

## Regular Meeting Agenda

### Board of Commissioners

Tues, Sept 7, 2021 5:00 PM

Zoom

Port Townsend, WA 98368



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

Page

#### 1. Call to Order

Per the Governor's Extended Proclamation 20-28 and in response to the COVID-19 Pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will be held remotely via Zoom until otherwise informed by the Governor. Participant audio will be muted upon entry. Please unmute at the appropriate time to speak. If you are calling in, use *\*6 to mute and unmute and \*9 to raise a hand to request to speak*.

#### 2. Agenda Review

#### 3. Public Comment

*The public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. (15 min)*

#### 4. Consent Agenda





*All matters listed below on the Consent Agenda are considered under one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

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

##### 4.1. Prior Minutes


4 - 6

[PUD BOC Special Mtg Minutes 5-25-2021 Draft.docx](#) 

4.2.	Vouchers	7 - 31
	<a href="#">Voucher Approval Form for the Commissioners.pdf</a> 	
	<a href="#">Voucher Certification with Supporting Warrant Register &amp; Payroll....pdf</a> 	
4.3.	Financial Report	32 - 40
	<a href="#">July 2021 Financials.pdf</a> 	
4.4.	Calendar	41
	<a href="#">PUD Calendar Sept 7, 2021.docx</a> 	


## 5. Manager and Staff Reports

*For information only, not requiring a vote.*

5.1.	Services Director: Arrears Report	42 - 48
	<a href="#">20210907_Agenda Report LI Arrears Update Packet.docx</a> 	
	<a href="#">20210907 LI Arrears Update Packet.pdf</a> 	
5.2.	Finance Director: 2022 Budget Update	49 - 50
	<a href="#">Agenda Report 9.7.2021--2022 Budget Update.docx</a> 	

## 6. Old Business

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

6.1.	Wastewater Rates	51 - 57
	<a href="#">Agenda Report Packet Wastewater Rates 210907 -Final.pdf</a> 	
	<b>Recommended Action:</b> Approve Resolution 2021-XXX revising, updating and approving certain changes to the PUD wastewater/sewer rates.	
6.2.	Wholesale Telecommunications Service Agreement	58 - 71
	<a href="#">AGENDA REPORT- Wholesale Telecom Service Agreement</a> 	
	<a href="#">Jefferson PUD Wholesale Telecom Service Agreement</a> 	
	<b>Recommended Action:</b> Approve a motion to adopt the Wholesale Telecommunication Service Agreement as presented.	

## 7. New Business

- 7.1. Olympic Water and Sewer Agreement 72 - 93

[Agenda Report-Acceptance of GM to Sign OWSI Amendment 2 210907.pdf](#) 

**Recommended Action:** *Approve Resolution 2021-XXX authorizing the General Manager to execute and approving Amendment No. 2 to the Agreement for Assumption of Operations and Maintenance of Wastewater Treatment and Collection Facilities*

- 7.2. The Meadows Phase 2 Sewer Agreement 94 - 105

[The Meadows Phase 2 OM Agreement Packet 210907.pdf](#) 

**Recommended Action:** *Approve Resolution 2021-XXX authorizing the General Manager to execute an Operations and Maintenance Service Agreement for Phase 2 of the Meadows Community Onsite Septic System*

## 8. Commissioner Reports

## 9. Executive Session

RCW 42.30.110 (1) (l) – to discuss with legal counsel potential litigation to which the PUD is likely to become a party.

## 10. Adjourn



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

**May 25, 2021**

**Board of Commissioners**

**Special Meeting**

**Broadband Policies, Rates,**

**Contracts and Plans**

**Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on May 25, 2021, via Zoom video conference. Present:

**Commissioner Dan Toepper, President**

**Commissioner Jeff Randall, Secretary**

**Commissioner Kenneth Collins, Vice President**

**Kevin Streett, General Manager**

**Joel Paisner, General Counsel**

**Will O'Donnell, Communications Director**

**Mike Bailey, Finance Director**

**Jean Hall, Customer Service Director**

**Scott Bancroft, Operations Director**

**Annette Johnson, Executive Assistant/Records Administrator**

**Melanie Patterson, Human Resources Director**

**Lori Rae, Operations Supervisor**

**Don McDaniel, PUD Consultant**

**Doug Dawson, Owner/President CCG Consulting**

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Jefferson County PUD

BOC Special Meeting - Broadband

May 25, 2021

Draft Minutes



**1. CALL TO ORDER.**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for May 25, 2021, to order at 10:00 a.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic.

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

**2. AGENDA REVIEW.** Commissioner Dan Toepper presented the agenda.

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

**3. PRESENTATION AND DISCUSSION: BROADBAND POLICIES, RATES, CONTRACTS, AND PLANS.** Doug Dawson, Owner/President of CCG Consulting gave a presentation on broadband policies, rates, contracts, and plans. Two primary documents that were discussed were a Telecommunications Customer Service Policy and a List of Rates. There are seven or eight other PUDs that are selling substantial amounts of connections in open access environment. These policies define that the PUD would interact with an Internet Service Provider (ISP) who wants to serve on the network. These policies are a living document. Important to define what the PUD does versus what the ISP does. No action was taken. Details of presentation may be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**4. AJOURNMENT:** Commissioner Dan Toepper declared the May 25, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 12:04 p.m.

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Minutes prepared by

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Jefferson County PUD  
BOC Special Meeting - Broadband  
May 25, 2021  
Draft Minutes

Cammy Brown, PUD Recording Secretary

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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Jefferson County PUD  
BOC Special Meeting - Broadband  
May 25, 2021  
Draft Minutes

## VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$2,355,105.85** on this **7TH** day of **SEPTEMBER** **2021** ;

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Dan Toepper  
President

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Kenneth Collins  
Vice President

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Jeff Randall  
Secretary

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### PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 126863 to # 126924	\$ 336,490.20	8/12/2021
Accounts Payable:	# 126925 to # 126956	\$ 419,188.95	8/19/2021
Accounts Payable:	# 126957 to # 127003	\$ 346,915.39	8/26/2021
Payroll Checks:	# 70934 to # 70938	\$ 9,082.38	8/20/2021
Payroll Direct Deposit:		\$ 133,457.93	8/20/2021
<b>TOTAL INVOICES PAID</b>		<b>\$1,245,134.85</b>	

### WIRE TRANSFERS PAID

	AMOUNT	DATE
BPA	\$ 1,109,971.00	8/11/2021

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### PAYMENT TOTAL

**\$2,355,105.85**

### VOIDED WARRANTS

123652 \$ 146.19

## VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey 8/31/2021  
Mike Bailey, Financial Director / District Auditor Date

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### VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS				AMOUNT	DATE
Accounts Payable:	# 126863	to	# 126924	\$ 336,490.20	8/12/2021
Accounts Payable:	# 126925	to	# 126956	\$ 419,188.95	8/19/2021
Accounts Payable:	# 126957	to	# 127003	\$ 346,915.39	8/26/2021
Payroll Checks:	# 70934	to	# 70938	\$ 9,082.38	8/20/2021
Payroll Direct Deposit:				\$ 133,457.93	8/20/2021
<b>TOTAL INVOICES PAID</b>				<b>\$1,245,134.85</b>	

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,109,971.00	8/11/2021

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<b>GRAND TOTAL</b>	<b>\$2,355,105.85</b>
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#### VOIDED WARRANTS

123652	\$ 146.19
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# Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123652 7/16/20	CHK	10167	OFFICE DEPOT	WAREHOUSE - OFFICE SUPPLIES	19.61VOID
				WAREHOUSE - OFFICE SUPPLIES	4.90VOID
				310 TRP WDE - OFFICE SUPPLIES	97.34VOID
				310 TRP WDE - OFFICE SUPPLIES	24.34VOID
Total for Check/Tran - 123652:					146.19VOID
126863 8/12/21	CHK	10481	AMAZON	3 NEW TABLETS	1,153.43
				KITCHEN SUPPLIES-OPERATIONS	392.38
				KITCHEN SUPPLIES-OPERATIONS	98.08
				KITCHEN SUPPLIES-OPERATIONS	29.66
				KITCHEN SUPPLIES-OPERATIONS	7.42
				GLOVES	26.18
Total for Check/Tran - 126863:					1,707.15
126864 8/12/21	CHK	10447	ANIXTER INC.	GROUND ROD-COPPER, STIRRUP, INSULATOR	600.05
				INSULATOR	373.12
				STIRRUP	1,009.18
				WASP/ANT SPRAY	52.37
Total for Check/Tran - 126864:					2,034.72
126865 8/12/21	CHK	10451	ASCENT LAW PARTNERS LLP	FLAT FEE BOC MEETINGS (225-104) JUL 2021	5,600.00
				FLAT FEE BOC MEETINGS (225-104) JUL 2021	1,400.00
				GENERAL UTILITY (225-102) JUL 2021	10,560.00
				GENERAL UTILITY (225-102) JUL 2021	2,640.00
Total for Check/Tran - 126865:					20,200.00
126866 8/12/21	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - JUL 2021	36.00
				PHONE ALLOWANCE - JUL 2021	9.00
Total for Check/Tran - 126866:					45.00
126867 8/12/21	CHK	10838	ZACHARY BARBIETO	BOOT/TOOL ALLOWANCE 2021	27.78
				BOOT/TOOL ALLOWANCE 2021	27.78
Total for Check/Tran - 126867:					55.56

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126868 8/12/21	CHK	10870	BIG BLUE PRESSURE WASHING AND L	GRND MAINTENANCE - 210&310 FR CRNS 7/14	218.20
				GRND MAINTENANCE - 210&310 FR CRNS 7/14	54.55
				GRND MAINTENANCE - 210&310 FR CRNS 7/28	218.20
				GRND MAINTENANCE - 210&310 FR CRNS 7/28	54.55
Total for Check/Tran - 126868:					545.50
126869 8/12/21	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	CNDT INSTL - ORCAS VIEW TRAIL	2,849.82
				CONDUIT INSTL - 1720 E MARROWSTONE	231.00
				EMRG EXCAVATING - 162 OLD FLAGLER RD	419.50
				METER INSTL - 50 NOLTON RD	1,287.38
				EXCAVATING - 1690 E MARROWSTONE RD	1,341.93
				GROUNDS REPAIR - 50 NOLTON RD	1,731.96
				EXCAVATING - 10805 RHODY DR	5,424.45
Total for Check/Tran - 126869:					13,286.04
126870 8/12/21	CHK	10038	CASCADE COLUMBIA DISTRIBUTION C	RETURN OF DRUMS QTY8	-204.82
				POTASSIUM PERMANG IMP	1,718.22
Total for Check/Tran - 126870:					1,513.40
126871 8/12/21	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - JUL 2021	10.32
				PHONE SERVICE - JUL 2021	2.58
Total for Check/Tran - 126871:					12.90
126872 8/12/21	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST - JUL 2021	194.72
126873 8/12/21	CHK	10055	CONSOLIDATED ELECTRICAL DISTRIB	CONDUIT SWEEP	379.78
126874 8/12/21	CHK	10621	CRAIG LABENZ	WEBSITE DEVELOPMENT - JUL 2021	720.00
				WEBSITE DEVELOPMENT - JUL 2021	180.00
Total for Check/Tran - 126874:					900.00
126875 8/12/21	CHK	10876	EDM INTERNATIONAL, INC.	PHASE TRAKKER UNIT	-541.45
				PHASE TRAKKER UNIT	6,491.45
Total for Check/Tran - 126875:					5,950.00
126876 8/12/21	CHK	10078	ESCI	ESCI SAFETY TRAINING - AUG 2021	1,905.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126877 8/12/21	CHK	10404	FARWEST LINE SPECIALTIES LLC	REPLACEMENT GRIP	158.27
				REPLACEMENT GRIP	-13.20
<b>Total for Check/Tran - 126877:</b>					145.07
126878 8/12/21	CHK	10821	FCS GROUP	METER RPLCMNT ANALYSIS THRU 7/23/2021	3,307.50
126879 8/12/21	CHK	10094	GENERAL PACIFIC, INC	CONDUIT SLITTER	381.85
				HEAT SHRINK	981.11
				INSULATOR POLYMER DEAD END-25KV &HEAT SH	227.31
				HEAT SHRINK	356.21
<b>Total for Check/Tran - 126879:</b>					1,946.48
126880 8/12/21	CHK	10802	THERESA L GIESE	DAILY MAIL OFFICE RUN JUL 2021	46.81
				DAILY MAIL OFFICE RUN JUL 2021	11.70
<b>Total for Check/Tran - 126880:</b>					58.51
126881 8/12/21	CHK	10098	GRAINGER	USED OIL SIGN	29.10
126882 8/12/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	METER REPAIR - MATERIALS	35.98
				SHOP - TOOLS	33.57
				SHOP - MARKING PAINT	30.50
				OPERATIONS - FIRE ALARM MATERIALS	9.13
				OPERATIONS - FIRE ALARM MATERIALS	2.28
				POLE & BRUSH FOR VEH# 205	21.25
				WAREHOUSE - GSH	4.20
				WAREHOUSE - DRILL BITS	17.43
				WAREHOUSE - LADDERS	366.57
				SHOP - MARKING PAINT	45.76
				LAZY C - MATERIALS	35.95
<b>Total for Check/Tran - 126882:</b>					602.62
126883 8/12/21	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - JUL 2021	36.00
				PHONE ALLOWANCE - JUL 2021	9.00
<b>Total for Check/Tran - 126883:</b>					45.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
126884 8/12/21	CHK	10110	HENERY HARDWARE	WAREHOUSE - TOOLS	94.87
				LAZY C - MATERIALS	81.51
				LAZY C - MATERIALS	-25.73
Total for Check/Tran - 126884:					150.65
126885 8/12/21	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT JULY 2021	2,240.00
				VEBA DEDUCTION JULY 2021	1,325.00
Total for Check/Tran - 126885:					3,565.00
126886 8/12/21	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - JULY 2021	2,249.42
126887 8/12/21	CHK	10839	IRBY ELECTRICAL UTILITES	WASHER	310.94
				SIDEBY	152.74
				FIBER ADSS STORAGE RACK KIT	25,639.70
Total for Check/Tran - 126887:					26,103.38
126888 8/12/21	CHK	10129	JIFFY LUBE	VEH#119 - OIL CHANGE	103.83
126889 8/12/21	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - JUL 2021	36.00
				PHONE ALLOWANCE - JUL 2021	9.00
Total for Check/Tran - 126889:					45.00
126890 8/12/21	CHK	10348	KEMP WEST, INC	TT T&M - NOLTON, BLUE BERRY 7/26-7/29	12,250.80
126891 8/12/21	CHK	10286	L & J ENTERPRISES	BRUSH HOG - 174 NOLTON RD	2,018.35
				BRUSH HOG - LUDLOW BAY RD	3,082.08
				EXCAVATING - 133 CRYSTAL CT	2,372.93
				FILL HOLE - PINECREST DR	327.30
Total for Check/Tran - 126891:					7,800.66
126892 8/12/21	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR JUL-21	194.80
				SHRED 4CRNR JUL-21	48.70
Total for Check/Tran - 126892:					243.50
126893 8/12/21	CHK	10136	LES SCHWAB TIRES	BRAKES FOR VEH# 206	1,978.98
				TIRS FOR VEH# 101	1,152.44



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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 126893:					3,131.42
126894 8/12/21	CHK	10888	LIBBY ENVIRONMENTAL, INC.	MANRESA CASTLE - OIL TESTING	75.00
126895 8/12/21	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 211 CHIM JUN-21	41.50
				DISPOSAL 211 CHIM JUN-21	10.38
				DISPOSAL 4CRNR 2YD CONT 1XWK JUL-21	166.37
				DISPOSAL 4CRNR 2YD CONT 1XWK JUL-21	41.59
				2YD OCC-4CRNRS JUL-2021	120.73
				2YD OCC-4CRNRS JUL-2021	30.18
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUL-21	358.32
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUL-21	89.58
				211 CHIM JUL-21	42.30
				211 CHIM JUL-21	10.58
				DISPOSAL 21 KENNEDY JUL-21	37.65
				DISPOSAL 21 KENNEDY JUL-21	37.64
				DISPOSAL 210 2YD CONT 1XWK JUL-21	162.35
				DISPOSAL 210 2YD CONT 1XWK JUL-21	40.59
Total for Check/Tran - 126895:					1,189.76
126896 8/12/21	CHK	10417	NEW PIG CORPORATION	TRUCK SPILL KITS	1,057.80
126897 8/12/21	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	SHERIDAN/QUIL-SHOVEL READY DESIGN	112.50
126898 8/12/21	CHK	10322	NRC ENVIRONMENTAL SERVICES, INC	TEST&REMOVE CNTMNTD SOIL - PETE BECK RD	13,305.93
126899 8/12/21	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - JULY 2021	720.00
126900 8/12/21	CHK	10166	NWPPA	NWPPA-FIN SERVICES MANGER AD	100.00
				NWPPA-FIN SERVICES MANGER AD	25.00
Total for Check/Tran - 126900:					125.00
126901 8/12/21	CHK	10631	WILLIAM P O'DONNELL	WPUDA CONF EXPS 7/14-7/16	276.96
				WPUDA CONF EXPS 7/14-7/16	69.24
				PHONE ALLOWANCE - JUL 2021	36.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PHONE ALLOWANCE - JUL 2021	9.00
				<b>Total for Check/Tran - 126901:</b>	391.20
126902 8/12/21	CHK	10290	OASIS WELL DRILLING, INC	WELL REPAIR - OLYMIC MOBILE VILLAGE	5,235.28
				WELL REPAIR - OLYMIC MOBILE VILLAGE	10,419.04
				WELL REPAIR - OLYMIC MOBILE VILLAGE	2,127.45
				<b>Total for Check/Tran - 126902:</b>	17,781.77
126903 8/12/21	CHK	10167	OFFICE DEPOT	FLOAT - OFFICE SUPPLIES	38.18
				FLOAT - OFFICE SUPPLIES	9.54
				OPERATIONS - OFFICE SUPPLIES	31.42
				OPERATIONS - OFFICE SUPPLIES	7.85
				OPERATIONS - OFFICE SUPPLIES	56.19
				OPERATIONS - OFFICE SUPPLIES	14.05
				<b>Total for Check/Tran - 126903:</b>	157.23
126904 8/12/21	CHK	10169	OLYCAP	PWRBST/OLYCAP JULY 2021	1,236.76
126905 8/12/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	PETERSON LAKE - MATERIALS	33.80
				23HADLOCK HEIGHTS - EQUIPMENT RENTAL	364.22
				<b>Total for Check/Tran - 126905:</b>	398.02
126906 8/12/21	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - SEP 2021	93.15
				LTD - SEP 2021	1,326.79
				<b>Total for Check/Tran - 126906:</b>	1,419.94
126907 8/12/21	CHK	10180	PENINSULA DAILY NEWS	PENINSULA DAILY - 52 WEEK RNW 1YR 2021	128.96
				PENINSULA DAILY - 52 WEEK RNW 1YR 2021	32.24
				<b>Total for Check/Tran - 126907:</b>	161.20
126908 8/12/21	CHK	10181	PENINSULA PEST CONTROL	QRTLY GP SVC 210 FOUR CRNRS AUG 2021	78.55
				QRTLY GP SVC 210 FOUR CRNRS AUG 2021	19.64
				RODENT SVC MO 310 FOUR CRNRS AUG 2021	65.46
				RODENT SVC MO 310 FOUR CRNRS AUG 2021	16.37
				RODENT SVC MO 210 FOUR CRNRS AUG 2021	61.10

