

Regular Meeting Agenda

Board of Commissioners

Tuesday, April 2, 2024 4:00 PM

310 Four Corners Rd. and per ZOOM

Port Townsend, WA 98368



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

Page

1. Call to Order

JPUD will be offering both virtual on-line meetings as well as in-person meetings, unless advance notice is provided. Online participant audio will be muted upon entry. Please unmute at the appropriate time to speak. If you are calling in, use *6 to mute and unmute and *9 to raise a hand to request to speak.

2. 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 - 13
	PUD BOC Special Meeting 03-19-2024 Minutes Draft.pdf 	
	PUD BOC Regular Meeting 03-19-2024 Minutes Draft.pdf 	
	PUD BOC Special Meeting 03-25-2024 Minutes Draft 2.pdf 	
7.2	Vouchers	14 - 38
	Voucher Approval Form for the Commissioners 4 2 24.pdf 	
	Voucher Certification with Supporting Warrant Register & Payroll for meeting 4 2 24.pdf 	
7.3	Financial Report	
	No financial report this meeting	
7.4	Calendar	39
	BOC Calendar April 2, 2024.docx 	
7.5	Correspondence Log	40
	CL 20240402.pdf 	
7.6	Approval Hybrid Remote Work Policy	41 - 46
	Hybrid Remote Work Policy - BOC 4.2.2024 Final.docx 	
	Resolution Regarding Hybrid Remote Work Policy 4.2.2024.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	IBEW Contract Approval	47 - 122
	AGENDA REPORT - BOC 4.2.24 CBA 2024-2027.docx 	
	IBEW and Jeffco PUD - MARCH 13 2024.pdf 	
	IBEW and Jeffco PUD - Tentative Agreement BOC 4.2.2024.pdf 	
9.2	Otto Street Building Purchase Approval Presentation	123 - 141
	193 Otto Street 2024.pdf 	

10. Adjourn

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



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

March 19, 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 19, 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
 Will O'Donnell, Communications Director
 Annette Johnson, Exec. Asst./Records Officer
 Josh Garlock, Electric Superintendent
 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 19, 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.

Page 1 of 2

Jefferson County PUD
 Board of Commissioners
 Special Meeting
 March 19, 2024
 Draft Minutes

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

4. CLOSED SESSION per RCW 42.30.140(4)(b) Union Negotiations. Thirty minutes were requested for the Closed Session. Closed Session started at 3:02 p.m. and ended at 3:29 p.m. No action was taken.

5. EXECUTIVE SESSION per RCW 42.30.110(1)(b) to discuss a real estate transaction. Thirty minutes were requested for the Executive Session. Executive Session started at 3:30 p.m. and ended at 3:58 p.m. No action was taken.

6. ADJOURN. Commissioner Jeff Randall declared the March 19, 2024, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 3:59 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 19, 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
 Melanie Des Marais, HR Director
 Josh Garlock, Electric Superintendent
 Jameson Hawn, Digital Communications Specialist
 Jimmy Scarborough, Elec. Engineering Manager
 Jose Escalera, Joint Use Specialist
 Annette Johnson, Executive Assistant/Records Officer
 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 19, 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 Jeff Randall read the guidelines for virtual on-line and in-person participation.
 3. **AGENDA REVIEW.** There were no changes to the agenda.

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Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting
 March 19, 2024
 Draft Minutes

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:

- **Comment:** No response from PUD staff or counsel on correspondence sent.
- **Comment:** Past due charges.
- **Comment:** Completed housing with conduits in yard.

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

- Finance Director Mike Bailey gave a report.
- General Manager Kevin Streett gave an update on electrical projects.
- There was a request to get electrical information on the web page. There may be more postings on the website by the middle of May.
- An update on Snow Creek was given.
- Communications Director Will O'Donnell gave an update on fiber.

6. **COMMISSIONERS' REPORTS.**

Commissioner Kenneth Collins.

2/26 Met with General Manager Kevin Streett.
3/01 Attended WPUDA update on the Legislative session.
3/04 Met with General Manager Kevin Streett.
3/07 Attended EDC meeting. Report.
3/08 Met with General Manager Kevin Streett.
3/13 and
3/14 Attended WPUDA meetings.
3/15 Met with General Manger Kevin Streett.
3/17 Will be meeting with the committee looking at the sewer costs for Beckett Point.
3/22 Will meet with General Manager Kevin Streett
3/25 Will attend PUD BOC Special Meeting.
3/26 Spoke with General Manager Kevin Streett.
3/28 Listened to WPUDA Legislative Update.
3/29 Will meet with General Manager Kevin Streett.

Commissioner Dan Toepper.

2/21 Met with General Manager Kevin Streett.
2/22 Listened to the WPUDA Legislative update.

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Jefferson County PUD
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Draft Minutes

- 2/25 to
- 3/01 Accompanied General Manager Kevin Streett to Washington D.C. to attend the American Public Power Association's (APPA) annual Legislative meetings. Report.
- 3/01 Attended WPUDA Legislative update session.
- 2/29 Attended WPAG meeting.
- 3/02 Attended Jefferson County Home Show. Report.
- 3/04 Attended the Jefferson Fire Chief's Meeting (Zoom).
- 3/05 Attended the first Jefferson County Growth Steering Committee meeting. Report.
- 3/06 Attended Public Power Council (PPC) Members' Forum.
- 3/07 Attended PPC Executive Committee meeting. Report.
- 3/12 Met with General Manager Kevin Streett.
- 3/13 Attended the NoaNet meeting in Olympia. Report.
- 3/13 Attended WPUDA Commissioners' Education Roundtable meeting.
- 3.14 Attended WPUDA meetings. Report.
- 3/15 Attended WPUDA Board of Directors' meeting. Report.
- 3/22 Will meet with General Manager Kevin Streett.
- 3/25 Will attend PUD BOC Special meeting.
- 3/28 Will attend WPUDA Quarterly Water meeting.
- 4/01 Will attend Jefferson Fire Chief's meeting.

Commissioner Jeff Randall.

- 2/21 Met with General Manager Kevin Streett.
- 2/22 Held interviews with Energy NW. Report.
- 2/26 Listened in on a presentation by a Harvard Kennedy School representative from the Department of Energy talking about advanced equitable clean technology that the Federal government has invested in.
- 2/27 Conversation with a representative of the Solar Energy Association of Washington State.
- 2/28 Had a conversation with a BPA representative. Report.
- 2/29 Listened in on the WPAG briefing. Report.
- 3/06 Phone meeting with Leo Boyd.
- 3/07 Met with General Manager Kevin Streett.
- 3/07 Lunch meeting with Joy Leichty, Assistant General Manager.
- 3/07 Met with General Manager Kevin Streett.
- 3/15 Attended NoaNet Board meeting in Olympia. Report.
- 3/15 Attended WPUDA Educational meeting. Report.
- 3/18 Phone meeting with General Manager Kevin Streett.
- 3/20 Will attend final outside director interviews for Energy NW.
- 3/25 Will attend PUD BOC Special meeting.
- 3/26 Will attend a group North Olympic Development Council and EDC have a group meeting.
- 3/31 to
- 4/7 Vacation.
- 4/2 Will participate in PUD BOC Regular meeting remotely.
- 4/5 Will attend PNUCC meeting remotely.

7. 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.

- 7.1 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 Minutes.

- 7.2 Vouchers
 - Voucher Approval Form for the Commissioners.
 - Vouchers Cert. with Supporting Warrant Register & Payroll.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #136026 to #136069	\$ 170,558.20	02/29/2024
Accounts Payable: #136070 to #136141	\$ 354,868.57	03/07/2024
Payroll Checks: # 71130 to # 71131	\$ 5,311.26	03/01/2024
Payroll Direct Deposit:	\$ 299,941.48	03/01/2024
TOTAL INVOICES PAID:	\$ 946,739.18	

WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer # 333 to 341	\$ 186,059.67	2/29-3/4/2024
GRAND TOTAL:	\$ 946,739.18	

VOIDED WARRANTS: 10898 \$10,300.00

- 7.3 Financial Report
 - Agenda Report-Written Off Accounts 3-19-2024.
 - Written Off Accounts Motion 3-19-2024.

- 7.4 Calendar
 - BOC Calendar March 19, 2024.

END OF CONSENT AGENDA

8. **OLD BUSINESS.** No old business.

9. **NEW BUSINESS.**

9.1 Hybrid Remote Work Policy. Human Resources Director Melanie Des Marais gave a report on the Hybrid Remote Work Policy. All three commissioners were supportive of this policy and all three commissioners agreed that the policy could be set on the next Regular Meeting on the Consent Agenda. There was considerable discussion. There were some public comments. (Note – it was difficult to decipher the comments made in the audience.).

9.2 New Large Single Load Rates. General Manager Kevin Streett gave a brief report. This was for discussion only.

10. **ADJOURN.** Commissioner Jeff Randall adjourned the March 19, 2024, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners, at 5:24 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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**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County**

March 25, 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 2:00 p.m. on March 25, 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
- Joel Paisner, General Counsel
- Mike Bailey, Finance Director
- Jean Hall, Services Director
- Joy Liechty, Asst. General Manager
- Will O'Donnell, Broadband and Communications Director
- Melanie Des Marais, Human Resources Director
- Jimmy Scarborough, Electrical Eng. Manager
- Melissa Blair, Financial Services Manager
- Teresa Geise, Accounting Associate
- Kathy Palmer, Accounting Associate
- Annette Johnson, Exec. Asst./Records Officer
- Josh Garlock, Electric Superintendent
- Don McDaniel, Consultant
- Chelsea Ritchie, Moss Adams
- Andrew Koumelis, Moss Adams
- 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 25, 2024 to order at 2:00 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. MANAGER’S REPORT. General Manager Kevin Streett gave a report.

- Appreciation to representatives from Moss Adams for their assistance on the Procurement Manual.
- PUD staff are meeting with Grant Compliance team.

5. RESOLUTION: PWB BROADBAND CONSTRUCTION LOAN. Broadband and Communications Director Will O’Donnell gave a report.

MOTION: Commissioner Kenneth Collins made a motion to approve a resolution of the Board of Commissioners of Public Utility District of Jefferson County, Washington, approving the submission of an application to the Washington State Public Works Board-Broadband program for a loan for an eligible construction project. Commissioner Jeff Randall seconded the motion.

Commissioner Kenneth Collins voted yes.

Commissioner Jeff Randall voted yes.

Commissioner Dan Toepper abstained.

Motion carried with the majority votes.

6. PUD PROCURE MANUAL. Revisions and Update. Chelsea Ritchie and Andrew Koumelis from Moss Adams gave a presentation. Discussion only.

7. GRANT COMPLIANCE – MOSS ADAMS. Representative from Moss Adams gave a presentation. Discussion only.

8. ADJOURN. Commissioner Jeff Randall declared the March 25, 2024, Special Meeting of the Board of Commissioners of the Jefferson County Public Utility District No. 1 adjourned at 2:54 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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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
\$3,687,126.78 on this **2nd** day of **April** **2024** ;

Jeff Randall
President

Dan Toepper
Vice President

Kenneth Collins
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 136142 to # 136196	\$ 225,989.02	3/14/2024
Accounts Payable:	# 136197 to # 136254	\$ 530,511.67	3/21/2024
Accounts Payable:	# 136255 to # 136255	\$ 312.94	3/25/2024
Payroll Checks:	# 71132 to # 71133	\$ 5,925.71	3/15/2024
Payroll Direct Deposit:		\$ 225,297.73	3/15/2024
TOTAL INVOICES PAID		\$988,037.07	

	ACH/WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer	# 338 to # 360	\$ 2,698,641.71	3/14-3/26/24
Direct Deposit	# 3 to # 3	\$ 448.00	3/19/2024

PAYMENT TOTAL **\$3,687,126.78**

VOIDED WARRANTS

135882	\$	3,528.43
1	\$	448.00
2	\$	448.00

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 3/27/2024
Melissa Blair, Finance Service Manager / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS		AMOUNT		DATE
Accounts Payable: # 136142	to # 136196		\$ 225,989.02		3/14/2024
Accounts Payable: # 136197	to # 136254		\$ 530,511.67		3/21/2024
Accounts Payable: # 136255	to # 136255		\$ 312.94		3/25/2024
Payroll Checks: # 71132	to # 71133		\$ 5,925.71		3/15/2024
Payroll Direct Deposit:			\$ 225,297.73		3/15/2024
TOTAL INVOICES PAID			\$988,037.07		

			AMOUNT		DATE
ACH/Wire Transfer: # 338	to # 360		\$ 2,698,641.71		3/14-3/26/24
Direct Deposit # 3	to # 3		\$ 448.00		3/19/2024
GRAND TOTAL			\$3,687,126.78		

VOIDED WARRANTS		
135882	\$	3,528.43
1	\$	448.00
2	\$	448.00

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
135882 2/8/24	CHK	10095	GOOD MAN SANITATION, INC	SEPTIC MAINTENANCE - 742 PETERSON LAKE	3,288.79 VOID
				SEPTIC TANK INSPECTION - 744 PETERSON RD	239.64 VOID
Total for Check/Tran - 135882:					3,528.43 VOID
136142 3/14/24	CHK	10808	A & J FLEET SERVICES, INC	FIX LOCK ON GATE - PARKRIDGE DR 10/13	106.36
136143 3/14/24	CHK	10957	KAREN M ABBOTT	PHONE ALLOWANCE - MONTHLY	45.00
136144 3/14/24	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI	FIBER STORAGE RENTAL SPACE MONTHLY	158.00
				FIBER STORAGE RENTAL SPACE MONTHLY	1,422.00
Total for Check/Tran - 136144:					1,580.00
136145 3/14/24	CHK	11042	ARCHBRIGHT	HANDBOOK EDITING SERVICES	798.08
				HANDBOOK EDITING SERVICES	64.96
				HANDBOOK EDITING SERVICES	64.96
Total for Check/Tran - 136145:					928.00
136146 3/14/24	CHK	10451	ASCENT LAW PARTNERS LLP	GENERAL UTILITY (225-103) FEB 2024	2,372.37
				GENERAL UTILITY (225-103) FEB 2024	2,372.37
				GENERAL UTILITY (225-103) FEB 2024	2,444.26
				FLAT FEE BOC MEETINGS (225-104) FEB 2024	7,310.00
				FLAT FEE BOC MEETINGS (225-104) FEB 2024	595.00
				FLAT FEE BOC MEETINGS (225-104) FEB 2024	595.00
				PROF SRVC: BROADBAND	4,266.00
				PROF SRVC: WATER FEB 2024	1,145.50
Total for Check/Tran - 136146:					21,100.50
136147 3/14/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - W/E 02/17/2024	10,594.02
136148 3/14/24	CHK	10933	AT&T MOBILITY II LLC	CRADLEPOINT SERVICE FOR AMI - MONTHLY	1,199.64
136149 3/14/24	CHK	10688	SEAN M BAILEY	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136149:					45.00

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136150 3/14/24	CHK	10339	BORDER STATES ELECTRIC	BOLTS, INSULINK, GROUND ROD, ONE SHOT	610.74
				BOLT	262.66
				INSULINK	152.74
				ONE SHOT	1,056.09
Total for Check/Tran - 136150:					2,082.23
136151 3/14/24	CHK	10940	CALIX, INC.	GIGASPIRE5 PACKAGE W POLE MOUNT BRACKET	4,439.37
				GIGASPIRE5 PACKAGE W POLE MOUNT BRACKET	4,439.37
				GIGASPIRE5 PACKAGE W POLE MOUNT BRACKET	2,219.68
Total for Check/Tran - 136151:					11,098.42
136152 3/14/24	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	WATER LINE REPAIR - 71 WOLF 01/24-01/25	9,315.39
136153 3/14/24	CHK	11070	CUSTOM TRUCK ONE SOURCE,INC	FULL BLANKETS-36X36	71.79
				FULL BLANKETS-36X36	2,422.37
Total for Check/Tran - 136153:					2,494.16
136154 3/14/24	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - MONTHLY	1,034.05
136155 3/14/24	CHK	10070	DOUBLE D ELECTRICAL, INC	ANNUAL SVC LIQUID COOLED GNRTR- 191 OTTO	1,598.34
				ANNUAL SVC LIQUID COOLED GNRTR- 191 OTTO	130.10
				ANNUAL SVC LIQUID COOLED GNRTR- 191 OTTO	130.10
Total for Check/Tran - 136155:					1,858.54
136156 3/14/24	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT-WEEKLY	1,328.44
				ACCT ASSISTANT-WEEKLY	108.13
				ACCT ASSISTANT-WEEKLY	108.13
Total for Check/Tran - 136156:					1,544.70
136157 3/14/24	CHK	10404	FARWEST LINE SPECIALTIES LLC	AUGER BIT	124.56
				CUTTERS	304.75
				GUY GRIP	1,323.25
				HACKZALL	195.83
				IMPACT	461.17
				IMPACT SOCKET	61.41

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				KNIFE	36.49
				PEAVEY HOOK	126.28
				PULLING EYE	269.99
				RULER	26.36
				THANDLE	31.00
				TONGS	528.38
				WRENCH	128.62
				SHOVEL	298.93
				SPOON	152.74
Total for Check/Tran - 136157:					4,069.76
136158	3/14/24	CHK	10085	FASTENAL	
				NUTS,BOLTS,GLOVES	291.25
				HEX CAP SCREWS	70.38
				SQWINCHER & RAGS	276.55
				VINYL TAPE	149.37
				BATTERIES	7.57
				WARMING PACKS, VESTS	74.92
				BATTERIES	0.61
				BATTERIES	0.62
Total for Check/Tran - 136158:					871.27
136159	3/14/24	CHK	10942	FINLEY ENGINEERING CO, INC	
				PT BIZ CONSULTING JANUARY	2,220.80
				PROF SVC: OLYMPIC CORR 1/1-1/31/2024	21,514.58
				PROF SVC: EAST DISCOB FTTP 1/1-1/31/2024	4,742.10
				PROF SVC: JEFF NORTH FTTP 1/1-1/31/24	23,395.16
				PROF SVC: MISC ENG SVCS 1/1-1/31/2024	3,181.78
Total for Check/Tran - 136159:					55,054.42
136160	3/14/24	CHK	11008	FS.COM INC	458.23
136161	3/14/24	CHK	10945	TYLER R GALE	210.50
136162	3/14/24	CHK	10773	JOSHUA D GARLOCK	118.00

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136163 3/14/24	CHK	10811	GDS ASSOCIATES INC.	WPAG ALLOCATION JAN 2024	603.32
				WPAG ALLOCATION JAN 2024	49.11
				WPAG ALLOCATION JAN 2024	49.11
Total for Check/Tran - 136163:					701.54
136164 3/14/24	CHK	10454	GLOBAL RENTAL COMPANY INC	AT4-G BUCKETRNTL VEH#427 2/16-3/14/24	3,109.35
				AA55 RNTL VEH#419 2/16-3/14/24	4,473.10
				AT40-G BUCKT TRK VEH#425 2/20-3/18/24	3,109.35
				EH# 415-AT40G BKT RENTAL 2/21-3/19/24	2,945.70
Total for Check/Tran - 136164:					13,637.50
136165 3/14/24	CHK	10098	GRAINGER	MAGNETIC CONTRACTOR ITEM# 3DY52	328.89
136166 3/14/24	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	ALPHA E3 POWER PLANT CXPS-E3	10,294.89
				CXRF-HP ALPHA TECHNOLOGIES	7,101.76
				SEISMEC RACK ALPHA TECHNOLOGY	14,653.33
Total for Check/Tran - 136166:					32,049.98
136167 3/14/24	CHK	10103	H D FOWLER	REPAIR/RESTOCK WATER PARTS	1,761.10
136168 3/14/24	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136168:					45.00
136169 3/14/24	CHK	10939	JAMESON J HAWN	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136169:					45.00
136170 3/14/24	CHK	9998	BOBBIE HIRKO	Credit Balance Refund	159.66
136171 3/14/24	CHK	10839	IRBY ELECTRICAL UTILITES	SIDEBY	226.93
136172 3/14/24	CHK	10782	AMANDA D ISAAK	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136172:					45.00
136173 3/14/24	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	UTILITY PRMT APP -TYPE B (IV-020)	311.00
136174 3/14/24	CHK	10129	JIFFY LUBE	OIL CHANGE VEH# 132	113.10
136175 3/14/24	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136175:					45.00
136176 3/14/24	CHK	11007	KELLER AND HECKMAN LLP	PROF SVC: RETAIL AUTHORITY FEB 2024	8,610.00
136177 3/14/24	CHK	10356	KRISTOFFER M LOTT	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136177:					45.00
136178 3/14/24	CHK	10655	RUSSELL L MILLER	TRAVEL - LODGING	562.74
				TRAVEL - MEALS PER DIEM	222.00
Total for Check/Tran - 136178:					784.74
136179 3/14/24	CHK	10333	MOSS ADAMS LLP	PROF SVC:MGMT INSIGHTS DASHBRDS SUPPORT	1,293.56
				PROF SVC:MGMT INSIGHTS DASHBRDS SUPPORT	105.29
				PROF SVC:MGMT INSIGHTS DASHBRDS SUPPORT	105.29
				PROF SVC: ASSIST EXCISE TAX ANALYSIS	1,010.23
				PROF SVC: ASSIST EXCISE TAX ANALYSIS	82.23
				PROF SVC: ASSIST EXCISE TAX ANALYSIS	82.23
Total for Check/Tran - 136179:					2,678.83
136180 3/14/24	CHK	10166	NWPPA	ACCOUNTING & FINANCE CONF 6/25-6/26/24	765.40
				ACCOUNTING & FINANCE CONF 6/25-6/26/24	62.30
				ACCOUNTING & FINANCE CONF 6/25-6/26/24	62.30
Total for Check/Tran - 136180:					890.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136181 3/14/24	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - MONTHLY	19.35
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	22.50
Total for Check/Tran - 136181:					45.00
136182 3/14/24	CHK	10170	OLYMPIC EQUIPMENT RENTALS	BRAKE PARTS CLEANER	17.43
136183 3/14/24	CHK	10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT-MONTHLY	165.79
136184 3/14/24	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLTY-GARDINER PUMP	49.10
				PEST SVC QRTLTY-SUNSHINE DR	54.55
				PEST SVC QRTLTY-LAZY C PUMPHOUSE	60.01
Total for Check/Tran - 136184:					163.66
136185 3/14/24	CHK	10187	PITNEY BOWES-RESERVE ACCT	PRE-PAID POSTAGE	344.00
				PRE-PAID POSTAGE	28.00
				PRE-PAID POSTAGE	28.00
Total for Check/Tran - 136185:					400.00
136186 3/14/24	CHK	10188	PLATT ELECTRIC SUPPLY	STREETLIGHT FUSE HOLDER, 1P, WATERTIGHT	26.31
				STREETLIGHT FUSE HOLDER, 1P, WATERTIGHT	17.54
				HAND TOOLS	78.10
				COATED STRANDED CU	896.41
Total for Check/Tran - 136186:					1,018.36
136187 3/14/24	CHK	10203	PURMS JOINT SELF INSURANCE FUND	DEDUCTIBLE CLAIM # 23-3-L	215.00
				DEDUCTIBLE CLAIM # 23-3-L	17.50
				DEDUCTIBLE CLAIM # 23-3-L	17.50
				DEDUCTIBLE CLAIM # 23-63-L	215.00
				DEDUCTIBLE CLAIM # 23-63-L	17.50
				DEDUCTIBLE CLAIM # 23-63-L	17.50
Total for Check/Tran - 136187:					500.00
136188 3/14/24	CHK	10216	SECURITY SERVICES NW, INC.	SUBSTATION PATROL MONTHLY	6,188.01
				NIGHT PAYMENT PICKUP - MONTHLY	848.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				NIGHTLY YARD CHECK - MONTHLY	500.50
				NIGHT PAYMENT PICKUP - MONTHLY	69.02
				NIGHT PAYMENT PICKUP - MONTHLY	69.02
Total for Check/Tran - 136188:					7,674.55
136189 3/14/24	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	31.23
				PUD CLOTHING	443.01
				PUD CLOTHING	173.67
				PUD CLOTHING	91.18
				PUD CLOTHING	104.21
				PUD CLOTHING	111.28
				PUD CLOTHING	129.69
Total for Check/Tran - 136189:					1,084.27
136190 3/14/24	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLIFORM/E.COLI 2/12	26.00
				TESTING: COLIFORM/E.COLI 2/12	26.00
				TESTING: COLIFORM/E.COLI 2/12	26.00
				TESTING: COLIFORM/E.COLI 2/12	26.00
				TESTING: COLIFORM/E.COLI 2/12	26.00
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				TESTING: COLIFORM/E.COLI 2/12	26.00
				TESTING: COLIFORM/E.COLI 2/12	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: COLIFORM/E.COLI 2/14	26.00
				TESTING: CBOD	65.00
				TESTING: O&G	90.00
				TESTING: TSS	25.00
Total for Check/Tran - 136190:					726.00
136191 3/14/24	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - MONTHLY	38.70
				PHONE ALLOWANCE - MONTHLY	3.15
				PHONE ALLOWANCE - MONTHLY	3.15
Total for Check/Tran - 136191:					45.00
136192 3/14/24	CHK	10255	USA BLUEBOOK	CHLORINE ANALYZER SETS	2,060.71
136193 3/14/24	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - MONTHLY	725.63
				EAP SVC - MONTHLY	59.06
				EAP SVC - MONTHLY	59.06
Total for Check/Tran - 136193:					843.75
136194 3/14/24	CHK	10274	WESTBAY AUTO PARTS, INC.	AIR FILTERS	35.05
136195 3/14/24	CHK	10018	WORLD KINECT ENERGY SERVICES	FUEL-UNL-87 REG 10% ETHNL&DIESEL ULSD #2	22,384.98
136196 3/14/24	CHK	10858	ZOOM VIDEO COMMUNICATIONS, INC.	VIDEO CONF SVC-MONTHLY	462.69
				VIDEO CONF SVC-MONTHLY	37.66
				VIDEO CONF SVC-MONTHLY	37.66
Total for Check/Tran - 136196:					538.01
136197 3/21/24	CHK	10871	ADVANCED TIMBER RESOURCES	BURNING SLASH PILES- PETERSON LAKE	27,227.23
136198 3/21/24	CHK	10012	ALTEC INDUSTRIES, INC	VEH# 100 - REPAIR AUGER & WINCH VALVES	2,035.95
136199 3/21/24	CHK	10481	AMAZON	CHANGESHADE CELLULAR BLINDS 28X56	72.70
				CHANGESHADE CELLULAR BLINDS 28X56	5.91
				CHANGESHADE CELLULAR BLINDS 28X56	5.93

