

Regular Meeting Agenda

Board of Commissioners

Tuesday, June 20, 2023 3:00 PM

310 Four Corners Rd and per ZOOM

Port Townsend, WA 98368



To join online go to: <https://zoom.us/my/jeffcopud>. Follow the instructions to login. Meetings will open 10 minutes before they begin. TOLL FREE CALL IN #: 833-548-0282, Meeting ID# 4359992575#. Use *6 to mute or unmute. *9 to raise a hand to request to begin speaking.

Page

1. Call to Order

JPUD will be offering both virtual on-line meetings as well as in-person meetings, unless advance notice is provided. 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. 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)

4. Executive Session

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

5. Manager and Staff Reports

For information only, not requiring a vote.

5.1 Financial

5.2 Grant Information

5.3 Reserves

5.4 Priorities Review

6. Commissioner Reports

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 4 - 29

[PUD BOC Regular Meeting Minutes 4-4-23 Draft.pdf](#) 

[PUD BOC Special Meeting 04-25-2023 Draft.pdf](#) 

[PUD BOC Regular Meeting Minutes 5-2-23 Draft.pdf](#) 


[PUD BOC Regular Meeting Minutes 5-16-23 Draft.pdf](#) 

[PUD BOC Regular Meeting Minutes 6-6-23 Draft.pdf](#) 

[PUD BOC Special Meeting 06-07-2023 Draft.pdf](#) 

7.2 Vouchers 30 - 53

[Voucher Approval Form for the Commissioners.pdf](#) 

[Voucher Certification with Supporting Warrant Register & Payroll for meeting .pdf](#) 

7.3 Financial Report 54 - 56

[Agenda Report-Written Off Accounts-6-20-2023.docx](#) 

[Written Off Accounts Motion 6-20-2023.docx](#) 


7.4 Calendar 57

[PUD BOC Calendar June 20, 2023.docx](#) 

7.5 Correspondence Log 58

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 Re-connect Loan Amendment Resolution 59 - 61
[Amending Resolution_Jefferson PUD_ReConnect Loan \(Electric Bond, 2023\)\(101603959.2\).docx](#) 


Action Required:

To approve the amended Resolution

9. New Business

- 9.1 Late Fee Correction Policy 62 - 65
[6.20.23_Agenda Report_CS Policy.docx](#) 

[Draft Resolution 2023_CS Policy Late Fee Correction v.003 Final.docx](#)


[6.20.23_Resolution 2023-XXX Exhibit A_CS Policy Sect 14.3.7_Red Line.pdf](#) 

No Action Required

Information only at this time. For Discussion only.

10. Adjourn



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

**April 4, 2023
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
Jean Hall, Customer Service Director
Scott Bancroft, Operations Director
Samantha Harper, Engineering Director
Annette Johnson, Executive Assistant/Records Officer
Don McDaniel, Consultant
R. Scott Pollock, P.E. Department of Health
SW Regional Engineer – Clark and Jefferson Counties
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 April 4, 2023, to order at 3:00 p.m. Roll call was taken and all three commissioners were present. It was determined there was a quorum. Commissioner Kenneth Collins read the guidelines for virtual and on-line participation.

2. AGENDA REVIEW: General Manager Kevin Streett made a request to remove Item 9.1 RUS Loan documents from the agenda.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
April 4, 2023
Draft Minutes

MOTION: Commissioner Dan Toepper made a motion to accept the agenda as amended. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

3. **EPA LEAD REGULATIONS.** R. Scott Pollock, P.E. Department of Health, SW Regional Engineer – Clark and Jefferson Counties, gave a presentation.

4. **EXECUTIVE SESSION.**

Executive Session. RCW 42.30.140(4)(b) Union negotiations. Time requested was twenty minutes. Went into session at 3:35 p.m. and out of session at 3:55 p.m. No action was taken.

The regular meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 3:55 p.m.

7. **PUBLIC COMMENT:** (out of sequence). No public comment.

5. **MANAGER AND STAFF REPORTS.**

- 5.1 Financials. General Manager Kevin Streett gave a brief financial report.
- 5.2 Grant Information. Communications Director Will O'Donnell gave an update on grants.
- 5.3 Reserves. General Manager Kevin Streett gave a report. There is more money coming from the state.
- 5.4 Priorities Review. General Manager Kevin Streett gave a report.

6. **COMMISSIONERS' REPORTS.**

Commissioner Jeff Randall. Did not give a report at this meeting. He will report at the next Regular Meeting of the Board of Commissioners of the Jefferson County PUD No. 1.

Commissioner Dan Toepper.

- 3/23 Attended EDC Team Jefferson Board retreat. Report.
- 3/28 Attended PUD BOC Special Meeting.
- 3/30 Attended WPUDA Quarterly Water meeting. Report.
- 3/31 Attended the visit of Representative Derek Kilmer at the 191 Otto Street location.
- 4/5 Traveled to Portland to attend PPC meeting.
- 4/7 Will meet with General Manager Kevin Streett.
- 4/11 Will attend PUD's 10th anniversary party.
- 4/12 Will attend NoaNet meeting.
- 4/13 and
- 4/14 Will attend WPUDA meetings.

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Jefferson County PUD
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Commissioner Kenneth Collins.

- 3/24 Met with General Manager Kevin Streett.
- 3/27 Met with Digital Communications Specialist Jameson Hawn.
- 3/28 Attended PUD BOC Special Meeting.
- 3/29 Attended PURMS Executive Committee Meeting. Report.
- 3/31 Met with General Manager Kevin Streett.
- 3/31 Attended the visit of Representative Derek Kilmer at the 191 Otto Street location.
- 4/6 Will meet with General Manager Kevin Streett.
- 4/6 Will be interviewed by the consultant working with Jefferson County on revision of their Strategic Plan.
- 4/7 Will attend JBAT meeting.
- 4/10 Will attend PUD's 10th anniversary party.
- 4/12 thru
- 4/14 Will attend WPUDA meetings.
- 4/14 Will meet with General Manager Kevin Streett.
- 4/14 Will attend PURMS meeting.

8. 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.

8.1 Prior Minutes.

PUD BOC Special Meeting Minutes 12-6-2022 Draft.
PUD BOC Special Meeting Minutes 12-7-2022 Draft.

8.2 Vouchers

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

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #131165 to #131210	\$ 796,351.64	03/16/2023
Accounts Payable: #131211 to #131244	\$ 787,729.35	03/23/2023
Accounts Payable: #131245 to #131245	\$ 443.83	03/24/2023
Payroll Checks: # 71065 to # 71066	\$ 8,391.68	03/17/2023
Payroll Direct Deposit	\$ 183,304.18	03/17/2023

TOTAL INVOICES PAID: \$ 1,749,220.68

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Jefferson County PUD
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WIRE TRANSFERS PAID	AMOUNT	DATE
BPA – purchase power for January 2023	\$1,780,051.00	03/15/2023
GRAND TOTAL	\$3,529,271.68	

8.3 Financial Report.
February 2023 Financials.
2022 Form 7 Submitted 3-28-2023.
Jefferson County PUD 2022 Form 442-2 and 442.3 Signed and Submitted
3-29-2023.

8.4 Calendar.
PUD Calendar April 4, 2023.

8.5 Correspondence Log.
C Log 20230330.

END OF CONSENT AGENDA

9. OLD BUSINESS.

9.1 RUS Loan Documents. Removed from agenda.

10. NEW BUSINESS.

10.1 Loan for Phase 2 Coyle Waterline Replacement Project. 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 accept the 2022 Department of Health Drinking Water State Revolving Fund (DWSRF) Construction Funding award for the Phase 2 Coyle Water Main Improvement Project and authorizing the General Manager to sign the DWSRF loan contract. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

10.2 Construction Contract for Hunt Road Waterline Ext. Project. Engineering Director Samantha Harper gave a report.

MOTION: Commissioner Dan Toepper made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a resolution to awarding the contract for the construction of the Hunt Road Water Line Extension to Marwood General Construction and authorize the General Manager to sign all construction contracts. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

10. ADJOURN. Commissioner Kenneth Collins adjourned the April 4, 2023, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners at 4:49 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

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

**April 25, 2023
Board of Commissioners
Special 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
Samantha Harper, Engineering Director
Scott Bancroft, Operations Director
Annette Johnson, Executive Assistant/Records Officer
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 April 25, 2023, to order at 10:00 a.m. Commissioner Kenneth Collins read the guidelines for virtual and on-line participation. Roll call was taken. All three commissioners were present. It was determined there was a quorum.

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Jefferson County PUD
Board of Commissioners
Special Meeting – Meter Reading and
Meter Replacement Planning
April 25, 2023
Draft Minutes

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. EXECUTIVE SESSION. RCW 42.30.110(1)(a)(i) to discuss with legal counsel representing the agency of potential litigation to which the PUD is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Twenty minutes was requested. Executive session convened at 10:02 a.m. Executive Session ended at 10:23 a.m. No action was taken.

The regular meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 10:23 a.m.

4. MANAGER’S REPORT. General Manager Kevin Streett gave an update on transformers.

5. MINUTES FROM 4-18-2023.

MOTION: Commissioner Dan Toepper made a motion to approve the minutes of the April 18, 2023 meeting of the Jefferson County PUD No. 1 Board of Commissioners. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

6. PRESENTATIONS.

6.1 Financial Update. Finance Director Mike Bailey gave a second quarter financial update

6.2 Broadband Updates. Communications Director Will O’Donnell gave a presentation.

Public Comment: Comment made on competing with other providers.

7. OUTDOOR NETWORK ENCLOSURES BID RESPONSE. Communications Director Will O’Donnell gave a report.

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Jefferson County PUD
Board of Commissioners
Special Meeting – Meter Reading and
Meter Replacement Planning
April 25, 2023
Draft Minutes

MOTION: Commissioner Jeff Randall made a motion to authorize the General Manager of the Jefferson County PUD No. 1 to solicit 3 to 5 quotes for an Outdoor Network Enclosure from the open market. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

8. **ADJOURN.** Commissioner Kenneth Collins declared the April 25, 2023, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 11:33 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

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

May 2, 2023

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
 Jean Hall, Customer Service Director
 Melanie Des Marias, HR Director
 Melissa Blair, Finance Manager
 Scott Bancroft, Operations Director
 Annette Johnson, Ex. Asst. & Records Admin.
 Jameson Hawn, Digital Comm. Specialist
 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 May 2, 2023, to order at 3:00 p.m. Roll call was taken and all three commissioners were present. It was determined there was a quorum. Commissioner Kenneth Collins read the instructions on how to attend the virtual on-line meetings as well as in-person meetings.

2. AGENDA REVIEW.

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

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Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting 3:00 p.m.
 May 2, 2023
 Draft Minutes

3. EXECUTIVE SESSION.

Per RCW 42.30.110(1)(a)(i) to discuss with legal counsel representing the agency litigation or potential litigation to which the agency may likely become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Time needed was 20 minutes. The Executive Session convened at 3:03 p.m. Commissioner Kenneth Collins came out of Executive Session at 3:24 p.m. and requested an additional time approximately 20 minutes. Executive Session reconvened at 3:25 p.m. Executive Session ended at 3:46 p.m. No action was taken.

