

## Regular Meeting Agenda

### Board of Commissioners

Mon, Oct 4, 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. Resolution Regarding Update of Tax Levy

5

[Resolution 2021-xxx Tax Levy updated 9.30.2021](#) 

**Recommended Action:** *Approve Resolution 2021-XXX affirming that an increase to its regular levy versus the District's prior year's levy amount is not needed, not including increases that are exempt under RCW 84.55.*

#### 4. Presentation of 2022 Draft Budget

6 - 31

[2022 Budget Exhibits with graphs for 9.29.2021--Property Taxes.pdf](#) 

#### 5. General Public Testimony

*The public comment period is for the 2022 Draft Budget. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. (5 min per person time limit)*

#### 6. Resolution Adopting 2022 Budget

32

**Recommended Action:** *Approve Resolution 2021-XXX adopting a Budget for the Calendar Year 2022.*

**7. Adjourn Budget Hearing**

**8. Call to Order: Regular Meeting of the PUD BOC**

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.

**9. Agenda Review**

**10. 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)*

**11. 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.*

**11.1. Prior Minutes**

33 - 62

[PUD BOC Regular Meeting Minutes 6-01-2021 Draft.docx](#) 

[PUD BOC Special Mtg Min. 6-10-2021 PPC Draft.docx](#) 

[PUD BOC Regular Meeting Minutes 6-15-2021 Draft \(2\) Use this.docx](#)  


[PUD BOC Special Meeting 6-22-2021 Second Draft Minutes.docx](#) 

[PUD BOC Regular Meeting 07-06-2021 Draft Minutes.docx](#) 

**11.2. Vouchers**

63 - 80

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

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

11.3. Financial Report 81 - 89

[August 2021 Financials.pdf](#) 

11.4. Calendar 90

[PUD Calendar Oct 4, 2021.docx](#) 

11.5. Resolution to Update Procurement Manual 91 - 93

[AR Procurement Manual Update.docx](#) 

[Pages from PROCUREMENT MANUAL April 7 2020-FINAL.pdf](#) 

[Resolution For Procurement Change September 21 2021.docx](#) 

## 12. Manager and Staff Reports

*For information only, not requiring a vote.*

## 13. Old Business

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

13.1. Olympic Water and Sewer Agreement and Resolution 94 - 121

[Agenda Report-Acceptance of GM to Sign OWSI Amendment](#) 

[Resolution 2021-0XX BOC approve GM to sign Amendment No. 2 OWSI](#) 

[Amendment No. 2 to 1986 PUD Agreement re Assumption of OWSI Operations](#) 

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


## 14. New Business

14.1. Vaccination Requirement 122 - 128

[COVID-19 Vaccine Declaration - Utilities \(rev1\).docx](#) 

[CSO-ACO Proclamation Direction.docx](#) 

[CSO-ACO Proclamation Resources.docx](#) 

[Clarification of state employee and state contractor vaccination mandate as it relates to PUDs](#) 

**Recommended Action:** For Discussion Only

14.2. Resolution Authorizing Public Infrastructure Fund Request 129 - 130

[Resolution 2021-XXXX PIF Grant 2021 09 30.docx](#) 

**Recommended Action:** *Approve Resolution 2021-XXX authorizing the application for a Public Infrastructure Fund grant for the Port Townsend Sims Gateway and Tree Management Project (“Project”) and approving an Interlocal Agreement with the City of Port Townsend and the Port of Port Townsend to complete the Project.*

## 15. Commissioner Reports

## 16. Adjourn



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

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

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (the “District”) affirming that an increase to its regular levy versus the District’s prior year’s levy amount is not needed, not including increases that are exempt under RCW 84.55.

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, has properly given notice of the Public Hearing held Monday, October 4, 2021, to consider the District’s expense budget for the year 2022 pursuant to RCW 84.55; and

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, and after duly considering all relevant evidence and testimony presented, including public testimony, has determined that the District does not require an increase in property tax revenue from the previous year in excess of the increase resulting from the addition of new construction and improvements to property, any increase in the value of state assessed properties, and refunds in order to discharge the expected expenses and obligations of the District. All being in the District’s best interest.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County that the regular property tax levy limit, not including any increase resulting from the addition of new construction and other increases identified in RCW 84.55.010(1), hereby authorizes for the 2021 tax levy the amount of \$570,079.97 dollars, which is an increase of 0% from the previous year’s levy amount.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open public meeting held this 4<sup>th</sup> day of October 2021.

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Dan Toepper,  
President

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Ken Collins,  
Vice President

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Jeff Randall,  
Secretary

## 2022 Budget Presentation Talking Points

1. Electric and Water Revenues were increased by 4.5% based on 2021 Rate increases.
2. We raised expenses by 2.75%.
3. We raised our Fleet Expenses by 2.75% based on new vehicles and personnel.
4. We have budgeted for 6 new positions in 2022.
5. We kept our Purchased Power cost about the same but did add some for projected BPA reserves cost adjustment.
6. Electric Transmission Expense is primarily Bonneville Power Administration (BPA) but also includes expenses (labor, materials, fleet) associated with maintaining transmission lines.
7. Included in Electric Distribution Expense—Maintenance is \$800,000 for tree trimming.
8. Included in the Administrative and General expenses is \$150,000 available for raises per RCW 54.16.100.
9. Interest on Long-Term Debt is based on the amortization schedules within our loan documents with RUS, USDA Rural Development, and bonds.
10. Labor, Benefits, Fleet, and Inventory Expenses are based on historical information
11. All expenses are based on actual expenses from June 2020 to May 2021.
12. Each Department increased their training budgets by 5% for 2022.
13. We have included a 4% COLA increase for Non-Represented Employees and COLAs for Union Employees per their contracts.
14. Property tax revenues have been kept at the same level as last year and 100% of the funds will go toward Broadband.
15. Electric Construction Projects are based on the previously approved 4-year work plan with Board approved additions.
16. Water Construction Projects are based on current needs and our 10-year work plan.
17. General Plant capital purchases include building remodel, warehouse improvements, information technology equipment, fleet, broadband, electric tools/personal protection equipment, communications, and engineering costs.
18. Principal payments on long-term debt are based on the amortization schedules within our loan documents with RUS, USDA Rural Development, and bonds.
19. Added depreciation back into the cash flow as our construction costs should be close to our depreciation rate. We are replenishing our assets at the same rate they are depreciating.
20. We still have some LUDs that are paying on assessments which the Treasurer's Office collects and then we pay the bond payments.
21. We will be incorporating the 10-year Financial Forecast into the 2022 budget

# EXHIBIT A

## 2022 PUD Electric and Water Utility Budgets

|   | <u>Electrical</u><br><u>Utility</u> | <u>Water</u><br><u>Utility</u> | <u>Talking</u><br><u>Points</u> |
|---|-------------------------------------|--------------------------------|---------------------------------|
| <b>Operating Revenues</b>                   | \$40,094,599                        | \$2,757,235                    | 1                               |
| <b>Operating Expenses</b>                   |                                     |                                | 2,3,4                           |
| Power Production Cost                       | \$0                                 | \$0                            |                                 |
| Cost of Purchased Power                     | \$15,050,647                        | \$135,041                      | 5                               |
| Transmission Expense                        | 1,913,799                           | 0                              | 6                               |
| Distribution Expense--Operation             | 2,378,697                           | 958,532                        |                                 |
| Distribution Expense--Maintenance           | 4,720,613                           | 612,774                        | 7                               |
| Customer Accounts Expense                   | 2,004,285                           | 353,744                        |                                 |
| Customer Service and Informational Expense  | 18,794                              | 0                              |                                 |
| Administrative and General Expense          | 4,814,216                           | 1,445,822                      | 8                               |
| Depreciation & Amortization Expense         | 5,548,199                           | 428,634                        |                                 |
| Tax Expense--Other                          | 2,262,163                           | 133,811                        |                                 |
| Interest on Long-Term Debt                  | 2,720,820                           | 235,079                        | 9                               |
| Interest Expense--Other                     | 0                                   | 0                              |                                 |
| Other Deductions                            | 0                                   | 0                              |                                 |
| <b>Total Operating Expenses</b>             | <b>\$41,432,233</b>                 | <b>\$4,303,437</b>             | 10,11,12,13                     |
| <b>Net Operating Margins (Loss)</b>         | <b>(\$1,337,634)</b>                | <b>(\$1,546,202)</b>           |                                 |
| <b>Property Tax Revenue</b>                 | <b>\$590,000</b>                    | <b>\$0</b>                     | 14                              |
| <b>Non-Operating Margins (Loss)</b>         | <b>\$1,523,072</b>                  | <b>\$247,535</b>               |                                 |
| <b>Net Margins (Loss)</b>                   | <b>\$775,438</b>                    | <b>(\$1,298,667)</b>           |                                 |
| <b>Cash Flow Budget</b>                     |                                     |                                |                                 |
| Construction Projects                       | \$3,595,500                         | \$633,105                      | 15,16                           |
| General Plant Purchases                     | 3,111,550                           | 55,000                         | 17                              |
| Principal on Long Term Debt                 | 3,474,557                           | 633,513                        | 18                              |
| Add Depreciation & Amortization (non-cash)  | (5,548,199)                         | (428,634)                      | 19                              |
| Principal & Interest Received on LUDs       | 0                                   | (442,966)                      | 20                              |
| <b>Total Cash Expenditures/Cash Outflow</b> | <b>\$4,633,408</b>                  | <b>\$450,018</b>               | 21                              |
| <b>Net Cash Inflow/(Outflow)</b>            | <b>(\$3,857,970)</b>                | <b>(\$1,748,685)</b>           |                                 |
| Net TIER (Minimum of 1.25)                  | 1.29                                |                                |                                 |
| Net DSC (Minimum of 1.25)                   | 1.46                                |                                |                                 |

### Trigger:

If TIER is close to 1.25, the PUD will reduce expenses to ensure TIER comes up.

We will review cash reserves before big expenses are incurred.

**Electric Utility  
Expense Changes  
From 9/6/2021 to 9/14/2021**

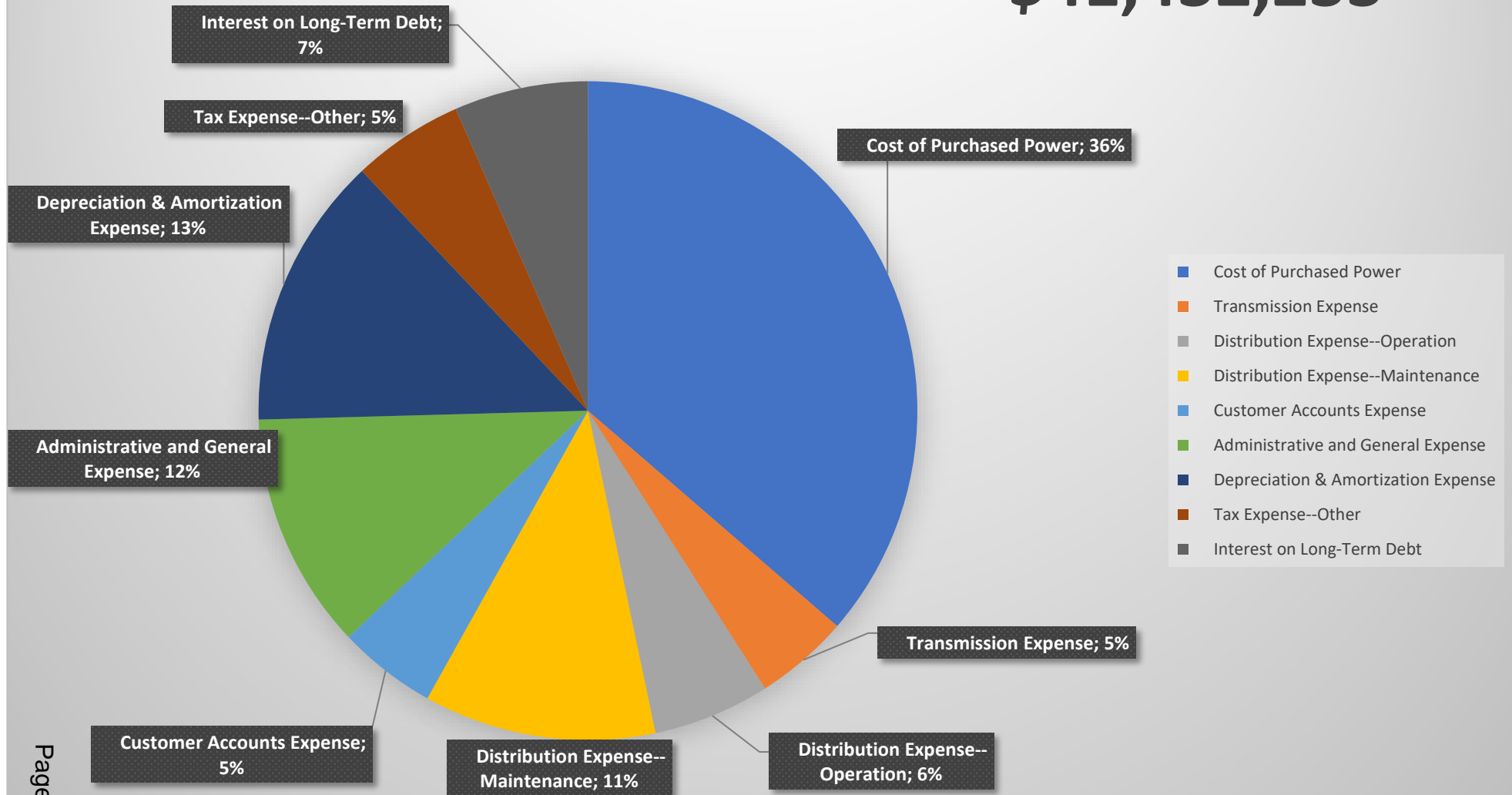
|   | <b>9/6/2021</b>      | <b>9/14/2021</b>     | <b>Change</b>      |
|---|----------------------|----------------------|--------------------|
|   | <b>Presentation</b>  | <b>Presentation</b>  |                    |
| <b>Operating Revenues</b>                   | \$40,131,589         | \$40,094,599         | (\$36,990)         |
| <b>Operating Expenses</b>                   |                      |                      |                    |
| Power Production Cost                       | \$0                  | \$0                  | \$0                |
| Cost of Purchased Power                     | \$15,233,745         | \$15,050,647         | (\$183,098)        |
| Transmission Expense                        | \$1,810,022          | \$1,913,799          | \$103,777          |
| Distribution Expense--Operation             | \$2,375,717          | \$2,378,697          | \$2,980            |
| Distribution Expense--Maintenance           | \$4,662,868          | \$4,720,613          | \$57,745           |
| Customer Accounts Expense                   | \$1,988,515          | \$2,004,285          | \$15,770           |
| Customer Service and Informational Expense  | \$18,263             | \$18,794             | \$531              |
| Administrative and General Expense          | \$4,843,838          | \$4,814,216          | (\$29,622)         |
| Depreciation & Amortization Expense         | \$5,547,052          | \$5,548,199          | \$1,147            |
| Tax Expense--Other                          | \$2,289,684          | \$2,262,163          | (\$27,521)         |
| Interest on Long-Term Debt                  | \$2,753,920          | \$2,720,820          | (\$33,100)         |
| Interest Expense--Other                     | \$0                  | \$0                  | \$0                |
| Other Deductions                            | \$0                  | \$0                  | \$0                |
| <b>Total Operating Expenses</b>             | <b>\$41,523,624</b>  | <b>\$41,432,233</b>  | <b>(\$91,391)</b>  |
| <b>Net Operating Margins (Loss)</b>         | <b>(\$1,392,035)</b> | <b>(\$1,337,634)</b> | <b>\$54,401</b>    |
| <b>Non-Operating Margins (Loss)</b>         | <b>\$2,156,235</b>   | <b>\$2,113,072</b>   | <b>(\$43,163)</b>  |
| <b>Net Margins (Loss)</b>                   | <b>\$764,200</b>     | <b>\$775,438</b>     | <b>\$11,238</b>    |
| <b>Cash Flow Budget</b>                     |                      |                      |                    |
| Construction Projects                       | \$5,055,500          | \$3,595,500          | (\$1,460,000)      |
| General Plant Purchases                     | \$1,897,000          | \$3,111,550          | \$1,214,550        |
| Principal on Long Term Debt                 | \$3,474,557          | \$3,474,557          | \$0                |
| Add Depreciation & Amortization (non-cash)  | (\$5,547,052)        | (\$5,548,199)        | (\$1,147)          |
| Principal & Interest Received on LUDs       | \$0                  | \$0                  | \$0                |
| <b>Total Cash Expenditures/Cash Outflow</b> | <b>\$4,880,005</b>   | <b>\$4,633,408</b>   | <b>(\$246,597)</b> |
| <b>Net Cash Inflow/(Outflow)</b>            | <b>(\$4,115,805)</b> | <b>(\$3,857,970)</b> | <b>\$257,835</b>   |
| Net TIER (Minimum of 1.25)                  | 1.28                 | 1.29                 | 0.01               |
| Net DSC (Minimum of 1.25)                   | 1.46                 | 1.46                 | 0.00               |

**Water Utility  
Expense Changes  
From 9/6/2021 to 9/14/2021**

|   | <b>9/6/2021<br/>Presentation</b> | <b>9/14/2021<br/>Presentation</b> | <b>Change</b>      |
|---|----------------------------------|-----------------------------------|--------------------|
| <b>Operating Revenues</b>                   | \$2,757,235                      | \$2,757,235                       | \$0                |
| <b>Operating Expenses</b>                   |                                  |                                   |                    |
| Power Production Cost                       | \$0                              | \$0                               | \$0                |
| Cost of Purchased Power                     | \$136,684                        | \$135,041                         | (\$1,643)          |
| Transmission Expense                        | \$0                              | \$0                               | \$0                |
| Distribution Expense--Operation             | \$962,014                        | \$958,532                         | (\$3,482)          |
| Distribution Expense--Maintenance           | \$419,214                        | \$612,774                         | \$193,560          |
| Customer Accounts Expense                   | \$356,066                        | \$353,744                         | (\$2,322)          |
| Customer Service and Informational Expense  | \$0                              | \$0                               | \$0                |
| Administrative and General Expense          | \$1,452,708                      | \$1,445,822                       | (\$6,886)          |
| Depreciation & Amortization Expense         | \$428,634                        | \$428,634                         | \$0                |
| Tax Expense--Other                          | \$135,439                        | \$133,811                         | (\$1,628)          |
| Interest on Long-Term Debt                  | \$237,939                        | \$235,079                         | (\$2,860)          |
| Interest Expense--Other                     | \$0                              | \$0                               | \$0                |
| Other Deductions                            | \$0                              | \$0                               | \$0                |
| <b>Total Operating Expenses</b>             | <b>\$4,128,698</b>               | <b>\$4,303,437</b>                | <b>\$174,739</b>   |
| <b>Net Operating Margins (Loss)</b>         | <b>(\$1,371,463)</b>             | <b>(\$1,546,202)</b>              | <b>(\$174,739)</b> |
| <b>Non-Operating Margins (Loss)</b>         | <b>\$250,609</b>                 | <b>\$247,535</b>                  | <b>(\$3,074)</b>   |
| <b>Net Margins (Loss)</b>                   | <b>(\$1,120,854)</b>             | <b>(\$1,298,667)</b>              | <b>(\$177,813)</b> |
| <b>Cash Flow Budget</b>                     |                                  |                                   |                    |
| Construction Projects                       | \$609,500                        | \$633,105                         | \$23,605           |
| General Plant Purchases                     | \$55,000                         | \$55,000                          | \$0                |
| Principal on Long Term Debt                 | \$633,513                        | \$633,513                         | \$0                |
| Add Depreciation & Amortization (non-cash)  | (\$428,634)                      | (\$428,634)                       | \$0                |
| Principal & Interest Received on LUDs       | (\$442,966)                      | (\$442,966)                       | \$0                |
| <b>Total Cash Expenditures/Cash Outflow</b> | <b>\$426,413</b>                 | <b>\$450,018</b>                  | <b>\$23,605</b>    |
| <b>Net Cash Inflow/(Outflow)</b>            | <b>(\$1,547,267)</b>             | <b>(\$1,748,685)</b>              | <b>(\$201,418)</b> |