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 136199:					84.54
136200 3/21/24	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI	FIBER STORAGE RENTAL SPACE MONTHLY	158.00
				FIBER STORAGE RENTAL SPACE MONTHLY	1,422.00
Total for Check/Tran - 136200:					1,580.00
136201 3/21/24	CHK	10447	ANIXTER INC.	FUSE	727.70
136202 3/21/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - W/E 02/24/2024	10,007.30
136203 3/21/24	CHK	10498	BEVINS COMPANY	REPAIR DAMAGED VOLT DETECTOR# 130	204.97
				REPAIR DAMAGED VOLT DETECTOR# 130	204.96
Total for Check/Tran - 136203:					409.93
136204 3/21/24	CHK	10870	BIG BLUE PRESSURE WASHING AND L	5 SUBSTATIONS: MOWING 03/07/2024	723.77
				LANDSCAPING -FOUR CRNRS &OTTO ST 3/7/24	552.17
				LANDSCAPING -FOUR CRNRS &OTTO ST 3/7/24	44.94
				LANDSCAPING -FOUR CRNRS &OTTO ST 3/7/24	44.95
Total for Check/Tran - 136204:					1,365.83
136205 3/21/24	CHK	10339	BORDER STATES ELECTRIC	UNISTRUT CONDUIT CLAMPS 3"	1,365.72
				SUMITOMO KIT SPLICE Q102CA	4,079.25
				SUMITOMO KIT SPLICE Q102CA	11,960.64
Total for Check/Tran - 136205:					17,405.61
136206 3/21/24	CHK	10940	CALIX, INC.	SUBSCRIBER EXPERIENCE	-4,091.25
				PREMIER SUPPORT 4/1/24-3/31/25 1YR	16,995.00
				SUBSCRIBER EXPERIENCE MAR 2024	1,363.75
				SMARTBIZWORX 3/1-3/31/24	409.13
Total for Check/Tran - 136206:					14,676.63
136207 3/21/24	CHK	10979	CAPCON NETWORKS LLC	DEDICATED INTERENT ACCESS - MONTHLY	5,800.22
136208 3/21/24	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	SNOW PLOW - 310 FOUR CRNRS 1/16/2024	774.07
				SNOW PLOW - 310 FOUR CRNRS 1/16/2024	63.01
				SNOW PLOW - 310 FOUR CRNRS 1/16/2024	63.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EMERGENCY CALL OUT - 3220 LANDS END 3/4	2,416.57
				WATER MAIN TAP FOR SRVC - 160 E EUGENE	1,280.40
Total for Check/Tran - 136208:					4,597.05
136209 3/21/24	CHK	10047	CENTURYLINK-POLES	#WA BEWA0015-POLERNTL 1Y 4/1/21-3/31/22	289.52
136210 3/21/24	CHK	10685	CINTAS CORPORATION	FIRST AID SUPPLIES - 310 FOUR CORNERS	89.05
				FIRST AID SUPPLIES - 310 FOUR CORNERS	7.24
				FIRST AID SUPPLIES - 310 FOUR CORNERS	7.26
Total for Check/Tran - 136210:					103.55
136211 3/21/24	CHK	10920	COOPERATIVE RESPONSE CENTER, INC	ANSWER SVC-MONTHLY	2,229.86
				ANSWER SVC-MONTHLY	2,252.05
				ANSWER SVC-MONTHLY	365.06
				ANSWER SVC-MONTHLY	368.15
Total for Check/Tran - 136211:					5,215.12
136212 3/21/24	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	MISSING TAX FOR INV 23530B PO 12182	64.04
				FLAGGING- VARIOUS LOCATIONS 2/21/2024	1,698.31
				FLAGGING - VARIOUS LOCATIONS 2/23-2/28	6,529.58
				VEH# 122,417,131 - TRUCK WASHING 3/9-10	212.75
				FLAGGING - 49TH ST 3/7/2024	1,671.45
				FLAGGING - RODGERS/LINGER LONGER 3/7/24	1,698.32
				FLAGGING - 49TH ST 3/11/2024	1,616.09
				FLAGGING - 101 3/8/2024	958.27
				FLAGGING - 49TH ST 3/13/2024	1,671.45
				FLAGGING - FRANK BECK/CENTER 2/29/24	1,533.85
				FLAGGING- RODGERS/SOUTH POINT 3/1/24	1,616.09
				VEH# 100 & 105 - TRUCK WASHING	152.74
				FLAGGING- CAPE GEORGE 2/26-229/24	6,039.94
				FLAGGING STANDBY - 2/29-3/1/24	2,245.84
				FLAGGING- CENTER/ FRANK BECK 2/28/24	1,369.40
				FLAGGING - 49TH ST 3/5/2024	1,671.45

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				VACTRA TRUCK - 49TH ST 3/5/2024	1,927.25
				STANDBY FLAGGERS - 310 4 CRNRS 3/5/24	1,122.73
				FLAGGING- RODGERS 3/6/24	1,369.40
				Total for Check/Tran - 136212:	35,168.95
136213 3/21/24	CHK	10070	DOUBLE D ELECTRICAL, INC	ANNUAL SVC LIQUID COOLED GNRTR - 310	2,415.09
				ANNUAL SVC LIQUID COOLED GNRTR - 310	196.58
				ANNUAL SVC LIQUID COOLED GNRTR - 310	196.57
				DIG FOR FAULT - 1271 LEMONDS RD 1/17/24	6,630.56
				Total for Check/Tran - 136213:	9,438.80
136214 3/21/24	CHK	10372	EVERGREEN COLLISION CENTER-SEQUVEH# 123 - TOWING		1,738.04
136215 3/21/24	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	3,516.89
				ENERGY CONSERVATION REBATE	368.34
				ENERGY CONSERVATION REBATE	4,400.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,200.00
				ENERGY CONSERVATION REBATE	85.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	1,100.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	6,000.00
				ENERGY CONSERVATION REBATE	1,000.00
				ENERGY CONSERVATION REBATE	6,000.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	200.00
				ENERGY CONSERVATION REBATE	1,200.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,200.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	20.00
				ENERGY CONSERVATION REBATE	200.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	975.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	900.00
				ENERGY CONSERVATION REBATE	2,100.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	188.70
				ENERGY CONSERVATION REBATE	3,000.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	576.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	8,339.36
Total for Check/Tran - 136215:					62,839.29

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136216 3/21/24	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT-WEEKLY	1,328.44
				ACCT ASSISTANT-WEEKLY	108.13
				ACCT ASSISTANT-WEEKLY	108.13
Total for Check/Tran - 136216:					1,544.70
136217 3/21/24	CHK	10942	FINLEY ENGINEERING CO, INC	PROF SVC:RE CONNECT 4 FTTP 1/1-1/31/2024	45,929.21
136218 3/21/24	CHK	10945	TYLER R GALE	HOT STICK TRAINING - 3/3-3/7/2024	605.54
136219 3/21/24	CHK	10094	GENERAL PACIFIC, INC	FLOOR SWEEPS	1,084.45
136220 3/21/24	CHK	10454	GLOBAL RENTAL COMPANY INC	AT37-G BUCKETRNTL VEH#410 2/24-3/22/24	2,727.50
				SPLICER VAN RNTL VEH#421 2/26-3/24/24	2,727.50
				AT40-G RNTL VEH#417 2/27-3/25/24	3,054.80
				AA55 DBLMN BUCKET VEH#414 2/28-3/26/24	3,709.40
				AT40-G BUCKETRNTL VEH#416 2/28-3/26/24	2,945.70
				AA55 RNTL VEH#419 REPAIR 2/23/24	305.15
				D3060H-TR Digger VEH#426 2/29-3/27/24	6,764.20
Total for Check/Tran - 136220:					22,234.25
136221 3/21/24	CHK	11006	GMES LLC	CABLE RISER BOX HOOK	139.08
136222 3/21/24	CHK	10095	GOOD MAN SANITATION, INC	SEPTIC TANK INSPECTION - 744 PETERSON RD	239.64
				310 4CRNRS-RESTROOM UNIT MONTHLY	148.15
				310 4CRNRS-RESTROOM UNIT MONTHLY	12.06
				310 4CRNRS-RESTROOM UNIT MONTHLY	12.06
Total for Check/Tran - 136222:					411.91
136223 3/21/24	CHK	11037	HENERY HARDWARE & BUILDING SUP	ANT BAIT- 191 OTTO	17.43
				MULTI CUTTING TOOL	163.64
Total for Check/Tran - 136223:					181.07
136224 3/21/24	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT FEBRUARY 2024	3,600.00
				VEBA DEDUCTION FEBRUARY 2024	2,550.00
Total for Check/Tran - 136224:					6,150.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136225 3/21/24	CHK	10817	IDGAF, INC	REPAIR BROKEN BASINS - 261 YARR RD	5,145.20
136226 3/21/24	CHK	11021	IQGEO AMERICA INC	OSP INSIGHT USER LICENSE	7,200.60
136227 3/21/24	CHK	10839	IRBY ELECTRICAL UTILITES	WIRE FIBER WIRE FIBER	105,317.48 60,712.14
Total for Check/Tran - 136227:					166,029.62
136228 3/21/24	CHK	10314	JEFFERSON COUNTY HOME BUILDERS	JEFFCO HOME SHOW 3/2/24 MAIN STAGE JEFFCO HOME SHOW 3/2/24 MAIN STAGE JEFFCO HOME SHOW 3/2/24 MAIN STAGE	860.00 70.00 70.00
Total for Check/Tran - 136228:					1,000.00
136229 3/21/24	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	UTILITY PRMT WA 03/11/2024 UTILITY PERMIT WA 03/11/2024 UTILITY PRMT WA 3/15/24 UTILITY PRMT EA 3/19/24	62.00 62.00 62.00 62.00
Total for Check/Tran - 136229:					248.00
136230 3/21/24	CHK	10330	KARR TUTTLE CAMPBELL	PROF SVC: EMBLY ADVICE SVC JAN 2024 PROF SVC: EMBLY ADVICE SVC JAN 2024 PROF SVC: EMBLY ADVICE SVC JAN 2024	2,148.60 210.68 650.45
Total for Check/Tran - 136230:					3,009.73
136231 3/21/24	CHK	10972	KATIES CLEANING SERVICE	JANITORIAL SRV 2/28/24-3/13/2024 JANITORIAL SRV 2/28/24-3/13/2024 JANITORIAL SRV 2/28/24-3/13/2024	2,130.65 173.43 173.42
Total for Check/Tran - 136231:					2,477.50
136232 3/21/24	CHK	10348	KEMP WEST, INC	TT T&M- QUILCENE W/E 02/03/2024 TT T&M-CAPE GOERGE W/E 02/17/2024 TT T&M-CAPE GOERGE W/E 02/24/2024 TT T&M-CAPE GOERGE W/E 03/02/2024	2,781.94 2,403.94 618.21 4,945.68
Total for Check/Tran - 136232:					10,749.77
136233 3/21/24	CHK	10147	MILLIMAN	COMPENSATION STUDY 2023	2,099.48

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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
				COMPENSATION STUDY 2023	170.89
				COMPENSATION STUDY 2023	170.88
Total for Check/Tran - 136233:					2,441.25
136234 3/21/24	CHK	10333	MOSS ADAMS LLP	PROF SVC:CONSULTING SRVC 02/01-02/29/24	11,739.00
				PROF SVC:CONSULTING SRVC 02/01-02/29/24	955.50
				PROF SVC:CONSULTING SRVC 02/01-02/29/24	955.50
Total for Check/Tran - 136234:					13,650.00
136235 3/21/24	CHK	10982	NATIONAL RURAL TELECOMMUNICAT	CROWD FIBER SURVEY SERVICES-MONTHLY	500.00
136236 3/21/24	CHK	11003	NORTHWEST SAFETY SERVICE LLC	SAFETY TRAINING MONTHLY 2024	1,443.75
136237 3/21/24	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - APR 2024	760.50
				LIFE - MAR 2024	-10.20
				LTD - APR 2024	2,610.12
				LTD - MAR 2024	-51.00
				LTD - OCT 2023 THRU MAR 2024	122.10
Total for Check/Tran - 136237:					3,431.52
136238 3/21/24	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 02/13 - 03/15/2024	551.48
				TRANSCRIPTION SVC 02/13 - 03/15/2024	44.88
				TRANSCRIPTION SVC 02/13 - 03/15/2024	44.89
Total for Check/Tran - 136238:					641.25
136239 3/21/24	CHK	10193	PORT TOWNSEND LEADER	MAGAZINE HOME & GARDEN	601.14
				MAGAZINE HOME & GARDEN	48.93
				MAGAZINE HOME & GARDEN	48.93
Total for Check/Tran - 136239:					699.00
136240 3/21/24	CHK	9999	PT CYCLERY	REIMBURSEMENT: CONSTRUCTION DISRUPTION	50.00
136241 3/21/24	CHK	10540	JEFFREY W RANDALL	PPC MTG, PNUCC MTG, NOANET,BOARD -FEB-24	605.21
				PPC MTG, PNUCC MTG, NOANET,BOARD -FEB-24	49.26
				PPC MTG, PNUCC MTG, NOANET,BOARD -FEB-24	49.26
Total for Check/Tran - 136241:					703.73

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136242 3/21/24	CHK	10708	RCE TRAFFIC CONTROL, INC	FLAGGING - VARIOUS LOCATIONS 2/12-2/15	5,809.50
				FLAGGING - SOUTH POINT RD 3/4-3/8/2024	7,536.27
				FLAGGING - SOUTH POINT RD 2/26-3/1/24	7,454.82
Total for Check/Tran - 136242:					20,800.59
136243 3/21/24	CHK	10210	RICOH USA, INC	310 FOUR CRNRS (7427) IMAGES MONTHLY	11.27
				310 FOUR CRNRS (7427) IMAGES MONTHLY	0.92
				310 FOUR CRNRS (7427) IMAGES MONTHLY	0.91
				WORKROOM (0109) IMAGES MONTHLY	4.47
				WORKROOM (0109) IMAGES MONTHLY	0.36
				WORKROOM (0109) IMAGES MONTHLY	0.37
				310 4CRNRS (0626) IMAGES MONTHLY	678.03
				310 4CRNRS (0626) IMAGES MONTHLY	55.19
				310 4CRNRS (0626) IMAGES MONTHLY	55.19
				OTTO ST (3983)&(3982) IMAGES MONTHLY	44.74
				OTTO ST (3983)&(3982) IMAGES MONTHLY	3.64
				OTTO ST (3983)&(3982) IMAGES MONTHLY	3.64
Total for Check/Tran - 136243:					858.73
136244 3/21/24	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - MONTHLY	1,776.29
136245 3/21/24	CHK	10219	SHOLD EXCAVATING INC	REPLACE PIPING - BECKETT POINT N 2/1/24	2,213.88
136246 3/21/24	CHK	10227	SOUND PUBLISHING INC	ADS SPRING & FALL 2024	632.10
				ADS SPRING & FALL 2024	51.45
				ADS SPRING & FALL 2024	51.45
Total for Check/Tran - 136246:					735.00
136247 3/21/24	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLIFORM/E.COLI 2/21	26.00
				TESTING: COLIFORM/E.COLI 2/21	26.00
				TESTING: COLIFORM/E.COLI 2/21	26.00
				TESTING: COLIFORM/E.COLI 2/21	26.00
				TESTING: COLIFORM/E.COLI 2/21	26.00

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: CBOD	65.00
				TESTING: FECAL COLIFORM	35.00
				TESTING: KJELDAHL NITROGEN	50.00
				TESTING: NITRATE+NITRITE-N	38.00
				TESTING: TSS	25.00
				Total for Check/Tran - 136247:	343.00
136248 3/21/24	CHK	10252	ULINE	EMBOSSABLE TAGS# 5	72.96
136249 3/21/24	CHK	10737	VAN ALLER SURVEYING	PREPARE EASEMENT FOR PARCEL 101345007	975.00
136250 3/21/24	CHK	11040	VERIZON CONNECT FLEET USA LLC	ALL VEH GPS SERVICE-MONTHLY	591.40
				ALL VEH GPS SERVICE-MONTHLY	121.76
				ALL VEH GPS SERVICE-MONTHLY	17.70
				Total for Check/Tran - 136250:	730.86
136251 3/21/24	CHK	10800	VISION METERING, LLC	METER 12S-CL200,480V DIGITAL-VISION	2,542.03
				METER 12S-CL200,480V DIGITAL-VISION	-212.03
				Total for Check/Tran - 136251:	2,330.00
136252 3/21/24	CHK	10337	WA STATE DEPT OF TRANSPORTATION	UTILITY ACCOM FRANCHISE AMDT 30493-#11	300.00
				UTILITY ACCOM FRANCHISE AMDT 30493-#12	150.00
				UTILITY ACCOM FRANCHISE AMDT 30493-#13	150.00
				UTILITY ACCMNDTN APP FOR CATEGORY 2	300.00
				Total for Check/Tran - 136252:	900.00
136253 3/21/24	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - MONTHLY	67.54
				EAP SVC - MONTHLY	5.50
				EAP SVC - MONTHLY	5.50
				Total for Check/Tran - 136253:	78.54
136254 3/21/24	CHK	11053	CHRISTOPHER R WILLIAMSON	WELLNESS PROGRAM REIMBURSEMENT 2024	284.43
136255 3/25/24	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE:MIP-PMT GAIN&ELEC WO#424072	312.94

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Accounts Payable Check Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total Payments for Bank Account - 7 :					(114) 756,813.63
Total Voids for Bank Account - 7 :					(1) 3,528.43
Total for Bank Account - 7 :					(115) 760,342.06

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Accounts Payable Wire Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
338 3/14/24	WIRE	10279	BPA-WIRE TRANSFER	POWER PURCHASE/COMBINED BILL JAN 2024	2,087,676.00
342 3/14/24	WIRE	10929	US BANK: GLOBAL CORP TRUST SERVI	PRINCIPAL UD #14 BOND PMT 2024 INTEREST LUD #14 BOND PMT 2024	153,000.00 353.60
Total for Check/Tran - 342:					153,353.60
346 3/19/24	WIRE	10265	DEPARTMENT OF RETIREMENT SYSTE	FEBRUARY 2024 PERS 2 FEBRUARY 2024 PERS 3	93,406.37 14,891.04
Total for Check/Tran - 346:					108,297.41
347 3/18/24	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	5,054.94 5,054.94 21,614.20 21,614.20 21,050.82 11,665.63
Total for Check/Tran - 347:					86,054.73
348 3/19/24	WIRE	11038	TEXAS STATE DISBURSEMENT UNIT	PL CHILD SUPPORT EE	311.54
349 3/25/24	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	FEBRUARY 2024 B&O TAX	190,445.03
350 3/18/24	WIRE	10260	WA STATE DEFERRED COMPENSATIONPL	DEFERRED COMP EE PL DEFERRED COMP ER	21,946.92 9,246.89
Total for Check/Tran - 350:					31,193.81
355 3/19/24	WIRE	10915	WA STATE DEPT OF LICENSING	CDL REQUIREMENT: ANNUAL DMV CHECK	135.00
356 3/19/24	WIRE	10915	WA STATE DEPT OF LICENSING	CDL REQUIREMENT: ANNUAL DMV CHECK	30.00
357 3/26/24	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	MAY 2023 B&O TAX AMENDMENT MAY 2023 B&O TAX AMENDMENT	25,366.95 724.62
Total for Check/Tran - 357:					26,091.57
358 3/26/24	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	APRIL 2022 B&O TAX AMENDMENT APRIL 2022 B&O TAX AMENDMENT	13,176.91 726.89
Total for Check/Tran - 358:					13,903.80

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Accounts Payable Wire Register

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03/13/2024 To 03/27/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
359 3/26/24	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	FEBRUARY 2023 B&O TAX AMENDMENT	920.42
				FEBRUARY 2023 B&O TAX AMENDMENT	33.21
Total for Check/Tran - 359:					953.63
360 3/26/24	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	JULY 2023 B&O TAX AMENDMENT	191.10
				JULY 2023 B&O TAX AMENDMENT	4.49
Total for Check/Tran - 360:					195.59

Total Payments for Bank Account - 8 :	(13)	2,698,641.71
Total Voids for Bank Account - 8 :	(0)	0.00
Total for Bank Account - 8 :	(13)	2,698,641.71
 Grand Total for Payments :	 (13)	 2,698,641.71
Grand Total for Voids :	(0)	0.00
Grand Total :	(13)	2,698,641.71

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**Accounts Payable
Direct Deposit
Register**

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

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1	3/18/24	DD	10688	SEAN M BAILEY	TRAVEL - MEALS PER DIEM	403.20 VOID
					TRAVEL - MEALS PER DIEM	44.80 VOID
Total for Check/Tran - 1:						448.00 VOID
2	3/18/24	DD	10688	SEAN M BAILEY	TRAVEL - MEALS PER DIEM	403.20 VOID
					TRAVEL - MEALS PER DIEM	44.80 VOID
Total for Check/Tran - 2:						448.00 VOID
3	3/19/24	DD	10688	SEAN M BAILEY	TRAVEL - MEALS PER DIEM	403.20
					TRAVEL - MEALS PER DIEM	44.80
Total for Check/Tran - 3:						448.00

Total Payments for Bank Account - 8 :	(1)	448.00
Total Voids for Bank Account - 8 :	(2)	896.00
Total for Bank Account - 8 :	(3)	1,344.00
Grand Total for Payments :	(1)	448.00
Grand Total for Voids :	(2)	896.00
Grand Total :	(3)	1,344.00

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 3/15/2024

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71132	3/15/2024	2,575.88
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71133	3/15/2024	3,349.83
				<u>\$ 5,925.71</u>

