

Regular Meeting Agenda
Board of Commissioners
Tues, Oct 20, 2020 5PM
online via webex
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

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 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. If you are calling in, use *6 to mute and unmute.

2. Agenda Review

3. Public Comment

The public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. (15 min)

4. Consent Agenda

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.

- | | | |
|------|--|---------|
| 4.1. | Prior Minutes | 4 - 12 |
| | PUD BOC Regular Meeting Min. 09-01-2020 DRAFT.pdf  | |
| | PUD BOC Special Mtg Min. 9-10-2020 Broadband-Water Draft.pdf  | |
| 4.2. | Vouchers | 13 - 34 |
| | Voucher Approval Form for the Commissioners.pdf  | |
| | Voucher Certification with Supporting Warrant Register & | |

[Payroll....pdf](#) 

4.3. Financial Report: Write Offs 35 - 37

[Agenda Report-Written Off Accounts-10-20-20.docx](#) 

[Written Off Accounts Resolution 10-20-20.pdf](#) 

4.4. Small and Attractive Assets Policy 38 - 43

[Updated Asset Policy.docx](#) 

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

4.5. Calendar 44 - 45

[PUD Calendar October 20, 2020.docx](#) 

5. Manager and Staff Reports

For information only, not requiring a vote.

6. Old Business

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

6.1. Blue Banner Request 46 - 64

[Agenda Report form Blue Banner Request.docx](#) 

[Blue Banner-September-Non-utility Attachements on PUD Poles.pdf](#) 

6.2. Clarification of Resolution 20-019 Regarding Taxing Authority 65 - 66

[Resolution Revising Levy Resolution v.002 2020 10 14 .docx](#) 

7. New Business

7.1. Sale Of Warehouse Material 67 - 70

[Audit Directive 1 Sale of Material and Equipment Outside of Surplus Items Agenda Report.pdf](#) 

[JPUD Audit Directive 1.pdf](#) 

7.2. North Olympic Legislative Alliance (NOLA) membership 71 - 73

[NOLA Operating Principles - 2020.docx](#) 

8. **Commissioner Reports**
9. **EXECUTIVE SESSION: To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, per RCW 42.30.110(b). Action may be taken after this Executive Session.**
10. **Adjourn**



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

**September 1, 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 September 1, 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
Lori Rae, Operations Administrator
Jimmy Scarborough, Interim Electrical Engineering Supervisor
Samantha Harper, Water Superintendent
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for September 1, 2020, to order at 5:00 p.m.

Page 1 of 6

Jefferson County PUD
BOC Regular Meeting Sept. 1, 2020
Draft Minutes

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

3. NEW BUSINESS – A:

3.1 NoaNet Membership Presentation/Discussion: General Manager Kevin Streett introduced Dave Spencer of NoaNet who gave a presentation and historical background of the beginning of the partnership between the PUD and NoaNet. There was considerable discussion. All three commissioners voiced their support of NoaNet. Details of presentation/discussion can be heard on an audio recording at www.jeffpud.org.

4. PUBLIC COMMENT: Commissioner Dan Toepper read the guidelines for submitting public comment. There was no public comment.

5. CONSENT AGENDA:

Commissioner Kenneth Collins requested that Item No. 5.5 Resolution 20-017 Interlocal Agreement with Jeffcom be removed from the Consent Agenda. This item was placed under Old Business 7.2.

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

5.1 Prior Minutes:

PUD BOC Special Mtg. Min. 07-28-2020 Risk Man. and Septic Systems.
PUD BOC Regular Meeting Min. 08-04-2020.
PUD BOC Special Mtg. Min. 08-04-2020 Exec. Session.

5.2 Vouchers

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

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #123810 to #123856	\$ 291,347.26	08/13/2020
Accounts Payable: #123857 to #123905	\$ 446,821.65	08/20/2020
Accounts Payable: #123906 to #123908	\$ 152,284.17	08/21/2020
Payroll Checks: # 70775 to # 70782	\$ 11,206.09	08/21/2020
Payroll Direct Deposit	\$ 119,992.20	08/21/2020
TOTAL INVOICES PAID	\$ 1,021,651.37	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,139,219.00	08112020
PAYMENT TOTAL	\$ 2,160,870.37	

5.3 Financial Report

5.3 July 2020 Financials.

5.4 Calendar.

5.5 Resolution 20-1017 Interlocal Agreement w/Jeffcom: Removed from Consent Agenda and placed under 7.2 Old Business.

END OF CONSENT AGENDA.

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

- Move September 9th BOC Special meeting to September 10th 10:00 a.m. to 12:00 p.m. Topic is Water and Broadband.
- Two agreements are coming to the BOC shortly. General Counsel Joel Paisner's contract and agreement with the Port for engineering services and fiber network.
- CAB update and request to have a meeting. PUD Consultant Don McDaniel reports that he received a call from the Chair of the CAB requesting that the BOC vote to put the CAB into a temporary adjournment until the PUD gets to a point to where there will be a workshop. There was some discussion.

MOTION: Commissioner Jeff Randall made a motion that the BOC notify the CAB that the BOC is going to put the CAB in temporary adjournment until some time in the first quarter of 2021 due to the COVIC-19 pandemic and other priorities. At that first meeting in 2021, the CAB will also elect new officers. Each member of the CAB will continue to serve on the committee in their roles until a new election occurs. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7. OLD BUSINESS – B:

7.1 Budget Update: General Manager Kevin Streett reported that the budget will post at noon on Friday, September 4, 2020. Financial Services Manager Mike Bailey gave a report. First Monday in October the final budget gets posted. All three commissioners were comfortable with the preliminary budget as presented. No public comment.

7.2 Resolution 20-017 Interlocal Agreement with Jeffcom: General Manager Kevin Streett presented Resolution 20-017 for consideration by the commissioners. There was some discussion on a few minor changes. Details on this discussion may be heard on audio recording at www.jeffpud.org.

MOTION: Commissioner Jeff Randall made a motion that the BOC adopt by resolution the Interlocal Agreement with Jeffcom as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

8. NEW BUSINESS:

8.1 Taxing Authority Guidance: Financial Services Manager Mike Bailey gave an update. There is no increase. PUD staff recommendation was to bank the capacity and not increase the tax. In October a resolution will be brought back with the taxing authority. All three commissioners supported the PUD staff's recommendation. There was no public comment.

8.2 Port Townsend Paper Wheeling Agreement: General Manager Kevin Streett gave a report. The previous agreement had expired and the new agreement has been sent to Port Townsend Paper. This agreement will be brought back to the commissioners at the next BOC regular meeting and placed under Old Business.

9. COMMISSIONERS' REPORTS:

Commissioner Kenneth Collins:

- 8/19 Participated in JBAT Steering Committee and WPUDA Telcom Committee meetings (report).
- 8/21 Participated in JBAT meeting.
- 8/24 Met with General Manager Kevin Streett.
- 8/25 Attended PUD BOC Special Meeting – Budget and Water Plan.
- 8/27 Spoke with Gary Nelson who is on the JBAT Steering Committee.
- 8/28 Participated in JBAT Steering Committee meeting.
- 8/31 Met with General Manager Kevin Streett.
- 9/01 Participated in the NoaNet workshop.

- 9/2 and
- 9/3 Will participate in PPC meetings.
- 9/4 Will participate in JBAT meeting.
- 9/9 Will attend NoaNet Board meeting.
- 9/10 Will participate in PUD Broadband and Water meeting.
- 9/11 Will participate in JBAT Steering Committee meeting.

Commissioner Jeff Randall:

- 8/25 Attended PUD BOC Special Meeting – Budget and Water Plan.
- 8/27 Attended North Olympic Development Council Executive Board Meeting.
- 8/27 Attended WPUDA Executive Board Meeting (report).
- 8/27 Attended Intergovernmental Coordinating Committee.
- 8/28 Participated in a workgroup from the Intergovernmental Coordinating Committee which is the jobs and economy group meeting (report).
- 9/02 Will meet with workgroup from the Intergovernmental Coordinating Committee which is the jobs and economy group.
- 9/02 and
- 9/03 Will participate in PPC meetings.
- 9/08 Will participate in North Olympic Workforce Development Council meeting (report).
- 9/10 Will participate in PUD Broadband and Water meeting.

Commissioner Dan Toepper:

- 8/19 Met with General Manager Kevin Streett.
- 8/25 Attended PUD BOC Special Meeting – Budget and Water Plan.
- 8/25 Participated in the Hadlock Sewer workgroup meeting (report).
- 8/27 Participated in the monthly Jeffcom meeting (report).
- 9/2 and
- 9/3 Will participate in PPC meetings.
- 9/10 Will participate in PUD Broadband and Water meeting.
- 9/11 Will meet with General Manager Kevin Streett.
- 9/14 Will attend East Jefferson Fire and Rescue Fire Chiefs’ meeting.
- 9/16 to
- 9/18 Will attend WPUDA meetings.

10. ADJOURNMENT:

Commissioner Dan Toepper declared the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners on September 1, 2020 adjourned at 6:56 p.m.

 Minutes prepared by
 Cammy Brown, PUD Recording Secretary

Approved:

Commissioner Jeff Randall, Secretary

Date

Attest:

Commissioner Dan Toepper, President

Date

Commissioner Kenneth Collins, Vice President

Date

Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a 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**

**September 10, 2020
Board of Commissioners
Special Meeting
Broadband Planning Update and
Water System Plan Volume 2
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 September 10, 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
Lori Rai, Operations Administrator
Bill Graham, Resource Manager
Jeff Hanson, HGR
Cammy Brown, Recording Secretary (appeared at 10:09 a.m.)

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Jefferson County PUD
BOC Special Meeting
Broadband Planning Update and
Water System Plan Volume 2
September 10, 2020
Draft Minutes

1. CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for September 10, 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 Kenneth Collins made a motion to accept the Agenda as presented. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

3. PRESENTATIONS:

- 3.1 Broadband Planning Update:** General Manager Kevin Streett. presented the topics that will be discussed in the broadband planning update: Today’s Challenges, Costs, Network Design and Partners. Details of presentation can be found on an audio recording at www.jeffpud.org. Handout No. 1.
- 3.2 Water System Plan Volume 2:** Water Superintendent Samantha Harper, Resource Manager Bill Graham and Jeff Hanson with HGR gave a presentation on Volume 2 of the Water System. Details of presentation can be found on an audio recording at www.jeffpud.org. Handout No. 2.

ADJOURNMENT:

Commissioner Dan Toepper declared the September 10, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 12:10 p.m.

