



4.21.20 Regular Meeting Agenda

Tuesday, April 21, 2020 5:00 PM



210 Four Corners Rd. Port Townsend, WA 98368

Per [Governor's Proclamation 20-28](#), and in response to the COVID-19 pandemic, Jefferson County PUD will no longer be providing an in-person room for meetings of the BOC. All meetings will only be accessible remotely via Webex until we have further information on anymore extensions, by Governor Order.

Go to <https://jeffpud.my.webex.com/meet/JPUD> and follow the instructions to login and join online. Meetings will open for remote logins 10 minutes before they begin.

Call **(408) 418-9388** to join by phone. Enter Access Code: **628 345 788** then **#**. Hit **#** again if prompted for an additional id number.

Note: All participant audio will be muted upon entry. Please unmute at the appropriate time to speak.

	Page
1. Call to Order	00:00:00
2. Agenda Approval	00:01:13
3. General Public Comment	00:03:55
The public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. (15 min)	
4. Consent Agenda	00:09:27
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. Minutes to Approve	3 - 15
02-25-2020 BOC Special Mtg Broadband 	
02-28-2020 BOC Special Mtg Procurement Manual 	

[03-03-2020 Special Mtg Min. PUD Financial Policy](#) 

[03-03-2020 BOC Regular Meeting](#) 

4.2. Voucher Certification and Approval 16 - 33

[4.2.1 Voucher Certification with Supporting Warrant Register & Payroll](#)



[4.2.2 Voucher Approval Form for the Commissioners](#) 

4.3. [PUD Calendar](#)  34

5. General Manager and Staff Reports 00:10:15

5.1. [COVID-19 Update](#)  35

6. Old Business

Please hold public comment until presentations on each item are complete.

6.1. [Mutual Aid Agreement](#)  00:49:15 36

6.2. [Resolution: 300 Four Corners Purchase](#)  00:53:00 37 - 39

7. New Business

there is no new business at this time

8. Commissioner Reports 01:05:00

9. Executive Session 01:15:35

PER RCW 42.330.140 (4) Union Negotiations.

Online Attendees will be moved to the virtual lobby during the Executive Session, and will be readmitted after the session is complete.

10. Adjournment



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

**February 25, 2020
Board of Commissioners
Special Meeting – Broadband**

Draft Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 1:30 p.m. on February 25, 2020, at the Port Townsend Fire Station, 701 Harrison Street, Port Townsend, Washington 98368. Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Joel Paisner, PUD General Counsel (conference call)
Jean Hall, Customer Service Manager
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Colton Worley, Substation Apprentice
Will O'Donnell, Communications Manager
Tod Eisele, Substation Metering Tech
Lori Rae, Operations Administrator
Annette Johnson, Executive Assistant/Records Officer
Cammy Brown, Recording Secretary (arrived at 1:40 p.m.)

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the PUD Board of Commissioners for February 25, 2020, to order at 1:30 p.m. Voluntary introductions were given.

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Jefferson County PUD
Board of Commissioners
Special Meeting – Broadband
February 25, 2020 – 1:30 p.m.
Draft Minutes



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

**February 28, 2020
Board of Commissioners
Special Meeting – Procurement Manual
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:02 a.m. on February 28, 2020, at the Chimacum Fire Hall, 9193 Rhody Drive, Port Townsend, WA 98368. Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Don McDaniel, PUD consultant
Samantha Harper, Water Superintendent
Mike Bailey, Financial Services Manager
Cammy Brown, Recording Secretary

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for February 28, 2020, to order at 10:02 a.m. Voluntary introductions were given.

AGENDA APPROVAL:

Commissioner Jeff Randall made an addition to the Agenda- Solar Project.

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Jefferson County PUD
Board of Commissioners
Special Meeting – Procurement Manual
February 28, 2020 – 10:00 a.m.
Draft Minutes

MOTION: Commissioner Kenneth Collins made a motion to approve the agenda as amended. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

UPDATE OF PUD PROCUREMENT MANUAL: General Manager gave a historical review of the Procurement Manual. New Procurement Manual is in the Board packet for the BOC meeting on March 3, 2020. Water Superintendent Samantha Harper gave an update on the changes made in the manual. For further details please listen to audio recording at www.jeffpud.org.

Commissioner Jeff Randall reported on the Community Solar Project.

ADJOURNMENT:

Commissioner Dan Toepper declared the February 28 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:29 a.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

_____	_____
Commissioner Jeff Randall, Secretary	Date

Attest:

_____	_____
Commissioner Dan Toepper, President	Date

_____	_____
Commissioner Kenneth Collins, Vice President	Date

Please note PUD Board of Commissioner special 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 3, 2020
Board of Commissioners
Special Meeting – Update of PUD Financial Policy
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 3:01 p.m. on March 3, 2020, at the PUD Operations Center, 210 Four Corners Road, Port Townsend, WA 98368.

Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Will O'Donnell, Communications Manager
Annette Johnson, Executive Assistant/Records Officer
Joel Paisner, General Counsel
Don McDaniel, PUD consultant
Mike Bailey, Financial Services Manager
Melanie Patterson, Human Resources Manager
Cammy Brown, Recording Secretary

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for March 3, 2020, to order at 3:01 p.m. Voluntary introductions were given.

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Jefferson County PUD
Board of Commissioners
Special Meeting – Financial Policy
March 3, 2020 – 3:00 p.m.
Draft Minutes

AGENDA APPROVAL:

MOTION: Commissioner Jeff Randall made a motion to approve the agenda as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

UPDATE OF PUD FIINANCIAL POLICY: General Manager Kevin Streett gave a report. This is the third meeting on the Financial Policy. Olga Darlington from Moss Adams gave a presentation. Refer to audio recording for further details at www.jeffpud.org.

ADJOURNMENT:

Commissioner Dan Toepper declared the March 3, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 4:15 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

_____	_____
Commissioner Jeff Randall, Secretary	Date

Attest:

_____	_____
Commissioner Dan Toepper, President	Date

_____	_____
Commissioner Kenneth Collins, Vice President	Date

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

March 3, 2020

**Board of Commissioners
Regular Meeting**

Draft Minutes

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on March 3, 2020, at the Jefferson Transit Conference Room, 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

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

Kevin Streett, General Manager
Joel Paisner, General Counsel
Mike Bailey, Financial Services Manager
Will O'Donnell, Communications Manager
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Annette Johnson, Executive Assistant/Records Officer
Melanie Patterson, Human Resources Manager
Samantha Harper, Water Superintendent
Don McDaniel, Consultant

Recording Secretary Cammy Brown

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for March 3, 2020, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Dan Toepper started the meeting asking for voluntary

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Jefferson County PUD
Board of Commissioners
March 3, 2020, Regular Meeting
Draft Minutes

introductions from the commissioners and staff.

