

Jefferson County PUD Citizen Advisory Board

A G E N D A

**Date: June 11th,
2018**

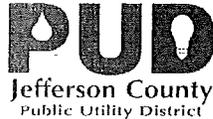
Time: 2:00PM

**Place of
Meeting:**

**PUD Electrical
Service Center**

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

- Call to Order
- Review of Agenda
- Approval of Minutes from Last Mtg.
- Public Comment
- Casey Finedell – PUD Staff Report on Mapping
- Low Income Report – Jean Hall
- GM Report
 - Community Solar
 - Sewer Rate Update
 - Broadband Line Extensions
- Late Fee Sub-Committee Update
- PUD Staff Proposed Governance Clarifications
- Governance Sub-Committee Discussion
- Sample Sub-Committee Web Page
- Next Steps or Additional Board Actions
- Public Comment
- Adjourn



AGENDA REPORT

DATE: June 11, 2018
TO: **Citizens Advisory Board**
THRU: Larry Dunbar, General Manager
FROM: Jean Hall, Customer Service Coordinator
RE: Low-income customer participants

SUMMARY: Staff will provide an information only presentation at today's meeting to share customer participation in the District's low-income rate.

BACKGROUND: On February 6, 2018, the Commission authorized using 150% of the federal poverty level to determine customer eligibility to participate in the low-income rate. Prior to then staff used 125% of the federal poverty level.

On May 25, 2018, a memorandum of understanding was executed with the Olympic Community Action Programs to determine customer low-income rate eligibility on behalf of the District.

ANALYSIS/FINDINGS: Staff is reviewing the current number of customers that participate in the District's low-income rate. Staff is also reviewing the current level of financial support that is necessary to support the low-income rate.

Staff is coordinating with the Olympic Community Action Programs to gain a preliminary estimate of how many additional customers may qualify and participate in the low-income rate this year.

Staff will provide an information only presentation at today's meeting. Staff may return to the Citizens Advisory Board later this year if it becomes imminent that a budget increase is necessary and appropriate.

FISCAL IMPACT: The 2018 budget for low-income discounts is \$200,000. Staff anticipates that the increase to the federal poverty level could result in a need to increase the 2018 budget.

RECOMMENDATION: For information only, no action requested.



AGENDA REPORT

DATE: June 5, 2018
TO: **Citizen's Advisory Board**
THRU: Larry Dunbar, General Manager
FROM: Kevin Streett, Assistant General Manager
RE: Kala Point Sewer Rates

SUMMARY: The Kala Point sewer rate is currently \$15 per month and staff recommends that the rate be increased to the same rate of all District systems which is \$30.80 per month.

BACKGROUND: The PUD has not raised sewer rates for Kala Point since we took over the system in 2012. The present sewer rate is \$15 per month in Kala Point, all other PUD sewer customers pay \$28 per month.

ANALYSIS/FINDINGS: The PUD incurs an average cost of \$28.14 per month per sewer customer at Kala Point.

FISCAL IMPACT: The PUD needs to recover the cost to operate the sewer systems, at the present time we are not doing this in Kala Point.

RECOMMENDATION: Staff recommends that all sewer rates are to be increased to \$30.80 per month. The Kala Point increase is significant and could be made over a three-year time to reduce the impact on this group of sewer customers. Staff recommends that the Citizen's Advisory Board forward a recommendation to increase Kala Point sewer rates as follows:

2018, from \$15 to \$20 per month
2019, from \$20 to \$25 per month
2020, from \$25 to \$30.80 per month



AGENDA REPORT

DATE: June 11, 2018
TO: **Citizens Advisory Board**
FROM: Larry Dunbar, General Manager
RE: Unused Solar Energy Credits

SUMMARY: Staff is seeking guidance from the Citizens Advisory Board regarding donating the value of unused solar energy credits to further assist low-income electric customers.

BACKGROUND: The District has approximately 300 net metered customers and collectively they generate approximately 20,000 kWh per year beyond their consumption.

ANALYSIS/FINDINGS: The Revised Code of Washington 80.60.030(5) requires that any remaining unused kilowatt-hour credit accumulated during the previous year shall be granted to the electric utility, without any compensation to the customer-generator.

The Revised Code of Washington 54.52.010(2) allows the electric utility to provide funds to charitable organizations to assist qualified low-income residential customers.

Commissioner Jeff Randall has suggested that in the spirit of public power, renewable energy, and the District's ongoing commitment to provide assistance to low-income customers that the value of the unused solar energy credits should be donated to the Olympic Community Action Programs and Port Townsend St Vincent de Paul.

FISCAL IMPACT: The current wholesale value of the unused energy is approximately \$800 per year. As additional customers install renewable energy systems it is anticipated that the unused energy will increase.

RECOMMENDATION: Staff seeks a favorable recommendation from the Citizens Advisory Board to the Board of Commissioners to authorize the General Manager to offer an amendment to the Miscellaneous Professional Services Agreement with the Olympic Community Action Programs and an amendment to the Low-Income Residential Energy Assistance Agreement with Port Townsend St Vincent de Paul to donate the wholesale value of unused solar energy credits to further assist low-income electric customers.



AGENDA REPORT

DATE: June 11, 2018
TO: **Citizens Advisory Board**
THRU: Larry Dunbar, General Manager
FROM: Joel Paisner, Legal Counsel
Don McDaniel, Management Consultant
RE: Draft resolution to clarify the role of the Citizens Advisory Board

SUMMARY: Staff proposes to clarify the role of the Citizens Advisory Board (CAB) to enhance collaboration with the Commission and General Manager with a renewed focus on policy issues.

BACKGROUND: On November 20, 2012, the Commission established the CAB to provide recommendations on subjects selected by the Commission. On September 2, 2014, the Commission further clarified the roles and responsibilities of the CAB. On September 28, 2016, the Commission authorized the CAB to undertake projects and tasks not assigned by the Commission.

The reason and spirit behind the formation of the CAB was to create a group of community members that could act as a sounding board for the General Manager and the Commission on policy issues. Over the years CAB has been asked to study and make recommendations on policies, projects, and tasks prior to a decision by the Commission.

ANALYSIS/FINDINGS: Over time there have been fewer policy issue requests from the General Manager and Commission for CAB to consider. Given there have been fewer requests, the CAB continued to provide support to the District by undertaking projects and task not assigned by the Commission.

Staff is concerned about CAB's current permission to independently undertake projects and tasks not assigned by the Commission. Staff is also concerned about the potential impacts to the District resulting from the CAB operating outside the requirements of the Washington State Open Meetings Act and Public Records Act. Approval of the attached resolution addresses staff's concerns and will raise the importance of the CAB and form a renewed integral relationship between the Commission, General Manager, and CAB members.

FISCAL IMPACT: There is no anticipated fiscal impact.

