

Regular Meeting Agenda

Board of Commissioners

Tuesday, December 8, 2020 5:00

PM

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 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. Presentation: Project Dashboards- Moss Adams

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[Agenda Report - Project Dashboard.docx](#) 

4. 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)

5. 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.

5.1. Prior Minutes

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[PUD BOC Regular Meeting Min. 10-20-2020 DRAFT \(2\).pdf](#) 

[PUD BOC Regular Meeting Min. 11-17-2020 DRAFT \(1\).pdf](#) 

5.2.	Vouchers	19 - 48
	Voucher Approval Form for the Commissioners.pdf 	
	Voucher Certification with Supporting Warrant Register & Payroll....pdf 	
5.3.	Financial Report	49 - 59
	October 2020 Financials.pdf 	
5.4.	Calendar	60
	PUD Calendar December 8, 2020.docx 	

6. **Manager and Staff Reports**

For information only, not requiring a vote.

7. **Old Business**

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

7.1.	Pole Attachments Resolution	61 - 63
	PUD Pole Attachment Rate Resolution (003).docx 	

8. **New Business**

8.1.	Email Retention Policy	64 - 66
	Draft Policy 2020 11 11 24 Email retention.docx 	
8.2.	Resolution 20-026 to authorize the cancellation of outstanding warrants.	67 - 69
	Agenda Report form--void 2018 warrants .docx 	
	Resolution to void 2018 warrants 20-026.docx 	

9. **Commissioner Reports**

10. **Adjourn**

11. **Executive Session**

Pursuant to RCW 42.30.140 (4) (a) Negotiations



AGENDA REPORT

DATE: December 8, 2020

TO: **Board of Commissioners**

FROM: Mike Bailey, Financial Services Director, Kevin Streett, Manager
Moss Adams

RE: Project Dashboard

SUMMARY: Mike Bailey and Moss Adams will present the new Dashboard Project to the Commissioners. This is the first step in gathering input from the Commissioners to drive the project forward.

BACKGROUND: The PUD has talked about using dashboards to deliver information to the Commissioners, staff, and our customers. Project Dashboard being presented tonight is phase one in a multi phased project.

ANALYSIS/FINDINGS: Project Dashboard is an excellent way to present information monthly, weekly, daily or as needed to the PUD and customers.

FISCAL IMPACT: Phase one will cost \$5,000 to Moss Adams plus computer software licensing. There will be staff time to work with Moss Adams and NISC.

RECOMMENDATION: Commissioners work with the manager to create dashboards that give them the information they need on a routine basis.

ATTACHMENT: Live presentation to show basic financial dashboards and functionality.



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

**October 20, 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 October 20, 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
Mike Bailey, Finance Director
Melanie Patterson, Human Resources Director
Scott Bancroft, Operations Director
Jean Hall, Services Director
Will O'Donnell, Communications Director
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 No. 1 Board of Commissioners for October 20, 2020, to order at 5:00 p.m.

Per the Governor's Proclamation 20-28 and response to the COVID-19 pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will be accessible remotely via Webex until otherwise informed by the Governor. All participants' audio will be muted upon entry. Please unmute at the appropriate time to speak. Use *6 on a phone to mute or unmute at the appropriate time during the call.

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Commissioner Dan Toepper began the meeting by calling for attendance to determine a quorum. All three commissioners were in attendance. There was a quorum established.

2. AGENDA REVIEW: Commissioner Dan Toepper presented the Agenda for review and acceptance.

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

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper read the guidelines for public comments.

- **Comments:** Appreciation given to staff and management.
Concerns and Questions: There was an article that came out which stated that sterilizing trucks and equipment causes the response time to be a little longer with respect to outages before they are going out. Is that an issue for the PUD as it is coming into their stormy season? Is that addressed in the newsletter?
Response: (inaudible).
- **Question:** Are comments going to be made later on in the agenda on levy?
Response: To be addressed later in the agenda.

4. CONSENT AGENDA: Commissioner Dan Toepper read the items in the Consent Agenda.

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

4.1 Prior Minutes:

PUD BOC Regular Meeting Min. 09-01-2020 Draft.
PUD BOC Special Mtg. Min. 09-10-2020 Draft.

4.2 Vouchers:

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

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #124149 to #124188	\$ 314,844.74	10/01/2020
Accounts Payable: #124189 to #124251	\$ 590,358.67	10/08/2020
Payroll Checks: # 70795 to # 70799	\$ 9,956.23	10/02/2020
Payroll Direct Deposit:	\$ 137,065.93	10/02/2020
TOTAL INVOICES PAID	\$ 1,052,255.57	
WIRE TRANSFERS PAID	AMOUNT	DATE
USDA/RUS Loan	\$ 1,523,916.82	06/29/2020
USDA/RUS Loan	\$ 1,523,916.92	09/29/2020
Peterson Lake	\$ 14,328.62	10/01/2020
BPA	\$ 1,036,581.00	10/09/2020
PAYMENT TOTAL	\$ 5,151,038.93	

4.3 Financial Report: Write Offs

Agenda Report-Written Off Accounts 10-20-2020.
Written Off Accounts Resolution 10-20-2020.

4.4 Small and Attractive Assets Policy

Updated Asset Policy.
PUD Policy Small and Attractive Items Policy.

4.4 Calendar

PUD Calendar October 20, 2020.

END OF CONSENT AGENDA.

5. MANAGER AND STAFF REPORTS: General Manager Kevin Streett gave a report. Details may be heard on audio recording at www.jeffpud.org.

- **NoaNet:** The PUD owns 1% of NoaNet and it is the smallest shareholder. General Manager Kevin Streett is going to see what the process is and how the PUD could increase that as much as 10%. Report to increase the PUD's share will be submitted at a later date.
- **BPA project.** Operations Administrator Lori Rae and Operations Director Scott Bancroft met with BPA. In November the PUD will begin to string fiber from the Discovery Bay Substation. (details may be heard on audio-recording at www.jeffpud.org).
- **Chimacum Substation Loop.** The PUD crew is working on the Chimacum Substation

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loop. What that does is actually loops through Port Ludlow. It will tie in with the PUD's old office at 230 Chimacum and tie back in into the substation.

- **Joint trenching.** City and County and PUD coming up with one policy concerning joint trenching.
- **ICC meeting** on October 22, 2020.
- **CARES funding.** PUD received an award of \$40,000.00 to help commercial electric customers.
- **Audit Review:** Finance Director Mike Bailey gave an update on the 2020 financial audit. The week of January 11th the audit will be done remotely. Sometime in November the accountability audit will be done. Deadline is March 31, 2021.

6. OLD BUSINESS:

6.1 Blue Banner Request: General Manager Kevin Streett gave a report and recommends that the PUD should not allow banners to be on their poles. There are too many long-term issues with the program. General Counsel Joel Paisner supported the decision. All three commissioners supported the recommendation. No public comment.

6.2 Clarification of Resolution 20-019 Regarding Taxing Authority. Commissioner Dan Toepper opened up the discussion on Resolution 20-022 for public comment.

- **Comment:** The BOC's resolution to adopt the levy and also to adopt the budget does not make any reference or make any inference as to where the property taxes are actually going. There is nothing specifically adopted by the Board that gives direction or expresses any limitation on where those property taxes are going.

MOTION: Commissioner Jeff Randall made a motion to pass Resolution No. 20-022, a resolution of the Board of Commissioners of PUD No. 1 of Jefferson County regarding the levy amount and determining it does not need to increase their regular 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. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7. NEW BUSINESS:

7.1 Sale of Warehouse Materials. General Manager Kevin Streett gave a report. Occasionally the PUD gets a local contractor or another governmental agency that needs material that the PUD stocks. The staff is trying to put in place a process so that the PUD can assist people as needed. This is an extension of working with the public and our local agencies. Finance Director Mike Bailey gave a report. This is a first touch. This will be brought back.

7.2 North Olympic Legislative Alliance (NOLA) membership: General Manager

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Kevin Streett gave a report. PUD needs to be represented in the Legislature regarding the broadband and fiber funding projects. Our real scope here would be representing Jefferson County and pushing for the broadband funding. This was some discussion. The commissioners requested more information.

Public comment:

- **Comment:** The public has no visibility into and no way of knowing what is going on in the NOLA meetings. Generally, they are not following the OPMA because they are not required to. Important for the public to know who is making the decisions on their behalf and who is choosing how the money is spent. Are there limitations on lobbying? Expending public resources in terms of advocating for particular propositions (ballot measures). There appears to be some designated steering committee that is actually going to be making the decisions. Who chooses the steering committee? What's that process all about. There are so many conflicting and overlapping agencies trying to do more or less the same thing in certain areas.

8. COMMISSIONERS' REPORTS:

Commissioner Jeff Randall:

- 10/6 Met with PUD Consultant Don McDaniel.
- 10/7 Participated in a telephone meeting with Jobs and Economy Group.
- 10/8 Met with General Manager Kevin Streett.
- 10/9 Participated in a telephone meeting with Jobs and Economy Group.
- 10/13 Attended the PUD Special Board Meeting – Meter Replacement.
- 10/14 Participated in telephone meeting with General Manager Kevin Streett and General Counsel Joel Paisner.
- 10/15 and
- 10/16 Participated in meetings with Jobs and Economy Group.
- 10/19 Participated in telephone meeting with PUD Consultant Don McDaniel.
- 10/22 Will participate in a meeting with the Jobs and Economy Group.
- 10/27 Will attend PUD Special Meeting – Pole Attachment Fee Presentation by FCS Group and Broadband Business Planning Proposal from CCG Consulting.

Commissioner Kenneth Collins:

- 10/8 Participated in the WPUDA telecom meeting having to do with legislation affecting broadband.
- 10/9 Attended JBAT meeting.
- 10/13 Attended the PUD Special Board Meeting – Metering Replacement.

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- 10/14 Attended NoaNet Board meeting. (report).
- 10/14 Participated in WPUDA budget discussion. Approved budget for 2021.
- 10/16 Participated in JBAT meeting.
- 10/19 Met with General Manager Kevin Streett.
- 10/21 and
- 10/22 Will be participating in the Energy Northwest Board meeting.
- 10/27 Will attend PUD Special Meeting – Pole Attachment Fee Presentation by FCS Group and Broadband Business Planning Proposal from CCG Consulting.
- 10/30 Will attend a JBAT meeting.
- 11/2 Will meet with General Manager Kevin Streett.

Commissioner Dan Toepper:

- 10/7 Met with General Manager Kevin Streett.
- 10/9 Attended JBAT meeting.
- 10/9 Had a telephone conversation with a customer regarding maintenance. PUD staff is aware of the issues and they are working on it.
- 10/13 Attended the special meeting with FCS representative Bob Hamond on meter replacement business case study for the PUD.
- 10/13 Attended the PUD Special Board Meeting – Meter Replacement.
- 10/14 Attended WPUDA Budget Committee meeting. (report).
- 10/16 Attended WPUDA Education Meeting. (report).
- 10/21 Will meet with General Manager Kevin Streett.
- 10/27 Commissioner Kenneth Collins will replace Commissioner Dan Toepper in the ICG meeting.
- 10/27 Will attend PUD Special Meeting – Pole Attachment Fee Presentation by FCS Group and Broadband Business Planning Proposal from CCG Consulting.
- 10/29 Will participate in JeffCom meeting.
- 11/02 Will meet with General Manager Kevin Streett.

Announcement: Commissioner Toepper announced there will be the need to have a CAB replacement and he has a nominee that is ready to serve. Russ Michel is retiring.

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. NOTE: WebEx dropped the feed during Commissioner Dan Toepper’s reading of the above.

After the WebEx feed was re-established, and after the reading of the purpose for the Executive Session, the Executive Session convened at 6:22 p.m. It was stated that the Executive Session would take fifteen minutes.



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

**November 17, 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 November 17, 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
Mike Bailey, Finance Director

Annette Johnson, Executive Assistant and Records Administrator

Melanie Patterson, Human Resources Director

Samantha Harper, Engineering Director

Scott Bancroft, Operations Director

Jean Hall, Services Director

Will O'Donnell, Communications Director

Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Public Hearing for 2021 Draft Budget of the Jefferson County PUD Board of Commissioners for November 17, 2020, to order at 5:00 p.m.

Per the Governor's Proclamation 20-28 and response to the COVID-19 pandemic, Jefferson

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Board of Commissioners
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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. All three commissioners were in attendance. There was a quorum established.

2. AGENDA REVIEW:

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

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper read the guidelines for public comments.

- **Comment:** Congratulations was voiced for the restoration of power in the community.
- **Comment:** Questions were asked about the Citizen Advisory Board. There was considerable discussion. Details can be heard on an audio recording at www.jeffpud.org. The CAB member will submit his questions and concerns in an email. General Manager Kevin Streett will meet with the CAB member who is resigning.

4. CONSENT AGENDA: Commissioner Dan Toepper read the items in the Consent Agenda.

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

4.1 Prior Minutes:

PUD BOC Regular Meeting Min. 10-05-2020 Draft.
PUD BOC Special Mtg. Min. 10-13-2020 Draft.

4.2 Vouchers:

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

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #124358 to #124405	\$ 360,657.11	10/29/2020
Accounts Payable: #124406 to #124451	\$ 372,608.43	11/05/2020
Payroll Checks: # 70805 to # 70809	\$ 10,031.05	10/30/2020
Payroll Direct Deposit:	\$ 127,531.70	10/30/2020
TOTAL INVOICES PAID	\$ 870,828.29	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 5,000.00	10/29/2020
Peterson Lake	\$ 14,328.62	11/02/2020
PAYMENT TOTAL	\$ 890,156.91	

4.3 Write Offs

Agenda Report-Write Off Accounts 11-17-2020.
Written Off Accounts Resolution 11-17-2020.

