



Board of Commissioners Meeting
April 3, 2018
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.
4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.
 - 4.1 APPROVAL OF MINUTES
 - 4.2 CFO REPORT AND APPROVAL OF VOUCHERS
 - 4.2.1 Voucher Certification form with supporting warrant register and payroll
 - 4.2.2 BOC Approval of Voucher approval form
 - 4.3 RESOLUTIONS
 - 4.4 ACTION ITEMS
 - 4.4.1 Contractor List 2018
 - 4.5 STAFF REPORTS not requiring Board action
 - 4.5.1 HR Report
 - 4.6 PUD Calendar of upcoming meetings – not requiring Board action
 - 4.7 CORRESPONDENCE not requiring Board action

END OF CONSENT AGENDA

 - 5.0 COMMISSIONER REPORTS
 - 6.0 ASSISTANT MANAGER REPORT

7.0 ACTION ITEMS REQUIRING BOARD DISCUSSION

- 7.1 Attorney Contract
- 7.2 Water Rates
- 7.3 Dana Roberts Dedication
- 7.4 Telecom Residential Responsibility
- 7.5 Resolution Amended Beckett Point 2018-010

8.0 FUTURE ITEMS

9.0 SIGNING OF DOCUMENTS

10.0 ADJOURNMENT



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

March 20, 2018

Board of Commissioners
PUD Public Hearing
PUD Regular Board Meeting

Draft Minutes

The PUD Public Hearing of the Public Utility District No. 1 of Jefferson County (PUD) Board of Commissioners of March 20, 2018, was called to order by the President of the Board of Commissioners (Board) at 5:00 p.m. at the Jefferson County Transit Administration office at 63 Four Corners Road, Port Townsend, Washington 98368. Present:

Commissioner Jeff Randall, President
Commissioner Wayne King, Vice President
Commissioner Kenneth Collins, Secretary

Kevin Streett, Assistant General Manager
Debbie Lund, Human Resources Manager
Bill Graham, Resource and Conservation Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Manager
Don McDaniel, Consultant

Cammy Brown, Recorder

PUBLIC HEARING
March 20, 2018

1. CALL TO ORDER:

The public hearing was called to order by Commissioner Jeff Randall at 5:00 p.m.

The purpose of this hearing was to approve a resolution declaring certain real property owned

by the district surplus to the needs of the District, declaring the District's intention to sell said property.

General Counsel Joel Paisner made the announcement that the correct resolution is the one that is in the packet.

Assistant General Manager Kevin Streett gave an overview of the parcels to be surplus summarizing location and size of property.

There was some discussion and public comment.

MOTION: Commissioner Jeff Randall made a motion to approve Resolution No. 2018-008 declaring certain real property owned by the District to be surplus to the needs of the District as it exists in the packet and not on the website. Motion was seconded by Commissioner Kenneth Collins. Motion carried unanimously.

ADJOURNMENT

MOTION: Commissioner Kenneth Collins made a motion to adjourn the March 20, 2018, Public Hearing of the Jefferson County PUD and Commissioner Wayne King seconded the motion. Motion carried unanimously.

The Public Hearing of the Jefferson County PUD Board of Commissioners was adjourned at 5:30 p.m.

PUD REGULAR MEETING March 20, 2018

1. CALL TO ORDER:

The meeting was called to order by Commissioner Jeff Randall at 5:31 p.m.

There were voluntary introductions of the Board of Commissioners and staff of the Jefferson County Public Utility District.

2. AGENDA APPROVAL:

MOTION: Commissioner Kenneth Collins made a motion to approve the agenda. The motion was seconded by Commissioner Wayne King. Motion carried unanimously.

3. GENERAL PUBLIC COMMENT: Commissioner Jeff Randall explained the public comment process. This is the public comment period for things not on the agenda or, on the consent agenda. The following handout was entered into the record:

- Handout No. 1: Ana Wolpin handed out Article from Michigan House Republicans on Smart Meters.

There were a number of public comments made.

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

MOTION: Commissioner Kenneth Collins moved to approve the consent agenda as modified, seconded by Commissioner Wayne King. Motion carried unanimously.

4.1 APPROVAL OF MINUTES

- 4.1.1 March 6, 2018 BOC Special Meeting.
- 4.1.2 March 6, 2018 BOC Regular Meeting.

4.2 CFO REPORT AND APPROVAL OF VOUCHERS

- 4.2.1 Voucher Certification form with supporting warrant register and payroll.
- 4.2.2 BOC Approval of Voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

Warrants	Amount	Date
Accounts Payable: # 116683 to # 116734	\$ 148,772.29	3/2/2018
Accounts Payable: # 116735 to # 116785	\$ 302,333.62	3/8/2018
Accounts Payable: # 116786 to # 116787	\$ 64,311.63	3/9/2018
Accounts Payable: # 116788 to # 116788	\$ 62,711.63	3/12/2018
Payroll Checks: # 70426 to # 70430	\$ 8,724.21	3/9/2018
Payroll Direct Deposit:	\$ 100,916.03	3/9/2018
TOTAL INVOICES PAID	\$ 687,769.41	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,740,999.00	3/14/2018

GRAND TOTAL

\$ 2,428,768.41

Voided Warrants None

4.3 RESOLUTIONS:

4.3.1 Resolution 2018-009 to cancel warrants

4.4 ACTION ITEMS:

4.4.1 LOA for Jean Hall for BOC.

4.4.2 Wellness policy for adoption.

4.5 STAFF REPORTS not requiring Board action:

4.5.1 Operations Feb Report.

4.5.2 for BOC

4.6 PUD Calendar of upcoming meetings – not requiring Board action.

4.7 CORRESPONDENCE – not requiring Board action.

5. COMMISSIONERS' REPORTS: Each commissioner gave a report.

6. ASSISTANT MANAGER'S REPORT: Assistant General Manager Kevin Streett gave a report.

7. CAB UPDATE: Consultant Don McDaniel gave the Citizen's Advisory Board report. Commissioner Kenneth Collins will be attending the next Citizen's Advisory Board Meeting scheduled for April 9, 2018.

8. ACTION ITEMS REQUIRING BOARD DISCUSSION:

8.1 Water Rates update: Assistant General Manager Kevin Streett gave an update and overview on the policy goals of the PUD with water and sewer rates. There was some public comment and discussion.

8.2 Current Practice Policies for BOC: Human Resources Manager Debbie Lund gave a report of the ongoing process to review policies. There was a typographical error that will be corrected. This policy will be brought back to the next meeting. No action was taken.

8.3 Water/Sewer Grant Update: Resource and Conservation Manager Bill Graham gave an update on the Brinnon Sewer plan. Staff will report at next meeting.

8.4 GM Contract and Resolution: General Counsel Joel Paisner gave a short report on the General Manager's contract and Resolution 2018-006.

MOTION: Commissioner Jeff Randall made a motion to approve Resolution No. 2018-006, a resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), for the appointment of General Manager to the PUD and authorize the Board President to execute that contract. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8.5 Resolution 2018-007: Commissioner Jeff Randall presented to Assistant General Manager Kevin Streett Resolution No. 2018-007 recognizing his outstanding service and contributions as acting General Manager while transitioning to a new leadership for the PUD. All three commissioners voiced their appreciation for Kevin Streett's efforts that he has given to the PUD in the interim position of Assistant General Manager.

