

Regular Meeting Agenda

Board of Commissioners

Tues, Dec 12, 2023 3:00 PM

310 Four Corners Rd.

Port Townsend, WA 98368

and online via Zoom



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

Page

1. Call to Order

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. Moss Adams Policies Presentation

4 - 33

PUD Procurement Manual revisions and Resolution

[BOC Agenda Report Form--Updated Procurement Manual 12.12.2023.docx](#)

[Procurement P&P Draft 8.10.2023.docx](#)

[Procurement Resolution - Updated 2023 12 07.docx](#)

Recommended Action: Approve Resolution 2023-XXX rescinding Resolution No 2021-33 and adopting the District's new Procurement Manual with related exhibits to

update and revise it and account for procurement related to grant funded projects.

5. Closed Session: Per RCW 42.30.140 (4) (b) Union Negotiations

6. Manager and Staff Reports

For information only, not requiring a vote.

7. Commissioner Reports

8. 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.

8.1	Prior Minutes PUD BOC Regular Meeting 11-21-2023 Minutes Draft 2.pdf 	34 - 38
8.2	Vouchers Voucher Approval Form for the Commissioners.pdf  Voucher Certification with Supporting Warrant Register & Payroll for meeting.pdf 	39 - 72
8.3	Financial Report Agenda Report-Written Off Accounts-12-12-23.docx  Written Off Accounts Motion 12-12-23.docx  October 2023 Financials.pdf 	73 - 90
8.4	Calendar BOC Calendar December 12, 2023.docx 	91
8.5	Correspondence Log CL 20231207.pdf 	92

9. Old Business

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

10. New Business

11. Adjourn



AGENDA REPORT

DATE: December 12, 2023
TO: Board of Commissioners
FROM: Mike Bailey, Finance Director/Treasurer
RE: Updated Procurement Manual

BACKGROUND: In 2020, the Board approved our most recent Procurement Manual which is our policy and procedure book on purchasing goods and services as well as bidding on projects. This version of the procurement manual was based on other manuals and information.

ANALYSIS/FINDINGS: From time to time, policies and procedures need to be updated as procedures change as well as laws and regulations. Kevin and I determined that it was time to update and improve our procurement manual. Staff contracted Moss Adams to write a new and improved Procurement Manual to replace our current Procurement Manual

FISCAL IMPACT: There is no immediate fiscal impact by approving and implementing the updated procurement manual. The fiscal impact will come as we start following the outlined procedures in the manual to acquire goods and services as well as contracts.

RECOMMENDATION: Staff would like the Board of Commissioners to approve a resolution amending and revising the District's Procurement Manual to update and revise it and account for procurement related to grant funded projects.



Jefferson County Public Utilities District

DRAFT Procurement Policies and Procedures

Effective Date: **MM/YYYY**

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Jefferson County Public Utilities District

Procurement Policies and Procedures

Policy # 00-00

Effective Date: MM/YYYY

Approval Date: MM/YYYY

Last Revised Date: TBD

I. PURPOSE

The overall purpose of these Procurement Policies and Procedures is to establish guidelines that will allow Jefferson County Public Utilities District (JPUD) to acquire the highest quality of desired goods and services, at the best price possible, while ensuring compliance with all Federal and State laws, regulations, ordinances, and policies, including the Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Further, these Procurement Policies and Procedures are aimed at streamlining the process of procurement while maintaining adequate controls to ensure that all purchases made with JPUD funds:

- Are properly requested, documented, and approved;
- Are supported by documentation that adequate due diligence was performed, based on the dollar threshold and type of purchase; and,
- Promote fair and open competition, without bias or conflicts, permitting JPUD to obtain the best prices and quality.

II. SCOPE

These Procurement Policies and Procedures apply to all JPUD employees involved in the procurement process and to all types of procurement activities including requesting or approving purchases, performing due diligence for purchases, receiving purchased goods/services, processing purchase requests, or performing other procurement functions on behalf of JPUD. These policies and procedures are applicable to all JPUD Programs, Boards, or other entities who manage and expend funds from JPUD's General Fund or from Grant Funds.

These Procurement Policies and Procedures supersede any other procurement policies and procedures previously established by JPUD or by its Programs, Board, or other entities.

Throughout this document, words like "must" and "should" are used. When the term "must" is used, no group or individual has the authority to deviate from the specific policy or procedure. The term "should" is used to convey that employees are expected to follow the policy and procedures as written and are required to justify any deviations. Deviations should only occur when the specifics of the situation justify a reasonable departure from the policies and procedures.

III. REFERENCES

- Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)
- Revised Code of Washington (RCW)
- JPUD's Contract Management Policies and Procedures
- JPUD's Accounts Payable Policies and Procedures
- JPUD's Financial Reporting, Close, and Reconciliations Policies and Procedures
- JPUD's Conflict of Interest Policies and Procedures
- JPUD's Budget Policies and Procedures

Commented [AK1]: JPUD: please confirm if you have a Contract Management Policies and Procedures document

Commented [AK2]: JPUD: please confirm if you have a Conflict of Interest policy. If not, we will need to add information specific to checking for COI with potential contractors

IV. DEFINITIONS

The definitions below are for standard wording referred to throughout JPUD's Procurement Policies and Procedures and apply to all instances where a word/phrase is used unless the context clearly indicates or requires a different meaning.

- **Blanket Purchase Orders:** A purchase order under which a vendor agrees to provide goods or services on a purchase-on-demand basis. The purchase order generally establishes prices, terms, conditions, and the period covered by the order (typically one fiscal year).
- **Board of Commissioners (Board):** The governing body of JPUD.
- **Contract:** Any binding agreement between two or more persons/parties for the procurement of goods and/or services. Any contract document, regardless of what it is called, for the procurement of supplies. References to a "contract" shall be deemed to include all documents attached to or incorporated in the contract, such as terms and conditions, contract attachments, and addenda.
- **Emergency:** For purposes of this policy, when referring to an "emergency" purchase, an emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger and

requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential service.

- **Goods:** Defined as physical, tangible items that are procured to benefit JPUD or meet a need of JPUD.
- **National Information Solutions Cooperative (NISC) System:** JPUD's financial and accounting system.
- **Open Purchase Order:** A purchase order (PO) when the order is placed, but the related goods have yet to be received or only part of an order has been received.
- **Procurement:** The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a purchase requisition through receipt and acceptance of delivery and processing of a final payment.
- **Project Coordinator:** A JPUD employee that has been assigned to be the lead employee on a given project.
- **Purchase Requisition (PR):** A document used to make a purchase or an order request, on behalf of the JPUD, that is associated with an approval workflow in the NISC. The Purchase Requisition is utilized to document all details of purchase requests including the related goods/services requested, specifications, delivery date and location preferences, and account coding. The creation of a Purchase Requisition notifies approvers of the purchase need.
- **Requestor:** The original person within JPUD who is requesting that a specific purchase be approved and processed.
- **Services:** Defined as activities provided to JPUD for a job for which the required technical expertise does not exist in house at JPUD, or a job that is not ongoing and hence does not require a full-time employee.
- **Specifications:** A complete description of the physical and/or functional characteristics and quantity of the goods/supplies to be provided, or the complete directions, provisions, and requirements for the performance of services.
- **Split Purchase:** A split purchase occurs when the quantity of a required item or service is known before the initial purchase and is divided into multiple purchases to avoid the requirement for obtaining bids or proposals. Split purchases are prohibited and are considered fraud, waste, and/or abuse by auditors and in violation of best practices standards.
- **Vendor:** Any supplier, contractor, or consultant from which JPUD receives equipment, goods, supplies, materials, and/or services.

V. POLICIES

A. General Procurement Policies

1. All employees responsible for requisitioning, purchasing, and contracting for goods/services on behalf of JPUD shall be responsible for reviewing and understanding these Procurement Policies and Procedures.

2. Each procurement action must comply with the requirements set forth in the appropriate sections of this policy and applicable law.

3. Delegation of approval authority is permitted unless specifically prohibited within these policies. Delegation must be documented in writing.

B. Purchase Requestion Policies

1. Any employee is permitted to initiate an PR after the budget availability has been verified.

2. A properly approved and supported PR, as defined within these policies, is required for all JPUD purchases, except for recurring expenses such as utility or internet bills.

3. Modifications to previously approved PRs must be requested through the Department Manager, or designee, and, dependent on the dollar amount of the modification, may require the PR to be rerouted for approval and may require additional due diligence to be performed.

C. Thresholds for Required Due Diligence Policies

1. JPUD has established defined levels of due diligence, dependent on specified dollar thresholds. Adequate due diligence ensures that JPUD obtains the best possible price for goods and services and ensures that JPUD's funds are used appropriately and responsibly.

a. Up to \$9,999.99: Purchases up to \$9,999.99 do not require formal documentation of due diligence; however, reasonable efforts (i.e., consider whether the price is fair, and the goods/services meet the needs of JPUD) in selecting a vendor should be applied.

b. \$10,000 to \$249,999.99: Purchases within this range require documentation of a minimum of three informal quotes.

c. \$250,000 or more: Purchases of \$250,000 or more require the sealed bid request process for goods or the competitive Request for Proposal (RFP) process for professional services.

Commented [AK3]: This is the Simplified Acquisition Threshold limit set in FAR 2.101

D. Formal Request for Proposal and Bid Policies

1. RFP and Bid Initiation

Department Managers, or their designees, are responsible for initiating and overseeing the competitive RFP or sealed bid process for all purchases expected to be \$250,000 or more.

- a. The Department Manager or designee must provide a review and approval prior to a notice being advertised.
- b. All RFP and bid requests must be supported by a notice inviting prospective vendors to submit proposals/bids, which should be posted in a local newspaper and builder's exchange.
- c. All questions related to an RFP/sealed bid request must be directed to the Department Manager or designee and any violations will result in disqualification. Departments may not communicate with prospective vendors during the RFP/sealed bid request process.

2. Proposal/Bid Receipt

Opening and Evaluation: All proposals/bids must be received by the Project Coordinator. The following policies apply:

- a. The opening of each proposal/bid must include at least the Project Coordinator and one individual from the requesting department (which may include contractors) or the General Manager.
- b. The proposal/bid opening details (date, time, members, etc.) must be documented and adhered to.
- c. Proposals/bid responses are reviewed by the Project Coordinator and an individual from the requesting department or General Manager and must be evaluated based on the vendor selection criteria defined (*refer to Procedures, Section D*).
- d. The Project Coordinator and individual from the requesting department or General Manager will be required to vote following completion of the Vendor Scorecard (sample attached in Appendix B), and the vote must be documented.

E. Purchasing Exception Policies

1. Sole Source Procurement

For a purchase to qualify as a sole source procurement, it must meet one of the criteria specifically described in these Policies and Procedures (*refer to Procedures, Section E*). The requestor is required to complete a Sole Source Justification Form (See Appendix A) that describes the nature of the purchase, vendor/contractor, estimated cost, and specific situation/circumstance that qualifies the purchase for sole sourcing. The Sole Source Justification Form must be approved by the Board.

2. Emergency Purchases

Emergency purchases are not valid for contrived urgencies resulting from the lack of planning and organization. An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger and requires immediate

action to prevent or mitigate the loss or impairment of life, health, property, or essential service.

- a. Every effort should be made to notify the General Manager before the emergency purchase.
- b. Within 72 hours of the emergency purchase, the Department Manager is responsible for initiating the required PO, which must include a brief summary describing the nature of the purchase, vendor/contractor, actual cost, emergency circumstance, and any efforts made to obtain prior General Manager approval.
- c. Emergency purchases must be reviewed by the Board after the General Manager approves the purchase.

F. Purchasing Request Approval Policies

1. Approval levels are defined, based on dollar thresholds, for all POs.
 - a. The Department Manager, or their designee, must approve all purchases for their department and is responsible for ensuring that:
 - i. the goods/services are necessary, appropriate, and within the approved budget;
 - ii. all supporting documentation is attached and in compliance with these Policies and Procedures; and
 - iii. if the purchase is funded through a grant, the purchase is allowable.
 - b. The General Manager, or their designee, must approve all purchases greater than \$25,000 for JPUD and is responsible for ensuring that:
 - i. the goods/services are necessary, appropriate, and within the approved budget;
 - ii. all supporting documentation is attached and in compliance with these policies and procedures;
 - iii. the general ledger coding of the expense is correct; and
 - iv. if the purchase is funded through a grant, the purchase is allowable.
 - c. The Board must approve all purchases greater than \$350,000 and must ensure that the purchase appears reasonable and consistent with JPUD's goals and responsibilities.

G. Receiving Policies

1. The procurement process cannot be completed without certification that the goods and/or services procured have been received entirely to JPUD's satisfaction.
2. Whenever possible, POs should identify the project site (as determined by the Project Coordinator) or the JPUD Operations Center as the Ship To address. Exceptions (such as large items) may be approved with adequate justification documented.

3. In all cases, the original purchaser/requestor must be separate from the individual receiving the related goods, and the receiver is responsible for:

- a. opening the delivery and reviewing, inspecting, and verifying the contents of the shipment;
- b. documenting the receipt; and,
- c. attaching the receiving documentation to the approved PO.

H. Year-End Procurement Policies

1. Goods and services that relate to the current Fiscal Year must be received no later than December 31st and be followed by an invoice dated no later than January 31st.

2. Purchases for the next Fiscal Year are accepted beginning January 1st.

I. Monitoring and Reporting Policies

1. JPUD must ensure that adequate monitoring procedures are in place for procurement activity. All reviews performed must be adequately documented and unusual activity must be researched and/or addressed. Monitoring procedures performed by the Utility Assistant and reviewed and approved by the General Manager must include, at a minimum:

- a. Open PO reviews (i.e., items or services have not been received yet); and,
- b. Cumulative vendor purchase reviews.

VI. PROCEDURES

A. General Procurement Procedures

1. All employees involved in any aspect of JPUD's purchasing function, including those making requests, approving requests, evaluating quotes/bids, and processing purchases or receiving, are responsible for ensuring that they understand and acknowledge these Procurement Policies and Procedures. If any employee is uncertain about how to apply a policy or procedure related to the purchasing process, they must contact the General Manager for clarification.

2. Purchasing Management/Oversight

JPUD's Department Managers, or their designees, are responsible for managing and overseeing the entire purchasing process on behalf of their departments.

3. Employee Interests

Refer to JPUD's Conflict of Interest Policies and Procedures for information on reporting actual or potential conflicts of interest.

4. Purchasing Types

Purchases made on behalf of JPUD are funded by either the General Fund or a Grant fund.

a. General Fund purchases are those that are not associated with any federal or state grant and are funded by JPUD resources.

b. Grant funded purchases are typically associated with a federal or state grant and are reimbursed, or funded by, the awarding agency or with other non-governmental entities. When purchases are made with grant funds, the requestor and all approvers must be aware of the specific compliance requirements that apply.

5. Delegation of Authority

Delegation of approval authority is permitted. The delegation must be done in writing (email, memo, etc.) and include the delegator name/role, person being delegated to name/role, the period in which the delegation is valid, and approval authority being assigned.

B. Purchase Requestion Procedures

1. Any employee is permitted to initiate an PR. The initiating employee is the requestor of the purchase.

2. Budget Verification

Prior to submitting a PR, the requestor must verify that there are enough funds available in the department/program's budget to make the purchase by looking in NISC. If a purchase is not within the department/program's budget, a budget modification must be requested. Refer to JPUD's Budget Policies and

Procedures for more information.

3. Purchase Requisition

In general, a PR should include as much of the following information as possible:

a. Purchase Checklist (Appendix C), which includes:

- i. Vendor name and contact information
 - ii. Budget line item the purchase will be applied to
 - iii. General ledger (G/L) account code, if known
 - iv. Item number or other identifying numbers/details, if known
 - v. Description of the goods/services being requested and quantity, if applicable
 - vi. Reason/justification for purchase/need
 - vii. Bill To information
 - viii. Ship To information
- The JPUD Operations Center should be used for all purchases that will be shipped unless a Project Coordinator requests an item to be shipped to be job site. A large item might be delivered to the department's physical address, if needed.
- ix. Signature of the requestor
 - x. Signature of the Department Manager, of designee, signifying approval
- b. W-9 from vendor
 - c. Signed contract, if applicable
 - d. Copy of invoice
 - e. All approvals via email or physical signature for the purchase based on purchasing thresholds defined below

After the budget availability has been verified, the requestor will initiate the P\$ for all purchases, except for recurring purchases such as utilities or internet. An P\$ must include all required approval signatures, supporting documentation for all required due diligence (i.e., formal written quotes), as detailed in these policies, and detailed specifications of the goods or the scope of work of services being requested.

4. PR Support

PRs submitted without the proper support or approval(s), in compliance with these policies, will not be approved. Supporting documentation must be physically attached to the PR.

5. PR Modifications

If a previously approved PR needs to be modified, then the prospective purchaser will email the reason for the modification along with supporting documentation to the

Department Manager to review and approve. After reviewing the modification to ensure it is reasonable and justifiable, the Department Manager will take one of two actions:

- a. If the total price after the PR modification is over \$25,000, the Department Manager will email approval of the modified PO to the General Manager, or designee.
- b. If the total price after the PR modification is over \$3500,000, the General Manager will email approval of the modified PR to the Board. The Board must then review and approve the modified PR before the Department Manager can continue with the procurement.

