



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

January 30, 2017

**Special Board Meeting:
PUD Low Income Program & Warrant Approval**

Approved Minutes

The Special Board Meeting of Public Utility District No.1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board) at 10:00 a.m. in the conference room of the PUD Administration building at 230 Chimacum Road, Port Hadlock, Washington. Present:

Commissioner Kenneth Collins, President
Commissioner Jeff Randall, Vice President (*by phone*)
Commissioner Wayne King, Secretary
James Parker, Manager
Kevin Streett, Assistant Manager
Bill Graham, Resource and Conservation Manager
Jean Hall, Customer Service Representative (CSR) III Lead
Annette Johnson, Records Administrator
Debbie Lund, Human Resources and Communications Manager
Kim Younger, Controller
Don McDaniel, Consultant
Pamela Browning, Recorder
Bill Kaune, PUD Citizen Advisory Board (CAB) member
Dale Wilson, Olympic Community Action Program (OlyCAP)
Marki Lockhart, OlyCAP
Michael Karp, The Energy Project

Agenda:

No action will be taken at this meeting on Resolution 2017-002, establishing the PUD's low income program. It will be revised based on today's discussion and brought to the next Board meeting for action.

Discussion:

The Commissioners, PUD and OlyCAP staff, Bill Kaune, and Michael Karp discussed the proposed low income program. As part of that discussion they reviewed several documents:

- 30 January 2017 - Memo for Record from Jim Parker
- 1 July 2016 - Description of current low income program
- 15 November 2014 - CAB recommendation regarding low income program expansion
- 3 January 2017 - Memo for Record from Jim Parker
- 20 January 2017 - Email from Amy Strzalka, Washington State Auditor's Office, to Kim Younger
- Sample PUD bills - based on various formats and discount amounts
- Revised Code of Washington (RCW) 74.38.070 - reduced utility rates for low-income senior citizens and other low-income citizens

The Board agreed:

- To initially provide a \$35 per month discount to qualified customers;
- To receive monthly progress reports, including:

- Numbers enrolled,
 - Funds spent to-date, including staffing costs,
 - Customer questions and complaints raised with CSRs,
 - Application-to-enrollment time,
 - Number of enrollees signing up for the levelized payment plan,
 - Number of enrollees who are having electric service discontinued.
- To review the program at the next budget cycle and adopt any needed changes.

Jim Parker will redraft the adopting resolution, to include:

- Customers qualifying for OlyCAP's Low Income Home Energy Assistance Program (LIHEAP) funding will automatically be enrolled in the PUD's low income program.
- All customers enrolled in the current low income program, based on disability, will automatically be enrolled in the new program.
- All customers enrolled in the current low income program for senior citizens will continue to receive a \$20 per month discount, but may apply for additional assistance through the new program, if desired.

Jim will work with OlyCAP staff to:

- Determine a mutually agreed upon price for OlyCAP's program application screening, (assuming that price is not higher than what it would cost for PUD staff to do the screening in-house).
- Develop performance metrics to ensure the application-to-enrollment time is not onerous, especially during the initial enrollment period this year.

Commissioner King emphasized the importance of starting an education campaign to make PUD customers aware of the program's implementation, qualification requirements and enroll procedure.

Commissioner Collins agreed with Michael Karp's suggestion that the PUD review current electric usage, identify the differences between low and high energy users, and consider conservation incentives.

Action: Warrants Approval:

MOTION: By Commissioner King; seconded by Commissioner Randall; and carried unanimously: to approve payment of:

- PUD Warrant #113087 to Jefferson County Treasurer for \$148,953.57
- PUD Warrant #113094 to Michels Power for \$163,473.73

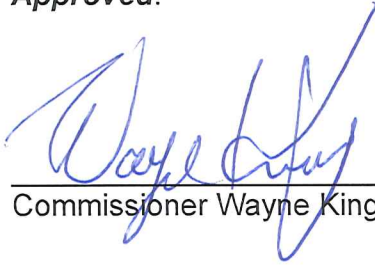
Adjournment:

MOTION: By Commissioner King; seconded by Commissioner Randall; and carried unanimously: to adjourn the January 30 2017 Special Board Meeting at 12:01 p.m.

Minutes prepared by Pamela Browning.

[Click here to access the meeting's audio file.](#)


Approved:



Commissioner Wayne King, Secretary

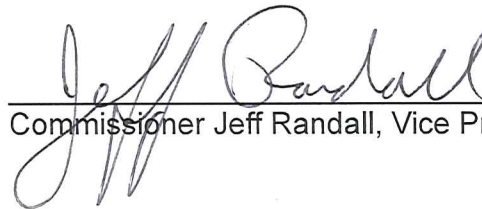
2-21-17
Date

Attest:



Commissioner Kenneth Collins, President

2-21-17
Date



Commissioner Jeff Randall, Vice President

2-21-17
Date

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