

**Regular Meeting Agenda**  
**Board of Commissioners**  
 Mon, Oct 5, 2020 5PM  
 Webex Online  
 Port Townsend, WA 98368



To join online go to: <https://jeffpud.my.webex.com/meet/JPUD>. Follow the instructions to login. Meetings will open 5 minutes before they begin. CALL IN #: Dial 360-379-5833. No additional log-ins needed.

Page

- 1. Call to Order: Public Hearing for 2021 Draft Budget**

Per the of Governor's Extended Proclamation 20-28 and in response to the COVID-19 Pandemic, Jefferson County PUD is no longer providing an in-person meeting room for meetings of the BOC. All meetings will be held remotely via Webex until otherwise informed by the Governor. Participant audio will be muted upon entry. Please unmute at the appropriate time to speak. Use \*6 on a phone to mute or unmute at the appropriate time during the call.
- 2. PRESENTATION: Resolution 20-019 Tax Levy Updated and Substantial Need Resolution 20-021** 4 - 5

00:01:55

[Resolution 2020-019 Tax Levy](#)  [Resolution 2020-021 Substantial Need Tax Levy](#)  

- 3. 2021 DRAFT BUDGET** 6 - 38

00:09:48

[Budget Packet 2021.pdf](#) 
- 4. Public Comment for Budget Hearing**

The public comment period is for the 2021 draft budget. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. **(5 min per person time limit)**

01:08:13
- 5. ADOPTION OF 2021 BUDGET RESOLUTION 20-020** 39

01:32:55

[Resolutuion Adopting a Budget for Calendar Year 2021 JP v.002](#) 
- 6. Adjourn Public Hearing** 01:35:55
- 7. Call to Order: Regular Meeting** 01:36:23

01:36:33
- 8. Agenda Review**

## 9. GENERAL PUBLIC COMMENT

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

01:37:10

## 10. Consent Agenda

*All matters listed below on the Consent Agenda are considered under one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

01:38:09

- 10.1. Prior Minutes 40 - 49
- [PUD BOC Special Mtg Min. 8-11-2020 Budget Review Draft](#) 
  - [PUD BOC Regular Meeting Min. 08-18-2020 DRAFT](#) 
  - [PUD BOC Special Mtg Min. 8-25-2020 Budget Review Draft](#) 
- 10.2. Vouchers 50 - 77
- [4.02.02 Voucher Approval Form for the Commissioners](#) 
  - [Voucher Certification with Supporting Warrant Register & Payroll...](#) 
- 10.3. Financial Report 78 - 90
- [August 2020 Financials](#) 
- 10.4. Legal Counsel Contract Approval 91 - 93
- [Draft Attorney Contract with Joel Paisner 2020 09 16 v. 002.docx](#) 
- 10.5. Risk Management Resolution 94
- [Resolution 20-018 Adopting Risk Management Policy v. 001 JRP.docx](#) 
- 10.6. Port Townsend Paper Corp Wheeling Agreement 95 - 107
- [Port Townsend Paper Corp Wheeling Agreement v.002 2020 08 26.docx](#) 
- 10.7. Calendar 108

**11. Manager and Staff Reports**

*For information only, not requiring a vote.*

01:38:56

**12. Old Business**

*For the OLD and NEW BUSINESS section discussions: please hold public comment until each presentation is done but before the vote .*

**13. New Business**

13.1. Asset Policy

01:50:37

109 - 116

[Updated Asset Policy Agenda Report.docx](#) 

[Updated Asset Policy.pdf](#) 

[PUD policy small and attractive items policy.pdf](#) 

**14. Commissioner Reports**

01:57:00

**15. Adjourn**

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

**RESOLUTION NO. 2020-019**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington regarding the levy amount and determining it does not need to increase their regular levy versus the District's prior year's levy amount, not including increases that are exempt under RCW 84.55.

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, has properly given notice of the Public Hearing held Monday, October 5, 2020 to consider the District's expense budget for the year 2020 pursuant to RCW 84.55; and,

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the District does not require an increase in property tax revenue from the previous year in excess of the increase resulting from the addition of new construction and improvements to property, any increase in the value of states assessed properties, and refunds in order to discharge the expected expenses and obligations of the District and in its best interest.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County that the regular property tax levy limit, not including any increase resulting from the addition of new construction and other increases identified in RCW 84.55.010(1), is hereby authorized for the 2021 tax levy in the amount of \$563,666.59 dollars, which is an increase of 0% from the previous year's levy amount.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open public meeting held this 5<sup>th</sup> day of October 2020.

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Dan Toepper,  
President

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Ken Collins,  
Vice President

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Jeff Randall,  
Secretary

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

**RESOLUTION NO. 2020-021**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington determining substantial need and adopting the limit factor for property tax increase for 2021 budget purposes.

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington while considering the budget for 2021 has reviewed all sources of revenue and examined all anticipated expenses and 2021 obligations: and,

WHEREAS, the Board of Commissioners of the District No. 1 of Jefferson County, Washington, has determined that, because of the possible expansion of the PUD's role in Telecom, and to assist in its Water and Electrical Conservation measures, the Commissioners find that there is a substantial need to increase the regular property tax limit factor above the rate of inflation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington that the limit for the regular tax levy for the year 2021 will be 101% of the highest amount of regular property taxes that could have been lawfully levied in the district in any year since 1985.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open public meeting held 5<sup>th</sup> of October 2020.

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Dan Toepper,  
President

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Ken Collins,  
Vice President

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Jeff Randall,  
Secretary



# 2021 BUDGET

Presented and prepared by:

Mike Bailey, Finance Director and Auditor

Kevin Streett, General Manager

The 2021 budget is unique, in part because 2020 has been anything but a normal year. The drafting of the budget included on the following pages took place during a year where the PUD closed its operation center and moved all of its staff to temporary locations. And this was before the global pandemic hit, causing staff to relocate yet again, and multiple times, changing the entire way the PUD does business. The effect the pandemic has had on our customers is greater still. Even as we submit this budget to our customer-owners for comment and to the board for approval, we do not know what 2021 will bring, nor when the effects of the pandemic will abate, much less be resolved.

What we do know is there is much to consider in adopting the 2021 budget, and much that may change despite our diligence. Concurrent with the drafting of this budget, the PUD has been working with FCS Group on a thorough Cost of Service study. The outcome of the study may require us to revise this budget in the new year. So will the availability of (or lack thereof of) state and federal funding. Staff therefore proposes a detailed Budget Review meeting be conducted with the board every other month in 2021 to account for the variability of potential revenue and/or expenses.

The good news is that the 2021 operations budget as presented is nearly \$900,000 to the positive. We are also able to support increases to broadband, low income, tree trimming, and staffing, but will have to reduce some capital spending on projects and supplies. The bad news is cash reserves will be reduced by nearly \$2 million. And our water division is projected to begin losing money in 2021 and continue losing money going forward. There is much to discuss and much that will be out of our ability to control. The 2021 budget as presented is our best faith effort at navigating the next year.

# 2021 Budget Presentation Grouping

## **Revenue Talking Points**

- Electric and Water Revenues were increased by .07% based on growth predictions.
- We have kept our property tax revenues at the same level as last year and 100% of the funds will go toward Broadband.

## **Purchased Power Talking Points**

- We kept our Purchased Power cost about the same but did add some for projected BPA reserves cost adjustment.

## **Operating Expenses Talking Points**

- All expenses are based on actual expenses from January 2020 to May 2020 and then averaged for the remaining of the year.
- We raised expenses by 1.25%.
- We raised our Fleet Expenses by 2% based on new vehicles and personnel.
- We have budgeted for 2 new positions in 2021.
- Purchased power for water has been increased to reflect the cost to run pumps and produce water.
- Electric Transmission Expense is primarily Bonneville Power Administration (BPA) but also includes expenses (labor, materials, fleet) associated with maintaining transmission lines.
- Included in Electric Distribution Expense—Maintenance is \$800,000 for tree trimming.
- Included in the Administrative and General expenses is \$150,000 available for raises per RCW 54.16.100.
- Interest on Long-Term Debt is based on the amortization schedules within our loan documents with RUS, USDA Rural Development, and bonds.
- Labor, Benefits, Fleet, and Inventory Expenses are based on historical information
- Each Department increased their training budgets by 10% for 2021.
- We have included a 4% COLA increase for Non-Represented Employees and COLAs for Union Employees per their contracts.

## **Capital Expenses Talking Points**

- Electric Construction Projects are based on the previously approved 4-year work plan with Board approved additions.
- Water Construction Projects are based on current needs and will be included in 10-year work plan.
- General Plant capital purchases include building remodel, warehouse improvements, information technology equipment, fleet, broadband, electric tools/personal protection equipment, communications, and engineering costs.

### **Long-Term Debt Talking Points**

- Principal payments on long-term debt are based on the amortization schedules within our loan documents with RUS, USDA Rural Development, and bonds.
- We still have some LUDs that are paying on assessments which the Treasurer's Office collects and then we pay the bond payments.

### **Cash Flow Talking Points**

- Added depreciation back into the cash flow as our construction costs should be close to our depreciation rate. We are replenishing our assets at the same rate they are depreciating.
- Added non-cash contribution in aid to construction (donated capital) back into the cash flow as the amount is representative of donated capital and no money is received.

## 2021 Budget Presentation Talking Points

1. Electric and Water Revenues were increased by .07% based on growth predictions.
2. We raised expenses by 1.25%.
3. We raised our Fleet Expenses by 2% based on new vehicles and personnel.
4. We have budgeted for 2 new positions in 2021.
5. We kept our Purchased Power cost about the same but did add some for projected BPA reserves cost adjustment.
6. Purchased power for water has been increased to reflect the cost to run pumps and produce water.
7. Electric Transmission Expense is primarily Bonneville Power Administration (BPA) but also includes expenses (labor, materials, fleet) associated with maintaining transmission lines.
8. Included in Electric Distribution Expense—Maintenance is \$800,000 for tree trimming.
9. Included in the Administrative and General expenses is \$150,000 available for raises per RCW 54.16.100.
10. Interest on Long-Term Debt is based on the amortization schedules within our loan documents with RUS, USDA Rural Development, and bonds.
11. Labor, Benefits, Fleet, and Inventory Expenses are based on historical information
12. All expenses are based on actual expenses from January 2020 to May 2020 and then averaged for the remaining of the year.
13. Each Department increased their training budgets by 10% for 2021.
14. We have included a 4% COLA increase for Non-Represented Employees and COLAs for Union Employees per their contracts.
15. We have kept our property tax revenues at the same level as last year and 100% of the funds will go toward Broadband.
16. Electric Construction Projects are based on the previously approved 4-year work plan with Board approved additions.
17. Water Construction Projects are based on current needs and will be included in 10-year work plan.
18. General Plant capital purchases include building remodel, warehouse improvements, information technology equipment, fleet, broadband, electric tools/personal protection equipment, communications, and engineering costs.
19. Principal payments on long-term debt are based on the amortization schedules within our loan documents with RUS, USDA Rural Development, and bonds.
20. Added depreciation back into the cash flow as our construction costs should be close to our depreciation rate. We are replenishing our assets at the same rate they are depreciating.
21. We still have some LUDs that are paying on assessments which the Treasurer's Office collects and then we pay the bond payments.
22. Added non-cash contribution in aid to construction (donated capital) back into the cash flow as the amount is representative of donated capital and no money is received.

**EXHIBIT A**  
**2021 PUD Electric and Water Utility Budgets**

	<u>Electrical</u> <u>Utility</u>	<u>Water</u> <u>Utility</u>	<u>Talking</u> <u>Points</u>
<b>Operating Revenues</b>	\$37,504,346	\$2,678,048	1
<b>Operating Expenses</b>			2,3,4
Power Production Cost	\$0	\$650	
Cost of Purchased Power	\$15,478,556	\$200,000	5,6
Transmission Expense	1,834,765	0	7
Distribution Expense--Operation	2,102,600	1,096,882	
Distribution Expense--Maintenance	3,825,269	551,081	8
Customer Accounts Expense	1,549,956	226,811	
Customer Service and Informational Expense	27,814	0	
Administrative and General Expense	3,225,402	1,106,256	9
Depreciation & Amortization Expense	5,484,513	414,779	
Tax Expense--Other	2,564,637	111,413	
Interest on Long-Term Debt	2,598,440	226,987	10
Interest Expense--Other	0	0	
Other Deductions	94	0	
<b>Total Operating Expenses</b>	<b>\$38,692,046</b>	<b>\$3,934,859</b>	11,12,13,14
<b>Net Operating Margins (Loss)</b>	(\$1,187,700)	(\$1,256,811)	
<b>Non-Operating Margins (Loss)</b>	\$2,783,688	\$855,826	15
<b>Net Margins (Loss)</b>	<b>\$1,595,988</b>	<b>(\$400,985)</b>	
<b>Cash Flow Budget</b>			
Construction Projects	\$2,954,000	\$609,500	16,17
General Plant Purchases	3,076,000	55,000	18
Principal on Long Term Debt	3,479,853	554,505	19
Add Depreciation & Amortization (non-cash)	(5,484,513)	(414,779)	20
Principal & Interest Received on LUDs	0	(442,966)	21
Non-Cash Contribution in Aid to Construction	(614,912)	0	22
<b>Total Cash Expenditures/Cash Outflow</b>	<b>\$3,410,428</b>	<b>\$361,260</b>	
<b>Net Cash Inflow/(Outflow)</b>	<b>(\$1,814,440)</b>	<b>(\$762,245)</b>	
Net TIER (Minimum of 1.25)	1.61		
Net DSC (Minimum of 1.25)	1.59		

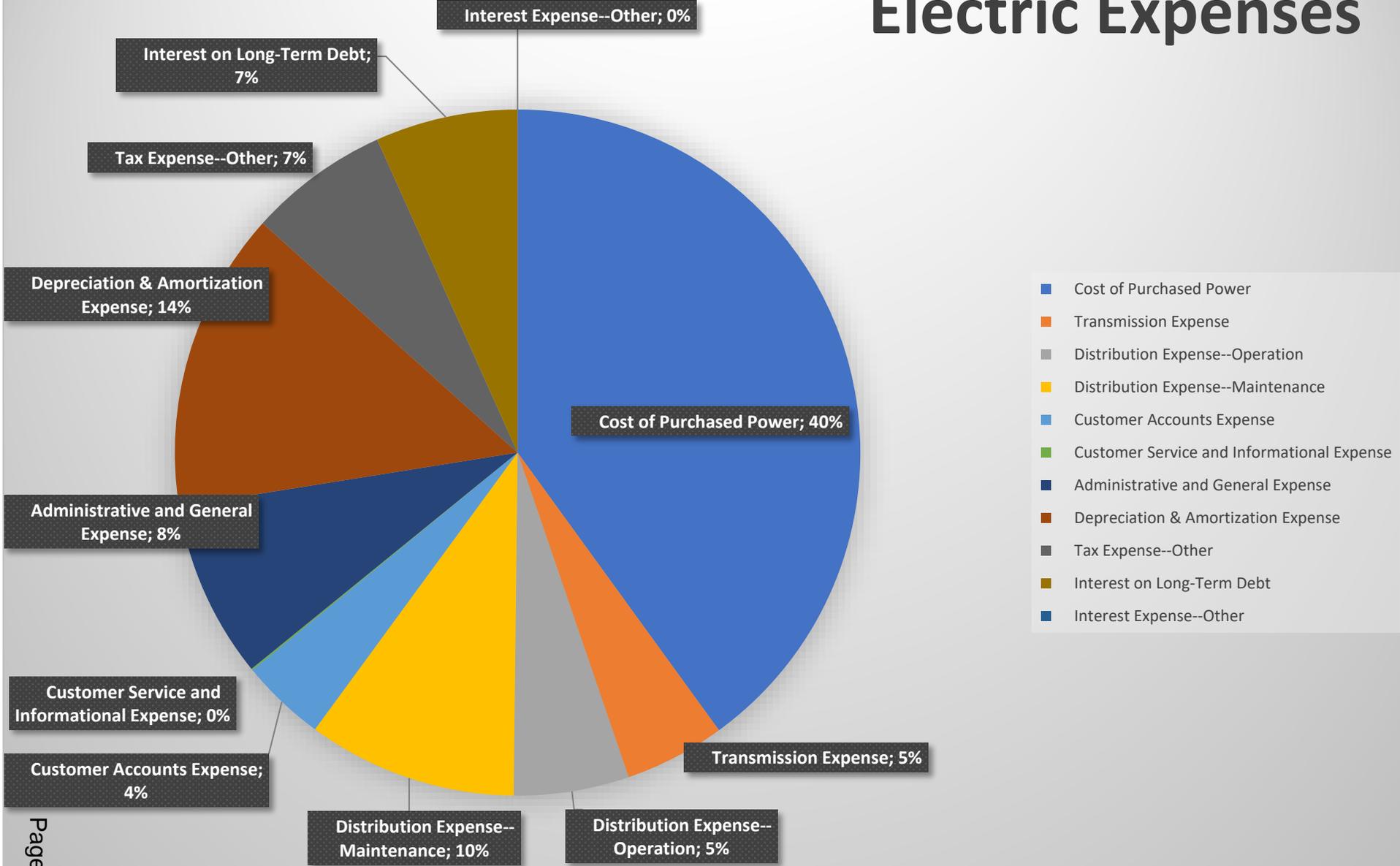
**Electric Utiliy  
Expense Changes  
From 8/25/2020 to 10/5/2020**

	<b>8/25/2020 Presentation</b>	<b>10/5/2020 Presentation</b>	<b>Change</b>
<b>Operating Revenues</b>	\$37,504,346	\$37,504,346	\$0
<b>Operating Expenses</b>			
Power Production Cost	\$0	\$0	\$0
Cost of Purchased Power	\$15,478,556	\$15,478,556	\$0
Transmission Expense	\$1,831,883	\$1,834,765	\$2,882
Distribution Expense--Operation	\$2,047,036	\$2,102,600	\$55,564
Distribution Expense--Maintenance	\$3,757,581	\$3,825,269	\$67,688
Customer Accounts Expense	\$1,492,741	\$1,549,956	\$57,215
Customer Service and Informational Expense	\$27,816	\$27,814	(\$2)
Administrative and General Expense	\$3,226,105	\$3,225,402	(\$703)
Depreciation & Amortization Expense	\$5,484,513	\$5,484,513	\$0
Tax Expense--Other	\$2,564,637	\$2,564,637	\$0
Interest on Long-Term Debt	\$2,598,440	\$2,598,440	\$0
Interest Expense--Other	\$0	\$0	\$0
Other Deductions	\$94	\$94	\$0
<b>Total Operating Expenses</b>	<b>\$38,509,402</b>	<b>\$38,692,046</b>	<b>\$182,644</b>
<b>Net Operating Margins (Loss)</b>	(\$1,005,056)	(\$1,187,700)	(\$182,644)
<b>Non-Operating Margins (Loss)</b>	\$2,139,771	\$2,783,688	\$643,917
<b>Net Margins (Loss)</b>	<b>\$1,134,715</b>	<b>\$1,595,988</b>	<b>\$461,273</b>
<b>Cash Flow Budget</b>			
Construction Projects	\$2,954,000	\$2,954,000	\$0
General Plant Purchases	\$3,076,000	\$3,076,000	\$0
Principal on Long Term Debt	\$3,479,853	\$3,479,853	\$0
Add Depreciation & Amortization (non-cash)	(\$5,484,513)	(\$5,484,513)	\$0
Principal & Interest Received on LUDs	\$0	\$0	\$0
Non-Cash Contribution in Aid to Construction	(\$614,912)	(\$614,912)	\$0
<b>Total Cash Expenditures/Cash Outflow</b>	<b>\$3,410,428</b>	<b>\$3,410,428</b>	<b>\$0</b>
<b>Net Cash Inflow/(Outflow)</b>	<b>(\$2,275,713)</b>	<b>(\$1,814,440)</b>	<b>\$461,273</b>
Net TIER (Minimum of 1.25)	1.44	1.61	0.18
Net DSC (Minimum of 1.25)	1.52	1.59	0.08

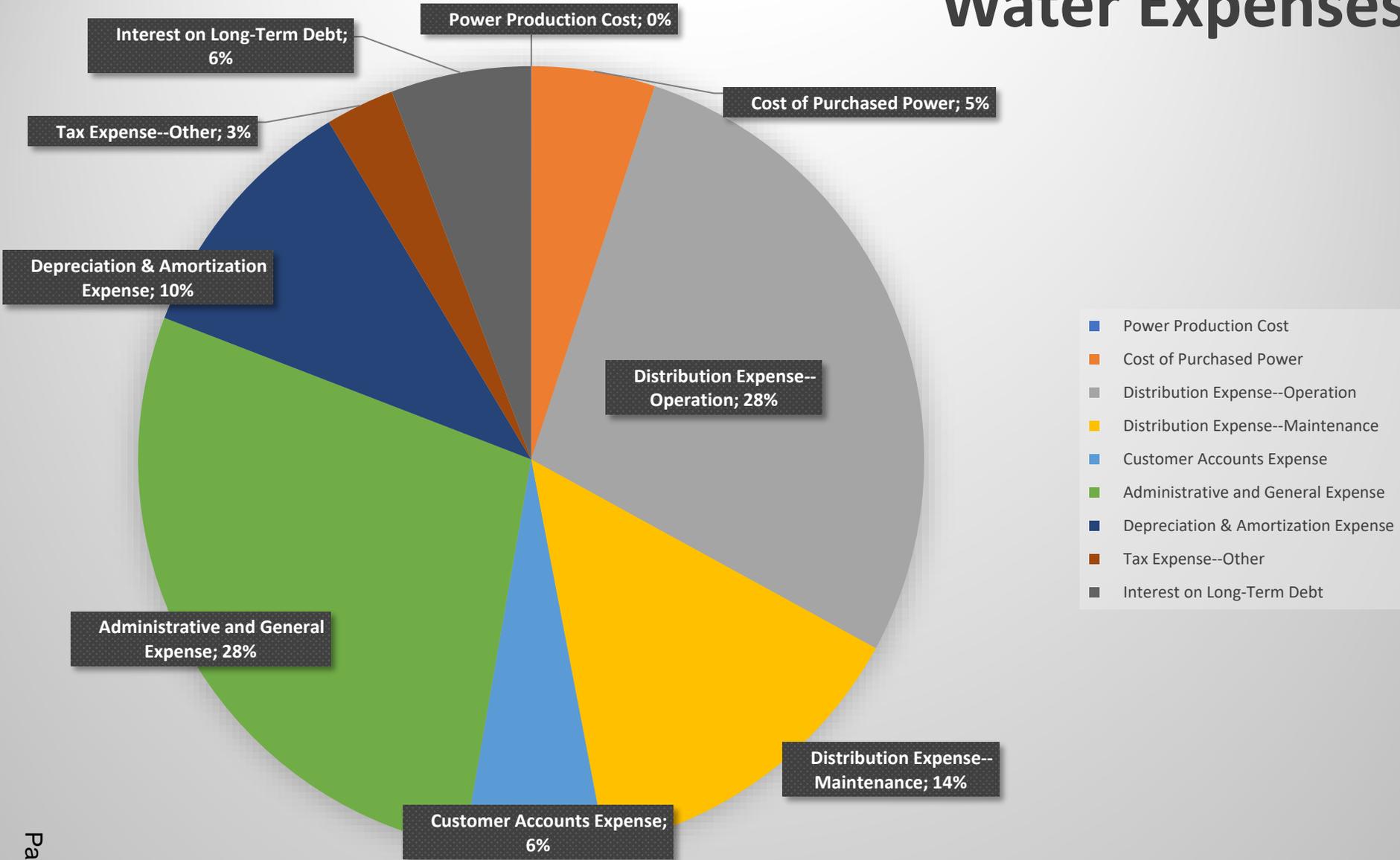
**Water Utility**  
**Expense Changes**  
**From 8/25/2020 to 10/5/2020**

