



Board of Commissioners Meeting  
April 16, 2019 - 5:00 PM  
63 Four Corners Rd. Jefferson County Transit

**PUD REGULAR BOARD MEETING**

1. CALL TO ORDER **00:00**
2. AGENDA APPROVAL **01:05**
3. GENERAL PUBLIC COMMENT: **01:17** This public comment period is for any items not **(15 min)** specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair will also permit public comments on the other agenda items as they come up during the meeting. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner.
4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: **06:51** Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.
  - 4.1 APPROVAL OF MINUTES
    - 4.1.1 3/25/2019 BOC Special Meeting Strategic Planning
    - 4.1.2 4/2/2019 BOC Regular Meeting
  - 4.2 APPROVAL OF VOUCHERS
    - 4.2.1 Voucher certification form with supporting warrant register and payroll from
    - 4.2.2 BOC approval of voucher approval form
    - 4.2.3 Write-offs for February 2019
  - 4.3 ACTION ITEMS
    - 4.3.1 Moss Adams Agreement
    - 4.3.2 Revised policy for Residency
  - 4.4 PUD CALENDAR  
END OF CONSENT AGENDA
- 5.0 COMMISSIONER REPORTS **08:00**
- 6.0 GENERAL MANAGER REPORT **32:15**
- 7.0 ACTION ITEMS REQUIRING BOARD DISCUSSION **42:42**  
(Minutes, Calendar, and Residency Policy pulled from consent and discussed)
  - 7.1.1 Noxious Weed Agreement **01:02:00**
  - 7.1.2 CAB Report – Larry Dennison **01:13:30**
  - 7.1.3 CenturyLink Update **01:23:50**
8. SIGNING OF DOCUMENTS **02:01:45**
9. ADJOURN **02:06:05**



**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County  
March 25, 2019  
Board of Commissioners  
Special Meeting  
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on March 25, 2019, at the Jefferson County Transit Center, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President  
Commissioner Kenneth Collins, Secretary  
Commissioner Dan Toepper, Vice President

Kevin Streett, Acting General Manager  
Bill Kolden, Interim Human Resources Manager  
Will O'Donnell, Communications Manager  
Mike Bailey, Financial Services Manager  
Lori Rae, Operations Manager  
Jean Hall, Customer Services Manager  
Bill Graham, Resources Manager  
Don McDaniel, Consultant

George M. Caan, P.E., Executive Director  
Liz Anderson, Communications & Governmental Affairs Director  
Washington Public Utility Districts Association

Cammy Brown, Recorder

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**CALL TO ORDER:**

Commissioner Jeff Randall called the special meeting of the PUD Board of Commissioners for March 25, 2019, to order at 10:00 a.m. Introductions were given.

Page 1 of 2

Jefferson County PUD  
Board of Commissioners  
Special Meeting - March 25, 2019  
Draft Minutes





**PUBLIC UTILITY DISTRICT NO. 1  
of Jefferson County**

**April 2, 2019**

**Board of Commissioners  
Regular Meeting**

**Draft Minutes**

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on April 2, 2019, at the Jefferson Transit Conference Room, at 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President  
Commissioner Kenneth Collins, Secretary  
Commissioner Dan Toepper, Vice President

Kevin Streett, Acting General Manager  
Joel Paisner, General Counsel  
Bill Graham, Resource Manager  
Mike Bailey, Financial Services Manager  
Bill Kolden, Interim Human Resources Manager  
Annette Johnson, Executive Assistant/Records Officer  
Kris Lott, PUD  
Lori Rae, Operations Manager  
Don McDaniel, Consultant

Recording Secretary Cammy Brown

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**1. CALL TO ORDER:**

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for April 2, 2019, to order at 5:00 p.m.

**INTRODUCTIONS:** Commissioner Jeff Randall started the meeting asking for voluntary

Page 1 of 8

Jefferson County PUD  
Board of Commissioners  
April 2, 2019 Regular Meeting  
Draft Minutes

introductions from the commissioners and staff.

**2. AGENDA APPROVAL:**

**MOTION:** Commissioner Kenneth Collins made a motion to approve the agenda. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**3. GENERAL PUBLIC COMMENT:** Commissioner Jeff Randall presented the guidelines for members of the public to submit their comments. Topics:

- General Zipped film demonstration and discussion. (Handout No. 1)
- Expression of appreciation for prompt installation of solar panels.

**4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:**

Commissioner Dan Toepper requested the following:

- Special Meeting Minutes from March 19, 2019, be removed from the Consent Agenda. This agenda item was moved to be addressed first under Agenda Item No. 7.0, Action Items Requiring Board Discussion.

Commissioner Kenneth Collins requested the following:

- BOC Meeting Minutes of Regular Board Meeting of March 19, 2019, be removed from the Consent Agenda. This agenda item was moved to be addressed under Agenda Item No. 7.0, Action Items Requiring Board Discussion.

**MOTION:** Commissioner Dan Toepper made a motion to approve and adopt the Consent Agenda as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**4.1 APPROVAL OF MINUTES:**

- 4.1.1 Minutes from 3/19/19 Special Meeting Minutes removed and moved to Agenda Item 7.0, Action Items Requiring Board Discussion.
- 4.1.2 Minutes from 3/19/19, BOC Regular Minutes removed and moved to Agenda Item 7.0, Action Items Requiring Board Discussion.

**4.2 APPROVAL OF VOUCHERS**

4.2.1 Voucher certification form with supporting warrant register and payroll.

4.2.2 BOC approval of voucher approval form.

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #119737 to #119776	\$ 306,703.40	3/15/2019
Accounts Payable: #119777 to #119858	\$ 662,798.49	3/21/2019
Payroll Checks: # 70572 to # 70577	\$ 28,680.79	3/22/2019
Payroll Direct Deposit	\$ 94,136.99	3/22/2019
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,092,319.67</b>	
<b>WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
BPA	\$ 1,735,115.00	3/15/2019
USDA/RUS Loan	\$ 1,525,298.68	3/29/2019
<b>GRAND TOTAL</b>	<b>\$ 4,352,733.35</b>	

**VOIDED WARRANTS:**

119749	\$ 1,746.00
119831	\$ 2,908.35
119839	\$ 1,000.00
119840	\$ 170.98

**4.3 ACTION ITEMS**

4.3.1 February 2019 Financials.

4.3.2 Form 7 2018 (Electric)

4.3.3 Form USDA RD (Water)

**4.4 PUD CALENDAR**

**END OF CONSENT AGENDA.**

**5. COMMISSIONER REPORTS:**

**Commissioner Dan Toepper:**

- 3/21 Attended WPUDA Quarterly Water Committee Meeting w/Bill Graham.
- 3/25 Attended Strategic Planning Workshop with WPUDA.
- 3/27 Attended a staff meeting on PUD fiber strategy.
- 3/27 Attended a Chimacum School Board meeting and spoke briefly about launching the survey on broadband in the near future.
- 3/27 Attended a JeffCom meeting and spoke about broadband survey.
- 4/4 Will attend EDC Broadband Advisory Group meeting.
- 4/8 Will attend PUD Quarterly Budget Meeting.
- 4/9 to
- 4/10 Will attend tour of NoaNet Operations Center in Spokane and attend meeting.
- 4/16 Will attend BOC meeting.
- 4/17 to
- 4/19 Will attend WPUDA Conference.

**Commissioner Kenneth Collins:**

- 3/20 Participated in the PURMS Administrative Board Meeting.
- 3/25 Attended Strategic Planning Workshop with WPUDA.
- 3/29 Attended negotiations between the PUD and NoaNet.
- 4/8 Will attend PUD Quarterly Budget Meeting.
- 4/8 Will attend NoaNet Board Meeting (by phone).
- 4/17 to
- 4/19 Will attend WPUDA Conference.
- 4/24 to
- 4/25 Will attend Energy NW meeting.

**Commissioner Jeff Randall:**

- 3/21 Met with Interim HR Manager Bill Kolden.
- 3/21 Attended the North Olympic Development Council Executive Board Meeting.
- 3/22 Met with Acting General Manager Kevin Streett, PUD staff and Moss Adams.
- 3/25 Attended Strategic Planning Workshop with WPUDA.
- 3/28 Visited Kitsap PUD and met with General Manager Bob Hunter, Commissioner Heather Pauley, Broadband staff Angela Bennick and Paul Avis and Sewage System Manager John Poppe.
- 4/3 to
- 4/4 Will attend PPC meeting in Portland.
- 4/8 Will attend PUD Quarterly Budget Meeting.
- 4/8 Will attend monthly CAB meeting.

4/12 Will attend meeting with Kevin Streett.  
4/16 Will attend PUD Board meeting.  
4/17 to  
4/30 On vacation.  
6/25 and  
6/26 Will attend RUS training in Montana.

**6. GENERAL MANAGER REPORT/FUTURE ITEMS (Information Only)**

Bill Graham gave a report on the WPUA Quarterly Water Committee Meeting he attended with Commissioner Dan Toepper.

Acting General Manager Kevin Streett reported on the following:

- Phone system. Kris Lott gave an update on the new system.
- April 8 – Budget and Construction work in progress report.
- April 5 he will be gone.

**7. ACTION ITEMS REQUIRING BOARD DISCUSSION:**

**Corrections to Special Meeting Minutes of March 19, 2019:**

On Page 2 of 3 – Executive Session – Paragraph 5 – third sentence strike “Debbie Lund’s counsel”.

**MOTION:** Commissioner Jeff Randall made a motion to approve the March 19, 2019, Special Meeting Minutes of the BOC as modified. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**Corrections to BOC Regular Meeting Minutes of March 19, 2019:**

On Page 5 of 7, item 7.1.2 Future Hires, second sentence after “staff shortage and” insert “whether there should be the same residency requirement for the non-represented employees similar to the requirement in the IBEW contract ...”

**MOTION:** Commissioner Jeff Randall made a motion to approve the March 19, 2019, Regular Meeting Minutes of the BOC as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**7.1.1 Moss Adams Professional Services Agreement.** Acting General Manager Kevin Streett gave an update on meeting with Moss Adams.

**Public Comment:**

- Terms of Agreement covering the services from January 1 through December 31 2019. A whole quarter has already passed. Does that make the contract retroactive?
- Do we feel comfortable from an RUS standpoint that we are getting good information from Moss Adams?

**7.1.2 Audio Recommendations for BOC and CAB meetings (Russ Michel).**

Russ Michel gave a presentation on the recommendation from the CAB Governance sub-committee on audio recommendations. (Handout No. 2), and Summary Minutes.

**MOTION:** Commissioner Jeff Randall made a motion that the first procedural change of creating and publishing an audio recording index occur for both CAB and BOC meetings and that the CAB meeting minutes be taken in accordance with the concept of summary meeting minutes going forward. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**PUBLIC COMMENT: (topic)**

- Aborted recordings – nothing mentioned.

**7.1.3 Residency requirements for staff (Bill Kolden and Kevin Street).**

Acting General Manager Kevin Streett and Interim Human Resources Manager Bill Kolden gave their proposals. Commissioner Dan Toepper presented Handout No. 3 draft proposal for Employee Residency Policy. There was some discussion.

