



Board of Commissioners Meeting  
January 21, 2020 - 5:00 PM  
63 Four Corners Rd. Jefferson County Transit

**PUD REGULAR BOARD MEETING**

1. CALL TO ORDER

00:00:45 2. AGENDA APPROVAL

00:02:30 3. GENERAL PUBLIC COMMENT: This public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair will also permit public comments on the other agenda items as they come up during the meeting. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. **(15 min)**

00:42:35 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 will be issued at the next Regular BOC meeting on February 4, 2020.

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 Approval of Electrical Contractor Prequalification

4.4 PUD CALENDAR

**END OF CONSENT AGENDA**

00:43:00 5.0 COMMISSIONER REPORTS

6.0 GENERAL MANAGER REPORT

01:03:38

7.0 ACTION ITEMS REQUIRING BOARD DISCUSSION

01:18:30 7.1.1 Re-formatting BOC agenda

01:22:10 7.1.2 Approval of Resolution for Non-Rep salary schedule Exhibit A

01:31:04 7.1.3 Audio Recording policy

01:40:22 7.1.4 CAB report (oral presentation)

01:44:09 7.1.6 Resolution to add new signer

01:45:50 School Rates

02:09:18 8. SIGNING OF DOCUMENTS

02:16:08 9. ADJOURN

**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:  1/15/2020  
 Mike Bailey, Financial Services Manager / District Auditor Date

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 122190 to # 122238	\$ 69,869.63	1/3/2020
Accounts Payable:	# 122239 to # 122317	\$ 1,285,170.52	1/9/2020
Payroll Checks:	# 70691 to # 70695	\$ 9,258.95	1/10/2020
Payroll Direct Deposit:		\$ 135,995.21	1/10/2020
<b>TOTAL INVOICES PAID</b>		<b>\$1,500,294.31</b>	

	WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake		\$ 14,328.62	1/2/2020
BPA		\$ 1,499,640.00	1/8/2020

**GRAND TOTAL** **\$3,014,262.93**

**VOIDED WARRANTS**

122294	\$ 683.30
--------	-----------

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122190 01/03/2020	CHK	10012	ALTEC INDUSTRIES, INC	REPLACEMENT RODDER PARTS	324.73
122191 01/03/2020	CHK	10481	AMAZON	SUBSTATION CAMERAS	130.77
				CODE SCANNER	63.32
				SUBSTATION CAMERAS	1,504.17
				REDUNDANCY MODULE# 19183	91.56
				FIRE EXTINGUISHER HOOK	21.75
				<b>Total for Check/Tran - 122191:</b>	1,811.57
122192 01/03/2020	CHK	10027	BERNT ERICSEN EXCAVATING, INC	REPAIR DRIVEWAY	1,962.00
122193 01/03/2020	CHK	10641	MELISSA BLAIR	WELLNESS PROGRAM REIMBURSEMENT FOR 2019	62.03
				WELLNESS PROGRAM REIMBURSEMENT FOR 2019	15.51
				<b>Total for Check/Tran - 122193:</b>	77.54
122194 01/03/2020	CHK	9998	SHIRLEY BOSSERMAN	Credit Balance Refund	22.73
122195 01/03/2020	CHK	10669	TOM BROOKE	CLOTHING ALLOWANCE 2019	87.19
122196 01/03/2020	CHK	9998	JESSICA CAPUTO M	Credit Balance Refund	162.78
122197 01/03/2020	CHK	10041	CDW GOVERNMENT	NETGEAR PROSAFE PLUS GS105PE UNMGD	339.17
				NETGEAR 5-PORT GIGABIT SWITCH	12.71
				NETGEAR PROSAFE PLUS GS105PE UNMGD	84.79
				NETGEAR 5-PORT GIGABIT SWITCH	3.18
				<b>Total for Check/Tran - 122197:</b>	439.85
122198 01/03/2020	CHK	10044	CENTURY LINK QCC-P	PHONE SVC - DEC 2019	13.19
				PHONE SVC - DEC 2019	5.73
				PHONE SVC - DEC 2019	15.48
				PHONE SVC - DEC 2019	2.56
				PHONE SVC - DEC 2019	22.94
				PHONE SVC - DEC 2019	3.82
				<b>Total for Check/Tran - 122198:</b>	63.72
122199 01/03/2020	CHK	10045	CENTURY LINK-S	FIRE ALARMS 4 CRNRS CHOICE BUS DEC-19	-2.08
				FIRE ALARMS 4 CRNRS CHOICE BUS DEC-19	-0.91

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FIRE ALARMS 4 CRNRS CHOICE BUS DEC-19	-2.44
				FIRE ALARMS 4 CRNRS CHOICE BUS DEC-19	-3.62
				CIRCUIT INFO DEC-19	89.26
				CIRCUIT INFO DEC-19	38.81
				CIRCUIT INFO DEC-19	104.78
				CIRCUIT INFO DEC-19	17.25
				CIRCUIT INFO DEC-19	155.24
				CIRCUIT INFO DEC-19	25.87
				INTERNET SVC DEC-19	67.65
				INTERNET SVC DEC-19	16.91
				CIRCUIT INFO DEC-19	31.14
				CIRCUIT INFO DEC-19	7.79
				BUSINESS LINE DEC-19	42.62
				BUSINESS LINE DEC-19	10.66
				<b>Total for Check/Tran - 122199:</b>	598.93
122200	01/03/2020	CHK 9998	EILEEN CLAIRE	Credit Balance Refund	188.54
122201	01/03/2020	CHK 9999	CHIARA COLELLA	REFUND TEMP SERVICE FROM WO#19300	200.00
122202	01/03/2020	CHK 10057	CORRECT EQUIPMENT	E ONE SCHOOL 12/4/2019 TRNING	50.00
122203	01/03/2020	CHK 9999	MATTHEW CROWELL	REFUND FOR SCOPE OF WORK CHANGE WO18267	750.00
122204	01/03/2020	CHK 9998	VICTORIA DIEDERICHS	Credit Balance Refund	259.14
122205	01/03/2020	CHK 10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE OCT 2019	3,000.00
				CONSULTING SERVICE DEC 2019	2,000.00
				<b>Total for Check/Tran - 122205:</b>	5,000.00
122206	01/03/2020	CHK 9998	SARAH FAIRBANK	Credit Balance Refund	175.39
122207	01/03/2020	CHK 10094	GENERAL PACIFIC, INC	POLYWATER	476.77
122208	01/03/2020	CHK 10323	GOOD TO GO	CORRECT EQUIP E ONE SCHOOL 12/04 TOLL	7.00
122209	01/03/2020	CHK 10368	WILLIAM A GRAHAM	WELLNESS PROGRAM REIMBURSEMENT FOR 2019	80.00

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122210 01/03/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	BYWATER- CABLE TIE & ELECTRIC TAPE	15.78
				YARD CAMERA MATERIALS PST HLE DIGGER	62.00
				GROUND BREAKING CEREMONY MATERIALS	16.32
				BYWATER- WHT RADIATOR HEAT	74.11
				KALA PT- GENSHW & CUTTWHEEL	28.03
				FREIGHT-RMA ERT'S TO ITRON	56.57
				FREIGHT-HANDHELD ITRON DEVICE LOANER RTN	17.05
				STOCK-GARBAGE BAGS	16.34
				SHOP-MM2" ULTI CUP BRUSH	10.44
				HW ANCHOR VAULTS & IT EQUIP	128.08
				HW ANCHOR VAULTS & IT EQUIP	6.26
				HW ANCHOR VAULTS & IT EQUIP	1.57
				WAREHOUSE-DRILLBIT,BROOM, EXPAND FOAM	102.43
				SHOP-BROOM	47.95
				<b>Total for Check/Tran - 122210:</b>	582.93
122211 01/03/2020	CHK	10608	HARBORSIDE INN	INTERIM HR DIRECTOR STAY 2/25-2/27/19 3N	183.82
				INTERIM HR DIRECTOR STAY 2/25-2/27/19 3N	45.95
				<b>Total for Check/Tran - 122211:</b>	229.77
122212 01/03/2020	CHK	9998	MATTHEW HARTZELL	Credit Balance Refund	156.77
122213 01/03/2020	CHK	10384	HDR ENGINEERING INC	WATER SYSTEM PLAN UPDATE VOL3 UPDATE	1,328.13
				WATER SYSTEM PLAN UPDATE DOH APPROVAL P	639.71
				WATER SYSTEM PLAN UPDATE COLL&PM	84.00
				TASK2 - SNOWCREEK MGMT 9/01-11/23	7,000.04
				TASK2 - PRJT MGMT 9/01-11/23	141.72
				<b>Total for Check/Tran - 122213:</b>	9,193.60
122214 01/03/2020	CHK	10110	HENERY HARDWARE	GROUND BREAKING CEREMONY PAINT	29.40
				SHOVELS QTY6	84.95
				AUTO LOCK TAPE(EXCHANGE)	0.01
				<b>Total for Check/Tran - 122214:</b>	114.36

