Regular Meeting Agenda Board of Commissioners

Tues, Sept 21, 2021 5:00 PM Zoom Port Townsend, WA 98368



To join online go to: <u>https://zoom.us/my/jeffcopud</u>. 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.

**Consent Action:** Approve a Motion to Accept the Consent Agenda as Presented

4.1.	Prior Minutes	5 - 12
	<u>PUD BOC Regular Meeting Minutes 6-15-2021 Draft (2) Use this.docx</u>	
	$\partial$	

4.2. Vouchers

13 - 35

	Voucher Approval Form for the Commissioners.pdf 🖉 Voucher Certification with Supporting Warrant Register & Payrollpdf 🖉	
4.3.	Financial Report	36 - 38
	Agenda Report-Written Off Accounts-09-21-2021.docx 🖉 Written Off	
	Accounts Motion 09-21-2021.docx 🖉	
4.4.	Calendar	39
	PUD Calendar Sept 21, 2021.docx 🖉	
Manager a	and Staff Reports	
For informat	tion only, not requiring a vote.	
5.1.	Sewer Rate Meetings Update	
5.2.	Broadband Update	
5.3.	Sims Way Tree Removal	40 - 62
	AB21PIF Sims Way Gateway.docx 🔗	
	City Council - Sims Way - Trees - 9-20-21 - PIF.pdf 🔗	
5.4.	2022 Budget	
Old Busin	255	
	<i>D and NEW BUSINESS section discussions: please hold public until each presentation is done but before the vote .</i>	
	, , ,	63 - 64
comment	<i>until each presentation is done but before the vote .</i>	63 - 64
comment	<i>until each presentation is done but before the vote .</i> Revised Agenda Template for BOC Regular Meetings	63 - 64
comment	<ul> <li>until each presentation is done but before the vote.</li> <li>Revised Agenda Template for BOC Regular Meetings</li> <li><u>AR_Suggested Agenda Revisions 09 2021.docx</u></li> <li><b>Recommended Action:</b> Approve a Motion to adopt the revised Regular Meeting Agenda Template as presented</li> </ul>	63 - 64 65 - 72
<i>comment</i> 6.1.	<ul> <li>until each presentation is done but before the vote.</li> <li>Revised Agenda Template for BOC Regular Meetings</li> <li><u>AR_Suggested Agenda Revisions 09 2021.docx</u></li> <li><b>Recommended Action:</b> Approve a Motion to adopt the revised Regular Meeting Agenda Template as presented starting with the Regular Meeting on October 19, 2021.</li> </ul>	
<i>comment</i> 6.1.	<ul> <li><i>until each presentation is done but before the vote</i>.</li> <li>Revised Agenda Template for BOC Regular Meetings</li> <li><u>AR Suggested Agenda Revisions 09 2021.docx</u></li> <li><b>Recommended Action:</b> Approve a Motion to adopt the revised Regular Meeting Agenda Template as presented starting with the Regular Meeting on October 19, 2021.</li> <li>RESP Grant Application Resolution</li> </ul>	

5.

6.

RUS RESP Loan Civil Rights Agreement Form 400.pdf 🖉

RUS RESP Loan Lobbying Certification.docx Ø

**Recommended Action:** Approve Resolution 2021-XXX authorizing the PUD to enter into a loan agreement with the RUS Rural Energy Savings Program and establish a loan program for our customers.

#### 7. New Business

7.1.	Public Works Board Grant Application Resolution	73 - 79
	AGENDA REPORT PWB Grant.docx 🔗	
	Resolution 2021-xxx PWB approval.docx v.003 JRP.pdf 🔗	
	PWB Grant Project Area.pdf 🔗	
	Resolution 2010-006 Greenhouse Gas Reduction Policy.pdf 🔗	
	Approve resolution 2021-XXX authorizing staff to apply to the Washington State Public Works Board-Broadband Federal funded program for a grant to construct fiber along East Discovery Bay and Anderson Lake Rd.	
7.2.	EEI Transfer Payment from City of Port Angeles	80 - 96
	AR_City of PA EEI Fund Transfer.docx 🔗	
	Jefferson PUD and COPA bi-lateral transfer Final.docx 🔗	
	Bilateral Transfer Request Form COPA to Jefferson PUD.pdf 🖉	
	Bilateral Transfer Request Form - Jefferson PUD to COPA (10-1-	
	<u>2021).pdf</u> 🕖	
	JPUD August Report 2021 20210901.pdf 🔗	
	Approve a motion to authorize the General Manager to sign contracts with the City of Port Angeles and BPA authorizing the transfer of EEI program funds to Jefferson County PUD.	
7.3.	Procurement Manual Revision	97 - 100
	AR Procurement Manual Update.docx 🔗	
	Resolution For Procurement Change September 21 2021.docx 🔗	
	EXHIBIT A Resolution September 21 2021.docx 🔗	

Pages from PROCUREMENT MANUAL April 7 2020-FINAL.pdf 🖉

Approve resolution 2021-XXX amending the Procurement Manual and Authorize an increase in Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits and Public Works Procurement Matrix and Bid Limits Consistent with State Law

7.4. Resolution to Declare an Emergency Due to Weekend Storms

Emergency Resolution September 17 - 19 v.02.pdf 🖉

**Recommended Action:** Approve Resolution 2021-XXX declaring the period of September 17 through September 19, 2021, a state of emergency and authorizing the PUD Manager to purchase materials and order work to assist regularly employed personnel in the amount necessary.

- 8. Commissioner Reports
- 9. Adjourn

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

#### June 15, 2021

#### Board of Commissioners Regular Meeting

#### **Draft Minutes**

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on June 15, 2021, via Zoom. Present:

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

> > Cammy Brown, Recording Secretary

#### 1. CALL TO ORDER:

Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes Page 1 of 8

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for June 15, 2021, to order at 5:00 p.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. <u>AGENDA REVIEW</u>: There no additions or corrections to 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. <u>PUBLIC COMMENT:</u>** Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. (Note: topics are abbreviated).

- Comment: Comment on the energy future of Jefferson County and dependency on a mismanaged and financially failing federal agency BPA. Their operations and management philosophy is out of touch with today's energy world and we ratepayers are financing it. Jefferson County needs to develop its own independent source of power on the peninsula.
- **Comment:** Strategic Plan seeing nothing on the calendar for a special meeting with the BOC for staff to report about the strategic plan.
- Comment: Succession Plan this was something that was discussed in the September 2019 special meeting with the General Manager's Goals. This is vital to the PUD that there be a succession plan in place.
- Comment: Heard that the PUD is going to be participating in helping set up a situation for the unhoused in our county at the property along Cape George Road. That is a good use of public funds.

**Response:** The PUD is working to give the county a quote for the homeless encampment out on Cape George.

4. <u>CONSENT AGENDA:</u> Commissioner Dan Toepper read the Consent Agenda guidelines.

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

#### 4.1 **PRIOR MINUTES:**

Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes Page **2** of **8** 

PUD BOC Special Meeting Minutes 3-23-2021.

#### 4.2 VOUCHERS AND WRITE OFFS

Voucher Approval Form for the Commissioners. Voucher Certification with Supporting Warrant Register & Payroll

#### **PAYMENTS TO BE APPROVED**

WARRANTS	AMOUNT	DATE
Accounts Payable: #126313 to #126375	\$ 554,200.50	05/27/2021
Accounts Payable: #126376 to #126415	\$ 326,419.73	06/03/2021
Payroll Checks: # 70900 to # 70904	\$ 10,085.70	05/28/2021
Payroll Direct Deposit:	\$ 122,617.07	05/28/2021

TOTAL INVOICES PAID:	\$1,013.323.00	
WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	06/01/2021

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

#### 4.3 Financial Report

Agenda Report Written Off Accounts. Written Off Accounts Motion 06-15-2021.

#### 4.4 Calendar

PUD Calendar June 15, 2021.

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

Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes Page 3 of 8

#### 5. MANAGER AND STAFF REPORTS.

**5.1** Melanie Patterson. Reopening Considerations. Human Resources Director Melanie Patterson gave a presentation on the PUD's reopening considerations. Governor Inslee intends to open the State of Washington on June 30<sup>th</sup> which means he will lift certain restrictions that have been in place during the COVID-19 pandemic. The PUD will adhere to specific COVID-19 guidance that the PUD has received from the CDC, OSHUA, L&I, the Department of Health in Washington, and Jefferson County Public Health. General Manager Kevin Streett addressed the public meetings requirements.

**Next Steps – Strategic Planning Process:** General Manager Kevin Streett addressed the next steps on the strategic planning process. A meeting will be set up with General Counsel Joel Paisner, PUD Consultant Don McDaniel, and General Manager Kevin Streett to present something to the BOC very soon. There have been several meetings with staff.

**5.2** Scott Bancroft: Outages, Connects, and Disconnects. Operations Director Scott Bancroft gave a report. As of March 4, 2021, to June 4, 2021, there were 77 new connections. The disconnects are a total of 40. The PUD is not disconnecting anyone at this time, but those are people that are leaving the area. The reconnects are 33. Outages: March 1, 2021, to June 10, 2021, there were a total of 94 outages for a total of 452.7 hours of down time. The outage counts are tree growth (6), tree overhang (32), small animals (17), equipment failure (11) and other (28).

**5.3 Mike Bailey: 2021 Year to Date Financial Review.** Finance Director Mike Bailey gave a 2021 year-to-date power point financial review report and presentation. There was considerable discussion.

#### No public comments.

**5.4 Will O'Donnell: Online Analytics Report.** Communications Director Will O'Donnell gave an online analytics report that went over the traffic on the website, social media stats and an update on the community wi-fi hot spots.

#### **Public Comment:**

☑ Comment: The county has had some difficulties with their social media. They basically got sued because they decided to censor some content that

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Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes was put there by one of their fans. I was wondering does the PUD have a formal published social media policy, and secondly what does the PUD do when somebody posts a message on a PUD controlled website like Facebook that is offensive or in some way you feel is inappropriate? How do you handle that situation?

**Response:** Most of the PUD's social media policies are in our Employee Handbook and relate to how our staff uses it. Commissioners are working to get policies in place.

**5.5 Don McDaniel: CAB Report.** FCS, our consultant, is working on a meter replacement recommendations and options and presumably the CAB would be taking that issue up as well. Since that is still being worked on, the CAB decided in favor of waiting until a report comes out and the BOC has a chance to look at it and hand it off to the CAB. June CAB meeting was cancelled. Next meeting in on July 12, 2021.

6. <u>OLD BUSINESS</u>: Commissioner Dan Toepper read the guidelines.

6.1 Water Rate Schedule Revision. Customer Service Director Jean Hall gave a report on the water rate schedule revision adding the water low-income rates to the water

rate schedule. Traditionally those low-income discounts have been kept in the Customer Service Policy. It was felt it would be better service to have those low-income in the rate schedule rather as a credit in the schedule of fees and credits.

**MOTION:** Commissioner Kenneth Collins made a motion that the Board of Commissioners of the Jefferson County PUD No. 1 approve the rates as presented and that staff present the Board of Commissioners with some alternatives at the next Board of Commissioners Regular Board Meeting (July 6, 2021). Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

#### No public comment.

6.2 Multi-Party Agreement for EDC (Economic Development Council) Funding. General Manager Kevin Streett gave a report and presentation on the Multi-Party Agreement for EDC Funding. The county and Port have approved. The PUD has approved it. This is a twoyear agreement. The BOC appoints the representative who is going to be on this governing

Page **5** of **8** 

Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes body. Work in progress. There was considerable discussion. Four agencies have to approve this.

#### Public Comments:

Comment: It is an outrageous claim by the EDC that it is not a public agency, and it is not subject to our open government laws. Any group that is spending this amount or any amount of public money ought to be subject to rules that govern public agencies. Just eliminate the whole issue and say EDC is a public agency and that will solve the whole mess. Note: Listen to audio recording for more detailed information on this comment at www.jeffpud.org.

**MOTION:** Commissioner Jeff Randall made a motion to authorize the President of the Board of Commissioners of the Jefferson County Public Utility District No. 1 to sign the multiparty agreement for economic development services. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

#### 7. <u>NEW BUSINESS</u>:

7.1 **CERB Grant Application Resolution.** Communications Director Will O'Donnell gave a report. The PUD is going to put in an application to CERB for construction funds for broadband infrastructure expansion. In order to submit a grant application, the staff has to have a resolution from the BOC that authorizes the staff to do so. The grant is due on July 12, 2021.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County Board of Commissioners of Public Utility District No. 1 pass the resolution authorizing application for the CERB funding. Commissioner Jeff Randall seconded that motion. Motion carried unanimously.

#### 8. <u>COMMISSIONER REPORTS:</u>

#### **Commissioner Jeff Randall:**

6/02 Had a conversation with a constituent regarding advanced metering replacement program. (report).

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Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes

- 6/03 Met with General Manager Kevin Streett.
- 6/10 Attended PUD BOC Special Meeting with PPC (Public Power Council).
- 6/22 Will attend PUD BOC Special Meeting on Hadlock Sewer.
- 6/24 Will attend NODC (North Olympic Development Council) Regular Meeting and Executive Board Meeting.
- 6/29 Will attend ICG (Interlocal Collaborative Group) meeting.
- 7/06 Will attend PUD BOC Regular Meeting.

#### **Commissioner Daniel Toepper:**

- 6/02 Attended PPC members' forum. (report).
- 6/03 Attended PPC Executive Committee meeting.(report).
- 6/03 Gave a PUD report to the Port Ludlow Village Council.
- 6/04 Met with General Manager Kevin Streett. (report).
- 6/10 Attended PUD BOC Special Meeting with PPC.
- 6/16 Will attend rescheduled PIF (Public Infrastructure Fund) Board meeting.(report).
- 6/18 Will attend JBAT (Jefferson Broadband Action Team) meeting.
- 6/18 Will meet with General Manager Kevin Street
- 6/22 Will attend PUD BOC Special Meeting on Hadlock Sewer.
- 6/24 Will attend WPUDA Water Committee meeting.
- 6/30 and 7/01 Out of town but available by phone.

#### **Commissioner Kenneth Collins:**

- 6/02 Attended PPC members' forum.
- 6/03 Attended PURMS (Public Utility Risk Management Service) meeting.
- 6/04 Attended meeting with George Caan (Executive Director of WPUDA regarding
- WPUDA strategy approval session.
- 6/09 Met with General Manager Kevin Streett.
- 6/10 Attended meeting with WPUDA committee members going over WPUDA Strategic Plan.
- 6/10 Attended PUD BOC Special Meeting with PPC (Public Power Council).
- 6/11 Attended JBAT meeting.
- 6/11 Met with General Manager Kevin Streett.
- 6/18 Will attend JBAT meeting.
- 6/21 Will meet with General Manager Kevin Streett.
- 6/22 Will attend PUD BOC Special Meeting on Hadlock Sewer
- 6/25 Will attend JBAT meeting.
- 7/02 Will meet with General Manager Kevin Streett.