C. Thresholds for Required Due Diligence Procedures

1. Due Diligence Requirements

The thresholds presented in the following table define the specific level of due diligence required based on the expected dollar amount of the purchase. All employees involved in the procurement process must be knowledgeable of these requirements and should contact the General Manager with questions or if additional guidance is needed.

Purchase Amount	Responsibilities of Approver
Up to \$9,999.99	Purchases up to \$9,999.99 are considered "micro purchases" that do not require formal documentation of due diligence, such as quotes or bids. However, employees are encouraged to apply reasonable effort (i.e., evaluate for a fair price and that the goods/services will meet JPUD's needs) in selecting a vendor for purchasing, including assessing options based on their defined purchase need, criteria, and costs.

Purchase Amount	Responsibilities of Approver
\$10,000 to \$249,999.99	Purchases between \$10,000 and \$249,999.99 (below the \$250,000 threshold) are considered "small purchases" that do require documentation of due diligence. Specifically, a minimum of three informal quotes must be documented. Quotes can be obtained through means such as an online printout, written quote from vendor, or email conversation. Documentation must be made of all three quotes obtained.
\$250,000 and over	Purchases of \$250,000 and over require the sealed bid request process (for goods) or competitive Request for Proposal (RFP) process (for professional services). Refer to the detailed requirements presented in Section D below.

D. Formal Request for Proposal and Bid Procedures

1. Competitive Request for Proposal (RFP) Requirements

When a requesting department identifies a purchase need that is related to professional services and is expected to be \$250,000 or over, the formal competitive RFP process must be applied and documented. In addition, there may be instances where the RFP process is appropriate for purchases expected to be less than \$250,000. However, these situations are evaluated on a case-by-case basis and determined by the appropriate Department Manager, or designee, based on the situation. The Project Coordinator, or designee, is responsible for initiating the RFP process, as described below.

2. Sealed Bid Request Requirements

When a requesting department identifies a purchase need that is related to goods (equipment, goods, supplies, etc.) and the purchase is expected to be \$250,000 or over, the sealed bid request (bid) process must be applied and documented. In addition, there may be instances where the bid process is appropriate for purchases expected to be less than \$250,000. The Project Coordinator, or designee, is responsible for initiating the bid process, as described below.

3. Pre-RFP and Bid Process Budget Verification

The Project Coordinator, or designee, must confirm, before initiating the RFP or bid process, that there is enough budget

for the potential project/service requiring the RFP process or for the goods requiring the bid process.

4. RFP and Bid Process – Notice Inviting Proposals/Bids

The Project Coordinator, or designee, will prepare a notice inviting proposals (for the RFP process) and bids (for the bid process). In general, the formal notice inviting proposals/bids should include, at a minimum, the following:

- a. General or detailed description of the goods/services, and any required specifications or other information required;
- b. Details on bond and/or surety requirements, if applicable;
- c. Requirements for submitting proposals/bids (required content/format of the proposals/bids, minimum qualifications, sealed requirements, etc.);
- d. The time, date, location, and method (email or mail/hand delivery) for submitting proposals/bids;
- e. Evaluation and award criteria and specifications, and any related scoring metrics that will be applied;
- f. Any preferences that will be applied to responsive bidders (e.g., specific types of businesses or ownership of businesses);
- g. Information on the proposal/bid opening process and non-acceptance of late submissions; and,
- h. Notification that any questions related to the RFP/sealed bid request must be made via email and directed to the General Manager, or designee, (not the requesting department). Any violation of this requirement will result in disqualification. Potential vendors are not permitted to contact the requesting department directly, and that must be communicated in the notification. All potential vendors must receive the same information.
- i. Notification to prospective proposers/bidders that all proposers/bidders must include a statement within their proposal/bid certifying that they are not suspended or debarred from participating in government contracts, subcontracts, loans, grants, and other assistance programs. By submitting a proposer/bid, vendors are certifying that they understand the regulations included in 2 CFR Section 200.214 and that their company is not currently suspended or debarred.

5. Notice Review and Posting

Completed/drafted notice for inviting proposals (RFP) and sealed bids must be submitted to the General Manager for review and approval. The General Manager will perform a high-level review to ensure that all required information is included, and the notice appears reasonable. Once reviewed/approved, the General Manager

will notify the department that submitted the invitation draft that they can proceed with publishing/notification of the invitation. The notices shall be published in a newspaper of general circulation within the area and posted on JPUD's website; posted at public posting locations or disseminated via email /U.S. Mail to at least three prospective bidders, when feasible, and to all those who have requested to be placed on the bidders list.

6. Proposal/Bid Receipt, Opening, and Evaluation

a. Proposal/Bid Receipt

Proposals/bids must be received by the Project Coordinator, prior to the proposal/bid closing, to be considered. Upon receipt, all proposals/bids must be date and time-stamped by the Office Assistant, and they must notify the Project Coordinator that proposals/bids arrived.

b. Selection Committee

A selection committee must be established for each proposal/bid invitation. The selection committee will always include at least two employees:

- i. At least one individual from the requesting/procuring department (either the Project Coordinator or their designee or another individual, which may be a contractor, if appropriate); and
- ii. The General Manager or designee.

c. Proposal/Bid Opening

Proposals/bids received must not be opened or viewed before the designated date/time of the declared opening, and all members of the defined selection committee must be present. The opening details (date/time, members present, etc.) must be documented.

d. Proposal/Bid Analysis

Proposal/bid responses are reviewed by the selection committee, which must include performing an evaluation based on the criteria and requirements outlined in the RFP/bid request that was issued. In all cases, all selection committee members must vote on the proposal/bid selection, and the vote must be documented. The reasoning for the selection of a specific proposer/bidder must be adequately documented, and if the lowest responsive bidder is not selected, the documentation must justify why a higher-priced alternative was selected. The selection and award must be properly documented, and all supporting documentation related to the proposal/bid request (e.g., all submitted proposals/bids, and scoring and selection documentation) must be scanned and attached to the related PR by the requesting department. Once the PR is completed and documentation is physically attached, it is submitted

through the standard PR approval process described above.

e. Vendor Selection Criteria

The Vendor Scorecard Template must be used for proposal/bid evaluations. Selection criteria must include, at a minimum and as applicable, the following:

- i. Price
- ii. Quality of goods/services
- iii. Availability of goods/services within the required delivery time
- iv. After-sale services, including availability of parts/supplies
- v. Bidder's/Proposer's previous records of performance and service
- vi. The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- vii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- viii. Whether the bidder can perform the contract within the time specified
- ix. The previous and existing compliance by the bidder with laws relating to the contract or services
- x. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW
- xi. Financial stability of vendor
- xii. Payment terms
- xiii. Warranty offered
- xiv. Ability to provide samples
- xv. Small and minority-owned businesses, women's business enterprises, and labor surplus area firm preference (as defined by 2 CFR Section 200.321)

f. No Proposals/Bids Received

If there are no proposals/bids received, then the requesting department can work with the General Manager to utilize the most reasonable means of identifying a qualified vendor for the purchase. Documentation should be made of either the informal bid/quote process performed, or it should be documented that the sole source procurement requirements were met due to the lack of responsive vendors.

g. Interpretation of Bid and Proposal Specifications

Interpretation of written bid or proposal specifications

shall not be made to prospective bidders or proposers. If a prospective bidder discovers discrepancies or omissions in any specification, or if the bidder or proposer is in doubt of the meaning of any specifications, the bidder shall request a written interpretation or modification from JPUD. All questions and requests must be directed to the General Manager who will be responsible for obtaining and communicating a response.

- i. Departments procuring goods/services are not permitted to have any contact during the invitation, selection, and award process with any of the prospective vendors. Any contact made by a department directly to a vendor will result in disqualification of that vendor.
- ii. Any response to written questions or requests must be provided, in writing, to all prospective vendors.
- iii. If a pre-bid conference is appropriate or required, the Project Coordinator, or designee, and the Department Manager must be in attendance.

h. Equal Bids

Whenever two or more equivalent bids are received, the selection committee may choose whichever of the following options is deemed to best serve the interest of JPUD:

- i. Select one bid, giving preference to a local business; or,
- ii. Reject all bids and reissue a notice inviting bids; or,
- iii. Reject all bids and authorize negotiation of an agreement between JPUD and one of the equivalent bidders.

i. Debarment by the Federal Government or Other Agencies

Any vendor/company engaged in, or prospective vendor/company pursuing business with JPUD may be subject to debarment for violating the policies set forth in these policies and procedures. Specific acts that could lead to debarment include:

- i. The offer of gratuity to any employee of JPUD by a vendor or prospective vendor shall be cause for barring the vendor from bidding on any future JPUD purchase or contract.

7. Notification of Rejection

After vendor selection is completed, all respective vendors that were not selected must be notified in writing of rejection. The Project Coordinator, or their designee, will provide the notification within seven days of the vendor selection process. Documentation of the rejection notifications must be retained.

8. Notification of Award

After vendor selection is completed and the related PR is approved, the Project Coordinator, or their designee, will

notify the selected vendor of the award. The notification of award may be done in writing; however, the department must ensure that the documentation is retained.

9. Proposal/Bid Protest

For purposes of this section only, the reference to "bids" also applies to proposals that come under protest. Unless otherwise documented and approved, the following bid protest procedures shall apply to all JPUD bids:

- a. Only bidders who submitted a timely proposal/bid may file a protest.
- b. The bid protest must be in writing.
- c. Protests based on alleged defects, ambiguities, or improprieties in the notice inviting bid and bid specifications must be filed with JPUD prior to the deadline for bid submittal.
- d. All other protests must be filed and received by JPUD not more than three business days after bidders receive notification of JPUD's intent to award the contract.
- e. The written bid protest must set forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities, and argument in support of the grounds for the bid protest. All factual contentions must be supported by competent, admissible, and credible evidence.
- f. Any matters not set forth in the written bid protest shall be deemed waived.
- g. Any bid protest not conforming to procedure will be rejected by JPUD as invalid and shall constitute a waiver of any right to further pursue a bid protest.

10. Contracting

Upon award to a specified vendor, the contracting process will be initiated. Additionally, a Notice to Proceed should also be issued indicating that the vendor can commence work. Refer to JPUD's Contract Management Policies and Procedures for information.

E. Purchasing Process Exception Procedures

1. Sole Source Procurement Criteria

For a purchase to qualify as a sole source procurement, one of the following criteria must apply:

- a. The item is only available from a single source (such as a proprietary item or a component of an existing system or piece of equipment that is only supported by one vendor);
- b. The emergency nature of the purchase will not permit a delay resulting from competitive solicitation (see below);

- c. The federal awarding or granting agency (if purchased with grant funds) expressly authorized non-competitive proposal/bids in response to a written request by JPUD;
- d. JPUD has approved an ongoing relationship with a contractor having important knowledge and history regarding JPUD's business where use of federal funds is not a factor (unless specifically permitted by the federal agency, in writing); or,
- e. After solicitation from several sources, competition is determined inadequate.

2. Sole Source Procurement Process

If it is determined that a purchase meets one of the above criteria, the requestor must complete a Sole Source Justification Form that describes the nature of the purchase, the vendor/contractor to be used, the estimated cost, and the specific situation/circumstance that qualifies the purchase as meeting one of the defined criteria described above. The form must be addressed to and must be approved by the Board via Board Resolution. The approved form must be attached to the PR.

After a contract ends, a Sole Source Justification Form must be completed again each time JPUD wishes to use the same vendor. The form must be approved by the Board via Board Resolution.

3. Emergency Purchase Criteria

Emergency purchases are not valid for contrived urgencies resulting from lack of planning and organization. Emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger. It requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential service. For a purchase to qualify as an emergency purchase, it must be determined that an emergency condition exists. An emergency condition must meet one of the following criteria:

- a. A threat to public health, welfare, or safety;
- b. A threat to JPUD property, including situations such as floods, fires, riots, acts of terrorism, equipment failures or similar events exist;
- c. An immediate and serious need for services, supplies, or equipment that cannot be met through normal procurement processes and the lack of which could cause serious threat; or
- d. The preservation or protection of JPUD property.

4. Emergency Purchase Process

If a department must make an emergency purchase and has

determined that one of the above criteria is met, they should make every effort to first contact (verbal, email, etc.) the General Manager, advise them of the emergency that has arisen, and request verbal or written approval. Documentation of any efforts made to obtain prior approval should be made. Within 72 hours of the emergency purchase, the Department Manager is responsible for initiating a PR and including a brief summary describing the nature of the purchase, the vendor/contractor used, the actual cost, the specific situation/circumstance that qualifies the purchase as meeting one of the defined criteria described above, and any efforts made to obtain prior approval from the General Manager. After the General Manager reviews, they must send the documentation to the Board for review and approval.

5. Emergency Purchase Payments

When an emergency purchase must be made, the person making the purchase can make payment utilizing any reasonable payment method. Options include requesting a manual check to be issued, utilizing an JPUD credit card or petty cash (if available), or paying out of pocket for the purchase with personal funds and requesting expense reimbursement.

F. Purchase Request Approval Procedures

1. The requestor of a purchase is responsible for ensuring that all required fields of the PR are completed, that all required due diligence for the purchase has been performed and documented, and that the documentation has been attached to the PR.

2. PR Approvals

The approval levels below are required, based on the dollar threshold of the PR.

Approver	Required	Responsibilities of Approver
Department Manager, or designee	All purchases for their Department	<p>The Department Manager, or designee, must:</p> <ul style="list-style-type: none"> • Ensure that the goods or services requested are necessary and appropriate; • Ensure that budget is available for the purchase; • Review supporting documentation (quotes, bids, proposal support, etc.) for the purchase to verify that all required due diligence, by this policy, was performed and is properly supported; and,

Approver	Required	Responsibilities of Approver
General Manager	All purchases for JPUD greater than \$25,000	<ul style="list-style-type: none"> • If the purchase is being funded by a grant, assess whether the purchase is allowable under the terms of the grant award. <p>For all JPUD purchases greater than \$25,000, the General Manager, or designee, must:</p> <ul style="list-style-type: none"> • Ensure that the PO is completed fully; • Confirm all required supporting documentation is attached; • If for a grant, assess whether the purchase is allowable under the terms of the grant award; and, • Ensure the general ledger coding of the expense is correct. If coding is incorrect, the error should be corrected and compared to the budget. If deemed necessary, the PO should be routed back to the department for another review/approval.
Board	All purchases greater than \$350,000	<p>For all JPUD purchases greater than \$350,000, the Board must:</p> <ul style="list-style-type: none"> • Assess whether the purchase appears reasonable and consistent with JPUD's goals and responsibilities; and, • Review to provide a final approval for the commitment of funds.

G. Receiving Procedures

1. Required Receiving

The procurement process cannot be completed without certification that the goods and/or services procured have been received entirely to JPUD's satisfaction. The procedures for receiving goods and/or services are important in ensuring that vendors have entirely met their obligations. Once JPUD has certified that goods and/or services have been received to their satisfaction, then payment can be processed. Please see

JPUD's Accounts Payable Policies and Procedures for details about the payment process.

2. Receiving Location

As described above, POs should identify the project site (as determined by the Project Coordinator) or the JPUD Operations Center in the "Ship To" address. Exceptions may be approved for a shipment to be made directly to a department; however, justification must be noted on the original Purchase Checklist. Situations that may warrant a shipment to be sent directly to a department include large quantities or size of the order, and installation at the time of delivery.

3. Receiving Requirements

In all cases, the original purchaser/requestor must be separate from the individual receiving the related goods. This separation of duties is required to ensure that the same individual is not requesting a purchase and receiving the related goods. Shipments/deliveries received at the Operations Center will be physically received and verified by the Office Assistant, or designee. The receiver is responsible for performing the following:

- a. Opening the delivery and reviewing the receiving report or packing slip;
- b. Inspecting the goods received for proper condition;
- c. Comparing the goods received (quantity and specific items) to the receiving report/packing slip;
- d. Comparing the goods received (quantity, quality, and specific item accuracy) to the approved PO;
- e. If no variances are identified, signing and dating the receiving report/packing slip signifying confirmation;
- f. Addressing discrepancies/variances in compliance with the detailed procedures below; and,
- g. Attaching the signed/dated receiving report/packing slip to the approved PO.

4. Receiving Log

The Office Assistant is responsible for maintaining a Receiving Log.

- a. The Receiving Log may be a manual (hardcopy) log or electronic workbook that notes the shipment received, date received, general description of the goods included, and department and requestor for the purchase. The Office Assistant, or designee, must sign/date the log to signify that the above verifications were performed. After receipt, the department/purchaser of the related goods should be notified within one business day that they have a delivery to pick up. Upon pickup, the employee must sign/date the

Receiving Log signifying that they received the purchase and verified the contents against the receiving report/packing slip. The manual receiving report/packing slip is given to the employee picking up the delivery on behalf of the department.