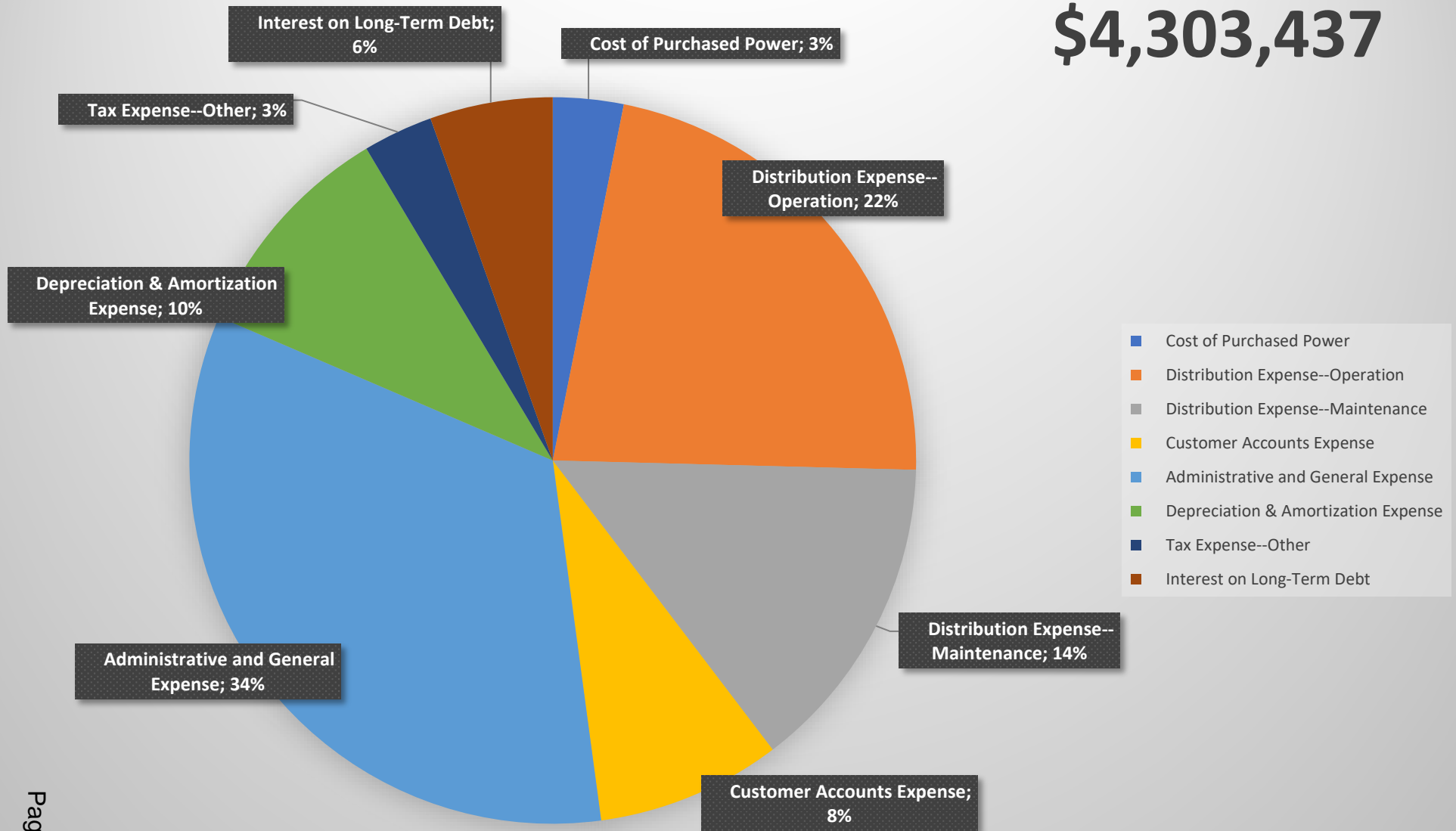
# Electric Expenses

## \$41,432,233



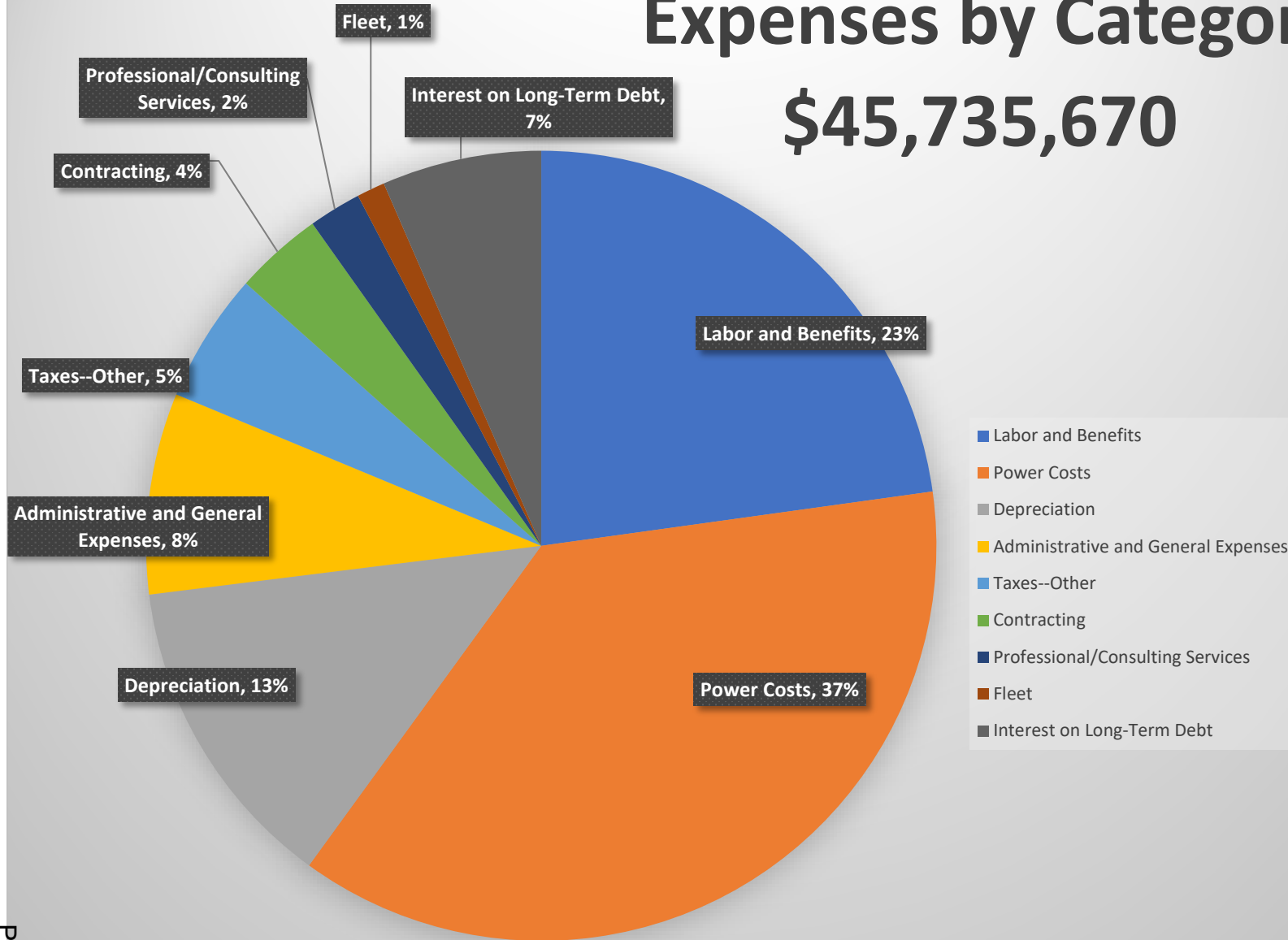
# Water Expenses

## \$4,303,437



# Expenses by Category

## \$45,735,670





## Combined Utility Expenses By Category

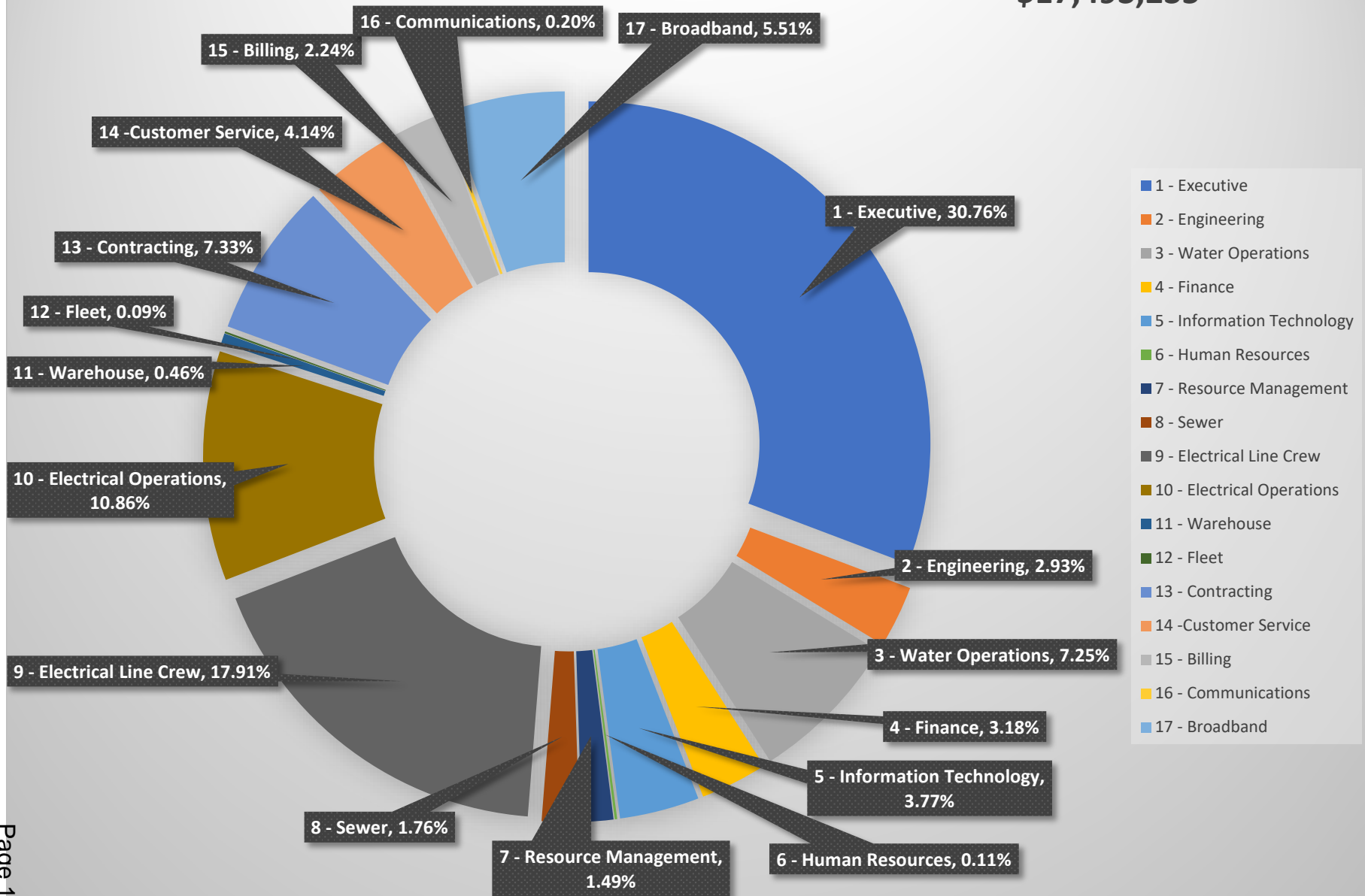
| Expense Category                    | Amount              | Percentage  |
|-------------------------------------|---------------------|-------------|
| Labor and Benefits                  | \$10,225,399        | 22%         |
| Power Costs                         | \$16,856,911        | 37%         |
| Depreciation                        | \$5,976,833         | 13%         |
| Administrative and General Expenses | \$4,131,724         | 9%          |
| Taxes--Other                        | \$2,405,219         | 5%          |
| Contracting                         | \$1,651,842         | 4%          |
| Professional/Consulting Services    | \$980,112           | 2%          |
| Fleet                               | \$550,900           | 1%          |
| Interest on Long-Term Debt          | \$2,956,731         | 6%          |
| <b>Total</b>                        | <b>\$45,735,670</b> | <b>100%</b> |

# Expense Allocation By Department

| Department                 | Administrative and |             |             | Professional and    |           | Total        | Percentage |
|----------------------------|--------------------|-------------|-------------|---------------------|-----------|--------------|------------|
|                            | Labor and Benefits | General     | Contracting | Consulting Services | Fleet     |              |            |
| 1 - Executive              | \$2,659,340        | \$1,724,880 | \$104,079   | \$818,045           | \$89,084  | \$5,395,428  | 30.76%     |
| 2 - Engineering            | \$351,781          | \$128,035   | \$23,531    | \$0                 | \$10,294  | \$513,641    | 2.93%      |
| 3 - Water Operations       | \$657,234          | \$330,286   | \$65,303    | \$0                 | \$219,469 | \$1,272,292  | 7.25%      |
| 4 - Finance                | \$471,590          | \$83,638    | \$2,030     | \$0                 | \$0       | \$557,258    | 3.18%      |
| 5 - Information Technology | \$417,788          | \$240,427   | \$1,375     | \$1,269             | \$62      | \$660,922    | 3.77%      |
| 6 - Human Resources        | \$0                | \$18,382    | \$687       | \$945               | \$0       | \$20,015     | 0.11%      |
| 7 - Resource Management    | \$197,214          | \$17,453    | \$687       | \$5,613             | \$40,302  | \$261,269    | 1.49%      |
| 8 - Sewer                  | \$120,008          | \$41,322    | \$52,947    | \$2,053             | \$92,401  | \$308,732    | 1.76%      |
| 9 - Electrical Line Crew   | \$2,489,654        | \$453,881   | \$131,319   | \$16,069            | \$50,637  | \$3,141,559  | 17.91%     |
| 10 - Electrical Operations | \$1,172,089        | \$715,704   | \$14,141    | \$0                 | \$3,237   | \$1,905,170  | 10.86%     |
| 11 - Warehouse             | \$46,254           | \$29,614    | \$5,586     | \$0                 | \$79      | \$81,532     | 0.46%      |
| 12 - Fleet                 | \$9,663            | \$4,603     | \$687       | \$0                 | \$0       | \$14,954     | 0.09%      |
| 13 - Contracting           | \$0                | \$5,742     | \$1,242,356 | \$37,931            | \$0       | \$1,286,029  | 7.33%      |
| 14 -Customer Service       | \$622,661          | \$81,837    | \$4,125     | \$18,345            | \$0       | \$726,968    | 4.14%      |
| 15 - Billing               | \$360,253          | \$30,229    | \$2,062     | \$0                 | \$0       | \$392,544    | 2.24%      |
| 16 - Communications        | \$0                | \$15,257    | \$687       | \$19,907            | \$0       | \$35,851     | 0.20%      |
| 17 - Broadband             | \$649,869          | \$210,948   | \$239       | \$60,578            | \$45,336  | \$966,970    | 5.51%      |
| Totals                     | \$10,225,399       | \$4,132,238 | \$1,651,842 | \$980,755           | \$550,900 | \$17,541,134 |            |

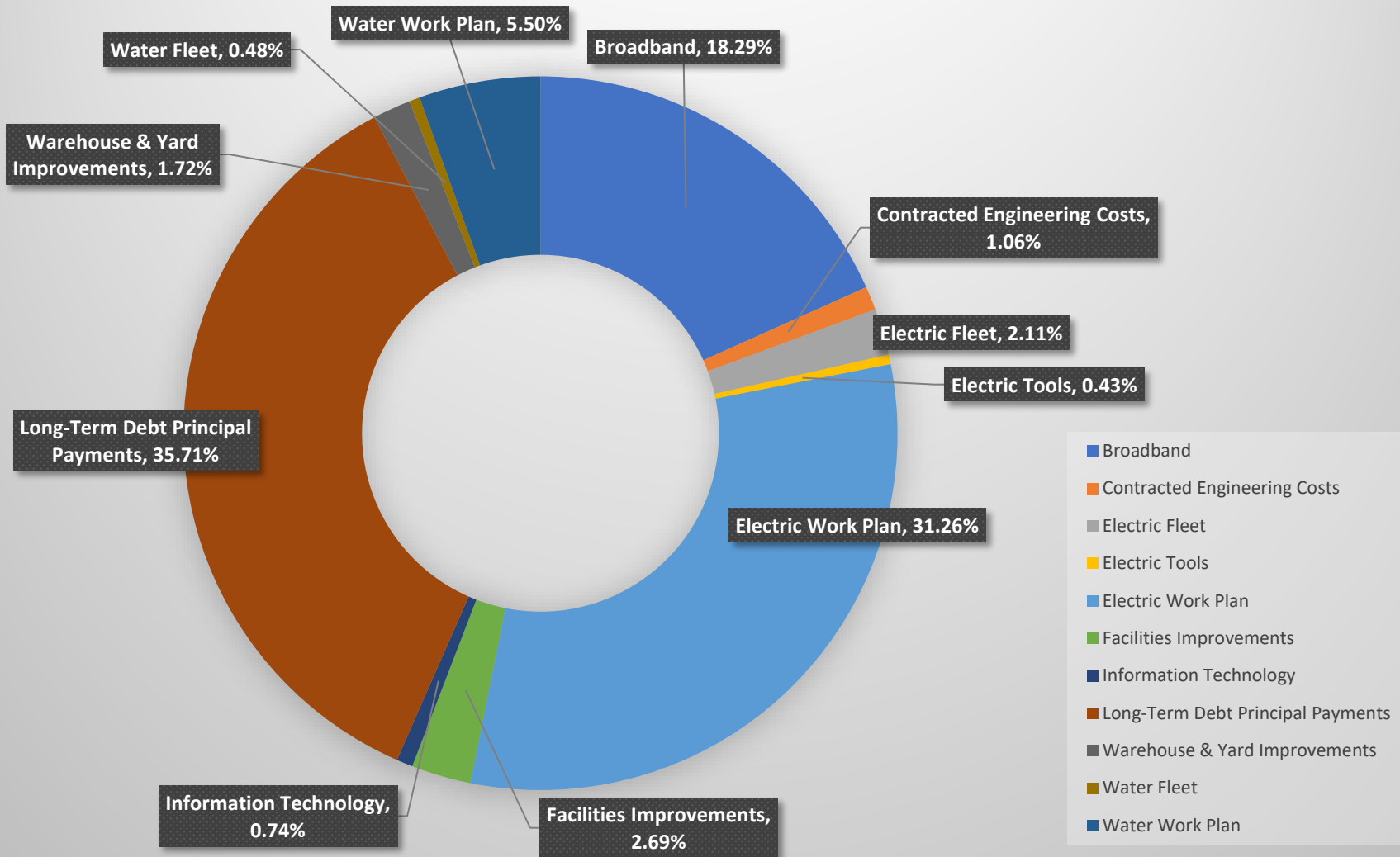
## Expense Allocation By Department

**\$17,493,235**



# Capital and Debt Principal Costs

## \$11,520,225



## Capital and Debt Principal Costs By Category

| Cost Group                        | Amount              | Percentage  |
|-----------------------------------|---------------------|-------------|
| Broadband                         | \$2,104,050         | 18.29%      |
| Contracted Engineering Costs      | \$122,500           | 1.06%       |
| Electric Fleet                    | \$242,500           | 2.11%       |
| Electric Tools                    | \$50,000            | 0.43%       |
| Electric Work Plan                | \$3,595,500         | 31.26%      |
| Facilities Improvements           | \$310,000           | 2.69%       |
| Information Technology            | \$85,000            | 0.74%       |
| Long-Term Debt Principal Payments | \$4,108,070         | 35.71%      |
| Warehouse & Yard Improvements     | \$197,500           | 1.72%       |
| Water Fleet                       | \$55,000            | 0.48%       |
| Water Work Plan                   | \$633,105           | 5.50%       |
| <b>Total</b>                      | <b>\$11,503,225</b> | <b>100%</b> |

### Electric 4 Year Work Plan Capital Costs

| Item # | Description   | Budget Amount      | Triggers |
|--------|---|--------------------|----------|
| 101    | UG Distribution Line Extensions   | \$340,000.00       | 1        |
| 102    | OH Distribution Line Extensions   | \$135,000.00       | 1        |
| 103    | New Subdivision   | \$50,000.00        |          |
| 204-1  | New Feeder out of PLSS--Construction  | \$200,000.00       |          |
| 301    | Convert Single Phase to Three Phase   | \$200,000.00       |          |
| 303    | Convert OH to UG 4 Locations  | \$0.00             |          |
| 401-1  | Port Ludlow Bay 2 Construction  | \$75,000.00        |          |
| 501    |   |                    |          |
|        | Replace Aging Substation Equipment--Hastings                                  | \$135,000.00       |          |
| 503    | Replace/Install New Relays  | \$30,000.00        |          |
| 505    | SCADA System Substation Communications and<br>Devices Upgrades                | \$40,000.00        |          |
| 508    | New Substation Transformer  | \$0.00             |          |
| 601-1  | Install new pole-mount Transformers to serve<br>new customers. 10 per year    | \$30,000.00        |          |
| 601-2  | Install new pad-mount Transformers to serve<br>new customers. 15 per year     | \$40,000.00        |          |
| 601-3  | Transformer replacement of aging units. 60 per<br>year                        | \$120,000.00       |          |
| 604-1  | Install four new Three-Phase distribution line<br>reclosers                   | \$50,000.00        |          |
| 605-1  | Install new line regulators   | \$75,000.00        |          |
| 605-2  | Regulator replacement of aging units  | \$50,000.00        |          |
| 607    | Pole Replacements. 20 per year  | \$130,000.00       |          |
| 608    | Replace Aging Conductors  | \$150,500.00       |          |
| 608-1  | Install Single Phase 15kv 1/0 Distribution Line                               | \$100,000.00       |          |
| 610    | Wildlife Protection. X sites  | \$25,000.00        |          |
| 701    | Security and Street Lighting  | \$10,000.00        |          |
| 703    | SCADA System Distribution Line Devices<br>Communications and Control Upgrades | \$25,000.00        |          |
| 705-1  | Meter Replacement Project   | \$1,500,000.00     | 2        |
| 1001   | Move Transmission Poles for Easements   | \$60,000.00        |          |
| 1201   | Fiber Line Extensions   | \$0.00             |          |
| 1301   | Fuel Tanks  | \$0.00             |          |
| 1302   | Fencing   | \$25,000.00        | 3        |
|        |   | <b>\$3,595,500</b> |          |

**Triggers:**

1. The PUD does receive Aid to Construction from Custers installing new services or upgrading their current service.
2. The PUD could possibly borrow money to offset the cost of a meter replacement. This would allow the cost to be paid for over a longer period of time and not just by current customers.
3. This is a project that we could wait until late Summer or early Fall depending on how actual revenues compare to budget revenues.