4. MANAGER AND STAFF REPORTS.

- Customer Service Director Jean Hall gave a report. A customer appealed a billing issue. Consensus was Operations Director Scott Bancroft would be the manager dealing with the appeal.
- General Manager Kevin Streett gave a report. There is a ten-year PUD anniversary coming up.
- General Manager Kevin Streett went over the short-term projects (presentation).
- General Manager Kevin Streett went over the process of hiring an Assistant General Manager.

6. PUBLIC COMMENTS. (out of sequence):

Comment: What was the purpose of shifting the Executive Session time? There was some discussion on this.

Comment: Add to the agenda “public comment will be at 4:00 p.m.”

Comment: There were comments on the advantage of having an Executive Session earlier in the meeting.

5. COMMISSIONERS’ REPORTS. (out of sequence)

Commissioner Jeff Randall.

- 4/20 Spoke with Crystal Ball, Executive Director for Pacific NW Utilities Conference Committee. Report.
- 4/25 Attended PUD BOC Special Meeting.
- 4/26 and
- 4/27 Traveled to Tri Cities for Energy Northwest Board Meeting. Report.
- 5/4 Attended National Rural Electric Cooperative Association Conference. Report.
- 5/4 Will listen in on PPC meeting.
- 6/21 and
- 6/18 to
- 6/21 Will attend APPA National Conference.

Commissioner Dan Toepper.

4/19 Attended contractor lunch. Report.
4/21 Listened in on JBAT meeting.
4/28 Listened in on WPUA legislative update.
4/24 Met with General Manager Kevin Streett.
4/25 Attended PUD BOC Special Meeting.
4/27 Listened in on WPAG meeting. Report.
5/3 and
5/4 Will attend PPC meeting.
5/4 Will attend EDC meeting.
5/5 Will meet with General Manager Kevin Streett.
5/8 Will attend Jefferson Fire Chiefs' meeting.
5/10 and
5/11 Will attend WPUA Telecom workshop and NoaNet meeting.
5/10 and
5/15 thru
5/18 Will attend NWPPA annual meeting in Alaska.

Commissioner Kenneth Collins

4/21 Attended JBAT meeting. Report.
4/21 Met with community members from south county. Report.
4/24 Met with General Manager Kevin Streett.
4/25 Attended PUD BOC Special Meeting.
4/26 Attended PURMS Executive Board meeting. Report.
5/1 Met with General Manager Kevin Streett.
5/5 Will meet with General Manager Kevin Streett.
5/5 Will attend JBAT meeting.
5/11 Will attend PURMS Executive Board meeting.
5/12 Will meet with General Manager Kevin Streett.

Commissioner Collins made the announcement that Jefferson County is looking for a commissioner to sit on the Transit Board.

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 BOC Regular Meeting Minutes 01-03-2023 Draft.
PUD BOC Special Meeting Minutes 01-09-2023 Draft.
PUD BOC Regular Meeting Minutes 01-17-2023 Draft.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
May 2, 2023
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- 7.2 **Vouchers**
Voucher Approval Form for the Commissioners to be signed.
Voucher Certification with Supporting Warrant Register and for Payroll Meeting.
- 7.3 **Financial Report.**
March 2023 Financials.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #131338 to #131375	\$ 763,133.09	04/13/2023
Accounts Payable: #131376 to #131376	\$ 5,182.25	04/14/2023
Accounts Payable: #131377 to #131439	\$1,443,002.45	04/20/2023
Accounts Payable: #131440 to #131440	\$ 132.75	04/21/2023
Payroll Checks: # 71069 to #71070	\$ 6,138.20	04/14/2023
Payroll Direct Deposit:	\$ 188,595.59	04/14/2023

TOTAL INVOICES PAID: \$2,406,184.33

PAYMENT TOTAL \$2,406,184.33

Voided Warrants: 131180 \$1,100.00

- 8.4 **Calendar.**
- 8.5 **Correspondence Log.**
CLOG 20230502.

END OF CONSENT AGENDA

8. OLD BUSINESS.

Public Comment: None.

8.1 Decorative or Commemorative Pole Attachments Requests. General Manager Kevin Streett gave a report. This discussion was tabled pending more information from legal counsel.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
May 2, 2023
Draft Minutes

Public Comment.

- **Comment:** County might lease poles to PUD.
- **Comment:** Port Ludlow is not a government agency.

9. **NEW BUSINESS.** None.

10. **ADJOURN.** Commissioner Kenneth Collins adjourned the May 2, 2023, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners at 5:18 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

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

**May 16, 2023
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
Melanie Des Marias, HR Director
Scott Bancroft, Operations Director
Annette Johnson, Ex. Asst. & Records Admin.
Theresa Giese, Accounting Associate
Jameson Hawn, Digital Comm. Specialist
Don McDaniel, Consultant
Tyler Canady, CPA, Bolinger, Segars, Gilbert and Moss
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 May 16, 2023, to order at 3:00 p.m. Roll call was taken and all three commissioners were present. It was determined there was a quorum. Commissioner Kenneth Collins read the instructions on how to attend the virtual on-line meetings as well as in-person meetings.

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

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
May 16, 2023
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MOTION: Commissioner Dan Toepper made a motion to accept the agenda as presented. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

3. **PUBLIC COMMENT.** Commissioner Kenneth Collins read the guidelines for the public to comment.

- **Comment:** Publishing in advance – You can actually change the agenda any time you want to. Even for special meetings the agenda can be changed. The only thing is you can't vote on it. The OPMA doesn't say that you can't alter your agenda.
- **Comment:** Appreciate the fact that this Board is as open as it is. You have gone the extra mile. You guys are doing a really good job.

4. **AUDIT EXIT INTERVIEW.** Finance Director Mike Bailey introduced Tyler Canady, CPA of Bolinger, Segars, Gilbert & Moss, L.L.P., who gave an audit exit interview report and presentation. A clean audit was reported.

MOTION: Commissioner Jeff Randall made a motion to retain Bolinger, Segars, Gilbert & Moss, L.L.P. for the audit of the 2023 year and authorizing staff to execute the necessary agreements. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Public Comment. Agree with the idea that you should not stay with the same auditing firm year after year because they tend to get basically too close and too much involved in your affairs on a day-to-day basis and there is just a risk of them not being critical enough of the organization. It might be a good idea to change a little bit of your governance policy to say you must change auditors no less frequently than say every three years.

5. **MANAGER AND STAFF REPORTS.**

- Reminder – Thursday 5/25 – ICG has a meeting.
- Continuing to get applicants for Line Department. Getting close to adding a third crew.
- Discussing where the PUD is with Broadband and where the staff thinks they need to be.
- The staff is behind in the Broadband Department. Staff need to get some engineering drawings out. Staff talking about the crew installing the fiber. Crews have done this in the past. Manpower is an issue. Engineering is very close to issuing the drawings.

6. **COMMISSIONERS' REPORTS. (out of sequence)**

Commissioner Dan Toepper.

- 5/3 Attended PPC Members' Forum.
- 5/4 Attended EDC Team Jefferson meeting. Report.
- 5/5 Met with General Manager Kevin Streett.
- 5/8 Attended Jefferson Fire Chiefs; Meeting. Report.

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5/10 Attended NoaNet meeting. Report.
 5/10 Attended Telecom workshop. Report.
 5/11 Attended Telecom Conference. Report.
 5/15 Attended NWPPA Annual Meeting. Report.
 5/19 Will meeting with General Manager Kevin Streett.
 5/24 Will take tour of the Columbia generator station reactor.
 5/25 Will attend ICG meeting.
 5/25 Will attend WPAG meeting.
 6/2 Will meet with General Manager Kevin Streett.

Commissioner Jeff Randall.

5/4 Listened in on the PPC meeting.
 5/4 Met with General Manager Kevin Streett.
 5/5 Attended NWFCC (Northwest Facilities Conference Committee. Report.
 5/8 Met with Finance Director Mike Bailey and Communications Director Will O'Donnell.
 5/9 Met with Gregg Edeson. Report.
 5/10 Attended NoaNet Board meeting. Report.
 5/12 Telephone meeting with PUD members. Report.
 5/16 Listened to NW Planning and Conservation Council meeting. Report.
 5/19 Will attend Olympic Workforce Development Council meeting.
 5/25 Will attend ICG meeting
 5/25 Will attend NW Olympic Development Council meeting.
 5/18 to
 5/22 Will attend APPA annual conference in Seattle.

Commissioner Kenneth Collins

5/5 Attended JBAT meeting.
 5/8 Traveled to Otto Street to sign papers for RUS loan.
 5/9 Traveled to Kala Point to meet with residents and PUD staff. Report.
 5/9 Visited property adjacent to Kala Point where there is a well. Report.
 5/10 Received two calls from candidates for Asst. Manager position.
 5/11 Participated in PURMS Executive Board meeting. Report.
 5/12 Met with General Manager Kevin Streett.
 5/12 Met with Human Resources Director Melanie Des Marias. Report.
 5/15 Reviewed resumes for PUD Assistant Manager position. Report.
 5/19 Will meet with General Manager Kevin Streett.
 5/19 Will attend JBAT meeting.
 5/25 Will meet with General Manager Kevin Streett.
 5/25 Will attend PURMS Board meeting.
 5/25 Will attend ICG meeting.

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Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting 3:00 p.m.
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- 6/01 Will attend general PURMS Board meeting.
 6/02 Will meet with General Manager Kevin Streett.
 6/02 Will attend JBAT meeting.

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 BOC Special Meeting Minutes 01-24-2023 Draft.
 PUD BOC Regular Meeting Minutes 02-07-2023. Draft.
 PUD BOC Special Meeting Minutes 02-14-2023 Draft.
 PUD BOC Regular Meeting minutes 02-21-2023. Draft.

7.2 Vouchers

Voucher Approval Form for the Commissioners to be signed.
 Voucher Certification with Supporting Warrant Register and Payroll for meeting.

7.3 Financial Report.

Agenda Report-Written Off Accounts 5-16-2023.
 Written Off Accounts Motion 5-16-2023.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #131441 to #131484	\$1,084,735.83	04/27/2023
Accounts Payable: #131485 to #131485	\$ 14,714.70	05/01/2023
Accounts Payable: #131486 to #131534	\$ 395,648.92	05/04/2023
Payroll Checks: # 71071 to # 71072	\$ 6,063.29	04/28/2023
Payroll Direct Deposit:	\$ 190,693.29	04/28/2023

TOTAL INVOICES PAID: \$ 1,691,855.99

WIRE TRANSFERS PAID	AMOUNT	DATE
USDA RD DCFO – Tri Area bond payment		
For 1 st half 2 Q	\$ 82,381.00	04/21/2023
Peterson Lake – loan payment for May 2023	\$ 14,328.62	05/01/2023

GRAND TOTAL \$1,788,565.61

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Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting 3:00 p.m.
 May 16, 2023
 Draft Minutes

7.4 Calendar.
PUD Calendar May 16, 2023.

7.5 Correspondence Log.
CL 20230516 pdf.

END OF CONSENT AGENDA

8. OLD BUSINESS. None.

9. NEW BUSINESS.

9.1 NoaNet Strategic Plan. Commissioner Dan Toepper gave a report.

9.2 New Transformer Purchase. SPEC –JCPUD 12 MVA Power Transformer – DRAFT.
General Manager Kevin Streett gave a report. There will be an early report in the fall to the commissioners. Next step will be approval of a purchase.

