Regular Meeting Agenda
Board of Commissioners
Tues, Feb 21, 2023 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.

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

Recommended Action: Approve a motion to accept agenda as presented

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

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: Approve a motion to accept Consent agenda as presented

7.1 Prior Minutes

No minutes for this meeting

7.2 Vouchers

4 - 17

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

Voucher Approval Form for the Commissioners.pdf

7.3 Financial Report

18 - 20

Agenda Report-Written Off Accounts-2-21-2023.docx

Written Off Accounts Motion 2-21-2023.docx

7.4 Calendar

21

PUD Calendar February 21, 2023.docx

7.5 Correspondence Log

22

C Log 20230217.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 Brinnon Broadband Support Resolution

23 - 27

2023 Resolution for Fiber Support to Mason PUD No. 1.docx

ILA_Between_Mason_1_and_JPUD_-_Broadband_Services_v._002_2021_10_19_JP.docx.pdf

9. New Business

9.1 Standards of Conduct for Awarding Contracts involving Federal Grant Funds 28 - 29

Standards of Conduct.docx

10. Adjourn

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey — Mike Bailey, Financial Director / District Auditor — 2/16/2023 — Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS				AMOUNT	DATE
Accounts Payable:	# 130943	to	# 130964	$	345,789.87	2/2/2023
Accounts Payable:	# 130965	to	# 131019	$	229,885.02	2/9/2023
Payroll Checks:	# 71059	to	# 71060	$	5,625.45	2/3/2023
Payroll Direct Deposit:				$	154,779.72	2/3/2023
TOTAL INVOICES PAID					**$736,080.06**	

WIRE TRANSFERS PAID	**AMOUNT**	**DATE**
GRAND TOTAL	**$736,080.06**	

VOIDED WARRANTS

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
130943	2/2/23	CHK	10736	AMERICAN PUBLIC POWER ASSOCIATI	APPA LEGISTRATION RALLY 2023		337.50
					APPA LEGISTRATION RALLY 2023		37.50
						Total for Check/Tran - 130943:	375.00
130944	2/2/23	CHK	10447	ANIXTER INC.	DEAD END SHOE,STANDOFF BRACKET,TANK GROU		1,300.04
					DEAD END SHOE,STANDOFF BRACKET,TANK GROU		4,673.02
						Total for Check/Tran - 130944:	5,973.06
130945	2/2/23	CHK	10339	BORDER STATES ELECTRIC	FUSE		188.49
130946	2/2/23	CHK	10763	BUILDERS EXCHANGE OF WASHINGTO	PUBLISH PROJECTS ONLINE - SHINE PLAT		73.50
130947	2/2/23	CHK	10940	CALIX, INC.	EXTENDED WARRANTY 01/28-01/33		599.61
					EXTENDED WARRANTY 01/28-01/33		599.61
						Total for Check/Tran - 130947:	1,199.22
130948	2/2/23	CHK	10044	CENTURY LINK QCC-P	SERVICE FOR PH#360-385-5800 JAN 2023		11.70
					SERVICE FOR PH#360-385-5800 JAN 2023		1.30
						Total for Check/Tran - 130948:	13.00
130949	2/2/23	CHK	10045	CENTURY LINK-S	PHONE SERVICE JAN 2023		74.32
					PHONE SERVICE JAN 2023		8.26
					PHONE SERVICE JAN 2023		35.06
					PHONE SERVICE JAN 2023		3.90
						Total for Check/Tran - 130949:	121.54
130950	2/2/23	CHK	10685	CINTAS CORPORATION	RESTOCK FIRST AID - 191 OTTO ST		60.19
					RESTOCK FIRST AID - 191 OTTO ST		6.69
						Total for Check/Tran - 130950:	66.88
130951	2/2/23	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	ELEC VEHICLES - TRK WASHING 12/18/2022		616.42
130952	2/2/23	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE JAN 2023		5,500.00
130953	2/2/23	CHK	10821	FCS GROUP	PROF SVC: CETA LOW INCOME ANALYSIS		2,407.50
					PROF SVC: CETA LOW INCOME ANALYSIS		267.50
						Total for Check/Tran - 130953:	2,675.00

