



Board of Commissioners Meeting
June 18, 2019 - 5:00 PM
63 Four Corners Rd. Jefferson County Transit

PUD REGULAR BOARD MEETING

1. CALL TO ORDER

00:01:00 2. AGENDA APPROVAL

00:01:20 3. GENERAL PUBLIC COMMENT: This public comment period is for any items not 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. (15 min)

00:03:00 4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: 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

Draft minutes BOC Regular Meeting June 4, 2019

4.2 APPROVAL OF VOUCHERS

4.2.1 Voucher certification form with supporting warrant register and payroll form

4.2.2 BOC approval of voucher approval form

4.3 ACTION ITEMS

4.2.3 Sturgeon Electric for approval for our line construction prequalification

4.2.4 May Write-offs

4.4 PUD CALENDAR

END OF CONSENT AGENDA

00:03:28 5.0 COMMISSIONER REPORTS

00:41:00 6.0 GENERAL MANAGER REPORT

7.0 ACTION ITEMS REQUIRING BOARD DISCUSSION

01:17:00 7.1.1 CAB Report- Don McDaniel/CAB update meeting posting- Joel Paisner

02:20:50 7.1.2 Business plan: Request For Quote for future meter project

02:44:40 7.1.3 PURMS vs Laborer's Health Insurance for non-rep employees

02:56:45 7.1.4 Magellan future workshop

03:02:10 7.1.5 Low Income program update

03:12:59 8. SIGNING OF DOCUMENTS

03:18:19 9. ADJOURN



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

June 4, 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 June 4, 2019, at the Jefferson Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President
Commissioner Kenneth Collins, Secretary
Commissioner Dan Toepper, Vice President (on phone)

Kevin Streett, Acting General Manager
Joel Paisner, General Counsel
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Annette Johnson, Executive Assistant/Records Officer
Bill Kolden, Interim Human Resources Manager
Mike Bailey, Financial Services Manager
Jean Hall, Customer Services Manager
Bill Graham, Interim Water Supervisor
Don McDaniel, Consultant

Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for June 4, 2019, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Jeff Randall started the meeting asking for voluntary introductions from the commissioners and staff.

2. AGENDA APPROVAL:

MOTION: Commissioner Kenneth Collins made a motion to approve the agenda as presented. Commissioner Jeff Randall 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:

- Announcement of Community Educational Program June 7, 6:00 p.m. at the Port Townsend Community Center on Smart Meters & 5G. (Handout No. 1)
- Appreciation to Board of Commissioners for the recognition they give to others and appreciation to the commissioners themselves for the work they do.
- Accounts Payable printout (one page) in the meeting packet should be in landscape format (was printed in portrait format causing some columns to be cut off).

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

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

4.1 APPROVAL OF MINUTES:

- 4.1.1 May 7, 2019, Special Meeting.
- 4.1.2 May 9, 2019, Special Meeting.
- 4.1.3 May 20, 2019, Special Meeting.
- 4.1.4 May 21, 2019, Special Meeting.
- 4.1.5 May 21, 2019, Regular BOC Meeting.

4.2 APPROVAL OF VOUCHERS

- 4.2.1 Voucher certification form with supporting warrant register and payroll form.
- 4.2.2 BOC approval of voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #120239 to #120284	\$ 454,190.22	5/16/2019
Accounts Payable: #120285 to #120314	\$ 232,893.59	5/23/2019

Payroll Checks: # 70593 to # 70597	\$ 9,753.32	5/17/2019
Payroll Direct Deposit	\$ 90,551.42	5/17/2019

TOTAL INVOICES PAID \$ 787,388.55

GRAND TOTAL \$ 787,388.55

4.3 ACTION ITEMS

- 4.3.1 Tree trimming bid award.
- 4.3.1 April 2019 Financials.

4.4 PUD CALENDAR.

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Kenneth Collins:

- 5/22 Met with Marrowstone Island customer regarding broadband.
- 5/27 Met with Marrowstone Island customer regarding broadband.
- 5/29 Attended CAB Broadband Sub-committee meeting.
- 6/01 Was interviewed by KTPZ.
- 6/3 Met with General Manager.
- 6/5 Will be attending PURMS meeting.
- 6/6 Will be attending the PURMS semi-annual Board meeting.
- 6/10 Will be attending meeting of CAB Broadband Sub-committee
- 6/10 Will be attending CAB meeting.
- 6/12 Will be attending NoaNet Board meeting.
- 6/13 Will be attending JBAT (Jefferson Broadband Action Team) meeting.
- 6/17 Will be meeting with General Manager.
- 6/18 Will be attending PUD meeting with staff on water system goals.
- 6/18 Will be attending BOC meeting.

Commissioner Jeff Randall:

- 5/22 Met with a constituent.
- 5/23 Attended the NODC (North Olympic Development Council) Board meeting.
- 5/28 Participated in phone call with representatives of Craft3 regarding on-bill financing program.
- 5/30 Attended CAB Low Income Sub-committee meeting.
- 5/31 Met with a constituent.

6/5 to

6/6 Will be attending June PPC (Public Power Council) conference in Portland, Oregon.

6/12 Will be attending CAB Low Income Sub-committee meeting.

6/13 Will be meeting with OlyCAP, Larry Dennison from CAB and General Manager Kevin Streett.

Commissioner Daniel Toepper: Note: Commissioner Toepper was calling in by phone. No calendar update.

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

- Annette Johnson, Executive Assistant/Records Officer gave a PURMS report.
- Planned outage on Marrowstone Island on 6/5.
- JPUD had a break-in where copper was stolen. PUD considering putting up security cameras and signs.
- Participated in Fire Department joint training. Went well.
- NoaNet agreement will be included in packet for next BOC meeting.
- June 7th there will be a new construction costs update.
- City of Port Townsend looking at a street light grant to replace all old street lights with LED lighting. (500 lights - large project).
- General Manager plans to be gone one-half day Friday June 7th.
- General Manager will attend CAB meeting on June 10th.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

7.1.1 Resolution 2019-015 Approval for General Manager Appointment. General Counsel Joel Paisner reads Resolution 2019-015.

PUBLIC COMMENT: None.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County Board of Commissioners approve Resolution 2019-015 approving the appointment of Kevin Streett as General Manager. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Commissioners reviewed and discussed process they will use to review goals to be discussed with the General Manager.

PUBLIC COMMENT:

- Opportunity should be given to Kevin Street as to his input on goals.
- Will this be an executive session meeting or open public meeting? Response: Open public meeting.

7.1.2 Overview of PUD positions. General Manager Kevin Streett gave a report.

- New position in fleet and warehouse.
- New Customer Service Representative.
- Need additional person in Accounting for payroll. Currently there is no back-up.
- Linemen (2). Looking at apprenticeship position.

PUBLIC COMMENT:

- Has Veteran's Administration been approached? Response: yes.

Interim Human Resources Director Bill Kolden gave an update on positions that have been advertised and results.

7.1.3 Citizen Advisory Board Ruling. General Counsel Joel Paisner gave a summary report. History of CAB/OPMA was handed out (Handout No. 2).

Opinion reached was that the CAB will operate under the Public Records Act and the Open Public Meetings Act.

PUBLIC COMMENT:

- Request to schedule future workshops on Open Public Meetings Act and Public Records Act.
- Request to have courtesy notices on PUD Operation Center door and to customers as to where the CAB meetings are going to be held since the meetings have been changed.
- Appreciation given to General Counsel Joel Paisner.

