Regular Meeting Agenda
Board of Commissioners
Tuesday, January 17, 2023 3:00 PM
310 Four Corners Rd. and per ZOOM
Port Townsend, WA 98368

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.

Page

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 Sessions

Per RCW 42.30.110 (1) (g) To review the performance of a PUD employee

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

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 — 4 - 19

PUD BOC Regular Meeting Minutes 8-2-2022 Draft (2).pdf

PUD BOC Special Meeting 08-09-2022 Minutres Draft.pdf

PUD BOC Regular Meeting Minutes 8-16-2022 Draft.pdf

7.2. Vouchers — 20 - 35

Voucher Approval Form for the Commissioners.pdf

Voucher Certification with Supporting Warrant Register & Payroll for meeting on 1.17.2023.pdf

7.3. Financial Report — 36 - 38

Agenda Report-Written Off Accounts-1-17-2023.docx

Written Off Accounts Motion 1-17-2023.docx

7.4 Calendar — 39

PUD Calendar January 17, 2023.docx

7.5 Correspondence Log — 40

CLOG20230112.pdf

7.6. Emergency Transformer Resolution — 41 - 46

Redline - Resolution Declaring Emergency for Repairs of Substation Transformers.pdf

Resolution Declaring Emergency for Substation Transformer Repair.pdf

transformershortage.pdf

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. Low Income Assistance 47 - 51
For Discussion only

Agenda Report_Senior LI Program 1.17.23.docx

Seniot LI_Presentation Handout 1.17.23.pdf

8.2 Contract & AMI Deployment
For Discussion only

9. New Business

9.1 COLA increase for Non-Represented Employees
For Discussion only

9.2 2023 Electrical Contractor Prequalification list 52 - 53

2023 Electrical Contractor Prequalification.pdf

9.3 Timber Sale Port Ludlow Substation 54

Agenda Report-Timber sale at Port Ludlow Substation.docx

9.4. ACH Bank Account 55 - 57

Resolution 2023 -00XX Authorizing ACH Accounts.docx

9.5 Website Privacy Policy 58 - 60

AGENDA REPORT_APP STORE PRIVACY POLICY.pdf

10. Adjourn

pdf

PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

August 2, 2022

Board of Commissioners
Regular Meeting

Draft Minutes
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
Samantha Harper, Engineering Director
Melanie Des Marais, Human Resources Director
Annette Johnson, Executive Assistant/Records Officer
Josh Garlock, Lineman Superintendent
Don McDaniel, Consultant

Cammy Brown, Recording Secretary

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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 August 2 2022, to order at 3:00 p.m. and read the ESHB 1329 preamble into the record regarding virtual and on-line meetings. Roll call was taken and all three commissioners were present. It was determined there was a quorum.

2. **AGENDA REVIEW:** No additions or corrections were made to agenda.

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

3. **EXECUTIVE SESSION.** Per RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of decreased price. Time needed for discussion was 10 minutes. Executive Session convened at 3:01 p.m. Executive Session ended at 3:12 p.m. No action was taken.

The Regular Meeting of the PUD Board of Commissioners of the Jefferson County PUD No. 1 reconvened at 3:12 p.m.

4. **CLOSED SESSION.** Per RCW 42.30.140(b) to discuss union negotiations. Time needed for discussion was 15 minutes. Closed session convened at 3:13 p.m. Closed session ended at 3:28 p.m. No action was taken.

The Regular Meeting of the PUD Board of Commissioners of the Jefferson County PUD No. 1 reconvened at 3:28 p.m.

5. **EXECUTIVE SESSION.** Per RCW 42.30.110(1)(l) to discuss with legal counsel litigation to which the PUD is likely to become a party. Time needed was 15 minutes. Executive Session began at 3:29 p.m. Executive session ended at 3:45 p.m. No action was taken.

The Regular Meeting of the PUD Board of Commissioners of the Jefferson County PUD No. 1 reconvened at 3:29 p.m.

At this point in time Commissioner Kenneth Collins made the decision to skip the Public Comment section and schedule it for 4:00 p.m. and consider the Consent Agenda before the Public Comment section. There were no objections from Commissioner Dan Toepper and Commissioner Jeff Randall.

6. **PUBLIC COMMENT. Agenda item moved to be addressed after Manager and Staff Reports.**

7. **CONSENT AGENDA.**

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

7.1 Prior Minutes

7.2 Vouchers
Voucher Approval Form for the Commissioners.
Voucher Certification with Supporting Warrant Register and Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #129448 to #129513	$ 336,041.66	07/14/2022
Accounts Payable: #129514 to #129563	$ 838,312.07	07/21/2022
Payroll Checks: # 71025 to # 71028	$ 7,651.83	07/22/2021
Payroll Direct Deposit:	$ 146,716.28	07/22/2022

TOTAL INVOICES PAID: $ 1,328,721.84

GRAND TOTAL $ 1,328,721.84

VOIDED WARRANTS: 125570 $84.98

7.3 Financial Report.
June 2022 Financials.
7.4 Calendar.
7.5 Correspondence Log.

END OF CONSENT AGENDA

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8. MANAGER AND STAFF REPORTS.

- **Meeting and Event Calendar.** Executive Assistant Annette Johnson reviewed the Meeting and Event Calendar with the commissioners. CAB meetings will be scheduled at a later time.
- **Broadband.** Communications Director Will O'Donnell gave an update.

NOTE: PUBLIC COMMENT OUT OF SEQUENCE.

6. **PUBLIC COMMENT.** Commissioner Kenneth Collins read the guidelines.

- **Questions** on construction projects. Cross country feed to Port Ludlow substation and the breaker lane double circuit totaling $560,000.
- **Comment:** Getting another line further down property on Middlepoint Road. This was referred to General Manager Kevin Streett.
- **Open Public Meeting Act (OPMA).** House Bill 1329 and the PUD's compliance with that bill was discussed.
- **Comment:** The microphones in the conference room working well but they are very sensitive.
- **Comment.** The intent of the PUD is to fund broadband through electrical ratepayers. Broadband should stand on its own through either grant money or fees charged to the broadband customers. Commissioner Dan Toepper requested some sort of an accounting for the broadband related costs.

9. **COMMISSIONER REPORTS.**

Commissioner Dan Toepper:

7/21 Attended BPA Provider of Choice BPA Concept Paper workshop. Report.
7/28 Attended WPAG (Washington Public Agency Group) meeting. Report.
8/3 and
8/4 Will Attend PPC meeting.
8/5 Will meet with General Manager Kevin Streett.
8/9 Will attend PUD BOC Special meeting.
8/10 Will attend NoaNet meeting.
8/11 Will attend BPA workshop.
8/13 Will work in the PUD booth at the Jefferson County Fair.

Commissioner Jeff Randall:

7/20 Attended EDC (Economic Development Council) Bylaws Subcommittee meeting. Report.
7/21 Attended Energy Northwest Special Board meeting.
7/23 Participated in a phone meeting with Communications Director Will O'Donnell.
7/25 Participated in a phone meeting with Aaron Bird.
7/23 Attended meeting with EDC Bylaws Subcommittee.
7/26 Attended meeting with EDC Board Nominating Subcommittee.
7/27 to
7/28 Travelled to Pasco for the Energy Northwest meeting. Report.

7/27 Attended meeting with Sims Way Project Coordinating members.
8/24 to
8/26 There will be an Energy Northwest meeting in Port Ludlow.
7/31 Participated in a conversation with David Goldman of the Popular Alliance about the Sims Way Project.
8/4 Will attend Sims Way Coordinating meeting.
8/6 Will attend an Open House on the Sims Way Project with the City and the Port and the PUD showing the progress that the stakeholders' group has been making at the Port Townsend Community Center from 10:00 a.m. to 1:00 p.m. Everyone is welcome to attend.
8/5 Will participate in the Chamber Café Community Broadband presentation.
8/8 Will attend EDC Bylaws Subcommittee meeting.
8/8 Will participate in a telephone conversation with General Counsel Joel Paisner and Eric Caves from the Port of Port Townsend about Sims Way Project.
8/9 Will attend PUD BOC Special meeting.
8/13 Will work in the PUD's booth at the Jefferson County Fair.

Commissioner Kenneth Collins:

7/20 Met with PUD Consultant Don McDaniel.
7/27 Met with General Manager Kevin Streett.
7/28 Participated in a meeting with the PUD Water/Sewer Department and residents of Beckett Point. Report.
8/1 Participated in a conversation with General Counsel Joel Paisner.
8/1 Participated in a conversation with a customer who lives on Sentinel Firs Road. Contacted Will O'Donnell as to when that might be lined up in order to benefit from our broadband projects.
8/2 Met with General Manager Kevin Streett.
8/9 Will attend PUD BOC Special meeting.
8/10 Will meet with General Manager Kevin Streett.
8/12 Will attend JBAT (Jefferson Broadband Action Team) committee meeting.
8/16 Will meet with General Manager Kevin Streett.

