



**Board of Commissioners Special Meeting Agenda**

Tuesday, May 19, 2020 10:00am

210 Four Corners Rd. Port Townsend, WA 98368.

(360) 385-5800 jeffpud.org

*Per [Governor’s Proclamation 20-28](#), and in response to the COVID-19 pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will only be accessible remotely via Webex until otherwise informed by Order of the Governor.*

*TO JOIN THE MEETING ONLINE:*

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

*OR CALL:*

**(408) 418-9388** to join by phone. Enter Access Code: **628 345 788** then #. Hit # again if prompted for an additional id number. (New Local Number for calling in to the meeting: **360-379-5833**)

*Note: All participant audio will be muted upon entry. Please unmute at the appropriate time to speak. Use \*6 on a phone to mute or unmute during call in.*

	Page
<b>1. Call to Order</b>	
<b>2. Agenda Approval</b>	00:01:02
<b>3. General Public Comment</b>	
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 may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. <b>(15 min)</b>	none
<b>4. Consent Agenda</b>	
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	00:02:30

the request of any of the Commissioners.

4.1.	Minutes to Approve <i>no minutes to approve at this meeting</i>		
4.2.	Voucher Certification and Approval <a href="#">Voucher Approval Form for the Commissioners</a>  <a href="#">Voucher Certification with Supporting Warrant Register &amp; Payroll...</a> 		3 - 20
4.3.	<a href="#">PUD Calendar</a> 		21
<b>5.</b>	<b>General Manager and Staff Reports</b>	00:03:25	
5.1.	<a href="#">COVID-19 Update</a> 		22
<b>6.</b>	<b>Old Business</b>		
6.1.	Customer Deposits <a href="#">Deposit Release BOC Agenda Report 2020.5.13 Post</a> 	00:19:05	23 - 25
<b>7.</b>	<b>New Business</b>		
7.1.	Telecommuting Policy <a href="#">Telecommuting Policy Draft 5.12.2020</a> 	00:24:35	26 - 29
7.2.	Treasurer Transfer of Funds Resolution 2020-011 <a href="#">Treasurer Transfer of Funds Resolution Agenda Report</a>  <a href="#">Treasurer Transfer of Funds Resolution</a> 	00:46:40	30 - 31
7.3.	Joint City/County Meeting	00:58:27	
<b>8.</b>	<b>Commissioner Reports</b>	01:21:30	
<b>9.</b>	<b>Adjournment</b>		
9.1.	Adjourn Meeting		

**VOUCHER APPROVAL FORM**

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$2,198,830.24** on this **19TH** day of **MAY** **2020** ;

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

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

\_\_\_\_\_  
Jeff Randall  
Secretary

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

MAGNUM POWER, LLC	<b>Inv#</b>	14191	<b>dated</b>	4/30/2020	\$	111,725.00
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**PAYMENTS TO BE APPROVED:**

<b>WARRANTS</b>				<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable:	#	123097	to # 123139	\$ 284,929.74	4/30/2020
Accounts Payable:	#	123140	to # 123189	\$ 198,215.60	5/7/2020
Payroll Checks:	#	70731	to # 70735	\$ 9,100.24	5/1/2020
Payroll Direct Deposit:				\$ 127,475.04	5/1/2020

**TOTAL INVOICES PAID** **\$619,720.62**

<b>WIRE TRANSFERS PAID</b>		<b>AMOUNT</b>	<b>DATE</b>
Peterson Lake		\$ 14,328.62	5/4/2020
BPA		\$ 1,564,781.00	5/11/2020

**PAYMENT TOTAL** **\$2,198,830.24**

<b>VOIDED WARRANTS</b>			
	122194	\$	22.73

## 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:  5/13/2020  
 Mike Bailey, Financial Services Manager / District Auditor Date

### VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 123097 to # 123139	\$ 284,929.74	4/30/2020
Accounts Payable: # 123140 to # 123189	\$ 198,215.60	5/7/2020
Payroll Checks: # 70731 to # 70735	\$ 9,100.24	5/1/2020
Payroll Direct Deposit:	\$ 127,475.04	5/1/2020
<b>TOTAL INVOICES PAID</b>	<b>\$619,720.62</b>	

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	5/4/2020
BPA	\$ 1,564,781.00	5/11/2020

**GRAND TOTAL** **\$2,198,830.24**

<b>VOIDED WARRANTS</b>			
	122194	\$	22.73

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# Accounts Payable Check Register

04/28/2020 To 05/12/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122194 01/03/2020	CHK	9998	SHIRLEY BOSSERMAN	Credit Balance Refund	22.73 VOID
123097 04/30/2020	CHK	10481	AMAZON	TRIPP LITE ENVIRONMENTAL SENSOR	202.28
				TRIPP LITE ENVIRONMENTAL SENSOR	50.58
				SAFETY GLASS WIPES	17.03
				EARPLUGS	45.12
<b>Total for Check/Tran - 123097:</b>					315.01
123098 04/30/2020	CHK	10152	AMERIGAS--6903	ALPINE CT P.LUDLOW - PROPANE PURCHASE	116.80
				10 OLY RIDGE DR P.LUDLOW-PROPANE PURCHAS	150.82
<b>Total for Check/Tran - 123098:</b>					267.62
123099 04/30/2020	CHK	10447	ANIXTER INC.	FUSE	95.38
123100 04/30/2020	CHK	9998	ANYA CALLAHAN	Credit Balance Refund	395.04
123101 04/30/2020	CHK	10041	CDW GOVERNMENT	AUTOCAD LT - 1 SEAT, 1YR	433.11
123102 04/30/2020	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - MAR 2020	27,145.82
123103 04/30/2020	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - APR 2020	14.06
				PHONE SERVICE - APR 2020	3.52
<b>Total for Check/Tran - 123103:</b>					17.58
123104 04/30/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - APR 2020	66.06
				PHONE SERVICE - APR 2020	16.51
				PHONE SERVICE - APR 2020	31.14
				PHONE SERVICE - APR 2020	7.79
<b>Total for Check/Tran - 123104:</b>					121.50
123105 04/30/2020	CHK	10057	CORRECT EQUIPMENT	INSTL SCADA TELEMETRY - SPARLING 1/24/20	11,035.16
123106 04/30/2020	CHK	10767	EMPLOYMENT SECURITY DEPARTMEN	1ST QTR 2020 EMPLOYER PD PFLA	1,234.32
				1ST QTR 2020 EMPLOYEES PD PFLA	2,472.34
<b>Total for Check/Tran - 123106:</b>					3,706.66
123107 04/30/2020	CHK	10404	FARWEST LINE SPECIALTIES LLC	REPLACEMENT CLIMBING LANYARD	-19.25
				REPLACEMENT CLIMBING LANYARD	233.09

