



# Jefferson County PUD Citizen Advisory Board

## *A G E N D A*

**Date: April 9<sup>th</sup>,  
2018**

**Time: 2:00PM**

**Place of  
Meeting:**

**PUD Electrical  
Operations  
Center**

**Address: 310  
Four Corners  
Road, Port  
Townsend, WA.**

- Call to Order
- Review of Agenda
- Approval of Minutes from Last Mtg.
- Public Comment
- Governance Sub-Committee Edits
- Broadband Delivery Strategies –  
Sub-Committee Report
- Report on Late Fees – Tom Engel,  
Larry Dennison
- Next Steps or Additional Board  
Actions
- Public Comment
- Adjourn

Clallam PUD Inquiry – May 2017

**Customer Late Fees**

<b>Clallam PUD would like the following information as it relates to customer late fees:</b>			
<b>PUD</b>	<b>Do you charge a late fee?</b>	<b>If yes, what is the charge?</b>	<b>Our utility has a 21 day due date and on day 22 the late fee is charged. What day in the billing cycle does your utility charge the late fee?</b>
Benton	Yes	1% of past due balance	Due date is on day 20 (or following business day if day 20 is a weekend or holiday), late fees are assessed on day 25 (or following business day if day 25 is a weekend or holiday).
Clark	Yes	1% of past-due balance with a monthly minimum charge of \$2.50	Payments are due within 15 days of the billing date. If bill is not paid within 15 days of the due date, a late fee is added.
Cowlitz	Yes	\$10 or 1% of outstanding balance, whichever is higher	Residential & Commercial: Bill Due Date (day 15) - Late Fee charged (day 26) Industrial (non-contracted): Bill Due Date (day 30) - Late Fee charged (day 31) Industrial (contracted): As specified in contract
Douglas	Yes	\$5	Bills are due 16 days from the statement date. Late notices are sent on day 21. We give customers a 4 day grace period before sending late notices.
Ferry	Ferry PUD is not currently charging a late fee but will begin doing so next month. Since this was just approved by our Board, we are still working out the mechanics.		
Franklin	Yes	1% of balance due	On day 21 after bill is printed. (Franklin PUD billings are due and payable on receipt and are delinquent twenty days after the billing date.)
Grays Harbor	Yes	Residential: \$5 Commercial/Industrial: 1% - not to be less than \$5	26 days after billing.
Jefferson	No		
Kittitas	Yes	1% of the bill total	Billing statements are due on the 25th of each month and late fees automatically charge 2 days later.
Mason #1	Yes	1.5% of balance due	7 days after the official due date.
Mason #3	Yes	Residential: \$7.50 Commercial: greater of \$7.50 or 1% of past due balance	Our bills are due 21 days from the bill date. Bills become delinquent 28 days from the bill date. We charge the late fee on the 29th day after the bill date.
Pacific	Yes	\$17	Our billing cycle is approximately 21 days. The day after the bill is due a late notice is sent out giving the customer 7 days to pay. If no payment is received the late fee is applied on the 8th day following the due date.
Pend Oreille	Yes	1.5% for past due balances over \$50	We have a 20 day due date, with essentially a 10 day grace period. The late fee is charged when the customer account bills again.
Skagit	Yes	\$5 or 2.0% per month, whichever is greater, for all unpaid balances 14 days past due date.	On the 32 day. Bills become past due 18 calendar days beyond the bill date. Delinquent notices are mailed 14 calendar days after that date.
Skamania	Yes	\$10	30 days from bill date
Wahkiakum	Yes	\$5	Wahkiakum has a 15 day due date with about a week grace period and the late fee and late notice is charged/generated on the 21st day (approximately)