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 **\$5,151,038.93** on this **20th** 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: # 124149 to # 124188	\$ 314,844.74	10/1/2020
Accounts Payable: # 124189 to # 124251	\$ 590,358.67	10/8/2020
Payroll Checks: # 70795 to # 70799	\$ 9,956.23	10/2/2020
Payroll Direct Deposit:	\$ 137,065.93	10/2/2020
TOTAL INVOICES PAID	\$1,052,225.57	

WIRE TRANSFERS PAID

WIRE TRANSFERS PAID	AMOUNT	DATE
USDA/RUS Loan	\$ 1,523,916.82	6/29/2020
USDA/RUS Loan	\$ 1,523,986.92	9/29/2020
Peterson Lake	\$ 14,328.62	10/1/2020
BPA	\$ 1,036,581.00	10/9/2020

PAYMENT TOTAL

\$5,151,038.93

VOIDED WARRANTS

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

10/13/2020
 Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS			AMOUNT	DATE
Accounts Payable:	# 124149	to # 124188	\$ 314,844.74	10/1/2020
Accounts Payable:	# 124189	to # 124251	\$ 590,358.67	10/8/2020
Payroll Checks:	# 70795	to # 70799	\$ 9,956.23	10/2/2020
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USDA/RUS Loan	\$ 1,523,986.92	9/29/2020
Peterson Lake	\$ 14,328.62	10/1/2020
BPA	\$ 1,036,581.00	10/9/2020

GRAND TOTAL **\$5,151,038.93**

VOIDED WARRANTS

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Accounts Payable Check Register

09/29/2020 To 10/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124149 10/01/2020	CHK	10012	ALTEC INDUSTRIES, INC	REPLACEMENT BOLT CUTTERS	170.78
				WIRE BRUSHES	184.31
				REPLACEMENT BOLT CUTTERS	-170.78
Total for Check/Tran - 124149:					184.31
124150 10/01/2020	CHK	10838	ZACHARY BARBIETO	WELLNESS PROGRAM REIMBURSEMENT 2020	90.00
124151 10/01/2020	CHK	10026	BAYVIEW PUMPS, INC	LACY C - PUMP TESTING 8/04-8/07	108.00
124152 10/01/2020	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - SEP 2020	9.90
				PHONE SERVICE - SEP 2020	2.48
Total for Check/Tran - 124152:					12.38
124153 10/01/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - SEP 2020	66.06
				PHONE SERVICE - SEP 2020	16.51
				PHONE SERVICE - SEP 2020	31.14
				PHONE SERVICE - SEP 2020	7.79
Total for Check/Tran - 124153:					121.50
124154 10/01/2020	CHK	10050	CHS	VEH# 103 - FUEL	50.75
				VEH# 207 - FUEL	33.76
				SKYWATER - SALT BAG RUST PELLETS	130.67
				SKYWATER - SALT BAG RUST PELLETS	130.67
Total for Check/Tran - 124154:					345.85
124155 10/01/2020	CHK	10070	DOUBLE D ELECTRICAL, INC	EXCAVATING EMRG - HASTINGS AVE W 8/25	1,630.92
124156 10/01/2020	CHK	9998	CAROL ELLIOTT	Credit Balance Refund	147.82
124157 10/01/2020	CHK	10094	GENERAL PACIFIC, INC	HEAT SHRINK	627.30
124158 10/01/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	TOOLS - PLIER & GLOVES	98.07
				FIRE HYDRANT WO# 22006 - UTIL CUP BRUSH	5.22
				SPRLNG WELL - BATTERIES	17.43
				LINE CREW - SPRAY PAINT	25.04
				SPARLING WELL - TARP	115.52
				AIRPORT WELL - FLUO LGHT BULB	34.86

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Accounts Payable Check Register

09/29/2020 To 10/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SHOP - LABL KEY RING & SPLIT KEY RINGS	3.89
				Total for Check/Tran - 124158:	300.03
124159 10/01/2020	CHK	10384	HDR ENGINEERING INC	WATER SYSTEM PLAN UPDATE 8/02-8/29/20 TASK7 - REYNOLDSW SEALEVAL 8/02-8/29	3,009.02 1,167.78
				Total for Check/Tran - 124159:	4,176.80
124160 10/01/2020	CHK	10110	HENERY HARDWARE	SUBSTATION - WIRE BRUSH & FLINT STRKR	12.62
124161 10/01/2020	CHK	10518	J HARLEN COMPANY	FR HAT FR FACE MUFFLER REPLACEMENT CRIMPER VEH# 130	81.61 54.40 1,670.98
				Total for Check/Tran - 124161:	1,806.99
124162 10/01/2020	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX EMPLOYEES' MEDICARE TAX EMPLOYER'S FICA TAX EMPLOYEES' FICA TAX EMPLOYEES' FEDERAL WITHHOLDING TAX EMPLOYEES' FEDERAL WITHHOLDING	3,296.84 3,296.84 10,845.00 10,845.00 9,831.88 16,307.56
				Total for Check/Tran - 124162:	54,423.12
124163 10/01/2020	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	DIRECT DEPOSIT PR 10.02.2020 CHECKS PR 10.02.2020	137,065.93 9,956.23
				Total for Check/Tran - 124163:	147,022.16
124164 10/01/2020	CHK	10129	JIFFY LUBE	VEH# 207 - OIL CHANGE	67.49
124165 10/01/2020	CHK	9999	ROD LEVENGOOD	REFUND DUE TO USING ONE JUNCTION BOX	1,230.50
124166 10/01/2020	CHK	9998	JAMES MARSH	Credit Balance Refund	41.54
124167 10/01/2020	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - SEP 20 BPA RD-PUMP ELEC - SEP 20 WILLIAMS CT ELEC - SEP 20	204.58 112.64 37.26
				Total for Check/Tran - 124167:	354.48

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Accounts Payable Check Register

09/29/2020 To 10/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
124168	10/01/2020	CHK	10147	MILLIMAN		
				2020 NW UTILITIES SALARY & WAGE SURVEY	518.84	
				2020 NW UTILITIES SALARY & WAGE SURVEY	129.71	
Total for Check/Tran - 124168:					648.55	
124169	10/01/2020	CHK	9998	MICHAEL MYERS	Credit Balance Refund	69.56
124170	10/01/2020	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING SEP 2020	387.50
124171	10/01/2020	CHK	10167	OFFICE DEPOT	WH & 210 TRP WDE - OFFICE SUPPLIES	90.40
				WH & 210 TRP WDE - OFFICE SUPPLIES	22.60	
Total for Check/Tran - 124171:					113.00	
124172	10/01/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	WAREHOUSE - RND 4 WIRE	10.89
				REYNOLDS WELL WO#29006 - EXCAVATOR RNTL	550.45	
Total for Check/Tran - 124172:					561.34	
124173	10/01/2020	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLTY-GARDINER PUM	49.05
				FIRST TIME GP SRVC MATS VIEW TERRACE	81.75	
Total for Check/Tran - 124173:					130.80	
124174	10/01/2020	CHK	10188	PLATT ELECTRIC SUPPLY	SUBSTATION STOCK	394.58
				HASTINGS SUB MATERIAL WO# 20347	4.67	
				HASTINGS SUB MATERIAL WO# 20347	187.49	
				HASTINGS SUB MATERIAL WO# 20347	-15.48	
				SPRING NUT	134.89	
				SUBSTATION STOCK	97.99	
Total for Check/Tran - 124174:					804.14	
124175	10/01/2020	CHK	9999	PORT TOWNSEND PAPER CORP	ENERGY CONSERVATION REBATE-IMPELLERPUMP	50,000.00
124176	10/01/2020	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	19.10
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	95.94	
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	42.27	
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	47.90	
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	3,746.19	
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	39.55	

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Accounts Payable Check Register

09/29/2020 To 10/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	764.08
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	25.75
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	23.23
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	138.53
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	19.20
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	147.09
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	790.57
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	657.33
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	444.16
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	28.37
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	53.44
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	171.92
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	18.50
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	1,549.49
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	249.91
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	87.37
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	19.10
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	19.00
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	47.10
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	112.55
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	20.92
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	18.50
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	22.23
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	116.98
Total for Check/Tran - 124176:					9,536.27
124177	10/01/2020	CHK	10210	RICOH USA, INC	
				211 CHIM (0626) IMAGES SEP 2020	29.40
				211 CHIM (0626) IMAGES SEP 2020	7.35
				210 4 CRNRS (0109) IMAGES SEP 2020	109.70
				210 4 CRNRS (0109) IMAGES SEP 2020	27.43
Total for Check/Tran - 124177:					173.88

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124178 10/01/2020	CHK	10216	SECURITY SERVICES NW, INC.	ALARM MONITORING JUL-SEP 2020	99.00
124179 10/01/2020	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - DABOAB RD & HASTINGS 9/07	956.64
				FLAGGING - OSPREY RIDGE 9/05/2020	687.76
				FLAGGING - 581 S DISCOVERY RD 8/14/2020	712.76
				FLAGGING - CENTER RD& CAMELOT 8/18/2020	1,282.60
				FLAGGING - INDIAN IS BRIDGE 8/19/2020	800.03
				FLAGGING - GRIFFITH PT RD & HILLCR 9/02	1,073.86
				FLAGGING - BLAINE ST & TYLER ST 8/04	712.76
				FLAGGING - 711 WATER ST 8/07/2020	712.76
				FLAGGING - 630 IRONDALE RD 8/13/2020	687.76
				FLAGGING - 3280 DABOB RD 8/11/2020	1,116.08
Total for Check/Tran - 124179:					8,743.01
124180 10/01/2020	CHK	10219	SHOLD EXCAVATING INC	EXCAVATING EMERG - 1924 HASTINGS 8/25	195.70
124181 10/01/2020	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER SEP-2020	23.00
				TESTING: COLI/ECOLI QUIMPER SEP-2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
				TESTING: COLI/ECOLI MO SEP 2020	23.00
Total for Check/Tran - 124181:					299.00
124182 10/01/2020	CHK	10421	THE CARWASH INC	VEH# 104 - FLEET SERVICE AUG 2020	12.25
				VEH# 211 - FLEET SERVICE AUG 2020	36.76

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Total for Check/Tran - 124182:					49.01	
124183	10/01/2020	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
124184	10/01/2020	CHK	10615	US BANK	WAREHOUSE SHELF	310.64
					LOCKING DROP BOX 210 FOUR CRNRS	323.19
					LOCKING DROP BOX 210 FOUR CRNRS	80.80
					PORT BUILDING - BLINDS	33.13
					PORT BUILDING - BLINDS	8.28
					PPE - VEST	87.19
					VEH# 128 - FUEL	53.70
					WEBSITE DOC STORAGE	34.25
					WEB CERT FOR OFFICE 365 SRVR	102.38
					SRVR ROOM - NETWORK CABLES	154.76
					SERVER MANT SOFTWARE 2YR	39.57
					PHONE SERVICE	400.00
					OFFICE SOFTWARE SUBSCRIPTION	41.86
					NETWORK DIAGNOSTIC SOFTWARE	43.69
					DOCUSIGN SRVC SUBSCRIPTION	209.28
					DIRECTOR - MS PROJECT SOFTWARE	540.64
					DESKTOP VIRTUAL MACHINE PLATFORM	218.00
					CONF SRVC SUBSCRIPTION	187.96
					BILLING - NETWORK CABLE	16.12
					ADDTL MEMORY FOR SERVER	721.38
					WEBSITE DOC STORAGE	8.56
					WEB CERT FOR OFFICE 365 SRVR	25.60
					SRVR ROOM - NETWORK CABLES	38.69
					SERVER MANT SOFTWARE 2YR	9.89
					PHONE SERVICE	100.00
					OFFICE SOFTWARE SUBSCRIPTION	10.46
					NETWORK DIAGNOSTIC SOFTWARE	10.92
					DOCUSIGN SRVC SUBSCRIPTION	52.32