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 123107:</b>					213.84
123108 04/30/2020	CHK	9998	LAURA A FLANIGAN	Credit Balance Refund	229.58
123109 04/30/2020	CHK	10090	FREDERICKSON ELECTRIC, INC	CNVRT PLUGS TO USB - VARIOUS SITES 4/22	3,042.05
123110 04/30/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	OPERATIONS - MARKING PAINT	33.94
				811 LOCATE - BLUE MRKING PAINT	40.82
				HILDA BORE PROJ WO#21978 - MIXING CONTNR	13.05
				WAREHOUSE - FIBER MATERIALS	47.94
				HILDA BRDG WO#21978 - WIRE CNNTCR & TAPE	21.77
				VEH# 101- GEN SALE HARDWARE	1.85
				OPERATIONS - FBR MATERIAL	57.69
				SHOP- PAINT, MIX CONTR,&CONTR STIFF OVAL	53.81
<b>Total for Check/Tran - 123110:</b>					270.87
123111 04/30/2020	CHK	10117	ITRON, INC.	HW&SW MAINTENANCE Q2 5/1-7/31/2020	1,214.33
				HW&SW MAINTENANCE Q2 5/1-7/31/2020	383.45
<b>Total for Check/Tran - 123111:</b>					1,597.78
123112 04/30/2020	CHK	10518	J HARLEN COMPANY	REPLACEMENT BUCKSQUEEZE	817.39
123113 04/30/2020	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX	3,101.96
				EMPLOYEES' MEDICARE TAX	3,101.96
				EMPLOYER'S FICA TAX	13,263.73
				EMPLOYEES' FICA TAX	13,263.73
				EMPLOYEES' FEDERAL WITHHOLDING TAX	11,211.94
				EMPLOYEES' FEDERAL WITHHOLDING	11,909.61
<b>Total for Check/Tran - 123113:</b>					55,852.93
123114 04/30/2020	CHK	10120	JEFFERSON CO AUDITOR	RECORDING OF EASEMENT AT PORTAGE BRIDGE	130.50
123115 04/30/2020	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 05/01/2020 DIR DEP	127,475.04
				PAYROLL DEPOSIT FOR 05/01/2020 CHECKS	9,100.24
<b>Total for Check/Tran - 123115:</b>					136,575.28
123116 04/30/2020	CHK	10320	ANNETTE JOHNSON	INK CARTS FOR PRINTER	99.40

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				INK CARTS FOR PRINTER	24.85
<b>Total for Check/Tran - 123116:</b>					124.25
123117 04/30/2020	CHK	10286	L & J ENTERPRISES	BRUSH HOG - FAIRMOUNT SUBST 4/21/2020	2,338.05
123118 04/30/2020	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - APR 20	191.58
				BPA RD-PUMP ELEC - APR 20	93.17
				WILLIAMS CT ELEC - APR 20	43.79
<b>Total for Check/Tran - 123118:</b>					328.54
123119 04/30/2020	CHK	9999	BRIAN NEWSOM	REFUND WO#16419/19125-CANCELLED PROJECT	500.00
123120 04/30/2020	CHK	10167	OFFICE DEPOT	210 FOUR CRNRS - OFFICE SUPPLIES	21.42
				210 FOUR CRNRS - OFFICE SUPPLIES	5.35
				ADMIN STOCK - OFFICE SUPPLIES	81.55
				ADMIN STOCK - OFFICE SUPPLIES	20.39
				210 FOUR CORNERS - OFFICE SUPPLIES	30.98
				210 FOUR CORNERS - OFFICE SUPPLIES	7.74
<b>Total for Check/Tran - 123120:</b>					167.43
123121 04/30/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	RIDING MOWER - OIL & BLADE SET	44.22
				VEH# 207 - WINDSHIELD WASHER FLUID	3.70
<b>Total for Check/Tran - 123121:</b>					47.92
123122 04/30/2020	CHK	10188	PLATT ELECTRIC SUPPLY	CAT6 WIRE	348.80
				NUT DRIVER	28.75
				CUTTING PLIERS	67.40
<b>Total for Check/Tran - 123122:</b>					444.95
123123 04/30/2020	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES APR 2020	112.58
				210 4 CRNRS (0109) IMAGES APR 2020	28.14
				211 CHIM (0626) IMAGES APR 2020	2.56
				211 CHIM (0626) IMAGES APR 2020	10.22
<b>Total for Check/Tran - 123123:</b>					153.50
123124 04/30/2020	CHK	9998	SANDRA ROSTAD	Credit Balance Refund	477.65

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123125 04/30/2020	CHK	9999	PAUL SCHUTT	CUSTOMER CANCELLED PROJECT	500.00
123126 04/30/2020	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - 2000 OLD GARDINER RD 4/16/20	730.80
123127 04/30/2020	CHK	10219	SHOLD EXCAVATING INC	EXCAVATOR;L&M - 310 FOUR CRNRS WATR LEAK	1,333.29
				EXCAVATOR;L&M - 310 FOUR CRNRS WATR LEAK	333.32
				<b>Total for Check/Tran - 123127:</b>	1,666.61
123128 04/30/2020	CHK	10542	SHORT STOP TRUCK REPAIR LLC	DIAGNOSE ISSUES-TRUCK#123	335.72
123129 04/30/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:NITRATE QUIMPER/BYWTR 4/21/2020	28.00
				TESTING:NITRATE QUIMPER/BYWTR 4/21/2020	28.00
				TESTING:NITRATE QUIMPER/BYWTR 4/21/2020	28.00
				TESTING:NITRATE QUIMPER/BYWTR 4/21/2020	28.00
				TESTING:CHLORIDE-IC LAZY C 4/16/2020	22.50
				<b>Total for Check/Tran - 123129:</b>	134.50
123130 04/30/2020	CHK	10803	STUDIOSTL, INC	COLOR REDERINGS - SOLAR SITE 3/03-3/27	3,421.25
123131 04/30/2020	CHK	10244	TEREX UTILITIES, INC	REPLACE DAMAGED PANEL VEH# 102	2,962.12
123132 04/30/2020	CHK	10421	THE CARWASH INC	VEH# 129 - FLEET HANDWASH SRVC	63.22
				VEH # 211&206 - FLEET SRVC MAR 2020	49.01
				<b>Total for Check/Tran - 123132:</b>	112.23
123133 04/30/2020	CHK	10524	TRI-CITY CONSTRUCTION COUNCIL	SRVC FEE 2ND QUARTER 2020	193.68
				SRVC FEE 2ND QUARTER 2020	774.74
				<b>Total for Check/Tran - 123133:</b>	968.42
123134 04/30/2020	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE 05.01.2020 pr	15.00
123135 04/30/2020	CHK	10615	US BANK	NWPPA E&O CONF-LDGNG DEPOSIT REFUND	-73.78
				DOOR MAGNETS FOR EMPLY TRVL DURING COVID	1,700.40
				NWPPA E&O CONF-LDGNG DEPOSIT REFUND	-221.34
				PMT DROPBOX FOR 210 FOUR CRNRS RD	203.20
				PMT DROPBBOX DECAL 210 FOUR CRNRS RD	21.80
				PMT DROPBOX FOR 210 FOUR CRNRS RD	50.80



