



Board of Commissioners Meeting  
August 6, 2019 - 5:00 PM  
63 Four Corners Rd. Jefferson County Transit

### **PUD REGULAR BOARD MEETING**

1. CALL TO ORDER
2. AGENDA APPROVAL
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)**
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 Special Meeting, 7/12/19
    - Draft Minutes BOC Special Meeting, 7/15/19
    - Draft Minutes BOC Special Meeting, 7/16/19
  - 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
    - 4.3.1 Financials for June 2019
  - 4.4 PUD CALENDAR
  - END OF CONSENT AGENDA
- 5.0 COMMISSIONER REPORTS
- 6.0 GENERAL MANAGER REPORT
- 7.0 ACTION ITEMS REQUIRING BOARD DISCUSSION
  - 7.1.1 Resolution 2019-19 Titles and Bi-Weekly Salaries
  - 7.1.2 Water Rate increase
  - 7.1.3 Water Leak Proposal
  - 7.1.4 Tree Trimming
  - 7.1.5 Communication Resolution discussion
8. SIGNING OF DOCUMENTS
9. ADJOURN



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

**July 12, 2019**

**Board of Commissioners  
Special Meeting**

**Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on July 12, 2019, at 310 Four Corners Road, Port Townsend, Washington, 98368. Present:

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

Kevin Streett, General Manager  
Will O'Donnell, Communications Manager  
Mike Bailey, Financial Services Manager  
Jimmy Scarborough, Interim Electrical Engineering Supervisor  
Jean Hall, Customer Service Manager  
Bill Kolden, Interim Human Resources Director  
Bill Graham, Water Superintendent  
Don McDaniel, Consultant

Cammy Brown, Recorder

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**CALL TO ORDER:**

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for July 12, 2019 to order at 10:00 a.m.

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

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Jefferson County PUD  
Board of Commissioners  
July 12, 2019 Special Meeting  
Goals and Objectives  
Draft Minutes

**AGENDA APPROVAL:**

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

**DISCUSSION OF GENERAL MANAGER GOALS AND OBJECTIVES**

General Manager Kevin Streett gave a presentation on the organization's goals and objectives and handed out (Handout No. 1) GM Goals and Objective Templet.

**PUBLIC COMMENTS: (topics abbreviated)**

- Need for an Emergency Planner.
- CAB – should it be on the chart?
- No one wants to stay here.
- Three generations of employees. Bad idea.
- Tree trimming – should the PUD make an interlocal agreement with county. Hire their crew to do that.

**ADJOURNMENT:**

Commissioner Jeff Randall declared the July 12, 2019, Special Meeting of the Jefferson County Public Utility District No. 1 adjourned at 11:44 a.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Dan Toepper, Vice President

\_\_\_\_\_  
Date

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



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

**July 15, 2019**

**Board of Commissioners  
Special Meeting**

**Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on July 15, 2019, at 310 Four Corners Road, Port Townsend, Washington, 98368. Present:

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

Kevin Streett, General Manager  
Will O'Donnell, Communications Manager  
Mike Bailey, Financial Services Manager  
Annette Johnson, Executive Assistant/Records Officer  
Jean Hall, Customer Service Manager  
Bill Kolden, Interim Human Resources Director  
Joel Paisner, General Counsel  
Don McDaniel, Consultant

Cammy Brown, Recorder (Absent)

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**CALL TO ORDER:**

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for July 15, 2019 to order at 10:00 a.m.

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

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Jefferson County PUD  
Board of Commissioners  
July 15, 2019 Special Meeting  
Budget Quarterly Update  
Draft Minutes

**AGENDA APPROVAL:**

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

**UPDATE AND REVIEW 2019 PUD BUDGET:**

General Manager Kevin Streett and Mike Bailey gave a presentation on the budget. Next Budget meeting will be set in August or September. The commissioners requested to be advised when the RUS training is available.

**ADJOURNMENT:**

Commissioner Jeff Randall declared the July 15, 2019, Special Meeting of the Jefferson County Public Utility District No. 1 adjourned at 11:46 a.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Dan Toepper, Vice President

\_\_\_\_\_  
Date

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

**July 16, 2019**

**Board of Commissioners  
Special Meeting**

**Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 4:00 p.m. on July 16, 2019, at 310 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President  
Commissioner Kenneth Collins, Secretary  
Commissioner Dan Toepper, Vice President  
Kevin Streett, General Manager  
Annette Johnson, Executive Assistant/Records Officer  
Bill Kolden, Interim Human Resources Director  
Joel Paisner, General Counsel

Cammy Brown, Recorder (Absent)

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**CALL TO ORDER:**

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for July 16, 2019 to order at 4:00 p.m.

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

**AGENDA APPROVAL:**

Purpose of this meeting was to have an Executive Session pursuant to RCW 42.30.140(4)(d) to discuss IBEW contracting negotiations. One additional item was requested to be added to the

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Jefferson County PUD  
Board of Commissioners  
July 16, 2019 Special Meeting  
Executive Session  
Draft Minutes

agenda and that was to evaluate the qualifications of an applicant for public employment pursuant to RCW 42.30.110(1)(d).

**MOTION:** Commissioner Jeff Randall made a motion to modify the agenda to include an additional Executive Session to evaluate the qualifications of an applicant for public employment pursuant to RCW 42.30.110(1)(d) and to approve the Agenda as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Estimated time for the Executive Session to discuss IBEW contracting negotiations and to evaluate the qualifications of an applicant for public employment will be twenty minutes.

**EXECUTIVE SESSION:** The Executive Session convened at 4:04 p.m.

Executive session is expected to conclude at 4:24 p.m.

The Executive session ended at 4:22 p.m.

The special meeting of the Jefferson County Public Utility District reconvened at 4:22 p.m.

There was no action taken.

**ADJOURNMENT:**

Commissioner Jeff Randall declared the July 16, 2019, Special Meeting of the Jefferson County Public Utility District No. 1 adjourned at 4:22 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Dan Toepper, Vice President

\_\_\_\_\_  
Date

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Jefferson County PUD  
Board of Commissioners  
July 16, 2019 Special Meeting  
Executive Session  
Draft Minutes



## 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 07/26/19  
Mike Bailey, Financial Services Manager / District Auditor Date

### VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 120598 to # 120663	\$ 419,547.75	7/11/2019
Accounts Payable:	# 120664 to # 120720	\$ 265,023.62	7/18/2019
Accounts Payable:	# 120721 to # 120775	\$ 489,958.06	7/25/2019
Payroll Checks:	# 70614 to # 70619	\$ 9,941.01	7/12/2019
Payroll Direct Deposit:		\$ 93,100.28	7/12/2019

**TOTAL INVOICES PAID \$1,277,570.72**

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,045,164.00	7/12/2019

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**GRAND TOTAL \$2,322,734.72**

#### VOIDED WARRANTS

120308	\$ 219.63
120573	\$ 2,100.00
120775	\$ 15,879.12

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# Accounts Payable Check Register

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07/10/2019 To 07/25/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
15 07/25/2019	DD	10016	ASPLUNDH TREE EXPERT CO	CREDIT MEMO FOR TREE TRIMMING W/E 6/09/1 WEED CONTROL FOR WEEK ENDING 6/22/19	-1,986.62 1,986.62
Total for Check/Tran - 15:					0.00
120308 05/23/2019	CHK	9998	PATRICK SHANKS	Credit Balance Refund	219.63 VOID
120573 07/02/2019	CHK	10705	MARLENE GEMMILL, TRUSTEE	JUL 2019 RENT JUL 2019 RENT	1,890.00 VOID 210.00 VOID
Total for Check/Tran - 120573:					2,100.00 VOID
120598 07/11/2019	CHK	10004	A+ EQUIPMENT RENTALS	AIR COMPRESSOR RNTL FOR WO#19006	520.75
120599 07/11/2019	CHK	10006	AFLAC	AFLAC BILL JUN 2019	273.84
120600 07/11/2019	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE REPLACEMENT DEF PUMP	10,363.75 260.52
Total for Check/Tran - 120600:					10,624.27
120601 07/11/2019	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - MAY 2019 PHONE ALLOWANCE - MAY 2019	40.50 4.50
Total for Check/Tran - 120601:					45.00
120602 07/11/2019	CHK	10041	CDW GOVERNMENT	PLANTRONICS HEADSET ON-LINE INDICATOR PLANTRONICS HEADSET ON-LINE INDICATOR	90.26 22.56
Total for Check/Tran - 120602:					112.82
120603 07/11/2019	CHK	10043	CENTRAL WELDING SUPPLY	255CF NITROGEN	30.81
120604 07/11/2019	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - JUL 2019	167.25
120605 07/11/2019	CHK	10332	KENNETH COLLINS	NOANET, KPTZ&BOC MTGS JUN-19 TRVL EXP NOANET, KPTZ&BOC MTGS JUN-19 TRVL EXP	558.89 139.72
Total for Check/Tran - 120605:					698.61
120606 07/11/2019	CHK	10621	CRAIG LABENZ	WEB DEVELOPMENT FOR COMMUN DEPT JUN-19 WEB DEVELOPMENT FOR COMMUN DEPT JUN-19	780.00 195.00
Total for Check/Tran - 120606:					975.00
120607 07/11/2019	CHK	10501	D & L POLES	CONDUIT INSTALL&BORE - WATER ST 3/18/19	254.75

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07/10/2019 To 07/25/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				BORE - HWY 20/DISCO BAY 4/17-4/18/19	552.80
				EXCAVATING EMRG - 471 CRAIG RD 5/22/19	134.80
				POLE AUGER - KILISUT 5/08/19	171.55
				FIBER WORK - SWAN HOTEL	189.99
				FIBER EXTNTN - S PARK 8/30/18	1,684.60
				<b>Total for Check/Tran - 120607:</b>	2,988.49
120608 07/11/2019	CHK	10455	DEPARTMENT OF ECOLOGY	ASSIGNMENT OF WATER RIGHTS - QUILCENE	50.00
120609 07/11/2019	CHK	10747	DESIGNER DECAL, INC.	CABLE LABELS	692.08
120610 07/11/2019	CHK	10069	DM DISPOSAL CO INC	2YD OCC- 4CRNRS JUN-19	76.83
				2YD OCC- 4CRNRS JUN-19	76.84
				<b>Total for Check/Tran - 120610:</b>	153.67
120611 07/11/2019	CHK	9998	MIKE DOLTON	Credit Balance Refund	28.59
120612 07/11/2019	CHK	10070	DOUBLE D ELECTRICAL, INC	LED LIGHT INSTALL ON MODULAR FOR YARD	2,425.26
120613 07/11/2019	CHK	10609	DOUBLE D ELECTRICAL, INC	CU SPLIT BOLT QTY4	16.57
120614 07/11/2019	CHK	10078	ESCI	ESCI SAFTEY TRAINING - JUL 2019	1,905.00
120615 07/11/2019	CHK	10404	FARWEST LINE SPECIALTIES LLC	WRENCH, CHANNEL LOCKS & LEATHER BAG	-12.49
				WRENCH	80.84
				LEATHER BAG	35.23
				CHANNEL LOCKS	35.23
				<b>Total for Check/Tran - 120615:</b>	138.81
120616 07/11/2019	CHK	10090	FREDERICKSON ELECTRIC, INC	CONDUIT INSTALL - 627 WATER ST 5/21	398.08
				CONVERT OH-URD 936 WASHINGTON ST 6/17/19	3,903.79
				<b>Total for Check/Tran - 120616:</b>	4,301.87
120617 07/11/2019	CHK	10094	GENERAL PACIFIC, INC	ELBOW 1/0-WITH TEST POINT	415.45
				WIRE 4/0 AL URD TPX 600V & HAND CLEANER	8,959.80
				HAND CLEANER	89.92
				COPPER WIRE-PORT LUDLOW SUB	1,434.22

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 120617:					10,899.39
120618 07/11/2019	CHK	10674	GLOBAL EQUIPMENT COMPANY INC.	INSULATED DRUM COVER-DEF FOR DIESEL	293.45
120619 07/11/2019	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	KILISUT - GARBAGE BAGS	16.34
				TREATMENT PLANT - D BATTERY QTY4	43.56
				REYNOLDS WELL - PATIO BLOCK & GNRL HARDW	17.46
				REYNOLDS WELL - FUNNEL SET ASSTD, BRSNPL	14.55
				FIREHYDRANTS WO29001 - BLU SPR PAINT	15.24
				REYNOLDS WELL - GNRL HWSL, PIPE, BUSH&ET	68.91
				REYNOLDS WELL - PIPE CLAMP	2.71
				REYNOLDS WELL - GRY 2G OUTBOX,BUSHING&ET	65.79
				STREET LIGHTS - GENERAL HARDWARE SALES	83.71
				TOOLS -MANDREL 3/8" PLUGOUT & HOLES AW	41.39
				REYNOLDS WELL - GRND PLUG, WIRE, FSCBOX	83.27
				REYNOLDS WELL - CONDUIT, VALVE & ETC	135.90
				TREATMENT PLANT - HOLES AW 1 1/2", 80 NIP	16.61
				TOOLS - 12" FLT FINISH TROWEL & SS EDGER	36.49
				REYNOLDS WELL - STEEL STAKE, DG FIR,SPRP	91.55
				REYNOLDS WELL - ELEC WIRE & GNRL HARDWAR	23.95
				REYNOLDS WELL - ACCESSFITTING, T ROD & E	50.29
				REYNOLDS WELL - WIRE 14 STR 50 RED & DIS	27.23
				REYNOLDS WELL - RETURN MECHANICAL TIMER	-83.92
				REYNOLDS WELL - PVC FSE1GBOX, COVER&ADPTR	12.38
				TOOLS - BACKING PAD, FLAP DISCS	40.29
				TREATMENT PLANT - AAA BATTERIES & GRANUL	31.59
				TREATMENT PLANT - BRS NIPL, TEE,ELBW&ETC	65.63
				LAZY C-GRAFFITI/TI REMOVAL - WR BRSH, CR	101.37
				TREATMENT PLANT - BALL VALVE, BIBB&BRSNI	46.60
				GLOVE EXT NITRILE P/F XL	14.49
				SHOP - REG PRONPANE TORCH KIT	38.14
				LAZY C GRAFFITTI - LTGRY SAT P&F, TAPE &	32.98