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RODENT SVC MO 210 FOUR CRNRS AUG 2021	15.27
				<b>Total for Check/Tran - 126908:</b>	256.39
126909 8/12/21	CHK	10197	PRINTERY COMMUNICATIONS	DOOR HANGERS	461.04
				BUSINESS CARDS FOR 1PERSON, QTY250	64.24
				BUSINESS CARDS FOR 1PERSON, QTY250	16.06
				POSTCARDS FOR BROADBAND SURVEY	3,569.20
				BUSINESS CARDS FOR 6PEPS QTY3000	193.74
				BUSINESS CARDS FOR 6PEPS QTY3000	48.43
				<b>Total for Check/Tran - 126909:</b>	4,352.71
126910 8/12/21	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE JUL 2021	57,788.98
126911 8/12/21	CHK	10205	QUILCENE HENERYS HARDWARE	LAZY C - MATERIALS	6.94
126912 8/12/21	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - TT 7/19-7/22	6,732.00
				FLAGGING - 655 PINECREST DR 7/22	1,377.50
				FLAGGING - MARROWSTONE REGULATOR BANK	4,475.50
				<b>Total for Check/Tran - 126912:</b>	12,585.00
126913 8/12/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	90.00
				FR CLOTHING	202.57
				FR CLOTHING	244.30
				FR CLOTHING	80.00
				FR CLOTHING RETURN ORDER#8251	-80.00
				FR CLOTHING RETURN ORDER#2125	-450.13
				FR CLOTHING	63.47
				<b>Total for Check/Tran - 126913:</b>	150.21
126914 8/12/21	CHK	10216	SECURITY SERVICES NW, INC.	ANSWER SVC FOR JUL 2021	2,151.76
				ANSWER SVC FOR JUL 2021	2,151.76
				ANSWER SVC FOR JUL 2021	881.44
				ANSWER SVC AUG 2021	2,073.98
				ANSWER SVC AUG 2021	2,073.98

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				ANSWER SVC AUG 2021	1,037.00
				<b>Total for Check/Tran - 126914:</b>	10,369.92
126915 8/12/21	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - SWANSONVILLE 5/17-5/20	5,124.16
				FLAGGING - CENTER RD 6/07-6/08	3,188.04
				FLAGGING - SWANSONVILLE 5/11-5/13	3,882.68
				FLAGGING - GARDINER BEACH RD 7/20	708.24
				FLAGGING - 397 N JACOB MILLER RD 7/19	1,338.32
				FLAGGING - SR116, NESS' CORNER 7/27	509.60
				<b>Total for Check/Tran - 126915:</b>	14,751.04
126916 8/12/21	CHK	10219	SHOLD EXCAVATING INC	RPLC FLOAT - KALA PT VILLAGE 7/09	579.12
126917 8/12/21	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL JULY 2021	1,236.77
126918 8/12/21	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - JUL 2021	45.00
126919 8/12/21	CHK	10524	TRI-CITY CONSTRUCTION COUNCIL	ASSOC MEMBER DUES 1YR - 7/1/21-6/30/22	384.00
				ASSOC MEMBER DUES 1YR - 7/1/21-6/30/22	96.00
				<b>Total for Check/Tran - 126919:</b>	480.00
126920 8/12/21	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - JUL 2021	90.30
				LOCATES - JUL 2021	109.65
				<b>Total for Check/Tran - 126920:</b>	199.95
126921 8/12/21	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - JUL 2021	394.02
				CUST#JEFF007 ALL VEH GPS - JUL 2021	186.39
				<b>Total for Check/Tran - 126921:</b>	580.41
126922 8/12/21	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 JULY 2021-PERS 2	70,623.61
				RETIREMENT/REPORT #8828 JULY 2021-PERS 3	7,684.47
				<b>Total for Check/Tran - 126922:</b>	78,308.08
126923 8/12/21	CHK	10496	WELLS FARGO VENDOR FIN SERV	4CRNRS COPYRNT AUG 21	315.09
				4CRNRS COPYRNT AUG 21	78.77
				<b>Total for Check/Tran - 126923:</b>	393.86

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126924 8/12/21	CHK	10278	WPUDA	MONTHLY DUES - AUG 2021	4,612.80
				MONTHLY DUES - AUG 2021	1,153.20
Total for Check/Tran - 126924:					5,766.00
126925 8/19/21	CHK	10641	MELISSA J BLAIR	WELLNESS PROGRAM REIMBURSEMENT 2021	80.00
				WELLNESS PROGRAM REIMBURSEMENT 2021	20.00
Total for Check/Tran - 126925:					100.00
126926 8/19/21	CHK	10889	JESSE E BLAND	BOOTS/TOOL ALLOWANCE 2021	150.00
				BOOTS/TOOL ALLOWANCE 2021	150.00
Total for Check/Tran - 126926:					300.00
126927 8/19/21	CHK	10295	DYLAN C BRACKNEY	WELLNESS PROGRAM REIMBURSEMENT 2021	136.00
126928 8/19/21	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	2,520.31
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,123.16
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	40.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	700.00

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				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	40.00
				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	2,953.94
				<b>Total for Check/Tran - 126928:</b>	33,977.41
126929 8/19/21	CHK	10085	FASTENAL	VENDING MACHINE RESTOCK	444.98
126930 8/19/21	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 7/20-8/15/2021	120.00
				310 4CRNRS-RESTROOM UNIT 7/20-8/15/2021	30.00
				<b>Total for Check/Tran - 126930:</b>	150.00
126931 8/19/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	LAZY C - MATERIALS AIR RLS BSTR PUMP	45.28
				LAZY C - MATERIALS AIR RELEASE	17.12
				SHOP - MATERIALS	10.89
				SHOP - MATERIALS	16.32
				<b>Total for Check/Tran - 126931:</b>	89.61
126932 8/19/21	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,112.01
				EMPLOYER'S MEDICARE TAX	3,112.01
				EMPLOYEES' FICA TAX	13,015.85
				EMPLOYER'S FICA TAX	13,015.85
				EMPLOYEES' FEDERAL WITHHOLDING	13,752.29
				EMPLOYEES' FEDERAL WITHHOLDING TAX	8,803.11
				<b>Total for Check/Tran - 126932:</b>	54,811.12
126933 8/19/21	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PR 08.20.2021-DIRECT DEPOSIT CHECKS	133,457.93
				PR 08.20.2021-MANUAL CHECKS	9,082.38
				<b>Total for Check/Tran - 126933:</b>	142,540.31

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126934 8/19/21	CHK	10128	JEFFERSON COUNTY TREASURER	JULY 2021 B&O TAX	113,721.05
126935 8/19/21	CHK	10388	JEREMIAH J JONES	LINEMAN - CDL PHYSICAL	120.00
126936 8/19/21	CHK	10286	L & J ENTERPRISES	REPAIR PROPERTY - JOHNSON RD	2,258.37
				INSTL FIBER VAULTS - WASHINGTON LN	12,676.87
				ROW MAINTENANCE - SR104	9,819.00
Total for Check/Tran - 126936:					24,754.24
126937 8/19/21	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - JUL 21	273.39
				BPA RD-PUMP ELEC - JUL 21	141.31
				WILLIAMS CT ELEC - JUL 21	41.16
Total for Check/Tran - 126937:					455.86
126938 8/19/21	CHK	10777	BARUCH A MCKNIGHT	WELLNESS PROGRAM REIMBURSEMENT 2021	68.00
				WELLNESS PROGRAM REIMBURSEMENT 2021	17.00
Total for Check/Tran - 126938:					85.00
126939 8/19/21	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - JUL 2021	1,540.00
				CUSTODIAL SVC - JUL 2021	385.00
Total for Check/Tran - 126939:					1,925.00
126940 8/19/21	CHK	10322	NRC ENVIRONMENTAL SERVICES, INC	TRNSFMR CLEAN UP - 2215 WASH ST 4/16	404.70
				CLEAN UP OIL SPILL - 310 FOUR CRNRS	373.54
Total for Check/Tran - 126940:					778.24
126941 8/19/21	CHK	10166	NWPPA	NWPPA - 2021 EXC IN COMM CONTEST ENTRY	120.00
				NWPPA - 2021 EXC IN COMM CONTEST ENTRY	30.00
Total for Check/Tran - 126941:					150.00
126942 8/19/21	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 8/5-8/12/21	658.00
				TRANSCRIPTION SVC 8/5-8/12/21	164.50
Total for Check/Tran - 126942:					822.50
126943 8/19/21	CHK	10188	PLATT ELECTRIC SUPPLY	FISHLINE	46.45
126944 8/19/21	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - OAK BAY & WASH LN	5,050.75

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				FIBER SPLICING - E SIMS WAY 7/28-7/29	3,818.75
				<b>Total for Check/Tran - 126944:</b>	8,869.50
126945 8/19/21	CHK	10203	PURMS JOINT SELF INSURANCE FUND	PROPERTY GENERAL ASSESSMENT 8/13/2021	8,396.03
				PROPERTY GENERAL ASSESSMENT 8/13/2021	2,099.01
				<b>Total for Check/Tran - 126945:</b>	10,495.04
126946 8/19/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	469.96
126947 8/19/21	CHK	10212	ROHLINGER ENTERPRISES INC	RECNDTN/TSTNG:CLEAN,TEST,&SILICONE WIPE	34.09
				RECNDTN/TSTNG:CLEAN&TEST TELEPOLE	135.32
				RECNDTN/TSTNG:TOOL REPAIR	16.37
				RECNDTN/TSTNG:RECONDITION	561.05
				RECNDTN/TSTNG:RECONDITION MISC TOOLS	766.15
				RECNDTN/TSTNG:RECONDITION TOOL	82.64
				RECNDTN/TSTNG:RCNDTN,CHANCE MISC TOOLS	1,037.81
				<b>Total for Check/Tran - 126947:</b>	2,633.43
126948 8/19/21	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING:CHLORIDE COYLE	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/E.COLI QUIMPER 8/4/21	23.00
				TESTING:COLI/ECOLI QUMPR/BYWTR 8/5/21	23.00
				TESTING:COLI/ECOLI QUMPR/BYWTR 8/5/21	23.00
				TESTING:COLI/ECOLI QUMPR/BYWTR 8/5/21	23.00
				TESTING:HERBICIDE PORT OF PT	203.00
				TESTING:PESTICIDE PORT OF PT	467.00



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				TESTING:HERBICIDE SNOW CRK	203.00
				<b>Total for Check/Tran - 126948:</b>	1,172.00
126949 8/19/21	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	210 4 CRNRS - SIGNAGE EMPLOYEES ONLY	397.13
				210 4 CRNRS - SIGNAGE EMPLOYEES ONLY	99.28
				<b>Total for Check/Tran - 126949:</b>	496.41
126950 8/19/21	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
126951 8/19/21	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	12,665.06
				PL DEFERRED COMP ER	5,107.57
				<b>Total for Check/Tran - 126951:</b>	17,772.63
126952 8/19/21	CHK	10337	WA STATE DEPT OF TRANSPORTATION	PERMIT:WO#121147 FRAN#30396 AMND#4	486.72
				PERMIT:WO#92010 FRAN#92010 AMND#4	483.17
				<b>Total for Check/Tran - 126952:</b>	969.89
126953 8/19/21	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	165.50
126954 8/19/21	CHK	10496	WELLS FARGO VENDOR FIN SERV	4 CRNRS COPYRNT AUG 21	226.93
				4 CRNRS COPYRNT AUG 21	56.73
				<b>Total for Check/Tran - 126954:</b>	283.66
126955 8/19/21	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH#120 - CABIN AIR FILTER	17.75
				VEH#120 - AIR FILTER	11.40
				<b>Total for Check/Tran - 126955:</b>	29.15
126956 8/19/21	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VID CONF SVC 7/22-8/21/21	327.21
				VID CONF SVC 7/22-8/21/21	81.80
				<b>Total for Check/Tran - 126956:</b>	409.01
126957 8/26/21	CHK	10006	AFLAC	AFLAC BILL AUG 2021	60.48
				AFLAC BILL AUG 2021	26.40
				AFLAC BILL AUG 2021	138.36
				<b>Total for Check/Tran - 126957:</b>	225.24
126958 8/26/21	CHK	10012	ALTEC INDUSTRIES, INC	DOT INSPECTION FOR VEH # 123	1,916.40

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				DOT INSPECTION FOR VEH # 130	1,658.97
				DOT INSPECTION FOR VEH # 101	1,658.97
				DOT INSPECTION FOR VEH # 100	1,986.48
				DOT INSPECTION FOR VEH # 103	1,484.95
				<b>Total for Check/Tran - 126958:</b>	8,705.77
126959 8/26/21	CHK	10481	AMAZON	AIR COMPRESSOR	1,179.57
				APC UPS UNITS	113.44
				APC UPS UNITS	28.37
				ROOFTOP STROBE# 124	98.18
				WARNING TRIANGLES	91.62
				WARNING TRIANGLES	30.54
				<b>Total for Check/Tran - 126959:</b>	1,541.72
126960 8/26/21	CHK	10688	MIKE BAILEY	NRECA:MNGMNT INTERNSHIP TRVL EXP AUG 21	466.40
				NRECA:MNGMNT INTERNSHIP TRVL EXP AUG 21	116.60
				<b>Total for Check/Tran - 126960:</b>	583.00
126961 8/26/21	CHK	10423	CARROT-TOP INDUSTRIES INC	FLAG	65.51
				FLAG	16.38
				<b>Total for Check/Tran - 126961:</b>	81.89
126962 8/26/21	CHK	10843	CCG CONSULTING	FIBER GRANTS - POLICY&PROCDRS THRU 7/31	2,950.00
126963 8/26/21	CHK	10041	CDW GOVERNMENT	2 ADOBE ACROBAT PRODC LICS THRU 11/26/21	76.93
				2 ADOBE ACROBAT PRODC LICS THRU 11/26/21	19.23
				<b>Total for Check/Tran - 126963:</b>	96.16
126964 8/26/21	CHK	10052	CITY OF PORT TOWNSEND	WO#421102 WATER LINE LOCATE	188.80
				WO#421004 WATER LINE LOCATE	755.20
				<b>Total for Check/Tran - 126964:</b>	944.00
126965 8/26/21	CHK	10346	CLALLAM COUNTY PUD	BACKUP POWER SUPPLY 7/14/2021	375.95
126966 8/26/21	CHK	10894	COLLIERS INTERNATIONAL HOLDINGS	OTTO ST - COMMERCIAL APPRAISAL	3,800.00
				OTTO ST - COMMERCIAL APPRAISAL	950.00

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Total for Check/Tran - 126966:					4,750.00
126967 8/26/21	CHK	10053	COMPUNET, INC	CISCO PHONE LIC A-FLEX 1Y THRU 7/21/2022	3,556.44
				GATE INTERCOM FOR DELIVERY ACCESS	840.05
				GATE INTERCOM FOR DELIVERY ACCESS	210.02
Total for Check/Tran - 126967:					4,606.51
126968 8/26/21	CHK	10372	EVERGREEN COLLISION CENTER-SEQU	TOWING OF VEH # 415 FROM DONALD RD	1,056.72
126969 8/26/21	CHK	10404	FARWEST LINE SPECIALTIES LLC	CARABINER	58.78
				DRIVER	19.03
				DRIVER SET	63.76
				HACKSAW	178.03
				IMPACT DRIVER	150.04
				IMPACT WRENCH	390.76
				SKINNING KNIFE	23.51
				WRENCH	319.77
				HAND TOOLS - IMPACT WRENCH,HACKSAW & ETC	-100.40
Total for Check/Tran - 126969:					1,103.28
126970 8/26/21	CHK	10821	FCS GROUP	RATE STUDY SVC - THRU 7/23/2021	1,965.00
126971 8/26/21	CHK	10749	FIBER INSTRUMENT SALES INC.	BARE FIBER TESTER	440.71
				BARE FIBER TESTER	-36.76
Total for Check/Tran - 126971:					403.95
126972 8/26/21	CHK	10094	GENERAL PACIFIC, INC	ELBOW 1/0-WITH TEST POINT,LUG&BM CWIDES	1,876.09
				BOOM CLEANING WIPES	146.10
				LUG	213.84
				WATER METER BADGER 5/8X3/4" QTY24	3,757.40
				STREETLIGHT-LED PROG 40W 2700K QTY477	115,915.46
Total for Check/Tran - 126972:					121,908.89
126973 8/26/21	CHK	10454	GLOBAL RENTAL COMPANY INC	AT40-G BUCKET RNTL VEH#415 8/11-9/07	2,943.00
				AT37-G BUCKET RNTL VEH#410 8/14-9/10	2,725.00

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Total for Check/Tran - 126973:					5,668.00
126974 8/26/21	CHK	10098	GRAINGER	AUTHORIZED PERSONNEL SIGN	24.64
126975 8/26/21	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	RETURN OF NEWTORK DEVICE ENCLOSURE QTY2	-898.46
				ENCLOSURE	449.23
				MULTI SCV GATEWAY QTY10	3,085.78
Total for Check/Tran - 126975:					2,636.55
126976 8/26/21	CHK	10103	H D FOWLER	WATER PARTS - METERS	3,004.25
				WATER PARTS - SADDLE BODY & STRAPS QTY6	412.99
				WATER PARTS -	1,198.36
Total for Check/Tran - 126976:					4,615.60
126977 8/26/21	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	COYLE-MATERIALS FOR AIR/VAC VENT PIPES	21.07
				LAZY C - MATERIALS FOR AIR RELSE BRACKET	34.44
				SPARLING WELL - MATERIALS	181.71
				SPARLING WELL - RETURN MATERIALS	-127.95
				SHOP - MATERIALS	92.68
				SPARLING WELL - MATERIALS	30.50
				LINEMAN - LP TORCH	47.95
				VEH#113- BATTERY	4.40
				SPARLING WELL - MATERIALS	308.97
Total for Check/Tran - 126977:					593.77
126978 8/26/21	CHK	10110	HENERY HARDWARE	VEH#116 - CUSHION CLAMP	4.34
126979 8/26/21	CHK	10839	IRBY ELECTRICAL UTILITES	FIBER LINE MARKER	751.04
				HOTLINE CLAMP	455.77
Total for Check/Tran - 126979:					1,206.81
126980 8/26/21	CHK	10518	J HARLEN COMPANY	BOLT CUTTERS	126.94
				SHARP SHOOTER SHOVEL	77.14
				MILWAUKEE M18 FORCE LOGIC 15T CRIMPER	6,272.16
Total for Check/Tran - 126980:					6,476.24

