

Regular Meeting Agenda

Board of Commissioners

Tues, March 21, 2023 3:00 PM

310 Four Corners Rd.

Port Townsend, WA 98368

& 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

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 adopt agenda as presented

3. Executive Session

Per RCW 42.30.140 (4) (b) Union Negotiations

4. Manager and Staff Reports

For information only, not requiring a vote.

- 4.1 Financial
- 4.2 Grant information
- 4.3 Reserves
- 4.4 Priority Review

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 approve the consent agenda as presented

- | | | |
|------|--|---------|
| 7.1. | Prior Minutes
PUD BOC Regular Meeting Minutes 10-18-2022 Draft.pdf 
PUD BOC Regular Meeting Minutes 11-01-2022 Draft.pdf 
PUD BOC Special Meeting 11-8-2022 Minutes Draft.pdf 
PUD BOC Regular Meeting Minutes 11-15-2022 Draft.pdf  | 4 - 23 |
| 7.2. | Vouchers
BOC Voucher Cert Form signed by Mike for 3.21.2023 & backup - UPDATED.pdf 
Voucher Approval Form for the Commissioners to BE signed 3.21.2023 updated.pdf  | 24 - 40 |
| 7.3. | Financial Report
Agenda Report-Written Off Accounts-3-21-2023.docx 
Written Off Accounts Motion 3-21-2023.docx  | 41 - 43 |
| 7.4 | Calendar
PUD Calendar March 21, 2023.docx  | 44 |
| 7.5. | Correspondence Log
C Log 20230317.pdf  | 45 |

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 RUS loan Documents

8.2 NoaNet Loan Discussion

9. New Business

9.1. Broadband RFP Announcement

46 - 61

[AGENDA REPORT.docx](#) 

[ITB_BB.pdf](#) 

[SECTION I_NIB.pdf](#) 

[SECTION II_PROPOSAL.pdf](#) 

[SECTION III TECHNICAL SPECIFICATIONS.pdf](#) 

[SECTION IV_SAMPLE CONTRACT.pdf](#) 

9.2 Pole Attachment Discussion

9.3. Vegetation Policy Revisions

62 - 76

[Agenda Report-Tree Trim Revision 1.pdf](#) 

[2023 Tree trimming policy revision highlighted.pdf](#) 

10. Adjourn

pdf



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

**October 18, 2022
Board of Commissioners
Regular Meeting and Budget Hearing**

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
Jean Hall, Customer Service Director
Scott Bancroft, Operations Director
Melissa Blair, Finance Manager
Stephanie Witheridge, HR Coordinator
Amanda Isaak, Accounting Specialist
Jameson Hawn, Digital Comm. Specialist
Annette Johnson, Executive Assistant/Records Officer
Josh Garlock, Lineman Superintendent
Don McDaniel, Consultant
Cindy Brooks, EDC Executive Director
Ben Bauermeister, Chair EDC Board of Directors
Cammy Brown, Recording Secretary

Page 1 of 7

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
Budget Hearing 5:00 p.m.
October 18, 2022
Draft Minutes

Page 4 of 76

1. **CALL TO ORDER.** Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for October 18, 2022, to order at 3:00 p.m. Commissioner Kenneth Collins read the ESHB 1329 proclamation. Roll call was taken and all three commissioners were present. It was determined there was a quorum.

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

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

3. **EDC (Economic Development Council) Presentation.** Ben Bauermeister, Chair of the EDC Team Jefferson Board of Directors and Cindy Brooks, the Executive Director of the Economic Development Council, gave a presentation.

Public Comment: EDC does not comply with the Open Public Meetings Act.

4. **MANAGER AND STAFF REPORTS.** General Manager Kevin Streett gave a report. Jameson Hawn, Digital Communications Specialist, presented an informational video on the Meter Replacement Program. The video will be posted on the website.

5. **COMMISSIONERS' REPORTS.**

Commissioner Dan Toepper

10/3 to
10/5 Attended PPC conference. Report.
10/6 Attended PPC Executive Board meeting. Report.
10/10 Met with General Manager Kevin Streett.
10/12 Attended NoaNet meeting via Zoom. Report.
10/13 Attended PUD Special Meeting on broadband.
10/21 Will meet with General Manager Kevin Streett.
11/2 and
11/3 Will attend summit in Blyn.

Commissioner Jeff Randall

10/4 Met with Jefferson County Community Development Manager.
10/5 Participated in PPC Members' Forum
10/6 Attended EDC Board meeting. Report.

Page 2 of 7

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
Budget Hearing 5:00 p.m.
October 18, 2022
Draft Minutes

10/11 Met with Climate Action Committee. .Report.
10/12 Met with General Manager Kevin Streett.
10/12 Met with EDC group.
10/12 Met with Marty Kithcart.
10/13 Attended PUD Special Meeting on broadband.
10/14 Met with a constituent about tree removal.
10/18 to
10/20 Will attend meetings in Wenatchee.
10/24 Will attend EDC Board Strategy meeting.
10/26 and
10/27 Will attend Energy NW Board meeting at Tri Cities.
11/2 to
11/14 Will attend energy summit in Blyn.

Commissioner Kenneth Collins

10/5 Attended the PPC Members' Forum.
10/6 Met with General Manager Kevin Streett.
10/13 Participated in PUD Association Budget Review.
10/13 Attended PUD Special Meeting on broadband.
10/20 Will meet with General Manager Kevin Streett.
10/21 Will attend JBAT meeting.
10/27 Will meet with General Manager Kevin Streett.
10/28 Will attend broadband meeting.
Will participate in meeting with Beckett Point customers regarding cost of sewer program.

6. PUBLIC COMMENT. Commissioner Kenneth Collins read the guidelines. Topics:

- Vaccine Mandate.
- Public Records Request not forthcoming.

7. CONSENT AGENDA.

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

7.1 Prior Minutes

PUD BPC Regular Meeting Minutes 6-7-2022.

Page 3 of 7

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
Budget Hearing 5:00 p.m.
October 18, 2022
Draft Minutes

- 7.2 Vouchers**
 BOC Voucher Cert Form to be signed by Mike for 10-18-2022
 Signed 10-17-2022
 Voucher Approval Form for the Commissioners to be signed 10-18-2022.
- 7.3 Financial Report.**
 Agenda Report-Written Off Accounts 10-18-2022
 Written Off Accounts Motion 10-18-2022.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #129980 to #130022	\$ 511,994.05	09/29/2022
Accounts Payable: #130023 to #130075	\$ 172,642.25	10/06/2022
Payroll Checks: # 71039 to # 71040	\$ 6,398.58	09/30/2022
Payroll Direct Deposit:	\$ 149,681.84	09/30/2022
TOTAL INVOICES PAID:	\$ 840,716.72	
WIRE TRANSFERS PAID	AMOUNT	DATE
USDA-RUS Loan payment for Q3 2022	\$1,521,868.27	9/29/2022
Peterson Lake – loan payment for October 2022	\$ 14,328.62	10/3/2022
GRAND TOTAL	\$2,376,913.61	

- 7.4 Calendar.**
 PUD Calendar October 18, 2022.
- 7.5 Correspondence Log.**
 Correspondence log 2022.
- 7.6 Resolution adopting Retail Broadband Internet Service Policies.**
 JPUD Internet Services Agreement 20221013.
 JPUD Acceptable Use Policy 20221013 FNL.
 Resolution 2022-xxxx Resolution Adopting Retail Broadband Policies
 2022 10 14.

Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting 3:00 p.m.
 Budget Hearing 5:00 p.m.
 October 18, 2022
 Draft Minutes

END OF CONSENT AGENDA

8. OLD BUSINESS.

8.1 Rescinding Emergency Resolution 2020-006. General Manager Kevin Streett presented the Emergency Resolution 2020-006.

MOTION: Commissioner Dan Toepper made a motion that the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), to rescind Resolution 2020-006 regarding COVID-19 and lifting of the Declaration of Emergency. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

8.2 WSBO/NTI Grant Resolution. General Manager Kevin Streett gave a report on the WSBO/NTI Grant.

MOTION: Commissioner Dan Toepper made a motion that the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington, authorize the General Manager to execute all agreements necessary to enter into grant agreements with Washington State Broadband Office (WSBO), to extend to communities of Quilcene, Discovery Bay and Gardiner a Broadband fiberoptic network. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

8.3 ReConnect Application Resolutions. General Manager went over the Reconnect Application Resolutions.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington, authorize the General Manager to take all necessary steps to apply for Loan-Grant Combination funding from the ReConnect Program, United States Department of Agriculture (USDA), and execute related grant and loan agreements. Commissioner Kenneth Collins seconded the motion. Commissioner Jeff Randall yes. Commissioner Kenneth Collins yes. Commissioner Dan Toepper no. Motion passed by majority.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington declaring the PUD’s Broadband network will not block lawful content, impair lawful internet traffic, and engage in paid prioritization, among other things, all in support of the application to the ReConnect Program,

Page 5 of 7

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
Budget Hearing 5:00 p.m.
October 18, 2022
Draft Minutes

United States Department of Agriculture (USDA). Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9. NEW BUSINESS.

9.1 NRECA Broadband Membership Presentation and Request. Finance Director Mike Bailey gave a presentation. Commissioner Jeff Randall announced that he will be attending the NRECA Conference in November.

MOTION: Commissioner Jeff Randall made a motion to authorize the General Manager to join the NRECA membership for next year. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Commissioner Kenneth Collins adjourned the Regular Meeting of the Jefferson County PUD No. 1 Board of Directors at 4:58 p.m.

BUDGET HEARING

Commissioner Kenneth Collins called to order the Jefferson County PUD No. 1 Board of Commissioners' Budget Hearing at 5:10 p.m. and read the Governor's Proclamation No. 1329. Roll call was taken. All commissioners were present. A quorum was established.

Finance Director Mike Bailey gave a presentation.

MOTION: Commissioner Jeff Randall made a motion to approve the resolution adopting the budget for calendar year 2023. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

PUBLIC COMMENT:

- Electric vehicles – chargers will not be attractive to visitors.
- Putting in Mustang Mach E electric vehicle is misleading. Cost is not the only issue.
- Continue to be fiscally prudent.

The 2023 Budget Hearing for the Jefferson County PUD No. 1 ended at 5:46 p.m.

The Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners was called to order at 5:47 p.m.

9.2 Travel Policy. General Manager Kevin Streett summarized the Travel Policy.

Page 6 of 7

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
Budget Hearing 5:00 p.m.
October 18, 2022
Draft Minutes

MOTION: Commissioner Dan Toepper made a motion to approve the updates to the Jefferson County PUD No. 1 Travel Policy. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

9.3 Non-Represented Positions to add. General Manager Kevin Streett reported on the new non-represented positions. This agenda item will be brought back on the consent agenda at the next meeting.

ADJOURN.

Commissioner Kenneth Collins declared the October 18, 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
Cammy Brown, Recording Secretary

Approved:

Commissioner Dan Toepper, Secretary

Date

Attest:

Commissioner Kenneth Collins, President

Date

Commissioner Jeff Randall, Vice President

Date

Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at 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**

**November 1, 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
Scott Bancroft, Operations Director
Melissa Blair, Finance Manager
Stephanie Witheridge, HR Coordinator
Amanda Isaak, Accounting Specialist
Jameson Hawn, Digital Comm. Specialist
Annette Johnson, Executive Assistant/Records Officer
Josh Garlock, Lineman Superintendent
Don McDaniel, Consultant
Liz Anderson, Dep. Executive Director – WPUDA
Stefany Zelepuz, Senior Policy Specialist WPUDA
Nicholas Garcia, Policy Director WPUDA
Cammy Brown, Recording Secretary

1. **CALL TO ORDER.** Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for November 1, 2022, to order at 3:00 p.m. Commissioner Kenneth Collins read the ESHB 1329 proclamation. Roll call was taken and all three commissioners were present. It was determined there was a quorum.

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

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

3. **WPUDA PRESENTATION/DISCUSSION.** Liz Anderson, Deputy Executive Director for WPUDA introduced herself along with Stefany Zelepuza, Senior Policy Specialist and Nicolas Garcia Policy Director. Appreciation was given to Commissioner Kenneth Collins for his participation in the organization. Liz Anderson gave a presentation.

Public Comment:

- Public does not have information as to WPUDA. Request was submitted that the WPUDA Board consider providing that information of their meeting, etc. to the public.

4. **MANAGER AND STAFF REPORTS.**

- Operations Director Scott Bancroft gave a report on high water bills.
- Commissioners will attend broadband summit in Washington D.C.
- Commissioner Kenneth Collins will attend ICG meeting.
- Vaccination policy. Agreement with labor union was discussed. Moving forward with non reps and contractors was discussed.

6. **PUBLIC COMMENTS (out or sequence). Topics.**

- Mandates on vaccinations lifted on other cities.

5. **COMMISSIONERS' REPORTS.**

Commissioner Dan Toepper

10/21 Met with General Manager Kevin Streett.

10/27 Listened in on Washington Public Agency virtual discussion. Report.

11/02 and

11/03 Will attend the Energy Summit in Blyn.

11/08 Will attend PUD BOC Special Meeting.

11/09 Will attend NoaNet meeting.

Page 2 of 6

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
November 1, 2022
Draft Minutes

- 11/11 Will meet with General Manager Kevin Streett.
- 11/14 Will attend East Jefferson Fire Chief's meeting.

