

**Regular Meeting Agenda**  
**Board of Commissioners**  
Tues, Feb 1, 2022 3:00 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. Pre Meeting Workshop 3pm**

1.1. Call to Order

1.2. Agenda Review

1.3. Executive Session 1

To discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i).

1.4. Executive Session 2

To consider matters affecting the security of computer and telecommunications networks pursuant to RCW 42.30.110(1)(a)(ii).

1.5. Adjourn Pre-Meeting workshop

## **2. Call to Order- Business Meeting 4pm**

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 are held remotely via Zoom. 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.*

## **3. Agenda Review**

## **4. 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)*

## 5. 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 adopt the Consent Agenda as presented.

- |      |   |         |
|------|---|---------|
| 5.1. | Prior Minutes   | 4 - 17  |
|      | <a href="#">PUD BOC Special Joint Meeting 10-26-2021 Minutes Draft pdf.pdf</a>             |         |
|      | <a href="#">PUD BOC Special Meeting 10-26-2021 Minutes Draft pdf.pdf</a>                   |         |
|      | <a href="#">PUD BOC Regular Meeting 11-2-2021 Minutes Draft.pdf</a>                        |         |
| 5.2. | Vouchers  | 18 - 36 |
|      | <a href="#">Voucher Approval Form for the Commissioners.pdf</a>                            |         |
|      | <a href="#">Voucher Certification with Supporting Warrant Register &amp; Payroll....pdf</a>  |         |
| 5.3. | Financial Report  | 37 - 49 |
|      | <a href="#">December 2021 Financials.pdf</a>   |         |
| 5.4. | Calendar  | 50      |
|      | <a href="#">PUD Calendar Feb 1, 2022.docx</a>    |         |
| 5.5. | Correspondence Log  | 51      |
|      | <a href="#">Correspondence Log 20220201.pdf</a>    |         |
| 5.6. | Wastewater Rates Resolution   | 52 - 58 |
|      | <a href="#">Resolution Wastewater Rates 220201 - Final Packet.pdf</a>                    |         |
| 5.7. | Resolution and Policy on Public Participation in BOC Meetings   | 59 - 61 |
|      | <a href="#">Resolution and Policy for Public Participation 2022 01 27.docx</a>           |         |

## 6. Manager and Staff Reports 4:20pm

*For information only, not requiring a vote.*

## 7. Commissioner Reports

## 8. Old Business 5:00pm

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

### 8.1. Schedule of Charges 62 - 75

[AGENDA REPORT Electric Service Charges](#) 

[jpud 2021 exhibit b schedule of charges electric-ks wo.docx](#) 

[Schedule of Charges for Electric Service 2022.pdf](#) 

For discussion and review

### 8.2. Idle Service Policy 76 - 83

[AGENDA REPORT Idle Service Policy.docx](#) 

[2022-January-Idle\\_Service\\_Policy.pdf](#) 

[LewisPUD-400-003-001 Line Extension Policy.pdf](#) 

*Recommended Action: Approve motion to adopt Idle Service Policy as proposed on February 1, 2022.*

### 8.3. Approval of Prequalified Electrical Contractors 84 - 85

[BOC prequal approval 2022.docx](#) 

*Recommendation: Approve a motion accepting list of qualified Electric Line Contractors who have submitted all paperwork in accordance with Washington State law.*

## 9. New Business 5:30pm

### 9.1. Hiring Incentives for 2022 86 - 96

[AGENDA REPORT - Hiring Incentives 2.1.2022.docx](#) 

[Hiring Incentives Discussion Presentation 2.1.2022 FINAL.pdf](#) 

*For discussion and review.*

## 10. Adjourn 6PM



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

**October 26, 2021**

**Board of Commissioners Special Meeting  
Redistricting Alternatives**

**Joint Meeting with  
PUD Board of Commissioners, Port of Port Townsend  
Board of Commissioners and  
Jefferson County Board of Commissioners**

**Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD), Jefferson County Board of Commissioners and the Commissioners of the Port of Port Townsend was called to order by the President of the Jefferson County Board of Commissioners (Board or BOC) at 5:00 p.m. on October 26, 2021, via Zoom video conference. Present:

Commissioner Dan Toepper, President Jeff. Co. PUD  
Commissioner Jeff Randall, Secretary, Jeff. Co. PUD  
Kenneth Collins, Vice President, Jeff. Co. PUD  
Kate Dean, Jefferson County Board of Commissioners  
Heidi Eisenhouer, Jefferson County Board of Commissioners  
Greg Brotherton, Jefferson County Board of Commissioners  
Bill Putney, Commissioner, Port of Port Townsend  
Pam Petranek, Commissioner, Port of Port Townsend  
Kevin Streett, Jeff. Co. PUD General Manager  
Joel Paisner, Jeff. Co. PUD General Counsel  
Annette Johnson, Jeff. Co. PUD Executive Assistant/Records Admin.  
Will O'Donnell, Jeff. Co. PUD Communications Director  
Don McDaniel, Jeff. Co. PUD Consultant  
Melanie Patterson, Jeff. Co. PUD Human Resources Director  
Kevin Hitchcock, Jeff. Co. DCD Assistant Director  
Cammy Brown, Jeff. Co. PUD Recording Secretary

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Jefferson County PUD  
BOC Special Joint Meeting  
Redistricting Alternatives  
October 26, 2021  
Draft Minutes

1. **CALL TO ORDER.** Commissioner Kate Dean of the Jefferson County Board of Commissioner calls to order the Special Joint Meeting of October 26, 2021, of the Jefferson County Board of Commissioners, the Commissioners of the Port of Port Townsend, and the Jefferson County Public Utility District No. 1 Board Commissioners to order at 5:00 p.m.

Roll call was taken by the Board of Commissioners of the Jefferson County Public Utility District No. 1. All three commissioners were present. It was determined there was a quorum.

Roll call was taken by the Jefferson County Board of Commissioners. All three commissioners were present. It was determined there was a quorum.

Roll call was taken by the Board of Commissioners of the Port of Port Townsend and two commissioners were present. It was determined there was a quorum.

2. **AGENDA REVIEW.** Jefferson County Commissioner Kate Dean read the items on the agenda.

3. **DISCUSSION AND POSSIBLE ACTION RE: REDISTRICTING ALTERNATIVES.**

There was a presentation and considerable discussion on the 2020 Census redistricting alternatives for Jefferson County. No action was taken. There were some public comments.

6. **ADJOURNMENT.**

Jefferson County Board of Commissioner Kate Dean declared the October 26, 2021, Special Joint Meeting of the Jefferson County Board of Commissioners, the Commissioners of the Port of Port Townsend, and the Jefferson County Public Utility District No. 1 Board Commissioners adjourned at 6:00 p.m.

Commissioner Pam Petranek of the Port of Port Townsend declared the October 26, 2021, Special Meeting of the Commissioners of the Port of Port Townsend, Jefferson County Public Utility District No. 1 Board Commissioners and Jefferson County Board of Commissioners adjourned at 6:01 p.m.

Commissioner Dan Toepper of the Jefferson County Public Utility District No. 1 declared the October 26, 2021, Special Meeting of the Commissioners of the Port of Port Townsend, Jefferson County Public Utility District No. 1 Board Commissioners and Jefferson County Board of Commissioners adjourned at 6:01 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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



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

**October 26, 2021  
Board of Commissioners  
Special Meeting  
Strategic Planning**

**Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on October 26, 2021, via Zoom video conference. Present:

Commissioner Dan Toepper, President  
Commissioner Jeff Randall, Secretary  
Kevin Streett, General Manager  
Joel Paisner, General Counsel  
Annette Johnson, Executive Assistant/Records Admin.  
Will O'Donnell, Communications Director  
Don McDaniel, PUD Consultant  
Melanie Patterson, Human Resources Director  
Mike Bailey, Finance Director  
Lori Rae, Broadband Coordinator  
Samantha Harper, Engineering Director  
Jean Hall, Customer Service Director  
Kirk Gibson, Partner, McDowell Rackner Gibson PC  
Cammy Brown, Recording Secretary

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**1. CALL TO ORDER.** Commissioner Dan Toepper called the Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners for October 26, 2021, to order at 10:00 a.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic.

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Jefferson County PUD  
BOC Special Meeting Strategic Planning  
October 26, 2021  
Draft Minutes

Roll call was taken, and all three commissioners were present. It was determined there was a quorum.

2. **AGENDA REVIEW.** Commissioner Dan Toepper read the items on the agenda.

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

3. **FIBER BID SELECTION AND REVIEW.** General Manager Kevin Streett gave a report on the project in Quilcene and Discovery Bay. The bid will be brought back at the next regular scheduled meeting of the Board of Commissioners for approval. There was some discussion.

4. **BROADBAND DISCUSSION.** General Manager Kevin Streett and Broadband Coordinator Lori Rae gave a report and update.

5. **PRESENTATION AND DISCUSSION.** Kirk Gibson of McDowell Rackner Gibson PC gave a presentation on the PUD’s 2021 Strategic Planning. This presentation included what the PUD staff recommends and what the BOC requested. There was considerable discussion. The final approval of the Strategic Plan will be brought before the PUD Board of Commissioner at the November 16, 2021 meeting. There were no public comments.

Commissioner Dan Toepper confirmed the redistricting meeting with Jefferson County Board of Commissioners for October 26, 2021 at 5:00 p.m.

6. **ADJOURNMENT.** Commissioner Dan Toepper declared the October 26, 2021, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:43 a.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**November 2, 2021  
Board of Commissioners  
Regular Meeting**

**Draft Minutes**

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 4:00 p.m. on October 19, 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  
Annette Johnson, Executive Assistant/Records Admin.  
Melissa Blair, Financial Services Manager  
Don McDaniel, Consultant  
Lori Rae, Broadband Coordinator  
Cammy Brown, Recording Secretary

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**1. CALL TO ORDER:**

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for November 2, 2021, to order at 4:00 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:**

General Manger Kevin Streett removed Item No. 7.2 Operations Director: Timber Harvest under the Manager's Report and added it to the agenda for the meeting on November 10, 2021. The Financial Director's Audit Update was removed and moved to be placed on the agenda for the meeting of November 10, 2021.

Commissioner Jeff Randall added under New Business 6.5 - Real Estate.

**MOTION:** Commissioner Kenneth Collins 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.

- **Comment:** Customer owner of the PUD commented on the vaccine mandate and requested clarification on a comment that Commissioner Dan Toepper made.  
**Response:** Commissioner Dan Toepper gave clarification.

**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: None**

**4.2 VOUCHERS AND WRITE OFFS**

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register & Payroll.

## PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #127315 to #127379	\$ 602,633.25	10/14/2021
Accounts Payable: #127380 to #127419	\$ 303,445.59	10/21/2021
Payroll Checks: # 70952 to # 70955	\$ 8,378.47	10/15//2021
Payroll Direct Deposit:	\$ 170,226.98	10/15//2021

**TOTAL INVOICES PAID: \$ 1,084,684.29**

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA	\$ 1,089,824.00	10/15//2021

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**PAYMENT TOTAL \$2,174,508.29**

- 4.3 Financial Report**  
September 2021 Financials.
  
- 4.4 Calendar**  
PUD Calendar November 2, 2021.
  
- 4.5 Noxious Weed Board MOU**
  
- 4.6 Surplus Materials Resolutions**

**END OF CONSENT AGENDA**

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### **5. OLD BUSINESS.**

- 5.1 2022 Budget Resolution.** Finance Director Mike Bailey gave a presentation.

**MOTION:** Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a resolution adopting a budget for the calendar year 2022. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

No public comment.

**5.2 PUD Strategic Plan:** General Manager Kevin Street gave a report.

**MOTION.** Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve the 2021 Strategic Plan. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

No public comment.

**5.3 Fiber Bid Selection.** General Manager Kevin Streett gave a report recommending General Cable be awarded the bid for roughly one million dollars for fiber. This fiber would be used to build out Quilcene and Discover Bay.

**MOTION:** Commissioner Jeff Randall made a motion to authorize Jefferson County Public Utility District No. 1 staff to accept fiberoptic Material Bid No. 2021-005 from Genuine Cable. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

No public comment.

**5.4 Wholesale Telecom Agreement.** General Manager Kevin Streett gave a report. This agenda item will be brought under the Consent Agenda at the next Board of Commissioners' meeting.

**5.5 Retail ISP Resolution.** Communications Director Will O'Donnell gave a report. The staff has applied for three grants and working on one more grant. The PUD has listed itself as the ISP (Internet Service Provider) to provide the service and as the applicant for the grant.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a resolution authorizing the provision of both retail and wholesale telecommunications service within the PUD's service territory pursuant to Engrossed Substitute House Bill 1336 and Senate Bill 5383 and authorizing the PUD to notify the Washington State Broadband Office. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

No public comment.

**6. NEW BUSINESS:**

**6.1 2022 BOC Calendar.** General Manager Kevin Streett gave a report. This agenda item will be brought back at the next BOC meeting on the Consent Agenda. The main change is the BOC meetings will start at 4:00 p.m.

No public comment.

**6.2 PWB Loan Approval for Quilcene Water Tank Project.** Engineering Director Samantha Harper gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners accept the Public Works Board Construction Loan Award for the Quilcene Water Tank Project and authorizes the General Manager to sign the loan contract. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

No public comment.

**6.3 Mason 1 Interlocal Agreement.** General Manager Kevin Streett gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion to move the Mason 1 Interlocal Agreement to the Consent Agenda at the next BOC meeting. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

No public comment.

**6.4 RUS Loan Application Resolution.** General Manager Kevin Streett and Finance Director Mike Bailey gave a report.

**MOTION:** Commissioner Kenneth Collins made a motion to approve a resolution of the Board of Commissioners of the Public Utility District No. 1 of Jefferson County, Washington authorizing application to the Rural Utility Service (RUS) for the RUS RDAPPLY Program. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

No public comment.

**6.5 Real Estate Discussion.** General Manager Kevin Streett and PUD Consultant Don McDaniel gave a report. PUD staff needs to expand and add staff and would like to purchase property at 191 Otto Street for this purpose. There was considerable discussion. All three commissioners agreed that this would be a good purchase.

**MOTION:** Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners authorize the General Manager to enter into negotiations to purchase property at 191 Otto Street, Port Townsend, Washington. Commissioner Kenneth Collins and Commissioner Jeff Randall voted to approve the motion. Commissioner Dan Toepper abstained.

No public comment.

## **7. MANAGER AND STAFF REPORTS.**

**7.1 General Manager: General Update.** November 10, 2021 Special Meeting time changed from 10:00 a.m. to 12:00 p.m. to 2:00 p.m. to 4:00 p.m. Confirmation will be sent out.

**CAB Elections and Appointments.** There is no CAB meeting in November. Next CAB meeting is in December. New officers will be elected. There is a new vacancy in District 2 due to resignation.

**7.2 Operations Director: Timber Harvest.** This item was removed from the agenda.

**7.3 Services Director: Arrearages and Disconnects.** Customer Service Director Jean Hall gave a report. Resuming late fees was discussed and the staff looked at a target date of January 2022 to begin this process. Staff wanted to do some additional targeted messaging to customers pertaining to the late fees and wanted to allow more time before adding fees to the customers' balances., Currently OlyCAP is completely booked. Account arrearages total between \$380,000 and \$400,0000.

No public comment.

**7.4 Finance Director: Audit Update.** This agenda item was removed and moved to the next Board of Commissioners' meeting.

## **8. COMMISSIONERS' REPORTS.**

### **Commissioner Dan Toepper:**

10/22 Met with General Manager Kevin Streett.

10/22 Met with JBAT.

10/26 Attended BOC Special Meeting on Strategic Planning.

10/26 Participated in a PPC workshop on BPA 2028 work.