10. ADJOURN. Commissioner Kenneth Collins adjourned the May 16, 2023, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners at 5:02 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

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
May 16, 2023
Draft Minutes



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

June 6, 2023

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

Jameson Hawn, Digital Communications Specialist

Melissa Blair, Finance Manager

Josh Garlock, Electric Superintendent

Annette Johnson, Executive Assistant/Records Officer

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 June 6, 2023, to order at 3:00 p.m. Roll call was taken and all three commissioners were present. It was determined there was a quorum. Commissioner Kenneth Collins read the guidelines for virtual and on-line participation.

2. **AGENDA REVIEW.** Commissioner Dan Toepper requested an item be added to the agenda, New Business WPUA Special meeting on June 9, 2023. This item number was placed under New Business, Item No. 9.3.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
June 6, 2023
Draft Minutes

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

3. **PUBLIC COMMENT.** Commissioner Kenneth Collins read the guidelines for submitting public comment. There were no public comments.

4. **EXECUTIVE SESSION.**

Executive Session. RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. Time requested was forty-five minutes. Executive Session began at 3:04 p.m. Executive session ended at 3:49 p.m. No action was taken.

The regular meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 3:49 p.m.

5. **MANAGER AND STAFF REPORTS.**

- Communications Director Will O'Donnell gave an update and presentation on Broadband.
- General Manager Kevin Street gave a report on ongoing projects.
- General Manager Kevin Street gave a report on the design and placement of streetlights.

6. **COMMISSIONERS' REPORTS.**

Commissioner Jeff Randall.

- 5/1 Listened in to NW Power and Conservation Council meeting. Report.
- 5/18 Phone conversation with Chris Folta, IT and Broadband Manager at Benton PUD. Report.
- 5/24 Phone meeting with General Manager Kevin Streett.
- 5/25 Attended ICG meeting at Port Hudson.
- 5/26 Phone call with George Caan from WPUDA. Report.
- 5/29 Phone call meeting with Don McDaniel.
- 5/31 Spoke with Kitsap County PUD Commissioner Debra Lester, Ferry County PUD Commissioner Dan Fagerlie, and Douglas County PUD Commissioner Ron Skagen, to get their perspective on net metering.
- 6/5 Met with General Manager Kevin Streett.
- 6/7 Will attend PUD BOC Special Meeting.
- 6/9 Will attend WPUDA Special Board meeting.
- 6/13 and
- 6/14 Will listen in on NW Power and Conservation Council meetings.
- 6/15 Will listen in on NoaNet Board meeting.
- 6/18 to
- 6/22 Will attend APPA (American Public Power Association) Annual meeting in Seattle.

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Jefferson County PUD
Board of Commissioners
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Commissioner Dan Toepper.

5/17 Attended NWPPA sessions in Anchorage. Report.
5/20 Met with General Manager Kevin Streett.
5/24 Toured Energy NW Nuclear Reactor site. Report.
5/25 Attended ICG meeting via Zoom.
6/3 Attended celebration of Life for Commissioner Wayne King.
6/5 Met with General Manager Kevin Streett.
6/7 Will attend PUD BOC Special meeting.
6/8 Will attend PPC meeting.
6/14 Will attend NoaNet meeting.
6/15 Will attend WPUDA Strategic Planning meeting.
6/16 Will meet with General Manager Kevin Streett.
6/21 and
6/22 Will travel to Portland and attend Energy NW meetings.

Commissioner Kenneth Collins.

5/18 Met with Human Resources Director Melanie Des Marais regarding the process for hiring an Assistant General Manager.
5/18 Had conversation with PUD Consultant Don McDaniel.
5/19 Attended JBAT meeting.
5/22 Met with General Manager Kevin Streett.
5/25 Attended PURMS Executive Board meeting remotely.
5/25 Attended in person meeting with Jefferson County regarding permitting. Report.
5/25 Attended most of ICG meeting via Zoom.
6/2 Attended JBAT meeting.
6/5 Met with General Manager Kevin Streett.
6/6 Dealt with customer calls re meter replacement.
6/7 Will participate in PUD BOC Special meeting.
6/8 Will take part in the interview of internal candidates for the Assistant General Manager position.
6/9 Will meet with General Manager Kevin Streett.
6/15 Will meet with General Manager Kevin Streett.
6/16 to
6/23 Will be on vacation.

JBAT Update: Commissioner Kenneth Collins gave an update on JBAT.

Public Comment: Analog meters are out of stock. What is going on with analog meters?

Commissioners requested a report back on analog meters' availability at the next regular meeting of the Board of Commissioners.

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Jefferson County PUD
Board of Commissioners
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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 BOC Regular Meeting Minutes 3-7-23 Draft.
PUD BOC Special Meeting Minutes 3-14-2022 Draft.
PUD BOC Regular Meeting Minutes 3-21-2023 Draft.
PUD BOC Special Meeting Minutes 3-28-2023 Draft.

7.2 Vouchers

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

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #131535 to #131594	\$ 677,406.16	05/11/2023
Accounts Payable: #131594 to #131646	\$ 767,440.21	05/18/2023
Accounts 4Payable: #131647 to #131647	\$ 212,041.10	05/23/2023
Accounts Payable: #131648 to #131699	\$ 694,402.88	05/25/2023
Payroll Checks: # 71073 to # 71076	\$ 9,779.47	05/12/2023
Payroll Checks # 71077 to # 71079	\$ 8,471.20	05/26/2023
Payroll Direct Deposit	\$ 218,518.27	05/12/2023
Payroll Direct Deposit	\$ 203,288.02	05/26/2023

TOTAL INVOICES PAID: \$ 2,791,347.31

WIRE TRANSFERS PAID	AMOUNT	DATE
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BPA – purchase power for March 2023	\$1,441,554.00	05/15/2023
Cenex Fleet Fueling	\$ 134.78	05/12/2023

GRAND TOTAL \$4,233,036.09

VOIDED WARRANTS

131440	\$	132.75
131623	\$	2,613.26

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Jefferson County PUD
Board of Commissioners
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7.3 Financial Report.
April 2023 Financials.

7.4 Calendar.
PUD Calendar June 6, 2023.

7.5 Correspondence Log.
CL 20230601.

END OF CONSENT AGENDA

8. OLD BUSINESS.

8.1 Port Ludlow Substation Timber Sales Resolution. Operations Manager Scott Bancroft gave a report and presentation.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a resolution approving the sale of certain timber at Port Ludlow substation. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

Peterson Lake: Operations Director Scott Bancroft gave a progress report on Peterson Lake (not on agenda).

8.2 Coyle Waterline Replacement Loan Discussion. General Manager Kevin Streett gave a report. Discussion item only.

8.3 Upcoming Rate Increase. General Manager Kevin Streett gave an update. In July there is a rate increase set. There is a need to do a cost-of-service study. The process should start soon.

Public Comment:

- **Comment.** A lot of the reasons for raising rates and fees are based on future costs according to the PUD's consultants. The rates were supposed to be based on cost recovery. Not on anticipated costs. Base rate is up 10%. Rate increases are extremely inflationary. Very aggressive.

8.4 Reconnect Grant & Loan Resolution & Docs. Communications Director Will O'Donnell gave an update. A resolution will be brought to the June 7, 2023 special meeting of the Board of Commissioners.

9. NEW BUSINESS.

9.1 Idle Service Work/Transformer Recovery. General Manager Kevin Streett gave a report. Operations Director Scott Bancroft gave a report. There was considerable discussion on how to notify the

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
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customers about their idle transformers. Twenty-three parcels were identified as idle service as the first group. There could possibly be two thousand parcels.

9.2 Bid Result for Broadband Feeder. Communications Director Will O'Donnell gave a report.

MOTION: Commissioner Kenneth Collins made a motion to authorize the General Manager to award and enter into a contract with Wesco for bid number 23BB0802-Broadband Feeder, Distribution and Drop Material in the amount of \$567,110.18 (not including sales tax. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

9.3 WPUDA Special Meeting. Commissioner Jeff Randall gave a report on WPUDA joining in on a net metering study that is being proposed by other utilities. The total cost of that study is approximately \$600,000. Is there a cost shift occurring between regular utility customers that don't have net meter solar rays and net customers that do have solar rays? Net metered customers are being subsidized by the non-net metered customers. This will be discussed at the WPUDA meeting that will take place on Friday, June 9, 2023 There was considerable discussion.

10. ADJOURN. Commissioner Kenneth Collins adjourned the June 6, 2023, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners at 5:47 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
--	---------------

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting 3:00 p.m.
June 6, 2023
Draft Minutes



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

**June 7, 2023
Board of Commissioners
Special 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
Mike Bailey, Finance Director
Jean Hall, Customer Service Director
Don McDaniel, PUD Consultant
Marcus Perry, Rep. Bonneville Power Admin.
Nancy Neraas, Attorney, Foster Garvey PC
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 June 7, 2023, to order at 11:00 a.m. Commissioner Kenneth Collins requested roll call. All three commissioners were present. It was determined there was a quorum. Commissioner Kenneth Collins read the guidelines for virtual and on-line participation.

2. AGENDA REVIEW. General Manager Kevin Streett made a request that Agenda Item No. 4 Reconnect Grant & Loan Resolution & Docs report first and that Agenda Item No. 3 Presentation: BPA Update w/ Marcus Petty follow that.

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

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Jefferson County PUD
Board of Commissioners
Special Meeting –
June 6, 2023
Draft Minutes

4. **RECONNECT GRANT & LOAN RESOLUTION & DOCS.** (out of sequence) Nancy Neraas, an attorney from Foster Garvey PC gave a report.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners adopt a resolution authorizing the issuance of an electric system revenue bond in the principle amount of not to exceed \$4,061,116,00 to provide the funds to finance a portion of the construction of a broadband infrastructure project of the district authorizing the sale of the bonds to the United States Department of Agriculture Rural Utilities System fixing and approving the terms and covenants of the bond approving a grant for the project and providing for others matters properly related thereto. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

Commissioner Dan Toepper, as Secretary of the Jefferson County Public Utility District No. 1 Board of Commissioners, noted that this was a properly held meeting and properly noticed under state law.

The resolution that was approved will be numbered as Resolution No. 2023-015.

3. **PRESENTATION: BPA UPDATE WITH MARCUS PERRY.** General Manager Kevin Streett introduced Marcus Petty, representative of Bonneville Power Administration who gave a presentation and report.

5. **ADJOURN.** Commissioner Kenneth Collins declared the June 7, 2023, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 12:13 p.m.

