

## Regular Meeting Agenda

### Board of Commissioners

Tues, May 18, 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














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[PUD BOC Special Mtg Min. 02-10-2021 State Audit Revised.pdf](#) 

[PUD BOC Regular Meeting Minutes 2-16-2021.pdf](#) 

[PUD BOC Regular Meeting Minutes 3-2-2021.pdf](#) 

[PUD BOC Special Mtg Min. 3-9-2021 Draft Revised 2.docx](#) 

4.2.	Vouchers	22 - 42
	<a href="#">Voucher Approval Form for the Commissioners.pdf</a> 	
	<a href="#">Voucher Certification with Supporting Warrant Register &amp; Payroll....pdf</a> 	
4.3.	Financial Report	43 - 45
	<a href="#">Agenda Report-Written Off Accounts-05-18-2021.docx</a> 	
	<a href="#">Written Off Accounts Motion 05-18-2021.docx</a> 	
4.4.	Calendar	46
	<a href="#">PUD Calendar May 18, 2021.docx</a> 	
5.	<b>Electric Rates Presentation/Resolution</b>	47 - 58
	<a href="#">2021.05.18 JPUD Board Meeting PUD Copy</a> 	
	<a href="#">Resolution Regarding Electric Rates 2021 00XX Draft 001.docx</a> 	
6.	<b>Manager and Staff Reports</b>	
	<i>For information only, not requiring a vote.</i>	
6.1.	Scott Bancroft: Inventory Costs Follow Up	59 - 60
	<a href="#">Costs of materials</a> 	
6.2.	Kevin Streett: Review of ICG Agenda, Hoh Reservation Update	61 - 62
	<a href="#">A052021 ICG.docx</a> 	
6.3.	Samantha Harper: Hadlock Sewer Update	63
	<a href="#">Agenda Report-Port Hadlock Sewer.docx</a> 	
6.4.	Melanie Patterson: Update on Governor and CDC mandates	
6.5.	Don McDaniel: CAB Report	
6.6.	Will O'Donnell: EEI Transfer Payment From Whatcom PUD	64 - 72
	<a href="#">AR Whatcom EEI Fund Transfer.docx</a> 	
	<a href="#">Interlocal Exhibit A JeffersonPUD DraftDoc May2021</a> 	
	<a href="#">InterlocalAgmt JeffersonPUD DraftDoc May2021</a> 	

## 7. Old Business

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

- 7.1. EDC funding 73 - 75

[Agenda Report form EDC Funding.docx](#) 

[Economic Development Framework - concept draft.pdf](#) 

- 7.2. BPA Fiber Contract Approval 76 - 87

[BPA Fiber Contract Review F0057 20TP-12112 Agreement FINAL.pdf](#)



## 8. New Business

- 8.1. PUD retail ISP discussion 88 - 89

[Agenda Report form Bills signed by Gov from George Caan.docx](#) 

## 9. Commissioner Reports

## 10. EXECUTIVE SESSION: RCW 42.30.110.(1) (g) Performance of a Public Employee

## 11. Adjourn



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

**February 10, 2021  
Board of Commissioners  
Special Meeting  
State Auditor Exit Review for 2019  
Draft Minutes**

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

Commissioner Dan Toepper, President  
Commissioner Jeff Randall, Secretary  
Commissioner Kenneth Collins, Vice President  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Will O'Donnell, Communications Director  
Annette Johnson, Executive Assistant/Records Officer  
Mike Bailey, Finance Director  
Jean Hall, Customer Service Director  
Scott Bancroft, Operations Director  
Samantha Harper, Engineering Director  
Nate Tantum, Accounting  
Amanda Isaak, Accounting  
Melanie Patterson, Human Resources Director  
Megan McFarlane, Audit Supervisor  
Clay Trushinsky, Audit Lead  
Carol Ehlinger, Program Manager  
Cammy Brown, Recording Secretary

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Jefferson County PUD  
BOC Special Meeting – State Auditor Exit Review  
February 10, 2021  
Draft Minutes

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 10, 2021, to order at 10:00 a.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic.

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

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

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

**3. PRESENTATION:** Meghan McFarlane, Audit Supervisor, gave a presentation on the audit results. The audit was clean. Next audit will be done in the fall of 2021.

**4. ADJOURNMENT:** Commissioner Dan Toepper declared the February 10, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 2:25 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

\_\_\_\_\_  
Commissioner Jeff Randall, Secretary

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Commissioner Dan Toepper, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Kenneth Collins, Vice President

\_\_\_\_\_  
Date

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

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Jefferson County PUD  
BOC Special Meeting – State Auditor Exit Review  
February 10, 2021  
Draft Minutes



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

**February 16, 2021**

**Board of Commissioners  
Regular Meeting**

**Draft Minutes**

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on February 16, 2021, via WebEx. Present:

Commissioner Dan Toepper, President  
Commissioner Kenneth Collins, Vice President  
Commissioner Jeff Randall, Secretary  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Will O'Donnell, Communications Director  
Mike Bailey, Financial Services Director  
Jean Hall, Customer Service Director  
Scott Bancroft, Operations Director  
Melanie Patterson, Human Resources Director  
Samantha Harper, Engineering Director  
Don McDaniel, Consultant  
Recording Secretary Cammy Brown

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 16, 2021 to order at 5:00 p.m.

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Jefferson County PUD  
Board of Commissioners  
February 16, 2021 Regular Meeting  
Draft Minutes

Commissioner Dan Toepper began the meeting by reading the Governor's Extended Proclamation 20-28 in response to the COVID-19 Pandemic. All meetings will be held remotely via WebEx. A roll call was taken. All three commissioners were present. A quorum was established.

**2. AGENDA REVIEW:** Commissioner Dan Toepper amended the Agenda to add Item No. 5.1 CAB Report. General Manager Kevin Streett amended the Agenda to add Item No. 8 Executive Session.

**MOTION:** Commissioner Jeff Randall made a motion to approve the agenda as amended. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**3. PUBLIC COMMENT:** Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments.

- **Question:** Will the commissioners put their strategic plan questionnaire out to the public?

**Response:** The staff is fact gathering currently. There will be workshops and the public will be able to weigh in.

**4. CONSENT AGENDA:** Commissioner Dan Toepper read Consent Agenda guidelines.

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

**4.1 PRIOR MINUTES:**

PUD BOC Regular Meeting Minutes 01-05-2021.

BOC Special Meeting Minutes 01-12-2021.

**4.2 VOUCHERS**

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register & Payroll.

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #125415 to #125457	\$ 87,463.32	01/28/2021

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Jefferson County PUD  
Board of Commissioners  
February 16, 2021 Regular Meeting  
Draft Minutes

Accounts Payable: #125458 to #125524	\$ 458,544.34	02/04/2021
Payroll Checks: # 70851 to # 70856	\$ 10,450.20	02/05/2021
Payroll Direct Deposit:	\$ 122,939.85	02/05/2021

<b>TOTAL INVOICES PAID</b>	<b>\$ 679,397.71</b>
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<b>GRAND TOTAL</b>	<b>\$ 679,397.71</b>
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#### **4.3 FINANCIAL REPORT:**

Agenda Report – Written Off Accounts 02-19-21.

A Written Off Accounts Motion.

#### **4.3 CALENDAR.**

PUD Calendar Feb. 16, 2021.

#### **END OF CONSENT AGENDA.**

### **5. MANAGER AND STAFF REPORTS:**

- Operations Director Scott Bancroft gave a report on tree trimming and vegetation management.
- Customer Service Director Jean Hall responded to a question regarding low-income eligibility.

**5.1 CAB REPORT:** CAB Chair Jessica Dillon gave a CAB report. Next meeting is March 8, 2021.

### **6. OLD BUSINESS:**

**6.1 Resolution for Leak Adjustment Policy.** Customer Service Director Jean Hall gave a report. Commissioners requested a report on the number of leaks brought to the PUD's attention on the quantity and amount of water that spills and what that translate monetarily.

**MOTION:** Commissioner Kenneth Collins made a motion to accept Resolution for Leak Adjustment Policy as written. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

### **7. NEW BUSINESS:**

**7.1 Water Reserves Report:** Finance Director Mike Bailey gave a report. No public comment.

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Jefferson County PUD  
Board of Commissioners  
February 16, 2021 Regular Meeting  
Draft Minutes



**MOTION:** Commissioner Kenneth Collins made a motion to approve the resolution of the Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), directing the Jefferson County Treasurer to Transfer Funds and Close Certain Accounts. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Another resolution will be brought back to the commissioners to authorize the PUD to pay off the debt of 1.2 million dollars and ratifying the recommendation of staff of the allocation of the excess reserves that are going back to the general fund which get allocated 94% to electric and 6% to water. This is just a policy. When this is brought back to the commissioners Mike Bailey will have the recommendations on the payoff plus the allocations of those current reserves.

This resolution directs the treasurer to transfer roughly \$3 million dollars out of restrictive funds into unrestrictive cash reserves and secondly the Finance Director will get together with board counsel and look at the process of possibly paying off some higher interest loans. All three commissioners were in consensus with this process.

**Public Comment:**

- **Question:** Doesn't the interest get paid up front on a loan like that?  
**Response:** No. The interest is made either annually or semi-annually, The interest is not paid up front. It is all with the debt payments that are made.

**7.2 LUD Tutorial:** Engineering Director Samantha Harper gave a presentation on a traditional LUD system. There was considerable discussion. Details can be heard on the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**Public Comment:** There should be some evaluation or understanding of how you go through the process of determining what is the feasibility of a broadband type of LUD before you go all the way through the process.

**8. COMMISSIONER REPORTS:**

**Commissioner Jeff Randell:**

- 2/4 Phone meeting with General Manager Kevin Streett.
- 2/4 Attended ICG meeting.
- 2/5 Interviewed potential CAB member.
- 2/9 Participated in the Olympic Workforce Development Council meeting.
- 2/9 Attended BOC Special meeting on Rates.
- 2/10 Attended BOC Special meeting Audit Exit Interview. Clean audit.

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2/17 thru  
2/19 Will attend WPUDA Conference.  
2/18 Plan to attend ICG meeting.  
2/23 Will attend BOC Special Meeting re Water System Plan Update.

**Commissioner Kenneth Collins:**

2/3 and  
2/4 Attended PPC meeting. (report).  
2/5 Attended JBAT Board meeting.  
2/5 Met with Joel Paisner, PUD General Counsel.  
2/8 Participated in CAB meeting.  
2/9 Attended BOC Special meeting on Rates.  
2/10 Attended NoaNet Board meeting (report).  
2/10 Attended BOC Special meeting Audit Exit Interview. Clean audit.  
2/11 Attended WPUDA meeting re update.  
2/12 Attended JBAT meeting.  
2/12 Met with General Manager Kevin Streett.  
2/17 thru  
2/19 Will attend WPUDA Conference.  
2/19 Will attend JBAT meeting.  
2/23 Will attend BOC Special Meeting re Water System Plan Update.  
2/25 Will participate in legislative update meeting.  
2/26 Will attend JBAT meeting.  
3/01 Will meet with General Manager Kevin Streett.

**Commissioner Dan Toepper:**

2/3 and  
2/4 Attended PPC forum (report).  
2/5 Met with General Manager Kevin Streett.  
2/9 Attended BOC Special meeting on Rates.  
2/10 Attended BOC Special meeting Audit Exit Interview. Clean audit.  
2/17 thru  
2/19 Will attend WPUDA Conference.  
2/18 Will attend ICG meeting.  
2/19 Will meet with General Manager Kevin Streett.  
2/23 Will attend BOC Special Meeting re Water System Plan Update.

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2/25 Will attend meeting with JefCom.

**9. EXECUTIVE SESSION:** Commissioner Dan Toepper announced the Executive Session that was held would be conducted under RCW 42.30.110(1)(g) to review the performance of a public employee. The estimated time of the meeting was 15 minutes. The meeting commenced at 6:47 p.m. and it was announced that the Executive Session would end at 7:02 p.m.

The Executive Session ended at 7:02 p.m. No action was taken.

The Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners reconvened at 7:02 p.m.

**10. ADJOURNMENT:**

Commissioner Dan Toepper declared the February 16, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 7:03 p.m.

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Minutes prepared by  
Recording Secretary Cammy Brown

**Approved:**

\_\_\_\_\_  
Commissioner Jeff Randall, Secretary

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Commissioner Dan Toepper, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Kenneth Collins, Vice President

\_\_\_\_\_  
Date

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Jefferson County PUD  
Board of Commissioners  
February 16, 2021 Regular Meeting  
Draft Minutes



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

**March 2, 2021**

**Board of Commissioners  
Regular Meeting**

**Draft Minutes**

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on March 2, 2021, via WebEx. Present:

Commissioner Dan Toepper, President  
Commissioner Kenneth Collins, Vice President  
Commissioner Jeff Randall, Secretary  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Will O'Donnell, Communications Director  
Mike Bailey, Financial Services Director  
Jean Hall, Customer Service Director  
Scott Bancroft, Operations Director  
Melanie Patterson, Human Resources Director  
Lori Rae, Operations  
Samantha Harper, Engineering Director  
Don McDaniel, Consultant  
Recording Secretary Cammy Brown

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1 Board of Commissioners for March 2, 2021 to order at 5:00 p.m.

Commissioner Dan Toepper began the meeting by reading the Governor's Extended Proclamation 20-28 in response to the COVID-19 Pandemic. All meetings will be held remotely via WebEx. A roll call was taken. All three commissioners were present. A quorum was established.

**2. AGENDA REVIEW:** General Manager Kevin Streett added two additions to the agenda. Add Item 5.4 ICG Update and staff would like to remove 7.1 Middlepoint LUD.

**MOTION:** Commissioner Jeff Randall made a motion to approve the agenda as amended. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**3. PUBLIC COMMENT:** Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. No public comment.

**4. CONSENT AGENDA:** Commissioner Dan Toepper read Consent Agenda guidelines.

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

**4.1 PRIOR MINUTES:**

None submitted for this meeting.

**4.2 VOUCHERS**

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register & Payroll.

**VOUCHER CLAIM FORMS FOR INVOICES PAID**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #125525 to #125593	\$ 776,424.53	02/11/2021
Accounts Payable: #125594 to #125636	\$ 387,510.04	02/18/2021
Accounts Payable: #125637 to #125637	\$ 784,238.26	02/23/2021

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Jefferson County PUD  
Board of Commissioners  
March 2, 2021 Regular Meeting  
Draft Minutes

Payroll Checks: # 70857 to # 70867	\$ 9,374.56	02/19/2021
Payroll Direct Deposit:	\$ 122,599.02	2/19/2021

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

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<b>GRAND TOTAL</b>	<b>\$3,624,650.41</b>
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**VOIDED WARRANTS**

125585	\$ 2,038.30
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**4.3 FINANCIAL REPORT:**

January 2021 Financials

**4.4 CALENDAR.**

PUD Calendar March 2, 2021.

**END OF CONSENT AGENDA**

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**5. MANAGER AND STAFF REPORTS:**

**5.1 Operations Report.** Director Scott Bancroft gave a report. Details can be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**Public Comment:** Liked this presentation and the last presentation. Appreciation given for great job on tree work and the eight-inch rule.

**5.2 Finance and Audit Update.** Finance Director Mike Bailey gave a report. Jackson Thornton Accounting Firm has completed the field work. There will be one more review. Report will be presented to the BOC in April. PUD has renewed the contract with Jackson Thornton Accounting Firm.

