

Regular Meeting Agenda

Board of Commissioners

Tuesday, June 15, 2021 5:00 PM

Zoom

Port Townsend, WA 98368



To join online go to: <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 5 minutes before they begin. TOLL FREE CALL IN #: 833-548-0282, Meeting ID# 4359992575#. Use *6 to mute or unmute. *9 to raise a hand to request to 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.

*Recommended Consent Action: Motion to Approve the
Consent Agenda As Presented*

4.1. Prior Minutes

[PUD BOC Special Mtg Min. 02-23-2021.pdf](#) 

4 - 9

- 4.2. Vouchers 10 - 30

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

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

- 4.3. Financial Report 31 - 33

[Agenda Report-Written Off Accounts-06-15-2021.docx](#) 

[Written Off Accounts Motion 06-15-2021.docx](#) 

- 4.4. Calendar 34

[PUD Calendar June 15, 2021.docx](#) 

5. Manager and Staff Reports

For information only, not requiring a vote.

- 5.1. Melanie Patterson: Reopening Considerations

- 5.2. Scott Bancroft: Outages, Connects, and Disconnects

- 5.3. Mike Bailey: 2021 Year to Date Financial Review

- 5.4. Will O'Donnell: Online Analytics Report 35 - 36

[AR Online Analytics.docx](#) 

- 5.5. Don McDaniel: CAB Report

6. Old Business

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

- 6.1. Water Rate Schedule Revision 37 - 43

[06.15.2021 Water LI Rate Update \(001\).pdf](#) 


[Resolution Regarding Low Income Water Rates and Schedules 2021 00XX \(002\).docx](#) 

Recommended Action: Motion to approve Resolution 2021-XXXX revising, updating and approving certain changes to the PUD low-income water rate discount program and revising

the PUD Rate Schedules to include the Low-Income discounts for electric and water customers.

6.2. Multi-Party Agreement for EDC Funding 44 - 80

[AR Multi Party Agreement for EDC.docx](#) 

[2021 06 09 Multi-Party Agreement with EDC Team Jefferson v 8.0 - DRAFT.docx](#) 

Recommended Action: Motion to authorize the President of the Board to sign the attached multi-party Agreement for Economic Development Services.

7. New Business

7.1. CERB Grant Application Resolution 81 - 82

[AR CERB App Resolution .docx](#) 

[Resolution 2021-XXXX CERB.docx](#) 

Recommended Action: Motion to approve Resolution 2021-XXXX authorizing staff to submit an application for broadband construction funding from the Community Economic Revitalization Board.

8. Commissioner Reports

9. Adjourn



**PUBLIC UTILITY DISTRICT NO. 1 of
Jefferson County
February 23, 2021
Board of Commissioners
Special Meeting
Shine Platt Resolution Hearing Date Change
2020 Water System Plan Update Review**

Draft Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on February 23, 2021, via Zoom 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
Mike Bailey, Finance Director
Jean Hall, Customer Service Director
Scott Bancroft, Operations Director
Samantha Harper, Engineering Director
Melanie Patterson, Human Resources Director
Don McDaniel, PUD Consultant
Jeff Hansen with HDR Engineering
Cammy Brown, Recording Secretary

1. CALL TO ORDER: Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 23, 2021, to order at 10:00 a.m.

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Jefferson County PUD
BOC Special Meeting – State Auditor Exit Review
February 23, 2021
Draft Minutes

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

3. SHINE PLAT RESOLUTION HEARING DATE CHANGE:

Agenda Report Fixing Shine Plat LUD 17 Hearing Date 2-10-2021. Engineering Director Samantha Harper gave a report on changing the date for the Shine Plat LUD hearing. It is currently scheduled for March 9 from 10:00 a.m. to noon. There was a meeting with the Shine Plat boundary property owners last week and they mentioned that per RCW (Revised Code of Washington), the majority of the landowners in the area can file a petition to protest against the improvements prior to noon on the day of the hearing. That did not seem to work out very well, so staff would like to keep this agenda report and resolution to move the hearing to March 16th during the regularly scheduled Board meeting at 5:00 p.m. This was an attempt made to make sure that the PUD provides the required process and allows people who may want to speak out a chance to do that.

MOTION: Commissioner Kenneth Collins made a motion to adopt the resolution changing the hearing date for the Shine Plat LUD from the 9th of March to the 16th of March. Commissioner Jeff Randall seconded motion. Motion carried unanimously.

4. 2020 WATER SYSTEM PLAN UPDATE REVIEW:

4.1 Engineering Director Samantha Harper and Jeff Hansen of HDR reviewed the Water System Plan organization and how it is laid out and where the PUD is with it today. The staff has finished up the approval process since the last BOC briefing on Volume 2. There have been quite a few steps that have occurred and some of them are outlined in the agenda report in the packet. Those steps were reviewed with the Board of Commissioners.

The resolution basically tells the story of the water system plans the PUD had in the past and then what the PUD has done to date to get to this point of adoption. There will be multiple resolutions to include the complete water system plan update. No action was taken at this time.

5. **ADJOURNMENT:** Commissioner Dan Toepper declared the February 23, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 10:42 a.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Commissioner Jeff Randall, Secretary

Date

Attest:

Commissioner Dan Toepper, President

Date

Commissioner Kenneth Collins, Vice President

Date

Please note PUD Board of Commissioner special meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a 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
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**PUBLIC UTILITY DISTRICT NO. 1 of
Jefferson County**

March 23, 2021

Board of Commissioners

Special Meeting

Approval of Shine Plat LUD #17

Resolution

Review of District Finances

Broadband Goals Discussion

Revised 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 23, 2021, via Zoom 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

Melanie Patterson, Human Resources Director

Samantha Harper, Engineering Director

Don McDaniel, PUD Consultant

Cammy Brown, Recording Secretary

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Jefferson County PUD

BOC Special Meeting

Shine Plat Resolution

Review of District Finances

Broadband Goals Discussion

March 23, 2021

Revised 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 23, 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.

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

3. **SHINE PLAT LUD #17 RESOLUTION.** General Manager Kevin Streett gave a report on the changes made in the resolution. Engineering Director Samantha Harper gave a report on what the resolution's differences were from the previous iteration that the BOC saw in the verbiage. Exhibit A was changed to include Lots 4 and 6 to combine into one. The other lots on Exhibit A were the same as when they were presented at the March 16th meeting. There were requests that came in prior to Thursday when the packet was put together. That was the main mapping question. Also added on the map in the packet on Exhibit A in the Agenda Report was a calculation with the lots that the PUD had prior to the meeting. The total project estimate plus the deduction of the lots approved during the meeting is 26 lots and then that calculation was on the exhibit just to make it crystal clear since there was no agenda report attached to the resolution. Final total per customer is \$21,941.08.

MOTION: Commissioner Kenneth Collins made a motion that the BOC approve the resolution ordering certain local improvements and creating a local utility district, i.e., Shine Plat providing for the payment for the costs of such improvement by special assessments and authorizing payment of such assessments into the local utility district fund of the district. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

General Counsel Joel Paisner noted a correction to the Resolution prior to having it signed at the adopted line include today's date, March 23, 2021, rather than March 16, 2021.

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Jefferson County PUD
BOC Special Meeting
Shine Plat Resolution
Review of District Finances
Broadband Goals Discussion
March 23, 2021
Revised Draft Minutes

4. PRESENTATIONS

4.1 Review of District Finances. Finance Director Mike Bailey and General Manager Kevin Streett gave a presentation on the district finances. There were comments made from the public. Details of presentation can be heard on the audio recording at www.jeffpud.org.

There was a recess at 10:56 a.m. with the special meeting reconvening at 10:59 p.m.

4.2 Broadband Goals and Discussion. Doug Dawson, President of CCEG Consulting, gave a presentation There were comments made from the public. Details of presentation can be heard on the audio recording at www.jeffpud.org.

5. ADJOURNMENT: Commissioner Dan Toepper declared the March 23, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:59 a.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

_____ Commissioner Jeff Randall, Secretary	_____ Date
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Attest:

_____ Commissioner Dan Toepper, President	_____ Date
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_____ Commissioner Kenneth Collins, Vice President	_____ Date
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Broadband Goals Discussion
March 23, 2021
Revised 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 **\$1,027,651.62** on this **15TH** day of **JUNE** **2021** ;

Dan Toepper
President

Kenneth Collins
Vice President

Jeff Randall
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 126313 to # 126375	\$ 554,200.50	5/27/2021
Accounts Payable:	# 126376 to # 126415	\$ 326,419.73	6/3/2021
Payroll Checks:	# 70900 to # 70904	\$ 10,085.70	5/28/2021
Payroll Direct Deposit:		\$ 122,617.07	5/28/2021

TOTAL INVOICES PAID **\$1,013,323.00**

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	6/1/2021

PAYMENT TOTAL **\$1,027,651.62**

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

06/08/2021
Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 126313 to # 126375	\$ 554,200.50	5/27/2021
Accounts Payable:	# 126376 to # 126415	\$ 326,419.73	6/3/2021
Payroll Checks:	# 70900 to # 70904	\$ 10,085.70	5/28/2021
Payroll Direct Deposit:		\$ 122,617.07	5/28/2021
TOTAL INVOICES PAID		\$1,013,323.00	

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	6/1/2021

GRAND TOTAL	\$1,027,651.62
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VOIDED WARRANTS

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Accounts Payable Check Register

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05/25/2021 To 06/07/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126313 5/27/21	CHK	10004	A+ EQUIPMENT RENTALS	AIR COMPRESSOR RNTL 4/12 TITAN	93.55
				CUT OFF SAW RNTL 4/15 TITAN	41.46
				AIR COMPRESSOR RNTL 4/21 1WEEK TITAN	290.88
Total for Check/Tran - 126313:					425.89
126314 5/27/21	CHK	10006	AFLAC	AFLAC BILL MAY 2021	60.48
				AFLAC BILL MAY 2021	26.40
				AFLAC BILL MAY 2021	138.36
Total for Check/Tran - 126314:					225.24
126315 5/27/21	CHK	10012	ALTEC INDUSTRIES, INC	RETURN BIG BUCK PACK	-283.99
				RETURN OF CLIMBING GEAR BELT	-501.98
				REPLACE BROKEN AUGER CYLINDER# 100	3,144.14
Total for Check/Tran - 126315:					2,358.17
126316 5/27/21	CHK	10481	AMAZON	HUB, SQUARE D BOLT	20.71
				MILWAUKEE BATTERY 5AH QTY2	315.28
				SOCKETS	41.28
				TONER CARTRIDGE	22.59
				TONER CARTRIDGE	5.65
Total for Check/Tran - 126316:					405.51
126317 5/27/21	CHK	10447	ANIXTER INC.	GOAB SWITCH 15kV- THREE PHASE	22,029.47
				STAPLES	338.21
Total for Check/Tran - 126317:					22,367.68
126318 5/27/21	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 3/27-4/23/2021	13,970.41
126319 5/27/21	CHK	10870	BIG BLUE PRESSURE WASHING AND L	GRND MAINTENANCE - 210&310 FR CRNS 5/17	218.20
				GRND MAINTENANCE - 210&310 FR CRNS 5/17	54.55
				5 SUBSTATIONS: MOWING 5/17	445.95
Total for Check/Tran - 126319:					718.70
126320 5/27/21	CHK	10295	DYLAN C BRACKNEY	WELLNESS PROGRAM REIMBURSEMENT 2021	100.00
126321 5/27/21	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - APR 2021	27,917.29

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126322 5/27/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - MAY 2021	66.06
				PHONE SERVICE - MAY 2021	16.52
				PHONE SERVICE - MAY 2021	31.17
				PHONE SERVICE - MAY 2021	7.79
Total for Check/Tran - 126322:					121.54
126323 5/27/21	CHK	10053	COMPUNET, INC	ADD'L NETWORK SWITCH FOR 310 FOUR CRNRS	6,139.72
				ADD'L NETWORK SWITCH FOR 310 FOUR CRNRS	1,534.95
Total for Check/Tran - 126323:					7,674.67
126324 5/27/21	CHK	10501	D & L POLES	TRNCH 3POLE PRJT - PORT OF PT 3/24	2,340.20
				FIBER&VAULT INSTL - HOH PRJT 5/10-5/11	35,083.88
				OH TO UG W/ TITAN - PORT OF PT 5/04-5/06	419.00
Total for Check/Tran - 126324:					37,843.08
126325 5/27/21	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - JUN 2021	986.05
126326 5/27/21	CHK	10060	DELL MARKETING LP	SVC CONTRACT BACKUP SERVER 1YR 6/13/2022	181.54
				SVC CONTRACT BACKUP SERVER 1YR 6/13/2022	45.39
Total for Check/Tran - 126326:					226.93
126327 5/27/21	CHK	10826	DILIGENT CORPORATION	BOC-COMM PKG SUBSCRIP 1YR 6/12-6/11/2022	3,436.65
126328 5/27/21	CHK	10070	DOUBLE D ELECTRICAL, INC	REPAIR FAULTS - 530 RAINIER 2/19	3,455.92
				EMER EXCAVATING - 42 ORCAS VIEW TL 3/26	270.00
				EMRG EXCAVATING - 64 WREN CT 4/04	3,081.10
				SEPTIC DRAIN PUMP - BECKETT PT S	1,261.68
Total for Check/Tran - 126328:					8,068.70
126329 5/27/21	CHK	10404	FARWEST LINE SPECIALTIES LLC	TOOL BUCKET	67.73
				TOOL BUCKET	-5.65
Total for Check/Tran - 126329:					62.08
126330 5/27/21	CHK	10094	GENERAL PACIFIC, INC	ELBOW 1/0 WITH TEST POINT&COLD SHRINK	1,815.21
				COLD SHRINK	1,221.92

