



Board of Commissioners Meeting

3 July 2017

5:00 PM

230 Chimacum Road - Port Hadlock, WA

PUD SPECIAL MEETING

1. CALL TO ORDER
2. AGENDA APPROVAL
3. ITEMS FROM THE FLOOR
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
 - 4.1.1 *Minutes Speical Meeting of 26 June 2017- Meter RFP*
 - 4.1.2 *Minutes of Regular Meeting of 20 June 2017*
 - 4.2 CFO REPORT AND APPROVAL OF VOUCHERS
 - 4.2.1 Voucher certification form with supporting warrant register & payroll
 - 4.2.2 *BOC Approval of Voucher approval form*
 - 4.3 RESOLUTIONS
 - 4.2.1
 - 4.4 ACTION ITEMS
 - 4.5 CAB REPORT not requiring Board action
 - 4.6 STAFF REPORTS not requiring Board action
 - 4.6.1 Operational Reports
 - 4.6.2 Fire Hydrant Maintenance
 - 4.7 PUD Calendar of upcoming meetings – not requiring Board action
 - 4.8 CORRESPONDENCE not requiring Board action

END OF CONSENT AGENDA

 5. COMMISSIONER REPORTS
 6. ACTION ITEMS REQUIRING BOARD DISCUSSION
 - 6.1 COS Update – formation of Zones
 7. STAFF REPORTS
 - 7.1 Finance Directors Report – BPA Rate effect
 - 7.2 HR/Communications Report
 9. FUTURE ITEMS
 10. EXECUTIVE SESSION
 11. ADJOURNMENT

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, due and unpaid 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, due, and unpaid obligations against Public Utility District No. 1 of Jefferson County.

Signed: Susan Carter 6/29/17
Susan Carter, CFO / Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 114290 to # 114338	\$ 228,317.28	6/15/2017
Accounts Payable: # 114339 to # 114427	\$ 280,550.38	6/22/2017
Accounts Payable: # 114428 to # 114445	\$ 144,941.41	6/26/2017
Payroll Checks: # 70312 to # 70316	\$ 9,076.77	6/16/2017
Payroll Direct Deposit:	\$ 83,290.72	6/16/2017
TOTAL INVOICES PAID	\$746,176.56	

WIRE TRANSFERS PAID	AMOUNT	DATE
	\$ -	

GRAND TOTAL	\$746,176.56
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VOIDED WARRANTS # 114339	\$ 4,279.55
# 114340	\$ 5,148.66
# 114341	\$ 40.00
# 114342	\$ 27,286.25
# 114343	\$ 62.64
# 114344	\$ 9,174.24
# 114345	\$ 13,636.95
# 114361	\$ 102.48
# 114375	\$ 700.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
114290 06/15/2017	CHK	9999	DIANE Y ALLEN	AS HP-SITE: 171 CONDON LANE PORT LUD	500.00
114291 06/15/2017	CHK	10457	ALPHA BUILDER	LOW INCOME WEATHERIZATION	17,828.00
114292 06/15/2017	CHK	10012	ALTEC INDUSTRIES, INC	CLIMBING GEAR-ALM 4' LANYYARD	64.41
				CLIMBING GEAR-ALM BODY BELT	388.86
Total for Check/Tran - 114292:					453.27
114293 06/15/2017	CHK	9999	MICHAEL J ANDERSON	AS HP-SITE: 330 CLEVELAND ST PORT TO	500.00
114294 06/15/2017	CHK	10447	ANIXTER INC.	CUTOUT 15KV & SIDEWALK GUY ATTACH	7,650.12
				CUTOUT 15KV 200 AMP	1,368.50
Total for Check/Tran - 114294:					9,018.62
114295 06/15/2017	CHK	10451	ASCENT LAW PARTNERS LLP	NOANET REVIEW (225-101) MAY 2017	455.00
114296 06/15/2017	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING WKEND 2.18.17 INT#8146	1,895.14
				TREE TRIMMING WKEND 2.18.17 INT#8146	9,487.91
Total for Check/Tran - 114296:					11,383.05
114297 06/15/2017	CHK	10495	AUDIT & ADJUSTMENT COMPANY, INC.	PL GARNISHMENT PR 6/16/2017	502.35
114298 06/15/2017	CHK	9999	STAN BAKER	AS HP-SITE: 330 PINECREST DR PORT TOW	500.00
114299 06/15/2017	CHK	9999	GLEN BOWSER	DL HP-SITE: 41 HILLER DR PORT HADLOC	800.00
114300 06/15/2017	CHK	9999	JILL H BRYSON	APPL-SITE: 112 DOGLEG LN PORT LUDLO	100.00
114301 06/15/2017	CHK	9999	H. DARLENE BURGESS	AS HP-SITE: 60 B N KEEL WAY PORT LUDL	700.00
114302 06/15/2017	CHK	9999	H. DARLENE BURGESS	DUCT SEALING-SITE: 60 B N KEEL WAY	250.00
114303 06/15/2017	CHK	9999	MARK V CATTABRIGA	AS HP-SITE: 131 MACHIAS LOOP PORT LU	500.00
114304 06/15/2017	CHK	9999	MARK V CATTABRIGA	DUCT SEALING-SITE: 131 MACHIAS LOOP	250.00
114305 06/15/2017	CHK	10047	CENTURYLINK-POLES	POLE RNTL 4/01/16-3/31/17	2,404.06
114306 06/15/2017	CHK	10053	COMPUNET, INC	SERVER ROOM UPGRADES -10GIG SWITC	9,031.60
				SERVER ROOM UPGRADES -10GIG SWITC	732.81
				SERVER ROOM UPGRADES -10GIG SWITC	150.10
Total for Check/Tran - 114306:					9,914.51
114307 06/15/2017	CHK	10057	CORRECT EQUIPMENT	RPLCMT OF 240 VOLT PRESSURE SWITCH	2,583.30
114308 06/15/2017	CHK	10069	DM DISPOSAL CO INC	DISPOSAL 4CRNRS MAY-17	30.70
				DISPOSAL 4CRNRS MAY-17	30.69

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 114308:					61.39
114309 06/15/2017	CHK	9999	RONALD R FREUND	WINDOWS-SITE: 50 CORA ST PORT HADLO	441.00
114310 06/15/2017	CHK	10098	GRAINGER	REPLACEMENT HYDRAULIC COUPLERS	198.23
114311 06/15/2017	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	TOTE 18 GAL BLU QTY 2	26.14
114312 06/15/2017	CHK	10281	JEFFCO EFTPS	941PAYROLL TAX FOR PR 061617 MEDICA	4,171.12
				941PAYROLL TAX FOR PR 061617 FICA	17,835.12
				941PAYROLL TAX FOR PR 061617 FEDERA	16,892.28
Total for Check/Tran - 114312:					38,898.52
114313 06/15/2017	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT 6/16/2017 CHECKS	9,076.77
				PAYROLL DEPOSIT 6/16/2017 DIRECT DEP	83,290.72
Total for Check/Tran - 114313:					92,367.49
114314 06/15/2017	CHK	9999	JOE B KELLY	AS HP-SITE: 244 GREENVIEW LN PORT LU	700.00
114315 06/15/2017	CHK	9999	JOE B KELLY	DUCT SEALING-SITE: 224 GREENVIEW LN	250.00
114316 06/15/2017	CHK	9999	RICHARD A KNIGHT	APPL-SITE: 981 57TH ST PORT TOWNSEND	100.00
114317 06/15/2017	CHK	9999	REX LONG	WINDOWS-SITE: 750 IRONDALE RD PORT	216.78
114318 06/15/2017	CHK	9999	BARBARA MC CAUGHIN	WINDOWS-SITE: 6062 HWY 20 #64	387.90
114319 06/15/2017	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 230CHIMACUM MAY-17	58.66
				DISPOSAL 230CHIMACUM MAY-17	12.01
				ACCT# 2112-176318 4CRNRS 2YD MAY-17	98.94
				ACCT# 2112-176318 4CRNRS 2YD MAY-17	49.47
				ACCT# 2112-176318 4CRNRS 2YD MAY-17	41.56
				ACCT# 2112-176318 4CRNRS 2YD MAY-17	7.92
				DISPOSAL FEE & 20YRD 4CRNRS MAY-17	554.83
				DISPOSAL FEE & 20YRD 4CRNRS MAY-17	277.40
				DISPOSAL FEE & 20YRD 4CRNRS MAY-17	233.03
				DISPOSAL FEE & 20YRD 4CRNRS MAY-17	44.39
				DISPOSAL 211CHIMACUM MAY-17	41.84
				DISPOSAL 211CHIMACUM MAY-17	8.57
Total for Check/Tran - 114319:					1,428.62
114320 06/15/2017	CHK	10418	N&L LINE EQUIPMENT	QUARTERLY GLOVE TESTING	130.79
				RUBBER GLOVES	284.59
Total for Check/Tran - 114320:					415.38

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
114321 06/15/2017	CHK	9999	ERIK S NELSON	APPL-SITE: 612 22ND ST PORT TOWNSEND	100.00
114322 06/15/2017	CHK	10307	NORTHWESTERN TERRITORIES INC	ENGINERRING GEOLOGIST INVESTGTN M	2,830.00
114323 06/15/2017	CHK	10169	OLYCAP	LIHEAP/NONLIHEAP CLIENT APPL MAY 20	1,575.00
114324 06/15/2017	CHK	10170	OLYMPIC EQUIPMENT RENTALS	MOLY GRAPH GRI QTY1	6.53
114325 06/15/2017	CHK	10171	ON LINE INFORMATION SERVICES	APR 2017 ONLINE UTILITY EXG REPORT	309.45
114326 06/15/2017	CHK	9999	LIBBY PALMER	DL HP-SITE: 2336 KUHN STREET	800.00
114327 06/15/2017	CHK	10188	PLATT ELECTRIC SUPPLY	SAWZALL BLADES	44.25
114328 06/15/2017	CHK	9999	PORT TOWNSEND ATHLETIC CLUB	DL HEAT PUMP SITE: 229 MONROE ST	4,000.00
114329 06/15/2017	CHK	10193	PORT TOWNSEND LEADER	MAGAZINE: 2016IRE 6BLK-1/2PG AD5/03/17	296.31
				WEB PKG 5/24	62.25
				MAGAZINE: 2016IRE 6BLK-1/2PG AD5/03/17	60.69
				WEB PKG 5/24	12.75
Total for Check/Tran - 114329:					432.00
114330 06/15/2017	CHK	10210	RICOH USA, INC	230 CHIMACUM RD PRINTINGIMAGES 4/30	322.31
				230 CHIMACUM RD PRINTINGIMAGES 4/30	66.02
Total for Check/Tran - 114330:					388.33
114331 06/15/2017	CHK	9999	KATHRYN RYAN	DL HP-SITE: 907 ROSE STREET PORT TOW	800.00
114332 06/15/2017	CHK	9999	ANTHONY TARTAGLIA	WINDOWS-SITE: 61 SHOTWELL RD PORT H	417.30
114333 06/15/2017	CHK	10472	TMG SERVICES	CHEMICAL PUMP REPAIR KIT #1035967	525.25
114334 06/15/2017	CHK	10254	UNIVAR USA INC	55 GAL DRUMS OF CAUSTIC SODA QTY16	6,227.98
114335 06/15/2017	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE FOR PR 6/16/17	7,172.04
				PL DEFERRED COMP ER FOR 6/16/17 MATC	2,746.05
Total for Check/Tran - 114335:					9,918.09
114336 06/15/2017	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE 6/16/17	614.49
114337 06/15/2017	CHK	9999	FRANNIE WHELAN	APPL-SITE: 2615 E MARROWSTONE RD NO	100.00
114338 06/15/2017	CHK	10278	WPUDA	JUNE 2017 MONTHLY DUES	4,228.85
				JUNE 2017 MONTHLY DUES	866.15
Total for Check/Tran - 114338:					5,095.00
114339 06/22/2017	CHK	10005	ACLS BUSHHOG LANDSCAPING	MOWING RESERVOIR SITES (2)	343.20VOID
				WEEDWHACKING - VARIOUS LOCATIONS	1,705.60VOID

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MOWING DRAINFIELDS, VARIOUS LOCATI	2,230.75VOID
				Total for Check/Tran - 114339:	4,279.55VOID
114340 06/22/2017	CHK	10481	AMAZON	NETWORK CARDS FOR SERVER ROOM UP	-112.86VOID
				INTEL X540 10GIG DUAL PORT ADAPTER	1,134.49VOID
				INTEL X540 10GIG DUAL PORT ADAPTER	232.37VOID
				3M PRIVACY FILTER FOR 23.8 WSCREEN Q	132.96VOID
				GALAXY TABLETS QTY6 & KEYBOARD C	-17.92VOID
				GALAXY TABLETS QTY3	648.63VOID
				KEYBOARD CASE FOR TABLET QTY3	97.30VOID
				GALAXY TABLET QTY1	216.21VOID
				KEYBOARD CASE FOR TABLET QTY1	32.44VOID
				GALAXY TABLETS QTY2	432.42VOID
				KEYBOARD CASE FOR TABLET QTY2	64.87VOID
				NETWORK TAPS FOR SECURITY MONITOR	-107.97VOID
				DUALCOMM DCGS2005 NETWORK TAPES	1,085.36VOID
				DUALCOMM DCGS2005 NETWORK TAPES	222.31VOID
				ADD'L ITEMS FOR FIELD GALAXY TABLE	-33.48VOID
				GALAXY CAR CHARGE QTY20	144.60VOID
				SYLUS FOR TABLET QTY3	11.26VOID
				USB WALL DESKTOP CHARGER 10PORT Q	162.83VOID
				TOUCH LENS CLEANING WIPES	18.09VOID
				BROTHERS 2PK LABELING TAPE	11.98VOID
				GALAXY CAR CHARGE QTY20	29.62VOID
				SYLUS FOR TABLET QTY3	2.32VOID
				USB WALL DESKTOP CHARGER 10PORT Q	33.35VOID
				TOUCH LENS CLEANING WIPES	3.71VOID
				SAMSUNG GALX TABLET QTY1 & KEYBO	-7.42VOID
				KEYBOARD CASE FOR TABLETS QTY3	89.93VOID
				SAMSUNG GALX TABLET QTY1	207.08VOID
				SAMSUNG GALAXY TABLET 10.1 IN QTY2	414.18VOID
				Total for Check/Tran - 114340:	5,148.66VOID
114341 06/22/2017	CHK	9999	MAURICE L ANDERSON	APPL-SITE: 1591 E. QUILCENE RD QUILCE	40.00VOID
114342 06/22/2017	CHK	10447	ANIXTER INC.	TRANSFORMER GROUND STRAPS	436.00VOID
				SWITCH CABINET 3 PHASE PMH-11 & PMH	26,850.25VOID
				SWITCH CABINET 3 PHASE PMH-11 & PMH	0.00VOID
				Total for Check/Tran - 114342:	27,286.25VOID

