

## **Regular Meeting Agenda**

### **Board of Commissioners**

Tues, Dec 13, 2022 3:00 PM

310 Four Corners Rd.

Port Townsend, WA 98368 and  
online via Zoom



**To join online go to:** <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 10 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.

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#### **1. Call to Order**

With the adoption by the Washington State Legislature of ESHB 1329, providing for both virtual and in-person meetings to be held, JPUD will be offering both virtual on-line meetings as well as in-person meetings, unless advance notice is provided. In person attendance will be limited to provide sufficient space and masking is encouraged. Online 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. Executive Session**

Per RCW 42.30.110 (1)(g) to review the performance of a public employee.

#### **4. Manager and Staff Reports**

For information only, not requiring a vote.

#### **5. Commissioner Reports**






#### **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   | 5 - 23  |
|      | <a href="#">PUD BOC Special Meeting 6-27-2022 Minutres Draft.pdf</a>                       |         |
|      | <a href="#">PUD BOC Regular Meeting Minutes 7-5-2022 Draft.pdf</a>                         |         |
|      | <a href="#">PUD BOC Regular Meeting Minutes 7-19-2022 Draft.pdf</a>                        |         |
|      | <a href="#">PUD BOC Special Meeting 11-22-2022 Minutres Draft PUD.pdf</a>                  |         |
| 7.2. | Vouchers  | 24 - 56 |
|      | <a href="#">Voucher Approval Form for the Commissioners.pdf</a>                            |         |
|      | <a href="#">Voucher Certification with Supporting Warrant Register &amp; Payroll....pdf</a>  |         |
| 7.3. | Financial Report  | 57 - 68 |
|      | <a href="#">Agenda Report-Written Off Accounts-12-13-2022.docx</a>                       |         |
|      | <a href="#">Written Off Accounts Motion 12-13-2022.docx</a>                               |         |
|      | <a href="#">October 2022 Financials.pdf</a>    |         |
| 7.4. | Calendar  | 69      |
|      | <a href="#">PUD Calendar December 13, 2022.docx</a>                                        |         |
| 7.5. | Correspondence Log  | 70      |
|      | <a href="#">C LOG.pdf</a>    |         |
| 7.6. | Becket Point Wastewater Rates Resolution  | 71 - 73 |
|      | <a href="#">Resolution Wastewater Rates Beckett Point 221213.docx</a>                    |         |
|      | <a href="#">Rate Schedule Wastewater 221213.docx</a>                                       |         |

## 8. Old Business

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

before the vote .

- |      |  |         |
|------|--|---------|
| 8.1. | Budget Billing   | 74 - 77 |
|      | <a href="#">2022.12.13 Agenda Report Budget Billing.docx</a>                |         |
|      | <a href="#">2022.12.13 Budget Billing Exhibit 1.pdf</a>                       |         |
|      | <a href="#">Resolution 2022 XXXX Budget Billing Policy.docx</a>             |         |
|      | Recommended Action: To approve Resolution for Budget Billing Policy  |         |
| 8.2. | ICG Resolution Draft   | 78 - 84 |
|      | <a href="#">Draft ICG 2022 Resolution - 22.11.28 1.docx</a>                   |         |
| 8.3. | Line of Credit Renewal CFC   | 85 - 91 |
|      | <a href="#">CFC Line of Credit Renewal Agenda Report.docx</a>               |         |
|      | <a href="#">Amendment to Line of Credit Agreement for WA060-5100.pdf</a>    |         |
|      | <a href="#">WA060-5100 Resolution Update.pdf</a>                              |         |
| 8.4. | Union Wages<br>For Discussion only   |         |
| 8.5. | Broadband Network Equipment Purchase   | 92 - 99 |
|      | <a href="#">AR BB EQUIP COMPUNET.pdf</a>                                    |         |
|      | <a href="#">CompuNet Inc.MJS201530.v1.12.pdf</a>                            |         |
|      | <a href="#">CompuNet Inc.MJS201857.v1.6.pdf</a>                             |         |
|      | <i>Recommended Action: Approve a motion to authorize the General Manger to enter into an agreement with CompuNet for the purchase of networking equipment.</i> |         |

## 9. New Business

- |      |  |           |
|------|--|-----------|
| 9.1. | Awarding Contract #17 Shine Plat   | 100 - 103 |
|      | <a href="#">Agenda Report for Shine Plat Award of Contractor 221207.pdf</a>       |           |
|      | <a href="#">Resolution Award of Contractor for Shine Plat LUD No. 17 Final.pdf</a>  |           |

## **10. Adjourn**





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

**June 27, 2022**

**Board of Commissioners  
Special Meeting  
Broadband Programs and Policy  
Review and Discussion  
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 11:00 a.m. on June 27, 2022, via Zoom. Present:

Commissioner Kenneth Collins, President  
Commissioner Jeff Randall, Vice President  
Commissioner Dan Toepper, Secretary  
Kevin Streett, General Manager  
Will O'Donnell, Communications Director  
Mike Bailey, Financial Services Director  
Jean Hall, Customer Service Director  
Samantha Harper, Engineering Director  
Annette Johnson, Executive Assistant/Records Officer  
Don McDaniel, Consultant  
Doug Dawson, President, CCG Consulting  
Gary Nelson, NoaNet  
Commissioner Greg Brotherton  
Cammy Brown, Recording Secretary

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**1. CALL TO ORDER.** Commissioner Kenneth Collins called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for June 27, 2022, to order at 11:00 a.m.

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Jefferson County PUD  
Board of Commissioners  
Special Meeting  
June 27, 2022  
Draft Minutes

and read the Governor’s Extended Proclamation 20-05 and 21-14.5 in response to the COVID-19 pandemic.

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

2. **AGENDA REVIEW.** Commissioner requested that an item be added to the agenda at the end of the BB presentation to discuss the CAB broadband subcommittee letter and how it relates to the broadband project business planning.

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

3. **BROADBAND PROGRAMS AND POLICY REVIEW AND DISCUSSION.** Communications Director Will O’Donnell and General Counsel Joel Paisner gave a presentation. This was a lengthy presentation and details may be heard on the audio recording at [www.jeffpud.org](http://www.jeffpud.org).

5. **ADJOURN.** Commissioner Kenneth Collins declared the June 27, 2022, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 12:55 p.m.

Minutes prepared by Recording  
Secretary Cammy Brown  
(Signed off at 12:40 p.m.)

**Approved:**

_____	_____
Commissioner Dan Toepper, Secretary	Date

**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](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  
July 5, 2022  
Board of Commissioners' Regular Meeting  
Draft Minutes**

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**1. CALL TO ORDER.** Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for July 5, 2022, to order at 3:00 p.m. and read the Governor's Amended Proclamations 20-05 and 21-14.5 and in continued response to the COVID-19 pandemic, Jefferson County PUD does not provide an in-person room for meetings of the Board of Commissioners. All meetings are being held remotely via Zoom. Present:

Commissioner Kenneth Collins, President  
Commissioner Jeff Randall, Vice President  
Commissioner Dan Toepper, Secretary  
Kevin Streett, General Manager  
Will O'Donnell, Communications Director  
Joel Paisner, General Counsel  
Annette Johnson, Executive Assistant and Records Admin.  
Jean Hall, Customer Service Director  
Mike Bailey, Finance Director  
Melanie Des Marais, Human Resources Director  
Melissa Blair, Financial Services Manager  
Samantha Harper, Engineering Director  
Josh Garlock, Lineman Superintendent  
Mellissa Blair, Financial Services Manager  
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

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

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**2. AGENDA REVIEW:**

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

**3. CLOSED SESSION AND EXECUTIVE SESSION:**

**Closed Session per RCW 42.30.140(b) Union Negotiations.** A Closed Session of the Board of Commissioners of the Jefferson County Public Utility District No. 1 was announced per RCW 42.30.140(b). Approximately 10 minutes was requested. The Closed Session convened at 3:04 p.m. The Closed Session ended at 3:14 p.m. No action was taken.

The Regular Session of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 3:14 p.m.

**Executive Session per RCW 42.30.110(i).** An Executive Session of the Board of Commissioners of the Jefferson County Public Utility District No. 1 was announced per RCW 42.30.110(i) to discuss with legal counsel representing the agency potential litigation which the agency is likely to become a party to when public knowledge regarding the discussion is likely to resolve in an adverse legal or financial consequence to the agency. Approximately 15 minutes was requested. The Executive Session convened at 3:16 p.m. The Executive Session ended at 3:32 p.m. No action was taken.

The Regular Session of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 3:32 p.m.

Roll call was made. All three commissioners were present. A quorum was established.

**4. CONSTRUCTION WORK PLAN.** General Manager Kevin Streett, Communications Director Will O'Donnell and Engineering Director Samantha Harper gave a presentation.

**5. PUBLIC COMMENT.** Commissioner Kenneth Collins read the guidelines into the record.

- Multiple questions on Smart Meters.
- Customer requested clarification on changes in the PUD.

**6. CONSENT AGENDA.**

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

**6.1 Prior Minutes**

**PUD BOC Special Meeting 3-22-2022 Minutes Draft.**  
**PUD BOC Regular Meeting Minutes 4-5-2022 Draft.**

- 6.2 Vouchers**  
**Voucher Approval Form for commissioners.**  
**Voucher Certification with Supporting Warrant Register & Payroll.**

**VOUCHER CLAIM FORMS AND INVOICES PAID:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: #129226 to #129269	\$ 181,929.38	06/16/2022
Accounts Payable: #129270 to #129311	\$ 549,471.21	06/23/2022
Payroll Checks: # 71019 to # 71021	\$ 7,203.47	06/24/2022
Payroll Direct Deposit:	\$ 138,718.22	06/24/2022

**TOTAL INVOICES PAID: \$ 877,322.28**

**GRAND TOTAL \$ 877,322.28**

- 6.3 Financial Report.**  
**May 2022 Financials.**
- 6.4 Calendar.**  
**July 5, 2022 Calendar.**

- 6.5 Correspondence Log**

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**END OF CONSENT AGENDA**

**7. MANAGER AND STAFF REPORTS.**

- Operations Director Scott Bancroft gave a report. Commissioner Jeff Randall requested a summary of the presentation.
- General Manager Kevin Streett and Communications Director Will O'Donnell are going to look at some pond systems in Oregon.

**8. COMMISSIONERS' REPORT.**

**Commissioner Dan Toepper.**

6/22 Attended WPUDA Strategic Planning Committee meeting. Report.

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6/23 Attended WPUDA Quarterly Water Committee meeting. Report.  
6/27 Attended PUD BOC Special meeting (Broadband).  
6/29 Attended PPC Rates and Contract Workshop.  
7/01 Met with General Manager Kevin Streett.  
7/07 Will attend Port Ludlow Village Council meeting.  
7/13 to  
7/15 Will attend WPUDA meetings in Wenatchee.

**Commissioner Jeff Randall.**

6/22 Listened to ENW Executive Board meeting. Report.  
6/23 Spoke with Jamison (Will O'Donnell's new assistant in Communications).  
6/27 Attended PUD BOC Special meeting (Broadband).  
7/01 Met with General Manager Kevin Streett.  
7/02 Had a conversation with an excavation contractor.  
07/07 Will attend EDC meeting. Karen Bennett will be added to EDC Board.

**Commissioner Kenneth Collins.**

6/24 Participated in a conversation with Tom Thiersch regarding the broadband policy.  
6/27 Attended PUD BOC Special meeting (Broadband).  
6/28 Met with customer in his district.  
6/29 Met with General Manager Kevin Streett.  
6/30 Participated in a meeting with Beckett Point sewer customers.  
6/30 Participated in a conversation with contractor.  
7/01 Attended JBAT Executive Committee meeting.  
7/05 Met with General Manager Kevin Streett.  
7/06 Will participate in a conversation with Kellen Lynch.  
7/11 Will attend Citizen Advisory Board.  
7/13 Will meet with General Manager Kevin Streett.  
7/15 Will attend JBAT meeting.

**9. OLD BUSINESS.**

**9.1 Broadband Policies.** General Counsel Joel Paisner gave a presentation and report on the Broadband Policies.

**10. NEW BUSINESS.**

**10.1 Energy Committee.** Commissioner Dan Toepper gave a report.

**11. ADJOURN.**

Commissioner Kenneth Collins declared the July 5, 2022, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 5:28 p.m.

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Minutes prepared by  
Cammy Brown, PUD Recording Secretary

**Approved:**

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

\_\_\_\_\_  
Date

**Attest:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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**PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY  
July 19, 2022  
Board of Commissioners' Regular Meeting  
Draft Minutes**

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**1. CALL TO ORDER.** Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for July 19, 2022, to order at 3:00 p.m. Roll call was taken. All three commissioners were present. It was determined there was a quorum.

Commissioner Kenneth Collins read the Governor's Amended Proclamations 20-05 and 21-14.5 and in continued response to the COVID-19 pandemic, Jefferson County PUD does not provide an in-person room for meetings of the Board of Commissioners. All meetings are being held remotely via Zoom. Present:

Commissioner Kenneth Collins, President  
Commissioner Jeff Randall, Vice President  
Commissioner Dan Toepper, Secretary  
Kevin Streett, General Manager  
Will O'Donnell, Communications Director  
Joel Paisner, General Counsel  
Annette Johnson, Executive Assistant and Records Admin.  
Jean Hall, Customer Service Director  
Mike Bailey, Finance Director  
Melanie Des Marais, Human Resources Director  
Melissa Blair, Financial Services Manager  
Samantha Harper, Engineering Director  
Josh Garlock, Lineman Superintendent  
Mellissa Blair, Financial Services Manager  
Don McDaniel, PUD Consultant

Cammy Brown, PUD Recording Secretary

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**2. AGENDA REVIEW:**

Commissioner Kenneth Collins received an email requesting there not be a Citizen Advisory Board report. All three commissioners have listened to the audio version.

Commissioner Jeff Randell requested an item be added after CAB report for discussion of CAB status.

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

**3. EXECUTIVE SESSION:** An Executive Session of the Board of Commissioners of the Jefferson County Public Utility District No. 1 was announced per RCW 42.30.110(1)(g) to review a public employee. Approximately 15 minutes was requested. The Executive Session convened at 3:15 p.m. The Executive Session ended at 3:35 p.m. No action was taken.

The Regular Session of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 3:35 p.m.

**4. EXECUTIVE SESSION:** An Executive Session of the Board of Commissioners of the Jefferson County Public Utility District No. 1 was announced per RCW 42.30.110(i) to discuss with legal counsel representing the agency potential litigation which the agency is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Approximately 15 minutes was requested. The Executive Session convened at 3:26 p.m. The Executive Session ended at 3:38 p.m. No action was taken.

The Regular Session of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 3:38 p.m.

**5. EXECUTIVE SESSION. Executive Session per RCW 42.30.110(i).** An Executive Session of the Board of Commissioners of the Jefferson County Public Utility District No. 1 was announced per RCW 42.30.110(i) to discuss with legal counsel representing the agency potential litigation which the agency is likely to become a party to when public knowledge regarding the discussion is likely to resolve in an adverse legal or financial consequence to the agency. Approximately 20 minutes was requested. The Executive Session convened at 3:39 p.m. The Executive Session ended at 4:01 p.m. No action was taken.

The Regular Session of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 4:01 p.m.

**6. BUDGET INFORMATION PRESENTATION.** Finance Director Mike Bailey gave a presentation on the budget.

7. **PUBLIC COMMENT.**

- **Questions** about two projects that were enumerated last week in the construction budget namely the \$310,000 out of Port Ludlow substation and the \$250,000 breaker lanes double circuit. Are either of those two project extensions, service extensions or capacity increases directly attributable to the Master Plan Resort?
- **Customer Service Policy.** One of the policies that is referred to in the Internet Service Agreement is the Customer Service Policy and that is something that has not been looked at yet in the context of the internet service and the ability to appeal.
- **Smart meter issue (shortages).** Wondering about sequence. How does the sequence go in a situation like this where they are going to install the meters. A handful at a time. Do we need to overhaul the entire software for bookkeeping before any of those new meters go in?  
**Response:** Software and billing – still going to use NISC which is the main software for billing and other items at the PUD. The file transfer on the FPT side has worked just like it does with the Landis+Gyr meters.

8. **CAB REPORT.** All three commissioners and General Manager Kevin Streett had reviewed the CAB report and viewed the email submitted by the Chair. . .

**MOTION:** Commissioner Jeff Randall made a motion to postpone the next Citizen Advisory Board (CAB) meeting and review the CAB Operating Guidelines and Resolution 2018-015. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

The August meeting of the Citizen Advisory Board will be postponed, and the Board of Commissioners will address a number of issues related to the CAB and specifically look at the guidelines as well as Resolution 2018-015.

**Public Comment:**

- Jessica Dillon had not given her report. Could she report to the rest of the listening audience? There was behavior at the last CAB meeting that needed to be addressed. According to the resolution that had been approved by the BOC, the appropriate process is to write a letter to address the concerns to the BOC. Commissioner Kenneth Collins was asked to draft a letter addressing the CAB concerns. Before any such letter goes out, it will be reviewed by Commissioners Jeff Randall and Dan Toepper, General Counsel Joel Paisner, and General Manager Kevin Streett. before it is sent out. All three commissioners were in agreement with this process.

9. **CONSENT AGENDA.** Commissioner Kenneth Collins request<sup>4</sup>ed that Item 9.5 be removed from the Consent Agenda to give the commissioners a chance to draft language that would include an appeals process.

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**MOTION:** Commissioner Dan Toepper made a motion to adopt the Consent Agenda minus the Correspondence Log and the Retail Broadband Policies which is added to Old Business at the end. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

**9.1 Prior Minutes:** None

**9.2 Vouchers**

Voucher Approval Form for commissioners.

Voucher Certification with Supporting Warrant Register & Payroll.