Minutes prepared by Recording Secretary
Cammy Brown

Approved:

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

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Jefferson County PUD
Board of Commissioners
Special Meeting –
June 6, 2023
Draft Minutes

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$2,722,503.30** on this **20th** day of **JUNE** **2023** ;

Kenneth Collins
President

Jeff Randall
Vice President

Dan Toepper
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 131700 to # 131741	\$ 383,274.31	6/1/2023
Accounts Payable:	# 131742 to # 131823	\$ 704,959.07	6/8/2023
Payroll Checks:	# 71080 to # 71081	\$ 6,299.94	6/9/2023
Payroll Direct Deposit:		\$ 191,778.36	6/9/2023

TOTAL INVOICES PAID **\$1,286,311.68**

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake - loan payment for June 2023	\$ 14,328.62	6/1/2023
BPA - purchase power for April 2023	\$ 1,421,863.00	6/9/2023

PAYMENT TOTAL **\$2,722,503.30**

VOIDED WARRANTS

VOUCHER CERTIFICATION FORM

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

Signed: Mike Bailey

Mike Bailey, Financial Director / District Auditor

6/14/2023

Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 131700 to # 131741	\$ 383,274.31	6/1/2023
Accounts Payable:	# 131742 to # 131823	\$ 704,959.07	6/8/2023
Payroll Checks:	# 71080 to # 71081	\$ 6,299.94	6/9/2023
Payroll Direct Deposit:		\$ 191,778.36	6/9/2023
TOTAL INVOICES PAID		\$1,286,311.68	

WIRE TRANSFERS PAID

	AMOUNT	DATE
Peterson Lake - loan payment for June 2023	\$ 14,328.62	6/1/2023
BPA - purchase power for April 2023	\$ 1,421,863.00	6/9/2023

GRAND TOTAL

\$2,722,503.30

VOIDED WARRANTS

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Accounts Payable Check Register

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05/30/2023 To 06/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131700 6/1/23	CHK	10808	A & J FLEET SERVICES, INC	VEH# 108- DOT INSPECTION	210.02
				VEH# 416- OIL CHANGE, HEADLIGHT, & BRAKE	789.04
Total for Check/Tran - 131700:					999.06
131701 6/1/23	CHK	10006	AFLAC	AFLAC BILL MONTHLY 2023	60.48
				AFLAC BILL MONTHLY 2023	138.36
Total for Check/Tran - 131701:					198.84
131702 6/1/23	CHK	10012	ALTEC INDUSTRIES, INC	RAUCKMAN METERPULLER# M-001	816.57
131703 6/1/23	CHK	10447	ANIXTER INC.	GUY STRANDLINK 7/16	896.93
				HUBBELL LINE POST INSULATOR	2,018.35
				SECONDARY CONNECTOR BLOCK 6 HOLE-500MCM	1,756.03
				STAPLES 1-1/2" x 1/4" x .148"	304.39
Total for Check/Tran - 131703:					4,975.70
131704 6/1/23	CHK	10914	BENTLEY SYSTEMS	SPIDACALC FULL HWL PPA 1YR 2/1-1/31/24	3,485.75
131705 6/1/23	CHK	10339	BORDER STATES ELECTRIC	TWINEYE NUT- 3/4"	311.21
				MULTI-TAP 4-500MCM	413.71
				GUY STRAIN INSULATOR FIBERGLASS 144"	1,794.26
Total for Check/Tran - 131705:					2,519.18
131706 6/1/23	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	EMRGNCY WATER MAIN RPR- 10 MOOSE COYLE	12,196.40
131707 6/1/23	CHK	10041	CDW GOVERNMENT	AUTOCAD LT RENEWAL, 1 SEAT, 1 YEAR	8,043.64
				MS PROJECT PLAN 3 1YR 4/28/23-4/27/24	1,679.05
				MS PROJECT PLAN 3 1YR 4/28/23-4/27/24	186.56
Total for Check/Tran - 131707:					9,909.25
131708 6/1/23	CHK	10043	CENTRAL WELDING SUPPLY	IRONDALE SUB- NITROGEN CYLINDER QTY 2	176.94
131709 6/1/23	CHK	10501	D & L POLES	THORNDYKE DRIVEWAY URD# 221137	5,505.42
				THORNDYKE DRIVEWAY URD# 621080	1,376.36
				PORT OF PT BORE & TRENCH AUTH 2023-007	36,227.10
Total for Check/Tran - 131709:					43,108.88

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Accounts Payable Check Register

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05/30/2023 To 06/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131710 6/1/23	CHK	10815	DANIEL ANDERSON TRUCKING	&EXCA FLAGGING- TT ANDRSN/SWANVL/PRDS 5/1-5/4	6,196.72
131711 6/1/23	CHK	10060	DELL MARKETING LP	34 INCH MONITOR QTY2	1,011.42
				DOCK POWER ADAPTER - REPLACEMENT	79.07
				PRECISION 3581 LAPTOP QTY2	3,767.69
				USB C DOCK QTY2	471.46
Total for Check/Tran - 131711:					5,329.64
131712 6/1/23	CHK	10806	1012 MELANIE R DES MARAIS	TRAVEL - MILEAGE	321.86
				TRAVEL - MILEAGE	35.77
				Melanie Des Marais Mileage- Credit memo	-4.72
				Melanie Des Marais Mileage- Credit memo	-0.52
Total for Check/Tran - 131712:					352.39
131713 6/1/23	CHK	10067	DING DOCTOR GLASS SERVICES	VEH# 209- REPLACE WINDSHIELD	561.78
131714 6/1/23	CHK	10070	DOUBLE D ELECTRICAL, INC	EMRGNCY REPAIR- WOLF & CEDAR 3/11/2023	8,354.49
				INSPECT WATER SYSTEM- GARDINER WO#222004	410.00
				REPAIR OUTLETS WAREHOUSE- 310 4 CRNRS	1,063.26
				REPAIR OUTLETS WAREHOUSE- 310 4 CRNRS	118.14
Total for Check/Tran - 131714:					9,945.89
131715 6/1/23	CHK	10085	FASTENAL	WASHERS, CABLE TIES, SCREWS, & NUTS	367.07
				VINYL TAPE, VEST, HEAD LAMP, TAPE, ECT.	183.22
				VINYL TAPE, VEST, HEAD LAMP, TAPE, ECT.	2.05
				VINYL TAPE, VEST, HEAD LAMP, TAPE, ECT.	77.85
				VINYL TAPE, VEST, HEAD LAMP, TAPE, ECT.	0.24
				WASHERS & HEX BOLTS	153.59
Total for Check/Tran - 131715:					784.02
131716 6/1/23	CHK	10094	GENERAL PACIFIC, INC	METER COVER PLATE-CLEAR W BLADES	511.46
131717 6/1/23	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APRENTICESHP TUITION SPRING 2023	315.86
				LINEMAN APRENTICESHP TUITION SPRING 2023	315.86
Total for Check/Tran - 131717:					631.72

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Accounts Payable Check Register

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05/30/2023 To 06/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131718 6/1/23	CHK	10104	HADLOCK BUILDING SUPPLY, INC.		667.08
				WASP SPRAY & SINKER NAILS	119.24
				WASP SPRAY & SINKER NAILS	32.71
Total for Check/Tran - 131718:					819.03
131719 6/1/23	CHK	9999	DOUGLAS M HATHON	REFUND - AID TO CONSTRUCTION - NEW QUOTE	1,210.00
131720 6/1/23	CHK	10817	IDGAF, INC	SR19 CLEAN UP- AUTH 2023-004 3/29/23	7,222.42
				EXCAVATOR/VACTOR SRVC- 4/17/23	1,048.70
				EXCAVATOR/VACTOR SRVC- 4/28/2023	268.66
				VACTOR SRVC- 5/1/23	462.00
				EXCAVATION- CAMP HARMONY	6,027.78
Total for Check/Tran - 131720:					15,029.56
131721 6/1/23	CHK	10839	IRBY ELECTRICAL UTILITES	WEDGE CLAMP #4-1/0	763.70
				CABLE TO FLAT BAR TAP #2-800	3,024.25
				STIRRUPCABLE TO FLAT BAR TAP #2-800	1,396.48
				HEAT SHRINK TUBE MEDIUM	730.97
				BOLT,ONESHOT,STREETLIGHT ARM 4'&6'	1,931.89
Total for Check/Tran - 131721:					7,847.29
131722 6/1/23	CHK	10518	J HARLEN COMPANY	STREAMLIGHT WAYPOINT SPOTLIGHT# 44910	433.97
				ANDAX POLEMOUNT TRANSFORMER BAG-20-50KVA	777.12
Total for Check/Tran - 131722:					1,211.09
131723 6/1/23	CHK	10118	JCI JONES CHEMICALS, INC.	BULK CHLORINE	6,078.81
131724 6/1/23	CHK	10129	JIFFY LUBE	VEH#128- AC RECHARGE	148.37
				VEH#207- OIL CHANGE	79.60
Total for Check/Tran - 131724:					227.97
131725 6/1/23	CHK	10348	KEMP WEST, INC	TT T&M-VARIOUS AREAS W/E 4/8/2023	745.54
131726 6/1/23	CHK	9999	STEVEN G KING	REFUND - SCOPE OF WORK CHANGE WO#122395	264.00
131727 6/1/23	CHK	10141	MARSH USA INC	POLE ATTACHMENT BOND 1YR	200.00

06/13/2023 1:23:31 PM

Accounts Payable Check Register

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05/30/2023 To 06/12/2023

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
131728 6/1/23	CHK	10142	MASON COUNTY PUD #1	ELEC-DOSEWALLIPS RD-PUMP MONTHLY 2023	213.21
				ELECTRIC-1012 DUCKABUSH RD - FC MONTHLY	58.66
				ELECTRIC - BPA RD - PUMP MONTHLY 2023	93.86
Total for Check/Tran - 131728:					365.73
131729 6/1/23	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES- OPERATIONS	67.19
				OFFICE SUPPLIES - SEWER	96.49
Total for Check/Tran - 131729:					163.68
131730 6/1/23	CHK	10170	OLYMPIC EQUIPMENT RENTALS	FASTENER QTY1	1.75
				LIFT GENIE 4HR- GARDINER WO#222004	153.83
				TRACTOR RENTAL & GAS- RESOVOIR MOWING	302.72
				SHOVEL- QTY1	27.26
				CREW CHAINSAW SHARPENING	73.60
				SUCTION CUP-	13.09
Total for Check/Tran - 131730:					572.25
131731 6/1/23	CHK	10992	OLYMPIC POWDER COATING LLC	POWDER COATING PIPE PARTS	145.24
				POWDER COATING PIPE PARTS	136.50
Total for Check/Tran - 131731:					281.74
131732 6/1/23	CHK	10181	PENINSULA PEST CONTROL	C#13069- PEST SVC QRTLY- BISHOP HILL	49.10
				C#13072- GEN PEST SVC BI-ANNUAL KALA	38.19
Total for Check/Tran - 131732:					87.29
131733 6/1/23	CHK	10197	PRINTERY COMMUNICATIONS	WORK ORDER CHECKLIST FOLDERS	525.97
131734 6/1/23	CHK	10203	PURMS JOINT SELF INSURANCE FUND	LIABILITY GENERAL ASSESSMENT 05/19/23	18,074.19
				LIABILITY GENERAL ASSESSMENT 05/19/23	2,261.88
Total for Check/Tran - 131734:					20,336.07
131735 6/1/23	CHK	10398	LORALEI S RAE	WELLNESS PROGRAM REIMBURSEMENT 2023	275.00
131736 6/1/23	CHK	10207	RAIN NETWORKS	ARCSERVE UDP PREM EDITN - 1 YR RETENTION	15,902.01
				ARCSERVE UDP PREM EDITN - 1 YR RETENTION	17,279.83
				ESET PROTECT RENEWAL (1YR)	1,245.66