2. AGENDA APPROVAL:

Commissioner Dan Toepper added under New Business on the Agenda as 7.0 Discussion on the Corona Virus and PUD operations.

MOTION: Commissioner Jeff Randall made a motion to approve the Agenda as amended. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. Topics abbreviated.

- Community Solar Project (Handout No. 1). Handout was read for the record.
- Kilowatt donation to Power Boost Program.
- Question on Financials.
- Request for updated information about the meter replacement opt-out.
- Public Records Act – employment applications.

4. CONSENT AGENDA:

MOTION: Commissioner Kenneth Collins made a motion to approve and adopt the Consent Agenda. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

4.1 Approval of Minutes:

- BOC Regular Meeting 01-07-2020.
- BOC Special Meeting 01-14-2020 Financial Policy.

4.2 Voucher Certification and Approval.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #122529 to #122599	\$ 601,160.63	02/13/2020
Accounts Payable: #122600 to #122636	\$ 550,945.17	02/20/2020
Accounts Payable: #122637 to #122639	\$ 799,805.85	02/21/2020
Payroll Checks: # 70706 to # 70710	\$ 9,123.78	02/21/2020
Payroll Direct Deposit	\$ 118,331.03	02/21/2020
TOTAL INVOICES PAID	\$2,079,366.46	

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,472,359.00	02/12/2020
GRAND TOTAL	\$ 3,551,725.46	
VOIDED WARRENTS		
122741	\$ 723.49	
122557	\$ 113.62	

END OF CONSENT AGENDA.

4.3 January 2020 Financials.

4.4 PUD Calendar.

4.5 Aid to Construction Exhibit B Electrical Resolution.

- 5. MANAGER AND STAFF REPORTS:** General Manager Kevin Streett gave a report. Topics abbreviated.
- Broadband meetings.
 - Meters – some meters have been tested. Starting this week meters to be installed. 129 meters to be exchanged. The PUD does have testing equipment and recalibration takes time. It takes a long time to get the meters once ordered.
 - Financial Services Manager Mike Bailey gave a report. Draft audit report for 2019 is being reviewed. Exit Audit interview is scheduled for April 28, 2020.
 - Response report on RUS contact.

6. OLD BUSINESS:

6.1. Water and Sewer Fee Schedule Exhibit C: Water Superintendent Samantha Harper gave a report. Details can be heard on the audio recording at www.jeffpud.org. Final version of Exhibit C to be brought for approval at the next BOC meeting. There was considerable discussion on this topic.

7. NEW BUSINESS/ACTION ITEMS:

COVID-19: Commissioner Dan Toepper requested information on the precautions and procedures that have been taken by the PUD. General Counsel Joel Paisner addresses BOC and staff conducting business during the pandemic. Human Resources Manager Melanie Patterson stated that she sent out information regarding the pandemic process the PUD has put in place to all employees. Future meetings would be held via video and audio transmission. The public will have the option to call in and participate in the meeting. If circumstances dictate a meeting there will be

a special meeting which will be noticed on the website and the meeting will be by conference call with dial up available for everybody. Plans are being put in place by the PUD staff.

PUBLIC COMMENTS:

- **Question:** If the PUD does go to teleconference meetings how could the public access that?
Response: Call in or the public could show up at the meeting. The Open Public Meeting Act does apply.
- **Question:** Would it be on the website?
Response: Yes. It would be recorded also.
- **Comment:** Reminder about washing hands and respecting personal space by standing six feet apart from each other. distance standing six feet apart.

7.1 Review of Broadband Presentation: General Manager Kevin Streett gave a report and asked for feedback from the commissioners. There was considerable discussion on this topic. Details can be heard on the audio recording at www.jeffpud.org.

PUBLIC COMMENTS:

- **Question:** Is the PUD talking about forming a Telecom Department?
Response: The PUD's recommendation is to keep telecom as part of the electrical division.
- **Comment:** Has anybody gone to the internet service providers and asked the question what is the public saying? What do you hear?
Response: Yes. Numerous times over the years.
- **Comment:** Why don't we just get started? Do an estimate. What does it actually cost?
- **Comment:** Open Access Model is a big question. The Magellan Report and Kitsap PUD use that model and what the model says is either the customer or the PUD will own that last mile.
- **Comment:** The PUD should look at "low hanging fruit".
- **Comment:** Would multiple unit dwellings be an LUD?
Response: It could be an LUD.
- **Comment:** The CAB broadband sub-committee is looking for guidance.
- **Comment:** If there are going to be any public/private partnerships there should be some standards that the delivery of such services must be delivered at a certain level.
- **Comment:** You can have an LUD where customers are all over the place?
- **Response:** Yes. – that is what Kitsap PUD does.

7.2 Financial Policy: General Manager Kevin Streett gave a report. The goal is to bring the final Financial Policy to the next BOC meeting on March 17, 2020, and place it under

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Jefferson County PUD
Board of Commissioners
March 3, 2020, Regular Meeting
Draft Minutes

Old Business.

7.3 Procurement Manual: General Manager Kevin Streett gave a report. There will be a revised manual submitted at the next BOC meeting on March 17, 2020, and place it under Old Business.

7.4 Travel and Credit Card Policy: General Manager Kevin Streett gave a report. Financial Services Manager Mike Bailey went over the Travel and Credit Card Policy. There will be training for staff and commissioners. There were some modifications made.

MOTION: Commissioner Jeff Randall made a motion to adopt the updated Travel and Credit Card Policy with the one change that was discussed at the BOC meeting on March 3, 2020, relating to mileage travel for commissioners. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8. COMMISSIONERS' REPORTS:

Commissioner Kenneth Collins:

- 2/25 Attended the Special BOC meeting on Broadband.
- 2/28 Attended the Special BOC meeting on the Procurement Manual.
- 3/2 Met with PUD General Manager.
- 3/3 Attended Special BOC meeting on Financial Policy.
- 3/4 to Will attend Public Power Council meeting.
- 3/5
- 3/11 Will attend NoaNet Board meeting.
- 3/12 Will attend PUD BOC Special Meeting on Rates.
- 3/16 Will meet with PUD General Manager.

Commissioner Kenneth Collins will attend the April CAB meeting.

Commissioner Jeff Randall:

- 2/19 Met with PUD General Manager.
- 2/25 Attended the Special BOC meeting on Broadband.
- 2/26 Attended the Climate Action Committee meeting.
- 2/28 Attended the Special BOC meeting on the Procurement Manual.
- 3/3 Attended Special BOC meeting on Financial Policy.
Attended North Olympic Development Council meeting (report).
- 3/6 Will meet with PUD General Manager.
- 3/11 Will meet with PUD General Manager.
- 3/12 Will attend PUD BOC Special Meeting on Rates.
- 3/17 Will attend BOC Regular meeting.