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL
PAY DATE: 3/15/2024

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	3/15/2024	\$ 198.72
3062	ACCOUNTING ASSOCIATE	3/15/2024	\$ 2,049.59
3070	ACCOUNTING ASSOCIATE	3/15/2024	\$ 2,004.57
3039	ACCOUNTING SPECIALIST	3/15/2024	\$ 2,336.18
3065	ADMINISTRATIVE ASSISTANT	3/15/2024	\$ 1,624.98
3052	ADMINISTRATIVE ASSISTANT	3/15/2024	\$ 2,755.22
3078	ASSISTANT GENERAL MANAGER	3/15/2024	\$ 6,119.19
4006	COMMISSIONER DIST 1	3/15/2024	\$ 2,656.32
4004	COMMISSIONER DIST 2	3/15/2024	\$ 2,717.93
4008	COMMISSIONER DIST 3	3/15/2024	\$ 2,902.16
3034	COMMUNICATIONS DIRECTOR	3/15/2024	\$ 3,895.49
3002	CUSTOMER SERVICE COORDINATOR	3/15/2024	\$ 1,681.19
3022	CUSTOMER SERVICE REP	3/15/2024	\$ 1,719.09
3032	CUSTOMER SERVICE REP	3/15/2024	\$ 1,689.35
3048	CUSTOMER SERVICE REP	3/15/2024	\$ 1,719.06
3056	CUSTOMER SERVICE REP	3/15/2024	\$ 1,101.79
3066	CUSTOMER SERVICE REP	3/15/2024	\$ 1,530.98
3075	CUSTOMER SERVICE REP	3/15/2024	\$ 1,539.75
3060	DIGITAL COMMUNICATIONS SPECIALIST	3/15/2024	\$ 2,528.38
1027	ELECTRICAL ENGINEERING MANAGER	3/15/2024	\$ 3,599.88
1041	ELECTRICAL SUPERINTENDENT	3/15/2024	\$ 4,623.72
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	3/15/2024	\$ 2,595.10
3033	FINANCE DIRECTOR	3/15/2024	\$ 5,211.29
3029	FINANCE SERVICES MANAGER	3/15/2024	\$ 3,120.05
1046	FLEET/WAREHOUSE HELPER	3/15/2024	\$ 2,970.03
1012	FOREMAN LINEMAN	3/15/2024	\$ 4,321.12
1011	GENERAL MANAGER	3/15/2024	\$ 5,614.77
1042	GIS SPECIALIST	3/15/2024	\$ 2,779.73
1017	HEAD STOREKEEPER	3/15/2024	\$ 2,560.27
3063	HUMAN RESOURCES COORDINATOR	3/15/2024	\$ 3,071.61
3047	HUMAN RESOURCES DIRECTOR	3/15/2024	\$ 4,240.95
3008	INFORMATION TECHNOLOGY MANAGER	3/15/2024	\$ 3,884.85
3077	IT SUPPORT TECHNICIAN : BROADBAND	3/15/2024	\$ 1,924.67
3074	IT TECH SUPPORT	3/15/2024	\$ 2,124.55
2001	JOINT UTILITY SPECIALIST	3/15/2024	\$ 3,419.53
1068	LEAD NETWORK TECHNICIAN	3/15/2024	\$ 1,505.13
1000	LINEMAN	3/15/2024	\$ 6,834.74
1034	LINEMAN	3/15/2024	\$ 6,828.16
1055	LINEMAN	3/15/2024	\$ 2,382.97
1063	LINEMAN	3/15/2024	\$ 3,913.20
1067	LINEMAN	3/15/2024	\$ 4,565.25
1060	LINEMAN	3/15/2024	\$ 8,917.92
1061	LINEMAN	3/15/2024	\$ 7,576.06
1062	LINEMAN	3/15/2024	\$ 6,423.95
1065	LINEMAN	3/15/2024	\$ 7,609.66
1066	LINEMAN	3/15/2024	\$ 4,837.59
1059	LINEMAN APPRENTICE	3/15/2024	\$ 1,969.12
1043	METER READER	3/15/2024	\$ 2,022.19
1047	METER READER	3/15/2024	\$ 2,960.26
1056	METER READER	3/15/2024	\$ 2,549.15
1064	METER READER	3/15/2024	\$ 2,758.19
2008	METER READER	3/15/2024	\$ 1,987.52
3067	NETWORK/BROADBAND ENGINEER	3/15/2024	\$ 3,827.43
1050	PRE-APPRENTICE	3/15/2024	\$ 3,312.18
3004	RESOURCE MANAGER	3/15/2024	\$ 2,964.95
1010	SCADA ENGINEER II	3/15/2024	\$ 2,806.81
1003	SCADA TECH APPRENTICE	3/15/2024	\$ 3,325.62
3020	SERVICES DIRECTOR	3/15/2024	\$ 3,690.44
1026	STAKING ENGINEER	3/15/2024	\$ 2,532.24
1031	STAKING ENGINEER	3/15/2024	\$ 2,962.87
1014	STOREKEEPER	3/15/2024	\$ 2,560.33
1015	SUBSTATION/METER FOREMAN	3/15/2024	\$ 4,818.79
1033	SUBSTATION/METERING TECH	3/15/2024	\$ 1,925.36
3003	UTILITY BILLING CLERK	3/15/2024	\$ 1,839.92
3027	UTILITY BILLING CLERK	3/15/2024	\$ 1,985.59
3000	UTILITY BILLING COORDINATOR	3/15/2024	\$ 2,548.35
1037	VEGETATION & PERMITTING SPECALIST	3/15/2024	\$ 3,175.21
2000	WATER DISTRIBUTION MANAGER II	3/15/2024	\$ 1,981.89
2002	WATER DISTRIBUTION MANAGER II	3/15/2024	\$ 2,222.38
2005	WATER DISTRIBUTION MANAGER II	3/15/2024	\$ 2,344.25
			\$ 225,297.73

PUD Calendar

April 2, 2024









April 2, 2024, Special Meeting, State Auditors Exit Interview, 3:00 PM, Four Corners Rd and per ZOOM

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

April 9, 2024, BOC Special Meeting, Procurement Manual, EDC talk (tentative) and Executive Session
10:00-12:00, 310 Four Corners Rd and per ZOOM

April 16, 2024, BOC, Regular Meeting, 4:00 PM, 310 Four Corners Rd and per ZOOM

May 7, 2024, BOC, Regular Meeting, 4:00 PM, 310 Four Corners Rd and per ZOOM

    Received 	From	Subject	Size
Today			
 8:25 AM	Philip Stover	EV Charging Compared to New All-Electric Home	2 MB
Commissioners and PUD Team - I'm providing the backup to my public comment at the Board of Commissioners meeting on			
Yesterday			
Wed 9:00 PM	Leo Boyd II	Re: Drop construction has begun in Quilcene	63 KB
So when you say fill out the install agreement and sign up for service from the PUD our one of the qualified ISPs did you give them			
Monday			
 Mon 2:58 PM	Annette Johnson	Fwd: Hastings Substation Transformer Questions	126 KB
Please add this one too.			
 Mon 2:57 PM	Annette Johnson	Fwd: Hastings Substation Transformer Questions	42 KB
Can you please include this in the correspondence log for this week. Thanks			



JEFFERSON COUNTY PUD #1	
Policy Name	Hybrid Remote Work Policy
Department	Human Resources
Effective Date	April 2, 2024
Resolution No.	2024-XXX

HYRBID REMOTE WORK POLICY

Purpose and Scope

To establish a Hybrid Work Policy and set forth conditions and expectations for its office based non-represented staff and employees represented by Laborers. 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 staff and employees represented by Laborers. 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 download 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.

HISTORY:

Effective April 4, 2024 (Resolution 2024-XXX)

ATTACHMENTS:

Resolution 2024-XXX – Hybrid Remote Work Policy

ASSOCIATED FORMS:

Hybrid Remote Work Agreement

NOTE: This policy supersedes and replaces the following:
Telecommuting Policy, Resolution No. 2020-012

SIGNATURE:

KEVIN STREETT, General Manager
Jefferson County PUD #1

Date Signed

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 download 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: _____

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

RESOLUTION NO. 2024-___

A RESOLUTION of the Board of Commissioners of the Public Utility District No 1 of Jefferson County, Washington (“the PUD”), Adopting a Hybrid Remote Work Policy to replace its current Telecommute Policy to promote in-person collaboration among team members.

WHEREAS, the PUD has prepared a Hybrid Remote Work Policy to address the operational needs of the PUD, post COVID-19 pandemic.

WHEREAS, the Hybrid Remote Work Policy is attached to this Resolution as Exhibit No. 1, and the Board of Commissioners have reviewed resolution at its April 2, 2024 Regular Meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington as follows:

The foregoing recitals and Exhibit No. 1 are hereby incorporated by this reference, and the Board of Commissioners of the PUD adopts the Hybrid Remote Work Policy.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this ___th day of April 2024.

President

Jeffrey Randall,

Dan Toepper, Vice President

Kenneth Collins, Secretary



AGENDA REPORT

DATE: April 2, 2024
TO: Board of Commissioners
FROM: Melanie Des Marais, Human Resources Director
RE: Jefferson County PUD and IBEW Lo. 77

BACKGROUND: The initial proposals for a successor collective bargaining agreement between Jefferson County PUD and IBEW Local 77 will be presented to the Board of Commissioners for adoption. If adopted by the Board of Commissioners, the agreement would become effective May 1, 2024 through April 30, 2027.

RECOMMENDATION: Pass a motion to adopt the successor agreement.

I move that the Board of Commissioners adopt the successor agreement with IBEW Local 77 for May 1, 2024, through April 30, 2027.

COLLECTIVE BARGAINING AGREEMENT

By and between

Jefferson County PUD #1

and

LOCAL UNION NO. 77
International Brotherhood
of
Electrical Workers
afl-cio

May 1, 2024 through April 30, 2027

COLLECTIVE BARGAINING
AGREEMENT

Between

PUBLIC UTILITY DISTRICT NO. 1 of JEFFERSON COUNTY

and

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL No. 77

THIS AGREEMENT is made and entered into by and between PUBLIC UTILITY DISTRICT NO. 1 of JEFFERSON COUNTY, WASHINGTON, herein called the "District" and Local Union No. 77 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, hereinafter called the "Union".

ARTICLE I

GENERAL CONDITIONS AND TERM

1.1 PURPOSE

1.1.1 The District and the Union recognize that harmonious relations should be maintained between them and with the public. The District, the Union, and the public have a common and sympathetic interest in the progress of the electrical industry. All will benefit by continuous peace and by adjusting any differences which may arise by rational common sense methods.

1.2 CONTRACT RENEWAL

1.2.1 This Agreement shall be and hereby does become effective May 1, 2020, and shall remain in full force to and including April 30, 2023. If either party desires to change, modify or terminate the Agreement on the anniversary date of May 1, 2023, written notice must be given to the other party at least ninety (90) days in advance of May 1, 2023. If the Agreement is opened for negotiations by either party by notice, as specified in this paragraph, a complete proposal of all changes, modifications or amendments to the Agreement shall be submitted in writing and simultaneously exchanged at the first scheduled meeting of the parties, unless other arrangements are mutually agreed to. If negotiations are not concluded by the expiration date, the Agreement may be extended by mutual consent of the parties in writing.

1.3 CONTRACT CHANGE

1.3.1 The District and the Union signatory to this Agreement agree that the public interest requires the efficient and uninterrupted performance of all District services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement the District shall not lockout its employees and the Union and/or the employees covered by this Agreement shall not cause or engage in any work stoppage, or slow down.

The District signatory to this agreement agrees that no changes will be made in rates of pay, hours of work or conditions of employment without prior consultation with the Union.

1.3.2 Any changes or amendments to this Agreement shall be in writing and duly executed by the parties hereto.

1.3.3 At any time during the life of this contract, negotiations between the Union and the District on individual reclassification and/or wage adjustment may be opened. Such action to cover newly established jobs, change of duties on existing jobs, or other reasons.

1.3.4 All letters of agreement expire at the end of this contract.

1.4 SAVING CLAUSE

1.4.1 If, during the term of this Agreement, mandatory laws applicable to and in conflict with any of the provisions hereof shall become effective and thereafter govern the parties in respect to such conflicting provisions, then, and in that event, this Agreement shall be subject to revisions covering changes in the provisions which conflict.

1.5 SUCCESSORS AND ASSIGNS

1.5.1 The parties to this agreement intend that this agreement shall be binding on the district's successors, assigns, or entities arising from any reorganization or legislative restructuring.

1.6 SAFETY

1.6.1 The Union and the District have a mutual interest in providing a safe work environment. The parties are committed to giving safety the highest priority when planning and performing work.

1.6.2 The District shall provide AEDs for all crews that consist of two or more individuals working in the field and shall have AED's at all facilities normally occupied by members of this bargaining unit. The District shall provide regular training on the AED's in addition to CPR, First Aid and other (required) rescue procedures.

1.6.3 The District agrees to furnish Personal Protective Equipment (PPE) (including, safety glasses, face shields, gloves, respiratory, hearing, etc) and first aid sets for the protection of employees when working on any work where protective apparatus is needed or required.

1.7 RECOGNITION

1.7.1 The District agrees to recognize the Union as the sole and exclusive bargaining agency for all employees of the type and classifications covered by this Agreement.

1.8 TECHNOLOGY CHANGES AND TRAINING

1.8.1 The Union and the District have a mutual interest in using new technology and automation to better serve our customers. In the event the duties of a particular classification change due to new technologies or future automation, the individuals within that classification shall be provided with adequate training to prepare them to carry out those duties while making use of new technologies. As a result of training the employee must demonstrate the ability to qualify for the position.

ARTICLE II

SCOPE OF AGREEMENT

2.1 UNION MEMBERSHIP

2.1.1 Exclusive Representation. The International Brotherhood of Electrical Workers, Local 77 (Local 77") is the exclusive bargaining representative for all employees performing work covered by this Agreement.

2.1.2 Membership Rights. All bargaining unit employees can choose whether to become a Union member, an Agency Fee Payer (fair share payer), or a nonmember within thirty-

one (31) days following entry into the bargaining unit or within thirty-one (31) days of employment, whichever is later.

- 2.1.3 Payment Authorization. Employees who elect union membership will enter a separate dues checkoff agreement to be supplied by Local 77. Employees who elect to be an Agency Fee Payer will enter a separate waiver and consent to payment of such fair share fees.
- 2.1.4 Collective Support. Employees understand that dues and/or fees paid to Local 77 are necessary for the maintenance of the bargaining unit, ensuring enforcement of this Agreement, and the financial stability of the union to improve wages and working conditions generally. Unit employees collectively agree that financial support to Local 77 is fair, necessary, and integral to the success of this Agreement.
- 2.1.5 Payroll Deduction, Reoccurring Dues, and Initiation Fees. The Employer agrees to make monthly payroll deductions for: (1) initiation fees; (2) regular monthly union membership dues; (3) an assessment; (4) fair share dues from an Agency Fee Payer; and/or (5) any other authorized deduction to a fund established by the Union. The Employer will make these monthly payroll deductions upon receipt of written authorization from the employee on the form supplied by Local 77. The Employer will supply monthly deductions with itemization to include the employee name, social security number/employee identification number, and amount of deduction. This information will be forwarded to Local 77 along with payment each month. The initiation fee, membership dues, assessment, fair share fees, and/or any fund contributions shall be in an amount specified by Local 77.
- 2.1.6 Resignation. Any employee desiring to resign union membership with Local 77, to cease serving as an Agency Fee Payer, or otherwise cease payment of monthly deductions must provide a signed, written, notice to Local 77. The Union will establish a prescribed method for receipt of a written resignation. The Employer will not cease authorized monthly deductions until informed by Local 77 that the employee has resigned.
- 2.1.7 Employment Information. The Employer agrees to supply Local 77 the names of all "new hires," persons entering the bargaining unit, and/or performing work covered by this Agreement at a regularly established time each month during the calendar year. This list will include the employee name, job classification, residence address, and phone number.
- 2.1.8 Access to New Members. The Employer will provide Local 77 access to all newly hired employees and/or persons entering the bargaining unit within thirty (30) to sixty (60) days of such hire or entry into the unit. The Employer will allow Local 77 up to one (1) hour to meet with such newly hired employees and/or workers entering the bargaining unit.

The access can occur either during orientation or at a mutually agreed upon time between the Employer and Local 77. Local 77's right to meet with newly hired employees and/or persons entering the bargaining unit shall occur during the employee's normal working hours and at his or her usual worksite or a mutually agreed upon location.

2.1.9 Notification When Outside Parties Seek Information. The Employer agrees that it will notify Local 77 within fifteen (15) days if it receives a request for information or public records request from a third-party or entity soliciting the names, addresses, personal information, or membership status of unit members. The Employer agrees to provide Local 77 a copy of such written request and/or a brief summary of any oral request. The Employer agrees not to challenge Local 77's standing to assert privacy and/or other objections on unit members' behalf for such third-party requests for information or records.

2.1.10 Severability. If any provision of this article is deemed legally invalid or unenforceable by judicial decree or legislation, the remaining provisions will remain in full force and effect.

2.2 NON-DISCRIMINATION

2.2.1 It is mutually agreed that neither the District nor the Union will discriminate against any employee or applicant for employment in violation of any applicable State or Federal Law.

2.2.2 Any reference made in this agreement to the masculine or the feminine gender shall be considered to apply equally to either gender.

2.3 DISCIPLINE

2.3.1 The District retains the right to impose discipline up to and including discharge for poor performance or inappropriate conduct. The District may suspend, demote, transfer, terminate, or otherwise discipline employees in accordance with the District's policies and procedures as embodied in various District directives or upon violation of any Federal or State discrimination laws. Violation of work rules, some instances of unacceptable behavior or misconduct, not adhering to established safety practices, and poor performance are generally subject to progressive discipline.

Any employee, except for probationary, temporary or other casual employee, who has been disciplined shall be advised of the reason(s) in writing and shall be entitled to a hearing under Article IV of the Agreement if properly grieved as set forth therein. Employees may not be disciplined without just cause as defined by the arbitral common law. In an arbitration involving discipline, the District has the burden of proving just cause.

2.4 CONTRACTING

2.4.1 The District shall make appropriate provision in any agreement entered into with any contractor or subcontractor for the furnishing of work to the District, that such contractor or subcontractor shall conform with the current and prevailing Union schedule of wages and working conditions.

2.4.2 The District agrees that the present employees shall not be replaced by contractors.

2.5 SHOP STEWARDS

2.5.1 The Union shall, at all times, keep the District notified in writing of the names of the person designated by the Union to act as steward or alternate steward; each such steward to be an employee of the District covered by this Agreement.

2.5.2 Bargaining unit employees may request to have a shop steward present when meeting with a supervisor in the following types of situations:

1. When a supervisor meets with a bargaining unit employee to discuss the employee's poor performance or other failure to meet District job duty requirements even if no specific disciplinary action is taken. This may occur with an employee who has recently transferred to a new type of job assignment.
2. Discussion on grievance matters or differences of opinion on the Collective Bargaining Agreement application or intent.
3. Discussion of questions or requests by either the employee or the supervisor for modifications within the Collective Bargaining Agreement such as special shift hours, special lunch time or relief arrangements, etc.
4. If an employee reasonably believes that a meeting may result in discipline, the employee may request a shop steward.

2.6 BULLETIN BOARDS

2.6.1 The District shall supply bulletin boards for the use of the Union in posting officially signed Union bulletins.

2.8 MANAGEMENT RIGHTS

2.8.1 The District retains the sole right to manage its business and direct its work force covered by the Agreement. This includes, but is not limited to, the right to hire, to classify, to transfer, to promote to supervisory and other positions, to demote for non-disciplinary reasons, to discipline or discharge for cause, to determine an employee's ability or qualifications to perform the work required, to use improved methods or equipment, to subcontract any operations or work, to discontinue operations in whole or in part, to permanently or temporarily increase or decrease the working force, to plan, direct, control, curtail, discontinue, merge or increase operations, to grant voluntary benefits, to maintain order and efficiency, including, but not limited to, the right to establish, modify and enforce work rules in order to comply with federal or state regulations or to promote safety among the employees and for the public, and to provide service to the customers and to regulate conduct among the employees. These rights are subject only to the written terms of this Agreement and any and all established or implied rights of the District, the Union or the employees. The District recognizes its obligation to provide notice and opportunity to bargain with the Union over all mandatory subjects of bargaining before altering current conditions.

ARTICLE III

CLASSIFICATIONS DEFINITIONS AND SCHEDULES

3.1 The Wage and Salary Schedule for employees covered by this Agreement is and shall be as set forth in Article IX. The wages and salaries set forth in Article IX are minimum rates, and nothing contained herein shall prohibit the District from paying higher rates, but no adjustment in individual cases shall be made without first notifying the Union.

3.2 An employee's "primary rate of pay" shall mean the individual employee's pay rate established by the employee's bid classification. If the bid classification contains progression steps or pay levels attainable without a bid requirement, the primary rate of pay shall be the rate at the progression step or level attained by the individual employee within their classification at any given time.

- 3.3 "Normal hourly compensation" shall be determined in the following manner:
1. The hourly rate of pay established for the position for which the employee occupies as determined by the collective bargaining agreement pay schedule, or if greater,
 2. The rate of pay as provided for by the collective bargaining agreement when both parties have committed to the work hours and type of work (i.e. journeyworker-in-charge) prior to the employee calling in sick.

ARTICLE IV

GRIEVANCES AND ARBITRATION

4.1 CONTINUOUS OPERATION

4.1.1 The District is engaged in public service, requiring continuous operation and it is agreed that recognition of such obligation of continuous service during the term of this agreement is imposed upon both the District and its employees, members of said Local No. 77.

4.2 GRIEVANCES

4.2.1 The District will meet with the Business Manager of the Union or any person or persons duly authorized in writing by the Business Manager of the Union in reference to any grievance brought by any member hereunder.

4.2.2 The parties who are signatory to this Agreement recognize that the terms of the Agreement may be subject to different interpretation, and should have recourse to an orderly means for the resolution of such differences. The following procedure is written as for a grievance of the Union against the District. However, the procedure for a grievance of the District against the Union shall be the same.

4.2.3 Any dispute between the District and the Union or between the District and any employee covered by this Agreement concerning the interpretation, application, claim of breach or violation of the express terms of this Agreement shall be deemed a grievance.

Step 1 The grievance shall first be taken up by the employee with the Shop Steward, and if the employee and Shop Steward determine that a grievance exists it

shall be taken up by the employee, Shop Steward and/or the Business Representative with the **respective department manager** within fifteen (15) working days of the knowledge of an alleged contract violation. The Supervisor should consult and/or arrange a meeting time with his superior, if necessary, to resolve the contract grievance. The parties agree to make every effort to settle the contract grievance at this stage promptly but no later than 5 business days.

Step 2 If the contract grievance is not resolved as provided in Step 1 above, the Business Representative shall then forward the written contract grievance defining the Section or Sections violated to the **General Manager** or **their his** designee within ten (10) working days after the Step 1 answer.

The **General Manager** or **his** designee shall convene a meeting within ten (10) working days after receipt of the contract grievance between the aggrieved employee, Shop Steward and/or Business Representative together with the District's Manager or his designee in an effort to resolve the grievance. Within ten (10) working days after the meeting, the **General Manager** or **his** designee shall forward **his-their** reply to the Union.

Step 3 If the contract grievance is not settled in Step 2, it may be referred to arbitration by either party and the arbitration shall be conducted under voluntary labor arbitration regulations. Such reference to arbitration shall be made in writing within thirty (30) calendar days after the Union's receipt of the District's response as provided in Step 2, and will be accompanied by the following information:

- a. Question or questions at issue
- b. Remedy sought

The parties agree to abide by the award made in connection with any arbitral difference. There will be no suspension of work, slow down or curtailment of services while any difference is in process of adjustment or arbitration.

In connection with any arbitration proceeding held pursuant to this Agreement, it is understood as follows:

1. The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement, and his power shall

be limited to interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration.

2. The decision of the arbitrator shall be final, conclusive and binding upon the District, the Union, and the employees involved.
3. The cost of the arbitrator shall be borne equally by the District and the Union, and each party shall be responsible for paying its attorney fees, witness fees and the costs associated with presenting its own case.
4. The Arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) days after the case is submitted to the arbitrator.

4.2.4 A contract grievance in the interest of a majority of the employees in the bargaining unit shall be reduced to writing by the Union and may be introduced at Step 2 of the contract grievance procedure and be processed within the time limits set forth herein.

4.2.5 As means of facilitating the settlement of a contract grievance, either party may include an additional member at its expense on its committee. If at any step in the contract grievance procedure, Management's answer in writing is unsatisfactory, the Union's reason for nonacceptance must be presented in writing.

4.2.6 Any time limits stipulated in the grievance procedure may be extended for stated periods of time by the appropriate parties by mutual agreement in writing.

4.3 LABOR - MANAGEMENT COMMITTEE

4.3.1 The District and the Union shall establish a Labor-Management Committee composed of the District Manager or ~~his~~ **their** designee and one additional Management representative; the Business Representative or ~~his~~ **their** designee and one additional Union member. This committee shall meet as frequently as may be determined by the parties and shall only meet after an agenda has been prepared at least one (1) week in advance of any meeting date agreed upon; or the Committee may meet on call if an emergency problem arises which can be rightfully discussed by the Committee. This committee shall meet during regular working hours or during non-working hours by mutual agreement of the parties. Employees serving on the Committee as Union members will be considered as being on Union business when such Committee meets during regular work hours, and the District will pay the employee's regular salary and shall be reimbursed by the Union. The Committee referred to in this section shall function in a consultative capacity and shall not be considered as a decision-making body. Accordingly, the Labor-Management Committee shall not discuss grievances properly the subject of the procedure previously outlined in Article IV of this Agreement.

ARTICLE V

EMPLOYMENT BENEFITS

5.1 SOCIAL SECURITY

5.1.1 The District shall make available to all employees Federal Social Security coverage. Each employee's required share of this Social Security coverage shall be deducted from each employee's salary on each pay period in such amounts as are required by the Federal Social Security Program.

5.2 PERSONAL LEAVE PROGRAM

5.2.1 A Personal Leave Program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, bereavement, personal business or any other approved absence from work on a paid leave status, except to the extent Worker¹'s Compensation, Occupational Disability Allowance, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Regular, part-time employees shall accrue personal leave at the rate of one-half of the full-time employee.

5.2.2 Except while receiving occupational disability allowance, while on Short Term Disability, or in a leave without pay status, each eligible employee shall accrue

Personal Leave as follows:

Years of Service	Accr.	Years of Service	Accr.	Years of Service	Accr.
	Rate*		Rate*		Rate*
During the 1st yr.	20	During the 8th yr.	27	During the 15th yr.	32
During the 2nd yr.	20	During the 9th yr.	27	During the 16th yr.	32
During the 3rd yr.	20	During the 10th yr.	27	During the 17th yr.	33
During the 4th yr.	21	During the 11th yr.	28	During the 18th yr.	34
During the 5th yr.	22	During the 12th yr.	29	During the 19th yr.	35
During the 6th yr.	25	During the 13th yr.	30	During the 20th yr.	35
During the 7th yr.	26	During the 14th yr.	31	Thereafter	35

* "Day" for the purposes of this section means eight (8) hours

~~5.2.3.1 Use of Personal Leave other than leave needed as a result of the injury or illness of the employee, shall be conditioned upon completion of eighty-nine (89) calendar days of employment 90 days of employment. Use of Personal leave is permitted between the ninetieth (90th) first day of employment and six months of employment if the need for leave qualifies under the Washington paid sick leave law out outlined in 5.2.3.1.~~ A Paid Time Off (PTO) program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, personal business or any other approved absence from work on a paid leave status including compliance with the Washington state paid sick leave law, except to the extent Worker's Compensation, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Use of Personal Leave for purposes other than use in accordance with the Washington paid sick leave law, shall be conditioned upon operational needs of the District and approval of the **employee's manager**. Approval of the unplanned use of Personal Leave shall be sought as early as practicable. Unless prohibited by law, all other use of Personal Leave shall be scheduled such that advance approval is sought at least as early as the length of the requested leave (e.g., one week's leave would require at least two weeks' notice). The District shall respond to the request within five (5) working days. It is the intention that leave be granted upon shorter notice for emergencies, death, illness or serious accident in the immediate family. **The District may choose to limit the number of employees from any one crew or classification when approving requested (non-medical/FML/emergent) personal time off(inclusive of comp time).**

5.2.3.1 Use of PTO in accordance with the Washington paid sick leave law includes:

- a) an absence resulting from the employee's own mental or physical illness, injury or health condition;
- b) to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition,
- c) an employee's need for preventative medical care;
- d) the employee to provide care for a family member with a mental or physical illness, injury or health condition;
- e) the employee to provide care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition;
- f) the employee to care for a family member who needs preventative medical care;
- g) closure of the District or your child's school or place of care by order of a public official for any health-related reason; or
- h) absences that qualify for leave under the state's Domestic Violence Leave Act.