MOTION: Motion was made by Commissioner Jeff Randall that the Board of Commissioners approve Resolution 2018-007, a resolution of the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington, recognizing the outstanding service and contributions of Kevin Street acting as General Manager while transitioning to a new leadership for the PUD.

8.6 Anniversary Celebration Luncheon/Customer Appreciation April 6, 2018: Assistant General Manager Kevin Streett outlined the activities that will take place at the celebration Luncheon/Customer Appreciation day in April 6, 2018. He suggested that the PUD close the office at noon. The necessary notices will be posted. All three commissioners supported this celebration appreciating the staff and customers.

9. FUTURE ITEMS:

- Telecom Rates and Update.
- Meeting with NoaNet (special meeting) April 10, 2018, 10:00 a.m.
- Low Income Craft 3 update.
- General Counsel contract with PUD (will have at next meeting).
- Kala Point meeting (Kevin Street to set a date).

Commissioner Kenneth Collins was selected to attend a NWPTA conference in Boice, Idaho.

At the request of Commissioner Wayne King, Kevin Street gave an update on the radio situation.

Assistant General Manager Kevin Street will try to schedule a meeting at Kala Point regarding the water rates and he will get back with Commissioner Kenneth Collins.

Assistant General Manager Kevin Street gave an update on the fire hydrant testing at Kala Point. He will give an update at the next general meeting.

10. SIGNING OF DOCUMENTS: Documents were signed by the commissioners during the public meeting.

11. ADJOURNMENT

MOTION: Commissioner Jeff Randall made a motion to adjourn the March 20, 2018, Regular Meeting of the Jefferson County PUD and Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Meeting was adjourned at 7:25 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

Commissioner Wayne King, Vice President

Date

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



PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

March 20, 2018

Draft Minutes

Special Board Meeting
Public Power Council

The Special Meeting of Public Utility District No.1 of Jefferson County (PUD) Board of Commissioners was called to order by the President of the Board of Commissioners at 3:00 p.m. at the Jefferson County PUD Operations Center, at 310 Four Corners Road, Port Townsend, WA 98368. Present:

Commissioner Jeff Randall, President
Commissioner Kenneth Collins, Secretary

General Counsel Joel Paisner (arrived at 3:40pm)
Kevin Streett, Assistant General Manager
Will O'Donnell, Communications Manager

R. Scott Corwin, Executive Director
Public Power Council

Cammy Brown, Recorder

CALL TO ORDER

The meeting was called to order by Commissioner Jeff Randall at 3:00 p.m. and he made the announcement that the special meeting was being held for the purpose of holding a special presentation from R. Scott Corwin, Executive Director, Public Power Council.

Commissioner Jeff Randall made the announcement that Commissioner Wayne King was ill and would not be attending this meeting.

Voluntary introductions were given.

Executive Director R. Scott Corwin from Public Power Council gave an overview on the Public Power Council.

There were questions and discussions from the commissioners and the public. There was one handout: Federal Columbia River Power System: Info and Issues for the Future by Public Power Council.

ADJOURNMENT:

MOTION: Commissioner Kenneth Collins moved and Commissioner Jeff Randall seconded the motion to adjourn the March 20, 2018, Special Meeting of the Jefferson County Public Utility District. Motion carried unanimously. There was no action taken at this meeting.

Meeting was adjourned at 4:25 p.m.

Minutes prepared by Cammy Brown, Recorder

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

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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: T. Lehman
Tammy Lehman, interim Financial Director / District Auditor

3/29/18
Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS		AMOUNT	DATE
Accounts Payable:	# 116789 to # 116820	\$ 182,886.96	3/15/2018
Accounts Payable:	# 116821 to # 116889	\$ 281,633.56	3/22/2018
Payroll Checks:	# 70431 to # 70435	\$ 9,545.60	3/23/2018
Payroll Direct Deposit:		\$ 92,315.46	3/23/2018
TOTAL INVOICES PAID		\$566,381.58	

WIRE TRANSFERS PAID	AMOUNT	DATE
NONE		

GRAND TOTAL **\$566,381.58**

VOIDED WARRANTS NONE

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116789 03/15/2018	CHK	10635	ALL WEATHER ROOFING	RE-ROOF TRAILER-OPERATIONS	248.34
				RE-ROOF TRAILER-OPERATIONS	50.86
Total for Check/Tran - 116789:					299.20
116790 03/15/2018	CHK	10447	ANIXTER INC.	SWITCH CABINET 3 PHASE PMH-9 QTY2	30,186.46
116791 03/15/2018	CHK	10443	BUD CLARY CHEVROLET, INC	FLEET ASSET# 211	33,864.01
116792 03/15/2018	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	CARUS 8500 QTY2	1,875.93
				NALCOLYTE 8105 QTY2	2,439.83
				CAUSTIC SODA 50% NSF # DRUM QTY15	4,239.02
				RETURN OF DRUMS QTY16	-519.34
Total for Check/Tran - 116792:					8,035.44
116793 03/15/2018	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - FEB 2018	167.25
116794 03/15/2018	CHK	10365	ALYSON DEAN	NRECA TECHADVANTAGE CONF - TRAVEL EXPS	779.48
116795 03/15/2018	CHK	10293	JOSE ESCALERA-ESTRADA	CLOTHING ALLOWANCE 2018 - BOOTS	251.41
116796 03/15/2018	CHK	10326	FRONTIER BONDING SERVICE, LLC	BOND #9811783 FOR WA DOT RENEW 2018	166.00
				BOND #9811783 FOR WA DOT RENEW 2018	34.00
Total for Check/Tran - 116796:					200.00
116797 03/15/2018	CHK	10094	GENERAL PACIFIC, INC	TRAN 1P PAD 25KVA 120/240 QTY1	1,371.22
				TRAN 1P PAD 25KVA 120/240QTY16& TRAN 3P	31,217.60
				LAG SCREW 1/2 X 4-GIMET POINT QTY250	512.30
				TRAN 3P PAD 300KVA,75KVA 120/208 & 25KVA	15,834.43
Total for Check/Tran - 116797:					48,935.55
116798 03/15/2018	CHK	10103	H D FOWLER	1" CORP QTY10	740.11
				1" SVC PIPE QTY200	109.00
				3/4" BRASS STREET QTY12	57.29
				3/4" BRASS TEES QTY12	54.15
				3/4" X 1" COMP FITTING	371.58
				4" PIPE SADDLE W/STRAP QTY3	111.60
				8" PIPE SADDLES W/STRAP QTY6	306.92