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114343 06/22/2017	CHK	9998	AMBER ARMSTRONG	Cred Bal Refund	62.64VOID
114344 06/22/2017	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING WKEND 5.13.17 INT#8146	9,174.24VOID
114345 06/22/2017	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE	13,636.95VOID
114346 06/22/2017	CHK	9998	TOM J BALZARINI	Cred Bal Refund	24.24
114347 06/22/2017	CHK	9999	GENORA S BEAUDRY	APPL-SITE:806 O ST. PORT TOWNSEND	123.00
114348 06/22/2017	CHK	10541	ROBERT M BENSON	PROF SVC FOR 2/01-2/28/17	168.75
114349 06/22/2017	CHK	10027	BERNT ERICSEN EXCAVATING, INC	DISCOVERY RD-7TH ST W/O 17181	1,635.00
114350 06/22/2017	CHK	9999	JAMES L BISHOP	DL HP-SITE:225 BISHOP HILL RD CHIMAC	800.00
114351 06/22/2017	CHK	10041	CDW GOVERNMENT	CANON TWIN PK BLK, CANON INK 3PK	110.56
114352 06/22/2017	CHK	10045	CENTURY LINK-S	CIRCUIT INFO 5/23 - 6/23/17	38.93
				CHOICE BUSINESS 6/04-7/04/17	108.55
				BUSINESS LINE 6/05 - 7/04/17	48.61
Total for Check/Tran - 114352:					196.09
114353 06/22/2017	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE 6/1-6/30/17	38.93
114354 06/22/2017	CHK	9999	JERRY CHARVAT	APPL-SITE: 20 JONATHAN PLACE PORT HA	50.00
114355 06/22/2017	CHK	10052	CITY OF PORT TOWNSEND	PRE-APPLICATION CONF PARCEL # 000000	228.00
114356 06/22/2017	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	MAY 2017-KEARNEY SUBST	167.25
114357 06/22/2017	CHK	9999	CAROL CLELAND	AS HP-SITE: 111 CAMANO LN PORT LUDL	700.00
114358 06/22/2017	CHK	10332	KENNETH COLLINS	VISIT TO COLUMBIA GENERATING STATI	419.64
				VISIT TO COLUMBIA GENERATING STATI	85.95
Total for Check/Tran - 114358:					505.59
114359 06/22/2017	CHK	9999	DAVID COVERT	DL HP-SITE:1022 16TH ST PORT TOWNSEN	800.00
114360 06/22/2017	CHK	9998	PAUL CROW	Cred Bal Refund	84.70
114361 06/22/2017	CHK	10407	DEPT OF THE TREASURY	EIN 91-6001044/ FORM 720-V 2BD QTR 2017	102.48VOID
114362 06/22/2017	CHK	9999	BEATRIX DOBYNS	DL HP-SITE: 2303 MADRONA ST PORT TOW	800.00
114363 06/22/2017	CHK	9998	JAMES E DORNAN	Cred Bal Refund	111.09
114364 06/22/2017	CHK	9999	DAVID EEKHOFF	AS HP-SITE:520 BAYCLIFF PORT TOWNSE	1,400.00
114365 06/22/2017	CHK	9999	KATHLEEN EISSMANN	DL HP-SITE: 1017 HILL ST PORT TOWNSEN	800.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
114366 06/22/2017	CHK	9999	RAYMOND M ERICKSON	DL HP-SITE:611 CEDAR AVE #72 PORT HAD	1,000.00
114367 06/22/2017	CHK	10085	FASTENAL	LOCK WASHER, FLATWASHER SAFETY GLASSES QTY 12	17.66 63.63
Total for Check/Tran - 114367:					81.29
114368 06/22/2017	CHK	9999	SUSANNE FELLER	DL HP-SITE:702 LANE DE CHANTAL PT	800.00
114369 06/22/2017	CHK	9998	DARON V GAENZ	Cred Bal Refund	21.27
114370 06/22/2017	CHK	9999	SIMON GEERLOFS	DL HP-SITE:200 30TH ST. PORT TOWNSEND	800.00
114371 06/22/2017	CHK	9999	JOHN S GERMAIN	AS HP-SITE:121 TIMBER HEIGHTS DRIVE	500.00
114372 06/22/2017	CHK	9999	JOHN S GERMAIN	DUCT SEALING-SITE: 121 TIMBER HEIGHT	250.00
114373 06/22/2017	CHK	10454	GLOBAL RENTAL COMPANY INC	RENTAL TSE UP70B PULLER 5/29-6/25/17	3,597.00
114374 06/22/2017	CHK	9998	KEVIN HANSON	Cred Bal Refund	49.88
114375 06/22/2017	CHK	9999	HAWS A HAWS	AS HP-SITE:1145 DEER CRK ROAD QUILCE	700.00VOID
114376 06/22/2017	CHK	9999	VALLYN HENDERSON	DL HP-SITE:73 LONGMIRE LN PORT LUDL	1,000.00
114377 06/22/2017	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION	1,544.58
114378 06/22/2017	CHK	10128	JEFFERSON COUNTY TREASURER	MAY 2017 B&O TAX	102,916.83
114379 06/22/2017	CHK	9999	CHRIS KAUZLARICH	APPL-SITE:61 SLEEPY HOLLOW RD PORT T	25.00
114380 06/22/2017	CHK	9999	STEVEN E KRAGHT	DL HP-SITE: 4354 HOLCOMB ST PORT TOW	800.00
114381 06/22/2017	CHK	9998	TIM KRIEGER	Cred Bal Refund	45.56
114382 06/22/2017	CHK	9998	DUAYNE A LEWIS	Cred Bal Refund	19.29
114383 06/22/2017	CHK	9998	THERETT LEWIS	Cred Bal Refund	137.36
114384 06/22/2017	CHK	9999	NICOLE LI	DL HP-SITE: 1228 CLAY ST PORT TOWNSE DL HP-SITE: 1230 CLAY ST PORT TOWNSE DL HP-SITE: 1238 CLAY ST PORT TOWNSE DL HP-SITE: 1240 CLAY ST PORT TOWNSE	800.00 800.00 800.00 800.00
Total for Check/Tran - 114384:					3,200.00
114385 06/22/2017	CHK	9999	PHYLLIS LITKE	AS HP-SITE:319 VAN BUREN PORT TOWNS	1,600.00
114386 06/22/2017	CHK	9999	KATHY LUCH	HPWTR HTR-STE:203 POCKET LN PORT TO	500.00
114387 06/22/2017	CHK	9999	MARK MCDONALD	DUCT SEALING-SITE: 1300 LUDLOW RIDG	250.00

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114388 06/22/2017	CHK	9999	MARK MCDONALD	AS HP-SITE: 1300 LUDLOW RIDGE RD PL	500.00
114389 06/22/2017	CHK	9999	JOHN W MERCHANT	DL HP-SITE:2580 CAPE GEORGE RD PORT T	1,000.00
114390 06/22/2017	CHK	9999	MICHAEL MIDA	AS HP-SITE:251 WINDROSE DR PORT LUDL	1,600.00
114391 06/22/2017	CHK	9999	MICHAEL MIDA	DUCT SEAL-STE:251 WINDROSE DR PORT	250.00
114392 06/22/2017	CHK	10309	NISC	MAY 2017 RECURRING INVOICE	1,075.16
				MAY 2017 RECURRING INVOICE	1,651.93
				MAY 2017 RECURRING INVOICE	485.69
				MAY 2017 RECURRING INVOICE	485.69
				MAY 2017 RECURRING INVOICE	7,986.99
				MAY 2017 RECURRING INVOICE	566.48
				MAY 2017 RECURRING INVOICE	53.34
				MAY 2017 RECURRING INVOICE	1,382.25
				MAY 2017 RECURRING INVOICE	171.60
				MAY 2017 RECURRING INVOICE	10.16
				MAY 2017 AMS INVOICE	3,295.37
				MAY 2017 AMS INVOICE	5,295.77
				MAY 2017 AMS INVOICE	887.86
				MAY 2017 AMS INVOICE	674.96
				MAY 2017 AMS INVOICE	1,084.68
				MAY 2017 AMS INVOICE	181.85
				JUNE 2017 ONLINE BANK TRANSACTION F	52.70
				JUNE 2017 ONLINE BANK TRANSACTION R	257.30
				JUNE 2017 MISC POSTAGE	203.05
				JUNE 2017 CRYSTAL REPORTS UPGRADE L	131.99
				JUNE 2017 CRYSTAL REPORTS UPGRADE L	27.03
Total for Check/Tran - 114392:					25,961.85
114393 06/22/2017	CHK	10167	OFFICE DEPOT	MISC OFFICE SUPPLIES-KEYBOARD SHEL	81.41
				MISC OFFICE SUPPLIES-KEYBOARD SHEL	16.68
				WHEELMATE, LT WGT, ERGONOMIC	28.33
				DESK FOR ANNEX OFFICE	316.63
				DESK FOR ANNEX OFFICE	64.85
				MISC OFFICE SUPPLIES-CHAIR	239.11
				MISC OFFICE SUPPLIES-CHAIR	48.98
Total for Check/Tran - 114393:					795.99
114394 06/22/2017	CHK	10170	OLYMPIC EQUIPMENT RENTALS	6 OZ DEEP WOODS INSECT REPELLANT	27.76

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				YELLOW TOOL	3.24
				EXCAVATOR CAT,EQUIPMENT TRAILER-A	295.37
				Total for Check/Tran - 114394:	326.37
114395 06/22/2017	CHK	9999	EDWARD ORTON	DL HP-SITE: 80 FAREWAY LANE PORT LU	1,000.00
114396 06/22/2017	CHK	9999	ROBERT E OSBORN	DL HP-SITE: 60 HARMS LANE PORT LUDLO	800.00
114397 06/22/2017	CHK	9999	GORDON R PAPRITZ	AS HP-SITE: 1230 JACKMAN PORT TOWNS	500.00
114398 06/22/2017	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 6/01-6/16/2017	924.00
114399 06/22/2017	CHK	10181	PENINSULA PEST CONTROL	PUMP HOUSE#2 SKYWATER-QTRLY ANT S	54.50
				RODENT SERVICE FOR 4 CORNERS-JUNE 2	81.75
				Total for Check/Tran - 114399:	136.25
114400 06/22/2017	CHK	9999	CRYSTAL PILLIFANT	AS HP-SITE: 1056 HOLCOMB ST PORT TOW	700.00
114401 06/22/2017	CHK	10185	PITNEY BOWES GLOBAL	MAILSYSTM LEASE 3/30-6/29/17	165.39
				MAILSYSTM LEASE 3/30-6/29/17	33.88
				Total for Check/Tran - 114401:	199.27
114402 06/22/2017	CHK	10193	PORT TOWNSEND LEADER	WEB PKG 5/31	62.25
				WEB PKG 5/31	12.75
				Total for Check/Tran - 114402:	75.00
114403 06/22/2017	CHK	10287	PUD-UTILITY PAYMENTS	WATER JUNE 2017 - DISC BAY BOOSTER P	92.13
				WATER JUNE 2017 - 44 HIDDEN TRAILS RD	30.24
				SEWER JUNE 2017 - 72 HILLCREST AVE	32.73
				SEWER JUNE 2017 - 578 BECKETT PT #PS1	82.75
				SEWER JUNE 2017 - 370 BECKETT PT #PS2	74.47
				WATER JUNE 2017-141 GARDINER CEMETE	61.59
				WATER JUNE 2017- GARDINER LUD #1	193.12
				WATER JUNE 2017 - 6910 CAPE GEORGE R	203.23
				WATER JUNE 2017 - SWANSON AVE	198.46
				WATER JUNE 2017 - CAPE GEORGE RD	19.85
				SEWER JUNE 2017 - MYRTLE ST	32.73
				Total for Check/Tran - 114403:	1,021.30
114404 06/22/2017	CHK	9998	PUGET SOUND APTS	Cred Bal Refund	68.95
114405 06/22/2017	CHK	9999	KATHLEEN RAFFO/ HERNANDEZ	DUCT SEALING-SITE:100 PATHFINDER LN	250.00
114406 06/22/2017	CHK	9999	KATHLEEN RAFFO/ HERNANDEZ	AS HP-SITE: 100 PATHFINDER LANE PL	700.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
114407 06/22/2017	CHK	9998	MICHAEL REEVES	Cred Bal Refund	77.33
114408 06/22/2017	CHK	10216	SECURITY SERVICES NW, INC.	NIGHT PMT PICK UP 5/21-5/31/17 NIGHT PMT PICK UP 5/21-5/31/17	314.78 64.47
Total for Check/Tran - 114408:					379.25
114409 06/22/2017	CHK	10219	SHOLD EXCAVATING INC	6.3 TONS 3/4" MINUS GRANITE; DELIVERY 13732 CENTER RD EMERG 4/09-4/11/17 POLE IN SIDEWALK REMOVAL	248.52 6,124.47 1,797.08
Total for Check/Tran - 114409:					8,170.07
114410 06/22/2017	CHK	10475	SMARSH INC	ARCHIVING MAY 2017	347.50
114411 06/22/2017	CHK	10226	SOS PRINTING	BUSINESS CARDS FOR D.MCKNIGHT BUSINESS CARDS FOR D.MCKNIGHT NAME PLATE - DREW MCKNIGHT NAME PLATE - DREW MCKNIGHT	53.38 10.93 22.38 4.58
Total for Check/Tran - 114411:					91.27
114412 06/22/2017	CHK	9999	RICH STEWART	DL HP-SITE:10 WELLINGTON CT PORT TO	800.00
114413 06/22/2017	CHK	9999	ROBERT STEWART	APPL-SITE:261 WINDSHIP DR PORT TOWN	80.00
114414 06/22/2017	CHK	9999	DAN TAYLOR	DL HP-SITE:250 WYCOFF RD PORT TOWNS	800.00
114415 06/22/2017	CHK	10576	TCF ARCHITECTURE, PLLC	ARCHITECTURAL-TCFA MAY 2017 PREDE	14,821.97
114416 06/22/2017	CHK	9998	MARY K THUNEM	Cred Bal Refund	8.28
114417 06/22/2017	CHK	9999	JON TOOF	DL HP-SITE:4643 MAGNOLIA ST PORT TO	800.00
114418 06/22/2017	CHK	10486	UTILIBIZ SOLUTIONS	PROF SVC MAY 01-MAY 30 T. LEHMAN PROF SVC MAY 01-MAY 30 T. LEHMAN PROF SVC MAY 01-MAY 30 T. LEHMAN	9,343.53 13,480.13 951.47
Total for Check/Tran - 114418:					23,775.13
114419 06/22/2017	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - MAY 2017 MODEM TICKET DELIVERY	163.83 15.00
Total for Check/Tran - 114419:					178.83
114420 06/22/2017	CHK	9999	JOSEPH VOZARIK	AS HP-SITE:134 DOG LEG LN PORT LUDLO	500.00
114421 06/22/2017	CHK	9999	JOSEPH VOZARIK	DUCT SEALING-SITE:134 DOG LEG LN POR	250.00
114422 06/22/2017	CHK	9999	LORI J WATSON	WINDOWS-STE: 633 QUINCY ST PORT TOW	1,088.70

