

Regular Meeting Agenda

Board of Commissioners

Tues, May 4, 2021 5:00 PM

zoom



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 begin speaking.

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.

- 4.1. Prior Minutes
none available

- 4.2. Vouchers

4 - 24

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

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

[Payroll....pdf](#) 

- 4.3. Financial Report 25 - 35


[March 2021 Financials.pdf](#) 

5. Manager and Staff Reports

For information only, not requiring a vote.

- 5.1. Wastewater Division Update 36 - 58


[Agenda Report-Wastewater Discussion 210504.pdf](#) 

[Attachment A - Large On-site Septic Systems Presentation 200728.pdf](#)


[Attachment B Wastewater Discussion Presentation 210504.pdf](#) 

- 5.2. Electric Rates Update 59 - 67

[Residential Base and usage comparisons.pdf](#) 

[Low Income vs Standard Residential Rate Increase Comparison
\(002\).docx](#) 

- 5.3. Materials Costs

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. CAB Meeting Agenda

- 6.2. Timber Sale Contract 68

[Agenda Report-Timber sale.docx](#) 

- 6.3. Broadband Planning 69 - 108

[Agenda Report-Broadband .docx](#) 

[Generic Tasks for a New Retail ISP From Doug Dawson.docx](#) 

[Proposed Policies Broadband 04162021 CHANGES.docx](#) 

[Proposed Rates - Broadband 04162021 CHANGES.docx](#) 


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

7. New Business

7.1. EDC Funding Request

109 - 116

[Agenda Report-EDC.docx](#) 

[ADO Pre-Designation Agreement with EDC Team Jefferson - ver 4 - 04
28 2021.docx](#) 

8. Commissioner Reports

9. Executive Session pursuant to RCW 42.30.140(4), for discussions relating to the interpretation or application of the PUD's labor agreement.

10. 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 **\$3,594,501.35** on this **4TH** day of **MAY** **2021** ;

Dan Toepper
President

Kenneth Collins
Vice President

Jeff Randall
Secretary

PAYMENTS TO BE APPROVED:

WARRANTS				AMOUNT	DATE
Accounts Payable:	# 126005	to # 126009	\$	323,369.56	4/13/2021
Accounts Payable:	# 126010	to # 126062	\$	600,420.41	4/15/2021
Accounts Payable:	# 126063	to # 126064	\$	1,056.57	4/19/2021
Accounts Payable:	# 126065	to # 126106	\$	713,496.15	4/22/2021
Accounts Payable:	# 126107	to # 126108	\$	2,691.44	4/26/2021
Payroll Checks:	# 70877	to # 70881	\$	9,561.11	4/16/2021
Payroll Checks:	# 70882	to # 70883	\$	852.65	4/19/2021
Payroll Checks:	# 70884	to # 70885	\$	2,046.85	4/26/2021
Payroll Direct Deposit:			\$	130,573.61	4/16/2021

TOTAL INVOICES PAID **\$1,784,068.35**

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,810,433.00	4/14/2021

PAYMENT TOTAL **\$3,594,501.35**

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 4/28/2021
Mike Bailey, Financial Director / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 126005 to # 126009	\$ 323,369.56	4/13/2021
Accounts Payable: # 126010 to # 126062	\$ 600,420.41	4/15/2021
Accounts Payable: # 126063 to # 126064	\$ 1,056.57	4/19/2021
Accounts Payable: # 126065 to # 126106	\$ 713,496.15	4/22/2021
Accounts Payable: # 126107 to # 126108	\$ 2,691.44	4/26/2021
Payroll Checks: # 70877 to # 70881	\$ 9,561.11	4/16/2021
Payroll Checks: # 70882 to # 70883	\$ 852.65	4/19/2021
Payroll Checks: # 70884 to # 70885	\$ 2,046.85	4/26/2021
Payroll Direct Deposit:	\$ 130,573.61	4/16/2021
TOTAL INVOICES PAID	\$1,784,068.35	

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,810,433.00	4/14/2021

GRAND TOTAL	\$3,594,501.35
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VOIDED WARRANTS

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 1

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126005 4/13/21	CHK	10052	CITY OF PORT TOWNSEND	1ST QTR 2021 - 6% CITY TAX FROM CUSTOMRS	223,419.44
126006 4/13/21	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT MARCH 2021	2,160.00
				VEBA DEDUCTION MARCH 2021	1,250.00
Total for Check/Tran - 126006:					3,410.00
126007 4/13/21	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - MARCH 2021	2,045.28
126008 4/13/21	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - MARCH 2021	720.00
126009 4/13/21	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 MAR 2021-PERS 2	84,064.02
				RETIREMENT/REPORT #8828 MAR 2021-PERS 3	9,710.82
Total for Check/Tran - 126009:					93,774.84
126010 4/15/21	CHK	10808	A & J FLEET SERVICES, INC	TRUCK# 130 OIL CHANGE SERVICE	623.93
126011 4/15/21	CHK	10146	A. MILLICAN CRANE SERVICE INC	MVED REGULATORS - 310 FOUR CRNRS 3/16&17	5,751.60
126012 4/15/21	CHK	10481	AMAZON	BROTHER CMYK TONER	239.79
				BROTHER CMYK TONER	59.95
				REPLACEMENT CEILING VENT	18.53
				NETWORK CABLE LABELS	40.10
				NETWORK CABLE LABELS	10.02
Total for Check/Tran - 126012:					368.39
126013 4/15/21	CHK	10451	ASCENT LAW PARTNERS LLP	GENERAL UTILITY (225-102) MAR 2021	8,700.00
				GENERAL UTILITY (225-102) MAR 2021	2,175.00
				FLAT FEE BOC MEETINGS (225-104) MAR 2021	5,600.00
				FLAT FEE BOC MEETINGS (225-104) MAR 2021	1,400.00
Total for Check/Tran - 126013:					17,875.00
126014 4/15/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 10/10/2020	664.32
				TREE TRIMMING	498.24
				TREE TRIMMING	531.46
				TREE TRIMMING W/E 10/03/2020	166.08
				TREE TRIMMING W/E 11/07/2020	812.09

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 2

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TREE TRIMMING W/E 11/14/2020 55' LIFT	910.60
				TREE TRIMMING W/E 11/14/2020 70' LIFT	55.50
				TREE TRIMMING	1,193.34
				TREE TRIMMING	531.46
				TREE TRIMMING W/E 12/05/2020	1,118.13
				TREE TRIMMING-TRNSMSSN LINES THR 12/05	7,047.16
				TREE TRIMMING W/E 12/12/2020	1,286.68
				TREE TRIMMING W/E 12/19/2020	1,286.68
				TREE TRIMMING W/E 2/08/2020	664.32
				TREE TRIMMING W/E 2/15/2020	581.28
				TREE TRIMMING W/E 2/22/2020	664.32
				TREE TRIMMING W/E 1/04/2020	215.90
				TREE TRIMMING W/E 1/11/2020	664.32
				TREE TRIMMING W/E 1/18/2020	664.32
				TREE TRIMMING W/E 1/25/2020	664.32
				TREE TRIMMING W/E 2/01/2020	664.32
				TREE TRIMMING W/E 3/07/2020	498.24
				TREE TRIMMING W/E 2/29/2020	249.12
				TREE TRIMMING W/E 3/28/2020	1,005.84
				TREE TRIMMING W/E 5/09/2020	664.32
				TREE TRIMMING W/E 6/13/2020	664.32
				WEED CONTROL FOR WEEK ENDING 6/13/20	143.12
				TREE TRIMMING W/E 6/13/2020 55' LIFT	431.81
				TREE TRIMMING W/E 6/13/2020 70' LIFT	549.97
				TREE TRIMMING W/E 7/04/2020 70' LIFT	51.12
				TREE TRIMMING W/E 7/04/2020 55' LIFT	66.90
				TREE TRIMMING W/E 6/27/2020 55' LIFT	388.36
				TREE TRIMMING W/E 6/27/2020 70' LIFT	681.36
				TREE TRIMMING W/E 8/15/2020	664.32
				TREE TRIMMING W/E 8/22/2020	664.32
				TREE TRIMMING - EAGLEMOUNT W/E 8/29/2020	166.08

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 3

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 126014:					27,774.04
126015 4/15/21	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 1/23-2/19/2021	19,854.63
126016 4/15/21	CHK	10461	C & J EXCAVATING INC	CULVERT INSTL - PORT OF PT 4/06	1,173.93
126017 4/15/21	CHK	10394	RANDALL L CALKINS	EMPLOYEE CLOTHING ALLOWANCE 2021	300.00
126018 4/15/21	CHK	10030	CAPITAL ONE TRADE CREDIT	HONDA GENERATOR-2200W	1,197.91
126019 4/15/21	CHK	10623	CARL H. JOHNSON & SON EXCAVATING	INSTL VAULT - LANDES CT 1/28-1/29	785.52
				DEMOLITION PROJECT - 300 FOUR CRNRS 3/26	41,239.44
Total for Check/Tran - 126019:					42,024.96
126020 4/15/21	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE:MIP-PMT CLALLAM ST WO#221047	265.50
126021 4/15/21	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - MAR 2021	194.72
126022 4/15/21	CHK	10346	CLALLAM COUNTY PUD	TANK GROUNDS	335.95
126023 4/15/21	CHK	10501	D & L POLES	EMRG EXCAVATING - 294 FAIRBREEZE 3/05	1,363.75
126024 4/15/21	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	6,281.75
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	300.00
				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	715.74
				ENERGY CONSERVATION REBATE	1,263.00
				ENERGY CONSERVATION REBATE	47,314.40
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,296.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 4

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,250.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	900.00
				Total for Check/Tran - 126024:	81,390.89
126025 4/15/21	CHK	10085	FASTENAL	VINYL TAPE,CAU TPE,CBL TIE	552.00
				BATTERIES	5.64
				RED MARKING CHALK	53.31
				SFTY GLS,GLVS,WRM PACKS,SFTY VEST	70.70
				BATTERIES	1.41
				WD-40,CAUT TPE,ELEC TPE,SAW BLD,SPRWAY	114.94
				RED MARKING CHALK	49.76
				SFTY GLS,GLVS,HEDLMP,	88.20
				WAREHOUSE - WYPALL	157.75
				Total for Check/Tran - 126025:	1,093.71
126026 4/15/21	CHK	10821	FCS GROUP	METER RPLCMNT ANALYSIS THRU 3/19/2021	1,962.50
126027 4/15/21	CHK	10090	FREDERICKSON ELECTRIC, INC	INSTL WIRING - 2ND CONNEX AT 210 4 CRNRS	4,284.29
126028 4/15/21	CHK	10094	GENERAL PACIFIC, INC	STREETLIGHT-LED PROG 70W&40W 2700K	11,666.83
				ROUND WASHER	169.11

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 5

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WIRE 4/0 BARE 19 STRANDED SD CU&WIRE 2/0	6,489.92
				Total for Check/Tran - 126028:	18,325.86
126029 4/15/21	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	GATEWAY	616.09
126030 4/15/21	CHK	10103	H D FOWLER	WATER PARTS - REPAIR CLAMP	152.50
				RETURN OF WATER PART, REPAIR CLAMP	-130.70
				Total for Check/Tran - 126030:	21.80
126031 4/15/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	VEH 210 - PROPANE	14.16
				LAZY C - MATERIALS	10.44
				MATS VIEW - MATERIALS	17.59
				QUILCENE PMPHSE - THERMOSTAT	4.32
				FRE STATION FIBER - MATERIALS	25.44
				SHOP - ROUNDUP & GSH	61.84
				Total for Check/Tran - 126031:	133.79
126032 4/15/21	CHK	10110	HENERY HARDWARE	SPARLING WELL - MATERIALS	41.61
126033 4/15/21	CHK	10839	IRBY ELECTRICAL UTILITES	CLOVER LEAF	968.26
				LAG SCREW	152.74
				LOCKNUT SPRING WASHER	40.91
				Total for Check/Tran - 126033:	1,161.91
126034 4/15/21	CHK	10117	ITRON, INC.	HW&SW MAINTENANCE 5/1-7/31/21	1,343.37
				HW&SW MAINTENANCE 5/1-7/31/21	335.84
				Total for Check/Tran - 126034:	1,679.21
126035 4/15/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,143.03
				EMPLOYER'S MEDICARE TAX	3,143.03
				EMPLOYEES' FICA TAX	13,439.12
				EMPLOYER'S FICA TAX	13,439.12
				EMPLOYEES' FEDERAL WITHHOLDING	12,419.17
				EMPLOYEES' FEDERAL WITHHOLDING TAX	11,273.96
				Total for Check/Tran - 126035:	56,857.43

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 6

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126036 4/15/21	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	PROP PURCHASE FROM JEFFERSON COUNTY	12,700.00
126037 4/15/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	CHECKS PR 04/16/2021	9,561.11
				DIRECT DEPOSIT PR 4/16/2021	130,573.61
Total for Check/Tran - 126037:					140,134.72
126038 4/15/21	CHK	10348	KEMP WEST, INC	TREE TRIMMING - 300 FOUR CRNRS 3/22	3,251.40
				TT T&M - COYLE, HWY19&ETC 3/29-4/01	12,653.28
Total for Check/Tran - 126038:					15,904.68
126039 4/15/21	CHK	10286	L & J ENTERPRISES	TRIM TREES - EAGLEMOUNT 3/08	18,693.50
126040 4/15/21	CHK	10710	LANGUAGE LINK	INTERPRETER SERVICE	8.64
				INTERPRETER SERVICE	2.16
Total for Check/Tran - 126040:					10.80
126041 4/15/21	CHK	10136	LES SCHWAB TIRES	RPLCMNT BATTERY-TRUCK# 101	602.20
126042 4/15/21	CHK	10333	MOSS ADAMS LLP	PROF SVC:PRG BILL MNGMNT INSIGHT PLTFRM	29,706.69
				PROF SVC:PRG BILL MNGMNT INSIGHT PLTFRM	7,426.67
Total for Check/Tran - 126042:					37,133.36
126043 4/15/21	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - MAR 2021	1,190.00
				CUSTODIAL SVC - MAR 2021	297.50
Total for Check/Tran - 126043:					1,487.50
126044 4/15/21	CHK	10168	OLDCASTLE INFRASTRUCTURE	CONCRETE VAULT BASE 575 LA,LID,DOOR	23,424.87
126045 4/15/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	FLEET - SPARE HITCH PIN	9.59
				VEH# 123 - HITCH PIN	9.59
				SHOP - PROPANE TORCH	40.36
Total for Check/Tran - 126045:					59.54
126046 4/15/21	CHK	10181	PENINSULA PEST CONTROL	RODENT SVC MO 310 FOUR CRNRS APR 2021	65.46
				RODENT SVC MO 310 FOUR CRNRS APR 2021	16.37
				RODENT SVC MO 210 FOUR CRNRS APR 2021	61.10
				RODENT SVC MO 210 FOUR CRNRS APR 2021	15.27

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 7

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 126046:					158.20
126047 4/15/21	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - HOPE LN, QUIL & WASH ST	6,335.77
126048 4/15/21	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - CAPE GEORGE 3/23	1,418.00
				FLAGGING - CAPE GEORGE 3/24	1,022.00
Total for Check/Tran - 126048:					2,440.00
126049 4/15/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	39.49
126050 4/15/21	CHK	10227	SOUND PUBLISHING INC	COMBO BUYS:PREPAREDNESS GUIDE	380.00
				SUBSTATION LAWN MOWING PROJECT	130.70
				PETERSON LK TMBER SALE WO# 29007	352.70
				SNWCRK WELL REPLACEMENT WO#21971	257.50
				COMBO BUYS:PREPAREDNESS GUIDE	95.00
Total for Check/Tran - 126050:					1,215.90
126051 4/15/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER MO 4/7/21	23.00
				TESTING: COLI/ECOLI QUIMPER MO 4/7/21	23.00
				TESTING: COLI/ECOLI QUIMPER MO 4/7/21	23.00
				TESTING: COLI/ECOLI QUIMPER MO 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
				TESTING: COLI/E.COLI QUIMPER 4/7/21	23.00
Total for Check/Tran - 126051:					253.00
126052 4/15/21	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	BLACK COVER-TRUCK HOOD	5,040.42
126053 4/15/21	CHK	10733	DANIEL S TOEPPER	BOC,MNGR MTNG,MAIL P/U 1/8-3/31/21	166.66
				BOC,MNGR MTNG,MAIL P/U 1/8-3/31/21	41.66
Total for Check/Tran - 126053:					208.32