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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PMT DROPBBOX DECAL 210 FOUR CRNRS RD	5.45
				NEW WTR TRTMNT PLANT- RELAY	9.68
				STOCK - RELAYS	48.40
				STOCK - RELAYS	39.04
				WO# 20142 - CLEANER	4.35
				VEH# 103- HOT SAW	7.17
				WO# 20142 - HAND SANITIZER 5 GALS	139.52
				WO# 20142 - HAND SANITIZER 5 GALS	34.88
				EXCEL&FILE MNGMT CSR TRNG SPRING 2020	226.82
				EXCEL&FILE MNGMT CSR TRNG MATERIALS	256.90
				EXCEL&FILE MNGMT CSR TRNG SPRING 2020	56.70
				EXCEL&FILE MNGMT CSR TRNG MATERIALS	64.22
				APPA 5/3-5/8/2020 TRVL EXP REFUND	-95.85
				APPA 5/3-5/8/2020 TRVL EXP REFUND	-23.96
				NWPPA E&O CONF-LDGNG DEPOSIT REFUND	-73.78
				SERVER ROOM EQUIP MONITORING DEVICE	159.99
				DIGITAL SIGNATURE SRVC	174.40
				CONF CALL SRVC MO RENEWAL	121.78
				CONF CALL ADD 1 USER,PRORATED CHRG	2.74
				AMAZONWEBSVC - HOSTS FILES FOR WEBSITE	3.04
				SERVER ROOM EQUIP MONITORING DEVICE	40.00
				DIGITAL SIGNATURE SRVC	43.60
				CONF CALL SRVC MO RENEWAL	30.44
				CONF CALL ADD 1 USER,PRORATED CHRG	0.69
				AMAZONWEBSVC - HOSTS FILES FOR WEBSITE	0.76
				SURVALENT SCADA SYS TRNGN 3/30-4/3/20	2,000.00
				LINEMAN APPRECIATION LUNCH	53.09
				PRINTER INK	65.21
				LIC UNDRGRD STRGETANK 4/30/20-4/29/21 1Y	286.88
				LIC UNDRGRD STRGETANK 4/30/20-4/29/21 1Y	7.18
				LIC UNDRGRD STRGETANK 4/30/20-4/29/21 1Y	71.72

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LIC UNDRGRD STRGETANK 4/30/20-4/29/21 1Y	1.79
				GSUSA - RUS BORROWERS COURSE TRNG EXP	476.00
				GSUSA - RUS BORROWERS COURSE TRNG EXP	119.00
				PWR DIR POSITION ADVERTISING	177.17
				PWR DIR POSITION ADVERTISING	221.34
				PWR DIR POSITION ADVERTISING	377.25
				WTR WRK BASICS 3/18-3/20/20 TRVL EXP REF	-335.28
				LOCATE PROP OWNER SOURCE PROT REY WELL	9.99
				BLUETOOTH SPKR BOC SUPPORT EQUIP	43.59
				BLUETOOTH SPKR BOC SUPPORT EQUIP	10.90
				<b>Total for Check/Tran - 123135:</b>	6,543.89
123136 04/30/2020	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRADLEPOINT DEVICE QB3/20/-4/19/20	1,014.22
				SCADA CRADLEPOINT DEVICE QB3/23-4/22/20	71.90
				<b>Total for Check/Tran - 123136:</b>	1,086.12
123137 04/30/2020	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER 5/01/2020	4,867.40
				PL DEFERRED COMP EE 5/01/2020	13,681.97
				<b>Total for Check/Tran - 123137:</b>	18,549.37
123138 04/30/2020	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15
123139 04/30/2020	CHK	9998	ANNA YOUNG	Credit Balance Refund	159.17
123140 05/07/2020	CHK	10006	AFLAC	AFLAC BILL APR 2020	207.54
				AFLAC BILL APR 2020	39.60
				AFLAC BILL APR 2020	90.72
				<b>Total for Check/Tran - 123140:</b>	337.86
123141 05/07/2020	CHK	10447	ANIXTER INC.	FUSE SM-4 150 AMP	1,381.25
123142 05/07/2020	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 3/09/18	577.69
				TREE TRIMMING W/E 3/16/19	675.88
				TREE TRIMMING W/E 2/23/19	503.41
				TREE TRIMMING W/E 3/02/19	641.88

