

Regular Meeting Agenda

Board of Commissioners

Tuesday, April 20, 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#. Use *6 to mute or unmute. *9 to raise a hand to request to speak.

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 Zoom 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 and *9 to raise a hand to request to speak.

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

4 - 22

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

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

4.3. Financial Report 23 - 25

[Agenda Report-Written Off Accounts-04-20-2021.docx](#) 

[Written Off Accounts Motion 04-20-2021.docx](#) 

4.4. Calendar 26

[PUD Calendar April 6, 2021.docx](#) 

5. Manager and Staff Reports

For information only, not requiring a vote.

5.1. Customer Service Presentation 27 - 30

[a day in the life\(002\).pdf](#) 

5.2. New Building Update 31 - 44

[Don Facility pics.pdf](#) 

5.3. Apr 22 Special Meeting Meter Replacement Agenda

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. Adoption of Water Rates and Resolution 45 - 52

[Agenda Report Form Water Rate Update 2021.04.14 .docx](#) 

[Water Rate Update 2021.04.20 \(002\).pdf](#) 

[Resolution Regarding Water Rates 2021 00XX.docx](#) 

6.2. Adoption of New Rate Schedule for Lighting and Resolution 53 - 58

[Agenda Report Form Lighting Rate Schedule Update 4.13.2021.docx](#) 

[Rate Schedule Update Lighting Only.pdf](#) 

[02-Resolution 2021-00XX Street Light Rate Update 2021 04 14.docx](#)



6.3. Proposed Broadband Rates

59 - 75

[Agenda Report Broadband Policy ks M 04152021 \(002\).docx](#)

[Proposed Policies and Rates - Broadband 04162021 fn.docx](#)

7. New Business

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 **\$803,512.18** on this **20th** day of **APRIL** **2021** ;

Dan Toepper
President

Kenneth Collins
Vice President

Jeff Randall
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 125907 to # 125959	\$ 323,688.30	4/1/2021
Accounts Payable:	# 125960 to # 126004	\$ 331,191.20	4/8/2021
Payroll Checks:	# 70872 to # 70876	\$ 10,112.12	4/2/2021
Payroll Direct Deposit:		\$ 124,191.94	4/2/2021

TOTAL INVOICES PAID

\$789,183.56

WIRE TRANSFERS PAID

Peterson Lake

AMOUNT

\$ 14,328.62

DATE

4/1/2021

PAYMENT TOTAL

\$803,512.18

VOIDED WARRANTS

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey
Mike Bailey, Financial Director / District Auditor

04/13/2021
Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 125907 to # 125959	\$ 323,688.30	4/1/2021
Accounts Payable:	# 125960 to # 126004	\$ 331,191.20	4/8/2021
Payroll Checks:	# 70872 to # 70876	\$ 10,112.12	4/2/2021
Payroll Direct Deposit:		\$ 124,191.94	4/2/2021
TOTAL INVOICES PAID		\$789,183.56	

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	4/1/2021

GRAND TOTAL	\$803,512.18
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VOIDED WARRANTS

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Accounts Payable Check Register

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03/31/2021 To 04/12/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125907 4/1/21	CHK	10006	AFLAC	AFLAC BILL MAR 2021	60.48
				AFLAC BILL MAR 2021	26.40
				AFLAC BILL MAR 2021	138.36
Total for Check/Tran - 125907:					225.24
125908 4/1/21	CHK	10481	AMAZON	PHONE CASE & USB CHARGE CABLE	26.58
				PHONE CASE & USB CHARGE CABLE	6.64
Total for Check/Tran - 125908:					33.22
125909 4/1/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 12/26/2020	1,192.66
				TREE TRIMMING - S QUILCENE 1ST HALF 2020	2,663.55
Total for Check/Tran - 125909:					3,856.21
125910 4/1/21	CHK	9998	KEVIN BYSTROM	Credit Balance Refund	24.97
125911 4/1/21	CHK	10041	CDW GOVERNMENT	HEADSET CABLES QTY5	202.43
				HEADSET CABLES QTY5	50.61
				CABLE MANAGEMENT TRAYS FOR NEW BUILDING	769.16
				CABLE MANAGEMENT TRAYS FOR NEW BUILDING	192.29
				RETURN - MS OFFICE 365 LICS 2YR	-566.84
				RETURN - MS OFFICE 365 LICS 2YR	-141.71
				CRADLEPOINT IBR200 VZ W/ 3-YR NETCLOUD	305.13
Total for Check/Tran - 125911:					811.07
125912 4/1/21	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - MAR 2021	10.30
				PHONE SERVICE - MAR 2021	2.58
Total for Check/Tran - 125912:					12.88
125913 4/1/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - MAR 2021	66.06
				PHONE SERVICE - MAR 2021	16.51
				PHONE SERVICE - MAR 2021	31.14
				PHONE SERVICE - MAR 2021	7.79
Total for Check/Tran - 125913:					121.50
125914 4/1/21	CHK	10053	COMPUNET, INC	OUTDOOR WIFI	5,894.37

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125915 4/1/21	CHK	10501	D & L POLES	EXCAVATING - PORT OF PT	1,186.57
				FILL IN RUTS - PORT OF PT 3/17	1,237.19
				FENCE RMVL - 310 FOUR CRNRS 3/08	1,597.22
				FENCE RMVL - 310 FOUR CRNRS 3/08	399.31
				VAC OPENINGS - 310 FOUR CRNRS 3/17	1,647.41
Total for Check/Tran - 125915:					6,067.70
125916 4/1/21	CHK	9998	KEN DANE	Credit Balance Refund	71.40
125917 4/1/21	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - APR 2021	985.14
125918 4/1/21	CHK	9998	HANNAH DEBELLO	Credit Balance Refund	258.72
125919 4/1/21	CHK	10060	DELL MARKETING LP	DELL SCV2020 SUPPORT CONTRACT - 1YR	1,478.71
				DELL SCV2020 SUPPORT CONTRACT - 1YR	369.69
Total for Check/Tran - 125919:					1,848.40
125920 4/1/21	CHK	9998	MARY EZZELL	Credit Balance Refund	148.08
125921 4/1/21	CHK	10821	FCS GROUP	RATE STUDY SVC - THRU 2/19/2021	1,601.25
				RATE STUDY SVC - THRU 2/19/2021	1,601.25
Total for Check/Tran - 125921:					3,202.50
125922 4/1/21	CHK	10094	GENERAL PACIFIC, INC	EXTENDO SPRAY	347.93
125923 4/1/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT40-G BUCKET RNTL VEH#415 3/24-4/20	2,943.00
				AT37-G BUCKET RNTL VEH#410 3/27-4/23	2,725.00
Total for Check/Tran - 125923:					5,668.00
125924 4/1/21	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 2/28-3/31/2021	120.00
				310 4CRNRS-RESTROOM UNIT 2/28-3/31/2021	30.00
Total for Check/Tran - 125924:					150.00
125925 4/1/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SCADA QUILCENE - MATERIALS	174.81
				SCADA QUILCENE - MATERIALS	32.68
				SCADA QUILCENE - MATERIALS	153.70
				WAREHOUSE - BLK MARKING CHALK	10.88

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WAREHOUSE - TOOLS	25.06
				IT - OFFICE SUPPLIES	18.30
				IT - OFFICE SUPPLIES	4.57
				SPARLING WELL - MATERIAL	5.98
				SPARLING WELL - MATERIALS	15.24
				Total for Check/Tran - 125925:	441.22
125926 4/1/21	CHK	10396	JEAN M HALL	WELLNESS PROGRAM REIMBURSEMENT 2021	200.00
				WELLNESS PROGRAM REIMBURSEMENT 2021	50.00
				Total for Check/Tran - 125926:	250.00
125927 4/1/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,009.34
				EMPLOYER'S MEDICARE TAX	3,009.34
				EMPLOYEES' FICA TAX	12,867.71
				EMPLOYER'S FICA TAX	12,867.71
				EMPLOYEES' FEDERAL WITHHOLDING	11,533.67
				EMPLOYEES' FEDERAL WITHHOLDING TAX	10,416.68
				Total for Check/Tran - 125927:	53,704.45
125928 4/1/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	CHECKS PR 04/02/2021	10,112.12
				DIRECT DEPOSIT PR 4/02/2021	124,191.94
				Total for Check/Tran - 125928:	134,304.06
125929 4/1/21	CHK	10129	JIFFY LUBE	VEH# 207 - OIL CHANGE	68.15
125930 4/1/21	CHK	9998	LUZ LOCH	Credit Balance Refund	129.94
125931 4/1/21	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - MAR 2021	197.58
				BPA RD-PUMP ELEC - MAR 21	142.62
				WILLIAMS CT ELEC - MAR 21	45.51
				Total for Check/Tran - 125931:	385.71
125932 4/1/21	CHK	10143	MCDOWELL RACKNER & GIBSON PC	PROF SRVC: STRATEGIC PLANNING FEB 2021	2,245.60
				PROF SRVC: STRATEGIC PLANNING FEB 2021	561.40
				Total for Check/Tran - 125932:	2,807.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125933 4/1/21	CHK	10333	MOSS ADAMS LLP	PROF SVC:FIN PLANNING & DASHBOARDS MAR21	364.00
				PROF SVC:FIN PLANNING & DASHBOARDS MAR21	91.00
Total for Check/Tran - 125933:					455.00
125934 4/1/21	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - JAN 2021	1,365.00
				CUSTODIAL SVC - JAN 2021	341.25
				CUSTODIAL SVC - FEB 2021	1,190.00
				CUSTODIAL SVC - FEB 2021	297.50
Total for Check/Tran - 125934:					3,193.75
125935 4/1/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING MAR 2021	612.50
125936 4/1/21	CHK	10166	NWPPA	NWPPA:MASTERING HUMAN DYN TRNGN 4/20/21	536.00
				NWPPA:MASTERING HUMAN DYN TRNGN 4/20/21	134.00
				ENG(2): NWPPA ENG&OPS CONF 4/27/2021	500.00
Total for Check/Tran - 125936:					1,170.00
125937 4/1/21	CHK	10167	OFFICE DEPOT	WAREHOUS/STOCK - OFFICE SUPPLIES	50.66
				WAREHOUS/STOCK - OFFICE SUPPLIES	12.66
Total for Check/Tran - 125937:					63.32
125938 4/1/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SPARLING WELL - LAWN ROLLER	10.90
				SPARLING WELL - MATERIALS	4.89
				SCADA QUILCENE - EXCAVATOR RNTL 3/18/21	615.85
Total for Check/Tran - 125938:					631.64
125939 4/1/21	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 3/8-3/27/2021	553.00
				TRANSCRIPTION SVC 3/8-3/27/2021	138.25
Total for Check/Tran - 125939:					691.25
125940 4/1/21	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-20 SUNSHINE	54.50
				PEST SVC QRTLY-GARDINER PUM	49.05
Total for Check/Tran - 125940:					103.55
125941 4/1/21	CHK	10186	PITNEY BOWES INC	ENV STUF - MAIN FEE 1YR 4/16/20-4/15/21	808.56
				ENV STUF - MAIN FEE 1YR 4/16/20-4/15/21	202.14