**VOUCHER CLAIM FORMS AND INVOICES PAID:**

WARRANTS	AMOUNT	DATE
Accounts Payable: #129351 to #129389	\$ 253,246.01	06/30/2022
Accounts Payable: #129390 to #129447	\$ 722,474.55	07/07/2022
Payroll Checks: # 71022 to # 71024	\$ 6,780.49	07/08/2022
Payroll Direct Deposit:	\$ 146,570.75	07/08/2022

**TOTAL INVOICES PAID: \$1,129,071.80**

WIRE TRANSFERS PAID	AMOUNT	DATE
USDA- RUS Loan payment for Q2 2022	\$1,521,835.46	06/29/2022
Peterson Lake – loan payment for July 2022	\$ 14,328.62	07/01/2022
BPA – purchase power for May 2022	\$1,238,820.00	07/12/2022

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**PAYMENT TOTAL \$3,904,055.88**

**VOIDED WARRANTS**

129312 \$ 227.36	129323 \$ 35,210.36	129334 \$ 33,674.50	129345 \$ 343.49
129313 \$ 90.24	129324 \$ 10,446.94	129335 \$ 5,349.72	129346 \$ 1,423.00
129314 \$5,373.83	129325 \$ 22,734.40	129336 \$ 142.92	129347 \$14,234.52
129315 \$ 296.74	129326 \$ 1,184.93	129337 \$ 985.11	129348 \$ 1,900.00
129316 \$1,516.75	129327 \$ 154.36	129338 \$ 96,225.37	129349 \$ 763.60
129317 \$ 182.75	129328 \$ 7,800.65	129339 \$ 3,273.00	129350 \$ 430.82
129318 \$ 121.54	129329 \$ 301.22	129340 \$ 163.66	
129319 \$ 200.24	129330 \$ 497.69	129341 \$ 400.00	
129320 \$3,435.66	129331 \$ 400.50	129342 \$ 321.30	
129321 \$ 258.62	129332 \$ 56.27	129343 \$ 566.28	
129322 \$ 534.96	129333 \$ 380.43	129344 \$ 1,642.28	

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**9.3 Financial Report.**

Agenda Report-Written Off Accounts 7-19-2022  
Written Of Accounts Motion 7-19-2022

**9.4 Calendar.**

PUD Calendar July 19, 2022.

**9.5 Retail Broadband Policies – moved and placed after 12.2 on the agenda.**

MARKUP; DRAFT FINAL Revised Internet Services Agreement 2022-07-15 v.006  
MARKUP: Acceptable Use Policy 2022-07-06 (after 7-5 BOC Meeting).  
JPUD Internet Services Agreement 2022-07-15.  
JPUD Acceptable Use Policy 2022-07-15.

**9.6 Wholesale Broadband Policy**

Updated Draft JPUD Master Service Agreement 2022-03-31 v.002.

**9.7 Correspondence Log**

Correspondence Log.pdf

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**END OF CONSENT AGENDA**

**10. MANAGER AND STAFF REPORTS.**

- Human Resources Director Melanie Des Marais gave report on the tentative plans to re-open the building to the public on August 2, 2022 for the first BOC meeting in August. This would be a hybrid meeting. Access to the meeting would be in person and those that do not want to attend in person can also have access to the meeting through the Zoom link that has been used in the past. On August 15th, the lobby would be open to customers.
- Communications Director Will O'Donnell gave an events schedule update.
- Jefferson County PUD received an award of 1.8 million in loan funding to provide fiberoptic service to the Port Townsend Business District.

**11. COMMISSIONERS' REPORT.**

**Commissioner Dan Toepper.**

7/07 Gave a brief PUD update to the Port Ludlow Village Council.

7/11 Met with a community group in Gardiner, gave a PUD update.

7/12 to

7/14 Traveled to Wenatchee to attend WPUA Conference. Report.

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7/18 Met with General Manager Kevin Streett.  
7/21 Will attend the BPA Provider of Choice Concept Paper Workshop.  
7/28 Will attend Washington Public Agency Group (WPAG) meeting.  
8/03 to  
8/04 Will attend Public Power Council meeting in Portland, Oregon.  
8/30 to  
9/07 Out of town.  
9/06 Will attend PUD BOC Regular meeting remotely.

**Commissioner Jeff Randall.**

7/07 Attended EDC Board meeting.  
7/08 Telephone meeting with General Counsel Joel Paisner and General Manager Kevin Streett.  
7/09 Conversation with Jim Malinowski of Energy Northwest.  
7/14 Met with PUD Consultant Don McDaniel.  
7/14 Met with General Manager Kevin Streett.  
7/15 Met with CAB Chair Jessica Dutton.  
7/18 Attended CAB meeting.  
7/18 Telephone conversations with PUD Consultant Don McDaniel and General Counsel Joel Paisner.  
7/20 Will attend EDC Bylaws meeting.  
7/21 Will attend the BPA Provider of Choice Concept Paper Workshop.  
7/27 to  
7/28 Will attend Energy NW Board and Executive Board meetings.

**Commissioner Kenneth Collins.**

7/06 Had a conversation with a local contractor.  
7/08 Participated in a KPTZ interview with Will O'Donnell on broadband in the county.  
7/09 Had a conversation with a local contractor.  
7/11 Attended CAB meeting.  
7/11 Phone conversation with PUD Consultant Don McDaniel.  
7/12 Met with General Counsel Joel Paisner.  
7/13 Met with General Manager Kevin Streett.  
7/14 Attended WPUDA Conference. Report.  
7/15 Met with General Manager Kevin Streett.

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- 7/19 Met with CAB Chair Jessica Dillon.
- 7/19 Met with General Manager Kevin Streett.
- 7/20 Will listen to interview with KPTZ Radio Station.
- 7/21 Will attend Citizen of the Year celebration on Marrowstone Island.(Kenneth and Judith Collins were elected Citizens of the Year).
- 7/27 Will meet with General Manager Kevin Streett.
- 7/28 Will participate in discussion with interested residents of Beckett Point over the cost of sewer services.
- 7/29 Will participate in the Executive Committee meeting of JBAT (Jefferson Broadband Action Team).

## 12. **OLD BUSINESS.**

**12.1 Contractor Selection Process.** Operations Director Scott Bancroft gave a presentation on the PUD's Contractor Selection Process for small jobs.

**12.2 Sims Way Project.** General Manager Kevin Streett gave a report.

**9.5 Retail Broadband Policy.** PUD staff requested that this item be brought back for consideration at the first meeting in August. This item was tabled until the next Board of Commissioners' meeting.

### **Public Comment:**

- **Comment:** Customer Service Policy needs to be revised so that retail internet service customers have some rights of appeal and process. It is not covered by the current Customer Service Agreement.
- **Question:** What makes it on the correspondence log and what does not?  
Response: When the packet is published it is everything that is included since the last time that the Correspondent Log was published. That packet was published on Friday.

## 13. **NEW BUSINESS.**

**13.1 Boundary Line Adjustment.** Operations Director Scott Bancroft gave a report.

**MOTION:** Commissioner Jeff Randall made a motion to approve the boundary line adjustment between privately owned Parcel No. 001333040 and Jefferson County PUD Parcel No. 001333014. Commissioner Dan Toepper seconded the motion. Motion carried unanimously. No public comment.

**14     ADJOURN.**

Commissioner Kenneth Collins declared the July 19, 2022, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 5:58 p.m.

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

**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 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**

**November 22, 2022**

**Board of Commissioners  
Special Meeting  
Beneficial Electrification Toolkit Presentation  
Loan Application for Coyle Waterline Replacement  
Sparling Treatment Plan Expansion and Improvements  
Discussion – Board Retreat**

**Draft Minutes**

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**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  
Mike Bailey, Financial Services Director  
Jean Hall, Customer Service Director  
Samantha Harper, Engineering Director  
Scott Bancroft, Operations Director  
Josh Garlock, Lineman Superintendent  
Annette Johnson, Executive Assistant/Records Officer  
Jameson Hawn  
Don McDaniel, PUD Consultant  
Kellen Lynch, New Storv Studio  
Jon Jantz, Stikeen Strategies  
Cammy Brown, Recording Secretary

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1. **CALL TO ORDER.** Commissioner Kenneth Collins called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for November 22, 2022, to order at 10:00 a.m. and read the Governor's Extended Proclamation ESHB 1329 in response to the COVID-19 pandemic.

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

2. **AGENDA REVIEW.** General Manager Kevin Streett requested that an item be added to the agenda. After Item No. 5, Item No. 6 Retreat was added.

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

Page 1 of 3

Jefferson County PUD  
Board of Commissioners  
Special Meeting  
November 22,2022  
Draft Minutes

3. **PRESENTATION FROM KELLEN LYNCH RE: BENEFICIAL ELECTRIFICATION TOOLKIT.** Kellen Lynch from New Story Studio and Jon Jantz, from Stikeen Strategies and Jon Jantz gave a presentation on Understanding the Beneficial Electrification Toolkit.

4. **LOAN APPLICATION FOR COYLE WATERLINE REPLACEMENT – PHASE 2.**

Engineering Director Samantha Harper gave a report. There was some public comment.

**MOTION:** Commissioner Jeff Randall made a motion to approve the PUD staff's submission of the 2022 Department of Health Drinking Water State Revolving Fund (DWSRT) Construction Funding for the Phase 2 Coyle Water Main Improvement Project in total project amount of \$954,739.00. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

5. **SPARLING TREATMENT PLANT EXPANSION AND IMPROVEMENTS.**

Engineering Director Samantha Harper gave a report on the Sparling Treatment Plant Expansion and Improvements. General Manager Kevin Streett reported on the bond rating.

No public comment. Commissioner Kenneth Collins excused himself from the meeting for a short period of time. Commissioner Jeff Randall conducted the meeting in his place.

At 11:36 p.m. Commissioner Jeff Randall declared a ten-minute break so as to include Commissioner Kenneth Collins in the discussion of the Sparling Treatment Plant Expansion and Improvements.

The Special Meeting of the Jefferson County Public Utility Board No. 1 Board of Commissioners was reconvened at 11:46 p.m. Commissioner Jeff Randall continued to conduct the meeting.

Any action on the proposal of the Sparling Treatment Plant Expansion and Improvements was tabled until Commissioner Kenneth Collins could join the meeting.

6. **RETREAT.** General Manager Kevin Streett gave an updated report on the scheduled Retreat.

Place: 310 Four Corners Road, Port Townsend, WA 98368

Date: December 6 and 7, 2022

Time: 10:00 am. To 3:30 p.m. both days.

Commissioner Kenneth Collins returned to the meeting at 11:50 a.m. and continued to conduct the meeting.

5. **CONTINUATION OF SPARLING TREATMENT PLANT EXPANSION AND IMPROVEMENTS.** The discussion of the Sparling Treatment Plant Expansion and Improvements was further discussed.

**MOTION:** Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve the PUD staff's submission of the 2022 Department of Health Drinking Water State Revolving Fund (DWSRF) Construction Funding for the Sparling Treatment Plant Upgrades in the total project amount of \$5,342,200.00. Commissioner Dan Toepper seconded the motion. Motion carried unanimously

**Public Comment:** A ratepayer resents having to pay for the cost of loans or anything else associated with water systems. Those costs should be passed only to those customers that actually are going to benefit from any of these projects.

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Jefferson County PUD  
Board of Commissioners  
Special Meeting  
November 22, 2022  
Draft Minutes

**Response:** It is not the intention to spread it out over the electrical customers. The PUD is prohibited from including anybody on the Port Townsend water systems. That is by law.

7. **ADJOURN.** Commissioner Kenneth Collins declared the November 22, 2022, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 12:03 p.m.

Minutes prepared by Recording  
Secretary Cammy Brown

**Approved:**

_____ Commissioner Dan Toepper, Secretary	_____ Date
_____ 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](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.*

# 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 **\$3,784,908.00** on this **13TH** day of **DECEMBER 2022** ;

Kenneth Collins President	Jeff Randall Vice President	Dan Toepper Secretary
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## PAYMENTS TO BE APPROVED:

WARRANTS				AMOUNT	DATE
Accounts Payable:	# 130278	to	# 130280	\$ 305,520.85	11/8/2022
Accounts Payable:	# 130281	to	# 130338	\$ 513,985.33	11/10/2022
Accounts Payable:	# 130339	to	# 130381	\$ 574,229.02	11/17/2022
Accounts Payable:	# 130382	to	# 130405	\$ 328,217.93	11/22/2022
Accounts Payable:	# 130406	to	# 130503	\$ 140,769.10	11/29/2022
Accounts Payable:	# 130504	to	# 130556	\$ 377,206.91	12/1/2022
Payroll Checks:	# 71047	to	# 71048	\$ 5,016.55	11/10/2022
Payroll Checks:	# 71049	to	# 71050	\$ 5,136.03	11/25/2022
Payroll Direct Deposit:				\$ 197,991.77	11/10/2022
Payroll Direct Deposit:				\$ 186,753.27	11/25/2022

<b>TOTAL INVOICES PAID</b>	<b>\$2,634,826.76</b>
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WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake - loan payment for November 2022	\$ 14,328.62	11/1/2022
BPA - purchase power for September 2022	\$ 1,043,097.00	11/10/2022
BPA - fiber license annual fee for year 2023	\$ 78,327.00	11/16/2022
Peterson Lake - loan payment for December 2022	\$ 14,328.62	12/1/2022

<b>PAYMENT TOTAL</b>	<b>\$3,784,908.00</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 12/8/2022  
Mike Bailey, Financial Director / District Auditor Date

## VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS				AMOUNT	DATE
Accounts Payable:	# 130278	to	# 130280	\$ 305,520.85	11/8/2022
Accounts Payable:	# 130281	to	# 130338	\$ 513,985.33	11/10/2022
Accounts Payable:	# 130339	to	# 130381	\$ 574,229.02	11/17/2022
Accounts Payable:	# 130382	to	# 130405	\$ 328,217.93	11/22/2022
Accounts Payable:	# 130406	to	# 130503	\$ 140,769.10	11/29/2022
Accounts Payable:	# 130504	to	# 130556	\$ 377,206.91	12/1/2022
Payroll Checks:	# 71047	to	# 71048	\$ 5,016.55	11/10/2022
Payroll Checks:	# 71049	to	# 71050	\$ 5,136.03	11/25/2022
Payroll Direct Deposit:				\$ 197,991.77	11/10/2022
Payroll Direct Deposit:				\$ 186,753.27	11/25/2022
<b>TOTAL INVOICES PAID</b>				<b>\$2,634,826.76</b>	

## WIRE TRANSFERS PAID

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BPA - fiber license annual fee for year 2023	\$ 78,327.00	11/16/2022
Peterson Lake - loan payment for December 2022	\$ 14,328.62	12/1/2022

## GRAND TOTAL

**\$3,784,908.00**

## VOIDED WARRANTS

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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
130278 11/8/22	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	4,856.08
				EMPLOYER'S MEDICARE TAX	4,482.30
				EMPLOYEES' FICA TAX	13,588.00
				EMPLOYER'S FICA TAX	13,588.00
				EMPLOYEES' FEDERAL WITHHOLDING	20,655.90
				EMPLOYEES' FEDERAL WITHHOLDING TAX	20,834.00
Total for Check/Tran - 130278:					78,004.28
130279 11/8/22	CHK	10532	JEFFERSON COUNTY PUD PAYROLL ACPR CHECKS 11.10.2022		5,016.55
			PR DIRECT DEPOSIT 11.10.2022		197,991.77
Total for Check/Tran - 130279:					203,008.32
130280 11/8/22	CHK	10260	WA STATE DEFERRED COMPENSATIONPL DEFERRED COMP EE		17,299.21
			PL DEFERRED COMP ER		7,209.04
Total for Check/Tran - 130280:					24,508.25
130281 11/10/22	CHK	10002	A WORKSAFE SERVICE, INC	PRE EMPLOYMENT DRUG TEST	67.00
130282 11/10/22	CHK	10481	AMAZON	DOCKING STATION FOR ENGINEERING QTY1	96.22
				DOCKING STATION FOR ENGINEERING QTY1	10.69
				5 PORT DESKTOP SWITCH QTY 5	325.62
				5 PORT DESKTOP SWITCH QTY 5	36.18
				IMPACT ADAPTER	10.89
				IMPACT SOCKET	8.10
				BINOCULARS	162.57
				HOLE PUNCH	17.44
				KEYBOARD,RACK SCREWS,CAGE NUTS,ADAPTER	39.26
				KEYBOARD,RACK SCREWS,CAGE NUTS,ADAPTER	46.39
				KEYBOARD,RACK SCREWS,CAGE NUTS,ADAPTER	4.36
				KEYBOARD,RACK SCREWS,CAGE NUTS,ADAPTER	5.15
Total for Check/Tran - 130282:					762.87
130283 11/10/22	CHK	10447	ANIXTER INC.	GUY STRAIN INSULATOR FIBERGLASS 144"	774.61

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130284 11/10/22	CHK	10448	ATEC SYSTEMS, INC	WATER TRWATMENT FILTER ASSEMBLY W/MEDIA	-1,493.77
				WATER TRWATMENT FILTER ASSEMBLY W/MEDIA	17,908.77
Total for Check/Tran - 130284:					16,415.00
130285 11/10/22	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
Total for Check/Tran - 130285:					45.00
130286 11/10/22	CHK	10838	ZACHARY L BARBIETO	WELLNESS REIMBURSEMENT 2022	130.00
130287 11/10/22	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 8/27-9/23/2022	5,688.40
130288 11/10/22	CHK	10339	BORDER STATES ELECTRIC	LOADBREAK,STANDOFF BRACKET,SECONDARY CON	13,991.85
130289 11/10/22	CHK	10394	RANDALL L CALKINS	EMPLOYEE CLOTHING ALLOWANCE 2022	300.00
130290 11/10/22	CHK	10042	CELLNET TECHNOLOGY INC	CUST # 100088 METER READS - SEP 2022	28,195.76
				CUST # 100088 METER READS - OCT 2022	27,443.54
Total for Check/Tran - 130290:					55,639.30
130291 11/10/22	CHK	10045	CENTURY LINK-S	ACCT# 306-T41-7015 994 OCT 2022	35.06
				ACCT# 306-T41-7015 994 OCT 2022	3.90
Total for Check/Tran - 130291:					38.96
130292 11/10/22	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	ACCT#014966-000 KEARNEY SUBST - OCT 2022	201.45
				191 OTTO ST - OCT 2022	112.06
				191 OTTO ST - OCT 2022	12.45
Total for Check/Tran - 130292:					325.96
130293 11/10/22	CHK	10057	CORRECT EQUIPMENT	AIR VALVE	1,336.48
130294 11/10/22	CHK	10501	D & L POLES	HYDRO SEED & CONDUIT INSTALL - LOFTUS RD	29,148.24
130295 11/10/22	CHK	10090	FREDERICKSON ELECTRIC, INC	REPAIR METER BASE - 30 SADDLETREE DR	571.85
130296 11/10/22	CHK	10094	GENERAL PACIFIC, INC	TERMINATION KIT&DEADEND CROSSARM	5,660.22
				WIRE QTY10,400	58,774.35
				INSULATED PARKING BUSHING/CAP&SILICONE	1,177.30