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06/15/2017 To 06/28/2017

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
114423 06/22/2017	CHK	10269	WAVE BROADBAND	101P S POINT RD JUNE 2017	66.40
114424 06/22/2017	CHK	10569	WAYNE D. ENTERPRISES, INC.	CARHARTT FR CLOTHING PPE	-172.90 2,094.05
Total for Check/Tran - 114424:					1,921.15
114425 06/22/2017	CHK	10496	WELLS FARGO VENDOR FIN SERV	ACCT#6328357-007 230 CHIM COPYRNT JU ACCT#6328357-007 230 CHIM COPYRNT JU	326.60 66.89
Total for Check/Tran - 114425:					393.49
114426 06/22/2017	CHK	9999	STEVE WILKINSON	DL HP-SITE:801 25TH ST PORT TOWNSEND	800.00
114427 06/22/2017	CHK	9999	CAMA YESBERGER	APPL-SITE:30 EVERGREEN LN PORT HADL	80.00
114428 06/26/2017	CHK	10005	ACLS BUSHHOG LANDSCAPING	MOWING RESERVOIR SITES (2) WEEDWHACKING - VARIOUS LOCATIONS MOWING DRAINFIELDS, VARIOUS LOCATI	343.20 1,705.60 2,230.75
Total for Check/Tran - 114428:					4,279.55
114429 06/26/2017	CHK	10481	AMAZON	NETWORK CARDS FOR SERVER ROOM UP INTEL X540 10GIG DUAL PORT ADAPTER INTEL X540 10GIG DUAL PORT ADAPTER 3M PRIVACY FILTER FOR 23.8 WSCREEN Q GALAXY TABLETS QTY6 & KEYBOARD C GALAXY TABLETS QTY3 KEYBOARD CASE FOR TABLET QTY3 GALAXY TABLET QTY1 KEYBOARD CASE FOR TABLET QTY1 GALAXY TABLETS QTY2 KEYBOARD CASE FOR TABLET QTY2 NETWORK TAPS FOR SECURITY MONITOR DUALCOMM DCGS2005 NETWORK TAPES DUALCOMM DCGS2005 NETWORK TAPES ADD'L ITEMS FOR FIELD GALAXY TABLE GALAXY CAR CHARGE QTY20 SYLUS FOR TABLET QTY3 USB WALL DESKTOP CHARGER 10PORT Q TOUCH LENS CLEANING WIPES BROTHERS 2PK LABELING TAPE GALAXY CAR CHARGE QTY20 SYLUS FOR TABLET QTY3	-112.86 1,134.49 232.37 132.96 -17.92 648.63 97.30 216.21 32.44 432.42 64.87 -107.97 1,085.36 222.31 -33.48 144.60 11.26 162.83 18.09 11.98 29.62 2.32

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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
				USB WALL DESKTOP CHARGER 10PORT Q	33.35
				TOUCH LENS CLEANING WIPES	3.71
				SAMSUNG GALX TABLET QTY1 & KEYBO	-7.42
				KEYBOARD CASE FOR TABLETS QTY3	89.93
				SAMSUNG GALX TABLET QTY1	207.08
				SAMSUNG GALAXY TABLET 10.1 IN QTY2	414.18
				SANDISK 8GB MICRO SD CARD QTY10	79.79
				Total for Check/Tran - 114429:	5,228.45
114430 06/26/2017	CHK	9999	MAURICE L ANDERSON	APPL-SITE: 1591 E. QUILCENE RD QUILCE	40.00
114431 06/26/2017	CHK	10447	ANIXTER INC.	TRANSFORMER GROUND STRAPS	436.00
				SWITCH CABINET 3 PHASE PMH-11 & PMH	26,850.25
				SWITCH CABINET 3 PHASE PMH-11 & PMH	0.00
				TRAN SWITCH-SIDE BREAK 1 WAY 600 AM	18,945.30
				SWTCH-SIDE BRK 1 WAY & 2 WAY TURNE	38,381.12
				Total for Check/Tran - 114431:	84,612.67
114432 06/26/2017	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING WKEND 5.13.17 INT#8146	9,174.24
114433 06/26/2017	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE	13,636.95
114434 06/26/2017	CHK	10043	CENTRAL WELDING SUPPLY	KALA PT SHOP MISC -CUTOFF WHL	62.65
114435 06/26/2017	CHK	10547	COS SYSTEMS INC.	MONTHLY FEE JUN-17	500.00
114436 06/26/2017	CHK	10407	DEPT OF THE TREASURY	EIN91-6001044/ FORM 720-V 2BD QTR 2017	108.48
114437 06/26/2017	CHK	10078	ESCI	JUN 2017 SAFETY TRAINING	1,632.00
114438 06/26/2017	CHK	9999	ALAN HAWS	AS HP-SITE:1145 DEER CRK ROAD QUILCE	700.00
114439 06/26/2017	CHK	10313	MICHEL'S POWER	STORM OUTAGE INT#836202	19,694.98
114440 06/26/2017	CHK	10161	NORTHWEST LINEMAN COLLEGE	ONLINE TESTING - J GORDON, D ELIAS	12.45
				ONLINE TESTING - J GORDON, D ELIAS	2.55
				Total for Check/Tran - 114440:	15.00
114441 06/26/2017	CHK	10167	OFFICE DEPOT	MISC OFFICE EXP-STAMP FOR AP	24.42
				MISC OFFICE EXP-STAMP FOR AP	5.00
				Total for Check/Tran - 114441:	29.42
114442 06/26/2017	CHK	10168	OLDCASTLE PRECAST	CONCRETE PAD U10-1.5 SCL	3,509.80
114443 06/26/2017	CHK	10181	PENINSULA PEST CONTROL	ANTS/THATCHING ANTS 230 CHIMACUM	135.71

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Accounts Payable Check Register

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06/15/2017 To 06/28/2017

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ANTS/THATCHING ANTS 230 CHIMACUM	27.79
				Total for Check/Tran - 114443:	163.50
114444 06/26/2017	CHK	10210	RICOH USA, INC	ANNEX PRINTING IMAGES 5/01-5/31/17	127.59
				ANNEX PRINTING IMAGES 5/01-5/31/17	26.13
				Total for Check/Tran - 114444:	153.72
114445 06/26/2017	CHK	10502	CAROL WOODLEY	JULY 2017 RENT-BILLING & HR ANNEX	871.50
				JULY 2017 RENT-BILLING & HR ANNEX	290.50
				JULY 2017 RENT-BILLING & HR ANNEX	178.50
				JULY 2017 RENT-BILLING & HR ANNEX	59.50
				Total for Check/Tran - 114445:	1,400.00
Total Payments for Bank Account - 1 :					(147) 593,378.30
Total Voids for Bank Account - 1 :					(9) 60,430.77
Total for Bank Account - 1 :					(156) 653,809.07
Grand Total for Payments :					(147) 593,378.30
Grand Total for Voids :					(9) 60,430.77
Grand Total :					(156) 653,809.07

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS**PAY DATE: 06/16/2017**

<u>Empl</u>	<u>Name</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2000	RANDALL L CALKINS	70312	06/16/2017	\$ 1,569.42
2001	JOSE M ESCALERA-ESTRADA	70313	06/16/2017	1,781.21
3032	BARUCH A MCKNIGHT	70314	06/16/2017	799.02
2003	JERRY L RUBERT	70315	06/16/2017	1,903.89
2004	ERIC R STOREY	70316	06/16/2017	3,023.23
TOTAL				\$ 9,076.77

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL**PAY DATE: 06/16/2017**

Empl	Name	Pay Date	Net Pay
1028	CASEY ALM	06/16/2017	\$ 2,711.97
1016	KURT W ANDERSON	06/16/2017	2,356.11
3024	ASHLEY M BIRDSALL	06/16/2017	1,002.20
3029	MELISSA J BLAIR	06/16/2017	1,498.32
1000	DYLAN C BRACKNEY	06/16/2017	2,147.92
3030	SUSAN R CARTER	06/16/2017	3,044.11
4004	KENNETH R COLLINS	06/16/2017	2,257.13
1019	BILL C COOPER	06/16/2017	2,973.38
3000	KIMBERLY A COTTIER-HOLT	06/16/2017	2,332.52
1017	ALYSON J DEAN	06/16/2017	2,238.84
1003	DAVID E ELIAS	06/16/2017	2,229.66
1004	CASEY L FINEDELL	06/16/2017	2,794.80
3002	JEFFREY T GORDON	06/16/2017	940.56
3003	JANEL D GRABNER	06/16/2017	1,249.22
3004	WILLIAM A GRAHAM	06/16/2017	2,158.32
3020	JEAN M HALL	06/16/2017	2,085.22
3028	RITA J HOAK	06/16/2017	1,680.31
3005	ANNETTE JOHNSON	06/16/2017	1,711.64
1020	JEREMIAH J JONES	06/16/2017	2,293.49
4002	WAYNE G KING	06/16/2017	1,256.89
1018	MARIANNE E KLINE	06/16/2017	1,422.93
1008	BO D LEE	06/16/2017	3,339.97
3008	KRISTOFFER M LOTT	06/16/2017	2,634.79
3026	DEBRA R LUND	06/16/2017	2,378.89
3027	JILL M PADDOCK	06/16/2017	1,224.32
3011	JAMES G PARKER	06/16/2017	2,936.10
1009	ROBERT W PHILLIPS	06/16/2017	2,145.69
1026	LORALEI S RAE	06/16/2017	1,621.57
4006	JEFFREY W RANDALL	06/16/2017	889.40
2002	DOUGLAS M REEDER	06/16/2017	1,743.80
1027	JIMMY R SCARBOROUGH	06/16/2017	2,470.41
1011	DONALD K STREETT	06/16/2017	3,282.21
3013	NATHALIA TANTUM	06/16/2017	1,508.32
1012	ERIC A THARALDSEN	06/16/2017	4,088.67
1013	BRIAN W VAN NESS	06/16/2017	2,225.29
1014	GERRIT J VAN OTTEN	06/16/2017	1,507.02
3022	PAMELA A VREEKEN	06/16/2017	1,183.23
3014	MAUREEN A WHIPPY	06/16/2017	1,140.18
1015	COLTON L WORLEY	06/16/2017	2,238.34
3025	KIM M YOUNGER	06/16/2017	2,346.98
	TOTAL		\$ 83,290.72

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve for payment the following transactions greater than \$100,000 dollars and payments made from the General Fund in the amount of **\$746,176.56** on this **3rd** day of **July** **2017** ;

Kenneth Collins
President

Jeff Randall
Vice President

Wayne G. King
Secretary

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

Invoice #

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 114290 to # 114338	\$ 228,317.28	6/15/2017
Accounts Payable:	# 114339 to # 114427	\$ 280,550.38	6/22/2017
Accounts Payable:	# 114428 to # 114445	\$ 144,941.41	6/26/2017
Payroll Checks:	# 70312 to # 70316	\$ 9,076.77	6/16/2017
Payroll Direct Deposit:		\$ 83,290.72	6/16/2017

TOTAL INVOICES PAID **\$746,176.56**

WIRE TRANSFERS PAID	AMOUNT	DATE
	\$ -	

GRAND TOTAL **\$746,176.56**

VOIDED WARRANTS	# 114339	\$ 4,279.55
	# 114340	\$ 5,148.66
	# 114341	\$ 40.00
	# 114342	\$ 27,286.25
	# 114343	\$ 62.64
	# 114344	\$ 9,174.24
	# 114345	\$ 13,636.95
	# 114361	\$ 102.48
	# 114375	\$ 700.00

Jefferson County PUD Citizen Advisory Board

A G E N D A

**Date: July 10th,
2017**

Time: 2:30PM

**Place of
Meeting:**

**PUD Electrical
Service Center**

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

- Call to Order
- Review of Agenda
- Approval of Minutes from Last Mtg.
- Public Comment
- Broadband Delivery Strategies –
Sub Committee report
- Community Solar Discussion
- Discussion on Rate Design Policies
- Discussions on Absent Members
- Next Steps or Additional Board
Actions
- Public Comment
- Adjourn

BILLING OF INTEREST AND PRINCIPAL DUE

530060

06/30/2017

\$1,527,041.32

Page 1 of 2

REFERENCE
NUMBER

DATE DUE

* NET TOTAL DUE

Public Utility District No. 1 of Jeffer
310 Four Corners Rd
Port Townsend, WA 98368

QUESTIONS ABOUT THIS BILLING SHOULD BE DIRECTED TO:

USDA / RURAL DEVELOPMENT
 TELEPHONE AND ELECTRIC SERVICES BRANCH
 FC - 1314
 4300 Goodfellow Blvd.
 ST. LOUIS, MISSOURI 63120-1703
 VOICE (314) 457-4049
 EMAIL: RD.NFAOC.TESB@STL.USDA.GOV

REMITTANCE INSTRUCTIONS

FEDWIRE BANK ROUTING
 ROUTING TRANSIT NO. 021030004 TREAS NYC
 ACCOUNT (ALC) 12200408

CUSTOMER INITIATED PAYMENTS (CIP)

Go to: <https://rdupcip.sc.egov.usda.gov> and follow on-line information.
 Your payments must be scheduled by 8:00 P.M. Eastern Time the
 business day before it is due.

For questions about CIP contact the Cash Management Branch (CMB) at
 (314) 457-4023.

SUMMARY LIST OF BILLING

<u>Program</u>	<u>Total Amount Due</u>	<u>Overdue Amount</u>
Federal Finance Bank	\$ 1,527,041.32	
 GRAND TOTAL DUE	 \$ 1,527,041.32	
PROJECTED EARNED INTEREST CREDIT	\$ 0.00	
NET TOTAL DUE	\$ 1,527,041.32	

Projected Cushion of Credit Balance through Due Date

Cushion of Credit Balance	\$.00
Projected Earned Interest	\$.00
Total Projected Cushion of Credit Available	\$.00

* Per Regulation 7 CFR 1785.67 Net Total Due reflects the Grand Total Due less Projected Earned Interest Credit on Cushion of Credit up to the amount of the Grand Total Due.

Projected Earned Interest amount is subject to change due to Cushion of Credit activity after bill generation.