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 125941:					1,010.70
125942 4/1/21	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT GLUE	132.28
				FISHLINE	44.85
				FISHLINE	44.85
Total for Check/Tran - 125942:					221.98
125943 4/1/21	CHK	10205	QUILCENE HENERYS HARDWARE	SCADA QUILCENE - MATERIALS	5.08
				SHOP - TOOL	42.50
Total for Check/Tran - 125943:					47.58
125944 4/1/21	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - 861 53RD ST 3/15	1,183.50
				FLAGGING - MILL RD & CHIMACUM RD 3/18	1,469.50
				FLAGGING - PARADISE BAY&TALA SHORE 3/19	863.25
Total for Check/Tran - 125944:					3,516.25
125945 4/1/21	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES MAR 2021	197.18
				210 4 CRNRS (0109) IMAGES MAR 2021	49.30
				211 CHIM (0626) IMAGES MAR 2021	39.70
				211 CHIM (0626) IMAGES MAR 2021	9.92
Total for Check/Tran - 125945:					296.10
125946 4/1/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	259.91
				FR CLOTHING	636.35
				FR CLOTHING	287.27
				FR CLOTHING	278.39
Total for Check/Tran - 125946:					1,461.92
125947 4/1/21	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- APR 2021	1,579.12
125948 4/1/21	CHK	10219	SHOLD EXCAVATING INC	SHOP - LANDSCAPE MATERIAL	13.08
125949 4/1/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				TESTING: COLI/ECOLI MO MAR 2021	23.00
				Total for Check/Tran - 125949:	207.00
125950 4/1/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
125951 4/1/21	CHK	10252	ULINE	REFILL SALINE SOLUTION-EYE WASH STATIONS	297.96
125952 4/1/21	CHK	10615	US BANK	SAFETY - SECURE POLE SAWS	648.15
				SAFETY - HARD HATS	553.50
				SANS INST - TRNGN/CERT REGISTRATION FEE	343.20
				SRVCS FEE FOR SANS INST TRNGN	0.46
				BILLING - OFFICE365 MONTHLY SUBSCRIPTION	83.71
				DIGITAL DOC SIGNING	361.25
				DOMAIN SECRTY MONITORING 1YR	27.99
				NETWRK EQUIP NEW 310	487.64
				NETWRK EQUIP NEW 310	584.26
				NETWRK EQUIP NEW 310	738.80
				PWR GRID MEMBERSHIP 1YR	160.00
				REFUND - NETWRK EQUIP NEW 310	-247.60
				WEBSITE HOSTING	18.41
				WEBSITE HOSTING	87.16
				SANS INST - TRNGN/CERT REGISTRATION FEE	85.80
				SRVCS FEE FOR SANS INST TRNGN	0.12
				BILLING - OFFICE365 MONTHLY SUBSCRIPTION	20.93
				DIGITAL DOC SIGNING	90.31
				DOMAIN SECRTY MONITORING 1YR	7.00
				NETWRK EQUIP NEW 310	121.91
				NETWRK EQUIP NEW 310	146.06

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				NETWRK EQUIP NEW 310	184.70
				PWR GRID MEMBERSHIP 1YR	40.00
				REFUND - NETWRK EQUIP NEW 310	-61.90
				WEBSITE HOSTING	4.60
				WEBSITE HOSTING	21.79
				FINANCE - SENTRYSAFE	55.46
				FINANCE - SENTRYSAFE	13.86
				EMPLOYMENT AD: STAKING ENGINEER	159.08
				PRE-EMPLY BACKGROUND CHECK JRNY LINEMAN	144.93
				ADMIN ASST-2021 BASIC WTRWRKS WORKSHOP	96.00
				ADMIN ASST - AWWA 1YR MEMBERSHIP	193.60
				WO#20564 PERMIT APP FEE	52.00
				ADMIN ASST-2021 BASIC WTRWRKS WORKSHOP	24.00
				ADMIN ASST - AWWA 1YR MEMBERSHIP	48.40
				Total for Check/Tran - 125952:	5,295.58
125953 4/1/21	CHK	10841	VALLEY TRANSFORMER, INC.	TRAN 1P PAD 25KVA 120/240-REFURBISHED	10,627.50
125954 4/1/21	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRDLEPNT DEVICE QB2/23-3/22/21	74.81
125955 4/1/21	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	12,176.74
				PL DEFERRED COMP ER	5,012.30
				Total for Check/Tran - 125955:	17,189.04
125956 4/1/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	737.15
125957 4/1/21	CHK	10271	WESCO RECEIVABLES CORP	CLAMP HOT LINE-#8-2/0	882.90
				WIRE 4/0 AL URD TPX 600V	4,282.48
				WIRE 1/0 AL URD CN PRI 15KV	46,799.42
				Total for Check/Tran - 125957:	51,964.80
125958 4/1/21	CHK	10647	WEST HILLS FORD MAZDA	RECHARGE AC SYSTEM-TRUCK# 128	338.22
125959 4/1/21	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 130 - BELT REPLACEMENT	55.64

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125960 4/8/21	CHK	10447	ANIXTER INC.	CROSSARM BRACE	230.54
				SIDEBY	40.88
Total for Check/Tran - 125960:					271.42
125961 4/8/21	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - MAR 2021	36.00
				PHONE ALLOWANCE - MAR 2021	9.00
Total for Check/Tran - 125961:					45.00
125962 4/8/21	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	EXCAVATING - CEDAR ST 3/25	2,479.95
				EMRG WTR MN RPAIR - 41 OLYMPIC BLVD 3/30	1,836.65
Total for Check/Tran - 125962:					4,316.60
125963 4/8/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - APR 2021	115.17
				PHONE SERVICE - APR 2021	28.79
				PHONE SERVICE - APR 2021	46.34
				PHONE SERVICE - APR 2021	11.58
Total for Check/Tran - 125963:					201.88
125964 4/8/21	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE APR 2021	78.21
				LOW SPD DATA & 2WIRE APR 2021	19.55
				LOW SPD DATA & 2WIRE APR 2021	31.17
				LOW SPD DATA & 2WIRE APR 2021	7.79
Total for Check/Tran - 125964:					136.72
125965 4/8/21	CHK	10325	CREATIVE DESIGN SOLUTIONS, INC	AS BUILT SEPTIC - 310 FOUR CRNRS MAR2021	874.00
				AS BUILT SEPTIC - 310 FOUR CRNRS MAR2021	218.50
Total for Check/Tran - 125965:					1,092.50
125966 4/8/21	CHK	10573	DANO'S SEPTIC SERVICE	PUMPED SEPTIC - 141 VILLAGE DR 11/12/20	114.89
				PUMPED SEPTIC - 742 PETERSON RD 11/18	17.95
				PUMPED SEPTIC - 20 UPPER BLUFFS DR	35.90
				PUMPED SEPTIC - 60 UPPER BLUFFS DR	35.90
				PUMPED SEPTIC - 80 UPPER BLUFFS 11/19	62.83
				PUMPED SEPTIC - 100 VILLAGE DR 11/03/20	143.60
				PUMPED SEPTIC - 121 VILLAGE DR 11/18	47.57

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PUMPED SEPTIC - 21 KENNEDY RD 12/04/2020	35.90
				PUMPED SEPTIC - 121 BLUFFS 12/04/2020	61.93
				Total for Check/Tran - 125966:	556.47
125967 4/8/21	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE MAR 2021	2,000.00
				CONSULTING SERVICE MAR 2021	3,500.00
				Total for Check/Tran - 125967:	5,500.00
125968 4/8/21	CHK	10069	DM DISPOSAL CO INC	2YD OCC-4CRNRS MAR-2021	109.22
				2YD OCC-4CRNRS MAR-2021	27.30
				Total for Check/Tran - 125968:	136.52
125969 4/8/21	CHK	10078	ESCI	ESCI SAFETY TRAINING - APR 2021	1,428.75
125970 4/8/21	CHK	10094	GENERAL PACIFIC, INC	SECTIONALIZING CABINET 18X30X30-METAL	4,127.07
				CONDUIT GLUE	630.85
				MACH BOLT	111.62
				Total for Check/Tran - 125970:	4,869.54
125971 4/8/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AA55 DBLMN BUCKET VEH#414 3/31-4/27	3,716.20
125972 4/8/21	CHK	10103	H D FOWLER	WATER PARTS - REPAIR CLAMP	441.63
125973 4/8/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SCADA LAZY-C - MATERIALS	64.65
				SCADA QUILCENE - MATERIALS	71.34
				QUILCENE SCADA - MATERIALS	49.74
				41 OLYMPIC WTR MAIN REPAIR - MATERIALS	39.73
				SPARLING WELL - PROPANE	7.18
				Total for Check/Tran - 125973:	232.64
125974 4/8/21	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - MAR 2021	36.00
				PHONE ALLOWANCE - MAR 2021	9.00
				Total for Check/Tran - 125974:	45.00
125975 4/8/21	CHK	10110	HENERY HARDWARE	310 IT ROOM - WIRING MATERIALS	28.22
				310 IT ROOM - WIRING MATERIALS	7.05