RECOMMENDATION: Staff is seeking a favorable recommendation from the Citizens Advisory Board to the Board of Commissioners to approve the resolution that clarifies the role of the Citizens Advisory Board.

Attachment: Draft resolution clarifying the role of the Citizens Advisory Board

**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 Citizens Advisory Board

WHEREAS, RCW 54.12.010 states "The powers of the public utility district shall be exercised through a commission...." and

WHEREAS, the Board of Commissioners (Board) approved Resolution 2012-017 on or about the 1st day of October 2012; and

WHEREAS, Resolution 2012-017 set forth a policy for establishment of citizen boards, blue ribbon work groups and citizen task forces; and

WHEREAS, Resolution 2012-017 requires all committees established by the Board to be subject to periodic review so as to determine whether the committee and its function continue to be appropriate and necessary; and

WHEREAS, Resolution 2012-028 establishing a Citizen Advisory Board (CAB) was approved by the Board on or about the 20th day of November, 2012; and

WHEREAS, Resolution 2012-028 sets forth that the purpose of the CAB is to provide recommendations on subjects selected by the Board, a process of appointing CAB members, terms and rotation of CAB members, and Board administrative support; and

WHEREAS, on or about the 2nd day of September 2014, the Board approved a motion that determined the CAB is a valuable instrument of the Board and should continue indefinitely, the terms and succession of CAB members, and the general process for appointment to the CAB; and

WHEREAS, on or about the 28th day of September 2016, the CAB chair provided a letter to the Board and General Manager requesting clarity of the CAB role and expressing the CAB's desire to undertake projects and tasks both assigned by the Board and not assigned by the Board; and

WHEREAS, after discussion of the September 28, 2016 CAB letter, the Board at its October 3, 2016 meeting directed General Counsel to prepare a resolution superseding the resolutions referred to herein as they relate to the CAB, which would clarify and update the role of the CAB;

WHEREAS, Resolution 2016-019 modifying the policies of the CAB was approved by the Board on November 1, 2016; and

WHEREAS, Resolution 2017-017 further modified the policies of the CAB and was approved by the Board on August 15, 2017.

WHEREAS, The CAB was created for the purpose of providing a mechanism for the board to obtain the benefits of recommendations, advice and opinions on those matters affecting utility policy from a committee which may devote the resources necessary for careful consideration of such matters and which will increase citizen participation and input to the board.

THEREFORE, BE IT RESOLVED, by the Commissioners of the Public Utility District No. 1 of Jefferson County, Washington as follows:

1. **Purpose:** To provide advisory recommendations to the Board on **policy** matters requested by the Board **and the** General manager prior to consideration of policy matters by the Board.

2. **Meeting Agenda:** The General Manager and the CAB Chair shall set the agenda for each CAB meeting. The General Manager shall be entitled to participate in the deliberations of the CAB but shall have no vote. The General Manager shall be the liaison between the board and the CAB. The board will make its CAB requests through the GM and prioritize CAB policy issues.

3. **Manner of Communication:** Each regular Board meeting agenda that follows a CAB meeting **should** include a “.CAB Update”. ~~Current CAB projects will be reviewed by the CAB Chair or designee. The CAB need not obtain Board approval to discuss potential CAB items to present to the Board. CAB members do not represent the Board and do not use District resources for communicating, unless they agree in writing to comply with the Washington Open Public Meetings Act and the Public Records Act.~~

4. **Membership:** 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.

- A. 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. Each nomination must be approved by the Board before a nominee may join the CAB.
- B. A sitting CAB member who wishes to serve a second 3-year term must again be re-nominated following the process in Section 4A.
- C. 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 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. Administrative procedures and support: The CAB shall:

A. Annual election of a Chair and Vice-Chair to one-year terms occurs at a time selected by the CAB. Current officers will remain in office until new officers are elected.

B. Be subject to the Washington Open Public Meetings Act (RCW 42.30) and Public Records Act. (RCW 42.56).

~~C. Develop such administrative procedures as may be reasonable necessary to carry out its purpose.~~

C. Meet the second Monday of each month. Be provided a contract or District staff person to take minutes, and such other support as the Board may approve.

~~Not speak on behalf of the District unless approved by the Board. However, CAB members do not relinquish their right to speak for themselves as any citizen provided they make express in any public communication that they do not speak on behalf of the District.~~

E. With the advance concurrence of the Board, a Board member may serve on a CAB sub-committee. PUD Board members will rotate to be in attendance at all Citizen Advisory Committee meetings.

7. Periodic review: The Board shall review the CAB purpose and effectiveness from time, no less than every 3 years.

8. Supersedure: This resolution supersedes any previous policy, resolution or District action as they relate to the CAB.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this ~~15th day of August 2017~~. 19th day of June 2018.

Jeff Randall, President

Wayne King, Vice President

ATTEST:

Ken Collins, Secretary

DRAFT

Report of the CAB subcommittee on Credit Card Use and Late Fees

Thomas Engel and Larry Dennison with assistance and research results from Tammy Lehman

When the PUD was a water only utility, a late fee of \$2 per account was charged. If the customer didn't pay all of the past due amount before the current charges became due, an additional \$8 was charged on the previous past due amount (now 30 days late) and \$2 on the most recent past due amount, for a total of \$10. Some time prior to April 1, 2013, the PUD suspended charging late fees in anticipation of having billing issues brought about by the PSE acquisition. The intent was to resume charging a late fee after all the billing issues were resolved, as is the case at this time. As Table 1 shows, Jefferson PUD is the only PUD surveyed that does not currently charge a late fee and the subcommittee recommends that a late fee be introduced in the near future. The reasons that support this recommendation are summarized below.

1) Late Fees are consistent with Washington local government practices. According to the Municipal Research & Services Center, public utilities can and should charge interest on delinquent account balances. For certain types of utility service, a local government may establish penalties. For example, Cathlamet charges all delinquent accounts a \$30 late fee and Fircrest charges \$35 for returned checks. Many local governments impose a fee for shut-off and reconnection services. Except for a few statutory limitations, local governments are allowed to establish their own policy on penalties, however as a general rule, added charges should reflect the added costs to the agency. For more information, see <http://mrsc.org/Home/Explore-Topics/Public-Works/General-Utility-Topics/Utility-Billing-Procedures.aspx>.

2) Late payments generate unnecessary administrative costs for the PUD. Customers who cannot provide evidence of past utility payments pay an initial deposit upon being connected. The PUD currently has \$127,600 in deposits collected from approximately 800 customers which must be examined to determine if the payments on the previous 12 months' bills were received on time. If so, the customer is due a refund of the deposit. Currently, this process must be done manually.