## 2022 Water Capital Project Costs

| Description   | Budget Amount    | Triggers |
|---|------------------|----------|
| Snow Creek Wellhouse Replacement                              | \$233,105.30     |          |
| Well pump and motor replacement                               | \$35,000.00      | 1        |
| Well cleaning   | \$10,000.00      |          |
| Distribution pipe replacement                                 | \$100,000.00     |          |
| Bulk Water Sales - system software and set-up device location | \$20,000.00      |          |
| Transducers   | \$10,000.00      |          |
| Reynolds well replacement                                     | \$195,000.00     |          |
| Water Service Repairs   | \$20,000.00      |          |
| Wastewater system improvements                                | \$10,000.00      |          |
| <b>Total Water Capital Costs</b>                              | <b>\$633,105</b> |          |

### Triggers:

1. This is a project that we could wait until late Summer or early Fall depending on how actual revenues compare to budget revenues.

## 2022 Broadband Capital Costs

| Description                          | Budget Amount      | Triggers   |
|--------------------------------------|--------------------|------------|
| Fiber Upgrades--2 Central Offices    | \$90,000           |            |
| Electrical Work and Batteries        | \$60,000           |            |
| PON Router & Switching Equipment     | \$58,000           |            |
| Fiber Frame and Patch Panels         | \$50,000           |            |
| Generator for 2 Central Offices      | \$60,000           |            |
| Splitters                            | \$38,990           |            |
| Customer Electronics                 | \$445,600          |            |
| Underground Fiber                    | \$903,500          |            |
| Overhead Fiber                       | \$292,950          |            |
| Electronics                          | \$105,010          |            |
| <b>Total Broadband Capital Costs</b> | <b>\$2,104,050</b> | <b>1,2</b> |

### Triggers:

1. The PUD will not move forward with some Broadband Projectes until we have received grant approval.
2. Dollars not spent on Broadband Projects will remain in Cash Reserves to be used for other projects or matching funds for grants.



## 2022 Facilities Improvements

| Description   | Budget Amount      | Triggers |
|---|--------------------|----------|
| New roof for section of old building as discussed.                | \$230,000.00       | 1        |
| Work on new storm water area on parcel 001333013                  | \$60,000.00        | 2        |
| Paint triple wide at 310 and 210 Four Corners Road. Inspect roofs | <u>\$20,000.00</u> | 3        |
| <b>Total Facilities Improvements Capital Costs</b>                | <b>\$310,000</b>   |          |

### Triggers:

1. If actual revenues are greater than budgeted revenues at the end of May, the PUD could move forward with the roof replacement.
2. If the PUD moves forward with developing the parcel 001333013 then we look at a new storm water area.
3. We will review cash reserves at the end of June and if they are looking good, then we can move forward with the painting of the triple wide trailers and inspecting the roofs. It is possible that we only do one trailer in 2022.

## 2022 Warehouse and Yard Improvements Capital Costs

| Description   | Budget Amount     | Triggers |
|---|-------------------|----------|
| Log, clear area at 310 Four Corners for new fiber lay yard. Costs are from fencing and County requirements. | \$130,000.00      | 1,2      |
| Install utility pole bunks between the asphalt road and storm water drainage pond.                          | \$30,000.00       |          |
| Install concrete base around PUD oil storage facility in the open shed.                                     | \$30,000.00       | 3        |
| Install fencing around Oil containment with two 8' gates.   | <u>\$7,500.00</u> | 3        |
| <b>Total Warehouse and Yard Capital Costs</b>   | <b>\$197,500</b>  |          |

### Triggers:

1. The PUD will receive all or a portion of the proceeds from the sale of the timber harvested from the logging operations.
2. If the PUD receives approval for Broadband grants, we will proceed with the clearing of logs to make way for a fiber lay yard.
3. We will wait until summer and review cash reserves before moving forward with installing the concrete base and fencing around oil containment area.

### 2022 Information Technology Capital Costs

| <b>Description</b>                | <b>Budget Amount</b> |
|-----------------------------------|----------------------|
| Network Switches for New Building | \$25,000             |
| HR Software                       | \$60,000             |
| <b>Total IT Capital Costs</b>     | <b>\$85,000</b>      |

## 2022 Electric Fleet Capital Costs

| Description                               | Budget Amount        | Triggers |
|---|----------------------|----------|
| Electric Vehicle                          | \$41,000.00          | 1        |
| Electric Vehicle Charging Station         | \$6,500.00           | 2        |
| Wire Reel Trailer                         | \$15,000.00 On order | 3        |
| Wire Reel Trailer                         | \$15,000.00 On order | 3        |
| Wire Reel Trailer                         | \$15,000.00 On order | 3        |
| Broadband Vehicle                         | \$50,000.00          | 4        |
| Broadband Vehicle                         | \$50,000.00          | 4        |
| Broadband Vehicle                         | \$50,000.00          | 4        |
| <b>Total Electric Fleet Capital Costs</b> | <b>\$242,500</b>     |          |

### Triggers:

1. The cost of an electric vehicle is based on State Contract. We will review by April 2022 after 1st Quarter Revenues are in.
2. The electric charging station will be purchased if we move forward with the purchase of an electric vehicle.
3. The wire reel trailers were ordered in 2021 to be delivered in Spring 2022. This was due to the lead times of the manufacturer.
4. The Broadband Vehicles will be reviewed in April 2022 based on grant received and reserve levels.

### 2022 Water Fleet Capital Costs

| Description                            | Budget Amount   | Triggers |
|--|-----------------|----------|
| Vehicle--Sewer                         | <u>\$55,000</u> | 1        |
| <b>Total Water Fleet Capital Costs</b> | <b>\$55,000</b> |          |

#### Triggers:

1. We will review in April 2022 after 1st Quarter Revenues are in.

## 2022 Electric Tools

| Description   | Budget Amount   | Triggers |
|---|-----------------|----------|
| Tools   | <u>\$50,000</u> | 1        |
| <b>Total Electric Tools &amp; PPE Capital Costs</b> | <b>\$50,000</b> |          |

### Triggers:

1. Tool requests will be reviewed and approved by Management before purchases are made.

### 2022 Contracted Engineering Capital Costs

| Description                                       | Budget Amount      | Triggers |
|---|--------------------|----------|
| Contracted Electric Engineering                   | \$25,000.00        | 1        |
| Consolidation Study                               | \$67,500.00        | 1        |
| Contract Water Engineering                        | <u>\$30,000.00</u> | 1        |
| <b>Total Contracted Engineering Capital Costs</b> | <b>\$122,500</b>   |          |

#### Triggers:

1. Before contracting outside engineering, we will do as much as we can in-house. Use of outside contractors for engineering will be dependent on projects moving forward.

**Change in Capital Projects**  
**Cost Reductions from 9/6/2021 to 9/14/2021**

|                               | 9/6/2021           | 9/14/2021          |                    |
|-------------------------------|--------------------|--------------------|--------------------|
| Project Name                  | Presentation       | Presentation       | Change             |
| Electric Work Plan            | \$5,055,500        | \$3,595,500        | (\$1,460,000)      |
| Water Work Plan               | \$609,500          | \$633,105          | \$23,605           |
| Broadband                     | \$675,000          | \$2,104,050        | \$1,429,050        |
| Facilities Improvements       | \$310,000          | \$310,000          | \$0                |
| Warehouse & Yard Improvements | \$197,500          | \$197,500          | \$0                |
| Information Technology        | \$25,000           | \$85,000           | \$60,000           |
| Electric Fleet                | \$499,500          | \$242,500          | (\$257,000)        |
| Water Fleet                   | \$55,000           | \$55,000           | \$0                |
| Electric Tools and PPE        | \$90,000           | \$50,000           | (\$40,000)         |
| Contracted Engineering Costs  | \$100,000          | \$122,500          | \$22,500           |
|                               | <b>\$7,617,000</b> | <b>\$7,395,155</b> | <b>(\$221,845)</b> |



## Capital and Maintenance Projects

| Item/Project                     | Cost               | Payment Source              |
|----------------------------------|--------------------|-----------------------------|
| Materials Purchased for Electric | \$1,363,937        | Cash Reserves               |
| Broadband                        | \$12,500,000       | Grants                      |
| Quilcene Water Tank              | \$2,019,427        | PWB Loan                    |
| Shine Plat LUD                   | \$480,468          | DWSRF Loan and LUD Payments |
| Shine Plat LUD                   | \$90,000           | Cash Reserves               |
| Broadband                        | \$2,104,050        | Cash Reserves               |
| Contracted Engineering Costs     | \$122,500          | Cash Reserves               |
| Electric Fleet                   | \$242,500          | Cash Reserves               |
| Electric Tools                   | \$50,000           | Cash Reserves               |
| Electric Work Plan               | \$3,595,500        | Cash Reserves               |
| Facilities Improvements          | \$310,000          | Cash Reserves               |
| Information Technology           | \$85,000           | Cash Reserves               |
| Warehouse & Yard Improvements    | \$197,500          | Cash Reserves               |
| Water Fleet                      | \$55,000           | Cash Reserves               |
| New Building Purchase            | \$1,750,000        | Cash Reserves               |
|                                  | <hr/> \$24,965,882 |                             |
| Loans                            | \$2,499,895        |                             |
| Grants                           | \$12,500,000       |                             |
| Cash Reserves                    | <hr/> \$9,965,987  |                             |
|                                  | \$24,965,882       |                             |

## 2022 Cash Summary

|   |                      |
|---|----------------------|
| Cash-Operating Depository                           | \$ 1,100,434         |
| Cash-Jeff Co Treasurer General                      | 127,433              |
| Cash-Payroll Clearing-1st Security Payroll Clearing | 12                   |
| Working Funds                                       | 2,150                |
| Cash-1996 Bond LUD #6                               | 27,027               |
| Cash-1996 Bond LUD #8                               | 8,697                |
| Temp Invest JeffCo Treasurer Gen                    | 2,840,689            |
| Tax Revenue Fund                                    | 4,070,165            |
| Tax Revenue Fund Investment                         | 1,925,000            |
| Operating Account - Jefferson Co. Treasurer         | <u>\$ 1,891,964</u>  |
| <b>2021 Ending Unrestricted Cash</b>                | <b>\$ 11,993,571</b> |
| 2022 Net Cash Outflow                               | <u>(5,606,655)</u>   |
| <b>2022 Ending Unrestricted Cash</b>                | <b>\$ 6,386,916</b>  |

### Restricted Cash

|                                    |                     |
|------------------------------------|---------------------|
| Other Special Funds                | \$ 250              |
| Tri Area Bond Reserve              | (10)                |
| Tri Area Bond Investment           | 164,827             |
| Capital Reserves                   | 100,000             |
| Cash-2009 Bond LUD #14             | (1,786)             |
| Cash-2008 Bond LUD #15             | (21)                |
| LUD #14 Bond Investment            | 1,059,162           |
| LUD #15 Bond Investment            | <u>313,006</u>      |
| <b>2021 Ending Restricted Cash</b> | <b>\$ 1,635,428</b> |

**2022 Cash Summary**  
**Change in Cash Position**

|   | <b>9/14/21</b>       | <b>10/4/21</b>       |                   |
|---|----------------------|----------------------|-------------------|
|   | <b>Presentation</b>  | <b>Presentation</b>  | <b>Change</b>     |
| Cash-Operating Depository                           | \$ 763,276           | \$ 1,100,434         | \$ 337,158        |
| Cash-Jeff Co Treasurer General                      | 127,433              | \$ 127,433           | \$ -              |
| Cash-Payroll Clearing-1st Security Payroll Clearing | 15                   | \$ 12                | \$ (3)            |
| Working Funds                                       | 2,000                | \$ 2,150             | \$ 150            |
| Cash-1996 Bond LUD #6                               | 27,027               | \$ 27,027            | \$ -              |
| Cash-1996 Bond LUD #8                               | 8,697                | \$ 8,697             | \$ -              |
| Temp Invest JeffCo Treasurer Gen                    | 2,840,689            | \$ 2,840,689         | \$ -              |
| Tax Revenue Fund                                    | 4,068,720            | \$ 4,070,165         | \$ 1,445          |
| Tax Revenue Fund Investment                         | 1,925,000            | \$ 1,925,000         | \$ -              |
| Operating Account - Jefferson Co. Treasurer         | \$ 2,018,552         | \$ 1,891,964         | \$(126,588)       |
| <b>2021 Ending Unrestricted Cash</b>                | <b>\$ 11,781,409</b> | <b>\$ 11,993,571</b> | <b>\$ 212,162</b> |
| 2022 Net Cash Outflow                               | (5,663,072)          | (5,606,655)          | 56,417            |
| <b>2022 Ending Unrestricted Cash</b>                | <b>\$ 6,118,337</b>  | <b>\$ 6,386,916</b>  | <b>\$ 268,579</b> |
| <b>Restricted Cash</b>                              |                      |                      |                   |
| Other Special Funds                                 | \$ 250               | \$ 250               | \$ -              |
| Tri Area Bond Reserve                               | \$ (10)              | \$ (10)              | \$ -              |
| Tri Area Bond Investment                            | \$ 164,827           | \$ 164,827           | \$ -              |
| Capital Reserves                                    | \$ 100,000           | \$ 100,000           | \$ -              |
| Cash-2009 Bond LUD #14                              | \$ (2,486)           | \$ (1,786)           | \$ 700            |
| Cash-2008 Bond LUD #15                              | \$ (21)              | \$ (21)              | \$ -              |
| LUD #14 Bond Investment                             | \$ 1,059,162         | \$ 1,059,162         | \$ -              |
| LUD #15 Bond Investment                             | \$ 313,006           | \$ 313,006           | \$ -              |
| <b>2022 Ending Restricted Cash</b>                  | <b>\$ 1,634,728</b>  | <b>\$ 1,635,428</b>  | <b>\$ 700</b>     |

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

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

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), adopting a Budget for the Calendar Year 2022.

WHEREAS, a proposed budget was submitted to the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington in accordance with applicable law; and

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington has reviewed a proposed budget for the projected financial transactions of the District for the calendar year 2021; and

WHEREAS, the Commissioners of PUD No. 1 of Jefferson County has given prior notice in accordance with applicable law, and on Monday, October 4, 2021 held a Public Hearing on the proposed budget starting at 5:00 p.m. via Zoom and accepted public comment and testimony; and

WHEREAS, the Commissioners of PUD No. 1 of Jefferson County considered staff’s estimate of expenditures, capital construction requirements, and projected use of reserve funds, and having considered the public testimony of those customers submitting and offering testimony, the Commission concludes that the 2022 budget summarized in Exhibit “A” hereto fairly meets the needs of the District and its customers; and

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the PUD No. 1 of Jefferson County after taking public testimony and consideration of all the evidence and information provided by the staff, hereby adopts the budget identified on attached Exhibit “A”.

**ADOPTED** by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 4th day of October 2021.

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

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

ATTEST:

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



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

**June 1, 2021**

**Board of Commissioners  
Regular Meeting**

**Draft Minutes**

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

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

Cammy Brown, PUD Recording Secretary

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the regular meeting of the Jefferson County PUD No. 1

Page 1 of 8

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

Board of Commissioners for June 1, 2021, to order at 5:00 p.m.

Commissioner Dan Toepper began the meeting by reading the Governor's Extended Proclamation 20-28. A roll call was taken. All three commissioners were present. A quorum was established.

**2. AGENDA REVIEW.** General Manager Kevin Streett announced there will not be an Executive Session.

**MOTION:** Commissioner Kenneth Collins made a motion to approve the agenda as amended.

Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

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

- ☒ **Comment:** Fire season – clear cuts. A lot of slash on the ground. A lot of small timber. It wouldn't take very long for a fire to get to 104 to Four Corners. Especially with the south wind. Hope we are doing more than the minimum.

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

Commissioner Kenneth Collins made a correction to the Minutes of March 3, 2021. Item No. 2 Motion "as modified" instead of "dos modified".

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

**4.1 PRIOR MINUTES:**

PUD BOC Special Mtg. Min. 02-23-2021.

PUD BOC Regular Meeting Minutes 3-16-2021.

**4.2 VOUCHERS**

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register & Payroll.

Page 2 of 8

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

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

| <b>WARRANTS</b>                      | <b>AMOUNT</b> | <b>DATE</b> |
|--------------------------------------|---------------|-------------|
| Accounts Payable: #126209 to #126275 | \$ 526,801.09 | 05/13/2021  |
| Accounts Payable: #126276 to #126277 | \$ 500.67     | 05/14/2021  |
| Accounts Payable: #126278 to #126312 | \$ 374,094.58 | 05/20/2021  |
| Payroll Checks: # 70893 to # 70899   | \$ 10,432.88  | 05/14/2021  |
| Payroll Direct Deposit               | \$ 130,775.08 | 05/14/2021  |

|                            |                        |
|----------------------------|------------------------|
| <b>TOTAL INVOICES PAID</b> | <b>\$ 1,042,604.30</b> |
|----------------------------|------------------------|

| <b>WIRE TRANSFERS PAID</b> | <b>AMOUNT</b>  | <b>DATE</b> |
|----------------------------|----------------|-------------|
| BPA                        | \$1,558,529.00 | 05/11/2021  |
| BPA                        | \$ 20,000.00   | 05/21/2021  |

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|                      |                       |
|----------------------|-----------------------|
| <b>PAYMENT TOTAL</b> | <b>\$2,621,133.30</b> |
|----------------------|-----------------------|

**4.3 FINANCIAL REPORT:** .  
April 2021 Financials.

**4.4 Calendar**  
PUD Calendar June 1, 2021.

**4.5 ILA w/ Whatcom PUD for Bilateral Transfer of EEI funds from BPA**  
AR Whatcom EEI Fund Transfer 2.  
Bilateral Transfer Form May 252021.  
Interlocal Exhibit A Jefferson PUD Approved Doc. May 25, 2021.  
Interlocal Agreement Jefferson PUD Approved Doc. May 25, 3032.

**END OF CONSENT AGENDA.**

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**5. MANAGER AND STAFF REPORTS:**

**Loan Program through RUS for Weatherization and Other Savings.** Finance Director Mike Bailey gave a report on the Rural Energy Savings Program. The program allows the PUD to borrow money from RUS at zero percent and then lend it out to its customers for energy efficiency programs. This is for both residential and business customers. There was considerable discussion. Details may be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

Page 3 of 8

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

**Port Hadlock Sewer.** Engineering Director Samantha Harper gave a report on the Port Hadlock sewer. The Jefferson County Public Works staff would like to give the BOC a presentation on the status of the Port Hadlock sewer. At the presentation there will be a status update.

**No public comment.**

**Meeting Scheduling:** General Manager Kevin Streett announced there will be no special meetings in July.

**Broadband Update:** General Manager Kevin Streett gave an update. The PUD staff is moving forward with documentation to become an ISP (Internet Service Provider) and working on grants. There was considerable discussion. Details may be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

## **6. OLD BUSINESS:**

**6.1 Electric Rate Increase 2021-2024.** Customer Service Director Jean Hall gave a presentation going over the details of the electric rates increase. There was considerable discussion.

### **Public Comment:**

- ☒ **Comment:** The PUD is already overshooting the goal. That is why the PUD's tier number is so high. Your tier number is high either because you are not investing enough, or you are over collecting. This is not a good year for a raise. Our sales increases look like about 2% over last year and that's been true for the last 16 months, with the exception of last October which was a bad month for sales. Another reason we don't need a rate increase is because we just returned to 2.1 million dollars to the general fund from our reserves. Our reserves appear to be more than adequate. Our rates as they appear to be more than adequate. Our revenues have exceeded our budget by several million for the last several years.
- ☒ **Comment:** Revenue causation - large industrial customers for the last four months have used 21% of the electricity and provided 13% of the revenue. There is a 4 million dollar a year gap raising the PUD's basic rate another 16%. That gap should be about

Page 4 of 8



2.6 million a year and not 4 million a year according to the rates we inherited since we have raised basic rate 376% or whatever. We have really skewed the relationship between the revenues that the public provides and the revenues that the rest provides We are just exacerbating that. We need a plan that will make that subsidy smaller. We are not supposed to be subsidizing from one class across the other.

- ☒ **Comment:** Capacity and Loan Argument. If everybody used as much electricity as they could, there would not be enough electricity. I think it is all about load. I don't think it is about capacity. That is just penalizing people for conserving.

**MOTION:** Commissioner Jeff Randall made a motion to approve a resolution of the Board of Commissioners of PUD No. 1 of Jefferson County revising, updating, and approving certain changes to the PUD electrical rates. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**6.2 Construction Surcharge for Water Customers.** Customer Service Director Jean Hall gave a report.

**6.3 PUD ICC and EDC Representative Selection.** General Manager Kevin Streett gave a report on putting together another ICG (Interlocal Collaborative Group) to help work through some of the questions that are going to come up with the EDC (Economic Development Council). Who will be the representative to the subcommittee? This is a temporary subcommittee. There was some discussion. There was a request that this representative position be rotated. There should be no monopoly who represents the PUD as it relates to economic development. It was the consensus of the commissioners that Commissioner Jeff Randall would be the representative on the subcommittee and that the appointment would be a one-year term.

**7. NEW BUSINESS:** Commissioner Dan Toepper read the guidelines.

**7.1 Review of Meeting Agenda and Roberts Rules of Orders.** Commissioner Dan Toepper received an email from a member of the public. Agenda did not allow for public member before the calling of the question. There was some discussion. Public comment part was missed. Commissioner Dan Toepper read his response into the record.