**5.3 Rates and Charges.** General Manager Kevin Streett gave a report. Next step is to have a public meeting where the only topic is rates. The final report will not come out until the public meeting takes places. Commissioner Kenneth Collins requested a that a line

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Jefferson County PUD  
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March 2, 2021 Regular Meeting  
Draft Minutes

on the bill for both water and electricity be added that shows the percentage that is going for capital improvement. People need to know that the system needs to be maintained and what it takes to maintain the system.

No public comment.

**5.4 ICG Update:** General Manager Kevin Streett gave an update. There was considerable discussion.

## **6. OLD BUSINESS:**

**6.1 ILA with Port of Port Townsend.** General Manager Kevin Streett gave a report. The two exhibits of the ILA (Interlocal Agreement) with the Port of Port Townsend were given to the commissioners for their review.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve and authorize the General Manager to sign the Interlocal Agreement between Jefferson County PUD No. 1 and the Port of Port Townsend. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**Public Comment:** In favor of the agreement. Admired as a citizen the PUD's ability to run water to Glen Cove and provide infrastructure for jobs there. Talking to each other might get Wi-Fi to the Port in Quilcene too. This is the kind of stuff the PUD should be doing.

## **7. NEW BUSINESS:**

**7.1 Middlepoint Broadband LUD Update: Removed from Agenda.**

**7.2 Citizen Advisory Board Candidates, District 1.** Commissioner Jeff Randall gave a report. He received two applications. Kellen Lynch was selected to be the District 1 representative to the CAB.

**MOTION:** Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners appoint Kellen Lynch to the Citizen Advisory Board. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**Public Comment:** Impressed with candidate's qualifications.

**7.3 Manager Goals.** Commissioner Dan Toepper gave some background information on how the goals were established and expressed appreciation to the staff, PUD Consultant Don

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Jefferson County PUD  
Board of Commissioners  
March 2, 2021 Regular Meeting  
Draft Minutes

McDaniel and General Counsel Joel Paisner for their assistance in gathering information and data to finalize the goals. The document will form the basis at the end of the year for the General Manager's review of 2021 performance.

Commissioner Dan Toepper brought up the subject of a COLA (Cost of Living Adjustment) for the General Manager.

**MOTION:** Commissioner Kenneth Collins made a motion to approve a 4% cost of living increase for the General Manager of the Jefferson County Public Utility District No. 1 retroactive as of February 1, 2021. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**MOTION:** Commissioner Jeff Randall made motion to accept the proposed list of goals for 2021 for the General Manager and his staff. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**7.4 PUD Truck Surplus Request.** Operations Director Scott Bancroft gave a report. Staff was seeking approval to surplus the PUD's 2012 Dodge Ram 2200 4x4 singleman bucket truck.

**MOTION:** Commissioner Jeff Randall made a motion to surplus the PUD's 2012 Dodge Ram 4400 4x4 singleman bucket truck. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**7.5 Risk and Resiliency Assessment and Emergency Response Plan:** Engineering Director Samantha Harper gave a report. The PUD is required to do a Risk and Resiliency Assessment on the water by June 30, 2021 and then follow that up with its Emergency Response Plan update on December 30, 2021.

**MOTION:** Commissioner Jeff Randall made a motion to approve the General Manager to sign the contract for Tetra Tech for the Risk and Resiliency Assessment and Emergency Response Plan. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Commissioner Dan Toepper reported for the record and in full disclosure that he was employed by Tetra Tech fifteen or twenty years ago as an hourly union equipment/foreman. He did not have any financial interest or personal tie to Tetra Tech, or any biases and he was not involved with the RFP selection process.



## **8. COMMISSIONER REPORTS:**

### **Commissioner Kenneth Collins:**

2/17 thru

- 2/19 Attended WPUDA online.
- 2/19 Participated in JBAT meeting.
- 2/23 Participated in BOC Special Meeting on the Water Plan.
- 2/24 Conference with mentee new commissioner.
- 2/25 Participated in WPUDA legislative update.
- 2/26 Participated in JBAT meeting.
- 2/26 Met with General Manager by phone.
- 3/2 Will attend PPC meeting.
- 3/5 Will attend JBAT meeting.
- 3/9 Will attend BOC Special Meeting Shine Platt LUD.
- 3/10 Will attend NoaNet /board meeting.
- 3/12 Will attend JBAT meeting.
- 3/12 Will meet with General Manager.

### **Commissioner Jeff Randall:**

- Participated in OPMA (Open Public Meeting Act) training by MRSC.
- 2/18 Participated in WPUDA committee meetings.
- 2/19 Participated in Washington State Senate Energy and Technology meeting.
- 2/23 Participated in BOC Special Meeting on the Water Plan.
- 2/24 Participated in Climate Action committee meeting.
- 2/25 Participated in NODC meeting.
- 3/8 Will attend CAB meeting.
- 3/9 Will attend BOC Special Meeting Shine Platt LUD.
- 3/17 thru
- 3/19 Will attend WPUDA meetings.

### **Commissioner Dan Toepper:**

- 2/17 Attended the commissioner orientation meeting.(report)
- 2/18 Attended WPUDA committee meetings. (report)
- 2/18 Attended ICG meeting. (report)
- 2/19 Attended WPUDA Board of Director's meeting.
- 2/19 Met with General Manager Kevin Streett.
- 2/23 Participated in BOC Special Meeting on the Water Plan.
- 2/25 Participated in WPUDA update by phone.

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2/25 Participated in JeffCom 911 meeting.  
 2/25 Attended WPUA retirement party.  
 2/26 Participated in JBAT meeting.  
 3/3 and  
 3/4 Will attend PPC meetings.  
 3/5 Will meet with General Manager Kevin Streett.  
 3/8 Will attend Fire Chief's meeting.

**9. ADJOURNMENT:**

Commissioner Dan Toepper declared the March 2, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:21 p.m.

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 Minutes prepared by  
 Recording Secretary Cammy Brown

**Approved:**

\_\_\_\_\_  
 Commissioner Jeff Randall, Secretary

\_\_\_\_\_  
 Date

**Attest:**

\_\_\_\_\_  
 Commissioner Dan Toepper, President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Commissioner Kenneth Collins, Vice President

\_\_\_\_\_  
 Date

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

**March 9, 2021  
Board of Commissioners  
Special Meeting  
Draft Broadband Business Plan  
LUD Discussion  
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on March 9, 2021, via WebEx video conference. Present:

**Commissioner Dan Toepper, President  
Commissioner Jeff Randall, Secretary  
Commissioner Kenneth Collins, Vice President  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Will O'Donnell, Communications Director  
Annette Johnson, Executive Assistant/Records Officer  
Mike Bailey, Finance Director  
Jean Hall, Customer Service Director  
Scott Bancroft, Operations Director  
Samantha Harper, Engineering Director  
Lori Rae, Operations Supervisor  
Melanie Patterson, Human Resources Director  
Don McDaniel, PUD Consultant**

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Jefferson County PUD  
BOC Special Meeting – Draft Broadband Plan  
LUD Discussion  
March 9, 2021  
Draft Minutes

**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for March 9, 2021, to order at 10:00 a.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic.

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

**2. AGENDA REVIEW:** Commissioner Dan Toepper presented the Agenda. General Manager requested a break between the two presentations.

There was a comment made about whether this meeting had been properly noticed. General Counsel Joel Paisner determined that the staff was in compliance with the Public Meetings Act for special meetings. There are no action items before the commission at this meeting.

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

**3. PRESENTATION:** General Manager Kevin Streett introduced Doug Dawson, President of CCEG Consulting who gave a presentation on the Open Access Feasibility Study. There was a question-and-answer period. Details can be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org). Commissioner Dan Toepper announced a recess at 11:13 a.m. to 11:15 a.m. The recording was paused during recess.

At 11:15 a.m. Commissioner Dan Toepper reconvened the special meeting. Engineering Director Samantha Harper gave a presentation on the LUD process. Commissioner Kenneth Collins requested a flow chart that puts together the different decisions that must be made. There was considerable discussion. Details can be heard audio recording at [www.jeffpud.org](http://www.jeffpud.org).

4. **ADJOURNMENT:** Commissioner Dan Toepper declared the March 9, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 12:21 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

\_\_\_\_\_  
Commissioner Jeff Randall, Secretary

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Commissioner Dan Toepper, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Kenneth Collins, Vice President      Date

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

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Jefferson County PUD  
BOC Special Meeting – Draft Broadband Plan  
LUD Discussion  
March 9, 2021  
Draft Minutes

## 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 **\$949,441.72** on this **18TH** day of **MAY** **2021** ;

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Dan Toepper  
President

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Kenneth Collins  
Vice President

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Jeff Randall  
Secretary

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### PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 126109 to # 126165	\$ 385,228.08	4/29/2021
Accounts Payable:	# 126166 to # 126208	\$ 419,184.57	5/6/2021
Payroll Checks:	# 70886 to # 70887	\$ 867.25	4/28/2021
Payroll Checks:	# 70888 to # 70892	\$ 9,853.16	4/30/2021
Payroll Direct Deposit:		\$ 119,980.04	4/30/2021
<b>TOTAL INVOICES PAID</b>		<b>\$935,113.10</b>	

### WIRE TRANSFERS PAID

	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	5/3/2021

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### PAYMENT TOTAL

**\$949,441.72**

VOIDED WARRANTS

## VOUCHER CERTIFICATION FORM

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

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

05/12/2021

Date

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### VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 126109 to # 126165	\$ 385,228.08	4/29/2021
Accounts Payable:	# 126166 to # 126208	\$ 419,184.57	5/6/2021
Payroll Checks:	# 70886 to # 70887	\$ 867.25	4/28/2021
Payroll Checks:	# 70888 to # 70892	\$ 9,853.16	4/30/2021
Payroll Direct Deposit:		\$ 119,980.04	4/30/2021

### TOTAL INVOICES PAID

**\$935,113.10**

### WIRE TRANSFERS PAID

### AMOUNT

### DATE

Peterson Lake

\$ 14,328.62

5/3/2021

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### GRAND TOTAL

**\$949,441.72**

### VOIDED WARRANTS

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# Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126109 4/29/21	CHK	10002	A WORKSAFE SERVICE, INC	RANDOM DRUG TEST (3) LINECREW	284.00
126110 4/29/21	CHK	10481	AMAZON	SERVER RAILS	227.55
				SERVER RAILS	56.89
				SIT/STAND WORKSTATIONS FOR CSRS	523.53
				LARGE SPRING HEAVY DUTY CLIPS	98.79
				LARGE SPRING HEAVY DUTY CLIPS	24.70
				8 FT EXTENSION CORD	14.83
				OUTLET POWER STRIP	7.85
				8 FT EXTENSION CORD	3.71
				OUTLET POWER STRIP	1.96
Total for Check/Tran - 126110:					959.81
126111 4/29/21	CHK	10447	ANIXTER INC.	CLOVER LEAF-7 HOLE MOUNTING BRACKET	1,015.99
				CLOVER LEAF 3 PHASE	818.25
				SECONDARY CONNECTOR BLOCK 6 HOLE-500MCM	366.58
Total for Check/Tran - 126111:					2,200.82
126112 4/29/21	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 2/20-3/26/2021	16,058.57
126113 4/29/21	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	RETURN OF DRUMS QTY16	-412.11
				CARUS 8500 DRUM QTY2	1,925.14
				POLY SUPERFLOC N-300 QTY2	504.17
Total for Check/Tran - 126113:					2,017.20
126114 4/29/21	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - MAR 2021	27,598.45
126115 4/29/21	CHK	10043	CENTRAL WELDING SUPPLY	IRONDALE SUBSTATION - 255 NITROGEN	55.53
126116 4/29/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - APR 2021	66.06
				PHONE SERVICE - APR 2021	16.52
				PHONE SERVICE - APR 2021	31.17
				PHONE SERVICE - APR 2021	7.79
Total for Check/Tran - 126116:					121.54



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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126117 4/29/21	CHK	10050	CHS	SKYWATER - SALT BAG RUST PELLETS	583.01
126118 4/29/21	CHK	10057	CORRECT EQUIPMENT	SEWAGE GRINDER PUMP 240V	5,811.88
126119 4/29/21	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	GATE INSTL - 104 TRANSMISSION LINS 3/27	7,237.38
126120 4/29/21	CHK	9998	CONNIE DAVIS	Credit Balance Refund	229.95
126121 4/29/21	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - MAY 2021	986.05
126122 4/29/21	CHK	10094	GENERAL PACIFIC, INC	PHOTOCELL, TANK GROUNDS,SPLICE KIT&ETC.	460.68
				BOLT	140.31
				EYE BOLT	185.47
				HAND CLEANER	90.01
				SPLICE KIT	412.38
				TANK GROUNDS	478.95
				PHOTOCELL	558.16
				SPLICE KIT 1/0 INLINE-LONG	1,329.75
Total for Check/Tran - 126122:					3,655.71
126123 4/29/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT40-G BUCKET RNTL VEH#415 4/21-5/18	2,943.00
				AT37-G BUCKET RNTL VEH#410 4/24-5/21	2,725.00
Total for Check/Tran - 126123:					5,668.00
126124 4/29/21	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 3/29-4/25/2021	120.00
				310 4CRNRS-RESTROOM UNIT 3/29-4/25/2021	30.00
Total for Check/Tran - 126124:					150.00
126125 4/29/21	CHK	10743	GORDON TRUCK CENTERS, INC	AIR RIDE SEAT-TRUCK# 130	64.00
126126 4/29/21	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	NEWTORK DEVICE ENCLOSURE	898.46
126127 4/29/21	CHK	10103	H D FOWLER	WATER PARTS FOR METER INSTALLS	3,913.72
126128 4/29/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SPARLING WELL - MATERIALS	3.41
				SPARLING WELL - MATERIALS	16.46
Total for Check/Tran - 126128:					19.87

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126129 4/29/21	CHK	10384	HDR ENGINEERING INC	TASK1 - MISC ON CALL SVC 1/01-3/27	1,607.72
				TASK9 - SHINE&BYWATER 2/28-3/27	19,690.62
				WATER SYSTEM PLAN UPDATE 2/28-3/27	831.40
Total for Check/Tran - 126129:					22,129.74
126130 4/29/21	CHK	10110	HENERY HARDWARE	TRTMNT PLANT - MATERIALS	51.62
126131 4/29/21	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION, SS150 BULK	1,933.45
				HYPOCHLORITE SOLUTION, SS150 BULK	2,388.16
Total for Check/Tran - 126131:					4,321.61
126132 4/29/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	15.70
				EMPLOYER'S MEDICARE TAX	15.70
				EMPLOYEES' FICA TAX	67.14
				EMPLOYER'S FICA TAX	67.14
				EMPLOYEES' FEDERAL WITHHOLDING TAX	43.65
				EMPLOYEES' MEDICARE TAX	2,844.18
				EMPLOYER'S MEDICARE TAX	2,844.18
				EMPLOYEES' FICA TAX	12,161.23
				EMPLOYER'S FICA TAX	12,161.23
				EMPLOYEES' FEDERAL WITHHOLDING	10,477.02
				EMPLOYEES' FEDERAL WITHHOLDING TAX	9,841.74
Total for Check/Tran - 126132:					50,538.91
126133 4/29/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	CHECKS PR 04/28/2021-TEMP LABORERS	867.25
				PR 04.30.2021-DIRECT DEPOSIT CHECKS	119,980.04
				PR 04.30.2021-MANUAL CHECKS	9,853.16
Total for Check/Tran - 126133:					130,700.45
126134 4/29/21	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: MAR 2021	3,204.00
				PROFESSIONAL SVC: MAR 2021	801.00
Total for Check/Tran - 126134:					4,005.00
126135 4/29/21	CHK	10348	KEMP WEST, INC	TT T&M - EGG & I RD 4/12-4/15	12,653.28