The PUD also routinely makes payment arrangements with customers. Currently, customer service representatives (CSRs) have to manually review these accounts to determine if payment arrangements have been broken. CSRs also have to manually check accounts on customers who ask the PUD to provide letters of good credit to other utilities. The CIS (Customer information system) assigns a credit rating on each customer based on credit history postings. Since the billing system is not automatically updating late payment events into the customers' history, CSRs cannot always rely that the credit rating assigned to customers is up to date.

We can make an estimate of the administrative costs associated with the services outlined above. Assuming that CSRs and billing personnel spend 100 hours per month (approximately 1 hour per day per CSR), the total monthly cost of manually monitoring late payments is approximately \$3,500 (rate of pay plus benefits). There would be an initial cost of approximately \$900 for custom programming the CIS so that late payment history would be recorded automatically. Further costs may arise when the CIS software is updated.

3) Introducing a late fee into the billing system will allow the PUD to automatically generate data to work with customers who do not pay on time. In the 6 month period that was manually investigated for this report, approximately 11% of accounts were paid late in the period as shown in Table 2. A more detailed report on the frequency of late payments is shown in Table 4. Much of the data shown in the tables was generated by manually sorting through accounts. If this detail of data becomes automatically available, CSRs can work with

customers who frequently pay late to make arrangements such that they can pay more frequently on time in the future. Without introducing a late fee in the billing system, the CIS can't automatically distinguish account holders who pay on time from those who do not, Therefore the ability of the billing system to provide useful data is lost.

4) **Late fees encourage timely payments.** More than 85% of PUD customers paid on time over the 6 month period examined. We assume that this number will increase with the introduction of a late fee, which will avoid customers running up a large utility bill.

RECOMMENDATION

For residential accounts, we recommend that a late fee of a flat \$5.00 be added on any electric, water, sewer or combination electric, water and/or sewer account that is not paid by the bill's due date. A minimum amount due of \$50.01 would be required before the late fee would be assessed. There would also be a three business days' grace period so that all payments received could be processed before the late fee would be assessed.

For commercial accounts, we recommend the greater of 1% or \$5.00 will be added on any electric, water, or combination electric and water account that is not paid by the bill's due date. A minimum amount due of \$50.01 would be required before the late fee would be assessed. There would also be a three business days' grace period so that all payments received could be processed before the late fee would be assessed.

The late fee may be waived in exceptional circumstances at the discretion of the staff.

We recommend that the late fee be implemented only after ratepayers have been fully informed about this change in policy at a time to be decided by the staff. We also recommend that the staff report back to the CAB their experience with the late fee policy 12 months after implementation.

As seen in Table 2, the average residential account bill for the 6 month period examined is \$223 (including low income program participants) and \$161 for low income plan participants. The proposed late fee is 2.2% of the average bill of the former and 3.1% of the average bill of the latter group. Table 4 compares the frequency of late payments for low income and non-low income customers. Because customers can have electrical, water, and sewer accounts, the number of customers shown in Table 4 is less than the number of accounts shown in Tables 2 and 3. Table 4 shows that 14% of regular residential customers and 16% of low income plan customers had a late payment in the time period examined. From this data, we conclude that low income plan participants would not be unfavorably affected by the proposed late payment policy relative to non-low income customers.

Although the late fee policy is not proposed for the purpose of generating revenue, if the number of late payments continues at the present level, we estimate that the PUD would generate an additional revenue of \$13,500 monthly. However, it is reasonable to assume that introducing a late fee will lead to a decline in the number of late payments. We also note that the period examined does not correspond to a full calendar year.

Table 1: PUD Late Fee Policy Survey Carried out by Clallum PUD May 2017

Clallam PUD would like the following information as it relates to customer late fees:			
PUD	Do you charge a late fee?	If yes, what is the charge?	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?
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)
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Table 2: Total Late Accounts (Including Low Income) for Period 8/18/17-2/9/18

bill date	# late	total late	avg late bill	% Late
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	7.70%
9/18/17	758	144,778.03	191.00	7.70%
9/25/17	200	72,243.73	361.22	7.50%
10/4/17	385	52,270.15	135.77	7.80%
10/12/17	659	117,229.35	177.89	8.10%
10/18/17	946	174,387.59	184.34	8.80%
10/25/17	267	86,118.47	322.54	9.10%
11/3/17	546	82,462.04	151.03	9.70%
11/9/17	942	188,349.22	199.95	10.90%
11/17/17	1,157	244,433.43	211.26	11.70%
11/22/17	359	78,913.65	219.82	12.10%
12/4/17	691	114,926.69	166.32	12.70%
12/11/17	611	117,532.85	192.36	11.30%
12/18/17	1,329	312,738.16	235.32	12.00%
12/22/17	362	114,108.67	315.22	12.00%
1/4/18	582	117,570.18	202.01	11.60%
1/11/18	1,177	301,828.10	256.44	13.90%
1/18/18	1,315	332,664.53	252.98	13.80%
1/25/18	355	126,119.15	355.27	13.80%
2/2/18	642	120,448.40	187.61	14.00%
2/9/18	1,054	234,986.10	222.95	13.50%
Totals	16,254		223.24	
Total Accounts	24,861			
Average % Late	10.90%			

Table 3 -Total Low Income Accounts for Period 8/18/17-2/9/18

bill date	# late-LI	total late-LI	avg late bill	% Late
8/18/17	40	6,237.25	155.93	
8/25/17	6	820.02	136.67	
9/1/17	18	3,286.79	182.60	
9/11/17	6	856.56	142.76	9.90%
9/18/17	35	6,182.21	176.63	9.20%
9/25/17	7	914.87	130.70	9.30%
10/4/17	17	1,999.16	117.60	9.20%
10/12/17	10	1,387.99	138.80	9.70%
10/18/17	49	6,910.61	141.03	11.70%
10/25/17	9	1,494.03	166.00	12.00%
11/3/17	25	3,148.43	125.94	13.10%
11/9/17	36	4,908.04	136.33	16.80%
11/17/17	83	13,006.98	156.71	21.60%
11/22/17	15	2,873.98	191.60	22.40%
12/4/17	46	7,037.08	152.98	25.40%
12/11/17	31	4,339.91	140.00	24.70%
12/18/17	75	12,942.54	172.57	23.60%
12/22/17	12	2,748.37	229.03	23.10%
1/4/18	38	7,122.64	187.44	22.00%
1/11/18	34	6,077.20	178.74	22.40%
1/18/18	59	9,060.45	153.57	20.20%
1/25/18	9	2,187.21	243.02	19.70%
2/2/18	29	4,881.83	168.34	18.50%
2/9/18	22	3,318.67	150.85	16.80%
Totals	711		161.49	
Total Accounts	709			
Average % Late	16.70%			

Table 4 - Summary of Frequency of Delinquent Customers

Mos. Late	Non-Low Income	Low Income	Total
1	2,492	99	2,591
2	1,239	69	1,308
3	896	46	942
4	551	21	572
5	393	19	412
6	284	1	285
Totals	13,531	560	14,091
Total Customers	17,401	604	18,005
Average % Customers Late	13.00%	15.50%	13.00%
% Customers Late Once	14.30%	16.40%	14.40%

Draft CAB Governance Policies

May 15, 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 reports and recommendations to the Board.
2. **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.
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 normally nominate one person per year who resides within their respective district for a new 3- year term. A sitting CAB member must be nominated by their Commissioner to serve another term.
 - d. Vacancies on the CAB are filled by Commissioner nomination. The Board approved CAB member will serve the remainder of the unexpired term of the CAB position being filled.
 - 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 a CAB Member:**
 - a. 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.
 - b. A sitting CAB member may resign his/her CAB position by stating their intent at a CAB meeting. Should this occur, Policy 3d shall apply.