Commissioner Jeff Randall

- 10/18 to
- 10/20 Attended conference in Wenatchee of the Infrastructure Assistance Coordinating Council. Report.
- 11/03 Will attend the Energy Summit in Blyn.
- 11/8 Will attend PUD BOC Special Meeting.
- 11/16 to
- 11/18 Attend NRECA summit in Washington D.C.

Commissioner Kenneth Collins

- 10/20 Met with General Manager Kevin Streett.
- 10/27 Met with General Manager Kevin Streett.
- 10/31 Attended meeting with Beckett Point Large On-Site Septic System Committee. Report.
- 11/01 Phone conversation with Gary Nelson.
- 11/02 Will participate in PURMS Executive Board meeting.
- 11/02 Will attend PURMS general meeting.
- 11/04 Will meet with General Manager Kevin Streett.
- 11/8 Will attend PUD BOC Special Meeting.
- 11/09 and
- 11/10 Will be involved with WPUDA executives in Olympia to do work on annual conference.
- 11/11 Will meet with General Manager Kevin Streett.

7. CONSENT AGENDA.

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

7.1 Prior Minutes

PUD BPC Regular Meeting Minutes 6-21-2022.

7.2 Vouchers

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register and Payroll.

7.3 Financial Report.
September 2022 Financials.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #130076 to #130143	\$ 638,088.44	10/13/2022
Accounts Payable: #130144 to #130191	\$ 729,764.30	10/20/2022
Payroll Checks: # 71041 to # 71042	\$ 5,002.01	10/14/2022
Payroll Direct Deposit:	\$ 150,170.65	10/14/2022
TOTAL INVOICES PAID:	\$1,523,025.40	
WIRE TRANSFERS PAID	AMOUNT	DATE
BPA – purchase power for August 2022	\$ 905,891.00	10/12/2022
GRAND TOTAL	\$2,428,916.40	

VOIDED WARRANTS:

129542 \$ 562.28
130092 \$82,635.59

7.4 Calendar.
PUD Calendar November 1, 2022.

7.5 Correspondence Log.
Correspondence log 20221101.

7.6 Non-Represented Positions to add.
Agenda BOC 10.18.22
Non-rep Salary Table – 10.12.22

Approve a motion accepting presented adjustments, and including Water Superintendent an Engineering & Water Director as new positions, to the Non-Represented Salary Table.

END OF CONSENT AGENDA

8. OLD BUSINESS.

8.1 ReConnect Application Authorization Resolution. Communications Director Will O'Donnell gave a report. There was considerable discussion.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), authorize the General Manager to take all necessary steps to apply for Loan-Grant Combination funding from the ReConnect Program, United States Department of Agriculture (USDA), and to adjust the loan grant amount and execute related grant and loan agreements. Commissioner Kenneth Collins seconded the motion. Commissioner Jeff Randall voted yes. Commissioner Kenneth Collins voted yes. Commissioner Dan Toepper voted no. Motion passed with majority.

8.2 Authorization of 2022 Drinking Water State Revolving Fund Consolidation Feasibility Study Grant. Engineering Director Samantha Harper gave a report.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners of Public Utility District (PUD) No. 1 of Jefferson County, Washington, accept the 2022 Drinking Water State Revolving Fund Consolidation Feasibility Study Grant – Lazy C and Downtown Brinnon Consolidation and authorize the General Manager to sign the grant contract. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9. NEW BUSINESS.

9.1 Contract authorization for PGG to perform a Pump test and groundwater model for our Quilcene Water System. Engineering Director Samantha Harper gave a report. This will provide more connections for the Quilcene area.

MOTION: Commissioner Jeff Randall made a motion that the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (“the PUD”), authorize the General Manager to sign the service contract for PGG to conduct a pump test and develop a groundwater flow model under Ecology Preliminary Permit G2-29120. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

10. ADJOURN. Commissioner Kenneth Collins adjourned the November 1, 2022 Regular Meeting of the Jefferson County PUD No. 1 Board of Directors at 5:24 p.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:

Commissioner Dan Toepper, Secretary

Date

Attest:

Commissioner Kenneth Collins, President

Date

Commissioner Jeff Randall, Vice President

Date

Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at 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**

November 8, 2022

**Board of Commissioners
Special Meeting
Emergency Declaration and Executive Session
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
Annette Johnson, Executive Assistant/Records Officer
Stephanie Witheridge, Human Resources Coordinator
Don McDaniel, PUD Consultant
Cammy Brown, Recording Secretary

1. **CALL TO ORDER.** Commissioner Kenneth Collins called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for November 8, 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.**

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

3. **EMERGENCY DECLARATION.**

3.1. **Emergency Resolution November 2022 11 07.** General Manager Kevin Streett gave a report.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners declare the period of November 4, 2022 through November 14, 2022, a state of emergency and authorize the PUD Manager to purchase materials and order work to assist regularly employed personnel in the amount necessary.

4. **EXECUTIVE SESSION per RCW 42.30.110(1)(g) to discuss with legal counsel Review of a Public Employee.** Time needed 1 hour and 45 minutes. Executive session convened at 10:07 a.m. p.m. Executive session ended at 11:30 a.m. No action was taken.

The Special Meeting of the Jefferson County Public Utility No. 1 Board of Commissioners of November 8, 2022, reconvened at 11:30 a.m.

5. **ADJOURN.** Commissioner Kenneth Collins declared the November 8, 2022, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 11:30 a.m.

Minutes prepared by Recording
Secretary Cammy Brown

Approved:

_____ Commissioner Dan Toepper, Secretary	_____ Date
_____ Commissioner Kenneth Collins, President	_____ Date
_____ Commissioner Jeff Randall, Vice President	_____ Date

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



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

**November 15, 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, Finance Director
 Jean Hall, Customer Service Director
 Scott Bancroft, Operations Director
 Jameson Hawn, Digital Comm. Specialist
 Annette Johnson, Executive Assistant/Records Officer
 Josh Garlock, Lineman Superintendent
 Don McDaniel, Consultant
 Cammy Brown, Recording Secretary

-
1. **CALL TO ORDER.** Commissioner Kenneth Collins called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for November 15, 2022, to order at 3:00 p.m. Commissioner Kenneth Collins read the ESHB 1329 proclamation. Roll call was taken and all three commissioners were present. It was determined there was a quorum.
 2. **AGENDA REVIEW:** Commissioner Jeff Randall added an agenda item at the end of the agenda review concerning a personnel matter.

Page 1 of 5

Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting 3:00 p.m.
 November 15, 2022
 Draft Minutes

MOTION: Commissioner Jeff Randall made a motion to amend the agenda to add an Executive Session to discuss a personnel matter before adjournment and address the RCW at that time. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

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

3. MANAGER AND STAFF REPORTS. General Manager Kevin Streett gave a report.
Topics:

- **Outage.** Appreciation for assistance. Information of outage will be sent out. Exemplary service and very positive remarks from the public. Recognition and appreciation for a job well done.
- **Accountability Audit 2020 to 2021.** Finance Director Mike Bailey gave a report.
- **Jackson/Thornton.** Finance Director Mike Bailey gave an update.
- **Sims Way Trees.** General Manager Kevin Streett gave an update.
- **Meters.** Communications Director Will O'Donnell gave an update.
- **Retreat.** General Manager Kevin Streett gave an update on the retreat to be held the first part of December.

4. COMMISSIONERS' REPORTS.

Commissioner Jeff Randall

11/2 and
11/3 Attended North Olympic Energy Futures Conference in Blyn. Report.
11/8 Attended PUD BOC Special meeting.
11/8
11/9 and
11/10 Met with General Manager Kevin Streett.
11/15 Communicated with neighbors on Oak Street. Report.
11/16 to
11/18 Will attend NRECA Conference in Washington DC.
11/21 Will meet with Thomas Endicott at the Bonneville Environmental Foundation.
11/23 Will participate in Jamestown S'Klallam Tribe Board meeting.

Commissioner Dan Toepper

11/2 and
11/3 Attended North Olympic Energy Futures Conference in Blyn. Report.
11/7 Spoke with customers with concerns about disaster response.
11/08 Attended PUD BOC Special meeting.
11/09 Attended NoaNet meeting. Report.
11/11 Met with General Manager Kevin Streett.

Page 2 of 5

Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
November 15, 2022
Draft Minutes

11/14 Attended East Jefferson Fire Chief's meeting. Report.
11/16 to
11/17 Will attend PPC annual conference.
11/18 Will attend WPUDA Board of Directors meeting.
11/23 Will meet with General Manager Kevin Streett.
11/30 to
12/2 Will attend WPUDA Annual Conference.
12/6 and
12/7 Will attend PUD BOC Board retreat.
12/9 Will meet with General Manager Kevin Streett.

Commissioner Kenneth Collins

11/2 and
11/3 Attended PURMS Executive Board meeting and regular Board meeting. Report.
11/4 Met with General Manager Kevin Streett.
11/5 Met with PUD Consultant Dan McDaniel.
11/6 Met with General Manager Kevin Streett.
11/7 Had conversations with PUD Consultant Don McDaniel and General Counsel Joel Paisner.
11/08 Attended PUD BOC Special meeting.
11/10 Went to a meeting which involved different entities involved with interviewing the next Jefferson County Transit Manager.
11/10 Went to Olympia for a meeting with WPUDA in preparation of the Annual Conference.
11/11 Met with General Manager Kevin Streett.
11/16 to
11/18 Will attend WPUDA Conference.
11/17 Will attend Executive Committee meeting.
11/18 Will attend ICG (Intergovernmental Cooperative Group).
11/18 Will meet with General Manager Kevin Streett.
11/22 Will attend the BOC Special meeting.
11/25 Will meet with General Manager Kevin Streett.
11/30 to
12/2 Will attend Annual WPUDA conference.

5. PUBLIC COMMENT. Commissioner Kenneth Collins read the guidelines for submitting public comment. Topics abbreviated.

- Electric vehicles during the outage would have hampered PUD.
- Emergency vehicles and other organizations. Is there a carve out in the Governor's new legislation for such entities?
- Broadband – if that power goes out will it come back up simultaneously when the electric power comes back up?
- Water line extension easements. Needs PUD potable water. Has to haul water to home. Need fire hydrant for safety and emergency situations. Neighbors also need assistance of PUD. There was

considerable discussion. Commissioner Kenneth Collins requested further information for the commissioners to have a more comprehensive review. Plan to have on a future agenda.

- Implied Lease Agreement.

6. CONSENT AGENDA.

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

6.1 Prior Minutes. None for this meeting.

6.2 Vouchers

Voucher Approval Form for the Commissioners.

Voucher Certification with Supporting Warrant Register and Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #130192 to #130234	\$ 600,289.96	10/27/2022
Accounts Payable: #130235 to #130277	\$ 177,336.65	11/03/2022
Payroll Checks: # 71043 to # 71044	\$ 1,009.97	10/13/2022
Payroll Checks: # 71045 to # 71046	\$ 5,424.23	10/28/2022
Payroll Direct Deposit:	\$ 147,306.67	10/28/2022

TOTAL INVOICES PAID: \$ 931,367.48

WIRE TRANSFERS PAID	AMOUNT	DATE
USDA RD DCFO for Tri Area Bond biannual payment	\$ 82,381.00	10/21/2022

GRAND TOTAL \$1,013,748.48

6.3 Financial Report. None for this meeting.

6.4 Calendar

PUD Calendar November 15, 2022.

6.5 Correspondence Log.

END OF CONSENT AGENDA

7. OLD BUSINESS.

7.1 Wastewater Rates Beckett Point. General Manager Kevin Streett gave a report. Kevin Camfield representing Beckett Point property owners gave a report.

MOTION: Commissioner Jeff Randall made the recommendation directing staff to bring the resolution adopting the wastewater/sewer rates for Beckett Point back to the commissioners on the consent agenda and make the rates effective for 2023. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

BREAK: 4:48 P.M. Commissioner Kenneth Collins declared a 10-minute break.

8. EXECUTIVE SESSION, RCW 42.30.110(1)(g) review of a public employee. Executive Session convened at 5:00 p.m. Commissioner Kenneth Collins came out of the Executive Session at 5:20 p.m. and announced that another 10 minutes was needed. Executive Session ended at 5:30 p.m. No action was taken.

The regular meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners meeting of November 15, 2022, reconvened at 5:30 p.m.

9. ADJOURN. Commissioner Kenneth Collins adjourned the November 15, 2022, Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners at 5:31 p.m.