**MOTION:** Commissioner Jeff Randall made a motion to direct the staff to proceed with advertisements and include in there that there is a residency requirement within the service area and insert the appropriate language and to bring back a revised policy that would implement that but not to hold up getting the notice of the jobs out. Commissioner Kenneth Collins seconded the motion. Motion carried with two yes votes. Commissioner Dan Toepper voted no.

**PUBLIC COMMENTS:**

- Customer Service Calls taken remotely.
- Future possibility of telework.

#### **7.1.4 Trailer for staff (CSRs/Billing) and customers.**

Acting General Manager Kevin Streett and PUD Consultant Don McDaniel gave a report on the purchase of a trailer for staff.

**MOTION:** Commissioner Kenneth Collins made a motion to direct the staff to proceed with the plan of purchasing another triple-wide trailer that would accommodate Customer Service along with customers during the remodel of the current building later this year. This trailer would be used exclusively during construction and when construction ends it would replace the trailer presently being used for the line crew. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

#### **7.1.5 Review of Craig Durgan – CAB Candidate District 3:**

Commissioner Dan Toepper announced that CAB member Doug Huber representative for District 3, submitted his letter of resignation. The commissioners voiced their appreciation for Mr. Huber's contribution to the CAB.

Commissioner Dan Toepper recommended the acceptance of Craig Durgan's application to be a member of the Citizen Advisory Board for District 3.

#### **PUBLIC COMMENT:**

- Resolution 2018-015 spells out how a commissioner fills a vacancy.

**MOTION:** Commissioner Kenneth Collins made a motion to accept Commissioner Dan Toepper's recommendation that Craig Durgan fill the remaining term for the CAB as one of the representatives for District 3. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

**8. SIGNING OF DOCUMENTS:** The signing of documents was done in open public meeting format.

#### **9. ADJOURNMENT:**

Commissioner Jeff Randall declared the April 2, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 7:18 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

\_\_\_\_\_  
Commissioner Kenneth Collins, Secretary

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Commissioner Jeff Randall, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Daniel Toepper, Vice President

\_\_\_\_\_  
Date

*Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://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.*

**VOUCHER CERTIFICATION FORM**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just and due obligation against Public Utility District No. 1 of Jefferson County, and that I am authorized to authenticate and certify to said claims, and I, the undersigned, do hereby certify under penalty of perjury that claims for employee and commissioner expenses are just and due against Public Utility District No. 1 of Jefferson County.

Signed: Mike Bailey  
 Mike Bailey, Financial Services Manager / District Auditor

4/10/19  
 Date

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 119859 to # 119892	\$ 148,045.02	3/28/2019
Accounts Payable:	# 119893 to # 119942	\$ 583,718.58	4/4/2019
Payroll Checks:	# 70578 to # 70582	\$ 8,922.65	4/5/2019
Payroll Direct Deposit:		\$ 93,358.05	4/5/2019
<b>TOTAL INVOICES PAID</b>		<b>\$834,044.30</b>	

	WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake		\$ 14,328.62	4/2/2019

**GRAND TOTAL** **\$848,372.92**

<b>VOIDED WARRANTS</b>			
	119862	\$ 3,785,716.00	

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# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119859 03/28/2019	CHK	10012	ALTEC INDUSTRIES, INC	SHOTGUN UNI	34.58
				SWIVEL HOOK	105.77
				WORK GLOVES	66.81
				WORK GLOVES	66.81
				WORK GLOVES	66.80
				WORK GLOVES	66.81
				WORK GLOVES	66.81
				<b>Total for Check/Tran - 119859:</b>	<b>474.39</b>
119860 03/28/2019	CHK	10481	AMAZON	GALAXY S8 CASE	20.70
				FIBER PATCH CABLES - 100M	99.55
				FIBER PATCH CABLES - 100M	24.89
				USB NETWORK ADAPTERS	26.15
				USB NETWORK ADAPTERS	41.84
				USB NETWORK ADAPTERS	10.46
				LAPTOP DOCKING STATION	337.89
				NETWORK WIRING FOR NEW MODULAR BLDG	101.83
				GALAXY S7 CASE FOR METER READER	19.62
				HDMI CABLE 12 FT - HDMI 2.0 (4K) READY	24.39
				HDMI CABLE 12 FT - HDMI 2.0 (4K) READY	6.10
				FIBER TRANSCEIVERS FOR NEW MODULAR BLDG	102.00
				FIBER TRANSCEIVERS FOR NEW MODULAR BLDG	25.50
				MINUTE BOOKS	190.47
				MINUTE BOOKS	47.62
				WATER FILTER	119.42
				WATER FILTER	29.86
				<b>Total for Check/Tran - 119860:</b>	<b>1,228.29</b>
119861 03/28/2019	CHK	10447	ANIXTER INC.	EYENUT,HOTLINE,SHOE,MULE,FUSE,SPLICE,WIR	507.07
				MULE TAPE-3/4" X 3000	1,046.40
				DEADEND SHOE	414.75
				EYENUT	86.11

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

Page 2

03/27/2019 To 04/08/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				GUY PREFORM	126.99
				HOTLINE CLAMP	844.75
				STIRRUP	453.17
				COPPER SPLICE	387.50
				FUSE	419.65
				<b>Total for Check/Tran - 119861:</b>	4,286.39
119862 03/28/2019	CHK	10279	BPA-WIRE TRANSFER	PURCHASED POWER JAN 2019	1,537,522.00 VOID
				TRANSMISSION JAN 2019	193,311.00 VOID
				PEAK DUES JAN 2019	2,141.00 VOID
				WECC DUES JAN 2019	2,141.00 VOID
				PURCHASED POWER FEB 2019	1,836,258.00 VOID
				TRANSMISSION FEB 2019	209,755.00 VOID
				PEAK DUES FEB 2019	2,294.00 VOID
				WECC DUES FEB 2019	2,294.00 VOID
				<b>Total for Check/Tran - 119862:</b>	3,785,716.00 VOID
119863 03/28/2019	CHK	10712	BRUCH & BRUCH CONSTRUCTION, INC.	POLE MOVE FROM OPS TO POLEYARD 11/10/18	218.00
119864 03/28/2019	CHK	10702	C & F INSULATION	SPRAY FORM INSULATION IN CONNEX G	178.76
119865 03/28/2019	CHK	10053	COMPUNET, INC	REDLINE SUPPORT & MAINT AGREEMENT 1Y	61.39
119866 03/28/2019	CHK	10293	JOSE ESCALERA-ESTRADA	CLOTHING ALLOWANCE 2019 - BOOTS	163.45
119867 03/28/2019	CHK	10084	EXPRESS SERVICES, INC	ACCT#17600731 TEMP WORK TO MOVE DESKS	385.47
				ACCT#17600731 TEMP WORK TO MOVE DESKS	96.37
				ACCT#17600731 TEMP WORK TO MOVE DESKS	517.34
				ACCT#17600731 TEMP WORK TO MOVE DESKS	129.34
				<b>Total for Check/Tran - 119867:</b>	1,128.52
119868 03/28/2019	CHK	10085	FASTENAL	WASHERS & METAL SCREWS	34.52
				CHNL NUTS, HEX CAP SCREWS, WSHR & ETC.	261.11
				WIPES	63.03
				<b>Total for Check/Tran - 119868:</b>	358.66

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

Page 3

## 03/27/2019 To 04/08/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119869 03/28/2019	CHK	10396	JEAN M HALL	LEADERSHIP SKILLS #2 3/20-3/21/19 TRVL E	231.95
				LEADERSHIP SKILLS #2 3/20-3/21/19 TRVL E	25.77
<b>Total for Check/Tran - 119869:</b>					257.72
119870 03/28/2019	CHK	10619	HALLGREN COMPANY, INC	WO#29001 - IOWA STUFFING BOX FLLWR GLAND	96.55
119871 03/28/2019	CHK	10110	HENERY HARDWARE	GARBAGE CAN FOR TRUCK - BAGS	18.73
				SHOP - 100PSI 1/4" PRESURE GAUGE	17.42
<b>Total for Check/Tran - 119871:</b>					36.15
119872 03/28/2019	CHK	10320	ANNETTE JOHNSON	SKILLPATH&MGMULT PROJECTS 3/06-3/07 TRVL	154.56
				SKILLPATH&MGMULT PROJECTS 3/06-3/07 TRVL	38.64
<b>Total for Check/Tran - 119872:</b>					193.20
119873 03/28/2019	CHK	10286	L & J ENTERPRISES	EXCAVATING EMRGY - CLEVELAND ST OAK BAY	1,258.95
119874 03/28/2019	CHK	10705	MARLENE GEMMILL, TRUSTEE	APR 2019 RENT	2,100.00
119875 03/28/2019	CHK	10313	MICHELS POWER	IRONDALE SUB PROJECT THRU JAN 2019	71,385.75
119876 03/28/2019	CHK	10166	NWPPA	WEBINAR-COMMUNICATION TUNEUP: CRS&BILLIN	361.90
				WEBINAR-COMMUNICATION TUNEUP: CRS&BILLIN	23.10
<b>Total for Check/Tran - 119876:</b>					385.00
119877 03/28/2019	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES - OPERATIONS	218.24
				OFFICE SUPPLIES - OPERATIONS	22.17
<b>Total for Check/Tran - 119877:</b>					240.41
119878 03/28/2019	CHK	10169	OLYCAP	RATE REDCTN PRGM:LIHEAP JAN-19	2,232.00
				RATE REDCTN PRGM:LIHEAP JAN-19	48.00
<b>Total for Check/Tran - 119878:</b>					2,280.00
119879 03/28/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	WO#29001 - WHITE LITHIUM G & DISPOSABLE	20.25
				HITCH PIN VEH#101	13.06
				SPRAY PAINT FOR TOOLS	9.19
				SPRAY PAINT FOR TOOLS	9.19
<b>Total for Check/Tran - 119879:</b>					51.69