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 8

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126054 4/15/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
126055 4/15/21	CHK	10255	USA BLUEBOOK	SCADA QUIL - PRESSURE TRNSMTR&PIPESLEEVE	243.41
126056 4/15/21	CHK	10671	WA STATE CONSOLIDATED TECHNOLO	IMAGERY SVC: MAPPING 1Y 4/30/21-4/29/22	4,000.00
126057 4/15/21	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	12,320.78
				PL DEFERRED COMP ER	5,058.72
Total for Check/Tran - 126057:					17,379.50
126058 4/15/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	737.15
126059 4/15/21	CHK	10496	WELLS FARGO VENDOR FIN SERV	4 CRNRS COPYRNT APR 21	226.93
				4 CRNRS COPYRNT APR 21	56.73
Total for Check/Tran - 126059:					283.66
126060 4/15/21	CHK	10271	WESCO RECEIVABLES CORP	TRAN 1P PAD 25KVA 120/240 & 50KVA	19,286.70
126061 4/15/21	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 124 - BATTERY	150.30
				VEH# 101 - MATERIALS	21.03
				VEH# 103 - WINDSHIELD WASHER	21.99
Total for Check/Tran - 126061:					193.32
126062 4/15/21	CHK	10278	WPUDA	MONTHLY DUES - APR 2021	4,612.80
				MONTHLY DUES - APR 2021	1,153.20
Total for Check/Tran - 126062:					5,766.00
126063 4/19/21	CHK	10281	JEFFCO EFTPS	941 PAYROLL TAX FOR PR DAY LABORERS	30.84
				941 PAYROLL TAX FOR PR DAY LABORERS	131.82
				941 PAYROLL TAX FOR PR DAY LABORERS	41.26
Total for Check/Tran - 126063:					203.92
126064 4/19/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	DL PAYROLL DEPOSIT FOR 04/19/2021	852.65
126065 4/22/21	CHK	10833	2 GRADE LLC	KALA POINT/BAYCLIFF PHASE 2 PROJECT	122,159.43
126066 4/22/21	CHK	10481	AMAZON	TONER	30.19
				TONER	7.55

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 9

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRIPP LITE UPS WEB MANAGEMENT CARD	445.44
				TRIPP LITE UPS WEB MANAGEMENT CARD	111.36
				TRIPPLITE 1.4KW SINGLEPHASE SWITCHED PDU	362.48
				TRIPPLITE 1.4KW SINGLEPHASE SWITCHED PDU	90.62
				Total for Check/Tran - 126066:	1,047.64
126067 4/22/21	CHK	10736	AMERICAN PUBLIC POWER ASSOCIATI	OVRHED LINE DISTRB TRNGN 3/30-4/7/2021	1,000.00
				OVRHED LINE DISTRB TRNGN 3/30-4/7/2021	1,000.00
				Total for Check/Tran - 126067:	2,000.00
126068 4/22/21	CHK	10447	ANIXTER INC.	ELBOW 1/0 WITH TEST POINT & TANK GROUNDS	563.61
				TANK GROUNDS	602.67
				Total for Check/Tran - 126068:	1,166.28
126069 4/22/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - COYLE PH2 1ST HALF 2020	5,968.00
126070 4/22/21	CHK	10065	DEPT OF LABOR & INDUSTRIES	WORKERS COMP - 1ST QTR 2021	21,795.42
126071 4/22/21	CHK	10073	ELECTROMARK	WARNING TAGS- RED DANGER	333.36
126072 4/22/21	CHK	10074	EMPLOYMENT SECURITY	SUTA - 1ST QTR 2021	9,364.75
126073 4/22/21	CHK	10767	EMPLOYMENT SECURITY DEPARTMEN	1ST QTR 2021 PD FLA	3,317.69
126074 4/22/21	CHK	10821	FCS GROUP	RATE STUDY SVC - THRU 3/19/2021	485.63
				RATE STUDY SVC - THRU 3/19/2021	485.62
				Total for Check/Tran - 126074:	971.25
126075 4/22/21	CHK	10090	FREDERICKSON ELECTRIC, INC	CNDT INSTL - 823 WATER ST 4/08	3,636.88
126076 4/22/21	CHK	10094	GENERAL PACIFIC, INC	METER 2S-CL320 PRG	3,189.73
126077 4/22/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKET RNTL VEH#408 4/09-5/06	2,725.00
126078 4/22/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	BROADBAND - SCRWS	29.42
				BROADBAND - DRILL BIT	13.07
				QUILCENE - MATERIALS	39.56

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 10

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				KALA PT- HOSE	14.17
				QUILCENE-SPARE GATE KEY	2.17
				Total for Check/Tran - 126078:	98.39
126079 4/22/21	CHK	10384	HDR ENGINEERING INC	WATER SYSTEM PLAN UPDATE 1/01-1/31	13,027.15
				TASK9 - SHINE&BYWATER 1/31-2/27	27,804.24
				WATER SYSTEM PLAN UPDATE 1/31-2/27	1,083.18
				Total for Check/Tran - 126079:	41,914.57
126080 4/22/21	CHK	10675	JEFFERSON COUNTY CHAMBER OF CO	CHAMPION MEMBERSHIP 1YR - 2021	476.00
				CHAMPION MEMBERSHIP 1YR - 2021	119.00
				Total for Check/Tran - 126080:	595.00
126081 4/22/21	CHK	10128	JEFFERSON COUNTY TREASURER	B&O TAX MARCH 2021	158,626.27
126082 4/22/21	CHK	10129	JIFFY LUBE	VEH#209 - OIL CHANGE	85.28
126083 4/22/21	CHK	10348	KEMP WEST, INC	TT T&M - COYLE/QUILCENE 4/05-4/11	12,653.28
126084 4/22/21	CHK	10286	L & J ENTERPRISES	LANDSCAPING - 210&310 FOUR CRNRS 3/30	518.84
				LANDSCAPING - 210&310 FOUR CRNRS 3/30	129.71
				Total for Check/Tran - 126084:	648.55
126085 4/22/21	CHK	10133	LAKESIDE INDUSTRIES	ASPHALT ROAD-ENTRANCE AT 310 4CRNRS	2,050.00
126086 4/22/21	CHK	10593	MASCOTT EQUIPMENT	FUEL PUMP SYSTEM MAINTENANCE	31.80
				FUEL PUMP SYSTEM MAINTENANCE	7.95
				Total for Check/Tran - 126086:	39.75
126087 4/22/21	CHK	10333	MOSS ADAMS LLP	PROF SVC:PRG BILL PHS2.2 DSHBRD BUILDOUT	30,263.10
				PROF SVC:PRG BILL PHS2.2 DSHBRD BUILDOUT	7,565.78
				PROF SRVS:PRG BILL FORECAST MODEL DEVEL	2,710.00
				PROF SRVS:PRG BILL FORECAST MODEL DEVEL	677.50
				Total for Check/Tran - 126087:	41,216.38
126088 4/22/21	CHK	10309	NISC	ESRI 2021 ANNUAL 1Y SVC 3/29/21-3/28/22	5,722.50
				RECURRING INVOICE MAR 2021	1,142.79

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 11

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RECURRING INVOICE MAR 2021	206.01
				RECURRING INVOICE MAR 2021	1,768.61
				RECURRING INVOICE MAR 2021	494.91
				RECURRING INVOICE MAR 2021	494.91
				RECURRING INVOICE MAR 2021	9,055.78
				RECURRING INVOICE MAR 2021	1,009.84
				RECURRING INVOICE MAR 2021	92.71
				RECURRING INVOICE MAR 2021	1,656.71
				RECURRING INVOICE MAR 2021	284.37
				RECURRING INVOICE MAR 2021	17.66
				AMS INVOICE MAR 2021	2,265.20
				AMS INVOICE MAR 2021	6,286.67
				AMS INVOICE MAR 2021	1,552.25
				AMS INVOICE MAR 2021	566.30
				AMS INVOICE MAR 2021	1,571.67
				AMS INVOICE MAR 2021	388.06
				MISC MAR 2021	619.87
				MISC MAR 2021	44.47
				MISC MAR 2021	154.97
				MISC MAR 2021	11.12
Total for Check/Tran - 126088:					35,407.38
126089 4/22/21	CHK	10167	OFFICE DEPOT	OPS STOCK - OFFICE SUPPLIES	223.72
				OPS STOCK - OFFICE SUPPLIES	55.93
				OPS&310 - OFFICE SUPPLIES	30.84
				OPS&310 - OFFICE SUPPLIES	7.71
				LINECREW - WATER BOTTLES	88.89
				210TRPWDE&STOCK - OFFICE SUPPLIES	83.89
				210TRPWDE&STOCK - OFFICE SUPPLIES	20.97
Total for Check/Tran - 126089:					511.95
126090 4/22/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	QUIMPER WTR SYS - EXCAVATOR DELIV&RNTL	307.66

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 12

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126091 4/22/21	CHK	10181	PENINSULA PEST CONTROL	BI-MONTHLY OHA SVC 310 FOUR CRNRS	69.76
				BI-MONTHLY OHA SVC 310 FOUR CRNRS	17.44
Total for Check/Tran - 126091:					87.20
126092 4/22/21	CHK	10183	PETRICKS LOCK & SAFE	BYWATER- SPARE GATE KEY	10.58
126093 4/22/21	CHK	10188	PLATT ELECTRIC SUPPLY	STREETLIGHT WIRE	1,809.18
				TRACER WIRE	999.96
				RATCHET	282.57
Total for Check/Tran - 126093:					3,091.71
126094 4/22/21	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - HOPE LN, QUIL & WASH ST	703.98
126095 4/22/21	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - HWY20 MILE MKR1 4/01	1,250.25
				FLAGGING - 223 COOK AVE 3/31	1,500.50
Total for Check/Tran - 126095:					2,750.75
126096 4/22/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	529.77
				FR CLOTHING	233.20
				FR CLOTHING	106.20
				FR CLOTHING	221.38
				FR CLOTHING	339.71
				FR CLOTHING	119.33
				FR CLOTHING	29.83
Total for Check/Tran - 126096:					1,579.42
126097 4/22/21	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- MAY 2021	1,579.12
126098 4/22/21	CHK	10216	SECURITY SERVICES NW, INC.	NIGHT PAYMENT PICKUP - APR 2021	1,189.24
				NIGHT PAYMENT PICKUP - APR 2021	297.31
Total for Check/Tran - 126098:					1,486.55
126099 4/22/21	CHK	10219	SHOLD EXCAVATING INC	UNCR SEPTICLN - 310 FOUR CRNRS 3/15-3/22	1,486.93
				UNCR SEPTICLN - 310 FOUR CRNRS 3/15-3/22	371.73
Total for Check/Tran - 126099:					1,858.66

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 13

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126100 4/22/21	CHK	10864	SOUNDEARTH STRATEGIES, INC	SUBSURFACE INVESTIGATION 3/07-4/03	8,023.53
126101 4/22/21	CHK	10634	TRACY'S INSULATION INC.	SPRAY FOAM INSTL - CONNEX AT 210 4 CRNRS	5,364.75
126102 4/22/21	CHK	10316	GERRIT J VAN OTTEN	WELLNESS PROGRAM REIMBURSEMENT 2021	250.00
126103 4/22/21	CHK	10818	WA STATE DEPT OF CORRECTIONS	FURNITURE-CUBICLES/OFFICE DESKS-OPS	154,995.56
126104 4/22/21	CHK	10569	WAYNE D. ENTERPRISES, INC.	REPLACEMENT RAIN GEAR & BIB TROUSER	-124.89
				REPLACEMENT RAIN BIB	623.17
				REPLACEMENT RAIN JACKET	889.34
Total for Check/Tran - 126104:					1,387.62
126105 4/22/21	CHK	10271	WESCO RECEIVABLES CORP	SECONDARY HH, TRAFFIC 24X36X36-POLY-FIBER	47,294.85
				EYE NUT	81.28
				MULTI-TAP 6 & MULE TAPE	504.65
				MULE TAPE	1,152.10
				TRAN 1P PAD 25KVA 120/240	9,406.60
Total for Check/Tran - 126105:					58,439.48
126106 4/22/21	CHK	10274	WESTBAY AUTO PARTS, INC.	FLEETSTOCK - GRS&WINDWSH	52.79
				VEH#415 - LICENSE KIT	4.56
Total for Check/Tran - 126106:					57.35
126107 4/26/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	39.25
				EMPLOYER'S MEDICARE TAX	39.25
				EMPLOYEES' FICA TAX	167.84
				EMPLOYER'S FICA TAX	167.84
				EMPLOYEES' FEDERAL WITHHOLDING	14.94
				EMPLOYEES' FEDERAL WITHHOLDING TAX	215.47
Total for Check/Tran - 126107:					644.59
126108 4/26/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC DL PAYROLL DEPOSIT FOR 04/26/2021		2,046.85

Total Payments for Bank Account - 1 : (104) 1,641,034.13

04/27/2021 7:56:36 AM

Accounts Payable Check Register

Page 14

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total Voids for Bank Account - 1 :					(0) 0.00
Total for Bank Account - 1 :					(104) 1,641,034.13
Grand Total for Payments :					(104) 1,641,034.13
Grand Total for Voids :					(0) 0.00
Grand Total :					(104) 1,641,034.13

04/27/2021 7:57:15 AM

Accounts Payable Check Register

Page 1

04/13/2021 To 04/26/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
141 4/14/21	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER FEB 2021	1,617,345.00
				TRANSMISSION FEB 2021	189,245.00
				REGIONAL COORD SVC FEB 2021	1,708.00
				REGIONAL COMP ENFOR FEB 2021	2,135.00
Total for Check/Tran - 141:					1,810,433.00

Total Payments for Bank Account - 1 : (1) 1,810,433.00

Total Voids for Bank Account - 1 : (0) 0.00

Total for Bank Account - 1 : (1) 1,810,433.00

Grand Total for Payments : (1) 1,810,433.00

Grand Total for Voids : (0) 0.00

Grand Total : (1) 1,810,433.00

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS PAY DATE: 4/16/2021
--

Empl	Position	Check #	Date #	Amount
2000	WATER DISTRIBUTION MANAGER II	70877	4/16/2021	1,914.77
2001	WATER DISTRIBUTION MANAGER II	70878	4/16/2021	1,908.74
3032	CUSTOMER SERVICE REP	70879	4/16/2021	1,232.15
2003	WATER TREATMENT PLANT OPERATOR III	70880	4/16/2021	2,089.10
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70881	4/16/2021	2,416.35
				9,561.11

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 4/19/2021

Empl	Position	Check #	Date #	Amount
3053	TEMPORARY LABORER	70882	4/19/2021	485.18
3054	TEMPORARY LABORER	70883	4/19/2021	367.47
				852.65

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 4/26/2021

Empl	Position	Check #	Date #	Amount
3053	TEMPORARY LABORER	70884	4/26/2021	1,143.08
3054	TEMPORARY LABORER	70885	4/26/2021	903.77
				2,046.85

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 4/16/2021

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	4/16/2021	1,282.53
3052	ADMINISTRATIVE ASSISTANT	4/16/2021	2,269.63
1026	BROADBAND SUPERVISOR	4/16/2021	2,042.14
4006	COMMISSIONER DIST 1	4/16/2021	1,779.83
4004	COMMISSIONER DIST 2	4/16/2021	2,614.60
4008	COMMISSIONER DIST 3	4/16/2021	1,428.45
3034	COMMUNICATIONS DIRECTOR	4/16/2021	2,349.19
3002	CUSTOMER SERVICE COORDINATOR	4/16/2021	1,207.67
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	4/16/2021	1,323.06
3022	CUSTOMER SERVICE REP	4/16/2021	1,345.65
3046	CUSTOMER SERVICE REP	4/16/2021	1,162.78
3048	CUSTOMER SERVICE REP	4/16/2021	1,221.84
1027	ELECTRICAL ENGINEERING MANAGER	4/16/2021	2,998.87
1044	ELECTRICAL PRE-APPRENTICE	4/16/2021	2,940.01
1041	ELECTRICAL SUPERINTENDENT	4/16/2021	3,905.10
2007	ENGINEERING DIRECTOR	4/16/2021	3,335.96
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	4/16/2021	2,175.57
3033	FINANCE DIRECTOR	4/16/2021	3,566.88
1046	FLEET/WAREHOUSE HELPER	4/16/2021	2,290.67
1008	FOREMAN LINEMAN	4/16/2021	4,369.93
1012	FOREMAN LINEMAN	4/16/2021	6,099.01
1011	GENERAL MANAGER	4/16/2021	4,771.43
1042	GIS SPECIALIST	4/16/2021	2,323.67
1017	HEAD STOREKEEPER	4/16/2021	2,325.82
3047	HUMAN RESOURCES DIRECTOR	4/16/2021	2,616.96
3008	INFORMATION TECHNOLOGY MANAGER	4/16/2021	3,202.51
3028	IT SUPPORT TECHNICIAN	4/16/2021	1,935.63
1000	LINEMAN	4/16/2021	3,968.05
1016	LINEMAN	4/16/2021	4,114.65
1020	LINEMAN	4/16/2021	2,237.08
1028	LINEMAN	4/16/2021	3,729.10
1034	LINEMAN	4/16/2021	4,843.72
1048	LINEMAN	4/16/2021	3,339.73
1043	METER READER	4/16/2021	2,117.54
1047	METER READER	4/16/2021	1,773.02
1037	OPERATIONS DIRECTOR	4/16/2021	3,548.59
3004	RESOURCE MANAGER	4/16/2021	2,796.96
1003	SCADA TECH APPRENTICE	4/16/2021	2,538.05
1015	SCADA TECH JOURNEYMAN	4/16/2021	4,283.35
3020	SERVICES DIRECTOR	4/16/2021	2,553.78
1031	STAKING ENGINEER	4/16/2021	2,447.70
1014	STOREKEEPER	4/16/2021	2,573.25
1033	SUBSTATION/METERING TECH	4/16/2021	3,215.97
3013	UTILITY ACCOUNTANT II	4/16/2021	1,592.42
3029	UTILITY ACCOUNTANT II	4/16/2021	1,754.61
3003	UTILITY BILLING CLERK	4/16/2021	1,455.12
3027	UTILITY BILLING CLERK	4/16/2021	1,481.51
3000	UTILITY BILLING COORDINATOR	4/16/2021	1,600.06
2005	WATER DISTRIBUTION MANAGER I	4/16/2021	1,645.88
2002	WATER DISTRIBUTION MANAGER II	4/16/2021	2,078.08
			\$ 130,573.61