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 126330:					3,037.13
126331 5/27/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT40-G BUCKET RNTL VEH#415 5/19-6/15	2,943.00
				SINGLEMAN BUCKET TRUCK# 410 RENTAL	2,725.00
Total for Check/Tran - 126331:					5,668.00
126332 5/27/21	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 4/27-5/23/2021	120.00
				310 4CRNRS-RESTROOM UNIT 4/27-5/23/2021	30.00
Total for Check/Tran - 126332:					150.00
126333 5/27/21	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APRENTICESHP TUITION SPRING 2021	226.08
126334 5/27/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	WAREHOUSE-STAPLES	4.35
				VEH#106-TORCH	35.99
				VEH#415-TORCH	35.99
Total for Check/Tran - 126334:					76.33
126335 5/27/21	CHK	10510	HASELWOOD CHEVROLET BUICK GMC	RPLC DRIVER SEAT CUSHION- TRUCK# 106	376.05
126336 5/27/21	CHK	10839	IRBY ELECTRICAL UTILITES	SPLICE	450.04
				UNITSTRUT CLAMP	109.10
				SIDEBY	91.64
Total for Check/Tran - 126336:					650.78
126337 5/27/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,019.41
				EMPLOYER'S MEDICARE TAX	3,019.41
				EMPLOYEES' FICA TAX	12,910.65
				EMPLOYER'S FICA TAX	12,910.65
				EMPLOYEES' FEDERAL WITHHOLDING	10,586.16
				EMPLOYEES' FEDERAL WITHHOLDING TAX	12,194.61
Total for Check/Tran - 126337:					54,640.89
126338 5/27/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PR 05.28.2021-DIRECT DEPOSIT CHECKS	122,617.07
				PR 05.28.2021-MANUAL CHECKS	10,085.70
Total for Check/Tran - 126338:					132,702.77

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126339 5/27/21	CHK	10129	JIIFY LUBE	VEH# 119 - OIL CHANGE	98.27
126340 5/27/21	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: APR 2021	1,424.00
				PROFESSIONAL SVC: APR 2021	356.00
Total for Check/Tran - 126340:					1,780.00
126341 5/27/21	CHK	10348	KEMP WEST, INC	TT T&M - PROSPECT RD 5/03-5/07	12,653.28
				TT T&M - PORT LUDLOW/SNTLFIRS 5/01-5/13	12,653.28
Total for Check/Tran - 126341:					25,306.56
126342 5/27/21	CHK	10728	LUCIE R. BERNHEIM ATTORNEY AT LA	PL GARNISHMENT-FIRST/FINAL	1,768.94
126343 5/27/21	CHK	10140	MAGNUM POWER, LLC	FIBER INSTL - HOH FIBER PROJECT PART 1	25,721.21
126344 5/27/21	CHK	10142	MASON COUNTY PUD #1	CREDIT - AR ADJUSTMENT MAY 21	-8.30
				DOSEWALLIPS RD-PUMP ELEC - MAY 21	196.70
				BPA RD-PUMP ELEC - MAY 21	102.81
				CREDIT - AR ADJUSTMENT MAY 21	-4.06
				WILLIAMS CT ELEC - MAY 21	42.31
Total for Check/Tran - 126344:					329.46
126345 5/27/21	CHK	10333	MOSS ADAMS LLP	PROF SRVS:PRG BILL FORECAST MODEL DEVEL	10,432.00
				PROF SRVS:PRG BILL FORECAST MODEL DEVEL	2,608.00
Total for Check/Tran - 126345:					13,040.00
126346 5/27/21	CHK	10309	NISC	AMS INVOICE APR 2021	2,278.39
				AMS INVOICE APR 2021	6,300.43
				AMS INVOICE APR 2021	4,107.66
				AMS INVOICE APR 2021	569.59
				AMS INVOICE APR 2021	1,575.11
				AMS INVOICE APR 2021	1,026.91
				RECURRING INVOICE APR 2021	1,098.50
				RECURRING INVOICE APR 2021	229.12
				RECURRING INVOICE APR 2021	1,807.45
				RECURRING INVOICE APR 2021	495.71

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RECURRING INVOICE APR 2021	495.71
				RECURRING INVOICE APR 2021	9,082.19
				RECURRING INVOICE APR 2021	933.18
				RECURRING INVOICE APR 2021	103.10
				RECURRING INVOICE APR 2021	1,578.03
				RECURRING INVOICE APR 2021	333.84
				RECURRING INVOICE APR 2021	22.91
				MISC APR 2021	3,600.00
				MISC APR 2021	572.84
				MISC APR 2021	900.00
				MISC APR 2021	143.21
Total for Check/Tran - 126346:					37,253.88
126347 5/27/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING MAY 2021	812.50
126348 5/27/21	CHK	10166	NWPPA	RUS/FERC FNDMNTLS ADTL FEE 4/6-4/8/21	850.00
				RUS/FERC FNDMNTLS ADTL FEE 4/28-4/30/21	850.00
Total for Check/Tran - 126348:					1,700.00
126349 5/27/21	CHK	10631	WILLIAM P O'DONNELL	AD VIDEO SHOOT - GIFT CARD FOR HOMEOWNER	40.00
				AD VIDEO SHOOT - GIFT CARD FOR HOMEOWNER	10.00
Total for Check/Tran - 126349:					50.00
126350 5/27/21	CHK	10167	OFFICE DEPOT	OPERATIONS - OFFICE SUPPLIES	15.05
				OPERATIONS - OFFICE SUPPLIES	3.76
				OPERATIONS - OFFICE SUPPLIES	287.14
				OPERATIONS - OFFICE SUPPLIES	71.79
Total for Check/Tran - 126350:					377.74
126351 5/27/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	WO#321025/321003-EXCAVTR RNTL	305.48
				WAREHOUSE - FASTENERS	5.00
Total for Check/Tran - 126351:					310.48
126352 5/27/21	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 5/15-5/21/2021	469.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRANSCRIPTION SVC 5/15-5/21/2021	117.25
				Total for Check/Tran - 126352:	586.25
126353 5/27/21	CHK	10183	PETRICKS LOCK & SAFE	PORT BUILDING - CHANGE LOCK	85.46
				NEW 310 OPS - REKEY	672.18
				ANNEX - CHANGE DOORKNOB & DEADBOLT	144.16
				Total for Check/Tran - 126353:	901.80
126354 5/27/21	CHK	9999	PORT LUDLOW ASSOCIATES	REFUND - SCOPE OF WORK CHANGE WO#20573	240.00
126355 5/27/21	CHK	10198	PROGLASS, INC	FIBERGLASS BASEMENT 42X38X30-24X21 PG	9,359.17
126356 5/27/21	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - 220 MCMINN 5/06	1,299.50
				FLAGGING - QUILCENE SCHOOL 5/12	1,519.25
				Total for Check/Tran - 126356:	2,818.75
126357 5/27/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	215.40
126358 5/27/21	CHK	10212	ROHLINGER ENTERPRISES INC	RECNDTN/TSTNG: ANNUAL GROUNDS TESTING	514.02
				RECNDTN/TSTNG: ANNUAL GROUNDS TESTING	536.61
				RECNDTN/TSTNG: ANNUAL GROUNDS TESTING	641.40
				RECNDTN/TSTNG: ANNUAL GROUNDS TESTING	580.96
				RECNDTN/TSTNG: ANNUAL HOTSTICK TESTING	564.87
				RECNDTN/TSTNG: ANNUAL HOTSTICK TESTING	472.13
				RECNDTN/TSTNG: ANNUAL HOTSTICK TESTING	161.74
				Total for Check/Tran - 126358:	3,471.73
126359 5/27/21	CHK	9999	MICHAEL ROSS	REFUND - SCOPE OF WORK CHANGE WO#20426	2,260.00
126360 5/27/21	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- JUN 2021	1,579.12
126361 5/27/21	CHK	10216	SECURITY SERVICES NW, INC.	NIGHT PAYMENT PICKUP - MAY 2021	1,189.24
				NIGHT PAYMENT PICKUP - MAY 2021	297.31
				Total for Check/Tran - 126361:	1,486.55
126362 5/27/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:HAA5s QUIMPER	175.00
				TESTING:TTHMs QUIMPER	115.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				TESTING: COLI/ECOLI MO MAY 2021	23.00
				Total for Check/Tran - 126362:	497.00
126363 5/27/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
126364 5/27/21	CHK	10620	UPS	SHIPPING FEE - FR CLOTHING	30.24
				SHIPPING FEE - WRRNTY REPAIR	2.44
				SHIPPING FEE - FR CLOTHING	17.38
				SHIPPING FEE - WRRNTY REPAIR	26.51
				Total for Check/Tran - 126364:	76.57
126365 5/27/21	CHK	10615	US BANK	FIBER-TOOL STORAGE	331.66
				FIBER-EZ SPEED FBR INSTAL TOOL	2,967.03
				VEH#128 - FUEL	95.00
				LINECREW - WATER BOTTLES	4.35
				BILLING - OFFICE 365 MNTHLY SUBSCRIPTION	83.79
				PHONE SERVICES	200.00
				WEBSITE STORAGE	53.67
				BILLING - OFFICE 365 MNTHLY SUBSCRIPTION	20.95
				PHONE SERVICES	50.00
				WEBSITE STORAGE	13.42
				SCREEN PROTECTOR	11.99
				REFUND - DISPUTED CHARGES MOTORLA SLTNS	-2,058.72
				REFUND - DISPUTED CHARGES MOTORLA SLTNS	-514.68

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				IT - MULTIMONITOR SOFTWARE	26.16
				IT - NETWORK CABLES	35.58
				IT - MULTIMONITOR SOFTWARE	6.54
				IT - NETWORK CABLES	8.90
				LIC UNDRGRND STRGETANK 4/30-4/29/2022 1Y	298.93
				PROCESSING FEE LIC UNDRGRND STRGETANK	7.47
				LIC UNDRGRND STRGETANK 4/30-4/29/2022 1Y	74.73
				PROCESSING FEE LIC UNDRGRND STRGETANK	1.87
				AD - INTERN RECRUITMENT	286.28
				AD - INTERN RECRUITMENT	120.00
				AD - INTERN RECRUITMENT	71.57
				AD - INTERN RECRUITMENT	30.00
				WO#721004 HOH FBR PROJECT - CLAMPS	23.66
				WO#200400 - REGISTER OF EASEMENT	107.64
				WO#20490 - FOOD FOR CREW WRKNG OVERTIME	35.97
				MOVE PERSONNEL INTO NEW OPS BUILDING	336.55
				MOVE PERSONNEL INTO NEW OPS BUILDING	84.14
				AD - WEBSITE IMAGES	26.18
				FACEBOOK AD - COVID MESSAGING	22.40
				FACEBOOK AD - PAPERLESS PROMOTION	60.00
				FACEBOOK AD - PAPERLESS PROMOTION	60.00
				FACEBOOK AD - PAPERLESS PROMOTION	60.00
				AD - WEBSITE IMAGES	6.54
				FACEBOOK AD - COVID MESSAGING	2.60
				FACEBOOK AD - PAPERLESS PROMOTION	15.00
				FACEBOOK AD - PAPERLESS PROMOTION	15.00
				FACEBOOK AD - PAPERLESS PROMOTION	15.00
Total for Check/Tran - 126365:					3,097.17
126366 5/27/21	CHK	10255	USA BLUEBOOK	WATER PART - 3" PIPE COUPLING	149.93
126367 5/27/21	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB4/16-5/15/2021	266.49

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB4/16-5/15/2021	129.80
				CELL PHONE SERVICE QB4/16-5/15/2021	25.96
				CELL PHONE SERVICE QB4/16-5/15/2021	134.33
				CELL PHONE SERVICE QB4/16-5/15/2021	176.60
				CELL PHONE SERVICE QB4/16-5/15/2021	53.54
				CELL PHONE SERVICE QB4/16-5/15/2021	105.46
				CELL PHONE SERVICE QB4/16-5/15/2021	53.54
				CELL PHONE SERVICE QB4/16-5/15/2021	63.04
				CELL PHONE SERVICE QB4/16-5/15/2021	15.58
				CELL PHONE SERVICE QB4/16-5/15/2021	36.56
				CELL PHONE SERVICE QB4/16-5/15/2021	18.17
				CELL PHONE SERVICE QB4/16-5/15/2021	16.98
				CELL PHONE SERVICE QB4/16-5/15/2021	105.04
				CELL PHONE SERVICE QB4/16-5/15/2021	105.04
				CELL PHONE SERVICE QB4/16-5/15/2021	51.92
				CELL PHONE SERVICE QB4/16-5/15/2021	104.70
				CELL PHONE SERVICE QB4/16-5/15/2021	20.77
				CELL PHONE SERVICE QB4/16-5/15/2021	91.08
				CELL PHONE REPEATER/EXTENDER 310 FOUR CR	2,618.39
				CELL PHONE SERVICE QB4/16-5/15/2021	41.54
				CELL PHONE SERVICE QB4/16-5/15/2021	10.86
				CELL PHONE SERVICE QB4/16-5/15/2021	140.62
				CELL PHONE SERVICE QB4/16-5/15/2021	38.95
				CELL PHONE SERVICE QB4/16-5/15/2021	220.65
				CELL PHONE SERVICE QB4/16-5/15/2021	39.15
				CELL PHONE SERVICE QB4/16-5/15/2021	31.15
				CELL PHONE SERVICE QB4/16-5/15/2021	22.76
				CELL PHONE REPEATER/EXTENDER 310 FOUR CR	654.60
				CELL PHONE SERVICE QB4/16-5/15/2021	10.38
				CELL PHONE SERVICE QB4/16-5/15/2021	43.45
				CELL PHONE SERVICE QB4/16-5/15/2021	35.14