5.2.3.2 "Family member" for this section is defined as

- a) a child including biological, adopted, foster, step or for whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status,
- b) a parent including biological, adopted, de facto, foster, step or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child,
- c) a spouse or registered domestic partner,
- d) a grandparent,
- e) a grandchild, or
- f) a sibling.

5.2.3.3 If an employee is seeking to use or has used PTO for authorized purposes in accordance with the Washington paid sick leave law for more than three (3) consecutive working days, the employee the employee may be required to provide verification that establishes or confirms that the use of PTO is for an authorized purpose under the law, as described above. Such verification must be provided within ten (10) calendar days or as early as practicable. The District may require additional verification if the absence persists beyond the time frame outlined in the initial confirmation. If an employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may be permitted to provide an oral or written explanation to Human Resources. Within ten (10) calendar days, of the employee providing an explanation about the existence of an unreasonable burden or expense, the District will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirements.

5.2.4 Personal leave accrual for each regular employee shall commence from the first date of his or her last employment. After the first year of employment, each employee must use a minimum of ten (10) days personal leave or **compensatory time** per year. Failure to use such ten (10) days personal leave shall result in forfeiture of any unused portion each year unless such failure is the result of occupational disability or extended illness.

5.2.5 Unless otherwise required by law, the maximum accumulation (carry over) of personal leave for any regular employee by the end of each posting on or near January 1st of each

year shall be sixty-three (63) days (504 hours) and any personal leave in excess of the sixty-three (63) days (504 hours) shall be forfeited.

5.2.6 In case of the death of any employee, all accumulated earned personal leave will be paid to the employee's designated beneficiary.

5.2.7 In recognition of the fact of extended illness or injury, there is established a Short Term Disability (STD) benefit as set forth below:

- 5.2.7.1 Employees who are unable to work for forty (40) consecutive regularly scheduled hours because of their illness or injury, as certified by licensed, competent medical authority are eligible for Short Term Disability leave. Employees who are eligible for and use Short Term Disability leave shall receive seventy percent (70%) of their regular straight time base pay from the forty-first (41st) regularly scheduled hour of their inability to work until they either recover and return to work or complete the one hundred eighty (180) day waiting period required for the District's long term disability insurance eligibility, whichever is earlier. Accrued personal leave and comp time may be used to make up the difference between the STD benefit payment and 100% of gross, straight-time pay. Short Term Disability leave is limited to a total of one hundred eighty (180) days for each particular illness or injury certified by a licensed, competent medical authority, whether the leave is taken intermittently or at one time.
- 5.2.7.2 Return to work from coverage by the Short Term Disability benefit is conditioned upon certification by licensed, competent medical authority that the employee is able to fully perform the duties of the job and is otherwise fit to return to work.
- 5.2.7.3 An employee who returns to work from Short Term Disability leave pursuant to Section 5.2.7.2 and works less than thirty (30) calendar days because of a relapse as certified by a Licensed, competent medical authority, may return to coverage by the Short Term Disability benefit immediately upon such relapse. An employee who suffers a relapse more than thirty (30) calendar days after returning to work, must meet the forty (40) consecutive hour waiting period referenced in Section 5.2.7.1 before accessing Short Term Disability benefits.
- 5.2.7.4 Any employee who returns to work, full time with no restrictions, from coverage under the Short Term Disability benefit pursuant to Section 5.2.7.2 and is required to attend recovery or follow-up doctor appointments related to the same illness or injury within ninety (90) calendar days of the first day of return may include these appointments under coverage by the Short Term Disability benefit as described in 5.2.7.1 without having to revisit the forty (40) hour waiting period.
- 5.2.7.5 An employee that has returned to work without restrictions and is unable to work for forty (40) consecutive regularly scheduled hours because of a separate, unrelated illness or injury certified by a licensed competent medical authority, shall be eligible for a new one hundred eighty (180) day period of Short-Term Disability leave.

- 5.2.7.6 Personal leave will be accrued at a rate of 70% of the normal rate as shown under Section 5.2.2 while covered by the Short Term Disability benefit, provided that when an employee uses the personal leave option to make up all, or a portion of, the difference between the Short Term Disability benefit payment and 100% of gross straight-time pay, personal leave will then be accrued at the total rate between 70% and 100%. All other benefits will continue to accrue at the normal rates.
- 5.2.8 Unless prohibited by law, any request for personal leave of over thirty (30) days may be rejected by the District if at least six months' notice is not given, and then only dependent upon the District's work schedule.
- 5.2.9 Unless otherwise required by law, the District shall not be required to permit more than one employee from any work classification to be on personal leave at the same time.
- 5.2.10 Any employee who has accumulated personal leave time as herein provided and who terminates ~~his~~ **their** employment with the District after giving the District two weeks advance notice of his intention to quit, shall receive ~~his~~ **their** ~~his~~ **their** accrued personal leave pay; provided it is in conformance with the provisions of Section 5.2.5 above.
- 5.2.11 Any employee who enlists or is inducted into the armed services of our country shall be paid for the personal leave time he has accrued to-date to the date he leaves the employ of the District; provided it is in conformance with the provision of Section 5.2.5 above.
- 5.2.12 In the event any crew is reduced in number because some of its members are taking personal leave, the remaining members shall not be required to take their personal leave at the same time.
- 5.2.13 Any employee called to work during the period when such employee is on scheduled personal leave shall be paid the regular overtime rate for all time worked and may either choose to receive personal leave pay or restore said leave to their accrual.
- 5.2.14 Regular, full-time employees of the District shall be allowed to convert a portion of their personal leave to cash at the end of December of each calendar year, provided the following guidelines are met:
- 5.2.14.1 An employee must use a minimum of fifteen (15) days scheduled personal leave annually prior to any conversion.

5.2.14.2 After use or conversion, a minimum of sixty-three (63) days (504 hours) of accrued personal leave must remain in the employee's accrual account at the end of December of each calendar year.

5.2.15 Any personal leave accrual remaining at the time an employee begins to receive the LTD shall be paid in full less statutory deductions.

5.2.16 Once all STD and personal leave coverage has been exhausted and, according to the prognosis received from a certified medical doctor, an employee will be able to return to their previous position with the District at full capability, the employee may request leave of absence status according to Section 5.6.

5.3 HOLIDAYS -

5.3.1 All employees covered by this Agreement shall be entitled to the following holidays with pay provided that the employees report for work or have a bona fide reason for their absence on the regularly scheduled work day both immediately preceding and immediately following the holiday:

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, **Juneteenth**, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, ~~Day after Thanksgiving~~ **Native American Heritage Day**, Christmas Day

When a holiday falls on a Saturday, the preceding day shall be the holiday. When a holiday falls on a Sunday, the following work day shall be the holiday. When an employee is on authorized leave without pay because of illness for one week or less, **they** shall receive pay for holidays falling within that seven (7) day period.

5.3.2 Each employee is entitled to two floating holidays to be taken during the calendar year. New employees, however, must complete six (6) months of service before they are entitled to the second floating holiday, which must also be taken during the calendar year in which the floating holiday is earned.

5.3.3 ~~Effective May 1, 2022~~, Each employee is entitled to one additional floating holiday after five (5) years of service to be taken during the calendar year.

5.3.4 ~~Effective May 1, 2022~~, Each employee is entitled to one additional floating holiday after ten (10) years of service to be taken during the calendar year.

5.3.5 Employees who fail to use their Floating Holidays during the year it is applicable shall forfeit their Floating Holidays.

5.3.6 All employees of the District when called to work on holidays mentioned in Section 5.3.1 shall be paid at the regular overtime rate for all time worked in addition to their regular allowance made for the holiday.

5.4 OCCUPATIONAL DISABILITY ALLOWANCE

5.4.1 In case of any disability which is covered by the State Industrial and Workman's Compensation is being paid, the District will pay to such disabled regular employee an occupational disability allowance equal to the difference between 80% of ~~his~~ **their** regular straight time wages and the amount of State Compensation with the exception that the first three working days shall be charged to personal leave less any State Compensation

which may apply. The District will pay 80% of regular straight time less State Compensation for an additional working period of 257 working days to make a total of 260 working days. Any additional payment will be pro-rated and will be charged to personal leave up to the limit of the employee's accumulation.

If the recovery period for the disability extends beyond fourteen days, the affected employee is reimbursed through the State Compensation for the three working days that have been charged to personal leave, and the State Compensation for the time loss is signed over to the District, then up to eighty percent (80%) of the three working days, depending on the individual employee circumstances, will be credited back to the employee's personal leave bank.

5.4.2 Personal leave will be accrued at a rate of 60% of the normal rate as shown under Section 5.2.2 while covered under an occupational disability allowance and all other benefits will continue to accrue.

5.5 LEAVE OF ABSENCE

5.5.1 When an employee is granted leave of absence and returns to ~~his~~ **their** previous job, only the employees advanced to fill the temporary vacancies created by the leave of absence shall be affected, and in each case shall return to the jobs they left. This provision takes precedence over any other conflicting clause in this agreement.

5.5.2 If any employee requests time off in addition to ~~his~~ **their** regular time off, such request may be granted without pay, provided; that all applicable accrued personal leave has been used and it does not inconvenience the operation of the District or increase operating expense. Employees on leave without pay in excess of ten (10) working days in any calendar month shall not accrue personal leave benefits. Personal leave benefits during the first ten (10) working days on leave without pay shall be accrued at a rate of sixty percent (60%) of that allowed under Section 5.2.2 above.

5.5.3 An employee appointed or elected to office in Local No. 77 which requires a part or all of ~~his~~ **their** time shall not lose ~~his~~ **their** established seniority with the District and shall be granted leave of absence upon application.

~~5.5.4 Employees will be covered under the Washington State Paid Family and Medical Leave program (PFML) in accordance with RCW 50A. Jefferson County PUD will pay 50% of the premium due under PFML. Employees will pay the remaining 50% of the premium through payroll deductions.~~

5.6 JURY DUTY

5.6.1 An employee on jury duty, or when subpoenaed as a witness shall receive compensation in the amount of ~~his~~ **their** regular wage; provided, **they** assign ~~his~~ **their** jury or witness fee to the District. The employee shall return to work if jury duty is less than one half day in length.

5.7 RETIREMENT

5.7.1 The District will offer the Public Employee Retirement System pension for employees.

5.7.2 Employees retiring under the Public Employees Retirement System will give the District Thirty (30) days prior written notice. This notice may be revoked at the employee's discretion without affecting the employee's District employment.

5.8 INSURANCE AND MEDICAL PLAN

5.8.1 A self-insurance plan will be provided through the Public Utility Risk Management Services (PURMS) at 95% cost to the District and 5% cost to be paid by the employee, of the insured cost of a composite rate. The composite rate will be the cost of the medical, including prescription and vision, dental coverage, and operating fees under the self insurance plan for the previous year from January 1 through December

31, plus other PURMS members premiums paid by the District, less District costs shared by the other PURMS members, minus any contributions from active employees, retirees, and surviving eligible dependents of deceased employees or retirees, divided by the number of full time employees, retirees, and surviving eligible dependents of deceased employees or retirees. Insured costs include only those for medical, prescription, vision, and dental coverage, the District will continue to fund at 100% the Long Term Disability, Basic Life Insurance, and AD&D Insurance coverages listed as 4, 5 and 6 below. Any employee premium share shall be paid by payroll deduction. The self-insurance program contains the following coverage:

1. The elements of the self-insurance plan through PURMS in effect on 4/01/06. Said plan shall remain the same for the term of this Agreement unless changes are recommended by the Health & Welfare Committee and mutually agreed to by the parties.
2. Medical coverage including vision.
3. Dental coverage.

4. Long Term Disability - 180 calendar day waiting period
5. Basic Life Insurance - ~~\$10,000~~ \$50,000 each employee
6. AD&D Insurance - ~~\$5,000~~ \$50,000.00

Additional life insurance will be made available for employees at their own expense.

The Joint Health and Welfare Committee as identified in 5.9.2, or their appointed designees, will be provided all data regarding the self-insurance plan for periodic review. The Committee will meet three or four times a year to evaluate the insurance program.

The rates paid by those people eligible for COBRA will be computed by the PURMS administrator at the time of separation from the District. The District also offers two separate term life insurance plans to all employees at 50% District cost and 50% employee cost. The plans offered are:

1. Term Life - \$24,250.00 plus AD&D Insurance - \$24,250.00
2. Term Life - \$5,000.00

In addition, the District through payroll deductions makes available at 100% employee cost membership in other approved insurance plans. Employees interested in these plans need to check with the accounting department.

5.8.2 Joint Health and Welfare Committee - the designated members to the Labor-Management Committee shall be authorized to discuss health, welfare and insurance programs and shall be furnished all necessary facts and costs covering each plan. The Committee shall meet at least once per contract year to review programs for value to the District and employees.

5.9 VEBA or HRA will be offered to employees effective January 1, 2014. Contributions by the PUD for any approved program will be \$75 per employee per month beginning on May 1, 2024.

5.10 The District will provide a 457 deferred compensation program through DRS (State Department of Retirement System). The employee may contribute up to a maximum of 9% of ~~his/her~~ their gross wages (straight time, overtime, and call time, but not meal allowance), and the district will match at the rate of \$.50 for each dollar the employee contributes up to a maximum of 4.5%. Any amount contributed by the employee beyond the maximum of 9% will not be matched at the above \$.50 rate.

The total amount contributed for an employee under the 457 deferred compensation program per calendar year will be limited by the IRS and DRS regulations.

ARTICLE VI

GENERAL WORK PROVISIONS

6.1 SENIORITY

6.1.1 The following seniority rules shall apply to all District employees covered by this Agreement.

6.1.2 SENIORITY DEFINITIONS:

- a) District Seniority--The period of continuous employment with the District since the last date hired.
- b) Department Seniority—The actual continuous time spent in each department. Departments are:

Line Department

Substation Department

Meter Department

Customer Service Department

Warehouse Department

Fleet Department

Broadband Department

Engineering Department

- c) Classification Seniority--The length of continuous service spent in a given job classification. Job classifications are listed in Article IX. When an apprentice becomes a journeyworker, ~~his/her~~ their seniority date as a journeyworker shall be counted from the time ~~his/her~~ they started ~~his/her~~ their third year of apprenticeship, except when otherwise expressly provided within specific apprenticeship program.

- 6.1.3 It is understood and agreed that in all cases of promotion or transfer, classification, then, District seniority shall prevail; provided, however, that the employee has sufficient ability, proven leadership abilities, skill, adaptability and physical fitness for the position that are based on documented performance appraisals. It is further understood that selection of the Crew Chief position will be by seniority if the senior bidder's performance appraisals provide supporting documentation of leadership abilities, skill, adaptability and physical fitness for the Crew Chief position.
- 6.1.4 A seniority list shall be made up and posted when this Agreement takes effect on the basis of length of service only, and this list shall remain in effect until and when deviations there from are agreed upon.
- 6.1.5 For new hires, the first nine [9] months employment shall constitute a probationary period, during which time seniority need not apply. After the first nine [9] months of employment, all names must appear on a seniority list as of the first date of employment.
- 6.1.6 In cases where two or more employees start to work on the same day, the date of application for employment shall establish priority of position on the seniority list.
- 6.1.7 If any employee is on an involuntary lay-off of two years or less (except for just cause), ~~they~~ shall retain ~~his~~ their established seniority. If an employee is on a leave of absence, by special request, of six months or less, ~~his~~ their seniority shall remain unbroken. Employees who are granted leave from the District for Military Service

shall retain their seniority for the entire period of their military service and for a period of sixty (60) days thereafter.

6.1.8 In case of promotions and/or transfers it is understood and agreed that an employee shall have the right to return to ~~his~~ **their** previous job within 60 calendar days. for the following reasons:

- a) An evaluating committee composed of Union/Management has determined the employee does not have the skills nor the ability to perform the duties as outlined in the job description.
- b) Employee, for personal reasons, wishes to return to ~~his~~ **their** previous position.

6.1.9 As soon as practicable after the execution of this Agreement, but not later than three (3) months thereafter, and each year thereafter, the District shall furnish the Union with a list showing the seniority of each employee covered by this portion of this Article.

6.2 REDUCTION IN FORCE

6.2.1 In the event of reduction of forces made in the District, employees having District seniority will be entitled to a transfer on the following basis:

6.2.1.1 Employees who have been transferred or advanced and who have at the time had six (6) months or more District seniority shall be entitled to be transferred back to their original positions, provided they have District seniority over the employees then occupying such position. If such employee does not have District seniority over the employee then occupying the original position, that employee may exercise their seniority in any job of a lower rating, provided that employee is qualified to hold such other position and provided said employee has seniority in their Group.

6.2.1.2 Any regular employee having been continuously employed for six (6) months or more who has been laid off (except for just cause) as a result of a reduction in force by the District, shall be considered as being on an involuntary furlough without pay. The last employee placed on an involuntary furlough shall be, if available, the first to be reemployed by the District whenever the District shall rehire in the classification for which such employee is eligible. No new employees shall be hired

by the District until all available employees eligible for the position have been offered reemployment provided, the involuntary lay-off period does not exceed one year and that the employee keeps the District continually advised of ~~his~~ ~~their~~ whereabouts and ~~his~~ ~~their~~ employment during such one year period.

6.3 BID PROCEDURE

- 6.3.1 Any job to last over thirty (30) days shall be open for bid and pursuant to Section 6.1.3 the senior qualified employee bidding shall be given the job. The time of probable duration of a job shall be stated on the notice of bid. If a job lasts over a six month period and there is a reasonable probability that it is to be permanent, the job shall then be opened for permanent bid. The District agrees to abide by the terms spelled out in this section.
- 6.3.2 Line crew Foremen shall have five (5) years of experience as a Journeyworker Lineworker, unless exceptions to this rule are made by mutual agreement between the Union and the District.
- 6.3.3 A copy of the specifications of a job opened for bid shall be furnished the Union through the Shop Steward and before the job is permanently assigned, a list of the employees bidding on the job shall be furnished the Union through the Shop Steward.
- 6.3.4 Pursuant to Section 6.1.3, seniority for competent employees shall only be exercised when vacancies occur. The vacancies shall be posted for bid for a period of not less than fifteen (15) days in all stations in the groups involved and a copy of the notice furnished the Union. For the convenience of the District, temporary assignments may be made for a period of thirty (30) days until the bids are received and proper assignments made. Bids must be made before the closing date specified in the notice. An employee shall not be required to exercise ~~his~~ ~~their~~ seniority and shall not sacrifice any future rights to bid on vacancies through failure to do so.
- 6.3.5 Errors in past application of seniority shall be corrected by permanent vacancies developing in the future only.
- 6.3.6 The application of any part-time or extra employees who have performed satisfactory work for the District within the past twelve (12) months shall be given preference of employment in the filling of vacancies that occur for regular employment in the classification for which he or she is qualified over any person who has not worked

for the District before, provided such employees have been employed for a period of not less than six (6) months.

- 6.3.7 Qualifications being satisfactory, the employees selected for personal leave or temporary relief shall be chosen according to District seniority within the affected department. At the termination of the relief period an employee shall have the right to return to the job **they** left in going on relief. In no case shall the District bring in new permanent employees except in the lowest bracket of the classification without the approval of the Union.
- 6.3.8 Notwithstanding anything contained in Article VI, in making appointments to bid vacancies, the District may require the applicant to take a written, oral, and/or physical ability examination covering the duties and requirements of said vacancy, as well as a medical examination to determine qualifications before making final appointment.

Where the qualifications of more than one eligible individual are satisfactory, seniority shall govern.

6.4 PAY DAYS

- 6.4.1 The District will pay employees every two weeks. In the future Jefferson PUD with Mutual Union agreement might move to bi-monthly payroll instead of every two weeks.

ARTICLE VII

GENERAL WORKING RULES

7.1 WORK WEEK AND WORK SHIFTS

7.1.1 The five (5) days Monday through Friday, shall constitute a work week. The Line, Substation, Meter, **Fleet, Broadband** and Warehouse Departments, shall have normal working hours from 7:00 a.m. to 3:30 p.m. with core hours from 6:00 a.m. to 5:00 p.m. with a thirty (30) minute lunch period to be taken within one (1) hour of mid-shift. Exceptions to these hours may be established if they are mutually agreed upon by the District, Employee, and the Union.

701.2 Criteria used in evaluating a request for changing these working hours include, but are not limited to the following:

- a. The employee will be attending a District authorized training course which is offered only during the normal work day. District assistance for such a program will be covered according to the personnel policy;
- b. The absence of the employee during that portion of the normal work day will not affect operation of the respective department within the District;
- c. The District is required to provide each employee time for lunch and break periods which are to be used when scheduled. Therefore, the normally scheduled lunch and break periods are not to be worked in order to revise an employee's working hours;
- d. Any administrative clarification or issues in utilizing this program will be reviewed and resolved through the Joint Labor/Management process. If unresolved differences related to the program remain after a good faith effort by both parties has been made to resolve the same, either party reserves the right to terminate this agreement with 30 days written notice. In the event of such termination, it is agreed that neither party's rights shall have been prejudiced by having entered into this agreement, and that the parties will be regarded as having all the rights and obligations they had prior to entering into this agreement.
- e. Revised hours within the core hours of 6:00am and 5:00pm must be mutually agreed upon between the district and effected employees.
- f. Four consecutive ten (10) hour days, Monday through Friday, may be established by mutual agreement between the district and the affected employees. The Business Representative will be notified in writing regarding implementation. Either the District or the affected employee may elect to terminate the four-ten 's schedule with one week's notice. During any workweek in which a calendar holiday is recognized by the District, employees will be scheduled to achieve a four day weekend. For example, if the holiday is a Friday, employees scheduled to work on Friday will get Friday off and employees scheduled to be off on Friday will get Thursday off. ~~On holidays crew members must use two (2) hours PTO or Comp time to make up for the eight-hour holiday pay.~~ ~~When the employee is on a 4x10 schedule, the holiday compensation, including floating holidays, shall be 10 hours.~~ The District shall not incur any additional expense if a four-ten's (4-10's) work schedule is implemented.

7.1.3 Employees relieved from duty except for cause during the first half of the day or shift shall receive not less than one-half (1/2) day's pay; if relieved after having been on duty more than one-half (1/2) day they shall receive a full day's pay unless relieved at their own request.

7.1.4 The District agrees that during extreme weather conditions that employees will not be required to do hazardous work on high voltage wires except in cases of emergency. Providing, however, that in cases of emergency crews may be ordered to work regardless of weather conditions.

7.1.5 When conditions of the work require it, employees paid on an hourly rate may be employed for special shifts at straight time rates at eight hour periods other than specified. When necessary, if work to be done on any specified job shall require a longer period than ten (10) days, such work may be organized on a shift basis. In that case, the employees

will be paid at the regular straight time wage rate for any eight hour shift and working conditions governing regular working hours shall prevail for any eight hour shift. No work shall be performed under these conditions which can reasonably be done during "regular working hours".

7.1.6 In transferring employees from one shift to another no loss in regular pay shall result and a minimum of sixteen (16) hours off duty between shifts shall be allowed, except in emergencies or where otherwise agreed upon by the parties hereto.

7.2 OVERTIME--CALL TIME

7.2.1 Employees shall be allowed overtime at the rate of double time for all time worked other than the regular shift. Overtime shall begin when employees are called for work and end 1/2 hour after released from duty. Employees, with authorization from their supervisor, earn compensatory time at the double time rate for any overtime hours worked. The calendar year will be used for the tracking, accrual and use of compensatory time. Employees will be allowed to carry over a maximum of 20 hours on January 1st. All additional hours not used shall be cashed out at the end of the year. Compensatory time may be scheduled by mutual agreement of the employee and supervisor; however, employees may use compensatory time at any time to cover any unpaid hours of the rest period in 7.2.3. ~~Maximum annual accrual of compensatory time shall not exceed one hundred (100) hours in any calendar year.~~

Maximum annual accrual of compensatory time shall not exceed one hundred and thirty (130) hours in a calendar year, and individuals may not have more than 100 hours at any time.