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# Accounts Payable Check Register

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07/10/2019 To 07/25/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TREATMENT PLANT - GALV COUPLING	10.89
				REYNOLDS WELL - CIRCUIT BREAKER & WASP S	18.29
				REYNOLDS WELL - WIRECONNTR, WIRE 12/2&TA	55.00
				REYNOLDS WELL - MECHANICAL TIMER	63.21
				REYNOLDS WELL - PVC FSE 1G BOX, NPL, BUS	31.45
				TREATMENT PLANT - SCREW EYE	2.39
				<b>Total for Check/Tran - 120619:</b>	1,315.73
120620 07/11/2019	CHK	10110	HENERY HARDWARE	REYNOLDS WELL - ELBOWS, LIQTITE, CONTR &	66.46
				REYNOLDS WELL - OUTLET COVER	1.52
				<b>Total for Check/Tran - 120620:</b>	67.98
120621 07/11/2019	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA DEDUCTION JUN 2019	1,000.00
				VEBA BENEFIT JUN 2019	1,125.00
				<b>Total for Check/Tran - 120621:</b>	2,125.00
120622 07/11/2019	CHK	10117	ITRON, INC.	WATER METERS 100WP QTY48 & 100W QTY48	7,427.04
120623 07/11/2019	CHK	10726	JACKSON THORNTON & CO., P.C.	PROGRESS BILL: AUDIT 2018, FINAL BILLING	6,800.00
				PROGRESS BILL: AUDIT 2018, FINAL BILLING	1,700.00
				<b>Total for Check/Tran - 120623:</b>	8,500.00
120624 07/11/2019	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION, SS150 BULK	987.30
				HYPOCHLORITE SOLUTION, SS150 BULK	1,826.51
				<b>Total for Check/Tran - 120624:</b>	2,813.81
120625 07/11/2019	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX	2,293.63
				EMPLOYEES' MEDICARE TAX	2,293.63
				EMPLOYER'S FICA TAX	9,807.29
				EMPLOYEES' FICA TAX	9,807.29
				EMPLOYEES' FEDERAL WITHHOLDING TAX	7,110.98
				EMPLOYEES' FEDERAL WITHHOLDING	8,034.95
				<b>Total for Check/Tran - 120625:</b>	39,347.77
120626 07/11/2019	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 7/12/2019 DIR DEP	93,100.28

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
PAYROLL DEPOSIT FOR 7/12/2019 CHECKS					9,941.01
<b>Total for Check/Tran - 120626:</b>					103,041.29
120627 07/11/2019	CHK	10129	JIFFY LUBE	OIL CHANGE FOR VEH# 104	74.00
				OIL CHANGE FOR VEH# 113	68.17
				OIL CHANGE FOR VEH# 300	68.17
				OIL CHANGE FOR VEH# 129	80.66
<b>Total for Check/Tran - 120627:</b>					291.00
120628 07/11/2019	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - MAY 2019	36.00
				PHONE ALLOWANCE - MAY 2019	9.00
<b>Total for Check/Tran - 120628:</b>					45.00
120629 07/11/2019	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: MAY 2019	4,080.00
				PROFESSIONAL SVC: MAY 2019	1,020.00
<b>Total for Check/Tran - 120629:</b>					5,100.00
120630 07/11/2019	CHK	10134	LE MAY MOBILE SHREDDING	SHRED 4CRNR JUN-19	43.21
				SHRED 4CRNR JUN-19	68.81
				SHRED 4CRNR JUN-19	27.20
				SHRED 4CRNR JUN-19	9.96
				SHRED 4CRNR JUN-19	20.80
				SHRED 4CRNR JUN-19	7.82
				SHRED 211 CHIMACUM JUN-19	23.90
				SHRED 211 CHIMACUM JUN-19	1.53
				SHRED 211 CHIMACUM JUN-19	6.78
				SHRED 211 CHIMACUM JUN-19	1.69
<b>Total for Check/Tran - 120630:</b>					211.70
120631 07/11/2019	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK JUN-19	101.18
				DISPOSAL 4CRNR 2YD CONT 1XWK JUN-19	50.59
				DISPOSAL 4CRNR 2YD CONT 1XWK JUN-19	42.50
				DISPOSAL 4CRNR 2YD CONT 1XWK JUN-19	8.09
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUN-19	596.01

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# Accounts Payable Check Register

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07/10/2019 To 07/25/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUN-19	298.01
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUN-19	250.32
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUN-19	47.68
				DISPOSAL 211 CHIMACUM JUN-19	36.48
				DISPOSAL 211 CHIMACUM JUN-19	2.33
				DISPOSAL 211 CHIMACUM JUN-19	10.35
				DISPOSAL 211 CHIMACUM JUN-19	2.59
				DISPOSAL 21 KENNEDY JUN-19	36.28
				DISPOSAL 21 KENNEDY JUN-19	36.27
				<b>Total for Check/Tran - 120631:</b>	1,518.68
120632 07/11/2019	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM LABORERS AUG 2019	12,450.00
				MEDICAL PREMIUM EXEMPT AUG 2019	11,934.00
				<b>Total for Check/Tran - 120632:</b>	24,384.00
120633 07/11/2019	CHK	10166	NWPPA	RUS/FERC ACCTING 6/25 CLS FEE	540.00
				RUS/FERC ACCTING 6/25 CLS FEE	60.00
				MANAGING&LEADING CHNG 7/30/19 FEE	405.00
				MANAGING&LEADING CHNG 7/30/19 FEE	45.00
				<b>Total for Check/Tran - 120633:</b>	1,050.00
120634 07/11/2019	CHK	10631	WILL O'DONNELL	PHONE ALLOWANCE - MAY 2019	36.00
				PHONE ALLOWANCE - MAY 2019	9.00
				<b>Total for Check/Tran - 120634:</b>	45.00
120635 07/11/2019	CHK	10169	OLYCAP	RATE REDCTN PRGM:NONLIHEAP MAY-19	720.00
				RATE REDCTN PRGM:LIHEAP MAY-19	678.00
				RATE REDCTN PRGM:NONLIHEAP MAY-19	30.00
				RATE REDCTN PRGM:LIHEAP MAY-19	12.00
				PWRBST/OLYCAP JUN 2019	1,206.32
				<b>Total for Check/Tran - 120635:</b>	2,646.32
120636 07/11/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SHOP - FASTENERS	3.60
				PORT LUDLOW SUB - PRESSURE WASHER PART	6.64

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				SHOP - GLS CLNR, TOWELS, ARMORALL&BRSH	28.18
				WO#29001 - STIHL. BRSHS & CLNR	42.64
				WO#19134 TITAN - TOWBEHIND COM	43.60
				<b>Total for Check/Tran - 120636:</b>	124.66
120637 07/11/2019	CHK	10610	OVERTON POWER DISTRICT NO 5	METER 2S-CL200-USED	2,599.65
				METER 2S-CL200-USED	-214.65
				<b>Total for Check/Tran - 120637:</b>	2,385.00
120638 07/11/2019	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 6/09-7/02/19	462.00
				TRANSCRIPTION SVC 6/09-7/02/19	115.50
				<b>Total for Check/Tran - 120638:</b>	577.50
120639 07/11/2019	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-20 SUNSHINE RD Q2 2019	54.50
				PEST SVC QRTLY-GARDINER PUMP H Q2 2019	49.05
				OHA SVC BI-MONTHLY FOUR CRNRS	190.75
				RODENT SVC MHTLY FOUR CRNRS JUL 2019	81.75
				<b>Total for Check/Tran - 120639:</b>	376.05
120640 07/11/2019	CHK	10183	PETRICK LOCK & SAFE	LOCK BOXES QTY5	223.40
120641 07/11/2019	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE 6/28/19	400.00
				PRE-PAID POSTAGE ACCT# 33897265-WATER	600.00
				<b>Total for Check/Tran - 120641:</b>	1,000.00
120642 07/11/2019	CHK	10480	PROTHMAN	INTERIM HR DIRECTOR SVC 6/15-6/28/19	6,904.30
				INTERIM HR DIRECTOR SVC 6/15-6/28/19	767.14
				<b>Total for Check/Tran - 120642:</b>	7,671.44
120643 07/11/2019	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE JUN 2019	25,914.36
120644 07/11/2019	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING HRS - ROBBINS RD 5/15/19	1,449.37
				FLAGGING HRS - MARROWSTONE 5/15/19	1,359.38
				<b>Total for Check/Tran - 120644:</b>	2,808.75
120645 07/11/2019	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - JUL 2019	1,459.98



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120646 07/11/2019	CHK	10565	JIMMY SCARBOROUGH	RUS/FERC ACCTING 6/24-6/27 TRVL EXP	542.23
120647 07/11/2019	CHK	10216	SECURITY SERVICES NW, INC.	ANSWERING SVC - JUL2019	1,999.36
				ANSWERING SVC - JUL2019	1,999.36
				ANSWERING SVC - JUL2019	999.68
Total for Check/Tran - 120647:					4,998.40
120648 07/11/2019	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - FLAGLER RD: KILISUT 6/03&6/05	1,949.00
				FLAGGING - EMRG NOLTON RD MRRWSTN 6/10	1,164.00
				FLAGGING - HWY 101 GARDINER 6/19/19	1,688.00
				FLAGGING - 353 F STREET 6/20/19	1,313.75
Total for Check/Tran - 120648:					6,114.75
120649 07/11/2019	CHK	10219	SHOLD EXCAVATING INC	EXCAVATOR;L&M - PATCHWK: S PARK 5/29/19	2,622.12
				DROP OFF OF CONCRETE DISPOSAL - OLD VAUL	168.25
Total for Check/Tran - 120649:					2,790.37
120650 07/11/2019	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL JUN 2019	1,206.33
120651 07/11/2019	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - MAY 2019	36.00
				PHONE ALLOWANCE - MAY 2019	9.00
Total for Check/Tran - 120651:					45.00
120652 07/11/2019	CHK	10576	TCF ARCHITECTURE, PLLC	ARCHITECTURAL-ADD'L SVC MAY-19	946.00
				ARCHITECTURAL-AMENDMENT #1 MAY-19	9,021.60
				ARCH-CONSTRCTN DOC PHASE1 MAY-19	13,685.40
				ARCH-CONSTRCTN ADD'L MAY-19	3,232.70
				ARCH-CONSTRCTN EXPENSES MAY-19	33.56
				ARCH-CONSTRCTN DOC PHASE2 MAY-19	8,435.73
				ARCH-CONSTRCTN ADD'L MAY-19	10,623.80
Total for Check/Tran - 120652:					45,978.79
120653 07/11/2019	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	EMBROIDERY ON WORKWEAR	38.15
				EMBROIDERY ON WORKWEAR	30.52
				EMBROIDERY ON WORKWEAR	7.63

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<b>Total for Check/Tran - 120653:</b>					76.30
120654 07/11/2019	CHK	10733	DAN TOEPPER	WPUDA,BOC&PUD MTGS 6/17-6/27 TRVL EXP	159.44
				WPUDA,BOC&PUD MTGS 6/17-6/27 TRVL EXP	39.86
<b>Total for Check/Tran - 120654:</b>					199.30
120655 07/11/2019	CHK	10247	TOYOTA LIFT NORTHWEST	OIL CHANGE VEH# 110	280.56
120656 07/11/2019	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	10.00
120657 07/11/2019	CHK	10433	UNITED RENTALS (NORTH AMERICA), I	EQUIPMENT RENTAL-SUBSTATION CLEANING	569.56
				BOOM RNTL: SUBSTATION CLEANING 6/07-7/05	2,137.77
<b>Total for Check/Tran - 120657:</b>					2,707.33
120658 07/11/2019	CHK	10255	USA BLUEBOOK	LMI CHEMICAL PUMP QTY2	842.90
				WATER PARTS - ELEVATED TANK STAND	683.82
<b>Total for Check/Tran - 120658:</b>					1,526.72
120659 07/11/2019	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - JUN 2019	107.07
				LOCATES - JUN 2019	79.98
<b>Total for Check/Tran - 120659:</b>					187.05
120660 07/11/2019	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER 7/12/2019	3,505.54
				PL DEFERRED COMP EE 7/12/2019	10,167.40
<b>Total for Check/Tran - 120660:</b>					13,672.94
120661 07/11/2019	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 JUN 2019	58,387.77
120662 07/11/2019	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE 7/12/2019	958.00
120663 07/11/2019	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - JUN 2019	42.34
				EAP SVC - JUN 2019	10.58
<b>Total for Check/Tran - 120663:</b>					52.92
120664 07/18/2019	CHK	10012	ALTEC INDUSTRIES, INC	CHANCE VOLTAGE DETECTOR# C4031029	1,145.74
				GRIPS	111.90
<b>Total for Check/Tran - 120664:</b>					1,257.64
120665 07/18/2019	CHK	10481	AMAZON	STARTECH THUNDERBOLT 3 DISPLAY ADAPTER	79.21