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB4/16-5/15/2021	51.92
				SCADA CRADLEPNT DEVICE QB 4/20-5/19/21	924.33
				WIFI IN TRUCKS QB 4/20-5/19/21	382.72
				WIFI RANDOM QB 4/20-5/19/21	415.90
				WIFI IN TRUCKS QB 4/20-5/19/21	480.23
				WIFI RANDOM QB 4/20-5/19/21	103.98
				SCADA CRDLEPNT DEVICE QB 4/23-5/22/2021	75.18
				Total for Check/Tran - 126367:	7,916.50
126368 5/27/21	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	12,447.15
				PL DEFERRED COMP ER	5,017.98
				Total for Check/Tran - 126368:	17,465.13
126369 5/27/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	737.15
126370 5/27/21	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - MAY 2021	42.34
				EAP SVC - MAY 2021	10.58
				Total for Check/Tran - 126370:	52.92
126371 5/27/21	CHK	10271	WESCO RECEIVABLES CORP	TRAN 1P PAD 25KVA 120/240	3,135.53
				WIRE FIBER 96F ADSS	62,462.44
				Total for Check/Tran - 126371:	65,597.97
126372 5/27/21	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH#119 - REPLACEMENT BATTERY	137.76
				VEH#119 - BATTERY CORE DEPOSIT	-19.64
				Total for Check/Tran - 126372:	118.12
126373 5/27/21	CHK	10502	CAROL WOODLEY	RENT BILLING AT ANNEX - JUN 2021	1,120.00
				RENT BILLING AT ANNEX - JUN 2021	280.00
				Total for Check/Tran - 126373:	1,400.00
126374 5/27/21	CHK	10741	XIMA LLC	XIMA CARE SUPPORT 1YR thru 5/19/2022	-69.49
				XIMA CARE SUPPORT 1YR thru 5/19/2022	666.47
				XIMA CARE SUPPORT 1YR thru 5/19/2022	166.62
				Total for Check/Tran - 126374:	763.60

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126375 5/27/21	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VIDEO CONF SVC 5/22-6/21/21	327.21
				VIDEO CONF SVC 5/22-6/21/21	81.80
Total for Check/Tran - 126375:					409.01
126376 6/3/21	CHK	10833	2 GRADE LLC	CONDUIT/VLT INSTL - PORT 3PHASE UPGRADE	55,018.71
126377 6/3/21	CHK	10739	2M COMPANY LLC	QUILCENE WELL - PUMP 5HP	1,092.36
				QUILCENE WELL - WELL MOTOR 5HP	949.39
				BYWATER - PUMP 20HP	3,537.57
				BYWATER - WELL MOTOR 20HP	2,228.88
Total for Check/Tran - 126377:					7,808.20
126378 6/3/21	CHK	10012	ALTEC INDUSTRIES, INC	REPLACEMENT BUCKET# 101	7,223.05
126379 6/3/21	CHK	10481	AMAZON	REVERSE LIGHTS TRUCK# 129 & 133	174.56
				TONER CARTRIDGE	27.05
				TONER CARTRIDGE	6.76
Total for Check/Tran - 126379:					208.37
126380 6/3/21	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 1/09/2021	947.12
				TREE TRIMMING W/E 1/16/2021	805.05
				TREE TRIMMING W/E 1/23/2021	757.70
				TREE TRIMMING W/E 2/06/2021	947.12
				TREE TRIMMING W/E 2/13/2021	947.12
				TREE TRIMMING W/E 2/20/2021	947.12
				TREE TRIMMING W/E 1/30/2021	757.70
				TREE TRIMMING W/E 2/27/2021	947.12
Total for Check/Tran - 126380:					7,056.05
126381 6/3/21	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	55 GAL DRUM-DEF FLUID	233.42
126382 6/3/21	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	CAUSTIC SODA 50% NSF QTY6	1,850.57
				POTASSIUM PERMANG IMP	1,589.67
Total for Check/Tran - 126382:					3,440.24

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126383 6/3/21	CHK	10769	JONATHON T DEHNERT	WELLNESS PROGRAM REIMBURSEMENT	80.00
126384 6/3/21	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE MAY 2021 CONSULTING SERVICE MAY 2021	1,000.00 4,500.00
Total for Check/Tran - 126384:					5,500.00
126385 6/3/21	CHK	10085	FASTENAL	YARD STRIPING PAINT VINYL TAPE CABLE TIE & VINYL TAPE RED MARKING PAINT BATTERIES SFTY GLS,EAR PLG,GLOVES,SFTY VEST BATTERIES	39.56 144.25 42.50 42.65 15.19 47.79 3.80
Total for Check/Tran - 126385:					335.74
126386 6/3/21	CHK	10821	FCS GROUP	METER RPLCMNT ANALYSIS THRU 5/21/2021	7,833.75
126387 6/3/21	CHK	10094	GENERAL PACIFIC, INC	GUY STRAIN INSULATOR FIBERGLASS 24" WATER METERS 5/8"X3/4" BADGER QTY24	502.73 3,757.40
Total for Check/Tran - 126387:					4,260.13
126388 6/3/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AA55 DBLMN BUCKET VEH#414 5/26-6/22	3,719.60
126389 6/3/21	CHK	10098	GRAINGER	WATER PART - DOSE COUNTER	31.76
126390 6/3/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SPARLING WELL - MATERIALS SPARLING WELL - MATERIALS	3.70 76.30
Total for Check/Tran - 126390:					80.00
126391 6/3/21	CHK	10110	HENERY HARDWARE	NEW BUILDING - WET FLOOR SIGN NEW BUILDING - WET FLOOR SIGN	19.18 4.80
Total for Check/Tran - 126391:					23.98
126392 6/3/21	CHK	10787	HOCH CONSTRUCTION, INC	310 FOUR CRNRS REMODEL - INV #15	89,568.01
126393 6/3/21	CHK	10839	IRBY ELECTRICAL UTILITES	UNISTRUT CLAMP DEADEND	245.48 681.87

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				GUY STRANDVISE	391.40
				Total for Check/Tran - 126393:	1,318.75
126394 6/3/21	CHK	10348	KEMP WEST, INC	TT T&M - PORT LUDLOW/SNTLFIRS 5/17-5/20	12,653.28
126395 6/3/21	CHK	10286	L & J ENTERPRISES	CLR BY UTILITY POLES - VARIOUS AREAS	4,959.50
				BRSH HOG - LOWER HOH RD 4/25-4/27	5,736.69
				EXCAVATING - 310 FOUR CORNERS	7,270.13
				EXCAVATING - 310 FOUR CORNERS	1,817.53
				REROUTE RISER - QUILCENE SCHOOL	3,825.90
				EXCAVATING - QUILCENE SCHOOL 5/07	1,800.15
				METER INSTL - 390 MEADE RD 5/07	850.98
				Total for Check/Tran - 126395:	26,260.88
126396 6/3/21	CHK	10611	MALLORY SAFETY AND SUPPLY LLC	FR VEST	234.30
126397 6/3/21	CHK	10143	MCDOWELL RACKNER & GIBSON PC	PROF SRVC:STRATEGIC PLANNING APR 2021	20,740.80
				PROF SRVC:STRATEGIC PLANNING APR 2021	5,185.20
				Total for Check/Tran - 126397:	25,926.00
126398 6/3/21	CHK	10771	MOUNTAIN STATES PIPE & SUPPLY CO	WATER METER ERT - ERW-1300-408 QTY48	-331.12
				WATER METER ERT - ERW-1300-408 QTY48	3,969.76
				Total for Check/Tran - 126398:	3,638.64
126399 6/3/21	CHK	10167	OFFICE DEPOT	OPERATIONS - OFFICE SUPPLIES	132.66
				OPERATIONS - OFFICE SUPPLIES	33.16
				OPERATIONS - OFFICE SUPPLIES	188.76
				OPERATIONS - OFFICE SUPPLIES	47.19
				OPERATIONS/WATER - OFFICE SUPPLIES	102.38
				OPERATIONS/WATER - OFFICE SUPPLIES	25.59
				OPERATIONS - OFFICE SUPPLIES	282.76
				OPERATIONS - OFFICE SUPPLIES	70.69
				OPERATIONS - REFUND MISNG OFFICE SUPPLY	-33.16
				OPERATIONS - REFUND MISNG OFFICE SUPPLY	-8.29

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Total for Check/Tran - 126399:					841.74
126400 6/3/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SHOP - RAKE	27.26
126401 6/3/21	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-PH BISHOP HILL	49.10
126402 6/3/21	CHK	10183	PETRICKS LOCK & SAFE	ANNEX - CHANGED 3 LOCKS	189.31
126403 6/3/21	CHK	10185	PITNEY BOWES GLOBAL	MAILSYSTEM LEASE Q2 2021	121.07
				MAILSYSTEM LEASE Q2 2021	30.27
Total for Check/Tran - 126403:					151.34
126404 6/3/21	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT BELLEND	607.97
				CONDUIT CAP	1,120.40
				CONDUIT COUPLING	803.20
				CONDUIT 1 1/2" BELLEND	207.99
				WORKSTATION - WIREMOLD 12"	3.09
				HAND TOOLS - IDEAL DIE SET	37.86
				HAND TOOLS - IDEAL DIE SET	37.86
				HAND TOOLS - IDEAL RATCHET CRIMP	152.74
				POLYLINE	83.46
				CABLE TIES	14.18
				RECEPTACLES	54.47
Total for Check/Tran - 126404:					3,123.22
126405 6/3/21	CHK	10207	RAIN NETWORKS	SONICWALLNSA2700 SVC 3YRS THRU 5/16/2024	5,475.07
				SONICWALL NSA 2700	2,264.92
				ARCSERVE UPD BCKUPSW 1YR	14,618.85
Total for Check/Tran - 126405:					22,358.84
126406 6/3/21	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) 6/18-7/17/2021	69.73
				4CORNERS (MODULAR) RENT 6/18-7/17/2021	17.43
				ANNEX-COPIER RENT 6/19-7/18/2021	81.49
				ANNEX-COPIER RENT 6/19-7/18/2021	20.37
Total for Check/Tran - 126406:					189.02

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126407 6/3/21	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES MAY 2021	65.12
				210 4 CRNRS (0109) IMAGES MAY 2021	16.28
				211 CHIM (0626) IMAGES MAY 2021	240.08
				211 CHIM (0626) IMAGES MAY 2021	60.02
				310 TRPWID 4CRNRS (7683) IMAGES MAY 2021	14.77
				310 TRPWID 4CRNRS (7683) IMAGES MAY 2021	3.69
				4CRNRS IT MODLR (7287) IMAGES MAY 2021	11.38
				4CRNRS IT MODLR (7287) IMAGES MAY 2021	2.84
Total for Check/Tran - 126407:					414.18
126408 6/3/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	65.62
				RETURN FR CLOTHING	-114.86
				FR CLOTHING	132.66
				FR CLOTHING	98.69
				FR CLOTHING	76.89
Total for Check/Tran - 126408:					259.00
126409 6/3/21	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC JUN 2021	2,073.98
				ANSWER SVC JUN 2021	2,073.98
				ANSWER SVC JUN 2021	1,037.00
Total for Check/Tran - 126409:					5,184.96
126410 6/3/21	CHK	10219	SHOLD EXCAVATING INC	VL T CNDT INSTL - KALA PT BAYCLIFF 1/12	4,353.00
				TRNSPRT PIPE RPAIR - 100 VILLAGE DR KALA	1,027.36
				TRNSPRT LINE RPAIR - S BEACH, S POINT	743.75
				RISER 24"	372.73
Total for Check/Tran - 126410:					6,496.84
126411 6/3/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:NITRATE MULTI LOC 5/20/2021	28.00
				TESTING:NITRATE MULTI LOC 5/20/2021	28.00
				TESTING:NITRATE MULTI LOC 5/20/2021	28.00
				TESTING:NITRATE MULTI LOC 5/20/2021	28.00
				TESTING:NITRATE QUIMPER 5/25/21	28.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING:NITRATE QUIMPER 5/25/21	28.00
				Total for Check/Tran - 126411:	168.00
126412 6/3/21	CHK	10421	THE CARWASH INC	VEH# 211- FLEET SRVC APR 2021	36.79
126413 6/3/21	CHK	10252	ULINE	FLAGS	101.32
				TRASH LINERS	28.37
				TRASH LINERS	7.10
				Total for Check/Tran - 126413:	136.79
126414 6/3/21	CHK	10271	WESCO RECEIVABLES CORP	FIBER ADSS STORAGE RACK KIT	24,320.03
126415 6/3/21	CHK	10274	WESTBAY AUTO PARTS, INC.	FLEET STOCK - RAIN-X & WINSHIELD WASH	20.45

Total Payments for Bank Account - 1 :	(103)	880,620.23
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(103)	880,620.23
Grand Total for Payments :	(103)	880,620.23
Grand Total for Voids :	(0)	0.00
Grand Total :	(103)	880,620.23

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
144 6/1/21	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT JUN 2021	10,729.33
				PETERSON LAKE WIRE PMT JUN 2021	3,599.29
Total for Check/Tran - 144:					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: 5/28/2021

Empl	Position	Check #	Date #	Amount
2000	WATER DISTRIBUTION MANAGER II	70900	5/28/2021	1,783.49
2001	WATER DISTRIBUTION MANAGER II	70901	5/28/2021	1,908.75
3032	CUSTOMER SERVICE REP	70902	5/28/2021	1,232.15
2003	WATER TREATMENT PLANT OPERATOR III	70903	5/28/2021	2,744.97
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70904	5/28/2021	2,416.34
				10,085.70