	<b>8/25/2020</b>	<b>10/5/2020</b>	<b>Change</b>
	<b>Presentation</b>	<b>Presentation</b>	
<b>Operating Revenues</b>	\$2,678,048	\$2,678,048	\$0
<b>Operating Expenses</b>			
Power Production Cost	\$650	\$650	\$0
Cost of Purchased Power	\$200,000	\$200,000	\$0
Transmission Expense	\$0	\$0	\$0
Distribution Expense--Operation	\$1,097,128	\$1,096,882	(\$246)
Distribution Expense--Maintenance	\$551,114	\$551,081	(\$33)
Customer Accounts Expense	\$226,874	\$226,811	(\$63)
Customer Service and Informational Expense	\$0	\$0	\$0
Administrative and General Expense	\$1,106,542	\$1,106,256	(\$286)
Depreciation & Amortization Expense	\$414,779	\$414,779	\$0
Tax Expense--Other	\$111,413	\$111,413	\$0
Interest on Long-Term Debt	\$226,987	\$226,987	\$0
Interest Expense--Other	\$0	\$0	\$0
Other Deductions	\$0	\$0	\$0
<b>Total Operating Expenses</b>	<b>\$3,935,487</b>	<b>\$3,934,859</b>	<b>(\$628)</b>
<b>Net Operating Margins (Loss)</b>	<b>(\$1,257,439)</b>	<b>(\$1,256,811)</b>	<b>\$628</b>
<b>Non-Operating Margins (Loss)</b>	<b>\$1,006,191</b>	<b>\$855,826</b>	<b>(\$150,365)</b>
<b>Net Margins (Loss)</b>	<b>(\$251,248)</b>	<b>(\$400,985)</b>	<b>(\$149,737)</b>
<b>Cash Flow Budget</b>			
Construction Projects	\$609,500	\$609,500	\$0
General Plant Purchases	\$55,000	\$55,000	\$0
Principal on Long Term Debt	\$554,505	\$554,505	\$0
Add Depreciation & Amortization (non-cash)	(\$414,779)	(\$414,779)	\$0
Principal & Interest Received on LUDs	(\$442,966)	(\$442,966)	\$0
Non-Cash Contribution in Aid to Construction	\$0	\$0	\$0
<b>Total Cash Expenditures/Cash Outflow</b>	<b>\$361,260</b>	<b>\$361,260</b>	<b>\$0</b>
<b>Net Cash Inflow/(Outflow)</b>	<b>(\$612,508)</b>	<b>(\$762,245)</b>	<b>(\$149,737)</b>

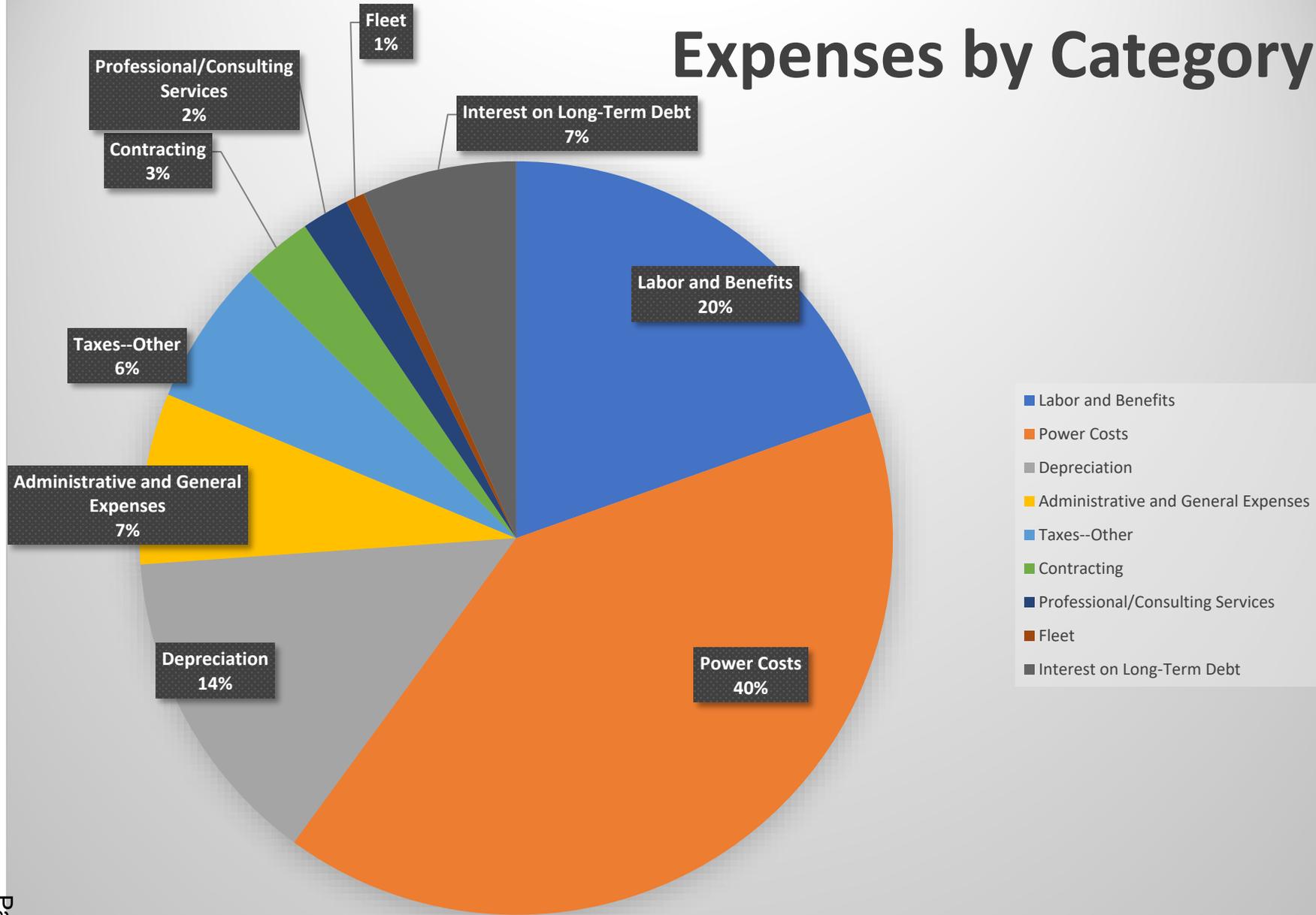
# Electric Expenses



# Water Expenses

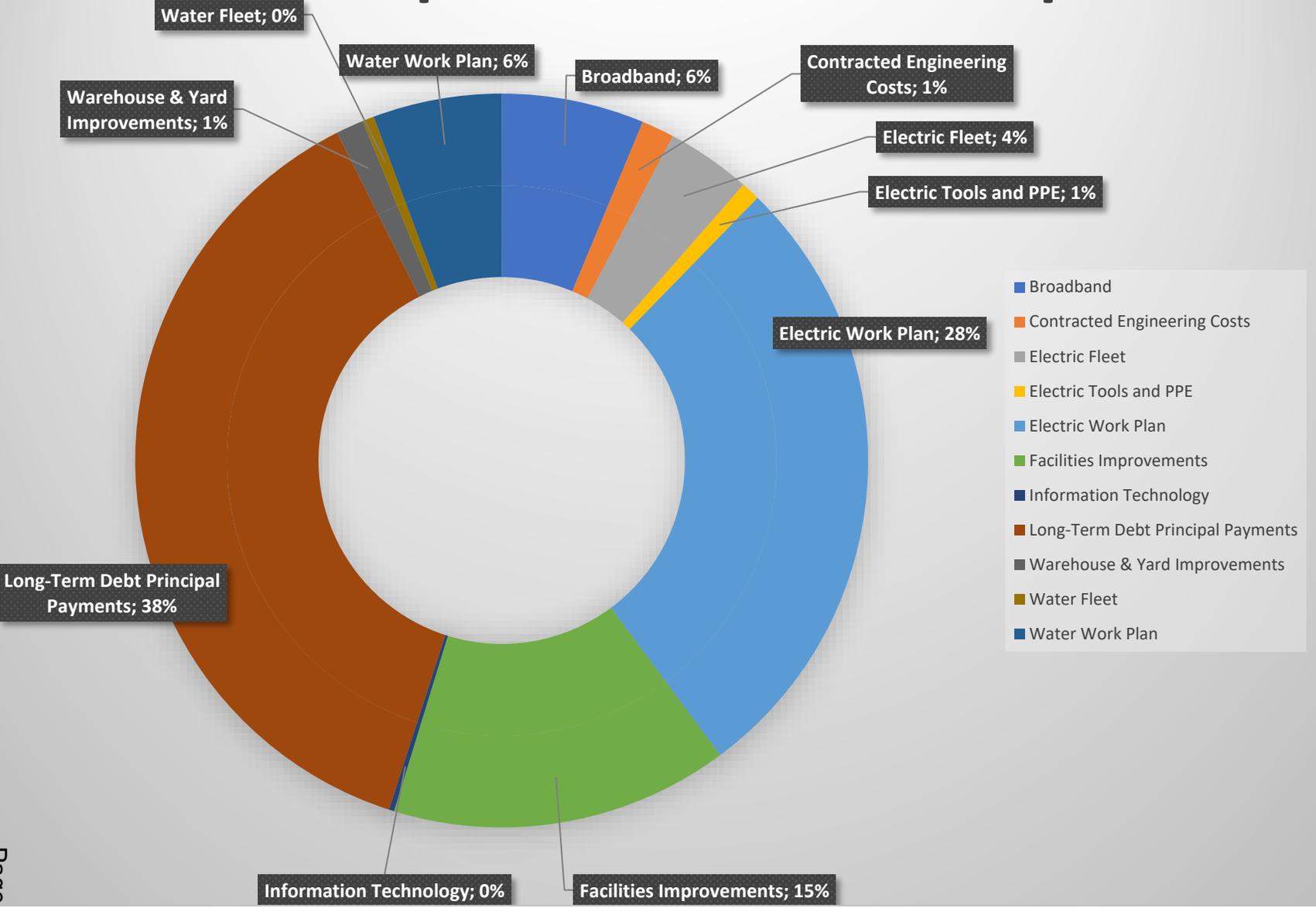


# Expenses by Category



<b>Expense Category</b>	<b>Amount</b>	<b>Percentage</b>
Power Costs	\$17,246,163	40%
Labor and Benefits	\$8,348,230	20%
Depreciation	\$5,899,292	14%
Administrative and General Expenses	\$3,128,578	7%
Interest on Long-Term Debt	\$2,825,427	7%
Taxes--Other	\$2,676,050	6%
Contracting	\$1,285,739	3%
Professional/Consulting Services	\$869,228	2%
Fleet	\$348,198	1%
<b>Total</b>	<b>\$42,626,906</b>	<b>100%</b>

# Capital and Debt Principal Costs



<b>Cost Group</b>	<b>Amount</b>	<b>Percentage</b>
Long-Term Debt Principal Payments	\$4,034,358	37.60%
Electric Work Plan	\$2,954,000	27.53%
Facilities Improvements	\$1,600,000	14.91%
Broadband	\$675,000	6.29%
Water Work Plan	\$609,500	5.68%
Electric Fleet	\$400,000	3.73%
Contracted Engineering Costs	\$155,000	1.44%
Warehouse & Yard Improvements	\$131,000	1.22%
Electric Tools and PPE	\$90,000	0.84%
Water Fleet	\$55,000	0.51%
Information Technology	\$25,000	0.23%
<b>Total</b>	<b>\$10,728,858</b>	<b>100%</b>

**Electric 4 Year Work Plan Capital Costs**

<b>Item #</b>	<b>Description</b>	<b>2021 Budget Amount</b>
101	UG Distribution Line Extensions	\$250,000
102	OH Distribution Line Extensions	\$95,000
103	New Subdivision	\$25,000
104	Water Street Underground	\$70,000
203	New Feed Hastings Substation	\$120,000
204	New Feeder out of PLSS--Engineering	\$100,000
303	Convert OH to UG 4 Locations	\$50,000
401-1	Port Ludlow Bay 2 Construction	\$100,000
501		
	Replace Aging Substation Equipment--Hastings	\$135,000
502		
	Replace Aging Substation Equipment--Irondale	\$50,000
503	Replace/Install New Relays	\$55,000
504	Replace Aging Substation Wet-Cell Batteries with Dry-Cell Batteries, and their chargers	\$24,000
505	SCADA System Substation Communications and Devices Upgrades	\$40,000
507-2	New Breaker Hastings (Engineering)	\$50,000
601-1	Install new pole-mount Transformers to serve new customers. 10 per year	\$30,000
601-2	Install new pad-mount Transformers to serve new customers. 15 per year	\$40,000
601-3	Transformer replacement of aging units. 60 per year	\$160,000
602-1	Install/Upgrade meters to serve new/existing customers. XX per year	\$25,000
604-1	Install four new Three-Phase distribution line reclosers	\$50,000
607	Pole Replacements. 20 per year	\$80,000
608	Replace Aging Conductors	\$75,000
608-1	Install Single Phase 15kv 1/0 Distribution Line	\$100,000
610	Wildlife Protection. X sites	\$25,000
701	Security and Street Lighting	\$20,000
703	SCADA System Distribution Line Devices Communications and Control Upgrades	\$25,000
705-1	Meter Replacement Project	\$950,000
1002	Install 115kVA Switches	\$45,000
1101	Easements and Right-of-Way	\$25,000
1201	Fiber Line Extensions	\$140,000
<b>Total Electric Capital Costs--4 Year Work Plan</b>		<b>\$2,954,000</b>

## 2021 Water Capital Project Costs

<b>Description</b>	<b>Budget Amount</b>
Bywater (Shine Well) Pump Replacement	\$35,000
Bywater Bay-Shine Plat LUD-Distribution Replacement	\$0
Bywater Booster Station Install	\$31,000
Decommissioning of Various Wells	\$20,000
Fire Hydrant Replacement	\$7,000
Gardiner Replacement Well	\$0
Lazy C Emergency Well Pump and Accessories	\$22,000
Line Replacement--Coyle and Others	\$55,000
New Water Installs	\$50,000
Quilcene Pump Replacement--USFS	\$15,000
Quilcene Source 2 Development	\$5,000
SCADA Controls--Septic	\$5,000
Snow Creek Wellhouse Replacement Project	\$179,500
Triton Cove, Lazy C, and Quilcene SCADA Replacement	\$15,000
Triton Cove--Williams Addition Wellhouse	\$10,000
WSDOT Chimacum Creek	\$160,000
<b>Total Water Capital Costs</b>	<b>\$609,500</b>

**2021 Broadband Capital Costs**

<b>Description</b>	<b>Budget Amount</b>
Broadband Construction	\$500,000
Broadband LUD	\$50,000
Broadband Equipment	\$60,000
Line Extention	\$65,000
<b>Total Broadband Capital Costs</b>	<b>\$675,000</b>

## 2021 Facilities Improvements

<b>Description</b>	<b>Budget Amount</b>
Facilities Upgrade Construction Work	\$1,500,000
New Line Crew Double Wide Modular	\$0
Fleet Open Shed Remodel	\$100,000
<b>Total Facilities Improvements Capital Costs</b>	<b>\$1,600,000</b>

**2021 Warehouse and Yard Improvements Capital Costs**

<b>Description</b>	<b>Budget Amount</b>
Warehouse Yard Improvements	\$70,000.00
Warehouse Miscellaneous Costs	<u>\$61,000.00</u>
<b>Total Warehouse and Yard Capital Costs</b>	<b>\$131,000</b>

### 2021 Information Technology Capital Costs

<b>Description</b>	<b>Budget Amount</b>
Network Switches for New Building	\$25,000
HR Software	<u>\$0</u>
<b>Total IT Capital Costs</b>	<b>\$25,000</b>

### 2021 Electric Fleet Capital Costs

<b>Description</b>	<b>Budget Amount</b>
Small Bucket Truck	\$165,000
Vehicle--Electrical Superintendent	\$40,000
Shop Equipment	\$85,000
Vehicle--Broadband	\$55,000
Vehicle--Meter Reader	\$55,000
Underground Cable Puller	\$0
<b>Total Electric Fleet Capital Costs</b>	<b>\$400,000</b>

### 2021 Water Fleet Capital Costs

<b>Description</b>	<b>Budget Amount</b>
Vehicle--Meter Reader	\$0
Vehicle--Sewer	<u>\$55,000</u>
<b>Total Water Fleet Capital Costs</b>	<b>\$55,000</b>

**2021 Electric Tools and PPE Capital Costs**

<b>Description</b>	<b>Budget Amount</b>
Tools	\$65,000
Personal Protection Equipment	\$25,000
<b>Total Electric Tools &amp; PPE Capital Costs</b>	<b>\$90,000</b>

**2021 Contracted Engineering Capital Costs**

<b>Description</b>	<b>Budget Amount</b>
Contracted Electric Engineering	\$50,000
Contracted Utility Pole Inspection	\$75,000
Emergency Management Plan and Risk and Resiliency	<u>\$30,000</u>
<b>Total Contracted Engineering Capital Costs</b>	<b>\$155,000</b>

**Change in Capital Projects  
Cost Reductions from 8/11/20 to 8/25/20**

<b>Project Name</b>	<b>8/11/2020 Presentation</b>	<b>8/25/2020 Presentation</b>	<b>Change</b>
Electric Work Plan	\$3,344,000	\$2,954,000	\$390,000
Water Work Plan	\$1,122,000	\$609,500	\$512,500
Broadband	\$675,000	\$675,000	\$0
Facilities Improvements	\$2,000,000	\$1,600,000	\$400,000
Warehouse & Yard Improvements	\$436,000	\$131,000	\$305,000
Information Technology	\$55,000	\$25,000	\$30,000
Electric Fleet	\$520,000	\$400,000	\$120,000
Water Fleet	\$110,000	\$55,000	\$55,000
Electric Tools and PPE	\$100,000	\$90,000	\$10,000
Contracted Engineering Costs	\$205,000	\$155,000	\$50,000
	<b>\$8,567,000</b>	<b>\$6,694,500</b>	<b>\$1,872,500</b>

## 2021 Cash Summary

	August 2020
Cash-Operating Depository	\$ 693,007
Cash-Jeff Co Treasurer General	278,481
Cash-Payroll Clearing-1st Security Payroll Clearing	12
Working Funds	2,000
Cash-1996 Bond LUD #6	20,148
Cash-1996 Bond LUD #8	73,061
Temp Invest JeffCo Treasurer Gen	5,646,522
Tax Revenue Fund	3,471,390
Tax Revenue Fund Investment	1,925,000
RUS Bond Fund	<u>\$ 267</u>
<b>2020 Ending Unrestricted Cash</b>	<b>\$ 12,109,888</b>
2021 Net Cash Outflow	<u>(2,576,685)</u>
<b>2021 Ending Unrestricted Cash</b>	<b>\$ 9,533,203</b>

### Restricted Cash

Other Special Funds	\$ 47,200
Reserve Fund LUD #13	13
Tri Area Bond Reserve	37
Tri Area Bond Investment	181,281
LUD #11 Water Reserve	48
LUD #11 Invested Reserve	234,809
Cash-1999 Bond LUD #11	7
Cash-1997 Bond LUD #13	4
Cash-2009 Bond LUD #14	1,119
Cash-2008 Bond LUD #15	112
LUD #11 Bond Investment	33,068
LUD #13 Bond Investment	21,737
LUD #14 Bond Investment	2,512,196
LUD #15 Bond Investment	<u>541,948</u>
<b>2020 Ending Restricted Cash</b>	<b>\$ 3,573,579</b>

**2021 Cash Summary**  
**Change in Cash Position from July to August**

	August 2020	July 2020	Change
Cash-Operating Depository	\$ 693,007	\$ 683,115	\$ 9,892
Cash-Jeff Co Treasurer General	278,481	272,189	\$ 6,292
Cash-Payroll Clearing-1st Security Payroll Clearing	12	15	\$ (3)
Working Funds	2,000	2,000	\$ -
Cash-1996 Bond LUD #6	20,148	19,820	\$ 328
Cash-1996 Bond LUD #8	73,061	73,061	\$ -
Temp Invest JeffCo Treasurer Gen	5,646,522	5,646,522	\$ -
Tax Revenue Fund	3,471,390	3,461,768	\$ 9,622
Tax Revenue Fund Investment	1,925,000	1,925,000	\$ -
RUS Bond Fund	\$ 267	\$ 267	\$ -
<b>2020 Ending Unrestricted Cash</b>	<b>\$12,109,888</b>	<b>\$12,083,757</b>	<b>\$ 26,131</b>
2021 Net Cash Outflow	(2,576,685)	(2,888,221)	311,536
<b>2021 Ending Unrestricted Cash</b>	<b>\$ 9,533,203</b>	<b>\$ 9,195,536</b>	<b>\$ 337,667</b>

