

**Regular Meeting Agenda**  
**Board of Commissioners**  
Tues, March 2, 2021 5:00 PM  
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  
*none for this meeting*

4.2. Vouchers

[Voucher Approval Form for the Commissioners.pdf](#) 

4 - 21

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

4.3. Financial Report 22 - 32

[January 2021 Financials.pdf](#) 

4.4. Calendar 33

[PUD Calendar March 2, 2021.docx](#) 

## 5. Manager and Staff Reports

*For information only, not requiring a vote.*

5.1. Operations Report 34 - 35

[Operations Update.docx](#) 

5.2. Finance and Audit Update 36

[opoFinancial Audit Update.docx](#) 

5.3. Rates and Charges 37

[Update on PUD Rates and Charges.docx](#) 

## 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. ILA with Port of Port Townsend 38 - 44

[Agenda Report form Port of Port Townsend.docx](#) 

[2021-PoPT-PUD-interlocal-KS.pdf](#) 

## 7. New Business

7.1. Middlepoint Broadband LUD Update 45 - 48

[Agenda Report- Middlepoint LUD v.002 JP \(002\).pdf](#)  [Broadband Resolution\\_2.docx](#)  [Middlepoint LUD Map-.pdf](#) 

7.2. Citizen Advisory Board Candidates, District 1 49 - 50

[nLetter of interest Kellen Lynch CAB Candidate Dist 1.pdf](#) 

- 7.3. General Manager's Goals 51 - 53  
[Agenda Report form GMm Goals 2021.docx](#)   
[GM 2021 Goals - BOC Review.docx](#) 
- 7.4. PUD Truck Surplus Request 54  
[Agenda Report form Truck Surplus.docx](#) 
- 7.5. Contract Approval for Risk and Resiliency Assessment (RRA) & Emergency and Response plan for Electric, Sanitation and Broadband 55 - 56  
[Agenda Report RRA and ERP Consultant Approval - FINAL.docx](#) 

**8. Commissioner Reports**

**9. Adjourn**

**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 **\$3,624,650.41** on this **2ND** day of **MARCH** **2021** ;

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

	<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable:	# 125525 to # 125593	\$ 776,424.53	2/11/2021
Accounts Payable:	# 125594 to # 125636	\$ 387,510.04	2/18/2021
Accounts Payable:	# 125637 to # 125637	\$ 784,238.26	2/23/2021
Payroll Checks:	# 70857 to # 70861	\$ 9,374.56	2/19/2021
Payroll Direct Deposit:		\$ 122,599.02	2/19/2021

<b>TOTAL INVOICES PAID</b>	<b>\$2,080,146.41</b>
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	<b>AMOUNT</b>	<b>DATE</b>
BPA	\$ 1,544,504.00	2/12/2021

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<b>PAYMENT TOTAL</b>	<b>\$3,624,650.41</b>
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<b>VOIDED WARRANTS</b>		
	125585	\$ 2,038.30

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 02/24/2021  
 Mike Bailey / Financial Director / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 125525 to # 125593	\$ 776,424.53	2/11/2021
Accounts Payable:	# 125594 to # 125636	\$ 387,510.04	2/18/2021
Accounts Payable:	# 125637 to # 125637	\$ 784,238.26	2/23/2021
Payroll Checks:	# 70857 to # 70861	\$ 9,374.56	2/19/2021
Payroll Direct Deposit:		\$ 122,599.02	2/19/2021
<b>TOTAL INVOICES PAID</b>		<b>\$2,080,146.41</b>	

	WIRE TRANSFERS PAID	AMOUNT	DATE
	BPA	\$ 1,544,504.00	2/12/2021

**GRAND TOTAL** **\$3,624,650.41**

<b>VOIDED WARRANTS</b>			
	125585	\$	2,038.30

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# Accounts Payable Check Register

02/09/2021 To 02/23/2021

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125525 2/11/21	CHK	10004	A+ EQUIPMENT RENTALS	AIR CMPRSR RNTL WO# 19084 1/12/2021	155.74
125526 2/11/21	CHK	10481	AMAZON	TONER	64.43
				TONER	16.11
				HP COLOR LASERJET PRO PRINTER	260.64
				TONER	183.70
				HP COLOR LASERJET PRO PRINTER	65.16
				TONER	45.93
<b>Total for Check/Tran - 125526:</b>					<b>635.97</b>
125527 2/11/21	CHK	10451	ASCENT LAW PARTNERS LLP	FLAT FEE BOC MEETINGS (225-104) JAN 2021	5,600.00
				FLAT FEE BOC MEETINGS (225-104) JAN 2021	1,400.00
				GENERAL UTILITY (225-102) JAN 2021	7,110.00
				GENERAL UTILITY (225-102) JAN 2021	1,777.50
				NOANET REVIEW (225-101) JAN 2021	240.00
				NOANET REVIEW (225-101) JAN 2021	60.00
<b>Total for Check/Tran - 125527:</b>					<b>16,187.50</b>
125528 2/11/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 1/30/2021	6,819.26
125529 2/11/21	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - JAN 2021	36.00
				PHONE ALLOWANCE - JAN 2021	9.00
<b>Total for Check/Tran - 125529:</b>					<b>45.00</b>
125530 2/11/21	CHK	10041	CDW GOVERNMENT	HEADSETS QTY5	206.58
				HEADSETS QTY5	51.64
<b>Total for Check/Tran - 125530:</b>					<b>258.22</b>
125531 2/11/21	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - JAN 2021	10.30
				PHONE SERVICE - JAN 2021	2.58
<b>Total for Check/Tran - 125531:</b>					<b>12.88</b>
125532 2/11/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - FEB 2021	118.74
				PHONE SERVICE - FEB 2021	29.68
				PHONE SERVICE - FEB 2021	48.58

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PHONE SERVICE - FEB 2021	12.14
				<b>Total for Check/Tran - 125532:</b>	209.14
125533 2/11/21	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE FEB 2021	78.01
				LOW SPD DATA & 2WIRE FEB 2021	19.50
				LOW SPD DATA & 2WIRE FEB 2021	31.14
				LOW SPD DATA & 2WIRE FEB 2021	7.79
				<b>Total for Check/Tran - 125533:</b>	136.44
125534 2/11/21	CHK	10050	CHS	SKYWATER - SALT BAG RUST PELLETS	130.67
125535 2/11/21	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - JAN 2021	194.72
125536 2/11/21	CHK	10057	CORRECT EQUIPMENT	QUIL AREA WTR:SCADA EQUIP - MISSION	16,242.09
125537 2/11/21	CHK	10501	D & L POLES	TRNCH - 333 WASHINGTON ST 5/21	2,256.30
125538 2/11/21	CHK	10573	DANO'S SEPTIC SERVICE	PUMPED SEPTIC - 141 VILLAGE DR 11/12/20	1,137.30
				PUMPED SEPTIC - 742 PETERSON RD 11/18	177.71
				PUMPED SEPTIC - 20 UPPER BLUFFS DR	355.41
				PUMPED SEPTIC - 60 UPPER BLUFFS DR	355.41
				PUMPED SEPTIC - 80 UPPER BLUFFS 11/19	621.96
				PUMPED SEPTIC - 100 VILLAGE DR 11/03/20	1,421.64
				PUMPED SEPTIC - 121 VILLAGE DR 11/18	470.92
				PUMPED SEPTIC - 21 KENNEDY RD 12/04/2020	355.41
				PUMPED SEPTIC - 121 BLUFFS 12/04/2020	613.09
				<b>Total for Check/Tran - 125538:</b>	5,508.85
125539 2/11/21	CHK	10070	DOUBLE D ELECTRICAL, INC	RPAIR LIGHTS - 530 RAINIER RD	282.04
				ANNUAL SVC AIR COOLED GENERATOR (0-22KW)	408.76
				<b>Total for Check/Tran - 125539:</b>	690.80
125540 2/11/21	CHK	10085	FASTENAL	WAREHOUSE - MISC MATERIALS	92.27
125541 2/11/21	CHK	10749	FIBER INSTRUMENT SALES INC.	BROADBAND - FIBER JUMPER	-90.05
				BROADBAND - FIBER JUMPER	1,090.64

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 125541:</b>					1,000.59
125542 2/11/21	CHK	10093	GEMPLER'S	LOGO WORK SHIRTS	65.37
125543 2/11/21	CHK	10094	GENERAL PACIFIC, INC	TRAN 1P POLE 75KVA 120/240 TRAN 1P POLE 25KVA&15KVA 120/240	3,623.16 39,011.10
<b>Total for Check/Tran - 125543:</b>					42,634.26
125544 2/11/21	CHK	10674	GLOBAL EQUIPMENT COMPANY INC.	DESK-IRONDALE SUBSTATION	153.62
125545 2/11/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AA55 DBLMN BUCKET VEH#414 2/03-3/02	3,716.20
125546 2/11/21	CHK	10323	GOOD TO GO	DEPOSIT FOR GOOD TO GO	100.00
125547 2/11/21	CHK	10098	GRAINGER	STARTUP KIT FOR AIR COMPRESSOR & FLANGES 2" PIPE FLANGE	259.98 79.02
<b>Total for Check/Tran - 125547:</b>					339.00
125548 2/11/21	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	FIBER SPLICE CLOSURE	2,056.12
125549 2/11/21	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APRENTICESHP TUITION WINTER 2021	226.08
125550 2/11/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	FLEET - MARINE SEALANT SPARLING TRTMNT PLNT - MISC MATERIALS SPARLING TRTMNT PLNT - MISC MATERIALS FLEET - STICKING FUEL GLOVES IT - KEYS IT - KEYS	23.97 32.85 20.23 9.25 6.94 1.74
<b>Total for Check/Tran - 125550:</b>					94.98
125551 2/11/21	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - JAN 2021 PHONE ALLOWANCE - JAN 2021	36.00 9.00
<b>Total for Check/Tran - 125551:</b>					45.00
125552 2/11/21	CHK	10110	HENERY HARDWARE	WO# 19084 - FASTENERS CHIMACUM SUBSTATION - GLUE TRAPS	147.37 21.55
<b>Total for Check/Tran - 125552:</b>					168.92