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 125975:					35.27
125976 4/8/21	CHK	10839	IRBY ELECTRICAL UTILITES	INSULATOR POLYMER DEAD END-25KV	192.11
				INSULATOR POLYMER DEAD END-25KV	-15.86
Total for Check/Tran - 125976:					176.25
125977 4/8/21	CHK	10125	JEFFERSON COUNTY PUBLIC HEALTH	RECORD SEPTIC DRAWING FOR 310 FOUR CRNRS	78.40
				RECORD SEPTIC DRAWING FOR 310 FOUR CRNRS	19.60
Total for Check/Tran - 125977:					98.00
125978 4/8/21	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - MAR 2021	36.00
				PHONE ALLOWANCE - MAR 2021	9.00
Total for Check/Tran - 125978:					45.00
125979 4/8/21	CHK	10348	KEMP WEST, INC	TT T&M - MARROWSTONE 3/16-3/18	7,908.30
				TREE TRIMMING - SR PROJECT THRU 3/25	51,678.00
				TT T&M - DABOB RD 3/25	2,530.66
Total for Check/Tran - 125979:					62,116.96
125980 4/8/21	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR MAR-21	101.20
				SHRED 4CRNR MAR-21	25.30
				SHRED PORT MAR-21	40.00
				SHRED PORT MAR-21	10.00
Total for Check/Tran - 125980:					176.50
125981 4/8/21	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK MAR-21	162.35
				DISPOSAL 4CRNR 2YD CONT 1XWK MAR-21	40.59
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL MAR-21	748.20
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL MAR-21	187.05
				DISPOSAL 211 CHIM MAR-21	41.50
				DISPOSAL 211 CHIM MAR-21	10.38
				DISPOSAL 21 KENNEDY MAR-21	37.65
				DISPOSAL 21 KENNEDY MAR-21	37.64
				DISPOSAL 210 2YD CONT 1XWK MAR-21	162.35
				DISPOSAL 210 2YD CONT 1XWK MAR-21	40.59

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 125981:					1,468.30
125982 4/8/21	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM MAY 2021	15,660.00
125983 4/8/21	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - MAR 2021	36.00
				PHONE ALLOWANCE - MAR 2021	9.00
Total for Check/Tran - 125983:					45.00
125984 4/8/21	CHK	10167	OFFICE DEPOT	STOCK - OFFICE SUPPLIES	36.15
				STOCK - OFFICE SUPPLIES	9.04
				STOCK - OFFICE SUPPLIES	43.86
				STOCK - OFFICE SUPPLIES	10.96
				310 TRP WDE - OFFICE SUPPLIES	31.66
				310 TRP WDE - OFFICE SUPPLIES	7.92
				310 FOUR CRNRS - OFFICE SUPPLIES	140.91
				310 FOUR CRNRS - OFFICE SUPPLIES	35.23
Total for Check/Tran - 125984:					315.73
125985 4/8/21	CHK	10169	OLYCAP	PWRBST/OLYCAP MARCH 2021	1,203.52
125986 4/8/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	PUSH MOWER - SPARK PLUGS	4.13
				SPARLING WELL - EXCAVATOR&DUMP RNTL	408.49
Total for Check/Tran - 125986:					412.62
125987 4/8/21	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - MAY 2021	94.85
				LTD - MAY 2021	1,368.53
Total for Check/Tran - 125987:					1,463.38
125988 4/8/21	CHK	10181	PENINSULA PEST CONTROL	CRPNTRANT SVC BIM-OLYRIDG DR	65.40
125989 4/8/21	CHK	10193	PORT TOWNSEND LEADER	EMPLY SRVC:LINECRW RECRUIT 3/10/21	22.75
				EMPLY SRVC:LINECRW RECRUIT 3/17/21	22.75
				EMPLY SRVC:LINECRW RECRUIT 3/3/21	22.75
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/10/21	15.20
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/17/21	15.20
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/24/21	15.20

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/31/21	15.20
				MAGAZINE:HOME&GARDEN 2021 3/10/21	640.00
				LEGALS:PUD SUBSTATIN MOWING PROJ 3/24/21	38.00
				LEGALS:PUD SUBSTATIN MOWING PROJ 3/31/21	38.00
				LEGALS:SHNE PLAT LUD WO#22080 3/10/21	38.00
				LEGALS:SHNE PLAT LUD WO#22080 3/3/21	38.00
				LGLS:PETERSONLK TMBRSAL WO#29007 3/24/21	98.00
				LGLS:PETERSONLK TMBRSAL WO#29007 3/31/21	98.00
				LGLS:SNWCRKWELL RPLCMNT WO#21971 3/17/21	72.00
				LGLS:SNWCRKWELL RPLCMNT WO#21971 3/24/21	72.00
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/10/21	3.80
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/17/21	3.80
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/24/21	3.80
				EMPLY SRVC:SUMMER INTERN RECRUIT 3/31/21	3.80
				MAGAZINE:HOME&GARDEN 2021 3/10/21	160.00
				Total for Check/Tran - 125989:	1,436.25
125990 4/8/21	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE FEB 2021	104,795.93
				PROPERTY POLICIES&EXCESS 3/31/21-3/31/22	65,336.27
				Total for Check/Tran - 125990:	170,132.20
125991 4/8/21	CHK	10207	RAIN NETWORKS	MICROSOFT 365 LICS 1Y THRU 4/25/2022	7,785.01
125992 4/8/21	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) 4/18-5/17/2021	69.73
				4CORNERS (MODULAR) RENT 4/18-5/17/2021	17.43
				ANNEX-COPIER RENT 4/19-5/18/2021	81.49
				ANNEX-COPIER RENT 4/19-5/18/2021	20.37
				Total for Check/Tran - 125992:	189.02
125993 4/8/21	CHK	10210	RICOH USA, INC	333 BENEDICT (0939) IMAGES MAR 2021	71.38
				333 BENEDICT (0939) IMAGES MAR 2021	17.85
				4CRNRS IT MODLR (7287) IMAGES MAR 2021	20.53
				4CRNRS IT MODLR (7287) IMAGES MAR 2021	5.13

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				310 TRPWID 4CRNRS (7683) IMAGES MAR 2021	7.22
				310 TRPWID 4CRNRS (7683) IMAGES MAR 2021	1.81
				Total for Check/Tran - 125993:	123.92
125994 4/8/21	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC APR 2021	2,073.98
				ANSWER SVC APR 2021	2,073.98
				ANSWER SVC APR 2021	1,037.00
				Total for Check/Tran - 125994:	5,184.96
125995 4/8/21	CHK	10219	SHOLD EXCAVATING INC	RPAIR CVR - 74 FAIRMOUNT RD 2/24	1,327.56
				METER INSTL - HUNTINGFORD ST 3/04-3/19	10,036.29
				Total for Check/Tran - 125995:	11,363.85
125996 4/8/21	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL MAR 2021	1,203.53
125997 4/8/21	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - MAR 2021	45.00
125998 4/8/21	CHK	10824	THE PORT OF PORT TOWNSEND	PORT BUILDING - WTR/SEWER/GARBAGE MAR-21	76.77
				PORT BUILDING - WTR/SEWER/GARBAGE MAR-21	19.19
				PORT BUILDING - ELECTRIC MAR-2021	90.84
				PORT BUILDING - ELECTRIC MAR-2021	22.71
				PORT BUILDING - JANITORIAL MAR 2021	256.00
				PORT BUILDING - JANITORIAL MAR 2021	64.00
				PORT BUILDING - JANITORIAL APR 2021	256.00
				PORT BUILDING - JANITORIAL APR 2021	64.00
				Total for Check/Tran - 125998:	849.51
125999 4/8/21	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - MAR 2021	79.98
				LOCATES - MAR 2021	94.17
				Total for Check/Tran - 125999:	174.15
126000 4/8/21	CHK	10737	VAN ALLER SURVEYING	SURVEY - REDEEMER WAY, CHIM SUB&ELKINS	3,005.50
126001 4/8/21	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - MAR 2021	414.76
				CUST#JEFF007 ALL VEH GPS - MAR 2021	186.39
				Total for Check/Tran - 126001:	601.15

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126002 4/8/21	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	OASI 2020 ADMIN FEE 1Y	23.05
				OASI 2020 ADMIN FEE 1Y	5.76
Total for Check/Tran - 126002:					28.81
126003 4/8/21	CHK	10496	WELLS FARGO VENDOR FIN SERV	211 CHIM COPYRNT APR 21	315.09
				211 CHIM COPYRNT APR 21	78.77
Total for Check/Tran - 126003:					393.86
126004 4/8/21	CHK	10271	WESCO RECEIVABLES CORP	TRAN 1P PAD 25KVA 120/240&50KVA 120/240	22,401.68