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Jefferson County PUD
Board of Commissioners
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Draft Minutes

Planning on going to WPUDA meeting.
Will not attend Public Power Council meeting.

4/8 to
4/19 On vacation.

Commissioner Jeff Randall will attend the May CAB meeting.

Commissioner Dan Toepper:

- 2/19 Met with PUD General Manager.
- 2/20 Attended the Jefferson County Public Infrastructure Fund Board meeting (report).
- 2/25 Attended the Special BOC meeting on Broadband.
- 2/27 Attended JeffCom meeting.
- 2/28 Attended the Special BOC meeting on the Procurement Manual.
- 3/3 Attended Special BOC meeting on Financial Policy.
- 3/6 Will attend Hadlock Sewer Group meeting.
- 3/9 Will attend Fire Chief's meeting.
- 3/11 Will meet with PUD General Manager.
- 3/12 Will attend PUD BOC Special Meeting on Rates.

Commissioner Dan Toepper will attend the June CAB meeting.

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

10. ADJOURNMENT:

Commissioner Dan Toepper declared the March 3, 2020, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 7:32 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

_____	_____
Commissioner Jeff Randall, Secretary	Date

Attest:

_____	_____
Commissioner Dan Toepper, President	Date

Commissioner Kenneth Collins, Vice 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:  4/14/2020
 Mike Bailey, Financial Services Manager / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 122908 to # 122959	\$ 317,445.18	4/2/2020
Accounts Payable:	# 122960 to # 123030	\$ 867,871.81	4/9/2020
Payroll Checks:	# 70721 to # 70725	\$ 9,200.40	4/3/2020
Payroll Direct Deposit:		\$ 114,905.35	4/3/2020

TOTAL INVOICES PAID \$1,309,422.74

	WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake		\$ 14,328.62	4/2/2020
BPA		\$ 1,745,026.00	4/10/2020

GRAND TOTAL \$3,068,777.36

VOIDED WARRANTS

04/14/2020 12:26:33 PM

Accounts Payable Check Register

03/30/2020 To 04/13/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122908 04/02/2020	CHK	10808	A & J FLEET SERVICES, INC	OIL CHANGE/WATER PUMP TRUCK# 120	259.18
				OIL CHANGE VEH# 103	581.61
Total for Check/Tran - 122908:					840.79
122909 04/02/2020	CHK	10481	AMAZON	COMPUTER HEADSETS	206.83
				COMPUTER HEADSETS	51.71
				PHONE MOUNT	7.62
				ENVELOPE SEAL LIQUID	29.05
				ENVELOPE SEAL LIQUID	7.26
Total for Check/Tran - 122909:					302.47
122910 04/02/2020	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE	7,122.01
122911 04/02/2020	CHK	9998	JUSE C BARROS	Credit Balance Refund	200.00
122912 04/02/2020	CHK	10027	BERNT ERICSEN EXCAVATING, INC	EXCAVATING - HOWARDS ST 2/20/2020	899.25
				DIG UP - 211 MADRONA 2/28/2020	2,399.36
				EXCAVATING - 480 JEFFERSON AVE 2/29/20	4,360.00
Total for Check/Tran - 122912:					7,658.61
122913 04/02/2020	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	CAUSTIC SODA 50% NSF # DRUM QTY 15	4,713.91
				RETURN OF DRUMS QTY 12	-348.31
Total for Check/Tran - 122913:					4,365.60
122914 04/02/2020	CHK	10041	CDW GOVERNMENT	HP 711 CYAN INK CARTRIDGE	30.45
				HP 711 YELLOW INK CARTRIDGE	30.45
				HP 711 MAGENTA INK CARTRIDGE	30.45
				HP 711 BLACK INK CARTRIDGE	59.32
				BROTHER HL-L2300D LASER PRINTER	85.88
				BROTHER HL-L2300D LASER PRINTER	21.47
Total for Check/Tran - 122914:					258.02
122915 04/02/2020	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - MAR 2020	14.26
				PHONE SERVICE - MAR 2020	3.56
Total for Check/Tran - 122915:					17.82

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Accounts Payable Check Register

03/30/2020 To 04/13/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122916 04/02/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - MAR 2020	66.06
				PHONE SERVICE - MAR 2020	16.51
				PHONE SERVICE - MARCH 2020	31.14
				PHONE SERVICE - MARCH 2020	7.79
Total for Check/Tran - 122916:					121.50
122917 04/02/2020	CHK	10050	CHS	SKYWATER- SALT BAG RUST PELLETS QTY 12	119.88
122918 04/02/2020	CHK	10752	COHO PRINTING	PRINTING-PORTAGE BAY BRIDGE EASEMENT	15.70
122919 04/02/2020	CHK	10332	KENNETH R COLLINS	BOC,GM,PPC MTNG 3/2-3/16/2020 TRVL EXP	313.98
				BOC,GM,PPC MTNG 3/2-3/16/2020 TRVL EXP	78.50
Total for Check/Tran - 122919:					392.48
122920 04/02/2020	CHK	10055	CONSOLIDATED ELECTRICAL DISTRIB	CONDUIT SWEEPS	232.17
122921 04/02/2020	CHK	10059	DAILY JOURNAL OF COMMERCE	AD - QUILCENE WATER TANK PROJECT	516.60
122922 04/02/2020	CHK	10573	DANO'S SEPTIC SERVICE	PUMPED SEPTIC - 21 SEAVIEW CT 3/26/2020	177.71
				PUMPED SEPTIC - 30 HARBORVIEW 3/26/2020	888.53
Total for Check/Tran - 122922:					1,066.24
122923 04/02/2020	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - 2020 APR	985.14
122924 04/02/2020	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE MAR 2020	2,000.00
				CONSULTING SERVICE MAR 2020	3,000.00
Total for Check/Tran - 122924:					5,000.00
122925 04/02/2020	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	RETURN PMT FROM AIRFLO	200.00
122926 04/02/2020	CHK	10094	GENERAL PACIFIC, INC	WIRE 4/0 AL URD TPX 600V&ELBOW 1/0 W TES	6,148.42
				SILICONE	517.21
				HOTLINE CLAMP	879.63
				CLEVIS	352.62
				BOLT	100.55
				PHOTOCELL	777.39
				FIBER TRUNNION CLAMP	790.69

