

Citizen Advisory Board

Meeting Agenda

Mon, June 13, 2022 2:00 PM

210 Four Corners Rd.

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 Amended Proclamations 20-05 and 21-14.5 and in continued response to the COVID-19 Pandemic, Jefferson County PUD does not provide an in-person room for meetings of the BOC. All meetings are held remotely via Zoom. 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. Introductions

3. Agenda Approval

4. Minutes Review and Approval


4.1. [CAB Draft Minutes 5-9-2022 Draft 2.pdf](#)  3 - 6

5. BOC Update

6. GM Report

7. CAB Business

8. Subcommittee Reports

8.1. Climate Change Subcommittee 7
[PUD newsletter-1.docx](#) 

8.2. Governance Subcommittee 8 - 11
[Amend_Res2018-015.docx](#) 

- 9. CAB Open Forum**
- 10. Announcements**
- 11. Future Agenda Items**
- 12. Adjourn**

DRAFT MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 May 9, 2022

Attending CAB Members:

Attending PUD Representatives:

	Sebastian Eggert, District 1(ex. absence)		Kenneth Collins, PUD Commissioner
<input checked="" type="checkbox"/>	Craig Durgan, District 3	<input checked="" type="checkbox"/>	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.
<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, District 2	<input checked="" type="checkbox"/>	Cammy Brown, Recording Secretary
<input checked="" type="checkbox"/>	Richard Johnson, District 2		
	Kellen Lynch, District 1 (ex. absence)		

1. Call to Order.

Chair Jessica Dillon was experiencing technical difficulties. Tom Engel, Vice Chair, called the Zoom meeting of the Jefferson County Public Utility District No. 1 Citizen Advisory Board (CAB) for May 9, 2022, to order at 2:04 p.m. and read the Governor's Proclamation into the record. Roll call was taken. There was a quorum established.

2. Agenda Approval:

MOTION: Dan Taylor made a motion to approve the agenda as presented. Bruce Alexander seconded the motion. Motion carried unanimously.

3. Public Comment: No public comment.

4. Minutes:

- 4.1 CAB Draft Minutes 3-14-2022.
- PUD CAB Joint Meeting with BOC 2-14-2022.
- CAB Draft Minutes 4-11-2022

MOTION: Richard Johnson made a motion to approve the CAB Minutes of February 14, 2022. Dan Taylor seconded the motion. Motion carried unanimously.

MOTION: Richard Johnson made a motion to approve the CAB minutes of March 14, 2022. Rod Roduin seconded the motion. Motion carried unanimously.

MOTION: Richard Johnson made a motion to approve the CAB minutes of April 11, 2022. Rod Roduin seconded the motion. Motion carried unanimously.

6. OUT OF SEQUENCE – Technical difficulties.

BOC Update: Commissioner Jeff Randall gave a report.

- Board of Commissioners will go back to live meetings in June given that the Governor has lifted his moratorium on doing that. The meetings will probably remain hybrid.
- Gave an update on the Sims Way Project and work with the City of Port Townsend.
- Attended meeting with the Poplar Alliance. Process is moving along well but will not be fully over until the end of September. The Port has hired consultants to help with the overall design and public process in review of that project.
- Attended NoaNet meeting on May 5, 2022 that involved broadband reports from all PUDs that are part of NoaNet.
- Brief update on electric vehicle charging stations grants in the works.

5. OUT OF SEQUENCE – Technical difficulties.

Meeting Guidelines. Jessica Dillon stressed the importance of keeping the CAB meetings focused on CAB business. Discussion on General Manager and BOC reports need to be pertinent to their reports, and not about personal concerns. She apologized for having done so at a meeting earlier in the year.

7. GM REPORT. General Manager Kevin Streett gave a report.

- Underground outages. Two outage seasons – wind and storm season that runs November through March. The PUD is now getting into underground outage season. In the summer underground cable faults are happening at an extremely high rate. There are many outages

Page 2 of 4

at this time of the year through the summer and take longer to repair. Work focus is going to be shifted. Conduits that were installed last winter will be worked on.

- Water side – Planning to get some grants for pipe replacements. Looking heavily at Coyle to replace some water pipes so that they could reduce some leakage in that system.

8. Cab Business.

8.1 Governance Review of Resolution 2018-015. Chair Jessica Dillon gave a report on the history of Resolution 2018-015. There were some changes and recommendations. Further details on discussion may be heard at www.jeffpud.org.

MOTION: Dan Taylor made a motion to adopt the written track changes made in Resolution No. 2018-015, with the exception of the one about outside participation which would remain open. Rick Johnson seconded the motion. The motion does not carry.

It was the consensus of the CAB that the discussions of Resolution No. 2018-015 would be continued to the next CAB meeting.

9. Subcommittee reports.

9.1 Broadband Subcommittee Questions. Rod Roduin gave a report and went over a list of questions about running and operating a business. Questions and comments will be submitted to General Manager Kevin Streett. Communications Director Will O'Donnell gave a report. There was considerable discussion.

Climate Change: No report.

Distributive Generation. No report. Dan Taylor requested a copy of the document that explains what the purpose of the subcommittee is.

Energy Efficiency. Tom Engel gave a report. Ways to get additional funding is being researched.

Low Income. Jessica Dillon gave a report. The subcommittee is looking for ways to look at the possibility of raising the maximum income that the customer owner can have in order to be eligible for the subsidy.

MOTION: Craig Durgan made a motion that questions and comments from the Broadband Subcommittee be forwarded onto the staff and the Board of Commissioners. Rod Roduin seconded the motion. Motion carried unanimously.

10. CAB OPEN FORUM.

- Next CAB meeting is the second Monday in June.
- Hybrid meetings will begin in June for the Board of Commissioners.

11. Adjournment. Chair Jessica Dillon adjourned the Jefferson County Public Utility District No. 1 Citizen Advisory Board meeting of May 9, 2022 at 3:49 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

Jessica Dillon, CAB Chair

Date

Please note the PUD Citizen Advisory Board Meetings and PUD Board of Commissioners meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact the staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.

Recommendation of the Climate Change subcommittee to the CAB

We recommend that the CAB suggest to the BOC that a portion of the monthly newsletter that currently goes out with the PUD bill be dedicated to climate change information and the urgent need to reduce greenhouse gas emissions by electrifying transportation and fossil fuel energy consumption in homes and businesses.

Justification

Electrification provides additional income to the PUD and could reduce the need for future rate increases. This activity is consistent with the PUD's vision statement "Jefferson County PUD provides great service, makes financially sound decisions, and reflects community values in both day to day operations as well as in planning for the long-term future." The community value of reducing greenhouse gas emissions has been expressed in the City of Port Townsend & Jefferson County 2011 Climate Action Plan adopted in November 2011.

**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. **Their participation shall be limited to providing testimony and/or expertise to the subcommittee.**

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.