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 5/28/2021

Empl	Position	Pay Date	Net Pay
3039	ACCOUNTING TECH 1	5/28/2021	1,282.53
3052	ADMINISTRATIVE ASSISTANT	5/28/2021	2,269.63
1044	APPRENTICE LINEMAN	5/28/2021	2,250.52
1026	BROADBAND SUPERVISOR	5/28/2021	2,042.15
4006	COMMISSIONER DIST 1	5/28/2021	1,686.22
4004	COMMISSIONER DIST 2	5/28/2021	965.27
4008	COMMISSIONER DIST 3	5/28/2021	723.75
3034	COMMUNICATIONS DIRECTOR	5/28/2021	2,349.18
3002	CUSTOMER SERVICE COORDINATOR	5/28/2021	1,207.66
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	5/28/2021	1,323.07
3022	CUSTOMER SERVICE REP	5/28/2021	1,345.65
3046	CUSTOMER SERVICE REP	5/28/2021	1,162.78
3048	CUSTOMER SERVICE REP	5/28/2021	1,221.85
1027	ELECTRICAL ENGINEERING MANAGER	5/28/2021	2,998.88
1041	ELECTRICAL SUPERINTENDENT	5/28/2021	3,905.10
2007	ENGINEERING DIRECTOR	5/28/2021	3,335.95
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	5/28/2021	2,175.58
3033	FINANCE DIRECTOR	5/28/2021	3,566.88
1046	FLEET/WAREHOUSE HELPER	5/28/2021	2,427.63
1008	FOREMAN LINEMAN	5/28/2021	3,758.01
1012	FOREMAN LINEMAN	5/28/2021	4,052.48
1011	GENERAL MANAGER	5/28/2021	4,771.43
1042	GIS SPECIALIST	5/28/2021	2,323.67
1017	HEAD STOREKEEPER	5/28/2021	2,430.27
3047	HUMAN RESOURCES DIRECTOR	5/28/2021	2,616.96
3008	INFORMATION TECHNOLOGY MANAGER	5/28/2021	3,202.52
3028	IT SUPPORT TECHNICIAN	5/28/2021	1,770.98
1000	LINEMAN	5/28/2021	3,520.29
1016	LINEMAN	5/28/2021	3,715.93
1020	LINEMAN	5/28/2021	3,771.50
1028	LINEMAN	5/28/2021	4,915.37
1034	LINEMAN	5/28/2021	2,830.02
1048	LINEMAN	5/28/2021	3,170.39
1043	METER READER	5/28/2021	1,545.69
1047	METER READER	5/28/2021	1,710.17
1037	OPERATIONS DIRECTOR	5/28/2021	3,548.60
3004	RESOURCE MANAGER	5/28/2021	2,796.96
1003	SCADA TECHNICIAN	5/28/2021	2,733.17
3020	SERVICES DIRECTOR	5/28/2021	2,553.77
1031	STAKING ENGINEER	5/28/2021	2,447.70
1014	STOREKEEPER	5/28/2021	2,401.73
1015	SUBSTATION/METER FOREMAN	5/28/2021	2,885.02
1033	SUBSTATION/METERING TECH	5/28/2021	3,124.06
3013	UTILITY ACCOUNTANT II	5/28/2021	1,592.41
3029	UTILITY ACCOUNTANT II	5/28/2021	1,754.62
3003	UTILITY BILLING CLERK	5/28/2021	1,455.12
3027	UTILITY BILLING CLERK	5/28/2021	1,481.49
3000	UTILITY BILLING COORDINATOR	5/28/2021	1,600.06
2002	WATER DISTRIBUTION MANAGER II	5/28/2021	2,232.81
2005	WATER DISTRIBUTION MANAGER II	5/28/2021	1,663.59
			\$ 122,617.07



AGENDA REPORT

DATE: June 15, 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 15 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$2,493.97 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 15 inactive accounts owing \$2,493.97 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 June 15, 2021 the following summary of inactive customer accounts with a past due balance of greater than \$50.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Finance Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

Uncollectible Amount Range	Number of Accounts	Write-Off Amount
Up to \$50	7	\$176.21
\$51 - \$100	0	\$ -
\$101 - \$200	4	\$731.88
\$201 - \$300	2	\$494.02
Over \$300	2	\$1,091.86
		\$2,493.9
TOTAL	15	7

Approval, Board of Commissioners

Jeff Randall
Secretary

June 15, 2021

PUD Calendar

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

July 5, 2021, Office closed in observance of Independence Day

July 6, 2021, Regular BOC Meeting per ZOOM, 5:00 pm

July 12, 2021, CAB Meeting; per ZOOM 2:00pm

July 15-16, WPUA Associations Meetings; ZOOM or in person 9:00am-5:30pm July 15th and 8:30 am on July 16

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



AGENDA REPORT

DATE: June 15, 2021
TO: Board of Commissioners
FROM: Will O'Donnell
RE: Website Updates and Online Analytics

BACKGROUND: More and more PUD business and outreach is done through online platforms. These platforms allow us to connect with and serve customers at any time of day in any location, at the customer's convenience. This report provides some info on how PUD customers are using the platforms.

ANALYSIS/FINDINGS: Though times have changed due to COVID, the ways that people interact with the PUD's online platforms has not, with analytics similar to 2019. The biggest change has been the introduction of Online Service Applications. The online applications launched during the pandemic and have become the preferred method for customers to start, stop, or transfer service. Over 100 applications have been submitted online in the last 30 days.

PUD Social Media User Demographics

Platform	2021 Fans	2019 Fans	% Change	F/M	Under 45	Over 45
Facebook	1,875	1,500	25%	70/28	43%	57%
Twitter	1,425	1,255	14%	n/a	n/a	n/a
Instagram	467	188	148%	72/18	42%	58%

18-24 YO: only 2% on both FB and Instagram

JEFFPUD.ORG Website Analytics

Rank	Pages YTD 2021	CY 2020	Sources	Referral	OS*
1	Home	Home	Direct	FB Mobile	Windows
2	Pay Now	Pay Now	Google	Twitter	IOS
3	Online Service Application	Online Service Application	Bing	FB Users	Android
4	Employment	Employment	FB Mobile	FB Desktop	Mac
5	Outage Info	Outages	Yahoo	NWPPA	Chrome OS
6	Assistance	RFQs/RFPs	Duckduckgo	WPUDA	Linux
7	Rebates	Assistance	Twitter	IBEW 77	
8	RFQs/RFPs	Contact Us	FB Desktop	FB Users M	
9	Contact Us	Rebates	FB Users	Outage Map	

10	Payment locations	Payment Locations	NWPPA	Indeed.com	
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Total Pageviews Jan 1- Apr 1: 2019: 80,912 **2020:** 44,383 **2021:** 94,436

PUD COMMUNITY WiFi Hotspot Usage Mid Feb 2021 to Mid March 2021

Locations	Clients March	Clients May	Data used (GB) March	Data used (GB) May
Brinnon	72	69	932	718
Airport	208	294	221	151
Visitors Center	717	850	110	94
Hastings	186	210	103	208
Port Public	508	608	102	84
Kearney	621	662	92	58
Chimacum	317	363	62	43
Quilcene	47	43	53	36
Marrowstone	71	90	51	30
210 Four Corners	96	117	25	14
Gardiner	4	12	0.0832	12
TOTAL	2,847	3318	1,751 GB	1,448 GB

Note: some "clients" are repeat users who are counted each time they connect

FISCAL IMPACT: n/a

RECOMMENDATION: This report is for information only, but feedback is appreciated.



AGENDA REPORT

DATE: June 15, 2021
TO: Board of Commissioners
FROM: Jean Hall, Services Director
RE: Water Rate Schedule – Addition of Low-Income Credit
Customer Service Policy – Clean up of Low-Income Credits

BACKGROUND: The BOC adopted resolution 2021-012 approving the updated water rate schedule. The low-income (LI) discount that was laid out in the rate study leading to the water rate increases was not included in the exhibit of rates to be approved. Currently the low-income credits are listed as line items in the Customer Service Policy – Schedule of Fees. The current discount for residential LI water customers is \$10.00. For clarity and transparency, staff believes that the low-income discounts should be contained the PUD's rate schedules.

ANALYSIS/FINDINGS: To reduce the burden of the increased cost of the newly adopted Water rates on our customer/owners whose income is at or below 150% of FPL, the low-income discount needs to be increased. Proposed LI discounts are as follows:

- June 5, 2021 - \$(12.73)
- January 5, 2022 - \$(13.57)
- January 5, 2023 - \$(15.92)
- January 5, 2024 - \$(16.61)

FISCAL IMPACT: Increased budgetary requirements for water low-income discount. Increases to the budget will be contingent upon customer/owner participation levels over the next four years.

RECOMMENDATION: Adopt the attached low-income discount water rate changes in Exhibit A, effective for all bills rendered on or after June 5, 2021 with annual increases occurring January 5, 2022, January 5, 2023, and January 5, 2024. Additionally, approve the amendments to the Customer Service Policy Section 10.6 and Section 14.2.2 consistent with the attached Exhibit B, red-line draft of the Customer Service Policy.

Residential Service - Standard

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

AVAILABILITY:

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

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

MONTHLY RATE:

Effective Date:	June 5 2021	January 5 2022	January 5 2023	January 5 2024
Basic Charge:				
5/8" – Meter	\$ 32.65	\$ 34.80	\$ 40.83	\$42.61
1" – Meter	78.16	83.30	97.74	102.00
1.5" – Meter	152.75	162.80	191.02	199.36
<u>Low Income Discount</u>	<u>\$ (12.73)</u>	<u>\$ (13.57)</u>	<u>\$ (15.92)</u>	<u>\$ (16.61)</u>
Monthly Capital Surcharge:	\$ 0.00	\$ 5.00	\$ 5.00	\$ 7.00
Consumption Rate Per 100 Gallons:				
Tier 1 (0-5,000)	\$ 0.29	\$ 0.31	\$ 0.36	\$ 0.38
Tier 2 (5,001-10,000)	0.40	0.43	0.50	0.52
Tier 3 (10,000-30,000)	0.54	0.58	0.68	0.70
Tier 4 (> 30,000)	1.00	1.07	1.25	1.31



CUSTOMER SERVICE POLICY

Updated

~~February 16~~ June 15, 2021

- Should all of the qualifications be met, and the adjustment is approved by the Manager or his/her designee, then staff will enter a policy adjustment on the Customer's water account.

10.4 - Budget Billing

10.4.1 - Fixed Budget

Customers will be billed each month for one-twelfth of their annual usage. Fixed Budgets will be recalculated at least once per year. Credits and deficits will be rolled into the following year's budget amount.

10.4.2 - Variable Budget

Customers will be billed each month for one-twelfth of their rolling twelve-month average usage. As the variable budget uses a rolling average there will not be an annual recalculation.

10.5 - Promotional Billing

10.5.1 - Credits

The District may offer Customers promotional credits as set forth in the Schedule of Deposits, Credits, and Miscellaneous Charges.

10.5.2 - Low Income Contributions

The District may promote program(s) to benefit low-income Customers through Customer contributions.

10.6 – Low Income Rate Reduction Program

The District will offer a reduced rate to its residential customers who fall below the defined income threshold as stated in this policy. The amount of the discount/credit shall be set forth in the ~~Schedule of Deposits, Credits, and Misc. Charges — section fourteen (14) of this policy published Rate Schedules for the applicable utility service.~~ Each applicant will be required to provide identification and proof of income for all members of the household who are over the age of eighteen (18).

Each Customer may receive a credit on their Jefferson County PUD No.1 electric, water, and sewer account, at a single location. The Customer who is applying for the Rate Reduction Program must reside at the location that is to be billed at the low-income rate.

Should a customer receive a LIHEAP grant, or the District's Rainy-Day funds, they will be automatically enrolled in the District's Low-Income Rate Reduction Program for a period of one (1) year, provided the PUD account holder is listed as the recipient of the grant funds.

10.6.1 – Standard Low-Income Rate Reduction Program

Any customer whose household income is less than or equal to one hundred and fifty percent of the federal poverty level (150% FPL) will be eligible to receive a low-income discounted rate on their electric, water, and sewer accounts.

14.2 - Credits

14.2.1 - Paperless Plus One Time Credit.....(\$10.00)

(Customer must be signed up for paperless billing and auto-pay)

14.2.2 - Low Income

~~**Electric**.....(\$39.50) per month~~

~~**Water**.....(\$10.00) per month~~

Sewer30% of base fee per month

14.3 - Miscellaneous Charges

Billed charges may be subject to franchise fees

14.3.1 - Application Fee – Net Meter

Generating Facilities of 0 kW to 25 kW \$100.00

Generating Facilities of greater than 25kW \$500.00

(Installation fees will be based upon Engineering Quote)

14.3.2 - Access Appointment

Maintenance & Repair

Electric \$175.00

Water\$60.00

Sewer\$60.00

Read Meter

Electric\$30.00

Water\$30.00

14.3.3 - Credit Check.....\$5.00

14.3.4 - Door Hanger

Electric\$15.00

Water Sewer, or any combination.....\$15.00

14.3.5 – Disconnect

Electric

Disconnect at transformer \$150.00

Temporary disconnect..... \$150.00

**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 low-income water rate discount program and revising the PUD Rate Schedules to include the Low-Income discounts for electric and water customers.

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

WHEREAS, pursuant to RCW 54.24.080 and RCW 74.38.070 the PUD may provide certain rate reductions to low-income customers; and

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

WHEREAS, the Board of Commissioners held a public hearing on April 6, 2021 where it received comments and testimony from the public regarding proposed rates and charges for water services, and the Board of Commissioners adopted Resolution No. 2021-012 approving the revised water rate schedule; and

WHEREAS, the proposed low-income discount rates are attached as Exhibit A to this resolution and will revise, amend and replace the prior discount rate of \$10.00; and

WHEREAS, in order to provide more transparency and consistency, staff has recommended to the PUD that low-income discounts for both electric and water customers belong in the PUD Rate Schedules rather than the PUD's Customer Service Policies.

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

BE IT FURTHER RESOLVED, the Board of Commissioners of PUD No. 1 of Jefferson County hereby amends Customer Service Policy Section 10.6 and Section 14.2.2 consistent with Exhibit B attached and incorporated herein by this reference, and providing low-income discount information in each utility's rate schedule.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 15th day of June, 2021.