04/14/2020 12:26:33 PM

Accounts Payable Check Register

03/30/2020 To 04/13/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRAN 1P PAD 167KVA 120/240	4,540.94
				TERMINATION KIT 4/0-CONCENTRIC	1,291.00
				Total for Check/Tran - 122926:	15,398.45
122927 04/02/2020	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKET RNTL VEH#407 3/31-4/27	2,732.50
122928 04/02/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	TRTMNT PLANT- PLAS PIPE/HOSE CUTTER	18.07
				TRMNT PLANT - MOSS OUT ROOF & ROUND UP	86.09
				CIRCUIT BREAKER & 2PC SCREWDRIVER SET	18.73
				CIRCUIT BREAKER & 2PC SCREWDRIVER SET	4.68
				TRTMNT PLANT - ZEP SPRAYER & SCREWS	15.85
				TRTMNT PLANT- RAINLIGHT HUB & GSH	33.68
				Total for Check/Tran - 122928:	177.10
122929 04/02/2020	CHK	10110	HENERY HARDWARE	SUBSTATION - FASTENERS	3.01
				TRTMNT PLNT- VFD INSTALL MATERIALS	6.51
				INSTALLER BIT & FLEX GLUE TUBE	42.49
				TRTMNT PLANT - BARREL LUGS & STUD RNG	18.64
				TOOLS - SOLDER KIT & BUTANE TORCH	52.30
				WIRE MRKR,1 OUTLET,20A BRKR,4" SQ COVER	37.43
				WIRE MRKR,1 OUTLET,20A BRKR,4" SQ COVER	9.36
				Total for Check/Tran - 122929:	169.74
122930 04/02/2020	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX	2,782.73
				EMPLOYEES' MEDICARE TAX	2,782.73
				EMPLOYER'S FICA TAX	11,898.30
				EMPLOYEES' FICA TAX	11,898.30
				EMPLOYEES' FEDERAL WITHHOLDING TAX	8,876.29
				EMPLOYEES' FEDERAL WITHHOLDING	9,764.26
				Total for Check/Tran - 122930:	48,002.61
122931 04/02/2020	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 04/03/2020 DIR DEP	114,905.35
				PAYROLL DEPOSIT FOR 04/03/2020 CHECKS	9,200.40
				Total for Check/Tran - 122931:	124,105.75

04/14/2020 12:26:33 PM

Accounts Payable Check Register

03/30/2020 To 04/13/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122932 04/02/2020	CHK	10129	JIFFY LUBE	VEH# 206 - OIL CHANGE	76.87
122933 04/02/2020	CHK	9998	JASON KAUFFMAN	Credit Balance Refund	29.51
122934 04/02/2020	CHK	10286	L & J ENTERPRISES		1,934.75
122935 04/02/2020	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - MAR 20	200.43
				BPA RD-PUMP ELEC - MAR 20	104.71
				WILLIAMS CT ELEC - MAR 20	43.88
				Total for Check/Tran - 122935:	349.02
122936 04/02/2020	CHK	9998	JULIANNE MCCULLOCH	Credit Balance Refund	61.63
122937 04/02/2020	CHK	10333	MOSS ADAMS LLP	PROFESSIONAL SVC:CONSULTING JAN-FEB 2020	6,624.00
				PROFESSIONAL SVC:CONSULTING JAN-FEB 2020	1,656.00
				Total for Check/Tran - 122937:	8,280.00
122938 04/02/2020	CHK	10167	OFFICE DEPOT	TRIPLE WIDE - OFFICE SUPPLIES	4.53
				TRIPLE WIDE - OFFICE SUPPLIES	1.13
				310 TRP WIDE & STOCK - OFFICE SUPPLIES	49.99
				310 TRP WIDE & STOCK - OFFICE SUPPLIES	12.50
				Total for Check/Tran - 122938:	68.15
122939 04/02/2020	CHK	10610	OVERTON POWER DISTRICT NO 5	METER 2S-CL320-USED METER QTY48	780.44
				METER 2S-CL320-USED METER QTY48	-64.44
				Total for Check/Tran - 122939:	716.00
122940 04/02/2020	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-20 SUNSHINE DR	54.50
				PEST SVC QRTLY-GARDINER PUMP HOUSE	49.05
				Total for Check/Tran - 122940:	103.55
122941 04/02/2020	CHK	10188	PLATT ELECTRIC SUPPLY	PVC CONDUIT 2", 3" & 4" SCH 40-W BELLEND	32,241.44
				SHANK EXTENSION	18.19
				PILOT DRILL	15.84
				HOLE SAW	40.97
				FLUKE TEST LEADS# TL220	92.64
				CIRCUIT BREAKER	22.76

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				PRICE CORRECTION-PVC CONDUIT 3" SCH 40-W	-15,464.38
				PVC CONDUIT 3" SCH 40-W BELLEND-GREY	11,129.99
				PVC CONDUIT 4" SCH 40-W BELLEND-GREY	11,985.68
				Total for Check/Tran - 122941:	40,083.13
122942 04/02/2020	CHK	9998	DAVID C PORTER	Credit Balance Refund	1,080.00
122943 04/02/2020	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING 3/23-3/25/2020	1,227.50
122944 04/02/2020	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) RENT 4/18-5/17/2020	69.66
				4CORNERS (MODULAR) RENT 4/18-5/17/2020	17.42
				ANNEX-COPIER RENT 4/19-5/18/2020	81.41
				ANNEX-COPIER RENT 4/19-5/18/2020	20.35
				Total for Check/Tran - 122944:	188.84
122945 04/02/2020	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES MAR 2020	250.33
				210 4 CRNRS (0109) IMAGES MAR 2020	62.58
				211 CHIM (0626) IMAGES MAR 2020	264.54
				211 CHIM (0626) IMAGES MAR 2020	66.13
				Total for Check/Tran - 122945:	643.58
122946 04/02/2020	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- APR 2020	1,518.38
122947 04/02/2020	CHK	10565	JIMMY R SCARBOROUGH	WELLNESS PROGRAM REIMBURSEMENT FOR 2020	50.00
122948 04/02/2020	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC MAR 2020	2,122.05
				ANSWER SVC MAR 2020	2,122.05
				ANSWER SVC MAR 2020	869.27
				Total for Check/Tran - 122948:	5,113.37
122949 04/02/2020	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - FLAGLER RD 3/16-3/18/2020	3,857.18
				FLAGGING - VISTOR CENTER&JEFFERSON 3/19	1,217.13
				Total for Check/Tran - 122949:	5,074.31
122950 04/02/2020	CHK	10466	TEAMVIEWER GMBH	ADDON CHANNEL 3/19/2020-12/11/2020 QTY5	3,116.47
				ADDON CHANNEL 3/19/2020-12/11/2020 QTY5	-257.32
				Total for Check/Tran - 122950:	2,859.15