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				HYDRANT REPAIR KIT MUELLER	114.99
				METER BOX WITH LID QTY10	343.24
				METER GASKET QTY300	55.59
				WATER METER SETTER QTY5	703.54
				Total for Check/Tran - 116798:	2,968.01
116799 03/15/2018	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	QUIL SUB - ANGLE METAL 1/2X1/16X72	4.35
				WAREHOUSE - 29PC SCREW BIT SET	10.89
				WAREHOUSE - 10' LEADER HOSE	10.34
				QUIL SUB WO#17037 - MATERIALS	72.58
				Total for Check/Tran - 116799:	98.16
116800 03/15/2018	CHK	10608	HARBORSIDE INN	GM RECRUITER, SCOTT FRY, STAY 2/21-2/22	197.58
116801 03/15/2018	CHK	10110	HENERY HARDWARE	WAREHOUSE - CORD FOR JUMPER	6.54
				OCEAN GROVE - PARTS FOR BOOSTER PUMP	69.78
				OCEAN GROVE - PRESURE GAUGE&FASTENERS	12.18
				STUD SENOR	23.51
				SHELF FOR AP OFFICE	34.16
				STUD SENOR	4.82
				SHELF FOR AP OFFICE	7.00
				Total for Check/Tran - 116801:	157.99
116802 03/15/2018	CHK	10300	BO LEE	NWPPA FOREMAN TRAINING - TRAVEL EXPS	440.36
				NWPPA FOREMAN TRAINING - TRAVEL EXP	-45.00
				Total for Check/Tran - 116802:	395.36
116803 03/15/2018	CHK	10140	MAGNUM POWER, LLC	TYLER STREET BORE-MOB WORK STOP WO#18021	12,527.42
116804 03/15/2018	CHK	10656	JACOB MEDLEY	NWPPA STAKING TECH CERT - TRAVEL EXPS	490.00
116805 03/15/2018	CHK	10655	RUSSELL MILLER	NWPPA STAKING TECH CERT - TRAVEL EXPS	607.14
116806 03/15/2018	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 230 CHIMACUM FEB-18	60.30
				DISPOSAL 230 CHIMACUM FEB-18	12.35
				DISPOSAL 4CRNR 20YD ROLL OFF RNTL FEB-18	286.38

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DISPOSAL 4CRNR 20YD ROLL OFF RNTL FEB-18	143.19
				DISPOSAL 4CRNR 20YD ROLL OFF RNTL FEB-18	120.28
				DISPOSAL 4CRNR 20YD ROLL OFF RNTL FEB-18	22.91
				DISPOSAL 211 CHIMACUM FEB-18	43.27
				DISPOSAL 211 CHIMACUM FEB-18	8.86
				DISPOSAL 4CRNR 2YD CONT 1XWK FEB-18	100.01
				DISPOSAL 4CRNR 2YD CONT 1XWK FEB-18	50.01
				DISPOSAL 4CRNR 2YD CONT 1XWK FEB-18	42.00
				DISPOSAL 4CRNR 2YD CONT 1XWK FEB-18	8.00
				Total for Check/Tran - 116806:	897.56
116807	03/15/2018	CHK 10167	OFFICE DEPOT	OFFICE SUPPLIES - OPERATIONS	14.71
				OFFICE SUPPLIES - ADMIN	8.37
				OFFICE SUPPLIES - ADMIN	1.71
				OFFICE SUPPLIES - MICROWAVE	99.51
				OFFICE SUPPLIES - MICROWAVE	20.38
				OFFICE SUPPLIES - ADMIN	17.00
				OFFICE SUPPLIES - ADMIN	3.48
				Total for Check/Tran - 116807:	165.16
116808	03/15/2018	CHK 10168	OLDCASTLE PRECAST	CONCRETE LIGHTPOLE BASE-18" QTY10	5,681.08
116809	03/15/2018	CHK 10181	PENINSULA PEST CONTROL	BI-MONTHLY OHA SVC 230 CHIMACUM 2/23/18	135.71
				BI-MONTHLY OHA SVC 230 CHIMACUM 2/23/18	27.79
				PEST SVC QRTLY-BISHOP HIL CIRCLE PUMPH	49.05
				Total for Check/Tran - 116809:	212.55
116810	03/15/2018	CHK 10183	PETRICK'S LOCKSMITHS	B PADLOCK AMERICAN 3560 W/ BEST E CORE	1,542.39
116811	03/15/2018	CHK 10191	POLLARDWATER	HYDRANT PARTS FOR WO#29000 KALA PT	632.84
116812	03/15/2018	CHK 10193	PORT TOWNSEND LEADER	EMPL SVC AD CSR	34.03
				LEGALS: VENDOR LIST SOLICITATION	19.41
				5TH ANNIVERSARY SALUTE	27.39
				WEB PKG JAN-18	103.75

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EMPL SVC AD CSR	6.97
				LEGALS: VENDOR LIST SOLICITATION	3.97
				5TH ANNIVERSARY SALUTE	5.61
				WEB PKG JAN-18	21.25
				EMPL SVC AD ELEC METER READER	30.25
				5TH ANNIVERSARY FULL PAGE SPECIAL	912.17
				MAGAZINE: H&G & 2016 IRE	753.64
				WEB PKG FEB-18	103.75
				5TH ANNIVERSARY FULL PAGE SPECIAL	186.83
				MAGAZINE: H&G & 2016 IRE	154.36
				WEB PKG FEB-18	21.25
				Total for Check/Tran - 116812:	2,384.63
116813	03/15/2018	CHK	10210	RICOH USA, INC	
				PRINTING IMAGES 230 CHIMACUM RD FEB-18	422.45
				PRINTING IMAGES 230 CHIMACUM RD FEB-18	86.52
				PRINTING IMAGES 4 CRNRS FEB-18	188.32
				PRINTING IMAGES 4 CRNRS FEB-18	38.57
				PRINTING IMAGES ANNEX FEB-18	97.03
				PRINTING IMAGES ANNEX FEB-18	19.87
				PRINTING IMAGES 4CRNRS(MODULAR) FEB-18	38.30
				PRINTING IMAGES 4CRNRS(MODULAR) FEB-18	7.84
				Total for Check/Tran - 116813:	898.90
116814	03/15/2018	CHK	10565	JIMMY SCARBOROUGH	
				NRECA TECHADVANTAGE CONF - TRAVEL EXPS	1,964.08
116815	03/15/2018	CHK	10216	SECURITY SERVICES NW, INC.	
				FIRE ALARM CHECK AT 4 CRNRS	76.90
				FIRE ALARM CHECK AT 4 CRNRS	15.75
				NIGHT PAYMENT PICKUP - FEB 2018	1,339.48
				NIGHT PAYMENT PICKUP - FEB 2018	274.35
				Total for Check/Tran - 116815:	1,706.48
116816	03/15/2018	CHK	10219	SHOLD EXCAVATING INC	
				EXCAVATOR;L&M - 131 S BAY WAY 2/07/18	1,182.65
				DELIVERY 1 SACK LOCAL3 95 KRUSE 2/27/18	307.38