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126136 4/29/21	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - APR 2021	246.26
				BPA RD-PUMP ELEC - APR 21	124.43
				WILLIAMS CT ELEC - APR 21	47.94
Total for Check/Tran - 126136:					418.63
126137 4/29/21	CHK	10143	MCDOWELL RACKNER & GIBSON PC	PROF SRVC:STRATEGIC PLANNING MAR 2021	10,226.00
				PROF SRVC:STRATEGIC PLANNING MAR 2021	2,556.50
Total for Check/Tran - 126137:					12,782.50
126138 4/29/21	CHK	9998	HUE NGUYEN	Credit Balance Refund	81.72
126139 4/29/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING APR 2021	612.50
126140 4/29/21	CHK	10166	NWPPA	MICROSOFT PLANNER ESSENTIALS 04/08/2021	72.00
				MICROSOFT PLANNER ESSENTIALS 04/08/2021	18.00
Total for Check/Tran - 126140:					90.00
126141 4/29/21	CHK	10167	OFFICE DEPOT	NEW BUILDING - CUBICLE PANELS	158.67
				NEW BUILDING - CUBICLE PANELS	39.67
				OPERATIONS - OFFICE CHAIR	261.64
				OPERATIONS - OFFICE CHAIR	65.41
				310 TRP WDE - CUBICLE PANELS	352.61
				310 TRP WDE - CUBICLE PANELS	88.15
Total for Check/Tran - 126141:					966.15
126142 4/29/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	VEH# 123 - HITCH PIN W/ CLIP	9.04
				WO#321019 - EXCAVATOR RNTL	144.82
				WO#321023 - EXCAVATOR RNTL	144.83
				744 4CRNRS-WATER MAIN REPAIR EXCAV RNTL	392.76
Total for Check/Tran - 126142:					691.45
126143 4/29/21	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 3/30-4/22/2021	231.00
				TRANSCRIPTION SVC 3/30-4/22/2021	57.75
Total for Check/Tran - 126143:					288.75
126144 4/29/21	CHK	10761	PERFORMANCE VALIDATION	COMMISSIONING AGENT-OPS BUILDING MAR2021	2,695.81

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126145 4/29/21	CHK	10183	PETRICKS LOCK & SAFE	REKEY OPS BUILDING LOCKS	1,246.85
126146 4/29/21	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE ACCT# 33897265	320.00
				PRE-PAID POSTAGE ACCT# 33897265	80.00
Total for Check/Tran - 126146:					400.00
126147 4/29/21	CHK	10188	PLATT ELECTRIC SUPPLY	SWEEP	1,799.50
				REPLACEMENT CLAMP METER	129.83
Total for Check/Tran - 126147:					1,929.33
126148 4/29/21	CHK	10207	RAIN NETWORKS	VISIO SUBSCRPTN 1Y 6/01/2022-5/27/2023	740.85
				VISIO SUBSCRPTN 1Y 6/01/2022-5/27/2023	185.21
Total for Check/Tran - 126148:					926.06
126149 4/29/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	190.09
				FR CLOTHING	435.70
				FR CLOTHING	157.30
				FR CLOTHING	529.71
				FR CLOTHING	212.70
				FR CLOTHING	128.38
				FR CLOTHING	202.70
				FR CLOTHING	360.81
				FR CLOTHING	451.35
Total for Check/Tran - 126149:					2,668.74
126150 4/29/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: NITRATE QUIMPER 4/21/21	28.00
				TESTING: NITRATE QUIMPER 4/21/21	28.00
				TESTING: NITRATE QUIMPER 4/21/21	28.00
				TESTING: NITRATE QUIMPER 4/21/21	28.00
				TESTING: NITRATE QUIMPER 4/21/21	28.00
				TESTING: NITRATE QUIMPER 4/21/21	28.00
Total for Check/Tran - 126150:					168.00
126151 4/29/21	CHK	10576	TCF ARCHITECTURE, PLLC	ARCH-CONSTRCTN ADD'L SVC MAR-2021	20,358.04

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126152 4/29/21	CHK	10421	THE CARWASH INC	VEH# 210- FLEET SRVC MAR 2021	12.25
				VEH# 211- FLEET SRVC MAR 2021	12.25
Total for Check/Tran - 126152:					24.50
126153 4/29/21	CHK	10704	TRAVIS PATTERN & FOUNDRY	IRONDALE SUB - BRONZE TERMINAL	1,295.45
126154 4/29/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
126155 4/29/21	CHK	10252	ULINE	HAND SANITIZER STATIONS	427.94
				GARBAGE CANS-OPERATIONS	923.05
				TRASH CANS-OPERATIONS	33.35
Total for Check/Tran - 126155:					1,384.34
126156 4/29/21	CHK	10620	UPS	SHIPNG FEE-WRNTY REPAIR FAILED RECLOSER	54.99
				SHIPNG FEE-RETURN CLMBNG BELT	27.27
				SHIPNG FEE-RETURN OF CLMBNG GEAR	75.41
Total for Check/Tran - 126156:					157.67
126157 4/29/21	CHK	10615	US BANK	WREHOUSE-SIGNALING&RIGNG TRNG ONLNE	119.00
				WAREHOUSE-MAIL HOLDER FOR DOOR	14.49
				LINECREW-CLIMBING BELT	565.90
				VEH#101,415,130-AED PADS	333.85
				WAREHOUSE-FACE SHIELDS FOR GRINDER	205.02
				SCADA-WO#421000 MATERIALS	311.69
				DISPUTED - MOTOROLA SOLUTION	662.69
				DISPUTED - MOTOROLA SOLUTIONS	1,396.03
				BILLING - OFFICE 365 SUBSCRIPTION	83.79
				NEW SRVR RM - EQUIPMENT	878.19
				NEW SRVR RM - FIBER PATCH CABLES	30.10
				NEW SRVR RM - KVM CABLES	59.94
				NEW SRVR RM - PWR CABLES	23.76
				NEW SRVR RM - RACK SHELF	30.54
				NEW SRVR RM - TRANSCEIVERS	792.43
				PHONE SERVICE	200.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PUD WEBSITE STORAGE	52.80
				SCADA - ALERTING SERVICE	14.40
				DISPUTED - MOTOROLA SOLUTION	165.67
				DISPUTED - MOTOROLA SOLUTIONS	349.00
				BILLING - OFFICE 365 SUBSCRIPTION	20.95
				NEW SRVR RM - EQUIPMENT	219.55
				NEW SRVR RM - FIBER PATCH CABLES	7.53
				NEW SRVR RM - KVM CABLES	15.00
				NEW SRVR RM - PWR CABLES	5.94
				NEW SRVR RM - RACK SHELF	7.64
				NEW SRVR RM - TRANSCEIVERS	198.11
				PHONE SERVICE	50.00
				PUD WEBSITE STORAGE	13.20
				SCADA - ALERTING SERVICE	3.60
				ACCNTNG&FINCE ROUNDTBLE 4/22-4/23/2021	340.00
				ACCNTNG&FINCE ROUNDTBLE 4/22-4/23/2021	85.00
				PRE-EMPTY BACKGROUND CHECK JRNY LINEMAN	59.95
				INTERN RECRUITMENT	162.95
				INTERN RECRUITMENT	40.74
				CUST REPAIR-WO#20339 YARD REPAIR	127.53
				KILISUT HARBOR - WO#20040 EASEMENT REGIS	109.70
				RME SEPTIC INSPECTIONS FEB-MAR 2021	48.00
Total for Check/Tran - 126157:					7,804.68
126158 4/29/21	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB3/16-4/15/2021	286.11
				CELL PHONE SERVICE QB3/16-4/15/2021	196.36
				CELL PHONE SERVICE QB3/16-4/15/2021	129.80
				CELL PHONE SERVICE QB3/16-4/15/2021	25.96
				CELL PHONE SERVICE QB3/16-4/15/2021	196.22
				CELL PHONE SERVICE QB3/16-4/15/2021	94.32
				CELL PHONE SERVICE QB3/16-4/15/2021	79.61

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB3/16-4/15/2021	131.53
				CELL PHONE SERVICE QB3/16-4/15/2021	79.61
				CELL PHONE SERVICE QB3/16-4/15/2021	63.04
				CELL PHONE SERVICE QB3/16-4/15/2021	15.58
				CELL PHONE SERVICE QB3/16-4/15/2021	46.56
				CELL PHONE SERVICE QB3/16-4/15/2021	18.17
				CELL PHONE SERVICE QB3/16-4/15/2021	33.05
				CELL PHONE SERVICE QB3/16-4/15/2021	105.04
				CELL PHONE SERVICE QB3/16-4/15/2021	105.04
				CELL PHONE SERVICE QB3/16-4/15/2021	51.92
				CELL PHONE SERVICE QB3/16-4/15/2021	104.70
				CELL PHONE SERVICE QB3/16-4/15/2021	20.77
				CELL PHONE SERVICE QB3/16-4/15/2021	91.08
				CELL PHONE SERVICE QB3/16-4/15/2021	41.54
				CELL PHONE SERVICE QB3/16-4/15/2021	10.86
				CELL PHONE SERVICE QB3/16-4/15/2021	43.63
				CELL PHONE SERVICE QB3/16-4/15/2021	140.62
				CELL PHONE SERVICE QB3/16-4/15/2021	38.95
				CELL PHONE SERVICE QB3/16-4/15/2021	220.65
				CELL PHONE SERVICE QB3/16-4/15/2021	39.15
				CELL PHONE SERVICE QB3/16-4/15/2021	31.15
				CELL PHONE SERVICE QB3/16-4/15/2021	22.76
				CELL PHONE SERVICE QB3/16-4/15/2021	10.38
				CELL PHONE SERVICE QB3/16-4/15/2021	43.45
				CELL PHONE SERVICE QB3/16-4/15/2021	10.91
				CELL PHONE SERVICE QB3/16-4/15/2021	35.14
				CELL PHONE SERVICE QB3/16-4/15/2021	51.92
				SCADA CRADLEPNT DEVICE QB 3/20-4/19/21	925.86
				WIFI IN TRUCKS QB 3/20-4/19/21	382.72
				WIFI RANDOM QB 3/20-4/19/21	416.08
				WIFI IN TRUCKS QB 3/20-4/19/21	480.23

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04/27/2021 To 05/10/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WIFI RANDOM QB 3/20-4/19/21	104.03
				SCADA CRDLEPNT DEVICE QB3/23-4/22/21	75.18
				<b>Total for Check/Tran - 126158:</b>	4,999.68
126159 4/29/21	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	11,332.71
				PL DEFERRED COMP ER	4,475.11
				<b>Total for Check/Tran - 126159:</b>	15,807.82
126160 4/29/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	406.15
126161 4/29/21	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - APR 2021	42.34
				EAP SVC - APR 2021	10.58
				<b>Total for Check/Tran - 126161:</b>	52.92
126162 4/29/21	CHK	10271	WESCO RECEIVABLES CORP	ESCALATION CHARGE FOR INV 216623	1,856.05
				MULTI-TAP 6	252.33
				<b>Total for Check/Tran - 126162:</b>	2,108.38
126163 4/29/21	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH#124 - BATTERY CORE DEPOSIT	-19.64
				VEH#128 - BATTERY REPLACEMENT	136.89
				VEH#128 - BATTERY CORE DEPOSIT	-19.64
				FLEET - DRY GRAPHITE LUBE	47.59
				<b>Total for Check/Tran - 126163:</b>	145.20
126164 4/29/21	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - MAY 2021	1,120.00
				RENT BILLING AT ANNEX - MAY 2021	280.00
				<b>Total for Check/Tran - 126164:</b>	1,400.00
126165 4/29/21	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VIDEO CONF SVC 4/22-5/21/21	309.76
				VIDEO CONF SVC 4/22-5/21/21	77.44
				<b>Total for Check/Tran - 126165:</b>	387.20
126166 5/6/21	CHK	10808	A & J FLEET SERVICES, INC	OIL CHANGE TRUCK# 101	590.95
126167 5/6/21	CHK	10006	AFLAC	AFLAC BILL APR 2021	90.72
				AFLAC BILL APR 2021	39.60



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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				AFLAC BILL APR 2021	207.54
				<b>Total for Check/Tran - 126167:</b>	337.86
126168 5/6/21	CHK	10481	AMAZON	GRINDER	218.19
				TRIPOD STAND	80.62
				MEASURING TOOL	3.67
				<b>Total for Check/Tran - 126168:</b>	302.48
126169 5/6/21	CHK	10310	KURT W ANDERSON	BOOT/TOOL ALLOWANCE 2021	174.24
126170 5/6/21	CHK	10447	ANIXTER INC.	ARRESTER ELBOW 15KV&GROUND ROD-COPPER	1,243.75
				STAPLES	143.47
				BUSHING COVER	736.43
				<b>Total for Check/Tran - 126170:</b>	2,123.65
126171 5/6/21	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE	11,884.01
126172 5/6/21	CHK	10295	DYLAN C BRACKNEY	BOOT/TOOL ALLOWANCE 2021	300.00
126173 5/6/21	CHK	10621	CRAIG LABENZ	WEBSITE DEVELOPMENT - DEC-APR 2021	3,228.78
				WEBSITE DEVELOPMENT - DEC-APR 2021	807.19
				<b>Total for Check/Tran - 126173:</b>	4,035.97
126174 5/6/21	CHK	10501	D & L POLES	MOWING PPOLES - BPA SUB DISCOVERY BAY	1,614.68
				MOWING PPOLES - BOULTON FARMS RD 2/25	1,614.68
				VAC VAULTS - PORT OF PT 4/01	2,482.03
				VAC VAULTS - BOAT ST & JEFFERSON ST	2,236.55
				LOCATE CNDT - HWY 20 4/15	916.44
				<b>Total for Check/Tran - 126174:</b>	8,864.38
126175 5/6/21	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE APR 2021	2,000.00
				CONSULTING SERVICE APR 2021	3,500.00
				<b>Total for Check/Tran - 126175:</b>	5,500.00
126176 5/6/21	CHK	10802	THERESA L GIESE	WELLNESS PROGRAM REIMBURSEMENT 2021	28.00
				WELLNESS PROGRAM REIMBURSEMENT 2021	7.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DAILY MAIL OFFICE RUN	12.90
				DAILY MAIL OFFICE RUN	3.22
				<b>Total for Check/Tran - 126176:</b>	51.12
126177 5/6/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AA55 DBLMN BUCKET VEH#414 4/28-5/25	3,716.20
126178 5/6/21	CHK	10098	GRAINGER	ANTI SLIP TAPE	93.02
				PACKING WRAP	54.11
				<b>Total for Check/Tran - 126178:</b>	147.13
126179 5/6/21	CHK	10859	GROVES CRANE, LLC	VAULTS&LIDS MOVED - SAFEWAY 4/28	1,211.01
126180 5/6/21	CHK	10103	H D FOWLER	RPAIR AT FOUR CRNRS - WATER PARTS	1,096.86
				WATER METER BOX W/LID QTY10	332.76
				<b>Total for Check/Tran - 126180:</b>	1,429.62
126181 5/6/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	67 HEINZINGER RD-WTR MAIN REPR MATERIALS	18.54
				MATS VIEW - REPLUMB PUMPS MATERIALS	23.22
				MATS VIEW - CHK VALVE REPLMNT MATERIALS	27.29
				SPARLING WELL - HACKSAW	5.44
				SPARLING WELL - MATERIALS	2.27
				SPARLING WELL - MATERIALS	1.41
				<b>Total for Check/Tran - 126181:</b>	78.17
126182 5/6/21	CHK	10787	HOCH CONSTRUCTION, INC	310 FOUR CRNRS REMODEL - INV #14	198,206.52
126183 5/6/21	CHK	10839	IRBY ELECTRICAL UTILITES	GUY STRAIN INSULATOR FIBERGLASS 120"	1,040.81
				INSULATED CAP W/ GROUND 15KV	1,266.65
				<b>Total for Check/Tran - 126183:</b>	2,307.46
126184 5/6/21	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	STORM WATER REVIEW FOR REMODEL	631.00
126185 5/6/21	CHK	10129	JIIFY LUBE	VEH# 210 - OIL CHANGE	98.27
126186 5/6/21	CHK	10388	JEREMIAH J JONES	BOOT/TOOL ALLOWANCE 2021	300.00
126187 5/6/21	CHK	10348	KEMP WEST, INC	TT T&M - EGG&I RD&SWANVL 4/19-4/22	12,653.28