04/09/2019 3:25:25 PM

## Accounts Payable Check Register

Page 4

### 03/27/2019 To 04/08/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119880 03/28/2019	CHK	10377	JAMES G PARKER	MEDICAL APR 2019 FINAL - JIM PARKER	712.80
				MEDICAL APR 2019 FINAL - JIM PARKER	178.20
<b>Total for Check/Tran - 119880:</b>					891.00
119881 03/28/2019	CHK	9999	PENINSULA HEAT	ENERGY CONSERVATION REBATE	1,000.00
119882 03/28/2019	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 3/08-3/15/19	276.00
				TRANSCRIPTION SVC 3/08-3/15/19	69.00
<b>Total for Check/Tran - 119882:</b>					345.00
119883 03/28/2019	CHK	10183	PETRICK LOCK & SAFE	REKEY ADMIN BUILDING	87.24
				REKEY ADMIN BUILDING	21.81
				KEYS QTY3	6.41
				KEYS QTY3	1.60
				PUD B PADLOCK & LONG SHACKLE KEYS 30	1,998.30
<b>Total for Check/Tran - 119883:</b>					2,115.36
119884 03/28/2019	CHK	10186	PITNEY BOWES INC	LETTER OPENER SERVICED 2/22/19	515.00
				LETTER OPENER SERVICED 2/22/19	57.25
<b>Total for Check/Tran - 119884:</b>					572.25
119885 03/28/2019	CHK	10188	PLATT ELECTRIC SUPPLY	TELECOM MATERIAL-1" ENT CONNECTOR-MALE A	18.64
				TELECOM MATERIAL-1" ENT COUPLING	11.95
				TELECOM MATERIAL-1" ENT TUBING-BLUE	98.71
				TELECOM MATERIAL-2" INSULATED BUSHING	16.28
				TELECOM MATERIAL-2" LOCKNUT	14.84
				TELECOM MATERIAL-2" PVC MALE TERMINAL AD	10.57
				TELECOM MATERIAL-1" ENT MALE ADPATER	37.28
				TELECOM MATERIAL-JUNCTION BOX 8 X 8 X 4	107.12
				CONDUIT 4" COUPLING	369.08
				TELECOM MATERIAL-1" MALE ENT CONDUIT ADA	29.21
				PVC CONDUIT 3" SCH 80	2,585.24
				CONDUIT 2" 90° SWEEP-W BELL 36"	475.62
				CONDUIT 3" 90° SWEEP W BELL 36"	1,038.86

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CONDUIT 4" 90° SWEEP-W BELL 36"	973.81
				IMPACT DRILL SET	282.86
				TELEPHONE TEST SET	73.58
				IMPACT DRILL SET	282.86
				TELEPHONE TEST SET	73.58
				CONDUIT 3" 90° SWEEP W BELL 36"	300.35
				<b>Total for Check/Tran - 119885:</b>	6,800.44
119886 03/28/2019	CHK	10738	POWER MONITORS, INCORPORATED	POWER QUALITY METER	396.75
				POWER QUALITY METER	57.30
				POWER QUALITY METER	68.05
				POWER QUALITY METER	11,270.04
				POWER QUALITY METER	1,508.08
				POWER QUALITY METER	377.29
				<b>Total for Check/Tran - 119886:</b>	13,677.51
119887 03/28/2019	CHK	10480	PROTHMAN	INTERIM HR DIRECTOR SVC 2/23-3/08/19	5,632.45
				INTERIM HR DIRECTOR SVC 2/23-3/08/19	625.83
				<b>Total for Check/Tran - 119887:</b>	6,258.28
119888 03/28/2019	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - MAR 2019	1,459.98
119889 03/28/2019	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - SNOW STORM MARROWSTONE 2/09	1,733.50
				EXCAVATING - QUINCY ST UNDRGR 1/15-1/16	15,168.27
				FLAGGING - EMRG IRONDALE RD 2/28/19	1,163.75
				FLAGGING - EMRG POLK/WATER ST 2/25/19	1,286.50
				FLAGGING-5310 EAGLEMOUNT RD 1/31/19	890.25
				FLAGGING-961 CENTER RD 1/31/19	890.25
				FLAGGING - EMRG WATER ST 3/05/19	1,181.00
				<b>Total for Check/Tran - 119889:</b>	22,313.52
119890 03/28/2019	CHK	10465	SHERMAN & REILLY, INC	SHERMAN REILLY CP-50 COMPACT WIRE PULLER	-302.86
				SHERMAN REILLY CP-50 COMPACT WIRE PULLER	3,667.94
				<b>Total for Check/Tran - 119890:</b>	3,365.08

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119891 03/28/2019	CHK	10219	SHOLD EXCAVATING INC	IRONDALE SWITCH YARD IMPRVMT	1,463.33
119892 03/28/2019	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - APR 2019	1,400.00
119893 04/04/2019	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	DEF FLUID 55 GAL DRUM	443.54
119894 04/04/2019	CHK	10027	BERNT ERICSEN EXCAVATING, INC	EXCAVATE - SIDEWALK WATER ST 3/18-3/22	27,135.55
119895 04/04/2019	CHK	9997	ERIC BIGGAR	2018 NET METER INCENTIVE PAYMENT	1.87
119896 04/04/2019	CHK	9998	BLOSSOM VALLEY FOODS	Credit Balance Refund	241.00
119897 04/04/2019	CHK	10702	C & F INSULATION	SPRAY INSULATION-CONNEX I-POLEYARD	5,537.20
119898 04/04/2019	CHK	9997	EDWARD A CABLER	2018 NET METER INCENTIVE PAYMENT	26.50
119899 04/04/2019	CHK	10623	CARL H. JOHNSON & SON EXCAVATING	EXCAVATING - 5821 HILL ST 2/01/19 PULL TRK OUT OF SNOW - SCHWATZ RD 2/09	1,237.15 1,340.70
<b>Total for Check/Tran - 119899:</b>					<b>2,577.85</b>
119900 04/04/2019	CHK	10044	CENTURY LINK QCC-P	PHONE SVC - FEB 2019 PHONE SVC - MAR 2019	54.40 23.65 63.86 94.62 10.51 15.77 37.97 16.51 44.57 66.02 7.34 11.01
<b>Total for Check/Tran - 119900:</b>					<b>446.23</b>
119901 04/04/2019	CHK	10045	CENTURY LINK-S	CHOICE BUSINESS (FAXLINE) - JAN 2019 CHOICE BUSINESS (FAXLINE) - JAN 2019 CHOICE BUSINESS (FAXLINE) - JAN 2019	13.56 5.90 15.92

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CHOICE BUSINESS (FAXLINE) - JAN 2019	23.60
				CHOICE BUSINESS (FAXLINE) - JAN 2019	2.62
				CHOICE BUSINESS (FAXLINE) - JAN 2019	3.93
				CHOICE BUSINESS (FAXLINE) - OCT 2018	13.57
				CHOICE BUSINESS (FAXLINE) - OCT 2018	5.90
				CHOICE BUSINESS (FAXLINE) - OCT 2018	15.93
				CHOICE BUSINESS (FAXLINE) - OCT 2018	23.61
				CHOICE BUSINESS (FAXLINE) - OCT 2018	2.62
				CHOICE BUSINESS (FAXLINE) - OCT 2018	3.93
				CHOICE BUSINESS (FAXLINE) - NOV 2018	13.56
				CHOICE BUSINESS (FAXLINE) - NOV 2018	5.90
				CHOICE BUSINESS (FAXLINE) - NOV 2018	15.92
				CHOICE BUSINESS (FAXLINE) - NOV 2018	23.58
				CHOICE BUSINESS (FAXLINE) - NOV 2018	2.62
				CHOICE BUSINESS (FAXLINE) - NOV 2018	3.93
				CHOICE BUSINESS (FAXLINE) - DEC 2018	13.57
				CHOICE BUSINESS (FAXLINE) - DEC 2018	5.90
				CHOICE BUSINESS (FAXLINE) - DEC 2018	15.93
				CHOICE BUSINESS (FAXLINE) - DEC 2018	23.59
				CHOICE BUSINESS (FAXLINE) - DEC 2018	2.62
				CHOICE BUSINESS (FAXLINE) - DEC 2018	3.93
				CHOICE BUSINESS (FAXLINE) - FEB 2019	13.56
				CHOICE BUSINESS (FAXLINE) - FEB 2019	5.90
				CHOICE BUSINESS (FAXLINE) - FEB 2019	15.92
				CHOICE BUSINESS (FAXLINE) - FEB 2019	23.60
				CHOICE BUSINESS (FAXLINE) - FEB 2019	2.62
				CHOICE BUSINESS (FAXLINE) - FEB 2019	3.93
				CIRCUIT INFO 3/16-4/15/19	89.26
				CIRCUIT INFO 3/16-4/15/19	38.81
				CIRCUIT INFO 3/16-4/15/19	104.78
				CIRCUIT INFO 3/16-4/15/19	155.24

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CIRCUIT INFO 3/16-4/15/19	17.25
				CIRCUIT INFO 3/16-4/15/19	25.87
				INTERNET SVC 3/22-4/21/19	67.65
				INTERNET SVC 3/22-4/21/19	16.91
				CIRCUIT INFO 3/23-4/22/19	31.14
				CIRCUIT INFO 3/23-4/22/19	7.79
				CHOICE BUSINESS (FAXLINE) - MAR 2019	13.56
				CHOICE BUSINESS (FAXLINE) - MAR 2019	5.90
				CHOICE BUSINESS (FAXLINE) - MAR 2019	15.92
				CHOICE BUSINESS (FAXLINE) - MAR 2019	23.60
				CHOICE BUSINESS (FAXLINE) - MAR 2019	2.62
				CHOICE BUSINESS (FAXLINE) - MAR 2019	3.93
				CHOICE BUSINESS (FAXLINE) - SEP 2018	-4.22
				CHOICE BUSINESS (FAXLINE) - SEP 2018	-1.84
				CHOICE BUSINESS (FAXLINE) - SEP 2018	-4.96
				CHOICE BUSINESS (FAXLINE) - SEP 2018	-7.34
				CHOICE BUSINESS (FAXLINE) - SEP 2018	-0.82
				CHOICE BUSINESS (FAXLINE) - SEP 2018	-1.22
<b>Total for Check/Tran - 119901:</b>					927.50
119902	04/04/2019	CHK	10332	KENNETH COLLINS	
				PPC&WPUDA MTG MAR-19 TRVL EXP	545.74
				PPC&WPUDA MTG MAR-19 TRVL EXP	136.44
<b>Total for Check/Tran - 119902:</b>					682.18
119903	04/04/2019	CHK	9997	LESLIE C COX	2.27
119904	04/04/2019	CHK	9999	CYPREXX SERVICES LLC	200.00
119905	04/04/2019	CHK	10068	DISCOVERY BAY GROUP, LLC	3,000.00
				CONSULTING SERVICE MAR 2019	2,000.00
<b>Total for Check/Tran - 119905:</b>					5,000.00
119906	04/04/2019	CHK	10070	DOUBLE D ELECTRICAL, INC	283.40
				INSTL PANEL CONTL SEPTIC PUMP - 1291 SHI	
				POWER INSTALL-NEW MODULAR 1/24-3/15/19	8,665.50