**Restricted Cash**

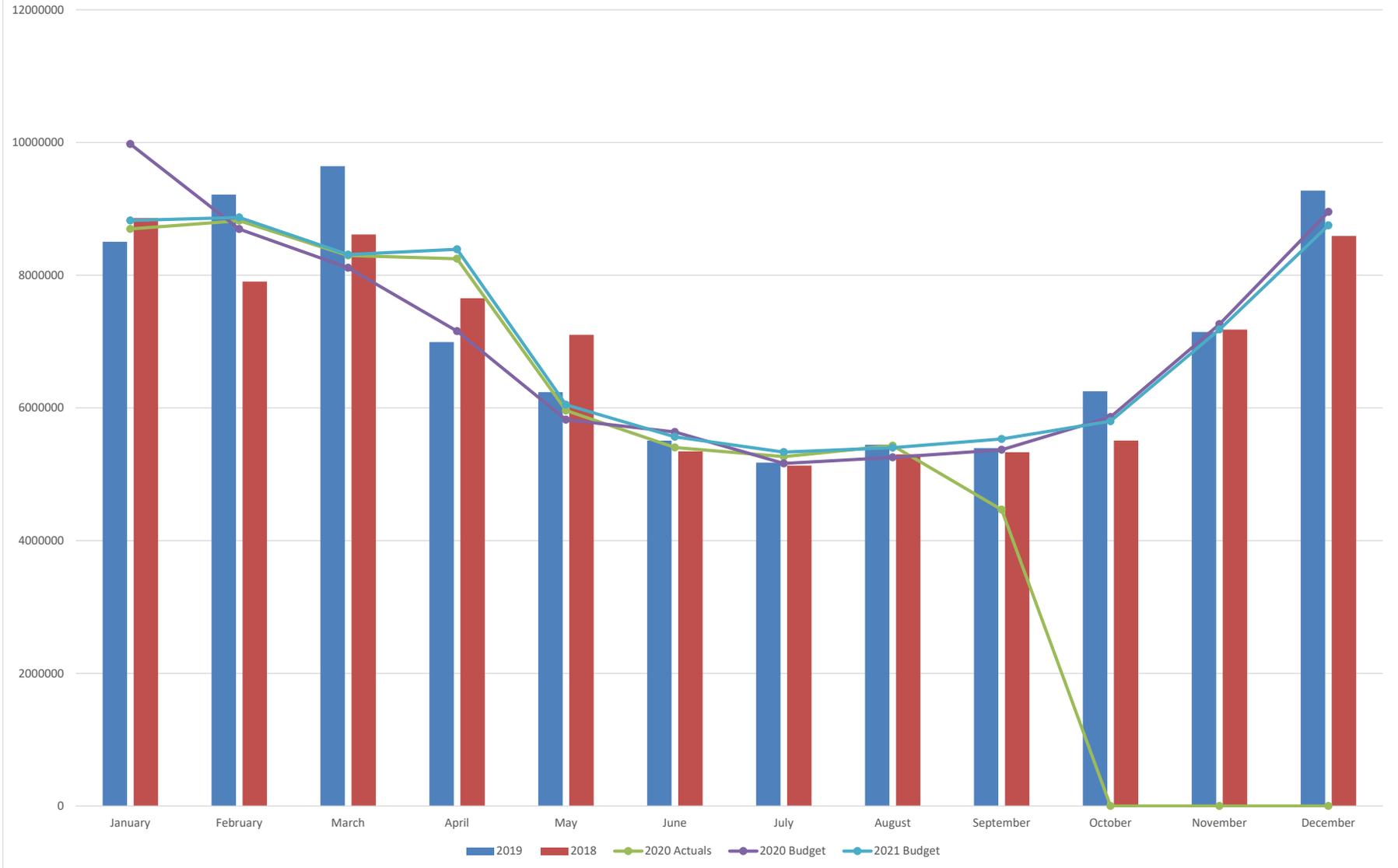
Other Special Funds	\$ 47,200	\$ 47,200	\$ -
Reserve Fund LUD #13	13	13	\$ -
Tri Area Bond Reserve	37	45	\$ (8)
Tri Area Bond Investment	181,281	181,235	\$ 46
LUD #11 Water Reserve	48	59	\$ (11)
LUD #11 Invested Reserve	234,809	234,750	\$ 59
Cash-1999 Bond LUD #11	7	8	\$ (1)
Cash-1997 Bond LUD #13	4	5	\$ (1)
Cash-2009 Bond LUD #14	1,119	6,806	\$ (5,687)
Cash-2008 Bond LUD #15	112	136	\$ (24)
LUD #11 Bond Investment	33,068	33,059	\$ 9
LUD #13 Bond Investment	21,737	21,732	\$ 5
LUD #14 Bond Investment	2,512,196	2,505,390	\$ 6,806
LUD #15 Bond Investment	541,948	541,812	\$ 136
<b>2020 Ending Restricted Cash</b>	<b>\$ 3,573,579</b>	<b>\$ 3,572,250</b>	<b>\$ 1,329</b>

# 2021 Budget Supplementary Pages

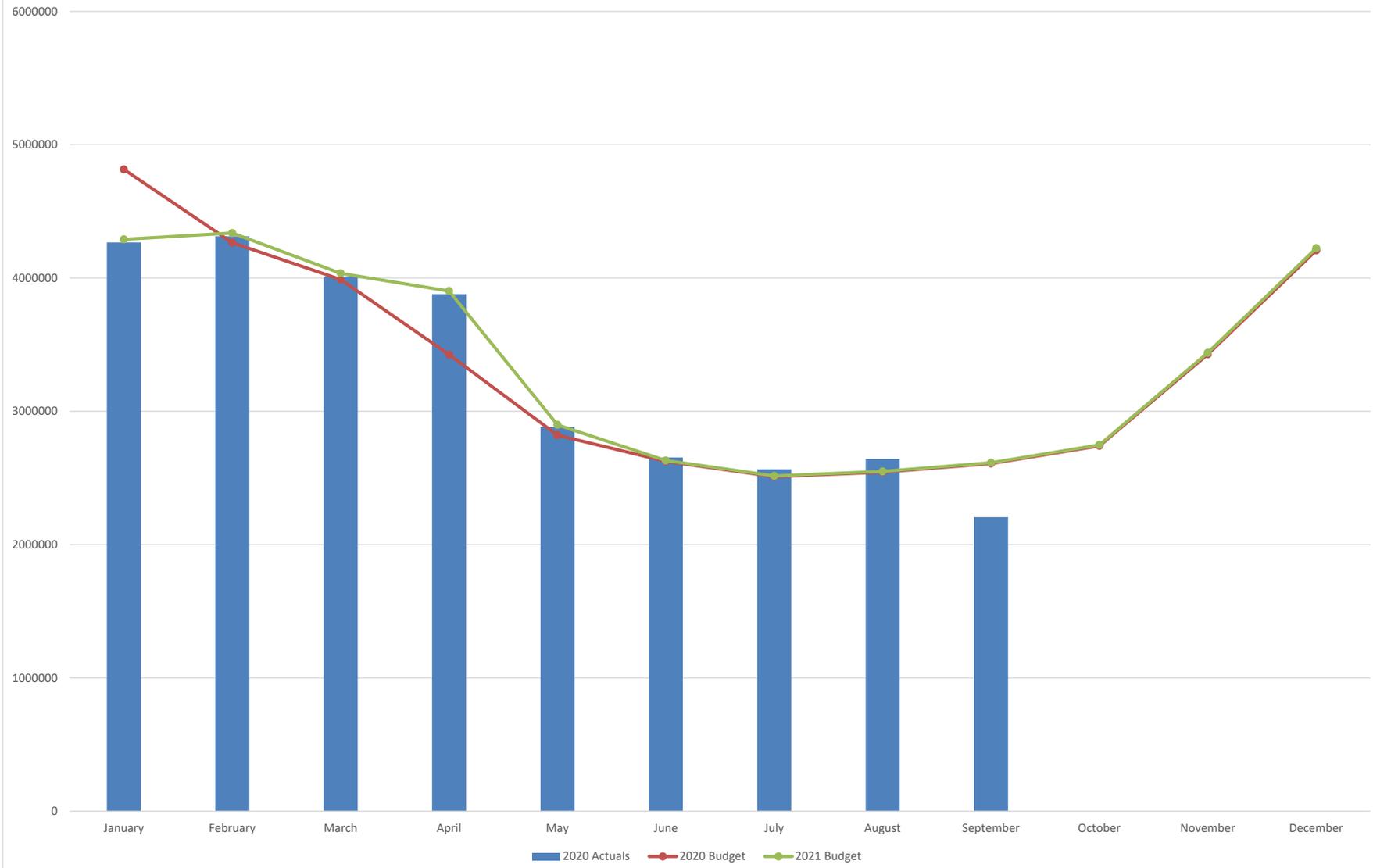
On the following pages are graphs that help to supplement the information and numbers presented on the preceding pages for the 2021 Budgeted Revenues and Expenses. The six graphs included show comparisons of the 2021 Budget to 2020 Budget and Actual numbers. The graphs illustrate Staff took a conservative approach to the budget and are in line with actual revenues and expenses for 2020. Numbers included for September 2020 are not complete and subject to change as we work through the month. The numbers used in the data are for the whole PUD.

- Graph 1 illustrates a comparison of the RUS Form 7 Income Statement. The bars show the data for 2018 and 2019. The lines illustrate 2020 Actuals, 2020 Budget, and 2021 Budget.
- Graph 2 illustrates Revenues. The bars illustrate 2020 Actual Revenues. The lines illustrate the 2020 and 2021 Budgeted Revenues.
- Graph 3 illustrates Totals Cost of Service (Expenses). The bars illustrate 2020 Actual Expenses. The lines illustrate the 2020 and 2021 Budgeted Expenses.
- Graph 4 is a Budget Analysis illustration. The bars illustrate 2020 Actuals, 2020 Budget, and 2021 Budget monthly. The lines illustrate the year to date amounts for all three categories.
- Graph 5 is an illustration of Revenues vs. Expenses. The lines illustrate the actual and budgeted revenues as well as expenses for 2020. The 2021 Budgeted Revenues and Expenses are included in the illustration as well.
- Graph 6 is an illustration of 2020 Actual Revenues vs. Actual Expenses. The lines illustrate the relationship between actual revenues and expenses for 2020.

# RUS Form 7 Income Statement



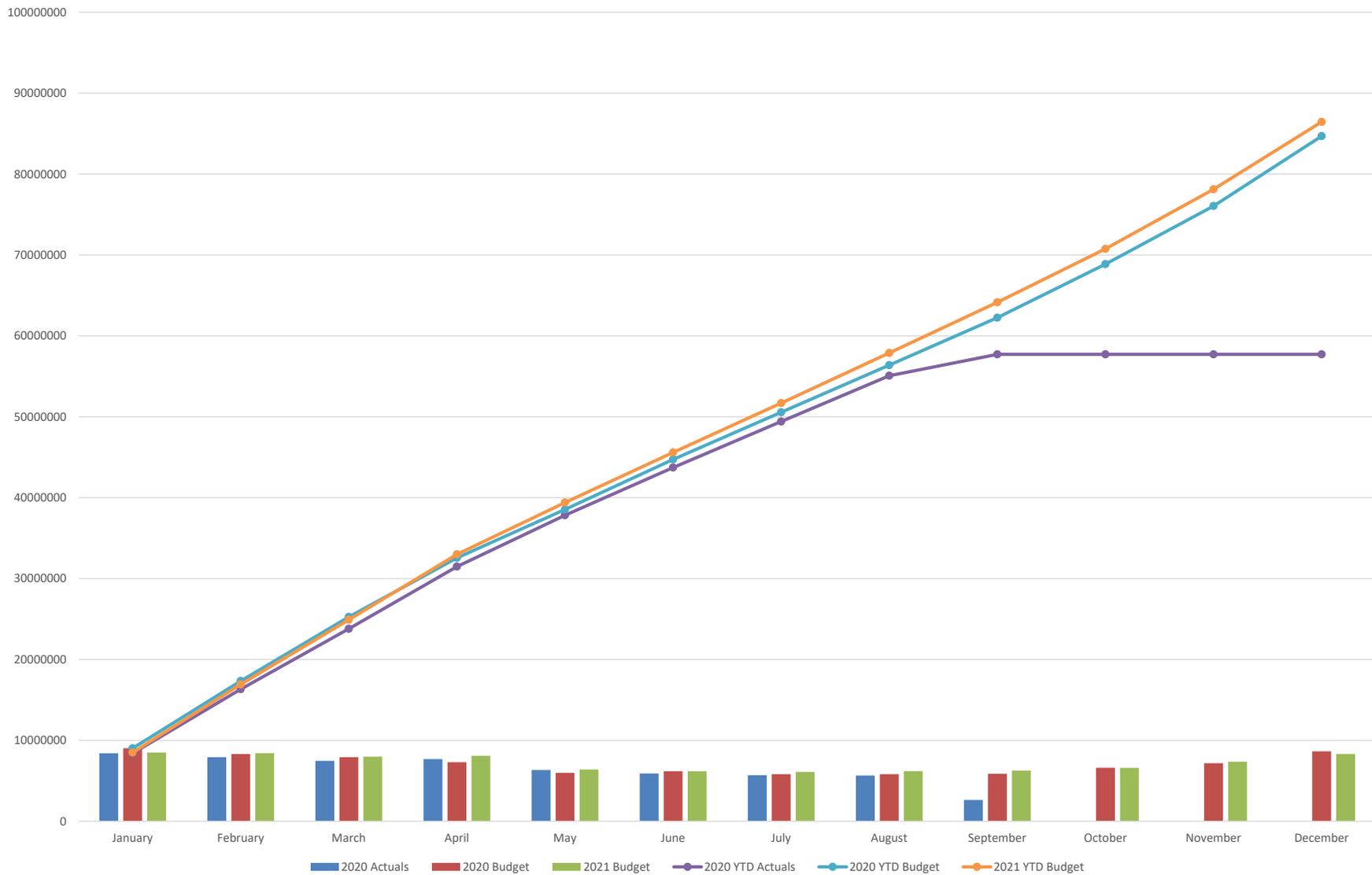
# Revenues



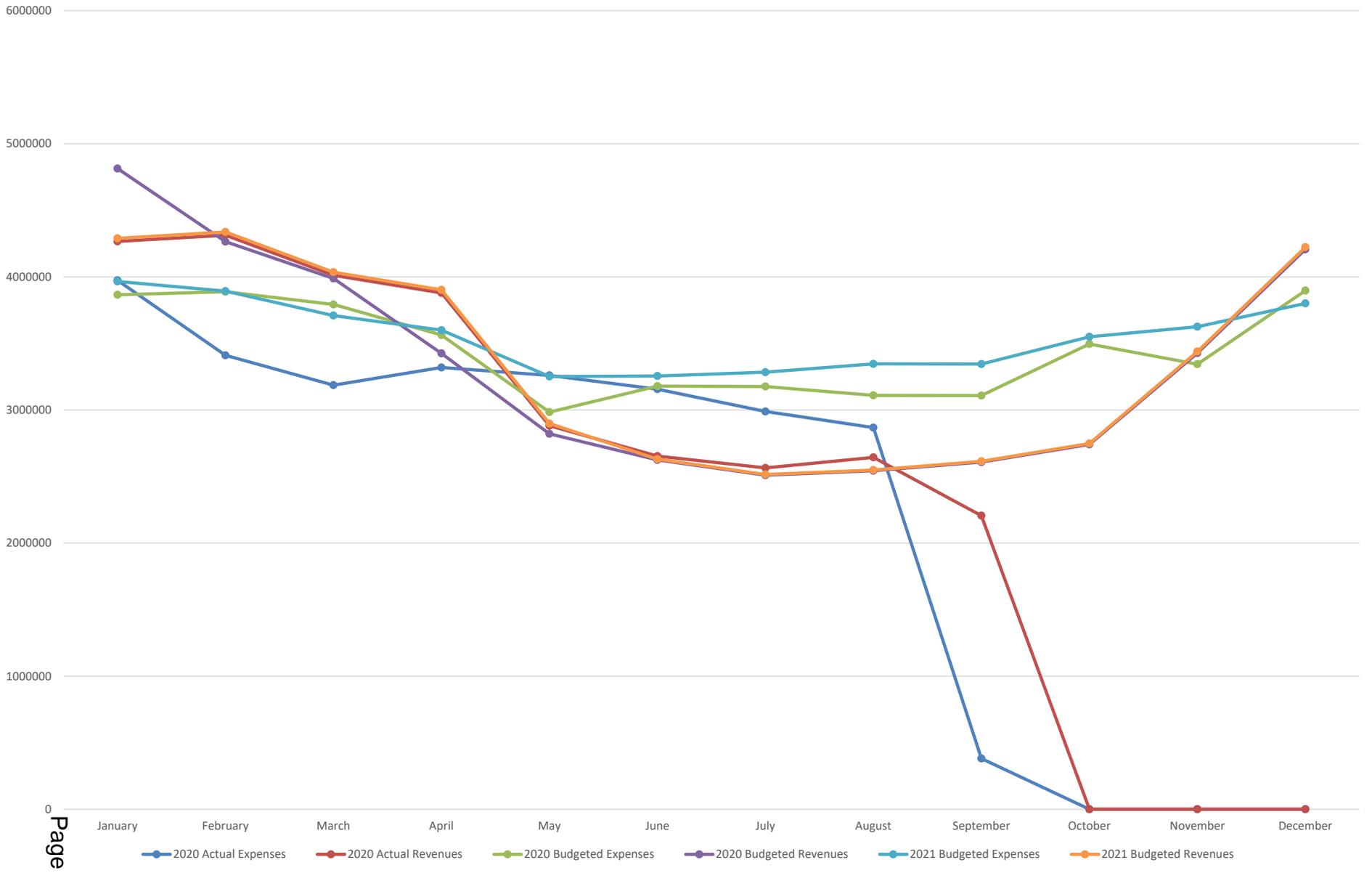
# Total Cost of Service (Expenses)



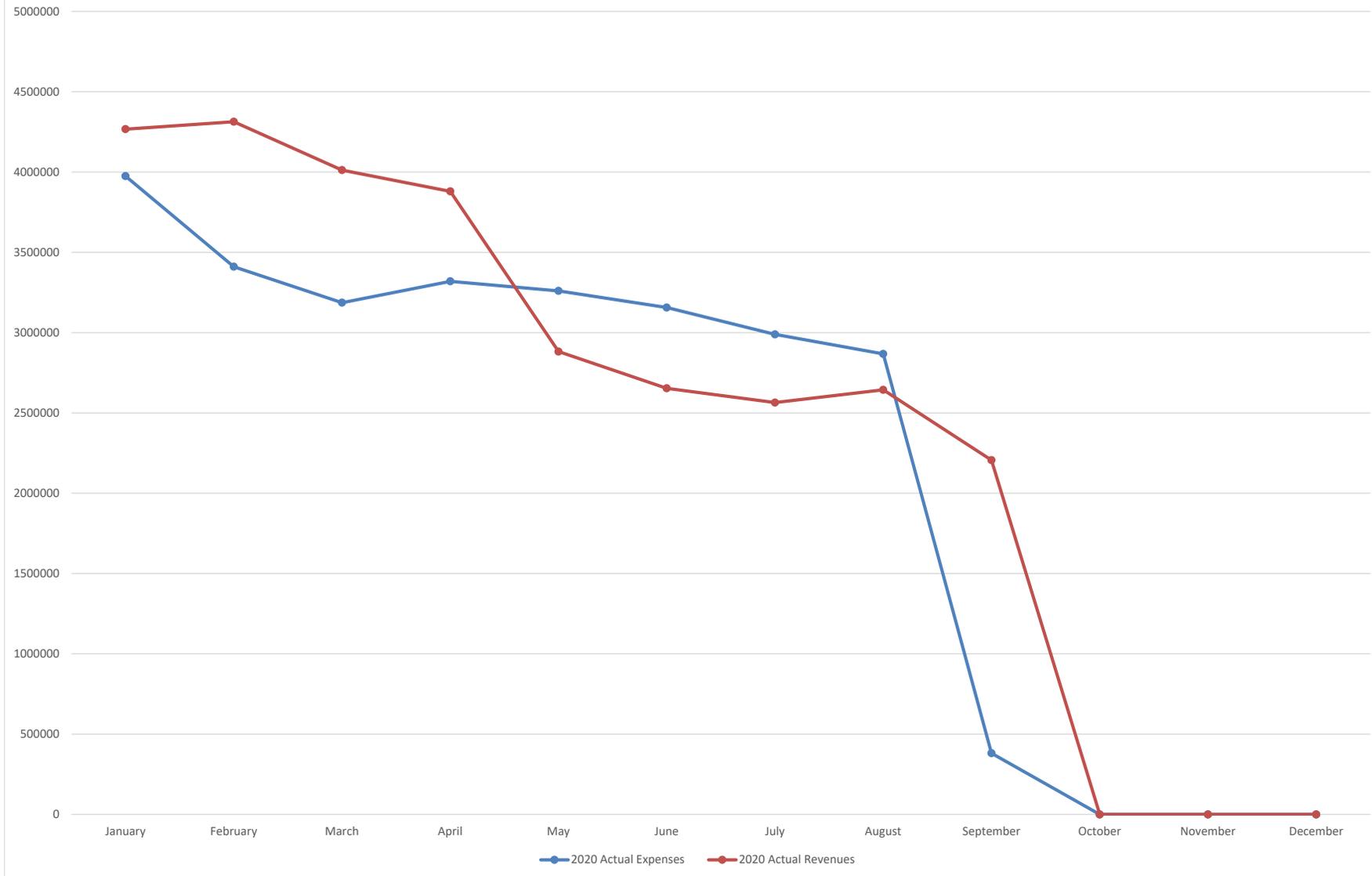
# Budget Analysis



# Revenues vs. Expenses



## 2020 Actual Revenues vs. Actual Expenses



**PUBLIC UTILITY DISTRICT NO. 1**

**OF**

**JEFFERSON COUNTY**

**RESOLUTION NO. 20-020**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), adopting a Budget for the Calendar Year 2021.

WHEREAS, a proposed budget was submitted to the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington in accordance with applicable law; and

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington has reviewed a proposed budget for the projected financial transactions of the District for the calendar year 2021; and

WHEREAS, the Commissioners of PUD No. 1 of Jefferson County has given prior notice in accordance with applicable law, and on Monday, October 5, 2020 held a Public Hearing on the proposed budget starting at 5:00 p.m. via WebEx and accepted public comment and testimony; and

WHEREAS, the Commissioners of PUD No. 1 of Jefferson County considered staff’s estimate of expenditures, capital construction requirements, and projected use of reserve funds, and having considered the public testimony of those customers submitting and offering testimony, the Commission concludes that the 2021 budget summarized in Exhibit “A” hereto fairly meets the needs of the District and its customers; and

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the PUD No. 1 of Jefferson County after taking public testimony and consideration of all the evidence and information provided by the staff, hereby adopts the budget identified on attached Exhibit “A”.

**ADOPTED** by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this \_\_\_\_ day of October.

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

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

ATTEST:

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



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

**August 11, 2020  
Board of Commissioners  
Special Meeting – Budget Review  
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on August 11, 2020, via WebEx video conference. 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  
Jean Hall, Customer Service Manager  
Melanie Patterson, Human Resources Manager  
Cammy Brown, Recording Secretary

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**CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for August 11, 2020, to order at 10:00 a.m.