4.4 Calendar

PUD Calendar November 17, 2020.

END OF CONSENT AGENDA.

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

- Cost of Service meeting. Staff tried to present raw numbers.
- Cost of service question. This is an issue in other jurisdictions. Would there be a public hearing? How to proceed.
- Pole Attachments. The information on pole attachments will be ready for the BOC on the December 7th. If possible, the staff will bring the information it to the Board Meeting on the 8th. The rates need to be done as soon as possible. The staff needs to sit down with ISPs and make sure the PUD's pole attachment contracts are in place and understandable.
- The BOC updating the rates after the study is completed is a necessary step in the process. The process takes time.
- Had a local ISP talk to the staff about some interest in possibly a low interim rate for broadband and how that would look moving forward. Staff will pursue. Will bring back to the BOC. Commending the ISP Leo Boyd who has a possible low-income project.

- December 1, 2020 the Shine Plat Hearing is scheduled. This is a LUD process that Engineering Director Samantha Harper is doing.
- Cost of service. More questions and answers. Will have FCS show more numbers, etc. and then the pole attachment will be at same meeting.
- Employee Appreciation. Working on at doing something for employee appreciation. All three commissioners supported this suggestion.

Public Comment:

- **Questions:** Concern about using inactive accounts to shut off electrical connections during a moratorium. How does an account become inactive? How does an account disconnect?
- **Questions:** Resolutions are missing – 017, 020, 019, 016. Where are they and why aren't they on the website? Who is doing those resolutions?
Response: Communications Director Will O'Donnell will check on the resolutions.
- **Response:** There will need to be some research done. The PUD is not turning customers off. The PUD is abiding by the State policy.
- **Request:** A request was made by a commissioner that the public member submit a detailed email outlining his concerns/questions to General Manager Kevin Streett.

6. **OLD BUSINESS:** Nothing listed under Old Business. No public comment.

7. **NEW BUSINESS:**

7.1 Application for Drinking Water State Revolving Funds (DWSRF) for the Quilcene Water Tank Project: Engineering Director Samantha Harper gave a presentation. PUD staff requested the approval to apply for the Department of Health's 2020 Drinking Water State Revolving Fund for the Quilcene water tank. The proposed project is to replace the PUD's existing elevated 30,000-gallon steel water tank. The Drinking Water State Revolving Fund loan would be for the construction of the tank at \$1,513,366.00. The PUD staff is in the design phase of the project and the schedule is to have the design done by February 2021. The Drinking Water State Revolving Loan Application is open currently and it closes on November 30th. There was some discussion. No public comment.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County PUD No. 1 Board of Commissioners approve the application for the drinking water state revolving funds for the purpose of replacing the Quilcene Water Tank in the amount of \$1,513,366.00. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.2 Application for DWSRF for the Shine Plat LUD No. 17: Engineering Director Samantha Harper gave a presentation. This is a staff request to approve the Department of Health's 2020 Drinking Water State Revolving Fund for the Shine Plat LUD (Local Utility District) No.

17. In 2017 the PUD performed a feasibility study for the consolidation of the Bywater Water System and the Shine Plat Water System which was prepared by the Washington Project Consultants. This was funded through the Department of Health. This is still a construction loan but a little bit different type because it went through the consolidation study process. Findings of the consolidation study were to propose water system improvements and this would need to be completed prior to the consolidation of the Shine Plat Water System into our Bywater/Baywater Systems and in 2017. The application opens now and it closes on November 30th. The staff has spoken with the Department of Health and the staff can submit projects within the same cycle of application. The staff needs a Letter of Commitment from the Shine Plat Homeowners' Association. The PUD staff is working closely with them. The staff is applying in advance of the approval of moving forward with the LUD process itself. If that process is not successful, then the application will be unsubmitted. There was no public comment.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County PUD No. 1 Board of Commissioners approve the application to have the PUD staff apply for the Department of Health 2020 Drinking Water State Revolving Fund to pay for the construction of the Shine Plat LUD No. 17 consolidation in the amount of \$490,000.00. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Public Comment: The President of Shine Plat Homeowners' Association expressed appreciation to the commissioners and staff of the PUD. The process has taken five years.

7.3 JNET Interlocal Agreement. General Manager Kevin Streett gave a report. There is a need in the community to bring in different ISPs. PUD staff reached out to NoaNet. One of NoaNet primary partners in the area is JNET. JNET has an interlocal agreement with NoaNet. JNET wants to come in and do governmental connections. They don't want to do residential connections. New ISPs could come in and help in certain areas. This is the first touch of the discussion. In Jefferson County JNET would tie into Jefferson County PUD fiber. General Manager Kevin Streett will arrange a JNET presentation for the commissioners.

Public Comment:

- **Question:** How does this benefit the PUD?
Response: With the interlocal agreement it entices them to come in and do more work.
- **Question:** How does it entice them?
Response: In talking with JNET, they have not done much in Jefferson County because they don't have a real reason to come to Jefferson County. With an interlocal agreement, it gives them more ability to come in. The interlocal will open up communication.

7.4 District 3 CAB Appointment: Commissioner Dan Toepper received an application from a community member to represent District 3 on the CAB. There was some

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discussion of the process of appointment to the CAB. It is up to each commissioner to nominate the CAB members from their district. There is a precedent to advertise an opening and have that advertisement in the paper and also on the website. General Manager Kevin Streett will have the advertisement published. Details can be heard on the audio recording at www.jeffpud.org.

8.. COMMISSIONERS' REPORTS:

Commissioner Jeff Randall:

- 11/5 Met with PUD Consultant Don McDaniel.
- 11/6 Met with General Manager Kevin Streett.
- 11/10 Participated on Olympic Workforce Development Council's quarterly meeting. (report).
- 11/10 Attended PUD BOC Special Meeting – FCS presentation.
- 11/12 Participated in a telephone meeting with General Counsel Joel Paisner.
- 11/13 Participated in a telephone meeting with Commissioner Rebecca Wolf from Snohomish County PUD and Commissioner Jim Waldell. (report).
- 11/16 Participated in a telephone meeting with Karen of the North Olympic Development Council (NODC). (report).
- 11/18 to
- 11/20 Will participate in the WPUDA meetings.
- 11/18 Will participate in the ICG Cares Act Intergovernmental meeting.
- 11/20 Will participate in the NODC Executive Board meeting.
- 12/01 Will attend PUD BOC Special Meeting – Shine Plat.
- 12/07 Will attend PUD BOC Special Meeting – Executive Sessions.

Commissioner Kenneth Collins:

- 11/3 Commissioner Kenneth Collins was elected to serve another term on the Jefferson County PUD No. 1 Board of Commissioners.
- 11/5 Attended the Executive Board Meeting of PURMS and the regular Board meeting. (report on cybersecurity insurance coverage to protect the PUD from being hacked and having personal information exposed). It was suggested that there be a review of the PUD's coverage. Another coverage of interest was wildfire coverage.
- 11/6 Attended the JBAT meeting.
- 11/7 Participated in a telephone conversation with Lea Lee from Congressman Derek Kilmer's staff. (report).
- 11/10 Attended PUD BOC Special Meeting – FCS presentation.
- 11/12 Attended NoaNet meeting. (report).
- 11/13 Attended JBAT meeting.
- 11/16 Met with General Manager Kevin Streett.
- 11/18 to

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- 11/20 Will attend WPUDA meetings.
- 11/27 Will attend JBAT meeting.
- 12/01 Will attend PUD BOC Special Meeting – Shine Plat.
- 12/07 Will attend PUD BOC Special Meeting – Executive Sessions.

Commissioner Dan Toepper:

- 11/5 Attended PPC annual meeting. (report). Liz Green of WPUDA was elected to serve on the Executive Board. PUD elected commissioners will be represented for the next two years.
- 11/6 Participated in a telephone conversation with the State Auditor’s Office about work they will be doing on the PUD’s Accountability Audit. (report).
- 11/9 Participated in a telephonic meeting with the East Jefferson Fire Chief’s meeting.
- 11/10 Attended PUD BOC Special Meeting – FCS presentation.

Received an email this weekend from a business in Port Townsend thanking the PUD workforce and their families for the essential work that they are performing.

- 11/18 to
- 11/20 Will attend WPUDA meetings.
- 11/18 Will attend ICG meeting.
- 11/23 Will meet with General Manager Kevin Streett.
- 11/24 Will attend Public Infrastructure Fund meeting.
- 12/01 Will attend PUD BOC Special Meeting – Shine Plat.
- 12/02 to
- 12/04 Will attend WPUDA Annual Meetings.
- 12/07 Will attend PUD BOC Special Meeting – Executive Sessions.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners on November 7, 2020 adjourned at 6:44 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.

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VOUCHER CERTIFICATION FORM

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

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

12/01/2020
 Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS		AMOUNT	DATE
Accounts Payable:	# 124452 to # 124520		\$ 578,625.92	11/12/2020
Accounts Payable:	# 124521 to # 124566		\$ 341,694.80	11/20/2020
Accounts Payable:	# 124567 to # 124609		\$ 460,093.05	11/25/2020
Payroll Checks:	# 70820 to # 70824		\$ 9,728.49	11/13/2020
Payroll Checks:	# 70825 to # 70829		\$ 9,796.74	11/27/2020
Payroll Direct Deposit:			\$ 138,821.59	11/13/2020
Payroll Direct Deposit:			\$ 137,824.16	11/27/2020
TOTAL INVOICES PAID			\$1,676,584.75	

	WIRE TRANSFERS PAID		AMOUNT	DATE
BPA			\$ 1,116,755.00	11/10/2020

GRAND TOTAL **\$2,793,339.75**

VOIDED WARRANTS

70810	\$ 1,613.79
70811	\$ 1,937.37
70812	\$ 1,184.09
70813	\$ 2,142.14
70814	\$ 2,851.10
70815	\$ 1,613.79
70816	\$ 1,937.37
70817	\$ 1,184.09
70818	\$ 2,142.14
70819	\$ 2,851.10

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124452 11/12/20	CHK	10002	A WORKSAFE SERVICE, INC	RANDOM DRUG TEST (1) LINECREW	63.00
124453 11/12/20	CHK	10481	AMAZON	REPLACEMENT PANEL LIGHTS	17.64
				MONITOR	305.19
				TAPE DRIVE CABLE	28.68
				MONITOR	76.30
				TAPE DRIVE CABLE	7.17
				WIRELESS HEADSET	217.13
				WIRELESS HEADSET	54.28
				WIRELESS BLUETOOTH HEADSET	217.13
				WIRELESS BLUETOOTH HEADSET	54.28
				USB CHARGERS AND CABLES	103.67
				USB CHARGERS AND CABLES	25.91
				HARD DRIVES	598.19
				HARD DRIVES	149.55
				ETHERNET ADAPTER	34.31
				ETHERNET ADAPTER	8.58
Total for Check/Tran - 124453:					1,898.01
124454 11/12/20	CHK	10447	ANIXTER INC.	LOADBREAK, ELBOW, FLEX & CARRIAGE BOLT	2,671.32
				CARRIAGE BOLT	142.79
				FLEX	288.85
Total for Check/Tran - 124454:					3,102.96
124455 11/12/20	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING	4,484.16
				TREE TRIMMING	4,783.10
				TREE TRIMMING	4,783.10
Total for Check/Tran - 124455:					14,050.36
124456 11/12/20	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - OCT 2020	36.00
				PHONE ALLOWANCE - OCT 2020	9.00
Total for Check/Tran - 124456:					45.00
124457 11/12/20	CHK	10838	ZACHARY BARBIETO	WELLNESS PROGRAM REIMBURSEMENT 2020	130.00