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

9. ADJOURNMENT:

Commissioner Jeff Randall declared the June 4, 2019, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:44 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

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, 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

6/13/19
Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 120315 to # 120372	\$ 626,929.62	5/30/2019
Accounts Payable: # 120373 to # 120433	\$ 244,372.64	6/6/2019
Payroll Checks: # 70598 to # 70602	\$ 10,827.56	5/31/2019
Payroll Direct Deposit:	\$ 98,821.35	5/31/2019
TOTAL INVOICES PAID	\$980,951.17	

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	6/2/2019

GRAND TOTAL **\$995,279.79**

VOIDED WARRANTS

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120315 05/30/2019	CHK	10004	A+ EQUIPMENT RENTALS	RNTL: AIR COMPRESSOR FOR TYLER ST 4/17	1,533.36
				RNTL: AIR COMPRESSOR FOR TYLER ST 4/30	1,151.86
Total for Check/Tran - 120315:					2,685.22
120316 05/30/2019	CHK	10012	ALTEC INDUSTRIES, INC	SHACKLES	109.61
				SHACKLES	109.58
				SHACKLES	110.45
				SHACKLES	110.46
Total for Check/Tran - 120316:					440.10
120317 05/30/2019	CHK	10447	ANIXTER INC.	BOLT EYE 5/8 X 16	113.09
				GROUND ROD-COPPER	599.50
				FIBER STOCK	1,124.88
				RETURN OF WIRE #2 ACSR	-1,157.57
				CUTOUT 15KV 100 AMP, CROSSARM 8FT	6,480.05
				FUSE TYPE T FITALL 65A	238.44
				COLD SHRINK SPLICE KIT-8452	981.00
Total for Check/Tran - 120317:					8,379.39
120318 05/30/2019	CHK	10495	AUDIT & ADJUSTMENT COMPANY, INC.	PL GARNISHMENT	691.00
120319 05/30/2019	CHK	10027	BERNT ERICSEN EXCAVATING, INC	POLE AUGER&HAUL SPOILS - KILISUT 5/07/19	2,496.10
				HAUL GARBAGE - TYLER ST 4/30/19	1,019.15
				EXCAVATE - TYLER ST ABRACADABRA 4/30/19	1,744.00
Total for Check/Tran - 120319:					5,259.25
120320 05/30/2019	CHK	10623	CARL H. JOHNSON & SON EXCAVATING	EXCAVATING - 1335 HILL ST 3/19/19	995.14
120321 05/30/2019	CHK	10045	CENTURY LINK-S	CIRCUIT INFO 5/16-6/15/19	89.26
				CIRCUIT INFO 5/16-6/15/19	38.81
				CIRCUIT INFO 5/16-6/15/19	104.78
				CIRCUIT INFO 5/16-6/15/19	155.24
				CIRCUIT INFO 5/16-6/15/19	17.25
				CIRCUIT INFO 5/16-6/15/19	25.87
				INTERNET SVC 5/22-6/21/19	67.65

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				INTERNET SVC 5/22-6/21/19	16.91
				CIRCUIT INFO 5/23-6/22/19	31.14
				CIRCUIT INFO 5/23-6/22/19	7.79
				CHOICE BUSINESS 5/04-6/03	101.62
				CHOICE BUSINESS 5/04-6/03	25.40
				FIRE ALARMS 4 CRNRS CHOICE BUS 5/05-6/04	31.11
				FIRE ALARMS 4 CRNRS CHOICE BUS 5/05-6/04	13.53
				FIRE ALARMS 4 CRNRS CHOICE BUS 5/05-6/04	36.52
				FIRE ALARMS 4 CRNRS CHOICE BUS 5/05-6/04	54.11
				CHOICE BUSINESS (FAXLINE) - MAY 2019	14.00
				CHOICE BUSINESS (FAXLINE) - MAY 2019	6.09
				CHOICE BUSINESS (FAXLINE) - MAY 2019	16.44
				CHOICE BUSINESS (FAXLINE) - MAY 2019	24.34
				CHOICE BUSINESS (FAXLINE) - MAY 2019	2.71
				CHOICE BUSINESS (FAXLINE) - MAY 2019	4.06
				BUSINESS LINE 5/05-6/04	41.50
				BUSINESS LINE 5/05-6/04	10.38
				DIRECT INWARD DIALING 5/05-6/04	51.85
				DIRECT INWARD DIALING 5/05-6/04	22.54
				DIRECT INWARD DIALING 5/05-6/04	60.86
				DIRECT INWARD DIALING 5/05-6/04	90.17
				DIRECT INWARD DIALING 5/05-6/04	10.02
				DIRECT INWARD DIALING 5/05-6/04	15.03
Total for Check/Tran - 120321:					1,186.98
120322	05/30/2019	CHK	10046	CENTURYLINK	
				LOW SPD DATA & 2WIRE MAY-19	185.93
				LOW SPD DATA & 2WIRE MAY-19	46.49
				LOW SPD DATA & 2WIRE MAY-19	31.14
				LOW SPD DATA & 2WIRE MAY-19	7.79
Total for Check/Tran - 120322:					271.35
120323	05/30/2019	CHK	10052	CITY OF PORT TOWNSEND	
				PERMIT TYPE: MIP-PMT 10TH&SIMS W, SAFEWA	240.50

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120324 05/30/2019	CHK	10061	DEPT OF COMMERCE	BECKETT PT SEWAGE CONTRACT#PW-05-691-024	50,775.76
				BECKETT PT SEWAGE CONTRACT#PW-05-691-024	1,777.15
				MARROWSTONE WATER CONTRACT#PW-05-691-025	108,806.33
				MARROWSTONE WATER CONTRACT#PW-05-691-025	3,808.22
				SOUND VIEW VILLA CNTR#PW-99-691-ELP-301	5,140.18
				SOUND VIEW VILLA CNTR#PW-99-691-ELP-301	257.01
Total for Check/Tran - 120324:					170,564.65
120325 05/30/2019	CHK	10086	FERGUSON ENTERPRISES, INC NW	REYNOLDS WELL - HDPE PIPE BE 12X20 QTY20	205.36
120326 05/30/2019	CHK	10094	GENERAL PACIFIC, INC	SIDEBY	61.04
				TAPE ELECTRICAL BLACK-WIDE	963.02
				JUNCTION 4-POINT LOAD BREAK W/BACKET	4,564.96
				POLYWATER	214.77
				TAPE	321.00
				URD SPLICE	897.62
Total for Check/Tran - 120326:					7,022.41
120327 05/30/2019	CHK	10095	GOOD MAN SANITATION, INC	PUMPED MANHOLE - DISCOVERY RIDGE 4/18/19	185.30
120328 05/30/2019	CHK	10098	GRAINGER	WD-40	145.05
				SPRAY FOAM	123.06
				POLE FLAGS/STAPLER	91.37
Total for Check/Tran - 120328:					359.48
120329 05/30/2019	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	ZIP TIES	68.45
				ZIP TIES	62.02
				FIBER STOCK	3,016.17
				FIBER STOCK	1,585.17
Total for Check/Tran - 120329:					4,731.81
120330 05/30/2019	CHK	10103	H D FOWLER	WATER PARTS - 1" WATER SVC LINE SIDR-7	111.18
				WATER PARTS - 8" WATER SADDLE W/ STRAPS	110.74
				WATER PARTS - REPAIR CLAMP 9.70X12"	239.80
Total for Check/Tran - 120330:					461.72