10. OLD BUSINESS.

10.1 USDA RUS Construction Loan. Late addition to the agenda. This was not received from RUS until Monday morning (8/01). USDA RUS Construction Loan. The PUD had only fourteen days to respond. General Manager Kevin Streett and Financial Director Mike Bailey gave an update. The loan has been approved. This will help replenish our reserves. There was considerable discussion on reserves.

MOTION: Commissioner Jeff Randall made the motion to authorize the President of the Jefferson County Public Utility No. 1 Board of Commissioners to sign the acceptance letter from the United States Department of Agriculture on the RUS Construction Loan. Commissioner Kenneth Collins seconded the motion. Motion passes with majority. Commissioner Jeff Randall voted yes. Commissioner Kenneth Collins voted yes. Commissioner Dan Toepper voted no.

Public Comment: Recommendation was made to forego going into more debt. Not appropriate at this time.

10.2 Retail and Wholesale Broadband Policies. Communications Director Will O'Donnell, General Manager Kevin Streett and General Counsel Joel Paisner gave a presentation and report. There was considerable discussion. Commissioner Jeff Randall read some concerns that were submitted.

Public comments:

- **Comment:** How readable are the documents? Policy is hard to read. (Comments can be heard in more detail at www.jeffpud.org.
- **Comment:** Need to take back the policy and look at it some more.

10.3 Sims Way Poplar Trees. General Manager Kevin Streett gave an update and presentation on the Sims Way Poplar Trees project.

10.4 EDC Commissioner Rotation. Commissioner Jeff Randall gave an update of the Economic Development Commission (EDC). In light of the time constraints of this meeting (stop time at 6:00 p.m.) discussion on this topic was tabled until the next regular meeting.

11. NEW BUSINESS.

11.1 Training and Travel Policy and Employee Attire Policy. Human Resources Director Melanie Des Marais gave a report. This is a first look at policies. This will be put on the Consent Agenda for the next regular meeting of the Board.

There was discussion on the ending time of the meetings. The hard deadline time of 6:00 p.m. adjournment was discussed.

12. ADJOURN.

Commissioner Kenneth Collins declared the August 2, 2022, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 6:00 p.m.

Minutes prepared by
Recording Secretary Cammy Brown (signed off at 5:23 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 meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.

PUBLIC UTILITY DISTRICT NO. 1 of
Jefferson County

August 9, 2022

Board of Commissioners
Special Meeting
Executive Session
Review of CAB Resolution and
CAB Operating Guidelines
Draft Minutes

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 August 9, 2022, to order at 10:00 a.m. and read the Governor's Extended Proclamation ESHB 1329 in response to the COVID-19 pandemic. Roll call was taken. All three commissioners were present. It was determined there was a quorum.

2. **AGENDA REVIEW.** There were no changes to the agenda.

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

3. **EXECUTIVE SESSION. Per RCW 42.30.110(i) to discuss with legal counsel representing the agency potential litigation to 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.**

Time needed was 20 minutes. Executive Session began at 10:03 a.m. Commissioner Kenneth Collins came out of Executive Session at 10:23 a.m. and requested another 10 minutes. Executive Session resumed at 10:25 a.m. Executive Session ended at 10:40 a.m. The Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners resumed at 10:41 a.m. No action was taken.

4. **REVIEW OF CAB RESOLUTION AND CAB OPERATING GUIDELINES.** Commissioner Kenneth Collins opened the discussion. The operating guidelines were drafted under a different General Manager. In practice things have changed. Purpose of the discussion is to narrow down scope and tasks that the CAB has. Commissioners reviewed guidelines. There was considerable discussion.

5. **DISCUSSION OF CAB RESOLUTION.** Discussion took place of the CAB Resolution. This discussion will be continued at the next Board meeting.

6. **ADJOURN.** Commissioner Kenneth Collins declared the August 9, 2022, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 12:00 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

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PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County

August 16, 2022

Board of Commissioners
Regular Meeting

Draft Minutes

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
Scott Bancroft, Operations Director
Melanie Des Marais, Human Resources Director
Melissa Blair, Financial Services Director
Jean Hall, Customer Service Director
Annette Johnson, Executive Assistant/Records Officer
Josh Garlock, Lineman Superintendent
Don McDaniel, Consultant

Cammy Brown, Recording Secretary

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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 August 16 2022, to order at 3:00 p.m.

and read the ESHB 1329 preamble into the record regarding virtual and on-line meetings. Roll call was taken and all three commissioners were present. It was determined there was a quorum.

2. AGENDA REVIEW: No additions or corrections were made to agenda.

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

3. CLOSED SESSION. Per RCW 42.30.140(b) Union Negotiations. Time requested for discussion was 20 minutes. Closed Session convened at 3:03 p.m. Commissioner Kenneth Collins came out of the Closed Session at 3:23 p.m. and requested another 10 minutes. The Closed Session ended at 3:34 p.m. No action was taken.

The Regular Meeting of the Jefferson County Public Utility District No. 1. Board of Commissioners reconvened at 3:34 p.m.

4. PUBLIC COMMENT. This agenda item was deferred until 4:00 p.m.

5. CONSENT AGENDA.

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

5.1 Prior Minutes.
PUD BOC Regular Meeting Minutes 4-19-2022 Draft.
PUD BOC Special Meeting 4-21-2022 Minutes Draft.

5.2 Vouchers
Voucher Approval Form for the Commissioners.
Voucher Certification with Supporting Warrant Register and Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #129564 to #129603	$ 235,472.89	07/28/2022
Accounts Payable: #129604 to #129648	$ 560,998.13	08/04/2022
Payroll Checks: # 71029 to # 71030	$ 1,120.47	07/28/2022
Payroll Checks: # 71031 to # 71032	$ 5,880.89	08/05/2022

Payroll Direct Deposit:	$ 148,341.23	08/05/2022
TOTAL INVOICES PAID:	**$ 951,813.61**	
WIRE TRANSFERS PAID		
Peterson Lake – loan payment for August	$ 14,328.62	08/01/2022
GRAND TOTAL	**$ 966,142.23**	

5.3 Financial Report.
Agenda Report – Written Off Accounts 8-16-2022.
Written Off Accounts Motion 8-16-2022.

5.4 Calendar.
PUD Calendar August 16 2022.

5.5 HR Policy Changes: Continuing Education and Training and Uniforms/Equipment Approval
Handbook Policy Update 8-2-2022.

5.6 Correspondence Log.
Correspondence Log.

END OF CONSENT AGENDA

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6. MANAGER AND STAFF REPORTS.

- Communications Manager Will O'Donnell gave a report on Broadband.
- PUD BOC Special Meeting August 26, 2022 on Broadband.
- Board information was put in the packet on transformers and supply train issues.
- Pole attachments fees still being researched. (Finance Director Mike Bailey). For this year the fees have already been approved by the Board what the rates are supposed to be.

7. COMMISSIONER REPORTS.

Commissioner Dan Toepper:

8/3 and
8.4 Attended the PPC members' forum and the Executive Committee meeting in Portland. Oregon. Report.

8/4 Attended Quilcene and Brinnon community meetings.
8/5 Met with General Manager Kevin Streett.
8/9 Attended PUD BOC Special meeting.
8/9 Traveled to Spokane to attend the NoaNet monthly meeting
8/10 Attended NoaNet meeting. Report.
8/12 to
8/14 Worked in PUD Booth at the Jefferson County Fair. Report.
8/15 Attended the Quilcene Fire Commissioners' meeting.
8/18 Will attend ICG meeting.
8/23 Will attend PUD BOC Retreat.
8/25 Will attend WPAG in-person only meeting in Tacoma.
8/25 Will attend Energy Northwest workshop's dinner in Port Ludlow.
8/22 Will meet with General Manager Kevin Streett.
8/26 Will attend PUD BOC Special meeting.
8/31 Will attend BPA and PPC virtual meetings.
9/01 Will attend PPC virtual meeting.,
9/01 Will attend the West Sound Broadband Symposium virtually.

Commissioner Jeff Randall:

8/3 Met with PUD Consultant Don McDaniel.
8/4 Attended EDC Team Jefferson Board meeting. Report.
8/5 Attended Sims Way Coordination group meeting. Report.
8/6 Attended Open House on Sims Way Project. Report.
8/8 Attended EDC Bylaws Committee meeting.
8/9 Attended PUD CAB meeting.
8/10 Attended Climate Action ED working group. Report.
8/11 Met with General Counsel Joel Paisner, General Manager Kevin Streett, and Chair of CAB Jessica Dillon.
8//13 and
8/14 Worked in Jefferson County Fair PUD Booth. Report.
8/15 Phone meeting with General Manager Kevin Streett.
8/17 Will meet with General Counsel Joel Paisner.
8/18 Will attend ICG meeting.
8/22 Will attend EDC Bylaws Committee meeting.
8/23 Will attend PUD BOC retreat.
8/24 Will attend Sims Way Coordinating meeting.
8/25 Will attend North Olympic Development Council meeting.
8/26 Will attend PUD BOC Special meeting.
9/01 Will attend the West Sound Broadband Symposium virtually.

