

Regular Meeting Agenda
Board of Commissioners
Tues, Feb 16, 2021 5PM
ZOOM
Port Townsend, WA 98368



To join online go to: <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 5 minutes before they begin. TOLL FREE CALL IN #: 833-548-0282, Meeting ID# 4359992575#

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. Public Comment

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

4. Consent Agenda

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

Consent Action

- | | | |
|------|---|---------|
| 4.1. | Prior Minutes
PUD BOC Regular Meeting Min. 01-05-2021 DRAFT (2).pdf  PUD BOC Special Mtg Min. 01-12-2021 Draft pdf.pdf  | 4 - 15 |
| 4.2. | Vouchers
Voucher Approval Form for the Commissioners.pdf  | 16 - 36 |

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

4.3. Financial Report 37 - 39

[Agenda Report-Written Off Accounts-02-19-21.docx](#) 

[A Written Off Accounts Motion 02-19-21.docx](#) 

4.4. Calendar 40

[PUD Calendar Feb 16, 2021.docx](#) 

5. Manager and Staff Reports

For information only, not requiring a vote.

6. Old Business

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

6.1. Resolution for Leak Adjustment Policy 41 - 43

[Agenda Report Water Leak Adjustments.docx](#) 

[Resolution No 2021 - XX Leak Adj Policy.pdf](#) 

7. New Business

7.1. Water Reserves Report 44 - 50

[Agenda Report form--Restricted Water Cash Accounts Updated 2.16.2021.pdf](#) 

[Resolution Regarding Release of Restricted Reserves 2021 XX.docx](#) 

7.2. LUD Tutorial 51 - 66

[Agenda Report-LUD Tutorial.docx](#) 

[LUD Checklist - internal.docx](#)  [LUD FAQ.docx](#) 

[LUD Process Flow Chart.pdf](#)  [LUD SEQUENCE of EVENTS.docx](#) 

8. Commissioner Reports

9. Adjourn



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

**January 5, 2021
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 January 5, 2021. 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
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 Kenneth Collins called the Regular Meeting of the Jefferson County PUD Board of Commissioners for January 5, 2021, 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

Page 1 of 9

Jefferson County PUD No. 1
Board of Commissioners
Regular Meeting January 5, 2021
Draft Minutes

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 Kenneth Collins began the meeting by calling for attendance to determine a quorum. There was a quorum established. All three commissioners were present.

Commissioner Dan Toepper had some technical difficulties. It was agreed that Commissioner Kenneth Collins would continue to chair the meeting.

2. AGENDA REVIEW:

MOTION: Commissioner Jeff Randall made a motion to accept the Agenda as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.,

3. GENERAL PUBLIC COMMENT: Commissioner Kenneth Collins read the guidelines for public comments.

- **Comment:** Commended the BOC and staff for making an effort to develop a dashboard as presented by Moss Adams on December 8th. Great to have information clear and concise for the public to understand what the PUD is doing financially.
- **Comment:** Expressed appreciation about the outgoing members of the CAB Larry Dennison and Russ Michel and commended them for the work that they did.
- **Questions:** 1) When was the property tax levy put in place and for what purpose? Have all of those financial obligations been met?
- **Question:** \$500,000 of the property tax levy has been earmarked in the 2021 budget for broadband expansion. Since property tax levy comes from all the property owners throughout the PUD service area, how will the monies be allocated to projects for the equal benefit of all taxpayers?
- **Question:** Has the issue of the outage management system been resolved? This public member was disconnected three times when he called in to report an outage.
- **Comment:** The BOC secretary take an active role of tracking questions asked during BOC meetings so that they can be answered in a timely manner.
Response: Response to questions will be addressed under Manager's Report.

4. CONSENT AGENDA: Commissioner Kenneth Collins presented the Consent Agenda

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

Page 2 of 9

Jefferson County PUD No. 1
Board of Commissioners
Regular Meeting January 5, 2021
Draft Minutes

4.1 Prior Minutes:

PUD BOC Special Meeting 10-27-2020.
PUD BOC Regular Meeting Min. 11-03-2020.
PUD BOC Special Meeting 11-10-2020.
PUD BOC Special Meeting 12-01-2020 Shine Plat.

4.2 Vouchers:

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

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: #124610 to #124963	\$ 350,262.78	12/01/2020
Accounts Payable: #124964 to #125010	\$ 182,256.56	12/03/2020
Accounts Payable: #125011 to #125080	\$ 855,022.75	12/10/2020
Accounts Payable: #125081 to #125148	\$ 499,722.38	12/17/2020
Accounts Payable: #125149 to #125194	\$ 395,844.93	12/23/2020
Payroll Checks: # 70830 to # 70834	\$ 9,726.67	12/11/2020
Payroll Checks: # 70835 to # 70839	\$ 9,306.90	12/25/2020
Payroll Direct Deposit:	\$ 139,890.72	12/11/2020
Payroll Direct Deposit:	\$ 134,227.57	12/25/2020
TOTAL INVOICES PAID	\$ 2,576,261.26	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	12/01/2020
BPA	\$ 1,377,144.00	12/11/2020
USDA/RUS Loan	\$ 1,523,719.70	12/30/2020
PAYMENT TOTAL	\$ 5,491,453.58	

4.3 Financial Report.

November 2020 Financials

4.4 Calendar

PUD Calendar January 5, 2021.

END OF CONSENT AGENDA.

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

- General Manager will respond to community member referred to in Public Comments at a later date due to the fact there is a full agenda to go through today. There was an email sent earlier. Phone response is being worked on.
- Commissioner Jeff Randall requested the General Manager follow up on the question on of what authority the PUD collects money under and restrictions on how that is used.
- Broadband report: Weather has slowed down the progress.
- Working towards the LUD. Cost will be high. There will be preliminary numbers submitted soon.
- Commissioner Jeff Randall requested a short report on the LUD. General Manager Kevin Streett gives a short report. This will be brought back to the BOC at a later date. Commissioner Kenneth Collins is in the process of reviewing the letter regarding the LUD. There will be a more customer friendly process.

Financials Update: Finance Director Mike Bailey gave a report.

- 2020 audit will be done next week. Bill audit should be done later this month.
- General Manager Kevin Streett and Finance Director Mike Bailey will be meeting with Moss Adams.

Engineering Update: Engineering Director Samantha Harper gave a report.

- Water systems update to the Department of Health has been submitted. Draft will be posted online next week and there will be a review in February.
- Shine Plat update. A customer assistance meeting with Jefferson County and a pre-app meeting with Jefferson County have been done. Working on a follow-up pre-app meeting. Once we get that report it will be sent out to the contact list for Shine Plat. Trying to build up and get ready for March 9th hearing.
- Working on Frequently Asked Questions list that was requested at the BOC's last meeting. When these are ready, they will be emailed to the BOC.

Operations Update: Operations Director Scott Bancroft gave a report.

- Update on 300 Four Corners Road: PUD staff had a customer assistance meeting with the DCD (Department of Community Development) on May 28, 2020. The meeting was to determine if and what the PUD could with the property at 300 Four Corners. We do have the green light from DCD to do a joint building or just a PUD building. The PUD applied for a septic permit on September 9, 2020 and that was issued on November 3, 2020 and it will expire on November 3, 2023. At this point the staff has applied for a demo permit on December 15, 2020 and they are waiting for the bid process. There is a bid out for 13 local contractors.

Page 4 of 9

6. **OLD BUSINESS:**

6.1 CAB Discussion: General Manager Kevin Streett gave a report on a CAB member replacement. Position was advertised. No one applied for the job. There was a recommendation given that the person that Commissioner Dan Toepper selected be appointed.

Commissioner Dan Toepper requested a review into a different platform to have meetings.

Consultant Don McDaniel gave a CAB report. There was some discussion.

MOTION: Commissioner Dan Toepper made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners accept the nomination of Bob McCaully as the new District 3 Citizen Advisory Board member position. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Public Comment:

- **Comment:** The CAB has not met since February last year. Anxious to have a joint meeting with the BOC to discuss the direction of the CAB and get more clarity.
- **Comment:** Looking forward to joint meeting. There is high value on strengthening CAB. Public input important.
- **Comment:** Agenda suggested that the CAB had decided not to meet. I don't believe that is accurate. The CAB was told not to meet and was told some time ago not to dive deeply into any issues until the commissioners come up with a strategic plan. That has curtailed activity.
- **Comment:** What issues does the CAB need to take on? CAB is primarily here to provide information and assistance to the commissioners. A public citizen advisory board would not make sense if it didn't get some input from citizens. That needs to be taken into account.
- **Comment:** Have staff show up every second meeting. No reason why staff has to be present at every CAB meeting. There's a lot the CAB can do on its own and condense our questions to the staff.
- **Comment:** Zoom is capable of handling a group of nine members in a meeting.
- **Comment:** There are concerns about role of the CAB and restricting what the CAB should be working on. The CAB needs to have latitude to choose things that it works on with approval by the BOC. There were a number of things that happened in the past that certainly came about that did not come from the BOC but nonetheless were acted on that were shown to be pretty valuable.
- **Comment:** Need clarity on how the decision was made on when the CAB decided not to

Page 5 of 9

meet. Was that an actual decision? Was that made outside the context of a public meeting? The CAB doesn't set its own meeting schedule.

- **Comment:** Would like to see the CAB continue to do the valuable work it has been doing and not to let virtual meetings stand in the way.
- **Comment:** Former Chair of the CAB recited the purpose of the CAB, gave some historical background information and commented on working with the BOC.
- **Comment:** The CAB has gotten involved in process issues more and more.

6.2 Special Meetings Schedule and Frequency: General Manager Kevin Street brought up the subject of meeting frequency to the BOC. There was some discussion.

6.3 Water Leak Policy: Commissioner Kenneth Collins gave a report on a customer who had an irrigation system which malfunctioned. They were not aware of it not working. Their bill was considerable. There was some discussion on the Water Leak Policy. It was the decision of the commissioners that it was appropriate to take another look at the policy and come up with other options.

Public Comment:

- **Comment:** When someone is going to put in an irrigation system, the PUD makes the customer aware of this policy.
- **Comment:** There needs to be clarification.

7. NEW BUSINESS:

7.1 Conflict-of-Interest Declarations: General Counsel Joel Paisner gave a report and presentation. This Conflict-of-Interest Policy requires the commissioners to each acknowledge that they have reviewed the policy and the obligations that comes from RCW 42.23. These obligations were outlined in the memo that was submitted to each commissioner. Each commissioner is required to declare on the record whether they have any conflicts to disclose and that they have each reviewed the policy. Each commissioner declared they had reviewed the policy and had no conflicts of interest to report.

7.2 BOC Memberships and Representations: General Manager Kevin Streett goes into detail and explains BOC memberships in different organizations. This was submitted to the commissioners to review. Commissioner Dan Toepper was asked and accepted the request to be an alternate for newly elected Executive Board Member Liz Green on the PPC (Public Power Council).

7.3 Laborers Contract: General Manager Kevin Streett expressed appreciation to Human Resources Director Melanie Patterson, Consultant Don McDaniel and General Council

Joel Paisner for their work on the contract and went over some of the changes with the commissioners.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No 1 Board of Commissioners approve the Labor Agreement by and between Jefferson County Public Utility District No. 1 and Laborers Local No. 252. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

No public comment.

7.4 After Hours Call Fee: General Manager Kevin Streett gave a report. There was considerable discussion. No action taken. This will be submitted at next BOC meeting.

Public Comment:

- **Comment:** Those people are just answering the phone. In order to be fair to the customer, the next level should be taken so that Security Services NW would call the PUD and a qualified electrical person could actually go through the checklist and make sure that the customer understands the question that they are being asked and that they are actually following through. Leaving it up to Security Services NW is a really bad idea.

8. COMMISSIONERS' REPORTS:

Commissioner Dan Toepper:

12/9 Met with General Manager Kevin Streett.
12/16 Participated in ICG meeting. The re-establishment of the committee was expanded through 2021.
12/17 Participated in JeffCom meeting.
12/17 Scheduled County Public Infrastructure meeting was postponed.
12/18 Attended BOC Special Meeting – Pole Attachment Fees & Executive Session.
12/23 Met with General Manager Kevin Streett
01/05 Spoke with Doug Dawson from CCG Consulting.
01/06 and
01/07 Will attend PPC Zoom meetings
01/08 Will meet with General Manager Kevin Streett.
01/11 Will attend East Jefferson Fire Chief's meeting.
01/12 Will attend BOC Special Meeting – Budget.
1/13 thru
1/15 Will attend WPUDA meetings.

