

Regular Meeting Agenda

Board of Commissioners

Tuesday, May 17, 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. Call to Order 3pm

Per the Governor's Extended Proclamation 20-28 and in response to the COVID-19 Pandemic, Jefferson County PUD no longer provides 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.

2. Agenda Review

3. Closed Session and Executive Session

3.1. Closed Session:

Per RCW 42.30.140 (4) (b) Regarding Union Negotiations

3.2. Executive Session:

Per RCW 42.30.110 (1) (g) to Review the Performance of a Public Employee

4. Manager Reports

5. NoaNet talk with GM Craig Nelsen 4pm

6. Public Comment

The public comment period allows 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. 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. (15 min)



7. 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

- | | | |
|------|---|---------|
| 7.1. | Prior Minutes

PUD BOC Regular Meeting 02-01-2022 Minutes Draft.pdf 
PUD Special Meeting 2-10-2022 Minutes Draft.pdf 
PUD BOC Regular Meeting 2-15-2022 Minutes Draft.pdf  | 4 - 20 |
| 7.2. | Voucher Certification with Supporting Warrant Register & Payroll....pdf 
Voucher Approval Form for the Commissioners.pdf 
Vouchers | 21 - 42 |
| 7.3. | Financial Report

Agenda Report-Written Off Accounts-5-17-2022.docx 
Written Off Accounts Motion 5-17-2022.docx  | 43 - 45 |
| 7.4. | Calendar

PUD Calendar May 17, 2022.docx  | 46 |
| 7.5. | Correspondence Log | |

8. Commissioner Reports

9. Old Business

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

- 9.1. June 7th In person- Public Meeting

10. New Business

10.1. GM Authority to negotiate Insurance Coverage

47 - 48

[Resolution on Insurance Coverage 2022 05 010 \(002\).docx](#) 

Recommended Action: Approve Resolution 2022-XXX
authorizing GM to negotiate Insurance Coverage

10.2. ICG Infrastructure Projects

11. Adjourn



**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
February 1, 2022
Board of Commissioners
Regular Meeting**

Draft Minutes

The Pre-Meeting Workshop 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 3:00 p.m. on February 1, 2022, via Zoom. Present:

Commissioner Kenneth Collins, President
Commissioner Jeff Randall, Vice-President
Commissioner Dan Toepper, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Director
Scott Bancroft, Operations Director
Josh Garlock, Lineman Superintendent
Don McDaniel, Consultant
Cammy Brown, Recording Secretary

1. PRE-MEETING WORKSHOP – 3:00 PM.

1.1 Call to Order. Commissioner Kenneth Collins called the Pre-Meeting Workshop of the Jefferson County PUD No. 1 Board of Commissioners for February 1, 2022, to order at 3:00 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.

1.2 AGENDA REVIEW. There were no additions or corrections to the agenda.

MOTION: Commissioner Dan Toepper made a motion to accept the Pre-meeting Workshop agenda of the Jefferson County Public Utility District No. 1 Board of Commissioners meeting of February 1, 2022, as presented. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

Page 1 of 7

Jefferson County PUD
Pre-Meeting Workshop and
BOC Regular Meeting 02-01-2022
Draft Minutes

1.3 EXECUTIVE SESSION 1. Per RCW 42.30.110(1)(i) “to discuss with legal counsel potential litigation”. Estimate of time needed was 15 minutes. Executive Session 1 convened at 3:03 p.m. Commissioner Kenneth Collins came out of Executive Session and requested another 10 more minutes. The Executive Session 1 ended at 3:32 p.m. No action was taken. The regular session of the Jefferson County PUD No. 1 Board of Commissioners meeting reconvened at 3:33 p.m.

1.4 EXECUTIVE SESSION 2: Per RCW 42.30.110(1)(a) (ii) “to consider matters affecting the security of computer and telecommunications networks”. Estimate of time needed was 15 minutes. Executive Session 1 convened at 3:33 p.m. The Executive Session 2 ended at 3:48 p.m. No action was taken. The regular session of the Jefferson County PUD No. 1 Board of Commissioners meeting reconvened at 3:48 p.m.

1.5 ADJOURN. Commissioner Kenneth Collins adjourned the February 1, 2022, Pre-Meeting Workshop of the Jefferson County Public Utility District No. 1 Board of Commissioners at 3:48 p.m.

END OF PRE-MEETING WORKSHOP

2. CALL TO ORDER - BUSINESS MEETING (via Zoom). Present:

Commissioner Kenneth Collins, President
Commissioner Jeff Randall, Vice-President
Commissioner Dan Toepper, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Director
Melanie Desmarais, Human Resources Director
Scott Bancroft, Operations Director
Mike Bailey, Finance Director
Josh Garlock, Lineman Superintendent
Melissa Blair, Financial Services Manager
Jean Hall, Customer Service Director
Annette Johnson, Executive Assistant/Records Admin.
Don McDaniel, Consultant
Cammy Brown, Recording Secretary

Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners for February 1, 2022, to order at 4:00 p.m. Commissioner

Page 2 of 7

Jefferson County PUD
Pre-Meeting Workshop and
BOC Regular Meeting 02-01-2022
Draft Minutes

Kenneth Collins 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.

3. **AGENDA REVIEW.** Commissioner Kenneth Collins went over the Agenda.

MOTION: Commissioner Jeff Randall made a motion to accept the agenda as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

4. **PUBLIC COMMENT:** Commissioner Kenneth Collins presented the guidelines for members of the public to submit their comments. Details on public comments can be heard on the audio recording at www.jeffpud.org.

- **Comment** on CAB meeting in February joint meeting with BOC.
- **Comment** on estimate from General Manager Kevin Street regarding the over and above costs of contractor. Response was not satisfactory.
- **Comment** on scrivener errors in resolution on Public Participation. In favor of having policy.

5. **CONSENT AGENDA:** Commissioner Kenneth Collins read the Consent Agenda guidelines.

Commissioner Kenneth Collins requested that Item No. 5.7 Resolution on Public Participation be removed for further discussion.

MOTION: Commissioner Jeff Randall made a motion to approve and adopt the Consent Agenda as amended. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

5.1 Prior Minutes.

PUD BOC Special Joint Meeting 10-26-2021, Draft.
PUD BOC Special Meeting 10-26-2021 Minutes Draft
PUD BOC Special Meeting 11-2-2021 Minutes Draft

5.2 Vouchers.

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

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #128061 to #128122	\$ 627,154.43	01/13/2022
Accounts Payable: #128123 to #128170	\$ 935,148.77	01/20/2022

Page 3 of 7

Jefferson County PUD
Pre-Meeting Workshop and
BOC Regular Meeting 02-01-2022
Draft Minutes

Payroll Checks: #70978 to #70980	\$ 7,025.72	01/21/2022
Payroll Direct Deposit:	\$ 160,484.90	01/21/2022

TOTAL INVOICES PAID:	\$ 1,729,814.82
-----------------------------	------------------------

PAYMENT TOTAL	\$ 1,729,814.82
----------------------	------------------------

5.3 Financial Report.

December 2021 Financials.

5.4 Calendar.

PUD Calendar Feb. 15, 2022.

5.5 Correspondence Log.

5.6 Wastewater Rates Resolution.

5.7 Resolution and Policy on Public Participation in BOC Meetings.

END OF CONSENT AGENDA

6. MANAGER AND STAFF REPORTS.

- General Manager Kevin Streett presented the staff's four-year Work Plan. This has been approved by RUS. Staff will follow through.
- 121 Otto Streett is complete.
- February 14, 2022. Sims Way poplar trees will be on the agenda. Notice will be sent to the Poplar group if they would like to come in and talk about the project.
- The PUD is getting involved with the RTO (Regional Transmission Organization). This is the only way the PUD is going to get a voice in the real power market. Scope of RTO would be Washington, Oregon, and Idaho. There was considerable discussion on this item.

7. COMMISSIONERS' REPORTS.

Commissioner Dan Toepper:

1/19 Attended PPC 2028 BPA Contract Workshop. Report.
 1/20 Listened on WPUDA update. Report.
 1/21 Phone meeting with General Manager Kevin Streett.
 1/25 Attended PUD BOC Special Meeting Cross Connect, Emergency Response. Report.
 1/25 Attended PPC meeting. Report.
 1/27 Listened in on WAPEG meeting.
 2/2 and
 2/3 Will attend PPC meeting.

