



# Jefferson County PUD Citizen Advisory Board

## *DRAFT AGENDA*

**Date: September 10<sup>th</sup>, 2018**

**Time: 2:00PM to 4:00PM**

**Place of Meeting:**

**PUD Electrical Service Center**

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

15 min

- Call to Order
- Review of Agenda
- Approval of Minutes from Last Mtg.
- Public Comment

30 min

- GM Report
  - Broadband Line Extension Policy Introduction
  - Low Income Program Update
  - Power Boost Name Change(Verbal)

15 min

- Broadband Sub-Committee Report

50 min

- Action Items
  - CAB Recommendation for Additional Street Lighting Rate in Port Townsend (Material Available at Meeting)
  - CAB Recommendations for Meeting Changes Resulting from Parliamentary Procedure Workshop
  - CAB Recommendation Jefferson County Public Works Recycling Project
  - Next Steps or Additional Board Actions

10 min

- Public Comment
- Adjourn



**DATE:** September 10, 2018  
**TO:** **Citizens Advisory Board**  
**FROM:** Larry Dunbar, General Manager  
Kevin Streett, Assistant General Manager  
**RE:** Broadband Line Extension Policy Introduction

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**SUMMARY:** A broadband line extension policy that applies throughout the District is needed to treat all customers in a fair and equitable manner. At this time a default line extension policy is in place that collects the total cost of a line extension from the customer making the request, except for the Port Townsend fiber optic pilot project. Staff is introducing the issues regarding a line extension policy at today's meeting.

**BACKGROUND:** On February 6, 2018, the District adopted a conduit policy that requires developers and customers to install a spare conduit underground at the same time that an electrical line extension is being constructed. The conduit policy overcomes a lost opportunity to cost-effectively obtain a future path for fiber optic line extensions. Another similar opportunity is the joint use of existing District conduit that is used to provide electric service.

On April 17, 2018, the District approved the Port Townsend fiber optic pilot project, where spare conduit was installed by the District as part the City of Port Townsends order to underground the District's electrical facilities downtown. As part of the pilot project a \$350 non-recurring charge was established to recover a portion of the conduit and fiber optic line extension costs. Staff anticipates that the future evaluation of the costs and benefits of the pilot project will help establish a District-wide line extension policy in 2019.

The cost of a fiber optic extension varies based on whether or not an underground conduit exists or has to be constructed, if existing overhead facilities can be used, or if significant utility pole make-ready work is required.

**ANALYSIS/FINDINGS:** Today's default line extension policy collects the total cost of a line extension from the requesting customer as a one-time non-recurring charge. Similar to other District charges, line extension charges are based on costs and collected from the customer served. If the cost of a line extension is amortized a reduced non-recurring charge could be established, however, that creates financial risk to the District that needs to be considered and addressed (e.g., a retail agreement that includes a termination charge that reflects the unpaid balance of the line extension charge).

A telecommunications strategic plan has been proposed as part of the 2019 budget, and the District may be awarded a Community Economic Revitalization Board (CERB) grant later this month. A request for qualifications procurement process will be used to select a consultant to prepare the plan. Staff will seek input from the Citizens Advisory Board

on the anticipated scope of work to be completed by the consultant, which could include development of a line extension policy.

The line extension policy should also consider whether or not the District should overbuild or duplicate the infrastructure of other service providers that currently deliver broadband services. Another consideration is whether or not a priority should be placed on those areas within Jefferson County that are underserved. The District needs to replace its electrical meters and its anticipated that the backbone will be integrated into the meter reading system. Prior to extension of the backbone the District should consider a utility pole one-touch make-ready policy. The policy should also evaluate competitive risks with retail service providers and technological advancement (such as the future 5<sup>th</sup> generation wireless technology). Last but not least, the extension policy should recognize the District's limited legal authority to provide wholesale (not retail) telecommunications services, which emphasizes the need for public/private partnerships with retail service providers.