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SILICONE	565.14
				<b>Total for Check/Tran - 130296:</b>	66,177.01
130297 11/10/22	CHK	10445	GENUINE CABLE GROUP	WIRE FIBER 48F BURIED FIBER	61,483.25
				WIRE FIBER 12F/48F BURIED FIBER	24,443.93
				WIRE FIBER 12F BURIED FIBER	9,071.03
				<b>Total for Check/Tran - 130297:</b>	94,998.21
130298 11/10/22	CHK	10910	GOVERNMENTJOBS.COM	INSIGHT&ONBRD TRNG/SETUP 1Y 2/01-1/31/24	6,013.50
130299 11/10/22	CHK	10103	H D FOWLER	METER SETTER, WATER MTR BOX LID/HEAVY WAL	2,667.32
				SADDLE BODY & SADDLE STRAP WITH NUTS	196.38
				<b>Total for Check/Tran - 130299:</b>	2,863.70
130300 11/10/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SUPLIES - GLOVES, CLEANER, PAPER TOWEL	46.87
				B434682 .30 FOR UNDER PAYMENT	0.30
				BLUE PAINT - PETERSON LAKE	26.16
				<b>Total for Check/Tran - 130300:</b>	73.33
130301 11/10/22	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
				WELLNESS PROGRAM REIMBURSEMENT 2022	247.50
				WELLNESS PROGRAM REIMBURSEMENT 2022	27.50
				<b>Total for Check/Tran - 130301:</b>	320.00
130302 11/10/22	CHK	10939	JAMESON J HAWN	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
				<b>Total for Check/Tran - 130302:</b>	45.00
130303 11/10/22	CHK	10384	HDR ENGINEERING INC	TASK5 -PRJMGMT & WTR SHRTG 5/22-10/22/22	548.96
130304 11/10/22	CHK	10110	HENERY HARDWARE	COYLE-RELIEF VALVE INSTALLATION	20.90
130305 11/10/22	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT OCTOBER 22	2,900.00
				VEBA DEDUCTION OCTOBER 22	2,012.50
				<b>Total for Check/Tran - 130305:</b>	4,912.50



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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130306 11/10/22	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW	2,067.98
130307 11/10/22	CHK	10817	IDGAF, INC	POWER FAULT - KENS WAY	3,218.45
				INSTALL ANCHOR ROD&PLATE - 14TH ST&DISCO	4,817.31
				VACTRA TRK TRENCH LINE - 14TH AVE 10/12	2,163.32
				EMRGNCY EXCAVATION - E GO ONNA DR	3,785.77
				VACTRA TRUCK WORK - PINCREST DR	1,966.53
Total for Check/Tran - 130307:					15,951.38
130308 11/10/22	CHK	10839	IRBY ELECTRICAL UTILITES	SECONDARY HH,TRAFFIC 24X36X36-POLY-FIBER	18,328.97
				ARRESTER 10KV QTY36	1,924.52
Total for Check/Tran - 130308:					20,253.49
130309 11/10/22	CHK	10265	JEFFERSON COUNTY TREASURER	OCTOBER 2022 PERS 2	71,108.10
				OCTOBER 2022 PERS 3	9,719.84
Total for Check/Tran - 130309:					80,827.94
130310 11/10/22	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
Total for Check/Tran - 130310:					45.00
130311 11/10/22	CHK	10710	LANGUAGE LINK	INTERPRETER SERVICE - OCT 2022	3.49
				INTERPRETER SERVICE - OCT 2022	0.39
Total for Check/Tran - 130311:					3.88
130312 11/10/22	CHK	10134	LEMAY MOBILE SHREDDING	ACCT# 2185-936999-002 SHRED 4CRNR OCT-22	141.35
				ACCT# 2185-936999-002 SHRED 4CRNR OCT-22	15.70
				ACCT# 2185-970793 SHRED 191 OTTO OCT-22	60.30
				ACCT# 2185-970793 SHRED 191 OTTO OCT-22	6.70
Total for Check/Tran - 130312:					224.05
130313 11/10/22	CHK	10356	KRISTOFFER M LOTT	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
Total for Check/Tran - 130313:					45.00
130314 11/10/22	CHK	10927	MARSH MUNDORF PRATT SULLIVAN +	ACCT#14113-00M - WPAG OCT 2022	832.34

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ACCT#14113-00M - WPAG OCT 2022	92.48
				<b>Total for Check/Tran - 130314:</b>	924.82
130315 11/10/22	CHK	10142	MASON COUNTY PUD #1	ACCT #10510600 DW RD-PUMP HOUSE-OCT 2022	249.95
				ACCT #2033400 DUCKABUSH RD ELEC-OCT 2022	60.59
				ACCT #2487700 BPA RD-PUMP - OCT 2022	111.01
				<b>Total for Check/Tran - 130315:</b>	421.55
130316 11/10/22	CHK	10143	MCDOWELL RACKNER & GIBSON PC	PROFESSSIONAL SERVICES OCT 2022	45.00
				PROFESSSIONAL SERVICES OCT 2022	5.00
				<b>Total for Check/Tran - 130316:</b>	50.00
130317 11/10/22	CHK	10153	MURREY'S DISPOSAL CO., INC.	ACCT# 2112-176318-001 4CRNR 2YD OCT-22	187.16
				ACCT# 2112-176318-001 4CRNR 2YD OCT-22	20.80
				ACCT# 2112-176438 - 4CRNRS OCT-2022	150.56
				ACCT# 2112-176438 - 4CRNRS OCT-2022	16.73
				ACCT# 2112-191304 4CRNR 30YD RNTL OCT-22	80.34
				ACCT# 2112-191304 4CRNR 30YD RNTL OCT-22	8.93
				ACCT# 2112-155138-003 - 21KENNEDY OCT-22	37.64
				ACCT# 2112-155138-003 - 21KENNEDY OCT-22	37.65
				ACCT# 2112-176318-002 2YD 210FOUR OCT-22	182.65
				ACCT# 2112-176318-002 2YD 210FOUR OCT-22	20.29
				ACCT# 2112-176318-003 191OTTO 2YD OCT-22	182.65
				ACCT# 2112-176318-003 191OTTO 2YD OCT-22	20.29
				<b>Total for Check/Tran - 130317:</b>	945.69
130318 11/10/22	CHK	10520	NRECA-NATIONAL RURAL ELEC COOP	ANNUAL SUBSC 1Y: RURAL ELECTRIC MAG 2023	103.20
				ANNUAL SUBSC 1Y: RURAL ELECTRIC MAG 2023	412.80
				<b>Total for Check/Tran - 130318:</b>	516.00
130319 11/10/22	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS	720.00
130320 11/10/22	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU DAY LABOR FRINGE BENEFITS-UNION HELPER		420.00
				DL OCT 2022-#8327810	85.20

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MEDICAL PREMIUM DEC 2022	17,100.00
				<b>Total for Check/Tran - 130320:</b>	17,605.20
130321 11/10/22	CHK	10166	NWPPA	APPLICATION&USE OF 2023 NESC #221128	2,330.00
130322 11/10/22	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
				<b>Total for Check/Tran - 130322:</b>	45.00
130323 11/10/22	CHK	10169	OLYCAP	PWRBST/OLYCAP OCTOBER 2022	1,154.95
130324 11/10/22	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - DEC 2022	728.50
				LTD - DEC 2022	2,063.98
				<b>Total for Check/Tran - 130324:</b>	2,792.48
130325 11/10/22	CHK	10740	PENINSULA FIRE, INC.	310 4CRNRS-2021 ANNL FIRE EXT INSPECTION	1,029.58
130326 11/10/22	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 9/20-11/01/2022	716.63
				TRANSCRIPTION SVC 9/20-11/01/2022	79.62
				<b>Total for Check/Tran - 130326:</b>	796.25
130327 11/10/22	CHK	10181	PENINSULA PEST CONTROL	C#14142- QRTLY GP SVC MATS VIEW TERRACE	60.01
				RODENT SVC MO 310 FOUR CRNRS	73.65
				RODENT SVC MO 310 FOUR CRNRS	8.18
				RODENT SVC MO 210 FOUR CRNRS	76.37
				<b>Total for Check/Tran - 130327:</b>	218.21
130328 11/10/22	CHK	10188	PLATT ELECTRIC SUPPLY	SOCKET ADPATER	18.33
130329 11/10/22	CHK	10922	PORT TOWNSEND SCHOOL DISTRICT	PTHS YEARBOOK AD - 2022-2023	135.00
				PTHS YEARBOOK AD - 2022-2023	15.00
				<b>Total for Check/Tran - 130329:</b>	150.00
130330 11/10/22	CHK	10397	ERIK A PRYOR	TRAVEL - MEALS PER DIEM	316.00
				TRAVEL - MILEAGE	81.25
				<b>Total for Check/Tran - 130330:</b>	397.25

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130331 11/10/22	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE OCT 2022	59,619.54
130332 11/10/22	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: IOC COYLE WELLHEAD	350.00
130333 11/10/22	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL OCTOBER 2022	1,154.95
130334 11/10/22	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - OCTOBER 2022	40.50
				PHONE ALLOWANCE - OCTOBER 2022	4.50
				TRAVEL - MEALS PER DIEM	266.40
				TRAVEL - MILEAGE	236.82
				TRAVEL - PARKING FEE	55.04
				TRAVEL - TOLL FEE	5.63
				TRAVEL - MEALS PER DIEM	29.60
				TRAVEL - MILEAGE	26.31
				TRAVEL - PARKING FEE	6.11
				TRAVEL - TOLL FEE	0.62
Total for Check/Tran - 130334:					671.53
130335 11/10/22	CHK	10421	THE CARWASH INC	VEH#210,#211 FLEET SERVICE OCT 2022	30.55
130336 11/10/22	CHK	10250	TYNDALE COMPANY, INC	CLOTHING	148.41
				PUD CLOTHING	64.09
				WORK BOOTS	181.01
				CLOTHING	16.49
				PUD CLOTHING	7.12
				WORK BOOTS	20.11
				CLOTHING RETURN	-19.64
Total for Check/Tran - 130336:					417.59
130337 11/10/22	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - OCT 2022	401.16
				CUST#JEFF007 ALL VEH GPS - OCT 2022	122.35
Total for Check/Tran - 130337:					523.51
130338 11/10/22	CHK	10278	WPUDA	2022 WPUDA ANNUAL CONFERENCE REG FEE	427.50
				2022 WPUDA ANNUAL CONFERENCE REG FEE	47.50

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Total for Check/Tran - 130338:					475.00
130339 11/17/22	CHK	10004	A+ EQUIPMENT RENTALS	CORE DRILL RENTAL-AIR RELEASE VENT COYLE	70.91
130340 11/17/22	CHK	10957	KAREN M ABBOTT	PRORATED PHONE ALLOWANCE OCT 2022	16.98
				PRORATED PHONE ALLOWANCE OCT 2022	1.89
Total for Check/Tran - 130340:					18.87
130341 11/17/22	CHK	10012	ALTEC INDUSTRIES, INC	GROUNDSTESTER	3,980.93
				HOTSTICK TESTER	2,206.11
				UPFIT RENTAL TRUCK# 418	52,618.02
				UPFIT RENTAL TRUCK# 418	-4,388.85
				TRUCK# 419 UPFIT	36,697.42
				TRUCK# 419 UPFIT	-3,060.92
				HOTSTICK CLEANING KIT	225.13
Total for Check/Tran - 130341:					88,277.84
130342 11/17/22	CHK	10481	AMAZON	MANHOLE COVER HOOK	30.23
				VEH#412 - REPLACEMENT TAIL LIGHT	63.71
Total for Check/Tran - 130342:					93.94
130343 11/17/22	CHK	10152	AMERIGAS--6903	PROPANE - 83 PINECREST GENERATOR	1,091.14
130344 11/17/22	CHK	10447	ANIXTER INC.	EXTENSION LINK	960.08
				CROSSARM PIN	664.42
				ONE SHOT	1,012.67
				WIRE FIBER 96F ADSS	21,650.85
				INSULATOR POLYMER DEAD END,LAG SCREW,SPL	1,002.19
				CARRIAGE BOLT	121.10
				LAG SCREW	523.68
				SPLICE	172.38
				WIRE FIBER 96F ADSS	43,232.12
				WIRE FIBER 24F ADSS	26,251.76
				WIRE FIBER 48F/144F ADSS	23,588.78

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				WIRE FIBER 48F/144F ADSS	27,140.50
				WIRE FIBER 48F ADSS	23,465.26
				AUTOSPLICE	747.34
				WIRE FIBER 144F BURIED FIBER	32,609.55
				<b>Total for Check/Tran - 130344:</b>	203,142.68
130345 11/17/22	CHK	10451	ASCENT LAW PARTNERS LLP	FLAT FEE BOC MEETINGS (225-104) OCT 2022	6,300.00
				FLAT FEE BOC MEETINGS (225-104) OCT 2022	700.00
				GENERAL UTILITY (225-102) OCT 2022	10,732.50
				GENERAL UTILITY (225-102) OCT 2022	1,192.50
				<b>Total for Check/Tran - 130345:</b>	18,925.00
130346 11/17/22	CHK	10046	CENTURYLINK	ACCT# 313035273 LOW SPD DATA & 2WIRE	78.91
				ACCT# 313035273 LOW SPD DATA & 2WIRE	19.73
				ACCT #314303915 LOW SPD DATA & 2WIRE	31.16
				ACCT #314303915 LOW SPD DATA & 2WIRE	7.80
				<b>Total for Check/Tran - 130346:</b>	137.60
130347 11/17/22	CHK	10050	CHS	DIESEL FOR TRUCK #100	170.00
130348 11/17/22	CHK	10501	D & L POLES	CREDIT FOR INVOICE 2791	-400.94
				CREDIT FOR INVOICE 2791	-57.28
				REPAIR WTR MAIN - 848 OAK BAY RD	3,862.90
				MOWING DRAINFIELDS-VARIOUS SUMMER 2022	400.94
				MOWING DRAINFIELDS-VARIOUS SUMMER 2022	57.28
				<b>Total for Check/Tran - 130348:</b>	3,862.90
130349 11/17/22	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	ELEC VEHICLES -TRCK WASHING 10/23/22	212.75
				ELEC VEHICLES -TRCK WASHING 10/30/2022	212.75
				<b>Total for Check/Tran - 130349:</b>	425.50
130350 11/17/22	CHK	10747	DESIGNER DECAL, INC.	VEHICLE SAFETY DECALS	458.21
				HOTSTICK TESTING DECAL	1,144.97
				<b>Total for Check/Tran - 130350:</b>	1,603.18

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130351 11/17/22	CHK	10067	DING DOCTOR GLASS SERVICES	VEH# 417 - REAR WINDOW REPLACEMENT	639.96
130352 11/17/22	CHK	10070	DOUBLE D ELECTRICAL, INC	BACKFILL - 35 RAINSHADOW DR	1,991.77
130353 11/17/22	CHK	10078	ESCI	ESCI SAFETY TRAINING - NOV 2022	3,600.00
130354 11/17/22	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	4,222.43
				ENERGY CONSERVATION REBATE	-52.29
				ENERGY CONSERVATION REBATE	1,296.60
				ENERGY CONSERVATION REBATE	2,344.00
				ENERGY CONSERVATION REBATE	10,000.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,765.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	50.40
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	1,400.00
				ENERGY CONSERVATION REBATE	636.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	4,400.00
				ENERGY CONSERVATION REBATE	800.00

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				ENERGY CONSERVATION REBATE	752.00
				ENERGY CONSERVATION REBATE	374.40
				ENERGY CONSERVATION REBATE	752.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	864.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	4,400.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	3,162.29
				ENERGY CONSERVATION REBATE	1,765.00
				<b>Total for Check/Tran - 130354:</b>	<b>54,871.83</b>
130355 11/17/22	CHK	10085	FASTENAL	ZIPS,RAGS,BOLTS,WASH,WIPES,WARMERS	235.07
				BATTERIES	68.73
				ZIPS,RAGS,BOLTS,WASH,WIPES,WARMERS	66.60
				BATTERIES	7.63
				TAPE,WD-40,SPRAYWAY WINCLN	35.11
				BATTERIES	13.31
				PROTECTIVE EYEWEAR & THERMAL GLOVES	288.22
				BATTERIES	1.47
				<b>Total for Check/Tran - 130355:</b>	<b>716.14</b>
130356 11/17/22	CHK	10821	FCS GROUP	RATE STUDY-OCTOBER 2022	925.00
130357 11/17/22	CHK	10086	FERGUSON ENTERPRISES, INC NW	LF 3/4 REL - COYLE WATER SYSTEM REPAIR	21.72
130358 11/17/22	CHK	10954	FLYING FADOODLE PROPERTIES, LLC	MONTHLY RV RENT 11/01/2022 -11/30/2022	1,000.00
130359 11/17/22	CHK	10454	GLOBAL RENTAL COMPANY INC	2023 FREIGHTLINER VEH#418 10/26-11/22/22	4,578.00



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				AA55 RNTL VEH#419 10/28-11/24/22	4,485.40
				VEH# 415-AT40G BKT RENTAL 11/02-11/29/22	2,943.00
				AT37-G BUCKETRNTL VEH#410 11/05-12/02/22	2,725.00
				SPLICER VAN RNTL VEH#421 11/07-12/04/22	2,735.00
				<b>Total for Check/Tran - 130359:</b>	17,466.40
130360 11/17/22	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 10/11-11/06/22	142.53
				310 4CRNRS-RESTROOM UNIT 10/11-11/06/22	15.83
				<b>Total for Check/Tran - 130360:</b>	158.36
130361 11/17/22	CHK	10098	GRAINGER	ELECTRIC CHAINSAW	773.75
130362 11/17/22	CHK	10103	H D FOWLER	1" COMP CORP STOP	596.08
130363 11/17/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	ANT REMOVAL - 191 OTTO	14.02
				ANT REMOVAL - 191 OTTO	1.56
				BRASS BUSHING & HEX BUSHING - SHOP	13.18
				BYWATER - WIRE CONNECTORS, BLK PRIMER	12.54
				BROOMS, DUSTPAN, CONTRACTOR BAGS - SHOP	78.52
				<b>Total for Check/Tran - 130363:</b>	119.82
130364 11/17/22	CHK	10608	HARBORSIDE INN	OLYMPIC ELECTRIC 3 RMS 1 NIGHT (11/9)	329.97
				OLYMPIC ELECTRIC 2RMS 1 NIGHT (11/9)	242.18
				OLYMPIC ELECTRIC 1 RM 1 NIGHT (11/9)	121.09
				MASON CNTY PUD 2 RMS 1 NIGHT (11/9)	264.42
				PALOUSE POWER 2 RMS 1 NIGHT (11/9)	242.18
				OLYMPIC ELECTRIC 1 RM 1 NIGHT (11/9)	132.21
				OLYMPIC ELECTRIC 1 RM 1NIGHT (11/9)	132.21
				OLYMPIC ELECTRIC 4 RMS 1 NIGHT 11/6	395.48
				OLYMPIC ELECTRIC 4 RMS 1 NIGHT (11/7)	528.84
				PALOUSE POWER 2 RMS 1 NIGHT (11/7)	264.42
				OLYMPIC ELECTRIC 4 RMS 1 NIGHT (11/8)	439.92
				PALOUSE POWER 2RMS 1 NIGHT (11/8)	219.96
				<b>Total for Check/Tran - 130364:</b>	3,312.88