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TREE TRIMMING W/E 4/13/19	287.78
				WEED CONTROL FOR WEEK ENDING 6/22/19	220.74
				TREE TRIMMING	641.88
<b>Total for Check/Tran - 123142:</b>					3,549.26
123143 05/07/2020	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	CARUS 8500 DRUM QTY2	1,935.05
123144 05/07/2020	CHK	10041	CDW GOVERNMENT	APPLE MACBOOK PRO 13.3	1,101.58
				APPLE MACBOOK PRO 13.3	275.40
				INK CARTRIDGES FOR WORKING FROM HOME	24.04
				INK CARTRIDGES FOR ACCOUNTING	79.85
				INK CARTRIDGES FOR WORKING FROM HOME	6.01
				INK CARTRIDGES FOR ACCOUNTING	19.97
<b>Total for Check/Tran - 123144:</b>					1,506.85
123145 05/07/2020	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE APR 2020	2,000.00
				CONSULTING SERVICE APR 2020	3,000.00
<b>Total for Check/Tran - 123145:</b>					5,000.00
123146 05/07/2020	CHK	10069	DM DISPOSAL CO INC	2YD OCC-4CRNRS APR 2020	122.94
				2YD OCC-4CRNRS APR 2020	30.73
<b>Total for Check/Tran - 123146:</b>					153.67
123147 05/07/2020	CHK	10070	DOUBLE D ELECTRICAL, INC	POWER TO FIBR CABNT - BAKER BUILDNG 4/02	5,136.08
123148 05/07/2020	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	50.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	500.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	100.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	562.50
				ENERGY CONSERVATION REBATE	740.65
				ENERGY CONSERVATION REBATE	2,654.60
				<b>Total for Check/Tran - 123148:</b>	11,807.75
123149 05/07/2020	CHK	10085	FASTENAL	ANGLE GRNDR,WYPALL,CBL TIES,HEXNUT,SCREW	411.62
				MARKING CHALK	127.96
				<b>Total for Check/Tran - 123149:</b>	539.58
123150 05/07/2020	CHK	10749	FIBER INSTRUMENT SALES INC.	FIBER PATCH PANELS	558.26
				FIBER PATCH PANELS	558.25
				FIBER PATCH PANEL - STOCK & WO#92002	-92.19
				<b>Total for Check/Tran - 123150:</b>	1,024.32
123151 05/07/2020	CHK	10090	FREDERICKSON ELECTRIC, INC	ADD CIRCUITS&RPCL FOR 46 TREE WELLS	4,698.40
123152 05/07/2020	CHK	10094	GENERAL PACIFIC, INC	FLEX CONDUIT	3,008.40
123153 05/07/2020	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKET RNTL VEH#407 4/28-5/25	2,732.50
123154 05/07/2020	CHK	10098	GRAINGER	REPLACEMENT QUILCENE SUB HEATER	201.00
				SAWZALL BLADES	87.47
				FUEL CYLINDERS	160.76
				<b>Total for Check/Tran - 123154:</b>	449.23
123155 05/07/2020	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	FIBER CLOSET CONNECTOR HOUSING-CAS&4RU	3,744.22
123156 05/07/2020	CHK	10103	H D FOWLER	WATER PARTS FOR KILISUT BRIDGE	311.48
				WATER PARTS FOR KILISUT BRIDGE	1,736.91
				WATER PARTS FOR KILISUT - WO#22001	2,457.52
				<b>Total for Check/Tran - 123156:</b>	4,505.91
123157 05/07/2020	CHK	10348	KEMP WEST, INC	TREE TRIMMING - WEST VALLEY RD 1/08/20	7,155.00
				TREE TRIMMING - END OF COYLE 1/23/20	6,709.00

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# Accounts Payable Check Register

04/28/2020 To 05/12/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 123157:</b>					13,864.00
123158 05/07/2020	CHK	10136	LES SCHWAB TIRES	TIRE REPLACEMENT VEH# 206	926.06
123159 05/07/2020	CHK	10760	MAYES TESTING ENGINEERS INC	TESTING ENGINEER-REMODLE 3/15-4/11/2020	631.00
123160 05/07/2020	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK APR 2020	161.89
				DISPOSAL 4CRNR 2YD CONT 1XWK APR 2020	40.47
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL APR-20	454.51
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL APR-20	113.63
				DISPOSAL 211 CHIM APR 2020	41.40
				DISPOSAL 211 CHIM APR 2020	10.35
				DISPOSAL 21 KENNEDY APR 2020	36.27
				DISPOSAL 21 KENNEDY APR 2020	36.28
				DISPOSAL 210 2YD CONT 1XWK APR 2020	161.89
				DISPOSAL 210 2YD CONT 1XWK APR 2020	40.47
<b>Total for Check/Tran - 123160:</b>					1,097.16
123161 05/07/2020	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER EQUIPMENT	15,937.52
				FIBER EQUIPMENT	15,937.50
<b>Total for Check/Tran - 123161:</b>					31,875.02
123162 05/07/2020	CHK	10167	OFFICE DEPOT	OPS,WH,&310 DBL WDE - OFFICE SUPPLIES	217.31
				OPS,WH,&310 DBL WDE - OFFICE SUPPLIES	54.33
<b>Total for Check/Tran - 123162:</b>					271.64
123163 05/07/2020	CHK	10169	OLYCAP	PWRBST/OLYCAP APRIL 2020	4,307.94
				UNUSED SOLAR CREDIT DONATION	858.95
<b>Total for Check/Tran - 123163:</b>					5,166.89
123164 05/07/2020	CHK	10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT - APR 2020	246.34
123165 05/07/2020	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 4/21-5/05/2020	384.00
				TRANSCRIPTION SVC 4/21-5/05/2020	96.00
<b>Total for Check/Tran - 123165:</b>					480.00
123166 05/07/2020	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLTY-LAZY C PUMPH Q2-2020	59.95

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# Accounts Payable Check Register

04/28/2020 To 05/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PEST SVC QRTL-TRITON COVE Q2-2020	59.95
<b>Total for Check/Tran - 123166:</b>					119.90
123167 05/07/2020	CHK	10822	PETE'S ELECTRIC LLC	FIBER INSTL - MARROWSTONE FIRE 4/20/20	509.30
123168 05/07/2020	CHK	10183	PETRICKS LOCK & SAFE	FIT KEY TO LOCK	95.74
				SERVICE CALL - ADJST LOCK AT ANNEX	60.00
				SERVICE CALL - ADJST LOCK AT ANNEX	15.00
<b>Total for Check/Tran - 123168:</b>					170.74
123169 05/07/2020	CHK	10188	PLATT ELECTRIC SUPPLY	PVC CONDUIT 5" SCH 40 W BELLEND 4" EXPANSION COUPLINGS	1,733.90
<b>Total for Check/Tran - 123169:</b>					2,819.68
123170 05/07/2020	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING 4/20-4/23/2020	11,032.20
123171 05/07/2020	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) RENT 5/18-6/17/2020	69.66
				4CORNERS (MODULAR) RENT 5/18-6/17/2020	17.42
				ANNEX-COPIER RENT 5/19-6/18/2020	81.41
				ANNEX-COPIER RENT 5/19-6/18/2020	20.35
<b>Total for Check/Tran - 123171:</b>					188.84
123172 05/07/2020	CHK	10210	RICOH USA, INC	4CRNRS IT MODLR (7287) IMAGES APR 2020	15.47
				4CRNRS IT MODLR (7287) IMAGES APR 2020	3.87
				310 TRPWID 4CRNRS (7683) IMAGES APR 2020	45.96
				310 TRPWID 4CRNRS (7683) IMAGES APR 2020	11.49
<b>Total for Check/Tran - 123172:</b>					76.79
123173 05/07/2020	CHK	10212	ROHLINGER ENTERPRISES INC	ANNUAL TESTING 4/19/2020	331.91
				TOOL REPAIR FEE & ANNUAL TSTING 4/19/20	65.40
				MISC SHOP SUPPLIES&ANNUAL TSTNG 4/19/20	539.28
				ANNUAL TESTING 4/20/2020	523.75
<b>Total for Check/Tran - 123173:</b>					1,460.34
123174 05/07/2020	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- MAY 2020	1,518.38
123175 05/07/2020	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC MAY 2020	2,122.05