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122215 01/03/2020	CHK	10111	HIGHWAY SPECIALTIES LLC	TEMPORARY CONSTRUCTION FENCE# 18258	2,212.70
122216 01/03/2020	CHK	10129	JIFFY LUBE	OIL CHANGE,O2 SNS, G.CAP FOR VEH#111	91.03
122217 01/03/2020	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: NOV 2019 PROFESSIONAL SVC: NOV 2019	4,752.00 1,188.00
<b>Total for Check/Tran - 122217:</b>					5,940.00
122218 01/03/2020	CHK	10286	L & J ENTERPRISES	EXCAVATING - 210 FOUR CRNRS 11/15/19	8,635.42
122219 01/03/2020	CHK	10543	LANDMARK EXCAVATING AND DOZER	EXCAVATING - 68 LAMBS EAR RD 10/16/19 EXCAVATING - PORT LUDLOW SUB 10/25/19 EXCAVATING - 21 DUTCH LN 11/20/19 EXCAVATING - 101 CAMANO LN 12/06/18	814.23 1,299.28 1,417.00 1,569.60
<b>Total for Check/Tran - 122219:</b>					5,100.11
122220 01/03/2020	CHK	10136	LES SCHWAB TIRES	REAR BRAKE/SHOCK REPLACEMENT# 119	906.25
122221 01/03/2020	CHK	10142	MASON COUNTY PUD #1	ELECTRIC ELEC - DEC-19 BPA RD-PUMP ELEC - DEC-19 WILLIAMS CT ELEC - DEC-19	182.35 102.76 40.78
<b>Total for Check/Tran - 122221:</b>					325.89
122222 01/03/2020	CHK	10333	MOSS ADAMS LLP	PROF SVC: CONSULTING OCT&NOV 2019 PROF SVC: CONSULTING OCT&NOV 2019	4,076.04 1,019.01
<b>Total for Check/Tran - 122222:</b>					5,095.05
122223 01/03/2020	CHK	10188	PLATT ELECTRIC SUPPLY	SAFETY DECAL SAFETY DECAL TERMINAL ADAPTER SWEEP REDUCER JUNCTION COUPLING REPLACEMENT FISH TAPE PARTS CABLE TIES	13.77 13.77 33.59 23.87 112.20 145.96 163.53 63.05 189.08

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 5

01/01/2020 To 01/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SWEEP	61.29
				DRILL BIT	104.10
				COUPLING	101.50
				SWEEP	704.24
				DRILL BIT	113.03
				STREETLIGHT BULB	183.12
				<b>Total for Check/Tran - 122223:</b>	<b>2,026.10</b>
122224 01/03/2020	CHK	10193	PORT TOWNSEND LEADER	NEWSPAPER SUBSC 2Y 1/28/2020-1/28/2022	80.00
				NEWSPAPER SUBSC 2Y 1/28/2020-1/28/2022	20.00
				<b>Total for Check/Tran - 122224:</b>	<b>100.00</b>
122225 01/03/2020	CHK	10194	PORT TOWNSEND MUFFLER & FABRIC	REPLACE MUFFLER-TRUCK# 103	454.37
122226 01/03/2020	CHK	10446	PRICE FORD INC	OIL CHANGE# 407	170.58
122227 01/03/2020	CHK	9998	SUE PRIDDY	Credit Balance Refund	91.01
122228 01/03/2020	CHK	10197	PRINTERY COMMUNICATIONS	300 WORK ORDER FOLDER W/CHKLIST	94.05
122229 01/03/2020	CHK	10480	PROTHMAN	MUNICIPAL CONSULT SRV B.KOLDEN	2,587.20
				MUNICIPAL CONSULT SRV B.KOLDEN	646.80
				<b>Total for Check/Tran - 122229:</b>	<b>3,234.00</b>
122230 01/03/2020	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) RENT 12/18-1/17/20	69.66
				4CORNERS (MODULAR) RENT 12/18-1/17/20	17.42
				310 TRP WIDE-COPIER RENT 1/19-2/18/2020	81.41
				310 TRP WIDE-COPIER RENT 1/19-2/18/2020	20.35
				<b>Total for Check/Tran - 122230:</b>	<b>188.84</b>
122231 01/03/2020	CHK	10542	SHORT STOP TRUCK REPAIR LLC	REAR BRAKE/VALVE REPLACEMENT# 130	1,641.32
122232 01/03/2020	CHK	9998	HEATHER SULLIVAN	Credit Balance Refund	30.50
122233 01/03/2020	CHK	9998	RICHARD SUSSMAN	Credit Balance Refund	29.82
122234 01/03/2020	CHK	10615	US BANK	RIGGING KIT	382.93
				MANUAL DISPENSER	85.07

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EPOXY ADH	112.65
				ANCHOR ROD	130.41
				VEH#130 REG FEE	78.54
				REPLACE STOPLIGHT VEH#206	17.43
				NWPPA E&O CONF 4/06-4/10 TRVL EXP	73.78
				ANTENNA QTY2 METER READER	121.50
				GARBAGE BAGS	11.43
				BUSINESS LUNCH W/ NEW HR MANAGER	25.01
				BUSINESS LUNCH W/ NEW HR MANAGER	6.25
				WRAP AROUND TOOL FOR WTR	38.95
				CORRECT EQUIP E ONE SCHOOL TOLL 12/4/201	24.40
				WPUDA ANNUAL MTG 12/03-12/06 TRVL EXP	333.36
				WPUDA ANNUAL MTG 12/03-12/06 TRVL EXP	83.34
				SPARKLING VPS BYPASS SWITCH RPLCMNT	369.65
				GALV NIPPLE&GALV COUPL	11.97
				USPS CHANGE OF ADDRESS 210 TO 310	0.84
				USPS CHANGE OF ADDRESS 210 TO 310	0.21
				WPUDA ANNUAL MTG 12/03-12/06 TRVL EXP	4.80
				WPUDA ANNUAL MTG 12/03-12/06 TRVL EXP	333.36
				WPUDA ANNUAL MTG 12/03-12/06 TRVL EXP	1.20
				WPUDA ANNUAL MTG 12/03-12/06 TRVL EXP	83.34
				VIRGINIA TRNFMR TEST 11/29-12/4 TRVL EXP	296.32
				VIRGINIA TRNFMR TEST 11/29-12/4 TRVL EXP	60.00
				WPUDA ANNUAL MTG 12/04-12/06 TRVL EXP	222.24
				WPUDA ANNUAL MTG 12/04-12/06 TRVL EXP	55.56
				REPLACEMENT HARD DRIVE FOR ENGINEERING	73.02
				MS PROJECT FOR WATER DEPARTMENT	675.80
				AMAZONWEBSVC - HOSTS FILES FOR WEBSITE	0.69
				AMAZONWEBSVC - HOSTS FILES FOR WEBSITE	0.17
				WPUDA ANNUAL MTG 12/04-12/05 TRVL EXP	222.24
				WPUDA ANNUAL MTG 12/04-12/05 TRVL EXP	55.56