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DIRECTOR - MS PROJECT SOFTWARE	135.16
				DESKTOP VIRTUAL MACHINE PLATFORM	54.49
				CONF SRVC SUBSCRIPTION	46.99
				BILLING - NETWORK CABLE	4.03
				ADDTL MEMORY FOR SERVER	180.35
				2020 ELEC COOP LEGAL UPDATES 9/2-10/7/20	540.00
				2020 ELEC COOP LEGAL UPDATES 9/2-10/7/20	135.00
				HUMAN RSC TRNG 8/24-8/25/2020 REFUND	-276.00
				HUMAN RSC TRNG 8/24-8/25/2020 REFUND	-69.00
				EASEMENT COPIES FOR FBR INSTALL	10.25
				REYNLDS WELL WO#29006 RECORDING COVENANT	108.67
Total for Check/Tran - 124184:					4,733.20
124185	10/01/2020	CHK	10258	VERIZON WIRELESS, BELLEVUE	
				CELL PHONE SERVICE QB8/16-9/15/20	305.21
				CELL PHONE SERVICE QB8/16-9/15/20	199.82
				CELL PHONE SERVICE QB8/16-9/15/20	155.43
				CELL PHONE SERVICE QB8/16-9/15/20	57.22
				CELL PHONE SERVICE QB8/16-9/15/20	22.96
				CELL PHONE SERVICE QB8/16-9/15/20	129.54
				CELL PHONE SERVICE QB8/16-9/15/20	122.61
				CELL PHONE SERVICE QB8/16-9/15/20	30.91
				CELL PHONE SERVICE QB8/16-9/15/20	13.54
				CELL PHONE SERVICE QB8/16-9/15/20	15.54
				CELL PHONE SERVICE QB8/16-9/15/20	88.32
				CELL PHONE SERVICE QB8/16-9/15/20	8.12
				CELL PHONE SERVICE QB8/16-9/15/20	67.41
				CELL PHONE SERVICE QB8/16-9/15/20	39.20
				CELL PHONE SERVICE QB8/16-9/15/20	15.54
				CELL PHONE SERVICE QB8/16-9/15/20	23.66
				CELL PHONE SERVICE QB8/16-9/15/20	33.09
				CELL PHONE SERVICE QB8/16-9/15/20	165.66

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB8/16-9/15/20	77.21
				CELL PHONE SERVICE QB8/16-9/15/20	70.98
				CELL PHONE SERVICE QB8/16-9/15/20	33.09
				CELL PHONE SERVICE QB8/16-9/15/20	310.86
				CELL PHONE SERVICE QB8/16-9/15/20	51.82
				CELL PHONE SERVICE QB8/16-9/15/20	64.04
				CELL PHONE SERVICE QB8/16-9/15/20	16.02
				CELL PHONE SERVICE QB8/16-9/15/20	36.03
				CELL PHONE SERVICE QB8/16-9/15/20	10.83
				CELL PHONE SERVICE QB8/16-9/15/20	82.90
				CELL PHONE SERVICE QB8/16-9/15/20	90.90
				CELL PHONE SERVICE QB8/16-9/15/20	32.01
				CELL PHONE SERVICE QB8/16-9/15/20	4.00
				CELL PHONE SERVICE QB8/16-9/15/20	43.33
				CELL PHONE SERVICE QB8/16-9/15/20	20.72
				CELL PHONE SERVICE QB8/16-9/15/20	22.72
				CELL PHONE SERVICE QB8/16-9/15/20	8.00
				CELL PHONE SERVICE QB8/16-9/15/20	140.35
				CELL PHONE SERVICE QB8/16-9/15/20	35.08
				CELL PHONE SERVICE QB8/16-9/15/20	51.81
				SCADA CRADLEPOINT DEVICE QB8/20/-9/19/20	847.41
				WIFI IN TRUCKS QB8/20-9/19/20	280.09
				WIFI IN TRUCKS QB8/20-9/19/20	240.06
				WIFI IN SRVR RM QB8/20-9/19/20	240.00
				WIFI IN SRVR RM QB8/20-9/19/20	60.38
				SCADA CRADLEPOINT DEVICE QB8/23-9/22/20	73.49
Total for Check/Tran - 124185:					4,437.91
124186	10/01/2020	CHK	10260	WA STATE DEFERRED COMPENSATION PL DEFERRED COMP ER	5,737.72
				PL DEFERRED COMP EE	14,092.88
Total for Check/Tran - 124186:					19,830.60

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124187 10/01/2020	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15
124188 10/01/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	COYLE - STANDBY GENERATOR ENG MNGMNT SYS	117.02
				ALL VEH - WINDSHIELD WASH FLUID	8.37
				ALL VEH - REPLACEMENT WIPER BLADES	149.24
				VEH# 129 - REPLACEMENT WPR BLADE	12.79
				VEH# 120 - REPLACEMENT WPR BLADE	12.79
				VEH# 119 - REPLACEMENT WPR BLADE	12.79
				ALL VEH - REPLACEMENT WIPER BLADES	54.76
				VEH# 101 - PREMIUM CAPSULES	46.55
				Total for Check/Tran - 124188:	414.31
124189 10/08/2020	CHK	10833	2 GRADE LLC	INSTALL CONDUIT HASTINGS SUB PROJECT	15,233.19
124190 10/08/2020	CHK	10012	ALTEC INDUSTRIES, INC	UTILITY HEAD TOOL	60.99
				PIN HOLDER TOOL	72.10
				Total for Check/Tran - 124190:	133.09
124191 10/08/2020	CHK	10481	AMAZON	TRUCK STEPS# 128/131	272.66
				BOOT DRYER	49.04
				KEYBOARDS & MICE - HR & BILLING	136.24
				KEYBOARDS & MICE - HR & BILLING	34.05
				IPAD CASE	45.32
				IPAD CASE	11.34
				TAPE DRIVE SAS CABLE	187.92
				TAPE DRIVE SAS CABLE	46.98
				Total for Check/Tran - 124191:	783.55
124192 10/08/2020	CHK	10447	ANIXTER INC.	COPPER GROUND STRAPS	545.00
				COPPER GROUND STRAPS	-45.00
				WIRE 4/0 AL URD TPX 600V&MULTI-TAP 6-500	6,252.24
				SIDEBY	83.93
				Total for Check/Tran - 124192:	6,836.17
124193 10/08/2020	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - SEP 2020	36.00

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				PHONE ALLOWANCE - SEP 2020	9.00
Total for Check/Tran - 124193:					45.00
124194	10/08/2020	CHK	10027	BERNT ERICSEN EXCAVATING, INC	953.75
				INSTL HOLE - MCMINN RD 7/08/2020	2,479.75
				EXCAVATING - 801 LINGER LONGER 8/08	1,498.75
				EXCAVATING - 993 KENS WAY 9/17/2020	4,932.25
Total for Check/Tran - 124194:					4,932.25
124195	10/08/2020	CHK	10339	BORDER STATES ELECTRIC	685.95
				CONNECTORS-HASTINGS SUB	685.95
				CONNECTORS-STOCK	1,371.90
Total for Check/Tran - 124195:					1,371.90
124196	10/08/2020	CHK	10041	CDW GOVERNMENT	437.48
				PLNTRNCS APU-76 HOOK SWITCH CABLE QTY10	109.37
				PLNTRNCS APU-76 HOOK SWITCH CABLE QTY10	39.35
				TRIPP LITE 7-PORT USB 3.0 SUPERSPEED HUB	9.83
				TRIPP LITE 7-PORT USB 3.0 SUPERSPEED HUB	492.26
				HEADSETS & SPARES, MOUSE	123.08
				HEADSETS & SPARES, MOUSE	1,211.37
Total for Check/Tran - 124196:					1,211.37
124197	10/08/2020	CHK	10046	CENTURYLINK	75.04
				LOW SPD DATA & 2WIRE SEP 2020	18.76
				LOW SPD DATA & 2WIRE SEP 2020	31.14
				LOW SPD DATA & 2WIRE SEP 2020	7.79
Total for Check/Tran - 124197:					132.73
124198	10/08/2020	CHK	10052	CITY OF PORT TOWNSEND	116,108.08
				3RD QTR 2020 - 6% CITY TAX FROM CUSTOMRS	
124199	10/08/2020	CHK	10621	CRAIG LABENZ	900.00
				WEB DEVELOPMENT- COMM DEPT AUG-SEP 2020	225.00
				WEB DEVELOPMENT- COMM DEPT AUG-SEP 2020	1,125.00
Total for Check/Tran - 124199:					1,125.00
124200	10/08/2020	CHK	10551	DAY WIRELESS SYSTEMS	985.14
				MOBILE RADIOS - OCT 2020	
124201	10/08/2020	CHK	10068	DISCOVERY BAY GROUP, LLC	3,000.00
				CONSULTING SERVICE SEP 2020	2,000.00
				CONSULTING SERVICE SEP 2020	2,000.00

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Total for Check/Tran - 124201:					5,000.00
124202	10/08/2020	CHK	10069	DM DISPOSAL CO INC	
				2YD OCC-4CRNRS SEP 2020	136.75
				2YD OCC-4CRNRS SEP 2020	34.19
Total for Check/Tran - 124202:					170.94
124203	10/08/2020	CHK	10070	DOUBLE D ELECTRICAL, INC	
				INSTL HEATPUMP IN NETWORK BUILDING	8,002.37
				BECKETT PT N&S-LIFT STATION RPAIR PART1	1,461.39
				BECKETT PT N&S-LIFT STATION RPAIR PART2	276.58
				RPLC LIGHT FIXTR - BAKER BUILDING 7/23	577.98
Total for Check/Tran - 124203:					10,318.32
124204	10/08/2020	CHK	10090	FREDERICKSON ELECTRIC, INC	
				VOLTAGE RVW - 2900 WASHINGTON ST 7/28	1,090.55
124205	10/08/2020	CHK	10094	GENERAL PACIFIC, INC	
				TERMINATION KIT 500-1000-CONCENTRIC	1,374.28
124206	10/08/2020	CHK	10454	GLOBAL RENTAL COMPANY INC	
				A77-TE93 TRUCK RNTL VEH#411 10/02-10/29	9,810.00
				DC47TR DIGGER RNTL VEH# 409 9/01-9/28	3,924.00
Total for Check/Tran - 124206:					13,734.00
124207	10/08/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	
				LINE CREW - GALV PIPE STRAPS	5.19
				TRTMNT PLNT - PVC & SEAFOAM	41.40
				TRTMNT PLNT - COUPLING	8.38
				REYNOLDS WELL-CONDT,ADPTR,CEMENT,CNCTR	17.18
				VEH# 106 - BROOM, SHOVELS, RAKE	99.15
Total for Check/Tran - 124207:					171.30
124208	10/08/2020	CHK	10396	JEAN M HALL	
				PHONE ALLOWANCE - SEP 2020	36.00
				PHONE ALLOWANCE - SEP 2020	9.00
Total for Check/Tran - 124208:					45.00
124209	10/08/2020	CHK	10384	HDR ENGINEERING INC	
				TASK8 - AERIE LANE CROSSINGS 8/03-8/29	5,478.34
124210	10/08/2020	CHK	10110	HENERY HARDWARE	
				SUBSTATION - SELNT, CULK, CUTTERS, BOLTS	75.13
124211	10/08/2020	CHK	10111	HIGHWAY SPECIALTIES LLC	
				MESSAGE BOARD RNTL 9/08-9/24/2020	1,417.00
124212	10/08/2020	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	
				VEBA DEDUCTION SEPTEMBER 2020	1,225.00

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				VEBA BENEFIT SEPTEMBER 2020	1,605.00
				Total for Check/Tran - 124212:	2,830.00
124213 10/08/2020	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - SEPTEMBER 2020	2,238.02
124214 10/08/2020	CHK	10129	JIFFY LUBE	VEH# 102 - OIL CHANGE	238.28
				VEH#210-OIL CHANGE	115.50
				VEH#210-COOLANT FLUSH&TRANSFER CASE SRVC	205.03
				Total for Check/Tran - 124214:	558.81
124215 10/08/2020	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - SEP 2020	36.00
				PHONE ALLOWANCE - SEP 2020	9.00
				Total for Check/Tran - 124215:	45.00
124216 10/08/2020	CHK	10286	L & J ENTERPRISES	EXCAVATING - REYNOLDS WELL 9/11-9/18	10,355.00
				EXCAVATING - SHERIDAN INTRSTN 9/18	1,057.30
				Total for Check/Tran - 124216:	11,412.30
124217 10/08/2020	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR SEP-20	101.20
				SHRED 4CRNR SEP-20	25.30
				SHRED PORT SEP-20	40.00
				SHRED PORT SEP-20	10.00
				Total for Check/Tran - 124217:	176.50
124218 10/08/2020	CHK	10136	LES SCHWAB TIRES	ALL NEW TIRES VEH# 102	1,774.61
124219 10/08/2020	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK SEP 2020	162.35
				DISPOSAL 4CRNR 2YD CONT 1XWK SEP 2020	40.59
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL SEP-20	454.78
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL SEP-20	113.69
				DISPOSAL 211 CHIM SEP 2020	41.50
				DISPOSAL 211 CHIM SEP 2020	10.38
				DISPOSAL 21 KENNEDY SEP 2020	37.65
				DISPOSAL 21 KENNEDY SEP 2020	37.64
				DISPOSAL 210 2YD CONT 1XWK SEP 2020	162.35