5. Discrepancies/Variations

If any discrepancies/variances are identified during the receiving process, such as unsatisfactory goods/items, goods or units missing, wrong items received, or received goods differing from the approved PO or receiving report/packing slip, the receiver must notify the original requestor immediately, so that they can coordinate fixing the issue with the vendor. Notification is required within one business day of receipt.

6. Back Order/Short Shipments

If a vendor delivers a partial order because some items are on back order, the department that requested the order is responsible for monitoring the order until the remaining items are received. If the items are not received in a reasonable time and another source is available, the department that originally made the purchase should work to cancel the remaining order, if appropriate.

7. Returns

Some vendors may not refund 100% of the purchase price if items are returned. Instead, they may retain some percentage of the purchase price as a restocking charge. If this is the case, the requesting department will be responsible for such charges. All returns should be coordinated with the Accountant, who will work to ensure the return is processed through Accounts Payable to monitor the receipt of any financial refund owed.

8. Payment Processing

The recipient department is responsible for submitting vendor invoices if received directly, to Accounts Payable. The Accounts Payable will verify that all required approvals have been documented. All payments must be made by the contractual terms between the vendors and JPUD. Refer to JPUD's Accounts Payable Policies and Procedures.

H. Year-End Procedures

1. Financial Close - Current Fiscal Year

- a. Goods and services that relate to the current fiscal year must be received no later than December 31st and be followed by an invoice dated no later than January 31st.
- b. Items that are ordered but not received until after December 31st will be charged to the next fiscal year.

c. The deadline for all invoices for the closing fiscal year is January 31st. Employee must closely monitor their invoice approval queues to ensure timely handling of the year-end invoices.

2. Financial Close - Next Fiscal Year

a. JPUD starts accepting PO requests starting on January 1st. All services and goods must be shipped and delivered after January 1st.

3. Year-End Close

Refer to JPUD's Financial Reporting, Close, and Reconciliations Policies and Procedures for detailed information on the year-end close process.

I. Monitoring and Reporting Procedures

1. The Finance Department is responsible for ensuring that adequate monitoring procedures are in place to ensure that any inappropriate activity, errors, or outstanding purchases are identified and addressed promptly. Specifically, the following activities, at a minimum, will be in place:

a. Open PO Review

The Finance Department will perform a full review of all open POs at least quarterly. This review must be conducted within the 15 business days of each quarter end.

- i. Over 60 Days: If any open POs have been outstanding more than 60 days, the Finance Department will contact the requesting department to determine if the POs should be closed.
- ii. Small Balances: Any small dollar balances (such as \$0.01) will be marked for closure.
- iii. Review: The Finance Director, or designee, will review the report with any notes and any POs that need to be closed will be routed through Accounts Payable process for payment.

b. Cumulative Vendor Purchases Review

Quarterly, the Finance Department will generate a report from NISC by the 15th business day after quarter end, to assess the following:

- Total JPUD purchases, by vendor, year to date
- Total purchases by vendor, by department, year to date

These reports will be assessed to identify where small purchases across multiple departments exceed \$250,000 or are expected to exceed \$250,000 for the year, for consideration of whether the RFP or bid process should be performed. In addition, purchases by department will be assessed for any signs of potential split-purchases (i.e.,

departments splitting purchases into smaller amounts, to the same vendor, to prevent going through the RFP/bid process.) These assessments will be formally documented, including any follow-up that occurs. The report with all notes will be provided to the Finance Director, or designee, for review and approval. This review is documented on the reports.

2. Record Keeping

All monitoring reviews and efforts will be documented, and reports and any supporting documentation will be retained, in accordance with JPUD requirements.

APPENDIX A - SOLE JUSTIFICATION REQUEST FORM

APPENDIX B - VENDOR SCORECARD TEMPLATE

APPENDIX C - PURCHASE CHECKLIST

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

RESOLUTION NO. 2023- XXXX

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington (the "District), rescinding Resolution No 2021-33 and adopting the District's new Procurement Manual with related exhibits to update and revise it and account for procurement related to grant funded projects.

WHEREAS, on April 7, 2020, the Board of Commissioners approved Resolution No. 2020-008 adopting a revised Procurement Manual for the District; and

WHEREAS, on October 4, 2021 Board of Commissioners approved Resolution No 2021-33, providing updated revisions to the Procurement Manual; and

WHEREAS, from time-to-time certain policies and procedures must be updated to account for changes in District practices, and changes in the law as well as including practices related to state and federal grants received by the District, all are attached in Exhibit A; and

WHEREAS, the General Manager recommends that the District adopt the Procurement Manual fully set forth in Exhibit A and all related exhibits.

NOW THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington incorporates the above recitals herein, and has reviewed the proposed Procurement manual attached hereto as Exhibit A, and hereby adopts these changes to the Procurement Manual, to be effective as of the date 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 December, 2023.

Kenneth Collins, President

Jeff Randall, Vice President

: _____
Dan Toepper, Secretary

EXHIBIT A

To

Resolution No. 2023-XXX

JPUD PROCUREMENT MANUAL



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

November 21, 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
 Melanie Des Marais, HR Director
 Josh Garlock, Electric Superintendent
 Jameson Hawn, Digital Communications Specialist
 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 November 21, 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 on-line and in-person participation.

2. AGENDA REVIEW.

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

3. PUBLIC COMMENT. Commissioner Kenneth Collins read the guidelines for submitting public comment. There were some public comments as follows:

- Comment: Appreciation was given to staff for posting the Financial Policy on the website.

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. Sixty minutes were requested. Executive Session started at 3:05 p.m. Commissioner Kenneth Collins came out of Executive Session at 4:10 p.m. and requested a 30 minutes extension. Executive session ended at 4:45 p.m.. No action was taken.

The Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners reconvened at 4:45 p.m.

5. MANAGER AND STAFF REPORTS. General Manager Kevin Streett gave a report on the following:

- Need to schedule a special meeting to approve a document for bidding for fiber in Quilcene Discovery Bay November 29 at 8:30 .m.
- Report on Washington D.C. trip.
- Update on Quilcene water tank.
- Street light issues in Port Townsend at new roundabout.
- Looking for solutions for the Vandecar water system.

No staff reports at this time.

6. COMMISSIONERS' REPORTS.

Commissioner Dan Toepper.

11/7 thru

11/9 Attended NRECA Broadband Summit. Report.

11/9 Attended NoaNet meeting via Zoom.

11/13 Attended Jefferson County Fire Chiefs' meeting.

11/14 Met with Jefferson County Commissioner Brotherton, General Manager Kevin Streett and county staff.

11/15 Attended WPUDA commissioner education roundtable in Olympia.

11/16 Attended WPUDA committee meetings.

11/16 Attended ICG meeting via Zoom.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting
November 21, 2023
Draft Minutes

11/17 Attended WPUDA Board of Directors meeting., Report.
11/20 Received phone call from Leo Boyd. regarding. Report.
11/22 Will meet with General Manager Kevin Streett.
11/28 Will attend PIP Board meeting.
12/01 Will meet with General Manager Kevin Streett.
12/12 Will attend PUD BOC Regular meeting.
12/13 Will attend NoaNet meeting in Spokane.

Commissioner Jeff Randall.

11/8 Attended NoaNet meeting. Report.
11/14 Listened to BPA contract workshop.
11/15 Attended WPUDA meetings remotely. Report.
11/16 Attended ICG meeting. Report.
11/16 Will travel to Spokane for NoaNet meeting.
12/12 Will attend PUD BOC Regular meeting.
12/13 Will attend NoaNet meeting in Spokane.

Commissioner Kenneth Collins.

11/15 to
11/17 Attended WPUDA meeting in Olympia. Report.
11/21 Participated in a phone conversation with General Manager Kevin Streett, Leo Boyd and legal counsel.
12/01 Will meet with General Manager Kevin Street.
12/08 Will meet with General Manager Kevin Streett.

7. CONSENT AGENDA.

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

- 7.1 Prior Minutes
PUD BOC Regular Meeting 11-07-2023 Draft.
- 7.2 Vouchers
Voucher Approval Form for the Commissioners.
Vouchers Certification with Supporting Warrant Register & Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #132899 to #132907	\$ 100,006.44	10/31/2023
Accounts Payable: #132908 to #132941	\$ 164,425.09	11/02/2023
Accounts Payable: #135000 to #135057	\$ 528,325.91	11/09/2023
Accounts Payable: #135058 to #135060	\$ 128,217.45	11/13/2023
Payroll Checks: #71109 to # 71110	\$ 5,117.37	11/09/2023
Payroll Direct Deposit:	\$ 207,246.37	11/09/2023

TOTAL INVOICES PAID:	\$1,133,338.63
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WIRE TRANSFERS PAID	AMOUNT	DATE
USDA – AMI/Otto St. loan payment for October 2023	\$ 30,434.19	10/31/2023
Peterson Lake – loan payment for November 2023	\$ 14,328.62	11/01/2023

PAYMENT TOTAL	\$ 1,178,101.44
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7.3	Financial Report
7.4	Calendar. BOC Calendar November 21, 2023.
7.5	Correspondence Log CI20231121.

END OF CONSENT AGENDA

8. OLD BUSINESS.

8.1 Broadband Rate Revisions. Communications Director Will O'Donnell gave a presentation.

MOTION: Commissioner Jeff Randall made a motion to approve the resolution of the Jefferson County Public Utility District No. 1 Board of Commissioners rescinding previous rates and charges for Retail and Wholesale Broadband Services adopting new and revised rate changes in 2024 and 2025 with a start date of January 1, 2024.. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9. NEW BUSINESS.

9.1 Rotation of BOC positions.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting
November 21, 2023
Draft Minutes

MOTION: Commissioner Jeff Randall made a motion to approve the rotation of the Jefferson County Public Utility District No. 1 Board of Commissioner positions, rotation to be effective January 1, 2024 and run through December 31, 2025. President: Jeff Randall, Vice President Dan Toepper and Secretary Kenneth Collins. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9.2 2024 BOC Regular Meeting Calendar.

MOTION: Commissioner Jeff Randall made a motion to adopt the 2024 regular meetings schedule for the Jefferson County Public Utility District. No. 1. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

10. ADJOURN. Commissioner Kenneth Collins adjourned the November 21, 2023, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners, at 5:54 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 usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$2,465,689.98** on this **12th** day of **December** **2023** ;

Kenneth Collins
President

Jeff Randall
Vice President

Dan Toepper
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 135058 to # 135060	\$ 128,217.45	11/13/2023
Accounts Payable:	# 135061 to # 135122	\$ 384,973.47	11/16/2023
Accounts Payable:	# 135123 to # 135195	\$ 274,379.98	11/22/2023
Accounts Payable:	# 135196 to # 135244	\$ 329,997.03	11/30/2023
Payroll Checks:	# 71113 to # 71114	\$ 6,024.98	11/22/2023
Payroll Direct Deposit:		\$ 209,815.26	11/22/2023

TOTAL INVOICES PAID **\$1,333,408.17**

WIRE TRANSFERS PAID	AMOUNT	DATE
BPA - Annual fiber lease 12/9/2023 - 12/9/2023	\$ 78,327.00	11/13/2023
BPA - Purchase Power for September 2023	\$ 819,085.00	11/13/2023
IRS - EFTPS payment for payroll taxes 11/22/2023	\$ 81,352.13	11/27/2023
DOR - B&O tax payment for October 2023	\$ 122,885.03	11/28/2023
USDA - D45 loan interest payment for November 2023	\$ 16,304.03	11/30/2023
Peterson Lake - loan payment for December 2023	\$ 14,328.62	12/4/2023

PAYMENT TOTAL **\$2,465,689.98**

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: Melissa Blair 12/06/2023
Melissa Blair, Finance Service Manager / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: # 135058 to # 135060	\$ 128,217.45	11/13/2023
Accounts Payable: # 135061 to # 135122	\$ 384,973.47	11/16/2023
Accounts Payable: # 135123 to # 135195	\$ 274,379.98	11/22/2023
Accounts Payable: # 135196 to # 135244	\$ 329,997.03	11/30/2023
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Payroll Direct Deposit:	\$ 209,815.26	11/22/2023
TOTAL INVOICES PAID	\$1,333,408.17	

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USDA - D45 loan interest payment for November 2023	\$ 16,304.03	11/30/2023
Peterson Lake - loan payment for December 2023	\$ 14,328.62	12/4/2023

GRAND TOTAL	\$2,465,689.98
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Accounts Payable Check Register

Page 1

11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135058 11/13/23	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT OCTOBER 2023	3,550.00
				VEBA DEDUCTION OCTOBER 2023	2,362.50
Total for Check/Tran - 135058:					5,912.50
135059 11/13/23	CHK	10265	JEFFERSON COUNTY TREASURER	OCTOBER 2023 PERS 2	89,228.86
				OCTOBER 2023 PERS 3	12,696.09
Total for Check/Tran - 135059:					101,924.95
135060 11/13/23	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU MEDICAL PREMIUM DEC 2023		20,380.00
135061 11/16/23	CHK	10808	A & J FLEET SERVICES, INC	VEH# 205 - TROUBLESHOOT NO RUN ISSUE	261.72
				VEH# 134 - WELD BAR ON WHEEL TRAILER	820.98
Total for Check/Tran - 135061:					1,082.70
135062 11/16/23	CHK	10002	A WORKSAFE SERVICE, INC	DRUG & ALCOHOL TESTS	364.00
135063 11/16/23	CHK	10516	AIR SYSTEMS ENGINEERING INC	SERVER ROOM MAINTENANCE - 191 OTTO ST	2,880.72
				SERVER ROOM MAINTENANCE - 191 OTTO ST	320.08
Total for Check/Tran - 135063:					3,200.80
135064 11/16/23	CHK	10447	ANIXTER INC.	NETWORK INTERFACE DEVICE W PUD LOGO	98,597.38
				FUSE LOAD SENSING 8 AMP	417.03
				CLAMP HOT LINE-#8-2/0	1,165.73
				CLAMP HOT LINE-#8-2/0	2,532.76
Total for Check/Tran - 135064:					102,712.90
135065 11/16/23	CHK	11042	ARCHBRIGHT	5 LEARNER MOZZO SEATS 1 YR 9/2023-8/2023	117.83
				5 LEARNER MOZZO SEATS 1 YR 9/2023-8/2023	13.09
Total for Check/Tran - 135065:					130.92
135066 11/16/23	CHK	10451	ASCENT LAW PARTNERS LLP	GENERAL UTILITY - MONTHLY	5,226.30
				GENERAL UTILITY - EXPENSE	32.22
				GENERAL UTILITY - EXPENSE	3.58
				GENERAL UTILITY - MONTHLY	580.70
				FLAT FEE BOC MEETINGS - MONTHLY	7,650.00
				FLAT FEE BOC MEETINGS - MONTHLY	850.00

12/06/2023 10:02:43 AM

Accounts Payable Check Register

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROF SRVC: BROADBAND	5,334.00
				PROF SRVC: WATER	1,698.50
				Total for Check/Tran - 135066:	21,375.30
135067 11/16/23	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 10/14/2023	7,600.61
				TREE TRIMMING W/E 10/14/2023	1,498.04
				TREE TRIMMING W/E 10/21/2023	4,130.30
				TREE TRIMMING W/E 10/28/2023	4,130.30
				TREE TRIMMING W/E 10/28/2023	6,195.45
				Total for Check/Tran - 135067:	23,554.70
135068 11/16/23	CHK	10917	BURWASH AND SONS, INC	EXCAVATE - 43 HUBBARD/880 SCHWARTZ RD	3,909.05
135069 11/16/23	CHK	10940	CALIX, INC.	EXTENDED WARRANTY	599.61
				EXTENDED WARRANTY-10/11/2028-10/10/2033	599.61
				EXTENDED WARRANTY-10/11/2028/10/10/2033	599.61
				OIM TRANSPORT, SINGLE MODE 60KM	1,788.79
				EXOS GIGPRO POLE MOUNT BRACKET# GPR2032H	891.87
				GP1101X GIGAPOINT, 10GE, 1POTS-AM POWER	4,000.12
				OIM TRANSPORT, SINGLE MODE 20KM	1,394.89
				SUBSCRIBER EXPERIENCE-APRIL INV	-1,363.75
				SUBSCRIBER EXPERIENCE	-6,818.75
				Total for Check/Tran - 135069:	1,692.00
135070 11/16/23	CHK	10979	CAPCON NETWORKS LLC	DEDICATED INTERENT ACCESS - MONTHLY	5,714.50
135071 11/16/23	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	DIG TRENCH FOR WATER LINE - 310 4 CRNS	4,552.53
				EMERGENCY WATER MAIN REPAIR- 90 ALDER ST	12,014.47
				EMERGENCY REPAIR - 72 MEGS WAY	3,844.79
				EMERGENCY CALL OUT -880 SCHWARTZ RD 8/30	540.48
				Total for Check/Tran - 135071:	20,952.27
135072 11/16/23	CHK	10045	CENTURY LINK-S	PHONE SERVICE - MONTHLY 2023	139.71
				PHONE SERVICE - MONTHLY 2023	15.52