7.2.1.1 Those employees that are required by the District to accept on call duty shall receive pay equivalent to ~~one (1)~~ two (2) hours of journeyworker Lineworker straight time rate, or regular rate if higher per day while on call and 3 hours for holidays specified in this CBA. The call period is for a designated week as detailed in a revolving roster which will be posted for the current year. All Journeyworker Lineworker classification and above will take on call, the roster is agreed to by those on the roster. By agreement of those involved changes can be made to the roster. Changes to the roster must be posted a week in advance. Emergency/Personal changes can be done same day if notice is given prior to the end of shift. An additional call out list will be kept based on the collaboration of supervisors and employees for the fair and equitable distribution of overtime hours.

7.2.2 Employees shall receive an amount not less than two (2) hours of overtime pay when called out from their homes on times other than regular working hours. If called out less than two (2) hours prior to the start of their regular shift, the minimum of two (2) hours of overtime shall not apply, but they will be paid overtime from the time of the call to the start of their regular shift. If an employee receives a minimal call that does not require them to leave their home, the employee shall receive thirty (30) minutes of journeyworker

straight time pay, unless such work time exceeds thirty (30) minutes.

7.2.2.1 The two (2) hour overtime minimum shall not be compounded when additional call-outs or assignments occur within the same two-hour time frame.

7.2.2.2 Employees shall be paid the regular overtime rates from the time they leave home until the time they return to their primary residence after release from duty, except no pay shall be allowed while eating or sleeping; provided, however, that if employees are notified before leaving their regular daily work to report for duty after regular working hours, they shall be paid only from the time they report to headquarters until the time of their return to headquarters.

7.2.3 Employees are entitled to eight (8) consecutive hours of rest time, up to 8 hours will be paid at ~~his/her~~ their regular rate. Provided:

- a. The employee is on overtime duty four (4) or more hours in the 10 hours immediately preceding the start of the regularly scheduled shift or
- b. The employee has worked four (4) or more hours that end less than 10 hours prior to the start of the next regularly scheduled shift.

An employee eligible for rest time will be allowed, upon request, up to eight (8) hours of rest, the additional hours required to fill the regularly scheduled shift may be drawn from the employee's PTO or comp time or a combination thereof.

7.2.4 Employees called for duty less than four (4) hours before the beginning of regular working hours, or their shift hours, shall be paid at the overtime rate, (except intermission for meals) from the time they are called until the beginning of their regular working hours or shift hours. Regular working hours or shift hours following shall be at straight time.

7.2.5 In order to provide the best possible service for our consumer/owners, each employee of the District whose classification is listed under Article IX must reside at their primary residence located within **sixty (60) minutes legal driving time, under normal conditions, of their regularly assigned headquarters and be located west of the Hood Canal Bridge.** This residency requirement to is be met within 6 months of hire date.

7.2.5.1 The Residency Requirement shall be met when the employee establishes and occupies a dwelling as their primary residence at which they eat their meals, receive their mail, sleep, maintain their voter registration, driver's license address, Federal tax address, and in all manner maintain as a normal residence.

7.2.5.2 Employees must also maintain a functioning telephone or cellular telephone at their place of residence.

7.2.6 Supervisors and affected employees will collaboratively develop and administer guidelines for fair and equitable distribution of call out or scheduled overtime.

7.3 MEAL PERIODS

7.3.1 **Beginning May 1, 2024 employees shall receive an additional \$5.00 meal adder for every hour of overtime worked in 30-minute payroll increments. ~~For calendar year 2025, employees shall receive an additional \$5.00 meal adder for every hour of~~**

~~overtime worked in 30 payroll increments.~~ The meal adder shall increase annually per the duration of this contract consistent with the May 1 increase as referenced in Article IX. When an employee cashes out their compensatory time, employees shall receive one half of the total accrued overtime rate including the meal adder (equal to straight time plus .5 of the meal adder) per hour.

7.3.2 When employees are required to work during regular noon meal period they shall receive an extra half hour's pay at the overtime rate.

7.4 TRAVEL TIME

7.4.1 Employees being dispatched to or from permanent headquarters to temporary headquarters will be paid regular wage rate for time consumed in traveling and traveling expenses; and reasonable board and lodging expenses paid by the District while working out of temporary headquarters.

7.4.2 Employees hired to work out of temporary headquarters will not be allowed board and lodging expenses.

7.4.3 Board and lodging shall be furnished for all employees sent on temporary out of town work. This rule does not apply to noon-day meals, when employees start from and return

to headquarters every day, nor does it apply to employees hired for any particular job which may be outside of the city.

7.5 HEADQUARTERS

7.5.1 The District, at its option, may establish Temporary Headquarters at any location where suitable board and lodging can be obtained or provided, but the determination as to whether such headquarters are temporary or permanent shall be made and the employee so notified in advance of transfer.

7.5.2 "Temporary Headquarters" is considered to mean any headquarters established by the District for the purposes of engaging in work as covered by this classification, where such work will continue for a period of less than eighteen (18) days. After the application of this rule, regular working rules shall apply.

7.5.3 "Established Headquarters" is considered to mean any headquarters established by the District with proper advance notice for the purpose of engaging in construction or maintenance work covered by this classification where such work will continue for a period of eighteen (18) days or longer. Established Headquarters shall be designated for each employee of the District.

7.6 HIGH TIME

7.6.1 All employees employed on work seventy-five (75) feet above the ground or higher shall be paid at the rate of double time while working at such height. This rule shall not apply when employees are working on the roofs of buildings where no exceptional hazard exists.

7.7 DUAL PAY RATES

7.7.1 In case of an employee being utilized at two classifications in the same half day the employee shall receive the highest rate of pay for actual time worked at the higher rate classification.

7.8 EQUIPMENT ALLOWANCE

7.8.1 The District shall provide for electrical workers the replacement of hooks, hook straps, safety straps, body belts, FR rain gear and replaceable gaffs upon receipt of the items

replaced. Employees may be required to return equipment to the District upon separation of employment.

7.8.2 The District shall provide an annual FR clothing allowance up to \$1,100. For those not issued FR clothing, the district shall provide a non-FR clothing allowance up to \$525 per year. Any unused allowance shall not carry over to the following year. Clothing will be available through a self-serve website. Clothing must be properly maintained by employees. New hires in classifications represented by this agreement shall receive 125% of annual amount for their first year. Additional amounts may be granted on a case-by-case basis.

7.8.4 District will provide a, boot, and tool allowance of four hundred dollars (\$400) for all employees in the Lineworker, Line Crew Chief, Line Apprentice, and Line Pre-Apprentice

classifications. Line employees in the Substation, Fleet, Broadband, Meter, and Warehouse Departments shall receive Three Hundred and Twenty-Five dollars (\$325). The Employee is eligible for this program after 9 months and yearly thereafter. The employee will submit receipts for reimbursement within one month of purchase.

7.9 APPRENTICES

7.9.1 There shall be one (1) or more Journeyworker Lineworker, to each respective Lineworker Apprentice. The second Lineworker Apprentice may be hired when three (3) journeyworker Lineworker are employed. The second Apprentice has a three (3) to one ratio.

There shall be one (1) or more Journeyworker Substation Tech to each respective Substation Apprentice. The second substation Apprentice may be hired when one (1) additional substation Journeyworker is employed. The second Apprentice has a one(1) to one (1) ratio.

There shall be one (1) or more **Meter Journeyworker** to each respective metering Apprentice. The second metering Apprentice may be hired when one (1) additional substation Journeyworker is employed. The second Apprentice has a one(1) to one (1) ratio.

7.10 TRANSFER

7.10.1 An employee placed on a temporary assignment to a higher classification shall receive the prevailing rate of pay for the higher classification during the entire period of the assignment, with the exception of employees in the "B" Group who shall be governed by rules under 8.2.4.

7.10.2 When an employee is transferred to any position in which he has had no previous experience, he shall be given a reasonable break-in period with an experienced employee in that position without an increase in pay.

7.10.3 With the approval of the District, and the Union, exchange of jobs may be made by mutual agreement of the persons involved.

7.10.4 Employees with two or more years of continuous service in one group requesting to be transferred to duties in the other group, and if returned to the original group within two years, will not lose their seniority rating in said group. If assigned to the other group longer

than two years, they may be returned to the original group with seniority based on that established at the end of the two-year period.

7.11 DECLARED OUTAGE EVENT/MUTUAL AID OUTAGE EVENT SUPPORT

7.11.1 At the discretion of the GM or designee, the PUD may declare an event. Such declaration allows the employer to stagger rest periods to maintain crew coverage. Such declaration shall result in all hours worked being compensated at the overtime rate during the declared event period. This language also applies to mutual aid until returning to headquarters or home whichever is applicable.

ARTICLE VI

SPECIAL WORKING RULES BY DEPARTMENTS

8.1 Line, Substation, Meter, and Warehouse Departments

8.1.2 All framing of poles on the job or in the pole yard shall be done by Line Crews. The erection of line poles, towers, stubbing of poles in the primary area shall be done by a Line Crew. This Line Crew shall include at least one journeyworker in addition to a Crew Chief. Tree trimming in the primary area will be done by journeyworker Lineworker or a line certified tree trimming contractor represented by the IBEW.

8.1.3 When three or more employees, two of whom are Journeyworkers, are working on one specified job, one employee shall be rated as a Crew Chief.

8.1.4 When two or more employees, one of whom is a Journeyworker, are working on a specific job, one employee shall be rated as Journeyworker In Charge.

8.1.5 At the discretion of District management, there may be a General Crew Chief classification. This position will be filled through a non-bid, competitive hiring process (written and/or oral examination covering duties and requirements of the position) of internal applicants who have at least 5 years of journeyworker Lineworker experience.

**ARTICLE IX
COMPENSATION**

Effective May 1 of contract years 2024, 2025 and 2026, base hourly wages will be increased by an amount equal to one hundred percent (100%) of the increase of the Seattle/Tacoma/Bellevue CPI-W (All Urban Wages) over the previous calendar year, released by the United States Department of Labor in January with a floor of two point five percent (2.5%) and a ceiling of eight percent (8%). Zero point six five percent (.65%) will be added to the determined CPI-W for 2024. One Half percent (.5%) will be added to the determined CPI-W for 2025 and 2026.

**ARTICLE IX
COMPENSATION**

		Dec. 14, 2023	May 1, 2024 CPI-W + .65%	May 1, 2025 CPI-W + .5%	May 1, 2026 CPI-W + .5%
	% of Journey Lineworker	19.47%			
Line Department					
General Crew Chief	118	\$75.58	\$80.23		
Line Crew Chief	112.5	\$72.06	\$76.49		
Journeyworker In Charge	106	\$67.89	\$72.07		
Journey Level Lineworker	100	\$64.05	\$67.99		
Service Technician	106	\$67.89	\$72.07		
Apprentice Lineworker					
1st 6 months	71.5	\$45.80	\$48.62		
2nd 6 months	74.5	\$47.72	\$50.65		
3rd 6 months	77.5	\$49.64	\$52.69		
4th 6 months	81	\$51.88	\$55.07		
5th 6 months	85	\$54.44	\$57.79		
6th 6 months	90	\$57.65	\$61.20		
7th 6 months	95	\$60.85	\$64.59		
Pre-Apprentice Lineworker					
1st 6 months	67.5	\$43.23	\$45.89		
2nd 6 months	70	\$44.84	\$47.60		
Line Helper					
1st 6 months	63	\$40.35	\$42.83		
2nd 6 months	67.5	\$43.23	\$45.89		

Substation/Meter Department	
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Substation/Meter Crew Chief	118	\$75.58	\$80.23
Journey Level In Charge Substation/Meter Technician	114	\$73.02	\$77.51
Journey Level Substation/Meter Technician	108	\$69.17	\$73.43
Substation/Meter Apprentice			
1st 6 months	74	\$47.40	\$50.32
2nd 6 months	78	\$49.96	\$53.03
3rd 6 months	82	\$52.52	\$55.75
4th 6 months	87	\$55.72	\$59.15
5th 6 months	92	\$58.93	\$62.55
6th 6 months	96	\$61.49	\$65.27

SCADA Technician	100	\$64.05	\$67.99
1st 6 months	74.5	\$47.72	\$50.65
2nd 6 months	77.5	\$49.64	\$52.69
3rd 6 months	81	\$51.88	\$55.07
4th 6 months	85	\$54.44	\$57.79
5th 6 months	90	\$57.65	\$61.20
6th 6 months	95	\$60.85	\$64.59

		2023 Rate	
Meter Reader			
1st 6 months		\$29.76	\$31.59
2nd 6 months		\$31.13	\$33.04
Meter Installer			
1st 6 months		\$39.39	\$41.81
2nd 6 months		\$42.59	\$45.21

Warehouse Department			
Head Storekeeper/Purchasing Agent		\$ 51.19	\$54.34
Storekeeper			
1st 6 months		\$ 38.00	\$40.34
2nd 6 months		\$ 40.50	\$42.99
3rd 6 months		\$ 43.00	\$45.64
4th 6 months		\$ 45.50	\$48.30

Fleet/Storekeeper - Fleet & Facilities Lead		\$ 51.19	\$54.34
Fleet & Facilities Assistant			
1st 6 months		\$ 38.00	\$40.34
2nd 6 months		\$ 40.50	\$42.99
3rd 6 months		\$ 43.00	\$45.64
4th 6 months		\$ 45.50	\$48.30

Broadband Department			
Network Technician I		\$33.00	\$35.03
Network Technician II		\$41.00	\$43.52
Network Technician Lead		\$46.13	\$48.97

COLLECTIVE BARGAINING AGREEMENT

By and between

Jefferson County PUD #1

and

LOCAL UNION NO. 77

International Brotherhood of
Electrical Workers afl-cio

May 1, 2024 through April 30, 2027

Between

PUBLIC UTILITY DISTRICT NO. 1 of JEFFERSON COUNTY

and

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL No. 77

THIS AGREEMENT is made and entered into by and between PUBLIC UTILITY DISTRICT NO. 1 of JEFFERSON COUNTY, WASHINGTON, herein called the "District" and Local Union No. 77 of the INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, hereinafter called the "Union".

ARTICLE I

GENERAL CONDITIONS AND TERM

1.1 PURPOSE

1.1.1 The District and the Union recognize that harmonious relations should be maintained between them and with the public. The District, the Union, and the public have a common and sympathetic interest in the progress of the electrical industry. All will benefit by continuous peace and by adjusting any differences which may arise by rational common sense methods.

1.2 CONTRACT RENEWAL

1.2.1 This Agreement shall be and hereby does become effective May 1, 2024, and shall remain in full force to and including April 30, 2027. If either party desires to change, modify or terminate the Agreement on the anniversary date of May 1, 2027, written notice must be given to the other party at least ninety (90) days in advance of May 1, 2027. If the Agreement is opened for negotiations by either party by notice, as specified in this paragraph, a complete proposal of all changes, modifications or amendments to the Agreement shall be submitted in writing and simultaneously exchanged at the first scheduled meeting of the parties, unless other arrangements are mutually agreed to. If negotiations are not concluded by the expiration date, the Agreement may be extended by mutual consent of the parties in writing.

1.3 CONTRACT CHANGE

1.3.1 The District and the Union signatory to this Agreement agree that the public interest requires the efficient and uninterrupted performance of all District services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement the District shall not lockout its employees and the Union and/or the employees covered by this Agreement shall not cause or engage in any work stoppage, or slow down.

The District signatory to this agreement agrees that no changes will be made in rates of pay, hours of work or conditions of employment without prior consultation with the Union.

1.3.2 Any changes or amendments to this Agreement shall be in writing and duly executed by the parties hereto.

1.3.3 At any time during the life of this contract, negotiations between the Union and the District on individual reclassification and/or wage adjustment may be opened. Such action to cover newly established jobs, change of duties on existing jobs, or other reasons.

1.3.4 All letters of agreement expire at the end of this contract.

1.4 SAVING CLAUSE

1.4.1 If, during the term of this Agreement, mandatory laws applicable to and in conflict with any of the provisions hereof shall become effective and thereafter govern the parties in respect to such conflicting provisions, then, and in that event, this Agreement shall be subject to revisions covering changes in the provisions which conflict.

1.5 SUCCESSORS AND ASSIGNS

1.5.1 The parties to this agreement intend that this agreement shall be binding on the district's successors, assigns, or entities arising from any reorganization or legislative restructuring.

1.6 SAFETY

1.6.1 The Union and the District have a mutual interest in providing a safe work environment. The parties are committed to giving safety the highest priority when planning and performing work.

1.6.2 The District shall provide Automatic External Defibrillators (AED's) for all crews that consist of two or more individuals working in the field and shall have AED's at all facilities normally occupied by members of this bargaining unit. The District shall provide regular training on the AED's in addition to CPR, First Aid and other (required) rescue procedures.

1.6.3 The District agrees to furnish Personal Protective Equipment (PPE) (including, safety glasses, face shields, gloves, respiratory, hearing, etc) and first aid sets for the protection of employees when working on any work where protective apparatus is needed or required.

1.7 RECOGNITION

1.7.1 The District agrees to recognize the Union as the sole and exclusive bargaining agency for all employees of the type and classifications covered by this Agreement.

1.8 TECHNOLOGY CHANGES AND TRAINING

1.8.1 The Union and the District have a mutual interest in using new technology and automation to better serve our customers. In the event the duties of a particular classification change due to new technologies or future automation, the individuals within that classification shall be provided with adequate training to prepare them to carry out those duties while making use of new technologies. As a result of training the employee must demonstrate the ability to qualify for the position.

ARTICLE II

SCOPE OF AGREEMENT

2.1 UNION MEMBERSHIP

- 2.1.1 Exclusive Representation.** The International Brotherhood of Electrical Workers, Local 77 (“Local 77”) is the exclusive bargaining representative for all employees performing work covered by this Agreement.
- 2.1.2 Membership Rights.** All bargaining unit employees can choose whether to become a Union member, an Agency Fee Payer (fair share payer), or a nonmember within thirty-one (31) days following entry into the bargaining unit or within thirty-one (31) days of employment, whichever is later.
- 2.1.3 Payment Authorization.** Employees who elect union membership will enter a separate dues checkoff agreement to be supplied by Local 77. Employees who elect to be an Agency Fee Payer will enter a separate waiver and consent to payment of such fair share fees.
- 2.1.4 Collective Support.** Employees understand that dues and/or fees paid to Local 77 are necessary for the maintenance of the bargaining unit, ensuring enforcement of this Agreement, and the financial stability of the union to improve wages and working conditions generally. Unit employees collectively agree that financial support to Local 77 is fair, necessary, and integral to the success of this Agreement.
- 2.1.5 Payroll Deduction, Reoccurring Dues, and Initiation Fees.** The Employer agrees to make monthly payroll deductions for: (1) initiation fees; (2) regular monthly union membership dues; (3) an assessment; (4) fair share dues from an Agency Fee Payer; and/or (5) any other authorized deduction to a fund established by the Union. The Employer will make these monthly payroll deductions upon receipt of written authorization from the employee on the form supplied by Local 77. The Employer will supply monthly deductions with itemization to include the employee name, social security number/employee identification number, and amount of deduction. This information will be forwarded to Local 77 along with payment each month. The initiation fee, membership dues, assessment, fair share fees, and/or any fund contributions shall be in an amount specified by Local 77.
- 2.1.6 Resignation.** Any employee desiring to resign union membership with Local 77, to cease serving as an Agency Fee Payer, or otherwise cease payment of monthly deductions must provide a signed, written, notice to Local 77. The Union will establish a prescribed method for receipt of a written resignation. The Employer will not cease authorized monthly deductions until informed by Local 77 that the employee has resigned.

2.1.7 Employment Information. The Employer agrees to supply Local 77 the names of all "new hires," persons entering the bargaining unit, and/or performing work covered by this Agreement at a regularly established time each month during the calendar year. This list will include the employee name, job classification, residence address, and phone number.

2.1.8 Access to New Members. The Employer will provide Local 77 access to all newly hired employees and/or persons entering the bargaining unit within thirty (30) to sixty (60) days of such hire or entry into the unit. The Employer will allow Local 77 up to one (1) hour to meet with such newly hired employees and/or workers entering the bargaining unit. The access can occur either during orientation or at a mutually agreed upon time between the Employer and Local 77. Local 77's right to meet with newly hired employees and/or persons entering the bargaining unit shall occur during the employee's normal working hours and at his or her usual worksite or a mutually agreed upon location.

2.1.9 Notification When Outside Parties Seek Information. The Employer agrees that it will notify Local 77 within fifteen (15) days if it receives a request for information or public records request from a third-party or entity soliciting the names, addresses, personal information, or membership status of unit members. The Employer agrees to provide Local 77 a copy of such written request and/or a brief summary of any oral request. The Employer agrees not to challenge Local 77's standing to assert privacy and/or other objections on unit members' behalf for such third-party requests for information or records.

2.1.10 Severability. If any provision of this article is deemed legally invalid or unenforceable by judicial decree or legislation, the remaining provisions will remain in full force and effect.

2.2 NON-DISCRIMINATION

2.2.1 It is mutually agreed that neither the District nor the Union will discriminate against any employee or applicant for employment in violation of any applicable State or Federal Law.

2.2.2 Any reference made in this agreement to the masculine or the feminine gender shall be considered to apply equally to either gender.

2.3 DISCIPLINE

2.3.1 The District retains the right to impose discipline up to and including discharge for poor performance or inappropriate conduct. The District may suspend, demote, transfer, terminate, or otherwise discipline employees in accordance with the District's policies and procedures as embodied in various District directives or upon violation of any Federal or State discrimination laws. Violation of work rules, some instances of unacceptable behavior or misconduct, not adhering to established safety practices, and poor performance are generally subject to progressive discipline.

Any employee, except for probationary, temporary or other casual employee, who has been disciplined shall be advised of the reason(s) in writing and shall be entitled to a hearing under Article IV of the Agreement if properly grieved as set forth therein.

Employees may not be disciplined without just cause as defined by the arbitral common law. In an arbitration involving discipline, the District has the burden of proving just cause.

2.4 CONTRACTING

2.4.1 The District shall make appropriate provision in any agreement entered into with any contractor or subcontractor for the furnishing of work to the District, that such contractor or subcontractor shall conform with the current and prevailing Union schedule of wages and working conditions.

2.4.2 The District agrees that the present employees shall not be replaced by contractors.

2.5 SHOP STEWARDS

2.5.1 The Union shall, at all times, keep the District notified in writing of the names of the person designated by the Union to act as steward or alternate steward; each such steward to be an employee of the District covered by this Agreement.

2.5.2 Bargaining unit employees may request to have a shop steward present when meeting with a supervisor in the following types of situations:

1. When a supervisor meets with a bargaining unit employee to discuss the employee's poor performance or other failure to meet District job duties

requirements even if no specific disciplinary action is taken. This may occur with an employee who has recently transferred to a new type of job assignment.

2. Discussion on grievance matters or differences of opinion on the Collective Bargaining Agreement application or intent.
3. Discussion of questions or requests by either the employee or the supervisor for modifications within the Collective Bargaining Agreement such as special shift hours, special lunch time or relief arrangements, etc.
4. If an employee reasonably believes that a meeting may result in discipline, the employee may request a shop steward.

2.6 BULLETIN BOARDS

2.6.1 The District shall supply bulletin boards for the use of the Union in posting officially signed Union bulletins.

2.8 MANAGEMENT RIGHTS

2.8.1 The District retains the sole right to manage its business and direct its work force covered by the Agreement. This includes, but is not limited to, the right to hire, to classify, to transfer, to promote to supervisory and other positions, to demote for non-disciplinary reasons, to discipline or discharge for cause, to determine an employee's ability or qualifications to perform the work required, to use improved methods or equipment, to subcontract any operations or work, to discontinue operations in whole or in part, to permanently or temporarily increase or decrease the working force, to plan, direct, control, curtail, discontinue, merge or increase operations, to grant voluntary benefits, to maintain order and efficiency, including, but not limited to, the right to establish, modify and enforce work rules in order to comply with federal or state regulations or to promote safety among the employees and for the public, and to provide service to the customers and to regulate conduct among the employees. These rights are subject only to the written terms of this Agreement and any and all established or implied rights of the District, the Union or the employees. The District recognizes its obligation to provide notice and opportunity to bargain with the Union over all mandatory subjects of bargaining before altering current conditions.

ARTICLE III

CLASSIFICATIONS DEFINITIONS AND SCHEDULES

- 3.1 The Wage and Salary Schedule for employees covered by this Agreement is and shall be as set forth in Article IX. The wages and salaries set forth in Article IX are minimum rates, and nothing contained herein shall prohibit the District from paying higher rates, but no adjustment in individual cases shall be made without first notifying the Union.
- 3.2 An employee's "primary rate of pay" shall mean the individual employee's pay rate established by the employee's bid classification. If the bid classification contains progression steps or pay levels attainable without a bid requirement, the primary rate of pay shall be the rate at the progression step or level attained by the individual employee within their classification at any given time.
- 3.3 "Normal hourly compensation" shall be determined in the following manner:
1. The hourly rate of pay established for the position for which the employee occupies as determined by the collective bargaining agreement pay schedule, or if greater,
 2. The rate of pay as provided for by the collective bargaining agreement when both parties have committed to the work hours and type of work (i.e. Journeyworker-in-charge) prior to the employee calling in sick.

ARTICLE IV

GRIEVANCES AND ARBITRATION

4.1 CONTINUOUS OPERATION

- 4.1.1 The District is engaged in public service, requiring continuous operation and it is agreed that recognition of such obligation of continuous service during the term of this agreement is imposed upon both the District and its employees, members of said Local No. 77.