9/08 Will attend the lunch with the Otto Street dirt contractors.

Commissioner Kenneth Collins:

8/5 Met with General Counsel Joel Paisner.
8/9 Attended PUD BOC Special meeting.
8/9 Met with General Manager Kevin Streett.
8/10 Met with PUD Consultant Don McDaniel.
8/12 Met with General Manager Kevin Streett.
8/12 Had conservation with General Counsel Joel Paisner and Chair of CAB Jessica Dillon.
8/15 Met with General Manager Kevin Streett.
8/16 Met with General Manager Kevin Street.
8/23 Will attend the PUD BOC Special meeting.
8/24 Will meet with General Manager Kevin Streett.
8/26 Will attend PUD BOC Special meeting.
9/01 Will attend the West Sound Broadband Symposium.

NOTE: PUBLIC COMMENT OUT OF SEQUENCE.

4. PUBLIC COMMENT. Commissioner Kenneth Collins read the guidelines. Public comments may be heard on the audio recording at www.jeffpud.org.

8. OLD BUSINESS.

8.1 Review of Citizen Advisory Board Policies and Operations. There was extensive discussion on the Citizen Advisory Board policies and operation. Details of discussion can be heard in audio format at www.jeffpud.org.

MOTION: Commissioner Kenneth Collins made the motion that the Jefferson County Public Utility District No. 1 Board of Commissioners suspend the Citizen Advisory Board and not abolish it. Commissioner Jeff Randall seconded the motion. Commissioner Kenneth Collins voted yay. Commissioner Jeff Randall voted yay. Commissioner Dan Toepper voted nay. Motion passes with majority.

8.2 2023 Budget Review. Finance Director Mike Bailey gave a budget presentation.

9. NEW BUSINESS. No new business.

10. ADJOURN.

Commissioner Kenneth Collins declared the August 16, 2022, Regular Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 5:26 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

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VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1
of Jefferson County hereby approve pending payments for transactions greater than $100,000,
if any. The following transactions are approved from the General Fund in the amount of
$2,766,323.86 on this **17TH** day of **JANUARY** **2023** ;

Kenneth Collins	Jeff Randall	Dan Toepper
President	Vice President	Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS				AMOUNT	DATE
Accounts Payable:	# 130726	to	# 130759	$	221,902.38	12/29/2022
Accounts Payable:	# 130760	to	# 130791	$	798,349.54	1/5/2023
Payroll Checks:	# 71055	to	# 71056	$	5,050.93	1/6/2023
Payroll Direct Deposit:				$	204,179.64	1/6/2023
TOTAL INVOICES PAID					**$1,229,482.49**	

WIRE TRANSFERS PAID		**AMOUNT**	**DATE**
USDA - RUS Loan payment for Q4 2022	$	1,522,512.75	12/30/2022
Peterson Lake - loan payment for January 2023	$	14,328.62	1/3/2023

PAYMENT TOTAL **$2,766,323.86**

VOIDED WARRANTS

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey — 1/12/2023

Mike Bailey, Financial Director / District Auditor — Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS				AMOUNT	DATE
Accounts Payable:	# 130726	to	# 130759	$	221,902.38	12/29/2022
Accounts Payable:	# 130760	to	# 130791	$	798,349.54	1/5/2023
Payroll Checks:	# 71055	to	# 71056	$	5,050.93	1/6/2023
Payroll Direct Deposit:				$	204,179.64	1/6/2023
TOTAL INVOICES PAID					**$1,229,482.49**	

WIRE TRANSFERS PAID		**AMOUNT**	**DATE**
USDA - RUS Loan payment for Q4 2022	$	1,522,512.75	12/30/2022
Peterson Lake - loan payment for January 2023	$	14,328.62	1/3/2023
GRAND TOTAL		**$2,766,323.86**	

VOIDED WARRANTS

Accounts Payable
Check Register

12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130726	12/29/22	CHK	10808	A & J FLEET SERVICES, INC	VEH# 130 - TRUCK INSPECTION	1,601.04
					VEH#130 - TRUCK INSPECTION,PREV MAINT	2,106.20
					Total for Check/Tran - 130726:	3,707.24
130727	12/29/22	CHK	10516	AIR SYSTEMS ENGINEERING INC	REPAIR HEATING SYSTEM - 191 OTTO ST	5,730.37
					REPAIR HEATING SYSTEM - 191 OTTO ST	636.71
					Total for Check/Tran - 130727:	6,367.08
130728	12/29/22	CHK	10481	AMAZON	RING FLOODLIGHT CAM WIRED PRO	274.51
					RING SPOTLIGHT CAM PRO 3D MOTION QTY 2	505.10
					CAMERA MOUNT	27.47
					DIGITAL CAMERA	53.47
					DIGITAL CAMERA	80.21
					MEMORY CARD	14.87
					CAMERA CARRYING CASE	48.12
					MEMORY CARD	22.31
					Total for Check/Tran - 130728:	1,026.06
130729	12/29/22	CHK	10447	ANIXTER INC.	TRAN 1P PAD 50KVA 120/240-RETURN QTY 10	-62,077.90
					TRAN 1P PAD 50KVA 120/240-REFURBISHED	62,077.90
					DISCONNECT SWITCH HOOK OPERATED	2,945.70
					GUY STRANDVISE,BOLT,FUSE	3,109.90
					GUY STRANDVISE,BOLT,FUSE	947.27
					WIRE FIBER 288F ADSS	67,856.49
					Total for Check/Tran - 130729:	74,859.36
130730	12/29/22	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 12/10/2022	8,552.16
					TREE TRIMMING W/E 11/26/2022	6,414.12
					TREE TRIMMING W/E 12/03/2022	8,552.16
					Total for Check/Tran - 130730:	23,518.44
130731	12/29/22	CHK	10339	BORDER STATES ELECTRIC	BOLT,HOTLINE CLAMP,DEAD END	3,806.06
					GUY PREFORM 7/16-GREEN	265.12
					Total for Check/Tran - 130731:	4,071.18

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130732	12/29/22	CHK	10044	CENTURY LINK QCC-P	ACCT #77438002 PH#360-385-5800 DEC 2022	11.36
					ACCT #77438002 PH#360-385-5800 DEC 2022	1.26
					Total for Check/Tran - 130732:	12.62
130733	12/29/22	CHK	10045	CENTURY LINK-S	PHONE SERVICE - NOV 2022	74.32
					PHONE SERVICE - NOV 2022	8.26
					ACCT# 306-T41-7015 994 DEC 2022	35.06
					ACCT# 306-T41-7015 994 DEC 2022	3.90
					Total for Check/Tran - 130733:	121.54
130734	12/29/22	CHK	10685	CINTAS CORPORATION	RESTOCK FIRST AID - 191 OTTO ST	23.41
					RESTOCK FIRST AID - 191 OTTO ST	2.60
					Total for Check/Tran - 130734:	26.01
130735	12/29/22	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE:PMT 2200 WASHINGTONWO#221123	277.75
130736	12/29/22	CHK	10053	COMPUNET, INC	COMPUNET T&E CONSULTING SERVICES - NOV22	2,106.50
130737	12/29/22	CHK	10501	D & L POLES	STORM BREAK ICE - CRAIGS HEIGHT LANE	416.40
					14TH STREET URD PROJECT	3,812.00
					Total for Check/Tran - 130737:	4,228.40
130738	12/29/22	CHK	10551	DAY WIRELESS SYSTEMS	VEH# 418& 419 - INSTALL RADIO	4,230.01
130739	12/29/22	CHK	10292	DAVID E ELIAS	BOOT/TOOL ALLOWANCE 2022	300.00
130740	12/29/22	CHK	10085	FASTENAL	CITRUS DRINK,HCS,BATTERIES	294.84
					CITRUS DRINK,HCS,BATTERIES	9.03
					RESTOCK - VENDING MACHINE, BATTERIES	29.12
					RESTOCK - VENDING MACHINE, BATTERIES	9.86
					RESTOCK - VENDING MACHINE, BATTERIES	115.52
					RESTOCK-VENDING, TAPE, ZIP VESTS	370.00
					BATTERIES	0.83
					RESTOCK-VENDING, TAPE, ZIP VESTS	58.17
					VENDING MACHINE - RESTOCK	556.48