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				MICROSOFT WINDOWS XP PROF QTY2	326.62
				SAMSUNG 32GB FLASH DRIVE	42.28
				SAMSUNG 32GB FLASH DRIVE	10.58
				GALAXY S8+ PLUS CASE FOR CELLPHC	21.78
				INDUSTRY REFERENCE BOOKS	68.48
				INDUSTRY REFERENCE BOOKS	68.47
				TORCH HEAD	46.36
				PHONE CHARGER FOR METER READER TECH	43.59
				PRINTER INK	90.63
				APC UPS BATTERY BACKUP 600VA	95.92
				PRINTER INK	22.67
				APC UPS BATTERY BACKUP 600VA	23.98
				CRIMPER TOOL-EAGLES 1SET COAX RF/BNC CRI	28.33
				<b>Total for Check/Tran - 120665:</b>	968.90
120666 07/18/2019	CHK	10447	ANIXTER INC.	CABLE TRAYS-NEW NETWORK BUILDING# 19183	420.74
				CUTOUT 15KV 100 AMP & URD SPLICE	4,509.46
				URD SPLICE	180.40
				FUSE	136.25
				<b>Total for Check/Tran - 120666:</b>	5,246.85
120667 07/18/2019	CHK	10451	ASCENT LAW PARTNERS LLP	BOC MEETINGS FLAT FEE (225-104) JUN 2019	5,661.28
				BOC MEETINGS FLAT FEE (225-104) JUN 2019	1,415.32
				GENERAL UTILITY (225-102) JUN 2019	4,650.00
				GENERAL UTILITY (225-102) JUN 2019	1,162.50
				NOANET REVIEW (225-101) JUN 2019	1,050.00
				NOANET REVIEW (225-101) JUN 2019	262.50
				<b>Total for Check/Tran - 120667:</b>	14,201.60
120668 07/18/2019	CHK	10483	CARDIAC SCIENCE CORPORATION	REPLACEMENT AED PADS	355.78
120669 07/18/2019	CHK	10036	CARL'S BUILDING SUPPLY, INC	SUBSTATION CLEANING - 2X4-8'STD&BTR KDHF	14.95
				BASTARD FILE & FILE HANDLE	25.05

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<b>Total for Check/Tran - 120669:</b>					40.00
120670 07/18/2019	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	POTASSIUM PERMANG IMP 55.12KG KEG	166.84
				POLY SUPERFLOC N-300 LMW QTY2	613.28
				CAUSTIC SODA 50% NSF # DRUM QTY3	912.23
				NALCOLYTE 8105 QTY2	2,465.76
				CAUSTIC SODA 50% NSF # DRUM QTY18	5,582.76
				RETURN OF DRUMS QTY14	-421.57
<b>Total for Check/Tran - 120670:</b>					9,319.30
120671 07/18/2019	CHK	10045	CENTURY LINK-S	CIRCUIT INFO 6/16-7/15/19	89.26
				CIRCUIT INFO 6/16-7/15/19	38.81
				CIRCUIT INFO 6/16-7/15/19	104.78
				CIRCUIT INFO 6/16-7/15/19	17.25
				CIRCUIT INFO 6/16-7/15/19	155.24
				CIRCUIT INFO 6/16-7/15/19	25.87
				INTERNET SVC 6/22-7/21/19	67.65
				INTERNET SVC 6/22-7/21/19	16.91
				CIRCUIT INFO 6/23-7/22/19	31.14
				CIRCUIT INFO 6/23-7/22/19	7.79
				CHOICE BUSINESS 6/04-7/03	102.66
				CHOICE BUSINESS 6/04-7/03	25.66
				FIRE ALARMS 4 CRNRS CHOICE BUS 6/05-7/04	31.41
				FIRE ALARMS 4 CRNRS CHOICE BUS 6/05-7/04	13.66
				FIRE ALARMS 4 CRNRS CHOICE BUS 6/05-7/04	36.87
				FIRE ALARMS 4 CRNRS CHOICE BUS 6/05-7/04	54.63
				CHOICE BUSINESS (FAXLINE) - JUL 2019	14.14
				CHOICE BUSINESS (FAXLINE) - JUL 2019	6.15
				CHOICE BUSINESS (FAXLINE) - JUL 2019	16.59
				CHOICE BUSINESS (FAXLINE) - JUL 2019	2.74
				CHOICE BUSINESS (FAXLINE) - JUL 2019	24.57
				CHOICE BUSINESS (FAXLINE) - JUL 2019	4.10

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				BUSINESS LINE 6/05-7/04	41.94
				BUSINESS LINE 6/05-7/04	10.49
				DIRECT INWARD DIALING 6/05-7/04	53.21
				DIRECT INWARD DIALING 6/05-7/04	23.13
				DIRECT INWARD DIALING 6/05-7/04	62.46
				DIRECT INWARD DIALING 6/05-7/04	10.29
				DIRECT INWARD DIALING 6/05-7/04	92.53
				DIRECT INWARD DIALING 6/05-7/04	15.42
				<b>Total for Check/Tran - 120671:</b>	1,197.35
120672 07/18/2019	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE JUL-19	71.60
				LOW SPD DATA & 2WIRE JUL-19	17.90
				LOW SPD DATA & 2WIRE JUL-19	31.14
				LOW SPD DATA & 2WIRE JUL-19	7.79
				<b>Total for Check/Tran - 120672:</b>	128.43
120673 07/18/2019	CHK	10407	DEPT OF THE TREASURY	EIN 91-6001044/ FORM 720-V 2ND QTR 2019	111.72
				EIN 91-6001044/ FORM 720-V 2ND QTR 2019	27.93
				<b>Total for Check/Tran - 120673:</b>	139.65
120674 07/18/2019	CHK	10070	DOUBLE D ELECTRICAL, INC	BLOCK HEATER RPLMNT - 4 CRNRS 6/12/19	334.44
				BLOCK HEATER RPLMNT - 4 CRNRS 6/12/19	83.61
				ANNUAL SENSVC - 30KW LIQCOOLED GENERAC	457.81
				ANNUAL SENSVC - 30KW LIQCOOLED GENERAC	114.45
				ANNUAL GENSVC - 30KW LIQCOOLED ONAN	457.81
				ANNUAL GENSVC - 30KW LIQCOOLED ONAN	114.45
				<b>Total for Check/Tran - 120674:</b>	1,562.57
120675 07/18/2019	CHK	10674	GLOBAL EQUIPMENT COMPANY INC.	WAREHOUSE - SCALE	1,212.73
				WAREHOUSE FUEL STATION-HANGING FILE RACK	182.26
				WAREHOUSE FUEL STATION-HANGING FILE RACK	45.56
				<b>Total for Check/Tran - 120675:</b>	1,440.55
120676 07/18/2019	CHK	9998	VIVIAN HARFORD	Credit Balance Refund	32.73

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120677 07/18/2019	CHK	9998	VIVIAN HARFORD	Credit Balance Refund	32.73
120678 07/18/2019	CHK	10384	HDR ENGINEERING INC	MISC ON CALL SVC 3/03-5/25/19	6,672.13
				PROF SVC MISC PRJT SNOW CREEK 5/26-6/29	3,625.24
				PROF SVC MISC PRJT PRJ MGMT 5/26-6/29	394.28
Total for Check/Tran - 120678:					10,691.65
120679 07/18/2019	CHK	10110	HENERY HARDWARE	PRESSURE WASHER NOZZLE	0.75
				TOOL BOX ORGANIZER - CRATE,BASKET&TOTE	75.55
Total for Check/Tran - 120679:					76.30
120680 07/18/2019	CHK	9998	ROGER HOLMBERG JR	Credit Balance Refund	59.55
120681 07/18/2019	CHK	9998	HOUNDDOG PROPERTIES	Credit Balance Refund	150.67
120682 07/18/2019	CHK	9998	NEWEL HUNTER	Credit Balance Refund	157.10
120683 07/18/2019	CHK	10128	JEFFERSON COUNTY TREASURER	B&O TAX JUN 2019	102,316.48
120684 07/18/2019	CHK	10129	JIFFY LUBE	OIL CHANGE AND SERVICE FOR VEH#203	118.55
120685 07/18/2019	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: JUN 2019	5,000.00
				PROFESSIONAL SVC: JUN 2019	662.50
Total for Check/Tran - 120685:					5,662.50
120686 07/18/2019	CHK	10537	KITSAP SUN NEWSPAPER	EMPL AD: GIS MAY-19	328.02
				EMPL AD: LINEMAN MAY-19	328.02
				EMPL AD: HR MANAGER MAY-19	295.22
				EMPL AD: WATER SUPRINTDNT MAY-19	328.02
				EMPL AD: HR MANAGER MAY-19	32.80
Total for Check/Tran - 120686:					1,312.08
120687 07/18/2019	CHK	10286	L & J ENTERPRISES	BRUSH HOG - 310 FOUR CRNRS 6/20-6/22	6,779.80
				BRUSH HOG - 310 FOUR CRNRS 6/20-6/22	1,694.95
				EXCAVATING EMRG - HAZEL PT 6/25/19	3,697.33
				SET BALLARDS - TYLER ST 6/21/19	4,156.17
				MOVE FIBER VAULTS - S DISCOVERY RD 7/03	9,788.67

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Total for Check/Tran - 120687:					26,116.92
120688 07/18/2019	CHK	9998	CELINDA LADUE	Credit Balance Refund	24.30
120689 07/18/2019	CHK	9998	JIM MILLER	Credit Balance Refund	164.60
120690 07/18/2019	CHK	9999	WAYNE MORFORD	REFUND FOR WO#19158	1,061.00
120691 07/18/2019	CHK	9998	DAVE NAKAGAWARA	Credit Balance Refund	68.15
120692 07/18/2019	CHK	10156	NEWSDATA LLC	CLEARING UP SUB SCR 1Y 9/9/19-9/8/20	1,471.50
120693 07/18/2019	CHK	10309	NISC	NEOSPEESH LICENSE ADD'L	3,488.00
				RECURRING INVOICE MAY 2019	1,084.49
				RECURRING INVOICE MAY 2019	206.01
				RECURRING INVOICE MAY 2019	1,710.31
				RECURRING INVOICE MAY 2019	489.84
				RECURRING INVOICE MAY 2019	489.84
				RECURRING INVOICE MAY 2019	8,803.43
				RECURRING INVOICE MAY 2019	1,606.35
				RECURRING INVOICE MAY 2019	1,000.65
				RECURRING INVOICE MAY 2019	282.12
				RECURRING INVOICE MAY 2019	53.34
				RECURRING INVOICE MAY 2019	10.16
				AMS INVOICE MAY 2019	788.15
				AMS INVOICE MAY 2019	5,476.25
				AMS INVOICE MAY 2019	2,707.32
				AMS INVOICE MAY 2019	197.04
				AMS INVOICE MAY 2019	1,369.07
				AMS INVOICE MAY 2019	676.83
				AMS INVOICE MAY 2019	1,550.77
				AMS INVOICE MAY 2019	387.69
				AMS INVOICE MAY 2019	359.70
				MISC MAY 2019	144.21
				MISC MAY 2019	256.32

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				MISC MAY 2019	300.00
				MISC MAY 2019	36.05
				MISC MAY 2019	64.08
				MISC MAY 2019	75.00
				<b>Total for Check/Tran - 120693:</b>	33,613.02
120694 07/18/2019	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - JUN 2019	1,067.50
				CUSTODIAL SVC - JUN 2019	280.00
				CUSTODIAL SVC - JUN 2019	70.00
				<b>Total for Check/Tran - 120694:</b>	1,417.50
120695 07/18/2019	CHK	10166	NWPPA	NW COMMUNICATIONS&ENGY CONF 9/16/19 FEE	636.00
				NW COMMUNICATIONS&ENGY CONF 9/16/19 FEE	159.00
				CFO&SENACCT WEBINAR SERIES: COSS&RATEDGN	103.50
				CFO&SENACCT WEBINAR SERIES: COSS&RATEDGN	11.50
				CFO&SENACCT WEBINAR SERIES: STG&EXT	81.00
				CFO&SENACCT WEBINAR SERIES: STG&EXT	9.00
				CFO&SENACCT WEBINAR SERIES: EMTL&MEXPECT	243.00
				CFO&SENACCT WEBINAR SERIES: EMTL&MEXPECT	27.00
				<b>Total for Check/Tran - 120695:</b>	1,270.00
120696 07/18/2019	CHK	9998	TODD OBERLANDER	Credit Balance Refund	100.00
120697 07/18/2019	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES - OPERATIONS	43.94
				OFFICE SUPPLIES - OPERATIONS	100.76
				OFFICE SUPPLIES - OPERATIONS	10.99
				OFFICE SUPPLIES - OPERATIONS	34.87
				OFFICE SUPPLIES - OPERATIONS	227.94
				OFFICE SUPPLIES - OPERATIONS	56.99
				<b>Total for Check/Tran - 120697:</b>	475.49
120698 07/18/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	WRENCH QTY 3	32.67
				CHAINSAW CHAIN QTY 2	50.12
				<b>Total for Check/Tran - 120698:</b>	82.79