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04/27/2021 To 05/10/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126188 5/6/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	DWNTWN FBR PROJ WO#9005 - MATERIALS	671.34
126189 5/6/21	CHK	10631	WILLIAM P O'DONNELL	WELLNESS PROGRAM REIMBURSEMENT 2021	108.97
				WELLNESS PROGRAM REIMBURSEMENT 2021	27.24
Total for Check/Tran - 126189:					136.21
126190 5/6/21	CHK	10167	OFFICE DEPOT	OPS/310 BLDNG - OFFICE SUPPLIES	26.38
				OPS/310 BLDNG - OFFICE SUPPLIES	6.59
				310 BLDNG - OFFICE SUPPLIES	12.03
				310 BLDNG - OFFICE SUPPLIES	3.01
Total for Check/Tran - 126190:					48.01
126191 5/6/21	CHK	10169	OLYCAP	PWRBST/OLYCAP APRIL 2021	1,270.70
126192 5/6/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	WO#22102 - EXCAVATOR RENTAL	239.80
				PETERSON LAKE - LAWN MOWER	24.54
				CEDAR AVE WO#421001 - EXCAVATOR RNTL	256.39
Total for Check/Tran - 126192:					520.73
126193 5/6/21	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-TRITON COVE Q2-2021	60.01
				PEST SVC QRTLY-LAZY C PUMPH Q2-2021	60.01
Total for Check/Tran - 126193:					120.02
126194 5/6/21	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT COUPLING	853.85
				POLYLINE	83.46
Total for Check/Tran - 126194:					937.31
126195 5/6/21	CHK	10193	PORT TOWNSEND LEADER	EMPLOY SRVC ADV - SUMR INTRN 4/7-4/28/21	60.80
				DISPLAY - PT SATURATION 4/14&4/21/21	816.00
				EMPLOY SRVC ADV - SUMR INTRN 4/7-4/28/21	15.20
				DISPLAY - PT SATURATION 4/14&4/21/21	204.00
Total for Check/Tran - 126195:					1,096.00
126196 5/6/21	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - TAYLOR ST & WASH ST	1,547.04
				FIBER SPLICING - TAYLOR ST & WASH ST	-129.04
Total for Check/Tran - 126196:					1,418.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126197 5/6/21	CHK	10197	PRINTERY COMMUNICATIONS	DIG SLIPS	256.81
				DIG SLIPS	64.20
				WRKORDER CHKLISTS QTY100	56.68
				WRKORDER CHKLISTS QTY300	170.04
				WRKORDER CHKLISTS QTY200	113.36
Total for Check/Tran - 126197:					661.09
126198 5/6/21	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) 5/18-6/17/2021	69.73
				4CORNERS (MODULAR) RENT 5/18-6/17/2021	17.43
				ANNEX-COPIER RENT 5/19-6/18/2021	81.49
				ANNEX-COPIER RENT 5/19-6/18/2021	20.37
Total for Check/Tran - 126198:					189.02
126199 5/6/21	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES APR 2021	125.52
				210 4 CRNRS (0109) IMAGES APR 2021	31.38
				211 CHIM (0626) IMAGES APR 2021	92.32
				211 CHIM (0626) IMAGES APR 2021	23.08
				4CRNRS IT MODLR (7287) IMAGES APR 2021	30.22
				4CRNRS IT MODLR (7287) IMAGES APR 2021	7.55
Total for Check/Tran - 126199:					310.07
126200 5/6/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	1,009.85
				FR CLOTHING	126.31
				FR CLOTHING	122.66
				FR CLOTHING	412.83
				FR CLOTHING	138.38
				FR CLOTHING	130.95
				FR CLOTHING	385.63
				FR CLOTHING	520.93
				FR CLOTHING	270.58
				FR CLOTHING	170.52
				FR CLOTHING	130.06

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# Accounts Payable Check Register

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04/27/2021 To 05/10/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FR CLOTHING	32.51
				<b>Total for Check/Tran - 126200:</b>	3,451.21
126201 5/6/21	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC MAY 2021	2,073.98
				ANSWER SVC MAY 2021	2,073.98
				ANSWER SVC MAY 2021	1,037.00
				<b>Total for Check/Tran - 126201:</b>	5,184.96
126202 5/6/21	CHK	10217	SETON CONSTRUCTION INC	FLAGGING -TT ON HWY101 S QUIL 3/01-3/04	5,935.63
				FLAGGING - TT ON EGG&I RD 4/12-4/14	4,664.17
				FLAGGING - TT ON EGG&I RD 4/19-4/21	4,790.00
				FLAGGING - TT ON SR116&SR19 3/15-4/08	19,136.70
				<b>Total for Check/Tran - 126202:</b>	34,526.50
126203 5/6/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: COLI/ECOLI MO APR 2021	23.00
				TESTING: CHLORIDE BYWATER 4/22/21	23.00
				TESTING: NITRATE BYWATER 4/22/21	28.00
				TESTING: NITRATE BYWATER 4/22/21	28.00
				TESTING: NITRATE BYWATER 4/22/21	28.00
				<b>Total for Check/Tran - 126203:</b>	314.00
126204 5/6/21	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL APRIL 2021	1,270.70
126205 5/6/21	CHK	10727	TITAN ELECTRIC, INC	DOCK WORK WKENDING 3/06-4/03/2021	87,538.44
				DOCK WORK WKENDING 3/06-4/03/2021	3,172.43
				DOCK WORK WKENDING 3/06-4/03/2021	3,426.60

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# Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 126205:</b>					94,137.47
126206 5/6/21	CHK	10496	WELLS FARGO VENDOR FIN SERV	211 CHIM COPYRNT&PRSNL PROP TAX MAY 21	435.04
126207 5/6/21	CHK	10271	WESCO RECEIVABLES CORP	WIRE 1/0 XHHW-2 600V&BARE STRANDED CU	3,905.78
				WIRE 4/0 AL URD TPX 600V&FLEX CONDUIT	9,033.48
				FLEX CONDUIT	954.63
				TRAN 1P PAD 50KVA 120/240&25KVA 120/240	3,609.03
<b>Total for Check/Tran - 126207:</b>					17,502.92
126208 5/6/21	CHK	10274	WESTBAY AUTO PARTS, INC.	FLEET STOCK - GROMS, MTR TUNUP,FAB LOOM	39.95

**Total Payments for Bank Account - 1 :** (100) 804,412.65

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

**Total for Bank Account - 1 :** (100) 804,412.65

**Grand Total for Payments :** (100) 804,412.65

**Grand Total for Voids :** (0) 0.00

**Grand Total :** (100) 804,412.65

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# Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
142 5/3/21	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MAY 2021	10,675.95
				PETERSON LAKE WIRE PMT MAY 2021	3,652.67
Total for Check/Tran - 142:					14,328.62

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

## JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 4/28/2021**

Empl	Position	Check #	Date #	Amount
3053	TEMPORARY LABORER	70886	4/28/2021	499.78
3054	TEMPORARY LABORER	70887	4/28/2021	367.47
				<b>867.25</b>



## JEFFERSON COUNTY PUD NO 1

<b>ISSUED PAYROLL CHECKS</b> <b>PAY DATE: 4/30/2021</b>
--

Empl	Position	Check #	Date #	Amount
2000	WATER DISTRIBUTION MANAGER II	70888	4/30/2021	1,719.68
2001	WATER DISTRIBUTION MANAGER II	70889	4/30/2021	2,094.40
3032	CUSTOMER SERVICE REP	70890	4/30/2021	1,273.90
2003	WATER TREATMENT PLANT OPERATOR III	70891	4/30/2021	2,166.62
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70892	4/30/2021	2,598.56
				<b>9,853.16</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 4/30/2021</b>
---

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	4/30/2021	1,324.29
3052	ADMINISTRATIVE ASSISTANT	4/30/2021	2,289.72
1044	APPRENTICE LINEMAN	4/30/2021	2,458.83
1026	BROADBAND SUPERVISOR	4/30/2021	2,062.23
4006	COMMISSIONER DIST 1	4/30/2021	935.36
4004	COMMISSIONER DIST 2	4/30/2021	966.28
4008	COMMISSIONER DIST 3	4/30/2021	1,351.15
3034	COMMUNICATIONS DIRECTOR	4/30/2021	2,366.77
3002	CUSTOMER SERVICE COORDINATOR	4/30/2021	1,256.67
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	4/30/2021	1,364.83
3022	CUSTOMER SERVICE REP	4/30/2021	1,387.41
3046	CUSTOMER SERVICE REP	4/30/2021	1,200.25
3048	CUSTOMER SERVICE REP	4/30/2021	1,263.59
1027	ELECTRICAL ENGINEERING MANAGER	4/30/2021	3,015.97
1041	ELECTRICAL SUPERINTENDENT	4/30/2021	3,922.68
2007	ENGINEERING DIRECTOR	4/30/2021	3,353.54
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	4/30/2021	2,195.66
3033	FINANCE DIRECTOR	4/30/2021	3,584.47
1046	FLEET/WAREHOUSE HELPER	4/30/2021	2,384.47
1008	FOREMAN LINEMAN	4/30/2021	3,659.62
1012	FOREMAN LINEMAN	4/30/2021	5,353.62
1011	GENERAL MANAGER	4/30/2021	4,789.01
1042	GIS SPECIALIST	4/30/2021	2,341.25
1017	HEAD STOREKEEPER	4/30/2021	2,451.02
3047	HUMAN RESOURCES DIRECTOR	4/30/2021	2,634.05
3008	INFORMATION TECHNOLOGY MANAGER	4/30/2021	3,220.12
3028	IT SUPPORT TECHNICIAN	4/30/2021	1,788.57
1000	LINEMAN	4/30/2021	2,840.37
1016	LINEMAN	4/30/2021	2,999.95
1020	LINEMAN	4/30/2021	2,321.42
1028	LINEMAN	4/30/2021	2,121.71
1034	LINEMAN	4/30/2021	2,972.00
1048	LINEMAN	4/30/2021	3,847.56
1043	METER READER	4/30/2021	1,586.03
1047	METER READER	4/30/2021	1,621.27
1037	OPERATIONS DIRECTOR	4/30/2021	3,566.20
3004	RESOURCE MANAGER	4/30/2021	2,814.54
1003	SCADA TECH APPRENTICE	4/30/2021	2,503.97
3020	SERVICES DIRECTOR	4/30/2021	2,571.37
1031	STAKING ENGINEER	4/30/2021	2,465.29
1014	STOREKEEPER	4/30/2021	2,470.22
1015	SUBSTATION/METER FOREMAN	4/30/2021	2,985.44
1033	SUBSTATION/METERING TECH	4/30/2021	3,376.68
3013	UTILITY ACCOUNTANT II	4/30/2021	1,629.88
3029	UTILITY ACCOUNTANT II	4/30/2021	1,792.10
3003	UTILITY BILLING CLERK	4/30/2021	1,490.42
3027	UTILITY BILLING CLERK	4/30/2021	1,518.96
3000	UTILITY BILLING COORDINATOR	4/30/2021	1,635.36
2005	WATER DISTRIBUTION MANAGER II	4/30/2021	1,962.74
2002	WATER DISTRIBUTION MANAGER II	4/30/2021	1,965.13
			<b>\$ 119,980.04</b>



## **AGENDA REPORT**

**DATE:** May 18, 2021

**TO:** Board of Commissioners

**FROM:** Mike Bailey, Finance Director/District Auditor

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

**RECOMMENDATION:** Approve Motion

---

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

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

**ANALYSIS/FINDINGS:** There are 16 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$5,687.82 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

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

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

**RECOMMENDATION:** Transfer the 16 inactive accounts owing \$5,687.82 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

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



Board of Commissioners

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

Kevin Streett, General Manager

**Write-Offs of Uncollectible Accounts Receivable**

On May 18, 2021 the following summary of inactive customer accounts with a past due balance of greater than \$50.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Finance Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

<b>Uncollectible Amount Range</b>	<b>Number of Accounts</b>	<b>Write-Off Amount</b>
<b>Up to \$50</b>	3	\$109.09
<b>\$51 - \$100</b>	0	\$ -
<b>\$101 - \$200</b>	5	\$880.01
<b>\$201 - \$300</b>	0	\$-
<b>Over \$300</b>	8	\$4,698.72
		<b>\$5,687.8</b>
<b>TOTAL</b>	<b>16</b>	<b>2</b>

Approval, Board of Commissioners

---

Jeff Randall  
Secretary

May 18, 2021

**PUD Calendar**

**May 18, 2021, Regular BOC Meeting per ZOOM, 5:00 pm**

**May 25, 2021, Special Meeting, per ZOOM, 10:00 am-12:00 pm, Broadband...TBD**

**May 31, 2021, Memorial Day, PUD office closed**

**June 1, 2021, Regular BOC Meeting per ZOOM, 5:00 pm**

**June 8, 2021, Special Meeting per ZOOM, TBD**

**June 14, 2021, CAB Meeting, per ZOOM, 2:00 pm**

**June 15, 2021, Regular BOC Meeting per ZOOM, 5:00 pm**

**June 22, 2021, Special Meeting per ZOOM, 10:00 am-12:00 am Hadlock Sewer**

# Board of Commissioners Meeting

## Electric Rate Study Update

Presented by:

Sergey Tarasov, Project Manager

Paul Quinn, Project Consultant

May 18, 2021



# Presentation Overview

- **Recap**
- **Proposed rates**
- **Next steps**
- **Questions / discussion**





# Recap

- **Presented findings to Board and public over 8 meetings through April 2021**
  - » Revenue requirement scenarios
  - » Cost-of-service & phase-in alternatives
  - » Rate design
- **Staff met with the Board on May 4<sup>th</sup> to discuss electric rates**
  - » Board directed staff to smooth out increases in 2022
- **Today's focus**
  - » Updated revenue requirement, cost-of-service, and rate design



# Cost-of-Service Summary

- Cost-of-service identified inequities between classes of service
- Phase-in strategy was developed to gradually move classes towards cost-of-service

