

Regular Meeting Agenda

Board of Commissioners

Tues, March 19, 2024 4 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. Roll Call

Established of Quorum by confirming attendance of commissioners present.

3. Agenda Review

Recommended Action: Approve a Motion to adopt agenda as presented

4. 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)

5. Manager and Staff Reports

For information only, not requiring a vote.

6. Commissioner Reports

7. Consent Agenda

All matters listed below on the Consent Agenda are considered under one motion






and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

7.1	Prior Minutes	4 - 12
	PUD BOC Special Meeting Minutes 2-20-24 Draft.pdf 	
	PUD BOC Special Meeting 03-05-2024 Minuters Draft.pdf 	
	PUD BOC Regular Meeting 03-05-2024 Minutes Draft.pdf 	
7.2	Vouchers	13 - 39
	Voucher Approval Form for the Commissioners.pdf 	
	Voucher Cert with Supporting Warrant Register & Payroll.pdf 	
7.3	Financial Report	40 - 42
	Agenda Report-Written Off Accounts-3-19-2024.docx 	
	Written Off Accounts Motion 3-19-2024.docx 	
7.4	Calendar	43
	BOC Calendar March 19, 2024.docx 	
7.5	Correspondence Log	44
	CL 20240319.pdf 	

8. Old Business

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

9. New Business

9.1	Hybrid Remote Work Policy	45 - 56
	AGENDA REPORT - Hybrid Remote Work.docx 	
	Hybrid Remote Work Policy - BOC 3.19.2024.pd 	
	Telecommuting Policy 6.2.2020 - Current 3.19.24.pdf 	
	For Discussion Only	
9.2	New Large Single Loads Rates	57 - 58
	Large Single Load AGENDA REPORT.pdf 	
	New Large Single Loads (002).pdf 	
	For Discussion Only	

10. Adjourn

Public Utility District No. 1 of Jefferson County is an Equal Opportunity Provider and Employer

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

February 20, 2024

**Board of Commissioners
Special Meeting**

Draft Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 3:00 p.m. on February 20, 2024, via Zoom and in person meeting. Present:

Commissioner Jeff Randall President
Commissioner Dan Toepper, Vice President
Commissioner Kenneth Collins, Secretary
Kevin Streett, General Manager
Joy Liechty, Asst. General Manager
Joel Paisner, General Counsel
Jean Hall, Customer Service Director
Mike Bailey, Finance Director
Melanie Des Marais, HR Director
Josh Garlock, Electric Superintendent
Will O'Donnell, Communications Director
Jameson Hawn, Digital Communications Specialist
Melissa Blair, Finance Services Manager
Ryan McCullough, IT Support Technician
Annette Johnson, Exec. Asst./Records Officer
Karen Abbott, Broadband Admin Asst.
Don McDaniel, Consultant
Cammy Brown, Recording Secretary

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Jefferson County PUD
Board of Commissioners
Special Meeting
February 20, 2024
Draft Minutes

1. CALL TO ORDER.

Commissioner Jeff Randall called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for February 20, 2024 to order at 3:00 p.m.

2. ROLL CALL Roll call was taken and all three commissioners were present. It was determined there was a quorum. Commissioner Jeff Randall read the guidelines for virtual on-line and in-person participation.

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

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

4. OLYMPIC COORDIDOR AND IN-BETWEEN FIBER BID, FIBER BID PROTEST, BID NUMBER 23BB0803. General Counsel Joel Paisner gave a presentation.

MOTION: Commissioner Kenneth Collins made a motion that the Board of Commissioners of the Jefferson County Public Utility District No. 1 move forward with the staff’s recommendations and go forward with approving the bid of North Sky. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

There was some follow-up discussion on the bidding process.

Public Comment: (abbreviated topics).

- Comment made on irregularity.
- Comment made on RCW 39.04.010 and RCW 39.26.160 definitions.
- Comment made that PUD is looking into how to improve their contracts.

5. EXECUTIVE SESSION. Per RCW 42.30.110(1)(g) to review the performance of a public employee. Time requested was five minutes. Executive Session convened at 3:52 p.m.. Executive Session ended at 3:57 p.m.. No action was taken.

6. ADJOURN. Commissioner Jeff Randall declared the February 20, 2024, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 3:57 p.m.

 Minutes prepared by
 Recording Secretary Cammy Brown

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

Commissioner Dan Toepper, Vice President

Date

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pdf



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

March 5, 2024

**Board of Commissioners
Special Meeting**

Draft Minutes

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 3:00 p.m. on March 5, 2024, via Zoom and in person meeting. Present:

Commissioner Jeff Randall President
Commissioner Dan Toepper, Vice President
Commissioner Kenneth Collins, Secretary
Kevin Streett, General Manager
Joy Liechty, Asst. General Manager
Joel Paisner, General Counsel
Mike Bailey, Finance Director
Melanie Des Marais, HR Director
Jimmy Scarborough, Electrical Engineering Manager
Will O'Donnell, Communications Director
Jameson Hawn, Digital Communications Specialist
Ryan McCullough, IT Support Technician
Annette Johnson, Exec. Asst./Records Officer
Doug Dawson, CCG Consultant
Don McDaniel, Consultant
Cammy Brown, Recording Secretary

1. CALL TO ORDER.

Commissioner Jeff Randall called the Special Meeting of the Jefferson County PUD No. 1 Board of Commissioners for March 5, 2024 to order at 3:00 p.m.

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Jefferson County PUD
Board of Commissioners
Special Meeting
March 5, 2024
Draft Minutes

2. **ROLL CALL** Roll call was taken and all three commissioners were present. It was determined there was a quorum. Commissioner Jeff Randall read the guidelines for virtual on-line and in-person participation.

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

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

4. **BROADBAND BUSINESS PLAN UPDATE.** General Manager Kevin Streett introduced Doug Dawson, President of CCG and expressed appreciation for the work that he has done for the PUD. Communications Director Will O’Donnell gave a presentation on broadband planning. There was considerable discussion and some public comment.

5. **ADJOURN.** Commissioner Jeff Randall declared the March 5, 2024, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 4:00 p.m.

Minutes prepared by
Recording Secretary Cammy Brown

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

Commissioner Dan Toepper, Vice President

Date

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

March 5, 2024

**Board of Commissioners
Regular Meeting**

Draft Minutes

Present:

- Commissioner Jeff Randall, President
- Commissioner Dan Toepper, Vice President
- Commissioner Kenneth Collins, Secretary
- Kevin Streett, General Manager
- Joy Lietchty, Asst. 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
- Ryan McCullough, IT Support Technician
- Don McDaniel, Consultant
- Cammy Brown, Recording Secretary

1. **CALL TO ORDER.** Commissioner Jeff Randall called the Regular Meeting of the Jefferson County PUD No. 1 Board of Commissioners for March 5, 2024, to order at 4:00 p.m.
2. **ROLL CALL.** 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.

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

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

4. **PUBLIC COMMENT.** Commissioner Jeff Randall read the guidelines for submitting public comment. There were some public comments as follows:

- Email was sent to commissioners and staff. Have not received confirmation of email regarding retail authority. PUD legal counsel is working on a formal response.
- Strategy of what happens when a customer reaches peak load and voluntary reduction in load. What is the PUD's strategy for dealing with these situations?
- Correspondence that was not listed in agenda packet. Did the PUD receive? CAB question and concern about equipment that had been provided regarding broadband.
- A new resident gave information about non-profit organization who provides training and technical support for water systems throughout Washington. (Evergreen Rural Water).
- Customer has requested and not received answer to request for a systemic periodic update on the power grid planning on broadband project information. Substation is the Hastings Substation.

5. **GORDON WILSON – FCS PRESENTATION. CAPACITY FEE CHARGE.** Gordon Wilson of FCS gave a presentation. This was for discussion only.

- Comment on fees and charges. Expensive.
- Comment on adjustment of rates.
- Comment on Capital study. What are other PUDs doing? How to proceed?
- Comment on increase in rates.

6. **MANAGER AND STAFF REPORTS.** General Manager Kevin Streett gave a report on the topics abbreviated as follows:

- Information on Richard Hills Project.
- General Manager gave his schedule and advised the BOC that he will be working part time for a while.
- NRCEA has roundup April 21, 2024. Recommended that commissioners attend. Can register in the next couple of days.
- NWPPA conference May 12th through May 15th in Salt Lake City. Is anyone going to that?
- Update on electrical.
- Substations on track.
- General Manager will bring material to the BOC to order transformers and RFPs will be ready to go in two weeks. This all goes with electrical.
- Outages out in Cook area which comes from re-energizing. Report.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting
March 5, 2024
Draft Minutes

7. **COMMISSIONERS' REPORTS.** This agenda item was tabled until the next Regular Meeting of the PUD.

8. **CONSENT AGENDA.**

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

- 8.1 Prior Minutes
 - PUD BOC Regular Meeting 03-05-2024 Minutes.
 - PUD BOC Spec. Meeting 03-05-2024 Minutes.
 - PUD BOC Special Meeting 02-20-2024

- 8.2 Vouchers
 - Voucher Approval Form for the Commissioners.
 - Vouchers Certification with Supporting Warrant Register & Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #135918 to #135974	\$ 312,085.35	02/15/2024
Accounts Payable: #135975 to #136025	\$ 295,756.87	02/22/2024
Payroll Checks: # 71128 to # 71129	\$ 5,680.80	02/16/2024
Payroll Direct Deposit:	\$ 205,909.45	02/16/2024
TOTAL INVOICES PAID:	\$ 819,432.47	
WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer # 330 to 335	\$1,258,360.35	2/20-2/26,2024
GRAND TOTAL:	\$ 2,077,792.82	

VOIDED WARRANTS: 135819 \$9,100.00

- 8.3 Financial Report
 - No financial report for this meeting.