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125553 2/11/21	CHK	10787	HOCH CONSTRUCTION, INC	310 FOUR CRNRS REMODEL - INV #12	331,889.11
125554 2/11/21	CHK	10839	IRBY ELECTRICAL UTILITES	SIDEBY	81.75
125555 2/11/21	CHK	10726	JACKSON THORNTON & CO., P.C.	PROGRESS BILL:AUDIT FOR DEC 2020 PROGRESS BILL:AUDIT FOR DEC 2020	14,400.00 3,600.00
<b>Total for Check/Tran - 125555:</b>					18,000.00
125556 2/11/21	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - JAN 2021 PHONE ALLOWANCE - JAN 2021	36.00 9.00
<b>Total for Check/Tran - 125556:</b>					45.00
125557 2/11/21	CHK	10321	JOINT APPRENTICESHIP/TRAINING CO	LINEMAN APPRENTICESHIP UT CR 1YR TUITION	2,675.00
125558 2/11/21	CHK	10286	L & J ENTERPRISES	WTR MAIN BRK - 114 MAPLE AVE 1/25 EXCAVATING - 993 KENS WAY 1/27	2,272.65 1,798.50
<b>Total for Check/Tran - 125558:</b>					4,071.15
125559 2/11/21	CHK	10317	MASON PUD #3	CLOVER LEAF-4 HOLE MOUNTING BRACKET	610.53
125560 2/11/21	CHK	10470	MISSION COMMUNICATIONS, LLC	WATER SCADA SYSTEM 1Y 3/01/21-2/28/22	2,313.60
125561 2/11/21	CHK	10771	MOUNTAIN STATES PIPE & SUPPLY CO	WATER METER ERTS - ITRON 100WP+ QTY24 WATER METER ERTS - ITRON 100WP+ WATER METER ERTS MODEL 408 QTY48 WATER METER ERTS MODEL 408 QTY48	-164.03 1,986.64 -327.45 3,965.74
<b>Total for Check/Tran - 125561:</b>					5,460.90
125562 2/11/21	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM MAR 2021	15,660.00
125563 2/11/21	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - JAN 2021 PHONE ALLOWANCE - JAN 2021	36.00 9.00
<b>Total for Check/Tran - 125563:</b>					45.00
125564 2/11/21	CHK	10835	O'REILLY AUTO PARTS	VEH#415 - STEPS	79.42
125565 2/11/21	CHK	10167	OFFICE DEPOT	ANNEX - OFFICE SUPPLIES ANNEX - OFFICE SUPPLIES	31.85 7.96

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WH/ANNX/PORT - OFFICE SUPPLIES	85.51
				WH/ANNX/PORT - OFFICE SUPPLIES	21.38
				WAREHOUSE - OFFICE SUPPLIES	57.65
				WAREHOUSE - OFFICE SUPPLIES	14.41
				310 TRP WDE - OFFICE SUPPLIES	261.40
				310 TRP WDE - OFFICE SUPPLIES	65.35
<b>Total for Check/Tran - 125565:</b>					545.51
125566	2/11/21	CHK 10168	OLDCASTLE INFRASTRUCTURE	CONCRETE VAULT LID 575-TRANS PCORP QTY2	4,839.02
				687 2-PIECE CONCRETE VAULTS QTY2	11,853.76
				CONCRETE VAULT BASE/MIDDLE/LID 612-PGE	15,935.80
				CONCRETE VAULT LID 575-TRANS PCORP QTY1	2,277.80
<b>Total for Check/Tran - 125566:</b>					34,906.38
125567	2/11/21	CHK 10169	OLYCAP	PWRBST/OLYCAP JANUARY 2021	2,451.87
125568	2/11/21	CHK 10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT - JAN 2021	2.32
125569	2/11/21	CHK 10175	PACIFIC UNDERWRITERS CORP	LIFE - MAR 2021	91.85
				LTD - MAR 2021	1,280.13
<b>Total for Check/Tran - 125569:</b>					1,371.98
125570	2/11/21	CHK 10806	MELANIE R PATTERSON	STERLINGNOW PRE-EMPL BACKGROUND CK	67.98
				STERLINGNOW PRE-EMPL BACKGROUND CK	17.00
<b>Total for Check/Tran - 125570:</b>					84.98
125571	2/11/21	CHK 10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 1/21-2/4/2021	483.00
				TRANSCRIPTION SVC 1/21-2/4/2021	120.75
<b>Total for Check/Tran - 125571:</b>					603.75
125572	2/11/21	CHK 10181	PENINSULA PEST CONTROL	QRTLY GP SVC 210 FOUR CRNRS FEB 2021	78.48
				QRTLY GP SVC 210 FOUR CRNRS FEB 2021	19.62
				RODENT SVC MO 210 FOUR CRNRS FEB 2021	61.04
				RODENT SVC MO 210 FOUR CRNRS FEB 2021	15.26
				RODENT SVC MO 310 FOUR CRNRS FEB 2021	65.40

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RODENT SVC MO 310 FOUR CRNRS FEB 2021	16.35
				<b>Total for Check/Tran - 125572:</b>	256.15
125573 2/11/21	CHK	10857	PETROCARD, INC.	GENERATORS - FUEL	348.14
125574 2/11/21	CHK	10188	PLATT ELECTRIC SUPPLY	SPRING NUT	154.64
				STREETLIGHT BULB	183.12
				PVC CONDUIT 3" SCH 80-W BELLEND-GREY	5,337.26
				VOLT DETECTOR	26.16
				REPLACEMENT SCREWDRIVER	21.22
				<b>Total for Check/Tran - 125574:</b>	5,722.40
125575 2/11/21	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	84.35
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	84.35
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	89.39
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	173.97
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	38.54
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	61.40
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	21.42
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	141.25
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	194.11
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	31.49
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	200.06
				<b>Total for Check/Tran - 125575:</b>	1,120.33
125576 2/11/21	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE JAN 2021	33,696.62
125577 2/11/21	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - BEAVER VALLEY 1/22	2,708.75
125578 2/11/21	CHK	10832	RJB WHOLESALE INC.	ADDITIONAL 2",3"& 4" SWEEPS-221/2,45&90	4,620.29
125579 2/11/21	CHK	10216	SECURITY SERVICES NW, INC.	LETTERS - TREE TRMNG PROJECT	109.65
125580 2/11/21	CHK	10217	SETON CONSTRUCTION INC	INSTALL VAULTS,CONDUIT-PINECREST KALA PT	9,537.05
				INSTL VLTS,CNDT-PINECREST KALA PT INV#2	2,167.15

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 125580:</b>					11,704.20
125581 2/11/21	CHK	10219	SHOLD EXCAVATING INC	VL T CNDT INSTL - KALA PT BAYCLIFF 1/12 DELIVERY OF GRAVEL FOR STOCKPILE	43,094.70 286.54
<b>Total for Check/Tran - 125581:</b>					43,381.24
125582 2/11/21	CHK	10842	SIEMENS ENERGY, INC.	REGULATOR 250 KVA	48,739.35
125583 2/11/21	CHK	10475	SMARSH INC	ARCHIVING PLTFRM EXCESS CAPTRE PAGE FEE ARCHIVING PLTFRM EXCESS CAPTRE PAGE FEE	13.18 3.30
<b>Total for Check/Tran - 125583:</b>					16.48
125584 2/11/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/E.COLI QUIMPER 2/4/2021 TESTING: COLI/E.COLI QUIMPER 2/4/2021	23.00 23.00 23.00 23.00 23.00 23.00 23.00 23.00 23.00 23.00 23.00 23.00
<b>Total for Check/Tran - 125584:</b>					253.00
125585 2/11/21	CHK	10538	SPIDAWEB LLC	SPIDACALC SW&TECH SUPP 1Y2/01/21-1/31/22	2,038.30VOID
125586 2/11/21	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL JAN 2021	2,451.86
125587 2/11/21	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - JAN 2021	45.00
125588 2/11/21	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	MAGNETIC SIGN FOR VEH# 415 & 416	54.50
125589 2/11/21	CHK	10255	USA BLUEBOOK	CAMLOCK FITTINGS LMI CHEM INJECTION PUMPS QTY2 QUIL SCADA - RESERVOIR LEVEL TRANSMITTER	32.92 1,502.81 562.38

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 125589:</b>					2,098.11
125590 2/11/21	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 JAN 2021-PERS 2	86,527.35
				RETIREMENT/REPORT #8828 JAN 2021-PERS 3	9,321.10
<b>Total for Check/Tran - 125590:</b>					95,848.45
125591 2/11/21	CHK	10569	WAYNE D. ENTERPRISES, INC.	RAIN JACKET & RAIN BIB - ANDERSON	-108.50
				RAIN BIB	570.11
				RAIN JACKET	743.98
<b>Total for Check/Tran - 125591:</b>					1,205.59
125592 2/11/21	CHK	10271	WESCO RECEIVABLES CORP	WIRE 1/0 BARE STRANDED CU-19 STRAND	915.60
125593 2/11/21	CHK	10274	WESTBAY AUTO PARTS, INC.	FLEET - HYDR OIL	51.39
				VEH#127 - LIGHTS	3.19
<b>Total for Check/Tran - 125593:</b>					54.58
125594 2/18/21	CHK	10808	A & J FLEET SERVICES, INC	OIL CHANGE# 103	368.07
125595 2/18/21	CHK	10481	AMAZON	FLUKE METER	470.87
				BINOCULARS	249.61
				NETGEAR 8PORT GIGABIT SWITCH QTY6	627.78
				NETGEAR 8PORT GIGABIT SWITCH QTY6	156.95
				HOOK SWITCH CABLE	26.16
				HOOK SWITCH CABLE	6.54
				PLANTRONICS CS510 HEADSET	164.81
				PLANTRONICS CS510 HEADSET	41.20
				WALL CALENDAR	35.17
				WALL CALENDAR	11.82
				RACK SCREWS FOR NEW SERVER ROOM	69.73
				RACK SCREWS FOR NEW SERVER ROOM	17.43
<b>Total for Check/Tran - 125595:</b>					1,878.07
125596 2/18/21	CHK	10736	AMERICAN PUBLIC POWER ASSOCIATI	APPA DUES 1YR 4/1/2021-3/31/2022	13,040.93
				TRAINING CREDIT REFUND	-2,328.00