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130954	2/2/23	CHK	10960	IKEGPS INC	IKEGPS DEVICE&SOFTWARE 1Y 1/4-/1/3/24	19,277.98
130955	2/2/23	CHK	10518	J HARLEN COMPANY	POLE MARKERS	249.84
					TRANSFORMER CONTAINMENT BAG	370.94
					TRANSFORMER CONTAINMENT BAGS	344.32
					Total for Check/Tran - 130955:	965.10
130956	2/2/23	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	3,490.10
					EMPLOYER'S MEDICARE TAX	3,490.10
					EMPLOYEES' FICA TAX	14,923.22
					EMPLOYER'S FICA TAX	14,923.22
					EMPLOYEES' FEDERAL WITHHOLDING	12,890.74
					EMPLOYEES' FEDERAL WITHHOLDING TAX	10,075.79
					Total for Check/Tran - 130956:	59,793.17
130957	2/2/23	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PR DIRECT DEPOSIT 02.03.2023	154,779.72
					PR MANUAL CHECKS 02.03.2023	5,625.45
					Total for Check/Tran - 130957:	160,405.17
130958	2/2/23	CHK	10320	ANNETTE JOHNSON	WELLNESS PROGRAM REIMBURSEMENT 2023	247.50
					WELLNESS PROGRAM REIMBURSEMENT 2023	27.50
					Total for Check/Tran - 130958:	275.00
130959	2/2/23	CHK	10142	MASON COUNTY PUD #1	MUTUAL AID ON 12/26/2022	2,044.80
					MUTUAL AID ON 12/26/2022	681.61
					Total for Check/Tran - 130959:	2,726.41
130960	2/2/23	CHK	10175	PACIFIC UNDERWRITERS CORP	COMM CRIME BOND 1Y 12/14/22-12/13/2023	1,314.00
130961	2/2/23	CHK	10907	PALOUSE POWER LLC	DOCK CREW - 01/03/23-01/12/23	54,264.29
					DOCK CREW - 01/03/23-01/12/23	8,677.23
					Total for Check/Tran - 130961:	62,941.52
130962	2/2/23	CHK	10400	DONALD K STREETT	WELLNESS PROGRAM REIMBURSEMENT 2023	247.50
					WELLNESS PROGRAM REIMBURSEMENT 2023	27.50

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
						Total for Check/Tran - 130962:	275.00
130963	2/2/23	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	JC PUD LOGO QTY 10		87.28
					BB LOGOS QTY3 & DISPLAY CASE DECAL QTY1		103.65
						Total for Check/Tran - 130963:	190.93
130964	2/2/23	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE		14,727.80
					PL DEFERRED COMP ER		6,095.68
						Total for Check/Tran - 130964:	20,823.48
130965	2/9/23	CHK	10957	KAREN M ABBOTT	PHONE ALLOWANCE - JANUARY 2023		45.00
130966	2/9/23	CHK	10516	AIR SYSTEMS ENGINEERING INC	HEATING REPAIR - LINEMAN TRIPLE WIDE		409.13
130967	2/9/23	CHK	10923	ALPHA POWER SYSTEMS, INC	DEADBREAK T-BODY KIT 600 AMP-350		962.46
130968	2/9/23	CHK	10152	AMERIGAS--6903	PROPANE - ALPINE CT PORT LUDLOW		248.05
					PROPANE - 10 OLYMPIC RIDGE DR		270.27
						Total for Check/Tran - 130968:	518.32
130969	2/9/23	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 1/07/2023		6,731.56
130970	2/9/23	CHK	10933	AT&T MOBILITY II LLC	CRADLEPOINT SVC FOR AMI 12/20-1/19/2023		437.68
130971	2/9/23	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - JANUARY 2023		40.50
					PHONE ALLOWANCE - JANUARY 2023		4.50
						Total for Check/Tran - 130971:	45.00
130972	2/9/23	CHK	10339	BORDER STATES ELECTRIC	FUSE		43.50
130973	2/9/23	CHK	10050	CHS	FUEL FOR TRUCK #129		66.04
					FUEL FOR TRUCK #119		78.94
					FUEL FOR TRUCK #211		97.13
					FUEL FOR TRUCK #209		69.93
					FUEL FOR TRUCK #122		118.24
					SKYWATER - SALT BAG RUST PELLETS		130.79
					FUEL FOR TRUCK #119		76.16