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				DISPOSAL 210 2YD CONT 1XWK SEP 2020	40.59
Total for Check/Tran - 124219:					1,101.52
124220 10/08/2020	CHK	10309	NISC	MISC AUG 2020	504.01
				MISC AUG 2020	126.00
Total for Check/Tran - 124220:					630.01
124221 10/08/2020	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	BROADBAND INSTALL SWITCH	780.16
				CONSULTING SRVC - SETUP NETWORK	5,640.00
Total for Check/Tran - 124221:					6,420.16
124222 10/08/2020	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - SEPTEMBER 2020	720.00
124223 10/08/2020	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM NOV 2020	15,660.00
124224 10/08/2020	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - SEP 2020	36.00
				PHONE ALLOWANCE - SEP 2020	9.00
Total for Check/Tran - 124224:					45.00
124225 10/08/2020	CHK	10167	OFFICE DEPOT	210 TRP WDE & ANNEX - OFFICE SUPPLIES	166.62
				210 TRP WDE & ANNEX - OFFICE SUPPLIES	41.65
Total for Check/Tran - 124225:					208.27
124226 10/08/2020	CHK	10169	OLYCAP	PWRBST/OLYCAP SEPTEMBER 2020	1,299.72
124227 10/08/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	REYNOLDS WELL - GALVA CABLE & FASTENERS	16.18
124228 10/08/2020	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 09/15-10/01/2020	511.00
				TRANSCRIPTION SVC 09/15-10/01/2020	127.75
Total for Check/Tran - 124228:					638.75
124229 10/08/2020	CHK	10181	PENINSULA PEST CONTROL	CRPNTRANT SVC BIM-OLYRIDG DR	65.40
124230 10/08/2020	CHK	10188	PLATT ELECTRIC SUPPLY	SUBSTATION STOCK	70.35
				SUBSTATION STOCK	24.50
Total for Check/Tran - 124230:					94.85
124231 10/08/2020	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	224.23
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	30.99

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				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	301.86
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	131.88
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	22.23
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	36.12
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	39.65
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	348.18
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	94.42
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	86.36
				MULTI LOCATIONS PUMPHSE ELEC - SEP 2020	67.23
Total for Check/Tran - 124231:					1,383.15
124232	10/08/2020	CHK 10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE SEP 2020	68,873.03
124233	10/08/2020	CHK 10708	RCE TRAFFIC CONTROL, INC	FLAGGING - DANA ROBERTS SUB 9/09/2020	2,021.25
				FLAGGING - DABOB RD 9/10/2020	1,724.75
Total for Check/Tran - 124233:					3,746.00
124234	10/08/2020	CHK 10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) RENT 10/18-11/17/2020	69.66
				4CORNERS (MODULAR) RENT 10/18-11/17/2020	17.42
				ANNEX-COPIER RENT 10/19-11/18/2020	81.41
				ANNEX-COPIER RENT 10/19-11/18/2020	20.35
Total for Check/Tran - 124234:					188.84
124235	10/08/2020	CHK 10210	RICOH USA, INC	333 BENEDICT (0939) IMAGES SEP 2020	77.14
				333 BENEDICT (0939) IMAGES SEP 2020	19.29
				4CRNRS IT MODLR (7287) IMAGES SEP 2020	20.36
				4CRNRS IT MODLR (7287) IMAGES SEP 2020	5.09
				310 TRPWID 4CRNRS (7683) IMAGES SEP 2020	16.57
				310 TRPWID 4CRNRS (7683) IMAGES SEP 2020	4.14
Total for Check/Tran - 124235:					142.59
124236	10/08/2020	CHK 10832	RJB WHOLESALE INC.	PVC CONDUIT 4" SCH 40-W BELLEND-GREY	31,890.08
				PVC CONDUIT 4"&2" SCH 40-W BELLEND-GREY	31,291.20
Total for Check/Tran - 124236:					63,181.28

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124237 10/08/2020	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- OCT 2020	1,579.12
124238 10/08/2020	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC OCT 2020 ANSWER SVC OCT 2020 ANSWER SVC OCT 2020	2,045.35 2,045.35 1,022.67
Total for Check/Tran - 124238:					5,113.37
124239 10/08/2020	CHK	10214	SEL SCHWEITZER ENGINEERING LABS	ETHERNET SWITCH ETHERNET TRANSCIEVER	1,722.20 457.80
Total for Check/Tran - 124239:					2,180.00
124240 10/08/2020	CHK	10219	SHOLD EXCAVATING INC	INSTL CONDUIT SWANSONVILLE PROJECT PH3 EXCAVATING - 746 VAN TROJEN 9/20/2020	95,040.00 1,635.00
Total for Check/Tran - 124240:					96,675.00
124241 10/08/2020	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL SEP 2020	1,299.73
124242 10/08/2020	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - SEP 2020 PHONE ALLOWANCE - SEP 2020	36.00 9.00
Total for Check/Tran - 124242:					45.00
124243 10/08/2020	CHK	10834	TACOMA PUMP & DRILLING CO INC	REYNOLDS WELL SURFACE PROJECT	10,642.50
124244 10/08/2020	CHK	10472	TMG SERVICES	CHEMICAL PUMP REBUILD KIT	570.24
124245 10/08/2020	CHK	10620	UPS	SHIPPING - RETURNED FAILED CONTROLLER	6.18
124246 10/08/2020	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 SEP 2020-PERS 3 RETIREMENT/REPORT #8828 SEP 2020-PERS 2	7,551.00 92,339.80
Total for Check/Tran - 124246:					99,890.80
124247 10/08/2020	CHK	10569	WAYNE D. ENTERPRISES, INC.	FR HIVIS SWEATSHIRT FR HIVIS SWEATSHIRT	-23.58 285.54
Total for Check/Tran - 124247:					261.96
124248 10/08/2020	CHK	10496	WELLS FARGO VENDOR FIN SERV	211 CHIM COPYRNT OCT 20 211 CHIM COPYRNT OCT 20	314.80 78.70
Total for Check/Tran - 124248:					393.50

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Accounts Payable Check Register

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09/29/2020 To 10/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124249 10/08/2020	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - SEP 2020	42.34
				EAP SVC - SEP 2020	10.58
Total for Check/Tran - 124249:					52.92
124250 10/08/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	ALL VEH - RPLACMNT WIPER BLADES	27.38
				VEH# 120 - FUEL CAP	13.43
Total for Check/Tran - 124250:					40.81
124251 10/08/2020	CHK	10483	ZOLL MEDICAL CORPORATION	REPLACEMENT AED BATTERY-ANNEX	385.22

Total Payments for Bank Account - 1 :	(103)	905,203.41
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(103)	905,203.41
 Grand Total for Payments :	 (103)	 905,203.41
Grand Total for Voids :	(0)	0.00
Grand Total :	(103)	905,203.41

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Accounts Payable Check Register

Page 1

06/29/2020 To 06/29/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
116 06/29/2020	WIRE	10280	USDA-WIRE TRANSFER	H0015 PRINCIPAL	5,268.47
				H0010 PRINCIPAL	846,650.36
				NOTE SECT 9 INTEREST Q2 2020	30,738.42
				INTEREST Q2 2020	641,259.57
Total for Check/Tran - 116:					1,523,916.82

Total Payments for Bank Account - 1 :	(1)	1,523,916.82
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(1)	1,523,916.82
Grand Total for Payments :	(1)	1,523,916.82
Grand Total for Voids :	(0)	0.00
Grand Total :	(1)	1,523,916.82

10/13/2020 8:57:12 AM

Accounts Payable Check Register

09/29/2020 To 10/12/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123 09/29/2020	WIRE	10280	USDA-WIRE TRANSFER	H0015 PRINCIPAL	5,252.32
				H0010 PRINCIPAL	845,203.20
				NOTE SECT 9 INTEREST Q3 2020	30,808.52
				INTEREST Q3 2020	642,722.88
Total for Check/Tran - 123:					1,523,986.92
124 10/09/2020	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER AUG 2020	934,777.00
				TRANSMISSION AUG 2020	99,615.00
				REGIONAL COORD SVC AUG 2020	973.00
				REGIONAL COMP ENFOR AUG 2020	1,216.00
Total for Check/Tran - 124:					1,036,581.00
125 10/01/2020	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT OCTOBER 2020	10,309.66
				PETERSON LAKE WIRE PMT OCTOBER 2020	4,018.96
Total for Check/Tran - 125:					14,328.62

Total Payments for Bank Account - 1 :	(3)	2,574,896.54
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(3)	2,574,896.54
Grand Total for Payments :	(3)	2,574,896.54
Grand Total for Voids :	(0)	0.00
Grand Total :	(3)	2,574,896.54

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 10/02/2020

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70795	10/2/2020	1,613.80
2001	WATER DISTRIBUTION MANAGER II	70796	10/2/2020	1,818.80
3032	CUSTOMER SERVICE REP	70797	10/2/2020	1,431.51
2003	WATER TREATMENT PLANT OPERATOR III	70798	10/2/2020	2,051.25
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70799	10/2/2020	3,040.87
				9,956.23

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 10/02/2020
--

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	10/2/2020	1,249.58
1026	BROADBAND SUPERVISOR	10/2/2020	1,934.70
4006	COMMISSIONER DIST 1	10/2/2020	2,527.33
4004	COMMISSIONER DIST 2	10/2/2020	964.12
4008	COMMISSIONER DIST 3	10/2/2020	723.75
3034	COMMUNICATIONS DIRECTOR	10/2/2020	2,021.20
3002	CUSTOMER SERVICE COORDINATOR	10/2/2020	1,162.08
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	10/2/2020	1,283.99
3022	CUSTOMER SERVICE REP	10/2/2020	1,294.59
3046	CUSTOMER SERVICE REP	10/2/2020	1,088.29
3048	CUSTOMER SERVICE REP	10/2/2020	1,145.10
1027	ELECTRICAL ENGINEERING MANAGER	10/2/2020	2,892.92
1044	ELECTRICAL PRE-APPRENTICE	10/2/2020	3,223.73
2007	ENGINEERING DIRECTOR	10/2/2020	3,380.63
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	10/2/2020	2,057.15
3033	FINANCE DIRECTOR	10/2/2020	3,166.55
1046	FLEET/WAREHOUSE HELPER	10/2/2020	2,303.72
1008	FOREMAN LINEMAN	10/2/2020	8,572.60
1012	FOREMAN LINEMAN	10/2/2020	7,193.33
1011	GENERAL MANAGER	10/2/2020	5,212.65
1042	GIS SPECIALIST	10/2/2020	2,242.48
1017	HEAD STOREKEEPER	10/2/2020	2,353.44
3047	HUMAN RESOURCES DIRECTOR	10/2/2020	2,394.94
3008	INFORMATION TECHNOLOGY MANAGER	10/2/2020	2,625.46
3028	IT SUPPORT TECHNICIAN	10/2/2020	1,752.05
1000	LINEMAN	10/2/2020	4,613.25
1016	LINEMAN	10/2/2020	7,498.17
1028	LINEMAN	10/2/2020	3,736.16
1034	LINEMAN	10/2/2020	5,704.42
1041	LINEMAN	10/2/2020	4,714.96
1018	METER READER	10/2/2020	6,480.51
1043	METER READER	10/2/2020	2,314.96
1047	METER READER	10/2/2020	1,223.63
1037	OPERATIONS DIRECTOR	10/2/2020	3,353.85
3004	RESOURCE MANAGER	10/2/2020	2,422.48
1003	SCADA TECH APPRENTICE	10/2/2020	2,249.85
1015	SCADA TECH JOURNEYMAN	10/2/2020	4,257.82
3020	SERVICES DIRECTOR	10/2/2020	2,364.14
1031	STAKING ENGINEER	10/2/2020	2,364.64
1039	STAKING ENGINEER	10/2/2020	2,000.33
1014	STOREKEEPER	10/2/2020	2,156.11
1033	SUBSTATION/METERING TECH	10/2/2020	4,004.86
3013	UTILITY ACCOUNTANT II	10/2/2020	1,534.41
3029	UTILITY ACCOUNTANT II	10/2/2020	1,689.81
3003	UTILITY BILLING CLERK	10/2/2020	1,401.62
3027	UTILITY BILLING CLERK	10/2/2020	1,423.25
3000	UTILITY BILLING COORDINATOR	10/2/2020	1,563.09
2005	WATER DISTRIBUTION MANAGER I	10/2/2020	1,374.76
2002	WATER DISTRIBUTION MANAGER II	10/2/2020	1,852.47
			\$ 137,065.93