Dan Toepper, President

Kenneth Collins, Vice President

ATTEST:

Jeff Randall, Secretary



AGENDA REPORT

DATE: June 15, 2021
TO: Board of Commissioners
FROM: **Kevin Streett, GM**
RE: Five Party Agreement for EDC Restructuring

BACKGROUND: For the last year, the PUD has been working more closely with the City, County, and Port to help our citizens better recover from the impacts of the pandemic. Improving local economic development has been identified as a paramount to both recovering from the pandemic and creating a healthy, resilient, and vibrant community.

In order to improve local economic development capacity, staff from the PUD, Port, City, and County have proposed changes to the makeup and operation of the current Economic Development Council.

ANALYSIS/FINDINGS: The attached Agreement for Economic Development Services lays out multiple changes to the structure of the Economic Development Council that staff believes would result in better outcomes for the PUD and for the citizens of Jefferson County. By participating in the agreement, each of the four government agencies would have a guaranteed seat. These “legislative” seats would not be subject to term limits and would be empowered to appoint additional “business” seats. The agreement also specifies changes to staffing, operations, and communication.

FISCAL IMPACT: \$15,000 for 2021. \$30,000 for 2022. \$15,450 for Jan-Jun 2023.

RECOMMENDATION: Motion to authorize the President of the Board to sign the attached multi-party Agreement for Economic Development Services.

AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

EDC TEAM JEFFERSON, JEFFERSON COUNTY, PORT OF PORT TOWNSEND, CITY OF PORT TOWNSEND, AND JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1

This Agreement for Economic Development Services (“this Agreement”) is entered into between Jefferson County, having its principal offices at P.O. Box 1220, Port Townsend, WA 98368 (“County”), the Port of Port Townsend, having its principal offices at 2701 Jefferson Street, Port Townsend, WA 98368 (“Port”), the City of Port Townsend, having its principal offices at 250 Madison Street, Port Townsend, WA 98368 (“City”), Jefferson County Public Utility District No. 1, having its principal offices at 210 4 Corners Rd, Port Townsend, WA 98368 (“PUD”), and Economic Development Council of Jefferson County (UBI Number: 603 095 546), a 501(c)(6) tax exempt organization registered with Washington State as a non-profit corporation, having its principal offices at 2409 Jefferson Street, Suite A, Port Townsend, WA 98368 (“EDC Team Jefferson”), collectively “the Parties.” The County, Port, City and PUD shall collectively be called “the government parties.”

- 1. TERM.** This Agreement shall commence upon execution by all parties (the “effective date”), covering the term of July 1, 2021 through June 30, 2023, unless amended and extended for a longer term pursuant to Section 8 or terminated earlier pursuant to Section 12.
- 2. SCOPE OF SERVICES TO BE PERFORMED BY EDC TEAM JEFFERSON.** Consistent with total revenue and in-kind support, EDC Team Jefferson shall provide economic development services during the term of this Agreement as described in “**ATTACHMENT 1: SCOPE OF SERVICES**” is attached and is incorporated by reference.
- 3. GOVERNANCE STRUCTURE.**
 - A. EDC Team Jefferson Board of Directors. EDC Team Jefferson shall amend its Bylaws and board structure within 60 days of the effective date, as follows:
 - ☒ The EDC Team Jefferson Board of Directors shall have at least 13 and up to 15 members, comprised of at least 9 business seats, and at least 4 government seats including one each for the County, Port, City and PUD. The parties agree that:
 - Each of the 4 government party seats shall be appointed by its respective legislative body;
 - The members of the EDC Team Jefferson Board appointed by the legislative body of a government party (“government board members”) shall not be subject to any term limits that may otherwise be established by EDC Team Jefferson’s Bylaws;

- The 9 or more remaining seats of the EDC Team Jefferson Board shall be business seats appointed by the EDC Team Jefferson Board, consistent with EDC Team Jefferson's Bylaws.
- ☒ The EDC Team Jefferson Board shall appoint the 9 or more business seats to represent diverse business sectors or experience and skills to support the mission and success of EDC Team Jefferson.
- ☒ By way of example, initial sectors on the EDC Team Jefferson Board might be drawn from, but not be limited to:
 - Marine Trades;
 - Technology;
 - Broadband/Information Technology;
 - Real estate development;
 - Entrepreneurs;
 - Healthcare;
 - Chamber of Commerce;
 - Non-profit organizations;
 - Agriculture; or,
 - Aquaculture.
- ☒ In appointing the 9 or more business seats, the EDC Team Jefferson Board shall strive for geographic diversity, and shall have at least 2 seats from each Jefferson County Commissioner District filled by individuals whose residence or place of business is in that District.
- ☒ The EDC Team Jefferson Board shall strive for racial and gender diversity in the makeup of the EDC Team Jefferson Board.
- B. Public Sector Cabinet. EDC Team Jefferson shall amend its Bylaws to formalize a Public Sector Cabinet, including the chief administrative officers of the government parties, plus the EDC Team Jefferson's Executive Director and Board President. The Public Sector Cabinet may be expanded to include other public sector entities, as may mutually be agreed by the parties.

The Public Sector Cabinet may:

- ☒ Help EDC Team Jefferson staff develop and modify work programs and economic development strategies;

- ☒ Help staff to project revenues and expenditures, and develop budget proposals;
- ☒ Make recommendations to the EDC Team Jefferson Board;
- ☒ Recommend metrics to track and report;
- ☒ Monitor the effectiveness of EDC Team Jefferson's economic development services;
- ☒ Monitor performance under this Agreement; or,
- ☒ Perform other functions as mutually agreed, or as requested by the EDC Team Jefferson Board.

EDC Team Jefferson shall provide the necessary personnel to staff the Public Sector Cabinet. The Public Sector Cabinet shall be chaired by the Jefferson County Administrator, or other government party's member of the Cabinet that the County Administrator may designate from time to time. Upon the request of any member of the Public Sector Cabinet, meeting of the Public Sector Cabinet should be convened within 10 business days, unless scheduling conflicts require more time.

4. METRICS, COMMUNICATION AND ACCOUNTABILITY. The parties agree on the need for improved performance and outcome metrics of EDC Team Jefferson's Associate Economic Development ("ADO") and economic development work, effective communications about EDC Team Jefferson's activities and metrics, and enhanced accountability so adjustments can be timely made to strengthen EDC Team Jefferson's economic development services.

A. Metrics. EDC Team Jefferson shall track and report on a variety of metrics including those that track EDC Team Jefferson's services and their effectiveness, and another set of metrics that track the health of Jefferson County's economy over time. Metrics shall be selected and periodically adjusted in consultation with the Public Sector Cabinet. By way of example, such metrics may include a number of the following:

- ☒ Metrics on EDC Team Jefferson Activities and Effectiveness, including but not limited to:
 - Metrics reported to the Washington State Department of Commerce;
 - List and outcomes of Business Retention and Expansion ("BRE") activities;
 - List and outcomes of Business Assistance activities;
 - List and outcomes of Community Readiness and Capacity Building activities;
 - List of Classes offered, attendance rates, feedback reports/rates;
 - Active Business Lead Report – see "**ATTACHMENT 3: EXAMPLE BUSINESS RECRUITMENT – ACTIVE BUSINESS LEAD REPORT**" as one illustration; and,

- Surveys of business owners/managers regarding needed services by EDC Team Jefferson, and effectiveness of services provided;
- ☒ Metrics on the Health of Jefferson County's Economy, including but not limited to:
 - Special studies of Jefferson County's overall economy, or of particular business sectors, as may be commissioned by EDC Team Jefferson or others;
 - An annual Economic Vitality Index report, if available;
 - State, federal, local, and industry association data on employment, unemployment rates, historical labor force, historical employment, historical unemployed and unemployment rate, residential and commercial building permit activity, per capita personal income, taxable retail sales by sector, median resale home price, housing affordability index, etc.; and,
 - In gathering this information, particular effort shall be made to track trends in family-wage jobs, economic disparities, structural impediments to economic development (such as housing affordability, availability of childcare, infrastructure, etc.) and how the community is doing in maintaining and improving its economy, community well-being, and environmental quality.
- B. Communication. EDC Team Jefferson shall periodically gather input as may be provided in its annual work program, and shall regularly report out its activities and the state of the economy as follows:
 - ☒ On a quarterly basis, or more frequently, as may be determined in consultation with the Public Sector Cabinet, EDC Team Jefferson shall provide the County, Port, City and PUD with written reports on the metrics of EDC Team Jefferson's activities as determined above and the reports shall be available to the public on the EDC's web site within 5 business days after the date they are provided to the governments, or earlier;
 - ☒ EDC Team Jefferson shall provide the County, Port, City and PUD with copies of its semi-annual reports to Commerce, and post them on EDC's web site within 5 business days after the date they are provided to the governments, or earlier;
 - ☒ At least annually, EDC Team Jefferson shall present and discuss EDC Team Jefferson's past and coming years' work programs and performance metrics to the legislative bodies of the government parties, demonstrating to the public the return on investment;
 - ☒ Annually, or as requested by the Public Infrastructure Fund (PIF) Board, EDC Team Jefferson shall meet with the PIF Board Chair to present and discuss EDC Team

Jefferson's past and coming years' work programs, performance metrics, and staffing (including identifying all staff financed in part with the PIF funds); and,

- ☒ EDC Team Jefferson shall provide the Public Sector Cabinet with regular financial updates, and half-yearly financial reports, including a financial statement detailing actual versus budgeted revenues and expenses, and a staffing summary.

- C. Accountability. EDC Team Jefferson shall be accountable for the effectiveness of its economic development services. The metrics selected, coupled with their communication, both as described above, provide regular opportunities for the government parties, and others to give constructive feedback and to establish value for the economic investments made by the parties.

In addition, the Public Sector Cabinet shall conduct a Mid-term Check-up and Adjustment. At 9-months after the effective date, an evaluation shall be made with the Public Sector Cabinet of whether EDC Team Jefferson's economic development strategy and services are hitting the mark, whether staffing, structure, and budget are effective, and whether any adjustments need to be made before entering into year two of the ADO biennium.

If, despite EDC Team Jefferson's best efforts, the economic development services provided through this Agreement should prove unsatisfactory, Jefferson County retains the ability to consider designating another organization as the County's ADO.

- 5. FINANCIAL SUPPORT.** The parties recognize that EDC Team Jefferson, as the ADO designated by the County to the Washington State Department of Commerce ("Commerce"), receives a limited amount of state funding under a contract with Commerce for ADO services in each year of the state's biennium. EDC Team Jefferson also receives Jefferson County Public Infrastructure Fund (PIF) funding to help finance personnel in economic development offices pursuant to RCW [82.14.370](#), pursues grants, and earns some revenue from class offerings and other activities. The parties recognize that together, these funding sources are not nearly sufficient to operate an economic development organization, nor to fund an effective economic development program in Jefferson County.

It is in the interests and missions of the government parties to fund targeted, proactive and effective economic development activities to support each government's missions and services, strengthen the economic base upon which the government party's services rely, and enhance the welfare of all people and businesses in Jefferson County. In particular, by supporting economic development programs, the PUD recognizes the possible increase in the sale of electricity, increases in efficient use of electric services, as well as gains in the efficiency and economies of scale of the PUD's services in water, wastewater and broadband. Accordingly, the parties agree local government financial support shall be provided as follows:

- A. Initial Funding – July 1 – December 31, 2021. For the period of July 1 through December 31, 2021 the government parties shall provide funding to EDC Team Jefferson for economic development services under this Agreement as follows:

- ☒ County: \$25,000
- ☒ Port: \$15,000
- ☒ City: \$15,000
- ☒ PUD: \$15,000

The government parties shall pay these amounts in full to EDC Team Jefferson no later than September 1, 2021.

No later than July 30, 2021, the County shall provide an additional \$8,000 as a one-time supplement to fund expanded offices for EDC Team Jefferson, so that EDC Team Jefferson may grow as an organization as necessary to help businesses and the community to recover economically from the COVID-19 pandemic.

- B. Funding for January 1, 2022 through December 31, 2022; and for January 1, 2023 through June 30, 2023. For the 12-month period of January 1 through December 31, 2022 the government parties shall provide funding to EDC Team Jefferson for economic development services under this Agreement as follows:

- ☒ County: \$50,000
- ☒ Port: \$30,000
- ☒ City: \$30,000
- ☒ PUD: \$30,000

For the 6-month period of January 1, 2023 through June 30, 2023 the parties agree the government parties shall provide funding to EDC Team Jefferson for economic development services under this Agreement as follows:

- ☒ County: \$25,750
- ☒ Port: \$15,450
- ☒ City: \$15,450
- ☒ PUD: \$15,450

- C. Funding by Other Local Public Entities. Additional local public entities, such as Jefferson Healthcare and others, may also provide financial support for EDC Team Jefferson and its economic development activities. This may be done by separate

agreement of the additional local public entity with EDC Team Jefferson, or by negotiating the terms of a written amendment to this Agreement, executed by all of the parties.

- D. Additional Funding Permitted by Local Public Entities. Nothing in this Agreement shall prevent any local public entities from offering to support the work of EDC Team Jefferson with an amount of funding greater than the amounts above, either as a one-time supplement, or as part of on-going funding, and the parties agree to amend this Agreement to reflect such increase.
- E. Funding Payment Schedule. Except as otherwise provided above, each government party shall pay their respective funding amounts to EDC Team Jefferson in equal one-quarter installments, with any First Quarter payment due no later than January 31, any Second Quarter payment due no later than April 30, any Third Quarter payment due no later than July 31, and any Fourth Quarter payment due no later than October 31 of that year.
- F. All Payments Are Contingent on EDC Team Jefferson's Providing Required Reports. All payments by the government parties shall be contingent on EDC Team Jefferson being current in providing the government parties with all written reports that may be required and due pursuant to Section 4, and payment to EDC Team Jefferson may be withheld if any required written report from EDC Team Jefferson is outstanding.