Page 4 of 7

Jefferson County PUD
 Pre-Meeting Workshop and
 BOC Regular Meeting 02-01-2022
 Draft Minutes

- 2/9 Will attend NoaNet meeting.
- 2/10 Will attend PUD BOC Special meeting – RUS, Broadband, Hiring.
- 2/11 Will meet with General Manager Kevin Streett.
- 2/14 Will attend the joint meeting with CAB and BOC.

Commissioner Jeff Randall:

- 1/19 Attended PPC 2028 BPA Contract Workshop.
- 1/20 Phone meeting with Marty Kithcart
- 1/20 Phone meeting with PT City Manager John Mauro.
- 1/25 Attended PUD BOC Special Meeting Cross Connect, Emergency Response. Report.
- 1/26 Attended first Energy Northwest meeting. Report.
- 1/27 Participated in on WAPEG discussion. Report.
- 1/27 Attended NODC meeting. Report.
- 2/2 Will plan to attend PPC discussion.
- 2/3 Will attend EDC Team Jefferson meeting.
- 2/9 Will attend Climate Action committee meeting.
- 2/10 Will attend PUD BOC Special meeting – RUS, Broadband, Hiring.
- 2/14 Will attend the joint meeting with CAB and BOC.

Commissioner Kenneth Collins:

- 1/19 Met with Jessica Dillon, Chair of CAB.
- 1/21 Participated in JBAT meeting.
- 1/22
- 1/25 Attended PUD BOC Special Meeting Cross Connect, Emergency Response. Report.
- 1/27 Attended WPUA Executive Committee meeting. Report.
- 1/28 Attended JBAT meeting.
- 2/1 Met with General Manager Kevin Streett.
- 2/4 Will attend JBAT meeting.
- 2/7 Will meet with General Manager Kevin Streett.
- 2/10 Will attend PUD BOC Special meeting – RUS, Broadband, Hiring.
- 2/11 Will attend JBAT meeting.
- 2/14 Will attend the joint meeting with CAB and BOC.

8. OLD BUSINESS: Commissioner Kenneth Collins read the new guidelines for Old and New Business.

Public Participation Policy: Commissioner Kenneth Collins requested a change in the Resolution and Policy for Public Participation 2022-01-27.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners adopt the Resolution and Policy for Public Participation 2022-01-27 with the following changes: in Section 2 where it says “prior to any public comment” changing that to “prior to making any public comment” and in Section 2 striking the word “intentionally” and updating the governance policies regarding the manner of public participation. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Public Comment:

- **Comment.** Can Chat be disabled? What legal obligation would the PUD keeping track of the Chat messages and having that available should somebody ask for it through a public records request?
Response. Not obligated to have Chat and that is disclosable. If the PUD does not want to have the Chat function, then the PUD is able to direct staff to disable that function.
- **Comment.** A policy could be drafted to not allow Chat.
- **Comment.** What is the problem allowing people to talk if you don’t even have to look at it? Just close the Chat. Recommend keep it going for First Amendment issues.
- **Comment.** Make a policy that Chat is not allowed.

8.1 Schedule of Charges. General Manager Kevin Streett gave a report.

8.2 Idle Service Policy. General Manager Kevin Streett went over the changes that were made on the Idle Service Policy. There was some discussion. The policy will be submitted at the next Board of Commissioners for approval.

8.3 Approval of Prequalified Electrical Contractors. Operations Director Scott Bancroft gave a report and went over the list of Prequalified Electrical Contractors.

MOTION: Commissioner Jeff Randall made a motion to approve the list of qualified line contractors for the Jefferson County Public Utility District No. 1. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9. NEW BUSINESS.

9.1 Hiring Incentives for 2022. Human Resources Melanie Desmarais gave a report on the hiring incentives for 2022. There was some discussion.

10: ADJOURN: Commissioner Kenneth Collins declared the Jefferson County Public Utility District No. 1 Board of Commissioners’ Regular Meeting of February 1, 2022, adjourned at 5:59 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

Commissioner Dan Toepper, Secretary

Date

Attest:

Commissioner Kenneth Collins, President

Date

Commissioner Jeff Randall, Vice President

Date

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



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

February 10, 2022

Board of Commissioners

Special Meeting

RUS Loan

Equipment/Broadband/Hiring Plans

Draft Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 a.m. on February 10, 2022, via Zoom video conference. Present:

Commissioner Kenneth Collins, President

Commissioner Dan Toepper, Secretary

Commissioner Jeff Randall, Vice President

Kevin Streett, General Manager

Joel Paisner, General Counsel

Will O'Donnell, Communications Director

Annette Johnson, Executive Assistant/Records Officer

Mike Bailey, Finance Director

Jean Hall, Customer Service Director

Scott Bancroft, Operations Director

Melanie Patterson, Human Resources Director

Samantha Harper, Engineering Director

Alex Gerrish, GIS Specialist

Don McDaniel, PUD Consultant

Lori Rae, Operations Supervisor

Cammy Brown, Recording Secretary

Page 1 of 3

Jefferson County PUD
BOC Special Meeting
RUS Loan Documents
Broadband Equipment/Hiring Plans
February 10, 2022
Draft Minutes

1. **CALL TO ORDER.**

Commissioner Dan Toepper called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 10, 2022, to order at 10:00 a.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic.

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

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

MOTION: Commissioner Jeff Randall made a motion to accept the agenda as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

3. **PRESENTATIONS:**

3.1 RUS Loan Documents. Finance Director Mike Bailey gave a presentation on the costs and terms of the RUS Loan.

3.2 Broadband Equipment Proposals. Communications Director Will O'Donnell gave a report.

3.3 Hiring Plan. General Manager Kevin Streett and Human Resources Director Melanie Desmarais gave a report.

4. **ADJOURNMENT:** Commissioner Kenneth Collins declared the February 10, 2022, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners adjourned at 11:10 a.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Commissioner Dan Toepper, Secretary

Date

Page 2 of 3

Jefferson County PUD
BOC Special Meeting
RUS Loan Documents
Broadband Equipment/Hiring Plans
February 10, 2022
Draft Minutes

Attest:

Commissioner Kenneth Collins, President

Date

Commissioner Jeff Randall, Vice President

Date

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



**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
February 15, 2022
Board of Commissioners
Regular Meeting**

Draft Minutes

The Pre-Meeting Workshop 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 3:00 p.m. on February 15, 2022, via Zoom. Present:

Commissioner Kenneth Collins, President
Commissioner Jeff Randall, Vice-President
Commissioner Dan Toepper, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Director
Melanie Desmarais, Human Resources Director
Scott Bancroft, Operations Director
Mike Bailey, Finance Director
Samantha Harper, Engineering Director
Annette Johnson, Executive Assistant/Records Admin.
Don McDaniel, Consultant
Cammy Brown, Recording Secretary

1. **PRE-MEETING WORKSHOP – 3:00 PM. Call to Order.** Commissioner Kenneth Collins called the Pre-Meeting Workshop of the Jefferson County PUD No. 1 Board of Commissioners for February 15, 2022, to order at 3:00 p.m. and read the Governor's Extended Proclamation 20-28 in response to the COVID-19 pandemic. All three commissioners were present. It was determined there was a quorum.

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

MOTION: Commissioner Jeff Randall made a motion to accept the Pre-meeting Workshop agenda of the Jefferson County Public Utility District No. 1 Board of Commissioners meeting of February 15, 2022, as presented. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

3. EXECUTIVE SESSION. Per RCW 42.30.110(1)(g) “to evaluate and review the performance of a public employee.” Estimate of time needed was 30 minutes. Executive session convened at 3:03 p.m. The Executive Session 1 ended at 3:31 p.m. No action was taken. The regular session of the Jefferson County PUD No. 1 Board of Commissioners reconvened at 3:31 p.m.

4. PRESENTATION ON WORK AT 300 FOUR CORNERS ROAD. A report will be presented at the Regular Meeting of the Jefferson County Public Utility District No. Board of Commissioners under Manager’s Report.

5. ADJOURN. Commissioner Kenneth Collins adjourned the February 15, 2022, Pre-Meeting Workshop of the Jefferson County Public Utility District No. 1 Board of Commissioners at 3:33 p.m.

END OF PRE-MEETING WORKSHOP

6. BUSINESS MEETING CALL TO ORDER. (Via Zoom). Present:

Commissioner Kenneth Collins, President
Commissioner Jeff Randall, Vice-President
Commissioner Dan Toepper, Secretary
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O’Donnell, Communications Director
Melanie Desmarais, Human Resources Director
Scott Bancroft, Operations Director
Mike Bailey, Finance Director
Samantha Harper, Engineering Director
Josh Garlock, Lineman Superintendent
Melissa Blair, Financial Services Manager
Jean Hall, Customer Service Director
Annette Johnson, Executive Assistant/Records Admin.
Don McDaniel, Consultant
Cammy Brown, Recording Secretary

Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners for February 15, 2022, to order at 4:00 p.m. Commissioner Kenneth Collins 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.