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 7

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WELLNESS DEMO HLT COOKING OPT	31.98
				WELLNESS DEMO HLT COOKING OPT	8.00
				NRECA EXCEL CLASS 1/06-1/23 REG FEE	240.00
				EMPL LAW CLASS 12/03 REG FEE	60.00
				ANNUAL JCHBA DUES 1YR 2019-2020	437.50
				NRECA EXCEL CLASS 1/06-1/23 REG FEE	60.00
				EMPL LAW CLASS 12/03 REG FEE	15.00
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	4.80
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	38.43
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	166.82
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	302.95
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	19.84
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	1.20
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	9.61
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	41.71
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	75.74
				NISC PAYROLLTRNG 11/17-11/21/19 TRVL EXP	4.96
				LIGHTS ON TRAIL 210 TO 310 4 CRNRS	395.63
				BYPASS LOPPER & POWERLOCK TAPE	43.58
				RME SEPTIC INSPECTIONS OCT-NOV 2019	42.00
				WATERWORKS RENWL FOR 2020 1YR	42.00
				WATERWORKS RENWL FOR 2020 1YR	42.00
				WEBSITE TOOL NINJA TBL PRO	39.20
				WPUDA RNDTBL 12/4/19-12/5/19 TRVL EXP	6.39
				WPUDA RNDTBL 12/4/19-12/5/19 TRVL EXP	76.90
				LUNCHEON W/CONGRESSMAN KILMER	22.40
				WEBSITE TOOL NINJA TBL PRO	9.80
				WPUDA RNDTBL 12/4/19-12/5/19 TRVL EXP	1.60
				WPUDA RNDTBL 12/4/19-12/5/19 TRVL EXP	19.23
				LUNCHEON W/CONGRESSMAN KILMER	5.60

**Total for Check/Tran - 122234:**

6,256.89

009

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122235 01/03/2020	CHK	10328	VERIZON CONNECT NWF INC.	INSTALLED GPS UNIT IN VEH# 128,131&214	76.30
				INSTALLED GPS UNIT IN VEH# 128,131&214	38.16
<b>Total for Check/Tran - 122235:</b>					<b>114.46</b>
122236 01/03/2020	CHK	10258	VERIZON WIRELESS, BELLEVUE	ACCT# 664208192-00001 QB11/16-12/15/19	323.41
				ACCT# 664208192-00001 QB11/16-12/15/19	160.61
				ACCT# 664208192-00001 QB11/16-12/15/19	30.71
				ACCT# 664208192-00001 QB11/16-12/15/19	58.13
				ACCT# 664208192-00001 QB11/16-12/15/19	183.41
				ACCT# 664208192-00001 QB11/16-12/15/19	13.93
				ACCT# 664208192-00001 QB11/16-12/15/19	16.06
				ACCT# 664208192-00001 QB11/16-12/15/19	125.40
				ACCT# 664208192-00001 QB11/16-12/15/19	103.98
				ACCT# 664208192-00001 QB11/16-12/15/19	48.52
				ACCT# 664208192-00001 QB11/16-12/15/19	189.70
				ACCT# 664208192-00001 QB11/16-12/15/19	81.31
				ACCT# 664208192-00001 QB11/16-12/15/19	321.23
				ACCT# 664208192-00001 QB11/16-12/15/19	61.42
				ACCT# 664208192-00001 QB11/16-12/15/19	80.32
				ACCT# 664208192-00001 QB11/16-12/15/19	48.18
				ACCT# 664208192-00001 QB11/16-12/15/19	5.35
				ACCT# 664208192-00001 QB11/16-12/15/19	74.66
				ACCT# 664208192-00001 QB11/16-12/15/19	119.49
				ACCT# 664208192-00001 QB11/16-12/15/19	18.66
				ACCT# 664208192-00001 QB11/16-12/15/19	25.18
				ACCT# 664208192-00001 QB11/16-12/15/19	146.52
				ACCT# 664208192-00001 QB11/16-12/15/19	36.64
				ACCT# 664208192-00001 QB11/16-12/15/19	53.54
				SCADA CRADLEPOINT DEVICE QB11/20-12/19	967.01
				WIFI IN TRUCKS QB11/20-12/19/19	280.09
				WIFI IN TRUCKS QB11/20-12/19/19	240.08

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WIFI IN SRVR ROOM QB11/20-12/19/19	80.01
				WIFI IN SRVR ROOM QB11/20-12/19/19	20.00
				SCADA CRADLEPOINT DEVICE QB11/23-12/22	72.85
				<b>Total for Check/Tran - 122236:</b>	3,986.40
122237 01/03/2020	CHK	9998	ROSEANN WARNER	Credit Balance Refund	99.53
122238 01/03/2020	CHK	10403	MAUREEN A WHIPPY	WELLNESS PROGRAM REIMBURSEMENT FOR 2019	24.00
				WELLNESS PROGRAM REIMBURSEMENT FOR 2019	6.00
				<b>Total for Check/Tran - 122238:</b>	30.00
122239 01/09/2020	CHK	10002	A WORKSAFE SERVICE, INC	PRE EMPLOY DRUG TEST	60.00
122240 01/09/2020	CHK	10006	AFLAC	AFLAC BILL DEC 2019	273.84
122241 01/09/2020	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 12/28/19 GARDINER	4,621.54
				TREE TRIMMING W/E 11/09/19	5,776.92
				TREE TRIMMING W/E 11/16/19	4,621.54
				TREE TRIMMING W/E 11/23/19	5,776.92
				TREE TRIMMING W/E 11/23/19	1,809.43
				TREE TRIMMING W/E 12/07/19	5,776.92
				TREE TRIMMING SNOW CREEK/LELAND THR12/07	64,338.75
				TREE TRIMMING W/E 12/14/19	3,493.15
				TREE TRIMMING W/E 12/21/19	5,776.92
				TREE TRIMMING W/E 11/30/19	2,888.46
				<b>Total for Check/Tran - 122241:</b>	104,880.55
122242 01/09/2020	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - DEC 2019	40.50
				PHONE ALLOWANCE - DEC 2019	4.50
				<b>Total for Check/Tran - 122242:</b>	45.00
122243 01/09/2020	CHK	10052	CITY OF PORT TOWNSEND	4TH QTR 2019 - 6% CITY TAX FROM CUSTOMRS	171,663.43
122244 01/09/2020	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - DEC 2019	170.25
122245 01/09/2020	CHK	10752	COHO PRINTING	PRINTING DCD DOCS FOR WO#18258	273.33
				PAPER COPIES FOR WO#18258	880.72

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 10

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 122245:</b>					1,154.05
122246 01/09/2020	CHK	10332	KENNETH COLLINS	BOC & MISC MTG 12/9-12/13/2019 TRVL EXP	77.95
				BOC & MISC MTG 12/9-12/13/2019 TRVL EXP	19.49
<b>Total for Check/Tran - 122246:</b>					97.44
122247 01/09/2020	CHK	10057	CORRECT EQUIPMENT	BECKETT PT S - REBUILD OF SEPTIC PUMP	1,273.12
122248 01/09/2020	CHK	10573	DANO'S SEPTIC SERVICE	PUMPED SEPTIC - 100 VILLAGE DR 12/16/19	1,004.04
				PUMPED SEPTIC - 76 VILLAGE DR 12/16/19	1,004.04
				PUMPED SEPTIC - 50 HARBORVIEW DR 12/18/1	1,777.05
				PUMPED SEPTIC - 71 VILLAGE DR 12/23/19	1,066.23
				PUMPED SEPTIC - BECKETT PT N 12/23/19	1,137.31
				PUMPED SEPTIC - 21 KENNEDY RD 12/02/19	355.41
				PUMPED SEPTIC - 40 CLEVELAND ST 12/02/19	355.41
				PUMPED SEPTIC - MATS VIEW TERR A#2 12/02	639.74
<b>Total for Check/Tran - 122248:</b>					7,339.23
122249 01/09/2020	CHK	10069	DM DISPOSAL CO INC	2YD OCC- 4CRNRS DEC-19	76.84
				2YD OCC- 4CRNRS DEC-19	76.83
<b>Total for Check/Tran - 122249:</b>					153.67
122250 01/09/2020	CHK	10085	FASTENAL	QTY12 STRIPING PNT, QTY2 SAW BLADE, QTY5	92.62
				QTY36 RED MARKING CHALK	127.95
				QTY12 GLASS CLEANER	27.62
				QTY40 8-HOUR HAND WARMER	36.28
				STRIPING PAINT QTY12	39.05
				SAFETY VEST QTY4	78.26
				TRIDENT LED HEADLAMP QTY8	171.82
				HYDROKNIT WIPER,FLAT WSHR,HEX NUT, CAP S	165.37
				SPIKE STRIKER FLARE	150.32
				QTY50 1/4-20 & QTY100 1/2-13 CHANNEL NUT	187.71
<b>Total for Check/Tran - 122250:</b>					1,077.00
122251 01/09/2020	CHK	10090	FREDERICKSON ELECTRIC, INC	HDPE DUCT 1 1/4"-ORANGE	3,466.20