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02/09/2021 To 02/23/2021

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRAINING CREDIT REFUND	-582.00
				<b>Total for Check/Tran - 125596:</b>	10,130.93
125597 2/18/21	CHK	10447	ANIXTER INC.	STIRRUP	559.72
125598 2/18/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 2/06/2021	8,524.08
125599 2/18/21	CHK	10669	THOMAS S BROOKE	WATER DISTR MANAGER 2 EXAM FEES	188.74
125600 2/18/21	CHK	10078	ESCI	ESCI SAFETY TRAINING - FEB 2021	1,428.75
125601 2/18/21	CHK	10404	FARWEST LINE SPECIALTIES LLC	ACSR CUTTERS	148.33
				SLACK BLOCKS	156.43
				ACSR CUTTERS & SLACK BLOCKS	-25.16
				<b>Total for Check/Tran - 125601:</b>	279.60
125602 2/18/21	CHK	10085	FASTENAL	WD40,CBL TIE,SAWBLADE,SPRYWAY,TAPE	558.53
				MARKING CHALK	105.47
				MISC BATTERIES	133.36
				SFTY GLS,GLOVES,FLARES,HEDLMPS	274.47
				MISC BATTERIES	33.43
				<b>Total for Check/Tran - 125602:</b>	1,105.26
125603 2/18/21	CHK	10821	FCS GROUP	RATE STUDY SVC - THRU 1/22/2021	602.68
				RATE STUDY SVC - THRU 1/22/2021	361.61
				RATE STUDY SVC - THRU 1/22/2021	723.21
				<b>Total for Check/Tran - 125603:</b>	1,687.50
125604 2/18/21	CHK	10094	GENERAL PACIFIC, INC	METER 2S-CL200 PRG	10,359.36
				ALUMINUM WIRE	397.85
				<b>Total for Check/Tran - 125604:</b>	10,757.21
125605 2/18/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT40-G BUCKET RNTL VEH#415 1/27-2/23	2,943.00
				AT37-G BUCKET RNTL VEH#408 2/12-3/11	2,732.50
				<b>Total for Check/Tran - 125605:</b>	5,675.50
125606 2/18/21	CHK	10098	GRAINGER	QUIL SCADA - ELECTRIC PARTS, SOCKETS	74.16

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# Accounts Payable Check Register

02/09/2021 To 02/23/2021

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125607 2/18/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	VEH# 415 - CORNER BRACE	1.95
				VEH#101- GEN SALE HARDWARE	1.31
				GARDINER - PUMP & MATERIALS	29.63
				GARDINER&LAZY-C: AIR VALVE	11.97
				TRITON COVE- CONNECTORS & LIQ TITE	11.15
<b>Total for Check/Tran - 125607:</b>					56.01
125608 2/18/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	2,970.23
				EMPLOYER'S MEDICARE TAX	2,970.23
				EMPLOYEES' FICA TAX	12,700.39
				EMPLOYER'S FICA TAX	12,700.39
				EMPLOYEES' FEDERAL WITHHOLDING	11,924.48
				EMPLOYEES' FEDERAL WITHHOLDING TAX	9,347.84
<b>Total for Check/Tran - 125608:</b>					52,613.56
125609 2/18/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	CHECKS PR 2/19/2021	9,374.56
				DIRECT DEPOSIT PR 2/19/2021	122,599.02
<b>Total for Check/Tran - 125609:</b>					131,973.58
125610 2/18/21	CHK	10128	JEFFERSON COUNTY TREASURER	B&O TAX JANUARY 2021	256.03
				B&O TAX JANUARY 2021	162,256.94
				B&O TAX JANUARY 2021	-59,414.85
<b>Total for Check/Tran - 125610:</b>					103,098.12
125611 2/18/21	CHK	10388	JEREMIAH J JONES	2021 WELLNESS PROGRAM REIMBURSEMENT	250.00
125612 2/18/21	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: JAN 2021	890.00
				PROFESSIONAL SVC: JAN 2021	222.50
<b>Total for Check/Tran - 125612:</b>					1,112.50
125613 2/18/21	CHK	10300	BO D LEE	2021 WELLNESS PROGRAM REIMBURSEMENT	22.23
125614 2/18/21	CHK	10356	KRISTOFFER M LOTT	CLOUD SECURITY ESS TRNGN 2/22-2/27/2021	5,630.00
				CLOUD SECURITY ESS TRNGN 2/22-2/27/2021	1,407.50
<b>Total for Check/Tran - 125614:</b>					7,037.50

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125615 2/18/21	CHK	10143	MCDOWELL RACKNER & GIBSON PC	PROFESSIONAL SRVC: STRATEGIC PLANNING	321.60
				PROFESSIONAL SRVC: STRATEGIC PLANNING	80.40
<b>Total for Check/Tran - 125615:</b>					402.00
125616 2/18/21	CHK	10777	BARUCH A MCKNIGHT	DAILY OFFICE MAIL RUN	35.46
				DAILY OFFICE MAIL RUN	8.87
<b>Total for Check/Tran - 125616:</b>					44.33
125617 2/18/21	CHK	10150	MLS ENTERPRISE INC	EXCAVATING - 183 GIBBS LAKE RD 1/04	2,834.00
125618 2/18/21	CHK	10333	MOSS ADAMS LLP	PROF SVC: OCT-DEC 2020	1,348.40
				PROF SVC: OCT-DEC 2020	337.10
<b>Total for Check/Tran - 125618:</b>					1,685.50
125619 2/18/21	CHK	10771	MOUNTAIN STATES PIPE & SUPPLY CO	WATER METER ERTS - ITRON 100WP+ QTY24	-162.00
				WATER METER ERTS - ITRON 100WP+ QTY24	1,983.90
<b>Total for Check/Tran - 125619:</b>					1,821.90
125620 2/18/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	BROADBAND - NEW INSTALLATION MATERIALS	10,989.96
125621 2/18/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	VEH# 123&408 - TORCH HEADS	63.18
125622 2/18/21	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	78.42
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	19.00
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	285.75
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	22.73
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	21.42
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	123.93
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	877.87
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	18.50
				MULTI LOCATIONS PUMPHSE ELEC - FEB 2021	62.20
<b>Total for Check/Tran - 125622:</b>					1,509.82
125623 2/18/21	CHK	10205	QUILCENE HENERYS HARDWARE	TRITON COVE SCADA - MATERIALS	4.41
125624 2/18/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:CNDUCTVTY&CHLORIDE LAZY-C 2/4/21	42.00

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02/09/2021 To 02/23/2021

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125625 2/18/21	CHK	10400	DONALD K STREETT	VITELITY PHONE SERVICE PMT VITELITY PHONE SERVICE PMT	200.00 50.00
<b>Total for Check/Tran - 125625:</b>					250.00
125626 2/18/21	CHK	10421	THE CARWASH INC	VEH# 206- FLEET SRVC JAN 2021 VEH# 211- FLEET SRVC JAN 2021	12.25 24.50
<b>Total for Check/Tran - 125626:</b>					36.75
125627 2/18/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
125628 2/18/21	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE PL DEFERRED COMP ER	12,432.40 5,068.06
<b>Total for Check/Tran - 125628:</b>					17,500.46
125629 2/18/21	CHK	10263	WA STATE DEPT OF HEALTH	QUIL WTR TANK SUBMITTAL#21-0103 WO#22034	589.00
125630 2/18/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.14
125631 2/18/21	CHK	10569	WAYNE D. ENTERPRISES, INC.	PPE FR HIVIS SHIRT PPE FR HIVIS SHIRT	-12.77 154.67
<b>Total for Check/Tran - 125631:</b>					141.90
125632 2/18/21	CHK	10496	WELLS FARGO VENDOR FIN SERV	211 CHIM COPYRNT FEB 21 211 CHIM COPYRNT FEB 21 4 CRNRS COPYRNT FEB 21 4 CRNRS COPYRNT FEB 21	314.80 78.70 226.72 56.68
<b>Total for Check/Tran - 125632:</b>					676.90
125633 2/18/21	CHK	10761	WELSH COMMISSIONING GROUP INC	COMMISSIONING AGENT-OPS BUILDING JAN2021	1,614.90
125634 2/18/21	CHK	10271	WESCO RECEIVABLES CORP	MULTI-TAP 4-500 MCM & ONE SHOT ONE SHOT COPPER C #4-#6	223.47 784.80 104.64
<b>Total for Check/Tran - 125634:</b>					1,112.91
125635 2/18/21	CHK	10274	WESTBAY AUTO PARTS, INC.	TOOL BOX TRUCK# 415	688.89

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125636 2/18/21	CHK	10278	WPUDA	MONTHLY DUES - FEB 2021	4,612.80
				MONTHLY DUES - FEB 2021	1,153.20
<b>Total for Check/Tran - 125636:</b>					5,766.00
125637 2/23/21	CHK	10128	JEFFERSON COUNTY TREASURER	2020 PRIVILEGE TAX	784,238.26

<b>Total Payments for Bank Account - 1 :</b>	(112)	1,948,172.83
<b>Total Voids for Bank Account - 1 :</b>	(1)	2,038.30
<b>Total for Bank Account - 1 :</b>	(113)	1,950,211.13
<b>Grand Total for Payments :</b>	(112)	1,948,172.83
<b>Grand Total for Voids :</b>	(1)	2,038.30
<b>Grand Total :</b>	(113)	1,950,211.13

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135 2/12/21	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER DEC 2020	1,348,286.00
				TRANSMISSION DEC 2020	192,253.00
				REGIONAL COORD SVC DEC 2020	1,762.00
				REGIONAL COMP ENFOR DEC 2020	2,203.00
<b>Total for Check/Tran - 135:</b>					1,544,504.00

<b>Total Payments for Bank Account - 1 :</b>	(1)	1,544,504.00
<b>Total Voids for Bank Account - 1 :</b>	(0)	0.00
<b>Total for Bank Account - 1 :</b>	(1)	1,544,504.00
<b>Grand Total for Payments :</b>	(1)	1,544,504.00
<b>Grand Total for Voids :</b>	(0)	0.00
<b>Grand Total :</b>	(1)	1,544,504.00

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 2/19/2021**

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70857	2/19/2021	1,677.93
2001	WATER DISTRIBUTION MANAGER II	70858	2/19/2021	1,746.75
3032	CUSTOMER SERVICE REP	70859	2/19/2021	1,232.14
2003	WATER TREATMENT PLANT OPERATOR III	70860	2/19/2021	2,245.20
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70861	2/19/2021	2,472.54
				<b>9,374.56</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 2/19/2021</b>
---