7. **AGENDA REVIEW.** There was one addition to the agenda. Commissioner Kenneth Collins added, under New Business, Item No. 13.2 Cost of Living Adjustment for the PUD General Manager.

MOTION: Commissioner Jeff Randall made a motion to modify the agenda as Commissioner Kenneth Collins had proposed and that the Jefferson County Public Utility District No. 1 Board of Commissioners adopt the agenda as proposed. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

8. **PUBLIC COMMENT:** Commissioner Kenneth Collins presented the guidelines for members of the public to submit their comments. Details on public comments can be heard on the audio recording at www.jeffpud.org.

- **Comment** on vaccination accommodations and public records request.
- **Comment** on chat box – turning it off.
- **Comment** on Chair of the BOC meeting being the timekeeper.
- **Comment** on resolution not being adopted changing meeting time.
- **Comment** on a Special Meeting. Cannot add items to the agenda.

9. **CONSENT AGENDA:** Commissioner Kenneth Collins read the Consent Agenda guidelines.

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

9.1 Prior Minutes.

PUD BOC Special Meeting 11-2-2021, Revised Minutes Draft.
PUD BOC Special Meeting 11-10-2021 Revised Minutes Draft
PUD BOC Special Meeting 11-30-2021 Minutes Draft (Ex. Sessions)
PUD BOC Special Meeting 11-30-2021 10 a.m. Minutes Draft
PUD BOX Regular Meeting 12-14-2021 Minutes Draft

9.2 Vouchers.

Voucher Approval Form for the Commissioners.

Page 3 of 7

Jefferson County PUD
Pre-Meeting Workshop and
BOC Regular Meeting 02-15-2022
Draft Minutes

Certification with Supporting Warrant Register & Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #128171 to #128171	\$1,371,704.81	01/25/2022
Accounts Payable: #128172 to #128203	\$ 367,358.16	01/27/2022
Accounts Payable: #128204 to #128258	\$ 814,954.08	02/03/2022
Payroll Checks: #70981 to #70983	\$ 10,891.49	02/04/2022
Payroll Direct Deposit:	\$ 135,529.73	02/04/2022

TOTAL INVOICES PAID: \$ 2,696,491.29

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	02/01/2022

PAYMENT TOTAL \$ 2,710,819.91

9.3 Financial Report.

Agenda Report – Written Off Accounts 2-15-2022.
Written Off Accounts Motion. 2-15-2022.

9.4 Calendar.

PUD Calendar Feb. 15, 2022.

9.5 Broadband Equipment

Agenda Report Broadband Equipment.
Broadband Equipment Evaluation.

END OF CONSENT AGENDA

Commissioner Kenneth Collins read the Governor’s Extended Proclamation 20-28 in response to the COVID-19 pandemic.

10. MANAGER AND STAFF REPORTS. Operations Director Scott Bancroft gave a presentation on what is going on at 300 Four Corners Road.

11. COMMISSIONERS’ REPORTS.

Commissioner Dan Toepper:

2/2 Attended PPC forum. Report.

Page 4 of 7

Jefferson County PUD
Pre-Meeting Workshop and
BOC Regular Meeting 02-15-2022
Draft Minutes

- 2/3 Attended PPC Executive Committee meeting. Report.
- 2/3 Attended monthly Port Ludlow Village Council meeting. Gave report.
- 2/4 Listened in on JBAT meeting.
- 2/9 Participated in NoaNet meeting. Report.
- 2/10 Attended PUD BOC Special Board meeting (RUS Loan).
- 2/11 Met with General Manager Kevin Streett.
- 2/14 Attended joint BOC CAB meeting. Report.
- 2/16 to
- 2/18 Will attend WPUDA meetings.
- 2/17 Will attend ICG meeting.
- 2.22 Will attend PUD BOC Special meeting.
- 2/23 Will listen in on WPAG (Western Public Agencies Group) meeting.
- 2/25 Will meet with General Manager Kevin Streett.

Commissioner Jeff Randall:

Gave some information on the EDC.

- 2/2 Had phone conversations with Nicholas Garcia (WPUDA) and Marty Kithcart.
- 2/3 Participated in the monthly EDC Team Jefferson meeting. Report.
- 2/4 Met with PUD Consultant Don McDaniel.
- 2/7 Phone conversation with Amanda Milholland, Director of Port Townsend Farmer's Market.
- 2/8 Met with Rick and Debbie Jahnke about Sims Way Project.
- 2/9 Met with PUD Consultant Don McDaniel.
- 2/9 Attended the Clean and Prosperous Washington Webinar. (Electrification projects).
- 2/9 Met with Climate Action Committee meeting.
- 2/10 Attended PUD BOC Special Board meeting (RUS Loan).
- 2/14 Attended joint BOC CAB meeting. Report.
- 2/16 Will meet with executives of the Port, City, PUD, and County.
- 2/17 and
- 2/18 Will participate in WPUDA meetings. Report.
- 2/22 Will attend PUD BOC Special meeting.
- 2/24 Will participate in the NODC Board meeting.

Commissioner Kenneth Collins:

- 2/4 Attended JBAT general meeting.
- 2/8 Met with General Manager Kevin Streett.
- 2/10 Attended PUD BOC Special Board meeting (RUS Loan, Hiring and Purchase of Equipment).
- 2/10 Attended meeting with Innovation Beyond Zero group.
- 2/11 Attended the Executive Committee meeting of the JBAT.
- 2/11 Met with Jessica Dillon, Chair of CAB.

Page 5 of 7

Jefferson County PUD
 Pre-Meeting Workshop and
 BOC Regular Meeting 02-15-2022
 Draft Minutes

- 2/14 Attended joint BOC CAB meeting.
- 2/16 and
- 2.17 Will participate in the Day on the Hill organized by WPUDA and be involved in subsequent meetings of WPUDA.
- 2/17 Plan on attending ICG meeting.
- 2/18 Will attend Board of Directors of WPUDA.
- 2/22 Will attend PUD BOC Special Board meeting (meters).
- 2/23 Will meet with General Manager Kevin Streett.
- 2/15 Will attend meeting of JBAT.
- 3/01 Will meet with General Manager Kevin Streett.

12. OLD BUSINESS: Commissioner Kenneth Collins read the new guidelines for Old and New Business.

12.1 Sims Way project (for discussion only). General Manager Kevin Streett gave a report and presentation. Project was to underground the powerlines, remove the trees and expand the board yard. No public comment. There was considerable discussion. Commissioner Jeff Randall gave a report on the PIF project.

12.2 Electric Service Charges and Regulations. General Manager Kevin Streett gave a report. This agenda item was for discussion only. The commissioners were all in consensus with the Electric Service Charges and Regulations and the resolution will be presented in the Consent Agenda at the next BOC meeting,

12.3 RUS Loan Documentation. Finance Director Mike Bailey gave a report.

MOTION: Commissioner Jeff Randall made a motion authorizing staff to submit Form 740G, Form 740C, AD 3030, and Letter of Application to the RUS for the purpose of obtaining a loan for the purchase of 191 Otto Street and to purchase and install an AMI system. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Public Comment:

- **Comment.** How many of the PUD commissioners and staff believe that the meters will last for twenty years.
Response: The mass of the meters will last 10-20 years.

12.4 Titles, Salaries and Benefits of Non-Represented Employees. Human Resources Director Melanie Desmarais gave a report. No public comment.

MOTION: Commissioner Dan Toepper made a motion to approve a resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County establishing Titles and Bi-weekly Salary Ranges for non-represented Employees. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

13. NEW BUSINESS.

13.1 Approval of Electric Contractors. Operations Director Scott Bancroft gave a report.

MOTION: Commissioner Jeff Randall made a motion to accept the applicant FB Titan as a qualified line contractor that has submitted all paperwork pursuant to Washington State Law (RCW 54.04.080 and RCW 54.04.085). Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Public Comments: (topics abbreviated).

- **Comment.** Wanted to know if contractors entering the PUD yard had to be vaccinated and can anybody unvaccinated or vaccinated ride in the truck together.