Jefferson County PUD

Board of Commissioners

June 15, 2021 Regular Meeting

**Draft Minutes** 

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#### 9. <u>ADJOURNMENT:</u>

Commissioner Dan Toepper declared the June 15, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 7:32. p.m.

Minutes pre	
Recording Secretar	y Cammy Brown
Approved:	
Commissioner Jeff Randall, Secretary	Date
Attest:	
Commissioner Dan Toepper, President	 Date
	Fac
Commissioner Kenneth Collins, Vice President	 Date

Please note PUD Board of Commissioner 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.

Jefferson County PUD Board of Commissioners June 15, 2021 Regular Meeting Draft Minutes Page 8 of 8

#### VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1of 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\$2,227,415.32on this21STday ofSEPTEMBER20212021;

Dan Toepper President		Kenne Vice Pi				Jeff Randall Secretary		
			ΡΑΥ	ME	NTS TO BE AI	PPROVED:		
		WA	RRANTS				AMOUNT	DATE
Accounts Payable:	#	127004	to	#	127063	\$	621,541.76	9/2/2021
Accounts Payable:	#	127064	to	#	127119	\$	381,602.15	9/9/2021
Payroll Checks:	#	70939	to	#	70943	\$	9,179.65	9/3/2021
Payroll Direct Depos	sit:					\$	140,813.14	9/3/2021
тот	AL I	NVOICES	PAID			Ş	\$1,153,136.70	
WIR	ETF	RANSFERS	PAID			,	AMOUNT	DATE
Peter BPA	son	Lake				\$ \$	14,328.62 1,059,950.00	9/1/2021 9/10/2021

#### **PAYMENT TOTAL**

\$2,227,415.32

**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.

	Sig	ned: Mik			<i>11</i>	al Director /	District Auditor	9/14/2021 Date
		VOUC	CHER C	CLAI	M FORMS	FOR INVO	CES PAID:	
		WARF	RANTS				AMOUNT	DATE
Accounts Payable:	#	127004	to	#	127063	\$	621,541.76	9/2/2021
Accounts Payable:	#	127064	to	#	127119	\$	381,602.15	9/9/2021
Payroll Checks:	#	70939	to	#	70943	\$	9,179.65	9/3/2021
Payroll Direct Depos	Payroll Direct Deposit:					\$	140,813.14	9/3/2021
тот	AL I	NVOICES PA	AID				\$1,153,136.70	I
WIRE TRANSFERS PAID						AMOUNT	DATE	
Peterson Lake BPA						\$ \$	14,328.65 1,059,950.00	9/1/2021 9/10/2021

#### **GRAND TOTAL**

\$2,227,415.35

**VOIDED WARRANTS** 

09/14/2021 7:20:53 AM

## Accounts Payable Check Register

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## 08/31/2021 To 09/13/2021

<b>Bank Account:</b>	1 -	1ST	SECURITY	2 - AP
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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
127004 9/2/21	CHK	10012	ALTEC INDUSTRIES, INC	SHACKLES		150.56
				TROUBLESHOOTING BOOM ON TRK # 100		112.72
					Total for Check/Tran - 127004:	263.28
127005 9/2/21	СНК	10481	AMAZON	SMOKE DETECTORS		654.56
127006 9/2/21	СНК	10736	AMERICAN PUBLIC POWER ASSOCIA	TI PUBLICUTILITY ACCT 9/14-9/16&10/05-10/0	7	1,840.00
				PUBLICUTILITY ACCT 9/14-9/16&10/05-10/0	07	460.00
					Total for Check/Tran - 127006:	2,300.00
127007 9/2/21	СНК	10018	ASSOCIATED PETROLEUM PRODUCT	S I CUST#01-7500239 DIESEL & GASOLINE		17,476.38
127008 9/2/21	СНК	10041	CDW GOVERNMENT	BLUEBEAM RNWL 16SEATS 1YR THRU 8/2	8/2022	2,600.94
127009 9/2/21	СНК	10057	CORRECT EQUIPMENT	BECKETT PT N&S - SEWAGE GRINDER PU	MPS	6,024.88
				BECKETT PT N&S - SEWAGE GRINDER PUI	MPS	1,921.73
					Total for Check/Tran - 127009:	7,946.61
127010 9/2/21	CHK	10501	D & L POLES	FIBER&VAULT INSTL - HOH PRJT 5/10-5/11		3,540.25
				TRENCHING - KALA PT STORAGE YARD		7,113.32
				EMRG EXCAVATING - 20 VILLAGE DR		3,469.38
				POTHOLING - HWY19 & SWANSONVILLE		2,236.55
				POTHOLING - LELAND LAKE CREEK		3,616.67
					Total for Check/Tran - 127010:	19,976.17
127011 9/2/21	СНК	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - SEP 2021		986.05
127012 9/2/21	СНК	10893	DEWALCH TECHNOLOGIES, INC	PLUNGER LOCK KEY		-25.03
				PLUNGER LOCK KEY		300.03
					Total for Check/Tran - 127012:	275.00
0 <sup>127013</sup> 9/2/21	СНК	10070	DOUBLE D ELECTRICAL, INC	EMRG EXCAVATING - 20 CANDACE PL		1,523.28
20127014 9/2/21	СНК	10085	FASTENAL	CBL TIE&GAP FILL		124.27
				MARKING CHALK		127.96
15 of 104				BATTERIES		14.83
-n ,				SFTY GLS&GLOVES		14.25

09/14/2021 7:20:53 AM

#### Revision: 107771

Accounts Payable Check Register

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## 08/31/2021 To 09/13/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amoun
				BATTERIES	3.71
				Total for Check/Tran - 127014:	285.02
127015 9/2/21	СНК	10821	FCS GROUP	RATE STUDY SVC - THRU 8/18/2021	1,237.50
127016 9/2/21	СНК	10749	FIBER INSTRUMENT SALES INC.	FIBER SPLICING MATERIAL	680.51
				FIBER SPLICING MATERIAL	-56.76
				Total for Check/Tran - 127016:	623.75
127017 9/2/21	СНК	10892	FREESTONE ENVIRONMENTAL SERVI	C SPCC PLANS THRU JULY 2021	390.57
127018 9/2/21	СНК	10094	GENERAL PACIFIC, INC	SECTIONALIZING CABINET 18X30X30-METAL	10,806.81
				WIRE 1/0 & 4/0 AL URD CN PRI 15KV	76,763.41
				TERMINATION KIT 1/0-CONCENTRIC&SPLICE KI	1,730.43
				GROUND ROD CLAMP	102.01
				Total for Check/Tran - 127018:	89,402.66
127019 9/2/21	СНК	10674	GLOBAL EQUIPMENT COMPANY INC.	DESICCANT BEADS	257.25
127020 9/2/21	СНК	10454	GLOBAL RENTAL COMPANY INC	ADD'L LIGHT/BIN PACKAGE ADD ON V# 416	24,681.39
				ADD'L LIGHT/BIN PACKAGE ADD ON V# 416	-2,058.67
				AT40-G BUCKET RNTL VEH#416 8/18-9/14	2,953.80
				AA55 DBLMN BUCKET VEH#414 8/18-9/14	3,719.60
				Total for Check/Tran - 127020:	29,296.12
127021 9/2/21	СНК	10098	GRAINGER	AUTHORIZED PERSONNEL SIGN	24.64
127022 9/2/21	СНК	10732	GRAYBAR ELECTRIC COMPANY INC.	POWER SUPPLY	396.69
127023 9/2/21	СНК	10104	HADLOCK BUILDING SUPPLY, INC.	SHOP - METAL CUTTING WHEEL	13.06
				TRTMNT PLANT - MATERIALS	6.63
σ				COYLE P/H - ROUNDUP	61.09
Page				Total for Check/Tran - 127023:	80.78
ש 127024 9/2/21 ס	СНК	10384	HDR ENGINEERING INC	TASK10 - CHIMACUM CREEK WTRLN 6/27-7/31	7,158.71
<b>2</b> 127025 9/2/21	СНК	10110	HENERY HARDWARE	WAREHOUSE - FASTENERS	10.56
104			(ll	40.1/on/AD_CHV_DECISTED_uml_mt	

Revision: 107771

# Accounts Payable Check Register

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## 08/31/2021 To 09/13/2021

			Vendor Name	Reference	Amoun
		_		WAREHOUSE - SHOVEL&RAKE	49.0
				WAREHOUSE - RETURN FASTENERS	-10.5
				WAREHOUSE - WASP&HORNET KILLER	11.3
				Total for Check/Tran - 127025:	60.3
127026 9/2/21	СНК	10839	IRBY ELECTRICAL UTILITES	SECONDARY CONNECTOR BLOCK 6 HOLE	860.9
				WIRE 350 AL URD TPX 600V&WIRE 4/0 BARE	17,848.7
				BOLT	65.4
				GUY PREFORM	120.0
				Total for Check/Tran - 127026:	18,895.1
127027 9/2/21	СНК	10518	J HARLEN COMPANY	RULER	30.3
				SCREWDRIVER	24.3
				BATTERIES	597.3
				DEMO DRIVER	25.7
				STAPLE HOLDER	67.3
				Total for Check/Tran - 127027:	745.0
127028 9/2/21	СНК	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,268.6
				EMPLOYER'S MEDICARE TAX	3,268.6
				EMPLOYEES' FICA TAX	12,912.1
				EMPLOYER'S FICA TAX	12,912.1
				EMPLOYEES' FEDERAL WITHHOLDING	14,669.1
				EMPLOYEES' FEDERAL WITHHOLDING TAX	10,049.7
				Total for Check/Tran - 127028:	57,080.3
127029 9/2/21	СНК	10532	JEFFERSON COUNTY PUD PAYROL	LL AC PR 09.03.2021-DIRECT DEPOSIT CHECKS	140,813.1
				PR 09.03.2021-MANUAL CHECKS	9,179.6
-				Total for Check/Tran - 127029:	149,992.7
127030 9/2/21	СНК	10519	JEFFERSON COUNTY-NOXIOUS WI	EED B CONTROLLING NOXIOUS WEEDS AGREEMENT	20,000.0
127031 9/2/21	СНК	10129	JIFFY LUBE	VEH#120 - OIL CHANGE	76.9
127032 9/2/21	СНК	10348	KEMP WEST, INC	TT T&M - FOUR CRNRS, CENTER 6/28-7/01	11,546.1

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference		Amoun
				TT T&M - VARIOUS AREAS 8/02-8/05		12,653.2
				TT T&M - TAISON LN, DABOB&CEM 8/09-8/	12	12,653.2
					Total for Check/Tran - 127032:	36,852.68
127033 9/2/21	СНК	10286	L & J ENTERPRISES	GROUNDS CLEARING - S OF IRONDALE SUI	В	11,362.7
				BRUSH HOG - MATS MATS RIGHT OF WAY		4,571.29
				METER INSTL - FOREST DR		2,522.94
				BRUSH HOG - SR101 & S OF SR104		18,942.49
				EXCAVATING - TAISON LN		1,841.06
					Total for Check/Tran - 127033:	39,240.55
127034 9/2/21	СНК	10593	MASCOTT EQUIPMENT	TROUBLESHOOTING TANK ALARMS - 310 F	FOURCR	557.52
127035 9/2/21	СНК	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - AUG 21		289.37
				BPA RD-PUMP ELEC - AUG 21		154.77
				WILLIAMS CT ELEC - AUG 21		41.10
					Total for Check/Tran - 127035:	485.30
127036 9/2/21	CHK	10143	MCDOWELL RACKNER & GIBSON PC	PROF SRVC:STRATEGIC PLANNING JUL 202	1	9,131.60
				PROF SRVC:STRATEGIC PLANNING JUL 202	1	2,282.90
					Total for Check/Tran - 127036:	11,414.50
127037 9/2/21	СНК	9999	NORTH OLYMPIC DATA CENTER	REFUND - CANCELED ORDER WO#621028		350.00
127038 9/2/21	СНК	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING AUG 2021		962.50
127039 9/2/21	СНК	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-PH BISHOP HILL		49.10
127040 9/2/21	СНК	10183	PETRICKS LOCK & SAFE	KEYS FOR BAKER BUILDING QTY3		8.02
				OPS BACK DOOR - LOCK SPINDLE		66.84
_				OPS BACK DOOR - LOCK SPINDLE		16.71
127041 9/2/21					Total for Check/Tran - 127040:	91.57
127041 9/2/21	СНК	10185	PITNEY BOWES GLOBAL	MAILSYSTEM LEASE Q3 2021		121.07
4				MAILSYSTEM LEASE Q3 2021		30.27
					Total for Check/Tran - 127041:	151.34

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference		Amoun
127042 9/2/21	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE REPLENISHMENT		320.0
				PRE-PAID POSTAGE REPLENISHMENT		80.00
					Total for Check/Tran - 127042:	400.00
127043 9/2/21	CHK	10188	PLATT ELECTRIC SUPPLY	REPLACEMENT CABLE CUTTERS		124.37
				FISHLINE		92.91
					Total for Check/Tran - 127043:	217.28
127044 9/2/21	СНК	9998	QUIMPER FAMILY MEDICINCE	Credit Balance Refund		266.48
127045 9/2/21	СНК	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - TT 8/02-8/06		7,512.00
				FLAGGING - 45 REDEEMER WAY 8/11-8/12		2,122.00
				FLAGGING - VARIOUS AREAS 8/12		528.00
				FLAGGING - THOMAS ST 8/17		863.00
				FLAGGING - 8/19		828.00
					Total for Check/Tran - 127045:	11,853.00
127046 9/2/21	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES AUG 2021		63.00
				210 4 CRNRS (0109) IMAGES AUG 2021		15.75
				310 4CRNRS (0626) IMAGES AUG 2021		360.46
				310 4CRNRS (0626) IMAGES AUG 2021		90.11
					Total for Check/Tran - 127046:	529.32
127047 9/2/21	CHK	10212	ROHLINGER ENTERPRISES INC	HOTSTICKS-EXTENDO		1,467.53
				HOTSTICKS-RATCHET CUTTERS		1,265.84
				RUBBER GLOVE PROTECTORS		33.28
				RUBBER GLOVES		562.26
				RUBBER GLOVES PROTECTORS		49.10
					Total for Check/Tran - 127047:	3,378.01
127048 9/2/21 127049 9/2/21	СНК	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- SEP 2	2021	1,642.28
127049 9/2/21	СНК	10216	SECURITY SERVICES NW, INC.	NIGHT PAYMENT PICKUP - AUG 2021		1,249.92
4				NIGHT PAYMENT PICKUP - AUG 2021		312.48
					Total for Check/Tran - 127049:	1,562.40