- c. Should a CAB member miss three consecutive monthly meetings with an unexcused absence, that CAB member may be removed from the CAB. Should this occur, Policy 3d applies.

5. **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 business-days before the meeting. The meeting agenda and, to the extent possible, all CAB meeting handouts should be published to the District website no fewer than two-business 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. The CAB Chair shall ensure that the opportunity for public comment is kept fair and open, 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 Policies following *Robert's 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. Post approved and signed CAB Meeting Minutes to the District web site. CAB meeting audio recordings shall be posted to the District website within three business-days following the CAB meeting.

6. **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 are referred to the Board for consideration and potential action.

7. **District Policy CAB Review:** At a regularly scheduled CAB meeting, the District General Manager or his appointee, may request input regarding proposed policy changes. Such discussions may be resolved at the CAB meeting. Should additional study be required, then a subcommittee shall be formed.

8. Subcommittees:

- a. The CAB will approve taking on an issue to be studied and ask for CAB member volunteers to form a study subcommittee. CAB members can volunteer to be on a subcommittee based on their area of expertise and personal interest.
- b. Subcommittees shall not constitute a quorum of the CAB. Only CAB members may be standing and voting members of a CAB subcommittee. A subcommittee may include non-voting members of the public with special expertise.
- c. Within a reasonable timeframe, the subcommittee shall designate a chairperson.
- d. 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 by the CAB prior to distribution to Board. As required, timeframes may be adjusted and communicated to all parties.
- e. Gathering outside knowledge and expertise may be valuable to a subcommittee's efforts. In performing their duties, the subcommittee may consult with a Board member, District staff, other utilities, and subject matter experts. *The subcommittee chair shall monitor the subcommittee's efforts and should more than one Board member need be contacted, a Special Meeting per the Washington State Open Public Meetings Act (RCW 42.30) shall apply.* Should significant time or work be asked of District staff, then approval from their manager is required.
- f. 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.
- g. At a regular CAB meeting following approval, a subcommittee may be disbanded.

9. Manner of Communication:

- a. CAB and Board Communication: At the first scheduled Board meeting of the month, the CAB Meeting Agenda for that month shall be included in the Board packet. 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 any new subcommittees/topics shall also be distributed to the Board.
- 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 whole CAB. CAB

subcommittee members shall identify themselves as being a member of the CAB in the performance of their duties. However, CAB members do not relinquish their right to speak for themselves as individuals provided they express in any public communication that they do not speak on behalf of the CAB.

10. **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 to review progress on current year objectives and revision of remaining objectives and priorities.
11. **Supercedure:** **These Policies** supersede any previous policy ~~or resolution~~ as they relate to the CAB.

Sample Subcommittee Web Page

Citizen's Advisory Board

The Jefferson County PUD Citizen's Advisory Board (CAB) meets monthly on the second Monday at 2:00pm in the boardroom at the PUD's 4 Corners Operations Center. Meetings are open to the public.

The 9 Citizen's Advisory Board Members are appointed for staggered 3 year terms by the PUD BOC. The purpose of the CAB is to provide advisory recommendations to the Board on matters requested by the board and those originating in the CAB. The CAB cannot create policy, it can only advise the BOC of its recommendations in regards to policy. The CAB meetings also provide an additional venue for public engagement with PUD policy and programs.

Chair: [Doug Huber](#), **Facilitator:** [Don McDaniel](#)– Special Advisor to PUD

Members District 1: Peter Lauritzen, Tom Engel, Larry Dennison

Members District 2: Roger Risley, Karen Bennett, Tim Tibbals

Members District 3: Doug Huber, Russ Michel, Norm Norton,

[CAB Agendas](#) [CAB Minutes](#) [CAB Meeting Calendar](#) [CAB Audio](#)

[Handouts](#)

contact email: cab@jeffpud.org

[Public Records Requests](#)

[Requests for Qualifications-Proposals](#)

[Report Tree Problem](#)

[Archive of Minutes, Board Packets and Audio](#)

[Useful Links](#)

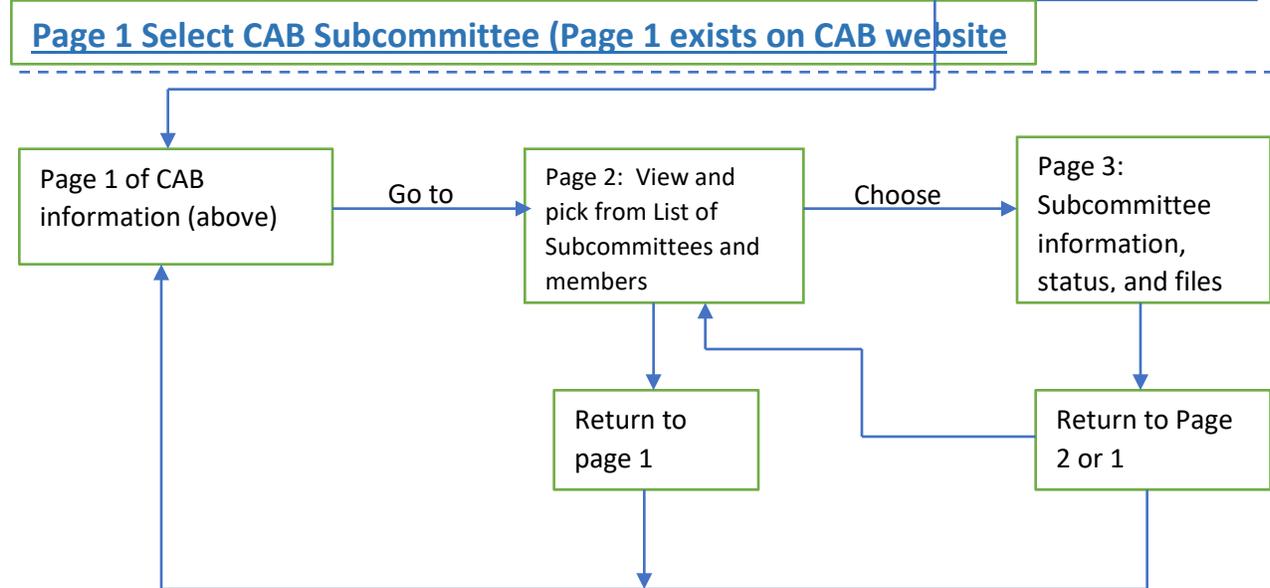
[Employment Opportunities](#)

[JPUD Calendar](#)

Add button to go to Page 2

To view status of CAB initiatives:

[Citizens Advisory Board Subcommittees](#)



Note: No reports have been developed.