As per the Governor's Proclamation 20-28 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

Page 1 of 2

Jefferson County PUD  
Board of Commissioners  
Special Meeting – Budget Review  
August 11, 2020  
Draft Minutes





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

**August 18, 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 August 18, 2020. This was an online meeting through WebEx and teleconferencing. All participants muted by entry. Present:

Commissioner Dan Toepper, President  
Commissioner Kenneth Collins, Vice President  
Commissioner Jeff Randall, Secretary  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Melanie Patterson, Human Resources Manager  
Mike Bailey, Financial Services Manager  
Scott Bancroft, Special Projects Manager  
Jean Hall, Customer Service Manager  
Will O'Donnell, Communications Manager  
Annette Johnson, Executive Assistant/Records Officer  
Jimmy Scarborough, Interim Electrical Engineering Supervisor  
Samantha Harper, Water Superintendent  
Don McDaniel, PUD Consultant  
Congressman Derek Kilmer  
Angie Sanchez, FCS Vice President  
Sergey Tarasov, FCS Senior Project Manager  
Paul Quinn, FCS Project Consultant

Cammy Brown, PUD Recording Secretary

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for August 18, 2020, to order at 5:00 p.m.

**Per the Governor’s Proclamation 20-28 and 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 be accessible remotely via Webex until otherwise informed by the Governor. All participants’ audio will be muted upon entry. Please unmute at the appropriate time to speak. Use \*6 on a phone to mute or unmute at the appropriate time during the call.**

Commissioner Dan Toepper began the meeting by calling for attendance to determine a quorum. There was a quorum established.

**2. AGENDA REVIEW:** Commissioner Dan Toepper went over the agenda format.

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

**3. NEW BUSINESS – A:**

**3.1 Legislative Opportunity Discussion with Congressman Derek Kilmer, U.S. House of Representatives, WA District 6.**

Commissioner Dan Toepper gave a short synopsis on House Bill 7483. Congressman Derek Kilmer gave a report on the status of House Bill 7483. This bill would allow borrowers like Jefferson PUD to refinance their debt and take advantage of today’s low interest rates from the USDA Rural Utility Service Loan Program without incurring any fees or penalties. Refinancing the PUD’s RUS loan rate would allow the PUD to draw up its existing interest from about 3% to nearly 1%. If successful, that would effectively reduce the PUD’s interest payments by 1.5 million dollars a year. That is 1.5 million dollars a year that could go towards maintaining stable rates, building out a rural broadband, replacing outdated or aging infrastructure and other projects or steps to expand or service to the PUD’s customer-owners. Details can be found on audio recording at [www.jeffpud.com](http://www.jeffpud.com).

**3.2 Presentation from FCS Group – Revenue Requirements.** Serge Tarasov, Angie Sanchez Vimoche and Paul Quinn from FCS Group gave a presentation on revenue requirements. There was considerable discussion. Details can be found on audio recording at [www.jeffpud.org](http://www.jeffpud.org). Handout No. 1.

**4. PUBLIC COMMENT:** Commissioner Dan Toepper read the guidelines into the record regarding the Consent Agenda items. Topics and comments are abbreviated. Responses to questions or comments can be found on audio recoding at [www.jeffput.org](http://www.jeffput.org).

- **Comment:** There is an inconsistency in the presentation in terms of how much money is being allocated in the capital budget for broadband
- **Comment:** Taxes that are collected inside and outside the City of Port Townsend. Restricted or not restricted?

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

**5. CONSENT AGENDA:**

**5.1 Prior Minutes:**

PUD BOC Regular Meeting Minutes 7-7-2020 Draft -2  
 PUD BOC Special Meeting Minutes 7-13-2020 FCS Presentation.  
 PUD BOC Regular Meeting Minutes 7-21-2020 Draft

**5.1 Vouchers**

Voucher Approval Form for the Commissioners  
 Voucher Certification with Supporting Warrant Register – Payroll

**PAYMENTS TO BE APPROVED:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #123704 to #123751	\$ 966,508.79	07/30/2020
Accounts Payable: #123752 to #123809	\$ 396,883.15	08/06/2020
Payroll Checks: # 70770 to # 70774	\$ 9,106.67	08/07/2020
Payroll Direct Deposit	\$ 116,149.01	08/07/2020
<b>TOTAL INVOICES PAID</b>	<b>\$ 1,488,647.62</b>	
<b>WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
Peterson Lake	\$ 14,328.62	08/03/2020
<b>PAYMENT TOTAL</b>	<b>\$ 1,502,976.24</b>	

**5.3 Financial Report**

**5.3.1 Agenda Report – Written Off Accounts 8-18-2020.**  
**5.3.1A Written Off Accounts Resolution 8-18-2020.**

**5.4 Calendar.**

**END OF CONSENT AGENDA.**

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**6. MANAGER AND STAFF REPORTS:** General Manager Kevin Streett gave a report.

- General Manager met with BPA.
- Staff will make another presentation on the budget to the BOC in a week.
- Money in unrestrictive funds is moving to water side. (discussion).

**7. OLD BUSINESS:** Communications Manager Will O'Donnell read into the record a memorandum that was sent to the PUD staff by a CAB member regarding the JeffCom Interlocal Agreement. Details can be found on audio recording at [www.jeffpud.com](http://www.jeffpud.com).

**7.1 JeffCom Interlocal Agreement:**  
**Agenda Report from JeffCom GIS Services Aug. 18**  
**Interlocal Agreement Jefferson PUD and JeffCom Final Review Draft**  
**2020 08 111.**  
**Exhibits to JeffCom ILA.pdf.**

**8. NEW BUSINESS - B:**

**8.1 NoaNet Membership Update:** General Manager Kevin Streett gave a report. NoaNet wants to re-structure long and short-term debt moving forward. NoaNet would like to re-allocate ownership to an even 10% for all districts. There was considerable discussion. General Manager Kevin Streett suggested having a representative from NoaNet come to the BOC meeting and make a presentation. All commissioners were in agreement with this suggestion. No public comment.

**9. COMMISSIONERS' REPORTS:**

**Commissioner Kenneth Collins:**

8/5 and  
8/6 Attended Public Power Council meetings.  
8/10 Met with General Manager Kevin Streett.  
8/11 Attended PUD BOC Special Meeting – Budget.  
8/12 Attended NoaNet Board meeting.  
8/13 Met with General Manager Kevin Streett.  
8/19 Will attend JBAT meeting.  
8/19 Will attend WPUA Telecom meeting.  
8/25 Will attend PUD BOC Special Meeting – Budget.  
8/28 Will attend JBAT meeting.  
8/31 Will meet with General Manager Kevin Streett.

**Commissioner Jeff Randall:**

- 8/7 Met with General Manager Kevin Streett.
- 8/11 Attended PUD BOC Special Meeting – Budget.
- 8/13 Attended Intergovernmental workgroup meeting.
- 8/21 Will meet with General Manager Kevin Streett.
- 8/25 Will attend PUD BOC Special Meeting – Budget.

**Commissioner Dan Toepper:**

- 8/5 and
- 8/6 Attended Public Power Council meetings. (report).
- 8/7 Met with General Manager Kevin Streett.
- 8/11 Attended PUD BOC Special Meeting – Budget.
- 8/19 Will meet with General Manager Kevin Streett.
- 8/25 Will attend PUD BOC Special Meeting – Budget.
- 8/27 Will attend JeffCom meeting.

**10. ADJOURNMENT:**

Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on August 18, 2020 adjourned at 7:35 p.m.

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 Minutes prepared by  
 Cammy Brown, PUD Recording Secretary

**Approved:**

Commissioner Jeff Randall, Secretary	Date
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**Attest:**

Commissioner Dan Toepper, President	Date
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Commissioner Kenneth Collins, Vice President	Date
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*Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://www.jeffpud.org), usually within 1-2 business days of each meeting. If you experience any difficulty accessing a 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**

**August 25, 2020  
Board of Commissioners  
Special Meeting – Budget Review 2021  
Water System Plan Volume 1  
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on August 25, 2020, via WebEx video conference. 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  
Jean Hall, Customer Service Manager  
Melanie Patterson, Human Resources Manager  
Samantha Harper, Water Superintendent  
Scott Bancroft, Special Projects Coordinator  
Jimmy Scarborough, Interim Electrical Engineering Supervisor  
Cammy Brown, Recording Secretary

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Page 1 of 3

Jefferson County PUD  
BOC Special Meeting  
Budget Review/Water System Plan  
August 25, 2020  
Draft Minutes

**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for August 25, 2020, to order at 10:00 a.m.

As per the Governor’s Proclamation 20-28 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 and unless otherwise informed by order of the Governor. All participants will be muted upon entry. Please unmute at the proper time to speak. Press \*6 on a phone to mute or unmute during a call for phoning in.

A roll call was taken by the commissioners. It was determined that there was a quorum.

**2. AGENDA REVIEW:**

**MOTION:** Commissioner Jeff Randall made a motion to accept the Agenda as presented. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**3. PUBLIC COMMENT:** No public comment.

**4. PRESENTATIONS:**

**4.1 2021 Budget:** General Manager Kevin Streett and Financial Services Director Mike Bailey gave a presentation on the 2021 Budget. Details of presentation can be found on an audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**4.2 Water System Plan Volume 1:** Water Superintendent Samantha Harper gave a presentation on Volume 1 of the Water System. Details of presentation can be found on an audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**ADJOURNMENT:**

Commissioner Dan Toepper declared the August 25, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:55 a.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary



**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 **\$2,982,511.63** on this **5th** day of **OCTOBER 2020** ;

Dan Toepper President	Kenneth Collins Vice President	Jeff Randall Secretary
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**PAYMENTS TO BE APPROVED:**

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 123995 to # 124050	\$ 709,601.26	9/10/2020
Accounts Payable:	# 124051 to # 124093	\$ 650,112.01	9/17/2020
Accounts Payable:	# 124094 to # 124094	\$ 91,283.08	9/18/2020
Accounts Payable:	# 124095 to # 124148	\$ 293,122.72	9/24/2020
Payroll Checks:	# 70789 to # 70794	\$ 10,215.12	9/18/2020
Payroll Direct Deposit:		\$ 131,238.44	9/18/2020
<b>TOTAL INVOICES PAID</b>		<b>\$1,885,572.63</b>	

	AMOUNT	DATE
BPA	\$ 1,096,939.00	9/11/2020

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<b>PAYMENT TOTAL</b>	<b>\$2,982,511.63</b>
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<b>VOIDED WARRANTS</b>		
123984	\$	474.52
124023	\$	922.24
124024	\$	15,703.20

VOUCHER CERTIFICATION FORM

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just and due obligation against Public Utility District No. 1 of Jefferson County, and that I am authorized to authenticate and certify to said claims, and I, the undersigned, do hereby certify under penalty of perjury that claims for employee and commissioner expenses are just and due against Public Utility District No. 1 of Jefferson County.

Signed: Mike Bailey  
 Mike Bailey, Financial Services Manager / District Auditor

09/29/2020  
 Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 123995 to # 124050	\$ 709,601.26	9/10/2020
Accounts Payable:	# 124051 to # 124093	\$ 650,112.01	9/17/2020
Accounts Payable:	# 124094 to # 124094	\$ 91,283.08	9/18/2020
Accounts Payable:	# 124095 to # 124148	\$ 293,122.72	9/24/2020
Payroll Checks:	# 70789 to # 70794	\$ 10,215.12	9/18/2020
Payroll Direct Deposit:		\$ 131,238.44	9/18/2020
<b>TOTAL INVOICES PAID</b>		<b>\$1,885,572.63</b>	

**WIRE TRANSFERS PAID**

	AMOUNT	DATE
BPA	\$ 1,096,939.00	9/11/2020

**GRAND TOTAL**

**\$2,982,511.63**

**VOIDED WARRANTS**

123984	\$ 474.52
124023	\$ 922.24
124024	\$ 15,703.20

09/29/2020 9:35:01 AM

# Accounts Payable Check Register

09/09/2020 To 09/28/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123984 09/03/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: TTHMs&HAA5s BYWATER 08/5/2020	290.00 VOID
				COYLE - GENERATOR FOR ENG MNGMT SYSTEM	117.02 VOID
				TESTING:CHLORIDE BYWATER 08/25/2020	22.50 VOID
				TESTING:CHLORIDE BYWATER 08/25/2020	22.50 VOID
				TESTING:CHLORIDE BYWATER 08/25/2020	22.50 VOID
<b>Total for Check/Tran - 123984:</b>					474.52 VOID
123995 09/10/2020	CHK	10447	ANIXTER INC.	CUTOUT 15KV 100 AMP,WIRE 4/0 AL URD QUAD	11,663.00
				WASP/ANT SPRAY	52.32
				EYENUT	100.28
				EYE NUT	90.47
				COPPER C	287.76
				COLD SHRINK	1,046.40
				FUSE	163.50
				CLOVER LEAF	1,015.06
<b>Total for Check/Tran - 123995:</b>					14,418.79
123996 09/10/2020	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE	12,356.14
				55 GAL DRUM-DEF FLUID	251.21
<b>Total for Check/Tran - 123996:</b>					12,607.35
123997 09/10/2020	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - AUG 2020	36.00
				PHONE ALLOWANCE - AUG 2020	9.00
<b>Total for Check/Tran - 123997:</b>					45.00
123998 09/10/2020	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	EXCAVATING - 41 S LYTER AVE 6/25/2020	1,471.50
				GRAVEL AT PORT LUDLOW SUBSTATION 7/01	3,907.65
				EXCAVATING EMRG - 81 WOLF ST, COYLE 8/13	3,239.75
<b>Total for Check/Tran - 123998:</b>					8,618.90
123999 09/10/2020	CHK	10041	CDW GOVERNMENT	PLANTRONICS APU-76 HOOK SWITCH CABLE	48.74
				PLANTRONICS APU-76 HOOK SWITCH CABLE	12.19
<b>Total for Check/Tran - 123999:</b>					60.93
124000 09/10/2020	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - AUG 2020	27,469.30

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124001 09/10/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - SEP 2020	108.34
				PHONE SERVICE - SEP 2020	27.09
				PHONE SERVICE - SEP 2020	42.77
				PHONE SERVICE - SEP 2020	10.69
				<b>Total for Check/Tran - 124001:</b>	<b>188.89</b>
124002 09/10/2020	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE SEP 2020	74.98
				LOW SPD DATA & 2WIRE SEP 2020	18.75
				LOW SPD DATA & 2WIRE SEP 2020	31.14
				LOW SPD DATA & 2WIRE SEP 2020	7.79
				<b>Total for Check/Tran - 124002:</b>	<b>132.66</b>
124003 09/10/2020	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE:MIP-PMT KEARNEY & LAWRENCE	262.25
124004 09/10/2020	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - AUG 2020	186.79
124005 09/10/2020	CHK	10094	GENERAL PACIFIC, INC	WATER METERS BADGER 5/8X3/4" QTY24	3,505.44
124006 09/10/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SNOWCREEK - PAINT FOR PUMPHOUSE	45.77
				BATTERIES FOR TEST METER	17.43
				STROMBURG WO# 22029 - SOIL & SEED	74.07
				STROMBURG WO# 22029 - REFUND MATERIAL	-21.80
				MATS VIEW - PLUMBING FOR PUMPHOUSE	34.27
				MATS MATS - PUMPHOUSE REPAIRS	71.14
				BATTERIES FOR LOCATE SONDER	51.72
				TRTMNT PNT - MTR TREAT,REST GRS,FLAT	30.49
				<b>Total for Check/Tran - 124006:</b>	<b>303.09</b>
124007 09/10/2020	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - AUG 2020	36.00
				PHONE ALLOWANCE - AUG 2020	9.00
				<b>Total for Check/Tran - 124007:</b>	<b>45.00</b>
124008 09/10/2020	CHK	10110	HENERY HARDWARE	TOOLS - METRIC SHORT HEX KEY	13.07
				WAREHOUSE-MATERIALS TO MOVE ECOLOGY BLCK	125.33
				<b>Total for Check/Tran - 124008:</b>	<b>138.40</b>

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124009 09/10/2020	CHK	10787	HOCH CONSTRUCTION, INC	PUMPHOUSE RECONDITIONING PROJECT 310 FOUR CRNRS REMODEL - INV #8	7,287.74 <u>278,514.34</u>
<b>Total for Check/Tran - 124009:</b>					285,802.08
124010 09/10/2020	CHK	9999	BRIAN HOLT	REFUND - SCOPE OF WORK CHANGE WO# 20119	750.00
124011 09/10/2020	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA DEDUCTION AUGUST 2020 VEBA BENEFIT AUGUST 2020	1,250.00 <u>1,605.00</u>
<b>Total for Check/Tran - 124011:</b>					2,855.00
124012 09/10/2020	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - AUGUST 2020	2,238.02
124013 09/10/2020	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION SS150 BULK HYPOCHLORITE SOLUTION SS150 BULK	1,204.44 <u>2,290.54</u>
<b>Total for Check/Tran - 124013:</b>					3,494.98
124014 09/10/2020	CHK	10122	JEFFERSON COUNTY DEPT OF COMMU	PERMIT: FOUR CRNRS BUILDING EXTENTION	288.00
124015 09/10/2020	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - AUG 2020 PHONE ALLOWANCE - AUG 2020	36.00 <u>9.00</u>
<b>Total for Check/Tran - 124015:</b>					45.00
124016 09/10/2020	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: AUG 2020 PROFESSIONAL SVC: AUG 2020	818.40 <u>204.60</u>
<b>Total for Check/Tran - 124016:</b>					1,023.00
124017 09/10/2020	CHK	10493	KPTZ - RADIO PORT TOWNSEND	KPTZ UNDERWRITING 1Y 08/15/20-08/15/2021 KPTZ UNDERWRITING 1Y 08/15/20-08/15/2021	1,440.00 <u>360.00</u>
<b>Total for Check/Tran - 124017:</b>					1,800.00
124018 09/10/2020	CHK	9998	SERENITY LUMBARD	Credit Balance Refund	244.99
124019 09/10/2020	CHK	10593	MASCOTT EQUIPMENT	FUEL USE LOGGING SYSTEM INV#3 FINAL	5,070.71
124020 09/10/2020	CHK	10777	BARUCH A MCKNIGHT	DAILY OFFICE MAIL RUN DAILY OFFICE MAIL RUN	62.93 <u>15.73</u>
<b>Total for Check/Tran - 124020:</b>					78.66
124021 09/10/2020	CHK	10333	MOSS ADAMS LLP	PROF SVC:CONSULTING RSKMNGMT JUL(2) 2020	2,668.00

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PROF SVC:CONSULTING RSKMNGMT JUL(2) 2020					667.00
<b>Total for Check/Tran - 124021:</b>					3,335.00
124022 09/10/2020	CHK	10309	NISC	AMS INVOICE JUL 2020	6,187.70
				AMS INVOICE JUL 2020	2,151.45
				AMS INVOICE JUL 2020	1,546.93
				AMS INVOICE JUL 2020	537.86
				AMS INVOICE JUL 2020	1,565.49
				AMS INVOICE JUL 2020	391.37
				RECURRING INVOICE JUL 2020	1,139.31
				RECURRING INVOICE JUL 2020	206.01
				RECURRING INVOICE JUL 2020	1,765.13
				RECURRING INVOICE JUL 2020	493.37
				RECURRING INVOICE JUL 2020	493.37
				RECURRING INVOICE JUL 2020	9,004.16
				RECURRING INVOICE JUL 2020	1,650.06
				RECURRING INVOICE JUL 2020	1,007.04
				RECURRING INVOICE JUL 2020	283.68
				RECURRING INVOICE JUL 2020	92.71
				RECURRING INVOICE JUL 2020	17.66
				MISC JUL 2020	405.42
				MISC JUL 2020	101.35
<b>Total for Check/Tran - 124022:</b>					29,040.07
124023 09/10/2020	CHK	10164	NW LABORERS 252 (DUES)	DAY LABOR FRINGE BENEFITS-UNION HELPER	202.24VOID
				UNION DUES LABORERS - AUGUST 2020	720.00VOID
<b>Total for Check/Tran - 124023:</b>					922.24VOID
124024 09/10/2020	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	DAY LABORERS - CREDIT UNION & UNION DUES	43.20VOID
				MEDICAL PREMIUM OCT 2020	15,660.00VOID
<b>Total for Check/Tran - 124024:</b>					15,703.20VOID
124025 09/10/2020	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - AUG 2020	36.00

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				PHONE ALLOWANCE - AUG 2020	9.00
				<b>Total for Check/Tran - 124025:</b>	45.00
124026 09/10/2020	CHK	10167	OFFICE DEPOT	210 TRP WDE - OFFICE SUPPLIES	91.42
				210 TRP WDE - OFFICE SUPPLIES	22.86
				<b>Total for Check/Tran - 124026:</b>	114.28
124027 09/10/2020	CHK	10168	OLDCASTLE INFRASTRUCTURE	444/575 CONCRETE VAULTDOUBLEDOR/LID	28,002.10
124028 09/10/2020	CHK	10169	OLYCAP	PWRBST/OLYCAP AUGUST 2020	1,390.32
124029 09/10/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	FIRE HYDRANT WO# 22006-CAP,PIN,NYLON LNE	21.29
				WAREHOUSE - CLEVIS HOOK	14.15
				<b>Total for Check/Tran - 124029:</b>	35.44
124030 09/10/2020	CHK	10812	PACIFIC TRUCK COLORS INC.	SERVICE BODY-TRUCK# 131	-1,660.32
				SERVICE BODY-TRUCK# 131	20,108.32
				SERVICE BODY-TRUCK# 128	-3,021.30
				SERVICE BODY-TRUCK# 128	36,591.30
				<b>Total for Check/Tran - 124030:</b>	52,018.00
124031 09/10/2020	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - OCT 2020	88.00
				LTD - OCT 2020	1,273.16
				<b>Total for Check/Tran - 124031:</b>	1,361.16
124032 09/10/2020	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	222.12
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	30.99
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	321.00
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	143.36
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	23.03
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	41.86
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	44.28
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	392.49
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	94.42
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	87.37

