

**PUBLIC UTILITY DISTRICT  
of Jefferson County**

**April 14, 2014**

**CITIZEN ADVISORY BOARD (CAB) MEETING  
MINUTES**

The Citizen Advisory Board (CAB) of the Public Utility District No.1 of Jefferson County meeting was called to order by Vice-President Stan Nealey at 1:30 p.m. in the District Four Corners office, Port Townsend, Washington.

Members of the Citizen Advisory Board present were:

From District 1: Peter Lauritzen

From District 2: Gene Brandon

Paula Anderson

Owen Mulkey, Alternate Member

From District 3: Stan Nealey

Phil Otness

Mike McFadden

**Minutes of March 10, 2014 Meeting**

MOTION: By Owen Mulkey, Second by Paula Anderson, carried unanimously, to accept the minutes of the March 10, 2014 Citizen Advisory Board meeting.

**Agenda**

The Agenda was accepted with postponement of Review of PUD Tree Policy and addition of Overview of Strategic Plan, Ombudsperson Discussion, and Discussion of Succession of Board Members.

**Public Comment**

None

**Review of Tree Policy**

Discussion was postponed to the next scheduled CAB meeting. Don McDaniel will email current information and the pending policy to members.

**Overview of Strategic Plan**

A strategic plan for the PUD is in process. It can address finances and budget, asset management, employment development, outreach communication, contracts, programs and human resource strategies and trainings. Members discussed needs to be addressed such as staffing, workplace size, plant safety features, internal auditing, some of which must occur subsequent to the District's cost-of-service study.

**Review of PUD Communication Strategy**

The communication strategy is currently being addressed by an oversight team that includes Don McDaniel, Bill Graham and Michael Legarsky. A draft communication plan will be distributed.

**Update on Posting CAB-related information on the PUD website**

It is expected that this project will be addressed imminently, with photos, purpose, agendas and minutes.

**Ombudsman**

The members discussed the benefit of creating an ombudsman position for the District that could assist in the process of aiding customers with challenges of bill paying, understanding policies, etc. Paula, Stan and Gene, with assistance from Don, to investigate.

**CAB succession strategy**

Members discussed a need to determine how long members will serve and a policy for replacement. Don is to take the idea to the Board of Commissioners for approval.

**CAB Board members' updates/General Information**

Mike raised the subject off fire-flow issues in Quilcene and the need of a re-painting of the existing water tank there.

**Next Steps/Board Actions**

Nothing specific was determined at this time.

**Public Comment**

Brian Roe, citizen, commented on the current District billing system of some at 35 days.

Don mentioned that the billing system is in the process of change, but may take some time. Stan remarked that there are many issues now, but he feels the direction is positive.

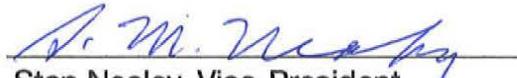
**Next CAB Meeting**

The next Citizen Advisory Board Meeting is scheduled for May 12, 2014 at 1:30 p.m. in the PUD Four Corners office/facility.

**ADJOURNMENT**

There being no further discussion, on a MOTION by Owen Mulkey, a Second by Mike McFadden, carried unanimously, the Citizen Advisory Board adjourned at 3:19 p.m.

  
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James Dow, President

  
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Stan Nealey, Vice-President