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 11

## 01/01/2020 To 01/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122252 01/09/2020	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKET RNTL VEH#407 11/12-12/09 AT37-G BUCKET RNTL VEH#407 12/10-1/06	2,732.50 2,732.50 <b>Total for Check/Tran - 122252:</b> 5,465.00
122253 01/09/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SHOP- CAUTION TAPE WHT BALL VLV, PRMER, BLU CMNT	13.07 26.67 <b>Total for Check/Tran - 122253:</b> 39.74
122254 01/09/2020	CHK	9999	DUNCAN HAYNES	REFUND FOR SCOPE OF WORK CHANGE WO19188	1,550.00
122255 01/09/2020	CHK	10110	HENERY HARDWARE	FASTENERS, 2" HOLE STRAPS BYWATER-KNOCKOUT SEALS FIBER- RINGTERMINAL	34.37 38.54 3.70 <b>Total for Check/Tran - 122255:</b> 76.61
122256 01/09/2020	CHK	10111	HIGHWAY SPECIALTIES LLC	SLR POWER MSG BOARD RNTL 9/3-12/10/2019 RNTL READERBOARD FOR 210 11/03-12/02/19	545.00 1,635.00 <b>Total for Check/Tran - 122256:</b> 2,180.00
122257 01/09/2020	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA DEDUCTION DEC 2019 VEBA BENEFIT DEC 2019	1,225.00 1,375.00 <b>Total for Check/Tran - 122257:</b> 2,600.00
122258 01/09/2020	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - DEC 2019	2,292.58
122259 01/09/2020	CHK	10726	JACKSON THORNTON & CO., P.C.	PROGRESS BILL: AUDIT OF DEC 31,2019 FINA	10,000.00
122260 01/09/2020	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION SS150 BULK	1,271.64
122261 01/09/2020	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX EMPLOYEES' MEDICARE TAX EMPLOYER'S FICA TAX EMPLOYEES' FICA TAX EMPLOYEES' FEDERAL WITHHOLDING TAX EMPLOYEES' FEDERAL WITHHOLDING	3,310.56 3,310.56 14,155.45 14,155.45 15,167.15 12,295.19 <b>Total for Check/Tran - 122261:</b> 62,394.36

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 12

## 01/01/2020 To 01/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122262 01/09/2020	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 01/10/2020 DIR DEP	135,995.21
				PAYROLL DEPOSIT FOR 01/10/2020 CHECKS	9,258.95
<b>Total for Check/Tran - 122262:</b>					145,254.16
122263 01/09/2020	CHK	10129	JIFFY LUBE	VEH#104-OIL CHANGE	74.37
122264 01/09/2020	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - DEC 2019	36.00
				PHONE ALLOWANCE - DEC 2019	9.00
<b>Total for Check/Tran - 122264:</b>					45.00
122265 01/09/2020	CHK	10348	KEMP WEST, INC	TREE TRIMMING-DISCO B/EAGLMT THRU 12/12	112,214.00
122266 01/09/2020	CHK	10286	L & J ENTERPRISES	EXCAVIATING - S DISCOVERY RD 11/15/19	1,106.35
				BRUSH HOG - 310 FOUR CRNRS 11/15/19	1,635.00
				EXCAVATING - 310 FOUR CRNRS 11/15/19	1,863.90
				EXCAVATING - 310 FOUR CRNRS 11/21/19	1,847.55
				EXCAVATING EMRG- 955 KENS WAY 12/05/19	3,973.05
<b>Total for Check/Tran - 122266:</b>					10,425.85
122267 01/09/2020	CHK	10134	LE MAY MOBILE SHREDDING	SHRED 4CRNR DEC-19	55.22
				SHRED 4CRNR DEC-19	87.92
				SHRED 4CRNR DEC-19	31.29
				SHRED 4CRNR DEC-19	3.48
				SHRED 4CRNR DEC-19	23.93
				SHRED 4CRNR DEC-19	2.66
				SHRED 211 CHIMACUM DEC-19	40.70
				SHRED 211 CHIMACUM DEC-19	38.26
				SHRED 211 CHIMACUM DEC-19	2.44
<b>Total for Check/Tran - 122267:</b>					285.90
122268 01/09/2020	CHK	10136	LES SCHWAB TIRES	REPLACEMENT REAR TIRES VEH# 103	1,325.86
				REAR BRAKE/SHOCK REPLACEMENT VEH# 119	919.10
<b>Total for Check/Tran - 122268:</b>					2,244.96
122269 01/09/2020	CHK	10725	MAGELLAN ADVISORS, LLC	BROADBAND INFRSTRCTR TRVL EXPS 10/31	347.13

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 13

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122270 01/09/2020	CHK	10655	RUSSELL MILLER	WELLNESS PROGRAM REIMBURSEMENT FOR 2019	198.00
122271 01/09/2020	CHK	10531	MILSOFT UTILITY SOLUTIONS, INC	LIGHTABLE SUPPORT 1YR 2/2020-1/31/2021	1,090.00
122272 01/09/2020	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK DEC-19	101.18
				DISPOSAL 4CRNR 2YD CONT 1XWK DEC-19	50.59
				DISPOSAL 4CRNR 2YD CONT 1XWK DEC-19	42.50
				DISPOSAL 4CRNR 2YD CONT 1XWK DEC-19	8.09
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL DEC-19	467.30
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL DEC-19	233.65
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL DEC-19	196.26
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL DEC-19	37.38
				DISPOSAL 211 CHIMACUM DEC-19	25.88
				DISPOSAL 211 CHIMACUM DEC-19	24.32
				DISPOSAL 211 CHIMACUM DEC-19	1.55
				DISPOSAL 21 KENNEDY DEC-19	36.27
				DISPOSAL 21 KENNEDY DEC-19	36.28
				SHRED 211 CHIMACUM DEC-19	127.48
				SHRED 211 CHIMACUM DEC-19	14.17
				SHRED 211 CHIMACUM DEC-19	48.57
				SHRED 211 CHIMACUM DEC-19	12.14
<b>Total for Check/Tran - 122272:</b>					1,463.61
122273 01/09/2020	CHK	10307	NORTHWESTERN TERRITORIES INC	ENG GEOLOGIST-PORT LUDLOW THRU 12/20/201	1,350.00
122274 01/09/2020	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - DEC 2019	663.00
122275 01/09/2020	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM LABORERS JAN 2020	14,940.00
122276 01/09/2020	CHK	10166	NWPPA	LDRSHP SKLS SERIES TRNG 01/11-1/13/20	1,256.00
				LDRSHP SKLS SERIES TRNG 01/11-1/13/20	314.00
<b>Total for Check/Tran - 122276:</b>					1,570.00
122277 01/09/2020	CHK	10631	WILL O'DONNELL	PHONE ALLOWANCE - DEC 2019	36.00
				PHONE ALLOWANCE - DEC 2019	9.00