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120331 05/30/2019	CHK	10384	HDR ENGINEERING INC	MISC ON CALL SVC 8/05-3/02/19	2,311.02
120332 05/30/2019	CHK	10111	HIGHWAY SPECIALTIES LLC	RNTL MESSAGE BOARD - KILISUT 4/23-5/15 BY WATER SCADA PROJECT - ALUM BLANKS	1,635.00 39.24
Total for Check/Tran - 120332:					1,674.24
120333 05/30/2019	CHK	10718	INSTRUMENT TECHNOLOGY CORPORA	LOCATOR LEADS	83.93
120334 05/30/2019	CHK	10117	ITRON, INC.	WATER METER 100E ERT QTY12 WATER METER 100WP ERT QTY48	929.42 3,717.62
Total for Check/Tran - 120334:					4,647.04
120335 05/30/2019	CHK	10518	J HARLEN COMPANY	FOUR LEG SLING ON VEH# 100	462.71
120336 05/30/2019	CHK	10726	JACKSON THORNTON & CO., P.C.	PROGRESS BILL: AUDIT 2018 FOR APR-19 PROGRESS BILL: AUDIT 2018 FOR APR-19	4,000.00 1,000.00
Total for Check/Tran - 120336:					5,000.00
120337 05/30/2019	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX EMPLOYER'S MEDICARE TAX EMPLOYEES' FICA TAX EMPLOYER'S FICA TAX EMPLOYEES' FEDERAL WITHHOLDING EMPLOYEES' FEDERAL WITHHOLDING TAX	2,392.31 2,392.31 10,229.27 10,229.27 8,934.98 8,252.64
Total for Check/Tran - 120337:					42,430.78
120338 05/30/2019	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	REPAIR TO VEH# 129	88.20
120339 05/30/2019	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 5/17/2019 CHECKS PAYROLL DEPOSIT FOR 5/17/2019 DIR DEP	10,827.56 98,821.35
Total for Check/Tran - 120339:					109,648.91
120340 05/30/2019	CHK	10320	ANNETTE JOHNSON	RECORDS ROUNDTABLE CONF 5/22-5/23/19 TRV RECORDS ROUNDTABLE CONF 5/22-5/23/19 TRV	235.04 58.76
Total for Check/Tran - 120340:					293.80
120341 05/30/2019	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: APR 2019	4,482.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROFESSIONAL SVC: APR 2019	1,120.50
Total for Check/Tran - 120341:					5,602.50
120342 05/30/2019	CHK	10348	KEMP WEST, INC	TREE TRIMMING CAPE GEORGE WKED 4/20/19	11,933.28
				TREE TRIMMING CAPE GEORGE WKED 4/27/19	11,933.28
				TREE TRIMMING PROSPECT RD WKED 4/27/19	11,933.28
Total for Check/Tran - 120342:					35,799.84
120343 05/30/2019	CHK	10286	L & J ENTERPRISES	SWAP OUT VAULTS - 310 FOUR CRNRS 4/26/19	1,351.60
				EXCAVATING - OLD DISCOVERY RD 5/13/19	1,373.40
				EXCAVATING - POLE RPLC KILISUT 5/14/19	1,318.90
				WATERLINE REPAIR - EVERGREEN LN 5/18/19	539.55
Total for Check/Tran - 120343:					4,583.45
120344 05/30/2019	CHK	10140	MAGNUM POWER, LLC	CABLE INSTALL WATER ST 8/13/18	4,986.86
				QUILCENE FIBER# 17341	473.00
				QUILCENE FIBER# 17341	2,937.84
Total for Check/Tran - 120344:					8,397.70
120345 05/30/2019	CHK	10705	MARLENE GEMMILL, TRUSTEE	JUN 2019 RENT	1,890.00
				JUN 2019 RENT	210.00
Total for Check/Tran - 120345:					2,100.00
120346 05/30/2019	CHK	10333	MOSS ADAMS LLP	MGMT CONSULTING MAR&APR 2019	6,317.53
				MGMT CONSULTING MAR&APR 2019	701.95
Total for Check/Tran - 120346:					7,019.48
120347 05/30/2019	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - APR 2019	992.59
				CUSTODIAL SVC - APR 2019	469.93
				CUSTODIAL SVC - APR 2019	117.48
Total for Check/Tran - 120347:					1,580.00
120348 05/30/2019	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES - OPERATIONS	119.89
				OFFICE SUPPLIES - OPERATIONS	180.78
				OFFICE SUPPLIES - OPERATIONS	42.48

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				OFFICE SUPPLIES - OPERATIONS	329.51
Total for Check/Tran - 120348:					672.66
120349 05/30/2019	CHK	10385	OLYMPIC BOAT TRANSPORT LLC	CRANE TO MOVE TRANSFORMER TO PORT OF PT	817.50
				CRANE TO MOVE TRANSFORMER TO PORT OF PT	-67.50
Total for Check/Tran - 120349:					750.00
120350 05/30/2019	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 4/27-5/21/19	900.00
				TRANSCRIPTION SVC 4/27-5/21/19	225.00
Total for Check/Tran - 120350:					1,125.00
120351 05/30/2019	CHK	10188	PLATT ELECTRIC SUPPLY	SUBSTATION MATERIAL	27.89
				WIRE 4/0 STRANDED COATED CU	4,088.08
				FISHLINE	43.03
				CUTTERS	30.25
				COMPACT VACUUM	107.91
				VACUUM BATTERY	129.71
				FISHLINE	43.03
				CABLE TIE MOUNTS	40.70
				HAMMER DRILL ON VEH# 101	162.96
				HAMMER DRILL ON VEH# 101	162.95
				WIRE - REYNOLDS WELL WO#29006	1,484.58
				COUPLING	168.33
				SWEEP	687.13
Total for Check/Tran - 120351:					7,176.55
120352 05/30/2019	CHK	10193	PORT TOWNSEND LEADER	NOTICE OF BID APR-19	114.75
				MAGAZINE 2016 IRE 1/4PG 4/10/19	142.40
				MAGAZINE 2016 IRE 1/4PG 4/10/19	35.60
Total for Check/Tran - 120352:					292.75
120353 05/30/2019	CHK	10197	PRINTERY COMMUNICATIONS	BUSINESS CARDS FOR CSRS	57.88
				BUSINESS CARDS FOR CSRS	14.47
				LINEWORKER POSTERS	24.68

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 120353:					97.03
120354 05/30/2019	CHK	10198	PROGLASS, INC	FIBERGLASS BASEMENT 42X38X30-24X21 PG	3,169.79
120355 05/30/2019	CHK	10216	SECURITY SERVICES NW, INC.	NIGHT PAYMENT PICKUP - MAY 2019	1,325.81
				NIGHT PAYMENT PICKUP - MAY 2019	147.31
Total for Check/Tran - 120355:					1,473.12
120356 05/30/2019	CHK	10214	SEL SCHWEITZER ENGINEERING LABS	PROF SVC - RELAY SETTING IROND THRU 5/31	15,100.00
				2 PIN MALE SOCKET FOR INCOMING POWER	288.85
				LOW VOLTAGE CLOSE SOCKET-2 PIN FEMALE	288.85
Total for Check/Tran - 120356:					15,677.70
120357 05/30/2019	CHK	10542	SHORT STOP TRUCK REPAIR LLC	OIL CHANGE-TRUCK# 103	312.31
				OIL CHANGE, TRUCK# 123	760.36
Total for Check/Tran - 120357:					1,072.67
120358 05/30/2019	CHK	10227	SOUND PUBLISHING INC	EMPL AD: SUMMER INTERN APR-19	77.72
				PEN FAMILIES PAGE APR-19	220.00
				PEN FAMILIES PAGE APR-19	55.00
Total for Check/Tran - 120358:					352.72
120359 05/30/2019	CHK	10237	STRANCO INC	ENGINEERING NUMBERS, REFLECTIVE	-22.30
				ENGINEERING NUMBERS, REFLECTIVE	135.06
				ENGINEERING NUMBERS, REFLECTIVE	135.03
Total for Check/Tran - 120359:					247.79
120360 05/30/2019	CHK	10576	TCF ARCHITECTURE, PLLC	ARCHITECTURAL-AMENDMENT #1 APR-19	7,306.07
				ARCH-CONSTRCTN DOC PHASE2&ADD'L APR-19	11,890.20
Total for Check/Tran - 120360:					19,196.27
120361 05/30/2019	CHK	10727	TITAN ELECTRIC, INC	DOCK WORK - 3/25-3/28/19	28,464.48
				DOCK WORK - 4/01-4/05/19	19,777.36
				DOCK WORK - WRECK OUT 4/01-4/05/19	824.08
				DOCK WORK - 4/08-4/11/19	22,553.38
				DOCK WORK - 4/08-4/11/19	1,019.60

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				WAREHOUSE ASSISTANCE 4/08-4/11/19	1,916.95
				DOCK WORK - 4/15-4/19/19	22,862.51
				DOCK WORK - 4/15-4/19/19	2,334.22
				DOCK WORK - 4/22-4/26/19	23,735.45
				Total for Check/Tran - 120361:	123,488.03
120362 05/30/2019	CHK	10733	DAN TOEPPER	WPUDA,BOC&CAB MTGS 5/07-5/16/19 TRVL EXP	142.74
				WPUDA,BOC&CAB MTGS 5/07-5/16/19 TRVL EXP	35.68
				Total for Check/Tran - 120362:	178.42
120363 05/30/2019	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	10.00
120364 05/30/2019	CHK	10252	ULINE	TIE DOWNS	301.22
				TIE DOWNS	301.21
				Total for Check/Tran - 120364:	602.43
120365 05/30/2019	CHK	10255	USA BLUEBOOK	LAZY C - WATTS BUTTERFLY VALVE	444.50
				WATER PARTS	2,521.06
				Total for Check/Tran - 120365:	2,965.56
120366 05/30/2019	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - APR 2019	100.62
				LOCATES - APR 2019	87.72
				Total for Check/Tran - 120366:	188.34
120367 05/30/2019	CHK	10569	WAYNE D. ENTERPRISES, INC.	PPE-JACKET & HOODIE	-38.09
				PPE-HOODIE	214.39
				PPE-JACKET	246.93
				Total for Check/Tran - 120367:	423.23
120368 05/30/2019	CHK	10496	WELLS FARGO VENDOR FIN SERV	COPIER RENTAL 4 CRNRS 5/26-6/25/19	68.87
				COPIER RENTAL 4 CRNRS 5/26-6/25/19	109.67
				COPIER RENTAL 4 CRNRS 5/26-6/25/19	43.36
				COPIER RENTAL 4 CRNRS 5/26-6/25/19	33.16
				COPIER RENTAL 4 CRNRS 5/26-6/25/19	15.87
				COPIER RENTAL 4 CRNRS 5/26-6/25/19	12.47