Total Payments for Bank Account - 1 :	(98)	654,879.50
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(98)	654,879.50
Grand Total for Payments :	(98)	654,879.50
Grand Total for Voids :	(0)	0.00
Grand Total :	(98)	654,879.50

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
140 4/1/21	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT APR 2021	10,622.84
				PETERSON LAKE WIRE PMT APR 2021	3,705.78
Total for Check/Tran - 140:					14,328.62

Total Payments for Bank Account - 1 :	(1)	14,328.62
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(1)	14,328.62
Grand Total for Payments :	(1)	14,328.62
Grand Total for Voids :	(0)	0.00
Grand Total :	(1)	14,328.62

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS PAY DATE: 4/02/2021
--

Empl	Position	Check #	Date #	Amount
2000	WATER DISTRIBUTION MANAGER II	70872	4/2/2021	1,683.05
2001	WATER DISTRIBUTION MANAGER II	70873	4/2/2021	1,939.59
3032	CUSTOMER SERVICE REP	70874	4/2/2021	1,293.55
2003	WATER TREATMENT PLANT OPERATOR III	70875	4/2/2021	2,456.49
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70876	4/2/2021	2,739.44
				10,112.12

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 4/02/2021

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	4/2/2021	1,282.55
3052	ADMINISTRATIVE ASSISTANT	4/2/2021	2,269.63
1026	BROADBAND SUPERVISOR	4/2/2021	2,042.14
4006	COMMISSIONER DIST 1	4/2/2021	934.34
4004	COMMISSIONER DIST 2	4/2/2021	965.26
4008	COMMISSIONER DIST 3	4/2/2021	723.74
3034	COMMUNICATIONS DIRECTOR	4/2/2021	2,349.18
3002	CUSTOMER SERVICE COORDINATOR	4/2/2021	1,207.66
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	4/2/2021	1,323.08
3022	CUSTOMER SERVICE REP	4/2/2021	1,345.65
3046	CUSTOMER SERVICE REP	4/2/2021	1,162.78
3048	CUSTOMER SERVICE REP	4/2/2021	1,281.01
1027	ELECTRICAL ENGINEERING MANAGER	4/2/2021	2,998.88
1044	ELECTRICAL PRE-APPRENTICE	4/2/2021	3,411.19
2007	ENGINEERING DIRECTOR	4/2/2021	3,335.95
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	4/2/2021	2,175.57
3033	FINANCE DIRECTOR	4/2/2021	3,566.89
1046	FLEET/WAREHOUSE HELPER	4/2/2021	2,262.12
1008	FOREMAN LINEMAN	4/2/2021	4,630.32
1012	FOREMAN LINEMAN	4/2/2021	3,920.02
1011	GENERAL MANAGER	4/2/2021	4,771.43
1042	GIS SPECIALIST	4/2/2021	2,323.66
1017	HEAD STOREKEEPER	4/2/2021	2,354.95
3047	HUMAN RESOURCES DIRECTOR	4/2/2021	2,616.96
3008	INFORMATION TECHNOLOGY MANAGER	4/2/2021	3,202.53
3028	IT SUPPORT TECHNICIAN	4/2/2021	1,770.98
1000	LINEMAN	4/2/2021	4,731.25
1016	LINEMAN	4/2/2021	5,061.17
1020	LINEMAN	4/2/2021	2,237.07
1028	LINEMAN	4/2/2021	2,893.66
1034	LINEMAN	4/2/2021	4,570.69
1041	LINEMAN	4/2/2021	3,905.10
1048	LINEMAN	4/2/2021	993.63
1043	METER READER	4/2/2021	2,005.12
1047	METER READER	4/2/2021	1,525.75
1037	OPERATIONS DIRECTOR	4/2/2021	3,548.60
3004	RESOURCE MANAGER	4/2/2021	2,796.96
1003	SCADA TECH APPRENTICE	4/2/2021	2,620.26
1015	SCADA TECH JOURNEYMAN	4/2/2021	4,236.19
3020	SERVICES DIRECTOR	4/2/2021	2,553.79
1031	STAKING ENGINEER	4/2/2021	2,486.83
1014	STOREKEEPER	4/2/2021	2,412.95
1033	SUBSTATION/METERING TECH	4/2/2021	4,071.63
3013	UTILITY ACCOUNTANT II	4/2/2021	1,592.40
3029	UTILITY ACCOUNTANT II	4/2/2021	1,754.62
3003	UTILITY BILLING CLERK	4/2/2021	1,455.13
3027	UTILITY BILLING CLERK	4/2/2021	1,481.50
3000	UTILITY BILLING COORDINATOR	4/2/2021	1,600.06
2005	WATER DISTRIBUTION MANAGER I	4/2/2021	1,395.24
2002	WATER DISTRIBUTION MANAGER II	4/2/2021	2,033.87
			\$ 124,191.94



AGENDA REPORT

DATE: April 20, 2021

TO: Board of Commissioners

FROM: Mike Bailey, Finance Director/District Auditor

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

RECOMMENDATION: Approve Motion

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 10 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$2,179.35 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 10 inactive accounts owing \$2,179.35 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 April 20, 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	4	\$45.48
\$51 - \$100	1	\$77.97
\$101 - \$200	1	\$124.59
\$201 - \$300	1	\$250.13
Over \$300	3	\$1,681.18
		\$2,179.3
TOTAL	10	5

Approval, Board of Commissioners

Jeff Randall
Secretary

April 20, 2021

PUD Calendar

April 20, 2021, BOC Regular Meeting, 5:00pm, per ZOOM

April 22, 2021, Special Meeting, Meter Replacement, per ZOOM 10:00am-12:00pm

April 27, 2021, Special Meeting, Audit Exit Jackson-Thornton, per ZOOM 10:00am-12:00pm



A Day in the Life

A brief overview of customer service & billing
during COVID

In the office

- The Run (Post office/drop box)
- Open, sort & process mail
 - Between 300 & 500 pieces per day on avg.
- Process service orders
- Process electronic payments
- Phones
- Email



A Light Day of Mail

Working remotely



Reboot
Email
Phones

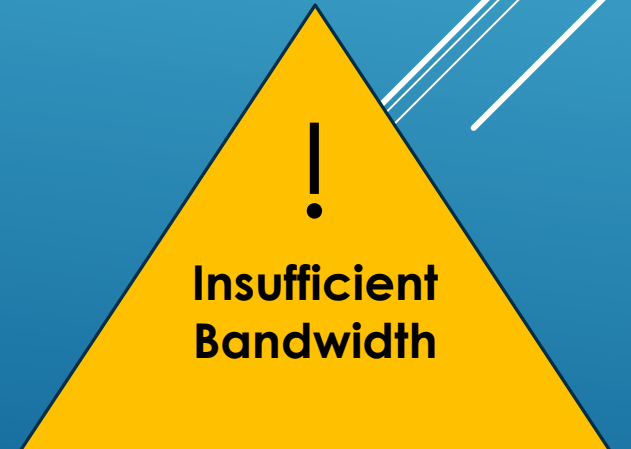
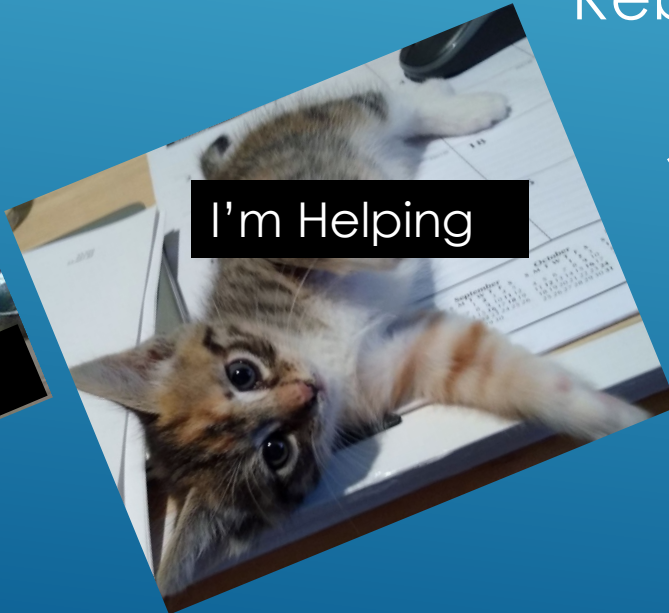
Service Orders

Reboot

Service Apps

Process Billing

Reboot!





Thank You
Kris & Rita
Our Heroes!
We
Couldn't
Do Our
Jobs
Without
You!





PUD Facility Update

April 2021

The Road to Completion

Jefferson PUD

Facility Overview Agenda

- .Loss of 80 days of construction mainly due to COVID and one week of snow activity
- .Changes in design in scope during construction
- .Budget discussion
- .Additional items outside the new facility being worked on
- .General pictorial overview
- .Final completion process and project close



























Agenda Report

DATE: April 20, 2021

TO: Jefferson County PUD Board of Commissioners

FROM: Kevin Streett, General Manager

RE: Updates to the Water Rate Schedule

RECOMMENDATION: Approve recommended Updates to the Water Rate Schedule

Summary: Staff is requesting that the Board of Commissioners approve a resolution to adopt the recommended Water Rate increases from 2021 - 2024.

Background: Throughout the past year, staff has been working with FCS Group, consultants, to complete a rate study. Elements of this rate study included review of the current water rates, the cost of required capital improvements which are outlined in the 2021 Water System Plan Update 10- year capital improvement plan, and the cost to maintain and run the water utility in a sustainable manner.

Analysis/Findings: It was determined through the cost-of-service analysis (COSA) that the PUD would need to increase water rates, starting in 2021 and implement a capital surcharge, starting in 2022, to produce the revenue needed to meet the overall financial requirements, goals, and objectives of the utility. Staff is proposing the 2021 water rate increase to take effect in June and the next three years (2022, 2023 and 2024) the rate increase would take effect in January.