At today's meeting staff will share a map of the District's existing fiber optic backbone, and a preliminary concept to extend the backbone to reach all District utility facilities. Staff requested NoaNet's geographic information system layer, which they recently shared provides fiber optic service to various telecommunications towers within Jefferson County. Staff will continue to refine the concept to extend the backbone.

**FISCAL IMPACT:** Based on the preliminary concept, the cost estimate to extend the District's 50-mile-long fiber optic backbone to reach all District utility facilities is in the range of an additional 90 miles or \$3-\$5 million (assuming overhead construction). The source of funds for the District's current fiber optic backbone has been from a combination of grants and electric ratepayers.

Based on the preliminary concept, the cost estimate of fiber optic line extensions from the District's backbone (assuming 140 miles are in place) to reach all customers is in the range of an additional 1,050 miles or \$35-\$40 million (assuming overhead construction). The source of funds (cash, loans, grants, local utility district, etc.) for line extensions needs to be determined.

The future line extension policy should consider how the District will recover its costs through wholesale charges, the electric rate impacts and risks if the District's costs are recovered over time and not collected up-front, whether or not costs will be recovered from the customers benefited versus all ratepayers, and the committed sources of funds to support District-wide customer interest.

**RECOMMENDATION:** For information only, no action requested. Staff plans to return to the Citizens Advisory Board to identify and further discuss the issues related to a broadband line extension policy in October.



**DATE:** September 10, 2018  
**TO:** **Citizens Advisory Board**  
**Thru:** Larry Dunbar, General Manager  
**FROM:** Kevin Streett, Assistant General Manager  
**RE:** Governmental Street Light Rate Schedule with Purchase of Pole and Light by PUD

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**SUMMARY:** Staff purposes to purchase light poles and fixtures for other governmental entities and add a new monthly rate for the recovery of all costs. This rate schedule would support public safety, increase revenue and build strong inter agency cooperation.

**BACKGROUND:** The PUD does not have a rate schedule for customer selected poles and lights used by other governmental agencies in the county. This would allow the PUD with the General Manager's approval to purchase poles and lights and recover all costs. The PUD currently has a rate schedule for a wood poles and lights.

**ANALYSIS/FINDINGS:** The PUD can use a rate-based formula when the PUD purchases customer selected poles and lights for Governmental agencies with the approval of the General Manager. The rate formula would be  $((\text{Cost of Pole} + \text{Installation cost}) * \text{Current Finance Charge}) / 10\text{-year payback} + \text{Basic Charge based on watts}$ ). The PUD will recover all costs, enhance public safety and work closer with other Jefferson County governmental agencies.

Each request will be given consideration based on the needs of the PUD first and then the requesting agency. Approval will be given by the General Manager per request.

**FISCAL IMPACT:** The PUD will recover all costs. Inventory will not increase because the PUD has an inventory of parts for the existing light poles and fixtures.

**RECOMMENDATION:** Staff recommends that the Citizens Advisory Board forwards a favorable recommendation to the Board of Commissioners to approve the proposed Rate Schedule.



## **AGENDA REPORT**

**DATE:** September 10, 2018  
**TO:** **Citizens Advisory Board**  
**FROM:** Larry Dunbar, General Manager  
**RE:** Meeting Changes Resulting From Parliamentary Procedure Workshop

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**SUMMARY:** Several meeting changes were discussed at the Parliamentary Procedure Workshop. Staff is seeking a recommendation from the Citizens Advisory Board on which changes, if any, should be implemented at future Board of Commissioner and Citizens Advisory Board (policymaker) meetings.

**BACKGROUND:** On August 14, 2018 a Parliamentary Procedure Workshop was held for the PUD's policymakers and staff.

**ANALYSIS/FINDINGS:** The following meeting changes to policymaker meetings were discussed at the Parliamentary Procedure Workshop.

1. Change policymaker/staff/public seating arrangement to become quasi-formal, including a presentation podium
2. Change meeting minutes to action minutes, continue audio tape recordings and indicate the time each agenda topic is discussed in the minutes
3. Continue to allow public comment period on items not on the agenda, and begin to allow public comment on items on the agenda
4. Allow public comment after a staff presentation and before an agenda item is discussed by the policy makers
5. Discontinue public participation in a motion on an agenda item
6. Allow public participation after a motion is made and seconded-before an agenda item is discussed by policymakers.
7. Establishing a meeting ending time on the agenda.
8. Establishing a timeline on each agenda item to maintain the schedule.