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				REROUTED FEEDER TO MODULAR 2/15-3/15/19	5,253.81
				REROUTED FEEDER TO MODULAR 2/15-3/15/19	109.87
				REROUTED FEEDER TO MODULAR 2/15-3/15/19	1,313.45
				REROUTED FEEDER TO MODULAR 2/15-3/15/19	27.47
				<b>Total for Check/Tran - 119906:</b>	15,653.50
119907 04/04/2019	CHK	9997	LAUREEN ELIZABETH	2018 NET METER INCENTIVE PAYMENT	6.84
119908 04/04/2019	CHK	10094	GENERAL PACIFIC, INC	FIBERGLASS BASEMENT GS-67-61-36 SWITCH C	3,970.82
				POLEMOUNT TRANSFORMERS 15KVA,25KVA&50KVA	30,572.32
				TRAN 1P PAD 100KVA 120/240	13,826.65
				STANDOFF BRACKET 15" & SPLICE	475.79
				SPLICE-SPLICE, AUTO #2-#4 (RED/ORANGE)	833.85
				SIDEBY	82.08
				350 & 500 URD TPX/QUAD & 500 SEC CONNECT	26,242.84
				2" BADGER WATER METER QTY1	910.15
				URD SPLICE-SPLICE 4/0 (PINK)	164.59
				<b>Total for Check/Tran - 119908:</b>	77,079.09
119909 04/04/2019	CHK	10098	GRAINGER	REFLECTIVE NUMBERS	21.35
				REFLECTIVE NUMBERS	21.34
				TRANSFORMER NUMBERS	28.46
				TRANSFORMER NUMBERS	28.46
				FIRE EXTINGUISHER DECAL	7.09
				FIRE EXTINGUISHER DECAL	7.09
				RECTANGLE FOLDING TABLE 29" X 30" X 72"	129.79
				RETANGLE FOLDING TABLE 29X24X48-GREY	81.87
				<b>Total for Check/Tran - 119909:</b>	325.45
119910 04/04/2019	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	CRIMPERS & BOOTS	91.56
119911 04/04/2019	CHK	10103	H D FOWLER	WATER PARTS - 1" COUPLING CTS	222.69
				WATER PARTS - 1" corp cts	678.20
				WATER PARTS - 3/4" CORP CTS	412.54

04/09/2019 3:25:25 PM

## Accounts Payable Check Register

Page 10

### 03/27/2019 To 04/08/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WATER PARTS - 3/4" COUPLING CTS	194.56
				WATER PARTS - CTS STIFFENER	155.87
<b>Total for Check/Tran - 119911:</b>					1,663.86
119912 04/04/2019	CHK	10608	HARBORSIDE INN	SUSAN CARTER STAY 2/10-2/12/19 3N	210.46
				SUSAN CARTER STAY 2/10-2/12/19 3N	52.61
				TITAN CREW-STORM 2/10-2/14 4N	1,403.04
				TAMMY LEHMAN STAY 2/28-3/05/19 6N	474.19
				TAMMY LEHMAN STAY 2/28-3/05/19 6N	118.55
<b>Total for Check/Tran - 119912:</b>					2,258.85
119913 04/04/2019	CHK	10518	J HARLEN COMPANY	KLEIN 25' BLOCK & TACKLE W SNUB HOOK	172.82
119914 04/04/2019	CHK	10120	JEFFERSON CO AUDITOR	RECORDING FOR PARCEL 952100001&952100004	101.00
119915 04/04/2019	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: FEB 2019	1,376.00
				PROFESSIONAL SVC: FEB 2019	344.00
<b>Total for Check/Tran - 119915:</b>					1,720.00
119916 04/04/2019	CHK	10286	L & J ENTERPRISES	EXCAVATING - EMRG 91 WOLFE COYLE 2/17/19	4,013.93
				RMV FENCE&CNCR SLAB BY FORT WARDEN 2/27	10,229.65
				TRANSFRMR PAD RPLC/REPR NORA PORTER 3/14	3,060.18
				INSTALL LATTICE - NEW MODULAR 3/15/19	752.10
				BRUSH HOG - S DISCOVERY RD 3/05/19	1,635.00
<b>Total for Check/Tran - 119916:</b>					19,690.86
119917 04/04/2019	CHK	10140	MAGNUM POWER, LLC	BORING - TYLER ST & WA ST 1/29-2/28	61,312.50
119918 04/04/2019	CHK	10155	NESCO LLC	ANNUAL HOTSTICKS DELIVERED 12/27/18	210.92
				ANNUAL HOTSTICKS DELIVERED 12/27/18	55.19
				ANNUAL HOTSTICKS DELIVERED 12/27/18	55.17
				ANNUAL HOTSTICK TESTING DELIVERED 01/03	24.52
				ANNUAL HOTSTICK TESTING DELIVERED 01/03	58.86
				ANNUAL HOTSTICK TESTING DELIVERED 1/17	340.90
				ANNUAL HOTSTICK TESTING DELIVERED 1/17	24.52

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

Page 11

03/27/2019 To 04/08/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ANNUAL HOTSTICK TESTING DELIVERED 01/24	1,434.80
				ANNUAL HOTSTICK TESTING DELIVERED 01/24	226.85
				REPLACEMENT TOOL PIN	13.00
				REPLACEMENT TOOL PIN	12.99
				ANNUAL HOTSTICK TESTING DELIVERED 01/31	291.85
				ANNUAL HOTSTICK TESTING DELIVERED 01/31	122.63
				<b>Total for Check/Tran - 119918:</b>	2,872.20
119919 04/04/2019	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - FEB 2019	717.00
				CUSTODIAL SVC - FEB 2019	224.00
				CUSTODIAL SVC - FEB 2019	56.00
				<b>Total for Check/Tran - 119919:</b>	997.00
119920 04/04/2019	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT CAPS	370.69
				TELEPHONE SET	73.58
				TELEPHONE SET	73.57
				MODULAR FITTINGS	42.71
				POWER TOOL BATTERY	124.81
				POWER TOOL BATTERY	124.81
				MODULAR FITTINGS	19.04
				MODULAR FITTINGS	43.75
				WIRE 1/0 STRANDED COATED CU	2,171.85
				CONDUIT CAP	92.68
				CONDUIT CAPS	335.41
				2",3"& 4" CONDUIT/SWEEPS,COUPLINGS	28,417.74
				COUPLING	17.96
				REPAIR COUPLING	382.79
				SWEEP	2,009.47
				COUPLING	94.24
				<b>Total for Check/Tran - 119920:</b>	34,395.10
119921 04/04/2019	CHK	10540	JEFF RANDALL	WPUDA,NODC&PUD MTGS 3/12-3/28/19	239.07
				WPUDA,NODC&PUD MTGS 3/12-3/28/19	59.77

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

Page 12

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 119921:</b>					298.84
119922 04/04/2019	CHK	9998	SUSAN REYNOLDS	Credit Balance Refund	464.77
119923 04/04/2019	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - APR 2019	1,459.98
119924 04/04/2019	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - EMRG 1420 ROSECRANS 3/14/19	1,399.50
				FLAGGING - EMRG MILL RD& W SIM 3/12-3/13	2,902.50
				FLAGGING - BREAKER LN 3/18-3/19/19	3,155.75
<b>Total for Check/Tran - 119924:</b>					7,457.75
119925 04/04/2019	CHK	10219	SHOLD EXCAVATING INC	CONDUIT&ASPHALT REPAIR - POLK ST 2/27	33,796.65
				EXCAVATOR;L&M - 252 6TH AVE 2/26/19	1,476.08
				EXCAVATOR;L&M - 633 FOUR CRNRS 3/06/19	2,444.82
				CONDUIT INSTALL/VAULT-TYLER# 19039	6,248.29
				EXCAVATOR;-PALACE HOTEL/WATER ST 3/07	13,766.70
				CLEARING OH LINE - SNOWCREEK 2/04/19	806.60
				SNOWPLOW -EMRG 310 FOUR CRNRS 2/09/19	1,000.62
				SNOWPLOW -EMRG 310 FOUR CRNRS 2/09/19	250.16
				SNOW REMVL - OPERATIONS YARD 2/14/19	640.92
				SNOW REMVL - OPERATIONS YARD 2/14/19	160.23
				BACKFILL - CLEANUP HWY 101 2/18/19	390.22
<b>Total for Check/Tran - 119925:</b>					60,981.29
119926 04/04/2019	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
				TESTING: COLI/ECOLI MONTHLYS FEB-19	23.00
<b>Total for Check/Tran - 119926:</b>					207.00

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119927 04/04/2019	CHK	10389	ERIC R STOREY	GRC - WA OPRATR WKSHP 3/24-3/28 TRVL EXP	535.72
119928 04/04/2019	CHK	10649	TACOMA DODGE CHRYSLER JEEP RAM	DIAGNOSIS/TRANSMISSION# 102 OIL CHANGE/FUEL FILTER# 102	1,656.67 276.85
<b>Total for Check/Tran - 119928:</b>					1,933.52
119929 04/04/2019	CHK	10576	TCF ARCHITECTURE, PLLC	ARCHITECTURAL-ADD'L SVC JAN-19 ARCH-DSGN&ADDL JAN-19 ARCHITECTURAL-AMENDMENT #1 FEB-19	156.75 4,107.87 10,393.35
<b>Total for Check/Tran - 119929:</b>					14,657.97
119930 04/04/2019	CHK	9998	MEL THORNTON	Credit Balance Refund	314.17
119931 04/04/2019	CHK	10733	DAN TOEPPER	BD,WPUDA&PUD MTGS 3/16-3/31/19 BD,WPUDA&PUD MTGS 3/16-3/31/19	164.54 41.14
<b>Total for Check/Tran - 119931:</b>					205.68
119932 04/04/2019	CHK	10252	ULINE	TABLE TRASH CAN BIN LABELS STACKABLE BINS CANTILEVER RACK-DOUBLE SIDED 80X65X96 PALLET RACK SHELVING FOR WAREHOUSE PALLET RACK SHELVING FOR WAREHOUSE GARBAGE CAN	757.60 34.44 144.51 561.34 545.42 298.35 405.58 32.63
<b>Total for Check/Tran - 119932:</b>					2,779.87
119933 04/04/2019	CHK	10620	UPS	SHIPPING TO ALTEC RMA#009457953 SHIPPING TO ALTERNATIVE TECH - SAMPLE	12.82 153.53
<b>Total for Check/Tran - 119933:</b>					166.35
119934 04/04/2019	CHK	10615	US BANK	POLE SETTING CHAIN ROPE SPLICING - OH & URD WORK ROPE SPLICING - OH & URD WORK U-HAUL MOVE EMPLS FROM ANNEX TO FOUR CRN	915.03 112.50 112.50 45.22

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

Page 14

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				U-HAUL MOVE EMPLS FROM ANNEX TO FOUR CRN	11.31
				SKILLPATH&MGMULT PROJECTS 3/06-3/07 TRVL	96.62
				COFFEE ITEMS	21.62
				SKILLPATH&MGMULT PROJECTS 3/06-3/07 TRVL	24.15
				COFFEE ITEMS	5.40
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	560.00
				MASON 10510600 DOSEWALLIPS RD PUMP - FEB	176.51
				MASON 2487700 BPA RD-PUMP ELEC - FEB-19	102.17
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	140.00
				SCHWEITZER COLUMBIARIVER 4/02-4/04 FEE	350.00
				EAGLE RIDGE - CONDUIT FLEX PVC	2.26
				EAGLE RIDGE - TAMP, BX EXTENSION, WALL P	16.84
				WPUDA MTG 3/12-3/15/19 TRVL EXP	371.23
				WPUDA MTG 3/12-3/15/19 TRVL EXP	92.81
				DEWALT 18V-20V ADAPTER KIT	92.41
				SPARLING PART - ASHCROFT DIFF PRESSURE S	482.31
				GRC - WA OPRATR WKSHP 3/24-3/28 TRVL EXP	342.12
				GRC - WA OPRATR WKSHP 3/25-3/27 FEE	250.00
				WA WATER WORKS OPR CERT PRGM EXAM FEE	100.00
				NWPPA WRHOUS OVERVIEW 2/25-2/28 TRVL EXP	79.04
				NWPPA WRHOUS OVERVIEW 2/25-2/28 TRVL EXP	55.01
				NWPPA WRHOUS OVERVIEW 2/25-2/28 TRVL EXP	353.16
				NWPPA WRHOUS OVERVIEW 2/25-2/28 TRVL EXP	15.35
				NWPPA WRHOUS,MAT&MGT 3/25-3/27 TRVL EXP	315.26
				NWPPA WRHOUS,MAT&MGT 3/25-3/27 TRVL EXP	14.99
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	24.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	24.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	560.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	45.97
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	6.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	6.00