14: ADJOURN: Commissioner Kenneth Collins declared the Jefferson County Public Utility District No. 1 Board of Commissioners' Regular Meeting of February 15, 2022 adjourned at 6:00 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

Commissioner Dan Toepper, Secretary

Date

Attest:

Commissioner Kenneth Collins, President

Date

Commissioner Jeff Randall, Vice President

Date

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

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey
Mike Bailey, Financial Director / District Auditor

5/11/2022

Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 128854 to # 128855	\$ 75.00	4/27/2022
Accounts Payable:	# 128856 to # 128897	\$ 507,110.51	4/28/2022
Accounts Payable:	# 128898 to # 128899	\$ 1,991.88	4/29/2022
Accounts Payable:	# 128900 to # 128962	\$ 375,586.30	5/5/2022
Payroll Checks:	# 71005 to # 71007	\$ 6,351.51	4/29/2022
Payroll Checks:	# 71008 to # 71009	\$ 1,452.91	4/29/2022
Payroll Direct Deposit:		\$ 129,647.40	4/29/2022

TOTAL INVOICES PAID

\$1,022,215.51

WIRE TRANSFERS PAID

	AMOUNT	DATE
USDA RD DCFO	\$ 82,381.00	4/21/2022
Peterson Lake	\$ 14,328.62	5/2/2022

GRAND TOTAL

\$1,118,925.13

VOIDED WARRANTS

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 1

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128854 4/27/22	CHK	9999	BRINNON COMMUNITY CENTER	RNTL SPACE PUB MEETING-BRINNON COMM CNTR	25.00
128855 4/27/22	CHK	9999	BRINNON COMMUNITY CENTER	DMG DEPOSIT PUB MEETING-BRINNON COMM CNT	50.00
128856 4/28/22	CHK	10006	AFLAC	AFLAC BILL APR 2022	60.48
				AFLAC BILL APR 2022	138.36
Total for Check/Tran - 128856:					198.84
128857 4/28/22	CHK	10339	BORDER STATES ELECTRIC	FIBER DEAD ENDS W C/EL .738-.784	13,441.12
				CUTOUT LOADBREAK 15KV 100 AMP	4,827.90
				MULTI-TAP 6-500 MCM	3,997.42
Total for Check/Tran - 128857:					22,266.44
128858 4/28/22	CHK	10763	BUILDERS EXCHANGE OF WASHINGTON	PUBLISHING INVITE TO BID WO#22034	205.50
128859 4/28/22	CHK	10041	CDW GOVERNMENT	AUTOCAD LT 1YR 04/14-04/13/22	448.68
				AUTOCAD LT 1YR 04/14-04/13/22	49.86
				ADOBE ACROBAT & CLOUD 1YR	581.74
				ADOBE ACROBAT & CLOUD 1YR	64.64
Total for Check/Tran - 128859:					1,144.92
128860 4/28/22	CHK	10045	CENTURY LINK-S	PHONE SERVICE - APR 2022	74.32
				PHONE SERVICE - APR 2022	8.26
				PHONE SERVICE - APR 2022	35.06
				PHONE SERVICE - APR 2022	3.90
Total for Check/Tran - 128860:					121.54
128861 4/28/22	CHK	10053	COMPUNET, INC	ANNUAL FLEX SUBSCRIPTION 2022 1Y	9,275.68
128862 4/28/22	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - MAY 2022	986.05
128863 4/28/22	CHK	10365	ALYSON J DEAN	ENGINEER&OPS CONF 4/12-4/14/22 TRVL EXP	1,092.88
128864 4/28/22	CHK	9998	EVELYN DICKINSON	Credit Balance Refund	59.68
128865 4/28/22	CHK	10898	EDC TEAM JEFFERSON	EDC SUPPORT FUNDING Q2 2022	6,750.00
				EDC SUPPORT FUNDING Q2 2022	750.00

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 2

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 128865:					7,500.00
128866 4/28/22	CHK	10767	EMPLOYMENT SECURITY DEPARTMEN	1ST QTR 2022 PD FLA	8,676.76
128867 4/28/22	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	7,389.50
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	624.00
				ENERGY CONSERVATION REBATE	2,534.00
				ENERGY CONSERVATION REBATE	3,800.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	234.00
				ENERGY CONSERVATION REBATE	3,206.08
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	18,610.52
				ENERGY CONSERVATION REBATE	1,900.00
				ENERGY CONSERVATION REBATE	828.28
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	2,275.00
				ENERGY CONSERVATION REBATE	1,900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	6,140.00

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 3

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	1,296.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	1,300.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	50.00
Total for Check/Tran - 128867:					88,762.38
128868 4/28/22	CHK	10094	GENERAL PACIFIC, INC	GUY WIRE DISPENSER	943.71
				POLE GROUND GUARD	259.66
				WIRE 2/0 ACSR	8,705.53
Total for Check/Tran - 128868:					9,908.90
128869 4/28/22	CHK	10674	GLOBAL EQUIPMENT COMPANY INC.	GLOBAL INDUSTRIAL REPLACEMENT CABLE	40.63
128870 4/28/22	CHK	10454	GLOBAL RENTAL COMPANY INC	JIB ACCESSORY - PART, LABOR, & INSTALL	1,799.50
				JIB ACCESSORY - PART, LABOR, & INSTALL	-150.10

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 4

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 128870:					1,649.40
128871 4/28/22	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 03/29-04/24/22	142.53
				310 4CRNRS-RESTROOM UNIT 03/29-04/24/22	15.83
Total for Check/Tran - 128871:					158.36
128872 4/28/22	CHK	10395	JEFFREY T GORDON	LEADERSHIP SKILLS: 4/20-4/22 TRVL EXP	1,290.55
128873 4/28/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	OTTO ST & VEH 123 - SUPPLIES	33.99
				OTTO ST & VEH 123 - SUPPLIES	57.75
				UNISTRUT - CONNEX/YARD	191.97
Total for Check/Tran - 128873:					283.71
128874 4/28/22	CHK	10839	IRBY ELECTRICAL UTILITES	FIBER DEAD ENDS	6,879.85
128875 4/28/22	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	2,928.93
				EMPLOYER'S MEDICARE TAX	2,928.93
				EMPLOYEES' FICA TAX	12,523.53
				EMPLOYER'S FICA TAX	12,523.53
				EMPLOYEES' FEDERAL WITHHOLDING	11,395.08
				EMPLOYEES' FEDERAL WITHHOLDING TAX	8,352.05
Total for Check/Tran - 128875:					50,652.05
128876 4/28/22	CHK	10532	JEFFERSON COUNTY PUD PAYROLL ACPR DIRECT DEPOSIT 04/29/2022		129,647.40
			PR MANUAL CHECKS 04/29/2022		6,351.51
Total for Check/Tran - 128876:					135,998.91
128877 4/28/22	CHK	9998	MICHAEL MARRON	Credit Balance Refund	58.92
128878 4/28/22	CHK	10309	NISC	RECURRING INVOICE MAR 2022	1,103.46
				RECURRING INVOICE MAR 2022	229.33
				RECURRING INVOICE MAR 2022	1,819.00
				RECURRING INVOICE MAR 2022	498.39
				RECURRING INVOICE MAR 2022	498.39
				RECURRING INVOICE MAR 2022	9,167.02
				RECURRING INVOICE MAR 2022	942.66

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 5

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RECURRING INVOICE MAR 2022	103.20
				RECURRING INVOICE MAR 2022	1,594.39
				RECURRING INVOICE MAR 2022	337.10
				RECURRING INVOICE MAR 2022	22.93
				PRINT SVCS INVOICE MAR 2022	2,443.90
				PRINT SVCS INVOICE MAR 2022	7,014.20
				PRINT SVCS INVOICE MAR 2022	1,503.37
				PRINT SVCS INVOICE MAR 2022	271.55
				PRINT SVCS INVOICE MAR 2022	779.35
				PRINT SVCS INVOICE MAR 2022	167.04
				MISC MAR 2022	324.04
				MISC MAR 2022	856.02
				MISC MAR 2022	95.11
Total for Check/Tran - 128878:					29,770.45
128879 4/28/22	CHK	10167	OFFICE DEPOT	OPERATIONS - NOTARY STAMP	50.07
				OPERATIONS - NOTARY STAMP	5.56
				OPERATIONS - SUPPLIES	394.63
				OPERATIONS - SUPPLIES	43.85
				OPERATIONS - NOTEPADS	3.04
				OPERATIONS - NOTEPADS	0.34
				OPERATIONS - PENCIL HOLDER	9.81
				OPERATIONS - PENCIL HOLDER	1.09
Total for Check/Tran - 128879:					508.39
128880 4/28/22	CHK	10865	OLYMPIC ELECTRIC CO, INC	BPA/IRONDALE SUB FIBER INSTALL	72,479.06
				CHANGE ORDER-BPA FIBER 92009	10,894.05
Total for Check/Tran - 128880:					83,373.11
128881 4/28/22	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 04/01-04/19/2022	511.87
				TRANSCRIPTION SVC 04/01-04/19/2022	56.88
Total for Check/Tran - 128881:					568.75