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DELIVERY OF COARSE SAND 95 KRUSE 2/27/18	147.80
				DELIVERY OF ROCK - 21 KENNEDY 2/14/18	129.60
Total for Check/Tran - 116816:					1,767.43
116817 03/15/2018	CHK	10576	TCF ARCHITECTURE, PLLC	ARCHITECTURAL-PREDESIGN PHS FEB-17	2,635.00
116818 03/15/2018	CHK	10421	THE CARWASH INC	FLEET ID PUD-CAR WASH DEC 2017 CAR WASH JAN 2018	53.36 17.44
Total for Check/Tran - 116818:					70.80
116819 03/15/2018	CHK	10548	THE HEATHMAN LODGE	NWPPA FOREMAN LEADERSHIP 2/27/18 LODGING	377.16
116820 03/15/2018	CHK	10486	UTILIBIZ SOLUTIONS	PROF SVC 2/01-2/28/18 T.LEHMAN PROF SVC 2/01-2/28/18 T.LEHMAN	18,086.07 3,704.37
Total for Check/Tran - 116820:					21,790.44
116821 03/22/2018	CHK	10012	ALTEC INDUSTRIES, INC	POLE PROP POLE STAND-DIGGER# 100 (LEE)	634.20
116822 03/22/2018	CHK	10481	AMAZON	32GB ULTRA DUAL USB DRIVE QTY4 WL TRACKBALL 32GB ULTRA DUAL USB DRIVE QTY4 WL TRACKBALL HP 950XL BLACK INK CARTRIDGE TOSHIBA 1TB PORTABLE HARD DRIVE HP 951XL INK CYAN HP 951XL INK MAGENTA HP 951XL INK YELLOW JUMP STARTER FOR THE WAREHOUSE	41.70 19.89 6.22 4.08 39.89 52.31 33.76 33.76 33.76 430.80
Total for Check/Tran - 116822:					696.17
116823 03/22/2018	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 2/10/17 PORT HADLOCK TREE TRIMMING W/E 2/17/18 TREE TRIMMING W/E 2/24/18 JEFFERSON TREE TRIMMING W/E 3/03/18	2,371.20 5,928.00 8,154.27 7,535.55
Total for Check/Tran - 116823:					23,989.02

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116824 03/22/2018	CHK	9998	ANN BEERS	Credit Balance Refund	31.74
116825 03/22/2018	CHK	10498	BEVINS COMPANY	RECALIBRATE/REPAIR MULTIRANGE VOLT# 403	-10.58
				REPAIR VOLTAGE DETECTOR# 403	64.07
				REPAIR VOLTAGE DETECTOR# 403	64.06
Total for Check/Tran - 116825:					117.55
116826 03/22/2018	CHK	10484	BORE IT INC	EAGLEMOUNT W/O# 16368	2,527.50
				BORING 4" PIPE - EAGLEMOUNT WO#16368	708.05
Total for Check/Tran - 116826:					3,235.55
116827 03/22/2018	CHK	9998	ALAN BRISLEY	Credit Balance Refund	321.75
116828 03/22/2018	CHK	9998	MURRAY CAMPBELL SR	Credit Balance Refund	29.00
116829 03/22/2018	CHK	10043	CENTRAL WELDING SUPPLY	255CF NITROGEN	29.84
116830 03/22/2018	CHK	10045	CENTURY LINK-S	CIRCUIT INFO 3/16-4/15/18	357.90
				CIRCUIT INFO 3/16-4/15/18	73.31
				CHOICE BUSINESS 3/04-4/03	109.41
				FIRE ALARMS 4 CRNRS CHOICE BUS 3/05-4/04	127.75
				CHOICE BUSINESS&INTERNET SVC 3/05-4/04	211.39
				CHOICE BUSINESS&INTERNET SVC 3/05-4/04	43.30
				BUSINESS LINE 3/05-4/04	49.06
				DIRECT INWARD DIALING 3/05-4/04	86.80
				DIRECT INWARD DIALING 3/05-4/04	17.78
				DIRECT INWARD DIALING 3/05-4/04	91.58
				DIRECT INWARD DIALING 3/05-4/04	18.76
Total for Check/Tran - 116830:					1,187.04
116831 03/22/2018	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE MAR-18	229.40
				LOW SPD DATA & 2WIRE MAR-18	38.93
Total for Check/Tran - 116831:					268.33
116832 03/22/2018	CHK	10332	KENNETH COLLINS	WPUDA, QUILCENE & PPC MTGS 2/13-3/16/18	742.83
				WPUDA, QUILCENE & PPC MTGS 2/13-3/16/18	152.15

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 116832:					894.98
116833 03/22/2018	CHK	10547	COS SYSTEMS INC.	COS SERVICE ZONES - MAR 2018	1,000.00
116834 03/22/2018	CHK	9998	CARA DAILER	Credit Balance Refund	120.63
116835 03/22/2018	CHK	10573	DANO'S SEPTIC SERVICE	PUMPED SEPTIC - OCEAN GRAVE ASSOC 3/09/1	1,120.08
116836 03/22/2018	CHK	9998	JOHN L DORGAN	Credit Balance Refund	170.99
116837 03/22/2018	CHK	10070	DOUBLE D ELECTRICAL, INC	INTERSECTION OF DEER&OAK QUILCENE	408.76
116838 03/22/2018	CHK	10609	DOUBLE D ELECTRICAL, INC	LFU 312.500 1/2 AMP MINI FUSE QTY10	21.69
116839 03/22/2018	CHK	10078	ESCI	ESCI SAFTEY TRAINING - MAR 2018	1,746.00
116840 03/22/2018	CHK	10659	EVERGREEN FINANCIAL SERVICES, IN	PL GARNISHMENT 3/23/18	672.33
116841 03/22/2018	CHK	10085	FASTENAL	SAFETY GLASSES QTY36	212.42
116842 03/22/2018	CHK	10528	FIRE SOLUTIONS NW LLC	FIRE HYDRANT FLOW TEST-KALA PT	4,076.80
116843 03/22/2018	CHK	9998	KENNETH GOLDEN	Credit Balance Refund	30.00
116844 03/22/2018	CHK	10098	GRAINGER	NONSPIKE FLARES-30 MINUTE	147.70
				FIRE PROOF SAFE-OPERATIONS	1,617.56
				PIPE THREADING MACHINE RIDGID 1/8"-2"	5,961.20
Total for Check/Tran - 116844:					7,726.46
116845 03/22/2018	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	QUIL WO#17037 - OUTLET, HD PLUG & ETC.	49.10
				TOOL - TG1.2K LUMEN FLASHLIGHT	50.13
				GENERAL SEWER - CRIMPER & STRIPPER	11.98
				ADMIN OFFICE - KRAFT BROWN PAPER&TAPE	19.60
				ADMIN OFFICE - KRAFT BROWN PAPER&TAPE	4.01
				TREATMENT PLANT-MOSS OUT FOR ROOFS	44.67
				SHOP - BLOCK TANGO 4X12 CASCADE QTY2	13.40
				WO#29000 - PATIO BLOCK GRAY&BLOCK4X8X16	13.58
				OCEAN GROVE - 90DEG ELBOW & SALES HARDWAR	13.63
				GARDINER - BRASS BUSHING, MFG BRASS STEE, ETC	23.38