8.4 Calendar
BOC Calendar March 5, 2024.

8.5 Correspondence Log
No Correspondence Log or this meeting.

END OF CONSENT AGENDA

9. **OLD BUSINESS.** No old business.

10. **NEW BUSINESS.**

11. **ADJOURN.** Commissioner Jeff Randall adjourned the March 5, 2024, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners, at 5:39 p.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

Commissioner Dan Toepper, Vice President

Date

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VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$946,739.18** on this **19th** day of **March** **2024** ;

 Jeff Randall
 President

 Dan Toepper
 Vice President

 Kenneth Collins
 Secretary

PAYMENTS TO BE APPROVED:

WARRANTS				AMOUNT	DATE
Accounts Payable:	# 136026	to # 136069		\$ 170,558.20	2/29/2024
Accounts Payable:	# 136070	to # 136141		\$ 354,868.57	3/7/2024
Payroll Checks:	# 71130	to # 71131		\$ 5,311.26	3/1/2024
Payroll Direct Deposit:				\$ 229,941.48	3/1/2024
TOTAL INVOICES PAID				\$760,679.51	

ACH/WIRE TRANSFERS PAID				AMOUNT	DATE
ACH/Wire Transfer	# 333	to # 341		\$ 186,059.67	2/29-3/4/24

PAYMENT TOTAL **\$946,739.18**

VOIDED WARRANTS
 10898 \$ 10,300.00

03/13/2024 1:10:34 PM

Accounts Payable Check Register

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135825 1/31/24	CHK	10898	EDC TEAM JEFFERSON	EDC SUPPORT FUNDING Q1 2024	8,858.00 VOID
				EDC SUPPORT FUNDING Q1 2024	721.00 VOID
				EDC SUPPORT FUNDING Q1 2024	721.00 VOID
Total for Check/Tran - 135825:					10,300.00 VOID
136026 2/29/24	CHK	10006	AFLAC	AFLAC BILL - MONTHLY	298.26
136027 2/29/24	CHK	10012	ALTEC INDUSTRIES, INC	BASHLIN TRAVELING GROUND# 1590C	729.93
				CHANCE BALL STUD# T6002364	75.87
Total for Check/Tran - 136027:					805.80
136028 2/29/24	CHK	11042	ARCHBRIGHT	5 LEARNER MOZZO SEATS 1 YR 2/2024-1/2025	112.59
				5 LEARNER MOZZO SEATS 1 YR 2/2024-1/2025	9.16
				5 LEARNER MOZZO SEATS 1 YR 2/2024-1/2025	9.17
Total for Check/Tran - 136028:					130.92
136029 2/29/24	CHK	10437	ASPECT CONSULTING	PROF SRC:PROJECT AS2305533 THRU 01/28/24	4,592.50
136030 2/29/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 2/03/2024	4,237.61
136031 2/29/24	CHK	10339	BORDER STATES ELECTRIC	CONDUIT CAP	741.44
				CONDUIT COUPLING	970.88
				SIDEBY	26.73
				WIRE,SIDE,WASH,TANK,CLAMP&STIRRUP	10,929.91
				CURVED WASHER	366.58
				HOTLINE CLAMP	2,140.55
				SIDEBY	43.09
				STIRRUP	1,495.76
				TANK GROUNDS	2,173.27
Total for Check/Tran - 136031:					18,888.21
136032 2/29/24	CHK	11019	JESSE B BRIDGES	WELLNESS REIMBURSEMENT 2024	300.00
136033 2/29/24	CHK	9998	JENNIFER BRINCH	Credit Balance Refund	81.57
136034 2/29/24	CHK	10669	THOMAS S BROOKE	CROSS CONNECTION EXAM PREP - PER DIEM	207.00

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Accounts Payable Check Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CROSS CONNECTION EXAM FEE - 2/23/2024	51.00
				Total for Check/Tran - 136034:	258.00
136035 2/29/24	CHK	9998	JANICE CAMBURN	Credit Balance Refund	6.47
136036 2/29/24	CHK	9998	MICHAEL CARROZZA	Credit Balance Refund	38.92
136037 2/29/24	CHK	10843	CCG CONSULTING	FIBER GRANTS, POLICY AND PROCED - JAN 23	1,476.80
136038 2/29/24	CHK	10685	CINTAS CORPORATION	FIRST AID SUPPLIES - 191 OTTO ST	52.14
				FIRST AID SUPPLIES - 191 OTTO ST	4.24
				FIRST AID SUPPLIES - 191 OTTO ST	4.25
				Total for Check/Tran - 136038:	60.63
136039 2/29/24	CHK	11072	CITY OF PORT TOWNSEND PUBLIC WO	PERMIT TYPE:MIP-PMT POLE REPLA WO#12409	312.94
				PERMIT TYPE:MIP-PMT 513 W ST WO#423031	312.94
				Total for Check/Tran - 136039:	625.88
136040 2/29/24	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	FLAGGING - E QUILCENE 1/29/2024	1,698.31
				FLAGGING - CAPE GEORGE 2/1-2/2/2024	2,786.55
				VACTRA TRUCK LABOR- 20 PEABODY LN 2/1/24	2,132.91
				FLAGGING - FRANK BECK RD 2/1/2024	1,533.85
				FLAGGING - HERBERT/OLD CHURCH 2/2/2024	1,616.09
				FLAGGING - QUILCENE AVE/WASHINGTON ST	1,616.09
				FLAGGING- 20 PEABODY 2/1/2024	1,533.85
				FLAGGING - DABOB 2/6/2024	1,369.40
				FLAGGING - DABOB 2/7/2024	1,369.40
				Total for Check/Tran - 136040:	15,656.45
136041 2/29/24	CHK	10070	DOUBLE D ELECTRICAL, INC	PW FILING FEE FOR I-36454 - EMRG DIG	100.00
136042 2/29/24	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	1,977.09
				ENERGY CONSERVATION REBATE	452.00
				ENERGY CONSERVATION REBATE	450.00
				ENERGY CONSERVATION REBATE	340.00

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Accounts Payable Check Register

Page 3

02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
				ENERGY CONSERVATION REBATE	200.00	
				ENERGY CONSERVATION REBATE	175.00	
				ENERGY CONSERVATION REBATE	9,000.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	200.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	212.00	
				ENERGY CONSERVATION REBATE	200.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	1,235.00	
				ENERGY CONSERVATION REBATE	900.00	
				ENERGY CONSERVATION REBATE	4,400.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	1,200.00	
				ENERGY CONSERVATION REBATE	200.00	
				ENERGY CONSERVATION REBATE	200.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	846.00	
				ENERGY CONSERVATION REBATE	200.00	
				ENERGY CONSERVATION REBATE	632.00	
				ENERGY CONSERVATION REBATE	880.00	
				ENERGY CONSERVATION REBATE	800.00	
				ENERGY CONSERVATION REBATE	8,454.41	
Total for Check/Tran - 136042:					38,753.50	
136043	2/29/24	CHK	10085	FASTENAL	MISC SUPPLIES	51.17
					MISC SUPPLIES	12.30
					MISC SUPPLIES	55.28
					MISC SUPPLIES	1.00

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Accounts Payable Check Register

Page 4

02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MISC SUPPLIES	0.99
Total for Check/Tran - 136043:					120.74
136044 2/29/24	CHK	10094	GENERAL PACIFIC, INC	ALUMINUM TIE WIRE	154.92
				DROP FIBER ATTACHMENT BRACKETS	420.04
				EYE BOLT	5,935.04
				WIRE & EYE BOLTS	3,429.01
Total for Check/Tran - 136044:					9,939.01
136045 2/29/24	CHK	10454	GLOBAL RENTAL COMPANY INC	AT4-G BUCKETRNTL VEH#427 1/19-2/15/24	3,109.35
				RENTAL TRUCK# 427	2,182.00
Total for Check/Tran - 136045:					5,291.35
136046 2/29/24	CHK	10098	GRAINGER	HEX HEAD LAG SCREW-3/4" X 3"	588.11
				LAG SCREW	167.24
				HEX HEAD LAG SCREW-3/4" X 3"	-520.19
Total for Check/Tran - 136046:					235.16
136047 2/29/24	CHK	9999	RUSS HARDING	CIAC REFUND - SCOPE OF WORK CHANGE	264.00
136048 2/29/24	CHK	10366	ICPE	GENERAL ENGINEERING SERVICES JAN 2024	10,190.00
				PROF SVC: DESIGN PORT LUDLOW EXP-JAN 24	310.00
Total for Check/Tran - 136048:					10,500.00
136049 2/29/24	CHK	10839	IRBY ELECTRICAL UTILITES	STIRRUP	744.06
				EYE NUT	140.74
				SIDEBY	110.46
				SPLICE	176.74
				SPLICE	826.98
				SPLICE	185.47
Total for Check/Tran - 136049:					2,184.45
136050 2/29/24	CHK	10518	J HARLEN COMPANY	BOLT CUTTERS	62.08
				SOCKET ADAPTER	7.01
				IMPACT DRIVER	217.11

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Accounts Payable Check Register