Customer Class	COSA	Previous Phase-In			
		2021	2022	2023	2024
Residential	8.71%	3.16%	7.23%	3.66%	3.65%
Residential - Discount	85.54%	3.16%	7.23%	3.66%	3.65%
General Service	-6.49%	2.75%	6.75%	3.25%	3.25%
Small Demand General Service	-18.92%	2.75%	6.75%	3.25%	3.25%
Large Demand General Service	-22.30%	2.75%	6.75%	3.25%	3.25%
Primary General Service	-27.99%	2.75%	6.75%	3.25%	3.25%
Irrigation/Drainage	328.82%	5.00%	9.00%	5.50%	5.50%
Interruptible Primary Schools	1.13%	0.00%	0.00%	0.00%	0.00%
Lighting	-29.30%	2.75%	6.75%	3.25%	3.25%
<b>Total</b>	<b>3.00%</b>	<b>3.00%</b>	<b>7.00%</b>	<b>3.50%</b>	<b>3.50%</b>

» Updated phase-in keeps the same approach as presented previously

Customer Class	COSA	Updated Phase-In			
		2021	2022	2023	2024
Residential	9.83%	4.18%	4.43%	4.42%	4.41%
Residential - Discount	87.31%	4.18%	4.43%	4.42%	4.41%
General Service	-5.66%	3.75%	4.00%	4.00%	4.00%
Small Demand General Service	-18.32%	3.75%	4.00%	4.00%	4.00%
Large Demand General Service	-21.78%	3.75%	4.00%	4.00%	4.00%
Primary General Service	-27.45%	3.75%	4.00%	4.00%	4.00%
Irrigation/Drainage	334.81%	6.00%	6.25%	6.25%	6.25%
Interruptible Primary Schools	2.04%	0.00%	0.00%	0.00%	0.00%
Lighting	-28.66%	3.75%	4.00%	4.00%	4.00%
<b>Total</b>	<b>4.00%</b>	<b>4.00%</b>	<b>4.25%</b>	<b>4.25%</b>	<b>4.25%</b>



# Rate Summary – Basic Charges

Basic Charge - \$ / Mo.	Existing		Proposed			
			2021	2022	2023	2024
<b>Residential</b>						
Single Phase	\$ 18.50	\$ 21.00	\$ 23.50	\$ 26.00	\$ 28.50	
Three Phase	27.00	30.65	34.30	37.95	41.59	
Discount	(21.00)	(23.84)	(26.68)	(29.51)	(32.35)	
<b>General Service</b>						
Single Phase	\$ 18.50	\$ 21.50	\$ 24.50	\$ 27.50	\$ 30.50	
Three Phase	34.00	39.51	45.03	50.54	56.05	
<b>Demand General Service &amp; Irrigation</b>						
Small Demand General Service	\$ 60.00	\$ 62.25	\$ 64.74	\$ 67.33	\$ 70.02	
Large Demand General Service	110.00	114.13	118.69	123.44	128.38	
Primary General Service	300.00	311.25	323.70	336.65	350.11	
Irrigation	30.00	35.00	40.00	45.00	50.00	
Interruptible Primary Schools	300.00	311.25	323.70	336.65	350.11	
<b>Lighting - \$ / Bulb</b>						
<100W	\$ 15.00	\$ 15.56	\$ 16.19	\$ 16.83	\$ 17.51	
100W - 200W	17.25	17.90	18.61	19.36	20.13	
>200W	19.50	20.23	21.04	21.88	22.76	
<b>Discounted Lighting - \$ / Bulb</b>						
<100W	\$ 15.00	\$ 9.96	\$ 10.36	\$ 10.78	\$ 11.21	
100W - 200W	17.25	12.30	12.79	13.30	13.83	
>200W	19.50	14.63	15.22	15.83	16.46	



# Rate Summary – Energy Charges

Energy Charge - \$ / kWh	Existing	Proposed			
		2021	2022	2023	2024
<b>Residential</b>					
Tier 1	\$ 0.0882	\$ 0.0882	\$ 0.0908	\$ 0.0936	\$ 0.0966
Tier 2	0.1070	0.1070	0.1102	0.1136	0.1172
Tier 3	n/a	0.1218	0.1254	0.1293	0.1334
<b>All Other Classes</b>					
General Service	\$ 0.1007	\$ 0.1029	\$ 0.1055	\$ 0.1082	\$ 0.1112
Small Demand General Service	0.0852	0.0884	0.0919	0.0956	0.0994
Large Demand General Service	0.0757	0.0785	0.0817	0.0849	0.0883
Primary General Service	0.0747	0.0775	0.0806	0.0838	0.0872
Irrigation	0.0687	0.0695	0.0710	0.0729	0.0752
Interruptible Primary Schools	0.0681	0.0680	0.0679	0.0677	0.0676
Lighting	n/a	n/a	n/a	n/a	n/a



# Rate Summary – Demand & Reactive Power Charges

Demand Charge - \$ / kW	Existing	Proposed				
		2021	2022	2023	2024	
Residential	n/a	n/a	n/a	n/a	n/a	n/a
General Service	n/a	n/a	n/a	n/a	n/a	n/a
Small Demand General Service	\$ 5.50	\$ 5.71	\$ 5.93	\$ 6.17	\$ 6.42	
Large Demand General Service	9.00	9.34	9.71	10.10	10.50	
Primary General Service	8.50	8.82	9.17	9.54	9.92	
Irrigation	n/a	n/a	n/a	n/a	n/a	n/a
Interruptible Primary Schools	5.50	5.50	5.50	5.50	5.50	
Lighting	n/a	n/a	n/a	n/a	n/a	n/a

Reactive Power Charge - \$ / kVARh	Existing	Proposed				
		2021	2022	2023	2024	
Residential	n/a	n/a	n/a	n/a	n/a	n/a
General Service	n/a	n/a	n/a	n/a	n/a	n/a
Small Demand General Service	\$ 0.00283	\$ 0.00294	\$ 0.00305	\$ 0.00318	\$ 0.00330	
Large Demand General Service	0.00281	0.00292	0.00303	0.00315	0.00328	
Primary General Service	0.00106	0.00110	0.00114	0.00119	0.00124	
Irrigation	n/a	n/a	n/a	n/a	n/a	n/a
Interruptible Primary Schools	0.00300	0.00300	0.00300	0.00300	0.00300	
Lighting	n/a	n/a	n/a	n/a	n/a	n/a

*Note: kVARh charge will switch to a power factor charge once new meters have been installed*



# Next Steps

- **Rates effective July 2021**
  - » Future electric rates increases effective in April

# Thank you! Questions?

[www.fcsgroup.com](http://www.fcsgroup.com)

*PROPOSED*

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

**RESOLUTION NO. 2021- 00XX**

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

**WHEREAS**, the PUD is responsible for maintaining and operating the electric network and related facilities in Jefferson County, Washington and to provide and furnish the residents of the district served by the PUD with electricity; and

**WHEREAS**, the Board of Commissioners and its staff have reviewed the electric rates most recently updated in Resolution No. 2018-001; and

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

**WHEREAS**, Board of Commissioners has held a series of workshops and presentations from FCS Group as part of its cost of service study, including a July 13, 2020 discussion on goals and objectives, an August 18 and September 23, 2020 presentation regarding revenue requirements, a November 10 and December 7, 2020 review of the results of the cost of service analysis, and a February 9, 2021 review of an initial rate design; and

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

**WHEREAS**, the proposed rates are attached as Exhibit A to this resolution and will revise, amend and replace the electric rates set forth in Resolution No. 2018-01 as well as any subsequent changes; and

**WHEREAS**, the proposed electric rates in Exhibit A will help the PUD provide funds for ongoing maintenance, operations and improvements to its electric system, and allow



the PUD to furnish its customers with electric service in a reasonable, cost-efficient manner.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of PUD No. 1 of Jefferson County hereby adopts the attached electric rate changes in Exhibit A, effective for all bills rendered on or after \_\_\_\_\_, 2021 with annual increases occurring \_\_\_\_\_, 2022, \_\_\_\_\_, 2023, and \_\_\_\_\_, 2024 subject to annual review by the Board of Commissioners of the PUD.

\_\_\_\_\_  
Dan Toepper, President

\_\_\_\_\_  
Kenneth Collins, Vice President

ATTEST:

\_\_\_\_\_  
Jeff Randall, Secretary

**ADOPTED** by the Commission of Public Utility District No. 1 of Jefferson County,  
Washington, at a regular open meeting held this \_\_\_\_ day of May 2021.

\_\_\_\_\_  
**Dan Toepper, President**

\_\_\_\_\_  
**Kenneth Collins, Vice President**

**ATTEST:**

\_\_\_\_\_  
**Jeffrey Randall, Secretary**

Item	Purchase Date	Leadtime	Cost/ft
4" Conduit cost per foot	12/3/2020	11 weeks	\$ 2.83
	10/5/2020	8 weeks	\$ 2.66
	8/18/2020	3 weeks	\$ 1.60
	7/8/2020	3 weeks	\$ 1.34
	4/7/2020	3 weeks	\$ 1.37
	3/5/2016	2 weeks	\$ 1.38
	2/4/2020	Stock	\$ 1.35
	8/15/2019	2 weeks	\$ 1.43
	6/25/2019	Stock	\$ 1.41
	3/4/2019	1 week	\$ 1.44

2" Conduit cost per foot	12/31/2020	11 weeks	\$ 0.90
	8/18/2020	3 weeks	\$ 0.60
	7/8/2020	3 weeks	\$ 0.50
	4/7/2020	3 weeks	\$ 0.52
	3/5/2016	2 weeks	\$ 0.53
	2/4/2020	Stock	\$ 0.51
	8/15/2019	2 weeks	\$ 0.54
	6/25/2019	Stock	\$ 0.53
	3/4/2019	1 week	\$ 0.54

Item	Purchase Date	Leadtime	Cost
4" 45* Sweep	1/8/2021	4 weeks	\$ 12.89
	12/29/2020	4 weeks	\$ 22.01
	4/13/2020	2 weeks	\$ 23.34
	1/31/2020	Stock	\$ 8.61
	12/9/2019	Stock	\$ 25.56
	10/15/2019	Stock	\$ 25.56
	8/15/2019	2 weeks	\$ 5.79
	3/4/2019	1 week	\$ 8.84

Item	Purchase Date	Leadtime	Cost
4" 90* Sweep	1/8/2021	4 weeks	\$ 19.65
	12/29/2020	4 weeks	\$ 38.37
	1/15/2021	2 weeks	\$ 38.59
	1/4/2021	Stock	\$ 34.95
	1/4/2021	Stock	\$ 19.00
	1/31/2020	Stock	\$ 12.84
	8/15/2019	2 weeks	\$ 6.26
	6/25/2019	Stock	\$ 5.77
	5/15/2019	Stock	\$ 44.67
	3/27/2019	Stock	\$ 44.67
	2/28/2019	Stock	\$ 44.67
	1/29/2019	Stock	\$ 44.67

2" 90* Sweep	1/8/2021	4 weeks	\$ 8.48
	12/29/2020	4 weeks	\$ 11.36
	11/12/2020	6 weeks	\$ 11.38
	8/6/2020	Stock	\$ 13.21
	7/9/2020	Stock	\$ 17.10
	6/3/2020	Stock	\$ 17.10
	6/3/2020	Stock	\$ 13.21
	4/15/2020	Stock	\$ 14.55
	1/31/2020	Stock	\$ 5.21
	12/9/2019	Stock	\$ 14.55
	8/15/2019	2 weeks	\$ 5.61
	6/25/2019	Stock	\$ 5.29
	3/27/2019	2 weeks	\$ 14.55
	3/4/2019	Stock	\$ 4.84
	2/28/2019	Stock	\$ 14.55
	1/29/2019	Stock	\$ 14.55

2" 45* Sweep	1/8/2021	4 weeks	\$ 6.19
	11/12/2020	6 weeks	\$ 8.83
	7/9/2020	Stock	\$ 13.30
	4/13/2020	2 weeks	\$ 9.34
	1/31/2020	Stock	\$ 4.08
	12/9/2019	Stock	\$ 11.31
	10/15/2019	Stock	\$ 11.31
	8/15/2019	2 weeks	\$ 5.10
	4/19/2019	Stock	\$ 11.31
	3/4/2019	1 weel	\$ 4.31

Item	Purchase Date	Leadtime	Cost
4" 22 1/2* Sweep	3/31/2021	2 weeks	\$ 20.58
	1/8/2021	4 weeks	\$ 10.72
	11/12/2020	6 weeks	\$ 17.70
	4/13/2020	2 weeks	\$ 15.37
	1/31/2020	stock	\$ 7.59
	12/9/2019	stock	\$ 9.42
	8/15/2019	2 weeks	\$ 9.42
	6/25/2019	stock	\$ 6.69
	3/4/2019	1 weeks	\$ 7.82

2" 22 1/2* Sweep	1/8/2021	4 weeks	\$ 6.10
	12/29/2020	4 weeks	\$ 8.31
	4/13/2020	2 weeks	\$ 8.80
	1/31/2020	Stock	\$ 4.06
	12/9/2019	Stock	\$ 8.80
	3/4/2019	1 week	\$ 4.79

Item	Purchase Date	Leadtime	Cost		
575 Vault Base/Lid			(base)	(lid)	Total
	3/9/2021	2 weeks	\$ 1,616.00		\$ 1,616.00
	8/18/2020	2 weeks	\$ 1,370.00	\$ 2,075.00	\$ 3,445.00
	3/5/2020	Stock	\$ 1,370.29	\$ 2,074.73	\$ 3,445.02
	11/22/2019	4 weeks	\$ 1,346.33	\$ 1,411.13	\$ 2,757.46
	10/18/2019	Stock	\$ 1,346.33	\$ 2,001.13	\$ 3,347.46
	4/22/2019	Stock	\$ 1,310.00	\$ 1,960.00	\$ 3,270.00
	3/28/2019	Stock	\$ 1,235.00	\$ 1,960.00	\$ 3,195.00

444 Vault Base/Lid	3/9/2021	2 weeks	\$ 1,040.00	\$ 900.00	\$ 1,940.00
	12/28/2020	stock	\$ 905.09	\$ 1,007.69	\$ 1,912.78
	9/24/2020	4 weeks	\$ 825.00	\$ 1,020.00	\$ 1,845.00
	8/18/2020	2 weeks	\$ 825.00	\$ 1,020.00	\$ 1,845.00
	10/18/2019	Stock	\$ 703.97	\$ 972.08	\$ 1,676.05
	3/28/2019	Stock	\$ 685.00	\$ 1,015.00	\$ 1,700.00

Pencell Fiber Vault 2436	1/14/2021	11 weeks	1,445.00
	10/30/2020	11 weeks	1,380.00
	8/18/2020	6 weeks	1,380.00
	3/9/2020	6 weeks	1,380.00
	10/18/2019	8 weeks	1,214.00
	6/14/2019	8 weeks	1,214.00
	5/28/2019	8 weeks	1,214.00
	3/7/2019	7 weeks	1,214.00



## AGENDA

### Regular Meeting

### Intergovernmental Collaborative Group

Jefferson County Board of County Commissioners, Port Townsend City Council,  
Port of Port Townsend, and Jefferson County Public Utility District #1

**Thursday, May 20, 2021 at 5:00 p.m.**

Virtual Meeting

### COVID-19 NOTICE:

**NO IN-PERSON ATTENDANCE ALLOWED**

(Per the May 29, 2020 Jefferson County Public Health Officer Order)

### You can join this meeting by using the following methods:

- |   |
|---|
| <p>☒ <b>Zoom Meeting:</b> <a href="https://zoom.us/j/94250777040">https://zoom.us/j/94250777040</a><br/>This option will allow you to join the meeting live. You will need to enter an email address. Participation will be up to the Chair and/or Clerk of the meeting.</p>  |
| <p>☒ <b>Audio-only:</b> Dial: 1-253-215-8782 and use Webinar ID: 942-5077-7040#<br/>This option will allow you to listen to the meeting live. Participation will be up to the Chair and/or Clerk of the meeting.<br/>Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384.</p> |
| <p>☒ <b>Website:</b> <a href="http://www.co.jefferson.wa.us">www.co.jefferson.wa.us</a> Follow the links under “Quick links,” “Videos of Meetings,” and click on “Streaming Live.”<br/>This option will allow you to watch the meeting live-streaming, with no participation.</p>   |

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before emailing [carolyn@co.jefferson.wa.us](mailto:carolyn@co.jefferson.wa.us) to report any issues.