Page 7 of 9

Jefferson County PUD No. 1
Board of Commissioners
Regular Meeting January 5, 2021
Draft Minutes

Commissioner Jeff Randall:

- 12/9 Phone meeting with General Manager Kevin Street and George Kaun in preparation for the Rewire Conference (a policy conference in advance of the Legislature convening this year). He is on a panel with two legislators. (report).
- 12/10 Attended Rewire Conference.
- 12/16 Participated in ICG meeting.
- 12/17 Attended holiday staff meeting.
- 12/18 Attended BOC Special Meeting – Pole Attachment Fees & Executive Session.
- 12/22 Spoke with public member about EV charging grants. (report)
- 01/12 Will attend BOC Special Meeting – Budget.
- 01/05 Had a conversation with Doug Dawson from CCG Consulting. (report)
- 01/12 Will attend BOC Special Meeting – Budget.
- 1/13 thru
- 1/15 Will attend WPUA meetings.

Commissioner Kenneth Collins:

- 12/9 Attended NoaNet Board meeting.
- 12/10 Listened in on Rewire Conference. (report)
- 12/11 Attended JBAT meeting.
- 12/15 Conference call with General Counsel Joel Paisner.
- 12/16 Attended ICG meeting.
- 12/17 Attended holiday staff meeting.
- 12/18 Attended JBAT meeting.
- 12/18 Attended BOC Special Meeting – Pole Attachment Fees & Executive Session.
- 12/19 Telephone conference with customer on irrigation leak.
- 12/20 Telephone conference with customer on a LUD.
- 12/21 Had phone conference with General Manager Kevin Streett.
- 12/29 Administered Oath of Office by Notary Public Cammy Brown.
- 1/07 Plan on listening in on Executive Session of PPC meeting.
- 1/08 Will attend JBAT meeting.
- 1/11 Will speak with Doug Dawson of CCG Consulting.
- 1/12 Will attend BOC Special Meeting – Budget.
- 1/13 thru
- 1/15 Will attend WPUA meetings.
- 1/15 Will attend JBAT meeting.

9. ADJOURNMENT:

Commissioner Kenneth Collins declared the Regular Meeting of the Jefferson County PUD No. 1

Page 8 of 9

Jefferson County PUD No. 1
Board of Commissioners
Regular Meeting January 5, 2021
Draft Minutes

Board of Commissioners on January 5, 2021, adjourned at 7:23 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Commissioner Jeff Randall, Secretary

Date

Attest:

Commissioner Dan Toepper, President

Date

Commissioner Kenneth Collins, Vice President

Date

Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.



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

**January 12, 2021
Board of Commissioners
Special Meeting**

**PUD Data Dashboard Tools from Moss Adams
2020 and 2021 PUD Budget Review**

Draft Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on January 12, 2021, via WebEx video conference. Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Will O'Donnell, Communications Director
Annette Johnson, Executive Assistant/Records Officer
Mike Bailey, Finance Director
Joel Paisner, General Counsel
Don McDaniel, PUD Consultant
Melanie Patterson, Human Resources Director
Samantha Harper, Engineering Director
Scott Bancroft, Operations Director
Moss Adams
Cammy Brown, Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD Board of Commissioners for January 12, 2021, to order at 10:00 a.m.

Page 1 of 3

Jefferson County PUD
BOC Special Meeting – PUD Data Dashboard Tools
from Moss Adams and 2020 and 2021 PUD Budget Review
January 12, 2021
Draft Minutes

As per the Governor’s Proclamation 20-28 in response to the COVID-19 pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will only be accessible remotely via WebEx and unless otherwise informed by order of the Governor. All participants will be muted upon entry. Please unmute at the proper time to speak. Press *6 on a phone to mute or unmute during a call for phoning in.

All three commissioners were present. It was determined there was a quorum.

2. AGENDA REVIEW: Commissioner Dan Toepper presented the Agenda. There were no additions or corrections.

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

3. PRESENTATIONS:

3.1 PUD Data Dashboard Tools from Moss Adams: A representative from Moss Adams presented an updated version of some of the materials that were reviewed before because this is a budget review. In the future much of the budget information will be presented through Dashboard. This is an appropriate time to give the BOC an update.

No Public Comment.

3.2 2020 and 2021 PUD Budget Review: General Manager Kevin Streett gave a brief description of the presentation. The presentation will be a snapshot in time where the PUD is in this year’s current budget. Finance Director Mike Bailey gave the presentation on the Jefferson County PUD 2020 Financial Review and 2021 Finance Preview. Details of presentation and any public comments can be heard on the audio recording at www.jeffpud.org.

4.. ADJOURNMENT: Commissioner Dan Toepper declared the January 12, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:10 a.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$679,397.71** on this **16TH** day of **FEBUARY** **2021** ;

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

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 125415 to # 125457	\$ 87,463.32	1/28/2021
Accounts Payable:	# 125458 to # 125524	\$ 458,544.34	2/4/2021
Payroll Checks:	# 70851 to # 70856	\$ 10,450.20	2/5/2021
Payroll Direct Deposit:		\$ 122,939.85	2/5/2021

TOTAL INVOICES PAID	\$679,397.71
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WIRE TRANSFERS PAID	AMOUNT	DATE
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PAYMENT TOTAL	\$679,397.71
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VOIDED WARRANTS

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey 2/10/2021
 Mike Bailey Financial Director / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS				AMOUNT	DATE
Accounts Payable:	# 125415	to # 125457		\$ 87,463.32	1/28/2021
Accounts Payable:	# 125458	to # 125524		\$ 458,544.34	2/4/2021
Payroll Checks:	# 70851	to # 70856		\$ 10,450.20	2/5/2021
Payroll Direct Deposit:				\$ 122,939.85	2/5/2021
TOTAL INVOICES PAID				\$679,397.71	

WIRE TRANSFERS PAID	AMOUNT	DATE
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GRAND TOTAL	\$679,397.71
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VOIDED WARRANTS

02/09/2021 5:45:32 PM

Accounts Payable Check Register

Page 1

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125415 1/28/21	CHK	10006	AFLAC	AFLAC BILL JAN 2021	60.48
				AFLAC BILL JAN 2021	26.40
				AFLAC BILL JAN 2021	138.36
Total for Check/Tran - 125415:					225.24
125416 1/28/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 1/09/2021	8,524.08
				TREE TRIMMING W/E 1/16/2021	7,245.47
Total for Check/Tran - 125416:					15,769.55
125417 1/28/21	CHK	10461	C&J EXCAVATING INC	TRENCH - 201 VICTORIA LOOP 1/20	1,201.73
125418 1/28/21	CHK	10041	CDW GOVERNMENT	AUTOCAD LT SUB - 2SEAT 1YR THR 1/15/2022	692.98
				AUTOCAD LT SUB - 2SEAT 1YR THR 1/15/2022	173.24
Total for Check/Tran - 125418:					866.22
125419 1/28/21	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - DEC 2020	27,723.03
125420 1/28/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - JAN 2021	66.06
				PHONE SERVICE - JAN 2021	16.51
				PHONE SERVICE - JAN 2021	31.14
				PHONE SERVICE - JAN 2021	7.79
				PHONE SERVICE - JAN 2021	110.17
				PHONE SERVICE - JAN 2021	27.54
				PHONE SERVICE - JAN 2021	43.53
				PHONE SERVICE - JAN 2021	10.88
Total for Check/Tran - 125420:					313.62
125421 1/28/21	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE JAN 2021	75.40
				LOW SPD DATA & 2WIRE JAN 2021	18.85
				LOW SPD DATA & 2WIRE JAN 2021	31.14
				LOW SPD DATA & 2WIRE JAN 2021	7.79
Total for Check/Tran - 125421:					133.18
125422 1/28/21	CHK	10055	CONSOLIDATED ELECTRICAL DISTRIB	CONDUIT 4" 90° SWEEP-W BELL 36"	82.84

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125423 1/28/21	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - FEB 2021	985.14
125424 1/28/21	CHK	10769	JONATHON T DEHNERT	WELLNESS PROGRAM REIMBURSEMENT FOR 2020	80.00
125425 1/28/21	CHK	10078	ESCI	ESCI SAFETY TRAINING - JAN 2021	1,428.75
125426 1/28/21	CHK	10094	GENERAL PACIFIC, INC	WIRE 350 AL URD TPX 600V,WIRE #6SILIC BOLT MACH BOLT POLE TOP PIN SILICONE	11,623.33 189.66 286.56 253.43 517.21
Total for Check/Tran - 125426:					12,870.19
125427 1/28/21	CHK	9998	GERALDINE GOUDIE	CREDIT BALANCE REFUND	134.44
125428 1/28/21	CHK	10098	GRAINGER	POLE FLAGS/STAPLER	96.47
125429 1/28/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	TRTMNT PLNT - MATERIALS TRTMNT PLNT - TOOLS TRTMNT PLNT - MATERIALS TRITON COVE - MATERIALS	7.37 8.26 71.89 52.23
Total for Check/Tran - 125429:					139.75
125430 1/28/21	CHK	10110	HENERY HARDWARE	BROADBAND - MATERIALS	1.73
125431 1/28/21	CHK	10111	HIGHWAY SPECIALTIES LLC	REPAIR - CUST OWNED BALLON LGHT BALLOON LIGHT RENTAL FOR CUST REPAIR	374.18 152.60
Total for Check/Tran - 125431:					526.78
125432 1/28/21	CHK	10839	IRBY ELECTRICAL UTILITES	SIDEBY,ELBOW,PARKING,4/0ACSR SIDEBY	3,749.08 81.75
Total for Check/Tran - 125432:					3,830.83
125433 1/28/21	CHK	9998	TRICIA JERMAN	Credit Balance Refund	76.60
125434 1/28/21	CHK	10286	L & J ENTERPRISES	POLE CHNG OUT - CENTER&HWY 104 1/04	3,158.28

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Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125435 1/28/21	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - JAN 2021	249.78
				BPA RD-PUMP ELEC - JAN 21	135.42
				WILLIAMS CT ELEC - JAN 21	43.88
Total for Check/Tran - 125435:					429.08
125436 1/28/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING JAN 2021	437.50
125437 1/28/21	CHK	10166	NWPPA	WEBINAR SERIES:BOARD RPRTNG TRNG 1/21/21	72.00
				WEBINAR SERIES:BOARD RPRTNG TRNG 1/21/21	18.00
Total for Check/Tran - 125437:					90.00
125438 1/28/21	CHK	10167	OFFICE DEPOT	LINE CREW - WATER BOTTLES	88.81
125439 1/28/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SHOP - MATERIALS	10.89
125440 1/28/21	CHK	10610	OVERTON POWER DISTRICT NO 5	METER 2S-CL200 QTY240	2,557.14
				METER 2S-CL200 QTY240	-211.14
Total for Check/Tran - 125440:					2,346.00
125441 1/28/21	CHK	10188	PLATT ELECTRIC SUPPLY	WIRE #6 XHHW-2 600V COATED STRANDED CU	795.80
				SWEEP-CONDUIT 4" 90°	1,142.98
Total for Check/Tran - 125441:					1,938.78
125442 1/28/21	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	137.02
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	22.43
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	18.50
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	23.74
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	99.46
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	79.73
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	20.61
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	19.41
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	70.25
				MULTI LOCATIONS PUMPHSE ELEC - JAN 2021	220.50
Total for Check/Tran - 125442:					711.65