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TOOL BATTERY	200.71
Total for Check/Tran - 136050:					486.91
136051 2/29/24	CHK	10348	KEMP WEST, INC	TT T&M- QUILCENE W/E 02/03/2024	7,830.66
136052 2/29/24	CHK	10042	LANDIS & GYR TECHNOLOGY INC	METER READS - JAN 2024	10,893.71
136053 2/29/24	CHK	10136	LES SCHWAB TIRES	FRONT BREAKS VEH# 211 BRAKES VEH# 207	1,768.42 5,112.77
Total for Check/Tran - 136053:					6,881.19
136054 2/29/24	CHK	11060	JOY LIECHTY	PPC MTG, PNUCC MTG, PT LEADER SUBSCRPTN PPC MTG, PNUCC MTG, PT LEADER SUBSCRPTN PPC MTG, PNUCC MTG, PT LEADER SUBSCRPTN	709.64 57.76 57.76
Total for Check/Tran - 136054:					825.16
136055 2/29/24	CHK	9998	DUNCAN MACDONALD	Credit Balance Refund	44.29
136056 2/29/24	CHK	10470	MISSION COMMUNICATIONS, LLC	WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25 WATER SCADA SYSTEM 1Y 3/01/24-2/28/25	599.40 563.40 563.40 563.40 563.40 563.40 659.40 563.40 599.40 599.40 563.40 623.40
Total for Check/Tran - 136056:					7,024.80
136057 2/29/24	CHK	9998	MJ'S BEAUTY LOUNGE	Credit Balance Refund	169.85
136058 2/29/24	CHK	10908	NATIONAL UTILITY INDUSTRY TRAINI	ANNUAL SUBSCRIPTION FEE 2024	171.60

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136059 2/29/24	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES- OPERATIONS	535.66
				OFFICE SUPPLIES- OPERATIONS	43.60
				OFFICE SUPPLIES- OPERATIONS	43.60
				TOILET PAPER- OPERATIONS	283.73
				TOILET PAPER- OPERATIONS	23.10
				TOILET PAPER- OPERATIONS	23.09
				TISSUE- OPERATIONS	58.64
				TISSUE- OPERATIONS	4.78
				TISSUE- OPERATIONS	4.77
				CAN LINERS- OPERATIONS	45.03
				CAN LINERS- OPERATIONS	3.67
				CAN LINERS- OPERATIONS	3.66
Total for Check/Tran - 136059:					1,073.33
136060 2/29/24	CHK	10170	OLYMPIC EQUIPMENT RENTALS	DIESEL FUEL	21.31
				EXCAVATOR RENTAL	245.48
				TRAILER RENTAL	81.82
Total for Check/Tran - 136060:					348.61
136061 2/29/24	CHK	10207	RAIN NETWORKS	VEEAM BACKUP & REPLICATION 1YR 2/8/2025	9,691.36
				VEEAM BACKUP FOR M365 1YR THRU 2/08/2025	1,696.72
Total for Check/Tran - 136061:					11,388.08
136062 2/29/24	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	208.16
				PUD CLOTHING	98.77
				PUD CLOTHING	135.33
Total for Check/Tran - 136062:					442.26
136063 2/29/24	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COND/CHLORIDE QUIMPER 1/22	49.00
136064 2/29/24	CHK	10234	STATE AUDITORS	ACCOUNTABILITY AUDIT 22-22	4,964.48
				ACCOUNTABILITY AUDIT 22-22	404.09
				ACCOUNTABILITY AUDIT 22-22	404.08
Total for Check/Tran - 136064:					5,772.65

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136065 2/29/24	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	49.07
				PUD CLOTHING	49.08
Total for Check/Tran - 136065:					98.15
136066 2/29/24	CHK	10433	UNITED RENTALS (NORTH AMERICA), IVEH#423-FORKLFT VARCH RNTL 2/7-3/6/24		1,718.19
136067 2/29/24	CHK	10620	UPS	GRAINGER 2/7	141.52
				SLATE ROCK 1/22	28.04
Total for Check/Tran - 136067:					169.56
136068 2/29/24	CHK	10496	WELLS FARGO VENDOR FIN SERV	4CRNRS WKRM COPYRNT-MONTHLY	243.95
				4CRNRS WKRM COPYRNT-MONTHLY	19.86
				4CRNRS WKRM COPYRNT-MONTHLY	19.85
Total for Check/Tran - 136068:					283.66
136069 2/29/24	CHK	10274	WESTBAY AUTO PARTS, INC.	WIPER ARM VEH# 133	40.31
136070 3/7/24	CHK	10808	A & J FLEET SERVICES, INC	VEH# 414 - OIL CHANGE & BRAKE INSP 2/1	645.59
				VEH# 415 - OIL CHANGE 2/9/2024	512.93
				VEH# 105 - REINSTALL TORSHEN BAR KEY	234.57
				VEH# 426 - REPAIR HOSE AND FITTING	166.75
Total for Check/Tran - 136070:					1,559.84
136071 3/7/24	CHK	10481	AMAZON	VIZ PRO DRY ERASE BOARD 60X48-2/PACK	322.57
				EXPO DRY ERASE MARKER SET	-5.87
				LIGHTS-TRUCK# 414	1,459.73
				KNIFE SHARPENER	152.69
				FLOOR LAMP	56.29
				FLOOR LAMP	4.58
				FLOOR LAMP	4.58
				LIGHTS-TRUCK# 426	1,450.48
				RATCHET STRAPS	157.08
				IPAD	829.14
				OTTERBOX	61.10

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FLASHLIGHT	192.43
				FLUKE METER	497.49
				HAND TOOLS	135.24
				BATHROOM SPRAY	33.64
				BATHROOM SPRAY	2.74
				BATHROOM SPRAY	2.74
				CARBON MONOXIDE DETECTOR	100.96
				CARBON MONOXIDE DETECTOR	8.22
				BATTERY CHARGER	43.59
				CARBON MONOXIDE DETECTOR	8.22
				VELCRO	30.74
				BARCODE SCANNER	140.20
				DOCKING STATION	99.33
				HEADSET	143.43
				OFFICE CHAIR	572.83
				POWER STRIP	35.86
				IPAD	271.66
				IPAD CASE	70.87
				IPHONE CASE	35.95
				USB CHARGER	49.03
				BARCODE SCANNER	-140.20
				DEEP SOCKET	65.40
Total for Check/Tran - 136071:					6,892.74
136072	3/7/24	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI	
				FIBER STORAGE RENTAL SPACE MONTHLY	158.00
				FIBER STORAGE RENTAL SPACE MONTHLY	1,422.00
				FIBER STORAGE RENTAL SPACE MONTHLY	95.00
				FIBER STORAGE RENTAL SPACE MONTHLY	1,350.00
Total for Check/Tran - 136072:					3,025.00
136073	3/7/24	CHK	10447	ANIXTER INC.	
				SCREWS, CLAMPS, STAPLES, FUSES & SPOOLS	63.89
				HOTLINE CLAMP	1,530.13

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LAG SCREW	272.75
				STAPLES	297.30
				FUSE	293.21
Total for Check/Tran - 136073:					2,457.28
136074 3/7/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - W/E 02/10/2024	10,594.02
136075 3/7/24	CHK	10339	BORDER STATES ELECTRIC	SIDEBY	271.01
136076 3/7/24	CHK	11019	JESSE B BRIDGES	EMPLOYEE BOOT/TOOL ALLOWANCE 2024	300.00
136077 3/7/24	CHK	10940	CALIX, INC.	UPS POWER CORD	309.27
136078 3/7/24	CHK	10038	CASCADE COLUMBIA DISTRIBUTION	C CONTAINER RETURN QTY 14 CAUSTIC SODA	-794.97 7,063.29
Total for Check/Tran - 136078:					6,268.32
136079 3/7/24	CHK	10044	CENTURY LINK QCC-P	PH#360-385-5800 MONTHLY PH#360-385-5800 MONTHLY PH#360-385-5800 MONTHLY	11.37 0.93 0.92
Total for Check/Tran - 136079:					13.22
136080 3/7/24	CHK	10045	CENTURY LINK-S	994-MONTHLY 994-MONTHLY 994-MONTHLY PHONE SERVICE-MONTHLY PHONE SERVICE-MONTHLY PHONE SERVICE-MONTHLY PHONE SERVICE - MONTHLY PHONE SERVICE - MONTHLY PHONE SERVICE - MONTHLY PHONE SERVICE - MONTHLY PHONE SERVICE - MONTHLY PHONE SERVICE - MONTHLY	33.51 2.73 2.72 33.51 2.73 2.72 143.25 11.66 11.66 59.06 4.81 4.80
Total for Check/Tran - 136080:					313.16

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136081 3/7/24	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE	53.78
				LOW SPD DATA & 2WIRE	53.77
				LOW SPD DATA & 2WIRE - MONTHLY	35.06
				LOW SPD DATA & 2WIRE - MONTHLY	3.90
Total for Check/Tran - 136081:					146.51
136082 3/7/24	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBSTATION-MONTHLY	208.24
				191 OTTO ST - MONTHLY	115.26
				191 OTTO ST - MONTHLY	9.38
				191 OTTO ST - MONTHLY	9.38
Total for Check/Tran - 136082:					342.26
136083 3/7/24	CHK	10053	COMPUNET, INC	CATALYST 9300	7,578.28
136084 3/7/24	CHK	10057	CORRECT EQUIPMENT	SEWER GRINDER PUMP	8,144.32
136085 3/7/24	CHK	10621	CRAIG LABENZ	WPMU DEV&MONTHLY HOSTING-MONTHLY	148.33
				WPMU DEV&MONTHLY HOSTING-MONTHLY	12.07
				WPMU DEV&MONTHLY HOSTING-MONTHLY	12.08
				WEBSITE MAINTENANCE MONTHLY	2,750.80
				WEBSITE MAINTENANCE MONTHLY	194.60
				BB WEBSITE MAINTENANCE MONTHLY	194.60
Total for Check/Tran - 136085:					3,312.48
136086 3/7/24	CHK	10501	D & L POLES	BORING FOR NEW METER INSTALL- 2/1/2024	5,367.72
				VACTOR SERVICE - 30 HERBERT ST 2/7/2024	2,673.50
				PICK UP WOOD- VARIOUS LOCATIONS	6,013.59
Total for Check/Tran - 136086:					14,054.81
136087 3/7/24	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	FLAGGING - HWY 101 & HWY 19 1/2-1/4/24	3,432.04
				FLAGGING - HWY 101 & HWY 19 1/2-1/4/24	2,288.03
				FLAGGING - REMAINDER OF PO	521.71
				FLAGGING - REMAINDER OF PO	347.81
				FLAGGING - GOSS RD & EGG AND I RD	198.89