Agenda items are listed on our website at: [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) Follow the links under “Quick links,” “Videos of Meetings,” and click on “Recorded,” “Streaming Live,” or “Upcoming” to find this meeting and view agenda items.

**SUBMITTING PUBLIC COMMENTS FOR THIS ICG MEETING:** During social distancing for the COVID-19 pandemic, citizens can submit public comments remotely by email regarding items listed below. Elected officials and staff will have an opportunity to read and consider your comments before the meeting. **Email your comments by 12:00 p.m. the day before the meeting, using this dedicated email address:** [covidrecoverycomments@co.jefferson.wa.us](mailto:covidrecoverycomments@co.jefferson.wa.us)

To view public comments received use the following link/web address:

<https://www.co.jefferson.wa.us/1491/Intergovernmental-Collaborative-Group-IC>

#### 1. Call to Order

ICG Rotating Chair  
Michelle Sandoval

#### 2. Acknowledgement of Public Comments

ICG Rotating Chair  
Michelle Sandoval

- |   |   |
|---|---|
| <b>3. Review &amp; Adopt Minutes from February 18, 2021</b>     | <b>All</b>                                      |
| <b>4. Economic Development Framework – Review Draft Outline</b> | <b>All</b>                                      |
| <b>5. Jurisdiction Report</b>                                   | <b>Chair from each jurisdiction</b>             |
| ☒ <b>Port of Port Townsend</b>                                  |   |
| ☒ <b>PUD</b>  |   |
| ☒ <b>City of Port Townsend</b>                                  |   |
| ☒ <b>Jefferson County</b>                                       |   |
| <b>6. Next Steps, Future Agenda Items</b>                       | <b>All</b>                                      |
| <b>7. Adjourn</b>   | <b>ICG Rotating Chair<br/>Michelle Sandoval</b> |



## **AGENDA REPORT**

**DATE:** May 18, 2021  
**TO:** Board of Commissioners  
**FROM:** Samantha Harper, P.E., Engineering Director  
**RE:** Port Hadlock Sewer  
**RECOMMENDATION:** Discussion Only

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**SUMMARY:** None.

**BACKGROUND:** Staff met with Jefferson County Public Works staff to open a discussion on the Port Hadlock sewer and the PUD involvement. Jefferson County Public Works staff would like to give a presentation at a Board of Commissioners meeting. The suggested meeting date was June 22, 2021.

**ANALYSIS/FINDINGS:** None

**FISCAL IMPACT:** None

**RECOMMENDATION:** Discussion only

**Attachments:** None



## **AGENDA REPORT**

**DATE:** 3/18/21  
**TO:** Board of Commissioners  
**FROM:** Will O'Donnell, Communications Director  
**RE:** EEI Fund Transfer from Whatcom PUD

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**BACKGROUND:** The customer owners of Jefferson County have made great use of our Energy Efficiency Incentive Program funds over the last five years. The high number of incentive program projects completed has repeatedly exhausted our funding allotment before the end of the BPA rate period. Fortunately for us, our neighbor to the northeast, Whatcom PUD, is not always able to use all of its EEI allotment within a given rate period and has been willing to transfer remaining funding allotments to Jefferson PUD in prior years.

**ACTION:** Whatcom PUD and Jefferson PUD agree will request that BPA transfer ONE HUNDRED THOUSAND DOLLARS (\$100,000) of BPA's Energy Efficiency Incentive (EEI) program budget funds for Rate Period (FY 2020-2021), which were previously allocated to Whatcom PUD, to Jefferson PUD. This transfer does not involve any actual monetary payment by Whatcom PUD to Jefferson PUD, nor is Whatcom PUD obligated to make any payment to Jefferson PUD. Rather, it is a joint request to BPA to re-allocate a portion of the BPA EEI program budget funds allocated to Whatcom PUD for BPA Rate Period (FY 2020-2021) to Jefferson PUD.

**NEXT STEPS:** Whatcom PUD's commission will review the attached contract and resolution to transfer funding on May 25<sup>th</sup>. If they approve, we will bring a resolution and contract back to the commissioners of Jefferson PUD for approval and signatures at the next regular meeting.

**FISCAL IMPACT:** None for Jefferson PUD, but \$100,000 more in incentive funding for our customers.

**RECOMMENDATION:** None at this time. For information only.



## **EXHIBIT A**

### **BPA EEI BUDGET TRANSFERS**

This Exhibit A is attached to and by this reference incorporated into the Interlocal Agreement between Public Utility District No.1 of Whatcom County (“Whatcom PUD”) and Public Utility District No.1 of Jefferson County (“Jefferson PUD”) (collectively referred to as the “Parties”).

#### **1.0 Budget Transfer – BPA Rate Period (FY 2020-2021)**

Subject to Bonneville Power Administration (“BPA”) approval, Whatcom PUD and Jefferson PUD agree for each Party’s respective BPA two year Rate Period (FY 2020-2021) as follows:

Whatcom PUD and Jefferson PUD agree to request that BPA transfer **ONE HUNDRED THOUSAND DOLLARS (\$100,000 )** of BPA’s Energy Efficiency Incentive (EEI) program budget funds for Rate Period (FY 2020-2021), which were previously allocated to Whatcom PUD, to Jefferson PUD. This transfer does not involve any actual monetary payment by Whatcom PUD to Jefferson PUD, nor is Whatcom PUD obligated to make any payment to Jefferson PUD. Rather, it is a joint request to BPA to re-allocate a portion of the BPA EEI program budget funds allocated to Whatcom PUD for BPA Rate Period (FY 2020-2021) to Jefferson PUD.

#### **2.0 Conditions on Transfer**

For this specific transfer of BPA EEI program budget from Whatcom PUD to Jefferson PUD, there are no conditions on the transfer with the exception of BPA prior approval.

#### **3.0 Amendments to Exhibit A**

Should either Party request any future BPA EEI program budget transfers from the other Party and such Party agrees, then it shall be by amendment to this Exhibit A, pursuant to written agreement of the Parties.

**IN WITNESS WHEREOF**, the Parties have caused this EXHIBIT A to the AGREEMENT to be executed by their duly authorized representatives all as of the day and year written above.

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

\_\_\_\_\_  
**Stephan Jilk**  
**General Manager**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_

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

\_\_\_\_\_  
**Kevin Streett**  
**General Manager**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_

**INTERLOCAL AGREEMENT  
BETWEEN  
PUBLIC UTILITY DISTRICT NO.1 OF WHATCOM COUNTY  
AND  
PUBLIC UTILITY DISTRICT NO.1 OF JEFFERSON COUNTY  
  
FOR SHARING OF  
ELECTRIC SYSTEM RELATED SERVICES**

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**THIS INTERLOCAL AGREEMENT (the “Agreement”)** is made this \_\_\_\_\_ day of May 2021, between Public Utility District No. 1 of Whatcom County, a Washington municipal corporation (hereinafter “Whatcom PUD”), and Public Utility District No.1 of Jefferson County, a Washington municipal corporation (hereinafter “Jefferson PUD”). Whatcom PUD and Jefferson PUD are jointly referred to herein as (the “Parties”) and individually as (“Party”).

**WHEREAS**, Whatcom PUD and Jefferson PUD are authorized to engage in the provision of electric energy supply and services to wholesale and retail customers; and

**WHEREAS**, Whatcom PUD and Jefferson PUD are authorized to construct and operate facilities necessary to generate, transmit, and/or distribute electric energy within their respective service areas; and

**WHEREAS**, the Parties have a common interest in sharing resources, when feasible, for the cost-effective delivery of electric energy related services to their respective customers; and

**WHEREAS**, the Parties are both power supply and transmission customers of the Bonneville Power Administration; and

**WHEREAS**, it is in the public interest for the Parties as public entities to work in a cooperative manner; and

**WHEREAS**, the Parties desire to enter into this Agreement under the terms and conditions of Chapter 39.34 RCW (entitled the Interlocal Cooperation Act);

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, Whatcom PUD and Jefferson PUD agree as follows:

**1.0 PURPOSE.**

The purpose of this Agreement is to establish procedures whereby the Parties can combine, share, and use their respective skills and assets, thereby expediting their respective receipt and delivery of electric energy and related services to customers within their respective service areas. The cooperative efforts enabled by this Agreement are intended to reduce the cost of electric

system planning, construction, and operation over what would otherwise be achieved if the Parties acted independently. Further, this Agreement enables a sharing of benefits available to each Party as a wholesale customer of the Bonneville Power Administration (“BPA”).

## **2.0 DECISIONS.**

All decisions under this Agreement shall be by consensus of the Parties, subject to the financial, technical, and legal limitations of both Parties. In the event that the Parties are unable to agree upon a means of undertaking any proposed action pursuant to this Agreement, then either Party shall have the unilateral right to reject such means, without contributing additional time or other resources to the further negotiation thereof.

## **3.0 GENERAL SCOPE OF SERVICES.**

The services to be provided under this Agreement are limited in scope to the transfer from either Party to the other of a portion of either Party’s BPA conservation budget, also referred to as the EEI budget. Such budget is determined by BPA through a rate setting process and allocated among each of BPA’s power supply customers for each two year BPA power rate period. The allocated budget is available to customers to reimburse them for a portion of the cost of qualifying conservation (i.e. energy efficiency) programs and projects customers implement.

### **3.1 EXHIBIT A – TRANSFERS**

Any transfer of BPA conservation funds as agreed to by the Parties shall be as described on Exhibit A, attached hereto and incorporated herein by this reference. Any revision to the transfer amount and/or conditions on such transfers shall be by amendment to Exhibit A.

## **4.0 COMPENSATION FOR SERVICES.**

For the scope of services described above, there is no compensation by either Party to the other.

## **5.0 TERM.**

This Agreement shall commence as of the date entered in the above first paragraph of this Agreement and shall continue until **day 31 of the month of December 2023** unless either Party terminates this agreement by providing written notice to the other Party, not less than 30 days prior to the date such party desires the termination of the Agreement to become effective. Either Party may require that the terms and conditions of this Agreement be re-negotiated by providing written notice to the other Party, not less than 30 days prior to the date such party desires the modification to the Agreement to become effective. A notice of re-negotiation shall not be a notice

of termination; however, nothing prevents a party from delivering both a notice of re-negotiation and a notice of termination.

If the Agreement is terminated, in accordance with the provisions of this section 5, then the Parties agree to negotiate in good faith to unwind the obligations entered into under this Agreement. If the Parties cannot agree to a resolution of the obligations entered into within ninety days of the termination date of this Agreement, then the Parties agree to submit to binding arbitration, as set forth in Section 9.7 below.

## **6.0 CONTACT PERSONS.**

The following persons, referred to as Contact Person(s), are responsible for the administration of this Agreement for each Party and have the authority to execute Task Orders on behalf of their Party under this Agreement:

For Whatcom PUD: General Manager  
For Jefferson PUD: General Manager

or such other persons as may be specified from time to time in writing by either Party.

## **7.0 RELATIONSHIPS OF THE PARTIES, RELEASE AND INDEMNIFICATION.**

The Parties agree that they are each independent public entities operating pursuant to the terms and conditions of this Agreement. No agent, employee, or representative of a Party to this Agreement shall be deemed to be an agent, employee, or representative of any other party for any purpose. To the extent permitted by law, each Party remains solely and entirely responsible for the acts of its respective staff performing services for the other Party under this Agreement.

**7.1 Release by Jefferson PUD.** To the extent permitted by law, Jefferson PUD hereby releases Whatcom PUD, its successors and assigns, Directors, Commissioners, officers, employees, agents, and representatives from any and all claims, losses, injuries, harm, liabilities, damages, costs, charges and expenses including all reasonable and necessary attorney's fees incurred in connection with Whatcom PUD and its employees' performance under this Agreement.

**7.2 Release by Whatcom PUD.** To the extent permitted by law, Whatcom PUD hereby releases Jefferson PUD, its successors and assigns, Directors, Commissioners, officers, employees, agents, and representatives from any and all claims, losses, injuries, harm, liabilities, damages, costs, charges and expenses including all reasonable and necessary attorney's fees incurred in connection with Jefferson PUD and its employees' performance under this Agreement.

**7.3 Indemnification.** Each Party, as an indemnitor, agrees to protect, defend, hold harmless, and indemnify each other Party from and against all third party claims, suits, and actions arising from the intentional or negligent acts or omissions of such indemnitor, its agents, or employees in the performance of this Agreement.

## **8.0 EXTENT OF AGREEMENT AND MODIFICATIONS.**

This Agreement, together with the Exhibits and Addenda as may be added upon approval of both Parties, contains all of the terms and conditions agreed upon by the Parties. The Parties agree that there are no understandings, oral or otherwise, modifying or adding to this Agreement. No amendments, changes, or modification of this Agreement shall be valid or binding upon either Party unless such amendment, change, or modification be in writing and executed by both Parties.

## **9.0 MISCELLANEOUS PROVISIONS.**

- 9.1 *No waiver.* The failure of either Party to insist upon or enforce strict performance by the other Party of any provision of this Agreement or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment to any extent of such Party's right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.
- 9.2 *Applicable Law.* This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Washington, except to the extent such laws may be preempted by the laws of the United States of America.
- 9.3 *Governing Law and Venue:* The Parties agree that any dispute shall be governed by the laws of the State of Washington, and any proceeding in law or in equity shall be brought in Whatcom County, State of Washington, or such other place as both Parties may agree to in writing.
- 9.4 *Standards.* The Parties and the Parties' employees and agents will adhere to applicable professional and ethical standards and will perform all work in a manner consistent with generally accepted skill and care and prudent utility practice for the type of work undertaken.
- 9.5 *Neutral Authorship:* Each of the provisions of this Agreement has been reviewed and negotiated, and represents the combined work product of the Parties. No presumption or other rules of construction, which would interpret the provisions of this Agreement in favor of or against the party preparing the same, shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.
- 9.6 *Entire Agreement.* This Agreement sets forth the entire Agreement and supersedes any and all prior Agreements of the Parties with respect to the subject matters hereof.
- 9.7 *Arbitration:* The Parties mutually covenant to work cooperatively to timely resolve any dispute that may arise between the Parties concerning this Agreement. However, if the Parties cannot mutually settle a dispute, the dispute or claim shall be submitted to binding arbitration. The Parties agree that the arbitration shall be governed by the rules and procedures outlined in RCW 7.04 *et seq.* and the Whatcom County Mandatory Arbitration Rules, and that the Parties will jointly stipulate to an arbitrator. In the event that the

Parties are unable to agree to an arbitrator, the Parties agree that the Presiding Judge of Whatcom County Superior Court may appoint the arbitrator. The prevailing Party as determined by the arbitrator shall be entitled to reasonable attorneys' fees and costs.