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130365 11/17/22	CHK	10817	IDGAF, INC	RPR PYMT DROP BOX AREA - 310 FOUR CORNER	8,801.92
				RPR PYMT DROP BOX AREA - 310 FOUR CORNER	977.99
				POWER FAULT - 340 CHERRY ST 10/21/22	2,851.61
				GRAVEL - 300 FOUR CORNERS RD	7,043.54
Total for Check/Tran - 130365:					19,675.06
130366 11/17/22	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION, SS150	2,953.86
130367 11/17/22	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	7335/2088904	26.07
				7335/2088929	24.44
				7335/2089003	17.92
				7335/2089094	10.00
				7335/2089282	42.36
Total for Check/Tran - 130367:					120.79
130368 11/17/22	CHK	10128	JEFFERSON COUNTY TREASURER	OCTOBER 2022 B&O TAX	129,193.61
130369 11/17/22	CHK	10129	JIIFY LUBE	VEH#120 - OIL CHANGE	90.85
130370 11/17/22	CHK	10136	LES SCHWAB TIRES	VEH#211 - TIRES	1,548.72
				VEH#211 - REAR BREAK REPLACEMENT	837.24
				VEH#125 - TIRES	1,369.80
Total for Check/Tran - 130370:					3,755.76
130371 11/17/22	CHK	10611	MALLORY SAFETY AND SUPPLY LLC	PORTABLE LED LIGHTING	1,791.08
130372 11/17/22	CHK	10333	MOSS ADAMS LLP	PROF SVC: PHASE 3 MAINT/SSE SEP 2022	141.75
				PROF SVC: PHASE 3 MAINT/SSE SEP 2022	15.75
Total for Check/Tran - 130372:					157.50
130373 11/17/22	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	SERVICE BILLING OCT22&NCS AGRMNT 7/22/22	4,196.50
				SERVICE BILLING NOV 2022	125.00
				SERVICE BILLING NOV 2022	125.00
Total for Check/Tran - 130373:					4,446.50
130374 11/17/22	CHK	10835	O'REILLY AUTO PARTS	TRUCK #421-BATTERY, CORE CHARGE, TAILLITE	197.44

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				TRUCK #421 TAIL LIGHT KIT RETURN	-79.41
				ANTI FOG TRI	7.84
				VEH# 415 - OIL FILTER	16.75
				CAPSULE FOR VEH# 206	25.03
				VEH# 415 - REFUND STEPS	-71.92
				VEH# 415 - REFUND STEPS	-7.50
				VEH#415 - LICENSE PLATE LIGHT	6.97
				<b>Total for Check/Tran - 130374:</b>	95.20
130375 11/17/22	CHK	10197	PRINTERY COMMUNICATIONS	TRIPPLICATE DIG SLIP BOOKS	284.67
				TRIPPLICATE DIG SLIP BOOKS	31.63
				RED DISCONNECT TAGS	430.13
				BUSINESS CARDS FOR SCADA ENGINEER II	124.68
				<b>Total for Check/Tran - 130375:</b>	871.11
130376 11/17/22	CHK	10210	RICOH USA, INC	310 4CRNRS (0626) IMAGES OCT 2022	565.79
				310 4CRNRS (0626) IMAGES OCT 2022	62.87
				310 HROFFICE (7427) IMAGES OCT 2022	5.84
				310 HROFFICE (7427) IMAGES OCT 2022	0.65
				OTTO ST (3983) IMAGES OCT 22	35.37
				OTTO ST (3983) IMAGES OCT 22	3.93
				WORKROOM (0109) IMAGES OCT 2022	4.50
				WORKROOM (0109) IMAGES OCT 2022	0.50
				<b>Total for Check/Tran - 130376:</b>	679.45
130377 11/17/22	CHK	10706	SBA STRUCTURES, LLC	MAYNARD HILL RADIO EQUIP LEASE AMEND	2,250.00
130378 11/17/22	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	SENIOR 7 - WASTE TESTING	189.00
				TESTING: HALOACETIC ACIDS	148.00
				TESTING: TRIHALOMETHANES	100.00
				<b>Total for Check/Tran - 130378:</b>	437.00
130379 11/17/22	CHK	10234	STATE AUDITORS	CPA REVIEW AUDIT #56962 2021	2,612.25
				CPA REVIEW AUDIT #56962 2021	290.25

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Total for Check/Tran - 130379:					2,902.50
130380 11/17/22	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	190.16
				PUD CLOTHING	130.32
Total for Check/Tran - 130380:					320.48
130381 11/17/22	CHK	10278	WPUDA	2022 ANNUAL CONFERENCE REF - TOEPPER	427.50
				2022 ANNUAL CONFERENCE REF - TOEPPER	47.50
Total for Check/Tran - 130381:					475.00
130382 11/22/22	CHK	10045	CENTURY LINK-S	ACCT# 360-385-1643 404 - NOV 2022	129.07
				ACCT# 360-385-1643 404 - NOV 2022	14.34
				ACCT# 360-385-2908 893 - NOV 2022	51.62
				ACCT# 360-385-2908 893 - NOV 2022	5.73
Total for Check/Tran - 130382:					200.76
130383 11/22/22	CHK	10501	D & L POLES	FIBER PLOW AT POINT HUDSON	1,912.00
				SEPTIC SYSTEM MOWING	36.76
				SEPTIC SYSTEM MOWING	5.24
				GOURND CLEARING - BEAVER VALLEY RD	250.50
Total for Check/Tran - 130383:					2,204.50
130384 11/22/22	CHK	10059	DAILY JOURNAL OF COMMERCE	11/10 & 11/16 - SHINE PLAT CONSOLIDATION	667.00
130385 11/22/22	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - DEC 2022	986.05
130386 11/22/22	CHK	10085	FASTENAL	RED ELECTRIC TAPE AND VINYL TAPE	741.21
				CITRUS; GRAPE SQWINCHERS	73.45
Total for Check/Tran - 130386:					814.66
130387 11/22/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	HARDWARE CLOTH-QUILCENE SYSTEM	7.03
				TRUCK #210 PROPANE	14.16
				OCEAN GROVE - SAFETY HARNESS	10.90
Total for Check/Tran - 130387:					32.09
130388 11/22/22	CHK	10111	HIGHWAY SPECIALTIES LLC	JACKET W/ REMOVABLE INSERT	98.19

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130389 11/22/22	CHK	10817	IDGAF, INC	EMRGNCY WATER MAIN RPR - 20 FOUR CORNERS	707.74
				POWER FAULT - 340 CHERRY ST 10/21/22	287.75
				EMRGNCY WATER MAIN RPR - 20 FOUR CORNERS	1,305.37
<b>Total for Check/Tran - 130389:</b>					2,300.86
130390 11/22/22	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	4,503.92
				EMPLOYER'S MEDICARE TAX	4,146.81
				EMPLOYEES' FICA TAX	12,063.69
				EMPLOYER'S FICA TAX	12,063.69
				EMPLOYEES' FEDERAL WITHHOLDING	18,812.94
				EMPLOYEES' FEDERAL WITHHOLDING TAX	16,830.71
<b>Total for Check/Tran - 130390:</b>					68,421.76
130391 11/22/22	CHK	10532	JEFFERSON COUNTY PUD PAYROLL ACPR DIRECT DEPOSIT 11.25.2022		186,753.27
			PR MANUAL CHECKS 11.25.2022		5,136.03
<b>Total for Check/Tran - 130391:</b>					191,889.30
130392 11/22/22	CHK	10519	JEFFERSON COUNTY-NOXIOUS WEED B	CONTROLLING NOXIOUS WEEDS AGREEMENT	17,760.00
130393 11/22/22	CHK	10129	JIIFY LUBE	VEH# 415 - OIL CHANGE	121.68
130394 11/22/22	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC:GEN EMPLOY SVC OCT 22	6,065.55
				PROFESSIONAL SVC:GEN EMPLOY SVC OCT 22	673.95
<b>Total for Check/Tran - 130394:</b>					6,739.50
130395 11/22/22	CHK	10655	RUSSELL MILLER	NWPPA APP & USE OF 2022 NESC TRVL EXP	296.00
130396 11/22/22	CHK	10417	NEW PIG CORPORATION	ABSORBENT MATS	302.88
130397 11/22/22	CHK	10958	NORTH STAR CLINIC, LLC	CDL PHYSICAL	220.00
130398 11/22/22	CHK	10170	OLYMPIC EQUIPMENT RENTALS	SAFETY GLASSES & NORCROSS DLX	54.53
130399 11/22/22	CHK	10181	PENINSULA PEST CONTROL	C# 12804 - PEST SVC QRTLY-GARDINER PUMP	49.10
				C# 12805 - PEST SVC QRTLY-20 SUNSHINE	54.55
<b>Total for Check/Tran - 130399:</b>					103.65

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130400 11/22/22	CHK	10203	PURMS JOINT SELF INSURANCE FUND	PROPERTY GENERAL ASSESSMENT 11/17/2022	9,658.01
				PROPERTY GENERAL ASSESSMENT 11/17/2022	1,073.11
Total for Check/Tran - 130400:					10,731.12
130401 11/22/22	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - DEC 2022	1,707.97
130402 11/22/22	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRDLEPNT DEVICE QB 9/23-10/22/22	74.14
130403 11/22/22	CHK	9998	SUZI VILLAMIL	Credit Balance Refund	246.39
130404 11/22/22	CHK	10260	WA STATE DEFERRED COMPENSATIONPL DEFERRED COMP EE		15,198.58
			PL DEFERRED COMP ER		6,445.17
Total for Check/Tran - 130404:					21,643.75
130405 11/22/22	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	ACCT#700466100VID CONF SVC 11/22-/12/22	541.04
				ACCT#700466100VID CONF SVC 11/22-/12/22	60.11
Total for Check/Tran - 130405:					601.15

Total Payments for Bank Account - 1 : (128) 1,721,953.13

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

Total for Bank Account - 1 : (128) 1,721,953.13

Grand Total for Payments : (128) 1,721,953.13

Grand Total for Voids : (0) 0.00

Grand Total : (128) 1,721,953.13

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130504 12/1/22	CHK	10808	A & J FLEET SERVICES, INC	REPAIR DELIVERY GATE - 310 4 CRNRS	914.44
				REPAIR DELIVERY GATE - 310 4 CRNRS	101.60
Total for Check/Tran - 130504:					1,016.04
130505 12/1/22	CHK	10006	AFLAC	AFLAC NOV 2022	60.48
				AFLAC NOV 2022	138.36
Total for Check/Tran - 130505:					198.84
130506 12/1/22	CHK	10481	AMAZON	COVERS	29.15
				MINUTE BOOK	229.72
				COVERS	3.24
				MINUTE BOOK	25.52
				HOLE PUNCH	23.97
Total for Check/Tran - 130506:					311.60
130507 12/1/22	CHK	10447	ANIXTER INC.	WIRE FIBER 96F BURIED FIBER	22,555.88
				SECONDARY HAND HOLE, GREEN 20" x 33"	6,055.05
				GROUNDING CLAMP	654.60
				SPLICE	3,273.00
Total for Check/Tran - 130507:					32,538.53
130508 12/1/22	CHK	10933	AT&T MOBILITY II LLC	CRADLEPOINT SVC FOR AMI 10/20-11/19/2022	437.68
130509 12/1/22	CHK	10870	BIG BLUE PRESSURE WASHING AND L	5 SUBSTATIONS: MOWING 10/18/2022	614.42
130510 12/1/22	CHK	10295	DYLAN C BRACKNEY	BOOT/TOOL ALLOWANCE 2022	300.00
130511 12/1/22	CHK	10443	BUD CLARY FORD / HYUNDAI	TRUCK# 138	31,416.76
130512 12/1/22	CHK	10044	CENTURY LINK QCC-P	ACCT #77438002 PH#360-385-5800 NOV 2022	10.47
				ACCT #77438002 PH#360-385-5800 NOV 2022	2.15
Total for Check/Tran - 130512:					12.62
130513 12/1/22	CHK	10045	CENTURY LINK-S	PHONE SERVICE - NOV 2022	74.32
				PHONE SERVICE - NOV 2022	8.26
				ACCT# 306-T41-7015 994 NOV 2022	35.06

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ACCT# 306-T41-7015 994 NOV 2022	3.90
				<b>Total for Check/Tran - 130513:</b>	121.54
130514 12/1/22	CHK	10365	ALYSON J DEAN	WELLNESS PROGRAM REIMBURSEMENT 2022	275.00
130515 12/1/22	CHK	10945	TYLER R GALE	DOT CDL PHYSICAL	175.00
130516 12/1/22	CHK	10811	GDS ASSOCIATES INC.	WPAG OCT 2022 ALLOCATION	1,366.62
				WPAG OCT 2022 ALLOCATION	151.85
				<b>Total for Check/Tran - 130516:</b>	1,518.47
130517 12/1/22	CHK	10094	GENERAL PACIFIC, INC	ELBOW,GUY HOOK,MACH BOLT,SIDEBY,BOLT	683.24
				BOLT	305.48
				GUY HOOK	192.05
				MACH BOLT	401.76
				SIDEBY	121.10
				<b>Total for Check/Tran - 130517:</b>	1,703.63
130518 12/1/22	CHK	10454	GLOBAL RENTAL COMPANY INC	AT40-G BUCKETRNTL VEH#416 11/09-12/06/22	2,953.80
				AA55 DBLMN BUCKET VEH#414 11/09-12/06/22	3,719.60
				AT40-G RNTL VEH#417 11/08-12/05/22	3,063.20
				<b>Total for Check/Tran - 130518:</b>	9,736.60
130519 12/1/22	CHK	10098	GRAINGER	PAPER BAGS	67.19
				POLE FLAGS	38.39
				HARD HAT QTY6	1,331.62
				DEWALT BATTERY QTY1	187.15
				<b>Total for Check/Tran - 130519:</b>	1,624.35
130520 12/1/22	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	BECKETT POINT - KEY, BLK CABLE TIES,	21.01
				QUILCENE-RESERVOIR OVERFLOW PIPE SCREEN	4.35
				COYLE-REPLUMB AIR VALVES	94.81
				SHOP-BATTERIES & MOTOR TREATMENT	35.98
				SEAVIEW COURT - CIRCUIT BREAKER	10.35
				MISC-GENERAL SALE HARDWARE	40.36



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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 130520:					206.86
130521 12/1/22	CHK	10817	IDGAF, INC	RPR TRANSMISSION LINE - PT PAPER MILL	23,888.06
130522 12/1/22	CHK	10839	IRBY ELECTRICAL UTILITES	STREETLIGHT POLE-25' ALUM/W 6'SINGLE ARM	15,012.16
				UNISTRUT CLAMP	807.34
				FEED-THRU HORIZONTAL-200 AMP LOADBREAK	1,025.54
Total for Check/Tran - 130522:					16,845.04
130523 12/1/22	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	ANNL: PERMITS ELECTRICAL 1/1-12/31/2023	225.00
				ANNL: PERMITS ELECTRICAL 1/1-12/31/2023	225.00
Total for Check/Tran - 130523:					450.00
130524 12/1/22	CHK	10129	JIFFY LUBE	OIL CHANGE - TRUCK 410	223.68
				OIL CHANGE - TRUCK #122	135.98
Total for Check/Tran - 130524:					359.66
130525 12/1/22	CHK	9998	MARC LENKE	Credit Balance Refund	13.11
130526 12/1/22	CHK	10136	LES SCHWAB TIRES	NEW TIRES - TRUCK #417	2,895.40
130527 12/1/22	CHK	10956	MARINE SURVEYS & ASSESSMENTS	COWETLANDS CHECK PUD PARCEL#901114007	2,269.65
130528 12/1/22	CHK	10142	MASON COUNTY PUD #1	MUTUAL AID 11/05-11/10/2022	100,600.96
130529 12/1/22	CHK	10655	RUSSELL MILLER	WELLNESS PROGRAM REIMBURSEMENT 2022	275.00
130530 12/1/22	CHK	10309	NISC	RECURRING INVOICE OCT 2022	1,124.21
				RECURRING INVOICE OCT 2022	254.97
				RECURRING INVOICE OCT 2022	1,847.76
				RECURRING INVOICE OCT 2022	545.50
				RECURRING INVOICE OCT 2022	501.38
				RECURRING INVOICE OCT 2022	501.38
				RECURRING INVOICE OCT 2022	9,431.91
				RECURRING INVOICE OCT 2022	954.30
				RECURRING INVOICE OCT 2022	114.74