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# Accounts Payable Check Register

04/28/2020 To 05/12/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ANSWER SVC MAY 2020	2,122.05
				ANSWER SVC MAY 2020	869.27
<b>Total for Check/Tran - 123175:</b>					5,113.37
123176 05/07/2020	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - THORNDYE RD& COYLE 4/18/2020	999.72
				FLAGGING - FLAGLER RD & JACKSON 4/21/20	1,515.11
<b>Total for Check/Tran - 123176:</b>					2,514.83
123177 05/07/2020	CHK	10219	SHOLD EXCAVATING INC	ROCK DELIVERY - 185 ALDRICH 4/13/2020	190.21
				ROCK DELIVERY - EAGLE RIDGE 3/17/2020	924.80
<b>Total for Check/Tran - 123177:</b>					1,115.01
123178 05/07/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:NITRATE QUIMPER 4/28/2020	28.00
123179 05/07/2020	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL APRIL 2020	4,307.95
				UNUSED SOLAR CREDIT DONATION	858.95
<b>Total for Check/Tran - 123179:</b>					5,166.90
123180 05/07/2020	CHK	10144	STELLA-JONES CORPORATION	30/3, 35/3, 40/2 & 50/2 POLES	21,650.63
123181 05/07/2020	CHK	10255	USA BLUEBOOK	LOCATE PAINT	175.95
				BYWATER - BOOSTER PUMP CONNECTOR	154.74
<b>Total for Check/Tran - 123181:</b>					330.69
123182 05/07/2020	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - APR 2020	43.86
				LOCATES - APR 2020	78.69
<b>Total for Check/Tran - 123182:</b>					122.55
123183 05/07/2020	CHK	10328	VERIZON CONNECT NWF INC.	VEH GPS ELEC - APR 2020	393.49
				VEH GPS ELEC - APR 2020	186.39
<b>Total for Check/Tran - 123183:</b>					579.88
123184 05/07/2020	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB3/16-4/15/20	351.33
				CELL PHONE SERVICE QB3/16-4/15/20	169.44
				CELL PHONE SERVICE QB3/16-4/15/20	61.41
				CELL PHONE SERVICE QB3/16-4/15/20	24.12
				CELL PHONE SERVICE QB3/16-4/15/20	141.20

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# Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB3/16-4/15/20	37.60
				CELL PHONE SERVICE QB3/16-4/15/20	14.70
				CELL PHONE SERVICE QB3/16-4/15/20	16.94
				CELL PHONE SERVICE QB3/16-4/15/20	123.54
				CELL PHONE SERVICE QB3/16-4/15/20	8.82
				CELL PHONE SERVICE QB3/16-4/15/20	67.06
				CELL PHONE SERVICE QB3/16-4/15/20	42.99
				CELL PHONE SERVICE QB3/16-4/15/20	16.94
				CELL PHONE SERVICE QB3/16-4/15/20	34.23
				CELL PHONE SERVICE QB3/16-4/15/20	200.79
				CELL PHONE SERVICE QB3/16-4/15/20	86.04
				CELL PHONE SERVICE QB3/16-4/15/20	338.88
				CELL PHONE SERVICE QB3/16-4/15/20	84.72
				CELL PHONE SERVICE QB3/16-4/15/20	113.58
				CELL PHONE SERVICE QB3/16-4/15/20	28.40
				CELL PHONE SERVICE QB3/16-4/15/20	36.01
				CELL PHONE SERVICE QB3/16-4/15/20	11.76
				CELL PHONE SERVICE QB3/16-4/15/20	45.18
				CELL PHONE SERVICE QB3/16-4/15/20	104.55
				CELL PHONE SERVICE QB3/16-4/15/20	32.01
				CELL PHONE SERVICE QB3/16-4/15/20	4.00
				CELL PHONE SERVICE QB3/16-4/15/20	47.02
				CELL PHONE SERVICE QB3/16-4/15/20	11.30
				CELL PHONE SERVICE QB3/16-4/15/20	26.15
				CELL PHONE SERVICE QB3/16-4/15/20	8.00
				CELL PHONE SERVICE QB3/16-4/15/20	151.54
				CELL PHONE SERVICE QB3/16-4/15/20	37.90
				CELL PHONE SERVICE QB3/16-4/15/20	57.92
				WI-FI IN SRVR ROOM QB3/20-4/19/2020	280.09
				WI-FI IN SRVR ROOM QB3/20-4/19/2020	200.05
				WI-FI USE AT HOME WO# 20142	32.08



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# Accounts Payable Check Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WI-FI USE AT HOME WO# 20142	7.93
				WI-FI IN TRUCKS QB3/20-4/19/2020	86.42
				WI-FI IN TRUCKS QB3/20-4/19/2020	21.61
<b>Total for Check/Tran - 123184:</b>					3,164.25
123185	05/07/2020	CHK	10786	VOYANT	
				PHONE SVC - MAY 2020	204.87
				PHONE SVC - MAY 2020	51.22
<b>Total for Check/Tran - 123185:</b>					256.09
123186	05/07/2020	CHK	10671	WA STATE CONSOLIDATED TECHNOLO IMAGERY SVC: MAPPING 1Y 4/30/20-4/29/21	4,000.00
123187	05/07/2020	CHK	10680	WELLSPRING FAMILY SERVICES	
				EAP SVC - APR 2020	42.34
				EAP SVC - APR 2020	10.58
<b>Total for Check/Tran - 123187:</b>					52.92
123188	05/07/2020	CHK	10271	WESCO RECEIVABLES CORP	30,084.00
123189	05/07/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	71.87

<b>Total Payments for Bank Account - 1 :</b>	(93)	483,145.34
<b>Total Voids for Bank Account - 1 :</b>	(1)	22.73
<b>Total for Bank Account - 1 :</b>	(94)	483,168.07
<b>Grand Total for Payments :</b>	(93)	483,145.34
<b>Grand Total for Voids :</b>	(1)	22.73
<b>Grand Total :</b>	(94)	483,168.07

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 05/01/2020**

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70731	5/1/2020	1,614.81
2001	WATER DISTRIBUTION MANAGER II	70732	5/1/2020	1,681.46
3032	CUSTOMER SERVICE REP	70733	5/1/2020	1,156.93
2003	WATER TREATMENT PLANT OPERATOR III	70734	5/1/2020	2,255.79
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70735	5/1/2020	2,391.25
				<b>9,100.24</b>