- 9.8 *Notices:* All notices, demands, requests, consents, and approvals which may, or are required to be given to any party or any other party hereunder, shall be in writing and shall be deemed to have been duly given if delivered personally, sent by facsimile, sent by a nationally recognized overnight delivery service, or if deposited in the United States mail and sent by registered or certified mail, return receipt requested, postage paid to:

Public Utility District No.1 of Whatcom Co:   General Manager  
Whatcom PUD  
1705 Trigg Road  
Ferndale, WA 98248

Jefferson County Public Utility District No.1: General Manager  
Jefferson PUD  
310 Four Corners Road  
Port Townsend, WA 98368

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives all as of the day and year first above written.

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

\_\_\_\_\_  
Stephan Jilk  
General Manager

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_

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

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Kevin Streett  
General Manager

---

Date

**ATTEST:**

**APPROVED AS TO FORM:**

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Joel Paisner  
Legal Counsel





## **AGENDA REPORT**

DATE: May 18, 2021

TO: Board of Commissioners

FROM: Kevin Streett General Manager

RE: Approval for EDC funding

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At the last BOC meeting on May 4, 2021, there was discussion regarding the funding for EDC as part of the IGC.

The IGC is looking at ways to support the EDC and the community with an agreement between the 4 entities of the IGC. This agreement was in the last meeting's packet on May 4, 2021.

Staff is seeking an approval through a motion to support this program for \$30,000/yr. for funding of this agreement.

## Economic Development Framework: Draft Outline

### Conversation Starter for ICG Discussion, May 20, 2021

#### INTRODUCTION AND PURPOSE

- Importance of the framework
- Framework's role in agency and community alignment
- How the framework drives progress
- Who needs to be at the table in partnership

#### SHARED VISION

- Vision and goals for us all/our region (e.g., "A resilient and sustainable regional economy that powers prosperity for all")
- What we want our community/region to look like in 10+ years

#### GUIDING PRINCIPLES

- Principles that underpin success and drive the shared vision (e.g, living wage jobs, support local businesses, triple bottom line)
- Reflecting our community's values in this work (e.g., equity, localism)

#### EXECUTIVE SUMMARY

#### THE FRAMEWORK

- Vision
- Priority/focus sectors (e.g., agriculture/food & forest, tourism, marine trades)
- Critical success factors (e.g., affordable housing & supply, enabling policies, broadband)
- Pressing external forces/megatrends (e.g., inequality, demographic change, globalization)
- How it all looks together (visual – very draft example on page 2)

#### PRIORITIES AND ACTION STEPS

- What we do this year
- What we do in 3 years
- What we do the far future

#### HISTORICAL CONTEXT

- Where we have been and how we got here (including summary of previous economic development studies/analysis)
- Previous economic focus
- Associated consequences/benefits of previous efforts, direction and coordination

#### EXTERNAL FORCES AND TRENDS

- Global-scale forces that have and will influence our region

#### CRITICAL SUCCESS FACTORS

- Elements that are critical to our success

#### CONCLUSION

#### APPENDICES (if needed)

## Draft Visual Concept



**U.S. DEPARTMENT OF ENERGY  
BONNEVILLE POWER ADMINISTRATION  
AGREEMENT**

1. AGREEMENT NUMBER	2. AGREEMENT EFFECTIVE FROM DATE IN BLOCK 4 UNTIL	3. AMENDMENT NO.	4. EFFECTIVE DATE
20TP-12112	See Section 11 of the Division of Responsibilities Statement	-1-	Same as Block #17

ISSUED TO		ISSUED BY	
5. ORGANIZATION AND ADDRESS <b>Public Utility District No. 1 of Jefferson County ATTN: Mr. Kevin Streett, General Manager 310 Four Corners Road Port Townsend, WA 98368</b>		6. ORGANIZATION AND ADDRESS <b>U.S. Department of Energy Bonneville Power Administration ATTN: Christine Wiese – TPCC/TPP-4 P.O. Box 61409 Vancouver, WA 98666</b>	
7. TECHNICAL CONTACT <b>Lori Rae</b>	PHONE NUMBER <b>(360) 385-8358</b>	8. TECHNICAL CONTACT <b>Andy Lavin</b>	PHONE NUMBER <b>(360) 619-6329</b>
9. ADMINISTRATIVE CONTACT <b>Kevin Streett</b>	PHONE NUMBER <b>(360) 385-8360</b>	10. ADMINISTRATIVE CONTACT <b>James Hall</b>	PHONE NUMBER <b>(360) 619-6057</b>

11. TITLE/BRIEF DESCRIPTION OF WORK TO BE PERFORMED UNDER THIS AGREEMENT

**AMENDMENT NO. 1: CONSTRUCTION ACTIVITIES ASSOCIATED WITH PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY'S PROPOSED FIBER OPTIC PROJECT AT OLYMPIA, SHELTON, POTLATCH, DUCKABUSH, QUILCENE, FAIRMONT, HAPPY VALLEY AND PORT ANGELES SUBSTATIONS**

**Background:** Reimbursable Agreement No. 20TP-12112 (Agreement) between the Bonneville Power Administration (BPA) and Public Utility District No. 1 of Jefferson County (Jefferson) provided for BPA, at Jefferson's expense, to perform engineering, real property and environmental reviews of Jefferson's proposed fiber optic connection to facilities at Olympia, Shelton, Potlatch, Duckabush, Quilcene, Fairmont, Happy Valley and Port Angeles Substations (Project).

**Amendment No. 1:** This Amendment No. 1 (Amendment) to the Agreement provides for the break out of construction activities at each facility, division of responsibilities, ownership, operation and maintenance of installed materials, access privileges, environmental compliance obligations, and the additional funding required to complete this Project. Specific duties are defined in the attached Division of Responsibilities Statement.

This Amendment is between BPA and Jefferson. All references to "customer fiber" refer to the Jefferson leased fibers on BPA's Olympia-Port Angeles dark fiber route with splice points at the aforementioned facilities. This Amendment makes occasional reference to Public Utility District No. 1 of Mason County (Mason 1), Public Utility District No. 3 of Mason County (Mason 3) and Northwest Open Access Network (NoaNet) because Jefferson intends to sublease fiber optic cable to Mason 1, Mason 3 and NoaNet. Where this Amendment calls for BPA to perform work on or within Mason 1, Mason 3 or NoaNet facilities or property, such work is contingent on Jefferson first providing BPA with written permission from the facility or property owner to access and perform such work. During the performance of BPA work on Mason 1, Mason 3 and NoaNet property, Jefferson shall provide a Jefferson representative to accompany BPA personnel to the work site.

This Amendment is hereby incorporated and made a part of the original Agreement and is subject to all the provisions therein. All provisions of the original Agreement, unless expressly deleted, modified, or otherwise superseded in the Amendment shall continue to be binding on all parties hereto.

**The following documents are attached to and become a part of this Amendment:**

- Division of Responsibilities Statement, Amendment No. 1
- Financial Terms and Conditions Statement, Amendment No. 1 (FTC)

12. AMOUNT TO BE PAID BY BPA <b>\$-0-</b>		13. AMOUNT TO BE PAID TO BPA <b>\$35,000 (estimated-see FTC)</b>	
14. SUBMIT SIGNED AMENDMENT TO <b>U.S. Department of Energy Bonneville Power Administration ATTN: Christine Wiese – TPCC/TPP-4 P.O. Box 61409 Vancouver, WA 98666</b>		15. ACCOUNTING INFORMATION <i>(For BPA Use Only)</i>	
		16. SUBMIT INVOICE TO <i>(Name and Address)</i> <b>Same as Block #5 above.</b>	
PARTICIPANT		BPA	
17. APPROVED BY <i>(Signature)</i>	DATE <i>(mm/dd/yyyy)</i>	18. APPROVED BY <i>(Signature)</i>	DATE <i>(mm/dd/yyyy)</i>
NAME AND TITLE		NAME AND TITLE <b>Transmission Account Executive Transmission Sales</b>	

## DIVISION OF RESPONSIBILITIES STATEMENT

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BPA and Jefferson hereby agree as follows:

### 1. DIVISION OF RESPONSIBILITIES

(a) **BPA shall, at Jefferson's expense:**

(1) At BPA's Olympia Substation:

- (A) Provide a BPA representative to open Customer Vault(s) (CV(s)) as needed and to supervise splicing in any CV. The anticipated splicing will occur in AF 2CV1 SC1A.
- (B) Perform necessary splicing to connect customer fiber to BPA optical fibers located in Bonneville Vault(s) (BV(s)). The anticipated splicing will occur in AF 2BV.

(2) At BPA's Shelton Substation:

- (A) Provide a BPA representative to open CV(s) as needed and to supervise splicing in any CV. The anticipated splicing will occur in RN 1CV1 and RN 1CV2.
- (B) Perform necessary splicing to connect customer fiber to BPA optical fibers located in BV(s). The anticipated splicing will occur in BY 2BV and RN 1BV.

(3) At BPA's Potlatch Substation:

- (A) Provide a BPA representative to open CV(s) as needed and to supervise splicing in any CV. The anticipated splicing will occur in ASM 3CV. BPA will supply a 3M splice case and the cable connecting the two vaults.
- (B) Review trenching routes to BV(s) so that cable can be installed, linking Jefferson/Mason 3's system with BPA's system. The trench will run from a fiber vault near Mason 3 S/N: 600-01 to ASM 3CV, approaching the wall of the vault at a right angle.
- (C) Perform necessary splicing to connect customer fiber to BPA optical fibers located in BV(s). The anticipated splicing will occur in ASM 3CV.

(4) At Mason 1's Duckabush Substation:

- (A) BPA work at Mason 1's Duckabush Substation is contingent on Jefferson first providing BPA with Mason 1's written permission to access and perform work at Mason 1's Duckabush Substation. During the performance of BPA work

## DIVISION OF RESPONSIBILITIES STATEMENT

at Mason 1's Duckabush Substation, BPA personnel shall be accompanied by a Jefferson representative.

- (B) Provide a BPA representative to open CV(s) as needed and to supervise splicing in any CV. The anticipated splicing will occur in ASM 6CV.
  - (C) Review trenching routes to BPA vaults (review assesses the route for adverse impacts to BPA equipment). Trenching routes will connect Jefferson/Mason 3's system to BPA's system. The trench will go from a fiber cabinet and vault to ASM6 CV.
  - (D) Review cabinet and vault locations to prevent adverse impacts to BPA equipment.
  - (E) Perform necessary splicing to connect customer fiber to BPA optical fibers located in BV(s). The anticipated splicing will occur in ASM 6 BV.
- (5) At Jefferson's Quilcene Substation:
- (A) Provide a BPA representative to open CV(s) as needed and to supervise splicing in any CV. The anticipated splicing will occur in RN 358CV.
  - (B) Review trenching routes to BPA vaults to connect Jefferson's system to BPA's system.
  - (C) Perform necessary splicing to connect customer fiber to BPA optical fibers located in BV(s). The anticipated splicing will occur in RN 358BV. See Section 1(a)(9), Note Pertaining to Sections 1(a)(5)(C) and 1(a)(6)(B).
- (6) At BPA's Fairmont Substation:
- (A) Provide a BPA representative to open BPA owned CVs as needed and to supervise splicing in any BPA owned CV. The anticipated splicing will occur in FAMT 1CV and BPA will provide a 3M splice case.
  - (B) Perform necessary splicing to connect customer fiber to BPA optical fibers located in BVs. The anticipated splicing will occur in ASM 9BV and EL 313RBV. See Section 1(a)(9), Note Pertaining to Sections 1(a)(5)(C) and 1(a)(6)(B).

- (7) At BPA's Happy Valley Substation:
  - (A) Provide a BPA representative to open CV(s) as needed and to supervise splicing in CV(s). Anticipated splicing will occur in HAPY 1CV and HAPY 2CV.
  - (B) Perform necessary splicing to connect customer fiber to BPA optical fibers located in BV(s). Anticipated splicing will occur in PY 100BV and ASM 10BV.
- (8) At BPA's Port Angeles Substation:
  - (A) Provide a BPA representative to open CV(s) as needed and to supervise splicing in CV(s). Anticipated splicing will occur in ASM 13CV.
  - (B) Perform necessary splicing to connect customer fiber to BPA optical fiber located in BV(s). Anticipated splicing will occur in PY 223BV.
  - (C) The Port Angeles-Happy Valley fiber section will be leased by Jefferson, but will not likely be used.
- (9) Note Pertaining to Sections 1(a)(5)(C) and 1(a)(6)(B). The splices described under Sections 1(a)(5)(C) and 1(a)(6)(B) may not be necessary because the required connections already exist or because they will not be used. If splices exist, Jefferson will only be charged for the time required to verify splicing. Jefferson will arrange for the use of an Optical Time Domain Reflectometer (OTDR) to verify and characterize the route. To save on field verification costs, the results will be shared with BPA and will help establish where work is needed. If connectivity questions still exist after the OTDR test, vaults will be opened and splices verified to ensure connectivity and reliability of service. The substations where splices likely already exist are Olympia, Shelton, Happy Valley, and Port Angeles Substations.

**(b) Jefferson shall, at Jefferson's expense:**

- (1) At BPA's Olympia Substation:
  - (A) Obtain permission from NoaNet to connect inside NoaNet's fiber cabinet.
  - (B) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). The only anticipated splicing is in AF 2CV1 SC1A. See Section 1(b)(9), Note Pertaining to Section 1(b)(1)(B).

## DIVISION OF RESPONSIBILITIES STATEMENT

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- (2) At BPA's Shelton Substation:
  - (A) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). The anticipated splicing will occur in RN 1CV1 and RN 1CV2.
  - (B) Connect fibers from NoaNet's portion of Mason 3's Mt. View Collocation Building to Mason 3's network equipment within the same building.
- (3) At BPA's Potlatch Substation:
  - (A) With BPA supervision, trench along pre-approved path to ASM3CV using trench detail laid out in DWG 255593 and 338269. Trench must conform to a minimum of HL-93 loading standards to accommodate heavy vehicle loading.
  - (B) With BPA supervision, install non-conductive fiber conduits in the trench using a 4" SCH 80 PVC pipe with two innerducts, bundling ducts together about every 2 meters. Metallic locate wire SHALL NOT BE USED on BPA property or rights of way. Follow detail provided in BPA DWG 255283, DWG 255593 and 338269. Conduit shall be oriented at approximate right angles to the vault walls, be terminated flush with the inside of the vaults, be grouted in place, and contain two pulling ropes in addition to the innerducts. Install fiber within the appropriate innerduct.
  - (C) With BPA supervision, provide and install Omni Marker Balls along the path of the new underground conduit. Omni Marker Balls shall be placed at the beginning, at the end, at every deflection point, and at 40' increments (or less) along path of underground conduit. Provide and install cable marker posts above each Omni Marker Ball. Detail is provided in BPA DWG 260147.
  - (D) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). The anticipated splicing will occur in ASM 3CV. BPA will supply a 3M splice case.
- (4) At Mason 3's Duckabush Substation:
  - (A) With BPA supervision, trench along pre-approved path to ASM6CV using trench detail laid out in DWG 255593 and 338269. The trench must conform to a minimum of HL-93 loading standards to accommodate heavy vehicle loading.