Minutes prepared by
Cammy Brown, Recording Secretary

Approved:

_____	_____
Commissioner Dan Toepper, Secretary	Date

Attest:

_____	_____
Commissioner Kenneth Collins, President	Date

_____	_____
Commissioner Jeff Randall, Vice President	Date

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

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey 3/20/2023
 Mike Bailey, Financial Director / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable: # 131089	to # 131116	\$ 737,739.82	3/2/2023
Accounts Payable: # 131117	to # 131160	\$ 260,017.49	3/9/2023
Accounts Payable: # 131161	to # 131164	\$ 114,382.54	3/13/2023
Payroll Checks: # 71063	to # 71064	\$ 5,490.44	3/3/2023
Payroll Direct Deposit:		\$ 174,831.09	3/3/2023
TOTAL INVOICES PAID		\$1,292,461.38	

	AMOUNT	DATE
Peterson Lake - loan payment for February 2023	\$ 1,333.94	2/27/2023
US BANK: GLOBAL CORP TRUST SERVI LUD #14 BOND P	\$ 185,155.50	3/1/2023
Peterson Lake - loan payment for February 2023	\$ 14,328.62	3/1/2023

GRAND TOTAL **\$1,493,279.44**

VOIDED WARRANTS

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 1

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131089 3/2/23	CHK	10957	KAREN M ABBOTT	WELLNESS REIMBURSEMENT 2023	184.17
131090 3/2/23	CHK	10006	AFLAC	AFLAC BILL JAN 2023 AFLAC BILL FEB 2023	198.84 198.84
Total for Check/Tran - 131090:					397.68
131091 3/2/23	CHK	10923	ALPHA POWER SYSTEMS, INC	GUY STRAIN INSULATOR FIBERGLASS 36"	1,741.92
131092 3/2/23	CHK	10013	AMERICAN WATER WORKS ASSOCIATI	AWWA MEMBERSHIP 1Y 2/01/23-1/31/24	400.00
131093 3/2/23	CHK	10447	ANIXTER INC.	FUSE TYPE T FITALL 100A DEAD END SHOE ACSR #4-4/0 BOLT MACH 1/2 X 6	231.84 497.77 135.28
Total for Check/Tran - 131093:					864.89
131094 3/2/23	CHK	10973	BOLINGER, SEGARS, GILBERT & MOSS,	PROGRESS BILLING - 2022 AUDIT THRU JAN 2 PROGRESS BILLING - 2022 AUDIT THRU JAN 2	27,000.00 3,000.00
Total for Check/Tran - 131094:					30,000.00
131095 3/2/23	CHK	10339	BORDER STATES ELECTRIC	FUSE TYPE T FITALL 20A BOLTS MACH 5/8 X 26 GRD CONN GRD CLAMP CLOVER LEAF-7 HOLE MOUNTING BRACKET-HD SECONDARY CONNECTOR BLOCK 8 HOLE-350MCM WASHER SQUARE 5/8-2.25 X 2.25 X3/16Bolt	24.17 1,825.14 992.70 562.43 314.86
Total for Check/Tran - 131095:					3,719.30
131096 3/2/23	CHK	9998	STEVEN BRYANT	Credit Balance Refund	136.77
131097 3/2/23	CHK	10940	CALIX, INC.	CALIX MATERIAL W/O# 322050 CALIX MATERIAL W/O# 423005 CALIX MATERIAL W/O# 322050 CALIX MATERIAL W/O# 322051 CALIX MATERIAL W/O# 423005 CALIX MATERIAL W/O# 621084	141,298.18 53,920.06 37,816.44 23,945.66 29,932.13 11,972.93
Total for Check/Tran - 131097:					298,885.40

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 2

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131098 3/2/23	CHK	10044	CENTURY LINK QCC-P	SERVICE FOR PH#360-385-5800 FEB 2023	11.70
				SERVICE FOR PH#360-385-5800 FEB 2023	1.30
Total for Check/Tran - 131098:					13.00
131099 3/2/23	CHK	10045	CENTURY LINK-S	PHONE SERVICE FEB 2023	74.32
				PHONE SERVICE FEB 2023	8.26
				PHONE SERVICE FEB 2023	35.06
				PHONE SERVICE FEB 2023	3.90
				PHONE SERVICE FEB 2023	136.00
				PHONE SERVICE FEB 2023	15.11
				PHONE SERVICE FEB 2023	54.92
				PHONE SERVICE FEB 2023	6.10
Total for Check/Tran - 131099:					333.67
131100 3/2/23	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE MAR-20	81.52
				LOW SPD DATA & 2WIRE MAR-20	20.38
				LOW SPD DATA & 2WIRE MAR-20	31.17
				LOW SPD DATA & 2WIRE MAR-20	7.79
Total for Check/Tran - 131100:					140.86
131101 3/2/23	CHK	10621	CRAIG LABENZ	WEBSITE DEVELOPMENT - JAN 2023	1,476.00
				WEBSITE DEVELOPMENT - JAN 2023	164.00
				WPMU DEV & SMASH BLLN - MONTHLY HOSTING	218.78
				WPMU DEV & SMASH BLLN - MONTHLY HOSTING	24.31
Total for Check/Tran - 131101:					1,883.09
131102 3/2/23	CHK	10365	ALYSON J DEAN	BOOT AND TOOL ALLOWANCE 2023	195.56
131103 3/2/23	CHK	10769	JONATHON T DEHNERT	WELLNESS PROGRAM REIMBURSEMENT 2023	275.00
131104 3/2/23	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	1,069.65
				ENERGY CONSERVATION REBATE	1,565.00
				ENERGY CONSERVATION REBATE	800.00

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 3

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	165.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	140.00	
				ENERGY CONSERVATION REBATE	400.80	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	1,200.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	238.14	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	700.00	
				ENERGY CONSERVATION REBATE	2,169.00	
				ENERGY CONSERVATION REBATE	700.00	
				ENERGY CONSERVATION REBATE	500.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	700.00	
				ENERGY CONSERVATION REBATE	1,019.82	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	700.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	700.00	
				ENERGY CONSERVATION REBATE	6,862.00	
Total for Check/Tran - 131104:					28,929.41	
131105	3/2/23	CHK	10094	GENERAL PACIFIC, INC	FEED THRU VERTICAL, 200AMP LOADBREAK	1,946.89
131106	3/2/23	CHK	10454	GLOBAL RENTAL COMPANY INC	2023 FREIGHTLINER VEH#418 01/18-02/14/23	4,582.20
					VEH# 415-AT40G BKT RENTAL 01/25-02/21/23	2,945.70
					AT37-G BUCKETRNTL VEH#410 01/28-02/24/23	2,727.50

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 4

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SPLICER VAN RNTL VEH#421 01/30-02/26/23	2,727.50
				AT40-G RNTL VEH#417 01/31-2/27/23	3,054.80
				AA55 DBLMN BUCKET VEH#414 02/01-02/28/23	3,709.40
Total for Check/Tran - 131106:					19,747.10
131107 3/2/23	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX	4,018.65
				EMPLOYER'S MEDICARE TAX	4,018.65
				EMPLOYEES' FICA TAX	17,183.28
				EMPLOYER'S FICA TAX	17,183.28
				EMPLOYEES' FEDERAL WITHHOLDING	15,938.73
				EMPLOYEES' FEDERAL WITHHOLDING TAX	13,424.66
Total for Check/Tran - 131107:					71,767.25
131108 3/2/23	CHK	10532	JEFFERSON COUNTY PUD PAYROLL ACPR DIRECT DEPOSIT 03.03.2023	PR MANUAL CHECKS 03.03.2023	174,831.09
					5,490.44
Total for Check/Tran - 131108:					180,321.53
131109 3/2/23	CHK	10953	COREY A LARSON	BOOT AND TOOL ALLOWANCE 2023	300.00
131110 3/2/23	CHK	9998	DANIEL L LOPEMAN	Credit Balance Refund	12.50
131111 3/2/23	CHK	10907	PALOUSE POWER LLC	DOCK WORK-01/17/23-01/26/23	58,002.49
				DOCK WORK-01/17/23-01/26/23	2,652.75
Total for Check/Tran - 131111:					60,655.24
131112 3/2/23	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE ACCT# 33897265	360.00
				PRE-PAID POSTAGE ACCT# 33897265	40.00
Total for Check/Tran - 131112:					400.00
131113 3/2/23	CHK	10217	SETON CONSTRUCTION INC	FLAGGING-63 FOUR CORNERS RD 12/26/22	905.03
				FLAGGING-1539 WATER ST 1/10/2023	937.35
				FLAGGING-HWY101 QUILCENE 1/17/23	937.35
				FLAGGING-46 SEATTLE DR 2/9/2023	1,003.59
Total for Check/Tran - 131113:					3,783.32
131114 3/2/23	CHK	10234	STATE AUDITORS	ACCOUNTABILITY AUDIT 20-21	4,466.95

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 5

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ACCOUNTABILITY AUDIT 20-21	496.33
Total for Check/Tran - 131114:					4,963.28
131115 3/2/23	CHK	10260	WA STATE DEFERRED COMPENSATIONPL DEFERRED COMP EE	PL DEFERRED COMP ER	18,363.22
					7,297.71
Total for Check/Tran - 131115:					25,660.93
131116 3/2/23	CHK	10274	WESTBAY AUTO PARTS, INC.	AIR FILTER & FUNNEL - VEH # 207	29.32
				WIPER BLADES - VEH# 128 & # 104	51.74
Total for Check/Tran - 131116:					81.06
131117 3/9/23	CHK	10833	2 GRADE LLC	WOOD REMOVAL&ROCK BUILDUP - 191 OTTO ST	12,499.59
				WOOD REMOVAL&ROCK BUILDUP - 191 OTTO ST	1,388.84
Total for Check/Tran - 131117:					13,888.43
131118 3/9/23	CHK	10808	A & J FLEET SERVICES, INC	OIL CHANGE FOR VEH# 417	501.67
				OIL CHANGE FOR VEH# 128	151.17
				OIL CHANGE FOR VEH# 106	474.42
				OIL CHANGE FOR VEH# 416	569.60
				AIR FILTER FOR VEH# 417	162.73
				NEW WATER PUMP VEH# 205	370.08
				REPAIR TRAILER LIGHTS FOR VEH# 108	158.20
				CHECK ENGINE LIGHT FOR VEH# 111	749.75
				FLAGGING RACK FOR VEH# 106	5,676.09
Total for Check/Tran - 131118:					8,813.71
131119 3/9/23	CHK	10957	KAREN M ABBOTT	PHONE ALLOWANCE - JANUARY 2023	45.00
131120 3/9/23	CHK	10012	ALTEC INDUSTRIES, INC	HOTSTICK TESTING CLEANER,RACK & PROBES	179.63
				HOTSTICK TESTING CLEANER,RACK & PROBES	1,240.25
Total for Check/Tran - 131120:					1,419.88
131121 3/9/23	CHK	10447	ANIXTER INC.	WIRE FIBER 48F BURIED FIBER	57,588.81
				WIRE FIBER 12F BURIED FIBER	9,165.62
Total for Check/Tran - 131121:					66,754.43

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 6

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131122 3/9/23	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
Total for Check/Tran - 131122:					45.00
131123 3/9/23	CHK	10940	CALIX, INC.	CALIX FIELD INSTALL KIT W/O# 322051	704.46
				CALIX FIELD INSTALL KIT W/O# 423000	2,817.83
				CALIX FIELD INSTALL KIT-W/O# 322050	1,408.92
				EXTENDED WARRANTY-2/6/28-2/5/33	109.32
				EXTENDED WARRANTY 2/6/28-2/5-33	109.32
				EXTENDED WARRANTY 2/6/28-2/5/33	109.32
				EXTENDED WARRANTY 2/6/28-2/5/33	109.32
				EXTENDED WARRANTY-2/6/28-2/5/33	109.32
				EXTENDED WARRANTY 2/6/28-2/5/33	109.32
Total for Check/Tran - 131123:					5,587.13
131124 3/9/23	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	ELEC/FIBER UPGRADE - IRONDALE SUBSTATION	5,233.80
131125 3/9/23	CHK	10843	CCG CONSULTING	FIBER GRANTS,POLICY & PROCEDURE JAN 2023	3,161.60
131126 3/9/23	CHK	10685	CINTAS CORPORATION	RESTOCK FIRST AID - 191 OTTO ST	14.04
				RESTOCK FIRST AID - 191 OTTO ST	1.56
Total for Check/Tran - 131126:					15.60
131127 3/9/23	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBST- FEB 2023	208.24
				191 OTTO ST - FEB 2023	113.59
				191 OTTO ST - FEB 2023	12.63
Total for Check/Tran - 131127:					334.46
131128 3/9/23	CHK	10501	D & L POLES	VACTRA HOLE - 1539 WATER ST 1/10	1,493.30
				REPAIR UNDГ FAULT - 30 HARBORVIEW 1/31	2,378.93
				EMRG EXCAVATING - 3545 HASTINGS 2/24	1,871.28
Total for Check/Tran - 131128:					5,743.51
131129 3/9/23	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	ELEC VEHICLES -TRCK WASHING 1/15 & 1/16/ GRAVEL DELIVERY - HWY 20 TRANSMISSION LI	463.68 142.77

