those of the CAB or the District.

7. Administrative Procedures and Support:

The CAB shall:

A. Be subject to the Washington State Open Public Meetings Act (RCW 42.30) and Public Records Act. (RCW 42.56) Each CAB member shall complete the trainings that are required by RCW 42.30.150. The CAB member will be notified when training is available, and each CAB member shall provide a Certificate of Training.

B. Conduct an annual election of a Chair and Vice-Chair to one-year terms. No CAB member shall serve more than two terms as Chair. No CAB member shall serve more than two terms as Vice-Chair. Current officers will remain in office until new officers are elected.

C. Conduct a monthly meeting, open to the public at an agreed upon date and time. The CAB agenda packet will be published on the District website no fewer than two business days before the meeting. Should circumstances arise that preclude the CAB from meeting, a cancellation notice will be published on the District website no fewer than two business days before the meeting was scheduled to occur.

- D. Be provided an adequate meeting venue and a voice recording system.
- E. Be provided a contract or District staff person to take minutes, and other such support as the Board may approve.
- F. Follow the CAB Operating Guidelines

Board members will rotate to attend all CAB meetings.

- 8. Periodic Review:** The Board shall review the CAB purpose and effectiveness periodically but, no less than every 3 years.
- 9. Supersedure:** This resolution supersedes any previous policy, resolution or Board action as they relate to the CAB.

Jefferson County PUD #1
Citizens Advisory Board
May 2, 2022

Broadband Subcommittee

- ☒ Bruce Alexander
- ☒ Craig Durgan
- ☒ Rod Roduin: Subcommittee Chair

We have reviewed the documents and recordings on the PUD website concerning the broadband program. There are critical questions asked in some of those documents, for which we've not been able to discern answers.

We submit these questions to the full CAB for review. The ultimate goal is to obtain concurrence to forward them to the Commissioners and the PUD for answers.

Our questions and comments:

1. Financial planning
 - a. What are financial projections for 1 year, 5 years, 10 years?
 - b. What is the projection for when the first customers start receiving service?
 - c. What is the projected cost to start the core broadband business operation? This excludes cable design & construction?
 - d. What is the marketing plan?
 - e. What are the goals for earnings - is the PUD prepared to have operating losses?
 - f. Are there customers that have financially committed to use JPUD broadband?
If so, how many?
 - g. What is the exit strategy? What is the trigger to end and cut your losses?
 - h. Will Broadband cost accounting be identified in the PUDs accounting system such that a clear picture of all Broadband related costs can be easily extracted?
2. What is the build-out plan?
 - a. 100% buildout?
 - b. Be the provider of last resort?
 - c. Build out an area only when a Grant funds the buildout?
 - d. Have you considered using wireless for sparsely populated areas?
 - e. Will new construction be all underground or will it be aerial in existing aerial areas?
3. Recommendation
 - a. We recommend publishing a running record on the PUD website (a weekly or monthly blog) describing milestones met and other major events that illustrate the progress of the broadband buildout.