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amoun
127050 9/2/21	CHK	10219	SHOLD EXCAVATING INC	STORMWATER MITIGATION - 210 FOUR CRNRS	1,213.19
				STORMWATER MITIGATION - 210 FOUR CRNRS	12,385.04
				STORMWATER MITIGATION - 210 FOUR CRNRS	3,399.55
				EMRG EXCAVATING - 100 MAPLE, COYLE	3,481.00
				Total for Check/Tran - 127050:	20,478.78
127051 9/2/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI MO AUG 2021	23.00
				TESTING: COLI/ECOLI MO AUG 2021	23.00
				TESTING: COLI/ECOLI MO AUG 2021	23.00
				TESTING: COLI/ECOLI MO AUG 2021	23.00
			TESTING: COLI/ECOLI MO AUG 2021	23.00	
			TESTING: COLI/ECOLI MO AUG 2021	23.00	
				TESTING: COLI/ECOLI MO AUG 2021	23.00
				TESTING: COLI/ECOLI MO AUG 2021	23.00
				TESTING: COLI/ECOLI MO AUG 2021	23.00
				TESTING:BIOCHEM OXYG DEMAND(CBOD)8/12/21	57.00
				TESTING:FECAL COLIFORM(MF)8/12/21	32.00
				TESTING:NITRATE+NITRATE-N 8/12/21	34.00
				TESTING:TOTAL KJELDAHL NITRO(TKN)8/12/21	40.00
				TESTING:TOTAL SUSP SOLODS(TSS)8/12/21	22.00
				TSTNG:CARBONACEOUS BIOCHEM OXY DEMAND	57.00
				TSTNG:NITRATE+NITRATE-N	34.00
				TSTNG:TOTAL KJELDAHL NITROGEN	40.00
				TSTNG:TOTAL SUSPENDED SOLIDS	22.00
				Total for Check/Tran - 127051:	545.00
127052 9/2/21	CHK	10576	TCF ARCHITECTURE, PLLC	ARCH-CONSTRCTN ADD'L SVC JUL-2021	19,165.00
J				ARCH-CONSTRCTN FEASBLTY ANLYS JUL-2021	4,112.50
)				Total for Check/Tran - 127052:	23,277.50
127053 9/2/21	СНК	10472	TMG SERVICES	SPARLING WELL - CHEMICAL PUMP REBUILDKIT	1,507.35
127054 9/2/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amour
127055 9/2/21	СНК	10252	ULINE	DUNNAGE RACK	391.6
				FLAMMABLE CABINET	879.5
				Total for Check/Tran - 127055:	1,271.2
127056 9/2/21	CHK	10620	UPS	SHIPPING FEE-REPIR OHM METER	43.9
				SHIPPING FEE-RETURN FR CLOTHING	53.5
				Total for Check/Tran - 127056:	97.5
127057 9/2/21	CHK	10615	US BANK	FLEET - TOOLS	73.0
				TOOLS-AUGER BITS FOR TITAN	283.6
				VEH#130-REPLACEMENT BUCKET COVER	99.0
				OPERATIONS-KITCHEN SUPPLIES	32.
				OPERATIONS-KITCHEN SUPPLIES	213.
				CREWS - HYDRATION	458.
				OPERATIONS-KITCHEN SUPPLIES	8.
				OPERATIONS-KITCHEN SUPPLIES	53.
				WPUDA-BRD DIRECTORS MTNG TRVL EXP JUL-21	159.
				WPUDA-BRD DIRECTORS MTNG TRVL EXP JUL-21	39.
				BILLING-OFFICE 365 MNTHLY SUBSCRIPTION	83.
				PHONE SERVICES	200.
				SCADA-VOICE ALERTS	4.
				WEBSITE-FILE STORAGE	47.
				BILLING-OFFICE 365 MNTHLY SUBSCRIPTION	20.
				PHONE SERVICES	50.
				SCADA-VOICE ALERTS	1.
				WEBSITE-FILE STORAGE	11.
				VEHICLE PURCHASE TRVL EXP AUG 21	95.
l				VEHICLE PURCHASE TRVL EXP AUG 21	14.
•				VEHICLE PURCHASE TRVL EXP AUG 21	460.
				VEHICLE PURCHASE TRVL EXP AUG 21	13.
				VEHICLE PURCHASE TRVL EXP AUG 21	7.
				VEHICLE PURCHASE TRVL EXP AUG 21	5.4

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type Vendor	Vendor Name	Reference	Amount
			VEHICLE PURCHASE TRVL EXP AUG 21	25.74
			VEHICLE PURCHASE TRVL EXP AUG 21	14.04
			VEHICLE PURCHASE TRVL EXP AUG 21	406.22
			VEHICLE PURCHASE TRVL EXP AUG 21	13.22
			VEHICLE PURCHASE TRVL EXP AUG 21	7.74
			VEHICLE PURCHASE TRVL EXP AUG 21	25.73
			ASSET TAGS	564.35
			SHIPPING FEE-WARRANTY RPLMNT SCREEN PROT	6.39
			ASSET TAGS	141.09
			SHIPPING FEE-WARRANTY RPLMNT SCREEN PROT	1.60
			MIP-MNGMNT PROG TRVL EXP AUG-21	1,085.12
			MIP-MNGMNT PROG TRVL EXP AUG-21	24.00
			TABLEAU SOFTWARE	267.08
			MIP-MNGMNT PROG TRVL EXP AUG-21	271.28
			MIP-MNGMNT PROG TRVL EXP AUG-21	6.00
			TABLEAU SOFTWARE	66.77
			AD-RECRUIT FINANCIAL SRVC MNGR	461.39
			AD-RECRUIT FINANCIAL SRVC MNGR	159.20
			AD-RECRUIT FINANCIAL SRVC MNGR	396.00
			AD-RECRUIT FINANCIAL SRVC MNGR	140.00
			AD-RECRUIT FINANCIAL SRVC MNGR	115.34
			AD-RECRUIT FINANCIAL SRVC MNGR	39.80
			AD-RECRUIT FINANCIAL SRVC MNGR	99.00
			AD-RECRUIT FINANCIAL SRVC MNGR	35.00
			WPUDA-BRD DIRECTORS MTNG TRVL EXP JUL-21	159.72
			WEBSITE SOFTWARE	79.20
P			AD-WEBSITE IMAGES	26.18
lge			WPUDA-BRD DIRECTORS MTNG TRVL EXP JUL-21	39.93
2			WEBSITE SOFTWARE	19.80
0			AD-WEBSITE IMAGES	6.54
Page 22 of 104			WELL SITE-RECORDING FEE 100FT BUFFER	109.70
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			Vendor Name	Reference		Amour
				RME SEPTIC INSPECTIONS APR-MAY 2021		18.0
				Tota	al for Check/Tran - 127057:	7,268.1
127058 9/2/21	СНК	10316	GERRIT J VAN OTTEN	BOOT/TOOL ALLOWANCE 2021		300.0
127059 9/2/21	СНК	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB7/16-8/15/2021		281.0
				CELL PHONE SERVICE QB7/16-8/15/2021		64.0
				CELL PHONE SERVICE QB7/16-8/15/2021		129.7
				CELL PHONE SERVICE QB7/16-8/15/2021		90.0
				CELL PHONE SERVICE QB7/16-8/15/2021		134.3
				CELL PHONE SERVICE QB7/16-8/15/2021		176.5
				CELL PHONE SERVICE QB7/16-8/15/2021		41.4
				CELL PHONE SERVICE QB7/16-8/15/2021		59.5
				CELL PHONE SERVICE QB7/16-8/15/2021		102.1
				CELL PHONE SERVICE QB7/16-8/15/2021		111.4
			CELL PHONE SERVICE QB7/16-8/15/2021		41.4	
				CELL PHONE SERVICE QB7/16-8/15/2021		59.5
				CELL PHONE SERVICE QB7/16-8/15/2021		69.2
				CELL PHONE SERVICE QB7/16-8/15/2021		15.5
				CELL PHONE SERVICE QB7/16-8/15/2021		41.4
				CELL PHONE SERVICE QB7/16-8/15/2021		36.5
				CELL PHONE SERVICE QB7/16-8/15/2021		18.1
				CELL PHONE SERVICE QB7/16-8/15/2021		23.0
				CELL PHONE SERVICE QB7/16-8/15/2021		115.4
				CELL PHONE SERVICE QB7/16-8/15/2021		115.4
				CELL PHONE SERVICE QB7/16-8/15/2021		60.6
				CELL PHONE SERVICE QB7/16-8/15/2021		51.9
J				CELL PHONE SERVICE QB7/16-8/15/2021		104.6
				CELL PHONE SERVICE QB7/16-8/15/2021		20.7
)				CELL PHONE SERVICE QB7/16-8/15/2021		91.0
				CELL PHONE SERVICE QB7/16-8/15/2021		41.5
•				CELL PHONE SERVICE QB7/16-8/15/2021		10.8

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB7/16-8/15/2021	140.53
				CELL PHONE SERVICE QB7/16-8/15/2021	38.90
				CELL PHONE SERVICE QB7/16-8/15/2021	220.55
				CELL PHONE SERVICE QB7/16-8/15/2021	39.13
				CELL PHONE SERVICE QB7/16-8/15/2021	31.13
				CELL PHONE SERVICE QB7/16-8/15/2021	22.76
				CELL PHONE SERVICE QB7/16-8/15/2021	10.38
				CELL PHONE SERVICE QB7/16-8/15/2021	43.44
				CELL PHONE SERVICE QB7/16-8/15/2021	35.14
				CELL PHONE SERVICE QB7/16-8/15/2021	51.89
				SCADA CRADLEPNT DEVICE QB 7/20-8/19/21	984.22
				WIFI IN TRUCKS QB 7/20-8/19/21	382.90
				WIFI RANDOM QB 7/20-8/19/21	415.69
				WIFI IN TRUCKS QB 7/20-8/19/21	480.23
				WIFI RANDOM QB 7/20-8/19/21	103.93
				SCADA CRDLEPNT DEVICE QB 7/23-8/22/2021	78.48
				Total for Check/Tran - 127059:	5,187.04
127060 9/2/21	СНК	10260	WA STATE DEFERRED COMPENSAT	ION PL DEFERRED COMP EE	12,933.48
				PL DEFERRED COMP ER	5,319.20
				Total for Check/Tran - 127060:	18,252.68
127061 9/2/21	СНК	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	165.50
127062 9/2/21	СНК	10274	WESTBAY AUTO PARTS, INC.	VEH#106 - BATTERY REPLACEMENT	141.00
127063 9/2/21	СНК	10304	COLTON L WORLEY	UTC-TELECOM&TECHNOLOGY CONF TRVL EXP	3,024.57
127064 9/9/21	СНК	10447	ANIXTER INC.	CUTOUT LOADBREAK 15KV 100 AMP&FEED-THRU	2,397.81
P				CUTOUT LOADBREAK 15KV 100 AMP&FEED-THRU	4,922.60
lge				COPPER DEADEND	781.16
22				CURVED WASHER	305.48
Page 24 of 104				FLEX CONDUIT	545.48
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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference		Amou
				LOCKNUT WASHER		54.5
				WASP/ANT SPRAY		52.3
				FUSE		32.3 245.4
				URD CABLE POSITIONER-W MOUNTING	BRACKET	1,775.2
				ORD CABLE I OSTHONER-W MOONTING	Total for Check/Tran - 127064:	11,080.2
107065 0/0/01	OUW	10(00			Total for Check/11an - 127004.	
127065 9/9/21	СНК	10688	MIKE BAILEY	PHONE ALLOWANCE - AUG 2021		36.0
				PHONE ALLOWANCE - AUG 2021	_	9.0
					Total for Check/Tran - 127065:	45.0
127066 9/9/21	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - AUG 2021		10.3
				PHONE SERVICE - AUG 2021		2.5
					Total for Check/Tran - 127066:	12.9
127067 9/9/21	CHK	10045	CENTURY LINK-S	PHONE SERVICE - AUG 2021		66.0
				PHONE SERVICE - AUG 2021		16.5
				PHONE SERVICE - AUG 2021		31.1
				PHONE SERVICE - AUG 2021		7.7
				PHONE SERVICE - AUG 2021		114.9
				PHONE SERVICE - AUG 2021		28.7
				PHONE SERVICE - AUG 2021		46.2
				PHONE SERVICE - AUG 2021		11.5
					Total for Check/Tran - 127067:	323.0
127068 9/9/21	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE AUG 2021		78.0
				LOW SPD DATA & 2WIRE AUG 2021		19.5
				LOW SPD DATA & 2WIRE AUG 2021		31.1
				LOW SPD DATA & 2WIRE AUG 2021		7.7
				LOW SPD DATA & 2WIRE SEP 2021		78.0
)				LOW SPD DATA & 2WIRE SEP 2021		19.5
				LOW SPD DATA & 2WIRE SEP 2021		31.1
				LOW SPD DATA & 2WIRE SEP 2021		7.7
					Total for Check/Tran - 127068:	273.1

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference		Amoun
127069 9/9/21	СНК	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - AUG 2021		194.7
127070 9/9/21	СНК	10055	CONSOLIDATED ELECTRICAL DISTRIB	CONDUIT SWEEP		704.1
127071 9/9/21	СНК	10878	DEER'S LANDSCAPING	MOWING RESERVOIR SITES -VARIOUS A	UG 2021	6,154.1
127072 9/9/21	СНК	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE JUL 2021		500.0
				CONSULTING SERVICE JUL 2021		5,000.0
					Total for Check/Tran - 127072:	5,500.0
127073 9/9/21	СНК	10085	FASTENAL	WAREHOUSE - MATERIALS		367.1
				SPRYAWAY&MRKNG CHALK		58.0
				BATTERIES		0.2
				SAFTEY GLASSES		9.1
				WAREHOUSE - MATERIALS		873.8
				ELEC TAPE,CBL TIE,MRKNG CHALK		92.9
				BATTERIES		1.2
				SFTY GLASSES&GLOVES		15.6
					Total for Check/Tran - 127073:	1,418.3
127074 9/9/21	СНК	10821	FCS GROUP	METER RPLCMNT ANALYSIS THRU 8/20/2	2021	11,501.25
127075 9/9/21	СНК	10094	GENERAL PACIFIC, INC	TERMINATION KIT 4/0-CONCENTRIC&SP	LICE KI	1,494.0
				SPLICE KIT		843.7
				SPLICE KIT 1/0 INLINE-LONG		1,818.1
				METER COLLARS		526.6
					Total for Check/Tran - 127075:	4,682.60
127076 9/9/21	СНК	10104	HADLOCK BUILDING SUPPLY, INC.	<b>OPERATIONS - GUTTER REPAIR</b>		12.62
				COYLE - GROUNDSKEEPING		61.0
J					Total for Check/Tran - 127076:	73.7
<b>)</b> 127077 9/9/21	СНК	10396	JEAN M HALL	PHONE ALLOWANCE - AUG 2021		36.00
24				PHONE ALLOWANCE - AUG 2021		9.0
•					Total for Check/Tran - 127077:	45.00