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FLAGGING - GOSS RD & EGG AND I RD	132.59
				FLAGGING - HERBERT ST 2/7/24	1,533.85
				FLAGGING - E QUILCENE/LINDSAY HILL 2/6	1,533.85
				FLAGGING - VARIOUS LOCATIONS 2/9/2024	1,533.85
				FLAGGING - VARIOUS LOCATIONS 2/08/2024	1,369.40
				FLAGGING - EAST QUILCENE 2/5/2024	958.27
				FLAGGING - CAPE GEORGE 2/5-2/9/2024	6,630.24
				FLAGGING - QUILCENE 2/13/2024	876.03
				FLAGGING - E QUILCENE 2/14/2024	1,533.85
				EMERGENCY CALL OUT - 2/14/2024	2,438.39
				FLAGGING - VARIOUS LOCATIONS 2/15-2/16	2,965.37
				LABOR - 51 MEREDITH ST 2/13/2024	2,192.91
				FLAGGING - PARADISE BAY RD 2/8/2024	1,260.30
				FLAGGING - CAPE GEORGE 2/12-2/16/2024	5,685.12
				FLAGGING - CAPE GEORGE 2/20-2/23/2024	6,557.01
				FLAGGING - ROGERS/LINGER LONGER 2/23/24	958.27
				FLAGGING - 49TH ST/HENDRICKS 2/22/2024	4,703.94
				FLAGGING - 276664 HWY 101 2/21/2024	2,109.47
				VACTRA TRUCK/LABOR - 276664 HWY 101 2/21	9,553.24
				FLAGGING-LINDSAY HILL & CENTER 7/11-7/13	298.33
				FLAGGING-LINDSAY HILL & CENTER 7/11-7/13	198.89
				FLAGGING- CENTER RD 7/17-7/20/2023	397.78
				FLAGGING- CENTER RD 7/17-7/20/2023	265.18
				FLAGGING- CENTER/FIR/COLUMBIA 7/24-7/27	390.40
				FLAGGING- CENTER/FIR/COLUMBIA 7/24-7/27	260.26
				FLAGGING - VARIOUS LOCATIONS 8/14-8/16	298.33
				FLAGGING - VARIOUS LOCATIONS 8/14-8/16	198.89
				FLAGGING - VARIOUS LOCATIONS 8/21-8/24	397.78
				FLAGGING - VARIOUS LOCATIONS 8/21-8/24	265.18
				FLAGGING- VARIOUS LOCATIONS 7/31-8/3/23	397.78
				FLAGGING- VARIOUS LOCATIONS 7/31-8/3/23	265.18

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FLAGGING - LINGER LONGER & W COLUMBIA	298.33
				FLAGGING - LINGER LONGER & W COLUMBIA	198.89
				FLAGGING - VARIOUS LOCATIONS 9/11-9/14	397.78
				FLAGGING - VARIOUS LOCATIONS 9/11-9/14	265.18
				FLAGGING - VARIOUS LOCATIONS 9/18-9/21	397.78
				FLAGGING - VARIOUS LOCATIONS 9/18-9/21	265.18
				FLAGGING - LINDSAY HILL 8/29-9/1/23	132.89
				FLAGGING - LINDSAY HILL 8/29-9/1/23	88.59
Total for Check/Tran - 136087:					66,993.03
136088	3/7/24	CHK 10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE-MONTHLY	5,160.00
				CONSULTING SERVICE-MONTHLY	420.00
				CONSULTING SERVICE-MONTHLY	420.00
Total for Check/Tran - 136088:					6,000.00
136089	3/7/24	CHK 10070	DOUBLE D ELECTRICAL, INC	SALES TAX ON PW FILING FEE- EMRG DIG	9.10
136090	3/7/24	CHK 10898	EDC TEAM JEFFERSON	EDC SUPPORT FUNDING Q1 2024	8,858.00
				EDC SUPPORT FUNDING Q1 2024	721.00
				EDC SUPPORT FUNDING Q1 2024	721.00
Total for Check/Tran - 136090:					10,300.00
136091	3/7/24	CHK 10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	64.63
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	-64.63
Total for Check/Tran - 136091:					420.00
136092	3/7/24	CHK 10084	EXPRESS SERVICES, INC	ACCT ASSISTANT-WEEKLY	1,062.75
				ACCT ASSISTANT-WEEKLY	86.50
				ACCT ASSISTANT-WEEKLY	86.51
Total for Check/Tran - 136092:					1,235.76

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136093 3/7/24	CHK	10404	FARWEST LINE SPECIALTIES LLC	GRIP TAPMER HOSE	82.37 3,136.63
Total for Check/Tran - 136093:					3,219.00
136094 3/7/24	CHK	10085	FASTENAL	TAPE, WD40 MISC SUPPLIES MISC SUPPLIES	321.54 111.82 4.85
Total for Check/Tran - 136094:					438.21
136095 3/7/24	CHK	10821	FCS GROUP	CAPACITY CHARGE STUDY CAPACITY CHARGE STUDY CAPACITY CHARGE STUDY CONSULTING-RATE STUDY CONSULTING-RATE STUDY	2,064.00 168.00 168.00 990.00 110.00
Total for Check/Tran - 136095:					3,500.00
136096 3/7/24	CHK	10749	FIBER INSTRUMENT SALES INC.	LIGHT FINDER, BUFFER TUBE, ALC DISPENSER ALCOHOL DISPENSER BUFFER TUBE LIGHT FINDER	-211.52 15.40 1,058.08 1,462.48
Total for Check/Tran - 136096:					2,324.44
136097 3/7/24	CHK	9998	DANE F FISHER	Credit Balance Refund	153.87
136098 3/7/24	CHK	9998	SAVANNAH N GALLAWAY	Credit Balance Refund	45.41
136099 3/7/24	CHK	10094	GENERAL PACIFIC, INC	WATER METERS P HOOK	5,596.83 144.01
Total for Check/Tran - 136099:					5,740.84
136100 3/7/24	CHK	10454	GLOBAL RENTAL COMPANY INC	2023 FREIGHTLINER VEH#418 2/14-3/12/24	4,582.20
136101 3/7/24	CHK	10098	GRAINGER	CRESENT JOBOX TRUCK BOX 58" X 12" CRESENT JOBOX TRUCK BOX 58" X 12" CRESENT JOBOX TRUCK BOX 58" X 12" MAGNETIC COONTRACTOR MODEL LC1D	1,040.04 520.01 -520.02 437.32

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WHEELBARROW	239.51
				MAGNETIC CONTRACTOR ModelLC1D32T7	-289.78
				DEGREASER	233.20
				HAND TOOLS	282.09
				SOCKET SET	371.73
				STEP LADDER	408.17
				HAND TOOLS	132.13
				Total for Check/Tran - 136101:	2,854.40
136102 3/7/24	CHK	10103	H D FOWLER	PEP QUICK JOINT X PEP QUICK	629.59
136103 3/7/24	CHK	9999	HABITAT FOR HUMANITY	CIAC REFUND- SCOPE OF WORK CHANGE	264.00
136104 3/7/24	CHK	11037	HENERY HARDWARE & BUILDING SUP	FIBER MATERIAL	17.99
				BLACK NITRILE	21.81
				CAB MOUSE POUCH	23.99
				GATE SUPPLIES	21.76
				GATE SUPPLIES	1.77
				GATE SUPPLIES	1.78
				DRANO MAX	7.50
				DRANO MAX	0.61
				DRANO MAX	0.61
				Total for Check/Tran - 136104:	97.82
136105 3/7/24	CHK	10114	IBEW LOCAL UNION NO 77	IBEW FEB 2024 UNION DUES	3,789.52
136106 3/7/24	CHK	10839	IRBY ELECTRICAL UTILITES	SPLICE	826.98
136107 3/7/24	CHK	10518	J HARLEN COMPANY	REPLACEMENT BUCKET COVER	198.75
136108 3/7/24	CHK	10128	JEFFERSON COUNTY TREASURER	PROPERTY TAXES 2024	526.35
				PROPERTY TAXES 2024	36.12
				PROPERTY TAXES 2024	2.94
				PROPERTY TAXES 2024	2.94
				PROPERTY TAXES 2024	48.00

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROPERTY TAXES 2024	48.00
				PROPERTY TAXES 2024	48.00
				PROPERTY TAXES 2024	56.33
				PROPERTY TAXES 2024	4.59
				PROPERTY TAXES 2024	4.58
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	48.00
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	6.00
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	174.50
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	42.00
				PROPERTY TAXES 2024	42.00