AGENDA REPORT

DATE: October 20, 2020

TO: Board of Commissioners

THRU: Kevin Streett, General Manager

FROM: Mike Bailey, Finance Director/District Auditor

RE: Write-off of delinquent accounts from active accounts receivable

SUMMARY: Per Resolution 17-16, the Board of Commissioners agreed to review and approve for write off inactive account balances over 90 days in arrears that had been given 30 days' notice that their account will be referred to a collection agency.

BACKGROUND: These inactive accounts are recorded in the Active Accounts Receivable Data Base and need to be transferred to the Uncollectible Data Base in the Customer Information System. The process of writing off does not "erase" the debt unless the debt has been discharged through a bankruptcy court. The PUD's staff has attempted to collect payment on these accounts. A collection agency is better equipped to pursue collection now that these accounts have disconnected from utility service with the PUD and are over 90 days in arrears.

ANALYSIS/FINDINGS: There are 9 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$2,559.91 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

FISCAL IMPACT: Bad Debt Expense has already been charged in anticipation of having accounts who would fail to pay their final bill for utility services. On the PUD's Balance Sheet, Line 20. Accounts Receivable-Sales of Utility Services has been netted by an estimated Reserve for Uncollectible Accounts. To remedy the debt, these inactive accounts will pay the collection agency for the amount owed to the PUD plus a fee for the agency's professional services. Any amounts received on the written off amount, will be deposited into the PUD's

Depository Bank Account and the Reserve for Uncollectible Accounts adjusted. No revenue or expense accounts are affected by this write off.

RECOMMENDATION: Transfer the 9 inactive accounts owing \$2,559.91 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

ATTACHMENT: The Summary of Write-offs of Uncollectible Accounts Receivable provides an analysis of the number and amounts owed and signature of approval by the Secretary of the Board of Commissioners.



Board of Commissioners

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

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On October 20, 2020 the following summary of inactive customer accounts with a past due balance of greater than \$20.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Financial Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

<u>Uncollectible Amount Range</u>	<u>Number of Accounts</u>	<u>Write-Off Amount</u>
Less than \$20	1	\$0.17
\$20 - \$100	1	\$70.41
\$101 - \$200	2	\$302.08
\$201 - \$500	3	\$902.39
\$501 - \$1,000	2	\$1,284.86
Over \$1,000	0	\$ -
TOTAL	9	\$2,559.91

Approval, Board of Commissioners

Jeff Randall
 Secretary



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.)**



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.

October 20, 2020

PUD Calendar

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

**October 27, 2020, Special Meeting; 10:00am-12:00pm Pole Attachment Fee and
FCS Rate Equity**

November 3, 2020, Regular BOC Meeting, 5:00pm per WEBEX

November 10, 2020, Special Meeting; 10:00am-12:00pm to be Announced

November 11, 2020, Veterans Day, office closed

November 18th – 20th, WPUA Association meetings per WEBEX

November 26th-27th- Thanksgiving Holiday; office closed



AGENDA REPORT

DATE: October 20, 2020

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Blue Banner Pole Attachment Request

The **Blue Star Banner Program** is all about remembering our local men and women who are currently serving in the military service by installing street banners throughout Washington. **Blue Star Banners** remain installed as long as the service member is in the Armed Forces. Once they leave the service, they will be presented with their banner.

Attached is the WPUA survey done in regards to what other PUDs have chosen to do regarding pole attachments.

Jefferson PUD Survey – September 2020 – Non-Utility Attachments on PUD Poles

PUD	Jefferson PUD would like to know if you allow non-utility pole attachments (i.e. banners, signs, etc) at your PUD? (If you allow them, would you please share a copy of your policy? If you have a policy against them, would you please share that too?)
Benton	We don't allow it. RCW 70.54.090
Clallam	I have attached our Facility Access Policy. Section 5- Poles may be of help but you may want to review all of this document, you may find answers to other questions that you may have or come up.
Clark	Clark does not allow these types of attachments. We do not have a policy against these type of attachments, however, RCW 70.54.090 does not allow them without the pole owner's permission.
Douglas	No we don't allow pole attachments at Douglas PUD.
Grant	Grant doesn't allow but we don't have a policy stating so.
Kittitas	We do not have a policy against them but do not allow them.
Lewis	Attached is Lewis PUD's policy/application for non-utility attachments on our poles.
Pacific	Pacific does not.
Skamania	Skamania does not have an official policy, but does not allow non-utility attachments. Our linemen aren't too fond of nails, screws, etc.
Wahkiakum	<p>This is from our Electric Terms and Conditions. If an attached is allowed there would be an inter-local agreement or a contract signed by both parties.</p> <p>SECTION 41. DISTRICT POLES AND EQUIPMENT</p> <p>Unless otherwise provided by special agreement, the District's facilities shall be free of attachments not owned by the District. Exceptions to this provision may include metering points for street lighting systems, fire alarm boxes, underground service entrance conduits, and other attachments which do not constitute a hazard to District personnel and for which the District has granted permission of use.</p>



FACILITY ACCESS POLICY

Section 1 – General

The information contained in this document is intended to provide our Customers and their architects, engineers, building, electrical, landscape, and plumbing contractors with specific details and technical information which will enable the District to best serve our Customers.

All requirements are based on PUD policies and standards as well as national, state, and local electrical and building codes. Their application is necessary to ensure a safe working environment for PUD employees, as well as provide safe, reliable, efficient and low-cost utility services to all of our Customers.

- a) The District shall have the right, through its agents or employees, to safely enter the property of the Customer at all times for the purpose of: reading, inspecting, repairing, or removing metering devices, equipment, and conductors of the District; trimming or removing trees and brush around meters, transformers, or other equipment and conductors that may interfere with the safe and efficient operation of the utility system; maintenance of utility lines, both overhead and underground; and inspection, replacement, installation and removal of District facilities.
- b) The Customer shall not permit access to District equipment or lines by anyone other than authorized representatives of the District. The Customer shall obtain and grant all necessary permission to enable District Representatives to install, maintain, service, or remove its facilities located on the Customer's property.
- c) Facilities installed on Customer property will be in accordance with current District regulations, requirements, and policies that give consideration for present and future access.
- d) The Customer shall keep the area around all meters, transformers, and other District facilities on the Customer's property free of vegetation, health and safety hazards, debris, and obstructions; to ensure clear and safe access at all times.

Section 2 - Electric Meters and Metering Equipment

- a) When deemed feasible by District Representative for underground service installations, the meter shall be installed on a Customer provided remote meter pedestal adjacent to the pad-mounted transformer or secondary pedestal located on the Customer's property or another location that provides safe and unrestricted access at all times; such as at the end of or along their driveway; or along their

property line adjoining an alley or street.

- b) When remote meter pedestal installation is not feasible, or when overhead service is required, the meter may be installed on a service pole; attached on the outside surface of the Customer's house or other building in a location pre-approved by a District Representative in accordance with current District Requirements that allow safe and unrestricted access at all times.
- c) All electric meters, Residential and Commercial, installed on the outside of a building or on a remote meter pedestal shall be located at the closest point feasible to the service drop or lateral termination, or shall be installed as close to the nearest and most convenient point of access to the Customer's property as possible. (See Electrical Service Requirements Drawing - # 12)
- d) The District shall determine the location of the remote metering pedestal, service entrance, service pole, or other metering equipment prior to installation. Customers who install wiring or equipment without an approved location from a District Representative shall be at risk of having to change the service location to conform to the requirements of the District. This requirement applies to all new installations and future modifications or repair work where the meter and/or service equipment is involved.
- e) Meters shall not be located at the rear of houses or buildings without pre-approval from a District Representative and safe and unrestricted access is provided at all times from an alley or street along the property line directly behind or on either side of the house or building. (See Electrical Requirements Drawing - #12)
- f) Meters shall not be enclosed or the installation modified in such a way so as to impede safe and convenient access to the meter and associated equipment. Nothing shall hinder or prevent the inspection, removal or installation of meters and other metering equipment, meter rings, meter seals or other locking devices.
- g) Meters shall not be enclosed in garages, carports, breezeways, porches, or in locations where subsequent additions, rewiring, or remodeling could enclose the meter.
- h) A remote meter pedestal shall be installed with the center of the meter between 3' and 4' above grade with a minimum clearance of 6' in front and 3' from both sides and back of the remote meter pedestal. No obstruction that restricts access to the meter pedestal shall be allowed within 8' above grade. (See Electrical Service Requirements Drawings - # 14, 15, 16, & 17)

- i) Meters and metering equipment installed on buildings must be surface - or flush - mounted and not recessed; the center of the meter shall be between 5' and 6' above grade with no obstructions allowed within 3' above the top of the meter base or metering equipment; and have a minimum clearance of 6' in front and 2' on either side of the meter base or metering equipment to telephone or CATV equipment, satellite dishes, down spouts, doors, steps, decks, chimneys, shutters, or other building projections. (See Electrical Service Requirements Drawing - # 11)
- j) Metering equipment installed on a District service pole shall utilize standoff brackets with between 5' and 6' above grade to the center of the meter and with a minimum clearance of 6' in front and 2' on the side and back of the meter. When feasible, a minimum clearance of 6' around the entire pole shall be maintained free of obstructing vegetation, trash, debris, vehicles, etc. (See Electrical Service Requirements Drawings - # 7 & 8)
- k) The access distance requirements for remote meter pedestals, meters on buildings or service poles and other metering equipment prohibits the installation of fences, propane tanks, decks, air conditioning equipment, buildings, posts, drums, storage shelves, piping, steps, pumps, etc. within the required access distances.
- l) Obstructive landscaping, brush, and trees shall not be planted or allowed to encroach within the required access areas. Garbage, lumber, wood, debris, vehicles, RVs and other obstructions must be kept clear of the required access distances.
- m) Fuel storage tanks, including propane tanks, shall not be installed within 6' of any District metering equipment.
- n) All pathways providing access to any meter shall be a minimum of 3' in width and shall be kept clear of all obstacles and safety hazards, including, but not limited to, landscaping, brush, debris, obstructions, holes, aggressive or dangerous animals, etc.
- o) Any pathway on the Customer's property that encounters an open ditch of any type over 2' wide shall have a flat, solid, and structurally stable walkway, 2' wide with a skid-free surface spanning the entire width of the ditch.
- p) Any walkway on the Customer's property constructed over an open ditch with a width and/or depth of 3' or more shall have a structurally sound handrail along the entire length of the walkway that will not flex more than 1/2" when subjected to a side load of 40 pounds per square foot along the entire length of the handrail.
- q) All walkways over ditches must provide a minimum of 1' clearance above any water or hazard in the ditch and must not sag more than 1" the entire length of the

walkway when subjected to a weight of 300 pounds per square foot.