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125443 1/28/21	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- FEB 2021	1,579.12
125444 1/28/21	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - 915 V ST 1/08	730.80
				FLAGGING - CENTER RD & HWY 104 1/06	1,317.74
				FLAGGING - 292921 HWY 101 1/05	496.65
Total for Check/Tran - 125444:					2,545.19
125445 1/28/21	CHK	10219	SHOLD EXCAVATING INC	TRTMNT PLNT - DRAIN ROCK	9.81
125446 1/28/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
				TESTING: COLI/ECOLI MO JAN 2021	23.00
Total for Check/Tran - 125446:					207.00
125447 1/28/21	CHK	9998	E W STONER	Credit Balance Refund	152.00
125448 1/28/21	CHK	9998	RICHARD TAPPENDEN	Credit Balance Refund	40.83
125449 1/28/21	CHK	10824	THE PORT OF PORT TOWNSEND	JANITORIAL SVC PORT BLDNG JAN 2021	256.00
				JANITORIAL SVC PORT BLDNG JAN 2021	64.00
				RENT BILLING AT PORT BLDNG - FEB 2021	1,344.00
				RENT BILLING AT PORT BLDNG - FEB 2021	336.00
Total for Check/Tran - 125449:					2,000.00
125450 1/28/21	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	LINE CREW - EMPLOYEE WORK CLOTHING	27.25
125451 1/28/21	CHK	10252	ULINE	FLAGS	99.40
				TAGS	41.50
Total for Check/Tran - 125451:					140.90

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125452 1/28/21	CHK	10620	UPS	SHIPPING FEE - RETURN HASTINGS TSTR	11.90
				SHIPPING FEE - RETURN HASTINGS TSTR	11.89
Total for Check/Tran - 125452:					23.79
125453 1/28/21	CHK	10255	USA BLUEBOOK	WATER PARTS - PADLOCKS QTY12	222.51
125454 1/28/21	CHK	9999	PATRICK VAN CAMP	REFUND - SCOPE OF WORK CHANGE WO#20439	2,450.00
125455 1/28/21	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRADLEPNT DEVICE QB12/20-1/19/21	861.93
				WIFI IN TRUCKS QB12/20-1/19/21	364.24
				WIFI RANDOM QB12/20-1/19/21	565.40
				WIFI IN TRUCKS QB12/20-1/19/21	236.13
				WIFI RANDOM QB12/20-1/19/21	141.35
				SCADA CRDLEPNT DEVICE QB12/23-1/22/21	74.81
Total for Check/Tran - 125455:					2,243.86
125456 1/28/21	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - JAN 2021	42.34
				EAP SVC - JAN 2021	10.58
Total for Check/Tran - 125456:					52.92
125457 1/28/21	CHK	10647	WEST HILLS FORD MAZDA	RPLCMNT LAMP SWTICH TRUCK# 125	71.06
125458 2/4/21	CHK	10012	ALTEC INDUSTRIES, INC	CLIMBING GEAR	1,417.02
				REPLACEMENT POLE CLIMBING GEAR	116.77
				BOOM REPAIR TRUCK# 100	3,464.09
				ELBOW PULLER TOOL	266.03
Total for Check/Tran - 125458:					5,263.91
125459 2/4/21	CHK	10481	AMAZON	SAMSUNG 32 INCH UJ59 4K MONITOR	279.03
				SAMSUNG 32 INCH UJ59 4K MONITOR	69.76
Total for Check/Tran - 125459:					348.79
125460 2/4/21	CHK	10013	AMERICAN WATER WORKS ASSOCIATI	AWWA 1Y 2/01/21-1/31/22	377.00
125461 2/4/21	CHK	10447	ANIXTER INC.	STAPLES	316.10
				WIRE 4/0ALURDTPX600V,WIRE #2BARE7 & ETC	6,603.22

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				GUY PREFORM	138.98
				GUY STRANDWISE	490.50
				INSULATOR	706.32
				POLYWATER	143.88
				FUSE	1,629.57
				WIRE 4/0 AL URD TPX 600V	218.00
				ANCHOR HELICAL 8"	837.12
				Total for Check/Tran - 125461:	11,083.69
125462 2/4/21	CHK	10394	RANDALL L CALKINS	SPECIALIST CERTIFICATE RNWL 1YR FOR 2021	342.00
125463 2/4/21	CHK	10843	CCG CONSULTING	PROF SVC: BROADBAND NETWORK CONSULTING	1,180.00
125464 2/4/21	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - JAN 2021	27,662.03
125465 2/4/21	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE:MIP-PMT 804 WTR ST WO#19309	262.50
				PERMIT TYPE:MIP-PMT LAWRENCE ST WO#20365	262.25
				PERMIT TYPE:MIP-PMT WATER ST WO#22060	262.25
				Total for Check/Tran - 125465:	787.00
125466 2/4/21	CHK	10747	DESIGNER DECAL, INC.	VEHICLE SAFETY DECALS	274.68
125467 2/4/21	CHK	10067	DING DOCTOR GLASS SERVICES	CHIP REPAIR-TRUCK# 120	65.35
125468 2/4/21	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE JAN 2021	2,000.00
				CONSULTING SERVICE JAN 2021	3,000.00
				Total for Check/Tran - 125468:	5,000.00
125469 2/4/21	CHK	10069	DM DISPOSAL CO INC	2YD OCC-4CRNRS JAN-2021	136.75
				2YD OCC-4CRNRS JAN-2021	34.19
				Total for Check/Tran - 125469:	170.94
125470 2/4/21	CHK	10070	DOUBLE D ELECTRICAL, INC	ANNUAL SVC AIR COOLED GENERATOR (0-22KW)	408.76
				ANNUAL SVC LIQUID COOLED GENERATOR (49-1	790.26
				ANNUAL SVC AIR COOLED GENERATOR (0-22KW)	408.76
				Total for Check/Tran - 125470:	1,607.78

Page 23 of 66

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125471 2/4/21	CHK	10735	TOD C EISELE	ELECTRICIAN LIC RNWL CLASSES	300.00
				L&I ELECTRICIAN LIC RNWL 1YR THR 2/20/21	72.70
Total for Check/Tran - 125471:					372.70
125472 2/4/21	CHK	10083	EXCEL UTILITY CONSTRUCTION	METER INSTL - PARADISE BAY 1/26	1,494.47
125473 2/4/21	CHK	10404	FARWEST LINE SPECIALTIES LLC	REPLACEMENT HOIST-TRUCK# 101	367.14
				HOIST-TRUCK# 101&CLIMBING GEAR SLEEVES	-31.16
				CLIMBING GEAR SLEEVES	10.20
Total for Check/Tran - 125473:					346.18
125474 2/4/21	CHK	10085	FASTENAL	WAREHOUSE - SHOP TOWELS	110.66
				WAREHOUSE - MISC MATERIALS	198.23
Total for Check/Tran - 125474:					308.89
125475 2/4/21	CHK	10326	FRONTIER BONDING SERVICE, LLC	BOND # 9811783 RENEW 2021	200.00
125476 2/4/21	CHK	10094	GENERAL PACIFIC, INC	STAPLES	266.51
125477 2/4/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKET RNTL VEH#408 1/15-2/11	2,725.00
				AA55 DBLMN BUCKET VEH#414 1/06-2/02	3,716.20
				AT37-G BUCKET RNTL VEH#410 1/30-2/26	2,725.00
Total for Check/Tran - 125477:					9,166.20
125478 2/4/21	CHK	10859	GROVES CRANE, LLC	RPLC PUMPS - 21 KENNEDY 1/13	1,613.20
				LIFT TRNSFRMR - LANDES CT 1/26	1,613.20
Total for Check/Tran - 125478:					3,226.40
125479 2/4/21	CHK	10103	H D FOWLER	SPARLING - GOULDS DWT PUMP MODEL 9RCHC	2,997.50
				WATER HARDWARE - SS FASTENERS	107.43
Total for Check/Tran - 125479:					3,104.93
125480 2/4/21	CHK	10110	HENERY HARDWARE	SUBSTATIONS - BAIT STATIONS	18.73
125481 2/4/21	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT JANUARY 2021	1,885.00
				VEBA DEDUCTION JANUARY 2021	1,225.00
Total for Check/Tran - 125481:					3,110.00

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125482 2/4/21	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - JANUARY 2021	2,089.62
125483 2/4/21	CHK	10839	IRBY ELECTRICAL UTILITES	FIBER DEAD END FIBER SUSPENSION CLAMPS	981.00 3,101.05
Total for Check/Tran - 125483:					4,082.05
125484 2/4/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX EMPLOYER'S MEDICARE TAX EMPLOYEES' FICA TAX EMPLOYER'S FICA TAX EMPLOYEES' FEDERAL WITHHOLDING EMPLOYEES' FEDERAL WITHHOLDING TAX	2,997.45 2,997.45 12,816.49 12,816.49 11,729.82 9,923.24
Total for Check/Tran - 125484:					53,280.94
125485 2/4/21	CHK	10122	JEFFERSON COUNTY DEPT OF COMMU	PERMIT#PRE20-00021 WO#22080 FOLLOW-UP	97.00
125486 2/4/21	CHK	10314	JEFFERSON COUNTY HOME BUILDERS	ANNUAL JCHBA DUES 1YR 2021	437.50
125487 2/4/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	CHECKS PR 2/5/2021 DIRECT DEPOSIT PR 2/5/2021	10,450.20 122,939.85
Total for Check/Tran - 125487:					133,390.05
125488 2/4/21	CHK	10320	ANNETTE JOHNSON	WELLNESS PROGRAM REIMBURSEMENT 2021 WELLNESS PROGRAM REIMBURSEMENT 2021	200.00 50.00
Total for Check/Tran - 125488:					250.00
125489 2/4/21	CHK	10286	L & J ENTERPRISES	CLEAN UP - QUILCENE FIRE STATION 1/13 EXCAVATING - 7723 FLAGLER RD 1/19 EMRG EXCAVATING - BEAVER VALLEY 1/22	880.00 1,798.50 4,501.70
Total for Check/Tran - 125489:					7,180.20
125490 2/4/21	CHK	10300	BO D LEE	WELLNESS PROGRAM REIMBURSEMENT 2021	205.88
125491 2/4/21	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR JAN-21 SHRED 4CRNR JAN-21 SHRED PORT JAN-21	467.60 116.90 40.00

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SHRED PORT JAN-21	10.00
Total for Check/Tran - 125491:					634.50
125492 2/4/21	CHK	10136	LES SCHWAB TIRES	REPLACEMENT TIRES- TRUCK# 101	3,275.76
125493 2/4/21	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK JAN-21	162.35
				DISPOSAL 4CRNR 2YD CONT 1XWK JAN-21	40.59
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JAN-21	821.18
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JAN-21	205.30
				DISPOSAL 211 CHIM JAN-21	41.50
				DISPOSAL 211 CHIM JAN-21	10.38
				DISPOSAL 21 KENNEDY JAN-21	37.65
				DISPOSAL 21 KENNEDY JAN-21	37.64
				DISPOSAL 210 2YD CONT 1XWK JAN-21	162.35
				DISPOSAL 210 2YD CONT 1XWK JAN-21	40.59
Total for Check/Tran - 125493:					1,559.53
125494 2/4/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	BROADBAND - CUSTOMER SWITCHES	1,270.00
125495 2/4/21	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - JANUARY 2021	720.00
125496 2/4/21	CHK	10167	OFFICE DEPOT	210 TRP WDE - OFFICE SUPPLIES	49.02
				210 TRP WDE - OFFICE SUPPLIES	12.25
				CREWS - OFFICE SUPPLIES	44.45
				CREWS - OFFICE SUPPLIES	11.11
				WH & 210 TRP WDE - OFFICE SUPPLIES	67.72
				WH & 210 TRP WDE - OFFICE SUPPLIES	16.93
Total for Check/Tran - 125496:					201.48
125497 2/4/21	CHK	10168	OLDCASTLE INFRASTRUCTURE	CONCRETE LID 687 & BASE 687	29,271.96
125498 2/4/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	CHAINSAW REPAIR	28.89
125499 2/4/21	CHK	10181	PENINSULA PEST CONTROL	CRPNTRANT SVC BIM-OLYRIDG DR	65.40
				PEST SVC QRTLY-TRITON COVE Q1-2021	59.95