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				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	68.24
				<b>Total for Check/Tran - 124032:</b>	1,469.16
124033 09/10/2020	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE AUG 2020	38,839.16
124034 09/10/2020	CHK	10207	RAIN NETWORKS	SONICWALL NSA5650 + 2YR CLOUD SECURITY	17,245.33
124035 09/10/2020	CHK	10219	SHOLD EXCAVATING INC	EXCAVATOR;L&M - BLUFF DR, KALA 8/07/20	2,280.33
				ROAD INSTL - TEAL LAKE, HWY104 8/07/2020	12,883.80
				MNTNC FOR TT - DABOB POSTOFFICE 8/13	2,027.40
				<b>Total for Check/Tran - 124035:</b>	17,191.53
124036 09/10/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER MO SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO SEP-2020	23.00
				TESTING: COLI/ECOLI BYWTR MO SEP-2020	23.00
				<b>Total for Check/Tran - 124036:</b>	161.00
124037 09/10/2020	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL AUGUST 2020	1,390.33
124038 09/10/2020	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - AUG 2020	36.00
				PHONE ALLOWANCE - AUG 2020	9.00
				<b>Total for Check/Tran - 124038:</b>	45.00
124039 09/10/2020	CHK	9999	KENNETH TAYLOR	REFUND - SCOPE OF WORK CHANGE WO# 22083	2,576.00
124040 09/10/2020	CHK	10576	TCF ARCHITECTURE, PLLC	ARCH-CONSTRCTN ADMIN&ADD'L SVC JUL-20	29,921.57
				ARCH-CONSTRCTN FEASBLTY ANLYS JUL-20	8,702.50
				<b>Total for Check/Tran - 124040:</b>	38,624.07
124041 09/10/2020	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - AUG 2020	69.66
				LOCATES - AUG 2020	74.82
				<b>Total for Check/Tran - 124041:</b>	144.48

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124042 09/10/2020	CHK	10737	VAN ALLER SURVEYING	FIELD SURVEY - REYNOLDS WELL WO#29006	387.50
124043 09/10/2020	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - AUG 2020 CUST#JEFF007 ALL VEH GPS - AUG 2020	393.49 186.39
<b>Total for Check/Tran - 124043:</b>					579.88
124044 09/10/2020	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 AUG 2020-PERS 3 RETIREMENT/REPORT #8828 AUG 2020-PERS 2	7,257.29 78,350.58
<b>Total for Check/Tran - 124044:</b>					85,607.87
124045 09/10/2020	CHK	10569	WAYNE D. ENTERPRISES, INC.	DEHNERT PPE-REPLACE PANT,JACKET & SHIRT PPE FR SHIRT PPE FR JEANS PPE FR JACKET	-52.35 156.56 177.43 299.98
<b>Total for Check/Tran - 124045:</b>					581.62
124046 09/10/2020	CHK	10496	WELLS FARGO VENDOR FIN SERV	211 CHIM COPYRNT SEP 20 211 CHIM COPYRNT SEP 20	314.80 78.70
<b>Total for Check/Tran - 124046:</b>					393.50
124047 09/10/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 128 - BLK CT FUEL ISLAND - TIRE VALVE	43.59 24.83
<b>Total for Check/Tran - 124047:</b>					68.42
124048 09/10/2020	CHK	10653	WILDFLOWER LANDSCAPING, INC	5 SUBSTATIONS: MOWING AUG 2020	656.37
124049 09/10/2020	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - AUGUST 2020	720.00
124050 09/10/2020	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	DAY LABORERS - CREDIT UNION & UNION DUES DAY LABOR FRINGE BENEFITS-UNION HELPER MEDICAL PREMIUM OCT 2020	43.20 202.24 15,660.00
<b>Total for Check/Tran - 124050:</b>					15,905.44
124051 09/17/2020	CHK	10481	AMAZON	AVERY 6577 PERMANENT DURABLE ID LABELS AVERY 6577 PERMANENT DURABLE ID LABELS 2.5 to 3.5 INCH SSD ADAPTER	29.58 7.40 26.90
<b>Total for Check/Tran - 124051:</b>					63.88

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124052 09/17/2020	CHK	10447	ANIXTER INC.	CROSSARM PIN	136.25
124053 09/17/2020	CHK	10451	ASCENT LAW PARTNERS LLP	FLAT FEE BOC MEETINGS (225-104) AUG 2020	5,600.00
				FLAT FEE BOC MEETINGS (225-104) AUG 2020	1,400.00
				GENERAL UTILITY (225-102) AUG 2020	6,630.00
				GENERAL UTILITY (225-102) AUG 2020	1,657.50
				<b>Total for Check/Tran - 124053:</b>	15,287.50
124054 09/17/2020	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - EAGLEMOUNT W/E 8/29/2020	1,494.72
124055 09/17/2020	CHK	10440	B & H FOTO & ELECTRONICS CORP.	3YR EXTENDED WARRANTY THRU 8/27/2023	706.31
				3YR EXTENDED WARRANTY THRU 8/27/2023	176.58
				QUALSTAR Q24 TAPE LIBRARY 2X LTO7 DRIVES	10,081.95
				<b>Total for Check/Tran - 124055:</b>	10,964.84
124056 09/17/2020	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 7/25-8/21/2020	14,437.13
124057 09/17/2020	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	METER INSTL - SMITH RD 6/11/2020	1,275.30
				METER INSTL - 6TH AVE& KINKAID 6/09	1,275.30
				METER INSTL - 306 E CASCADE AVE 8/20	1,299.20
				METER INSTL - 112 N MAPLE ST 8/31	1,297.10
				METER INSTL - 302 GIFFORD HILL DR 8/31	1,351.60
				INSTL CONDUIT - 115 BAY SHORE	21,669.20
				<b>Total for Check/Tran - 124057:</b>	28,167.70
124058 09/17/2020	CHK	10041	CDW GOVERNMENT	ASUS PB32Q MONITOR	389.46
				ASUS PB32Q MONITOR	97.37
				MICROSOFT SURFACE DOCK 2	184.40
				MICROSOFT SURFACE DOCK 2	46.10
				MICROSOFT SURFACE LAPTOP 3	1,491.31
				MICROSOFT SURFACE DOCK 2	184.41
				MICROSOFT SURFACE LAPTOP 3	372.82
				MICROSOFT SURFACE DOCK 2	46.10
				<b>Total for Check/Tran - 124058:</b>	2,811.97

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124059 09/17/2020	CHK	10501	D & L POLES	EXCAVATING - 211 COLMAN DR 8/06-8/12	8,627.35
				EXCAVATING - OSPREY RIDGE 9/05/2020	2,490.65
<b>Total for Check/Tran - 124059:</b>					11,118.00
124060 09/17/2020	CHK	10573	DANO'S SEPTIC SERVICE	EMRG PUMP - 76 VILLAGE DR 8/01/2020	1,066.33
124061 09/17/2020	CHK	10780	DELL BUSINESS CREDIT	OPTIPLEX 7070 MICRO PC	794.96
				OPTIPLEX 7070 MICRO PC	198.74
				NEW LATITUDE 3510 LAPTOP	975.42
				NEW LATITUDE 3510 LAPTOP	243.85
				WD19TB THUNDERBOLT DOCK QTY6	1,338.39
				WD19TB THUNDERBOLT DOCK QTY6	334.60
				DELL 24 MONITOR - P2419H QTY2	331.34
				DELL 24 MONITOR - P2419H QTY2	82.84
				LOGITECH WIRELESS KEYBOARD&MOUSE QTY2	86.40
				LOGITECH WIRELESS KEYBOARD&MOUSE QTY2	21.60
				DELL THUNDERBOLT DOCK - WD19TB	224.67
				DELL THUNDERBOLT DOCK - WD19TB	56.17
<b>Total for Check/Tran - 124061:</b>					4,688.98
124062 09/17/2020	CHK	10070	DOUBLE D ELECTRICAL, INC	GENERATOR MAIN - 147 DEER RD, COYLE 5/22	276.58
124063 09/17/2020	CHK	10404	FARWEST LINE SPECIALTIES LLC	REPLACEMENT BLADES	140.17
				REPLACEMENT SEMICON BLADES-TRUCK# 101	-11.57
<b>Total for Check/Tran - 124063:</b>					128.60
124064 09/17/2020	CHK	10094	GENERAL PACIFIC, INC	TAPE	1,310.18
124065 09/17/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	ADMIN - BATTERIES	28.32
124066 09/17/2020	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX	3,201.57
				EMPLOYEES' MEDICARE TAX	3,211.65
				EMPLOYER'S FICA TAX	12,222.54
				EMPLOYEES' FICA TAX	12,222.54
				EMPLOYEES' FEDERAL WITHHOLDING TAX	10,664.42

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				EMPLOYEES' FEDERAL WITHHOLDING	14,300.86
				<b>Total for Check/Tran - 124066:</b>	55,823.58
124067 09/17/2020	CHK	10122	JEFFERSON COUNTY DEPT OF COMMU	PERMIT TO PERMNT DWLLING 210 FOUR CRNRS	3,209.85
				PERMIT TO PERMNT DWLLING 210 FOUR CRNRS	802.46
				<b>Total for Check/Tran - 124067:</b>	4,012.31
124068 09/17/2020	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	DIRECT DEPOSIT PR 09.18.2020	131,238.44
				CHECKS PR 09.18.2020	10,215.12
				<b>Total for Check/Tran - 124068:</b>	141,453.56
124069 09/17/2020	CHK	10128	JEFFERSON COUNTY TREASURER	B&O TAX AUGUST 2020	106,639.23
124070 09/17/2020	CHK	10129	JIFFY LUBE	VEH# 206 - OIL CHANGE	76.87
124071 09/17/2020	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - AUG 2020	1,505.00
				CUSTODIAL SVC - AUG 2020	376.25
				<b>Total for Check/Tran - 124071:</b>	1,881.25
124072 09/17/2020	CHK	10167	OFFICE DEPOT	WH/PORT/210 TRP WDE - OFFICE SUPPLIES	90.38
				WH/PORT/210 TRP WDE - OFFICE SUPPLIES	22.60
				WAREHOUSE - OFFICE SUPPLIES	58.39
				WAREHOUSE - OFFICE SUPPLIES	14.60
				<b>Total for Check/Tran - 124072:</b>	185.97
124073 09/17/2020	CHK	10837	OSPINSIGHT INTERNATIONAL, INC.	WEB 9 LICENSE 1YR THRU 8/23/2021	18,087.46
124074 09/17/2020	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 08/18-9/11/2020	476.00
				TRANSCRIPTION SVC 08/18-9/11/2020	119.00
				<b>Total for Check/Tran - 124074:</b>	595.00
124075 09/17/2020	CHK	10181	PENINSULA PEST CONTROL	CRPNTRANT SVC QRTLY-PH SKYW	54.50
				BI-MONTHLY OHA SVC 310 FOUR CRNRS	69.76
				BI-MONTHLY OHA SVC 310 FOUR CRNRS	17.44
				RODENT SVC MO 210 FOUR CRNRS SEP 2020	61.04
				RODENT SVC MO 210 FOUR CRNRS SEP 2020	15.26
				RODENT SVC MO 310 FOUR CRNRS SEP 2020	65.40

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				RODENT SVC MO 310 FOUR CRNRS SEP 2020	16.35
				<b>Total for Check/Tran - 124075:</b>	299.75
124076 09/17/2020	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT GLUE	64.52
124077 09/17/2020	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	62.20
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	364.91
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	2,117.48
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	18.70
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	21.62
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	22.13
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	1,013.81
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	19.10
				MULTI LOCATIONS PUMPHSE ELEC - AUG 2020	24.24
				<b>Total for Check/Tran - 124077:</b>	3,664.19
124078 09/17/2020	CHK	10212	ROHLINGER ENTERPRISES INC	CHANCE WRENCH STICK-HOTSTICKS	777.39
				RECNDTN/TSTNG:TELEPOLE & CHANCE	1,031.41
				REPAIR/TSTNG: RECNDTN LINK STICK	536.55
				<b>Total for Check/Tran - 124078:</b>	2,345.35
124079 09/17/2020	CHK	10219	SHOLD EXCAVATING INC	EXCAVATING EMERG - 1924 HASTINGS 8/25	1,937.43
124080 09/17/2020	CHK	10803	STUDIOSTL, INC	SITE PLAN FOR PERMIT OF MODULAR BUILDING	1,406.00
				SITE PLAN FOR PERMIT OF MODULAR BUILDING	351.50
				<b>Total for Check/Tran - 124080:</b>	1,757.50
124081 09/17/2020	CHK	10576	TCF ARCHITECTURE, PLLC	ARCH-CONSTRCTN ADMIN SVC AUG-20	3,248.85
				ARCH-CONSTRCTN FEASBLTY ANLYS AUG-20	1,858.75
				<b>Total for Check/Tran - 124081:</b>	5,107.60
124082 09/17/2020	CHK	10244	TEREX UTILITIES, INC	REPLACEMENT HOSES VEH# 100	1,718.07
				ANNUAL INSPECTION VEH# 103 & OTHER VEHS	1,111.80
				ANNUAL INSPECTION VEH# 100	1,075.01
				ANNUAL INSPECTION VEH# 102	817.50

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				ANNUAL INSPECTION VEH# 123	817.50
				<b>Total for Check/Tran - 124082:</b>	5,539.88
124083 09/17/2020	CHK	10824	THE PORT OF PORT TOWNSEND	JANITORIAL SRVCS PORT BUILDING SEP 2020	256.00
				JANITORIAL SRVCS PORT BUILDING SEP 2020	64.00
				<b>Total for Check/Tran - 124083:</b>	320.00
124084 09/17/2020	CHK	10428	ERIC THOMAS	2020 ANNUAL KALA PT WATER SYSTEM PMT	50,000.00
124085 09/17/2020	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
124086 09/17/2020	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER	5,639.03
				PL DEFERRED COMP EE	14,238.23
				<b>Total for Check/Tran - 124086:</b>	19,877.26
124087 09/17/2020	CHK	10263	WA STATE DEPT OF HEALTH	PRINCIPAL KALA PT: CONTR# DM12-952-091	27,225.00
				INTEREST KALA PT: CONTR# DM12-952-091	4,356.00
				PRINCIPAL SPARLING: CONTR #DM10-952-018	26,887.11
				INTEREST SPARLING: CONTR #DM10-952-018	6,721.78
				PRINCIPAL SNOWCREEK: CONTR #00-65120-008	8,272.00
				INTEREST SNOWCREEK: CONTR #00-65120-008	413.60
				PRINCIPAL SPARLING: CONTR #DM13-952-177	42,167.50
				INTEREST SPARLING: CONTR #DM13-952-177	6,746.80
				<b>Total for Check/Tran - 124087:</b>	122,789.79
124088 09/17/2020	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.14
124089 09/17/2020	CHK	10496	WELLS FARGO VENDOR FIN SERV	4 CRNRS COPYRNT SEP-20	226.72
				4 CRNRS COPYRNT SEP-20	56.68
				<b>Total for Check/Tran - 124089:</b>	283.40
124090 09/17/2020	CHK	10761	WELSH COMMISSIONING GROUP INC	COMMISSIONING AGENT-OPS BUILDING AUG-20	725.38
124091 09/17/2020	CHK	10271	WESCO RECEIVABLES CORP	PRICE INCRS:WIRE 4/0 AL URD CN PRI 15KV	881.46
				WIRE 4/0 XHHW-2 600V COATED STRANDED CU	3,684.20
				COPPER C	565.17
				HOTLINE CLAMP,STANDOFF BRKT 15"& WSHRS	635.69

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				WASHER	320.46
				HOTLINE CLAMP	906.88
				CURVED WASHER	98.10
				WIRE 4/0 BARE 19 STRANDED SD CU	2,756.61
				PENETRATING OIL	222.36
				<b>Total for Check/Tran - 124091:</b>	10,070.93
124092 09/17/2020	CHK	10647	WEST HILLS FORD MAZDA	REPAIRS&OIL CHNG FOR TRUCK# 207	3,590.09
124093 09/17/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 119- CABIN AIR FILTER	17.70
				AIR FILTER & WIPER BLADES FOR VEH# 207	38.42
				GENERATORS - SEA FOAM & OIL	32.47
				<b>Total for Check/Tran - 124093:</b>	88.59
124094 09/18/2020	CHK	10727	TITAN ELECTRIC, INC	DOCK WORK# 9007 WKEND 9/08/19	677.83
				DOCK WORK# 19314 WKEND 9/08/19	726.26
				DOCK WORK# 19176 WKEND 9/08/19	96.83
				DOCK WORK# 19067 WKEND 9/08/19	48.42
				DOCK WORK 19134 WKEND 9/08/19	387.33
				DOCK WORK 588.1 WKEND 9/08/19	221.73
				DOCK WORK 12/02-12/21/2019 WO#19422	54.39
				DOCK WORK 12/02-12/21/2019 WO#19412	271.34
				DOCK WORK 12/02-12/21/2019 WO#19083	1,410.78
				DOCK WORK 12/02-12/21/2019 WO#19041	705.24
				DOCK WORK 12/02-12/21/2019	325.42
				DOCK WORK 12/02-12/21/2019	271.34
				DOCK WORK-SWANSONVILLE PH2# 19083	1,550.14
				DOCK WORK-SWANSONVILLE PH1# 19041	421.09
				DOCK WORK-MOB FEE/TOOL	450.05
				DOCK WORK JANUARY 2020	9,038.24
				DOCK WORK JANUARY 2020	2,134.65
				DOCK WORK JANUARY 2020	564.98
				DOCK WORK WKEND 2/08-3/07/2020	9,477.69

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				DOCK WORK - 2/25-3/01/19	2,352.61
				DOCK WORK - 3/04-3/08/19	2,305.48
				DOCK WORK - 3/04-3/08/19	375.31
				DOCK WORK - 3/11-3/15/19	2,458.96
				ELECTRICAL DOCK WORK -DE-MOB FEE 03/19	352.28
				DOCK WORK - 3/18-3/21/19	2,228.23
				DOCK WORK - 3/18-3/21/19	190.35
				DOCK WORK - 3/18-3/21/19	78.44
				DOCK WORK WKEND 3/07-4/04/2020	3,862.64
				DOCK WORK WKEND 3/07-4/04/2020	99.04
				DOCK WORK - 3/25-3/28/19	2,831.26
				DOCK WORK - 4/01-4/05/19	1,997.71
				DOCK WORK - WRECK OUT 4/01-4/05/19	83.24
				DOCK WORK - 4/08-4/11/19	2,278.12
				DOCK WORK - 4/08-4/11/19	102.99
				WAREHOUSE ASSISTANCE 4/08-4/11/19	193.63
				DOCK WORK - 4/15-4/19/19	2,309.34
				DOCK WORK - 4/15-4/19/19	235.78
				DOCK WORK - 4/22-4/26/19	2,397.52
				DOCK WORK W/O# 19145 - 4/29-6/02/19	576.04
				DOCK WORK W/O# 19107 - 4/29-6/02/19	5,184.34
				DOCK WORK W/O# 19086 - 4/29-6/02/19	576.03
				DOCK WORK W/O# 18062 - 4/29-6/02/19	4,032.26
				DOCK WORK W/O# 19006 - 4/29-6/02/19	1,152.08
				DOCK WORK W/O# 31821	297.66
				DOCK WORK W/O# 19227	892.98
				DOCK WORK W/O# 19138	145.76
				DOCK WORK W/O# 19107	1,182.97
				DOCK WORK W/O# 19041	99.22
				DOCK WORK W/O# 19006	496.10
				DOCK WORK W/O# 18430	248.04

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				DOCK WORK W/O# 18346	198.43
				DOCK WORK W/O# 18062	973.08
				DOCK WORK W/O# 17465	1,190.63
				DOCK WORK W/O# 19107	1,423.40
				DOCK WORK W/O# 17465	793.76
				DOCK WORK-TOOLS	96.51
				DOCK WORK 596.1	297.65
				DOCK WORK\$ 19067 WKEND 8/03-8/31/19	1,250.95
				DOCK WORK# 9005 WKEND 8/03-8/31/19	200.44
				DOCK WORK# 31907 WKEND 8/03-8/31/19	280.65
				DOCK WORK# 31838 WKEND 8/03-8/31/19	120.24
				DOCK WORK# 19810 WKEND 8/03-8/31/19	340.50
				DOCK WORK# 19309 WKEND 8/03-8/31/19	492.36
				DOCK WORK# 19263 WKEND 8/03-8/31/19	120.24
				DOCK WORK# 19240 WKEND 8/03-8/31/19	128.80
				DOCK WORK# 19183 WKEND 8/03-8/31/19	1,022.82
				DOCK WORK# 19086 WKEND 8/03-8/31/19	2,141.04
				DOCK WORK# 19309 WKEND 8/03-8/31/19	437.83
				DOCK WORK# 19183 WKEND 8/03-8/31/19	80.13
				DOCK WORK# 19086 WKEND 8/03-8/31/19	859.08
				DOCK WORK-HOTEL/TOOL WKEND 8/03-8/31/19	237.32
				DOCK WORK WO#9005 JUL 2019	158.62
				DOCK WORK WO#31907 JUL 2019	237.94
				DOCK WORK WO#19067 JUL 2019	2,579.12
				DOCK WORK WO#19066 JUL 2019	39.65
				DOCK WORK WO#19041 JUL 2019	4,167.24
				DOCK WORK WO#19006 JUL 2019	356.91
				DOCK WORK WO#18324 JUL 2019	118.97
				DOCK WORK WO#19066 JUL 2019	39.65
				DOCK WORK WO#19006 JUL 2019	118.97
				DOCK WORK WO#18324 JUL 2019	79.31

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				DOCK WORK JUL 2019	211.03
				DOCK WORK JUL 2019	39.65
<b>Total for Check/Tran - 124094:</b>					91,283.08
124095 09/24/2020	CHK	10808	A & J FLEET SERVICES, INC	OIL CHANGE VEH# 103	509.51
124096 09/24/2020	CHK	10006	AFLAC	AFLAC BILL SEP 2020	138.36
				AFLAC BILL SEP 2020	26.40
				AFLAC BILL SEP 2020	60.48
<b>Total for Check/Tran - 124096:</b>					225.24
124097 09/24/2020	CHK	10012	ALTEC INDUSTRIES, INC	REPLACEMENT BOLT CUTTERS	170.78
124098 09/24/2020	CHK	10481	AMAZON	KINGSTON 960GB DATA CENTER SSD	445.12
124099 09/24/2020	CHK	10447	ANIXTER INC.	FUSE SMU-20 30 AMP	1,020.24
124100 09/24/2020	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - COYLE PH3 THRU 9/05/2020	103,507.20
124101 09/24/2020	CHK	10026	BAYVIEW PUMPS, INC	LACY C - PUMP TESTING 8/04-8/07	1,069.20
				REYNOLDS WELL - REINSTL PUMP 8/20/2020	1,291.65
				EAGLE RIDGE -EMRG INSTL PRSR TANK 9/11	465.98
<b>Total for Check/Tran - 124101:</b>					2,826.83
124102 09/24/2020	CHK	10339	BORDER STATES ELECTRIC	SHOOT ON CONNECTOR AMPACT 4/0-4/0-COPPER	1,635.67
124103 09/24/2020	CHK	10339	BORDER STATES ELECTRIC	DISCONNECT SWITCH-VERTICAL BRANCH FEEDER	6,358.04
124104 09/24/2020	CHK	9998	CAMPBELL CONSTRUCTION LLC	Credit Balance Refund	55.13
124105 09/24/2020	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	EXCAVATING EMRG - 611 CEDAR AVE 7/11	2,787.08
124106 09/24/2020	CHK	10041	CDW GOVERNMENT	MOUSE - TRACKBALL BLUETOOTH LOGITECH MX	83.26
				MOUSE - TRACKBALL BLUETOOTH LOGITECH MX	20.82
				USB C HUB & PORTABLE SUPERSPEED HUB	117.26
				USB C HUB & PORTABLE SUPERSPEED HUB	29.32
<b>Total for Check/Tran - 124106:</b>					250.66
124107 09/24/2020	CHK	10047	CENTURYLINK-POLES	POLE RNTL 1Y 4/1/2019-3/31/2020	289.52