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					Total for Check/Tran - 130973:	637.23
130974	2/9/23	CHK	10969	CITY OF PORT ANGELES	MUTUAL AID - SUB BUS FOR PORT LUDLOW SUB	2,787.48
130975	2/9/23	CHK	10920	COOPERATIVE RESPONSE CENTER, INC	ANSWERING SERVICE FOR FEB 2023	1,909.73
					ANSWERING SERVICE FOR FEB 2023	1,909.73
					ANSWERING SERVICE FOR FEB 2023	424.38
					Total for Check/Tran - 130975:	4,243.84
130976	2/9/23	CHK	10057	CORRECT EQUIPMENT	SHOP EQUIP RPR - REPLACE SWITCHES,CONTRO	1,572.13
					MISSION SCADA SNOW CREEK WATER SYSTEM	4,551.65
					Total for Check/Tran - 130976:	6,123.78
130977	2/9/23	CHK	10942	FINLEY ENGINEERING CO, INC	PROF SVC:QUIL-GARD FTTP NTIA 12/01-12/31	24,598.99
130978	2/9/23	CHK	10094	GENERAL PACIFIC, INC	BOLT DA 3/4 X 18 7 , WIRE #6 SOLID COPPE	989.75
					BOLT	185.91
					MACH BOLT	80.35
					SHOOT ON	343.67
					Total for Check/Tran - 130978:	1,599.68
130979	2/9/23	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT 1/03-1/29	158.36
130980	2/9/23	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APRENTICESHP TUITION FALL 2022	631.72
130981	2/9/23	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	SAWHORSE FOR TESTING GROUNDS&STICKS	89.44
					WAREHOUSE SUPPLIES - PLUNGER,DRANO	32.72
					GROUND & STICK MATERIAL - BRUSH&WIREBRUS	7.94
					MARROWSTONE FIRE STATION - TUBESAND	55.51
					SHOP - CAULK FLEXABLE SEAL CLR	11.99
					FIBER MATERIAL - LOCKNUT & ADAPTER	3.36
					WHEELBARROW	196.55
					QUIL PUMP HOUSE - PVC PIPE, ELL & COUPLI	73.03
					WILLIAMS WELL - CONSTRUCTIOL 3/8" F/C WO	37.07
					Total for Check/Tran - 130981:	507.61

Accounts Payable
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01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
130982	2/9/23	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - JANUARY 2023	40.50
					PHONE ALLOWANCE - JANUARY 2023	4.50
					Total for Check/Tran - 130982:	45.00
130983	2/9/23	CHK	10939	JAMESON J HAWN	PHONE ALLOWANCE - JANUARY 2023	40.50
					PHONE ALLOWANCE - JANUARY 2023	4.50
					Total for Check/Tran - 130983:	45.00
130984	2/9/23	CHK	10693	RITA J HOAK	WELLNESS PROGRAM REIMBURSEMENT 2023	247.50
					WELLNESS PROGRAM REIMBURSEMENT 2023	27.50
					Total for Check/Tran - 130984:	275.00
130985	2/9/23	CHK	10817	IDGAF, INC	GRAVEL - 300 FOUR CORNERS RD	710.75
					VACTRA TRUCK - 131 MARKET ST	2,482.03
					VACTRA TRUCK - KALA POINT AT PINE CREST	190.00
					VACTRA TRUCK - 4513 ALBERTROSS	627.33
					VACTRA SERVICES & BACKFILL MATERIAL	1,404.14
					VACTRA SERVICES/REMOVAL BROKEN TRNS POLE	9,989.20
					Total for Check/Tran - 130985:	15,403.45
130986	2/9/23	CHK	10839	IRBY ELECTRICAL UTILITES	FUSE	418.67
130987	2/9/23	CHK	10782	AMANDA D ISAAK	PHONE ALLOWANCE - JANUARY 2023	40.50
					PHONE ALLOWANCE - JANUARY 2023	4.50
					Total for Check/Tran - 130987:	45.00
130988	2/9/23	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION, SS150 BULK	3,408.30
130989	2/9/23	CHK	10314	JEFFERSON COUNTY HOME BUILDERS	JEFFCO HOME SHOW 3/04/2022 BOOTH RENTAL	250.00
130990	2/9/23	CHK	10129	JIFFY LUBE	VEH # 133 - OIL CHANGE	162.41
					VEH # 207 - OIL CHANGE	74.05
					VEH # 206 - OIL CHANGE	90.85
					Total for Check/Tran - 130990:	327.31
130991	2/9/23	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - JANUARY 2023	40.50

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					PHONE ALLOWANCE - JANUARY 2023	4.50
					Total for Check/Tran - 130991:	45.00
130992	2/9/23	CHK	10321	JOINT APPRENTICESHIP/TRAINING CO	LINEMAN APPRENTICESHIP UT - TUITION QTY2	2,715.00
					LINEMAN APPRENTICESHIP UT - TUITION QTY2	2,915.00
					Total for Check/Tran - 130992:	5,630.00
130993	2/9/23	CHK	10966	KHG UTILITY CONSULTING	PROF SVC: CONSULTING DEC 2022	315.00
					PROF SVC: CONSULTING DEC 2022	35.00
					Total for Check/Tran - 130993:	350.00
130994	2/9/23	CHK	10136	LES SCHWAB TIRES	VEH # 124 - CHAINS	166.91
130995	2/9/23	CHK	9998	BRIANNA LINDSLEY	Credit Balance Refund	263.12
130996	2/9/23	CHK	10356	KRISTOFFER M LOTT	PHONE ALLOWANCE - JANUARY 2023	40.50
					PHONE ALLOWANCE - JANUARY 2023	4.50
					Total for Check/Tran - 130996:	45.00
130997	2/9/23	CHK	10142	MASON COUNTY PUD #1	ELECTRICITY - DOSEWALLIPSRD,PUMP-2023JAN	252.71
					ELECTRICITY - 1012 DUCKABUSH,FC-2023JAN	64.24
					ELECTRICITY - BPA RD,PUMP-2023JAN	146.81
					Total for Check/Tran - 130997:	463.76
130998	2/9/23	CHK	10520	NRECA-NATIONAL RURAL ELEC COOP	CKAE PROFESSIONAL FEES 2023	72.00
					CKAE PROFESSIONAL FEES 2023	8.00
					Total for Check/Tran - 130998:	80.00
130999	2/9/23	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM MAR 2023	17,100.00
131000	2/9/23	CHK	10166	NWPPA	ENGINEERING&OPS CONF 4/04/23 REG FEE	725.00
					CFO/SR.ACCOUNTING WEBINAR SERIERS YR2023	1,017.00
					CFO/SR.ACCOUNTING WEBINAR SERIERS YR2023	113.00
					LEADERSHIP CHALLENGCOMM 3/01-3/02 REGFEE	1,017.00
					LEADERSHIP CHALLENGCOMM 3/01-3/02 REGFEE	113.00
					RECRUITMENT AD: LINEWORKER 1/26-3/30/23	400.00