Empl	Position	Pay Date	Net Pay
1000	LINEMAN	2/19/2021	4,026.65
1003	SCADA TECH APPRENTICE	2/19/2021	2,780.46
1008	FOREMAN LINEMAN	2/19/2021	5,165.88
1011	GENERAL MANAGER	2/19/2021	4,607.98
1012	FOREMAN LINEMAN	2/19/2021	6,019.97
1014	STOREKEEPER	2/19/2021	2,328.81
1015	SCADA TECH JOURNEYMAN	2/19/2021	3,134.63
1016	LINEMAN	2/19/2021	4,250.42
1017	HEAD STOREKEEPER	2/19/2021	2,354.96
1020	LINEMAN	2/19/2021	2,321.87
1026	BROADBAND SUPERVISOR	2/19/2021	2,042.14
1027	ELECTRICAL ENGINEERING MANAGER	2/19/2021	2,998.88
1028	LINEMAN	2/19/2021	3,617.23
1031	STAKING ENGINEER	2/19/2021	2,447.70
1033	SUBSTATION/METERING TECH	2/19/2021	3,564.28
1034	LINEMAN	2/19/2021	3,555.51
1037	OPERATIONS DIRECTOR	2/19/2021	3,548.60
1041	LINEMAN	2/19/2021	3,905.10
1042	GIS SPECIALIST	2/19/2021	2,323.66
1043	METER READER	2/19/2021	1,905.84
1044	ELECTRICAL PRE-APPRENTICE	2/19/2021	2,145.32
1046	FLEET/WAREHOUSE HELPER	2/19/2021	2,262.11
1047	METER READER	2/19/2021	1,658.79
2002	WATER DISTRIBUTION MANAGER II	2/19/2021	2,254.90
2005	WATER DISTRIBUTION MANAGER I	2/19/2021	1,370.42
2007	ENGINEERING DIRECTOR	2/19/2021	3,358.27
3000	UTILITY BILLING COORDINATOR	2/19/2021	1,600.07
3002	CUSTOMER SERVICE COORDINATOR	2/19/2021	1,207.66
3003	UTILITY BILLING CLERK	2/19/2021	1,455.12
3004	RESOURCE MANAGER	2/19/2021	2,511.66
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	2/19/2021	2,175.57
3008	INFORMATION TECHNOLOGY MANAGER	2/19/2021	3,202.53
3013	UTILITY ACCOUNTANT II	2/19/2021	1,592.40
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	2/19/2021	1,323.08
3020	SERVICES DIRECTOR	2/19/2021	2,553.78
3022	CUSTOMER SERVICE REP	2/19/2021	1,345.65
3027	UTILITY BILLING CLERK	2/19/2021	1,481.50
3028	IT SUPPORT TECHNICIAN	2/19/2021	1,770.98
3029	UTILITY ACCOUNTANT II	2/19/2021	1,754.61
3033	FINANCE DIRECTOR	2/19/2021	3,566.88
3034	COMMUNICATIONS DIRECTOR	2/19/2021	2,349.19
3039	ACCOUTING TECH 1	2/19/2021	1,282.53
3046	CUSTOMER SERVICE REP	2/19/2021	1,162.78
3047	HUMAN RESOURCES DIRECTOR	2/19/2021	2,616.96
3048	CUSTOMER SERVICE REP	2/19/2021	1,221.85
3052	ADMINISTRATIVE ASSISTANT	2/19/2021	2,269.63
4004	COMMISSIONER DIST 2	2/19/2021	965.28
4006	COMMISSIONER DIST 1	2/19/2021	1,967.09
4008	COMMISSIONER DIST 3	2/19/2021	1,271.84
			<b>122,599.02</b>

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of January 31, 2021**

<b>PART A. STATEMENT OF OPERATIONS</b>				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	4,078,805	4,132,995	4,100,327	4,132,995
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	1,625,840	1,521,763	1,642,098	1,521,763
4. Transmission Expense	233,630	209,664	231,320	209,664
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	117,503	153,256	160,582	153,256
7. Distribution Expense - Maintenance	484,125	264,635	302,565	264,635
8. Consumer Accounts Expense	115,961	173,141	129,427	173,141
9. Customer Service and Informational Expense	815	2,572	2,376	2,572
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	201,787	238,278	225,210	238,278
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>2,779,661</b>	<b>2,563,309</b>	<b>2,693,578</b>	<b>2,563,309</b>
13. Depreciation & Amortization Expense	452,614	458,297	464,289	458,297
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	235,083	239,024	236,729	239,024
16. Interest on Long-Term Debt	225,973	227,142	216,537	227,142
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	8	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>3,693,331</b>	<b>3,487,772</b>	<b>3,611,141</b>	<b>3,487,772</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>385,474</b>	<b>645,223</b>	<b>489,186</b>	<b>645,223</b>
22. Non Operating Margins - Interest	10,253	337	10,381	337
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	120,468	137,985	163,226	137,985
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>516,195</b>	<b>783,545</b>	<b>662,793</b>	<b>783,545</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>3.28</b>	<b>4.45</b>	<b>4.06</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>2.71</b>	<b>3.84</b>	<b>3.26</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>2.42</b>	<b>2.97</b>	<b>2.72</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>2.15</b>	<b>2.69</b>	<b>2.37</b>
<b>Rolling 12 Month TIER</b>	<b>2.59</b>	<b>2.78</b>	

**Jefferson County PUD No. 1  
Electric Division  
Balance Sheet  
January 31, 2021**

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	179,181,126	29. Memberships	0
2. Construction Work in Progress	8,043,180	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>187,224,306</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	67,602,177	32. Operating Margins - Current Year	645,223
<b>5. Net Utility Plant (3-4)</b>	<b>119,622,129</b>	33. Non-Operating Margins	138,322
6. Nonutility Property - Net	88,671	34. Other Margins & Equities	30,723,310
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>31,506,855</b>
8. Invest. in Assoc. Org. - Patronage Capital	69,926	36. Long-Term Debt RUS (Net)	96,344,983
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	0
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>96,344,983</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	1,517,089
13. Special Funds	141,467	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>1,517,089</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>301,074</b>	42. Notes Payable	0
15. Cash-General Funds	1,751,069	43. Accounts Payable	3,910,370
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	7,839,390	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	3,265,738	48. Other Current & Accrued Liabilities	2,240,984
21. Accounts Receivable - Net Other	(2,392,335)	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>6,151,354</b>
22. Renewable Energy Credits	0	50. Deferred Credits	425,535
23. Materials & Supplies - Electric and Other	2,409,130	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>135,945,816</b>
24. Prepayments	240,149		
25. Other Current & Accrued Assets	2,387,438	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>15,500,579</b>	Balance Beginning of Year	0
27. Deferred Debits	522,034	Amounts Received This Year (Net)	136,485
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>135,945,816</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>136,485</b>

**Equity Ratio** **23.18%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **51.46%**  
 (Long Term Debt/Total Utility Plant) x 100

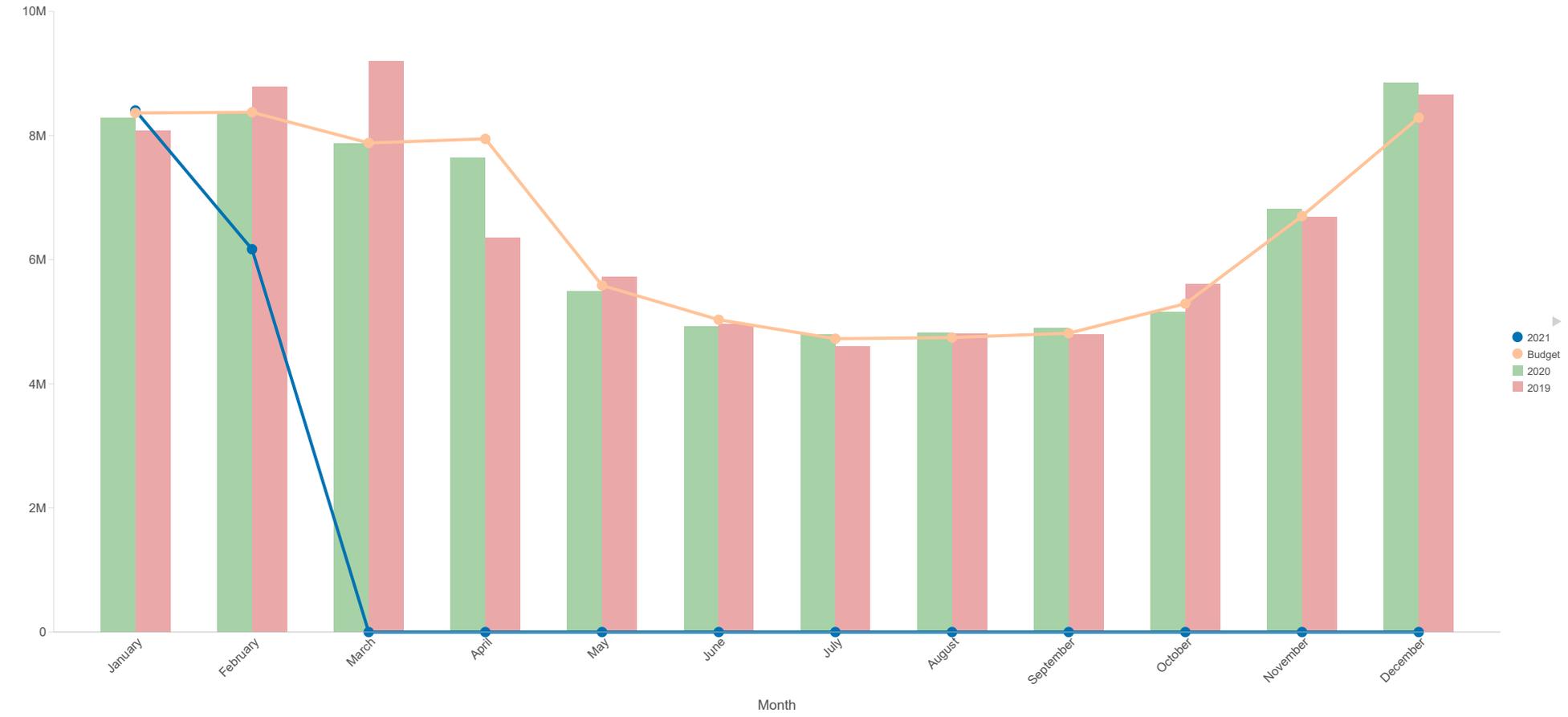
**Jefferson County PUD #1  
Power Requirements  
As of January 31, 2021**

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JANUARY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,695	17,695	
	b. KWH Sold			26,037,758
	c. Revenue			2,901,425
2. Residential Sales - Seasonal	a. No. Consumers Served	5	5	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	2	2	
	b. KWH Sold			0
	c. Revenue			60
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,395	2,395	
	b. KWH Sold			6,267,670
	c. Revenue			689,022
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			8,344,831
	c. Revenue			511,087
6. Public Street & Highway Lighting	a. No. Consumers Served	210	210	
	b. KWH Sold			56,026
	c. Revenue			17,615
7. Non Metered Device Authority	a. No. Consumers Served	5	5	
	b. KWH Sold			0
	c. Revenue			75
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>20,333</b>	<b>20,333</b>	
<b>11. TOTAL KWH Sold (lines 1b thru 9b)</b>				<b>40,706,285</b>
<b>12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)</b>				<b>4,119,285</b>
13. Transmission Revenue				0
14. Other Electric Revenue				13,710
15. KWH - Own Use				1,679
16. TOTAL KWH Purchased				43,994,382
17. TOTAL KWH Generated				0
18. Cost of Purchases and Generation				1,521,763
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				87,624