04/09/2019 3:25:25 PM

# Accounts Payable Check Register

Page 15

03/27/2019 To 04/08/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	140.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	11.49
				WPUDA MTG 3/12-3/15/19 TRVL EXP	342.84
				WPUDA MTG 3/12-3/15/19 TRVL EXP	4.80
				WPUDA MTG 3/12-3/15/19 TRVL EXP	85.71
				WPUDA MTG 3/12-3/15/19 TRVL EXP	1.20
				NWPPA ENG&OPS CONF 4/08-4/12/19 TRVL EXP	78.29
				PPC MTG 3/06-3/08/19 TRVL EXP	165.89
				WPUDA MTG 3/13-3/15/19 TRVL EXP	228.56
				PPC MTG 3/06-3/08/19 TRVL EXP	41.47
				WPUDA MTG 3/13-3/15/19 TRVL EXP	57.14
				WIFI ANTENNAS QTY2 FOR TRUCK 125	164.97
				MEDIA SAFE	417.72
				NETWORK SWITCH STACKING CABLES	719.96
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	30.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	30.00
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	700.00
				ANNEX OFFICE - WINDOW COVER	48.38
				ANNEX OFFICE - WINDOW COVER	5.38
				TOOLS - TUBE CUTTER & HAMMER BIT	25.70
				HYDRAULIC HOSES FOR PUMPING OIL	329.38
				SMALL PARTS - FASTENERS & SHRINK TUB	14.26
				SMALL PARTS FOR PUMPING OIL	17.83
				NEEA EFF EXCHNG CONF 5/13-5/15 REG FEE	196.00
				PHILIPS DIGITAL MEETING RECORDER	675.30
				KPTZ UNDERWRITING MAR 2019	120.00
				NEEA EFF EXCHNG CONF 5/13-5/15 REG FEE	49.00
				PHILIPS DIGITAL MEETING RECORDER	168.82
				KPTZ UNDERWRITING MAR 2019	30.00
<b>Total for Check/Tran - 119934:</b>					<b>10,821.88</b>

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# Accounts Payable Check Register

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119935 04/04/2019	CHK	10486	UTILIBIZ SOLUTIONS	PROF SVC FEB&MAR 2019 S.CARTER	15,375.34
				PROF SVC FEB&MAR 2019 T.LEHMAN	25,213.63
				PROF SVC FEB&MAR 2019 S.CARTER	2,709.77
				PROF SVC FEB&MAR 2019 T.LEHMAN	4,838.87
<b>Total for Check/Tran - 119935:</b>					48,137.61
119936 04/04/2019	CHK	10271	WESCO RECEIVABLES CORP	SIDEBY	125.35
				ANCHOR HELICAL 8" & 12"BRACKET,POLEPLATE	833.02
				ARRESTOR MOUNTING BRACKET	228.36
				POLE EYE PLATE GUY	143.55
				TANK GROUNDS	209.83
				TWINEYE NUT	199.25
				J-BOX TRAFFIC PROOF 17x30x24-POLY	5,068.50
				WIRE 350 AL URD TPX 600V	9,792.56
<b>Total for Check/Tran - 119936:</b>					16,600.42
119937 04/04/2019	CHK	10345	WESTERN HYDRO-CORPORATE	LAZY C - BOOSTER PUMPS	429.74
				LAZY C - ADAPTERS PUMP TO MOTOR QTY2	419.44
<b>Total for Check/Tran - 119937:</b>					849.18
119938 04/04/2019	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	2,251.51
				EMPLOYER'S MEDICARE TAX	2,251.51
				EMPLOYEES' FICA TAX	9,627.10
				EMPLOYER'S FICA TAX	9,627.10
				EMPLOYEES' FEDERAL WITHHOLDING	7,346.54
				EMPLOYEES' FEDERAL WITHHOLDING TAX	7,003.42
<b>Total for Check/Tran - 119938:</b>					38,107.18
119939 04/04/2019	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 4/05/2019 CHECKS	8,922.65
				PAYROLL DEPOSIT FOR 4/05/2019 DIR DEP	93,358.05
<b>Total for Check/Tran - 119939:</b>					102,280.70
119940 04/04/2019	CHK	10251	UGN - JEFFERSON COUNTY	04/05/19 PAYROLL	10.00
119941 04/04/2019	CHK	10260	WA STATE DEFERRED COMPENSATION	04/05/19 PL DEFERRED COMP EE	9,519.96

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# Accounts Payable Check Register

Page 17

03/27/2019 To 04/08/2019

**Bank Account: 1 - 1ST SECURITY - AP**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				04/05/19 PL DEFERRED COMP ER	3,408.42
<b>Total for Check/Tran - 119941:</b>					12,928.38
119942 04/04/2019	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	958.00

<b>Total Payments for Bank Account - 1 :</b>	(83)	731,763.60
<b>Total Voids for Bank Account - 1 :</b>	(1)	3,785,716.00
<b>Total for Bank Account - 1 :</b>	(84)	4,517,479.60
<b>Grand Total for Payments :</b>	(83)	731,763.60
<b>Grand Total for Voids :</b>	(1)	3,785,716.00
<b>Grand Total :</b>	(84)	4,517,479.60

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 4/05/19**

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70578	4/5/2019	1,721.35
2001	WATER DISTRIBUTION MANAGER II	70579	4/5/2019	1,777.44
3032	CUSTOMER SERVICE REP	70580	4/5/2019	1,082.25
2003	WATER TREATMENT PLANT OPERATOR III	70581	4/5/2019	1,937.36
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70582	4/5/2019	2,404.25
				<b>8,922.65</b>

JEFFERSON COUNTY PUD NO 1

**DIRECT DEPOSIT PAYROLL**  
**PAY DATE: 4/05/19**

Empl	Position	Pay Date	Net Pay
3029	ACCOUNTING TECH II	4/5/2019	1,554.25
1011	ACTING GENERAL MANAGER	4/5/2019	3,971.29
4006	COMMISSIONER DIST 1	4/5/2019	1,976.04
4004	COMMISSIONER DIST 2	4/5/2019	2,593.05
4008	COMMISSIONER DIST 3	4/5/2019	1,121.95
3034	COMMUNICATIONS MANAGER	4/5/2019	1,975.55
3020	CUSTOMER SERVICE MANAGER	4/5/2019	1,674.23
3002	CUSTOMER SERVICE REP	4/5/2019	1,238.90
3014	CUSTOMER SERVICE REP	4/5/2019	1,176.84
3022	CUSTOMER SERVICE REP	4/5/2019	1,279.70
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	4/5/2019	2,050.51
3033	FINANCIAL SERVICES MANAGER	4/5/2019	2,470.15
1008	FOREMAN LINEMAN	4/5/2019	5,120.93
1012	FOREMAN LINEMAN	4/5/2019	3,357.72
1004	GIS SPECIALIST	4/5/2019	2,995.43
1017	HEAD STOREKEEPER	4/5/2019	2,349.19
3008	INFORMATION TECHNOLOGY MANAGER	4/5/2019	3,131.73
3028	IT SUPPORT TECHNICIAN	4/5/2019	1,735.70
1000	LINEMAN	4/5/2019	2,780.17
1013	LINEMAN	4/5/2019	1,121.22
1016	LINEMAN	4/5/2019	3,971.42
1020	LINEMAN	4/5/2019	2,803.29
1028	LINEMAN	4/5/2019	2,799.66
1034	LINEMAN	4/5/2019	2,899.66
1018	METER READER	4/5/2019	1,534.51
1035	METER READER	4/5/2019	1,536.09
2005	METER READER/OIT1	4/5/2019	1,170.13
1026	OPERATIONS ASSISTANT	4/5/2019	1,501.38
3004	RESOURCE MANAGER	4/5/2019	2,368.04
1003	SCADA TECH/APPRENTICE	4/5/2019	2,337.71
1015	SCADA TECH/APPRENTICE	4/5/2019	2,459.37
1027	SENIOR ENGINEER	4/5/2019	2,830.26
1037	SPECIAL PROJECTS COORDINATOR	4/5/2019	2,040.89
1031	STAKING ENGINEER	4/5/2019	2,242.06
1039	STAKING ENGINEER	4/5/2019	2,035.87
1014	STOREKEEPER	4/5/2019	1,942.55
1033	SUBSTATION TECH	4/5/2019	3,595.22
3013	UTILITY ACCOUNTANT II	4/5/2019	1,506.07
3003	UTILITY BILLING CLERK	4/5/2019	1,380.63
3027	UTILITY BILLING CLERK	4/5/2019	1,383.75
3000	UTILITY BILLING COORDINATOR	4/5/2019	1,526.17
2002	WATER DISTRIBUTION MANAGER II	4/5/2019	1,818.77
			<b>93,358.05</b>

**VOUCHER APPROVAL FORM**

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$848,372.92** on this **16TH** day of **APRIL** **2019** ;

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Jeff Randall  
President

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Dan Toepper  
Vice President

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Kenneth Collins  
Secretary

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**PENDING INVOICES OVER \$100,000 TO BE APPROVED:**

**PAYMENTS TO BE APPROVED:**

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 119859 to # 119892	\$ 148,045.02	3/28/2019
Accounts Payable:	# 119893 to # 119942	\$ 583,718.58	4/4/2019
Payroll Checks:	# 70578 to # 70582	\$ 8,922.65	4/5/2019
Payroll Direct Deposit:		\$ 93,358.05	4/5/2019
<b>TOTAL INVOICES PAID</b>		<b>\$834,044.30</b>	

**WIRE TRANSFERS PAID**

	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	4/2/2019

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**PAYMENT TOTAL**

**\$848,372.92**

**VOIDED WARRANTS**

119862	\$	3,785,716.00
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## AGENDA REPORT

**DATE:** April 16, 2019

**TO:** **Board of Commissioners**

**THRU:** Kevin Streett, Acting General Manager

**FROM:** Mike Bailey, Financial Services Manager/District Auditor

**RE:** Write off of delinquent accounts from active accounts receivable

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**SUMMARY:** Per Resolution 17-16, the Board of Commissioners agreed to review and approve for write off inactive account balances over 90 days in arrears that had been given 30 days' notice that their account will be referred to a collection agency.