Under an item in New Business. Commissioner Dan Toepper thought there was an

Page 5 of 8

unspoken rule about first touch. That really should have been a first touch without a motion coming up. Is the commission getting away from New Business being first touch? The commission should strive for that to be first touch. There was some discussion. All three commissioners agreed that New Business should be a two-touch process.

**No public comment.**

**7.2 Interlocal Agreement with the City of PT for LED Streetlights.** General Manager Kevin Streett briefly went over what the Interlocal Agreement with the City of Port Townsend for LED Streetlights entails. The PUD will receive approximately \$200,000 from the City of Port Townsend for labor and materials.

**No public comment.**

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

**7.3 Commissioner Correspondence.** Communications Director Will O'Donnell gave a report on keeping better track of the correspondence coming in for all three commissioners and looking for some policies on how to respond. Jefferson County Board of Commissioners' model of having the correspondence logged would be the easiest way to track from the public what's coming in and out. Options were discussed. More research will be conducted.

Chat Comment from public member: There have been numerous times in the past where I only heard from commissioners outside my own district.

## **8. COMMISSIONER REPORTS.**

### **Commissioner Jeff Randall:**

5/19 and

5/20 Participated in WPUDA Telecom Conference.

5/21 Met with General Manager Kevin Streett.

Page 6 of 8

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

- 5/25 Attended PUD BOC Special Meeting – Broadband.
- 5/27 Attended NODC (North Olympic Development Council) meeting. (report).
- 6/15 Will attend PUD BOC Regular meeting.

**Commissioner Dan Toepper:**

- 5/19 Participated in WPUDA Telecom Conference. (report).
- 5/20 Attended Interlocal Collaborative Group (ICG) meeting.
- 5/21 Attended JBAT meeting.
- 5/21 Met with General Manager Kevin Streett.
- 5/25 Attended PUD BOC Special Meeting – Broadband.
- 5/26 Met with General Manager Kevin Streett.
- 5/27 Met with Operations Director Scott Bancroft on Peterson Lake Project.
- 6/02 Will attend PPC (Public Power Council) member forum.
- 6/03 Will attend PPC Executive Committee meeting.
- 6/04 Will meet with General Manager Kevin Streett.
- 6/04 Will listen in on JBAT meeting.
- 6/09 Will attend Public Infrastructure Board Meeting.
- 6/10 Will attend PUD BOC Special Meeting with PPC.
- 6/14 Will attend CAB meeting as a BOC representative.

**Commissioner Kenneth Collins:**

- 5/19 Attended WPUDA Telecom Conference.
- 5/21 Had a conversation with PUD Consultant Don McDaniel.
- 5/24 Meeting by phone with General Manager Kevin Streett.
- 5/25 Attended PUD BOC Special Meeting – Broadband.
- 5/28 Attended JBAT Executive Committee meeting. (report).
- 6/02 Will attend the general meeting of the PPC.
- 6/03 Will attend PURMS Board Meeting.
- 6/04 JBAT meeting has been cancelled.
- 6/10 Will participate in WPUDA Strategic Planning Meeting.
- 6/11 Will attend JBAT Executive Committee meeting.

**9. EXECUTIVE SESSION: Removed from Agenda.**

**10. ADJOURNMENT:**

Commissioner Dan Toepper declared the June 1, 2021, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 7:29 p.m.

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Minutes prepared by  
Recording Secretary Cammy Brown

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**June 10, 2021**

**Board of Commissioners**

**Special Meeting**

**Public Power Council**

**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 1:30 p.m. on June 10, 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

Jean Hall, Customer Service Director

Scott Bancroft, Operations Director

Samantha Harper, Engineering Director

Don McDaniel, PUD Consultant

Scott Simms, Executive Director of Public Power Council

Michael Dean, Policy Director of Public Power Council

. Irene Scruggs, General Counsel for Public Power Council

Lauren Tenney Denison, Director of Market Policy

Page 1 of 3

Jefferson County PUD

BOC Special Meeting

Public Power Council

June 10, 2021

Draft Minutes

and Grid Strategy for Public Power Council  
Cammy Brown, Recording Secretary (left meeting at 2:45 p.m.)

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**1. CALL TO ORDER.**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for June 10, 2021, to order at 1:30 p.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic. All three commissioners were present. It was determined there was a quorum.

**2. 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 BY PUBLIC POWER COUNCIL STAFF:** Scott Simm, Executive Director of the Public Power Council (PPC), Michael Dean, Policy Director of PPC. Irene Scruggs, General Counsel for PPC and Lauren Tenney Denison, Director of Market Policy and Grid Strategy for PPC, gave a presentation to the commissioners. PPC's focus is on the Federal Columbia River power system and the Bonneville Power Administration which differentiates them from the other regional entities. PPC represents the interests of more than a hundred public power entities and looks at the federal public power system both from the power and the transmission side and all the corporate elements that it takes to run the enterprise. PPC is a member supported member driven organization and is one hundred percent financed by the membership dues from the member across the northwest. More details on the presentation can be heard on the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**4. DISCUSSION:** There was some considerable discussion among the commissioners and the Public Power Council.

**5. ADJOURNMENT:** Commissioner Dan Toepper declared the June 10, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 3:38 p.m.

Page 2 of 3

Jefferson County PUD  
BOC Special Meeting  
Public Power Council  
June 10, 2021  
Draft Minutes

-----  
Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

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

**June 15, 2021**

**Board of Commissioners  
Regular Meeting**

**Draft Minutes**

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

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

---

**1. CALL TO ORDER:**

Page **1** of **8**

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



Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for June 15, 2021, to order at 5:00 p.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic.

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

2. **AGENDA REVIEW:** There no additions or corrections to the agenda.

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

3. **PUBLIC COMMENT:** Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. (Note: topics are abbreviated).

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

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

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

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

Page 2 of 8

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

PUD BOC Special Meeting Minutes 3-23-2021.

**4.2 VOUCHERS AND WRITE OFFS**

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register & Payroll

**PAYMENTS TO BE APPROVED**

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

**TOTAL INVOICES PAID: \$1,013.323.00**

| <b>WIRE TRANSFERS PAID</b> | <b>AMOUNT</b> | <b>DATE</b> |
|----------------------------|---------------|-------------|
| Peterson Lake              | \$ 14,328.62  | 06/01/2021  |

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

**4.3 Financial Report**

Agenda Report Written Off Accounts.

Written Off Accounts Motion 06-15-2021.

**4.4 Calendar**

PUD Calendar June 15, 2021.

**END OF CONSENT AGENDA**

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

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

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

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

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

**No public comments.**

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

### **Public Comment:**

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

Page 4 of 8

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

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

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

**6. OLD BUSINESS:** Commissioner Dan Toepper read the guidelines.

**6.1 Water Rate Schedule Revision.** Customer Service Director Jean Hall gave a report on the water rate schedule revision adding the water low-income rates to the water rate schedule. Traditionally those low-income discounts have been kept in the Customer Service Policy. It was felt it would be better service to have those low-income in the rate schedule rather as a credit in the schedule of fees and credits.

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

**No public comment.**

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

Page 5 of 8

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

body. Work in progress. There was considerable discussion. Four agencies have to approve this.

**Public Comments:**

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

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

**7. NEW BUSINESS:**

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

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

**8. COMMISSIONER REPORTS:**

**Commissioner Jeff Randall:**

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

Page 6 of 8

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

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

**Commissioner Daniel Toepper:**

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

**Commissioner Kenneth Collins:**

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

Page 7 of 8

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

**9. ADJOURNMENT:**

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

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Minutes prepared by  
Recording Secretary Cammy Brown

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**June 22, 2021**

**Board of Commissioners**

**Special Meeting**

**Hadlock Sewer Project**

**Second Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the Vice-President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on

June 22, 2021, via Zoom video conference. Present:

Commissioner Dan Toepper, President

Commissioner Jeff Randall, Secretary

Commissioner Kenneth Collins, Vice President

Kevin Streett, General Manager

Joel Paisner, General Counsel

Will O'Donnell, Communications Director

Mike Bailey, Finance Director

Jean Hall, Customer Service Director

Scott Bancroft, Operations Director

Samantha Harper, Engineering Director

Melanie Patterson, Human Resources Director

Annette Johnson, Executive Assistant/Records Officer

Lori Rae, Operations Supervisor

Don McDaniel, PUD Consultant

Jefferson County Commissioner Heidi Eisenhouer

Page 1 of 3

Jefferson County PUD

BOC Special Meeting – Hadlock Sewer Project

June 22, 2021

Second Draft Minutes



Robert Wheeler, Sewer Project Manager  
Cammy Brown, Recording Secretary (signed in at 10:16 a.m.)

**1. CALL TO ORDER.** Commissioner Kenneth Collins called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for June 22, 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. Commissioners Kenneth Collins and Jeff Randall were present at the time roll call was taken. Commissioner Dan Toepper arrived later in the meeting. It was determined there was a quorum.

**2. AGENDA REVIEW.** Commissioner Kenneth Collins presented the agenda.

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

**3. PRESENTATION HADLOCK SEWER PROJECT:** General Manager Kevin Streett introduced Jefferson County Public Works Director Monte Reinders who gave a power point presentation on the Hadlock Sewer Project. Further details of meeting can be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**4. AJOURNMENT:** Commissioner Kenneth Collins declared the June 22, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:36 p.m.

-----  
Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

Page 2 of 3

Jefferson County PUD  
BOC Special Meeting – Hadlock Sewer Project  
June 22, 2021  
Second Draft Minutes

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Commissioner Dan Toepper, President

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Date

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Commissioner Kenneth Collins, Vice President

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Date

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

**July 6, 2020**

**Board of Commissioners  
Regular Meeting**

**Draft Minutes**

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) Board of Commissioners was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on July 6, 2021. This was an online meeting through Zoom and teleconferencing. All participants muted upon entry. Present:

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

Cammy Brown, PUD Recording Secretary

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Page 1 of 8

Jefferson County PUD  
Board of Commissioners  
July 6, 2021, Regular Meeting  
Draft Minutes

**1. CALL TO ORDER:**

Per the Governor's Proclamation 20-28 in response to the COVID-19 pandemic, Jefferson County PUD will no longer be providing an in-person room for meetings of the Board of Commissioners. All meetings will only 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 your hand to request to speak.

Commissioner Dan Toepper requested a roll call. All commissioners were present. A quorum was established.

**2. AGENDA APPROVAL:**

Commissioner Dan Toepper requested an additional item be inserted into the agenda at the end of Old Business: **7.2 Five Minutes Recess.**

General Manager Kevin Streett requested an additional item be inserted into the agenda under General Manager's Report under New Business. **8.6 Customer Service Director Jean Hall Presentation. Water Customer Request.**

Commissioner Kenneth Collins requested an additional item be inserted under New Business. **8.7 Question - Commissioner Kenneth Collins.**

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

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

- ☒ **Comment.** Small active group is being formed to further investigate and report to the commissioners on BPA Power contract.

**4. FCS METER PRESENTATION.** General Manager Kevin Streett introduced Gordon Wilson of FCS Group who gave a presentation on meters. There were some public comments and discussion. Details of presentation can be heard on audio recording at [www.jeffpud.org](http://www.jeffpud.org).

**5. CONSENT AGENDA:**

Page 2 of 8

Jefferson County PUD  
Board of Commissioners  
July 6, 2021, Regular Meeting  
Draft Minutes

Commissioner Dan Toepper read the guidelines into the record regarding the Consent Agenda items.

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

**5.1 Approval of Minutes:**

**PUD BOC Special Mtg. Min. 04-13-2021 Broadband.**

**PUD BOC Special Mtg. Min 04-22-2021 Meter Replacement.**

**5.2 Voucher Approval Form for the Commissioners**

**Voucher Certification with Supporting Warrant Register and Payroll.**

**VOUCHER CLAIM FORMS FOR INVOICES PAID:**

| <b>WARRANTS</b>                      | <b>AMOUNT</b> | <b>DATE</b> |
|--------------------------------------|---------------|-------------|
| Accounts Payable: #126416 to #126487 | \$ 855,593.55 | 06/10/2021  |
| Accounts Payable: #126488 to #126529 | \$ 237,202.41 | 06/17/2021  |
| Accounts Payable: #126530 to #126565 | \$ 303,433.25 | 06/24/2021  |
| Payroll Checks: # 70905 to # 70910   | \$ 11,079.33  | 06/11/2021  |
| Payroll Checks: # 70911 to # 70915   | \$ 10,390.72  | 06/25/2021  |
| Payroll Direct Deposit               | \$ 126,559.24 | 06/11/2021  |
| Payroll Direct Deposit               | \$ 128,152.46 | 06/25/2021  |

**TOTAL INVOICES PAID \$ 1,672,410.96**

| <b>WIRE TRANSFERS PAID</b> | <b>AMOUNT</b>   | <b>DATE</b> |
|----------------------------|-----------------|-------------|
| BPA                        | \$ 1,485,130.00 | 06/11/2021  |

**PAYMENT TOTAL \$ 3,157,540.96**

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**5.3 Financial Report  
May 2021 Financials.**

**5.4 Calendar**

Page 3 of 8

Jefferson County PUD  
Board of Commissioners  
July 6, 2021, Regular Meeting  
Draft Minutes

**END OF CONSENT AGENDA.**

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**6. GENERAL MANAGER AND STAFF REPORTS:** No manager or staff reports because there were several reports during the regular agenda under Old Business and New Business presented.

**Correspondence from Kala Point:** General Manager Kevin Street gave a short report on correspondence he received from customers from Kala Point. The PUD staff has a scheduled meeting with the customers at Kala Point on the 14<sup>th</sup> of July at 4:00 p.m. Prior to receiving correspondence from Kala Point customers, the PUD staff was planning to go in and do work in Kala Point. There are cables failing. PUD will run a new main feed through Kala Point which will enable the PUD staff to do some switching. It will take time to get everything rebuilt. There is a plan.

Commissioner Kenneth Collins, representative for Kala Point, gave a brief report on all the emails that he received simply acknowledging that he had received the emails and that this was something that would be discussed with General Manager Kevin Streett.

No public comments.

**7. OLD BUSINESS:**

**7.1. Low Income Water Rates Review.** Customer Service Director Jean Hall gave a presentation.

**MOTION:** Commissioner Jeff Randall made a motion that the Jefferson County PUD No. 1 Board of Commissioners direct the PUD staff to prepare a resolution based on Option 3 that was presented in the PUD Board of Commissioners' meeting of July 6, 2021, Board Packet as the basis for its low-income water rates. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

General Manager Kevin Streett will provide a resolution based on Option 3 and put it in the Consent Agenda at the next Board meeting.

No public comment.

**7.2 Recess.** At 7:14 p.m. Commissioner Dan Toepper declared a recess for five minutes.

The Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners came back into session at 7:19 p.m. Roll call was taken to establish there was still a quorum. A quorum was established.

**8. NEW BUSINESS:**

**8.1 Residential Arrears Recovery Plan.** Customer Service Director Jean Hall gave a report. Governor Inslee extended the moratorium to September 30, 2021. The plan remains the same, but the dates are modified. There was considerable discussion. All commissioners were in consensus with the plan that was in the packet.

No public comment.

**8.2 Interlocal Agreement with Mason 3 PUD.** General Manager Kevin Streett gave a report. The PUD has an agreement with Bonneville Power Administration (BPA) for the total length of the fiber run. Mason 3 would like to use the section of the fiber that runs through their service territory. The PUD would like to use the section of fiber that runs through its service territory. BPA wants to deal with one entity for the fiber between the two. The agreement allows Mason 3 to use and pay for their section of fiber on their service territory. The Jefferson County PUD would take care of the fiber in its service territory. The PUD has agreed to pay from basically just the other side of Duckabush to Port Angeles and Mason 3 pays for their cost from the other side of Duckabush to Olympia. This is an agreement that is spelled by the BPA agreement. Resolution needs to be sent to Mason 3 Board of Commissioners for review.

No public comment.

**8.3 Construction Rates for Electric Service.** Operations Director Scott Bancroft gave a presentation on Underground vs. Overhead Distribution. This is new construction paying for new construction. There was some discussion.

No public comment.

**8.4 Broadband Rates: Wholesale and Retail.** General Manager Kevin Streett gave a report. There will be more information submitted at the July 20<sup>th</sup> Jefferson County PUD

Page 5 of 8

Jefferson County PUD  
Board of Commissioners  
July 6, 2021, Regular Meeting  
Draft Minutes

Board of Commissioners' regular meeting. There was some discussion.

There was some public comment.

**8.5 WSBO/NTIA Grant Application Authorization.** Communications Director Will O'Donnell gave a report. A resolution is needed to be able to qualify for a grant.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a resolution authorizing submission of project information to the Washington State Broadband Office and commit resources to the project. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

There was some public comment.

**8.6 Customer Service Director Jean Hall Presentation.** Customer Service Director Jean Hall gave a report on a customer who is appealing a leak adjustment. Pursuant to policy on the appeal process, the PUD staff requested the BOC appoint an independent examiner.

**MOTION:** Commissioner Jeff Randall made a motion that Communications Director Will O'Donnell be appointed the Hearing Officer on the case of a leak adjustment. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

**8.7 Question - Commissioner Kenneth Collins.** Commissioner Kenneth Collins met with Commissioner Rick Paschall from Clallam County. It was suggested that Commissioner Paschall give a presentation to the PUD's Board of Commissioners. All three commissioners were in support of this request. General Manager Kevin Streett will follow-up.

No public comment.

## **9. COMMISSIONER REPORTS:**

### **Commissioner Jeff Randall:**

6/16 Met with General Manager Kevin Streett.

6/16 Spoke with Ben Bauermeister, current Chair of Team Jefferson.

6/22 Attended PUD BOC Special Meeting (Moss Adams) 1:00pm to 2:00pm.

Page 6 of 8

Jefferson County PUD  
Board of Commissioners  
July 6, 2021, Regular Meeting  
Draft Minutes



- 6/22 Attended PUD BOC Special Meeting (Hadlock Sewer) 2:00pm to 3:00pm.
- 6/24 Attended North Olympic Development Council (NODC) Executive Board and Regular Board meetings.
- 6/29 Attended Interlocal Collaborative Governmental (ICG) Committee meeting. (report). City appointed Michelle Sandoval, the Port Appointment Pam Patranek, and the County appointed Kate Dean as their elected representatives. (report).
- 6/30 Met with General Manager Kevin Streett.
- 7/01 Spoke with a customer who has had a challenging water leak under their road. Forwarded concern to PUD staff.
- 7/01 Will be participating in Climate Action committee meeting.
- 7/12 Will be taking a "Walk and Talk" with the Court Manager Aaron Burg
- 7/15 and
- 7/16 Will participate in WPUDA meetings.

**Commissioner Kenneth Collins:**

- 6/18 Met with Jefferson Broadband Action Team (JBAT).
- 6/21 Met with General Manager Kevin Streett.
- 6/22 Attended PUD BOC Special Meeting (Moss Adams) 1:00pm to 2:00pm.
- 6/22 Attended PUD BOC Special Meeting (Hadlock Sewer) 2:00pm to 3:00pm.
- 6/25 Attended a joint meeting with JBAT and NoaNet.
- 7/01 Met with Commissioner Rick Paschall from Clallam County.
- 7/02 Attended JBAT meeting.
- 7/09 Will attend JBAT meeting.
- 7/15 to
- 7/20 On vacation. Will attend PUD BOC meeting on July 15, 2021. Will not attend WPUDA meetings.

**Commissioner Dan Toepper:**

- 6/16 Attended Public Infrastructure Fund meeting. (report).
- 6/17 Met with General Manager Kevin Streett.
- 6/18 Attended JBAT meeting.
- 6/22 Attended PUD BOC Special Meeting (Moss Adams) 1:00pm to 2:00pm.
- 6/22 Attended PUD BOC Special Meeting (Hadlock Sewer) 2:00pm to 3:00pm.
- 6/24 Attended Quarterly Water Committee Meeting. (report).
- 7/02 Met with General Manager Kevin Streett.
- 7/15 and

Page 7 of 8

Jefferson County PUD  
Board of Commissioners  
July 6, 2021, Regular Meeting  
Draft Minutes

7/16 Will attend WPUDA meetings.