- 10/26 Attended joint meeting with PUD Board of Commissioners, Port of Port Townsend Board of Commissioners and Jefferson County Board of Commissioners concerning commissioners' redistricting requirements coming off of the Census.
- 10/28 Participated in JeffCom meeting.
- 11/02 Attended County Public Infrastructure meeting. (report)
- 11/03 and
- 11/04 Will attend PPC meetings.
- 11/05 Will meet with General Manager Kevin Streett.
- 11/09 Will attend East Jefferson Fire Chiefs' meeting.
- 11/10 Will attend BOC Special Meeting (Department Roundtable).

**Commissioner Jeff Randall:**

- 10/21 Attended Executive Board meeting of the EDC (report). Cindy Brooks is the new Executive Director of the EDC.
- 10/26 Attended BOC Special Meeting on Strategic Planning.
- 10/26 Attended joint meeting with PUD Board of Commissioners, Port of Port Townsend Board of Commissioners and Jefferson County Board of Commissioners concerning commissioners' redistricting requirements coming off of the Census.
- 11/01 Attended NODC meeting.
- 11/02 Met with General Manager Kevin Streett.
- 11/02 Attended Interlocal Collaborative Group (ICG) meeting.
- 11/03 Will attend meeting with EDC Team Jefferson.
- 11/09 Will attend virtual town hall that the City of Port Townsend and Port of Port Townsend are organizing to discuss Sims Way.
- 11/09 Will attend ICG meeting.
- 11/10 Will attend BOC Special Meeting (Department Roundtable).

**Commissioner Kenneth Collins:**

- 10/20 Conversation with prior WPUDA President having to do with political issue within WPUDA.
- 10/21 Conversation with WPUDA Executive Director George Kahn.
- 10/25 Met with PUD Consultant Don McDaniel.
- 10/26 Attended BOC Special Meeting on Strategic Planning.
- 10/26 Attended joint meeting with the PUD Board of Commissioners, Port of Port Townsend Board of Commissioners and Jefferson County Board of Commissioners concerning commissioners' redistricting requirements coming off of the Census.
- 10/26 Conversation with group in Eastern King County that is wanting to establish a new PUD.
- 10/27 Participated on a WPUDA call.
- 10/28 Attended Board Meeting for Energy NW. (report).

- 10/28 Toured the building at the potential property purchase on Otto Street, Port Townsend.
- 10/29 Attended JBAT meeting.
- 11/02 Met with General Manager Kevin Streett.
- 11/03 Will attend Executive Committee meeting for the Public Utility Risk Management Service (PURMS).
- 11/03 Will attend Regular Board meeting of PURMS.
- 11/05 Will attend JBAT meeting.
- 11/10 Will attend BOC Special Meeting (Department Roundtable).
- 11/16 Will meet with General Manager Kevin Streett.

**9. ADJOURN.** Commissioner Dan Toepper adjourned the Jefferson County Public Utility District No. 1 Board of Commissioners’ meeting at 5:40 p.m.

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 Minutes prepared by  
 Recording Secretary Cammy Brown

**Approved:**

Commissioner Jeff Randall, Secretary	Date
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**Attest:**

Commissioner Dan Toepper, President	Date
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s Commissioner Kenneth Collins, Vice President	Date
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**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 **\$1,729,814.82** on this **1ST** day of **FEBRUARY** **2022** ;

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Kenneth Collins  
President

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Jeff Randall  
Vice President

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Dan Toepper  
Secretary

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**PAYMENTS TO BE APPROVED:**

	WARRANTS		AMOUNT	DATE
Accounts Payable:	# 128061	to # 128122	\$ 627,154.43	1/13/2022
Accounts Payable:	# 128123	to # 128170	\$ 935,148.77	1/20/2022
Payroll Checks:	# 70978	to # 70980	\$ 7,025.72	1/21/2022
Payroll Direct Deposit:			\$ 160,485.90	1/21/2022

**TOTAL INVOICES PAID** **\$1,729,814.82**

	WIRE TRANSFERS PAID		AMOUNT	DATE
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	<b>PAYMENT TOTAL</b>		<b>\$1,729,814.82</b>	
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**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 1/26/2022  
Mike Bailey, Financial Director / District Auditor Date

### VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 128061 to # 128122	\$ 627,154.43	1/13/2022
Accounts Payable:	# 128123 to # 128170	\$ 935,148.77	1/20/2022
Payroll Checks:	# 70978 to # 70980	\$ 7,025.72	1/21/2022
Payroll Direct Deposit:		\$ 160,485.90	1/21/2022

**TOTAL INVOICES PAID \$1,729,814.82**

WIRE TRANSFERS PAID	AMOUNT	DATE
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**GRAND TOTAL \$1,729,814.82**

VOIDED WARRANTS

01/25/2022 2:36:27 PM

# Accounts Payable Check Register

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01/11/2022 To 01/24/2022

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
128061	1/13/22	CHK	10013	AMERICAN WATER WORKS ASSOCIATI	AWWA MEMBERSHIP 1Y 2/01/22-1/31/23	389.00
				STD REVISION SUB 1Y 3/1/22-2/28/22	-79.63	
				STD REVISION SUB 1Y 3/1/22-2/28/22	954.63	
<b>Total for Check/Tran - 128061:</b>					1,264.00	
128062	1/13/22	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 12/31/2021	9,490.69
128063	1/13/22	CHK	10688	MIKE BAILEY	WELLNESS PROGRAM REIMBURSEMENT 2022	219.44
				WELLNESS PROGRAM REIMBURSEMENT 2022	24.39	
				PHONE ALLOWANCE - DEC 2021	36.00	
				PHONE ALLOWANCE - DEC 2021	9.00	
<b>Total for Check/Tran - 128063:</b>					288.83	
128064	1/13/22	CHK	10027	BERNT ERICSEN EXCAVATING, INC	EXCAVATE - WASHINGTON & ADAMS ST.	650.50
128065	1/13/22	CHK	10641	MELISSA J BLAIR	WELLNESS PROGRAM REIMBURSEMNT 2021	37.52
				WELLNESS PROGRAM REIMBURSEMNT 2021	9.38	
<b>Total for Check/Tran - 128065:</b>					46.90	
128066	1/13/22	CHK	10843	CCG CONSULTING	FIBER GRANTS/POLICY/PROCEDURES-DEC	7,339.20
128067	1/13/22	CHK	10041	CDW GOVERNMENT	WISENET WAVE PRO, 8 RECORDING LICENSES	862.93
128068	1/13/22	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE- DEC 2021	10.11
				PHONE SERVICE- DEC 2021	2.53	
<b>Total for Check/Tran - 128068:</b>					12.64	
128069	1/13/22	CHK	10045	CENTURY LINK-S	PHONE SERVICE - JAN 2022	127.12
				PHONE SERVICE - JAN 2022	14.12	
				PHONE SERVICE - JAN 2022	51.12	
				PHONE SERVICE - JAN 2022	5.68	
<b>Total for Check/Tran - 128069:</b>					198.04	
128070	1/13/22	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE JAN 2022	77.74
				LOW SPD DATA & 2WIRE JAN 2022	19.44	
				LOW SPD DATA & 2WIRE JAN 2022	31.17	

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				LOW SPD DATA & 2WIRE JAN 2022	7.79
<b>Total for Check/Tran - 128070:</b>					136.14
128071 1/13/22	CHK	10047	CENTURYLINK-POLES	POLE RNTL 1Y 4/1/20-3/31/21	289.52
128072 1/13/22	CHK	10052	CITY OF PORT TOWNSEND	4TH QTR 2021 - 6% CITY TAX DEC 2021	73,044.58
				4TH QTR 2021 - 6% CITY TAX NOV 2021	62,201.79
				4TH QTR 2021 - 6% CITY TAX OCT 2021	47,174.14
<b>Total for Check/Tran - 128072:</b>					182,420.51
128073 1/13/22	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST- DEC 2021	194.72
128074 1/13/22	CHK	10621	CRAIG LABENZ	WEBSITE DEVELOPMENT - DEC 2021	921.03
				WEBSITE DEVELOPMENT - DEC 2021	230.26
<b>Total for Check/Tran - 128074:</b>					1,151.29
128075 1/13/22	CHK	10501	D & L POLES	EMERGENCY REPAIR - HAZEL POINT	2,662.04
128076 1/13/22	CHK	10780	DELL BUSINESS CREDIT	DELL 27" MONITOR	288.01
				DELL 27" MONITOR	72.01
				PRECISION 3560 WORKSTATION	1,877.99
				PRECISION 3560 WORKSTATION	469.49
				DELL PRECISION 3561 WORKSTATION	2,257.25
				DELL PRECISION 3561 WORKSTATION	564.31
				NEW PRECISION 3561 WORKSTATION	1,781.34
				NEW PRECISION 3561 WORKSTATION	445.34
<b>Total for Check/Tran - 128076:</b>					7,755.74
128077 1/13/22	CHK	10070	DOUBLE D ELECTRICAL, INC	REPLACEMENT OF LIGHTS&HEATERS-21 KENNEDY	11,988.45
				EMRGNCY REPAIR - 601 PIONEER DR.	2,291.10
<b>Total for Check/Tran - 128077:</b>					14,279.55
128078 1/13/22	CHK	10085	FASTENAL	BLUE TAPE, RED/WTE MARK PAINT, CBL TIE	152.15
				BATTERIES	12.96
				SAFETY GLS & GLOVES	80.22
				BATTERIES	1.44

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				BLK TPE, SAW BLADE, WHT/RED MRK PAINT	70.93
				BATTERIES	7.02
				SFTY GLS, GLS, EAR PLUGS, LED LIGHT	84.62
<b>Total for Check/Tran - 128078:</b>					409.34
128079 1/13/22	CHK	10821	FCS GROUP	LOW INCOME ANALYSIS-DECEMBER 2021	1,038.00
				LOW INCOME ANALYSIS-DECEMBER 2021	259.50
<b>Total for Check/Tran - 128079:</b>					1,297.50
128080 1/13/22	CHK	10094	GENERAL PACIFIC, INC	WASHER CURVED,SPLICE COPPER,WIRE	8,771.64
				COPPER SPLICE	117.01
				CURVED WASHER	592.41
<b>Total for Check/Tran - 128080:</b>					9,481.06
128081 1/13/22	CHK	10445	GENUINE CABLE GROUP	WIRE FIBER 96F ADSS&WIRE FIBER 144F ADSS	70,255.03
128082 1/13/22	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKETRNTL VEH#410 1/1-1/28/22	2,725.00
				SPLICER VAN RNTL VEH#421 1/3-1/30/22	2,735.00
				AT40-G BUCKETRNTL VEH#416 1/5-2/1/22	2,953.80
				AA55 DBLMN BUCKET VEH#414 1/5-2/1/22	3,719.60
				VEH# 415-AT40G BKT RENTAL 12/29-1/25/22	2,943.00
<b>Total for Check/Tran - 128082:</b>					15,076.40
128083 1/13/22	CHK	9999	RICHARD J GRANDY	REFUND - SCOPE OF SERVICE CHANGE	2,570.00
128084 1/13/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	KALA PT WELL - BRASS BUSHING	3.70
				QUILCENE PUMP WO#421003 - GALVANIZED PIP	484.37
				DISCOVERY RIDGE - METAL CUTTING WHEEL	17.41
				TREATMENT PLANT - CALCIUM MELTER	39.27
				TREATMENT PLANT - BREAKAWAT RECIP	81.78
<b>Total for Check/Tran - 128084:</b>					626.53
128085 1/13/22	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - DEC 2021	36.00
				PHONE ALLOWANCE - DEC 2021	9.00
<b>Total for Check/Tran - 128085:</b>					45.00

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128086	1/13/22	CHK	10384	HDR ENGINEERING INC	TASK2-MISCELLANEOUS PROJECTS1/1-12/31/21	103.70
					TASK ORDER#9 SHINE PLAT 11/21-12/31/21	23,244.63
					WATER SYSTEM PLAN UPDATE 11/21-12/31/21	3,489.90
<b>Total for Check/Tran - 128086:</b>					26,838.23	
128087	1/13/22	CHK	10111	HIGHWAY SPECIALTIES LLC	SAFETY CONES	807.34
128088	1/13/22	CHK	10839	IRBY ELECTRICAL UTILITES	SIDEBY	626.23
					SPLICE	201.84
<b>Total for Check/Tran - 128088:</b>					828.07	
128089	1/13/22	CHK	10726	JACKSON THORNTON & CO., P.C.	PROGRESS BILL:AUDIT FOR DEC 2021	2,857.80
					PROGRESS BILL:AUDIT FOR DEC 2021	714.45
<b>Total for Check/Tran - 128089:</b>					3,572.25	
128090	1/13/22	CHK	10129	JIFFY LUBE	VEH# 207 - OIL CHANGE	74.04
128091	1/13/22	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - DEC 2021	36.00
					PHONE ALLOWANCE - DEC 2021	9.00
<b>Total for Check/Tran - 128091:</b>					45.00	
128092	1/13/22	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: DEC 2021	3,097.20
					PROFESSIONAL SVC: DEC 2021	774.30
<b>Total for Check/Tran - 128092:</b>					3,871.50	
128093	1/13/22	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR DEC 21	149.61
					SHRED 4CRNR DEC 21	30.64
<b>Total for Check/Tran - 128093:</b>					180.25	
128094	1/13/22	CHK	10909	MADRONA MINDBODY INSTITUTE, LLC	MINDFUL MOVEMENT WELLNESS PROGRAM	1,200.00
					MINDFUL MOVEMENT WELLNESS PROGRAM	300.00
<b>Total for Check/Tran - 128094:</b>					1,500.00	
128095	1/13/22	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YRD CONT 1XWK DEC-21	166.37
					DISPOSAL 4CRNR 2YRD CONT 1XWK DEC-21	41.59
					2YD OCC-4CRNRS DEC 2021	120.73

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				2YD OCC-4CRNRS DEC 2021	30.18
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL DEC 21	596.84
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL DEC 21	149.22
				DISPOSAL 21 KENNEDY DEC-21	37.65
				DISPOSAL 21 KENNEDY DEC-21	37.64
				DISPOSAL 210 2YD CONT 1XWK DEC-21	162.35
				DISPOSAL 210 2YD CONT 1XWK DEC-21	40.59
<b>Total for Check/Tran - 128095:</b>					1,383.16
128096	1/13/22	CHK 10908	NATIONAL UTILITY INDUSTRY TRAINI	LINEMAN TRAINING	888.60
128097	1/13/22	CHK 10309	NISC	RECURRING INVOICE DEC 2021	1,102.39
				RECURRING INVOICE DEC 2021	229.34
				RECURRING INVOICE DEC 2021	1,816.02
				RECURRING INVOICE DEC 2021	497.80
				RECURRING INVOICE DEC 2021	497.80
				RECURRING INVOICE DEC 2021	9,143.23
				RECURRING INVOICE DEC 2021	939.77
				RECURRING INVOICE DEC 2021	103.20
				RECURRING INVOICE DEC 2021	1,595.87
				RECURRING INVOICE DEC 2021	336.60
				RECURRING INVOICE DEC 2021	22.93
				PRINT SVCS INVOICE DEC 2021	2,151.42
				PRINT SVCS INVOICE DEC 2021	6,221.79
				PRINT SVCS INVOICE DEC 2021	1,358.25
				PRINT SVCS INVOICE DEC 2021	537.86
				PRINT SVCS INVOICE DEC 2021	1,555.45
				PRINT SVCS INVOICE DEC 2021	339.57
				MISC DEC 2021	603.10
				MISC DEC 2021	264.31
				MISC DEC 2021	62.91
				MISC DEC 2021	715.70