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				COPIER RENTAL 211 CHIMACUM MAY-19	123.30
				COPIER RENTAL 211 CHIMACUM MAY-19	227.34
				COPIER RENTAL 211 CHIMACUM MAY-19	7.87
				COPIER RENTAL 211 CHIMACUM MAY-19	34.98
				Total for Check/Tran - 120368:	<u>676.89</u>
120369 05/30/2019	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - APR 2019	42.34
				EAP SVC - APR 2019	10.58
				Total for Check/Tran - 120369:	<u>52.92</u>
120370 05/30/2019	CHK	10271	WESCO RECEIVABLES CORP	MULTI-TAP 4, ONE SHOT	1,907.61
				COPPER C	209.83
				DEADEND SHOE	167.64
				ONE SHOT	728.12
				CT 200:5 DOUGHNUT STYLE W BUSBAR-NO BASE	1,329.80
				SIDEBY	34.34
				WEDGE CLAMP	38.15
				Total for Check/Tran - 120370:	<u>4,415.49</u>
120371 05/30/2019	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - JUN 2019	1,400.00
120372 05/30/2019	CHK	10278	WPUDA	MONTHLY DUES - MAY 2019	4,656.80
				MONTHLY DUES - MAY 2019	1,164.20
				Total for Check/Tran - 120372:	<u>5,821.00</u>
120373 06/06/2019	CHK	10005	ACLS BUSHHOG LANDSCAPING	MOWING DRAINFIELDS - VARIOUS MAY 2019	355.42
				MOWING DRAINFIELDS - VARIOUS MAY 2019	355.42
				MOWING DRAINFIELDS - VARIOUS MAY 2019	355.42
				MOWING DRAINFIELDS - VARIOUS MAY 2019	355.42
				MOWING DRAINFIELDS - VARIOUS MAY 2019	355.42
				MOWING DRAINFIELDS - VARIOUS MAY 2019	355.40
				MOWING DRAINFIELDS - VARIOUS MAY 2019	355.42
				MOWING RESERVOIR SITES -VARIOUS MAY 2019	599.50
				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	882.90

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				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	98.10
				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	98.10
				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	98.10
				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	98.10
				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	196.20
				WEEDWHACKING - VARIOUS LOCATNS MAY 2019	98.10
				Total for Check/Tran - 120373:	4,657.02
120374 06/06/2019	CHK	10006	AFLAC	AFLAC BILL MAY 2019	410.76
120375 06/06/2019	CHK	9999	ALL WEATHER HEATING & COOLING, I	ENERGY CONSERVATION REBATE	1,000.00
120376 06/06/2019	CHK	10686	ALTERNATIVE TECHNOLOGIES, INC	OIL TEST AT SUBSTATION	60.00
120377 06/06/2019	CHK	10498	BEVINS COMPANY	KNOB POINTER MRVD WA2300	-1.51
				KNOB POINTER MRVD WA2300	18.31
				Total for Check/Tran - 120377:	16.80
120378 06/06/2019	CHK	10047	CENTURYLINK-POLES	POLE RNTL 1Y 4/01/18-3/31/19	289.52
120379 06/06/2019	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE: MIP-PMT RAINIER&EVANS VISTA	240.50
				PERMIT TYPE: MIP-PMT CITY ROW NO ADDRESS	240.50
				PERMIT TYPE: MIP-PMT 955 WATER ST	240.50
				PERMIT TYPE: MIP-PMT COMMERCE LOOP	240.50
				PERMIT TYPE: MIP-PMT HOWARD&10TH ST ROW	240.50
				Total for Check/Tran - 120379:	1,202.50
120380 06/06/2019	CHK	10053	COMPUNET, INC	CISCO SMARTNET RNWL 1Y 5/31/19-5/30/20	9,239.89
120381 06/06/2019	CHK	10057	CORRECT EQUIPMENT	BECKETT PT S - PART FOR SEPTIC GRINDER P	679.95
				BECKETT PT S - PART FOR SEPTIC GRINDER P	134.27
				Total for Check/Tran - 120381:	814.22
120382 06/06/2019	CHK	10621	CRAIG LABENZ	WEB DEVELOPMENT FOR COMMUN DEPT APR-19	630.00
				WEB DEVELOPMENT FOR COMMUN DEPT APR-19	157.50
				WEB DEVELOPMENT FOR COMMUN DEPT MAY-19	1,230.00
				WEB DEVELOPMENT FOR COMMUN DEPT MAY-19	307.50

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Total for Check/Tran - 120382:					2,325.00
120383 06/06/2019	CHK	10501	D & L POLES	CONDUIT INSTALL&BORE - WATER ST 3/18/19	2,522.03
				BORE - HWY 20/DISCO BAY 4/17-4/18/19	5,472.72
				POLE AUGER - KILISUT 5/08/19	1,698.35
Total for Check/Tran - 120383:					9,693.10
120384 06/06/2019	CHK	10060	DELL MARKETING LP	DELL OPTIPLEX 7060 MICRO DESKTOP PC	2,432.11
				DELL LATITUDE 5491 LAPTOP	1,995.36
				DELL OPTIPLEX 7060 MICRO DESKTOP PC	2,432.10
Total for Check/Tran - 120384:					6,859.57
120385 06/06/2019	CHK	10747	DESIGNER DECAL, INC.	HARD HAT REFLECTIVE DECAL	86.99
				HARD HAT REFLECTIVE DECAL	82.02
				HARD HAT REFLECTIVE DECAL	82.02
				HARD HAT REFLECTIVE DECAL	82.02
				HARD HAT REFLECTIVE DECAL	82.02
				HARD HAT REFLECTIVE DECAL	81.97
Total for Check/Tran - 120385:					497.04
120386 06/06/2019	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE MAY 2019	4,000.00
				CONSULTING SERVICE MAY 2019	1,000.00
Total for Check/Tran - 120386:					5,000.00
120387 06/06/2019	CHK	10070	DOUBLE D ELECTRICAL, INC	INSTL LED UPGRADE - 21 KENNEDY RD 2/28	800.06
				FRONT ROAD SIGN LIGHT SVC 5/09/19	4,090.68
Total for Check/Tran - 120387:					4,890.74
120388 06/06/2019	CHK	10609	DOUBLE D ELECTRICAL, INC	5A FUSES FOR SCADA WATER SYSTEM	20.72
120389 06/06/2019	CHK	9999	ELKS LODGE 317	ENERGY CONSERVATION REBATE	640.00
120390 06/06/2019	CHK	10613	EMBASSY SUITES PORTLAND AIRPORT	FOREMAN LEADERSHIP TRAINING 1/15/19 TRVL	536.16
				FOREMAN LEADERSHIP TRAINING 1/15/19 TRVL	200.62
Total for Check/Tran - 120390:					736.78
120391 06/06/2019	CHK	10085	FASTENAL	RETURN OF HEX CAP SCREWS	-53.72