Page 26 of 66

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PEST SVC QRTLTY-LAZY C PUMPH Q1-2021	59.95
				Total for Check/Tran - 125499:	185.30
125500 2/4/21	CHK	10188	PLATT ELECTRIC SUPPLY	SWEEP	1,177.65
				REPLACEMENT CRIMPER	2,085.06
				WIRING DUCT-DANA ROBERTS	73.31
				CLAMP ON INSULATOR	82.08
				CONDUIT CAP	715.95
				CONDUIT COUPLING	958.42
				SWEEP	3,057.78
				CLAMP ON INSULATOR	54.72
				UNITSTRUT CLAMP	125.59
				MAST CLAMP HOLDER	86.75
				Total for Check/Tran - 125500:	8,417.31
125501 2/4/21	CHK	10193	PORT TOWNSEND LEADER	EMPLOY SRVC:RECRUIT LINEMEN JAN-21	45.50
				DISPLAY:ANNIVERSARY SALUTE JAN-21	36.00
				LEGAL:EMRGNCY PLAN WTR SYS JAN-21	233.76
				DISPLAY:ANNIVERSARY SALUTE JAN-21	9.00
				Total for Check/Tran - 125501:	324.26
125502 2/4/21	CHK	10195	PRECISION FIBER, INC	waiting for info	1,585.00
125503 2/4/21	CHK	10287	PUD-UTILITY PAYMENTS	300 FOUR CRNRS - ELECTRIC&WATER JAN-21	66.22
				300 FOUR CRNRS - ELECTRIC&WATER JAN-21	16.56
				300 FOUR CRNRS - ELECTRIC JAN-21	43.80
				300 FOUR CRNRS - ELECTRIC JAN-21	10.95
				Total for Check/Tran - 125503:	137.53
125504 2/4/21	CHK	10471	RICOH USA , INC.- DALLAS	ANNEX-COPIER RENT 2/19-3/18/2021	81.41
				ANNEX-COPIER RENT 2/19-3/18/2021	20.35
				4CORNERS (MODULAR) 2/18-3/17/2021	69.66
				4CORNERS (MODULAR) RENT 2/18-3/17/2021	17.42
				Total for Check/Tran - 125504:	188.84

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125505 2/4/21	CHK	10210	RICOH USA, INC	211 CHIM (0626) IMAGES JAN 2021	16.87
				211 CHIM (0626) IMAGES JAN 2021	4.22
				210 4 CRNRS (0109) IMAGES JAN 2021	84.24
				210 4 CRNRS (0109) IMAGES JAN 2021	21.06
				310 TRPWID 4CRNRS (7683) IMAGES JAN 2021	4.94
				310 TRPWID 4CRNRS (7683) IMAGES JAN 2021	1.23
				4CRNRS IT MODLR (7287) IMAGES JAN 2021	15.69
				4CRNRS IT MODLR (7287) IMAGES JAN 2021	3.92
				Total for Check/Tran - 125505:	
125506 2/4/21	CHK	10832	RJB WHOLESale INC.	PVC CONDUIT 4" SCH 40-W BELLEND-GREY	35,165.58
				PVC CONDUIT 2"&3" SCH 40-W BELLEND-GREY	22,180.11
Total for Check/Tran - 125506:					57,345.69
125507 2/4/21	CHK	9999	RON ELLINGSEN CONSTRUCTION	REFUND - SCOPE OF WORK CHANGE WO#19299	615.00
125508 2/4/21	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC FEB 2021	2,073.98
				ANSWER SVC FEB 2021	2,073.98
				ANSWER SVC FEB 2021	1,037.00
Total for Check/Tran - 125508:					5,184.96
125509 2/4/21	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - 915 V ST 1/12	730.80
				FLAGGING - MARROWSTONE IS 1/13	1,225.52
				FLAGGING - CENTER RD/HWY 104 1/05	1,989.94
Total for Check/Tran - 125509:					3,946.26
125510 2/4/21	CHK	10219	SHOLD EXCAVATING INC	CNDTVLT INTL - AIRPORT 7/06/2020	8,027.00
125511 2/4/21	CHK	10824	THE PORT OF PORT TOWNSEND	PORT BUILDING - ELECTRIC	92.71
				PORT BUILDING - JANITORIAL	256.00
				PORT BUILDING - WATER,SWR,GARBAGE	74.46
				PORT BUILDING - ELECTRIC	23.18
				PORT BUILDING - JANITORIAL	64.00
				PORT BUILDING - WATER,SWR,GARBAGE	18.62

02/09/2021 5:45:32 PM

Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 125511:					528.97
125512 2/4/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
125513 2/4/21	CHK	10615	US BANK	ADMIN:WBINR EXPAND ABILTIY TRNG 3/9-3/25	504.00
				ADMIN:WBINR EXPAND ABILTIY TRNG 3/9-3/25	126.00
				SCADA - UHAUL RNTL 12/16-12/17/20	67.93
				TOOL - DRILL KIT	350.11
				TOOL - ULTRASONIC CLEANER	435.99
				EVGRN RURAL ANNL WTR CONF 2/9-2/11/21	275.00
				GARDINER WTR SYS&LUD3 RESV - BATTERY	80.63
				SPARLING - HYDR PEROXI	21.80
				WAREHOUSE - RETURN ENVELOPES	15.13
				VEH# 100 - OVERSIZE VEH PERMIT	240.00
				VEH# 123 - OVERSIZE VEH PERMIT	240.00
				NRECA KEY ACCT TRNG 1/6-1/15/21	675.00
				WA ENVIRON TRNG CRSE MTERAL 1/4-3/23/21	194.02
				WA ENVIRONMENTAL TRNG 1/4-3/23/21	500.00
				ASSET TRACKING SRVC	160.00
				BILLING - OFFICE365 SFTWRE SUBSC	83.71
				ELECTRONIC SIGNATURE SRVC	209.28
				ENGINEERING - MONITOR CABLE	24.92
				GIS SPCLIST HARD DRIVE	52.31
				LINE CREW - SCREEN PROTECTORS	14.81
				PHONE SRVC	450.00
				SCADA - EMAIL TO VOICE	11.39
				SCADA - FAN REPLCMNT NETWRK SWITCHES	92.93
				SRVR RACKS FOR NEW BUILDING	734.98
				VIDEO STREAMING SFTWARE	23.99
				WEB HOSTING SRVC	350.58
				WEBSITE SFTWARE	77.61
				WEBSITE STORAGE	3.41

02/09/2021 5:45:32 PM

Accounts Payable Check Register

Page 13

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ASSET TRACKING SRVC	40.00
				BILLING - OFFICE365 SFTWRE SUBSC	20.93
				ELECTRONIC SIGNATURE SRVC	52.32
				ENGINEERING - MONITOR CABLE	6.23
				GIS SPCLIST HARD DRIVE	13.08
				LINE CREW - SCREEN PROTECTORS	3.70
				PHONE SRVC	50.00
				SCADA - EMAIL TO VOICE	2.85
				SCADA - FAN REPLCMNT NETWRK SWITCHES	23.23
				SRVR RACKS FOR NEW BUILDING	183.74
				VIDEO STREAMING SFTWARE	6.00
				WEB HOSTING SRVC	87.65
				WEBSITE SFTWARE	19.40
				WEBSITE STORAGE	0.85
				FOOD FOR STORM OUTAGE SEASON	122.77
				NRECA PWRXCHNG&TECH ADV TRNG 2/23-3/4/21	396.00
				NRECA PWRXCHNG&TECH ADV TRNG 2/23-3/4/21	99.00
				VEH# 133 - GOOD TO GO TOLL FEE	14.00
				EMPLOY AD:STAKING ENGINEER 1/17/21	506.42
				EMPLOY AD:STAKING ENGINEER 1/2/2021	214.02
				EMPLOY AD:STAKING ENGINEER 12/26/20	500.46
				WO#20553- CUSTOMER YARD REPAIR	194.02
				WO#20384 - REG EASEMENT CHIM SUBSTN	216.30
				WO#221001- 300 4 CRNR DEMO PERMIT	279.45
				RME SEPTIC INSPECTIONS NOV 2020	12.00
				AD - CARES ACT FUND DISTR	60.00
				AD - CARES ACT FUND DISTR	5.95
				AD - CARES ACT FUND DISTR	12.84
				AD - CARES ACT FUND DISTR	60.00
				AD - CARES ACT FUND DISTR	5.67
				AD - CARES ACT FUND DISTR	15.00

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Accounts Payable Check Register

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				AD - CARES ACT FUND DISTR	1.49
				AD - CARES ACT FUND DISTR	3.21
				AD - CARES ACT FUND DISTR	15.00
				AD - CARES ACT FUND DISTR	1.42
				LINE CREW - TOOLS	381.10
				SPOTLIGHT	74.46
				LINE CREW - GROUND GLOVES	590.00
				LINE CREW - RETURN GROUND GLOVES	-1,239.00
Total for Check/Tran - 125513:					9,067.09
125514 2/4/21	CHK	10255	USA BLUEBOOK	CHEMICAL PUMP(300 PSI LMI #350402)	2,059.94
				CHLORINE TEST REAGENT PACK OF 1000	217.81
				LMI PUMP REPAIR KIT	156.52
				MANGANEZE TEST KIT REAGENT	144.46
Total for Check/Tran - 125514:					2,578.73
125515 2/4/21	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - JAN 2021	61.92
				LOCATES - JAN 2021	68.37
Total for Check/Tran - 125515:					130.29
125516 2/4/21	CHK	10737	VAN ALLER SURVEYING	SURVEY - WO#20306 MCMINN RD	691.50
125517 2/4/21	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - JAN 2021	414.21
				CUST#JEFF007 ALL VEH GPS - JAN 2021	186.39
Total for Check/Tran - 125517:					600.60
125518 2/4/21	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB12/16-1/15/2021	191.68
				CELL PHONE SERVICE QB12/16-1/15/2021	129.73
				CELL PHONE SERVICE QB12/16-1/15/2021	25.95
				CELL PHONE SERVICE QB12/16-1/15/2021	78.45
				CELL PHONE SERVICE QB12/16-1/15/2021	94.30
				CELL PHONE SERVICE QB12/16-1/15/2021	38.60
				CELL PHONE SERVICE QB12/16-1/15/2021	59.51
				CELL PHONE SERVICE QB12/16-1/15/2021	38.60

02/09/2021 5:45:32 PM

Accounts Payable Check Register

Page 15

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB12/16-1/15/2021	111.41
				CELL PHONE SERVICE QB12/16-1/15/2021	38.60
				CELL PHONE SERVICE QB12/16-1/15/2021	59.51
				CELL PHONE SERVICE QB12/16-1/15/2021	62.96
				CELL PHONE SERVICE QB12/16-1/15/2021	15.57
				CELL PHONE SERVICE QB12/16-1/15/2021	8.17
				CELL PHONE SERVICE QB12/16-1/15/2021	46.54
				CELL PHONE SERVICE QB12/16-1/15/2021	18.16
				CELL PHONE SERVICE QB12/16-1/15/2021	30.43
				CELL PHONE SERVICE QB12/16-1/15/2021	12.97
				CELL PHONE SERVICE QB12/16-1/15/2021	104.96
				CELL PHONE SERVICE QB12/16-1/15/2021	104.96
				CELL PHONE SERVICE QB12/16-1/15/2021	51.90
				CELL PHONE SERVICE QB12/16-1/15/2021	104.92
				CELL PHONE SERVICE QB12/16-1/15/2021	70.88
				CELL PHONE SERVICE QB12/16-1/15/2021	91.02
				CELL PHONE SERVICE QB12/16-1/15/2021	41.51
				CELL PHONE SERVICE QB12/16-1/15/2021	10.86
				CELL PHONE SERVICE QB12/16-1/15/2021	140.53
				CELL PHONE SERVICE QB12/16-1/15/2021	38.90
				CELL PHONE SERVICE QB12/16-1/15/2021	220.65
				CELL PHONE SERVICE QB12/16-1/15/2021	39.53
				CELL PHONE SERVICE QB12/16-1/15/2021	106.32
				CELL PHONE SERVICE QB12/16-1/15/2021	22.76
				CELL PHONE SERVICE QB12/16-1/15/2021	10.38
				CELL PHONE SERVICE QB12/16-1/15/2021	43.43
				CELL PHONE SERVICE QB12/16-1/15/2021	35.14
				CELL PHONE SERVICE QB12/16-1/15/2021	51.89
Total for Check/Tran - 125518:					2,351.68
125519 2/4/21	CHK	10260	WA STATE DEFERRED COMPENSATION PL DEFERRED COMP EE		12,190.18