- r) When a meter becomes more than 6' above grade, a permanent meter access platform and steps with a skid-free surface must be installed by the Customer that meets or exceeds the current local Uniform Building Code (UBC) and must be pre-approved by a District Representative, and maintained at the Customer's expense. After construction, the center of the meter must be between 5' and 6' above the surface of the platform. (See Electrical Service Requirements - Drawing # 13)
- s) If, as a result of an action of the Customer that causes the meter to become more than 6' above grade and in the opinion of the District it is feasible and preferable to lower the metering equipment to a location between 5' and 6' above grade, the metering equipment shall be lowered at the Customer's expense to comply with District Electrical Service Requirements and Facility Access Policy.
- t) In flood areas, the bottom of the meter device must be raised a minimum of 3' above the highest water line on record. If necessary to raise a meter more than 6' above grade, a permanent platform and steps with a skid-free surface shall be installed by the Customer that meets or exceeds the current local UBC and maintained at the Customer's expense. A platform constructed 3' or more above grade must have a secure 3' high handrail installed on the steps and platform that meets or exceeds the local UBC. After the platform is constructed, the center of the meter must be between 5' and 6' above the platform surface. A District Representative must be consulted for approval prior to construction. (See Electrical Service Requirements - Drawing # 13)

Section 3 - Water Meters and Other Water Equipment

- a) When feasible, the water meter shall be installed at the end of the Customer's driveway near the street or along the property line adjoining a street. Meters shall not be installed at the rear of the property unless an alley or street allows unrestricted access with a truck. All water meter installations must be pre-approved by the District.
- b) The Customer shall maintain a minimum clearance of 6' on all sides of the water meter or other water equipment located on the Customer's property; free of debris, landscaping, brush, trees, and other obstructions. At no time shall any obstruction, debris, vehicle, RV, etc. be placed or parked on top of a water meter.
- c) Paths and walkways spanning ditches accessing water meters and other water equipment on a Customer's property shall have the same requirements as previously outlined for electric meters and equipment.

- d) At no time shall access to the District's water meters or equipment on the Customer's property be denied as a result of fences with locked gates, landscaping, trees, buildings, debris, vehicles, aggressive or dangerous animals, or other obstructions.

Section 4 - Padmount Transformers and Other Padmount Equipment

- a) The Customer shall maintain a minimum clearance of 10' in the direction of all doors on pad-mounted equipment located on their property; whether in front, back or on the sides of the equipment. A minimum clearance of 3' shall be maintained on sides or back of pad-mounted equipment without doors. A minimum clearance of 15' shall be maintained between District pad-mounted equipment and combustible fuel storage tanks including propane tanks. At no time shall any obstruction be built or placed on or above District pad-mounted equipment. (See Electrical Service Requirements Drawing - # 34)
- b) Except when precluded by service voltage drop limits, pad-mounted equipment and substructures shall be installed near property lines and along streets or unrestricted drive frontage such that the pad-mounted equipment is readily accessible at all times by truck. (See Electrical Service Requirements Drawing - # 12 & 34)
- c) Transformers and other equipment shall not be located at the rear of the Customer's property unless unrestricted access is available by truck from an alley or street along their property line.
- d) At no time shall access to the District's pad-mounted transformers and other padmounted equipment on the Customer's property be blocked by fences with locked gates, landscaping, trees, buildings, debris, vehicles, aggressive or dangerous animals, or other obstructions.

Section 5 - Poles

- a) When feasible, all District poles located on a Customer's property shall have a minimum of 6' of unobstructed clearance around the pole and shall be located in an area accessible at all times by District truck.
- b) No equipment, devices, or wiring, other than service entrance equipment belonging to a Customer, shall be attached to District-owned poles except with approval and by contract with the District. Any such attachments shall only be allowed in strict accordance with District specifications and regulations.
- c) Customers and the general public are not allowed to attach satellite dishes, antennas, clothes lines, ropes, signs, fences or any other equipment to; drive nails

or staples into; or deface District-owned poles.

- d) District poles shall not be enclosed or obstructed in any way that will prevent the District's safe access by truck for maintenance, inspection, repair, replacement, or removal.

Section 6 - Power Lines

- a) Overhead power lines shall be accessible at all times for inspection, vegetation management, maintenance, repair, or replacement by authorized District Representatives or other utilities contractually authorized to attach their equipment to District poles.
- b) All surface areas above underground cables, whether direct buried or in conduit, must be accessible for future District operations including, but not limited to, maintenance, location, repair, and replacement. The Customer shall not construct any structure, obstruction, or landscaping, over the buried cable route that would restrict access at any time. In the course of facility maintenance or replacement in easement areas, the District is not responsible for restoring such structure, obstruction, or landscaping to the original condition.

Section 7 - Aggressive or Dangerous Animals

- a) A Customer's aggressive or dangerous animals shall, at all times, be kept restrained a minimum distance of 25' from all meters, transformers, poles, and other District facilities on the Customer's property; including pathways required to access District facilities on the Customer's property. If 25' cannot be maintained, the animal must be kept inside a secure building or enclosure at all times to prevent its interfering with District Representatives' safe access to District equipment.
- b) Customers with aggressive or dangerous animals that harm, threaten, or in any way endanger a District Representative will immediately be reported to the appropriate authorities.

Section 8 – Failure to Comply

Customers with unrestrained aggressive or dangerous animals, Customers who in any way prevent or are unable to allow District Representatives safe and unobstructed access at all times to District facilities located on the Customer's property, or Customers who otherwise violate the District Electrical Service Requirements and Facility Access Policy shall choose among those applicable options in Sections 9 and 10 below, or face the consequences of Section 11 below.

Section 9 - Customer Options Of Voluntary Compliance Requiring No Additional District Fees

The District will not charge an additional fee to Customers who voluntarily comply with the District Electrical Service Requirements and Facility Access Policy within (30) thirty days of being notified by doing one of the following, provided the option chosen resolves the access issue.

- a) Permanently remove the safety hazard, debris or obstruction; trim or remove brush or other vegetation; or take action in any other way necessary to comply with the District's required access distances.
- b) If a Customer has a padlocked gate, allow the installation of a District padlock to ensure that both the Customer and District Representatives have access at all times to the Customer's property and District facilities
- c) Install a lockbox of their choice on or near their gate that will allow a District padlock to be installed. The lockbox will hold the Customer key or code allowing authorized District Representatives required access.
- d) Program a District code, unique to each Customer, into the locking mechanism on their electronic gate.
- e) Keep aggressive or dangerous animals at least 25' from District equipment and pathways or otherwise kenneled, penned, or secured, thus allowing District Representatives safe access at all times to District facilities on the Customer's property.

Section 10 - Customer Options Requiring Additional Fees To Be Paid by the Customer

If the Customer does not wish to voluntarily comply with District Electrical Service Requirements and Facility Access Policy, after having gone through the District's notification process, the Customer shall choose one of the following options, provided the option resolves the access issue, and shall pay all expenses charged to the Customer for such services:

- a) Pay to have vegetation removed by the District from around meters, services poles, transformers, and other equipment.
- b) Pay all costs to have the Customer's and/or District facilities moved to a location on their property where safe and unobstructed access by District Representatives is allowed.
- c) Pay to have the District install a lockbox on or near the Customer's gate.
- d) Pay to have remote meter reading equipment installed on their property.

- e) Pay an access appointment fee if a Customer requires an appointment in advance to allow District Representatives entry to their property when it becomes necessary to access District facilities for the purpose of routine inspection, maintenance, repair, replacement or removal. This option does not pertain to routine monthly meter reading.

All costs, with the exception of item “b”, shall be in accordance with the current District Schedule of Deposits and Charges. Costs to Customers falling in category “b” shall be on a case-by-case basis. Customer shall sign any and all documents reasonably required by the District to assure Customer pays for the costs, fees and charges incurred.

Section 11 – Consequences For Violations

Failure to comply with the current District Electrical Service Requirements and Access Policy or pay any fees, costs or charges when due will result in any or all of the following: (a) discontinuation of the Customer’s services (b) a deposit charged to their account until the requirements of the District have been met, (c) if fees, costs or charges are outstanding, restriction on Customer opening additional accounts with the District until the amount is paid, and/or (d) legal or other action as may be available to the District to collect those debts owed.

Section 12 – Emergencies and Outages

The District requires safe and unobstructed access to its facilities at all times when outages occur or when property or life is threatened by unsafe conditions. Customers preventing immediate and unobstructed access to District facilities on their property, when outages or emergencies exist, will be held liable for damages and will be responsible for the cost to repair or replace damaged District facilities resulting from the inability to make emergency repairs in a timely manner.

Section 13 - Vegetation Management

After having been notified by the District, Property owners who prevent District Representatives from accessing a tree on their property for the purpose of trimming or removal, that has been identified as a “danger tree” by a certified Arborist, and is in danger of falling onto the District’s power lines or other District equipment, will be held responsible for all costs of repair and power restoration, should the “danger tree” fall onto the District’s power lines or other District equipment.

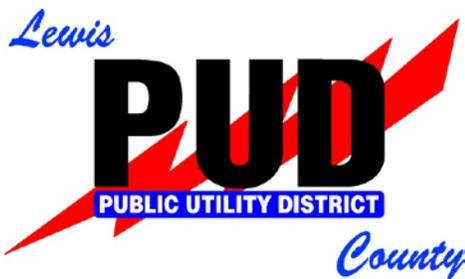
Section 14- Privately Constructed Roadways, Driveways and Bridges

Personnel and equipment of the District, are in many instances required to gain access to customer’s property by traversing privately owned access routes. In many instances the access routes include privately constructed roadways, driveways and bridges that have not been constructed or maintained in accordance with state or county standards.

While the Board of Commissioners of the District recognizes the responsibility to provide services to all persons and properties within the District, it also recognizes its responsibility to use reasonable means to protect District personnel and equipment from unreasonable risks that could result in injury to persons or damage to property.

In order to provide reasonable protection to District personnel and equipment without impairing the District's ability to provide service in all parts of the District, it is the policy of the District to impose the following requirements and conditions.

- a) The District requires that all privately owned bridges have the maximum weight limit of the bridge, as determined by a qualified engineer, conspicuously posted on or adjacent to the bridge. The property owner shall furnish a copy of the engineering inspection report to the District.
- b) In the event any bridge shall not be inspected or posted as required above, or in the event the weight of District vehicles shall exceed the posted limit, vehicles, other than light-weight vehicles, shall not be permitted to cross such bridge.
- c) In the event the District should discover any private roads, over which District vehicles would be required to travel, that are deemed to be unsafe or unusable in the opinion of District personnel because of road grade, road width, unstable surface conditions, vehicle height limitations or other factors, the District vehicles shall not be permitted to travel on such roads.
- d) In the event that District personnel shall become aware of any unsafe or un-posted bridge or unsafe private roadways, the District shall notify the reputed owners of all improved properties served by such bridge or roadway in writing of such fact as soon as is reasonably possible.



Non-Utility Attachments on P.U.D. Poles

Every year, Public Utility District No. 1 of Lewis County (LCPUD) receives requests from various organizations who desire to install banners, flower baskets, holiday decorations and other attachments to LCPUD power poles. As a public owned utility, LCPUD supports local non-profit activities that promote neighborhood beautification, cultural and historical events, community spirit and public involvement. We recognize that power pole attachments play an important role in such community activities, and we look forward to working with you to make these events a success.