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				HEADLAMPS	10.23
				HEXCAP SCREWS & WASHERS	139.03
				HEADLAMPS	10.23
				HEADLAMPS	10.23
				HEADLAMPS	10.23
				HEADLAMPS	10.23
				HEADLAMPS	10.22
				WIPES - ALL PURPOSE HYDROKNIT QTY8	63.03
				TWIST LENGTH LENOX ADVANTAGE AUGER BITS	279.12
				SAFETY GLASSES	5.48
				LOCKING CABLE TIE, WASHER, HEXCAP SCREW	104.46
				SAFETY GLASSES	5.48
				SAFETY GLASSES	5.48
				SAFETY GLASSES	5.48
				SAFETY GLASSES	5.48
				SAFETY GLASSES	5.50
				Total for Check/Tran - 120391:	626.19
120392	06/06/2019	CHK 10094	GENERAL PACIFIC, INC	SPLICE KIT 750 CONCENTRIC	3,588.72
				WATER METERS 5/8" X 3/4"	3,453.12
				Total for Check/Tran - 120392:	7,041.84
120393	06/06/2019	CHK 10454	GLOBAL RENTAL COMPANY INC	RNTL AM55 2 MAN BUCKET #403 5/02-5/29/19	4,918.50
120394	06/06/2019	CHK 10098	GRAINGER	PRINTER TAPE	401.10
120395	06/06/2019	CHK 10104	HADLOCK BUILDING SUPPLY, INC.	KALA POINT - PVC SEWER 6" X 10 SOLID	46.86
				KALA POINT - GENERAL SALES HARDWARE	1.53
				RETURN: WAREHOUSE - PROPANE TORCH KIT	-76.28
				WAREHOUSE - PROPANE TORCH KIT	38.14
				WO#21916 - BRASS CAP, BRASS PLUG&ETC	49.82
				SEPTIC TOOL - SCREWDRIVER SLOT	5.44
				TREATMENT PLANT - 25-PK BUFFALO, HEXBUSH	22.09

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				STOCK - ROUNDUP	82.80
				SEPTIC - 9OZ 5 MIN EPOXY	20.70
				WO#29001 - BLU SPR PAINT & ENAMEL	29.39
				REYNOLDS WELL - YARD HYDRANT 2 C7502	87.19
				WAREHOUSE - PROPANE TORCH KIT	76.28
				STOCK - PAINT TAPE, KEY & CABLE RING	16.04
				SHOP - GENERAL SALES HARDWARE	3.89
				Total for Check/Tran - 120395:	403.89
120396	06/06/2019	CHK	10384	HDR ENGINEERING INC	
				PROF SVC MISC PRJT PRJ MGMT 3/03-4/27	1,015.28
				PROF SVC MISC PRJT SNOW CREEK 3/03-4/27	652.88
				WATER SYSTEM PLAN UPDATE DATA COLL&PM	1,118.11
				WATER SYSTEM PLAN UPDATE DOH APPR PROCES	145.13
				WATER SYSTEM PLAN UPDATE VOL#1 UPDATE	319.28
				WATER SYSTEM PLAN UPDATE VOL#2 UPDATE	963.77
				Total for Check/Tran - 120396:	4,214.45
120397	06/06/2019	CHK	10110	HENERY HARDWARE	
				WRHS - ADAPTER & 3PC SCOKET ADPTR SET	27.88
				PARK&RIDE - FASTENERS	0.96
				ICE BUCKETS	25.91
				Total for Check/Tran - 120397:	54.75
120398	06/06/2019	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	
				VEBA BENEFIT MAY 2019	1,125.00
				VEBA DEDUCTION MAY 2019	1,000.00
				Total for Check/Tran - 120398:	2,125.00
120399	06/06/2019	CHK	10114	IBEW LOCAL UNION NO 77	
				UNION DUES IBEW - MAY 2019	1,755.30
120400	06/06/2019	CHK	10366	ICPE	
				GENERAL SVC - ENGINEERING FEB-APR19	1,520.00
				KEARNY SOLAR SITE DOCS ENGINEERING-APR	1,360.00
				Total for Check/Tran - 120400:	2,880.00
120401	06/06/2019	CHK	10519	JEFFERSON COUNTY-NOXIOUS WEED B POSION HEMLOCK REMOVAL 5/28	550.00
120402	06/06/2019	CHK	10129	JIFFY LUBE	
				OIL CHANGE FOR VEH# 209	88.91

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				OIL CHANGE & WIPERS FOR VEH# 120	117.29
				Total for Check/Tran - 120402:	206.20
120403 06/06/2019	CHK	10521	DEBRA R LUND	MEDICAL JUN 2019 - DEBBIE LUND	1,284.30
				MEDICAL JUN 2019 - DEBBIE LUND	142.70
				Total for Check/Tran - 120403:	1,427.00
120404 06/06/2019	CHK	10725	MAGELLAN ADVISORS, LLC	BROADBAND INFRSTRCTR STR 4/02-4/30/19	8,312.50
120405 06/06/2019	CHK	10309	NISC	RECURRING INVOICE APR 2019	1,084.49
				RECURRING INVOICE APR 2019	206.01
				RECURRING INVOICE APR 2019	1,710.31
				RECURRING INVOICE APR 2019	489.84
				RECURRING INVOICE APR 2019	489.84
				RECURRING INVOICE APR 2019	8,803.43
				RECURRING INVOICE APR 2019	1,000.65
				RECURRING INVOICE APR 2019	53.34
				RECURRING INVOICE APR 2019	1,606.35
				RECURRING INVOICE APR 2019	282.12
				RECURRING INVOICE APR 2019	10.16
				AMS INVOICE APR 2019	2,476.07
				AMS INVOICE APR 2019	5,641.03
				AMS INVOICE APR 2019	807.05
				AMS INVOICE APR 2019	734.58
				AMS INVOICE APR 2019	619.02
				AMS INVOICE APR 2019	1,410.26
				AMS INVOICE APR 2019	201.76
				AMS INVOICE APR 2019	183.64
				MISC APR 2019	229.03
				MISC APR 2019	179.41
				MISC APR 2019	57.26
				MISC APR 2019	44.85
				Total for Check/Tran - 120405:	28,320.50

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120406 06/06/2019	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - MAY 2019	585.00
120407 06/06/2019	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUMS EXEMPT - JUL 2019 MEDICAL PREMIUMS LABORERS - JUL 2019	11,895.00 12,075.00
Total for Check/Tran - 120407:					23,970.00
120408 06/06/2019	CHK	10166	NWPPA	ACCT&FINANCE CONF 6/19-6/20/19 FEE ACCT&FINANCE CONF 6/19-6/20/19 FEE EMPL AD: LINEMAN 5/26-6/09 EMPL AD: GIS SPECIALIST 5/26-6/30 EMPL AD: WATER SUPERINTENDENT 5/26-6/30 EMPL AD: HR MANAGER 5/26-6/30 EMPL AD: HR MANAGER 5/26-6/30	567.00 63.00 115.00 115.00 115.00 103.50 11.50
Total for Check/Tran - 120408:					1,090.00
120409 06/06/2019	CHK	10169	OLYCAP	PWRBST/OLYCAP MAY 2019	1,143.66
120410 06/06/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	TRUCK 206 - HITCHPIN, QUICKLOADING&BALL SHOP - 33RS 72E CHAIN QTY2 EXCAVATOR CAT - RNTL REYNOLDS WELL 5/15 TOOL - CHAIN DETATCHE EXCAVATOR CAT - RNTL 22 EVERGREEN FOR RE WO#29001 - BRUSH ANG SASH&WIRE BRUSH SHARPENING OF TOOL REYNOLDS WELL - MOWER-DR 13HP&RATCHET TI SHOP - STHL UTRA OIL WH/SPARE - STA-IN 5/16X2 STOCK - PRESTONE BRAKE	45.97 70.63 557.50 40.10 322.08 8.47 26.16 76.94 18.52 26.12 10.13
Total for Check/Tran - 120410:					1,202.62
120411 06/06/2019	CHK	10181	PENINSULA PEST CONTROL	GEN PEST SVC BI-ANNUAL KALA PT PUMPH OHA SVC BI-MONTHLY FOUR CRNRS RODENT SVC MHTLY FOUR CRNRS MAY 2019	38.15 190.75 81.75
Total for Check/Tran - 120411:					310.65