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124458 11/12/20	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 9/19-10/23/2020	12,798.46
124459 11/12/20	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	EXCAVATING - 41 CANDACE RD 9/04/2020	2,071.00
124460 11/12/20	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - OCT 2020	26,778.31
124461 11/12/20	CHK	10045	CENTURY LINK-S	PHONE SERVICE - NOV 2020	109.77
				PHONE SERVICE - NOV 2020	27.44
				PHONE SERVICE - NOV 2020	43.46
				PHONE SERVICE - NOV 2020	10.87
Total for Check/Tran - 124461:					191.54
124462 11/12/20	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE NOV 2020	75.04
				LOW SPD DATA & 2WIRE NOV 2020	18.76
				LOW SPD DATA & 2WIRE NOV 2020	31.14
				LOW SPD DATA & 2WIRE NOV 2020	7.79
Total for Check/Tran - 124462:					132.73
124463 11/12/20	CHK	10050	CHS	SKYWATER - SALT BAG RUST PELLETS	65.33
124464 11/12/20	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - OCT 2020	186.79
124465 11/12/20	CHK	10501	D & L POLES	EMERG EXCAVATING - 1590 TOANDOS 9/27	6,387.40
124466 11/12/20	CHK	10365	ALYSON J DEAN	WELLNESS PROGRAM REIMBURSEMENT 2020	35.00
124467 11/12/20	CHK	10821	FCS GROUP	METER RPLCMNT ANALYSIS THRU 10/23/2020	2,280.00
124468 11/12/20	CHK	10091	G&W ELECTRIC COMPANY	JUNCTION 5-POINT LOAD BREAK W/BRACKET	3,278.72
124469 11/12/20	CHK	10094	GENERAL PACIFIC, INC	STREETLIGHT POLE-15' ALUM/W 2'SINGLE ARM	2,236.68
				KNUCKLES RAGS	89.93
				SPRING WASHER	237.07
				SPRING WASHERS &	46.33
Total for Check/Tran - 124469:					2,610.01
124470 11/12/20	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 10/30-11/30/20	120.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				310 4CRNRS-RESTROOM UNIT 10/30-11/30/20	30.00
Total for Check/Tran - 124470:					150.00
124471 11/12/20	CHK	10098	GRAINGER	REPLACEMENT STROBE LIGHT# 101	194.90
				TRUCK BOX-TRUCK# 133	1,080.56
Total for Check/Tran - 124471:					1,275.46
124472 11/12/20	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APPRENTICESHIP TUITION FALL 2020	220.00
124473 11/12/20	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	TOOLS - LADDER	62.12
				MATS VIEW - POST, KRAFT, WRK BOX, LAMP	207.71
				FIBER - MNTNG TIE & GSH	19.61
				MATS VIEW - FLSHNG,JOIST,PLYWD,FASCIA	238.15
				TOOL - HOLES AW	31.60
				KALA PT - FAN BULB	5.00
Total for Check/Tran - 124473:					564.19
124474 11/12/20	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - OCT 2020	36.00
				PHONE ALLOWANCE - OCT 2020	9.00
Total for Check/Tran - 124474:					45.00
124475 11/12/20	CHK	10510	HASELWOOD CHEVROLET BUICK GMC	REPLACEMENT HEATER HOSE# 120	39.87
124476 11/12/20	CHK	10384	HDR ENGINEERING INC	TASK8 - AERIE LANE CROSSINGS 9/27-10/24	1,312.07
				WATER SYSTEM PLAN UPDATE 9/27-10/24	6,920.13
				TASK7 - REYNOLDSW SEALEVAL 8/30-10/24	856.00
Total for Check/Tran - 124476:					9,088.20
124477 11/12/20	CHK	10110	HENERY HARDWARE	MATS VIEW - CEILING BOX & LAMP HOLDER	6.52
124478 11/12/20	CHK	10718	INSTRUMENT TECHNOLOGY CORPORA	RTK-PRO LOCATOR	11,678.26
124479 11/12/20	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,236.41
				EMPLOYER'S MEDICARE TAX	3,236.41
				EMPLOYEES' FICA TAX	8,309.97
				EMPLOYER'S FICA TAX	8,309.97

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EMPLOYEES' FEDERAL WITHHOLDING	13,551.10
				EMPLOYEES' FEDERAL WITHHOLDING TAX	12,228.11
Total for Check/Tran - 124479:					48,871.97
124480	11/12/20	CHK 10126	JEFFERSON COUNTY PUBLIC WORKS	TREE REMOVAL - ANDERSON LAKE 10/30/20	208.82
124481	11/12/20	CHK 10532	JEFFERSON COUNTY PUD PAYROLL AC	CHECKS PR 11.13.2020	9,728.49
				DIRECT DEPOSIT PR 11.13.2020	138,821.59
Total for Check/Tran - 124481:					148,550.08
124482	11/12/20	CHK 10129	JIFFY LUBE	VEH# 105 - OIL CHANGE	76.87
				VEH# 410 - OIL CHANGE	270.74
				VEH# 129 - OIL CHANGE	76.87
Total for Check/Tran - 124482:					424.48
124483	11/12/20	CHK 10320	ANNETTE JOHNSON	PHONE ALLOWANCE - OCT 2020	36.00
				PHONE ALLOWANCE - OCT 2020	9.00
				BOC - REWIRE VIRTUAL PLCY CONF 12/10/20	119.20
				BOC - REWIRE VIRTUAL PLCY CONF 12/10/20	29.80
Total for Check/Tran - 124483:					194.00
124484	11/12/20	CHK 10133	LAKESIDE INDUSTIRES	RECNSTCT 310 FOUR CRNRS PARKING LOT	18,810.00
				RECNSTCT 310 FOUR CRNRS PARKING LOT	4,702.50
Total for Check/Tran - 124484:					23,512.50
124485	11/12/20	CHK 10136	LES SCHWAB TIRES	CHAIN TIGHENER	200.50
				SNOW CHAINS# 100,123,130	540.77
				SNOW CHAINS# 102,103,128,408,410	925.43
				SNOW CHAINS# 105,106	269.83
				FRONT TIRE REPLACEMENT/ALIGN# 102	343.75
				REPLACEMENT FRONT BRAKES# 209	1,408.85
Total for Check/Tran - 124485:					3,689.13
124486	11/12/20	CHK 10593	MASCOTT EQUIPMENT	FUEL USE LOGGING SYSTEM	1,092.13
				FUEL USE LOGGING SYSTEM INV#3 FINAL	512.19

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Total for Check/Tran - 124486:					1,604.32
124487 11/12/20	CHK	10230	MEDIBAG COMPANY	PHARMACY BAG ADVERTISEMENT 2020	2,236.00
124488 11/12/20	CHK	10520	NRECA-NATIONAL RURAL ELEC COOP	ANNUAL SUBSC 1Y: RURAL ELECTRIC MAG 2020	103.20
				ANNUAL SUBSC 1Y: RURAL ELECTRIC MAG 2020	412.80
Total for Check/Tran - 124488:					516.00
124489 11/12/20	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM DEC 2020	15,660.00
124490 11/12/20	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - OCT 2020	36.00
				PHONE ALLOWANCE - OCT 2020	9.00
Total for Check/Tran - 124490:					45.00
124491 11/12/20	CHK	10169	OLYCAP	PWRBST/OLYCAP OCTOBER 2020	1,206.73
124492 11/12/20	CHK	9999	ERNIE PELHAM	REFUND - SCOPE OF WORK CHANGE WO# 20371	750.00
124493 11/12/20	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 10/20-11/03/2020	280.00
				TRANSCRIPTION SVC 10/20-11/03/2020	70.00
Total for Check/Tran - 124493:					350.00
124494 11/12/20	CHK	10188	PLATT ELECTRIC SUPPLY	HDPE DUCT 2"- ORANGE & BLUE	47,164.95
				MILWAUKEE CRIMPER REPLACEMENT PARTS	108.31
Total for Check/Tran - 124494:					47,273.26
124495 11/12/20	CHK	10194	PORT TOWNSEND MUFFLER & FABRIC	REPAIR : METER BOX LID	236.52
124496 11/12/20	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	59.18
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	83.34
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	88.38
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	196.13
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	39.34
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	33.40
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	21.42
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	106.40
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	182.03

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				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	31.89
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	198.85
Total for Check/Tran - 124496:					1,040.36
124497 11/12/20	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE OCT 2020	47,382.37
124498 11/12/20	CHK	10617	QUALITROL COMPANY LLC	REPLACEMENT GAGES-HASTINGS SUBSTATION	306.65
124499 11/12/20	CHK	10471	RICOH USA , INC.- DALLAS	ANNEX-COPIER RENT 11/19-12/18/2020	81.41
				ANNEX-COPIER RENT 11/19-12/18/2020	20.35
				4CORNERS (MODULAR) 11/18-12/17/2020	69.66
				4CORNERS (MODULAR) RENT 11/18-12/17/2020	17.42
Total for Check/Tran - 124499:					188.84
124500 11/12/20	CHK	10212	ROHLINGER ENTERPRISES INC	RECNDTN/TSTNG: ANNUAL GROUNDS TESTING	307.93
				RECNDTN/TSTNG: ANNUAL JUMPER TESTING	632.47
Total for Check/Tran - 124500:					940.40
124501 11/12/20	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC NOV 2020	2,045.35
				ANSWER SVC NOV 2020	2,045.35
				ANSWER SVC NOV 2020	1,022.67
Total for Check/Tran - 124501:					5,113.37
124502 11/12/20	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL OCT 2020	1,206.74
124503 11/12/20	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - OCT 2020	36.00
				PHONE ALLOWANCE - OCT 2020	9.00
Total for Check/Tran - 124503:					45.00
124504 11/12/20	CHK	10421	THE CARWASH INC	VEH# 211 - FLEET DETAIL SERVICE OCT 2020	299.75
124505 11/12/20	CHK	10824	THE PORT OF PORT TOWNSEND	JANITORIAL SRVCS PORT BUILDING NOV 2020	256.00
				JANITORIAL SRVCS PORT BUILDING NOV 2020	64.00
				RENT BILLING AT PORT BLDNG - DEC 2020	1,344.00
				RENT BILLING AT PORT BLDNG - DEC 2020	336.00
Total for Check/Tran - 124505:					2,000.00

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124506 11/12/20	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	VEH# 133 - GRAPHIC SIGNAGE VEH# 413 - MAGNETIC SIGNAGE	163.50 27.25
Total for Check/Tran - 124506:					190.75
124507 11/12/20	CHK	10553	TRANSFORMER TECHNOLOGIES, LLC.	SURPLUS TRANSFORMER DISPOSAL	1,746.50
124508 11/12/20	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
124509 11/12/20	CHK	10620	UPS	SHIPPING - HP CONTROLLER SHIPPING - VOLT DETECTOR SHIPPING - VOLT DETECTOR	19.21 13.97 13.97
Total for Check/Tran - 124509:					47.15
124510 11/12/20	CHK	10255	USA BLUEBOOK	WATER PARTS - REAGENT,WRENCH TOOLKIT&ETC	1,199.39
124511 11/12/20	CHK	10730	USDA FOREST SERVICE	ANNL SPECIAL USE PERMIT FOR FRANCHISE	379.02
124512 11/12/20	CHK	10737	VAN ALLER SURVEYING	SHINE WTRDSGN MAPPING THRU 10/31/2020	9,956.50
124513 11/12/20	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - OCT 2020 CUST#JEFF007 ALL VEH GPS - OCT 2020	393.49 186.39
Total for Check/Tran - 124513:					579.88
124514 11/12/20	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE PL DEFERRED COMP ER	12,267.61 5,073.73
Total for Check/Tran - 124514:					17,341.34
124515 11/12/20	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 OCT 2020-PERS 2 RETIREMENT/REPORT #8828 OCT 2020-PERS 3	83,939.12 7,105.22
Total for Check/Tran - 124515:					91,044.34
124516 11/12/20	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15
124517 11/12/20	CHK	10569	WAYNE D. ENTERPRISES, INC.	PPE SHIRT PPE SHIRT FR HIVIS SHIRT FR HIVIS SHIRT	-6.76 81.89 -11.72 141.90

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Total for Check/Tran - 124517:					205.31
124518 11/12/20	CHK	10274	WESTBAY AUTO PARTS, INC.	STOCK - NAPA EXT LIFE	44.47
				VEH# 128- NAPA EXT LIFE	22.24
				SUBSTATION - DISTILLED WATER	16.46
				VEH# 128 - SOCKET	14.01
Total for Check/Tran - 124518:					97.18
124519 11/12/20	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - DEC 2020	1,120.00
				RENT BILLING AT ANNEX - DEC 2020	280.00
Total for Check/Tran - 124519:					1,400.00
124520 11/12/20	CHK	9999	NIKKI ZIMMERMAND	REFUND - SCOPE OF WORK CHANGE WO# 20448	500.00
124521 11/20/20	CHK	10481	AMAZON	MICROSOFT ERGO KEYBOARD	45.33
				MICROSOFT ERGO KEYBOARD	11.34
				ENCLOSURE FOR DATA TRNSFR	125.15
				ENCLOSURE FOR DATA TRNSFR	31.29
				LIGHTS TRUCK# 128	163.49
				BINOCULARS	249.61
Total for Check/Tran - 124521:					626.21
124522 11/20/20	CHK	10451	ASCENT LAW PARTNERS LLP	FLAT FEE BOC MEETINGS (225-104) OCT 2020	5,600.00
				FLAT FEE BOC MEETINGS (225-104) OCT 2020	1,400.00
				GENERAL UTILITY (225-102) OCT 2020	7,020.00
				GENERAL UTILITY (225-102) OCT 2020	1,755.00
				NOANET REVIEW (225-101) OCT 2020	450.00
				NOANET REVIEW (225-101) OCT 2020	112.50
Total for Check/Tran - 124522:					16,337.50
124523 11/20/20	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 10/10/2020	5,978.88
124524 11/20/20	CHK	10036	CARL'S BUILDING SUPPLY, INC	WO# 92009 - RAPID SET CONCRETE	315.99
124525 11/20/20	CHK	10052	CITY OF PORT TOWNSEND	PERMIT:WO#20495 JACKMAN ST OH CONVRSN UG	262.25