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				ESET PROTECT RENEWAL (1YR)	138.40
				ESET 2FA RENEWAL (1YR)	961.48
				ESET 2FA RENEWAL (1YR)	106.83
				Total for Check/Tran - 131736:	35,634.21
131737 6/1/23	CHK	10217	SETON CONSTRUCTION INC	SHINE PLAT# 122178	22,116.72
				SHINE PLAT# 122178	57,765.94
				SHINE PLAT# 22080	13,270.03
				SHINE PLAT# 22080	56,036.00
				SHINE PLAT# 322002	8,846.68
				SHINE PLAT# 322002	27,079.32
				Total for Check/Tran - 131737:	185,114.69
131738 6/1/23	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	119.71
				PUD CLOTHING	180.57
				PUD CLOTHING	98.92
				Total for Check/Tran - 131738:	399.20
131739 6/1/23	CHK	10737	VAN ALLER SURVEYING	SURVEY PARCEL 901114008	1,290.00
				SURVEY- RIGHT OF WAY SR116	585.00
				Total for Check/Tran - 131739:	1,875.00
131740 6/1/23	CHK	10337	WA STATE DEPT OF TRANSPORTATION	CHECK REQUEST- FRANC AGRMT 9224 FLAGLER	300.00
131741 6/1/23	CHK	10680	WELLSPRING FAMILY SERVICES	PROFESSIONAL COACHING MAY 2022	909.00
				PROFESSIONAL COACHING MAY 2022	101.00
				Total for Check/Tran - 131741:	1,010.00
131742 6/8/23	CHK	10002	A WORKSAFE SERVICE, INC	REASONABLE SUSPICION TRAINING	1,623.90
131743 6/8/23	CHK	10146	A. MILLICAN CRANE SERVICE INC	CRANE FOR TRANSFORMER REPAIR - PT LUDLOW	13,279.40
131744 6/8/23	CHK	10957	KAREN M ABBOTT	PHONE ALLOWANCE - JANUARY 2023	45.00
				WELLNESS REIMBURSEMENT 2023	90.83
				Total for Check/Tran - 131744:	135.83

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131745 6/8/23	CHK	10447	ANIXTER INC.	FUSE SMD-2B 40E/100E	36,727.43
131746 6/8/23	CHK	10937	ARROW LUMBER & HARDWARE LLC	DEWALT BATTERY CHARGER RETURN	-101.45
				WILLIAMS CT- LUMBER & SHEATHING CLIPS	293.80
Total for Check/Tran - 131746:					192.35
131747 6/8/23	CHK	10933	AT&T MOBILITY II LLC	CRADLEPOINT SERVICE FOR AMI - MONTHLY	877.04
131748 6/8/23	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
Total for Check/Tran - 131748:					45.00
131749 6/8/23	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 03/25-04/21/23	1,911.03
131750 6/8/23	CHK	10870	BIG BLUE PRESSURE WASHING AND L	5 SUBSTATIONS: MOWING 10/18/2022	62.00
				SUBSTATION GROUNDS MAINTENANCE	62.00
				5 SUBSTATIONS: MOWING 04/14/22	62.00
				5 SUBSTATIONS: MOWING 04/28/22	62.00
				SUBSTATION GROUNDS MAINTENANCE	62.00
				SUBSTATION GROUNDS MAINTENANCE	62.00
				5 SUBSTATIONS: MOWING 06/10/2022	62.00
				5 SUBSTATIONS: MOWING 06/22/22	62.00
				5 SUBSTATIONS: MOWING 07/07/22	62.00
				5 SUBSTATIONS: MOWING 07/20/22	62.00
				5 SUBSTATIONS: MOWING 08/4/22	62.00
				5 SUBSTATIONS: MOWING 08/19/22	62.00
				5 SUBSTATIONS: MOWING 09/22/22	62.00
				5 SUBSTATIONS: MOWING 09/8/22	62.00
Total for Check/Tran - 131750:					868.00
131751 6/8/23	CHK	10641	MELISSA J BLAIR	TRAVEL - MEALS PER DIEM	199.80
				TRAVEL - MEALS PER DIEM	22.20
Total for Check/Tran - 131751:					222.00
131752 6/8/23	CHK	10339	BORDER STATES ELECTRIC	GUY PREFORM 3/8-BLACK CROSSARM PIN 5/8	961.44

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131753 6/8/23	CHK	10669	THOMAS S BROOKE	WELLNESS REIMBURSEMENT 2023	74.10
131754 6/8/23	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	WATER MAIN DIG- 1819 OLD GARDINER RD	2,776.81
				RETURN FOR ASPHALT PATCH- 61 DUTCH LN	4,921.28
Total for Check/Tran - 131754:					7,698.09
131755 6/8/23	CHK	10043	CENTRAL WELDING SUPPLY	IRONDALE SUBSTATION- NITROGEN QTY 2	117.96
131756 6/8/23	CHK	10044	CENTURY LINK QCC-P	SERVICE FOR PH#360-385-5800-MONTHLY 2023	11.36
				SERVICE FOR PH#360-385-5800-MONTHLY 2023	1.26
Total for Check/Tran - 131756:					12.62
131757 6/8/23	CHK	10045	CENTURY LINK-S	PHONE SERVICE - MONTHLY	19.48
				PHONE SERVICE - MONTHLY	19.48
Total for Check/Tran - 131757:					38.96
131758 6/8/23	CHK	10050	CHS	SKYWATER - SALT BAG RUST PELLETS	130.79
131759 6/8/23	CHK	10685	CINTAS CORPORATION	FIRST AID- TRAIMA BAG 310 QTY10	1,472.85
				FIRST AID- TRAIMA BAG 310 QTY10	163.65
				FIRST AID RESTOCK - 191 OTTO STREET	14.04
				FIRST AID RESTOCK - 191 OTTO STREET	1.56
Total for Check/Tran - 131759:					1,652.10
131760 6/8/23	CHK	10052	CITY OF PORT TOWNSEND	STREET & UTL DEV PERMIT APPLICATION	303.76
131761 6/8/23	CHK	10053	COMPUNET, INC	ANNUAL FLEX SUBSCRIPTION 2023 1YR	9,275.68
				ANNUAL FLEX SUBSCRIPTION 2023 1YR	5,508.33
Total for Check/Tran - 131761:					14,784.01
131762 6/8/23	CHK	10621	CRAIG LABENZ	WEBSITE MAINTENANCE MONTHLY	1,805.00
				WEBSITE MAINTENANCE MONTHLY	255.00
				WPMU DEV & MONTHLY HOSTING	155.23
				WPMU DEV & MONTHLY HOSTING	17.25
Total for Check/Tran - 131762:					2,232.48

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131763 6/8/23	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	FLAGGING- 5/3/2023	937.06
				ELEC VEHICLES -TRCK WASHING 5/7/2023	338.21
				FLAGGING- OAK BAY RD 5/12/23	1,077.20
				FLAGGING- TT ANDRSN/SWANVL/PRDS 5/8-5/11	4,826.70
				ELEC VEHICLES -TRCK WASHING 5/11/23	338.21
Total for Check/Tran - 131763:					7,517.38
131764 6/8/23	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE MONTHLY 2023	5,500.00
131765 6/8/23	CHK	10070	DOUBLE D ELECTRICAL, INC	INSTALL SECURITY CAMERAS - 300 4 CRNRS	150.49
				INSTALL SECURITY CAMERAS - 300 4 CRNRS	26.35
				INSTALL SECURITY CAMERAS - 300 4 CRNRS	1,742.41
				FIBER YARD CONNEX INSTALL-300 FOUR CORNE	138.70
				EMERGENCY DIG - 283 PETE BECK RD	3,483.02
				EMRGNCY DIG - 1020 BECKETT PT RD.	6,614.19
				INSTAL FLOD LGHT&FLAG POLE ROPE-191 OTTO	395.65
				METER REPLACEMENT - 71 WINDSHIP DR	534.26
				EMRGNCY REPAIR- WOLF & CEDAR 3/11/2023	928.26
				EMRGNCY REPAIR- PETERSON RD 4/10/2023	9,958.15
				ANNUAL GENSVC- UNIT 3	1,034.68
				ANNUAL GENSVC- UNIT 3	114.96
Total for Check/Tran - 131765:					25,121.12
131766 6/8/23	CHK	9997	ESTATE OF WALTER LEE DOUGHTY	2018 NET METER INCENTIVE PAYMENT	541.59
131767 6/8/23	CHK	9997	ESTATE OF WALTER LEE DOUGHTY	2019 NET METER INCENTIVE PAYMENT	550.82
131768 6/8/23	CHK	10085	FASTENAL	TRAFFIC MARKERS & WIPES	74.59
				VINYL TAPE, VEST, HEAD LAMP, EYEWEAR,ECT	179.24
				VINYL TAPE, VEST, HEAD LAMP, EYEWEAR,ECT	0.24
				VINYL TAPE, VEST, HEAD LAMP, EYEWEAR,ECT	80.05
				VINYL TAPE, VEST, HEAD LAMP, EYEWEAR,ECT	0.03
Total for Check/Tran - 131768:					334.15

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131769 6/8/23	CHK	10942	FINLEY ENGINEERING CO, INC	PROF SVC: MISC ASST 3/1-3-31-23	1,160.00
131770 6/8/23	CHK	10090	FREDERICKSON ELECTRIC, INC	INSTALL METER- 6062 HWY 20#5 3/27/23 CIRCUTS TO COMMUNICATION HUT- 5/15/23	2,520.94 1,576.39
Total for Check/Tran - 131770:					4,097.33
131771 6/8/23	CHK	10094	GENERAL PACIFIC, INC	SPLICE KIT 1/0 INLINE-LONG	1,609.44
131772 6/8/23	CHK	10454	GLOBAL RENTAL COMPANY INC	2023 FREIGHTLINER VEH#418 5/10-6/6/23	4,582.20
131773 6/8/23	CHK	10103	H D FOWLER	GASKETS,COUPLINGS,BOLTS&NUTS	992.47
131774 6/8/23	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	DRANO & LIQUID PLUMBER DRANO & LIQUID PLUMBER	17.16 1.91
Total for Check/Tran - 131774:					19.07
131775 6/8/23	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - JANUARY 2023 PHONE ALLOWANCE - JANUARY 2023	40.50 4.50
Total for Check/Tran - 131775:					45.00
131776 6/8/23	CHK	10939	JAMESON J HAWN	PHONE ALLOWANCE - JANUARY 2023 PHONE ALLOWANCE - JANUARY 2023	40.50 4.50
Total for Check/Tran - 131776:					45.00
131777 6/8/23	CHK	10114	IBEW LOCAL UNION NO 77	IBEW MAY 2023 UNION DUES	3,226.23
131778 6/8/23	CHK	10839	IRBY ELECTRICAL UTILITES	STREETLIGHT ARM 4'&6'	2,749.32
131779 6/8/23	CHK	10782	AMANDA D ISAAK	PHONE ALLOWANCE - JANUARY 2023 PHONE ALLOWANCE - JANUARY 2023	40.50 4.50
Total for Check/Tran - 131779:					45.00
131780 6/8/23	CHK	10118	JCI JONES CHEMICALS, INC.	BULK CHLORINE	4,570.54
131781 6/8/23	CHK	10281	JEFFCO EFTPS	EMPLOYEES' MEDICARE TAX EMPLOYER'S MEDICARE TAX EMPLOYEES' FICA TAX EMPLOYER'S FICA TAX	4,373.18 4,373.18 18,698.99 18,698.99