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference		Amount
						Total for Check/Tran - 131000:	3,385.00
131001	2/9/23	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - JANUARY 2023		22.50
					PHONE ALLOWANCE - JANUARY 2023		2.25
					PHONE ALLOWANCE - JANUARY 2023		20.25
						Total for Check/Tran - 131001:	45.00
131002	2/9/23	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES - OTTO ST		183.61
					OFFICE SUPPLIES - OTTO ST		20.40
					OFFICE SUPPLIES - CR FOR INV#28306068000		-183.61
					OFFICE SUPPLIES - CR FOR INV#28306068000		-20.40
					OFFICE SUPPLIES - OPERATIONS		27.67
					OFFICE SUPPLIES - OTTO ST		3.07
					OFFICE SUPPLIES - OTTO ST		572.06
					OFFICE SUPPLIES - OTTO ST		63.56
						Total for Check/Tran - 131002:	666.36
131003	2/9/23	CHK	10169	OLYCAP	PWRBST/OLYCAP JANUARY 2023		1,542.98
131004	2/9/23	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - FEB 2023		1.00
					LTD - MAR 2023		2,177.87
					LIFE - MAR 2023		771.20
						Total for Check/Tran - 131004:	2,950.07
131005	2/9/23	CHK	10188	PLATT ELECTRIC SUPPLY	SAWZALL BLADE		102.10
					STANDOFF BRACKET 18"		954.84
					WIRE #6 XHHW-2 600V COATED STRANDED CU		955.99
					UNISTRUT CLAMP		86.56
					STREETLIGHT POLE-18'ALUM DECORATIVE-BOLT		11,437.64
						Total for Check/Tran - 131005:	13,537.13
131006	2/9/23	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE JAN 2023		47,253.80
131007	2/9/23	CHK	9998	WAKINDA ROSE	Credit Balance Refund		98.60

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131008	2/9/23	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL JANUARY 2023	1,542.99
131009	2/9/23	CHK	9998	TRACI STAFFORD	Credit Balance Refund	98.81
131010	2/9/23	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - JANUARY 2023	40.50
					PHONE ALLOWANCE - JANUARY 2023	4.50
					Total for Check/Tran - 131010:	45.00
131011	2/9/23	CHK	10727	TITAN ELECTRIC, INC	STORM RESTORATION 11/15-11/19/21	11,258.51
					STORM RESTORATION 11/15-11/19/21	2,814.63
					Total for Check/Tran - 131011:	14,073.14
131012	2/9/23	CHK	10733	DANIEL S TOEPPER	BOC MTG,EDC TEAM MTG,MTG W/GM, WPUDA,BOD	523.87
					BOC MTG,EDC TEAM MTG,MTG W/GM, WPUDA,BOD	58.21
					Total for Check/Tran - 131012:	582.08
131013	2/9/23	CHK	10615	US BANK	ALYSON DEAN	5,999.17
					DAN TOEPPER	474.30
					ERIC STOREY	243.20
					HR DEPT - STEPHANIE WITHERIDGE	581.90
					IT DEPT - KRIS LOTT	600.12
					JOSH GARLOCK	39.17
					KRIS LOTT	596.82
					MIKE BAILEY	31.26
					SAMANTHA HARPER	3,779.09
					SCOTT BANSCROFT	171.73
					WILL O'DONNELL	622.12
					Total for Check/Tran - 131013:	13,138.88
131014	2/9/23	CHK	10255	USA BLUEBOOK	TUBING REPLACEMENT FOR CHEMICAL PUMP	188.44
131015	2/9/23	CHK	10841	VALLEY TRANSFORMER, INC.	TRAN 1P PAD 25KVA 120/240-REFURBISHMENT	1,841.94
131016	2/9/23	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB12/16-01/15/2023	245.47
					CELL PHONE SERVICE QB12/16-01/15/2023	241.47