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124526 11/20/20	CHK	10501	D & L POLES	INSTL PENCELL - CHIMACUM SUB 9/30	2,844.90
124527 11/20/20	CHK	10780	DELL BUSINESS CREDIT	PRECISION 3240 COMPACT WORKSTATION	1,137.26
				PRECISION 3240 COMPACT WORKSTATION	284.31
				DELL 24 MONITOR QTY4	666.21
				DELL 24 MONITOR QTY4	166.55
				LAPTOP MOBILE PRECISION 5550 B	1,978.87
				LAPTOP MOBILE PRECISION 5550 B	494.73
				DELL THUNDERBOLT DOCK	238.92
				DELL THUNDERBOLT DOCK	59.73
				LAPTOP MOBILE PRECISION 5550 B	1,978.88
				LAPTOP MOBILE PRECISION 5550 B	494.72
				DELL THUNDERBOLT DOCK QTY2	453.82
				DELL THUNDERBOLT DOCK QTY2	113.45
				LAPTOP MOBILE PRECISION 5550 B	2,233.18
				LAPTOP MOBILE PRECISION 5550 B	558.29
				Total for Check/Tran - 124527:	10,858.92
124528 11/20/20	CHK	10078	ESCI	ESCI SAFETY TRAINING - NOV 2020	1,428.50
124529 11/20/20	CHK	10749	FIBER INSTRUMENT SALES INC.	FIBER BLISTER PACK	875.51
				FIBER SIMPLEX	64.88
				TELECOM CLEANER	17.91
				FIBER BLISTER PACK, FIBER SIMPLEX&CLNR	-79.13
				Total for Check/Tran - 124529:	879.17
124530 11/20/20	CHK	10094	GENERAL PACIFIC, INC	HOWARD SVR-1 STEP VOLT REGULATOR 833 KVA	98,106.54
				SWITCH CABINET 3 PHASE PMH-5	11,079.85
				Total for Check/Tran - 124530:	109,186.39
124531 11/20/20	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	VEH# 210 - PROPANE	10.88
				TRTMNT PLANT - MOSSOUT FOR ROOFS	56.66
				Total for Check/Tran - 124531:	67.54

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124532 11/20/20	CHK	10693	RITA J HOAK	SANS CYBSCRTY WESTCLOUD ESSNTL TRN 2/1/2	5,630.00
				SANS CYBSCRTY WESTCLOUD ESSNTL TRN 2/1/2	1,407.50
Total for Check/Tran - 124532:					7,037.50
124533 11/20/20	CHK	10128	JEFFERSON COUNTY TREASURER	B&O TAX OCTOBER 2020	105,018.39
124534 11/20/20	CHK	10129	JIFFY LUBE	VEH# 205 - OIL CHANGE	74.09
				VEH# 210 - OIL CHANGE	98.18
Total for Check/Tran - 124534:					172.27
124535 11/20/20	CHK	9998	KIM JOHNSON	Credit Balance Refund	195.69
124536 11/20/20	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: OCT 2020	288.00
				PROFESSIONAL SVC: OCT 2020	72.00
Total for Check/Tran - 124536:					360.00
124537 11/20/20	CHK	10286	L & J ENTERPRISES	CLEARING - VARIOUS AREAS IN JEFFCO	17,641.65
				TREE RMVL - CHIMACUM SUB 10/22	523.20
				EXCAVATING - PORT OF PT 11/06	2,790.40
Total for Check/Tran - 124537:					20,955.25
124538 11/20/20	CHK	9998	PAMELA LAMPMAN	Credit Balance Refund	411.73
124539 11/20/20	CHK	10356	KRISTOFFER M LOTT	REIMBURSEMENT - OFFICE SOFTWARE SRVCS	407.70
				REIMBURSEMENT - OFFICE SOFTWARE SRVCS	101.93
				3 DISK CNTRLLR UPGRADES FOR SRVRS	94.08
				3 DISK CNTRLLR UPGRADES FOR SRVRS	23.52
Total for Check/Tran - 124539:					627.23
124540 11/20/20	CHK	10777	BARUCH A MCKNIGHT	DAILY OFFICE MAIL RUN	39.74
				DAILY OFFICE MAIL RUN	9.94
Total for Check/Tran - 124540:					49.68
124541 11/20/20	CHK	10470	MISSION COMMUNICATIONS, LLC	GARDINER - RPLCMNT ADAPTER RMDM2	-30.42
				GARDINER - RPLCMNT ADAPTER RMDM2	368.42
Total for Check/Tran - 124541:					338.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124542 11/20/20	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - OCT 2020	1,365.00
				CUSTODIAL SVC - OCT 2020	341.25
Total for Check/Tran - 124542:					1,706.25
124543 11/20/20	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	CONSULTING SRVC - NETWORK SETUP	375.00
124544 11/20/20	CHK	10166	NWPPA	EMPLY AD: LINEMAN 11/13-12/31/2020	200.00
				EMPLY AD: LINEMAN 11/13-12/31/2020	50.00
Total for Check/Tran - 124544:					250.00
124545 11/20/20	CHK	10167	OFFICE DEPOT	310 TRPWDE/OPS/WH - OFFICE SUPPLIES	244.22
				310 TRPWDE/OPS/WH - OFFICE SUPPLIES	61.06
				WAREHOUSE - OFFICE SUPPLIES	35.16
				WAREHOUSE - OFFICE SUPPLIES	8.79
Total for Check/Tran - 124545:					349.23
124546 11/20/20	CHK	10170	OLYMPIC EQUIPMENT RENTALS	120 OAK RD - EMRGNCY REPAIR EXCVTR RNTL	318.97
				VEH# 128-FASTENER	9.80
				VEH# 133-HITCH PIN,FASTENER,BALL	45.20
Total for Check/Tran - 124546:					373.97
124547 11/20/20	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - DEC 2020	87.25
				LTD - DEC 2020	1,281.92
Total for Check/Tran - 124547:					1,369.17
124548 11/20/20	CHK	10181	PENINSULA PEST CONTROL	QRTL Y GP SVC 210 FOUR CRNRS NOV 2020	78.48
				QRTL Y GP SVC 210 FOUR CRNRS NOV 2020	19.62
				BI-MONTHLY OHA SVC 310 FOUR CRNRS	69.76
				BI-MONTHLY OHA SVC 310 FOUR CRNRS	17.44
				RODENT SVC MO 210 FOUR CRNRS NOV 2020	61.04
				RODENT SVC MO 210 FOUR CRNRS NOV 2020	15.26
				RODENT SVC MO 310 FOUR CRNRS NOV 2020	65.40
				RODENT SVC MO 310 FOUR CRNRS NOV 2020	16.35
Total for Check/Tran - 124548:					343.35

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124549 11/20/20	CHK	10183	PETRICKS LOCK & SAFE	SPARE KEYS FOR OFFICE DAILY RUNS	25.29
				SPARE KEYS FOR OFFICE DAILY RUNS	6.32
Total for Check/Tran - 124549:					31.61
124550 11/20/20	CHK	10185	PITNEY BOWES GLOBAL	DM100I RED INK CART QTY3	222.34
				DM100I RED INK CART QTY3	55.58
Total for Check/Tran - 124550:					277.92
124551 11/20/20	CHK	10194	PORT TOWNSEND MUFFLER & FABRIC	VEH# 128 - MODIFICATION ON LADDER RACK	521.66
124552 11/20/20	CHK	10201	PUBLIC POWER COUNCIL	2021 ANNUAL DUES ASSESSMENT 1YR	19,078.00
124553 11/20/20	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	50.72
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	19.10
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	427.74
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	22.23
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	22.13
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	94.03
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	1,082.29
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	141.86
				MULTI LOCATIONS PUMPHSE ELEC - OCT 2020	62.20
Total for Check/Tran - 124553:					1,922.30
124554 11/20/20	CHK	10207	RAIN NETWORKS	WINDOWS REMOTE DESKTOP LIC FOR SCADA	697.82
124555 11/20/20	CHK	9998	SACRED SOUL BODYWORK	Credit Balance Refund	35.55
124556 11/20/20	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - CENTER RD & CAMALOT 10/20	1,384.96
				FLAGGING - CENTER RD & CAMELOT 10/22	1,384.96
				FLAGGING - CENTER RD & CAMELOT 10/21	1,384.96
				FLAGGING - CENTER RD & CAMELOT 10/23	1,116.08
				FLAGGING - FAIRMOUNT RD & HILL 10/27	712.76
Total for Check/Tran - 124556:					5,983.72
124557 11/20/20	CHK	10219	SHOLD EXCAVATING INC	BACKFILL - 300 FOUR CRNRS 10/20	735.75

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				CNDT INSTL - BEACH DR 10/22-10/26	3,873.58
				WTR BRK - 72 OLYMPIC BLVD 10/20	1,435.36
				RD MAIN - SHINE / HWY104 10/29-10/30	3,920.27
				61 OLD FERRY - LEAK REPAIR/RESTORE	19.62
Total for Check/Tran - 124557:					9,984.58
124558	11/20/20	CHK 10227	SOUND PUBLISHING INC	COMBO BUYS:PUD REBATE PROGRAM 10/25/20	730.00
124559	11/20/20	CHK 10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER NOV-2020	23.00
				TESTING: COLI/ECOLI BYWTR MO NOV-2020	23.00
				TESTING: COLI/ECOLI BYWTR MO NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO NOV-2020	23.00
				TESTING: COLI/ECOLI QUIMPER MO NOV-2020	23.00
Total for Check/Tran - 124559:					253.00
124560	11/20/20	CHK 10733	DANIEL S TOEPPER	MNGR MTNG,TECH SUP,MAIL P/U 8/7-11/02/20	161.92
				MNGR MTNG,TECH SUP,MAIL P/U 8/7-11/02/20	40.48
Total for Check/Tran - 124560:					202.40
124561	11/20/20	CHK 10247	TOYOTA LIFT NORTHWEST	REPLACEMENT LIGHT FORKLIFT# 127	370.95
124562	11/20/20	CHK 10569	WAYNE D. ENTERPRISES, INC.	PPE JACKET/HAT-ELIAS	-34.42
				FR HAT	37.50
				FR JACKET	344.11
				FR NECK TUBE	35.24
Total for Check/Tran - 124562:					382.43
124563	11/20/20	CHK 10496	WELLS FARGO VENDOR FIN SERV	4 CRNRS COPYRNT NOV-20	226.72

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				4 CRNRS COPYRNT NOV-20	56.68
				211 CHIM COPYRNT NOV 20	314.80
				211 CHIM COPYRNT NOV 20	78.70
Total for Check/Tran - 124563:					676.90
124564	11/20/20	CHK	10271	WESCO RECEIVABLES CORP	
				WIRE 4/0 BARE 7 STRANDED HD CU	2,779.50
				SECONDARY CONNECTOR BLOCK 6 HOLE7ONESHOT	200.12
				ONE SHOT	732.48
				UNITSTRUT CLAMP	200.56
				ARRESTER 10KV	1,491.12
				OXHIDE INHIBITOR	155.65
Total for Check/Tran - 124564:					5,559.43
124565	11/20/20	CHK	10274	WESTBAY AUTO PARTS, INC.	
				FLEET - ANTIFREEZE, TUBES, OIL, & LUBE	53.82
				VEH# 106 - COMBO HITCH & HOOK MOUNT	198.75
Total for Check/Tran - 124565:					252.57
124566	11/20/20	CHK	10278	WPUDA	
				MONTHLY DUES - NOV 2020	4,812.00
				MONTHLY DUES - NOV 2020	1,203.00
Total for Check/Tran - 124566:					6,015.00
124567	11/25/20	CHK	10006	AFLAC	
				AFLAC BILL NOV 2020	60.48
				AFLAC BILL NOV 2020	26.40
				AFLAC BILL NOV 2020	138.36
Total for Check/Tran - 124567:					225.24
124568	11/25/20	CHK	10481	AMAZON	
				BINOCULARS	249.61
				FIRE EXTINGUISHER ATTACHMENT# 128	47.91
				SWITCH-TRUCK 128	37.05
				BOOT DRYER	98.08
				GLOVE DRYER	43.58
				HEATED VEST	175.47
				WATERPROOF GLOVES	30.50
Total for Check/Tran - 124568:					682.20

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124569 11/25/20	CHK	10447	ANIXTER INC.	FILLER PANELS-HASTINGS SUB# 19190	88.29
124570 11/25/20	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 11/07/2020	7,308.79
				TREE TRIMMING W/E 11/14/2020 55' LIFT	8,195.40
				TREE TRIMMING W/E 11/14/2020 70' LIFT	499.50
Total for Check/Tran - 124570:					16,003.69
124571 11/25/20	CHK	10498	BEVINS COMPANY	REPAIR VOLT TESTER# 102	-35.61
				REPAIR VOLT TESTER# 102	215.65
				REPAIR VOLT TESTER# 102	215.63
Total for Check/Tran - 124571:					395.67
124572 11/25/20	CHK	9998	CARL CALEB	Credit Balance Refund	947.04
124573 11/25/20	CHK	10041	CDW GOVERNMENT	BACKUP SERVER HARD DRIVES, FOUR 16TB SAS	1,980.66
				BACKUP SERVER HARD DRIVES, FOUR 16TB SAS	495.17
				PLOTTER INK	215.84
				PLOTTER INK	53.96
Total for Check/Tran - 124573:					2,745.63
124574 11/25/20	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	4,700.73
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,735.20
				ENERGY CONSERVATION REBATE	45.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	1,300.00

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				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,037.90
				ENERGY CONSERVATION REBATE	50.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	150.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,900.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	150.00
				ENERGY CONSERVATION REBATE	1,695.28
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,800.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	789.30
				ENERGY CONSERVATION REBATE	551.77
Total for Check/Tran - 124574:					53,705.18