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 7

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ELEC VEHICLES -TRCK WASHING 2/05 & 2/12/	643.69
				ELEC VEHICLES -TRCK WASHING 1/26 & 1/29/	750.09
				ELEC VEHICLES -TRCK WASHING 1/26 & 1/29/	68.16
				ELEC VEHICLES -TRCK WASHING 2/19/2023	245.48
				Total for Check/Tran - 131129:	2,313.87
131130 3/9/23	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE FEB 2023	5,500.00
131131 3/9/23	CHK	10292	DAVID E ELIAS	WELLNESS PROGRAM REIMBURSEMENT 2019	200.00
131132 3/9/23	CHK	10085	FASTENAL	VENDING MACHINE - RESTOCK	342.81
				VENDING MACHINE - RESTOCK	21.13
				VENDING MACHINE - RESTOCK	29.02
				CREDIT FOR INV# WAPOR91627, VINYL TAPE	-14.64
				Total for Check/Tran - 131132:	378.32
131133 3/9/23	CHK	10086	FERGUSON ENTERPRISES, INC NW	PORTAAGE BAY SEWER-PNL REP KIT AQUAWORX	274.99
131134 3/9/23	CHK	10749	FIBER INSTRUMENT SALES INC.	FIS SWING OUT PATCH PANEL 1RU	195.29
				FIS SWING OUT PATCH PANEL 1RU	-16.29
				Total for Check/Tran - 131134:	179.00
131135 3/9/23	CHK	9999	DAWN S GIRI	REFUND OF TEMP SERVICE WO# 121032	3,074.00
131136 3/9/23	CHK	10454	GLOBAL RENTAL COMPANY INC	2023 FREIGHTLINER VEH#418 02/15-03/14/23	4,582.20
				AA55 RNTL VEH#419 02/17-03/16/23	4,473.10
				VEH# 415-AT40G BKT RENTAL 02/22-03/21/23	2,945.70
				AT37-G BUCKETRNTL VEH#410 02/25-03/24/23	2,727.50
				Total for Check/Tran - 131136:	14,728.50
131137 3/9/23	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
				Total for Check/Tran - 131137:	45.00
131138 3/9/23	CHK	10939	JAMESON J HAWN	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50

03/16/2023 10:37:00 AM

Accounts Payable Check Register

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 131138:					45.00
131139 3/9/23	CHK	10384	HDR ENGINEERING INC	TASKO2-COYLE WTR LINE EXT 11/27-12/31/22	15,392.59
131140 3/9/23	CHK	10782	AMANDA D ISAAK	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
Total for Check/Tran - 131140:					45.00
131141 3/9/23	CHK	10120	JEFFERSON CO AUDITOR	BOUNDARY LINE ADJUSTMENT	203.50
131142 3/9/23	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
Total for Check/Tran - 131142:					45.00
131143 3/9/23	CHK	10356	KRISTOFFER M LOTT	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
Total for Check/Tran - 131143:					45.00
131144 3/9/23	CHK	10166	NWPPA	MEMBERSHIP RNWL 1YR 1/01/23-12/31/23	19,751.93
131145 3/9/23	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 - 131145:					45.00
131146 3/9/23	CHK	9999	PORT LUDLOW ASSOCIATES	REFUND OF TEMP SERVICE WO# 122368	264.00
131147 3/9/23	CHK	9999	PORT LUDLOW ASSOCIATES LLC	REFUND OF TEMP SERVICE WO# 122322	264.00
131148 3/9/23	CHK	10565	JIMMY R SCARBOROUGH	NWPPA LEADERSHIP-HR 2/14-2/16 TRVL EXP	459.08
				NWPPA ENGINEER&OPS CONF 3/31-4/07 TRVL E	468.00
Total for Check/Tran - 131148:					927.08
131149 3/9/23	CHK	10869	SLATE ROCK SAFETY	FR CLOTHING & PUD CLOTHING - LINECREW	89.90
				FR CLOTHING & PUD CLOTHING - LINECREW	348.74
				FR CLOTHING & PUD CLOTHING - LINECREW	204.72
				FR CLOTHING & PUD CLOTHING - LINECREW	124.93

03/16/2023 10:37:00 AM

Accounts Payable Check Register

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FR CLOTHING & PUD CLOTHING - LINECREW	28.02
Total for Check/Tran - 131149:					796.31
131150 3/9/23	CHK	10928	MICHAEL J SMITH	BOOT AND TOOL ALLOWANCE 2023	23.90
				CDL PHYSICAL - LINECREW	175.00
Total for Check/Tran - 131150:					198.90
131151 3/9/23	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
Total for Check/Tran - 131151:					45.00
131152 3/9/23	CHK	10727	TITAN ELECTRIC, INC	DOCK WORK WKENDING 12/2-12/18/21	4,147.44
				DOCK WORK WKENDING 12/2-12/18/21	144.42
				DOCK WORK WKENDING 12/2-12/18/21	910.94
				DOCK WORK WKENDING 9/11-10/02/2021	3,465.26
				DOCK WORK WKENDING 9/11-10/02/2021	441.45
				DOCK WORK WKENDING 10/4-10/28/21	5,175.61
				DOCK WORK WKENDING 10/4-10/28/21	1,220.64
				DOCK WORK WKENDING 10/4-10/28/21	957.61
				DOCK WORK WKENDING 11/6-11/20/21	3,131.18
				DOCK WORK WKENDING 11/6-11/20/21	617.52
				DOCK WORK WKENDING 3/06-4/03/2021	8,833.35
				DOCK WORK WKENDING 3/06-4/03/2021	320.12
				DOCK WORK WKENDING 3/06-4/03/2021	345.77
				DOCK WORK WKENDING 4/10-5/01/2021	7,483.41
				DOCK WORK WKENDING 5/08-5/29/2021	6,411.30
				DOCK WORK WKENDING 5/08-5/29/2021	507.87
				DOCK WORK WKENDING 6/05-7/03	5,540.60
				DOCK WORK WKENDING 6/05-7/03	1,285.80
				DOCK WORK WKENDING 6/05-7/03	479.28
				DOCK WORK WKENDING 7/10-8/07	6,788.24
				DOCK WORK WKENDING 7/10-8/07	188.33
				DOCK WORK WKENDING 7/10-8/07	236.50

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 10

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DOCK WORK WKENDING 8/14-9/04	5,826.76
				DOCK WORK WKENDING 8/14-9/04	308.75
				DOCK WORK WKENDING 8/14-9/04	188.33
Total for Check/Tran - 131152:					64,956.48
131153 3/9/23	CHK	10620	UPS	SHIPPING FEES - 1/26-2/25/2023	35.76
				SHIPPING FEES - 1/26-2/25/2023	19.45
				SHIPPING FEES - 1/26-2/25/2023	60.88
Total for Check/Tran - 131153:					116.09
131154 3/9/23	CHK	10615	US BANK	ALYSON DEAN	1,173.14
				DAN TOEPPER	492.34
				ERIC STOREY	13.08
				EXECUTIVE DEPARTMENT	382.25
				HR DEPARTMENT	364.77
				IT DEPARTMENT	671.00
				JEAN HALL	922.88
				KRIS LOTT	2,935.27
				MELISSA BLAIR	342.05
				MIKE BAILEY	1,076.89
				SAMANTHA HARPER	517.20
				WILL ODONNELL	1,542.79
Total for Check/Tran - 131154:					10,433.66
131155 3/9/23	CHK	10316	GERRIT J VAN OTTEN	EMPLOYEE BOOT/TOOL ALLOWANCE 2023	300.00
				WELLNESS PROGRAM REIMBURSEMENT 2023	275.00
Total for Check/Tran - 131155:					575.00
131156 3/9/23	CHK	10258	VERIZON WIRELESS, BELLEVUE	SCADA CRADLEPNT DEVICES QB 01/20-02/19/2	957.61
				WIFI IN TRUCKS QB01/20-02/19/2023	873.79
				WIFI IN SRVR ROOM QB01/20-02/19/2023	80.01
				WIFI QB01/20-02/19/2023	80.01
				WIFI QB01/20-02/19/2023	160.03

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 11

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WIFI QB01/20-02/19/2023	192.02
				WIFI IN TRUCKS QB01/20-02/19/2023	533.58
				WIFI IN SRVR ROOM QB01/20-02/19/2023	20.00
				WIFI QB01/20-02/19/2023	20.00
				WIFI QB01/20-02/19/2023	40.01
				WIFI QB01/20-02/19/2023	48.01
				SCADA CRADLEPNT DEVICE QB 01/23-02/22/23	74.86
				Total for Check/Tran - 131156:	3,079.93
131157 3/9/23	CHK	10263	WA STATE DEPT OF HEALTH	SURVEY FEE - QUIMPER WS ID 05783	1,377.00
				SURVEY FEE - QUILCENE WS ID AB292	255.00
				SURVEY FEE - BYWATER WS ID 02043	510.00
				Total for Check/Tran - 131157:	2,142.00
131158 3/9/23	CHK	10496	WELLS FARGO VENDOR FIN SERV	4CRNRS COPYRNT FEB 2023	354.47
				4CRNRS COPYRNT FEB 2023	39.39
				4CRNRS COPYRNT MAR 2023	354.47
				4CRNRS COPYRNT MAR 2023	39.39
				4CRNRS WKRM COPYRNT FEB 2023	255.29
				4CRNRS WKRM COPYRNT FEB 2023	28.37
				Total for Check/Tran - 131158:	1,071.38
131159 3/9/23	CHK	10274	WESTBAY AUTO PARTS, INC.	TRUCK BOX & LID FOR VEH# 214	1,132.00
				BATTERY & CORE DEPOSIT FOR VEH# 205	161.44
				CORE DEPOSIT CREDIT FOR BATTERY VEH# 205	-19.64
				ULTIMATE BEAM ORIGINAL FOR VEH# 129	27.65
				BLISTER PACK FOR VEH# 416 & SPARE	26.12
				Total for Check/Tran - 131159:	1,327.57
131160 3/9/23	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VIDEO CONF SVC 2/22-3/21	459.76
				VIDEO CONF SVC 2/22-3/21	51.08
				Total for Check/Tran - 131160:	510.84
131161 3/13/23	CHK	10265	JEFFERSON COUNTY TREASURER	FEBRUARY 2023 PERS 2	78,044.48

03/16/2023 10:37:00 AM

Accounts Payable Check Register

Page 12

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
FEBRUARY 2023 PERS 3					12,447.20
Total for Check/Tran - 131161:					90,491.68
131162	3/13/23	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU MEDICAL PREMIUM APR 2023	18,050.00
131163	3/13/23	CHK	10336	JERRY L RUBERT EVERGREEN RURAL WATER ANNUAL CONF TRVL E	1,045.86
131164	3/13/23	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI OTTO ST FIBER MATERIAL STORAGE	4,795.00

Total Payments for Bank Account - 1 :	(76)	1,112,139.85
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(76)	1,112,139.85
Grand Total for Payments :	(76)	1,112,139.85
Grand Total for Voids :	(0)	0.00
Grand Total :	(76)	1,112,139.85

03/16/2023 11:17:09 AM

Accounts Payable Check Register

Page 1

02/27/2023 To 03/13/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
201 2/27/23	WIRE	10279	BPA-WIRE TRANSFER	FY22 RESTORATION COST INCURRED	1,333.94
203 3/1/23	WIRE	10929	US BANK: GLOBAL CORP TRUST SERVI	LUD #14 BOND PMT 2023	144,000.00
				LUD #14 BOND PMT 2023	41,155.50
Total for Check/Tran - 203:					185,155.50
204 3/1/23	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MAR 2023	11,914.07
				PETERSON LAKE WIRE PMT MAR 2023	2,414.55
Total for Check/Tran - 204:					14,328.62

Total Payments for Bank Account - 1 :	(3)	200,818.06
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(3)	200,818.06

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 3/03/2023

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71063	3/3/2023	2,430.25
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71064	3/3/2023	3,060.19
				\$ 5,490.44