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## 08/31/2021 To 09/13/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
127078 9/9/21	СНК	10110	HENERY HARDWARE	WAREHOUSE - TOOLS	42.53
127079 9/9/21	СНК	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT AUGUST 2021	2,240.00
				VEBA DEDUCTION AUGUST 2021	1,325.00
				Total for Check/Tran - 127079:	3,565.00
127080 9/9/21	СНК	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - AUGUST 2021	2,249.42
127081 9/9/21	СНК	10129	JIFFY LUBE	VEH#209 - OIL CHANGE	85.28
127082 9/9/21	СНК	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - AUG 2021	36.00
				PHONE ALLOWANCE - AUG 2021	9.00
				Total for Check/Tran - 127082:	45.00
127083 9/9/21	СНК	10348	KEMP WEST, INC	TREE TRIMMING - SR PROJECT THRU 3/25	5,742.00
				TREE REMOVAL - 300 FOUR CRNRS 8/17-8/18	9,489.96
				TT T&M - 101 TRAILER PARK&CK 8/23-8/28	12,653.28
				Total for Check/Tran - 127083:	27,885.24
127084 9/9/21	СНК	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR AUG-21	194.80
				SHRED 4CRNR AUG-21	48.70
				Total for Check/Tran - 127084:	243.50
127085 9/9/21	СНК	10140	MAGNUM POWER, LLC	FIBER INSTL - HOH FIBER PROJECT PART 1	1,235.41
127086 9/9/21	СНК	10593	MASCOTT EQUIPMENT	ANNUAL COMPLIANCE TESTING-FUEL TANKS	1,243.74
				FUEL FILTERS	209.28
				FUEL FILTERS	175.39
				Total for Check/Tran - 127086:	1,628.41
127087 9/9/21	СНК	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK AUG-21	166.37
Π				DISPOSAL 4CRNR 2YD CONT 1XWK AUG-21	41.59
ac				2YD OCC-4CRNRS AUG-2021	120.73
ē				2YD OCC-4CRNRS AUG-2021	30.18
27				DISPOSAL 4CRNR 30YD ROLL OFF RNTL AUG-21	559.06
Page 27 of 10 <sup>4</sup>				DISPOSAL 4CRNR 30YD ROLL OFF RNTL AUG-21	139.76
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# Accounts Payable Check Register

## 08/31/2021 To 09/13/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DISPOSAL 21 KENNEDY AUG-21	37.65
				DISPOSAL 21 KENNEDY AUG-21	37.64
				DISPOSAL 210 2YD CONT 1XWK AUG-21	162.35
				DISPOSAL 210 2YD CONT 1XWK AUG-21	40.59
				Total for Check/Tran - 127087	: 1,335.92
127088 9/9/21	СНК	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - AUGUST 2021	720.00
127089 9/9/21	СНК	10165	NW LABORERS-EMPLOYERS TRUST FU	J MEDICAL PREMIUM OCT 2021	16,362.00
127090 9/9/21	СНК	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - AUG 2021	36.00
				PHONE ALLOWANCE - AUG 2021	9.00
				Total for Check/Tran - 127090	: 45.00
127091 9/9/21	СНК	10167	OFFICE DEPOT	OPERATIONS - OFFICE SUPPLIES	56.82
				OPERATIONS - OFFICE SUPPLIES	14.20
				Total for Check/Tran - 127091	: 71.02
127092 9/9/21	СНК	10169	OLYCAP	PWRBST/OLYCAP AUGUST 2021	1,147.19
127093 9/9/21	СНК	10170	OLYMPIC EQUIPMENT RENTALS	SHOP - RUBBER BOOTS	22.90
127094 9/9/21	СНК	10175	PACIFIC UNDERWRITERS CORP	LIFE - OCT 2021	94.75
				LTD - OCT 2021	1,326.79
				Total for Check/Tran - 127094	: 1,421.54
127095 9/9/21	СНК	10181	PENINSULA PEST CONTROL	RODENT SVC MO 310 FOUR CRNRS SEP 2021	65.46
				RODENT SVC MO 310 FOUR CRNRS SEP 2021	16.37
				Total for Check/Tran - 127095	: 81.83
127096 9/9/21	СНК	10188	PLATT ELECTRIC SUPPLY	CONDUIT COUPLING	305.23
т				CONDUIT COUPLING	61.01
ag				CONDUIT BELLEND	244.33
0 N				CONDUIT CAP	105.19
<u>.8</u>				CONDUIT COUPLING	249.73
Page 28 of 10₫				REPLACEMENT BATTERIES	249.84
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### 08/31/2021 To 09/13/2021

Bank Account: 1 - 1ST SECURITY - AP

09/14/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CONDUIT 2" 22 1/2° SWEEP-W BELL 36	672.06
				FISHLINE	92.91
				FISHLINE	46.45
				FISHLINE	46.45
				FISHLINE	46.45
				WIRE NUTS	212.77
				FISHLINE	46.45
				CONDUIT GLUE	429.55
				Total for Check/Tran - 127096:	2,808.42
127097 9/9/21	СНК	10193	PORT TOWNSEND LEADER	EMPLOY SRVC:BROADBAND INTERN 8/25/21	21.50
				EMPLOY SRVC:BROADBAND INTERN 8/25/21	10.00
				LEGALS:ELEC ENG ONCALL RFQ 8/4/21	126.00
				Total for Check/Tran - 127097:	157.50
127098 9/9/21	CHK	10203	PURMS JOINT SELF INSURANCE FUND	LIABILITY GENERAL ASSESSMENT 8.26.2021	16,086.13
				LIABILITY GENERAL ASSESSMENT 8.26.2021	4,021.53
				HEALTH & WELFARE AUG 2021	40,937.94
				Total for Check/Tran - 127098:	61,045.60
127099 9/9/21	CHK	10207	RAIN NETWORKS	PAESSLER PRTG 2500 1YR 9/18/21-9/17/22	1,134.64
				PAESSLER PRTG 2500 1YR 9/18/21-9/17/22	283.66
				Total for Check/Tran - 127099:	1,418.30
127100 9/9/21	СНК	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - HWY 101, LELAND BRIDGE 8/09	1,434.50
127101 9/9/21	СНК	10471	RICOH USA , INC DALLAS	4CORNERS (MOD DBW) RENT 9/18-10/17/21	69.73
				4CORNERS (MOD DBW) RENT 9/18-10/17/21	17.43
				4CORNERS (MOD TRPLW) RENT 9/19-10/18/21	81.49
D				4CORNERS (MOD TRPLW) RENT 9/19-10/18/21	20.37
				Total for Check/Tran - 127101:	189.02
0127102 9/9/21	СНК	10210	RICOH USA, INC	310 4 CRNRS (7427) IMAGES AUG 2021	63.01
				310 4 CRNRS (7427) IMAGES AUG 2021	15.75
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Accounts Payable Check Register

## 08/31/2021 To 09/13/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amoun
				4CRNRS IT MODLR (7287) IMAGES AUG 2021	10.22
				4CRNRS IT MODLR (7287) IMAGES AUG 2021	2.56
				310 TRPWID 4CRNRS (7683) IMAGES AUG 2021	12.17
				310 TRPWID 4CRNRS (7683) IMAGES AUG 2021	3.04
				Total for Check/Tran - 127102:	106.75
127103 9/9/21	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC SEP 2021	2,073.98
				ANSWER SVC SEP 2021	2,073.98
				ANSWER SVC SEP 2021	1,037.00
				Total for Check/Tran - 127103:	5,184.96
127104 9/9/21	CHK	10219	SHOLD EXCAVATING INC	GRAVEL DELIVERY - HADLOCK HEIGHTS 7/28	193.65
				SAW CUT CNCRT VAULT LID - FEEDER TO KALA	610.96
				Total for Check/Tran - 127104:	804.61
127105 9/9/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				TESTING:LEAD&COPPER BYWATER 8/19/21	36.00
				Total for Check/Tran - 127105:	360.00
127106 9/9/21	СНК	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL AUGUST 2021	1,147.19
127107 9/9/21	СНК	10389	ERIC R STOREY	CLOTHING ALLOWANCE 2021	198.63
127108 9/9/21	СНК	10237	STRANCO INC	TRANSFORMER DECALS	377.55
				1 1/2 REFLECTIVE NUMBERS	-31.49
2				Total for Check/Tran - 127108:	346.06

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## Accounts Payable Check Register

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## 08/31/2021 To 09/13/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amoun
127109 9/9/21	СНК	10400	DONALD K STREETT	PHONE ALLOWANCE - AUG 2021	45.0
127110 9/9/21	СНК	10252	ULINE	STAKE FLAGS	104.9
				STORAGE CABINET	561.6
				Total for Check/Tran - 127110:	666.64
127111 9/9/21	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - AUG 2021	89.0
				LOCATES - AUG 2021	83.8
				Total for Check/Tran - 127111:	172.8
127112 9/9/21	CHK	10818	WA STATE DEPT OF CORRECTIONS	EXECUTIVE BOARD ROOM TABLE EXTENSION	592.1
				EXECUTIVE BOARD ROOM TABLE EXTENSION	148.03
				Total for Check/Tran - 127112:	740.24
127113 9/9/21	CHK	10263	WA STATE DEPT OF HEALTH	PART B WTR SYS PLAN&SMA PLAN #20-1121	3,705.0
				PRINCIPAL SNOWCREEK: CONTR #00-65120-008	8,271.9
				INTEREST SNOWCREEK: CONTR #00-65120-008	206.8
				PRINCIPAL SPARLING: CONTR #DM10-952-018	26,887.1
				INTEREST SPARLING: CONTR #DM10-952-018	6,452.9
				PRINCIPAL KALA PT: CONTR# DM12-952-091	27,225.00
				INTEREST KALA PT: CONTR# DM12-952-091	4,083.7
				PRINCIPAL SPARLING: CONTR #DM13-952-177	42,167.50
				INTEREST SPARLING: CONTR #DM13-952-177	6,325.13
				Total for Check/Tran - 127113:	125,325.1
127114 9/9/21	СНК	10265	WA STATE DEPT OF RETIREMENT SYST	F RETIREMENT/REPORT #8828 AUGUST 2021-PERS	76,526.73
127115 9/9/21	СНК	10337	WA STATE DEPT OF TRANSPORTATION	UTILITY ACCMDTN APP FOR FRANCHISE AMDNT	500.00
127116 9/9/21	СНК	10496	WELLS FARGO VENDOR FIN SERV	4CRNRS COPYRNT SEP 21	315.09
σ				4CRNRS COPYRNT SEP 21	78.7
D v ne				Total for Check/Tran - 127116:	393.8
بر127117 9/9/21	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - AUG 2021	46.65
<u>-</u>				EAP SVC - AUG 2021	11.6
				Total for Check/Tran - 127117:	58.3
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## Accounts Payable Check Register

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## 08/31/2021 To 09/13/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
127118 9/9/21	СНК	10271	WESCO RECEIVABLES CORP	RETURN OF J-BOX TRAFFIC PROOF 24X36X36-P	-3,011.16
				LAG SCREW 1/2 X 4-TWIST DRIVE	250.93
				FIBER TRUNNION CLAMP	307.12
				WIRE #2 BARE 7 STRANDED SD CU	1,189.19
				POLE TOP PIN	531.86
				ARRESTER 10KV	1,707.72
				BUSHING EXTENDER 600 AMP	560.77
				Total for Check/Tran - 127118:	1,536.43
127119 9/9/21	СНК	9999	MIKE WRIGHT	REFUND - SCOPE OF WORK CHANGE WO#121103	240.00

Total Payments for Bank Account - 1 :	(116)	1,003,143.91
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(116)	1,003,143.91
Grand Total for Payments :	(116)	1,003,143.91
Grand Total for Voids :	(0)	0.00
Grand Total :	(116)	1,003,143.91

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## Accounts Payable Check Register

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## 08/31/2021 To 09/13/2021

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
151 9/1/21	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT SEP 2021		10,891.08
				PETERSON LAKE WIRE PMT SEP 2021		3,437.54
				Total for Check/Tran	- 151:	14,328.62
152 9/10/21	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER JUL 2021		952,113.00
				TRANSMISSION JUL 2021		105,664.00
				REGIONAL COORD SVC JUL 2021		966.00
				REGIONAL COMP ENFOR JUL 2021		1,207.00
				Total for Check/Tran	- 152:	1,059,950.00
				Total Payments for Bank Account - 1 :	(2)	1,074,278.62
				Total Voids for Bank Account - 1 :	(0)	0.00
				Total for Bank Account - 1 :	(2)	1,074,278.62
				Grand Total for Payments :	(2)	1,074,278.62
				Grand Total for Voids :	(0)	0.00
				Grand Total :	(2)	1,074,278.62

#### ISSUED PAYROLL CHECKS PAY DATE: 9/03/21

Empl	Position	Check #	Check Date	Amount
2000	WATER DISTRIBUTION MANAGER II	70939	09/03/2021	1,711.81
3032	CUSTOMER SERVICE REP	70940	09/03/2021	1,254.82
1052	SUMMER INTERN	70941	09/03/2021	495.78
2003	WATER TREATMENT PLANT OPERATOR III	70942	09/03/2021	2,109.59
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70943	09/03/2021	3,607.65
			_	\$ 9,179.65