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				410 E MARROWSTONE, BROKE AIR VAC	6.97
				MARROWSTONE P.R.V. AT CEMETERY - BRSPUG	7.49
				MARROWSTONE - BRASS HEX NIPPLE& CONNECT	21.33
				MARROWSTONE P.R.V. - TEST PLUG&HARDWARE	12.30
				GORILLA GLUE	15.25
				STEP LADDER & FOLD JAB SAW	99.50
				STEP LADDER & FOLD JAB SAW	20.38
				Total for Check/Tran - 116845:	426.70
116846 03/22/2018	CHK	9998	GORDON HALLY	Credit Balance Refund	41.42
116847 03/22/2018	CHK	10110	HENERY HARDWARE	OCEAN GROVE - THHN WIRE & HEXLCK CONNECT	50.40
				OCEAN GROVE - CONDUIT,POLEBREAKER, ETC	50.55
				OCEAN GROVE - 1/4-20 TAP & DRILL SET	9.36
				OCEAN GROVE - FASTENERS& PUSH-ON STRAP	17.11
				Total for Check/Tran - 116847:	127.42
116848 03/22/2018	CHK	10281	JEFFCO EFTPS	941 PAYROLL TAX FOR PR 3/23/18 MEDICARE	4,515.92
				941 PAYROLL TAX FOR PR 3/23/18 FICA	19,309.24
				941 PAYROLL TAX FOR PR 3/23/18 FEDERAL	15,752.59
				Total for Check/Tran - 116848:	39,577.75
116849 03/22/2018	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 3/23/2018 CHECKS	9,545.60
				PAYROLL DEPOSIT FOR 3/23/2018 DIR DEP	92,315.46
				Total for Check/Tran - 116849:	101,861.06
116850 03/22/2018	CHK	10660	JEFFERSON COUNTY SHERIFF'S OFFICE	SECURITY AT BOC ON 2/20/18	398.28
116851 03/22/2018	CHK	10128	JEFFERSON COUNTY TREASURER	QUILCENE S.D. #48 BOND ACCT FINAL PMT	919.93
116852 03/22/2018	CHK	10129	JIFFY LUBE	OIL CHANGE FOR VEH# 207	63.61
116853 03/22/2018	CHK	10473	KNAPHEIDE TRUCK EQUIPMENT COMP	REPLACEMENT TAILGATE	588.60
				REPLACEMENT TAILGATE DOOR-TRUCK# 106	-48.60
				Total for Check/Tran - 116853:	540.00
116854 03/22/2018	CHK	10136	LES SCHWAB TIRES	BRACK REPAIR FOR VEH# 206	302.75

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116855 03/22/2018	CHK	10333	MOSS ADAMS LLP	PROF SVC - PROCUREMENT MANUAL	3,241.15
				PROF SVC - PROCUREMENT MANUAL	663.85
Total for Check/Tran - 116855:					3,905.00
116856 03/22/2018	CHK	10328	NETWORK FLEET, INC	VEH GPS ELEC - FEB 2018	331.36
				VEH GPS WATER - FEB 2018	165.68
Total for Check/Tran - 116856:					497.04
116857 03/22/2018	CHK	9998	DENNIS J NEWLAND	Credit Balance Refund	42.81
116858 03/22/2018	CHK	10309	NISC	RECURRING INVOICE FEB 2018	1,078.51
				RECURRING INVOICE FEB 2018	1,655.28
				RECURRING INVOICE FEB 2018	487.18
				RECURRING INVOICE FEB 2018	487.18
				RECURRING INVOICE FEB 2018	8,794.08
				RECURRING INVOICE FEB 2018	566.79
				RECURRING INVOICE FEB 2018	53.34
				RECURRING INVOICE FEB 2018	1,519.41
				RECURRING INVOICE FEB 2018	171.66
				RECURRING INVOICE FEB 2018	10.16
				AMS INVOICE FEB 2018	3,361.08
				AMS INVOICE FEB 2018	5,259.44
				AMS INVOICE FEB 2018	850.03
				AMS INVOICE FEB 2018	688.42
				AMS INVOICE FEB 2018	1,077.23
				AMS INVOICE FEB 2018	174.10
				MISC FEB 2018	238.38
				MISC FEB 2018	204.94
				MISC FEB 2018	65.59
				MISC FEB 2018	48.82
				MISC FEB 2018	41.98
				MISC FEB 2018	13.43

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ESRI 2018 ANNUAL INVOICE 3/29/18-3/28/19	5,722.50
				Total for Check/Tran - 116858:	32,569.53
116859 03/22/2018	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - FEB 2018	700.00
				CUSTODIAL SVC - FEB 2018	522.90
				CUSTODIAL SVC - FEB 2018	107.10
				Total for Check/Tran - 116859:	1,330.00
116860 03/22/2018	CHK	10166	NWPPA	ENGINEERING & OPERATIONS CONF DEAN.A	595.00
116861 03/22/2018	CHK	10631	WILL O'DONNELL	ISTOCK PHOTOS FOR WEBSITE	60.59
				ISTOCK PHOTOS FOR WEBSITE	12.41
				HOME SHOW JEFF COUNTY - SUPPLIES	60.99
				Total for Check/Tran - 116861:	133.99
116862 03/22/2018	CHK	10169	OLYCAP	RATE REDCTN PRGM:LIHEAP FEB-18	1,767.90
				RATE REDCTN PRGM:NONLIHEAP FEB-18	498.00
				RATE REDCTN PRGM:LIHEAP FEB-18	362.10
				RATE REDCTN PRGM:NONLIHEAP FEB-18	102.00
				Total for Check/Tran - 116862:	2,730.00
116863 03/22/2018	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SHOP - STIHL WEDGES QTY5	16.08
				RUBBER BOOTS FOR BROOKE.T	41.41
				EXCAVATOR CAT -FOXFIELD WO#29000 3/16/18	369.27
				OIL FOR F-450 TRUCK #202	14.68
				Total for Check/Tran - 116863:	441.44
116864 03/22/2018	CHK	10534	ONEPATH SYSTEMS, LLC	WEB HOSTING - SUPPORT MAR 2018	273.90
				WEB HOSTING - SUPPORT MAR 2018	56.10
				Total for Check/Tran - 116864:	330.00
116865 03/22/2018	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - APR 2018	101.60
				LTD - APR 2018	1,034.44
				Total for Check/Tran - 116865:	1,136.04
116866 03/22/2018	CHK	10185	PITNEY BOWES GLOBAL	MAILSYSTEM LEASE 12/30-3/29/18	165.39

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MAILSYSTM LEASE 12/30-3/29/18	33.88
				Total for Check/Tran - 116866:	199.27
116867 03/22/2018	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE 03/20/18	332.00
				PRE-PAID POSTAGE 03/20/18	68.00
				Total for Check/Tran - 116867:	400.00
116868 03/22/2018	CHK	9998	DENNIS REYNOLDS	Credit Balance Refund	20.52
116869 03/22/2018	CHK	9998	GABRIEL SHEPHERD	Credit Balance Refund	31.62
116870 03/22/2018	CHK	10219	SHOLD EXCAVATING INC	EXCAVATOR;L&M - UNCAS RD 1/30&2/09/18	1,443.31
116871 03/22/2018	CHK	10542	SHORT STOP TRUCK REPAIR LLC	OIL CHANGE# 102	706.58
				TRANSMISSION WORK# 102	996.06
				Total for Check/Tran - 116871:	1,702.64
116872 03/22/2018	CHK	10475	SMARSH INC	ARCHIVING - FEB 2018	508.58
				ARCHIVING - FEB 2018	104.17
				Total for Check/Tran - 116872:	612.75
116873 03/22/2018	CHK	10583	SOS INTL, LLC	ONLINE TRAINING: 30 CEH CUSTOM HOAK.R	1,140.00
116874 03/22/2018	CHK	10226	SOS PRINTING	HOME SHOW PRINTOUTS: CONSERVATION REBATE	188.70
116875 03/22/2018	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER MO 3/07/18	212.52
116876 03/22/2018	CHK	10237	STRANCO INC	1 1/2 & 2 1/2 REFLECTIVE NUMBERS & DECAL	-96.05
				REFLECTIVE NUMBERS	357.57
				PADMOUNT DECALS	448.20
				REFLECTIVE NUMBERS	357.52
				Total for Check/Tran - 116876:	1,067.24
116877 03/22/2018	CHK	10649	TACOMA DODGE CHRYSLER JEEP RAM	REPAIRS/MAINTENACE# 103	4,795.89
				REPAIRS/MAINTENANCE# 103	5,026.44
				Total for Check/Tran - 116877:	9,822.33
116878 03/22/2018	CHK	10244	TEREX UTILITIES, INC	REPLACEMENT BUCKET LINER# 102	266.15