JEFFERSON COUNTY PUD NO 1

**DIRECT DEPOSIT PAYROLL**  
**PAY DATE: 05/01/2020**

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	5/1/2020	1,218.81
4006	COMMISSIONER DIST 1	5/1/2020	933.18
4004	COMMISSIONER DIST 2	5/1/2020	980.64
4008	COMMISSIONER DIST 3	5/1/2020	1,271.84
3034	COMMUNICATIONS MANAGER	5/1/2020	2,021.20
3002	CUSTOMER SERVICE COORDINATOR	5/1/2020	1,240.63
3020	CUSTOMER SERVICE MANAGER	5/1/2020	2,364.14
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	5/1/2020	1,273.34
3022	CUSTOMER SERVICE REP	5/1/2020	1,295.58
3046	CUSTOMER SERVICE REP	5/1/2020	1,059.83
3048	CUSTOMER SERVICE REP	5/1/2020	1,116.10
1044	ELECTRICAL PRE-APPRENTICE	5/1/2020	2,347.94
1045	ELECTRICAL PRE-APPRENTICE	5/1/2020	2,834.31
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	5/1/2020	2,255.15
3033	FINANCIAL SERVICES MANAGER	5/1/2020	3,166.55
1046	FLEET/WAREHOUSE HELPER	5/1/2020	1,994.03
1008	FOREMAN LINEMAN	5/1/2020	5,782.46
1012	FOREMAN LINEMAN	5/1/2020	3,783.54
1011	GENERAL MANAGER	5/1/2020	4,384.63
1042	GIS SPECIALIST	5/1/2020	2,242.49
1017	HEAD STOREKEEPER	5/1/2020	2,390.92
3047	HUMAN RESOURCES MANAGER	5/1/2020	2,394.95
3008	INFORMATION TECHNOLOGY MANAGER	5/1/2020	3,204.85
3028	IT SUPPORT TECHNICIAN	5/1/2020	1,752.05
1000	LINEMAN	5/1/2020	4,327.88
1016	LINEMAN	5/1/2020	6,028.00
1020	LINEMAN	5/1/2020	6,110.74
1028	LINEMAN	5/1/2020	2,682.13
1034	LINEMAN	5/1/2020	2,973.87
1041	LINEMAN	5/1/2020	2,981.33
1018	METER READER	5/1/2020	1,230.66
1043	METER READER	5/1/2020	1,955.56
1047	METER READER	5/1/2020	1,941.59
1026	OPERATIONS ASSISTANT	5/1/2020	1,837.76
3004	RESOURCE MANAGER	5/1/2020	2,422.49
1015	SCADA TECH JOURNEYMAN	5/1/2020	5,692.02
1003	SCADA TECH/APPRENTICE	5/1/2020	3,737.15
1027	SENIOR ENGINEER	5/1/2020	2,892.91
1037	SPECIAL PROJECTS COORDINATOR	5/1/2020	2,971.06
1031	STAKING ENGINEER	5/1/2020	2,089.54
1039	STAKING ENGINEER	5/1/2020	2,000.32
1014	STOREKEEPER	5/1/2020	2,365.90
1033	SUBSTATION TECH	5/1/2020	3,762.33
3013	UTILITY ACCOUNTANT II	5/1/2020	1,535.19
3029	UTILITY ACCOUNTANT II	5/1/2020	1,690.64
3003	UTILITY BILLING CLERK	5/1/2020	1,402.32
3027	UTILITY BILLING CLERK	5/1/2020	1,424.06
3000	UTILITY BILLING COORDINATOR	5/1/2020	1,563.80
2005	WATER DISTRIBUTION MANAGER I	5/1/2020	1,305.12
2002	WATER DISTRIBUTION MANAGER II	5/1/2020	2,044.74
2007	WATER SUPERINTENDENT	5/1/2020	3,196.77

**\$ 127,475.04**

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# Accounts Payable Check Register

04/28/2020 To 05/12/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
112 05/04/2020	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	MAY 2020	10,055.74
				MAY 2020	4,272.88
<b>Total for Check/Tran - 112:</b>					14,328.62
113 05/11/2020	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER MAR 2020	1,383,323.00
				TRANSMISSION MAR 2020	177,822.00
				REGIONAL COORD SVC MAR 2020	1,616.00
				REGIONAL COMP ENFOR MAR 2020	2,020.00
<b>Total for Check/Tran - 113:</b>					1,564,781.00

<b>Total Payments for Bank Account - 1 :</b>	(2)	1,579,109.62
<b>Total Voids for Bank Account - 1 :</b>	(0)	0.00
<b>Total for Bank Account - 1 :</b>	(2)	1,579,109.62
<b>Grand Total for Payments :</b>	(2)	1,579,109.62
<b>Grand Total for Voids :</b>	(0)	0.00
<b>Grand Total :</b>	(2)	1,579,109.62

May 19, 2020

PUD CALENDAR

**May 19, 2020, Special Meeting, PER WEBEX, 210 Four Corners Rd. 10:00 AM**

**May 25, 2020, Memorial Day - Holiday**

**May 27, 2020 Special Meeting, 10:00am 1<sup>st</sup> Quarter Review**

**June 2, 2020, Regular Meeting, PER WEBEX, 210 Four Corners Rd. 5:00 PM**



## **AGENDA REPORT**

DATE: May 19, 2020

TO: **Board of Commissioners**

FROM: Kevin Streett/Joel Paisner

RE: COVID-19 Update

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The PUD continues to run operations of both the electrical and water duties on a day-to-day basis. The line-crew started back last week and other employees will be phased back-in slowly.

With the City/County trying to decide the pros and cons of going to Phase 2, the PUD will have to consider next steps as time goes by.

Joel will speak to any questions from the commissioners regarding the Emergency Declaration, 20-006 that was approved on March 18, 2020.



## **AGENDA REPORT**

DATE: 19 May 2020

TO: Board of Commissioners

THRU: Kevin Streett, General Manager

FROM: Jean Hall, Customer Service Manager

RE: Post Deposit Release Report – Informational Only

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### **SUMMARY:**

Provide the BOC with updated arrears report and the effect of the deposit release on the number of accounts in danger of service disconnection once the PUD returns to the normal collection process.

### **BACKGROUND:**

At the 5 May 2020 Regular BOC meeting, the Board approved Resolution 2020-010 to release the customer deposits being held by the PUD. This was to provide some additional help to the PUD's customer owners during the COVID-19 State of Emergency. This deposit release was completed Friday, May 8, 2020. Customers were able to see the credit online immediately. Credits will show on statements rendered after 8 May 2020. The total dollar amount credited to customer accounts was \$133,750.