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120699 07/18/2019	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - AUG 2019	77.30
				LTD - AUG 2019	985.74
Total for Check/Tran - 120699:					1,063.04
120700 07/18/2019	CHK	10176	PAIR NETWORKS	DOMAIN SHARED HOSTING 1Y 7/01/19-6/30/20	52.55
				DOMAIN SHARED HOSTING 1Y 7/01/19-6/30/20	13.14
Total for Check/Tran - 120700:					65.69
120701 07/18/2019	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE 7/11/19-WATER	400.00
120702 07/18/2019	CHK	10188	PLATT ELECTRIC SUPPLY	EATON PANEL A&B - HASTINGS SUB WO#19190	1,970.73
				EATON PANEL C - HASTINGS SUB WO#19190	969.60
				CONDUIT COUPLING	78.61
				CONDUIT COUPLING	32.48
				REPLACEMENT BULB-SUB	24.29
				CONDUIT BODY-SUB	33.17
Total for Check/Tran - 120702:					3,108.88
120703 07/18/2019	CHK	9998	JOHN D POUSSIER	Credit Balance Refund	25.65
120704 07/18/2019	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING 5/29/19	395.13
				FIBER SPLICING 5/29/19	-32.63
Total for Check/Tran - 120704:					362.50
120705 07/18/2019	CHK	10203	PURMS JOINT SELF INSURANCE FUND	AEGIS- PUBLIC OFFICIALS 1YR POLICY	6,034.64
120706 07/18/2019	CHK	10207	RAIN NETWORKS	ESET NOD32 ANTIVIRUS 3YR RENEWAL	639.28
				ESET NOD32 ANTIVIRUS 3YR RENEWAL	159.82
Total for Check/Tran - 120706:					799.10
120707 07/18/2019	CHK	10540	JEFF RANDALL	PPC MTG & NWPPA RUS CLS 6/05-6/27/19 TRV	501.18
				PPC MTG & NWPPA RUS CLS 6/05-6/27/19 TRV	125.30
Total for Check/Tran - 120707:					626.48
120708 07/18/2019	CHK	10210	RICOH USA, INC	PRINTING IMAGES ANNEX JUN-19	48.69
				PRINTING IMAGES ANNEX JUN-19	3.11
				PRINTING IMAGES ANNEX JUN-19	13.81

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				PRINTING IMAGES ANNEX JUN-19	3.45
				PRINTING IMAGES 4 CRNRS JUN-19	264.10
				PRINTING IMAGES 4 CRNRS JUN-19	66.02
				PRINTING IMAGES 4CRNRS(MODULAR) JUN-19	300.66
				PRINTING IMAGES 4CRNRS(MODULAR) JUN-19	75.17
				PRINTING IMAGES 4CRNRS(IT MOD 7287) JUN-	29.81
				PRINTING IMAGES 4CRNRS(IT MOD 7287) JUN-	7.45
				<b>Total for Check/Tran - 120708:</b>	812.27
120709 07/18/2019	CHK	10212	ROHLINGER ENTERPRISES INC	ANNUAL GROUNDS TESTING 7/01/19	399.05
				ANNUAL HOTSTICK TESTING 7/01/19	417.70
				ANNUAL GROUNDS TESTING 7/01/19	200.34
				<b>Total for Check/Tran - 120709:</b>	1,017.09
120710 07/18/2019	CHK	9998	DIANNA ROUZEE	Credit Balance Refund	31.39
120711 07/18/2019	CHK	10219	SHOLD EXCAVATING INC	RNTL: WATER TRUCK - BEAVER VALLEY 6/13	708.50
				RETROFIT GATE - 4CRNRS POLEYARD 6/13/19	310.65
				REYNOLDS WELL - CONCRETE 3468 TEAL LK RD	467.34
				<b>Total for Check/Tran - 120711:</b>	1,486.49
120712 07/18/2019	CHK	10222	SOCIETY FOR HUMAN RESOUC E MANA	SHRM MEMBERSHIP 1Y 8/01/19-7/31/20	188.10
				SHRM MEMBERSHIP 1Y 8/01/19-7/31/20	20.90
				<b>Total for Check/Tran - 120712:</b>	209.00
120713 07/18/2019	CHK	10227	SOUND PUBLISHING INC	EMPL AD: SUMMER INTERN MAY-19	78.78
				EMPL AD: CSR MAY-19	64.70
				EMPL AD: CSR MAY-19	7.19
				EMPL AD: SUMMER INTERN MAY-19	70.90
				EMPL AD: HR MANAGER MAY-19	64.71
				EMPL AD: WATER SUPRINTDNT MAY-19	71.89
				EMPL AD: SUMMER INTERN MAY-19	78.78
				EMPL AD: SUMMER INTERN MAY-19	7.88
				EMPL AD: HR MANAGER MAY-19	7.19

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				BROADBAND SURVEY JUN-19	450.00
				EMPL AD: CSR JUN-19	82.29
				EMPL AD: CSR JUN-19	9.14
				EMPL AD: HR MANAGER JUN-19	82.30
				EMPL AD: WATER SUPRINTDNT JUN-19	91.43
				EMPL AD: HR MANAGER JUN-19	9.14
				<b>Total for Check/Tran - 120713:</b>	1,176.32
120714 07/18/2019	CHK	10756	BOB STRYKER	REFUNDABLE DEPOSIT FEE	375.00
				SEP 2019 RENT - HR	2,574.55
				OCT 2019 RENT PART1 - HR	311.09
				CLEANING FEE	85.00
				AUG 2019 RENT - HR	1,716.36
				<b>Total for Check/Tran - 120714:</b>	5,062.00
120715 07/18/2019	CHK	10733	DAN TOEPER	BOC&PUD MTGS 7/01-7/14/19 TRVL EXP	72.85
				BOC&PUD MTGS 7/01-7/14/19 TRVL EXP	18.21
				<b>Total for Check/Tran - 120715:</b>	91.06
120716 07/18/2019	CHK	10737	VAN ALLER SURVEYING	SURVEYING - 210 FOUR CRNRS WO#19138	2,410.50
120717 07/18/2019	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB5/16-6/15/19	271.91
				CELL PHONE SERVICE QB5/16-6/15/19	12.87
				CELL PHONE SERVICE QB5/16-6/15/19	112.58
				CELL PHONE SERVICE QB5/16-6/15/19	61.24
				CELL PHONE SERVICE QB5/16-6/15/19	136.67
				CELL PHONE SERVICE QB5/16-6/15/19	14.65
				CELL PHONE SERVICE QB5/16-6/15/19	16.89
				CELL PHONE SERVICE QB5/16-6/15/19	103.81
				CELL PHONE SERVICE QB5/16-6/15/19	20.43
				CELL PHONE SERVICE QB5/16-6/15/19	100.63
				CELL PHONE SERVICE QB5/16-6/15/19	30.55
				CELL PHONE SERVICE QB5/16-6/15/19	5.52

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				CELL PHONE SERVICE QB5/16-6/15/19	131.16
				CELL PHONE SERVICE QB5/16-6/15/19	12.87
				CELL PHONE SERVICE QB5/16-6/15/19	56.21
				CELL PHONE SERVICE QB5/16-6/15/19	5.52
				CELL PHONE SERVICE QB5/16-6/15/19	281.41
				CELL PHONE SERVICE QB5/16-6/15/19	56.30
				CELL PHONE SERVICE QB5/16-6/15/19	20.43
				CELL PHONE SERVICE QB5/16-6/15/19	50.66
				CELL PHONE SERVICE QB5/16-6/15/19	5.63
				CELL PHONE SERVICE QB5/16-6/15/19	78.87
				CELL PHONE SERVICE QB5/16-6/15/19	126.07
				CELL PHONE SERVICE QB5/16-6/15/19	19.72
				CELL PHONE SERVICE QB5/16-6/15/19	26.52
				CELL PHONE SERVICE QB5/16-6/15/19	151.09
				CELL PHONE SERVICE QB5/16-6/15/19	37.78
				CELL PHONE SERVICE QB5/16-6/15/19	56.29
				SCADA CRADLEPOINT DEVICE QB5/20-6/19	960.52
				WIFI IN TRUCKS QB5/20-6/19/19	200.13
				WIFI IN TRUCKS QB5/20-6/19/19	200.08
				WIFI IN SRVR ROOM QB5/20-6/19/19	80.01
				WIFI IN SRVR ROOM QB5/20-6/19/19	20.00
Total for Check/Tran - 120717:					3,465.02
120718 07/18/2019	CHK	10271	WESCO RECEIVABLES CORP	SIDEBY	238.43
				BOLT	61.59
				WIRE 350 AL URD TPX 600V&WIRE 350 AL URD	12,059.76
				FLEX CONDUIT	790.25
				WEDGE CLAMP	122.08
				TANK GROUNDS	133.53
				TAPE	85.02
				CABLE TAP LUG	149.98

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				DEADEND SHOE	660.00
				<b>Total for Check/Tran - 120718:</b>	14,300.64
120719 07/18/2019	CHK	9998	HARRY WINDLE	Credit Balance Refund	113.63
120720 07/18/2019	CHK	10278	WPUDA	2019 SUMMER WATER COMMITTEE MEETING	11.20
				2019 SUMMER WATER COMMITTEE MEETING	2.80
				2019 SUMMER WATER COMMITTEE MEETING	14.00
				<b>Total for Check/Tran - 120720:</b>	28.00
120721 07/25/2019	CHK	10004	A+ EQUIPMENT RENTALS	RNTL: AIRCOMPRESSOR CHIM CREEK 6/10-6/11	152.36
120722 07/25/2019	CHK	9998	DEVON A ANDERSON	Credit Balance Refund	706.94
120723 07/25/2019	CHK	9998	DEBORAH BURROUGHS/MOORE	Credit Balance Refund	7.17
120724 07/25/2019	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	EXCAVATING - 191 S PALMER 4/15/19	3,938.66
				EXCAVATING - WATER MTR 107 NOLTON 5/17/1	899.25
				EXCAVATING - WATER MTR 107 NOLTON 5/17/1	-74.25
				<b>Total for Check/Tran - 120724:</b>	4,763.66
120725 07/25/2019	CHK	10052	CITY OF PORT TOWNSEND	1997 CCUP KEARNEY SUB COPY- SOLAR PRJ	10.50
120726 07/25/2019	CHK	10052	CITY OF PORT TOWNSEND	2ND QTR 2019 - 6% CITY TAX FROM CUSTOMRS	151,931.77
120727 07/25/2019	CHK	10752	COHO PRINTING	NWPPA CONF ADVTS CONTEST-PRINTOUTS	72.96
				NWPPA CONF ADVTS CONTEST-PRINTOUTS	18.24
				NWPPA CONF ADVTS CONTEST-PRINTOUTS	52.10
				NWPPA CONF ADVTS CONTEST-PRINTOUTS	13.03
				<b>Total for Check/Tran - 120727:</b>	156.33
120728 07/25/2019	CHK	10053	COMPUNET, INC	RETURN-SWITCHES-IE-200 48V W RACK MOUNT	-1,106.35
				RETURN SWITCHES-IE-200 12V	-385.64
				CISCO ROUTER ISR4331	4,821.45
				SWSS UPGRADES CUBE STANDARD SINGLE TRUNK	667.08
				SNTC-8X5XNBD CISCO ISR4331 BUNDLE UC SEC	583.56
				CUBE - 1 STANDARD TRUNK SESSION LICENSE	2,402.36

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				4-POR NETWORK INTERFACE MODULE-FXS/DID	505.76
				SNTC-8X5XNBD CISCO ISR4331 BUNDLE UC SEC	145.89
				CUBE - 1 STANDARD TRUNK SESSION LICENSE	600.59
				4-POR NETWORK INTERFACE MODULE-FXS/DID	126.44
				SWSS UPGRADES CUBE STANDARD SINGLE TRUNK	166.77
				<b>Total for Check/Tran - 120728:</b>	8,527.91
120729 07/25/2019	CHK	10657	CONCAST INC	FIBERGLASS CHANNELS-HASTINGS ENDPLATE	82.38
				FIBERGLASS CHANNELS-HASTINGS COVER	893.58
				FIBERGLASS CHANNEL- HASTINGS PEDFLUSH	353.87
				FIBERGLASS CHANNELS-PORT LUDLOW PEDFLUSH	353.87
				FIBERGLASS CHANNELS-PORT LUDLOW ENDPLATE	82.36
				FIBERGLASS CHANNELS-PORT LUDLOW COVER	893.58
				<b>Total for Check/Tran - 120729:</b>	2,659.64
120730 07/25/2019	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - 2019 JUL	985.15
120731 07/25/2019	CHK	10060	DELL MARKETING LP	DELL PC-DELL OPTIPLEX 7070 MICRO #450	1,401.69
				DELL PC-DELL OPTIPLEX 7070 MICRO #449	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #448	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #447	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #446	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #445	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #444	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #443	1,401.70
				DELL PC-DELL OPTIPLEX 7070 MICRO #430	1,401.70
				<b>Total for Check/Tran - 120731:</b>	12,615.29
120732 07/25/2019	CHK	10064	DEPT OF LABOR & INDUSTRIES	RIGHT TO KNOW PROGRAM 1YR 2019 ASSMT	110.00
120733 07/25/2019	CHK	10065	DEPT OF LABOR & INDUSTRIES	WORKERS COMP - 2ND QTR 2019	13,376.72
120734 07/25/2019	CHK	10074	EMPLOYMENT SECURITY	SUTA - 2ND QUARTER 2019	3,494.87
120735 07/25/2019	CHK	10085	FASTENAL	LOCATE PAINT - 17OZ APWA ORANGE MARKING	80.34