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126981 8/26/21	CHK	10519	JEFFERSON COUNTY-NOXIOUS WEED B	CONTROLLING NOXIOUS WEEDS AGREEMENT	5,000.00
126982 8/26/21	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSION SVC: JUL 2021	747.60
				PROFESSION SVC: JUL 2021	186.90
Total for Check/Tran - 126982:					934.50
126983 8/26/21	CHK	10348	KEMP WEST, INC	BRUSH HOG OH LINES	4,950.00
126984 8/26/21	CHK	10286	L & J ENTERPRISES	BRUSH HOG - IRONDALE SUBSTATION	14,627.58
				GROUND'S CLEARING - WYCOFF RD 8/04	9,478.06
Total for Check/Tran - 126984:					24,105.64
126985 8/26/21	CHK	10136	LES SCHWAB TIRES	TIRES FOR VEH # 209	1,448.35
				REPLACEMENT OF BRAKES ON VEH # 119	729.03
Total for Check/Tran - 126985:					2,177.38
126986 8/26/21	CHK	10333	MOSS ADAMS LLP	PROF SVC:FORCAST MODEL DEVELOPMENT	8,014.00
				PROF SVC:FORCAST MODEL DEVELOPMENT	2,003.50
Total for Check/Tran - 126986:					10,017.50
126987 8/26/21	CHK	10771	MOUNTAIN STATES PIPE & SUPPLY CO	WATER METER ERT - ERW-1300-402 QTY48	3,966.43
				WATER METER ERT - ERW-1300-408 QTY48	3,966.43
Total for Check/Tran - 126987:					7,932.86
126988 8/26/21	CHK	10309	NISC	RECURRING INVOICE JUL 2021	1,101.09
				RECURRING INVOICE JUL 2021	229.33
				RECURRING INVOICE JUL 2021	1,813.06
				RECURRING INVOICE JUL 2021	497.08
				RECURRING INVOICE JUL 2021	497.08
				RECURRING INVOICE JUL 2021	9,121.14
				RECURRING INVOICE JUL 2021	937.41
				RECURRING INVOICE JUL 2021	103.20
				RECURRING INVOICE JUL 2021	1,590.31
				RECURRING INVOICE JUL 2021	335.68
				RECURRING INVOICE JUL 2021	22.93

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				AMS INVOICE JUL 2021	2,194.60
				AMS INVOICE JUL 2021	6,049.48
				AMS INVOICE JUL 2021	1,540.61
				AMS INVOICE JUL 2021	548.65
				AMS INVOICE JUL 2021	1,512.37
				AMS INVOICE JUL 2021	385.15
				MISC JUL 2021	541.59
				MISC JUL 2021	600.00
				MISC JUL 2021	135.40
				MISC JUL 2021	150.00
Total for Check/Tran - 126988:					29,906.16
126989 8/26/21	CHK	10167	OFFICE DEPOT	WAREHOUSE - OFFICE SUPPLIES	19.61
				WAREHOUSE - OFFICE SUPPLIES	4.90
				310 TRP WDE - OFFICE SUPPLIES	97.34
				310 TRP WDE - OFFICE SUPPLIES	24.34
				OPERATIONS - OFFICE SUPPLIES	204.69
				OPERATIONS - OFFICE SUPPLIES	51.17
Total for Check/Tran - 126989:					402.05
126990 8/26/21	CHK	10170	OLYMPIC EQUIPMENT RENTALS	VEH#205 - DILECTRIC GREASE	14.38
126991 8/26/21	CHK	10181	PENINSULA PEST CONTROL	BI-MONTHLY OHA SVC 310 FOUR CRNRS	69.82
				BI-MONTHLY OHA SVC 310 FOUR CRNRS	17.46
Total for Check/Tran - 126991:					87.28
126992 8/26/21	CHK	10188	PLATT ELECTRIC SUPPLY	FLUKE METER	148.37
				CABLE CUTTER	522.59
				FISHLINE	92.91
Total for Check/Tran - 126992:					763.87
126993 8/26/21	CHK	10193	PORT TOWNSEND LEADER	EMPTY SRVC:CUST SRVC BUSINESS AD 7/14/21	18.20
				EMPTY SRVC:CUST SRVC BUSINESS AD 7/21/21	18.20
				EMPTY SRVC:CUST SRVC BUSINESS AD 7/28/21	18.20

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08/10/2021 To 08/30/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EMPLY SRVC:CUST SRVC BUSINESS AD 7/7/21	18.20
				LEGALS:ELEC ENG ONCALL RFQ 7/28/21	126.00
				DISPLAY:CELBRT EMS 2021 7/7/21	408.00
				EMPLY SRVC:CUST SRVC BUSINESS AD 7/14/21	4.55
				EMPLY SRVC:CUST SRVC BUSINESS AD 7/21/21	4.55
				EMPLY SRVC:CUST SRVC BUSINESS AD 7/28/21	4.55
				EMPLY SRVC:CUST SRVC BUSINESS AD 7/7/21	4.55
				DISPLAY:CELBRT EMS 2021 7/7/21	102.00
				<b>Total for Check/Tran - 126993:</b>	727.00
126994 8/26/21	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - QUILCENE SUBSTATION	410.83
				FIBER SPLICING - REDEEMER WAY	410.83
				FIBER SPLICING - WASHINGTON ST	410.84
				<b>Total for Check/Tran - 126994:</b>	1,232.50
126995 8/26/21	CHK	10398	LORALEI S RAE	WELLNESS PROGRAM REIMBURSEMENT 2021	250.00
126996 8/26/21	CHK	10207	RAIN NETWORKS	OFFICE 365 BASIC RNWL 1Y THRU 8/16/2022	505.35
				OFFICE 365 BASIC RNWL 1Y THRU 8/16/2022	126.34
				NETMOTION WL SW 1Y 9/02/2021-9/30/2022	8,789.76
				<b>Total for Check/Tran - 126996:</b>	9,421.45
126997 8/26/21	CHK	10869	RITZ SAFETY LLC	FR CLOTHING	35.03
				FR CLOTHING	51.78
				<b>Total for Check/Tran - 126997:</b>	86.81
126998 8/26/21	CHK	10219	SHOLD EXCAVATING INC	HADLCK SWR WO#421004 - LANDSCAPE MATERI	13.09
				GRAVEL DELIVERY - 742 PETERSON RD	483.84
				EXCAVATING - 397 N JACOB MILLER RD	1,691.05
				EMRG EXCAVATING - 390 FRANSWORTH PL	1,276.47
				<b>Total for Check/Tran - 126998:</b>	3,464.45
126999 8/26/21	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	CARBON GREY CAPS WITH PUD LOGO	558.59
				CARBON GREY CAPS WITH PUD LOGO	139.65

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08/10/2021 To 08/30/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 126999:</b>					698.24
127000 8/26/21	CHK	10727	TITAN ELECTRIC, INC	DOCK WORK WKENDING 7/10-8/07	67,271.38
				DOCK WORK WKENDING 7/10-8/07	1,866.38
				DOCK WORK WKENDING 7/10-8/07	2,343.74
<b>Total for Check/Tran - 127000:</b>					71,481.50
127001 8/26/21	CHK	10252	ULINE	RESPIRATOR MASKS	678.63
127002 8/26/21	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH#205 - BLOWER MOTOR RESISTOR	19.16
127003 8/26/21	CHK	10278	WPUDA	WPUDA - ASSOCIATION DINNER 2021	32.00
				WPUDA - ASSOCIATION DINNER 2021	8.00
<b>Total for Check/Tran - 127003:</b>					40.00

<b>Total Payments for Bank Account - 1 :</b>	(141)	1,102,594.54
<b>Total Voids for Bank Account - 1 :</b>	(1)	146.19
<b>Total for Bank Account - 1 :</b>	(142)	1,102,740.73
<b>Grand Total for Payments :</b>	(141)	1,102,594.54
<b>Grand Total for Voids :</b>	(1)	146.19
<b>Grand Total :</b>	(142)	1,102,740.73



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08/10/2021 To 08/30/2021

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
150 8/11/21	WIRE	10279	BPA-WIRE TRANSFER	PURCHASED POWER JUN 2021	1,003,780.00
				TRANSMISSION JUN 2021	103,950.00
				REGIONAL COORD SVC JUN 2021	996.00
				REGIONAL COMP ENFOR JUN 2021	1,245.00
Total for Check/Tran - 150:					1,109,971.00

Total Payments for Bank Account - 1 : (1) 1,109,971.00

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

Total for Bank Account - 1 : (1) 1,109,971.00

Grand Total for Payments : (1) 1,109,971.00

Grand Total for Voids : (0) 0.00

Grand Total : (1) 1,109,971.00

## JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 8/20/2021**

Empl	Position	Check #	Check Date	Amount
2000	WATER DISTRIBUTION MANAGER II	70934	08/20/2021	2,227.20
3032	CUSTOMER SERVICE REP	70935	08/20/2021	1,254.82
1052	SUMMER INTERN	70936	08/20/2021	685.75
2003	WATER TREATMENT PLANT OPERATOR III	70937	08/20/2021	2,109.60
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70938	08/20/2021	2,805.01
				<b>\$ 9,082.38</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 8/20/2021</b>
---

Empl	Position	Pay Date	Net Pay
3039	ACCOUITING TECH 1	8/20/2021	1,307.03
3052	ADMINISTRATIVE ASSISTANT	8/20/2021	1,954.07
1044	APPRENTICE LINEMAN	8/20/2021	2,505.74
1026	BROADBAND COORDINATOR	8/20/2021	1,997.51
4006	COMMISSIONER DIST 1	8/20/2021	2,002.22
4004	COMMISSIONER DIST 2	8/20/2021	965.27
4008	COMMISSIONER DIST 3	8/20/2021	737.42
3034	COMMUNICATIONS DIRECTOR	8/20/2021	2,388.59
3002	CUSTOMER SERVICE COORDINATOR	8/20/2021	1,414.50
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	8/20/2021	1,350.21
3022	CUSTOMER SERVICE REP	8/20/2021	1,368.80
3046	CUSTOMER SERVICE REP	8/20/2021	1,214.38
3048	CUSTOMER SERVICE REP	8/20/2021	1,338.80
1027	ELECTRICAL ENGINEERING MANAGER	8/20/2021	3,059.06
1041	ELECTRICAL SUPERINTENDENT	8/20/2021	3,977.16
2007	ENGINEERING DIRECTOR	8/20/2021	3,404.67
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	8/20/2021	2,223.50
3033	FINANCE DIRECTOR	8/20/2021	3,566.88
1046	FLEET/WAREHOUSE HELPER	8/20/2021	2,691.69
1008	FOREMAN LINEMAN	8/20/2021	6,749.56
1012	FOREMAN LINEMAN	8/20/2021	5,632.76
1011	GENERAL MANAGER	8/20/2021	4,860.32
1042	GIS SPECIALIST	8/20/2021	2,368.21
1017	HEAD STOREKEEPER	8/20/2021	2,479.67
3047	HUMAN RESOURCES DIRECTOR	8/20/2021	2,616.96
3008	INFORMATION TECHNOLOGY MANAGER	8/20/2021	3,258.60
3028	IT SUPPORT TECHNICIAN	8/20/2021	1,737.50
1000	LINEMAN	8/20/2021	3,218.96
1016	LINEMAN	8/20/2021	3,728.28
1020	LINEMAN	8/20/2021	6,067.85
1034	LINEMAN	8/20/2021	3,798.26
1043	METER READER	8/20/2021	1,727.28
1047	METER READER	8/20/2021	1,626.18
1037	OPERATIONS DIRECTOR	8/20/2021	3,611.06
1050	PRE-APPRENTICE	8/20/2021	2,160.39
1051	PRE-APPRENTICE	8/20/2021	2,986.06
3004	RESOURCE MANAGER	8/20/2021	2,526.16
1003	SCADA TECH APPRENTICE	8/20/2021	3,711.59
3020	SERVICES DIRECTOR	8/20/2021	2,597.02
1031	STAKING ENGINEER	8/20/2021	2,486.91
1049	STAKING ENGINEER	8/20/2021	1,958.34
1014	STOREKEEPER	8/20/2021	2,444.59
1015	SUBSTATION/METER FOREMAN	8/20/2021	1,596.17
1033	SUBSTATION/METERING TECH	8/20/2021	3,301.99
1054	SUMMER INTERN	8/20/2021	716.73
3013	UTILITY ACCOUNTANT II	8/20/2021	1,624.83
3029	UTILITY ACCOUNTANT II	8/20/2021	1,786.73
3003	UTILITY BILLING CLERK	8/20/2021	1,479.12
3027	UTILITY BILLING CLERK	8/20/2021	1,508.02
3000	UTILITY BILLING COORDINATOR	8/20/2021	1,629.05
2001	WATER DISTRIBUTION MANAGER II	8/20/2021	2,222.39
2002	WATER DISTRIBUTION MANAGER II	8/20/2021	2,000.66
2005	WATER DISTRIBUTION MANAGER II	8/20/2021	1,772.23
			<b>\$ 133,457.93</b>

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

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	23,177,703	23,728,422	23,154,773	2,398,182
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	8,972,851	8,850,515	9,117,048	952,489
4. Transmission Expense	1,080,872	1,158,029	1,101,803	209,919
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	1,034,781	1,042,199	1,125,417	134,058
7. Distribution Expense - Maintenance	1,853,725	1,906,344	2,135,158	311,949
8. Consumer Accounts Expense	798,150	965,939	893,873	147,839
9. Customer Service and Informational Expense	14,700	20,622	16,575	5,726
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	1,556,128	2,063,164	1,711,075	270,135
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>15,311,207</b>	<b>16,006,812</b>	<b>16,100,949</b>	<b>2,032,115</b>
13. Depreciation & Amortization Expense	3,190,530	3,224,836	3,308,602	462,619
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	1,337,580	1,373,209	1,496,038	143,065
16. Interest on Long-Term Debt	1,585,139	1,506,170	1,515,756	217,118
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	39	0	55	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>21,424,495</b>	<b>22,111,027</b>	<b>22,421,400</b>	<b>2,854,917</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>1,753,208</b>	<b>1,617,395</b>	<b>733,373</b>	<b>(456,735)</b>
22. Non Operating Margins - Interest	41,760	1,327	50,621	0
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	1,029,385	1,230,727	1,598,128	119,972
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	12,803	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>2,837,156</b>	<b>2,849,449</b>	<b>2,382,122</b>	<b>(336,763)</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>2.79</b>	<b>2.89</b>	<b>2.57</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>2.11</b>	<b>2.07</b>	<b>1.48</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>2.20</b>	<b>2.18</b>	<b>2.07</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>1.89</b>	<b>1.82</b>	<b>1.60</b>
<b>Rolling 12 Month TIER</b>	<b>2.39</b>	<b>2.74</b>	

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

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	180,659,357	29. Memberships	0
2. Construction Work in Progress	9,553,011	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>190,212,368</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	69,753,874	32. Operating Margins - Current Year	1,617,396
<b>5. Net Utility Plant (3-4)</b>	<b>120,458,494</b>	33. Non-Operating Margins	1,232,054
6. Nonutility Property - Net	83,835	34. Other Margins & Equities	30,723,310
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>33,572,760</b>
8. Invest. in Assoc. Org. - Patronage Capital	67,040	36. Long-Term Debt RUS (Net)	94,598,834
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	0
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>94,598,834</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	1,517,089
13. Special Funds	94,250	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>1,517,089</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>246,135</b>	42. Notes Payable	0
15. Cash-General Funds	2,783,693	43. Accounts Payable	3,097,227
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	0
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	8,110,396	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	1,541,179	48. Other Current & Accrued Liabilities	1,869,287
21. Accounts Receivable - Net Other	(3,975,337)	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>4,966,514</b>
22. Renewable Energy Credits	0	50. Deferred Credits	425,535
23. Materials & Supplies - Electric and Other	2,777,859	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>135,080,732</b>
24. Prepayments	223,257		
25. Other Current & Accrued Assets	2,387,438	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>13,848,485</b>	Balance Beginning of Year	0
27. Deferred Debits	527,618	Amounts Received This Year (Net)	899,876
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>135,080,732</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>899,876</b>

**Equity Ratio** **24.85%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **49.73%**  
 (Long Term Debt/Total Utility Plant) x 100

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

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JULY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,805	17,752	
	b. KWH Sold			11,163,744
	c. Revenue			1,391,130
2. Residential Sales - Seasonal	a. No. Consumers Served	5	5	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	2	2	
	b. KWH Sold			700
	c. Revenue			119
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,417	2,409	
	b. KWH Sold			4,409,188
	c. Revenue			525,308
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			7,905,718
	c. Revenue			445,714
6. Public Street & Highway Lighting	a. No. Consumers Served	208	209	
	b. KWH Sold			30,949
	c. Revenue			18,046
7. Non Metered Device Authority	a. No. Consumers Served	8	7	
	b. KWH Sold			0
	c. Revenue			1,757
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		20,466	20,405	
11. TOTAL KWH Sold (lines 1b thru 9b)				23,510,299
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				2,382,073
13. Transmission Revenue				0
14. Other Electric Revenue				16,109
15. KWH - Own Use				3,136
16. TOTAL KWH Purchased				24,139,021
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				952,489
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				40,288

**Electric Division**  
**Comparison 2021 Budget to 2021 Actuals Year to Date Through JULY**

	2021 Budget JULY YTD	2021 Actuals JULY YTD	Variance
1. Operating Revenue and Patronage Capital	23,154,773	23,728,422	573,649
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	9,117,048	8,850,515	(266,533)
4. Transmission Expense	1,101,803	1,158,029	56,226
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	1,125,417	1,042,199	(83,218)
7. Distribution Expense - Maintenance	2,135,158	1,906,344	(228,814)
8. Consumer Accounts Expense	893,873	965,939	72,066
9. Customer Service and Informational Expense	16,575	20,622	4,047
10. Sales Expense	0	0	0
11. Administrative and General Expense	1,711,075	2,063,164	352,089
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>16,100,949</b>	<b>16,006,812</b>	<b>(94,137)</b>
13. Depreciation & Amortization Expense	3,308,602	3,224,836	(83,766)
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	1,496,038	1,373,209	(122,829)
16. Interest on Long-Term Debt	1,515,756	1,506,170	(9,586)
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	55	0	(55)
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>22,421,400</b>	<b>22,111,027</b>	<b>(310,373)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>733,373</b>	<b>1,617,395</b>	<b>884,022</b>
22. Non Operating Margins - Interest	50,621	1,327	(49,294)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	1,598,128	1,230,727	(367,401)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>2,382,122</b>	<b>2,849,449</b>	<b>467,327</b>

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

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	1,392,825	1,580,927	1,453,905	332,799
2. Power Production Expense	268	1,221	379	1,083
3. Cost of Purchased Power	21,470	73,380	116,667	12,506
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	399,668	369,504	627,268	62,502
7. Distribution Expense - Maintenance	201,465	127,455	322,129	35,299
8. Consumer Accounts Expense	122,778	150,278	133,889	25,925
9. Customer Service and Informational Expense	110	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	519,145	593,521	678,366	84,769
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>1,264,904</b>	<b>1,315,359</b>	<b>1,878,698</b>	<b>222,084</b>
13. Depreciation & Amortization Expense	398,382	450,375	428,415	64,873
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	67,692	83,526	64,991	20,249
16. Interest on Long-Term Debt	140,171	129,111	132,409	17,910
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>1,871,149</b>	<b>1,978,371</b>	<b>2,504,513</b>	<b>325,116</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(478,324)</b>	<b>(397,444)</b>	<b>(1,050,608)</b>	<b>7,683</b>
22. Non Operating Margins - Interest	61,667	22,807	78,593	108
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	417,514	460,968	417,026	162,253
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	3,201	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>4,058</b>	<b>86,331</b>	<b>(554,989)</b>	<b>170,044</b>