**Electric Division**  
**Comparison 2021 Budget to 2021 Actuals Year to Date Through JANUARY**

	2021 Budget JANUARY YTD	2021 Actuals JANUARY YTD	Variance
1. Operating Revenue and Patronage Capital	4,100,327	4,132,995	32,668
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	1,642,098	1,521,763	(120,335)
4. Transmission Expense	231,320	209,664	(21,656)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	160,582	153,256	(7,326)
7. Distribution Expense - Maintenance	302,565	264,635	(37,930)
8. Consumer Accounts Expense	129,427	173,141	43,714
9. Customer Service and Informational Expense	2,376	2,572	196
10. Sales Expense	0	0	0
11. Administrative and General Expense	225,210	238,278	13,068
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>2,693,578</b>	<b>2,563,309</b>	<b>(130,269)</b>
13. Depreciation & Amortization Expense	464,289	458,297	(5,992)
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	236,729	239,024	2,295
16. Interest on Long-Term Debt	216,537	227,142	10,605
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	8	0	(8)
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>3,611,141</b>	<b>3,487,772</b>	<b>(123,369)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>489,186</b>	<b>645,223</b>	<b>156,037</b>
22. Non Operating Margins - Interest	10,381	337	(10,044)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	163,226	137,985	(25,241)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>662,793</b>	<b>783,545</b>	<b>120,752</b>

RUS Form 7 Income Statement by Month  
 ELECTRIC UTILITY FORM 7 FINANCIAL COMPARISON  
 2019 - 2021



**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of January 31, 2021**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	188,014	193,181	189,330	193,181
2. Power Production Expense	0	0	54	0
3. Cost of Purchased Power	394	9,251	16,667	9,251
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	70,658	70,265	85,954	70,265
7. Distribution Expense - Maintenance	33,287	24,868	48,760	24,868
8. Consumer Accounts Expense	16,692	22,126	18,241	22,126
9. Customer Service and Informational Expense	37	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	71,615	75,840	83,855	75,840
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>192,683</b>	<b>202,350</b>	<b>253,531</b>	<b>202,350</b>
13. Depreciation & Amortization Expense	58,502	59,769	61,311	59,769
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	9,096	9,511	9,160	9,511
16. Interest on Long-Term Debt	20,571	19,021	18,916	19,021
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>280,852</b>	<b>290,651</b>	<b>342,918</b>	<b>290,651</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(92,838)</b>	<b>(97,470)</b>	<b>(153,588)</b>	<b>(97,470)</b>
22. Non Operating Margins - Interest	18,879	8,423	19,115	8,423
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	13,748	18,977	54,997	18,977
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(60,211)</b>	<b>(70,070)</b>	<b>(79,476)</b>	<b>(70,070)</b>

**Jefferson County PUD No. 1  
Water Division  
Balance Sheet  
January 31, 2021**

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	30,849,792	29. Memberships	0
2. Construction Work in Progress	1,217,684	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>32,067,476</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	12,614,161	32. Operating Margins - Current Year	(97,470)
<b>5. Net Utility Plant (3-4)</b>	<b>19,453,315</b>	33. Non-Operating Margins	27,400
6. Nonutility Property - Net	2,174,368	34. Other Margins & Equities	22,988,227
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>22,918,157</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	5,704,876
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>5,704,876</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	422,470	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,596,838</b>	42. Notes Payable	912,243
15. Cash-General Funds	160,208	43. Accounts Payable	(2,658,866)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	3,817,502	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	143,575	48. Other Current & Accrued Liabilities	81,594
21. Accounts Receivable - Net Other	619,001	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>(1,665,029)</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	18,330	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>26,958,004</b>
24. Prepayments	0		
25. Other Current & Accrued Assets	149,235	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>4,907,851</b>	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	19,929
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>26,958,004</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>19,929</b>

**Equity Ratio** **85.01%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **17.79%**  
 (Long Term Debt/Total Utility Plant) x 100

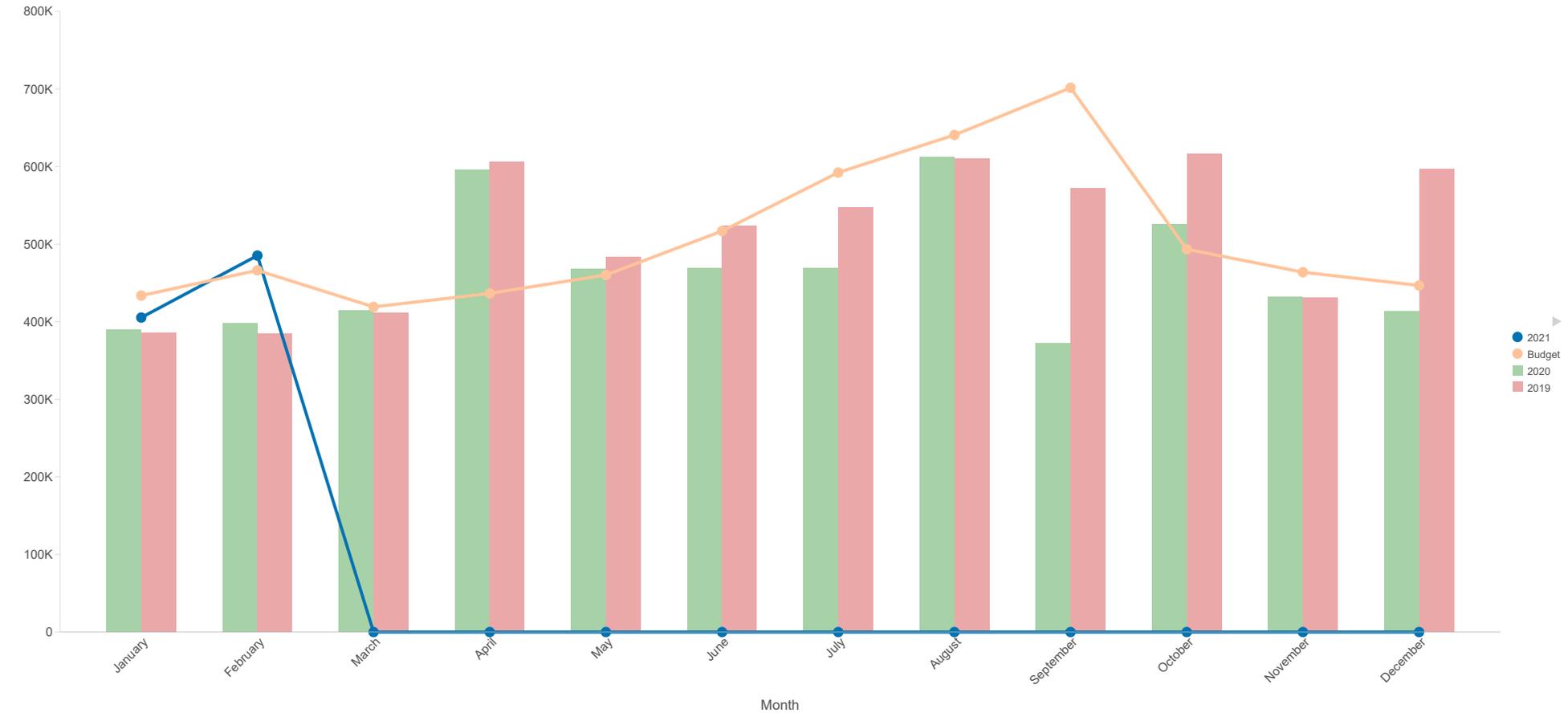
**Jefferson County PUD #1  
Water Requirements  
As of January 31, 2021**

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JANUARY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	12	12	
	b. Gallons Sold			9,100
	c. Revenue			1,422
2. Metered Residential Sales -	a. No. Consumers Served	4,529	4,529	
	b. Gallons Sold			13,349,797
	c. Revenue			148,880
3. Metered Commercial Sales	a. No. Consumers Served	316	316	
	b. Gallons Sold			3,287,612
	c. Revenue			30,175
4. Residential Multi-Family	a. No. Consumers Served	46	46	
	b. Gallons Sold			139,530
	c. Revenue			2,029
5. Metered Bulk Loadings	a. No. Consumers Served	1	1	
	b. Gallons Sold			0
	c. Revenue			29
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Master Meters	a. No. Consumers Served	22	22	
	b. Gallons Sold			3,865,010
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	374	374	
	b. Gallons Sold			0
	c. Revenue			10,186
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>5,305</b>	<b>5,305</b>	
<b>11. TOTAL Gallons Sold (lines 1b thru 9b)</b>				<b>20,651,049</b>
<b>12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)</b>				<b>192,721</b>
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				460
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				23,910,167
18. Cost of Purchases and Generation				9,251

**Water Division**  
**Comparison 2021 Budget to 2021 Actuals Year to Date Through JANUARY**

	2021 Budget JANUARY YTD	2021 Actuals JANUARY YTD	Variance
1. Operating Revenue and Patronage Capital	189,330	193,181	3,851
2. Power Production Expense	54	0	(54)
3. Cost of Purchased Power	16,667	9,251	(7,416)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	85,954	70,265	(15,689)
7. Distribution Expense - Maintenance	48,760	24,868	(23,892)
8. Consumer Accounts Expense	18,241	22,126	3,885
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	83,855	75,840	(8,015)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>253,531</b>	<b>202,350</b>	<b>(51,181)</b>
13. Depreciation & Amortization Expense	61,311	59,769	(1,542)
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	9,160	9,511	351
16. Interest on Long-Term Debt	18,916	19,021	105
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>342,918</b>	<b>290,651</b>	<b>(52,267)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(153,588)</b>	<b>(97,470)</b>	56,118
22. Non Operating Margins - Interest	19,115	8,423	(10,692)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	54,997	18,977	(36,020)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(79,476)</b>	<b>(70,070)</b>	9,406