- a. Report of all Subcommittees and status: Recap of page 2.
- b. Report of an individual Subcommittee: Recap of page 3. “Current” screen info only
- c. Report of an individual Subcommittee: Recap of page 3 and last document (i.e., approved pitch that sends proposal to BOC. Or, last status report made to CAB
- d. Report of an individual Subcommittee: Recap of page 3 and ad hoc choice of CAB document(s)

Sample Subcommittee Web Page

ge 2 of Subcommittee lookup:



Name of Subcommittee: URL (See Note 2)

Established: year-sequence #

Current Status: (see Note 1)

Implementation Review scheduled: (input after approval by PUD/BOC and consultation with implementing organization.)

Chair: Name, PUD e-mail, None, Do not allocate

Member 2: Name, PUD e-mail, None, Do not allocate

Member 3: Name, PUD e-mail, None, Do not allocate

Member 4: Name, PUD e-mail, None, Do not allocate

Comments: Date | Meeting | date

May not want to have members names here as they are on page 3

Sample Subcommittee Web Page

Page 3 of Subcommittee Lookup:

Subcommittee Name: _____ **Established:** Date study approved by CAB

Current status: Active/ Inactive/ Status review by PUD or BOC / To BOC for approval / BOC approved / Being Implemented / Implementation review by CAB

Chair: Name, PUD email, None, Do not allocate District:

Member 2: Name, PUD email, None, Do not allocate District:

Member 3: Name, PUD email, None, Do not allocate District:

Member 4: Name, PUD email, None, Do not allocate District

Comments: Date | Meeting | written comments

Mission Statement: Review / Update / Consider establishment of a program. This is a broad statement of goals – not objectives which can be tied to dates. No comments on how PUD will implement.

Groundrules: Include exclude/include or narrow/expand what the subcommittee should study or not report on. I.e., Excludes specific siting information; however, may include information such as needs lots of sunshine to work effectively (solar). Or, PUD will conduct an engineering study as part of implementation to ensure cost/benefit ratio acceptable – and get back to BOC for future actions.

Background information:

CAB Reviews: Date briefed at CAB / BOC. **Attachments:** (1) URL

Synopsis of presentation: (paragraph with motion and status)

Next action: Send to PUD, BOC, Continue Study, Redirection given

Final Disposition: (date) BOC approves for Implementation, PUD approves for Implementation

Review Implementation of program: About one year later schedule a review of the policy and/or procedures to see if goal of study was met or should be revised.

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Sample Subcommittee Web Page – Appendix A: Subcommittees

Subcommittee: Broadband (Line Extensions)

Established: Year + sequence #

Status: Active (see Note 1)

Implementation Review scheduled:

Chair: Karen Bennett District 1 kbennett@jeffpud.org

Member 2: Norm Norton District 3 nnorton@jeffpud.org

Member 3: Tim Tibbals District 2 ttibbals@jeffpud.org

Member 4: do not allocate

Comments: 14May18: Discussion by GM at 11June 2018 CAB meeting to continue with this subcommittee or start new study.

Subcommittee: Credit Card Use to Pay Customer Bills

Established: Year + sequence #

Status: See Note 1

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Larry Dennison District 1 ldennison@jeffpud.org

Member 3: None

Member 4: do not allocate

Comments: 14May18: Status review, redlines generated, Committee will incorporate redlines, create motion, and give updated presentation at 11Jun18 CAB meeting.

Subcommittee: CAB Governance

Established: Year + sequence #

Status: See Note 1

Implementation Review scheduled:

Chair: Russ Michel District 3 rniche@jeffpud.org

Member 2: Karen Bennett District 1 kbennett@jeffpud.org

Member 3: Larry Dennison District 1 ldennison@jeffpud.org

Member 4: do not allocate

Comments: 14May18: Review of Governance document, redlines will be incorporated and presented at 11Jun18 CAB meeting.

Subcommittee: Expanding Low Income Participation **Established:** Sep2017 (2017-001)

Status: Being Implemented

Implementation Review scheduled:

Chair: Douglas Huber District 3 dhuber@jeffpud.org
Member 2: Peter Lauritzen District 1 plauritzen@jeffpud.org
Member 3: Larry Dennison District 1 ldennison@jeffpud.org
Member 4: do not allocate

Comments: 14May18: Review of Low Income program suggests Implementation Review necessary. PUD Finance will scrub the numbers and present findings at 11Jun18 CAB meeting.

Subcommittee: Noxious Weed Control **Established:** Jul2017 (2017-02)

Status: See Note 1

Implementation Review scheduled: Oct 2018

Chair: Douglas Huber District 3 dhuber@jeffpud.org
Member 2: Roger Risley District 2 rrisle@jeffpud.org
Member 3: None
Member 4: do not allocate

Comments: 14May 18: Presentation made by CAB (includes PUD input) and Noxious Weed Board. Results are Satisfactory. CAB to conduct walk-through in fall (Implementation Review) to validate yearly results.

Sample Subcommittee Web Page – Appendix A: Subcommittees

Subcommittee: Billing Late Fees

Established: mthYr (2018-001)

Status: See Note 1

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Larry Dennison District 1 ldennison@jeffpud.org

Member 3: None

Member 4: do not allocate

Comments: 14May18: Presented status and Recommendations. Will present concise recommendations and prepare Motion to send Recommendations to BOC.

Subcommittee: Community Solar Investigation

Established: 2018-002

Status: Study Candidate

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Roger Risley District 2 rrisle@jeffpud.org

Member 3: Douglas Huber District 3 dhuber@jeffpud.org

Member 4: do not allocate

Comments: May 14, 2018: On hold pending PUD - BOC review. May 24, 2018: Discussion by GM at 11June 2018 CAB meeting to re-establish subcommittee or start new study.