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

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	31,109,865	29. Memberships	0
2. Construction Work in Progress	1,309,463	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>32,419,328</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	12,857,061	32. Operating Margins - Current Year	(397,443)
<b>5. Net Utility Plant (3-4)</b>	<b>19,562,267</b>	33. Non-Operating Margins	483,775
6. Nonutility Property - Net	2,168,168	34. Other Margins & Equities	22,988,227
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>23,074,559</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	5,385,991
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>5,385,991</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	170,817	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,338,985</b>	42. Notes Payable	848,345
15. Cash-General Funds	160,800	43. Accounts Payable	(4,281,630)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	500
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	2,096,180	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	262,284	48. Other Current & Accrued Liabilities	56,875
21. Accounts Receivable - Net Other	484,692	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>(3,375,910)</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	30,197	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>25,084,640</b>
24. Prepayments	0		
25. Other Current & Accrued Assets	149,235	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>3,183,388</b>	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	256,431
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>25,084,640</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>256,431</b>

**Equity Ratio** **91.99%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **16.61%**  
 (Long Term Debt/Total Utility Plant) x 100

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

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JULY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	13	12	
	b. Gallons Sold			8,000
	c. Revenue			1,550
2. Metered Residential Sales -	a. No. Consumers Served	4,591	4,551	
	b. Gallons Sold			30,509,061
	c. Revenue			263,023
3. Metered Commercial Sales	a. No. Consumers Served	320	319	
	b. Gallons Sold			7,962,787
	c. Revenue			53,898
4. Residential Multi-Family	a. No. Consumers Served	46	46	
	b. Gallons Sold			313,700
	c. Revenue			3,489
5. Metered Bulk Loadings	a. No. Consumers Served	1	1	
	b. Gallons Sold			0
	c. Revenue			34
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Master Meters	a. No. Consumers Served	22	22	
	b. Gallons Sold			6,384,290
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	377	375	
	b. Gallons Sold			0
	c. Revenue			10,289
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		5,375	5,331	
11. TOTAL Gallons Sold (lines 1b thru 9b)				45,177,838
12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)				332,284
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				515
15. Gallons - Own Use				
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				23,910,167
18. Cost of Purchases and Generation				13,589

**Water Division**  
**Comparison 2021 Budget to 2021 Actuals Year to Date Through JULY**

	2021 Budget JULY YTD	2021 Actuals JULY YTD	Variance
1. Operating Revenue and Patronage Capital	1,453,905	1,580,927	127,022
2. Power Production Expense	379	1,221	842
3. Cost of Purchased Power	116,667	73,380	(43,287)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	627,268	369,504	(257,764)
7. Distribution Expense - Maintenance	322,129	127,455	(194,674)
8. Consumer Accounts Expense	133,889	150,278	16,389
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	678,366	593,521	(84,845)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>1,878,698</b>	<b>1,315,359</b>	<b>(563,339)</b>
13. Depreciation & Amortization Expense	428,415	450,375	21,960
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	64,991	83,526	18,535
16. Interest on Long-Term Debt	132,409	129,111	(3,298)
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>2,504,513</b>	<b>1,978,371</b>	<b>(526,142)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(1,050,608)</b>	<b>(397,444)</b>	653,164
22. Non Operating Margins - Interest	78,593	22,807	(55,786)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	417,026	460,968	43,942
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(554,989)</b>	<b>86,331</b>	641,320

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

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.12	Operating Account - Jefferson Co. Treasurer	\$2,018,552
1 131.11	Operating Depository Account - Bank of America	763,276
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	27,027
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	8,697
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850
2 135.21	Cash Held in Trust by Property Manager	150
1 131.16	Payroll Clearing Account - 1st Security Bank	15
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	-21 Restricted
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	-2,486 Restricted
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$2,944,493</b>
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$3,344,708
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	2,840,689
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,925,000
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	1,059,162 Restricted
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	724,012
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	313,006 Restricted
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$10,206,577</b>
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	\$164,827 Restricted
1 126.10	Capital Reserves	94,000 Restricted
2 126.10	Capital Reserves	6,000 Restricted
1 128.00	Other Special Funds	250 Restricted
2 126.21	Tri Area Bond Reserve	-10 Restricted
<b>TOTAL LINE 13. BALANCE SHEET-SPECIAL FUNDS</b>		<b>\$265,067</b>
<b>RESTRICTED CASH BALANCE--JULY 2021</b>		<b>\$1,634,728</b>
<b>NON-RESTRICTED CASH BALANCE--JULY 2021</b>		<b>\$11,781,409</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JULY 2021</b>		<b>\$13,416,137</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JUNE 2021</b>		<b>\$14,539,586</b>
<b>Change in Bank Balance</b>		<b>(\$1,123,449)</b>

September 7, 2021

**PUD Calendar**

**September 7, Regular BOC Meeting per ZOOM, 5:00pm**

**September 13, 10:00am-12:00pm, Special Meeting 2022 Budget update**

**September 15<sup>th</sup>-17<sup>th</sup> WPUDA Association Meetings, per ZOOM**

**September 23, 2021 ICG Meeting, 5:00 pm per ZOOM**

**September 22nd-24th, WPUDA Water Workshop, per ZOOM**



## **AGENDA REPORT**

**DATE:** September 7, 2021  
**TO:** Board of Commissioners  
**FROM:** Jean Hall, Services Director  
**RE:** Low Income Program & Arrears Update

---

**BACKGROUND:** Due to the COVID-19 pandemic and economic crisis we have seen a substantial rise in uncollected receivables. In addition to higher-than-normal arrears statistics we are seeing a decline in participation in our low-income program.

**ANALYSIS/FINDINGS:** Continued outreach to community is needed to boost Low Income program participation, as well as connecting customers with available assistance programs and payment arrangements.

**FISCAL IMPACT:**

**RECOMMENDATION:** Presentation is to provide the BOC and public with updated information only. No action required.

Arrears &  
Low-Income  
Program  
Update



At the last regular meeting of the BOC it was requested that staff bring an update to the Board relating to the Low Income Program and Accounts Receivable (AR) Arrears

## 2021 Low Income Program Participation

- Overall decline in enrollment over the most recent three months
- Staff is using all available contact methods to urge customers to renew their enrollment
- Outreach is performed prior to expiration as well as after the customer has been removed from the program
- We can only speculate as to the cause at this time
- August participation numbers are preliminary only, as month end processes and adjustments have yet to be completed
- Year end cost can be estimated near \$410K should participation remain at a decreased level



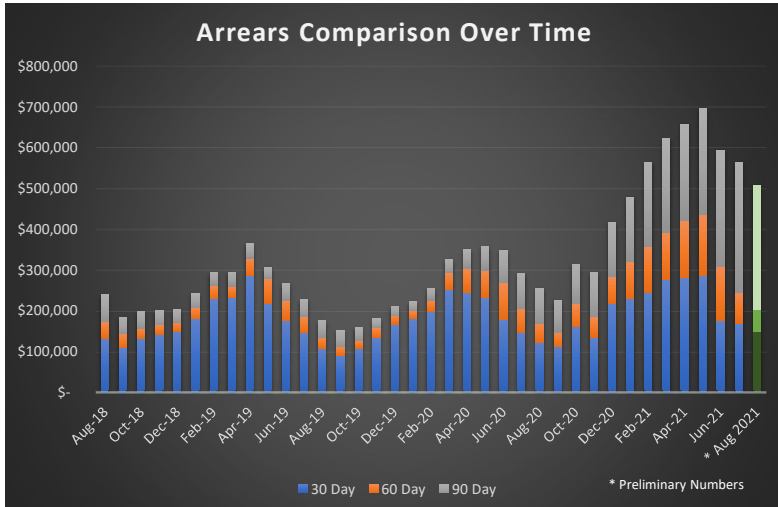
Note –August numbers are preliminary as billing, month end processes, and adjustments have yet to be completed

Month End processes for August begin on September 4th and can take several weeks to complete



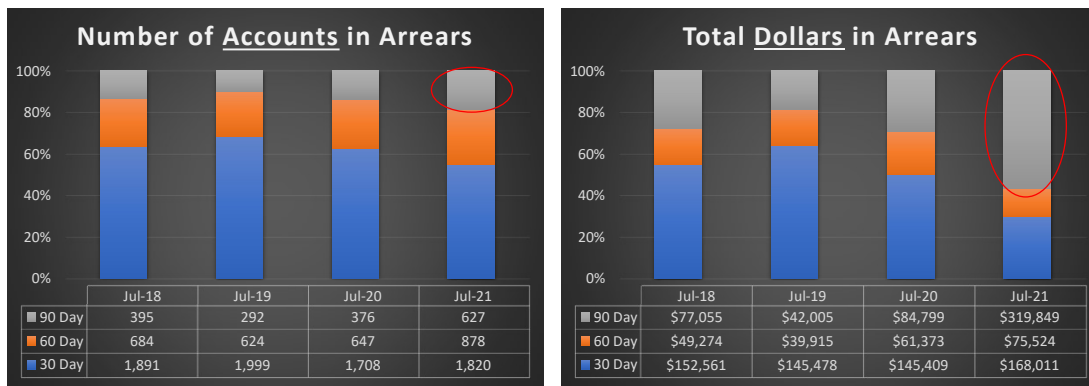
## Three Year Comparison

- Data includes **ALL** arrears
- Inactive accounts will be sent to the collection agency after 90 days of being inactive
- August numbers are preliminary as billing, month end processes, and adjustments have yet to be completed
- Total number of accounts in arrears is 3,325
  - 19% of those accounts have a balance that is at least 90 days in arrears
- Total arrears is \$563,383
  - 57% of that balance is at least 90 days in arrears



All arrears includes all revenue classes, consumer classes (i.e. budget billing), and both active and inactive accounts. Inactive accounts are written off 90+ days after the final billing. These write offs are presented to the board in the consent agenda each month.

- Roughly 6% of PUD accounts have a balance that is at least 30 days in arrears
- 19% of that same 6% have a balance that is at least 90 days in arrears
- That 19% are responsible for 57% of the total dollars in arrears
- While the dollar amount of the 30-day arrears has stayed at relatively level range, the 90-day arrears have grown more than 300% since July 2018



Inactive/closed accounts that have an unpaid balance are written off and sent to collections 90 days after the final bill is due.

Active accounts that have an unpaid balance would normally be disconnected for nonpayment, the bulk of the 60 & 90-day arrears are active accounts

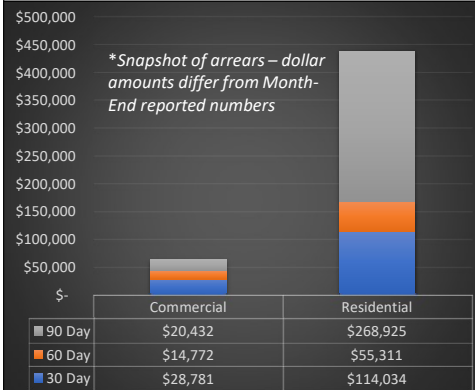
## Residential Cut-off Moratorium Expiration Currently Set For September 30<sup>th</sup>

### **To qualify for disconnect accounts must:**

- Have a past due balance greater than \$75
- Be at the end of the 56-day collection cycle
- No valid assistance voucher or pending assistance appointment
- No valid payment arrangement

- Total residential accounts at risk is 575
- 51 are Low-Income customers
- Total dollar amount normally collected through disconnect process is \$390,156

### Revenue Class Comparison All Utility Services



**Current Data as of August 30, 2021**

The reports we use for comparing our arrears over time are part of our month-end reporting. The numbers conveyed on this slide are not from that reporting and are instead pulled from reports that look at a snapshot created when the report is run. The revenue class comparison on the right is one example. This data was populated 8/30/2021. Accounts receivable data is ever fluctuating as payments are posted daily.

## Current Outreach Measures



## Current Ad

Is Your PUD Bill

PAST-DUE?

DUE DATE:

09/30/21

WA STATE'S UTILITY SHUTOFF  
MORATORIUM ENDS SEPT. 30, 2021

Don't risk losing PUD power, water, or sewer services because of past-due bills. Reach out M-F 9am-4:30pm to discuss payment arrangements & to inquire about eligibility and applications for utility bill funding assistance programs.

email: [customerservice@jeffpud.org](mailto:customerservice@jeffpud.org)  
website: [jeffpud.org/assistance](http://jeffpud.org/assistance)

CALL 360-385-5800

Public Utility #1 of Jefferson County is an Equal Opportunity Employer and Provider

Current ad running every Wednesday in September. Ad will be updated should the moratorium be extended again.



## **AGENDA REPORT**

DATE: September 7, 2021

TO: Board of Commissioners

FROM: Mike Bailey, Finance Director/Auditor

RE: 2022 Budget Update

RECOMMENDATION: Information Only

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**SUMMARY: Staff has posted our 2022 Draft Budget on our website. We will be having a budget meeting on September 13, 2021, to review the budget with the Board. We will have a budget hearing on Monday, October 4, 2021.**

**BACKGROUND: Staff is currently reviewing the numbers and putting together all in numbers for their departments. We are reviewing capital needs for work projects and equipment. Due to unusual long lead times, some items are being ordered now but will not be paid for until 2022 which means they will need to be in the budget.**

**ANALYSIS/FINDINGS: After presenting and discussing the 1<sup>st</sup> draft of the 2022 Budget with the Board on September 13, 2021, Staff will review recommendations from the Board to make changes to the Budget. Staff will also have some of their own recommendations on changes to the budget.**

**FISCAL IMPACT:** The budget sets the PUD up for expected expenditures and revenues for the year. It shows the Commissioners and public what we anticipate accomplishing during the year.

**RECOMMENDATION:** This was for informational purposes only. In a couple of weeks, Staff will have a preliminary budget for the Board to review and discuss.





## **AGENDA REPORT**

**DATE:** September 7, 2021  
**TO:** Board of Commissioners  
**FROM:** Samantha Harper, P.E., Engineering Director  
**RE:** Updates to Wastewater/Sewer Rate Schedule  
**RECOMMENDATION:** Approval of Resolution

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**SUMMARY:** Staff requests the Board of Commissioners adopt the proposed wastewater/sewer rate schedule as presented Exhibit A.

**BACKGROUND:** Over the past year the PUD has worked with FCS, consultant, to complete a cost-of-service analysis (COSA) and rate design update for the PUD utilities. FCS presented the revenue requirements and multiple rate design scenarios which would enable the PUD to start to bring the wastewater/sewer utility up to cost of service in addition to make process on becoming a standalone utility.

**ANALYSIS/FINDINGS:** Through a few meetings and discussions, the proposed wastewater/sewer rates were changed from a postage stamp model into three separate rates, a: 1) Standard rate; 2) Beckett Point rate; and 3) Kala Point rate. Also, the three different rate classes were shown being phased into the proposed COSA wastewater/sewer rate within a 3-year, 5-year, 7-year and 10-year time period. At the August 17, 2021, Board of Commissioners meeting, the board of commissioner's recommended the 5-year phase-in option.

**FISCAL IMPACT:** The rate increase would allow the wastewater/sewer utility to start to meet revenue requirements and to provide a modest capital improvement plan.

**RECOMMENDATION:** Approve the Resolution adopting the wastewater/sewer rates as presented in attached Exhibit A- Wastewater/Sewer Rates Schedule.

Attachments: Resolution 21-0XX  
Resolution 21-0XX, Exhibit A Wastewater/Sewer Rates Schedule

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

**RESOLUTION NO. 2021-XX**

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

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

**WHEREAS**, the Board of Commissioners have reviewed the wastewater/sewer rates for the wastewater/sewer systems managed by the PUD; and

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

**WHEREAS**, At the July 20, 2021 regular Board of Commissioners meeting wastewater/sewer rates and an overview of the services provided by the waste/water rates were presented by both staff and consultant. At the August 17, 2021 regular Board of Commissioners meeting the proposed rates were presented for input and comments from both the public and the commissioners; and

**WHEREAS**, the proposed rates are attached as Exhibit A to this resolution and will revise, amend and replace the wastewater/sewer rates as set forth in Resolution No. 2021-0XX; and

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

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

Section 1. The foregoing recitals are hereby incorporated into this Resolution.

Section 2. The PUD adopts the attached wastewater/sewer rate changes in Exhibit A, effective for all bills rendered on or after October 5, 2021, with annual increase occurring January 5, 2022, January 5, 2023 and January 5, 2024.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 7th day of September 2021.

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Dan Toepper, President



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

ATTEST:

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



Wastewater/Sewer

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# RATE SCHEDULE

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The Rate Schedule is a policy outlining the availability and defining the application of the rates that have been adopted by the Jefferson County Public Utility District No. 1 Board of Commissioners

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Updated Resolution 2021-xxx  
~~[Month & Day]~~ September 7, 2021

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Exhibit A

General Provisions ..... 32

Service Policy.....3

Low IncomeTax Adjustment:..... 32

EffectiveService Policy..... 32

Wastewater Rate Schedule ..... 418

# Exhibit A

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## General

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### *Tax Adjustment:*

The amount of tax levied by any city or town in accordance with RCW 54.28.070, of the Laws of the State of Washington, will be added to all applicable charges for utility services sold within the limits of any such city or town.

### *Service Policy*

Service under this schedule is subject to the rules and regulations as defined in the District's ~~Electric Service Regulations and the Water System Plan~~ Customer Service Policy.

### *Low Income Discounts:*

Jefferson County PUD offers discounts to low-income senior citizens and other low-income citizens per RCW 74.38.070. Program guidelines and income thresholds are defined under section 10.6 of the Customer Service Policy. ~~The discount credit amount for each program is defined under section 14.2 of the Customer Service Policy.~~

### *Effective*

All rate changes will be effective with statements rendered on or after the listed.

# Exhibit A

## Wastewater Rate Schedule

### ~~AL-S: Residential Sewer~~

~~MONTHLY CHARGE: .....\$ 30.80~~~~CSWR: Commercial Sewer~~

~~MONTHLY CHARGE: .....\$ 30.80~~~~KPS: Kala Point Flat Sewer~~

~~MONTHLY CHARGE: .....\$ 20.00~~

~~KPSA1: Kala Point Association 1~~

~~MONTHLY CHARGE: .....\$ 90.00~~

~~KPSA2: Kala Point Association 2~~

~~MONTHLY CHARGE: .....\$ 210.00~~

~~KPSA3: Kala Point Association 3~~

~~MONTHLY CHARGE: .....\$ 270.00~~

~~APSW: Alcohol Plant Sewer~~

~~MONTHLY CHARGE: .....\$ 150.00~~

~~S7SW: Senior 7 Sewer~~

~~MONTHLY CHARGE: .....\$ 80.00~~

### **MONTHLY CHARGES**

<u>Effective Date:</u>	<u>October 5</u>	<u>January 5</u>	<u>January 5</u>	<u>January 5</u>	<u>January 5</u>
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
<u>Basic Charge:</u>					
<del>All systems</del> <u>Standard</u> <sup>1</sup>	\$ 41.20	\$ 51.59	\$ 61.99	\$ 72.39	\$ 82.78
<u>Standard Low Income</u>	(\$ 12.36)	(\$ 15.48)	(\$ 18.60)	(\$ 21.72)	(\$ 24.83)
<u>Beckett Point</u>	\$ 47.71	\$ 64.62	\$ 81.53	\$ 98.44	\$ 115.36
<u>Beckett Point Low</u>	(\$ 14.31)	(\$ 19.39)	(\$ 24.46)	(\$ 29.53)	(\$ 34.61)
<u>Income</u>					
<u>Kala Point</u> <sup>1</sup>	\$ 25.60	\$ 31.19	\$ 36.79	\$ 42.38	\$ 49.22
<u>Kala Point Low</u>	(\$ 7.68)	(\$ 9.36)	(\$ 11.04)	(\$ 12.71)	(\$ 14.77)
<u>Income</u>					

### Notes:

1. Multi-family, Condos and Timeshares are billed the basic charge per unit.



## **AGENDA REPORT**

**DATE:** September 7, 2021  
**TO:** Board of Commissioners  
**FROM:** Kevin Streett, GM  
Lori Rae, Broadband Coordinator  
**RE:** Wholesale Telecommunication Services Agreement

---

**BACKGROUND:** As the PUD expands the broadband department a Wholesale Telecommunications Service Agreement is needed. The agreement not only protects the PUD but also defines the responsibility between the RSP and the PUD.