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124108 09/24/2020	CHK	9998	ALEXANDRA CONTRERAS	Credit Balance Refund	52.61
124109 09/24/2020	CHK	10325	CREATIVE DESIGN SOLUTIONS, INC	SEPTIC DESIGN TRACKING AT 300 FOUR CRNRS	1,933.75
124110 09/24/2020	CHK	10501	D & L POLES	TRENCHING - GAINS ST, DANA R SUB 9/09	3,496.72
124111 09/24/2020	CHK	9998	RICHARD DAMON	Credit Balance Refund	20.28
124112 09/24/2020	CHK	10078	ESCI	ESCI SAFETY TRAINING - SEP 2020	1,428.75
124113 09/24/2020	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	840.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	90.00
				ENERGY CONSERVATION REBATE	1,188.58
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,683.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00

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				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,200.00
				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	2,808.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	5,058.00
				<b>Total for Check/Tran - 124113:</b>	40,667.58
124114 09/24/2020	CHK	10083	EXCEL UTILITY CONSTRUCTION	METER INSTL - N. STROMBERG AVE 9/01/2020	1,827.49
				METER INSTL - N. STROMBERG AVE 9/01/2020	-150.89
				<b>Total for Check/Tran - 124114:</b>	1,676.60
124115 09/24/2020	CHK	10085	FASTENAL	HEX CAP SCREW & FLAT WASHER	70.31
				RED MRKING CHALK	127.96
				MULTI SIZE BATTERIES	53.01
				MULTI SIZE BATTERIES	13.25
				<b>Total for Check/Tran - 124115:</b>	264.53
124116 09/24/2020	CHK	10094	GENERAL PACIFIC, INC	TRANSFORMER LEAD ADAPTER	256.42
124117 09/24/2020	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKET RNTL VEH#408 8/28-9/24	2,725.00
				AT37-G BUCKET RNTL VEH#410 9/12-10/09/20	2,732.50
				A77-TE93 TRUCK RNTL VEH#411 DELIVERY	327.87
				A77-TE93 TRUCK RNTL VEH#411 9/04-10/01	9,836.13
				<b>Total for Check/Tran - 124117:</b>	15,621.50
124118 09/24/2020	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 8/30-9/30/2020	120.00
				310 4CRNRS-RESTROOM UNIT 8/30-9/30/2020	30.00
				<b>Total for Check/Tran - 124118:</b>	150.00
124119 09/24/2020	CHK	10098	GRAINGER	PALMGREN STAND DUTY ROTATING JAW VISE	377.60
				BIN LINER	62.54
				<b>Total for Check/Tran - 124119:</b>	440.14

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124120 09/24/2020	CHK	10103	H D FOWLER	WATER PARTS - METER SETTERS&ITEMS	2,462.85
124121 09/24/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	WH - FLAP DISC & PNT/RUST KIT	31.03
124122 09/24/2020	CHK	9998	SHARON L HARTZELL	Credit Balance Refund	50.03
124123 09/24/2020	CHK	10111	HIGHWAY SPECIALTIES LLC	FENCE PANEL RENTAL START DATE 9/14/2020	195.11
				REPAIR LED BALLOON LIGHT	114.45
				REPAIR FLAGGING LIGHT POLE	92.65
				FLAGGING SIGN	179.85
<b>Total for Check/Tran - 124123:</b>					582.06
124124 09/24/2020	CHK	10129	JIFFY LUBE	VEH# 119 - OIL CHANGE	98.18
124125 09/24/2020	CHK	10464	KING LUMINAIRE CO. INC.	LED PENDANT K813 RIPPLED - 75W, 3K	5,742.12
				LED PENDANT K813 RIPPLED - 75W, 3K	-474.12
<b>Total for Check/Tran - 124125:</b>					5,268.00
124126 09/24/2020	CHK	10286	L & J ENTERPRISES	EXCAVATING - OLD GARDINER 8/14/2020	15,423.50
				RD REPAIR - OLD GARDINER 8/25/2020	9,022.43
<b>Total for Check/Tran - 124126:</b>					24,445.93
124127 09/24/2020	CHK	10435	MAGNETIC PRODUCTS AND SERVICES,	LTO7 TAPE WITH CASE	-176.65
				LTO7 TAPE WITH CASE	1,711.52
				LTO7 TAPE WITH CASE	427.88
<b>Total for Check/Tran - 124127:</b>					1,962.75
124128 09/24/2020	CHK	10771	MOUNTAIN STATES PIPE & SUPPLY CO	WATER METER ERTS MODEL 402 QTY24	-153.42
				WATER METER ERTS MODEL 402 QTY24	1,858.07
<b>Total for Check/Tran - 124128:</b>					1,704.65
124129 09/24/2020	CHK	10309	NISC	RECURRING INVOICE AUG 2020	1,139.31
				RECURRING INVOICE AUG 2020	206.01
				RECURRING INVOICE AUG 2020	1,765.13
				RECURRING INVOICE AUG 2020	493.37
				RECURRING INVOICE AUG 2020	493.37
				RECURRING INVOICE AUG 2020	9,004.16

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				RECURRING INVOICE AUG 2020	1,650.06
				RECURRING INVOICE AUG 2020	1,007.04
				RECURRING INVOICE AUG 2020	283.68
				RECURRING INVOICE AUG 2020	92.71
				RECURRING INVOICE AUG 2020	17.66
				AMS INVOICE AUG 2020	6,149.82
				AMS INVOICE AUG 2020	2,129.21
				AMS INVOICE AUG 2020	1,537.45
				AMS INVOICE AUG 2020	532.30
				AMS INVOICE AUG 2020	2,684.40
				AMS INVOICE AUG 2020	671.10
				<b>Total for Check/Tran - 124129:</b>	29,856.78
124130	09/24/2020	CHK 9999	NORTH STAR CLINIC	CDL PHYSICAL FEE	220.00
124131	09/24/2020	CHK 10170	OLYMPIC EQUIPMENT RENTALS	SHOP - WD-40 & PENETRATE	14.69
				LINECREW - RUBBER STRAP & BUNGEE CORD	21.43
				FIRE HYDRANT WO# 22006 - BLUE TOOLS	5.42
				<b>Total for Check/Tran - 124131:</b>	41.54
124132	09/24/2020	CHK 10188	PLATT ELECTRIC SUPPLY	HAND TOOLS-TRUCK VEH# 410	34.64
				SUBSTATION STOCK	1,220.35
				STREETLIGHT FUSES	48.37
				CONDUIT CAP	347.32
				SUBSTATION STOCK	16.44
				SUBSTATION STOCK	43.83
				TOOL BATTERY	129.71
				CONDUIT GLUE	451.65
				CONDUIT COUPLING	326.67
				CONDUIT CAP	106.37
				CONDUIT COUPLING	15.05
				CONDUIT COUPLING	219.32
				<b>Total for Check/Tran - 124132:</b>	2,959.72

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124133 09/24/2020	CHK	10819	PRICE INDUSTRIES LIMITED	BECKETT PT N RPLCMT SCREEN FOR DRUMSCUBR	229.50
124134 09/24/2020	CHK	10197	PRINTERY COMMUNICATIONS	DIG SLIPS DIG SLIPS	250.20 62.54
<b>Total for Check/Tran - 124134:</b>					312.74
124135 09/24/2020	CHK	10207	RAIN NETWORKS	NETMOTION WL SW 1Y 9/02/2020-9/01/2021	7,324.80
				NETMOTION IMPLEMENTATION FEE	872.00
				NETMOTION IMPLEMENTATION FEE	218.00
<b>Total for Check/Tran - 124135:</b>					8,414.80
124136 09/24/2020	CHK	10652	RWC INTERNATIONAL, LTD.	A/C TURBO LEAK REPAIRS VEH# 101	6,362.75
				AC COMPRESSOR REPAIR VEH# 101	1,746.85
<b>Total for Check/Tran - 124136:</b>					8,109.60
124137 09/24/2020	CHK	10216	SECURITY SERVICES NW, INC.	NIGHT PAYMENT PICKUP - SEP 2020	1,249.92
				NIGHT PAYMENT PICKUP - SEP 2020	312.48
<b>Total for Check/Tran - 124137:</b>					1,562.40
124138 09/24/2020	CHK	10219	SHOLD EXCAVATING INC	PIPE REPAIR - BECKETT PT N 8/31/2020	708.50
124139 09/24/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: TTHMs&HAA5s BYWATER 08/5/2020	290.00
				TESTING:CHLORIDE BYWATER 08/25/2020	22.50
				TESTING:CHLORIDE BYWATER 08/25/2020	22.50
				TESTING:CHLORIDE BYWATER 08/25/2020	22.50
<b>Total for Check/Tran - 124139:</b>					357.50
124140 09/24/2020	CHK	10244	TEREX UTILITIES, INC	ANNUAL INSPECTION VEH# 130	817.50
				ANNUAL INSPECTION VEH# 101 & OTHER VEHS	1,111.80
<b>Total for Check/Tran - 124140:</b>					1,929.30
124141 09/24/2020	CHK	10824	THE PORT OF PORT TOWNSEND	RENT BILLING AT PORT BLDNG - OCT 2020	1,344.00
				RENT BILLING AT PORT BLDNG - OCT 2020	336.00
<b>Total for Check/Tran - 124141:</b>					1,680.00
124142 09/24/2020	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	VEST - ADDED LOGO	27.25

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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
124143 09/24/2020	CHK	10553	TRANSFORMER TECHNOLOGIES, LLC.	SURPLUS TRANSFORMERS TESTING/DISPOSAL	1,384.55
124144 09/24/2020	CHK	10337	WA STATE DEPT OF TRANSPORTATION	PERMITS-WO#22074 PRM#UP-OL-2020-002 SR20 PERMITS-WO#92006 FRN#30493 AMND#1 SR 101 PERMITS-WO#92001 FRN#30374 AMND#3 SR 116	919.98 1,686.65 0.40
<b>Total for Check/Tran - 124144:</b>					2,607.03
124145 09/24/2020	CHK	10569	WAYNE D. ENTERPRISES, INC.	PEE-REPLACEMENT JACKET-JONES FR JACKET FR CLOTHING-THARALD,GARLOCK,DEHNERT FR JACKET FR JACKET FR HOODIE FR HOODIE	-34.88 390.49 -99.64 297.00 275.01 476.68 158.06
<b>Total for Check/Tran - 124145:</b>					1,462.72
124146 09/24/2020	CHK	9998	CHARLES WEST	Credit Balance Refund	348.41
124147 09/24/2020	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - OCT 2020 RENT BILLING AT ANNEX - OCT 2020	1,120.00 280.00
<b>Total for Check/Tran - 124147:</b>					1,400.00
124148 09/24/2020	CHK	10278	WPUDA	2020 WATER WORKSHOP 2020 WATER WORKSHOP 2020 WATER WORKSHOP MONTHLY DUES - SEP 2020 MONTHLY DUES - SEP 2020 2020 WATER WORKSHOP 2020 WATER WORKSHOP 2020 WATER WORKSHOP 2020 WATER WORKSHOP	160.00 40.00 200.00 4,812.00 1,203.00 160.00 40.00 160.00 40.00
<b>Total for Check/Tran - 124148:</b>					6,815.00

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# Accounts Payable Check Register

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09/09/2020 To 09/28/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
					<b>Total Payments for Bank Account - 1 :</b>	(152) 1,744,119.07
					<b>Total Voids for Bank Account - 1 :</b>	(3) 17,099.96
					<b>Total for Bank Account - 1 :</b>	(155) 1,761,219.03
					<b>Grand Total for Payments :</b>	(152) 1,744,119.07
					<b>Grand Total for Voids :</b>	(3) 17,099.96
					<b>Grand Total :</b>	(155) 1,761,219.03

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# Accounts Payable Check Register

Page 1

09/09/2020 To 09/28/2020

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122 09/11/2020	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER JUL 2020	976,912.00
				TRANSMISSION JUL 2020	117,808.00
				REGIONAL COORD SVC JUL 2020	986.00
				REGIONAL COMP ENFOR JUL 2020	1,233.00
<b>Total for Check/Tran - 122:</b>					1,096,939.00

<b>Total Payments for Bank Account - 1 :</b>	(1)	1,096,939.00
<b>Total Voids for Bank Account - 1 :</b>	(0)	0.00
<b>Total for Bank Account - 1 :</b>	(1)	1,096,939.00
<b>Grand Total for Payments :</b>	(1)	1,096,939.00
<b>Grand Total for Voids :</b>	(0)	0.00
<b>Grand Total :</b>	(1)	1,096,939.00

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 09/18/2020**

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70789	9/18/2020	1,990.35
2001	WATER DISTRIBUTION MANAGER II	70790	9/18/2020	1,680.48
3032	CUSTOMER SERVICE REP	70791	9/18/2020	1,188.35
3051	SUMMER INTERN	70792	9/18/2020	582.23
2003	WATER TREATMENT PLANT OPERATOR III	70793	9/18/2020	2,031.04
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70794	9/18/2020	2,742.67
				<b>10,215.12</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 9/18/2020</b>
---

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	9/18/2020	1,249.58
1026	BROADBAND SUPERVISOR	9/18/2020	1,934.70
4006	COMMISSIONER DIST 1	9/18/2020	933.19
4004	COMMISSIONER DIST 2	9/18/2020	964.11
4008	COMMISSIONER DIST 3	9/18/2020	1,428.45
3034	COMMUNICATIONS DIRECTOR	9/18/2020	2,021.19
3002	CUSTOMER SERVICE COORDINATOR	9/18/2020	1,162.09
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	9/18/2020	1,295.66
3022	CUSTOMER SERVICE REP	9/18/2020	1,294.57
3046	CUSTOMER SERVICE REP	9/18/2020	1,088.30
3048	CUSTOMER SERVICE REP	9/18/2020	1,145.11
1027	ELECTRICAL ENGINEERING MANAGER	9/18/2020	2,892.90
1044	ELECTRICAL PRE-APPRENTICE	9/18/2020	2,041.82
2007	ENGINEERING DIRECTOR	9/18/2020	3,380.63
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	9/18/2020	2,057.15
3033	FINANCE DIRECTOR	9/18/2020	3,166.55
1046	FLEET/WAREHOUSE HELPER	9/18/2020	2,247.64
1008	FOREMAN LINEMAN	9/18/2020	7,525.32
1012	FOREMAN LINEMAN	9/18/2020	5,386.91
1011	GENERAL MANAGER	9/18/2020	5,032.34
1042	GIS SPECIALIST	9/18/2020	2,242.49
1017	HEAD STOREKEEPER	9/18/2020	2,324.33
3047	HUMAN RESOURCES DIRECTOR	9/18/2020	2,394.94
3008	INFORMATION TECHNOLOGY MANAGER	9/18/2020	2,625.47
3028	IT SUPPORT TECHNICIAN	9/18/2020	1,781.68
1000	LINEMAN	9/18/2020	3,497.07
1016	LINEMAN	9/18/2020	4,578.61
1028	LINEMAN	9/18/2020	5,648.11
1034	LINEMAN	9/18/2020	7,930.81
1041	LINEMAN	9/18/2020	4,820.01
1018	METER READER	9/18/2020	3,770.36
1043	METER READER	9/18/2020	2,572.44
1047	METER READER	9/18/2020	1,223.65
1037	OPERATIONS DIRECTOR	9/18/2020	3,353.86
3004	RESOURCE MANAGER	9/18/2020	2,422.48
1003	SCADA TECH APPRENTICE	9/18/2020	4,768.92
1015	SCADA TECH JOURNEYMAN	9/18/2020	2,937.16
3020	SERVICES DIRECTOR	9/18/2020	2,364.13
1031	STAKING ENGINEER	9/18/2020	2,364.65
1039	STAKING ENGINEER	9/18/2020	2,000.34
1014	STOREKEEPER	9/18/2020	2,810.16
1033	SUBSTATION/METERING TECH	9/18/2020	3,571.98
3013	UTILITY ACCOUNTANT II	9/18/2020	1,534.39
3029	UTILITY ACCOUNTANT II	9/18/2020	1,689.83
3003	UTILITY BILLING CLERK	9/18/2020	1,401.62
3027	UTILITY BILLING CLERK	9/18/2020	1,423.25
3000	UTILITY BILLING COORDINATOR	9/18/2020	1,563.10
2005	WATER DISTRIBUTION MANAGER I	9/18/2020	1,405.02
2002	WATER DISTRIBUTION MANAGER II	9/18/2020	1,969.37
			<b>\$ 131,238.44</b>

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of August 31, 2020**

<b>PART A. STATEMENT OF OPERATIONS</b>				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	25,772,999	25,525,711	20,802,148	2,348,008
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	10,080,338	9,908,062	8,106,846	935,211
4. Transmission Expense	1,224,487	1,185,607	1,117,032	104,735
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	963,686	1,125,013	1,027,627	90,232
7. Distribution Expense - Maintenance	1,442,864	2,114,730	1,670,829	261,005
8. Consumer Accounts Expense	900,960	915,300	893,030	117,150
9. Customer Service and Informational Expense	27,060	15,340	21,669	640
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	1,679,121	1,797,446	1,472,837	241,319
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>16,318,516</b>	<b>17,061,498</b>	<b>14,309,870</b>	<b>1,750,292</b>
13. Depreciation & Amortization Expense	3,523,300	3,649,035	2,611,724	458,505
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	1,482,713	1,473,929	1,263,436	136,349
16. Interest on Long-Term Debt	1,859,494	1,809,594	1,350,085	224,455
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	5	0	5	0
19. Other Deductions	547	39	44	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>23,184,575</b>	<b>23,994,095</b>	<b>19,535,164</b>	<b>2,569,601</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>2,588,424</b>	<b>1,531,616</b>	<b>1,266,984</b>	<b>(221,593)</b>
22. Non Operating Margins - Interest	117,936	42,988	35,452	1,228
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	971,447	1,149,966	819,777	120,581
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	14,601	12,803	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>3,692,408</b>	<b>2,737,373</b>	<b>2,122,213</b>	<b>(99,784)</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>2.99</b>	<b>2.51</b>	<b>2.57</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>2.39</b>	<b>1.85</b>	<b>1.94</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>2.30</b>	<b>2.07</b>	<b>2.25</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>2.02</b>	<b>1.77</b>	<b>1.93</b>
<b>Rolling 12 Month TIER</b>	<b>2.98</b>	<b>2.32</b>	

**Jefferson County PUD No. 1  
Electric Division  
Balance Sheet  
August 31, 2020**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	177,264,805	29. Memberships	0
2. Construction Work in Progress	7,889,368	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>185,154,173</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	65,603,214	32. Operating Margins - Current Year	1,531,616
<b>5. Net Utility Plant (3-4)</b>	<b>119,550,959</b>	33. Non-Operating Margins	1,205,758
6. Nonutility Property - Net	94,921	34. Other Margins & Equities	26,169,019
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>28,906,393</b>
8. Invest. in Assoc. Org. - Patronage Capital	60,305	36. Long-Term Debt RUS (Net)	98,051,467
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	0
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>98,051,467</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	1,740,410
13. Special Funds	47,467	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>1,740,410</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>203,703</b>	42. Notes Payable	0
15. Cash-General Funds	973,350	43. Accounts Payable	3,093,257
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	5,646,522	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	1,678,971	48. Other Current & Accrued Liabilities	2,020,473
21. Accounts Receivable - Net Other	1,954,487	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>5,113,730</b>
22. Renewable Energy Credits	0	50. Deferred Credits	981,935
23. Materials & Supplies - Electric and Other	1,858,941	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>134,793,935</b>
24. Prepayments	166,315		
25. Other Current & Accrued Assets	2,352,041	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>14,630,627</b>	Balance Beginning of Year	0
27. Deferred Debits	408,646	Amounts Received This Year (Net)	591,061
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>134,793,935</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>591,061</b>

**Equity Ratio** **21.44%**  
(Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **52.96%**  
(Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1  
Power Requirements  
As of August 31, 2020**

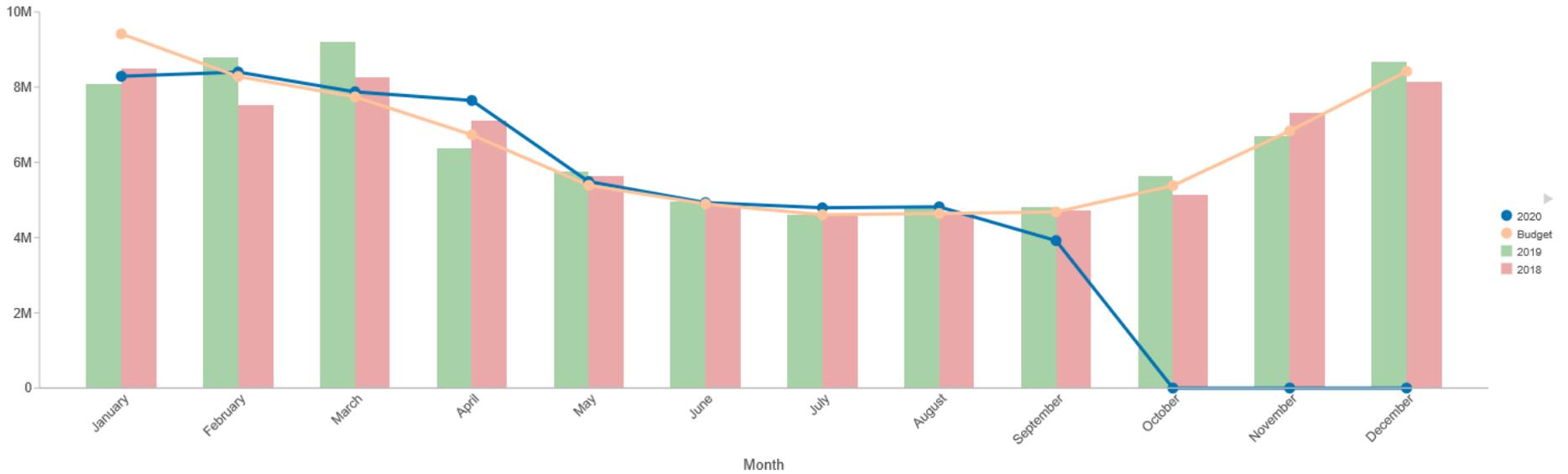
PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	AUGUST CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,630	17,566	
	b. KWH Sold			13,527,822
	c. Revenue			1,278,868
2. Residential Sales - Seasonal	a. No. Consumers Served	6	6	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	2	2	
	b. KWH Sold			4,420
	c. Revenue			364
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,366	2,323	
	b. KWH Sold			4,281,322
	c. Revenue			487,152
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			8,429,969
	c. Revenue			512,598
6. Public Street & Highway Lighting	a. No. Consumers Served	208	207	
	b. KWH Sold			35,885
	c. Revenue			17,607
7. Non Metered Device Authority	a. No. Consumers Served	5	5	
	b. KWH Sold			0
	c. Revenue			75
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>20,238</b>	<b>20,130</b>	
<b>11. TOTAL KWH Sold (lines 1b thru 9b)</b>				<b>26,279,418</b>
<b>12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)</b>				<b>2,296,664</b>
13. Transmission Revenue				0
14. Other Electric Revenue				51,344
15. KWH - Own Use				9,448
16. TOTAL KWH Purchased				24,321,899
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				935,211
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				39,511