4.2 GRIEVANCES

- 4.2.1 The District will meet with the Business Manager of the Union or any person or persons duly authorized in writing by the Business Manager of the Union in reference to any grievance brought by any member hereunder.
- 4.2.2 The parties who are signatory to this Agreement recognize that the terms of the Agreement may be subject to different interpretation, and should have recourse to an orderly means for the resolution of such differences. The following procedure is written as for a grievance of the Union against the District. However, the procedure for a grievance of the District against the Union shall be the same.
- 4.2.3 Any dispute between the District and the Union or between the District and any employee covered by this Agreement concerning the interpretation, application, claim of breach or violation of the express terms of this Agreement shall be deemed a grievance.

Step 1 The grievance shall first be taken up by the employee with the Shop Steward, and if the employee and Shop Steward determine that a grievance exists it shall be taken up by the employee, Shop Steward and/or the Business Representative with the respective department manager within fifteen (15) working days of the knowledge of an alleged contract violation. The Supervisor should consult and/or arrange a meeting time with his superior, if necessary, to resolve the contract grievance. The parties agree to make every effort to settle the contract grievance at this stage promptly but no later than 5 business days.

Step 2 If the contract grievance is not resolved as provided in Step 1 above, the Business Representative shall then forward the written contract grievance defining the Section or Sections violated to the General Manager or their designee within ten (10) working days after the Step 1 answer.

The General Manager or their designee shall convene a meeting within ten (10) working days after receipt of the contract grievance between the aggrieved employee, Shop Steward and/or Business Representative together with the District's Manager or their designee in an effort to resolve the grievance. Within ten (10) working days after the meeting, the General Manager or their designee shall forward their reply to the Union.

Step 3 If the contract grievance is not settled in Step 2, it may be referred to arbitration by either party and the arbitration shall be conducted under voluntary labor arbitration regulations. Such reference to arbitration shall be made in writing within thirty (30) calendar days after the Union's receipt of the District's response as provided in Step 2, and will be accompanied by the following information:

- a. Question or questions at issue
- b. Remedy sought

The parties agree to abide by the award made in connection with any arbitral difference. There will be no suspension of work, slow down or curtailment of services while any difference is in process of adjustment or arbitration.

In connection with any arbitration proceeding held pursuant to this Agreement, it is understood as follows:

1. The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement, and his power shall be limited to interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration.
2. The decision of the arbitrator shall be final, conclusive and binding upon the District, the Union, and the employees involved.
3. The cost of the arbitrator shall be borne equally by the District and the Union, and each party shall be responsible for paying its attorney fees, witness fees and the costs associated with presenting its own case.
4. The Arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) days after the case is submitted to the arbitrator.

4.2.4 A contract grievance in the interest of a majority of the employees in the bargaining unit shall be reduced to writing by the Union and may be introduced at Step 2 of the contract grievance procedure and be processed within the time limits set forth herein.

4.2.5 As means of facilitating the settlement of a contract grievance, either party may include an additional member at its expense on its committee. If at any step in the

contract grievance procedure, Management's answer in writing is unsatisfactory, the Union's reason for nonacceptance must be presented in writing.

4.2.6 Any time limits stipulated in the grievance procedure may be extended for stated periods of time by the appropriate parties by mutual agreement in writing.

4.3 LABOR - MANAGEMENT COMMITTEE

4.3.1 The District and the Union shall establish a Labor-Management Committee composed of the District Manager or their designee and one additional Management representative; the Business Representative or their designee and one additional Union member. This committee shall meet as frequently as may be determined by the parties and shall only meet after an agenda has been prepared at least one (1) week in advance of any meeting date agreed upon; or the Committee may meet on call if an emergency problem arises which can be rightfully discussed by the Committee. This committee shall meet during regular working hours or during non-working hours by mutual agreement of the parties. Employees serving on the Committee as Union members will be considered as being on Union business when such Committee meets during regular work hours, and the District will pay the employee's regular salary and shall be reimbursed by the Union. The Committee referred to in this section shall function in a consultative capacity and shall not be considered as a decision-making body. Accordingly, the Labor-Management Committee shall not discuss grievances properly the subject of the procedure previously outlined in Article IV of this Agreement.

ARTICLE V

EMPLOYMENT BENEFITS

5.1 SOCIAL SECURITY

5.1.1 The District shall make available to all employees Federal Social Security coverage. Each employee's required share of this Social Security coverage shall be deducted from each employee's salary on each pay period in such amounts as are required by the Federal Social Security Program.

5.2 PERSONAL LEAVE PROGRAM

5.2.1 A Personal Leave Program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, bereavement, personal business or any other approved absence from work on a paid leave status, except to the extent Worker's Compensation, Occupational Disability Allowance, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Regular, part-time employees shall accrue personal leave at the rate of one-half of the full-time employee.

5.2.2 Except while receiving occupational disability allowance, while on Short Term Disability, or in a leave without pay status, each eligible employee shall accrue Personal Leave as follows:

Years of Service	Accr.	Years of Service	Accr.	Years of Service	Accr.
	Rate*		Rate*		Rate*
During the 1st yr.	20	During the 8th yr.	27	During the 15th yr.	32
During the 2nd yr.	20	During the 9th yr.	27	During the 16th yr.	32
During the 3rd yr.	20	During the 10th yr.	27	During the 17th yr.	33
During the 4th yr.	21	During the 11th yr.	28	During the 18th yr.	34
During the 5th yr.	22	During the 12th yr.	29	During the 19th yr.	35
During the 6th yr.	25	During the 13th yr.	30	During the 20th yr.	35
During the 7th yr.	26	During the 14th yr.	31	Thereafter	35

* "Day" for the purposes of this section means eight (8) hours

5.2.3.1. A Paid Time Off (PTO) program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, personal business or any other approved absence from work on a paid leave status including compliance with the Washington state paid sick leave law, except to the extent Worker's Compensation, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Use of Personal Leave for purposes other than use in accordance with the Washington paid sick leave law, shall be conditioned upon operational needs of the District and approval of the employee's manager. Approval of the unplanned use of Personal Leave shall be sought as

early as practicable. Unless prohibited by law, all other use of Personal Leave shall be scheduled such that advance approval is sought at least as early as the length of the requested leave (e.g.), one week's leave would require at least two weeks' notice). The District shall respond to the request within five (5) working days. It is the intention that leave be granted upon shorter notice for emergencies, death, illness or serious accident in the immediate family. The District may choose to limit the number of employees from any one crew or classification when approving requested (non- medical/FMLA/emergencies) personal time off (inclusive of comp time).

5.2.3.1 Use of PTO in accordance with the Washington paid sick leave law includes:

- a) an absence resulting from the employee's own mental or physical illness, injury or health condition;
- b) to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition,
- c) an employee's need for preventative medical care;
- d) the employee to provide care for a family member with a mental or physical illness, injury or health condition;
- e) the employee to provide care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition;
- f) the employee to care for a family member who needs preventative medical care;
- g) closure of the District or your child's school or place of care by order of a public official for any health-related reason; or
- h) absences that qualify for leave under the state's Domestic Violence Leave Act.

5.2.3.2 "Family member" for this section is defined as

- a) a child including biological, adopted, foster, step or for whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status,
- b) a parent including biological, adopted, de facto, foster, step or legal guardian of an employee or the employee's spouse or registered

domestic partner, or a person who stood in loco parentis when the employee was a minor child,

- c) a spouse or registered domestic partner,
- d) a grandparent,
- e) a grandchild, or
- f) a sibling.

5.2.3.3 If an employee is seeking to use or has used PTO for authorized purposes in accordance with the Washington paid sick leave law for more than three (3) consecutive working days, the employee the employee may be required to provide verification that establishes or confirms that the use of PTO is for an authorized purpose under the law, as described above. Such verification must be provided within ten (10) calendar days or as early as practicable. The District may require additional verification if the absence persists beyond the time frame outlined in the initial confirmation. If an employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may be permitted to provide an oral or written explanation to Human Resources. Within ten (10) calendar days, of the employee providing an explanation about the existence of an unreasonable burden or expense, the District will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirements.

5.2.4 Personal leave accrual for each regular employee shall commence from the first date of their last employment. After the first year of employment, each employee must use a minimum of ten (10) days personal leave or compensatory time per year. Failure to use such ten (10) days personal leave shall result in forfeiture of any unused portion each year unless such failure is the result of occupational disability or extended illness.

5.2.5 Unless otherwise required by law, the maximum accumulation (carry over) of personal leave for any regular employee by the end of each posting on or near January 1st of each year shall be sixty-three (63) days (504 hours) and any personal leave in excess of the sixty-three (63) days (504 hours) shall be forfeited.

5.2.6 In case of the death of any employee, all accumulated earned personal leave will be paid to the employee's designated beneficiary.

5.2.7 In recognition of the fact of extended illness or injury, there is established a Short Term Disability (STD) benefit as set forth below:

5.2.7.1 Employees who are unable to work for forty (40) consecutive regularly scheduled hours because of their illness or injury, as certified by licensed, competent medical authority are eligible for Short Term Disability leave. Employees who are eligible for and use Short Term Disability leave shall receive seventy percent (70%) of their regular straight time base pay from the forty-first (41st) regularly scheduled hour of their inability to work until they either recover and return to work or complete the one hundred eighty (180) day waiting period required for the District's long term disability insurance eligibility, whichever is earlier. Accrued personal leave and comp time may be used to make up the difference between the STD benefit payment and 100% of gross, straight-time pay. Short Term Disability leave is limited to a total of one hundred eighty (180) days for each particular illness or injury certified by a licensed, competent medical authority, whether the leave is taken intermittently or at one time.

5.2.7.2 Return to work from coverage by the Short Term Disability benefit is conditioned upon certification by licensed, competent medical authority that the employee is able to fully perform the duties of the job and is otherwise fit to return to work.

5.2.7.3 An employee who returns to work from Short Term Disability leave pursuant to Section 5.2.7.2 and works less than thirty (30) calendar days because of a relapse as certified by a Licensed, competent medical authority, may return to coverage by the Short Term Disability benefit immediately upon such relapse. An employee who suffers a relapse more than thirty (30) calendar days after returning to work, must meet the forty (40) consecutive hour waiting period referenced in Section 5.2.7.1 before accessing Short Term Disability benefits.

5.2.7.4 Any employee who returns to work, full time with no restrictions, from coverage under the Short Term Disability benefit pursuant to Section 5.2.7.2 and is required to attend recovery or follow-up doctor appointments related to the same illness or injury within ninety (90) calendar days of the first day of return may include these appointments

under coverage by the Short Term Disability benefit as described in 5.2.7.1 without having to revisit the forty (40) hour waiting period.

5.2.7.5 An employee that has returned to work without restrictions and is unable to work for forty (40) consecutive regularly scheduled hours because of a separate, unrelated illness or injury certified by a licensed competent medical authority, shall be eligible for a new one hundred eighty (180) day period of Short-Term Disability leave.

5.2.7.6 Personal leave will be accrued at a rate of 70% of the normal rate as shown under Section 5.2.2 while covered by the Short Term Disability benefit, provided that when an employee uses the personal leave option to make up all, or a portion of, the difference between the Short Term Disability benefit payment and 100% of gross straight-time pay, personal leave will then be accrued at the total rate between 70% and 100%. All other benefits will continue to accrue at the normal rates.

5.2.8 Unless prohibited by law, any request for personal leave of over thirty (30) days may be rejected by the District if at least six months' notice is not given, and then only dependent upon the District's work schedule.

5.2.9 Unless otherwise required by law, the District shall not be required to permit more than one employee from any work classification to be on personal leave at the same time.

5.2.10 Any employee who has accumulated personal leave time as herein provided and who terminates their employment with the District after giving the District two weeks advance notice of their intention to quit, shall receive their accrued personal leave pay; provided it is in conformance with the provisions of Section 5.2.5 above.

5.2.11 Any employee who enlists or is inducted into the armed services of our country shall be paid for the personal leave time he has accrued to-date to the date he leaves the employ of the District; provided it is in conformance with the provision of Section 5.2.5 above.

5.2.12 In the event any crew is reduced in number because some of its members are taking personal leave, the remaining members shall not be required to take their personal leave at the same time.

- 5.2.13 Any employee called to work during the period when such employee is on scheduled personal leave shall be paid the regular overtime rate for all time worked and may either choose to receive personal leave pay or restore said leave to their accrual.
- 5.2.14 Regular, full-time employees of the District shall be allowed to convert a portion of their personal leave to cash at the end of December of each calendar year, provided the following guidelines are met:
- 5.2.14.1 An employee must use a minimum of fifteen (15) days scheduled personal leave annually prior to any conversion.
 - 5.2.14.2 After use or conversion, a minimum of sixty-three (63) days (504 hours) of accrued personal leave must remain in the employee's accrual account at the end of December of each calendar year.
- 5.2.15 Any personal leave accrual remaining at the time an employee begins to receive the LTD shall be paid in full less statutory deductions.
- 5.2.16 Once all STD and personal leave coverage has been exhausted and, according to the prognosis received from a certified medical doctor, an employee will be able to return to their previous position with the District at full capability, the employee may request leave of absence status according to Section 5.6.

5.3 HOLIDAYS

- 5.3.1 All employees covered by this Agreement shall be entitled to the following holidays with pay provided that the employees report for work or have a bona fide reason for their absence on the regularly scheduled work day both immediately preceding and immediately following the holiday:

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Native American Heritage Day, Christmas Day

When a holiday falls on a Saturday, the preceding day shall be the holiday. When a holiday falls on a Sunday, the following work day shall be the holiday. When an

employee is on authorized leave without pay because of illness for one week or less, they shall receive pay for holidays falling within that seven (7) day period.

- 5.3.2 Each employee is entitled to two floating holidays to be taken during the calendar year. New employees, however, must complete six (6) months of service before they are entitled to the second floating holiday, which must also be taken during the calendar year in which the floating holiday is earned.
- 5.3.3 Each employee is entitled to one additional floating holiday after five (5) years of service to be taken during the calendar year.
- 5.3.4 Each employee is entitled to one additional floating holiday after ten (10) years of service to be taken during the calendar year.
- 5.3.5 Employees who fail to use their Floating Holidays during the year it is applicable shall forfeit their Floating Holidays.
- 5.3.6 All employees of the District when called to work on holidays mentioned in Section 5.3.1 shall be paid at the regular overtime rate for all time worked in addition to their regular allowance made for the holiday.

5.4 OCCUPATIONAL DISABILITY ALLOWANCE

- 5.4.1 In case of any disability which is covered by the State Industrial and Worker's Compensation is being paid, the District will pay to such disabled regular employee an occupational disability allowance equal to the difference between 80% of their regular straight time wages and the amount of State Compensation with the exception that the first three working days shall be charged to personal leave less any State Compensation

which may apply. The District will pay 80% of regular straight time less State Compensation for an additional working period of 257 working days to make a total of 260 working days. Any additional payment will be pro-rated and will be charged to personal leave up to the limit of the employee's accumulation.

If the recovery period for the disability extends beyond fourteen days, the affected employee is reimbursed through the State Compensation for the three working days

that have been charged to personal leave, and the State Compensation for the time loss is signed over to the District, then up to eighty percent (80%) of the three working days, depending on the individual employee circumstances, will be credited back to the employee's personal leave bank.

- 5.4.2 Personal leave will be accrued at a rate of 60% of the normal rate as shown under Section 5.2.2 while covered under an occupational disability allowance and all other benefits will continue to accrue.

5.5 LEAVE OF ABSENCE

- 5.5.1 When an employee is granted leave of absence and returns to their previous job, only the employees advanced to fill the temporary vacancies created by the leave of absence shall be affected, and in each case shall return to the jobs they left. This provision takes precedence over any other conflicting clause in this agreement.
- 5.5.2 If any employee requests time off in addition to their regular time off, such request may be granted without pay, provided; that all applicable accrued personal leave has been used and it does not inconvenience the operation of the District or increase operating expense. Employees on leave without pay in excess of ten (10) working days in any calendar month shall not accrue personal leave benefits. Personal leave benefits during the first ten (10) working days on leave without pay shall be accrued at a rate of sixty percent (60%) of that allowed under Section 5.2.2 above.
- 5.5.3 An employee appointed or elected to office in Local No. 77 which requires a part or all of their time shall not lose their established seniority with the District and shall be granted leave of absence upon application.

5.6 JURY DUTY

- 5.6.1 An employee on jury duty, or when subpoenaed as a witness shall receive compensation in the amount of their regular wage; provided, they assign their jury or witness fee to the District. The employee shall return to work if jury duty is less than one half day in length.

5.7 RETIREMENT

5.7.1 The District will offer the Public Employee Retirement System pension for employees.

5.7.2 Employees retiring under the Public Employees Retirement System will give the District Thirty (30) days prior written notice. This notice may be revoked at the employee's discretion without affecting the employee's District employment.

5.8 INSURANCE AND MEDICAL PLAN

5.8.1 A self-insurance plan will be provided through the Public Utility Risk Management Services (PURMS) at 95% cost to the District and 5% cost to be paid by the employee, of the insured cost of a composite rate. The composite rate will be the cost of the medical, including prescription and vision, dental coverage, and operating fees under the self insurance plan for the previous year from January 1 through December 31, plus other PURMS members premiums paid by the District, less District costs shared by the other PURMS members, minus any contributions from active employees, retirees, and surviving eligible dependents of deceased employees or retirees, divided by the number of full time employees, retirees, and surviving eligible dependents of deceased employees or retirees. Insured costs include only those for medical, prescription, vision, and dental coverage, the District will continue to fund at 100% the Long Term Disability, Basic Life Insurance, and AD&D Insurance coverages listed as 4, 5 and 6 below. Any employee premium share shall be paid by payroll deduction. The self-insurance program contains the following coverage:

1. The elements of the self-insurance plan through PURMS in effect on 4/01/06. Said plan shall remain the same for the term of this Agreement unless changes are recommended by the Health & Welfare Committee and mutually agreed to by the parties.
2. Medical coverage including vision.
3. Dental coverage.
4. Long Term Disability - 180 calendar day waiting period
5. Basic Life Insurance - \$50,000 each employee
6. AD&D Insurance - \$50,000.00

Additional life insurance will be made available for employees at their own expense.

The Joint Health and Welfare Committee as identified in 5.9.2, or their appointed designees, will be provided all data regarding the self-insurance plan for periodic

review. The Committee will meet three or four times a year to evaluate the insurance program.

The rates paid by those people eligible for COBRA will be computed by the PURMS administrator at the time of separation from the District. The District also offers two separate term life insurance plans to all employees at 50% District cost and 50% employee cost. The plans offered are:

1. Term Life - \$24,250.00 plus AD&D Insurance - \$24,250.00
2. Term Life - \$5,000.00

In addition, the District through payroll deductions makes available at 100% employee cost membership in other approved insurance plans. Employees interested in these plans need to check with the accounting department.

5.8.2 Joint Health and Welfare Committee - the designated members to the Labor-Management Committee shall be authorized to discuss health, welfare and insurance programs and shall be furnished all necessary facts and costs covering each plan. The Committee shall meet at least once per contract year to review programs for value to the District and employees.

5.9 VEBA or HRA will be offered to employees effective January 1, 2014. Contributions by the PUD for any approved program will be \$75 per employee per month beginning on May 1, 2024.

5.10 The District will provide a 457 deferred compensation program through DRS (State Department of Retirement System). The employee may contribute up to a maximum of 9% of their gross wages (straight time, overtime, and call time, but not meal allowance), and the district will match at the rate of \$.50 for each dollar the employee contributes up to a maximum of 4.5%. Any amount contributed by the employee beyond the maximum of 9% will not be matched at the above \$.50 rate.

The total amount contributed for an employee under the 457 deferred compensation program per calendar year will be limited by the IRS and DRS regulations.

ARTICLE VI

GENERAL WORK PROVISIONS

6.1 SENIORITY

6.1.1 The following seniority rules shall apply to all District employees covered by this Agreement.

6.1.2 SENIORITY DEFINITIONS:

a) District Seniority--The period of continuous employment with the District since the last date hired.

b) Department Seniority—The actual continuous time spent in each department. Departments are:

Broadband Department
Customer Service Department
Engineering Department
Fleet Department
Line Department
Meter Department
Substation Department
Warehouse Department

c) Classification Seniority--The length of continuous service spent in a given job classification. Job classifications are listed in Article IX. When an apprentice becomes a Journeyworker, their seniority date as a Journeyworker shall be counted from the time they started their third year of apprenticeship, except when otherwise expressly provided within specific apprenticeship program.

6.1.3 It is understood and agreed that in all cases of promotion or transfer, classification, then, District seniority shall prevail; provided, however, that the employee has sufficient ability, proven leadership abilities, skill, adaptability and physical fitness for the position that are based on documented performance appraisals. It is further understood that selection of the Crew Chief position will be by seniority if the senior bidder's performance appraisals provide supporting documentation of

leadership abilities, skill, adaptability and physical fitness for the Crew Chief position.

- 6.1.4 A seniority list shall be made up and posted when this Agreement takes effect on the basis of length of service only, and this list shall remain in effect until and when deviations there from are agreed upon.
- 6.1.5 For new hires, the first nine [9] months employment shall constitute a probationary period, during which time seniority need not apply. After the first nine [9] months of employment, all names must appear on a seniority list as of the first date of employment.
- 6.1.6 In cases where two or more employees start to work on the same day, the date of application for employment shall establish priority of position on the seniority list.
- 6.1.7 If any employee is on an involuntary lay-off of two years or less (except for just cause), they shall retain their established seniority. If an employee is on a leave of absence, by special request, of six months or less, their seniority shall remain unbroken. Employees who are granted leave from the District for Military Service shall retain their seniority for the entire period of their military service and for a period of sixty (60) days thereafter.
- 6.1.8 In case of promotions and/or transfers it is understood and agreed that an employee shall have the right to return to their previous job within 60 calendar days. for the following reasons:
 - a) An evaluating committee composed of Union/Management has determined the employee does not have the skills nor the ability to perform the duties as outlined in the job description.
 - b) Employee, for personal reasons, wishes to return to their previous position.
- 6.1.9 As soon as practicable after the execution of this Agreement, but not later than three (3) months thereafter, and each year thereafter, the District shall furnish the Union with a list showing the seniority of each employee covered by this portion of this Article.

6.2 REDUCTION IN FORCE

6.2.1 In the event of reduction of forces made in the District, employees having District seniority will be entitled to a transfer on the following basis:

6.2.1.1 Employees who have been transferred or advanced and who have at the time had six (6) months or more District seniority shall be entitled to be transferred back to their original positions, provided they have District seniority over the employees then occupying such position. If such employee does not have District seniority over the employee then occupying the original position, that employee may exercise their seniority in any job of a lower rating, provided that employee is qualified to hold such other position and provided said employee has seniority in their Group.

6.2.1.2 Any regular employee having been continuously employed for six (6) months or more who has been laid off (except for just cause) as a result of a reduction in force by the District, shall be considered as being on an involuntary furlough without pay. The last employee placed on an involuntary furlough shall be, if available, the first to be reemployed by the District whenever the District shall rehire in the classification for which such employee is eligible. No new employees shall be hired by the District until all available employees eligible for the position have been offered reemployment provided, the involuntary lay-off period does not exceed one year and that the employee keeps the District continually advised of ~~his~~ their whereabouts and their employment during such one year period.

6.3 BID PROCEDURE

6.3.1 Any job to last over thirty (30) days shall be open for bid and pursuant to Section 6.1.3 the senior qualified employee bidding shall be given the job. The time of probable duration of a job shall be stated on the notice of bid. If a job lasts over a six month period and there is a reasonable probability that it is to be permanent, the job shall then be opened for permanent bid. The District agrees to abide by the terms spelled out in this section.

6.3.2 Line crew Foremen shall have five (5) years of experience as a Journeyworker Lineworker, unless exceptions to this rule are made by mutual agreement between the Union and the District.

- 6.3.3 A copy of the specifications of a job opened for bid shall be furnished the Union through the Shop Steward and before the job is permanently assigned, a list of the employees bidding on the job shall be furnished the Union through the Shop Steward.
- 6.3.4 Pursuant to Section 6.1.3, seniority for competent employees shall only be exercised when vacancies occur. The vacancies shall be posted for bid for a period of not less than fifteen (15) days in all stations in the groups involved and a copy of the notice furnished the Union. For the convenience of the District, temporary assignments may be made for a period of thirty (30) days until the bids are received and proper assignments made. Bids must be made before the closing date specified in the notice. An employee shall not be required to exercise their seniority and shall not sacrifice any future rights to bid on vacancies through failure to do so.
- 6.3.5 Errors in past application of seniority shall be corrected by permanent vacancies developing in the future only.
- 6.3.6 The application of any part-time or extra employees who have performed satisfactory work for the District within the past twelve (12) months shall be given preference of employment in the filling of vacancies that occur for regular employment in the classification for which he or she is qualified over any person who has not worked for the District before, provided such employees have been employed for a period of not less than six (6) months.
- 6.3.7 Qualifications being satisfactory, the employees selected for personal leave or temporary relief shall be chosen according to District seniority within the affected department. At the termination of the relief period an employee shall have the right to return to the job they left in going on relief. In no case shall the District bring in new permanent employees except in the lowest bracket of the classification without the approval of the Union.
- 6.3.8 Notwithstanding anything contained in Article VI, in making appointments to bid vacancies, the District may require the applicant to take a written, oral, and/or physical ability examination covering the duties and requirements of said vacancy, as well as a medical examination to determine qualifications before making final appointment.

shall govern.