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120736 07/25/2019	CHK	9998	GARY D FELDER	Credit Balance Refund	29.73
120737 07/25/2019	CHK	10086	FERGUSON ENTERPRISES, INC NW	LAZY C WO#29003, TOOLS - 4 PTD GRV TEE 2	870.52
120738 07/25/2019	CHK	9998	GAIL FLAUM	Credit Balance Refund	102.07
120739 07/25/2019	CHK	10755	FRED PRYOR SEMINARS & CAREER TR	PRYOR+ SEMINAR PURCHASE-MEMBERSHIP 1YR	187.06
				PRYOR+ SEMINAR PURCHASE-MEMBERSHIP 1YR	11.94
Total for Check/Tran - 120739:					199.00
120740 07/25/2019	CHK	10454	GLOBAL RENTAL COMPANY INC	RNTL DOUBLEM BUCKET #406 6/21-7/18/19	4,959.50
				RNTL AM55 2 MAN BUCKET #403 6/27-7/24/19	4,918.50
Total for Check/Tran - 120740:					9,878.00
120741 07/25/2019	CHK	10095	GOOD MAN SANITATION, INC	RNTL: KILISUT PORTA POTTY 6/1-6/12	36.63
120742 07/25/2019	CHK	10103	H D FOWLER	WATER PARTS - METER BOX W/LID	176.78
				WATER PARTS - HEAVYWALL METER BOX W/LID	831.17
				WATER PARTS - 8" SADDLE W/STRAP	366.04
				WATER PARTS - 3/4" STREET ELBOW BRASS	126.88
				WATER PARTS - 2" SADDLE W/STRAP	155.65
				WATER PARTS - 1"XCL BRASS NIPPLE	57.33
				WATER PARTS - 1"X3" BRASS NIPPLE	47.63
				WATER PARTS - 1" X 6" BRASS NIPPLE	91.23
Total for Check/Tran - 120742:					1,852.71
120743 07/25/2019	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	REYNOLDS WELL- ELBOWS, CONE NUT, CLAMP,	105.71
				REYNOLDS WELL- CONDUIT AND GORILLA TAPE	44.64
				GENERAL HARDWARE	4.80
				OCEAN GROVE- WHT FLAG TAPE	3.70
				TRK #210- PARTS: PERMANENT TOOLBOX INBED	55.50
				WASP SPRAY, GLOVES, NOZZLE	35.68
				SHOP- FOAM FILTER WET PICKUP	6.53
				TOOLS- CUTTWHEEL, FLAP DISC & GRINDING W	40.24
				VEH #210- PARTS: PERMANENT TOOLBOX INBED	16.09

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				TREATMENT PLANT- ADAPTER 3/8 CMP X 1/4 F	3.59
				VEH #210- PARTS: PERMANENT TOOLBOX INBED	29.40
				REYNOLDS WELL-1-1/2 HDG STAPLES	7.40
				REYNOLDS WELL- NIPPLE SST & CAP	9.77
				TREATMENT PLANT- BRS THRD BALL VALVE	10.34
				REYNOLDS WELL- DGTL FRAC SS CALIPER & HO	71.91
				<b>Total for Check/Tran - 120743:</b>	445.30
120744 07/25/2019	CHK	9998	VICTORIA HANSON	Credit Balance Refund	39.97
120745 07/25/2019	CHK	9998	SHERI HOLCOMB	Credit Balance Refund	98.81
120746 07/25/2019	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX	2,401.07
				EMPLOYEES' MEDICARE TAX	2,401.07
				EMPLOYER'S FICA TAX	10,266.56
				EMPLOYEES' FICA TAX	10,266.56
				EMPLOYEES' FEDERAL WITHHOLDING TAX	7,992.82
				EMPLOYEES' FEDERAL WITHHOLDING	8,535.04
				<b>Total for Check/Tran - 120746:</b>	41,863.12
120747 07/25/2019	CHK	10675	JEFFERSON COUNTY CHAMBER OF CO	CHAMPION MEMBERSHIP-2019	476.00
				CHAMPION MEMBERSHIP-2019	119.00
				<b>Total for Check/Tran - 120747:</b>	595.00
120748 07/25/2019	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 7/26/2019 DIR DEP	97,071.49
				PAYROLL DEPOSIT FOR 7/26/2019 CHECKS	10,403.72
				<b>Total for Check/Tran - 120748:</b>	107,475.21
120749 07/25/2019	CHK	10129	JIFFY LUBE	OIL CHANGE FOR VEH# 206	76.50
120750 07/25/2019	CHK	9998	KIREENA JOHNSON	Credit Balance Refund	96.31
120751 07/25/2019	CHK	10725	MAGELLAN ADVISORS, LLC	BROADBAND INFRSTRCTR STR 6/03-6/30/19	5,600.00
				BB MTG 6/3 TRVL EXP	102.33
				<b>Total for Check/Tran - 120751:</b>	5,702.33
120752 07/25/2019	CHK	10144	MCFARLAND CASCADE	40/2,45/2 50/2& 55/2 POLE	21,089.32



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120753 07/25/2019	CHK	10333	MOSS ADAMS LLP	PROF SVC: CONSULTING APR & MAY 2019	1,274.00
				PROF SVC: CONSULTING APR & MAY 2019	318.50
Total for Check/Tran - 120753:					1,592.50
120754 07/25/2019	CHK	10309	NISC	RECURRING INVOICE JUN 2019	1,084.49
				RECURRING INVOICE JUN 2019	206.01
				RECURRING INVOICE JUN 2019	1,710.31
				RECURRING INVOICE JUN 2019	489.84
				RECURRING INVOICE JUN 2019	489.84
				RECURRING INVOICE JUN 2019	8,847.03
				RECURRING INVOICE JUN 2019	1,617.25
				RECURRING INVOICE JUN 2019	1,000.65
				RECURRING INVOICE JUN 2019	282.12
				RECURRING INVOICE JUN 2019	53.34
				RECURRING INVOICE JUN 2019	10.16
				AMS INVOICE JUN 2019	788.27
				AMS INVOICE JUN 2019	5,465.41
				AMS INVOICE JUN 2019	2,413.05
				AMS INVOICE JUN 2019	197.07
				AMS INVOICE JUN 2019	1,366.36
				AMS INVOICE JUN 2019	603.26
				AMS INVOICE JUN 2019	734.58
				AMS INVOICE JUN 2019	183.64
				MISC JUN 2019	157.65
				MISC JUN 2019	204.64
				MISC JUN 2019	240.00
				MISC JUN 2019	39.41
				MISC JUN 2019	51.16
				MISC JUN 2019	60.00
				MISC JUN 2019	872.00
				MISC JUN 2019	218.00

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<b>Total for Check/Tran - 120754:</b>					29,385.54
120755 07/25/2019	CHK	10166	NWPPA	CFO&SENACCT WEBINAR SERIES: FNCL METRICS	81.00
				CFO&SENACCT WEBINAR SERIES: FNCL METRICS	9.00
				2019 EXCELLENCE IN COMMUNICATION ENTRIES	200.00
				2019 EXCELLENCE IN COMMUNICATION ENTRIES	50.00
<b>Total for Check/Tran - 120755:</b>					340.00
120756 07/25/2019	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES- OPERATIONS	29.64
				OFFICE SUPPLIES- OPERATIONS	27.46
				OFFICE SUPPLIES- OPERATIONS	6.86
<b>Total for Check/Tran - 120756:</b>					63.96
120757 07/25/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	HEDGE TRIMMER	11.98
				BATTERY POWERED HEDGE TRIMMER-METERREADR	272.44
				GLOVES & POLIFAN	18.62
<b>Total for Check/Tran - 120757:</b>					303.04
120758 07/25/2019	CHK	9998	JILL PALMER-DUCHOW	Credit Balance Refund	100.00
120759 07/25/2019	CHK	10193	PORT TOWNSEND LEADER	EMPL AD: GIS JUN-19	34.25
				WEB ADS PAGE FOR JUN-19	300.00
				MAGAZINE 2016 IRE 1/4PG 6/12/19	142.40
				LEGAL: RFP ENG EFFICIENCY FOR ENG EFF IN	15.30
				LEGAL: PRPRSL FORESTER FOR TIMBER 6/19	10.20
				WEB ADS PAGE FOR JUN-19	75.00
				MAGAZINE 2016 IRE 1/4PG 6/12/19	35.60
				LEGAL: RFP ENG EFFICIENCY FOR ENG EFF IN	3.83
				LEGAL: PRPRSL FORESTER FOR TIMBER 6/19	2.55
<b>Total for Check/Tran - 120759:</b>					619.13
120760 07/25/2019	CHK	10480	PROTHMAN	INTERIM HR DIRECTOR SVC 6/29-7/12/19	6,359.22
				INTERIM HR DIRECTOR SVC 6/29-7/12/19	706.58
<b>Total for Check/Tran - 120760:</b>					7,065.80

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120761 07/25/2019	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING-S DISCOVERY# 19006	1,367.50
120762 07/25/2019	CHK	10212	ROHLINGER ENTERPRISES INC	GROUND CLAMPS QTY 3	1,178.31
				HOTSAW REPAINT & ANNUAL TEST 6/7/19	733.48
				ANNUAL HOTSTICK TESTING 6/7/19	46.85
				ANNUAL HOTSTICK TESTING 6/7/19	46.85
				ANNUAL HOTSTICK TESTING 6/7/19	46.85
				ANNUAL GROUNDS TESTING 6/7/19	625.44
				ANNUAL GROUNDS TESTING 6/7/19	855.77
				ANNUAL HOTSTICK TESTING 6/7/19	135.43
				ANNUAL HOTSTICK TESTING 6/6/19	89.65
				ANNUAL HOTSTICK TESTING 6/7/19	1,213.72
Total for Check/Tran - 120762:					4,972.35
120763 07/25/2019	CHK	10565	JIMMY SCARBOROUGH	NWPPA ENGINEER&OP MTG 7/9-7/11 TRVL EXP	116.00
120764 07/25/2019	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - S DISCOVERY RD 5/21-5/23/19	5,397.75
				FLAGGING-SWANSONSONVILLE# 19041	1,121.12
				FLAGGING-S DISCOVERY# 19006	1,121.13
Total for Check/Tran - 120764:					7,640.00
120765 07/25/2019	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER MO 7/10/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 7/10/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 7/10/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 7/10/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 7/10/19	23.00
				TESTING: COLI/ECOLI MONTHLYS 7/10	23.00
				TESTING: COLI/ECOLI MONTHLYS 7/10	23.00
				TESTING: COLI/ECOLI MONTHLYS 7/10	23.00
				TESTING: COLI/ECOLI MONTHLYS 7/10	23.00
				TESTING: COLI/ECOLI MONTHLYS 7/10	23.00
				TESTING: COLI/ECOLI MONTHLYS 7/10	23.00
				TESTING: COLI/ECOLI MONTHLYS JUL-19	23.00

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

036

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# Accounts Payable Check Register

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07/10/2019 To 07/25/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ARCH-CONSTRCTN DOC PHASE1 JUN-19	6,244.32
				ARCH-CONSTRCTN DOC ADD'L JUN-19	2,541.00
				ARCH-CONSTRCTN DOC PHASE2 JUN-19	15,833.24
				ARCH-CONSTRCTN DOC ADD'L JUN-19	2,064.00
				<b>Total for Check/Tran - 120766:</b>	27,404.44
120767 07/25/2019	CHK	10421	THE CARWASH INC	FLEET ID PUD-CAR WASH MAR 2019	29.43
				FLEET ID PUD-CAR WASH APR 2019	9.81
				FLEET ID PUD-CAR WASH APR 2019	29.43
				FLEET ID PUD-CAR WASH MAY 2019	214.73
				FLEET ID PUD-CAR WASH MAY 2019	9.81
				<b>Total for Check/Tran - 120767:</b>	293.21
120768 07/25/2019	CHK	10704	TRAVIS PATTERN & FOUNDRY	2 HOLE NEMA PADS	1,531.18
120769 07/25/2019	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	10.00
120770 07/25/2019	CHK	10328	VERIZON CONNECT NWF INC.	VEH GPS ELEC - MAY 2019	352.08
				VEH GPS WATER - MAY 2019	165.68
				VEH GPS ELEC - JUN 2019	352.08
				VEH GPS WATER - JUN 2019	165.68
				<b>Total for Check/Tran - 120770:</b>	1,035.52
120771 07/25/2019	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER 7/26/19	3,687.11
				PL DEFERRED COMP EE 7/26/19	10,058.42
				<b>Total for Check/Tran - 120771:</b>	13,745.53
120772 07/25/2019	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE 7/26/2019	957.99
120773 07/25/2019	CHK	9998	ELIZABETH WARNER	Credit Balance Refund	226.12
120774 07/25/2019	CHK	9998	LORI J WATSON	Credit Balance Refund	61.87
120775 07/25/2019	CHK	10271	WESCO RECEIVABLES CORP	J-BOX TRAFFIC PROOF 24X36X36-POLY-ELEC	15,879.12

VOID

Total Payments for Bank Account - 1 : (178) 1,174,529.43

07/26/2019 11:52:22 AM

# Accounts Payable Check Register

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07/10/2019 To 07/25/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total Voids for Bank Account - 1 :					(3) 18,198.75
Total for Bank Account - 1 :					(181) 1,192,728.18
Grand Total for Payments :					(178) 1,174,529.43
Grand Total for Voids :					(3) 18,198.75
Grand Total :					(181) 1,192,728.18