**FISCAL IMPACT:** There is no anticipated fiscal impact.

**RECOMMENDATION:** Staff is seeking a recommendation from the Citizens Advisory Board to the Board of Commissioners on whether or not to proceed with each of the above meeting changes.



## AGENDA REPORT

**DATE:** September 10, 2018  
**TO:** **Citizens Advisory Board**  
**FROM:** Larry Dunbar, General Manager  
**RE:** Low Income Program Update

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**SUMMARY:** Staff provided the attached presentation to the Board of Commissioners on September 4, 2018.

**BACKGROUND:** On June 11, 2018, staff made a presentation to the Citizens Advisory Board on the rate reduction program. The June 11, 2018 presentation was based on customer participation through May 2018.

**ANALYSIS/FINDINGS:** At the request of Commissioner Jeff Randall who attended the June 11, 2018 Citizens Advisory Board meeting, staff made a presentation to all Commissioners on September 4, 2018. The presentation was similar to the information provided to the Citizens Advisory Board on June 11, 2018, and included customer participation through August 2018.

**FISCAL IMPACT:** The Board of Commissioner approved an increase to the 2018 budget to support increased customer participation in the rate reduction program.

**RECOMMENDATION:** For information only, no action requested.

Attachment: Rate Reduction Program presentation dated 9/4/2018

# RATE REDUCTION PROGRAM

CUSTOMER PARTICIPATION UPDATE

SEPTEMBER 4, 2018

# 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
- We saw a small increase in participation in June and July
- 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

# INCREASED MARKETING – FALL 2018

- Public Schools
- WSU Extension
- Peninsula College  
Extension
- Urgent Care facilities
- Employment Security  
Department