Fiscal Impact: Over the proposed four-year water rate increase period, there would be an average increase of fifty-five percent (55%) in water rates. The rate increases would allow the water utility to start to become a financially sustainable utility.

Recommendation: Approve the Resolution to increase the Water Rate Schedule from 2021 – 2024, which were recommended by both the FCS Group and Jefferson PUD staff.

Attachments:

1. Resolution 2021-00xx
2. Water Rate Schedule

WATER RATE SCHEDULE

Updated 4/20/2021

Resolution 2021-00XX Exhibit A

Residential Service - Standard

Includes ALQP – Quimper, AL-A – Group A, and AL-B – Group B water systems.

Current water rates are effective as of January 2020.

AVAILABILITY:

Limited to residential service, which means service that is delivered through one meter to a single-family unit and is used principally for domestic purposes, even though such service may incidentally be used for nondomestic purposes.

Where a meter for a residential customer that is larger than five-eighths inch to three-quarters inch has been installed for the purpose of fire sprinkler system, the customer shall be assessed a base rate only for the size of the meter that would have been installed if a fire sprinkler system had not been installed.

MONTHLY RATE:

Effective – January 5, 2020

All meter sizes – 5/8", 1", 1.5"

Basic Charge: \$25.65

Consumption Charge: Per 100 gallons

Tier 1 (0-5,000).....\$ 0.29
Tier 2 (5,001-10,000).....\$ 0.40
Tier 3 (10,000-30,000).....\$ 0.54
Tier 4 (> 30,000).....\$ 1.00

<u>Effective Date:</u>	<u>June 5</u>	<u>January 5</u>	<u>January 5</u>	<u>January 5</u>
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Basic Charge:</u>				
<u>5/8" – Meter</u>	<u>\$ 32.65</u>	<u>\$ 34.80</u>	<u>\$ 40.83</u>	<u>\$42.61</u>
<u>1" – Meter</u>	<u>78.16</u>	<u>83.30</u>	<u>97.74</u>	<u>102.00</u>
<u>1.5" – Meter</u>	<u>152.75</u>	<u>162.80</u>	<u>191.02</u>	<u>199.36</u>
<u>Monthly Capital</u>				
<u>Surcharge:</u>	<u>\$ 0.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 7.00</u>
<u>Consumption Rate</u>				
<u>Per 100 Gallons:</u>				
<u>Tier 1 (0-5,000)</u>	<u>\$ 0.29</u>	<u>\$ 0.31</u>	<u>\$ 0.36</u>	<u>\$ 0.38</u>
<u>Tier 2 (5,001-10,000)</u>	<u>0.40</u>	<u>0.43</u>	<u>0.50</u>	<u>0.52</u>
<u>Tier 3 (10,000-30,000)</u>	<u>0.54</u>	<u>0.58</u>	<u>0.68</u>	<u>0.70</u>
<u>Tier 4 (> 30,000)</u>	<u>1.00</u>	<u>1.07</u>	<u>1.25</u>	<u>1.31</u>

-

Kala Point — ~~Flat Rate~~

Consumption built into a flat rate. Rate varies based on unit type.

AVAILABILITY:

Limited to use by Kala Point condos and timeshares ~~which are considered~~. Rates vary by meter size and estimated usage. Service may also be unmetered.

MONTHLY RATE:

Effective –

~~KPCD – Kala Point Condo Consumption Included:..... \$ 28.60~~

~~KBUN – Kala Village (unmetered): \$ 400.40~~

~~KPB2 – 1.5" Meter:..... \$ 171.60~~

~~KPB\$ – 2" Meter: \$ 63.90~~

<u>Effective Date:</u>	<u>June 5</u> <u>2021</u>	<u>January 5</u> <u>2022</u>	<u>January 5</u> <u>2023</u>	<u>January 5</u> <u>2024</u>
<u>Kala Point Village¹</u>	<u>\$ 509.67</u>	<u>\$ 543.20</u>	<u>\$ 637.35</u>	<u>\$ 665.19</u>
<u>Kala Point Condo²</u>	<u>36.41</u>	<u>38.80</u>	<u>45.53</u>	<u>47.51</u>
<u>Kala Point B2³</u>	<u>218.43</u>	<u>232.80</u>	<u>273.15</u>	<u>285.08</u>
<u>Kala Point B4⁴</u>	<u>81.34</u>	<u>86.69</u>	<u>101.72</u>	<u>106.16</u>
<u>Monthly Capital</u> <u>Surcharge:</u>	<u>\$ 0.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 7.00</u>
<u>Consumption Rate</u> <u>Per 100 Gallons:</u>				
<u>Tier 1 (0-5,000)</u>	<u>\$ 0.27</u>	<u>\$ 0.31</u>	<u>\$ 0.36</u>	<u>\$ 0.38</u>
<u>Tier 2 (5,001-10,000)</u>	<u>0.38</u>	<u>0.43</u>	<u>0.50</u>	<u>0.52</u>
<u>Tier 3 (10,000-30,000)</u>	<u>0.51</u>	<u>0.58</u>	<u>0.68</u>	<u>0.70</u>
<u>Tier 4 (> 30,000)</u>	<u>1.00</u>	<u>1.07</u>	<u>1.25</u>	<u>1.31</u>

¹ Kala Point Village is a flat rate of base rate plus fixed consumption usage (approx. 92 gallons per unit) for 14 units.

² Kala Point Condo is a flat rate of base rate plus fixed consumption usage (approx. 1,290 gallons per unit) per condo unit.

³ Kala Point B2 is a flat rate of base rate plus fixed consumption usage (approx. 92 gallons per unit) for 6 units.

⁴ Kala Point B4 is a flat rate of base rate plus fixed consumption usage (approx. 92 gallons per unit) for 6 units.

Commercial Service – WCOM Variable Base

Commercial service, basic charge dependent on meter size

Limited to metered water use for purposes other than residential domestic use.

MONTHLY RATE:

~~Effective – January 5, 2020~~

~~Basic Charge by Meter Size:~~

~~5/8"\$ 25.65
1"61.40
1.5"120.00
2"191.29
3"357.00
4"593.80
6"1,184.50
8"1,894.00~~

~~Consumption Charge: Per 100 Gallons~~

~~All usage\$ 0.40~~

<u>Effective Date</u>	<u>June 5</u>	<u>January 5</u>	<u>January 5</u>	<u>January 5</u>
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Basic Charge:</u>				
<u>5/8" – Meter</u>	<u>\$ 32.65</u>	<u>\$ 34.80</u>	<u>\$ 40.83</u>	<u>\$ 42.61</u>
<u>1" – Meter</u>	<u>78.16</u>	<u>83.30</u>	<u>97.74</u>	<u>102.00</u>
<u>1.5" – Meter</u>	<u>152.75</u>	<u>162.80</u>	<u>191.02</u>	<u>199.36</u>
<u>2" – Meter</u>	<u>243.49</u>	<u>259.51</u>	<u>304.49</u>	<u>317.79</u>
<u>3" – Meter</u>	<u>454.43</u>	<u>484.32</u>	<u>568.27</u>	<u>593.09</u>
<u>4" – Meter</u>	<u>755.85</u>	<u>805.58</u>	<u>945.21</u>	<u>986.49</u>
<u>6" – Meter</u>	<u>1,507.76</u>	<u>1,606.95</u>	<u>1,885.48</u>	<u>1,967.83</u>
<u>8" – Meter</u>	<u>2,410.88</u>	<u>2,569.49</u>	<u>3,014.86</u>	<u>3,146.53</u>
<u>Monthly Capital</u>				
<u>Surcharge:</u>	<u>\$ 0.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 7.00</u>
<u>Consumption Rate</u>				
<u>Per 100 Gallons:</u>	<u>\$ 0.40</u>	<u>\$ 0.43</u>	<u>\$ 0.50</u>	<u>\$ 0.52</u>

JCHYD – JCPUD Hydrant Use

AVAILABILITY:

This rate is used for metered hydrant draws. Tanks must have back flow prevention and be inspected by an authorized JPUD employee.

MONTHLY RATE:

~~Basic Charge: \$ 25.65~~

~~Consumption Charge: Per 100 Gallons~~

~~All Usage:\$ 0.40~~

<u>Effective Date:</u>	<u>June 5</u> <u>2021</u>	<u>January 5</u> <u>2022</u>	<u>January 5</u> <u>2023</u>	<u>January 5</u> <u>2024</u>
<u>Basic Charge:</u>	<u>\$ 32.65</u>	<u>\$ 34.80</u>	<u>\$ 40.83</u>	<u>\$ 42.61</u>
<u>Consumption Rate</u> <u>Per 100 Gallons:</u>	<u>\$ 0.40</u>	<u>\$ 0.43</u>	<u>\$ 0.50</u>	<u>\$ 0.52</u>

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

RESOLUTION NO. 2021- 00XX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("The PUD"), revising, updating and approving certain changes to the PUD water rates.

WHEREAS, the PUD is responsible for maintaining and operating certain water systems and related facilities throughout Jefferson County, Washington and to provide an ample water supply; and

WHEREAS, the Board of Commissioners have reviewed the water rates for the water systems managed by the PUD; and

WHEREAS, the PUD has reviewed its water rates as part of an overall cost of service analysis overseen by staff and prepared by consultants at FCS Group beginning in April 2020; and

WHEREAS, Board of Commissioners held a public hearing on April 6, 2021 where it received comments and testimony from the public regarding proposed rates and charges for water services, and it also received input from both staff and consultants; and

WHEREAS, the proposed rates are attached as Exhibit A to this resolution and will revise, amend and replace the water rates set forth in Resolution No. 2019-20; and

WHEREAS, the proposed water rates in Exhibit A will help the PUD provide funds for ongoing maintenance, operations and improvements to its water systems.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of PUD No. 1 of Jefferson County hereby adopts the attached water rate changes in Exhibit A, effective for all bills rendered on or after June 5, 2021 with annual increases occurring January 5, 2022, January 5, 2023, and January 5, 2024.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County,
Washington, at a regular open meeting held this 20th day of April 2021.