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122951 04/02/2020	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
122952 04/02/2020	CHK	10800	VISION METERING, LLC	METER 2S-CL200-MECHANICAL(OPT OUT PROGR) METER 2S-CL200-MECHANICAL(OPT OUT PROGR)	2,725.00 -225.00
Total for Check/Tran - 122952:					2,500.00
122953 04/02/2020	CHK	10786	VOYANT	PHONE SVC - APR 2020 PHONE SVC - APR 2020	331.77 82.94
Total for Check/Tran - 122953:					414.71
122954 04/02/2020	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER PL DEFERRED COMP EE	4,325.19 12,503.17
Total for Check/Tran - 122954:					16,828.36
122955 04/02/2020	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	OASI 2019 ADMIN FEE 1Y OASI 2019 ADMIN FEE 1Y	20.00 5.00
Total for Check/Tran - 122955:					25.00
122956 04/02/2020	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15
122957 04/02/2020	CHK	10271	WESCO RECEIVABLES CORP	CONNECTORS	837.12
122958 04/02/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 130 - BATTERY REPLACEMENT VEH# 209 - BATTERY REPLACEMENT	315.16 136.76
Total for Check/Tran - 122958:					451.92
122959 04/02/2020	CHK	10278	WPUDA	MONTHLY DUES - APR 2020 MONTHLY DUES - APR 2020	4,812.00 1,203.00
Total for Check/Tran - 122959:					6,015.00
122960 04/09/2020	CHK	10004	A+ EQUIPMENT RENTALS	AIR CMPRSR RNTL WO# 19229 3/09/2020	103.01
122961 04/09/2020	CHK	10006	AFLAC	AFLAC BILL MAR 2020 AFLAC BILL MAR 2020 AFLAC BILL MAR 2020	138.36 26.40 60.48
Total for Check/Tran - 122961:					225.24
122962 04/09/2020	CHK	10447	ANIXTER INC.	SIDEBY	22.13

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122963 04/09/2020	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING SNOW CREEK/LELAND THR12/07	3,386.25
122964 04/09/2020	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - MAR 2020 PHONE ALLOWANCE - MAR 2020	36.00 9.00
Total for Check/Tran - 122964:					45.00
122965 04/09/2020	CHK	9998	CLIFF BIRD	Credit Balance Refund	65.11
122966 04/09/2020	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	CONDUIT/VAULT INSTL - SAFEWAY 11/06-3/23 ADD'L MATERIAL - SAFEWAY 11/06-3/23	107,148.69 655.59
Total for Check/Tran - 122966:					107,804.28
122967 04/09/2020	CHK	10036	CARL'S BUILDING SUPPLY, INC	SPARLING- HARDPLY 5/8" & DOUG FIR KD	175.90
122968 04/09/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - APR 2020 PHONE SERVICE - APR 2020 PHONE SERVICE - APR 2020 PHONE SERVICE - APR 2020	104.37 26.09 42.18 10.54
Total for Check/Tran - 122968:					183.18
122969 04/09/2020	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE APR 2020 LOW SPD DATA & 2WIRE APR 2020 LOW SPD DATA & 2WIRE APR 2020 LOW SPD DATA & 2WIRE APR 2020	72.59 18.07 31.14 7.79
Total for Check/Tran - 122969:					129.59
122970 04/09/2020	CHK	10052	CITY OF PORT TOWNSEND	1ST QTR 2020 - 6% CITY TAX FROM CUSTOMRS	221,457.79
122971 04/09/2020	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - MAR 2020	186.79
122972 04/09/2020	CHK	10612	COON PLUMBING LLC	FIX TOILET - 310 FOUR CRNRS 10/10/19 HOOKUP W&S - 210 FOUR CRNRS 9/04/19	172.80 161.28
Total for Check/Tran - 122972:					334.08
122973 04/09/2020	CHK	10057	CORRECT EQUIPMENT	BECKETT PT SOUTH - REPLCMNT PUMP	2,612.11
122974 04/09/2020	CHK	10069	DM DISPOSAL CO INC	2YD OCC-4CRNRS MAR 2020 2YD OCC-4CRNRS MAR 2020	122.94 30.73

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Total for Check/Tran - 122974:					153.67
122975 04/09/2020	CHK	10073	ELECTROMARK	WARNING TAG-DANGER TO NOT OPERATE	329.69
				WARNING TAG-HOTLINE TAG	236.68
				WARNING TAG-ABNORMAL CONDITION	254.43
Total for Check/Tran - 122975:					820.80
122976 04/09/2020	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	315.52
				ENERGY CONSERVATION REBATE	50.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	631.04
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,284.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,022.40
				ENERGY CONSERVATION REBATE	80.00
				ENERGY CONSERVATION REBATE	2,143.98
				ENERGY CONSERVATION REBATE	1,446.00
				ENERGY CONSERVATION REBATE	1,079.98
				ENERGY CONSERVATION REBATE	790.34
				ENERGY CONSERVATION REBATE	3,609.79
Total for Check/Tran - 122976:					16,453.05
122977 04/09/2020	CHK	10085	FASTENAL	WAREHOUSE- WASHERS,NUTS,&LOCK WASHER	232.46
122978 04/09/2020	CHK	10811	GDS ASSOCIATES INC.	RUS SPECIFICATION BOOKS	-8.01
				RUS SPECIFICATION BOOKS	97.01
Total for Check/Tran - 122978:					89.00
122979 04/09/2020	CHK	10094	GENERAL PACIFIC, INC	FIBER DEAD END	894.35
				FIBER ADSS STORAGE RACK KIT & SIDEBY	3,344.12
				FIBER ADSS STORAGE RACK KIT	63.22

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Total for Check/Tran - 122979:					4,301.69
122980 04/09/2020	CHK	10103	H D FOWLER	HDPE 6"-BLACK IPS	6,639.84
				WATER PARTS - METER SETTERS,BOXLIDS&ETC	2,780.88
Total for Check/Tran - 122980:					9,420.72
122981 04/09/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	WAREHOUSE- MISC MATERIALS	68.91
				SHOP- RAGS,MIX CONTAINER,MIX LID,BRUSH	29.16
				SHOP- PAINT THINNER & NITRILE GLOVES	29.74
				SHOP- SCREWS, DR GUIDE, YLW COURSE	33.86
				BY-WTR BUSTER- FLUO LIGHT & FLUO LAMP	69.72
Total for Check/Tran - 122981:					231.39
122982 04/09/2020	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - MAR 2020	36.00
				PHONE ALLOWANCE - MAR 2020	9.00
Total for Check/Tran - 122982:					45.00
122983 04/09/2020	CHK	10110	HENERY HARDWARE	GARDINER- SHRINK TUBE/BUTT & 30A BLOCK	27.69
122984 04/09/2020	CHK	10787	HOCH CONSTRUCTION, INC	310 FOUR CRNRS REMODEL - INV #4	203,400.06
122985 04/09/2020	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA DEDUCTION MAR 2020	1,275.00
				VEBA BENEFIT MAR 2020	1,400.00
Total for Check/Tran - 122985:					2,675.00
122986 04/09/2020	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - MAR 2020	2,246.72
122987 04/09/2020	CHK	10782	AMANDA D ISAAK	WELLNESS PROGRAM REIMBURSEMENT FOR 2020	199.46
				WELLNESS PROGRAM REIMBURSEMENT FOR 2020	49.86
Total for Check/Tran - 122987:					249.32
122988 04/09/2020	CHK	10726	JACKSON THORNTON & CO., P.C.	PROGRESS BILL: AUDIT 2019 FINAL BILLING	10,800.00
				PROGRESS BILL: AUDIT 2019 FINAL BILLING	2,700.00
Total for Check/Tran - 122988:					13,500.00
122989 04/09/2020	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - MAR 2020	36.00
				PHONE ALLOWANCE - MAR 2020	9.00