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 6

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128882 4/28/22	CHK	10193	PORT TOWNSEND LEADER	EMPLOY SVC: DIGITAL COMM SPECIALIST	79.01
				EMPLOY SVC: NETWORK ENGINEER	122.62
				MAGAZINE: HOME & GARDEN	720.00
				LEGALS: BID INVITE - QUILCENE WATER TANK	148.00
				LEGAS: BID AD - DIVING SERVICES	252.00
				EMPLOY SVC: DIGITAL COMM SPECIALIST	8.74
				EMPLOY SVC: NETWORK ENGINEER	13.63
				MAGAZINE: HOME & GARDEN	80.00
Total for Check/Tran - 128882:					1,424.00
128883 4/28/22	CHK	10207	RAIN NETWORKS	ESET PROTECT ESSTAL PLUS 1YR 4/1-3/31/23	1,289.63
				ESET PROTECT ESSTAL PLUS 1YR 4/1-3/31/23	143.29
				ARCSERVE ANNL SUB 1YR 4/14/22-4/13/23	15,519.09
Total for Check/Tran - 128883:					16,952.01
128884 4/28/22	CHK	10708	RCE TRAFFIC CONTROL, INC	CANCELED FLAGGING - 2863 FLAGLER 4/13/22	568.00
				FLAGGING-1100 LINGER LONGER RD 04/12/22	2,338.20
Total for Check/Tran - 128884:					2,906.20
128885 4/28/22	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - MAY 2022	1,642.28
128886 4/28/22	CHK	10869	SLATE ROCK SAFETY	FR CLOTHING	-23.68
				FR CLOTHING	283.90
				FR & PUD CLOTHING	-38.02
				FR & PUD CLOTHING	455.88
				FR CLOTHING	-41.35
				FR CLOTHING	495.81
Total for Check/Tran - 128886:					1,132.54
128887 4/28/22	CHK	10227	SOUND PUBLISHING INC	COMBO BUY - PENINSULA PREPAREDNESS	337.50
				HOME & GARDEN HOME SHOW 2022	44.55
				COMBO BUY - PENINSULA PREPAREDNESS	37.50
				HOME & GARDEN HOME SHOW 2022	4.95
Total for Check/Tran - 128887:					424.50

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 7

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128888 4/28/22	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: ARSENIC	23.00
				TESTING: ARSENIC	23.00
				TESTING: ARSENIC	23.00
				TESTING: ARSENIC	23.00
				TESTING: NITRATE-N	28.00
				TESTING: NITRATE-N	56.00
				TESTING: COLIFORM/ E.COLI, P/A	23.00
				TESTING: COLIFORM/ E.COLI, P/A	23.00
				TESTING: COLIFORM/ E.COLI, P/A	23.00
				TESTING: COLIFORM/ E.COLI, P/A	23.00
				TESTING: COLIFORM/ E.COLI, P/A	23.00
				TESTING: COLIFORM/ E.COLI, P/A	23.00
				TESTING: COLIFORM/ E. COLI, P/A	23.00
				TESTING: COLIFORM/ E. COLI, P/A	23.00
				TESTING: COLIFORM/ E. COLI, P/A	23.00
Total for Check/Tran - 128888:					383.00
128889 4/28/22	CHK	10389	ERIC R STOREY	CLOTHING ALLOWANCE 2022	168.66
128890 4/28/22	CHK	10733	DANIEL S TOEPPER	MEETING W/GM, WPUDA, NOA NET MEETING	344.94
				MEETING W/GM, WPUDA, NOA NET MEETING	38.33
Total for Check/Tran - 128890:					383.27
128891 4/28/22	CHK	10737	VAN ALLER SURVEYING	SURVY&STAKE-PETERSON LAKE PROP BOUNDARY	1,140.00
128892 4/28/22	CHK	10328	VERIZON CONNECT NWF INC.	USM OBD HARNESS KIT FOR 5200/5500	34.37
				USM OBD HARNESS KIT FOR 5200/5500	3.82
				USM OBD11 HARNESS GPS & DIAGNOSTICS	34.37
				USM OBD11 HARNESS GPS & DIAGNOSTICS	3.82
Total for Check/Tran - 128892:					76.38
128893 4/28/22	CHK	10260	WA STATE DEFERRED COMPENSATIONPL DEFERRED COMP EE		12,623.28
			PL DEFERRED COMP ER		5,132.61

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 8

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 128893:					17,755.89
128894 4/28/22	CHK	10337	WA STATE DEPT OF TRANSPORTATION	UTILITY ACCMNDTN APP FOR PRMT#330142A#12	300.00
128895 4/28/22	CHK	10337	WA STATE DEPT OF TRANSPORTATION	UTILITY ACCMNDTN APP FOR PRMT#30142 A#13	500.00
128896 4/28/22	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - APR 2022	52.48
				EAP SVC - APR 2022	5.83
Total for Check/Tran - 128896:					58.31
128897 4/28/22	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VID CONF SVC 04/22-05/21/22	387.74
				VID CONF SVC 04/22-05/21/22	43.08
Total for Check/Tran - 128897:					430.82
128898 4/29/22	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	28.74
				EMPLOYER'S MEDICARE TAX	28.74
				EMPLOYEES' FICA TAX	122.88
				EMPLOYER'S FICA TAX	122.88
				EMPLOYEES' FEDERAL WITHHOLDING TAX	235.73
Total for Check/Tran - 128898:					538.97
128899 4/29/22	CHK	10532	JEFFERSON COUNTY PUD PAYROLL	ACPR DL MANUAL CHECKS 04/29/2022	1,452.91
128900 5/5/22	CHK	10808	A & J FLEET SERVICES, INC	VEH# 119 - WATER PUMP REPLACEMENT	530.60
128901 5/5/22	CHK	10923	ALPHA POWER SYSTEMS, INC	SECONDARY CONNECTING BLOCK & BOLTS	1,527.35
				SECONDARY CONNECTING BLOCK & BOLTS	
Total for Check/Tran - 128901:					1,527.35
128902 5/5/22	CHK	10012	ALTEC INDUSTRIES, INC	VEH# 100 - REPLACE AUGER MOTOR	22,857.41
				VEH# 100 - PREVENTIVE MAINTENANCE REPAIR	2,357.92
Total for Check/Tran - 128902:					25,215.33
128903 5/5/22	CHK	10481	AMAZON	CAT5 CABLE-AMI	229.09
				PLUGS-AMI	30.55
				BOOTS-AMI	14.17
				HUB-AMI	74.10

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 9

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SWITCH-AMI	343.64
				TAPE-AMI	57.22
				CRIMP-AMI	35.99
				CONDUCTIVE ADHESIVE	20.71
				Total for Check/Tran - 128903:	805.47
128904 5/5/22	CHK	10447	ANIXTER INC.	CROSSARM PIN	177.29
				CROSSARM PIN	354.58
				FUSE	327.30
				Total for Check/Tran - 128904:	859.17
128905 5/5/22	CHK	10918	JONETTE BRUNEAU	DAILY MAIL OFFICE RUN APR 2022	64.41
				DAILY MAIL OFFICE RUN APR 2022	7.16
				Total for Check/Tran - 128905:	71.57
128906 5/5/22	CHK	9998	MISTY M CANNON	Credit Balance Refund	94.38
128907 5/5/22	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	WTR REPAIR - 21 HUNT RD 04/13/22	1,456.77
				WTR INSTALL-82 MARIANNE MEADOWS 4/12/22	1,506.32
				O/H TO U/G TRENCHING-2200 WASHINGTON ST	12,094.28
				Total for Check/Tran - 128907:	15,057.37
128908 5/5/22	CHK	10843	CCG CONSULTING	FIBER GRANTS,POLICY,PROCEDURES/ENGINEER	5,553.60
128909 5/5/22	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - MAR 2022	27,569.88
128910 5/5/22	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE- APR 2022	10.93
				PHONE SERVICE- APR 2022	1.21
				Total for Check/Tran - 128910:	12.14
128911 5/5/22	CHK	10050	CHS	SKYWATER - SALT BAG RUST PELLETS	130.79
128912 5/5/22	CHK	10685	CINTAS CORPORATION	OPS,TRUCKS,WH - FIRST AID KIT RESTOCK	313.46
				OPS,TRUCKS,WH - FIRST AID KIT RESTOCK	34.83
				Total for Check/Tran - 128912:	348.29
128913 5/5/22	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST- APR 2022	201.45