#### DIRECT DEPOSIT PAYROLL PAY DATE: 9/03/2021

Empl	Position	Pay Date	Net Pay
3039	ACCOUTING TECH 1	9/3/2021	1,307.01
3052	ADMINISTRATIVE ASSISTANT	9/3/2021	2,286.53
1044	APPRENTICE LINEMAN	9/3/2021	2,867.32
1026	BROADBAND COORDINATOR	9/3/2021	1,997.52
4006	COMMISSIONER DIST 1	9/3/2021	,
4004	COMMISSIONER DIST 2	9/3/2021	2,323.93
4008	COMMISSIONER DIST 3	9/3/2021	1,854.32
3034	COMMUNICATIONS DIRECTOR	9/3/2021	,
3002	CUSTOMER SERVICE COORDINATOR	9/3/2021	1,414.51
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	9/3/2021	1,350.23
3022	CUSTOMER SERVICE REP	9/3/2021	,
3046	CUSTOMER SERVICE REP	9/3/2021	
3048	CUSTOMER SERVICE REP	9/3/2021	1,338.80
1027	ELECTRICAL ENGINEERING MANAGER	9/3/2021	
1041	ELECTRICAL SUPERINTENDENT	9/3/2021	3,977.17
2007	ENGINEERING DIRECTOR	9/3/2021	3,404.67
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	9/3/2021	
3033	FINANCE DIRECTOR	9/3/2021	3,566.88
1046	FLEET/WAREHOUSE HELPER	9/3/2021	2,473.02
1008	FOREMAN LINEMAN	9/3/2021	6,779.69
1012	FOREMAN LINEMAN	9/3/2021	4,950.06
1011	GENERAL MANAGER	9/3/2021	4,860.31
1042	GIS SPECIALIST	9/3/2021	2,368.20
1017	HEAD STOREKEEPER	9/3/2021	2,448.97
3047	HUMAN RESOURCES DIRECTOR	9/3/2021	2,616.95
3008	INFORMATION TECHNOLOGY MANAGER	9/3/2021	3,258.60
3028	IT SUPPORT TECHNICIAN	9/3/2021	1,737.50
1000	LINEMAN	9/3/2021	5,391.66
1016	LINEMAN	9/3/2021	4,329.93
1020	LINEMAN	9/3/2021	6,202.03
1034	LINEMAN	9/3/2021	4,020.43
1043	METER READER	9/3/2021	1,747.21
1047	METER READER	9/3/2021	1,825.59
1037	OPERATIONS DIRECTOR	9/3/2021	3,611.06
1050	PRE-APPRENTICE	9/3/2021	2,016.09
1051	PRE-APPRENTICE	9/3/2021	3,337.92
3004	RESOURCE MANAGER	9/3/2021	2,526.18
1003	SCADA TECH APPRENTICE	9/3/2021	3,797.17
3020	SERVICES DIRECTOR	9/3/2021	2,597.02
1031	STAKING ENGINEER	9/3/2021	2,486.90
1049	STAKING ENGINEER	9/3/2021	1,958.35
1014	STOREKEEPER	9/3/2021	2,503.57
1015	SUBSTATION/METER FOREMAN	9/3/2021	2,300.33
1033	SUBSTATION/METERING TECH	9/3/2021	4,178.64
1054	SUMMER INTERN	9/3/2021	563.31
3013	UTILITY ACCOUNTANT II	9/3/2021	1,624.84
3029	UTILITY ACCOUNTANT II	9/3/2021	
3003	UTILITY BILLING CLERK	9/3/2021	
3027	UTILITY BILLING CLERK	9/3/2021	
3000	UTILITY BILLING COORDINATOR	9/3/2021	1,629.06
2001	WATER DISTRIBUTION MANAGER II	9/3/2021	2,222.38
2002	WATER DISTRIBUTION MANAGER II	9/3/2021	2,225.82
2005	WATER DISTRIBUTION MANAGER II	9/3/2021	2,556.56 <b>\$ 140,813.14</b>
			J 140,013.14



### AGENDA REPORT

DATE: September 21, 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 12 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$7,484.47 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 12 inactive accounts owing \$7,484.47 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 September 21, 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	2	\$49.55
\$51 - \$100	1	\$89.06
\$101 - \$200	3	\$465.44
\$201 - \$300	0	\$0.00
Over \$300	6	\$6,880.42 <b>\$7,484.4</b>
TOTAL	12	7

Approval, Board of Commissioners

Jeff Randall Secretary

#### <u>September 21, 2021</u>

#### PUD Calendar

September 22nd-24<sup>th</sup>, 2021, WPUDA Water Workshop, per ZOOM

October 4, 2021, Monday, 5:00 PM 2022 Budget Hearing and Regular BOC Meeting

October 18, Monday, Special Meeting 10:00 AM-12:00 PM PPC, tentative, ZOOM Meeting

October 19, 2021, 5:00 PM Regular BOC meeting per ZOOM

October 26, 2021, Special Meeting 10:00AM-12:00 PM, title TBD



Agenda Bill AB 21-\_\_\_\_ Meeting Date: September 20, 2021 Agenda Item: I Regular Business Meeting I Workshop/Study Session Special Business Meeting

Submitted By: Steve King, PW Director Department: Public Works Date Submitted: September 15, 2021 Contact Phone: 360-379-5090

**BUDGET IMPACT: N/A for 2021** 

Included in Budget? Yes 🗆 No 🛛

**Expenditure Amount: \$** 

SUBJECT: Resolution 21-0xx, authorizing the City Manager to execute an interlocal agreement with the Port of Port Townsend for resource sharing and public works construction services.

#### **CATEGORY:**

- Consent
- □ Staff Report □ Ordinance
- □ Contract Approval □ Other:
- **D** Public Hearing (Legislative, unless otherwise noted)

□ Resolution

**3-Year Strategic Plan:** 4 - Ensure sustainable future for public services and facilities

Cost Allocation Fund: Choose an item.

#### SUMMARY STATEMENT:

The City was approached by the Jefferson County PUD and the Port of Port Townsend concerning a safety issue with the transmission lines and the Poplar Trees along Sims Way. Upon review of the situation, a joint effort has been developed to improve this situation while furthering the City's Gateway Plan.

The attached presentation will be provided at the Council meeting in which a description of the project elements will be detailed. In general, the project would entail removal of the trees, undergrounding of the power, installation of a pedestrian path, expansion of the Boat Haven boat yard and replacement of the Poplars with an appropriate tree that carries on the look at feel of the corridor while providing environmental and safety benefits.

Staff has presented this topic to the Parks, Recreation, and Tree Advisory Board as well as the Council Infrastructure and Development Committee. Minutes from those meetings are attached.

The presentation includes an approximate budget for the project at approximately \$2 million.

Passage of this resolution will enable staff to apply for grant funding in partnership with Jefferson County PUD and the Port of Port Townsend. Public Infrastructure Financing

grants are available through Jefferson County. Staff proposes applying for this funding as a supporting partner to the Port of Port Townsend.

Each of the three partners would bring resources to the table with the majority of funding coming from Jefferson PUD, the Port of Port Townsend, and the afore mentioned potential grant. It is anticipated that the City would need to provide \$100,000 in resources. Potential sources for this match includes: General fund reserves, possibility of 2023 banked capacity, in-kind staff time, other grant resources, and community fund raising for environmental benefit.

The schedule for this project would involve Public Outreach and design in 2022 with Construction in 2023 and 2024. Schedules are contingent on permitting and availability of funding.

Given the high level of public interest for the Poplars, the City anticipates a thorough public process to help obtain the best result possible for this work.

**ATTACHMENTS:** Presentation; Resolution 21-\_\_\_; minutes from the 8/24/21 PRTAB meeting; minutes from the 9/1/21 Council Infrastructure and Development Committee Meeting.

**CITY COUNCIL COMMITTEE RECOMMENDATION:** The Council Infrastructure and Dev. Committee recommended moving forward to find funding and perform public outreach on 9/1/21 consistent with recommendations from the PRTAB.

#### **RECOMMENDED ACTION:**

Motion to pass resolution

#### **ALTERNATIVES:**

Take No Action	Refer to Comm	nittee	Refer to Staff	Postpone Action
Remove from Consent	t Agenda	🗆 Waive Co	uncil Rules and approv	/e Ordinance
□ Other:				







# Sims Way Gateway and Tree Management

City Council Business Meeting – Sept. 20, 2021 Council Infrastructure and Dev. Committee – Sept. 1, 2021 Parks Recreation and Tree Advisory Board Meeting - August 24, 2021

### **Presentation Objective**

- Share information about this topic as well as feedback from the PRTAB and Council I&D Committee.
- Ask for feedback.
- Ask for support to apply for a Public Infrastructure Financing Grant.

### Problem Statement & Opportunity



## Setting and Background Gateway









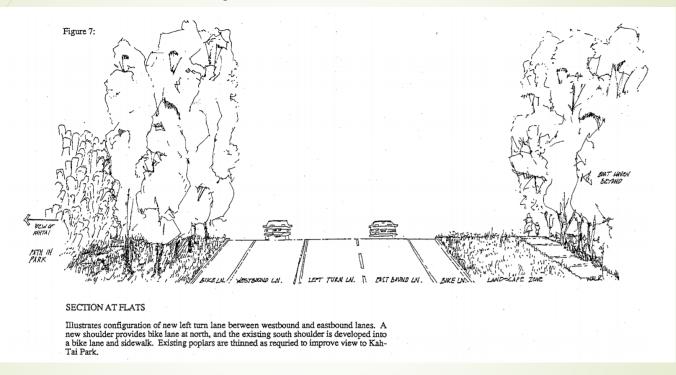




 Sims Way right of way line

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### References: Gateway Development Plan - 1993

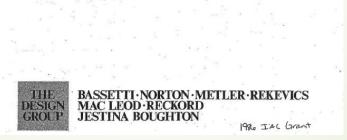


The Flats Commercial District proposes thinning of Poplars to enhance views... replanting of Poplars on the south side and other native trees on the north side... feature plantings along with trees and ground cover unique to this area... Strengthen pedestrian environment... Trees should be low enough to preserve views of uptown and the bluff... Sidewalk along the south side with a nature path on the north side.

Take away: Distinct difference between the north and south sides of Sims Way.

### Kah Tai Lagoon Park Landscape and Furniture Site Development -1986.





Recommended planting zones along Kah Tai to support the natural environment.

Recommends thinning and removal of Poplars with replanting of prescribed shrubs and trees according to the zone planting plan.

# City Code

#### The Right Tree in the Right Place

Some species may provide great habitat and wind break in a greenbelt location, but block views and grow into power lines if planted on a corner uptown.

It's critical to consider species growth habits and mature size when choosing a location for a new tree.

#### The Right Tree in the Right Place

- Will not cause safety or line of sight issues for drivers,
- Will not interfere with utilities,
- Will not substantially block views,
- Will not block use of sidewalk or roads.



Very short trees are a good fit under Power Lines

#### I Want to Plant a Tree

Great! The City generally encourages the planting of trees. The City will review all planting requests to ensure the <u>right tree is</u> <u>planted in the right place</u> to avoid future problems as the tree matures. See the preapproved tree list at: <u>cityofpt.us/development</u> <u>-services/page/trees-landscaping</u>

See back of brochure to learn how to apply for a no-fee permit!

**Right Tree Right Location.** 

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Manage Trees in right of way

#### The Wrong tree in the Wrong Place

Sometimes a tree is not a good fit for the chosen location.

- Tall growing trees should not be planted under power lines.
- Bushy trees should not be planted near corners because they can cause safety issues by blocking drivers' line of sight.
- Deciduous trees should not be planted next to storm drains; the leaves can clog the grates and lead to flooding.
- No vegetation may interfere with free use of the sidewalk or roadway, and must be continually maintained to prevent blocking.



Tall trees grow into Power Lines



Overgrown bushes block sidewalk

#### Removing Trees

While the City discourages removal of trees, it is sometimes necessary. If the tree is in the wrong place, or if the tree is dead, dying, diseased or dangerous it must be removed. Sometimes pruning can resolve the issue which is preferred over removal, and performed under advisement by a certified arborist to ensure tree health.



Private trees in the right of way. All work in the right of way requires a permit.

#### Who is Responsible for Trees?

Trees in the city right of way are generally considered "Private Trees" and are the maintenance responsibility of the adjacent property owner; however, the City is responsible for managing city right of way and its contents and thus all right of way work requires a permit and City review.

Additionally, sometimes the City will prune or remove trees that pose a hazard.

There are also "Public Trees" planted by the City, such as those in grates along Water Street, which the City maintains.

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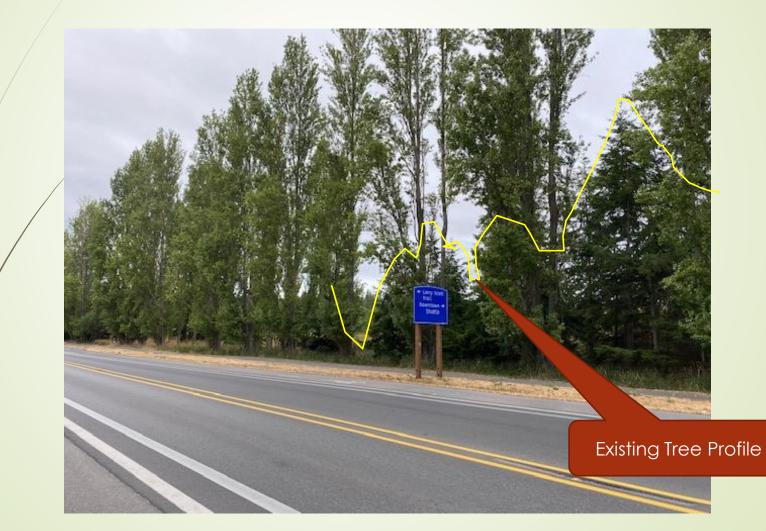
• Discourages planting of inappropriate trees such as Lombardi Poplars.

### Kah Tai Side of Sims



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### Kah Tai Side of Sims



### **Proposed Work Phases**

- 1. Mitigate the hazard Tree trimming and removal
- 2. Power undergrounding
- 3. Path installation and tree replanting
- 4. Boatyard expansion
- 5. Kah Tai side of Sims Way tree removal and planting

# Permitting Requirements

- Street Development Permit for all work within the right of way. (City, Port, and PUD)
- Flood Development Permit (Port of Port Townsend)
- Clearing and Grading Permit (Port of Port Townsend)
- Compliance with National Electric Code (PUD)

### Concepts – Sims and Boat Haven



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### Cost and Grants

- PUD Tree removal, undergrounding, and path installation. \$700,000
- Port Boatyard expansion. \$900,000
  - City Replanting on Boat Haven side of Sims. \$170,000
- City Tree removal and planting on Kah Tai side of Sims. \$200,000
- TOTAL = \$1,970,000
- Grants are necessary!

### **Tree Restoration Feedback**

### PRTAB

- Right Tree, Right Location. Poplars are not the right tree
- Restoration should consider native trees, diversity, height, CO2 Sequestration, Water update, and aesthetics
- Concern over the Kah Tai side. Poplars need to be removed per prior recommendations for environmental health
- Recognize community interest and potential push back
- I&D Council Committee
  - Support PRTAB
  - Support Partnership
  - Support Public Outreach

### Public Outreach Necessary

Work with PRTAB

Public Process Recommendations

- Work with partners
- Develop visualizations
- Work through process of selecting the appropriate trees and landscaping
- Further the Gateway Plan vision with adjustments to today's environment.

### **Discussion and Questions**





### **AGENDA REPORT**

DATE:	09/21/2021
то:	Board of Commissioners
FROM:	Will O'Donnell
RE:	Suggested Revisions to BOC Regular Meeting Agenda

**BACKGROUND:** Staff was asked to look at ways to reduce the likelihood that Regular Meetings of the PUD's BOC would go late into the evening. Staff drafted a revised regular meeting agenda and brought it to the Commission on Sept. 7, 2021.

**RECOMMENDATION:** Following feedback from the Commission on Sept 7<sup>th</sup>, staff recommends the following changes to the BOC Regular Meeting Agenda template.

- 1. Begin all regular meetings at 4pm.
- 2. Move Manager and Staff Reports after Old and New Business.

#### FISCAL IMPACT: N/A

**SUGGESTED ACTION:** Approve a Motion to adopt the revised Regular Meeting Agenda Template as presented starting with the Regular Meeting on October 19, 2021.