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120412 06/06/2019	CHK	10523	PENINSULA TRUCK LINES INC	FREIGHT-DAMAGED ITEMS	255.01
				FREIGHT-DAMAGED ITEMS	-21.06
Total for Check/Tran - 120412:					233.95
120413 06/06/2019	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE 5/30/19	320.00
				PRE-PAID POSTAGE 5/30/19	80.00
Total for Check/Tran - 120413:					400.00
120414 06/06/2019	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE MAY 2019	34,642.78
120415 06/06/2019	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RENTAL	1,459.98
				TOWER SITE RNTL MAYNARD HILL - JUN 2019	1,459.98
Total for Check/Tran - 120415:					2,919.96
120416 06/06/2019	CHK	10214	SEL SCHWEITZER ENGINEERING LABS	REPLACEMENT RECLOSER BATTERIES	1,033.32
120417 06/06/2019	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - ROBBINS RD 5/01/19	1,945.38
120418 06/06/2019	CHK	10219	SHOLD EXCAVATING INC	DELIVERY OF ROCK - N VICTORY 4/03/19	147.15
				FIX WIRE CONNECT - 1090 BECKETT PT 4/25/	386.67
				GRAVEL FOR 240 FITCHBERG 5/03/19	67.99
				GRAVEL FOR PUD YARD	514.92
				DELIVERED ROCK - 310 FOUR CRNRS 5/17/19	301.39
Total for Check/Tran - 120418:					1,418.12
120419 06/06/2019	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL MAY 2019	1,143.66
120420 06/06/2019	CHK	10576	TCF ARCHITECTURE, PLLC	ARCH-ADD'L SVC APR-19	16,894.00
				ARCH-CONSTRCTN DOC PHASE1 APR-19	13,728.29
				ARCH-EXPENSES APR-19	794.55
Total for Check/Tran - 120420:					31,416.84
120421 06/06/2019	CHK	10244	TEREX UTILITIES, INC	REPLACEMENT BUCKET COVER# 403	263.22
				INSPECT TRUCK# 102	951.34
				INSPECT TRUCK# 101	586.39
Total for Check/Tran - 120421:					1,800.95

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120422 06/06/2019	CHK	10620	UPS	APR-19 FREIGHT	57.82
				APR-19 FREIGHT CREDIT MEMO	57.82
				SHIPPING USBANK PMT	-45.88
				SHIPPING USBANK PMT	-18.78
Total for Check/Tran - 120422:					50.98
120423 06/06/2019	CHK	10615	US BANK	FIBER MATERIAL	330.61
				FR HOODIE	141.71
				FR HOODIE	141.71
				PADMOUNT TRANSFORMERS TRK# 100	360.17
				PUD ANNIVERSARY&LINEMAN LUNCH	271.54
				PUD ANNIVERSARY&LINEMAN LUNCH	26.35
				PUD ANNIVERSARY&LINEMAN LUNCH	132.98
				PUD ANNIVERSARY&LINEMAN LUNCH	67.89
				PUD ANNIVERSARY&LINEMAN LUNCH	6.59
				PUD ANNIVERSARY&LINEMAN LUNCH	33.25
				MASON 10510600 DOSEWALLIPS RD PUMP - APR	166.49
				MASON 2487700 BPA RD-PUMP ELEC - APR-19	103.69
				MASON 2493500 WILLIAMS CT - APR-19	41.13
				IBEW/NECA SAFETY SUMMIT 4/17-4/18 TRVL E	247.90
				IBEW/NECA SAFETY SUMMIT 4/17-4/18 TRVL E	257.90
				FIBER SPLICE TRAYS	817.95
				KEYS FOR OCEAN GROVE WATER TANK	6.51
				REYNOLD: RNTL: JACKHAMMER TO REMOVE SLAB	239.80
				REYNOLD'S WELL - STORAGE SHED	761.59
				PPC MTG 5/01-5/02/19 TRVLE EXP	66.15
				WPUDA MTG 4/16-4/19/19 TRVL EXP	344.06
				PPC MTG 5/01-5/02/19 TRVLE EXP	16.54
				WPUDA MTG 4/16-4/19/19 TRVL EXP	86.02
				WORK PANTS FOR WATER	25.06
				TRANSMISSION TO REPAIR DR MOWER	310.94

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PPC MTG 6/05-6/07 TRVL EXP	159.15
				WPUDA MTG 5/15-5/16 TRVL EXP	114.86
				PPC MTG 6/05-6/07 TRVL EXP	39.79
				WPUDA MTG 5/15-5/16 TRVL EXP	28.72
				NWPPA CLASS ACCT&WO 6/21-6/27 TRVL EXP	422.80
				WPUDA ENG MGRS FORUM 4/25-4/26 TRVL EXP	117.02
				WPUDA ENG MGRS FORUM 4/25-4/26 TRVL EXP	6.00
				WPUDA MTG 4/17-4/19/19 TRVL EXP	229.38
				WPUDA MTG 4/17-4/19/19 TRVL EXP	4.80
				WPUDA MTG 4/17-4/19/19 TRVL EXP	57.34
				WPUDA MTG 4/17-4/19/19 TRVL EXP	1.20
				FLAGGING CLASS LUNCH	164.21
				INNOVATIVE RATE DESIGN 4/15-4/18 TRVL EX	550.07
				NRECA ONL CLASS - SUPERVISORY ROLE	545.40
				NWPPA CLASS ACCT&WO 6/21-6/27 TRVL EXP	426.14
				INNOVATIVE RATE DESIGN 4/15-4/18 TRVL EX	61.12
				NRECA ONL CLASS - SUPERVISORY ROLE	60.60
				NWPPA CLASS ACCT&WO 6/24-6/27 TRVL EXP	47.35
				MRSC CLASS PRCHSG&PUBWRK 5/14-5/15 TRVL	78.33
				MRSC CLASS PRCHSG&PUBWRK 5/14-5/15 TRVL	112.50
				MRSC CLASS PRCHSG&PUBWRK 5/14-5/15 TRVL	5.40
				MRSC CLASS PRCHSG&PUBWRK 5/14-5/15 TRVL	8.70
				MRSC CLASS PRCHSG&PUBWRK 5/14-5/15 TRVL	12.50
				MRSC CLASS PRCHSG&PUBWRK 5/14-5/15 TRVL	0.60
				TOOL - 3/8X12 SDS+ HAMMER BIT	19.61
				ELECTRN SCISSORS & CABLE STRIPPER	56.64
				GRASE COMPOUND	19.06
				U-BOLTS FOR SUBSTATION	5.76
				FACEBOOK ADS FOR BROADBAND	50.00
				FACEBOOK ADS FOR BROADBAND	50.00
				EI CONF 5/13-5/15/19 TRVL EXP	189.27

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Accounts Payable Check Register

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05/28/2019 To 06/06/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				BOC MTG ITEMS - ADAPTER&CABLE	18.61
				ADOBE STOCK - ADVERTISIING	8.71
				KPTZ UNDERWRITING APR 2019	120.00
				E EI CONF 5/13-5/15/19 TRVL EXP	47.32
				BOC MTG ITEMS - ADAPTER&CABLE	4.65
				ADOBE STOCK - ADVERTISIING	2.18
				KPTZ UNDERWRITING APR 2019	30.00
				Total for Check/Tran - 120423:	8,880.32
120424	06/06/2019	CHK 10737	VAN ALLER SURVEYING	SURVEY - KEARNEY ST SUBSTATION 5/07-5/13	3,465.00
120425	06/06/2019	CHK 10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB4/16-5/15/19	302.84
				CELL PHONE SERVICE QB4/16-5/15/19	112.58
				CELL PHONE SERVICE QB4/16-5/15/19	61.23
				CELL PHONE SERVICE QB4/16-5/15/19	136.67
				CELL PHONE SERVICE QB4/16-5/15/19	14.64
				CELL PHONE SERVICE QB4/16-5/15/19	16.89
				CELL PHONE SERVICE QB4/16-5/15/19	103.80
				CELL PHONE SERVICE QB4/16-5/15/19	100.62
				CELL PHONE SERVICE QB4/16-5/15/19	43.79
				CELL PHONE SERVICE QB4/16-5/15/19	162.09
				CELL PHONE SERVICE QB4/16-5/15/19	69.45
				CELL PHONE SERVICE QB4/16-5/15/19	56.30
				CELL PHONE SERVICE QB4/16-5/15/19	50.66
				CELL PHONE SERVICE QB4/16-5/15/19	126.07
				CELL PHONE SERVICE QB4/16-5/15/19	78.87
				CELL PHONE SERVICE QB4/16-5/15/19	152.38
				CELL PHONE SERVICE QB4/16-5/15/19	281.45
				CELL PHONE SERVICE QB4/16-5/15/19	5.63
				CELL PHONE SERVICE QB4/16-5/15/19	26.52
				CELL PHONE SERVICE QB4/16-5/15/19	19.71
				CELL PHONE SERVICE QB4/16-5/15/19	38.10