**ANALYSIS/FINDINGS:** Staff is seeking a motion to approve the Wholesale Telecommunication Service Agreement.

**FISCAL IMPACT:** No fiscal impact

**RECOMMENDATION:** Approve a motion to adopt the Wholesale Telecommunication Service Agreement as presented.

# PUBLIC UTILITY DISTRICT OF JEFFERSON COUNTY

## WHOLESALE TELECOMMUNICATIONS SERVICES AGREEMENT

In accordance with Washington State RCW 54.16.330, the Parties named herein hereby enter into this Agreement for Wholesale Residential Telecommunications Services (the “Agreement”) made this \_\_\_\_\_ day of \_\_, \_\_, between Public Utility District No. 1 of Jefferson County, a municipal corporation under the laws of the State of Washington and having its principal place of business in Port Townsend, Washington and \_\_\_\_\_, a telecommunications and/or Internet access company that want to provide services in Jefferson County, Washington.

### A. DEFINITIONS

“Network” means the District’s telecommunication facilities used to provide open access broadband services to the District and its customers. The Network provides wholesale telecommunication services as authorized by the laws of Washington State.

“District” means Public Utility District No. 1 of Jefferson County, Washington.

“Open Access” is defined in Section G of this Agreement

“Party or Parties” means the District, Retail Service Provider, or both.

“Retail Customer” means the person or business purchasing telecommunication services from the RSP.

“Retail Service Provider (RSP)” means the signatory to this Agreement with the District, which entity represents it is authorized to provide retail telecommunication services and to which the District is authorized to provide wholesale telecommunication services.

### B. ELIGIBILITY

The District will provide available wholesale telecommunication services to qualified Retail Service Providers (RSPs) under an open access arrangement. To qualify as eligible to provide services on the District’s Network, the RSP represents

to the District the following:

1. The RSP will provide to the District a local telephone number for technical customer support.
2. The RSP represents that it has the ability to install and provision consumer services including, but not limited to, compliance with all applicable laws and regulations, such as certified telecommunications administrator or low voltage licenses, or as otherwise required by local, state or federal laws and regulations.
3. The RSP represents that it can currently provide or will provide prior to its use of the Network, a statement of intent to operate as a telecommunications provider or Internet Service Provider (ISP) and will meet the requirements of the District to resell District telecommunication services.
4. The RSP agrees to comply with the terms and conditions specified in the *Telecommunications Customer Service Policies of the Public Utility District of Jefferson County, Washington*, as they currently exist or as amended in the future..
5. The RSP further warrants to the District that it has the authority to enter into this Agreement. RSP further warrants that it is duly licensed, has secured all necessary permits and licenses, and is fully qualified to provide telecommunications services in compliance with all terms and conditions of this Agreement and all laws of the state of Washington.
6. The RSP warrants that it is purchasing wholesale products from the District and that the RSP will satisfy any State or Federal Universal Service Fund obligations and pay any applicable sales or other taxes that might be applied to its retail service.
7. RSP represents that in providing services it acts as an independent contractor.
8. In all activities contemplated by the Agreement, the RSP shall perform in a good and competent manner, consistent with sound and generally accepted business practice.

#### C. TERM

The Agreement will continue in full force until such time either Party provides thirty (30) days written notice of termination, or default occurs by either Party.

Upon termination of this Agreement, all rights of RSP and their Retail Customers for services or broadband capacity cease and the District has no further obligations to furnish such service or capacity to the RSP. Subject to Section G constraints, the District has the absolute right to cease to provide wholesale telecommunications services to the RSP and/or disconnect any existing services and/or refuse to provide any future services or reconnection.

The Parties agree that continued service to the Retail Customer is highly desirable.



In the event of termination of this Agreement, for any reason, the RSP shall immediately notify all affected Retail Customers of the final service date and any options available to the Retail Customer for continued service. The District shall also have a right, but not obligation, to notify any affected Retail Customers similarly.

#### **D. LEASING OF FIBER LOOPS**

The District hereby agrees to provide RSP access to the District's fiber network, through the lease of local fiber loops to provide any broadband circuits requested by RSP, whether intended for internal use of the RSP or with the intent to resell to retail customers, provided such capacity is then reasonably available on the District's network, in the District's discretion. The District has no obligation to provide dark fiber to the RSP, or any other party.

The RSP's right to access and use District network does not authorize and shall not be construed to authorize the RSP to have exclusive use of the District's network capacity.

Terms related the installation of customers are set forth in Exhibit A to the Agreement.

#### **E. FINANCES**

Current charges and fees are as set forth in the District's Broadband Rate Schedule. Such pricing shall change at the District's discretion.

Should RSP be required to quote a set fee for a certain contractual term to a Retail Customer, the RSP may request, and District shall provide, in written form, a fixed fee which the District shall honor for the projected duration of that circuit or product offering, subject to default termination provisions.

Each Party shall be responsible for its own federal, state, and local taxes, assessments, fees, surcharges, and other financial impositions. Notwithstanding the foregoing, RSP agrees that if there is any tax payable by it, but which is to be collected by the District which the District does not collect for any reason, upon assessment thereof by the applicable taxing agency, and demand by the District, the RSP shall immediately remit the same to the District, even if such assessment arises after the termination of the Agreement.

#### **F. FACILITIES AND OWNERSHIP**

The District will provide access to network infrastructure at various locations within Jefferson Counties.

Ownership of preexisting lines and telecommunications infrastructure shall not change as a result of this Agreement.

#### **G. OPEN ACCESS SYSTEM**

The District agrees to maintain an open access system. Rates, terms, and conditions for wholesale broadband services shall not be unduly or unreasonably discriminatory or preferential. The District shall establish rates and policies for access to the District's wholesale broadband infrastructure and shall apply those fees, terms, and conditions to all authorized RSPs as well as itself. If the District obtains authority and decides to provide retail broadband services, such decision shall not terminate its wholesale broadband services or this Agreement. However, nothing in this section shall limit the District's ability to terminate this Agreement for any other reason, including but not limited to, termination rights as provided in Sections C and L.

#### **H. SERVICE**

The District and the RSP shall act professionally in all aspects of this business relationship. Neither shall make statements damaging to the credibility of the other party. Both shall strive to deliver high quality and professional service to the retail customer.

The District shall be responsible for all circuit operation over the District network. The RSP shall be responsible for all circuit operation outside the District network. The RSP agrees it shall not directly or indirectly interfere in any manner with District operations or facilities and that it shall not alter, maintain, or repair the District's broadband infrastructure without the written consent of the District.

The RSP shall be responsible for all customer service activities, including communications with Retail Customer on outages, service quality issues, and all technical needs or concerns of the retail customer.

Because the RSP is responsible for its retail customers, the District wishes to avoid direct correspondence, verbal or written, from the retail customer regarding the services provided by the RSP through this Agreement. Any such contact will be immediately passed on to the RSP. On request of the District, the RSP will notify the retail customer of the parties' desired flow of communication.

The RSP shall accept credit risk of the retail customer and shall not pass that risk onto the District. The District shall accept RSP credit risk and shall not look to the retail customer for satisfaction of any amounts owed by the RSP.

The District does not guarantee uninterrupted availability. The District shall not

be liable to the RSP or any other person, for any failure, whether temporary or permanent, to provide uninterrupted telecommunications services.

In the event it is necessary (in the sole discretion of the District) to temporarily suspend the availability of bandwidth capacity for the purpose of preventive maintenance, repairs, or improvements to the District communication system, the District shall have the right to do so, but shall use best efforts to give appropriate advance notice.

Following unscheduled failures in the District's communications infrastructure, the District will make needed repairs to restore capacity with diligence and complete such repairs as soon as is reasonable and practical.

In the event of an emergency, the District may immediately discontinue service to avoid harm to or interference with its wholesale telecommunications operations or facilities, or the operations or facilities of third parties, and the District shall notify RSP of such disconnection as soon as reasonably practical.

#### **I. COORDINATION OF ACTIVITIES**

Both Parties to this Agreement shall keep each other apprised of activities that may affect the other's communication system. Prior to commencement of any work hereunder, the Parties will confer to schedule and coordinate the work to be performed.

#### **J. LIMITATION OF LIABILITY, INDEMNITY, AND INSURANCE**

As noted in Section G herein, the District does not guarantee uninterrupted availability. The District is not liable or responsible for content, errors in transmission, security and integrity of data or information, virus transmission, broadcast hacker attacks, or failure to establish connection. No liability shall attach to the District for failure of communication facilities, failure to have bandwidth capacity available or fiber cuts. No liability shall attach to the District for complying with federal and state law enforcement investigative efforts or discontinuing service as a result of unlawful or fraudulent activity.

Notwithstanding any other provision within this Agreement, or elsewhere, neither Party shall be liable to the other, nor shall the District be liable to the RSP's retail customers or affiliates, for any consequential, incidental, special, punitive, or indirect damages, including without limitation lost revenue, profits or other benefit, whether by tort, contract, or otherwise arising out of or in any way related to this Agreement or the District's performance, faulty performance or non-performance, of any provision of this Agreement. Both Parties specifically and expressly agree, on behalf of itself and all its customers and affiliates, that the sole

liability for any claim or demand arising out of this Agreement or the District's provision, faulty provision, or non-provision of services under this Agreement shall not exceed the monthly rate paid for such service under this Agreement, to the District by the RSP, within the 30-day period immediately preceding the event that gives rise to the claim or demand. Neither Party shall be responsible for force majeure events such as (but not limited to) acts of god; acts of nature; strikes; fire; war; riot; pandemics, acts of terrorism; and government actions.

The RSP shall indemnify, defend, and hold harmless the District from any physical injuries to people by the RSP, any damage to property by the RSP or any third-party claims, demands, actions, damages, liability, judgments, expenses, and costs (including attorneys' fees) arising from the RSP's use of service(s), or by reason of any breach or nonperformance of any covenant or obligation of the RSP herein, or the violation of any law or regulation by the RSP. The RSP's obligation to assume, protect, defend, indemnify, and save the district harmless shall extend to the District's, affiliates, subsidiaries, officers, directors, agents, and employees and shall continue for so long as any of the named indemnitees may be subjected to claims or suits calling for such obligations provided. The RSP may not enter into a settlement that imposes any obligation on the District or requires any admission by the district without the written approval of the district.

The district shall indemnify, defend, and hold harmless the RSP from any physical injuries to people by the District, damage to property by the district or any third-party claims, demands, actions, damages, liability, judgments, expenses, and costs (including attorneys' fees) arising from the district's provision of service(s), or by reason of any breach or nonperformance of any covenant or obligation of the district herein, or the violation of any law or regulation by the district. The District's obligation to assume, protect, defend, indemnify, and save the RSP harmless shall extend to the RSP's affiliates, subsidiaries, officers, directors, agents, and employees and shall continue for so long as any of the named indemnitees may be subjected to claims or suits calling for such obligations provided. The District may not enter into a settlement that imposes any obligation on the RSP or requires any admission by the RSP without the written approval of the RSP.

The District requires the RSP assert similar rights, protections, and limitations of liability for both the District and RSP in its internal policies and agreements with Retail Customers.

#### K. COMPLIANCE WITH LAW

Both the District and the RSP shall comply with all applicable federal, state, and local laws, codes, rules, regulations, and all other obligations under law.

The District will cooperate with appropriate law enforcement and government agencies or other parties involved in investigating claims of illegal or inappropriate activity. The District's broadband services may only be used for lawful purposes. RSP service may be disconnected to prevent fraudulent use by RSP or its retail customer, including lack of compliance with intellectual property rights and laws, or inappropriate content such as child pornography.

The RSP shall terminate retail customer's circuit service in the event RSP becomes aware of failure on the part of the retail customer to follow all applicable laws and regulations including, but not limited to, copyrights, trademarks, and material that is obscene, defamatory, or constitutes an illegal threat.

#### L DEFAULT

The following shall constitute an event of default: (a) the RSP fails to pay any fee per the terms specified in the *Telecommunications Customer Service Policies of the Public Utility District of Jefferson County, Washington*. (b) a proceeding under bankruptcy, reorganization, arrangement of debts, insolvency or receivership law or assignment of benefit of creditors is made by or against the RSP; (c) the RSP becomes insolvent or fails to generally pay its debts as they become due; (d) the RSP voluntarily or involuntarily dissolves or is dissolved or terminates or is terminated; or (e) the District fails to observe or perform any of its representations, warranties, and/or obligations with the RSP and fails to cure such breach within ten (10) days after written notice.

In the event of default by either Party, the non-defaulting Party shall have the right to exercise any or all of the following remedies: (a) terminate this Agreement by written notice; (b) proceed by court action to enforce performance of this Agreement; (c) exercise any other right or remedy available at law or in equity; and/or (d) disconnect broadband services and render any related communication equipment or infrastructure unusable and inoperable.

#### M. RIGHT OF ASSIGNMENT

The District rights and responsibilities under this Agreement may be assigned to another District owned system or any successor organization to the District at the sole discretion of the District. The District may assign rights under this Agreement to any other entity with approval of the RSP, which shall not be unreasonably withheld.

No assignment by RSP of this Agreement or any rights under this Agreement may be done without the written approval of the District, whose approval will not unreasonably be withheld.

#### N. MODIFICATION OF AGREEMENT

This Agreement may only be modified or amended by the Parties in writing; provided however, this section shall not be construed as limiting the ability of the District to change policies, fees, or charges in any manner.

#### O. DISPUTE RESOLUTION AND ATTORNEYS' FEES

The Parties shall execute their rights and discharge their duties as set forth in this Agreement in good faith. In the event of a dispute, the Parties shall consult and exercise reasonable efforts to arrive at an amicable resolution. Failing that, if any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the substantially prevailing Party shall be entitled to reasonable attorneys' fees, costs, necessary disbursements, and reasonable expert witness fees, in addition to any other relief granted. If there is no substantially prevailing party, the Parties shall each bear their own attorneys' fees and costs.

#### P. JURISDICTION; VENUE

This Agreement shall be governed and interpreted under the laws of the State of Washington. Venue of any legal action shall be in Jefferson County, Washington.

#### Q. ENTIRE AGREEMENT AND SEVERABILITY

This instrument embodies the entire Agreement of the District and the RSP. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between District and the RSP regarding the services described herein.

If a provision of this Agreement is held to be invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had never been contained in this Agreement.

IN WITNESS WHEREOF, EXECUTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Kevin Streett, General Manager  
Public Utility District of Jefferson County

IN WITNESS WHEREOF, EXECUTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Retail Service Provider

## **Exhibit A**

### **CIRCUIT OPERATION AND SERVICE CONDITIONS**

#### **1. General Provisions for Installation**

All work performed by the RSP, its contractors, or assignees, shall be done in accordance with applicable federal, state, and local codes. The RSP shall comply with all laws, rules, and regulations relating to fire prevention, control, and suppression, and all safety rules and regulations.

Any modification by the RSP to the District or NoaNet connection, communication infrastructure, or interface equipment shall be performed only with the prior knowledge and written consent of the District.

All work by the District or the RSP shall be done in a workmanlike manner and shall be maintained so as not to be hazardous to life or property. Damage to District facilities shall be repaired promptly without cost to the damaged party. The District shall be immediately notified of any such damage, and repairs shall be performed by the District or under strict District supervision.

#### **2. Equipment to be Installed**

All equipment to be installed by the RSP shall be FCC type approved, where applicable. However, any such FCC approval shall not relieve the RSP of responsibility to correct incompatibility or interference problems.

#### **3. System Integrity**

The RSP agrees to exercise care and caution to preserve the integrity and security of all operation systems, equipment, and facilities located on District or the RSP's business premises covered by this Agreement. The District has the right to limit the manner in which any portion of its network and facilities is used to protect the technical integrity of the network. .

#### **4. Facility Access Conditions**

The RSP shall have no right of access to District property, equipment, or communications infrastructure other than as may be located on RSP's business premises. RSP personnel shall be granted access to District-owned equipment only as authorized by the District's technical contact as set forth in Exhibit B. When access shall be granted, RSP's employees shall utilize and retain possession of any keys to District-owned sites and shall not allow duplication or use by contractors or



others who are not direct employees of the RSP. The RSP shall provide an employee to remain with contractors or maintenance personnel engaged by the RSP for activities at District-owned sites.

The RSP shall ensure the District has full and unrestricted access to District-owned communications infrastructure located on the Retail Customer's premises and reasonable access to District-owned communications infrastructure located on RSP's premises.

#### 5. Interconnectivity and Demarcation on Retail Customer Premises

The RSP's local loop access point shall be as mutually agreed for each circuit as specified in the *Telecommunications Customer Service Policies of the Public Utilities District of Jefferson County, Washington*.

The RSP or retail customer shall be responsible for all internal communications infrastructure necessary for their business operation. The point of demarcation on Retail Customer's business premises shall be the retail customer's input port on the terminal equipment installed by the District on such business premises. The RSP shall own the cable connecting into the port; the District shall own the terminal equipment and all communications infrastructure leading from the business premises site.

#### 6. Trouble Reports

The District will be responsible for maintaining signal from the point signal is received by the District to the point that signal is returned to the RSP. Any testing beyond the District's equipment will be the responsibility of the RSP.

## Exhibit B

### CONTACTS

The RSP and the District shall keep each other informed, in writing, of technical, business, and mailing contacts as required in the below listed table.

<u>Technical Contact</u>	<u>District</u>	<u>RSP</u>
Name	Jefferson PUD	
Location		
Address	310 Four Corners Rd	
City, State & Zip	Port Townsend WA 98368	
Daytime Phone	(360) 385-8358	
Fax Number		
Emergency Phone Number	(360) 316-1214	
E-mail	<a href="mailto:lrae@jeffpud.org">lrae@jeffpud.org</a>	
<u>Notice Contact</u>		
Name	Jefferson PUD	
Attention	Lori Rae - Broadband Coordinator	
Address	310 Four Corners Rd	
City, State & Zip	Port Townsend WA 98368	
Daytime Phone	(360) 385-8358	
Fax Number		
Emergency Phone Number	(360) 316-1214	
<u>Billing Address</u>		
Name	Jefferson PUD	
Address	310 Four Corners Rd	
City, State & Zip	Port Townsend WA 98368	
SPIN#	N/A	
UBI#	N/A	
TIN#	N/A	
24 X 7 Technical Contact Phone # (District Ability to Contact Provider)	N/A	
24 X 7 Customer Contact Phone # (Customer Ability to Contact Provider)	NoaNet Network Operations Center (NOC) - 866.662.6380	N/A
Liability Insurance Carrier	Public Utility Risk Management Systems (800) 562-5226	



## **AGENDA REPORT**

**DATE:** September 7, 2021  
**TO:** Board of Commissioners  
**FROM:** Samantha Harper, P.E., Engineering Director  
**RE:** Signing of Amendment No. 2  
**RECOMMENDATION:** Approval of Resolution

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**SUMMARY:** Staff requests the Board of Commissioners authorize the General Manager to sign Amendment No. 2 for the Agreement for Assumption of Operations and Maintenance of Wastewater Treatment and Collection Facilities.