Dan Toepper, President

Kenneth Collins, Vice President

ATTEST:

Jeff Randall, Secretary



Agenda Report

DATE: April 20, 2021

TO: Jefferson County PUD Board of Commissioners

FROM: Kevin Streett, General Manager

RE: Updates to the Lighting Rate Schedule

RECOMMENDATION: Approve recommended lighting rate updates

Summary: Staff is requesting that the Board of Commissioners approve a resolution to adopt the recommended Lighting Rate changes.

Background: Staff has been working with consultants at FCS Group to complete a rate study for the past year. The electric utility rate study included a review of the current lighting rates. In addition, a discounted lighting rate was proposed that would allow customers who convert lighting infrastructure to LEDs to donate the asset to the PUD for a lower monthly rate.

Analysis/Findings: For standard lighting rates the cost-of-service analysis (COSA) determined that there would need to be an increase in the lighting rates to meet the energy and maintenance requirements of the lighting infrastructure.

The discounted rate will promote conservation and reduce the PUDs capital investment cost for the lighting infrastructure and the energy cost relating to the consumption of these fixtures.

Fiscal Impact: Approximated total average increase of seventeen (17%) percent in the standard lighting rates are required over a four-year period.

Recommendation: Approve the attached Resolution and updated Lighting and Miscellaneous Attachment Rate Schedule that has been recommended by both the consultants at FCS Group and Jefferson PUD staff.

Attachments:

1. Resolution 2021-00xx
2. Lighting and Miscellaneous Attachment Rate Schedule

LIGHTING AND MISCELLANEOUS RATE SCHEDULE

Updated 4/20/2021

Resolution 2021-00XX

LIGHTING & MISCELLANEOUS RATE SCHEDULE

LIGHTING SERVICE PUD OWNED

AVAILABILITY:

1. This schedule is available to all Customers contracting for PUD owned and maintained lighting service for illumination of streets, highways, and other areas with a new or existing lighting system.
2. Service under this schedule may be pursuant to a service agreement, which shall be consistent with this schedule and shall be of a standard form provided by and satisfactory to the PUD.
3. All non-standard equipment is subject to approval by the PUD prior to installation.
4. Service under this schedule is effective for a minimum period of fifteen (15) years for lights installed by the PUD unless:
 - a. a subsequent customer requests service or;
 - b. the facilities are removed, whereupon appropriate removal charges shall be paid. After expiration of such term, service shall continue on a year-to year basis until terminated upon one (1) year's notice in writing. Such terms may be adjusted by the Company for existing systems purchased by the PUD, based on the estimated remaining life and purchase price.
5. Where necessary, the Customer shall obtain for, or grant to, the UD necessary permits and/or operating rights to place and/or maintain lighting facilities on public streets, highways, and public areas without expense to the PUD. In conditions where it is necessary to place any lighting facilities on private property, the customer shall obtain and furnish suitable easements without expense to the PUD.
6. Service under this schedule is available only for (i) lighting systems that are newly constructed and PUD owned that utilize underground circuitry or, upon approval of the PUD, utilize overhead circuitry and (ii) existing LED lighting systems upon purchase by the PUD. The PUD shall not be obligated to install overhead circuitry or purchase an existing system. Lighting systems shall include all of the following: decorative or customer poles, circuitry, decorative or custom LED luminaries, photocells, and necessary bracket arms. The PUD will furnish all necessary labor, material and supplies for the installation, servicing, and maintenance of lights under this schedule, except as provided in paragraph 8 of Special Terms and Conditions herein.

TYPE OF SERVICE:

Service under this schedule applies to dusk-to-dawn lighting of streets, alleys, and other areas which can be served from the PUD's distribution system.

MONTHLY RATES:

The sum of Lamp and Facilities charges. The monthly lamp charge per lamp wattage.

EFFECTIVE DATE: March 1, 2018

Basic Charge:

Less than 100 Watts — \$15.00

100 Watts to 200 Watts \$17.25

More than 200 Watts — \$19.50

<u>Effective Date:</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Basic Charge per Bulb:</u>				
<u>Less than 100 Watts</u>	<u>\$ 15.41</u>	<u>\$ 16.45</u>	<u>\$ 16.99</u>	<u>\$ 17.54</u>
<u>100 Watts to 200 Watts</u>	<u>17.72</u>	<u>18.92</u>	<u>19.54</u>	<u>20.17</u>
<u>More than 200 Watts</u>	<u>20.04</u>	<u>21.39</u>	<u>22.08</u>	<u>22.80</u>

Government lighting rate:

(Cost of material + Installation cost) * (1+ Current Finance Charge interest rate)/180 Month Payback +
Basic Charge based on watts

SPECIAL TERMS AND CONDITIONS:

1. Notification of Inoperable Lights: For lights where the PUD provides routine maintenance, it shall be the responsibility of the Customers to notify the PUD of lights that are not working. Upon notification, within seventy-two (72) hours, excluding Saturdays, Sundays and holidays, the PUD will investigate and take corrective action if such action is the responsibility of the PUD. If such PUD investigation/corrective action is not taken within seventy-two (72) hours for each such light, the Customer's billing shall be credited an amount equal to the monthly Lamp charges normally billed for that light. The PUD will be excused from providing maintenance service within seventy-two (72) hours in the event of significant adverse events, such as storms, earthquakes, or other events beyond the PUD's control.
2. Hours of service. Service under this schedule is for dusk-to-dawn lighting, or lighting service for average number of hours of darkness per month.
3. Removal, Relocation or Modification of Light Facilities. Lighting facilities will be removed, turned off, relocated, or modified by the PUD only after receipt of a letter signed by the Customer or its assignee who is in authority to order such action. Only the PUD may remove, relocate, or modify PUD owned lighting facilities. Modification includes changes in type of lighting fixture or changes in bracket length or mounting height due to Customer, city, county or state requests or requirements. Relocation includes relocation of supporting poles and conversion of the serving distribution facilities to underground due to Customer, city, county, or state request or requirement. In advance of any removal, relocation or modification, the Customer shall pay an amount equal to the estimate cost of such removal, relocation, or modification. This estimate charge shall include the cost of removal of facilities that now serve light load only. All facilities installed or removed remain the sole property of the PUD. The cost

Last updated October 16, 2018 – Resolution 2018-029

of removal, relocation or modification also includes any costs of traffic control or other associated costs. At the time of when no Customer is taking service for light under this schedule, the PUD, at its sole option, maybe remove all facilities used in providing service. Lights that are removed because there is no longer a customer to accept service will be considered removals required by the last customer of record for the purposes of assessing the charges.

4. Other Loads on Lighting System. Where unmetered lighting circuits include provision for other or additional usage such as electric outlets (festoon outlets) the PUD may require that service be metered and billed under the appropriate general service schedule.
5. Billing information to be Provided by the PUD. For each type, and wattage of light the PUD shall provide the total number of lights billed and the total dollar amount for the month by lamp size and type.
6. Non-Standard Equipment: Non-standard Equipment is defined herein as equipment which is not standard to the PUD and not included in the PUD's inventory for maintenance. Photocell lighting, radio controls, wireless transmitters/receivers are examples of Non-Standard Equipment until the PUD decides otherwise and modifies this provision indicating such decision. Non-Standard Equipment installed under this schedule is subject to the following conditions.

LED Lighting Discounted Rate

Customers who convert lighting infrastructure to LEDs and donate the assets to the PUD will be billed at a reduced rate.

Monthly Rate:

<u>Effective Date:</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Basic Charge per Bulb:</u>				
<u>Less than 100 Watts</u>	<u>\$ 9.81</u>	<u>\$ 10.47</u>	<u>\$ 10.82</u>	<u>\$ 11.17</u>
<u>100 Watts to 200 Watts</u>	<u>12.12</u>	<u>12.94</u>	<u>13.36</u>	<u>13.80</u>
<u>More than 200 Watts</u>	<u>14.44</u>	<u>15.41</u>	<u>15.91</u>	<u>16.43</u>

**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”), revising, removing and superseding the Lighting and Miscellaneous services rates established in Resolution No. 2018-029

WHEREAS, the PUD’s staff has reviewed PUD Resolution 2018-029 and the rates established for Lighting and Miscellaneous services; and

WHEREAS, this Resolution and the attached Exhibit 1 provide changes in the Lighting and Miscellaneous service rate category to update those rates and to establish an LED Lighting Discounted rate to aid in the conversion to LED lighting for street lights.

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

The PUD adopts the revised rates in the Exhibit 1 titled “Lighting & Miscellaneous Attachment Schedule”, as recommended by the PUD’s staff and attached hereto and incorporated by reference, all effective _____, 2021. Prior Resolutions of the PUD regarding this rate category are hereby revoked and superseded by this Resolution.

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

Dan Toepper, President

Kenneth Collins, Vice President

ATTEST:

Jeff Randall, Secretary



AGENDA REPORT

DATE: April 15, 2021

TO: Board of Commissioners

FROM: Kevin Streett, General Manager and Lori Rae, Broadband Supervisor

RE: Broadband Policy and Rate Schedule

SUMMARY: Staff presented the broadband policy to the Board of Commissioners during a Special Meeting on April 13, 2021. This is the second review of the Broadband Policy Manual and rates for the Commissioners.