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05/28/2019 To 06/06/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB4/16-5/15/19	56.29
				SCADA CRADLEPOINT DEVICE QB4/20-5/19	941.70
				WIFI IN TRUCKS QB4/20-5/19/19	200.10
				WIFI IN SRVR ROOM QB4/20-5/19/19	80.01
				WIFI IN TRUCKS QB4/20-5/19/19	200.08
				WIFI IN SRVR ROOM QB4/20-5/19/19	20.00
				Total for Check/Tran - 120425:	3,458.47
120426 06/06/2019	CHK	10671	WA STATE CONSOLIDATED TECHNOLO	IMAGERY SVC: MAPPING 1Y 4/30/19-4/29/20	6,000.00
120427 06/06/2019	CHK	10337	WA STATE DEPT OF TRANSPORTATION	FRANCHISE AGRMT KILISUT PRJT WATER RELOC	500.00
120428 06/06/2019	CHK	10337	WA STATE DEPT OF TRANSPORTATION	FRANCHISE AGRMT KILISUT PRJT POLE RELOCA	500.00
120429 06/06/2019	CHK	10337	WA STATE DEPT OF TRANSPORTATION	FRANCHISE AGRMT KILISUT PRJT POLE RELOCA	500.00
120430 06/06/2019	CHK	10569	WAYNE D. ENTERPRISES, INC.	FR HAT	85.34
				FR PANTS, SHIRTS & HATS	-70.38
				FR PANTS	429.57
				FR SHIRTS	337.52
				FR JACKET AND JEANS	-85.01
				PPE-JACKET	184.12
				PPE-JEANS	165.34
				PPE-JEANS	165.34
				PPE-JACKET	184.13
				PPE-JEANS	165.34
				PPE-JEANS	165.34
				Total for Check/Tran - 120430:	1,726.65
120431 06/06/2019	CHK	10271	WESCO RECEIVABLES CORP	ARRESTOR 10KV	1,406.75
				CABLE TAP LUG	148.68
				ANCHOR PLATE 1.25" x 24- 20000 LBS	406.79
				Total for Check/Tran - 120431:	1,962.22
120432 06/06/2019	CHK	10274	WESTBAY AUTO PARTS, INC.	GREASE, CABLE LUBE,F TRT FOR VEH# 123	46.17

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LUCAS OIL STABLE FOR VEH# 123	12.45
				GREASE, GEAR LUBE & RAINX	26.61
				Total for Check/Tran - 120432:	85.23
120433 06/06/2019	CHK	10653	WILDFLOWER	FOUR CORNERS: LANDSCAPING APR 2019	316.80
				FOUR CORNERS: LANDSCAPING APR 2019	79.20
				Total for Check/Tran - 120433:	396.00

Total Payments for Bank Account - 1 :	(119)	871,302.26
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(119)	871,302.26
Grand Total for Payments :	(119)	871,302.26
Grand Total for Voids :	(0)	0.00
Grand Total :	(119)	871,302.26

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 5/31/2019

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70598	5/31/2019	1,702.65
2001	WATER DISTRIBUTION MANAGER II	70599	5/31/2019	2,119.55
3032	CUSTOMER SERVICE REP	70600	5/31/2019	1,182.48
2003	WATER TREATMENT PLANT OPERATOR III	70601	5/31/2019	2,766.01
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70602	5/31/2019	3,056.87
				10,827.56

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 5/31/2019

<u>Empl</u>	<u>Position</u>	<u>Pay Date</u>	<u>Net Pay</u>
3029	ACCOUNTING TECH II	05/31/2019	1,645.18
1011	ACTING GENERAL MANAGER	05/31/2019	3,988.89
4006	COMMISSIONER DIST 1	05/31/2019	2,447.92
4004	COMMISSIONER DIST 2	05/31/2019	980.89
4008	COMMISSIONER DIST 3	05/31/2019	1,201.70
3034	COMMUNICATIONS MANAGER	05/31/2019	1,993.13
3020	CUSTOMER SERVICE MANAGER	05/31/2019	1,691.82
3002	CUSTOMER SERVICE REP	05/31/2019	1,257.34
3014	CUSTOMER SERVICE REP	05/31/2019	1,309.28
3022	CUSTOMER SERVICE REP	05/31/2019	1,366.94
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	05/31/2019	1,982.61
3033	FINANCIAL SERVICES MANAGER	05/31/2019	2,490.23
1008	FOREMAN LINEMAN	05/31/2019	2,988.31
1012	FOREMAN LINEMAN	05/31/2019	6,800.21
1017	HEAD STOREKEEPER	05/31/2019	2,363.34
3008	INFORMATION TECHNOLOGY MANAGER	05/31/2019	3,151.82
3028	IT SUPPORT TECHNICIAN	05/31/2019	1,753.30
1000	LINEMAN	05/31/2019	3,499.07
1016	LINEMAN	05/31/2019	4,353.71
1020	LINEMAN	05/31/2019	3,057.05
1028	LINEMAN	05/31/2019	3,403.70
1034	LINEMAN	05/31/2019	4,986.31
1018	METER READER	05/31/2019	1,680.29
1035	METER READER	05/31/2019	2,287.76
2005	METER READER/OIT1	05/31/2019	1,849.91
1026	OPERATIONS ASSISTANT	05/31/2019	1,585.83
3004	RESOURCE MANAGER	05/31/2019	2,385.65
1003	SCADA TECH/APPRENTICE	05/31/2019	2,935.84
1015	SCADA TECH/APPRENTICE	05/31/2019	3,898.21
1027	SENIOR ENGINEER	05/31/2019	2,847.34
1037	SPECIAL PROJECTS COORDINATOR	05/31/2019	2,129.03
1031	STAKING ENGINEER	05/31/2019	2,222.91
1039	STAKING ENGINEER	05/31/2019	2,020.50
1014	STOREKEEPER	05/31/2019	2,071.20
1033	SUBSTATION TECH	05/31/2019	4,027.79
3013	UTILITY ACCOUNTANT II	05/31/2019	1,541.73
3003	UTILITY BILLING CLERK	05/31/2019	1,414.28
3027	UTILITY BILLING CLERK	05/31/2019	1,406.63
3000	UTILITY BILLING COORDINATOR	05/31/2019	1,559.82
2002	WATER DISTRIBUTION MANAGER II	05/31/2019	2,243.88
			98,821.35

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 **\$995,279.79** on this **18TH** day of **JUNE** **2019** ;

Jeff Randall
President

Dan Toepper
Vice President

Kenneth Collins
Secretary

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

Titan, Dock Work 4/29-6/02/19 **Inv#** 23915 **dated** 5/31/2019 \$ 125,576.14

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 120315 to # 120372	\$ 626,929.62	5/30/2019
Accounts Payable:	# 120373 to # 120433	\$ 244,372.64	6/6/2019
Payroll Checks:	# 70598 to # 70602	\$ 10,827.56	5/31/2019
Payroll Direct Deposit:		\$ 98,821.35	5/31/2019

TOTAL INVOICES PAID \$980,951.17

	WIRE TRANSFERS PAID	AMOUNT	DATE
	Peterson Lake	\$ 14,328.62	6/2/2019

PAYMENT TOTAL \$995,279.79

VOIDED WARRANTS

ELECTRICAL PREQUALIFICATION
CONTRACTOR CHECKLIST

Financial Review- Date 5-31-19 Name Mike Bailey

WA UBI NO 601-246-974 EXP 4/14/2021

Liability Insurance Minimum \$3,000,000. General aggregate 4,000,000

No Debarment or Strikes for Public Work Projects

L&F as of 5/31/19

Rates

Date of review 5/31/19



Jefferson County PUD

Expire 1/31/2020

<u>CLASSIFICATION</u>	<u>Straight Time</u>	<u>Overtime Time & 1/2</u>	<u>Overtime Double Time</u>
GENERAL FOREMAN	\$119.16	\$166.58	\$214.01
FOREMAN	\$114.84	\$160.15	\$205.44
JOURNEYMAN LINEMAN	\$102.86	\$142.25	\$181.66
APPRENTICE 7TH STEP	\$89.22	\$124.70	\$160.14
APPRENTICE 6TH STEP	\$86.03	\$119.92	\$153.81
APPRENTICE 5TH STEP	\$79.63	\$110.38	\$141.11
APPRENTICE 4TH STEP	\$74.85	\$103.22	\$131.60
APPRENTICE 3RD STEP	\$70.86	\$97.26	\$123.66
APPRENTICE 2ND STEP	\$67.65	\$92.48	\$117.31
APPRENTICE 1ST STEP	\$65.27	\$88.88	\$112.55
HEAVY EQUIPMENT OPERATOR	\$102.86	\$142.25	\$181.66
EQUIPMENT OPERATOR	\$88.12	\$122.01	\$155.90
GROUNDMAN	\$68.14	\$92.98	\$116.48
 <u>EQUIPMENT</u>			
DIST. DIGGER DERRICK	\$34.43		
DIST. BUCKET TRUCK	\$33.06		
BACKHOE (WITH TRAILER)	\$29.42		
FRAMING TRUCK	\$18.93		
WIRE PULLER	\$75.71		
ROCK HOLE EXCAVATION		SUBCONTRACTOR plus 10%	
UG CABLE PLOW SERVICE		SUBCONTRACTOR plus 10%	
DIRECTIONAL BORING OF CONDUIT		SUBCONTRACTOR plus 10%	