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				EMPLOYEES' FEDERAL WITHHOLDING	19,509.36
				EMPLOYEES' FEDERAL WITHHOLDING TAX	12,579.61
				Total for Check/Tran - 131781:	78,233.31
131782 6/8/23	CHK	10532	JEFFERSON COUNTY PUD PAYROLL ACPR DIRECT DEPOSIT 06.09.2023		191,778.36
			PR MANUAL CHECKS 06.09.2023		6,299.94
				Total for Check/Tran - 131782:	198,078.30
131783 6/8/23	CHK	10129	JIFFY LUBE	VEH# 119- OIL CHANGE	112.18
				VEH#119- OIL CHANGE	112.18
				VEH# 215- OIL CHANGE	92.89
				VEH#214- OIL CHANGE	90.85
				VEH# 111	141.55
				VEH# 205- OIL CHANGE	80.66
				Total for Check/Tran - 131783:	630.31
131784 6/8/23	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
				Total for Check/Tran - 131784:	45.00
131785 6/8/23	CHK	10972	KATIES CLEANING SERVICE	JANITORIAL SERVICES	1,159.47
				JANITORIAL SERVICES	128.83
				Total for Check/Tran - 131785:	1,288.30
131786 6/8/23	CHK	10348	KEMP WEST, INC	TT T&M-VARIOUS AREAS W/E 4/15/23	14,165.26
				TT T&M-VARIOUS AREAS W/E 4/22/2023	14,165.26
				TT T&M-VARIOUS AREAS W/E 4/29/23	14,165.26
				TT T&M-VARIOUS AREAS W/E 5/06/23	14,165.26
				Total for Check/Tran - 131786:	56,661.04
131787 6/8/23	CHK	10042	LANDIS & GYR TECHNOLOGY INC	METER READS MONTHLY	26,908.49
131788 6/8/23	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR MONTHLY	196.96
				SHRED 4CRNR MONTHLY	20.04
				SHRED OTTO ST MONTHLY	64.60

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				SHRED OTTO ST MONTHLY	7.30
				Total for Check/Tran - 131788:	288.90
131789 6/8/23	CHK	10356	KRISTOFFER M LOTT	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
				Total for Check/Tran - 131789:	45.00
131790 6/8/23	CHK	10927	MARSH MUNDORF PRATT SULLIVAN +	WPAG MONTHLY 2023	918.34
				WPAG MONTHLY 2023	102.04
				Total for Check/Tran - 131790:	1,020.38
131791 6/8/23	CHK	10153	MURREY'S DISPOSAL CO., INC.	2YD - 310 4CRNR MONTHLY	185.29
				2YD - 310 4CRNR MONTHLY	20.59
				2YD OCC-4CRNRS MONTHLY	162.68
				2YD OCC-4CRNRS MONTHLY	18.07
				30YD RNTL-310 4CRNRS MONTHLY	623.71
				30YD RNTL-310 4CRNRS MONTHLY	69.30
				1.5YD - 21 KENNEDY MONTHLY	37.14
				1.5YD - 21 KENNEDY MONTHLY	37.15
				2YD - 210 4CRNR MONTHLY	200.91
				2YD - 191 OTTO MONTHLY	180.82
				2YD - 191 OTTO MONTHLY	20.09
				2YD-210 4CRNR MONTHLY	77.23
				2YD-210 4CRNR MONTHLY	8.58
				Total for Check/Tran - 131791:	1,641.56
131792 6/8/23	CHK	10982	NATIONAL RURAL TELECOMMUNICAT	CROWD FIBER SURVEY SERVICES MONTHLY 2023	500.00
131793 6/8/23	CHK	10989	NETELASTIC SYSTEMS, INC	NETWORK ADDRESS TRNSLTN TOOL-VROUTER LIC	17,619.65
				NETWORK ADDRESS TRNSLTN TOOL-VROUTER LIC	-1,469.65
				Total for Check/Tran - 131793:	16,150.00
131794 6/8/23	CHK	10322	NRC ENVIRONMENTAL SERVICES, INC	TRANSFORMER CLEAN UP- 30 GOLIAH LN	8,841.25
131795 6/8/23	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES - LABORERS MAY 2023	779.00

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131796 6/8/23	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM JUL 2023	19,000.00
131797 6/8/23	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 - 131797:					45.00
131798 6/8/23	CHK	10169	OLYCAP	PWRBST/OLYCAP MAY 2023	1,120.89
131799 6/8/23	CHK	10170	OLYMPIC EQUIPMENT RENTALS	EXCAVATOR & DUMP TRAILER RENTAL- ROBBINS	299.51
131800 6/8/23	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - JUN 2023	769.90
				LIFE - MAY 2023	-3.80
				LTD - JUN 2023	2,449.31
				LTD - MAY 2023	157.94
Total for Check/Tran - 131800:					3,373.35
131801 6/8/23	CHK	10740	PENINSULA FIRE, INC.	REMOVE SUPPRESSION SYS-191 OTTO 2/23/22	58.87
				REMOVE SUPPRESSION SYS-191 OTTO 2/23/22	6.54
Total for Check/Tran - 131801:					65.41
131802 6/8/23	CHK	10181	PENINSULA PEST CONTROL	CRPNTRANT SVC QRTLY-PH SKYWATER MAR 2023	54.55
				C#12802- PEST SVC QRTLY-TRITON COVE	60.01
				C#12803- PEST SVC QRTLY-LAZY C PUMPH	60.01
				CRPNTRANT SVC BIM-OLYRIDG DR	65.46
				C#12804- PEST SVC QRTLY- GARDNIER	49.10
				C#12805- PEST SVC QRTLY-SUNSHINE DR	54.55
Total for Check/Tran - 131802:					343.68
131803 6/8/23	CHK	10183	PETRICKS LOCK & SAFE	DUPLICATE KEYS- A01 & B KEYS	95.25
				DUPLICATE KEYS- A01 & B KEYS	10.58
Total for Check/Tran - 131803:					105.83
131804 6/8/23	CHK	10185	PITNEY BOWES GLOBAL	QTY1 RED INK FOR POSTAGE MACHINE	89.64
				QTY1 RED INK FOR POSTAGE MACHINE	9.96
Total for Check/Tran - 131804:					99.60

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131805 6/8/23	CHK	10187	PITNEY BOWES-RESERVE ACCT	MAILSYSTEM LEASE Q2 2023	136.21
				MAILSYSTEM LEASE Q2 2023	15.13
Total for Check/Tran - 131805:					151.34
131806 6/8/23	CHK	10188	PLATT ELECTRIC SUPPLY	100A B/T # MBEL224B100BTS	-147.84
				UNITSTRUT NUT-1/2 SPRING NUT W CONE	418.67
				MILWAUKEE 7/16 HEX IMPACT	912.53
				MILWAUKEE 7/16 HEX IMPACT	435.31
				120/240v 20A breaker 1P	141.56
				HOF f44GCPNK CLSR PLTW/0	17.09
Total for Check/Tran - 131806:					1,777.32
131807 6/8/23	CHK	10197	PRINTERY COMMUNICATIONS	COLOR RACK CARS QTY 7,500	1,929.11
				TREE CLEARING NEAR LINES BROCHURE	280.51
				10 YR NEWSLETTER	324.31
Total for Check/Tran - 131807:					2,533.93
131808 6/8/23	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE MAY 2023	75,536.68
131809 6/8/23	CHK	10652	RWC INTERNATIONAL, LTD.	VEH# 101- RESET RPM MODULE	2,411.90
131810 6/8/23	CHK	10219	SHOLD EXCAVATING INC	LANDSCAPE MATERIALS- 1721 SHINE RD	32.18
				LANDSCAPE MATERIALS-HYDRANT REPAIR COYLE	21.82
Total for Check/Tran - 131810:					54.00
131811 6/8/23	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	-4.12
				PUD CLOTHING	-9.94
				PUD CLOTHING	404.99
				PUD CLOTHING	179.59
				PUD CLOTHING	152.14
				PUD CLOTHING	148.42
				PUD CLOTHING	295.62
				PUD CLOTHING	62.20
				PUD CLOTHING	48.68

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				PUD CLOTHING	55.89
				PUD CLOTHING	111.77
				PUD CLOTHING	166.65
Total for Check/Tran - 131811:					1,611.89
131812 6/8/23	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: TCOLIFORM/E QUIMPER MO 04/14/23	23.00
				TESTING: TCOLIFORM/E QUIMPER MO 04/14/23	23.00
				TESTING: TCOLIFORM/E QUIMPER MO 04/14/23	23.00
				TESTING: TCOLIFORM/E QUIMPER MO 04/14/23	23.00
				TESTING: TCOLIFORM/E QUIMPER MO 04/14/23	23.00
				TESTING: CONDCTV&CHLORIDE BYWATER 3/28	23.00
				TESTING: CONDCTV&CHLORIDE BYWATER 3/28	23.00
				TESTING: CONDCTV&CHLORIDE BYWATER 3/28	23.00
				TESTING: CONDCTV&CHLORIDE BYWATER 3/28	20.00
				TESTING: CONDCTV&CHLORIDE BYWATER 3/28	20.00
				TESTING: CONDCTV&CHLORIDE BYWATER 3/28	20.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: TCOLIFORM/E MISC LOCATIONS 4/19	23.00
				TESTING: NITRATE-N QUIMPER 4/20/23	28.00
				TESTING: NITRATE-N QUIMPER 4/20/23	56.00
				TESTING: NITRATE-N QUIMPER 4/20/23	28.00
				TESTING: NITRATE-N QUIMPER 4/20/23	28.00
				TESTING: NITRATE-N QUIMPER 4/20/23	28.00
				TESTING: NITRATE-N QUIMPER 4/20/23	28.00