02/09/2021 5:45:32 PM

Accounts Payable Check Register

Page 16

01/28/2021 To 02/08/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PL DEFERRED COMP ER	5,001.86
Total for Check/Tran - 125519:					17,192.04
125520 2/4/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15
125521 2/4/21	CHK	10271	WESCO RECEIVABLES CORP	SECONDARY HH, TRAFFIC 24X36X36-POLY-FIBER JUNCTION 4-POINT LOAD BREAK W/BRACKET COLD SHRINK JUNCTION 4-POINT LOAD BREAK W/BRACKET ARRESTER 10KV CABLE TO FLAT BAR TAP UNITSTRUT CLAMP STIRRUP BIMETAL PLATE	15,042.00 4,150.72 1,227.34 227.81 1,530.36 463.52 212.55 937.95 382.59
Total for Check/Tran - 125521:					24,174.84
125522 2/4/21	CHK	10274	WESTBAY AUTO PARTS, INC.	FLEET - CBLE LUBE, GRPHITE LUBE, ANTIFRZ VEH# 110 - OIL CHANGE	22.03 7.16
Total for Check/Tran - 125522:					29.19
125523 2/4/21	CHK	9998	JOY WILSON	CREDIT BALANCE REFUND	35.55
125524 2/4/21	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VIDEO CONF SVC FEB2021 2/22-3/21 VIDEO CONF SVC FEB2021 2/22-3/21	309.48 77.37
Total for Check/Tran - 125524:					386.85

Total Payments for Bank Account - 1 :	(110)	546,007.66
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(110)	546,007.66
Grand Total for Payments :	(110)	546,007.66
Grand Total for Voids :	(0)	0.00
Grand Total :	(110)	546,007.66

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Accounts Payable Check Register

Page 1

01/28/2021 To 02/08/2021

Wires

Bank Account: -

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
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NO RECORDS FOUND

Total for Check/Tran - :

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 2/05/2021

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70851	2/5/2021	1,677.92
2001	WATER DISTRIBUTION MANAGER II	70852	2/5/2021	2,055.07
3032	CUSTOMER SERVICE REP	70853	2/5/2021	1,232.15
2003	WATER TREATMENT PLANT OPERATOR III	70854	2/5/2021	2,092.11
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70855	2/5/2021	2,669.20
4008	COMMISSIONER	70856	2/5/2021	723.75
				10,450.20

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 2/05/2021

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	2/5/2021	7/5/1903
3052	ADMINISTRATIVE ASSISTANT	2/5/2021	2,209.69
1026	BROADBAND SUPERVISOR	2/5/2021	1,936.21
4006	COMMISSIONER DIST 1	2/5/2021	934.34
4004	COMMISSIONER DIST 2	2/5/2021	2,227.03
3034	COMMUNICATIONS DIRECTOR	2/5/2021	2,268.53
3002	CUSTOMER SERVICE COORDINATOR	2/5/2021	1,207.66
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	2/5/2021	1,334.98
3022	CUSTOMER SERVICE REP	2/5/2021	1,345.65
3046	CUSTOMER SERVICE REP	2/5/2021	1,168.18
3048	CUSTOMER SERVICE REP	2/5/2021	1,232.94
1027	ELECTRICAL ENGINEERING MANAGER	2/5/2021	2,896.55
1044	ELECTRICAL PRE-APPRENTICE	2/5/2021	2,661.45
2007	ENGINEERING DIRECTOR	2/5/2021	3,409.07
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	2/5/2021	2,058.65
3033	FINANCE DIRECTOR	2/5/2021	3,449.78
1046	FLEET/WAREHOUSE HELPER	2/5/2021	2,262.12
1008	FOREMAN LINEMAN	2/5/2021	5,248.22
1012	FOREMAN LINEMAN	2/5/2021	4,596.22
1011	GENERAL MANAGER	2/5/2021	4,610.60
1042	GIS SPECIALIST	2/5/2021	2,245.35
1017	HEAD STOREKEEPER	2/5/2021	2,354.94
3047	HUMAN RESOURCES DIRECTOR	2/5/2021	2,525.91
3008	INFORMATION TECHNOLOGY MANAGER	2/5/2021	3,126.96
3028	IT SUPPORT TECHNICIAN	2/5/2021	1,843.82
1000	LINEMAN	2/5/2021	5,012.59
1016	LINEMAN	2/5/2021	3,906.75
1020	LINEMAN	2/5/2021	3,997.27
1028	LINEMAN	2/5/2021	2,987.43
1034	LINEMAN	2/5/2021	3,999.01
1041	LINEMAN	2/5/2021	3,770.77
1043	METER READER	2/5/2021	1,755.54
1047	METER READER	2/5/2021	1,506.34
1037	OPERATIONS DIRECTOR	2/5/2021	3,473.09
3004	RESOURCE MANAGER	2/5/2021	2,425.33
1003	SCADA TECH APPRENTICE	2/5/2021	2,793.22
1015	SCADA TECH JOURNEYMAN	2/5/2021	4,409.35
3020	SERVICES DIRECTOR	2/5/2021	2,465.24
1031	STAKING ENGINEER	2/5/2021	2,367.91
1014	STOREKEEPER	2/5/2021	2,328.82
1033	SUBSTATION/METERING TECH	2/5/2021	3,900.66
3013	UTILITY ACCOUNTANT II	2/5/2021	1,592.41
3029	UTILITY ACCOUNTANT II	2/5/2021	1,754.62
3003	UTILITY BILLING CLERK	2/5/2021	1,455.12
3027	UTILITY BILLING CLERK	2/5/2021	1,481.50
3000	UTILITY BILLING COORDINATOR	2/5/2021	1,600.06
2005	WATER DISTRIBUTION MANAGER I	2/5/2021	1,596.08
2002	WATER DISTRIBUTION MANAGER II	2/5/2021	1,923.36
			122,939.85



AGENDA REPORT

DATE: February 19, 2021

TO: Board of Commissioners

FROM: Mike Bailey, Finance Director/District Auditor

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

RECOMMENDATION: Motion to approve

SUMMARY: Per Write-Off of Uncollectable Accounts Policy passed September 2017, the Board of Commissioners agreed to review and approve for write off inactive account balances over 90 days in arrears that had been given 30 days' notice that their account will be referred to a collection agency.

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

ANALYSIS/FINDINGS: There are 12 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$2,081.53 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

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

services. Any amounts received on the written off amount, will be deposited into the PUD's Depository Bank Account and the Reserve for Uncollectible Accounts adjusted. No revenue or expense accounts are affected by this write off.

RECOMMENDATION: Transfer the 12 inactive accounts owing \$2,081.53 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

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



Board of Commissioners

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

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On February 19, 2021 the following summary of inactive customer accounts with a past due balance of greater than \$50.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Finance Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

Uncollectible Amount Range	Number of Accounts	Write-Off Amount
Up to \$50	1	\$15.08
\$51 - \$100	4	\$295.02
\$101 - \$200	5	\$643.30
\$201 - \$300	1	\$220.70
Over \$300	1	\$907.43
		\$2,081.5
TOTAL	12	3

Approval, Board of Commissioners

Jeff Randall
 Secretary

February 16, 2021

PUD Calendar

February 16, 2021, BOC Regular Meeting 5:00pm per Zoom

February 17th-19th, 2021, WPUA Association Conference

February 23, 2021, 2020 Water System Plan Update Review, 10:00am-12:00pm
Per Zoom.



AGENDA REPORT

DATE: February 16, 2021

TO: Jefferson County PUD Board of Commissioners

FROM: Jean Hall, Services Director

RE: Resolution Updating the Water Leak Adjustment Policy

RECOMMENDATION: Approve Resolution

SUMMARY: Staff is requesting that the Board of Commissioners approve the resolution amending the Customer Service Policy, section 10.3.3 – Water Leak Adjustments

BACKGROUND: In an effort to provide relief to customer owners who have experienced high water bills due to irrigation leaks, the Board of Commissioners asked staff to review the leak adjustment policy. After a careful review and on-going discussions during regular board meetings, staff provided the Board with an updated policy (attached).

ANALYSIS/FINDINGS: None

FISCAL IMPACT: None

RECOMMENDATION: Staff recommends that the Board of Commissioners approve the resolution amending the Customer Service Policy, section 10.3.3 – Water Leak Adjustments to reflect the following changes:

- ☒ Allow billing adjustments for irrigation leaks.
- ☒ Add a cap on the dollar amount that will be written off. The range of adjustments for leaks in 2020 was five dollars to just over seven hundred dollars. By setting the cap in the \$1,000 range this should not affect most leak adjustment requests while still allowing some relief to customer owners who have suffered an irrigation leak.
- ☒ Place a limit on the time given to the customer to submit all documents and the leak request letter. Staff's recommendation is two months.

ATTACHMENTS:

1. Resolution amending the Customer Service Policy
2. Amended Customer Service Policy section 10.3.3

PUBLIC UTILITY DISTRICT NO.1
OF
JEFFERSON COUNTY

RESOLUTION NO. 2021-XX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), amending the Customer Service Policy Section 10.3.3 – Water Leak Adjustments.

WHEREAS, the Board of Commissioners for the PUD adopted Section 10.3.3, a water leak adjustment policy in Resolution No. 2019-25; and

WHEREAS, the Board of Commissioners reviewed the Customer Service Policy Section 10.3.3 regarding leak adjustments at its regular meeting of January 5, 2021; and

WHEREAS, the PUD continually evaluates its Customer Service Policies in order to balance the fiscal impacts to the PUD with impacts to its customers; and

WHEREAS, the PUD staff has recommended to the Board of Commissioners certain amendments to Customer Service Policy Section 10.3.3 that will provide guidelines and limitations to the PUD’s leak adjustment policy, Section 10.3.3 in order to provide better procedures for both PUD staff and customers; and

WHEREAS, this Resolution updates and amends Resolution No. 2019-25 to cap certain amounts charged due to water leaks, and modifies Customer Service Policy Section 10.3.3 to provide further clarity, and such changes to that policy are shown in the attached Exhibit No. 1, incorporated herein by this reference..

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of the PUD has reviewed the water leak adjustment policies for irrigation systems at its January 5, 2021 regular meeting; and based upon its review and recommendations from the PUD staff, the Customer Service Policy of Jefferson County PUD No. 1, hereby amends Section 10.3.3 – Water Leak Adjustments consistent with the attached changes provided in Exhibit No. 1 to this Resolution..

ADOPTED by the Commission of the Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting this 16th day of February 2021.

Dan Toepper, President

Kenneth Collins Vice President

ATTEST:

Jeff Randall, Secretary

10.3.3 – Water Leak Adjustments

Customers who experience a high bill due to a water leak may be eligible for an adjustment on their water bill not to exceed one thousand dollars (\$1,000). The Customer will be responsible for all charges on the account until such time as an adjustment is granted and applied to the account. Customer Service will offer alternative payment arrangements until such time as the leak adjustment is either processed or denied. Once the estimated loss is calculated, the Customer will pay the first-tier water consumption rate for the lost water. The customer will also be responsible for paying a one-time processing fee as specified in section 14.3.14 of this policy.

To qualify for a leak adjustment the following criteria must be met:

- The leak must be in excess of ten thousand (10,000) gallons greater than the Customer's average monthly usage for the most recent three (3) years during the same time period.
- The Customer must not have been granted a leak adjustment for the same service location within the most recent twenty-four (24) months.
- ~~The leak must have been repaired within 10 days of discovery. An extension of this deadline may be considered based on extenuating circumstance.~~
- ~~The customer must submit a leak adjustment request letter and all required documents to the PUD no more than 2 months after the repair of the leak.~~
- An extension of any of the above deadlines may be considered based on extenuating circumstances.

Leaks that are not eligible for a billing adjustment may include, but are not limited to the following:

- Commercial accounts
- ~~Irrigation pipe leaks~~
- Leaks that are the result of owner negligence
- Leak of which the Customer should have been aware
 - Pipes or equipment that are in plain sight
 - Leaking toilet

The Customer will be required to provide proof of the leak. Proof may include, but is not limited to the following:

- Invoice from a plumber or contractor
- Parts receipt
- Photo of the repair and location of the leak
- Onsite verification by a PUD water crew
- Should all of the qualifications be met, and the adjustment is approved by the Manager or his/her designee, then staff will enter a policy adjustment on the Customer's water account.



AGENDA REPORT

DATE: February 19, 2021
TO: Board of Commissioners
FROM: Mike Bailey, Finance Director/Auditor
RE: Restricted Cash Accounts
RECOMMENDATION: Approve Resolution

SUMMARY: Staff has reviewed restricted cash accounts to ensure balances are at the appropriate levels. Restricted cash can only be used for the intended purpose and not for general purposes.