**10. ADJOURNMENT:**

**MOTION:** Commissioner Dan Toepper declared the July 6, 2021, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 9:10 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recorder

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

*Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at [www.jeffpud.org](http://www.jeffpud.org), usually within 1-2 business days of each meeting. If you experience any difficulty accessing a 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.*

## VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$1,153,081.95** on this **4TH** day of **OCTOBER** **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:       | # 127120 to # 127177 | \$ 653,298.91 | 9/16/2021 |
| Accounts Payable:       | # 127178 to # 127215 | \$ 368,321.93 | 9/23/2021 |
| Payroll Checks:         | # 70944 to # 70947   | \$ 8,193.32   | 9/17/2021 |
| Payroll Direct Deposit: |                      | \$ 123,267.79 | 9/17/2021 |

**TOTAL INVOICES PAID**

**\$1,153,081.95**

**WIRE TRANSFERS PAID**

**AMOUNT**

**DATE**

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**PAYMENT TOTAL**

**\$1,153,081.95**

**VOIDED WARRANTS**

## VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey

Mike Bailey, Financial Director / District Auditor

9/28/2021

Date

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### VOUCHER CLAIM FORMS FOR INVOICES PAID:

|                            | WARRANTS             | AMOUNT                | DATE      |
|----------------------------|----------------------|-----------------------|-----------|
| Accounts Payable:          | # 127120 to # 127177 | \$ 653,298.91         | 9/16/2021 |
| Accounts Payable:          | # 127178 to # 127215 | \$ 368,321.93         | 9/23/2021 |
| Payroll Checks:            | # 70944 to # 70947   | \$ 8,193.32           | 9/17/2021 |
| Payroll Direct Deposit:    |                      | \$ 123,267.79         | 9/17/2021 |
| <b>TOTAL INVOICES PAID</b> |                      | <b>\$1,153,081.95</b> |           |

| WIRE TRANSFERS PAID | AMOUNT | DATE |
|---------------------|--------|------|
|---------------------|--------|------|

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|                    |                       |
|--------------------|-----------------------|
| <b>GRAND TOTAL</b> | <b>\$1,153,081.95</b> |
|--------------------|-----------------------|

VOIDED WARRANTS

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 1

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name               | Reference                                | Amount    |
|--------------------------------|-------------|--------|---------------------------|--|-----------|
| 127120 9/16/21                 | CHK         | 10833  | 2 GRADE LLC               | CONDUIT/VLT INSTL - PORT 3PHASE UPGRADE  | 5,551.84  |
| 127121 9/16/21                 | CHK         | 10808  | A & J FLEET SERVICES, INC | EXHAUST & WIRE FIXED ON VEH # 103        | 174.56    |
|                                |             |        |                           | RPLC TIE ROD FOR VEH # 415               | 1,637.21  |
|                                |             |        |                           | ENGINE LIGHT & REAR BRAKES FOR VEH# 101  | 578.85    |
| Total for Check/Tran - 127121: |             |        |                           |  | 2,390.62  |
| 127122 9/16/21                 | CHK         | 10012  | ALTEC INDUSTRIES, INC     | REPAIR BLOWN HOSE FOR VEH # 130          | 1,034.58  |
| 127123 9/16/21                 | CHK         | 10481  | AMAZON                    | STREETLIGHT WIRE NUTS                    | 80.19     |
|                                |             |        |                           | CASH BAGS                                | 66.21     |
|                                |             |        |                           | CASH BAGS                                | 16.55     |
|                                |             |        |                           | USB-C CHARGING CABLE 2-PACK, 6 FT        | 24.41     |
|                                |             |        |                           | USB-C CHARGING CABLE 2-PACK, 6 FT        | 6.11      |
| Total for Check/Tran - 127123: |             |        |                           |  | 193.47    |
| 127124 9/16/21                 | CHK         | 10310  | KURT W ANDERSON           | DOT CDL PHYSICAL                         | 375.00    |
| 127125 9/16/21                 | CHK         | 10451  | ASCENT LAW PARTNERS LLP   | JUNE TRAVEL EXPENSE                      | 32.64     |
|                                |             |        |                           | JUNE TRAVEL EXPENSE                      | 8.16      |
|                                |             |        |                           | FLAT FEE BOC MEETINGS (225-104) AUG 2021 | 5,600.00  |
|                                |             |        |                           | FLAT FEE BOC MEETINGS (225-104) AUG 2021 | 1,400.00  |
|                                |             |        |                           | GENERAL UTILITY (225-102) AUG 2021       | 9,960.00  |
|                                |             |        |                           | GENERAL UTILITY (225-102) AUG 2021       | 2,490.00  |
| Total for Check/Tran - 127125: |             |        |                           |  | 19,490.80 |
| 127126 9/16/21                 | CHK         | 10843  | CCG CONSULTING            | FIBER GRANTS - POLICY&PROCDRS THRU 8/31  | 10,765.50 |
| 127127 9/16/21                 | CHK         | 10042  | CELLNET TECHNOLOGY INC    | METER READS - JUL 2021                   | 25,968.22 |
| 127128 9/16/21                 | CHK         | 10045  | CENTURY LINK-S            | PHONE SERVICE - SEP 2021                 | 114.95    |
|                                |             |        |                           | PHONE SERVICE - SEP 2021                 | 28.74     |
|                                |             |        |                           | PHONE SERVICE - SEP 2021                 | 46.26     |
|                                |             |        |                           | PHONE SERVICE - SEP 2021                 | 11.56     |
| Total for Check/Tran - 127128: |             |        |                           |  | 201.51    |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 2

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name                   | Reference                               | Amount   |
|--------------------------------|-------------|--------|-------------------------------|---|----------|
| 127129 9/16/21                 | CHK         | 10053  | COMPUNET, INC                 | CISCO IP PHONE 8811 SERIES              | 657.03   |
|                                |             |        |                               | CISCO IP PHONE 8811 SERIES              | 164.26   |
| Total for Check/Tran - 127129: |             |        |                               |   | 821.29   |
| 127130 9/16/21                 | CHK         | 10501  | D & L POLES                   | MOWING DRAINFIELDS - VARIOUS SUMMER2021 | 9,910.00 |
| 127131 9/16/21                 | CHK         | 10780  | DELL BUSINESS CREDIT          | DELL XPS TOWER PC                       | 1,915.68 |
|                                |             |        |                               | DELL XPS TOWER PC                       | 478.92   |
| Total for Check/Tran - 127131: |             |        |                               |   | 2,394.60 |
| 127132 9/16/21                 | CHK         | 10070  | DOUBLE D ELECTRICAL, INC      | EMRG EXCAVATING - 260 FAIRBREEZE DR     | 291.25   |
|                                |             |        |                               | SEPTIC CNTRLR TROUBLESH - BECKET PT N   | 1,058.40 |
|                                |             |        |                               | FIRE ALARM UPGRD - 310 FOUR CRNRS       | 1,308.00 |
|                                |             |        |                               | FIRE ALARM UPGRD - 310 FOUR CRNRS       | 327.00   |
| Total for Check/Tran - 127132: |             |        |                               |   | 2,984.65 |
| 127133 9/16/21                 | CHK         | 10078  | ESCI                          | ESCI SAFETY TRAINING - SEP 2021         | 1,905.00 |
| 127134 9/16/21                 | CHK         | 10085  | FASTENAL                      | WAREHOUSE - MAPP GAS CYLINDER           | 224.66   |
|                                |             |        |                               | WAREHOUSE - SHOP TOWELS                 | 119.72   |
|                                |             |        |                               | WAREHOUSE - SORBENT PAD                 | 106.92   |
| Total for Check/Tran - 127134: |             |        |                               |   | 451.30   |
| 127135 9/16/21                 | CHK         | 10086  | FERGUSON ENTERPRISES, INC NW  | REPLACEMENT STRAP                       | 69.11    |
| 127136 9/16/21                 | CHK         | 10094  | GENERAL PACIFIC, INC          | ELBOW 1/0 WITH TEST POINT               | 437.75   |
| 127137 9/16/21                 | CHK         | 10454  | GLOBAL RENTAL COMPANY INC     | AT37-G BUCKET RNTL VEH#410 9/11-10/08   | 2,735.00 |
|                                |             |        |                               | AT40-G BUCKET RNTL VEH#415 9/08-10/05   | 2,943.00 |
| Total for Check/Tran - 127137: |             |        |                               |   | 5,678.00 |
| 127138 9/16/21                 | CHK         | 10095  | GOOD MAN SANITATION, INC      | 310 4CRNRS-RESTROOM UNIT 8/17-9/12/2021 | 122.40   |
|                                |             |        |                               | 310 4CRNRS-RESTROOM UNIT 8/17-9/12/2021 | 30.60    |
| Total for Check/Tran - 127138: |             |        |                               |   | 153.00   |
| 127139 9/16/21                 | CHK         | 10732  | GRAYBAR ELECTRIC COMPANY INC. | FIBER CLOSET CONNECTOR HOUSING-CASSETTE | 6,380.10 |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 3

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name                     | Reference                              | Amount     |
|--------------------------------|-------------|--------|---------------------------------|--|------------|
| 127140 9/16/21                 | CHK         | 10104  | HADLOCK BUILDING SUPPLY, INC.   | WAREHOUSE - YELLOW COURSE              | 13.06      |
|                                |             |        |                                 | WAREHOUSE - SCOOPING SHOVEL            | 39.28      |
|                                |             |        |                                 | WAREHOUSE - SPRAY PAINT                | 7.63       |
| Total for Check/Tran - 127140: |             |        |                                 |  | 59.97      |
| 127141 9/16/21                 | CHK         | 10693  | RITA J HOAK                     | GIAC INFO SECURITY CERT RENEWAL 2021   | 343.20     |
|                                |             |        |                                 | GIAC INFO SECURITY CERT RENEWAL 2021   | 85.80      |
| Total for Check/Tran - 127141: |             |        |                                 |  | 429.00     |
| 127142 9/16/21                 | CHK         | 10118  | JCI JONES CHEMICALS, INC.       | HYPOCHLORITE SOLUTION, SS150 BULK      | 1,614.06   |
|                                |             |        |                                 | HYPOCHLORITE SOLUTION, SS150 BULK      | 2,057.39   |
| Total for Check/Tran - 127142: |             |        |                                 |  | 3,671.45   |
| 127143 9/16/21                 | CHK         | 10281  | JEFFCO EFTPS                    | EMPLOYEES' MEDICARE TAX                | 2,835.92   |
|                                |             |        |                                 | EMPLOYER'S MEDICARE TAX                | 2,835.92   |
|                                |             |        |                                 | EMPLOYEES' FICA TAX                    | 11,384.70  |
|                                |             |        |                                 | EMPLOYER'S FICA TAX                    | 11,384.70  |
|                                |             |        |                                 | EMPLOYEES' FEDERAL WITHHOLDING         | 10,688.99  |
|                                |             |        |                                 | EMPLOYEES' FEDERAL WITHHOLDING TAX     | 8,457.00   |
| Total for Check/Tran - 127143: |             |        |                                 |  | 47,587.23  |
| 127144 9/16/21                 | CHK         | 10532  | JEFFERSON COUNTY PUD PAYROLL AC | PR 09.17.2021-DIRECT DEPOSIT CHECKS    | 123,267.79 |
|                                |             |        |                                 | PR 09.17.2021-MANUAL CHECKS            | 8,193.32   |
| Total for Check/Tran - 127144: |             |        |                                 |  | 131,461.11 |
| 127145 9/16/21                 | CHK         | 10128  | JEFFERSON COUNTY TREASURER      | AUGUST 2021 B&O TAX                    | 109,813.25 |
| 127146 9/16/21                 | CHK         | 10129  | JIFFY LUBE                      | VEH#128 - OIL CHANGE                   | 109.39     |
| 127147 9/16/21                 | CHK         | 10348  | KEMP WEST, INC                  | BRUSH HOG OH LINES                     | 550.00     |
|                                |             |        |                                 | TT T&M - QUIL & PARADISE BAY 8/30-9/02 | 12,653.28  |
| Total for Check/Tran - 127147: |             |        |                                 |  | 13,203.28  |
| 127148 9/16/21                 | CHK         | 10435  | MAGNETIC PRODUCTS AND SERVICES, | ADD'L BACKUP TAPES-NEW LTO7 WITH CASE  | -139.69    |
|                                |             |        |                                 | ADD'L BACKUP TAPES-NEW LTO7 WITH CASE  | 1,339.75   |
|                                |             |        |                                 | ADD'L BACKUP TAPES-NEW LTO7 WITH CASE  | 334.94     |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 4

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name                     | Reference                                | Amount    |
|--------------------------------|-------------|--------|---------------------------------|--|-----------|
| Total for Check/Tran - 127148: |             |        |                                 |  | 1,535.00  |
| 127149 9/16/21                 | CHK         | 10142  | MASON COUNTY PUD #1             | BPA FIBER DROP - SERVICE INSTALL         | 2,234.95  |
| 127150 9/16/21                 | CHK         | 10896  | MOON LAKE ELECTRIC ASSOC.,INC   | METER 2S-CL200-USED METER QTY240         | 3,927.60  |
|                                |             |        |                                 | METER 2S-CL200-USED METER QTY240         | -327.60   |
| Total for Check/Tran - 127150: |             |        |                                 |  | 3,600.00  |
| 127151 9/16/21                 | CHK         | 10333  | MOSS ADAMS LLP                  | PROF SVC:MNGMNT INSIGHTS PHASE 3         | 4,884.61  |
|                                |             |        |                                 | PROF SVC:MNGMNT INSIGHTS PHASE 3         | 1,221.15  |
| Total for Check/Tran - 127151: |             |        |                                 |  | 6,105.76  |
| 127152 9/16/21                 | CHK         | 10883  | NORTHWEST PUMP & EQUIPMENT CO   | AIR COMPRESSOR PART - VALVE CK P07460A   | 250.90    |
| 127153 9/16/21                 | CHK         | 10166  | NWPPA                           | WORK ORDER SYSTEM 10/13/2021 CLASS       | 800.00    |
|                                |             |        |                                 | WORK ORDER SYSTEM 10/13/2021 CLASS       | 200.00    |
|                                |             |        |                                 | NWPPA-CHALLENGING COMMUNICATIONS REGISTR | 1,115.00  |
| Total for Check/Tran - 127153: |             |        |                                 |  | 2,115.00  |
| 127154 9/16/21                 | CHK         | 10167  | OFFICE DEPOT                    | OPERATIONS - OFFICE SUPPLIES             | 17.44     |
|                                |             |        |                                 | OPERATIONS - OFFICE SUPPLIES             | 4.36      |
|                                |             |        |                                 | CREW/OPERATIONS - OFFICE SUPPLIES        | 132.14    |
|                                |             |        |                                 | CREW/OPERATIONS - OFFICE SUPPLIES        | 33.04     |
| Total for Check/Tran - 127154: |             |        |                                 |  | 186.98    |
| 127155 9/16/21                 | CHK         | 10168  | OLDCASTLE INFRASTRUCTURE        | CONCRETE VAULT LID 575 DDOOR&444 SDOOR   | 46,029.29 |
| 127156 9/16/21                 | CHK         | 10170  | OLYMPIC EQUIPMENT RENTALS       | SHOP - HYDRAULIC JACK                    | 32.72     |
| 127157 9/16/21                 | CHK         | 10549  | PENINSULA LEGAL SECRETARIAL SER | TRANSCRIPTION SVC 8/17-9/9/2021          | 427.00    |
|                                |             |        |                                 | TRANSCRIPTION SVC 8/17-9/9/2021          | 106.75    |
| Total for Check/Tran - 127157: |             |        |                                 |  | 533.75    |
| 127158 9/16/21                 | CHK         | 10181  | PENINSULA PEST CONTROL          | RODENT SVC MO 210 FOUR CRNRS SEP 2021    | 61.10     |
|                                |             |        |                                 | RODENT SVC MO 210 FOUR CRNRS SEP 2021    | 15.27     |
|                                |             |        |                                 | CRPNTRANT SVC QRTLY-PH SKYW              | 54.55     |
|                                |             |        |                                 | QRTLY GP SVC MATS VIEW TERRACE           | 60.01     |



09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 5

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name                     | Reference                                | Amount    |
|--------------------------------|-------------|--------|---------------------------------|--|-----------|
| Total for Check/Tran - 127158: |             |        |                                 |  | 190.93    |
| 127159 9/16/21                 | CHK         | 10761  | PERFORMANCE VALIDATION          | COMMISSIONING AGENT-OPS BUILDING AUG2021 | 2,056.18  |
| 127160 9/16/21                 | CHK         | 10432  | PROXY NETWORKS INC              | PROXY PRO RNWL 1YR 9/30/2021-9/29/2022   | -71.79    |
|                                |             |        |                                 | PROXY PRO RNWL 1YR 9/30/2021-9/29/2022   | 688.51    |
|                                |             |        |                                 | PROXY PRO RNWL 1YR 9/30/2021-9/29/2022   | 172.13    |
| Total for Check/Tran - 127160: |             |        |                                 |  | 788.85    |
| 127161 9/16/21                 | CHK         | 10708  | RCE TRAFFIC CONTROL, INC        | FLAGGING - 2543 E MARROWSTONE 9/01       | 880.50    |
|                                |             |        |                                 | FLAGGING - TT QUILCENE 8/30-9/02         | 6,841.00  |
| Total for Check/Tran - 127161: |             |        |                                 |  | 7,721.50  |
| 127162 9/16/21                 | CHK         | 10336  | JERRY L RUBERT                  | CLOTHING ALLOWANCE 2021                  | 300.00    |
| 127163 9/16/21                 | CHK         | 10219  | SHOLD EXCAVATING INC            | EMRGNCY REPAIR 95 W. EUGENCE - MATERIALS | 20.73     |
| 127164 9/16/21                 | CHK         | 10249  | SPECTRA LABORATORIES-KITSAP LLC | TESTING: COLI/E.COLI QUIMPER 9/8/21      | 23.00     |
|                                |             |        |                                 | TESTING:COLI/ECOLI MO 9/9/21             | 23.00     |
|                                |             |        |                                 | TESTING:COLI/ECOLI MO 9/9/21             | 23.00     |
|                                |             |        |                                 | TESTING:COLI/ECOLI MO 9/9/21             | 23.00     |
|                                |             |        |                                 | TESTING:COLI/ECOLI MO 9/9/21             | 23.00     |
|                                |             |        |                                 | TESTING: COLI/ECOLI MO SEP 2021          | 23.00     |
|                                |             |        |                                 | TESTING: COLI/ECOLI MO SEP 2021          | 23.00     |
|                                |             |        |                                 | TESTING: COLI/ECOLI MO SEP 2021          | 23.00     |
|                                |             |        |                                 | TESTING: COLI/ECOLI MO SEP 2021          | 23.00     |
|                                |             |        |                                 | TESTING: COLI/ECOLI MO SEP 2021          | 23.00     |
| Total for Check/Tran - 127164: |             |        |                                 |  | 230.00    |
| 127165 9/16/21                 | CHK         | 10803  | STUDIOSTL, INC                  | RENDERINGS - SIMS WAY, TRANSMISSION LINE | 2,990.00  |
| 127166 9/16/21                 | CHK         | 10868  | TETRA TECH INC                  | RISK/EMERGENCY RESPONSE PLANNING-MAY2021 | 14,629.00 |
|                                |             |        |                                 | RISK/EMERGENCY RESPONSE PLANNING-MAY2021 | 21,943.50 |
|                                |             |        |                                 | RISK/EMERGENCY RESPONSE PLANNING-JUN2021 | 23,406.40 |
|                                |             |        |                                 | RISK/EMERGENCY RESPONSE PLANNING-JUN2021 | 35,109.60 |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 6

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date | Pmt<br>Type | Vendor | Vendor Name                    | Reference                                | Amount    |
|----------------------|-------------|--------|--------------------------------|--|-----------|
|                      |             |        |                                | RISK/EMERGENCY RESPONSE PLANNING-JUL2021 | 585.16    |
|                      |             |        |                                | RISK/EMERGENCY RESPONSE PLANNING-JUL2021 | 877.74    |
|                      |             |        |                                | <b>Total for Check/Tran - 127166:</b>    | 96,551.40 |
| 127167 9/16/21       | CHK         | 10428  | ERIC THOMAS                    | 2021 ANNUAL KALA PT WATER SYSTEM PMT     | 50,000.00 |
| 127168 9/16/21       | CHK         | 10251  | UGN - JEFFERSON COUNTY         | UNITED GOOD NEIGHBORS EE                 | 15.00     |
| 127169 9/16/21       | CHK         | 10260  | WA STATE DEFERRED COMPENSATION | PL DEFERRED COMP EE                      | 11,616.57 |
|                      |             |        |                                | PL DEFERRED COMP ER                      | 4,589.81  |
|                      |             |        |                                | <b>Total for Check/Tran - 127169:</b>    | 16,206.38 |
| 127170 9/16/21       | CHK         | 10267  | WA STATE SUPPORT REGISTRY      | PL CHILD SUPPORT EE                      | 165.50    |
| 127171 9/16/21       | CHK         | 10479  | WAPRO                          | WAPRO -VIRTUAL FALL CONF REGISTR 2021    | 52.00     |
|                      |             |        |                                | WAPRO -VIRTUAL FALL CONF REGISTR 2021    | 13.00     |
|                      |             |        |                                | <b>Total for Check/Tran - 127171:</b>    | 65.00     |
| 127172 9/16/21       | CHK         | 10569  | WAYNE D. ENTERPRISES, INC.     | FR RAIN GEAR-DRESSLER & GALE             | -186.03   |
|                      |             |        |                                | FR RAIN BIB                              | 878.56    |
|                      |             |        |                                | FR RAIN JACKET                           | 675.87    |
|                      |             |        |                                | FR RAIN JACKET                           | 675.86    |
|                      |             |        |                                | <b>Total for Check/Tran - 127172:</b>    | 2,044.26  |
| 127173 9/16/21       | CHK         | 10496  | WELLS FARGO VENDOR FIN SERV    | 4 CRNRS COPYRNT SEP 21                   | 226.93    |
|                      |             |        |                                | 4 CRNRS COPYRNT SEP 21                   | 56.73     |
|                      |             |        |                                | <b>Total for Check/Tran - 127173:</b>    | 283.66    |
| 127174 9/16/21       | CHK         | 10271  | WESCO RECEIVABLES CORP         | ANCHOR ROD 1" X 7' & COPPER C            | 602.01    |
|                      |             |        |                                | COPPER C                                 | 213.84    |
|                      |             |        |                                | <b>Total for Check/Tran - 127174:</b>    | 815.85    |
| 127175 9/16/21       | CHK         | 10274  | WESTBAY AUTO PARTS, INC.       | FLEET - MATERIALS                        | 63.29     |
| 127176 9/16/21       | CHK         | 10278  | WPUDA                          | 2021 WATER WORKSHOP                      | 125.00    |
|                      |             |        |                                | MONTHLY DUES - SEP 2021                  | 4,612.80  |
|                      |             |        |                                | MONTHLY DUES - SEP 2021                  | 1,153.20  |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 7