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: NITRATE-N QUIMPER 4/20/23	28.00
				TESTING: TCOLIFORM/E&NITRATE-N SKYWATER	28.00
				TESTING: TCOLIFORM/E&NITRATE-N SKYWATER	23.00
				TESTING: TCOLIFORM/E&NITRATE-N VALIANI	28.00
				TESTING: TCOLIFORM/E&NITRATE-N VALIANI	23.00
				TESTING: TCOLIFORM/E&NITRATE-N BISHOP HE	28.00
				TESTING: TCOLIFORM/E&NITRATE-N BISHOP HE	23.00
				TESTING: TCOLIFORM/E&NITRATE-N VAN DE CA	28.00
				TESTING: TCOLIFORM/E&NITRATE-N VAN DE CA	23.00
				TESTING: NITRATE-N BYWATER 4/25/23	28.00
				TESTING: NITRATE-N BYWATER 4/25/23	28.00
				TESTING: NITRATE-N BYWATER 4/25/23	28.00
				TESTING: NITRATE-N MISC LOCATIONS 4/26	28.00
				TESTING: NITRATE-N MISC LOCATIONS 4/26	28.00
				TESTING: NITRATE-N MISC LOCATIONS 4/26	28.00
				TESTING: TCOLIFORM/E QUIMPER MO 05/08/23	26.00
				TESTING: TCOLIFORM/E QUIMPER MO 05/08/23	26.00
				TESTING: TCOLIFORM/E QUIMPER MO 05/08/23	26.00
				TESTING: TCOLIFORM/E QUIMPER MO 05/08/23	26.00
				TESTING: TCOLIFORM/E QUIMPER MO 05/08/23	26.00
				TESTING: TCOLIFORM/E QUIMPER MO 05/08/23	26.00
Total for Check/Tran - 131812:					1,203.00
131813 6/8/23	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL MAY 2023	1,120.89
131814 6/8/23	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - JANUARY 2023	40.50
				PHONE ALLOWANCE - JANUARY 2023	4.50
				TRAVEL - LODGING	420.58
				TRAVEL - MEALS PER DIEM	266.40
				TRAVEL - MILEAGE	431.51
				TRAVEL - LODGING	46.73
				TRAVEL - MEALS PER DIEM	29.60

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRAVEL - MILEAGE	47.95
				Total for Check/Tran - 131814:	1,287.77
131815 6/8/23	CHK	10733	DANIEL S TOEPPER	NOANET, WPUDA, NWPPA, BOC MTG, MAY2023	1,930.76
				NOANET, WPUDA, NWPPA, BOC MTG, MAY2023	214.53
				Total for Check/Tran - 131815:	2,145.29
131816 6/8/23	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	42.12
				PUD CLOTHING	82.46
				PUD CLOTHING	58.73
				PUD CLOTHING	50.42
				PUD CLOTHING	77.12
				PUD CLOTHING	79.78
				PUD CLOTHING	18.30
				PUD CLOTHING	21.22
				PUD CLOTHING	430.89
				PUD CLOTHING	55.00
				PUD CLOTHING	21.26
				PUD CLOTHING	86.14
				PUD CLOTHING	75.78
				PUD CLOTHING	89.41
				Total for Check/Tran - 131816:	1,188.63
131817 6/8/23	CHK	10252	ULINE	FIBER WAREHOUSE-TRASHLINERS	12.63
				FIBER WAREHOUSE - SHELFING/RACKS	1,356.87
				FIBER WAREHOUSE RACKS-HAND,TRASHLINERS	1,866.85
				FIBER WAREHOUSE-SHELFING/RACKS	1,181.41
				FIBER WAREHOUSE-TRASHLINERS	113.69
				Total for Check/Tran - 131817:	4,531.45
131818 6/8/23	CHK	10615	US BANK	ALYSON DEAN	2,381.50
				CUSTOMER SERVICE DEPARTMENT	570.24
				DAN TOEPPER	135.22

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ERIC STOREY	435.86
				HR DEPARTMENT	603.39
				IT DEPARTMENT	404.82
				JEFF RANDALL	2,342.82
				JOSH GARLOCK	183.82
				KRISTOFFER LOTT	4,189.90
				MELANIE R DES MARAIS	516.57
				MELISSA BLAIR	91.11
				MIKE BAILEY	316.40
				SAMANTHA HARPER	382.22
				SCOTT BANCROFT	322.53
				WILL O'DONNELL	1,813.19
Total for Check/Tran - 131818:					14,689.59
131819 6/8/23	CHK	10947	VAN NESS FELDMAN, LLP	PROF SVC: WTR RIGHTS & RGLTN MAR 2023	2,264.00
131820 6/8/23	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB03/16-05/15/2023	297.45
				CELL PHONE SERVICE QB03/16-05/15/2023	26.00
				CELL PHONE SERVICE QB03/16-05/15/2023	188.49
				CELL PHONE SERVICE QB03/16-05/15/2023	70.39
				CELL PHONE SERVICE QB03/16-05/15/2023	78.44
				CELL PHONE SERVICE QB03/16-05/15/2023	107.72
				CELL PHONE SERVICE QB03/16-05/15/2023	206.76
				CELL PHONE SERVICE QB03/16-05/15/2023	78.44
				CELL PHONE SERVICE QB03/16-05/15/2023	75.39
				CELL PHONE SERVICE QB03/16-05/15/2023	79.08
				CELL PHONE SERVICE QB03/16-05/15/2023	103.98
				CELL PHONE SERVICE QB03/16-05/15/2023	26.00
				CELL PHONE SERVICE QB03/16-05/15/2023	42.44
				CELL PHONE SERVICE QB03/16-05/15/2023	36.00
				CELL PHONE SERVICE QB03/16-05/15/2023	131.79
				CELL PHONE SERVICE QB03/16-05/15/2023	131.79

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB03/16-05/15/2023	107.72
				CELL PHONE SERVICE QB03/16-05/15/2023	128.32
				CELL PHONE SERVICE QB03/16-05/15/2023	171.19
				CELL PHONE SERVICE QB03/16-05/15/2023	46.79
				CELL PHONE SERVICE QB03/16-05/15/2023	46.79
				CELL PHONE SERVICE QB03/16-05/15/2023	46.79
				CELL PHONE SERVICE QB03/16-05/15/2023	158.37
				CELL PHONE SERVICE QB03/16-05/15/2023	306.75
				CELL PHONE SERVICE QB03/16-05/15/2023	76.78
				CELL PHONE SERVICE QB03/16-05/15/2023	5.20
				CELL PHONE SERVICE QB03/16-05/15/2023	5.20
				CELL PHONE SERVICE QB03/16-05/15/2023	5.20
				CELL PHONE SERVICE QB03/16-05/15/2023	54.37
				CELL PHONE SERVICE QB03/16-05/15/2023	17.60
				CELL PHONE SERVICE QB03/16-05/15/2023	51.99
				CELL PHONE SERVICE QB03/16-05/15/2023	103.98
Total for Check/Tran - 131820:					3,013.20
131821 6/8/23	CHK	10800	VISION METERING, LLC	END SIGHT CLOUD SOFTWARE MONTHLY 2023	500.00
				END SIGHT CLOUD SOFTWARE MONTHLY 2023	500.00
				END SIGHT CLOUD SOFTWARE MONTHLY 2023	500.00
Total for Check/Tran - 131821:					1,500.00
131822 6/8/23	CHK	10260	WA STATE DEFERRED COMPENSATIONPL DEFERRED COMP EE		17,774.32
			PL DEFERRED COMP ER		7,677.03
Total for Check/Tran - 131822:					25,451.35
131823 6/8/23	CHK	10018	WORLD KINECT ENERGY SERVICES	55 GAL DRUM-DEF FLUID	327.78

Total Payments for Bank Account - 1 : (124) 1,088,233.38

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

Total for Bank Account - 1 : (124) 1,088,233.38

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Check Register

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Grand Total for Payments :	(124)	1,088,233.38
Grand Total for Voids :	(0)	0.00
Grand Total :	(124)	1,088,233.38

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
215 6/1/23	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT JUNE 2023	12,093.68
				PETERSON LAKE WIRE PMT JUNE 2023	2,234.94
Total for Check/Tran - 215:					14,328.62
216 6/9/23	WIRE	10279	BPA-WIRE TRANSFER	POWER PURCHASE/COMBINED BILL APR 2023	1,421,863.00

Total Payments for Bank Account - 1 :	(2)	1,436,191.62
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(2)	1,436,191.62
Grand Total for Payments :	(2)	1,436,191.62
Grand Total for Voids :	(0)	0.00
Grand Total :	(2)	1,436,191.62

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 6/9/2023

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71080	6/9/2023	3,467.43
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71081	6/9/2023	2,832.51
				\$ 6,299.94