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 3/03/2023

Empl	Position	Pay Date	Net Pay
3013	ACCOUNTING ASSOCIATE	3/3/2023	1,181.36
3046	ACCOUNTING ASSOCIATE	3/3/2023	2,010.83
3062	ACCOUNTING ASSOCIATE	3/3/2023	1,834.24
3039	ACCOUNTING SPECIALIST	3/3/2023	2,215.42
3052	ADMINISTRATIVE ASSISTANT	3/3/2023	2,618.61
3065	ADMINISTRATIVE ASSISTANT	3/3/2023	2,474.21
4006	COMMISSIONER DIST 1	3/3/2023	956.86
4004	COMMISSIONER DIST 2	3/3/2023	1,020.99
4008	COMMISSIONER DIST 3	3/3/2023	2,631.41
3034	COMMUNICATIONS DIRECTOR	3/3/2023	3,404.95
3002	CUSTOMER SERVICE COORDINATOR	3/3/2023	1,618.24
3022	CUSTOMER SERVICE REP	3/3/2023	1,704.91
3032	CUSTOMER SERVICE REP	3/3/2023	1,603.47
3048	CUSTOMER SERVICE REP	3/3/2023	1,765.01
3056	CUSTOMER SERVICE REP	3/3/2023	1,528.54
3066	CUSTOMER SERVICE REP	3/3/2023	1,398.40
3068	CUSTOMER SERVICE REP	3/3/2023	1,120.88
3069	CUSTOMER SERVICE REP	3/3/2023	1,298.07
3060	DIGITAL COMMUNICATIONS SPECIALIST	3/3/2023	2,420.16
1027	ELECTRICAL ENGINEERING MANAGER	3/3/2023	3,443.10
1041	ELECTRICAL SUPERINTENDENT	3/3/2023	4,717.20
2007	ENGINEERING DIRECTOR	3/3/2023	3,844.27
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	3/3/2023	2,354.95
3033	FINANCE DIRECTOR	3/3/2023	4,991.11
3029	FINANCE SERVICES MANAGER	3/3/2023	2,881.60
1046	FLEET/WAREHOUSE HELPER	3/3/2023	2,581.85
1012	FOREMAN LINEMAN	3/3/2023	7,208.40
1011	GENERAL MANAGER	3/3/2023	5,085.70
1042	GIS SPECIALIST	3/3/2023	2,659.71
1017	HEAD STOREKEEPER	3/3/2023	2,468.40
3063	HUMAN RESOURCES COORDINATOR	3/3/2023	2,881.68
3047	HUMAN RESOURCES DIRECTOR	3/3/2023	4,027.82
3008	INFORMATION TECHNOLOGY MANAGER	3/3/2023	3,580.17
3028	IT SUPPORT TECHNICIAN	3/3/2023	1,912.74
1000	LINEMAN	3/3/2023	3,865.73
1034	LINEMAN	3/3/2023	5,876.47
1055	LINEMAN	3/3/2023	6,047.69
1059	LINEMAN APPRENTICE	3/3/2023	3,338.63
1043	METER READER	3/3/2023	1,802.89
1047	METER READER	3/3/2023	1,877.05
1056	METER READER	3/3/2023	1,637.44
1057	METER READER	3/3/2023	1,626.86
2008	METER READER	3/3/2023	2,303.96
3067	NETWORK/BROADBAND ENGINEER	3/3/2023	3,624.52
1037	OPERATIONS DIRECTOR	3/3/2023	3,691.21
1050	PRE-APPRENTICE	3/3/2023	3,018.52
3004	RESOURCE MANAGER	3/3/2023	2,838.63
1010	SCADA ENGINEER II	3/3/2023	2,685.92
1003	SCADA TECH APPRENTICE	3/3/2023	4,887.86
3020	SERVICES DIRECTOR	3/3/2023	3,148.28
1026	STAKING ENGINEER	3/3/2023	2,413.89
1031	STAKING ENGINEER	3/3/2023	2,839.19
1014	STOREKEEPER	3/3/2023	2,080.76
1015	SUBSTATION/METER FOREMAN	3/3/2023	5,542.20
1033	SUBSTATION/METERING TECH	3/3/2023	6,318.49
3003	UTILITY BILLING CLERK	3/3/2023	1,635.45
3027	UTILITY BILLING CLERK	3/3/2023	1,699.42
3000	UTILITY BILLING COORDINATOR	3/3/2023	1,844.58
2000	WATER DISTRIBUTION MANAGER II	3/3/2023	1,946.25
2001	WATER DISTRIBUTION MANAGER II	3/3/2023	2,569.98
2002	WATER DISTRIBUTION MANAGER II	3/3/2023	2,100.51
2005	WATER DISTRIBUTION MANAGER II	3/3/2023	2,123.45
			174,831.09

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$1,493,279.44** on this **21ST** day of **MARCH** **2023** ;

Kenneth Collins
President

Jeff Randall
Vice President

Dan Toepper
Secretary

PAYMENTS TO BE APPROVED:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 131089 to # 131116	\$ 737,739.82	3/2/2023
Accounts Payable: # 131117 to # 131160	\$ 260,017.49	3/9/2023
Accounts Payable: # 131161 to # 131164	\$ 114,382.54	3/13/2023
Payroll Checks: # 71063 to # 71064	\$ 5,490.44	3/3/2023
Payroll Direct Deposit:	\$ 174,831.09	3/3/2023
TOTAL INVOICES PAID	\$1,292,461.38	

WIRE TRANSFERS PAID

	AMOUNT	DATE
BPA - FY22 RESTORATION COST INCURRED	\$ 1,333.94	2/27/2023
US BANK: GLOBAL CORP TRUST SERVI LUD #14 BOND PMT 2023	\$ 185,155.50	3/1/2023
Peterson Lake - loan payment for February 2023	\$ 14,328.62	3/1/2023

PAYMENT TOTAL

\$1,493,279.44

VOIDED WARRANTS



AGENDA REPORT

DATE: March 21, 2023
TO: Board of Commissioners
FROM: Mike Bailey, Finance Director/Internal Auditor
RE: Write-off of delinquent accounts from active accounts receivable

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

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

ANALYSIS/FINDINGS: There are 14 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$4,845.98 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 \$4,845.98 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

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



Board of Commissioners

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

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On March 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	6	\$145.62
\$51 - \$100	0	\$0.00
\$101 - \$200	2	\$344.97
\$201 - \$300	0	\$0.00
Over \$300	6	\$4,355.39
TOTAL	14	\$4,845.98

Approval, Board of Commissioners

 Dan Toepper
 Secretary

PUD Calendar

March 21, 2023

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

April 4, 2023, BOC Regular Meeting 3:00 PM, 310 Four Corners Rd and per ZOOM

April 12-14, WPUDA Association Meeting, WPUDA Olympia

April 18, 2023, BOC Regular Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

April 21, 2023, Special Meeting, 10:00-12:00, TBD

Received	From	Subject	Size
Wednesday			
Wed 10:03 PM	Joe A. Kunzler	In case any of you believe Schumaker	40 KB
Hi there; Just doing a nice low and loud flypast of the Brotherton Bunker also known as the Jefferson County Board of Health.			

AGENDA REPORT

DATE: March 21, 2023
TO: Board of Commissioners
FROM: Will O'Donnell
RE: Invitation to Bid for Broadband Outdoor Network Equipment

BACKGROUND: As part of JPUD's effort to supply fiber internet access to our rural residents, staff are working to prepare and construct a new core network. The core network begins with our dual redundant data centers at 310 Four Corners and 191 Otto Street. It then extends to multiple substations around the county where additional core network equipment will be housed for the purposes of serving nearby homes and businesses. The structures housing the core network equipment at the substations will be of two types: either a small building, or a cabinet-type enclosure. This bid is for cabinet-type enclosures.

ANALYSIS: The outdoor network enclosure houses the PON electronics and other components to facilitate the passive optical network. This enclosure is necessary to begin broadband services once the mainline construction commences. The first cabinet will be installed at the Discovery Bay substation.

FISCAL IMPACT: The estimate for the enclosure and components is \$42,000.
(Per RCW 54.04.080 No contract shall be let for more than fifteen percent in excess of the estimated cost of the materials or work.)

RECOMMENDATION: Approve a motion to authorize the General Manager to solicit formal bids for the purchase of Outdoor Network Equipment.



**INVITATION TO BID
Bid Number 23BB0801**

BIDS FOR:

For Publication on March 29, 2023 and April 5, 2023

**Jefferson County Public Utility District No. 1
OUTDOOR NETWORK ENCLOSURES**

Estimated bid price (not including sales tax) \$42,000.00

Sealed bids will be received by JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1, on or before 2:30 p.m. Wednesday, April 19, 2023. If mailed, to its office at 310 Four Corners Road, Port Townsend, WA 98368, Attn: Karen Abbott, Broadband Administrative Assistant. If hand delivered, to its office at 191 Otto Street, Port Townsend, Washington, 98368, Attn: Karen Abbott, Broadband Admin Assistant. The proposals will be publicly opened and read at 3:00 p.m. at its office at 191 Otto Street, Port Townsend, WA 98368 for furnishing the following:

Outdoor Network Enclosure. For the purposes of housing Calix PON electronics, splitter cartridges, and distribution panels for up to 1,152 customer connections with a dc rectifier system providing battery back-up and a receptacle for a back-up generator connection.

Prospective bidders are hereby notified that they are solely responsible for ensuring timely delivery of their bid to the District on or before the bid submission date and time indicated.

Jefferson County PUD No. 1 is an RUS borrower and an equal opportunity provider and employer.

Each bid must be accompanied by a Bid Bond, Certified Check, or Cashier's Check executed by a State licensed surety company made payable to Jefferson County Public Utility District No. 1 in an amount equal to five percent (5%) of the Bid.

All bid documents may be obtained from the District office at 191 Otto Street, Port Townsend, WA 98368, or via the District's website at jeffpud.org/projects-studies/. Please direct any questions related to this bid to Karen Abbott, Broadband Administrative Assistant at 360-379-5824 or via email at kabbott@jeffpud.org.

The District reserves the right to reject any or all bids, or any portion of any bid or to waive any formality or technicality in any bid in the interest of the District. Preference consideration may be given to domestic manufacturers.

This project is partially funded by federal award number 53-08-12209 (BIP NTIA) awarded to Washington State Broadband Office by the U.S. Department of the Commerce.

Small, Minority and Woman-owned firms are encouraged to submit bids.

Dated: _____, 2023

Dan Toepper, Secretary of the Board



**SECTION I
NOTICE AND INSTRUCTIONS TO BIDDERS
BID NUMBER 23BB0801**

1. CALL FOR BIDS

Sealed bids will be received by JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1, on or before 2:30 p.m. Wednesday, April 19, 2023. If mailed, to its office at 310 Four Corners Road, Port Townsend, WA 98368, Attn: Karen Abbott, Broadband Administrative Assistant. If hand delivered, to its office at 191 Otto Street, Port Townsend, Washington, 98368, Attn: Karen Abbott, Broadband Admin Assistant. The proposals will be publicly opened and read at 3:00 p.m. at its office at 191 Otto Street, Port Townsend, WA 98368.

Jefferson County PUD No. 1 is an RUS borrower and an equal opportunity provider and employer.

2. SCOPE OF WORK

The Material to be purchased consists of:

Outdoor Network Enclosure, per the attached technical specification (SECTION III), for the purpose of housing Calix PON electronics, splitter cartridges, and distribution panels for up to 1,152 customer connections, a dc rectifier system with battery back-up, and a receptacle for a back-up generator connection.

3. AVAILABILITY OF CONTRACT DOCUMENTS

Contract documents are on file and written copies available in the District's main office, 191 Otto Street, Port Townsend, Washington. Electronic copies are available for download on the District's website at jeffpud.org/projects-studies/.

4. SUBMISSION OF PROPOSAL

Proposals must be delivered in a sealed envelope addressed to the District, plainly marked on the outside of each bid envelope "SEALED BID." **If mailed, they should be sent to 310 Four Corners Road, Port Townsend, Washington 98368, Attn: Karen Abbott, Broadband Administrative Assistant.** The name and address of the Bidder and the date and hour of the opening of bids must appear on the envelope in which the Proposal is submitted. Proposals must be completed in ink or typewritten. No alterations or interlineations will be permitted, unless made before submission and initialed and dated.

5. BID SECURITY

Each proposal shall be accompanied by a Certified Check or Cashier's Check payable to the order of the District for a sum not less than (5%) five percent of the amount of the bid, or accompanied by a Bid Bond in an amount not less than (5%) five percent of the total bid with a Corporate Surety licensed to do business in the State of Washington, conditioned that the Bidder will pay to the District as liquidated damages the total amount specified in the Bond unless entering into a contract in accordance with the bid and furnishing a Performance

Bond for not less than (100%) One Hundred percent of the contract price within (10) ten calendar days of being notified as being the successful bidder, as required by Section 54.04.080 R.W.C.

If a proposal is not accepted, the Certified Check, Cashier's Check, or Bid Bond will be returned within (30) thirty calendar days after bid opening to the Bidder furnishing same, except that of the successful Bidder shall be retained until a contract is entered into and a Performance Bond furnished as mentioned above.

If the successful Bidder fails to enter into a contract and furnish the Bond within (10) ten calendar days of the date of being notified as being the successful Bidder, the check or Bid Bond and the amount thereof shall be forfeited to the District. No Bidder shall be permitted to withdraw a bid within a period of (30) thirty calendar days after the actual date on which the bids were opened.

6. BID EVALUATION

The District will evaluate bids received for responsiveness and will evaluate the responsibility of the Bidder along with the pricing provided on the bid form. Bid award is subject to Commission approval.

Bids will be reviewed based on price, completeness and contributed design details that illustrate the Vendor's understanding of the requested scope of work or that enhance performance/aesthetics of the proposed work as well as warranties and manufacturer's cancellation policy.

Bids which contain or are conditioned upon different terms provided by the Bidder shall be rejected as non-responsive. Any bid which attempts to disclaim liability for the Bidder's negligence or disclaim liability for damage, which arises from Bidder's acts to person or property, shall be deemed non-responsive.

The District reserves the right to reject any and all alternative offers or bids, without further explanation, and to accept an alternative or bid which will, in their sole and absolute judgment, under all circumstance best serve the interest of the District.

7. EXECUTION OF CONTRACT

The Contract, when executed, shall be deemed to include the entire agreement, or any portion thereof, between the parties thereto, and the Vendor shall not claim any modification thereof resulting from any representation or promise made at any time by any officer, agent, or employee of the District or by any other person.

8. PROPOSAL IRREGULARITIES OR ERRORS

The District reserves the right to waive minor irregularities or minor errors in any Proposal if it appears to the District that such irregularities or errors were made through inadvertence. Any such irregularities or errors so waived must be corrected on the Proposal in which they may occur prior to the execution of any contract that may be awarded thereon.

9. EQUIVALENT MATERIALS

Proposals for equivalent materials may be considered by the District if detailed information furnished by the Bidder shows that such materials substantially comply with the specifications herein.

10. SUBMITTAL DATA

Complete Outdoor Network Equipment data and specifications shall be furnished with all bids. The winning bidder will be required to submit an electronic version upon notice of award as well.

11. EMPLOYER'S IDENTIFICATION NUMBER

In carrying out the requirements of Presidential Executive Order 10936, the Bidder must furnish with the Bid, the firm's Employer's Identification Number. This is the number which is used by companies when filing their "Employer's Quarterly Federal Tax Return," U.S. Treasury Department Form 941.

In addition, the Vendor must be registered in SAM.gov with no active exclusions.