BACKGROUND: Staff has reviewed the accounts with assistance from Bond Counsel, General Counsel, and Moss Adams. We have reviewed loan and bond covenants for reserve requirements and compared those to account balances. In addition, as part of their audit review for our 2020 Financial Audit, Jackson Thornton raised the question as to why the PUD cash balances were higher than the associated debt balances.

ANALYSIS/FINDINGS: After review and examination, it has been determined that certain debt payments were made from the General Fund instead of using the restricted funds to pay off the associated debt. Cash balances have been left in restricted accounts after debt was paid in full. The excess funds can then be moved out of the reserve accounts.

FISCAL IMPACT: The balance of restricted cash will decrease by approximately by \$3.2 Million while unrestricted cash balance will increase by approximately \$2 Million. The PUD will retain approximately \$1.2 Million in restricted accounts to pay off higher interest debt saving money on interest. Once loans/bonds are paid in full and reserve requirements met we will transfer remaining balances from restricted to the General Fund. We have also reviewed the past 5 years of revenue in the PUD's General Fund to determine the reasonable allocation between the Electric Department and the Water Department. Based upon that review, the excess reserves (approximately \$2 Million) will be allocated to the Electric Department (94%) and the Water Department (6%).

RECOMMENDATION: Staff recommends the Board approves the attached resolution authorizing Jefferson County Treasurer's Office to move funds from restricted accounts to our general fund account, as further shown in Exhibit 1 to the proposed resolution. We will request that accounts no longer needed be closed.

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

RESOLUTION NO. 2021-__

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

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

WHEREAS, the PUD has supported its Local Utility Districts by securing funding for water and sewer improvements establishing special accounts to record the collection of assessment payments; and

WHEREAS, the Board of Commissioners of the PUD has reviewed its reserve accounts including accounts established as reserve accounts for its Loan and Bond debt for its Local Utility Districts; and

WHEREAS, the PUD’s review determined that certain payments made in support of the Loan and Bond debt accounts were made from the PUD’s General Fund resulting in an increase in reserve amounts; and

WHEREAS, Board of Commissioners of the PUD has determined that the reserve accounts for some loans/bonds are not necessary or required pursuant to its ongoing loan agreements with certain lenders supporting the Local Utility Districts, and requests that funds be transferred as provided for in this resolution.

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

The Board of Commissioners of the PUD requests that the Jefferson County Treasurer transfer \$2,010,972.58 from various Treasurer’s Accounts to Account 680-001-010 (General Fund), attached in Exhibit A, and incorporated herein by this reference.

The Board of Commissioners of the PUD directs the General Manager to retain sufficient funds in the reserve accounts to pay off the loans in account numbers 680-001-132 and 680-001-140, as reflected in Exhibit A. Once the funds have been transferred, it is requested that the Jefferson County Treasurer close accounts no longer needed, as further identified by PUD staff.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 16th day of February 2021.

Dan Toepper, President

Kenneth Collins, Vice President

ATTEST:

Jeffrey Randall, Secretary

Exhibit A

Calculations based on Revenue Percentages

GL Account	Account Description	Jan'21 Balance	Reserve Amount	Balance to Transfer	Electric 94%	Water 6%
126.13	Reserve Fund LUD #13	\$13.18	\$0.00	\$13.18	\$12.39	\$0.79
126.21	Tri Area Bond Reserve	\$20.42	\$0.00	\$20.42	\$19.19	\$1.23
126.31	Tri Area Bond Investment	\$181,420.45	\$164,762.00	\$16,658.45	\$15,658.94	\$999.51
126.41	LUD #11 Water Reserve	\$26.45	\$0.00	\$26.45	\$24.86	\$1.59
126.51	LUD #11 Invested Reserve	\$234,989.86	\$0.00	\$234,989.86	\$220,890.47	\$14,099.39
131.10	Cash 1996 Bond LUD #6	\$20,577.60	\$8,434.00	\$12,143.60	\$11,414.98	\$728.62
131.11	Cash 1996 Bond LUD #8	\$75,660.34	\$26,356.00	\$49,304.34	\$46,346.08	\$2,958.26
131.12	Cash 1996 Bond LUD #11	\$3.72	\$0.00	\$3.72	\$3.50	\$0.22
131.13	Cash 1997 Bond LUD #13	\$2.45	\$0.00	\$2.45	\$2.30	\$0.15
131.14	Cash 2009 Bond LUD #14	\$63,753.32	\$0.00	\$63,753.32	\$59,928.12	\$3,825.20
131.15	Cash 2008 Bond LUD #15	\$61.05	\$0.00	\$61.05	\$57.39	\$3.66
136.12	LUD #11 Bond Investment	\$33,093.03	\$0.00	\$33,093.03	\$31,107.45	\$1,985.58
136.13	LUD #13 Bond Investment	\$21,753.93	\$0.00	\$21,753.93	\$20,448.69	\$1,305.24
136.14	LUD #14 Bond Investment	\$2,564,689.62	\$1,160,000.00	\$1,404,689.62	\$1,320,408.24	\$84,281.38
136.15	LUD #15 Bond Investment	\$542,364.99	\$255,000.00	\$287,364.99	\$270,123.09	\$17,241.90
	Totals	\$3,738,430.41	\$1,614,552.00	\$2,123,878.41	\$1,996,445.71	\$127,432.70
					\$2,123,878.41	

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

RESOLUTION NO. 2021-___

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

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

WHEREAS, the PUD has supported its Local Utility Districts by securing funding for water and sewer improvements establishing special accounts to record the collection of assessment payments; and

WHEREAS, the Board of Commissioners of the PUD has reviewed its reserve accounts including accounts established as reserve accounts for its Loan and Bond debt for its Local Utility Districts; and

WHEREAS, the PUD’s review determined that certain payments made in support of the Loan and Bond debt accounts were made from the PUD’s General Fund resulting in an increase in reserve amounts; and

WHEREAS, Board of Commissioners of the PUD has determined that the reserve accounts for some loans/bonds are not necessary or required pursuant to its ongoing loan agreements with certain lenders supporting the Local Utility Districts, and requests that funds be transferred as provided for in this resolution.

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

The Board of Commissioners of the PUD requests that the Jefferson County Treasurer transfer \$2,010,972.58 from various Treasurer’s Accounts to Account 680-001-010 (General Fund), attached in Exhibit A, and incorporated herein by this reference.

The Board of Commissioners of the PUD directs the General Manager to retain sufficient funds in the reserve accounts to pay off the loans in account numbers 680-001-132 and 680-001-140, as reflected in Exhibit A. Once the funds have been transferred, it is requested that the Jefferson County Treasurer close accounts no longer needed, as further identified by PUD staff.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 16th day of February 2021.

Dan Toepper, President

Kenneth Collins, Vice President

ATTEST:

Jeff Randall, Secretary



AGENDA REPORT

DATE: February 16, 2021
TO: Board of Commissioners
FROM: Samantha Harper, P.E., Engineering Director
RE: Local Utility District (LUD) Tutorial
RECOMMENDATION: Discussion Only

SUMMARY: Staff would like to discuss the Local Utility District process with the Board of Commissioners and provide feedback on questions or comments

BACKGROUND: The PUD has been petitioned for two Local Utility Districts (LUDs), one water and one broadband. Therefore, staff would like to go through the LUD process with the Board of Commission.

The LUD Process Flow Chart outlines the basic steps from petition to final assessment. The legend in the flow chart is as follows:

- ☒ Grey shaded square = action of the LUD petitioners
- ☒ Blue shaded square = action of the PUD staff
- ☒ Yellow shaded square = action of the BOC
- ☒ Red shaded square = STOP process

Documents also included are copies of the LUD Frequently Ask Questions (FAQs), LUD process checklist (internal use) and LUD Sequence of Events.

The information included is to generate questions and a discussion.

ANALYSIS/FINDINGS: None

FISCAL IMPACT: None

RECOMMENDATION: Discussion only

Attachments: 1. LUD Process Flow Chart
2. LUD Frequently Ask Questions (FAQs)
3. LUD Checklist (internal use)
4. LUD Sequence of Events (external use)

Initial Steps Under Petition Method of Formation

(internal use)

Responsibility	Item
Proponent	I. Filing of a petition signed by ten percent of the owners of land or by owners of property aggregating a majority of the area of the proposed Local Utility District (LUD). RCW 54.16.140; RCW 54.16.150 <i>Property owner’s petition with all signatures</i>
Water/Broadband Dept.	II. Certification of sufficiency of petition by the designated officer. RCW 54.16.130; RCW 35.43.130. <i>Engineer’s certificate of sufficiency of petition.</i>
Water/Broadband Dept.	III. Designated person prepares cost estimate, assembles other statutorily required information and certifies it to the commission. RCW 54.16.130; RCW 35.43.130.

Steps Under Both Resolution and Petition Methods of Formation

Responsibility	Item
Water/Broadband Dept.	1. Determine whether LUD formation is categorically exempt from procedures of State Environmental Policy Act (SEPA), Chapter 43.21C RCW and Chapter 197-11 WAC. If not categorically exempt, prepare and issue Environmental Checklist and Determination of Non-Significance (DNS) (or Environmental Impact Statement (EIS) before adopting resolution creating LUD and ordering improvements. <i>Environmental Checklist and DNS (or EIS).</i>
BOC	2. Adopt resolution declaring intention to form LUD and fixing hearing on the formation of LUD OR , in response to petition, adopt resolution fixing hearing on forming LUD. Resolution provides for hearing on formation whether petition or resolution method is used. RCW 54.16.140; RCW 54.16.150. <i>a. Resolution.</i> <i>b. Minutes (or excerpts) of BOC meeting reflecting adoption of such resolution.</i>
Water/Broadband Dept.	3. If resolution method is being used, designated person prepares cost estimate, assembles other statutorily required information and certifies it to the commission. RCW 54.16.130; RCW 35.43.130.
Water/Broadband Dept./Legal, as needed	4. Mail notice of hearing at least 15 days before the date fixed for hearing to the owners as shown on the rolls of the County Assessor of all property (1) within the proposed LUD and (2)

Responsibility	Item
	<p>outside of the proposed LUD, where such property is required at the time of notice to be connected to the proposed sewer or water facilities as a condition of Federal Housing Administration loan qualification. RCW 54.16.145; RCW 35.43.150. If State-owned property will be assessed, notice must be given by registered or certified mail at least 30 days prior to hearing. RCW 79.44.040.</p>
Executive Admin.	<p><i>Affidavit of mailing with form of notices attached.</i></p> <p>5. Publish resolution declaring intention or resolution fixing hearing on forming LUD in at least two consecutive issues of the official newspaper, <u>the first publication</u> being at least 15 days prior to the hearing. RCW 54.16.140; RCW 54.16.130.</p>
Water/Broadband Dept./BOC	<p><i>Affidavit of publication of both such publications.</i></p> <p>6. Conduct hearing on formation of LUD. RCW 54.16.140; RCW 54.16.150.</p> <p><i>Minutes of BOC meeting, or committee meeting, or proceedings before hearing officer reflecting such hearing, including recommendation of committee or hearing officer.</i></p>
BOC	<p>7a. If formation of LUD is initiated by petition signed by a majority of landowners in the proposed LUD, commission adopts resolution creating LUD and ordering improvement if improvement appears to commission to be financially and economically feasible. RCW 54.16.150. OR</p>
Water/Broadband Dept./BOC	<p>7b. If formation of LUD is initiated by petition signed by ten percent of owners of land or by resolution , and if a majority of the owners of land do not file with the secretary of the commission a petition protesting the improvement prior to twelve o'clock noon of the day of the hearing, commission may adopt resolution creating LUD and ordering improvement. RCW 54.16.130; RCW 54.16.140.</p> <p><i>a. Resolution creating LUD.</i></p> <p><i>b. Minutes (or excerpts) of BOC meeting showing passage of such resolution.</i></p> <p><i>c. Clerk's or engineer's certification of maximum percentage of protest (if LUD initiated by resolution or by petition of ten percent of owners of land).</i></p>
Water/Broadband Dept.	<p>8. If SEPA review required for LUD formation, give official notice of the date and place for commencing an appeal under SEPA. RCW 43.21C.075(5), 43.21C.080; WAC 197-11-680(5).</p> <p><i>Official notice.</i></p>