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 122277:</b>					45.00
122278 01/09/2020	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES-YINGLING-OPERATIONS	10.02
				OFFICE SUPPLIES-RAE-310 DBL WIDE	24.67
				OFFICE SUPPLIES-DEAN-310 DBL WIDE	4.71
				OFFICE SUPPLIES-STOCK-310 TRIPLE WIDE	140.06
				OFFICE SUPPLIES-R.CALKINS-WATER	129.27
				OFFICE SUPPLIES-STOCK-310 TRIPLE WIDE	35.02
				OFFICE SUPPLIES-SUGGESTION BOXES	123.71
				OFFICE SUPPLIES-SUGGESTION BOXES	30.93
				OFFICE SUPPLIES-HOLT-ANNEX	61.02
				OFFICE SUPPLIES-HOLT-ANNEX	15.26
				LEATHER PLUS W/ BLK FRAME CHAIR QTY 10	114.92
				LEATHER PLUS W/ BLK FRAME CHAIR QTY 10	28.73
				OFFICE SUPPLIES-OPERATIONS, 310 DBL WIDE	60.36
				OFFICE SUPPLIES-310 TRIP WIDE	88.39
				OFFICE SUPPLIES-310 FOUR CORNERS	61.30
				OFFICE SUPPLIES-310 TRIP WIDE	22.10
				OFFICE SUPPLIES-310 FOUR CORNERS	15.32
				OFFICE SUPPLIES-310 TRIP WIDE	10.46
				OFFICE SUPPLIES-OPERATIONS, 310 TRIP WID	84.43
				OFFICE SUPPLIES-310 TRIP WIDE	2.61
				OFFICE SUPPLIES-OPERATIONS, 310 TRIP WID	21.11
				OFFICE SUPPLIES-310 DBL WIDE	33.89
				OFFICE SUPPLIES-SELF INKING STAMP	104.61
				OFFICE SUPPLIES-SELF INKING STAMP	26.15
				LEATHER PLUS W/ BLK FRAME CHAIR QTY 10	784.71
				LEATHER PLUS W/ BLK FRAME CHAIR QTY 10	196.18
				OFFICE SUPPLIES-VREEKEN,GIESE 210 TRIP W	401.10
				OFFICE SUPPLIES-310 DOUBLE WIDE	16.58
				OFFICE SUPPLIES-VREEKEN,GIESE 210 TRIP W	100.28

01/15/2020 2:02:45 PM

## Accounts Payable Check Register

Page 15

### 01/01/2020 To 01/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				OFFICE SUPPLIES-310 DOUBLE WIDE	4.14
				OFFICE SUPPLIES-ISAAK,BLAIR,HALL,310&210	108.44
				OFFICE SUPPLIES-ISAAK,BLAIR,HALL,310&210	27.11
				<b>Total for Check/Tran - 122278:</b>	2,887.59
122279 01/09/2020	CHK	10168	OLDCASTLE INFRASTRUCTURE	CONCRETE VAULT LID 444 SINGLE DOOR	1,873.64
122280 01/09/2020	CHK	10169	OLYCAP	PWRBST/OLYCAP DEC 2019	2,089.10
122281 01/09/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	EXCAVATOR CAT-LAZY C 10/31/2019	295.38
				EXCAVATOR CAT-PARADISE BAY RD 11/15/2019	246.38
				SHOP-SHOVEL	13.83
				SHOP-AIR HOSE & ACCESSORIES	30.05
				EXCAVATOR-CAT TRLR	327.00
				EXCAVATOR-CAT, DIESEL	443.05
				RAINGEAR	152.58
				WAREHOUSE-PROPANE & PROPANE HEATER	91.51
				CHAINSAW- STIHL OIL, BAR & CHAIN	124.03
				REPLACE BROKEN CHAINSAW ROPE	23.44
				<b>Total for Check/Tran - 122281:</b>	1,747.25
122282 01/09/2020	CHK	10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT - DEC 2019	201.14
122283 01/09/2020	CHK	10775	PACE ENGINEERS, INC	SURVEY - PORTAGE BAY BRIDGE, EASEMENT	2,541.00
122284 01/09/2020	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 11/29-12/30/2019	336.00
				TRANSCRIPTION SVC 11/29-12/30/2019	84.00
				<b>Total for Check/Tran - 122284:</b>	420.00
122285 01/09/2020	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-GARDINER PUMP H Q3 2019	49.05
				PEST SVC QRTLY-20 SUNSHINE RD Q3 2019	54.50
				CARPENTER ANT SVC-PUMP H SKYWATER DR	54.50
				<b>Total for Check/Tran - 122285:</b>	158.05
122286 01/09/2020	CHK	10193	PORT TOWNSEND LEADER	LEGALS:FORMAL BID 12/24/2019 & 12/31/201	63.76
				MAGAZINE 2016 IRE 1/4PG 12/11/2019	220.00

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LEGALS:NON-DISCRIMINATION AD 12/18/2019	51.00
				LEGAL:SMWR SOLICITATION 12/11/2019	91.81
				CAB RECURITMENT AD 12/18 & 12/24/2019	72.00
				MAGAZINE 2016 IRE 1/4PG 12/11/2019	55.00
				LEGALS:NON-DISCRIMINATION AD 12/18/2019	12.75
				LEGAL:SMWR SOLICITATION 12/11/2019	22.95
				CAB RECURITMENT AD 12/18 & 12/24/2019	18.00
				<b>Total for Check/Tran - 122286:</b>	607.27
122287 01/09/2020	CHK	10197	PRINTERY COMMUNICATIONS	BUSINESS CARDS FOR MTR READER	114.86
				RACK CARDS-100 EA OF 5 DIFFERENT 4/4	180.58
				RACK CARDS-100 EA OF 5 DIFFERENT 4/4	45.15
				CUSTOMER INFO PACKET 4/4 N, 11x17	293.73
				CUSTOMER INFO PACKET 4/4 N, 11x17	73.43
				CUSTOMER INFO PACKET 4/4 N, 11x17	146.86
				CUSTOMER INFO PACKET 4/4 N, 11x17	36.72
				RACK CARDS, 100 EA OF 2 DIFFERENT 4/1	74.02
				RACK CARDS, 100 EA OF 2 DIFFERENT 4/1	18.51
				RAINY DAY RACK CARDS 4/1	289.04
				RAINY DAY RACK CARDS 4/1	72.26
				DIG SLIPS DG00601 THRU DG00850	232.76
				DIG SLIPS DG00601 THRU DG00850	58.18
				<b>Total for Check/Tran - 122287:</b>	1,636.10
122288 01/09/2020	CHK	10540	JEFF RANDALL	BOC,ANNL WPUDA MTG 11/5-12/13/2019 TRVL	384.00
				BOC,ANNL WPUDA MTG 11/5-12/13/2019 TRVL	96.00
				<b>Total for Check/Tran - 122288:</b>	480.00
122289 01/09/2020	CHK	10210	RICOH USA, INC	PRINTING IMAGES 4CRNRS(TRIPLMOD) DEC-19	122.62
				PRINTING IMAGES 4CRNRS(TRIPLMOD) DEC-19	30.66
				PRINTING IMAGES 4CRNRS(IT MOD 7287) DEC-	29.62
				PRINTING IMAGES 4CRNRS(IT MOD 7287) DEC-	7.41
				PRINTING IMAGES 4 CRNRS DEC-19	169.55

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PRINTING IMAGES 4 CRNRS DEC-19	42.39
				PRINTING IMAGES ANNEX DEC-19	84.83
				PRINTING IMAGES ANNEX DEC-19	79.73
				PRINTING IMAGES ANNEX DEC-19	5.09
				<b>Total for Check/Tran - 122289:</b>	571.90
122290 01/09/2020	CHK	10212	ROHLINGER ENTERPRISES INC	ANNUAL GROUNDS TESTING 11/13/2019	356.51
				ANNUAL GROUNDS TESTING 11/13/2019	817.33
				ANNUAL GROUNDS TESTING 11/26/2019	223.20
				ANNUAL GROUNDS TESTING 11/26/2019	410.93
				RUBBER GLOVES	1,000.01
				QUARTERLY GLOVE & BLANKET TESTING 12/6/2	736.41
				<b>Total for Check/Tran - 122290:</b>	3,544.39
122291 01/09/2020	CHK	10556	S&A WELDING	WORK LIGHTS-TRUCK# 101	1,965.76
				WORK LIGHTS-TRUCK# 101	5,830.52
				REMOVED WALL IN YELLOW CONNEX 11/25/19	616.07
				REMOVED WALL IN YELLOW CONNEX 11/25/19	154.02
				<b>Total for Check/Tran - 122291:</b>	8,566.37
122292 01/09/2020	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - SWANSONVILLE&FLAGLER 10/07	5,341.15
122293 01/09/2020	CHK	10219	SHOLD EXCAVATING INC	EXCAVATOR;L&M - 421 HIDDEN TRAILS 11/18	817.50
122294 01/09/2020	CHK	10227	SOUND PUBLISHING INC	RECRUITMENT NOV 2019	397.51 VOID
				RECRUITMENT NOV 2019	99.38 VOID
				SWR SOLICITATION 12/11-12/18/2019	149.13 VOID
				SWR SOLICITATION 12/11-12/18/2019	37.28 VOID
				<b>Total for Check/Tran - 122294:</b>	683.30 VOID
122295 01/09/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 18