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Total for Check/Tran - 122989:					45.00
122990 04/09/2020	CHK	10348	KEMP WEST, INC	TREE TRIMMING-DISCO B/EAGLMT THRU 12/12	5,906.00
				TREE TRIMMING-JEFF CO WKEND 12/21/19	1,060.73
Total for Check/Tran - 122990:					6,966.73
122991 04/09/2020	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR MAR-20	62.40
				SHRED 4CRNR MAR-20	15.60
Total for Check/Tran - 122991:					78.00
122992 04/09/2020	CHK	10760	MAYES TESTING ENGINEERS INC	TESTING ENGINEER-REMODLE 2/17-3/14/2020	2,449.00
122993 04/09/2020	CHK	10333	MOSS ADAMS LLP	PROF SVC:CONSULTING JAN-FEB 2020(2)	4,128.00
				PROF SVC:CONSULTING JAN-FEB 2020(2)	1,032.00
Total for Check/Tran - 122993:					5,160.00
122994 04/09/2020	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK MAR 2020	161.89
				DISPOSAL 4CRNR 2YD CONT 1XWK MAR 2020	40.47
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL MAR-20	887.14
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL MAR-20	221.78
				DISPOSAL 211 CHIM MAR 2020	41.40
				DISPOSAL 211 CHIM MAR 2020	10.35
				DISPOSAL 21 KENNEDY MAR 2020	36.27
				DISPOSAL 21 KENNEDY MAR 2020	36.28
				DISPOSAL 210 2YD CONT 1XWK MAR 2020	161.89
				DISPOSAL 210 2YD CONT 1XWK MAR 2020	40.47
Total for Check/Tran - 122994:					1,637.94
122995 04/09/2020	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - MAR 2020	720.00
122996 04/09/2020	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM MAY 2020	14,940.00
122997 04/09/2020	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - MAR 2020	36.00
				PHONE ALLOWANCE - MAR 2020	9.00
Total for Check/Tran - 122997:					45.00
122998 04/09/2020	CHK	10169	OLYCAP	PWRBST/OLYC MAR 2020	1,122.37

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122999 04/09/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	TOOLS- UTL KNIFE,STIHL OIL,NYLON LINE SHOP - LEAF RAKE	43.45 15.25 Total for Check/Tran - 122999: 58.70
123000 04/09/2020	CHK	10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT - MAR 2020	214.70
123001 04/09/2020	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - MAY 2020 LTD - MAY 2020	90.50 Total for Check/Tran - 123001: 1,344.90 1,435.40
123002 04/09/2020	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 3/18-4/04/2020 TRANSCRIPTION SVC 3/18-4/04/2020	408.00 102.00 Total for Check/Tran - 123002: 510.00
123003 04/09/2020	CHK	10186	PITNEY BOWES INC	ENV STUF - MAIN FEE 1YR 4/16/19-4/15/20 ENV STUF - MAIN FEE 1YR 4/16/19-4/15/20	807.82 201.96 Total for Check/Tran - 123003: 1,009.78
123004 04/09/2020	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE 3/26/2020 PRE-PAID POSTAGE 3/26/2020	320.00 80.00 Total for Check/Tran - 123004: 400.00
123005 04/09/2020	CHK	10188	PLATT ELECTRIC SUPPLY	DIN RAIL	43.53
123006 04/09/2020	CHK	10193	PORT TOWNSEND LEADER	LEGAL: QUILCENE WATER TANK MAGAZINE: PROFILE PAGE REQ 1/4PG MAGAZINE: H&G 1/2PG MAGAZINE: PROFILE PAGE REQ 1/4PG MAGAZINE: H&G 1/2PG	263.50 360.00 600.00 90.00 200.00 Total for Check/Tran - 123006: 1,513.50
123007 04/09/2020	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE MAR 2020 PROPERTY POLICIES&EXCESS 3/31/20-3/31/21	33,701.83 52,043.42 Total for Check/Tran - 123007: 85,745.25
123008 04/09/2020	CHK	10205	QUILCENE HENERYS HARDWARE	LAZY C- QCK SET CEMENT,FLANGE,RDICT PIPE	33.75

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123009 04/09/2020	CHK	10210	RICOH USA, INC	310 TRPWID 4CRNRS (7683) IMAGES MAR 2020	123.50
				310 TRPWID 4CRNRS (7683) IMAGES MAR 2020	30.87
				4CRNRS IT MODLR (7287) IMAGES MAR 2020	46.13
				4CRNRS IT MODLR (7287) IMAGES MAR 2020	11.53
Total for Check/Tran - 123009:					212.03
123010 04/09/2020	CHK	10556	S&A WELDING	ST LIGHT POLE REPAIR & WELDING	899.25
123011 04/09/2020	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - 1701 CENTER RD 3/26/2020	730.80
				FLAGGING - DANA ROBERTS SUB 4/02/20	730.80
Total for Check/Tran - 123011:					1,461.60
123012 04/09/2020	CHK	10219	SHOLD EXCAVATING INC	CONDUIT/V INSTL - SAFEWAY GAS S 11/12	4,687.00
				EXCAVATOR;L&M - OAK & ENFIELD 2/25/2020	953.75
				EXCAVATOR;L&M - DBLW 310 4CRNRS 3/05	3,310.36
				EXCAVATOR;L&M - DBLW 310 4CRNRS 3/05	827.59
				EXCAVATOR;L&M - MCDONALD RD 2/26/2020	1,700.81
				EXCAVATOR; L&M - ELEVATED ICECRM 3/05	18,550.54
				EXCAVATOR; L&M - ELEVATED ICECRM 3/05	1,979.60
				MOVE NETWK BUILD - 310 FOUR CRNRS 3/14	2,106.43
Total for Check/Tran - 123012:					34,116.08
123013 04/09/2020	CHK	10475	SMARSH INC	ARCHIVING PLTFRM 1YR 3/01/20-2/29/2021	6,375.42
123014 04/09/2020	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL MAR 2020	1,122.37
123015 04/09/2020	CHK	10406	STATE OF WASHINGTON - DNR	EASMENT REVIEW-COST RECOVERY AGREEMENT	2,049.15
123016 04/09/2020	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - MAR 2020	36.00
				PHONE ALLOWANCE - MAR 2020	9.00
Total for Check/Tran - 123016:					45.00
123017 04/09/2020	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	PMT DROP BOX SIGN - NO CASH BLACK VINYL	21.80
				PMT DROP BOX SIGN - NO CASH BLACK VINYL	5.45
Total for Check/Tran - 123017:					27.25
123018 04/09/2020	CHK	10727	TITAN ELECTRIC, INC	STORM CLEAN UP 12/20-12/21/18 HOTEL EXP	134.53