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124575 11/25/20	CHK	10821	FCS GROUP	RATE STUDY SVC - THRU 10/23/2020	9,662.00
				RATE STUDY SVC - THRU 10/23/2020	2,415.50
Total for Check/Tran - 124575:					12,077.50
124576 11/25/20	CHK	9998	JOE FLEMING	Credit Balance Refund	101.66
124577 11/25/20	CHK	10090	FREDERICKSON ELECTRIC, INC	OUTLETS INSTL - 210 FOUR CRNS 10/02	1,653.96
				OUTLETS INSTL - 210 FOUR CRNS 10/02	413.49
Total for Check/Tran - 124577:					2,067.45
124578 11/25/20	CHK	10094	GENERAL PACIFIC, INC	SECONDARY PEDESTAL TOWER SHAPE	1,858.01
124579 11/25/20	CHK	10103	H D FOWLER	WATER PARTS - WATER METER SETTERS&ETC	3,114.45
124580 11/25/20	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	CEMETARY WELL - RAGS, GRASS +, BULBS	35.94
				SHOP - BATTERIES	25.59
Total for Check/Tran - 124580:					61.53
124581 11/25/20	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,197.62
				EMPLOYER'S MEDICARE TAX	3,197.62
				EMPLOYEES' FICA TAX	8,177.26
				EMPLOYER'S FICA TAX	8,177.26
				EMPLOYEES' FEDERAL WITHHOLDING	13,282.02
				EMPLOYEES' FEDERAL WITHHOLDING TAX	12,124.40
Total for Check/Tran - 124581:					48,156.18
124582 11/25/20	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	DIRECT DEPOSIT PR 11.27.2020	137,824.16
				MANUAL CHECKS PR 11.27.2020	9,796.74
Total for Check/Tran - 124582:					147,620.90
124583 11/25/20	CHK	10519	JEFFERSON COUNTY-NOXIOUS WEED B	CONTROLLING NOXIOUS WEEDS AGREEMENT	25,000.00
124584 11/25/20	CHK	10129	JIFFY LUBE	VEH# 111 - OIL CHANGE	91.03
124585 11/25/20	CHK	10133	LAKESIDE INDUSTIRES	PAVING PARKING LOT - 310 FOUR CRNRS	11,484.00
				PAVING PARKING LOT - 310 FOUR CRNRS	2,871.00

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Total for Check/Tran - 124585:					14,355.00
124586 11/25/20	CHK	10309	NISC	RECURRING INVOICE OCT 2020	1,141.13
				RECURRING INVOICE OCT 2020	206.01
				RECURRING INVOICE OCT 2020	1,766.95
				RECURRING INVOICE OCT 2020	494.17
				RECURRING INVOICE OCT 2020	494.17
				RECURRING INVOICE OCT 2020	9,031.06
				RECURRING INVOICE OCT 2020	1,008.50
				RECURRING INVOICE OCT 2020	92.71
				RECURRING INVOICE OCT 2020	1,655.44
				RECURRING INVOICE OCT 2020	284.04
				RECURRING INVOICE OCT 2020	17.66
				AMS INVOICE OCT 2020	2,083.50
				AMS INVOICE OCT 2020	6,056.98
				AMS INVOICE OCT 2020	3,408.64
				AMS INVOICE OCT 2020	520.88
				AMS INVOICE OCT 2020	1,514.24
				AMS INVOICE OCT 2020	852.16
				MISC OCT 2020	559.64
				MISC OCT 2020	44.47
				MISC OCT 2020	139.91
				MISC OCT 2020	11.12
Total for Check/Tran - 124586:					31,383.38
124587 11/25/20	CHK	10167	OFFICE DEPOT	310 DBL WDE-ELEC SUPER: OFFICE SUPPLIES	220.51
124588 11/25/20	CHK	10170	OLYMPIC EQUIPMENT RENTALS	WO# 22090 - EXCAVATOR RNTL	299.75
				VEH# 206 - SHOVEL	21.79
Total for Check/Tran - 124588:					321.54
124589 11/25/20	CHK	10181	PENINSULA PEST CONTROL	GEN PEST SVC BI-ANNUAL KALA	38.15
				CRPNTRANT SVC BIM-OLYRIDG DR	65.40

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Total for Check/Tran - 124589:					103.55
124590 11/25/20	CHK	10188	PLATT ELECTRIC SUPPLY	STOCK-CONNECTORS	68.89
				CONDUIT CAP	530.23
				CONDUIT SWEEP	372.13
				PHOTOCELL	724.94
				STREETLIGHT BULB	186.56
				TOOL BATTERY	433.82
				STOCK-BELL END	29.91
				STOCK-ENTRANCE CAP	42.27
				STOCK-FLEX	121.91
Total for Check/Tran - 124590:					2,510.66
124591 11/25/20	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - AIRPORT CUTOFF 11/03	1,125.00
124592 11/25/20	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	14.80
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	217.27
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	53.71
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	56.21
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	60.00
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	612.59
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	179.30
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	3.70
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	45.79
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	13.43
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	14.05
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	15.00
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	153.15
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	44.83
				MULTI LOCATIONS PUMPHSE ELEC -NOV 2020	8.53
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	1,657.06
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	315.26

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				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	710.70
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	19.20
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	91.00
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	22.93
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	35.32
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	740.91
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	45.19
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	2,564.79
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	61.90
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	46.09
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	57.47
				MULTI LOCATIONS PUMPHSE ELEC - NOV 2020	20.11
Total for Check/Tran - 124592:					7,880.29
124593	11/25/20	CHK	10203	PURMS JOINT SELF INSURANCE FUND FRONTING&CYBER POL NOV20-NOV21	6,613.21
124594	11/25/20	CHK	10617	QUALITROL COMPANY LLC RPLCMNT GAGES-HASTINGS SUBSTATION	1,031.30
124595	11/25/20	CHK	10207	RAIN NETWORKS BARRACUDA ESSENTIALS THRU 11/18/2023	5,008.99
124596	11/25/20	CHK	10216	SECURITY SERVICES NW, INC. NIGHT PAYMENT PICKUP - NOV 2020	1,189.24
				NIGHT PAYMENT PICKUP - NOV 2020	297.31
Total for Check/Tran - 124596:					1,486.55
124597	11/25/20	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00
				TESTING: COLI/ECOLI MO NOV 2020	23.00

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Total for Check/Tran - 124597:					207.00
124598 11/25/20	CHK	10234	STATE AUDITORS	AUDIT 50555 PERIOD 19-19 FOR OCT 2020	1,176.24
				AUDIT 50555 PERIOD 19-19 FOR OCT 2020	294.06
Total for Check/Tran - 124598:					1,470.30
124599 11/25/20	CHK	10803	STUDIOSTL, INC	SDP FOR COPT - KEARNEY STREET SOLAR	4,926.00
124600 11/25/20	CHK	10722	TECHNIQUE DATA SYSTEMS, INC.	3577 2YR CK SCANNERAGRMT 1/08/21-1/07/23	-53.89
				3577 2YR CK SCANNERAGRMT 1/08/21-1/07/23	522.13
				3577 2YR CK SCANNERAGRMT 1/08/21-1/07/23	130.54
Total for Check/Tran - 124600:					598.78
124601 11/25/20	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
124602 11/25/20	CHK	10850	US-YELLOW	2021 NTL & REG DIRECTORIES ONLNE LISTING	207.20
				2021 NTL & REG DIRECTORIES ONLNE LISTING	51.80
Total for Check/Tran - 124602:					259.00
124603 11/25/20	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB10/16-11/15/20	323.45
				CELL PHONE SERVICE QB10/16-11/15/20	155.49
				CELL PHONE SERVICE QB10/16-11/15/20	57.24
				CELL PHONE SERVICE QB10/16-11/15/20	30.92
				CELL PHONE SERVICE QB10/16-11/15/20	129.59
				CELL PHONE SERVICE QB10/16-11/15/20	22.96
				CELL PHONE SERVICE QB10/16-11/15/20	13.55
				CELL PHONE SERVICE QB10/16-11/15/20	15.55
				CELL PHONE SERVICE QB10/16-11/15/20	8.13
				CELL PHONE SERVICE QB10/16-11/15/20	88.35
				CELL PHONE SERVICE QB10/16-11/15/20	39.21
				CELL PHONE SERVICE QB10/16-11/15/20	67.43
				CELL PHONE SERVICE QB10/16-11/15/20	31.44
				CELL PHONE SERVICE QB10/16-11/15/20	15.55
				CELL PHONE SERVICE QB10/16-11/15/20	183.89

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Accounts Payable Check Register

11/10/2020 To 11/30/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB10/16-11/15/20	78.78
				CELL PHONE SERVICE QB10/16-11/15/20	51.84
				CELL PHONE SERVICE QB10/16-11/15/20	64.02
				CELL PHONE SERVICE QB10/16-11/15/20	32.01
				CELL PHONE SERVICE QB10/16-11/15/20	90.92
				CELL PHONE SERVICE QB10/16-11/15/20	41.46
				CELL PHONE SERVICE QB10/16-11/15/20	10.84
				CELL PHONE SERVICE QB10/16-11/15/20	36.01
				CELL PHONE SERVICE QB10/16-11/15/20	140.38
				CELL PHONE SERVICE QB10/16-11/15/20	310.98
				CELL PHONE SERVICE QB10/16-11/15/20	16.00
				CELL PHONE SERVICE QB10/16-11/15/20	8.00
				CELL PHONE SERVICE QB10/16-11/15/20	22.74
				CELL PHONE SERVICE QB10/16-11/15/20	10.37
				CELL PHONE SERVICE QB10/16-11/15/20	43.35
				CELL PHONE SERVICE QB10/16-11/15/20	4.00
				CELL PHONE SERVICE QB10/16-11/15/20	35.11
				CELL PHONE SERVICE QB10/16-11/15/20	51.83
				SCADA CRADLEPNT DEVICE QB10/20-11/19/20	854.28
				WIFI IN TRUCKS QB10/20-11/19/2020	364.24
				WIFI RANDOM QB10/20-11/19/2020	514.14
				WIFI IN TRUCKS QB10/20-11/19/2020	236.13
				WIFI RANDOM QB10/20-11/19/2020	128.54
Total for Check/Tran - 124603:					4,328.72
124604	11/25/20	CHK	10260	WA STATE DEFERRED COMPENSATION PL DEFERRED COMP EE	11,689.10
				PL DEFERRED COMP ER	4,628.21
Total for Check/Tran - 124604:					16,317.31
124605	11/25/20	CHK	10267	WA STATE SUPPORT REGISTRY PL CHILD SUPPORT EE	899.14
124606	11/25/20	CHK	10271	WESCO RECEIVABLES CORP WIRE FIBER 96F ADSS	41,678.70

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Accounts Payable Check Register

11/10/2020 To 11/30/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FIBER TRUNNION CLAMP	1,650.81
Total for Check/Tran - 124606:					43,329.51
124607 11/25/20	CHK	10274	WESTBAY AUTO PARTS, INC.	TRLR# 116 - LICENSE KIT	4.29
124608 11/25/20	CHK	10653	WILDFLOWER LANDSCAPING, INC	5 SUBSTATIONS: MOWING OCT 2020	656.37
124609 11/25/20	CHK	10278	WPUDA	2020 ANNUAL CONFERENCE - REGISTRATION	80.00
				2020 ANNUAL CONFERENCE - REGISTRATION	20.00
Total for Check/Tran - 124609:					100.00

Total Payments for Bank Account - 1 :	(158)	1,380,413.77
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(158)	1,380,413.77
 Grand Total for Payments :	 (158)	 1,380,413.77
Grand Total for Voids :	(0)	0.00
Grand Total :	(158)	1,380,413.77

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Accounts Payable Check Register

Page 1

11/10/2020 To 11/30/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128 11/10/20	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER SEP 2020	1,009,642.00
				TRANSMISSION SEP 2020	104,913.00
				REGIONAL COORD SVC SEP 2020	978.00
				REGIONAL COMP ENFOR SEP 2020	1,222.00
Total for Check/Tran - 128:					1,116,755.00

Total Payments for Bank Account - 1 :	(1)	1,116,755.00
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(1)	1,116,755.00
Grand Total for Payments :	(1)	1,116,755.00
Grand Total for Voids :	(0)	0.00
Grand Total :	(1)	1,116,755.00

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 11/13/2020

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70820	11/13/2020	1,613.79
2001	WATER DISTRIBUTION MANAGER II	70821	11/13/2020	1,937.37
3032	CUSTOMER SERVICE REP	70822	11/13/2020	1,184.09
2003	WATER TREATMENT PLANT OPERATOR III	70823	11/13/2020	2,142.14
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70824	11/13/2020	2,851.10
				9,728.49

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 11/27/2020

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70825	11/27/2020	1,618.95
2001	WATER DISTRIBUTION MANAGER II	70826	11/27/2020	1,680.47
3032	CUSTOMER SERVICE REP	70827	11/27/2020	1,189.63
2003	WATER TREATMENT PLANT OPERATOR III	70828	11/27/2020	1,995.71
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70829	11/27/2020	3,311.98
				9,796.74