### REVISED REGULAR MEETING AGENDA TEMPLATE:

- 1. CALL TO ORDER (4PM)
- 2. <u>AGENDA REVIEW</u>
- 3. <u>GENERAL PUBLIC COMMENT</u>

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 max.)** 

### 4. CONSENT AGENDA:

Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.

- 4.1 Prior Minutes
- 4.2 Vouchers
- 4.3 Financial Report
- 4.4 PUD Calendar
- 5. OLD BUSINESS:
- 6. <u>NEW BUSINESS:</u>
- 7. MANAGER AND STAFF REPORTS:
- 8. COMMISSIONER REPORTS:
- 9. EXECUTIVE SESSION
- 10. ADJOURN



#### AGENDA REPORT

DATE: September 20, 2021

TO: Board of Commissioners

FROM: Mike Bailey, Finance Director/Auditor

RE: RUS Rural Energy Savings Program Application

SUMMARY: Staff has been reviewing and working with RUS to establish a loan through the Rural Energy Savings Program. This program would allow Jefferson PUD to borrow money from RUS and in turn lend it to our customers for energy efficiency improvements.

BACKGROUND: RUS RESP has established a list of qualified applications and improvements that are eligible for financing to increase energy efficiency in our service territory. Attached is the list of those RUS approved activities. This program would pay for itself by establishing a loan program lending funds to customer approved projects. The loan program would allow for on-bill financing to customers to participate in energy efficiency programs.

ANALYSIS/FINDINGS: This program is an opportunity to assist customers by making it affordable to increase a home's energy efficiency. Customers would be able to finance the energy efficiency projects through on-bill financing.

FISCAL IMPACT: The program will pay for itself as the PUD will borrow the money from RUS at 0% but is able to charge a low interest rate to the customer to cover the cost of the program. There will be some staff time involved in administering the loan program. Only those customers who participate in the loan program would be paying for it.

RECOMMENDATION: Staff recommends that the Board approves the resolution authorizing the PUD to enter into a loan agreement with the RUS Rural Energy Savings Program and establish a loan program for our customers.

### Public Utility District 1 No. 1 Of Jefferson County

### RESOLUTION 2021\_\_\_\_

A Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (JPUD), establishing the JPUD Energy Efficiency Loan Program.

### RECITALS

**WHEREAS**, Jefferson County Public Utility District No. 1 has developed the JPUD Energy Efficiency Loan Program for the rural areas in our service territory intended to be funded with the proceeds from the United States Department of Agriculture's Rural Energy Savings Program;

**WHEREAS**, Jefferson County Public Utility District No. 1 will offer energy savings programs to customers of the utility. Including Energy Efficient Appliance Upgrades, Heat pumps, and other eligible energy efficiency programs authorized by the Rural Energy Savings Program;

**WHEREAS,** Jefferson County Public Utility District No. 1 has developed a comprehensive implementation work plan and financial forecast for JPUD Energy Efficiency Loan Program;

**WHEREAS**, Jefferson County Public Utility District No. 1 has developed a comprehensive measurement and verification program in connection with JPUD Energy Efficiency Loan Program;

**WHEREAS**, the financial forecast, the implementation work plan and the measurement and verification program, and related documents will be considered by the Rural Utilities Service, an agency of the United States Department of Agriculture, in making a determination to make a financially feasible and adequately secure loan to Jefferson County Public Utility District No. 1;

**WHEREAS**, Jefferson County Public Utility District No. 1 intends to submit a loan application under the Rural Energy Savings Program Loan as prescribed in the Rules and Regulations published in the Federal Register, Vol. 85, No. 64 on April 2, 2020;

**NOW THEREFORE BE IT RESOLVED**, that Jefferson County Public Utility District No. 1 approves the implementation work plan, the financial forecast and related documents in connection to the JPUD Energy Efficiency Loan Program,

**BE IT ALSO RESOLVED**, that Jefferson County Public Utility District No. 1's officers, managers, and staff are authorized to carry out all necessary actions –including but not limited to the executing and attesting all necessary documentation- in connection with the loan application to participate in the Rural Energy Savings Program as provided in the NOSA (Notice of Solicitation of Applications);

**BE IT FURTHER RESOLVED** that Jefferson County Public Utility District No. 1's officers are authorized to apply and take a loan in the amount of \$5,000,000 to carry out JPUD Energy Efficiency Loan Program;

**BE IT ALSO RESOLVED**, that the loan shall bear a maturity date to cover an approximate period of 20 years.

### CERTIFICATION OF SECRETARY

I, Jeff Randall, Secretary of Jefferson County Public Utility District No. 1, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Commissioners of Jefferson County Public Utility District No. 1 on September 21, 2021 at which a quorum was present and voted.

Jeff Randall, Secretary

[ SEAL]

### **RESP Eligible Activities**

- 1. Lighting Improvements (Residential and Commercial)
- 2. HVAC Systems
- 3. Building Envelope Improvements
- 4. Water Heaters
- 5. Compressed Air Systems
- 6. Motors
- 7. Boilers, Dryers, Heaters, and process related equipment
- 8. Energy Audits
- 9. On or Off Grid Renewable Energy Systems
- 10. Energy Storage Devices
- 11. Energy Efficient Appliance Upgrades (fixed to real property)
- 12. Irrigation or Water and Waste Disposal System Efficiency Improvements
- 13. Replacement of Manufactured Homes
- 14. Electric Vehicle Chargers in behind the meter applications
- 15. Other Approved Activities and investments directly related to Energy Efficiency Implementation

Position 3

USDA Form RD 400-4 (Rev. 11-17)

**ASSURANCE AGREEMENT** (Under Title VI, Civil Rights Act of 1964) FORM APPROVED OMB No. 0575-0018

OMB No. 0570-0062

#### The Jefferson County Public Utility District #1

(name of recipient)

#### 310 Four Corners Rd., Port Townsend, WA 98368

(address)

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to http://www.lep.gov;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.)[as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

- 1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
- 2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
- 3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
- You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed 4. in program guidance.
- 5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
- If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, 6. national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
- 7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

#### Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

#### **Employment Practices**

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

#### Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof	Jefferson	County	Public	Utility	District	#1
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*(name of recipient)* 

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

	(SEAL)			Recipient
			September 21, 2021	
				Date
Attest:			President	
		Title		Title

on this

#### **LOBBYING CERTIFICATION**

Statement For Loan Guarantees And Loan Insurance

The undersigned states to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U. S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Jefferson County Public Utility District #1

**Organization Name** 

<mark>Dan Toepper,</mark> President Name of Authorized Official

Signature

<u>9/21/2021</u> Date



# AGENDA REPORT

RE:	Public Works Board Grant Authorization
FROM:	Will O'Donnell, Communications Director
то:	Board of Commissioners
DATE:	Sept 21, 2021

**BACKGROUND:** Staff has been working on a grant proposal to potentially build fiber connections to over 200 homes along and around Hwy 20 between Anderson Lake Rd and Four Corners Road. We are seeking \$2M from the WA State Public Works Board to fund the project. Construction would begin in 2022 if awarded. No match is required. A resolution from the board authorizing staff to apply is required to be eligible to submit a proposal. Applications are due October 1<sup>st</sup>.

**ANALYSIS/FINDINGS:** The resolution requires the BOC to certify by resolution that the PUD has addressed the Greenhouse Gas Emission Reduction requirements (Adopted policy attached from 2010) as well as other standard requirements listed in the resolution. Staff has met or will meet these requirements.

**FISCAL IMPACT:** \$2M in funding in 2022.

**RECOMMENDATION:** Approve resolution 2021-XXX **authorizing staff to apply to the** Washington State Public Works Board-Broadband Federal funded program for a grant to construct fiber along East Discovery Bay and Anderson Lake Rd.

Attached: Resolution, Project Area Map, Greenhouse Gas Policy

## **RESOLUTION NO. 2021-XXX**

A Resolution of the Board of Commissioners of Jefferson County Public Utility District No.1 of Washington ("JPUD") authorizing staff to apply to the Washington State Public Works Board-Broadband Federal funded program for a grant to construct fiber along East Discovery Bay and Anderson Lake Rd.

# RECITALS

WHEREAS, JPUD is applying to the Washington State Public Works Board-Broadband Federal funded program for a grant for eligible construction project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCA, and must have adopted development regulations in conformance with requirements of chapter 36.70A RCW (only applicable for only the local governments planning under GMA), and

WHEREAS, RCW 70.235.070 requires Greenhouse Gas Emission Reduction requirements; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in chapter 82.46 RCW; and

WHEREAS, the local governing body or private entity has approved submission of this application for a Public Works Board-Broadband; and

WHEREAS, the applicant recognizes and acknowledges that the information in the application forms is the only information, which will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding. In order to ensure fairness to all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, it is necessary that certain conditions be met as part of the application process; and

WHEREAS, RCW 43.155.160(3) requires that the project will be advertised for competitive request for proposals and administered according to standard local procedure; and (or if you are a private business, you need to advertise a competitive proposal); and

WHEREAS, the grant will not exceed the maximum amount allowed by the Board of eligible costs incurred for the project; and

WHEREAS, the information provided in this application is true and correct to the best of the applicant's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent grant agreement(s); and

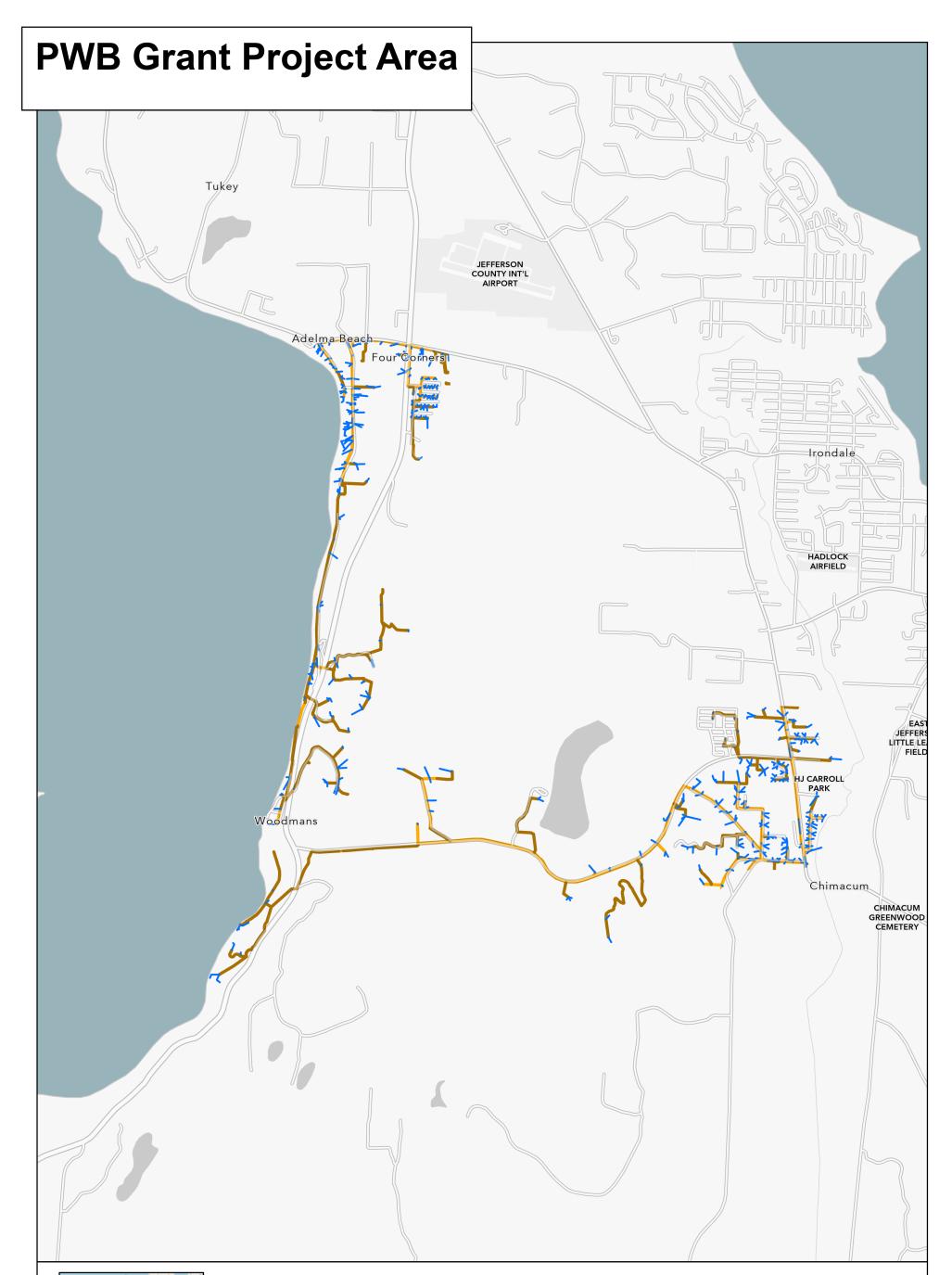
**NOW THEREFORE**, The Board of Commissioners of the Jefferson County Public Utility District No.1of Washington certify that the PUD meets the requirements and confirms the Recitals above, and further that it intends to enter into a grant agreement with the Public Works Board, provided that the terms and conditions are satisfactory to both parties.

APPROVED AND ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson, County, Washington, this 21st day of September 2021.

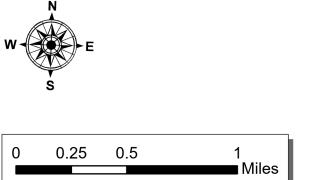
Dan Toepper, President

Kenneth Collins, Vice President

Jeff Randall, Secretary











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

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#### **PUBLIC UTILITY DISTRICT NO. 1**

#### OF

## JEFFERSON COUNTY, WASHINGTON

#### **RESOLUTION NO. 2010-006**

# A RESOLUTION Establishing a Green House Gas Emission Reduction Policy for PUD#1 of Jefferson County

WHEREAS, federal, state and local governments throughout the United States are adopting emission reduction targets and programs in an effort to address the impacts of climate change;

WHEREAS, many local governments throughout the nation, both large and small, are reducing the production of global warming pollutants trough programs that provide economic and quality of life benefits, such as reduced energy bills, green space preservation, air quality improvements, reduced traffic congestion, improved transportation choices, and economic development and job creation through energy conservation and new energy.

NOW THEREFORE BE IT RESOLVED, PUD Number 1 of Jefferson County hereby adopts the following policies and/or procedures to benefit its constituents and natural resources and reduce the emission of greenhouse gasses:

#### **TECHNOLOGIES:**

PUD Buildings Policy Details: The design of how new PUD buildings should emphasize costeffective, energy- efficient construction and operation; encourage energy conservation practices in buildings by raising the awareness of employee's own energy use; conduct energy audits of PUD buildings, evaluate potential conservation measures, and then carry out those measures that are appropriate; and promote weatherization programs for existing buildings.