AGENDA REPORT

DATE: June 18, 2019
TO: Board of Commissioners
THRU: Kevin Streett, General Manager
FROM: Mike Bailey, Financial Services Manager/District Auditor
RE: Write off of delinquent accounts from active accounts receivable

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 9 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$451.32 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 9 inactive accounts owing \$451.32 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, General Manager

Write-Offs of Uncollectible Accounts Receivable

On June 18, 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	7	\$93.10
\$20 - \$100	0	\$0.00
\$101 - \$200	1	\$131.59
\$201 - \$500	1	\$226.63
\$501 - \$1,000	0	\$0.00
Over \$1,000	0	\$0.00
TOTAL	9	\$451.32

Approval, Board of Commissioners

Kenneth Collins
Secretary

June 18, 2019

PUD CALENDAR

June 19, 2019	Special Meeting, 2018 Audit Exit 11:00 a.m. PUD Operations Center
July 2, 2019	Regular BOC Meeting, Transit Center, 5:00 PM
July 4, 2019	Independence Day, Holiday, Office Closed
July 12, 2019	Special Meeting, GM Goals and Objectives 10:00am-12:00PM PUD Operations Center
July 16, 2019	Regular BOC Meeting, Transit Center, 5:00 PM
July 17-19	WPUA July Association Meetings



AGENDA REPORT

DATE: June 18, 2019

TO: **Board of Commissioners**

THRU: Larry Dennison - Chair, Russ Michel - Vice Chair

FROM: Don McDaniel, Management Consultant

CC: Kevin Streett – General Manager

RE: June 10th, 2019 Citizens Advisory Board Update

SUMMARY: The following is the Agenda Report covering the June 10th, 2019 Citizens Advisory Board meeting:

- Commissioner Collins gave a report from his recent PERMS meeting. He detailed the PUD's need to make sure that the work environment is free of offensive activities that are, in particular, directed at protected classes. He emphasized the need for ongoing training for all employees.
- The GM's report detailed that the PUD will have an aggressive summer construction period:
 - In particular maintenance on sub-stations. Also the Water Department will be busy with hydrant maintenance.
 - The PUD continues to work on the letter of intent with Century Link as well as having background discussions with WAVE.
 - The PUD is working on getting vacant positions filled. There will be some alternate recruiting approaches recommended if needed.
- The CAB members were reminded about the requirements and need to complete OPMA and PRA training.
- Tom Engel helped lead a CAB discussion on how CAB members interact with the general public. General discussions indicated all members need to be cautious to ensure we are both identifying and presenting materials in an appropriate way.
- Tom Engel suggested that the CAB should develop a work plan of study areas the group feels are important to look into and present those areas to the BOC. The Board agreed and there will be time allocated at the next CAB meeting in July.
- The Meter Opt-Out Sub-Committee submitted their recommendation for an Opt-Out Policy. There was lengthy discussion with no CAB consensus on a recommendation that could be moved forward to the BOC. The issue was referred back to the sub-committee for further work. This subject will be placed back on the CAB agenda for July.
- The Broadband Sub-Committee indicated they are continuing to work to assist in the development of a Broadband Strategic Plan.
- The Low Income Sub-Committee is continuing to work on the areas that were identified in their last recommendation as needing to be completed.

**PUBLIC UTILITY DISTRICT NO.1
OF
JEFFERSON COUNTY**

RESOLUTION NO. 2019-18

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (the PUD), Amending Resolution No. 2018-015 to Clarify the Role of the Citizen’s Advisory Board (CAB) and Related Procedures.

WHEREAS, the Board of Commissioners of the PUD (the Board) seeks to clarify the policy governing the CAB, its role, and related procedures for its meetings; and

WHEREAS, the Board of the PUD has provided for the establishment of citizen boards, blue ribbon work groups and citizen task forces, of which the CAB is one; and

WHEREAS, the purpose of the CAB is to serve as an advisory committee to the Board and does not act on behalf of the Board and;

WHEREAS, the Board continues to recognize that the CAB is a valuable committee; and

WHEREAS, the CAB has sought clarification regarding its meeting notices.

THEREFORE, BE IT RESOLVED, by the Commissioners of the Public Utility District No. 1 of Jefferson County, Washington as follows regarding the CAB’s operations and meeting notices, and hereby revises and amends its Resolution No. 2018-015 as follows:

1. **Section 7 (A) of Resolution No. 2018-015 is deleted and revised hereby as follows:**
 - a. The Board has established the CAB to review certain policies, issues and other matters as requested. In conducting such work, the CAB does not act on behalf of the Board and PUD. The CAB does not constitute a formal committee, subcommittee, sub-agency or similar body of the Board and PUD. As such, it is not formally subject to the Washington Open Public Meetings Act (RCW 42.30 and *Citizens Alliance for Property Rights v. San Juan County*, 184 Wn.2d 429 (2015)). This has been and will continue to be the policy of the Board regarding any of its committees, unless specifically stated otherwise. Each CAB member is expected to make themselves familiar with the Washington State Open Public Meetings Act and the Public Records Act. The General Manager will notify the CAB when training is available, and each CAB member shall provide a certification of attendance during their term.

2. Section 7 (C) of Resolution No. 2018-015 is deleted and revised hereby as follows:

- a. The CAB is authorized to conduct a monthly meeting, open to the public at a date and time determined in consultation with the General Manager. The CAB meeting notice and agenda are to be published on the District website no fewer than two business-days before the meeting. In the event a date, time and meeting location to be changed for administrative convenience, or a workshop type meeting is deemed necessary by the CAB, the CAB President will work with the General Manager to provide an acceptable date, time or meeting location for its monthly meeting.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this 18th day of June 2019.

Jeff Randall, President

Dan Toepper, Vice President

ATTEST:

Ken Collins, Secretary



AGENDA REPORT

DATE: June 18, 2019

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Business plan: Request for Quote for future meter project

Staff is seeking direction on whether or not we should submit an RFQ on a business plan for the meter project. This RFQ would compile information to include multiple meter options, give costs and pros/cons of each option for the Board of Commissioners to review. This would be the first part of the meter project.

RECOMMENDATION: To direct staff to start RFQ process and report back to the Board of Commissioners when completed.



AGENDA REPORT

DATE: June 18, 2019
TO: **Board of Commissioners**
FROM: Kevin Streett
RE: PURMS vs Laborer's Health Care

SUMMARY:

The PUD carries two health insurance policies, each one associated with either IBEW (PURMS) or Laborer's. The non-represented employees currently have Laborer's as their insurance provider. PURMS offers better coverage in key areas.

We are in a state of recruiting non-represented employees to join the PUD team. To change providers and have PURMS instead of Laborers could be a component to retain and keep good employees for the PUD.

Staff seeks direction from the commissioners and recommends the change for all non-represented employees in regards to changing health insurance companies.



AGENDA REPORT

DATE: June 18, 2019
TO: **Board of Commissioners**
FROM: Kevin Streett
RE: Magellan future workshop

Staff recommends having a Special meeting, workshop with Magellan to discuss updates and timelines. Workshop would be towards the end of July or beginning of August.



AGENDA REPORT

DATE: June 18, 2019

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Low income program update

At this time, we've decided to bring the vetting for our low-income program in-house. We will no longer use OlyCAP for this process. There are advantages to bringing it back in-house and in doing so we'll need to hire an FTE (fulltime employee) to fill this position. The idea would be to promote one of our existing CSRs and then hire to fill their position. We are in the process right now for hiring a CSR, so there would be two hired within the next two weeks for the PUD. We will be issuing a letter of termination to OlyCAP in the very near future.