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROPERTY TAXES 2024	42.00
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	6.00
				PROPERTY TAXES 2024	5.16
				PROPERTY TAXES 2024	0.42
				PROPERTY TAXES 2024	0.42
				Total for Check/Tran - 136108:	1,198.35
136109 3/7/24	CHK	10129	JIFFY LUBE	OIL CHANGE VEH# 122	110.95
136110 3/7/24	CHK	10972	KATIES CLEANING SERVICE	JANITORIAL SRV 2/14/24-2/28/2024	2,229.75
				JANITORIAL SRV 2/14/24-2/28/2024	247.75
				Total for Check/Tran - 136110:	2,477.50
136111 3/7/24	CHK	10142	MASON COUNTY PUD #1	ELEC-DOSEWALLIPS RD-PUMP MONTHLY 2024	272.89
				ELECTRIC-1012 DUCKABUSH RD - FC MONTHLY	59.42
				ELECTRIC - BPA RD - PUMP MONTHLY	127.70
				Total for Check/Tran - 136111:	460.01
136112 3/7/24	CHK	10153	MURREY'S DISPOSAL CO., INC.	4CRNR 2YD - MONTHLY	180.94
				4CRNR 2YD - MONTHLY	14.73
				4CRNR 2YD - MONTHLY	14.72
				4CRNRS - MONTHLY	175.44
				4CRNRS - MONTHLY	14.28
				4CRNRS - MONTHLY	14.28
				4CRNR 30YD RNTL-MONTHLY	615.93
				4CRNR 30YD RNTL-MONTHLY	50.13
				4CRNR 30YD RNTL-MONTHLY	50.14

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				21KENNEDY - MONTHLY	65.56
				21KENNEDY - MONTHLY	5.34
				21KENNEDY - MONTHLY	5.33
				2YD 210FOUR -MONTHLY	176.62
				2YD 210FOUR -MONTHLY	14.38
				2YD 210FOUR -MONTHLY	14.37
				191OTTO 2YD - MONTHLY	176.62
				191OTTO 2YD - MONTHLY	14.38
				191OTTO 2YD - MONTHLY	14.37
				210 4CRNR - MONTHLY	89.59
				210 4CRNR - MONTHLY	7.29
				210 4CRNR - MONTHLY	7.29
Total for Check/Tran - 136112:					1,721.73
136113 3/7/24	CHK	10309	NISC	PRINT SVCS INVOICE JAN 2024	2,352.08
				PRINT SVCS INVOICE JAN 2024	7,779.21
				PRINT SVCS INVOICE JAN 2024	2,904.70
				PRINT SVCS INVOICE JAN 2024	191.45
				PRINT SVCS INVOICE JAN 2024	633.19
				PRINT SVCS INVOICE JAN 2024	236.43
				PRINT SVCS INVOICE JAN 2024	236.43
				PRINT SVCS INVOICE JAN 2024	191.45
				PRINT SVCS INVOICE JAN 2024	633.19
				MISC JAN 2024	587.03
				MISC JAN 2024	47.78
				MISC JAN 2024	47.78
				RECURRING INVOICE JAN 2024	1,005.82
				RECURRING INVOICE JAN 2024	231.85
				RECURRING INVOICE JAN 2024	1,705.88
				RECURRING INVOICE JAN 2024	502.97
				RECURRING INVOICE JAN 2024	502.97

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Accounts Payable Check Register

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RECURRING INVOICE JAN 2024	9,377.44
				RECURRING INVOICE JAN 2024	532.09
				RECURRING INVOICE JAN 2024	109.83
				RECURRING INVOICE JAN 2024	1,612.84
				RECURRING INVOICE JAN 2024	207.71
				RECURRING INVOICE JAN 2024	24.41
				RECURRING INVOICE JAN 2024	1,874.13
				Total for Check/Tran - 136113:	33,528.66
136114 3/7/24	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES - LABORERS JAN 2024	753.00
				UNION DUES - LABORERS FEB 2024	753.00
				Total for Check/Tran - 136114:	1,506.00
136115 3/7/24	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU MEDICAL PREMIUM APR 2024		19,361.00
136116 3/7/24	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES- OPERATIONS	58.24
				OFFICE SUPPLIES- OPERATIONS	4.74
				OFFICE SUPPLIES- OPERATIONS	4.74
				Total for Check/Tran - 136116:	67.72
136117 3/7/24	CHK	10169	OLYCAP	PWRBST/OLYCAP FEB 2024	1,147.82
136118 3/7/24	CHK	10170	OLYMPIC EQUIPMENT RENTALS	DUMP TRAILER RENTAL	70.92
				PLATE COMPACTOR RENTAL	49.09
				LAWNMOWER BOLTS	6.52
				Total for Check/Tran - 136118:	126.53
136119 3/7/24	CHK	11071	PACIFIC NORTHWEST UTILITIES CONFERMEMBERSHIP DUE 1YR 2024		2,780.00
136120 3/7/24	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLTY-BISHOP HILL	49.10
				PEST SVC QRTLTY-TRITIN COVE	60.01
				QUARTERLY GENERAL PEST OTTO ST	117.29
				QUARTERLY GENERAL PEST OTTO ST	9.55
				QUARTERLY GENERAL PEST OTTO ST	9.54
				Total for Check/Tran - 136120:	245.49

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Accounts Payable Check Register

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136121 3/7/24	CHK	10188	PLATT ELECTRIC SUPPLY	LAG SCREWS	40.36
				LAG SCREWS	40.36
				HAND TOOLS	272.27
				HAND TOOLS	778.89
				IMPACT,DRILL	870.62
				RODDER	928.47
				SAWZALL	717.88
Total for Check/Tran - 136121:					3,648.85
136122 3/7/24	CHK	10203	PURMS JOINT SELF INSURANCE FUND	DEDUCTIBLE CLAIM # 24-6-L	215.00
				DEDUCTIBLE CLAIM # 24-6-L	17.50
				DEDUCTIBLE CLAIM # 24-6-L	17.50
				HEALTH & WELFARE FEB 2024	72,642.24
Total for Check/Tran - 136122:					72,892.24
136123 3/7/24	CHK	9999	DANIEL QUINN-SHEA	CIAC REFUND- SCOPE OF WORK CHANGE	264.00
136124 3/7/24	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - MONTHLY	1,776.29
136125 3/7/24	CHK	11048	BRANDON G SENF	BOOT/TOOL ALLOWANCE 2024	300.00
136126 3/7/24	CHK	10219	SHOLD EXCAVATING INC	BASALT	22.91
136127 3/7/24	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	410.12
				PUD CLOTHING	287.89
				PUD CLOTHING	100.33
				PUD CLOTHING	295.47
Total for Check/Tran - 136127:					1,093.81
136128 3/7/24	CHK	9998	KORAL SMITH	Credit Balance Refund	136.07
136129 3/7/24	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL FEB 2024	1,147.82
136130 3/7/24	CHK	11026	THE CAR WASH PORT TOWNSEND	VEH# 211 FLEET SERVICE	30.55
136131 3/7/24	CHK	10733	DANIEL S TOEPPER	WPUDA, PPC MTG, PNUC MTG, MTG W GM, BOC	1,986.79

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Accounts Payable Check Register

02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WPUDA, PPC MTG, PNUC MTG, MTG W GM, BOC	161.72
				WPUDA, PPC MTG, PNUC MTG, MTG W GM, BOC	161.71
				Total for Check/Tran - 136131:	2,310.22
136132 3/7/24	CHK	9998	MAX K TOMLINSON	Credit Balance Refund	36.89
136133 3/7/24	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	149.83
				PUD CLOTHING	73.68
				PUD CLOTHING	97.02
				PUD CLOTHING	67.55
				PUD CLOTHING	74.91
				PUD CLOTHING	40.52
				PUD CLOTHING	41.76
				PUD CLOTHING	73.24
				PUD CLOTHING	86.45
				PUD CLOTHING	30.01
				PUD CLOTHING	72.04
				PUD CLOTHING	51.63
				PUD CLOTHING	39.63
				PUD CLOTHING	68.44
				PUD CLOTHING	102.06
				PUD CLOTHING	52.74
				PUD CLOTHING	95.66
				PUD CLOTHING	17.17
				PUD CLOTHING	29.44
				PUD CLOTHING	17.17
				PUD CLOTHING	23.30
				PUD CLOTHING	72.36
				PUD CLOTHING	144.72
				Total for Check/Tran - 136133:	1,521.33
136134 3/7/24	CHK	10252	ULINE	LABEL ENVELOPES	65.06

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Accounts Payable Check Register

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SCALE	177.44
				AIR FRESHENER	71.21
				AIR FRESHENER DISPENSER	39.68
				AIR FRESHENER	5.79
				AIR FRESHENER DISPENSER	3.23
				AIR FRESHENER	5.79
				AIR FRESHENER DISPENSER	3.23
				Total for Check/Tran - 136134:	371.43
136135 3/7/24	CHK	10615	US BANK	ALYSON DEAN	2,681.17
				DAN TOEPFER	962.00
				ENGINEERING DEPARTMENT	173.96
				ERIC STOREY	366.08
				FINANCE DEPARTMENT	29.55
				HR DEPARTMENT	485.61
				IT DEPARTMENT	609.08
				JEFF RANDALL	517.85
				KRISTOFFER LOTT	1,488.30
				MELANIE R DES MARAIS	645.50
				MELISSA BLAIR	126.38
				MIKE BAILEY	5,075.69
				WILL O'DONNELL	1,009.16
				Total for Check/Tran - 136135:	14,170.33
136136 3/7/24	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - MONTHLY	219.78
				LOCATES - MONTHLY	219.78
				Total for Check/Tran - 136136:	439.56
136137 3/7/24	CHK	10947	VAN NESS FELDMAN, LLP	WATER RIGHTS AND REGULATION-FEBRUARY	9,418.50
136138 3/7/24	CHK	10517	VIKING FENCE COMPANY	FENCE REPAIR - 21 KENNEDY RD 2/13/2024	790.98
136139 3/7/24	CHK	10647	WEST HILLS FORD MAZDA	REPLACEMENT HEATER PARTS	63.07