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					VENDING MACHINE - RESTOCK	94.40
					Total for Check/Tran - 130740:	1,538.25
130741	12/29/22	CHK	10942	FINLEY ENGINEERING CO, INC	PROF SVC: RECONNECT 4 11/01-11/32/2022	1,182.50
					PROF SVC:PT BUS DISTRICT PWB 11/01-11/30	1,025.50
					PROF SVC: EAST DISCOBAY FTTP 11/01-11/30	4,511.10
					PROF SVC: EAST DISCOBAY FTTP 11/01-11/30	2,187.00
					Total for Check/Tran - 130741:	8,906.10
130742	12/29/22	CHK	10090	FREDERICKSON ELECTRIC, INC	LIGHTING UPGRADE - 191 OTTO STREET	3,068.15
130743	12/29/22	CHK	10093	GEMPLER'S	RAIN GEAR	692.68
130744	12/29/22	CHK	10094	GENERAL PACIFIC, INC	TANGENT CROSSARM FIBERGLASS PUPI ARM 8'	801.45
130745	12/29/22	CHK	10961	JOSHUA J GLENN	WELLNESS PROGRAM REIMBURSEMENT 2022	219.98
130746	12/29/22	CHK	10110	HENERY HARDWARE	RATCHET PACK	27.25
					ACETONE, FUNNELS, RATCHET PACK	50.05
					UF 14-18AWG SPLICES	24.74
					Total for Check/Tran - 130746:	102.04
130747	12/29/22	CHK	10817	IDGAF, INC	OAK BAY REGULATOR TRENCHING/PAD INSTALL	19,638.00
					VACTRA TRUCK - COYLE STORM REPAIR	27,037.73
					Total for Check/Tran - 130747:	46,675.73
130748	12/29/22	CHK	10839	IRBY ELECTRICAL UTILITES	BOLT	190.93
130749	12/29/22	CHK	10129	JIFFY LUBE	VEH#215 - OIL CHANGE	92.89
130750	12/29/22	CHK	10309	NISC	MISC NOV 2022	750.00
					MISC NOV 2022	150.00
					MISC NOV 2022	628.60
					MISC NOV 2022	135.00
					MISC NOV 2022	270.00
					MISC NOV 2022	135.00

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
					MISC NOV 2022		405.00
					MISC NOV 2022		162.43
					MISC NOV 2022		135.00
					MISC NOV 2022		69.85
					MISC NOV 2022		15.00
					MISC NOV 2022		30.00
					MISC NOV 2022		15.00
					MISC NOV 2022		45.00
					MISC NOV 2022		18.05
					MISC NOV 2022		15.00
					RECURRING INVOICE NOV 2022		1,124.21
					RECURRING INVOICE NOV 2022		254.97
					RECURRING INVOICE NOV 2022		1,847.76
					RECURRING INVOICE NOV 2022		545.50
					RECURRING INVOICE NOV 2022		501.38
					RECURRING INVOICE NOV 2022		501.38
					RECURRING INVOICE NOV 2022		9,431.91
					RECURRING INVOICE NOV 2022		954.30
					RECURRING INVOICE NOV 2022		114.74
					RECURRING INVOICE NOV 2022		1,610.15
					RECURRING INVOICE NOV 2022		340.41
					RECURRING INVOICE NOV 2022		25.50
					PRINT SVCS INVOICE NOV 2022		2,448.41
					PRINT SVCS INVOICE NOV 2022		7,467.18
					PRINT SVCS INVOICE NOV 2022		1,556.43
					PRINT SVCS INVOICE NOV 2022		272.04
					PRINT SVCS INVOICE NOV 2022		829.69
					PRINT SVCS INVOICE NOV 2022		172.93
						Total for Check/Tran - 130750:	32,977.82
130751	12/29/22	CHK	10167	OFFICE DEPOT	WALL RACK - 191 OTTO ST		39.27

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					WALL RACK - 191 OTTO ST	4.36
					BALLPOINT PENS - 191 OTTO STREET	32.89
					BALLPOINT PENS - 191 OTTO STREET	3.65
					Total for Check/Tran - 130751:	80.17
130752	12/29/22	CHK	10216	SECURITY SERVICES NW, INC.	ALARM MONITORING JAN-MAR 2023	108.01
130753	12/29/22	CHK	10219	SHOLD EXCAVATING INC	ROCK & TOPSOIL	52.37
130754	12/29/22	CHK	10869	SLATE ROCK SAFETY	FR CLOTHING	264.29
130755	12/29/22	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	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 - Total Coliform/E. coli P/A	23.00
					TESTING - Total Coliform/E. coli P/A	23.00
					Total Coliform/E. coli P/A-QUIMPER	23.00
					Total for Check/Tran - 130755:	161.00
130756	12/29/22	CHK	10733	DANIEL S TOEPPER	WPUDA MTG,BOC RETREAT,MTG W/GM,BOC,EDC M	768.71
					WPUDA MTG,BOC RETREAT,MTG W/GM,BOC,EDC M	85.42
					Total for Check/Tran - 130756:	854.13
130757	12/29/22	CHK	10915	WA STATE DEPT OF LICENSING	CDL REQUIREMENT: ANNUAL DMV CHECK	150.00
130758	12/29/22	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - DEC 2022	55.69
					EAP SVC - DEC 2022	6.19
					Total for Check/Tran - 130758:	61.88
130759	12/29/22	CHK	10274	WESTBAY AUTO PARTS, INC.	ANTIFREEZE	52.32
130760	1/5/23	CHK	10957	KAREN M ABBOTT	WELLNESS REIMBURSEMENT 2022	275.00
130761	1/5/23	CHK	10481	AMAZON	MCGRAW HILL NATIONAL ELEC SAFE CODE 2023	258.57
130762	1/5/23	CHK	10447	ANIXTER INC.	BOLT MACH 1/2 X 14 QTY 50	109.10

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					WIRE FIBER 288F ADSS	69,326.94
					Total for Check/Tran - 130762:	69,436.04
130763	1/5/23	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 12/24/2022	8,552.16
130764	1/5/23	CHK	10339	BORDER STATES ELECTRIC	SECONDARY CONNECTOR BLOCK 4 HOLE-350MCM	100.41
					SECONDARY CONNECTOR BLOCK 4 HOLE-350MCM	855.34
					Total for Check/Tran - 130764:	955.75
130765	1/5/23	CHK	10669	THOMAS S BROOKE	2022 CLOTHING ALLOWANCE	92.72
130766	1/5/23	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	REMOVE GRS&SOD INSTAL ECOLOGYBOX-SPARLIG	12,098.10
130767	1/5/23	CHK	10423	CARROT-TOP INDUSTRIES INC	NYLON US FLAG - 191 OTTO ST	201.30
					NYLON US FLAG - 191 OTTO ST	22.36
					Total for Check/Tran - 130767:	223.66
130768	1/5/23	CHK	10501	D & L POLES	INSTL WTR,HAUL&SPREAD GRAVEL-325 MYRTLE	3,061.35
					SEPTIC SYSTEM MOWING	875.00
					SEPTIC SYSTEM MOWING	125.00
					MOWING DRAINFIELDS - VARIOUS SPRING2021	875.00
					MOWING DRAINFIELDS - VARIOUS SPRING2021	125.00
					MOWING DRAINFIELDS - VARIOUS SUMMER2021	1,000.00
					MOWING DRAINFIELDS-VARIOUS SUMMER 2022	875.00
					MOWING DRAINFIELDS-VARIOUS SUMMER 2022	125.00
					Total for Check/Tran - 130768:	7,061.35
130769	1/5/23	CHK	10060	DELL MARKETING LP	24 INCH MONITORS	389.59
					MOBILE PRECISION 3571 LAPTOP	1,946.45
					THUNDERBOLT 4 DOCK	516.44
					24 INCH MONITORS	43.29
					MOBILE PRECISION 3571 LAPTOP	216.27
					THUNDERBOLT 4 DOCK	57.39
					Total for Check/Tran - 130769:	3,169.43

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130770	1/5/23	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE DEC 2022	5,500.00
130771	1/5/23	CHK	10086	FERGUSON ENTERPRISES, INC NW	STL PUMP TANK - COYLE	1,689.21
130772	1/5/23	CHK	10103	H D FOWLER	COUPLING GASKET	15.25
130773	1/5/23	CHK	10839	IRBY ELECTRICAL UTILITES	GUY WIRE 1/2 EHS	1,898.34
					WIRE #2 ACSR,SUSPEN CLAMP,BOLT 5/8,SPLIC	2,468.56
					BOLT	128.19
					SPLICE	218.21
					SUSPENSION CLAMP	651.87
					SPLICE, AUTO #2-#4 (RED/ORANGE)	1,669.23
					Total for Check/Tran - 130773:	7,034.40
130774	1/5/23	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	4,719.22
					EMPLOYER'S MEDICARE TAX	4,719.22
					EMPLOYEES' FICA TAX	20,178.55
					EMPLOYER'S FICA TAX	20,178.55
					EMPLOYEES' FEDERAL WITHHOLDING	27,102.10
					EMPLOYEES' FEDERAL WITHHOLDING TAX	17,666.07
					Total for Check/Tran - 130774:	94,563.71
130775	1/5/23	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PR DIRECT DEPOSIT 01.06.2023	204,179.64
					PR MANUAL CHECKS 01.06.2023	5,050.93
					Total for Check/Tran - 130775:	209,230.57
130776	1/5/23	CHK	10593	MASCOTT EQUIPMENT	REPLACEMENT OF DIESEL PUMP	3,651.83
130777	1/5/23	CHK	10865	OLYMPIC ELECTRIC CO, INC	BPA/IRONDALE SUB FIBER INSTALL	7,313.73
					CHANGE ORDER-BPA FIBER 92009	1,099.30
					Total for Check/Tran - 130777:	8,413.03
130778	1/5/23	CHK	10193	PORT TOWNSEND LEADER	LEGALS:NOTICE PETERSON LAKE TMBR SALE	112.00
					MAGAZINE:EJ FIRE	459.00
					LEGALS:PUBLIC UTILITY	242.00