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				PHONE SERVICE - MONTHLY	56.83
				PHONE SERVICE - MONTHLY	6.31
Total for Check/Tran - 135072:					218.37
135073 11/16/23	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE - MONTHLY	91.87
				LOW SPD DATA & 2WIRE - MONTHLY	10.21
				LOW SPD DATA & 2WIRE - MONTHLY	35.06
				LOW SPD DATA & 2WIRE - MONTHLY	3.90
Total for Check/Tran - 135073:					141.04
135074 11/16/23	CHK	10685	CINTAS CORPORATION	DISINFECTANTS - 191 OTTO STREET	14.04
				DISINFECTANTS - 191 OTTO STREET	1.56
Total for Check/Tran - 135074:					15.60
135075 11/16/23	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	FLAGGING - CENTER RD 10/12/2023	1,711.35
				FLAGGING - F ST 10/18/23	931.39
				FLAGGING - WEST VALLEY RD 10/18/23	931.39
				FLAGGING - 834 SHERIDAN ST 10/18/23	1,287.18
				FLAGGING - EAST QUILCENE RD 10/27/23	793.81
				ELEC VEHICLES -TRCK WASHING 9/23/2023	92.74
				FLAGGING - 4997 FLAGLER RD 11/7	1,574.97
				EMERGENCY CALL OUT - VAN TROJEN 7/28/23	323.20
				FLAGGING - EAST QUILCENE RD 9/5	1,330.41
				FLAGGING - KALA POINT 9/21	1,057.66
Total for Check/Tran - 135075:					10,034.10
135076 11/16/23	CHK	10806	1012 MELANIE R DES MARAIS	MILEAGE REIMBURSEMENT- TRAVEL TO MASON 3	67.55
				MILEAGE REIMBURSEMENT- TRAVEL TO MASON 3	7.51
				WAPELRA CONFERENCE - 9/13-9/15/2023	302.00
				WAPELRA CONFERENCE - 9/13-9/15/2023	33.55
Total for Check/Tran - 135076:					410.61
135077 11/16/23	CHK	10067	DING DOCTOR GLASS SERVICES	VEH# 415 - REPLACE BACK WINDOW	621.01

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135078 11/16/23	CHK	10070	DOUBLE D ELECTRICAL, INC	TROUBLESHOOT RECTIFIER - 191 OTTO ST	447.31
				DC POWER PLANT CHANGE ORDER- 191 OTTO ST	2,141.01
				EMERGENCY CALL OUT - 11 EUGENE ST 8/13	3,720.31
				ANNUAL SVC AIR COOLED GNRTR - ALPINE CT	657.60
				ANNUAL SVC AIR COOLED GNTR-10 OLYMPIC DR	569.30
				ANNUAL SVC LIQUID COOLED GNRTR - 83 PINE	878.26
				ANNL GENERATOR SERVICE 2022-147 DEER RD	684.87
				EMERGENCY CALL OUT - 4213 E QUILCENE	4,334.00
				DC POWER PLANT INSTL - 191 OTTO ST	12,601.05
				CONNECT POWER TO SEPTIC PUMP- 310 4 CRNS	2,927.48
				CONNECT POWER TO SEPTIC PUMP- 310 4 CRNS	325.28
Total for Check/Tran - 135078:					29,286.47
135079 11/16/23	CHK	9998	MARY N ESTRADA	Credit Balance Refund	220.57
135080 11/16/23	CHK	10801	EVERGREEN SAFETY COUNCIL	DRIVING TRAINING	4,460.99
				DRIVING TRAINING	495.66
Total for Check/Tran - 135080:					4,956.65
135081 11/16/23	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT 11/5/2023	269.35
				ACCT ASSISTANT 11/5/2023	29.93
Total for Check/Tran - 135081:					299.28
135082 11/16/23	CHK	10404	FARWEST LINE SPECIALTIES LLC	SLINGCO LINE PULLING SWIVEL-3000LB WL	431.31
135083 11/16/23	CHK	10085	FASTENAL	MISC SUPPLIES	750.34
				MISC SUPPLIES	4.13
				MISC SUPPLIES	114.24
				MISC SUPPLIES	0.46
				BATTERIES & CHALK	32.28
				BATTERIES & CHALK	32.72
				BATTERIES & CHALK	3.63
Total for Check/Tran - 135083:					937.80

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135084 11/16/23	CHK	11008	FS.COM INC	FIBER PIGTAIL-SINGLEMODE	2,782.05
				SC/APC SINGLEMODE FIBER SPLITTER	288.03
				PATCHCORDS, SC/APC, SIMPLEX, BLUE	878.26
Total for Check/Tran - 135084:					3,948.34
135085 11/16/23	CHK	10811	GDS ASSOCIATES INC.	MONTHLY WPAG ALLOCATION	1,157.67
				MONTHLY WPAG ALLOCATION	128.63
Total for Check/Tran - 135085:					1,286.30
135086 11/16/23	CHK	10454	GLOBAL RENTAL COMPANY INC	TRUCK #418 - REPAIR TWO HYD LINES	1,039.00
				2023 FREIGHTLINER VEH#418 10/25-11/21/23	4,582.20
Total for Check/Tran - 135086:					5,621.20
135087 11/16/23	CHK	9999	DONNA GREENERT III	REFUND CIAC SCOPE OF WORK CHANGE	1,210.00
135088 11/16/23	CHK	11037	HENERY HARDWARE & BUILDING SUP	EMERGY WATER LINE REPAIR	68.71
				FIBER MATERIAL	45.71
				FAIR BOOTH MATERIALS	61.09
				FAIR BOOTH MATERIALS	6.79
				SUBSTATION SUPPLIES	29.42
Total for Check/Tran - 135088:					211.72
135089 11/16/23	CHK	10111	HIGHWAY SPECIALTIES LLC	BB OUTREACH SIGN RENTAL 9/25 - 10/24	1,636.50
				BB OUTREACH SIGN RENTAL 8/12 - 8/25	1,091.00
				BB OUTREACH SIGN RENTAL 8/26 - 9/24	1,745.60
Total for Check/Tran - 135089:					4,473.10
135090 11/16/23	CHK	10129	JEFFY LUBE	VEH # 214 OIL CHANGE	90.85
				VEH #121 OIL CHANGE	90.85
				OIL CHANGE FOR VEHICLE 207	108.17
				VEH# 203 - OIL CHANGE	101.96
				VEH# 122 - OIL CHANGE	108.17
Total for Check/Tran - 135090:					500.00
135091 11/16/23	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SVC: MONTHLY 2023	1,561.95

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROFESSIONAL SVC: MONTHLY 2023	173.55
				Total for Check/Tran - 135091:	1,735.50
135092 11/16/23	CHK	10972	KATIES CLEANING SERVICE	JANITORIAL SRV 10/25-11/08/23	2,227.50
				JANITORIAL SRV 10/25-11/08/23	247.50
				Total for Check/Tran - 135092:	2,475.00
135093 11/16/23	CHK	10133	LAKESIDE INDUSTIRES	UTILITY PATCHING - KALA POINT 9/25/23	709.15
135094 11/16/23	CHK	10134	LEMAY MOBILE SHREDDING	SHRED 4CRNR MONTHLY	195.30
				SHRED 4CRNR MONTHLY	21.70
				SHRED OTTO ST MONTHLY	65.70
				SHRED OTTO ST MONTHLY	7.30
				Total for Check/Tran - 135094:	290.00
135095 11/16/23	CHK	10956	MARINE SURVEYS & ASSESSMENTS COWETLANDS CK PUD PARCEL#901114007 10/17		682.50
135096 11/16/23	CHK	10333	MOSS ADAMS LLP	PROF SVC:CONSULTING SRVC 9/1-9/30/23	5,959.41
				PROF SVC:CONSULTING SRVC 9/1-9/30/23	662.16
				Total for Check/Tran - 135096:	6,621.57
135097 11/16/23	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES- OPERATIONS	70.68
				OFFICE SUPPLIES- OPERATIONS	7.86
				OFFICE SUPPLIES- OPERATIONS	218.57
				OFFICE SUPPLIES- OPERATIONS	24.29
				OFFICE SUPPLIES- OPERATIONS	30.69
				OFFICE SUPPLIES- OPERATIONS	3.40
				Total for Check/Tran - 135097:	355.49
135098 11/16/23	CHK	10168	OLDCASTLE INFRASTRUCTURE	CONCRETE VAULT BASE 444	20,912.30
135099 11/16/23	CHK	10170	OLYMPIC EQUIPMENT RENTALS	HAND TOOLS FOR TRUCK 101	536.61
135100 11/16/23	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 9/28-11/02/2023	666.00
				TRANSCRIPTION SVC 9/28-11/02/2023	74.00
				Total for Check/Tran - 135100:	740.00

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135101 11/16/23	CHK	10181	PENINSULA PEST CONTROL	BI- MONTHLY OHA SVC 310 FOUR CORNERS	49.10
				BI- MONTHLY OHA SVC 310 FOUR CORNERS	5.45
Total for Check/Tran - 135101:					54.55
135102 11/16/23	CHK	10188	PLATT ELECTRIC SUPPLY	MILWAUKEE M18 FUEL BLOWER# 2724-21HD	326.21
135103 11/16/23	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING - MULTIPLES JEFF CO	8,084.31
				FIBER SPLICING - MULTIPLES JEFF CO	-674.31
Total for Check/Tran - 135103:					7,410.00
135104 11/16/23	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE OCT 2023	76,112.35
135105 11/16/23	CHK	10358	DOUGLAS M REEDER	CLOTHING ALLOWANCE 2023	300.00
135106 11/16/23	CHK	10210	RICOH USA, INC	210 4CRNRS (0626) IMAGES MONTHLY	22.77
135107 11/16/23	CHK	10336	JERRY L RUBERT	2023 CLOTHING ALLOWANCE	300.00
135108 11/16/23	CHK	10219	SHOLD EXCAVATING INC	LANDSCAPE MATERIALS - GARDNIER/NIPPLIE	21.82
				LANDSCAPE MATERIALS - GARDNIER/NIPPLIE	21.82
				DELIVERY/INSTALL ECOLOGY BLOCKS- 210	525.86
Total for Check/Tran - 135108:					569.50
135109 11/16/23	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	313.30
				PUD CLOTHING	209.56
				PUD CLOTHING	175.87
				PUD CLOTHING	149.47
				PUD CLOTHING	297.73
				PUD CLOTHING	218.20
				PUD CLOTHING	114.56
Total for Check/Tran - 135109:					1,478.69
135110 11/16/23	CHK	11036	SUPERIOR SERVICES WINDOW CLEANI	WINDOW & GUTTER CLEAN - 4 CRNRS & OTTO	1,139.68
				WINDOW & GUTTER CLEAN - 4 CRNRS & OTTO	1,013.05
				WINDOW & GUTTER CLEAN - 4 CRNRS & OTTO	126.63
				WINDOW & GUTTER CLEAN - 4 CRNRS & OTTO	112.56

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Total for Check/Tran - 135110:					2,391.92
135111 11/16/23	CHK	11049	TFORCE FREIGHT, INC	SHIPPING FOR RETURNING AMI METERS	1,417.63
135112 11/16/23	CHK	10421	THE CARWASH INC	VEH #211,142,215 SEPT 2023	45.83
				VEH #211,142,215 SEPT 2023	15.27
Total for Check/Tran - 135112:					61.10
135113 11/16/23	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	97.31
				PUD CLOTHING	42.26
				PUD CLOTHING	55.95
				PUD CLOTHING	130.55
				PUD CLOTHING	68.38
				PUD CLOTHING	19.90
Total for Check/Tran - 135113:					414.35
135114 11/16/23	CHK	10433	UNITED RENTALS (NORTH AMERICA), IVEH#423-FORKLFT VARCH RNTL10/18-11/15/23		1,718.19
135115 11/16/23	CHK	10730	USDA FOREST SERVICE	ANNUAL LAND USE FEE 1Y 1/01/24-12/31/24	171.49
135116 11/16/23	CHK	10737	VAN ALLER SURVEYING	SURVEY PARCEL 821072003	780.00
135117 11/16/23	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB09/16-10/15/2023	333.15
				CELL PHONE SERVICE QB09/16-10/15/2023	26.07
				CELL PHONE SERVICE QB09/16-10/15/2023	188.85
				CELL PHONE SERVICE QB09/16-10/15/2023	94.55
				CELL PHONE SERVICE QB09/16-10/15/2023	80.82
				CELL PHONE SERVICE QB09/16-10/15/2023	212.06
				CELL PHONE SERVICE QB09/16-10/15/2023	80.82
				CELL PHONE SERVICE QB09/16-10/15/2023	115.55
				CELL PHONE SERVICE QB09/16-10/15/2023	94.20
				CELL PHONE SERVICE QB09/16-10/15/2023	104.74
				CELL PHONE SERVICE QB09/16-10/15/2023	26.07
				CELL PHONE SERVICE QB09/16-10/15/2023	44.74
				CELL PHONE SERVICE QB09/16-10/15/2023	36.08

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				CELL PHONE SERVICE QB09/16-10/15/2023	157.08
				CELL PHONE SERVICE QB09/16-10/15/2023	157.08
				CELL PHONE SERVICE QB09/16-10/15/2023	131.24
				CELL PHONE SERVICE QB09/16-10/15/2023	150.73
				CELL PHONE SERVICE QB09/16-10/15/2023	67.99
				CELL PHONE SERVICE QB09/16-10/15/2023	90.47
				CELL PHONE SERVICE QB09/16-10/15/2023	46.93
				CELL PHONE SERVICE QB09/16-10/15/2023	36.01
				CELL PHONE SERVICE QB09/16-10/15/2023	158.79
				CELL PHONE SERVICE QB09/16-10/15/2023	307.80
				CELL PHONE SERVICE QB09/16-10/15/2023	45.70
				CELL PHONE SERVICE QB09/16-10/15/2023	7.55
				CELL PHONE SERVICE QB09/16-10/15/2023	10.05
				CELL PHONE SERVICE QB09/16-10/15/2023	5.21
				CELL PHONE SERVICE QB09/16-10/15/2023	54.54
				CELL PHONE SERVICE QB09/16-10/15/2023	4.00
				CELL PHONE SERVICE QB09/16-10/15/2023	17.63
				CELL PHONE SERVICE QB09/16-10/15/2023	90.15
				CELL PHONE SERVICE QB09/16-10/15/2023	104.11
				SCADA CRADLEPNT DEVICES QB-MONTHLY	914.03
				WIFI-MONTHLY VEHICLES	425.54
				WIFI-MONTHLY VOICE&MOBILE BROADBAND LINE	80.02
				WIFI-MONTHLY ADMIN IT BACKUP SERV ROOM	80.01
				WIFI-MONTHLY EXECUTIVE	160.04
				WIFI-MONTHLY FINANCE	192.03
				WIFI-MONTHLY FINANCIAL	80.01
				WIFI-MONTHLY VEHICLES	94.58
				WIFI-MONTHLY VOICE&MOBILE BROADBAND LINE	40.11
				WIFI-MONTHLY WATER-207	40.01
				WIFI-MONTHLY ADMIN IT BACKUP SERV ROOM	20.00
				WIFI-MONTHLY EXECUTIVE	40.00

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				WIFI-MONTHLY FINANCE	48.00
				WIFI-MONTHLY FINANCIAL	20.00
				Total for Check/Tran - 135117:	5,315.14
135118 11/16/23	CHK	10496	WELLS FARGO VENDOR FIN SERV	4CRNRS COPYRNT MONTHLY	354.47
				4CRNRS COPYRNT MONTHLY	39.39
				Total for Check/Tran - 135118:	393.86
135119 11/16/23	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH #100 FUEL CAP	71.17
				VEH #203 WIPERS & LAMPS	27.15
				VEH 416,417,130,123 & 418	95.68
				BATTERY FOR VEH# 125	136.78
				Total for Check/Tran - 135119:	330.78
135120 11/16/23	CHK	10278	WPUDA	WPUDA NOVEMBER POWER LUNCH	18.00
				WPUDA NOVEMBER POWER LUNCH	2.00
				WPUDA NOVEMBER POWER LUNCH	18.00
				WPUDA NOVEMBER POWER LUNCH	2.00
				WPUDA NOVEMBER POWER LUNCH	18.00
				WPUDA NOVEMBER POWER LUNCH	2.00
				Total for Check/Tran - 135120:	60.00
135121 11/16/23	CHK	9999	805-64 GLORI ZELTZER	CIAC REFUND - CHANGE IN SCOPE OF WORK	264.00
135122 11/16/23	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VIDEO CONFERENCE SVC-MONTHLY	459.19
				VIDEO CONFERENCE SVC-MONTHLY	51.02
				Total for Check/Tran - 135122:	510.21
135123 11/22/23	CHK	10012	ALTEC INDUSTRIES, INC	HISCO ROUNDPOINT SHOVEL	136.79
135124 11/22/23	CHK	10447	ANIXTER INC.	SECONDARY PEDESTAL CONNECTOR, 6 POS	549.86
135125 11/22/23	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 10/21/2023	6,195.44
135126 11/22/23	CHK	10823	BHC CONSULTANTS LLC	QUILCENE W TANK PROF SVC 8/26-9/22/23	1,358.03
				QUILCENE W TANK PROF SVC 09/23-10/20/23	4,465.61