** Overdue amounts are included in the " Total Amount Due" for the program.

BILLING OF INTEREST AND PRINCIPAL DUE

530060	06/30/2017	\$1,527,041.32
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REFERENCE
NUMBER

DATE DUE

NET TOTAL DUE

Public Utility District No. 1 of Jeffer
310 Four Corners Rd
Port Townsend, WA 98368

DETAILED LIST OF BILLING

PROGRAM: Federal Finance Bank

TOTAL DUE =\$1,527,041.32

Acct No	Note Desg	Outstanding Principal	Principal Due	Current Interest	Other Billing Item	Other Amount Due	Payment Due
H0010		\$107,936,133.21	\$781,983.84	\$700,470.02	Note Sect 9 Interest	\$33,637.63	\$1,516,091.49
H0015		\$722,921.03	\$4,762.36	\$5,962.18	Note Sect 9 Interest	\$225.29	\$10,949.83
TOTALS		\$108,659,054.24	\$786,746.20	\$706,432.20		\$33,862.92	\$1,527,041.32

3 July 2017

MEMO FOR BOC

SUBJECT: Fire Suppression Requirements

1. **Purpose.** To provide information for the PUD BOC for directing staff on how to proceed with regards to maintenance of Fire Suppression Facilities within the PUD service area.

2. **Facts.**

a. Prior to the Lane versus Seattle decision (2008) the Jefferson County Coordinated Water System Plan was the primary document related for Fire Suppression Requirements.

The CWSP presents a detailed local and state water service delivery and management program pursuant to the **Public Water System Coordination Act** of 1977 ([Chapter 70.116 RCW](#) and [Chapter 246-293 WAC](#)). The CWSP provides a process and strategy for existing water utilities to define their roles in the adopted land use and projected growth strategies for the area. The CWSP is based on a cooperative effort among Jefferson County, Jefferson County PUD No. 1 (PUD), the City of Port Townsend, the area water utilities, and the State Departments of Health (DoH) and Ecology.

b. As result of the Jefferson County CWSP the PUD had agreements in place with all Fire Districts for division of responsibilities for Fire Control Facility Maintenance (see enclosure 1). This was the guiding document in planning, funding, construction, and maintenance of Fire Suppression Facilities.

c. The Lane versus Seattle Decision (2008) ended a period where the water utilities could charge for and perform the maintenance of Fire Suppression facilities (see enclosure). One work around used by cities was to collect utility taxes and pay their water utility to maintain fire suppression facilities, however, no solution existed for non-City utilities. (enclosure 2)

- d. In mid-2013 the State passed RCW 70.315 (Water Purveyors – Fire Suppression Water Facilities, enclosure 3) to help resolve the concerns about maintenance of fire suppression.
- e. The PUD obtained the Kala Point and the Coyle Water Systems during this period of time where the PUD could not legally maintain or improve fire suppression facilities from customer rates.

3. Assumptions.

- a. Maintenance of facilities is not just hydrants but includes the pipes in the ground, storage, and pumps. (see enclosure 4 - fcs presentation)
- b. Fire flow design requirements vary depending on location of structure (CWSP)
- c. If PUD is to do all maintenance internally it would require (see enclosure 5):
 - i. Probably 1 FTE - 60,000 to 80,000/ yr
 - ii. Truck and Equipment – 5,000/yr
 - iii. Replacement Parts, Paint – 2,000/yr
 - iv. Depreciation and replacement – 15,000/yr
 - v. A&G; 5,000/yr
 - vi. Utility Tax – 3% of 100,000 = 3,000/year
 - vii. Total estimated: 90,000 to 110,000/ yr
 - viii. Divided by 4,000 – 22 to 28 per year or 2 to 3 dollars a month

4. Discussion

- a. Prior to 2008 we included fire suppression in our budget and we entered into contracts with the local fire districts to share the responsibilities per the CWSP. After the Lane Decision, the maintenance went into limbo, we did not want to be sued for not following the ruling – which happened in Seattle. As a result, we would respond to reports of damaged hydrants, and we would flush as a part of our normal flushing, but we did not do anything that could result in a lawsuit against us. In 2013 the State came up with a fix to the issue, but did not require any additional action, but did give us the ability to charge all our customers for the maintenance, but it also did clarify that utilities were not liable for problems with the hydrants.

We continued to do minimal routine maintenance concentrating on the larger issues, for example upgrading the Kala point system to include upgrades to booster pumps and as a result fire flow capacity, but not direct fire suppression facilities maintenance and upgrades

- b. We are now at a point where the Board has asked the staff to revisit our role and capability to resume fire suppression maintenance measures.
- c. We have a number of options we can look at for maintenance of existing fire suppression facilities.
 - i. PUD continues to provide minimal support – tests as needed, repairs as identified. – probably little impact on budget.
 - ii. Re-enter into an agreement with local Fire Districts to share responsibilities for fire hydrants. Depending on agreements could effect rates.
 - iii. PUD hire and do work internally. The attached worksheet shows estimated costs. Basically, another FTE, with supporting equipment and materials. There would be a period of catch for the past 10 years. Would recommend we place a new separate line item on bill that states Fire Suppression Maintenance Costs – \$ 3.00 per month. We could probably do that without a contracted water rate study. But it is probably time to relook that also.

5. Recommendation

- a. PUD hold a special meeting to determine how they wish to proceed.

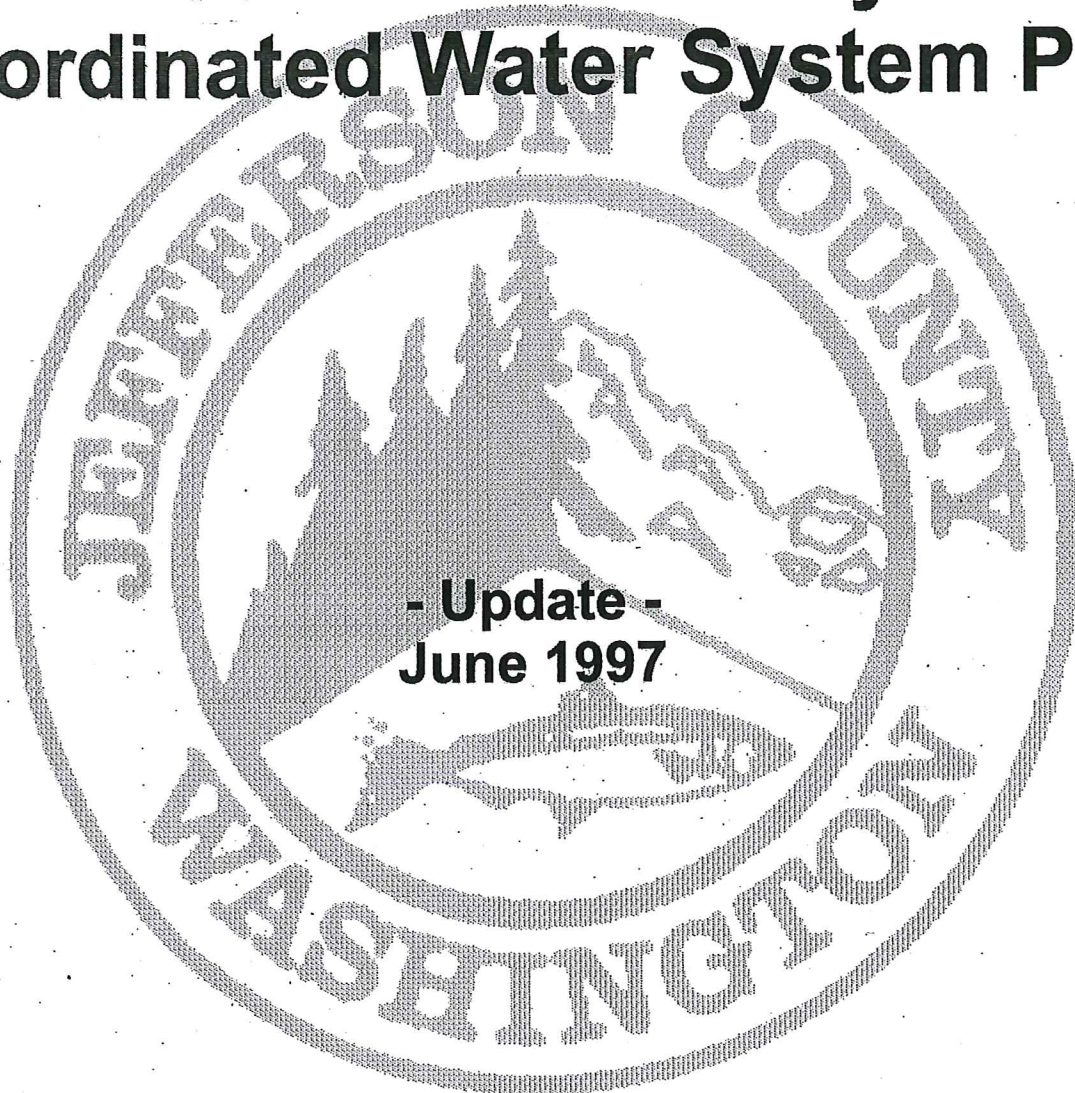
James G Parker

Enclosures

- 1 CWSP – Agreement Fire Control Facility Maintenance and Testing Responsibilities
- 2 Lane versus Seattle
- 3 RCW 70.315 (Water Purveyors – Fire Suppression Water Facilities
- 4 Cost of Fire protection
- 5 PUD cost of internally performing maintenance

ENCL 1 — *Pike Agreement*

Jefferson County Coordinated Water System Plan



Prepared by
Economic and Engineering Services, Inc.
PO Box 976
Olympia, WA 98507
(360) 352-5090 FAX (360) 357-6573

Under the Direction of the Jefferson County
Water Utility Coordinating Committee

Public Utility District #1

Of Jefferson County

October 3, 2006

Board of Commissioners

Dana Roberts, District 1
M. Kelly Hays, District 2
Wayne G. King, District 3

Jefferson County Fire Districts
See Distribution

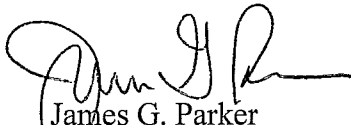
Dear Sir/Madam:

The purpose of this letter is to review and update our agreements with the different fire districts. The PUD has signed agreements with most of the fire districts. The agreements are generally the same as the one in the Coordinated Water System Plan (CWSP). Most of the agreements were signed several years ago. With the rotation of various officials and creation of new water systems it would seem like a good time to review and update the agreements.

Additionally, the PUD is updating its GIS system and would like to come up with an agreed upon hydrant numbering system for the entire Eastern Jefferson County, perhaps a shared GIS program at the county level. Also it is probably a good time to talk about having classes on how to operate fire hydrants without damaging the water system, or creating a cross connection situation. Another issue is the financing of the replacement of broken hydrants or the purchase of new hydrants or storz adapters.

Enclosed is a copy of the agreed as it appears in the CWSP. Please review it and get back with me on how you would like to proceed. If you are satisfied with it as is simply provide with the appropriate names to update the agreement and I will make the changes and forward it back to you.

If you have any questions please call.



James G. Parker
Manager

Encl
Distribution List
CWSP example agreement

Exhibit IV-2
Sample Agreement
Fire Control Facility Maintenance
and Testing Responsibilities

This Agreement entered into between (Fire Department/District) and (Water Utility) is for the purpose of providing for proper installation, operation, and maintenance of permanent fire protection facilities associated with public water systems and installed in the following described location:

(Fire District Boundary and/or Utility Future Service Area Boundary - Description or reference to attached map)

It is hereby agreed that the tasks itemized below will be carried out in a responsible manner by the assigned party and at the specified frequency.

Task	Responsible	
	Party	Frequency
1. Inspection of new facility*	Both	Time of Construction
2. Location of hydrants*	Both	Time of Construction
3. Review of installation and type of hydrant, ports, and valves	Fire	Time of Construction
4. Install and check reflectorized location if used	Fire	Annual
5. Hydrant and Private Fire System Testing		
A. Flow and pressure testing of hydrant	Both	Annual
B. Operation of tee valve	Utility	Annual
C. Private/building fire system (wet & dry)*	Fire	Annual
6. Clearing vegetation, brush for visibility/snow	Fire	Annual
7. Mechanical repair and maintenance (except private property)	Utility	As Needed
8. Submit annual report regarding faulty hydrants, flow tests, etc.	Both	As Needed
9. Painting and coding of hydrants <i>After original paint</i>	Fire	(summarized annually) As Needed
10. Numbering and color coding of hydrants	Both	Time of Construction
11. Water utility's personnel to be notified when hydrants are used for fire fighting training, or testing purposes	Fire	As Needed
12. Communications (emergency, alert system, etc)	Both	As Needed
13. Backflow prevention/hydrant use/mutual aid	Both	As Needed
14. Estimate volume and time of use of hydrants and provide monthly report to utility	Fire	Monthly

It is agreed that the Utility shall notify the Fire Department/District, in advance, before any changes are made to hydrant installation or relocation and the Fire Department/District shall notify the Utility in advance of any testing of fire hydrants.

Mel Herod
Fire Chief or Commissioner

2-15-96
Date

Jim S. [Signature]
Water Utility

2-16-96
Date


Receipt Acknowledged By:

County Fire Marshal
(applicable only to unincorporated areas)

* In unincorporated areas, the responsible fire official is the County Fire Marshal.

ENCL 2 LANE

Washington PUD
Association
2010 Water Workshop



Implementing the State Supreme Court's Ruling on Fire Hydrants as a General-Government Duty

By Angie Sanchez Virnoche, Principal

FCS GROUP
7525 166th Ave NE, Suite D-215, Redmond, WA 98052 • 425-867-1802

Implications of Lane v. Seattle

- Municipal water utilities can no longer include the cost of fire protection in their water rates – it is a general fund obligation
- Fire protection costs can be recovered in several ways:
 - Payment from the general fund (City/Town)
 - Charges to third-party general governments for public fire protection
 - Charges to individual customers for private fire protection
- Removal of "fire protection" from water rates affects cost recovery
 - Shifts from commercial/multi-family to residential/irrigation
 - May affect cost recovery through fixed vs. variable charges
- Warrants a more detailed analysis of fire protection costs

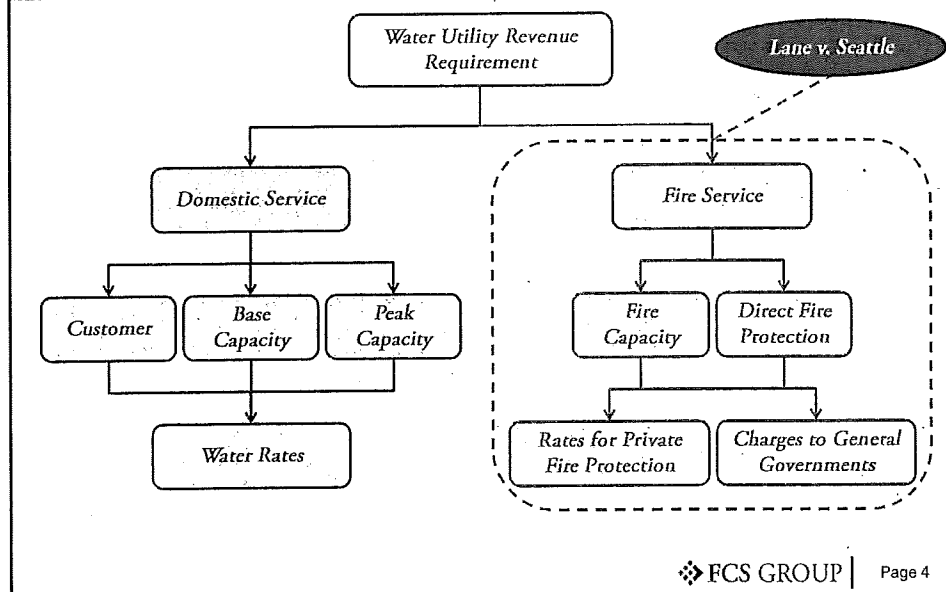
FCS GROUP | Page 2

How is Fire Protection Cost Determined?