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
					MAGAZINE:EJ FIRE		51.00
						Total for Check/Tran - 130778:	864.00
130779	1/5/23	CHK	10783	ROGNLIN'S INC.	QUILCENE WTR TANK PROJECT 11/26-12/25/22		218,249.10
130780	1/5/23	CHK	10212	ROHLINGER ENTERPRISES INC	RUBBER BLANKET		180.03
					RUBBER GLOVES		1,146.14
						Total for Check/Tran - 130780:	1,326.17
130781	1/5/23	CHK	10336	JERRY L RUBERT	2022 CLOTHING ALLOWANCE		174.54
130782	1/5/23	CHK	10217	SETON CONSTRUCTION INC	FLAGGING - KALA POINT 7/6/2022		761.88
					FLAGGING - 11900 CENTER RD		771.80
					FLAGGING - FOR PALOUSE PWR 4/25/2022		1,008.08
					FLAGGING - PARADISE BAY RD. 12/5/2022		1,268.45
					FLAGGING - PARADISE BAY RD. 12/6/2022		896.00
					FLAGGING - THORNDYKE 12/6/22		1,324.60
					FLAGGING SETUP-OAK BAY 12/6/22		275.00
					FLAGGING - THORNDYKE RD 10/24/2022		1,202.22
					FLAGGING - OTTO STREET 10/31/2022		1,330.70
					FLAGGING - 2135 SHINE RD 11/01/2022		1,020.20
					FLAGGING - 11900 CENTER RD 11/02/2022		833.90
					FLAGGINF - 4121 E. QUIL RD 11/03/2022		958.10
					FLAGGING - 14TH & DISCOVERY 10/11/22		873.06
					FLAGGING - 14TH & DISCOVERY 10/13/22		1,330.70
					FLAGGING - 14TH & DISCOVERY 10/17/22		1,206.50
					FLAGGING - OTTO STREET 10/27/2022		1,268.45
						Total for Check/Tran - 130782:	16,329.64
130783	1/5/23	CHK	10219	SHOLD EXCAVATING INC	WIRING PUMPS&REPLACEMENT J BOX-BECKET PT		624.73
130784	1/5/23	CHK	10400	DONALD K STREETT	TRAVEL - AIRFARE		754.20
					TRAVEL - LODGING		1,030.43
					TRAVEL - MEALS PER DIEM		355.50

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
					TRAVEL - PARKING FEE		102.25
					TRAVEL - TOLL FEE		4.95
					TRAVEL - TRANSIT/ TAXI		42.75
					TRAVEL - AIRFARE		83.80
					TRAVEL - LODGING		114.49
					TRAVEL - MEALS PER DIEM		39.50
					TRAVEL - PARKING FEE		11.36
					TRAVEL - TOLL FEE		0.55
					TRAVEL - TRANSIT/ TAXI		4.75
					TRAVEL - LODGING		429.41
					TRAVEL - MEALS PER DIEM		266.40
					TRAVEL - MILEAGE		412.88
					TRAVEL - TOLL FEE		4.95
					TRAVEL - LODGING		47.71
					TRAVEL - MEALS PER DIEM		29.60
					TRAVEL - MILEAGE		45.87
					TRAVEL - TOLL FEE		0.55
						Total for Check/Tran - 130784:	3,781.90
130785	1/5/23	CHK	10450	TECHNOLOGY CONSERVATION GROUP	METER DESTRUCTION		796.92
					DESTRUCTION OF METERS		-66.47
						Total for Check/Tran - 130785:	730.45
130786	1/5/23	CHK	10327	U.S. POSTAL SERVICE / US POSTMASTE	PO BOX 929-RENT 2023		280.80
					PO BOX 929-RENT 2023		31.20
						Total for Check/Tran - 130786:	312.00
130787	1/5/23	CHK	10252	ULINE	PALLET RACK		715.70
					PALLET RACK		2,029.28
					ICE MELT		1,102.16
						Total for Check/Tran - 130787:	3,847.14
130788	1/5/23	CHK	10615	US BANK	ALYSON DEAN		2,572.94

Accounts Payable
Check Register

12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
					DAN TOEPPER		1,030.44
					ERIC STOREY		760.74
					EXECUTIVE- ANNETTE JOHNSON		142.54
					HR DEPTARTMENT - STEPHANIE WITHERIDGE		868.35
					IT DEPARTMENT - KRIS LOTT		430.04
					JEFF RANDALL		858.69
					JOSH GARLOCK		39.58
					KENNETH COLLINS		576.13
					KRIS LOTT		2,539.44
					MELISSA BLAIR		4.60
					MIKE BAILEY		4,660.14
					SAMANTHA HARPER		725.00
					SCOTT BANCROFT		1,276.60
					WILL O'DONNELL		2,426.39
						Total for Check/Tran - 130788:	18,911.62
130789	1/5/23	CHK	10737	VAN ALLER SURVEYING	SURVEY PARCEL 821072003		2,660.00
130790	1/5/23	CHK	10800	VISION METERING, LLC	VARIOUS METERS		77,591.92
					VARIOUS METERS		-6,471.92
						Total for Check/Tran - 130790:	71,120.00
130791	1/5/23	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE		19,014.48
					PL DEFERRED COMP ER		8,182.99
						Total for Check/Tran - 130791:	27,197.47

Total Payments for Bank Account - 1 :	(66)	1,020,251.92
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(66)	1,020,251.92
Grand Total for Payments :	(66)	1,020,251.92
Grand Total for Voids :	(0)	0.00

Grand Total :	(66)	1,020,251.92

Accounts Payable
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12/27/2022 To 01/09/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
196	1/3/23	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT JAN 2023		11,795.82
					PETERSON LAKE WIRE PMT JAN 2023		2,532.80
						Total for Check/Tran - 196:	14,328.62
198	12/30/22	WIRE	10280	USDA-WIRE TRANSFER	H0015 PRINCIPAL		5,481.35
					H0010 PRINCIPAL		875,721.16
					NOTE SECT 9 INTEREST Q4 2022		29,334.35
					INTEREST Q4 2022		611,975.89
						Total for Check/Tran - 198:	1,522,512.75

Total Payments for Bank Account - 1 :	(2)	1,536,841.37
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(2)	1,536,841.37
Grand Total for Payments :	(2)	1,536,841.37
Grand Total for Voids :	(0)	0.00
Grand Total :	(2)	1,536,841.37

ISSUED PAYROLL CHECKS
PAY DATE: 1/06/2023

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71055	1/6/2023	2,361.22
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71056	1/6/2023	2,689.71
				$ 5,050.93