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Total for Check/Tran - 135126:					5,823.64
135127 11/22/23	CHK	10870	BIG BLUE PRESSURE WASHING AND L	5 SUBSTATIONS: MOWING 9/18/2023	657.43
135128 11/22/23	CHK	10394	RANDALL L CALKINS	EMPLOYEE CLOTHING ALLOWANCE 2023	300.00
135129 11/22/23	CHK	9998	JASON CALSYN	Credit Balance Refund	70.16
135130 11/22/23	CHK	10053	COMPUNET, INC	PROF SVC: CONSULTING OCT 2023	56.25
				PROF SVC: CONSULTING OCT 2023	6.25
Total for Check/Tran - 135130:					62.50
135131 11/22/23	CHK	10920	COOPERATIVE RESPONSE CENTER, INC	ANSWER SVC MONTHLY	1,688.52
				ANSWER SVC MONTHLY	2,116.99
				ANSWER SVC MONTHLY	415.80
Total for Check/Tran - 135131:					4,221.31
135132 11/22/23	CHK	9998	RITA COTTON	Credit Balance Refund	947.05
135133 11/22/23	CHK	10621	CRAIG LABENZ	WPMU DEV & MONTHLY HOSTING	155.23
				WPMU DEV & MONTHLY HOSTING	17.25
Total for Check/Tran - 135133:					172.48
135134 11/22/23	CHK	9998	CUSTOM ENTERPRISE DEVELOPMENT	Credit Balance Refund	500.00
135135 11/22/23	CHK	10501	D & L POLES	REPAIR DRIVEWAY - SENTINEL FIRS RD	2,575.85
135136 11/22/23	CHK	10060	DELL MARKETING LP	OPTIPLEX MICRO PLUS 7010	836.06
				OPTIPLEX MICRO PLUS 7010	92.90
Total for Check/Tran - 135136:					928.96
135137 11/22/23	CHK	10070	DOUBLE D ELECTRICAL, INC	REPLACE SPLICE BOXES - BECKETT POINT	4,303.75
135138 11/22/23	CHK	10355	ENERGY NORTHWEST	FEASIBILITY STUDY	20,000.00
135139 11/22/23	CHK	10557	EVERGREEN CONCRETE CUTTING, INC	163 HUNT RD- CORE DRILL HOLES	110.00
135140 11/22/23	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT 11/12/2023	1,010.07
				ACCT ASSISTANT 11/12/2023	112.23

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				ACCT ASSISTANT 11/19/2023	1,346.76
				ACCT ASSISTANT 11/19/2023	149.64
				Total for Check/Tran - 135140:	2,618.70
135141 11/22/23	CHK	10404	FARWEST LINE SPECIALTIES LLC	MILWAUKEE 12 TON CRIMPER KIT# 2778-22	5,161.17
				MILWAUKEE 12 TON CRIMPER KIT# 2778-22	5,689.40
				Total for Check/Tran - 135141:	10,850.57
135142 11/22/23	CHK	10085	FASTENAL	MISC SUPPLIES	413.69
				MISC SUPPLIES	41.92
				LIME VEST	-32.48
				Total for Check/Tran - 135142:	423.13
135143 11/22/23	CHK	10821	FCS GROUP	RATE STUDY SRVC THRU 10/20/2023	1,570.00
135144 11/22/23	CHK	10773	JOSHUA D GARLOCK	LINE SUPERINTENDENT EAST/WEST MTG OCT 23	207.00
135145 11/22/23	CHK	10094	GENERAL PACIFIC, INC	METER RINGS	3,054.80
				BOLT EYE 5/8 X 12	523.68
				BOLT EYE 5/8 X 12	968.81
				POLYWATER POWER PATCH LEAK REPAIR KIT	163.92
				POLYWATER POWER PATCH LEAK REPAIR KIT	79.99
				Total for Check/Tran - 135145:	4,791.20
135146 11/22/23	CHK	10454	GLOBAL RENTAL COMPANY INC	AA55 RNTL VEH#419 10/27-11/23/2023	4,473.10
				VEH# 415-AT40G BKT RENTAL 11/1-11/28/23	2,945.70
				Total for Check/Tran - 135146:	7,418.80
135147 11/22/23	CHK	10839	IRBY ELECTRICAL UTILITES	SPLICE, AUTO 397 (BLUE)	1,436.19
				FIBERGUIDE CABLE MANAGEMENT SYSTEM	1,416.39
				OXIDE INHIBITOR, 8OZ BOTTLE	209.47
				ELBOW 1/0 WITH TEST POINT	721.42
				ELBOW 1/0 WITH TEST POINT	-1,254.65
				BOLT	2,129.36
				EYE BOLT	6,382.35

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				WASHER	2,782.05
Total for Check/Tran - 135147:					13,822.58
135148 11/22/23	CHK	10518	J HARLEN COMPANY	MILWAUKEE BLOWER# 2724-20	-195.29
				MILWAUKEE BLOWER# 2724-20	195.29
				ANDAX PADMOUNT TRANSFORMER SAC	537.27
135149 11/22/23	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	PARKING LOT SWEEPING SEP 2023	306.44
				PARKING LOT SWEEPING SEP 2023	34.05
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE B UTILITY PRMT 1/19 - 10/6/23	300.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00

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				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				ELEC-TYPE A UTILITY PRMT 3/14-10/12/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	300.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	300.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	300.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	300.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	300.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	300.00
				WTR-A&B UTLT PRMT 1/11/23 - 8/17/23	60.00
				Total for Check/Tran - 135149:	9,160.49
135150	11/22/23	CHK	10320	ANNETTE JOHNSON	
				OFFICE SUPPLIES - INK FOR PRINTER	25.63
				OFFICE SUPPLIES - INK FOR PRINTER	2.85
				Total for Check/Tran - 135150:	28.48
135151	11/22/23	CHK	10321	JOINT APPRENTICESHIP/TRAINING CO	
				TRAINING-GALE TRANSFORMER & HOTSTICK	2,900.00

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135152 11/22/23	CHK	10042	LANDIS & GYR TECHNOLOGY INC	METER READS MONTHLY 2023	15,730.71
135153 11/22/23	CHK	10136	LES SCHWAB TIRES	VEH # 124 TIRES	1,697.05
				VEH #410 NEW TIRES	2,498.35
				Total for Check/Tran - 135153:	4,195.40
135154 11/22/23	CHK	10909	MADRONA MINDBODY INSTITUTE, LLC	MINDFUL MOVEMENT WELLNESS PROGRAM	409.50
				MINDFUL MOVEMENT WELLNESS PROGRAM	45.50
				Total for Check/Tran - 135154:	455.00
135155 11/22/23	CHK	10927	MARSH MUNDORF PRATT SULLIVAN +	WPAG MONTHLY 2023	1,059.65
				WPAG MONTHLY 2023	117.74
				Total for Check/Tran - 135155:	1,177.39
135156 11/22/23	CHK	10995	MARWOOD GENERAL CONSTRUCTION	HUNT RD WATERLINE EXTENSION# 222049	8,445.81
				HUNT RD WATERLINE EXTENSION-PAY APP#2	3,647.39
				Total for Check/Tran - 135156:	12,093.20
135157 11/22/23	CHK	10333	MOSS ADAMS LLP	PROF SVC:CONSULTING SRVC 10/01-10/31/23	18,894.10
				PROF SVC:CONSULTING SRVC 10/01-10/31/23	2,099.34
				Total for Check/Tran - 135157:	20,993.44
135158 11/22/23	CHK	10932	NATIONAL CONSTRUCTION RENTALS,	FENCE PANELS RNTL 1YR-10/21/23-10/20/24	4,940.53
135159 11/22/23	CHK	10982	NATIONAL RURAL TELECOMMUNICAT	CROWD FIBER SURVEY SERVICES MONTHLY 2023	500.00
135160 11/22/23	CHK	10908	NATIONAL UTILITY INDUSTRY TRAINI	2ND YEAR LINEMAN STUDENT KIT GALE	578.55
135161 11/22/23	CHK	10417	NEW PIG CORPORATION	MAT240 ABSORBENT MAT PAD	174.21
135162 11/22/23	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	INTERNET SUBSCRIPTION MONTHLY	2,090.00
				TIER2/3 SUPPORT 16 CORE MONITORING	2,725.00
				NOC MGMT - MONTHLY	2,098.25
				Total for Check/Tran - 135162:	6,913.25
135163 11/22/23	CHK	11003	NORTHWEST SAFETY SERVICE LLC	SAFETY TRAINING MONTHLY 2023	1,443.75
135164 11/22/23	CHK	10520	NRECA-NATIONAL RURAL ELEC COOP	ANNUAL SUBSC 1Y: RURAL ELECTRIC MAG 2024	103.20

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				ANNUAL SUBSC 1Y: RURAL ELECTRIC MAG 2024	412.80
				Total for Check/Tran - 135164:	516.00
135165 11/22/23	CHK	10167	OFFICE DEPOT	SIT-STAND DESK CONVERTER	188.51
				SIT-STAND DESK CONVERTER	20.95
				Total for Check/Tran - 135165:	209.46
135166 11/22/23	CHK	10170	OLYMPIC EQUIPMENT RENTALS	TRAILER RENTAL - 230 ROBBINS	70.92
135167 11/22/23	CHK	10386	PACIFIC GROUNDWATER GROUP, INC	QUILCENE RANGER WELL STATION-JUL-SEP 23	1,195.00
135168 11/22/23	CHK	10188	PLATT ELECTRIC SUPPLY	KLEIN HD SCREWDRIVER# 600-8	35.98
				KLEIN REPLACEMENT BIT# 13391	17.14
				KLEIN REPLACEMENT BIT# 13391	3.48
				Total for Check/Tran - 135168:	56.60
135169 11/22/23	CHK	10193	PORT TOWNSEND LEADER	LEGALS: DRAFT BUDGET	25.20
				DISPLAY: SATURATION	481.50
				LEGALS: DRAFT BUDGET	2.80
				DISPLAY: SATURATION	53.50
				Total for Check/Tran - 135169:	563.00
135170 11/22/23	CHK	10197	PRINTERY COMMUNICATIONS	BUSINESS CARDS MILLER QTY 500	146.48
				BUSINESS CARDS MILLER QTY 500	16.28
				DOOR HANGERS	1,764.29
				BUS CARDS WILLIAMSON	146.48
				BUS CARDS WILLIAMSON	16.28
				Total for Check/Tran - 135170:	2,089.81
135171 11/22/23	CHK	10210	RICOH USA, INC	OTTO ST (3983)&(3982) IMAGES MONTHLY 23	55.96
				OTTO ST (3983)&(3982) IMAGES MONTHLY 23	6.22
				310 4CRNRS (0626) IMAGES MONTHLY	638.93
				310 4CRNRS (0626) IMAGES MONTHLY	70.99
				210 4CRNRS (0626) IMAGES MONTHLY	25.76
				310 FOUR CRNRS (7427) IMAGES MONTHLY 202	14.40

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				310 FOUR CRNRS (7427) IMAGES MONTHLY 202	1.60
				Total for Check/Tran - 135171:	813.86
135172 11/22/23	CHK	10212	ROHLINGER ENTERPRISES INC	RUBBER GLOVES-CLASS 0,2, SIZE 9.5-11	480.77
				RUBBER GLOVES-CLASS 0,2, SIZE 9.5-11	220.12
				Total for Check/Tran - 135172:	700.89
135173 11/22/23	CHK	10977	SALLY LOU ELLIS	FIBER YARD CONSULTING- 10-11/10/2023	675.00
135174 11/22/23	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - MONTHLY	1,776.29
135175 11/22/23	CHK	10565	JIMMY R SCARBOROUGH	TRAVEL - LODGING	191.41
				TRAVEL - MEALS PER DIEM	148.00
				TRAVEL - MILEAGE	263.31
				Total for Check/Tran - 135175:	602.72
135176 11/22/23	CHK	9998	RICHARD SHORT	Credit Balance Refund	104.65
135177 11/22/23	CHK	10227	SOUND PUBLISHING INC	ACCT#48136610 - ADS SEPT23	705.00
135178 11/22/23	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: NITRATE-N LAZY C 10/24	30.00
				TESTING: LEAD & COPPER SNOW CREEK 8/18	200.00
				TESTING: IOC TRITON COVE 9/13	385.00
				TESTING: ARSENIC 9/14	104.00
				Total for Check/Tran - 135178:	719.00
135179 11/22/23	CHK	10237	STRANCO INC	1 1/2 REFLECTIVE MULTI NUMBER	657.23
				1 1/2 REFLECTIVE MULTI NUMBER	86.06
				Total for Check/Tran - 135179:	743.29
135180 11/22/23	CHK	10400	DONALD K STREETT	TRAVEL - LODGING	136.68
				TRAVEL - MEALS PER DIEM	124.20
				TRAVEL - TOLL FEE	4.95
				MISC GENERAL EXPENSES	103.42
				TRAVEL - LODGING	15.19
				TRAVEL - MEALS PER DIEM	13.80

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRAVEL - TOLL FEE	0.55
				MISC GENERAL EXPENSES	11.49
				TRAVEL - AIRFARE	547.03
				TRAVEL - LODGING	1,498.54
				TRAVEL - MEALS PER DIEM	355.50
				TRAVEL - PARKING FEE	109.85
				TRAVEL - TOLL FEE	4.95
				TRAVEL - TRANSIT/ TAXI	98.64
				TRAVEL - AIRFARE	60.78
				TRAVEL - LODGING	166.50
				TRAVEL - MEALS PER DIEM	39.50
				TRAVEL - PARKING FEE	12.21
				TRAVEL - TOLL FEE	0.55
				TRAVEL - TRANSIT/ TAXI	10.95
				Total for Check/Tran - 135180:	3,315.28
135181 11/22/23	CHK	11038	TEXAS STATE DISBURSEMENT UNIT	PL CHILD SUPPORT EE	311.54
135182 11/22/23	CHK	10421	THE CARWASH INC	VEH #211 & 214	30.55
				VEH #211 & 214	15.27
				Total for Check/Tran - 135182:	45.82
135183 11/22/23	CHK	10252	ULINE	48X40X36 TRIPLE WALL BOX	616.40
				48X40X36 TRIPLE WALL BOX	110.69
				Total for Check/Tran - 135183:	727.09
135184 11/22/23	CHK	10620	UPS	SHIPPING FEES - 10/6-10/11/2023	37.80
				SHIPPING FEES - 10/6-10/11/2023	12.31
				SHIPPING FEES - 10/6-10/11/2023	12.31
				Total for Check/Tran - 135184:	62.42
135185 11/22/23	CHK	10841	VALLEY TRANSFORMER, INC.	TRAN 1P POLE 15KVA 120/240-REFURBISHMENT	6,046.60
135186 11/22/23	CHK	10947	VAN NESS FELDMAN, LLP	PROF SVC:WTR RIGHTS & RGLTN SEP 2023	13,702.00

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135187 11/22/23	CHK	11040	VERIZON CONNECT FLEET USA LLC	ALL VEH GPS SERVICE-MONTHLY	577.62
				ALL VEH GPS SERVICE-MONTHLY	118.86
				ALL VEH GPS SERVICE-MONTHLY	16.98
Total for Check/Tran - 135187:					713.46
135188 11/22/23	CHK	10517	VIKING FENCE COMPANY	FENCING INSTL-QUILCENE FIBER HUT	20,853.61
135189 11/22/23	CHK	10800	VISION METERING, LLC	VISION SENTRY 410 TEST PROBE	-74.17
				VISION SENTRY 410 TEST PROBE	889.17
				METER 4S-CL200-MECHANICAL(OPT OUT PROGR)	1,837.24
				METER 4S-CL200-MECHANICAL(OPT OUT PROGR)	-153.24
Total for Check/Tran - 135189:					2,499.00
135190 11/22/23	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	16,473.49
				PL DEFERRED COMP ER	7,503.41
Total for Check/Tran - 135190:					23,976.90
135191 11/22/23	CHK	10496	WELLS FARGO VENDOR FIN SERV	310 4CRNRS WKRM COPIER RNTL - MONTHLY	255.29
				310 4CRNRS WKRM COPIER RNTL - MONTHLY	28.37
Total for Check/Tran - 135191:					283.66
135192 11/22/23	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - MONTHLY 2023	39.27
				EAP SVC - MONTHLY 2023	39.27
Total for Check/Tran - 135192:					78.54
135193 11/22/23	CHK	10274	WESTBAY AUTO PARTS, INC.	NAPA OE QUALITY HIGH QTY 2	26.12
				VEH #122 WIPER BLADES	19.14
Total for Check/Tran - 135193:					45.26
135194 11/22/23	CHK	10018	WORLD KINECT ENERGY SERVICES	FUEL-UNL-87REG 10% ETHNL DIESEL ULSD #2	12,658.37
				55 GAL DRUM-DEF FLUID	328.07
Total for Check/Tran - 135194:					12,986.44
135195 11/22/23	CHK	10278	WPUDA	REGISTRATION FEE	67.50
				REGISTRATION FEE	7.50
				REGISTRATION FEE	67.50