- (B) Provide BPA with an as-built drawing of the trench route referenced in 1(b)(4)(A).
  - (C) With BPA supervision, install non-conductive fiber conduits in the trench, bundling ducts together about every 2 meters. Metallic locate wire SHALL NOT BE USED on BPA property or rights of way. Detail is provided in BPA DWG 255283, DWG 255593 and 338269. Conduit shall be oriented at approximate right angles to the vault walls, be terminated flush with the inside of the vaults, be grouted in place, and contain two pulling ropes in addition to the innerducts. Install fiber within the appropriate innerduct.
  - (D) With BPA supervision, provide and install Omni Marker Balls along path of the new underground conduit. Omni Marker Balls shall be placed at the beginning, at the end, at every deflection point, and at 40' increments (or less) along path of underground conduit. Provide and install cable marker posts above each Omni Marker Ball. Detail is provided in BPA DWG 260147.
  - (E) With BPA supervision, install a vault and fiber cabinet on the south/southeast side of the existing QWEST fiber cabinet. Prior to installation/construction, Jefferson shall consult with BPA on the location of the fiber cabinet.
  - (F) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). The anticipated splicing will occur in ASM6CV.
- (5) At Jefferson's Quilcene Substation:
- (A) With BPA supervision, trench from the preexisting fiber cabinet along pre-approved path to RN358CV using trench detail laid out in DWG 255593 and 338269. The trench must conform to a minimum of HL-93 loading standards to accommodate heavy vehicle loading.
  - (B) With BPA supervision, install non-conductive fiber in the trench using a 4" SCH 80 PVC pipe with three 1 ¼" innerducts, bundling cables together about every 2 meters. Metallic locate wire SHALL NOT BE USED on BPA property or rights of way. Detail is provided in BPA DWG 255283, DWG 255593 and 338269. Conduit shall be oriented at approximate right angles to the vault walls, be terminated flush with the inside of the vaults, be grouted in place, and contain pulling ropes within each of the innerducts.

## DIVISION OF RESPONSIBILITIES STATEMENT

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- (C) With BPA supervision, provide and install Omni Marker Balls along path of the new underground conduit. Omni Marker Balls shall be placed at the beginning, at the end, at every deflection point, and at 40' increments (or less) along path of underground conduit. Provide and install cable marker posts above each Omni Marker Ball. Detail is provided in BPA DWG 260147.
- (D) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). The anticipated splicing will occur in RN 358CV.
- (6) At BPA's Fairmount Substation:
  - (A) Perform any necessary fiber splicing, with BPA supervision, inside of CVs. The anticipated splicing will occur in FAMT 1CV and BPA will provide a 3M splice case.
  - (B) Perform all work and obtain all permits necessary to route fiber back up structure and over 101 to Jefferson land.
- (7) At BPA's Happy Valley Substation:
  - (A) Obtain permission from NoaNet to connect inside their fiber cabinet.
  - (B) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). Anticipated splicing will occur in HAPY 1CV and HAPY 2CV.
- (8) At BPA's Port Angeles Substation:
  - (A) Obtain permission from NoaNet to connect inside their fiber cabinet.
  - (B) Perform any necessary fiber splicing, with BPA supervision, inside of CV(s). Anticipated splicing will occur in ASM 13CV.
  - (C) The Port Angeles-Happy Valley fiber section will be leased by Jefferson, but will not likely be used.
- (9) Note Pertaining to Section 1(b)(1)(B). Some of the splices described under Section 1(b) may not be necessary because the required connections already exist or because they will not be used. If splices exist, Jefferson will only be charged for the time required to verify splicing. Jefferson will arrange for the use of an OTDR to verify and characterize the route. The results will be shared with BPA and will help establish where work needs to be performed to save on field verification costs. If connectivity questions still exist after the OTDR

test, vaults will be opened and splices verified to ensure connectivity and reliability of service. The substations where splices likely already exist are Olympia, Shelton, Happy Valley, and Port Angeles Substations.

## **2. OWNERSHIP, OPERATION AND MAINTENANCE**

- (a) BPA shall, at BPA's expense, own, operate and maintain the BV(s), CV(s), all of the fiber inside the BV(s), the conduit and fiber between the BV(s) and CV(s), the fiber that enters the CV(s) from the BV(s) all the way to the splice cases, and the splice cases themselves.

Locations where construction is anticipated:

- (1) Potlatch Substation: ASM3BV, ASM3CV, the conduit and fiber running between ASM3BV and ASM3CV, the fiber extending from the conduit in the CV up to the splice case, and the splice case itself.
- (2) Duckabush Substation: ASM6BV, ASM6CV, the conduit running between ASM6BV and ASM6CV, the fiber extending from the conduit in the CV up to the splice case, and the splice case itself.
- (3) Quilcene Substation: RN358BV, RN358CV, the conduit and fiber running between RN358BV and RN 358CV, the fiber extending from the conduit in the CV up to the splice case, and the splice case itself.
- (4) Fairmount Substation: FAMT1CV, the fiber extending from the conduit in the CV up to the splice case, and the splice case itself.

- (b) Jefferson shall, at Jefferson's expense, own, operate and maintain (or ensure that Jefferson's sublessee owns, operates and maintains to industry standards) the fiber and hardware from their external systems to the entrance of the CV(s), including conduit, trenches, fiber, Omni marker balls, and cable marker posts. Jefferson will also own, operate, and maintain (or ensure that Jefferson's sublessee owns, operates and maintains to industry standards) the fiber connecting to the BPA fiber leased by Jefferson that extends into the CV(s) from their external system, up to the splice case. If those splices/fiber routes already exist, Jefferson will, without the involvement of BPA, purchase, lease or enter into a written agreement with the current owner to allow for the operation and maintenance of the fiber from the splice case to Jefferson's system (or to the system of Jefferson's sublessee) and provide BPA with the terms of those agreements for archival purposes.

Locations where construction is anticipated and may impact Jefferson hardware or hardware owned Jefferson's sublessee:

- (1) Potlatch Substation: the fiber extending from their external system into ASM3CV up to the splice case. (Mason 3).

- (2) Duckabush Substation: the fiber extending from their external system into ASM6CV up to the splice case. (Mason 3).
- (3) Quilcene Substation: the fiber extending from their external system into RN358CV up to the splice case. (Jefferson).
- (4) Fairmount Substation: the fiber extending from their external system into FAMT1CV up to the splice case. (Jefferson).

**3. ACCESS**

Jefferson grants BPA access to enter Jefferson's Quilcene Substation described under this Amendment at all reasonable times and in accordance with safety and security requirements in order to access the equipment installed by BPA under Section 1(a) above, as long as such equipment remains within Jefferson's facilities.

BPA grants Jefferson access to enter its facilities described under this Amendment at all reasonable times and in accordance with BPA's safety and security requirements currently in effect in order to access the equipment installed by Jefferson under Section 1(b) above, as long as such equipment remains within BPA's facilities.

**4. RELATED AGREEMENTS**

Fiber License Agreement, Contract No. 21TX-17092.

**5. ENVIRONMENTAL COMPLIANCE**

Upon execution of this Amendment, the parties may proceed with all preliminary engineering and project management work. The performance of all construction work under this Amendment is contingent on BPA's completion of its environmental review process under the National Environmental Policy Act (NEPA), if applicable, as BPA shall determine. After completion of this process BPA will decide whether to proceed with the construction work and, if so, whether modifications to such work should be made based on the NEPA review. BPA reserves the right to choose any alternatives considered in the NEPA process, including the no-action alternative, and nothing in this Amendment shall be construed as obligating BPA to proceed with construction work under this Amendment or to allow Jefferson to proceed with construction work under this Amendment before BPA has completed the NEPA review process and made a decision regarding how to proceed. If BPA decides that modifications to the construction work under this Amendment should be made, the parties shall modify their respective obligations under this Amendment to be consistent with such modifications.

**6. UNCONTROLLABLE FORCES**

The parties shall not be in breach of their respective obligations to the extent the failure to fulfill any obligation is due to an Uncontrollable Force. "Uncontrollable Force" means an event beyond the reasonable control of, and without the fault or negligence of, the party claiming the Uncontrollable Force, that prevents that party from performing its contractual obligations under this Amendment and which, by exercise of that party's reasonable care, diligence and foresight, such party was unable to avoid. Uncontrollable Forces include, but are not limited to:

## DIVISION OF RESPONSIBILITIES STATEMENT

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- (a) strikes or work stoppage;
- (b) floods, earthquakes, fire, or other natural disasters; terrorist acts; epidemics, pandemics and
- (c) final orders or injunctions issued by a court or regulatory body having competent subject matter jurisdiction which the party claiming the Uncontrollable Force, after diligent efforts, was unable to have stayed, suspended, or set aside pending review by a court of competent subject matter jurisdiction.

Neither the unavailability of funds or financing, nor conditions of national or local economies or markets shall be considered an Uncontrollable Force. The economic hardship of either party shall not constitute an Uncontrollable Force. Nothing contained in this provision shall be construed to require either party to settle any strike or labor dispute in which it may be involved.

If an Uncontrollable Force prevents a party from performing any of its obligations under this Amendment, such party shall: (1) immediately notify the other party of such Uncontrollable Force by any means practicable and confirm such notice in writing as soon as reasonably practicable; (2) use its best efforts to mitigate the effects of such Uncontrollable Force, remedy its inability to perform, and resume full performance of its obligation hereunder as soon as reasonably practicable; (3) keep the other party apprised of such efforts on an ongoing basis; and (4) provide written notice of the resumption of performance. Written notices sent under this section must comply with Section 7, Notices.

### **7. NOTICES**

Any notice or other communication related to this Amendment shall be delivered in person, by email, First Class mail or overnight delivery service to the Technical or Administrative contact set forth above. Notices are effective on the date received.

### **8. LIMITATION OF LIABILITY**

Neither party shall be liable to the other party for any lost or prospective profits or any special, punitive, exemplary, consequential, incidental or indirect losses or damages under this Amendment.

Jefferson is solely responsible to BPA for damage to United States (BPA) property caused by Jefferson, and its employees, contractors, and agents. Jefferson is also solely responsible for any claims arising out of negligent conduct by its employees, contractors, and agents performing the work described in this Amendment on or at United States-owned (BPA-owned) real property, facilities, or equipment. Any claim for personal injury, death, or property damage against BPA (the United States) must be made in accordance with the Federal Tort Claims Act, 28 U.S.C. §§ 1346(b), 1402(b), 2401(b), and ch. 171. Jefferson and its contractors must carry general liability insurance in the amount of at least \$1 million for all performance under this Amendment, and the policy must name the United States/BPA as an additional insured.

**9. COVID-19 PANDEMIC**

Based on the evolving situation with the COVID-19 pandemic, and following the issuance of orders and other guidance by governmental authorities and public health organizations calling for social distancing measures in BPA's service territory, BPA, on August 12, 2020, closed its facilities to nonessential employees and contractors and limited the resources available to perform certain types of work. BPA has now resumed construction work. The future availability of BPA employees and contractors to perform certain types of work under this Amendment may be subject to change based on BPA's future responses to the COVID-19 pandemic.

**10. PROJECT SCHEDULE**

Work under this Amendment shall commence upon BPA's receipt of a signed Amendment and payment of the amount listed in the attached Financial Terms and Conditions Statement. The estimated timeframe for conducting the work under this Amendment is six months. BPA reserves the right to modify the project schedule by providing written notice to Jefferson of the schedule change.

**11. TERMINATION**

This Amendment shall become effective upon execution by both parties and shall terminate upon full performance by both parties of their respective obligations as set forth herein, but in no event shall the term of this Amendment exceed five years from its effective date.

## FINANCIAL TERMS AND CONDITIONS STATEMENT

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BPA's cost of performing the project at Jefferson's expense shall be the actual cost of doing the work specified in this Amendment, plus an overhead rate of 41%, representing the indirect costs of the project office plus the contractual support costs of contract negotiation, billing and accounting functions, and contract management.

Jefferson hereby agrees to advance \$35,000, the estimated project cost, to BPA based on the following payment schedule:

Payment	Amount	Date Due
1	\$10,000	<i>Received July 28, 2020</i>
2	\$ 5,000	<i>Additional funding received October 19, 2020</i>
3	\$20,000	Upon execution of this Amendment

Payments made to BPA will be held in an account established for this Amendment. If BPA needs additional funds to complete the work at any time during performance of the project, BPA may request, in writing, for Jefferson to advance such additional funds to BPA for deposit in the account. Jefferson shall advance such additional funds within 30 days of BPA's written request, and BPA may temporarily stop work until Jefferson supplies the requested funds. If Jefferson does not advance such additional funds by the due date or, if at any time before completion of the project Jefferson elects to stop work under this Amendment, BPA has the right to cease all work and restore, as a cost to the project at Jefferson's expense, government facilities and/or records to their condition prior to the beginning of work under this Amendment.

Within a reasonable time after completion of the project, or if this Amendment terminates because BPA has decided not to proceed after completing its NEPA review, BPA shall make a full accounting to Jefferson showing the actual costs charged against the account. BPA shall either remit any unexpended balance in the account to Jefferson or bill for any costs in excess of the deposits in the account. Jefferson shall pay any excess costs within 30 days of the invoice date (due date).

Payments not received by the due date will accrue interest on the amount due beginning the first calendar day after the due date to the date paid, at an annual interest rate equal to the higher of i) the prime rate (as reported in the Wall Street Journal in the first issue published during the month in which payment by Jefferson is due) plus 4 percent; or ii) such prime rate multiplied by 1.5.



## **AGENDA REPORT**

DATE: May 18, 2021

TO: Board of Commissioners

FROM: George Caan – WPUDA and Kevin Streett General Manager

RE: Bills signed by Governor

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**Members (Commissioners, General Managers, members of the Telecom committee, members of the Government Relations and Communications Committees – please forward as appropriate),**

**Today we made history with the Governor signing legislation enabling PUDs to provide retail telecommunications service. The Governor signed two bills providing the new authority. Senate Bill (5383), which provides limited retail telecommunications authority for unserved areas only was signed this morning followed by House Bill 1336 that provides unrestricted retail telecommunications authority. The Governor did veto a section of HB 1336 which addressed the Growth Management Act, but the action does not affect the provision related to retail authority.**

**With the signing of both bills, which were amended to reduce any potential conflicts, they both become law with any conflicting provisions resolved by the act last filed in the office of the Secretary of State. HB 1336 was signed last so we expect that any conflicts will be resolved with deference to the provisions of HB 1336. These two bills will allow us to be a key part of the solution to serving the unserved and underserved and will also maximize our ability to receive federal and state funding to connect Washington citizens in a safe, reliable and affordable way.**



Seeking retail broadband authority for PUDs was a top priority for the Association. The success this session reflects hard work, determination, a compelling message, and a cohesive political strategy involving all our member PUDs. We were also fortunate to have a bill sponsor, Representative Drew Hansen, who was a true believer in the legislation and worked tirelessly to advance it.

This was a tremendous achievement that opens the door for PUDs to play a key role in ensuring access to broadband services in all areas of Washington State. We can all take pride in this significant victory which reflects our long history of rising to meet the needs of our citizens.

George