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					CELL PHONE SERVICE QB12/16-01/15/2023	26.02
					CELL PHONE SERVICE QB12/16-01/15/2023	245.47
					CELL PHONE SERVICE QB12/16-01/15/2023	188.59
					CELL PHONE SERVICE QB12/16-01/15/2023	134.45
					CELL PHONE SERVICE QB12/16-01/15/2023	65.48
					CELL PHONE SERVICE QB12/16-01/15/2023	144.14
					CELL PHONE SERVICE QB12/16-01/15/2023	65.48
					CELL PHONE SERVICE QB12/16-01/15/2023	75.43
					CELL PHONE SERVICE QB12/16-01/15/2023	54.97
					CELL PHONE SERVICE QB12/16-01/15/2023	104.06
					CELL PHONE SERVICE QB12/16-01/15/2023	26.02
					CELL PHONE SERVICE QB12/16-01/15/2023	42.47
					CELL PHONE SERVICE QB12/16-01/15/2023	23.01
					CELL PHONE SERVICE QB12/16-01/15/2023	91.67
					CELL PHONE SERVICE QB12/16-01/15/2023	91.67
					CELL PHONE SERVICE QB12/16-01/15/2023	78.66
					CELL PHONE SERVICE QB12/16-01/15/2023	171.29
					CELL PHONE SERVICE QB12/16-01/15/2023	46.83
					CELL PHONE SERVICE QB12/16-01/15/2023	46.83
					CELL PHONE SERVICE QB12/16-01/15/2023	46.83
					CELL PHONE SERVICE QB12/16-01/15/2023	158.49
					CELL PHONE SERVICE QB12/16-01/15/2023	306.95
					CELL PHONE SERVICE QB12/16-01/15/2023	76.84
					CELL PHONE SERVICE QB12/16-01/15/2023	5.20
					CELL PHONE SERVICE QB12/16-01/15/2023	5.20
					CELL PHONE SERVICE QB12/16-01/15/2023	5.20
					CELL PHONE SERVICE QB12/16-01/15/2023	54.43
					CELL PHONE SERVICE QB12/16-01/15/2023	17.60
					CELL PHONE SERVICE QB12/16-01/15/2023	52.03
					CELL PHONE SERVICE QB12/16-01/15/2023	427.65
					CELL PHONE SERVICE QB12/16-01/15/2023	112.05

Accounts Payable
Check Register

01/31/2023 To 02/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					SCADA CRADLEPNT DEVICES QB 12/20-01/19/2	975.31
					SCADA CRADLEPNT DEVICE QB 12/20-01/19/23	74.86
					Total for Check/Tran - 131016:	4,528.12
131017	2/9/23	CHK	10263	WA STATE DEPT OF HEALTH	OP PERMIT FEE&CERT1Y 1/1/2023-12/31/2023	5,228.60
131018	2/9/23	CHK	10337	WA STATE DEPT OF TRANSPORTATION	PERMIT: FRAN#30142 AMEND 13	463.26
					PERMIT: FRAN#30435 AMEND 12	111.52
					Total for Check/Tran - 131018:	574.78
131019	2/9/23	CHK	10018	WORLD KINECT ENERGY SERVICES	DEF	326.07
					FUEL-UNL-87 REG 10% ETHNL&DIESEL ULSD #2	23,394.37
					Total for Check/Tran - 131019:	23,720.44

Total Payments for Bank Account - 1 :	(77)	575,674.89
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(77)	575,674.89
Grand Total for Payments :	(77)	575,674.89
Grand Total for Voids :	(0)	0.00
Grand Total :	(77)	575,674.89

ISSUED PAYROLL CHECKS
PAY DATE: 2/03/2023

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71059	2/3/2023	2,865.31
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71060	2/3/2023	2,760.14
				$ 5,625.45