### **ANALYSIS/FINDINGS:**

Releasing the deposits, in conjunction with some other incoming payments and assistance pledges, has resulted in an overall 43% reduction in the arrears reported to the BOC at the beginning of May (graph attached).

In addition to the reduction in the receivables in arrears, the number of accounts flagged for disconnect for non-payment was reduced from 209 service agreements to 166 service agreements. This includes all providers. The PUD is not currently conducting service disconnects but does still run the process as a tool to track and monitor current conditions.

### **FINANCIAL IMPACT:**

Deposit Liability and Accounts Receivable were each reduced by \$133,750.

**RECOMMENDATION:**

Staff recommends continued close monitoring of accounts receivable. Customer Service will continue to reach out to customers and direct them to local agencies that may be

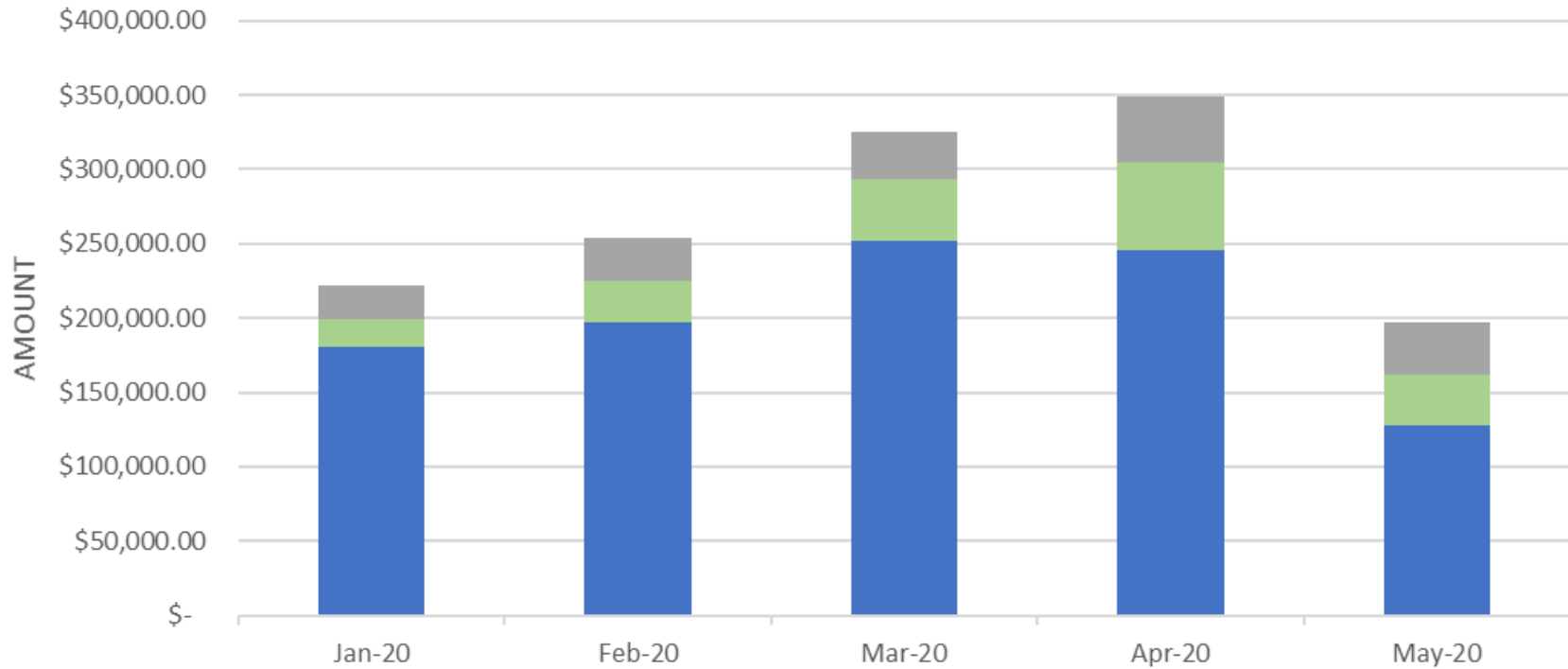
Post Deposit Release Report (cont.)

able to offer additional energy assistance services.

Deposits should not be charged to customers setting up new accounts for at least two months. The PUD should reevaluate the practice of charging deposits for new accounts and accounts that are disconnected for non-payment once the PUD returns to a normal collection schedule.



## ARREARS - POST DEPOSIT RELEASE



	Jan-20	Feb-20	Mar-20	Apr-20	5/11/2020
■ 90 Day	\$22,765.58	\$29,288.13	\$31,973.03	\$44,448.80	\$35,472.09
■ 60 Day	\$19,197.66	\$27,504.50	\$40,777.80	\$59,335.64	\$34,625.74
■ 30 Day	\$180,054.33	\$197,478.79	\$252,197.74	\$245,694.37	\$127,442.00

■ 30 Day ■ 60 Day ■ 90 Day

## **Telecommuting Policy**

### **Jefferson County Public Utility District**

#### **1.0 Purpose:**

To establish a telecommuting policy and set forth conditions and expectations for such arrangements. Telecommuting can benefit the PUD by creating physical distance to comply with social distancing guidelines, creating a flexible and mobile work place and reducing carbon footprint. Telecommuting allows an employee to perform regular work duties at home or in a satellite location. Telecommuting is a voluntary work alternative that may be appropriate for eligible employees. It is not an entitlement; it is not an organization-wide benefit; and it in no way changes the terms and conditions of employment with Jefferson County PUD.

#### **2.0 Eligibility Requirements:**

- 2.1 Eligible jobs for a telecommute arrangement will be determined by the General Manager and be based on functional role and business needs. For jobs that the General Manager deem to be suitable for a telecommute arrangement, the employee must obtain a second level of approval from their manager, or director, if applicable.
- 2.2 Telecommuting may be a viable option in cases where the duties of the employee can be accomplished from a home or remote office and their skill set and experience suggest they are well suited to perform their assigned duties from an alternative work location. Acceptable duties include but are not limited to:
  - a. Computer or phone-based tasks that can be accomplished without the use of specialized equipment or network access that would be hindered by working at an alternative work location
  - b. Positions that do not require intensive in-person training, collaboration or oversight by other employees or management.
- 2.3 The recommended qualifications for an employee to possess prior to entering a telecommuting arrangement include:
  - a. Demonstrated proficiency with all programs and technologies used to perform duties in alternative work locations
  - b. Demonstrated ability to perform duties independently and with little oversight
  - c. Demonstrated history of timely accomplishment of all duties associated with job description that would be performed at an alternative work location
  - d. Demonstrated ability to communicate frequently and effectively with co-workers and management while working at an alternative work location
  - e. Ability to attend in-person office or customer meetings within one (1) day notification unless other provisions have been made with the employee's manager or director
- 2.3.2 Employee must meet the following pre-approval requirements prior to entering a telecommuting arrangement:

- a. Ability to access to high speed internet capable of providing high-quality video/audio conferencing and communication, rapid large file transfer, and access to any online networks or software required to perform the duties of the position.
- b. Ability to demonstrate the repeated procurement of a safe and hazard-free workspace that enables the employee to perform work involving any sensitive or protected information without compromising the security of said information.