BACKGROUND: During the past five months, staff has been working with CCG Consultant, Doug Dawson, to create a broadband business plan and strategy. During that time, we identified the need to develop a broadband customer service policy and rate schedule.

ANALYSIS: For the PUD to expand our broadband services, we must establish policies and rates. The PUD will also need to develop a strategy on how to leverage these policies and rates to attract retail providers for Jefferson County.

FISCAL: There is no financial impact on the PUD to adopt the policy and rates. Financial impacts will apply as we grow the Broadband department.

RECOMMENDATIONS: Staff's recommendation is to adopt the Broadband Customer Services Policy and Rate Schedule.

Attachments:
Draft Telecommunications Policy Manual
Rate Schedule

BROADBAND CUSTOMER SERVICE POLICIES OF PUBLIC UTILITY DISTRICT NO.1 OF JEFFERSON COUNTY, WASHINGTON

Adopted: April xx, 2021

1.0 APPLICABILITY OF POLICIES

These Broadband Customer Service Policies are subject to revision by the Commission of Public Utility District No. 1 of Jefferson County, Washington (the “District”) from time to time as determined to be in the District's best interests.

The District provides Broadband services and facilities in accordance with the provisions of RCW 54.16. The District reserves the right to discontinue any service at any time and in the event that any Customer shall fail to comply with these Policies. Service also may be disconnected by the District at any time to prevent fraudulent use or to protect its property.

Contracts between the District and Customers for specialized services such as Broadband transport services or dark fiber may contain different terms and conditions from those set forth in these Broadband Customer Service Policies provided such contracts are approved by the District's Commission and further provided that such contracts shall comply with RCW 54.16.

1.1 DEFINITION OF TERMS

TERM	DEFINTION
<u>Commission</u>	The Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington.
<u>Customer</u>	A person or entity purchasing wholesale Broadband Services from the District. A Customer may not be a retail user of Broadband Services.
<u>Due Date</u>	The date by which the Customer's payment for Broadband Services must be received by the District as specified on the District's Billing Statement. The Due Date will be 30 days after the billing date specified on the bill, or the next business day if the 30 th day is a weekend or a holiday.
<u>Pre-pay</u>	An agreement by the District and the Customer obligating the Customer to make advance payment for Broadband Services or Facilities.
<u>Special Fiber Construction</u>	Special Fiber Construction may be charged if the Customer requests a connection for a User to anywhere other than the normal Fiber Demarcation Point. The District may require the Customer to pre-pay the cost of construction needed to add a User to the network before the Customer or User is connected. Special Fiber Construction may also be assessed for Users where high costs of connection are required to connect to the network.
<u>Broadband Services</u>	All Broadband services and facilities provided to Customers as set forth in an applicable District rate schedule.
<u>Broadband Facilities</u>	Those facilities required to provide Broadband Services. This includes, but is not limited to, fiber, vaults, switches, routers, and gateways.
<u>Tier 1 Technical Support</u>	Support provided by the District during normal business hours of 8am to 4:30pm Monday through Friday. This support is for District owned material and equipment only.

Fiber Demarcation Point The designated connection point at which the District's facilities end. The final location of the Fiber Demarcation Point shall be determined by the District. The District's devices will, to the extent feasible, be installed only in locations that allow free and safe access for installing, removing, and testing.

User A person or entity that is receiving access to Broadband Services and Broadband Facilities from a Customer.

2.0 BROADBAND GENERAL POLICIES

2.1 RATE SCHEDULE

A Rate Schedule has been adopted by the Commission to establish rates and charges for Broadband Services. The Commission may revise the rate schedule from time to time and at any time as they determine necessary or advisable. Copies of the current rate schedules are available upon request.

2.2 LIMITATIONS OF DISTRICT OBLIGATIONS

The District will attempt to provide, but does not guarantee, a regular and uninterrupted supply of Broadband Services. The District may suspend the delivery of Broadband Services for the purpose of making repairs or improvements to its Broadband Facilities. Repairs or improvements that can be scheduled will be scheduled, when feasible, at such time as to minimize impact to Customers and Users. Broadband Services/Facilities are inherently subject to interruption, suspension, curtailment and fluctuation. In no event, however, shall the District be liable to its Customers or any other persons for any damages to person or property arising out of, or related to, any interruption, suspension, curtailment, or fluctuation in service if such interruption, suspension, curtailment, or fluctuation results in whole or part from any of the following:

- A. Causes beyond the District's reasonable control including, but not limited to, accident or casualty, fire, flood, drought, wind, acts of the elements, court orders, insurrections or riots, breakdowns of or damage to equipment/facilities of the District or of third parties, acts of God or public enemy, pandemics, strikes or other labor disputes, civil, military, or governmental authority; or

- B. Repair, maintenance, improvement, renewal, or replacement work on District's Broadband Facilities, which work, in the sole exclusive judgment of the District, is necessary or prudent; or
- C. Automatic or manual actions taken by the District, which in its sole judgement are necessary or prudent to protect the performance, integrity, reliability or stability of the District's Broadband system or any Broadband system with which it is interconnected.

2.3 LIMITATIONS OF DAMAGES

In no event shall the District have any obligation or liability for any lost profits, consequential, incidental, indirect, special, or punitive damages of any type arising out of, or in any way connected to, the District's Broadband Services/Facilities or any interruption, suspension, curtailment, or fluctuation of the District's Broadband Services regardless of the cause thereof. The District is expressly not responsible or liable for the content of any transmission across its network.

2.4 CUSTOMER OBLIGATIONS

It shall be the responsibility of the Customer to abide by all applicable rate schedules and policies relating to service as the same currently exist or are hereafter amended. By continuing to utilize the District's Broadband Services, the Customer shall be deemed to have accepted all of the terms and conditions contained in the District's rate schedules and policies as the same currently exist or are amended from time to time.

2.5 APPLICATION FOR SERVICE

A new Customer must apply to the District for approval before being allowed to use the District's fiber network. Customer must provide the following to be approved to use the network:

- ☒ Customer must provide a current valid business license and UBI number or local business license as required that provide proof that the Customer is legally allowed to resell services.
- ☒ Customer must be current and have paid all previously accrued and outstanding amounts owed the District for Broadband Services.
- ☒ Customer shall procure and maintain for the time in which Customer is providing services using the District fiber network, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Customer, its

agents, representatives, employees, or subcontractors. Any payment of deductible or self-insured retention shall be the sole responsibility of the Customer. Customer shall provide a Certificate of Insurance which shall include the following:

- Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;
 - Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and
 - Worker's Compensation insurance at the limits established by the State Washington.
- ☒ The PUD shall be named as an Additional Insured on the insurance policies, as respects to work performed by or on behalf of the Customer, and a copy of the policy naming the PUD as additional insured shall be attached to the Certificate of Insurance. The Customer's insurance shall be primary insurance as respects the PUD and the PUD shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

2.6 PRE-PAYMENT FOR USER CONNECTION TO THE NETWORK

The Customer shall be required to prepay any Connection Fees as defined in the Rate Schedule as well as any Special Fiber Construction Charges assessed to a specific customer before the District will initiate the construction to add the User to the network.

3.0 BILLING AND COLLECTION

3.1 BILLING PERIODS

Customers will be billed monthly for Broadband Services or as otherwise provided in the applicable District rate schedules. Charges shall be prorated when Broadband Services are provided for more than or less than the actual billing period.

3.2 ADJUSTMENT OF BILLING ERRORS

The District reserves the right to adjust any billing when it determines that an error in billing has been made and a correction is in order. The District may revise such bill on the basis of best evidence available.

3.3 PAYMENT

The District requires receipt of payment for Broadband Services/Facilities on or before the earlier of the Due Date specified on the billing statement or the date specified in the Prepayment Agreement if the Customer has executed a Prepayment Agreement for Connection Fees or Special Fiber Construction.

3.4 LATE PAYMENT CHARGES

If payment has not been received by the District on or before the required Due Date, a late charge shall be assessed on the unpaid balance. The late payment charge shall be calculated at 1.5% per month. In no event shall the minimum monthly late payment charge amount be less than \$50.00. Late payment charges shall continue to accrue until such time as the bill and all accumulated charges have been paid in full.

3.5 RETURNED CHECK CHARGES

If Customer payment fails, due to any reason, the District will charge a return check fee in accordance with Washington law.

3.6 PAYMENT OPTIONS

Customers may make payment to the District by any District-approved means.

4.0 CUSTOMER AND USER REQUIREMENTS

To protect the District's Broadband Services and Broadband Facilities, all Customers and Users shall strictly comply with the following requirements:

4.1 Illegal Use

The District's Broadband Services may only be used for lawful purposes. Any transmission, distribution, retrieval, or storage of material that violates any applicable law is prohibited. Customers of Broadband Services are required to have and enforce policies governing their Users which prohibit the following activities involving District Broadband Services or Broadband Facilities, without limitation:

1. Compliance with all Intellectual property rights and laws - No Customer or User shall violate any intellectual property rights including those protected by patent, copyright, trade secret, or other intellectual property right.
2. Inappropriate content - No Customer or User shall transmit, broadcast, or receive any material that is legally obscene or constitutes child pornography, or any material that is libelous, defamatory, or that otherwise violates any and all applicable laws.
3. Export control - No Customer or User shall transmit, broadcast, or receive any material that violates export control laws or other applicable regulations.
4. Forging of Headers - No Customer or User shall misrepresent or forge any message header to mask the originator of a transmitted communication.