## JEFFERSON COUNTY PUD NO 1

<p align="center"><b>ISSUED PAYROLL CHECKS</b>  <b>PAY DATE: 7/12/2019</b></p>
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Empl	Position	Check #	Date #	Amount
2000	WATER DISTRIBUTION MANAGER II	70614	7/12/2019	1,657.10
2006	INTERN	70615	7/12/2019	794.09
2001	WATER DISTRIBUTION MANAGER II	70616	7/12/2019	1,641.33
3032	CUSTOMER SERVICE REP	70617	7/12/2019	1,093.44
2003	WATER TREATMENT PLANT OPERATOR III	70618	7/12/2019	2,013.65
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70619	7/12/2019	2,741.40
				<b>9,941.01</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 7/12/2019</b>
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Empl	Position	Pay Date	Net Pay
1000	LINEMAN	07/12/2019	3,053.00
1003	SCADA TECH/APPRENTICE	07/12/2019	2,789.61
1008	FOREMAN LINEMAN	07/12/2019	5,903.71
1011	GENERAL MANAGER	07/12/2019	4,498.63
1012	FOREMAN LINEMAN	07/12/2019	3,165.44
1014	STOREKEEPER	07/12/2019	1,941.65
1015	SCADA TECH/APPRENTICE	07/12/2019	2,765.68
1016	LINEMAN	07/12/2019	4,184.92
1017	HEAD STOREKEEPER	07/12/2019	2,297.29
1018	METER READER	07/12/2019	1,578.25
1020	LINEMAN	07/12/2019	3,170.08
1026	OPERATIONS ASSISTANT	07/12/2019	1,496.40
1027	SENIOR ENGINEER	07/12/2019	2,821.13
1028	LINEMAN	07/12/2019	1,778.09
1031	STAKING ENGINEER	07/12/2019	1,954.63
1033	SUBSTATION TECH	07/12/2019	3,010.77
1034	LINEMAN	07/12/2019	3,936.36
1035	METER READER	07/12/2019	1,715.27
1037	SPECIAL PROJECTS COORDINATOR	07/12/2019	1,932.97
1039	STAKING ENGINEER	07/12/2019	1,997.14
1040	INTERN	07/12/2019	676.61
2002	WATER DISTRIBUTION MANAGER II	07/12/2019	2,434.43
2005	METER READER/OIT1	07/12/2019	1,262.44
3000	UTILITY BILLING COORDINATOR	07/12/2019	1,521.25
3002	CUSTOMER SERVICE COORDINATOR	07/12/2019	1,233.99
3003	UTILITY BILLING CLERK	07/12/2019	1,376.44
3004	RESOURCE MANAGER	07/12/2019	2,361.14
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	07/12/2019	1,956.03
3008	INFORMATION TECHNOLOGY MANAGER	07/12/2019	3,122.14
3013	UTILITY ACCOUNTANT II	07/12/2019	1,500.53
3014	CUSTOMER SERVICE REP	07/12/2019	1,189.87
3020	CUSTOMER SERVICE MANAGER	07/12/2019	1,669.31
3022	CUSTOMER SERVICE REP	07/12/2019	1,317.19
3027	UTILITY BILLING CLERK	07/12/2019	1,366.40
3028	IT SUPPORT TECHNICIAN	07/12/2019	1,730.35
3029	ACCOUNTING TECH II	07/12/2019	1,570.16
3033	FINANCIAL SERVICES MANAGER	07/12/2019	2,470.14
3034	COMMUNICATIONS MANAGER	07/12/2019	1,970.30
3037	INTERN	07/12/2019	794.07
3038	CUSTOMER SERVICE REP	07/12/2019	548.29
4004	COMMISSIONER DIST 2	07/12/2019	2,825.55
4006	COMMISSIONER DIST 1	07/12/2019	935.36
4008	COMMISSIONER DIST 3	07/12/2019	1,277.27
			<b>93,100.28</b>



## VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$2,322,734.72** on this **6TH** day of **AUGUST** **2019** ;

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Jeff Randall  
President

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Dan Toepper  
Vice President

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Kenneth Collins  
Secretary

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

### PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 120598 to # 120663	\$ 419,547.75	7/11/2019
Accounts Payable:	# 120664 to # 120720	\$ 265,023.62	7/18/2019
Accounts Payable:	# 120721 to # 120775	\$ 489,958.06	7/25/2019
Payroll Checks:	# 70614 to # 70619	\$ 9,941.01	7/12/2019
Payroll Direct Deposit:		\$ 93,100.28	7/12/2019

**TOTAL INVOICES PAID** **\$1,277,570.72**

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,045,164.00	7/12/2019

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**PAYMENT TOTAL** **\$2,322,734.72**

### VOIDED WARRANTS

120308	\$ 219.63
120573	\$ 2,100.00
120775	\$ 15,879.12

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of June 30, 2019**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	20,575,793	21,244,181	19,710,602	2,410,768
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	7,873,325	8,049,346	8,406,478	1,021,923
4. Transmission Expense	1,008,170	1,026,247	842,979	110,256
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	505,717	785,631	340,170	84,219
7. Distribution Expense - Maintenance	1,092,275	1,031,139	850,146	188,547
8. Consumer Accounts Expense	687,701	652,253	576,430	119,356
9. Customer Service and Informational Expense	45,859	21,085	68,034	1,904
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	1,171,249	1,339,167	1,519,726	203,389
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>12,384,296</b>	<b>12,904,868</b>	<b>12,603,963</b>	<b>1,729,594</b>
13. Depreciation & Amortization Expense	2,594,769	2,636,578	2,613,788	443,031
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	1,186,198	1,220,712	1,276,616	139,297
16. Interest on Long-Term Debt	1,435,172	1,398,801	1,398,521	232,141
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	5	0	0
19. Other Deductions	256	248	0	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>17,600,691</b>	<b>18,161,212</b>	<b>17,892,888</b>	<b>2,544,063</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>2,975,102</b>	<b>3,082,969</b>	<b>1,817,714</b>	<b>(133,295)</b>
22. Non Operating Margins - Interest	56,830	87,018	28,392	14,398
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	677,586	620,671	257,447	134,995
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	17,112	14,601	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>3,726,630</b>	<b>3,805,259</b>	<b>2,103,553</b>	<b>16,098</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>3.60</b>	<b>3.72</b>	<b>2.50</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>3.07</b>	<b>3.20</b>	<b>2.30</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>3.82</b>	<b>3.86</b>	<b>3.01</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>3.45</b>	<b>3.50</b>	<b>2.87</b>

**Jefferson County PUD No. 1**  
**Electric Division**  
**Balance Sheet**  
**June 30, 2019**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	167,211,427	29. Memberships	0
2. Construction Work in Progress	8,022,131	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>175,233,558</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	60,188,957	32. Operating Margins - Current Year	3,085,421
<b>5. Net Utility Plant (3-4)</b>	<b>115,044,601</b>	33. Non-Operating Margins	719,839
6. Nonutility Property - Net	2,220	34. Other Margins & Equities	21,605,844
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>25,411,104</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	101,415,713
9. Invest. in Assoc. Org. - Other - General Funds	50,113	37. Long-Term Debt - Other (Net)	0
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>101,415,713</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	1,995,984
13. Special Funds	1,174,324	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>1,995,984</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>1,226,657</b>	42. Notes Payable	0
15. Cash-General Funds	4,145,967	43. Accounts Payable	3,147,738
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	125,600
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	5,866,876	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	1,890,172	48. Other Current & Accrued Liabilities	1,227,703
21. Accounts Receivable - Net Other	1,169,894	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>4,501,041</b>
22. Renewable Energy Credits	0	50. Deferred Credits	421,122
23. Materials & Supplies - Electric and Other	1,851,463	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>133,744,964</b>
24. Prepayments	181,998	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
25. Other Current & Accrued Assets	2,006,115	Balance Beginning of Year	0
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>17,112,485</b>	Amounts Received This Year (Net)	312,412
27. Deferred Debits	361,221	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>312,412</b>
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>133,744,964</b>		

**Equity Ratio** **19.00%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Jefferson County PUD #1**  
**Power Requirements**  
**As of June 30, 2019**

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JUNE CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,441	17,413	
	b. KWH Sold			11,182,199
	c. Revenue			1,345,573
2. Residential Sales - Seasonal	a. No. Consumers Served	6	6	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	1	1	
	b. KWH Sold			0
	c. Revenue			(30)
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,264	2,252	
	b. KWH Sold			4,579,103
	c. Revenue			514,169
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			8,278,143
	c. Revenue			516,980
6. Public Street & Highway Lighting	a. No. Consumers Served	206	205	
	b. KWH Sold			29,696
	c. Revenue			17,132
7. Non Metered Device Authority	a. No. Consumers Served	3	3	
	b. KWH Sold			0
	c. Revenue			45
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served	0		
	b. KWH Sold			0
	c. Revenue			0
9. Sales for Resales-Other	a. No. Consumers Served	0		
	b. KWH Sold			0
	c. Revenue			0
10. TOTAL No. of Consumers (lines 1a thru 9a)		19,942	19,901	
11. TOTAL KWH Sold (lines 1b thru 9b)				24,069,141
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				2,393,868
13. Transmission Revenue				0
14. Other Electric Revenue				16,900
15. KWH - Own Use				109,768
16. TOTAL KWH Purchased				24,077,322
17. TOTAL KWH Generated				0
18. Cost of Purchases and Generation				1,021,923
19. Interchange - KWH - Net				0
20. Peak - Sum All KW Input (Metered)				46,191

**Electric Division**  
**Comparison 2018 Actuals to 2019 Actuals Year to Date Through June**

	2018 Actuals June YTD	2019 Actuals June YTD	Variance
1. Operating Revenue and Patronage Capital	20,575,793	21,244,181	668,388
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	7,873,325	8,049,346	176,021
4. Transmission Expense	1,008,170	1,026,247	18,077
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	505,717	785,631	279,914
7. Distribution Expense - Maintenance	1,092,275	1,031,139	(61,136)
8. Consumer Accounts Expense	687,701	652,253	(35,448)
9. Customer Service and Informational Expense	45,859	21,085	(24,774)
10. Sales Expense	0	0	0
11. Administrative and General Expense	1,171,249	1,339,167	167,918
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>12,384,296</b>	<b>12,904,868</b>	520,572
13. Depreciation & Amortization Expense	2,594,769	2,636,578	41,809
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	1,186,198	1,220,712	34,514
16. Interest on Long-Term Debt	1,435,172	1,398,801	(36,371)
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	5	5
19. Other Deductions	256	248	(8)
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>17,600,691</b>	<b>18,161,212</b>	560,521
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>2,975,102</b>	<b>3,082,969</b>	107,867
22. Non Operating Margins - Interest	56,830	87,018	30,188
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	677,586	485,677	(191,909)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	17,112	14,601	(2,511)
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>3,726,630</b>	<b>3,670,265</b>	(56,365)

**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of June 30, 2019**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	1,055,119	1,198,026	1,470,231	250,147
2. Power Production Expense	221	209	0	0
3. Cost of Purchased Power	57,501	1,924	57,800	655
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	296,178	326,171	379,785	59,275
7. Distribution Expense - Maintenance	173,704	189,793	166,623	33,185
8. Consumer Accounts Expense	81,316	57,572	104,535	9,242
9. Customer Service and Informational Expense	804	110	14,673	37
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	221,220	327,740	304,293	64,161
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>830,944</b>	<b>903,519</b>	<b>1,027,709</b>	<b>166,555</b>
13. Depreciation & Amortization Expense	359,967	350,991	372,817	58,420
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	51,694	58,000	55,859	12,216
16. Interest on Long-Term Debt	118,380	136,555	110,757	21,144
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>1,360,985</b>	<b>1,449,065</b>	<b>1,567,142</b>	<b>258,335</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(305,866)</b>	<b>(251,039)</b>	<b>(96,911)</b>	<b>(8,188)</b>
22. Non Operating Margins - Interest	79,066	104,468	52,164	11,277
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	51,570	400,338	210,739	23,574
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	3,505	3,650	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(171,725)</b>	<b>257,417</b>	<b>165,992</b>	<b>26,663</b>

**Jefferson County PUD No. 1**  
**Water Division**  
**Balance Sheet**  
**June 30, 2019**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	30,752,125	29. Memberships	0
2. Construction Work in Progress	519,025	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>31,271,150</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	11,467,178	32. Operating Margins - Current Year	(280,032)
<b>5. Net Utility Plant (3-4)</b>	<b>19,803,972</b>	33. Non-Operating Margins	537,448
6. Nonutility Property - Net	2,194,001	34. Other Margins & Equities	22,599,601
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>22,857,017</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	6,293,667
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>6,293,667</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	409,768	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,603,769</b>	42. Notes Payable	1,202,423
15. Cash-General Funds	92,815	43. Accounts Payable	1,083,103
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	1,100
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	7,743,428	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	180,991	48. Other Current & Accrued Liabilities	49,036
21. Accounts Receivable - Net Other	996,241	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>2,335,662</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	18,287	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>31,486,346</b>
24. Prepayments	0	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
25. Other Current & Accrued Assets	46,843	Balance Beginning of Year	0
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>9,078,605</b>	Amounts Received This Year (Net)	72,766
27. Deferred Debits	0	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>72,766</b>
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>31,486,346</b>		