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				REGISTRATION FEE	7.50
				MONTHLY DUES - MONTHLY	5,365.80
				MONTHLY DUES - MONTHLY	596.20
				Total for Check/Tran - 135195:	6,112.00
135196 11/30/23	CHK	10516	AIR SYSTEMS ENGINEERING INC	HVAC MAINT OTTO ST Q4 2023	1,042.53
				HVAC MAINT OTTO ST Q4 2023	115.84
				HVAC MAINT 310 FOUR CRNRS Q4 2023	4,145.21
				HVAC MAINT 310 FOUR CRNRS Q4 2023	460.59
				Total for Check/Tran - 135196:	5,764.17
135197 11/30/23	CHK	10012	ALTEC INDUSTRIES, INC	VEH #100 - REPLACE GEAR BOX	10,563.74
				VEH# 100 - FIX BOOM ON TRUCK 10/27	870.07
				DUAL RANGE PHASE TESTER	6,563.83
				DUAL RANGE PHASE TESTER	6,563.81
				Total for Check/Tran - 135197:	24,561.45
135198 11/30/23	CHK	10481	AMAZON	BUSINESS PRIME MEMBERSHIP FEE 1YR	489.97
				BUSINESS PRIME MEMBERSHIP FEE 1YR	54.44
				Total for Check/Tran - 135198:	544.41
135199 11/30/23	CHK	10447	ANIXTER INC.	LAG SCREW	1,451.03
				LOCKNUT WASHER	785.52
				LAG,STAND,WASH,PED,MARK-OLY CORRIDOR-PRY	6,163.36
				Total for Check/Tran - 135199:	8,399.91
135200 11/30/23	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 11/04/2023	10,325.74
				TREE TRIMMING W/E 11/18/2023	6,195.44
				TREE TRIMMING W/E 11/18/2023	4,130.30
				Total for Check/Tran - 135200:	20,651.48
135201 11/30/23	CHK	10714	SCOTT A BANCROFT	WELLNESS REIMBURSEMENT 2023	275.00
135202 11/30/23	CHK	10870	BIG BLUE PRESSURE WASHING AND L	5 SUBSTATIONS: MOWING 10/24/2023	657.43
				5 SUBSTATIONS: MOWING 11/13/2023	657.43

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				5 SUBSTATIONS: MOWING 10/02/2023	657.43
				Total for Check/Tran - 135202:	1,972.29
135203 11/30/23	CHK	10339	BORDER STATES ELECTRIC	BOLT MACH. 5/8 X 16	3,502.11
135204 11/30/23	CHK	11019	JESSE B BRIDGES	WELLNESS REIMBURSEMENT 2023	275.00
135205 11/30/23	CHK	10041	CDW GOVERNMENT	ADOBE CREATIVE CLOUD 1YR THRU 11/26/2024	7,192.39
				BARACUDA DEFENSE 1YR 11/19/23-11/18/24	3,083.17
				Total for Check/Tran - 135205:	10,275.56
135206 11/30/23	CHK	10993	CENEX FLEET FUELING	DIESEL FOR TRUCKS	4,982.48
135207 11/30/23	CHK	10043	CENTRAL WELDING SUPPLY	NITROGEN	176.94
135208 11/30/23	CHK	10045	CENTURY LINK-S	PHONE SERVICE-MONTHLY	35.06
				PHONE SERVICE-MONTHLY	3.90
				Total for Check/Tran - 135208:	38.96
135209 11/30/23	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	FLAGGING - VARIOUS LOCATIONS 10/2-10/5	3,941.95
				FLAGGING - VARIOUS LOCATIONS 10/2-10/5	2,627.98
				FLAGGING - REMAINDER OF PO	5,170.19
				FLAGGING - REMAINDER OF PO	3,446.80
				FLAGGING - VARIOUS LOCATIONS 10/9-10/13	4,529.95
				FLAGGING - VARIOUS LOCATIONS 10/9-10/13	3,019.97
				FLAGGING - THOUSAND TRAILS 10/19	1,924.45
				FLAGGING - VARIOUS LOCATIONS 10/16-10-19	3,941.95
				FLAGGING - VARIOUS LOCATIONS 10/16-10-19	2,627.98
				FLAGGING - VARIOUS LOCATIONS 10/23-10/26	3,973.34
				FLAGGING - VARIOUS LOCATIONS 10/23-10/26	2,648.89
				FLAGGING - E QUILCENE SUB STATION	1,698.31
				FLAGGING - CENTER & E QUIL RD 10/30-11/1	3,374.89
				FLAGGING - CENTER & E QUIL RD 10/30-11/1	2,249.92
				Total for Check/Tran - 135209:	45,176.57

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Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135210 11/30/23	CHK	10060	DELL MARKETING LP	MOBILE PRECISION 3581	1,642.47
				MOBILE PRECISION 3581	182.50
Total for Check/Tran - 135210:					1,824.97
135211 11/30/23	CHK	10070	DOUBLE D ELECTRICAL, INC	BECKETT PT N - SEAL/FAIL LIGHT	480.04
				TROUBLESHOOT RELAYS - BRIDGEHAVEN SEWER	485.50
Total for Check/Tran - 135211:					965.54
135212 11/30/23	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	1,807.55
				ENERGY CONSERVATION REBATE	1,422.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,000.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,200.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,200.00
				ENERGY CONSERVATION REBATE	1,058.40
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	20.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	732.00
				ENERGY CONSERVATION REBATE	1,686.00

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	4,925.45
				ENERGY CONSERVATION REBATE	1,284.47
				ENERGY CONSERVATION REBATE	437.38
				ENERGY CONSERVATION REBATE	716.85
				ENERGY CONSERVATION REBATE	72.61
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	612.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,134.00
				ENERGY CONSERVATION REBATE	948.00
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	80.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,214.50
				ENERGY CONSERVATION REBATE	1,400.00
				ENERGY CONSERVATION REBATE	1,400.00
				ENERGY CONSERVATION REBATE	800.00

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	4,400.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,000.00
				ENERGY CONSERVATION REBATE	3,517.19
				Total for Check/Tran - 135212:	59,233.40
135213 11/30/23	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT 11/19/2023	808.06
				ACCT ASSISTANT 11/19/2023	89.78
				Total for Check/Tran - 135213:	897.84
135214 11/30/23	CHK	10085	FASTENAL	WASHERS & NUTS	311.85
				CHALK	129.14
				MISC SUPPLIES	208.81
				MISC SUPPLIES	3.69
				MISC SUPPLIES	90.14
				MISC SUPPLIES	0.40
				Total for Check/Tran - 135214:	744.03
135215 11/30/23	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKETRNTL VEH#410 11/04-12/01/23	2,727.50
				SPLICER VAN RNTL VEH#421 11/06-12/03/23	2,727.50
				2023 MONTHLY RENTAL# 417 11/07-12/04/23	3,054.80
				AT40-G BUCKETRNTL VEH#416 11/08-12/05/23	2,945.70
				AA55 DBLMN BUCKET VEH#414 11/08-12/05/23	3,709.40
				Total for Check/Tran - 135215:	15,164.90
135216 11/30/23	CHK	10095	GOOD MAN SANITATION, INC	310 4CRNRS-RESTROOM UNIT MONTHLY 2023	156.61
				310 4CRNRS-RESTROOM UNIT MONTHLY 2023	15.66
				Total for Check/Tran - 135216:	172.27
135217 11/30/23	CHK	10845	GRAYS HARBOR COLLEGE	LINEMAN APRENTICESHP TUITION FALL 2023	324.76

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135218 11/30/23	CHK	10103	H D FOWLER	POLY PIPE & REPAIR CLAMP	612.06
135219 11/30/23	CHK	10960	IKEGPS INC	IKEGPS DEVICE&SOFTWARE 1Y 1/5/24-/1/4/25	8,635.03
135220 11/30/23	CHK	10972	KATIES CLEANING SERVICE	JANITORIAL SRV 11/08-11/22/23	2,227.50
				JANITORIAL SRV 11/08-11/22/23	247.50
				Total for Check/Tran - 135220:	2,475.00
135221 11/30/23	CHK	10136	LES SCHWAB TIRES	VEH # 120 REPAIR	4,007.69
135222 11/30/23	CHK	10142	MASON COUNTY PUD #1	ELEC-DOSEWALLIPS RD-PUMP MONTHY 2023	198.93
				ELECTRIC-1012 DUCKABUSH RD - FC MONTHLY	68.99
				ELECTRIC - BPA RD - PUMP MONTHLY 2023	97.05
				Total for Check/Tran - 135222:	364.97
135223 11/30/23	CHK	10309	NISC	PRINT SVCS INVOICE OCT 2023	10,417.87
				PRINT SVCS INVOICE OCT 2023	1,539.34
				PRINT SVCS INVOICE OCT 2023	1,157.54
				PRINT SVCS INVOICE OCT 2023	171.04
				RECURRING INVOICE OCT 2023	1,126.51
				RECURRING INVOICE OCT 2023	254.97
				RECURRING INVOICE OCT 2023	1,866.65
				RECURRING INVOICE OCT 2023	545.50
				RECURRING INVOICE OCT 2023	502.66
				RECURRING INVOICE OCT 2023	502.66
				RECURRING INVOICE OCT 2023	9,611.40
				RECURRING INVOICE OCT 2023	981.88
				RECURRING INVOICE OCT 2023	114.74
				RECURRING INVOICE OCT 2023	1,631.97
				RECURRING INVOICE OCT 2023	347.91
				RECURRING INVOICE OCT 2023	25.50
				MISC OCT 2023	646.91
				MISC OCT 2023	71.88

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 135223:					31,516.93
135224 11/30/23	CHK	10166	NWPPA	ENGINEER&OPS CONF 4/09-04/11/24 REG FEE	775.00
135225 11/30/23	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES-OPERATIONS	69.08
				OFFICE SUPPLIES-OPERATIONS	7.68
				OFFICE SUPPLIES-OPERATIONS	36.69
				OFFICE SUPPLIES-OPERATIONS	4.08
				OFFICE SUPPLIES-OPERATIONS	47.12
				OFFICE SUPPLIES-OPERATIONS	5.24
Total for Check/Tran - 135225:					169.89
135226 11/30/23	CHK	10948	KATHLEEN A PALMER	WELLNESS REIMBURSEMENT 2023	247.50
				WELLNESS REIMBURSEMENT 2023	27.50
Total for Check/Tran - 135226:					275.00
135227 11/30/23	CHK	10181	PENINSULA PEST CONTROL	RODENT SVC MO 210 FOUR CRNRS MONTHLY	81.83
				C#13068- MONTHLY RODENT SVC 310 4 CRNR	39.28
				C#13068- MONTHLY RODENT SVC 310 4 CRNR	4.36
Total for Check/Tran - 135227:					125.47
135228 11/30/23	CHK	10183	PETRICKS LOCK & SAFE	PADLOCKS QTY 36	2,377.89
				PADLOCKS QTY 36	264.21
Total for Check/Tran - 135228:					2,642.10
135229 11/30/23	CHK	10188	PLATT ELECTRIC SUPPLY	TOOL BATTERIES	434.22
				MILWAUKEE HD 12AH BATTERY# 48111812	543.32
				MILWAUKEE HD 12AH BATTERY# 48111812	608.78
Total for Check/Tran - 135229:					1,586.32
135230 11/30/23	CHK	10895	POWER&TELEPHONE SUPPLY COMPANSPLITTER DUAL 1X32 WIDE VAM-19" RACK		27,867.81
				SPLITTER DUAL 1X32 WIDE VAM-19" RACK-107	26,531.59
Total for Check/Tran - 135230:					54,399.40
135231 11/30/23	CHK	10219	SHOLD EXCAVATING INC	REPLACE CHECK VALVE - 125 DICKEY 9/27	595.69

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135232 11/30/23	CHK	10928	MICHAEL J SMITH	OSHA OUTREACH TRAINING REIMBURSEMENT	219.84
135233 11/30/23	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: LEAD & COPPER LAZY C 8/23	200.00
				TESTING: COLIFORM/E.COLI 11/8	104.00
Total for Check/Tran - 135233:					304.00
135234 11/30/23	CHK	10234	STATE AUDITORS	ENERGY COMPLNC ATTESTATION AUDIT 19-21	1,263.02
				ENERGY COMPLNC ATTESTATION AUDIT 19-21	140.33
				ENERGY COMPLNC ATTESTATION AUDIT 19-21	148.59
				ENERGY COMPLNC ATTESTATION AUDIT 19-21	16.51
Total for Check/Tran - 135234:					1,568.45
135235 11/30/23	CHK	10733	DANIEL S TOEPPER	NRECA CONF, PPC CONF, MTG W NITA, WPUDA	1,890.70
				NRECA CONF, PPC CONF, MTG W NITA, WPUDA	210.08
Total for Check/Tran - 135235:					2,100.78
135236 11/30/23	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	76.32
135237 11/30/23	CHK	10620	UPS	SHIPPING FEES 11/21/2023	158.08
135238 11/30/23	CHK	10255	USA BLUEBOOK	LMI SERIES PDO PUMPS PD041-822SI	1,894.68
135239 11/30/23	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB10/16-11/15/2023	344.60
				CELL PHONE SERVICE QB10/16-11/15/2023	26.07
				CELL PHONE SERVICE QB10/16-11/15/2023	188.85
				CELL PHONE SERVICE QB10/16-11/15/2023	94.55
				CELL PHONE SERVICE QB10/16-11/15/2023	2.73
				CELL PHONE SERVICE QB10/16-11/15/2023	75.51
				CELL PHONE SERVICE QB10/16-11/15/2023	2.73
				CELL PHONE SERVICE QB10/16-11/15/2023	205.86
				CELL PHONE SERVICE QB10/16-11/15/2023	2.73
				CELL PHONE SERVICE QB10/16-11/15/2023	75.51
				CELL PHONE SERVICE QB10/16-11/15/2023	115.55
				CELL PHONE SERVICE QB10/16-11/15/2023	4.91
				CELL PHONE SERVICE QB10/16-11/15/2023	94.20

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB10/16-11/15/2023	104.28
				CELL PHONE SERVICE QB10/16-11/15/2023	26.07
				CELL PHONE SERVICE QB10/16-11/15/2023	2.73
				CELL PHONE SERVICE QB10/16-11/15/2023	38.13
				CELL PHONE SERVICE QB10/16-11/15/2023	37.38
				CELL PHONE SERVICE QB10/16-11/15/2023	8.18
				CELL PHONE SERVICE QB10/16-11/15/2023	157.08
				CELL PHONE SERVICE QB10/16-11/15/2023	8.18
				CELL PHONE SERVICE QB10/16-11/15/2023	157.08
				CELL PHONE SERVICE QB10/16-11/15/2023	130.35
				CELL PHONE SERVICE QB10/16-11/15/2023	150.73
				CELL PHONE SERVICE QB10/16-11/15/2023	67.99
				CELL PHONE SERVICE QB10/16-11/15/2023	91.94
				CELL PHONE SERVICE QB10/16-11/15/2023	46.93
				CELL PHONE SERVICE QB10/16-11/15/2023	36.01
				CELL PHONE SERVICE QB10/16-11/15/2023	158.79
				CELL PHONE SERVICE QB10/16-11/15/2023	307.50
				CELL PHONE SERVICE QB10/16-11/15/2023	45.70
				CELL PHONE SERVICE QB10/16-11/15/2023	7.55
				CELL PHONE SERVICE QB10/16-11/15/2024	10.21
				CELL PHONE SERVICE QB10/16-11/15/2025	5.21
				CELL PHONE SERVICE QB10/16-11/15/2026	54.54
				CELL PHONE SERVICE QB10/16-11/15/2027	4.00
				CELL PHONE SERVICE QB10/16-11/15/2028	17.63
				CELL PHONE SERVICE QB10/16-11/15/2029	90.15
				CELL PHONE SERVICE QB10/16-11/15/2030	104.14
				SCADA CRADLEPNT DEVICES QB-MONTHLY	913.92
				WIFI-MONTHLY VEHICLES	425.54
				WIFI-MONTHLY VOICE&MOBILE BROADBAND LINE	80.02
				WIFI-MONTHLY ADMIN IT BACKUP SERV ROOM	80.01
				WIFI-MONTHLY EXECUTIVE	160.04

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Accounts Payable Check Register

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11/12/2023 To 12/05/2023

Bank Account: 7 - 1ST SECURITY BANK--WARRANT ACCOUNT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WIFI-MONTHLY FINANCE	192.03
				WIFI-MONTHLY FINANCIAL	80.00
				WIFI-MONTHLY VEHICLES	94.58
				WIFI-MONTHLY VOICE&MOBILE BROADBAND LINE	40.11
				WIFI-MONTHLY WATER-207	40.01
				WIFI-MONTHLY ADMIN IT BACKUP SERV ROOM	20.00
				WIFI-MONTHLY EXECUTIVE	40.00
				WIFI-MONTHLY FINANCE	48.00
				WIFI-MONTHLY FINANCIAL	20.00
Total for Check/Tran - 135239:					5,336.54
135240 11/30/23	CHK	10517	VIKING FENCE COMPANY	FENCING INSTL-QUILCENE FIBER HUT	2,104.30
135241 11/30/23	CHK	10800	VISION METERING, LLC	END SIGHT CLOUD SOFTWARE OCT 2023	1,015.60
135242 11/30/23	CHK	10680	WELLSPRING FAMILY SERVICES	PROFESSIONAL COACHING OCT 2023	731.25
				PROFESSIONAL COACHING OCT 2023	81.25
Total for Check/Tran - 135242:					812.50
135243 11/30/23	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH # 416 AIR FILTER	26.35
135244 11/30/23	CHK	10949	STEPHANIE N WITHERIDGE	WELLNESS PROGRAM REIMBURSEMENT 2023	247.50
				WELLNESS PROGRAM REIMBURSEMENT 2023	27.50
Total for Check/Tran - 135244:					275.00