**RUS Form 7 Income Statement by Month  
 WATER UTILITY FORM 7 FINANCIAL COMPARISON  
 2019 - 2021**



**Jefferson County PUD No. 1  
Cash and Cash Equivalents  
As of January 31, 2021**

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>	
1 131.11	Operating Depository Account - Bank of America	\$946,174	
1 131.12	Operating Account - Jefferson Co. Treasurer	803,011	
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	75,660	
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	63,753	Restricted
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	20,578	
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850	
2 135.21	Cash Held in Trust by Property Manager	150	
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	61	Restricted
1 131.16	Payroll Clearing Account - 1st Security Bank	33	
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	4	Restricted
2 131.13	1997 Bond LUD #13 - Jefferson Co. Treasurer	2	Restricted
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$1,911,276</b>	
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$3,073,701	
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	2,840,689	
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	2,564,690	Restricted
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,925,000	
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	655,600	
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	542,365	Restricted
2 136.12	LUD #11 Bond Investment - Jefferson Co. Treasurer	33,093	Restricted
2 136.13	LUD #13 Bond Investment - Jefferson Co. Treasurer	21,754	Restricted
2 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	0	
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$11,656,892</b>	
2 126.51	LUD #11 Water Reserve Investment Fund - Jefferson Co. Treasurer	\$234,990	Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	181,420	Restricted
1 126.10	Capital Reserves	94,000	Restricted
1 128.00	Other Special Funds	47,200	Restricted
2 126.10	Capital Reserves	6,000	Restricted
1 125.10	RUS Bond Reserve Fund - Jefferson Co. Treasurer	267	
1 126.41	LUD #11 Water Reserve Fund - Jefferson Co. Treasurer	26	Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	20	Restricted
2 126.13	LUD #13 Reserve Fund - Jefferson Co. Treasurer	13	Restricted
1 125.11	RUS Bond Reserve Investment Fund - Jefferson Co. Treasurer	0	
<b>TOTAL LINE 13. BALANCE SHEET-RESTRICTED FUNDS</b>		<b>\$563,936</b>	
<b>RESTRICTED CASH BALANCE--JANUARY 2021</b>		<b>\$3,789,391</b>	
<b>NON-RESTRICTED CASH BALANCE--JANUARY 2021</b>		<b>\$10,342,713</b>	
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JANUARY 2021</b>		<b>\$14,132,104</b>	
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--DECEMBER 2020</b>		<b>\$12,930,923</b>	
<b>Change in Bank Balance</b>		<b>\$1,201,181</b>	

March 2, 2021

PUD Calendar

March 2, 2021 BOC Regular Meeting, per ZOOM 5:00 pm

March 9, 2021, TBD 10:00am-12:00pm

March 16, 2021, BOC Regular Meeting, per ZOOM 5:00pm

March 17-19 WPUDA Association meetings, per ZOOM

March 23, 2021, TBD 10:00am-12:00pm



Board of Commissioners:

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

Kevin Streett, General Manager

March 2, 2021

**To: JEFFERSON COUNTY PUD BOARD OF COMMISSIONERS**

**RE: PROJECTS REPORT**

This report will give the reader an idea of some of the work PUD is doing, the amount of meter connects and disconnects, and outage information for the period of January 1, 2021 to February 24, 2021.

**PUD Projects completed:**

- ☒ January to February Time and Material. End of contract is February 26, 2020.
- ☒ Port of Port Townsend Electrical Upgrade Project. Next steps install transformers, pull conductor in conduit, and remove utility poles.

**PUD Projects to be scheduled:**

- ☒ PUD Asphalt Project. Lakeside Industries.
- ☒ Kala Point Baycliff to Kala Point Drive Electrical Upgrade. 2-Grade Inc.

**PUD Projects scheduled:**

- ☒ SR Tree Trimming Project. Kemp West, March 1, 2021
- ☒ Transmission Right of Way clearing. L and J Enterprises, March 1, 2021.

**PUD Projects started and currently ongoing:**

- ☒ 300 Demolition Project. CHJ Excavating.
- ☒ SR 101 Bypass Project. 2-Grade Inc.

**PUD Projects waiting for signed contracts:**

- ☒ Port Phase Three Electrical Upgrade Project. 2-Grade Inc.

- ☒ Quilcene School Upgrade Project. Shold Excavating

**Meter Installs January to February:**

- ☒ 28 pending installations.
- ☒ 6 new installations.

**Meter Disconnects January to February:**

- ☒ 11 pending disconnects.
- ☒ 7 disconnects.

**Outages January to February 2021:**

- ☒ Total outages 74.
- ☒ Total customers out of power 12,692.
- ☒ Total duration 576.43 hours.
- ☒ Total consumer hours 54,691

QUESTIONS?



## **AGENDA REPORT**

DATE: March 2, 2021

TO: Board of Commissioners

FROM: Mike Bailey, Finance Director/Auditor

RE: Jackson Thornton and 2020 Financial Audit

RECOMMENDATION: Informational Only

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- Jackson Thornton has completed all field work for the 2020 Financial Audit.
- The report is going through their internal review process as well as PUD Staff.
- Will have the final draft report by Mid-March to complete annual reports by March 31, 2021.
- Jackson Thornton will present the Audit to the Board for approval in April.
- Kevin and I are looking at extending our agreement with Jackson Thornton for another year.

☒ **Study commenced April 2020**

☒ **Board presentations:**

- » July 13, 2020 to discuss rate setting fundamentals and study goals & objectives
- » August 18, 2020 to discuss preliminary revenue requirement results and scenarios
- » September 23, 2020 to finalize revenue requirement analysis
- » October 27, 2020 to review pole attachment fees
- » November 10, 2020 to review results of cost-of-service analysis
- » December 07, 2020 to follow-up regarding cost-of-service questions
  - Received preliminary cost-of-service phase-in direction
- » February 09, 2021 Preliminary Rate discussion Design



## **AGENDA REPORT**

DATE: March 2, 2021

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Port of Port Townsend Interlocal agreement

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**This is a second review of the Port of Port Townsend ILA. After any changes, Kevin would be authorized to negotiate the terms and conditions to be provided in Exhibit A which is how the PUD will plan, develop and deploy the Port's wholesale broadband network.**

**INTERLOCAL AGREEMENT**  
**BETWEEN THE JEFFERSON COUNTY PUD NO. 1 AND**  
**THE PORT OF PORT TOWNSEND**

This Interlocal Agreement ("Agreement") made and entered into this 20<sup>th</sup> day of January 2021, pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act (the "Act"), by and between Jefferson County PUD No. 1, hereinafter referred to as the "PUD," and the Port of Port Townsend, hereinafter referred to as the "Port" (collectively referred to as "the Parties").

**WHEREAS**, The PUD and the Port are two local governmental agencies operating in Jefferson County, State of Washington; and

**WHEREAS**, RCW 39.34.080 permits public agencies to contract with one another for the performance of certain governmental services. Under the Act, public agencies may enter into agreements with one another for joint or cooperative action; and

**WHEREAS**, The PUD has engineering experience that the Port seeks to utilize; and

**WHEREAS**, The Port and the PUD seek to collaborate and work together to provide wholesale broadband services in Jefferson County, Washington.

**NOW, THEREFORE**, based upon mutual covenants to be derived from this agreement, the Parties agree as follows:

1. **Purpose:** It is the purpose of this Agreement to provide for the cooperation between the Parties and make the most efficient use of their resources by enabling the Port to utilize the PUD's engineering services, whether provided internally or contracting out. In addition, the Parties seek to cooperate and find the most efficient way to procure any related contractors, materials and equipment for services provided pursuant to this Agreement. The Parties also seek to cooperate with each other to extend wholesale broadband services to customers in Jefferson County, Washington, and to provide terms and conditions where the PUD will construct, operate and maintain the Port's wholesale broadband network.
  - a. For engineering services, the party requesting engineering services shall provide a written request to the party to be providing such services. The requests shall describe the services, the timing anticipated for the services, and the maximum dollar amount for the services. The party providing such services shall timely respond to any request, and all necessary written documentation authorizing the work to be performed shall be executed by the PUD's General Manager and the Executive Director of the Port. It shall be at each party's discretion to undertake any request for services.
  - b. For wholesale broadband services, the Parties shall work together to plan, design construct any wholesale broadband facilities to be owned by the Port and operated and maintained by the PUD. Exhibit "A" to this Agreement provides the specific terms and conditions regarding the planning, development, permitting, construction and operation of all wholesale broadband services that are subject to this Agreement. Upon completion of construction of any of the Port's wholesale broadband facilities, each Party shall retain their respective ownership of all their properties. This Agreement

does not contemplate joint ownership of property. The PUD agrees to provide the services detailed in the attached Exhibit "A" to this Agreement, after the Parties have agreed upon the specific terms and conditions.

2. **Compensation:** Each Party shall compensate the other Party for the actual cost of services rendered including, but not limited to employee(s) wages (direct rate plus benefits); overhead costs at its current rate in use reimbursement for any and all necessary materials purchased to complete the services; and any costs required for professional insurance coverage necessary. Attached as Exhibit "B" to this Agreement is a current rate schedule for the services to be provided pursuant to this Agreement. The Parties agree to update Exhibit "B" on an annual basis. For purposes of the development of wholesale broadband facilities, Exhibit "A" provides terms and conditions regarding the costs of planning, developing, permitting, constructing and operating the network.
3. **Employees:** Employees assigned to work pursuant to this Agreement remain employees of their respective agency at all times and shall perform the work requested under the sole supervision of their agency. Procedures used in performance of work pursuant to this Agreement shall be mutually agreed to in writing.
4. **Hold Harmless and Indemnification:** Each party (the "Indemnitor") shall hold the other (the "Indemnitee"), harmless, indemnify and defend the other, its board or commission members, officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages, and judgments of any nature whatsoever, including, but not limited to: reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the performance of this Agreement, its employees, agents, or subcontractors or anyone for whose acts any of them may be liable, except for injuries and damages caused by the sole negligence of the Indemnitee. If the claim, suit or action involves concurrent negligence of the Parties, the indemnity provisions provided herein shall be applicable only to the extent of the percentage of each party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Contract.
5. **Insurance:** The PUD is self-insured through its membership in the Pacific Underwriters Management Services. The Port is insured through Enduris Washington (formerly "the Washington Governmental Entity Pool" (WGEP)). Within 30 days of executing this Agreement the PUD and the Port shall mutually provide to each other certificates of coverage from their respective Risk Pools. Both Parties agree that not less than thirty ( 30) days prior to cancellation, suspension, reduction or material change in the membership of a party in its respective Risk Pool, notice of same shall be given to the other party by registered mail, return receipt requested and by email. The Parties further agree that their membership in their respective Risk Pools provide coverage for the following categories of risk and with coverage limits that equal or exceed what is listed below:

**General Liability** with a minimum limit per occurrence of one million dollars (\$1,000,000) and an aggregate of not less than two million dollars (\$ 2,000,000) for bodily injury, death and property damage, unless otherwise specified in the contract specifications.

