

Citizen Advisory Board
Meeting Agenda
Mon, Feb 8, 2021 2:00 PM
zoom
Port Townsend, WA 98368



To join online go to: <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 5 minutes before they begin. CALL IN #: Dial 360-379-5833. No additional log-ins needed.

Page

1. Call to Order

Per the Governor's Extended Proclamation 20-28 and in response to the COVID-19 Pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will be held remotely via Webex until otherwise informed by the Governor. Participant audio will be muted upon entry. Please unmute at the appropriate time to speak. If you are calling in, use *6 to mute and unmute.

2. Introductions

3. Agenda Approval

4. Public Comment

This public comment period of up to 15 minutes is for any items not on the agenda. During the meeting, the Chair may also permit public comments on other discussion items. Each speaker is limited to 3 minutes.

5. Review of Previous Minutes

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[CAB Final Minutes 02-10-2020 Meeting Second Draft 2.pdf](#) 

6. BOC Update

Ken Collins, Commissioner District

7. GM Report

8. CAB Business

8.1. Election of Chair/Vice Chair

8.2. Low Income Discussion

7 - 12

[resolution 2017-002 exhibit A.pdf](#) 

[LI_ExA_RCW84.36.381.pdf](#) 

[low income.pdf](#)  [LI 2017 002 amend.pdf](#) 

9. Subcommittee Discussion

10. Strategy Discussion for Joint CAB/BOC Meeting

11. Future Agenda Items / Calendar

12. Adjourn

SECOND DRAFT MEETING MINUTES
 Jefferson County PUD
 Citizen Advisory Board (CAB)
 February 10, 2020

Attending CAB Members:

Attending PUD Representatives:

X	Larry Dennison, District 1		Jeff Randall, District 1 Commissioner
X	Tom Engel, District 1		Ken Collins, District 2 Commissioner
X	Sebastian Eggert, District 1	X	Dan Toepper, District 3 Commissioner
		X	Kevin Streett, General Manager
X	Gary Rowe, District 2	X	Will O'Donnell, Communications Mgr.
X	Jessica Dillon, District 2		Bill Graham, Water Operations Sup.
X	Russ Michel, District 3	X	Don McDaniel, Consultant for PUD
X	Dan Taylor, District 3	X	Cammy Brown, Recording Secretary
X	Craig Durgan, District 3		Annette Johnson, Ex. Asst/Records Officer
X	Jerry Wilson, District 2		J. Paisner, General Counsel
		X	Scott Bancroft, Projects Manager

1. CALL TO ORDER

Chair Russ Michel called the meeting to order at 2:10 p.m. and stated that a quorum was present.

2. CAB/STAFF INTRODUCTIONS: CAB and staff voluntarily introduced themselves.

No members of the public were present.

3. REVIEW OF AGENDA/APPROVAL:

- Item No. 9.2 Workplan noted as an action item, not discussion.
- Move Workplan to 9.1.
- Move Low Income to 9.2.
- Add to CAB Business 8.2 Liability Insurance (discussion).

MOTION: Jessica Dillon made a motion to approve the agenda as amended. Larry Dennison seconded the motion. Motion carried unanimously.

4. PUBLIC COMMENTS (for items not on the agenda) – topics: No members of the public were present.

5. SIGN AND APPROVE CAB MINUTES:

Russ Michel made the following changes to the minutes of January 13, 2020:

- Under PUD Staff Reports, Item 7, first bullet, change the word “cancelled” to “postponed”.

- Under PUD Staff Reports, Item 7, third bullet, add language “Any staff reports that are going to be given out in a subcommittee meeting will be given to all three commissioners prior to the subcommittee meeting”.
- In first line in the title “Final Meeting Minutes”. Letter was left out. Insert the letter “i” in the word “Mnutes”.

MOTION: Sebastian Eggert made a motion to approve the minutes of the January 13, 2020, CAB meeting. Larry Dennison seconded the motion. Motion carried unanimously.

6. BOC UPDATE – DAN TOEPPER:

Commissioner Dan Toepper gave a report – topics abbreviated:

- Staff and BOC consulted with Moss Adams.
- BOC attended WPUDA since last meeting. Spoke with legislators about different legislation that is going to be taking place affecting the PUD.
- BOC approved a resolution to suspend a scheduled rate increase for the schools in Jefferson County.
- New job descriptions for the positions of Power Director and Operations Manager are being processed.
- BOC is reviewing an updated Tree Trimming Vegetation Management Plan prepared by Scott Bancroft, Special Projects Coordinator.
- There is a broadband meeting scheduled with Kitsap PUD, NoaNet and TMobile on February 25, 2020, at the Port Townsend Fire Station from 1:30pm to 3:30pm. RSVP if you are planning on attending.
- The PUD staff and the BOC will be reviewing the final draft of Revised Procurement Manual/Policy at the end of February.
- NoaNet contract takes effect March 1, 2020.
- There will be a Public Infrastructure Committee meeting later this month.
- A Joint CAB/BOC meeting will be scheduled soon.