### 3.0 Approval Process

- 3.1 The employee and their manager must complete the “Telecommute Application Form” to document telecommuting expectations, days/time telecommuting will occur and how productivity will be measured and evaluated.
- 3.2 Prior to entering into any telecommuting arrangement, the employee and their manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:
  - a. Job Responsibilities – the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement
  - b. Employee suitability – the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
  - c. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will discuss the physical workspace needs and the appropriate location for telecommuting.
  - d. Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- 3.3 The Employee and their manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or e-mail within a reasonable time period during the agreed upon work schedule.
- 3.4 Either an employee or a manager can suggest telecommuting as a possible work arrangement, but it will require a joint agreement.

### 4.0 Evaluation Process

- 4.1 Any telecommuting arrangement will be evaluated on a continuing basis. Evaluation of telecommuter performance may include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems.
- 4.2 The telecommute arrangement must be evaluated annually and documented during the employee performance review process.

4.3 Any telecommute arrangement may be reevaluated and/or discontinued at will and at any time at the request of either the telecommuter or the PUD.

## 5.0 Conditions and Expectations

5.1 Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employees on family or medical leave, or as a reasonable accommodation for a medical disability, to the extent practical for the employee and the PUD and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing on the business needs of the PUD first. Such informal arrangements are not the focus of this policy.

5.2 The employee's duties, responsibility and conditions of employment remain the same as if the employee were working at the PUD's official work location. The employee will continue to comply with Federal and State laws and regulations, as well as PUD policies and procedures, while working at the remote location.

5.3 The manager will determine, with assistance from the employee the appropriate equipment needs (including hardware, software, modems, phone, printers, etc.) for each telecommuting arrangement on a case-by-case basis. The HR and IT departments will serve as resources in this matter. Equipment supplied by the PUD will be maintained by the PUD. Equipment supplied by the employee, if deemed appropriate by the PUD, will be maintained by the employee. The employee is responsible for any damage or loss to PUD owned equipment. The PUD accepts no responsibility for damage or repairs to employee-owned equipment. The PUD reserves the right to make determinations as to appropriate equipment, subject to change at any time. In accordance with the Jefferson County PUD Employee Handbook, PUD-owned technology resources may be used for personal use on a limited basis provided there is no marginal cost to the PUD, no interference with work responsibility and no disruption to the workplace. The telecommuter should sign the "Equipment Inventory Form" and agree to take appropriate action to protect the items from damage or theft. Upon separation and termination of employment, all PUD property will be returned to the PUD, unless other arrangements have been made.

5.4 Jefferson County PUD will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The PUD will also reimburse the employee for business-related expenses that are reasonably incurred in accordance with job responsibility and in compliance with the PUD's business expense policy on the same basis as when working at the regular work location. Internet service at alternative work locations will not be provided by the PUD.

5.5 Consistent with the PUD's expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of any protected information accessible from their home office. PUD-held information on the customers of the PUD may not be disclosed without a clear business need, or public disclosure request.

- 5.6 The Telecommuter represents that the alternate workplace is a hazard-free, healthful and safe environment, including proper ergonomics. The Telecommuter shall act in a responsible manner to avoid injury. The Teleworker understands that failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the telecommute arrangement. Injuries sustained by the employee while at the home work location and in conjunction with regular work duties are covered by the PUD's workers' compensation procedures. Telecommuting employees are responsible for notifying their manager of such injuries in accordance with the PUD's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to the Telecommuter's alternative work location.
- 5.7 Telecommuting employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in the same manner as if they were working on the PUD premises. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance written approval of their manager. Failure to comply with this requirement can result in the immediate discontinuation of the telecommuting agreement.
- 5.9 Telecommuters shall not hold in-person business meeting with internal or external clients, customers or colleagues at their residence.



## **AGENDA REPORT**

DATE: May 19, 2020

TO: Board of Commissioners

THRU: Kevin Streett, General Manager

FROM: Mike Bailey, Financial Services Manager

RE: Transfer of Funds and Closing Treasurer Fund Account

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**SUMMARY:** Upon reviewing PUD fund accounts, two accounts were setup related to RUS Bond Fund and Investment.

**BACKGROUND:** We have roughly \$1.1 million marked as restricted funds on the electric side. These funds are not accessible for general purposes.

**ANALYSIS/FINDINGS:** Management has researched the reason for the fund and communicated with RUS about the fund. RUS does not require us to have a reserve fund as part of our mortgage covenants.

**FISCAL IMPACT:** By unrestricting the funds and moving them to General Fund will improve our cash position. We will have more general funds to operate the utility on.

**RECOMMENDATION:** Staff recommends the Commissioners approve the resolution directing Jefferson County Treasurer's Office to move the funds in Bond Fund 680-001-020 to General Fund 680-001-010. Once the funds are moved to have the Bond Fund account closed by the Jefferson County Treasurer's Office.

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

**RESOLUTION NO. 2020-011**

A RESOLUTION of the Board of Commissioners of the Public Utility District No 1 of Jefferson County, Washington (“the PUD”), Directing the Jefferson County Treasurer to Transfer Funds and Close Certain Accounts.

WHEREAS, the Jefferson County Treasurer holds certain accounts on behalf of the PUD for various purposes, including certain reserve accounts; and

WHEREAS, the Board of Commissioners of the PUD has reviewed its reserve accounts including an account established as reserve account for its Rural Utility Service (“RUS”) Mortgage; and

WHEREAS, Board of Commissioners of the PUD has determined that the reserve account for the RUS Mortgage is not necessary or required pursuant to its ongoing loan agreements with RUS, and requests that funds be transferred as provided for in this resolution.

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

The Board of Commissioners of the PUD requests that the Jefferson County Treasurer transfer the funds in Treasurer’s Account 680-001-020 (Bond Fund) to Account 680-001-010 (General Fund). Once the funds have been transferred, it is requested that the Jefferson County Treasurer close Account 680-001-020.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 19<sup>th</sup> day of May 2020.

ATTEST:

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Dan Toepper, President

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Jeff Randall, Secretary

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Kenneth Collins, Vice President