**BACKGROUND:** These inactive accounts are recorded in the Active Accounts Receivable Data Base and need to be transferred to the Uncollectible Data Base in the Customer Information System. The process of writing off does not "erase" the debt unless the debt has been discharged through a bankruptcy court. The PUD's staff has attempted to collect payment on these accounts. A collection agency is better equipped to pursue collection now that these accounts have disconnected from utility service with the PUD and are over 90 days in arrears.

**ANALYSIS/FINDINGS:** There are 11 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$1,095.84 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

**FISCAL IMPACT:** Bad Debt Expense has already been charged in anticipation of having accounts who would fail to pay their final bill for utility services. On the PUD's Balance Sheet, Line 20. Accounts Receivable-Sales of Utility Services has been netted by an estimated Reserve for Uncollectible Accounts. To remedy the debt, these inactive accounts will pay the collection agency for the amount owed to the PUD plus a fee for the agency's professional services. Any amounts received on the written off amount, will be deposited into the PUD's Depository Bank Account and the Reserve for Uncollectible Accounts adjusted. No revenue or expense accounts are affected by this write off.

**RECOMMENDATION:** Transfer the 11 inactive accounts owing \$1,095.84 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

**ATTACHMENT:** The Summary of Write-offs of Uncollectible Accounts Receivable provides an analysis of the number and amounts owed and signature of approval by the Secretary of the Board of Commissioners.



Board of Commissioners

Jeff Randall, District 1  
 Kenneth Collins, District 2  
 Dan Toepper, District 3

Kevin Streett, Acting General Manager

**Write-Offs of Uncollectible Accounts Receivable**

On April 9, 2019 the following summary of inactive customer accounts with a past due balance of greater than \$20.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Financial Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

<u>Uncollectible Amount Range</u>	<u>Number of Accounts</u>	<u>Write-Off Amount</u>
		\$
Less than \$20	0	-
\$20 - \$100	7	\$412.54
\$101 - \$200	3	\$457.26
\$201 - \$500	1	\$226.04
\$501 - \$1,000	0	\$0.00
Over \$1,000	0	\$0.00
<b>TOTAL</b>	<b>11</b>	<b>\$1,095.84</b>

Approval, Board of Commissioners

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Kenneth Collins  
 Secretary



## AGENDA REPORT

DATE: April 16, 2019  
FROM: Kevin Streett  
RE: Moss Adams Professional Agreement

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**SUMMARY:** We have been working on and off with Moss Adams to help with accounting consulting services since 2015. The services they would offer would be to consult on internal controls, utility accounting and reporting matters, implementation of new GASB standards and financial statement items, as necessary.

This was discussed at the last BOC meeting on April 2, 2019.

Attached is a copy of the agreement. Staff is recommending that the BOC gives authorization to Kevin Streett to approve the agreement.

March 22, 2019

Kevin Streett  
Acting General Manager  
Jefferson County PUD No. 1  
310 Four Corners Road  
Port Townsend, WA 98368

Re: Business Consulting Services

Dear Kevin:

This letter is to confirm the terms and objectives of our engagement, and the nature of and limitations on the services we will provide. This Engagement Letter and the attached Professional Services Agreement, which is incorporated by reference, represent the entire agreement (the "Agreement") regarding the services to be rendered by Moss Adams LLP ("Moss Adams," "we," "us," and "our") to Public Utility District No. 1 of Jefferson County ("you," "your," and "District").

### **Scope of Services and Term**

Our services will consist of consulting services, as needed and requested by the District, related to, but not limited to:

- Internal control policies and procedures
- Utility accounting and reporting matters
- Implementation of new GASB standards
- Financial statement items, as necessary

Moss Adams is also available to provide additional consulting services. If you request that we perform additional services outside the scope of this Agreement, we will communicate with you regarding the scope of the additional services and the estimated fee. We will also endeavor to issue a separate agreement covering the additional services. However, in the absence of another agreement, all of our consulting services will be governed by the terms of this Agreement.

Term of this agreement will cover annual services from January 1 through December 31, 2019.

### **Fees**

Our fees will be based on the experience of the individuals involved and the amount of work performed with annual contract amount not to exceed \$75,000, and will include expenses. The fees will be billed based on the following hourly rates:

Per hour charge for Partner \$375–\$450  
Per hour charge for Manager \$250–275  
Per hour charge for Senior \$200–225



We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in this Agreement, please sign the enclosed copy of this letter and return it to us with the Professional Services Agreement.

If you have any questions, please let us know.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Olga A. Darlington'.

**Olga A. Darlington, Partner** for  
Moss Adams LLP  
425-552-5723  
[olga.darlington@mossadams.com](mailto:olga.darlington@mossadams.com)

Enclosures

**Accepted and Agreed:**

This Engagement Letter and the attached Professional Services Agreement set forth the entire understanding of Public Utility District No. 1 of Jefferson County with respect to the services to be provided by Moss Adams LLP:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Client: #633514  
v. 3/11/2019

## **PROFESSIONAL SERVICES AGREEMENT**

### **Consulting Services**

This Professional Services Agreement (the "PSA") together with the Engagement Letter, which is hereby incorporated by reference (collectively the "Agreement"), represents the terms and conditions relating to services to be provided to you by Moss Adams. Terms not defined herein shall have the same meaning as set forth in the Engagement Letter.

#### **Execution of This Agreement**

This Agreement may have been forwarded to you by email, facsimile transmission or as an attachment to an Engagement Letter. Your acceptance of this Agreement, returned by the same or similar means is legally binding upon Moss Adams and you. The party executing this Agreement represents that he/she has the authority to make this Agreement with Moss Adams.

#### **Fees and Expenses**

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this Agreement shall bear interest at the highest rate allowed by law on any unpaid balance. In addition to fees, you may be billed for expenses and any applicable sales and gross receipts tax. Direct expenses may be charged based on out-of-pocket expenditures, per diem allotments, and mileage reimbursements, depending on the nature of the expense. Indirect expenses, such as processing time and technology expenses, may be passed through at our estimated cost and may be billed as a flat charge or a percentage of fees. If we elect to suspend our engagement for nonpayment, we may not resume our work until your account is paid in full. If we elect to terminate our services for nonpayment, or as otherwise provided in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our work. You will be obligated to compensate us for fees earned for services rendered and to reimburse us for all expenses. You acknowledge and agree that in the event we stop work or terminate this Agreement as a result of your failure to pay on a timely basis for services rendered by Moss Adams as provided in this Agreement, or if we terminate this Agreement for any other reason, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We will also issue a separate Agreement covering the additional services.

#### **Timely and Professional Performance**

Moss Adams will use all reasonable efforts to provide the Services within the timeframe stipulated. Moss Adams will exercise due professional care and competence in the performance of the Services. Moss Adams will not be liable for failures or delays in the performance of Services that arise from causes beyond its control, including the untimely performance by client, its representatives, advisors, or agents, of its obligations under the Agreement.

#### **Limitation on Liability**

YOU AGREE THAT MOSS ADAMS' TOTAL LIABILITY FOR ANY AND ALL DAMAGES WHATSOEVER ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT FROM ANY CAUSE, INCLUDING BUT NOT LIMITED TO CONTRACT LIABILITY OR MOSS ADAMS' NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT OR BREACH OF WARRANTY SHALL NOT, IN THE AGGREGATE, EXCEED THE FEES PAID TO MOSS ADAMS UNDER THIS AGREEMENT.

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

#### **Indemnity**

You will defend, indemnify and hold harmless Moss Adams and its employees (Indemnified Persons) from any and all liabilities and expenses, including reasonable attorney's fees, arising out of any action by a third party related to this engagement and will assume the defense thereof with counsel suitable to Moss Adams. No employee of Moss Adams or Indemnified Person shall be subjected to any personal liability whatsoever, nor will any such claim be asserted by or on behalf of any other party relying on the services rendered under this Agreement.

#### **Your Responsibilities**

You must accept the responsibilities set forth below regarding the engagement:

- Make all management decisions and perform all management functions in connection with the services and information provided resulting from this engagement;
- Designate an individual with suitable skill, knowledge, and/or experience to oversee our services;

- Evaluate the adequacy and results of the services performed; and
- Accept responsibility for the results of the services performed.

We will not make management decisions or perform management functions, such as authorizing or consummating transactions. We may, however, advise and train your staff in these areas. If any issues or concerns in this area arise during the course of our engagement, we will discuss them with you prior to continuing with the engagement.

### **Intellectual Property Rights**

We may use intellectual property in performing our services, including without limitation, data, software, designs, utilities, tools, spreadsheets, models, systems, ideas, methods and techniques (“Materials”). In the event you receive access to Materials during the performance of our services, such items are provided solely for your internal use and in an “as is” condition without warranty of any kind. We assume no responsibility for results obtained by anyone other than Moss Adams from use of such items. We retain all intellectual property rights in the Materials (including any developments, improvements, and knowledge generated during the performance of our services), and in any working papers compiled in connection with the services.

You will own all final deliverables prepared for and delivered to you, excluding any Materials contained or embodied therein (“Deliverables”). You will have a non-exclusive, non-transferable license to use Materials solely for the purposes for which they are delivered to the extent they form part the Deliverables. Notwithstanding anything to the contrary, we may retain a copy of all Deliverables in our files.

### **Internal Use and Third Parties**

All services shall be solely for your informational purposes and internal use, and no engagement creates privity between Moss Adams and any person or party other than you (“third party”). None of our services are intended for the express or implied benefit of any third party, and no third party is entitled to rely on the services we provide you, including without limitation, any advice, opinions, or reports. In the event of any such reliance, you agree to indemnify and hold harmless Moss Adams and its personnel from all third-party claims, liabilities, costs, and expenses.

### **Responsibility for Financial Statements**

You agree that full responsibility for the financial statements is your own. This responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for adjusting the financial statements to correct material misstatements. You are also responsible for identifying and ensuring compliance with applicable laws and regulations. As a result of this engagement, Moss Adams assumes no responsibility to provide you with assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity that may have a direct financial statement impact.

### **Use of Electronic Communication**

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this Agreement as we deem appropriate.

### **Use of Third-Party Service Providers**

We may use third-party service providers in serving you. In such circumstances, if we need to share confidential information with these service providers, we will require that they maintain the confidentiality of your information.

### **Document Retention Policy**

At the conclusion of this engagement, we will return original records you supplied to us. Our records and files, including our working papers, whether kept on paper or electronic media, are the property of Moss Adams and are not a substitute for your own records. Our policy is to destroy our annual engagement files and all pertinent working papers after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. Catastrophic events or physical deterioration may result in our records being unavailable before the expiration of the above retention period. Moss Adams retains the right to modify its record retention policies at any time without notice.

Except as set forth above, you agree that Moss Adams may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

### **Subpoena of Documents**

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we will construe your inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

### **Enforceability**

In the event any portion of this Agreement is deemed waived, invalid or unenforceable, said finding shall not operate to invalidate the remainder of this Professional Services Agreement or related engagement letter.