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 1/06/2023

Empl	Position	Pay Date	Net Pay
3013	ACCOUNTING ASSOCIATE	1/6/2023	1,689.39
3046	ACCOUNTING ASSOCIATE	1/6/2023	2,452.12
3039	ACCOUNTING SPECIALIST	1/6/2023	2,064.13
3052	ADMINISTRATIVE ASSISTANT	1/6/2023	2,443.10
3065	ADMINISTRATIVE ASSISTANT	1/6/2023	2,320.07
4006	COMMISSIONER DIST 1	1/6/2023	958.56
4004	COMMISSIONER DIST 2	1/6/2023	1,022.68
4008	COMMISSIONER DIST 3	1/6/2023	958.56
3034	COMMUNICATIONS DIRECTOR	1/6/2023	3,191.43
3002	CUSTOMER SERVICE COORDINATOR	1/6/2023	1,526.38
3022	CUSTOMER SERVICE REP	1/6/2023	1,690.98
3032	CUSTOMER SERVICE REP	1/6/2023	1,559.80
3048	CUSTOMER SERVICE REP	1/6/2023	1,454.20
3056	CUSTOMER SERVICE REP	1/6/2023	1,300.04
3062	CUSTOMER SERVICE REP	1/6/2023	1,447.44
3060	DIGITAL COMMUNICATIONS SPECIALIST	1/6/2023	2,258.45
1027	ELECTRICAL ENGINEERING MANAGER	1/6/2023	3,225.85
1041	ELECTRICAL SUPERINTENDENT	1/6/2023	4,444.14
2007	ENGINEERING DIRECTOR	1/6/2023	4,402.33
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	1/6/2023	2,139.69
3033	FINANCE DIRECTOR	1/6/2023	5,915.51
3029	FINANCE SERVICES MANAGER	1/6/2023	2,689.05
1046	FLEET/WAREHOUSE HELPER	1/6/2023	2,584.34
1012	FOREMAN LINEMAN	1/6/2023	4,191.02
1011	GENERAL MANAGER	1/6/2023	18,700.15
1042	GIS SPECIALIST	1/6/2023	2,493.42
1017	HEAD STOREKEEPER	1/6/2023	2,517.83
3063	HUMAN RESOURCES COORDINATOR	1/6/2023	2,698.25
3047	HUMAN RESOURCES DIRECTOR	1/6/2023	869.63
3008	INFORMATION TECHNOLOGY MANAGER	1/6/2023	3,345.88
3028	IT SUPPORT TECHNICIAN	1/6/2023	2,316.84
1000	LINEMAN	1/6/2023	11,274.03
1034	LINEMAN	1/6/2023	11,594.71
1055	LINEMAN	1/6/2023	4,699.99
1059	LINEMAN APPRENTICE	1/6/2023	3,321.61
1043	METER READER	1/6/2023	3,262.12
1047	METER READER	1/6/2023	2,479.45
1056	METER READER	1/6/2023	3,774.63
1057	METER READER	1/6/2023	2,611.30
2008	METER READER	1/6/2023	1,179.95
1037	OPERATIONS DIRECTOR	1/6/2023	3,450.72
1050	PRE-APPRENTICE	1/6/2023	3,636.18
3004	RESOURCE MANAGER	1/6/2023	2,660.70
1010	SCADA ENGINEER II	1/6/2023	3,190.79
1003	SCADA TECH APPRENTICE	1/6/2023	4,406.61
3020	SERVICES DIRECTOR	1/6/2023	2,947.23
1026	STAKING ENGINEER	1/6/2023	2,210.79
1031	STAKING ENGINEER	1/6/2023	2,673.46
1014	STOREKEEPER	1/6/2023	2,380.42
1015	SUBSTATION/METER FOREMAN	1/6/2023	13,085.33
1033	SUBSTATION/METERING TECH	1/6/2023	9,728.41
3003	UTILITY BILLING CLERK	1/6/2023	1,549.52
3027	UTILITY BILLING CLERK	1/6/2023	1,600.61
3000	UTILITY BILLING COORDINATOR	1/6/2023	2,219.57
2000	WATER DISTRIBUTION MANAGER II	1/6/2023	2,543.09
2001	WATER DISTRIBUTION MANAGER II	1/6/2023	2,295.73
2002	WATER DISTRIBUTION MANAGER II	1/6/2023	5,987.28
2005	WATER DISTRIBUTION MANAGER II	1/6/2023	2,544.15
			$ 204,179.64

AGENDA REPORT

DATE: January 17, 2023

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 20 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD $6,028.95 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 20 inactive accounts owing $6,028.95 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.

Jefferson County
Public Utility District

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 January 17, 2023, 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:

Uncollectible Amount Range	Number of Accounts	Write-Off Amount
Up to $50	5	$159.37
$51 - $100	3	$249.95
$101 - $200	4	$618.16
$201 - $300	3	$747.76
Over $300	5	$4,253.71
TOTAL	**20**	**$6,028.95**

Approval, Board of Commissioners

_____

Dan Toepper
Secretary

PH (360) 385-5800 FX (360) 385-5945 310 Four Corners Road, Port Townsend, WA 98368 customerservice@jeffpud.org

PUD Calendar

January 17, 2023

January 17, 2023, BOC Regular Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

January 24, 2023, Special Meeting, 10:00 AM TBD 310 Four Corners Rd and per ZOOM

February 7, 2023, BOC Regular Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

February 14, 2023, Special Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

February 15-17, 2023, WPUDA Association Meetings, Olympia, WA

February 20, President's Day Observed, PUD offices Closed

February 21, BOC Regular Meeting 3:00 PM, 310 Four Corners Rd and per ZOOM

!	Received	From	Subject	Size
Last Week				
!	Fri 1/6	David Brader	Re: Notification of Intent to Build Fiber in Jefferson County WA	876 KB
	Hi, Will, Thank you for your patience to receive this more detailed response. Although your initial email of December 16, 2022 was covering all of Jefferson County, I am going to			
Two Weeks Ago				
	12/28/2022	Tom Thiersch	Unusual text shadow	1 MB
	Commissioners, In looking at the redesign of the JPUD logo, I realized that the proposed “drop shadow” effect seems backwards from the vast majority of other examples I can			

PUBLIC UTILITY DISTRICT NO.1
OF
JEFFERSON COUNTY

RESOLUTION NO. 2023-XX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), declaring an emergency related to the ~~purchase and~~ repair of substation transformers and authorizing the PUD Manager to purchase materials and order work to secure the necessary repairs to substation transformers and declaring that the unprecedented continuing impacts to supply chains created by the Covid-19 pandemic presents a real, immediate threat to the proper performance of essential utility functions

WHEREAS, pursuant to RCW 54.04.070, RCW 39.04.280 and the PUD's Procurement policies, the PUD may waive the competitive bidding requirements for purchases and/or public works in the event of an emergency, and;

WHEREAS, the electric utility industry has faced unprecedented delays in the procurement of transformers and related parts necessary to operate the grid, provide reliable electric service, and restore power following severe storms and natural disasters; and

WHEREAS, the PUD requires necessary repairs to its substation transformers without which its operations are severely impacted and threaten essential utility functions; and

WHEREAS, the utility industry including the American Public Power Association and the National Rural Electric Cooperative Association has issued a formal appeal to Congress and the President to invoke the Defense Production Act in order to address the emergency related to transformer procurement reflected in attached Exhibit 1.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, that it incorporates the above Recitals, and declares that there exists an emergency related to the procurement of substation transformer~~s and related~~ repairs due to the unprecedented impacts to supply chains, and such emergency constitutes a real, immediate threat to the PUD's proper performance of its essential utility functions; and

IT IS FURTHER RESOLVED, the PUD and the Board of Commissioners recognize and acknowledge that there are current impacts to transformer supply chains and specifically adopt the utility industry letter attached and incorporated herein as Exhibit 1; and

IT IS FURTHER RESOLVED, the Board of Commissioners hereby waives competitive bidding for the procurement of parts, materials, equipment and services related to necessary repairs to substation transformers and authorizes the PUD Manager to take all necessary steps to procure this necessary equipment to allow for such repairs.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held the day of January 173, 2023

_____
Kenneth Collins,, President

_____
Jeff Randall, Vice President

_____
Dan Toepper Secretary

ATTEST:

_____
Dan Toepper, Secretary

PUBLIC UTILITY DISTRICT NO.1
OF
JEFFERSON COUNTY

RESOLUTION NO. 2023-XX

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WHEREAS, the utility industry including the American Public Power Association and the National Rural Electric Cooperative Association has issued a formal appeal to Congress and the President to invoke the Defense Production Act in order to address the emergency related to transformer procurement reflected in attached Exhibit 1.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, that it incorporates the above Recitals, and declares that there exists an emergency related to the procurement of substation transformer repairs due to the unprecedented impacts to supply chains, and such emergency constitutes a real, immediate threat to the PUD's proper performance of its essential utility functions; and

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IT IS FURTHER RESOLVED, the Board of Commissioners hereby waives competitive bidding for the procurement of parts, materials, equipment and services related to necessary repairs to substation transformers and authorizes the PUD Manager to take all necessary steps to procure this necessary equipment to allow for such repairs.

ADOPTED by the Commission of Public Utility District No. l of Jefferson County, Washington, at a regular open meeting held the day of January 17, 2023

_____
Kenneth Collins,, President

_____
Jeff Randall, Vice President

_____
Dan Toepper Secretary

ATTEST:

_____
Dan Toepper, Secretary

November 18, 2022

The Honorable Patrick Leahy
Chair, Senate Committee on Appropriations
Room S-128, The Capitol
Washington, DC 20510

The Honorable Rosa DeLauro
Chair, House Committee on Appropriations
H-307, The Capitol
Washington, DC 20515

The Honorable Richard Shelby
Vice Chair, Senate Committee on Appropriations
Room S-128, The Capitol
Washington, DC 20510

The Honorable Kay Granger
Ranking Member, House Committee on Appropriations
1036 Longworth HOB
Washington, DC 20515

Dear Chairman Leahy, Vice Chair Shelby, Chairwoman DeLauro, and Ranking Member Granger:

On behalf of the National Rural Electric Cooperative Association (NRECA), American Public Power Association (APPA), Edison Electric Institute (EEI), National Association of Home Builders (NAHB), Leading Builders of America (LBA), and Associated General Contractors of America (AGC), we urge you to appropriate $1 billion this year for implementation of the Defense Production Act (DPA) to specifically address the supply chain crisis for electric distribution transformers.

Throughout 2022, the electric sector and representatives from residential and commercial building sectors have been calling attention to the unprecedented supply chain challenges both industries have been facing in procuring equipment used to maintain and grow the electric grid. Specifically, electric utilities continue to have significant problems in procuring basic equipment – particularly distribution transformers – needed to operate the grid, provide reliable electric service, and restore power following severe storms and natural disasters. In housing construction, this is further exacerbating their ability to address the housing affordability crisis facing our nation.