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date | Pmt<br>Type | Vendor | Vendor Name                     | Reference                                | Amount    |
|----------------------|-------------|--------|---------------------------------|--|-----------|
|                      |             |        |                                 | WPUDA-WATERWORKS VIRT WORKSHOP 2021      | 100.00    |
|                      |             |        |                                 | WPUDA-WATERWORKS VIRT WORKSHOP 2021      | 25.00     |
|                      |             |        |                                 | WPUDA-WATERWORKS VIRT WORKSHOP 2021      | 100.00    |
|                      |             |        |                                 | WPUDA-WATERWORKS VIRT WORKSHOP 2021      | 25.00     |
|                      |             |        |                                 | WPUDA-WATERWORKS VIRT WORKSHOP 2021      | 100.00    |
|                      |             |        |                                 | WPUDA-WATERWORKS VIRT WORKSHOP 2021      | 25.00     |
|                      |             |        |                                 | <b>Total for Check/Tran - 127176:</b>    | 6,266.00  |
| 127177 9/16/21       | CHK         | 10858  | ZOOM VIDEO COMMUNICATIONS, INC. | VID CONF SVC 8/22-9/21/21                | 327.21    |
|                      |             |        |                                 | VID CONF SVC 8/22-9/21/21                | 81.80     |
|                      |             |        |                                 | <b>Total for Check/Tran - 127177:</b>    | 409.01    |
| 127178 9/23/21       | CHK         | 10012  | ALTEC INDUSTRIES, INC           | PULLING EYE                              | 50.71     |
| 127179 9/23/21       | CHK         | 10447  | ANIXTER INC.                    | PHOTOCELL                                | 403.67    |
| 127180 9/23/21       | CHK         | 10881  | BELL LUMBER & POLE COMPANY      | 35/3 POLE, 40/2 POLE & 30/3 POLE         | 19,321.61 |
|                      |             |        |                                 | 45/2 POLE, 40/2 POLE & 50/2 POLE         | 21,378.15 |
|                      |             |        |                                 | <b>Total for Check/Tran - 127180:</b>    | 40,699.76 |
| 127181 9/23/21       | CHK         | 10870  | BIG BLUE PRESSURE WASHING AND L | 5 SUBSTATIONS: MOWING 8/20               | 445.95    |
|                      |             |        |                                 | 5 SUBSTATIONS: MOWING 9/10               | 445.95    |
|                      |             |        |                                 | <b>Total for Check/Tran - 127181:</b>    | 891.90    |
| 127182 9/23/21       | CHK         | 10623  | CARL H. JOHNSON & SON EXCAVATIN | DEMOLITION PROJECT - 300 FOUR CRNRS 3/26 | 4,165.60  |
| 127183 9/23/21       | CHK         | 10042  | CELLNET TECHNOLOGY INC          | METER READS - AUG 2021                   | 27,367.22 |
| 127184 9/23/21       | CHK         | 9998   | LEE COUSINS                     | Credit Balance Refund                    | 230.00    |
| 127185 9/23/21       | CHK         | 10815  | DANIEL ANDERSON TRUCKING&EXCA   | DIRT WORK - 310 FOUR CORNERS             | 8,592.97  |
|                      |             |        |                                 | DIRT WORK - 310 FOUR CORNERS             | 2,148.24  |
|                      |             |        |                                 | <b>Total for Check/Tran - 127185:</b>    | 10,741.21 |
| 127186 9/23/21       | CHK         | 10551  | DAY WIRELESS SYSTEMS            | MOBILE RADIOS - OCT 2021                 | 986.05    |
| 127187 9/23/21       | CHK         | 10898  | EDC TEAM JEFFERSON              | EDC SUPPORT FUNDING JULY-DEC 2021        | 12,000.00 |

Page 8

**Bank Account: 1 - 1ST SECURITY - AP**

Page 72 of 130  
5144

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 9

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date | Pmt<br>Type | Vendor | Vendor Name                    | Reference                                | Amount    |
|----------------------|-------------|--------|--------------------------------|--|-----------|
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 1,300.00  |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 1,300.00  |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 600.00    |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 1,300.00  |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 2,100.00  |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 1,300.00  |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 600.00    |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 474.00    |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 600.00    |
|                      |             |        |                                | ENERGY CONSERVATION REBATE               | 1,300.00  |
|                      |             |        |                                | <b>Total for Check/Tran - 127188:</b>    | 78,830.92 |
| 127189 9/23/21       | CHK         | 10083  | EXCEL UTILITY CONSTRUCTION     | METER INSTL - 130 PARKVIEW LN 9/08       | 1,798.64  |
| 127190 9/23/21       | CHK         | 10892  | FREESTONE ENVIRONMENTAL SERVIC | SPCC PLANS THRU AUG 2021                 | 1,057.31  |
| 127191 9/23/21       | CHK         | 10454  | GLOBAL RENTAL COMPANY INC      | AA55 DBLMN BUCKET VEH#414 9/15-10/12     | 3,719.60  |
|                      |             |        |                                | AT40-G BUCKET RNTL VEH#416 9/15-10/12    | 2,953.80  |
|                      |             |        |                                | <b>Total for Check/Tran - 127191:</b>    | 6,673.40  |
| 127192 9/23/21       | CHK         | 10098  | GRAINGER                       | EYEBOLTS                                 | 121.09    |
| 127193 9/23/21       | CHK         | 10732  | GRAYBAR ELECTRIC COMPANY INC.  | FIBER DEADENDS                           | 536.77    |
| 127194 9/23/21       | CHK         | 10104  | HADLOCK BUILDING SUPPLY, INC.  | WAREHOUSE - BATTERY'S                    | 36.48     |
|                      |             |        |                                | DBR SYSTEM - MATERIALS                   | 1.33      |
|                      |             |        |                                | <b>Total for Check/Tran - 127194:</b>    | 37.81     |
| 127195 9/23/21       | CHK         | 10384  | HDR ENGINEERING INC            | TASK10 - CHIMACUM CREEK WTRLN 8/01-8/28  | 2,102.08  |
| 127196 9/23/21       | CHK         | 10839  | IRBY ELECTRICAL UTILITES       | WIRE 4/0 AL URD TPX 600V,MULE TP&ONESHOT | 12,103.55 |
|                      |             |        |                                | MULE TAPE                                | 2,314.01  |
|                      |             |        |                                | ONE SHOT                                 | 781.16    |
|                      |             |        |                                | <b>Total for Check/Tran - 127196:</b>    | 15,198.72 |
| 127197 9/23/21       | CHK         | 10518  | J HARLEN COMPANY               | HUSKIE 4-6 TON W DIE SIZE 840            | 69.71     |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 10

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name          | Reference                               | Amount    |
|--------------------------------|-------------|--------|----------------------|---|-----------|
| 127198 9/23/21                 | CHK         | 10330  | KARR TUTTLE CAMPBELL | PROFESSION SVC: AUG 2021                | 6,017.92  |
|                                |             |        |                      | PROFESSION SVC: AUG 2021                | 1,504.48  |
| Total for Check/Tran - 127198: |             |        |                      |   | 7,522.40  |
| 127199 9/23/21                 | CHK         | 10348  | KEMP WEST, INC       | TT T&M - PT STORAGE,7THST &GC 9/06-9/09 | 11,071.62 |
|                                |             |        |                      | TT T&M - LORDS LAKE&HOLLOW LN 9/14      | 3,163.32  |
| Total for Check/Tran - 127199: |             |        |                      |   | 14,234.94 |
| 127200 9/23/21                 | CHK         | 10333  | MOSS ADAMS LLP       | PROF SVC:FORECAST MODEL DEVELP AUG 2021 | 2,940.00  |
|                                |             |        |                      | PROF SVC:FORECAST MODEL DEVELP AUG 2021 | 735.00    |
| Total for Check/Tran - 127200: |             |        |                      |   | 3,675.00  |
| 127201 9/23/21                 | CHK         | 10309  | NISC                 | RECURRING INVOICE AUG 2021              | 1,101.09  |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 229.33    |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 1,813.06  |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 497.08    |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 497.08    |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 9,121.14  |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 937.41    |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 103.20    |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 1,590.31  |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 335.68    |
|                                |             |        |                      | RECURRING INVOICE AUG 2021              | 22.93     |
|                                |             |        |                      | AMS INVOICE AUG 2021                    | 2,281.24  |
|                                |             |        |                      | AMS INVOICE AUG 2021                    | 6,177.44  |
|                                |             |        |                      | AMS INVOICE AUG 2021                    | 1,260.42  |
|                                |             |        |                      | AMS INVOICE AUG 2021                    | 570.30    |
|                                |             |        |                      | AMS INVOICE AUG 2021                    | 1,544.36  |
|                                |             |        |                      | AMS INVOICE AUG 2021                    | 315.11    |
|                                |             |        |                      | MISC AUG 2021                           | 513.62    |
|                                |             |        |                      | MISC AUG 2021                           | 128.41    |
| Total for Check/Tran - 127201: |             |        |                      |   | 29,039.21 |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 11

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date           | Pmt<br>Type | Vendor | Vendor Name                     | Reference                                | Amount   |
|--------------------------------|-------------|--------|---------------------------------|--|----------|
| 127202 9/23/21                 | CHK         | 10167  | OFFICE DEPOT                    | OPERATIONS - OFFICE SUPPLIES             | 32.11    |
|                                |             |        |                                 | OPERATIONS - OFFICE SUPPLIES             | 8.03     |
| Total for Check/Tran - 127202: |             |        |                                 |  | 40.14    |
| 127203 9/23/21                 | CHK         | 10170  | OLYMPIC EQUIPMENT RENTALS       | WAREHOUSE - EXCAVATOR KEY                | 39.24    |
|                                |             |        |                                 | SHOP - SHOVEL & TORCH                    | 87.26    |
|                                |             |        |                                 | CHIMACUM SCHOOL -EMRGNCY WTR MAIN REPAIR | 240.02   |
| Total for Check/Tran - 127203: |             |        |                                 |  | 366.52   |
| 127204 9/23/21                 | CHK         | 10549  | PENINSULA LEGAL SECRETARIAL SER | TRANSCRIPTION SVC 9/11-9/21/2021         | 518.00   |
|                                |             |        |                                 | TRANSCRIPTION SVC 9/11-9/21/2021         | 129.50   |
| Total for Check/Tran - 127204: |             |        |                                 |  | 647.50   |
| 127205 9/23/21                 | CHK         | 10187  | PITNEY BOWES-RESERVE ACCT       | PRE-PAID POSTAGE ACCT# 33897265          | 320.00   |
|                                |             |        |                                 | PRE-PAID POSTAGE ACCT# 33897265          | 80.00    |
| Total for Check/Tran - 127205: |             |        |                                 |  | 400.00   |
| 127206 9/23/21                 | CHK         | 10188  | PLATT ELECTRIC SUPPLY           | AUGUER BIT                               | 37.25    |
|                                |             |        |                                 | CONDUIT GLUE                             | 572.74   |
|                                |             |        |                                 | CREDIT FOR CONDUIT COUPLING              | -250.36  |
|                                |             |        |                                 | PVC HEATING BLANKET                      | 562.48   |
|                                |             |        |                                 | WIRE #4 XHHW-2 600V COATED STRANDED CU   | 3,961.01 |
|                                |             |        |                                 | CONDUIT GLUE                             | 143.18   |
|                                |             |        |                                 | WIRE NUTS                                | 258.93   |
| Total for Check/Tran - 127206: |             |        |                                 |  | 5,285.23 |
| 127207 9/23/21                 | CHK         | 10197  | PRINTER COMMUNICATIONS          | B&W PWR OUTAGE POSTCARD COMMUNICATION    | 115.82   |
|                                |             |        |                                 | B&W PWR OUTAGE POSTCARD COMMUNICATION    | 28.96    |
|                                |             |        |                                 | BUSINESS CARDS 1 PERSON QTY 500          | 121.22   |
| Total for Check/Tran - 127207: |             |        |                                 |  | 266.00   |
| 127208 9/23/21                 | CHK         | 10869  | RITZ SAFETY LLC                 | FR CLOTHING                              | 147.07   |
|                                |             |        |                                 | FR CLOTHING                              | 189.65   |
|                                |             |        |                                 | FR CLOTHING                              | 569.87   |
|                                |             |        |                                 | FR CLOTHING                              | 71.49    |

09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 12

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date | Pmt<br>Type | Vendor | Vendor Name                     | Reference                                 | Amount    |
|----------------------|-------------|--------|---------------------------------|---|-----------|
|                      |             |        |                                 | FR CLOTHING                               | 41.78     |
|                      |             |        |                                 | <b>Total for Check/Tran - 127208:</b>     | 1,019.86  |
| 127209 9/23/21       | CHK         | 10216  | SECURITY SERVICES NW, INC.      | ALARM MONITORING OCT-DEC 2021             | 99.00     |
|                      |             |        |                                 | NIGHT PAYMENT PICKUP - SEP 2021           | 1,189.24  |
|                      |             |        |                                 | NIGHT PAYMENT PICKUP - SEP 2021           | 297.31    |
|                      |             |        |                                 | <b>Total for Check/Tran - 127209:</b>     | 1,585.55  |
| 127210 9/23/21       | CHK         | 10217  | SETON CONSTRUCTION INC          | EMRG WTR MAIN BRK - NESS CR& RHODY DR     | 22,730.17 |
| 127211 9/23/21       | CHK         | 10249  | SPECTRA LABORATORIES-KITSAP LLC | TESTING:COLI/E.COLI MO QUIMPER 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING:COLI/E.COLI MO QUIMPER 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING:COLI/E.COLI MO QUIMPER 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING:COLI/E.COLI MO QUIMPER 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING:COLI/E.COLI MO QUIMPER 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING: COLI/ECOLI QUIMPER MO 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING: COLI/ECOLI QUIMPER MO 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING: COLI/ECOLI QUIMPER MO 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING: COLI/ECOLI QUIMPER MO 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING: COLI/ECOLI QUIMPER MO 9/15/21    | 23.00     |
|                      |             |        |                                 | TESTING: COLI/ECOLI QUIMPER MO 9/15/21    | 23.00     |
|                      |             |        |                                 | <b>Total for Check/Tran - 127211:</b>     | 253.00    |
| 127212 9/23/21       | CHK         | 10576  | TCF ARCHITECTURE, PLLC          | ARCH-CONSTRCTN ADD'L SVC AUG-2021         | 2,167.25  |
| 127213 9/23/21       | CHK         | 10271  | WESCO RECEIVABLES CORP          | SECONDARY HAND HOLE, GREEN 20" x 33"      | 6,589.64  |
|                      |             |        |                                 | SECONDARY HH, TRAFFIC 24X36X36-POLY-FIBER | 65,372.72 |
|                      |             |        |                                 | <b>Total for Check/Tran - 127213:</b>     | 71,962.36 |
| 127214 9/23/21       | CHK         | 10274  | WESTBAY AUTO PARTS, INC.        | FLEET - ANTIFREEZE                        | 39.23     |
| 127215 9/23/21       | CHK         | 10278  | WPUDA                           | WPUDA-WATERWORKS VIRT WORKSHOP 2021       | 125.00    |

**Total Payments for Bank Account - 1 :** (96) 1,021,620.84



09/27/2021 11:25:09 AM

# Accounts Payable Check Register

Page 13

09/14/2021 To 09/26/2021

Bank Account: 1 - 1ST SECURITY - AP

| Check /<br>Tran Date               | Pmt<br>Type | Vendor | Vendor Name | Reference | Amount            |
|------------------------------------|-------------|--------|-------------|-----------|-------------------|
| Total Voids for Bank Account - 1 : |             |        |             |           | (0) 0.00          |
| Total for Bank Account - 1 :       |             |        |             |           | (96) 1,021,620.84 |
| Grand Total for Payments :         |             |        |             |           | (96) 1,021,620.84 |
| Grand Total for Voids :            |             |        |             |           | (0) 0.00          |
| Grand Total :                      |             |        |             |           | (96) 1,021,620.84 |

09/27/2021 11:25:43 AM

**Accounts Payable  
Check Register**

Page 1

09/14/2021 To 09/26/2021

Wires

Bank Account: -

| Check /<br>Tran Date | Pmt<br>Type | Vendor | Vendor Name | Reference | Amount |
|----------------------|-------------|--------|-------------|-----------|--------|
|----------------------|-------------|--------|-------------|-----------|--------|

NO RECORDS FOUND

Total for Check/Tran - :

## JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 9/17/21**

| Empl | Position                                  | Check # | Check Date | Amount             |
|------|---|---------|------------|--------------------|
| 2000 | WATER DISTRIBUTION MANAGER II             | 70944   | 09/17/2021 | 1,711.83           |
| 3032 | CUSTOMER SERVICE REP                      | 70945   | 09/17/2021 | 1,254.82           |
| 2003 | WATER TREATMENT PLANT OPERATOR III        | 70946   | 09/17/2021 | 2,407.32           |
| 2004 | WATER TREATMENT PLANT OPERATOR III - LEAD | 70947   | 09/17/2021 | 2,819.35           |
|      |   |         |            | <b>\$ 8,193.32</b> |

## JEFFERSON COUNTY PUD NO 1

|   |
|---|
| <b>DIRECT DEPOSIT PAYROLL</b><br><b>PAY DATE: 9/17/2021</b> |
|---|

| Empl | Position                                   | Pay Date  | Net Pay              |
|------|--|-----------|----------------------|
| 3039 | ACCOUNTING TECH 1                          | 9/17/2021 | 1,307.02             |
| 3052 | ADMINISTRATIVE ASSISTANT                   | 9/17/2021 | 2,286.52             |
| 1044 | APPRENTICE LINEMAN                         | 9/17/2021 | 2,204.53             |
| 1026 | BROADBAND COORDINATOR                      | 9/17/2021 | 1,997.51             |
| 4006 | COMMISSIONER DIST 1                        | 9/17/2021 | 2,002.23             |
| 4004 | COMMISSIONER DIST 2                        | 9/17/2021 | 965.26               |
| 4008 | COMMISSIONER DIST 3                        | 9/17/2021 | 737.43               |
| 3034 | COMMUNICATIONS DIRECTOR                    | 9/17/2021 | 2,388.58             |
| 3002 | CUSTOMER SERVICE COORDINATOR               | 9/17/2021 | 1,414.51             |
| 3014 | CUSTOMER SERVICE PROGRAM SPECIALIST        | 9/17/2021 | 1,461.71             |
| 3022 | CUSTOMER SERVICE REP                       | 9/17/2021 | 1,368.80             |
| 3046 | CUSTOMER SERVICE REP                       | 9/17/2021 | 1,214.39             |
| 3048 | CUSTOMER SERVICE REP                       | 9/17/2021 | 1,338.80             |
| 1027 | ELECTRICAL ENGINEERING MANAGER             | 9/17/2021 | 3,059.06             |
| 1041 | ELECTRICAL SUPERINTENDENT                  | 9/17/2021 | 3,977.17             |
| 2007 | ENGINEERING DIRECTOR                       | 9/17/2021 | 3,404.66             |
| 3005 | EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER | 9/17/2021 | 2,223.48             |
| 3033 | FINANCE DIRECTOR                           | 9/17/2021 | 3,566.88             |
| 1046 | FLEET/WAREHOUSE HELPER                     | 9/17/2021 | 2,473.02             |
| 1008 | FOREMAN LINEMAN                            | 9/17/2021 | 3,449.97             |
| 1012 | FOREMAN LINEMAN                            | 9/17/2021 | 4,138.97             |
| 1011 | GENERAL MANAGER                            | 9/17/2021 | 4,939.68             |
| 1042 | GIS SPECIALIST                             | 9/17/2021 | 2,368.21             |
| 1017 | HEAD STOREKEEPER                           | 9/17/2021 | 2,510.35             |
| 3047 | HUMAN RESOURCES DIRECTOR                   | 9/17/2021 | 2,616.96             |
| 3008 | INFORMATION TECHNOLOGY MANAGER             | 9/17/2021 | 3,258.61             |
| 3028 | IT SUPPORT TECHNICIAN                      | 9/17/2021 | 1,766.80             |
| 1000 | LINEMAN                                    | 9/17/2021 | 3,287.89             |
| 1016 | LINEMAN                                    | 9/17/2021 | 3,564.52             |
| 1020 | LINEMAN                                    | 9/17/2021 | 4,077.27             |
| 1034 | LINEMAN                                    | 9/17/2021 | 2,834.26             |
| 1043 | METER READER                               | 9/17/2021 | 1,586.88             |
| 1047 | METER READER                               | 9/17/2021 | 1,726.70             |
| 1037 | OPERATIONS DIRECTOR                        | 9/17/2021 | 3,611.06             |
| 1050 | PRE-APPRENTICE                             | 9/17/2021 | 1,730.46             |
| 1051 | PRE-APPRENTICE                             | 9/17/2021 | 2,012.34             |
| 3004 | RESOURCE MANAGER                           | 9/17/2021 | 2,526.17             |
| 1003 | SCADA TECH APPRENTICE                      | 9/17/2021 | 2,549.02             |
| 3020 | SERVICES DIRECTOR                          | 9/17/2021 | 2,597.02             |
| 1031 | STAKING ENGINEER                           | 9/17/2021 | 2,486.92             |
| 1049 | STAKING ENGINEER                           | 9/17/2021 | 1,958.35             |
| 1014 | STOREKEEPER                                | 9/17/2021 | 2,444.58             |
| 1015 | SUBSTATION/METER FOREMAN                   | 9/17/2021 | 2,421.32             |
| 1033 | SUBSTATION/METERING TECH                   | 9/17/2021 | 3,042.50             |
| 1054 | SUMMER INTERN                              | 9/17/2021 | 260.54               |
| 3013 | UTILITY ACCOUNTANT II                      | 9/17/2021 | 1,624.82             |
| 3029 | UTILITY ACCOUNTANT II                      | 9/17/2021 | 1,786.73             |
| 3003 | UTILITY BILLING CLERK                      | 9/17/2021 | 1,479.12             |
| 3027 | UTILITY BILLING CLERK                      | 9/17/2021 | 1,522.93             |
| 3000 | UTILITY BILLING COORDINATOR                | 9/17/2021 | 1,629.06             |
| 2001 | WATER DISTRIBUTION MANAGER II              | 9/17/2021 | 2,112.93             |
| 2002 | WATER DISTRIBUTION MANAGER II              | 9/17/2021 | 2,270.87             |
| 2005 | WATER DISTRIBUTION MANAGER II              | 9/17/2021 | 1,682.42             |
|      |  |           | <b>\$ 123,267.79</b> |