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				MISC DEC 2021	150.79
				MISC DEC 2021	15.73
				MISC DEC 2021	178.92
<b>Total for Check/Tran - 128097:</b>					30,440.75
128098	1/13/22	CHK 10165	NW LABORERS-EMPLOYERS TRUST FU MEDICAL PREMIUM FEB 2022		16,362.00
128099	1/13/22	CHK 10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - DEC 2021	36.00
				PHONE ALLOWANCE - DEC 2021	9.00
<b>Total for Check/Tran - 128099:</b>					45.00
128100	1/13/22	CHK 10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT - DEC 2021	206.18
128101	1/13/22	CHK 10175	PACIFIC UNDERWRITERS CORP	LTD - FEB 2022	1,728.83
				LIFE - FEB 2022	106.15
<b>Total for Check/Tran - 128101:</b>					1,834.98
128102	1/13/22	CHK 10183	PETRICKS LOCK & SAFE	GARDINER RESERVOIR DOOR	235.38
128103	1/13/22	CHK 10188	PLATT ELECTRIC SUPPLY	MILWAUKEE 5AH BATTERY SET	217.11
128104	1/13/22	CHK 10193	PORT TOWNSEND LEADER	EMPLY SRVC: CAB RECRUITMENT 12/22/21	68.40
				LEGAL:SWR SOLICITATION YR 2022	83.20
				LEGAL: ELECT CNTRCTRS PREQUAL APP YR2022	36.00
				NON DISCRIMINATION STATEMENT	48.00
				LEGAL:SWR SOLICITATION YR 2022	20.80
				EMPLY SRVC: CAB RECRUITMENT 12/22/21	17.10
				NON DISCRIMINATION STATEMENT	12.00
<b>Total for Check/Tran - 128104:</b>					285.50
128105	1/13/22	CHK 10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE DEC 2021	64,535.43
				LIABILITY GENERAL ASSESSMENT 12/31/2021	9,508.63
				LIABILITY GENERAL ASSESSMENT 12/31/2021	2,377.16
				PROPERTY GENERAL ASSESSMENT 12/31/2021	5,659.79
				PROPERTY GENERAL ASSESSMENT 12/31/2021	1,414.92

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<b>Total for Check/Tran - 128105:</b>					83,495.93
128106	1/13/22	CHK 9999	ANDREW REED	REFUND - TEMP SERVICE CHARGE	792.00
128107	1/13/22	CHK 10210	RICOH USA, INC	310 CSR (8200) IMAGES DEC 2021	19.60
				310 CSR (8200) IMAGES DEC 2021	4.90
				310 DBL WIDE (7287) IMAGES DEC 2021	10.87
				310 DBL WIDE (7287) IMAGES DEC 2021	2.72
<b>Total for Check/Tran - 128107:</b>					38.09
128108	1/13/22	CHK 10217	SETON CONSTRUCTION INC	FLAGGING-648 BECKETT PT.&6950 OAK BAY RD	890.52
128109	1/13/22	CHK 10219	SHOLD EXCAVATING INC	LANDSCAPE MATERIALS	33.82
128110	1/13/22	CHK 10869	SLATE ROCK SAFETY	FR CLOTHING	759.26
				FR CLOTHING	200.04
				FR CLOTHING	128.68
				FR CLOTHING	65.40
				FR CLOTHING	232.11
				FR CLOTHING	94.19
				FR CLOTHING	91.67
<b>Total for Check/Tran - 128110:</b>					1,571.35
128111	1/13/22	CHK 10222	SOCIETY FOR HUMAN RESOUCE MANASHRM MEMBERSHIP 1Y YR2022		197.10
				SHRM MEMBERSHIP 1Y YR2022	21.90
<b>Total for Check/Tran - 128111:</b>					219.00
128112	1/13/22	CHK 10227	SOUND PUBLISHING INC	COMBO BUYS NOV 2021	360.00
				COMBO BUYS NOV 2021	90.00
<b>Total for Check/Tran - 128112:</b>					450.00
128113	1/13/22	CHK 10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00

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				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				TESTING: COLI/E.COLI P/A	23.00
				<b>Total for Check/Tran - 128113:</b>	253.00
128114	1/13/22	CHK 10400	DONALD K STREETT	PHONE ALLOWANCE - DEC 2021	45.00
128115	1/13/22	CHK 10576	TCF ARCHITECTURE, PLLC	ARCH-CONSTRCTN ADD'L SVC DEC-2021	3,469.38
128116	1/13/22	CHK 10868	TETRA TECH INC	RISK/EMERGENCY RESPONSE PLANNING-DEC2021	16,581.00
128117	1/13/22	CHK 10327	U.S. POSTAL SERVICE / US POSTMASTE	PO BOX RENTAL 1YR FOR 2022	280.80
				PO BOX RENTAL 1YR FOR 2022	31.20
				<b>Total for Check/Tran - 128117:</b>	312.00
128118	1/13/22	CHK 10252	ULINE	ICE MELT- 50LB BAG	316.28
128119	1/13/22	CHK 10730	USDA FOREST SERVICE	ANNUAL LAND USE FEE 1Y 1/01/22-12/31/22	156.48
128120	1/13/22	CHK 10328	VERIZON CONNECT NWF INC.	ALL VEH GPS DEC 2021	437.00
				ALL VEH GPS DEC 2021	231.68
				<b>Total for Check/Tran - 128120:</b>	668.68
128121	1/13/22	CHK 9999	VILLAGE SEED LLC	REFUND - SCOPE OF SERVICE CHANGE	1,940.00
128122	1/13/22	CHK 10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 DEC 2021-PERS 2	86,912.37
				RETIREMENT/REPORT #8828 DEC 2021-PERS 3	10,590.09
				<b>Total for Check/Tran - 128122:</b>	97,502.46
128123	1/20/22	CHK 10686	ALTERNATIVE TECHNOLOGIES, INC	GAS ANALYSIS	35.00
128124	1/20/22	CHK 10481	AMAZON	SPEAKERS,WRLESS MOUSE,VID ADPT,	204.82
				SPEAKERS,WRLESS MOUSE,VID ADPT,	51.21
				<b>Total for Check/Tran - 128124:</b>	256.03

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128125 1/20/22	CHK	10447	ANIXTER INC.	ARRESTOR MOUNTING BRACKET	1,063.73
				STIRRUP	1,063.73
				CLOVER LEAF 7-HOLE MNT BRACKET	2,509.30
				COPPER SPLICE	545.50
				MULTI-TAP 6	602.23
				ARRESTER 10KV & PIN CROSSARM STEEL	2,120.90
				CROSSARM PIN	450.04
<b>Total for Check/Tran - 128125:</b>					8,355.43
128126 1/20/22	CHK	10501	D & L POLES	CONDUIT/VAULT INSTALL - GOLF COURSE	47,687.90
128127 1/20/22	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	HAUL GRAVEL - 310 4 CRNRS RD.	8,285.99
128128 1/20/22	CHK	10573	DANO'S SEPTIC SERVICE	SEPTIC PUMPING - 21 KENNEDY RD. 12/16/21	391.67
				SEPTIC PUMPING-OCEAN GROVE ASSOC12/16/21	783.34
<b>Total for Check/Tran - 128128:</b>					1,175.01
128129 1/20/22	CHK	10065	DEPT OF LABOR & INDUSTRIES	WORKERS COMP - 4TH QTR 2021	21,625.21
128130 1/20/22	CHK	10074	EMPLOYMENT SECURITY	SUTA - 4th QTR 2021	2,064.62
128131 1/20/22	CHK	10767	EMPLOYMENT SECURITY DEPARTMEN	4TH QTR 2021 PD FLA	2,188.98
128132 1/20/22	CHK	10085	FASTENAL	WAREHOUSE - NUTS & BOLTS	77.40
				WAREHOUSE - NUTS & BOLTS	237.39
				WAREHOUSE - RAGS	86.48
				ELECTRICAL TAPE, SHOP TOWELS	228.38
				BATTERIES	100.44
				HEAD LAMP, GLOVES	136.22
				BATTERIES	11.16
<b>Total for Check/Tran - 128132:</b>					877.47
128133 1/20/22	CHK	10749	FIBER INSTRUMENT SALES INC.	FIBER SPLICING MATERIAL	1,136.91
				FIBER SPLICING MATERIAL	-94.83
<b>Total for Check/Tran - 128133:</b>					1,042.08

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128134 1/20/22	CHK	10094	GENERAL PACIFIC, INC	INSULATOR POLE TOP PIN	1,805.91 760.97
<b>Total for Check/Tran - 128134:</b>					2,566.88
128135 1/20/22	CHK	10910	GOVERNMENTJOBS.COM	INSIGHT&ONBRD SUBSCR 1Y 2/01/22-1/31/23 INSIGHT&ONBORAD SETUP & TRAINING INSIGHT&ONBORAD SETUP & TRAINING	3,608.10 4,950.00 550.00
<b>Total for Check/Tran - 128135:</b>					9,108.10
128136 1/20/22	CHK	10098	GRAINGER	MEGGER CABLE HEIGHT METER CHM600# 659600	2,439.14
128137 1/20/22	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	SPLICE TRAY	329.59
128138 1/20/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	QUILCENE PUMP HOUSE - PRESSURE GAUGE	29.53
128139 1/20/22	CHK	10839	IRBY ELECTRICAL UTILITES	STREETLIGHT-LED PROG 40W 3000K SECONDARY HH, TRAFFIC 24X36X36-POLY-FIBER STREETLIGHT POLE-15' ALUM/W 4'SINGLE ARM SST DROP 12FIBER	2,312.92 17,407.39 6,022.32 707.08
<b>Total for Check/Tran - 128139:</b>					26,449.71
128140 1/20/22	CHK	10117	ITRON, INC.	HW&SW MAINTENANCE Q2 2/1-4/30/2022 HW&SW MAINTENANCE Q2 2/1-4/30/2022	374.79 966.06
<b>Total for Check/Tran - 128140:</b>					1,340.85
128141 1/20/22	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX EMPLOYER'S MEDICARE TAX EMPLOYEES' FICA TAX EMPLOYER'S FICA TAX EMPLOYEES' FEDERAL WITHHOLDING EMPLOYEES' FEDERAL WITHHOLDING TAX	3,755.31 3,755.31 16,057.08 16,057.08 18,166.16 13,155.12
<b>Total for Check/Tran - 128141:</b>					70,946.06
128142 1/20/22	CHK	10532	JEFFERSON COUNTY PUD PAYROLL ACPR 01.21.2022-DIRECT DEPOSIT PR 01.21.2022-MANUAL CHECKS		160,485.90 7,025.72
<b>Total for Check/Tran - 128142:</b>					167,511.62

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128143 1/20/22	CHK	10128	JEFFERSON COUNTY TREASURER	DECEMBER 2021 B&O TAX	163,622.47
				DECEMBER 2021 B&O TAX	-14,967.41
<b>Total for Check/Tran - 128143:</b>					148,655.06
128144 1/20/22	CHK	9999	CHRISTIE LAPLUME	REFUND - TEMP SERVICE CHARGE	240.00
128145 1/20/22	CHK	10333	MOSS ADAMS LLP	PROF SVC: MNGT INSIGHTS DASHBOARD MAINT.	1,346.63
				PROF SVC: MNGT INSIGHTS DASHBOARD MAINT.	149.62
<b>Total for Check/Tran - 128145:</b>					1,496.25
128146 1/20/22	CHK	10520	NRECA-NATIONAL RURAL ELEC COOP	CKAE PROFESSIONAL FEES 2022	72.00
				CKAE PROFESSIONAL FEES 2022	8.00
<b>Total for Check/Tran - 128146:</b>					80.00
128147 1/20/22	CHK	10167	OFFICE DEPOT	LINECREW TRAILER - OFFICE SUPPLIES	14.91
				LINECREW TRAILER - OFFICE SUPPLIES	1.66
<b>Total for Check/Tran - 128147:</b>					16.57
128148 1/20/22	CHK	10865	OLYMPIC ELECTRIC CO, INC	EMRGY STORM WORK 11/28/2021	8,157.20
128149 1/20/22	CHK	10170	OLYMPIC EQUIPMENT RENTALS	EXCAVATOR RNTL - JACOBSEN DR	218.20
				KNIFE SHARPENER	37.07
<b>Total for Check/Tran - 128149:</b>					255.27
128150 1/20/22	CHK	10907	PALOUSE POWER LLC	STORM RESTORATION 12/27-12/29/21	42,661.84
				STORM RESTORATION 12/27-12/29/21	1,218.92
<b>Total for Check/Tran - 128150:</b>					43,880.76
128151 1/20/22	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 1/01-1/15/2022	677.25
				TRANSCRIPTION SVC 1/01-1/15/2022	75.25
<b>Total for Check/Tran - 128151:</b>					752.50
128152 1/20/22	CHK	10181	PENINSULA PEST CONTROL	RODENT SVC MO 310 FOUR CRNRS	73.65
				RODENT SVC MO 310 FOUR CRNRS	8.18
				RODENT SVC MO 210 FOUR CRNRS JAN 2022	76.37
<b>Total for Check/Tran - 128152:</b>					158.20

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# Accounts Payable Check Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128153 1/20/22	CHK	10188	PLATT ELECTRIC SUPPLY	HEAT GUN	562.96
				ALUMINUM TIE WIRE	184.51
<b>Total for Check/Tran - 128153:</b>					<b>747.47</b>
128154 1/20/22	CHK	10193	PORT TOWNSEND LEADER	NEWSPAPER SUBSC 2Y 1/28/2022-1/28/2024	121.50
				NEWSPAPER SUBSC 2Y 1/28/2022-1/28/2024	13.50
<b>Total for Check/Tran - 128154:</b>					<b>135.00</b>
128155 1/20/22	CHK	10203	PURMS JOINT SELF INSURANCE FUND	AEGIS POLICY#25523122GL 1/01-12/31/22 1Y	30,744.81
				EIM POLICY#XL5063711P 1/01-12/31/22 1Y	109,513.52
<b>Total for Check/Tran - 128155:</b>					<b>140,258.33</b>
128156 1/20/22	CHK	10217	SETON CONSTRUCTION INC	EGG&I RD - FLAGGING	3,596.73
				FLAGGING - HWY 20 STORM 11/17-11/19/21	6,397.21
				FLAGGING - HAZEL PT RD. OFF COYLE	4,525.28
				FLAGGING - HWY 101 COYLE	3,808.10
<b>Total for Check/Tran - 128156:</b>					<b>18,327.32</b>
128157 1/20/22	CHK	10219	SHOLD EXCAVATING INC	EXCAVATE & INSTALL - 605 ELKINS RD.	103,361.30
128158 1/20/22	CHK	10869	SLATE ROCK SAFETY	FR CLOTHING	112.70
128159 1/20/22	CHK	10869	SLATE ROCK SAFETY	FR CLOTHING	228.02
				FR CLOTHING	50.63
<b>Total for Check/Tran - 128159:</b>					<b>278.65</b>
128160 1/20/22	CHK	10227	SOUND PUBLISHING INC	RETAIL DISPLAY:CAB RECRUITMENT 12/19/21	240.80
				RETAIL DISPLAY:CAB RECRUITMENT 12/24/21	212.00
				RETAIL DISPLAY:CAB RECRUITMENT 12/26/21	212.00
				RETAIL DISPLAY:CAB RECRUITMENT 12/31/21	212.00
				RETAIL DISPLAY:CAB RECRUITMENT 12/19/21	60.20
				RETAIL DISPLAY:CAB RECRUITMENT 12/24/21	53.00
				RETAIL DISPLAY:CAB RECRUITMENT 12/26/21	53.00
				RETAIL DISPLAY:CAB RECRUITMENT 12/31/21	53.00
<b>Total for Check/Tran - 128160:</b>					<b>1,096.00</b>

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# Accounts Payable Check Register