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116879 03/22/2018	CHK	10247	TOYOTA LIFT NORTHWEST	FORKLIKFT OIL CHNG/CK ENGINE LIGHT #110	1,405.71
116880 03/22/2018	CHK	10433	UNITED RENTALS (NORTH AMERICA), I	RNTL FORKLIFT JCB 512-56 2/08-3/07/18	4,566.01
116881 03/22/2018	CHK	10255	USA BLUEBOOK	SAFTEY SUPP - EAR PLUGS	40.82
				HYDRANT GREASE FOOD GRADE	72.81
				LOCATE PAINTS - BLUE	284.76
				LOCATE PAINTS - GREEN	142.39
				LOCATE PAINTS - PAINT WAND	115.99
				LOCATE PAINTS - WHITE	142.39
				WATER MANUALS - REFERANCE GUIDE	78.98
				WATER MANUALS - STUDY HANDBOOK&QUESTIONS	316.58
				Total for Check/Tran - 116881:	1,194.72
116882 03/22/2018	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE 3/23/18	8,086.56
				PL DEFERRED COMP ER 3/23/18	3,156.74
				Total for Check/Tran - 116882:	11,243.30
116883 03/22/2018	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE 3/23/18	976.99
116884 03/22/2018	CHK	10269	WAVE BROADBAND	INTERNET SVC 3/21-4/20/18	66.45
				INTERNET SVC 3/12-4/11/18	66.40
				Total for Check/Tran - 116884:	132.85
116885 03/22/2018	CHK	9998	CHRISTOPHER WEIR	Credit Balance Refund	142.99
116886 03/22/2018	CHK	10496	WELLS FARGO VENDOR FIN SERV	COPIER RENTAL 4 CRNRS 3/26-4/25/18	235.22
				COPIER RENTAL 4 CRNRS 3/26-4/25/18	48.18
				ACCT#6328357-007 PERSONAL PROPERTY TAX	39.35
				ACCT#6328357-007 PERSONAL PROPERTY TAX	8.06
				COPIER RENTAL 230 CHIMACUM MAR-18	326.60
				COPIER RENTAL 230 CHIMACUM MAR-18	66.89
				Total for Check/Tran - 116886:	724.30
116887 03/22/2018	CHK	10271	WESCO RECEIVABLES CORP	SOLID CUTOUT BLADE 100A	784.54
116888 03/22/2018	CHK	10502	CAROL WOODLEY	RENT BILLING & HR ANNEX - MAR 2018	1,400.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116889 03/22/2018	CHK	10278	WPU DA	MONTHLY DUES - MAR 2018	4,342.56
				MONTHLY DUES - MAR 2018	889.44
				2018 MAR ASSOCIATION MEETINGS, LUNCH	9.96
				2018 MAR ASSOCIATION MEETINGS, LUNCH	2.04
Total for Check/Tran - 116889:					5,244.00

Total Payments for Bank Account - 1 :	(101)	464,520.52
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(101)	464,520.52
Grand Total for Payments :	(101)	464,520.52
Grand Total for Voids :	(0)	0.00
Grand Total :	(101)	464,520.52

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 3/23/2018

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70431	03/23/2018	1,609.14
2001	WATER DISTRIBUTION MANAGER II	70432	03/23/2018	1,688.31
2003	WATER TREATMENT PLANT OPERATOR III	70434	03/23/2018	2,261.41
2004	WATER TREATMENT PLANT OPERATOR III	70435	03/23/2018	2,976.11
3032	CUSTOMER SERVICE REP	70433	03/23/2018	1,010.63
				\$ 9,545.60

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 03/23/2018
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Empl	Position	Pay Date	Net Pay
3029	ACCOUNTING TECH II	03/23/2018	1,462.98
4006	COMMISSIONER DIST 1	03/23/2018	889.75
4004	COMMISSIONER DIST 2	03/23/2018	895.11
4002	COMMISSIONER DIST 3	03/23/2018	841.85
3034	COMMUNICATIONS MANAGER	03/23/2018	1,810.45
3020	CUSTOMER SERVICE COORDINATOR	03/23/2018	1,486.37
3002	CUSTOMER SERVICE REP	03/23/2018	1,005.48
3014	CUSTOMER SERVICE REP	03/23/2018	1,379.06
3022	CUSTOMER SERVICE REP	03/23/2018	1,478.00
1011	ELECTRIC OPERATIONS SUPT./ASSIST GENERAL MGR	03/23/2018	3,578.76
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	03/23/2018	1,937.95
3033	FINANCIAL SERVICES MANAGER	03/23/2018	2,184.84
1008	FOREMAN LINEMAN	03/23/2018	4,908.62
1012	FOREMAN LINEMAN	03/23/2018	3,713.44
1004	GIS SPECIALIST	03/23/2018	2,848.82
1017	HEAD STOREKEEPER	03/23/2018	2,182.12
3026	HUMAN RESOURCES MANAGER	03/23/2018	2,432.98
3008	INFORMATION TECHNOLOGY MANAGER	03/23/2018	2,646.77
3028	IT SUPPORT TECHNICIAN	03/23/2018	1,724.34
1000	LINEMAN	03/23/2018	3,166.30
1013	LINEMAN	03/23/2018	2,461.70
1016	LINEMAN	03/23/2018	3,439.16
1019	LINEMAN	03/23/2018	3,920.61
1020	LINEMAN	03/23/2018	2,394.54
1028	LINEMAN	03/23/2018	3,367.77
1014	METER READER	03/23/2018	2,016.99
1018	METER READER	03/23/2018	1,156.55
2005	METER READER/OIT1		880.30
1026	OPERATIONS ASSISTANT	03/23/2018	1,437.82
3004	RESOURCE MANAGER	03/23/2018	2,099.54
1015	SCADA TECH/APPRENTICE	03/23/2018	1,993.49
1027	SENIOR ELECTRICAL ENGINEER	03/23/2018	2,530.64
1009	SPECIAL PROJECTS COORDINATOR	03/23/2018	2,196.63
1031	STAKING ENGINEER	03/23/2018	1,969.59
1032	STAKING ENGINEER	03/23/2018	1,667.58
1003	STOREKEEPER	03/23/2018	2,631.85
1033	SUBSTATION AND METERING TECHNICIAN	03/23/2018	2,860.28
1034	SUBSTATION TECH	03/23/2018	3,431.61
3013	UTILITY ACCOUNTANT II	03/23/2018	1,539.80
3003	UTILITY BILLING CLERK	03/23/2018	1,311.96
3027	UTILITY BILLING CLERK	03/23/2018	1,287.48
3000	UTILITY BILLING COORDINATOR	03/23/2018	1,478.85
2002	WATER DISTRIBUTION MANAGER II	03/23/2018	1,666.73
	TOTAL		\$ 92,315.46

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 **\$566,381.58** on this **3RD** day of **APRIL** **2018** ;