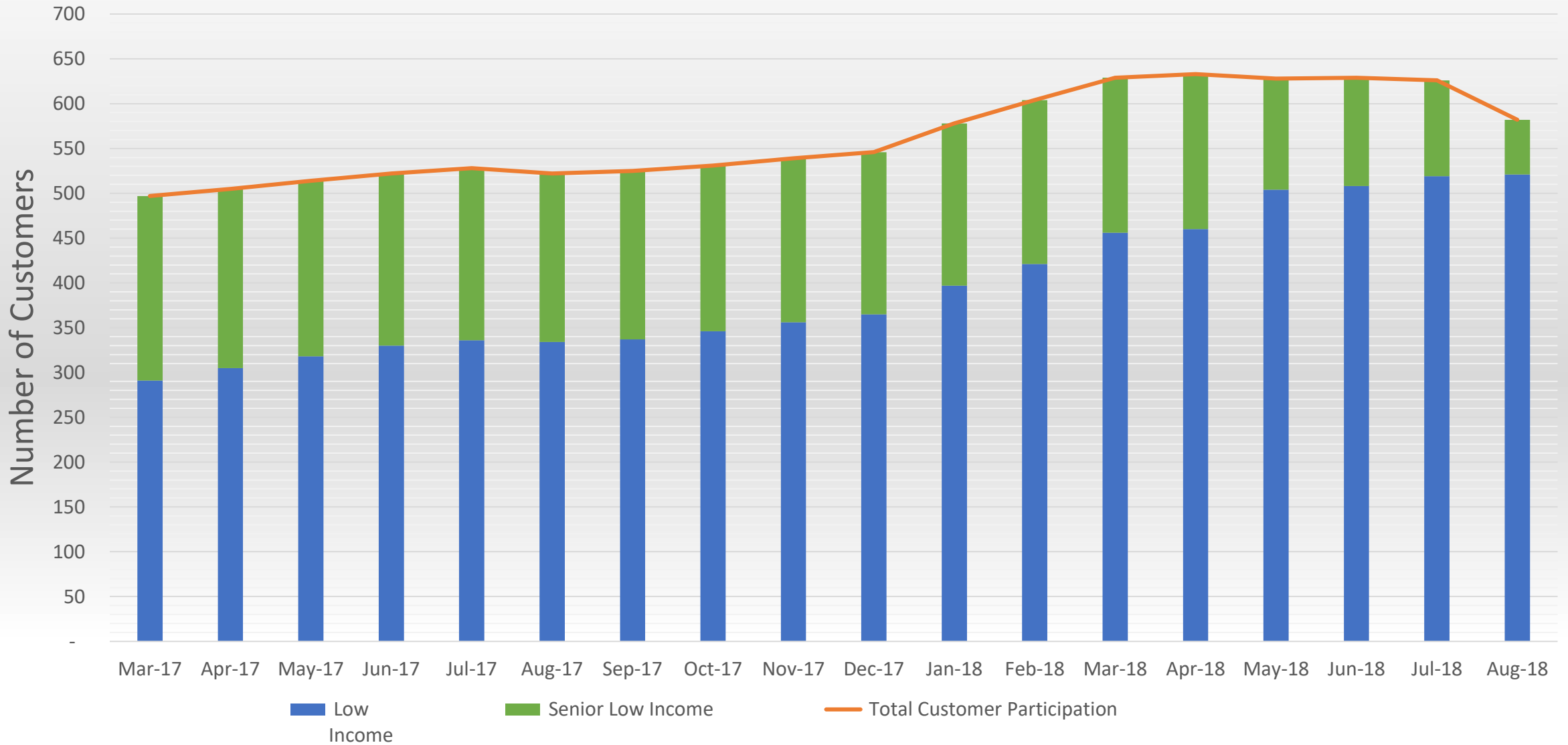
## CAB RECOMMENDATIONS

Craft 3 – On Bill Financing

Staff is in the process of determining feasibility

Peninsula Housing – Consumer Privacy Issues

# Program Growth – Electric Only



# YEAR TO DATE PROGRAM COST

Through August 31, 2018

## Administrative Cost

OlyCAP \$ 17,839

Labor 1,019

Other 2,340 \$ 21,198

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Electric Discount 161,299

Water Discount 9,050

Sewer Discount 134

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Total YTD \$191,681

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# ESTIMATED MONTHLY PROGRAM COST

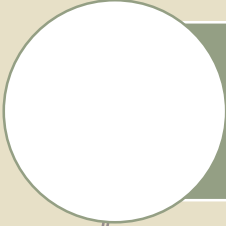
<b>Rate</b>	<b>Discount</b>	<b>Current Accounts</b>	<b>Current Monthly</b>
Low Income	\$39.50	521	\$20,580.50
Senior LI	\$20.00	61	\$1,220.00
Water	\$10.00	125	\$1,250.00
Sewer	\$8.40	3	\$25.20
Average Monthly Admin Cost			\$3,000.00
Total			\$26,075.70



## WHAT DOES THAT MEAN FOR THE BUDGET-



2018 Budget \$200,000



As of August 31, 2018 – YTD Cost \$191,681



Expect increased participation October 2018

# STAFF RECOMENDATION



Continue to increase marketing efforts



Increase 2018 budget from \$200,000 to \$350,000



Staff will provide 2018 Year End report in January 2019



## AGENDA REPORT

**DATE:** September 10, 2018  
**TO:** **Citizens Advisory Board**  
**FROM:** Larry Dunbar, General Manager  
**RE:** Jefferson County Public Works Recycling Project

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**SUMMARY:** Staff received a request from Jefferson County to include a solid waste recycling insert in the PUD's monthly bills to utility customers. Staff requests that the Citizens Advisory Board considers this request and provides a recommendation to the Board of Commissioners.

**BACKGROUND:** On August 30, 2018, staff received the attached email request from Jefferson County to include a recycling insert in the PUD's monthly bills. The recycling insert is a time sensitive communication that Jefferson County would like to share with all Jefferson County residents and businesses. The PUD is uniquely positioned to provide this service because it has a utility billing system.