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Accounts Payable Check Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136140 3/7/24	CHK	10274	WESTBAY AUTO PARTS, INC.	WIPERS & SAE30 VEH# 214	36.84
				TRUCK WASH SUPPLIES	21.30
Total for Check/Tran - 136140:					58.14
136141 3/7/24	CHK	9998	DAVID WINTERS	Credit Balance Refund	438.38

Total Payments for Bank Account - 7 :	(116)	525,426.77
Total Voids for Bank Account - 7 :	(1)	10,300.00
Total for Bank Account - 7 :	(117)	535,726.77
Grand Total for Payments :	(116)	525,426.77
Grand Total for Voids :	(1)	10,300.00
Grand Total :	(117)	535,726.77

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Accounts Payable Wire Register

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02/28/2024 To 03/12/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
333 2/29/24	WIRE	10280	USDA-WIRE TRANSFER	INTEREST D45 LOAN-MONTHLY	15,713.73
336 3/1/24	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MONTHLY PETERSON LAKE WIRE PMT MONTHLY	12,648.90 1,679.72
Total for Check/Tran - 336:					14,328.62
337 3/1/24	WIRE	10929	US BANK: GLOBAL CORP TRUST SERVI BOND #14 INTEREST PMT 2024		32,245.12
339 3/4/24	WIRE	10260	WA STATE DEFERRED COMPENSATIONPL DEFERRED COMP EE PL DEFERRED COMP ER		24,155.45 10,050.26
Total for Check/Tran - 339:					34,205.71
340 3/4/24	WIRE	10281	IRS - EFTPS	EMPLOYEES' MEDICARE TAX EMPLOYER'S MEDICARE TAX EMPLOYEES' FICA TAX EMPLOYER'S FICA TAX EMPLOYEES' FEDERAL WITHHOLDING EMPLOYEES' FEDERAL WITHHOLDING TAX	5,208.42 5,208.42 22,270.61 22,270.61 21,818.85 12,478.04
Total for Check/Tran - 340:					89,254.95
341 3/4/24	WIRE	11038	TEXAS STATE DISBURSEMENT UNIT	PL CHILD SUPPORT EE	311.54

Total Payments for Bank Account - 8 : (6) 186,059.67

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

Total for Bank Account - 8 : (6) 186,059.67

Grand Total for Payments : (6) 186,059.67

Grand Total for Voids : (0) 0.00

Grand Total : (6) 186,059.67

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 3/01/2024

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71130	3/1/2024	2,593.56
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71131	3/1/2024	2,717.70
				<u>\$ 5,311.26</u>

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 3/01/2024

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	3/1/2024	\$ 178.51
3062	ACCOUNTING ASSOCIATE	3/1/2024	\$ 2,057.94
3070	ACCOUNTING ASSOCIATE	3/1/2024	\$ 2,004.59
3039	ACCOUNTING SPECIALIST	3/1/2024	\$ 2,336.18
3065	ADMINISTRATIVE ASSISTANT	3/1/2024	\$ 1,624.98
3052	ADMINISTRATIVE ASSISTANT	3/1/2024	\$ 2,755.22
3078	ASSISTANT GENERAL MANAGER	3/1/2024	\$ 6,119.19
4006	COMMISSIONER DIST 1	3/1/2024	\$ 1,126.95
4004	COMMISSIONER DIST 2	3/1/2024	\$ 1,259.02
4008	COMMISSIONER DIST 3	3/1/2024	\$ 990.93
3034	COMMUNICATIONS DIRECTOR	3/1/2024	\$ 3,895.50
3002	CUSTOMER SERVICE COORDINATOR	3/1/2024	\$ 1,681.17
3022	CUSTOMER SERVICE REP	3/1/2024	\$ 1,719.08
3032	CUSTOMER SERVICE REP	3/1/2024	\$ 1,689.36
3048	CUSTOMER SERVICE REP	3/1/2024	\$ 1,703.73
3056	CUSTOMER SERVICE REP	3/1/2024	\$ 1,571.30
3066	CUSTOMER SERVICE REP	3/1/2024	\$ 1,494.87
3075	CUSTOMER SERVICE REP	3/1/2024	\$ 1,532.36
3060	DIGITAL COMMUNICATIONS SPECIALIST	3/1/2024	\$ 2,528.39
1027	ELECTRICAL ENGINEERING MANAGER	3/1/2024	\$ 3,599.89
1041	ELECTRICAL SUPERINTENDENT	3/1/2024	\$ 4,623.71
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	3/1/2024	\$ 2,595.12
3033	FINANCE DIRECTOR	3/1/2024	\$ 5,211.28
3029	FINANCE SERVICES MANAGER	3/1/2024	\$ 3,120.06
1046	FLEET/WAREHOUSE HELPER	3/1/2024	\$ 2,761.85
1012	FOREMAN LINEMAN	3/1/2024	\$ 6,637.74
1011	GENERAL MANAGER	3/1/2024	\$ 5,431.40
1042	GIS SPECIALIST	3/1/2024	\$ 2,779.74
1017	HEAD STOREKEEPER	3/1/2024	\$ 2,526.65
3063	HUMAN RESOURCES COORDINATOR	3/1/2024	\$ 3,071.61
3047	HUMAN RESOURCES DIRECTOR	3/1/2024	\$ 4,240.96
3008	INFORMATION TECHNOLOGY MANAGER	3/1/2024	\$ 3,884.85
3077	IT SUPPORT TECHNICIAN : BROADBAND	3/1/2024	\$ 2,107.28
3074	IT TECH SUPPORT	3/1/2024	\$ 2,124.55
2001	JOINT UTILITY SPECIALIST	3/1/2024	\$ 3,419.53
1068	LEAD NETWORK TECHNICIAN	3/1/2024	\$ 2,845.87
1000	LINEMAN	3/1/2024	\$ 5,739.31
1034	LINEMAN	3/1/2024	\$ 7,705.29
1055	LINEMAN	3/1/2024	\$ 2,683.51
1063	LINEMAN	3/1/2024	\$ 3,595.13
1067	LINEMAN	3/1/2024	\$ 4,304.65
1060	LINEMAN	3/1/2024	\$ 10,583.15
1061	LINEMAN	3/1/2024	\$ 6,681.48
1062	LINEMAN	3/1/2024	\$ 5,715.71
1065	LINEMAN	3/1/2024	\$ 6,731.67
1066	LINEMAN	3/1/2024	\$ 5,855.13
1059	LINEMAN APPRENTICE	3/1/2024	\$ 2,722.01
1043	METER READER	3/1/2024	\$ 2,107.85
1047	METER READER	3/1/2024	\$ 2,318.31
1056	METER READER	3/1/2024	\$ 2,184.05
1064	METER READER	3/1/2024	\$ 2,732.72
2008	METER READER	3/1/2024	\$ 1,710.38
3067	NETWORK/BROADBAND ENGINEER	3/1/2024	\$ 3,827.42
1050	PRE-APPRENTICE	3/1/2024	\$ 4,425.49
3004	RESOURCE MANAGER	3/1/2024	\$ 2,964.96
1010	SCADA ENGINEER II	3/1/2024	\$ 2,806.80
1003	SCADA TECH APPRENTICE	3/1/2024	\$ 4,594.39
3020	SERVICES DIRECTOR	3/1/2024	\$ 3,690.44
1026	STAKING ENGINEER	3/1/2024	\$ 2,532.25
1031	STAKING ENGINEER	3/1/2024	\$ 2,962.87
1014	STOREKEEPER	3/1/2024	\$ 2,560.32
1015	SUBSTATION/METER FOREMAN	3/1/2024	\$ 3,593.56
1033	SUBSTATION/METERING TECH	3/1/2024	\$ 6,345.93
3003	UTILITY BILLING CLERK	3/1/2024	\$ 1,985.72
3027	UTILITY BILLING CLERK	3/1/2024	\$ 1,772.76
3000	UTILITY BILLING COORDINATOR	3/1/2024	\$ 2,379.16
1037	VEGETATION & PERMITTING SPECALIST	3/1/2024	\$ 3,175.21
2000	WATER DISTRIBUTION MANAGER II	3/1/2024	\$ 2,266.30
2002	WATER DISTRIBUTION MANAGER II	3/1/2024	\$ 2,323.76
2005	WATER DISTRIBUTION MANAGER II	3/1/2024	\$ 3,112.43
			\$ 229,941.48



AGENDA REPORT

DATE: March 19, 2024
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 14 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$2,701.62 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

FISCAL IMPACT: Bad Debt Expense has already been charged in anticipation of having accounts who would fail to pay their final bill for utility services. On the PUD’s Balance Sheet, Line 20. Accounts Receivable-Sales of Utility Services has been netted by an estimated Reserve for Uncollectible Accounts. To remedy the debt, these inactive accounts will pay the collection agency for the amount owed to the PUD plus a fee for the agency’s professional services. Any amounts received on the written off amount, will be deposited into the PUD’s Depository Bank Account and the Reserve for Uncollectible Accounts adjusted. No revenue or expense accounts are affected by this write-off.