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER MO 11/13/19	23.00
				TESTING: COLI/ECOLI QUIMPER REPEATS 11/1	23.00
				TESTING: COLI/ECOLI QUIMPER REPEATS 11/1	23.00
				TESTING: COLI/ECOLI QUIMPER REPEATS 11/1	23.00
				TESTING: COLI/ECOLI QUIMPER REPEATS 11/1	23.00
				TESTING: COLI/ECOLI QUIMPER REPEATS 11/1	23.00
				TESTING: COLI/ECOLI QUIMPER REPEATS 11/1	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	207.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	46.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: COLI/ECOLI MONTHLYS DEC-19	23.00
				TESTING: TRIHALOMETHANES SNOWCREEK 11/20	115.00
				TESTING: TRIHALOMETHANES QUIMPER 11/20/1	115.00
				TESTING: TRIHALOMETHANES QUIMPER 11/20/1	115.00
				TESTING: HALOACETIC ACIDS SNOWCREEK 11/2	175.00
				TESTING: HALOACETIC ACIDS QUIMPER 11/20/	175.00
				TESTING: HALOACETIC ACIDS QUIMPER 11/20/	175.00
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	28.00
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	23.00

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 19

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	28.00	
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	23.00	
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	28.00	
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	23.00	
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	28.00	
				TESTING: COLI/ECOLI&NITRATE ANNL12/12/19	23.00	
				TESTING: COLI/ECOLI QUIMPER CONSTRCT 12/	23.00	
				TESTING:NITRATE LOCATION:SAMPLE TAP P/HD	28.00	
				<b>Total for Check/Tran - 122295:</b>	1,976.00	
122296	01/09/2020	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL DEC 2019	2,089.21
122297	01/09/2020	CHK	10234	STATE AUDITORS	PERIOD 18-18 FOR Q3&Q4 FIN REVIEW	2,002.00
					PERIOD 18-18 FOR NOV19 TRVL	2,121.42
					PERIOD 18-18 FOR NOV19 ACCOUNTABILITY	10,290.28
					PERIOD 18-18 FOR Q3&Q4 FIN REVIEW	500.50
					PERIOD 18-18 FOR NOV19 TRVL	530.36
					PERIOD 18-18 FOR NOV19 ACCOUNTABILITY	2,572.57
					<b>Total for Check/Tran - 122297:</b>	18,017.13
122298	01/09/2020	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - DEC 2019	36.00
					PHONE ALLOWANCE - DEC 2019	9.00
					<b>Total for Check/Tran - 122298:</b>	45.00
122299	01/09/2020	CHK	10302	ERIC THARALDSEN	CDL PHYSICAL FOR ERIC THARALDSEN 12/11/2	175.00
122300	01/09/2020	CHK	10421	THE CARWASH INC	VEH#211- FLEET SVC FOR SEP 2019	9.81
					VEH#121- FLEET SVC, FLEET DETAIL FOR OCT	358.18
					VEH#120- FLEET SVC, FLEET DETAIL FOR OCT	267.05
					VEH#209- FLEET SVC FOR OCT 2019	9.81
					VEH#206- FLEET SVC FOR OCT 2019	9.81
					FLEET ID PUD-CAR WASH&DETAIL NOV 2019	281.54
					FLEET ID PUD-CAR WASH&DETAIL NOV 2019	19.62
					<b>Total for Check/Tran - 122300:</b>	955.82

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 20

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122301 01/09/2020	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	VEH#131 & 128- LOGO GRAPHICS	327.00
				VEH#214- LOGO GRAPHICS	163.50
				VEH#130- LOGO GRAPHICS	163.50
				ALUMINUM SIGN FOR WAREHOUSE	187.48
				NEW HIRE CLOTHING W/ EMBROIDERY	202.30
				NEW HIRE CLOTHING W/ EMBROIDERY	50.58
<b>Total for Check/Tran - 122301:</b>					1,094.36
122302 01/09/2020	CHK	10733	DAN TOEPFER	BOC & CAB MTG 12/10-12/31/2019 TRVL EXP	51.50
				BOC & CAB MTG 12/10-12/31/2019 TRVL EXP	12.88
<b>Total for Check/Tran - 122302:</b>					64.38
122303 01/09/2020	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	10.00
122304 01/09/2020	CHK	10620	UPS	FREIGHT-NOV 19	56.17
122305 01/09/2020	CHK	10730	USDA FOREST SERVICE	ANNL SPECIAL USE PERMIT FOR FRANCHISE	371.22
122306 01/09/2020	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - DEC 2019	59.34
				LOCATES - DEC 2019	56.76
<b>Total for Check/Tran - 122306:</b>					116.10
122307 01/09/2020	CHK	10737	VAN ALLER SURVEYING	SURVEY-CHIM CRK HILDA 12/11-12/12/2019	1,190.00
122308 01/09/2020	CHK	10750	VIRGINIA TRANSFORMER CORP	SUBSTATION TRANSFORMER 115KV-12.477.2KV	439,395.60
122309 01/09/2020	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER	5,144.11
				PL DEFERRED COMP EE	13,235.94
<b>Total for Check/Tran - 122309:</b>					18,380.05
122310 01/09/2020	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 DEC 2019	86,893.11
122311 01/09/2020	CHK	10337	WA STATE DEPT OF TRANSPORTATION	PERMIT-WO#21949 FRN#30142 AMND#10 SR116	436.84
				PERMIT-WO#9010 FRN#30378 AMND#2 SR20	1,530.80
				PERMIT-WO#19221 FRN#361R AMND#9 SR101	1,061.80
<b>Total for Check/Tran - 122311:</b>					3,029.44
122312 01/09/2020	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15

01/15/2020 2:02:45 PM

# Accounts Payable Check Register

Page 21

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122313 01/09/2020	CHK	10496	WELLS FARGO VENDOR FIN SERV	COPIER RENTAL 4 CRNRS DEC-19	68.87
				COPIER RENTAL 4 CRNRS DEC-19	109.67
				COPIER RENTAL 4 CRNRS DEC-19	43.36
				COPIER RENTAL 4 CRNRS DEC-19	15.87
				COPIER RENTAL 4 CRNRS DEC-19	33.16
				COPIER RENTAL 4 CRNRS DEC-19	12.47
<b>Total for Check/Tran - 122313:</b>					283.40
122314 01/09/2020	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - DEC 2019	42.34
				EAP SVC - DEC 2019	10.58
<b>Total for Check/Tran - 122314:</b>					52.92
122315 01/09/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 119 - VAPOR CAN PURGE VALVE	50.92
				VEH# 119 - EXC VAPOR CAN	-1.37
				VEH#120 - PURGE VALVE	49.55
				VEH#103 - MIRROR GLASS WEST HILLS DODGE	62.88
				TRQ WRENCH, DR IMPACT, DR X3 IMP	47.30
				VEH#209 - HALOGEN SEALED BEAMS	16.30
				VEH#407 - BP FMX-LP F MX FUSE	9.20
				STOCK- FUSE KIT, MX FUSE	27.41
				VEH#111 - CANISTER PURGE VALVE	53.15
				VEH#211 - WIPER BLADES	27.38
				VEH#104- NAPAGOLD AIR FILTER	13.12
				STOCK-RAINX,BRAKLEEN,MEGUIARS CAR WASH	21.07
				VEH#123- CABIN AIR FILTER	13.41
<b>Total for Check/Tran - 122315:</b>					390.32
122316 01/09/2020	CHK	10653	WILDFLOWER	CREDIT MEMO FOR MAY 2018 INV#10014	-327.00
				CREDIT MEMO FOR MAY 2018 INV#10015	-179.85
				5 SUBSTATIONS: MOWING NOV 2019	1,559.25
				FOUR CORNERS: MOW FRONT OF SIGN NOV-19	108.48
				FOUR CORNERS: MOW FRONT OF SIGN NOV-19	27.12
				FOUR CORNERS: LANDSCAPING SEP 2019	257.40