**Business Automobile Liability coverage** with a minimum limit per occurrence of one million dollars(\$1,000,000) and an aggregate of not less than two million dollars (\$2,000,000). Said coverage shall include liability coverage for all owned, non- owned and hired motor vehicles.

**Worker's Compensation** insurance with minimum limits not less than that required by state law.

**Errors and Omissions for Professional Services Provided.**

Each party to this Agreement agrees that the coverage provided to it by its membership in its respective Risk Pool shall be primary with respect to any third- party claim presented to that party for the alleged negligent act and omissions of its employees, contractors or representatives. With respect to all claims of third-party liability against one party to this Agreement the coverage provided to the OTHER party by its membership in a Risk Pool shall be non-contributory.

6. **Compliance with Laws:** Each party hereto, in its performance of this Agreement, agrees to comply with all applicable local, State, and Federal laws and ordinances.
7. **Relationship of the Parties:** No agent, employee or representative of any party shall be deemed to be an agent, employee or representative of any other party for any purpose, and the employees of one party are not entitled to any of the benefits any other party provides to its employees.
8. **Agreement Not for Benefit of Third Parties:** This Agreement is entered into solely for the benefit of the Parties hereto and vests no rights in, or is it enforceable by, any third parties.
9. **Dispute Resolution:** In the event any dispute should occur under this Agreement or related to the performance of any person or equipment, the dispute shall be referred to the General Manager of the PUD and the Executive Director of the Port for resolution. If not resolved within (30) days of referral, either party may pursue such legal actions as it may have available to use.
10. **Waiver and Venue:** A failure by any party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement. This Agreement will be governed by the laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity or other judicial proceeding for the enforcement of this agreement may be instituted only in a court of competent jurisdiction in the State of Washington, County of Jefferson.

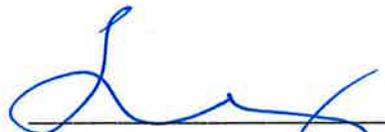
11. **Duration and Termination:** This Agreement shall commence and be effective upon execution and remain in full force and effect until terminated by agreement of the Parties, or by written notice of termination given by one party to the other party at least thirty (30) days prior to the date of such termination.
12. **Severability:** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
13. **Entire Agreement – Modification:** The written provisions and terms of this Agreement supersede all prior written and verbal agreements and/or statements by any representative of the Parties, and those statements shall not be construed as forming a part of or altering in any manner this Agreement. This Agreement shall contain the entire Agreement between the parties unless modified in writing and signed by authorized representatives of the Parties.
14. **Filing:** Pursuant to RCW 39.34.040, this Agreement shall be posted on the PUD and Port websites and/or filed with the County Auditor.

In Witness Whereof, the parties have executed this Agreement this 20<sup>th</sup> day of January, 2021.

**JEFFERSON COUNTY PUD NO. 1**

**PORT OF PORT TOWNSEND**

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

  
\_\_\_\_\_  
Eron Berg, Executive Director

## **EXHIBIT A**

### **NETWORK DEVELOPMENT, OPERATIONS AND ENGINEERING SERVICES**

- **The PUD when requested will assist and collaborate on network build outs and designs on Port property.**
- **Network Configuration - In order to configure and segment the network, the PUD will engineer and purchase the necessary equipment to establish a network agreeable to the Port for their facilities.**
- **Core Equipment - Each party will maintain their core equipment in a manner that provides a high degree of serviceability and reliability. This includes maintaining enough spares for outages and maintenance requirements. Each party will purchase and maintain their own core equipment as needed.**

**EXHIBIT B**

**RATE SCHEDULE FOR SERVICES AND MATERIALS**

Compensation. Each Party shall compensate the other Party for the actual cost for services rendered including, be not limited to employee(s) wages (direct rate plus benefits); overhead costs at its current rate in use reimbursement for any and all necessary materials purchased to complete the services; and any costs required for professional insurance coverage necessary

<b>Position</b>	<b>Hourly Rate (2021)</b>
Staking Engineer	\$58.53
Electrical Engineering Manager	\$90.09
GIS Specialist	\$67.09
Broadband Supervisor	\$56.85
Engineering Director	\$97.71



## **AGENDA REPORT**

**DATE:** March 2, 2021  
**TO:** Board of Commissioners  
**FROM:** Lori Rae, Broadband Supervisor  
**RE:** Adopting a date to fix a hearing for the Middlepoint Broadband Local Utility District (LUD) No 1.

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**SUMMARY:** Staff requests the Board of Commissioners set a date for the hearing on the formation of the Middlepoint Broadband LUD No.1.

**BACKGROUND:** November 24, 2020, Public Utility District No. 1 of Jefferson County (PUD) received an electronic petition to form a Broadband LUD for the neighborhood around Middlepoint, E. Middlepoint, Haada Laas and McCurdy Point Roads. The electronic petition included a proposed LUD boundary map, which consisted of 74 parcels.

On December 2, 2020, the petition was received by a designated PUD officer to determine if the petition was signed by 10% of the landowners within the LUD boundary or the majority (51%) of those landowners. The petition was certified at 36% of the landowners.

Staff is currently in the process of completing an engineering estimate and looking at different funding sources, such as low interest loans from assessment bonds, RUS loan or CFC (Cooperative Finance Corporation) line of credit. At the LUD hearing, Staff will provide an engineering estimate and all required documents needed. Either at the LUD formation hearing or a BOC meeting prior to the formation hearing, staff will provide a funding source recommendation and request funding source approval from the Commissioners.

Staff can be ready with the information needed for the LUD formation hearing by early June 2021. Staff would like to review and select potential hearing dates with the BOC to amend (i.e., provide a write in prior to adoption) Resolution 2021-\_\_\_\_\_ with a fixed date for the hearing.

**ANALYSIS/FINDINGS:** None

**FISCAL IMPACT:** None other than staff time

**RECOMMENDATION:** Staff is recommending that the Board adopt a fixed date for the hearing on the formation of the Middlepoint LUD No. 1.

Attachments: Resolution 2021-  
LUD Petition Boundary Map

**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”), adopting a date to fix a Hearing for the Middlepoint Broadband Local Utility District (LUD) No. 1.

WHEREAS, on November 24,2020 Public Utility District No.1 of Jefferson County (PUD) received a petition to form a Broadband LUD for the neighborhood around Middlepoint, E. Middlepoint, Haada Laas and McCurdy Point Roads. The electronic petition included a proposed LUD boundary map, which consisted of 74 parcels.

WHEREAS, the PUD staff reviewed the petition request and per RCW 54.16.140, the petition was signed by ten percent of the owners of land within the LUD boundary;

WHEREAS, the PUD staff recommends the Middlepoint LUD No. 1 have a hearing date in June of 2021; and

WHEREAS, pursuant to RCW 54.16.140, the formation of LUD has been initiated by petition signed by ten percent of owners of land as has been provided to the Board of Commissioners of the PUD,

WHEREAS, the Board of Commissioners has accepted the petition, and is establishing a date for the formation of the Broadband LUD No. 1; and

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

The PUD adopts the 27th day of July, 2021 as the hearing on the formation of the Middlepoint Broadband LUD No. 1. Staff is directed to prepare all notices for publication and final paperwork in the event the petition is successful.

The Board of Commissioners directs the PUD to provide a minimum of two weeks notice to all affected residents of the Middle Point neighborhood regarding the formation of LUD No. 1, and further if a majority of the owners of land in the area of the LUD do not file a petition protesting the improvement prior to twelve o’clock noon of the day of the hearing to the secretary of the Board of Commissioners, the Board of Commissioners may adopt a resolution creating Broadband LUD No. 1 and further ordering the improvements.

**APPROVED AND ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson, County, Washington, this 3rd day of March.

\_\_\_\_\_

**Dan Toepper, President**

\_\_\_\_\_

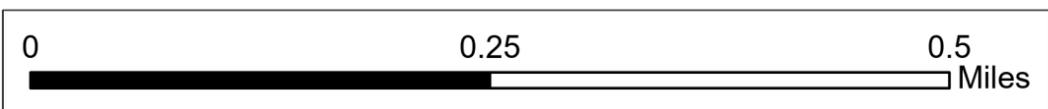
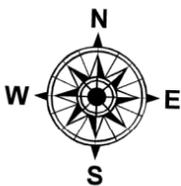
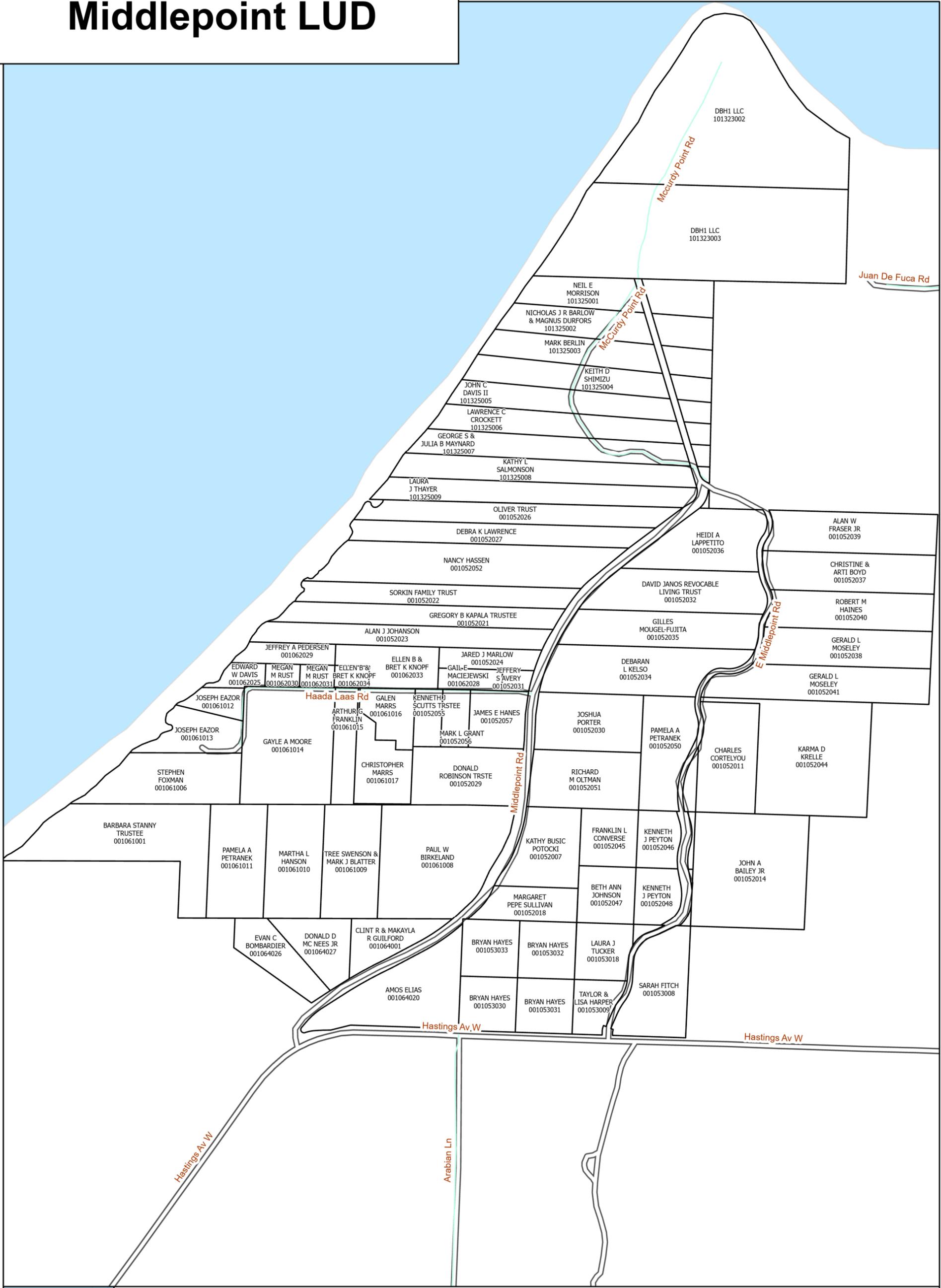
**Jeff Randall, Secretary**