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				STORM CLEAN UP 12/20-12/21/18	7,866.07
				STORM CLEAN UP 12/20-12/21/18 HOTEL EXP	44.84
				STORM CLEAN UP 12/20-12/21/18	2,622.02
Total for Check/Tran - 123018:					10,667.46
123019 04/09/2020	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - MAR 2020	73.53
				LOCATES - MAR 2020	92.88
Total for Check/Tran - 123019:					166.41
123020 04/09/2020	CHK	10737	VAN ALLER SURVEYING	SURVEY-PARCEL 001331018&001331016 MAR-20	2,640.00
123021 04/09/2020	CHK	10328	VERIZON CONNECT NWF INC.	VEH GPS ELEC - MAR 2020	393.49
				VEH GPS ELEC - MAR 2020	180.39
Total for Check/Tran - 123021:					573.88
123022 04/09/2020	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRADLEPOINT DEVICE QB2/23-3/22/20	72.23
123023 04/09/2020	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 MAR 2020	84,094.78
123024 04/09/2020	CHK	10496	WELLS FARGO VENDOR FIN SERV	211 CHIM COPYRNT APR 20	314.80
				211 CHIM COPYRNT APR 20	78.70
Total for Check/Tran - 123024:					393.50
123025 04/09/2020	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - MAR 2020	42.34
				EAP SVC - MAR 2020	10.58
Total for Check/Tran - 123025:					52.92
123026 04/09/2020	CHK	10761	WELSH COMMISSIONING GROUP INC	COMMISSIONING AGENT-OPS BUILDING UPGRADE	3,840.45
123027 04/09/2020	CHK	10271	WESCO RECEIVABLES CORP	CONNECTORS	800.04
				CONNECTORS	806.60
Total for Check/Tran - 123027:					1,606.64
123028 04/09/2020	CHK	10653	WILDFLOWER LANDSCAPING, INC	5 SUBSTATIONS: MOWING OCT 2019	157.50
				LANDSCAPING	25.74
				LANDSCAPING	6.44
				5 SUBSTATIONS: MOWING NOV 2019	157.50

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Accounts Payable Check Register

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03/30/2020 To 04/13/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				5 SUBSTATIONS: MOWING DEC 2019	157.50
				FOUR CORNERS: LANDSCAPING MAY 2019	25.20
				FOUR CORNERS: LANDSCAPING MAY 2019	6.30
				LANDSCAPING	157.50
				LANDSCAPING	25.20
				LANDSCAPING	6.30
				LANDSCAPING	157.50
				FOUR CORNERS: LANDSCAPING JUL 2019	25.20
				FOUR CORNERS: LANDSCAPING JUL 2019	6.30
				LANDSCAPING	157.50
				5 SUBSTATIONS: MOWING AUG 2019	157.50
				FOUR CORNERS: LANDSCAPING SEP 2019	26.00
				FOUR CORNERS: LANDSCAPING SEP 2019	6.50
				5 SUBSTATIONS: MOWING SEP 2019	157.50
				Total for Check/Tran - 123028:	1,419.18
123029	04/09/2020	CHK	10304	COLTON L WORLEY	507.97
123030	04/09/2020	CHK	10741	XIMA LLC	-74.03
				XIMA CARE SUPPORT 1YR thru 4/12/21	717.27
				XIMA CARE SUPPORT 1YR thru 4/12/21	179.32
				Total for Check/Tran - 123030:	822.56

Total Payments for Bank Account - 1 :	(123)	1,185,316.99
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(123)	1,185,316.99
Grand Total for Payments :	(123)	1,185,316.99
Grand Total for Voids :	(0)	0.00
Grand Total :	(123)	1,185,316.99

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 04/03/2020

Empl	Position	Check #	Date #	Amount
2000	WATER DISTRIBUTION MANAGER II	70721	4/3/2020	1,912.18
2001	WATER DISTRIBUTION MANAGER II	70722	4/3/2020	1,681.46
3032	CUSTOMER SERVICE REP	70723	4/3/2020	1,156.94
2003	WATER TREATMENT PLANT OPERATOR III	70724	4/3/2020	2,004.36
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70725	4/3/2020	2,445.46
				9,200.40