01/15/2020 2:02:45 PM

## Accounts Payable Check Register

Page 22

01/01/2020 To 01/14/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FOUR CORNERS: LANDSCAPING SEP 2019	64.35
				5 SUBSTATIONS: MOWING SEP 2019	1,559.25
<b>Total for Check/Tran - 122316:</b>					3,069.00
122317 01/09/2020	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - JAN 2020	700.00
				RENT BILLING AT ANNEX - JAN 2020	700.00
<b>Total for Check/Tran - 122317:</b>					1,400.00

<b>Total Payments for Bank Account - 1 :</b>	(127)	1,355,040.15
<b>Total Voids for Bank Account - 1 :</b>	(1)	683.30
<b>Total for Bank Account - 1 :</b>	(128)	1,355,723.45
<b>Grand Total for Payments :</b>	(127)	1,355,040.15
<b>Grand Total for Voids :</b>	(1)	683.30
<b>Grand Total :</b>	(128)	1,355,723.45

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE:01/10/2020**

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70691	1/10/2020	1,861.18
2001	WATER DISTRIBUTION MANAGER II	70692	1/10/2020	1,655.37
3032	CUSTOMER SERVICE REP	70693	1/10/2020	1,145.80
2003	WATER TREATMENT PLANT OPERATOR III	70694	1/10/2020	1,965.70
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70695	1/10/2020	2,630.90
				<b>9,258.95</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 01/10/2020</b>
--

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	1/10/2020	1,199.60
4006	COMMISSIONER DIST 1	1/10/2020	933.18
4004	COMMISSIONER DIST 2	1/10/2020	980.64
4008	COMMISSIONER DIST 3	1/10/2020	1,193.53
3034	COMMUNICATIONS MANAGER	1/10/2020	1,969.58
3002	CUSTOMER SERVICE COORDINATOR	1/10/2020	1,216.66
3020	CUSTOMER SERVICE MANAGER	1/10/2020	2,144.87
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	1/10/2020	1,248.19
3022	CUSTOMER SERVICE REP	1/10/2020	1,284.01
3039	CUSTOMER SERVICE REP	1/10/2020	1,038.54
3046	CUSTOMER SERVICE REP	1/10/2020	559.25
1044	ELECTRICAL PRE-APPRENTICE	1/10/2020	2,457.38
1045	ELECTRICAL PRE-APPRENTICE	1/10/2020	3,052.40
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	1/10/2020	2,213.35
3033	FINANCIAL SERVICES MANAGER	1/10/2020	2,472.26
1046	FLEET/WAREHOUSE HELPER	1/10/2020	2,051.50
1008	FOREMAN LINEMAN	1/10/2020	7,345.52
1012	FOREMAN LINEMAN	1/10/2020	5,812.19
1011	GENERAL MANAGER	1/10/2020	4,271.96
1042	GIS SPECIALIST	1/10/2020	2,184.43
1017	HEAD STOREKEEPER	1/10/2020	2,499.57
3047	HUMAN RESOURCES	1/10/2020	1,259.09
3008	INFORMATION TECHNOLOGY MANAGER	1/10/2020	3,116.44
3028	IT SUPPORT TECHNICIAN	1/10/2020	1,706.44
1000	LINEMAN	1/10/2020	7,045.51
1016	LINEMAN	1/10/2020	5,048.09
1020	LINEMAN	1/10/2020	4,158.16
1028	LINEMAN	1/10/2020	2,576.61
1034	LINEMAN	1/10/2020	3,376.91
1041	LINEMAN	1/10/2020	3,278.35
1018	METER READER	1/10/2020	1,136.91
1035	METER READER	1/10/2020	2,083.83
1043	METER READER	1/10/2020	1,535.59
1026	OPERATIONS ASSISTANT	1/10/2020	1,863.51
3004	RESOURCE MANAGER	1/10/2020	6,050.26
1003	SCADA TECH/APPRENTICE	1/10/2020	2,487.62
1015	SCADA TECH/APPRENTICE	1/10/2020	7,841.35
1027	SENIOR ENGINEER	1/10/2020	2,816.97
1037	SPECIAL PROJECTS COORDINATOR	1/10/2020	2,199.79
1031	STAKING ENGINEER	1/10/2020	1,953.25
1039	STAKING ENGINEER	1/10/2020	1,903.61
1014	STOREKEEPER	1/10/2020	3,405.78
1033	SUBSTATION TECH	1/10/2020	4,507.16
3013	UTILITY ACCOUNTANT II	1/10/2020	1,511.02
3029	UTILITY ACCOUNTANT II	1/10/2020	1,974.73
3003	UTILITY BILLING CLERK	1/10/2020	1,384.68
3027	UTILITY BILLING CLERK	1/10/2020	1,392.54
3000	UTILITY BILLING COORDINATOR	1/10/2020	1,541.95
2005	WATER DISTRIBUTION MANAGER I	1/10/2020	1,824.05
2002	WATER DISTRIBUTION MANAGER II	1/10/2020	3,778.19
2007	WATER SUPERINTENDENT	1/10/2020	3,108.21
			<b>135,995.21</b>





Board of Commissioners:

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

Kevin Streett, General Manager

## AGENDA REPORT

DATE: January 13, 2020

TO: Board of Commissioners

FROM: Scott Bancroft, Special Services Coordinator

RE: Electrical Contractor Prequalification

SUMMARY: The attached is a copy of the 2020 Electrical Contractors prequalification. Each company on the list has provided Jefferson County PUD a copy of:

1. Company financial statements, reviewed by Mike Bailey.
2. Washington State UBI Number and expiration date.
3. Liability insurance.
4. No debarment or strike for Public Works Projects.
5. Company rates and contact information.

The yearly electrical contractor list must be approved by the Jefferson County PUD Board of Commissioners.

Sincerely,

Scott A. Bancroft  
Special Projects Coordinator  
PUD #1 of Jefferson County  
[sbancroft@jeffpud.org](mailto:sbancroft@jeffpud.org)  
360-385-8363

## 2020 LINE CONSTRUCTION PREQUALIFICATION

1	Wilson Construction	Carmen Reed-Gilkison	<a href="mailto:bids@wilsonconst.com">bids@wilsonconst.com</a>
2	PAR Electric	Matt Susskind	<a href="mailto:msusskind@parelectric.com">msusskind@parelectric.com</a>
3	Christenson Electric	Stephanie Shellum	<a href="mailto:Stephanie.Shellum@Christenson.com">Stephanie.Shellum@Christenson.com</a>
4	Michels Corporation	Stacy Coulthard	<a href="mailto:powerbids@michels.us">powerbids@michels.us</a>
5	Magnum Power	Stephanie Miller	<a href="mailto:bids@magnumpowerllc.com">bids@magnumpowerllc.com</a>
6	Henkels and McCoy, Inc.	Pamela Aquino	<a href="mailto:hmnorthwestbids@henkels.com">hmnorthwestbids@henkels.com</a>
7	Potelco Inc.	Jeff Lampman	<a href="mailto:jlampman@potelco.net">jlampman@potelco.net</a>
8	Titan Electric	Ryan Burbidge	<a href="mailto:rburbidge@titanpower.com">rburbidge@titanpower.com</a>
9	Sturgeon Electric	Holly Dodge	<a href="mailto:HDodge@myrgroup.com">HDodge@myrgroup.com</a>

NOTE: When using one of these companies be sure their liability insurance is acceptable to the PUD.