**BACKGROUND:** The original agreement between the PUD and Ludlow Utilities Company (currently known as Olympic Water and Sewer, Inc.) was executed on December 9, 1986. The agreement is intended to have the PUD assume operations of the wastewater treatment plant and wastewater collection system if the one of the following occurrences happens:

1. There is a requirement to implement the approved General Sewer Plan, as defined in WAC 173-240-050; or
2. if OWSI, or any reason, ceases to operate and maintain the System, and there is no successor-in-interest to assume the responsibilities from OWSI; or
3. The discharge from the treatment plant is in violation of final effluent limitations in Port Ludlow's waste discharge permit over an extended period of time, at least four (4) out of six (6) consecutive months, and OWSI fails to take responsible measures to correct the violations including compliance with Department of Ecology (ECY) enforcement orders; or
4. OWSI fails to comply with any other permit requirements, for at least six (6) months, and OWSI fails to take reasonable measures to correct the violations, including compliance with ECY enforcement orders.

The agreement describes how the transfer of operations and maintenance would transpire if one of the above occurrences happened; what is and is not included in the operation and maintenance services and how OWSI would be eligible to have the system transferred back to them.

Amendment No. 1 was executed on February 7, 2000. This included minor changes: clarification on charges, changing from Ludlow Utilities Company to Olympic Water and Sewer, Inc., PUD adoption of the general sewer plan for OWSI and the extension of the agreement term.

The intent of the agreement is to put in place a back-up for the operations and maintenance of the OWSI wastewater treatment plant and collection facilities if one of the occurrences above takes place. Under RCW 54.16.230, the PUD may acquire, construct, operate, maintain, and add to sewage systems, subject to and in compliance with the county comprehensive plan. WAC 173-240-104 allows private ownership of domestic sewage facilities provided there is an agreement in place with a public agency.

**ANALYSIS/FINDINGS:** The outline of the content of the Amendment No. 2 is as follows:

- Clarifications on who collects development fees versus monthly billing for existing customers;
- Clarifications on expense incurred if the PUD provides operation and maintenance of the system; and
- Extension of the Agreement term for an additional 25years. The expiration date would be in year 2046.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Staff is recommending that the Board of Commissioners authorize the General Manager to sign Amendment No. 2 to the Agreement for Assumption of Operations and Maintenance of Wastewater Treatment and Collection Facilities.

Attachments: Resolution 21-0XX  
Resolution 21-0XX, Exhibit A Amendment No. 2  
Amendment No.1 dated 2/7/2000  
Original Agreement dated 12/9/1986

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

**RESOLUTION NO. 2021-0\_\_**

A RESOLUTION of the Board of Commissioners of the Public Utility District No. 1 of Jefferson County, Washington (the “PUD”), authorizing the General Manager to execute and approving Amendment No. 2 to the Agreement for Assumption of Operations and Maintenance of Wastewater Treatment and Collection Facilities

WHEREAS, On December 9, 1986, Ludlow Utilities (currently known as Olympic Water and Sewer, Inc. (OWSI)) and the PUD entered into an Agreement for the purpose of the PUD being an operation and maintenance backup for the wastewater treatment and collection facilities which is currently owned by OWSI located in Port Ludlow, WA; and

WHEREAS, On February 7, 2000, the PUD and OWSI executed Amendment No.1 to the Original Agreement; and

WHEREAS, RCW 54.16.230, allows the PUD to acquire, construct, operate, maintain, and add to sewage systems, subject to and in compliance with the county comprehensive plan; and

WHEREAS, WAC 173-240-104 allows private ownership of domestic sewage facilities provided there is an agreement in place with a public agency; and

WHEREAS, Exhibit A of this resolution is Amendment No. 2 which provides clarification of compensation terms if the PUD provided operation and maintenance to the system and extends the terms for the agreement for a 25-year period; and

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

Section 1. The foregoing recitals are hereby incorporated into this Resolution.

Section 2. The PUD accepts the terms in Amendment No. 2 as identified in Exhibit A and authorizes the General Manager to execute the amendment on behalf of the PUD.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 7th day of September 2021.

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

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

ATTEST:

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Jeff Randall, Secretary

**AMENDMENT NO. 2  
TO AGREEMENT FOR ASSUMPTION OF OPERATION OF  
WASTEWATER TREATMENT AND COLLECTION FACILITIES**

THIS AMENDMENT NO. 2 TO AGREEMENT FOR ASSUMPTION OF OPERATION OF WASTEWATER TREATMENT AND COLLECTION FACILITIES (this “Amendment”) dated as of \_\_\_\_\_, 2021, is made by and between PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY, a municipal corporation of the State of Washington (the “PUD”), and OLYMPIC WATER AND SEWER, INC., a Washington corporation, f/k/a Ludlow Utilities Company (“OWSI”), for the purpose of amending and modifying that certain Agreement for Assumption of Operation of Wastewater Treatment and Collection Facilities made December 9, 1986, and amended by Amendment No. 1 dated February 7, 2000, by and between the PUD and OWSI (as amended, the “Agreement”).

Capitalized terms not otherwise defined herein shall have the meanings given to them under the Original Agreement and or Amendment No. 1. In the event of any conflict between the previous Agreement and this Amendment, this Amendment shall control.

I. **REVIVAL OF AGREEMENT.** The Agreement is hereby revived, ratified, approved, and confirmed.

II. **PARTIES.** *Subsection 6.b is supplemented with the following:*

If the PUD assumes operations and maintenance of the System, the new development connection fees will be paid to OWSI as the owner of the System. The PUD will collect and retain monthly billing as outline in the Agreement.

III. **FUNDS FOR OPERATIONS.** *Section III of Amendment No. 1, Subsection 8.a of the Original Agreement is amended and replaced with the following:*

If the PUD assumes operations and maintenance of the System under Articles 4 and 5 of the Original Agreement, OWSI shall pay the PUD all expenses incurred for the Operations and Maintenance of the System.

*Subsection 8.b of the Original Agreement is supplemented with the following:*

If the monthly sewer services do not cover the PUD’s Operations and Maintenance expenses (including repairs), then the PUD shall recover additional costs and expenses from OWSI per amended Subsection 8.a.

IV. **GENERAL SEWER PLAN.**

V. **TERM.** The term of the Agreement is hereby extended twenty-five (25) years from the date of execution of Amendment No. 2. Despite any period of time between the prior agreed expiration date of the Agreement and the date of mutual acceptance of this Amendment, the



parties agree that the Agreement shall be deemed to have been in effect for such period of time.

VI. **ACCEPTANCE OF AMENDMENT.** This Amendment may be executed and delivered in counterparts and via electronic mail or telephonic facsimile transmission.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 2 to be executed as of the date set forth above.

OLYMPIC WATER AND SEWER, INC.

PUBLIC UTILITY DISTRICT NO. 1  
OF JEFFERSON COUNTY

By \_\_\_\_\_  
Its Vice President

By \_\_\_\_\_  
Kevin Streett, General Manager

AGREEMENT FOR ASSUMPTION OF OPERATION OF  
WASTEWATER TREATMENT AND COLLECTION FACILITIES

THIS AGREEMENT is made this 9<sup>th</sup> day of DECEMBER, 1986, by and between the PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY ("PUD"), a municipal corporation of the State of Washington, and LUDLOW UTILITIES COMPANY ("LUDLOW UTILITIES"), a Washington corporation:

RECITALS

WHEREAS, Pope Resources A Limited Partnership ("POPE RESOURCES") is the developer of the Port Ludlow Community which includes a secondary treatment plant and associated wastewater collection system. The treatment plant and collection system are owned and operated by LUDLOW UTILITIES, a wholly-owned subsidiary of POPE RESOURCES. Effluent is discharged from the plant into Puget Sound under authority of National Pollutant Discharge Elimination System ("NPDES") Permit No. WA-002120-2.

WHEREAS, LUDLOW UTILITIES intends to expand the capacity of its treatment plant and collection system in order to service anticipated growth at Port Ludlow. An Engineering Report for the expanded plant and collection system will be submitted by LUDLOW UTILITIES' consulting engineers to the Washington State Department of Ecology ("WDOE"). An Environmental Impact Statement will be prepared for the project, and POPE RESOURCES and LUDLOW UTILITIES will obtain the necessary permits and

approvals based on the final plans and specifications approved by WDOE.

WHEREAS, expansion of the Port Ludlow treatment plant and collection system is in the best interests of the citizens of Jefferson County in that Port Ludlow contributes substantially to tax revenues and the general economy of the area. Moreover, a properly-designed, sized, and operated treatment plant will protect the quality of Port Ludlow Bay.

WHEREAS, regulations promulgated by WDOE at WAC 173-240-104 allow for private ownership of domestic sewage facilities, provided that there is an agreement with a public agency for assumption of operations of the system under certain conditions.

WHEREAS, the PUD is authorized under RCW 54.16.230 and by a vote of the people of Jefferson County to operate, acquire, construct, maintain, and add to sewage systems, subject to the Jefferson County Comprehensive Plan.

WHEREAS, this Agreement is in the best interests of the citizens of Jefferson County, in that it makes provision for backup public operation of the Port Ludlow treatment plant and collection system in the unlikely event that assumption becomes necessary under the conditions set forth herein.

NOW, THEREFORE, the PUD and LUDLOW UTILITIES agree as follows:

1. Definitions.

a. "System" shall mean the Port Ludlow wastewater collection system and secondary treatment plant owned and

operated by LUDLOW UTILITIES, as these facilities presently exist and as they may exist in the future.

b. "Port Ludlow" shall mean all development associated with the Port Ludlow Community owned and operated by POPE RESOURCES and LUDLOW UTILITIES at Port Ludlow, Washington.

c. "Engineering Report" shall mean the Engineering Report for Port Ludlow Collection and Treatment Facilities, as approved by WDOE.

2. Purpose. The purpose of this Agreement is to comply with regulations adopted by WDOE at WAC 173-240-104 by providing for operational assumption of the System by the PUD in the event that either of the conditions set forth in Article 4 of this Agreement are met.

3. Responsibilities of LUDLOW UTILITIES. In its present capacity as owner and operator of the System, LUDLOW UTILITIES shall be responsible for the following actions:

a. LUDLOW UTILITIES shall take such actions as are necessary for proper operation and maintenance of the System and compliance with applicable laws, regulations, approvals, and permits, including the above-referenced NPDES permit issued by WDOE for the System.

b. LUDLOW UTILITIES shall employ suitably licensed treatment plant operators and other employees familiar with the operation and maintenance of secondary treatment plants. As part of facility design and construction, LUDLOW UTILITIES



shall develop an Operation and Maintenance Manual for the expanded Port Ludlow System and shall provide a copy of the Manual to the PUD.

c. LUDLOW UTILITIES may contract with a third party for management, operations, and maintenance of the System: Provided, that the PUD shall receive notice of such action, which shall not change the rights, duties and obligations of the parties under this Agreement.

d. LUDLOW UTILITIES shall maintain and keep records of all work performed on the System, including inspection, maintenance, repair, and operations, and shall keep similar records of all problems with the System, including reports. Upon request by the PUD, copies of records shall be made available by LUDLOW UTILITIES for inspection at a reasonable time and place. Upon request by the PUD, LUDLOW UTILITIES shall also make the System available for inspection at a mutually convenient time.

e. LUDLOW UTILITIES shall determine what amounts are required to operate, maintain, and repair the System in a satisfactory condition, and shall periodically bill and collect from Port Ludlow property owners a monthly sewer service charge. Such service charge shall be adjusted from time to time as necessary to reflect current costs and conditions, and shall be sustained at a high enough level to cover all operation and maintenance costs. LUDLOW UTILITIES shall keep

accurate records of the monies billed and received and all expenditures of funds. Upon request of the PUD, copies of such records shall be made available by LUDLOW UTILITIES for inspection and copying by the PUD or its agents at a reasonable time and place.

f. LUDLOW UTILITIES shall cooperate with the PUD in establishing a continuing orientation program through which PUD officials and employees can become familiar with the physical and operational characteristics of the System, including procedures set forth in the Operation and Maintenance Manual to be developed by LUDLOW UTILITIES.

4. Assumption of Operations by PUD. The PUD shall assume full operational responsibility for the System upon any one of the following occurrences:

a. Such assumption is necessary for the implementation of an approved General Sewer Plan, as that term is defined by WAC 173-240-050; or

b. LUDLOW UTILITIES, for any reason, ceases to operate and maintain the System, and there is no successor-in-interest to assume these responsibilities from LUDLOW UTILITIES; or

c. The discharge from the treatment plant is in violation of final effluent limitations in Port Ludlow's waste discharge permit over an extended period of time, at least four (4) out of six (6) consecutive months, and LUDLOW UTILITIES

fails to take reasonable measures to correct the violations, including compliance with WDOE enforcement orders; or

d. LUDLOW UTILITIES fails to comply with any other permit requirements; e.g., monitoring and reporting, over an extended period of time, at least six (6) months, and LUDLOW UTILITIES fails to take reasonable measures to correct the violations, including compliance with WDOE enforcement orders.

5. Determination by WDOE. WDOE shall determine the occurrence of any condition set forth in Article 4 of this Agreement and shall give the parties written notice thereof. Such written notice shall constitute an appealable order within the meaning of RCW 90.48.120. The order shall specify an implementation schedule and shall, if conditions allow, grant LUDLOW UTILITIES a reasonable opportunity to correct unsatisfactory conditions.

6. Responsibilities of Parties Upon Assumption. In the event that assumption of the System by the PUD becomes necessary under Articles 4 and 5 of this Agreement, the responsibilities of the parties shall be as follows:

a. The PUD shall become responsible for all operational aspects of the System, including operations, routine maintenance, and repair. Financing of such matters shall be as provided for in Article 8 of this Agreement. The PUD shall also be responsible for paying all taxes and



assessments, if any, associated with operation and maintenance, but not with ownership, of the System.

b. LUDLOW UTILITIES shall be entitled to continue collecting and retaining sewer connection fees from Port Ludlow property owners for the purpose of servicing and retiring the capital debt incurred by LUDLOW UTILITIES in constructing the System, as described in the Engineering Report. Ownership of the System shall not be changed by the PUD's assumption of operations, maintenance and repair.

c. In no event shall the PUD be responsible for costs associated with physically connecting individual residences and other users to the System. Such costs shall continue to be borne by the users.

d. LUDLOW UTILITIES shall make its best efforts to cooperate with the PUD in accomplishing an orderly System turnover to PUD personnel, including making available all pertinent records, procedures, and employees necessary for turnover.

e. Upon formal assumption of the System, as determined by WDOE order issued under Article 5 of this Agreement, the PUD shall be authorized to enter upon the property served and occupied by the System to perform the duties set forth in this Agreement. Entry shall be made in a manner creating the least disruption to Port Ludlow residents and real property, but in a manner consistent with the



efficient operation, maintenance, and repair of the System. Such right of entry shall exist until termination of this Agreement.

7. Indemnification. The PUD agrees to indemnify and hold LUDLOW UTILITIES and POPE RESOURCES harmless from any and all claims, causes of action, judgments, liability, tort claims and claims for negligence, loss, damage, and expenses (including reasonable attorneys' fees), including claims for death or injury to persons or loss or damage to property, arising out of the PUD's use, operation or possession of the System after assumption has taken place pursuant to Articles 4 and 5 of this Agreement. LUDLOW UTILITIES agrees to indemnify and hold the PUD harmless from any and all claims, causes of action, judgments, liability, tort claims and claims for negligence, loss, damage, and expenses (including reasonable attorneys' fees), including claims for death or injury to persons or loss or damage to property, arising out of occurrences prior to the PUD's assumption of the System, and relating to LUDLOW UTILITIES' use, operation, possession or ownership of the System.

8. Funds for Operations. The parties shall provide for funding of System operations as follows.

a. LUDLOW UTILITIES shall provide the PUD with its noninterest-bearing promissory note, payable upon demand in the event that the PUD assumes operation of the System under

Articles 4 and 5 of this Agreement. The promissory note will be provided at the time that Jefferson County issues a building permit for the expansion of the System. LUDLOW UTILITIES and the PUD shall establish the amount of the promissory note in accordance with the estimated costs of operation, routine maintenance and repair of the System for a period of three months. The basis for the estimate shall be the Engineering Report as approved by WDOE. This Agreement is conditioned on POPE RESOURCES guarantying the promissory note in a form satisfactory to the PUD.

b. Upon the PUD's assumption of System operations, LUDLOW UTILITIES shall assign over to the PUD its accounts receivable for monthly sewer service fees from Ludlow Utilities ratepayers. The PUD shall thereafter be responsible for administration and collection of such fees from Ludlow Utilities ratepayers as the basis for financing operations and maintenance costs.

9. Transfer of Permits, Franchises and Leases. Upon assumption of the System by the PUD, LUDLOW UTILITIES shall assign and transfer to the PUD all permits, approvals, franchises, easements, rights-of-way and leases which are necessary to the proper operation and maintenance of the System. Where required by law, the parties will seek and obtain the prior consent of government agencies with jurisdiction. Such assignments and transfers shall pass to the

PUD all the rights, duties and obligations formerly held by LUDLOW UTILITIES therein.

10. Transfer Back of Operations to LUDLOW UTILITIES.

After assumption of the System by the PUD, LUDLOW UTILITIES may at any time request that the PUD transfer back to LUDLOW UTILITIES all operational responsibilities previously assumed, including the permits, franchises and leases, if any, assigned or transferred under Article 9 of this Agreement. The PUD shall grant such request if effluent from the treatment plant has been within the concentration limits set forth in Port Ludlow's waste discharge permit for at least six (6) consecutive months at the time of the request. Upon request by the PUD, LUDLOW UTILITIES shall reimburse the PUD for any verifiable cash flow deficit experienced by the PUD from operation of the System during the period of assumption. Such reimbursement shall be a condition to transfer back of system operations to LUDLOW UTILITIES. Upon request by LUDLOW UTILITIES, the PUD shall make its books and records available at reasonable times and places during the period of assumption, so that LUDLOW UTILITIES will be able to monitor and verify the existence of a cash flow deficit. LUDLOW UTILITIES shall not be responsible for reimbursement of losses caused by the fault or negligence of the PUD.

11. General Sewer Plan. The PUD shall make its best efforts to prepare and adopt a General Sewer Plan (as that term



is defined by WAC 173-240-050) covering Port Ludlow, and to have the Plan approved by WDOE. Such Plan may be developed in conjunction with Jefferson County and shall be consistent with the Jefferson County Comprehensive Plan.

12. Term. This Agreement shall terminate ten (10) years from the date of execution hereof, but shall be subject to extension by written agreement of the parties.