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01/11/2022 To 01/24/2022

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128161 1/20/22	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: HERBICIDE - MATS VIEW	203.00
128162 1/20/22	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	VEH# 421 - ADD LOGO & NUMBER	190.93
128163 1/20/22	CHK	10727	TITAN ELECTRIC, INC	DOCK WORK WKENDING 12/2-12/18/21	41,101.47
				DOCK WORK WKENDING 12/2-12/18/21	1,431.19
				DOCK WORK WKENDING 12/2-12/18/21	9,027.10
<b>Total for Check/Tran - 128163:</b>					51,559.76
128164 1/20/22	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	405.00
128165 1/20/22	CHK	10255	USA BLUEBOOK	0-30 PSI GAUGE & 0-15 PSI GAUGE	260.42
				RPLMNT DIAPHRAGM AND VALVE TRASH PUMP	197.91
<b>Total for Check/Tran - 128165:</b>					458.33
128166 1/20/22	CHK	10841	VALLEY TRANSFORMER, INC.	TRAN 1P PAD 25KVA & TRAN 1P PAD 50KVA	18,302.62
128167 1/20/22	CHK	10260	WA STATE DEFERRED COMPENSATIONPL	DEFERRED COMP EE	15,035.90
				PL DEFERRED COMP ER	6,206.89
<b>Total for Check/Tran - 128167:</b>					21,242.79
128168 1/20/22	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	165.50
128169 1/20/22	CHK	10496	WELLS FARGO VENDOR FIN SERV	310 4CRNRS WKRM COPIER JAN 2022	255.29
				310 4CRNRS WKRM COPIER JAN 2022	28.37
<b>Total for Check/Tran - 128169:</b>					283.66
128170 1/20/22	CHK	10274	WESTBAY AUTO PARTS, INC.	FLEET STOCK - WINDSHIELD WASHER FLUID	13.40

<b>Total Payments for Bank Account - 1 :</b>	(110)	1,562,303.20
<b>Total Voids for Bank Account - 1 :</b>	(0)	0.00
<b>Total for Bank Account - 1 :</b>	(110)	1,562,303.20
<b>Grand Total for Payments :</b>	(110)	1,562,303.20
<b>Grand Total for Voids :</b>	(0)	0.00

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# Accounts Payable Check Register

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**Grand Total :** (110) 1,562,303.20

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# Accounts Payable Check Register

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01/11/2022 To 01/24/2022

Bank Account: -

WIRES

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
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NO RECORDS FOUND

Total for Check/Tran - :

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 01/21/2022**

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
3032	CUSTOMER SERVICE REP	70978	01/21/2022	1,360.60
2003	WATER TREATMENT PLANT OPERATOR III	70979	01/21/2022	2,670.62
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70980	01/21/2022	2,994.50
				<b>\$ 7,025.72</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 01/21/2022</b>
--

Empl	Position	Pay Date	Net Pay
3046	ACCOUTING TECH 1	1/21/2022	1,453.64
3052	ADMINISTRATIVE ASSISTANT	1/21/2022	2,285.13
1044	APPRENTICE LINEMAN	1/21/2022	5,051.66
1026	BROADBAND COORDINATOR	1/21/2022	2,227.13
4006	COMMISSIONER DIST 1	1/21/2022	951.64
4004	COMMISSIONER DIST 2	1/21/2022	966.15
4008	COMMISSIONER DIST 3	1/21/2022	951.65
3034	COMMUNICATIONS DIRECTOR	1/21/2022	3,066.49
3002	CUSTOMER SERVICE COORDINATOR	1/21/2022	1,478.94
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	1/21/2022	1,164.84
3022	CUSTOMER SERVICE REP	1/21/2022	1,413.96
3048	CUSTOMER SERVICE REP	1/21/2022	1,413.20
3056	CUSTOMER SERVICE REP	1/21/2022	1,136.34
1027	ELECTRICAL ENGINEERING MANAGER	1/21/2022	3,060.31
1041	ELECTRICAL SUPERINTENDENT	1/21/2022	8,652.28
2007	ENGINEERING DIRECTOR	1/21/2022	3,410.92
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	1/21/2022	2,221.09
3033	FINANCE DIRECTOR	1/21/2022	4,182.01
3029	FINANCE SERVICES MANAGER	1/21/2022	2,323.37
1046	FLEET/WAREHOUSE HELPER	1/21/2022	3,690.72
1012	FOREMAN LINEMAN	1/21/2022	7,630.52
1034	FOREMAN LINEMAN	1/21/2022	9,785.80
1011	GENERAL MANAGER	1/21/2022	4,863.44
1042	GIS SPECIALIST	1/21/2022	2,369.75
1017	HEAD STOREKEEPER	1/21/2022	2,449.83
3047	HUMAN RESOURCES DIRECTOR	1/21/2022	3,218.89
3008	INFORMATION TECHNOLOGY MANAGER	1/21/2022	3,202.68
3028	IT SUPPORT TECHNICIAN	1/21/2022	1,740.47
1000	LINEMAN	1/21/2022	5,747.04
1020	LINEMAN	1/21/2022	6,435.18
1055	LINEMAN	1/21/2022	3,787.86
1043	METER READER	1/21/2022	2,248.56
1047	METER READER	1/21/2022	2,328.41
1037	OPERATIONS DIRECTOR	1/21/2022	3,618.28
1050	PRE-APPRENTICE	1/21/2022	5,106.30
3004	RESOURCE MANAGER	1/21/2022	2,527.53
1003	SCADA TECH APPRENTICE	1/21/2022	4,325.13
3020	SERVICES DIRECTOR	1/21/2022	2,833.59
1031	STAKING ENGINEER	1/21/2022	2,492.80
1049	STAKING ENGINEER	1/21/2022	1,698.77
1014	STOREKEEPER	1/21/2022	4,777.25
1015	SUBSTATION/METER FOREMAN	1/21/2022	4,832.15
1033	SUBSTATION/METERING TECH	1/21/2022	5,229.07
3013	UTILITY ACCOUNTANT II	1/21/2022	1,357.31
3039	UTILITY ACCOUNTANT II	1/21/2022	1,714.78
3003	UTILITY BILLING CLERK	1/21/2022	1,575.81
3027	UTILITY BILLING CLERK	1/21/2022	1,591.69
3000	UTILITY BILLING COORDINATOR	1/21/2022	1,684.54
2000	WATER DISTRIBUTION MANAGER II	1/21/2022	1,792.61
2001	WATER DISTRIBUTION MANAGER II	1/21/2022	2,234.97
2002	WATER DISTRIBUTION MANAGER II	1/21/2022	2,370.38
2005	WATER DISTRIBUTION MANAGER II	1/21/2022	1,813.04
			<b>160,485.90</b>

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

<b>PART A. STATEMENT OF OPERATIONS</b>				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	37,912,318	39,287,746	37,504,346	4,423,551
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	14,717,058	15,129,262	15,478,556	1,728,884
4. Transmission Expense	1,832,052	1,979,069	1,826,159	256,779
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	1,574,671	2,067,419	1,947,502	210,209
7. Distribution Expense - Maintenance	3,114,151	3,274,754	3,729,488	233,334
8. Consumer Accounts Expense	1,228,908	1,585,482	1,501,278	166,377
9. Customer Service and Informational Expense	12,433	32,274	28,432	6,661
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	2,672,839	3,483,922	2,962,463	332,635
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>25,152,112</b>	<b>27,552,182</b>	<b>27,473,878</b>	<b>2,934,879</b>
13. Depreciation & Amortization Expense	5,497,554	5,538,986	5,720,275	462,888
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	2,174,860	2,255,905	2,564,637	237,513
16. Interest on Long-Term Debt	2,701,573	2,607,298	2,598,440	223,019
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	39	0	94	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>35,526,138</b>	<b>37,954,371</b>	<b>38,357,324</b>	<b>3,858,299</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>2,386,180</b>	<b>1,333,375</b>	<b>(852,978)</b>	<b>565,252</b>
22. Non Operating Margins - Interest	49,016	4,939	86,778	219
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	2,098,595	2,110,211	2,739,648	105,111
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	20,499	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>4,554,290</b>	<b>3,448,525</b>	<b>1,973,448</b>	<b>670,582</b>

Times Interest Earned Ratio (TIER) (Year to Date)	<b>2.69</b>	<b>2.32</b>	<b>1.76</b>
Operating Times Interest Earned Ratio (OTIER) (Year to Date)	<b>1.88</b>	<b>1.51</b>	<b>0.67</b>
Debt Service Coverage Ratio (DSC) (Year to Date)	<b>2.15</b>	<b>1.94</b>	<b>1.72</b>
Operating Debt Service Coverage Ratio (ODSC) (Year to Date)	<b>1.79</b>	<b>1.59</b>	<b>1.25</b>
Rolling 12 Month TIER	<b>2.69</b>	<b>2.32</b>	

**Jefferson County PUD No. 1  
Electric Division  
Balance Sheet  
December 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	180,850,593	29. Memberships	0
2. Construction Work in Progress	12,290,793	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>193,141,386</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	72,045,406	32. Operating Margins - Current Year	1,333,374
<b>5. Net Utility Plant (3-4)</b>	<b>121,095,980</b>	33. Non-Operating Margins	2,115,150
6. Nonutility Property - Net	79,804	34. Other Margins & Equities	30,723,310
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>34,171,834</b>
8. Invest. in Assoc. Org. - Patronage Capital	67,040	36. Long-Term Debt RUS (Net)	92,870,425
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>92,870,425</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>242,104</b>	42. Notes Payable	0
15. Cash-General Funds	1,207,395	43. Accounts Payable	4,955,073
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	9,100
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	8,110,205	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	2,669,386	48. Other Current & Accrued Liabilities	2,034,541
21. Accounts Receivable - Net Other	<b>(3,942,609)</b>	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>6,998,714</b>
22. Renewable Energy Credits	0	50. Deferred Credits	425,538
23. Materials & Supplies - Electric and Other	3,381,427	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>135,983,600</b>
24. Prepayments	195,569		
25. Other Current & Accrued Assets	2,496,525	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>14,117,898</b>	Balance Beginning of Year	0
27. Deferred Debits	527,618	Amounts Received This Year (Net)	1,353,776
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>135,983,600</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>1,353,776</b>

**Equity Ratio** **25.13%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **48.08%**  
 (Long Term Debt/Total Utility Plant) x 100

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

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	DECEMBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	17,883	17,796	
	b. KWH Sold			24,507,729
	c. Revenue			2,863,028
2. Residential Sales - Seasonal	a. No. Consumers Served	5	5	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	2	2	
	b. KWH Sold			0
	c. Revenue			70
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,418	2,413	
	b. KWH Sold			6,345,321
	c. Revenue			718,742
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			5,737,970
	c. Revenue			502,230
6. Public Street & Highway Lighting	a. No. Consumers Served	207	208	
	b. KWH Sold			56,522
	c. Revenue			17,894
7. Non Metered Device Authority	a. No. Consumers Served	8	7	
	b. KWH Sold			0
	c. Revenue			1,772
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>20,544</b>	<b>20,452</b>	
<b>11. TOTAL KWH Sold (lines 1b thru 9b)</b>				<b>36,647,542</b>
<b>12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)</b>				<b>4,103,736</b>
13. Transmission Revenue				0
14. Other Electric Revenue				319,815
15. KWH - Own Use				2,294
16. TOTAL KWH Purchased				48,112,364
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				1,728,884
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				113,222

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

	2021 Budget DECEMBER YTD	2021 Actuals DECEMBER YTD	Variance
1. Operating Revenue and Patronage Capital	37,504,346	39,287,746	1,783,400
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	15,478,556	15,129,262	(349,294)
4. Transmission Expense	1,826,159	1,979,069	152,910
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	1,947,502	2,067,419	119,917
7. Distribution Expense - Maintenance	3,729,488	3,274,754	(454,734)
8. Consumer Accounts Expense	1,501,278	1,585,482	84,204
9. Customer Service and Informational Expense	28,432	32,274	3,842
10. Sales Expense	0	0	0
11. Administrative and General Expense	2,962,463	3,483,922	521,459
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>27,473,878</b>	<b>27,552,182</b>	<b>78,304</b>
13. Depreciation & Amortization Expense	5,720,275	5,538,986	(181,289)
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	2,564,637	2,255,905	(308,732)
16. Interest on Long-Term Debt	2,598,440	2,607,298	8,858
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	94	0	(94)
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>38,357,324</b>	<b>37,954,371</b>	<b>(402,953)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(852,978)</b>	<b>1,333,375</b>	<b>2,186,353</b>
22. Non Operating Margins - Interest	86,778	4,939	(81,839)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	2,739,648	2,110,211	(629,437)
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>1,973,448</b>	<b>3,448,525</b>	<b>1,475,077</b>



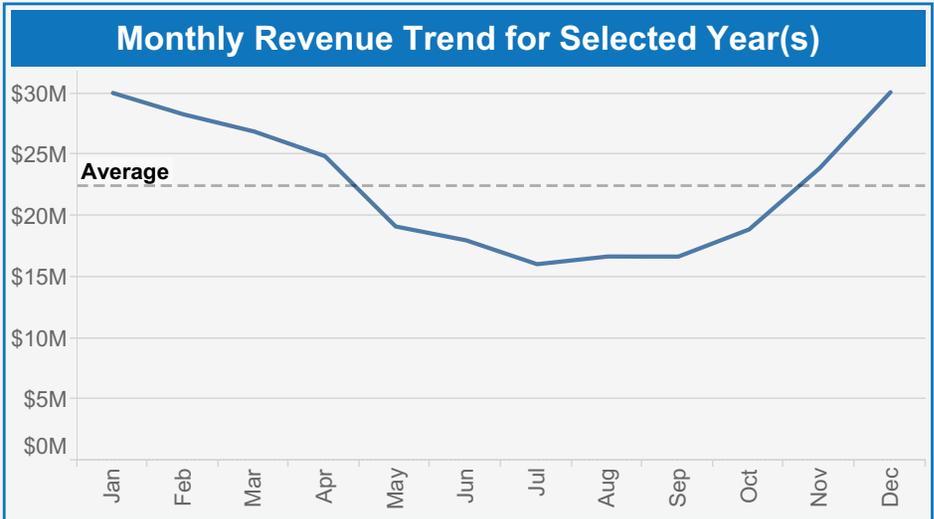
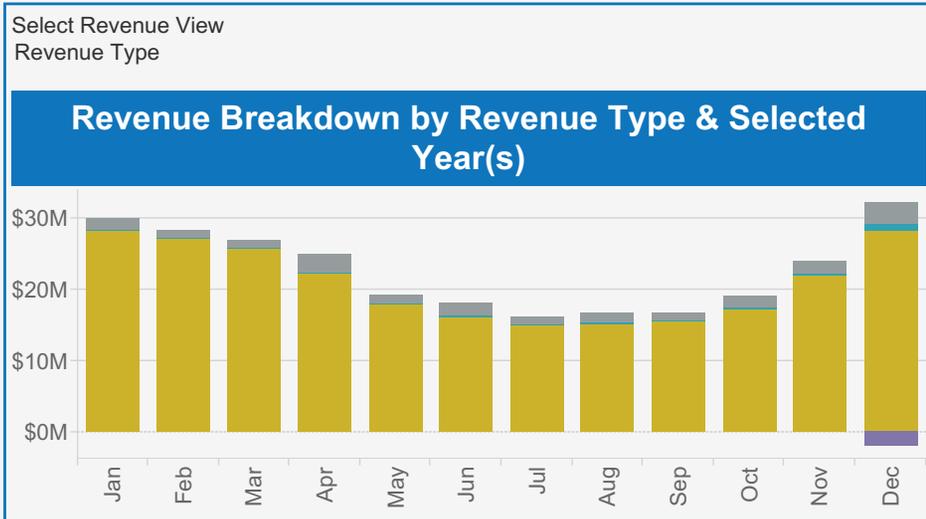
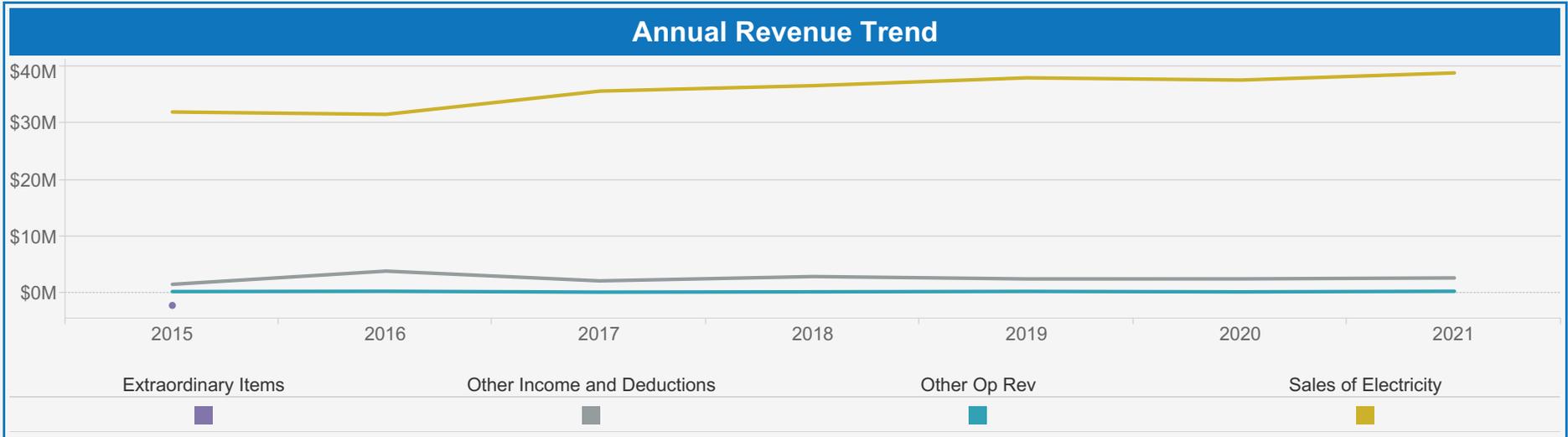
# INCOME STATEMENT

## Revenues

Utility  
Electricity

Years to View Annually  
2015 to 2021  
and Null values

Select color legend below to view the revenue type and associated yearly and monthly trends in detail. Select a year on the annual revenue trend to view data for a specific year.