Subcommittee: Sewer Rate Increase

Established: 2018-003

Status: Study Candidate

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Roger Risley District 2 rrisle@jeffpud.org

Member 3: Douglas Huber District 3 dhuber@jeffpud.org

Member 4: do not allocate

Comments: Discussion by GM at 11June 2018 CAB meeting to establish subcommittee

Sample Subcommittee Web Page – Appendix A: Subcommittees

Subcommittee: Electrical Rate Update

Established: Year + sequence #

Status: inactive

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Roger Risley District 2 rrisle@jeffpud.org

Member 3: Douglas Huber District 3 dhuber@jeffpud.org

Member 4: Do no allocate

Comments: dd/mm/yy: Went **inactive** after PUD Rate review in 2017. Will reactivate for 2019 Rate Study

Subcommittee: Smart Meter Investigation

Established: Year + sequence #

Status: Inactive

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Peter Lauritzen District 1 plauritzen@jeffpud.org

Member 3: Karen Bennett District 1 kbennett@jeffpud.org

Member 4: Bill Kuane Ex-official

Comments: Jan2018: Inactive after direction of BOC which directed PUD Eng study

Sample Page 3

Subcommittee: _____ **Established:** Date study approved by CAB

Current status: Active/ Inactive/ Status review by PUD or BOC / To BOC for approval / BOC approved / Being Implemented / Implementation review by CAB

Implementation Review Scheduled:

Chair: Name, PUD email, None, Do not allocate District:

Member 2: Name, PUD email, None, Do not allocate District:

Member 3: Name, PUD email, None, Do not allocate District:

Member 4: Name, PUD email, None, Do not allocate District

Comments:

Mission Statement: Review / Update / Consider establishment of a program. This is a broad statement of goals – not objectives which can be tied to dates. No comments on how PUD will implement.

Groundrules: Include exclude/include or narrow/expand what the subcommittee should study or not report on. I.e., Excludes specific siting information; however, may include information such as needs lots of sunshine to work effectively (solar). Or, PUD will conduct an engineering study as part of implementation to ensure cost/benefit ratio acceptable – and get back to BOC for future actions.

Background information:

CAB Reviews: Date briefed at CAB / BOC. **Attachments:** (1) URL

Synopsis of presentation: (paragraph with motion and status)

Next action: Send to PUD, BOC, Continue Study, Redirection given

Final Disposition: BOC approves for Implementation, PUD approves for Implementation

Review Implementation of program: About one year later schedule a review of the policy and/or procedures to see if goal of study was met or should be revised.

Sample Subcommittee Web Page – Appendix B: Subcommittee Study Data

Subcommittee: Broadband (line Extensions)

Established: Date study approved by CAB

Current status: Active

Implementation Review Scheduled: TBD

Chair: Karen Bennett District 1 kbennett@jeffpud.org

Member 2: Norm Norton District 3 nnorton@jeffpud.org

Member 3: Tim Tibbals District 2 ttibbals@jeffpud.org

Member 4: do not allocate

Comments: 14May18: Discussion by GM at 11June 2018 CAB meeting to continue with this subcommittee or start new study.

Mission Statement: Review / Update / Consider establishment of a program. This is a broad statement of goals – not objectives (which can be tied to dates.) No comments on how PUD will implement.

Groundrules: Collaborate with PUD Engineering

Background information:

CAB Reviews: Date briefed at CAB / BOC.

Attachments: (1) URL

Synopsis of presentation: (paragraph with motion and status)

Next action: Send to PUD, BOC, Continue Study, Redirection given

Final Disposition:

Review Implementation of program: About one year later schedule a review of the policy and/or procedures to see if goal of study was met or should be revised.

Sample Subcommittee Web Page – Appendix B: Subcommittee Study Data

Subcommittee: **Billing Late Fees**

Established: Jan2018 (2018-001)

Current Status: Active

Implementation Review scheduled:

Chair: Tom Engel District 1 tengel@jeffpud.org

Member 2: Larry Dennison District 1 ldennison@jeffpud.org

Member 3: None

Member 4: do not allocate

Comments: 14May18: Presented status and Recommendations. Will present concise recommendations and prepare Motion at 11Jun2018 CAB meeting to send Recommendations to BOC.

Mission Statement/Goal: To review current utility late payments and determine if a “Late Fee” is warranted.

Ground Rules: 1. Query regional utilities to determine if they charge late fees. 2. Find out circumstances leading to creation of Late Fees, circumstances for applying, and amount(s). 3. Application to Low Income, Residential, and Commercial customers. 4. Provide breakdown of JeffPud late payments and subsequent delinquent payments to see if Late payments are warranted. 5. Make policy recommendation(s) resulting from your study.

Background Information: Jefferson Cty PUD #1 has seen an increase in late payments which has resulted in an increased workload identifying and tracking late payments, and a loss of income.

CAB Reviews: 14May2018
nnApr2018

Attachments: (1) 14May2018 Report to CAB
(2) nnApr2018 Report to CAB
(2a) Late fees from other Util

See page 2 Note 5



Synopsis of presentation: (14May2018) Late/delinquent payments has resulted in additional work for PUD and loss of revenue.

Next action: 11June” bring concise recommendations ack to CAB for approval of 14May redlines and, if warranted, a Motion to advance this study to the BOC

Final Disposition: Awaiting CAB approval. Then send to BOC for review.

Review Implementation of program: If approved by BOC and accepted for PUD implementation revisit Late Fee question as approved by BOC and implemented by PUD. Year after PUD implementation complete.

Sample Subcommittee Web Page – Appendix B: Subcommittee Study Data

Subcommittee: **Expanding Low-Income Participation** **Established:** Sep2017 (2017-001)

Current Status: Implementation Review

Implementation Review scheduled:

Chair:	Douglas Huber	District 3	dhuber@jeffpud.org
Member 2:	Peter Lauritzen	District 1	plauritzen@jeffpud.org
Member 3:	Larry Dennison	District 1	ldennison@jeffpud.org
Member 4:	do not allocate		

Comments: 14May18: PUD Finance suggests the Low Income program needs an Implementation Review as Budget limit will be exceeded for 2018. PUD Finance will scrub the numbers and present findings at 11Jun18 CAB meeting.

Mission Statement/Goal: To review current Low-Income program and ascertain status and use of Program; especially, comparing with Puget Sound Energy and other utilities to determine if PUD#1 program provides similar processes and successes.

Ground Rules: 1. Query other utilities to determine their process. 2. Find out circumstances leading to Customer avoiding signing up for assistance. 3. Is the PUD#1 application process an impediment to Low Income customers. 4. Query our subcontractors for perceived inefficiencies and process faults. 5. Look at our emergent program Liheap, etc. and determine the effect on the Low-Income budget (\$250K). 6.

Background Information: Jefferson Cty PUD #1 instituted a Low-Income program in 2017. The concern is that we did not get the expected response from our Customer base. What happened?

CAB Reviews: 14May2018

Attachments: (1) 14May2018 Report to CAB

Synopsis of presentation: (14May2018) After 5 months of implementation, the number of Customers using Low Income has increased from 205 to 621. At the current rate the budgeted amount will be reached by fall which means there will be a budget shortfall. The additional \$200K budgeted to sustain the program will be based on performance from the first of the year (implementation).