Due to the threats to reliability, the Electricity Subsector Coordinating Council (ESCC), a partnership between the electric sector and the federal government aimed at combatting threats to critical infrastructure, established an industry "Tiger Team" to examine the supply chain crisis. Through this process, the electric industry has been able to report and confirm what individual utilities and the housing industry have been saying since late last year: that construction and electrification projects are now being deferred or canceled and that they are concerned about their ability to adequately respond to major storms due to depleted stockpiles.

The Tiger Team ultimately found that current transformer production is not meeting demand and that demand is expected to continue to increase in the coming years. Between 2020 and 2022, average lead times to procure distribution transformers across all segments of the electric industry and voltage classes rose 443 percent. The same orders that previously took two to four months to fill are now taking on average over a year. This is a serious threat to reliability.

Among the Tiger Team's initial considerations for the federal government to address are labor shortages and material availability, which were identified as the most immediate short-term barrier to more manufacturing output. Additional long-term recommendations include building manufacturing capacity to support long-term demand and investing in domestic production of grain oriented electrical steel (GOES), a key transformer component.

Usage of DPA authorities to address labor and material shortages, focused specifically on the production of distribution transformers, is the most immediate way we can address this growing crisis. The upcoming work period is a critical opportunity to appropriate funds needed to help address these problems before the end of this year. Thank you for your time and consideration of this issue. We welcome the opportunity to discuss this further with you and your team.

Sincerely,

Jim Matheson
National Rural Electric Cooperative Association

Ken Gear
Leading Builders of America

Joy Ditto
American Public Power Association

Gerald M. Howard
National Association of Home Builders
of the United States

Tom Kuhn
Edison Electric Institute

Stephen E. Sandherr
Associated General Contractors of America

AGENDA REPORT

DATE: January 17, 2023

TO: Board of Commissioners

FROM: Jean Hall, Services Director

RE: Senior Low-income Program – Income Qualification

BACKGROUND: This is an ongoing topic of conversation. On November 26, 2022, The Commission received an email from customer-owner Jessica Dillon with some specific questions related to the income qualification level for JPUD's senior low-income assistance program. With the upcoming 8.7% cost of living increases for many customer-owners who receive income through Social Security, there is a real concern that the increased income could cause some customer-owners who currently receive a low-income credit for PUD services to no longer be eligible for our assistance programs.

ANALYSIS/FINDINGS: Staff has put together some talking points that address the questions posed to the Board and will be used to guide the discussion.

Talking Points:

- Current
  - Participation & Cost
  - Income Qualification Levels
  - Credit Amount
- Implication of SSI COLA
- Some Options
- Direction from BOC

FISCAL IMPACT: None currently.

RECOMMENDATION: The Commission discuss the information presented and provide staff some direction.

Senior Low Income Program Discussion

January 17, 2023

1

Talking Points

- Current:
  - participation & cost
  - income qualification levels
  - Credit to customer-owners
- Upcoming COLA for SSI
- Discuss some options
- Direction from The Board

2

Average Monthly Program Participation

	2020	2021	2022
Electric	715	657	675
Water	145	137	153
Sewer	9	8	4

Highest enrollment point, 747 customer-owners in May 2021

Lowest enrollment point, 585 customer-owners in July 2021

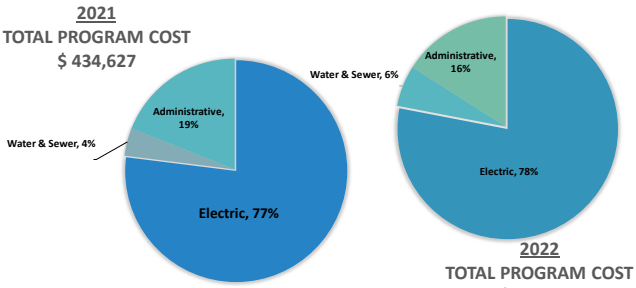
3

Topics for Future Discussion

- Electric: *Flat $50.18 with increases in July 2023 & 2024*
- Water & Sewer: *30% of the base fee & 100% of the capital surcharge*

- Budgetary considerations
- Do we look at moving away from the flat credit for electric
- How will we prioritize distribution of available funds
- FCS is working on a memo that documents the analysis done assessing JPUD's energy assistance need as defined in the Clean Energy Transformation Act (CETA) Section 12

4

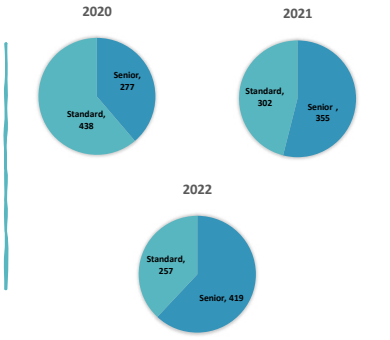


**Note: 2022 Admin cost is reduced by aprox. $16,000 due to vacant staffing position*

5

Income Qualification

- **Standard:** *150% FPG based on household size*
- **Senior:** *Age 62+ and up to $30,000 Adjusted Gross Income (IRS definition)*
- **Auto Enrollment:** *Receive LIHEAP, LIWAP, or Rainy-Day Funds from OlyCAP*



6

2022 Federal Poverty Guidelines (FPG)

Household Size	100%	150%	200%
1	$ 13,590	$ 20,385	$ 27,180
2	18,310	27,465	36,620
3	23,030	34,545	46,060
4	27,750	41,625	55,500
5	32,470	48,705	64,940
6	37,190	55,785	74,380
7	41,910	62,865	83,820
8	46,630	69,945	93,260
** Add $4,720 for each additional household member over 8			

150%
JPUD Low-Income Rainy Day

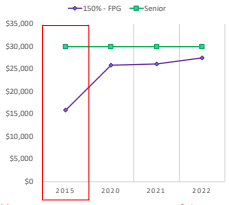
LIHEAP
LIWAP

200%
BPA Low-Income Heat Pump

OlyCAP Weatherization

7

Qualifying Income Comparison For a Two Person Household



***Not an accurate representation of the rate of increase over time. Intent is to depict the income gap at the time of the last increase.*

2020 Household Size	Standard 150%	Senior $30,000
1	$ 19,140	235%
2	25,860	174%
3	32,528	138%

2021 Household Size	Standard 150%	Senior $30,000
1	$ 19,320	233%
2	23,130	172%
3	32,940	137%

2022 Household Size	Standard 150%	Senior $30,000
1	$ 20,385	221%
2	27,465	164%
3	34,545	130%

8

Options…

- Match Social Security 8.7% COLA in 2023 and continue with static income level for the household
- Match 8.7% COLA & Set Income level to 240% FPG for the household

Household Size	150%	200%	$30,000 FPG %
1	$ 20,385	$ 27,180	221%
2	27,465	36,620	164%
3	34,545	46,060	130%

All figures are based on 2022 Federal Poverty Guidelines

Household Size	Match 8.7% $32,610 FPG%	240% FPG
1	240%	$ 32, 616
2	178%	43,944
3	142%	55,272

9

10

PUD
Jefferson County
Public Utility District

Board of Commissioners:

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

Kevin Streett, General Manager

AGENDA REPORT

DATE: January 17, 2023

TO: Board of Commissioners

FROM: Scott Bancroft, Operations Director

RE: Electrical Contractor Prequalification

SUMMARY: The attached is a copy of the 2023 Electrical Contractors prequalification. Each company on the list has provided Jefferson County PUD a copy of:

1. Company financial statements, reviewed by Mike Bailey.
2. Washington State UBI Number and expiration date.
3. Liability insurance meeting PUD requirements.
4. No debarment or strike for Public Works Projects.
5. Company rates and contact information.

The yearly electrical contractor list must be approved by the Jefferson County PUD Board of Commissioners.

Sincerely,

Scott A. Bancroft
Operations Director
PUD #1 of Jefferson County
sbancroft@jeffpud.org
360-385-8363

Contractor Prequalification List 2023

Henkels and Mccoy Inc.

Magnum Power.

Michels Inc.

Olympic Electric.

Potelco Inc.

Sturgeon Electric.

Wasatch Electric.

Palouse Power.

AGENDA REPORT

DATE: January 17, 2023

TO: Board of Commissioners

FROM: Scott Bancroft, Operations Director

RE: Timber Sale on PUD property 821072003

RECOMMENDATION: Motion to move forward

BACKGROUND: The PUD owns a 9.91-acre parcel of property county parcel 821072003. The property is located at 3260 Beaver Valley Road. This property is home to the PUD Port Ludlow Substation. There have been theft events at this substation, the theft events are partly due to the cover of the forest close to the substation fenced area. Many trees surround the substation with potential to fall on PUD facilities causing power outages. PUD staff discussed some tree clearing to mitigate potential future vandalism, theft, or outages. Staff then discussed a possible expansion to the existing substation, or a new substation built adjacent to the old substation. Staff then agreed it would be in the best interests of the PUD to remove the timber from the 9.91-acre parcel.
The predominant specie of wood at the site is cedar some Douglas fir, alder, and maple. Staff does not have an estimate of proceeds because the contractor PUD uses for this sort of work is unavailable at this time. The logging operation will add funds to PUD budget, clear around the substation making it more difficult for nefarious activity. PUD would use a competitive bid process to procure contractor for logging the property.