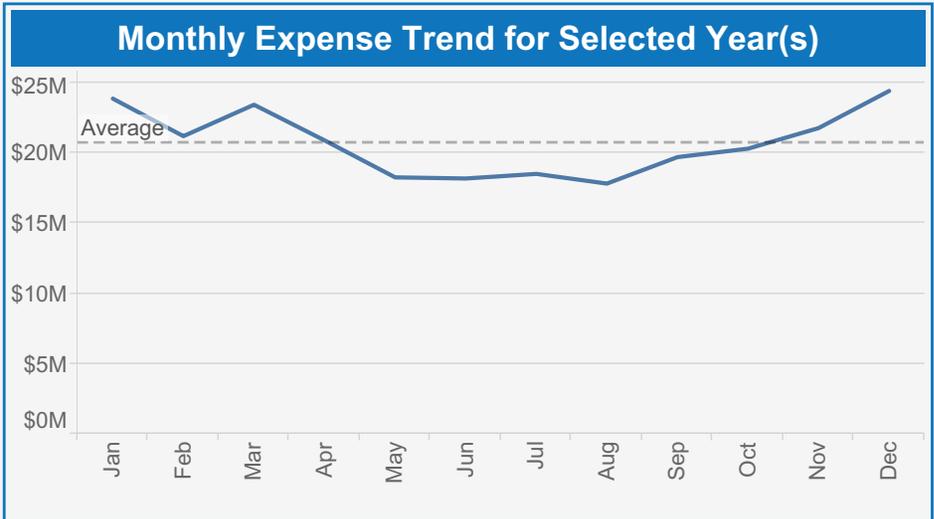
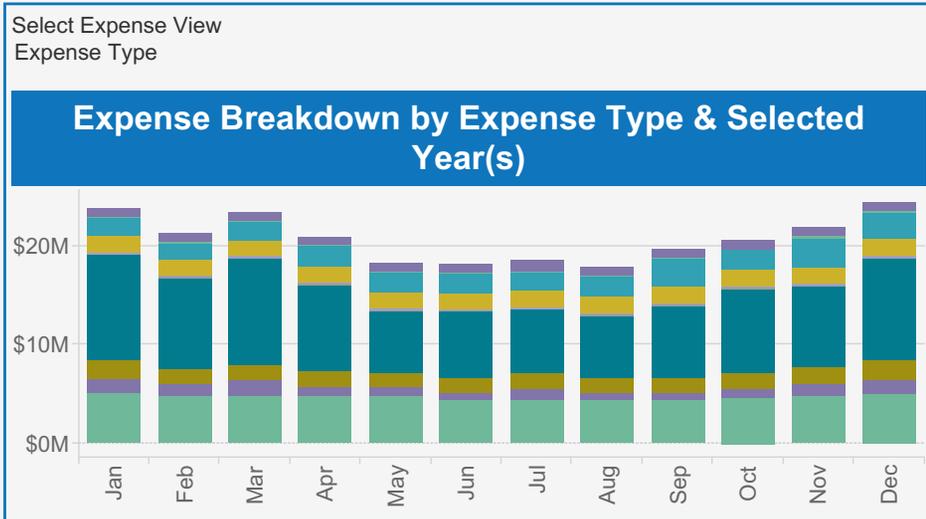
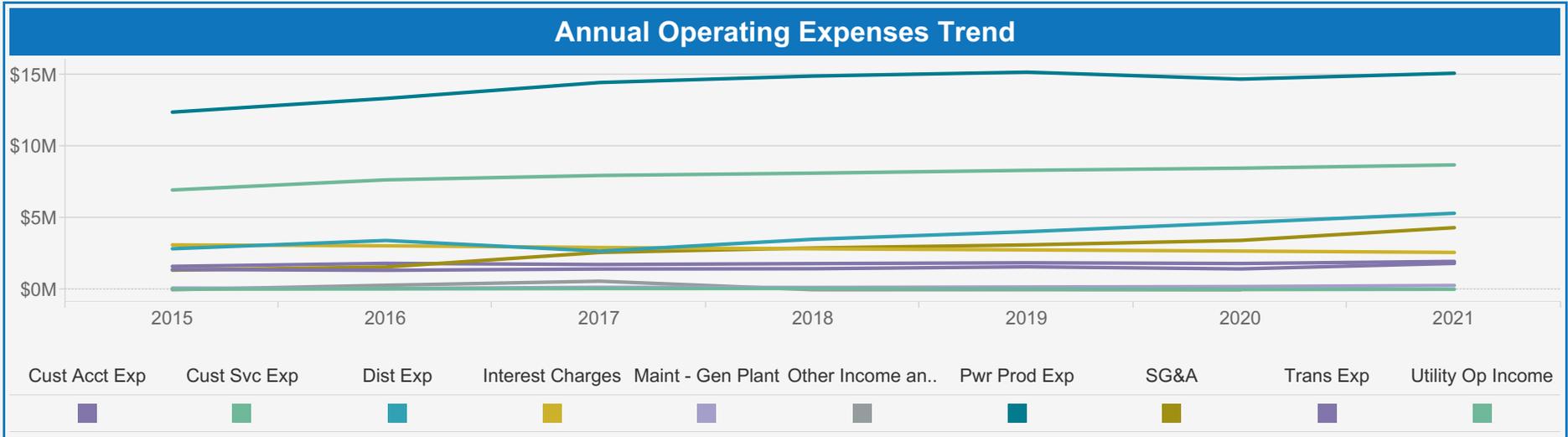
# INCOME STATEMENT

## Operating Expenses

Utility  
Electricity

Years to View Annually  
2015 to 2021  
and Null values

Select color legend below to view the expense type and associated yearly and monthly trends in detail. Select a year in the annual expense trend to filter on a specific year.



**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of December 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	2,608,999	3,020,841	2,678,048	243,688
2. Power Production Expense	268	1,877	650	0
3. Cost of Purchased Power	82,473	135,288	200,000	10,890
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	681,484	668,170	1,081,153	57,676
7. Distribution Expense - Maintenance	376,709	394,764	551,950	51,945
8. Consumer Accounts Expense	226,078	255,519	230,271	25,619
9. Customer Service and Informational Expense	110	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	893,190	1,031,638	1,169,897	95,464
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>2,260,312</b>	<b>2,487,256</b>	<b>3,233,921</b>	<b>241,594</b>
13. Depreciation & Amortization Expense	696,061	774,737	736,398	64,872
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	127,246	154,504	111,413	10,704
16. Interest on Long-Term Debt	236,595	225,120	226,987	25,206
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>3,320,214</b>	<b>3,641,617</b>	<b>4,308,719</b>	<b>342,376</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(711,215)</b>	<b>(620,776)</b>	<b>(1,630,671)</b>	<b>(98,688)</b>
22. Non Operating Margins - Interest	73,024	29,112	134,730	3,042
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	340,541	608,854	714,902	(39,641)
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	5,125	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(292,525)</b>	<b>17,190</b>	<b>(781,039)</b>	<b>(135,287)</b>

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

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	31,109,865	29. Memberships	0
2. Construction Work in Progress	1,528,613	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>32,638,478</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	13,192,093	32. Operating Margins - Current Year	(620,776)
<b>5. Net Utility Plant (3-4)</b>	<b>19,446,385</b>	33. Non-Operating Margins	637,966
6. Nonutility Property - Net	2,163,001	34. Other Margins & Equities	22,988,227
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>23,005,417</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)	5,250,455
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>5,250,455</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>2,333,818</b>	42. Notes Payable	751,398
15. Cash-General Funds	193,844	43. Accounts Payable	(4,164,580)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	600
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	2,110,661	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	165,392	48. Other Current & Accrued Liabilities	59,724
21. Accounts Receivable - Net Other	451,756	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>(3,352,858)</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>24,903,014</b>
24. Prepayments	0		
25. Other Current & Accrued Assets	164,936	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>3,122,811</b>	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	350,659
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>24,903,014</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>350,659</b>

**Equity Ratio** **92.38%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **16.09%**  
 (Long Term Debt/Total Utility Plant) x 100

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

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	DECEMBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	13	13	
	b. Gallons Sold			0
	c. Revenue			1,281
2. Metered Residential Sales -	a. No. Consumers Served	4,593	4,571	
	b. Gallons Sold			12,536,630
	c. Revenue			177,668
3. Metered Commercial Sales	a. No. Consumers Served	319	319	
	b. Gallons Sold			3,497,177
	c. Revenue			35,726
4. Residential Multi-Family	a. No. Consumers Served	47	46	
	b. Gallons Sold			109,990
	c. Revenue			2,619
5. Metered Bulk Loadings	a. No. Consumers Served	0	1	
	b. Gallons Sold			0
	c. Revenue			0
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			3,430,520
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	376	376	
	b. Gallons Sold			0
	c. Revenue			10,278
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>5,375</b>	<b>5,353</b>	
<b>11. TOTAL Gallons Sold (lines 1b thru 9b)</b>				<b>19,574,317</b>
<b>12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)</b>				<b>227,572</b>
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				16,116
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				23,910,167
18. Cost of Purchases and Generation				10,890

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

	2021 Budget DECEMBER YTD	2021 Actuals DECEMBER YTD	Variance
1. Operating Revenue and Patronage Capital	2,678,048	3,020,841	342,793
2. Power Production Expense	650	1,877	1,227
3. Cost of Purchased Power	200,000	135,288	(64,712)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	1,081,153	668,170	(412,983)
7. Distribution Expense - Maintenance	551,950	394,764	(157,186)
8. Consumer Accounts Expense	230,271	255,519	25,248
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	1,169,897	1,031,638	(138,259)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>3,233,921</b>	<b>2,487,256</b>	<b>(746,665)</b>
13. Depreciation & Amortization Expense	736,398	774,737	38,339
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	111,413	154,504	43,091
16. Interest on Long-Term Debt	226,987	225,120	(1,867)
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>4,308,719</b>	<b>3,641,617</b>	<b>(667,102)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(1,630,671)</b>	<b>(620,776)</b>	1,009,895
22. Non Operating Margins - Interest	134,730	29,112	(105,618)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	714,902	608,854	(106,048)
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>(781,039)</b>	<b>17,190</b>	798,229



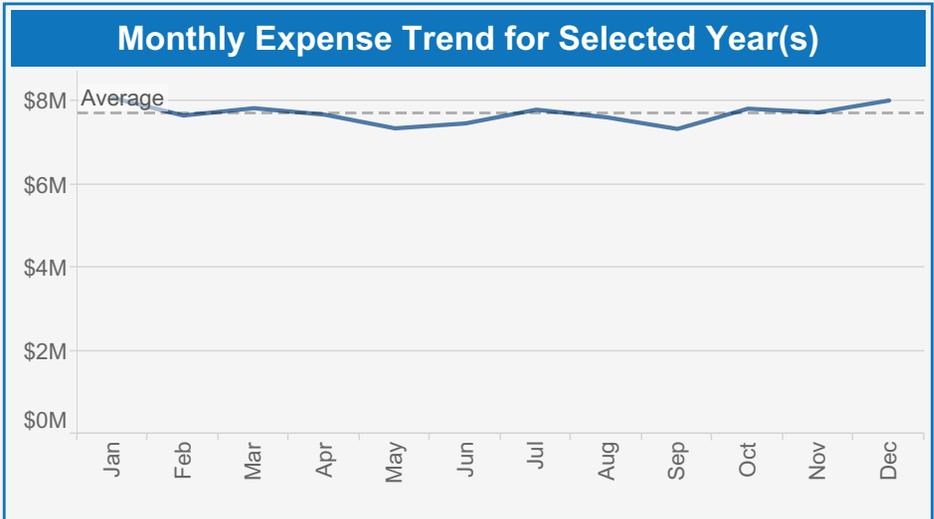
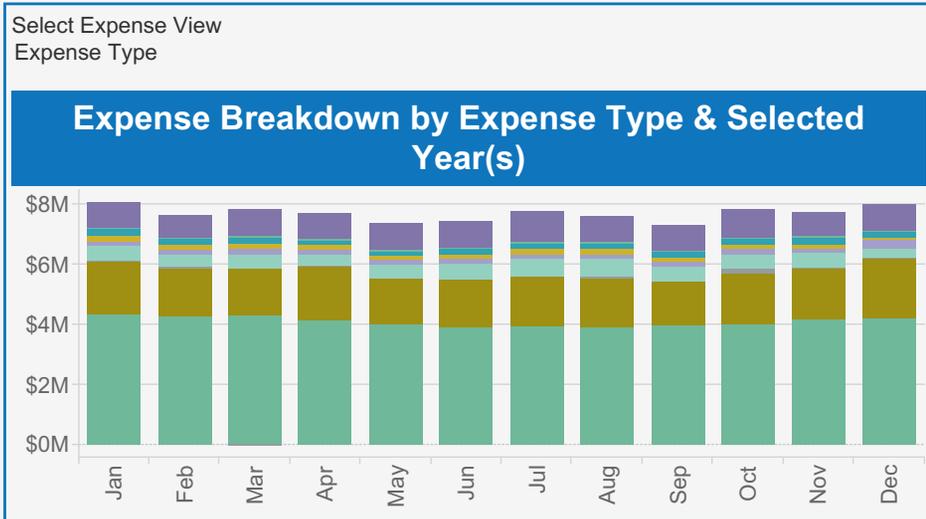
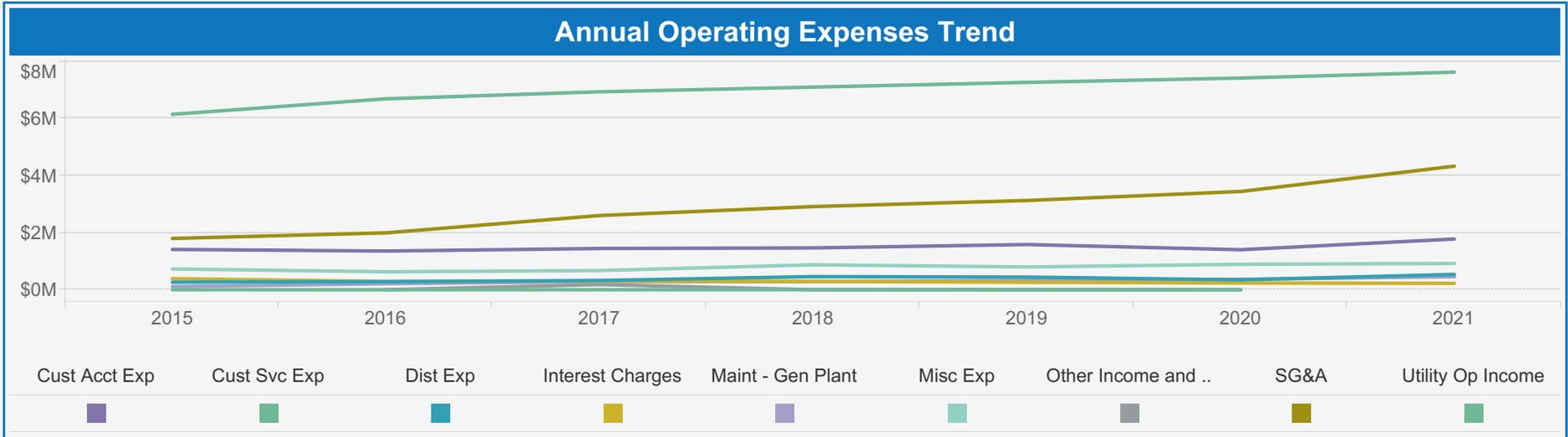
# INCOME STATEMENT

## Operating Expenses

Utility  
Water

Years to View Annually  
2015 to 2021  
and Null values

Select color legend below to view the expense type and associated yearly and monthly trends in detail. Select a year in the annual expense trend to filter on a specific year.