6.4 PAY DAYS

- 6.4.1 The District will pay employees every two weeks. In the future Jefferson PUD with Mutual Union agreement might move to bi-monthly payroll instead of every two weeks.

ARTICLE VII

GENERAL WORKING RULES

7.1 WORK WEEK ANDWORK SHIFTS

7.1.1 The five (5) days Monday through Friday, shall constitute a work week. The Line, Substation, Meter, Fleet, Broadband and Warehouse Departments, shall have normal working hours from 7:00 a.m. to 3:30 p.m. with core hours from 6:00 a.m. to 5:00 p.m. with a thirty (30) minute lunch period to be taken within one (1) hour of mid-shift. Exceptions to these hours may be established if they are mutually agreed upon by the District, Employee, and the Union.

701.2 Criteria used in evaluating a request for changing these working hours include, but are not limited to the following:

- a. The employee will be attending a District authorized training course which is offered only during the normal work day. District assistance for such a program will be covered according to the personnel policy;
- b. The absence of the employee during that portion of the normal work day will not affect operation of the respective department within the District;
- c. The District is required to provide each employee time for lunch and break periods which are to be used when scheduled. Therefore, the normally scheduled lunch and break periods are not to be worked in order to revise an employee's working hours;

- d. Any administrative clarification or issues in utilizing this program will be reviewed and resolved through the Joint Labor/Management process. If unresolved differences related to the program remain after a good faith effort by both parties has been made to resolve the same, either party reserves the right to terminate this agreement with 30 days written notice. In the event of such termination, it is agreed that neither party's rights shall have been prejudiced by having entered into this agreement, and that the parties will be regarded as having all the rights and obligations they had prior to entering into this agreement.
- e. Revised hours within the core hours of 6:00am and 5:00pm must be mutually agreed upon between the district and effected employees.
- f. Four consecutive ten (10) hour days, Monday through Friday, may be established by mutual agreement between the district and the affected employees. The Business Representative will be notified in writing regarding implementation. Either the District or the affected employee may elect to terminate the four-ten 's schedule with one week's notice. During any workweek in which a calendar holiday is recognized by the District, employees will be scheduled to achieve a four day weekend. For example, if the holiday is a Friday, employees scheduled to work on Friday will get Friday off and employees scheduled to be off on Friday will get Thursday off. When the employee is on a 4x10 schedule, the holiday compensation, including floating holidays, shall be 10 hours. The District shall not incur any additional expense if a four-ten's (4-10's) work schedule is implemented.

7.1.3 Employees relieved from duty except for cause during the first half of the day or shift shall receive not less than one-half (1/2) day's pay; if relieved after having been on duty more than one-half (1/2) day they shall receive a full day's pay unless relieved at their own request.

7.1.4 The District agrees that during extreme weather conditions that employees will not be required to do hazardous work on high voltage wires except in cases of emergency. Providing, however, that in cases of emergency crews may be ordered to work regardless of weather conditions.

7.1.5 When conditions of the work require it, employees paid on an hourly rate may be employed for special shifts at straight time rates at eight hour periods other than

specified. When necessary, if work to be done on any specified job shall require a longer period than ten (10) days, such work may be organized on a shift basis. In that case, the employees

will be paid at the regular straight time wage rate for any eight hour shift and working conditions governing regular working hours shall prevail for any eight hour shift. No work shall be performed under these conditions which can reasonably be done during "regular working hours".

7.1.6 In transferring employees from one shift to another no loss in regular pay shall result and a minimum of sixteen (16) hours off duty between shifts shall be allowed, except in emergencies or where otherwise agreed upon by the parties hereto.

7.2 OVERTIME--CALL TIME

7.2.1 Employees shall be allowed overtime at the rate of double time for all time worked other than the regular shift. Overtime shall begin when employees are called for work and end 1/2 hour after released from duty. Employees, with authorization from their supervisor, earn compensatory time at the double time rate for any overtime hours worked. The calendar year will be used for the tracking, accrual and use of compensatory time. Employees will be allowed to carry over a maximum of 20 hours on January 1st. All additional hours not used shall be cashed out at the end of the year. Compensatory time may be scheduled by mutual agreement of the employee and supervisor; however, employees may use compensatory time at any time to cover any unpaid hours of the rest period in 7.2.3. Maximum annual accrual of compensatory time shall not exceed one hundred and thirty (130) hours in a calendar year, and individuals may not have more than 100 hours at any time.

7.2.1.1 Those employees that are required by the District to accept on call duty shall receive pay equivalent to two (2) hours of Journey Level Lineworker straight time rate, or regular rate if higher per day while on call and 3 hours for holidays specified in this CBA. The call period is for a designated week as detailed in a revolving roster which will be posted for the current year. All Journey Level Lineworker classification and above will take on call, the roster is agreed to by those on the roster. By agreement of those involved changes can be made to the roster. Changes to the roster must be posted a week in advance. Emergency/Personal changes can be done same day if notice is given prior to the end of shift. An additional call out list will be kept based

on the collaboration of supervisors and employees for the fair and equitable distribution of overtime hours.

7.2.2 Employees shall receive an amount not less than two (2) hours of overtime pay when called out from their homes on times other than regular working hours. If called out less than two (2) hours prior to the start of their regular shift, the minimum of two (2) hours of overtime shall not apply, but they will be paid overtime from the time of the call to the start of their regular shift. If an employee receives a minimal call that does not require them to leave their home, the employee shall receive thirty (30) minutes of Journeyworker straight time pay, unless such work time exceeds thirty (30) minutes.

7.2.2.1 The two (2) hour overtime minimum shall not be compounded when additional call-outs or assignments occur within the same two-hour time frame.

7.2.2.2 Employees shall be paid the regular overtime rates from the time they leave home until the time they return to their primary residence after release from duty, except no pay shall be allowed while eating or sleeping; provided, however, that if employees are notified before leaving their regular daily work to report for duty after regular working hours, they shall be paid only from the time they report to headquarters until the time of their return to headquarters.

7.2.3 Employees are entitled to eight (8) consecutive hours of rest time, up to 8 hours will be paid at their regular rate. Provided:

- a. The employee is on overtime duty four (4) or more hours in the 10 hours immediately preceding the start of the regularly scheduled shift or
- b. The employee has worked four (4) or more hours that end less than 10 hours prior to the start of the next regularly scheduled shift.

An employee eligible for rest time will be allowed, upon request, up to eight (8) hours of rest, the additional hours required to fill the regularly scheduled shift may be drawn from the employee's PTO or comp time or a combination thereof.

7.2.4 Employees called for duty less than four (4) hours before the beginning of regular working hours, or their shift hours, shall be paid at the overtime rate, (except

intermission for meals) from the time they are called until the beginning of their regular working hours or shift hours. Regular working hours or shift hours following shall be at straight time.

7.2.5 In order to provide the best possible service for our consumer/owners, each employee of the District whose classification is listed under Article IX must reside at their primary residence located within sixty (60) minutes legal driving time, under normal conditions, of their regularly assigned headquarters and be located west of the Hood Canal Bridge. This residency requirement to is be met within 6 months of hire date.

7.2.5.1 The Residency Requirement shall be met when the employee establishes and occupies a dwelling as their primary residence at which they eat their meals, receive their mail, sleep, maintain their voter registration, driver's license address, Federal tax address, and in all manner maintain as a normal residence.

7.2.5.2 Employees must also maintain a functioning telephone or cellular telephone at their place of residence.

7.2.6 Supervisors and affected employees will collaboratively develop and administer guidelines for fair and equitable distribution of call out or scheduled overtime.

7.3 **MEAL PERIODS**

7.3.1 Beginning May 1, 2024 employees shall receive an additional \$5.00 meal adder for every hour of overtime worked in 30-minute payroll increments. The meal adder shall increase annually per the duration of this contract consistent with the May 1 increase as referenced in Article IX. When an employee cashes out their compensatory time, employees shall receive one half of the total accrued overtime rate including the meal adder (equal to straight time plus .5 of the meal adder) per hour.

7.3.2 When employees are required to work during regular noon meal period they shall receive an extra half hour's pay at the overtime rate.

7.4 **TRAVEL TIME**

7.4.1 Employees being dispatched to or from permanent headquarters to temporary headquarters will be paid regular wage rate for time consumed in traveling and traveling expenses; and reasonable board and lodging expenses paid by the District while working out of temporary headquarters.

7.4.2 Employees hired to work out of temporary headquarters will not be allowed board and lodging expenses.

7.4.3 Board and lodging shall be furnished for all employees sent on temporary out of town work. This rule does not apply to noon-day meals, when employees start from and return to headquarters every day, nor does it apply to employees hired for any particular job which may be outside of the city.

7.5 **HEADQUARTERS**

7.5.1 The District, at its option, may establish Temporary Headquarters at any location where suitable board and lodging can be obtained or provided, but the determination as to whether such headquarters are temporary or permanent shall be made and the employee so notified in advance of transfer.

7.5.2 "Temporary Headquarters" is considered to mean any headquarters established by the District for the purposes of engaging in work as covered by this classification, where such work will continue for a period of less than eighteen (18) days. After the application of this rule, regular working rules shall apply.

7.5.3 "Established Headquarters" is considered to mean any headquarters established by the District with proper advance notice for the purpose of engaging in construction or maintenance work covered by this classification where such work will continue for a period of eighteen (18) days or longer. Established Headquarters shall be designated for each employee of the District.

7.6 **HIGH TIME**

7.6.1 All employees employed on work seventy-five (75) feet above the ground or higher shall be paid at the rate of double time while working at such height. This rule shall not apply when employees are working on the roofs of buildings where no exceptional hazard exists.

7.7 DUAL PAY RATES

7.7.1 In case of an employee being utilized at two classifications in the same half day the employee shall receive the highest rate of pay for actual time worked at the higher rate classification.

7.8 EQUIPMENT ALLOWANCE

7.8.1 The District shall provide for electrical workers the replacement of hooks, hook straps, safety straps, body belts, FR rain gear and replaceable gaffs upon receipt of the items replaced. Employees may be required to return equipment to the District upon separation of employment.

7.8.2 The District shall provide an annual FR clothing allowance up to \$1,100. For those not issued FR clothing, the district shall provide a non-FR clothing allowance up to \$525 per year. Any unused allowance shall not carry over to the following year. Clothing will be available through a self-serve website. Clothing must be properly maintained by employees. New hires in classifications represented by this agreement shall receive 125% of annual amount for their first year. Additional amounts may be granted on a case-by-case basis.

7.8.4 District will provide a boot, and tool allowance of four hundred dollars (\$400) for all employees in the Lineworker, Line Crew Chief, Line Apprentice, and Line Pre-Apprentice classifications. Line Helpers and employees in the Substation, Fleet, Broadband, Meter, and Warehouse Departments shall receive Three Hundred and Twenty-Five dollars (\$325). The Employee is eligible for this program after 9 months and yearly thereafter. The employee will submit receipts for reimbursement within one month of purchase.

7.9 APPRENTICES

7.9.1 There shall be one (1) or more Journey Level Lineworker, to each respective Lineworker Apprentice. The second Lineworker Apprentice may be hired when three (3) Journey Level Lineworker are employed. The second Apprentice has a three (3) to one ratio.

There shall be one (1) or more Journey Level Substation Tech to each respective Substation Apprentice. The second substation Apprentice may be hired when one (1) additional substation Journeyworker is employed. The second Apprentice has a one(1) to one (1) ratio.

There shall be one (1) or more Meter Journeyworker to each respective metering Apprentice. The second metering Apprentice may be hired when one (1) additional substation Journeyworker is employed. The second Apprentice has a one(1) to one (1) ratio.

7.10 TRANSFER

7.10.1 An employee placed on a temporary assignment to a higher classification shall receive the prevailing rate of pay for the higher classification during the entire period of the assignment, with the exception of employees in the "B" Group who shall be governed by rules under 8.2.4.

7.10.2 When an employee is transferred to any position in which he has had no previous experience, he shall be given a reasonable break-in period with an experienced employee in that position without an increase in pay.

7.10.3 With the approval of the District, and the Union, exchange of jobs may be made by mutual agreement of the persons involved.

7.10.4 Employees with two or more years of continuous service in one group requesting to be transferred to duties in the other group, and if returned to the original group within two years, will not lose their seniority rating in said group. If assigned to the other group longer than two years, they may be returned to the original group with seniority based on that established at the end of the two-year period.

7.11 DECLARED OUTAGE EVENT/MUTUAL AID OUTAGE EVENT SUPPORT

7.11.1 At the discretion of the GM or their designee, the PUD may declare an event. Such declaration allows the employer to stagger rest periods to maintain crew coverage.

Such declaration shall result in all hours worked being compensated at the overtime rate during the declared event period. This language also applies to mutual aid until returning to headquarters or home whichever is applicable.

ARTICLE VI

SPECIAL WORKING RULES BY DEPARTMENTS

8.1 Line, Substation, Meter, and Warehouse Departments

- 8.1.2 All framing of poles on the job or in the pole yard shall be done by Line Crews. The erection of line poles, towers, stubbing of poles in the primary area shall be done by a Line Crew. This Line Crew shall include at least one Journeyworker in addition to a Crew Chief. Tree trimming in the primary area will be done by Journeyworker Lineworker or a line certified tree trimming contractor represented by the IBEW.
- 8.1.3 When three or more employees, two of whom are Journeyworkers, are working on one specified job, one employee shall be rated as a Crew Chief.
- 8.1.4 When two or more employees, one of whom is a Journeyworker, are working on a specific job, one employee shall be rated as Journeyworker In Charge.
- 8.1.5 At the discretion of District management, there may be a General Crew Chief classification. This position will be filled through a non-bid, competitive hiring process (written and/or oral examination covering duties and requirements of the position) of internal applicants who have at least 5 years of Journey Level Lineworker experience.

Article IX

COMPENSATION

Effective May 1 of contract years 2024, 2025 and 2026, base hourly wages will be increased by an amount equal to one hundred percent (100%) of the increase of the Seattle/Tacoma/Bellevue CPI-W (All Urban Wages) over the previous calendar year, released by the United States Department of Labor in January with a floor of two point five percent (2.5%) and a ceiling of eight percent (8%). Zero point six five percent (.65%) will be added to the determined CPI-W for 2024. One Half percent (.5%) will be added to the determined CPI-W for 2025 and 2026.

		<i>Dec. 14, 2023</i>	<i>May 1, 2024</i> CPI-W + .65%
<i>Line Department</i>	% of Journey Lineworker		
General Crew Chief	118	\$75.58	\$80.23
Line Crew Chief	112.5	\$72.06	\$76.49
Journeyworker In Charge	106	\$67.89	\$72.07
Journey Level Lineworker	100	\$64.05	\$67.99
Service Technician	106	\$67.89	\$72.07
Apprentice Lineworker			
1st 6 months	71.5	\$45.80	\$48.62
2nd 6 months	74.5	\$47.72	\$50.65
3rd 6 months	77.5	\$49.64	\$52.69

4th 6 months	81	\$51.88	\$55.07
5th 6 months	85	\$54.44	\$57.79
6th 6 months	90	\$57.65	\$61.20
7th 6 months	95	\$60.85	\$64.59
Pre-Apprentice Lineworker			
1st 6 months	67.5	\$43.23	\$45.89
2nd 6 months	70	\$44.84	\$47.60
Line Helper			
1st 6 months	63	\$40.35	\$42.83
2nd 6 months	67.5	\$43.23	\$45.89

<i>Substation/Meter Department</i>			
Substation/Meter Crew Chief	118	\$75.58	\$80.23
Journey Level In Charge Substation/Meter Technician	114	\$73.02	\$77.51
Journey Level Substation/Meter Technician	108	\$69.17	\$73.43
Substation/Meter Apprentice			
1st 6 months	74	\$47.40	\$50.32
2nd 6 months	78	\$49.96	\$53.03
3rd 6 months	82	\$52.52	\$55.75
4th 6 months	87	\$55.72	\$59.15
5th 6 months	92	\$58.93	\$62.55
6th 6 months	96	\$61.49	\$65.27

SCADA Technician	100	\$64.05	\$67.99
1st 6 months	74.5	\$47.72	\$50.65
2nd 6 months	77.5	\$49.64	\$52.69
3rd 6 months	81	\$51.88	\$55.07
4th 6 months	85	\$54.44	\$57.79
5th 6 months	90	\$57.65	\$61.20
6th 6 months	95	\$60.85	\$64.59

		2023 Rate	
Meter Reader			
1st 6 months		\$29.76	\$31.59

2nd 6 months		\$31.13	\$33.04
Meter Installer			
1st 6 months		\$39.39	\$41.81
2nd 6 months		\$42.59	\$45.21

Warehouse Department			
Head Storekeeper/Purchasing Agent		\$51.19	\$54.34
Storekeeper			
1st 6 months		\$38.00	\$40.34
2nd 6 months		\$40.50	\$42.99
3rd 6 months		\$43.00	\$45.64
4th 6 months		\$45.50	\$48.30

Fleet & Facilities Department			
Fleet & Facilities Lead		\$51.19	\$54.34
Fleet & Facilities Assistant			
1st 6 months		\$38.00	\$40.34
2nd 6 months		\$40.50	\$42.99
3rd 6 months		\$43.00	\$45.64
4th 6 months		\$45.50	\$48.30

Broadband Department			
Network Technician I		\$33.00	\$35.03
Network Technician II		\$41.00	\$43.52
Network Technician Lead		\$46.13	\$48.97



193 Otto Street Building

March 19th, 2024



Jefferson County
Public Utility District



Appraised Value: \$1.16M

Owned by Alaska Power & Telephone
Shares campus with PUD Admin/Broadband
building. Built in 2002.

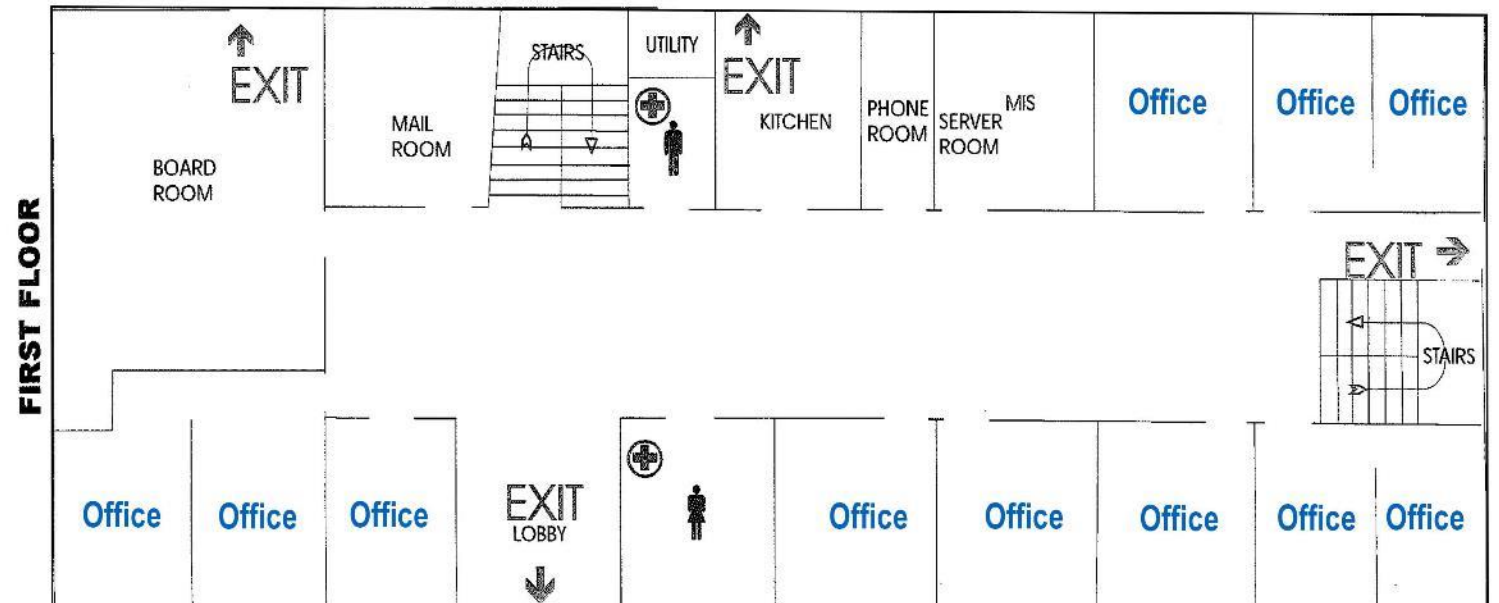
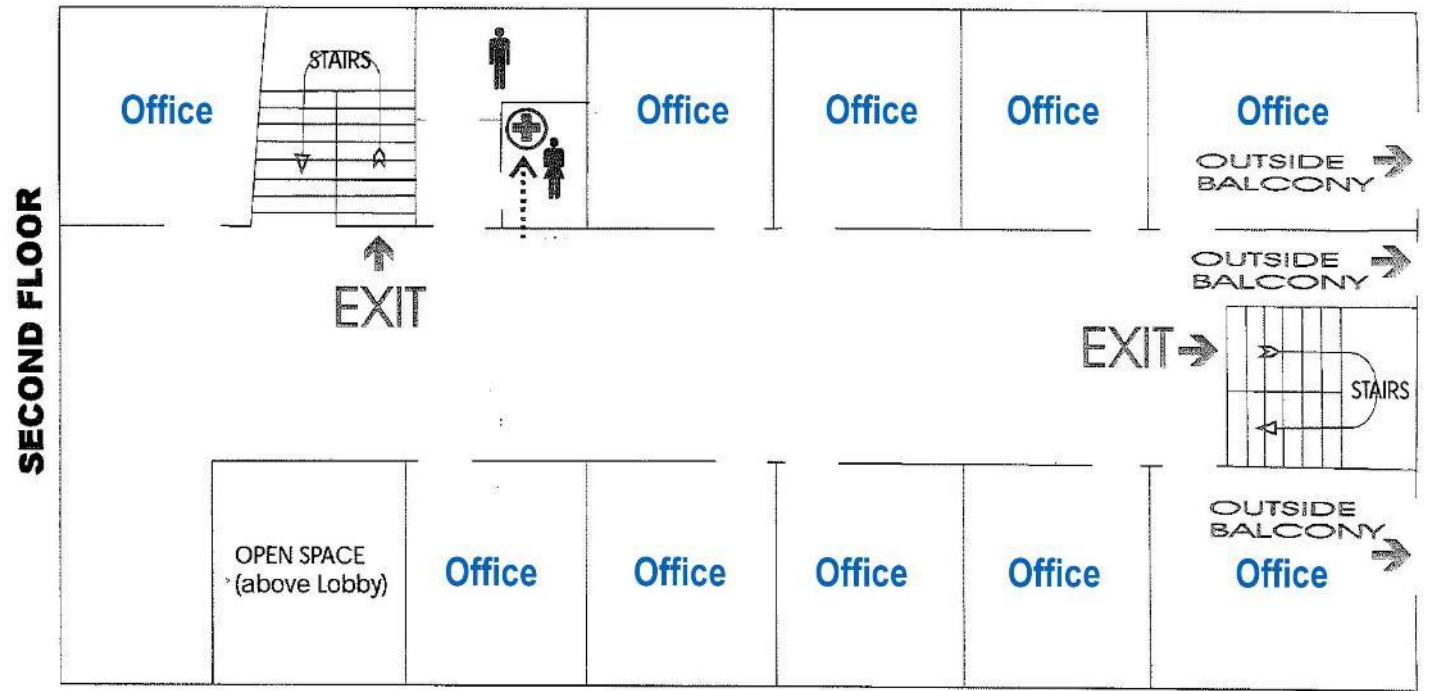
Property Layout

- 0.59 acre lot
- ADA-accessible front door and deck area with tables accessed from kitchen.
- Large, level grass lot north of building for parking.
- Lot houses the buildings septic system.



FLOOR PLAN

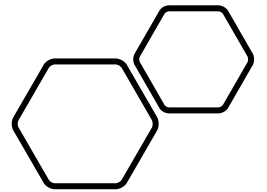
- 6,812 Sq. ft
- 21 walled offices (plus reception space)
- 2 Network Rooms
- Conference Room
- 14 parking spots + level ground parking
- Full Kitchen/Breakroom
- 4 restrooms





Large office spaces

- Quality materials, good natural light.
- Currently furnished, though furniture is not part of assessed price.
- First floor offices beside stairwell feature dual offices with partition wall (right image).



Conference Room

- Full conference space with kitchenette.
- Built in AV system and projection screen.
- Easy access from reception lobby.



Server and Open Areas

- Open areas between walled office upstairs and downstairs traditionally accommodated additional cubicles, if needed.
- Additional secure “mail room” for storage.
- Available reception area and desk.
- Storage and material space off women’s restroom.
- Building features two network rooms (listed as “Phone Room” and “Server Room” on floor plan).





Purchase Conditions

- Appraisal and purchase price set at **\$1,160,000**.
- Seller agrees to terms subject to PUD inspections, suitable financial options being arranged, and PUD Board of Commissioners approval of the purchase.
- Seller guarantees to provide the PUD with a clear title.
- Upon purchase approval by the BOC property would close on suggested date.