7. PUD STAFF REPORTS: General Manager Kevin Streett gave a report.

- Staff and BOC are ready to push forward with Strategic Plan.
- Scott Bancroft, Projects Manager, gave a very brief report on tree trimming vegetation management plan.
- Facilities project – Don McDaniel said facilities project is coming under budget. Slab has been poured.
- Commissioner Toepper requested that a member of the CAB give a verbal report at the BOC regular meetings.
- Joint meeting of CAB and BOC may be in March or April.

8. CAB BUSINESS:

8.1 Review of Resolution 2018-015 and CAB Operating Guidelines:

Chair Russ Michel made the recommendation that the CAB look at the operating guidelines at least once a year and go over the rules and responsibilities. Chair Michel gave a report. For more detail please refer to the audio recording at www.jeffpud.org.

8.2 CAB Liability Insurance: Chair Russ Michel stated that CAB members are covered under the PUD's insurance while attending CAB meetings. Clarification was requested from legal counsel on RCW 4.24.670 and RCW 4.96.041 on what the CAB members are covered on as far as liability insurance is concerned.

9. SUBCOMMITTEE REPORTS:

9.1 Workplan (Discussion): Gary Rowe gave a report and reviewed the Workplan that was included in the packet. There was considerable discussion. Subcommittee members are as follows:

Broadband: Craig Durgan (Dist. 3)
Gary Rowe (Dist. 2)
Jerry Wilson (Dist. 2)

Low Income: Larry Dennison (Dist. 1)
Jessica Dillon (Dist. 2)
Craig Durgan (Dist. 3)

Workplan: Jessica Dillon (Dist. 2)
Russ Michel (Dist. 3)
Gary Rowe (Dist. 2)

Climate Change: Tom Engel (Dist. 1)
Jessica Dillon (Dist. 2)
Larry Dennison (Dist. 1)

Electric Vehicles: Dan Taylor (Dist. 3)
Sebastian Eggert (Dist. 1)
Jerry Wilson (Dist. 2)

9.2 Low Income (information): Larry Dennison gave a report. The Low Income Subcommittee met January 6, 2020. Results of the program were discussed. There has been an increase of participants. GAP financing for low income people was reviewed. It was determined that Craft3 was off the table.

10. **CAB OPEN FORUM: (topics abbreviated).**

- Less long-winded meetings requested.

11. **COMMUNICATIONS:** There was one email that was spam and another email from a public member expressing an interest on being on the Climate Change Subcommittee as a nonvoting member.

12. **ANNOUNCEMENTS:** The PUD’s IT Department has changed “reply all” to “reply only”.

13. **FUTURE AGENDA ITEMS/CALENDAR:**

- Broadband meeting on February 25, 2020, at the Chimacum Fire Hall.
- Next CAB meeting March 9, 2020, at the Chimacum Fire Hall.

14. **ADJOURN:**

MOTION: Jessica Dillon made a motion to adjourn the February 10, 2020, meeting of the Jefferson County PUD Citizen Advisory Board. Dan Taylor seconded the motion. Meeting was adjourned at 4:08 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

CAB meeting audio file available on website
www.jeffpud.org

Approved:

Russ Michel, Chair

Date

Jessica Dillon, Vice Chair

Date

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

Exhibit "A"

Resolution 2017-

002

PUBLIC UTILITY DISTRICT No. 1 OF JEFFERSON COUNTY LOW INCOME CUSTOMER RATE REDUCTION PROGRAM.

Low Income Customer: A "low-income customer" is a PUD utility customer whose gross household income does not exceed one hundred twenty-five percent of the Federal Poverty Guidelines (PPG) as published by the U.S. Department of Health and Human Services and as verified by Olympic Community Action Programs (OlyCAP) using their guidelines for the Low Income Heating Energy Assistance Program (LIHEAP). A

low-income customer whose completed application has been approved by OlyCAP is eligible for the following rate reductions:

Residential Electrical: \$35.00 per month

Residential Water: 30% of Base

Charge Residential Sewer: 30% of Base

Charge

Low Income Senior Customer: A "low-income senior customer" is a person who is 62 years of age or older and whose total household income after allowable deductions does not exceed the limits prescribed by RCW 84.36.381(5)(b)(ii) senior citizens. A low income senior customer whose completed application has been approved by OlyCAP is eligible for the following reductions:

Residential Electrical: \$20.00 per month

Residential Water: 30% of Base

Charge Residential Sewer: 30% of Base

Charge

Qualifications: To qualify for the program a PUD utility customer must make application for the PUD Low Income Customer Rate Reduction Program to OlyCAP.

A Low Income Senior can qualify for the Low Income Customer rate if they meet that criterion. Once approval is recommended by OlyCAP, the customer will automatically be enrolled in the program for a period of eighteen (18) months. A customer can only qualify for one of the classifications at a time.