Jeff Randall
President

Kenneth Collins
Secretary

Wayne G. King
Vice President

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

NONE

PAYMENTS TO BE APPROVED:

	WARRANTS		AMOUNT	DATE
Accounts Payable:	# 116789	to # 116820	\$ 182,886.96	3/15/2018
Accounts Payable:	# 116821	to # 116889	\$ 281,633.56	3/22/2018
Payroll Checks:	# 70431	to # 70435	\$ 9,545.60	3/23/2018
Payroll Direct Deposit:			\$ 92,315.46	3/23/2018
TOTAL INVOICES PAID			\$566,381.58	

WIRE TRANSFERS PAID	AMOUNT	DATE
NONE		

GRAND TOTAL	\$566,381.58
--------------------	---------------------

VOIDED WARRANTS NONE

4.04 2018 LINE CONSTRUCTION PREQUALIFICATION

	A	B	C
1	CONTRACTOR	CONTACT NAME	EMAIL
2	Sturgeon Electric	Michael C. Lambert	sturgeonbidsnw@myrgroup.com
3	Wilson Construction Company	Carmen Reed-Gilkison	bids@wilsonconst.com
4	PAR Electric	Shawn Martinson	smartinson@parelectric.com
5	Christenson Electric	Gary Martin	Gary.Martin@christenson.com
6	Michels Corporation	Stacy Coulthard	powerbids@michels.us
7	Magnum Power	Katie Goodman	bids@magnumpowerllc.com
8	Henkels and McCoy, Inc	Pam Aquino	hmnorthwestbids@henkels.com
9	Potelco Inc	Jeff Lampman	jlampman@potelco.net



Board of Commissioners:

Jeff Randall, District 1
 Kenneth Collins, District 2
 Wayne G. King, District 3

Kevin Streett, Assistant General Manager

For: April 3, 2018 BOC meeting
Date: March 27, 2018
From: Debbie Lund, Human Resources Manager

Quick Stats

Current employees	48	(including commissioners)
Active Recruitments	2	
YTD New full-time employees as of 3/13/18	1	
YTD Full-time Employee Departures as of 3/13/18	2	

Current Recruitments	Open	Close	Status
CFO/Finance Director	Recruitment being handled by NRECA.		
Meter Reader (Electric)	02/07/18	02/22/18	Interviews were conducted March 22.

Job Descriptions

Unique Position Titles	34
Positions w/o any job description	0
Job Descriptions in draft form	14
Job Descriptions Complete	20
Percent complete	59%

Policy Development

Policies to draft/research	35
Policies currently under internal review	5
Policies currently with union(s) for review	8
Policies ready for board consideration	8

Salary Survey

We have selected a consultant for a salary study. Target completion date end of October 15, 2018.

April 3, 2018

PUD CALENDAR

April 3, 2018	BOC Regular Meeting
April 6, 2018	Anniversary Celebration/ 4 Corners
April 10, 2018	Special meeting/ Telecom Updates
April 17, 2018	BOC Regular Meeting
April 18-20	WPUDA April Association Meetings - Skagit County
April 23, 2018	General Manager, Larry Dunbar starts

GENERAL COUNSEL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of April 2018, by and between the JEFFERSON COUNTY PUBLIC UTILITY DISTRICT No. 1, a Washington Public Utility District (“JPUD”) formed under Title 54 of the Revised Code of Washington, and Ascent Law Partners LLP, hereinafter referred to as "Ascent," or “Joel Paisner.”

RECITALS

WHEREAS, JPUD requires General Counsel services to be performed, and

WHEREAS, the JPUD Board of Commissioners have approved entering into an Agreement with Joel Paisner as General Counsel; and

WHEREAS, JPUD conducted a competitive process in 2015 and where Joel Paisner and Ascent Law Partners LLP were selected to assist JPUD with certain legal issues; and

WHEREAS, JPUD seeks to appoint Joel Paisner as General Counsel, and where it finds he is qualified and possesses the expertise, ability and skill necessary to perform such services; and

WHEREAS, this agreement formalizes the services to be provided hereunder;

NOW, THEREFORE, it is hereby agreed between the parties as follows:

1. Scope of Service

Joel Paisner will provide all legal services customarily performed by General Counsel, including, but not limited to the following duties, tasks, and responsibilities:

A. Provide legal counsel, advice, representation and consultation as requested on all matters affecting JPUD.

B. Be available for consultation with JPUD Board of Commissioners and staff as needed, on legal matters which are within the scope of this Agreement.

C. Prepare and/or review legal and legal-related documents as requested, including resolutions, interlocal agreements, contracts, bid documents, policies, directives, reports, memorandum, and all other documents, agreements and related materials necessary to provide JPUD advice, representation and counsel.

D. Oversee provision of legal services necessary and required by JPUD's Board Commissioners at Jefferson County Public Utility District.

2. Term and Files. The effective date of this agreement is March 1, 2018, and shall be for a term of two (2) years. Either party has the right to terminate this engagement by written notice at any time. It is further agreed that after the termination of this engagement, Ascent will upon your written request deliver to you any files related to the matters on which legal services have been provided. It is agreed that JPUD will retain such files for at least three years, and that we will have access to these files and items upon request for any reasonable purpose. Ascent will return JPUD's files for a period of three (3) years.

3. Fees. In consideration for Joel Paisner's legal services, JPUD agrees to pay the following, upon receipt of a monthly, detailed invoice:

a. Monthly Flat Fee. JPUD agrees to pay a monthly flat fee of \$7,000 (Seven Thousand Dollars) per month for services that relate to attending bi-monthly meetings of the Board of Commissioners, all work involved with staff and the Commissioners to assist in preparing the agenda, review and preparation of resolutions, travel to and from the meetings, and all related work.

b. Hourly Fee. JPUD agrees to pay an hourly fee for legal work for matters outside the Monthly Flat fee work described above. The hourly rate shall be at \$375 (Three Hundred and Seventy Five Dollars) per hour. To the extent work can be performed by associates at Ascent Law Partners, LLP, such hourly rate shall be \$275 (Two Hundred and Seventy-Five Dollars) per hour. Any work performed by a paralegal shall be performed at an hourly rate of \$150 (One Hundred and Fifty Dollars) per hour.

c. Expenses. JPUD agrees to reimburse for expenses such as mileage based on the current IRS reimbursable rate, ferry fees, and other similar expenses. Ascent does not charge for routine charges related to photocopying, faxes, postage and the like. Large copying or other projects will be billed solely at out-of-pocket expenses.

4. Disputes. Any dispute, claim, or controversy arising out of or relating to this representation or agreement, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction.

5. Miscellaneous. This agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which shall together constitute one (1) instrument. Ascent shall maintain appropriate legal malpractice insurance, automobile liability, and commercial insurance. Upon request, Ascent shall provide certificates of insurance to JPUD. This is the entire agreement between the parties, and any changes to it shall be in writing, signed by both parties.

JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1

Kevin Streett, Acting General Manager
Dated _____

ASCENT LAW PARTNERS, LLP

Joel R. Paisner, Partner
Dated _____

RESOLUTION NO. 2018-010

A RESOLUTION of the Commission of Public Utility District No. 1 of Jefferson County, Washington, amending Resolution No. 2008-008 to change the payment on the assessments for Local Utility District No. 15.