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 10

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				191 OTTO ST - APR 2022	107.10
				191 OTTO ST - APR 2022	11.90
				Total for Check/Tran - 128913:	320.45
128914 5/5/22	CHK	9998	TAMMY G CLARK	Credit Balance Refund	90.55
128915 5/5/22	CHK	10053	COMPUNET, INC	IE2000 4-PORT SWITCH	897.20
				IE2000 4-PORT SWITCH	462.75
				IE2000 4-PORT SWITCH	151.09
				Total for Check/Tran - 128915:	1,511.04
128916 5/5/22	CHK	10501	D & L POLES	VAULT INSTALL - FAIRMOUNT 03/24/2022	3,082.08
				BACKFILL TRENCH&VAULT - 3307 HAINES ST	2,220.19
				VAC&EXCAVATE - 100 SEVEN SISTERS RD	5,070.42
				BORE WTR LNE - 80 JACOBSEN DR.	6,911.49
				Total for Check/Tran - 128916:	17,284.18
128917 5/5/22	CHK	10878	DEER'S LANDSCAPING	MOWING RESERVOIR SITES -VARIOUS AUG 2021	621.00
128918 5/5/22	CHK	10747	DESIGNER DECAL, INC.	REEL INVENTORY TAGS	1,229.25
128919 5/5/22	CHK	10826	DILIGENT CORPORATION	BOC-COMM PKG SUBSCRIP 1YR 6/12-6/11/2023	3,608.49
128920 5/5/22	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE APR 2022	5,500.00
128921 5/5/22	CHK	10372	EVERGREEN COLLISION CENTER-SEQUVEH# 101 - TOWED TO A&J FLEET		748.00
128922 5/5/22	CHK	9998	GARY D FELDER	Credit Balance Refund	26.35
128923 5/5/22	CHK	10774	ALEX L GERRISH	NW USERS GROUP MTG 4/26-4/27/22 TRVL EXP	1,039.57
128924 5/5/22	CHK	9999	DAVID GILLULY	REFUND - SCOPE OF SERVICE CHANGE	1,945.00
128925 5/5/22	CHK	10454	GLOBAL RENTAL COMPANY INC	VEH# 415-AT40G BKT RENTAL 04/20-05/17/22	2,943.00
				AT37-G BUCKETRNTL VEH#410 04/23-05/20/22	2,735.00
				AA55 DBLMN BUCKET VEH#414 4/27-5/24/22	3,719.60
				AT40-G BUCKETRNTL VEH#416 4/27-5/24/22	2,953.80

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 11

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 128925:					12,351.40
128926 5/5/22	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APRENTICESHP TUITION WINTER 2022	232.10
128927 5/5/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	ROUNDUP, MRK PAINT, BUCKET	73.03
				BATTERIES	11.99
				MATS MATS - RESERVOIR SPRAY BAR	16.08
				SHOP - BLUE SPRAY PAINT	39.24
				YARD - TIRE WIRE ROLL	10.90
				GENERAL HARDWARE	24.00
				SHOVEL & WHISK BRROM	163.60
				SCREWDRIVIER SLOT	21.24
Total for Check/Tran - 128927:					360.08
128928 5/5/22	CHK	10396	JEAN M HALL	NW USERS GROUP MTG 4/26-4/27/22 TRVL EXP	340.24
				NW USERS GROUP MTG 4/26-4/27/22 TRVL EXP	37.81
Total for Check/Tran - 128928:					378.05
128929 5/5/22	CHK	10817	IDGAF, INC	EMRGNCY EXCAVATE&FILL - 1726 DISCOVERY	4,920.41
128930 5/5/22	CHK	10518	J HARLEN COMPANY	BUCKET	182.41
				DIE	424.37
				HANDLINE BLOCK	122.19
				HANDLINE HOOK	20.69
				SWIVEL HOOK	66.99
Total for Check/Tran - 128930:					816.65
128931 5/5/22	CHK	10726	JACKSON THORNTON & CO., P.C.	FINAL BILLING AUDIT 2021	14,962.50
				FINAL BILLING AUDIT 2021	1,662.50
Total for Check/Tran - 128931:					16,625.00
128932 5/5/22	CHK	9998	RICHARD KORPINEN	Credit Balance Refund	39.18
128933 5/5/22	CHK	10286	L & J ENTERPRISES	EMERGENCY STORM WORK 1/4-1/7/2022	8,130.00
128934 5/5/22	CHK	10435	MAGNETIC PRODUCTS AND SERVICES, LTO-7 TAPES		-66.57

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 12

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LTO-7 TAPES	718.26
				LTO-7 TAPES	79.81
				Total for Check/Tran - 128934:	731.50
128935 5/5/22	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - APR 2022	219.98
				1012 DUCKABUSH RD ELEC APR 22	68.94
				BPA RD-PUMP ELEC - APR 2022	123.96
				Total for Check/Tran - 128935:	412.88
128936 5/5/22	CHK	10777	BARUCH A MCKNIGHT	NW USERS GROUP MTG 4/26-4/27/22 TRVL EXP	396.79
				NW USERS GROUP MTG 4/26-4/27/22 TRVL EXP	44.09
				Total for Check/Tran - 128936:	440.88
128937 5/5/22	CHK	9998	WAYNE MELQUIST	Credit Balance Refund	20.96
128938 5/5/22	CHK	10470	MISSION COMMUNICATIONS, LLC	APL&BYWTR WELL SCADA SYS 1Y 5/1-4/30/22	1,126.80
128939 5/5/22	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	DAYLABOR BENEFITS APR2022-UNION HELPER	775.68
				MEDICAL PREMIUM JUN 2022	16,362.00
				Total for Check/Tran - 128939:	17,137.68
128940 5/5/22	CHK	10167	OFFICE DEPOT	OPS,OTTO ST - CHAIRS, OFFICES SUPPLIES	5,573.39
				OPS,OTTO ST - CHAIRS, OFFICES SUPPLIES	619.26
				Total for Check/Tran - 128940:	6,192.65
128941 5/5/22	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SHOP - TOOLS	13.06
				SHOP - OIL & MOTOR TREATMENT	23.98
				Total for Check/Tran - 128941:	37.04
128942 5/5/22	CHK	10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT - APR 2022	211.82
128943 5/5/22	CHK	10907	PALOUSE POWER LLC	DOCK WORK 2022 03/28-04/8/22	83,296.30
				DOCK WORK 2022 03/28-04/8/22	8,466.07
				DOCK WORK 2022 03/28-04/8/22	6,913.11
				Total for Check/Tran - 128943:	98,675.48
128944 5/5/22	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-TRITON COVE Q2-2022	60.01

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 13

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128945 5/5/22	CHK	9998	KAYLIE PIERRE	Credit Balance Refund	47.83
128946 5/5/22	CHK	10188	PLATT ELECTRIC SUPPLY	AMI MATERIAL W/O# 122093	47.29
128947 5/5/22	CHK	10195	PRECISION FIBER, INC	PFI INSTALL - COUNTY LANDFILL RD.	6,097.60
				PFI INSTALL - COUNTY LANDFILL RD.	-508.60
				Total for Check/Tran - 128947:	5,589.00
128948 5/5/22	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE APR 2022	40,911.87
128949 5/5/22	CHK	9998	BRIAN RAITER	Credit Balance Refund	33.31
128950 5/5/22	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING-1100 LINGER LONGER RD 04/12/22	259.80
128951 5/5/22	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MOD TRPLW) RENT 05/19-06/18/22	91.67
				4CORNERS (MOD TRPLW) RENT 05/19-06/18/22	10.19
				4CORNERS (MOD DBW) RENT 05/18-6/17/22	78.44
				4CORNERS (MOD DBW) RENT 05/18-6/17/22	8.72
				Total for Check/Tran - 128951:	189.02
128952 5/5/22	CHK	10604	SENIOR RESOURCES	DISPLAY:SENIOR RESOURCES 2022	895.50
				DISPLAY:SENIOR RESOURCES 2022	99.50
				Total for Check/Tran - 128952:	995.00
128953 5/5/22	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - HWY 101 COYLE	423.12
				FLAGGING - DABOB/THORNDYKE RD.	5,978.16
				FLAGGING - DABOB/THORNDYKE RD.	8,804.08
				Total for Check/Tran - 128953:	15,205.36
128954 5/5/22	CHK	10219	SHOLD EXCAVATING INC	WO# 321037 - LANDSCAPE MATERIALS	43.64
128955 5/5/22	CHK	10237	STRANCO INC	TRANSFORMER DECALS	667.02
				TRANSFORMER DECALS	-53.76
				Total for Check/Tran - 128955:	613.26
128956 5/5/22	CHK	10421	THE CARWASH INC	VEH#206 FLEET SERVICE FEB 2022	12.27
				VEH#211 FLEET SERVICE FEB 2022	12.26