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

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	12,032,853	12,419,774	12,099,590	4,071,234
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	4,545,742	4,500,199	4,591,199	1,361,091
4. Transmission Expense	622,012	546,802	627,623	134,938
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	388,240	469,506	484,681	152,497
7. Distribution Expense - Maintenance	847,139	774,222	907,070	304,009
8. Consumer Accounts Expense	322,675	440,520	390,881	146,373
9. Customer Service and Informational Expense	9,183	7,118	7,103	2,642
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	623,454	894,912	713,002	327,738
12. Total Operation & Maintenance Expense (2 thru 11)	7,358,445	7,633,279	7,721,559	2,429,288
13. Depreciation & Amortization Expense	1,359,321	1,378,125	1,393,245	460,676
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	360,374	715,099	697,453	234,264
16. Interest on Long-Term Debt	677,748	638,592	649,610	194,914
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	39	0	23	0
20. Total Cost of Electric Service (12 thru 19)	9,755,927	10,365,095	10,461,890	3,319,142
21. Patronage Capital & Operating Margins (1 minus 20)	2,276,926	2,054,679	1,637,700	752,092
22. Non Operating Margins - Interest	28,595	905	28,953	275
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	471,114	322,711	419,446	117,843
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	12,803	0	0	0
28. Extraordinary Items	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	2,789,438	2,378,295	2,086,099	870,210

Times Interest Earned Ratio (TIER) (Year to Date)	5.12	4.72	4.21
Operating Times Interest Earned Ratio (OTIER) (Year to Date)	4.36	4.22	3.52
Debt Service Coverage Ratio (DSC) (Year to Date)	3.26	2.94	2.77
Operating Debt Service Coverage Ratio (ODSC) (Year to Date)	2.91	2.73	2.46
Rolling 12 Month TIER	2.56	2.56	

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

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	179,930,660	29. Memberships	0
2. Construction Work in Progress	8,356,888	30. Patronage Capital	0
3. Total Utility Plant (1+2)	188,287,548	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	68,240,647	32. Operating Margins - Current Year	2,054,680
5. Net Utility Plant (3-4)	120,046,901	33. Non-Operating Margins	323,616
6. Nonutility Property - Net	87,059	34. Other Margins & Equities	30,723,310
7. Investment in Subsidiary Companies	0	35. Total Margins & Equities (29 thru 34)	33,101,606
8. Invest. in Assoc. Org. - Patronage Capital	69,926	36. Long-Term Debt RUS (Net)	95,471,306
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	0
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	38. Total Long-Term Debt (36 + 37)	95,471,306
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	94,250	41. Total Other Noncurrent Liabilities (39+40)	1,517,089
14. Total Other Property & Investments (6 thru 13)	252,245	42. Notes Payable	0
15. Cash-General Funds	3,757,962	43. Accounts Payable	4,145,049
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	7,900,136	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	3,090,524	48. Other Current & Accrued Liabilities	1,736,995
21. Accounts Receivable - Net Other	(4,317,569)	49. Total Current & Accrued Liabilities (42 thru 48)	5,882,044
22. Renewable Energy Credits	0	50. Deferred Credits	425,536
23. Materials & Supplies - Electric and Other	2,556,140	51. Total Liabilities & Other Credits (35+38+41+49+50)	136,397,581
24. Prepayments	196,186		
25. Other Current & Accrued Assets	2,387,438	ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION	
26. Total Current & Accrued Assets (15 thru 25)	15,570,817	Balance Beginning of Year	0
27. Deferred Debits	527,618	Amounts Received This Year (Net)	256,092
28. Total Assets & Other Debits (5+14+26+27)	136,397,581	TOTAL Contributions-In-Aid-Of-Construction	256,092

Equity Ratio **24.27%**
 (Total Margins & Equities/Total Assets & Other Debits) x 100

Long-Term Debt to Total Plant Ratio **50.71%**
 (Long Term Debt/Total Utility Plant) x 100

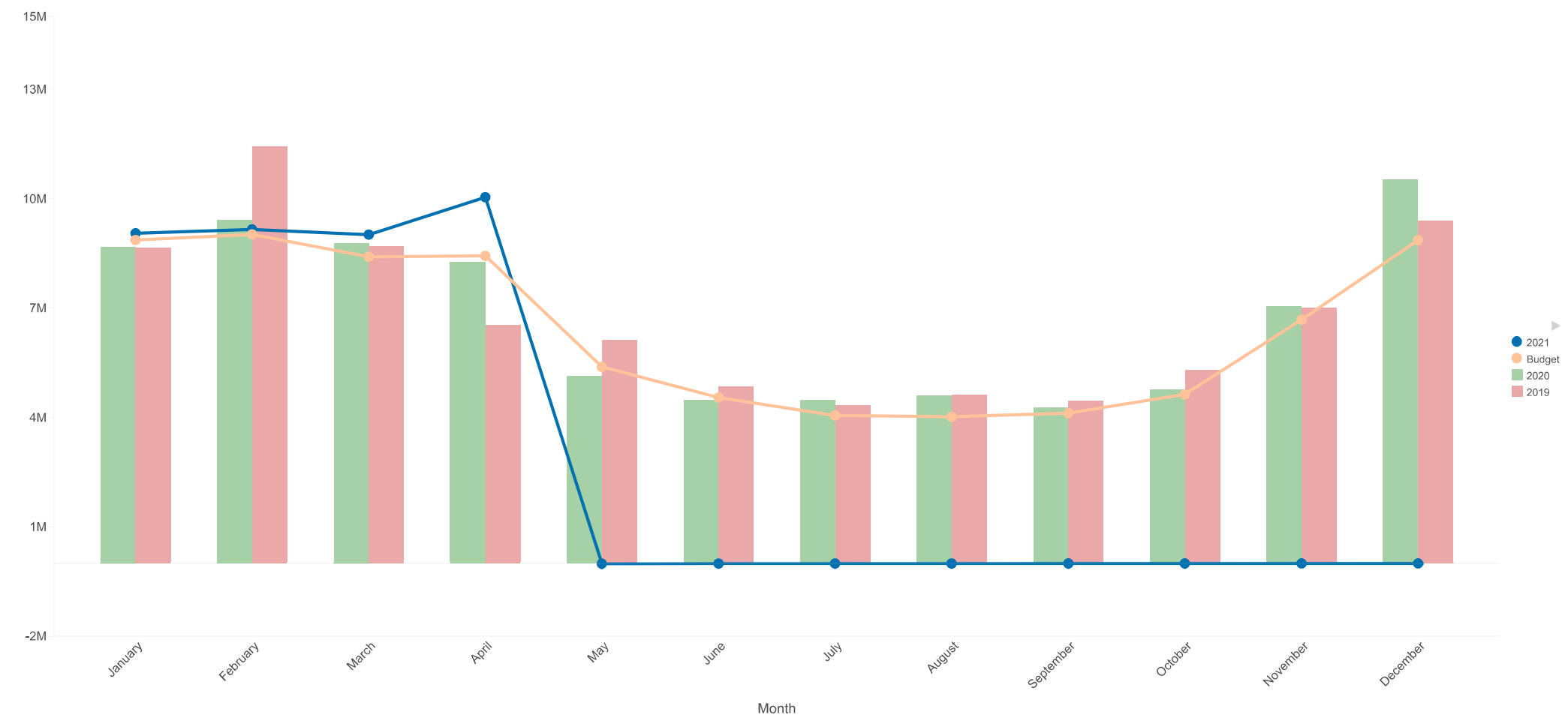
Jefferson County PUD #1
Power Requirements
As of March 31, 2021

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	MARCH CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,732	17,714	
	b. KWH Sold			24,878,579
	c. Revenue			2,778,312
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	2,403	2,400	
	b. KWH Sold			6,515,012
	c. Revenue			712,152
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			7,802,216
	c. Revenue			546,267
6. Public Street & Highway Lighting	a. No. Consumers Served	209	210	
	b. KWH Sold			44,758
	c. Revenue			17,567
7. Non Metered Device Authority	a. No. Consumers Served	6	6	
	b. KWH Sold			0
	c. Revenue			1,695
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served	0	0	
	b. KWH Sold			0
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served	0	0	
	b. KWH Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		20,378	20,358	
11. TOTAL KWH Sold (lines 1b thru 9b)				39,240,565
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				4,056,053
13. Transmission Revenue				0
14. Other Electric Revenue				15,181
15. KWH - Own Use				1,915
16. TOTAL KWH Purchased				39,917,328
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				1,361,091
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				82,727

Electric Division
Comparison 2021 Budget to 2021 Actuals Year to Date Through MARCH

	2021 Budget MARCH YTD	2021 Actuals MARCH YTD	Variance
1. Operating Revenue and Patronage Capital	12,099,590	12,419,774	320,184
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	4,591,199	4,500,199	(91,000)
4. Transmission Expense	627,623	546,802	(80,821)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	484,681	469,506	(15,175)
7. Distribution Expense - Maintenance	907,070	774,222	(132,848)
8. Consumer Accounts Expense	390,881	440,520	49,639
9. Customer Service and Informational Expense	7,103	7,118	15
10. Sales Expense	0	0	0
11. Administrative and General Expense	713,002	894,912	181,910
12. Total Operation & Maintenance Expense (2 thru 11)	7,721,559	7,633,279	(88,280)
13. Depreciation & Amortization Expense	1,393,245	1,378,125	(15,120)
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	697,453	715,099	17,646
16. Interest on Long-Term Debt	649,610	638,592	(11,018)
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	23	0	(23)
20. Total Cost of Electric Service (12 thru 19)	10,461,890	10,365,095	(96,795)
21. Patronage Capital & Operating Margins (1 minus 20)	1,637,700	2,054,679	416,979
22. Non Operating Margins - Interest	28,953	905	(28,048)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	419,446	322,711	(96,735)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
29. Patronage Capital or Margins (21 thru 28)	2,086,099	2,378,295	292,196

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



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

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	558,939	566,753	562,852	186,188
2. Power Production Expense	0	0	163	0
3. Cost of Purchased Power	1,116	30,101	50,000	10,411
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	174,484	164,418	264,088	44,947
7. Distribution Expense - Maintenance	95,035	70,259	140,702	9,589
8. Consumer Accounts Expense	49,447	62,034	56,772	17,739
9. Customer Service and Informational Expense	110	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	231,210	253,771	293,106	84,770
12. Total Operation & Maintenance Expense (2 thru 11)	551,402	580,583	804,831	167,456
13. Depreciation & Amortization Expense	175,390	191,624	183,967	64,106
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	27,055	27,280	27,244	8,890
16. Interest on Long-Term Debt	61,476	56,904	56,747	18,916
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
20. Total Cost of Water Service (12 thru 19)	815,323	856,391	1,072,789	259,368
21. Patronage Capital & Operating Margins (1 minus 20)	(256,384)	(289,638)	(509,937)	(73,180)
22. Non Operating Margins - Interest	46,834	19,379	47,420	2,529
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	83,905	35,072	193,260	13,265
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	3,201	0	0	0
28. Extraordinary Items	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	(122,444)	(235,187)	(269,257)	(57,386)

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

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	30,933,929	29. Memberships	0
2. Construction Work in Progress	1,108,454	30. Patronage Capital	0
3. Total Utility Plant (1+2)	32,042,383	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	12,589,602	32. Operating Margins - Current Year	(289,638)
5. Net Utility Plant (3-4)	19,452,781	33. Non-Operating Margins	54,452
6. Nonutility Property - Net	2,172,301	34. Other Margins & Equities	22,988,227
7. Investment in Subsidiary Companies	0	35. Total Margins & Equities (29 thru 34)	22,753,041
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)	5,575,876
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	38. Total Long-Term Debt (36 + 37)	5,575,876
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	170,793	41. Total Other Noncurrent Liabilities (39+40)	0
14. Total Other Property & Investments (6 thru 13)	2,343,094	42. Notes Payable	891,156
15. Cash-General Funds	163,041	43. Accounts Payable	(4,490,424)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	1,967,048	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	133,374	48. Other Current & Accrued Liabilities	55,240
21. Accounts Receivable - Net Other	557,985	49. Total Current & Accrued Liabilities (42 thru 48)	(3,544,028)
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	18,330	51. Total Liabilities & Other Credits (35+38+41+49+50)	24,784,889
24. Prepayments	0		
25. Other Current & Accrued Assets	149,235	ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION	
26. Total Current & Accrued Assets (15 thru 25)	2,989,013	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	25,268
28. Total Assets & Other Debits (5+14+26+27)	24,784,888	TOTAL Contributions-In-Aid-Of-Construction	25,268

Equity Ratio **91.80%**
 (Total Margins & Equities/Total Assets & Other Debits) x 100

Long-Term Debt to Total Plant Ratio **17.40%**
 (Long Term Debt/Total Utility Plant) x 100

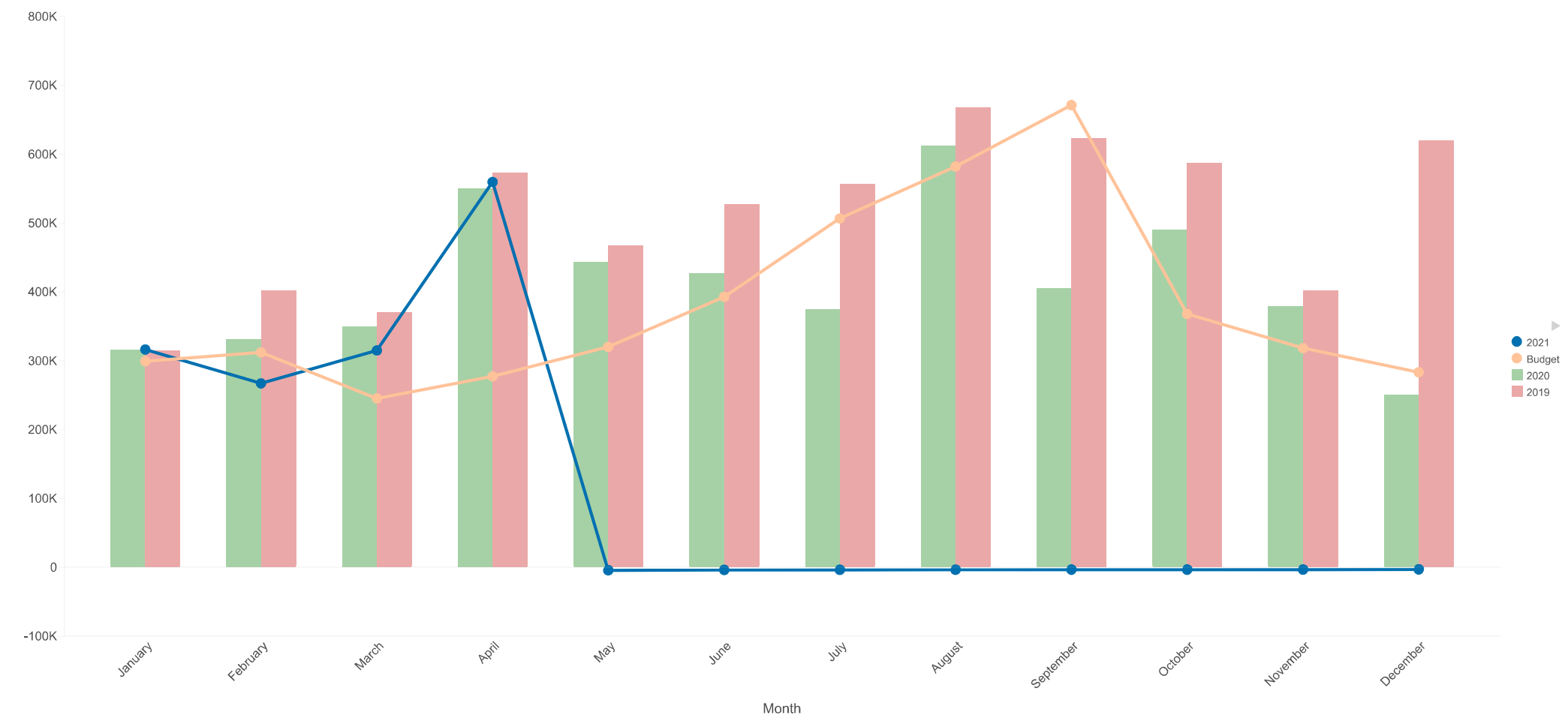
Jefferson County PUD #1
Water Requirements
As of March 31, 2021