WHEREAS, Public Utility District No. 1 of Jefferson County, Washington (the “District”) created Local Utility District No. 15 (“LUD No. 15”) by Resolution No. 2005-008 and provided for the issuance of bonds to pay the cost of improvements in the District and expenses incidental thereto; and

WHEREAS, the Commission of the District adopted Resolution No. 2008-003, authorizing the issuance and sale of its Revenue Bond, 2008 (Local Improvement District No. 15) (the “Bond”) in the aggregate principal amount of \$1,053,076 to First Federal Savings and Loan Association of Port Angeles (the “Bank”) to provide funds to pay for part of the costs of the improvements constructed in LUD No. 15, repaying interim financing for LUD No. 15 and paying costs of issuing the Bond; and

WHEREAS, pursuant to Resolution No. 08-001, passed on February 29, 2008, the District assessed the amount of \$2,750,000, which was amended to \$2,650,000 for the improvements and related costs for LUD No. 15, of which \$648,000 was paid during the 30-day prepayment period; and

WHEREAS, pursuant to Resolution No. 2012-010, the District assessed the remaining \$2,002,000 to the property in LUD No. 15 to be paid in 15 equal annual installments at a per annum rate of 2.10%; and

WHEREAS, based on the remaining amount owed on the Bond, and the assessments collected and to be collected, it is in the best interest of the District and the property owners in LUD No. 15 to lower the annual installment payment and the interest rate of the assessments on the remaining 6 annual installments;

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, as follows:

Section 1. Change to Annual Installment Payment and Assessment Rate. The District shall direct the Treasurer of Jefferson County, as ex officio treasurer of the District (the “Treasurer”), to change the annual installment on principal from \$133,466.67 to \$55,966.66 effective for the 6 remaining payments. Furthermore, the Treasurer shall change the interest rate of the assessments from 2.10% to 1.15% effective April 30, 2018.

All other provisions of Resolution No. 2008-003 shall remain unchanged.

Section 2. General Authorization. The District's Manager and Treasurer are authorized to take any action necessary to implement this resolution.

Section 3. Effective Date. This resolution shall be in effect from and after its adoption in accordance with law.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular meeting thereof this 3rd day of April, 2018.

PUBLIC UTILITY DISTRICT NO. 1 OF
JEFFERSON COUNTY, WASHINGTON:

Jeff Randall, President and Commissioner

Wayne G. King, Commissioner

Kenneth Collins, Commissioner

CERTIFICATION

I, the undersigned, Secretary of the Commission of Public Utility District No. 1 of Jefferson County, Washington (the “District”), and keeper of the records of the Commission (the “Commission”) DO HEREBY CERTIFY:

1. That the attached is a true and correct copy of Resolution No. 2018-010 (the “Resolution”) of the Commission, duly adopted at a meeting thereof held on the 3rd day of April, 2018.

2. That such meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the passage of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been fully fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

Dated this 3rd day of April, 2018.

Kenneth Collins
Secretary of the Commission of
Public Utility District No. 1 of
Jefferson County, Washington

		Principal	Interest	Total	Principal	Interest	Fee	Interest	JCT	Adjust to JCT	
Date	Description	Balance	Rate	Paid	Paid	Paid	Paid	Accrued	Interest	Interest	
4/14/2008	Total project cost	2,650,000.00									
4/14/2008	Prepaid	2,002,000.00									
4/22/2009	Paid regular payment	1,868,533.33	2.30%	648,000.00	648,000.00						
4/21/2010	Paid regular payment	1,735,066.66	2.30%	179,516.67	133,466.67	46,046.00	4.00		46,046.00	(1,009.23)	
4/21/2010	Paid extra principal	1,635,066.66	2.30%	176,446.94	133,466.67	42,976.27	4.00		42,976.27	117.75	
4/21/2011	Paid regular payment	1,501,599.99	2.30%	100,000.00	100,000.00	0.00					
4/21/2011	Paid regular payment	1,501,599.99	2.30%	171,077.20	133,466.67	37,606.53	4.00		37,606.53	0.00	
4/21/2011	Paid extra principal	1,351,599.99	2.30%	150,000.00	150,000.00	0.00					
4/23/2012	Paid regular payment	1,218,133.32	2.30%	164,557.47	133,466.67	31,086.80	4.00		31,086.80	(169.87)	Resolution 2012-010 states interest rate drop from 2.25% to 2.1%
4/23/2012	Paid extra principal	1,158,133.32	2.30%	60,000.00	60,000.00	0.00					
8/29/2012	Interest rate change	1,158,133.32	2.10%					9,341.22			
5/2/2013	Paid regular payment	1,024,666.65	2.10%	157,791.47	133,466.67	24,320.80	4.00	16,391.55	24,320.80	(1,411.97)	
5/2/2013	Paid extra principal	954,666.65	2.10%	70,000.00	70,000.00	0.00					
4/30/2014	Paid regular payment	821,199.98	2.10%	153,518.67	133,466.67	20,048.00	4.00		20,048.00	109.85	
4/30/2014	Paid extra principal	736,199.98	2.10%	85,000.00	85,000.00	0.00					
4/17/2015	Paid regular payment	602,733.31	2.10%	148,930.87	133,466.67	15,460.20	4.00		15,460.20	550.64	
4/28/2016	Paid regular payment	469,266.64	2.10%	146,128.07	133,466.67	12,657.40	4.00		12,657.40	(380.41)	
4/28/2017	Paid regular payment	335,799.97	2.10%	143,325.27	133,466.67	9,854.60	4.00		9,854.60	0.00	
4/28/2018		335,799.97	2.10%		0.00						
		335,799.97									
		335,799.97									
	Totals	335,799.97		2,554,292.63	2,314,200.03	240,056.60	36.00		240,056.60	(2,193.24)	
	# of annual payments made	9									
	# of annual installments	15									
	Remaining # of payments	6									
	Proposed annual installment	\$55,966.66									
	Interest due on 4/28/18 payment	\$7,051.80									
	Fee due on 4/28/18	\$4.00									
	Total proposed payment 4/28/18	\$63,022.46									
	Total interest to pay	256,691.32									
	To date interest	240,056.60									
	4/30/18 interest	7,051.80									
	Additional interest to pay begin 5/1/18	9,582.92									
	Remaining Payments with Lowered Principal										
Date	Description	Principal Balance	Interest Rate	Total Paid	Principal Paid	Interest Paid	Fee Paid	Interest Accrued	JCT Interest	Adjust to JCT Interest	
4/28/2017	Principal balance forward	335,799.97									
4/30/2018	Annual installment due	279,833.31	2.10%	63,022.46	55,966.66	7,051.80	4.00				
4/30/2019	Annual installment due	223,866.65	1.15%	59,188.74	55,966.66	3,218.08	4.00				
4/30/2020	Annual installment due	167,899.99	1.15%	58,552.18	55,966.66	2,581.52	4.00				
4/30/2021	Annual installment due	111,933.33	1.15%	57,901.51	55,966.66	1,930.85	4.00				
4/30/2022	Annual installment due	55,966.67	1.15%	57,257.89	55,966.66	1,287.23	4.00				
4/30/2023	Annual installment due	0.00	1.15%	56,614.29	55,966.67	643.62	4.00				
	Grand Totals			2,906,829.70	2,650,000.00	256,769.70	60.00				