**Electric Division**  
**Comparison 2020 Budget to 2020 Actuals Year to Date Through AUGUST**

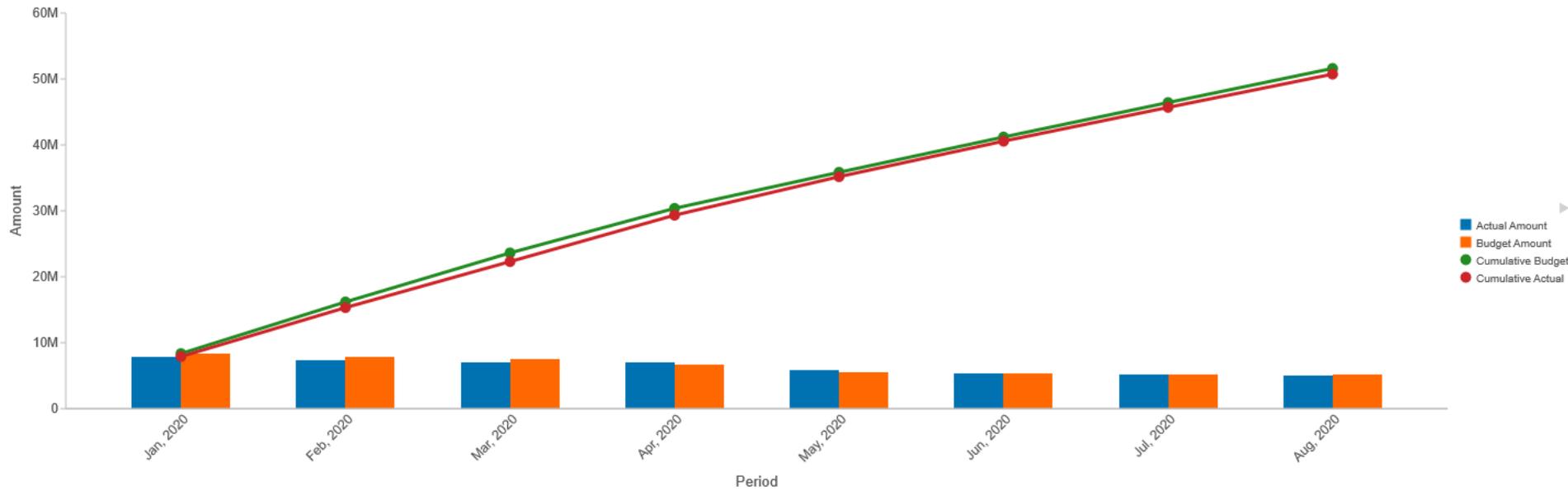
	2020 Budget AUGUST YTD	2020 Actuals AUGUST YTD	Variance
1. Operating Revenue and Patronage Capital	25,302,495	25,525,711	223,216
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	10,238,650	9,908,062	(330,588)
4. Transmission Expense	1,350,854	1,185,607	(165,247)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	1,342,075	1,125,013	(217,062)
7. Distribution Expense - Maintenance	2,194,800	2,114,730	(80,070)
8. Consumer Accounts Expense	1,192,319	915,300	(277,019)
9. Customer Service and Informational Expense	28,383	15,340	(13,043)
10. Sales Expense	0	0	0
11. Administrative and General Expense	2,031,430	1,797,446	(233,984)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>18,378,511</b>	<b>17,061,498</b>	<b>(1,317,013)</b>
13. Depreciation & Amortization Expense	3,487,477	3,649,035	161,558
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	1,521,671	1,473,929	(47,742)
16. Interest on Long-Term Debt	1,798,995	1,809,594	10,599
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	1,404	0	(1,404)
19. Other Deductions	44	39	(5)
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>25,188,102</b>	<b>23,994,095</b>	<b>(1,194,007)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>114,393</b>	<b>1,531,616</b>	1,417,223
22. Non Operating Margins - Interest	51,405	42,988	(8,417)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	1,052,631	1,149,966	97,335
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	12,803	12,803
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>1,218,429</b>	<b>2,737,373</b>	1,518,944

## Electric Division Financial Analysis Graphs

**RUS Form 7 Income Statement by Month**  
 Financial Line 1, 20, 21, 22, 25  
 2018 - 2020

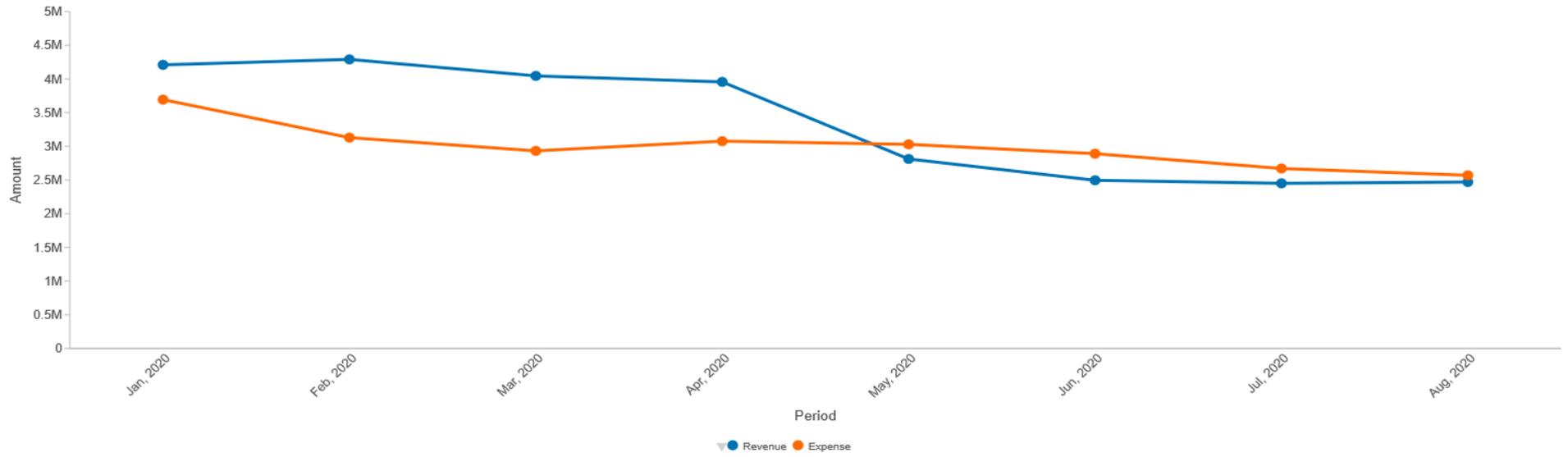


**Budget Analysis by Period**  
 Jan, 2020 - Aug, 2020



## Electric Utility 2020 Year to Date Revenues and Expenses

Trend by Period  
Jan, 2020 - Aug, 2020



**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of August 31, 2020**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	1,747,522	1,688,571	1,688,518	295,746
2. Power Production Expense	209	268	217	0
3. Cost of Purchased Power	2,626	35,545	87,645	14,076
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	452,646	464,352	788,093	64,683
7. Distribution Expense - Maintenance	247,670	245,552	350,645	44,087
8. Consumer Accounts Expense	87,176	138,802	114,286	16,024
9. Customer Service and Informational Expense	183	110	1,261	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	433,364	590,499	635,509	71,354
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>1,223,874</b>	<b>1,475,128</b>	<b>1,977,656</b>	<b>210,224</b>
13. Depreciation & Amortization Expense	467,832	452,000	181,143	53,619
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	84,194	81,948	86,994	14,256
16. Interest on Long-Term Debt	178,701	159,658	125,369	19,487
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>1,954,601</b>	<b>2,168,734</b>	<b>2,371,162</b>	<b>297,586</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(207,079)</b>	<b>(480,163)</b>	<b>(682,644)</b>	<b>(1,840)</b>
22. Non Operating Margins - Interest	126,563	62,882	111,085	1,215
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	459,033	438,053	617,630	20,540
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	3,650	3,201	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>382,167</b>	<b>23,973</b>	<b>46,071</b>	<b>19,915</b>

**Jefferson County PUD No. 1  
Water Division  
Balance Sheet  
August 31, 2020**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	30,834,742	29. Memberships	0
2. Construction Work in Progress	1,008,528	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>31,843,270</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	12,299,448	32. Operating Margins - Current Year	(480,163)
<b>5. Net Utility Plant (3-4)</b>	<b>19,543,822</b>	33. Non-Operating Margins	504,136
6. Nonutility Property - Net	2,179,534	34. Other Margins & Equities	23,280,752
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>23,304,725</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	5,839,063
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>5,839,063</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	416,189	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,595,723</b>	42. Notes Payable	1,014,051
15. Cash-General Funds	94,601	43. Accounts Payable	1,601,970
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	500
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	8,505,339	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	208,653	48. Other Current & Accrued Liabilities	76,457
21. Accounts Receivable - Net Other	720,006	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>2,692,978</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	18,330	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>31,836,766</b>
24. Prepayments	0		
25. Other Current & Accrued Assets	150,292	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>9,697,221</b>	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	109,573
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>31,836,766</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>109,573</b>

**Equity Ratio** **73.20%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **18.34%**  
 (Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1  
Water Requirements  
As of August 31, 2020**

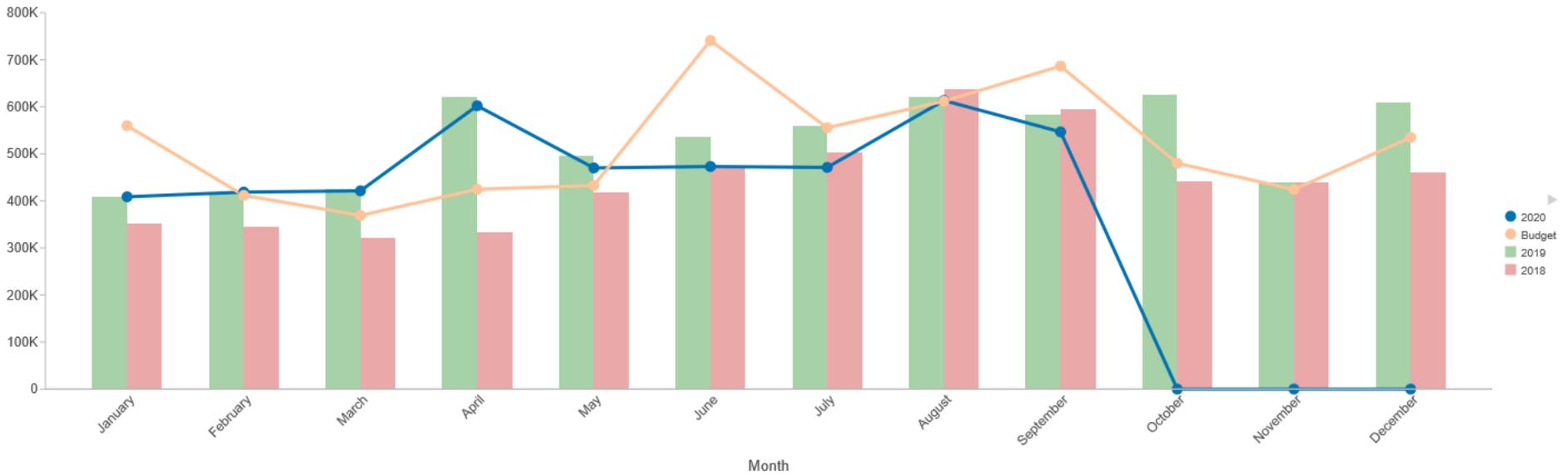
PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	AUGUST CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	14	14	
	b. Gallons Sold			23,200
	c. Revenue			1,567
2. Metered Residential Sales -	a. No. Consumers Served	4,524	4,479	
	b. Gallons Sold			30,165,022
	c. Revenue			231,006
3. Metered Commercial Sales	a. No. Consumers Served	316	315	
	b. Gallons Sold			8,063,126
	c. Revenue			49,447
4. Residential Multi-Family	a. No. Consumers Served	46	46	
	b. Gallons Sold			378,110
	c. Revenue			3,061
5. Metered Bulk Loadings	a. No. Consumers Served	1	1	
	b. Gallons Sold			0
	c. Revenue			29
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Sewer/Drain Field--Residential	a. No. Consumers Served	374	372	
	b. Gallons Sold			0
	c. Revenue			10,146
8. Master Meters	a. No. Consumers Served	22	23	
	b. Gallons Sold			8,933,270
	c. Revenue			0
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>5,302</b>	<b>5,255</b>	
<b>11. TOTAL Gallons Sold (lines 1b thru 9b)</b>				<b>47,562,728</b>
<b>12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)</b>				<b>295,256</b>
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				489
15. Gallons - Own Use				44,504
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				23,910,167
18. Cost of Purchases and Generation				14,076

**Water Division**  
**Comparison 2020 Budget to 2020 Actuals Year to Date Through AUGUST**

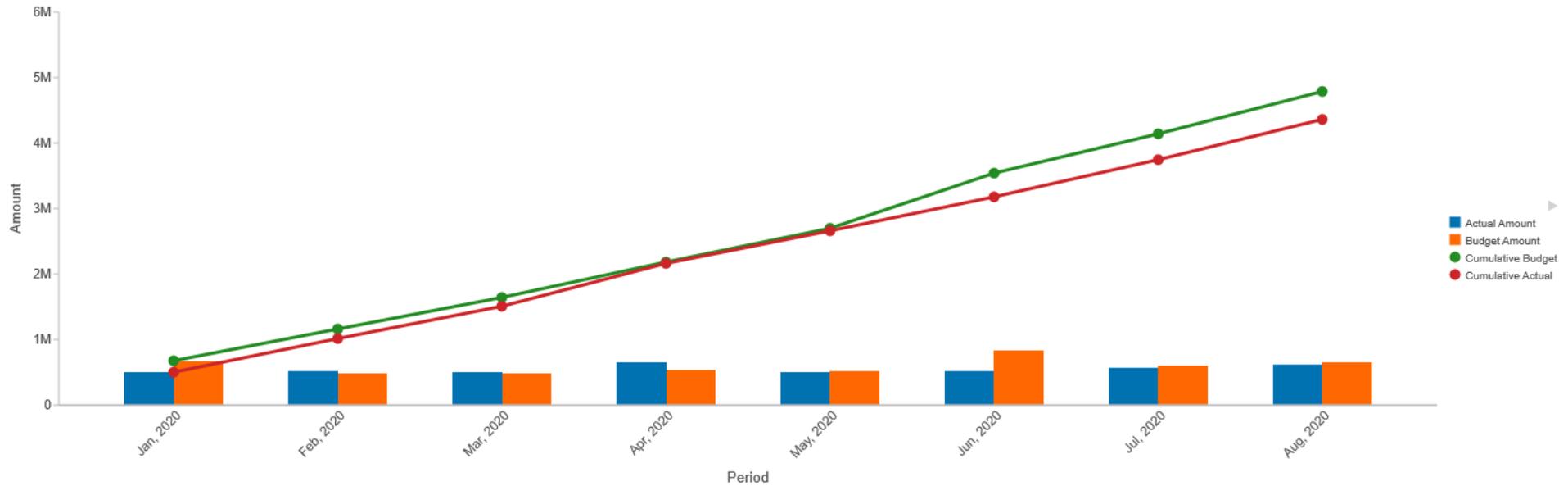
	2020 Budget AUGUST YTD	2020 Actuals AUGUST YTD	Variance
1. Operating Revenue and Patronage Capital	1,688,518	1,688,571	53
2. Power Production Expense	217	268	51
3. Cost of Purchased Power	87,645	35,545	(52,100)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	788,093	464,352	(323,741)
7. Distribution Expense - Maintenance	350,645	245,552	(105,093)
8. Consumer Accounts Expense	114,286	138,802	24,516
9. Customer Service and Informational Expense	1,261	110	(1,151)
10. Sales Expense	0	0	0
11. Administrative and General Expense	635,509	590,499	(45,010)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>1,977,656</b>	<b>1,475,128</b>	<b>(502,528)</b>
13. Depreciation & Amortization Expense	181,143	452,000	270,857
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	86,994	81,948	(5,046)
16. Interest on Long-Term Debt	125,369	159,658	34,289
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>2,371,162</b>	<b>2,168,734</b>	<b>(202,428)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(682,644)</b>	<b>(480,163)</b>	202,481
22. Non Operating Margins - Interest	111,085	62,882	(48,203)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	617,630	438,053	(179,577)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	3,201	3,201
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>46,071</b>	<b>23,973</b>	<b>(22,098)</b>

## Water Division Financial Analysis Graphs

**RUS Form 7 Income Statement by Month**  
**Financial Line 1, 20, 21, 22, 25**  
**2018 - 2020**

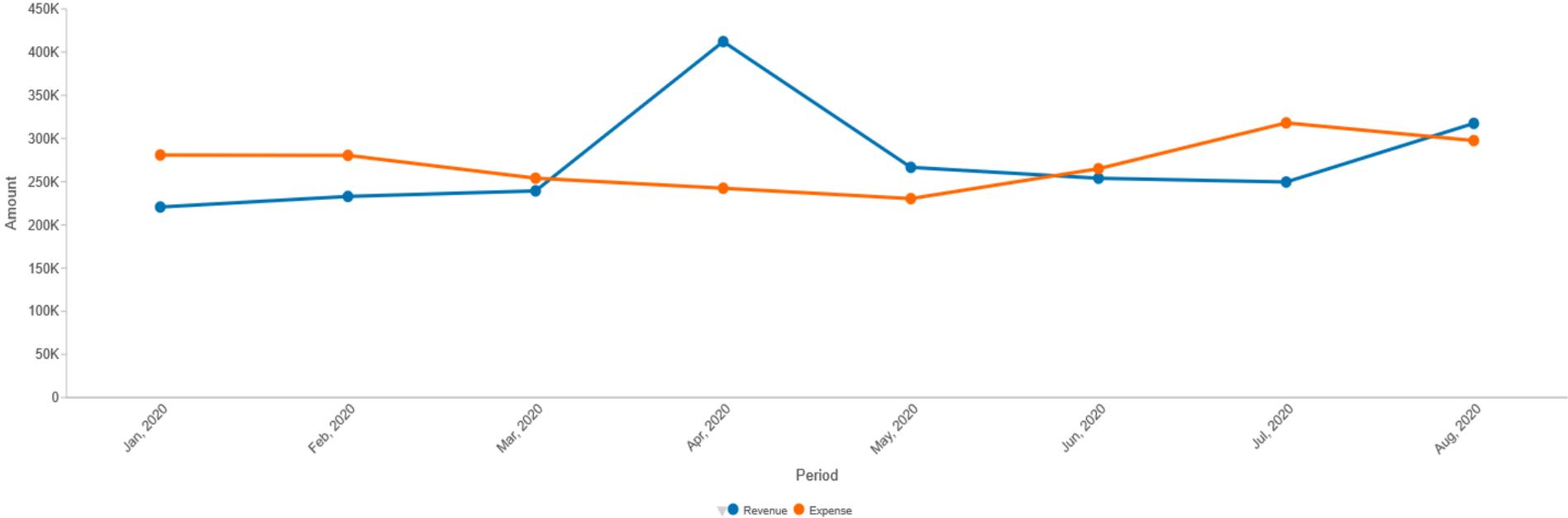


**Budget Analysis by Period**  
**Jan, 2020 - Aug, 2020**



**Water Utility 2020 Year to Date Revenues and Expenses**

**Trend by Period**  
Jan, 2020 - Aug, 2020



**Jefferson County PUD No. 1  
Cash and Cash Equivalents  
As of August 31, 2020**

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>	
1 131.11	Operating Depository Account - Bank of America	\$693,007	
1 131.12	Operating Account - Jefferson Co. Treasurer	278,481	
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	73,061	
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	20,148	
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	1,119	Restricted
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850	
2 135.21	Cash Held in Trust by Property Manager	150	
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	112	Restricted
1 131.16	Payroll Clearing Account - 1st Security Bank	12	
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	7	Restricted
2 131.13	1997 Bond LUD #13 - Jefferson Co. Treasurer	4	Restricted
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$1,067,951</b>	
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	\$5,646,522	
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	3,471,390	
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	2,512,196	Restricted
2 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,925,000	
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	541,948	Restricted
2 136.12	LUD #11 Bond Investment - Jefferson Co. Treasurer	33,068	Restricted
2 136.13	LUD #13 Bond Investment - Jefferson Co. Treasurer	21,737	Restricted
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$14,151,861</b>	
2 126.51	LUD #11 Water Reserve Investment Fund - Jefferson Co. Treasurer	\$234,809	Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	181,281	Restricted
1 128.00	Other Special Funds	47,200	Restricted
1 125.10	RUS Bond Reserve Fund - Jefferson Co. Treasurer	267	
2 126.41	LUD #11 Water Reserve Fund - Jefferson Co. Treasurer	48	Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	37	Restricted
2 126.13	LUD #13 Reserve Fund - Jefferson Co. Treasurer	13	Restricted
1 125.11	RUS Bond Reserve Investment Fund - Jefferson Co. Treasurer	0	
<b>TOTAL LINE 13. BALANCE SHEET-RESTRICTED FUNDS</b>		<b>\$463,655</b>	
<b>RESTRICTED CASH BALANCE--AUGUST 2020</b>		<b>\$3,573,579</b>	
<b>NON-RESTRICTED CASH BALANCE--AUGUST 2020</b>		<b>\$12,109,888</b>	
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--AUGUST 2020</b>		<b>\$15,683,467</b>	
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JULY 2020</b>		<b>\$15,656,007</b>	
<b>Change in Bank Balance</b>		<b>\$27,460</b>	

## **GENERAL COUNSEL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of October, 2020, by and between the JEFFERSON COUNTY PUBLIC UTILITY DISTRICT No. 1, a Washington Public Utility District (“JPUD”) formed under Title 54 of the Revised Code of Washington, and Ascent Law Partners LLP, hereinafter referred to as "Ascent," or “Joel Paisner.”