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	MARCH CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	12	12	
	b. Gallons Sold			0
	c. Revenue			1,131
2. Metered Residential Sales -	a. No. Consumers Served	4,532	4,529	
	b. Gallons Sold			11,405,206
	c. Revenue			141,554
3. Metered Commercial Sales	a. No. Consumers Served	319	317	
	b. Gallons Sold			3,364,470
	c. Revenue			30,494
4. Residential Multi-Family	a. No. Consumers Served	46	46	
	b. Gallons Sold			167,230
	c. Revenue			2,295
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			2,911,930
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	375	374	
	b. Gallons Sold			0
	c. Revenue			10,241
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		5,312	5,306	
11. TOTAL Gallons Sold (lines 1b thru 9b)				17,848,836
12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)				185,744
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				444
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				23,910,167
18. Cost of Purchases and Generation				10,411

Water Division
Comparison 2021 Budget to 2021 Actuals Year to Date Through MARCH

	2021 Budget MARCH YTD	2021 Actuals MARCH YTD	Variance
1. Operating Revenue and Patronage Capital	562,852	566,753	3,901
2. Power Production Expense	163	0	(163)
3. Cost of Purchased Power	50,000	30,101	(19,899)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	264,088	164,418	(99,670)
7. Distribution Expense - Maintenance	140,702	70,259	(70,443)
8. Consumer Accounts Expense	56,772	62,034	5,262
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	293,106	253,771	(39,335)
12. Total Operation & Maintenance Expense (2 thru 11)	804,831	580,583	(224,248)
13. Depreciation & Amortization Expense	183,967	191,624	7,657
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	27,244	27,280	36
16. Interest on Long-Term Debt	56,747	56,904	157
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
20. Total Cost of Water Service (12 thru 19)	1,072,789	856,391	(216,398)
21. Patronage Capital & Operating Margins (1 minus 20)	(509,937)	(289,638)	220,299
22. Non Operating Margins - Interest	47,420	19,379	(28,041)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	193,260	35,072	(158,188)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
29. Patronage Capital or Margins (21 thru 28)	(269,257)	(235,187)	34,070

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



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

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.12	Operating Account - Jefferson Co. Treasurer	\$3,193,856
1 131.11	Operating Depository Account - Bank of America	562,229
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	26,642
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	8,697
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850
2 135.21	Cash Held in Trust by Property Manager	150
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	96 Restricted
1 131.16	Payroll Clearing Account - 1st Security Bank	27
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	23 Restricted
TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS		\$3,921,003
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$3,134,447
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	2,840,689
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,925,000
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	1,040,856 Restricted
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	671,167
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	255,025 Restricted
TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS		\$9,867,184
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	\$164,778 Restricted
1 126.10	Capital Reserves	94,000 Restricted
2 126.10	Capital Reserves	6,000 Restricted
1 128.00	Other Special Funds	250 Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	15 Restricted
TOTAL LINE 13. BALANCE SHEET-SPECIAL FUNDS		\$265,043
RESTRICTED CASH BALANCE--MARCH 2021		\$1,561,043
NON-RESTRICTED CASH BALANCE--MARCH 2021		\$12,492,187
TOTAL CASH AND CASH EQUIVALENTS IN BANK--MARCH 2021		\$14,053,230
TOTAL CASH AND CASH EQUIVALENTS IN BANK--FEBRUARY 2021		\$13,973,202
Change in Bank Balance		\$80,028



AGENDA REPORT

DATE: May 4, 2021
TO: Board of Commissioners
FROM: Samantha Harper, P.E., Engineering Director
RE: On-site Septic Discussion
RECOMMENDATION: Discussion Only

SUMMARY: Staff would like to discuss with the Board of Commissioners the PUD owned Community On-site Septic Systems (OSS) and what services comprise the monthly wastewater fee.

BACKGROUND: At a BOC Special Meeting on July 28, 2020, staff gave a presentation on PUD management types; locations of the PUD's Community OSS, jurisdiction of the Community OSS (state or local) and number of wastewater customers.

During the rate hearing on April 6th, questions were asked of staff regarding the increase of the wastewater rates. The summary of questions were what services does the monthly wastewater fee include; what are the reserve accounts for; and PUD services the same for all the Community OSS.

The PUD owns thirteen Community OSS; provides operations and maintenance to two Community OSS; and provides services to one Community OSS. The systems are a combination of Washington State Department of Health regulated (design flows between 3,500 gpd – 100,000 gpd) and Jefferson County Environmental Public Health regulated (design flows up to 3,499 gpd). The PUD has approximately 357 wastewater customers.

Of the 13 Community OSS, the services provided are not the same. There are two groups:

1. Kala Point and Beckett Point; and
2. All other community septic systems.

The first group, Kala Point and Beckett Point, the PUD is responsible from the building envelop (exterior wall of the dwelling unit) to the drainfield. The second group the PUD is responsible from the on-site septic tank effluent to the drainfield.

The tasks within the wastewater fees include, but are not limited to: monthly inspections, annual inspections; bi-annual mowing of drainfields; maintenance and or repair of access roads; replacement of lids and risers (Group 1); pumping of on-site individual septic tanks (Group 1); repair and replacement of grinder pumps (Group 1); maintenance of pump stations; control panels and piping, as needed; and reporting to Jefferson County public health through a third party reporting software (Kala Point only).

The reserve accounts are set up through the County Treasurer's office. There is not a reserve account for every Community OSS. The reserve funds are for catastrophic failure of the Community OSS, mostly for the drainfields. If a major failure happens, then the PUD would need to obtain approval from the Jefferson County Environmental Health Department prior to the release of reserve funds.

ANALYSIS/FINDINGS: None

FISCAL IMPACT: None

RECOMMENDATION: Discussion only

Attachments: 1. Community On-site Septic Presentation

Large On-site Septic Systems

BOC Special Meeting July 28, 2020

Presented by: Samantha Harper, P.E.



Septic Terms

- “Large on-site septic system (LOSS)” has design flows between 3,500 gallons per day (gpd) – 100,000 gpd (DOH definition)
- “Community on-site septic system (OSS)” serves two or more independent standalone dwelling units with design flows up to 3,500 gpd (County Code 8.15)
- A bedroom design flow is 120 gpd



3 Types of PUD Management

- Ownership
- Operation, Maintenance (O&M) and Inspection
- Service



PUD Management - Ownership

- RCW 54.16.230

Allows PUD to acquire, construct, operate, maintain and add to sewage systems



Beckett Point Pump Facility



PUD Management – O&M and Inspection

- RCW 54.16.310
Allows PUD to perform O&M and charge for the service
- County Health Board Resolution May 25, 1993
Authorizes the PUD to perform O&M and inspections
- County Code Section 8.15
Management of community on-site sewage systems shall be by an entity approved by JCPH.



2 Categories of PUD Large On-site Septic Systems (LOSS)

- Jefferson County Environmental Public Health (JCEPH)
Approve systems with design flows up to 3,499 gpd
- Department of Health (DOH)
Approve systems with design flows between 3,500 gpd – 100,000 gpd



PUD On-site Septic Systems

System Category	Type of Management	
DOH LOSS	Ownership	5
County Community OSS	Ownership	8
	Operations and Maintenance	2
	Service	1
	Total “Managed” On-site Septic Systems	16



System Map

County Community On-site Septic Systems

DOH Large On-site Septic Systems

Operation and Maintenance Agreement

Service Agreement





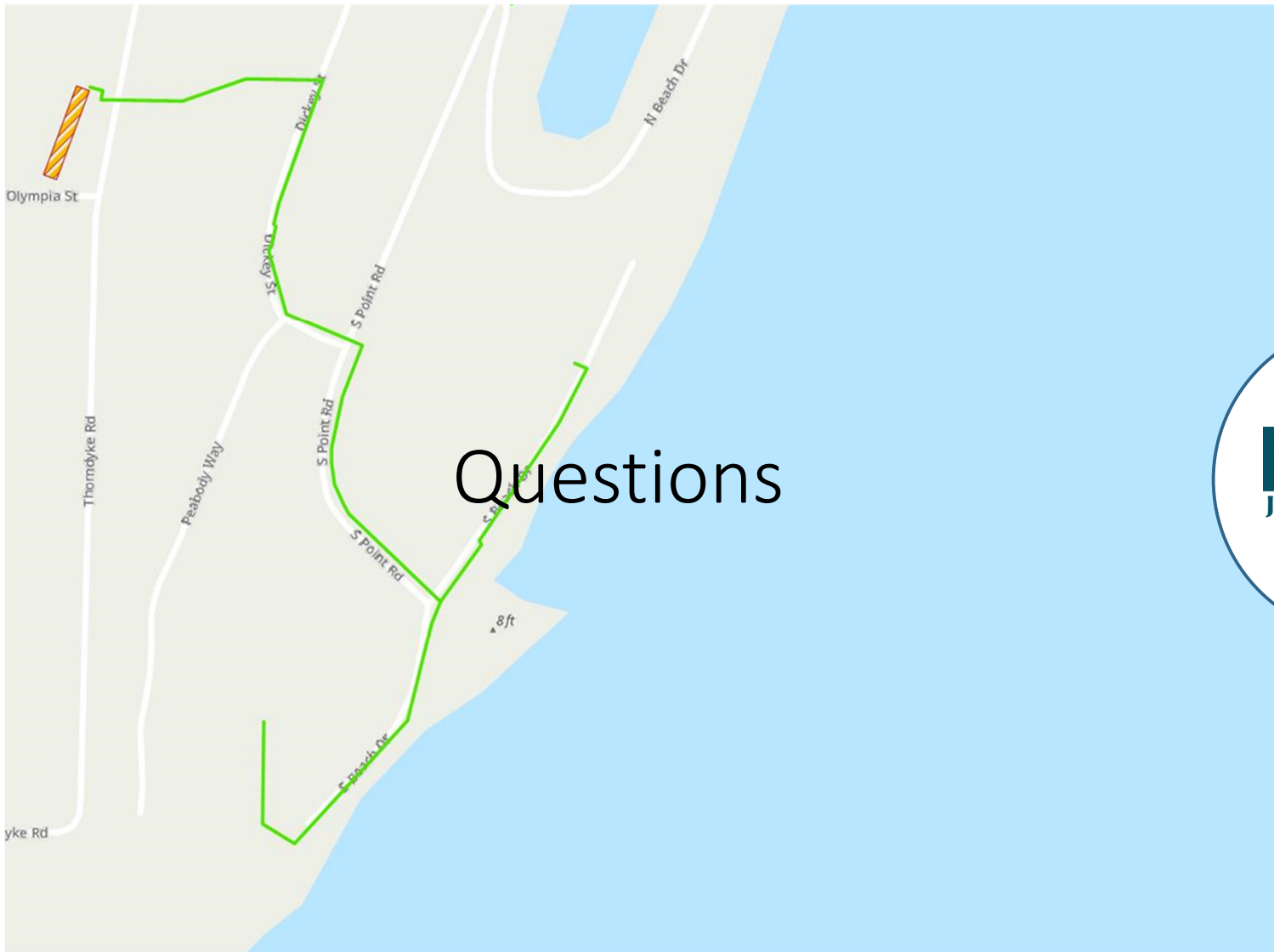
Sewer Rates and Charges

Sewer Rates

Description	Rate Amount
Standard Rate	\$30.80
Kala Point Only	\$20.00
Low Income	\$21.56

Schedule of Charges for Water and Sewer Services

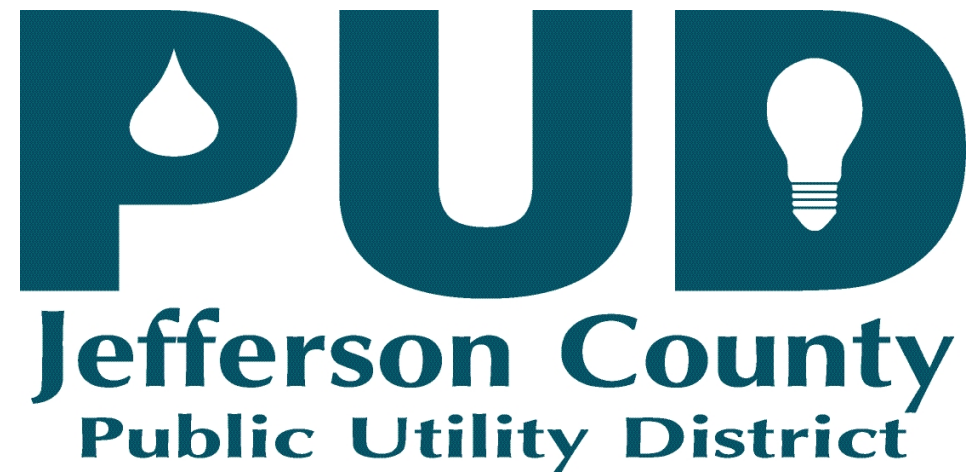
Sewer Service Charges	Amount
Hook-up Fee	\$150
System Charge	per sewer agreement
Bedroom fee (per bedroom)	Per sewer agreement
Inspection of private septic system	\$350 (min.)
Monthly sewer operation and maintenance fee	\$250 per month



Wastewater Discussion

BOC Meeting May 4, 2021

Presented by: Samantha Harper, P.E.



Outline

- Review of PUD On-site Septic Systems
- Septic Definitions
- PUD Responsibility
- Reserve Accounts



PUD On-site Septic Systems

System Category	Type of Management	
DOH LOSS	Ownership	5
County Community OSS	Ownership	8
	Operations and Maintenance	2
	Service	1
	Total “Managed” On-site Septic Systems	16



Mats View Community OSS Drainfield



System Map

County Community On-site Septic Systems

DOH Large On-site Septic Systems

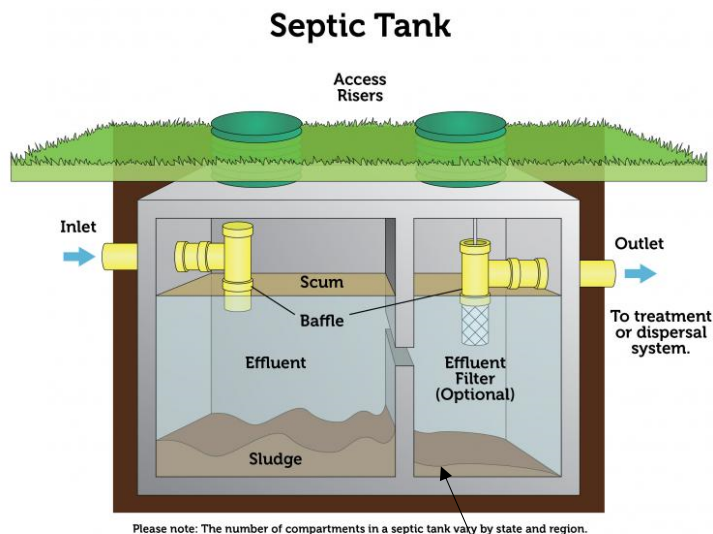
Operation and Maintenance Agreement

Service Agreement





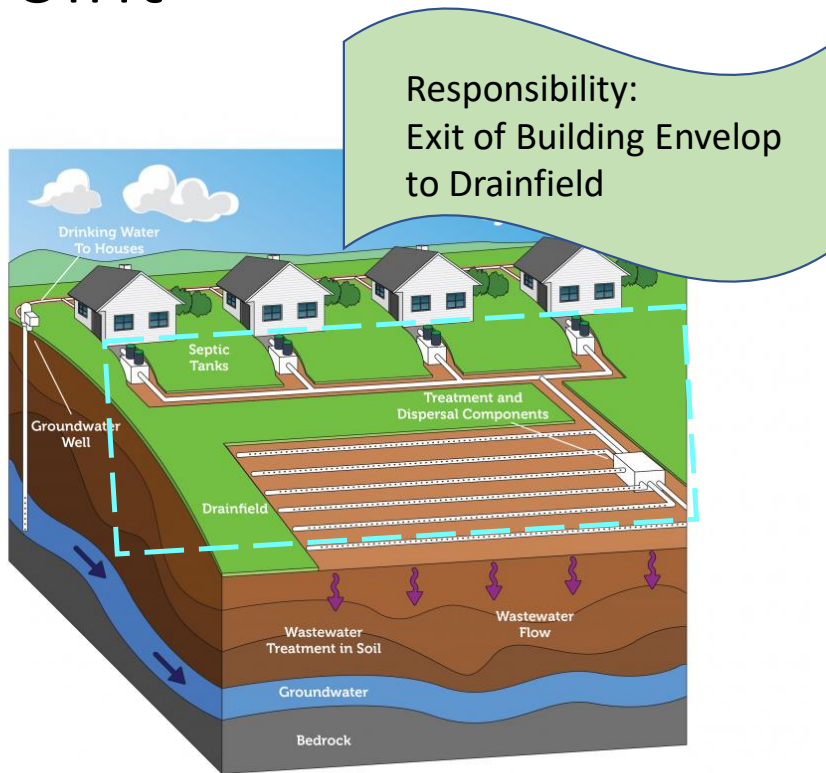
Septic Definitions



May have a grinder pump or flow by gravity

- Effluent – outflowing of the water from tank
- Septic Tank – Usually on customers property and connects to the septic piping which flows (by gravity or pumps) to the community drainfield.