PUD EMPLOYEE ORIENTED POLICY DETAILS:

Encourage ride-sharing, van-pooling, bicycling, and the use of flex-time schedules by employees: provide public recognition of effective programs through awards and other mechanisms; encourage energy conservation practices in buildings by raising the awareness of employees own energy use.

# ENERGY SOURCE & USE POLICY DETAILS:

Reduce greenhouse gases by expanding the use of conservation and alternative energy sources.

# FLEET & VEHICLE POLICY DETAILS:

Implement an energy-sensitive fleet management program, to include driver training, the use of alternate energy sources such as electricity, diesel or bottled gas, fuel-efficient vehicles, frequent tuning and maintenance of vehicles, and the use of re-refined motor oil in fleet vehicles; reduce pollutants from transportation activities, including through the use of cleaner fuels and vehicles and increasing alternatives to driving alone, as well as design and land use; and Purchasing Policy Details: utilize purchasing to promote reductions in GHG emissions by the suppliers of its goods and services; reduce pollutants from transportation activities for transportation activities, including alone, as well as design and land use; and purchasing the use of cleaner fuels and vehicles and increasing alternatives to driving alone, as well as design and land use; and purchasing the use of cleaner fuels and vehicles and increasing alternatives to driving alone, as well as design and land use; and purchasing the use of cleaner fuels and vehicles and increasing alternatives to driving alone, as well as design and land use; use of remote monitoring equipment

#### EQUIPMENT ORIENTED POLICY DETAILS:

Monitor the efficiency of the pumps in water and sewer systems, and operate and maintain them at peak efficiency. When other performance measurements are equal, the one using the least amount of energy shall be preferred.

#### WASTE REDUCTION AND USE POLICY DETAILS:

Implement a solid waste strategy which: Reduces the solid waste stream by recycling and other means; Investigates ways to convert non-recyclable solid waste to energy; and promotes the purchase of recycled and recyclable goods.

#### **GLOBAL POLICY IDEAS:**

Reduce the rate of energy consumption through conservation and alternative energy forms to extend the life of existing facilities and infrastructure; maintain and, where possible, improve air and water quality, soils, and natural systems to ensure the health and well-being of people, animals, and plants. Reduce the impacts of transportation on air and water quality, and climate change; reduce levels for air toxics, fine particulates, and greenhouse gases; protect and enhance the environment and public health and safety when providing services and facilities; and conserve natural resources such as water and open space to minimize energy used and GHG emissions and to preserve and promote the ability of such resources to remove carbon from the atmosphere.

# PUBLIC EDUCATION & OUTREACH

Encourage PUD customers to conserve water and power resources and to minimize the generation of Green House Gas.

Explore and implement alternatives for the conserving and generating energy through renewal sources should the PUD become an electrical utility.

ADOPTED THIS 5<sup>th</sup> DAY OF MAY, 2010

Ken Mo Millen

President

Wayne King

Barney Burke

Vice-President

Secretary

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# AGENDA REPORT

DATE:9/21/2021TO:Board of CommissionersFROM:Will O'Donnell, Communications DirectorRE:EEI Fund Transfer from City of Port Angeles

**BACKGROUND:** The City of Port Angeles's Electric Utility has experienced project delays and will not be able to roll over all their existing BPA EEI funding to the next rate period in October. In order to prevent the City of PA from losing the funding altogether, BPA staff have arranged for Jefferson County PUD to accept \$50,000 of EEI funding via a bilateral transfer before the end of the current rate period on Sept 30, 2021. After the new rate period begins in October, Jefferson PUD would transfer the \$50,000 back to the City of Port Angeles.

Jefferson County PUD's EEI program is not impacted by the transfer. We are not at risk of losing rollover funding as we have expended nearly all of our allotment. The purpose for accepting and returning the funds is to be of aid to a fellow utility. We will bring a similar request back to the BOC in October to authorize transfer of funding back to the City of Port Angeles.

# FISCAL IMPACT: Net of \$0 as of Oct 31, 2021

**RECOMMENDATION:** Approve a motion to authorize the General Manager to sign contracts with the City of Port Angeles and BPA authorizing the transfer of EEI program funds to Jefferson County PUD.

# INTERLOCAL AGREEMENT BETWEEN JEFFERSON COUNTY PUBLIC UTILITY DISTRICT AND CITY OF PORT ANGELESFOR SHARING OF ELECTRIC SYSTEM RELATED SERVICES

THIS INTERLOCAL AGREEMENT (the "Agreement") is made this \_\_\_\_\_\_ day of September, 2021, between Jefferson County Public Utility District, a Washington public utility district (hereinafter "Jefferson PUD"), and the City of Port Angeles, a non-charter code city and municipal corporation of the State of Washington (hereinafter "City"). Jefferson PUD and the City are jointly referred to herein as (the "Parties") and individually as ("Party").

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

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

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

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

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

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

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

#### 1.0 PURPOSE.

The purpose of this Agreement is to establish procedures whereby the Parties can combine, share, and use their respective skills and assets, thereby expediting their respective receipt and delivery of electricenergy and related services to customers within their respective service areas. The cooperative efforts enabled by this Agreement are intended to reduce the cost of electric system planning, construction, and operation over what would otherwise be achieved if the Parties acted independently. Further, this Agreement enables a sharing of benefits available to each Party as a wholesale customer of the Bonneville Power Administration ("BPA").

#### 2.0 DECISIONS.

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

#### 3.0 GENERAL SCOPE OF SERVICES.

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

#### 3.1 EXHIBIT A- TRANSFERS

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

#### 4.0 COMPENSATION FOR SERVICES.

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

#### 5.0 TERM.

This Agreement shall commence as of the date entered in the above first paragraph of this Agreement and shall continue until **day 30 of the month of September 2023** unless either Party terminates this agreement by providing written notice to the other Party, not less than 30 days prior to thedate such party desires the termination of the Agreement to become effective. Either Party may require that the terms and conditions of this Agreement be re-negotiated by providing written notice to the other Party desires the modification to the Agreement to become effective. A notice of renegotiation shall not be a notice of termination; however, nothing prevents a party from delivering both a notice of renegotiation and a notice of termination.

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

#### 6.0 CONTACT PERSONS.

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

For Port Angeles City Manager

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

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

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

- 7.1 *Release by City.* To the extent permitted by law, the City hereby releases Jefferson PUD, its successors and assigns, Directors, Commissioners, officers, employees, agents, and representatives from any and all claims, losses, injuries, harm, liabilities, damages, costs, charges and expenses including all reasonable and necessary attorney's fees incurred in connection with Jefferson PUD and its employees' performance under this Agreement.
- 7.2 *Release by Jefferson PUD.* To the extent permitted by law, Jefferson PUD hereby releases the City, its successors and assigns, Directors, Commissioners, officers, employees, agents, and representatives from any and all claims, losses, injuries, harm, liabilities, damages, costs, charges and expenses including all reasonable and necessary attorney's fees incurred in connection with the City and its employees' performance under this Agreement.
- 7.3 *Indemnification.* Each Party, as an indemnitor, agrees to protect, defend, hold harmless, and indemnify each other Party from and against all third party claims, suits, and actions arising from the intentional or negligent acts or omissions of such indemnitor, its agents, or employees in the performance of this Agreement.

#### 8.0 EXTENT OF AGREEMENT AND MODIFICATIONS.

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

#### 9.0 MISCELLANEOUS PROVISIONS.

- 9.1 *No waiver.* The failure of either Party to insist upon or enforce strict performance by the other Party of any provision of this Agreement or to exercise any right under this Agreement shall notbe construed as a waiver or relinquishment to any extent of such Party's right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.
- 9.2 *Applicable Law.* This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Washington, except to the extent such laws may be preempted by the laws of the United States of America.

- 9.3 *Governing Law and Venue:* The Parties agree that any dispute shall be governed by the laws of the State of Washington, and any proceeding in law or in equity shall be brought in Clallam County, State of Washington, or such other place as both Parties may agree to in writing.
- 9.4 *Standards.* The Parties and the Parties' employees and agents will adhere to applicable professional and ethical standards and will perform all work in a manner consistent with generallyaccepted skill and care and prudent utility practice for the type of work undertaken.
- 9.5 *Neutral Authorship:* Each of the provisions of this Agreement has been reviewed and negotiated and represents the combined work product of the Parties. No presumption or other rules of construction, which would interpret the provisions of this Agreement in favor of or against the party preparing the same, shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.
- 9.6 *Entire Agreement.* This Agreement sets forth the entire Agreement and supersedes any and all prior Agreements of the Parties with respect to the subject matters hereof.
- **9.7** *Arbitration:* The Parties mutually covenant to work cooperatively to timely resolve any dispute that may arise between the Parties concerning this Agreement. However, if the Parties cannot mutually settle a dispute, the dispute or claim shall be submitted to binding arbitration.
- 9.8 *Notices:* All notices, demands, requests, consents, and approvals which may, or are required tobe given to any party or any other party hereunder, shall be in writing and shall be deemed to have been duly given if delivered personally, sent by facsimile, sent by a nationally recognized overnight delivery service, or if deposited in the United States mail and sent by registered or certified mail, return receipt requested, postage paid to:

Jefferson County Public Utility District:

General Manager Jefferson County PUD 310 4 Corners Rd Port Townsend WA 98368

City of Port Angeles:

City Manager City of Port Angeles 321 E. Fifth Street Port Angeles, WA 98362 **IN WITNESS WHEREOF,** the Parties hereto have caused this Agreement to be executed by their duly authorized representatives all as of the day and year first above written.

JEFFERSON COUNTY PUD

DATE

GENERAL MANAGER

ATTEST:

**CITY OF PORT ANGELES** 

DATE

Nathan A. West
CITY MANAGER

ATTEST:

Exhibit A to interlocal Agreement between Jefferson County PUD & City of Port Angeles

# EXHIBIT A

# **BPA EEI BUDGET TRANSFERS**

This Exhibit A is attached to and by this reference incorporated into the Interlocal Agreement between Public Utility District No. l of Jefferson County ("Jefferson PUD") and the City of PortAngeles ("City") (collectively referred to as the "Parties").

# 1.0 Budget Transfer-BPA Rate Period (FY 2020-21 and FY 2022-2023)

Subject to Bonneville Power Administration ("BPA") approval, Jefferson PUD and the City agree for each Party's respective BPA Rate Period (FY 2021-22 and FY 2022-2023) as follows:

Jefferson PUD and the City agree to request that BPA transfer **FIFTY THOUSAND DOLLARS** (\$50,000) of BPA's Rate Period (FY 2020-21) Energy Efficiency Incentive (EEI) program budget funds, which were previously allocated to Port Angeles, to Jefferson PUD.

On the first day of the next BPA rates period (FY 2022-2023) Jefferson PUD shall request that BPA transfer **FIFTY THOUSAND DOLLARS (\$50,000)** of BPA's Rate Period (FY 2022-22) Energy Efficiency Incentive (EEI) program budget funds, which were previously allocated to Jefferson PUD, to the City.

In both cases, this transfer does not involve any actual monetary payment by the City to Jefferson PUD or vice-versa, nor is the City obligated to make any payment to Jefferson PUD or vice-versa. Rather, it is a joint request to BPA to allocate a portion of the BPA EEI program budget funds allocated to the City for Rate Period (FY 2020-21) to Jefferson PUD, and Jefferson PUD to the City (FY 2022-2023).

# 2.0 Conditions on Transfer

For this specific transfer of EEI program budget during BPA Rate Period (FY 2020-2021) from the City to Jefferson PUD, and this specific EEI program budget during BPA Rate Period (FY 2022-2023) from the Jefferson PUD to the City there are no conditions on the transfer with the exception of BPA prior approval.

# 3.0 Amendments to Exhibit A

Should either Party request future fiscal year BPA conservation budget transfers from the Page 86 of 101

other Party and such Party agrees, then it shall be by amendment to this Exhibit A, pursuant to written agreement of the Parties.

Page 1 of 2

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

JEFFERSON COUNTY PUBLIC UTILITY DISTRICT

General Manager

ATTEST:

**CITY OF PORT ANGELES** 

<u>Nathan A. West</u> City Manager

ATTEST:



# Bilateral Transfer Request and Attestation

# Transfer Request Form

This form is to be used to request a customer-to-customer transfer of EEI funds. Please complete all necessary fields.

# Source Customer

Source Customer Name	Amount of Bilateral Transfer
Requested Effective Date of Transfer	Authorized Representative Name
Authorized Representative Signature	Date of Signature
Recipient Customer	
Recipient Customer Name	Amount of Bilateral Transfer
Authorized Representative Name	
Authorized Representative Signature	Date of Signature

By submitting this form, the Source and Recipient Customer representatives warrant that (1) each respective representative has the authority to initiate a bilateral transfer (2) each approves this transfer request and (3) neither customer has received, given or planned to receive anything of value for this transfer. Value does not include the transfer of funds in current or future rate periods. Approved transfer requests will result in revisions to the customers' implementation budgets. Revisions will be reversed if the value provision is violated, and customers will be required to return funds received pursuant to the transfer.

# Limitations on Bilateral Transfer Requests

BPA will process bilateral transfers as requested, provided that on the effective date of the transfer and net of invoices submitted to BPA, the Source Customer has sufficient Implementation Budget to satisfy the request. If, on the requested effective date, there is insufficient Implementation Budget from the Source Customer to execute the request, BPA will notify the Source Customer and the Recipient Customer. The two customers may choose to refine and resubmit an amended Bilateral Transfer Request.

BPA will accept, hold and process Bilateral Transfer Requests on the effective date, so long as the effective date is no more than two years from the signature date of the request (e.g. for a period no longer than one rate period).



# Bilateral Transfer Request and Attestation

# Transfer Request Form

This form is to be used to request a customer-to-customer transfer of EEI funds. Please complete all necessary fields.

# Source Customer

Source Customer Name	Amount of Bilateral Transfer
Requested Effective Date of Transfer	Authorized Representative Name
Authorized Representative Signature	Date of Signature
Paginiant Customor	
Recipient Customer	
Recipient Customer Name	Amount of Bilateral Transfer
Authorized Representative Name	
Authorized Representative Signature	Date of Signature

By submitting this form, the Source and Recipient Customer representatives warrant that (1) each respective representative has the authority to initiate a bilateral transfer (2) each approves this transfer request and (3) neither customer has received, given or planned to receive anything of value for this transfer. Value does not include the transfer of funds in current or future rate periods. Approved transfer requests will result in revisions to the customers' implementation budgets. Revisions will be reversed if the value provision is violated, and customers will be required to return funds received pursuant to the transfer.

# Limitations on Bilateral Transfer Requests

BPA will process bilateral transfers as requested, provided that on the effective date of the transfer and net of invoices submitted to BPA, the Source Customer has sufficient Implementation Budget to satisfy the request. If, on the requested effective date, there is insufficient Implementation Budget from the Source Customer to execute the request, BPA will notify the Source Customer and the Recipient Customer. The two customers may choose to refine and resubmit an amended Bilateral Transfer Request.