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 2/03/2023

Empl	Position	Pay Date	Net Pay
3013	ACCOUNTING ASSOCIATE	2/3/2023	1,731.04
3046	ACCOUNTING ASSOCIATE	2/3/2023	1,970.09
3039	ACCOUNTING SPECIALIST	2/3/2023	2,247.79
3052	ADMINISTRATIVE ASSISTANT	2/3/2023	2,438.65
3065	ADMINISTRATIVE ASSISTANT	2/3/2023	2,315.57
4006	COMMISSIONER DIST 1	2/3/2023	956.86
4004	COMMISSIONER DIST 2	2/3/2023	1,020.98
4008	COMMISSIONER DIST 3	2/3/2023	956.86
3034	COMMUNICATIONS DIRECTOR	2/3/2023	3,185.02
3002	CUSTOMER SERVICE COORDINATOR	2/3/2023	1,566.19
3022	CUSTOMER SERVICE REP	2/3/2023	1,674.41
3032	CUSTOMER SERVICE REP	2/3/2023	1,596.01
3048	CUSTOMER SERVICE REP	2/3/2023	1,757.55
3056	CUSTOMER SERVICE REP	2/3/2023	1,535.31
3062	CUSTOMER SERVICE REP	2/3/2023	1,834.24
3066	CUSTOMER SERVICE REP	2/3/2023	1,404.34
3060	DIGITAL COMMUNICATIONS SPECIALIST	2/3/2023	2,254.33
1027	ELECTRICAL ENGINEERING MANAGER	2/3/2023	3,218.20
1041	ELECTRICAL SUPERINTENDENT	2/3/2023	4,435.23
2007	ENGINEERING DIRECTOR	2/3/2023	3,582.85
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	2/3/2023	2,134.44
3033	FINANCE DIRECTOR	2/3/2023	4,672.81
3029	FINANCE SERVICES MANAGER	2/3/2023	2,684.02
1046	FLEET/WAREHOUSE HELPER	2/3/2023	2,678.39
1012	FOREMAN LINEMAN	2/3/2023	5,843.47
1011	GENERAL MANAGER	2/3/2023	5,085.69
1042	GIS SPECIALIST	2/3/2023	2,487.92
1017	HEAD STOREKEEPER	2/3/2023	2,468.41
3063	HUMAN RESOURCES COORDINATOR	2/3/2023	2,693.58
3047	HUMAN RESOURCES DIRECTOR	2/3/2023	867.98
3008	INFORMATION TECHNOLOGY MANAGER	2/3/2023	3,338.95
3028	IT SUPPORT TECHNICIAN	2/3/2023	1,789.12
1000	LINEMAN	2/3/2023	4,108.19
1034	LINEMAN	2/3/2023	6,232.72
1055	LINEMAN	2/3/2023	2,850.50
1059	LINEMAN APPRENTICE	2/3/2023	2,637.58
1043	METER READER	2/3/2023	1,717.16
1047	METER READER	2/3/2023	1,997.80
1056	METER READER	2/3/2023	1,637.45
1057	METER READER	2/3/2023	1,704.41
2008	METER READER	2/3/2023	1,537.50
3067	NETWORK/BROADBAND ENGINEER	2/3/2023	3,732.52
1037	OPERATIONS DIRECTOR	2/3/2023	3,443.00
1050	PRE-APPRENTICE	2/3/2023	2,153.59
3004	RESOURCE MANAGER	2/3/2023	2,655.06
1010	SCADA ENGINEER II	2/3/2023	2,512.25
1003	SCADA TECH APPRENTICE	2/3/2023	3,831.17
3020	SERVICES DIRECTOR	2/3/2023	2,941.35
1026	STAKING ENGINEER	2/3/2023	2,205.85
1031	STAKING ENGINEER	2/3/2023	2,668.63
1014	STOREKEEPER	2/3/2023	2,342.70
1015	SUBSTATION/METER FOREMAN	2/3/2023	5,015.63
1033	SUBSTATION/METERING TECH	2/3/2023	3,962.34
3003	UTILITY BILLING CLERK	2/3/2023	1,635.45
3027	UTILITY BILLING CLERK	2/3/2023	1,699.43
3000	UTILITY BILLING COORDINATOR	2/3/2023	2,381.45
2000	WATER DISTRIBUTION MANAGER II	2/3/2023	1,946.26
2001	WATER DISTRIBUTION MANAGER II	2/3/2023	2,373.14
2002	WATER DISTRIBUTION MANAGER II	2/3/2023	2,484.47
2005	WATER DISTRIBUTION MANAGER II	2/3/2023	1,945.82
			154,779.72

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
$736,080.06 on this **21ST** day of **FEBRUARY** **2023** ;

Kenneth Collins	Jeff Randall	Dan Toepper
President	Vice President	Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS				AMOUNT	DATE
Accounts Payable:	# 130943	to	# 130964	$	345,789.87	2/2/2023
Accounts Payable:	# 130965	to	# 131019	$	229,885.02	2/9/2023
Payroll Checks:	# 71059	to	# 71060	$	5,625.45	2/3/2023
Payroll Direct Deposit:				$	154,779.72	2/3/2023

TOTAL INVOICES PAID **$736,080.06**

WIRE TRANSFERS PAID	**AMOUNT**	**DATE**

PAYMENT TOTAL **$736,080.06**

VOIDED WARRANTS

AGENDA REPORT

DATE: February 21, 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 14 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD $7,678.44 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 14 inactive accounts owing $7,678.44 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 February 21, 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	1	$20.77
$51 - $100	4	$247.09
$101 - $200	3	$415.98
$201 - $300	2	$472.28
Over $300	4	$6,522.32
TOTAL	**14**	**$7,678.44**