PUD Responsibility - Kala Point and Beckett Point



Please note: Septic systems vary. Diagram is not to scale.

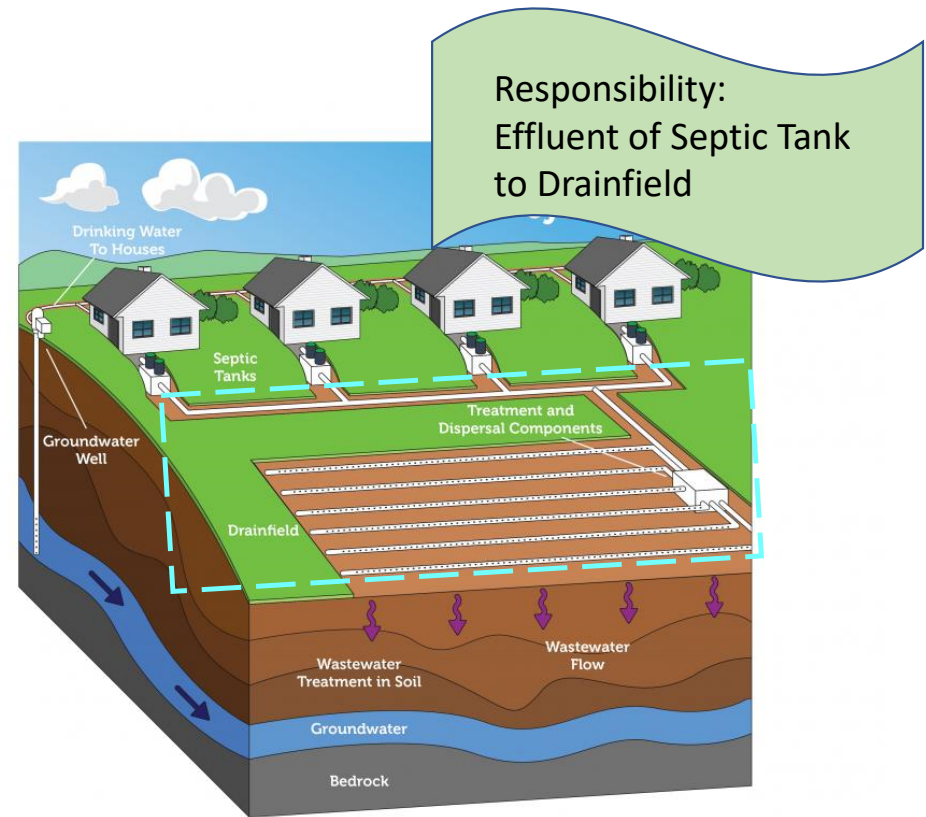
Monthly fee includes:

- Replacement of lids and risers, as needed.
- Pump on-site septic tanks, as needed.
- Fill reports with county and pay for a third-party report company, Kala Point
- Maintain roads to drainfields and pump facilities.
- Annual inspections.
- Monthly monitoring of system.
- Bi-Annual mowing of drainfield(s)
- Replacement or repair of grinder pumps as needed.
- Any other state and local permitting or regulation requirements
- Any other state and local permitting or regulation requirements

PUD Responsibility – All other PUD systems

Monthly fee includes:

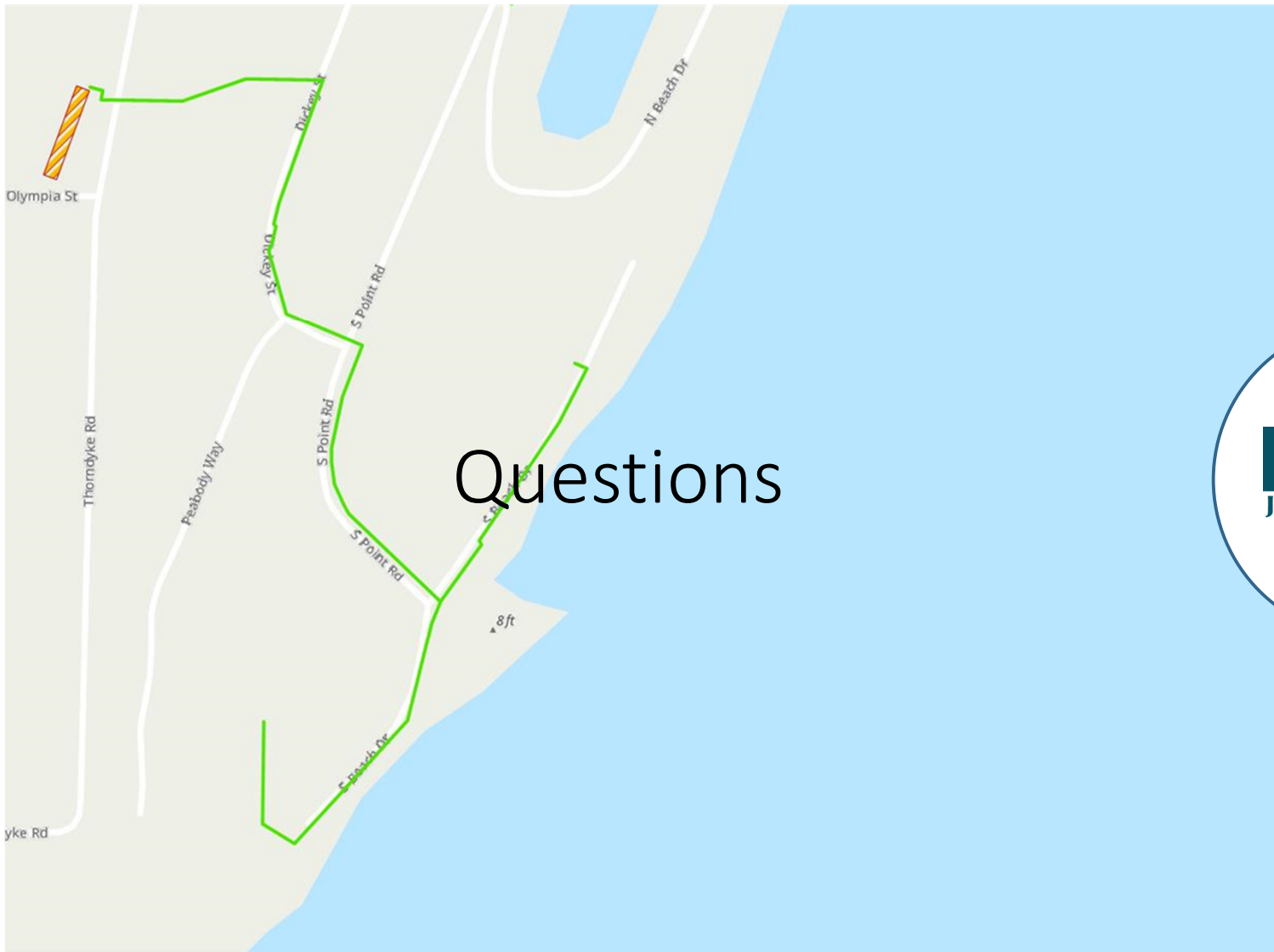
- Maintain roads to drainfields and pump facilities.
- Annual inspections.
- Monthly monitoring of system.
- Bi-Annual mowing of drainfield(s).
- Any other state and local permitting or regulation requirements



Please note: Septic systems vary. Diagram is not to scale.

Septic Reserve Accounts

- The reserve accounts are set up for catastrophic failure of the community septic system, usually the drainfield.
- There are held by the County Treasurer's office.
- Once failure fixed, the money is eligible to be released to the PUD with approval by Jefferson County Environmental Health.
- Not every community on-site system has a reserve account,



RESIDENTIAL - ORIGINAL

Residential	Existing	Proposed					kWh	Existing	Monthly Bills					\$ Difference					% Difference			
		2021	2022	2023	2024				2021	2022	2023	2024		2021	2022	2023	2024		2021	2022	2023	2024
Basic Charge - Single Phase - \$ / Mo.	\$ 18.50	\$ 21.00	\$ 23.50	\$ 26.00	\$ 28.50		0	\$ 18.50	\$ 21.00	\$ 23.50	\$ 26.00	\$ 28.50	\$	2.50	\$ 2.50	\$ 2.50	\$ 2.50		13.51%	11.90%	10.64%	9.62%
Basic Charge - Single Phase - \$ / Day	0.62	0.70	0.78	0.87	0.95		250	40.55	43.05	46.93	49.95	53.00		2.50	3.88	3.03	3.05		6.17%	9.00%	6.45%	6.11%
Energy Charge - Tier 1 - \$ / kWh	0.0882	0.0882	0.0937	0.0958	0.0980		500	62.60	65.10	70.35	73.90	77.50		2.50	5.25	3.55	3.60		3.99%	8.06%	5.05%	4.87%
Energy Charge - Tier 2 - \$ / kWh	0.1070	0.1070	0.1137	0.1162	0.1189		750	87.47	89.97	96.78	100.91	105.14		2.50	6.81	4.13	4.23		2.86%	7.56%	4.27%	4.19%
Energy Charge - Tier 3 - \$ / kWh	n/a	0.1143	0.1215	0.1241	0.1270		1,000	114.22	116.72	125.20	129.96	134.86		2.50	8.48	4.76	4.90		2.19%	7.27%	3.80%	3.77%
Class Rate Increase %		3.16%	7.23%	3.66%	3.65%		1,250	140.97	143.47	153.63	159.01	164.59		2.50	10.16	5.38	5.58		1.77%	7.08%	3.51%	3.51%
Notes: Tier 1 - 0-600kWh							1,500	167.72	170.22	182.05	188.06	194.31		2.50	11.83	6.01	6.25		1.49%	6.95%	3.30%	3.32%
Tier 2 - Existing: 600+kWh Proposed: 601 - 1,600 kWh							1,750	194.47	198.07	211.65	218.30	225.25		3.60	13.58	6.65	6.96		1.85%	6.86%	3.14%	3.19%
Tier 3 - Proposed: 1,600+kWh							2,000	221.22	226.64	242.02	249.32	257.00		5.42	15.38	7.30	7.68		2.45%	6.79%	3.02%	3.08%
Three phase and discount rates available							3,000	328.22	340.94	363.52	373.42	384.00		12.72	22.58	9.90	10.58		3.88%	6.62%	2.72%	2.83%
									- Summer Average kWh													
									- Annual Average kWh													
									- Winter Average kWh													

RESIDENTIAL - SCENARIO 1: FULL INCREASE IN TIER 3 IN 2021 PROPORTIONAL THEREAFTER

Residential	Existing	Proposed					kWh	Existing	Monthly Bills					\$ Difference					% Difference			
		2021	2022	2023	2024				2021	2022	2023	2024		2021	2022	2023	2024		2021	2022	2023	2024
Basic Charge - Single Phase - \$ / Mo.	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50		0	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50	\$	-	\$ -	\$ -	\$ -		0.00%	0.00%	0.00%	0.00%
Basic Charge - Single Phase - \$ / Day	0.62	0.62	0.62	0.62	0.62		250	40.55	40.55	42.43	43.43	44.48		-	1.88	1.00	1.05		0.00%	4.62%	2.36%	2.42%
Energy Charge - Tier 1 - \$ / kWh	0.0882	0.0882	0.0957	0.0997	0.1039		500	62.60	62.60	66.35	68.35	70.45		-	3.75	2.00	2.10		0.00%	5.99%	3.01%	3.07%
Energy Charge - Tier 2 - \$ / kWh	0.1070	0.1070	0.1161	0.1210	0.1261		750	87.47	87.47	93.34	96.47	99.76		-	5.86	3.14	3.29		0.00%	6.71%	3.36%	3.41%
Energy Charge - Tier 3 - \$ / kWh	n/a	0.1294	0.1404	0.1463	0.1525		1,000	114.22	114.22	122.36	126.72	131.28		-	8.14	4.36	4.56		0.00%	7.13%	3.56%	3.60%
Class Rate Increase %		3.16%	7.23%	3.66%	3.65%		1,250	140.97	140.97	151.39	156.97	162.81		-	10.42	5.59	5.84		0.00%	7.39%	3.69%	3.72%
Notes: Tier 1 - 0-600kWh							1,500	167.72	167.72	180.41	187.22	194.33		-	12.69	6.81	7.11		0.00%	7.57%	3.77%	3.80%
Tier 2 - Existing: 600+kWh Proposed: 601 - 1,600 kWh							1,750	194.47	197.83	213.08	221.27	229.82		3.36	15.25	8.19	8.55		1.73%	7.71%	3.84%	3.86%
Tier 3 - Proposed: 1,600+kWh							2,000	221.22	230.18	248.18	257.84	267.94		8.96	18.00	9.66	10.10		4.05%	7.82%	3.89%	3.92%
Three phase and discount rates available							3,000	328.22	359.58	388.58	404.14	420.44		31.36	29.00	15.56	16.30		9.55%	8.06%	4.00%	4.03%
									- Summer Average kWh													
									- Annual Average kWh													
									- Winter Average kWh													

RESIDENTIAL - SCENARIO 2: INCREASE IN TIER 2 AND 3 IN 2021 PROPORTIONAL THEREAFTER

Residential	Existing	Proposed					kWh	Existing	Monthly Bills					\$ Difference					% Difference			
		2021	2022	2023	2024				2021	2022	2023	2024		2021	2022	2023	2024		2021	2022	2023	2024
Basic Charge - Single Phase - \$ / Mo.	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50		0	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50	\$ 18.50	\$	-	\$ -	\$ -	\$ -		0.00%	0.00%	0.00%	0.00%
Basic Charge - Single Phase - \$ / Day	0.62	0.62	0.62	0.62	0.62		250	40.55	40.55	42.43	43.43	44.48		-	1.88	1.00	1.05		0.00%	4.62%	2.36%	2.42%
Energy Charge - Tier 1 - \$ / kWh	0.0882	0.0882	0.0957	0.0997	0.1039		500	62.60	62.60	66.35	68.35	70.45		-	3.75	2.00	2.10		0.00%	5.99%	3.01%	3.07%
Energy Charge - Tier 2 - \$ / kWh	0.1070	0.1103	0.1196	0.1247	0.1299		750	87.47	87.97	93.86	97.03	100.33		0.50	5.90	3.17	3.30		0.57%	6.70%	3.37%	3.40%
Energy Charge - Tier 3 - \$ / kWh	n/a	0.1218	0.1321	0.1377	0.1435		1,000	114.22	115.54	123.76	128.20	132.80		1.32	8.22	4.44	4.60		1.16%	7.11%	3.59%	3.59%
Class Rate Increase %		3.16%	7.23%	3.66%	3.65%		1,250	140.97	143.12	153.66	159.38	165.28		2.15	10.55	5.72	5.90		1.52%	7.37%	3.72%	3.70%
Notes: Tier 1 - 0-600kWh							1,500	167.72	170.69	183.56	190.55	197.75		2.97	12.87	6.99	7.20		1.77%	7.54%	3.81%	3.78%
Tier 2 - Existing: 600+kWh Proposed: 601 - 1,600 kWh							1,750	194.47	199.99	215.34	223.68	232.27		5.52	15.35	8.34	8.59		2.84%	7.67%	3.87%	3.84%
Tier 3 - Proposed: 1,600+kWh							2,000	221.22	230.44	248.36	258.10	268.14		9.22	17.92	9.74	10.04		4.17%	7.78%	3.92%	3.89%
Three phase and discount rates available							3,000	328.22	352.24	380.46	395.80	411.64		24.02	28.22	15.34	15.84		7.32%	8.01%	4.03%	4.00%
									- Summer Average kWh													
									- Annual Average kWh													
									- Winter Average kWh													



AGENDA REPORT

DATE: May 4, 2021
TO: Jefferson County PUD, Board of Commissioners
FROM: Jean Hall, Services Director
RE: Rate Increase Impact Comparison for Low-Income Rate Class

RECCOMENDATION: No action required, For information only.