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 04/03/2020

Empl	Position	Pay Date	Net Pay
3039	ACCOUITING TECH 1	4/3/2020	1,218.81
4006	COMMISSIONER DIST 1	4/3/2020	933.18
4004	COMMISSIONER DIST 2	4/3/2020	1,954.70
4008	COMMISSIONER DIST 3	4/3/2020	723.74
3034	COMMUNICATIONS MANAGER	4/3/2020	2,021.18
3002	CUSTOMER SERVICE COORDINATOR	4/3/2020	1,196.22
3020	CUSTOMER SERVICE MANAGER	4/3/2020	2,364.13
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	4/3/2020	1,273.35
3022	CUSTOMER SERVICE REP	4/3/2020	1,295.57
3046	CUSTOMER SERVICE REP	4/3/2020	1,059.83
3048	CUSTOMER SERVICE REP	4/3/2020	1,116.09
1044	ELECTRICAL PRE-APPRENTICE	4/3/2020	1,736.92
1045	ELECTRICAL PRE-APPRENTICE	4/3/2020	2,155.16
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	4/3/2020	2,255.15
3033	FINANCIAL SERVICES MANAGER	4/3/2020	3,166.55
1046	FLEET/WAREHOUSE HELPER	4/3/2020	1,994.01
1008	FOREMAN LINEMAN	4/3/2020	4,104.67
1012	FOREMAN LINEMAN	4/3/2020	4,741.25
1011	GENERAL MANAGER	4/3/2020	4,384.64
1042	GIS SPECIALIST	4/3/2020	2,242.49
1017	HEAD STOREKEEPER	4/3/2020	2,250.07
3047	HUMAN RESOURCES MANAGER	4/3/2020	2,394.93
3008	INFORMATION TECHNOLOGY MANAGER	4/3/2020	3,204.84
3028	IT SUPPORT TECHNICIAN	4/3/2020	1,752.04
1000	LINEMAN	4/3/2020	2,601.26
1016	LINEMAN	4/3/2020	3,363.19
1020	LINEMAN	4/3/2020	3,667.76
1028	LINEMAN	4/3/2020	2,382.07
1034	LINEMAN	4/3/2020	3,643.02
1041	LINEMAN	4/3/2020	3,545.49
1018	METER READER	4/3/2020	1,230.66
1043	METER READER	4/3/2020	1,571.49
1047	METER READER	4/3/2020	1,451.57
1026	OPERATIONS ASSISTANT	4/3/2020	1,837.75
3004	RESOURCE MANAGER	4/3/2020	2,422.49
1015	SCADA TECH JOURNEYMAN	4/3/2020	3,695.49
1003	SCADA TECH/APPRENTICE	4/3/2020	2,852.15
1027	SENIOR ENGINEER	4/3/2020	2,892.92
1037	SPECIAL PROJECTS COORDINATOR	4/3/2020	2,971.03
1031	STAKING ENGINEER	4/3/2020	1,931.47
1039	STAKING ENGINEER	4/3/2020	2,000.33
1014	STOREKEEPER	4/3/2020	2,167.96
1033	SUBSTATION TECH	4/3/2020	2,830.67
3013	UTILITY ACCOUNTANT II	4/3/2020	1,535.21
3029	UTILITY ACCOUNTANT II	4/3/2020	1,690.62
3003	UTILITY BILLING CLERK	4/3/2020	1,402.33
3027	UTILITY BILLING CLERK	4/3/2020	1,616.34
3000	UTILITY BILLING COORDINATOR	4/3/2020	1,563.79
2005	WATER DISTRIBUTION MANAGER I	4/3/2020	1,406.02
2002	WATER DISTRIBUTION MANAGER II	4/3/2020	1,895.99
2007	WATER SUPERINTENDENT	4/3/2020	3,196.76

\$ 114,905.35

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$3,068,777.36** on this **21ST** day of **APRIL** **2020** ;

Dan Toepper
President

Kenneth Collins
Vice President

Jeff Randall
Secretary

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

PAYMENTS TO BE APPROVED:

	WARRANTS		AMOUNT	DATE
Accounts Payable:	# 122908 to # 122959		\$ 317,445.18	4/2/2020
Accounts Payable:	# 122960 to # 123030		\$ 867,871.81	4/9/2020
Payroll Checks:	# 70721 to # 70725		\$ 9,200.40	4/3/2020
Payroll Direct Deposit:			\$ 114,905.35	4/3/2020
TOTAL INVOICES PAID			\$1,309,422.74	

WIRE TRANSFERS PAID

	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	4/2/2020
BPA	\$ 1,745,026.00	4/10/2020

PAYMENT TOTAL

\$3,068,777.36

VOIDED WARRANTS

April 21, 2020

PUD CALENDAR

April 21, 2020, Regular Meeting, PER WEBEX, 210 Four Corners Rd. 5:00 PM

May 5, 2020, Regular Meeting, PER WEBEX, 210 Four Corners Rd. 5:00 PM



AGENDA REPORT

DATE: April 21, 2020

TO: **Board of Commissioners**

FROM: Kevin Streett/Joel Paisner

RE: COVID-19 Update

The Governor has not given much indication as to whether or not businesses will be able to open anytime soon. As far as we know, the May 4th date is still in play for the “Stay at home” order. We will have to wait and see if that changes in the coming days.

The PUD is working on setting up WIFI hot spots throughout the county. Schools and others will benefit from this project.

Joel will be addressing topics of discussion for future BOC Regular board meetings and the possibility of conducting Special meetings, all per WEBEX.



AGENDA REPORT

DATE: April 21, 2020

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Mutual Aid Agreement

SUMMARY:

The PUD does not need to enter into a Mutual Aid Agreement with the City of Port Townsend or Olympic Water and Sewer. We already entered with WA WARN agreement and it covers both publicly owned and privately owned water utilities. The City of Port Townsend has signed the WA WARN and Olympic Water and Sewer has applied for it.

PUBLIC UTILITY DISTRICT NO. 1 OF

JEFFERSON COUNTY

RESOLUTION NO. 2020-XXXX

A RESOLUTION of the Board of Commissioners of the Public Utility District No 1 of Jefferson County, Washington ("the PUD"), finalizing offer to purchase real estate.

WHEREAS, the Board of Commissioners of the PUD received a request to purchase certain real estate (further described in Exhibit A) adjacent to its headquarter offices at 310 Four Corners Road from the owner of the property ("Owner"), Port Townsend, Washington; and

WHEREAS, on February 18, 2020 the Board of Commissioners authorized the General Manager to offer the Owner of the real estate One Hundred and Eighty-Five Thousand Dollars (\$185,000) for the purchase of the property, and subsequently the Owner accepted the PUD's offer; and

WHEREAS, pursuant to RCW 54.16.020 the PUD is authorized to purchase property and facilities that aid in the distribution of electric and water services, and the Board of Commissioners determines that the purchase of the Owner's real estate will benefit the PUD and assist in the overall distribution of electric and water services; and

WHEREAS, the total cost to purchase the real estate is approximately One Hundred and Eighty-Six Thousand Dollars (\$186,000) that includes certain necessary closing costs: and

NOW, THEREFORE, BE IT RESOLVED, that the PUD is authorized to purchase the real estate on 300 Four Corners Road for up to One Hundred and Eighty-Five Thousand Seven Hundred and Thirty- Six Dollars and Twenty- Five Cents (\$185,736.25) further described in Exhibit A;

It is further resolved that General Manager Kevin Streett is authorized to execute all documents and agreements consistent with the closing of the purchase of the real estate, and to take all actions necessary to complete the purchase and sale process, and to execute any documents related to the lease back of the real estate to the Owner for a reasonable period of time.

Dan Toepper, President

Kenneth Collins, Vice President

ATTEST:

Jeff Randall, Secretary

EXHIBIT A
DESCRIPTION OF REAL ESTATE
S33 T30 R1W TAX 26

Property Address: 300 Four Corners Rd, Port Townsend, WA 98368
Buyer: Jefferson County Public Utility District No. 1
Seller: Jack R. Sutherland

EXHIBIT A
DESCRIPTION OF REAL ESTATE

S33 T30 R1W TAX 26