This pamphlet has been prepared to explain the policy and procedure for obtaining permission to place attachments on LCPUD poles. It outlines the requirements needed for personal and public safety, as well as protection of LCPUD property. If you have any questions or comments about LCPUD's policy on power pole attachments, please contact the Utility Specialist @ 360-740-2447 or email Gary@lcpud.org.

Attachments that are of a commercial, political or religious nature are prohibited under this agreement. LCPUD reserves the right to reject any application for use of its power poles for any reason or to change or withdraw or remove the approved attachments at any time after the installation.

Please note the RCW below pertaining to the attachment of objects to utility poles.

RCW 70.54.090

Attachment of objects to utility poles — Penalty.

(1) It shall be unlawful to attach to utility poles any of the following: Advertising signs, posters, vending machines, or any similar object which presents a hazard to, or endangers the lives of, electrical workers. Any attachment to utility poles shall only be made with the permission of the utility involved, and shall be placed not less than twelve feet above the surface of the ground.

(2) A person violating this section is guilty of a misdemeanor.

Application procedure

In order to assure that we can meet your timeline, please submit your application at least four weeks prior to installation, the Applicant must submit the following to LCPUD's Utility Specialist:

Summary of Application Process & Pole Attachment Application Form

The Applicant must complete and return the Summary of Application Process (checklist) and the Pole Attachment Application Form to LCPUD. In addition to providing information about the Applicant, this form asks for details on the:

- Description and number of attachments
- Duration of placement
- Type(s) of brackets
- Location of poles, including a map to show position and nearest cross streets

Permit and Indemnification Agreement

The Applicant is required to submit a LCPUD Permit and Indemnification Agreement. The following information must be included with the Permit and Indemnification Agreement:

- Applicant's name, address, telephone number and contact person
- Date when attachments will be installed and removed
- Application with a map indicating the location of the poles (cross streets)
- Certificate of Insurance

The Permit Indemnification Agreement shall be signed by Applicant and sent along with the summary and application forms to LCPUD's Utility Specialist. After reviewing and approving the application, LCPUD will sign the Permit and Indemnification Agreement and send a signed copy to you.

Proof of General Liability Insurance

The Applicant is required to provide proof of its General Liability Insurance by submitting a Certificate of Insurance. This insurance certificate must be specifically endorsed to include LCPUD as an additional insured. Minimum required coverage is a combined single limit of \$1,000,000 per occurrence and \$1,000,000 aggregate. Insurance coverage and carrier must be acceptable to LCPUD.

Where to Send and Receive Information

All forms, correspondence and questions should be directed to:

Lewis County PUD
Attn: Gary Duryea (Utility Specialist)
PO Box 330
Chehalis, WA 98532

Phone: 360-740-2447
Email: Gary@lcpud.org

Type of Poles Permitted

For safety reasons, LCPUD's **wood poles** are the only type of pole from which banners, floral baskets, holiday decorations and other attachments may be suspended. Attachments are not permitted on wood laminate, fiberglass, aluminum or steel poles.

Location of Attachments and Brackets

Attachments and their brackets must be located a minimum clearance of 12 feet to ground from the lowest point of the attachment (flower basket, sidewalk banner, flag or decoration) and no higher than 15 feet.

If the applicant proposes to install a banner that will span over the street area, the attachment heights will be allowed higher on a case by case basis, and in no scenario will brackets be allowed. If approved, the lowest point must be at least 18 feet above the street surface, or the minimum required by the local jurisdiction, whichever is greater. Total size of cross street banner shall not exceed 36" tall x 30 ft. long.

Under no circumstances will attachments (banners, flower baskets, flags or decorations) be installed within space occupied by other utility attachments (phone, fiber or cable).

Types of Brackets Permitted

Drilling is not permitted on LCPUD power poles. Weather-resistant screws or pressure band hangers must be used for mounting attachment brackets. Attachment brackets may also be installed using a single (top) hanger or dual (top and bottom) hangers. Once installed, the mounting hardware may be left in place if expected to be for annual use. However, **Applicant must annually re-submit the Application Form and provide current Certificate of Insurance prior to mounting attachments.**

Installation Requirements

The Applicant is responsible for installing their attachments. Non-conductive ladders and mechanical hoists are the preferred methods of installation (never use a metal ladder).

LCPUD requires that all attachments be installed according to National Electric Safety Code (NESC). The installation activities must also meet Occupational Safety and Hazard Administration (OSHA) requirements. All attachments are installed at the Applicant's expense.

Permits/Permission from Other Agencies or Property Owner

Cities, counties, the Washington State Department of Transportation or private property owner may have jurisdiction over where power poles are located. Applicant shall obtain all applicable permits from these agencies or permission from private property owner before the attachments are installed.

LCPUD Inspections

LCPUD will conduct an inspection to see if LCPUD considers the installation to be safe and feasible. The inspection of the attachment(s) will either be during or after installation. If LCPUD determines that the attachment(s) are not in compliance with this policy or are likely to create a hazardous condition, the Applicant has five (5) days to correct the installation or will be required to remove the installation. If Applicant fails to comply, LCPUD will remove the attachment(s) and brackets and will not be liable for damaged or lost attachments.

Removal of Attachments and Brackets

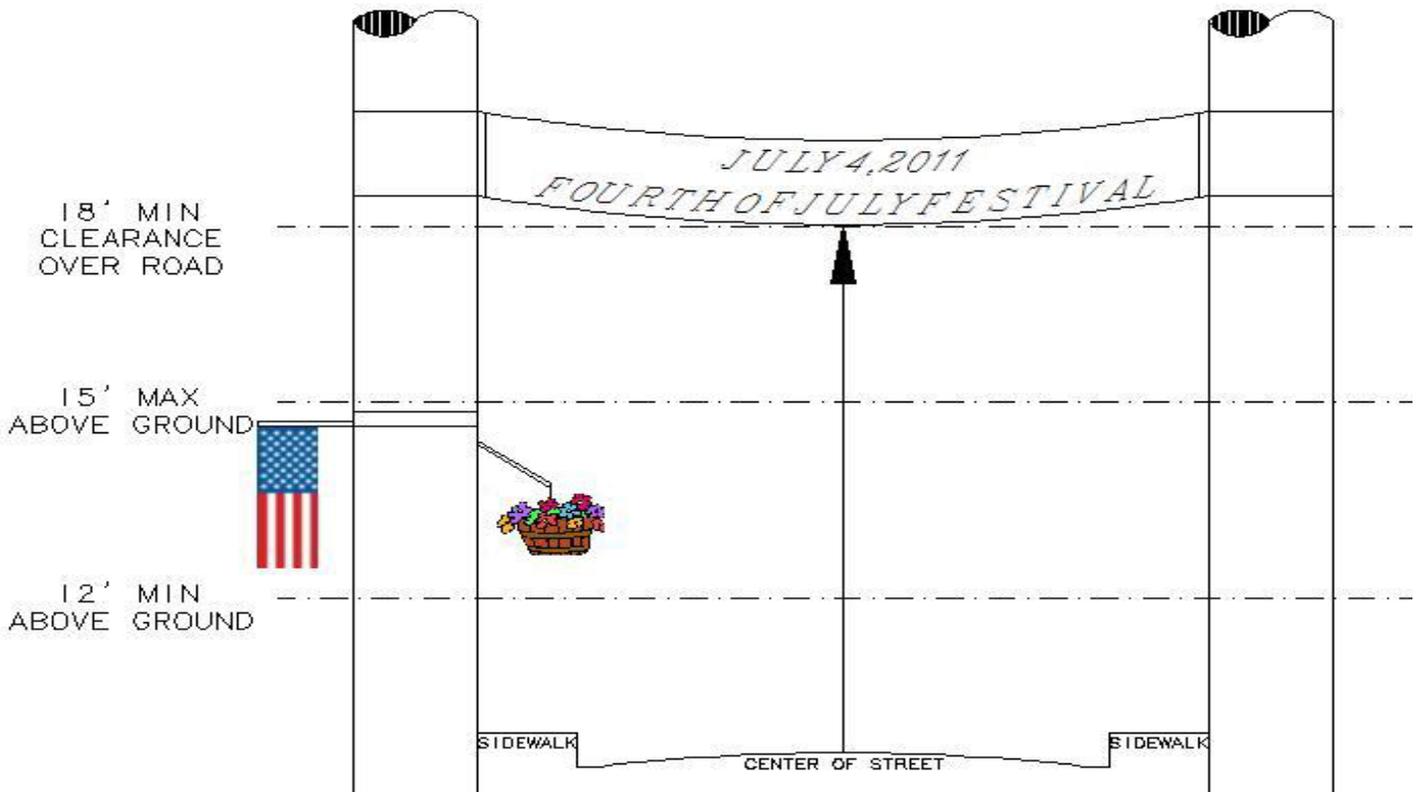
Approval for these attachments is only on a temporary basis and the Applicant is responsible for removing the attachments and brackets by the date specified on the Permit and Indemnification Agreement. After five (5) business days, LCPUD may remove the attachment(s) and brackets and will not be liable for damaged or lost attachment(s) and brackets. Failure to comply may also jeopardize authorization for future requests to utilize LCPUD poles for attachments.

SAMPLE LOCATION MAP



SAMPLE ATTACHMENT DESIGN

***ALL BANNERS MUST HAVE SLATTED OPENINGS FOR AIR FLOW**



Summary of Application Process

To receive permission to install attachments on LCPUD power poles, carefully follow the steps below.

- _____ Read and become familiar with the types of poles, attachments and hangers that are permitted; the procedures for notification, installation and removal; and the insurance and indemnification requirements.
- _____ **Submit this checklist and application at least four weeks prior to installation.**
- _____ Complete the enclosed Pole Attachment Application Form. Applicant is required to include a map indicating the location including nearest address and cross streets of the poles, the number and type of attachment(s), and the type of bracket(s).
- _____ Complete and sign the enclosed Permit and Indemnification Agreement.
- _____ Provide a Certificate of Insurance naming LCPUD as an additional insured. See paragraph 3 of the Permit and Indemnification Agreement. Please note that LCPUD cannot modify these requirements for any reason.
- _____ Obtain appropriate permits from the government agencies (city, county, Washington State Department of Transportation) and/or private land owner(s) that have jurisdiction over the street where the power poles are located.

LCPUD reserves the right to reject any application for use of its power poles for any reason or to request Applicant to change or remove the approved attachments at any time. Failure to comply may jeopardize authorization for future requests to utilize LCPUD poles for attachments



P.U.D NO. 1 OF LEWIS COUNTY PERMIT AND INDEMNIFICATION AGREEMENT FOR NON-UTILITY ATTACHMENTS

This is an agreement between _____ (“Applicant”) and Public Utility District No. 1 of Lewis County, a municipal corporation of the State of Washington (“LCPUD”).

In consideration of their mutual promises, the parties agree that:

1. LCPUD permits Applicant to install, maintain and remove only: holiday decorations, banners, flag, floral baskets (**circle one**) on the location map attached.

2. Applicant’s equipment and attachments shall be installed and maintained in accordance with the specifications and clearances required by the National Electrical Safety Code (NESC) and LCPUD. A review by LCPUD engineering/field personnel will be performed and specific conditions may be necessary.

Equipment/attachments shall be satisfactory to LCPUD in design, construction and safety. If, in the sole opinion of LCPUD, the equipment/attachments present a hazard, LCPUD may remove, without notice, or request the Applicant to remove, equipment/attachments until design, construction and safety are satisfactory to LCPUD. Any and all costs and expenses for both installation and removal or repair of equipment/attachments shall be borne by the Applicant. Under no circumstances shall LCPUD be responsible for any costs or liabilities associated with installation, maintenance and removal of Applicant’s equipment/attachments. Should it become necessary for LCPUD to relocate its poles, wires or hardware, the Applicant shall be responsible for the removal or relocation of its attachments and brackets. If Applicant’s attachments or brackets interfere with LCPUD’s equipment or its Licensee(s), LCPUD, in its sole discretion, may take steps to eliminate such interference.