Total Payments for Bank Account - 7 : (187) 1,117,567.93

Total Voids for Bank Account - 7 : (0) 0.00

Total for Bank Account - 7 : (187) 1,117,567.93

Grand Total for Payments : (187) 1,117,567.93

Grand Total for Voids : (0) 0.00

Grand Total : (187) 1,117,567.93

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Bank Account: 8 - 1ST SECURITY BANK--ACH/WIRE PAYMENTS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
300 11/13/23	WIRE	10279	BPA-WIRE TRANSFER	ANNUAL FIBER LEASE 12/9/2023-12/8/2024	78,327.00
301 11/13/23	WIRE	10279	BPA-WIRE TRANSFER	PURCHASE POWER - MONTHLY	819,085.00
302 11/27/23	WIRE	10281	JEFFPUD EFTPS	EMPLOYEES' MEDICARE TAX	5,003.37
				EMPLOYER'S MEDICARE TAX	4,714.49
				EMPLOYEES' FICA TAX	17,044.90
				EMPLOYER'S FICA TAX	17,044.90
				EMPLOYEES' FEDERAL WITHHOLDING	21,621.24
				EMPLOYEES' FEDERAL WITHHOLDING TAX	15,923.23
Total for Check/Tran - 302:					81,352.13
303 11/28/23	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	OCTOBER 2023 B&O TAX	122,885.03
304 12/4/23	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MONTHLY	12,461.05
				PETERSON LAKE WIRE PMT MONTHLY	1,867.57
Total for Check/Tran - 304:					14,328.62
305 11/30/23	WIRE	10280	USDA-WIRE TRANSFER	INTEREST D45 LOAN-MONTHLY	16,304.03

Total Payments for Bank Account - 8 : (6) 1,132,281.81

Total Voids for Bank Account - 8 : (0) 0.00

Total for Bank Account - 8 : (6) 1,132,281.81

Grand Total for Payments : (6) 1,132,281.81

Grand Total for Voids : (0) 0.00

Grand Total : (6) 1,132,281.81

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 11/22/2023

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71113	11/22/2023	3,362.52
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71114	11/22/2023	2,662.46
				\$ 6,024.98

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 11/22/2023

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	11/22/2023	\$ 738.11
3062	ACCOUNTING ASSOCIATE	11/22/2023	\$ 1,834.65
3070	ACCOUNTING ASSOCIATE	11/22/2023	\$ 1,916.00
3039	ACCOUNTING SPECIALIST	11/22/2023	\$ 2,218.12
3065	ADMINISTRATIVE ASSISTANT	11/22/2023	\$ 2,457.02
3052	ADMINISTRATIVE ASSISTANT	11/22/2023	\$ 2,619.80
4006	COMMISSIONER DIST 1	11/22/2023	\$ 894.15
4004	COMMISSIONER DIST 2	11/22/2023	\$ 1,014.81
4008	COMMISSIONER DIST 3	11/22/2023	\$ 900.49
3034	COMMUNICATIONS DIRECTOR	11/22/2023	\$ 3,704.57
3002	CUSTOMER SERVICE COORDINATOR	11/22/2023	\$ 1,701.11
3022	CUSTOMER SERVICE REP	11/22/2023	\$ 1,661.61
3032	CUSTOMER SERVICE REP	11/22/2023	\$ 1,630.92
3048	CUSTOMER SERVICE REP	11/22/2023	\$ 1,722.54
3056	CUSTOMER SERVICE REP	11/22/2023	\$ 1,185.62
3066	CUSTOMER SERVICE REP	11/22/2023	\$ 1,357.98
3068	CUSTOMER SERVICE REP	11/22/2023	\$ 1,346.34
3075	CUSTOMER SERVICE REP	11/22/2023	\$ 1,502.22
3060	DIGITAL COMMUNICATIONS SPECIALIST	11/22/2023	\$ 2,404.45
1027	ELECTRICAL ENGINEERING MANAGER	11/22/2023	\$ 3,421.30
1041	ELECTRICAL SUPERINTENDENT	11/22/2023	\$ 5,118.10
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	11/22/2023	\$ 2,343.16
3033	FINANCE DIRECTOR	11/22/2023	\$ 4,983.91
3029	FINANCE SERVICES MANAGER	11/22/2023	\$ 3,043.79
1046	FLEET/WAREHOUSE HELPER	11/22/2023	\$ 3,377.80
1012	FOREMAN LINEMAN	11/22/2023	\$ 5,471.60
1011	GENERAL MANAGER	11/22/2023	\$ 5,750.02
1042	GIS SPECIALIST	11/22/2023	\$ 2,643.03
1017	HEAD STOREKEEPER	11/22/2023	\$ 3,039.55
3063	HUMAN RESOURCES COORDINATOR	11/22/2023	\$ 2,928.69
3047	HUMAN RESOURCES DIRECTOR	11/22/2023	\$ 4,032.64
3008	INFORMATION TECHNOLOGY MANAGER	11/22/2023	\$ 3,691.97
3074	IT TECH SUPPORT	11/22/2023	\$ 1,892.83
2001	JOINT UTILITY SPECIALIST	11/22/2023	\$ 3,263.68
1000	LINEMAN	11/22/2023	\$ 2,711.37
1034	LINEMAN	11/22/2023	\$ 4,549.58
1055	LINEMAN	11/22/2023	\$ 4,258.78
1063	LINEMAN	11/22/2023	\$ 3,588.57
1067	LINEMAN	11/22/2023	\$ 6,474.11
1060	LINEMAN	11/22/2023	\$ 2,996.06
1061	LINEMAN	11/22/2023	\$ 2,840.15
1062	LINEMAN	11/22/2023	\$ 8,373.47
1065	LINEMAN	11/22/2023	\$ 6,470.69
1066	LINEMAN	11/22/2023	\$ 6,199.62
1059	LINEMAN APPRENTICE	11/22/2023	\$ 2,168.90
1043	METER READER	11/22/2023	\$ 2,210.34
1047	METER READER	11/22/2023	\$ 3,107.22
1056	METER READER	11/22/2023	\$ 2,438.60
1057	METER READER	11/22/2023	\$ 898.09
1064	METER READER	11/22/2023	\$ 2,425.08
2008	METER READER	11/22/2023	\$ 1,713.14
3067	NETWORK/BROADBAND ENGINEER	11/22/2023	\$ 3,629.44
1050	PRE-APPRENTICE	11/22/2023	\$ 4,716.13
3004	RESOURCE MANAGER	11/22/2023	\$ 2,820.04
1010	SCADA ENGINEER II	11/22/2023	\$ 2,668.81
1003	SCADA TECH APPRENTICE	11/22/2023	\$ 6,250.46
3020	SERVICES DIRECTOR	11/22/2023	\$ 3,691.95
1026	STAKING ENGINEER	11/22/2023	\$ 2,384.77
1031	STAKING ENGINEER	11/22/2023	\$ 2,820.67
1014	STOREKEEPER	11/22/2023	\$ 3,158.79
1015	SUBSTATION/METER FOREMAN	11/22/2023	\$ 4,951.21
1033	SUBSTATION/METERING TECH	11/22/2023	\$ 5,033.45
3003	UTILITY BILLING CLERK	11/22/2023	\$ 1,811.62
3027	UTILITY BILLING CLERK	11/22/2023	\$ 2,230.31
3000	UTILITY BILLING COORDINATOR	11/22/2023	\$ 2,786.83
1037	VEGETATION & PERMITTING SPECAILIST	11/22/2023	\$ 2,983.91
2000	WATER DISTRIBUTION MANAGER II	11/22/2023	\$ 1,912.82
2002	WATER DISTRIBUTION MANAGER II	11/22/2023	\$ 2,386.14
2005	WATER DISTRIBUTION MANAGER II	11/22/2023	\$ 2,341.56
			\$ 209,815.26



AGENDA REPORT

DATE : December 12, 2023
TO : Board of Commissioners
FROM : Mike Bailey, Finance Director/Treasurer
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 10 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$1,508.71 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 10 inactive accounts owing \$1,508.71 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.



1

District 2

Board of Commissioners

Jeff Randall, District

Kenneth Collins,

Dan Toepper, District 3

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On December 12, 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:

<u>Uncollectible Amount Range</u>	<u>Number of Accounts</u>	<u>Write-Off Amount</u>
Up to \$50	5	\$154.19
\$51 - \$100	1	\$85.84
\$101 - \$200	1	\$143.30
\$201 - \$300	1	\$261.70
Over \$300	2	\$863.68
TOTAL	10	\$1,508.71

Approval, Board of Commissioners

Dan Toepper
Secretary

Electric revenues in October were approximately \$617 Thousand under budget. Year-to-date electric revenues are approximately \$3.2 Million under budget. The total cost of service for the year is approximately \$8.2 Million under budget. Year to date depreciation for electric is approximately \$4.9 Million with October depreciation expense approximately \$510 Thousand. The October year-to-date TIER is 6.89 and the DSC is 3.81.

Water revenues in October were approximately \$34 Thousand under budget. Year-to-date water revenues are approximately \$447 Thousand under budget. The total cost of service for the year is approximately \$406 Thousand under budget. Year to date depreciation for water is approximately \$837 Thousand with October depreciation expense approximately \$86 Thousand.

As a combined utility year-to-date through October revenues were approximately \$3.6 Million under budgeted revenues. Jefferson County PUD has invested \$7.5 Million in construction work in progress year to date as well as purchased approximately \$4.2 Million in materials. During October, PUD's cash reserves were increased by \$171 Thousand.

Jefferson County PUD No. 1
Electric Division
Statement of Operations
As of October 31, 2023

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	(d)
1. Operating Revenue and Patronage Capital	33,451,896	34,455,149	37,654,454	2,732,968
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	11,992,704	10,511,541	13,772,619	1,582,136
4. Transmission Expense	1,598,341	1,039,287	1,955,435	6,002
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	1,607,994	1,942,648	2,903,738	198,537
7. Distribution Expense - Maintenance	2,344,346	2,969,795	4,867,358	241,350
8. Consumer Accounts Expense	1,244,592	1,398,763	1,858,653	140,628
9. Customer Service and Informational Expense	19,196	42,681	15,698	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	3,189,513	4,142,036	4,732,432	461,514
12. Total Operation & Maintenance Expense (2 thru 11)	21,996,686	22,046,751	30,105,933	2,630,167
13. Depreciation & Amortization Expense	4,753,876	4,989,745	4,662,790	510,131
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	1,922,312	1,801,744	2,084,005	159,543
16. Interest on Long-Term Debt	2,076,321	2,025,992	2,298,678	229,002
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
20. Total Cost of Electric Service (12 thru 19)	30,749,195	30,864,232	39,151,406	3,528,843
21. Patronage Capital & Operating Margins (1 minus 20)	2,702,701	3,590,917	(1,496,952)	(795,875)
22. Non Operating Margins - Interest	3,023	43,426	4,490	5,595
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	1,669,286	8,289,513	2,069,768	247,876
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	15,576	5,462	15,732	0
28. Extraordinary Items	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	4,390,586	11,929,318	593,038	(542,404)

Times Interest Earned Ratio (TIER) (Year to Date)	3.11	6.89	1.26
Operating Times Interest Earned Ratio (OTIER) (Year to Date)	2.30	2.77	0.35
Debt Service Coverage Ratio (DSC) (Year to Date)	2.25	3.81	1.52
Operating Debt Service Coverage Ratio (ODSC) (Year to Date)	1.92	2.13	1.10
Rolling 12 Month TIER	3.80	4.64	

Jefferson County PUD No. 1
Electric Division
Balance Sheet
October 31, 2023

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	201,771,618	29. Memberships	0
2. Construction Work in Progress	8,374,269	30. Patronage Capital	0
3. Total Utility Plant (1+2)	210,145,887	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	79,963,903	32. Operating Margins - Current Year	3,590,917
5. Net Utility Plant (3-4)	130,181,984	33. Non-Operating Margins	8,338,401
6. Nonutility Property - Net	83,197	34. Other Margins & Equities	44,869,697
7. Investment in Subsidiary Companies	0	35. Total Margins & Equities (29 thru 34)	56,799,015
8. Invest. in Assoc. Org. - Patronage Capital	83,403	36. Long-Term Debt RUS (Net)	91,056,735
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	476,978
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	38. Total Long-Term Debt (36 + 37)	91,533,713
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	(744,228)
13. Special Funds	9,231,824	41. Total Other Noncurrent Liabilities (39+40)	(744,228)
14. Total Other Property & Investments (6 thru 13)	9,399,434	42. Notes Payable	0
15. Cash-General Funds	2,000,571	43. Accounts Payable	8,365,864
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	66,200
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	3,462,089	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	1,756,459	48. Other Current & Accrued Liabilities	2,409,120
21. Accounts Receivable - Net Other	337,833	49. Total Current & Accrued Liabilities (42 thru 48)	10,841,184
22. Renewable Energy Credits	0	50. Deferred Credits	1,764,795
23. Materials & Supplies - Electric and Other	7,666,526	51. Total Liabilities & Other Credits (35+38+41+49+50)	160,194,479
24. Prepayments	347,112		
25. Other Current & Accrued Assets	3,119,399	ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION	
26. Total Current & Accrued Assets (15 thru 25)	18,689,989	Balance Beginning of Year	0
27. Deferred Debits	1,923,072	Amounts Received This Year (Net)	7,877,964
28. Total Assets & Other Debits (5+14+26+27)	160,194,479	TOTAL Contributions-In-Aid-Of-Construction	7,877,964

Equity Ratio **35.46%**
 (Total Margins & Equities/Total Assets & Other Debits) x 100

Long-Term Debt to Total Plant Ratio **43.56%**
 (Long Term Debt/Total Utility Plant) x 100

Jefferson County PUD #1
Power Requirements
As of October 31, 2023

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	OCTOBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	18,167	18,107	
	b. KWH Sold			12,053,496
	c. Revenue			1,633,679
2. Residential Sales - Seasonal	a. No. Consumers Served	1	1	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	1	1	
	b. KWH Sold			1,012
	c. Revenue			165
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,547	2,513	
	b. KWH Sold			4,234,171
	c. Revenue			552,024
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			744,083
	c. Revenue			507,831
6. Public Street & Highway Lighting	a. No. Consumers Served	210	210	
	b. KWH Sold			26,593
	c. Revenue			15,667
7. Non Metered Device Authority	a. No. Consumers Served	8	8	
	b. KWH Sold			0
	c. Revenue			1,954
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		20,955	20,861	
11. TOTAL KWH Sold (lines 1b thru 9b)				17,059,355
12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)				2,711,320
13. Transmission Revenue				
14. Other Electric Revenue				21,648
15. KWH - Own Use				0
16. TOTAL KWH Purchased				31,227,580
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				1,582,136
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				79,233

Electric Division
Comparison 2023 Budget to 2023 Actuals Year to Date Through OCTOBER

	2023 Budget OCTOBER YTD	2023 Actuals OCTOBER YTD	Variance
1. Operating Revenue and Patronage Capital	37,654,454	34,455,149	(3,199,305)
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	13,772,619	10,511,541	(3,261,078)
4. Transmission Expense	1,955,435	1,039,287	(916,148)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	2,903,738	1,942,648	(961,090)
7. Distribution Expense - Maintenance	4,867,358	2,969,795	(1,897,563)
8. Consumer Accounts Expense	1,858,653	1,398,763	(459,890)
9. Customer Service and Informational Expense	15,698	42,681	26,983
10. Sales Expense	0	0	0
11. Administrative and General Expense	4,732,432	4,142,036	(590,396)
12. Total Operation & Maintenance Expense (2 thru 11)	30,105,933	22,046,751	(8,059,182)
13. Depreciation & Amortization Expense	4,662,790	4,989,745	326,955
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	2,084,005	1,801,744	(282,261)
16. Interest on Long-Term Debt	2,298,678	2,025,992	(272,686)
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
20. Total Cost of Electric Service (12 thru 19)	39,151,406	30,864,232	(8,287,174)
21. Patronage Capital & Operating Margins (1 minus 20)	(1,496,952)	3,590,917	5,087,869
22. Non Operating Margins - Interest	4,490	43,426	38,936
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	2,069,768	8,289,513	6,219,745
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	15,732	5,462	(10,270)
28. Extraordinary Items	0	0	0
29. Patronage Capital or Margins (21 thru 28)	593,038	11,929,318	11,336,280

Jefferson County PUD No. 1
Water Division
Statement of Operations
As of October 31, 2023