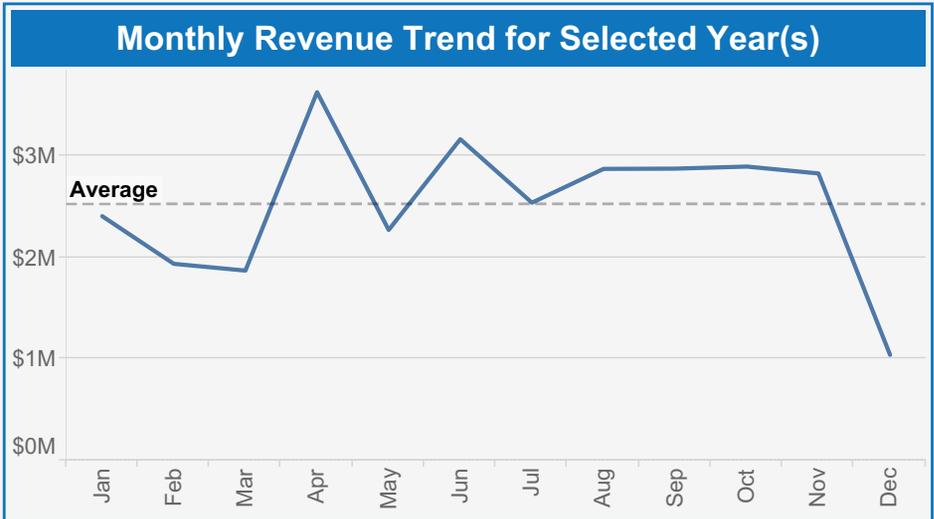
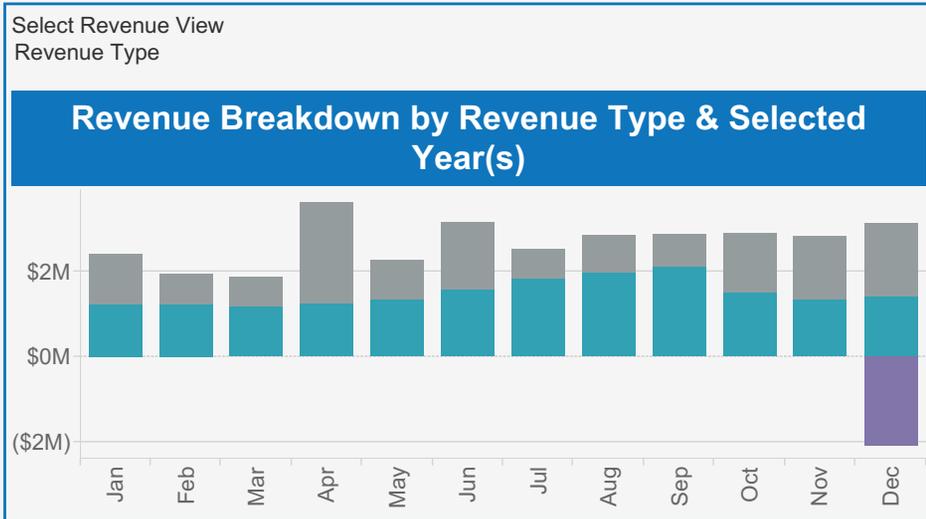
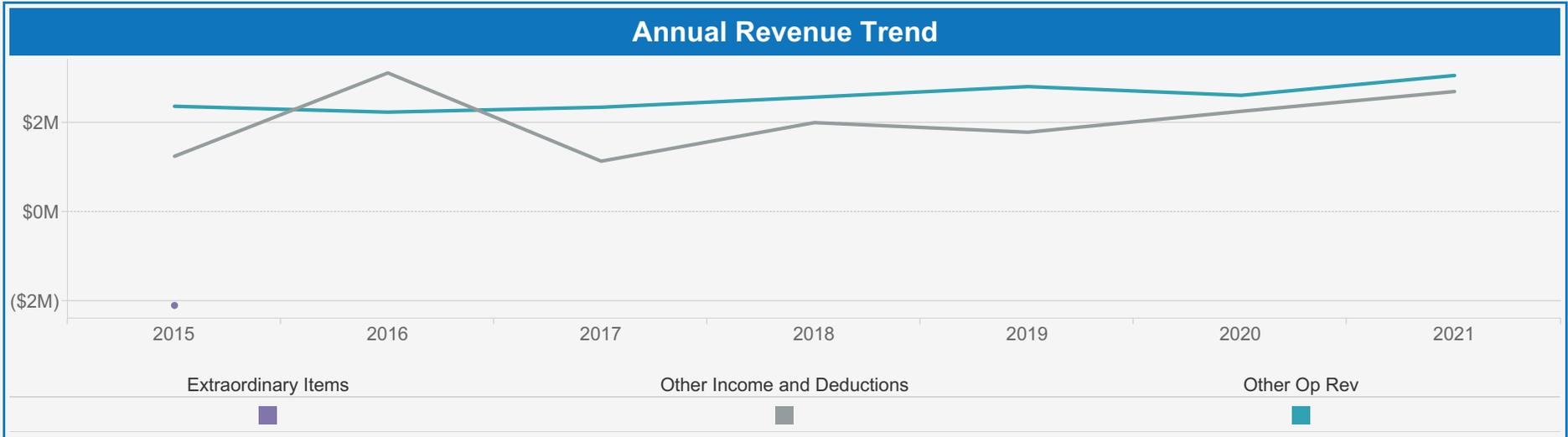
# INCOME STATEMENT

## Revenues

Utility  
Water

Years to View Annually  
2015 to 2021  
and Null values

Select color legend below to view the revenue type and associated yearly and monthly trends in detail. Select a year on the annual revenue trend to view data for a specific year.



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

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.11	Operating Depository Account - Bank of America	\$788,028
1 131.12	Operating Account - Jefferson Co. Treasurer	417,517
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	31,205
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	25,614 Restricted
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	9,209
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	221 Restricted
2 135.21	Cash Held in Trust by Property Manager	150
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	12 Restricted
1 131.16	Payroll Clearing Account - 1st Security Bank	0
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$1,401,239</b>
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$3,344,516
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	1,066,554 Restricted
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	730,972
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	313,135 Restricted
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$10,220,866</b>
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	\$164,817 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
<b>TOTAL LINE 13. BALANCE SHEET-SPECIAL FUNDS</b>		<b>\$265,067</b>
<b>RESTRICTED CASH BALANCE--DECEMBER 2021</b>		<b>\$1,670,603</b>
<b>NON-RESTRICTED CASH BALANCE--DECEMBER 2021</b>		<b>\$10,216,569</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--DECEMBER 2021</b>		<b>\$11,887,172</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--NOVEMBER 2021</b>		<b>\$12,183,260</b>
<b>Change in Bank Balance</b>		<b>(\$296,088)</b>

**PUD Calendar**

**February 1, 2022**

**February 1, 2022, BOC Regular Meeting, 3:00PM (pre-meeting) 4:00PM**

**Per ZOOM**

**February 10, 2022, Special Meeting, 10:00-12:00 per ZOOM**

**February 14, 2022, Special Meeting, BOC and CAB joint Meeting 2:00, per ZOOM**

**February 15, 2022, BOC Regular Meeting, 3:00PM (pre-meeting) 4:00PM**

**Per ZOOM.**

**February 16-18, 2022, WPUA Association Meetings**

**February 21, 2022, President's Day, PUD Office closed**

Received	From	Subject	Size
<b>Last Week</b>			
Sat 1/29	Tom Thiersch	Public Participation Resolution - with attachment	547 KB
Sat 1/29	Tom Thiersch	Public Participation Resolution	21 KB
Fri 1/28	Michael Madsen	concerning work at 745 Van Trojen Road	32 KB
Mon 1/24	PT Poplars	Sims Way Gateway Proposal	9 MB
Mon 1/24	Tom Thiersch	BOC meeting minutes not published on website since June of 2021	19 KB
<b>Two Weeks Ago</b>			
1/19/2022	Michael Madsen	addenda to yesterday's message concerning reimbursement	56 KB
1/18/2022	Andrea Hegland	Re: Sims Way Project goals	53 KB
1/18/2022	Julie Jaman	Sims Way Project goals	121 KB
1/18/2022	Julie Jaman	Trenching costs along Sims Way	34 KB
1/18/2022	Michael Madsen	Reimbursement for plant destruction	41 KB
1/18/2022	Tom Thiersch	FW: Follow Up on Public Participation Policy - Information only please do not reply all	42 KB
1/17/2022	PT Poplars	Re: Weekly Status & New Information	44 KB
<b>Three Weeks Ago</b>			
1/15/2022	Tom Thiersch	Resolution regarding "public participation" at PUD BOC meetings	24 KB

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

**RESOLUTION NO. 2022-XX**

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

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

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

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

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

**WHEREAS**, the proposed rates are attached as Exhibit A to this resolution and will revise, amend and replace the wastewater/sewer rates currently in place for PUD customers.; and

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

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

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

Section 2. The PUD adopts the attached wastewater/sewer rate changes in Exhibit A, effective for all bills rendered on or after February 5, 2022, with annual increase occurring January 5, 2023, January 5, 2024, January 5, 2025, and January 5, 2026.

Section 3. The Beckett Point wastewater rate will be reviewed by the Board of Commissioners in conjunction with the 2023 budget, and any increase in rates will be determined at that time.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 1st day of February 2022.

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

\_\_\_\_\_  
Jeff Randall, Vice President

ATTEST:

\_\_\_\_\_  
Dan Toepper, Secretary

## Wastewater/Sewer Rate Schedule

### *Service Policy*

The rate schedule identifies the fees for wastewater/sewer service. The most current version of the District's Customer Service Policy addresses the methods and remedies for dealing with cases of nonpayment and or late payment, or other customer related services.

### *Low Income Discounts*

Jefferson County PUD offers discounts to low-income senior citizens and other low-income citizens per RCW 74.38.070. Program guidelines and income thresholds are defined under section 10.6 of the Customer Service Policy.

### *Effective*

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

### *Wastewater/Sewer Rate Schedule.*

The monthly wastewater/sewer rate or base rate is a monthly fixed rate billed to each utility account.

Effective Date:	March 5 2022	January 5 2023	January 5 2024	January 5 2025	January 5 2026
Base Rate:					
Standard <sup>1</sup>	\$ 51.59	\$ 61.99	\$ 72.39	\$ 82.78	\$ 84.93
Standard Low Income Discount	(\$ 15.48)	(\$ 18.60)	(\$ 21.72)	(\$ 24.83)	(\$ 25.48)
Beckett Point <sup>2</sup>	\$ 64.62	-	-	-	-
Beckett Point Low Income Discount	(\$ 19.39)	-	-	-	-
Kala Point <sup>1</sup>	\$ 31.19	\$ 36.79	\$ 42.38	\$ 47.98	\$ 49.22
Kala Point Low Income Discount	(\$ 9.36)	(\$ 11.04)	(\$ 12.71)	(\$ 14.39)	(\$ 14.77)

#### Notes:

1. Multi-family, Condos and Timeshares are billed the base rate per unit.
2. The Becket Point wastewater/sewer rate will be reviewed by the Board of Commissioners in conjunction with the 2023 budget, and any increase in rates will be determined at that time.



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# ~~RATE SCHEDULE~~

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

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

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General Provisions .....32  
Tax Adjustment: .....32  
Service Policy .....32  
Wastewater Rate Schedule .....418

Resolution 2022-00XX Exhibit A Wastewater/Sewer Rates ..... 2  
February 1, 2022

~~Water Rates Updated~~

~~Resolution 2019-20 ..... ~ 2 ~ ..... September 3, 2019~~

Wastewater/Sewer Rate Schedule~~General~~

*Tax Adjustment:*

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

*Service Policy*

The rate schedule identifies the fees for wastewater/sewer service. The most current version of the District's Customer Service Policy addresses the methods and remedies for dealing with cases of nonpayment and or late payment, or other customer related services.

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

*Low Income Discounts:*

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

*Effective*

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

*Wastewater/Sewer Rate Schedule.*

The monthly wastewater/sewer rate or base rate is a monthly fixed rate billed to each utility account.

## Wastewater Rate Schedule

AL-S: Residential Sewer

MONTHLY CHARGE: .....\$ 30.80

CSWR: Commercial Sewer

MONTHLY CHARGE: .....\$ 30.80

KPS: Kala Point Flat Sewer

MONTHLY CHARGE: .....\$ 20.00

KPSA1: Kala Point Association 1

MONTHLY CHARGE: .....\$ 90.00

KPSA2: Kala Point Association 2

MONTHLY CHARGE: .....\$ 210.00

KPSA3: Kala Point Association 3

MONTHLY CHARGE: .....\$ 270.00

APSW: Alcohol Plant Sewer

MONTHLY CHARGE: .....\$ 150.00

S7SW: Senior 7 Sewer

MONTHLY CHARGE: .....\$ 80.00

**MONTHLY CHARGES**

<u>Effective Date:</u>	<u>February 5</u>	<u>January 5</u>	<u>January 5</u>	<u>January 5</u>	<u>January 5</u>
	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2025</u>
<u>Basic Charge</u>					
<u>Base Rate:</u>					
<u>All systems Standard<sup>1</sup></u>	\$ 41.20	\$ 51.59	\$ 61.99	\$ 72.39	\$ 82.78
<u>Standard Low Income Discount</u>	(\$ 15.48)	(\$ 18.60)	(\$ 21.72)	(\$ 24.83)	(\$ 25.48)
<u>Beckett Point<sup>2</sup></u>	\$ 476.62	=	=	=	=
<u>Beckett Point Low Income Discount</u>	(\$ 19.39)	=	=	=	=
<u>Kala Point<sup>1</sup></u>	\$ 2531.19	\$ 336.79	\$ 42.38	\$ 447.98	\$ 49.22
<u>Kala Point Low Income Discount</u>	(\$ 9.36)	(\$ 11.04)	(\$ 12.71)	(\$ 14.39)	(\$ 14.77)

Notes:

1. Multi-family, Condos and Timeshares are billed the basic charge per unit.
2. The Beckett Point wastewater/sewer rate will be reviewed by the Board of Commissioners in conjunction with the 2023 budget, and any increase in rates will be determined at that time.

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

**RESOLUTION NO. 2022-XXX**

A Resolution of the Board of Commissioners of Jefferson County PUD No. 1 updating its Governance Policies regarding the manner of public participation.