- The majority of municipal water utilities have adopted cost-of-service based water rates generally following AWWA guidelines.
- As part of those cost-of-service guidelines, the most commonly referred to "functional cost components" are:
 - ✓ Base
 - ✓ Extra Capacity
 - ✓ Customer Meters and Services
 - ✓ **Direct Fire-Protection Services**
- Foundation of analysis is water system comprehensive plan and/or engineering analyses

❖ FCS GROUP |

Water Cost of Service Rate Methodology



❖ FCS GROUP | Page 4

Concluding Comments

- There is no specific methodology outlined for calculating fire costs
- Incremental approach will provide the lowest cost
- At this time, decision applies to Cities only
- Application to PUDs, Special District's and other municipal water suppliers unknown
- Stay tuned!



"GOOD SCHOOLS... NICE NEIGHBORHOODS...
PLENTY OF HYDRANTS..."



ENCL 3 -

Washington's New Fire Suppression (Hydrant) Law—SHB 1512

May 10, 2013 by John W. Carpita, PE

Category: Fire Protection , Water Utilities



Thanks to concerted and cooperative action by a coalition of public and private water purveyors, cities, counties, trade organizations, and fire fighting agencies (FIRE PALS), Washington now has a new fire suppression (hydrant) law. This new law resolves issues resulting from two court cases, [Lane v. City of Seattle, 164 Wn.2d 875 (2008) and City of Tacoma v. City of Bonney Lake, 173 Wn.2d 584, 592 (2012)]. The Lane case concluded that providing fire hydrants is a governmental function that provides a general benefit and must be paid for out of the general fund, which applies (arguably) to all municipal water utilities (cities, counties, special purpose districts) with fire hydrants and fire suppression service. The Tacoma case applied RCW 43.09.210, which requires a government entity to pay for any services it receives from another government entity at their 'true and full value,' to the provision of fire suppression services. The provisions of this bill go into effect 7/28/2013.

- Substitute House Bill (SHB) 1512 contains this (paraphrased) declaration of purpose:

Governmental and nongovernmental water purveyors play two key public service roles: providing safe drinking water and providing water for fire

protection. This dual function enables purveyors to provide these critical public services in a cost-effective way that protects public health and safety, promotes economic development, and supports appropriate land use planning.

- Provision of integrated, dual function water facilities and services benefits all customers of a purveyor.
- Water purveyors plan, construct, acquire, operate, and maintain fire suppression water facilities in response to

kept on file by the water purveyor and be available to the public and may be included within the purveyor's most recently approved water system plan or small water system management program.

(3) Consistent with RCW 36.55.060 with respect to counties and notwithstanding the provisions of subsections (1) and (2) of this section, agreements or franchises may, as the parties mutually agree, include indemnification, hold harmless, or other risk management provisions under which purveyors indemnify and hold harmless cities, towns, and counties against damages arising from fire suppression activities during fire events. Such provisions are unaffected by subsections (1) and (2) of this section.

Liberal Construction

This chapter is exempted from the rule of strict construction and must be liberally construed to give full effect to the objectives and purposes for which it was enacted.

Powers Conferred by Chapter are Supplemental

(1) The powers and authority conferred by this chapter are supplemental to powers and authority conferred by other law, and nothing contained in this chapter may be construed as limiting any other powers or authority of any municipal corporation or other entity under applicable law.

(2) As to water companies that are regulated by the utilities and transportation commission under Title 80 RCW, nothing in this chapter is intended to change or limit the authority or jurisdiction of the utilities and transportation commission.

Ratification of Prior Acts

To the extent that they provide for or address funding, cost allocation, and recovery of fire suppression water facilities and services, all ordinances, resolutions, and contracts adopted, entered, implemented, or performed prior to the effective date of this section are hereby validated, ratified, and confirmed. This chapter must not affect or impair any ordinance, resolution, or contract lawfully entered into prior to the effective date of this section.

In the SHB 1512 [House Bill Report](#) summary of testimony in favor of the bill are these comments:

The fundamental thrust of the bill is to allow cities, counties, and utilities to do what has been working for them for the past 100 years. Charging ratepayers was a mode of doing business that everyone was comfortable with and it worked well for everyone.

The liability provisions of the bill will help address the current problem of nonmunicipal water purveyors not maintaining their fire suppression systems. These purveyors will be required to put into effect a hydrant maintenance plan, which will help ensure that firefighters can actually use the facilities in a fire event. The liability provisions will also help ensure that water purveyors continue to provide fire suppression services. Given the uncertainty regarding liability, some purveyors have said that they will no longer provide hydrant service. This bill will bring some certainty back to the process and will encourage investment in fire suppression facilities and services.

The bill is consistent with existing case law, but resolves the confusion created by Lane and Bonney Lake.

The difference between a ratepayer and a taxpayer is very small, and the shift in cost will be minimal.



About John W. Carpita, PE

Chapter 70.315 RCW

WATER PURVEYORS—FIRE SUPPRESSION WATER FACILITIES

Chapter Listing

Sections

70.315.010	Findings and declaration of purpose.
70.315.020	Definitions.
70.315.030	Cost allocation and recovery.
70.315.040	Authority to provide for facilities and services.
70.315.050	Regulation by counties.
70.315.060	Fire protection for fire suppression water facilities and services.
70.315.900	General construction.
70.315.901	Provisions conferred by chapter are supplemental.
70.315.902	Repeal of prior acts.

70.315.010

Findings and declaration of purpose.

(1) The legislature finds that historically governmental and nongovernmental water purveyors have played two key public service roles: Providing safe drinking water and providing water for fire protection. This dual function approach is a deeply embedded and state-regulated feature of water system planning, engineering, operation, and maintenance. This dual function enables purveyors to provide these critical public services in a cost-effective way that protects public health and safety, promotes economic development, and supports appropriate land use planning.

(2) The legislature finds that the provision of integrated, dual function water facilities and services benefits all customers of a purveyor, similar to other benefits provided to water system customers in response to regulation regarding safe drinking water such as treatment and water quality monitoring.

(3) The legislature finds that water purveyors plan, construct, acquire, operate, and maintain fire suppression water facilities in response to regulatory requirements, including without limitation the public water system coordination act, RCW [70.116.080](#), the design of public water systems and water system operations requirements, chapter 246-290 WAC, Parts 3 and 5, the state building code, chapter [19.27](#) RCW, and the international fire code. The availability of infrastructure and water to fight fires allows for the development and habitability of property, increases property values, and benefits customers and property through lower casualty insurance rates.

(4) The legislature finds that recent Washington supreme court decisions, including *Lane v. City of Seattle*, 164 Wn.2d 875 (2008), and *City of Tacoma v. City of Bonney Lake, et al.*, 173 Wn.2d 584 (2012), have created uncertainty and confusion as to the role, responsibilities, cost

allocation, and recovery authority of water purveyors. If left unresolved, the absence of legal clarity will adversely affect the availability and condition of fire suppression infrastructure necessary to protect life and property.

(5) It is the legislature's intent to determine appropriate methods of organizing public services and the authority of water purveyors with respect to critical public services. The legislature further intends this chapter to clarify the authority of water purveyors to provide fire suppression water facilities and services and to recover the costs for those facilities and services. The legislature also intends to provide liability protections appropriate for water purveyors engaged in this vital public service.

[[2013 c 127 § 1.](#)]

70.315.020

Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Fire suppression water facilities" means water supply transmission and distribution facilities, interties, pipes, valves, control systems, lines, storage, pumps, fire hydrants, and other facilities, or any part thereof, used or usable for the delivery of water for fire suppression purposes.

(2) "Fire suppression water services" or "services" means operation and maintenance of fire suppression water facilities and the delivery of water for fire suppression purposes.

(3) "Municipal corporation" means any city, town, county, water-sewer district, port district, public utility district, irrigation district, and any other municipal corporation, quasi-municipal corporation, or political subdivision of the state.

(4) "Purveyor" has the same meaning as set forth in RCW [70.116.030](#)(4).
[[2013 c 127 § 2.](#)]

70.315.030

Cost allocation and recovery.

A purveyor may allocate and recover the costs of fire suppression water facilities and services from all customers as costs of complying with state laws and regulations, or from customers based on service to, benefits conferred upon, and burdens and impacts caused by various classes of customers, or both.

[[2013 c 127 § 3.](#)]

70.315.040

Contracts to provide for facilities and services.

A city, town, or county may contract with purveyors for the provision of fire suppression water facilities, services, or both. The contract may take the form of a franchise agreement, an interlocal agreement pursuant to chapter 39.34 RCW, or an agreement under other contracting authority, and may provide for funding or cost recovery of fire suppression water facilities, services, or both, as the parties may agree.

[[2013 c 127 § 4.](#)]

70.315.050

Payment by counties.

A county is not required to pay for fire suppression water facilities or services except: (1) As a customer of a purveyor; (2) in areas where a county is acting as a purveyor; or (3) where a county has agreed to do so consistent with RCW [70.315.040](#).

[[2013 c 127 § 5.](#)]

70.315.060

Liability protection for fire suppression water facilities and services.

(1) A purveyor that is a municipal corporation is not liable for any damages that arise out of a fire event and relate to the operation, maintenance, and provision of fire suppression water facilities and services that are located within or outside its corporate boundaries.

(2) A purveyor that is not a municipal corporation is not liable for any damages that arise out of a fire event and relate to the operation, maintenance, and provision of fire suppression water facilities and services if the purveyor has a description of fire hydrant maintenance measures. The description of fire hydrant maintenance measures must be kept on file by the water purveyor and be available to the public, and may be included within the purveyor's most recently approved water system plan or small water system management program.

(3) Consistent with RCW [36.55.060](#), with respect to counties and notwithstanding the provisions of subsections (1) and (2) of this section, agreements or franchises may, as the parties mutually agree, include indemnification, hold harmless, or other risk management provisions under which purveyors indemnify and hold harmless cities, towns, and counties against damages arising from fire suppression activities during fire events. Such provisions are unaffected by subsections (1) and (2) of this section.

[[2013 c 127 § 6.](#)]

70.315.900

Liberal construction.

This chapter is exempted from the rule of strict construction and must be liberally construed to give full effect to the objectives and purposes for which it was enacted.

[[2013 c 127 § 7.](#)]

70.315.901

Powers conferred by chapter are supplemental.

(1) The powers and authority conferred by this chapter are supplemental to powers and authority conferred by other law, and nothing contained in this chapter may be construed as limiting any other powers or authority of any municipal corporation or other entity under applicable law.

(2) As to water companies that are regulated by the utilities and transportation commission under Title [80](#) RCW, nothing in this chapter is intended to change or limit the authority or jurisdiction of the utilities and transportation commission.

[[2013 c 127 § 8.](#)]

70.315.902

Ratification of prior acts.

To the extent that they provide for or address funding, cost allocation, and recovery of fire suppression water facilities and services, all ordinances, resolutions, and contracts adopted, entered, implemented, or performed prior to July 28, 2013, are hereby validated, ratified, and confirmed. This chapter must not affect or impair any ordinance, resolution, or contract lawfully entered into prior to July 28, 2013.

[[2013 c 127 § 9.](#)]

RCW 70.116.080

Performance standards relating to fire protection.

The secretary shall adopt performance standards relating to fire protection to be incorporated into the design and construction of public water systems. The standards shall be consistent with recognized national standards. The secretary shall adopt regulations pertaining to the application and enforcement of the standards: PROVIDED, That the regulations shall require the application of the standards for new and expanding systems only. The standards shall apply in critical water supply service areas unless the approved coordinated plan provides for non fire flow systems.



Lakewood Water District Board of Commissioners Meeting

Fire Cost Analysis

January 21, 2010

Presented by: Angie Sanchez , Principal



www.fcsgroup.com

Background

- September 28, 2009 presentation to Board on Lane v. Seattle from John Milne and David Findlay
 - ✓ Court held that “providing fire hydrants is a government responsibility for which the general government of the area must pay.”
 - ✓ Lane v. City of Seattle arguably applies to all municipal water utilities (e.g., counties, special purpose districts)
 - ✓ Board approved FCS GROUP moving forward with calculating Lakewood’s Fire Cost

Overview of Fire Cost Calculation

- Step 1: Classify plant in service (assets) to functions
 - ✓ base, peak, customer, fire protection
- Step 2: Allocate revenue requirements (budget) to functions
- Step 3: Determine unit costs

Step 1: Classify Plant in Service to Functions

- Identify plant in service (assets) from accounting records
- Organize plant in service into categories:
 - ✓ Supply/treatment, pumping, storage, transmission & distribution, meters & services, hydrants and general
- Classify plant in service to water functions:
 - ✓ Base – ability to deliver water for average annual levels of demand
 - ✓ Peak – ability to deliver water during periods of peak consumption
 - ✓ Customer – costs related to serving water customers
 - ✓ Meters & Services - installation, maintenance, and repairs of meters and services
 - ✓ Fire - ability of the “system” to provide adequate capacity and water flow corresponding to minimum fire safety standards required
- Allocation to functions determined by industry standard approaches and District’s Comprehensive Water Plan

Step: 1 Classify Plant in Service (cont.)