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 11/13/2020

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	11/13/2020	1,249.58
1026	BROADBAND SUPERVISOR	11/13/2020	1,934.70
4006	COMMISSIONER DIST 1	11/13/2020	933.18
4004	COMMISSIONER DIST 2	11/13/2020	2,322.43
4008	COMMISSIONER DIST 3	11/13/2020	1,036.96
3034	COMMUNICATIONS DIRECTOR	11/13/2020	2,021.20
3002	CUSTOMER SERVICE COORDINATOR	11/13/2020	1,184.29
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	11/13/2020	1,336.48
3022	CUSTOMER SERVICE REP	11/13/2020	1,306.31
3046	CUSTOMER SERVICE REP	11/13/2020	1,088.30
3048	CUSTOMER SERVICE REP	11/13/2020	1,145.11
1027	ELECTRICAL ENGINEERING MANAGER	11/13/2020	2,892.91
1044	ELECTRICAL PRE-APPRENTICE	11/13/2020	3,013.33
2007	ENGINEERING DIRECTOR	11/13/2020	3,380.61
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	11/13/2020	2,057.15
3033	FINANCE DIRECTOR	11/13/2020	3,166.54
1046	FLEET/WAREHOUSE HELPER	11/13/2020	2,608.50
1008	FOREMAN LINEMAN	11/13/2020	7,432.69
1012	FOREMAN LINEMAN	11/13/2020	7,431.54
1011	GENERAL MANAGER	11/13/2020	5,212.66
1042	GIS SPECIALIST	11/13/2020	2,242.48
1017	HEAD STOREKEEPER	11/13/2020	2,353.45
3047	HUMAN RESOURCES DIRECTOR	11/13/2020	2,394.94
3008	INFORMATION TECHNOLOGY MANAGER	11/13/2020	3,125.47
3028	IT SUPPORT TECHNICIAN	11/13/2020	1,752.05
1000	LINEMAN	11/13/2020	7,047.63
1016	LINEMAN	11/13/2020	6,085.18
1020	LINEMAN	11/13/2020	6,154.58
1028	LINEMAN	11/13/2020	5,802.39
1034	LINEMAN	11/13/2020	3,685.14
1041	LINEMAN	11/13/2020	3,346.90
1043	METER READER	11/13/2020	1,944.45
1047	METER READER	11/13/2020	1,468.62
1037	OPERATIONS DIRECTOR	11/13/2020	3,353.85
3004	RESOURCE MANAGER	11/13/2020	2,422.47
1003	SCADA TECH APPRENTICE	11/13/2020	2,951.86
1015	SCADA TECH JOURNEYMAN	11/13/2020	5,393.59
3020	SERVICES DIRECTOR	11/13/2020	2,364.13
1031	STAKING ENGINEER	11/13/2020	2,364.64
1039	STAKING ENGINEER	11/13/2020	2,000.33
1014	STOREKEEPER	11/13/2020	2,881.38
1033	SUBSTATION/METERING TECH	11/13/2020	3,767.78
3013	UTILITY ACCOUNTANT II	11/13/2020	1,534.39
3029	UTILITY ACCOUNTANT II	11/13/2020	1,689.82
3003	UTILITY BILLING CLERK	11/13/2020	1,401.63
3027	UTILITY BILLING CLERK	11/13/2020	1,423.24
3000	UTILITY BILLING COORDINATOR	11/13/2020	1,563.09
2005	WATER DISTRIBUTION MANAGER I	11/13/2020	1,529.13
2002	WATER DISTRIBUTION MANAGER II	11/13/2020	2,022.51
			\$ 138,821.59

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 11/27/2020

Empl	Position	Pay Date	Net Pay
3039	ACCOUITING TECH 1	11/27/2020	1,249.60
1026	BROADBAND SUPERVISOR	11/27/2020	1,934.70
4006	COMMISSIONER DIST 1	11/27/2020	2,433.72
4004	COMMISSIONER DIST 2	11/27/2020	964.11
4008	COMMISSIONER DIST 3	11/27/2020	1,193.54
3034	COMMUNICATIONS DIRECTOR	11/27/2020	2,021.18
3002	CUSTOMER SERVICE COORDINATOR	11/27/2020	1,162.09
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	11/27/2020	1,295.66
3022	CUSTOMER SERVICE REP	11/27/2020	1,294.57
3046	CUSTOMER SERVICE REP	11/27/2020	1,088.29
3048	CUSTOMER SERVICE REP	11/27/2020	1,145.10
1027	ELECTRICAL ENGINEERING MANAGER	11/27/2020	2,892.92
1044	ELECTRICAL PRE-APPRENTICE	11/27/2020	3,080.07
2007	ENGINEERING DIRECTOR	11/27/2020	3,380.63
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	11/27/2020	2,057.15
3033	FINANCE DIRECTOR	11/27/2020	3,166.56
1046	FLEET/WAREHOUSE HELPER	11/27/2020	2,537.66
1008	FOREMAN LINEMAN	11/27/2020	5,328.94
1012	FOREMAN LINEMAN	11/27/2020	5,673.97
1011	GENERAL MANAGER	11/27/2020	5,212.66
1042	GIS SPECIALIST	11/27/2020	2,242.50
1017	HEAD STOREKEEPER	11/27/2020	2,382.60
3047	HUMAN RESOURCES DIRECTOR	11/27/2020	2,394.93
3008	INFORMATION TECHNOLOGY MANAGER	11/27/2020	3,125.46
3028	IT SUPPORT TECHNICIAN	11/27/2020	1,811.31
1000	LINEMAN	11/27/2020	7,113.18
1016	LINEMAN	11/27/2020	6,777.24
1020	LINEMAN	11/27/2020	7,628.08
1028	LINEMAN	11/27/2020	6,281.97
1034	LINEMAN	11/27/2020	2,916.35
1041	LINEMAN	11/27/2020	4,133.70
1043	METER READER	11/27/2020	1,829.73
1047	METER READER	11/27/2020	1,995.88
1037	OPERATIONS DIRECTOR	11/27/2020	3,353.85
3004	RESOURCE MANAGER	11/27/2020	2,422.49
1003	SCADA TECH APPRENTICE	11/27/2020	2,249.85
1015	SCADA TECH JOURNEYMAN	11/27/2020	5,088.27
3020	SERVICES DIRECTOR	11/27/2020	2,364.14
1031	STAKING ENGINEER	11/27/2020	2,364.64
1039	STAKING ENGINEER	11/27/2020	2,065.99
1014	STOREKEEPER	11/27/2020	2,759.01
1033	SUBSTATION/METERING TECH	11/27/2020	3,724.71
3013	UTILITY ACCOUNTANT II	11/27/2020	1,534.40
3029	UTILITY ACCOUNTANT II	11/27/2020	1,689.83
3003	UTILITY BILLING CLERK	11/27/2020	1,401.60
3027	UTILITY BILLING CLERK	11/27/2020	1,423.26
3000	UTILITY BILLING COORDINATOR	11/27/2020	1,563.10
2005	WATER DISTRIBUTION MANAGER I	11/27/2020	1,901.73
2002	WATER DISTRIBUTION MANAGER II	11/27/2020	2,171.24
			\$ 137,824.16

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

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	30,847,903	30,292,459	30,117,978	2,499,045
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	12,600,642	12,173,648	12,659,410	1,255,944
4. Transmission Expense	1,502,018	1,442,457	1,588,673	126,894
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	1,186,690	1,455,402	1,679,168	127,367
7. Distribution Expense - Maintenance	1,889,170	2,709,748	2,814,272	188,314
8. Consumer Accounts Expense	1,150,611	1,172,762	1,500,324	140,731
9. Customer Service and Informational Expense	32,986	15,971	35,557	630
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	2,090,909	2,263,977	2,510,161	231,497
12. Total Operation & Maintenance Expense (2 thru 11)	20,453,026	21,233,965	22,787,565	2,071,377
13. Depreciation & Amortization Expense	4,419,372	4,571,401	4,368,376	461,611
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	1,771,989	1,746,836	1,807,110	144,574
16. Interest on Long-Term Debt	2,320,602	2,256,557	2,245,958	222,508
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	5	0	1,404	0
19. Other Deductions	668	39	44	0
20. Total Cost of Electric Service (12 thru 19)	28,965,662	29,808,798	31,210,457	2,900,070
21. Patronage Capital & Operating Margins (1 minus 20)	1,882,241	483,661	(1,092,479)	(401,025)
22. Non Operating Margins - Interest	143,003	45,806	71,692	708
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	1,232,387	1,677,833	1,466,043	160,592
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	14,601	12,803	0	0
28. Extraordinary Items	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	3,272,232	2,220,103	445,256	(239,725)

Times Interest Earned Ratio (TIER) (Year to Date)	2.41	1.98	1.20
Operating Times Interest Earned Ratio (OTIER) (Year to Date)	1.81	1.21	0.51
Debt Service Coverage Ratio (DSC) (Year to Date)	2.03	1.83	2.08
Operating Debt Service Coverage Ratio (ODSC) (Year to Date)	1.74	1.48	1.63
Rolling 12 Month TIER	2.93	2.32	

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

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	178,430,155	29. Memberships	0
2. Construction Work in Progress	7,363,795	30. Patronage Capital	0
3. Total Utility Plant (1+2)	185,793,950	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	66,363,014	32. Operating Margins - Current Year	483,661
5. Net Utility Plant (3-4)	119,430,936	33. Non-Operating Margins	1,736,443
6. Nonutility Property - Net	93,309	34. Other Margins & Equities	26,169,019
7. Investment in Subsidiary Companies	0	35. Total Margins & Equities (29 thru 34)	28,389,123
8. Invest. in Assoc. Org. - Patronage Capital	60,305	36. Long-Term Debt RUS (Net)	97,201,012
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	0
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	38. Total Long-Term Debt (36 + 37)	97,201,012
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	1,740,410
13. Special Funds	47,467	41. Total Other Noncurrent Liabilities (39+40)	1,740,410
14. Total Other Property & Investments (6 thru 13)	202,091	42. Notes Payable	0
15. Cash-General Funds	636,950	43. Accounts Payable	3,299,296
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	4,127,943	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	1,531,755	48. Other Current & Accrued Liabilities	1,755,487
21. Accounts Receivable - Net Other	2,287,386	49. Total Current & Accrued Liabilities (42 thru 48)	5,054,783
22. Renewable Energy Credits	0	50. Deferred Credits	981,934
23. Materials & Supplies - Electric and Other	2,223,939	51. Total Liabilities & Other Credits (35+38+41+49+50)	133,367,262
24. Prepayments	165,575		
25. Other Current & Accrued Assets	2,352,041	ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION	
26. Total Current & Accrued Assets (15 thru 25)	13,325,589	Balance Beginning of Year	0
27. Deferred Debits	408,646	Amounts Received This Year (Net)	750,901
28. Total Assets & Other Debits (5+14+26+27)	133,367,262	TOTAL Contributions-In-Aid-Of-Construction	750,901

Equity Ratio **21.29%**
 (Total Margins & Equities/Total Assets & Other Debits) x 100

Long-Term Debt to Total Plant Ratio **52.32%**
 (Long Term Debt/Total Utility Plant) x 100

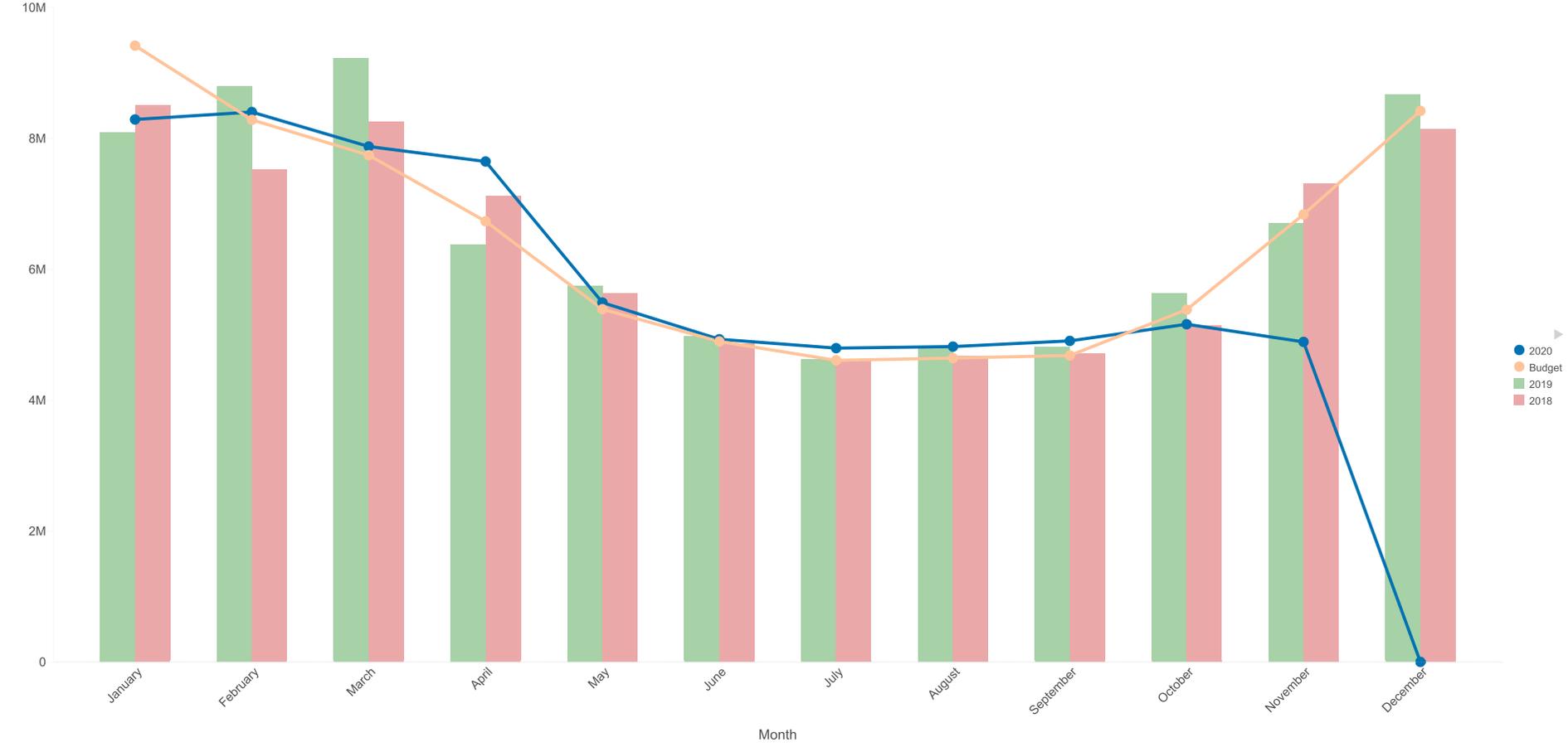
**Jefferson County PUD #1
Power Requirements
As of October 31, 2020**