**Jefferson County PUD #1**  
**Water Requirements**  
**As of May 31, 2019**

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JUNE CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	14	14	
	b. Gallons Sold			14,200
	c. Revenue			1,253
2. Metered Residential Sales -	a. No. Consumers Served	4,441	4,426	
	b. Gallons Sold			22,551,393
	c. Revenue			185,726
3. Metered Commercial Sales	a. No. Consumers Served	318	316	
	b. Gallons Sold			8,266,863
	c. Revenue			50,151
4. Residential Multi-Family	a. No. Consumers Served	46	46	
	b. Gallons Sold			200,030
	c. Revenue			2,426
5. Metered Bulk Loadings	a. No. Consumers Served	1	1	
	b. Gallons Sold			0
	c. Revenue			29
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Sewer/Drain Field--Residential	a. No. Consumers Served	366	366	
	b. Gallons Sold			0
	c. Revenue			9,912
8. Master Meters	a. No. Consumers Served	24	24	
	b. Gallons Sold			7,741,890
	c. Revenue			0
9. Sales for Resales-Other	a. No. Consumers Served	0		
	b. Gallons Sold			0
	c. Revenue			0
10. TOTAL No. of Consumers (lines 1a thru 9a)		5,215	5,198	
11. TOTAL Gallons Sold (lines 1b thru 9b)				38,774,376
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				249,497
13. Transmission Revenue				0
14. Other Water Revenue				650
15. Gallons - Own Use				18,630
16. TOTAL Gallons Purchased				0
17. TOTAL Gallons Produced				26,639,751
18. Cost of Purchases and Generation				655



**Water Division**  
**Comparison 2018 Actuals to 2019 Actuals Year to Date Through June**

	2018 Actuals June YTD	2019 Actuals June YTD	Variance
1. Operating Revenue and Patronage Capital	1,055,119	1,198,026	142,907
2. Power Production Expense	221	209	(12)
3. Cost of Purchased Power	57,501	1,924	(55,577)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	296,178	326,171	29,993
7. Distribution Expense - Maintenance	173,704	189,793	16,089
8. Consumer Accounts Expense	81,316	57,572	(23,744)
9. Customer Service and Informational Expense	804	110	(694)
10. Sales Expense	0	0	0
11. Administrative and General Expense	221,220	327,740	106,520
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>830,944</b>	<b>903,519</b>	<b>72,575</b>
13. Depreciation & Amortization Expense	359,967	350,991	(8,976)
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	51,694	58,000	6,306
16. Interest on Long-Term Debt	118,380	136,555	18,175
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>1,360,985</b>	<b>1,449,065</b>	<b>88,080</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(305,866)</b>	<b>(251,039)</b>	<b>54,827</b>
22. Non Operating Margins - Interest	79,066	104,468	25,402
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	51,570	400,338	348,768
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	3,505	3,650	145
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(171,725)</b>	<b>257,417</b>	<b>429,142</b>

**Jefferson County PUD No. 1  
Cash and Cash Equivalents  
As of June 30, 2019**

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.12	Operating Account - Jefferson Co. Treasurer	\$3,284,713
1 131.11	Operating Depository Account - Bank of America	859,233
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	67,834
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	17,157
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	6,241
1 135.21	Working Funds - Petty Cash and CSR Drawers	2,000
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	929
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	461
2 135.21	Cash Held in Trust by Property Manager	150
2 131.13	1997 Bond LUD #13 - Jefferson Co. Treasurer	42
1 131.16	Payroll Clearing Account - 1st Security Bank	21
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$4,238,781</b>
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	\$5,866,876
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	2,834,246
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	2,455,652
2 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,925,000
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	475,063
2 136.12	LUD #11 Bond Investment - Jefferson Co. Treasurer	32,103
2 136.13	LUD #13 Bond Investment - Jefferson Co. Treasurer	21,364
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$13,610,304</b>
1 125.11	RUS Bond Reserve Investment Fund - Jefferson Co. Treasurer	\$1,124,459
2 126.51	LUD #11 Water Reserve Investment Fund - Jefferson Co. Treasurer	230,782
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	178,172
1 128.00	Other Special Funds	47,600
1 125.10	RUS Bond Reserve Fund - Jefferson Co. Treasurer	2,266
2 126.41	LUD #11 Water Reserve Fund - Jefferson Co. Treasurer	452
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	349
2 126.13	LUD #13 Reserve Fund - Jefferson Co. Treasurer	13
<b>TOTAL LINE 13. BALANCE SHEET-RESTRICTED FUNDS</b>		<b>\$1,584,093</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--June 2019</b>		<b>\$19,433,178</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--May 2019</b>		<b>\$20,435,955</b>
<b>Change in Bank Balance</b>		<b>(\$1,002,777)</b>

August 6, 2019

PUD CALENDAR

August 6, 2019- BOC meeting (transit) 5:00 pm

August 12, 2019- CAB Meeting: Chimacum Fire Hall 2:00 pm

August 9,10,11- Jefferson County Fair (see schedule from Will)

August 20, 2019- Regular BOC meeting (transit) 5:00 pm

August 22, 2019- Special Meeting, Employee manual 10:00am-12:00pm, PUD  
Operations Center



## **AGENDA REPORT**

DATE: August 6, 2019

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Resolution 2019-19 Titles and bi-weekly ranges for non-exempt staff

---

The last Resolution to set non-exempt employee salary ranges was in 2016. The attached Resolution sets new salary ranges and a set date for non-represented employees to receive their annual COLA increase. Both IBEW and Laborer's employees have an annual set date for COLA.

This is the second look at this Resolution and Exhibit. It has been modified from discussions from the July 2<sup>nd</sup> BOC regular meeting. Staff would like this approved, to then be effective August 6, 2019.

## **RESOLUTION NO. 2019-19**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), establishing Titles and Bi-weekly Salary Ranges for non-represented Employees plus establishing a set month in each calendar year when ranges for non-represented positions will be adjusted based on cost-of-living (COLA).

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salary ranges; and

WHEREAS RESOLUTION NO. 2016-003 was approved the 15<sup>th</sup> day of March, 2016 to establish Titles and Bi-weekly Salary Ranges for Staff Employees plus incorporating benefits for Non-represented Employees;

WHEREAS, the PUD will be increasing staffing levels and compensation to better support the PUD with growing needs of the PUD; and

WHEREAS, the General Manager will set the 1<sup>st</sup> of February of each calendar year for the COLA and salary adjustment increases for non-represented employees;

WHEREAS, the General manager has reviewed the organization of the PUD, the positions and salary ranges required to efficiently manage and achieve the goals of the PUD; and

WHEREAS, the Commission approves the annual budget, which includes staff allocation and funding to meet the operational requirements of the PUD, and

WHEREAS, the Commission authorizes the General Manager to administer salary range adjustment increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Bi-weekly Salary Ranges for non-represented employees, and that annual performance reviews have been conducted on a regular basis, now, therefore, be it

RESOLVED, RESOLUTION 2016-003, be rescinded and that this Resolution becomes entirely effective August 6, 2019.

1. That the General Manager is hereby authorized, on behalf of the District to administer salary range adjustments, for employees of the District, not represented under any Collective Bargaining Agreements and excluding the General Manager.
2. The Commission authorizes the General Manager to administer salary adjustment increases, which are supported by regularly conducted annual performance reviews,

employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Biweekly Salary Ranges for non-represented employees limitations set within and in accordance with the Titles and Biweekly Salary Ranges for Staff non-represented employees (attached) as hereby approved by the Commission.

3. That the General Manager shall include within the annual budget sufficient funds to support salary adjustment requirements for the year.
4. That the General Manager shall receive Commission approval for all modifications to the Titles and Bi-weekly Salary Ranges for Staff Employees.
5. That the General Manager shall be authorized to amend the current non-represented employee salary range as outlined in the Titles and Bi-weekly Salary Ranges for non-represented employees, Exhibit "A" this Resolution.
6. That the following titles be included in the Titles and Bi-weekly Salary Ranges for non-represented employees: Executive Assistant/Records Admin, Human Resource Manager, Communications Manager, Controller/Accountant, Accounting Specialist, Customer Service Manager, Information Technology Manager, Information Technology Support Tech, Water Resource Manager, Energy Efficiency Specialist, Staking Engineer, Senior Electrical Engineer, Finance Director, Electrical Operations Superintendent, Water Operations Director (PE), GIS Dispatching, Operations Assistant, Special Projects and Director.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a Regular open meeting held this 6th day of August, 2019.

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Jeff Randall, President

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Dan Toepper, Vice President

ATTEST:

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Kenneth Collins, Secretary

Exhibit "A"					
Updated as of 8/2/2019					
Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019					
Title		% from Mid-pt.	Low	Mid	High
Executive Assistant/Records		40%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Human Resources Manager		30%			
	Bi-weekly		\$2,300	\$4,000	\$4,300
	Hourly		\$28.75	\$49.61	\$53.75
	Annual		\$80,000	\$104,000	\$135,200
Human Resources Coordinator		40%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Communications Coordinator		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Records Management Coordinator		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Financial Services Coordinator		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Controller/Accountant		40%			
	Bi-weekly		\$2,500	\$3,500	\$4,900
	Hourly		\$31.25	\$43.75	\$61.25
	Annual		\$65,000	\$91,000	\$127,400
Accounting Specialist		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Customer Service Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Information Technology Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Info Technology Support Technician		40%			
	Bi-weekly		\$1,714	\$2,400	\$3,360
	Hourly		\$21.43	\$30.00	\$42.00
	Annual		\$44,571	\$62,400	\$87,360

Exhibit "A"					
Updated as of 8/2/2019					
Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019					
Title		% from Mid-pt.	Low	Mid	High
Water Resource Manager		30%			
	Bi-weekly		\$2,769	\$3,600	\$4,680
	Hourly		\$34.62	\$45.00	\$58.50
	Annual		\$72,000	\$93,600	\$121,680
Energy Efficiency Specialist		40%			
	Bi-weekly		\$1,786	\$2,500	\$3,500
	Hourly		\$22.32	\$31.25	\$43.75
	Annual		\$46,429	\$65,000	\$91,000
Staking Engineer		40%			
	Bi-weekly		\$2,286	\$3,200	\$4,480
	Hourly		\$28.57	\$40.00	\$56.00
	Annual		\$59,429	\$83,200	\$116,480
Senior Electrical Engineer		30%			
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Finance Director		20%			
	Bi-weekly		\$5,083	\$6,100	\$7,320
	Hourly		\$63.54	\$76.25	\$91.50
	Annual		\$132,167	\$158,600	\$190,320
Electrical Operations Superintendent		30%			
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Operations Manager		30%			
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Water Operations Director		20%			
	Bi-weekly		\$4,583	\$5,500	\$6,600
	Hourly		\$57.29	\$68.75	\$82.50
	Annual		\$119,167	\$143,000	\$171,600
GIS Dispatching		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Operations Assistant		40%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Special Projects		40%			
	Bi-weekly		\$2,214	\$3,100	\$4,340
	Hourly		\$27.68	\$38.75	\$54.25
	Annual		\$57,571	\$80,600	\$112,840



Exhibit "A"					
Updated as of 8/2/2019					
Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019					
Title		% from Mid-pt.	Low	Mid	High
Service Director		20%			
	Bi-weekly		\$5,000	\$6,000	\$7,200
	Hourly		\$62.50	\$75.00	\$90.00
	Annual		\$130,000	\$156,000	\$187,200
Power Director		20%			
	Bi-weekly		\$5,000	\$6,000	\$7,200
	Hourly		\$62.50	\$75.00	\$90.00
	Annual		\$130,000	\$156,000	\$187,200
Broadband Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300



## **AGENDA REPORT**

DATE: August 6, 2019

TO: **Board of Commissioners**

FROM: Kevin Streett

---

Attached is a revised water rate proposal done by EES. This addresses those customers who use a high amount of water, thus putting a strain on the water system, and the conservation concern for Jefferson County.

We brought this to the last BOC meeting on July 16, 2019. Staff recommendation remains to institute a 4<sup>th</sup> tier rate for customers who consume more than 30,000 gallons per month. This rate should be \$1.00/100 gallons.



July 17, 2019 for Aug 6, 2019

TO: Kevin Streett  
FROM: Gail Tabone  
SUBJECT: Block 4 Water Rate Options

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JPUD is seeing a small number of homes use an extraordinary amount of water. For that reason, a 4<sup>th</sup> Block for high usage is being considered to provide an appropriate price signal for using water efficiently. The large users may be causing the expansion of facilities earlier than would otherwise be required, increased staff costs and a constraint on the ability to add new users to the system.

The large water use by a small number of customers is a large driver in the need to expand facilities, which leads to additional capital requirements each year. Capital improvement plan amounts are roughly \$500,000 per year. However, new facilities have a useful life of 20 years or more so we would not want to collect the full capital cost in one years' time. Therefore, we looked at the annual amount that would result if you borrowed to pay for the capital amount over a 20-year period. The annual cost would be roughly \$40,000 per year (assuming a 5% borrowing rate and 20-year term).

Alternatively, the high water use by a few customers limits the amount of water available from the current system to serve new customers. It is more difficult to quantify the lost opportunity associated with adding new customers, however, we can look at the average use of a large user and compare that to average use on the system overall. The use that falls into a 4<sup>th</sup> block of usage could better used to serve new, average use customers. With conservation of water by large users, the existing resources could serve more customers which would bring in a higher level of revenue. We can estimate how many new users could connect if large users were to conserve water in the 4<sup>th</sup> block.

In terms of designing a Tier 4 rate, the cost of those who use a lot of water is a factor to consider but so is sending a price signal that will help encourage conservation and reduce consumption by the largest users. If the price signal is not large enough, a Tier 4 rate would collect additional revenues but would likely not impact consumption levels.

**Threshold for Block 4 Rate**

The current usage rates and thresholds are shown in Table 1.