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RECURRING INVOICE OCT 2022	1,610.15
				RECURRING INVOICE OCT 2022	340.41
				RECURRING INVOICE OCT 2022	25.50
				MISC OCT 2022	687.42
				MISC OCT 2022	83.47
				MISC OCT 2022	76.38
				MISC OCT 2022	9.27
				PRINT SVCS INVOICE OCT 2022	2,402.32
				PRINT SVCS INVOICE OCT 2022	7,423.23
				PRINT SVCS INVOICE OCT 2022	1,551.50
				PRINT SVCS INVOICE OCT 2022	266.92
				PRINT SVCS INVOICE OCT 2022	824.80
				PRINT SVCS INVOICE OCT 2022	172.39
Total for Check/Tran - 130530:					30,749.91
130531 12/1/22	CHK	10835	O'REILLY AUTO PARTS	TRUCK 131 - FUSES	18.50
130532 12/1/22	CHK	10167	OFFICE DEPOT	OTTO ST - 3 HOLE PUNCH	7.85
				OTTO ST - 3 HOLE PUNCH	1.96
				KLEENEX, POPUP NOTES, FOAMING SOAP	150.81
				KLEENEX, POPUP NOTES, FOAMING SOAP	16.76
				POST IT NOTE-OPERATIONS STOCK	11.77
				POST IT NOTE-OPERATIONS STOCK	1.31
				OSCILLATING CERAMIC HEATER-OTTO ST	50.25
				OSCILLATING CERAMIC HEATER-OTTO ST	5.58
				TOILET PAPER	79.86
				TOILET PAPER	8.87
				2023 PLANNERS, CALENDARS	434.08
				2023 PLANNERS, CALENDARS	48.23
Total for Check/Tran - 130532:					817.33
130533 12/1/22	CHK	10170	OLYMPIC EQUIPMENT RENTALS	PROPANE CYLINDER	9.04

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11/30/2022 To 12/05/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CHAINSAW CHAIN & SHARPENING	105.61
				<b>Total for Check/Tran - 130533:</b>	114.65
130534 12/1/22	CHK	10907	PALOUSE POWER LLC	DOCK CREW - 10/10/22-10/20/22	60,213.18
				DOCK CREW - 10/10/22-10/20/22	10,674.98
				<b>Total for Check/Tran - 130534:</b>	70,888.16
130535 12/1/22	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 11/02-11/20/2022	614.25
				TRANSCRIPTION SVC 11/02-11/20/2022	68.25
				<b>Total for Check/Tran - 130535:</b>	682.50
130536 12/1/22	CHK	10181	PENINSULA PEST CONTROL	C#13072 - GEN PEST SVC BI-ANNUAL KALA	38.19
				C# 12803 - PEST SVC QRTLY-LAZY C PUMPH	60.01
				C#12801 QRTLY GP SVC 210 FOUR CRNRS	98.19
				C#14601 PEST SVC QRTLY-CHIMACUM STORAGE	60.01
				C#12806 -CRPNTRANT SVC BIM-OLYRIDG DR	65.46
				<b>Total for Check/Tran - 130536:</b>	321.86
130537 12/1/22	CHK	10185	PITNEY BOWES GLOBAL	ACCT#0016741812 MAILSYSTEM LEASE Q4 2022	125.61
				ACCT#0016741812 MAILSYSTEM LEASE Q4 2022	25.73
				<b>Total for Check/Tran - 130537:</b>	151.34
130538 12/1/22	CHK	10188	PLATT ELECTRIC SUPPLY	REPLACEMENT BATTERY	184.38
				SKINNING KNIFE	30.72
				<b>Total for Check/Tran - 130538:</b>	215.10
130539 12/1/22	CHK	10197	PRINTERY COMMUNICATIONS	IRONDALE&GLEN COVE POSTCARD W/MAILING	604.89
				DOOR HANGERS	1,785.89
				<b>Total for Check/Tran - 130539:</b>	2,390.78
130540 12/1/22	CHK	10198	PROGLASS, INC	FIBERGLASS BASEMENT 42X38X30-24X21 PG	16,701.78
130541 12/1/22	CHK	10540	JEFFREY W RANDALL	PUD BOARD MTG,IACC MTG,NRECA MTG,OPEF MT	677.92
				PUD BOARD MTG,IACC MTG,NRECA MTG,OPEF MT	75.33
				<b>Total for Check/Tran - 130541:</b>	753.25

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130542 12/1/22	CHK	10921	KARA L ROGERS	WELLNESS PROGRAM REIMBURSEMENT 2022	102.48
				WELLNESS PROGRAM REIMBURSEMENT 2022	168.32
Total for Check/Tran - 130542:					270.80
130543 12/1/22	CHK	9998	KATHERINE ROWLAND	Credit Balance Refund	495.75
130544 12/1/22	CHK	10216	SECURITY SERVICES NW, INC.	NIGHT PAYMENT PICKUP - NOV 2022	887.44
				NIGHTLY YARD CHECK - NOV 2022	450.45
				NIGHT PAYMENT PICKUP - NOV 2022	98.61
				NIGHTLY YARD CHECK - NOV 2022	50.05
Total for Check/Tran - 130544:					1,486.55
130545 12/1/22	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - GAINES ST	1,420.60
				FLAGGING - CHERRY AND M STREET	1,080.60
				FLAGGING - 7560 CENTER RD	833.90
				FLAGGING - 4222 OAK BAY RD	1,268.45
				FLAGGING - 20 CAMANO LANE	626.80
Total for Check/Tran - 130545:					5,230.35
130546 12/1/22	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TRITON COVE TESTING: IRON	23.00
				TRITON COVE TESTING: NITRATE	28.00
				TESTING:TOTAL COLIFORM/E.COLI P/A	23.00
				TESTING:TOTAL COLIFORM/E.COLI P/A	23.00
				TESTING:TOTAL COLIFORM/E.COLI P/A	23.00
				TESTING:TOTAL COLIFORM/E.COLI P/A	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING:IRON/NITRATE-N	23.00
				TESTING: COLIFORM/E COLI	23.00
				TESTING: COLIFORM/E COLI	23.00
				TESTING: COLIFORM/E COLI	23.00
				TESTING: COLIFORM/E COLI	23.00
				<b>Total for Check/Tran - 130546:</b>	511.00
130547 12/1/22	CHK	10389	ERIC R STOREY	CLOTHING ALLOWANCE 2022	131.34
130548 12/1/22	CHK	10302	1034 ERIC A THARALDSEN	DOT CDL PHYSICAL	175.00
130549 12/1/22	CHK	10421	THE CARWASH INC	OCTOBER 2022 - VEHICLE MAINTENANCE #211	76.37
130550 12/1/22	CHK	10733	DANIEL S TOEPPER	BOC MTG,NODC MTG, NOANET MTG, MTG W/GM	670.27
				BOC MTG,NODC MTG, NOANET MTG, MTG W/GM	74.48
				<b>Total for Check/Tran - 130550:</b>	744.75
130551 12/1/22	CHK	10252	ULINE	JOB BINS	814.06
130552 12/1/22	CHK	10620	UPS	RMA#2052-GLENN CLOTHING RETURN	20.86
130553 12/1/22	CHK	10255	USA BLUEBOOK	TIME MARK OPERATE DELAY RELEASE	104.68
				SOCKET SET,PIPE WRENCH,WRENCH	1,516.90
				WRENCH SET & PIPE WRENCH	818.03
				CREDIT - TIME MARK OPERATE DELAY RELEASE	-104.68
				<b>Total for Check/Tran - 130553:</b>	2,334.93
130554 12/1/22	CHK	10947	VAN NESS FELDMAN, LLP	PROF SVC: WTR RIGHTS & RGLTN OCT 2022	7,793.50
130555 12/1/22	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB10/16-11/15/2022	277.54
				CELL PHONE SERVICE QB10/16-11/15/2022	77.93
				CELL PHONE SERVICE QB10/16-11/15/2022	25.98
				CELL PHONE SERVICE QB10/16-11/15/2022	188.53

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11/30/2022 To 12/05/2022

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB10/16-11/15/2022	134.35
				CELL PHONE SERVICE QB10/16-11/15/2022	65.41
				CELL PHONE SERVICE QB10/16-11/15/2022	144.71
				CELL PHONE SERVICE QB10/16-11/15/2022	65.41
				CELL PHONE SERVICE QB10/16-11/15/2022	62.68
				CELL PHONE SERVICE QB10/16-11/15/2022	15.59
				CELL PHONE SERVICE QB10/16-11/15/2022	42.42
				CELL PHONE SERVICE QB10/16-11/15/2022	18.18
				CELL PHONE SERVICE QB10/16-11/15/2022	22.99
				CELL PHONE SERVICE QB10/16-11/15/2022	104.51
				CELL PHONE SERVICE QB10/16-11/15/2022	104.51
				CELL PHONE SERVICE QB10/16-11/15/2022	79.30
				CELL PHONE SERVICE QB10/16-11/15/2022	171.34
				CELL PHONE SERVICE QB10/16-11/15/2022	47.31
				CELL PHONE SERVICE QB10/16-11/15/2022	46.76
				CELL PHONE SERVICE QB10/16-11/15/2022	46.76
				CELL PHONE SERVICE QB10/16-11/15/2022	158.28
				CELL PHONE SERVICE QB10/16-11/15/2022	398.72
				CELL PHONE SERVICE QB10/16-11/15/2022	397.02
				CELL PHONE SERVICE QB10/16-11/15/2022	76.76
				CELL PHONE SERVICE QB10/16-11/15/2022	5.26
				CELL PHONE SERVICE QB10/16-11/15/2022	5.20
				CELL PHONE SERVICE QB10/16-11/15/2022	5.20
				CELL PHONE SERVICE QB10/16-11/15/2022	54.33
				CELL PHONE SERVICE QB10/16-11/15/2022	17.60
				CELL PHONE SERVICE QB10/16-11/15/2022	51.95
				SCADA CRDLEPNT DEVICE 10/23-11/22/202	74.14
Total for Check/Tran - 130555:					2,986.67
130556 12/1/22	CHK	10278	WPUDA	2022 ANNUAL CONF REG - O'DONNELL	427.50
				2022 ANNUAL CONF REG - O'DONNELL	47.50

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				7PM GROUP DINNER-BISTRO CACAO 316 MASSAC	45.00
				7PM GROUP DINNER-BISTRO CACAO 316 MASSAC	5.00
Total for Check/Tran - 130556:					525.00

Total Payments for Bank Account - 1 :	(53)	377,206.91
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(53)	377,206.91
Grand Total for Payments :	(53)	377,206.91
Grand Total for Voids :	(0)	0.00
Grand Total :	(53)	377,206.91

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
191 11/1/22	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT NOV 2022	2,649.88
				PETERSON LAKE WIRE PMT NOV 2022	11,678.74
<b>Total for Check/Tran - 191:</b>					14,328.62
192 11/10/22	WIRE	10279	BPA-WIRE TRANSFER	POWER PURCHASE/COMBINED BILL SEP 22	925,534.00
				POWER PURCHASE/COMBINED BILL SEP 22	115,633.00
				POWER PURCHASE/COMBINED BILL SEP 22	1,930.00
<b>Total for Check/Tran - 192:</b>					1,043,097.00
193 12/1/22	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT DEC 2022	2,591.49
				PETERSON LAKE WIRE PMT DEC 2022	11,737.13
<b>Total for Check/Tran - 193:</b>					14,328.62
194 11/16/22	WIRE	10279	BPA-WIRE TRANSFER	ANNUAL FIBER LEASE 12/9/22-12/8/2023	78,327.00

**Total Payments for Bank Account - 1 :** (4) 1,150,081.24

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

**Total for Bank Account - 1 :** (4) 1,150,081.24

**Grand Total for Payments :** (4) 1,150,081.24

**Grand Total for Voids :** (0) 0.00

**Grand Total :** (4) 1,150,081.24



## JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 11/10/2022**

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71047	11/10/2022	2,343.38
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71048	11/10/2022	2,673.17
				<b>\$ 5,016.55</b>

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 11/25/2022**

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71049	11/25/2022	2,346.37
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71050	11/25/2022	2,789.66
				<b>\$ 5,136.03</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 11/10/2022</b>
--

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	11/10/2022	1,920.33
3013	ACCOUNTING ASSOCIATE	11/10/2022	1,616.12
3039	ACCOUNTING ASSOCIATE	11/10/2022	1,767.34
3052	ADMINISTRATIVE ASSISTANT	11/10/2022	2,433.69
3065	ADMINISTRATIVE ASSISTANT	11/10/2022	2300.54
4006	COMMISSIONER DIST 1	11/10/2022	951.65
4004	COMMISSIONER DIST 2	11/10/2022	1,898.84
4008	COMMISSIONER DIST 3	11/10/2022	1811.35
3034	COMMUNICATIONS DIRECTOR	11/10/2022	4,974.86
3002	CUSTOMER SERVICE COORDINATOR	11/10/2022	1,507.37
3022	CUSTOMER SERVICE REP	11/10/2022	1,412.94
3032	CUSTOMER SERVICE REP	11/10/2022	1,553.01
3048	CUSTOMER SERVICE REP	11/10/2022	1,444.27
3056	CUSTOMER SERVICE REP	11/10/2022	1,263.72
3062	CUSTOMER SERVICE REP	11/10/2022	1,108.65
3060	DIGITAL COMMUNICATIONS SPECIALIST	11/10/2022	2,490.20
1027	ELECTRICAL ENGINEERING MANAGER	11/10/2022	4,451.11
1041	ELECTRICAL SUPERINTENDENT	11/10/2022	7,635.69
2007	ENGINEERING DIRECTOR	11/10/2022	3,552.32
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	11/10/2022	2,130.27
3033	FINANCE DIRECTOR	11/10/2022	4,642.90
3029	FINANCE SERVICES MANAGER	11/10/2022	2,679.62
1046	FLEET/WAREHOUSE HELPER	11/10/2022	3,883.56
1012	FOREMAN LINEMAN	11/10/2022	10,114.00
1011	GENERAL MANAGER	11/10/2022	5,552.41
1042	GIS SPECIALIST	11/10/2022	2,443.83
1017	HEAD STOREKEEPER	11/10/2022	2,618.65
3063	HUMAN RESOURCES COORDINATOR	11/10/2022	2,688.83
3047	HUMAN RESOURCES DIRECTOR	11/10/2022	497.29
3008	INFORMATION TECHNOLOGY MANAGER	11/10/2022	3,328.86
3028	IT SUPPORT TECHNICIAN	11/10/2022	1,773.98
1000	LINEMAN	11/10/2022	10,506.05
1034	LINEMAN	11/10/2022	12,045.55
1055	LINEMAN	11/10/2022	6,919.88
1059	LINEMAN APPRENTICE	11/10/2022	5,442.76
1043	METER READER	11/10/2022	3,018.52
1047	METER READER	11/10/2022	3,906.86
1056	METER READER	11/10/2022	1,725.58
1057	METER READER	11/10/2022	2,297.92
1037	OPERATIONS DIRECTOR	11/10/2022	6,467.09
1050	PRE-APPRENTICE	11/10/2022	5,274.81
3004	RESOURCE MANAGER	11/10/2022	2,608.81
1010	SCADA ENGINEER II	11/10/2022	2,666.71
1003	SCADA TECH APPRENTICE	11/10/2022	7,493.15
3020	SERVICES DIRECTOR	11/10/2022	956.06
1026	STAKING ENGINEER	11/10/2022	2,201.37
1031	STAKING ENGINEER	11/10/2022	2,645.63
1014	STOREKEEPER	11/10/2022	4,247.51
1015	SUBSTATION/METER FOREMAN	11/10/2022	4,255.33
1033	SUBSTATION/METERING TECH	11/10/2022	9,034.70
3003	UTILITY BILLING CLERK	11/10/2022	1,549.93
3027	UTILITY BILLING CLERK	11/10/2022	1,591.69
3000	UTILITY BILLING COORDINATOR	11/10/2022	2,092.03
2000	WATER DISTRIBUTION MANAGER II	11/10/2022	1,830.34
2001	WATER DISTRIBUTION MANAGER II	11/10/2022	2,296.23
2002	WATER DISTRIBUTION MANAGER II	11/10/2022	3,528.57
2005	WATER DISTRIBUTION MANAGER II	11/10/2022	2,940.49
			<b>\$ 197,991.77</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 11/25/2022</b>
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Empl	Position	Pay Date	Net Pay
3013	ACCOUNTING ASSOCIATE	11/25/2022	1,571.56
3039	ACCOUNTING ASSOCIATE	11/25/2022	1,799.86
3046	ACCOUNTING ASSOCIATE	11/25/2022	1,912.44
3052	ADMINISTRATIVE ASSISTANT	11/25/2022	2,433.69
3065	ADMINISTRATIVE ASSISTANT	11/25/2022	2300.55
4006	COMMISSIONER DIST 1	11/25/2022	951.64
4004	COMMISSIONER DIST 2	11/25/2022	1,015.76
4008	COMMISSIONER DIST 3	11/25/2022	951.64
3034	COMMUNICATIONS DIRECTOR	11/25/2022	4,017.74
3002	CUSTOMER SERVICE COORDINATOR	11/25/2022	1,507.35
3022	CUSTOMER SERVICE REP	11/25/2022	1,412.92
3032	CUSTOMER SERVICE REP	11/25/2022	1,540.42
3048	CUSTOMER SERVICE REP	11/25/2022	1,444.27
3056	CUSTOMER SERVICE REP	11/25/2022	1,263.74
3062	CUSTOMER SERVICE REP	11/25/2022	1,128.27
3060	DIGITAL COMMUNICATIONS SPECIALIST	11/25/2022	2,490.20
1027	ELECTRICAL ENGINEERING MANAGER	11/25/2022	3,843.25
1041	ELECTRICAL SUPERINTENDENT	11/25/2022	8,156.39
2007	ENGINEERING DIRECTOR	11/25/2022	3,552.31
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	11/25/2022	2,130.29
3033	FINANCE DIRECTOR	11/25/2022	4,642.91
3029	FINANCE SERVICES MANAGER	11/25/2022	2,679.63
1046	FLEET/WAREHOUSE HELPER	11/25/2022	4,024.46
1012	FOREMAN LINEMAN	11/25/2022	10,110.10
1011	GENERAL MANAGER	11/25/2022	5,552.40
1042	GIS SPECIALIST	11/25/2022	2,443.83
1017	HEAD STOREKEEPER	11/25/2022	4,007.98
3063	HUMAN RESOURCES COORDINATOR	11/25/2022	2,688.83
3047	HUMAN RESOURCES DIRECTOR	11/25/2022	869.63
3008	INFORMATION TECHNOLOGY MANAGER	11/25/2022	3,328.86
3028	IT SUPPORT TECHNICIAN	11/25/2022	1,773.96
1000	LINEMAN	11/25/2022	8,184.85
1034	LINEMAN	11/25/2022	8,637.29
1055	LINEMAN	11/25/2022	6,414.30
1059	LINEMAN APPRENTICE	11/25/2022	5,107.36
1043	METER READER	11/25/2022	1,875.64
1047	METER READER	11/25/2022	3,319.07
1056	METER READER	11/25/2022	2,963.31
1057	METER READER	11/25/2022	2,398.06
2008	METER READER	11/25/2022	1,069.29
1037	OPERATIONS DIRECTOR	11/25/2022	5,015.12
1050	PRE-APPRENTICE	11/25/2022	4,512.24
3004	RESOURCE MANAGER	11/25/2022	2,608.82
1010	SCADA ENGINEER II	11/25/2022	2,498.22
1003	SCADA TECH APPRENTICE	11/25/2022	5,790.92
3020	SERVICES DIRECTOR	11/25/2022	2,927.73
1026	STAKING ENGINEER	11/25/2022	2,201.39
1031	STAKING ENGINEER	11/25/2022	2,645.64
1014	STOREKEEPER	11/25/2022	2,607.46
1015	SUBSTATION/METER FOREMAN	11/25/2022	6,606.74
1033	SUBSTATION/METERING TECH	11/25/2022	7,678.75
3003	UTILITY BILLING CLERK	11/25/2022	1,608.17
3027	UTILITY BILLING CLERK	11/25/2022	1,591.70
3000	UTILITY BILLING COORDINATOR	11/25/2022	1,923.09
2000	WATER DISTRIBUTION MANAGER II	11/25/2022	2,226.24
2001	WATER DISTRIBUTION MANAGER II	11/25/2022	2,296.23
2002	WATER DISTRIBUTION MANAGER II	11/25/2022	2,113.71
2005	WATER DISTRIBUTION MANAGER II	11/25/2022	2,385.05
			<b>\$ 186,753.27</b>