Summary: Continued dialog regarding the effects of multiple rate models on the low-income rate class billed revenue.

Background: During discussions about the current rate study there has been some debate as to the rate model that the Board of Commissioners should adopt. The initial study places the emphasis of the rate increase on the base fee. This will allow for steady revenue that is not dependent upon consumption levels.

The other rate model being considered keeps the base fee at its current amount of \$18.50 and places the increase on the consumption rates. This will promote conservation but raised concerns about the effect of this type of increase on low-income program participants.

Both models include introducing a third usage tier rate to further the efforts to promote conservation.

Findings/Conclusion: The attached report looks a little closer at the usage trends of both standard residential consumers and those who participate in the low-income programs. In the model that places the bulk of the increase on the base fee, there would be minimal impact to low-income customers as the flat rate discount is geared to that type of rate structure.

If the PUD chooses to use a rate structure that is geared towards increased consumption rates, all customers whose usage falls into the higher tier would be significantly impacted. In order to reduce that impact on low-income customers, the PUD would need to look at changing the low-income subsidy model.

Low Income vs Standard Residential Rate Usage Comparison

The data used for these comparisons was gathered from 2019 usage reports, as February of that year has the highest average usage over the past two years for both the low-income and standard residential single-phase rates. This approach was taken as we are looking for the severity of the potential impact from rate increases. Please note the difference in the range of consumption between the two rate classes.

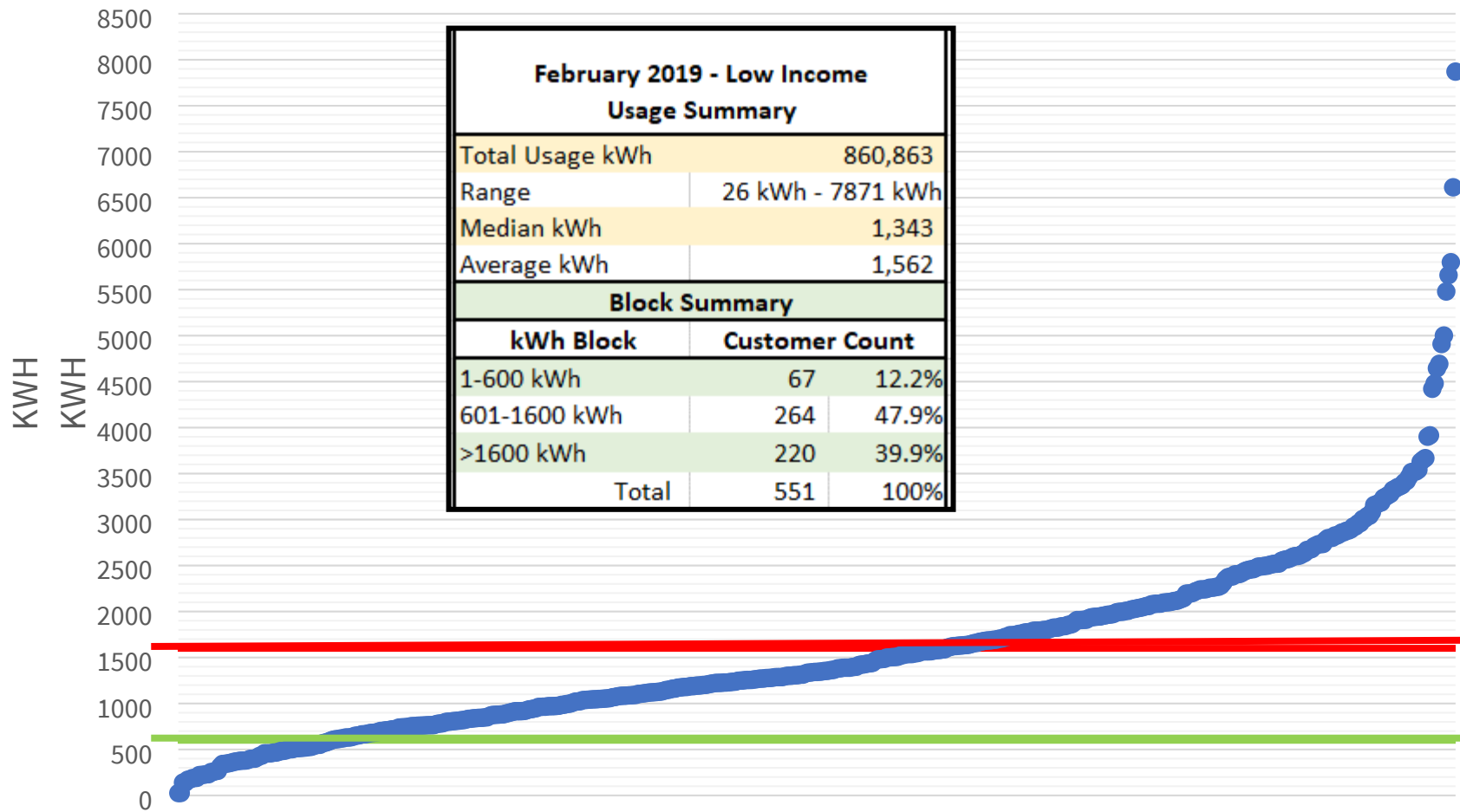
The kWh usage blocks in the following charts and graphs will show the number and percentage of customers that will fall into the three usage tiers that have been proposed in the preceding rate discussions.

2019 Low Income Customer Usage Data													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
kWh Usage Block	Total	744,605	860,863	859,777	566,594	471,997	363,394	338,309	319,308	345,779	500,508	638,682	840,455
	Max	7,497	7,871	6,894	6,752	4,954	5,020	4,229	4,073	5,921	3,880	6,000	6,070
	Median	1,219	1,343	1,361	883	724	552	511	474	502	718	939	1,200
	Average	1,359	1,562	1,546	999	831	638	576	547	583	847	1,070	1,317
Customer Count per Block	Total Count	548	551	556	567	568	570	587	584	593	591	597	638
	0-600	78	67	67	138	197	321	376	394	380	232	148	102
	601-1600	302	264	262	348	329	233	199	180	197	311	350	347
	>1600	168	220	227	81	42	16	12	10	16	48	99	189

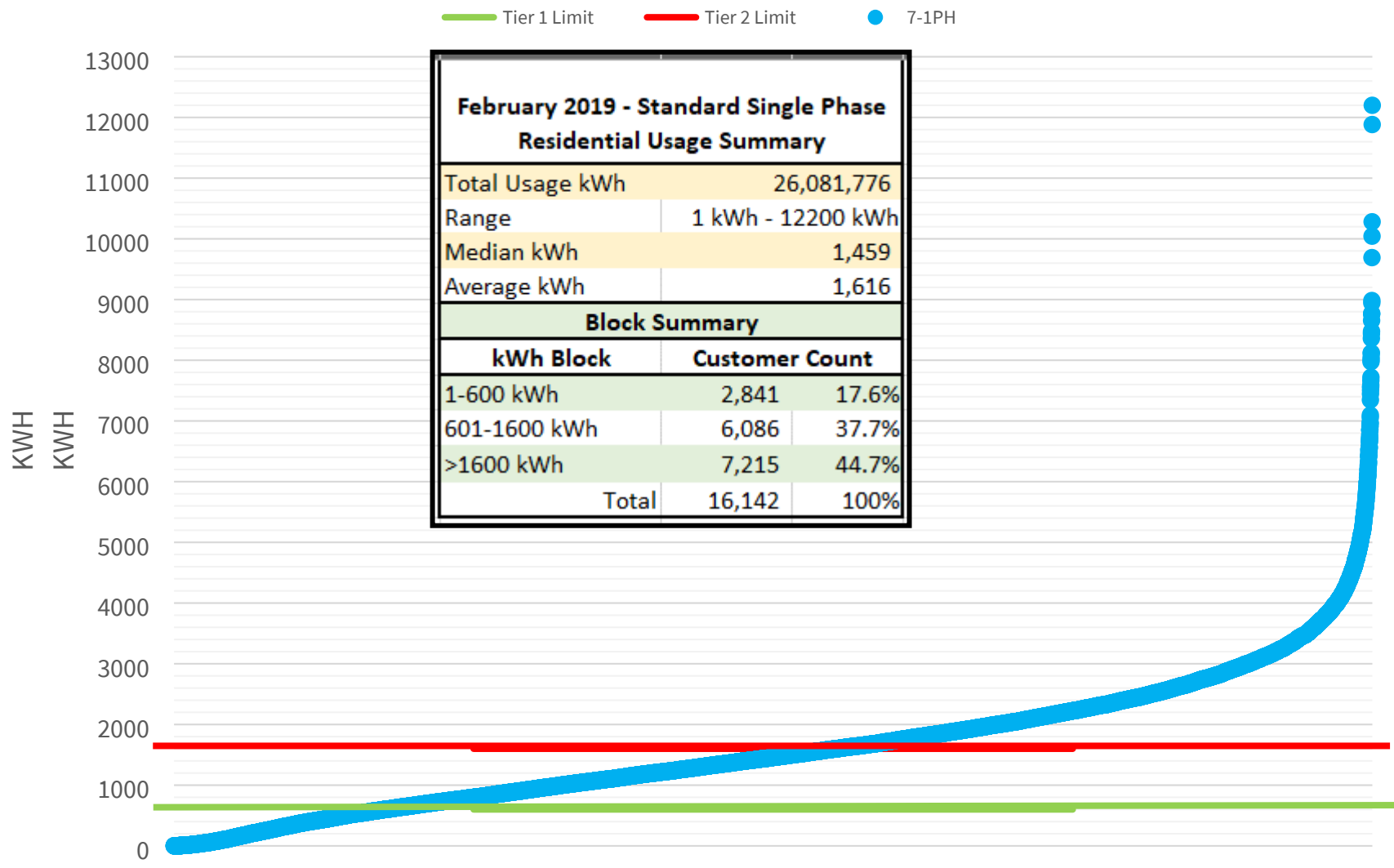
2019 Standard Residential Customer Usage Data													
2019		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
kWh Usage Block	Total kWh	23,379,083	26,081,776	27,329,614	16,545,560	14,014,939	10,733,272	9,908,170	9,735,791	10,034,678	13,818,309	17,771,921	22,455,652
	Max kWh	10,540	12,200	21,480	9,904	11,774	8,747	9,047	9,275	10,144	8,893	8,845	11,189
	Median kWh	1,319	1,459	1,514	932	787	596	545	532	551	764	997	1,270
	Average kWh	1,449	1,616	1,692	1,023	870	669	618	606	622	856	1,099	1,392
Customer Count per Block	Total Count	16,134	16,142	16,156	16,169	16,107	16,034	16,038	16,058	16,129	16,139	16,165	16,133
	0-600	3,138	2,834	2,708	4,794	5,838	8,062	8,891	9,191	8,902	6,083	4,433	3,297
	601-1600	6,798	6,081	5,845	8,542	8,622	7,366	6,661	6,372	6,711	8,458	8,311	7,080
	>1600	6,185	7,215	7,584	2,808	1,627	572	441	467	486	1,568	3,400	5,729

February 2019 Low Income Usage Comparison

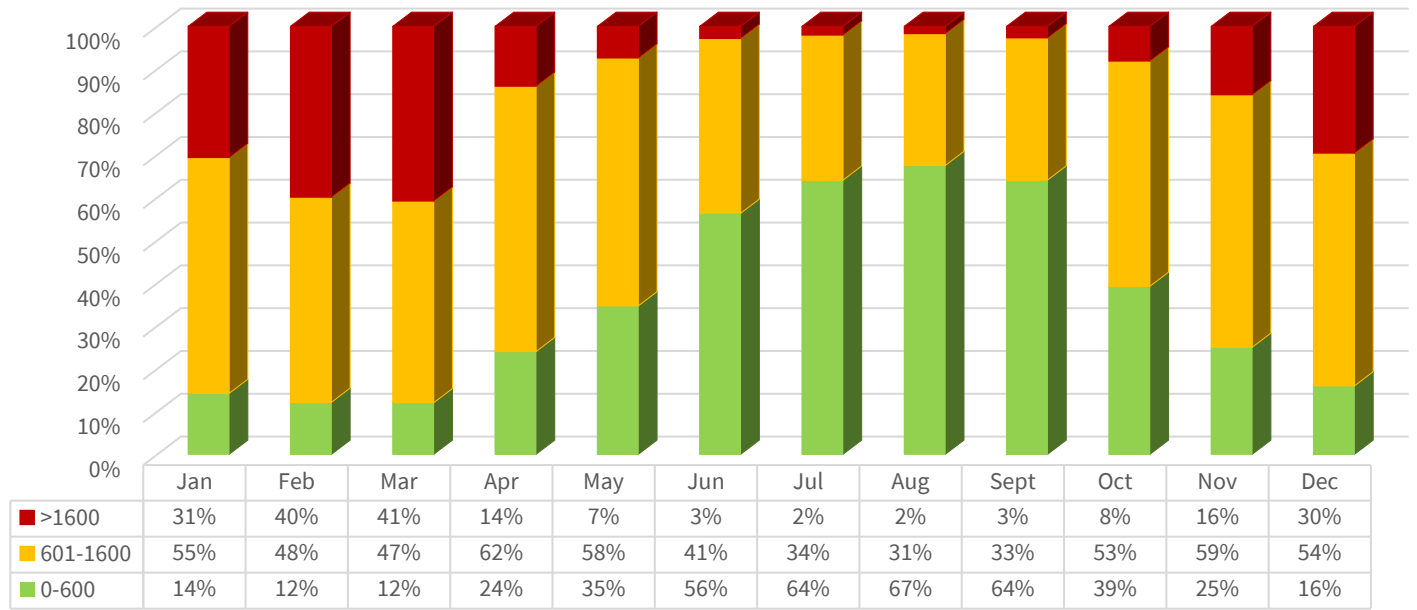
— Tier 1 Limit — Tier 2 Limit • Low Income



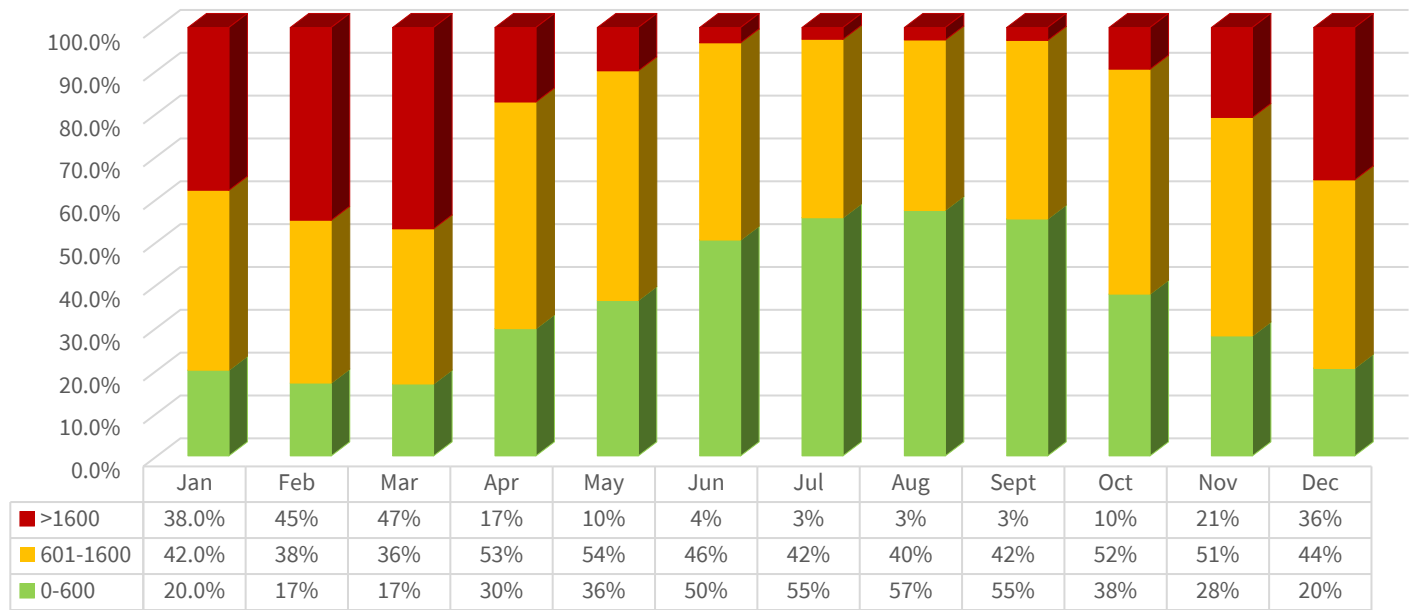
February 2019 Standard Residential Usage Comparison



2019 Low Income Residential Single Phase Usage Block Summary



2019 Standard Residential - Single Phase Usage Block Summary



As stated above, February 2019 has the highest average usage for both rate classes over the past two years. We will now start to look at a side-by-side comparison of the two rates classes, and the billed revenue which includes consumption and base fees only at today's current rates.