Responsibility	Item
Executive Admin./County Treasurer	9. Within 15 days after creation of LUD, file resolution creating LUD, boundary diagram of LUD and preliminary assessment roll with County Treasurer. Thereafter, County Treasurer should immediately post the proposed assessment roll upon his or her index of local improvement assessments. RCW 54.16.130; RCW 35.50.005.
Water/Broadband Dept.	10. If LUD contains “farm and agricultural land” or “timber land” as defined in RCW 84.34.310, file notice of formation of LUD with County Assessor and County legislative body. RCW 84.34.320. <ul style="list-style-type: none"> a. <i>If LUD does not contain such farm and agricultural land or timber land, a certificate from the County Assessor to that effect; or</i> b. <i>If LUD does contain such farm and agricultural land or timber land, a certificate or receipt of filing such notice.</i>
Water/Broadband Dept.	11. Mail notice of formation of LUD to owners of “farm and agricultural land” or “timber land” as defined in RCW 84.34.310. RCW 84.34.320. <i>Certificate or other evidence of mailing such notice.</i>
Water/Broadband Dept.	12. Expiration of time limitation on litigation. No lawsuit may be maintained challenging formation of the LUD if not filed within 30 days after passage of the formation resolution (if initiated by petition) or after expiration of the 30-day protest period (if initiated by resolution). RCW 54.16.130; RCW 35.43.100.
Water/Broadband Dept.	13. Authorize final design work.
Water/Broadband Dept.	14. If required, authorize and publish call for bids for construction. RCW 54.04.070 – RCW 54.04.085; RCW 35.43.190. <i>Affidavit of publication of bid call.</i>
Water/Broadband Dept.	14a. If required, post call for bids. RCW 35.22.620; 35.23.352; 35A.40.210. <i>Affidavit or certificate of posting of bid call.</i>
Water/Broadband Dept./Contract Dept.	15. Receive bids.
Water/Broadband Dept.	16. Engineer furnishes analysis of bids. <i>All bids received and engineer’s tabulation.</i>
BOC	17. Accept lowest responsible bid and award contract per Jefferson County PUD Procurement Manual <ul style="list-style-type: none"> a. <i>Minutes (or excerpts) of BOC meeting showing action on bids.</i>

Responsibility	Item
Finance/BOC	18. Authorize sale of interest-bearing warrants drawn on LUD fund or short-term financing and establish their interest rate or index by resolution. RCW 35.45.130; Chapter 39.50 RCW. <i>a. Resolution authorizing warrants or notes.</i> <i>b. Minutes (or excerpts) of BOC meeting reflecting adoption of such resolution.</i> <i>c. "Take out" commitment.</i> <i>d. Preliminary warrant or note opinion.</i>
Finance	19. Periodically issue such interest-bearing warrants, if any, drawn on LUD fund to cover costs of improvement, as incurred. <i>Individual warrant opinions, if any, and supporting vouchers.</i>
Water/Broadband Dept.	20. On completion of project, obtain necessary state clearances, accept work and determine total cost. RCW 54.16.130; RCW 35.44.020; 60.24.040 (Dept. Of Revenue); RCW 51.12.050 (Dept. Of Labor and Industries).
Water/Broadband Dept./Finance	21. Direct engineer to prepare final assessment roll and file it with clerk.
Water/Broadband Dept./Legal/BOC	22. Adopt resolution or motion setting time, date and place of assessment roll hearing. RCW 54.16.160. <i>a. Resolution, if any.</i> <i>b. Minutes (or excerpts) of BOC meeting reflecting adoption of such resolution or motion.</i>
Water/Broadband Dept.	23. Mail notice of hearing to the owners of all property listed on the assessment roll as those owner's names appear on the records of the County Treasurer at least 15 days before date fixed for hearing. RCW 54.16.130; RCW 35.44.090. <i>a. If County Assessor's and County Treasurer's records are the same, affidavit or certificate confirming this to be true.</i> <i>b. Affidavit or certificate of mailing with copy of notice attached.</i>
Executive Admin.	24. Publish notice of hearing at least once a week for two consecutive weeks in the official newspaper, a notice (a) stating that final assessment roll is on file and open to inspection in the office of the secretary of the commission; (b) fixing a time, not less than 15 nor more than 30 days form the date of the first publication of the notice, within which protests must be filed with the secretary against the assessments; and (c) fixing a time for hearing by the commission on the protest. RCW 54.16.160; RCW 35.44.090.

Responsibility	Item
	<i>Affidavit of such publication of both such publications.</i>
Water/Broadband Dept./Legal/BOC	25. Conduct final assessment roll hearing, considering objections and overruling them or modifying assessments. RCW 54.16.160.
	<i>Minutes (transcript) of such hearing.</i>
Water/Broadband Dept./Legal/BOC	26. If any assessments are increased, a new hearing must be set and notice given by publication and mailing to those properties with increased assessments in the same manner as for the original assessment roll hearing. RCW 54.16.160.
BOC	27. Adopt resolution confirming and levying assessments as finally approved RCW 54.16.160.
	a. <i>Resolution confirming assessment roll.</i>
	b. <i>Minutes (or excerpts) of BOC meeting showing adoption of such resolution.</i>
Water/Broadband Dept.	28. In LUD containing any “farm and agricultural land” or “timber land” as defined in RCW 84.34.310, file notice with County Assessor, County legislative authority and County Treasurer of adoption and confirmation of final assessment roll. RCW 84.34.320.
	a. <i>Certificate or receipt of the filing of such notice.</i>
	b. <i>Certified copies of any waivers of assessment exemptions given pursuant to RCW 84.34.320.</i>
Executive Admin.	29. Expiration of appeal period 10 days after the resolution confirming assessment roll becomes effective. RCW 54.16.160; RCW 35.44.190-.210.
Executive Admin.	30. County Treasurer publishes in the official newspaper once a week for two consecutive weeks, and (within 15 days after the first such publication) mails to all property owners, notice that roll is filed for collection. RCW 54.16.150; RCW 35.49.010.
	a. <i>Affidavit of such publications.</i>
	b. <i>Affidavit or certificate of such mailing with notice attached.</i>
Executive Admin.	31. Prepayment period expires 30 days after first publication of Treasurer’s notice. RCW 54.16.130; RCW 35.49.010; 35.46.050. <i>Treasurer’s certification of amount of prepayment and balance of unpaid assessments.</i>
Executive Admin./Finance	32. Sell bonds after expiration of prepayment period (bonds to be dated and delivered no earlier than 20 days after conclusion of

Responsibility	<u>Item</u>
	prepayment period) at public or private sale. RCW 54.24.060; 35.45.040.
	A. PUBLIC SALE
	(1) Contact financial consultant.
	(2) Pass and publish bond resolution authorizing sale.
	a. <i>Resolution.</i>
	b. <i>Minutes (or excerpts) of BOC meeting reflecting passage of such resolution.</i>
	(3) Public notice of sale.
	a. <i>Affidavit of publication of notice of sale.</i>
	(4) Review bids and accept the best bid.
	a. <i>All bids received and tabulated.</i>
	b. <i>Minutes (or excerpts) of BOC meeting showing action on bids.</i>
Executive Admin.	B. PRIVATE SALE
	(1) Contact investment banker.
	(2) Receive proposal(s) for bonds and accept or reject.
	a. <i>Purchase contract.</i>
	b. <i>Minutes (or excerpts) of BOC meeting reflecting acceptance of same.</i>
	(3) Adopt bond resolution.
	a. <i>Bond resolution.</i>
	b. <i>Minutes (or excerpts) of BOC meeting reflecting acceptance of same.</i>
BOC/Finance	33. Adopt guaranty fund resolution (creating local improvement guaranty fund and funding it with proportion of monthly gross revenues of public utilities for which local improvement bonds have been issued and guaranteed) if non existing and one is desired. RCW 54.24.200 – RCW 54.24.260 and publish guaranty fund resolution if none exists.
	a. <i>Resolution, if any.</i>
	b. <i>Minutes (or excerpts) of BOC meeting reflecting passage of such resolution.</i>
Finance	34. Use prepaid assessments to redeem outstanding LUD fund warrants or short-term financing.

Responsibility
Finance

Item

35. Deliver bonds, no earlier than 20 days after conclusion of prepayment period, either in exchange for remaining outstanding warrants or for cash sufficient to redeem such warrants or financing.

- _____ a. *Preliminary official statement.*
- _____ b. *Official statement.*
- _____ c. *Official statement certificate.*
- _____ d. *Certificate regarding no default.*
- _____ e. *Certificates of mailing and manual signature.*
- _____ f. *Signature identification and no-litigation certificate.*
- _____ g. *Certificate of authorization of authorized officer.*
- _____ h. *Receipt for bonds and acknowledgment of unissued inventory.*
- _____ i. *Cross receipt for bonds and payment.*
- _____ j. *Specimen bond.*
- _____ k. *Tax exemption and nonarbitrage certificate.*
- _____ l. *Approving legal opinion.*
- _____ m. *Internal Revenue Service Form 8038.*



Water or Sewer Local Utility District (LUD) Frequently Ask Questions (FAQ)

Question 1: What is an LUD?

A local utility district (LUD) is a financial mechanism used to build or improve water or sewer service in a designated area. The new system would be owned and managed by the PUD. RCW 54.16.120 permits a Public Utility District, by resolution, to establish and define the boundaries of a local assessment district, known as a numbered LUD, for constructing, maintaining, and operating distribution systems which are under the general supervision and control of the PUD Board of Commissioners. An LUD may also be formed to extend or improve an existing system.

Question 2: What's the purpose of an LUD?

LUDs help neighbors build together what few could afford alone by financing the improvements over a period of time through assessments on the benefiting properties. The LUD process leads to the sale of bonds that are paid off over time by the property owners within the area to be benefited.

Question 3: How is an LUD started?

Property owners interested in forming an LUD initiate the process (normally after informal discussions with the PUD staff) by a petition to the PUD Commissioners which sets forth:

1. The nature of the service/construction / improvements that need to be done (water or sewer);
2. The boundary of the area involved; and
3. Signatures of 10% or more of the owners of land in the proposed LUD. Property owners may submit individual petitions. This only gets the LUD process started.

Question 4: What do the commissioners do?

The Board of Commissioners will set the date for a hearing, giving a minimum of two weeks notice by publication in a newspaper.

If a majority of the owners of land within the boundary of the LUD file a petition protesting against the LUD prior to noon on the date set for the hearing, the LUD will not be formed. If they do not, the Commissioners, based on landowner input at the hearing and staff assessment will either deny the petition or order the LUD to be formed and the work to be accomplished.

If a majority of the owners of land petition for the formation of the LUD, the Commissioners are required to proceed with the LUD if it appears to be financially and economically feasible.

When an LUD is to be formed, the Commissioners will order the various actions required such as: specifying the boundaries (which may differ from the petition), preparing and adopting a detailed

plan, estimating the cost, acquiring land, soliciting bids, awarding a contract, supervising construction, and arranging financing. When construction is complete and all costs known, the PUD will file with the county Treasurer, the final assessment roll levying special assessments against properties within the LUD boundaries.

Question 5: Is there a limit to the size of an LUD?

No. If the proposed LUD area is small, each property owner may have to pay a higher proportion of the costs than if the proposed LUD was large and there were more people sharing the burden of the costs. The Board of Commissioners can adjust the proposed LUD to improve the financial and economic viability of the LUD.

Question 6: How can a property owner protest the LUD?

If a property owner does not want to be in the LUD, a formal protest must be submitted to the Board of Commissioners no later than noon the day of the initial hearing. Property owners may be exempted from the LUD assessment if they can demonstrate they will receive no benefit from the improvement. The Board of Commissioners will decide the outcome of each protest at the preliminary assessment hearing.

Question 7: Who pays for an LUD?

Property owners within the LUD pay for the construction and development costs of the improvement. Current PUD policy is to use public funds to determine LUD feasibility, essentially all cost incurred prior to the preliminary assessment /LUD formation hearing. If approved, PUD costs incurred prior to approval and subsequent costs will be paid by the LUD through the assessment on the benefiting properties. If not approved, all PUD costs incurred prior to the preliminary assessment hearing are paid by the PUD.