## **AGENDA REPORT**

**DATE:** December 13, 2022  
**TO:** Board of Commissioners  
**FROM:** Mike Bailey, Finance Director/Internal Auditor  
**RE:** Write-off of delinquent accounts from active accounts receivable

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**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 9 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$8,394.86 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 9 inactive accounts owing \$8,394,.86 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 December 13, 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:

<b>Uncollectible Amount Range</b>	<b>Number of Accounts</b>	<b>Write-Off Amount</b>
Up to \$50	3	\$114.84
\$51 - \$100	0	\$0.00
\$101 - \$200	0	\$0.00
\$201 - \$300	1	\$220.72
Over \$300	5	\$8,059.30
<b>TOTAL</b>	<b>9</b>	<b>\$8,394.86</b>

Approval, Board of Commissioners

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Dan Toepper  
Secretary

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of October 31, 2022**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b> (a)	<b>THIS YEAR</b> (b)	<b>BUDGET</b> (c)	
1. Operating Revenue and Patronage Capital	31,227,934	33,451,896	32,168,836	2,750,958
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	12,153,639	11,992,704	12,437,294	1,045,354
4. Transmission Expense	1,560,761	1,598,341	1,526,516	154,382
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	1,632,851	1,607,994	2,069,771	166,270
7. Distribution Expense - Maintenance	2,818,494	2,344,346	3,992,071	222,420
8. Consumer Accounts Expense	1,331,021	1,244,592	1,755,695	131,947
9. Customer Service and Informational Expense	25,359	19,196	17,477	3,152
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	2,855,916	3,189,513	4,267,853	342,635
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>22,378,041</b>	<b>21,996,686</b>	<b>26,066,677</b>	<b>2,066,160</b>
13. Depreciation & Amortization Expense	4,613,224	4,753,876	4,615,727	486,876
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	1,807,581	1,922,312	1,822,369	160,222
16. Interest on Long-Term Debt	2,162,465	2,076,321	2,263,566	213,384
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 Electric Service (12 thru 19)</b>	<b>30,961,311</b>	<b>30,749,195</b>	<b>34,768,339</b>	<b>2,926,642</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>266,623</b>	<b>2,702,701</b>	<b>(2,599,503)</b>	<b>(175,684)</b>
22. Non Operating Margins - Interest	4,529	3,023	11,736	441
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	1,845,914	1,669,286	1,666,346	201,365
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	0	15,576	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>2,117,066</b>	<b>4,390,586</b>	<b>(921,421)</b>	<b>26,122</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>1.98</b>	<b>3.11</b>	<b>0.59</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>1.12</b>	<b>2.30</b>	<b>(0.15)</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>1.80</b>	<b>2.25</b>	<b>1.33</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>1.43</b>	<b>1.92</b>	<b>0.86</b>
<b>Rolling 12 Month TIER</b>	<b>2.71</b>	<b>3.80</b>	



**Jefferson County PUD No. 1**  
**Electric Division**  
**Balance Sheet**  
**October 31, 2022**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	190,153,549	29. Memberships	0
2. Construction Work in Progress	9,961,415	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>200,114,964</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	76,189,087	32. Operating Margins - Current Year	2,702,701
<b>5. Net Utility Plant (3-4)</b>	<b>123,925,877</b>	33. Non-Operating Margins	1,687,885
6. Nonutility Property - Net	85,792	34. Other Margins & Equities	35,457,538
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>39,848,124</b>
8. Invest. in Assoc. Org. - Patronage Capital	79,154	36. Long-Term Debt RUS (Net)	90,164,523
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>90,164,523</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	(3,958,650)
13. Special Funds	94,250	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>(3,958,650)</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>260,206</b>	42. Notes Payable	0
15. Cash-General Funds	1,029,961	43. Accounts Payable	1,037,575
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	44,750
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	3,632,320	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	1,809,931	48. Other Current & Accrued Liabilities	2,124,126
21. Accounts Receivable - Net Other	(6,609,602)	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>3,206,451</b>
22. Renewable Energy Credits	0	50. Deferred Credits	4,484,510
23. Materials & Supplies - Electric and Other	6,475,722	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>133,744,958</b>
24. Prepayments	229,470		
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>9,064,327</b>	Balance Beginning of Year	0
27. Deferred Debits	494,548	Amounts Received This Year (Net)	1,440,025
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>133,744,958</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>1,440,025</b>

**Equity Ratio** **29.79%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **45.06%**  
 (Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1**  
**Power Requirements**  
**As of October 31, 2022**

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	OCTOBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	18,024	17,949	
	b. KWH Sold			11,587,487
	c. Revenue			1,507,202
2. Residential Sales - Seasonal	a. No. Consumers Served	2	5	
	b. KWH Sold			39
	c. Revenue			27
3. Irrigation Sales	a. No. Consumers Served	2	2	
	b. KWH Sold			1,100
	c. Revenue			158
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,479	2,446	
	b. KWH Sold			4,695,162
	c. Revenue			574,595
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			7,140,909
	c. Revenue			639,606
6. Public Street & Highway Lighting	a. No. Consumers Served	206	208	
	b. KWH Sold			27,397
	c. Revenue			16,469
7. Non Metered Device Authority	a. No. Consumers Served	8	8	
	b. KWH Sold			0
	c. Revenue			1,892
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		20,742	20,639	
11. TOTAL KWH Sold (lines 1b thru 9b)				23,452,094
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				2,739,950
13. Transmission Revenue				
14. Other Electric Revenue				11,008
15. KWH - Own Use				0
16. TOTAL KWH Purchased				28,130,532
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				1,045,354
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				61,347

**Electric Division**  
**Comparison 2022 Budget to 2022 Actuals Year to Date Through OCTOBER**

	2022 Budget OCTOBER YTD	2022 Actuals OCTOBER YTD	Variance
1. Operating Revenue and Patronage Capital	32,168,836	33,451,896	1,283,060
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	12,437,294	11,992,704	(444,590)
4. Transmission Expense	1,526,516	1,598,341	71,825
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	2,069,771	1,607,994	(461,777)
7. Distribution Expense - Maintenance	3,992,071	2,344,346	(1,647,725)
8. Consumer Accounts Expense	1,755,695	1,244,592	(511,103)
9. Customer Service and Informational Expense	17,477	19,196	1,719
10. Sales Expense	0	0	0
11. Administrative and General Expense	4,267,853	3,189,513	(1,078,340)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>26,066,677</b>	<b>21,996,686</b>	<b>(4,069,991)</b>
13. Depreciation & Amortization Expense	4,615,727	4,753,876	138,149
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	1,822,369	1,922,312	99,943
16. Interest on Long-Term Debt	2,263,566	2,076,321	(187,245)
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 Electric Service (12 thru 19)</b>	<b>34,768,339</b>	<b>30,749,195</b>	<b>(4,019,144)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(2,599,503)</b>	<b>2,702,701</b>	<b>5,302,204</b>
22. Non Operating Margins - Interest	11,736	3,023	(8,713)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	1,666,346	1,669,286	2,940
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	15,576	15,576
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(921,421)</b>	<b>4,390,586</b>	<b>5,312,007</b>

**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of October 31, 2022**

<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	2,542,835	3,096,624	2,346,247	344,148
2. Power Production Expense	1,221	0	0	0
3. Cost of Purchased Power	114,534	118,270	113,302	13,016
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	535,831	660,798	834,795	58,404
7. Distribution Expense - Maintenance	308,337	521,109	512,933	64,537
8. Consumer Accounts Expense	209,817	118,378	247,975	13,352
9. Customer Service and Informational Expense	0	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	851,453	588,454	1,039,378	54,315
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>2,021,193</b>	<b>2,007,009</b>	<b>2,748,383</b>	<b>203,624</b>
13. Depreciation & Amortization Expense	644,992	665,465	356,554	81,312
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	132,571	141,148	113,827	16,244
16. Interest on Long-Term Debt	182,435	249,258	195,832	24,826
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>2,981,191</b>	<b>3,062,880</b>	<b>3,414,596</b>	<b>326,006</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(438,356)</b>	<b>33,744</b>	<b>(1,068,349)</b>	<b>18,142</b>
22. Non Operating Margins - Interest	25,424	50,350	33,648	8,606
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	645,095	387,126	142,185	51,978
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	0	1,731	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>232,163</b>	<b>472,951</b>	<b>(892,516)</b>	<b>78,726</b>

**Jefferson County PUD No. 1**  
**Water Division**  
**Balance Sheet**  
**October 31, 2022**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	31,164,151	29. Memberships	0
2. Construction Work in Progress	1,806,300	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>32,970,451</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	13,880,382	32. Operating Margins - Current Year	33,744
<b>5. Net Utility Plant (3-4)</b>	<b>19,090,069</b>	33. Non-Operating Margins	439,207
6. Nonutility Property - Net	2,152,668	34. Other Margins & Equities	23,005,418
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>23,478,369</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)	4,794,518
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>4,794,518</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	88,436	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,241,104</b>	42. Notes Payable	671,750
15. Cash-General Funds	176,339	43. Accounts Payable	(4,553,542)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	700
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	2,163,257	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	245,160	48. Other Current & Accrued Liabilities	26,252
21. Accounts Receivable - Net Other	298,242	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>(3,854,840)</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	38,940	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>24,418,047</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>3,086,874</b>	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	164,780
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>24,418,047</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>164,780</b>

**Equity Ratio** **96.15%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **14.54%**  
 (Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1**  
**Water Requirements**  
**As of October 31, 2022**

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	OCTOBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	14	13	
	b. Gallons Sold			700
	c. Revenue			1,644
2. Metered Residential Sales -	a. No. Consumers Served	4,610	4,607	
	b. Gallons Sold			23,431,151
	c. Revenue			266,344
3. Metered Commercial Sales	a. No. Consumers Served	316	317	
	b. Gallons Sold			6,545,149
	c. Revenue			53,073
4. Residential Multi-Family	a. No. Consumers Served	47	47	
	b. Gallons Sold			205,460
	c. Revenue			3,533
5. Metered Bulk Loadings	a. No. Consumers Served	0	0	
	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			6,419,639
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	376	376	
	b. Gallons Sold			0
	c. Revenue			18,755
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		5,390	5,387	
11. TOTAL Gallons Sold (lines 1b thru 9b)				36,602,099
12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)				343,348
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				800
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				29,065,079
18. Cost of Purchases and Generation				13,016

**Water Division**  
**Comparison 2022 Budget to 2022 Actuals Year to Date Through OCTOBER**

	2022 Budget OCTOBER YTD	2022 Actuals OCTOBER YTD	Variance
1. Operating Revenue and Patronage Capital	2,346,247	3,096,624	750,377
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	113,302	118,270	4,968
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	834,795	660,798	(173,997)
7. Distribution Expense - Maintenance	512,933	521,109	8,176
8. Consumer Accounts Expense	247,975	118,378	(129,597)
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	1,039,378	588,454	(450,924)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>2,748,383</b>	<b>2,007,009</b>	<b>(741,374)</b>
13. Depreciation & Amortization Expense	356,554	665,465	308,911
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	113,827	141,148	27,321
16. Interest on Long-Term Debt	195,832	249,258	53,426
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>3,414,596</b>	<b>3,062,880</b>	<b>(351,716)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(1,068,349)</b>	<b>33,744</b>	<b>1,102,093</b>
22. Non Operating Margins - Interest	33,648	50,350	16,702
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	142,185	387,126	244,941
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	1,731	1,731
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(892,516)</b>	<b>472,951</b>	<b>1,365,467</b>

**Jefferson County PUD No. 1**  
**Cash and Cash Equivalents**  
**October 31, 2022**

<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.11	Operating Depository Account - Bank of America	\$779,263
1 131.12	Operating Account - Jefferson Co. Treasurer	248,842
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	32,535
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	9,700
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	3,032 Restricted
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	2,576 Restricted
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,850
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	913 Restricted
2 135.21	Cash Held in Trust by Property Manager	150
1 131.16	Payroll Clearing Account - 1st Security Bank	6
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$1,206,300</b>
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	\$1,925,000
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	1,544,016
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	1,018,556 Restricted
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	771,868
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	372,833 Restricted
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	163,303
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$5,795,576</b>
1 126.10	Capital Reserves	\$94,000 Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	82,436 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>\$182,686</b>
<b>RESTRICTED CASH BALANCE--OCTOBER 2022</b>		<b>\$1,588,657</b>
<b>NON-RESTRICTED CASH BALANCE--OCTOBER 2022</b>		<b>\$5,595,905</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--OCTOBER 2022</b>		<b>\$7,184,562</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--SEPTEMBER 2022</b>		<b>\$6,690,087</b>
<b>Change in Bank Balance</b>		<b>\$494,475</b>



**PUD Calendar**

**December 13, 2022**

**December 13, 2022, BOC Regular Meeting 3:00PM, 310 Four Corners Rd and ZOOM**

**December 16, 2022, PUD Employee Appreciation Dinner, Elks Club 6:00PM**

**December 26, 2022, Holiday Observed, Offices Closed (Happy Holidays!)**







**January 2, 2023, Holiday Observed, Offices Closed (Happy New Year!)**

**January 3, 2023, BOC Regular Meeting, 3:00PM, 310 Four Corners Rd and ZOOM**

**January 11-13, 2023 WPUDA Association Meetings, Olympia, WA**

**January 16, 2023, Martin Luther King Day Observed, Office Closed**

**January 17, 2022, BOC Regular Meeting, 3:00PM 310 Four Corners Rd and ZOOM**

    <b>Received</b> 		From	Subject	Size
<b>Two Weeks Ago</b>				
<div>11/22/2022</div> <div>Kevin, Yes, Mr. Bland was working for Mr. Gabel. The video also shows Mr. Gabel standing next to Mr. Bland while he was moving the marker. As I stated I am not criticizing Ms.</div>		Frank B	Re: Jon Gabel Utility Easement	550 KB
<div> 11/21/2022</div> <div>Mr. Streett, I'm following up to the letter submitted to PUD on the morning of 11/14/22 by Lee Jorgensen (attached). Lori Rae and Jimmy Scarborough were prompt in their</div>		Frank B	Jon Gabel Utility Easement	535 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. 1 of Jefferson County, Washington ("The PUD"), revising, updating and approving certain changes to the Beckett Point 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 Beckett Point 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**, PUD staff has meet with the Beckett Point wastewater/sewer group throughout 2022; and

**WHEREAS**, the proposed rates are attached as Exhibit A to this resolution and will revise, amend and replace the Beckett Point wastewater/sewer rates only; and

**WHEREAS**, the wastewater/sewer rate set through Resolution 2022-007 for the Standard and Kala Point wastewater/sewer rates will remain unchanged by this Resolution; and

**WHEREAS**, the proposed Beckett Point 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 Beckett Point wastewater rate will be reviewed by the Board of Commissioners in conjunction with the 2024 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 13th day of December 2022.

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Kenneth Collins, President

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Jeff Randall, Vice President

ATTEST:

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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	\$ 81.53	-	-	-
Beckett Point Low Income Discount	(\$ 19.39)	(\$ 24.46)	-	-	-
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 Beckett Point wastewater/sewer rate will be reviewed by the Board of Commissioners in conjunction with the 2024 budget, and any increase in rates will be determined at that time.



## **AGENDA REPORT**

**DATE:** December 13, 2022  
**TO:** Board of Commissioners  
**FROM:** Jean Hall  
**RE:** Budget Billing Policy Changes and Plan

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**BACKGROUND:** Staff brought issues to the BOC revolving around our Fixed Budget, budget billing option in September of this year.

Quick recap - JPUD has two budget billing programs, a variable budget, and a fixed budget. Each year the fixed budget program recalculates in July. At the time of recalculation, any underpayment or overpayment for usage is divided out into a monthly average and either added or subtracted from the most recent 12-month average and this becomes the new budget amount. Each year we have customer-owners whose usage has increased to the point they can no longer afford the budget amount in addition to the increased usage. Staff reviews these budget balances ahead of time and we reach out to customer-owners who have accrued these large balances. However, educating our customers and manually monitoring accounts on fixed budget has not solved this issue.

**ANALYSIS/FINDINGS:** BOC direction after the September discussion was to sunset the fixed budget program and offer only the variable budget option which aids in preventing large balances due to increased usage over the previous year's average.

Current fixed budget customers will be first notified by letter, followed up with a personal phone call from PUD staff. Additional information will be provided both on our website and in our newsletter.

Those customer-owners who are unable to afford an account true up will be removed from the budget program and offered up to a one-year payment arrangement. Once the account is brought current the customer will be given the option to participate in the variable budget program.

**FISCAL IMPACT:** No cost to Jefferson County PUD to implement, however this will help reduce the amount of our accounts receivable arrearage in the long run.

**RECOMMENDATION:** Amend the Customer Service Policies of the PUD to provide for a phase out of the fixed budget payment program and the offering of a variable budget program, as reflected in the attached Exhibit 1.