RECOMMENDATION: Transfer the 14 inactive accounts owing \$2,701.62 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

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



Board of Commissioners

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

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On March 19, 2024, 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	3	\$89.55
\$51 - \$100	2	\$159.03
\$101 - \$200	5	\$859.75
\$201 - \$300	2	\$471.31
Over \$300	2	\$1,121.98
TOTAL	14	\$2,701.62

Approval, Board of Commissioners

Ken Collins
 Secretary

PUD Calendar

March 19, 2024

March 19, 2024, BOC Special Meeting, Closed Session, and Executive Session 3:00 PM, 310 Four Corners Rd and per ZOOM

March 19, 2024, BOC Regular Meeting, 4:00 PM, 310 Four Corners Rd and per ZOOM

March 25, 2024, BOC Special Meeting, State Auditors and Moss Adams policy approvals, 2:00-4:00

April 2, 2024, BOC Regular Meeting, 4:00 PM, 310 Four Corners Rd and per ZOOM

April 9, 2024, BOC Special Meeting, TBD 10:00-12:00, 310 Four Corners Rd and per ZOOM

Received	From	Subject	Size
Tuesday			
Tue 11:10 AM	Rod Roduin	Proposed New Electric Connection Capacity Charges	181 KB
Commissioners I am writing to express concern about the proposed new electric connection capacity charges discussed at the March			
Last Week			
Thu 3/7	Tom Thiersch	FW: JPUD Home Internet equipment	227 KB
[Resending] Very disappointed that my initial send was not seen by you prior to your special meeting on the broadband business			
Thu 3/7	Tom Thiersch	Public utility districts (PUDs) that are members of WPUDA can now use "...	49 KB
[Resending]			
Thu 3/7	Tom Thiersch	FW: Comment on JPUD newsletter: False claim re inflation	104 KB
[Resending] Subject was last month's PUD Newsletter			
Thu 3/7	Tom Thiersch	Citizen Advisory Board	46 KB
[Resending]			
Thu 3/7	Tom Thiersch	Missing emails	49 KB
Commissioners, As I commented during your BOC meeting on 3.5.2024, I've sent some emails recently that didn't show up in the			
Wed 3/6	Will O'Donnell	Fw: JPUD Home Internet equipment	204 KB
Email from Tom Thiersch as requested. I do not have a copy of the email regarding the CAB. Kevin can you forward to myself and			



AGENDA REPORT

DATE: March 19, 2024
TO: Board of Commissioners
FROM: Melanie Des Marais, Human Resources Director
RE: Hybrid Remote Work Policy

BACKGROUND: PUD staff is presenting a new Hybrid Remote Work Policy that will replace our former Telecommuting policy adopted in June 2020. Employees eligible for remote work will be expected to be onsite at least three days per week.

ANALYSIS/FINDINGS: The BOC will be asked to support this proposal.

RECOMMENDATION: This policy is being presented to the Board for their first review.

ATTACHMENTS: Proposed Hybrid Remote Work Policy & Current Telecommuting Policy



JEFFERSON COUNTY PUD #1	
Policy Name	Hybrid Remote Work Policy
Department	Human Resources
Effective Date	TBD
Resolution No.	TBD

HYBRID REMOTE WORK POLICY

Purpose and Scope

To establish a Hybrid Work Policy and set forth conditions and expectations for its office based non-represented employees. The goal is to ensure continuous operations through sustained performance, team cohesion, cross-team collaboration, and positive relationships. Each employee has a vital part to play in building and sustaining strong teams to serve our community. A Hybrid Remote Work Policy allows employees to perform regular work duties at home or in a remote work location. It is a voluntary work alternative that may be appropriate for eligible employees. An employee's ability to work remotely may be based on their performance, specific work assignments, consistency, in-person team relationship building, and the availability of a dedicated remote workspace.

Eligibility

This policy applies to all PUD non-represented employees. To work remotely, employees must have a signed remote work agreement on file.

Employees may work full-time in the office or in a hybrid arrangement, as stated below and subject to approval by the employees' manager and the General Manager.

Employees must meet the following pre-approval requirements prior to entering a telecommuting arrangement:

1. Must have been employed by the PUD for at least three months.
2. Availability of high-speed internet, with a minimum upload speed of 25 Megabits per second (Mbps), capable of supporting high-quality video/audio conferencing and communication, rapid large file transfer, and access to any online networks or software required to perform the duties of the position.
3. Ability to demonstrate the repeated procurement of a safe and hazard-free workspace that enables the employee to perform work involving any sensitive or protected information without compromising the security of said information.

Hybrid Work Schedule

The standard hybrid working schedule for hybrid employees is:

- Three workdays per workweek in the office/in-person or the equivalent hours depending on your agreed upon work schedule. Scheduled days in the office will be determined by the Department Head.
- Two workdays per workweek working remotely from the employee's home.

The PUD may require employees to report to the office/work in-person on different or additional days than the standard hybrid working schedule as needed based on the employee performance and/or the PUD's business or other needs, including but not limited to attending certain meetings, trainings, projects, deadlines, or urgent matters requiring in-person work.

Hybrid employees generally should not split a single workday between remote and in-person/office work unless special circumstances apply, which employees should discuss with their manager.

Hybrid employees should consult with their manager regarding:

- Expectations about which days to report to the office/in-person and work hours.
- Work activities appropriate for office/in-person work and remote work.
- Any questions regarding an employee's particular hybrid work plan.

Hybrid employees should have open communication and transparency with their manager and colleagues/team regarding schedules, locations, availability, and contact information.

Office/In-Person Work Protocols

Hybrid employees must live within Jefferson, Kitsap or Clallam County per our Residency Requirement found in our Employee Handbook. Employees should report to their assigned office on the days they work in the office/in-person.

Hybrid employees must comply with all the PUD policies and procedures regarding remote work on the days they work remotely. Hybrid employees are expected to dedicate their full attention to job duties during the working hours. Remote employees must make childcare and elder care arrangements as if working in the office. If any of these things pose a problem for you, please reach out to your manager to discuss your situation. The PUD reserves the right to revoke a remote work arrangement for any legitimate business need.

Hybrid employees must review and familiarize themselves with employee and employer responsibilities that apply to all remote work, including but not limited to:

- Continued compliance with all PUD policies while working remotely, including but not limited to PUD policies on anti-discrimination and anti-harassment, and electronic communications. The employee's duties, responsibilities and conditions of employment remain the same as if the employee were working at the PUD's official work location.
- Timekeeping for non-exempt employees.
- Rest and meal breaks.
- Quiet and distraction free workspace and high-speed internet connection.
- Equipment and technology support.
- Information security. PUD-held information on the customers of the PUD may not be disclosed without a clear business need, or public disclosure request through the PUD's Public Records Officer.
- Employees working remotely shall not hold in-person business meetings with internal or external clients, customers or colleagues at their residence.
- Safety, health and hazard-free work environment.

- Communication and engagement with the employee's manager and colleagues

Reasonable Accommodations Based on Disability

The procedures and requirements set out in this policy do not restrict an employee's ability to request a reasonable accommodation for a disability under the Americans with Disabilities Act (ADA) or applicable state or local law. Employees requesting reasonable accommodation for a disability should contact Human Resources.

Proposed Policy

HYBRID REMOTE WORK AGREEMENT

This agreement sets forth the conditions under the Hybrid Remote Work policy which your remote work program is sponsored by Jefferson County PUD (the PUD). This agreement does not change the basic terms and conditions of your employment. You will remain subject to the same employment policies and procedures set forth in the PUD's Employee Handbook. This agreement may be modified by the PUD at its sole discretion, and there may be times when you are required to spend more time than planned in the office upon Jefferson County PUD's request. Your rate of pay, job responsibilities, and benefits do not change because of participation in a remote work arrangement.

Performance Expectations: You agree to do the following:

1. Work remotely 2 days per week or the equivalent hours depending on your agreed upon work schedule. Scheduled days in the office will be determined by the Department Head.
2. Report to the PUD's office work location as necessary for meetings, training, and other required work activities upon the request of my supervisor.
3. Complete a daily work log of all assignments completed while working remotely.
4. Obtain prior approval to work any overtime hours (for non-exempt employees).
5. Remain available for calls from co-workers and supervisors during your determined hours.
6. Take all required breaks (for non-exempt employees).
7. Meet established job standards and goals.
8. Provide progress reports and review work with my supervisor as established.
9. Maintain a designated remote workspace free of recognized safety hazards.
10. Take reasonable precautions to protect Jefferson County PUD equipment from theft, damage, or misuse.
11. Keep all Jefferson County PUD material and equipment in your designated remote workspace.
12. Not use remote work as a substitute for childcare or elder care. If you have small children or are providing primary care for an elderly adult, you will make arrangements for childcare or elder care during your agreed upon work hours unless you and your manager have agreed upon another arrangement.
13. During work hours, devote my full professional time and attention exclusively to rendering services to Jefferson County PUD.

Equipment: Any equipment, software, or data provided by Jefferson County PUD for use in your home remains the sole property of Jefferson County PUD and may only be used for business purposes. Jefferson County PUD property, equipment, supplies, computers, or software and must be used in accordance with PUD policy. Jefferson County PUD owned software may not be duplicated. No household member or anyone else is permitted to use Jefferson County PUD equipment or software. All equipment must be returned to Jefferson County PUD upon request, in the event of an extended leave, upon resignation or termination, or if the hybrid remote program ends. You must work from a location that has the necessary connectivity to the internet to be available for video teleconferencing and other virtual meetings. Therefore, an internet package that provides a minimum of 25 Megabits per second (Mbps) in upload speed is required.