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of August 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><br>(a) | <b>THIS YEAR</b><br>(b) | <b>BUDGET</b><br>(c) |                   |
| 1. Operating Revenue and Patronage Capital                        | 25,525,711              | 26,091,217              | 25,412,926           | 2,362,795         |
| 2. Power Production Expense                                       | 0                       | 0                       | 0                    | 0                 |
| 3. Cost of Purchased Power  | 9,908,062               | 9,829,921               | 10,251,720           | 979,406           |
| 4. Transmission Expense   | 1,185,607               | 1,274,679               | 1,206,878            | 116,650           |
| 5. Regional Market Operations Expense                             | 0                       | 0                       | 0                    | 0                 |
| 6. Distribution Expense - Operation                               | 1,125,013               | 1,214,551               | 1,287,349            | 172,352           |
| 7. Distribution Expense - Maintenance                             | 2,114,730               | 2,255,954               | 2,443,805            | 349,610           |
| 8. Consumer Accounts Expense                                      | 915,300                 | 1,077,170               | 1,015,009            | 111,230           |
| 9. Customer Service and Informational Expense                     | 15,340                  | 23,576                  | 18,947               | 2,954             |
| 10. Sales Expense   | 0                       | 0                       | 0                    | 0                 |
| 11. Administrative and General Expense                            | 1,797,446               | 2,342,800               | 1,961,575            | 279,635           |
| <b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>  | <b>17,061,498</b>       | <b>18,018,651</b>       | <b>18,185,283</b>    | <b>2,011,837</b>  |
| 13. Depreciation & Amortization Expense                           | 3,649,035               | 3,687,668               | 3,789,146            | 462,832           |
| 14. Tax Expense - Property & Gross Receipts                       | 0                       | 0                       | 0                    | 0                 |
| 15. Tax Expense - Other   | 1,473,929               | 1,509,546               | 1,709,758            | 136,337           |
| 16. Interest on Long-Term Debt                                    | 1,809,594               | 1,723,288               | 1,732,293            | 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                       | 63                   | 0                 |
| <b>20. Total Cost of Electric Service (12 thru 19)</b>            | <b>23,994,095</b>       | <b>24,939,153</b>       | <b>25,416,543</b>    | <b>2,828,124</b>  |
| <b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b> | <b>1,531,616</b>        | <b>1,152,064</b>        | <b>(3,617)</b>       | <b>(465,329)</b>  |
| 22. Non Operating Margins - Interest                              | 42,988                  | 1,501                   | 57,852               | 174               |
| 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                                 | 1,149,966               | 1,349,035               | 1,826,432            | 118,308           |
| 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>2,737,373</b>        | <b>2,502,600</b>        | <b>1,880,667</b>     | <b>(346,847)</b>  |

|   |             |             |             |
|---|-------------|-------------|-------------|
| <b>Times Interest Earned Ratio (TIER) (Year to Date)</b>            | <b>2.51</b> | <b>2.45</b> | <b>2.09</b> |
| <b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b> | <b>1.85</b> | <b>1.67</b> | <b>1.00</b> |
| <b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>             | <b>2.07</b> | <b>1.99</b> | <b>2.12</b> |
| <b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>  | <b>1.77</b> | <b>1.65</b> | <b>1.58</b> |
| <b>Rolling 12 Month TIER</b>  | <b>2.32</b> | <b>2.65</b> |             |

**Jefferson County PUD No. 1**  
**Electric Division**  
**Balance Sheet**  
**August 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                             | 180,672,120        | 29. Memberships   | 0                  |
| 2. Construction Work in Progress                              | 9,910,673          | 30. Patronage Capital   | 0                  |
| <b>3. Total Utility Plant (1+2)</b>                           | <b>190,582,793</b> | 31. Operating Margins - Prior Years                               | 0                  |
| 4. Accum. Provision for Depreciation and Amort                | 70,231,379         | 32. Operating Margins - Current Year                              | 1,152,065          |
| <b>5. Net Utility Plant (3-4)</b>                             | <b>120,351,414</b> | 33. Non-Operating Margins   | 1,350,535          |
| 6. Nonutility Property - Net                                  | 83,029             | 34. Other Margins & Equities                                      | 30,723,310         |
| 7. Investment in Subsidiary Companies                         | 0                  | <b>35. Total Margins &amp; Equities (29 thru 34)</b>              | <b>33,225,910</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>245,329</b>     | 42. Notes Payable   | 0                  |
| 15. Cash-General Funds  | 2,994,260          | 43. Accounts Payable  | 3,173,427          |
| 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                 | 1,558,916          | 48. Other Current & Accrued Liabilities                           | 2,204,524          |
| 21. Accounts Receivable - Net Other                           | (4,136,693)        | <b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>   | <b>5,377,951</b>   |
| 22. Renewable Energy Credits                                  | 0                  | 50. Deferred Credits  | 425,537            |
| 23. Materials & Supplies - Electric and Other                 | 2,900,964          | <b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b> | <b>135,145,321</b> |
| 24. Prepayments   | 205,679            |   |                    |
| 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>14,020,960</b>  | Balance Beginning of Year   | 0                  |
| 27. Deferred Debits   | 527,618            | Amounts Received This Year (Net)                                  | 1,016,939          |
| <b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>       | <b>135,145,321</b> | <b>TOTAL Contributions-In-Aid-Of-Construction</b>                 | <b>1,016,939</b>   |

**Equity Ratio** **24.59%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **49.64%**  
 (Long Term Debt/Total Utility Plant) x 100

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

| PART C. POWER REQUIREMENTS DATABASE  |                                      |                            |                             |  |
|--|--------------------------------------|----------------------------|-----------------------------|--|
| CLASSIFICATION   | CONSUMER, SALES,<br>AND REVENUE DATA | AUGUST<br>CONSUMERS<br>(b) | AVERAGE<br>CONSUMERS<br>(c) | Monthly KWH<br>SALES AND<br>REVENUE<br>(d) |
| 1. Residential Sales<br>(excluding seasonal)                               | a. No. Consumers Served              | 17,835                     | 17,763                      |  |
|  | b. KWH Sold                          |                            |                             | 13,434,426                                 |
|  | c. Revenue                           |                            |                             | 1,336,207                                  |
| 2. Residential Sales -<br>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                          |                            |                             | 8,730                                      |
|  | c. Revenue                           |                            |                             | 677  |
| 4. Comm. and Ind.<br>1000 KVA or Less                                      | a. No. Consumers Served              | 2,415                      | 2,410                       |  |
|  | b. KWH Sold                          |                            |                             | 4,585,083                                  |
|  | c. Revenue                           |                            |                             | 537,968                                    |
| 5. Comm. and Ind.<br>Over 1000 KVA   | a. No. Consumers Served              | 21                         | 21                          |  |
|  | b. KWH Sold                          |                            |                             | 8,115,998                                  |
|  | c. Revenue                           |                            |                             | 451,824                                    |
| 6. Public Street & Highway<br>Lighting                                     | a. No. Consumers Served              | 208                        | 209                         |  |
|  | b. KWH Sold                          |                            |                             | 35,708                                     |
|  | c. Revenue                           |                            |                             | 18,070                                     |
| 7. Non Metered Device<br>Authority   | a. No. Consumers Served              | 8                          | 7                           |  |
|  | b. KWH Sold                          |                            |                             | 0  |
|  | c. Revenue                           |                            |                             | 1,757                                      |
| 8. Sales for Resales-RUS<br>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)                              |                                      | 20,494                     | 20,417                      |  |
| 11. TOTAL KWH Sold (lines 1b thru 9b)                                      |                                      |                            |                             | 26,179,945                                 |
| 12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c) |                                      |                            |                             | 2,346,503                                  |
| 13. Transmission Revenue   |                                      |                            |                             | 0  |
| 14. Other Electric Revenue   |                                      |                            |                             | 16,292                                     |
| 15. KWH - Own Use  |                                      |                            |                             | 0  |
| 16. TOTAL KWH Purchased  |                                      |                            |                             | 24,643,927                                 |
| 17. TOTAL KWH Generated  |                                      |                            |                             |  |
| 18. Cost of Purchases and Generation                                       |                                      |                            |                             | 979,406                                    |
| 19. Interchange - KWH - Net  |                                      |                            |                             |  |
| 20. Peak - Sum All KW Input (Metered)                                      |                                      |                            |                             | 42,983                                     |

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

|   | 2021 Budget<br>AUGUST YTD | 2021 Actuals<br>AUGUST YTD | Variance         |
|---|---------------------------|----------------------------|------------------|
| 1. Operating Revenue and Patronage Capital                        | 25,412,926                | 26,091,217                 | 678,291          |
| 2. Power Production Expense                                       | 0                         | 0                          | 0                |
| 3. Cost of Purchased Power  | 10,251,720                | 9,829,921                  | (421,799)        |
| 4. Transmission Expense   | 1,206,878                 | 1,274,679                  | 67,801           |
| 5. Regional Market Operations Expense                             | 0                         | 0                          | 0                |
| 6. Distribution Expense - Operation                               | 1,287,349                 | 1,214,551                  | (72,798)         |
| 7. Distribution Expense - Maintenance                             | 2,443,805                 | 2,255,954                  | (187,851)        |
| 8. Consumer Accounts Expense                                      | 1,015,009                 | 1,077,170                  | 62,161           |
| 9. Customer Service and Informational Expense                     | 18,947                    | 23,576                     | 4,629            |
| 10. Sales Expense   | 0                         | 0                          | 0                |
| 11. Administrative and General Expense                            | 1,961,575                 | 2,342,800                  | 381,225          |
| <b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>  | <b>18,185,283</b>         | <b>18,018,651</b>          | <b>(166,632)</b> |
| 13. Depreciation & Amortization Expense                           | 3,789,146                 | 3,687,668                  | (101,478)        |
| 14. Tax Expense - Property & Gross Receipts                       | 0                         | 0                          | 0                |
| 15. Tax Expense - Other   | 1,709,758                 | 1,509,546                  | (200,212)        |
| 16. Interest on Long-Term Debt                                    | 1,732,293                 | 1,723,288                  | (9,005)          |
| 17. Interest Charged to Construction (Credit)                     | 0                         | 0                          | 0                |
| 18. Interest Expense - Other                                      | 0                         | 0                          | 0                |
| 19. Other Deductions  | 63                        | 0                          | (63)             |
| <b>20. Total Cost of Electric Service (12 thru 19)</b>            | <b>25,416,543</b>         | <b>24,939,153</b>          | <b>(477,390)</b> |
| <b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b> | <b>(3,617)</b>            | <b>1,152,064</b>           | <b>1,155,681</b> |
| 22. Non Operating Margins - Interest                              | 57,852                    | 1,501                      | (56,351)         |
| 23. Allowance for Funds Used During Construction                  | 0                         | 0                          | 0                |
| 24. Income (Loss) from Equity Investments                         | 0                         | 0                          | 0                |
| 25. Non Operating Margins - Other                                 | 1,826,532                 | 1,349,035                  | (477,497)        |
| 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>1,880,767</b>          | <b>2,502,600</b>           | <b>621,833</b>   |



**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of August 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                        | 1,688,571           | 1,945,160        | 1,744,441          | 364,233           |
| 2. Power Production Expense                                       | 268                 | 1,221            | 434                | 0                 |
| 3. Cost of Purchased Power  | 35,545              | 89,438           | 133,333            | 16,058            |
| 4. Transmission Expense   | 0                   | 0                | 0                  | 0                 |
| 5. Regional Market Operations Expense                             | 0                   | 0                | 0                  | 0                 |
| 6. Distribution Expense - Operation                               | 464,352             | 424,532          | 717,567            | 55,028            |
| 7. Distribution Expense - Maintenance                             | 245,552             | 228,327          | 367,682            | 100,872           |
| 8. Consumer Accounts Expense                                      | 138,802             | 168,607          | 153,179            | 18,329            |
| 9. Customer Service and Informational Expense                     | 110                 | 0                | 0                  | 0                 |
| 10. Sales Expense   | 0                   | 0                | 0                  | 0                 |
| 11. Administrative and General Expense                            | 590,499             | 683,052          | 777,261            | 89,531            |
| <b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>  | <b>1,475,128</b>    | <b>1,595,177</b> | <b>2,149,456</b>   | <b>279,818</b>    |
| 13. Depreciation & Amortization Expense                           | 452,000             | 515,247          | 489,861            | 64,872            |
| 14. Tax Expense - Property & Gross Receipts                       | 0                   | 0                | 0                  | 0                 |
| 15. Tax Expense - Other   | 81,948              | 103,108          | 74,276             | 19,582            |
| 16. Interest on Long-Term Debt                                    | 159,658             | 146,967          | 151,325            | 17,856            |
| 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>2,168,734</b>    | <b>2,360,499</b> | <b>2,864,918</b>   | <b>382,128</b>    |
| <b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b> | <b>(480,163)</b>    | <b>(415,339)</b> | <b>(1,120,477)</b> | <b>(17,895)</b>   |
| 22. Non Operating Margins - Interest                              | 62,882              | 23,012           | 89,820             | 206               |
| 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                                 | 438,053             | 589,166          | 476,601            | 128,198           |
| 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>23,973</b>       | <b>196,839</b>   | <b>(554,056)</b>   | <b>110,509</b>    |

**Jefferson County PUD No. 1**  
**Water Division**  
**Balance Sheet**  
**August 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                              | 1,323,535         | 30. Patronage Capital   | 0                  |
| <b>3. Total Utility Plant (1+2)</b>                           | <b>32,433,400</b> | 31. Operating Margins - Prior Years                               | 0                  |
| 4. Accum. Provision for Depreciation and Amort                | 12,924,110        | 32. Operating Margins - Current Year                              | (415,339)          |
| <b>5. Net Utility Plant (3-4)</b>                             | <b>19,509,290</b> | 33. Non-Operating Margins   | 612,178            |
| 6. Nonutility Property - Net                                  | 2,167,134         | 34. Other Margins & Equities                                      | 22,988,227         |
| 7. Investment in Subsidiary Companies                         | 0                 | <b>35. Total Margins &amp; Equities (29 thru 34)</b>              | <b>23,185,066</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>2,337,951</b>  | 42. Notes Payable   | 837,508            |
| 15. Cash-General Funds  | 161,650           | 43. Accounts Payable  | (4,415,864)        |
| 16. Cash-Construction Funds-Trustee                           | 0                 | 44. Consumers Deposits  | 500                |
| 17. Special Deposits  | 0                 | 45. Current Maturities Long-Term Debt                             | 0                  |
| 18. Temporary Investments                                     | 2,097,625         | 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                 | 288,889           | 48. Other Current & Accrued Liabilities                           | 71,240             |
| 21. Accounts Receivable - Net Other                           | 483,579           | <b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>   | <b>(3,506,616)</b> |
| 22. Renewable Energy Credits                                  | 0                 | 50. Deferred Credits  | 0                  |
| 23. Materials & Supplies - Electric and Other                 | 36,222            | <b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b> | <b>25,064,441</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>3,217,200</b>  | Balance Beginning of Year   | 0                  |
| 27. Deferred Debits   | 0                 | Amounts Received This Year (Net)                                  | 289,526            |
| <b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>       | <b>25,064,441</b> | <b>TOTAL Contributions-In-Aid-Of-Construction</b>                 | <b>289,526</b>     |

**Equity Ratio** **92.50%**  
 (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 August 31, 2021**

| PART C. WATER REQUIREMENTS DATABASE                                      |                                      |                            |                             |  |
|--|--------------------------------------|----------------------------|-----------------------------|--|
| CLASSIFICATION   | CONSUMER, SALES,<br>AND REVENUE DATA | AUGUST<br>CONSUMERS<br>(b) | AVERAGE<br>CONSUMERS<br>(c) | Monthly Gallons<br>SALES AND<br>REVENUE<br>(d) |
| 1. Unmetered Water Sales   | a. No. Consumers Served              | 13                         | 12                          |  |
|  | b. Gallons Sold                      |                            |                             | 0  |
|  | c. Revenue                           |                            |                             | 1,751  |
| 2. Metered Residential Sales -   | a. No. Consumers Served              | 4,594                      | 4,557                       |  |
|  | b. Gallons Sold                      |                            |                             | 34,241,020                                     |
|  | c. Revenue                           |                            |                             | 285,125  |
| 3. Metered Commercial Sales  | a. No. Consumers Served              | 321                        | 319                         |  |
|  | b. Gallons Sold                      |                            |                             | 10,041,745                                     |
|  | c. Revenue                           |                            |                             | 62,258   |
| 4. Residential Multi-Family  | a. No. Consumers Served              | 46                         | 46                          |  |
|  | b. Gallons Sold                      |                            |                             | 365,200  |
|  | c. Revenue                           |                            |                             | 4,380  |
| 5. Metered Bulk Loadings   | a. No. Consumers Served              | 1                          | 1                           |  |
|  | b. Gallons Sold                      |                            |                             | 0  |
|  | c. Revenue                           |                            |                             | 36   |
| 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                      |                            |                             | 9,463,520                                      |
|  | c. Revenue                           |                            |                             | 0  |
| 8. Sewer/Drain Field--Residential  | a. No. Consumers Served              | 376                        | 375                         |  |
|  | b. Gallons Sold                      |                            |                             | 0  |
|  | c. Revenue                           |                            |                             | 10,252   |
| 9. Sales for Resales-Other   | a. No. Consumers Served              |                            |                             |  |
|  | b. Gallons Sold                      |                            |                             |  |
|  | c. Revenue                           |                            |                             |  |
| 10. TOTAL No. of Consumers (lines 1a thru 9a)                            |                                      | 5,378                      | 5,337                       |  |
| 11. TOTAL Gallons Sold (lines 1b thru 9b)                                |                                      |                            |                             | 54,111,485                                     |
| 12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c) |                                      |                            |                             | 363,803  |
| 13. Bulk Water Gallons Sold Revenue                                      |                                      |                            |                             |  |
| 14. Other Water Revenue  |                                      |                            |                             | 430  |
| 15. Gallons - Own Use  |                                      |                            |                             |  |
| 16. TOTAL Gallons Purchased  |                                      |                            |                             |  |
| 17. TOTAL Gallons Produced   |                                      |                            |                             | 23,910,167                                     |
| 18. Cost of Purchases and Generation                                     |                                      |                            |                             | 16,058   |

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

|   | 2021 Budget<br>AUGUST YTD | 2021 Actuals<br>AUGUST YTD | Variance         |
|---|---------------------------|----------------------------|------------------|
| 1. Operating Revenue and Patronage Capital                        | 1,744,441                 | 1,945,160                  | 200,719          |
| 2. Power Production Expense                                       | 434                       | 1,221                      | 787              |
| 3. Cost of Purchased Power  | 133,333                   | 89,438                     | (43,895)         |
| 4. Transmission Expense   | 0                         | 0                          | 0                |
| 5. Regional Market Operations Expense                             | 0                         | 0                          | 0                |
| 6. Distribution Expense - Operation                               | 717,567                   | 424,532                    | (293,035)        |
| 7. Distribution Expense - Maintenance                             | 367,682                   | 228,327                    | (139,355)        |
| 8. Consumer Accounts Expense                                      | 153,179                   | 168,607                    | 15,428           |
| 9. Customer Service and Informational Expense                     | 0                         | 0                          | 0                |
| 10. Sales Expense   | 0                         | 0                          | 0                |
| 11. Administrative and General Expense                            | 777,261                   | 683,052                    | (94,209)         |
| <b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>  | <b>2,149,456</b>          | <b>1,595,177</b>           | <b>(554,279)</b> |
| 13. Depreciation & Amortization Expense                           | 489,861                   | 515,247                    | 25,386           |
| 14. Tax Expense - Property & Gross Receipts                       | 0                         | 0                          | 0                |
| 15. Tax Expense - Other   | 74,276                    | 103,108                    | 28,832           |
| 16. Interest on Long-Term Debt                                    | 151,325                   | 146,967                    | (4,358)          |
| 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>2,864,918</b>          | <b>2,360,499</b>           | <b>(504,419)</b> |
| <b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b> | <b>(1,120,477)</b>        | <b>(415,339)</b>           | <b>705,138</b>   |
| 22. Non Operating Margins - Interest                              | 89,820                    | 23,012                     | (66,808)         |
| 23. Allowance for Funds Used During Construction                  | 0                         | 0                          | 0                |
| 24. Income (Loss) from Equity Investments                         | 0                         | 0                          | 0                |
| 25. Non Operating Margins - Other                                 | 476,601                   | 589,166                    | 112,565          |
| 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>(554,056)</b>          | <b>196,839</b>             | <b>750,895</b>   |

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

| <u>G/L #</u>  | <u>Account Description</u>                                      | <u>Balance</u>       |
|---|---|----------------------|
| 1 131.12  | Operating Account - Jefferson Co. Treasurer                     | \$1,891,964          |
| 1 131.11  | Operating Depository Account - Bank of America                  | 1,100,434            |
| 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                          | 300                  |
| 1 131.16  | Payroll Clearing Account - 1st Security Bank                    | 12                   |
| 2 131.15  | 2008 Bond LUD #15 - Jefferson Co. Treasurer                     | -21 Restricted       |
| 2 131.14  | 2009 Bond LUD #14 - Jefferson Co. Treasurer                     | -1,786 Restricted    |
| <b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>      |   | <b>\$3,155,910</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                      | 725,457              |
| 2 136.15  | LUD #15 Bond Investment - Jefferson Co. Treasurer               | 313,006 Restricted   |
| <b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>   |   | <b>\$10,208,022</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--AUGUST 2021</b>                 |   | <b>\$1,635,428</b>   |
| <b>NON-RESTRICTED CASH BALANCE--AUGUST 2021</b>             |   | <b>\$11,993,571</b>  |
| <b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--AUGUST 2021</b> |   | <b>\$13,628,999</b>  |
| <b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JULY 2021</b>   |   | <b>\$13,416,137</b>  |
| <b>Change in Bank Balance</b>                               |   | <b>\$212,862</b>     |

October 4, 2021

**PUD Calendar**

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

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

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

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



## **AGENDA REPORT**

**DATE:** October 4, 2021  
**TO:** Board of Commissioners  
**FROM:** Scott Bancroft  
**RE:** Procurement manual update

---

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

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

See attachments for specific amounts and amended page.