Approval, Board of Commissioners

_____

Dan Toepper
Secretary

PUD Calendar

February 21, 2023

February 21, 2023, BOC Regular Meeting 3:00 PM, 310 Four Corners Rd and per ZOOM

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

March 14, 2023, BOC Special Meeting Broadband Update 10:00-12:00

March 15-17 WPUDA Association Meetings, per ZOOM only

!	Received	From	Subject	Size
Two Weeks Ago				
	2/4/2023	Shirley Moss	Fwd: Jefferson County PUD rate increase	26 KB

Dear All,

PUBLIC UTILITY DISTRICT NO. 1

OF

JEFFERSON COUNTY

RESOLUTION NO. 2023-xxx

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD" or "the District"), in Support of a Fiberoptic Project in Brinnon, Jefferson County, Washington and Amending an Interlocal Agreement to Provide Funding, Materials and Services.

WHEREAS, Mason County PUD No. 1 provides electric services to a portion of Jefferson County, Washington – in Brinnon, where the PUD also provides certain water and sewer services; and

WHEREAS, Mason County PUD No. 1 is a recipient of a grant to extend certain broadband facilities and services to the Brinnon area where it provides electric services; and

WHEREAS, it is in the interest of the PUD to support this grant project to help the PUD's customers in this portion of Jefferson County; and support Mason County PUD No. 1; and

WHEREAS, the PUD and Mason County PUD No. 1 have worked together in the past through an existing Interlocal Agreement dated November 17, 2021 regarding certain Telecommunication Services that is attached as Exhibit 1 to this Resolution; and

WHEREAS, in order to support the PUD's customers in the area, the PUD has agreed to provide $30,000 toward the grant supported project of Mason PUD No. 1, as well as certain materials and services through the proposed amendment to the Interlocal Agreement between the PUD and Mason County PUD No. 1.

NOW THEREFORE, BE IT RESOLVED THAT, the foregoing recitals are incorporated herein as if fully set forth, and the General Manager is authorized to execute an Amendment to the Interlocal Agreement between the PUD and Mason County PUD No. 1 consistent with this Resolution to provide funding in the amount of $30,000, materials and services to support the broadband grant in the Brinnon area of Jefferson County, Washington. .

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a Regular open meeting held this 21st day of February 2023.

_____

Kenneth Collins, President

_____

Jeff Randall, Vice President

ATTEST:

_____

Dan Toepper, Secretary

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Agreement Regarding Telecommunications Service

This Agreement Regarding Fiber Optic Service ("Contract") is date this 17th day of November 2021, and is made by and between Public Utility District No. 1 of Mason County, Washington (Mason PUD 1) and Public Utility District No. 1 of Jefferson County, Washington (Jefferson PUD).

RECITALS:

A. Mason PUD 1 and Jefferson PUD are municipal corporations organized and operating under Title 54 Revised Code of Washington (RCW);

B. The boundaries of Mason PUD 1 are within Mason County, Washington and Jefferson PUD are within Washington;

C. Mason PUD 1 and Jefferson PUD are both engaged in the business of distributing electricity, but Mason PUD 1 serves electricity to customers from the Mason/Jefferson County line up to Mount Walker, per interlocal agreement (INSERT DATE);

D. RCW 54.16.330 authorizes either district to "construct, purchase, acquire, develop, finance, lease, license, handle, add to, contract for, interconnect, alter, improve, repair, operate and maintain any telecommunications facilities within or without the district's limits…";

E. RCW 54.16.090 authorizes Mason PUD 1 and Jefferson PUD to enter into any contract or agreement for carrying out any of the powers authorized by Title 54 RCW;

F. RCW 54.16.200 authorizes Mason PUD 1 and Jefferson PUD to exercise jointly all powers granted to each individual district;

G. PUD 1 has secured a CERB grant from the Washington State Department of Commerce to construct and operate a 3.7 mile section of broadband along Highway 101 from approximately the location of Mike's Beach Resort on U.S. Hwy 101 in Mason County to Forest Drive in Jefferson County;

H. Jefferson PUD has no current plans to provide wholesale telecommunications services utilizing fiber optics to the area of Forrest Drive in Brinnon. Jefferson PUD has therefore determined that it is in the best interests of the residents and businesses to facilitate Mason PUD 1's construction, ownership and operation of wholesale telecommunications services within the boundaries of Jefferson PUD for this specific CERB project. Jefferson PUD therefore authorizes and approves Mason PUD 1 to construct, own, manage and operate such telecommunications services in accordance with this Contract.

I. Mason PUD 1 and Jefferson PUD have determined that the acts authorized in this Contract are necessary for economic development and enhanced telecommunications within the boundaries of Jefferson PUD.