Next action: 11June2018 bring concise recommendations ack to CAB for approval of 14May redlines and, if warranted, a Motion to advance this study to the BOC. PUD Finance will prepare PowerPoint presentation for Jun CAB meeting

Final Disposition: TBD

Review Implementation of program: If approved by BOC and accepted for PUD implementation revisit Low Income budget question at end of 2018 budget cycle, if necessary.

Sample Subcommittee Web Page – Appendix B: Subcommittee Study Data

Subcommittee: **Community Solar Study 2018**

Established: Sep2018 (2018-002)

Current Status:

Implementation Review scheduled:

Chair:	Douglas Huber	District 3	dhuber@jeffpud.org
Member 2:	Peter Lauritzen	District 1	plauritzen@jeffpud.org
Member 3:	Larry Dennison	District 1	ldennison@jeffpud.org
Member 4:	do not allocate		

Comments: 14May18: General Manager Dunbar has indicated he will submit to the CAB a proposal for a Community Solar Study

Mission Statement/Goal:

Ground Rules:

Background Information:

CAB Reviews: 14May2018

Attachments: 14May2018 Report to CAB

Synopsis of presentation: General Manager Dunbar has indicated he will submit a request to the CAB for a study of Community Solar

Next action: 11June2018. Review the proposal from Mr. Dunbar for a Community Solar study. Cab will listen and ask Questions. If a motion to do Community Solar is approved, the CAB will prepare Subcommittee information found on Page 2 and Page 3 of CAB Subcommittee database. (this sheet)

Final Disposition: TBD

Review Implementation of program: TBD

Sample Subcommittee Web Page – Appendix B: Subcommittee Study Data

Subcommittee: Sewer Rate Update Study

Established: Sep2018 (2018-003)

Current Status:

Implementation Review scheduled:

Chair:	Douglas Huber	District 3	dhuber@jeffpud.org
Member 2:	Peter Lauritzen	District 1	plauritzen@jeffpud.org
Member 3:	Larry Dennison	District 1	ldennison@jeffpud.org
Member 4:	do not allocate		

Comments: 14May18: General Manager Dunbar has indicated he will submit to the CAB a proposal for a Sewer Rate Update Study

Mission Statement/Goal:

Ground Rules: 1. Study applies to Kala Point,

Background Information:

CAB Reviews: 14May2018

Attachments: 14May2018 Report to CAB

Synopsis of presentation: General Manager Dunbar has indicated he will submit a request to the CAB to study Sewer Rates Updates

Next action: 11June2018. Review the proposal from Mr. Dunbar for a Sewer Rate Update study. Cab will listen and ask Questions. If a motion to do a Sewer Rate Update is approved, the CAB will prepare Subcommittee information found on Page 2 and Page 3 of CAB Subcommittee database. (this sheet)

Final Disposition: TBD

Review Implementation of program: TBD

RATE REDUCTION PROGRAM

CUSTOMER PARTICIPATION UPDATE

CAB RECOMMENDATION TO BOOST CUSTOMER PARTICIPATION

Increase Income
Threshold to
150% FPL

Improve
Marketing

Peninsula
Housing
Client List

Craft 3
On-Bill
Financing

INCREASE INCOME THRESHOLD TO 150% FPL

- Resolution & update to Memorandum of Understanding with OlyCAP was in place effective 5/25/2018
- Should see a small initial increase in participation
- Expect a larger increase with the next LIHEAP season
October 2018 – June 2019

INCOME GUIDELINES

Household Size	125%		150%	
	Annual	Per Month	Annual	Per Month
1	15,175	1,265	18,210	1,518
2	20,575	1,715	24,690	2,058
3	25,975	2,165	31,170	2,598
4	31,375	2,615	37,650	3,138

IMPROVE MARKETING - CURRENT

- Customer Service actively promotes the program
- Materials have been distributed around the county