3. Applicant recognizes the potential hazards to the Applicant, the Applicant’s employees or agents and to others arising from work in the vicinity of LCPUD’s electric power lines or equipment. Applicant shall not approach closer than 10 feet to LCPUD’s lines or equipment, unless qualified to do so. Applicant agrees to accept responsibility for adequately protecting against such hazards. Applicant further agrees, to the extent authorized by law, to indemnify and hold LCPUD harmless against all loss or damage to persons or property that arises from, or is connected with the installation, existence, maintenance or removal of said attachments (including injury or death to the Applicant, its employees or agents, or employees of LCPUD or third parties).

Prior to the installation of attachments, the Applicant shall obtain a commercial general liability insurance policy, naming LCPUD as an additional insured. Minimum coverage shall be combined single limit of \$1,000,000 per occurrence and \$1,000,000 aggregate. Prior to installation, appropriate evidence of such insurance shall be deposited with LCPUD, as well as a provision for 30 days’ written notice of cancellation. Notice of cancellation of the Applicant’s insurance policy shall constitute a breach of contract by the Applicant.

4. The Applicant agrees to obtain any and all city, county and state permits and licenses necessary for the installation, maintenance or removal of equipment/attachments, and from private land owner(s) if necessary.

5. The Applicant recognizes Attachments that are of a commercial, political or religious nature are prohibited under this agreement. LCPUD reserves the right to review and reject any language contained on any banner proposed for attachment for any and all reasons and, at its discretion, may terminate this Agreement and require removal of any banner or attachment.

6. Applicant’s rights hereunder shall commence on _____ (date) and shall terminate on _____ (date). On or before _____ (date) the Applicant agrees to remove their attachments and (brackets if required) (within five (5) business days after event). Under no circumstance does this permit provide approval for permanent attachments to LCPUD poles. Brackets for Attachment(s) may remain if for an annual event, however, Attachment(s) shall be removed by the date specified above. Applicant must annually re-submit the Application Form and provide current Certificate of Insurance prior to mounting attachments annually.

7. Applicant acknowledges that LCPUD reserves the right to reject any application for use of its power poles for any reason or to request Applicant to change or remove the approved attachments at any time. Failure to comply may jeopardize authorization for future requests to utilize LCPUD poles for attachments

Please print the name of your organization and sign this Permit and Indemnification Agreement. After signing, send to the address below. After approval, LCPUD will sign and return the Agreement to the address that you indicate below.

Your permit will not be considered valid until Certificate of Insurance has been received by LCPUD.

Permit approved: yes _____ no _____

For: _____
(Applicant name)

For: PUD No. 1 of Lewis County

Print name: _____

Print name: _____

Title: _____

Title: _____

Signature

Signature

Date

Date

Submit this Agreement, Application form, Certificate of Insurance, attachment description and location map to:

**Lewis County PUD
Attn: Gary Duryea (Utility Specialist)
PO Box 330
Chehalis, WA 98532**

**Email: Gary@lcpud.org
Phone: 360-740-2447**

**PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY
RESOLUTION NO. 20-022**

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, and rescinding Resolution No. 20-019.

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 has re-opened the public hearing in order to allow further public testimony to be considered regarding the tax levy; 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, on October 5, 2020 and October 20, 2020 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, and Resolution 20-019 is hereby rescinded.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open public meeting held this 20th day of October 2020.

**Dan Toepper,
President**

**Ken Collins,
Vice President**

**Jeff Randall,
Secretary**



AGENDA REPORT

DATE: October 20, 2020
TO: Board of Commissioners
THRU: Kevin Streett
FROM: Mike Bailey
RE: Audit Directive 1 Sale of Material & Equipment Outside of Surplus Sales

SUMMARY: From time to time, JPUD is approached by electricians, contractors, and others to purchase material from our warehouse.

BACKGROUND: Part of our mission is to be an innovative leader in the community. Questions arise each time we are approached about the purchase of material on how we should handle the request and/or transaction.

ANALYSIS/FINDINGS: The PUD can purchase material its needed and from time to time has sufficient inventory levels that we may sale material and equipment to contractors, electricians, and other members of the public. Through these transactions, the PUD can be an important part of the community in which we serve.

FISCAL IMPACT: As material is sold, JPUD will need to purchase additional material to replace items that were sold. All material will be sold as is with no warranties and using the average unit cost.

RECOMMENDATION: Staff recommends that the Board approves the new Audit Directive 1. The directive will provide the PUD with procedures on how to handle selling material.

New Audit Directive/Procedure



Board of Commissioners:

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

Kevin Streett, General Manager

Jefferson County PUD No. 1 Audit Directive 1

Purpose: Establish consistent procedures for the sale of material & equipment outside of surplus sales.

Directive: Authority
RCW 54.16.180 (sell/disposition of property)

Sale of Material & Equipment Outside of Surplus Sales

Jefferson County PUD No. 1 was formed to provide electrical, water, sewer, and wholesale telecommunication services to its customers in Jefferson County. As such it purchases equipment and material required for it to build and maintain the infrastructure necessary to provide these services.

RCW 54.16.180 states in part "...that a district may sell, convey, lease, or otherwise dispose of items of equipment or materials to any other district, to any cooperative, mutual, consumer-owned or investor-owned utility, to any federal, state, or local government agency, to any contractor employed by the district or any other district, utility, or agency, or any customer of the district or of any other district or utility, from the district's stores...if such items of equipment or materials cannot practicably be obtained on a timely basis from any other source, and the amount received by the district in consideration for any such sale, conveyance, lease, or other disposal of such items of equipment or materials is not less than the district's cost to purchase such items or the reasonable market value of equipment or materials..."

JPUD does not intend to compete with retail distributors for products that are available from them. However, from time to time local citizens, contractors, other governmental agencies, or vendors have a need for materials stocked at JPUD's warehouse.

Prior to sale, it must be remembered that the PUD purchases items that meet its internal specifications, and these specifications may not be appropriate for use by all interested purchasers.

JPUD's Finance Director or his/her designee will approve any transaction before a commitment is made to the interested party.

The following procedures will be followed when the PUD is to sell material or equipment:

1. Every effort should be made by the party to purchase the item(s) from someone other than the PUD.
2. The item must meet the criteria set forth in the above stated RCW in that it cannot be practicably obtained on a timely basis from any other source. Only material and equipment that is not readily available from retail stores will be considered for sale.
3. Sales that are allowed will only be made to or for the benefit of other governmental agencies such as other PUDS, state or local entities, etc., other utilities, and in the case of JPUD customers or electricians working for those customers in which the items purchased are to be installed within JPUD's service territory. No sales shall be made to individuals, electricians, etc., where the item will be installed outside of the district's service area or to an inactive customer account without prior approval of the Finance Director or his/her designee.
4. Sales of any item will only be considered if the district's stock levels are such to be considered adequate and not hinder the operations of JPUD.
5. No specific item for which the district has billing rate schedule or an extended warranty, such as LED streetlights, will be made available for sale.
6. Any warranty that may be available to JPUD for items such as cable, etc., will not be extended to any entity or person to which the equipment is sold.
7. Large items such as poles or cable allowed to be sold in most cases will not be delivered. Approval for loading must be given by the PUD's General Manager or his/her designee. Consideration will be given for sales to other governmental entities.
8. No electronic devices or meters will be sold to other entities or the public without explicit consent of the JPUD Manager or designee.
9. Warehouse personnel will completely and accurately fill out a Merchandise Sales Form, including the name, address, and signature of the purchasing party as "received by". The form must be taken to Accounting for the creation of an invoice for payment processing. (Generally, warehouse personnel will complete the required paperwork for any sale that is allowed; however, the purchasing department or accounting department may complete it as needed.)

10. The PUD will charge for the item based on the "Average Unit Cost" plus applicable overheads. Sales tax will be collected on all items unless the customer provides a Resale Certificate.
11. For sales to the public, items must be paid for on the day of pick up. Sales to another utility or governmental entity, or as otherwise approved by the District's Finance Director/Auditor may be billed for the items. In the case of an employee, a Payroll Deduction form must be completed and signed.

DRAFT



NORTH OLYMPIC LEGISLATIVE ALLIANCE

2020 Interim Operating Principles

The Steering Committee of the North Olympic Legislative Alliance (NOLA), named below, intends to recommend a permanent operating structure before the end of 2021. Until that time, the members of NOLA agree to utilize the following interim operating principles.

The “North Olympic Peninsula” is defined as the geographic area of Clallam and Jefferson Counties.

Mission and Purpose

The mission of NOLA is to advance the economic development, business prosperity, and quality of life for the people of the North Olympic Peninsula region.

The purpose of NOLA is to:

1. Provide a forum for the discussion and review of issues consistent with the NOLA mission statement, and identify those issues where there is a shared mutual interest;
2. Promote solutions to these issues to our state and federal legislators and governmental agencies;
3. Create a unified, clear, and concise community voice to our state and federal legislators and governmental agencies;
4. Be an advocate for our community as a whole in dealings with legislative, governmental and private entities upon those issues that the NOLA selects;
5. Assist partner organizations with their legislative advocacy on issues that align with NOLA priorities.

NOLA is not a partisan organization and does not participate in, or lend its influence or resources, either directly or indirectly, to the nomination, election, or appointment of any candidate for elected office.

Membership

NOLA is open to all interested community members and organizations who agree with the NOLA mission and goals.

Steering Committee

For the period of time beginning October 1, 2020 until December 31, 2021 the Steering Committee shall include the following:



NORTH OLYMPIC LEGISLATIVE ALLIANCE

	Organization	Name	Type	County
1	Port of Port Angeles	Karen Goschen	Gov	Clallam
2	Clallam County	Bill Peach	Gov	Clallam
3	City of Sequim	Charlie Bush	Gov	Clallam
4	City of Forks	Rod Fleck	Gov	Clallam
5	Clallam PUD	Nicole Clark	Gov	Clallam
6	Peninsula College	Luke Robins	College/Gov	Clallam
7	Olympic Medical Center	Jennifer Burkhart	Hosp/Gov	Clallam
8	Clallam EDC	Colleen McAleer	Business	Clallam
9	PABA	Kaj Ahlburg	Business	Clallam
10	Port Angeles Chamber of Commerce	Marc Abshire	Business	Clallam
11	Blackball Ferry	Ryan Malane	Business	Clallam
12	Jamestown S'Klallam Tribe	Kyle Johnson	Tribe	Clallam
13	Makah Tribe	Crystal Hottowe	Tribe	Clallam
14	Team Jefferson EDC	Brian Kuh	Business	Jefferson
15	Jefferson County		Gov	Jefferson
16	City of Port Townsend		Gov	Jefferson
17	Port of Port Townsend		Gov	Jefferson
18	Jefferson PUD		Gov	Jefferson
19				Jefferson
20				Jefferson
21				Jefferson
22				Jefferson
23				Jefferson
24				Jefferson
25				Jefferson
26				Jefferson



NORTH OLYMPIC LEGISLATIVE ALLIANCE

Steering Committee meetings will be open to NOLA members and other interested parties.

Before October 1, 2021, the Steering Committee will propose a permanent operating structure for NOLA, including a process for selecting Steering Committee members.

Decision Making

During this time, the Steering Committee will make decisions for NOLA, including establishing legislative priorities.

The Steering Committee will make decisions by consensus among the participating members. “Consensus” means that everyone actively supports or at least can live with the decision.