PART A. STATEMENT OF OPERATIONS				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	3,096,624	3,727,747	4,175,103	365,168
2. Power Production Expense	0	518	1,319	0
3. Cost of Purchased Power	118,270	123,020	128,598	11,445
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	660,798	614,922	1,179,141	54,631
7. Distribution Expense - Maintenance	521,109	653,531	502,475	51,910
8. Consumer Accounts Expense	118,378	130,418	221,992	14,359
9. Customer Service and Informational Expense	0	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	588,454	608,693	1,106,591	69,728
12. Total Operation & Maintenance Expense (2 thru 11)	2,007,009	2,131,102	3,140,116	202,073
13. Depreciation & Amortization Expense	665,465	837,602	322,441	86,534
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	141,148	216,214	158,108	16,692
16. Interest on Long-Term Debt	249,258	151,479	152,243	14,060
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	29,876	0	0
20. Total Cost of Water Service (12 thru 19)	3,062,880	3,366,273	3,772,908	319,359
21. Patronage Capital & Operating Margins (1 minus 20)	33,744	361,474	402,195	45,809
22. Non Operating Margins - Interest	50,350	87,084	22,807	7,113
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	387,126	334,697	727,153	28,876
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	1,731	607	1,748	0
28. Extraordinary Items	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	472,951	783,862	1,153,903	81,798

Jefferson County PUD No. 1
Water Division
Balance Sheet
October 31, 2023

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	32,398,390	29. Memberships	0
2. Construction Work in Progress	2,223,752	30. Patronage Capital	0
3. Total Utility Plant (1+2)	34,622,142	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	14,597,162	32. Operating Margins - Current Year	361,473
5. Net Utility Plant (3-4)	20,024,980	33. Non-Operating Margins	422,388
6. Nonutility Property - Net	2,140,268	34. Other Margins & Equities	23,582,620
7. Investment in Subsidiary Companies	0	35. Total Margins & Equities (29 thru 34)	24,366,481
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	5,543,849
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	38. Total Long-Term Debt (36 + 37)	5,543,849
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	92,572	41. Total Other Noncurrent Liabilities (39+40)	0
14. Total Other Property & Investments (6 thru 13)	2,232,840	42. Notes Payable	385,913
15. Cash-General Funds	182,618	43. Accounts Payable	(4,876,289)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	1,200
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	2,184,256	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	263,460	48. Other Current & Accrued Liabilities	23,023
21. Accounts Receivable - Net Other	163,300	49. Total Current & Accrued Liabilities (42 thru 48)	(4,466,153)
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	28,395	51. Total Liabilities & Other Credits (35+38+41+49+50)	25,444,177
24. Prepayments	0		
25. Other Current & Accrued Assets	201,811	ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION	
26. Total Current & Accrued Assets (15 thru 25)	3,023,840	Balance Beginning of Year	0
27. Deferred Debits	162,517	Amounts Received This Year (Net)	144,995
28. Total Assets & Other Debits (5+14+26+27)	25,444,177	TOTAL Contributions-In-Aid-Of-Construction	144,995

Equity Ratio **95.76%**
 (Total Margins & Equities/Total Assets & Other Debits) x 100

Long-Term Debt to Total Plant Ratio **16.01%**
 (Long Term Debt/Total Utility Plant) x 100

Jefferson County PUD #1
Water Requirements
As of October 31, 2023

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	OCTOBER CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	14	14	
	b. Gallons Sold			7,900
	c. Revenue			1,280
2. Metered Residential Sales -	a. No. Consumers Served	4,671	4,649	
	b. Gallons Sold			18,168,902
	c. Revenue			280,718
3. Metered Commercial Sales	a. No. Consumers Served	47	47	
	b. Gallons Sold			5,201,419
	c. Revenue			54,675
4. Residential Multi-Family	a. No. Consumers Served	311	310	
	b. Gallons Sold			267,420
	c. Revenue			4,216
5. Metered Bulk Loadings	a. No. Consumers Served	0	0	
	b. Gallons Sold			0
	c. Revenue			0
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Master Meters	a. No. Consumers Served	22	22	
	b. Gallons Sold			4,359,583
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	380	378	
	b. Gallons Sold			0
	c. Revenue			21,439
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
10. TOTAL No. of Consumers (lines 1a thru 9a)		5,450	5,425	
11. TOTAL Gallons Sold (lines 1b thru 9b)				28,005,224
12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)				362,328
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				2,840
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				27,574,623
18. Cost of Purchases and Generation				11,445

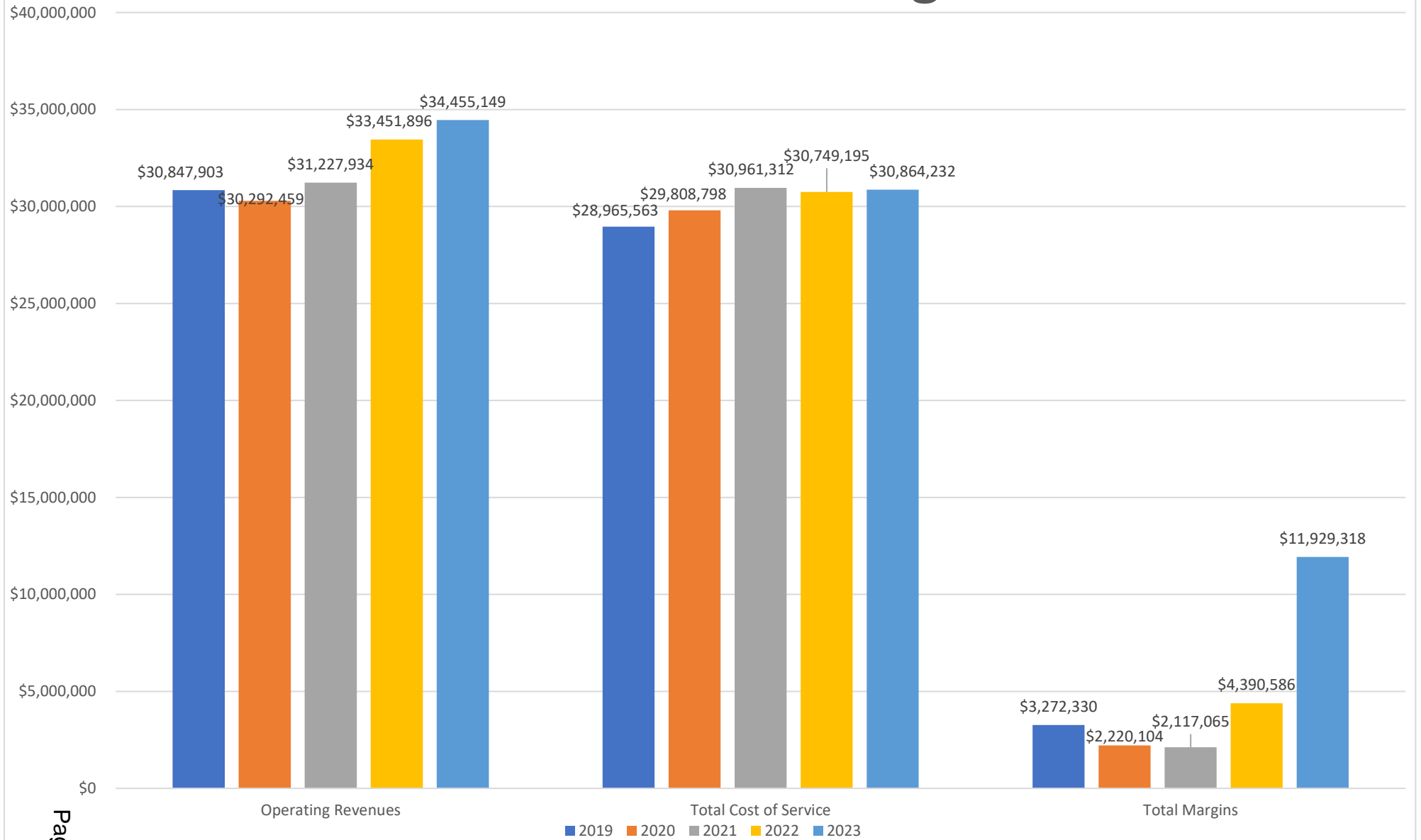
Water Division
Comparison 2023 Budget to 2023 Actuals Year to Date Through OCTOBER

	2023 Budget OCTOBER YTD	2023 Actuals OCTOBER YTD	Variance
1. Operating Revenue and Patronage Capital	4,175,103	3,727,747	(447,356)
2. Power Production Expense	1,319	518	(801)
3. Cost of Purchased Power	128,598	123,020	(5,578)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	1,179,141	614,922	(564,219)
7. Distribution Expense - Maintenance	502,475	653,531	151,056
8. Consumer Accounts Expense	221,992	130,418	(91,574)
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	1,106,591	608,693	(497,898)
12. Total Operation & Maintenance Expense (2 thru 11)	3,140,116	2,131,102	(1,009,014)
13. Depreciation & Amortization Expense	322,441	837,602	515,161
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	158,108	216,214	58,106
16. Interest on Long-Term Debt	152,243	151,479	(764)
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	29,876	29,876
20. Total Cost of Water Service (12 thru 19)	3,772,908	3,366,273	(406,635)
21. Patronage Capital & Operating Margins (1 minus 20)	402,195	361,474	(40,721)
22. Non Operating Margins - Interest	22,807	87,084	64,277
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	727,153	334,697	(392,456)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	1,748	607	(1,141)
28. Extraordinary Items	0	0	0
29. Patronage Capital or Margins (21 thru 28)	1,153,903	783,862	(370,041)

Jefferson County PUD No. 1
Cash and Cash Equivalents
October 31, 2023

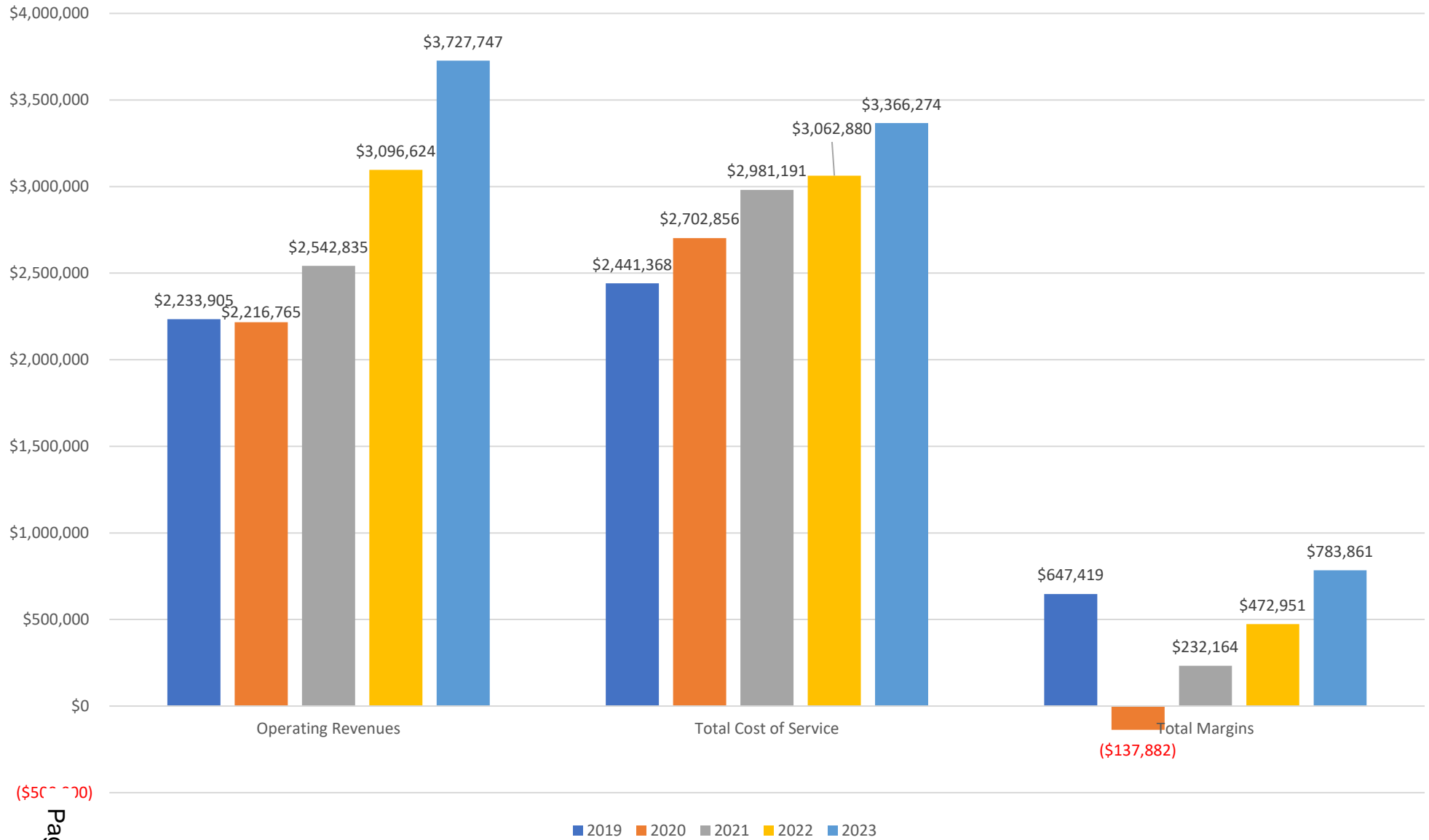
<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.11	Operating Depository Account - Bank of America	\$2,227,055
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	35,114
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	10,204
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	4,682 Restricted
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	3,032 Restricted
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	2,003 Restricted
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,250
2 135.21	Cash Held in Trust by Property Manager	150
1 131.16	Payroll Clearing Account - 1st Security Bank	6
1 131.13	Cash - 1st Security Bank ACH Account	0
1 131.12	Operating Account - Jefferson Co. Treasurer	-227,740
TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS		\$2,183,189
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$2,111,991
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	1,186,794
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	881,969
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	854,459 Restricted
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	447,828 Restricted
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	163,303
TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS		\$5,646,344
1 125.10	RUS Bond Fund	\$9,137,574 Restricted
1 126.10	Capital Reserves	\$94,000 Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	82,436 Restricted
2 126.10	Capital Reserves	6,000 Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	4,136 Restricted
1 128.00	Other Special Funds	250 Restricted
TOTAL LINE 13. BALANCE SHEET-SPECIAL FUNDS		\$9,324,396
RESTRICTED CASH BALANCE--OCTOBER 2023		\$10,636,400
NON-RESTRICTED CASH BALANCE--OCTOBER 2023		\$6,517,529
TOTAL CASH AND CASH EQUIVALENTS IN BANK--OCTOBER 2023		\$17,153,929
RESTRICTED CASH BALANCE--SEPTEMBER 2023		\$10,626,678
NON-RESTRICTED CASH BALANCE--SEPTEMBER 2023		\$6,355,721
TOTAL CASH AND CASH EQUIVALENTS IN BANK--SEPTEMBER 2023		\$16,982,399
Change in Restricted Cash Balance		\$9,722
Change in Unrestricted Cash Balance		\$161,808
Total Change in Cash and Cash Equivalents		\$171,530

5 Year Look Back through October--Electric



	2019	2020	2021	2022	2023
Operating Revenues	\$30,847,903	\$30,292,459	\$31,227,934	\$33,451,896	\$34,455,149
Total Cost of Service	\$28,965,563	\$29,808,798	\$30,961,312	\$30,749,195	\$30,864,232
Operating Margins	\$1,882,340	\$483,661	\$266,622	\$2,702,701	\$3,590,917
Non-Operating Margins	\$1,389,990	\$1,736,443	\$1,850,443	\$1,687,885	\$8,338,401
Total Margins	\$3,272,330	\$2,220,104	\$2,117,065	\$4,390,586	\$11,929,318

5 Year Look Back through October--Water



	2019	2020	2021	2022	2023
Operating Revenues	\$2,233,905	\$2,216,765	\$2,542,835	\$3,096,624	\$3,727,747
Total Cost of Service	\$2,441,368	\$2,702,856	\$2,981,191	\$3,062,880	\$3,366,274
Operating Margins	(\$207,463)	(\$486,091)	(\$438,356)	\$33,744	\$361,473
Non-Operating Margins	\$854,882	\$348,209	\$670,520	\$439,207	\$422,388
Total Margins	\$647,419	(\$137,882)	\$232,164	\$472,951	\$783,861

PUD

Calendar

December 12,

2023

December 12, 2023, BOC Regular Meeting, 3:00 PM, Four Corners Rd
and per ZOOM






(Last Regular BOC meeting of the year)

December 20, 2023 3:00-5:00pm Employee Appreciation Holiday
Event, 310 Four Corners Rd

December 25th, Christmas Day, (PUD offices closed)

January 1, 2024, New Year's Day (PUD offices closed)

January 2, 2024, BOC Regular Meeting, 3:00 P, 310 Four Corners
Rd and per ZOOM

    Received 		From	Subject	Size
Two Weeks Ago				
11/19/2023		Leo Boyd II	Fwd: Public Retail Broadband: Jefferson PUD	46 KB
Good morning, Last week I went to the Washington State Department of Commerce website to look up your required filings to				