**Table 1**  
**Current Blocks**

Block Summary (Gallons)	Charge/100 Gallons
0 - 5,000	\$0.29
5,001 - 10,000	\$0.40
Usage > 10,000	\$0.54

Given the current threshold for block 3 is 10,000 gallons per month, and after looking at the usage levels across customers, a threshold of 30,000 gallons per month was determined to be a reasonable level to use for block 4. This threshold would impact the highest 1% of all bills, with usage of 11.2% of the total. In the summer, 143 customers would be impacted.

**Table 2**  
**Block 4 Threshold Data**

	Threshold of 30,000
Average # bills/month	39
Maximum # bills/month	143
% of total bills	1.0%
% of total usage	11.2%
Average use/month	48,672
Average bill/month	\$269

**Block 4 Rate Level**

In setting a rate for a 4<sup>th</sup> block, it is important to consider both cost of those who use a lot of water and price signals.

The current differential between block 2 and block 3 is 14 cents. Using this same differential for block 4 would result in a rate of \$0.68. This rate would result in added revenues of about \$12,000 per year and an increase of only \$26 (10%) for the average large user. This price signal is likely to be too small to generate any reduction in consumption.

In looking at the average use for a large user (48,672 gallons/month) compared to an average user (4,523 gallons/month), the average large user has consumption equivalent to 10.8 average users. Revenue from 10.8 average users would be \$417.14 per month compared to revenue from a single large user of \$268.98. The differential of \$148 per month is another way to determine the block 4 rate. This would result in a block 4 rate of \$1.33 and additional revenues of nearly

July 17, 2019

Page 3

\$70,000 per year, which is equivalent to about 3% of total system water revenues. The average large user would see a bill impact of \$148 per month, or a bill increase of 55%. This rate and the resulting bill impacts are likely too high.

For comparison purposes we also looked at the rates in place for Seattle Water. They have a 3<sup>rd</sup> block for users over 13,500 gallons per month set at \$1.58 per 100 gallons. This rate is nearly double the rate for its 2<sup>nd</sup> block. Seattle is known for having a very strong conservation signal and is likely to have done more analysis on what rate level will result in reduced consumption. In fact, Seattle has achieved a significant reduction in usage as a result of its rate design. Seattle rates and costs are higher overall than JPUD's, and the block 3 rate level of \$1.58 would likely be too high for JPUD.

In terms of the Capital improvement plan amounts, an annual cost of \$40,000 would add roughly 45 cents to the block 3 rate. This would result in a block 4 rate of roughly \$1.00. This rate would likely be sufficient to encourage a reduction in use and help the PUD avoid some capital and operating costs. Using a rate of \$1.00 per 100 gallons would be nearly double the \$0.54 rate for block 3 and would be between the \$0.68 and \$1.58 rate levels resulting from the different approaches discussed above. Table 3 shows the results of a Tier 4 rate at \$1.00 and a threshold of 30,000 gallons.

**Table 3**  
**Block 4 Proposal**

	Average Bill	Large User Bill	Large User vs. Average User
Tier 4 threshold		30,000	
Tier 4 rate		\$1.00	
Average # bills/month	3,782	39	1.0%
Average use/month	4,523	48,672	10.8 times
Average monthly bill (without block 4)	\$38.77	\$268.98	7.0 times
Average monthly bill (with block 4)	\$38.77	\$354.87	9.2 times
Average monthly bill increase		\$85.89	
Average monthly bill % increase		32%	
Total added revenues/year with block 4		\$40,627	
% increase in total annual revenues		1.6%	

The proposed rate level and threshold is designed to provide a high enough price signal to encourage more efficient use for the largest users and is also set to impact only the largest 1% of bills. Note that the added revenues would only result if the impacted customers do not reduce their usage levels.



**DATE:** August 6, 2019

**TO:** Board of Commissioners

**THRU:** Kevin Streett, General Manager

**FROM:** Jean Hall, Customer Service Manager

**RE:** Updates to The PUD's Water Leak Adjustment Policy

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**SUMMARY:**

As reported at the July 2<sup>nd</sup> BOC meeting, staff will present a proposed Water Leak Adjustment policy to the BOC for a first look. This policy will be entered as section 10.3.3 in the Customer Service Policy. Staff will return to the Board of Commissioners with a resolution for adoption at the August 20, 2019 regular BOC meeting.

**BACKGROUND:**

The current policy for water leak adjustments is vague, relies solely upon the manager's discretion, and does not provide a process for verification of a leak, rather than negligence. Staff would also like to clarify the types of leaks that are not eligible for adjustment.

**ANALYSIS/FINDINGS:**

Staff has determined that there is a need to set clear guidelines for processing these adjustment requests, while still allowing some flexibility in order to serve those customers who are experiencing extenuating circumstances. Some requests are for such a small amount of loss, that the fee for the adjustment request is larger than the credit that the customer would receive. In these situations, the customer will pay more for the adjustment than the amount they were charged for the leak. In addition, we currently do not require proof of leak, nor have we set a limit for the number of adjustments a customer can request for the same property.

Staff has reached out to other PUDs and determined that most PUDs have set the following limits:

- Proof of leak and/or PUD crew verification of leak
- Leak must be catastrophic
- Negligence disqualifies the customer from receiving an adjustment
- Leak must not be easily visible, some examples are:
  - No – burst water heater
  - No – leaking pipe inside the home
  - No – running toilet
  - No – broken irrigation pipes/sprinklers

**RECOMMENDATION:**

See the attached proposed policy update.

## 10 - BILLING

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### 10.1 - Regular Bills

Statements for the regular billing period will be rendered based upon the meter reading or estimate.

### 10.2 - Closing Bills

Closing bills will normally be rendered with the regular billing cycle for the service location.

### 10.3 - ~~Billing Error~~ Adjustments

The Customer is financially responsible for all services rendered by the District, including but not limited to, electric energy and water passing through the meter, pole attachments, telecom, and any sewer fees related to District managed drain fields. It is the policy of the utility to collect all amounts identifiable as due and owing for utility services. The utility reserves the right to collect such charges on the basis of joint and several liability from any person determined to be legally responsible for the charges, as may be most convenient to the utility.

#### 10.3.1 – Under Billing and Underpayment

Billing errors resulting in underbilling or underpayment may be adjusted considering the following criteria:

- a. In general, the public is presumed to know that a reasonable charge for utility services rendered must be paid. Where it appears a customer or other person from whom payment is sought did not have actual or constructive knowledge of the error, the retroactive billing computation will be limited to the most recent six (6) month period prior to the time of the correction. If requested by the customer, the District will offer a reasonable repayment plan for the retroactive billing.
- b. Underbilling or underpayment because of customer error or where it appears a customer had actual or constructive knowledge of the error shall be paid in full.

#### 10.3.2 – Over Billing and Overpayment

Billing errors resulting in overpayment or overbilling will be adjusted by the District based on the best information available. The billing computation will be limited to the most recent six (6) month period prior to the time of the computation. Under extenuating circumstances, the General Manager may make an adjustment for a period longer than six (6) months.

For periods longer than six (6) months the customer must submit a written request for the adjustment. The request must contain the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Customer name  | <input type="checkbox"/> Nature of the request  |
| <input type="checkbox"/> Account number | <input type="checkbox"/> Reason for the request |
| <input type="checkbox"/> Meter number   |   |

Any billing adjustment for a period greater than two (2) years shall require an action by the Board of Commissioners.

Adjustments will be made by way of a credit to the utility bill unless another adjustment method is approved by the affected utility department. The District reserves all defenses, offsets, and claims allowable in contract or law for any claimed overbilling or account errors.

### 10.3.3 – Water Leak Adjustments

Customers who experience a high bill due to a water leak may be eligible for an adjustment on their water bill. The Customer will be responsible for all charges on the account until such time as an adjustment is granted and applied to the account. Customer Service will offer alternative payment arrangements until which time as the leak adjustment is either processed or denied. Once the estimated loss is calculated, the Customer will pay the first-tier water consumption rate for the lost water. The customer will also be responsible for paying a one-time processing fee as specified in section 14.3.14 of this policy.

To qualify for a leak adjustment the following criteria must be met:

- The leak must be in excess of ten thousand (10,000) gallons greater than the Customer's average usage for the most recent three (3) years during the same time period.
- The Customer must not have been granted a leak adjustment for the same service location within the most recent twenty-four (24) months.
- The leak must have been repaired within 10 days of discovery. An extension of this deadline may be considered based on extenuating circumstance.

Leaks that are not eligible for a billing adjustment may include, but are not limited to the following:

- Commercial accounts
- Irrigation pipe leaks
- Leaks that are the result of owner negligence
- Leak of which the Customer should have been aware
  - Pipes or equipment that are in plain sight
  - Leaking toilet

The Customer will be required to provide proof of the leak. Proof may include, but is not limited to the following:

- Invoice from a plumber or contractor
- Parts receipt
- Photo of the repair and location of the leak
- Onsite verification by a PUD water crew

Should all of the qualifications be met, and the adjustment is approved by the Manager or his/her designee, then staff will enter a policy adjustment on the Customer's water account.



### 14.3.8 - Meter Tampering

#### Electric

Cut or missing seal .....	\$125.00
Unauthorized connect or reconnect of meter.....	\$500.00
Power diversion investigation – actual cost (minimum charge) .....	\$285.00

#### Water

Cut or missing seal .....	\$125.00
Unauthorized connect or reconnect of meter.....	\$500.00
Water diversion investigation – actual cost (minimum charge).....	\$265.00

### 14.3.10 - Meter Testing

Electric .....	\$165.00
Water .....	\$85.00

### 14.3.11 - Re-read Meter

Customer request (no charge if reading is incorrect) .....	\$30.00
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### 14.3.12 - Returned Payment .....

\$30.00

### 14.3.13 - Trip Charge (Customer not prepared for scheduled work)

Electrical Serviceman.....	\$250.00
Line Crew .....	\$450.00
Water Serviceman.....	\$70.00

### 14.3.14 – Water Leak Adjustment

Administrative Fee .....	\$25.00
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## **AGENDA REPORT**

DATE: August 6, 2019

TO: **Board of Commissioners**

FROM: Scott Bancroft/Kevin Streett

RE: Tree trimming funds

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The Jefferson County PUD has conducted a considerable amount of tree trimming throughout Jefferson County in 2019 but, there is still substantial work to do. The PUD has a responsibility to trim or remove any tree or vegetation that poses an imminent hazard to the general public or is a potential threat that could damage electric facilities.

The budget for 2019 was set at \$500,000.00. As of July 25, 2019 the tree trimming budget is at \$6,185.55. The budget has run dangerously low for the remainder of the year with a mass amount of tree trimming opportunities remaining in Jefferson County.

Resources need to be moved into the tree trimming budget to continue the trimming process. A shift of \$250,000.00 will ensure PUD will continue to provide safe reliable electrical service to its customers.

Thank you,

Scott A. Bancroft  
Special Projects Coordinator

**PUD UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY  
PROPOSED COMMUNICATIONS POLICY  
RESOLUTION NO. XXXX-XXX**

WHEREAS, the PUD must be the originator and facilitator of its message or messaging to the press and to the public.

WHEREAS, free speech is the constitutional right of every individual employee, Commissioner, the public and members of the press or media. It shall not be impeded.

WHEREAS, PUD representatives should exercise discretion as to not make statements or guarantees on behalf of the PUD that can neither be met or are not in concert with the stated goals or legal directives that the PUD must adhere to.

WHEREAS, the Utility and its agents must strive to be consistent, accurate and deliberate with the communications they provide.

WHEREAS, there exists a need for a communication policy and protocol that everyone within the PUD can support, utilize and understand.

WHEREAS, a communications policy should ensure a process whereby all individuals who should receive information or notification receives it in a complete and timely manner for review and/or comment. Commissioners, The General Manager, Staff, Employees, Legal Counsel, The Citizen Advisory Board, Sub-Contractors, Consultants or the Public should never consider themselves uninformed or under informed due to a lack of proper communications or lack of process. To that end here are some points for consideration.

THEREFORE, BE IT RESOLVED, by the Commissioners of the Public Utility District No. 1 of Jefferson County, Washington create a communications protocol as follows:

1. The Communications Officer position should be solely relegated to the execution and development of the communications plan, media strategy components, advertising and media continuity.
2. The Communications Office and/or Communications Officer's job duties and responsibilities must emphasize the need to be familiar with the written or documented policies, mission, vision and strategic plan of the PUD. No statement should be generated until the direction, content or context of messaging can be determined that it aligns with the aforementioned points.
3. The PUD shall use its best efforts to make sure all communications work or press releases produced other than immediate Emergency related information, shall be made available for review by the General Manager, Assistant General Manager, Board of Commissioners, and Legal Counsel before it is released to the media.

4. All work product shall be professional and without personal, political or editorial content or bias and adhere to all legal standards or contractual requirements required of or by the PUD.
5. Personal editorial or opinion, biographical articles or scheduled interviews referencing or representing the PUD shall be brought to the attention of the General Manager for review and consent before proceeding and/or going to print or any interaction with the media whenever possible.
6. Copying individuals or organizations with an email, text, tweet or messaging that contains personal opinion, humor or any form of ideology should be discouraged. This Communications Policy shall be consistent with the Public Disclosure Act (PDA) and Open Public Meetings Act (OPMA) obligations of the PUD, and in the event of any conflict, the PDA and OPMA shall take precedence.
7. Under no circumstances should personal information be shared without prior consent unless it is already part of the public record. The Subject of any personal information shared should still be afforded the courtesy of being informed of the informations pending release.
8. No part of the policy is intended to discourage or penalize Whistleblowing activities.