FISCAL IMPACT: Add funds to the PUD Budget.

RECOMMENDATION: Approve the logging activity and move forward with applying for Forest Practice Application to Washington State Department of Natural Resources and begin the competitive bid process for contractor to conduct work.

Thank you.

PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY, WASHINGTON

RESOLUTION NO. 2023-XXX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County (the "PUD"), Washington authorizing the use of ACH payments from its current bank account.

WHEREAS, staff is recommending that the PUD establish a new bank account to provide for payments to be made by the Automated Clearing House system ("ACH") in order to increase the efficiency of payments made by the PUD; and

WHEREAS, establishing an ACH account requires the PUD to open a new bank account: and

WHEREAS, in order to establish a new bank account requires approval from the Jefferson County Treasurer consistent with RCW 36.48.010, where "… all bank card depository service contracts for the county and special districts for which the county treasurer acts as its treasurer must be authorized by the county treasurer."

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County that the foregoing recitals are incorporated herein by this reference, and that the PUD establish a new bank account providing for ACH services and request the approval and assistance from the Jefferson County Treasurer to take all necessary measures to request a new bank account for ACH services, and that the following JPUD employees are authorized to issue ACH payments on behalf of the PUD: Kevin Streett, Mike Bailey, Melissa Blair, and Amanda Isaak. The general manager is further authorized to take any necessary actions required to complete the ACH bank services process.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open public meeting held this 17th day of January 2023.

_____
Ken Collins, President

_____
Jeff Randall, Vice President

ATTEST:

_____

Dan Toepper, Secretary

AGENDA REPORT

DATE: January 17, 2022
TO: Board of Commissioners
FROM: Will O'Donnell
RE: App Store Privacy Policy

BACKGROUND: As part of our expansion into retail broadband, and in preparation for installing wifi routers in the homes of customers, staff are working to customize a mobile phone app that will allow customers to manage their home networks. The app is called Command IQ, its available through the IOS app store or the Google Play store, it is free to the customer to download. The app is built by Calix, the same vendor that supplies our electronics.

REQUEST: In order to customize the app in the app stores with our logo specifications, staff needs an approved Privacy Policy specifically relating to information collected by the app. The Privacy Policy is part of a package of info sent to the app store (including our revised logo). The process of approving the customization takes a couple of weeks.

IMPACTS: Staff has reviewed the proposed app store Privacy Policy with our legal counsel. No discrepancies were found between the proposed app store Privacy Policy template and the PUD's current Data Privacy Policy.

FISCAL IMPACT: n/a

RECOMMENDATION: For discussion only. Staff hopes to have approval via resolution at a subsequent meeting.

APP STORE PRIVACY POLICY TEMPLATE:

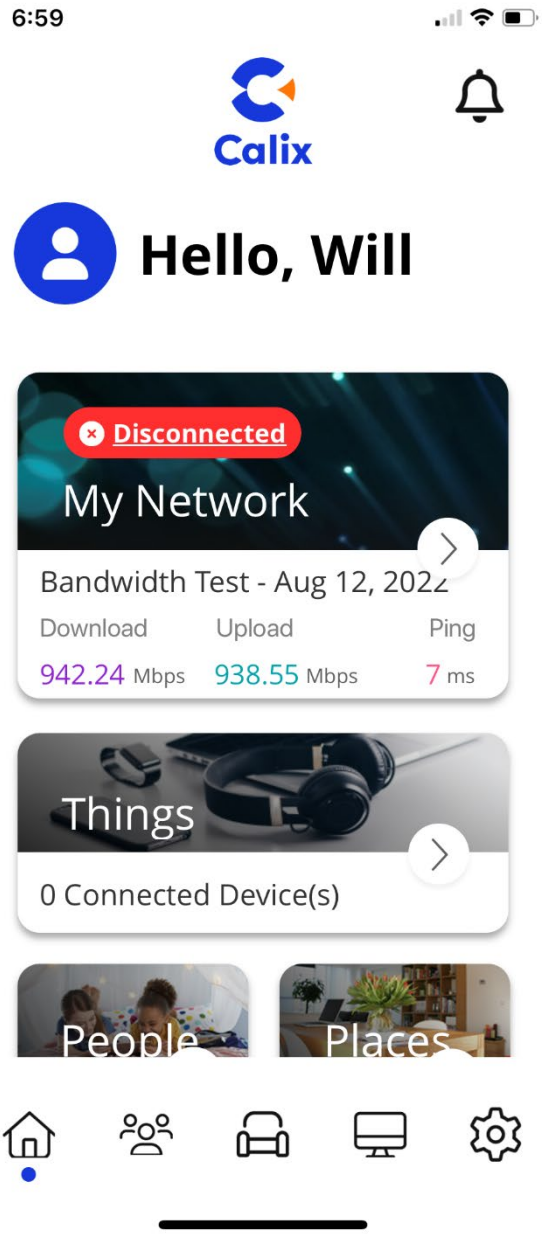
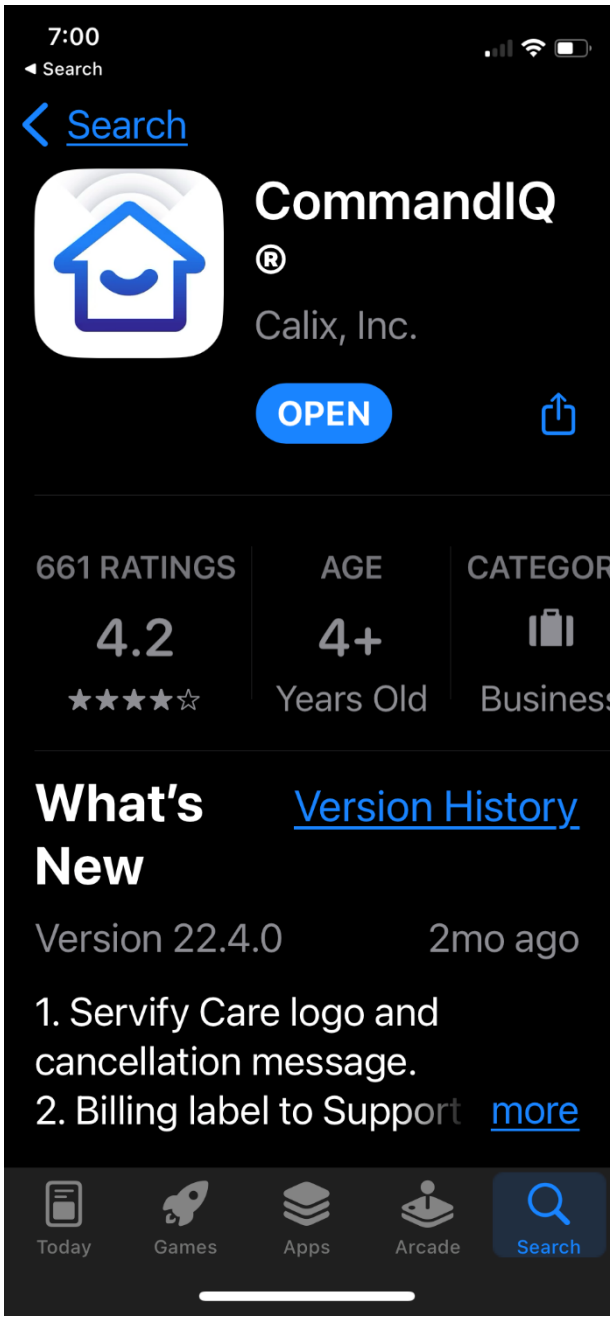
How JPUD Collects Your Information

JPUD collects, and processes information provided directly by you when you install the App and register for an account to use the App. Specifically, this information includes:

- Your name, email address, location, phone number.
- Browser information and session cookies related to your access and use of the App.
- Data insights JPUD attains based on correlation and analytics of your information collected in providing the App, which may be used in aggregated and dis-aggregated formats or to obtain trend analytics, to provide the App; and
- Use of the above-described collected information in aggregated and dis-aggregated formats to enhance our current App or to provide App features.

How JPUD Uses the Information

JPUD uses the information collected as described in this Privacy Policy, including personal information, to:

- Provide you with the App as described in the Agreement.
- Implement, improve and/or enhance the App, including to make future releases available to you.
- Carry out JPUD obligations as described or authorized in the Agreement and this Privacy Policy.
- Enforce JPUD rights arising from the Agreement between you and JPUD; and
- Fulfill any other purpose authorized by you and reasonably required for the App.

Screenshots of App Face and App Store Listing. Instead of Calix, the App will be listed to JPUD after customization.