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 14

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				VEH#211-FLEET SERVICE MAR 2022	49.05
				Total for Check/Tran - 128956:	73.58
128957 5/5/22	CHK	10252	ULINE	FLAGGING TAPE	30.94
				LOCATE FLAGS	580.11
				Total for Check/Tran - 128957:	611.05
128958 5/5/22	CHK	10615	US BANK	TOOL - IMPACT BIT	241.34
				TOOL - LIFTING CHAIN SLING	97.00
				TOOL - SHOVEL	101.07
				RUS ENGINEERING SEMINAR 3/29/22 REG FEE	150.00
				SUPPLY CHAIN&MGMT SUMMIT REG FEES	575.00
				FR SAFETY GLOVES	413.00
				LICENSE PLATE	21.50
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	140.13
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	15.12
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	15.12
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	15.58
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	1.68
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	1.68
				SPARLING WELL - BATTERIES	98.18
				SPARLING WELL - OUTSIDE LIGHTS	46.00
				OFFICE 365 FOR BILLING DEPT	103.68
				PHONE SERVICE	225.00
				PHONE SERVICES	225.00
				TECH SUPPORT	16.37
				WEBSITE CERTS FOR JABBER 2Y	341.96
				WEBSITE MAILING LIST	13.50
				WEBSITE STORAGE `	1.26
				OFFICE 365 FOR BILLING DEPT	11.53
				PHONE SERVICE	25.00
				PHONE SERVICES	25.00

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 15

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TECH SUPPORT	1.82
				WEBSITE CERTS FOR JABBER 2Y	38.00
				WEBSITE MAILING LIST	1.50
				WEBSITE STORAGE `	0.15
				ENGINEER&OPS CONF 4/12-4/14/22 TRVL EXP	110.64
				ENGINEER&OPS CONF 4/12-4/14/22 TRVL EXP	1,564.08
				LEGSLATIVE RALLY 2022 - REFUND	-45.00
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	140.13
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	140.13
				LEGSLATIVE RALLY 2022 - REFUND	-5.00
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	15.58
				WPUDA CONFERENCE 4/12-4/15 TRVL EXP	15.58
				USB EXTENSION CABLE	10.56
				IPHONE AUDIO ADAPTER	9.82
				HEADSET	471.44
				CONFERENCE ROOM KEYBOARD	50.02
				LARGE USB HUBS	58.88
				SMALL USB HUBS	39.24
				WINDOWS LICENSE FOR VIRTUAL MACHINE	390.78
				HEADSET	52.39
				CONFERENCE ROOM KEYBOARD	5.56
				LARGE USB HUBS	6.55
				SMALL USB HUBS	4.36
				WINDOWS LICENSE FOR VIRTUAL MACHINE	21.72
				WINDOWS LICENSE FOR VIRTUAL MACHINE	21.72
				NWPPA ACCT&FIN CONF 6/27-7/01 TRVL EXP	348.48
				CMA MEMBERSHIP & APPLICATION FEE	499.50
				MEETING OWL WEB CAMERA	980.91
				NWPPA ACCT&FIN CONF 6/27-7/01 TRVL EXP	38.72
				CMA MEMBERSHIP & APPLICATION FEE	55.50
				MEETING OWL WEB CAMERA	109.00

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 16

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SUPERVISORY TRAINING REG FEE 4/01-4/30	1,134.00
				LIC UNDRGRND STRGETANK 4/30-4/29/2023 1Y	8.89
				LIC UNDRGRND STRGETANK 4/30-4/29/2023 1Y	355.66
				SUPERVISORY TRAINING REG FEE 4/01-4/30	126.00
				LIC UNDRGRND STRGETANK 4/30-4/29/2023 1Y	0.99
				LIC UNDRGRND STRGETANK 4/30-4/29/2023 1Y	39.50
				FLAGGING RECERTIFICATION COURSE REFUND	-80.00
				FEATURED JOB LISTING - JOURNEYMAN LINEWO	275.00
				POWERLINEMAN.COM - LINEWORKER JOB AD	1,950.00
				EMPLOYEE BACKGROUND CHECK	59.95
				POSTAGE	25.49
				DIRECTORS RETREAT AT FORT WORDEN	549.54
				INDEED APR 22 SPONSORED JOB ADS	491.06
				INDEED MAR 22 SPONSORED JOB ADS	755.59
				EMPLOYEE BACKGROUND CHECK	161.85
				DIRECTORS RETREAT AT FORT WORDEN	61.06
				INDEED APR 22 SPONSORED JOB ADS	55.17
				INDEED MAR 22 SPONSORED JOB ADS	83.97
				EMPLOYEE BACKGROUND CHECK	18.00
				ITA SHOWCASE NW 3/15-3/16/2022 TRVL EXP	335.01
				ITA SHOWCASE NW 3/15-3/16/2022 TRVL EXP	341.04
				ENGINEER&OPS CONF 4/12-4/14/22 TRVL EXP	808.20
				ENGINEER&OPS CONF 4/12-4/14/22 TRVL EXP	766.77
				BATTERIES	29.44
				CERTIFIED MAILING	14.49
				WEBSITE IMAGES	29.44
				WEBSITE IMAGES	3.28
				BATTERIES	3.28
				CERTIFIED MAILING	1.61
Total for Check/Tran - 128958:					16,477.74

05/11/2022 9:49:47 AM

Accounts Payable Check Register

Page 17

04/27/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
128959 5/5/22	CHK	10891	VALIN CORPORATION	VELCON OIL PUMP FOR TRNSFRMR OIL	11,592.34
128960 5/5/22	CHK	10328	VERIZON CONNECT NWF INC.	ALL VEH GPS APR 2022	456.00
				ALL VEH GPS APR 2022	230.13
Total for Check/Tran - 128960:					686.13
128961 5/5/22	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRADLEPNT DEVICE QB 3/20-04/19/22	1,036.65
				SCADA CRDLEPNT DEVICE QB 3/23-04/22/22	73.04
Total for Check/Tran - 128961:					1,109.69
128962 5/5/22	CHK	10337	WA STATE DEPT OF TRANSPORTATION	UTILITY ACCMNDTN APP FOR PRMT#30435 A#12	500.00

Total Payments for Bank Account - 1 : (109) 884,763.69

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

Total for Bank Account - 1 : (109) 884,763.69

Grand Total for Payments : (109) 884,763.69

Grand Total for Voids : (0) 0.00

Grand Total : (109) 884,763.69

05/11/2022 10:23:11 AM

Accounts Payable Check Register

Page 1

04/21/2022 To 05/09/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
174 4/21/22	WIRE	10936	USDA RD DCFO	TRI AREA BOND PAYMENT	31,681.34
				TRI AREA BOND PAYMENT	50,699.66
Total for Check/Tran - 174:					82,381.00
175 5/2/22	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MAY 2022	2,994.20
				PETERSON LAKE WIRE PMT MAY 2022	11,334.42
Total for Check/Tran - 175:					14,328.62

Total Payments for Bank Account - 1 : (2) 96,709.62

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

Total for Bank Account - 1 : (2) 96,709.62

Grand Total for Payments : (2) 96,709.62

Grand Total for Voids : (0) 0.00

Grand Total : (2) 96,709.62

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 04/29/2022

Empl	Position	Check #	Check Date	Amount
3032	CUSTOMER SERVICE REP	71005	04/29/2022	1,366.23
2003	WATER TREATMENT PLANT OPERATOR III	71006	04/29/2022	2,224.68
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71007	04/29/2022	2,760.60
3058	DAY LABORER	71008	04/29/2022	723.91
3061	DAY LABORER	71009	04/29/2022	729.00
				\$ 7,804.42