- Should all of the qualifications be met, and the adjustment is approved by the Manager or his/her designee, then staff will enter a policy adjustment on the Customer's water account.

## 10.4 - Budget Billing Program

### ~~10.4.1 - Fixed Budget~~

~~Customers will be billed each month for one-twelfth of their annual usage. Fixed Budgets will be recalculated at least once per year. Credits and deficits will be rolled into the following year's budget amount.~~

### ~~10.4.2 - Variable Budget~~

~~Customer-owners who have at least twelve months of billing history at a service location may request to be placed on a budget billing plan. Customer-owners participating in this program will be billed each month for one-twelfth of their rolling twelve-month average usage. As the variable budget uses a rolling average there will not be an annual recalculation. Should the Customer-owner move or otherwise disconnect service any budget settlement amount will be due in full at the time of the final billing.~~

~~Failure to make budget billing payments may result in the disconnection of service under Section 11 – Delinquent Accounts, in this policy. Customer-owners disconnected for non-payment will be removed from budget billing and any balance will be due in full prior to reconnection of service.~~

## 10.5 - Promotional Billing

### 10.5.1 - Credits

The District may offer Customers promotional credits as set forth in the Schedule of Deposits, Credits, and Miscellaneous Charges.

### 10.5.2 - Low Income Contributions

The District may promote program(s) to benefit low-income Customers through Customer contributions.

## 10.6 – Low Income Rate Reduction Program

The District will offer a reduced rate to its residential customers who fall below the defined income threshold as stated in this policy. The amount of the discount/credit shall be set forth in the published Rate Schedules for the applicable utility service. Each applicant will be required to provide identification and proof of income for all members of the household who are over the age of eighteen (18).

Each Customer may receive a credit on their Jefferson County PUD No.1 electric, water, and sewer account, at a single location. The Customer who is applying for the Rate Reduction Program must reside at the location that is to be billed at the low-income rate.

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

**RESOLUTION NO. 2022-XXX**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County (“the PUD”) revising the PUD’s customer budget payment program to provide for a Variable Budget program and eliminating the Fixed Budget program.

**WHEREAS**, the Jefferson County Public Utility District No. 1 (JPUD), has provided for two budget billing programs, a variable budget program and a fixed budget program, and

**WHEREAS**, the Board of Commissioners reviewed the budget billing programs at its September 20, 2022 Regular meeting and staff presented options to consider for adjustments to the program to better assist customers; and

**WHEREAS**, the fixed budget program has been found to lead to customers developing larger unpaid balances they are unable to pay; and

**WHEREAS**, by offering customers a variable budget plan, the PUD believes it will aide customers in keeping more current on their electric bills.

**NOW, THEREFORE, BE IT RESOLVED** by the Jefferson County Public Utility District Board of Commissioners, that the foregoing Recitals are incorporated as if fully set forth herein; and

**IT IS FURTHER RESOLVED**, the Customer Service Policies of the PUD are amended to provide for a phase out of the fixed budget payment program and the offering of a variable budget program, as reflected in the attached Exhibit 1.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 13th day of December, 2022.



**SIGNATURE PAGE:**

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**Kenneth Collins, President**

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**Jeff Randall, Vice President**

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**Dan Toepper, Secretary**



Jefferson County Resolution No.  
City of Port Townsend Resolution No.  
Port of Port Townsend Resolution No.  
Jefferson County Public Utility District Resolution No.

**A JOINT RESOLUTION OF JEFFERSON COUNTY, THE CITY OF PORT TOWNSEND, THE PORT OF PORT TOWNSEND AND JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1, ESTABLISHING A MULTI-GOVERNMENTAL PROCESS FOR COLLABORATING ON ISSUES OF MUTUAL IMPORTANCE**

**WHEREAS**, the community of Jefferson County faces a myriad of issues that are interrelated and broadly involve community organizations, individuals, businesses, non-profits and governmental entities; and

**WHEREAS**, Jefferson County is a political subdivision of the State of Washington formed in 1852 to provide general purpose governmental services throughout Jefferson County; and

**WHEREAS**, the City of Port Townsend is a code city, incorporated in 1860, to provide general purpose governmental services within the city's limits; and

**WHEREAS**, the Port of Port Townsend is a countywide special purpose district formed in 1924 to own and operate facilities including maritime, aviation, commercial and industrial facilities and is specifically charged with a mission of broad economic development throughout Jefferson County; and

**WHEREAS**, Jefferson County Public Utility District Number 1 is a countywide special purpose district formed in 1939 to restore ownership of key public utilities to the people and currently owns and operates water, sewer, electric and fiber optic utilities; and

**WHEREAS**, the four entities have broad authority under state law to collaborate, including under RCW 39.34; and

**WHEREAS**, the four entities joined forces to work together with the community in 2020 to develop a COVID-19 Recovery & Resiliency Plan and continued that work through 2021 and 2022 with a focus on an economic development framework; and

**WHEREAS**, that experience was positive and demonstrated broad value in providing a regularly scheduled opportunity for the four entities' governing bodies to meet collectively for the purpose of collaborating; and

**WHEREAS**, the Intergovernmental Collaborative Group, City of Port Townsend, Jefferson County, Port of Port Townsend and Jefferson County PUD No. 1 were recognized at the 2021 annual International City/County Management Association (ICMA) conference with the Strategic Leadership & Governance Award as well as the 2022 Association of Washington Page 78 of 103



**WHEREAS,** Jefferson County, the City of Port Townsend, the Port of Port Townsend and the Jefferson County PUD desire to maintain a formal process of intergovernmental collaboration to address significant issues of mutual interest;

**NOW, THEREFORE, BE IT RESOLVED** by the Jefferson County Board of Commissioners, City Council of the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD as follows:

**Section 1. Intergovernmental Collaborative Group (ICG).** The collective governing bodies of Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD, when meeting jointly for the purposes outlined in this resolution shall form the ICG. The express purpose of the ICG is to provide the forum within which community leaders from the County, City, Port and PUD may collaborate on significant issues of mutual importance. Those topics may include, but are not limited to, housing, economic development, infrastructure, including broadband, climate change, behavioral health and food security. The ICG may express shared opinions and positions of the four bodies, and advocate for the same. The ICG may not expend any money, own any property, or obligate any of the four entities in any way.

**Section 2. Process.** All meetings of the ICG will be subject to the Open Public Meetings Act, final actions will be taken by consensus, which is a majority of each of the governing bodies, a quorum is a majority of each of the four entities' elected officials, meeting procedures will be established by the group, and the duty of chairing the meeting will rotate among the entities' presiding officers, in order of formation.

**Section 3. Meetings.** The ICG Regular Meetings will be held on the 3<sup>rd</sup> Thursday of February, May, September and November of every year at 5:00 p.m. Regular meetings will be hybrid and be held at the Port of Port Townsend Pavilion located at 355 Hudson St. Port Townsend, WA 98368.

In addition to the regular meetings, it is the desire of the parties to establish a schedule of "Community Conversations series" special meetings that include invited guests to provide relevant information to the ICG for the purpose of invigorating the discussion among the community and its elected leaders.

Special meetings may be called in accordance with RCW 42.30.080 by agreement of the ICG at a properly noticed meeting, or by joint agreement of the presiding officers of the four entities.

The principal location and website for ICG notices is that of Jefferson County. Jefferson County maintains primary records to facilitate the management of the same records by the four agencies. The main website reflecting workplan and related documents is at [www.jeffcotogether.net](http://www.jeffcotogether.net) which is managed by PUD staff.

**Section 4.** Unless extended by the Parties through a new authorization, the last meeting of the ICG shall be completed no later than December 31, 2023. The intent of the group in making this an annual discussion and decision is to ensure that the ICG remains deliberate and relevant. The chairperson of that final meeting is authorized to approve the minutes from that meeting.

**Jefferson County Resolution No.**

**JEFFERSON COUNTY, WASHINGTON**

***APPROVED AND SIGNED*** this \_\_\_\_ day of December, 2022.

**SEAL:**

**JEFFERSON COUNTY  
BOARD OF COMMISSIONERS**

**Greg Brotherton, Chair**

**ATTEST:**

**Kate Dean, Member**

**Carolyn Gallaway  
Clerk of the Board**

**Heidi Eisenhour, Member**

**City of Port Townsend Resolution No.**

**CITY OF PORT TOWNSEND, WASHINGTON**

**ADOPTED** by the City Council of Port Townsend, Washington, at a special meeting thereof, held this \_\_\_\_\_ day of December, 2022.

\_\_\_\_\_  
David Faber  
Mayor

***Attest:***

***Approved as to form:***

\_\_\_\_\_  
Alyssa Rodrigues  
City Clerk

\_\_\_\_\_  
Heidi Greenwood  
City Attorney

**Port of Port Townsend Resolution No.**

**PORT OF PORT TOWNSEND**

**ATTEST:**

\_\_\_\_\_  
Pam Petranek, District 1 Commissioner

\_\_\_\_\_  
Carol Hasse, District 2 Commissioner

\_\_\_\_\_  
Pete Hanke, District 3 Commissioner

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

**Jefferson County Public Utility District Resolution No.**

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

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**Kenneth Collins, President**

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**Jeff Randall, Vice President**

**ATTEST:**

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**Dan Toepper, Secretary**





## **AGENDA REPORT**

**DATE:** December 13, 2022  
**TO:** Board of Commissioners  
**FROM:** Mike Bailey, Finance Director/District Auditor  
**RE:** Renewal of Line of Credit through Cooperative Financial Corporation (CFC)

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**BACKGROUND:** In 2019, as part of our financial policy review and update we established a \$5,000,000 Line of Credit with CFC. Olga Darlington with Moss Adams recommended to staff at the time that we include a line of credit to help with reserves as we were remodeling our building. We have not drawn funds from loan in the last three (3)-years. The loan has come up for renewal which occurs every three (3)-years.

**ANALYSIS/FINDINGS:** Since completing the remodel of our office at 310 Four Corners Rd, we have not been able to replenish cash reserves. Currently, the PUD has many projects going that require the use of cash reserves.

**FISCAL IMPACT:** Currently, there is no fiscal impact for the PUD. The only fiscal impact would be when funds are drawn from the Line of Credit.

**RECOMMENDATION:** Staff recommends that the Board approves a motion using the language below approving the renewal of the Line of Credit through CFC.

**“Move to authorize the Secretary of the Board of Commissioners to sign the Certificate of Resolutions and Incumbency provided by the National Rural Utilities Cooperative Finance Corporation confirming that Resolution No. 2019-033 remains in full force and effect and further authorizing that the General Manager to execute the First Amendment to the Revolving Line of Credit in the amount of \$5,000,000.”**

## FIRST AMENDMENT TO REVOLVING LINE OF CREDIT AGREEMENT

**FIRST AMENDMENT TO REVOLVING LINE OF CREDIT AGREEMENT**, (the "Amendment") dated as of \_\_\_\_\_, by and between PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY ("Borrower"), a public utility district organized and existing under the laws of the State of Washington, and NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORPORATION ("CFC"), a cooperative association organized and existing under the laws of the District of Columbia.

### RECITALS

**WHEREAS**, the Borrower and CFC are parties to that certain Revolving Line of Credit Agreement, dated as of December 10, 2019 (the "Original Agreement"), providing for a revolving loan to be made available to Borrower by CFC in the aggregate principal amount of Five Million and 00/100 Dollars (\$5,000,000.00) (the "Line of Credit"); and

**WHEREAS**, the Borrower has requested, and CFC has agreed to an extension of the maturity date of the Line of Credit; and

**NOW, THEREFORE**, for and in consideration of the foregoing, and in further consideration of the premises and the mutual covenants herein contained, the parties hereby amend the Original Agreement and agree and bind themselves as follows:

**Section 1. Recitals.** The foregoing recitals are incorporated herein by reference.

**Section 2. Definitions.** Capitalized terms that are not defined herein shall have the meanings assigned to them as set forth in the Original Agreement.

**Section 3. Amendment.** Item 3 of Schedule 1 of the Original Agreement is hereby deleted in its entirety and is hereby amended to read as follows:

"3. Maturity Date shall mean December 31, 2025."

**Section 4. Conditions to Amendment.** The obligation of CFC to enter into this Amendment and to make any Advance pursuant to the terms hereof is subject to the satisfaction of the following conditions:

**4.1. Borrower Documents.** CFC shall have been furnished with (i) an executed original of this Amendment and (ii) certified copies of all such organizational documents and proceedings of the Borrower authorizing the transactions hereby contemplated as CFC shall require.

**4.2. Government Approvals.** The Borrower shall have furnished to CFC true and correct copies of all certificates, authorizations and consents necessary for the execution, delivery and performance by the Borrower of this Amendment.

**Section 5. Promise to Pay.** The Borrower hereby unconditionally promises and agrees to pay, as and when due, interest on all amounts advanced under the Line of Credit from the date of

each Advance and to repay all amounts advanced under the Original Agreement, as amended hereby, with interest thereon as provided in the Original Agreement, as amended hereby.

**Section 6. Effectiveness of Amendment.** This Amendment and the terms hereof shall be effective on the date the Borrower has fulfilled the conditions set forth in Section 4 hereof.

**Section 7. Representations and Warranties.** As a further inducement for CFC to enter into this Amendment, the Borrower represents and warrants that:

**7.1 Good Standing.** The Borrower is a public utility district organized and validly existing and in good standing under the laws of the state of its organization, is duly qualified in those states in which it is required to be qualified to conduct its business and has power to enter into and perform this Amendment. The Borrower is a member in good standing of CFC.

**7.2 Authority.** The execution, delivery and performance by the Borrower of this Amendment and the performance hereof, have been duly authorized by all necessary corporate action and will not violate any provision of law or of the articles of incorporation or bylaws of the Borrower, or result in a breach of, or constitute a default under, any agreement, indenture or other instrument to which the Borrower is a party or by which it may be bound. The individual executing this Amendment has been duly authorized to act on behalf of the Borrower and has the requisite authority to bind the Borrower to the terms hereof without further action of, and without obtaining any additional approvals from, the Borrower's governing body or any other person or entity.

**7.3 Material Adverse Change.** There has been no material adverse change in the financial condition or operations of the Borrower since the date of the Original Agreement, except as set forth in the most recent financial statements submitted to CFC or as otherwise disclosed in writing to CFC prior to the date hereof.

**7.4 REQUIRED APPROVALS.** NO LICENSE, CONSENT OR APPROVAL OF ANY GOVERNMENTAL AGENCY OR AUTHORITY IS REQUIRED TO ENABLE THE BORROWER TO ENTER INTO THIS AMENDMENT, OR TO PERFORM ANY OF THE OBLIGATIONS PROVIDED FOR HEREIN, EXCEPT AS HAVE BEEN OBTAINED BY THE BORROWER AND DELIVERED TO CFC PRIOR TO THE DATE HEREOF.

**7.5 Prior Representations and Warranties.** All representations and warranties made by the Borrower in the Original Agreement are true and correct as of the date hereof.

**Section 8. Miscellaneous.**

**8.1 Modification.** No modification or waiver of any provision of this Amendment, and no consent to any departure by Borrower therefrom, shall in any event be effective unless the same shall be in writing by the party granting such modification, waiver or consent.

**8.2 Merger and Integration.** This Amendment, the Original Agreement and the matters incorporated by reference contain the entire agreement of the parties hereto with respect to the matters covered and the transactions contemplated hereby.

**8.3 Incorporation; Inconsistency with Original Agreement.** Except as otherwise amended or modified herein, the terms, conditions and provisions of the Original Agreement are incorporated herein by reference as if set forth in full herein and remain in full force and effect. In

the event of any conflict or inconsistency between the terms of this Amendment and the Original Agreement, the terms of this Amendment shall control.

**8.4 GOVERNING LAW; SUBMISSION TO JURISDICTION; WAIVER OF JURY TRIAL.**

(A) THE PERFORMANCE AND CONSTRUCTION OF THIS AMENDMENT SHALL BE GOVERNED BY, AND CONSTRUED IN ACCORDANCE WITH, THE LAWS OF THE COMMONWEALTH OF VIRGINIA.

(B) THE BORROWER HEREBY SUBMITS TO THE NON-EXCLUSIVE JURISDICTION OF THE UNITED STATES COURTS LOCATED IN VIRGINIA AND OF ANY STATE COURT SO LOCATED FOR PURPOSES OF ALL LEGAL PROCEEDINGS ARISING OUT OF OR RELATING TO THIS AMENDMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY. THE BORROWER IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY OBJECTIONS THAT IT MAY NOW OR HEREAFTER HAVE TO THE ESTABLISHING OF THE VENUE OF ANY SUCH PROCEEDINGS BROUGHT IN SUCH A COURT AND ANY CLAIM THAT ANY SUCH PROCEEDING HAS BEEN BROUGHT IN AN INCONVENIENT FORUM.

(C) THE BORROWER AND CFC EACH HEREBY IRREVOCABLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AMENDMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

**8.5 Counterparts.** This Amendment may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same document. Signature pages may be detached from the counterparts and attached to a single copy of this Amendment to physically form one document. The Borrower and CFC agree to electronic contracting and signatures (including DocuSign, Adobe Sign and other electronic platforms acceptable to each party) with respect to this Amendment. Delivery of an electronic signature to, or a signed copy of, this Amendment by facsimile, e-mail (e.g., "pdf" or "tif") or other electronic transmission shall be fully binding on the parties to the same extent as the delivery of the manually signed originals and shall be admissible into evidence for all purposes.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to be executed as of the day and year first above written.

PUBLIC UTILITY DISTRICT NO. 1 OF  
JEFFERSON COUNTY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

NATIONAL RURAL UTILITIES  
COOPERATIVE FINANCE CORPORATION

By: \_\_\_\_\_  
Assistant Secretary-Treasurer

Attest: \_\_\_\_\_  
Assistant Secretary-Treasurer

**Loan Number: WA060-R-5100**

**CERTIFICATE OF RESOLUTIONS AND INCUMBENCY  
(update)**

The undersigned, on behalf of PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY (the "Company"), hereby certifies that as of the date hereof:

(a) the attached resolutions are true, complete and correct copies of the resolutions of the Board of Directors of the Company duly adopted on the date specified therein;

(b) said resolutions have not been modified, altered or rescinded, and the same are in full force and effect; and

(c) the individual who executed the amendment to the loan documents which amendment and the execution thereof was authorized in the attached resolutions held the position as stated therein on the actual date of execution of said amendment.