12. DELIVERY DATE

The delivery date shall be as soon as possible (as indicated by the Bidder in the Proposal). Delivery date may be used as a factor in deciding the award of the Contract.

13. CONTRACT NUMBER

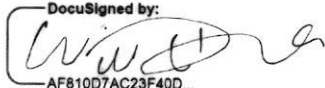
At the time of the execution of the Contract, a contract number will be assigned by the District to identify the Contract. All shipments and documents relative to this Contract should be plainly marked with this number for identification purposes.

14. PUBLIC RECORDS ACT

The District is subject to the disclosure obligations of the Washington Public Records Act of RCW 42.56. The Bidder expressly acknowledges and agrees that its Bid and any information Bidder submits with its Bid is subject to public disclosure pursuant to the Public Records Act or other applicable law and the District may disclose Bidder's proposal and/or accompanying information at its sole discretion in accordance with its obligations under applicable law.

PUBLIC UTILITY DISTRICT NO. 1
OF JEFFERSON COUNTY

By: 
DD02775FB8DD420...
Kevin Streett
General Manager


AF810D7AC23F40D...
Will O'Donnell
Communications & Broadband Director

Dated: 3-15-23



SECTION II
PROPOSAL
BID NUMBER 23BB0801

To: Public Utility District No. 1 of Jefferson County
310 Four Corners Road
Port Townsend, WA 98368
(hereinafter called the "District")

From: _____
Name of Bidder

The undersigned (hereinafter called the "Vendor") hereby proposes to sell and deliver to the District, upon the terms and conditions stated in the contract documents of which this Proposal is a part: **Outdoor Network Equipment** (hereinafter called the "Material") specified herein.

1. The price of Material set forth herein shall include the cost of delivery to the District's warehouse located at 310 Four Corners Road, Port Townsend, WA 98368.
2. Delivery: Estimated delivery date may be considered in awarding the bid.
3. Material: Proposed price and delivery:

Outdoor Network Enclosure, per the attached technical specification (SECTION III), for the purpose of housing Calix PON electronics, splitter cartridges, and distribution panels, with a dc rectifier system with battery back-up and a receptacle for a back-up generator connection.

CONTRACT TOTAL COST: \$ _____
(Do not include Washington State Sales Tax)

Delivery Date of Material: _____

4. All Bidders will be notified of any changes in the contract documents by way of Addendum. Receipt of the addendums must be acknowledged in this bid proposal.

I/We acknowledge receipt of the following Addenda:

<u>Addenda No.</u>	<u>Date Received</u>
_____	_____
_____	_____

Alternate Bid Provisions and Specifications: (Complete descriptive literature must accompany all alternate bids.)

VENDOR INFORMATION:

Employer's Identification Number (the number used by companies when filing their Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941):	
SAM.gov Unique Entity Identification Number	

Mailing Address:	
Street Address:	
Telephone Number:	
FAX Number:	
E-Mail Address:	

Attached hereto is a Certified Check, Cashier's Check, or Bid Bond in the amount of

_____ Dollars (\$_____)
drawn in favor of Public Utility District No. 1 of Jefferson County, this amount being not less than five percent (5%) of the total bid.

Bidder: _____

By: _____

Title: _____

Date: _____

Jefferson County PUD

2023

Broadband Fiber Optic FTTP Outdoor Network Enclosure

Revision 0

SECTION III
TECHNICAL SPECIFICATIONS
BID NUMBER 23BB0801

Rev	Description	Date	Init.	App.
0	Drafted	2/27/2023	EAP	

Broadband Fiber Optic FTTP Outdoor Network Enclosure

Jefferson County PUD

Table of Contents

- 1. General Scope 2
- 2. Applicable Codes and Standards 2
- 3. Technical Specifications..... 2
- 4. Testing 3
- 5. Marking and Identification 3
- 6. Packaging..... 3

1. General Scope

1.1. This specification covers outdoor network enclosures intended for use with broadband fiber optic utilities.

2. Applicable Codes and Standards

2.1. Except where explicitly stated, the enclosure shall meet all applicable requirements, including methods of testing, of the following industry standard:

Agency	Standard	Title	Year
NFPA	NFPA 70	National Electric Code (NEC)	2023
IEEE	IEEE-C2	National Electrical Safety Code (NESC)	2023
Telecordia	GR-487	Generic Requirements for Electronic Equipment Cabinets	2022
UL	UL-60950	Information Technology Equipment – Safety – Part 1	2019
UL	UL-50	Enclosures for Electrical Equipment, Non-environmental Considerations	2020
NEMA	NEMA Ratings	Environment and withstand capabilities of electrical enclosures	

3. Technical Specifications

3.1. Cabinet details:

3.1.1. The enclosure shall be NEMA 3 or 4 rated to prevent dust and water intrusion and shall be compliant with GR-487, UL-60960, and UL-50, latest revisions.

3.1.2. The enclosure shall be compartmentalized for safety, including a separate vented battery compartment, which shall incorporate a riser to support a second battery string.

3.1.3. Enclosure doors shall utilize a handle-latching mechanism.

3.1.4. Enclosure doors shall be securable with a padlock.

3.1.5. Separate enclosure chamber with ability to install fiber termination inserts as listed below:

- Mount up to 576 SC/APC connector fiber terminations in 12-port increments.
- 24 feeder ports
- Up to 18 integrated PON splitters, cassette type.

3.1.6. Enclosure shall be furnished with:

- environmental and intrusion alarm systems. (Refer to section 4.1.5)
- 23-inch front and rear equipment racks for use with 19" rack mounted equipment. Equipment racks shall have a minimum 32 RU total mounting space for equipment. A minimum 16 RU per side.
- mechanical support for high-density fiber plant terminations.
- Copper ground bar.
- 120/240VAC load center, minimum 60A capacity, UL-listed.
- AC service disconnect breaker, AC surge suppressor.
- Redundant AC supplies to DC power system
- 120VAC GFCI convenience outlets
- Compact DC power system. 220/240 VAC input, reconfigurable to 110/120VAC, 20A rectifier modules

- 170AH battery reserve capacity (NSB 170FT); up to 340AH capacity with second-string riser option.
- provisions for mounting an AC meter on enclosure.
- 1800W. 6000BTU Door-mounted Air Conditioner Module.
- Battery Heater Kit.
- Zone 4 seismic protection kit.
- Battery string and installation kit, copper protection and splicing.

3.1.7. Alarm relays

- | | |
|--------------------------|------------------------------|
| ○ AC Fail | ○ Current Share |
| ○ High Voltage Warning | ○ Single Rectifier Failure |
| ○ High Voltage Shut Down | ○ Multiple Rectifier Failure |
| ○ Battery on Discharge | ○ System Communication |
| ○ LVD Warning | ○ High Temperature |
| ○ LVD Open | ○ Thermal Runaway |
| ○ Distribution Open | ○ Battery Test Failure |
| ○ Redundant Capacity | |
| ○ DC Disconnect | |

3.2. Enclosure shall be outfitted with a generator receptable (Hubbell), 50A; L14-50R receptable. Generator cable shall be L14-50R at one end and CS6364 at the other. N+1 Rectifier redundancy; 30A or 20A modules.

3.3. Vault details:

3.3.1. Vault construction shall match the specifications as listed in the accompanying documentation.

3.3.2. Vault lid shall be split-lid type for ease of operation. If cabinet is to be mounted directly over the vault, the lid shall be specifically designed for the cabinet.

3.4. Concrete Pad details:

3.4.1. The concrete pad may either be pre-cast or site-cast.

3.4.2. The concrete pad shall follow a template to accommodate conduit entry into the enclosure.

3.4.3. The concrete pad shall have provisions for either a free-standing cabinet bolted directly to the pad, or provisions for an H-frame and mounting the cabinet through wall-mounting hardware.

4. Testing

4.1. No testing or test reports are required for this specification.

5. Marking and Identification

5.1. Adhesive schematic of AC schematic between enclosure compartments shall be attached to the inside of the enclosure door.

6. Packaging

Enclosure and loose parts shall be wrapped for transport to prevent incursion of road debris during shipping. Upon receipt, the shipment will be stored in an uncovered yard.



**SECTION IV
CONTRACT
BID NUMBER 23BB0801**

THIS AGREEMENT is made and entered into between **JEFFERSON COUNTY PUBLIC UTILITY DISTRICT NO. 1** (hereinafter called the "District") and _____ (hereinafter called the "Vendor").

WITNESSETH: That the District and the Vendor, in consideration of the payments hereinafter mentioned, agree as follows:

**ARTICLE I
CONTRACT DOCUMENTS**

The complete Contract includes the Invitation for Bids, Notice and Instructions to Bidders, the Proposal, Specifications for Material, Contract, and all modifications incorporated in these Documents before their execution. The foregoing documents shall hereinafter be called "Contract Documents." All obligations of the District and the Vendor are fully set forth and described herein.

In the event of a discrepancy between any of the Contract Documents, as above defined, at the request of the Vendor, the District shall give a written interpretation thereof, which interpretation shall govern.

**ARTICLE II
CONTRACT COST**

The Vendor agrees to sell and deliver to the District, at the delivery point specified in this Contract, and the District agrees to purchase from the Vendor, the following Material in accordance with the Contract Documents and the provisions of the Vendor's Proposal attached hereto and made a part hereof:

Outdoor Network Equipment

\$ _____

Note: Washington State Sales Tax is not included in the contract price; however, appropriate taxes will be applicable on purchase.

Alternate Bid Provisions and Specifications:

(INSERT ALTERNATE PROVISIONS/SPECS HERE OR DELETE PARAGRAPH)

ARTICLE III
PERFORMANCE BOND

The Vendor agrees to furnish a bond in the penal sum not less than the bid cost of the Material, on an appropriate form, with a Surety or Sureties acceptable to the District. In the event that the Surety or Sureties on the performance bond delivered to the District shall at any time become unsatisfactory to the District, the Vendor agrees to deliver to the District another or an additional bond. Should the successful Bidder fail or refuse to execute such counterparts or to furnish a Performance Bond within ten (10) days after written notification of the acceptance of the Proposal by the District, the Bidder will be considered to have abandoned the Proposal. In such event, the District shall be entitled (a) to enforce the bid bond in accordance with its terms, or (b) if a certified check has been delivered with the Proposal, to retain from the proceeds of the certified check the difference (not exceeding the amount of the certified check) between the amount of the Proposal and such larger amount for which the District may in good faith contract with another party to furnish the Material. The term "successful" Bidder shall be deemed to include any Bidder whose Proposal is accepted after another Bidder has previously refused or has been unable to execute the Bond.

ARTICLE IV
SHIPMENT AND DELIVERY

The Vendor shall deliver the Equipment F.O.B. to the District's material yard at 310 Four Corners Road, Port Townsend, Washington 98368. The Vendor shall bear the risk of any loss, deterioration, or damage until the Equipment is delivered and accepted by the District as herein required.

On the same day that any shipment to the District is originated, a transmission, including the following, shall be forwarded to the District:

1. Packing List (each shipment must include a packing list)
2. Bill of Lading

The date of shipment shall be defined as the date the bill of lading is signed by the carrier. The District shall, upon receipt of such Materials, make final payment therefore to the Vendor not later than ninety (90) days after delivery and acceptance of all the Materials.

Any change in delivery date shall be reported immediately by telephone, followed by a written confirmation and explanation thereof. The delivery date shall be extended for the period of any reasonable delay due exclusively to causes beyond the control and without the fault of the Seller.

The District shall be notified as to the whereabouts of the material 48 hours prior to the scheduled arrival at the destination point.

Warehouse receiving hours are Monday through Friday 8:30 a.m. to 2:00 p.m. Failure to deliver prior to 1:00 p.m. may not guarantee unloading until the next day. Failure to deliver prior to 1:00 p.m. on a Friday will not guarantee unloading until the following Monday. Layover costs will be paid by the Vendor.

ARTICLE V
PAYMENT AND INVOICING

Upon the shipment of any equipment hereunder, the Vendor shall submit a detailed invoice, in duplicate, of the equipment shipped. Within 30 days after delivery of the equipment, the District shall make payment therefore to the Vendor.

Invoices shall be submitted to:

Jefferson County PUD
Attn: Accounts Payable
310 Four Corners Road
Port Townsend, WA 98368

ARTICLE VI
REJECTION OF MATERIALS

The Materials furnished hereunder shall become the property of the District when delivered at the point to which shipment is to be made; provided, however, that the District may reject any such Materials as do not comply with the Specifications for Materials and Warranties of the Contractor and Manufacturers either before or after incorporation of such Materials into the Project. Upon any such rejection, the Contractor shall replace the rejected Materials with Materials complying with the Specifications for Materials and Warranties, f.o.b. at the destination stated in Contractor's proposal for the item(s). No payment shall be made for such rejected Materials until they have been replaced to the satisfaction of the District's Engineer by the Contractor.

ARTICLE VII
DEFECTS ARISING IN ONE YEAR AND REMEDIES

The Vendor shall be responsible for correcting all defects in workmanship and material within one (1) year after acceptance of this work. When corrections of defects are made, Vendor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one (1) year after acceptance of the corrections by the District. The Vendor shall start work to remedy such defects within seven (7) days of mailing notice of discrepancy thereof by District and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the District, in which case the cost shall be borne by the Vendor. In the event the Vendor does not accomplish corrections at the time specified, the work will be otherwise accomplished, and the cost of same shall be paid by the Vendor.