Renewal: Following OlyCAP approval, the PUD utility customer will automatically be enrolled in the PUD Low Income Customer Rate Reduction Program for a period of eighteen (18) months after which they will be dropped from the program unless they have gone through the application process again and have been re-verified by OlyCAP.

Place of Use: Qualified utility customers can only apply the low income rate to their primary residence (single water/electric meter).

High Usage. Unreasonably high electric or water usage for a residential home, use of electricity or water for business or business-like purposes, multiple accounts, or other extraordinary circumstances may disqualify a customer from receiving a reduction.

Filing Period: Customers can file at any time for this program. The customer must apply through OlyCAP.

Change of status Report: If income status changes, a report must be filed with the PUD.

Budget Billing Program. All eligible PUD customers are encouraged to participate in the PUD's Budget Billing Program.

Appeal on Denial of Claim: If the applicant does not meet the qualification as provided by PUD's guidelines, the application can be appealed through OlyCAP and under its process for handling appeals.

Exhibit “A” of Resolution 2017-002, the Public Utility District No.1 of Jefferson County Low Income Senior Customer Rate Reduction Program states the following:

Low Income Senior Customer: A ‘low-income senior customer’ is a person who is 62 years of age or older and whose total household income after allowable deductions does not exceed the limits prescribed by RCW 84.36.381(5)(b)(ii).

Those RCWs state all or in part (relevant parts included here):

RCW 84.36.381(5)(b)(ii) A person who otherwise qualifies under this section and has a *combined disposable income* equal to or less than income threshold 1 is exempt from all regular property taxes on the greater of sixty thousand dollars or sixty percent of the valuation of his or her residence;

RCW 84.36.381 (2) ...For purposes of this subsection, a residence owned by a marital community or state registered domestic partnership or owned by *cotenants* is deemed to be owned by each spouse or each domestic partner or each *cotenant*...

RCW 84.36.381(4) The amount that the person is exempt from an obligation to pay is calculated on the basis of *combined disposable income*, as defined in RCW 84.36.383.

RCW 84.36.383 (6) “**Cotenant**” means a person who resides with the person claiming the exemption and who has an ownership interest in the residence.

(Italics and bold CAB emphasis)

Jefferson Count Public Utility District Customer Service Policy

10.6.2 – Senior Low-Income Rate Reduction Program

Any Customer who is over the age of sixty-two (62) and whose household annual adjusted gross income is less than or equal to thirty thousand dollars (\$30,000) per year, will be eligible to receive a low-income discounted rate on their Jefferson County PUD No. 1 electric, water, and sewer accounts.

Senior Low Income Program

What will I receive if I qualify? Qualifying low-income senior customers can receive a \$39.50 per month credit on their electric bill and, if they have water and/or sewer services from the PUD, 30% off the base charge for residential water and/or sewer services.

Do I qualify? For customers 62 years of age or older, the combined disposable income for an applicant, their spouse and/or anyone occupying the residence may not exceed the limits prescribed by RCW 84.36.381(5)(b)(ii). This limit is currently \$30,000 per year. The language from the RCW can be found [by clicking here](#).

What is “Combined disposable income”? “Combined disposable income” means the disposable income of the person claiming the exemption, plus the disposable income of his or her spouse and the disposable income of each individual occupying the residence.

“Disposable income” means “adjusted gross income” as defined by the Federal Internal Revenue Code as amended, plus certain nontaxable income as defined by RCW 84.36.383. Adjusted gross income is an entry on the IRS 1040 form. More information can be found on the application form which will be available soon.

EXAMPLE of differences in how household income is determined by the Washington State Property Tax Exemption Program and the Jefferson County PUD No.1’s Low-Income Senior Rate Reduction Program.

PROPERTY TAX EXEMPTION PROGRAM • RCW 84.36.383	JEFFERSON COUNTY PUD DISTRICT NO.1
<p>Homeowners Mary and Bob (who is 62 years old) have a combined adjusted annual income of \$25,000.</p> <p>Grace, who lives with them, and who has no interest in their home, has an annual income of \$40,000.</p> <p>The total household income is determined to be: \$25,000.</p>	<p>Homeowners Mary and Bob (who is 62 years old) have a combined adjusted annual income of \$25,000.</p> <p>Grace, who lives with them, and who has no interest in their home, has an annual income of \$40,000.</p> <p>The total household income is determined to be: \$65,000 (\$25,000 + \$40,000)</p>

Additionally, Jefferson County PUD No.1 Low-Income Senior Discount Program applies to renters as well as homeowners. Due to these discrepancies, the Jefferson County PUD No.1 Citizen Advisory Board recommends that the Jefferson County PUD No.1 Board of Commissioners amend ‘Exhibit A’ of Resolution 2017-002 to remove the reference to RCW 84.36.381(5)(b)(ii).