### **Use of Moss Adams' Name**

You may not use Moss Adams' name, its trademarks, service marks or logos in connection with the services contemplated by this Agreement or otherwise without the prior written consent of Moss Adams, which consent may be withheld for any reason and may be subject to certain conditions.

### **Use of Non-Licensed Personnel**

Certain engagement personnel, who are not licensed as Certified Public Accountants, may provide services during this engagement.

### **Dispute Resolution Procedure, Venue and Limitation Period**

This Agreement shall be governed by the laws of the state of Washington, without giving effect to any conflicts of laws principles. If a dispute arises out of or relates to the engagement described herein, and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If the parties are unable to agree on a mediator, the parties shall petition the state court that would have jurisdiction over this matter if litigation were to ensue and request the appointment of a mediator, and such appointment shall be binding on the parties. Each party shall be responsible for its own mediation expenses, and shall share equally in the mediator's fees and expenses.

If the claim or dispute cannot be settled through mediation, each party hereby irrevocably (a) consents to the exclusive jurisdiction and venue of the appropriate state or federal court located in King County, state of Washington in connection with any dispute hereunder or the enforcement of any right or obligation hereunder, and (b) WAIVES ITS RIGHT TO A JURY TRIAL. EACH PARTY FURTHER AGREES THAT ANY SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT MUST BE FILED IN A COURT OF PROPER JURISDICTION WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ARISES.

### **Termination**

This Agreement may be terminated by either party, with or without cause, upon ten (10) days' written notice. In such event, we will stop providing Services hereunder except on work, mutually agreed upon in writing, necessary to carry out such termination. In the event of termination, (a) you shall pay us for Services provided and expenses incurred through the effective date of termination, (b) we will provide you with all finished reports that we have prepared pursuant to this Agreement, and (c) neither party shall be liable to the other for any damages that occur as a result of our ceasing to render Services.

### **Entire Agreement**

This Professional Services Agreement and the Engagement Letter constitute the entire Agreement and understanding between you and Moss Adams. You agree that in entering into this Agreement you have not relied upon any oral or other representations, promises or statements made by anyone which is not set forth herein. Any modification of this Agreement must be in writing and signed by both parties.



## **AGENDA REPORT**

**DATE:** April 16, 2019  
**FROM:** Kevin Streett/Bill Kolden  
**RE:** Residency requirements for Staff

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### **Employee residency Policy:**

The Board of Commissioners of PUD No. 1, Jefferson County (the “District”) have determined that it is in the best interest of the PUD for its employees to reside in the District’s service territory. The policy is adopted to increase efficiency, employee retention and assist with utility response times. All District employees are required to reside within the District’s service territory. Any employees hired after the approval of this policy who currently reside outside the service territory will be granted a period of time not to exceed six (6) months from date of hire to relocate. Assistance with relocation costs will be considered on a case by case basis based on the business needs of the District, and must be approved in advance by the Board of Commissioners prior to making any conditional job offer. Current employees who reside outside the service territory will not be required to relocate within the service territory.



## **AGENDA REPORT**

**DATE:** April 16, 2019  
**TO:** **Board of Commissioners**  
**FROM:** Annette Johnson, Executive Assistant/Records Officer  
**RE:** Calendar of Events for April/ May 2019 for all BOC Commissioners

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April 17-19, 2019	WPUDA meetings, Olympia
May 7, 2019	BOC Regular Meeting, 5:00 pm Transit Center
May 9, 2019	Special Meeting – Customer Service Policies, Staff organization, update on construction costs 10:00 am-12:00 pm PUD Operations Center, Conference room
May 21, 2019	Special Meeting, Auditor Review 3:30 pm PUD Operations Center, Conference room
May 21, 2019	BOC Regular Meeting, 5:00pm Transit Center



**DATE:** April 16, 2019  
**TO:** **Board of Commissioners**  
**FROM:** Kevin Streett, Acting General Manager  
**RE:** Interlocal Agreement with the Noxious Weed Control Board

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**SUMMARY:** The PUD maintains the transmission right of way and has worked with the Noxious Weed Control Board to remove noxious weeds. The interlocal agreement with the Jefferson County Noxious Weed Control Board includes crews and expertise for the next three years.

**BACKGROUND:** For the last three years, the PUD has entered into an interlocal agreement with the Noxious Weed Control Board. This new agreement is to help with noxious weeds that are predominate in our area.

**RECOMMENDATION:** Staff recommends that the Board of Commissioners approve and sign the interlocal agreement with the Jefferson County Noxious Weed Control Board.

Attachment: Interlocal agreement with the Noxious Weed Control Board

INTERLOCAL AGREEMENT BETWEEN  
PUBLIC UTILITY DISTRICT #1 and JEFFERSON COUNTY ON BEHALF OF THE  
JEFFERSON COUNTY NOXIOUS WEED CONTROL BOARD

This Agreement is made and entered into by and between Public Utility District No. 1 of Jefferson County, 310 Four Corners Road, Port Townsend, Washington, 98368, hereinafter referred to as "PUD" and Jefferson County on behalf of the Noxious Weed Control Board, 121 Oak Bay Road, Port Hadlock, Washington, 98339, hereinafter referred to as "Weed Control Board". For the purposes of this Agreement, it is understood that all references to the PUD or Weed Control Board also include an appointed designee(s).

**WHEREAS**, the PUD operates and maintains certain of the County's public utility infrastructure in order to provide reliable, efficient, and safe transportation of water and electricity to residents of Jefferson County, and

**WHEREAS**, the Weed Control Board has a stated mission "To serve as responsible stewards of Jefferson County by protecting the land and resources from the degrading impact of noxious weeds," and

**WHEREAS**, the Weed Control Board has identified certain noxious weeds requiring control on PUD lands, and

**WHEREAS**, control of noxious weeds on PUD lands benefits the PUD through its compliance with the legal responsibilities regarding noxious weed control as described in RCW 17.10 as well as reducing the likelihood of fire and allowing safer access to PUD property; and

**WHEREAS**, the initial proposal regarding this agreement was presented to the Board of Commissioners on April 16, 2019.

**NOW, THEREFORE**, pursuant to the above recitals, PUD and the Weed Control Board (collectively hereinafter "Parties" to this Agreement) acknowledge and agree to work cooperatively in accordance with the following:

PURPOSE OF AGREEMENT

The purpose of this Agreement is to define the obligations of both Parties related to the control of noxious weeds in the PUD right-of-way for the term of the Agreement.

SCOPE OF WORK

The Parties shall undertake the work as set out below.

The PUD will, within the limitations of this agreement, perform the following:

1. Transfer a cash amount of Twenty- Five Thousand Dollars (\$ 25,000) annually in 2019, 2020, and 2021, from the PUD to the Weed Control Board for the purpose of controlling noxious weed infestations defined in this agreement, and as described in WAC 16-750-003.
2. Report locations of noxious weeds to Weed Control Board staff when found.
3. Participate in one annual training on preventative noxious weed control measures provided by Noxious Weed Board.
4. Participate in one annual meeting with Weed Control Board staff to review work deliverables, priorities, and methods.

5. Allow the Weed Control Board volunteer staff, contractors, or other agencies access within the project area indicated in Appendix I for the purpose of potential revegetation projects, which shall be supported through Weed Control Board resources.

The Weed Control Board will, within the limitations of this agreement, perform the following:

1. Utilize the cash transfer for the purpose of controlling Scotch broom (*Cytisus scoparius*) and Poison hemlock (*Conium maculatum*) infestations that are present in May of 2019, 2020, and 2021, as described in WAC 16-750-003, within the project area indicated in Appendix I by means of employing staff, contractors, or other agencies with the appropriate personnel and equipment to effectively control targeted species.
2. Take responsibility for the activities conducted by its staff and/or contractors within the project area by defending and indemnifying the PUD for any of its activities arising out of, or relating to this agreement and providing liability insurance to the satisfaction of the PUD, which the PUD will review prior to execution of this agreement.
3. If using herbicides, will conduct work with properly licensed and trained staff or contractors and comply with all applicable laws with respect to the storage and application of herbicides.
4. Will schedule and participate in at least one meeting per year with PUD staff to review work deliverables, priorities, methods, and also report on what was accomplished and how the cash contribution was used.
5. Provide reasonable notice, not less than 72 hours, to the PUD anytime the Weed Control Board intends to perform work on PUD property so as not to upset and PUD activity that may be planned or taking place.

#### TIME OF PERFORMANCE

This Agreement shall be effective from 05-2019 through 10-31, 2021, a period of (3.5) years.

#### PROJECT ADMINISTRATION

Administration of this Agreement for PUD shall be conducted by the PUD Manager or his designee. For the Weed Control Board, the Agreement shall be administered by the Coordinator.

#### EMPLOYEES

All employees remain employees of their respective agency at all times and shall perform work under the sole supervision of their agency. The Weed Control Board waives its rights under RCW Title 51, Industrial Insurance, with respect to any claim involving the PUD brought by an employee of the Weed Control Board against the PUD.

#### PAYMENT

A cash transfer amount of Twenty- Five Thousand Dollars (\$ 25,000.00) will be made annually in 2019, 2020, and 2021, from the PUD to the Weed Control Board before July 31<sup>st</sup>, for the purposes outlined in this Agreement. The Parties agree that this shall constitute the full financial obligation of PUD with respect to the Weed Control Board's work for the duration of the Agreement.

#### RIGHT-OF-ENTRY

Weed Control Board staff may enter upon PUD right-of-way to conduct weed control activity. Weed Control Board staff shall record when and where work was performed and shall make these records available to the PUD.

#### INDEMNIFICATION AND HOLD HARMLESS

Each party shall indemnify, defend and hold the other harmless for any losses, claims, damages, awards, penalties, or injuries incurred by any third party, including reasonable attorney's fees, which arise from an actual breach of such indemnifying party's representations and warranties made under this Agreement, provided that the indemnifying party is promptly notified of any such claims. The indemnifying party shall have the sole right to defend such claims at its own expense. The other party shall provide, at the indemnifying party's expense, such assistance in investigating and defending such claims as the indemnifying party may reasonably request.

#### COMPLIANCE WITH LAWS

All work performed under this Agreement shall comply with all federal and state laws, local laws and ordinances, and applicable permit requirements.

#### TERMINATION

Either party may terminate this Agreement by giving written notice to the other, at the address first noted herein, of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination.