- Supply/treatment – allocated to base and peak (no fire)
- Storage – greater of standby storage or fire suppression
 - ✓ Fire (4.59 mg) nested in standby storage (6.01 mg) = no fire
- Transmission/distribution
 - ✓ Min DOH main size required to meet fire protection in design manual 6"
 - ✓ Calculated incremental material and trenching costs by pipe size.
 - ◆ Resulted in 9.64% of total distribution mains related to fire capacity
- Pumping – 26.60% to fire based on maximum pumping capacity of 10 pumps compared to maximum fire event (4,000 gpm)
- Meters and services – allocated to meter and services (no fire)
- Hydrants and other system components = 100% fire
- Summary of total plant in service allocated as follow

	Cust	Mtr & Serv	Base	Peak	Fire

Step 2: Allocate Annual Revenue Requirement to Functions

- Line by line analysis of 2010 budget completed
- 2010 annual budget allocated 4.61% to fire
 - ✓ Pumping costs related to electricity – 0.6% fire
 - ✓ Pumping costs – 26.60%
 - ✓ Trans/distribution costs based on T&D plant (9.64% to fire)
 - ✓ Hydrant maintenance expenses 100% fire
- Existing debt allocated by plant in service 7.61% to fire
- Capital funding allocated 0.97% to fire
 - ✓ Determined by looking at 6 year CIP and determining what capital relates to fire (e.g. 2.5% of all water main replacement costs)
- Analysis indicates \$222,016 of annual revenue requirement related to fire service

Step 3: Determine Unit Costs

- Lakewood currently bills approximately 224 private fire accounts
- Based on analysis 9% of total fire costs are related to private fire and 91% are related to hydrants
- Unit cost per hydrant to recover fire costs = \$100.00 per hydrant
- To recover identified fire cost, approximate bill per year to each entity:
 - ✓ Pierce County \$6,400 (64 hydrants)
 - ✓ City of Lakewood \$194,800 (1,948 hydrants)
 - ✓ Town of Steilacoom \$1,400 (14 hydrants)
- Typical cost (other similar studies) per hydrant ranging from \$175 - \$250

Discussion/ Next Steps

- Questions
- Next Steps
 - ✓ Finalize analysis
 - ✓ Send bills to Pierce County, City of Lakewood and Town of Steilacoom
 - ✓ Private fire meter charge

Enclosure 6 (list of hydrants)

Estimate of Meters

NAME	Hydrant Count
Bywater	28
Gardiner	61
Lazy C	12
Mats Mats	6
Quilcene	11
Quimper	328
Snowcreek	5
Triton Cove	1
Total within mapped districts in dataset	452
Total hydrants in GIS	511

Activity	Hour
Flow testing	.5 hours per
valve exercise	.5 hours per
vegetation management	.5 hours 2 times year
painting	1 hour every 5 years
repairs	1 hour every 20 hydrants per year
replacement (depreciation)	2 hour every 50 hydrants
paper work	.25 hour/hydrant/year

FTE -WDM2 w/benefits	80,000	
Support equipment materials	45400	
PUD overhead (10 percent)	8000	
Total estimated cost	133,400	
utility tax @ 3 percent	4002	
 Total average cost	 137,402	
cost per PUD per month	11450.16667	per month
cost per PUD water bill period	2.862541667	per year
		dollars per
additional bill	3	month

3 July 2017

MEMO FOR RECORD

SUBJECT: Staff Reports

1. HR/COMMO – separate report
2. Staff Meetings/ Events.
 - a. Meeting with TCF on facilities (23 Jun). Went over the two primary options, the consolidation of facilities at 4 corners, looks really good, but of course more time and money, and the purchase and upgrade of the Union Bank.
 - b. Shine Plat (25 Jun). Bill, Wayne and Debbie met with folks on Shine Platt System to go over possible petition to for a small LUD for consolidation purposes.
 - c. Special meeting on Meter RFP (26 June). Board approved selection of Itron as PUD new meter. Have contacted L+G to work out details of transitioning. Will review impact to 2018 Budget.
3. Electrical Operations
 - a. Net-Metering Resolution. Kevin and Jeff are working on this, should have by next meeting – 18 July.
 - b. Water Street is moving forward faster than expected. Many building owners have been contacted and all are in favor of the project.
 - c. DOT is claiming \$200,000 damages to their system at bridge due to PUD system failure- sent letter contesting.
 - d. Starting to work on 2018 Budget for construction projects, including meter replacement and completion of Substation Transformer.
4. Finance
 - a. Susan got with Moss-Adams about assisting us with 2017 financials, and accountability and controls. Also working with us on the difference between RUS and SAO accounting.

- b. Start up for MSRC for Small Works.
- c. Our rates for 1000 kwh is actually lower than PSE again.
- d. Union bank schedule, should we proceed.

Effective Agreement Date:	June 19, 2017
90 day feasibility period:	September 17, 2017 (A Sunday, making the deadline 9/18/17)
Closing date:	October 2, 2017 (Assuming feasibility is not extended or buyer
opts not to close under the PSA)	
60 day extended feasibility period:	November 16, 2017 (if applicable)
Closing date (w/extension):	December 1, 2017 (if applicable)
Title review period:	September 10, 2017 (A Sunday, making the deadline 9/11/17)

Used MSRC for a RFP for environmental inspection. Will also will use for a MAI to provide an assessed value.

5. Telecom - Transition from NoaNet -

- a. Jerry Wilson has successfully completed his background check and has accepted a July 10, 7:00 a.m. start date/time

6. Water/Sewer

- a. Bill is completing Water Use Efficiency and Consumption Confidence reports.
- b. Will be drafting up letter to DOH on our Water System Plan Update.
- c. Shine Platt and Brinnon LUDs in the future.

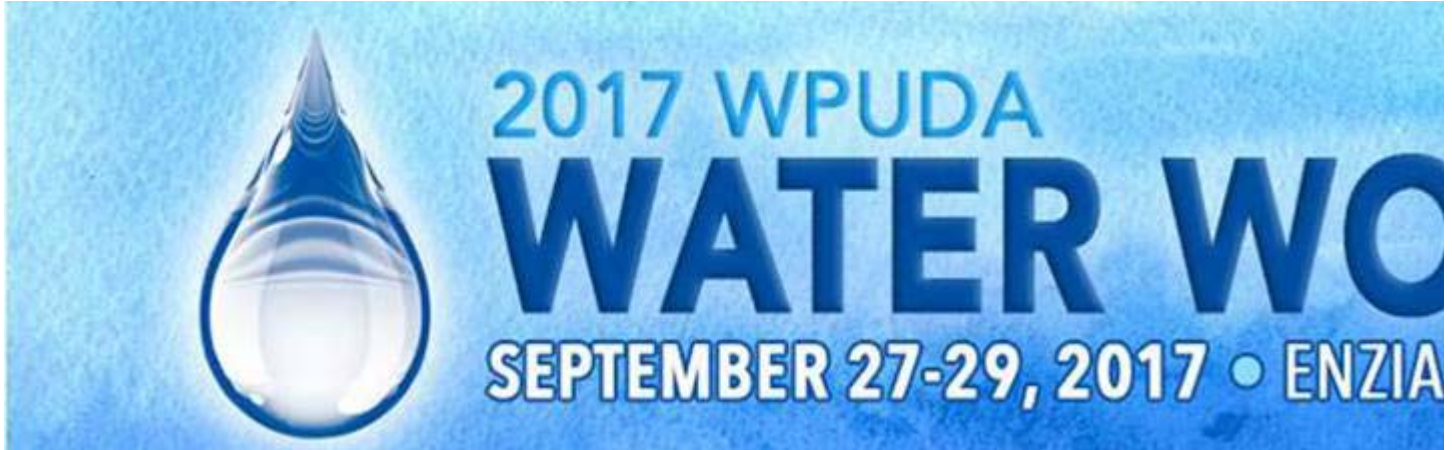
3 July 2017

UPCOMING EVENTS

28 – 5 July	Rick on vacation
3 July	Special Meeting
4 July	Holiday
5 July	Cancelled = Regular PUD BOC Meeting
10 July	CAB Meeting
17 July	Special Meeting on Succession Planning
18 July	PUD BOC Meeting
24 July	AEGIS Electrical Risk Assessment
1 Aug	Regular PUD BOC Meeting
5 Aug	Hadlock Days (?)
11-13 Aug	Jefferson County Fair
Aug 9-14	Jim Vacation time.
15 Aug	PUD BOC Regular Meeting
August	Facility briefing by TCF
1 September	PUD 2018 Budget on File
Sept 27-29	WPUDA Water Workshop – Leavenworth
August	Architect Report to Board
2 November	AEGIS Water Risk Assessment

Bill Graham

From: Lena Mendiola <LMendiola@wpuda.org>
Sent: Tuesday, June 20, 2017 5:05 PM
Subject: Save the Date! WPUDA Water Workshop September 27-29, 2017



Mark your calendar – the Water Workshop is just over three months away!
September 27-29, 2017

Lodging

Sessions and lodging will be held at the Enzian Inn, Leavenworth.

590 US Highway 2
Leavenworth, WA 98826
Phone: (800) 223-8511

Room rate: \$110-125 plus tax - depending on occupancy and room type.
To book your room online visit the [Enzian Inn](#) website and use Group Code 9449.

Look for the registration form and more information in July!

Memo to PUD Board of Commissioners

From Bill Graham, Resource Manager

RE: COS Systems Survey Update and Next Steps

Intent of this memo is to provide an update on the telecom survey prior to a brief presentation at the 6/20/2017 BOC meeting and prime the pump for a discussion about next steps:

As of 3PM June 15, 2017,

After 7 weeks, the COS Survey is still accruing surveys daily. Patterns are starting to emerge.

Marrowstone Island has the greatest number of respondents of any area in Jefferson County at 88. Port Townsend has 82. Brinnon has 4.

Interest in hooking up to new broadband infrastructure (wireless or fiber) varies from 39% in the Kala Point – Tri-Area area to 64% in Quilcene.

Considerations:

The survey next step is to delineate “service zones” or streets in which a broadband build may be possible based on the expressed demand of survey respondents. Service zones are where the “take rate” will be important as a decision-making tool regarding whether or not to pursue a build.

Wireless service is listed as a service option in the survey – not standard for the COS Survey – as it was considered the only option for many within the County. The ratio of those who preferred fiber to wireless as a broadband option also varied from 0.6 in Gardiner – Discovery Bay to 1.8 in Kala Point – Tri-Area. It is a very popular service option that adds a dimension of complexity to the next steps toward construction and ultimately, service.

Virtually all communities (minus Gardiner-Discover Bay) prefer fiber to wireless, but not by much. This means that when zones are delineated, some individuals who selected wireless may not be interested in a fiber build and would represent a “false positive” for fiber demand. In other words, a survey response doesn’t necessarily mean interest in a fiber build.

The board needs to decide if it wants to pursue the delineation of zones or if we stop at the general survey stage. In order to use the COS Survey as designed (proper use of take rate, business model to determine feasibility, level of interest, etc), defining smaller zones is a must. Note that definition of a zone does not commit individuals within the zone to a build, but does inch the process toward commitment.

Proposed zone delineation criteria:

- 1) Level of interest – Clustering of survey respondents expressing interest in hooking up to a broadband infrastructure. This in part means deciding on a take rate. Recommend over 50% interest to start. 75% take rate for zone as threshold for build decision.
- 2) Proposed zones with champions should receive priority for zones as they can serve as advocates for getting to 75% take rate.
- 3) Proximity to existing infrastructure – How close is the proposed zone to fiber or an existing wireless shot.

- 4) Service type – Is the service requested wireless or fiber? How are wireless service survey respondents counted within a zone? Do we aggregate wireless respondents into a wireless build zone? Do we discount wireless respondents in a fiber-build zone?
- 5) Other?

Staff Recommendation:

- 1) Based on agreed upon criteria at June 20 mtg, staff will identify proposed “zones” for board approval for the July 3 meeting.
- 2) Recommend starting with no more than three candidate zones.
- 3) Once candidate zones are approved by board at July 3 mtg, staff will set up zones on COS Survey site (go live).
- 4) Initial candidate zones will not consider wireless service response as favoring a fiber optic build, but will count fiber service response as “neutral” to a wireless build.
- 5) Interest level must be at least....to start?
- 6) Contact wireless survey respondents and direct them to existing wireless providers before considering wireless PUD driven build.

As of 6/14/2017	Positive Surveys	Percent Interested	Wireless	Fiber	Fiber to Wireless Ratio
Brinnon	4	62.5	1	3	3.0
Cape George – Adelma Beach	68	48.5	35	40	1.1
Chimacum Valley	65	59.0	32	35	1.1
Dabob Bay	53	60.3	21	34	1.6
Gardiner – Discovery Bay	40	53.2	26	16	0.6
Kala Point – Tri_Area	48	39.3	20	36	1.8
Marrowstone Island	88	63.1	42	48	1.1
Oak Bay – Port Ludlow	49	47.1	23	36	1.6
Port Townsend	82	41.1	41	59	1.4
Quilcene	18	64.4	8	10	1.3

**Jefferson County PUD No. 1
Comparative Sales - Electric Division**

Page15

May 31, 2017

CUSTOMER/REVENUE DATA

1. RESIDENTIAL
2. RESIDENTIAL SEASONAL
3. IRRIGATION
4. SM. COMMERCIAL
5. LG. COMMERCIAL
6. STREET LIGHTING
7. PUBLIC AUTHORITIES
8. TOTAL SALES
9. OTHER REVENUE
- TOTAL (8+9)

YEAR-TO-DATE					MONTHLY				
AVERAGE # LAST YEAR	AVERAGE # THIS YEAR	REVENUE LAST YEAR	REVENUE THIS YEAR	REVENUE BUDGET	NUMBER LAST YEAR	NUMBER THIS YEAR	REVENUE LAST YEAR	REVENUE THIS YEAR	REVENUE BUDGET
16,807	16,997	\$10,149,644	\$12,290,029	\$10,860,439	16,817	17,042	\$1,244,950	\$1,644,528	\$1,332,214
0	0	0	0	0	0	0	0	0	0
1	0	132	0	139	2	0	49	0	52
2,109	2,207	2,913,274	3,289,606	3,355,309	2,106	2,212	449,901	519,498	523,199
17	18	2,086,909	2,308,490	2,084,842	17	18	326,427	401,537	315,673
199	210	64,423	71,544	67,187	199	214	12,824	14,264	13,375
0	0	0	0	0	0	0	0	0	0
19,133	19,432	\$15,214,383	\$17,959,669	\$16,367,916	19,141	19,486	\$2,034,151	\$2,579,826	\$2,184,513
		177,505	37,562	231,569			8,443	8,200	18,849
		\$15,391,888	\$17,997,231	\$16,599,485			\$2,042,594	\$2,588,026	\$2,203,362

PURCHASES/SALES DATA

PURCHASES

1. RESIDENTIAL
2. RESIDENTIAL SEASONAL
3. IRRIGATION
4. SMALL COMMERCIAL
5. LARGE COMMERCIAL
6. STREET LIGHTING
7. PUBLIC AUTHORITIES
8. TOTAL SALES
9. OFFICE USE
10. UNACCOUNTED
11. PERCENT LOSS
12. COINCIDENT DEMAND (kW)
13. MONTH OF MAXIMUM kW