BPA will accept, hold and process Bilateral Transfer Requests on the effective date, so long as the effective date is no more than two years from the signature date of the request (e.g. for a period no longer than one rate period).



# **ENERGY EFFICIENCY PROGRAMS**

**MONTHLY REPORT** 

August 2021

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# **MONTHLY REPORT**

#### TABLE 1: CALENDAR YEAR SUMMARY:

Program	#	kWh bus bar	Incentive
	Projects/Units	Saved	
Commercial Lighting	2	1,211,508	\$51,012
Commercial Ductless Heat Pump	3	21,807	\$6,250
Commercial Heat Pump Retrofit	1	124,674.48	\$29,000
Commercial Connected Thermostat	0	0	0
Residential Ductless Heat Pump	101	218,736.83	\$124,700
Residential VSHP/Non VSHP - PTCS	60	155,550.22	\$66,600
Residential ASHP – Non PTCS	1	6,557.85	\$1,300
Residential Windows	22	16,314.01	\$19,857.04
Residential Heat Pump Water Heater	14	20,663.02	\$8,400
Residential SMART Thermostats	2	1,146.63	\$300
Residential Appliance	18	3,867.05	\$1,140
Residential Weatherization	4	3,435.67	\$4,078
Residential Duct Sealing	0	0	0
Residential NEEM Manufactured Home	2	5,429.58	\$2,400
Residential Electric Vehicle Charging	1	43	\$20
TOTALS	231	1,777,936.80	\$321,194.58

#### MONTHLY SUMMARY

There were 38 projects completed in August. They consisted of one Commercial Heat Pump Retrofit project, 24 Residential Ductless Heat Pump projects, four Residential Variable Speed Heat Pump conversion projects, two Residential Variable Speed Heat Pump upgrade projects, two Residential Window projects, three Residential Heat Pump Water Heater projects, and two Residential Appliance projects.

I answered over 31 incoming customer and trade ally calls in August and called out 13 times to customers and/or trade allies for follow up to questions or to explain the incentives and program process. I also responded to eight emails from customers and trade allies.

#### Table 2: EEI Budget for FY2020/2021

Funds available	Requested this month-including pay	Number of	kWh savings	Remaining Funds
	for performance	Projects		
\$930,519.23	\$83,565.06	658	2,678,562.55	\$38,875.60

#### MONTHLY DETAILS:

#### Commercial Lighting Program:

We are still waiting for the required paperwork for the 4 Corners Mini Storage, Offices and Exterior project so we can request the incentive.

Page 2 of 6

Andy completed a pre walkthrough with Peter Stein in Port Townsend on his shipwright buildings. Peter has a couple buildings with 1000 and 400 watt MH that need to be converted as well as some old T12 and T8 fixtures throughout some of his other out buildings. Peter is planning to work with CED in Port Angeles for pricing and final project design with kWh starting at about 45,877.

Andy post verified the 16 fixture installation for Chimacum Schools and is currently working with the installers and school district to obtain final invoicing and details in order for Mike P to fully process prior to year-end. The project is saving 6,498 kWh.

Table 3 below provides month and year comparison details for the Commercial Lighting program.

Month	2021 Projects	Incentives	kWh
August	0	0	0
YEAR TOTAL	2	\$51,012	1,211,508

#### Table 3: Commercial Lighting Program Results (in bus bar kWh)

#### Commercial Ductless Heat Pump Program

There were no Commercial Ductless Heat Pump projects completed in August.

Table 4 below provides month and year comparison details for the Commercial Ductless Heat Pump program.

#### Table 4: Commercial Ductless Heat Pump Program Results (in bus bar kWh)

Month	2021 Projects	Incentives	kWh
August	0	0	0
YEAR TOTAL	3	\$6,250	21,807

#### Commercial Heat Pump Retrofit Program

There was one Commercial Heat Pump Retrofit project (South Bay Community Assoc.) completed in August.

Table 5 below provides month and year comparison details for the Commercial Heat Pump Retrofit program.

#### Table 5: Commercial Heat Pump Retrofit Program Results (in bus bar kWh)

Month	2021 Projects	Incentives	kWh
August	1	\$29,000	124,674.48
YEAR TOTAL	1	\$29,000	124,674.48

#### **Commercial Custom Projects:**

Steven Scott, BPA Engineer spoke with the energy engineer again at QFC/Kroger and found out they are still waiting on the final invoices for both refrigerated case door projects at QFC 870

Page **3** of **6** 

in Port Hadlock and QFC 106 in Port Townsend. Hopefully they will be finalized in October for about \$25,000 each worth of incentives and over 200,000 kWh savings.

# Residential Ductless Heat Pump Program (DHP):

There were 24 projects submitted this month.

Table 6 below provides month and year comparison details for the Ductless Heat Pump program.

#### Table 6: Ductless Heat Pump Program Results (in bus bar kWh)

Month	2021 Projects	Incentives	kWh
August	24	\$31,200	53,852.91
YEAR TOTAL	101	\$124,700	218,736.83

# Residential Variable/Non Variable Speed Heat Pump Program - PTCS:

There were six projects completed this month.

Table 7 below provides month and year comparison details for the Residential Variable and Non Variable Speed Heat Pump program.

# Table 7: Residential Variable/Non Variable Speed Heat Pump Program Results – PTCS (in bus bar kWh)

Month	2021 Projects	Incentives	kWh
August	6	\$10,000	11,082.06
TOTALS	60	\$66,600	155,550.22

# Residential Air Source Heat Pump Program – Non PTCS:

There were no projects completed this month.

Table 8 below provides month and year comparison details for the Residential Air Source Heat Pump program.

# Table 8: Residential Air Source Heat Pump Program Results – Non PTCS (in bus bar kWh)

Month	2021 Projects	Incentives	kWh
August	0	0	0
TOTALS	1	\$1,300	6,557.85

# Residential Heat Pump Water Heater Program:

There were three Heat Pump Water Heater projects completed this month.

Table 9 below provides month and year comparisons for the Heat Pump Water Heater program.

# Table 9: Heat Pump Water Heater Program Results- Residential (in busbar kWh)

Page 4 of 6

Month	2021 Projects	Incentives	kWh
August	3	\$1,800	4,466.43
TOTAL	14	\$8,400	20,663.02

## Residential SMART Thermostat program:

There were no SMART Thermostat projects completed this month.

Table 10 below provides month and year comparisons comparison details for the Residential SMART Thermostat program.

#### Table 10: Residential SMART Thermostat Program Results- Residential (busbar kWh)

Month	2021 Projects	Incentives	kWh
August	0	0	0
TOTAL	2	\$300	1,146.63

#### **Residential Appliance program:**

There were two Residential Appliance projects submitted this month.

Table 11 below provides month and year comparison details for the Residential Appliance program.

#### Table 11: Residential Appliance Program Results (busbar kWh)

Month	2021 Projects	Incentives	kWh
August	2	\$125	437.23
TOTAL	18	\$1,140	3,867.05

# **Residential Weatherization program:**

There were no Residential Weatherization projects submitted this month.

Table 12 below provides month and year comparison details for the Residential Weatherization program.

#### Table 12: Residential Weatherization Program Results (in busbar kWh)

Month	2021 Projects	Incentives	kWh
August	0	0	0
TOTAL	4	\$4,078	3,435.67

#### **Residential Window program:**

There were two Residential Window projects submitted this month.

Table 13 below provides month and year comparison details for the Residential Window program.

Page 5 of 6

Month	2021 Projects	Incentives	kWh
August	2	\$683.67	483.06
TOTAL	22	\$19,857.04	16,314.01

# Table 13: Residential Window Program Results (in busbar kWh)

# **Residential Duct Sealing program:**

There were no Residential Duct Sealing projects submitted this month.

Table 14 below provides month and year comparison details for the Residential Duct Sealing program.

#### Table 14: Residential Duct Sealing Program Results (in busbar kWh)

Month	2021 Projects	Incentives	kWh
August	0	0	0
TOTAL	0	0	0

# **Residential NEEM Manufactured Home program:**

There were no Residential NEEM Manufactured Home projects submitted this month.

Table 15 below provides month and year comparison details for the Residential NEEM Manufactured Home program.

#### Table 15: Residential NEEM Manufactured Home Program Results (in busbar kWh)

<u>Month</u>	2021 Projects	Incentives	kWh
August	0	0	0
TOTAL	2	\$2,400	5,429.58

# **Residential Electric Vehicle Charging program:**

There was one project submitted this month, but the Charger installed was not Energy Star Qualified. The customer was notified. They installed a Clipper Creek unit model #LCS-20P.

The total annual kWh savings for August for all of Jefferson County PUD's Energy Efficiency programs equals 215,722.67 kWh (busbar) savings.

The Total Incentives paid by Evergreen Consulting Group in August equals \$72,808.67.



# AGENDA REPORT

DATE:Sept 21, 2021TO:Board of CommissionersFROM:Scott BancroftRE:Procurement manual update

**BACKGROUND: The Procurement Manual was last updated on April 7<sup>th</sup>, 2020.** From timeto-time certain policies and procedures must be updated to account for changes in District practices, and the proposed amendments to the Procurement Manual are attached in Exhibit A; and increase maximum thresholds to account for inflation and District practices.

**ANALYSIS/FINDINGS:** Staff recommends that the District also be allowed to increase current limits on the following: Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits and Public Works Procurement Matrix and Bid Limits.

See attachments for specific amounts and amended page.

# FISCAL IMPACT: n/a

**RECOMMENDATION:** Approve Resolution 2021-XXX amending the Procurement Manual and Authorize an increase in Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits and Public Works Procurement Matrix and Bid Limits Consistent with State Law.

# 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 (the District) amending the Procurement Manual and Authorize an increase in Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits and Public Works Procurement Matrix and Bid Limits Consistent with State Law.

WHEREAS, on April 7, 2020, the Board of Commissioners approved Resolution No 2020-008 adopting a revised procurement manual.

WHEREAS, from time-to-time certain policies and procedures must be updated to account for changes in District practices, and the proposed amendments to the Procurement Manual are attached in Exhibit A; and increase maximum thresholds to account for inflation and District practices.

WHEREAS, the General Manager recommends that the District also be allowed to increase current limits on - Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits and Public Works Procurement Matrix and Bid Limits; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington incorporates the above recitals herein, and has reviewed the changes and amendments to the 2020 update to the Procurement Manual attached hereto as Exhibit A, and hereby adopts these changes to the Procurement Manual, to be effective as of the date of this Resolution.

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 21<sup>st</sup> day of September 2021.

Dan Toepper, President

ATTEST:

Ken Collins, Vice President

Jeff Randall, Secretary

1

# **EXHIBIT A**

То

# Resolution No. 2021-XXX

# JPUD PROCUREMENT MANUAL

# 4. PROCUREMENT MATRIX AND BID LIMITS

Table 2- Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits.

Less than \$7,500 (<u>\$12,000</u>) Small Purchase (or Vendor List Process, Bids) Bids District Credit Card, Purchase Order, or Request for Check May be waived.

\$7,500 <u>(\$12,000)</u>- \$30,000 Vendor List Process (or Bids)

Table 3- Public Works Procurement Matrix and Bid Limits.
Less than \$20,000 (\$40,000)
1-3 quotes preferred (or Small Works Roster or Formal Bids)
Dig Slip Preferred

\$20,000 <u>(\$40,000)</u>- \$50,000 Minimum 3 quotes (or Small Works Roster or Formal Bids) Purchase Order Required

Less than <del>\$7,500</del> \$12,000	Small Purchase (or Vendor List Process, Bids) <del>Bids</del>	District Credit Card, Purchase Order, or Request for Check	May be waived
\$ <del>7,500</del> \$12,00 \$30,000	Vendor List Process (or Bids)	Purchase Order	May be waived
More than \$30,000	Bids (If under \$120,000 can use Vendor List)	Purchase Order	Required

#### Table 3 - Public Works Procurement Matrix and Bid Limits

	Pu	blic Works	
Threshold	Procurement Method	Payment Methods	Contract
Emergency Declared	Bids/Quotes Not required	Purchase Order or Request for Check	May be waived
Less than <del>\$20,000</del> \$40,000	1-3 quotes preferred (or Small Works Roster or Formal Bids)	Dig Slip	Preferred
\$ <del>20,000 -</del> \$40,000 \$50,000	Minimum 3 quotes (or Small Works Roster or Formal Bids)	Purchase Order	Required
\$50,000 - \$350,000	Small Works Roster (or Formal Bids)	Purchase Order	Required
More than \$350,000	Formal Bid Process	Purchase Order	Required

# Table 4 - Architectural and Engineering (A&E) Procurement Matrix and Bid Limits

	Services: Architect or Engineering
Threshold	Procurement Method
Less than \$100,000	Solicit qualifications from 1 to 3 firms or select the most qualified firm directly from the services roster.
\$100,000 - \$499,999	A minimum of three firms are selected from the small works roster with no additional advertisement.
\$500,000 and over	A structured RFQ (aka SOQ) process and advertisement

# Table 5 - Personal Services Procurement Matrix and Bid Limits

Services: Personal Services	
Threshold	Procurement Method

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

#### **RESOLUTION NO. 2021 - X**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), declaring the period of September 17 through September 19, 2021, a state of emergency and authorizing the PUD Manager to purchase materials and order work to assist regularly employed personnel in the amount necessary.

WHEREAS, RCW 54.04.070, Contracts for work or materials-notice-exemptions, section (6) states: Pursuant to RCW 39.04.280 the commission may waive the competitive bidding requirements of this section and RCW 54.04.080 if an exemption contained within RCW 29.04.2380 applies to the purchase or public work, and;

WHEREAS, RCW 39.04.280, Competitive bidding requirements-Exemptions, section 2 (b) states: If an emergency exists, the person or person designated by the governing body of the municipality to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipal entity to address the emergency situation, and;

WHEREAS, the PUD Procurement Manual Section 9.24, Emergency Purchases or Public Works (RCW 54.04.070) section 9.24.5 states: The Commission shall declare, by resolution, a state of emergency at the next scheduled public meeting approving the purchase of materials and/or work, and;

WHEREAS, the PUD Manager has the authority to utilize the existing rates and charges for contractors and consultants to acquire outside assistance to respond to **te** damage of the storm as needed to invoke RCW 54.04.070.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, that it incorporates the above Recitals, and declares that the period of September 17, 2021, through September 19, 2021, a state of emergency authorizing the PUD Manager to contract outside work under RCW 54.04.070 and the PUD's Procurement Policies.

**ADOPTED** by the Commission of Public Utility District No. 1 of Jefferson Conty Washington, at a regular open meeting held the day of September 21, 2021.

Dan Toepper, President

Kenneth Collins, Vice President

Jeff Randall, Secretary