**WHEREAS**, the Board of Commissioners of Jefferson County PUD No. 1 (the “PUD”) adopted Governance Policies in Resolution No. 2015-011 to help the PUD efficiently and responsibly fulfill its obligations to its member-owners, employees and the community it serves; and

**WHEREAS**, the Board of Commissioners of Jefferson County has reviewed its Governance Policies and seeks to add provisions that will aide in the conduct of efficient meetings, reflect current practices, and provide clarity, consistency and an open manner for public participation;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the following attached policy regarding public meeting participation is approved by the Board of Commissioners and the policy shall become part of the Governance Policies of the PUD adopted in Resolution No. 2015-011, on August 4, 2015.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 1 day of February, 2022.

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Ken Collins, President

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Jeff Randall, Vice President

ATTEST:

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Dan Toepper, Secretary



**JEFFERSON COUNTY PUD NO. 1  
POLICY ON PUBLIC PARTICIPATION**

It is the role of the President of the Board of Commissioners to preside over and facilitate all meetings of the Board of Commissioners.

1. **Public Comment Period.** There will be one fifteen-minute public comment period at each Regular meeting of the Board of Commissioners, allowing members of the public to comment, limited to 3 minutes each, on any items not specifically listed on the Agenda or for items listed on the Consent Agenda. The fifteen-minute comment period will be at the beginning of the Regular meeting as provided for in the Agenda. A three minute, per-person, per-item public comment period exclusively for the Agenda item to be discussed, will be provided prior to discussion and consideration by the Board of Commissioners. Special meetings of the Board of Commissioners shall include public comment, but the timing and limitations may be different depending on the Agenda items.

2. **Speaker Recognition.** Prior to any public comment, members of the public must first be recognized by the President, or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting. After an initial warning by the President, or the designated Chair of the meeting, individuals who intentionally violate these guidelines through actual disruption of the Commission meeting will be dropped from the meeting. Upon resumption of in-person meetings, the meeting will be adjourned until order is restored, pursuant to RCW 42.30.050.

## **AGENDA REPORT**

**DATE:** January 4, 2022  
**TO:** Board of Commissioners  
**FROM:** Kevin Streett  
**RE:** Schedule of Charges for Electric Services Changes

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**BACKGROUND:** Though last updated in July of 2021 to reflect price increases at that time, the Schedule of Charges for Electric Services no longer covers current new construction costs due to supply shortages and massive price increases for electrical equipment.

**ANALYSIS/FINDINGS:** The PUD's practice has been to have growth pay for growth, and the changes proposed in the updated Schedule of Charges For Electric Service are consistent with that practice. In order to recover drastic increases in costs for the construction of new electric service, staff is proposing increases in most line item charges. Recent examples of increased costs staff is trying to recover in the proposed schedule include:

- ☒ Wire: up approx. \$1.20 per foot
- ☒ Vaults: \$500 per Vault
- ☒ Fuel has increased ~ \$1 per gallon
- ☒ Transformers ~2-4x increase

Staff is further proposing to pass on the full cost of a new electrical transformer directly to the customer, rather than listing an estimated price in the Schedule of Charges.

### **OPTIONS FOR DISCUSSION REGARDING TRANSFORMER COSTS:**

- ☒ If a single residential service, payment could be taken in no more than 3 installments. Would not apply to developers or commercial projects.
- ☒ The pass through cost of transformers could be averaged between the last two transformer purchases by the PUD.
- ☒ The customer pays the cost of the transformer at the time of the quote.

**FISCAL IMPACT:** By reducing losses due to unrecovered costs for connecting, extending, or maintaining idle services, the PUD improves its net operating margin and better maintains financial stability in accordance with its strategic plan.

**RECOMMENDATION:** For Discussion Only.

Attached:  
Redlined proposed Schedule of Charges from 1/4/22  
Clean proposed Schedule of Charges

**“EXHIBIT B”**

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

**SCHEDULE OF CHARGES FOR ELECTRIC SERVICES**

Last Approved July 20, 2021

Updated January 2022

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**PUBLIC UTILITY DISTRICT NO. 1  
OF JEFFERSON COUNTY  
July 20, 2021 ~~January 2022~~**

**CHARGES**

**Restricted** --- To reduce outages caused by overhead construction the PUD is restricting all new overhead construction to a review process where the short-term cost savings for an individual customer does not override the long-term benefit for all PUD customers. The review process will be done by the Engineering Director, Operations Director and the General Manager, their determination is final.

**New Electric Service Charges** (includes connect and engineering charges)

**Overhead (self-contained meter only) Restricted**

- |  |                            |
|--|----------------------------|
| 1) <b>Single Phase –</b><br><b>\$3,500</b>   | <b>\$3,000</b>             |
| From existing overhead transformer. Includes overhead conductor to customer building. up to 120 feet from existing transformer   |                            |
| 2) <b>Single Phase</b><br><b>\$3,250 plus cost of transformer</b>  | <b>\$3,750</b>             |
| Install new or upgraded overhead transformer. Includes overhead conductor to customer building. up to 120 feet from transformer) |                            |
| 3) <b>Three Phase:</b><br>estimate.  | <b>Requires engineer's</b> |

**Underground (self-contained meter only)**

- |  |                |
|--|----------------|
| 1) <b>Single Phase –</b><br><b>\$2,710</b>   | <b>\$1,210</b> |
| From existing pad mounted transformer. For services up to 300 feet from transformer, includes service conductor. |                |
| 2) <b>Single Phase:</b><br><b>\$2,710 plus cost of transformer</b>   | <b>\$2,618</b> |

Underground and increasing transformer size. For services up to 300 feet from transformer, includes service conductor and upgrading transformer.

3) **Single Phase:** \$3,102  
**\$3,600 plus cost of transformer**

Underground with new pad mounted transformer. For services up to 300 feet from transformer, includes service conductor, new pad mounted transformer and primary terminations.

4) **Single Phase:** \$1,540  
**\$2,050**

From pole with existing transformers. Includes up to 300 feet of service conductor and secondary riser.

5) **Single Phase:** \$2,530  
**\$2,050 Plus cost of transformer**

From pole with new overhead transformer. Includes up to 300 feet of service conductor, transformer and secondary riser)

6) **Three Phase:** Requires an engineer's estimate.

7) **Commercial and Multifamily:** Requires an engineer's estimate.

### Electric – Other

1) **Additional meter(s) at a multiple service installation involving a single service run.**

a) **Each additional meter installed at time of original connection:**  
**\$250**

b) **Each additional meter installed later than original connection:**  
**\$350**

2) **Current Transformer (CT) Meter Connection (in addition to other charges, may require engineer's estimate)**

a) **Single-Phase:** \$1,650

b) **Three-Phase:** \$2,750

3) **Net Meter Installation**

a) **Standard:** \$385

b) **CT Meter:** \$655

- 4) Production Meter Installation
  - a) Standard Meter: \$182
  - b) Programmable Meter: \$656
  
- 5) Temporary Service
  - a. Construction: \$264  
Customer supplies service conductor. This charge is in conjunction with other new service charges.
  - b. Community Sponsored Festival: Requires an engineer's estimate.
  
- 6) Primary Meter: Requires an engineer's estimate.

**Miscellaneous Service Charges**

**Customer Service Conversion**

- 1) Convert overhead service to underground service: ~~\$800~~  
\$1,000

**Easements and Other Recorded Documents**

- 1) Document Preparation \$200

**Engineering Charge for Developer Proposals**

Actual cost over \$1,000

- Engineering Rate (per hour):  
~~\$60~~ \$80

**Increased electrical loads:** Add service conversion charge when a transformer upgrade is required to maintain adequate capacity for a service upgrade. Add connect charge for new services.

- 1) Single-phase overhead: **Restricted** \$1,265  
\$1,000 plus transformer cost
- 2) Three-phase overhead: **Restricted** \$3,630  
\$3,100 plus transformer costs
- 3) Single-phase pad mount:  
~~\$1,705~~ \$1,250 plus cost of transformer

4) Three-phase pad mount estimate.

Requires an engineer's

**Lock Box – Installed (one size only)**

**\$347**

**Right-of-Way (ROW) Permits:** The PUD will obtain utility ROW permits for Jefferson County and Washington State Department of Transportation. The customer will be responsible for actual cost of the permit and any related inspection fees.

**Yard Lights**

1) Install light only:

~~—\$594~~

**\$650**

2) Install wood pole and light:

~~\$2,574~~

**\$3,175**

## Electrical Line Extension Unit Prices

### Underground Primary Cable

Single-Phase (per ft)	<del>\$8.80</del>
	<b>\$10.00</b>
Three-Phase (per ft)	<del>\$24.20</del>
	<b>\$27.80</b>

### Pads and Vaults for Transformers

Single-Phase Fiberglass Pad	<del>\$1,210</del>
	<b>\$1,390</b>
Three-Phase Vault and Lid (75-300 kVA)	<del>\$4,565</del>
	<b>\$5,200</b>
(500-2500 kVA)	<del>\$8,129</del>
	<b>\$8,990</b>

### Three-Phase Pad Mounted Transformers

75-300 kVA	<del>\$9,900</del>
<b>Cost of transformer</b>	
500 kVA	<del>\$13,970</del>
<b>Cost of transformer</b>	
>750 kVA*	<del>20,460</del>
<b>Cost of transformer</b>	

\*May require engineer's quote.

### Concrete Vaults and Lids

Old Castle 444-LA	<del>\$2,431</del>
	<b>\$2,950</b>
Old Castle 644-LA	<del>\$4,147</del>
	<b>\$4,750</b>
Old Castle 575-LA	<del>\$4,623</del>
	<b>\$5,200</b>

### Primary Junction Box

Single-Phase (4-way)	<del>\$1,617</del>
	<b>\$2,100</b>
Three-Phase (4-way)	<del>\$3,977</del>
	<b>\$4,445</b>

### Switch Cabinets

Single-Phase	Engineer Estimate
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Three-Phase Engineer Estimate

### Secondary Vaults and Pedestal

Handhole or Pedestal	<del>\$575</del>
	<b>\$775</b>

### Primary Cable Accessories

Load Break Elbow (200A)	<del>\$242</del>
	<b>\$288</b>
Surge Arrester Elbow	<del>\$242</del>
	<b>\$288</b>
Feed-Thru Bushing	<del>\$435</del>
	<b>\$500</b>
Cable Splice	<del>\$385</del>
	<b>\$450</b>
Outdoor Termination	<del>\$358</del>
	<b>\$450</b>

### Cable Risers

Single-Phase Primary	\$1,265
Three-Phase Primary	\$3,190
Secondary	\$220

### Overhead Primary Pole Restricted

Single-Phase	\$4,973
V-Phase	\$5,535
Three-Phase	\$6,510
Inset Single-Phase	\$4,950
Inset V-Phase	\$5,325
Inset Three-Phase	\$5,753
Convert Single-Phase to Three-Phase	\$2,370

### Overhead Tap Restricted

Single-Phase	\$1,575
Three-Phase	\$4,230

### Miscellaneous Overhead Restricted

Secondary/Guy Pole	\$2,700
Guy and Anchor	\$945
<b>\$1,220</b>	
Span Guy	\$375
<b>\$430</b>	

**“EXHIBIT B”**

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

**SCHEDULE OF CHARGES FOR ELECTRIC SERVICES**

Last Approved July 20, 2021  
Updated January 2022

## CHARGES

**Restricted** --- To reduce outages caused by overhead construction the PUD is restricting all new overhead construction to a review process where the short-term cost savings for an individual customer does not override the long-term benefit for all PUD customers. The review process will be done by the Engineering Director, Operations Director and the General Manager, their determination is final.

### New Electric Service Charges (includes connect and engineering charges)

#### **Overhead (self-contained meter only) Restricted**

- |  |                               |
|--|-------------------------------|
| 1) <b>Single Phase</b> –   | \$3,500                       |
| From existing overhead transformer. Includes overhead conductor to customer building. up to 120 feet from existing transformer   |                               |
| 2) <b>Single Phase</b>   | \$3,750                       |
| \$3,250 plus cost of transformer   |                               |
| Install new or upgraded overhead transformer. Includes overhead conductor to customer building. up to 120 feet from transformer) |                               |
| 3) Three Phase:  | Requires engineer's estimate. |

#### **Underground (self-contained meter only)**

- |   |         |
|---|---------|
| 1) <b>Single Phase</b> –  | \$2,710 |
| From existing pad mounted transformer. For services up to 300 feet from transformer, includes service conductor.  |         |
| 2) <b>Single Phase:</b>   | \$2,710 |
| plus cost of transformer  |         |
| Underground and increasing transformer size. For services up to 300 feet from transformer, includes service conductor and upgrading transformer.                              |         |
| 3) <b>Single Phase:</b>   | \$3,600 |
| plus cost of transformer  |         |
| Underground with new pad mounted transformer. For services up to 300 feet from transformer, includes service conductor, new pad mounted transformer and primary terminations. |         |
| 4) <b>Single Phase:</b>   | \$2,050 |

From pole with existing transformers. Includes up to 300 feet of service conductor and secondary riser.

5) Single Phase: \$2,050  
Plus cost of transformer

From pole with new overhead transformer. Includes up to 300 feet of service conductor, transformer and secondary riser)

6) Three Phase: Requires an engineer's estimate.

7) Commercial and Multifamily: Requires an engineer's estimate.

### **Electric – Other**

1) Additional meter(s) at a multiple service installation involving a single service run.

- a) Each additional meter installed at time of original connection: \$250
- b) Each additional meter installed later than original connection: \$350

2) Current Transformer (CT) Meter Connection (in addition to other charges, may require engineer's estimate)

- a) Single-Phase: \$1,650
- b) Three-Phase: \$2,750

3) Net Meter Installation

- a) Standard: \$385
- b) CT Meter: \$655

4) Production Meter Installation

- a) Standard Meter: \$182
- b) Programmable Meter: \$656

5) Temporary Service

- a. Construction: \$264  
Customer supplies service conductor. This charge is in conjunction with other new service charges.

b. Community Sponsored Festival: Requires an engineer's estimate.

6) Primary Meter: Requires an engineer's estimate.

### **Miscellaneous Service Charges**

**Customer Service Conversion**

- 1) Convert overhead service to underground service: \$1,000

**Easements and Other Recorded Documents**

- 1) Document Preparation \$200

**Engineering Charge for Developer Proposals**

Actual cost over \$1,000

- Engineering Rate (per hour): \$80

**Increased electrical loads:** Add service conversion charge when a transformer upgrade is required to maintain adequate capacity for a service upgrade. Add connect charge for new services.

- 1) Single-phase overhead: **Restricted** \$1,000  
plus transformer cost
- 2) Three-phase overhead: **Restricted** \$3,100  
plus transformer costs
- 3) Single-phase pad mount: \$1,250  
plus cost of transformer
- 4) Three-phase pad mount Requires an engineer's estimate.

**Lock Box** – Installed (one size only) \$347

**Right-of-Way (ROW) Permits:** The PUD will obtain utility ROW permits for Jefferson County and Washington State Department of Transportation. The customer will be responsible for actual cost of the permit and any related inspection fees.

**Yard Lights**

- 1) Install light only: \$650
- 2) Install wood pole and light: \$3,175

**Electrical Line Extension Unit Prices**

**Underground Primary Cable**

Single-Phase (per ft)	\$10.00
Three-Phase (per ft)	\$27.80

**Pads and Vaults for Transformers**

Single-Phase Fiberglass Pad	\$1,390
Three-Phase Vault and Lid (75-300 kVA)	\$5,200
(500-2500 kVA)	\$8,990

**Three-Phase Pad Mounted Transformers**

75-300 kVA transformer	Cost of
500 kVA transformer	Cost of
>750 kVA* transformer	Cost of

\*May require engineer's quote.