Security: Jefferson County PUD and customer information must be protected from unauthorized or accidental access, use, modification, destruction, or disclosure through the use of locked file cabinets and desks, regular password maintenance, and other appropriate steps. Restricted-access materials may not be taken out of the Jefferson County PUD office or accessed through the computer unless approved in advance by your manager. No Jefferson County PUD work may be done on your own personal home computer. All hard copies of confidential information should be discarded by using a shredder. While using the computer and on phone calls, employees must comply with all confidentiality requirements for sensitive and proprietary information. Employees must comply with Jefferson County PUD's IT Resources and Communications policies.

Costs: Unless required by law, Jefferson County PUD is not responsible for costs associated with the initial set-up of a home office, such as remodeling, repairs, lighting, or new furniture, nor for any home-related expenses such as heating/air conditioning or electricity.

On the Job Injuries: If you sustain an injury while working within your remote work location in conjunction with your regular work duties, you may be covered under the Jefferson County PUD's workers' compensation policy. You must report an injury to your supervisor as soon as reasonably possible and get instructions for obtaining medical treatment.

Taxes: You may incur new tax liabilities related to working from a home office. Employees are encouraged to contact a qualified tax professional to discuss income tax implications. The PUD will not assume any additional tax liabilities.

ACKNOWLEDGEMENT

This Remote Work Agreement may be discontinued at any time by either yourself or Jefferson County PUD. If your job performance suffers under the remote work arrangement, you may be required to return to the office. If you choose not to return, your response will be considered a voluntary resignation. I affirm by my signature below that I have read and understand this agreement and agree to accept all of its provisions.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Telecommuting Policy Jefferson County Public Utility District

1.0 Purpose:

To establish a telecommuting policy and set forth conditions and expectations for such arrangements. Telecommuting can benefit the PUD by creating physical distance to comply with social distancing guidelines, creating a flexible and mobile work place and reducing carbon footprint. Telecommuting allows an employee to perform regular work duties at home or in a satellite location. Telecommuting is a voluntary work alternative that may be appropriate for eligible employees. It is not an entitlement; it is not an organization-wide benefit; and it in no way changes the terms and conditions of employment with Jefferson County PUD.

2.0 Eligibility Requirements:

- 2.1 Eligible jobs for a telecommute arrangement will be determined by the General Manager and be based on functional role and business needs. For jobs that the General Manager deem to be suitable for a telecommute arrangement, the employee must obtain a second level of approval from their manager, or director, if applicable.
- 2.2 Telecommuting may be a viable option in cases where the duties of the employee can be accomplished from a home or remote office and their skill set and experience suggest they are well suited to perform their assigned duties from an alternative work location. Acceptable duties include but are not limited to:
 - a. Computer or phone-based tasks that can be accomplished without the use of specialized equipment or network access that would be hindered by working at an alternative work location
 - b. Positions that do not require intensive in-person training, collaboration or oversight by other employees or management.
- 2.3 The recommended qualifications for an employee to possess prior to entering a telecommuting arrangement include:
 - a. Demonstrated proficiency with all programs and technologies used to perform duties in alternative work locations
 - b. Demonstrated ability to perform duties independently and with little oversight
 - c. Demonstrated history of timely accomplishment of all duties associated with job description that would be performed at an alternative work location
 - d. Demonstrated ability to communicate frequently and effectively with co-workers and management while working at an alternative work location
 - e. Ability to attend in-person office or customer meetings within one (1) day notification unless other provisions have been made with the employee's manager or director
- 2.3.2 Employee must meet the following pre-approval requirements prior to entering a telecommuting arrangement:

- a. Ability to access to high speed internet capable of providing high-quality video/audio conferencing and communication, rapid large file transfer, and access to any online networks or software required to perform the duties of the position.
- b. Ability to demonstrate the repeated procurement of a safe and hazard-free workspace that enables the employee to perform work involving any sensitive or protected information without compromising the security of said information.

3.0 Approval Process

- 3.1 The employee and their manager must complete the “Telecommute Application Form” to document telecommuting expectations, days/time telecommuting will occur and how productivity will be measured and evaluated.
- 3.2 Prior to entering into any telecommuting arrangement, the employee and their manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - a. Job Responsibilities – the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement
 - b. Employee suitability – the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - c. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will discuss the physical workspace needs and the appropriate location for telecommuting.
 - d. Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- 3.3 The Employee and their manager will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or e-mail within a reasonable time period during the agreed upon work schedule.
- 3.4 Either an employee or a manager can suggest telecommuting as a possible work arrangement, but it will require a joint agreement.

4.0 Evaluation Process

- 4.1 Any telecommuting arrangement will be evaluated on a continuing basis. Evaluation of telecommuter performance may include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems.
- 4.2 The telecommute arrangement must be evaluated annually and documented during the employee performance review process.

4.3 Any telecommute arrangement may be reevaluated and/or discontinued at will and at any time at the request of either the telecommuter or the PUD.

5.0 Conditions and Expectations

5.1 Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employees on family or medical leave, or as a reasonable accommodation for a medical disability, to the extent practical for the employee and the PUD and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing on the business needs of the PUD first. Such informal arrangements are not the focus of this policy.

5.2 The employee's duties, responsibility and conditions of employment remain the same as if the employee were working at the PUD's official work location. The employee will continue to comply with Federal and State laws and regulations, as well as PUD policies and procedures, while working at the remote location.

5.3 The manager will determine, with assistance from the employee the appropriate equipment needs (including hardware, software, modems, phone, printers, etc.) for each telecommuting arrangement on a case-by-case basis. The HR and IT departments will serve as resources in this matter. Equipment supplied by the PUD will be maintained by the PUD. Equipment supplied by the employee, if deemed appropriate by the PUD, will be maintained by the employee. The employee is responsible for any damage or loss to PUD owned equipment. The PUD accepts no responsibility for damage or repairs to employee-owned equipment. The PUD reserves the right to make determinations as to appropriate equipment, subject to change at any time. In accordance with the Jefferson County PUD Employee Handbook, PUD-owned technology resources may be used for personal use on a limited basis provided there is no marginal cost to the PUD, no interference with work responsibility and no disruption to the workplace. The telecommuter should sign the "Equipment Inventory Form" and agree to take appropriate action to protect the items from damage or theft. Upon separation and termination of employment, all PUD property will be returned to the PUD, unless other arrangements have been made.

5.4 Jefferson County PUD will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The PUD will also reimburse the employee for business-related expenses that are reasonably incurred in accordance with job responsibility and in compliance with the PUD's business expense policy on the same basis as when working at the regular work location. Internet service at alternative work locations will not be provided by the PUD.

5.5 Consistent with the PUD's expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of any protected information accessible from their home office. PUD-held information on the customers of the PUD may not be disclosed without a clear business need, or public disclosure request through the PUD's Public Records Officer.

- 5.6 The Telecommuter represents that the alternate workplace is a hazard-free, healthful and safe environment, including proper ergonomics. The Telecommuter shall act in a responsible manner to avoid injury. The Teleworker understands that failure to take proper health and safety precautions in the alternate workplace may result in discontinuation of the telecommute arrangement. Injuries sustained by the employee while at the home work location and in conjunction with regular work duties are covered by the PUD's workers' compensation procedures. Telecommuting employees are responsible for notifying their manager of such injuries in accordance with the PUD's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to the Telecommuter's alternative work location.
- 5.7 Telecommuting employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in the same manner as if they were working on the PUD premises. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance written approval of their manager. Failure to comply with this requirement can result in the immediate discontinuation of the telecommuting agreement.
- 5.9 Telecommuters shall not hold in-person business meeting with internal or external clients, customers or colleagues at their residence.

**Equipment Inventory Form
Jefferson County PUD**

Employee Name: _____ Job Title: _____ Date: _____

Please indicate below the types of equipment that you have in your possession at your alternative work location to use for telecommuting.

Asset Tag ID	Description	Brand	Model	Serial No

The equipment below is eligible for reimbursement. Please follow the replacement frequency guidelines and estimated costs for replacing these items.

Equipment	Replacement Frequency	Estimated Cost
Mouse	One year	\$30
Keyboard	One year	\$30
Printer	One year	\$250
Headset	One year	\$30

I have read and understand the Telecommute Policy and agree to comply with all the conditions of the policy. I certify that the list above contains all PUD equipment in my possession at my alternative work location. I agree to take appropriate action to protect the items from damage or theft.

Employee Signature

Employee Name

Date



AGENDA REPORT

DATE: March 19, 2024
TO: Board of Commissioners
FROM: Kevin Streett
RE: New Large Single Loads (NLSL)

BACKGROUND: Staff is concerned a New Large Single Load (NLSL) will cause the PUD to purchase BPA Tier 2 power.

ANALYSIS/FINDINGS: A NLSL over 1 MWa (Average Megawatt) could cause the PUD to purchase Tier 2 power. Our rates are formulated on BPA Tier 1 costs.

FISCAL IMPACT: The PUD would not recoup our costs to this customer classification.

RECOMMENDATION: Discussion Only. Give staff recommendations to bring this back to the board.

New Large Single Loads

- **Based on the Potential of Causing Tier 2 BPA Power Purchases**
 - ~ 1.5 MWa added load could trigger Tier 2 cost spread to all customers.
 - Want to hold existing customers harmless from rate increases due to NLSL.
- **Discussion**
 - NLSL over 1 MW has contracted rate.
 - First 1 MW at new large commercial NLSL rate.
 - Over 1 MW charged premium to reflect the difference between Tier 1 and Tier 2 rates (based on time of purchase).
- **Policy Question**
 - Apply to growth of existing customers?
 - Apply to all NLSL?
 - Define NLSL.