The Vendor shall be responsible for any expenses incurred by the District resulting from defects in the Vendor's work, including actual damages; cost of materials and labor expended by District in making emergency repairs; and cost of engineering, inspection, and supervision by District.

ARTICLE VIII
MANUFACTURERS GUARANTEES

All manufacturers' guarantees of Materials shall be transferred and assigned to the District upon delivery of any Materials and before payment is made for such Materials. Such guarantees shall be in addition to those required of the Vendor by other provisions of this Contract.

ARTICLE IX
INDEMNITY

The Vendor shall hold harmless and indemnify the District from any and all claims, suits, and proceedings for infringement of any patent or patents covering Materials purchased hereunder.

ARTICLE X
WAIVER OF DEFAULT

No term or provision of this contract shall be deemed waived, and no breach excused unless such waiver or consent is in writing and signed by the party claimed to have provided such waiver or consent. No waiver by either party of any right, failure to perform, or of any breach by the other party hereunder shall constitute a waiver of any other right hereunder or of any other breach or failure by such other party, whether of a similar nature or otherwise.

ARTICLE XI
DISPUTE RESOLUTION

This contract and the performance thereof shall be governed, interpreted, construed, and regulated according to the provisions of the Uniform Commercial Code as they are in effect in the laws of the State of Washington as of the date of this contract. The venue for any legal action arising from this contract shall be in the Superior Court of Jefferson County. If any claim, at law or otherwise, is made by either party to this contract, the prevailing party shall be entitled to its costs and reasonable attorney fees incurred thereby.

ARTICLE XII
GENERAL

This contract represents the entire agreement between the parties hereto and a final expression of their agreement, and supersedes all prior agreements, representations, understandings, or negotiations with respect to the matters covered by this contract. If any term, provision, condition, or covenant of this contract is held to be invalid, void, or unenforceable, the rest of the contract shall remain in full force and effect and shall in no way be affected, impaired, or invalidated. Neither this contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by the Vendor without the prior written consent of the District.

ARTICLE XIII
TERMINATION OF CONTRACT

In the event that any of the provisions of this Contract are violated by the Vendor or by any of the Vendor's subcontractors, the District may serve written notice of intention to terminate such Contract upon the Vendor, which notice shall specify the reasons, therefore. Unless within ten (10) days after serving such notice upon the Vendor such violation shall cease and an arrangement for the correction thereof satisfactory to the District be made, the Contract shall, upon the expiration of the said ten (10) days, cease and terminate. In the event of any such termination, the District may purchase the Materials necessary for complete performance of this Contract for the account and at the expense of the Vendor, and the Vendor shall be liable to the District for any excess cost occasioned thereby.

Vendor

By _____

Title _____

Dated _____

PUBLIC UTILITY DISTRICT NO. 1
OF JEFFERSON COUNTY

By _____
Kevin Streett, General Manager

Dated _____

SAMPLE



AGENDA REPORT

DATE: March 21, 2023
TO: Board of Commissioners
FROM: Scott Bancroft, Operations Director
RE: Tree Trim Policy Revision
RECOMMENDATION: Approve Tree Trim Policy Revision

SUMMARY: WAC 296-45-045 states: “All electric utilities and entities operating transmission and distribution facilities within the State of Washington must design, construct, operate, and maintain their lines and equipment according to the requirements of the 2017 National Electrical Safety Code (NESC) (ANSI-C2), parts (1), (2), and (3). NESC Rule 218 states: “Vegetation that may damage ungrounded supply conductors should be pruned or removed; Vegetation management should be performed as experience has shown to be necessary.” The suggested revisions add clarity to the tree trim policy and visuals for customers to understand the trimming PUD is committed to perform. New areas added to the policy are Purpose, Responsibilities, General Line Clearance, Site Clean-up, Customers Tree Trimming Responsibility, added definitions and appendices.

BACKGROUND: The Jefferson County PUD Board of Commissioners approved a tree trim policy revision in 2020. Since the tree trimming policy is a living document it should be reviewed and revised as needed to reflect any changes in State/Federal regulations, advances in technology and changes to operational circumstances.

FISCAL IMPACT: One of the leading causes of power outages in our service territory are trees. Properly trimming and removing trees on or near PUD overhead conductor will save the district money from costly outages and provide a more reliable service to our customers.

RECOMMENDATION: Approve the recommended revisions to the Jefferson County PUD tree trimming policy.

Thank you.



Board of Commissioners:

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

Kevin Streett, General Manager

SUBJECT: Right-of-Way Utility Vegetation Management (UVM)

OBJECTIVE: To state the policy regarding vegetation management

PURPOSE:

This procedure has been developed to implement the guidelines for Rights of Way with regards to trees and vegetation. Trees in both rural and urban settings are a vital element of the quality of life. However, when tree limbs come in contact with power lines, it is dangerous and electric service can be impaired. As part of Jefferson County PUD (JPUD) obligation to provide safe, reliable electrical service to customers, this procedure is designed to keep tree limbs and shrubs safely away from power lines.

RESPONSIBILITIES:

JPUD is authorized by RCW 64.12.035 to trim or remove any tree or vegetation that poses an imminent hazard to the general public or is a potential threat that could damage electric facilities. PUD is responsible for trimming trees and vegetation around its energized power lines, utility poles and pad-mount transformers to obtain clearance.

Washington Administrative Code (WAC) 296-45-045 states: All electric utilities and entities operating transmission and distribution facilities within the state of Washington must design, construct, operate, and maintain their lines and equipment according to the requirements of the 2017 National Electrical Safety Code (NESC). The employer must ensure that climbing spaces is provided on all poles and structures. The climbing space must meet the requirements of the 2017 National Electrical Safety Code.

GENERAL LINE CLEARANCE:

Trees are a major contributor of electric service interruptions nationwide. A power outage occurs when there is direct contact between two conducting lines (phase to phase) or by providing a path for electricity to travel to the ground. There are several ways that vegetation and trees can cause power outages.

- First, left to grow without intervention, many tree species naturally grow or sway into power lines and provide direct paths for electricity to travel to the ground from energized lines.

- Second, a power line can sag and sway under certain conditions, causing direct contact or a flashover that occurs when electricity arcs from an energized line to a near-by tree.
- Third, snow and windstorms can break limbs or topple entire trees onto lines, poles, or other equipment.

Regardless of the causes, power outages occur when the flow of electrical power is impeded by vegetation conflicts with energized wires.

The National Electric Safety Code (NESC) Rule 218 is the most widely adopted and referenced set of guidelines for Utility Vegetation Management (UVM). The rule states: Trees that may damage ungrounded supply conductors should be pruned or removed. Note: Normal tree growth, the combined movement of trees and conductors under adverse weather conditions, voltage and sagging of conductors at elevated temperatures are among the factors to be considered in determining the extent of trimming required. Where trimming or removal is not practical, the conductor should be separated from the tree with suitable materials or devices to avoid conductor damage by abrasion and grounding of the circuit through the tree. At line crossings, railroad crossings, and limited-access highway crossings the crossing span and the adjoining span on each side of the crossing should be kept free from over-hanging or decayed trees or limbs that otherwise might fall into the line.

JPUD follows the American National Standard Institutes A-300 performance standards for the care and maintenance of trees, shrubs and other woody plants. Tree pruning is done to provide adequate clearance from JPUD primary electric facilities. If practical, trimming methods will be based on procedures and examples set forth by ANSI A-300. As a general rule, trees should be pruned or removed to improve or re-establish the clearance provided from previously performed right of way maintenance.

JPUD attempts to maintain a seven-year trim cycle at the expense of the District. The exact amount of clearance needed in a given area depends on the voltage of the line and type of line construction. Line sag during temperature extremes, as well as wind movement of power lines and tree species also must be taken into consideration. The following guides have been established for Transmission and Distribution line right of way clearing per PUD specifications following NESC rule 218,

Generally, any limb within ten (10) feet of distribution electrical line conductor or fifteen (15) feet from transmission lines will be cut back. Because proper pruning techniques require cutting at certain points, branches will be cut at a main branching point, or at the trunk, leaving no stub. This may mean the branch is cut more than stated in our standards from the line conductor, but it helps preserve the health of the tree.

Generally, any limb within fifteen (15) feet above the line will be removed. Certain main branches on older trees may remain inside the minimum clearance, but this depends on

the health of the tree, direction of growth and likelihood of its limbs reaching the lines. **Please review Appendix A Illustrations.**

Rural Utility Service Bulletin 1728F-803 states: The right-of-way shall be prepared by removing trees, clearing underbrush, and trimming trees so that the right-of-way is cleared close to the ground and to the width specified. However, low growing shrubs, which will not interfere with the operation or maintenance of the line, may be left undisturbed if so directed by the owner. Slash may be chipped and blown on the right-of-way if so specified. The landowner's written permission shall be received prior to cutting trees outside of the right-of-way. Trees fronting each side of the right-of-way shall be trimmed symmetrically unless otherwise specified. Dead trees beyond the right-of-way which would strike the line in falling shall be removed. Leaning trees beyond the right-of-way which would strike the line in falling and which would require topping if not removed, shall either be removed or topped, except that shade, fruit, or ornamental trees shall be trimmed and not removed, unless otherwise authorized. Jefferson County PUD right-of-way easements for distribution is ten (10) feet wide. Jefferson County PUD transmission right-of-way is varied from forty (40) feet wide to one hundred eighty (180) feet wide.

NESC 236 Climbing Space. Climbing space is an unobstructed, vertical space along the side or corner of the pole. In general, it consists of an imaginary box, 30-inches square, extending at least 40 inches above the highest communications cable or other facility and 40 inches below the lowest communication cable or other facility, but may be shifted from any side or corner to any other side or corner. Support arms are not considered to obstruct the climbing space.

To provide a safe workplace for PUD personnel PUD requires a minimum of five (5) foot open space around each PUD owned utility pole. WAC 296-45-045 states: *The employer must ensure that climbing space is provided on all poles and structures. The climbing space must meet the requirements of the 2017 National Electrical Safety Code (NESC)* **Please review Appendix B Illustrations.**

PLANTING TREES OR MOVING TREES:

- A. Customers should consider the mature canopy size of trees to be planted on their property. No tree shall be planted that will interfere with distribution or transmission lines when fully grown. Trees that will grow taller than fifteen (15) feet shall be planted at least ten (20) feet away from pole center for single phase distribution lines and twenty (20) feet away from pole center for multiphase distribution lines. If a customer's tree is in violation of the required distance, the customer will receive a Tree Transplanting Notice- see **Appendix C**, from the PUD informing them of the violation allowing them to address the issue timely.
- B. Trees shall not be planted within forty (40) feet of pole center for transmission lines. Trees planted closer than this distance may be removed by the PUD.

- C. Customers and contractors should contact 811 to locate underground utilities to avoid personal harm and damage to the lines and interruption of electrical service when planting or moving trees. Customers and contractors will be responsible for paying repair costs for lines that are damaged due to digging.
- D. Customers shall not plant trees within ten (10) feet of underground cable. Necessary repair of underground lines could cause damage to trees planted near the cable. When planting around pad mount transformers or junction boxes, all vegetation shall be planted at least three (3) feet away from all sides and ten (10) feet away from the access panel. **Please review Appendix D Illustration.**
- E. Trees less than ten (10) feet in height growing near the overhead distribution or transmission may be moved or cut down by the customer to reduce potential safety and service hazards. A customer shall not risk his/her safety by cutting or moving trees taller than ten (10) feet located near primary power lines.

II. TREE REMOVAL AND PRUNING

- A. The PUD is responsible for maintaining tree clearance only on primary power lines. Responsibility for tree clearance on customer secondary lines belongs to the customer. When the line belongs to the customer, hiring of a professional tree service is recommended to ensure customer safety and prevent damage to electric lines.
- B. Trees endangering PUD owned lines may be cut down or pruned by the PUD to eliminate any immediate hazard. Generally, trees less than 8" inches in diameter in rural, forested, and agricultural road right of way corridors will be removed with or without the consent of the property owner.
- C. The PUD will provide vegetation maintenance along primary lines (those between the substation and the service transformer) and PUD owned transmission lines. The appropriate vegetation management practices will be utilized at the discretion of the PUD's Operations Director to achieve required line clearances until the next maintenance cycle. Trees and brush growing within the easement or right-of-way corridor outside of the home landscape will be removed by the PUD. Right-of-way corridors will be managed to the width of the Right of Way easement.

Trees outside the right-of-way or easement corridor, which are dead, dying, structurally defective or otherwise pose a danger of falling on the lines (hazard trees) will also be removed.

Landscape trees located within an established lawn area or are ornamental species growing within the home landscape on private property. Generally, the main trunk of landscape trees should be ten (10) feet or more from the vertical plane of the wires for distribution lines. Landscape trees will be pruned to provide clearance until the next scheduled maintenance cycle. The

pruning distance will depend upon the species, cycle length and location of the tree. Landscape trees requiring repetitive pruning or those which are disfigured while achieving necessary clearance may be selected for removal with the property owner's consent.

To protect the public from electric injury, a minimum safety clearance from uninsulated conductors shall be obtained on all trees, regardless of location. A Safety Clearance Action Threshold has been established and is outlined in **Appendix E**. Safety clearance will be obtained with or without the property owner's consent.