### **RECITALS**

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

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

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

WHEREAS, JPUD initially appointed Joel Paisner as General Counsel, to JPUD on April 23, 2018, and where it finds he is qualified and possesses the expertise, ability and skill necessary to perform such services; and

WHEREAS, the JPUD Board of Commissioners authorize its General Manager to execute this agreement formalizing the services to be provided hereunder;

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

#### **1. Scope of Service**

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

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

B. Be available for consultation with JPUD Board of Commissioners and staff as needed, attend all meetings as necessary, and oversee all legal matters that are within the scope of this Agreement.

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

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

**2. Term and Files.** The effective date of this agreement is October \_\_\_\_, 2020, and shall be for a term of five (5) years. It is further agreed that after the termination of this engagement, Ascent will upon your written request deliver to you any files related to the matters on which legal services have been provided. It is agreed that JPUD will retain such files for at least three years, and that we will have access to these files and items upon request for any reasonable purpose.

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

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

b. **Hourly Fee.** JPUD agrees to pay an hourly fee for legal work for matters outside the Monthly Flat fee work described above. The hourly rate shall be at \$375 (Three Hundred and Seventy-Five Dollars) per hour. To the extent work can be performed by associates at Ascent, such hourly rate shall be \$300 (Three Hundred Dollars) per hour. Any work performed by a paralegal shall be performed at an hourly rate of \$175 (One Hundred and Seventy-Five Dollars) per hour.

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

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

**5. Termination.** Either party may terminate this Agreement without cause by providing 30 days' written notice to the other. JPUD may terminate this Agreement only after action by the Board of Commissioners.

In the event this Agreement is terminated, JPUD will pay any amounts owed for legal services under this Agreement, including any outstanding unreimbursed costs incurred through the termination date.

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

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

\_\_\_\_\_  
Kevin Streett, General Manager  
Dated \_\_\_\_\_

**ASCENT LAW PARTNERS, LLP**

\_\_\_\_\_  
Joel R. Paisner, Partner  
Dated \_\_\_\_\_

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

**RESOLUTION NO. 20-018**

**A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (PUD), adopting a Risk Management Policy for the PUD.**

**WHEREAS, both the staff and Commissioners of the PUD understand that risks associated with the organization’s operations need to be proactively managed in a cost-effective and efficient manner consistent with prudent utility management practices; and**

**WHEREAS, by adopting a Risk Management Policy, the PUD seeks to better protect itself against accidental loss or losses which affect personnel, property, assets, or the ability of the District to fulfill its mission; and**

**WHEREAS, by identifying the PUD’s exposure to certain accidental, contractual, legal, or regulatory losses, the PUD seeks to mitigate and minimize the effects of accidental losses at the most reasonable cost.**

**NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington that it has reviewed the referenced risk management policy at its regular meetings, and the District hereby adopts the referenced Risk Management Policy presented to it on the undersigned date.**

**ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this 5<sup>th</sup> day of October, 2020.**

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**Dan Toepper,  
President**

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**Ken Collins,  
Vice President**

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**Jeff Randall,  
Secretary**

**WHEELING AGREEMENT**  
**Between**  
**Port Townsend Paper Corporation**  
**And**  
**Public Utility District No. 1 of Jefferson**  
**County**

This Wheeling Agreement, dated \_\_\_\_\_, 2020 (Effective Date), is entered into by and between Port Townsend Paper Corporation, a Washington corporation (PT Paper) and Public Utility District No. 1 of Jefferson County, a Washington municipal corporation (JPUD), sets forth the terms and conditions under which JPUD shall provide transmission capacity and wheeling services to PT Paper.

**RECITALS**

1. PT Paper receives electric service from both JPUD and the Bonneville Power Administration (BPA);
2. JPUD currently provides electric service to PT Paper under a special contract and BPA delivers a portion of PT Paper's electric power supply from the Fairmount Substation;
3. PT Paper owns electric transmission facilities and requires wheeling services from BPA's delivery point at Fairmount Substation to PT Paper's facilities outside JPUD's Irondale substation;

**AGREEMENT**

The Parties agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to set forth the terms and conditions under which PT Paper will be able to: access its power supplies delivered by BPA from the Fairmount Substation; have access to JPUD's transmission facilities to obtain and facilitate delivery of PT Paper's power to its facilities; and set forth JPUD's responsibilities to operate and maintain the PT Paper's facilities and electric transmission lines between Irondale Substation and PT Paper Mill at Port Townsend.
2. Term of Agreement. This Agreement shall become effective upon acceptance of the contract by both parties' and then continue for a period of five (5) years thereafter

unless terminated earlier in accordance with the provisions in Section 14.0 of this Agreement.

3. **Reservation of Transmission Capacity.** JPUD shall reserve transmission capacity for PT Paper on JPUD's transmission system between Fairmount Substation and the PT Paper's facilities in an amount not to exceed thirty (30) peak megawatts of capacity (PT Paper Capacity).

3.1. **Initial Limitations on Use of Transmission.** PT Paper Capacity is initially limited exclusively to the transfer of power supplies delivered by BPA to JPUD's electric system for delivery to the PT Paper.

3.2. **Optional Use of Transmission.** If, in the future, PT Paper has a desire to utilize any of JPUD facilities for transfer of power generated by PT Paper owned generation facilities for delivery through JPUD's electrical system, this Agreement will be renegotiated to include any and all reasonable costs incurred by JPUD in its discretion to accommodate such transfer of power, including but not limited to costs for equipment, facilities, and personnel needed by JPUD to meet its legal and regulatory obligations mandated by the North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC) and the Federal Energy Regulatory Commission (FERC).

3.3. **Scheduling.** PT Paper shall abide by any requirements for scheduling of power on JPUD's system.

4. **Maintenance of PT Paper Facilities.** JPUD will perform all maintenance activities and procure all necessary materials for maintaining and operating PT Paper's transmission facilities between the Delivery Point and PT Paper Mill facility located in Port Townsend using utility practices similar to those JPUD uses on its utility system and Good Utility Practices.

4.1. **Rates and Charges.** PT Paper shall pay the applicable rates and charges for the maintenance of PT Paper facilities as such charges are included in the New Rates and Charges provided for in Section 6. With respect to PT Paper's facilities (located from the Delivery Point to PT Paper Mill), JPUD will only be responsible for providing materials and incurring expenses that would normally be part of JPUD's operations and maintenance of transmission facilities. With respect to PT Paper's facilities, JPUD shall have no obligation and shall not be responsible for procuring or installing any item which it deems, in its reasonable judgment using generally accepted accounting principles for the

electric utility industry, to be a capital expense item.

- 4.2. **Scheduled Outages.** Except for emergencies, JPUD shall use its best efforts to not remove the lines involved in serving PT Paper from service without first notifying PT Paper. JPUD shall schedule removals of the lines involved in serving PT Paper from service in such a manner that the scheduled outages are to the mutual convenience of both Parties insofar as practicable.

5. **Charges for Use of Transmission Capacity.** The PUD has engaged a consultant to conduct a cost-of-service study. Until the results of the cost-of-service study are reviewed, approved for use by the PUD, and the transmission rates that would be applicable to the transmission services contemplated by this Agreement are adopted by the JPUD Board, PT Paper shall pay to JPUD a monthly fee in the amount of **\$4,100.00** for the reservation of transmission capacity (Monthly Fee). The Parties recognize that the derivation and amount of the Monthly Fee may change as part of the cost-of-service work presently being undertaken by JPUD.

Commented [JRP1]: This is the same rate as was charged in 2015

- 5.1. **Cost-Based Rates.** Any rates for the transmission-related services to be provided under this Agreement that are developed as part of the cost-of-service study shall be cost-based (i.e., based on the costs to JPUD of administering and providing such services and taking into account historical and projected costs).
- 5.2. **Schedule of Deposits and Charges.** Following the approval by the JPUD Board referenced in Section 5.3 of this Agreement, the rates and charges for the transmission-related services to be provided under this Agreement shall be published as part of the JPUD's Electric Service Regulations and Schedule of Deposits and Charges (New Rates and Charges). The New Rates and Charges shall supersede the Monthly Fee set forth in Section 6.0 of this Agreement and the New Rates and Charges shall be incorporated and made part of this Agreement from that point forward. For the avoidance of doubt, after the New Rates and Charges are established and made part of this Agreement, PT Paper shall have no further obligation to pay the Monthly Amount.
- 5.3. **Board Approval.** The establishment of the New Rates and Charges and any future changes to the New Rates and Charges must be approved by the JPUD Board of Commissioners. JPUD shall provide PT Paper notice of the date and time of any meeting of the JPUD Board where the subject of the New Rates and Charges will be on the agenda.

6. **Rates and Charges.** JPUD may take into account the cost associated with any work contained in JPUD's 4-Year Work Plan that affect the services provided under this agreement in its formulation of the Monthly Fee and/or New Rates and Charges to be charged for services provided under this Agreement.
7. **Metering.** PT Paper shall maintain commercially accurate watt-hour and demand meters at its Mill facility located in Port Townsend in accordance with the contract between BPA and PT Paper.
8. **Access to PT Paper Facilities.** PT Paper hereby grants JPUD access to all facilities owned by PT Paper as may be reasonably necessary for JPUD to perform its obligations under this Agreement. Except for emergencies, JPUD shall provide reasonable notice of its need for such access and PT Paper shall provide such access during normal work hours. Any non-emergency work performed at PT Paper's mill site will require compliance with normal mill safety procedures, including restricted site access without a mill escort.
9. **Duty of Care.** JPUD shall exercise reasonable diligence consistent with Good Utility Practices in the operation and maintenance of JPUD's electric transmission facilities between the BPA Fairmount Substation and the Delivery Point and the operation and maintenance of the PT Paper's electric transmission lines between the Delivery Point and PT Paper Mill facility located in Port Townsend. For purposes of this Agreement, "Good Utility Practices" means any of the practices, methods, and acts engaged in or approved by a significant portion of the electric utility industry during the term, or, if there are no such practices, methods, and acts with respect to any specific conditions or circumstances, any of the practices, methods and acts which, in the exercise of reasonable judgment in light of the facts known at the time the decision was made, could have been expected to accomplish the desired result at a reasonable cost consistent with good business practices, reliability, safety and expedition. Good Utility Practice is not intended to be limited to the optimum practice, method, or act, to the exclusion of all others, but rather to be acceptable practices, methods, or acts generally accepted in the Pacific Northwest.
10. **NERC/WECC Oversight.** JPUD has received a "Notice of Deactivation on the NERC Compliance Registry (NCR)" dated June 19, 2014, from NERC (North American Reliability Corporation). JPUD and PT Paper are aware that there is a potential for the transfer of facilities and the provision of services under this Agreement to cause NERC, WECC (Western Electric Coordinating Council), and/or FERC (Federal Energy Regulatory Commission) to impose additional regulatory requirements and reporting obligations that, if implemented, will significantly increase JPUD's cost to provide the services hereunder. The Parties intend to take all precautions to minimize the chance that NERC, WECC, and/or FERC will institute greater oversight on JPUD's transmission-related

activities. However, in the event that NERC, WECC, and/or FERC indicate that the regulatory requirements on JPUD's transmission-related activities will change from the current regulatory requirements in such a manner that will significantly increase the cost to JPUD to provide the services contemplated under this Agreement to PT Paper, JPUD will have the right to immediately cease all services and cancel this Agreement unless PT Paper indemnifies JPUD for all costs associated with the NERC, WECC, and/or FERC changes.

11. **Third Party Claims.** To the fullest extent permitted by law, each Party agrees to save, defend, and hold harmless the other Party from and against third-party claims for damages to property and damages for personal injury, including death, arising out of the negligence of its employees, officers, and agents.
12. **Assignment.** All of terms and conditions of this Agreement shall be binding on and inure to the benefit of, and be enforceable by, the successors and assigns of the Parties hereto; provided however, that no assignment or transfer of the Agreement shall be made in whole or part by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld. Any attempt at assignment in contravention of the provisions in this Section shall be void.
13. **Default, Cancellation of Agreement, Attorney Fees.** Failure of PT Paper to make payments to JPUD or provide JPUD with access to PT Paper's facilities pursuant to Section 9.0 may be considered a default of this Agreement if such failure is not cured within three (3) days after written notice of such failure is provided to PT Paper by JPUD. JPUD may thereafter cancel the Agreement and interrupt electrical service across JPUD's facilities after providing PT Paper with written notice of its intention to cancel the Agreement and interrupt service under this Agreement thirty (30) days prior to the actual date of cancellation. In the event it is necessary for either Party to utilize the services of an attorney to enforce any of the terms or conditions of this Agreement and such enforcing Party prevails, it shall be entitled to reimbursement of its reasonable attorney's fees and costs, including any proceeding under any chapter of the United States Bankruptcy Code. In the event of litigation regarding any terms or conditions of this Agreement, the substantially prevailing Party shall be entitled, in addition to other relief, to such actual attorney's fees and costs as demonstrated by the prevailing Party to the court. Venue for any such actions shall be exclusively in Jefferson County, Washington.
14. **Termination.** Either Party may terminate this Agreement by providing the other Party written notice of termination no later than twelve (12) months prior to the effective date of such termination. All liabilities incurred during the term of this Agreement shall be preserved until satisfied or until that Party is released from further liability hereunder.

15. Disputes. Any dispute arising out or relating to this Agreement shall be first addressed by the Parties authorized representatives. If they cannot resolve the dispute within ten (10) days after notice of the dispute, then it shall be referred to the senior management of the two Parties, which shall make a good faith effort to mediate and resolve the dispute within an additional twenty (20) days or such other period of time as they agree in a writing signed by both Parties. If the matter cannot be resolved by senior management, it shall be submitted to binding arbitration in Jefferson County, Washington. Any dispute arising out of or related to this Agreement including the breach, termination, or validity thereof, which has not been resolved by mediation as provided herein with forty-five (45) days after initiation of the mediation procedure, shall be finally resolved by arbitration in accordance with International Institute for Conflict Prevention & Resolution Rules for Non-Administered Arbitration currently in effect, by a sole arbitrator; provided however, that if one Party fails to participate in either the negotiation or mediation as set forth herein, the other Party can commence arbitration prior to the expiration of the aforementioned time periods. The arbitration shall be governed by the Federal Arbitration Act 9 U.S.C. 1, et. Seq., and the judgment upon the award rendered by the arbitrator may be entered by any court having jurisdiction. The location of all arbitration activities shall be Jefferson County, Washington. The arbitrator shall apply Washington law, without regard to conflict of law principles. Both Parties agree that the procedures outlined in this paragraph are the exclusive methods of dispute resolution. The Parties shall share equally the cost of the arbitration, and shall bear their own attorney's fees relating to arbitration.

16. Notices. Any and all notices under this Agreement shall be made in writing and may be given by personal delivery, delivered by a nationally recognized express courier service; or transmitted electronically with appropriate confirmation record. If notices are transmitted electronically the sender must also transmit the original by first class US Mail or delivered by registered or certified U.S. Mail. Notice correspondence between the Parties shall be sent to the following addresses (or other such addresses for a Party as has been specified by a prior notice given pursuant to the terms herein):

**PT PAPER:**

Port Townsend Paper PT Paper  
Attn: Kevin Scott  
100 Mill Road  
Port Townsend, WA 98368  
Telephone: 360-379-2000  
Email: [kevins2@ptpc.com](mailto:kevins2@ptpc.com)

**JPUD:**

PUD No.1 of Jefferson County  
Attn: Kevin Streett

Wheeling Agreement (PT Paper and JPUD)

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310 Four Corners Road  
Port Townsend, WA 98368  
Telephone: 360-385-8340  
Email: [kstreett@jeffpud.org](mailto:kstreett@jeffpud.org)

If any notice is given solely by US Mail, it will be deemed effective upon the earlier of:

- (a) seventy-two (72) hours after deposit in the US Mail addressed to the appropriate address with postage prepaid, or
- (b) actual delivery or refusal to accept delivery, as indicated by the return receipt. If given by personal delivery or overnight air courier, the notice will be deemed effective when delivered.

IN WITNESS WHEREOF, the Parties have signed this Agreement effective as of the Effective Date.

**PORT TOWNSEND PAPER CORPORATION**

By: \_\_\_\_\_

Name: Kevin Scott

Title: President

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

By: \_\_\_\_\_

Name: Kevin Streett

Title: General Manager

**Exhibit 1**



Wheeling Agreement (PT Paper and JPUD)

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Wheeling Agreement (PT Paper and JPUD)

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October 5, 2020

**PUD Calendar**

**October 5, 2020, (Monday) PUD Budget Hearing and BOC Regular Meeting, 5:00 PM per WEBEX**

**October 13, 2020, Special Meeting 10:00am-12:00pm FCS- A Metering Replacement Business Case proposal and path forward and Quilcene Water Tank**

**October 20, 2020, Regular BOC Meeting, 5:00pm per WEBEX**



## **AGENDA REPORT**

DATE: October 5, 2020

TO: Board of Commissioners

THRU: Kevin Streett

FROM: Mike Bailey

RE: Updated Asset Policy

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**SUMMARY: In 2016 the PUD passed a Small and Attractive Asset Policy and Procedures. The policy is to account for the inventory of small and attractive assets that could go missing without being easily detected.**

**BACKGROUND: As costs of items have increased over the years, it is time to review the policy and update dollar amounts associated with capitalized assets as well as small and attractive assets.**

**ANALYSIS/FINDINGS: The PUD has been tracking some very small items based on the current policy. On an annual basis, we must inventory the items and keep track of changes through the year.**

**FISCAL IMPACT: There is no overall fiscal impact to the PUD. We will only change the threshold amount that qualifies to be tagged as a small and attractive asset.**

**RECOMMENDATION: Staff recommends that the Board approves the updated Asset Policy. The updated policy addresses both capitalized assets as well as small and attractive items.**





Board of Commissioners:

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

Kevin Streett, General Manager

## **Asset Policy**

### **Capitalization of Assets**

An item is capitalized to spread its cost, through depreciation expense, over more than one year. The item will have a significant enough cost to warrant the extra effort it takes to account for it as a capitalized item. Therefore, in addition to the FERC “unit of property” requirement, the following conditions should be met for an item to be capitalized:

1. The item’s expected useful life must be a year or more; and
2. The item’s cost, exclusive of tax and shipping, must be more than \$5,000. If labor is required to construct or install the item, labor should be included in the cost.

If an item does not meet these criteria it should be expensed. The cost limitation applies to a complete, useable item or unit. (i.e., if several component parts must be combined to provide a useable unit, the capitalization guidelines should be applied to the cost of the entire unit, not each component part.)

### **Small Attractive Items**

Small attractive items are tools that employees need to perform District work. They are classified as small attractive items because they are easy to steal or misuse. The District has an obligation to protect public property and demonstrate good stewardship over tools used to conduct District business. An inventory list of small attractive items will be maintained in accounting and inventoried annually.

A small attractive item has the following characteristics:

1. The item is priced under the \$5,000 criteria for a fixed asset and has a life expectancy of more than one year.
2. The item is used for work but has uses that make it easily converted for personal use and a target for theft.
3. Attractive items are often lightweight and portable.
4. Value is greater than \$500.

Examples of attractive items include, but are not limited to the following:

- Computers, peripherals, and other related items
- Cameras, binoculars, and other photographic equipment
- Tools: Hand/Power used by employees (chainsaws, drills, etc.)

DRAFT



Board of Commissioners

Barney Burke, District 1  
Kenneth Collins, District 2  
Wayne G. King, District 3

PUD Policy # \_\_\_\_\_

James G. Parker, Manager

## **Small and Attractive Assets Policy and Procedures**

The following policies and procedures documents a small and attractive system designed to ensure controls over items that might not be noticed immediately after their disappearance. The intent of this policy is to obtain accountability over items that do not meet the criteria of a fixed asset and would NOT be noticed immediately upon disappearance or replacement.

### **POLICY**

It is the policy of the PUD to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The different Departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Finance Department for monitoring difference between years.

### **GENERAL:**

An Attractive asset has the following characteristics:

The asset is priced under the \$5,000 criteria for a fixed asset and has a life expectancy of more than one year.

The asset is used for work, but has uses that make it easily converted for personal use and a target for theft.

Attractive assets are often lightweight and portable and can be carried away by a person. Value is typically above \$100.

This does not include more permanent fixtures such as desks, tables and shelving.

Examples of attractive assets include, but are not limited to the following:

Cellular/Mobile telephones, pagers, and other communication equipment

Computers, peripherals and other related equipment.

Cameras, binoculars and other photographic equipment

VCRs, DVDs, communication and media equipment

Tools; Hand/Power used by employees (chain saws, drills, etc) greater than \$100.00.

Janitorial Equipment; vacuum, shampooer, dusters, microwaves, etc.

Each department head is responsible for the following:

Designating a key contact for their department for maintaining a log and annual inventory  
Identifying attractive assets and maintaining a control list by adding purchases and removing disposal/other dispositions.

Tagging each asset, recording the tag # and serial # on the control log

Ensuring that the assets are properly repaired/maintained or replaced.

Conducting an annual inventory, in December, of attractive assets.

Deletions. Items will eventually be disposed of and will need to be deleted from the department's list. Deletion may be required due to a sale, scrapping, mysterious disappearance, or involuntary conversion. The department head is the one in position to trigger removal from their list. Items disappearing mysteriously will require additional reports to the police, general manager, and insurance Company.

The Finance Department will request an inventory update each January.

**City of Sequim**  
**Attractive Assets Policy**  
**Revised: July 18, 2006**

The purpose of this policy is to define an attractive asset and provide guidance in safeguarding the attractive assets that are used by city employees in performing their work.

**An attractive asset has the following characteristics:**

- The asset is used for work, but has uses that make it easily converted for personal use and a target for theft.
- Attractive assets are often lightweight and portable and can be carried away by a person.
- Value is typically above \$100.

**Examples of attractive assets include, but are not limited to the following:**

- Cellular/Mobile telephones, pagers, and other communication equipment.
- Computers, peripherals and other related equipment.
- Cameras, binoculars and other photographic equipment.
- VCRs, DVDs, communication and media equipment.
- Tools; Hand/Power used by employees.
- Weapons, weapon accessories, scopes, forensic items, etc.
- Janitorial Equipment; vacuum, shampooer, dusters, etc.

**Each department head is responsible for the following:**

- Designating a key contact for their department.
- Identifying attractive assets and maintaining a control list by adding purchases and removing disposals/other dispositions.
- Tagging each asset, recording the tag # and serial # on the control log.
- Ensuring that the assets are properly repaired/maintained or replaced.
- Conducting an annual inventory, in December, of attractive assets.

The Finance Department will request an inventory update each January.

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