Appraisal Identified Notes:

- Appraiser was not provided a title report. Report assumes no easements or restrictions.
- Apparent ADA-accessible front and rear exits.
- \$170/sq ft valuation.

2023 Assessed Values

Land: \$176,352

Improvements: 687,866

Total: \$864,218

Taxes/Fees: \$7,575.93



Financing Options for Purchase

1

Borrow \$1,160,000 from RUS: current rates at 4.5%. Lengthy loan app process

2

Borrow \$1,160,000 from Co-Bank : current rates at 5.5%.

3

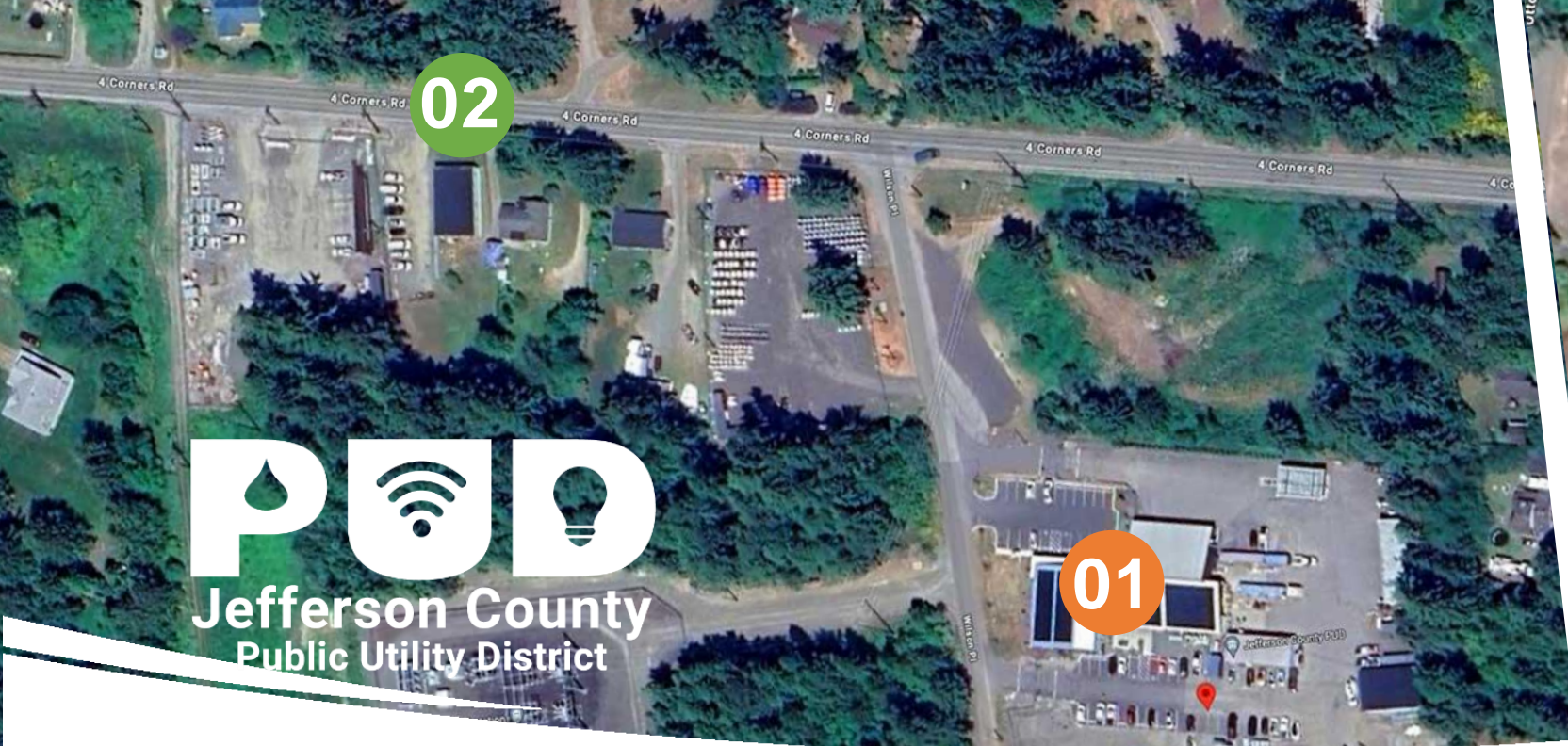
Borrow \$1,160,000 from CFC Line of Credit with a variable rate which is currently 7.25% for 5 years

4

Use Cash Reserves of \$1,160,000 to purchase the building without borrowing money

5

Combination of Cash and Finance



**Jefferson County
Public Utility District**

Staff Occupancy Plans

- 01
- 02
- 03
- 04

310 Four Corners Road

- Customer Service, Billing, Engineering, Warehouse, IT, Line Crew, Fleet

210 Four Corners Road

- Water team

191 Otto Street

- Broadband team, Metering team, Dispatch & Substation

193 Otto Street

- Administrative Staff (GM, AGM, HR, Finance, Comms, other non-customer facing staff)

80

Approx Work Spaces
between all buildings
(in current
configuration)



01



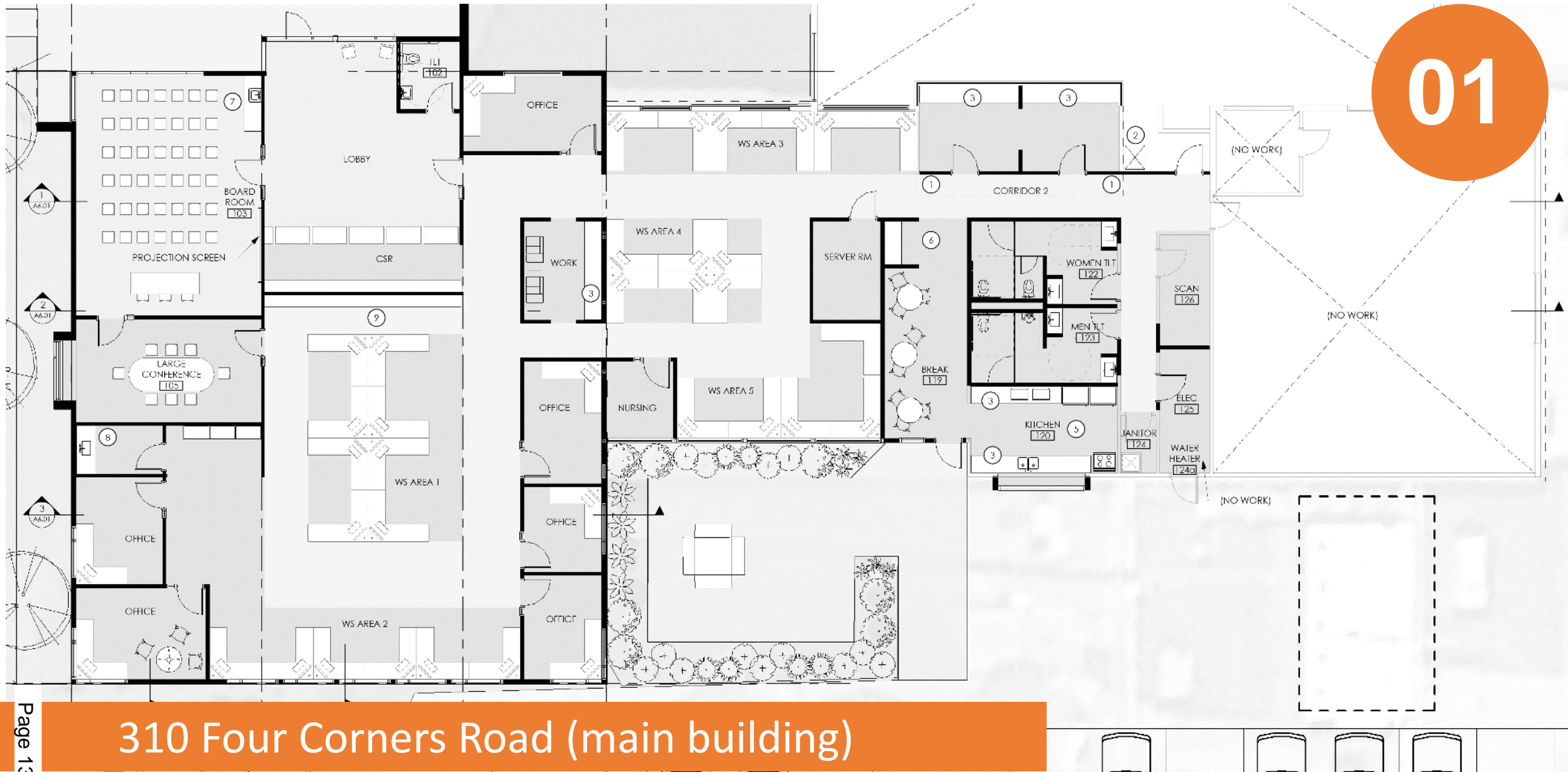
310 Four Corners Road

Customer Service, Billing, Engineering, IT, Fleet, Line Crew (onsite)



- Main Building: 24 office & desk spaces (currently)
- Line Crew Building: 1 main office, 1 multi-office space, 8 desk spaces

01



310 Four Corners Road (main building)

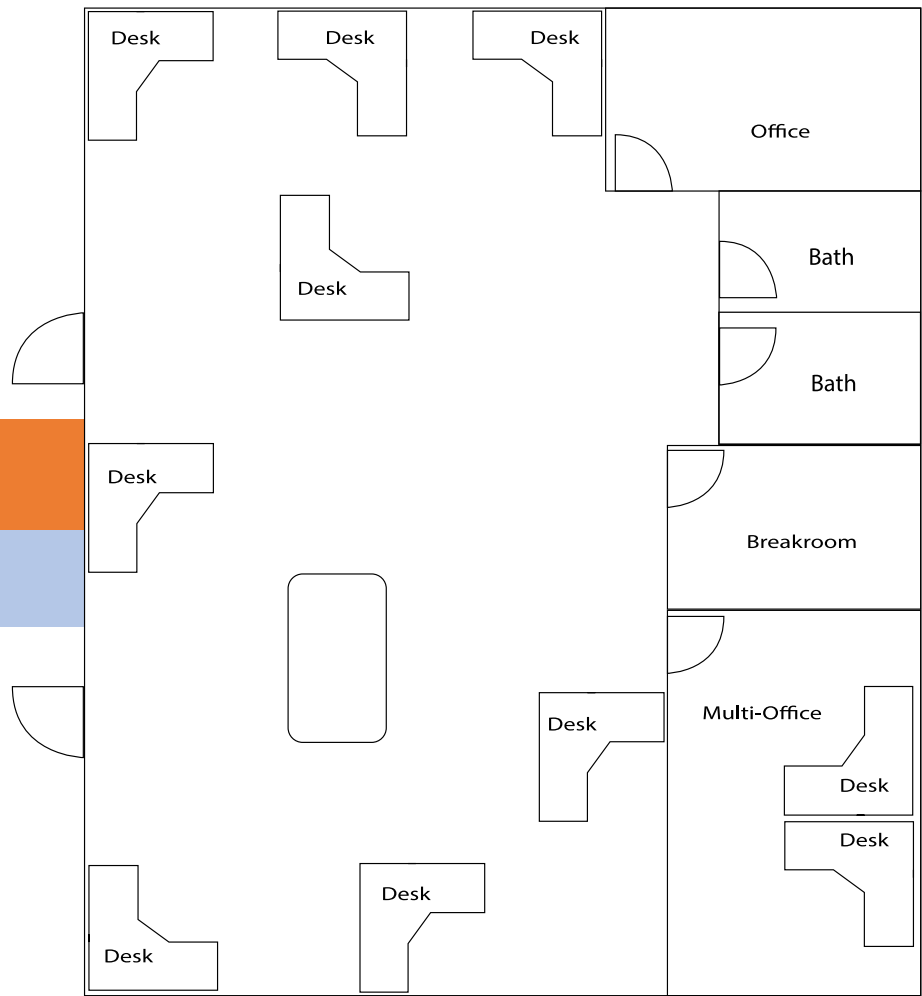
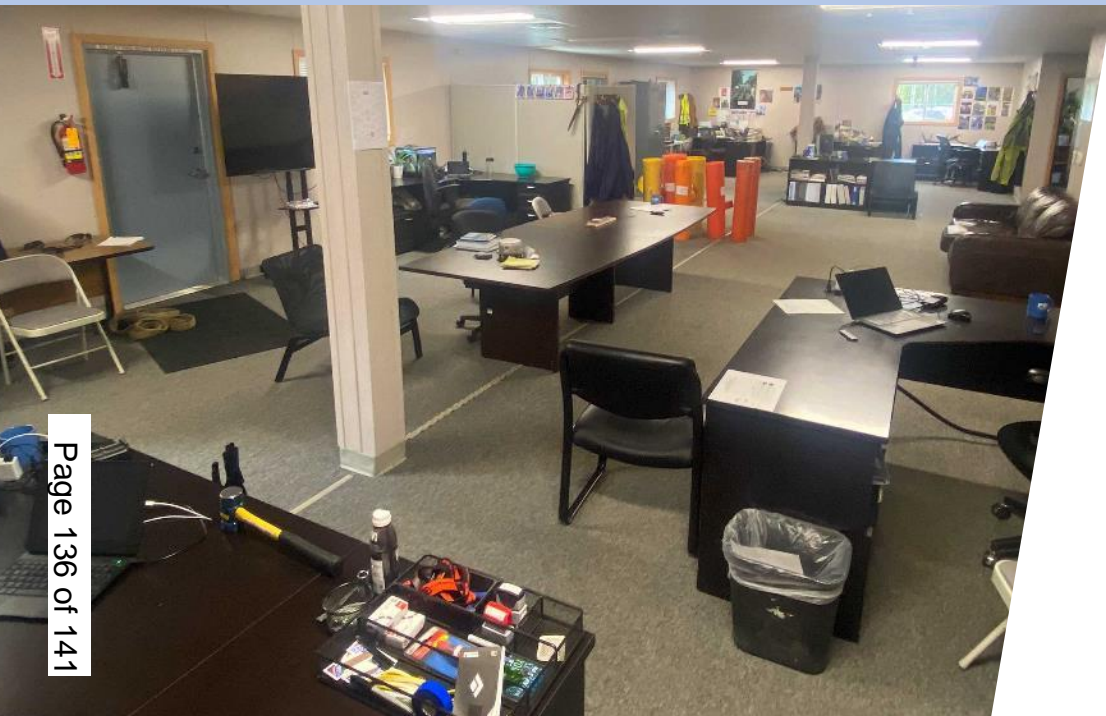
Customer Service, Billing, Engineering, IT, Fleet, Warehouse.



01

310 Four Corners Road

Line Crew Triple-wide



Floorplan is not to scale

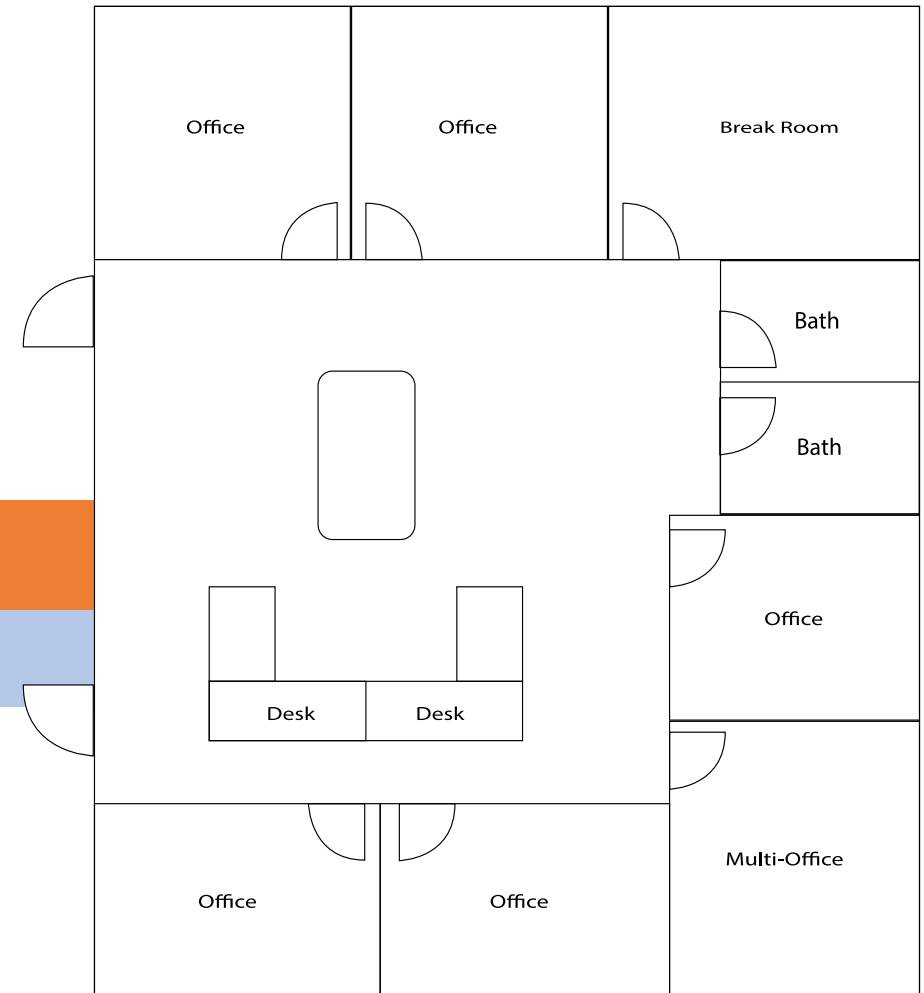
Line Crew Building: 1 main office, 1 multi-office space, 8 desk spaces



02

210 Four Corners Road

Currently Sub/Meter Team. Future: Water Team



Floorplan is not to scale

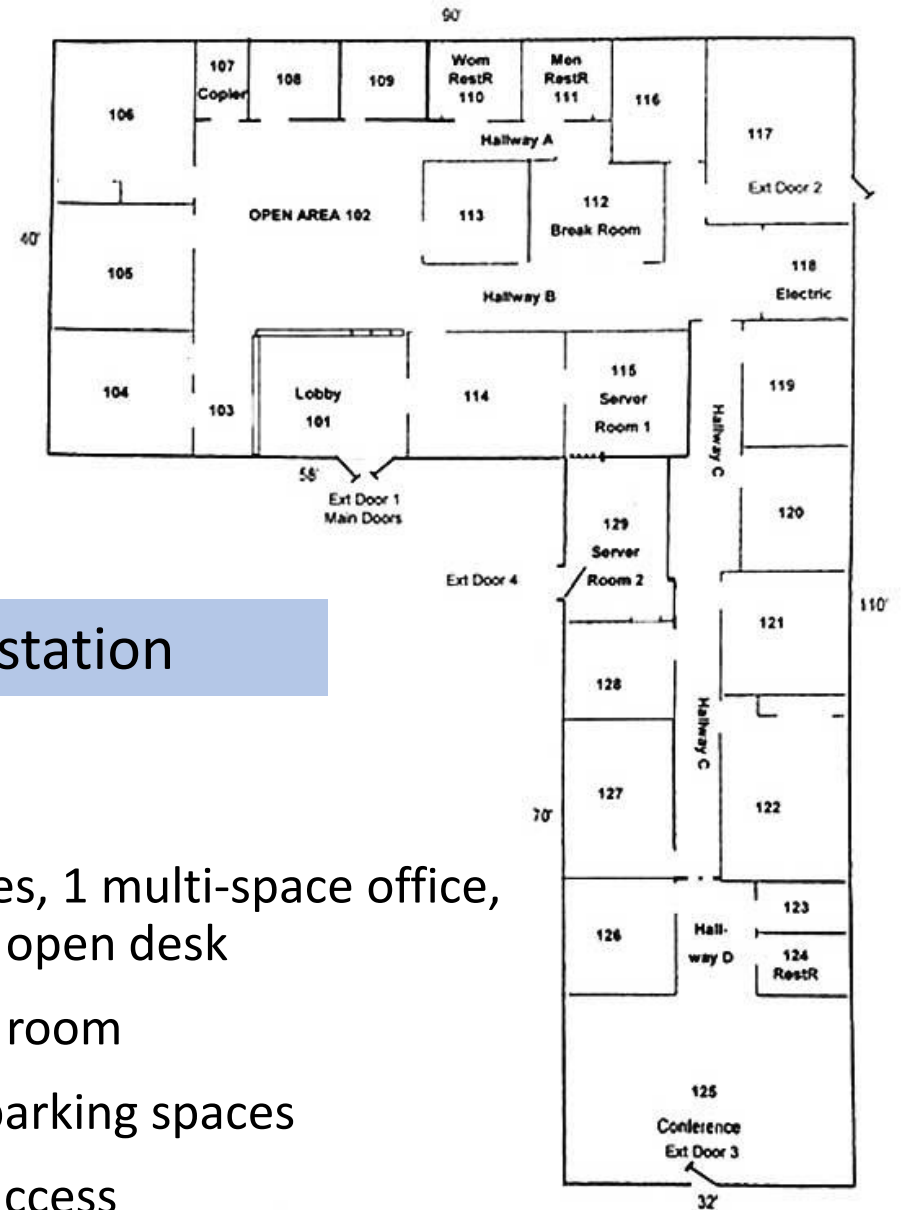
- 5 full offices, 1 multi-space office, 2 open desks
- Safe vehicle storage in adjacent yard
- ADA ramp access



03

191 Otto Street

Broadband team, Metering team, Dispatch & Substation

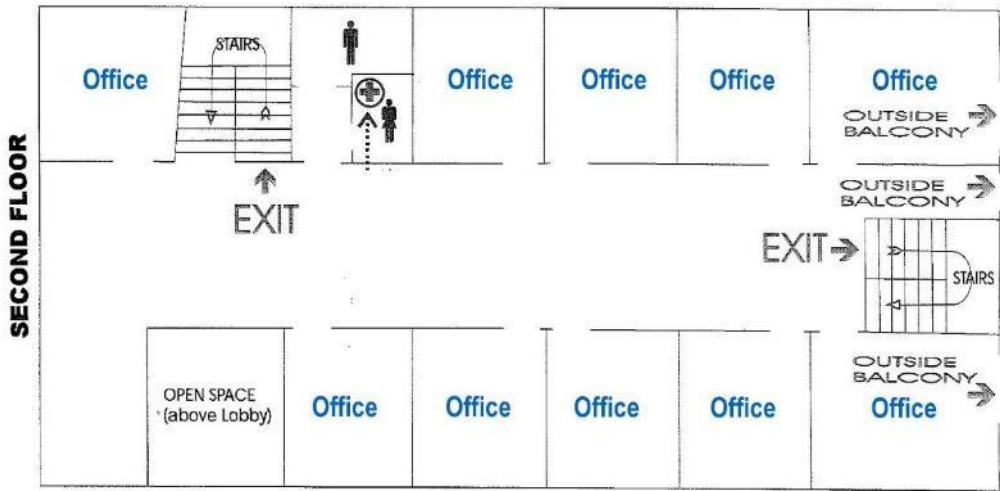


- 14 full offices, 1 multi-space office, 1 reception open desk
- Conference room
- 28 vehicle parking spaces
- ADA ramp access





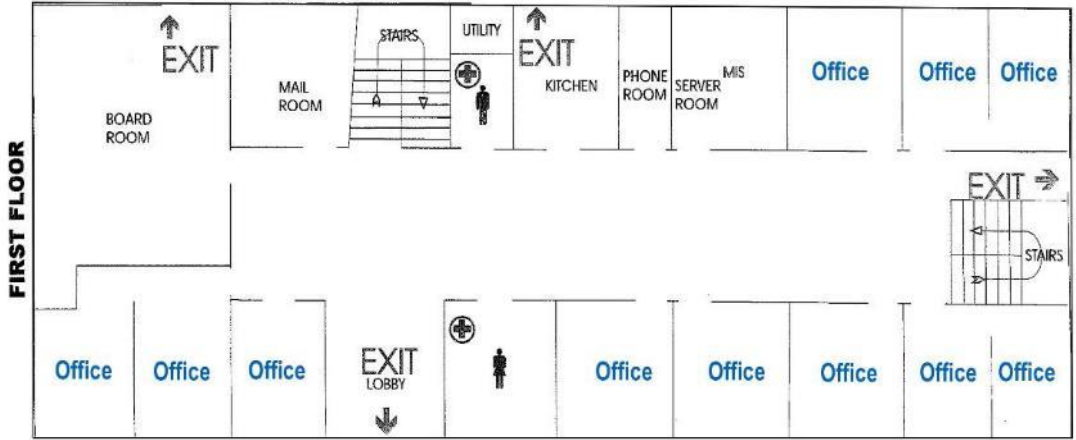
04



193 Otto Street

Admin Staff (GM, AGM, HR, Finance, Comms, and non-customer facing staff)

- 21 full offices, 1 reception open desk
- 14 vehicle parking spaces + flat adjacent lot
- Apparent ADA ramp access
- Conference Room



Staffing Growth Over Time

69

Current #
of
Employees

15

Budgeted
New Hires
for 2024

10

Potential
New Hires
for 2025

100

Possible
Staffing
before
2030



- Original 310 Expansion was designed pre-Covid with an open floorplan, smaller workspaces, less than 40 desks
- Expansion of in-house employees reduces the PUD's reliance on contract services.