**ANALYSIS/FINDINGS:** Staff would like to proceed with this request in the spirit of inter-governmental cooperation. Staff will seek similar direction from policymakers in the event another Jefferson County governmental agency makes a similar request.

**FISCAL IMPACT:** The additional cost to print, insert, mail, etc. the recycling insert in the PUD's utility bills will be paid by Jefferson County. There is no anticipated fiscal impact to the PUD.

**RECOMMENDATION:** Staff is seeking a recommendation from the Citizens Advisory Board to the Board of Commissioners to authorize staff to insert a recycling in the PUD's utility bills.

**Attachments:** County Public Works Recycling Project email dated 8/30/2018

## Larry Dunbar

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**From:** Jerry Mingo <JMingo@co.jefferson.wa.us>  
**Sent:** Thursday, August 30, 2018 11:07 AM  
**To:** Larry Dunbar  
**Cc:** Will O'Donnell; Tom Boatman; Philip Morley  
**Subject:** County Public Works recycling project

Hello Mr. Dunbar,

Jefferson County's Solid Waste Division of Public Works requests to be placed on your September 18 BOC Agenda. The subject is permission/abstention to include, at a cost paid by Jefferson County, a recent version of the all-County recycling guidelines with PUD customer billings. We will plant to address the PUD Citizens Advisory Board on September 11 pursuant to your instruction.

Guideline revisions are based on a local response to globally changing marketability of collected recyclables. More detail is available by viewing <https://wordpress.com/page/jeffersoncountysolidwaste.com/4492> or by speaking with Tom Boatman, Solid Waste Manager, at 385-9213.

Thank you for your assistance,

*Jerry Mingo*  
Moderate Risk Waste Coordinator  
Jefferson County PW/Solid Waste  
623 Sheridan St.  
Port Townsend, WA 98368  
360-385-9230

Attachment

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**From:** Larry Dunbar <ldunbar@jeffpud.org>  
**Sent:** Thursday, August 30, 2018 8:51 AM  
**To:** Jerry Mingo <JMingo@co.jefferson.wa.us>  
**Cc:** Will O'Donnell <wodonnell@jeffpud.org>  
**Subject:** RE: Jeff. Cty PW

Greetings,

Thank you for your request, we will be glad to seek a response from our policymakers.

Please note that this will need to be considered by the Citizens Advisory Board on September 11, 2018, before seeking consideration by the PUD Board of Commissioners on September 18, 2018.

On a separate note, please confirm that the County is offering to pay the PUD for all costs associated with this request.

Please also confirm with the Jefferson County Administrator (Philip Morley) that he supports this request.

Larry Dunbar  
General Manager  
Jefferson County PUD  
Office 360-385-8340  
Mobile 360-301-0175



*Public Utility District No. 1 of Jefferson County is subject to the Washington Public Records Act, RCW 42.56. Therefore, this email and its attachments, if any, may be disclosed as a public record.*

*Public Utility District No. 1 of Jefferson County is an Equal Opportunity Provider and Employer.*

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**From:** Will O'Donnell  
**Sent:** Wednesday, August 29, 2018 2:09 PM  
**To:** Larry Dunbar <[ldunbar@jeffpud.org](mailto:ldunbar@jeffpud.org)>  
**Subject:** FW: Jeff. Cty PW

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**From:** Jerry Mingo <[JMingo@co.jefferson.wa.us](mailto:JMingo@co.jefferson.wa.us)>  
**Sent:** Wednesday, August 29, 2018 11:46 AM  
**To:** Will O'Donnell <[wodonnell@jeffpud.org](mailto:wodonnell@jeffpud.org)>  
**Subject:** Jeff. Cty PW

Hi Will,  
Jefferson County is responding to global and regional shifts in recycling markets with an updated "Recycling in Jefferson County" flyer, and is interested in distributing the updated flyer with PUD invoices to its customers. I recall that approval from the PUD Board of Directors is required. May we request a slot on the September 11 BOC meeting agenda? We will be glad to attend to answer any questions.