**FISCAL IMPACT:** n/a

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

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

Table 3 - Public Works Procurement Matrix and Bid Limits

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

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

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

Table 5 - Personal Services Procurement Matrix and Bid Limits

| Services: Personal Services |                    |
|-----------------------------|--------------------|
| Threshold                   | Procurement Method |



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

**RESOLUTION NO. 2021-**

A Resolution of the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington (the District) amending the Procurement Manual and Authorize an increase in Purchase of Goods, Equipment, Materials and Supplies Procurement Matrix and Bid Limits and Public Works Procurement Matrix and Bid Limits Consistent with State Law.

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

ADOPTED at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 4<sup>th</sup> day of October.

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

ATTEST:

\_\_\_\_\_  
Ken Collins, Vice President

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



## **AGENDA REPORT**

**DATE:** October 4, 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 reason this Amendment No. 2 is before the Board of Commissioners is that the agreements have expired. The original agreement between the PUD and Ludlow Utilities Company (currently known as Olympic Water and Sewer, Inc. or OWSI) was executed on December 9, 1986. WAC 173-240-104 allows private ownership of domestic sewage facilities provided there is an agreement in place with a public agency. Based upon that requirement, OWSI entered into this agreement with the PUD.

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 intent of the agreement (and its amendments) 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 events listed above takes place. The PUD already has the authority under RCW 54.16.230 to

acquire, construct, operate, maintain, and add to sewage systems, subject to and in compliance with the county comprehensive plan.

Among other things, the agreement describes how the transfer of operations and maintenance would occur if one of the above events 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.

For example, if the PUD assumes responsibility for operations and maintenance, it will collect monthly rates from all OWSI customers. Additionally, OWSI has agreed to reimburse the PUD should those rates be insufficient to cover operation and maintenance expenses.

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

Amendment No. 2 clarifies OWSI's reimbursement obligation, reinstates the existing agreement and extends the Term of the Agreement until 2046

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

- Reinstates and ratifies the existing agreements;
- Clarifications on who collects development fees versus monthly billing fees for existing customers;
- Clarifications on expenses reimbursed 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 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 a required Agreement for the purpose of the PUD being an operation and maintenance backup for the private 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 were required to provide operation and maintenance to the OWSI system, reinstates and ratifies the Agreement, 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 4th day of October 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 ( “Amendment No. 2”) 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, (“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, (the “Agreement”) and amended by Amendment No. 1 dated February 7, 2000, (“Amendment No. 1”) by and between the PUD and OWSI (as amended, the “Agreement”). Each of the PUD and OWSI may hereafter be referred to as a “Party” and, collectively, as the “Parties.”

Capitalized terms not otherwise defined herein shall have the meanings given to them under the Agreement and Amendment No. 1. In the event of any conflict between the Agreement, Amendment No. 1 and this Amendment No. 2, this Amendment No. 2 shall control.

- I. **REVIVAL OF AGREEMENT.** The parties agree that the Agreement and Amendment No. 1 are hereby revived, ratified, approved, and confirmed, and shall be in full force and effect.
- II. The PUD and OWSI confirm that the Agreement and Amendment No. 1 provide that if the PUD is required to assume operation and maintenance of the System, it shall collect and retain monthly billings as provided in Section 8(a) in the Agreement and Amendment No. 1. Further, OWSI shall receive new development connection fees as also provided in the Agreement.
- III. **FUNDS FOR OPERATIONS.** *Section III of Amendment No. 1, and Subsection 8.a of the Original Agreement is amended and supplemented as follows:*

If the PUD is required to assume operations and maintenance of the System under Articles 4 and 5 of the 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 payments received by the PUD do not cover the PUD’s Operations and Maintenance expenses (including repairs), then the PUD shall recover additional costs from OWSI per Subsection 8.a, as amended.

**IV. INDEMNIFICATION – Section 7 of the Agreement**

The Agreement is hereby amended to include the following at the end of Section 7:

In the event OWSI resumes operations of the System after the PUD had assumed operations of the System as required by Section 4 and 5 of the Agreement, OWSI's Indemnification obligations to the PUD shall resume.

- V. **TERM.** The term of the Agreement is hereby extended twenty-five (25) years from the date of execution of this 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 No. 2, 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.
- VII. **Further Assurances.** Without limiting any provision of the Agreement and Amendments No. and No. 2, from time to time, each Party agrees to execute and deliver such further instruments, agreements, and other documents and take such other reasonable actions as may be necessary, proper or advisable to carry out the purposes and intent of this Amendment No. 2 and the transactions contemplated by this Amendment No. 2

**VIII. MISCELLANEOUS.**

- (a) **Full Force and Effect.** Except as specifically amended or modified in this Amendment No. 2, the terms and provisions of the Agreement and Amendment No. 1 shall not be affected by this Amendment No. 2 and shall continue in full force and effect.
- (b) **Governing Law.** The Agreement, Amendment No. 1 and Amendment No. 2 shall be governed by and construed in accordance with the laws of the State of Washington with venue in Jefferson County Superior Court of the State of Washington.
- (d) **Amendments, Waivers, Etc.** No amendment, modification or discharge of this Amendment, and no waiver hereunder, shall be valid or binding unless set forth in writing and duly executed by the Party against which enforcement of the amendment, modification, discharge or waiver is sought. Any such waiver shall constitute a waiver only with respect to the specific matter described in such writing and shall in no way impair the rights of the Party granting such waiver in any other respect or at any other time. The waiver by a Party of a breach of or a default under any of the provisions of this Amendment or to exercise any right or privilege hereunder, shall not be construed as a waiver of any other breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder. The rights and remedies herein provided are cumulative and none is exclusive of any other, or of any rights or remedies that any Party may otherwise have at law or in equity.

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 Jerry Smith  
Its Vice President

By [Signature]  
Its Commissioner

By [Signature]  
Its Commissioner

By Robert J. Kauter  
Its Commissioner

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 Street, Its 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.

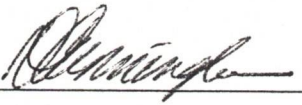
13. Successors-in-Interest. The rights, duties and obligations contained in this Agreement shall inure to the benefit of and be transferred to any assigns, purchasers and any other successors-in-interest of the parties: Provided that neither party shall assign its rights and obligations under this Agreement 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.

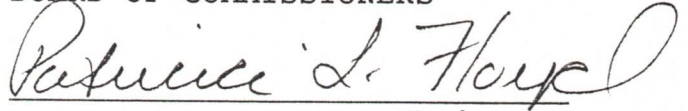
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first appearing above.

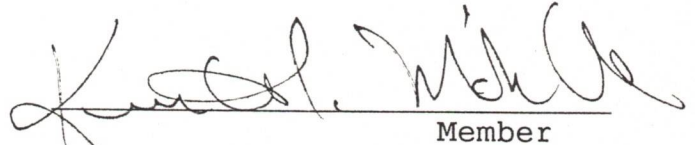
LUDLOW UTILITIES COMPANY

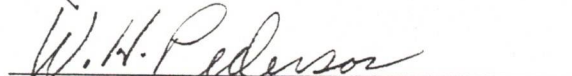
By   
Title PRESIDENT- LUC

Safe Resources  
by G. W. Falgout  
Chief Executive Officer

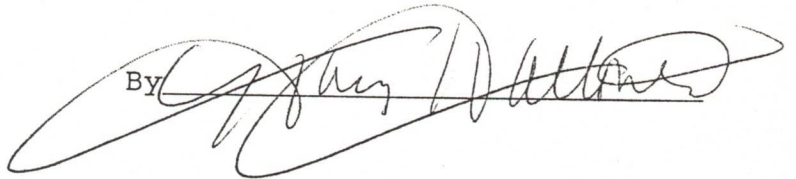
PUBLIC UTILITY DISTRICT  
NO. 1 OF JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

  
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)



**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 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 a required Agreement for the purpose of the PUD being an operation and maintenance backup for the private 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 were required to provide operation and maintenance to the OWSI system, reinstates and ratifies the Agreement, 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 4th day of October 2021.

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

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**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 ( “Amendment No. 2”) 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, (“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, (the “Agreement”) and amended by Amendment No. 1 dated February 7, 2000, (“Amendment No. 1”) by and between the PUD and OWSI (as amended, the “Agreement”). Each of the PUD and OWSI may hereafter be referred to as a “Party” and, collectively, as the “Parties.”

Capitalized terms not otherwise defined herein shall have the meanings given to them under the Agreement and Amendment No. 1. In the event of any conflict between the Agreement, Amendment No. 1 and this Amendment No. 2, this Amendment No. 2 shall control.

- I. **REVIVAL OF AGREEMENT.** The parties agree that the Agreement and Amendment No. 1 are hereby revived, ratified, approved, and confirmed, and shall be in full force and effect.
- II. The PUD and OWSI confirm that the Agreement and Amendment No. 1 provide that if the PUD is required to assume operation and maintenance of the System, it shall collect and retain monthly billings as provided in Section 8(a) in the Agreement and Amendment No. 1. Further, OWSI shall receive new development connection fees as also provided in the Agreement.
- III. **FUNDS FOR OPERATIONS.** *Section III of Amendment No. 1, and Subsection 8.a of the Original Agreement is amended and supplemented as follows:*

If the PUD is required to assume operations and maintenance of the System under Articles 4 and 5 of the 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 payments received by the PUD do not cover the PUD’s Operations and Maintenance expenses (including repairs), then the PUD shall

recover additional costs from OWSI per Subsection 8.a, as amended.

#### **IV. INDEMNIFICATION – Section 7 of the Agreement**

The Agreement is hereby amended to include the following at the end of Section 7:

In the event OWSI resumes operations of the System after the PUD had assumed operations of the System as required by Section 4 and 5 of the Agreement, OWSI's Indemnification obligations to the PUD shall resume.

**V. TERM.** The term of the Agreement is hereby extended twenty-five (25) years from the date of execution of this 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 No. 2, 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.

**VII. Further Assurances.** Without limiting any provision of the Agreement and Amendments No. and No. 2, from time to time, each Party agrees to execute and deliver such further instruments, agreements, and other documents and take such other reasonable actions as may be necessary, proper or advisable to carry out the purposes and intent of this Amendment No. 2 and the transactions contemplated by this Amendment No. 2

.

#### **VIII. MISCELLANEOUS.**

- (a) **Full Force and Effect.** Except as specifically amended or modified in this Amendment No. 2, the terms and provisions of the Agreement and Amendment No. 1 shall not be affected by this Amendment No. 2 and shall continue in full force and effect.
- (b) **Governing Law.** The Agreement, Amendment No. 1 and Amendment No. 2 shall be governed by and construed in accordance with the laws of the State of Washington with venue in Jefferson County Superior Court of the State of Washington.
- (d) **Amendments, Waivers, Etc.** No amendment, modification or discharge of this Amendment, and no waiver hereunder, shall be valid or binding unless set forth in writing and duly executed by the Party against which enforcement of the amendment, modification, discharge or waiver is sought.

Any such waiver shall constitute a waiver only with respect to the specific matter described in such writing and shall in no way impair the rights of the Party granting such waiver in any other respect or at any other time. The waiver by a Party of a breach of or a default under any of the provisions of this Amendment or to exercise any right or privilege hereunder, shall not be construed as a waiver of any other breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder. The rights and remedies herein provided are cumulative and none is exclusive of any other, or of any rights or remedies that any Party may otherwise have at law or in equity.

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 Street, Its General Manager

**Proclamation 21-14 - COVID-19 Vaccination Declaration**

To reduce the spread of COVID-19, Washington state Governor Jay Inslee, pursuant to emergency powers authorized in RCW 43.06.220, issued Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021) and as may be amended thereafter. The Proclamation requires contractors who have goods, services, or public works contracts with a Washington state agency to ensure that their personnel (including subcontractors) who perform contract activities on-site comply with the COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation.

Agreement Number or WSDOT Project Name:

---

I hereby certify, on behalf of the firm identified below, as follows (check one):

UTILITY HAS A COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN THAT COMPLIES WITH THE VACCINATION PROCLAMATION.

Utility: \_\_\_\_\_

1. Has reviewed and understands Utility's obligations as set forth in Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021);
2. Has developed a COVID-19 Vaccination Verification Plan for Utility's personnel (including subcontractors) that complies with the above-referenced Proclamation;
3. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Utility personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
4. Complies with the requirements for granting disability and religious accommodations for Utility personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
5. Has operational procedures in place to ensure that any contract activities that occur in person and on-site at Agency premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Utility personnel (including subcontractors) will be performed by personnel who are fully vaccinated or properly exempted as required by the above-referenced Proclamation;
6. Has operational procedures in place to enable Utility personnel (including subcontractors) who perform contract activities on-site and at Agency premises to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation;

7. Will provide to Agency, upon request, Utility's COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: \_\_\_\_\_  
(Name of Utility – Print full legal entity name of firm)

By: \_\_\_\_\_  
(Signature of authorized person)

\_\_\_\_\_  
(Print Name of person making certifications for firm)

Title: \_\_\_\_\_  
Title of person signing certificate

Date: \_\_\_\_\_

Place: \_\_\_\_\_  
(Print city and state where signed)

Return signed declaration to Erik Jonson [JonsonE@wsdot.wa.gov](mailto:JonsonE@wsdot.wa.gov)

September 30, 2021

Dear Industry Partner:

On August 9, 2021, pursuant to the governor's emergency powers authorized in [RCW 43.06.220](#), Washington Governor Jay Inslee issued [Proclamation 21-14 – COVID-19 Vaccination Requirement](#), which was amended on August 20, 2021, by [Proclamation 21-14-1 – COVID-19 Vaccination Requirement](#) ("Proclamation"). Effective October 18, 2021, the Proclamation prohibits state agencies from permitting contractors who engage in work for the agency if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. The only two exemptions from the vaccination requirement are if such individual is unable to be vaccinated due to a disability or the requirement conflicts with their sincerely held religious beliefs, practice, or observance (in either case, the Proclamation requires confirmation).

You are receiving this letter because your firm has a contract with WSDOT and, as part of the performance of that contract, certain of your firm's personnel (including any subcontractor personnel) are required to or likely will provide contracted goods or services in person and on-site. Therefore, as a contractor, your firm is subject to the vaccination requirements set forth in the Proclamation.

As permitted by the Proclamation, WSDOT has elected to require your firm, as its contractor, to assume responsibility for verification of full COVID-19 vaccination, approving all exemptions for disability and sincerely held religious beliefs and determining any accommodations needed for such exemptions. You will be receiving a follow-up letter describing the required procedures for vaccination verification and the specific documentation to provide to WSDOT. Please be aware that the WSDOT retains the right to inquire into compliance with the verification requirements at any time, to include requesting a copy of the verification plan, spot-checking with such personnel and reviewing your company's vaccination verification records.



**Notice to Contractors**  
**September 30, 2021**

Full vaccination is defined as two (2) weeks after a person has received the second dose in a two-dose series of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA (e.g., Johnson & Johnson (J&J)/Janssen).

The state of Washington values your firm as a contract partner to deliver needed goods or services. Accordingly, we are hopeful that your firm will comply with the Proclamation and help the state reduce the spread of the virus. If, however, your firm does not intend to comply with the Proclamation, please contact your designated contract manager so we can determine next steps.

If you have questions, please contact Erik Johnson, Contracting Services Manager at [jonsone@wsdot.wa.gov](mailto:jonsone@wsdot.wa.gov) or (360)705-7106.

Sincerely,

WSDOT Consultant Services



September 30, 2021

Dear Industry Partner:

This letter is a supplement to the direction and guidance provided on September 1, 2021. In that letter we indicated you would receive follow up information describing the required procedures for vaccination verification and the specific documentation to provide to WSDOT. That information is now available. The Governor's Office has created a [resource website](#) that contains FAQ's and information for complying with [Proclamation 21-14.1](#).

The Proclamation prohibits state agencies from permitting contractors who engage in work for the agency if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. As permitted by the Proclamation, WSDOT has elected to require your firm, as its contractor, to assume responsibility for verification of full COVID-19 vaccination, approving all exemptions for disability and sincerely held religious beliefs and determining any accommodations needed for such exemptions. Please be aware that the WSDOT retains the right to inquire into compliance with the verification requirements at any time, to include requesting a copy of the verification plan.

Please share this information within your organization and if you have questions, please contact Erik Jonson, Contracting Services Manager at [jonsone@wsdot.wa.gov](mailto:jonsone@wsdot.wa.gov) or (360)705-7106.

Sincerely,

WSDOT Consultant Services

## **Clarification of state employee and state contractor vaccination mandate as it relates to PUDs**

Members (Commissioners, General Managers, Administrative Assistants-please forward to internal PUD staff as appropriate),

WPUDA held a meeting with Washington State Department of Transportation staff to clarify the requirements related to the state vaccination mandate for state employees and state contractors as it relates to PUD employees working on utility relocation projects and other utility work in state rights of way or on state property.

DOT has developed a chart to inform those who are contractors or work on state property of their obligation under the mandate. A link to the document is provided below. Here are some important clarifications:

1. The state vaccine mandate **does not apply** to PUD employees doing utility work under franchise agreements with the State, or working on their own infrastructure located on state property (such as maintenance, repair, installation) as long as PUD employees or PUD contractors are not working in close proximity to state employees or state contractors on site.
2. If work on state property requires PUD employees to work in close proximity to state employees or state contractors, only those PUD employees working on site in close proximity would be subject to the vaccine mandate **(the mandate would not broadly apply to all employees of the PUD).**
3. If a contractor is doing work on behalf of the PUD the contractor falls under the same requirements as if they were PUD employees as in #1 and #2.
4. If there are questions on circumstances not covered they should be discussed with the DOT project manager.

We were also told that other state agencies are working on the development of similar information related to contractor work on state lands and rights of way.

WPUDA will continue to monitor developments and communicate our findings.

Below is the link to the chart provided by WSDOT- #11 on the chart addresses utility work:

<https://wsdot.wa.gov/sites/default/files/2006/11/22/Vaccination-Mandate-Chart-September30-2021.pdf>

George

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

**RESOLUTION NO. 2021-**

A Resolution of the Board of Commissioners of Public Utility District (JPUD) No. 1 of Jefferson County, Washington, authorizing the application for a Public Infrastructure Fund grant for the Port Townsend Sims Gateway and Tree Management Project ("Project") and approving an Interlocal Agreement with the City of Port Townsend and the Port of Port Townsend to complete the Project.

**WHEREAS**, JPUD has an existing transmission line on Sims Way in the City of Port Townsend, and the Port of Port Townsend (the "Port") operates the nearby Boat Haven boatyard; and

**WHEREAS**, a line of poplar trees along Sims Way present a hazard to JPUD's transmission line, interfering with maintenance and operation of this important electric facility; and

**WHEREAS**, JPUD, the City of Port Townsend, and the Port have agreed to work together on this Project to rectify the safety concerns by undergrounding the transmission line, removing and replacing the trees, increasing the Boat Haven capacity, and constructing pedestrian pathways, and

**WHEREAS**, passage of this resolution will allow JPUD, in partnership with the Port and the City of Port Townsend to apply for grant funding. Public Infrastructure Financing grants are available through Jefferson County; and

**WHEREAS**, the City of Port Townsend has agreed to contribute \$100,000 for matching funds; and

**WHEREAS** all three parties have agreed to enter into an Interlocal Agreement to facilitate the application process and completion of the proposed Project.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, that it supports this Project and the application for a Public Infrastructure Fund grant, authorizes the General Manager to work with the Port and the City of Port Townsend to complete the application, and to execute all necessary agreements related to the Project and the Interlocal Agreement.

**ADOPTED** at a regular meeting of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, this 4<sup>th</sup> day of October 2021.

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

**ATTEST:**

\_\_\_\_\_  
**Ken Collins, Vice President**

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

DRAFT