IN WITNESS WHEREOF I have hereunto set my hand as of the date shown below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**RESOLUTION NO. 2019-XXX 33**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington wishes to establish and authorize borrowing a line of credit not to exceed \$5,000,000.00 from National Rural Utilities Cooperative Finance Corporation ("CFC").

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, has requested to establish additional reserves through a line of credit from CFC; and

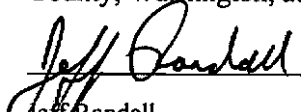
WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, has sought advice regarding the need to establish a line of credit as an additional source of cash reserves to be used for emergencies from experts in utility finance.

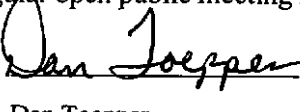
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County that the PUD establish a line of credit and authorize borrowing from National Rural Utilities Cooperative Finance Corporation ("CFC") in an amount which shall not at any one time exceed \$5,000,000.00 (the "Line of Credit Amount"), subject to the provisions of the Line of Credit Agreement substantially in the form submitted to this meeting ("the Line of Credit Agreement"); and,

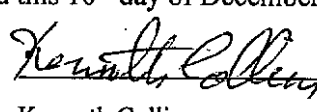
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County that the PUD that the General Manager, Kevin Streett, and Financial Services Manager, Mike Bailey, are hereby authorized to execute and to deliver to CFC the Line of Credit Agreement; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County that the PUD that the General Manager, Kevin Streett, and Financial Services Manager, Mike Bailey, are hereby authorized in the name and on behalf of the PUD to execute and to deliver all such other documents and instruments as may be necessary or appropriate, to execute any future amendments to said Line of Credit Agreement as such individual may deem appropriate within the Line of Credit Amount so authorized and to do all such other acts as in the opinion of such authorized individual acting may be necessary or appropriate in order to carry out the purposes and intent of the foregoing resolutions.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open public meeting held this 10<sup>th</sup> day of December 2019.

  
Jeff Randall,  
President

  
Dan Toepper,  
Vice President

  
Kenneth Collins,  
Secretary

## **AGENDA REPORT**

**DATE:** December 13, 2022  
**TO:** Board of Commissioners  
**FROM:** Will O'Donnell  
**RE:** Router Quote Approval

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**BACKGROUND:** While there's been much discussion about the process of connecting customers to the internet, another key to building the PUD's broadband network is enhancing our connection to the internet outside of Jefferson County. To enable the fast and secure transfer of what will quickly be terabytes of customer data, staff is working to create redundant data centers at the PUD's 191 Otto Street and 310 Four Corners Facilities.

The key piece of equipment in the data center is the core router. Presently we have one aging core router at our 310 facility that handles our corporate and wholesale connections. The new routers would be installed to collect the traffic from our proposed PON network. Each would have a separate 20G connection to the internet, and each could support the other in the instance of an outage.

The routers are made by Cisco and are expandable up to 100G and are designed handle all anticipated growth over the next 20 years. The design for the equipment is provided by CompuNet who we have contracted to supply Network Engineering consulting. The quote for the routers were procured through our interlocal agreement with the Washington State Department of Enterprise Services. As such the quote is considered to have been competitively bid by the state.

Shipping time is estimated as July of 2023, so staff is requesting approval for the order as soon as possible.

**FISCAL IMPACT:** \$417,100.26. Staff anticipates recovering the entire cost of the purchase either through grant funding, or as match to grant funded projects.

**RECOMMENDATION:** Approve a motion to authorize the General Manger to enter into an agreement with CompuNet for the purchase of networking equipment.



## SFP's (Compatible)

Contract Information  
WA, NASPO, AR3227 #05819

### Quote Information:

Quote #: MJS201530

Version: 1

Quote Date: 12/05/2022

Expiration Date: 12/09/2022

### Prepared for:

Jefferson County PUD

Kevin Streett

(360) 302-0022

kstreett@jeffpud.org

### Bill To:

Jefferson County PUD

Accounts Payable

310 Four Corners Rd.

Port Townsend, WA 98368

accountspayable@jeffpud.org

### Ship To:

Jefferson County PUD

Kevin Streett

310 Four Corners Rd.

Port Townsend, WA 98368

### GLC-TE-COM

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
GLC-TE-COM	Compatible 1000BASE-T SFP transceiver module for Category 5 copper wire	6	\$100.00	\$53.33	\$319.98
Subtotal:					<b>\$319.98</b>

### SFP-10G-LR-S-COM

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
SFP-10G-LR-S-COM	Compatible Cisco 10GB Ethernet - 10GBase-LR - LC/PC single mode - up to 6.2 mile	6	\$500.00	\$126.67	\$760.02
Subtotal:					<b>\$760.02</b>

### SFP-10G-SR-S-COM

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
SFP-10G-SR-S-COM	Compatible Cisco 10GB Ethernet - 10GBase-SR - LC/PC multi mode - up to 1310 ft	12	\$330.00	\$100.00	\$1,200.00
Subtotal:					<b>\$1,200.00</b>

### QSFP-100G-SR4-S-COM

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
QSFP-100G-SR4-S-COM	COMPATIBLE CISCO QSFP 100 GIGABIT ETHERNET - 100GBASE SR4 - MPO	4	\$900.00	\$340.00	\$1,360.00
Subtotal:					<b>\$1,360.00</b>

## Shipping

Product Details	Qty	Price	Ext. Price
Freeshipping      Free Shipping	1	\$0.00	\$0.00

## Quote Summary

Description	Amount
GLC-TE-COM	\$319.98
SFP-10G-LR-S-COM	\$760.02
SFP-10G-SR-S-COM	\$1,200.00
QSFP-100G-SR4-S-COM	\$1,360.00
<b>Total:</b>	<b>\$3,640.00</b>

\*\*\*Quotes are valid for 30 days unless otherwise noted\*\*\* **Taxes will be calculated and applied at time of invoicing.** Shipping, handling and other fees may apply. We reserve the right to cancel any order arising from pricing or other errors. If Customer is purchasing a subscription-based product, Customer agrees to pay all charges for the complete term of the subscription. By signing below or issuing a Purchase Order, Customer agrees to CompuNet's standard terms and conditions, which can be reviewed [here](#), provided, that if Customer and CompuNet are parties to a currently effective Master Product Purchase and Services Agreement (MSA), the terms and conditions of such MSA shall control and shall supersede these standard terms and conditions. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. This Quote becomes binding and noncancelable upon Customer's return to CompuNet of acceptance. A copy of this acceptance and the attached proposal document will be sent to your email address to complete your order acceptance. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Executive.

## Jefferson County PUD

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

PO Number: \_\_\_\_\_

## Cisco Network Convergence System 5500 (100G Option)

### Contract Information

WA, NASPO, AR3227 #05819

### Quote Information:

**Quote #:** MJS201857

Version: 1

Quote Date: 12/05/2022

Expiration Date: 12/09/2022

### Prepared for:

**Jefferson County PUD**

Kevin Streett

(360) 302-0022

kstreett@jeffpud.org

### Bill To:

**Jefferson County PUD**

Accounts Payable

310 Four Corners Rd.

Port Townsend, WA 98368

accountspayable@jeffpud.org

### Ship To:

**Jefferson County PUD**

Kevin Streett

310 Four Corners Rd.

Port Townsend, WA 98368

### NCS-55A2-MODS-SYS

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
NCS-55A2-MODS-SYS	24X10G+16X25G 55A2 SE Flexible Consumption Need Smart Lic	2	\$122,367.21	\$50,170.56	\$100,341.12
NCS-55A2-MODS-TRK	55A2-MODS LC Hardware Tracking PID	2	\$0.00	\$0.00	\$0.00
NC55-2RU-ACC-KIT	NCS 55A2 Accessory Kit for 2RU Chassis	2	\$0.00	\$0.00	\$0.00
NC55-A2-FAN-FW	NCS 5500 Fan Tray 2RU Chassis Port-S Intake / Front-to-back	16	\$0.00	\$0.00	\$0.00
NC55-MPA-BLNK	NCS 5500 MPA Blank Filler	4	\$0.00	\$0.00	\$0.00
XR-7.4-K9-TRK	IOS-XR 7.4 tracking license	2	\$0.00	\$0.00	\$0.00
TRK-7.4-K9-NC55	IOS XR 7.4 K9 Software Image	2	\$0.00	\$0.00	\$0.00
ADN-100G-RTU-1	Core & Aggregation Advantage w/ Essentials SW RTU v1.0 100G	10	\$9,678.15	\$3,968.04	\$39,680.40
NC55-930W-DCFW	NCS 55A2 DC 930W Power Supply Forward Airflow	4	\$0.00	\$0.00	\$0.00
ADN-100G-SIA-5	Core & Aggr Advantage w/ Essentials SIA 100G 5-10 year term	10	\$8,474.40	\$3,559.25	\$35,592.50
CAB-48DC-40A-8AWG	C-Series -48VDC PSU Power Cord, 3.5M, 3 Wire, 8AWG, 40A	4	\$0.00	\$0.00	\$0.00
Subtotal:					<b>\$175,614.02</b>

### Support (3 Year)

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
SD-AR3K-NC55A2FA	AR LEVEL 3 NO SW SUP NCS 5500 Fan Tray 2RU Chassis Port-S In	16	\$0.00	\$0.00	\$0.00
SD-SWK-ADNT100G	SW SUPPORT NO UPG Core and Aggregation A	10	\$3,610.00	\$3,068.50	\$30,685.00
SD-AR3K-NC5593WD	AR LEVEL 3 NO SW SUP NCS 55A2 DC 930W Power Supply Forward A	4	\$0.00	\$0.00	\$0.00
SD-SVS-FC-IOXR	Flexible Consumption IOXR	2	\$0.00	\$0.00	\$0.00
SD-AR3K-NCS55A2O	AR LEVEL 3 NO SW SUP 24X10G+16X25G 55A2 SE Flexible Consumpt	2	\$73,131.25	\$62,161.56	\$124,323.12
Subtotal:					<b>\$155,008.12</b>

### C9300X-24Y-E

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
C9300X-24Y-E	Catalyst 9300X 24x25G Fiber Ports, modular uplink Switch	4	\$29,572.13	\$12,124.57	\$48,498.28
SC9300UK9-176	Cisco Catalyst 9300 XE 17.6 UNIVERSAL UNIVERSAL	4	\$0.00	\$0.00	\$0.00
PWR-C1-715WDC	715W DC Power Supply	4	\$1,774.33	\$727.48	\$2,909.92
PWR-C1-715WDC/2	715W DC Power Supply	4	\$1,774.33	\$727.48	\$2,909.92
C9300X-NW-E-24	C9300 Network Essentials, 24-port license	4	\$0.00	\$0.00	\$0.00
STACK-T1-3M	3M Type 1 Stacking Cable	4	\$354.87	\$145.50	\$582.00
CAB-SPWR-150CM	Catalyst Stack Power Cable 150 CM - Upgrade	4	\$118.29	\$48.50	\$194.00
C9300-SSD-NONE	No SSD Card Selected	4	\$0.00	\$0.00	\$0.00
C9300X-DNA-24Y-E	C9300 DNA Essentials, Term License	4	\$0.00	\$0.00	\$0.00
C9300-DNA-L-E-3Y	DNA Essentials 3 Year License	4	\$721.56	\$295.84	\$1,183.36
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	4	\$0.00	\$0.00	\$0.00
C9300X-NM-2C	Catalyst 9300 2 x 40G/100G Network Module QSFP+/QSFP28	4	\$3,016.36	\$1,236.71	\$4,946.84
Subtotal:					<b>\$61,224.32</b>

### Smartnet (3 Year)

Part Number	Product Description	Qty	List Price	Unit Price	Ext. Price
CON-SNT-C9300XE	SNTC-8X5XNBD Catalyst 9300X 24x25G Fiber Ports, modul	4	\$6,357.00	\$5,403.45	\$21,613.80
Subtotal:					<b>\$21,613.80</b>

### Shipping

Product Details	Qty	Price	Ext. Price
Freeshipping Free Shipping	1	\$0.00	\$0.00

### Quote Summary

Description	Amount
NCS-55A2-MODS-SYS	\$175,614.02
Support (3 Year)	\$155,008.12
C9300X-24Y-E	\$61,224.32
Smartnet (3 Year)	\$21,613.80
Total:	<b>\$413,460.26</b>

\*\*\*Quotes are valid for 30 days unless otherwise noted\*\*\* **Taxes will be calculated and applied at time of invoicing.** Shipping, handling and other fees may apply. We reserve the right to cancel any order arising from pricing or other errors. If Customer is purchasing a subscription-based product, Customer agrees to pay all charges for the complete term of the subscription. By signing below or issuing a Purchase Order, Customer agrees to CompuNet's standard terms and conditions, which can be reviewed [here](#), provided, that if Customer and CompuNet are parties to a currently effective Master Product Purchase and Services Agreement (MSA), the terms and conditions of such MSA shall control and shall supersede these standard terms and conditions. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. This Quote becomes binding and noncancelable upon Customer's return to CompuNet of acceptance. A copy of this acceptance and the attached proposal document will be sent to your email address to complete your order acceptance. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Executive.

## Jefferson County PUD

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

PO Number: \_\_\_\_\_



## **AGENDA REPORT**

**DATE:** December 13, 2022  
**TO:** Board of Commissioners  
**FROM:** Samantha Harper, P.E.  
**RE:** Award of Contractor for the Shine Plat Local Utility District (LUD) No. 17  
Construction

---

**BACKGROUND:** In 2016, Public Utility District No. 1 of Jefferson County (PUD) performed a Feasibility Study – Consolidation of the Bywater Bay Water System and the Shine Plat Water System, which was prepared by Washington Project Consultants, PLLC and funded through a grant from the Department of Health (DOH). Among other findings, the consolidation study proposed water system improvements which need to be completed prior to the consolidation of the Shine Plat Water System (Water System ID #05820) into the Bywater Bay Water System (Water System ID #02043).

In 2017, the PUD was petitioned by the residents of the Shine Plat Water System to form a Local Utility District (LUD) as the funding mechanism to finance the water system improvements.

As approved by the BOC, staff applied for the 2020 Department of Health Drinking Water State Revolving Fund loan in the amount of \$490,000 for design, permitting and construction of the water system improvements needed for consolidation of the Shine plat water system into the PUD's Bywater Bay Water System. The loan was approved....??

All the parcel owners received a notice of preliminary assessment/hearing letter dated February 24, 2021. The letter stated that *the current total preliminary project cost is \$570,468.05, which divided among 33 lots would be an assessment of \$17,286.91 per lot. The final assessment per lot will be based on the final project cost and the **total number of lots assessed**. The final assessment will be split evenly between each participating lot.*

At the preliminary Local Utility District formation hearing the number of assessed lots would be:

33 lots	Original parcels
-5 lots	Exempt lots due to approval of the request for exemption
-1 lot	Exempt lot per staff recommendation
<hr/> 27 lots	Revised amount of lots to be assessed

$\$570,468.05 / 27 \text{ lots} = \$21,128.45 \text{ per lot}$



*Annual Payment for a 20-year loan = \$1,056.42 per year per lot*  
*Monthly amount = \$88.04 per month per lot*

**ANALYSIS/FINDINGS:** The PUD opened public construction bids on December 12, 2022, at 10:00am. The lowest responsive and responsible Bidder is \_\_\_\_\_, from \_\_\_\_\_, Washington. The Bid amount is \$\_\_\_\_\_.

During the process the homeowners within Shine Plat requested that the power and fiber be underground when the water line was installed. PUD staff reviewed the proposal and approved the request. Therefore, the cost for the utilities are as follows:

Water (LUD No. 17) Construction Cost	Power Construction Cost	Fiber Construction Cost

The revised preliminary total project cost estimates are:

$\$570,468.05 / 27 \text{ lots} = \$21,128.45 \text{ per lot}$   
Annual Payment for a 20-year loan = \$1,056.42 per year per lot  
Monthly amount = \$88.04 per month per lot

The LUD is paid through a Department of Health Drinking Water State Revolving Fund loan (Contract no. DWL26239) and the loan terms included a 50% loan forgiveness.

The next steps in the Local Utility District Process are:

- Accept lowest responsive, responsible bidder
  - BOC approval 12/13 BOC meeting
- Complete Construction
  - PUD staff
- Finalize Cost and Final Assessment Roll
  - PUD staff
- Resolution for Setting a date for the assessment Roll Hearing
  - BOC approval TBD BOC meeting
- Final Assessment Hearing
  - BOC approval TBD BOC meeting
- Resolution confirming and levying assessments
  - BOC approval TBD BOC meeting
- LUD Complete

**FISCAL IMPACT:** Costs of the project, costs to the PUD.

**RECOMMENDATION:** Motion to award the contract for the construction of the water system for Local Utility District (LUD) No. 17 (Shine Plat) to \_\_\_\_\_ and authorize the general manager sign all construction contracts.

**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"), awarding the contract for the construction of the water system for Local Utility District (LUD) No. 17 (Shine Plat) to \_\_\_\_\_ and authorize the general manager to sign all construction contracts.

**WHEREAS**, pursuant to Resolution No. 2021-009 dated March 23, 2021, the Board of Commissioners of PUD No. 1 of Jefferson County approved the construction of a water system to serve Shine Plat and incorporate water improvements in the PUD's Bywater Bay water system and created Local Utility District No. 17 ("LUD No. 17") for that purpose; and

**WHEREAS**, the District has advertised for bids for construction of said facilities and has received bids from several construction contractors; and

**WHEREAS**, the lowest responsive bid was submitted by \_\_\_\_\_, of \_\_\_\_\_, Washington (hereinafter "Contractor"), in the amount of \$ \_\_\_\_\_, for construction of the said facilities (not including Washington State Sales tax); and

**WHEREAS**, the PUD staff has reviewed and determined that the lowest bidder is both the responsive and responsible bidder;

**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. Contractor is hereby awarded the contract for construction of the water line for LUD No. 17, pursuant to the plans and specification ("Bid Documents") prepared by HDR Engineering and the PUD and publicly advertised for bid on November 9, 2022.

Section 3. The contract price shall be \$ \_\_\_\_\_ (not including Washington State Sales tax), in accordance with the bid received from Contractor.

Section 4. The Board of Commissioners authorized the General Manager to sign all contracts for the construction of the Shine Plat Consolidation and Bywater Bay Water System Improvements Project.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 13th day of December 2022.

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Jeff Randall, Vice President

ATTEST:

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Dan Toepper, Secretary