PUD billing inserts is of interest to us because of the widespread distribution within the County that is unattainable through other means. The County's Solid Waste division of Public Works is a public enterprise fund to serve its residents. The preparation and sorting requirements of recycling in the County are the same for those using curbside service, hauling to drop box stations, residential or commercial generators. The updated flyer is a 'one size fits all' in that regard.

Any assistance you can provide will be greatly appreciated,

*Jerry Mingo*

Moderate Risk Waste Coordinator  
Jefferson County PW/Solid Waste  
623 Sheridan St.  
Port Townsend, WA 98368  
360-385-9230



## These go in the RECYCLING BINS!

### Mixed Paper

- newspaper
- mail, catalogs, mixed paper
- paper bags
- toilet paper rolls
- phone books

### Plastic & Cans

- plastic tubs: dairy, margarine, salsa
- metal cans **NO lids**
- plant pots **rigid plastic only; 12" max**

### Glass

- glass bottles & jars **no blue glass; no lids; labels OK**
- clean aluminum cans, pans & foil
- bottles, jugs & jars

**NOW recycling plastic by type not number**

### Unwaxed Cardboard

Paper boxes from cereal, shoes, eggs, toothpaste, etc.

*For all: flatten  
Curbside service: bundle & tie*

**Place *clean and empty* recyclables loose in bins**

**PLEASE don't place bagged or boxed recyclables in bins.**

## These go in the TRASH!

- plastic lids & caps
- plastic tubs
- crinkly plastic

- clam shells
- deli containers

**Miscellaneous paper & plastic:**

- food-contaminated paper
- juice cartons
- milk cartons
- pet food bags
- used paper coffee cups
- Tetra-paks
- waxed cardboard
- plastic silverware, cups and lids

**ANY of these will contaminate ALL the recycled glass in the bin:**

- ceramics
- light bulbs
- Pyrex glass
- window and mirror glass

- blue glass
- metal lids

**RECYCLE clean & dry PLASTIC BAGS at QFC, Safeway & the Food Co-op**

Recycling drop-off locations	
Jefferson County Recycling Center (Skookum Contract Services)	301 County Landfill Road, off Jacob Miller Road just outside of Port Townsend. Open Monday - Saturday from 9 am to 4:30 pm, except County holidays. Skookum also offers household and commercial paper shredding and electronics recycling services. 360-385-7678.
Quilcene Drop Box Facility	295316 Highway 101, south of the U.S. Forest Service Ranger Station. Open Monday, Wednesday and Friday from 1 pm to 5 pm and Saturday from 9 am to 5 pm. Closed County holidays.
Dosewallips State Park	306936 Highway 101, Brinnon. Open from dawn to dusk (Discover Pass not required).
Port Hadlock	202 Elkins Road. Open 24 hours/7 days a week.
Kala Point	20 Village Drive. Open at the discretion of the Village Association.
Port Ludlow Village Center	40 Village Way. Open 24 hours/7 days a week.
Port Townsend	Fort Worden State Park, 200-Battery Way (Discover Pass required). Open 24 hours/7 days a week.



## Where does it go? Some of the tricky

**Disposable cups:** *garbage*

**Food-soiled paper and pizza boxes:** *garbage*

**Alkaline batteries:** *garbage*

**Lithium, button and rechargeable batteries:** *HHW facility*

**Compact fluorescent bulbs and tubes:** *HHW facility in PT Boat Haven or Recycling Center*

**Plastic bags:** *recycle at QFC, Food Co-op or Safeway, OR place in the garbage*

**Food storage bags and plastic wrap:** *garbage*

### Important Message!

- Recycling markets are changing as China has stopped accepting some materials in order to clean up their environment. Global and U.S. markets are expected to take a year or more to adjust to the changes.
- Our sorted recyclables are more competitive! Contamination is the enemy of recycling.

### What can YOU do?

- Keep it **CLEAN** to keep it **RECYCLABLE**
- Follow instructions on this flyer exactly - When in doubt, throw it out.
- Watch for and follow subsequent flyer editions.

## Questions?

[jeffersoncountysolidwaste.com](http://jeffersoncountysolidwaste.com)

360-385-9160