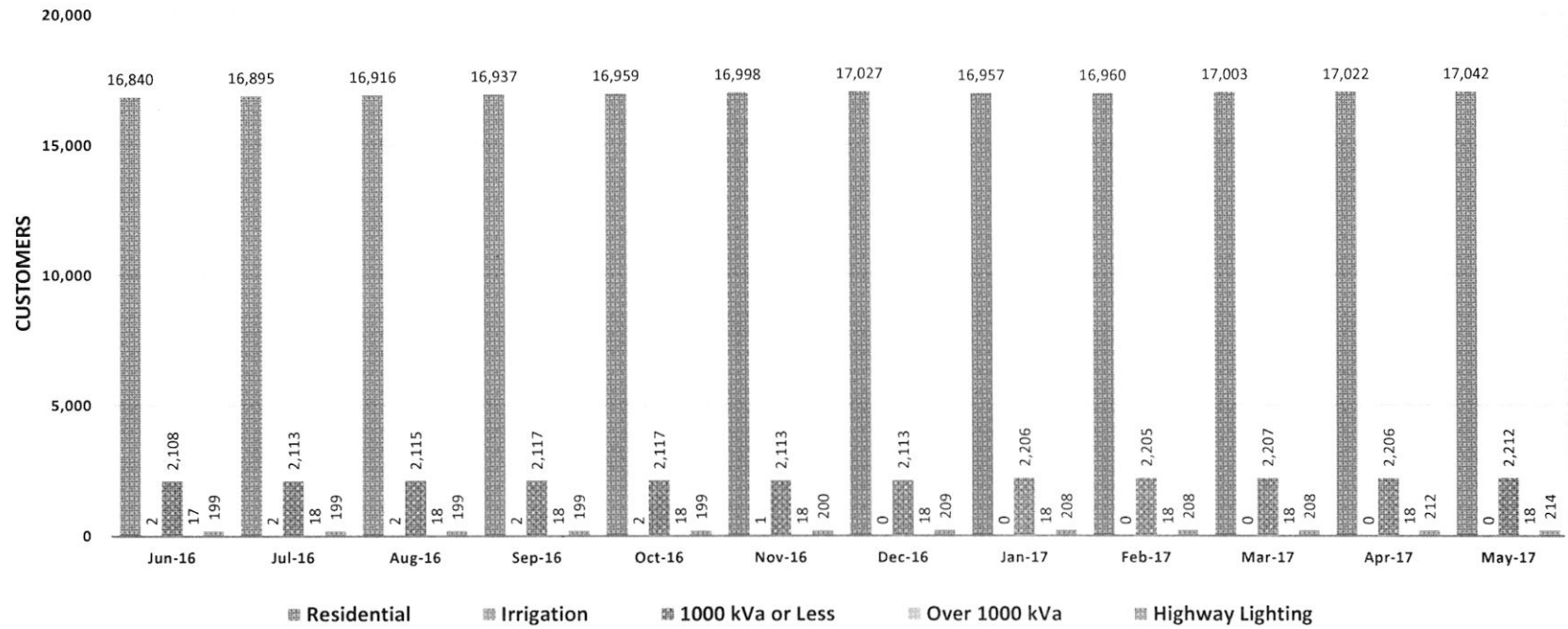
YEAR-TO-DATE kWh				MONTHLY kWh			
LAST YEAR	THIS YEAR	BUDGET	CURRENT VS BUDGET	LAST YEAR	THIS YEAR	BUDGET	CURRENT VS BUDGET
165,444,927	186,208,648	163,080,380	14.18%	25,875,583	27,642,509	23,362,645	18.32%
99,823,298	115,288,731	101,499,430	13.59%	12,252,466	15,155,917	12,450,598	21.73%
0	0	0	0.00%	0	0	0	0.00%
0	0	1,739	-100.00%	0	0	650	-100.00%
30,053,646	32,691,665	30,810,919	6.10%	4,636,697	5,222,978	4,804,399	8.71%
40,769,324	43,040,278	35,336,305	21.80%	8,091,894	8,343,394	5,350,390	55.94%
257,227	265,566	279,947	-5.14%	38,713	30,398	55,729	-45.45%
0	0	0	0.00%	0	0	0	0.00%
170,903,495	191,286,240	167,928,340	13.91%	25,019,770	28,752,687	22,661,766	26.88%
0	0	0	0.00%	0	0	0	0.00%
(5,458,568)	(5,077,592)	(4,847,960)	4.74%	855,813	(1,110,178)	700,879	-258.40%
-3.30%	-2.73%	-2.97%	-8.08%	3.31%	-4.02%	3.00%	
93,442	102,920			48,166	57,597		
January	January						

REVENUE PER kWh DATA

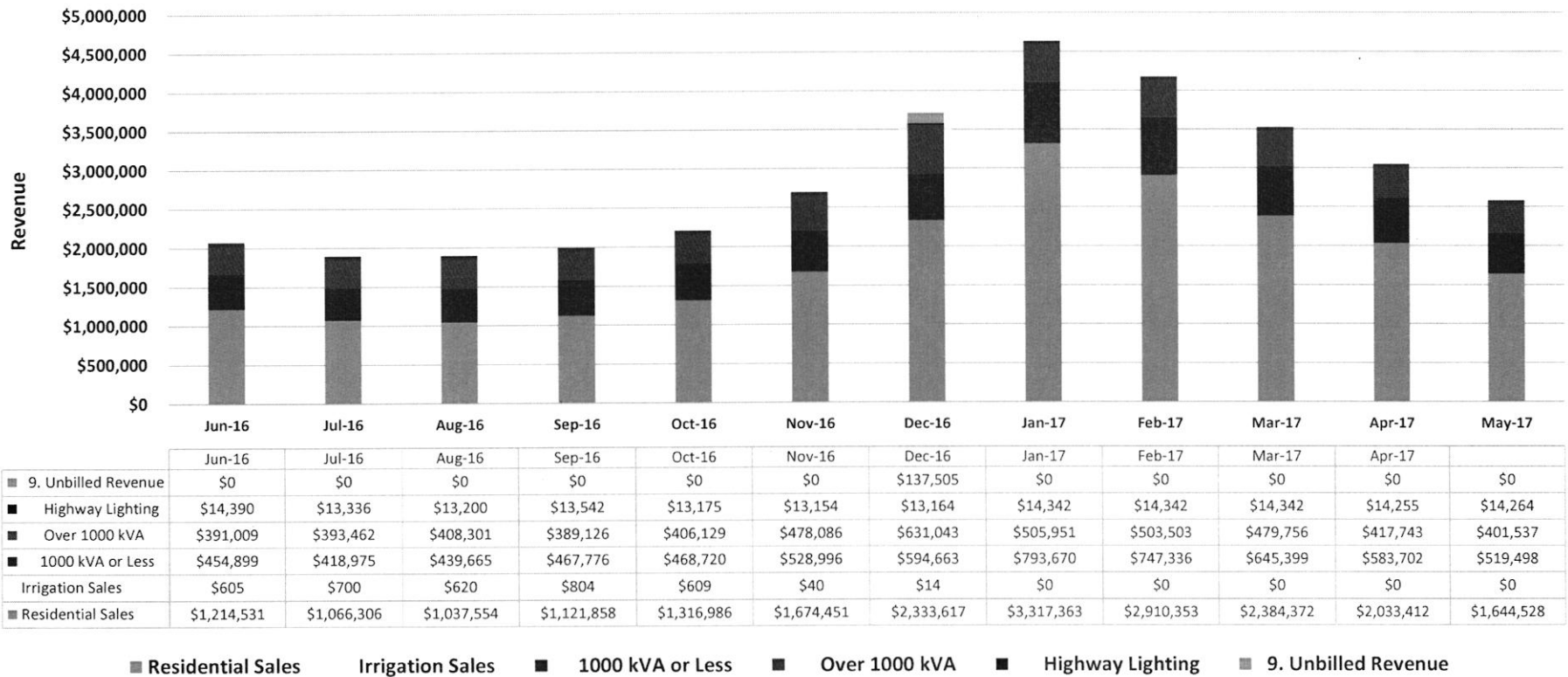
1. RESIDENTIAL
2. RESIDENTIAL SEASONAL
3. IRRIGATION
4. SMALL COMMERCIAL
5. LARGE COMMERCIAL
6. STREET LIGHTING
7. PUBLIC AUTHORITIES
8. OVERALL

YEAR-TO-DATE REVENUE - CENTS PER kWh				MONTHLY REVENUE - CENTS PER kWh			
LAST YEAR	THIS YEAR	BUDGET	CURRENT VS BUDGET	LAST YEAR	THIS YEAR	BUDGET	CURRENT VS BUDGET
10.17	10.66	10.70	-0.37%	10.16	10.85	10.70	1.41%
0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
0.00	0.00	7.99	-100.00%	0.00	0.00	8.00	-100.00%
9.69	10.06	10.89	-7.60%	9.70	9.95	10.89	-8.66%
5.12	5.36	5.90	-9.09%	4.03	4.81	5.90	-18.43%
25.05	26.94	24.00	12.25%	33.13	46.92	24.00	95.51%
0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
8.90	9.39	9.75	-3.67%	8.13	8.97	9.64	-6.92%

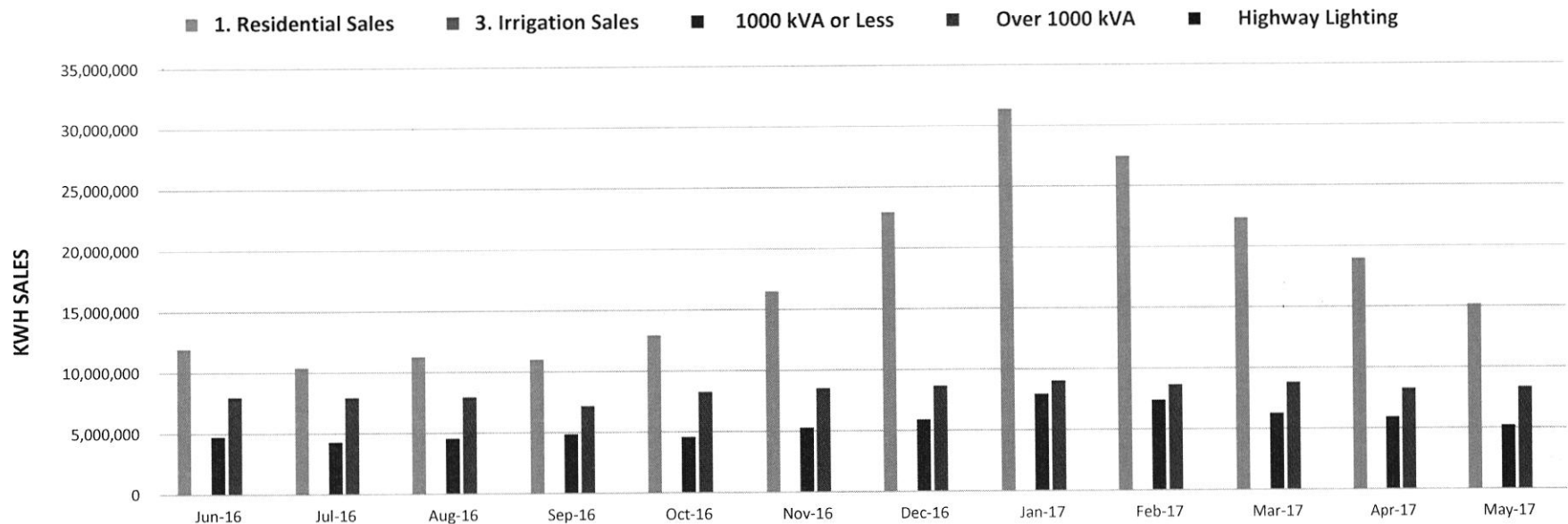
Customers By Revenue Class Previous 12 Months



Revenue By Customer Class
Previous 12 Months

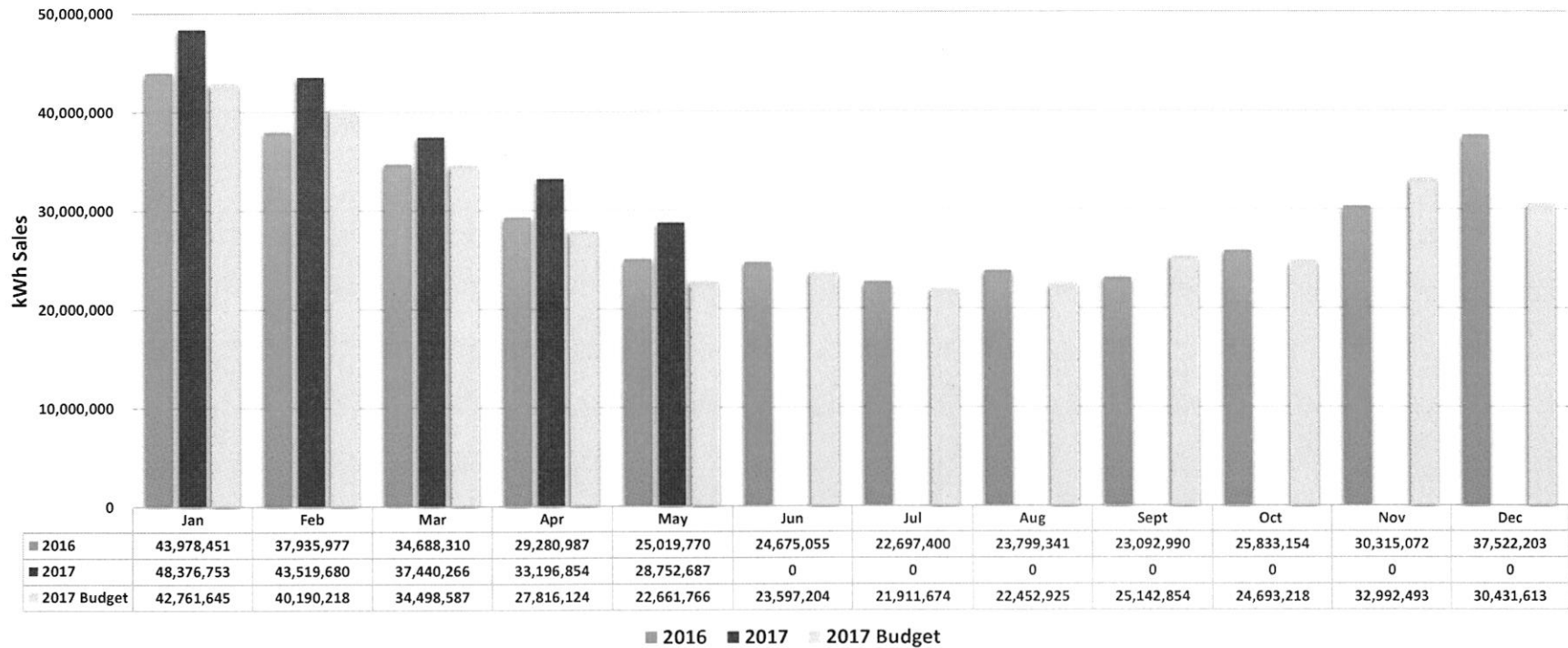


kWh Sales By Revenue Class Previous 12 Months



	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17
1. Residential Sales	11,948,681	10,429,628	11,283,170	11,022,843	12,947,846	16,493,694	22,927,978	31,382,735	27,434,136	22,344,482	18,971,461	15,155,917
3. Irrigation Sales	8,730	10,220	8,970	11,850	6,140	0	0	0	0	0	0	0
1000 kVA or Less	4,712,501	4,295,492	4,538,003	4,851,342	4,562,676	5,256,005	5,888,464	7,910,978	7,391,052	6,247,982	5,918,675	5,222,978
Over 1000 kVA	7,970,693	7,924,010	7,926,369	7,157,568	8,260,028	8,501,856	8,634,372	9,012,335	8,635,403	8,791,174	8,257,972	8,343,394
Highway Lighting	34,450	38,050	42,829	49,387	56,464	63,517	71,389	70,705	59,089	56,628	48,746	30,398