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J. Chapter 39.34 RCS authorizes the districts to enter into interlocal governmental agreements between one another and become enforceable upon being recorded at the Mason County Auditor's Office.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter provided the parties agree as follows:

1. Jefferson PUD hereby consents, approves, authorizes and acquiesces in Mason PUD 1's construction, ownership, operation, management, repair, maintenance and/or expansion of telecommunications services located within the boundaries of Jefferson PUD for the purposes of the CERB-funded "Hood Canal-101 Broadband Project". Mason PUD 1 shall determine in the sole discretion the terms under which it will provide services, if at all.

2. This Contract shall terminate six months after one party gives the other party written notice of its intent to terminate. Termination of this Contract, however, shall not affect any right or ability then established by Mason PUD 1 in any telecommunications services, and Mason PUD 1 shall continue to own, operate, manage, repair, maintain, or expand any such service. Thus, the termination of this Contract merely prevents Mason PUD 1 from entering into new arrangements with third parties (from and after the termination date) for the ownership and/or operation of telecommunications services within Jefferson PUD to the extent that the approval of Jefferson PUD would be required before Mason PUD 1 could lawfully enter into such arrangements. This Contract shall terminate on the date that is 25 years after the date first written above, unless earlier terminated in accordance with this Contract.

3. Nothing in this Contract is intended nor shall it be construed to create any rights in third parties.

4. Each Party shall either file or post this Agreement in compliance with RCW 39.34.040

5. Mason PUD 1 shall indemnify, defend and hold harmless Jefferson PUD from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands or judgments including, without limitation, reasonable attorney's fees, arising out of or in any way connected with Mason PUD 1, its agents', employees' or officers' performance under this Agreement, except to the extent that such damage or injury is caused by or the result of Jefferson PUD's negligence or intentional misconduct.

Jefferson PUD shall indemnify, defend and hold harmless Mason PUD 1 from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands or judgments including, without limitation, reasonable attorney's fees, arising out of or in any way connected with Jefferson PUD, its agents', employees' or officers' performance under this Agreement, except to the extent that such damage or injury is caused by or the result of the Mason PUD 1's negligence or intentional misconduct.

6. The relationship between Mason PUD 1 and Jefferson PUD is that of independent contractors and nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between Mason PUD 1 and Jefferson PUD.

7. Neither party shall assign, sublease, transfer or convey (i) this Agreement or any interest therein, or (ii) any interest in or portion of the Mason PUD 1 and Jefferson PUD facilities

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without the prior written consent of the other party, which consent shall be in such party's sole discretion.

8. If any suit or action is instituted or prosecuted to interpret or enforce any provision of this Agreement, the prevailing party in such suit or action shall be entitled to recover from the other party costs, expenses and reasonable attorney fees incurred by such prevailing party in connection with such suit or action, in addition to all other sums allowed by law (subject to the limitations herein), both at trial and on appeal.

9. This Agreement may not be changed orally, but only by an agreement in writing signed by Mason PUD 1 and Jefferson PUD. Any waiver of any term or condition of this Agreement shall not operate as a waiver of any other such term or condition or as any continuing waiver, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provision hereof.

10. This Agreement, constitutes the entire agreement between Mason PUD 1 and Jefferson PUD. It supersedes all prior and contemporaneous communications, representations or agreements whether oral or written with respect to the subject matter thereof and has been induced by no representations, statements or agreements other than those herein expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced to writing and signed by the party sought to be bound thereby

11. The venue of any litigation between the parties relating to this Agreement shall be the Superior Court of Jefferson County, Washington.

PUBLIC UTILITY DISTRICT NO. 1 OF MASON COUNTY, WASHINGTON

DocuSigned by:
By kristin Masteller
A4DB71146C684B4...
Its General Manager

PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY, WASHINGTON

DocuSigned by:
By kevin Streett
DD02775FB8DD420...
Its General Manager

Kevin Streett
General Manager

JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1

STANDARDS OF CONDUCT

Purpose

The purpose of the Standards of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 2 CFR § 200.318 and other applicable federal and state standards, regulations, and laws.

Application

Standards of Conduct applies to all elected officials, employees or agents of [name of town/city/county] engaged in the selection, award or administration of contracts supported by federal grant funds.

Requirements

No elected official, employee or agent of JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1 shall participate in the selection, award or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, elected official, or agent;
- any member of his/her immediate family;
- his/her partner; or
- an organization which employs, or is about to employ any of the above, has a financial or other interest in or tangible personal benefit from, the firm considered for contract.

The JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1 elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors or subcontractors.

Remedies

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1 elected officials, employees or agents, or the contractors, potential contractors, subcontractors or their agents.

JEFFERSON COUNTY, WASHINGTON

_____	_____	_____
Kenneth Collins	Jeff Randall	Dan Toepper
President, District 1	Vice-President, District 2	Secretary, District 3

_____
Kevin Streett
General Manager

Dated this _____ day of _____, 2023.