**Concrete Vaults and Lids**

Old Castle 444-LA	\$2,950
Old Castle 644-LA	\$4,750
Old Castle 575-LA	\$5,200

**Primary Junction Box**

Single-Phase (4-way)	\$2,100
Three-Phase (4-way)	\$4,445

**Switch Cabinets**

Single-Phase	Engineer Estimate
Three-Phase	Engineer Estimate

**Secondary Vaults and Pedestal**

Handhole or Pedestal	\$775
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**Primary Cable Accessories**

Load Break Elbow (200A)	\$288
Surge Arrester Elbow	\$288
Feed-Thru Bushing	\$500
Cable Splice	\$450
Outdoor Termination	\$450

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Three-Phase Primary	\$3,190
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Convert Single-Phase to Three-Phase	\$2,370

**Overhead Tap Restricted**

Single-Phase	\$1,575
Three-Phase	\$4,230

**Miscellaneous Overhead Restricted**

Secondary/Guy Pole	\$2,700
Guy and Anchor	\$1,220
Span Guy	\$430

## **AGENDA REPORT**

**DATE:** February 1, 2022  
**TO:** Board of Commissioners  
**FROM:** Kevin Streett  
**RE:** Idle Service Policy

---

**BACKGROUND:** The PUD's electrical transformer inventory is severely depleted. Lead times for new transformers have been pushed back multiple times. Without drastic action, the PUD will not be able to provide service to construction projects currently expecting equipment from the PUD, leading to delays that may go on for months.

**ANALYSIS/FINDINGS:** In order to meet the obligations of current requests for service, staff requests the BOC adopt an Idle Service policy that would allow for the retrieval of previously installed but currently unused equipment from the PUD's service territory.

Staff presented an initial policy draft at the Jan. 4, 2022 meeting. Staff has taken feedback from the BOC and has revised the proposal for possible adoption at the Feb 1, 2022 meeting. Both versions follow this agenda report.

**FISCAL IMPACT:** n/a

**RECOMMENDATION:** Approve a motion to adopt the Idle Service policy as presented on February 1, 2022.

## Proposed Idle Service Policy 1/4/22

*Any service that has been disconnected for a period longer than one year will be classified as abandoned and is considered an Idle Service.*

*At the discretion of the PUD, the property owner will be contacted in writing that an idle service(s) is located on their property. The property owner will be given the option to either keep or remove the idle service. If no response is received within 30 days of notification, the idle service will be removed as time permits and no further notification will be sent to the property owner.*

*If an idle service is removed and service is requested in the future at that location, the request will be treated as a new service. All costs associated with a new service installation will be calculated in accordance with the line extension policy in effect at the time of the request.*

*Idle service fees are \$55 per month (residential) or \$145 per month (commercial) from the time of the initial disconnect for this service. If a meter is re-installed, the fee will be the standard base charge. If payment is not received, the service will be scheduled for removal as time permits and no further notification will be sent.*

## Proposed Idle Service Policy 2/1/22

Any service demonstrated to have been unused for a period longer than one year will be classified as abandoned and designated as an Idle service.

Property owners whose service is designated Idle will be contacted in writing to inform them of the designation. Property owners whose service has been designated Idle will be given the option of retaining or forfeiting the Idle service. If no response is received within 30 days of notification, service will be considered forfeited, and will be disconnected and/or removed as time permits and no further notification will be sent to the property owner.

If service is requested in the future at a location that has been disconnected and/or removed after being designated Idle, the request will be treated as a new service. All costs associated with a new service installation will be calculated in accordance with the line extension policy in effect at the time of the request.

Property owners who do not wish to forfeit a service declared Idle will be charged \$40 per month to retain residential Idle service, or \$145 per month to retain commercial Idle service. If payment for retaining Idle service is not received, the service will be considered forfeited and scheduled for disconnection and/or removal as time permits and no further notification will be sent.

**Jefferson PUD – January 2022 - Idle Service Policy**

<b>PUD</b>	<b>Jefferson PUD would like to know whether you have an Idle Service Policy? If so, please provide a copy.</b>								
Benton	Benton PUD does not have an Idle Service Policy.								
Chelan	Chelan does not currently have an idle service policy. However, it is on our radar as we approach AMI deployment.								
Clallam	<b>From CCPUD1:</b> Line extensions will be owned and maintained by the District as long as customers utilize them for electric service. When it is determined that District facilities have been idle for a period of one year, the District has the right to remove the facilities or parts thereof. The District will attempt to contact the property owner to determine if he/she has a future need for the idle facilities. Customers who are not using any energy but wish to have the facilities available can do so by paying a monthly service charge as determined by the District.								
Cowlitz	Cowlitz PUD doesn't have a stand-alone idle service policy, but we do have language as part of our Engineering Policies that addresses the issue. Please see below:  <p align="center"><b>Line extensions owned and maintained by the District will remain in place as long as customers utilize them for electric service. When it is determined that District facilities have been idle for a period of one year the District has the right to remove the facilities or parts thereof. The District will attempt to contact the property owner to determine if a future need exists for the idle facilities. Customers who are not using any energy but wish to have the facilities available can do so by paying a monthly service charge as determined by the District.</b></p>								
Douglas	Our policy requires customers to pay the minimum amount. If they turn the service off we leave it connected for 5-years and then remove the equipment after sending a letter to the property owner.								
Grays Harbor	GHPUD does not have an "Idle Service Policy".								
Kittitas	<b>Kittitas PUD does not have an idle service policy.</b>								
Lewis	Lewis County PUD does not have an Idle Service Policy but we do have language in our Line Extension Policy that discontinued services and services that has not been used for one year may be disconnected and/or have facilities removed. I've attached our policy for reference.								
Mason 1	Mason 1 does not.								
Pacific	6.20.180 Abandoned facilities. The District may remove its lines, facilities, and/or service extensions where it determines that such are a liability of the District if left installed; provided, that all customers have discontinued service from such lines, facilities, and/or service extensions for a period of at least one year. After removal or abandonment of facilities, future electrical needs on this same parcel of land will be treated as a new service.  The one year begins when an account is disconnected/ an inactive service.								
Skagit	Skagit PUD has two sections in the <a href="#">Water Policy Manual</a> regarding unused/abandoned services. Section 2.4.6 Meter Removal for Unused Connections (page 2-6) Section 2.4.10 Reactivating Abandoned Service (page 2-8) Appendix A (referenced in sections 2.4.6 and 2.4.10): <a href="https://www.skagitpud.org/media/ug3ao2hc/2022-appendix-a.pdf">https://www.skagitpud.org/media/ug3ao2hc/2022-appendix-a.pdf</a>								
Stevens	We do not have such a policy but have been talking about creating one.								
Wahkiakum	We consider a water service retired after it has been inactive for 120 days and the District may remove the service after that time (rarely happens) and then the customer could have to pay for a new service installation. But, up to the 120 days we have a graduating fee scale to re-establish service.  Reestablishment of <b>Retired Water Service</b> at same location: <table border="0" style="width: 100%;"> <tr> <td>If reconnected within 60 days</td> <td align="right">\$ 35.00</td> </tr> <tr> <td>If reconnected between 61 -- 90 days</td> <td align="right">\$ 150.00</td> </tr> <tr> <td>If reconnected between 91 -- 120 days</td> <td align="right">\$ 200.00</td> </tr> <tr> <td>If reconnected 121 days or later</td> <td align="right">\$ 250.00</td> </tr> </table>	If reconnected within 60 days	\$ 35.00	If reconnected between 61 -- 90 days	\$ 150.00	If reconnected between 91 -- 120 days	\$ 200.00	If reconnected 121 days or later	\$ 250.00
If reconnected within 60 days	\$ 35.00								
If reconnected between 61 -- 90 days	\$ 150.00								
If reconnected between 91 -- 120 days	\$ 200.00								
If reconnected 121 days or later	\$ 250.00								
Whatcom	NA								

# Line Extension Policy

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**Policy Number:** 400-003-001

**Effective Date:** 03/01/2021

**Policy Sponsor:** Engineering

**Series Title:** Electric Service

**Review Date:** Biennial

## **Purpose:**

The District's Line Extension Policy describes the general conditions for extension of the District's telecommunication and electric facilities.

## **Definitions:**

District - means Public Utility District No. 1 of Lewis County.

Electric System – facilities used to distribute electricity.

Point of Demarcation - is the point of ownership transfer between the District and the customer.

Subdivision – Land area divided into a number of smaller parcels for grouped residential housing development.

Telecommunication System – facilities used to provide telecommunications service.

## **Policy Statements:**

### **GENERAL TERMS AND CONDITIONS**

Line extensions are subject to legal, engineering, and financial feasibility study conducted by or under the direction of the District. The District may deem a line extension infeasible at its sole discretion.

The District constructs all facilities when an extension is installed on federal, state, county or city rights-of-way.

Customers shall provide for any clearing, brushing, ditching, backfilling, etc. associated with the installation of facilities on private property or public rights-of-way not under the jurisdiction of a government agency.

Customers are required to provide easements as deemed appropriate by the District.

A line extension commences at the terminating point of the District's existing facilities.

The customer's point-of-demarcation is the metering point unless otherwise specified by the District.

The District operates and maintains all District-owned electric distribution facilities. Facilities not owned by the District are not operated or maintained by the District.

Customers are be responsible for maintaining and/or restoring access to District-owned facilities including meters on easement areas and between public right-of-way.

Relocation costs incurred to maintain facilities in compliance with applicable standards will be borne by the customer.

#### **SUBDIVISIONS / PLATTED AREAS**

Extensions into subdivisions or platted areas shall be underground.

#### **SPECIAL TERMS AND CONDITIONS**

Customers constructing facilities within the scope of this document may be subject to other District policies including, but not limited to, the New and Increased Large Load (NAILL) policy.

#### **DISCONTINUED SERVICE**

Subject to notice, discontinued service and service that has not been used for a period of one year, may be disconnected and/or have facilities removed.

Costs associated with re-establishing service are the responsibility of the customer.

#### **PAYMENT OF FACILITIES**

Line extensions charges are based on estimates produced by the District. The District reserves the right to revise line extension charges before and after construction occurs.

Line extension estimates are valid for a period of one (1) year from the time of origination.

Line extension charges shall be paid in full prior to material acquisition and/or construction.

#### **LINE EXTENSION REFUNDS**

Shared portions of line extension costs are eligible for refund.

The refund period is five (5) years from eligible components original construction date. Only costs associated with eligible jointly used facilities will be applicable to refund.

Refund amounts will be collected by the District and paid to the original customer(s) of the primary line extension.

Property developers and/or property subdividers are not entitled to refunds.

A customer must be served by the line extension at the time of refund to be eligible.

#### **Applicable Legislation and Regulations:**

All lines shall be built and maintained to applicable NESC, state, and Federal guidelines.

**Related References, Policies, Procedures, Forms and Appendices:**

Lewis County PUD Electric Service Handbook

[New and Increased Large Load \(NAILL\) Policy](#)

[Miscellaneous Charges for Customers Policy](#)

**Approval:**

*C. Roden*

\_\_\_\_\_  
Chris Roden, General Manager

02/18/2021

\_\_\_\_\_  
Date

## Version History

Version	Approval Date	Effective Date	Change Notes
400-003	11/29/2016	01/01/2017	Approval of Policy
400-003-001	02/16/2021	03/01/2021	Modified frequency of review. Added telecommunication line extension language and consolidated language.



Board of Commissioners:

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

Kevin Streett, General Manager

February 1, 2022

To: JEFFERSON COUNTY BOARD OF COMMISSIONERS

RE: JEFFERSON COUNTY LINE CONSTRUCTION PREQUALIFICATION 2022

Board of Commissioners,

Please accept the eight qualified line construction applicants that have submitted all paperwork pursuant to Washington State Law (RCW 54.04.080 and RCW 54.04.085). The eight qualified line contractors are:

Henkels and McCoy  
Wilson Construction  
Magnum Power  
Potelco Inc.  
Pacific Northwest Power Services  
Palouse Power  
Olympic Electric  
Michels Pacific Energy Inc.

Thank you

Sincerely,

Scott A. Bancroft  
Operations Director  
PUD #1 of Jefferson County  
[sbancroft@jeffpud.org](mailto:sbancroft@jeffpud.org)  
360-385-8363

Ph (360) 385-5800      Fx (360) 385-5945      310 Four Corners Road, Port Townsend, WA98368  
*Public Utility District No. 1 of Jefferson County is an Equal Opportunity Provider and Employer*



## **AGENDA REPORT**

**DATE:** February 1, 2022  
**TO:** Board of Commissioners  
**FROM:** Melanie Patterson, HR Director  
**RE:** Hiring Incentives Package

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### **BACKGROUND:**

Due to a combination of factors including a competitive labor market and housing challenges, recruiting for vacant positions has been very difficult.

### **ANALYSIS/FINDINGS:**

To attract and retain talent, staff recognizes there is a need to incentivize candidates to join the PUD and to stay at the PUD. Staff is proposing that we add hiring incentives into our recruiting package as well as benefit enhancements for existing employees.

### **FISCAL IMPACT:**

**Sign-on Bonus:** up to \$8,000 per candidate

**Moving Allowance:** up to \$8,000 per candidate

**Employee Referral Bonus:** \$1,000 for specialized positions; \$500 for non-specialized positions

**Expand Residency requirement:** no estimated costs associated with this proposed incentive

**Benefit Enhancement:** rate quotes pending

**Housing Stipend Proposal:** \$400 per eligible employee (specialized positions)

**4/10 Schedule:** no estimated costs associated with this proposed incentive

### **RECOMMENDATION:**

Staff would like the BOC to discuss the proposed incentives and provide their input.

# Hiring Incentives Package

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BOC Meeting February 1, 2022



# Outline

- Sign-on Bonus
- Employee Referral Program
- Moving Allowance
- Housing Stipend
- Residency Requirement expansion
- Benefit Enhancements
- 4/10 Schedule



# Sign-on Bonus

- Bonus to incentivize candidates to join the PUD
  - Dollar amount is at the discretion of the GM, limited to \$8,000 per candidate.
- Eligibility
  1. External candidate filling a regular full-time position; and
  2. Must be in a position title which has been determined by management as difficult to recruit and/or retain.
  3. Contractors and/or independent consultants are not eligible to receive sign-on bonuses.
- Payback Provision – Resignation before 2 years of employment
  - Prorated by month – *e.g. if they separate employment at 12 months, they will have to reimburse the PUD for half of their bonus*

# Employee Referral Bonus

Current employees are in a great position to help connect us with qualified job candidates in their network

- If an employee refers a candidate and they are successfully hired, the PUD would pay the existing employee
  - \$1,000 for Positions requiring specialized skill sets/education or professional certifications/licenses
  - \$500 for positions for non-specialized positions
- Half of the bonus is paid to the referrer after the candidate completes 30 days of employment
- The remaining half is paid to the referrer after the candidate completes 9 months of employment

# Moving Allowance

- Up to \$8,000 for candidates relocating to meet the PUD's Employee Residency Policy per the Employee Handbook.
- Eligibility
  1. An external candidate that is not currently employed by the PUD filling a regular, full-time position.
  2. Must be relocating to a new residence to fulfill the PUD's residency requirements.
  3. Must be in a position title which has been determined by management as difficult to recruit and/or retain.
  4. Contractors and/or independent consultants are not eligible to receive sign-on bonuses.
- Payback Provision if employee terminated prior to 12 months of employment
  - Prorated by month – *e.g. if they separate employment at 6 months, they will owe the PUD half the amount of the allowance*

# Housing Stipend

Staff recognizes that securing housing in Jefferson County is very challenging given the current housing market, whether an employee is renting or purchasing a home.

Staff is proposing that the District pay an “area pay” stipend payment of \$400 (gross pay) per month to reside within the service territory of Jefferson County. Eligibility will be determined by management for positions that require special certifications and are difficult to recruit and/or retain.

# Proposal to Expand Residency Requirement Territory

- Personnel who must report on-site after hours must reside within 50 minutes of our headquarters in Jefferson or Clallam County.
- Employees who do not typically report on-site after hours may reside in Jefferson, Kitsap or Clallam County.

# Benefit Enhancements

## Life Insurance

- Increase Life Insurance from a fixed rate benefit of \$5,000 to 1.5x Basic Annual Earnings or 2x Basic Annual Earnings

## Dental Coverage

- Increase Dental coverage from \$3,000 to ~\$5,000 maximum benefit per person.

# 4/10 Schedule

- Staff is considering a 4/10 schedule (10 hour days, 4 days per week) to promote work-life balance for employees

# Questions