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	OCTOBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,644	17,580	
	b. KWH Sold			13,052,829
	c. Revenue			1,532,607
2. Residential Sales - Seasonal	a. No. Consumers Served	5	6	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	2	2	
	b. KWH Sold			1,820
	c. Revenue			185
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,378	2,333	
	b. KWH Sold			4,413,276
	c. Revenue			501,344
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			7,890,315
	c. Revenue			432,095
6. Public Street & Highway Lighting	a. No. Consumers Served	208	208	
	b. KWH Sold			48,690
	c. Revenue			17,642
7. Non Metered Device Authority	a. No. Consumers Served	5	5	
	b. KWH Sold			0
	c. Revenue			75
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		20,263	20,155	
11. TOTAL KWH Sold (lines 1b thru 9b)				25,406,930
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				2,483,947
13. Transmission Revenue				0
14. Other Electric Revenue				15,098
15. KWH - Own Use				1,823
16. TOTAL KWH Purchased				31,656,948
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				1,255,944
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				74,488

Electric Division
Comparison 2020 Budget to 2020 Actuals Year to Date Through OCTOBER

	2020 Budget OCTOBER YTD	2020 Actuals OCTOBER YTD	Variance
1. Operating Revenue and Patronage Capital	30,117,978	30,292,459	174,481
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	12,659,410	12,173,648	(485,762)
4. Transmission Expense	1,588,673	1,442,457	(146,216)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	1,679,168	1,455,402	(223,766)
7. Distribution Expense - Maintenance	2,814,272	2,709,748	(104,524)
8. Consumer Accounts Expense	1,500,324	1,172,762	(327,562)
9. Customer Service and Informational Expense	35,557	15,971	(19,586)
10. Sales Expense	0	0	0
11. Administrative and General Expense	2,510,161	2,263,977	(246,184)
12. Total Operation & Maintenance Expense (2 thru 11)	22,787,565	21,233,965	(1,553,600)
13. Depreciation & Amortization Expense	4,368,376	4,571,401	203,025
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	1,807,110	1,746,836	(60,274)
16. Interest on Long-Term Debt	2,245,958	2,256,557	10,599
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	1,404	0	(1,404)
19. Other Deductions	44	39	(5)
20. Total Cost of Electric Service (12 thru 19)	31,210,457	29,808,798	(1,401,659)
21. Patronage Capital & Operating Margins (1 minus 20)	(1,092,479)	483,661	1,576,140
22. Non Operating Margins - Interest	71,692	45,806	(25,886)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	1,466,043	1,677,833	211,790
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	12,803	12,803
28. Extraordinary Items	0	0	0
29. Patronage Capital or Margins (21 thru 28)	445,256	2,220,103	1,774,847

RUS Form 7 Income Statement by Month
 Electric Utility Form 7 Financial Comparison Graph
 2018 - 2020



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

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	(d)
1. Operating Revenue and Patronage Capital	2,233,905	2,216,765	2,222,495	233,381
2. Power Production Expense	209	268	772	0
3. Cost of Purchased Power	3,272	61,315	110,509	8,133
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	549,613	570,300	983,005	55,500
7. Distribution Expense - Maintenance	315,778	302,651	447,473	39,682
8. Consumer Accounts Expense	108,266	175,139	149,671	18,327
9. Customer Service and Informational Expense	256	110	2,059	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	550,956	727,581	765,523	64,696
12. Total Operation & Maintenance Expense (2 thru 11)	1,528,350	1,837,364	2,459,012	186,338
13. Depreciation & Amortization Expense	584,708	559,297	226,429	53,677
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	107,766	107,797	111,675	11,490
16. Interest on Long-Term Debt	220,543	198,398	156,020	19,304
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
20. Total Cost of Water Service (12 thru 19)	2,441,367	2,702,856	2,953,136	270,809
21. Patronage Capital & Operating Margins (1 minus 20)	(207,462)	(486,091)	(730,641)	(37,428)
22. Non Operating Margins - Interest	147,002	65,603	128,467	1,728
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	675,238	279,406	698,594	59,083
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	3,650	3,201	0	0
28. Extraordinary Items	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	618,428	(137,881)	96,420	23,383

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

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	30,849,792	29. Memberships	0
2. Construction Work in Progress	1,104,025	30. Patronage Capital	0
3. Total Utility Plant (1+2)	31,953,817	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	12,411,098	32. Operating Margins - Current Year	(486,090)
5. Net Utility Plant (3-4)	19,542,719	33. Non-Operating Margins	348,209
6. Nonutility Property - Net	2,177,468	34. Other Margins & Equities	23,280,752
7. Investment in Subsidiary Companies	0	35. Total Margins & Equities (29 thru 34)	23,142,871
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	5,704,876
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	38. Total Long-Term Debt (36 + 37)	5,704,876
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	416,319	41. Total Other Noncurrent Liabilities (39+40)	0
14. Total Other Property & Investments (6 thru 13)	2,593,787	42. Notes Payable	943,483
15. Cash-General Funds	104,276	43. Accounts Payable	1,971,896
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	500
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	8,522,051	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	183,879	48. Other Current & Accrued Liabilities	36,125
21. Accounts Receivable - Net Other	684,417	49. Total Current & Accrued Liabilities (42 thru 48)	2,952,004
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	18,330	51. Total Liabilities & Other Credits (35+38+41+49+50)	31,799,751
24. Prepayments	0		
25. Other Current & Accrued Assets	150,292	ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION	
26. Total Current & Accrued Assets (15 thru 25)	9,663,245	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	152,662
28. Total Assets & Other Debits (5+14+26+27)	31,799,751	TOTAL Contributions-In-Aid-Of-Construction	152,662

Equity Ratio **72.78%**
 (Total Margins & Equities/Total Assets & Other Debits) x 100

Long-Term Debt to Total Plant Ratio **17.85%**
 (Long Term Debt/Total Utility Plant) x 100

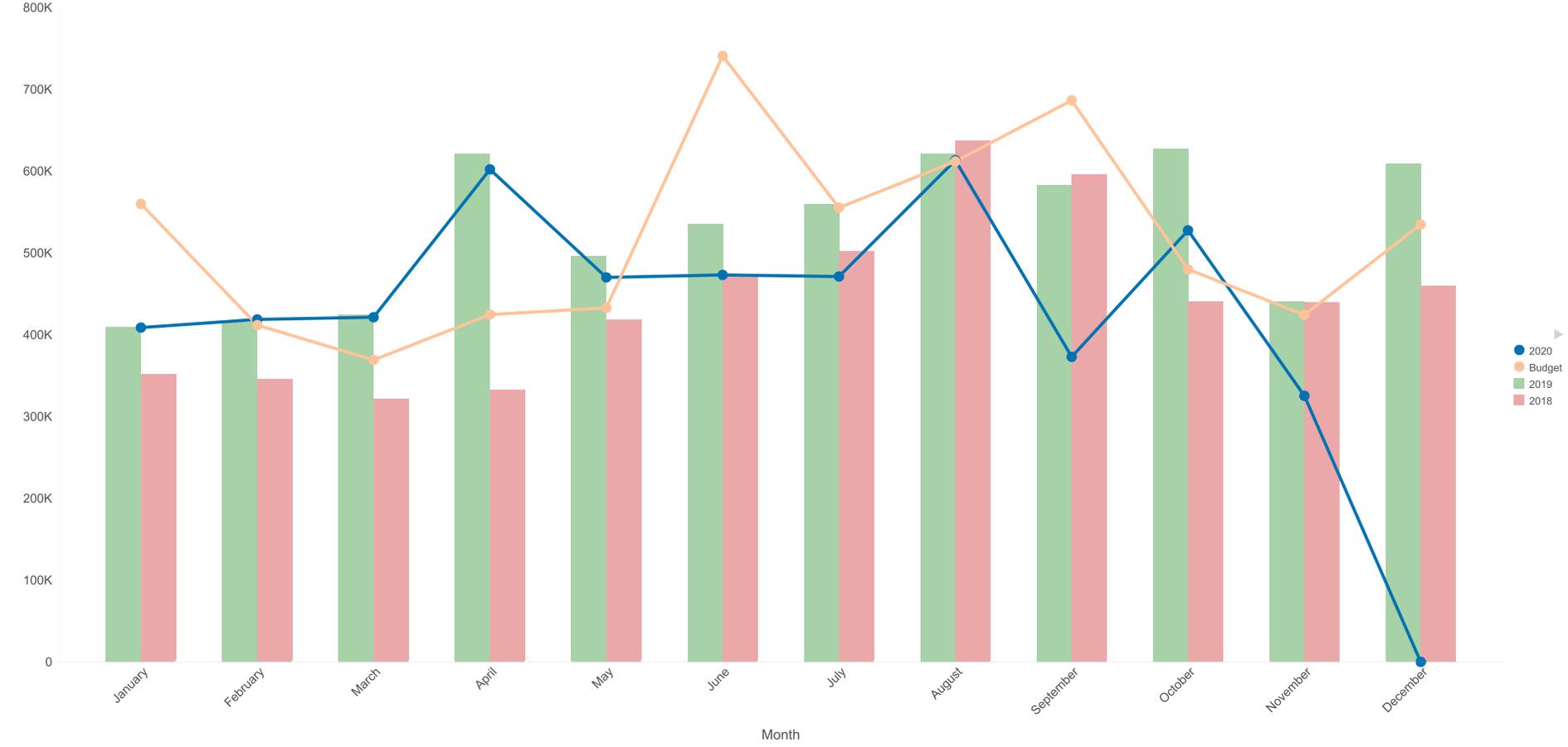
**Jefferson County PUD #1
Water Requirements
As of October 31, 2020**

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	OCTOBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	14	14	
	b. Gallons Sold			0
	c. Revenue			1,512
2. Metered Residential Sales -	a. No. Consumers Served	4,524	4,488	
	b. Gallons Sold			20,347,592
	c. Revenue			179,477
3. Metered Commercial Sales	a. No. Consumers Served	319	316	
	b. Gallons Sold			5,541,613
	c. Revenue			39,477
4. Residential Multi-Family	a. No. Consumers Served	46	46	
	b. Gallons Sold			217,360
	c. Revenue			2,358
5. Metered Bulk Loadings	a. No. Consumers Served	1	1	
	b. Gallons Sold			0
	c. Revenue			29
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Sewer/Drain Field--Residential	a. No. Consumers Served	374	373	
	b. Gallons Sold			0
	c. Revenue			10,173
8. Master Meters	a. No. Consumers Served	22	23	
	b. Gallons Sold			15,138,260
	c. Revenue			0
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		5,305	5,266	
11. TOTAL Gallons Sold (lines 1b thru 9b)				41,244,825
12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)				233,026
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				355
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				23,910,167
18. Cost of Purchases and Generation				8,133

Water Division
Comparison 2020 Budget to 2020 Actuals Year to Date Through OCTOBER

	2020 Budget OCTOBER YTD	2020 Actuals OCTOBER YTD	Variance
1. Operating Revenue and Patronage Capital	2,222,495	2,216,765	(5,730)
2. Power Production Expense	772	268	(504)
3. Cost of Purchased Power	110,509	61,315	(49,194)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	983,005	570,300	(412,705)
7. Distribution Expense - Maintenance	447,473	302,651	(144,822)
8. Consumer Accounts Expense	149,671	175,139	25,468
9. Customer Service and Informational Expense	2,059	110	(1,949)
10. Sales Expense	0	0	0
11. Administrative and General Expense	765,523	727,581	(37,942)
12. Total Operation & Maintenance Expense (2 thru 11)	2,459,012	1,837,364	(621,648)
13. Depreciation & Amortization Expense	226,429	559,297	332,868
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	111,675	107,797	(3,878)
16. Interest on Long-Term Debt	156,020	198,398	42,378
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
20. Total Cost of Water Service (12 thru 19)	2,953,136	2,702,856	(250,280)
21. Patronage Capital & Operating Margins (1 minus 20)	(730,641)	(486,091)	244,550
22. Non Operating Margins - Interest	128,467	65,603	(62,864)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	698,594	279,406	(419,188)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	3,201	3,201
28. Extraordinary Items	0	0	0
29. Patronage Capital or Margins (21 thru 28)	96,420	(137,881)	(234,301)

RUS Form 7 Income Statement by Month
Water Utility Form 7 Financial Comparison Graph
2018 - 2020