Total Late Bills (Includes Low Income)			
bill date	# late	total late	avg late bill
8/18/17	769	137,191.88	178.40
8/25/17	231	52,137.72	225.70
9/1/17	327	45,658.51	139.63
9/11/17	590	160,849.20	272.63
9/18/17	758	144,778.03	191.00
9/25/17	200	72,243.73	361.22
10/4/17	385	52,270.15	135.77
10/12/17	659	117,229.35	177.89
10/18/17	946	174,387.59	184.34
10/25/17	267	86,118.47	322.54
11/3/17	546	82,462.04	151.03
11/9/17	942	188,349.22	199.95
11/17/17	1,157	244,433.43	211.26
11/22/17	359	78,913.65	219.82
12/4/17	691	114,926.69	166.32
12/11/17	611	117,532.85	192.36
12/18/17	1,329	312,738.16	235.32
12/22/17	362	114,108.67	315.22
1/4/18	582	117,570.18	202.01
1/11/18	1,177	301,828.10	256.44
1/18/18	1,315	332,664.53	252.98
1/25/18	355	126,119.15	355.27
2/2/18	642	120,448.40	187.61
2/9/18	1,054	234,986.10	222.95
Totals	16,254		223.24
		average	

Total Low Income (included in Columns B-D)		
# late-LI	total late-LI	avg late bill
40	6,237.25	155.93
6	820.02	136.67
18	3,286.79	182.60
6	856.56	142.76
35	6,182.21	176.63
7	914.87	130.70
17	1,999.16	117.60
10	1,387.99	138.80
49	6,910.61	141.03
9	1,494.03	166.00
25	3,148.43	125.94
36	4,908.04	136.33
83	13,006.98	156.71
15	2,873.98	191.60
46	7,037.08	152.98
31	4,339.91	140.00
75	12,942.54	172.57
12	2,748.37	229.03
38	7,122.64	187.44
34	6,077.20	178.74
59	9,060.45	153.57
9	2,187.21	243.02
29	4,881.83	168.34
22	3,318.67	150.85
711		161.49
	average	

Summary of Frequency		
	Non-Low Income	Low Income
1	2,492	99
2	1,239	69
3	896	46
4	551	21
5	393	19
6	284	1
months late		
	13,531	560
# accounts	19,111	604
% late	2.95	3.86
14,091		

## Draft CAB Governance Policy April 4, 2018

1. **Definition:** The Citizen’s Advisory Board (CAB) of Jefferson County Public Utility District #1 (District) is a standing **committee established by the Board of Commissioners (Board)**. The CAB provides advisory recommendations and reports to the Board.
2. **Procedure:** Issues studied by the CAB can be initiated in the following three ways: The Board may request that the CAB study an issue; the CAB may initiate their own issues to study; and the District General Manager may request issues be studied. In all cases, CAB **reports with recommendations** are referred to the Board for consideration and potential action.
3. **Code of Conduct:** The CAB expects of itself and its individual members ethical and business-like conduct. This commitment includes individual behavior acting in a respectful and courteous manner towards other CAB members, **Board members**, District staff, and the public.
4. **Membership:**
  - a. **The full CAB consists of up to nine community volunteer members – three from each commissioner district. CAB members for each commission district 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 normally nominate one person/year who resides within the Board member's respective district for a new 3- year term. A sitting CAB member who wishes to serve a subsequent 3-year term must again be re-nominated by their respective Commissioner.**
  - d. **Vacancies on the CAB shall be filled by nomination by a Board member which corresponds with the district in which the vacancy exists, and approval by the Board. The CAB member so approved will serve the remainder of the unexpired term of the CAB position being filled.**
5. **Removal of a CAB Member:** The Board may remove a CAB member if, in the Board's discretion, the CAB member has not performed satisfactorily in carrying out his or her duties, provided, the CAB member first has been notified of the Board's concerns and has had a reasonable opportunity to correct the issue. However, the Board shall have absolute discretion whether its concerns have been adequately addressed.