- 6. PROJECTED BUDGET AND STAFFING PLAN.** By October 31 of each year, EDC staff shall coordinate with the Public Sector Cabinet to propose a budget and staffing for the following calendar year for subsequent consideration and adoption by EDC Team Jefferson's Board of Directors.

"ATTACHMENT 2 Projected Budget and Staffing Plan" outlines a budget of revenues and expenditures the parties desire to meet or exceed, in order to provide the economic development services, the parties wish to see provided as described in Section 2 and ATTACHMENT 1. ATTACHMENT 2 also describes an initial staffing plan the parties desire to achieve to carry out the work. Necessarily, EDC Team Jefferson's actual yearly budget and staffing must reflect the annual revenues committed by the government parties, Commerce and other funding sources, as described in Section 5, in order to maintain a balanced budget.

- 7. AGREEMENT REPRESENTATIVES.** As of the time of executing this Agreement, the parties' representatives for administering this Agreement are:

EDC Team Jefferson

Ben Bauermeister, President
2409 Jefferson Street, Suite A, Port Townsend, WA 98368
ben@bauermeister.com
(206) 226-3280

Jefferson County

Mark McCauley, Interim County Administrator
P.O. Box 1220, Port Townsend, WA 98368
MMcCauley@co.jefferson.wa.us
(360) 385-9130

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Port of Port Townsend

Eron Berg, Director
P.O. Box 1180, Port Townsend, WA 98368
Eron@portofpt.com
(360) 379-4969

City of Port Townsend

John Mauro, City Manager
250 Madison Street, Port Townsend, WA 98368
JMauro@cityofpt.us
(360) 379-5043

Jefferson County PUD No. 1

Kevin Streett, General Manager
310 - 4 Corners Rd, Port Townsend, WA 98368
kstreett@jeffpud.org
(360) 385-8360

A party may change their representative for administering this Agreement at any time, simply by notifying all the other parties in writing.

8. AMENDMENTS. This Agreement may be amended at any time only by written amendment, approved and executed by the governing bodies of all parties.

9. HOLD HARMLESS AND INDEMNIFICATION

- A. Under this Agreement, the government parties are providing funding to EDC Team Jefferson that supports EDC Team Jefferson's own economic development mission as an Associate Development Organization, and do not assume any liability for EDC Team Jefferson's work. EDC Team Jefferson shall hold harmless, indemnify and defend the government parties, their officers, officials, employees, volunteers and other agents (and their marital communities) , from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of EDC Team Jefferson's acts, errors or omissions in the performance of this Agreement.
- B. EDC Team Jefferson's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by EDC Team Jefferson, its employees, agents or subcontractors.
- C. The requirements in this section shall survive termination of this Agreement.

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10. INSURANCE

A. EDC Team Jefferson shall obtain and keep in force during the terms of this Agreement, policies of insurance as follows:

- 1) Worker's Compensation Insurance in an amount or amounts that are not less than the required statutory minimum(s) as established by the State of Washington.
- 2) Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$1,000,000 each occurrence with each of the government parties named as additional insureds in connection with EDC Team Jefferson's performance of this Agreement.
- 3) General Commercial Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in this Agreement specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - a. Broad Form Property Damage, with no employee exclusion;
 - b. Personal Injury Liability, including extended bodily injury;
 - c. Broad Form Contractual/Commercial Liability – including completed operations;
 - d. Premises – Operations Liability (M&C);
 - e. Independent Contractors and subcontractors; and,
 - f. Blanket Contractual Liability.

B. Miscellaneous Insurance Provisions.

- 1) Such insurance coverage shall be evidenced by one of the following methods:
 - ☒ Certificate of Insurance; or,
 - ☒ Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- 2) Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of the effective date.

- 3) Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the parties. At the option of the County, EDC Team Jefferson's insurer shall reduce or eliminate deductibles or self-insured retention or EDC Team Jefferson shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 4) EDC Team Jefferson shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance provisions for subcontractors shall be subject to all of the insurance requirements stated in this Agreement.
- 5) Failure of EDC Team Jefferson to take out and/or maintain any required insurance shall not relieve EDC Team Jefferson from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification.
- 6) It is agreed by the parties that insurers shall have no right of recovery or subrogation against the government parties (including their employees, volunteers, and other agents and agencies [and their marital communities]), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance. It is further agreed by the parties that insurance companies issuing the policy or policies shall have no recourse against the government parties (including their employees, volunteers, and other agents and agencies[and their marital communities]) for payment of any premiums or for assessments under any form of policy. It is further agreed by the parties that any and all deductibles in the above described insurance policies shall be assumed by and be at the sole risk of EDC Team Jefferson.
- 7) It is agreed by the parties that judgments for which any of the government parties may be liable, in excess of insured amounts provided herein, or any portion thereof, may be withheld from payment due, or to become due, to EDC Team Jefferson until such time as EDC Team Jefferson shall furnish additional security covering such judgment as may be determined by the County.
- 8) The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.
- 9) Any coverage for third party liability claims provided to the any government party by a "Risk Pool" created pursuant to Ch. 48.62 RCW or by a private insurer shall be non-contributory with respect to any policy of insurance EDC Team Jefferson must provide in order to comply with this Agreement.
- 10) If the proof of insurance or certificate indicating a government party is an "additional insured" to a policy obtained by EDC Team Jefferson refers to an

endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of EDC Team Jefferson to obtain the full text of that endorsement and forward that full text to the County.

- 11) The government parties may, upon EDC Team Jefferson's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to EDC Team Jefferson.

11. DISPUTES. Differences, disputes and disagreements between EDC Team Jefferson and the government parties arising under or out of this Agreement shall be brought to the attention of the Public Sector Cabinet at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due EDC Team Jefferson shall be decided by the consensus of the government members of the Public Sector Cabinet. All rulings, orders, instructions and decisions by the government members of the Public Sector Cabinet shall be final and conclusive.

12. TERMINATION

- A. If all four government parties to this Agreement collectively determine that EDC Team Jefferson has breached any of its obligations under this Agreement, they shall notify EDC Team Jefferson in writing of the breach, and provide EDC Team Jefferson 30 days to cure the breach or to submit a plan and timeline acceptable to a majority of the government parties to cure the breach. If EDC Team Jefferson fails to cure the breach within 30 days of written notice to do so, or within the timeframe of a plan and timeline that was accepted by a majority of the government parties, the government parties may terminate this Agreement. In the event of a termination under this paragraph, each government party's financial support described in Section 5 shall be prorated to the effective date of the termination, and the prorated amount paid to EDC Team Jefferson by the date established in Section 5 of this Agreement. No costs incurred after the effective date of the termination shall be paid. Within 30 days after the effective date of the termination, EDC Team Jefferson shall account for all revenues and expenditures, and return any remaining funds to the government parties, proportionate to the financial support that each provided.
- B. If EDC Team Jefferson's designation as Associate Development Organization is terminated, the parties may immediately terminate this Agreement notwithstanding any other termination provision in this Agreement. Termination under this provision shall be effective upon the date specified in the written notice of ADO designation termination sent by County to EDC Team Jefferson. Within 30 days after the effective date of the termination, EDC Team Jefferson shall account for all revenues and expenditures, and return any remaining funds to the government parties, proportionate to the financial support that each provided.
- C. Any party may terminate their participation in this Agreement at its sole discretion upon giving the other parties at least 180 days' written notice. In the event of a termination

under this paragraph by a government party, that party's financial support described in Section 5 shall be prorated to the effective date of that party's termination, and the prorated amount paid to EDC Team Jefferson by the date established in Section 5 of this Agreement. Within 30 days after the effective date of a government party's termination, EDC Team Jefferson shall account for all revenues and expenditures, and return any remaining funds contributed by that party, proportionate to the financial support that party contributed. In the event of a termination under this paragraph by EDC Team Jefferson, all government parties' financial support described in Section 5 shall be prorated to the effective date of EDC Team Jefferson's termination and the prorated amount paid to EDC Team Jefferson by the date established in Section 5 of this Agreement. No costs incurred after the effective date of the termination shall be paid. Within 30 days after the effective date of EDC Team Jefferson's termination, EDC Team Jefferson shall account for all revenues and expenditures, and return any remaining funds contributed by the government parties to the government parties, proportionate to the financial support that each government party provided.

13. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- A. EDC Team Jefferson shall perform under this Agreement using only its bona fide employees, Board members, volunteers, or agents, and the obligations and duties of EDC Team Jefferson under this Agreement shall not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the other parties to this Agreement.
- B. EDC Team Jefferson warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for EDC Team Jefferson, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

14. INDEPENDENT CONTRACTOR

- A. EDC Team Jefferson's services shall be furnished by EDC Team Jefferson as an independent contractor and not as an agent, an employee or a servant of any of the government parties.
- B. EDC Team Jefferson specifically has the right to direct and control EDC Team Jefferson's own activities in providing the agreed services in accordance with the specifications set out in this Agreement.
- C. EDC Team Jefferson shall perform all the services required by this Agreement.
- D. No subcontractor, employee, agent or representative of EDC Team Jefferson will be or be deemed to be, or act or purport to act, as an employee, agent or representative of any of the government parties.

- E. EDC Team Jefferson shall file all necessary governmental documents, including appropriate tax returns, reflecting income status as an independent contractor for services rendered under this Agreement.
- F. Should any governmental agency audit any of the files and request information on any party, every other party agrees to furnish immediately the requesting party with any records, including tax returns, relating to the services rendered under this Agreement.
- G. EDC Team Jefferson acknowledges that the entire compensation for this Agreement is set forth in the compensation provisions of this Agreement and no employee or volunteer of EDC Team Jefferson is entitled to any benefits from any government party, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to County, Port, City or PUD employees.
- H. EDC Team Jefferson shall have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of EDC Team Jefferson shall be or be deemed to be, or act or purport to act, as an employee, agent or representative of any of the government parties.

15. NONDISCRIMINATION. EDC Team Jefferson, its assignees, delegates or subcontractors shall not discriminate against any person in performance of services under this Agreement or in the selection and retention of employees or procurement of materials or supplies on the basis of age, sex, marital status, sexual orientation, religion, creed, race, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification.

16. PATENT/COPYRIGHT INFRINGEMENT. EDC Team Jefferson shall hold harmless, indemnify and defend all of the government parties, their officers, officials, employees, volunteers, and other agents (and their marital communities), from and against any claimed action, cause or demand brought against any of the government parties, where such action is based on the claim that information supplied by EDC Team Jefferson or subcontractor infringes any patent or copyright. EDC Team Jefferson shall be notified promptly in writing by any government party whose risk manager has received notice of any such claim.

17. CONFIDENTIALITY

- A. EDC Team Jefferson may possess and communicate to members of the EDC Team Jefferson Board and the Public Sector Cabinet confidential proprietary information from individual businesses that EDC Team Jefferson is assisting. Confidentiality of such information shall be maintained by all EDC Team Jefferson Board members and staff as well as by Public Sector Cabinet members. In addition, government members of the Board and Public Sector Cabinet shall avoid creating or possessing public records

containing such confidential information that could potentially become subject to disclosure under Washington State's Public Records Act.

- B. The government parties are subject to Ch. 42.56 RCW, the Public Records Act, which requires disclosure of non-exempt documents and records possessed by local governments to a person or entity that requests such documents or records.

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18. CHOICE OF LAW, JURISDICTION AND VENUE

- A. It is understood and agreed that this Agreement is entered into in the State of Washington. This Agreement shall be governed by and construed in accordance with the laws of the United States, the State of Washington and the County of Jefferson, as if applied to transactions entered into and to be performed wholly within Jefferson County, Washington between Jefferson County residents. No party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.
- B. Should any party bring any legal action, each party in such action shall bear the cost of its own attorney's fees and court costs.
- C. The venue for any legal action shall be solely in the appropriate state court in Jefferson County, Washington, subject to the venue provisions for actions against counties in RCW 36.01.050.

19. MISCELLANEOUS

- A. **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of this Agreement, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of this Agreement at a later time. No term or provision of this Agreement will be considered waived by any party, and no breach excused by any party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
- B. **Tax Payments.** EDC Team Jefferson shall pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts including, but not limited to, the employer's portion of any taxes that arise from compensation owed or paid to employees, agents or representatives of EDC Team Jefferson or are otherwise mandated by Title 26 U.S.C.
- C. **Personnel Removal Upon Request by the Public Sector Cabinet.** EDC Team Jefferson agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under this Agreement upon receipt of a written request by the Public Sector Cabinet.
- D. **Legal Compliance.** EDC Team Jefferson and its subcontractors, employees, agents and representatives shall comply with all applicable federal, state and local laws, rules and regulations in their performance under this Agreement.
- E. **Records Inspection and Retention.** The government parties may, at reasonable times, inspect the books and records of EDC Team Jefferson relating to the performance of

this Agreement. EDC Team Jefferson shall retain for audit purposes all Agreement-related records for at least six years after termination of this Agreement.

- F. **Binding on Successors and Assigns.** The government parties, to the extent permitted by law, and EDC Team Jefferson each bind themselves, their partners, successors, executors, administrators and assigns to the other parties to this Agreement and to the partners, successors, administrators and assigns of such other party in respect to all covenants to this Agreement.
- G. **Severability.** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if this Agreement did not contain the particular provision held to be invalid. If any provision of this Agreement conflicts with any statutory provision of the State of Washington, the provision shall be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- H. **Entire Agreement.** The parties acknowledge that this Agreement and its attachments is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral or written representations or understandings not incorporated in this Agreement are specifically excluded. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, within the scope of this Agreement.
- I. **Notices.** Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the representatives provision of this Agreement. Notice may also be given by facsimile with the original to follow by regular mail. Notice shall be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service shall be effective at the beginning of the next working day.
- J. **Modification of this Agreement Must Be in Writing.** This Agreement may be amended or supplemented only by a writing that is signed by duly authorized representatives of all the parties.
- K. **Signature in Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity of this Agreement, so long as all the parties execute a counterpart of this Agreement.
- L. **Facsimile and Electronic Signatures.** The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.