4.2 System and Network Security

The District makes no guarantee regarding, and assumes no liability for, the security and integrity of any data or information transmitted by the Customer or a User over the District's Broadband Facilities or Broadband Services. Any attempt to breach system and network security measures is expressly prohibited and may result in criminal and civil liability. Customers of Broadband Services are required to have policies governing their Users which prohibit the following, without limitation:

1. Unauthorized Access - Customers and Users may not attempt to gain unauthorized access to or attempt to interfere with the normal functioning and security of the Broadband Services or any other District system. Illegally

accessing or accessing without proper authorization computers, accounts, networks or purposely breaching firewalls or security measures of another company's or individual's system (hacking) is also a violation.

2. Unauthorized Monitoring - Customers and Users may not attempt to monitor any information on any network or system without authorization of the owner of that network.
3. Interference - Customers and Users may not attempt to intercept, redirect, or otherwise interfere with communications intended for other parties.
4. Fraud/Forgery - Customers and Users are expressly prohibited from impersonating another party by altering IP addresses or forging TCP-IP packet header information within an email or newsgroup posting. Misrepresenting or forging message headers to mask the originator of a message is a violation of these policies.
5. "Denial of Service Attacks" - Customers and Users may not flood, deliberately attempt to overload a system, or broadcast attacks.
6. Virus Transmission - Customers and Users may not intentionally or negligently transmit files containing a computer virus, Trojan Horse, Worms, corrupted data, or other destructive activities.
7. Re-transmission - Transmission of District network services beyond the premises which is directly connected to the District's network, except as specifically allowed under Rate Schedule 100.

4.3 Email

Although the District makes no promises to police any activities on the Broadband Facilities, it is required that Customers of Broadband Services have and enforce policies for Users requiring compliance with certain conduct in connection with e-mail. Compliance shall include, without limitation:

1. Unsolicited Email - Users may not use any Services to transmit or collect the responses from excessive volumes of unsolicited commercial e-mail messages. The use of another provider's service to send unsolicited commercial or bulk e-mails, SPAM, or mass mailings to promote a site associated with the District's network or any of its customers is similarly prohibited.

2. E-mail Relay - The use of another party's e-mail server to relay e-mail without express permission from such party is prohibited.

5.0 Rights of the District

The District will cooperate with legally authorized law enforcement and government agencies or other parties involved in investigating claims of illegal or inappropriate activity. Taking any services on the District's network constitute consent to all the use policies and providing access to legally authorized law enforcement and government agencies or other parties involved in investigating claims of illegal or inappropriate activity.

Violation of this policy may result in temporary suspension or termination of service, at the District's sole discretion. The District's right to discontinue Broadband Service may be exercised whenever:

- A. Customer is not current on payments due to District. District invoices are due and payable within 30 calendar days. Customer will be disconnected if at least 75% of any past due billing has not been paid within 30 calendar days past the date of the invoice. Disconnection of Broadband Services may occur as often as delinquency shall occur and neither delay nor omission on the part of the District to enforce this rule at any one or more times shall be deemed as a waiver of its rights to enforce the same at any time, so long as the delinquency continues; or
- B. Violation of these Broadband Customer Service Policies, special contracts or the signed Broadband Service Provider Application and Agreement, if any.

6.0 SERVICE OBLIGATIONS

6.1 Request for New Service

Customer shall make a formal request to connect a new User to the network by sending an email to broadband@jeffpud.org. That email should contain the following minimum information:

- ☒ Name of the User
- ☒ Address of the User
- ☒ The specific product being requested from the Rate Schedule

Within 12 calendar days of a formal request for Service, the District shall provide Customer with a quote for Service which would include any additional prepaid fees required for to cover the cost of construction or installation.

Customer can then place a valid order for Service by pre-paying the District for any Connection Fees as described in the Broadband Rate Schedules and pre-paying any specific construction charges that the District is requiring for Special Fiber Construction, if any, for a specific customer.

Before the District will proceed with construction, Customer must provide evidence that the real property owner is granting any necessary easement or access agreement to the District for crossing and locating its facilities on the Customer's property or premises.

Customer must also notify the User about any planned site visit by the District and provide evidence of such notification to the District.

6.2 Installation Goals

The District and the Customer shall cooperate to try to connect a new residential User to the network within 30 days of the date of a valid order.

The District and the Customer will work jointly to set an installation date goal for each new business customer at the point where there is a valid order.

6.3 Demarcation

The physical demarcation point between the District network and Customer network shall be at the point where the District places the electronics at a User location that converts light signal into electrical signal.

The District's policy for a residential User is to place the demarcation on the outside of a User location close to the electric meter, but the District retains the right to locate the demarcation point indoors or at some different outdoor location.

The District's policy for a business User is to place the demarcation indoors at the customer location. The District expects Customer to be familiar with the customer location and to define the location of a business User demarcation.

In all cases, Customer may request an alternate demarcation point from that suggested by the District. The District will try to accommodate the Customer request, but there may be additional fees.

The District's responsibility ends at the demarcation point and all wiring and other facilities past the demarcation are the responsibility of Customer. District might agree to do additional work past the demarcation point but is not obligated to do so. Any District work past the demarcation will be performed at the District's hourly rate identified on the Rate Schedule. Such District work does not change the demarcation point and Customer's obligations.

When the installation to the demarcation is complete the District will notify the Customer and will include any information pertinent to the installation.

6.4 Responsibility for Maintenance and Repairs

The District is responsible for all network obligations on the District side of the demarcation, including the electronics at the demarcation point. Customer is responsible for all network at the User location that is past the demarcation point.

Each party will be responsible for all maintenance and repair costs on its side of the demarcation point.

Both parties will cooperate to reduce unneeded truck rolls. Should the District be requested to make a truck roll by a Customer but finds that the problem was on the Customer side of the demarcation, the District will bill the Customer for time and materials as defined in Broadband Rate Schedule. There will no fees for a truck roll where the problem was on the District side of the demarcation point.

6.5 Network Monitoring / Escalation

Customer must provide the District with an escalation list that identifies the contact at the Customer who should be notified of network problems or outages. This list shall identify the specific and best ways to reach the Customer contact, including telephone number and email address. Customer should also provide a back-up contact in case the primary contact cannot be reached. Customer is free to provide different contacts for different kinds of network problems. Customer shall keep the contact list current at all times.

District will monitor the fiber network 24/7. The District will notify the appropriate Customer contact about identified network problems that have a material impact on User performance.

Jefferson County PUD

RATE SCHEDULE

Wholesale Broadband Services

Effective XX/XX/2021

- A. The rates listed on this schedule are available to qualified Internet Service Providers (ISPs) desiring to use the PUD's wholesale fiber optic network. The PUD reserves the right, at its sole option, to discontinue services listed in this rate schedule at any time.
- B. All wholesale fiber optic and wireless network services provided by the PUD are subject to the terms and conditions in the PUD's Broadband Policies, as may be amended from time-to-time.
- C. The amount of any tax levied by any governmental entity, in accordance with the laws of the State of Washington, will be added to the charges shown in this rate schedule.
- D. Rates listed in all tables below are monthly recurring charges unless otherwise noted.
- E. The products delivered with Residential Ethernet Services and Business Ethernet Services are intended to serve a single User location. It is prohibited to use the bandwidth from these products to connect to or sell services to additional customer locations.
- F. The District's fiber optic network is able to provide other features such as dark fiber, point-to-multipoint VLANs, and other backhaul solutions at the District's sole and exclusive discretion. The District will offer to sell such services under contractual arrangements. To discuss your needs, please contact the District by email at: **broadband@jeffpud.org**.

Set-up of New Service Provider	\$250 non-recurring
Residential Ethernet Services:	
100/100 Mbps Basic Access (per unique premises) Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's normal business hours. Includes data and/or Ethernet voice ports	\$35
250/250 Mbps Basic Access (per unique premises) Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's normal business hours. Includes data and/or Ethernet voice ports	\$40
1 Gbps/l Gbps Basic Access (per unique premises) Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's normal business hours. Includes data and/or Ethernet voice ports	\$45
Premium Support (per unique premises) Added to any of the above products. Provides priority restoration following network outages.	\$10

Business Ethernet Services:	
100/100 Mbps Basic Access (per unique premises) Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's normal business hours. Includes data and/or Ethernet voice ports	\$40
250/250 Mbps Basic Access (per unique premises) Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's normal business hours. Includes data and/or Ethernet voice ports	\$45
1 Gbps/l Gbps Basic Access (per unique premises) Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's normal business hours. Includes data and/or Ethernet voice orts	\$50

Premium Support (per unique premises) Added to any of the above products. Provides priority restoration following network outages.	\$15
Customer VLAN Off-Network Services: (Includes Premium Support)	
100 Mbps port - Month-to-Month billing	\$500
100 Mbps port -3-Year Contract	\$300
100 Mbps port -5-Year Contract	\$200
250 Mbps port - Month-to-Month billing	\$700
250 Mbps port -3-Year Contract	\$500
250 Mbps port- 5-Year Contract	\$300
1 Gbps port - Month-to-Month billing	\$1,100
1 Gbps port-3-Year Contract	\$900
1 Gbps port-5-Year Contract	\$650

Collocation: The following are monthly recurring charges for collocating equipment in District Facilities. The rates include cabinet or rack space, access to 20 amp AC power, and 27/7 escorted access for Customer.	
Full Rack Space	\$500
Half Rack Space	\$250
One-Third Rack Space	\$170
One-Fourth Rack Space	\$125
DC Power- per each 5 amps of total installed breaker capacity	\$18

Labor Charges. To be applied per hour to any work requested by Customer that is not included in a standard installation. Minimum charge is for 1/2 hour of time.	
Standard Labor Charge	\$80.00 per hour
Overtime Labor Charge	\$120.00 per hour
Electrician Labor Charge	\$150.00 per hour
Overtime Electrician Labor Charge	\$200.00 per hour
Engineering Labor Charge	\$120.00 per hour