6. **Administration 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).
- b. Conduct a monthly meeting open to the public at an agreed-upon date and time which is published on the District website no fewer than two working-days before the meeting. The meeting agenda and, to the extent possible, all CAB meeting handouts **are** published to the District website no fewer than two-working days before the meeting.
- c. Be provided an adequate meeting venue to hear public comments. The CAB Chair may, at **his/her** discretion, state a time limit for individual public comment however, ensure that the opportunity for public comment is **kept** fair, open, and thorough but also timely, orderly, and to the point.
- d. Conduct an annual election of a Chair and Vice-Chair to one-year terms at a time selected by the CAB. Current officers will remain in office until new officers are elected. The CAB Chair shall preside over the CAB meetings in accordance with these governance principles following *Roberts Rules of Order* (latest revision) with special rules for small boards. In the absence of the Chair, the Vice Chair shall preside over the meeting.
- e. Develop administrative procedures as may be reasonably necessary to carry out its purpose.
- f. Be provided a contact or District staff person to take minutes, and other such support as the Board may approve.
- g. Approved and signed CAB Meeting Minutes **shall be posted to the District web site. CAB meeting recordings shall be posted to the District website within 5 working days following the CAB meeting.**

7. **Subcommittees:**

- a. Issues are studied by the CAB within a subcommittee.
- b. Issues, whether from the Board, the District General Manager, or individual CAB members will be proposed for study in a CAB meeting. The CAB will approve taking on an issue to be studied and ask for CAB member volunteers to form the study subcommittee. CAB members can volunteer to be on a subcommittee based on their area of expertise and personal interest.
- ↪ Subcommittees shall **not constitute a quorum of the CAB. Only CAB members shall be standing subcommittee members. Subcommittees may include ex-officio members of the public.**
- d. When a subcommittee is formed, the Board shall be notified at the next CAB Update.
- e. Within a reasonable timeframe, the subcommittee shall designate a chairperson.

- f. When a subcommittee is formed, a timeframe for performing its duties and a scope or objectives **is encouraged** so as to communicate proper expectations to the Board, District staff, and the public. Timeframe and scope will be reviewed with the CAB prior to distribution to Board. As required, timeframes may be adjusted and communicated to all parties.
- g. Gathering knowledge and expertise may be valuable to a subcommittee's efforts. **In performing their duties, the subcommittee may consult with board members one at a time, District staff, and subject matter experts. Should significant time or work be asked of District staff, then approval from their manager is required.**
- h. The product of a subcommittee's work is a written report with recommendations. After approval at a CAB meeting, the report / recommendation is referred to the Board for consideration and potential action. **If there is a Minority Report, that information shall also be provided to the Board.**
- i. **At a regular CAB meeting, the subcommittee chair may in the form of a motion, request that their subcommittee be disbanded.**

**8. Manner of Communication:**

- a. CAB and Board Communication: At each regular Board meeting that follows a CAB meeting, an agenda item shall be included entitled "CAB Update". Current CAB projects will be presented / reviewed by the CAB Chair or designee. Project reports and recommendations prepared by the CAB, along with a list of new subcommittees/topics shall also be distributed to the Board. **At the first scheduled Board meeting of the month, the CAB Meeting Agenda for that month shall be included in the Board packet.**
- b. District and CAB Communication: Regarding issues that are being studied by the CAB, bi-directional communication between District staff and the CAB is essential. District staff and CAB members are encouraged to communicate pertinent issues with each other.
- c. CAB Communication: The CAB shall not speak on behalf of the District unless approved by the Board. Individual CAB members shall not speak on behalf of the CAB unless approved by the CAB. However, CAB members do not relinquish their right to speak for themselves as a citizen provided they express in any public communication that they do not speak on behalf of the CAB.

9. **Periodic Review:** The Board shall review the CAB purpose and effectiveness from time to time, no less than every three years. The CAB shall conduct an annual workshop, following the election of Chair and Vice-Chair, to review previous year progress and establish upcoming year objectives. A report of progress and objectives will be drafted and approved by CAB. The CAB shall have **at least one meeting during the year** dedicated to reviewing progress on current year objectives and revision of remaining objectives.

10. **Supercedure:** This resolution supersedes any previous policy, resolution, or Board action as they relate to the CAB.