- M. **Arms-Length Negotiations.** The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
- N. **Public Records Act.** Notwithstanding any provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW (as may be amended), EDC Team Jefferson agrees to maintain all records constituting public records and to produce or assist the government parties in producing such records, within the time frames and parameters set forth in state law. ECD Team Jefferson also agrees that upon receipt of any written public record request potentially applicable to any government party, the it shall, within two business days, notify the government party by providing a copy of the request per the notice provisions of this Agreement.

(SIGNATURES FOLLOW ON NEXT PAGE)

Executed as duly authorized by the governing body of each party, dated this ____ day of _____, 2021.

ECONOMIC DEVELOPMENT COUNCIL OF JEFFERSON COUNTY (“EDC TEAM JEFFERSON”)

Ben Bauermeister, Board President Date

PORT OF PORT TOWNSEND

Peter Hanke, Chair

Date

Attest:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Date

Approved as to form only:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Date

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Kate Dean, Chair

Date

Attest:

Carolyn Gallaway
Clerk of the Board

Date

Approved as to form only:

Philip Hunsucker
Chief Civil Deputy Prosecuting Attorney

Date

CITY OF PORT TOWNSEND

Michelle Sandoval, Mayor

Date

Attest:

Joanna Sanders
City Clerk

Date

Approved as to form only:

Heidi Greenwood
City Attorney

Date

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

Dan Toepper, Chair

Date

Approved as to form only:

Joel Paisner
Ascent Law Partners

Date

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ATTACHMENT 1 – SCOPE OF WORK

PHASES:

During the 2021-2023 State Biennium, and consistent with total revenue and in-kind support from the Washington State Department of Commerce (“Commerce”), Jefferson County including its Public Infrastructure Fund, the Port of Port Townsend (“Port”), Jefferson County PUD No. 1 (“PUD”), the City of Port Townsend (“City”) (collectively “the government parties”), and other sources, EDC Team Jefferson shall provide services in Phases as shown and described below:

Phase Activities	2021							2022				2023	
	June	July	Aug	Sept	Oct	Nov	Dec	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2
2021													
• Execute Multi-party Agreement													
1. Launch EDC Team Jefferson 2.0: move, hire, appoint EDC Board, Business Outreach, & Initiate Existing Conditions Report													
2. Existing Condition Report; EDC & ICG Develop & Adopt Economic Development Framework (EDF)													
• 2021 Operations of EDC 2.0, Alignment with Economic Development Framework													
2022													
3. PS Cabinet Develops 2022 Budget & Work Program Implementing EDF, EDC Board Adopts W P													
4. Mid-term Check-up & Adjustments													
• 2022 Operations of EDC 2.0 - Implement 2022 Work Program													
2023													
5. PS Cabinet Develops 2023 Budget & Work Program, EDC Board Adopts W P													
• 2023 Operations of EDC 2.0 - Implement 2023 W ork Program													
6. County Consults, Selects ADO for the Next Biennium													

To create the vital and proactive economic development office that is desired in Jefferson County, an enhanced organization shall be built and housed. Input shall be gathered from the County’s public agencies and economic stake holders to produce a well-supported and actionable economic development work program. Throughout all phases, EDC Team Jefferson shall continue to perform basic economic development services consistent with its designation and contract as Associate Development Organization with the Commerce.

Phase One: Launch EDC Team Jefferson 2.0 (3 months, July 1 – September 30)

- ☒ **Relocate:** EDC Team Jefferson and the Port shall negotiate and execute a lease relocating EDC Team Jefferson to the Port’s Nomura Building, which offers more space/lower cost & close proximity to the Port offices for stronger synergy between the two organizations.
- ☒ **Hire:** EDC Team Jefferson shall conduct a search for at least 2 open positions, including an Executive Director, as further described in ATTACHMENT 2.
- ☒ **Restructure:** EDC Team Jefferson shall revise its bylaws, coordinate with the legislative bodies of the government parties to add government representatives to the EDC Team Jefferson’s Board, and appoint or reappoint nine up to eleven business seats to the EDC Team Jefferson’s Board, all as described in Section 3 , and shall update its committees as appropriate.
- ☒ **Business Outreach:** EDC Team Jefferson shall solicit input from for-profit and non-profit businesses in Jefferson County regarding what should be its economic

development priorities, and on EDC Team Jefferson's work program and services to best support businesses and the region's overall economic development. Outreach should be through a variety of means, including email, a website questionnaire, and direct interviews with a smaller number of pillar businesses.

- ☒ **Initiate Existing Conditions Report:** In coordination with the Port and the other public sector partners, EDC Team Jefferson shall attempt to obtain grant funding or in-kind support to hire an economic consultant to conduct an Existing Conditions Report characterizing the different economies and business sectors of Jefferson County.

Phase Two: Existing Conditions Report & Economic Development Framework (*4 months, July 1 – October 31*)

- ☒ **Finalize Existing Conditions Report:** If grant funding in Phase One allows hiring of a consultant, EDC Team Jefferson shall coordinate with the government parties to support the work of the consultant and to finalize the Existing Conditions Report, and share it with the Intergovernmental Collaborative Group and others.
- ☒ **Collaborate on an Economic Development Framework:** EDC Team Jefferson shall collaborate with the Public Sector Cabinet as they prepare a draft Economic Development Framework. The Existing Conditions Report and the results of EDC Team Jefferson's Business Outreach from Phase One of this Scope of Work shall be shared with the administrators to further inform the drafting of the Framework. The Economic Development Framework shall be presented to the Intergovernmental Collaborative Group and the EDC Team Jefferson Board for review and adoption.

Phase Three: 2022 Budget and Work Program (*3 months, September 1 – November 30, 2021*)

- ☒ **Collaborate with Public Sector Cabinet to Develop 2022 Budget & Work Program:** EDC Team Jefferson shall collaborate with the Public Sector Cabinet to determine 2022 funding levels by the local governments, as well as from other sources, and develop a 2022 budget of revenues and expenditures. On a parallel track, EDC Team Jefferson shall collaborate with the Public Sector Cabinet to develop a work program that aligns with the Economic Development Framework, input from the Business Outreach from Phase One, and with what is realistically within its capacity given 2022 funding levels and resources.
- ☒ **Collaborate with Public Sector Cabinet to Finalize Metrics & Communications Plan:** EDC Team Jefferson shall collaborate with the Public Sector Cabinet to select metrics on EDC Team Jefferson activities and effectiveness and on the health of Jefferson County's economy consistent with Section 4. Similarly, EDC Team Jefferson shall collaborate with the Public Sector Cabinet to develop a plan for communicating to the local government parties to this Agreement, the business community and other stake holders consistent with Section 4.

- ☒ **Review and Adoption of Budget, Work Program, Metrics & Communications Plan:** The EDC Team Jefferson Board shall review and adopt the final Budget, Work Program, Metrics and Communications Plan. Upon adoption, EDC Team Jefferson shall immediately begin implementation, continuing through December 31, 2022.

Phase Four: Review / Mid-term Check-up and Adjustment *(May, 2022)*

Consistent with Section 4, the Public Sector Cabinet shall conduct a Mid-term Check-up and Adjustment at the initial 9-month mark. This shall consist of an evaluation of whether EDC Team Jefferson's economic development strategy and services are well directed and effective, whether staffing, structure, and budget are effective, and whether any adjustments need to be made before entering into year two of the ADO biennium.

Phase Five: 2023 Budget and Work Program

(3 months, September 1 – November 30, 2022)

- ☒ **Meet and Confer About Extending This Agreement:** The parties desire to see the work of EDC Team Jefferson, the economic development services it provides, and this Agreement all be successful, and to merit their continuation. To that end, the parties shall meet and confer no later than September 30, 2022 on whether this Agreement shall be amended to extend its term beyond June 30, 2023. That determination shall inform the Public Sector Cabinet on whether it is developing a 6- or 12-month budget and work program for 2023.
- ☒ **Collaborate with Public Sector Cabinet to Develop 2023 Budget & Work Program: Implementing EDF:** EDC Team Jefferson shall collaborate with the Public Sector Cabinet to determine 2023 funding levels by the local governments, as well as from other sources, and develop a 2023 budget of revenues and expenditures. On a parallel track, EDC Team Jefferson shall collaborate with the Public Sector Cabinet to develop a work program that aligns with the Economic Development Framework, the results of the Mid-Term Check-up and other input, and with what is realistically within its capacity given 2023 funding levels and resources.
- ☒ **Collaborate with Public Sector Cabinet to Refine Metrics & Communications Plan:** EDC Team Jefferson shall collaborate with the Public Sector Cabinet to refine metrics on EDC Team Jefferson activities and effectiveness and on the health of Jefferson County's economy consistent with Section 4. Similarly, EDC Team Jefferson shall collaborate with the Public Sector Cabinet to refine a plan for communicating to the local government parties to this Agreement, the business community and other stake holders consistent with Section 4.
- ☒ **Review and Adoption of Budget, Work Program, Metrics & Communications Plan:** The EDC Team Jefferson Board shall review and adopt the final Budget, Work

Program, Metrics and Communications Plan. Upon adoption, EDC Team Jefferson shall immediately begin implementation, continuing through June 30, 2023 (or December 31, 2023 if the parties amend this Agreement to extend its term).

DRAFT

WORK PROGRAM ELEMENTS:

As EDC Team Jefferson performs economic development services and collaborates with the Public Sector Cabinet to develop a work program for each year, it shall design them to be consistent with and help implement the adopted Economic Development Framework (and any successor framework or economic development strategy), to address emerging needs, and shall scale the services and work plan to fit realistically within the revenues and in-kind supports that power EDC Team Jefferson's work.

Guided by the considerations in the paragraph above, EDC Team Jefferson shall include or strive to include as many of the following elements in its scope of work as possible:

- A. **Activities required by RCW 43.330.080 and by the Washington State Department of Commerce.** EDC Team Jefferson shall include the activities required by law and per the State's contract with EDC Team Jefferson as a designated Associate Development Organization, such as Business Retention and Expansion ("BRE") meetings, for example.
- B. **Administer Potential COVID stimulus grants** to local businesses. If federal, state or local government grants or loans to businesses get directed through EDC Team Jefferson, EDC Team Jefferson shall include administration of the grants or loans in its work program.
- C. **Business Service Target Areas:** EDC Team Jefferson's work plan should include directed efforts and measures for each of the following business service areas:
 - **Entrepreneurs and Start-ups;**
 - Retaining & Expanding **Existing Businesses;**
 - **Business Recruitment, Marketing & Advertising;** and,
 - Assistance to Businesses **Relocating** to Jefferson County.
- D. **Business Classes:** Coordinate with the Chamber, CIE, and others, on an expanded portfolio of class offerings among the different organizations, to serve a variety of local business needs and opportunities.
- E. **Economic Development Resources and Data Access:** Coordinate with local libraries and other organizations to provide easy access to business information resources and current local business economic data.
- F. **Proactive Services.** Add proactive services in addition to existing on-demand services consistent with the Economic Development Framework, such as (but not limited to):
 - **Pursue opportunities to actively attract or incubate businesses** in existing buildings or on developable land;
 - Convene, encourage and support partners to pursue **developing sites and associated infrastructure** to promote economic development;

- **Identify growth impediments and growth opportunities** within different business sectors, and help find solutions;
- Proactively contact retiring or closing businesses to **help find new owners**;
- Convene related businesses to **improve local supply chains**;
- **Promote value-added processing** of local products;
- **Recommend actions that public agencies can take** to support economic development;
- **Administer & seek to expand the Local Investing Opportunities Network (LION)**, work to provide access and **expand other financing options** through banks, CRAFT 3, and others;
- **Develop & implement plans to expand business infrastructure, supports & services**;
- **Create a network with other partners** - catalyze an economic development network of organizations working in coordination with each other to foster economic development in Jefferson County; and,
- **Economic development advocacy** to local, state and federal governments.

ATTACHMENT 2: PROJECTED BUDGET AND STAFFING PLAN

A projected budget and staffing plan are outlined below.

PROJECTED BUDGET

The tables below represent a preliminary estimate of what it shall take to create a full year's operating budget to fulfill the plan for an enhanced economic development organization and scope of work, as outlined in ATTACHMENT 1. The total revenues and expenditures are targets that the parties to this Agreement aspire to achieve or exceed to successfully accomplish their mutual economic development goals.

Actual EDC Team Jefferson revenues and expenditures for the second half of 2021, and for 2022 are yet to be determined, and shall depend on the willingness and ability of local governments and other funding sources to support economic development in Jefferson County by funding EDC Team Jefferson. EDC Team Jefferson's final budget for each year shall be drafted to reflect the organization's actual revenues and costs and to maintain a balanced budget.