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 04/29/2022
--

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING TECH 1	4/29/2022	1,491.88
3052	ADMINISTRATIVE ASSISTANT	4/29/2022	2,394.24
1026	BROADBAND COORDINATOR	4/29/2022	2,290.63
4006	COMMISSIONER DIST 1	4/29/2022	952.64
4004	COMMISSIONER DIST 2	4/29/2022	967.14
4008	COMMISSIONER DIST 3	4/29/2022	952.64
3034	COMMUNICATIONS DIRECTOR	4/29/2022	3,184.10
3002	CUSTOMER SERVICE COORDINATOR	4/29/2022	1,508.83
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	4/29/2022	1,483.50
3022	CUSTOMER SERVICE REP	4/29/2022	1,469.50
3048	CUSTOMER SERVICE REP	4/29/2022	1,455.92
3056	CUSTOMER SERVICE REP	4/29/2022	1,206.51
1027	ELECTRICAL ENGINEERING MANAGER	4/29/2022	3,177.23
1041	ELECTRICAL SUPERINTENDENT	4/29/2022	4,410.23
2007	ENGINEERING DIRECTOR	4/29/2022	3,569.89
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	4/29/2022	2,150.37
3033	FINANCE DIRECTOR	4/29/2022	4,336.54
3029	FINANCE SERVICES MANAGER	4/29/2022	2,420.95
1046	FLEET/WAREHOUSE HELPER	4/29/2022	2,696.58
1012	FOREMAN LINEMAN	4/29/2022	4,692.97
1011	GENERAL MANAGER	4/29/2022	5,042.27
1042	GIS SPECIALIST	4/29/2022	2,461.42
1017	HEAD STOREKEEPER	4/29/2022	2,527.08
3047	HUMAN RESOURCES DIRECTOR	4/29/2022	3,337.39
3008	INFORMATION TECHNOLOGY MANAGER	4/29/2022	3,346.44
3028	IT SUPPORT TECHNICIAN	4/29/2022	1,806.50
1000	LINEMAN	4/29/2022	4,116.39
1020	LINEMAN	4/29/2022	3,505.39
1034	LINEMAN	4/29/2022	3,418.49
1055	LINEMAN	4/29/2022	2,766.67
1043	METER READER	4/29/2022	1,769.35
1047	METER READER	4/29/2022	1,735.52
1037	OPERATIONS DIRECTOR	4/29/2022	3,706.00
1050	PRE-APPRENTICE	4/29/2022	2,218.30
3004	RESOURCE MANAGER	4/29/2022	2,626.41
1010	SCADA ENGINEER II	4/29/2022	1,180.90
1003	SCADA TECH APPRENTICE	4/29/2022	3,074.82
3020	SERVICES DIRECTOR	4/29/2022	2,945.30
1031	STAKING ENGINEER	4/29/2022	2,586.30
1014	STOREKEEPER	4/29/2022	2,817.34
1015	SUBSTATION/METER FOREMAN	4/29/2022	5,328.97
1033	SUBSTATION/METERING TECH	4/29/2022	3,484.73
3013	UTILITY ACCOUNTANT II	4/29/2022	1,545.58
3039	UTILITY ACCOUNTANT II	4/29/2022	1,757.51
3003	UTILITY BILLING CLERK	4/29/2022	1,618.27
3027	UTILITY BILLING CLERK	4/29/2022	1,629.94
3000	UTILITY BILLING COORDINATOR	4/29/2022	1,790.38
2000	WATER DISTRIBUTION MANAGER II	4/29/2022	1,989.29
2001	WATER DISTRIBUTION MANAGER II	4/29/2022	2,277.69
2002	WATER DISTRIBUTION MANAGER II	4/29/2022	2,203.95
2005	WATER DISTRIBUTION MANAGER II	4/29/2022	2,220.52
			\$ 129,647.40

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 **\$1,118,925.13** on this **17TH** day of **MAY** **2022** ;

Kenneth Collins
President

Jeff Randall
Vice President

Dan Toepper
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 128854 to # 128855	\$ 75.00	4/27/2022
Accounts Payable:	# 128856 to # 128897	\$ 507,110.51	4/28/2022
Accounts Payable:	# 128898 to # 128899	\$ 1,991.88	4/29/2022
Accounts Payable:	# 128900 to # 128962	\$ 375,586.30	5/5/2022
Payroll Checks:	# 71005 to # 71007	\$ 6,351.51	4/29/2022
Payroll Checks:	# 71008 to # 71009	\$ 1,452.91	4/29/2022
Payroll Direct Deposit:		\$ 129,647.40	4/29/2022

TOTAL INVOICES PAID

\$1,022,215.51

WIRE TRANSFERS PAID

AMOUNT

DATE

USDA RD DCFO
Peterson Lake

\$ 82,381.00
\$ 14,328.62

4/21/2022
5/2/2022

PAYMENT TOTAL

\$1,118,925.13

VOIDED WARRANTS



AGENDA REPORT

DATE: May 17, 2022
TO: Board of Commissioners
FROM: Mike Bailey, Finance Director/Internal Auditor
RE: Write-off of delinquent accounts from active accounts receivable

SUMMARY: Per Write-Off of Uncollectable Accounts Policy passed September 2017, the Board of Commissioners agreed to review and approve for write off inactive account balances over 90 days in arrears that had been given 30 days' notice that their account will be referred to a collection agency.

BACKGROUND: These inactive accounts are recorded in the Active Accounts Receivable Data Base and need to be transferred to the Uncollectible Data Base in the Customer Information System. The process of writing off does not "erase" the debt unless the debt has been discharged through a bankruptcy court. The PUD's staff has attempted to collect payment on these accounts. A collection agency is better equipped to pursue collection now that these accounts have disconnected from utility service with the PUD and are over 90 days in arrears.

ANALYSIS/FINDINGS: There are 24 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$23,803.82 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

FISCAL IMPACT: Bad Debt Expense has already been charged in anticipation of having accounts who would fail to pay their final bill for utility services. On the PUD's Balance Sheet, Line 20. Accounts Receivable-Sales of Utility Services has been netted by an estimated Reserve for Uncollectible Accounts. To remedy the debt, these inactive accounts will pay the collection agency for the amount owed to the PUD plus a fee for the agency's professional services. Any amounts received on the written off amount, will be deposited into the PUD's Depository Bank Account and the Reserve for Uncollectible Accounts adjusted. No revenue or expense accounts are affected by this write off.

RECOMMENDATION: Transfer the 24 inactive accounts owing \$23,803.82 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

ATTACHMENT: The Summary of Write-offs of Uncollectible Accounts Receivable provides an analysis of the number and amounts owed and signature of approval by the Secretary of the Board of Commissioners.



Board of Commissioners

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

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On May 17, 2022, the following summary of inactive customer accounts with a past due balance of greater than \$50.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Finance Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

<u>Uncollectible Amount Range</u>	<u>Number of Accounts</u>	<u>Write-Off Amount</u>
Up to \$50	4	\$68.32
\$51 - \$100	3	\$241.11
\$101 - \$200	0	\$0.00
\$201 - \$300	2	\$447.38
Over \$300	15	\$23,047.01
TOTAL	24	\$23,803.82

Approval, Board of Commissioners

Dan Toepper
Secretary

PUD Calendar

May 17, 2022

May 17, 2022 Regular Meeting, BOC 3:00 per ZOOM

May 19, 2022, Special Meeting, per ZOOM 9:00am-11:00am, Broadband Business Plan

May 30, 2022 – Memorial Day Holiday, Office closed

June 7, 2022 Regular Meeting, BOC 3:00 per ZOOM/Hybrid?

June 8th and 9th – Commissioner Retreat, more information to come

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

RESOLUTION NO. 2022-XX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("The PUD"), authorizing the General Manager to Negotiate Certain Insurance Coverage with the Public Utility Risk management Services ("PURMS")

WHEREAS, the PUD obtains various insurance products from PURMS to provide health, life and disability insurance coverage for employees of the PUD, among; and

WHEREAS, from time-to-time certain insurance coverage is necessary for the health and welfare of PUD employees; and

WHEREAS, in order to provide insurance coverage to PUD employees, the General Manager may need to direct PURMS to provide the level of care necessary to support PUD employees.

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 General Manager is hereby authorized on behalf of the PUD to negotiate the necessary individual insurance coverage in order to provide the level of care necessary to support PUD employees.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 17th day of May, 2022.

Kenneth Collins, President

Jeff Randall, Vice President

ATTEST:

Dan Toepper, Secretary