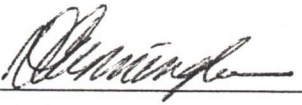
13. Successors-in-Interest. The rights, duties and obligations contained in this Agreement shall inure to the benefit of and be transferred to any assigns, purchasers and any other successors-in-interest of the parties: Provided that neither party shall assign its rights and obligations under this Agreement to any third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

14. Further Documents. Upon request, the parties shall execute such further documents as may be necessary to carry out the intent of this Agreement.

15. Entire Agreement. This Agreement constitutes the entire agreement between the parties with regard to the subject matter herein and may be modified only by written amendment executed by both the parties.

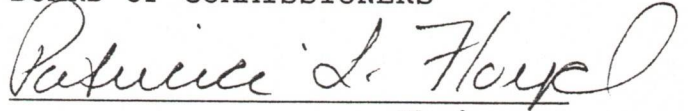
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first appearing above.

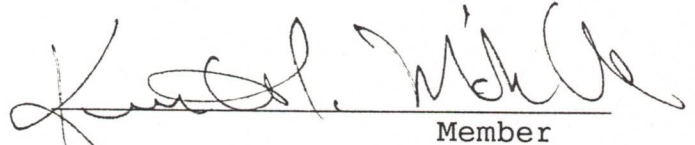
LUDLOW UTILITIES COMPANY

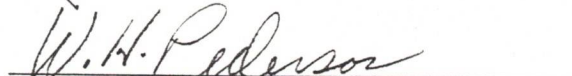
By   
Title PRESIDENT- LUC

Safe Resources  
by G. W. Falgout  
Chief Executive Officer

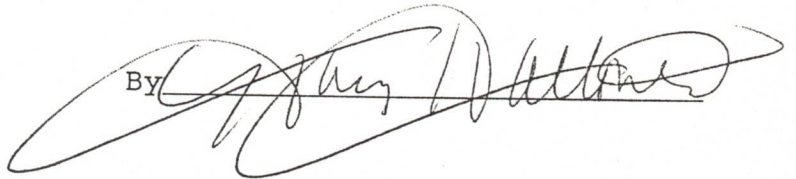
PUBLIC UTILITY DISTRICT  
NO. 1 OF JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

  
Chairman

  
Member

  
Member

Approved as to Form:  
Counsel, Public Utility  
District

By 

December 6, 1988

The regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, was called to order at 5:30 p.m.

The following Commissioners and Staff were present:

Kenneth A. McMillen, President  
Richard Shipman, Vice President  
W. H. Pederson, Secretary  
John Floyd, Assistant to the Manager  
Robert Benjamin, Auditor

#### CURRENT AGENDA

The current agenda was approved with the addition of Item 7.f.: Levine Short-Plat Segregation.

#### MINUTES

The minutes of the November 1, 1988, meeting were modified to reflect that Commissioner McMillen was absent and approved. The minutes of the November 15, 1988 meeting were approved as written.

#### CLAIMS VOUCHERS

Claims vouchers audited and certified by the Auditor, as required by RCW 42.24.080 and those reimbursement claims certified as required by RCW 42.24.080, were recorded on a listing made available to the Board. The Board, by unanimous vote, approved payment of those vouchers numbered 9760 through 9808 in the total amount of \$21,200.11.

#### COMMISSIONER REPORTS

Commissioner McMillen reported that he and Commissioner - Elect Reep had attended a meeting with State Legislators and Legislative Staff.

#### ACTION ITEMS FOR COMMISSIONERS

- a. The Board unanimously approved the cancellation of its December 20, 1988 meeting and directed that an appropriate legal advertisement be placed in the Port Townsend Leader.
- b. The Board reviewed a request from Pope Resources requesting that it approve the transfer of ownership of the Port Ludlow Sewage Collection and Treatment System from Ludlow Utilities to Pope Resources. The request was approved and the Manager was directed to forward an appropriate letter to that effect to Pope Resources. During the discussion of this matter, the Board directed that, in future, all legal opinions from District Counsel be in writing.

- c. The President of the Board adjourned the regular

0410

meeting and re-opened the public hearing on the proposed 1989 Budget. No public comment was received and the President closed the public hearing. Following a short discussion, the Board then unanimously adopted the proposed 1989 Budget, attached hereto as Appendix A.

d. The Board accepted a bid from Viking Fence, Poulsbo, Washington, in the amount of \$785.00 plus sales tax for relocating the entrance gate at the LUD #3 Reservoir Site.

e. The Board unanimously voted to postpone the Final Assessment Hearing for LUD #3 from January 8, 1988 until January 28, 1988 and directed the appropriate legal notices be published.

f. The Board directed the Manager to proceed with the segregation of assessments for the Levine Short Plats in LUD #1.

#### DISCUSSION ITEMS FOR COMMISSIONERS

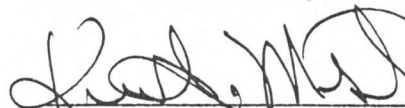
a. The Board reviewed a memorandum for the record regarding the status of the Cape George Sewer District. Following a discussion, the Board directed the Manager to send a letter to the Sewer District requesting a clarification of their legal status.


b. The Board reviewed a proposal from the Manager which set forth meeting dates and holidays for the District for 1989. The Board voted to change the date of the first meeting in January, 1989, from 5:30 p.m. on Tuesday, January 3 to 5:00 p.m. on Wednesday, January 4, and directed that appropriate legal notice be published.

c. The Board declared the LUD #3 Construction Project sign and three office dividers surplus, directed that the Manager set an appropriate value on each and dispose of same.

#### ADJOURNMENT

There being no further business, the Board adjourned until its next regular meeting on January 4, 1989.

  
Kenneth A. McMillen  
President

  
Richard M. Shipman  
Vice President

\_\_\_\_\_  
John L. Reep, Jr.

(APPENDIX A FOLLOWS)



FEB 09 2000

**AMENDMENT NO. 1  
TO AGREEMENT FOR ASSUMPTION OF OPERATION OF  
WASTEWATER TREATMENT AND COLLECTION FACILITIES**

THIS AMENDMENT NO. 1 TO AGREEMENT FOR ASSUMPTION OF OPERATION OF WASTEWATER TREATMENT AND COLLECTION FACILITIES (this "Amendment") is made as of February 7, 2000, by and between PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY, a municipal corporation of the State of Washington (the "PUD"), and OLYMPIC WATER AND SEWER, INC., a Washington corporation ("OWSI"), for the purpose of amending and modifying that certain Agreement for Assumption of Operation of Wastewater Treatment and Collection Facilities made December 9, 1986, by and between the PUD and OWSI f/k/a Ludlow Utilities Company (the "Agreement"). Capitalized terms not otherwise defined herein shall have the meanings given them under the Agreement. In the event of any conflict between the Agreement and this Amendment, this Amendment shall control.

- I. **REVIVAL OF AGREEMENT.** The Agreement is hereby revived, ratified, approved, and confirmed.
- II. **PARTIES.** Ludlow Utilities Company has changed its name to Olympic Water and Sewer, Inc. All references to Ludlow Utilities Company in the Agreement shall be deemed to mean Olympic Water and Sewer, Inc., which may be abbreviated "OWSI."
- III. **FUNDS FOR OPERATIONS.** Subsection 8.a of the Agreement is amended to provide as follows:

If the PUD assumes operation of the System under Articles 4 and 5 of this Agreement, then upon such assumption OWSI shall pay to the PUD a sum equal to the estimated cost of operation and routine maintenance and repair of the System for a period of three (3) months. An independent consulting engineer selected by the PUD and paid by OWSI shall provide the estimate.

- IV. **GENERAL SEWER PLAN.** Section 11 of the Agreement is amended to provide as follows:

The PUD hereby adopts and approves the general sewer plan dated July 1990, prepared by or for OWSI under WAC 173-240-050, which was approved by WDOE on September 30, 1990, and finds that it is consistent with the Jefferson County Comprehensive Plan.

- V. **TERM.** The term of the Agreement is hereby extended for ten (10) years, effective from the original date of expiration of the Agreement, December 9, 1996, and shall expire on December 9, 2006. Despite any lapse in time between the original expiration of the Agreement and the execution of this Amendment, the parties agree that the Agreement shall be in effect for the term stated. Therefore, Section 12 of the Agreement is amended to provide as follows:



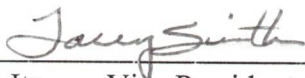
This Agreement shall terminate on December 9, 2006, but shall be subject to extension by written agreement of the parties.

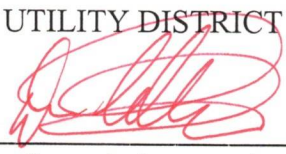
VI. **ACCEPTANCE OF AMENDMENT.** The Agreement, including this Amendment, may be executed and delivered in counterparts and via facsimile transmission.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the date set forth above.


OLYMPIC WATER AND SEWER, INC.

PUBLIC UTILITY DISTRICT NO. 1

By   
Its Vice President

By   
Its Commissioner

By   
Its Commissioner

By   
Its Commissioner



## **AGENDA REPORT**

**DATE:** September 7, 2021  
**TO:** Board of Commissioners  
**FROM:** Samantha Harper, P.E., Engineering Director  
**RE:** The Meadows Phase 2 O&M Agreement  
**RECOMMENDATION:** Approval of Resolution

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**SUMMARY:** Staff is requesting that the Board of Commissioners (BOC) authorize the General Manager to execute an Operation and Maintenance Service Agreement for Phase 2 of the Meadows Community On-site Septic System between the PUD and the developer STO, LLC.

**BACKGROUND:** At the November 19, 2019 Board of Commissioners meeting, the Board approved the general manager to execute an agreement between the PUD and STO, LLC. for providing operation and maintenance service for the Meadows Phase 1 Large On-site Community Septic System. STO, LLC. purchased the property and formed the Meadows Condominium No. 1 and the Meadows Condominium No. 2. The Large On-site Community Septic System was divided into two phases, as shown on the attached map. Phase 1 includes 21 permitted sewer connections, with eight (8) existing single-family residences (SFRs) and thirteen (13) vacant parcels. Phase 2 includes 28 lots, which require a new large on-site septic system to be designed, permitted, approved and installed by STO, LLC.

The Jefferson County Code Section 8.15.100(2) states that the “management of community on-site sewage systems shall be by an entity approved by [Jefferson County Public Health department.] If the lots are individually owned, the management shall in all cases be provided by a public entity...”, therefore, at the request of Jefferson County Public Health department, the PUD is entering into an operation and maintenance agreement with STO, LLC.

The Meadows Phase 2 Large On-site Community Septic System is permitted through the Washington State Department of Health (DOH) and is currently under construction.

**ANALYSIS/FINDINGS:** Staff has worked with the property owner on the terms of the operation and maintenance agreement. The agreement is structured as a service contract, since the PUD does not own the system, but is “contracted” to provide operation and maintenance of the OSS. The PUD has a single customer, the Meadows No. 1 Association, rather than each individual lot having a separate account with the PUD.

**FISCAL IMPACT:** The monthly operation and maintenance fee is based on the most current Schedule of Charges for Water and Sewer Services, adopted through Resolution No. 2020-005.

**RECOMMENDATION:** Staff recommends the Board of Commissioners (BOC) authorize the General Manager to execute an Operation and Maintenance Service Agreement for Phase 2 of the Meadows Community On-site Septic System between the PUD and STO, LLC.

Attachments:

1. Resolution 21-000XX
2. Operation and Maintenance Service Agreement for Phase 2 of the Meadows Community On-site Septic System
3. Map of the Olympic Greens Binding Site Plan with the Meadows proposed Phase 2

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

**RESOLUTION NO. 2021-0XX**

A Resolution of the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington, authorizing the General Manager to execute an Operations and Maintenance Service Agreement for Phase 2 of the Meadows Community On-site Septic System

WHEREAS, STO LLC is the owner of all of the property described in the Binding Site Plan of Olympic Greens recorded under Jefferson County Auditor's File No. 402752 in Volume 1 of Binding Site Plans, Pages 24-27 (the "BSP"); and

WHEREAS, STO LLC created two condominiums on the BSP property called The Meadows No. 1, A Condominium ("The Meadows No. 1"), Auditor's File No. 629483, and The Meadows No. 2, A Condominium ("The Meadows No. 2"), Auditor's File No. 629485 (collectively, "The Meadows Condominiums"); and

WHEREAS, The Phase 2 Meadows Community OSS have been designed, approved and constructed to meet current code requirements of Department of Health (DOH) (collectively, Department of Health permit number JEF039, Project 2017-050); and

WHEREAS, The Phase 2 Meadows Community OSS has 29 permitted sewer connections to the new Community On-site Septic System; and

WHEREAS, Jefferson County code requires the management of community on-site septic systems be an approved entity by Jefferson County Public Health department and if the lots are individually owned the management shall be provided by a public entity, and

WHEREAS, Staff has worked with the property owner on the terms of the Operations and Maintenance Service Agreement for Phase 2 of the Meadows Community On-site Septic System, and

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

Section 1. The foregoing recitals are hereby incorporated into this Resolution.

Section 2. The PUD accepts the terms in Operations and Maintenance Service Agreement for Phase 2 of the Meadows Community On-site Septic System as identified in Exhibit A and authorizes the General Manager to execute the amendment on behalf of the PUD.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 7th day of September 2021.

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

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

ATTEST:

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

**OPERATION & MAINTENANCE SERVICES AGREEMENT  
FOR  
PHASE 2 OF THE MEADOWS (FORMERLY OLYMPIC GREENS)  
COMMUNITY ON-SITE SEPTIC SYSTEM**

**THIS OPERATION & MAINTENANCE SERVICES AGREEMENT PHASE 2 OF THE MEADOWS (FORMERLY OLYMPIC GREENS) COMMUNITY ON-SITE SEPTIC SYSTEM** (this "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between STO, LLC, a Washington limited liability company ("STO LLC"), and PUD No.1 of Jefferson County ("PUD").

**RECITALS**

1. STO LLC is the owner of all of the property described in the Binding Site Plan of Olympic Greens recorded under Jefferson County Auditor's File No. 402752 in Volume 1 of Binding Site Plans, Pages 24-27 (the "BSP").

2. STO LLC is proposing to create two condominiums on the BSP property called The Meadows No. 1, A Condominium ("The Meadows No. 1"), Auditor's File No. 629483, and The Meadows No. 2, A Condominium ("The Meadows No. 2"), Auditor's File No. 629485 (collectively, "The Meadows Condominiums").

3. STO LLC has recorded a Declaration of Easements and Maintenance Agreement with respect to the property in the BSP under Jefferson County Auditor's File No. 612302 (the "Easements and Maintenance Agreement") in order to provide for the management of The Meadows Common Areas (as defined therein) by the owners association for The Meadows No. 1 ("The Meadows No. 1 Association") for the benefit of owners in The Meadows Condominiums and to provide for payment or reimbursement of its costs associated with operation, maintenance, repair and replacement of the community septic sewer systems for the property in the BSP.

4. On-site Septic Systems were designed by Mark Stone, P.E. (designer), Stone On-site Septic Design PLLC, to serve Lots 11-13, 15-17, 20-22, 25-27, 33-34, 38-44 and 48-54 of the BSP (the "Phase 2 Meadows Community OSS" and the "Phase 1 Meadows Lots," respectively). The Phase 1 Meadow Lots will become units in The Meadows Condominiums and the Phase 2 Meadows Community OSS will be a common element of The Meadows No. 1.

5. The Phase 2 Meadows Community OSS is an extensive sewage collection, treatment and disposal system, which is described in the Operations and Maintenance Manual (the "O&M Manual"), Record Drawing and Inspection Report will be provided once construction of Phase 2 is completed and has been installed so that sewer service shall be available to dwellings on the Phase 1 Meadows Lots.

6. The Phase 2 Meadows Community OSS have been designed, approved and

constructed to meet current code requirements of Department of Health (DOH) (collectively, Department of Health permit number JEF039, Project 2017-050).

7. The construction inspections will be performed by the Designer and documented for DOH. DOH will perform the final inspection and issue the operating permit, which will be renewed annually. In addition to the annual renewal, a report will need to be filed with DOH during operation for the Phase 2 Meadows Community OSS.

8. The Phase 2 Meadows Community OSS does not include the required septic tank and pump chamber (where required) for connection of each individual lot. A septic (tank only) permit, issued by JCPH in compliance with the code at the time of application, is required for the connection of each individual lot to the Phase 2 Meadows Community OSS.

9. Jefferson County Code Section 8.15.100(2) states that the “management of community on-site sewage systems shall be by an entity approved by JCPH. If the lots are individually owned the management shall in all cases be provided by a public entity....” Therefore, the PUD No. 1 will be the management entity for The Meadows Community OSS.

10. PUD No.1 has accepted responsibility of being the management entity of the Phase 2 Meadows Community OSS, as described in the Operations and Maintenance Manual.

11. STO LLC will be responsible for meeting all federal, state and local requirements, and represents and warrants to the PUD that these recitals are true and correct.

12. The Phase 2 Meadows Community OSS shall be a common element of The Meadows No. 1 and all rights and obligations of STO LLC under this Agreement shall be assumed by The Meadows No. 1 Association, except STO LLC shall be responsible for assuring that the initial installation of septic tanks and pump chambers (if needed) on individual lots are done in compliance with current code.

## AGREEMENT

NOW THEREFORE, in consideration of the premises and the covenants hereafter set forth, the parties agree hereto, as follows:

1. Existing On-site Septic System. A sewage collection, treatment and disposal system together with appurtenant facilities, with capacity and design satisfactory to the JCPH for the Phase 1 Meadows Lots were constructed under previous septic permits in 1996. The Phase 2 Meadows LOSS was constructed under Department of Health permit number JEF039, Project 2017-050. The sewage collection, treatment and disposal system consist of a series of collection pipes, septic tanks, pump chambers, effluent transmission lines and drain fields together with the necessary controls for pump operation, monitoring and malfunction alarm(s) and is hereinafter referred to collectively as the Meadows Community OSS.

2. Septic Tank Permits. The systems constructed under SEP96-338, SEP96-339, SEP96-340, and SEP96-341 did not include installation of the required individual septic tanks and pump chambers (if needed) for every lot. Therefore, prior to obtaining a building permit for any lot an application and design shall be submitted for an onsite sewage permit for a septic

tank and pump chamber (if needed) in compliance with current code. The septic permit shall be issued prior to issuance of the associated building permit for a dwelling on that lot.

3. Right of Inspection. PUD No. 1 shall have the right to inspect the Phase 2 Meadows Community OSS during operation and maintenance and new construction; for new construction the inspection includes, but is not limited to, the connection of the individual lot effluent to the sewer main. The new construction inspection will be conducted in conjunction with the JCPH inspector and under the onsite sewage permit for a septic tank. The PUD No.1 cost for operation and maintenance are covered in the Fee section of this Agreement. For unsatisfactory work, repairs and or replacement work needed, the notification process between the PUD No.1 and The Meadows No.1 Association is outlined under the Notifications section of this Agreement.

4. Certification. PUD No.1 assumes no responsibility for any additions to or later phases of The Meadows Condominiums not in place at the time of this Agreement. Any additions to or later phases shall only be accepted by PUD No.1 after an amendment to this Operations and Maintenance Service Agreement has been mutually agreed to and executed in counter parts by each party to this Agreement.

5. Easements. STO LLC shall furnish PUD No.1 with easements running concurrent with this Agreement granting PUD No. 1 access to all necessary portions of the Phase 2 Meadows Community On-site Septic System (OSS) lying outside of dedicated public rights-of-way. STO LLC shall be responsible for recording all such easements in the land records of the Jefferson County Auditor.