TABLE 1: BUDGET AT A GLANCE

	Jul '21 - Dec '21 6 Months	Jan '22 - Dec '22 12 Months	Jan '23 - Jun '23 6 Months
Estimated Beginning Cash Balance	65,000	66,682	40,752
Estimated Income	158,523	314,000	160,150
Total Expense	156,840	339,930	174,128
est. ENDING CASH BALANCE	66,682	40,752	26,774

TABLE 2: INCOME DETAILS

INCOME	Jul '21 - Dec '21 6 Months	Jan '22 - Dec '22 12 Months	Jan '23 - Jun '23 6 Months
est. Business Classes Tuition	4,500	9,000	4,500
est. Grants	10,000	20,000	10,000
est. Dept. of Commerce	37,500	75,000	37,500
est. Jefferson PIF (currently exp. 12/31/2021)	26,523	50,000	25,750
est. Jefferson County	25,000	50,000	25,750
est. Port of Port Townsend	15,000	30,000	15,450
est. City of Port Townsend	15,000	30,000	15,450
est. PUD	15,000	30,000	15,450
est. other org.s (JHC, etc.)	10,000	20,000	10,300
Estimated Income	158,523	314,000	160,150

TABLE 3: EXPENDITURE DETAILS

EXPENDITURES	Jul '21 - Dec '21 6 Months	Jan '22 - Dec '22 12 Months	Jan '23 - Jun '23 6 Months
Advertising & Marketing	2,500	5,000	2,500
Bank Charges	125	250	125
Business Classes			0
Rebate - focusPLAN	75	150	75
Facility Rental - Lean	100	200	100
Materials - focusPLAN	400	800	400
Materials - Lean	250	500	250
Instructors - Lean	100	200	100
Instructors - bizIQ	0	0	0
Instructors - focusPLAN	4,000	8,000	4,000
Total Business Classes	4,925	9,850	4,925
Continuing Education	500	1,000	500
Legal & Professional Fees			
Bookkeeping and Accounting	1,225	2,450	1,262
Legal & Professional Fees - Other	600	1,200	618
Total Legal & Professional Fees	1,825	3,650	1,880
Meals and Entertainment	750	1,500	750
Office Expenses			
Dues & Subscriptions	750	1,500	750
Furniture, Fixtures & Equipment	500	1,000	500
Insurance	1,200	2,400	1,236
Postage	50	100	50
Software	390	780	390
Supplies & Printing	850	1,700	850
Office Expenses - Other	0	0	0
Total Office Expenses	3,740	7,480	3,776
Payroll Expenses			
Wages			
Recruiting	10,000	0	0
Executive Director	36,667	110,000	56,650
Business Services Director	35,000	70,000	36,050
Administrative Assistant	16,667	40,000	20,600
Total Wages	98,333	220,000	113,300
Payroll Taxes	12,292	27,500	14,163
Health Insurance	7,200	14,400	7,560
Total Payroll Expenses	117,825	261,900	135,023
Programs			
Community Lean Resource	5,000	10,000	5,000
LION	400	800	400
North Olympic Legislative Alliance	6,000	12,000	6,000
SBDC Advisor	3,750	7,500	3,750
Total Programs	15,150	30,300	15,150
Rent	5,000	10,000	5,000
Repairs & Maintenance	500	1,000	500
Travel	1,000	2,000	1,000
Utilities			
Electricity	1,200	2,400	1,200
Telephone	600	1,200	600
Internet	600	1,200	600
Water & Sewer	600	1,200	600
Total Utilities	3,000	6,000	3,000
Uncategorized Expense	0	0	0
Total Expense	156,840	339,930	174,128

STAFFING PLAN – 2021 & 2022

In 2020 and the first half of 2021, EDC Team Jefferson has had a staff of one Executive Director, with no administrative support. Under this Agreement and with adequate funding, EDC Team Jefferson staffing in 2021 and 2022 is estimated to expand as follows:

Position	Est. # FTEs	Est. Salary (annual)	Est. Taxes & Benefits	Est. Total (annual)
Executive Director	1	\$110,000		
Business Services Director	1	\$ 70,000		
Administrative Assistant	1	\$ 40,000		
Total	3	\$220,000	\$ 41,900	\$261,900

Upon execution of this Agreement, the EDC Team Jefferson President shall coordinate with the Public Sector Cabinet on the hiring plan, job description, recruitment and evaluation of candidates for Executive Director. Approval by Public Sector Cabinet is required prior to presenting a hiring recommendation to the EDC Team Jefferson Board of Directors for approval. The ECD Team Jefferson President shall also similarly coordinate with the administrators in any subsequent recruitments for Executive Director.

ATTACHMENT 3: EXAMPLE BUSINESS RECRUITMENT – ACTIVE BUSINESS LEAD REPORT

BUSINESS RECRUITMENT - ACTIVE BUSINESS LEAD REPORT						
#	Date	Lead Source	Type of Business	Criteria	Benefits	Status
1	Mar-15	Private	Project Currie Food Processor Simplot	160 acres Large water, gas & electric Dodd Road Industrial Area	300 FTE Private Investment \$500M Wages & Benefits Excellent \$20 to \$40 per hour	Several Site Visits & Meetings Possible 2022 Project Market Dependent
2	Aug-17	Private	Project Heartland Cold Storage Warehouse	50 acres Dodd Road Industrial Park Near Project Currie	70 FTE Private Investment \$75M	Site Proposal submitted August 2017 Project dependent on Project Currie
3	Oct-17	Private	Project George Commercial Greenhouse	120-160 Acres Walla Walla Gap Business Park Large Water, Electrical & Gas	300-350 FTE Private Investment \$110M	Site Proposal submitted Oct 2017 Several Site Visits 2017 & 2018 Possible 2022 Project
4	Dec-17	Private	Project Wilbur Warehouse Distribution Wilbur Ellis	6K SQFT Building Walla Walla Regional Airport	2-4 FTE with benefits Private Investment Unknown	Proposal submitted Dec 2017 Several Site Visits in 2018 & 2019 Project on hold
5	Apr-18	Private	Project JD Heavy Truck Maintenance	1-2 Acres Burbank Business Park	5-8 FTE Private Investment Unknown Relocation from Tri-Cities	Site Proposal submitted April 2018 Several Site Visits Possible 2022 Project
6	Aug-18	Private	Project NWWS-Phase 3 Warehouse Distribution	100-250K SQFT Building Dodd Road Industrial Park	20+ FTE with benefits Private Investment \$4 to \$8M	Information provided August 2018 Possible 2021 or 2022 Project Market Dependent
7	Oct-18	Private	Project Malt Food Processing - Malting Mainstem Malt, SPC	Walla Walla Area	5-30+ new FTE with benefits Private Investment \$1.5-\$3M	No Current Updates
8	Feb-19	Private	Project Harris Metal Fabrication	Burbank Industrial Park Port Build to Suit 3-4K SQFT Building	8 new FTE with benefits Investment \$1M	Proposal submitted February 2019 Reviewing Port's BTS Information 1st project was in Idaho WA Project possible in 2022
9	May-19	Private	Project Ice Distribution Location Road Maintenance Supplies	10+ Acres Dodd Road Industrial Park Walla Walla Gap Business Park UPRR Rail Siding a must	3-5 new FTE with benefits Private Investment \$2-3M	Site Proposal submitted May 2019 Several Site Visits - 2019 & 2020 No Current Updates
10	Jun-19	Private	Project CA Controlled Atmosphere Warehouse	5-10 Acres Burbank Business Park	10 new FTE with benefits Private Investment \$7M	Site Proposal submitted June 2019 Site Visit conducted in June 2019 Possible 2022 Project
Project Completed			New or Re-Activated Business Lead	Still Active Business Lead	Business Lead Cold or on Hold	Business Lead Closed

Source: Port of Walla Walla

BUSINESS RECRUITMENT - ACTIVE BUSINESS LEAD REPORT						
#	Date	Lead Source	Type of Business	Criteria	Benefits	Status
11	Jul-19	Private	Project GWM Food Processor	40 Acres Dodd Road Industrial Park Wallula Gap Business Park	30 new FTE with benefits Private Investment \$100M	Site Proposal submitted July 2019 Site Visit conducted in July 2019 Submitted additional information Project on Hold
12	Aug-19	Private	Project Sherman Uniform Service Company	5 acres Burbank Business Park 40-50K SQFT Building	40-45 FTE with benefits Private Investment unknown	Site Proposal submitted Aug 2019 Conducted Site Visit - Aug 2019 Possible 2022 Project
13	Nov-19	Private	Project DKG Retail Business Operation Dollar General Store	1 Acre - 10K SQFT Building Burbank Business Park	5-10 FTE with benefits Private Investment \$1.5M	Executed PSA with Port - March 2020 Currently in County review process Construction started March 2021 Store Opening August 2021
14	Dec-19	DOC-Site Selector	Project Emerald Metals Processing Facility	Minimum 250 acres Wallula Gap Business Park Large Electrical, Gas & Water	800-1250 new FTE w/ benefits Private Investment \$3.1B	Site Proposal submitted Dec 2019 Reviewing Information Performing Due Diligence
15	Jan-20	Private	Project Five MFG Machining	25K SQFT MFG Building Isaacs Building Walla Walla	FTE Unknown Private Investment Unknown	Proposal submitted Jan 2020 Conducted Site Visit - Jan 2020 No Current Updates
16	Mar-20	Private	Project SMK Metal Fabrication Relocation Project	6.0 Acre - 30K SQFT Building Burbank Business Park	50-130 FTE with benefits Private Investment \$5M	Conducted Several Site Visits Performing Due Diligence Port Purchase & Sale Agreement 3-21
17	Apr-20	Private	Project Rob Electrical Operation	15-20K SQFT Isaacs Building - Bay 3 Walla Walla	FTE Unknown Private Investment unknown	Port Lease Proposal - April 2020 Reviewing Information No Current Updates
18	May-20	DOC-Site Selector	Project Great Dane MFG Thermoformed Packages	25-40K SQFT Isaacs Building - Bay 3 & CS Walla Walla	35 FTE with benefits Private Investment \$7-10M	Port Lease Proposal - May 2020 Reviewing Information No Current Updates
19	Aug-20	DOC-Site Selector	Project Nutrition (Ruby) Dairy Value Added MFG	200 acres Wallula Gap Business Park	500 FTE with benefits Private Investment \$500M	Site Proposal submitted August 2020 Reviewing Site Information Site Visit conducted Sept 2020 No Current Updates
20	Sep-20	Private	Project VW Retail AG Supplier	1-3 Acres Burbank Business Park	FTE Unknown Private Investment unknown	Conducted Site Visit - Sept 2020 Reviewing Site Information No Current Updates
Project Completed			New or Re-Activated Business Lead	Still Active Business Lead	Business Lead Cold or on Hold	Business Lead Closed

BUSINESS RECRUITMENT - ACTIVE BUSINESS LEAD REPORT						
#	Date	Lead Source	Type of Business	Criteria	Benefits	Status
21	Nov-20	DOC-Site Selector	Project New Falcon Paper MFG	35-50 acres Wallula Gap Business Park Stearns Kelly Property Dodd Road IP	200 FTE with benefits Private Investment \$400M	Site Proposal submitted Nov 2020 Reviewing Site Information New Site Selector - April 2021 Reviewing Site Information
22	Nov-20	Private	Project Honey Honey Processing	2-3K SQFT Building Walla Walla Area	1-3 FTE with benefits Private Investment unknown	Searching for existing Building No Current Updates
23	Dec-19	DOC-Site Selector	Project Emerald 2 MFG & Distribution	80 acres - Heavy Industrial 750K SQFT Building Wallula Gap Business Park Stearns Kelly Property	200 new FTE w/ benefits Private Investment \$350M	Site Proposal submitted January 2021 Reviewing Information No Current Updates
24	Jan-21	DOC-Site Selector	Project High Bar Metal MFG Rail & Highway	50 acres - Heavy Industrial Wallula Gap Business Park Stearns Kelly Property Dodd Road IP	250 new FTE w/ benefits Private Investment \$300M	Site Proposal submitted January 2021 Reviewing Information No Current Updates
25	Jan-21	Private	Project CBRE Distribution Center	150K SQFT Building Melrose, WGBP, Dodd IP	75 FTE with benefits Private Investment unknown	Site Proposal submitted February 2021 Reviewing Information No Current Updates
26	Feb-21	DOC-Site Selector Deloitte	Project Raven Food and Beverage MFG	60 acres - 400K SQFT Bldg. Wallula Gap Business Park Large Electrical, Gas & Water	200+ FTE with benefits Private Investment \$500M	Site Proposal submitted March 2021 Site Selector Reviewing Information
27	Nov-19	Private	Project InSite Fast Food Restaurant Operation	1 Acre - 3K SQFT Building Burbank Business Park	5-10 FTE with benefits Private Investment \$2 M	PSA with Port - May 2021 Currently Site Due Diligence
Project Completed			New or Re-Activated Business Lead	Still Active Business Lead	Business Lead Cold or on Hold	Business Lead Closed



AGENDA REPORT

DATE: June 15, 2021
TO: Board of Commissioners
FROM: Will O'Donnell
RE: Resolution Authorizing Submittal of CERB Grant Application

BACKGROUND: CERB (Consumer Economic Revitalization Board) has been allocated \$25 million to fund loans and grants for broadband infrastructure investments in rural Washington State. Grants for up to \$2 million are available for eligible applicants looking to fund construction of rural broadband infrastructure projects. The next round of applications is due July 12, 2021. Applicants must have an approved resolution from their governing body authorizing their application to be eligible to apply.

ANALYSIS/FINDINGS: Staff is applying for CERB funding to build fiber to the premises in the downtown core and surrounding residential areas of Quilcene and E Quilcene. The build-out will be part of a larger effort to expand fiber to the many unserved customers along the south and western edges of our service territory.

FISCAL IMPACT: There is no anticipated fiscal impact of the application process, though a 20% match of total project cost is required should we be awarded the grant. Maximum grant award is \$2 million, requiring a maximum of \$ 400,000 as match (if awarded).

RECOMMENDATION: Approve Resolution 2021-XXXX authorizing staff to submit an application for broadband construction funding from the Community Economic Revitalization Board.

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

RESOLUTION NO. 2021-

A Resolution of the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington, authorizing staff to apply for a rural broadband infrastructure construction grant from the Community Economic Revitalization Board (CERB).

WHEREAS, CERB requires all eligible public entities to obtain a resolution authorizing the application for a broadband planning grant funding from CERB; and

WHEREAS, the Commission has directed staff to pursue state and federal grant funding for broadband infrastructure projects; and

WHEREAS, CERB is offering up to \$2 million dollars in awards for successful broadband construction applicants;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, that staff is hereby authorized to apply for funding from CERB's rural broadband infrastructure construction grant program.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this 15th day of June 2021.

Dan Toepper, President

Ken Collins, Vice President

ATTEST:

Jeff Randall, Secretary