#### SEVERABILITY

Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

#### ENTIRE AGREEMENT

The Agreement merges and supersedes all prior applications, representations, negotiations, approvals, and understandings between the Parties hereto relating to the subject matter of this Agreement and constitutes the entire Agreement between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

COUNTY OF JEFFERSON  
NOXIOUS WEED CONTROL BOARD

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Joost Besijn, Coordinator

Date

PUBLIC UTILITY DISTRICT No. 1  
OF JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

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Jeff Randall, President

Date

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

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David Sullivan, Chair

Date

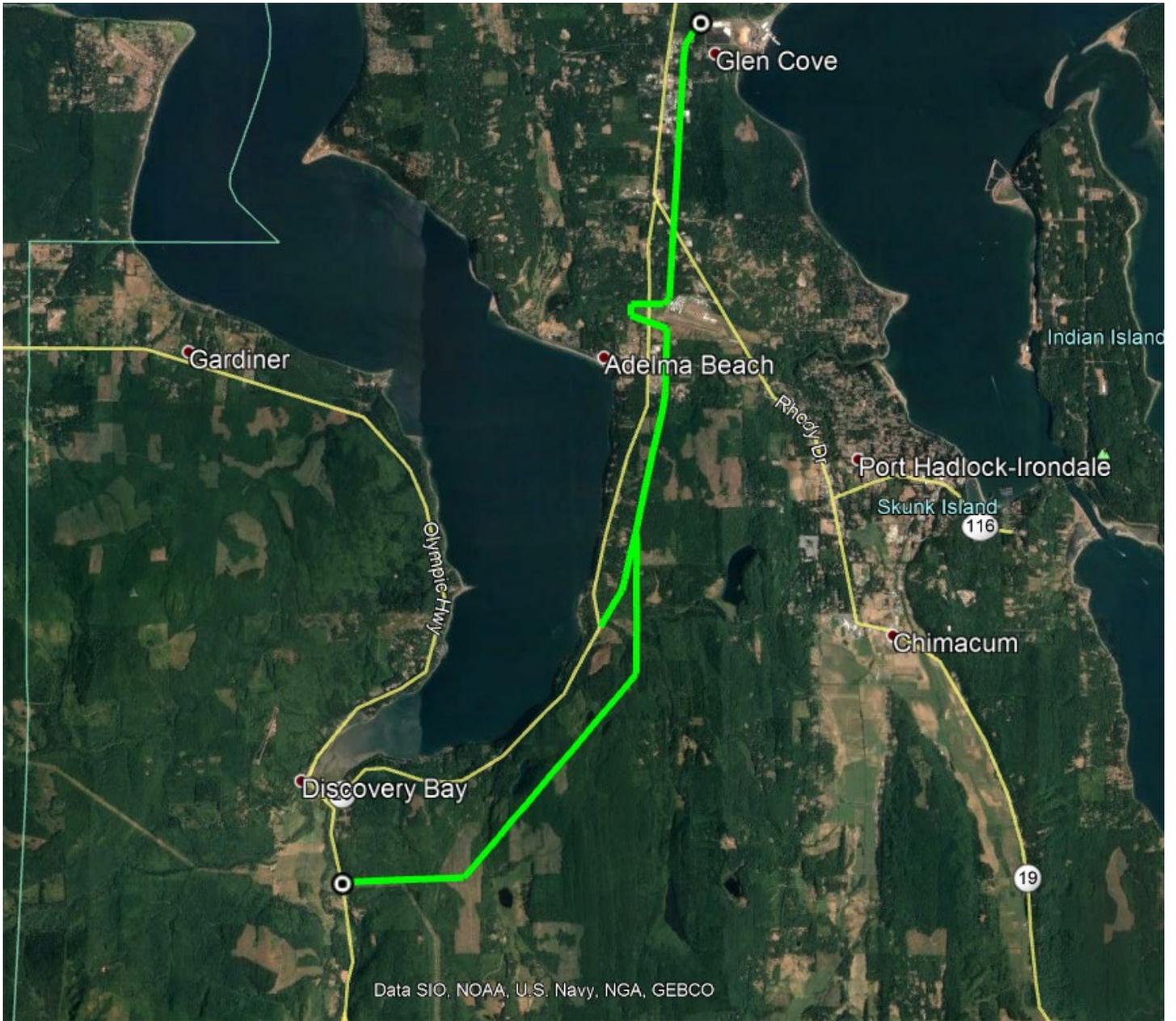
Approved as to Form Only:

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James Kennedy, County Prosecuting Attorney

Date

APPENDIX I



**Image 1: Project area, 156 acres (61,655 ft in length × 110 ft avg. width)**

Annual revenue				
		Apr	May	June
PUD funds	25,000.00			\$ 25,000.00
<b>Total revenue</b>	<b>25,000.00</b>			<b>\$ 25,000.00</b>

Annual expenditures				
		Apr	May	June
<b>Salaries &amp; Wages</b>				
Project coordinator	\$ (5,000.00)	\$ (1,000.00)	\$ (3,000.00)	(1,000.00)
WCC crew	\$ (20,000.00)		\$ (20,000.00)	
<b>Total expenditures</b>	<b>\$ (25,000.00)</b>	<b>\$ (1,000.00)</b>	<b>\$ (23,000.00)</b>	<b>\$ (1,000.00)</b>



## **AGENDA REPORT**

**DATE:** April 16, 2019

**TO:** **Board of Commissioners**

**FROM:** Larry Dennison – CAB Chair

**CC:** Kevin Streett – Acting General Manager  
Russ Michel - CAB Vice Chair  
Don McDaniel - PUD Management Consultant

**RE:** April 8<sup>th</sup> Citizens Advisory Board Meeting Update

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**SUMMARY:** The following is a review of activity resulting from the April 8<sup>th</sup> Jefferson County Citizens Advisory Board meeting:

- Welcomed new Dist. 3 CAB member, Craig Durgan
- Update on CAB Sub-Committees:
  - Broadband Committee, reported by Chair Karen Bennet
    - Attended North Olympic Development Council Broadband Symposium
    - Coordinating with local citizen start-up group Jefferson Broadband Council
  - Governance Committee, reported by Chair, Russ Michel
    - New recording equipment for CAB meetings was connected
    - Recommendations to BOC for CAB change to summary minutes
    - Continue working on CAB Operating Guidelines
  - Finalized Opt-Out Committee members: Sebastian Eggert (Dist. 1), Tom Engle (Dist. 1), Tim Tibbals (Dist. 2), and Dan Taylor (Dist. 3) volunteered to be on this committee. (Tim Tibbals has since resigned from the CAB for personal reasons). This Committee has set a date for their first meeting.
  - Low-Income Assistance Committee has been inactive until a full winter season of information is available and compiled. Hope to re-activate the committee as soon as two more volunteer CAB members can be found.



## AGENDA REPORT

DATE: April 16, 2019  
TO: **Board of Commissioners**  
FROM: Kevin Streett  
RE: CentryLink Update

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**SUMMARY:** This report is to update the Board of Commissioners on the Letter of Intent from CentryLink on Marrowstone Island and to discuss a new Letter of Intent for the Beaver Valley project to outline the joint facilities along Beaver Valley Road.

Attached: Letter of Intent from CentryLink

**LETTER OF INTENT AGREEMENT  
BETWEEN  
JEFFERSON COUNTY PUD NO. 1  
AND  
CENTURYLINK OF WASHINGTON**

This Letter of Intent (“LOI”) is entered into to and will be effective as of April \_\_\_\_, 2019 by Jefferson County PUD No. 1 (“JPUD”), with offices located at 310 Four Corners Road, Port Townsend, WA 98368, and CenturyLink of Washington (“CenturyLink”) with offices located at 4600 NEEL CT. BIG HARBOR. JPUD and CenturyLink may each also be referred to as either a Party or Parties in this LOI. 98355

**RECITALS**

- A. JPUD provides electric service throughout its service territory in Jefferson County, Washington;
- B. CenturyLink provides last mile, high speed broadband services to customers throughout Jefferson County, Washington.
- C. The Parties to this LOI seek to work together to provide certain work and services in order to improve each of their individual facilities and networks.
- D. The Parties intend on entering into a final agreement (“Contract”).
- E. This LOI sets forth certain terms and conditions to be included in the final Contract. The terms and conditions set forth below shall be used by JPUD and CenturyLink in the preparation of a Contract and any necessary related documents and agreements. Nothing contained in this LOI, and no course of dealings between the Parties or any act or event hereafter will require the Parties to enter into the Contract or create any obligations between JPUD and Contractor. If for any reason whatsoever a final Contract has not been entered into among the Parties on or before July 1, 2019, or such later date as is mutually agreed upon in writing by the Parties, neither Party shall have any further obligation or liability to, or rights against, the other Party as a result of this LOI or the negotiations of the Parties with respect to the subject matter hereof. In addition, this LOI may also be terminated by either Party upon notice to the other Party, for any reason or no reason, upon delivery of written notice of such termination to the other Party.

**TERMS AND CONDITIONS**

- 1. **Non-Binding.** This LOI is non-binding to the Parties.
- 2. **JPUD.** JPUD agrees to provide CenturyLink the following:

- A fiber lease agreement for twelve (12) single strands of fiber from Robbins Road to Oak Bay Road. This will include three (3) access points, to be mutually determined by the Parties.

The Parties agree to negotiate a fiber lease agreement for the twelve (12) strands.

**3. CenturyLink.** CenturyLink agrees to provide JPUD the following:

- A fiber lease agreement for 6 strands of fiber from Robbins Road to Fort Flagler, with three (3) access points selected by JPUD.

**4. Deployment.** CenturyLink agrees that it will build out and provide broadband service, last mile connections to eighty-five percent (85%) of Marrowstone Island, with a minimum of 10 mbps downloaded speeds. All such deployment work shall be completed by December, 2019. Access to the JPUD twelve (12) fiber strands will be granted after CenturyLink certifies it has completed actual connections to eighty-five percent (85%) of Marrowstone Island. See attached deployment map of Marrowstone Island, attached and incorporated herein by this reference, as Exhibit 1.

**5. Fiber Use.** Each Party shall have access to and use of the fibers subject to the fiber lease agreements entered into as part of the Contract, at its own expense.

**6. Governing Law.** This LOI and the Parties' respective rights and obligations hereunder shall be governed by and construed in accordance with laws of the State of Washington without regard to conflicts of laws principles thereof or of any other jurisdiction. The Parties submit to the jurisdiction and venue of the federal and state courts located in Jefferson County in the State of Washington. CenturyLink understands that JPUD is organized and operates as a public utility district pursuant to RCW Section 54.

**7. Relationship of Parties.** No agency, partnership, joint venture or employment is created between the Parties as a result of this LOI, and neither Party nor its agents have any authority to bind the other Party in any respect whatsoever.

**8. Miscellaneous.** This LOI may be executed by original, facsimile, or electronic signatures, and in any number of counterparts which will be considered one instrument. Counterparts, signed facsimile and electronic copies of this LOI will legally bind the Parties to the same extent as original documents. All notices must be given in writing to the addresses set for above, will refer to this LOI and will be effective when personally delivered or the next business day following the day when sent by overnight courier.

**9. Assignment.** Neither Party shall assign or transfer any interest in this LOI without the express written consent of the other Party.

IN WITNESS WHEREOF, the Parties hereto have signed this LOI as of the Date below by their proper officers or duly authorized agents.

DATED this \_\_\_\_\_ day of April, 2019

**CENTURYLINK OF WASHINGTON**



By: Chris Black

Its: Sr. Manager Local Network Implementation

**JEFFERSON COUNTY PUD NO. 1**

\_\_\_\_\_  
By: Kevin Streett

Its: Acting General Manager

**EXHIBIT 1**  
**(proposed deployment map of Marrowstone Island?)**