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 6/09/2023

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	6/9/2023	\$ 2,012.27
3062	ACCOUNTING ASSOCIATE	6/9/2023	\$ 1,832.51
3070	ACCOUNTING ASSOCIATE	6/9/2023	\$ 1,937.72
3039	ACCOUNTING SPECIALIST	6/9/2023	\$ 2,215.43
3065	ADMINISTRATIVE ASSISTANT	6/9/2023	\$ 2,474.22
3052	ADMINISTRATIVE ASSISTANT	6/9/2023	\$ 2,618.61
4006	COMMISSIONER DIST 1	6/9/2023	\$ 956.87
4004	COMMISSIONER DIST 2	6/9/2023	\$ 2,387.30
4008	COMMISSIONER DIST 3	6/9/2023	\$ 2,061.79
3034	COMMUNICATIONS DIRECTOR	6/9/2023	\$ 3,731.72
3002	CUSTOMER SERVICE COORDINATOR	6/9/2023	\$ 1,603.65
3022	CUSTOMER SERVICE REP	6/9/2023	\$ 1,703.19
3032	CUSTOMER SERVICE REP	6/9/2023	\$ 1,641.72
3048	CUSTOMER SERVICE REP	6/9/2023	\$ 1,733.41
3056	CUSTOMER SERVICE REP	6/9/2023	\$ 1,451.81
3066	CUSTOMER SERVICE REP	6/9/2023	\$ 1,313.00
3068	CUSTOMER SERVICE REP	6/9/2023	\$ 1,150.32
3069	CUSTOMER SERVICE REP	6/9/2023	\$ 1,296.34
3060	DIGITAL COMMUNICATIONS SPECIALIST	6/9/2023	\$ 2,420.17
1027	ELECTRICAL ENGINEERING MANAGER	6/9/2023	\$ 3,443.10
1041	ELECTRICAL SUPERINTENDENT	6/9/2023	\$ 4,717.20
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	6/9/2023	\$ 2,354.94
3033	FINANCE DIRECTOR	6/9/2023	\$ 4,991.12
3029	FINANCE SERVICES MANAGER	6/9/2023	\$ 3,062.88
1046	FLEET/WAREHOUSE HELPER	6/9/2023	\$ 2,825.39
1012	FOREMAN LINEMAN	6/9/2023	\$ 5,750.11
1011	GENERAL MANAGER	6/9/2023	\$ 5,266.37
1042	GIS SPECIALIST	6/9/2023	\$ 2,659.72
1017	HEAD STOREKEEPER	6/9/2023	\$ 2,520.18
3063	HUMAN RESOURCES COORDINATOR	6/9/2023	\$ 2,946.96
3047	HUMAN RESOURCES DIRECTOR	6/9/2023	\$ 4,027.83
3008	INFORMATION TECHNOLOGY MANAGER	6/9/2023	\$ 3,714.55
3028	IT SUPPORT TECHNICIAN	6/9/2023	\$ 1,912.73
2001	JOINT UTILITY SPECIALIST	6/9/2023	\$ 3,283.73
1000	LINEMAN	6/9/2023	\$ 4,011.25
1034	LINEMAN	6/9/2023	\$ 5,667.27
1055	LINEMAN	6/9/2023	\$ 2,627.70
1061	LINEMAN	6/9/2023	\$ 5,373.40
1063	LINEMAN	6/9/2023	\$ 3,679.60
1060	LINEMAN	6/9/2023	\$ 3,004.31
1062	LINEMAN	6/9/2023	\$ 4,338.99
1065	LINEMAN	6/9/2023	\$ 5,773.00
1059	LINEMAN APPRENTICE	6/9/2023	\$ 2,609.93
1043	METER READER	6/9/2023	\$ 2,116.70
1047	METER READER	6/9/2023	\$ 2,035.30
1056	METER READER	6/9/2023	\$ 2,388.97
1057	METER READER	6/9/2023	\$ 1,736.20
1064	METER READER	6/9/2023	\$ 2,609.67
2008	METER READER	6/9/2023	\$ 1,662.29
3067	NETWORK/BROADBAND ENGINEER	6/9/2023	\$ 3,624.51
1037	OPERATIONS DIRECTOR	6/9/2023	\$ 3,629.66
1050	PRE-APPRENTICE	6/9/2023	\$ 3,020.69
3004	RESOURCE MANAGER	6/9/2023	\$ 2,838.64
1010	SCADA ENGINEER II	6/9/2023	\$ 2,685.92
1003	SCADA TECH APPRENTICE	6/9/2023	\$ 3,980.85
3020	SERVICES DIRECTOR	6/9/2023	\$ 3,476.70
1026	STAKING ENGINEER	6/9/2023	\$ 2,398.43
1031	STAKING ENGINEER	6/9/2023	\$ 2,839.18
1014	STOREKEEPER	6/9/2023	\$ 2,037.21
1015	SUBSTATION/METER FOREMAN	6/9/2023	\$ 4,640.55
1033	SUBSTATION/METERING TECH	6/9/2023	\$ 4,679.22
3003	UTILITY BILLING CLERK	6/9/2023	\$ 1,652.37
3027	UTILITY BILLING CLERK	6/9/2023	\$ 1,718.80
3000	UTILITY BILLING COORDINATOR	6/9/2023	\$ 1,947.65
2000	WATER DISTRIBUTION MANAGER II	6/9/2023	\$ 1,923.50
2002	WATER DISTRIBUTION MANAGER II	6/9/2023	\$ 2,848.40
2005	WATER DISTRIBUTION MANAGER II	6/9/2023	\$ 2,182.64
			\$ 191,778.36



AGENDA REPORT

DATE: June 20, 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 11 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$3,507.16 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 11 inactive accounts owing \$3,507.16 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 June 20, 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	0	\$0.00
\$51 - \$100	2	\$195.80
\$101 - \$200	3	\$484.85
\$201 - \$300	1	\$265.07
Over \$300	5	\$2,561.44
TOTAL	11	\$3,507.16

Approval, Board of Commissioners

Dan Toepper
Secretary

PUD Calendar

June 20, 2023

June 20, 2023, BOC Regular Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

June 27, 2023, Special Meeting, 2:00-4:00, TBD




July 4th, Independence Holiday observed, PUD offices Closed

July 5, 2023, BOC Regular Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

July 12-14, WPUDA Association Meetings. Location Suquamish Clearwater Hotel

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

August 1, 2023, BOC Regular Meeting, 3:00 PM, 310 Four Corners Rd and per ZOOM

     Received	From	Subject	Size
Today			
9:20 AM	Ben Bauermeister	Re: JBAT post-BEAD report get-together	38 KB
Good for either as well. No preference. Thanks for suggesting this. And PourHouse has no problem with bringing in food or having			
Yesterday			
Wed 4:22 PM	Karen Bennett	JBAT post-BEAD report get-together	47 KB
Hello all - To celebrate the completion of our BEAD report to the State of Washington, and while our kind friend J.Marie is in town,			
Last Week			
Tue 6/6	Christopher Hanson	Rates of residential meter failure	37 KB
Dear Kevin, In a phone conversation this morning with Ken Collins he mentioned you would be the best person to provide me with			
Two Weeks Ago			
6/1/2023	Karen Bennett	Draft BEAD report summary for JBAT review	47 KB
Good morning - here is a link to DRAFT BEAD executive summary report for JBAT. Note that this is a draft; ignore the blue writing as			

RESOLUTION NO. 2023-____

A RESOLUTION of Public Utility District No. 1 of Jefferson County, Washington, amending Resolution No. 2023-015 to correct the not to exceed principal amount of the Electric System Revenue Bond authorized in such resolution.

WHEREAS, Public Utility District No.1 of Jefferson County, Washington (the “District”) adopted Resolution No. 2023-015 on June 7, 2023, authorizing the issuance of the District’s Electric System Revenue Bond, 2023A (the “Bond”), to the United States Department of Agriculture, Rural Utilities System (the “Purchaser”); and

WHEREAS, the Purchaser offered to purchase the Bond from the District in a maximum principal amount of not to exceed \$4,601,116; and

WHEREAS, Resolution No. 2023-015 had an error in the maximum principal amount of the Bond; and

WHEREAS, in the opinion of the Commission, it is in the best interest of the District to correct the not to exceed principal amount of the Bond to the full amount offered by the Purchaser;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Change to Bond Maximum Amount. This resolution amends Resolution No. 2023-015 to change all references to the not to exceed principal amount of the Bond to \$4,601,116 from \$4,061,116.

All other provisions of Resolution No. 2023-015 shall remain unchanged.

Section 2. Authorization to Officials and Agents. The General Manager, Finance Director or their delegates, are hereby authorized and directed to do everything necessary for the prompt issuance, execution and delivery of this amendment to Resolution No. 2023-015.

Section 3. Effective Date of Resolution. This Resolution shall be in effect from and after its adoption in accordance with law.

ADOPTED AND APPROVED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a meeting this 20th day of June, 2023.

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

President, Kenneth Collins

Vice President, Jeff Randall

Secretary, Dan Toepper

CERTIFICATE

I, the undersigned, Secretary of the Board of Commissioners (the “Board”) of Public Utility District No. 1 of Jefferson County, Washington (the “District”), hereby certify as follows:

1. The attached copy of Resolution No. _____ (the “Resolution”) is a full, true and correct copy of a resolution duly passed at a regular meeting of the Board of the District held at the regular meeting place thereof on June 20, 2023, as that resolution appears on the minute book of the District; and the Resolution is now in full force and effect.

2. That said meeting was duly convened, held and included an opportunity for public comment, in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given.

3. That a quorum was present throughout the meeting in person or through telephonic, electronic, internet, or other means of remote access, and a majority of the members of the Board of the District so present at the meeting voted in the proper manner for the adoption of the Resolution.

4. That all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of June, 2023.

Secretary



AGENDA REPORT

DATE: Tuesday, June 20, 2023
TO: Board of Commissioners
FROM: Jean Hall, Services Director
RE: Corrections to Customer Service Policy Section 14.3.7 – Late Fees

BACKGROUND: The BOC adopted late fees on July 3, 2018 with Resolution No. 2018-020. JPUD's Customer Service Policy was created the following year with Resolution No. 2019-019 to provide one policy for our customer-owners to refer to for service driven policies. As part of that same effort to continually improve and streamline the customer experience, staff perform periodic reviews of JPUD policies.

ANALYSIS/FINDINGS: While reviewing the Customer Service Policy, section 14-Schedule of Deposits, Credits, and Misc. Charges, staff discovered an oversight in transferring the language pertaining to commercial late fees from "Exhibit B" Schedule of Deposits and Charges to the Customer Service Policy Section 14.3.7, that resulted in the removal of commercial late fees from Customer Service Policies.

FISCAL IMPACT: None – It is the intent of JPUD to continue charging late fees as adopted by resolution No. 2018-020.

RECOMMENDATION: Adopt the resolution to Amend the Customer Service Policies of the PUD to include the corrections as reflected in the attached Exhibit A.

Attachment(s): Draft Resolution 2023-XXX
CS Policy Sect 14.3.7_Red Line

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

RESOLUTION NO. 2023-XXX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), correcting the Customer Service Policy, section 14.3.7 -Late Fee, to include commercial late fees.

WHEREAS, On July 3, 2018 the Board of Commissioners adopted Resolution No. 2018-020 updating Exhibit B – PUD Schedule of Deposits and Charges to resume assessing late fees and (re)establish the late charge for residential and commercial water, sewer, and electric customer-owners; and

WHEREAS, On May 21, 2019 to assist the PUD in meeting its customer service goals, the Board of Commissioners adopted Resolution No. 2019-019, establishing the Customer Service Policies which combined (1) the general provisions from the "Exhibit A" Electric Service Regulations - Section 8, and the 2011 Water System Plan - Section 3, and (2) "Exhibit B" Schedule of Deposits and Charges; and

WHEREAS, While performing a review of the Customer Service Policy staff discovered an oversight in transferring the language pertaining to commercial late fees from "Exhibit B" Schedule of Deposits and Charges to the Customer Service Policy Section 14.3.7, that resulted in the removal of commercial late fees from Customer Service Policies; and

WHEREAS, It is the intent of the PUD to continue to charge late fees as adopted by Resolution No. 2018-020 on July 3, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Public Utility District Board of Commissioners, that the Customer Service Policies of the PUD are amended to include the corrections as reflected in the attached Exhibit A of this Resolution.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this ____day of _____ 2023.

Kenneth Collins, President

Jeff Randall, Vice President

Dan Toepper, Secretary

14.3.6 – Reconnect

All reconnect fees will be charged at the time of the reconnect is dispatched. Requests received between 1:00 p.m. and 9:00 a.m. of the next business day may be charged additional after-hours fees if the Customer requests expedited connection.

Electric

Reconnect at meter.....	\$60.00
Reconnect at transformer.....	\$150.00
After hours/expedited.....	\$250.00

Water

Crew dispatched reconnect.....	\$60.00
Seasonal reconnect.....	\$15.00
After hours/expedited.....	\$250.00

14.3.7 - Late Fee

Residential

Electric	\$5.00
Water	\$5.00
Sewer	\$5.00

Commercial

<u>Electric</u>	<u>The greater of 1% of past due balance or \$5.00</u>
<u>Water</u>	<u>The greater of 1% of past due balance or \$5.00</u>

14.3.8 - Meter Tampering

Electric

Cut or missing seal	\$125.00
Unauthorized connect or reconnect of meter.....	\$500.00
Power diversion investigation – actual cost (minimum charge)	\$285.00

Water

Cut or missing seal	\$125.00
Unauthorized connect or reconnect of meter.....	\$500.00