Low Income vs Standard Residential Revenue Comparison – Current

February 2019 - Low Income Usage Summary			February 2019 - Standard Single Phase Residential Usage Summary			
Total Usage kWh			860,863			
Range			26 kWh - 7871 kWh			
Median kWh			1,343			
Average kWh			1,562			
Block Summary			Block Summary			
kWh Block		Customer Count	kWh Block		Customer Count	
1-600 kWh		67	12.2%	1-600 kWh		2,841
601-1600 kWh		264	47.9%	601-1600 kWh		6,086
>1600 kWh		220	39.9%	>1600 kWh		7,215
Total		551	100%	Total		16,142
						100%

Low Income at Current Rates						
	Usage kWh	Base Fee \$18.50	Tier 1 Revenue 0-600 kWh \$ 0.0882	Tier 2 Revenue >600 kWh \$ 0.1070	LI Discount (39.50)	Total Billed Revenue
Maximum	7,871	18.50	52.92	778.00	(39.50)	\$ 809.92
Average	1,562	18.50	52.92	102.97	(39.50)	\$ 134.89
Standard Residential at Current Rates						
	Usage kWh	Base Fee \$18.50	Tier 1 Revenue 0-600 kWh \$ 0.0882	Tier 2 Revenue >600 kWh \$ 0.1070	LI Discount (39.50)	Total Billed Revenue
Maximum	12,200	18.50	52.92	1,241.20	-	\$ 1,312.62
Average	1,616	18.50	52.92	108.71	-	\$ 180.13

Revenue Comparisons Based on FCS Proposed Increases.

For this comparison we have kept the Low-Income discount increase from the original proposal from FCS which was tied to the base fee. We could look at other options for the discount, be it a different scale or even a percentage discount on the consumption rate.

The following three proposals are alternative rate options given to us by FCS. The comparisons below apply the rate proposals to the usage that we saw in February 2019. This will give us a better insight to the potential impact of each of the rate increase options.

In the first comparison we will look at the effects of the bulk of the increase being applied to the base fee, with a small increase to the existing tier rates, and the addition of a third tier.

The second comparison keeps the base fee the same as it is now with the rate increases being applied only to consumption rates and introducing a third consumption tier.

The third comparison is like the second, in that the base fee remains at \$18.50 and there is the introduction of the third consumption tier. However, the bulk of the consumption rate increase is placed on the second, rather than the third tier.

Base Fee Increase Original Proposal		Current	2021	2022	2023	2024
	Base Fee	18.50	21.00	23.50	26.00	28.50
	Tier 1 (0-600 kWh)	0.0882	0.0882	0.0937	0.0958	0.0980
	Tier 2 (>600 current)	0.107				
	Tier 2 Proposed (601-1600 kWh)		0.107	0.1137	0.1162	0.1189
	Tier 3 Proposed (>1600 kWh)		0.1143	0.1215	0.1241	0.127
	LI Discount	(39.50)	(44.84)	(50.18)	(55.51)	(60.85)
	Revenue Estimates					
		kWh	2021	2022	2023	2024
	Low Income - Average Usage	1,562	132.01	138.92	139.75	140.83
	Standard Rate - Average Usage	1,616	182.75	195.36	201.67	208.23
	Low Income - Maximum Usage	7,871	852.86	905.17	922.40	941.77
	Standard Rate - Maximum Usage	12,200	1,392.50	1,481.32	1,515.14	1,552.40

Consumption Rate Increase Scenario 1		Current	2021	2022	2023	2024
	Base Fee	18.50	18.50	18.50	18.50	18.50
	Tier 1 (0-600 kWh)	0.0882	0.0882	0.0957	0.0997	0.1039
	Tier 2 (>600 current)	0.107				
	Tier 2 Proposed (601-1600 kWh)		0.107	0.1161	0.121	0.1261
	Tier 3 Proposed (>1600 kWh)		0.1294	0.1404	0.1463	0.1525
	LI Discount	(39.50)	(44.84)	(50.18)	(55.51)	(60.85)
	Revenue Estimates					
		kWh	2021	2022	2023	2024
	Low Income - Average Usage	1,562	129.51	137.43	139.21	141.30
	Standard Rate - Average Usage	1,616	180.49	194.27	201.66	209.38
	Low Income - Maximum Usage	7,871	945.05	1,022.29	1,061.26	1,102.42
	Standard Rate - Maximum Usage	12,200	1,531.56	1,661.76	1,731.60	1,804.94

Consumption Rate Increase Scenario 2		Current	2021	2022	2023	2024
	Base Fee	18.50	18.50	18.50	18.50	18.50
	Tier 1 (0-600 kWh)	0.0882	0.0882	0.0957	0.0997	0.1039
	Tier 2 (>600 current)	0.107	0.107	0.1196	0.1247	0.1299
	Tier 2 Proposed (601-1600 kWh)					
	Tier 3 Proposed (>1600 kWh)					
	LI Discount	(39.50)	(44.84)	(50.18)	(55.51)	(60.85)
	Revenue Estimates					
		kWh	2021	2022	2023	2024
	Low Income - Average Usage	1,562	129.51	140.80	142.77	144.95
	Standard Rate - Average Usage	1,616	180.37	197.63	205.22	213.04
	Low Income - Maximum Usage	7,871	897.39	973.74	1,011.03	1,049.78
	Standard Rate - Maximum Usage	12,200	1,469.50	1,595.78	1,662.64	1,731.84

In Summary

Low-income program participants who remain in the average usage range would experience minimal impact with the change from a base fee increase to a consumption rate increase in either of the above scenarios. However, those customer owners who fall into that upper 40% of consumption (the greater than 1600 kWh block) could experience a more than \$150.00 increase from the model which places the bulk of the rate increase on the third tier.

BUDGETARY CONSIDERATIONS

Whether the Board of Commissioners decide to stay with a flat rate discount or look at other options, this magnitude of subsidy increase will require significant budgetary considerations. Since 2019, program participation has grown more than 33%. At the beginning of 2019, there were 547 customers receiving a discount on their electric bill, there are currently 731. The economic effects of the COVID 19 pandemic have no doubt played a part in that growth and make it difficult to predict future growth in participation.



AGENDA REPORT

DATE: May 4, 2021
TO: Board of Commissioners
FROM: Scott Bancroft, Operations Director
RE: Timber Sale
RECOMMENDATION: Motion to move forward

SUMMARY: Staff and the Board of Commissioners will review the information presented to the board in past meeting and look at broadband expansion

BACKGROUND: The PUD owns a 210.52-acre parcel of property county parcel 801061004. The property is located at the end of Peterson Road off Eaglemount Road. Stand #63 of the forest harvest plan is a mature mixed stand of Red Cedar and Douglas Fir, with a component of sparsely scattered big Leaf Maple, Western Hemlock and Red Alder. The PUD plans to begin harvesting timber from this property.

This is not a uniformly stocked stand. It contains areas of many trees and sparse, low stocked areas. Stand #63 is 12.5 acres. Based on the 12.5 acres and after taking deductions for visible defect, expected hidden defect and expected falling damage during the logging operations the total board foot volume for the stand came to 515,436 or 42,953bf/acre.

The PUD sent the bid for the timber sale to nine logging contractors. One local logging contractor Nisbet Timber Inc. returned a bid offer. The offer is 55% to PUD 45% to Nisbet Timber Inc.

FISCAL IMPACT: The logging operations will provide added funds to the PUD.

RECOMMENDATION: Accept the offer from the logging contractor of a 55%-45% split. Staff humbly requests a motion to move forward with this project.

Thank you.



AGENDA REPORT

DATE: May 4, 2021
TO: Board of Commissioners
FROM: Kevin Streett General Manager
RE: Broadband Review
RECOMMENDATION: Discussion

SUMMARY: Staff and the Board of Commissioners will review the information presented to the board in past meeting and look at broadband expansion

BACKGROUND: The PUD has been involved with broadband and fiber since 2012. In that time the PUD has grown to a point where we need to decide if the community need means we should become an ISP or continue as we have by building out in a one or two customers every quarter. There may be a middle point but that might cause as many problems as it helps. Grant funding is a key to move forward.

ANALYSIS/FINDINGS: The community needs to have better broadband. Staff believes the PUD should take the lead to increase access.

FISCAL IMPACT: \$200,000 from tax funds to cover engineering and grant funding writing and applications. The use of tax funds for broadband was approved in the 2021 budget.

RECOMMENDATION: Discussion and give direction to pursue grant funding, this would include engineering work, grant writing, application preparation, and researching all funding opportunities.

Attachments: Board presentation 4/26/21, Draft Policy Manual, Rate Schedule, Generic Tasks

Implementation Major Tasks

New Retail ISP

The following is a description of the high-level groups of tasks that must be undertaken by a newly formed retail ISP. Some of the tasks below can also have a significant number of subtasks.

Raise the Funding. In your case this means winning the needed grant funding.

Define the Construction Process. Will the project be turnkey with a design/builder that designs and builds the network? Will there be separate engineers, contractors, and inspectors?

Identify the Project Team. This is likely to be a combination of existing staff, staff yet to be hired, consultants, external engineers, construction vendor(s), material vendors, etc. If some of the external team members haven't already been identified, this step might include issuing RFPs or otherwise interviewing candidates.

Choose Technology. If that hasn't already been done, an early step is to finalize the choice of technology, which is often followed by identifying the preferred vendors of technology. To the extent that technology cost is an issue, this process might also include getting bids from vendors as a way to make the needed choice.

Preliminary Network Design. While many projects are initially launched based upon high level feasibility engineering, an early step for many projects is to undertake more detailed engineering sufficient enough to receive competitive bids for construction or to begin ordering construction materials.

Organizational Readiness. Organization readiness means getting the business structure in place. It means obtaining business licenses, logos, web sites, the basics. One of the most challenging tasks for a new ISP is to define the public name of the retail business that will be marketed.

Outsourcing Should be Defined. Decisions should be made about what functions will be outsourced instead of performed by staff. This could include a wide variety of areas like building customer drops, network monitoring, providing ISP routing, etc. Outsourced vendors should be identified and integrated into the implementation team as needed.

Hiring Process. If the new business will add employees, the process of creating job descriptions, defining benefits, determining salaries, determining the interview process should be established.

Procurement Readiness. List of needed purchases should be made. Even if construction contractor buys network materials, the company will likely need to purchase vehicles, computers, furniture, office equipment, test equipment, etc. Any needed real estate should be identified and procured. The formal purchasing process should be defined (low costs bids, RFPs, etc.) if it will be used. If the company is going to buy construction materials, then specifications need to be created, quantities determined, and vendors selected.

Regulatory Readiness. A new retail ISP may need to be certified by a State regulatory authority. ISPs need to register with the FCC. Tariffs might need to be filed with the State. There is a list of regulatory steps that must be taken by every ISP such as registering with the Universal Service Fund, registering with the FBI to define processes for assisting with wire taps, etc. There are additional regulatory steps required if the ISP plans to sell voice or cable TV products. There are numerous industry processes that must be put in place to exchange traffic with the outside world.

Contract Readiness. A new ISP often needs several contracts such as interconnection agreements, pole-attachment agreements, franchise and rights-of-way agreements. If the business will have contracts with customers a shell agreement should be created.

Product Readiness. Specific products and prices should be developed. All vendors needed to provide any product should be selected. The ISP needs to define numerous policies such as using credit checks for potential customer, requiring deposits, plus how to react to things like unpaid invoices or partially paid invoices.

Software Readiness. ISPs use software to enable the customer care process from order taking to billing (OSS/BSS system). There are other kinds of software often used such as sales software, mapping software, etc. that should be purchased and training provided for staff.

Sales and Marketing Plan. Possibly the biggest key to success in launching a fiber business is a successful sales and marketing plan. You want two plans – one for selling to residents and another for selling to businesses. If sales involve door-to-door selling, there will be training on the consultative sales process. The sales plan also includes the development of things like product literature that explains your products to customers, a sales-oriented web site, customer documents like price lists

and terms of service. You'll also want to develop an advertising plan and strategy. You'll need a compensation plan if there will be sales commissions.

Building Readiness. There may be buildings to be built or modified. This could include employee office space and a retail public space. There will typically be a network core area to include electronics that must be air-conditioned. You'll likely need to prepare to provide emergency generators for electric outages. Most networks include numerous huts and cabinets that need to be sized, equipped, and placed in service.

Business Office Readiness. The business will have to identify, secure, and prepare the retail business office where the public can interface with the business. Processes need to be established to accept payments and safely accept cash.

Accounting Readiness. The business must be prepared to account for a huge number of invoices and transactions during the construction process. An auditor should be selected. Accounting software should be defined and purchased. A chart of accounts and budgetary process should be established. The process for internal approval of invoices and other payments should be established.

Construct the Network. Define timeline and responsibilities for constructing the network. Be ready to house and store construction materials and to provision daily to crews as needed. Have all processes in place for construction such as permitting, rights-of-ways, traffic control, utility locating, etc. Define who inspects and approves construction. What's the testing process to approve and accept completed segments of the network?

Customer Location Procedures. Define the standard installation process. Do electronics go on inside or outside of premise? Where are you willing to place electronics inside of premise? When do extra fees get invoked for non-standard installation. Determine steps and timeline for building drops, adding electronics, turnup and testing, customer training.

ISP Readiness. The servers, switches and other devices used to provide ISP services should be purchased. IP addresses should be purchased. ISP functions such as email services, DNS routing, and security readiness against malicious software and hacking should be defined and implemented.

Network Security Plan. There should be a plan in place for disaster recovery should the network crash. There should be both physical and electronic barriers created around key electronics, buildings, software, etc.

Customer Process Readiness. Every process for interfacing with customers including sales, order taking, provisioning, installation, taking payments, etc. should be clearly defined and tested. Every person in the customer care chain should know their role and responsibilities and should know what to do if an expected process doesn't work. Processes for screening customers such as credit checks or requiring deposits should be defined.

Billing Readiness. Define bill format. Determine customer payment options – cash, credit card, checks, live payments, bank debits. Determine billing cycles. Determine late payment and disconnection processes. Make sure first bill is correct before sending.

Provisioning Process. Make sure customers get the products they ordered. Connect the services in time for installation. Make sure that needed hardware is given to the installer for each customer. Test each customer's products before hand-off.

Network Monitoring Process. Equipment alarms should be enabled to notify if there are problems with electronics or the network. The process of monitoring the network 24/7 should be defined. There should be an escalation process so that the right people are alerted for various levels of troubles and outages. There should be a process for issuing trouble tickets and of tracking and closing them as troubles are resolved.

Customer Trouble Process. Define how customers can interface with the business (live, telephone, text, through website, etc.) Define who takes customer trouble calls. Define first tier maintenance to try to resolve problems over the phone. Define how to escalate and to dispatch repair technicians to customer premise. Prioritize and track every customer outage to make sure all are handled.

Connect the First Customer. Whew!

TELECOMMUNICATIONS **BROADBAND** CUSTOMER SERVICE
POLICIES
OF ~~THE~~
PUBLIC UTILITY DISTRICT **NO.1**
OF JEFFERSON COUNTY, WASHINGTON

—Adopted: April xx, 2021

1.0 **1.0** **APPLICABILITY OF POLICIES**

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

The District provides ~~telecommunications~~Broadband services and facilities in accordance with the provisions of RCW 54.16.~~330~~. 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 ~~telecommunication~~Broadband transport services or dark fiber may contain different terms and conditions from those set forth in these ~~Telecommunications~~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.~~330 requiring that the rates, terms, and conditions for such services are not unduly or unreasonably discriminatory or preferential.~~

~~1.1~~ 1.1 DEFINITION OF TERMS

Special terms when used in these policies shall have the following definitions:

Commission — The elected Board of Commissioners of Public Utility District of Jefferson County, Washington.

Customer — A person or entity purchasing wholesale Telecommunications Services from the District. A Customer may not be a retail user of Telecommunications Services.

Due Date — The date by which the Customer's payment for Telecommunications 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 30th day is a weekend or a holiday.

Pre-Pay — An agreement by the District and the Customer obligating the Customer to make advance payment for Telecommunications Services or Facilities.