Trees and brush growing in the right-of-way corridor will be cleared to width of the right-of-way. If there are mature trees growing within the landscape right-of-way corridor, they may be trimmed, at the PUD discretion, to prevent possible contact between the trees and conductor in the event of falling trees or line blowout created by wind.

- D. During maintenance cycle work all trimmings that can be reached will be chipped and removed.
- E. When work is necessary because trees have caused a power outage or because trees have died and present a hazard, all debris will be left for disposal by the property owner.
- F. Stump removal will not be performed by the PUD.

SITE CLEANUP

All limbs and debris will be chipped at the trimming site and removed by Jefferson County PUD. Trees larger than six (6) inches in diameter will be cut into eighteen (18) inch long logs and will remain on site.

CUSTOMERS TREE TRIMMING RESPONSIBILITY

Customers are responsible for trimming trees around low voltage secondary service wires on the customers property. Customers must maintain a clear path to the electric meter so PUD employees may regularly access it as part of the customers service agreement. **Please review Appendix F Illustrations.**

III. CHEMICAL APPLICATIONS

- A. Jefferson County PUD uses no chemical applications to manage trees and brush within the right-of-way corridor.

IV. NOTIFICATION

- A. Typically, door-to-door contacts, letter mailed USPS, brochures, door hangars, phone messages, and/or electronic communications explaining policies and practices may be used to notify property owners of vegetation management work.
- B. No advance notice will be given prior to off-schedule work, including the removal of hazard or storm-damaged trees or power restoration activities.

V. DEFINITIONS

- A. Hazard Trees- trees outside the right-of-way corridor, which are dead, dying, structurally defective or otherwise pose a danger of falling on the lines.
- B. Distribution Lines- a distribution line is as generic term for a distribution voltage (2,400 volts to 35,000 volts) line that carries power from a substation to a residence or business. These lines may be overhead or underground.
- C. Line Blowout- the distance a power line can be expected to swing during high wind.
- D. Primary Line – a power line that carries medium voltage power to distribution transformers located near the customers premises.
- E. Secondary Line- lower voltage lines from the distribution service transformer to the customer's service (s). The lines may be overhead or underground and may include equipment such as pole-mount utility secondary connectors.
- F. Transmission Line- a bare, uninsulated, high voltage 69,000 volts to 345,000 volts overhead power line, usually strung from steel towers or tall wood, or metal poles, that carries power for power generation plants to substations.
- G. Right-of Way- Specific and particularly described strip of land, property, or interest therein devoted to and subject to the lawful use, typically for general transportation purposes of conveyance of utilities. A right-of-way can be public or private: it is to be assumed to pertain to both public and private unless it is specifically identified as one or the other.
- H. Easement: A prescriptive right of use over the land of another for a specific purpose providing a non-possessory interest in the property of the landowner and that prohibits the landowner from interfering with the easement holders use of the easement.

I. Prescriptive Easement: An easement upon another real property acquired by continued use without permission of the owner for a period provided by state law to establish the easement.

J. "NESC" National Electric Safety Code.

RESPONSIBILITY:

Employees are responsible for understanding and complying with this policy.

PUD representatives, or other qualified personnel, are responsible for communicating this policy to the customers.

Supervisors are responsible for monitoring and ensuring compliance with this policy.

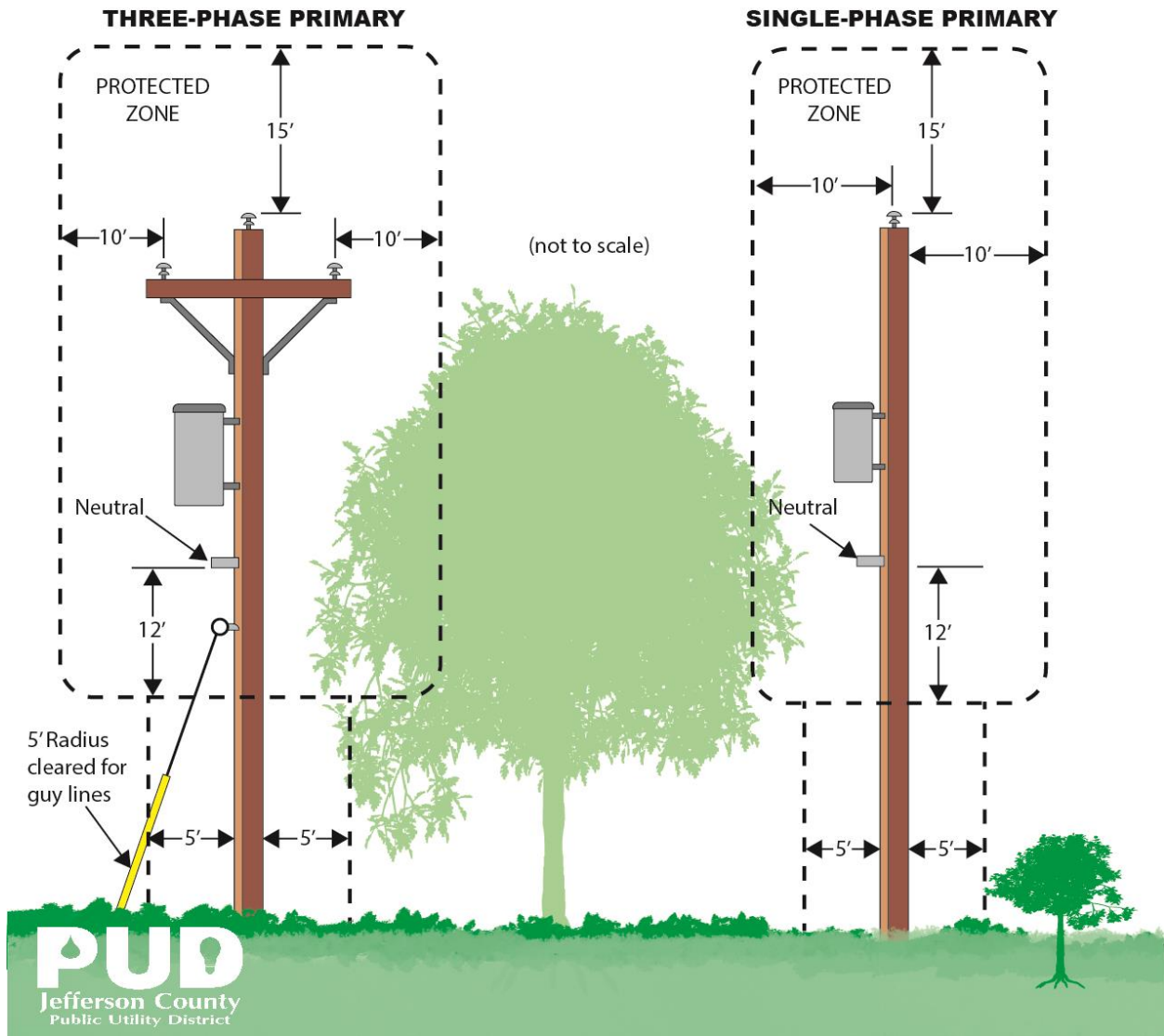
The General Manager is responsible for the overall administration of this policy as it applies to employees.

DRAFT

The PUD reserves the right to change, suspend, eliminate, depart from, or add to all or any part of this policy at any time, with or without prior notice, whenever the board of commissioners or management determines it is in the best interest of the PUD to do so.

DRAFT

APPENDIX A



APPENDIX B

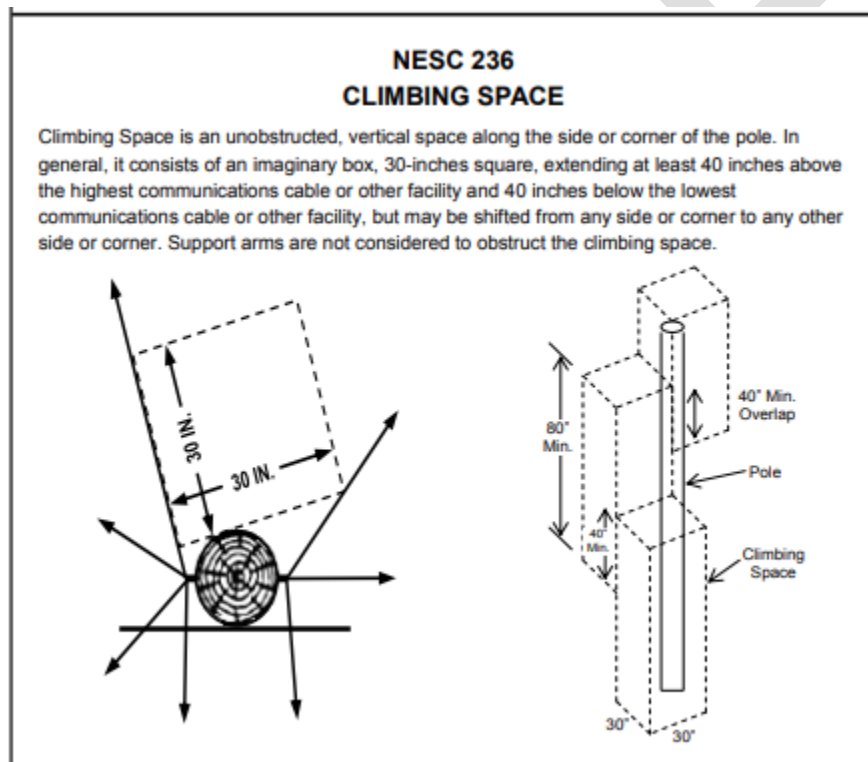
WAC 296-45-045

NESC applicable.

(1) All electric utilities and entities operating transmission and distribution facilities within the state of Washington must design, construct, operate, and maintain their lines and equipment according to the requirements of the 2017 National Electrical Safety Code (NESC) (ANSI-C2), parts (1), (2), and (3).

Note: The department has copies of the NESC available for review at each service location across the state. To purchase a copy, write to:
The Institute of Electrical and Electronics Engineers, Inc. (IEEE, Inc.)
445 Hoes Lane
Piscataway, NJ 08855-1331

(2) The employer must ensure that climbing space is provided on all poles and structures. The climbing space must meet the requirements of the 2017 National Electrical Safety Code (NESC) (ANSI-C2), except that Rule 236H does not apply.





Board of Commissioners:

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

Kevin Streett, General Manager

APPENDIX C

Tree Transplanting Notice

At Jefferson County PUD our priority is to provide safe, reliable electric service at a reasonable cost to customers. One of the most serious obstacles to meeting this goal is vegetation contacting electrical equipment. We work to prevent this problem through our vegetation management program.

To control future maintenance costs, we routinely remove trees that are growing within the electric power line corridor that would otherwise require trimming someday. It is less costly to remove these tall-growing tree species while they are small. Allowing young trees to develop to the stage where removal or repeated trimming is necessary can be expensive and, in some cases, unattractive.

Some of the small trees growing in the electric power line corridor across your property are species that are not compatible with power lines and may pose outage problems in the future. Please help your PUD avoid these reliability concerns by removing the trees or transplanting them to a more suitable location.

Be sure to call 811 before you dig so underground utilities can be located. There is no charge for this service. All equipment, tools, personnel and the trees themselves must remain ten (10) feet or more from energized power lines at all times. Failure to do so could result in damage to electrical equipment, personal injury, or even death. We ask that all holes be filled to prevent potential injury to persons or equipment.

Thank you for your help in controlling maintenance costs and enhancing the reliability of the electric distribution system. We appreciate your understanding and cooperation.

APPENDIX D

Avoid planting closer than 10 feet from the front and 3 feet from the sides of any padmount transformer





Board of Commissioners:

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

Kevin Streett, General Manager

APPENDIX E

Safety Clearance Action Threshold for Distribution Lines.

The Jefferson County PUD Operations Director may, at times exercise professional discretion in adjusting the PUD's vegetation management specifications to any tree-line clearance project. This document will describe the bottom limit of discretion for climbable trees. This boundary is useful to assure that appropriate clearance is achieved to minimize electrical risk to the public.

A critical protection clearance for primary and secondary conductors shall be established when vegetation management work is performed. Upon completion of any tree work on a property, no tree structures or parts may remain that could support the weight of a small child (40 lbs.) within specific protection zones, as herein defined. The protection zone consists of a rectangular shaped area measured ten (10) feet to the side of each conductor, ten (10) feet below the lowest conductor and ten (10) feet above the highest conductor.

Outside of regular maintenance cycles, tree structures or parts capable of supporting the weight of a small child (40 lbs.) and found to exist within these protection zones must receive the highest priority in applying an appropriate remedy.

"Readily Climbable"- A tree with any of the following characteristics:

1. A tree that has branches, branch stubs, or multiple trunks existing within a distance of ten (10) vertical feet from the ground.
2. A tree that has branches, branch stubs, or multiple trunks existing within a distance of ten (10) vertical feet from accessible structures such as wood poles, sheds, trailers, decks, playground equipment, etc.
3. A tree with access into its crown by way of an adjacent tree having similar characteristics as described in #1 and #2 above.
4. Any other conditions, structures or situations which in the opinion of the Operations Director may cause a tree to be "readily climbable".

Trees fitting this definition may have remedies applied such as removing the tree, pruning branches or stubs, cutting selected trunks to create a single trunk tree, removing hand or foot holds, removing structures such as wood piles, sheds, trailers, decks, playground equipment, etc.

APPENDIX F