Food
Banks

Community
Centers

Jefferson
Transit

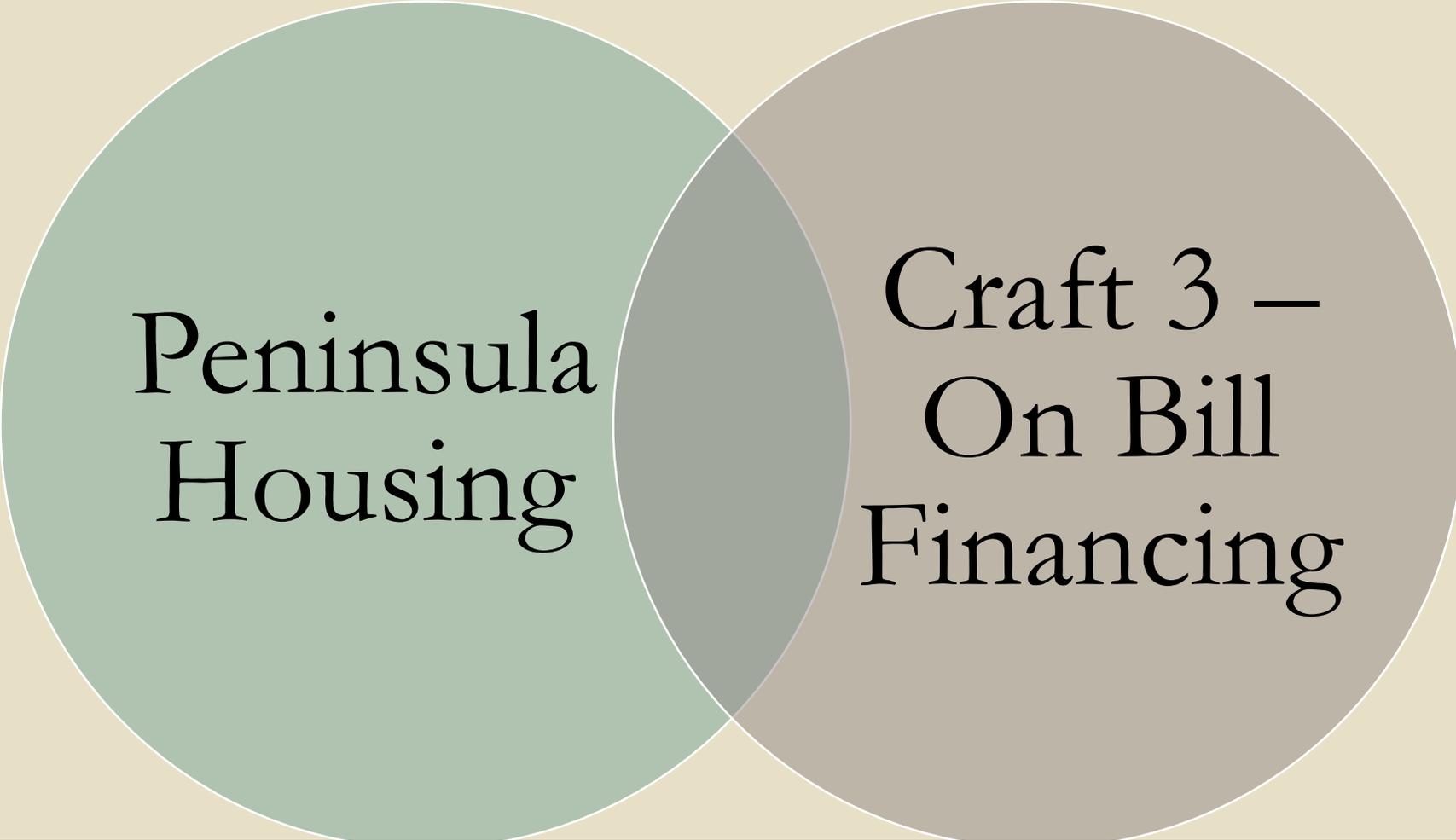
Thrift
Stores

IMPROVED MARKETING – FALL 2018

- Public Schools
- WSU Extension
- Peninsula College
Extension

- Urgent Care facilities
- Employment Security
Department

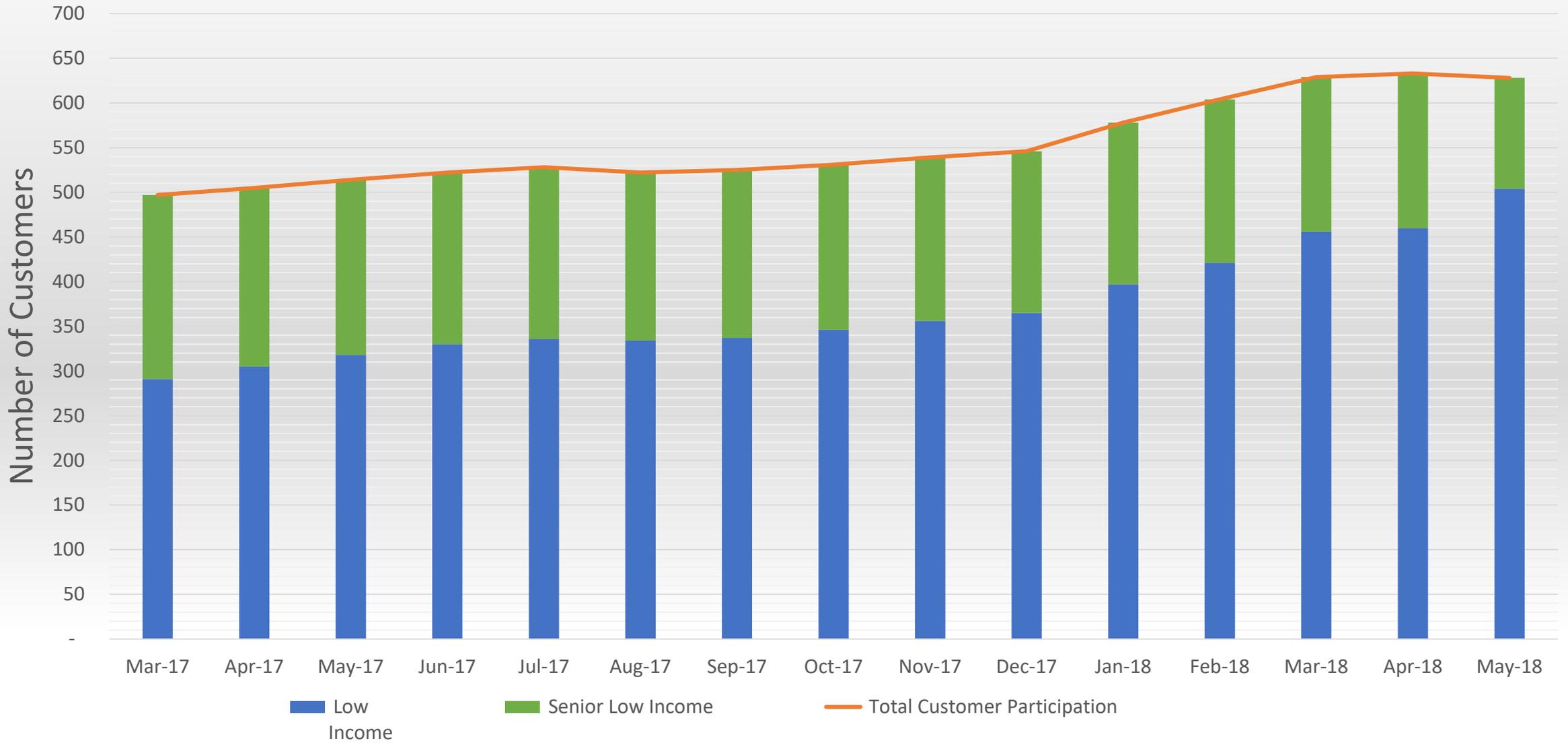
CAB RECOMMENDATIONS ON HOLD



Peninsula
Housing

Craft 3 –
On Bill
Financing

Program Growth – Electric Only



YEAR TO DATE PROGRAM COST

Through May 31, 2018

Administrative Cost	\$11,900.00
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Electric	\$105,500.00
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Water	\$5,100.00
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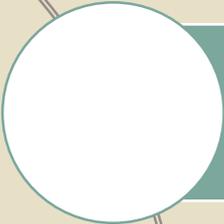
Sewer	\$84.00
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Total YTD	\$122,584.00
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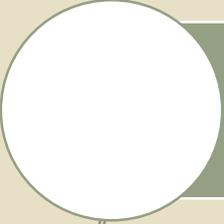
MONTHLY PROGRAM COST

Rate	Discount	Current Accounts	Current Monthly
Low Income	\$39.50	504	\$17,640.00
Senior LI	\$20.00	124	\$2,480.00
Water	\$10.00	137	\$1,370.00
Sewer	\$8.40	3	\$25.20
YTD Average Monthly Admin Cost			\$2,380.00
Total			\$23,895.20

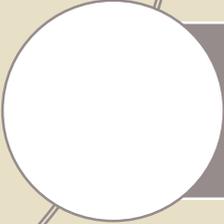
STAFF RECOMMENDATION -



We Need More Data



Watch the program growth over the next 2 months



Budget extension may be in the \$100,000 - \$125,000 range.

WHAT DOES THAT MEAN FOR THE BUDGET-

2018 Budget \$200,000 – YTD Cost \$123,000

Budget extension is dependent upon program growth

Current Budget should carry program through August 2018