January 21, 2020

PUD CALENDAR

January 21, 2020- Regular BOC meeting (Transit) 5:00pm

January 28, 2020- Special Meeting - Financial Policy Update 9:00am-11:00am,  
Chimacum Fire Hall



Board of Commissioners:

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

Kevin Streett, General Manager

EXAMPLE OF PROPOSED NEW AGENDA (2)

1. CALL TO ORDER
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES  
Draft minutes will be issued at the next Regular BOC meeting on February 4, 2020
4. GENERAL PUBLIC COMMENT (15 Minutes)
5. CONSENT AGENDA
  - 5.1 Approval of Electrical Contractor Prequalification list
6. MANAGER AND STAFF REPORTS: (5 min each)
  - a. Finance report
7. OLD BUSINESS
  - 7.1 Approval of Resolution for Non-Rep salary schedule Exhibit A
8. NEW BUSINESS/ACTION ITEMS
  - 8.1 Re-formatting BOC agenda
  - 8.2 Audio Recording policy (Will)
  - 8.3 CAB report
  - 8.4 2020 Moss Adams Agreement
  - 8.5 Resolution to add new signer
9. COMMISSIONER REPORTS
10. SIGNING OF DOCUMENTS
11. ADJOURN

An Executive Session may be called at any time for purposes authorized by the Open Public Meeting Act.

**RESOLUTION NO. 2020-**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD” or “the District”), establishing Titles and Bi-weekly Salary Ranges for Staff Employees plus establishing a set month for each calendar year for non-exempt salaries to be given a COLA, provided each employee has a performance review on an annual basis.

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 salaries; and

WHEREAS RESOLUTION NO. 2019-19 was approved the 6<sup>th</sup> day of August, 2019 to establish Titles and Bi-weekly Salary Ranges for Staff Employees plus incorporating benefits for Non-represented Employees;

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

WHEREAS, the General Manager will set a specific month, the 1<sup>st</sup> of February (to be paid the first payroll period of February) of each calendar year for the COLA increase for Non-represented employees;

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

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

WHEREAS, the Commission authorizes the General Manager to administer merit pay increases, 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 Staff Employees limitations, now, therefore, be it

RESOLVED, RESOLUTION 2019-19, be rescinded and that this Resolution becomes entirely effective January 21, 2020.

1. That the General Manager is hereby authorized, on behalf of the District to administer merit pay increases, based on performance for employees of the District, not represented under the Collective Bargaining Agreements and excluding the General Manager.

2. The Commission also authorizes the General Manager to administer 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 Staff Employees limitations set within and in accordance with the Titles and Biweekly Salary Ranges for Staff Employees (attached as Exhibit A) as hereby approved by the Commission.
3. That the General Manager shall include within the annual budget sufficient funds to support merit pay 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 exempt employee salary ranges as outlined in the Titles and Bi-weekly Salary Ranges for Staff Employees, Exhibit "A" this Resolution.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a Regular open meeting held this 21<sup>st</sup> day of January, 2020

---

Dan Toepper, President

---

Kenneth Collins, Vice President

ATTEST:

---

Jeff Randall, 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
Financial Services Manager I	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 Manager II	40%			
Bi-weekly		\$2,887	\$4,042	\$5,658
Hourly		\$36.09	\$50.52	\$70.73
Annual		\$75,060	\$105,084	\$147,117
Financial Services Manager III	40%			
Bi-weekly		\$3,631	\$5,083	\$7,117
Hourly		\$45.39	\$63.54	\$88.96
Annual		\$94,405	\$132,167	\$185,033
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
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

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
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
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
Electrical <del>Operations</del> 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 <del>Operations</del> Director	20%			
Bi-weekly		\$4,583	\$5,500	\$6,600
Hourly		\$57.29	\$68.75	\$82.50
Annual		\$119,167	\$143,000	\$171,600

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
GIS <u>Dispatching</u>	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
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
Projects Manager	20%			
Bi-weekly		\$5,000	\$6,000	\$7,200
Hourly		\$62.50	\$75.00	\$90.00
Annual		\$130,000	\$156,000	\$187,200
Contracts Specialist	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Administrative Assistant	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120



## AGENDA REPORT

DATE: Jan 21, 2020

TO: **Board of Commissioners**

THRU: Kevin Streett, PUD General Manager

FROM: Will O'Donnell, Communications Manager

RE: Audio Recording Policy

---

### **ISSUE:**

The process for recording and posting audio has evolved since the BOC approved recommendations on Audio Recording as a district policy on April 2<sup>nd</sup> 2019. New technology has been purchased and implemented. Changes to the website and data storage have also been implemented. The approved policy and its procedures do not in all cases reflect current practices. Staff believes that a new BOC approved policy would better cover the creation and handling of audio recordings of PUD public meetings. The proposed policy was previously discussed by the Citizens Advisory Board and includes changes suggested by CAB Governance Subcommittee member Tom Thiersch.

### **BACKGROUND:**

On April 2, 2019 at the Regular Meeting of the BOC, the following procedures were introduced by the CAB and a motion to adopt them was passed by the BOC:

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

##### **Recommended Procedural Changes:**

Audio Recording Index: It is recommended that the Audio Recording Index be created and posted to the District website at the same time as the audio recording. The following is the recommended procedure:

- a. At the beginning of the meeting, the Recording Secretary will start a timer. It is envisioned that a timer on a smart phone could be used.
- b. The Recording Secretary will use the approved meeting agenda and annotate the start time of each meeting agenda item as well as the start time when a member of the public begins to make a public comment.
- c. Following the meeting, the Recording Secretary will add a time stamp to each agenda item and submit the Audio Recording Index to the appropriate District staff so that the Audio Recording Index and the audio recording can be posted to the District website at the same time. Usually this occurs within two business-days.

An example of an Audio Recording Index from the CAB December 10, 2018 meeting is included as an attachment. (Note 1: At some time in the future, the Governance Subcommittee may be recommending an automated way to create the Audio Recording Index that will further streamline and

simplify this process). It is also recommended that as soon as possible, the District implement a multiple microphone system possibly including one handheld microphone that would be a direct feed into the audio recording device. This will greatly improve the quality of the District's meeting audio recordings.

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

**REQUEST:**

Staff is requesting the BOC rescind the previous motion and adopt the proposed Audio Recording policy (attached) to replace it.

## **Jefferson County PUD Public Meeting Audio Recording Policy**

- 1) All publicly held meetings of the BOC and the CAB shall be recorded by a digital audio recording device. Such meetings shall be recorded in full except that executive sessions of the BOC shall not be recorded.
- 2) A timestamped annotation of the topics appearing on the approved agenda shall be prepared for each meeting. The timestamps shall indicate actual starting times, or times relative to the start of the recording, for agenda topics to allow listeners to quickly locate specific topics in the recording.
- 3) Each digital audio recording and its timestamped agenda shall be made accessible to the public via the PUD's website no later than three business days after the date of the meeting.
- 4) Digital audio recordings and their accompanying timestamped agendas shall remain on the PUD website, accessible by the public, for no less than two subsequent calendar years after posting; e.g., a meeting posted during 2019 shall remain on the website until December 31, 2022.
- 5) Digital audio recordings and timestamped agendas shall be transferred to the Washington State Digital Archives in accordance with the Local Government Common Records Retention Schedule (CORE).
- 6) Until a digital audio recording and its timestamped agenda has been transferred to the Washington State Digital Archives, the PUD shall provide a link to the recording and timestamped agenda upon request.
- 7) A link to the Washington State Digital Archives shall be posted on the PUD's website.

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

**RESOLUTION NO. 2020-\_\_\_\_**

A RESOLUTION of the Board of Commissioners of the Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), designating signers for all checking accounts for the PUD.

WHEREAS, the PUD pays claims using warrants, wire transfers and ACH; and

WHEREAS, two signatures are required on all accounts payable and payroll warrants; and

WHEREAS, Jefferson County PUD staff have found it convenient to have three or more designated signers in the event that one of the designees is absent.

**NOW, THEREFORE, BE IT RESOLVED** that the PUD does hereby affirm that the following individuals are authorized to sign checks on all checking accounts: General Manager, Kevin Streett; Water Superintendent, Samantha Harper; Board President, Dan Toepper; Financial Services Manager, Mike Bailey; and Executive Assistant, Annette Johnson.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this the 21st day of January 2020.

\_\_\_\_\_  
Dan Toepper, President

\_\_\_\_\_  
Kenneth Collins, Vice President

ATTEST:

\_\_\_\_\_  
Jeffery Randall, Secretary