Special Fiber Construction — District may require the Customer to pre-pay for some cost of construction needed to add a User to the network before the customer is added to the network. Special Fiber Construction may be charged if the Customer asks to connect to a User to anywhere other than the normal Fiber Demarcation Point. Special Fiber Construction may also be assessed for Users for which there are high costs of connection required to connect to the network.

Telecommunications Services — All telecommunications services and facilities provided to Customers as set forth in an applicable District rate schedule.

Telecommunication Facilities — Those facilities required to provide Telecommunications Services. This includes, but is not limited to, fiber, vaults, switches, routers and gateways.

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 exclusively by the District. District 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 Telecommunications Services from a Customer~~

TELECOMMUNICATION

TERM

DEFINTION

Commission

The Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington.

Customer

A person or entity purchasing wholesale Broadband Services from the District. A Customer may not be a retail user of Broadband Services.

Due Date

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 30th day is a weekend or a holiday.

Pre-pay

An agreement by the District and the Customer obligating the Customer to make advance payment for Broadband Services or Facilities.

Special Fiber Construction

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.

Broadband Services

All Broadband services and facilities provided to Customers as set forth in an applicable District rate schedule.

Broadband Facilities

Those facilities required to provide Broadband Services. This includes, but is not limited to, fiber, vaults, switches, routers, and gateways.

Tier 1 Technical Support

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 TelecommunicationsBroadband 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 service.Broadband Services. The District may suspend the delivery of serviceBroadband Services for the purpose of making repairs or improvements to its TelecommunicationsBroadband Facilities. Repairs or improvements that can be scheduled will be scheduled, when feasible, at such time as to minimize impact to Customers and Users. TelecommunicationsBroadband 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~~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 Telecommunication~~District's Broadband Facilities, which work, in the sole exclusive judgment of the District, is necessary or prudent; or
- C. 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 ~~District's telecommunication~~the District's Broadband system or any ~~telecommunication~~Broadband system with which it is interconnected.

2.3 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 Telecommunications~~District's Broadband Services/Facilities or any interruption, suspension, curtailment, or fluctuation of the ~~District's Telecommunications~~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 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 Telecommunications~~District's Broadband Services, the Customer shall be deemed to have accepted all of the terms and conditions contained in the ~~District's~~District's rate schedules and policies as the same currently exist or are amended from time to time.

2.5 2.5 APPLICATION FOR SERVICE

A new Customer must apply to the District for approval before being allowed to use the ~~District's~~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 ~~Telecommunications~~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~~employer's liability; and

~~Worker's~~

- ~~Worker's~~ Compensation insurance at the limits established by the State of Washington.
- ☒ The PUD shall be named as an ~~additional-insured~~Additional Insured on the insurance ~~policy~~policies, as respects to work performed by or on behalf of the Customer, and a copy of the ~~endorsement~~policy naming the PUD as additional insured shall be attached to the Certificate of Insurance. The ~~Customer's~~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 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 3.0 BILLING AND COLLECTION

3.1 3.1 BILLING PERIODS

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

3.2 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 3.3 PAYMENT

The District requires receipt of payment for TelecommunicationsBroadband 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 3.4 LATE PAYMENT CHARGES

If payment ~~hasn't~~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 3.5 RETURNED CHECK CHARGES

If Customer payment fails, due to any reason, the District will charge a return check fee in accordance with ~~RCW 62A.3-501 and RCW 62A.3-525~~Washington law.

3.6 3.6 PAYMENT OPTIONS

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

3.7 4.0 CUSTOMER AND USER REQUIREMENTS

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

A. 4.1 Illegal Use

The ~~District's Telecommunications~~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 ~~Telecommunications~~Broadband Services are required to have and enforce

policies governing their Users which prohibit the following activities involving District ~~Telecommunications~~Broadband Services or ~~Telecommunications~~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.

B. 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 Telecommunication~~District's Broadband Facilities or ~~Telecommunications~~Broadband Services. Any attempt to breach system and network security measures is expressly prohibited and may result in criminal and civil liability. Customers of ~~Telecommunications~~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 ~~Telecommunications~~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~~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 ~~Telecommunication~~Broadband Facilities, it is required that Customers of ~~Telecommunications~~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~~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.

D. 5.0 Rights of the District

1. 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.
2. Violation of this policy may result in temporary suspension or termination of service, at the ~~District's~~District's sole discretion. The District's right to discontinue Broadband Service may be exercised whenever:

~~3.8~~—RIGHT TO DISCONNECT

~~The District's right to discontinue Telecommunications 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 ~~Telecommunications~~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 ~~Telecommunications~~Broadband Customer Service Policies, special contracts or the signed ~~Telecommunications~~Broadband Service Provider Application and Agreement, if any.

4.0 6.0 SERVICE OBLIGATIONS

A. 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@jeffersonpud.org~~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 ~~7 days~~12 calendar days of a formal request for ~~service~~Service, the District shall provide Customer with a quote for ~~service~~Service which would include any additional ~~pre-paid~~prepaid fees required for to cover the cost of construction or installation.

~~At this point,~~ Customer can then place a valid order for ~~service~~Service by pre-paying the District for any ~~connection fees~~Connection Fees as described in the ~~Telecommunications~~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 ~~infrastructure~~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.

B. 6.2 Installation Goals

~~Both parties~~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~~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~~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~~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~~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 TelecommunicationsBroadband Rate Schedule. There will no fees for a truck roll where the problem was on the District side of the demarcation.~~— point.~~

E. 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 ~~can't~~cannot be reached. Customer is free to provide different contacts for different ~~kind~~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~~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 ~~Telecommunications~~Broadband Policies, as may be amended from time-to-time.

~~B.~~

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~~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 ~~is willing~~will offer to sell such services under contractual arrangements. ~~Please~~To discuss your needs, please contact the District ~~at broadband@jeffersonPUD.org to discuss your needs. 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 <u>PUD's</u> 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 <u>PUD's</u> normal business hours. _ Includes data and/or Ethernet voice ports	\$40
1 Gbps/ 1 Gbps Basic Access (per unique premises) _ Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's <u>PUD's</u> 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 <u>PUD's</u> 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 <u>PUD's</u> normal business hours. _ Includes data and/or Ethernet voice ports	\$45
1 Gbps/ 1 Gbps Basic Access (per unique premises) _ Tier 1 technical support provided 24/7, higher tiers of support available only during PUD's <u>PUD's</u> normal business hours. _ Includes data and/or Ethernet voice ports <u>orts</u>	\$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 keyed entry for Customer access.	

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 ½ hour of time.	

<u>Labor Charges.</u> 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

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.

<u>Fiber Demarcation Point</u>	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.
<u>User</u>	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



AGENDA REPORT

DATE: May 4, 2021
TO: Board of Commissioners
FROM: Kevin Streett General Manager
RE: EDC Funding
RECOMMENDATION: Discussion

SUMMARY: Staff would like to discuss with the Board of Commissioners funding the EDC as part of the IGC.

BACKGROUND: The IGC is looking at ways to support EDC and the community with an agreement between the 4 entities of the IGC

ANALYSIS/FINDINGS: The BOC will be asked to support this program at the IGC meeting on May 20th.

FISCAL IMPACT: Minimum \$30,000 per year

RECOMMENDATION: Discussion and give direction to staff. Can bring back to the May 18th meeting.

Attachments: ADO Pre-Designation Agreement

PRE-DESIGNATION AGREEMENT BETWEEN EDC TEAM JEFFERSON & JEFFERSON COUNTY FOR BECOMING THE COUNTY’S ASSOCIATE DEVELOPMENT ORGANIZATION FOR THE 2021-2023 BIENNIUM (July 1, 2021 – June 30, 2023)

This Pre-Designation Agreement (hereinafter “Agreement”) is entered into by Jefferson County, a political subdivision and municipal corporation of the State of Washington, having its principal offices at P.O. Box 1220, Port Townsend, WA 98368 (hereinafter “County”) and Economic Development Council Team Jefferson, a 501(c)(6) tax exempt organization registered with Washington State as a non-profit corporation and having its principal offices at 2409 Jefferson Street, Suite A; Port Townsend, WA 98368 (hereinafter “EDC Team Jefferson”) to articulate a mutual understanding of the economic development services and associate development activities EDC Team Jefferson will perform as a condition of being designated by the County to Washington State as Jefferson County’s Associate Development Organization for the state’s 2021-2023 Biennium (July 1, 2021 through June 30, 2023).

1. **Term.** The term of this Agreement shall commence upon execution by both parties, and shall continue through June 30, 2023, or until replaced by a subsequent Economic Development Services Agreement, described below, whichever is sooner.
2. **Scope of Services to be performed by EDC Team Jefferson.** Consistent with total revenue and in-kind support (from the Washington State Department of Commerce, Jefferson County including its Public Infrastructure Fund, the Port of Port Townsend, Jefferson County PUD No. 1, the City of Port Townsend, and other sources) EDC Team Jefferson will provide the following ADO and economic development services during the 2021-2023 Biennium:
 - A. **Activities required by RCW 43.330.080 and by the Washington Dep’t of Commerce** contract with EDC Team Jefferson, including BRE meetings for example.
 - B. **Administer COVID stimulus grants** to local businesses
 - C. **Participate in developing an Economic Development Framework**, for adoption by the Intergovernmental Collaborative Group which is intended to align the work of EDC Team Jefferson and other economic development partners
 - D. **Participate in negotiating and executing a multi-party economic development agreement** of EDC Team Jefferson, the Port, PUD, City, County, and potentially others, as described in Section 5 below.
 - E. **Develop and implement a work program** that expands upon the work program from the prior biennium and includes pro-active services. The work program shall be developed in consultation with the Public Sector Cabinet for adoption by the EDC Board. It may subsequently be modified to align with the Economic Development Framework once the Framework has been adopted.

F. **Participate in a Mid-Term Check-Up and Adjustment** as described in Section 4, below and as may be further refined in the Multi-Party Agreement.

The following are examples of services that might be included in an EDC Team Jefferson work program, scaled to EDC Team Jefferson's staffing and available resources:

☒ **Business Services targeted to:**

- **Start-ups;**
- **Retaining & Expanding** Existing Businesses;
- **Business Recruitment, Marketing & Advertising**
- Assistance to Businesses **Relocating** to Jefferson County
- **Provide expanded portfolio of business classes** – coordinate with the Chamber, CIE, and others, on class offerings among the different organizations, and expand the types of class offerings for additional economic development purposes
- **Provide easy access to economic data and business information resources**, in coordination with local libraries and other organizations

☒ **Proactive Services** consistent with the Economic Development Framework, such as:

- **Pursue opportunities to actively attract or incubate businesses** in existing buildings or on developable land;
- **Help convene, encourage and support partners to pursue developing sites and associated infrastructure to promote economic development;**
- **Develop a profile of Jefferson County's Existing Economy, to identify trends and opportunities for reducing barriers and promoting economic development**
- **Economic Development Advocacy;**
- Proactively contacting retiring or closing businesses to **help find new owners;**
- Convene related businesses to **improve local supply chains;**
- **Promote value-added processing** of local products;
- **Identify growth impediments and growth opportunities** within different business sectors, and help find solutions;
- **Recommend actions that public agencies can take** to support economic development;
- **Develop & implement plans to expand business infrastructure, supports & services;**
- **Administer & seek to expand LION**, work to provide access and **expand other financing options** through banks, CRAFT 3, and others;
- **Create a network with other partners** - catalyze an Economic Development Network of organizations working in coordination with each other to foster economic development in Jefferson County.

3. **Governance Structure.**

A. EDC Team Jefferson will amend its Board structure as follows, or as may be subsequently agreed through a multi-party agreement as described in Section 5 of this Agreement:

- ☒ 13 or more Board members: 9 or more business sector seats, 4 government seats
 - 9+ business seats appointed by the EDC Board
 - 4 government seats set by a 5-party agreement, OR determined by the legislative body of each organization.
- ☒ Of 9+ business seats, at least 1 seat from each Commissioner District. Strive for racial and gender diversity on the Board.
- ☒ 9+ business seats with representatives from business sectors, experience and skills to support the mission & success of EDC Team Jefferson
- ☒ Initial sectors on the Board might be drawn from (but not be limited to):
 - Marine Trades
 - Technology
 - Broadband/Information Technology
 - Real estate development
 - Entrepreneurs
 - Healthcare
 - Chamber of Commerce
 - Non-profit organizations
 - Agriculture
 - Aquaculture

B. EDC Team Jefferson will continue convening the Public Sector Cabinet, generally consistent with the provisions of the December 21, 2020 Agreement for Economic Development Services of EDC Team Jefferson and Jefferson County (and as may be refined by a multi-party economic development agreement), including the chief administrative officers of the County, City of Port Townsend, Port of Port Townsend, Public Utility District No. 1, and others public sector entities as may mutually be agreed, plus the EDC's Executive Director and Board President. The Public Sector Cabinet is not a substitute for the EDC Board. Rather, the Public Sector Cabinet will help EDC staff develop work programs, strategies and recommendations for consideration by the EDC Board, or as directed by the EDC Board.

4. **Metrics, Communication and Accountability.** EDC Team Jefferson and the County agree on the need to develop improved performance and outcome metrics of EDC Team Jefferson's ADO and economic development work, the need to develop an effective strategy for communicating EDC Team Jefferson's activities and metrics, and the need for a strategy for enhanced accountability so corrections can be timely made to enhance performance. This may include:

- ☒ Quarterly Reports. EDC Team Jefferson shall provide detailed reporting of quantitative information on services rendered & outcomes in economic development, including (among others) a Business Recruitment – Active Business Report (see Port of Walla Walla);
- ☒ The semi-annual reports to the Department of Commerce will be shared;
- ☒ Other meaningful reports as may be mutually agreed with the Public Sector Cabinet, which may include, but are not limited to:
 - ☒ An annual Economic Vitality Index report, if available;
 - ☒ Business Retention and Expansion (BRE) activities;
 - ☒ Business Assistance activities;
 - ☒ Community Readiness and Capacity Building activities.
 - ☒ Classes offered, attendance rates, feedback reports/rates
- ☒ Annual Public Presentation. EDC Team Jefferson will present and discuss EDC Team Jefferson’s performance measure report once annually to the legislative bodies of the jurisdictions in the multi-party agreement, demonstrating to the public the return on investment.
- ☒ Meet with the Public Infrastructure Fund Board annually, or as requested by the PIF Board Chair, to report on EDC Team Jefferson’s economic development activities, outcomes and staffing (including identifying all staff financed in part with the PIF funds) in the prior twelve months, and to outline activities and staffing planned for the coming year.
- ☒ Regular financial updates, and half-yearly financial reports, including a financial statement detailing actual versus budgeted revenues and expenses, and a staffing summary.
- ☒ Mid-term Check-up and Adjustment. At the 9 month mark, an evaluation will be made of whether EDC’s economic development strategy and services are hitting the mark, whether staffing, structure, and budget are effective, and whether any adjustments need to be made before entering into year two of the ADO biennium.

5. **Multi-party Agreement of EDC Team Jefferson with the Port, PUD, City & County.** It is the intent of the County and EDC Team Jefferson to negotiate a multi-party agreement with the Port of Port Townsend, Public Utility District No. 1, the City of Port Townsend, and potentially others, detailing ADO and economic development services during the state’s 2021-2021 Biennium (and potentially beyond), which would include:

- ☒ Funding Commitments by the local governments
- ☒ EDC Team Jefferson’s projected budget and staffing plan
- ☒ A Refined Work Scope
- ☒ Refined Metrics, Communication & Accountability
- ☒ Other provisions as may be mutually negotiated and agreed

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6. **ADO Designation by Jefferson County.** Upon execution of this Agreement by both parties, the County will transmit to the Washington Department of Commerce the County's designation of EDC Team Jefferson as Jefferson County's Associate Development Organization for the 2021-2023 Biennium (July 1, 2021-June 30, 2023).

7. **Schedule:**

Target Date	Activity
4/15	1 st Draft Pre-designation agreement circulated to EDC/City/Port/PUD
4/19	Review Comments
4/22	2 nd Draft
4/23	Meeting: County with EDC Team J, Port, City, PUD
4/28	Pre-designation draft finalized
5/3	BoCC takes action on pre-designation agreement, and ADO designation
5/5	County transmits designation to WA Commerce on or before this date
5/20	ADO Update to ICG
5/18	Draft Multi-Party Agreement circulated to the governments and EDC for review – comments due June 2
6/1	Staff recruitment begins
6/2	Due date for Comments on Multi-Party Agreement
6/9	Proposed Final Draft of Multi-Party Agreement distributed
6/30	Multi-Party Agreement fully executed
7/1/21	2021-2023 ADO Biennium begins
6/30/23	2021-2023 ADO Biennium ends

DATED this _____ day of May, 2021.

EDC TEAM JEFFERSON

Ben Bauermeister, Board President Date

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Kate Dean, Chair Date

Attest:

Carolyn Gallaway Date
Deputy Clerk of the Board

Approved as to form only:

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