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

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>	
1 131.11	Operating Depository Account - Bank of America	\$634,108	
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	74,647	
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	20,412	
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	8,977	Restricted
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850	
1 131.12	Operating Account - Jefferson Co. Treasurer	986	
2 135.21	Cash Held in Trust by Property Manager	150	
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	81	Restricted
1 131.16	Payroll Clearing Account - 1st Security Bank	6	
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	5	Restricted
2 131.13	1997 Bond LUD #13 - Jefferson Co. Treasurer	3	Restricted
TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS		\$741,225	
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	\$3,952,770	
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	3,485,605	
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	2,514,474	Restricted
2 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,925,000	
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	542,147	Restricted
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	175,173	
2 136.12	LUD #11 Bond Investment - Jefferson Co. Treasurer	33,080	Restricted
2 136.13	LUD #13 Bond Investment - Jefferson Co. Treasurer	21,745	Restricted
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	0	
TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS		\$12,649,994	
2 126.51	LUD #11 Water Reserve Investment Fund - Jefferson Co. Treasurer	\$234,895	Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	181,348	Restricted
1 128.00	Other Special Funds	47,200	Restricted
1 125.10	RUS Bond Reserve Fund - Jefferson Co. Treasurer	267	
2 126.41	LUD #11 Water Reserve Fund - Jefferson Co. Treasurer	35	Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	27	Restricted
2 126.13	LUD #13 Reserve Fund - Jefferson Co. Treasurer	13	Restricted
1 125.11	RUS Bond Reserve Investment Fund - Jefferson Co. Treasurer	0	
TOTAL LINE 13. BALANCE SHEET-RESTRICTED FUNDS		\$463,785	
RESTRICTED CASH BALANCE--OCTOBER 2020		\$3,584,030	
NON-RESTRICTED CASH BALANCE--OCTOBER 2020		\$10,270,974	
TOTAL CASH AND CASH EQUIVALENTS IN BANK--OCTOBER 2020		\$13,855,004	
TOTAL CASH AND CASH EQUIVALENTS IN BANK--SEPTEMBER 2020		\$13,903,179	
Change in Bank Balance		(\$48,175)	

December 8, 2020

PUD Calendar

December 8, 2020, Regular BOC Meeting, 5:00pm per WEBEX

December 25th, 2020– Christmas Day, Holiday. Offices Closed

January 1st, 2021 – New Year’s Day! Offices Closed

January 5, 2021, Regular BOC Meeting, 5:00pm per WEBEX

**January 12, 2021, Special Meeting, 10:00am-12:00pm, Budget Review of 2020
and 2021**

RESOLUTION NO. 20-026

A Resolution of the Board of Commissioners of Jefferson County Public Utility District No.1 of Washington revising pole attachment rates pursuant to RCW 54.04.045.

RECITALS:

WHEREAS, RCW 54.04.045 allows a locally regulated utility, such as Public Utility District No.1 of Jefferson County (the “District”), to set rates charged to other entities for attachment of their wire, cable, or other communications equipment to poles owned by the District; and

WHEREAS, the District’s current pole attachment rate of \$12.45 was adopted at the time it assumed ownership of all of the electric facilities purchased from Puget Sound Energy and began operating the electric utility in and around 2013. The rate has not been adjusted since that time, and the Board concluded that it would be in the best interests of the District to consider revising its pole attachment rate; and

WHEREAS, effective June 12, 2008, the Legislature of the state of Washington enacted amendments to RCW 54.04.045, setting forth a specific formula for determining just and reasonable pole attachment rates to be charged by a public utility district like the District; and

WHEREAS, after two trials and appeals, the Washington Court of Appeals in April 2019 issued a published decision (8 Wn. App. 2d 418) providing the Court’s interpretation of the statutory formula and holding that public utility districts retain discretion regarding data, inputs, assumptions, and other information used to calculate the rate under the statutory formula and that courts should continue to defer to public utility districts like the District in that regard, and reiterating several times, that the Legislature intended the 2008 amendments to RCW 54.04.045 “to recognize the value of the infrastructure of locally regulated utilities” like the District and “to ensure that locally regulated utility customers do not subsidize licensees”; and

WHEREAS, the District’s General Manager has analyzed and calculated the maximum pole attachment rate the District could set under RCW 54.04.045, as amended, in light of the Court of Appeals decision, and in such analysis, has considered the various data and inputs relevant to such calculation, and, applying such data and inputs to the language of the amended statute, has calculated what the District’s maximum pole attachment rate could be and has concluded that the maximum permissible rate is significantly above the District’s current \$12.45 rate; and

WHEREAS, among the data and inputs the District's General Manager considered in his review of the District's pole attachment rate, are, without limitation, those relating to the number of poles; data regarding transmission poles as well as distribution poles; average pole height; expected useful pole life; determination of costs using gross versus net numbers and direct and indirect costs; average number of attachments per pole; usable pole space; support and clearance space; safety space as a component of support and clearance space; the share of the costs attachers on District poles should bear; carrying charge (e.g., various expenses and return on investment); and the General Manager has considered these types of inputs and data in light of the Legislature's statement of its intent in the 2008 amended statute recognizing the value of the District's infrastructure and ensuring that District utility customers do not subsidize attachers on District poles, pursuant to the Court of Appeals decision; and

WHEREAS, the Commission was provided a report and analysis by FCS Group on October 27, 2020 detailing the pole counts, attachments, rate methodologies and rate history. The Commission has also reviewed the General Manager's December 7, 2020 report and recommendations and has considered his presentations and recommendations at Commission meetings held on October 27, 2020 and December 7, 2020, and finds that revising the District's pole attachment rate to \$18.45 in 2021 and \$22.45 in 2022 is in the best interests of the District and its Customer owners.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Commission accepts the General Manager's report and recommendations.
2. The Commission acknowledges the General Manager's application of the statutory formula in RCW 54.04.045 as amended, with the inputs, data, and calculations as presented by the General Manager.
3. The Commission finds that a pole attachment rate of \$18.45 to begin in 2021 and a further increase to \$22.45 in 2022, and such an increase is consistent with and below the maximum permissible rate under RCW 54.04.045, as amended, pursuant to the Court of Appeals decision, and that a rate of \$33.89, and such rate increases are just and reasonable rate under that statute.
4. The Commission approves and adopts a revised pole attachment rate of \$18.45 in 2021, and \$22.45 beginning in 2022, all to be effective January 1, 2021.

APPROVED AND ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson, County, Washington, this ____ day of December, 2020.

President

ATTEST:

Vice President

Secretary

DRAFT 2020 11 24

Electronic Records Retention Policy

This policy regarding the electronic records of Jefferson County PUD No. 1 (JPUD) is adopted to assist in the proper management, archiving, storage and destruction the JPUD's electronic records. This policy is to be consistent with the Public Records policy adopted in Resolution No. 2015-008, including any subsequent amendments. JPUD's Public Records Officer shall oversee this policy with the assistance of the IT Department.

1. Definitions.

- a. **Electronic Records** are any computer software generated records (example – any file that was created using a Microsoft software product); Email; Databases; Digital Sound or Video recordings; Voicemail; Texts and Instant Messages; Webpages and Social Media postings.
- b. **Retention Schedule(s)** are the Requirements adopted by the Washington State Local Records Committee that specify the length of time each type of record should be retained by JPUD; and If it should be disposed of or transferred to the State Archives at the end of the time specified.
- c. **Transitory Records:** Transitory records only document information of temporary, short-term value, provided that the records are not needed as evidence of a business transaction. For example, texting a co-worker you will be late to a meeting is a transitory message. Other examples include: secondary copies of memos, general office notices, general information, working copies, transmittal memos, meeting announcements, invitations to retirement parties, drafts.

2. It is the responsibility of all employees, elected officials, and all others who are involved with handling JPUD's Public Records to follow this policy. All electronic records sent or received that are related to the conduct of JPUD's business must be evaluated for record content. The content of each email message should be evaluated in light of the RCW 42.56.010(3) definition of "public record," and against the following criteria:

- Was it created in the course of JPUD business?
- Was it received for JPUD action?
- Does it document JPUD activities, decisions, or actions?
- Is it mandated by statutes or regulations?
- Does it support financial obligations or legal claims?
- Does it communicate Agency requirements?

3. Electronic records must be retained in electronic format and remain useable, searchable, retrievable, and authentic for the applicable retention period. Printing and retaining a hard copy is not a substitute for the electronic version.

3. Electronic records must be retained and disposed of based on content rather than format. The same retention schedule applies to paper and electronic records. Messages placed in Email Storage folders will be retained for the length of the retention period as approved by the Washington State

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Local Records Committee Records Retention Schedule, which by this reference is included as part of this policy.

4. In making decisions about how long to retain electronic records, employees should first check the retention schedule to ensure compliance and verify that the records are not subject to a legal hold. Many electronic records can be disposed of at the discretion of the employee under the following guidance:

a. If the electronic record is the primary or only copy of an official document, it must be retained for the time-period specified by the retention schedule. Once the required retention has been met, the record should be deleted and documented on a records destruction certificate. Departments should contact the IT Department or the Public Records Officer for direction on electronic records designated as “archival.”

b. If the electronic record is transitory in nature with no administrative, legal, fiscal, or archival value, then the record can be deleted at the discretion of the user.

c. Electronic records are subject to the same retention schedule as paper records. Many email and text records are transitory in nature and may be deleted when they are no longer needed. Emails (both sent and received) that require retention must be managed accordingly. JPUD may use programs to aid in the management, retention, and disposition of email, including deletion of messages after specific retention periods based on record content. Employees are expected to make use of these programs to ensure that proper retention is applied and that emails that do not need to be retained are deleted appropriately.

i. Some examples of electronic records subject to retention include policy and procedure directives; correspondence or memoranda related to official business; documentation of actions, decisions, operations, and responsibilities, documentation of legal or audit issues; documents that initiate, authorize, or complete a business transaction; final reports or final recommendations.

ii. Most electronic records consist of transitory messages and attachments that may be deleted when no longer needed. An email that has no administrative, legal, fiscal, or archival retention requirements may be deleted as soon as it has served its purpose.

4. In order to meet the obligations under Washington laws and regulations, JPUD specifically limits the use of certain electronic communication formats, as follows:

i. . Use of personal email accounts (such as Hotmail or Gmail) for conducting JPUD business is prohibited. In the event email related to the conduct of Agency business is received at a personal email address, it should be immediately forwarded as an attachment to the Agency email system.

ii. Due to the difficulty in preservation, text messages from either JPUD issued smart phones, or personally owned smart phones are only to be used for transitory communication purposes.

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5. The IT Department and Public Records Officer are responsible for coordinating the transfer of electronic communications of elected officials, managers, and communications related to official Agency business to the Washington State Archives per WAC 434-662-150 before they are permanently deleted.

6. In order to comply with records management requirements and the Washington State Public Records Act (RCW 42.56), electronic communications that meet the definition of a public record must be stored within technology systems supported by the Agency. **The Agency's email archiving solution is considered the official system of record for Agency email messages.**

7. **On the first Sunday (or other day??)** of every month all e-mail messages remaining in the Inbox, Sent Items, and Deleted Items folders that are more than 90 days old are purged from the Agency's email storage. This process will also purge saved emails that have met their required retention period. Emails on which no action is taken are automatically transferred to the seven-year archiving folder.

8. Training. Upon adoption of this policy, all JPUD employees will be required to attend training on this policy and acknowledge in writing that they are aware of this policy and procedures, have received the necessary training, understand their responsibilities and know how to comply with the policy.

All new JPUD employees will be given training on this policy within one month of their hire date. At least annually, Department Directors will be responsible for reviewing this policy with all department employees and maintaining records of attendance.



AGENDA REPORT

DATE: December 8, 2020

TO: Board of Commissioners

THRU: Kevin Streett

FROM: Mike Bailey

RE: Void 2018 and 2019 Outstanding Warrants

SUMMARY: We have outstanding warrants from 2018 and 2019 that per recommendation from Jefferson County Treasurer's Office needed to be voided.

BACKGROUND: Warrants are valid for 1 year after issuance.

ANALYSIS/FINDINGS: Voiding the warrants will ensure they are not paid and stay within the limits set by the Treasurer's Office.

FISCAL IMPACT: Cash fund balance will increase as we will add the amount of the warrants back into the cash account balance.

RECOMMENDATION: Staff recommends that the Board approves the attached resolution voiding the 2018 and 2019 outstanding warrants.

PUBLIC UTILITY DISTRICT NO 1
OF
JEFFERSON COUNTY
RESOLUTION NO. 20-026

A RESOLUTION of the Board of Commissioners of Public Utility District No 1 of Jefferson County,

Washington (the PUD), authorizing the Jefferson County Treasurer to cancel outstanding warrants.

WHEREAS, warrants of any municipal corporation not presented within one year of their issue dates shall be cancelled by the passage of a resolution of the governing body (RCW 36.22.100).

WHEREAS, The Jefferson County Treasurer has requested authorization to cancel PUD issued Warrant Numbers:

Warrant	Issue Date	Amount
116261	01/05/2018	\$ 130.25
116817	03/15/2018	\$2,635.00
116875	03/22/2018	\$ 212.52
117210	05/10/2018	\$ 100.00
117303	05/24/2018	\$ 77.99
117305	05/24/2018	\$ 21.07
117582	06/28/2018	\$ 110.39
117939	08/17/2018	\$ 92.94
117958	08/17/2020	\$ 35.16
118038	08/30/2018	\$ 174.58
118183	09/20/2018	\$ 200.00
118627	11/15/2018	\$ 69.72

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Public Utility District

No 1 of Jefferson County, Washington, that the Jefferson County Treasurer is authorized to cancel the listed Warrants.

ADOPTED at a Regular Meeting of the Board of Commissioners of the Public Utility District No 1 of Jefferson County, Washington, held this 8th day of December, 2020

PUD NO 1 OF JEFFERSON COUNTY

Dan Toepper
President

Kenneth Collins
Vice President

Jeff Randall
Secretary

IN WITNESS WHEREOF I have hereunto set me hand and affixed the seal of the Corporation this 8th day of December 2020.