Each property owner is notified of his/her preliminary assessment estimate by mail prior to the preliminary assessment /LUD formation hearing. At the hearing, the property owners can question the costs and the parcels assessed to which the Commissioners can make adjustments.

Each property is assessed a value, considered its share, of the overall cost of the improvement, usually a cost per property paid in annual installments at the County treasurer's office. The PUD's notices to property owners must state that actual assessments may vary from preliminary assessment estimates so long as they do not exceed a figure equal to the increased true and fair value the improvement adds to the property. After the final assessment roll is prepared, property owners can appeal their assessment. Normally the project will be financed by assessment bonds, loans, or line of credits. These financial mechanics, which are obtained by the PUD, are paid for and are therefore guaranteed by assessments paid for by the benefited property owners.

Question 8: How long does it take to get service?

With some exceptions, it is usually eighteen months to two years. The PUD has to conduct initial studies, hold several public meetings and a public hearing, apply/obtain funding sources for the improvements and prepare plans and specifications. The construction period varies, depending upon the size and complexity of the project along the way everything is coordinated with the appropriate local and state agencies. For example, Jefferson County's planning, building, public works, and environmental health departments, as well as the Washington State Department of Ecology.

Question 9: How Do Customers That Connect to a Completed LUD Pay Their Fair Share?

New customers to an existing system are assessed the System Development Charge (SDC) and Connection Charges in effect at the time of connection. New customers connecting to certain systems that were substantially funded by an LUD may be charged an amount equal to the LUD assessment if it is greater than the current SDC and connection charges. New customers must pay in full. They cannot pay for their connection over a 20-year period.

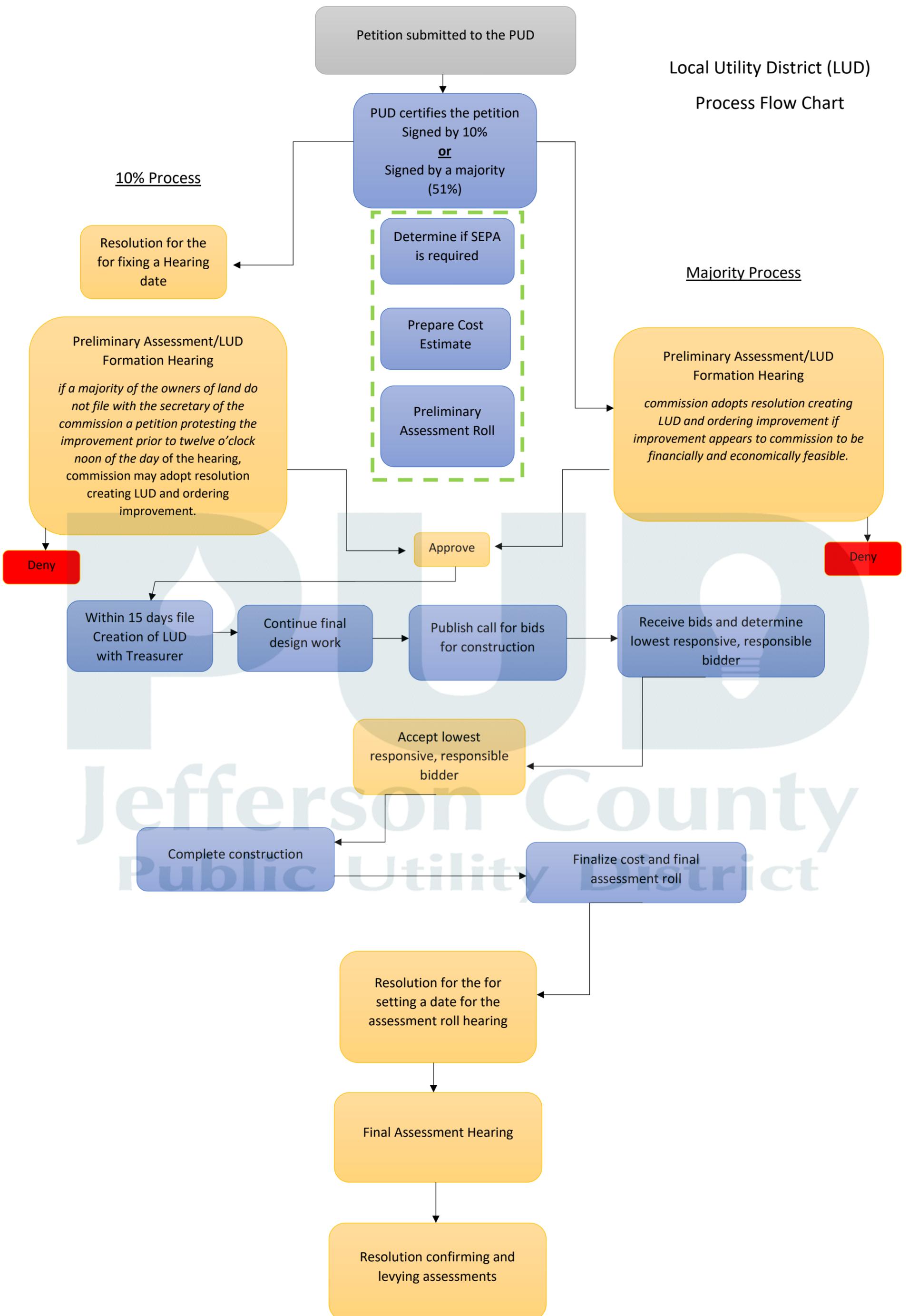
Petition submitted to the PUD

Local Utility District (LUD)

Process Flow Chart

10% Process

Majority Process





FORMATION OF A LOCAL UTILITY DISTRICT SEQUENCE OF EVENTS

DISCLAIMER : THIS IS NOT A LEGAL DOCUMENT. It is meant only to provide general information about the Local Utility District (LUD) process. Individuals or groups desiring legal advice should consult with an attorney.

1. **Petition:** Property owners interested in forming an LUD initiate the process (normally after informal discussions with the PUD staff) by petitioning the PUD Commissioners (RCW 54.16.140 & 54.16.150).
2. **Petition Certification:** The PUD Engineer certifies the petition to be sufficient (RCW 54.16.130).

If 10 % to 50% of land owners petition for the LUD, formation is up to the PUD Commissioners.

If more than 50% of the land owners petition for the LUD, the PUD Commissioners must form the LUD if it appears to be financially and economically feasible.

3. **Cost estimate:** The PUD prepares an engineering cost estimate and assembles statutorily required information for the PUD Commissioners (RCW 54.16.130).
4. **SEPA/ECL/DNA/EIS:** The PUD determine if the LUD project is exempt from the State Environmental Policy Act (SEPA) procedures. If it is not exempt, the PUD will prepare and issue an Environmental Checklist followed by either a Determination of Non-significance (DNS) or an Environmental Impact Statement (EIS) (Chapter 43.21 RCW).
5. **Resolution:** The PUD Commissioners adopt a resolution which sets a date for a hearing on forming the LUD (RCW 54.16.140 & RCW 54.16.150).
6. **Notice of the Hearing:** Written notice of a hearing date is sent to all owners of land, inside and adjacent to the proposed LUD, 15 days in advance of the hearing for private land owners (RCW 54.16.145 & RCW 54.16.150) 30 days in advance (by registered or certified mail) for State owned property (RCW 54.16.130).

7. **Newspaper Announcement:** Announcement of the hearing must appear in at least two consecutive issues of a newspaper with general circulation in the county, two weeks or more prior to the hearing (RCW 54.16.140 & RCW 54.16.130).
8. **Hearing:** The PUD Commissioners hold at least one hearing on forming the LUD (RCW 54.16.140 & RCW 54.16.150).
9. **Formation of the LUD:** If a majority of the owners of land file a petition protesting against the LUD prior to noon on the date set for the hearing, the LUD will not be formed. If they do not, the Commissioners, based on landowner input at the hearing and staff assessment will either deny the petition or order the LUD to be formed and the work to be accomplished. If a majority of the owners of land petition for the formation of the LUD, the Commissioners are required to proceed with the LUD if it appears to be financially and economically feasible. To form the LUD the Commissioners must adopt a resolution which creates the LUD and orders the associated construction. (RCW 54.16.130 & RCW 54.16.140)
10. **File Assessment Roll:** Within 15 days after the LUD is created, the PUD files the resolution, a boundary diagram, and a preliminary assessment roll with the County Treasurer (RCW 54.16.130).
11. **Farm Lands Involved:** If farm or agricultural lands are involved in the LUD, the PUD files a notice with the County Assessor (RCW 84.34.310).
12. **Lawsuits:** Lawsuits challenging the formation of the LUD must be filed within 30 days of adoption of the Resolution which forms the LUD (RCW 54.16.130).
13. **Design Work:** PUD Commissioners authorize final design work for LUD associated construction.
14. **Contract Bids:** Commissioners authorize, publish, and mail calls for bids (RCW 54.04.070-54.04.085).
15. **Awarding of Contract:** PUD Commissioners receive bids, have the engineer analyze the bids, and awards the contract to the lowest responsible bidder (RCW 54.04.080). Normally, a revised assessment estimate will be generated based on the contract.
16. **Interim Financing:** Commissioners arrange for short term financing such as interest bearing warrants or a short term loan (RCW 54.16.120 & 54.16.130).
17. **During construction:** While construction is in progress, the PUD must:

* Supervise construction (may be contracted out).

* Obtain or ensure contractor obtains state and local inspections, clearances, and permits.

18. **Adding Properties:** For some LUDs, additional properties may be added during the construction phase. Normally the additions should not increase the costs to the initial petitioning property owners and in most cases, they will reduce costs through cost sharing.
19. **Completion of Construction:** Construction is complete when the work is accepted by the PUD. Total costs are calculated when final construction costs are known.
20. **Final Assessment Roll:** Based on the total costs, the engineer prepares the final assessment roll which specifies the cost share for each piece of property in the LUD (RCW 54.16.160).
21. **Notice of Final Assessment Hearing:** By resolution, the PUD Commissioners set a time, place, and date for the Final Assessment Roll Hearing (RCW 54.16.160). At least 15 days before the hearing, the PUD mails a notice of the hearing to all property owners included in the LUD (RCW 54.16.130). The PUD publishes a notice for the hearing in a county newspaper with general circulation, for two successive weeks. The notice sets a period from 15 to 30 days from the date of first publication for filing protests against assessments with the PUD Commissioners (RCW 54.16.160).
22. **Appeal Period.** Property owners who object to their assessment must submit an appeal to the PUD Board of Commissioners. Appeals must be received in writing; they must include a clear identification of the property involved and must be received within a period from 15 to 30 days from the date of first publication of the notice for the Final Assessment Hearing.
23. **Final Assessment Hearing:** At the hearing, the Commissioners consider written objections and comments at the hearing. They can either modify assessments as requested or reject the property owners request (RCW 54.16.160). If any assessments are increased as a result of the hearing, appropriate notifications must be made, and a new hearing conducted. The PUD Commissioners adopt a resolution that confirms the assessment roll and levies the assessment. (Note: The appeal period on assessments expires 10 days after the adoption of the resolution which confirms the assessment roll (RCW 54.16.160)).

24. **Filing with the County:** If farm or agricultural land is included in the LUD, the PUD will file a notice with the County Assessor, the County Commissioners, and the County Treasurer, which confirms the final assessment roll (RCW 84.34.310). When the appeals period expires, the PUD files the final assessment roll with the County Treasurer, who publishes in a local newspaper, once a week for two consecutive weeks, a notice that the roll is filed for collection. Within 15 days after first publication of the notice, the Treasurer must mail a notice to all property owners in the LUD (RCW 54.16.150).
25. **Prepayment Period:** Property owners in the LUD may pay their assessment in total within 30 days of the first publication of the treasurer's newspaper notice (RCW 54.16.130).
26. **Bond Sale:** To finance the remaining LUD assessments, the PUD will sell bonds, normally for a 20-year period. Property owners who chose to pay their LUD assessments by annual installments will also pay the interest costs associated with the bonds. (RCW 54.16.130 & RCW 54.24.060) Financing mechanisms may vary depending on the LUD.
27. **Assessments:** If the assessment is not paid in full, the first payment is due within 13 months of the first publication of the County Treasurer's newspaper notice and annual payments are due each year thereafter.