kWh Sales Comparison By Month



Actual vs. Budget - Electric Division		
	Annualized YE	Budget YE
Description	Total	
	(\$/1000)	(\$/1000)
1. Operating Revenue and Patronage Capital	\$ 35,561	\$ 34,164
2. Power Production Expense	\$ -	\$ -
3. Cost of Purchased Power	\$ 13,904	\$ 14,033
4. Transmission Expense	\$ 1,850	\$ 1,910
5. Regional Market Expense	\$ -	\$ -
6. Distribution Expense - Operation	\$ 893	\$ 987
7. Distribution Expense - Maintenance	\$ 2,104	\$ 2,674
8. Customer Accounts Expense	\$ 1,227	\$ 1,249
9. Customer Service and Informational Expense	\$ 113	\$ 133
10. Sales Expense	\$ -	\$ -
11. Administrative and General Expense	\$ 1,961	\$ 1,939
12. Total Operation & Maintenance Expense (2 thru 11)	\$ 22,053	\$ 22,925
13. Depreciation & Amortization Expense	\$ 4,812	\$ 4,667
14. Tax Expense - Property & Gross Receipts	\$ -	\$ -
15. Tax Expense - Other	\$ 2,029	\$ 1,918
16. Interest on Long-Term Debt	\$ 2,949	\$ 2,951
17. Interest Charged to Construction - Credit	\$ -	\$ -
18. Interest Expense - Other	\$ -	\$ -
19. Other Deductions	\$ 293	\$ 500
20. Total Cost of Electric Service (12 thru 19)	\$ 32,137	\$ 32,961
21. Patronage Capital & Operating Margins (1 minus 20)	\$ 3,424	\$ 1,203
22. Non Operating Margins - Interest	\$ 42	\$ 26
23. Allowance for Funds Used During Construction	\$ -	\$ -
24. Income (Loss) from Equity Investments	\$ -	\$ -
25. Non Operating Margins - Other	\$ 646	\$ 345
26. Generation and Transmission Capital Credits	\$ -	\$ -
27. Other Capital Credits and Patronage Dividends	\$ 17	\$ -
28. Extraordinary Items	\$ -	\$ -
29. Patronage Capital or Margins (21 thru 28)	\$ 4,128	\$ 1,574
Operating - Margin	\$ 3,424	\$ 1,203
Non Operating - Margin	\$ 704	\$ 371
Times Interest Earned Ratio - Net	2.40	1.53
Times Interest Earned Ratio - Operating	2.16	1.41
DCS Ratio - Electric	1.95	1.50
Operating DCS Ratio - Electric	1.83	1.44
P&I Payments	6,107	6,108

Projected BPA impacts using 2017 Budget		No Spill	All Factors	No Base Inc.
BPA Impact		6.50%	6.50%	6.50%
Spill Impact		0.00%	1.50%	1.50%
Transmission Impact		1.00%	1.00%	1.00%
Description	Total (\$/1000)	Total (\$/1000)	Total (\$/1000)	
1. Operating Revenue and Patronage Capital	\$ 34,164	\$ 34,164	\$ 34,164	
2018 Proposed Base Rate increase per EES Study	\$ 542	\$ 542	\$ -	
1. Operating Revenue with BPA Increase of 5.5%	\$ 34,705	\$ 34,705	\$ 34,164	
2. Power Production Expense	\$ -	\$ -	\$ -	
3. Cost of Purchased Power	\$ 14,033	\$ 14,033	\$ 14,033	
BPA Impact 6.5%	\$ 912	\$ 912	\$ 912	
BPA Spill Impact 1.5%	\$ -	\$ 210	\$ 210	
4. Transmission Expense	\$ 1,910	\$ 1,910	\$ 1,910	
Transmission Impact 1.0%	\$ 19	\$ 19	\$ 19	
5. Regional Market Expense	\$ -	\$ -	\$ -	
6. Distribution Expense - Operation	\$ 987	\$ 987	\$ 987	
7. Distribution Expense - Maintenance	\$ 2,674	\$ 2,674	\$ 2,674	
8. Customer Accounts Expense	\$ 1,249	\$ 1,249	\$ 1,249	
9. Customer Service and Informational Expense	\$ 133	\$ 133	\$ 133	
10. Sales Expense	\$ -	\$ -	\$ -	
11. Administrative and General Expense	\$ 1,939	\$ 1,939	\$ 1,939	
12. Total Operation & Maintenance Expense (2 thru 11)	\$ 23,856	\$ 24,067	\$ 24,067	
13. Depreciation & Amortization Expense	\$ 4,667	\$ 4,667	\$ 4,667	
14. Tax Expense - Property & Gross Receipts	\$ -	\$ -	\$ -	
15. Tax Expense - Other	\$ 1,918	\$ 1,918	\$ 1,918	
16. Interest on Long-Term Debt	\$ 2,951	\$ 2,951	\$ 2,951	
17. Interest Charged to Construction - Credit	\$ -	\$ -	\$ -	
18. Interest Expense - Other	\$ -	\$ -	\$ -	
19. Other Deductions	\$ 500	\$ 500	\$ 500	
20. Total Cost of Electric Service (12 thru 19)	\$ 33,892	\$ 34,102	\$ 34,102	
21. Patronage Capital & Operating Margins (1 minus 20)	\$ 813	\$ 603	\$ 61	
22. Non Operating Margins - Interest	\$ 26	\$ 26	\$ 26	
23. Allowance for Funds Used During Construction	\$ -	\$ -	\$ -	
24. Income (Loss) from Equity Investments	\$ -	\$ -	\$ -	
25. Non Operating Margins - Other	\$ 345	\$ 345	\$ 345	
26. Generation and Transmission Capital Credits	\$ -	\$ -	\$ -	
27. Other Capital Credits and Patronage Dividends	\$ -	\$ -	\$ -	
28. Extraordinary Items	\$ -	\$ -	\$ -	
29. Patronage Capital or Margins (21 thru 28)	\$ 1,185	\$ 974	\$ 432	
Operating - Margin	\$ 813	\$ 603	\$ 61	
Non Operating - Margin	\$ 31	\$ 31	\$ 31	
Times Interest Earned Ratio - Net (RUS 1.25)	1.40	1.33	1.15	
Times Interest Earned Ratio - Operating (RUS 1.10)	1.28	1.20	1.02	
DCS Ratio - Electric (RUS 1.25)	1.44	1.41	1.32	
Operating DCS Ratio - Electric (RUS 1.10)	1.38	1.35	1.26	
P&I Payments	6,108	6,108	6,108	

For: Manager's Report to BOC 07/03/17 as of 06/27/17
 From: Debbie Lund, HR/Communications Manager

Human Resources

Quick Stats

Current employees	48	(including intern and commissioners)
Vacant positions	9	
Recruitments YTD	10	
New employees YTD	8	
Employee Departures YTD	4	(including temp. grounds person)

Current Recruitments	Open	Close	Status
Telecom Manager	1/11/17	5/22/17	Complete. Jerry Wilson will begin July 10 th
Staking Engineer	2/1/17	When filled	Complete for one position. Russell Miller will begin August 8 th . A second candidate declined our offer. We will re-advertise to fill second position.
Substation and Metering Tech	1/31/17	5/9/17	Conditional job offer has been extended. Pending background check and candidate acceptance.
Financial Services Manager	6/13/17	When filled	Application review begins this week.
Communications Position	6/21/17	When filled	Application review begins July 7 th .

Other 2017 budgeted positions include:

Lineman, Foreman, Groundsman, SCADA Technician, Conservation position

Other Projects	Status	% Complete
Job Description Development	Ongoing process to achieve BOC goal of a current job description for every employee	48%
Policy development	List of policy needs developed and prioritized. 63 policies to research and/or write.	5%
	CDL drug and alcohol testing policy drafted and ready for union review	50%
	Researching take home cars policy	5%
	Researching impact of new WA paid sick leave law (I-433) on PUD	1%

Other Projects	Status	% Complete
Policy Development (continued)	Researching non-union on call pay policy	1%
	Research and revision to current PUD policy to pay overtime after 8 hours	1%
	Researching policy for staff direction if emergency at work	1%
Training	Researching staff security training	1%
Benefits	RFP for EAP services	Not started
	Researching policy and contract commitments on health and welfare benefits	Not started
	Life insurance contract adjustment for option to purchase increased amounts	50%
Limited English Proficiency (LEP) requirement	Working with Jean hall to researching requirements. Webinar has been attended and census data received and evaluated.	75%
USDA required posters and notices	Updating. Awaiting new posters.	30%
Succession Planning	Working with Jim on succession planning documents and options for July 17 th board meeting	10%
IBEW Contract	MOUs pending for some administrative issues. Will come to board when ready.	25%
Laborer's Contract	<i>Nothing to report.</i>	n/a
Safety Committee	Monthly committee meetings planned and held. Changing meeting time to better accommodate employee representatives. Registered to participate in Great Shakeout @ 10:19 a.m. on October 19 th	Ongoing

Other:

- Received rate increase notice for Laborer's Health plan premium increase of 4.73% effective June 1, 2017.

Communications by project

Projects	Status	Next Steps
Communications Team Meetings	Planning meetings occurring regularly. Last met June 9	Next meeting to be determined.
Newsletter	All articles complete	Will publish on July 19 th .
Broadband Survey	Continuing to monitor responses and looking for ways to increase visibility.	Article in July 19 newsletter Promotion at County Fair.
Tree Trimming	Draft press release created. FAQ and website update to be developed.	Finalization of press release.
June 1 rate changes	May bill insert contained reminder message. Paperless customers received link to the insert. Letter to impacted seasonal rate customers inserted into bills June 9 through July 3.	Completed.
Meter Replacement Project	Initial press release completed. Communication strategy drafted.	Finalize communication strategy and implement.
Mobile Work Force	Communications team to develop plan after implementation	Anticipated for July
Hadlock Days	Signing up for booth space	August 5, 2017
Jefferson County Fair	Planning meetings have started.	August 11-13, 2017
Transition from NoaNet	Pending	Communications Team to discuss
Welcome Packet	Drafted and compiled by CSR Ashley Birdsall.	Final review before bringing to board
Architects/Union Bank	Initial press release May 18, 2017 Article in July newsletter	Pending developments
Budget billing annual payment adjustment	Bill insert developed for budget billing customers.	Complete

Projects	Status	Next Steps
Water Street Project	Pending details	
2018 Rate Discussion	Pending details/developments	

Communications by medium used:

Medium	Current Message
Bill Inserts	6/9-7/3 Seasonal rate changes (selective customers) 7/11-8/4 Budget payment plan adjustments (selective customers)
Message on Bills	6/9/17-7/3/17 June 1 rate change
Newsletter	Will publish July 19 th .
PT Leader web ads	May 1 to current: Broadband Survey (male). In process of creating female version for this placement.
Inside Real Estate Magazine (PT Leader)	¼ page ad. June and July: Broadband Survey (female)
KPTZ	5/1/17 Broadband survey
Press Release	June 20: New employee Drew McKnight June 26: Meter replacement vendor decision June 27: New employee, Intern Baili Shaw
Newspaper Ads	<i>None currently</i>
Twitter	<i>As needed</i>

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Board of Commissioners Meeting

18 July 2017

5:00 PM

230 Chimacum Road - Port Hadlock, WA

PUD SPECIAL MEETING

1. CALL TO ORDER
2. AGENDA APPROVAL
3. ITEMS FROM THE FLOOR
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
 - 4.1.1 *Minutes Speical Meeting of 3 July - Meter RFP*
 - 4.2 CFO REPORT AND APPROVAL OF VOUCHERS
 - 4.2.1 Voucher certification form with supporting warrant register & payroll
 - 4.2.2 *BOC Approval of Voucher approval form*
 - 4.3 RESOLUTIONS
 - 4.2.1
 - 4.4 ACTION ITEMS
 - 4.4.1 PUD Contract Review
 - 4.4.2 PUD meals policy
 - 4.5 CAB REPORT not requiring Board action
 - 4.6 STAFF REPORTS not requiring Board action
 - 4.6.1 Operational Reports
 - 4.6.2 Update on Architect Report on Facilities
 - 4.6.3 HR/Communications Report
 - 4.6.4 Fire Hydrant Maintenance
 - 4.7 PUD Calendar of upcoming meetings – not requiring Board action
 - 4.8 CORRESPONDENCE not requiring Board action

END OF CONSENT AGENDA

- 5. COMMISSIONER REPORTS
- 6. ACTION ITEMS REQUIRING BOARD DISCUSSION
 - 6.1 Resolution 2017-003 – Net-Metering
 - 6.2 PUD work hour policy change
 - 6.3 Reworking CAB Resolution
- 7. STAFF REPORTS
 - 7.1 Finance Directors Report –
- 9. FUTURE ITEMS
- 10. EXECUTIVE SESSION
- 11. ADJOURNMENT

1. Call to Order
2. Agenda Approval
3. Items from the floor
4. Consent Calendar (Any board member may request to pull an item from the consent calendar for discussion)
 - a. Board Minutes of [date]
 - b. Finance Director's Report
 - c. Voucher Certification Form with Supporting Warrant Register and Payroll
 - d. Voucher Approval Form
 - e. Commissioner Reports
 - f. Action items:
 - Resolutions
 - Other actions items (list)
 - g. CAB Report
 - h. Staff Reports
 - i. PUD Calendar of upcoming meetings
 - j. Correspondence
5. Future Agenda Items
6. Action items requiring board discussion
7. Executive Session (if needed)

Adjournment