6. Common Element. Upon creation of The Meadows Condominiums, the Phase 2 Meadows Community OSS shall be a common element of The Meadows No.1.

7. Warranty. Any upgrades or expansions to the Phase 2 Meadows Community OSS will be performed by STO LLC or its agent(s) and at the completion of the installation will provide a warranty (guarantee) of 20-percent of the project cost for a period of twelve (12) months from the date of acceptance. The warranty will be to the benefit of the managing entity and in an acceptable form to the PUD No. 1.

STO LLC furthermore warrants that the Phase 2 Meadows Community OSS at its design capacity will be adequate to serve the Phase 1 Meadows Lots as outlined in this agreement. STO LLC further represents and warrants that the Phase 2 Meadows Community OSS and all subsequent phases have been and will be consistent with Federal, State and local laws and regulations for similar community on-site septic system. Further, STO LLC or its successor shall maintain a reserve fund in a form acceptable to PUD No. 1 for the life of the system, refer to the Fee section of this Agreement.

8. Additions. No additional lots or service areas outside the Phase 2 Meadows Lots may be connected to the Phase 2 Meadows Community OSS without the express written



approval of DOH, JCPH, PUD No.1 and STO LLC. PUD No.1 may not unreasonably refuse connections of additional lots or service areas to the Phase 2 Meadows Community OSS if sufficient surplus capacity is available.

9. Acceptance. Once construction is completed, PUD No. 1 will inspect and accept the Phase 2 Meadows Community OSS. If upgrades or expansions are designed, approved and completed as outlined in this agreement then the PUD No. 1 will manage the addition. Upgrades and expansion work will be required to follow the warranty process as outlined in this agreement.

10. Notifications. For any property served by the Phase 2 Meadows Community OSS, the following notifications are required:

- a. When a septic issue is discovered, the lot owner or association shall call the PUD No. 1 to report an incident.
- b. PUD No.1 will investigate the incident and determine if the septic issue is caused by the individual lot septic system (private) or the Phase 2 Meadows Community OSS system;
- c. If private; PUD No. 1 will contact the property owner and the Meadows No. 1 Association;
- d. If associated with the Phase 2 Meadows Community OSS system, the PUD No. 1 will perform the repair or replacement and invoice the Meadows No.1 Association as outlined in the Fees Section of this Agreement.
- e. It is the Phase 1 Meadows No. 1 Associations responsibility to keep their contact information current with PUD No. 1

**PUD No. 1 Contact:**

Randy Calkins

Wastewater Manager

Address: 310 Four Corners Rd.

Port Townsend, WA 98368

Phone: 360-301-0249

Email: [rcalkins@jeffpud.org](mailto:rcalkins@jeffpud.org)

PUD No. 1 Customer Service No.:  
360-385-5800

**The Meadows No. 1 Association  
Contact:**

Name:

Affiliation:

Address:

Phone:

Email:

11. Operation and Maintenance. PUD No.1 will monitor, the operation and maintenance of the Phase 1 Meadows Community OSS. STO LLC will be responsible for installation, operation and maintenance of each subsequent phase of The Meadows

Community OSS until it is completed and accepted, as provided above. The individual lot owners are responsible for all such individual operation and maintenance of the onsite septic tank and pump chamber (if needed) per JCPH regulations, PUD No. 1 is not responsible for individual lot septic facilities. The PUD No. 1 is responsible for maintaining the Phase 2 Meadows Community OSS, which started at the individual lot connection to the sewer main.

12. Monitoring. PUD No.1 shall monitor the Phase 2 Meadows Community OSS monthly as per the operations and maintenance manual prepared by the Designer and per JCPH requirements.

13. Reporting. PUD No.1 will provide STO LLC and The Meadows No. 2 Association with any records upon request.

14. Financial Assurance Plan. The Meadows No. 1 Association, and STO LLC prior to the creation of The Meadows Condominiums, is entering into a Financial Assurance Plan per Jefferson County Code Chapter 8.15.100(3)(b) for Major Repairs with Jefferson County (the "FAP") in order to assure payment of the Owner's financial obligations under this Agreement, which will include establishing a Security Account to cover major repairs and replacements to the Phase 1 Meadows Community OSS, including replacement of the system. The security amount shall be placed into a Reserve Account which will be in the name of PUD No. 1; however, withdrawals, except for emergencies, require the approval of the board of The Meadows No. 1 Association.

15. Fees. STO LLC or, after creation of The Meadows Condominiums, The Meadows No. 1 Association shall be responsible for the payment of fees to PUD No.1 in accordance with the following schedule:

- a. Monthly fees for the operation and maintenance of the Phase 2 Meadows Community OSS will be billed per the fee(s) in the PUD's most current Schedule of Charges for Water and Sewer. Monthly costs shall include, but are not limited to, labor, including all fringe benefits, mileage and inspection reporting fees. Monthly fees may change, subject to approved rates, changes in labor costs, all as approved by the Board of Commissioners of PUD No. 1. The monthly fee does not cover operational cost such as electrical service, water service, drainfield mowing, screen replacement and or periodic septic tank pumping. These operational costs are the responsibility of and are to be paid for by the Meadows No. 1 Association. The PUD will contract a 3<sup>rd</sup> party to mow the drain field twice a year and bill on a time and material basis to the Meadows No. 1 Association. If the Meadows No. 1 Association would like the drainfield mowed more frequently, they can contract the work or mow drainfields themselves.
- b. Annual Operation and Maintenance inspection will be billed on a time and material basis. PUD No. 1 reserves the right to contract a 3<sup>rd</sup> party approved septic contractor to assist or perform the annual operation and maintenance inspection. The service will include all services necessary for the annual reporting.

- c. Repairs and Replacements of the Phase 2 Meadows Community OSS will be billed on a time and material basis with a 10-percent administration fee. Examples of repairs are new septic lids, monitoring report caps, etc. Examples of replacements items are pumps, electrical components, piping, etc.
- d. Upgrades or expansion to the Phase 2 Meadows Community OSS will be completed by The Meadows No. 1 Association. The Meadows No. 1 Association will be responsible for obtaining and paying for all federal, state, local fees required that are associated with the upgrade and or expansion. The Meadows No. 1 Association will be required to provide a warranty as described in this Agreement prior to PUD No. 1 managing the operation and maintenance of the upgraded and or expanded system.
- e. All payment terms, including any recovery of late fees will be as stated in the most currently adopted version of the Jefferson County PUD No. 1 Customer Service Policy. The customer service policy document can be accessed on the PUD No. 1 website at [www.jeffpud.org](http://www.jeffpud.org) or obtain at the PUD No. 1 office upon request.
- f. In the event of a sale of a portion of The Meadows Community OSS, PUD No. 1 is authorized to establish minimum billing amounts for each distinct 'community entity' responsible for a portion of The Meadows Community OSS.

16. Application for Sewer Service. Upon the completion of a building or dwelling unit requiring access to the Phase 1 Meadows Community OSS, STO LLC or his agent(s) shall notify PUD No. 1 in order to coordinate new construction inspection with JCPH.

17. Survival of Covenants and Binding Effect. All of the promises, covenants, terms and conditions of this Agreement shall survive the conveyance hereunder, and this agreement shall extend to and bind the successors and assigns of the respective parties hereto. STO LLC agrees to provide an acceptable form of security in favor of the PUD No. 1. In the event it fails to meet all of its obligations pursuant to this agreement. PUD No. 1 shall not assume any operations and maintenance obligations until it has received such security acceptable to it.

18. Term. This Agreement shall remain in full force and effect until the date of notification by PUD No. 1 to STO LLC that Phase 2 Meadows Community OSS have been intercepted and connected to a general sewer system. Upon such connection, STO LLC shall be entitled to receive any amounts remaining in the Security Fund or Funds for Phase 2 Meadows Community OSS, unless any fees and costs owed to PUD No. 1 are outstanding and past due, then those shall be paid before any distribution is made to STO LLC.

19. Notices. STO LLC shall be responsible for ensuring that all initial occupants of any dwelling served by the Phase 1 Meadows Community OSS are aware of the provisions of this Agreement.

20. Subsequent Phases. Upon completion and acceptance by the PUD No. 1 of any additional approved sewage facilities associated with subsequent phases of The Meadows

Condominiums, the negotiated security for that phase of The Meadows Community OSS shall be provided by STO LLC.

21. Taxes. STO LLC or, after creation of The Meadows Condominiums, The Meadows No. 1 Association shall be responsible for paying all real, personal and other taxes, if any, due on The Meadows Community OSS.

22. Termination. This Agreement may be terminated by PUD No. 1 with one month's notice, for the following reasons:

- a. STO LLC or The Meadows No. 1 Association has defaulted, been deemed financially insolvent or has declared bankruptcy.
- b. STO LLC or The Meadows No. 1 Association fails to make regular payments in 3 successive billing periods, or breaches any of its representations, warranties and obligations, including but not limited to maintaining security guaranteeing its performance under this agreement.

However, no such termination shall occur until and unless an approved management entity has agreed in writing to monitor, operate and maintain the Phase 2 Meadows Community OSS Septic System with no gap in such management responsibilities. In the event of termination, PUD No. 1 shall have the responsibility of finding an approved management entity to replace the PUD No. 1 and PUD No. 1 shall make all reasonable efforts to assist STO LLC in this search.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this day and year first above written.

PUD No. 1 of Jefferson County:

STO LLC, as Washington limited liability company:

By.:

\_\_\_\_\_  
Kevin Streett, General Manger

\_\_\_\_\_  
Its.

CENTER OF SECTION 2  
FOUND 6 IN. X 6 IN.  
DRESSED SANDSTONE  
MONUMENT WITH DRILL  
HOLE (ORIG. TIED 1980)  
LAST TIED AUGUST 1992

SECTION SUBDIVISION INFORMATION AVAILABLE  
FROM JEFFERSON COUNTY PUBLIC WORKS DEPT.  
(ASSOCIATED WITH THE 1980 TRI-AREA AERIAL  
TOPOGRAPHIC MAPPING PROJECT - CRP 471)  
SECTION SUBDIVISION INFORMATION HAS BEEN  
ROTATED FROM TIES MADE TO CENTER OF SECTION  
AND SOUTH 1/4 CORNER FROM CLOSED TRAVERSE  
THROUGH G.P.S. MONUMENT 9149 AND G.P.S. MONUMENT  
9152.

Graphic Scale: 1 inch = 100 feet



RIGHT - OF - WAY OF CHRISTNEY ROAD  
ORIGINALLY ESTABLISHED AS 30 FEET IN  
WIDTH (PER INFORMATION PROVIDED BY  
S. KILMER JEFFERSON CO. PUBLIC WORKS  
DEPARTMENT) SEE (ROAD) PLAT BOOK  
NO. 1, PAGE 23; RECORD OF ROADS VOL. 1,  
PAGE 202; and CARD FILE CARD 15.

USED AERIAL TOPOGRAPHIC MAPPING FOR  
EXISTING ROAD POSITION AND "BEST FIT"  
ALIGNMENT FROM PROTRACTED CENTERLINE  
LOCATION, AND OFFSET 15 FEET IN EACH  
DIRECTION TO ESTABLISH EXISTING RIGHT -  
OF - WAY AS DEPICTED HEREON.

AN ADDITIONAL 15 FEET OF RIGHT - OF - WAY  
LYING WESTERLY OF THE ORIGINAL WESTERLY  
MARGIN OF THE CHRISTNEY COUNTY ROAD  
IS BEING DEDICATED BY THE ACCEPTANCE  
AND RECORDING OF THIS BINDING SITE PLAN.

$\Delta = 2' 58' 54''$   
 $R = 670.52$   
 $L = 34.89$   
 $LC = 9' 26' 55' 45'' E$   
 $34.89$

Basis of Bearings:  
Jefferson County G.P.S. Control  
for IDMS, aerial mapping of 1992  
Based upon Closed Traverse  
Between G.P.S. Monument 9149  
and G.P.S. Monument 9152

(1)  $\Delta = 4' 20' 58''$   
 $R = 685.52$   
 $L = 52.04$   
 $LC = 9' 26' 14' 43'' E$   
 $52.03$

(2)  $\Delta = 3' 42' 18''$   
 $R = 670.52$   
 $L = 43.36$   
 $LC = 9' 26' 34' 03'' E$   
 $43.35$

(3)  $\Delta = 33' 34' 33''$   
 $R = 330.81$   
 $L = 183.86$   
 $LC = N 11' 37' 55'' E$   
 $191.09$

(4)  $\Delta = 33' 43' 06''$   
 $R = 315.81$   
 $L = 185.85$   
 $LC = N 11' 33' 39'' W$   
 $183.18$

(5)  $\Delta = 11' 55' 21''$   
 $R = 315.81$   
 $L = 65.72$   
 $LC = Z 0' 39' 47'' W$   
 $65.60$

(6)  $\Delta = 21' 47' 45''$   
 $R = 315.81$   
 $L = 120.14$   
 $LC = Z 17' 31' 20'' E$   
 $119.41$

SOUTH 1/4 COR. OF SECTION 2  
FOUND 4 IN. X 4 IN.  
CONC. MON. WITH  
SCRIBED "X" AT  
CENTER (TIED 1980)  
LAST TIED MARCH 1992

PREPARED BY

**ANDERSON CIVIL ENGINEERS & SURVEYORS** x P. O. BOX 1531 x PORT TOWNSEND, WA 98368  
TELEPHONE: (360) 385-0720 (VOICE/FAX/MODEM)

BLANCHE STREET

GENERAL NOTES:

A 7 FOOT EASEMENT FOR UTILITY INSTALLATION  
AND MAINTENANCE IS RESERVED ADJACENT TO THE  
PRIVATE ROADWAYS ON EACH SIDE THEREOF AS  
DEPICTED HEREON.

OTHER EASEMENTS ARE AS SHOWN ON SHEET 3 OF 4  
AND SHEET 4 OF 4.

AREAS ENCLOSED BY AND ADJACENT WITHIN ROADWAY  
CUL DE SAC AND KNUCKLES ARE RESERVED AS STORM  
DRAINAGE EASEMENT AREAS AND MAY BE USED FOR ANY  
PURPOSE NOT INCONSISTENT OR IN CONFLICT WITH ANY  
STORM DRAINAGE USE.

LOT NUMBER	AREA	ADDRESS
48	5,041 SQ. FT.	363 OLYMPIC GREENS DRIVE
49	7,141 SQ. FT.	357 OLYMPIC GREENS DRIVE
50	10,005 SQ. FT.	345 OLYMPIC GREENS DRIVE
51	8,905 SQ. FT.	333 OLYMPIC GREENS DRIVE
52	7,013 SQ. FT.	327 OLYMPIC GREENS DRIVE
53	7,200 SQ. FT.	315 OLYMPIC GREENS DRIVE
54	5,252 SQ. FT.	303 OLYMPIC GREENS DRIVE
FUTURE MINI-STORAGE		16,617 SQ. FT. NOT YET ISSUED

Phase 2  
LOSS Lots

LOT NUMBER	AREA	ADDRESS
1	8,327 SQ. FT.	32 OLYMPIC GREENS DRIVE
2	7,350 SQ. FT.	44 OLYMPIC GREENS DRIVE
3	7,321 SQ. FT.	56 OLYMPIC GREENS DRIVE
4	5,088 SQ. FT.	62 OLYMPIC GREENS DRIVE
5	6,508 SQ. FT.	70 OLYMPIC GREENS DRIVE
6	11,151 SQ. FT.	74 OLYMPIC GREENS DRIVE
7	8,194 SQ. FT.	86 OLYMPIC GREENS DRIVE
8	7,608 SQ. FT.	92 OLYMPIC GREENS DRIVE
9	6,315 SQ. FT.	104 OLYMPIC GREENS DRIVE
10	6,185 SQ. FT.	116 OLYMPIC GREENS DRIVE
11	9,788 SQ. FT.	122 OLYMPIC GREENS DRIVE
12	5,670 SQ. FT.	126 OLYMPIC GREENS DRIVE
13	5,177 SQ. FT.	132 OLYMPIC GREENS DRIVE
14	5,818 SQ. FT.	137 OLYMPIC GREENS DRIVE
15	6,008 SQ. FT.	85 OLYMPIC GREENS DRIVE
16	5,941 SQ. FT.	53 OLYMPIC GREENS DRIVE
17	5,924 SQ. FT.	47 OLYMPIC GREENS DRIVE
18	9,509 SQ. FT.	35 OLYMPIC GREENS DRIVE
19	12,800 SQ. FT.	23 OLYMPIC GREENS DRIVE
20	5,937 SQ. FT.	153 OLYMPIC GREENS DRIVE
21	6,216 SQ. FT.	165 OLYMPIC GREENS DRIVE
22	5,944 SQ. FT.	177 OLYMPIC GREENS DRIVE
23	7,482 SQ. FT.	183 OLYMPIC GREENS DRIVE
24	6,959 SQ. FT.	191 OLYMPIC GREENS DRIVE
25	5,007 SQ. FT.	195 OLYMPIC GREENS DRIVE
26	7,061 SQ. FT.	199 OLYMPIC GREENS DRIVE
27	8,398 SQ. FT.	203 OLYMPIC GREENS DRIVE
28	8,400 SQ. FT.	207 OLYMPIC GREENS DRIVE
29	8,400 SQ. FT.	213 OLYMPIC GREENS DRIVE
30	8,050 SQ. FT.	225 OLYMPIC GREENS DRIVE
31	10,100 SQ. FT.	247 OLYMPIC GREENS DRIVE
32	29,890 SQ. FT.	NO ADDRESS AS YET ISSUED
33	5,316 SQ. FT.	224 OLYMPIC GREENS DRIVE
34	5,436 SQ. FT.	182 OLYMPIC GREENS DRIVE
35	5,876 SQ. FT.	236 OLYMPIC GREENS DRIVE
36	5,107 SQ. FT.	156 OLYMPIC GREENS DRIVE
37	5,643 SQ. FT.	144 OLYMPIC GREENS DRIVE
38	5,916 SQ. FT.	252 OLYMPIC GREENS DRIVE
39	5,798 SQ. FT.	284 OLYMPIC GREENS DRIVE
40	5,077 SQ. FT.	306 OLYMPIC GREENS DRIVE
41	5,999 SQ. FT.	312 OLYMPIC GREENS DRIVE
42	5,936 SQ. FT.	334 OLYMPIC GREENS DRIVE
43	5,632 SQ. FT.	342 OLYMPIC GREENS DRIVE
44	7,664 SQ. FT.	356 OLYMPIC GREENS DRIVE
45	4,954 SQ. FT.	362 OLYMPIC GREENS DRIVE
46	4,340 SQ. FT.	374 OLYMPIC GREENS DRIVE
47	4,645 SQ. FT.	375 OLYMPIC GREENS DRIVE

JEFFERSON COUNTY, WASHINGTON  
SUBDIVISION No. SUB94-0021

**OLYMPIC GREENS  
RETIREMENT  
COMMUNITY  
BINDING SITE PLAN**  
BEING A PORTION

OF THE SW 1/4 OF THE SE 1/4 OF SECTION 2,  
TOWNSHIP 29 NORTH, RANGE 1 WEST,  
WILLAMETTE MERIDIAN, JEFFERSON COUNTY, WA

SHEET 2 OF 4



7/21/97