**ATTEST:**

\_\_\_\_\_

**Kenneth Collins, Vice President**

# Middlepoint LUD



Jefferson County PUD provides the data for use "as is." The data shown here are for illustration purposes only. These data are not accurate to surveying or engineering standards and are not suitable for site-specific decision making. Jefferson County PUD provides this information with the understanding that it is not guaranteed to be accurate, correct or complete and conclusions drawn from such information are the responsibility of the user. While every effort has been made to ensure the accuracy, correctness and timeliness of materials presented, Jefferson County PUD assumes no responsibility for errors or omissions, even if advised of the possibility of such damage.

Kellen Lynch  
[REDACTED]  
[REDACTED]  
[REDACTED]

February 5, 2021

Jeff Randall  
PUD Commissioner, District 1  
Will O'Donnell  
Communications Director  
**Jefferson County PUD**

Re: Citizens Advisory Board

As a resident of Jefferson County with a background in energy policy, I am intrigued at the prospect of helping assist our young public utility district with issues of local importance. I understand the need for Jefferson County's PUD to be focused on maintaining and growing its own operational capacity to serve the regional ratepayers. Additionally, I am pleased to see the PUD considering projects that will help ensure that this County is responsibly and continuously serviced with clean energy, modern communication, and ample water.

My personal interests include helping to ease our community's energy burden through well designed energy efficiency offerings that also do not overburden the utility. Through my work as an energy analyst and contractor for the non-profit Environment and Energy Study Institute (EESI) in Washington DC, I've seen rural utilities succeed at benefitting both the ratepayer and organization with smart efficiency financing and by pursuing beneficial electrification. It is through these types of programs that we can quickly take steps towards meaningful climate action in our community.

I appreciate you taking the time to consider my letter of interest in joining Jefferson County's PUD Citizens Advisory Board.

Thank you,

*Kellen Lynch*

# Kellen John Lynch

Port Townsend, WA

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## Personal Profile

I am in love with where I am from, and my work grows from that place. My focus in housing and energy is motivated by the understanding that we can build a future worth living for, and that we'll accomplish that by working together.

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## Experience

### New Story Studio

**Owner/ Energy Analyst**, May 2020 - Present

Port Townsend, WA

- Freelance energy analysis and project management for rural utilities and companies.
- Working towards projects that will increase our local housing and energy inventory.

### **Western Washington University, Institute for Energy Studies**

**Instructor**, Winter Qtr 2020, Spring Qtr 2021

Bellingham, WA

- Facilitated a weekly lecture series with special guests from the energy industry.

### **Project ZeNETH (Zero Net Energy Tiny House)**

**Project Manager**, September 2017 - March 2020

Bellingham, WA

- Launched a capital project to engage students and inform energy and housing policies.
- Managed a team of twenty five, and navigated institutional bureaucracy for support.
- Fundraised \$100,000+ by establishing new donor relationships and grant writing.

### **Dalla Notte**

**Owner/Chef**, November 2012 - September 2019

Port Townsend, WA

- Founded a bakery and catering company and operated as the individual producer, marketer, and point-of-sale merchant at weekly markets, community events, private dinners, and charter sails.

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## Education

### **Western Washington University**

**Graduate**, December 2019

- Developed own major, titled, *Adaptive Energy Policy In The Pacific Northwest*
- Enrolled within the Institute for Energy Studies, Idea Institute, and Fairhaven College
- Researcher for WWU's community solar project



## **AGENDA REPORT**

DATE: March 2, 2021

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: General Manager Goals for 2021

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Attached are the goals for the PUD General Manager for 2021. All additional goals such as succession planning and others will be discussed at future Board of Commissioner meetings.

## 2021 General Manager Goals

### 1. Financial Goals:

- ☒ Continue Quarterly Budget and Financial Reviews to assist in tracking budget (operational and capital).
- ☒ Complete Dashboards to aid in tracking.
- ☒ Identify key capital projects for each year, track to annual budget, identify financing options, make recommendations regarding adjustments to timeline depending on actual revenues.

### 2. Operational Goals

- ☒ Increase Workforce Efficiencies. In order to better utilize staff resources, and achieve better efficiency the General Manager is expected to utilize better scheduling and other available tools. By better and more efficient scheduling it is also expected to aid in the safety of operations.
- ☒ Measure efficiencies achieved through presentation of year over year budget comparisons at the quarterly budget and General Manager reviews.
- ☒ Maintain staffing levels through hiring.
- ☒ Maintain safety goals by conducting ongoing safety meetings and continuous training; include COVID-19 protocols.

### 3. Planning

- ☒ Develop 3-5 Year Plan. This plan will help the Board and General Manager track capital spending, and improve financial plans for big ticket items such as meter. replacement, substation repair/replacement, fiber buildout and similar projects.
- ☒ Strategic Planning. Conduct strategic planning to help guide long term decisions for the PUD. Help define what a sustainable utility looks like over a longer-term horizon. Include a succession plan within the Strategic Plan.
- ☒ Complete Broadband Business Plan.

### 4. Communications

- ☒ Improve communications with BOC by presenting meeting materials well in advance of meetings to allow Commissioners to be fully prepared.
- ☒ Complete the Dashboards to allow the general public to be better informed on the financial status of the PUD
- ☒ Provide status of General Manager's review of Directors to BOC

### 5. Growth and Development

## **DRAFT**

- ☒ **Develop annual training and development plan through PUD Directors to assist in overall improvement of service and organizational efficiencies. General Manager will develop his own growth and development plan by the end of the first quarter.**



## **AGENDA REPORT**

DATE: March 2, 2021

TO: **Board of Commissioners**

FROM: Scott Bancroft/Kevin Streett

RE: Surplus of Truck

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**Staff seeks approval per motion to surplus of the following:**

**Truck 102**

**-2012 Dodge Ram 5500 (4X4) singleman bucket truck**

**-6.7 Cummins turbo diesel**

**-Mileage 129,494**

**-Hours 7,621**

**REPAIRS NEEDED:**

**-HYD lines on upper boom needs replaced.**

**-Front end has been repaired at several shops (5) with no fix.**

**-Check engine light, Fuel rail issue that causes a loss of power.**

**-Check engine light, Glow plug needs replaced.**

**-Engine is tired due to high mileage and high hours.**

**-After treatment system needs burned out and reset.**



## **AGENDA REPORT**

**DATE:** March 2, 2021  
**TO:** Board of Commissioners  
**FROM:** Samantha Harper, P.E., Engineering Director  
**RE:** Risk and Resiliency Assessment and Emergency Response Plan Consultant Contract  
**RECOMMENDATION:** Authorization for General Manager to Sign Contract by Motion

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**SUMMARY:** Staff is requesting that the Board of Commissioners (BOC) approve the General Manager to sign the contract for Tetra Tech for the Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP).

**BACKGROUND:** The America's Water Infrastructure Act of 2018 (AWIA) amends the Safe Drinking Water Act (SDWA) and included new resilience requirements for drinking water utilities. AWIA requires that community water systems certify the completion of the Risk and Resilience Assessment and Emergency Response Plan (ERP) to the US Environmental Protection Agency (U.S. EPA). The timelines these two plans are:

- Risk and Resilience Assessment: June 30, 2021; and
- Emergency Response Plan: December 30, 2021

In December of 2020, Staff solicited consultants, through a Request for Qualification (RFQ) process, to complete a water system Risk and Resilience Assessment (RRA) and Emergency Response Plan in compliance with the requirements of America's Water Infrastructure Act of 2018 (AWIA). Also, the RFQ reserves the right to retain the selected consultant to do an Electrical System Vulnerability and Risk Assessment (VRA) and to include all of the PUD's utilities (electric, water, community septic and broadband) in the Emergency Response Plan.

There were eight (8) consulting firms who responded to the RFQ. The submittals were reviewed by PUD staff and three (3) firms were selected for phone interviews. The firm selected to perform the RRA and ERP is Tetra Tech, from Seattle, Washington.

The Tetra Tech scope includes completing a risk and resilience assessment (RRA) for the water and electrical utilities and an Emergency Response/Operations Plan (EROP) for the water, electrical, sanitary and broadband utilities in compliance with America's Water Infrastructure Act of 2018 (AWIA) for water systems and the broader security needs of the PUD.

The schedule is to complete both the RRA and the ERP by the timelines listed above.

**ANALYSIS/FINDINGS:**

The total contract amount is \$146,290. Therefore, per the procurement manual, the Commissioners need to approve the General Manger to sign any contract over \$100,000. The total contract split between the water and electric budgets is \$107,014 (water) and \$39,276 (electric).

**FISCAL IMPACT:** The 2021 budget approved \$30,000 for the RRA and ERP in the Contracted Engineering Capital Costs. However, additional funds are needed. Below is the recommendation on funding the RRA and ERP.

2021 Contracted Engineering Capital Costs - budgeted	\$30,000
Using a portion of the money moved from the Restricted Fund to Water Capital	\$77,017
Contracted Electrical Engineering Budget	\$39,276
<b>Total contract amount</b>	<b>\$146,290</b>

**RECOMMENDATION:** Staff is recommending that the Board of Commissioners (BOC) approve the General Manager to sign the contract for Tetra Tech for the Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP).