

**Regular Meeting Agenda**

**Board of Commissioners**

Tuesday, April 16, 2024 4PM

310 Four Corners Rd.

Port Townsend, WA 98368

and online via Zoom



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

Page

**1. Call to Order**

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

**2. Roll Call**

Established of Quorum by confirming attendance of commissioners present.

**3. Agenda Review**

Recommended Action: Approve a Motion to adopt agenda as presented

**4. Public Comment**

The public comment period allows members of the public to comment, limited to 3 minutes each, on any items not specifically listed on the Agenda or for items listed on the Consent Agenda. Prior to any public comment, members of the public must first be recognized by the President, or the designated Chair of the meeting, and are not permitted to disrupt, disturb, or otherwise impede the orderly conduct and fair progress of the Commission's meeting. After an initial warning by the President, or the designated Chair of the meeting, individuals who intentionally violate these guidelines through actual disruption of the Commission meeting will be dropped from the meeting. (15 min)

**5. Manager and Staff Reports**

For information only, not requiring a vote.

**6. Commissioner Reports**

**7. Consent Agenda**

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

- |     |   |         |
|-----|---|---------|
| 7.1 | Prior Minutes<br>No minutes for this meeting  |         |
| 7.2 | Vouchers<br><a href="#">Voucher Apprvl Form for the Commissioners 4_16_24.pdf</a> <br><a href="#">Voucher Certification with Supporting Warrant Register &amp; Payroll for meeting 4_16_24.pdf</a>  | 4 - 28  |
| 7.3 | Financial Report<br><a href="#">February 2024 Financials.pdf</a> <br><a href="#">January 2024 Financials.pdf</a>    | 29 - 56 |
| 7.4 | Calendar<br><a href="#">BOC Calendar April 16, 2024.docx</a>   | 57 - 58 |
| 7.5 | Correspondence Log<br><a href="#">CL 20240411.pdf</a>    | 59      |
| 7.6 | Procurement Manual Resolution and approval<br><a href="#">Resolution 2024-xxx Procurement Manual 4.16.2024.pdf</a>   | 60 - 95 |

## 8. Old Business

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

- |     |  |          |
|-----|--|----------|
| 8.1 | Long Term Update   |          |
| 8.2 | Electric Rate Schedule KVAR Charges<br><a href="#">Reactive Power_AGENDA REPORT v2.pdf</a> <br><a href="#">Exhibit A - Red Line Policy 6.1.2021.pdf</a>  | 96 - 108 |
| 8.3 | Tree Trimming Update   |          |

## 9. New Business

## 10. Adjourn

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

**VOUCHER APPROVAL FORM**

We, the undersigned Board of Commissioners of Public Utility District No. 1  
of Jefferson County hereby approve pending payments for transactions greater than \$100,000,  
if any. The following transactions are approved from the General Fund in the amount of  
**\$2,590,051.63** on this **16th** day of **April** **2024** ;

\_\_\_\_\_  
Jeff Randall  
President

\_\_\_\_\_  
Dan Toepper  
Vice President

\_\_\_\_\_  
Kenneth Collins  
Secretary

**PAYMENTS TO BE APPROVED:**

<b>WARRANTS</b>	<b>AMOUNT</b>	<b>DATE</b>
Accounts Payable: # 136256 to # 136310	\$ 491,682.62	3/28/2024
Accounts Payable: # 136311 to # 136365	\$ 207,531.20	4/4/2024
Payroll Checks: # 71134 to # 71135	\$ 5,899.18	3/29/2024
Payroll Direct Deposit:	\$ 222,304.96	3/29/2024
<b>TOTAL INVOICES PAID</b>	<b>\$927,417.96</b>	

<b>ACH/WIRE TRANSFERS PAID</b>	<b>AMOUNT</b>	<b>DATE</b>
ACH/Wire Transfer # 351 to # 363	\$ 1,662,633.67	3/29-4/2/24

**PAYMENT TOTAL** **\$2,590,051.63**

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 4/10/2024  
Melissa Blair, Finance Service Manager / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable: # 136256	to # 136310	\$ 491,682.62	3/28/2024
Accounts Payable: # 136311	to # 136365	\$ 207,531.20	4/4/2024
Payroll Checks: # 71134	to # 71135	\$ 5,899.18	3/29/2024
Payroll Direct Deposit:		\$ 222,304.96	3/29/2024

**TOTAL INVOICES PAID** **\$927,417.96**

	WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer: # 351	to # 363	\$ 1,662,633.67	3/29-4/2/24

**GRAND TOTAL** **\$2,590,051.63**

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# Accounts Payable Check Register

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## 03/28/2024 To 04/10/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136256 3/28/24	CHK	10588	4IMPRINT INC	COMMUNICATION PROMOTIONAL ITEMS	8,189.69
				COMMUNICATION PROMOTIONAL ITEMS	666.65
				COMMUNICATION PROMOTIONAL ITEMS	666.56
<b>Total for Check/Tran - 136256:</b>					9,522.90
136257 3/28/24	CHK	10006	AFLAC	AFLAC BILL - MONTHLY	198.84
136258 3/28/24	CHK	10012	ALTEC INDUSTRIES, INC	AUGER TECH ROPE RETAINER# 7530	237.96
				QUICK DISCONNECT FF-370-6FP	155.04
				QUICK DISCONNECT FF-370-6FP	25.91
<b>Total for Check/Tran - 136258:</b>					418.91
136259 3/28/24	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI	FIBER STORAGE RENTAL SPACE MONTHLY	158.00
				FIBER STORAGE RENTAL SPACE MONTHLY	1,422.00
<b>Total for Check/Tran - 136259:</b>					1,580.00
136260 3/28/24	CHK	10736	AMERICAN PUBLIC POWER ASSOCIATI	CST#20240-APPA DUES 1YR 4/1/2024-3/31/25	17,357.47
136261 3/28/24	CHK	10437	ASPECT CONSULTING	PROF SRC:PROJECT AS2305533 THRU 2/25/24	4,471.25
136262 3/28/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - W/E 03/02/2024	11,653.42
136263 3/28/24	CHK	10828	BIAW MEMBER SERVICES	L&I RETROSPECTIVE RATE GRP-2024 ROII	1,239.33
				L&I RETROSPECTIVE RATE GRP-2024 ROII	100.88
				L&I RETROSPECTIVE RATE GRP-2024 ROII	100.87
<b>Total for Check/Tran - 136263:</b>					1,441.08
136264 3/28/24	CHK	11075	BROWN AND BROWN OF WASHINGTON	PROF SRV:BROKER FEE MONTHLY	1,075.00
				PROF SRV:BROKER FEE MONTHLY	87.50
				PROF SRV:BROKER FEE MONTHLY	87.50
				PROF SRV:BROKER FEE MONTHLY	1,075.00
				PROF SRV:BROKER FEE MONTHLY	87.50
				PROF SRV:BROKER FEE MONTHLY	87.50
				PROF SRV:BROKER FEE MONTHLY	1,075.00
				PROF SRV:BROKER FEE MONTHLY	87.50

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROF SRV:BROKER FEE MONTHLY	87.50
				<b>Total for Check/Tran - 136264:</b>	3,750.00
136265 3/28/24	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	FLAGGING - E QUILCENE RD & SUB 2/13-22	3,491.20
				EXCAVATION & OPERATOR - WOODLAND DR	1,682.10
				FLAGGING - BLAINE ST & KEARNEY ST 3/20	1,254.65
				<b>Total for Check/Tran - 136265:</b>	6,427.95
136266 3/28/24	CHK	10036	CARL'S BUILDING SUPPLY, INC	CAP SEWER & COUPLING - DBR SEWER	173.07
				FERNCO COUPLING - DBR SEWER DRAINFIELD8	64.02
				<b>Total for Check/Tran - 136266:</b>	237.09
136267 3/28/24	CHK	10843	CCG CONSULTING	PROF SRV:BB NETWORK ENGINEERING MAR 2024	5,694.40
136268 3/28/24	CHK	10041	CDW GOVERNMENT	ACROBAT PRO DC FOR TEAMS	670.20
136269 3/28/24	CHK	10045	CENTURY LINK-S	PHONE SERVICE - MONTHLY	143.25
				PHONE SERVICE - MONTHLY	11.66
				PHONE SERVICE - MONTHLY	11.66
				PHONE SERVICE - MONTHLY	59.06
				PHONE SERVICE - MONTHLY	4.81
				PHONE SERVICE - MONTHLY	4.80
				<b>Total for Check/Tran - 136269:</b>	235.24
136270 3/28/24	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE	53.78
				LOW SPD DATA & 2WIRE	53.77
				LOW SPD DATA & 2WIRE - MONTHLY	35.06
				LOW SPD DATA & 2WIRE - MONTHLY	3.90
				<b>Total for Check/Tran - 136270:</b>	146.51
136271 3/28/24	CHK	10685	CINTAS CORPORATION	FIRST AID SUPPLIES - 191 OTTO ST	23.67
				FIRST AID SUPPLIES - 191 OTTO ST	1.93
				FIRST AID SUPPLIES - 191 OTTO ST	1.92
				<b>Total for Check/Tran - 136271:</b>	27.52
136272 3/28/24	CHK	10052	CITY OF PORT TOWNSEND	PERMIT TYPE: MIP-PMT TAFT AT WO#124057	312.94

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136273 3/28/24	CHK	10053	COMPUNET, INC	FLEX WEBEX CALL 1YR 2/15/24-2/14/25	4,645.07
				FLEX WEBEX CALL 1YR 2/15/24-2/14/25	378.09
				FLEX WEBEX CALL 1YR 2/15/24-2/14/25	378.08
				CISCO 6851 PHONE	745.33
				CISCO 6851 PHONE	3,195.59
<b>Total for Check/Tran - 136273:</b>					9,342.16
136274 3/28/24	CHK	10057	CORRECT EQUIPMENT	REPAIR SEWER GRINDER PUMP	662.24
136275 3/28/24	CHK	10501	D & L POLES	BORE CONDUITS FOR NEW PWR- SOUTH HARBOR	17,739.66
136276 3/28/24	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	FLAGGING- CAPE GEORGE 3/11-3/14/24	5,815.82
				FLAGGING- CAPE GEORGE 3/4-3/7/24	6,146.21
				FLAGGING - 49TH ST 3/4/2024	3,438.51
				FLAGGING - 49TH ST 3/14/2024	1,862.77
				FLAGGING - 101 & RODGERS 3/14/2024	1,698.31
				FLAGGING - VARIOUS LOCATIONS 3/15/2024	3,136.11
				FLAGGING - CENTER & 101 3/13/2024	1,616.09
				FLAGGING - QUILCENE 3/12/2024	1,698.31
				VEH# 414- TRUCK WASHING	92.74
				VEH# 415- TRUCK WASHING	92.74
				VEH# 418 - TRUCK WASHING	92.74
VEH# 419 - TRUCK WASHING	92.72				
<b>Total for Check/Tran - 136276:</b>					25,783.07
136277 3/28/24	CHK	10060	DELL MARKETING LP	DELL THUNDERBOLT 4 DOCK - WD22TB4	507.30
136278 3/28/24	CHK	10070	DOUBLE D ELECTRICAL, INC	ANNUAL SVC LIQUID COOLED GNRTR- 310	1,175.17
				ANNUAL SVC LIQUID COOLED GNRTR- 310	95.65
				ANNUAL SVC LIQUID COOLED GNRTR- 310	95.66
				REPLACE FLOATS - OCEAN GROVE 3/8/2024	1,523.25
				EMERGENCY DIG- 13691 CENTER RD 6/30/22	1,647.41
<b>Total for Check/Tran - 136278:</b>					4,537.14

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136279 3/28/24	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT-WEEKLY	1,339.51
				ACCT ASSISTANT-WEEKLY	109.03
				ACCT ASSISTANT-WEEKLY	109.03
<b>Total for Check/Tran - 136279:</b>					1,557.57
136280 3/28/24	CHK	10404	FARWEST LINE SPECIALTIES LLC	HOIST	1,760.87
136281 3/28/24	CHK	10085	FASTENAL	MISC SUPPLIES	86.46
				MISC SUPPLIES	11.96
				MISC SUPPLIES	32.50
				MISC SUPPLIES	0.97
				MISC SUPPLIES	0.97
				SQWINCHER	35.81
				MISC SUPPLIES	21.06
				MISC SUPPLIES	36.03
				MISC SUPPLIES	11.58
				MISC SUPPLIES	2.93
				MISC SUPPLIES	2.92
				RETURN: LIME VESTS	-70.06
				RETURN: LIME VESTS	-70.06
				RETURN: LIME VEST	-35.03
				RETURN: LIME VEST	-32.48
				RETURN: LIME VEST	-32.48
				RETURN: LIME VESTS	-64.96
				RETURN: LIME VESTS	-64.96
				MISC SUPPLIES	352.81
				MISC SUPPLIES	104.11
<b>Total for Check/Tran - 136281:</b>					330.08
136282 3/28/24	CHK	10942	FINLEY ENGINEERING CO, INC	PROF SVC:PT BUS DIST PWB 2/1-2/29/2024	9,674.30
				PROF SVC: OLYMPIC CORR 2/1-2/29/2024	22,664.07
				PROF SVC: EAST DISCOB FTTP 2/1-2/29/2024	8,669.03



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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROF SVC: JEFF NORTH FTTP 2/1-2/29/24	48,124.76
				PROF SVC:RE CONNECT 4 FTTP 2/1-2/29/2024	26,164.63
				PROF SVC: MISC ENG SVCS 2/1-2/29/2024	18,474.63
<b>Total for Check/Tran - 136282:</b>					133,771.42
136283 3/28/24	CHK	11078	FIRST DIGITAL COMMUNICATIONS,LLCTELECOMMUNICATION-MONTHLY		394.52
			TELECOMMUNICATION-MONTHLY		32.11
			TELECOMMUNICATION-MONTHLY		32.11
<b>Total for Check/Tran - 136283:</b>					458.74
136284 3/28/24	CHK	10094	GENERAL PACIFIC, INC	STREETLIGHT-LED PROG 40W 2700K	6,769.66
136285 3/28/24	CHK	10454	GLOBAL RENTAL COMPANY INC	TSE TRAILER VEH#429 2/15-3/13/2024	3,545.75
				TSE T30/36TRAILER VEH#428 3/4-3/31/24	2,072.90
<b>Total for Check/Tran - 136285:</b>					5,618.65
136286 3/28/24	CHK	10098	GRAINGER	CABLE TIE MOUNTS 3/4" NATURAL 100/PACK	54.59
				CABLE TIE MOUNTS 3/4" NATURAL 100/PACK	14.40
				RUSTOLEUM MARKING PAINT-RED	309.77
<b>Total for Check/Tran - 136286:</b>					378.76
136287 3/28/24	CHK	10366	ICPE	PROF SVC:OH/URD CONVERSION - FEB 2024	4,495.00
				4 YEAR CONSTRUCTION WORKPLAN-FEB	18,083.25
				GENERAL ENGINEERING SERVICES FEB 2024	10,470.00
<b>Total for Check/Tran - 136287:</b>					33,048.25
136288 3/28/24	CHK	10839	IRBY ELECTRICAL UTILITES	WIRE FIBER	84,680.01
				WIRE FIBER 24F ADSS	11,580.99
				SPLICE 2/0 (GREY)	291.30
<b>Total for Check/Tran - 136288:</b>					96,552.30
136289 3/28/24	CHK	10518	J HARLEN COMPANY	CUTTERS	1,666.71
				LED	277.69
<b>Total for Check/Tran - 136289:</b>					1,944.40
136290 3/28/24	CHK	10042	LANDIS & GYR TECHNOLOGY INC	METER READS - FEB 2024	10,141.74

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136291 3/28/24	CHK	10136	LES SCHWAB TIRES	VEH# 202 - TIRES	2,694.64
				VEH# 209 - TIRES	1,548.72
<b>Total for Check/Tran - 136291:</b>					4,243.36
136292 3/28/24	CHK	10927	MARSH MUNDORF PRATT SULLIVAN +	WPAG FEB 2024	759.96
				WPAG FEB 2024	61.86
				WPAG FEB 2024	61.86
<b>Total for Check/Tran - 136292:</b>					883.68
136293 3/28/24	CHK	10142	MASON COUNTY PUD #1	ELEC-DOSEWALLIPS RD-PUMP MONTHLY 2024	240.60
				ELECTRIC-1012 DUCKABUSH RD - FC MONTHLY	65.95
				ELECTRIC - BPA RD - PUMP MONTHLY	107.07
<b>Total for Check/Tran - 136293:</b>					413.62
136294 3/28/24	CHK	10309	NISC	PRINT SVCS INVOICE FEB 2024	2,345.88
				PRINT SVCS INVOICE FEB 2024	7,824.59
				PRINT SVCS INVOICE FEB 2024	1,448.11
				PRINT SVCS INVOICE FEB 2024	190.94
				PRINT SVCS INVOICE FEB 2024	636.88
				PRINT SVCS INVOICE FEB 2024	117.87
				PRINT SVCS INVOICE FEB 2024	117.87
				PRINT SVCS INVOICE FEB 2024	190.94
				PRINT SVCS INVOICE FEB 2024	636.89
				RECURRING INVOICE FEB 2024	1,005.82
				RECURRING INVOICE FEB 2024	231.85
				RECURRING INVOICE FEB 2024	1,705.88
				RECURRING INVOICE FEB 2024	502.97
				RECURRING INVOICE FEB 2024	502.97
				RECURRING INVOICE FEB 2024	9,377.44
				RECURRING INVOICE FEB 2024	532.09
				RECURRING INVOICE FEB 2024	109.83
				RECURRING INVOICE FEB 2024	1,612.84

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## 03/28/2024 To 04/10/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				RECURRING INVOICE FEB 2024	207.71
				RECURRING INVOICE FEB 2024	24.41
				RECURRING INVOICE FEB 2024	1,874.13
				MISC FEB 2024	695.13
				MISC FEB 2024	65.68
				MISC FEB 2024	56.58
				MISC FEB 2024	5.35
				MISC FEB 2024	56.58
				MISC FEB 2024	5.35
<b>Total for Check/Tran - 136294:</b>					32,082.58
136295	3/28/24	CHK 10181	PENINSULA PEST CONTROL	MONTHLY RODENT SVC 310 4 CRNR	37.53
				MONTHLY RODENT SVC 310 4 CRNR	3.05
				MONTHLY RODENT SVC 310 4 CRNR	3.06
				C#13068 BI-MONTHLY OHA SVC 310 4 CRNR	46.91
				C#13068 BI-MONTHLY OHA SVC 310 4 CRNR	3.82
				C#13068 BI-MONTHLY OHA SVC 310 4 CRNR	3.82
				CRPNTRANT SVC BIM-OLYRIDG DR	65.46
<b>Total for Check/Tran - 136295:</b>					163.65
136296	3/28/24	CHK 10188	PLATT ELECTRIC SUPPLY	UNISTRUT CONDUIT CLAMPS 3"	244.83
136297	3/28/24	CHK 10198	PROGLASS, INC	FIBERGLASS BASEMENT 42X38X30-24X21 PG	15,524.34
136298	3/28/24	CHK 10203	PURMS JOINT SELF INSURANCE FUND	AEGIS CYBER PLICY ADD PREM 1/1/24-1/1/25	513.41
				AEGIS CYBER PLICY ADD PREM 1/1/24-1/1/25	41.79
				AEGIS CYBER PLICY ADD PREM 1/1/24-1/1/25	41.79
<b>Total for Check/Tran - 136298:</b>					596.99
136299	3/28/24	CHK 10708	RCE TRAFFIC CONTROL, INC	FLAGGING - SOUTH POINT RD 3/11-3/15/2024	8,046.25
136300	3/28/24	CHK 10400	DONALD K STREETT	TRAVEL - AIRFARE	628.01
				TRAVEL - FERRY FEE	8.87
				TRAVEL - LODGING	747.18

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRAVEL - MEALS PER DIEM	355.50
				TRAVEL - MILEAGE	56.68
				TRAVEL - TRANSIT/ TAXI	102.10
				TRAVEL - AIRFARE	69.78
				TRAVEL - FERRY FEE	0.98
				TRAVEL - LODGING	83.02
				TRAVEL - MEALS PER DIEM	39.50
				TRAVEL - MILEAGE	6.30
				TRAVEL - TRANSIT/ TAXI	11.34
				<b>Total for Check/Tran - 136300:</b>	2,109.26
136301	3/28/24	CHK	11026	THE CAR WASH PORT TOWNSEND	
				FLEET SERVICE - FEB 2024 - VEH# 211	30.55
				FLEET SERVICE - FEB 2024 - VEH# 214	15.27
				<b>Total for Check/Tran - 136301:</b>	45.82
136302	3/28/24	CHK	10553	TRANSFORMER TECHNOLOGIES, LLC.	
				SURPLUS TRANSFORMER DISPOSAL/TESTING	1,302.00
136303	3/28/24	CHK	10250	TYNDALE COMPANY, INC	
				PUD CLOTHING	29.07
				PUD CLOTHING	24.01
				PUD CLOTHING	85.92
				PUD CLOTHING	54.34
				PUD CLOTHING	108.68
				<b>Total for Check/Tran - 136303:</b>	302.02
136304	3/28/24	CHK	10252	ULINE	
				TWISTED POLYPROPYLENE ROPE 1*4" X 600'	294.67
136305	3/28/24	CHK	10433	UNITED RENTALS (NORTH AMERICA), IVEH#423-FORKLFT VARCH RNTL 3/6-4/3/24	1,718.19
136306	3/28/24	CHK	10620	UPS	
				SHIPPING FEES 2/23-3/5/24	33.21
				SHIPPING FEES 2/23-3/5/24	107.76
				<b>Total for Check/Tran - 136306:</b>	140.97
136307	3/28/24	CHK	10496	WELLS FARGO VENDOR FIN SERV	
				4CRNRS WKRM COPYRNT-MONTHLY	243.95
				4CRNRS WKRM COPYRNT-MONTHLY	19.86
				4CRNRS WKRM COPYRNT-MONTHLY	19.85

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 136307:</b>					283.66
136308 3/28/24	CHK	10647	WEST HILLS FORD MAZDA	REPLACEMENT MIRROR GLASS ASSEMBLY	107.64
136309 3/28/24	CHK	11053	CHRISTOPHER R WILLIAMSON	BOOT/TOOL ALLOWANCE 2024	276.36
136310 3/28/24	CHK	10278	WPUDA	2024 WPUDA ANNUAL CONFERENCE REG FEE	473.00
				2024 WPUDA ANNUAL CONFERENCE REG FEE	38.50
				2024 WPUDA ANNUAL CONFERENCE REG FEE	38.50
				2024 WPUDA ANNUAL CONFERENCE REG FEE	473.00
				2024 WPUDA ANNUAL CONFERENCE REG FEE	38.50
				2024 WPUDA ANNUAL CONFERENCE REG FEE	38.50
				2024 WPUDA ANNUAL CONFERENCE REG FEE	473.00
				2024 WPUDA ANNUAL CONFERENCE REG FEE	38.50
				2024 WPUDA ANNUAL CONFERENCE REG FEE	38.50
				MEMBERSHIP DUES-MONTHLY	5,334.58
				MEMBERSHIP DUES-MONTHLY	434.21
				MEMBERSHIP DUES-MONTHLY	434.21
<b>Total for Check/Tran - 136310:</b>					7,853.00
136311 4/4/24	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI	FIBER STORAGE RENTAL SPACE MONTHLY	95.00
				FIBER STORAGE RENTAL SPACE MONTHLY	1,350.00
<b>Total for Check/Tran - 136311:</b>					1,445.00
136312 4/4/24	CHK	10447	ANIXTER INC.	BOLT CARRIAGE 3/8 X 10	366.58
				BOLT CARRIAGE 3/8 X 10	135.50
<b>Total for Check/Tran - 136312:</b>					502.08
136313 4/4/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - W/E 03/09/2024	10,073.42
136314 4/4/24	CHK	10933	AT&T MOBILITY II LLC	CRADLEPOINT SERVICE FOR AMI - MONTHLY	1,188.27
136315 4/4/24	CHK	10339	BORDER STATES ELECTRIC	AERIAL DROP 6FIBER ADSS	55,360.75
				COPPER C	421.13
				ELEBOW CONNECTOR	50.63

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				TANK GROUNDS	870.19
				WISE TOP BOLT	282.57
<b>Total for Check/Tran - 136315:</b>					56,985.27
136316 4/4/24	CHK	10669	THOMAS S BROOKE	CROSS CONNECTION EXAM	104.00
136317 4/4/24	CHK	10940	CALIX, INC.	HARDWARE-GIGASPIRE/GIGAPOINT	21,954.19
136318 4/4/24	CHK	10623	CARL H. JOHNSON & SON EXCAVATIN	VACTRA TRUCK/LABOR- HUMMINGBIRD CT 3/27	1,287.38
136319 4/4/24	CHK	10044	CENTURY LINK QCC-P	PH#360-385-5800 MONTHLY	11.37
				PH#360-385-5800 MONTHLY	0.93
				PH#360-385-5800 MONTHLY	0.92
<b>Total for Check/Tran - 136319:</b>					13.22
136320 4/4/24	CHK	10051	CITY OF PORT TOWNSEND-UTILITY	KEARNEY SUBSTATION-MONTHLY	208.24
				191 OTTO ST - MONTHLY	115.26
				191 OTTO ST - MONTHLY	9.38
				191 OTTO ST - MONTHLY	9.38
<b>Total for Check/Tran - 136320:</b>					342.26
136321 4/4/24	CHK	10060	DELL MARKETING LP	POWEREDGE R640 SUPPORT & MAINTENANCE 1YR	4,120.47
				DELL 24 MONITOR - P2422H	1,500.84
				DELL 24 MONITOR - P2422H	122.16
				DELL 24 MONITOR - P2422H	122.16
<b>Total for Check/Tran - 136321:</b>					5,865.63
136322 4/4/24	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE-MONTHLY	5,160.00
				CONSULTING SERVICE-MONTHLY	420.00
				CONSULTING SERVICE-MONTHLY	420.00
<b>Total for Check/Tran - 136322:</b>					6,000.00
136323 4/4/24	CHK	10084	EXPRESS SERVICES, INC	ACCT ASSISTANT-WEEKLY	1,326.64
				ACCT ASSISTANT-WEEKLY	109.03
				ACCT ASSISTANT-WEEKLY	109.03
				ACCT ASSISTANT 02/04/2024	1,328.44

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				ACCT ASSISTANT 02/04/2024	108.13
				ACCT ASSISTANT 02/04/2024	108.13
				ACCT ASSISTANT 03/24/2024	1,328.44
				ACCT ASSISTANT 03/24/2024	108.13
				ACCT ASSISTANT 03/24/2024	108.13
				<b>Total for Check/Tran - 136323:</b>	4,634.10
136324	4/4/24	CHK 10942	FINLEY ENGINEERING CO, INC	PROF SVC: COORD & ASSIST 1/1-1/31/2024	1,480.12
136325	4/4/24	CHK 10090	FREDERICKSON ELECTRIC, INC	TEST VOLTAGE - 50 HARBORVIEW LN 3/31/24	387.31
136326	4/4/24	CHK 10094	GENERAL PACIFIC, INC	HEAT SHRINK	320.75
				KNUCKLES TOWELS	76.45
				<b>Total for Check/Tran - 136326:</b>	397.20
136327	4/4/24	CHK 10454	GLOBAL RENTAL COMPANY INC	2024 FREIGHTLINER VEH#418 3/13-4/9/24	4,582.20
				TSE TRAILER VEH#429 3/14-4/10/24	2,618.40
				<b>Total for Check/Tran - 136327:</b>	7,200.60
136328	4/4/24	CHK 10098	GRAINGER	MULTI FUNCT TIME DELAY RELAY	147.06
				FOAM TAPE	600.33
				LAG	241.73
				<b>Total for Check/Tran - 136328:</b>	989.12
136329	4/4/24	CHK 10103	H D FOWLER	3" IP COMPANION FLANGE DI/CI	180.61
				12"METER SETTER VBH72-12W-11-33-NL	2,682.17
				<b>Total for Check/Tran - 136329:</b>	2,862.78
136330	4/4/24	CHK 11037	HENERY HARDWARE & BUILDING SUP	FIBER MATERIAL	23.74
				JB WELD	6.80
				ORGANIZER BOX	6.39
				CARBON HOLE SAW	6.61
				<b>Total for Check/Tran - 136330:</b>	43.54
136331	4/4/24	CHK 10114	IBEW LOCAL UNION NO 77	IBEW MARCH 2024 UNION DUES	3,604.16

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136332 4/4/24	CHK	10839	IRBY ELECTRICAL UTILITES	SPLICE 4/0-350	1,566.68
				WIRE FIBER 12F BURIED FIBER	11,655.79
<b>Total for Check/Tran - 136332:</b>					13,222.47
136333 4/4/24	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	UTILITY PRMT APP -TYPE B (IV-020)	311.00
136334 4/4/24	CHK	10129	JIFFY LUBE	VEH# 125 - OIL CHANGE	63.03
136335 4/4/24	CHK	10972	KATIES CLEANING SERVICE	JANITORIAL SRV 3/13/24-3/28/2024	2,130.65
				JANITORIAL SRV 3/13/24-3/28/2024	173.43
				JANITORIAL SRV 3/13/24-3/28/2024	173.42
<b>Total for Check/Tran - 136335:</b>					2,477.50
136336 4/4/24	CHK	10348	KEMP WEST, INC	TT T&M-CAPE GOERGE W/E 03/09/2024	1,236.42
136337 4/4/24	CHK	10593	MASCOTT EQUIPMENT	ANNUAL COMPLIANCE TESTING-FUEL TANKS-24	1,484.18
				ANNUAL COMPLIANCE TESTING-FUEL TANKS-24	120.81
				ANNUAL COMPLIANCE TESTING-FUEL TANKS-24	120.80
<b>Total for Check/Tran - 136337:</b>					1,725.79
136338 4/4/24	CHK	10771	MOUNTAIN STATES PIPE & SUPPLY CO	ERW-1300-408 QTY 17	1,838.88
				ENCODED WATER METER ERTS QTY 24	2,513.66
<b>Total for Check/Tran - 136338:</b>					4,352.54
136339 4/4/24	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES - LABORERS MARCH 2024	753.00
136340 4/4/24	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM MAY 2024	19,361.00
136341 4/4/24	CHK	10631	WILLIAM P O'DONNELL	TRAVEL - AIRFARE	608.59
				TRAVEL - AIRFARE	67.62
				TRAVEL - MEALS PER DIEM	213.30
				TRAVEL - MEALS PER DIEM	23.70
<b>Total for Check/Tran - 136341:</b>					913.21
136342 4/4/24	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES- OPERATIONS	224.47
				OFFICE SUPPLIES- OPERATIONS	18.27
				OFFICE SUPPLIES- OPERATIONS	18.27



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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DOG TREATS - 210 METERING	31.52
<b>Total for Check/Tran - 136342:</b>					292.53
136343 4/4/24	CHK	10170	OLYMPIC EQUIPMENT RENTALS	FLOOR JACK	79.63
136344 4/4/24	CHK	10171	ON LINE INFORMATION SERVICES	ONLINE UTILITY EXG REPORT-MONTHLY	191.67
136345 4/4/24	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLTY-CHIMACUM STORAGE	60.01
136346 4/4/24	CHK	10183	PETRICKS LOCK & SAFE	REPLACE LOCK ON EMPL ENTRANCE - 310 4 CRN	175.22
136347 4/4/24	CHK	10186	PITNEY BOWES INC	ENV STUF - MAIN FEE 1YR 4/16/23-4/15/24	869.20
				ENV STUF - MAIN FEE 1YR 4/16/23-4/15/24	70.75
				ENV STUF - MAIN FEE 1YR 4/16/23-4/15/24	70.75
<b>Total for Check/Tran - 136347:</b>					1,010.70
136348 4/4/24	CHK	10188	PLATT ELECTRIC SUPPLY	WERNER 16' LADDER,300LBS	359.74
136349 4/4/24	CHK	10895	POWER&TELEPHONE SUPPLY COMPAN	1X32 WIDE VAM SPLITTER	6,536.96
				1X32 WIDE VAM SPLITTER	15,252.92
				1X32 WIDE VAM SPLITTER	-21,789.88
				DROP CABLE GUIDE# B983	105.34
136350 4/4/24	CHK	10197	PRINTERY COMMUNICATIONS	ENERGY EFF REBATE GUIDE QTY 200	261.60
136351 4/4/24	CHK	10212	ROHLINGER ENTERPRISES INC	QUARTERLY GLOVE & BLANKET TESTING	1,365.43
				QUARTERLY GLOVE & BLANKET TESTING	145.38
				QUARTERLY GLOVE & BLANKET TESTING	11.18
<b>Total for Check/Tran - 136351:</b>					1,521.99
136352 4/4/24	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	66.32
				PUD CLOTHING	106.04
<b>Total for Check/Tran - 136352:</b>					172.36
136353 4/4/24	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
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				TESTING: COLIFORM/E.COLI 3/6	26.00
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				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	52.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
				TESTING: COLIFORM/E.COLI 3/6	26.00
<b>Total for Check/Tran - 136353:</b>					546.00
136354	4/4/24	CHK 10234	STATE AUDITORS	ACCT AUDIT & ENERGY COMP ATTEST 2/24/24	3,670.43
				ACCT AUDIT & ENERGY COMP ATTEST 2/24/24	313.50
				ACCT AUDIT & ENERGY COMP ATTEST 2/24/24	494.67
<b>Total for Check/Tran - 136354:</b>					4,478.60
136355	4/4/24	CHK 10450	TECHNOLOGY CONSERVATION GROUP	METER DESTRUCTION-AMI CHANGEOUT	1,556.90
136356	4/4/24	CHK 10302	ERIC THARALDSEN	WELLNESS PROGRAM REIMBURSEMENT 2024	300.00
136357	4/4/24	CHK 10733	DANIEL S TOEPPER	PPC MTG, BOC MTG, MTG W GM, WPUDA-MAR 24	674.42
				PPC MTG, BOC MTG, MTG W GM, WPUDA-MAR 24	54.89
				PPC MTG, BOC MTG, MTG W GM, WPUDA-MAR 24	54.90
<b>Total for Check/Tran - 136357:</b>					784.21

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136358 4/4/24	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	26.71
				PUD CLOTHING	16.87
				PUD CLOTHING	69.77
<b>Total for Check/Tran - 136358:</b>					113.35
136359 4/4/24	CHK	10252	ULINE	FLAGS	442.45
				WORK GLOVES	88.51
<b>Total for Check/Tran - 136359:</b>					530.96
136360 4/4/24	CHK	10615	US BANK	ALYSON DEAN	922.12
				BROADBAND DEPARTMENT	79.82
				DAN TOEPPER	1,864.08
				ENGINEERING DEPARTMENT	9.85
				HR DEPARTMENT	681.51
				IT DEPARTMENT	103.59
				JEFF RANDALL	37.50
				JONATHAN DEHNERT	765.20
				JOSH GARLOCK	185.09
				KENNETH COLLINS	322.46
				KEVIN STREETT	865.08
				KRIS LOTT	768.52
				MELANIE DES MARAIS	911.38
				MIKE BAILEY	1,832.72
				WILL O'DONNELL	1,085.46
<b>Total for Check/Tran - 136360:</b>					10,434.38
136361 4/4/24	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - MONTHLY	69.96
				LOCATES - MONTHLY	377.52
				LOCATES - MONTHLY	80.52
<b>Total for Check/Tran - 136361:</b>					528.00
136362 4/4/24	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB01/16-2/15/2024	375.15
				CELL PHONE SERVICE QB01/16-2/15/2024	26.07

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				CELL PHONE SERVICE QB01/16-2/15/2024	183.16
				CELL PHONE SERVICE QB01/16-2/15/2024	188.85
				CELL PHONE SERVICE QB01/16-2/15/2024	94.56
				CELL PHONE SERVICE QB01/16-2/15/2024	77.76
				CELL PHONE SERVICE QB01/16-2/15/2024	159.19
				CELL PHONE SERVICE QB01/16-2/15/2024	77.76
				CELL PHONE SERVICE QB01/16-2/15/2024	115.55
				CELL PHONE SERVICE QB01/16-2/15/2024	112.20
				CELL PHONE SERVICE QB01/16-2/15/2024	104.28
				CELL PHONE SERVICE QB01/16-2/15/2024	26.07
				CELL PHONE SERVICE QB01/16-2/15/2024	39.18
				CELL PHONE SERVICE QB01/16-2/15/2024	38.58
				CELL PHONE SERVICE QB01/16-2/15/2024	187.08
				CELL PHONE SERVICE QB01/16-2/15/2024	187.08
				CELL PHONE SERVICE QB01/16-2/15/2024	81.43
				CELL PHONE SERVICE QB01/16-2/15/2024	36.01
				CELL PHONE SERVICE QB01/16-2/15/2024	36.01
				CELL PHONE SERVICE QB01/16-2/15/2024	233.69
				CELL PHONE SERVICE QB01/16-2/15/2024	67.99
				CELL PHONE SERVICE QB01/16-2/15/2024	55.93
				CELL PHONE SERVICE QB01/16-2/15/2024	46.93
				CELL PHONE SERVICE QB01/16-2/15/2024	36.01
				CELL PHONE SERVICE QB01/16-2/15/2024	194.80
				CELL PHONE SERVICE QB01/16-2/15/2024	20.35
				CELL PHONE SERVICE QB01/16-2/15/2024	307.50
				CELL PHONE SERVICE QB01/16-2/15/2024	4.00
				CELL PHONE SERVICE QB01/16-2/15/2024	4.00
				CELL PHONE SERVICE QB01/16-2/15/2024	54.91
				CELL PHONE SERVICE QB01/16-2/15/2024	7.55
				CELL PHONE SERVICE QB01/16-2/15/2024	6.21
				CELL PHONE SERVICE QB01/16-2/15/2024	5.21

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				CELL PHONE SERVICE QB01/16-2/15/2024	54.55
				CELL PHONE SERVICE QB01/16-2/15/2024	4.00
				CELL PHONE SERVICE QB01/16-2/15/2024	21.63
				CELL PHONE SERVICE QB01/16-2/15/2024	90.15
				CELL PHONE SERVICE QB01/16-2/15/2024	119.76
				CELL PHONE SERVICE QB01/16-2/15/2024	119.63
				SCADA CRADLEPNT DEVICES QB-MONTHLY	834.94
				WIFI-MONTHLY VEHICLES	232.01
				WIFI-MONTHLY VOICE&MOBILE BROADBAND LINE	43.65
				WIFI-MONTHLY ADMIN IT BACKUP SERV ROOM	43.65
				WIFI-MONTHLY EXECUTIVE	87.29
				WIFI-MONTHLY FINANCE	104.75
				WIFI-MONTHLY FINANCIAL	43.63
				WIFI-MONTHLY VEHICLES	51.57
				WIFI-MONTHLY VOICE&MOBILE BROADBAND LINE	21.95
				WIFI-MONTHLY WATER-207	21.82
				WIFI-MONTHLY ADMIN IT BACKUP SERV ROOM	10.91
				WIFI-MONTHLY EXECUTIVE	21.82
				WIFI-MONTHLY FINANCE	26.18
				WIFI-MONTHLY FINANCIAL	10.91
				QB04 02/20-03/19/24	834.90
				CELL PHONE SERVICE QB2/16-3/15/2024	377.28
				CELL PHONE SERVICE QB2/16-3/15/2024	26.07
				CELL PHONE SERVICE QB2/16-3/15/2024	162.26
				CELL PHONE SERVICE QB2/16-3/15/2024	188.85
				CELL PHONE SERVICE QB2/16-3/15/2024	94.56
				CELL PHONE SERVICE QB2/16-3/15/2024	110.91
				CELL PHONE SERVICE QB2/16-3/15/2024	251.73
				CELL PHONE SERVICE QB2/16-3/15/2024	110.91
				CELL PHONE SERVICE QB2/16-3/15/2024	115.55
				CELL PHONE SERVICE QB2/16-3/15/2024	113.11

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				CELL PHONE SERVICE QB2/16-3/15/2024	104.28
				CELL PHONE SERVICE QB2/16-3/15/2024	26.07
				CELL PHONE SERVICE QB2/16-3/15/2024	90.61
				CELL PHONE SERVICE QB2/16-3/15/2024	20.30
				CELL PHONE SERVICE QB2/16-3/15/2024	188.60
				CELL PHONE SERVICE QB2/16-3/15/2024	188.60
				CELL PHONE SERVICE QB2/16-3/15/2024	140.82
				CELL PHONE SERVICE QB2/16-3/15/2024	36.01
				CELL PHONE SERVICE QB2/16-3/15/2024	36.01
				CELL PHONE SERVICE QB2/16-3/15/2024	233.72
				CELL PHONE SERVICE QB2/16-3/15/2024	67.99
				CELL PHONE SERVICE QB2/16-3/15/2024	55.93
				CELL PHONE SERVICE QB2/16-3/15/2024	46.93
				CELL PHONE SERVICE QB2/16-3/15/2024	36.01
				CELL PHONE SERVICE QB2/16-3/15/2024	29.45
				CELL PHONE SERVICE QB2/16-3/15/2024	190.59
				CELL PHONE SERVICE QB2/16-3/15/2024	18.03
				CELL PHONE SERVICE QB2/16-3/15/2024	307.50
				CELL PHONE SERVICE QB2/16-3/15/2024	4.00
				CELL PHONE SERVICE QB2/16-3/15/2024	4.00
				CELL PHONE SERVICE QB2/16-3/15/2024	54.92
				CELL PHONE SERVICE QB2/16-3/15/2024	7.55
				CELL PHONE SERVICE QB2/16-3/15/2024	6.21
				CELL PHONE SERVICE QB2/16-3/15/2024	5.21
				CELL PHONE SERVICE QB2/16-3/15/2024	54.55
				CELL PHONE SERVICE QB2/16-3/15/2024	4.00
				CELL PHONE SERVICE QB2/16-3/15/2024	3.27
				CELL PHONE SERVICE QB2/16-3/15/2024	21.18
				CELL PHONE SERVICE QB2/16-3/15/2024	90.15
				CELL PHONE SERVICE QB2/16-3/15/2024	114.28
				CELL PHONE SERVICE QB2/16-3/15/2024	114.17

04/10/2024 11:19:21 AM

# Accounts Payable Check Register

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03/28/2024 To 04/10/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 136362:</b>					9,842.92
136363 4/4/24	CHK	10800	VISION METERING, LLC	END SIGHT CLOUD SOFTWARE - MONTHLY	1,273.10
136364 4/4/24	CHK	10479	WAPRO	WAPRO -VIRTUAL FALL CONF REGISTR 2024	55.90
				WAPRO -VIRTUAL FALL CONF REGISTR 2024	4.55
				WAPRO -VIRTUAL FALL CONF REGISTR 2024	4.55
<b>Total for Check/Tran - 136364:</b>					65.00
136365 4/4/24	CHK	10496	WELLS FARGO VENDOR FIN SERV	4CRNRS COPYRNT FEB 2023	354.47
				4CRNRS COPYRNT FEB 2023	39.39
				4CRNRS COPYRNT MAR 2023	354.47
				4CRNRS COPYRNT MAR 2023	39.39
				4CRNRS WKRM COPYRNT FEB 2023	255.29
				4CRNRS WKRM COPYRNT FEB 2023	28.37
<b>Total for Check/Tran - 136365:</b>					1,071.38

<b>Total Payments for Bank Account - 7 :</b>	(110)	699,213.82
<b>Total Voids for Bank Account - 7 :</b>	(0)	0.00
<b>Total for Bank Account - 7 :</b>	(110)	699,213.82
<b>Grand Total for Payments :</b>	(110)	699,213.82
<b>Grand Total for Voids :</b>	(0)	0.00
<b>Grand Total :</b>	(110)	699,213.82

04/10/2024 11:20:09 AM

# Accounts Payable Wire Register

Page 1

03/28/2024 To 04/10/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
351 3/29/24	WIRE	10280	USDA-WIRE TRANSFER	H0010 PRINCIPAL	938,284.62
				H0015 PRINCIPAL	6,004.87
				INTEREST	548,888.91
				NOTE SECT 9 INTEREST	26,310.17
<b>Total for Check/Tran - 351:</b>					1,519,488.57
352 3/29/24	WIRE	10280	USDA-WIRE TRANSFER	INTEREST D45 LOAN-MONTHLY	16,797.44
353 4/2/24	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MONTHLY	12,712.15
				PETERSON LAKE WIRE PMT MONTHLY	1,616.47
<b>Total for Check/Tran - 353:</b>					14,328.62
361 4/1/24	WIRE	11038	TEXAS STATE DISBURSEMENT UNIT	PL CHILD SUPPORT EE	311.54
362 4/1/24	WIRE	10281	IRS - EFTPS	EMPLOYEES' MEDICARE TAX	4,886.40
				EMPLOYER'S MEDICARE TAX	4,886.40
				EMPLOYEES' FICA TAX	20,893.63
				EMPLOYER'S FICA TAX	20,893.63
				EMPLOYEES' FEDERAL WITHHOLDING	19,282.01
				EMPLOYEES' FEDERAL WITHHOLDING TAX	12,214.66
<b>Total for Check/Tran - 362:</b>					83,056.73
363 4/1/24	WIRE	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE	20,209.96
				PL DEFERRED COMP ER	8,440.81
<b>Total for Check/Tran - 363:</b>					28,650.77

<b>Total Payments for Bank Account - 8 :</b>	(6)	1,662,633.67
<b>Total Voids for Bank Account - 8 :</b>	(0)	0.00
<b>Total for Bank Account - 8 :</b>	(6)	1,662,633.67
<b>Grand Total for Payments :</b>	(6)	1,662,633.67
<b>Grand Total for Voids :</b>	(0)	0.00
<b>Grand Total :</b>	(6)	1,662,633.67



04/10/2024 11:19:54 AM

Accounts Payable  
Direct Deposit  
Register

Page 1

03/28/2024 To 04/10/2024

Bank Account: -

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
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NO RECORDS FOUND

Total for Check/Tran - :

JEFFERSON COUNTY PUD NO 1

**ISSUED PAYROLL CHECKS**  
**PAY DATE: 3/29/2024**

<b>Empl</b>	<b>Position</b>	<b>Check #</b>	<b>Check Date</b>	<b>Amount</b>
2003	WATER TREATMENT PLANT OPERATOR III	71134	3/29/2024	3,072.32
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71135	3/29/2024	2,826.86
				<b>\$ 5,899.18</b>

## JEFFERSON COUNTY PUD NO 1

<b>DIRECT DEPOSIT PAYROLL</b> <b>PAY DATE: 3/29/2024</b>
---

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	3/29/2024	\$ 2,047.35
3062	ACCOUNTING ASSOCIATE	3/29/2024	\$ 2,128.98
3070	ACCOUNTING ASSOCIATE	3/29/2024	\$ 2,067.27
3039	ACCOUNTING SPECIALIST	3/29/2024	\$ 2,366.32
3065	ADMINISTRATIVE ASSISTANT	3/29/2024	\$ 1,655.10
3052	ADMINISTRATIVE ASSISTANT	3/29/2024	\$ 2,785.35
3078	ASSISTANT GENERAL MANAGER	3/29/2024	\$ 6,041.72
4006	COMMISSIONER DIST 1	3/29/2024	\$ 1,127.95
4004	COMMISSIONER DIST 2	3/29/2024	\$ 1,260.01
4008	COMMISSIONER DIST 3	3/29/2024	\$ 927.95
3034	COMMUNICATIONS DIRECTOR	3/29/2024	\$ 3,921.13
3002	CUSTOMER SERVICE COORDINATOR	3/29/2024	\$ 0.39
3022	CUSTOMER SERVICE REP	3/29/2024	\$ 1,765.05
3032	CUSTOMER SERVICE REP	3/29/2024	\$ 1,865.50
3048	CUSTOMER SERVICE REP	3/29/2024	\$ 1,749.70
3056	CUSTOMER SERVICE REP	3/29/2024	\$ 1,320.27
3066	CUSTOMER SERVICE REP	3/29/2024	\$ 1,569.72
3075	CUSTOMER SERVICE REP	3/29/2024	\$ 1,615.79
3060	DIGITAL COMMUNICATIONS SPECIALIST	3/29/2024	\$ 2,558.52
1027	ELECTRICAL ENGINEERING MANAGER	3/29/2024	\$ 3,625.52
1041	ELECTRICAL SUPERINTENDENT	3/29/2024	\$ 4,650.10
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	3/29/2024	\$ 2,625.07
3033	FINANCE DIRECTOR	3/29/2024	\$ 5,237.66
3029	FINANCE SERVICES MANAGER	3/29/2024	\$ 3,150.18
1046	FLEET/WAREHOUSE HELPER	3/29/2024	\$ 3,111.74
1012	FOREMAN LINEMAN	3/29/2024	\$ 4,750.85
1011	GENERAL MANAGER	3/29/2024	\$ 5,641.16
1042	GIS SPECIALIST	3/29/2024	\$ 2,806.12
1017	HEAD STOREKEEPER	3/29/2024	\$ 2,733.89
3063	HUMAN RESOURCES COORDINATOR	3/29/2024	\$ 3,101.74
3047	HUMAN RESOURCES DIRECTOR	3/29/2024	\$ 4,267.34
3008	INFORMATION TECHNOLOGY MANAGER	3/29/2024	\$ 3,911.22
3077	IT SUPPORT TECHNICIAN: BROADBAND	3/29/2024	\$ 1,951.04
3074	IT TECH SUPPORT	3/29/2024	\$ 2,150.94
2001	JOINT UTILITY SPECIALIST	3/29/2024	\$ 3,449.66
1068	LEAD NETWORK TECHNICIAN	3/29/2024	\$ 2,861.66
1000	LINEMAN	3/29/2024	\$ 3,985.36
1034	LINEMAN	3/29/2024	\$ 4,187.54
1055	LINEMAN	3/29/2024	\$ 2,590.16
1063	LINEMAN	3/29/2024	\$ 3,963.98
1067	LINEMAN	3/29/2024	\$ 6,466.20
1060	LINEMAN	3/29/2024	\$ 6,131.29
1061	LINEMAN	3/29/2024	\$ 4,902.95
1062	LINEMAN	3/29/2024	\$ 5,027.89
1065	LINEMAN	3/29/2024	\$ 5,661.19
1066	LINEMAN	3/29/2024	\$ 5,555.77
1059	LINEMAN APPRENTICE	3/29/2024	\$ 3,020.41
1043	METER READER	3/29/2024	\$ 1,959.71
1047	METER READER	3/29/2024	\$ 2,533.36
1056	METER READER	3/29/2024	\$ 2,558.71
1064	METER READER	3/29/2024	\$ 2,910.68
2008	METER READER	3/29/2024	\$ 1,756.37
1069	METER READER	3/29/2024	\$ 2,052.46
3067	NETWORK/BROADBAND ENGINEER	3/29/2024	\$ 3,853.81
1037	OPERATIONS DIRECTOR	3/29/2024	\$ 3,201.59
1050	PRE-APPRENTICE	3/29/2024	\$ 3,326.28
3004	RESOURCE MANAGER	3/29/2024	\$ 2,991.33
1010	SCADA ENGINEER II	3/29/2024	\$ 2,833.18
1003	SCADA TECH APPRENTICE	3/29/2024	\$ 5,250.18
3020	SERVICES DIRECTOR	3/29/2024	\$ 3,720.57
1026	STAKING ENGINEER	3/29/2024	\$ 2,568.30
1031	STAKING ENGINEER	3/29/2024	\$ 2,989.25
1014	STOREKEEPER	3/29/2024	\$ 2,664.45
1015	SUBSTATION/METER FOREMAN	3/29/2024	\$ 4,543.32
1033	SUBSTATION/METERING TECH	3/29/2024	\$ 6,969.33
3003	UTILITY BILLING CLERK	3/29/2024	\$ 1,943.96
3027	UTILITY BILLING CLERK	3/29/2024	\$ 1,813.72
3000	UTILITY BILLING COORDINATOR	3/29/2024	\$ 2,538.85
2000	WATER DISTRIBUTION MANAGER II	3/29/2024	\$ 2,027.86
2002	WATER DISTRIBUTION MANAGER II	3/29/2024	\$ 2,724.50
2005	WATER DISTRIBUTION MANAGER II	3/29/2024	\$ 2,280.49
			<b>\$ 222,304.96</b>

Electric revenues in February were approximately \$14 Thousand over budget. Year-to-date electric revenues are approximately \$176 Thousand under budget. The total cost of service for the year is approximately \$104 Thousand under budget. Year to date depreciation for electric is approximately \$1.3 Million with February depreciation expense approximately \$677 Thousand. The February year-to-date TIER is 5.57 and the DSC is 3.70.

Water revenues in February were approximately \$9 Thousand under budget. Year-to-date water revenues are approximately \$47 Thousand under budget. The total cost of service for the year is approximately \$94 Thousand under budget. Year to date depreciation for water is approximately \$173 Thousand with February depreciation expense approximately \$87 Thousand.

As a combined utility year-to-date through February revenues were approximately \$224 Thousand under budgeted revenues. Jefferson County PUD has invested \$830 Thousand in construction work in progress year to date as well as purchased approximately \$584 Thousand in materials. During February, PUD's cash reserves increased by \$1 Million.

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of February 29, 2024**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	9,383,695	9,885,787	10,062,420	5,010,408
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	2,838,882	3,695,670	4,043,681	1,607,928
4. Transmission Expense	531,815	19,857	28,751	10,811
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	348,434	403,297	598,251	204,012
7. Distribution Expense - Maintenance	357,256	658,277	733,519	298,208
8. Consumer Accounts Expense	233,020	258,620	302,077	122,243
9. Customer Service and Informational Expense	7,112	13,686	7,432	8,390
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	721,119	979,576	955,851	437,845
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>5,037,638</b>	<b>6,028,983</b>	<b>6,669,562</b>	<b>2,689,437</b>
13. Depreciation & Amortization Expense	971,606	1,355,758	983,199	677,942
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	415,711	565,832	436,035	287,791
16. Interest on Long-Term Debt	385,448	417,356	383,758	207,593
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>6,810,403</b>	<b>8,367,929</b>	<b>8,472,554</b>	<b>3,862,763</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>2,573,292</b>	<b>1,517,858</b>	<b>1,589,866</b>	<b>1,147,645</b>
22. Non Operating Margins - Interest	1,128	68	1,139	68
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	403,119	382,143	409,408	173,022
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	5,462	8,396	0	8,396
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>2,983,001</b>	<b>1,908,465</b>	<b>2,000,413</b>	<b>1,329,131</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>8.74</b>	<b>5.57</b>	<b>6.21</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>7.68</b>	<b>4.64</b>	<b>5.14</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>4.36</b>	<b>3.70</b>	<b>3.38</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>3.95</b>	<b>3.31</b>	<b>2.97</b>
<b>Rolling 12 Month TIER</b>	<b>4.42</b>	<b>4.55</b>	

**Jefferson County PUD No. 1  
Electric Division  
Balance Sheet  
February 29, 2024**

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	204,189,729	29. Memberships	0
2. Construction Work in Progress	9,354,791	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>213,544,520</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	82,279,723	32. Operating Margins - Current Year	1,517,858
<b>5. Net Utility Plant (3-4)</b>	<b>131,264,797</b>	33. Non-Operating Margins	390,608
6. Nonutility Property - Net	82,351	34. Other Margins & Equities	54,776,492
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>56,684,958</b>
8. Invest. in Assoc. Org. - Patronage Capital	89,933	36. Long-Term Debt RUS (Net)	90,132,223
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	476,978
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>90,609,201</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	(1,120,806)
13. Special Funds	4,695,366	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>(1,120,806)</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>4,868,660</b>	42. Notes Payable	0
15. Cash-General Funds	7,294,209	43. Accounts Payable	8,255,923
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	72,100
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	3,353,007	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	4,040,081	48. Other Current & Accrued Liabilities	2,462,188
21. Accounts Receivable - Net Other	(1,230,814)	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>10,790,211</b>
22. Renewable Energy Credits	0	50. Deferred Credits	5,642,608
23. Materials & Supplies - Electric and Other	8,220,999	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>162,606,172</b>
24. Prepayments	452,840		
25. Other Current & Accrued Assets	2,667,936	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>24,798,258</b>	Balance Beginning of Year	0
27. Deferred Debits	1,674,457	Amounts Received This Year (Net)	295,275
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>162,606,172</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>295,275</b>

**Equity Ratio** **34.86%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **42.43%**  
 (Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1  
Power Requirements  
As of February 29, 2024**

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	FEBRUARY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	18,250	18,244	
	b. KWH Sold			28,134,877
	c. Revenue			3,535,540
2. Residential Sales - Seasonal	a. No. Consumers Served	1	1	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	1	1	
	b. KWH Sold			0
	c. Revenue			45
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,514	2,515	
	b. KWH Sold			7,535,433
	c. Revenue			895,935
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			8,369,861
	c. Revenue			534,805
6. Public Street & Highway Lighting	a. No. Consumers Served	210	210	
	b. KWH Sold			25,194
	c. Revenue			16,067
7. Non Metered Device Authority	a. No. Consumers Served	9	9	
	b. KWH Sold			0
	c. Revenue			2,035
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>21,006</b>	<b>21,001</b>	
<b>11. TOTAL KWH Sold (lines 1b thru 9b)</b>				<b>44,065,365</b>
<b>12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)</b>				<b>4,984,427</b>
13. Transmission Revenue				
14. Other Electric Revenue				25,981
15. KWH - Own Use				
16. TOTAL KWH Purchased				39,710,659
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				1,607,928
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				88,448

**Electric Division**  
**Comparison 2024 Budget to 2024 Actuals Year to Date Through FEBRUARY**

	2024 Budget FEBRUARY YTD	2024 Actuals FEBRUARY YTD	Variance
1. Operating Revenue and Patronage Capital	10,062,420	9,885,787	(176,633)
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	4,043,681	3,695,670	(348,011)
4. Transmission Expense	28,751	19,857	(8,894)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	598,251	403,297	(194,954)
7. Distribution Expense - Maintenance	733,519	658,277	(75,242)
8. Consumer Accounts Expense	302,077	258,620	(43,457)
9. Customer Service and Informational Expense	7,432	13,686	6,254
10. Sales Expense	0	0	0
11. Administrative and General Expense	955,851	979,576	23,725
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>6,669,562</b>	<b>6,028,983</b>	<b>(640,579)</b>
13. Depreciation & Amortization Expense	983,199	1,355,758	372,559
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	436,035	565,832	129,797
16. Interest on Long-Term Debt	383,758	417,356	33,598
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>8,472,554</b>	<b>8,367,929</b>	<b>(104,625)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>1,589,866</b>	<b>1,517,858</b>	<b>(72,008)</b>
22. Non Operating Margins - Interest	1,139	68	(1,071)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	409,408	382,143	(27,265)
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	8,396	8,396
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>2,000,413</b>	<b>1,908,465</b>	<b>(91,948)</b>



**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of February 29, 2024**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	634,516	703,805	751,383	364,114
2. Power Production Expense	518	0	542	0
3. Cost of Purchased Power	21,895	24,673	22,881	13,627
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	123,393	151,863	204,402	70,384
7. Distribution Expense - Maintenance	136,953	113,197	154,877	82,342
8. Consumer Accounts Expense	22,940	22,052	27,004	10,353
9. Customer Service and Informational Expense	0	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	122,972	117,213	130,401	45,404
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>428,671</b>	<b>428,998</b>	<b>540,107</b>	<b>222,110</b>
13. Depreciation & Amortization Expense	163,302	173,521	162,712	86,761
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	28,398	30,363	29,580	15,767
16. Interest on Long-Term Debt	31,174	27,431	21,925	13,684
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>651,545</b>	<b>660,313</b>	<b>754,324</b>	<b>338,322</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(17,029)</b>	<b>43,492</b>	<b>(2,941)</b>	<b>25,792</b>
22. Non Operating Margins - Interest	31,016	122	31,326	121
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	6,400	22,908	18,127	11,093
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	607	933	0	933
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>20,994</b>	<b>67,455</b>	<b>46,512</b>	<b>37,939</b>

**Jefferson County PUD No. 1  
Water Division  
Balance Sheet  
February 29, 2024**

PART B. BALANCE SHEET			
ASSETS AND OTHER DEBITS		LIABILITIES AND OTHER CREDITS	
1. Total Utility Plant in Service	32,476,430	29. Memberships	0
2. Construction Work in Progress	3,073,529	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>35,549,959</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	14,949,405	32. Operating Margins - Current Year	43,492
<b>5. Net Utility Plant (3-4)</b>	<b>20,600,554</b>	33. Non-Operating Margins	23,963
6. Nonutility Property - Net	2,136,134	34. Other Margins & Equities	24,458,294
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>24,525,749</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	6,988,889
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>6,988,889</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	93,120	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,229,254</b>	42. Notes Payable	335,944
15. Cash-General Funds	1,496,252	43. Accounts Payable	(6,036,925)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	500
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	887,994	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	294,844	48. Other Current & Accrued Liabilities	70,789
21. Accounts Receivable - Net Other	115,508	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>(5,629,692)</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	28,395	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>25,884,946</b>
24. Prepayments	0		
25. Other Current & Accrued Assets	241,331	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>3,064,324</b>	Balance Beginning of Year	0
27. Deferred Debits	(9,186)	Amounts Received This Year (Net)	21,290
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>25,884,946</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>21,290</b>

**Equity Ratio** **94.75%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **19.66%**  
 (Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1  
Water Requirements  
As of February 29, 2024**

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	FEBRUARY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	13	13	
	b. Gallons Sold			0
	c. Revenue			1,144
2. Metered Residential Sales -	a. No. Consumers Served	4,676	4,672	
	b. Gallons Sold			14,789,758
	c. Revenue			280,288
3. Metered Commercial Sales	a. No. Consumers Served	308	308	
	b. Gallons Sold			4,387,467
	c. Revenue			52,484
4. Residential Multi-Family	a. No. Consumers Served	47	47	
	b. Gallons Sold			80,710
	c. Revenue			3,551
5. Metered Bulk Loadings	a. No. Consumers Served	0	0	
	b. Gallons Sold			0
	c. Revenue			0
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Sewer/Drain Field--Residential	a. No. Consumers Served	380	380	
	b. Gallons Sold			0
	c. Revenue			23,758
8. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>5,429</b>	<b>5,425</b>	
<b>11. TOTAL Gallons Sold (lines 1b thru 9b)</b>				<b>19,257,935</b>
<b>12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)</b>				<b>361,225</b>
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				2,889
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				27,276,122
18. Cost of Purchases and Generation				13,627

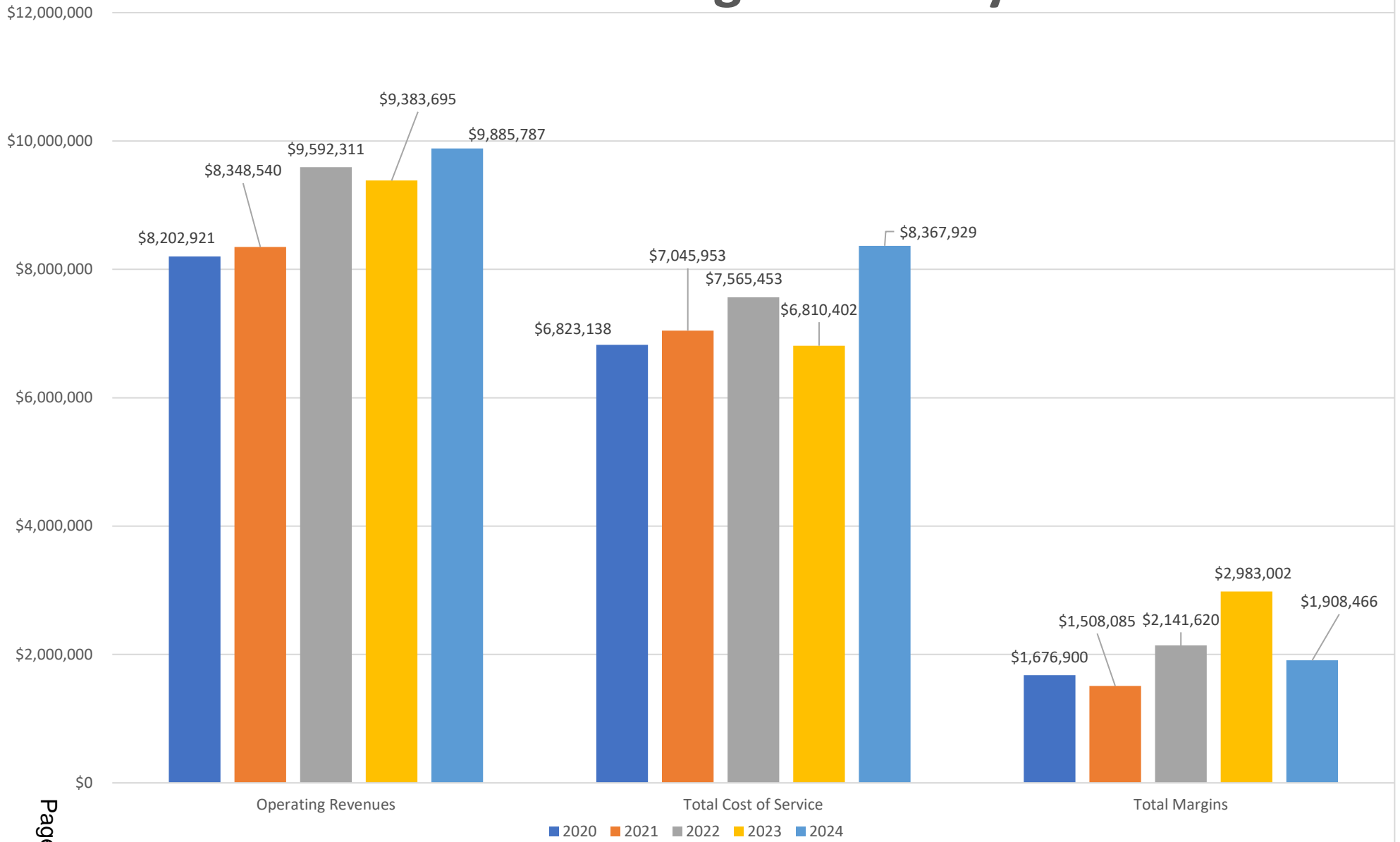
**Water Division**  
**Comparison 2024 Budget to 2024 Actuals Year to Date Through FEBRUARY**

	2024 Budget FEBRUARY YTD	2024 Actuals FEBRUARY YTD	Variance
1. Operating Revenue and Patronage Capital	751,383	703,805	(47,578)
2. Power Production Expense	542	0	(542)
3. Cost of Purchased Power	22,881	24,673	1,792
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	204,402	151,863	(52,539)
7. Distribution Expense - Maintenance	154,877	113,197	(41,680)
8. Consumer Accounts Expense	27,004	22,052	(4,952)
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	130,401	117,213	(13,188)
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>540,107</b>	<b>428,998</b>	<b>(111,109)</b>
13. Depreciation & Amortization Expense	162,712	173,521	10,809
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	29,580	30,363	783
16. Interest on Long-Term Debt	21,925	27,431	5,506
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>754,324</b>	<b>660,313</b>	<b>(94,011)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(2,941)</b>	<b>43,492</b>	46,433
22. Non Operating Margins - Interest	31,326	122	(31,204)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	18,127	22,908	4,781
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	933	933
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>46,512</b>	<b>67,455</b>	20,943

**Jefferson County PUD No. 1  
Cash and Cash Equivalents  
February 29, 2024**

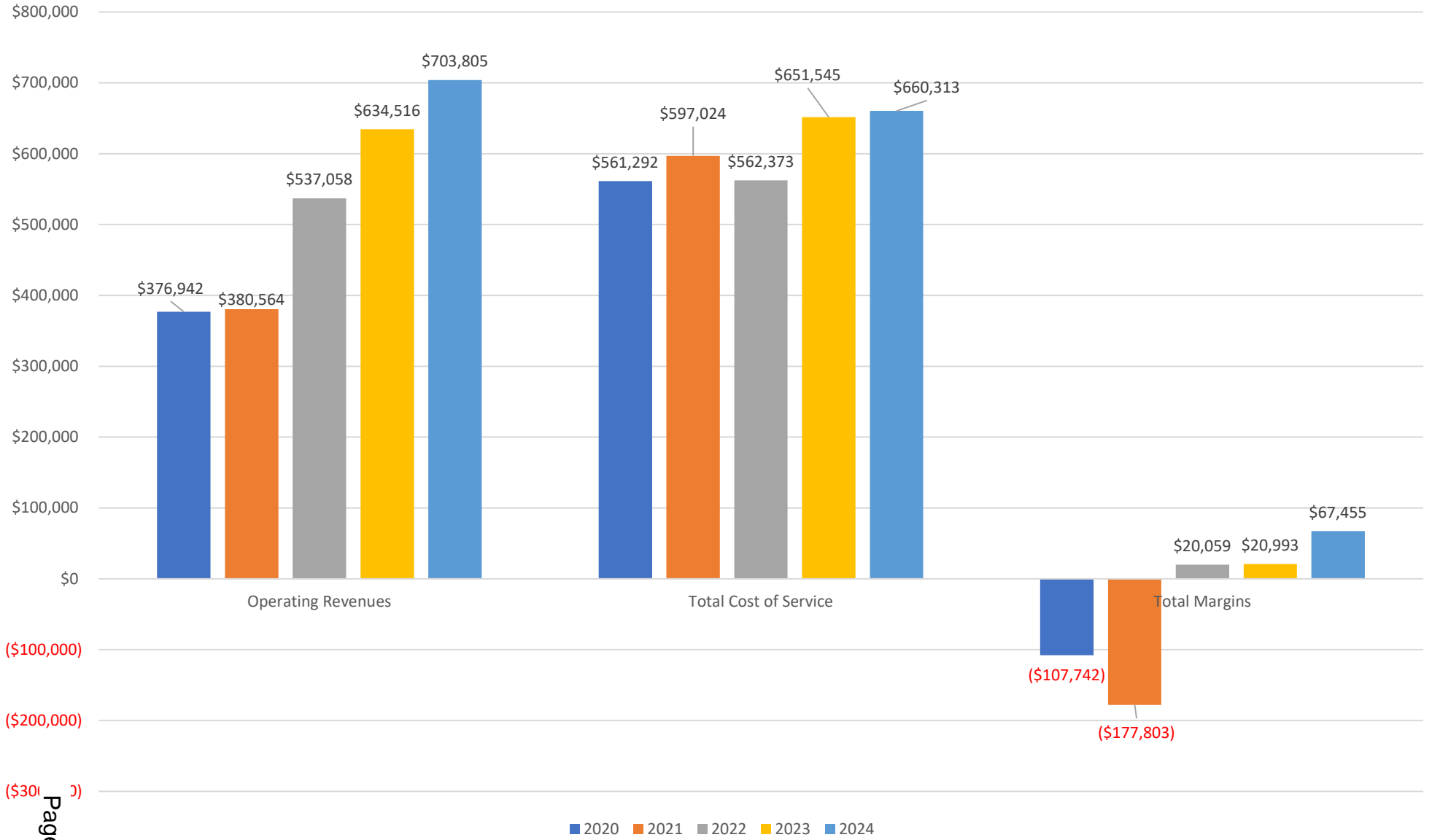
<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.11	Operating Depository Account - Bank of America	\$7,655,807
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	867,078 Restricted
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	452,883 Restricted
1 131.99	Cash Clearing Account	210,018
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	35,471
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	10,204
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	3,032 Restricted
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,250
2 135.21	Cash Held in Trust by Property Manager	150
1 131.13	Cash - 1st Security Bank ACH Account	0
1 131.16	Payroll Clearing Account - 1st Security Bank	0
1 131.12	Operating Account - Jefferson Co. Treasurer	-212,771
1 131.17	Cash - 1st Security Bank Warrant Account	-360,094
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$8,790,461</b>
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$3,351,096
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	887,994
4 1160.10	Tax Revenue Fund	1,911
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	0
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	0 Restricted
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	0 Restricted
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	0
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$4,241,001</b>
1 125.10	RUS Bond Fund	\$4,601,116 Restricted
1 126.10	Capital Reserves	\$94,000 Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	87,120 Restricted
2 126.10	Capital Reserves	6,000 Restricted
1 128.00	Other Special Funds	250 Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	0 Restricted
<b>TOTAL LINE 13. BALANCE SHEET-SPECIAL FUNDS</b>		<b>\$4,788,486</b>
<b>RESTRICTED CASH BALANCE--FEBRUARY 2024</b>		<b>\$6,111,479</b>
<b>NON-RESTRICTED CASH BALANCE--FEBRUARY 2024</b>		<b>\$11,496,540</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--FEBRUARY 2024</b>		<b>\$17,608,019</b>
<b>RESTRICTED CASH BALANCE--JANUARY 2024</b>		<b>\$6,110,432</b>
<b>NON-RESTRICTED CASH BALANCE--JANUARY 2024</b>		<b>\$10,496,176</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JANUARY 2024</b>		<b>\$16,606,608</b>
<b>Change in Restricted Cash Balance</b>		<b>\$1,047</b>
<b>Change in Unrestricted Cash Balance</b>		<b>\$1,000,364</b>
<b>Total Change in Cash and Cash Equivalents</b>		<b>\$1,001,411</b>

# 5 Year Look Back through February-Electric



	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Operating Revenues	\$8,202,921	\$8,348,540	\$9,592,311	\$9,383,695	\$9,885,787
Total Cost of Service	\$6,823,138	\$7,045,953	\$7,565,453	\$6,810,402	\$8,367,929
Operating Margins	\$1,379,783	\$1,302,587	\$2,026,858	\$2,573,293	\$1,517,858
Non-Operating Margins	\$297,117	\$205,498	\$114,762	\$409,709	\$390,608
Total Margins	\$1,676,900	\$1,508,085	\$2,141,620	\$2,983,002	\$1,908,466

# 5 Year Look Back through February-Water





	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Operating Revenues	\$376,942	\$380,564	\$537,058	\$634,516	\$703,805
Total Cost of Service	\$561,292	\$597,024	\$562,373	\$651,545	\$660,313
Operating Margins	(\$184,350)	(\$216,460)	(\$25,315)	(\$17,029)	\$43,492
Non-Operating Margins	\$76,608	\$38,657	\$45,374	\$38,022	\$23,963
Total Margins	(\$107,742)	(\$177,803)	\$20,059	\$20,993	\$67,455

Electric revenues in January were approximately \$191 Thousand under budget. Year-to-date electric revenues are approximately \$191 Thousand under budget. The total cost of service for the year is approximately \$41 Thousand under budget. Year to date depreciation for electric is approximately \$677 Thousand with January depreciation expense approximately \$677 Thousand. The January year-to-date TIER is 3.76 and the DSC is 2.95.

Water revenues in January were approximately \$38 Thousand under budget. Year-to-date water revenues are approximately \$38 Thousand under budget. The total cost of service for the year is approximately \$41 Thousand under budget. Year to date depreciation for water is approximately \$86 Thousand with January depreciation expense approximately \$86 Thousand.

As a combined utility year-to-date through January revenues were approximately \$229 Thousand under budgeted revenues. Jefferson County PUD has invested \$358 Thousand in construction work in progress year to date as well as purchased approximately \$189 Thousand in materials. During January, PUD's cash reserves increased by \$761 Thousand.

**Jefferson County PUD No. 1**  
**Electric Division**  
**Statement of Operations**  
**As of January 31, 2024**

<b>PART A. STATEMENT OF OPERATIONS</b>				
ITEM	YEAR-TO-DATE			THIS MONTH
	LAST YEAR	THIS YEAR	BUDGET	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	4,846,580	4,875,379	5,066,485	4,875,379
2. Power Production Expense	0	0	0	0
3. Cost of Purchased Power	1,329,722	2,087,742	2,076,682	2,087,742
4. Transmission Expense	327,161	9,046	14,055	9,046
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	186,914	199,284	305,508	199,284
7. Distribution Expense - Maintenance	189,066	360,069	395,300	360,069
8. Consumer Accounts Expense	109,178	136,377	139,927	136,377
9. Customer Service and Informational Expense	0	5,296	0	5,296
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	339,078	541,732	459,860	541,732
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>2,481,119</b>	<b>3,339,546</b>	<b>3,391,332</b>	<b>3,339,546</b>
13. Depreciation & Amortization Expense	485,706	677,816	491,378	677,816
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	451,655	278,041	471,980	278,041
16. Interest on Long-Term Debt	191,160	209,763	191,879	209,763
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>3,609,640</b>	<b>4,505,166</b>	<b>4,546,569</b>	<b>4,505,166</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>1,236,940</b>	<b>370,213</b>	<b>519,916</b>	<b>370,213</b>
22. Non Operating Margins - Interest	579	0	585	0
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	103,963	209,121	106,169	209,121
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	5,462	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>1,346,944</b>	<b>579,334</b>	<b>626,670</b>	<b>579,334</b>

<b>Times Interest Earned Ratio (TIER) (Year to Date)</b>	<b>8.05</b>	<b>3.76</b>	<b>4.27</b>
<b>Operating Times Interest Earned Ratio (OTIER) (Year to Date)</b>	<b>7.47</b>	<b>2.76</b>	<b>3.71</b>
<b>Debt Service Coverage Ratio (DSC) (Year to Date)</b>	<b>4.07</b>	<b>2.95</b>	<b>0.24</b>
<b>Operating Debt Service Coverage Ratio (ODSC) (Year to Date)</b>	<b>3.85</b>	<b>2.53</b>	<b>0.22</b>
<b>Rolling 12 Month TIER</b>	<b>4.00</b>	<b>4.26</b>	

**Jefferson County PUD No. 1  
Electric Division  
Balance Sheet  
January 31, 2024**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	204,092,983	29. Memberships	0
2. Construction Work in Progress	8,813,374	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>212,906,357</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	81,602,856	32. Operating Margins - Current Year	370,212
<b>5. Net Utility Plant (3-4)</b>	<b>131,303,501</b>	33. Non-Operating Margins	209,121
6. Nonutility Property - Net	82,562	34. Other Margins & Equities	54,776,492
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>55,355,825</b>
8. Invest. in Assoc. Org. - Patronage Capital	83,403	36. Long-Term Debt RUS (Net)	90,132,223
9. Invest. in Assoc. Org. - Other - General Funds	1,010	37. Long-Term Debt - Other (Net)	476,978
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>90,609,201</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	(1,120,806)
13. Special Funds	4,695,366	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>(1,120,806)</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>4,862,341</b>	42. Notes Payable	0
15. Cash-General Funds	6,084,042	43. Accounts Payable	8,285,180
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	72,600
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	3,351,096	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	3,523,966	48. Other Current & Accrued Liabilities	3,010,402
21. Accounts Receivable - Net Other	(144,523)	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>11,368,182</b>
22. Renewable Energy Credits	0	50. Deferred Credits	5,642,611
23. Materials & Supplies - Electric and Other	8,050,313	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>161,855,013</b>
24. Prepayments	467,550		
25. Other Current & Accrued Assets	2,667,936	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>24,000,380</b>	Balance Beginning of Year	0
27. Deferred Debits	1,688,791	Amounts Received This Year (Net)	124,333
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>161,855,013</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>124,333</b>

**Equity Ratio** **34.20%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **42.56%**  
 (Long Term Debt/Total Utility Plant) x 100

**Jefferson County PUD #1  
Power Requirements  
As of January 31, 2024**

PART C. POWER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JANUARY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly KWH SALES AND REVENUE (d)
1. Residential Sales (excluding seasonal)	a. No. Consumers Served	18,238	18,238	
	b. KWH Sold			27,237,267
	c. Revenue			3,427,819
2. Residential Sales - Seasonal	a. No. Consumers Served	1	1	
	b. KWH Sold			0
	c. Revenue			0
3. Irrigation Sales	a. No. Consumers Served	1	1	
	b. KWH Sold			0
	c. Revenue			45
4. Comm. and Ind. 1000 KVA or Less	a. No. Consumers Served	2,515	2,515	
	b. KWH Sold			6,943,303
	c. Revenue			833,322
5. Comm. and Ind. Over 1000 KVA	a. No. Consumers Served	21	21	
	b. KWH Sold			8,533,464
	c. Revenue			449,261
6. Public Street & Highway Lighting	a. No. Consumers Served	210	210	
	b. KWH Sold			30,684
	c. Revenue			16,099
7. Non Metered Device Authority	a. No. Consumers Served	9	9	
	b. KWH Sold			0
	c. Revenue			2,035
8. Sales for Resales-RUS Borrowers	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
9. Sales for Resales-Other	a. No. Consumers Served			
	b. KWH Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>20,995</b>	<b>20,995</b>	
<b>11. TOTAL KWH Sold (lines 1b thru 9b)</b>				<b>42,744,718</b>
<b>12. TOTAL Revenue Received From Sales of Electric Energy (line 1c thru 9c)</b>				<b>4,728,580</b>
13. Transmission Revenue				
14. Other Electric Revenue				146,799
15. KWH - Own Use				0
16. TOTAL KWH Purchased				48,510,599
17. TOTAL KWH Generated				
18. Cost of Purchases and Generation				2,087,742
19. Interchange - KWH - Net				
20. Peak - Sum All KW Input (Metered)				121,430

**Electric Division**  
**Comparison 2024 Budget to 2024 Actuals Year to Date Through JANUARY**

	2024 Budget JANUARY YTD	2024 Actuals JANUARY YTD	Variance
1. Operating Revenue and Patronage Capital	5,066,485	4,875,379	(191,106)
2. Power Production Expense	0	0	0
3. Cost of Purchased Power	2,076,682	2,087,742	11,060
4. Transmission Expense	14,055	9,046	(5,009)
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	305,508	199,284	(106,224)
7. Distribution Expense - Maintenance	395,300	360,069	(35,231)
8. Consumer Accounts Expense	139,927	136,377	(3,550)
9. Customer Service and Informational Expense	0	5,296	5,296
10. Sales Expense	0	0	0
11. Administrative and General Expense	459,860	541,732	81,872
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>3,391,332</b>	<b>3,339,546</b>	<b>(51,786)</b>
13. Depreciation & Amortization Expense	491,378	677,816	186,438
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	471,980	278,041	(193,939)
16. Interest on Long-Term Debt	191,879	209,763	17,884
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Electric Service (12 thru 19)</b>	<b>4,546,569</b>	<b>4,505,166</b>	<b>(41,403)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>519,916</b>	<b>370,213</b>	<b>(149,703)</b>
22. Non Operating Margins - Interest	585	0	(585)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	106,169	209,121	102,952
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>626,670</b>	<b>579,334</b>	<b>(47,336)</b>

**Jefferson County PUD No. 1**  
**Water Division**  
**Statement of Operations**  
**As of January 31, 2024**

<b>PART A. STATEMENT OF OPERATIONS</b>				
<b>ITEM</b>	<b>YEAR-TO-DATE</b>			<b>THIS MONTH</b>
	<b>LAST YEAR</b>	<b>THIS YEAR</b>	<b>BUDGET</b>	
	(a)	(b)	(c)	
1. Operating Revenue and Patronage Capital	313,988	339,691	377,704	339,691
2. Power Production Expense	518	0	542	0
3. Cost of Purchased Power	11,147	11,046	11,648	11,046
4. Transmission Expense	0	0	0	0
5. Regional Market Operations Expense	0	0	0	0
6. Distribution Expense - Operation	77,621	81,479	107,429	81,479
7. Distribution Expense - Maintenance	40,784	30,854	48,574	30,854
8. Consumer Accounts Expense	11,332	11,698	12,941	11,698
9. Customer Service and Informational Expense	0	0	0	0
10. Sales Expense	0	0	0	0
11. Administrative and General Expense	60,629	71,809	62,695	71,809
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>202,031</b>	<b>206,886</b>	<b>243,829</b>	<b>206,886</b>
13. Depreciation & Amortization Expense	81,651	86,761	81,130	86,761
14. Tax Expense - Property & Gross Receipts	0	0	0	0
15. Tax Expense - Other	26,266	14,596	27,448	14,596
16. Interest on Long-Term Debt	15,616	13,747	10,996	13,747
17. Interest Charged to Construction (Credit)	0	0	0	0
18. Interest Expense - Other	0	0	0	0
19. Other Deductions	0	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>325,564</b>	<b>321,990</b>	<b>363,403</b>	<b>321,990</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>(11,576)</b>	<b>17,701</b>	<b>14,301</b>	<b>17,701</b>
22. Non Operating Margins - Interest	15,943	1	16,103	1
23. Allowance for Funds Used During Construction	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0
25. Non Operating Margins - Other	(5,090)	11,815	6,596	11,815
26. Generation & Transmission Capital Credits	0	0	0	0
27. Other Capital Credits & Patronage Dividends	607	0	0	0
28. Extraordinary Items	0	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>(116)</b>	<b>29,517</b>	<b>37,000</b>	<b>29,517</b>

**Jefferson County PUD No. 1  
Water Division  
Balance Sheet  
January 31, 2024**

<b>PART B. BALANCE SHEET</b>			
<b>ASSETS AND OTHER DEBITS</b>		<b>LIABILITIES AND OTHER CREDITS</b>	
1. Total Utility Plant in Service	32,476,430	29. Memberships	0
2. Construction Work in Progress	3,056,029	30. Patronage Capital	0
<b>3. Total Utility Plant (1+2)</b>	<b>35,532,459</b>	31. Operating Margins - Prior Years	0
4. Accum. Provision for Depreciation and Amort	14,861,288	32. Operating Margins - Current Year	17,701
<b>5. Net Utility Plant (3-4)</b>	<b>20,671,171</b>	33. Non-Operating Margins	11,816
6. Nonutility Property - Net	2,137,168	34. Other Margins & Equities	24,458,294
7. Investment in Subsidiary Companies	0	<b>35. Total Margins &amp; Equities (29 thru 34)</b>	<b>24,487,811</b>
8. Invest. in Assoc. Org. - Patronage Capital	0	36. Long-Term Debt RUS (Net)	0
9. Invest. in Assoc. Org. - Other - General Funds	0	37. Long-Term Debt - Other (Net)	6,988,889
10. Invest in Assoc. Org. - Other - Nongeneral Funds	0	<b>38. Total Long-Term Debt (36 + 37)</b>	<b>6,988,889</b>
11. Investments in Economic Development Projects	0	39. Obligations Under Capital Leases - Non current	0
12. Other Investments	0	40. Accumulated Operating Provisions	0
13. Special Funds	93,120	<b>41. Total Other Noncurrent Liabilities (39+40)</b>	<b>0</b>
<b>14. Total Other Property &amp; Investments (6 thru 13)</b>	<b>2,230,288</b>	42. Notes Payable	348,530
15. Cash-General Funds	1,495,204	43. Accounts Payable	(5,870,467)
16. Cash-Construction Funds-Trustee	0	44. Consumers Deposits	500
17. Special Deposits	0	45. Current Maturities Long-Term Debt	0
18. Temporary Investments	887,781	46. Current Maturities Long-Term Debt-Economic Dev.	0
19. Notes Receivable - Net	0	47. Current Maturities Capital Leases	0
20. Accounts Receivable - Net Sales of Energy	254,012	48. Other Current & Accrued Liabilities	58,847
21. Accounts Receivable - Net Other	205,927	<b>49. Total Current &amp; Accrued Liabilities (42 thru 48)</b>	<b>(5,462,590)</b>
22. Renewable Energy Credits	0	50. Deferred Credits	0
23. Materials & Supplies - Electric and Other	28,396	<b>51. Total Liabilities &amp; Other Credits (35+38+41+49+50)</b>	<b>26,014,110</b>
24. Prepayments	0		
25. Other Current & Accrued Assets	241,331	<b>ESTIMATED CONTRIBUTION-IN-AID-OF-CONSTRUCTION</b>	
<b>26. Total Current &amp; Accrued Assets (15 thru 25)</b>	<b>3,112,651</b>	Balance Beginning of Year	0
27. Deferred Debits	0	Amounts Received This Year (Net)	11,000
<b>28. Total Assets &amp; Other Debits (5+14+26+27)</b>	<b>26,014,110</b>	<b>TOTAL Contributions-In-Aid-Of-Construction</b>	<b>11,000</b>

**Equity Ratio** **94.13%**  
 (Total Margins & Equities/Total Assets & Other Debits) x 100

**Long-Term Debt to Total Plant Ratio** **19.67%**  
 (Long Term Debt/Total Utility Plant) x 100



**Jefferson County PUD #1  
Water Requirements  
As of January 31, 2024**

PART C. WATER REQUIREMENTS DATABASE				
CLASSIFICATION	CONSUMER, SALES, AND REVENUE DATA	JANUARY CONSUMERS (b)	AVERAGE CONSUMERS (c)	Monthly Gallons SALES AND REVENUE (d)
1. Unmetered Water Sales	a. No. Consumers Served	12	12	
	b. Gallons Sold			0
	c. Revenue			1,642
2. Metered Residential Sales -	a. No. Consumers Served	4,668	4,668	
	b. Gallons Sold			11,828,249
	c. Revenue			262,594
3. Metered Commercial Sales	a. No. Consumers Served	307	307	
	b. Gallons Sold			3,019,326
	c. Revenue			45,449
4. Residential Multi-Family	a. No. Consumers Served	47	47	
	b. Gallons Sold			108,860
	c. Revenue			3,877
5. Metered Bulk Loadings	a. No. Consumers Served	0	0	
	b. Gallons Sold			0
	c. Revenue			0
6. Public Authority	a. No. Consumers Served	5	5	
	b. Gallons Sold			0
	c. Revenue			0
7. Master Meters	a. No. Consumers Served	0	0	
	b. Gallons Sold			0
	c. Revenue			0
8. Sewer/Drain Field--Residential	a. No. Consumers Served	380	380	
	b. Gallons Sold			0
	c. Revenue			23,841
9. Sales for Resales-Other	a. No. Consumers Served			
	b. Gallons Sold			
	c. Revenue			
<b>10. TOTAL No. of Consumers (lines 1a thru 9a)</b>		<b>5,419</b>	<b>5,419</b>	
<b>11. TOTAL Gallons Sold (lines 1b thru 9b)</b>				<b>14,956,435</b>
<b>12. TOTAL Revenue Received From Sales of Water Gallons (line 1c thru 9c)</b>				<b>337,403</b>
13. Bulk Water Gallons Sold Revenue				
14. Other Water Revenue				2,288
15. Gallons - Own Use				0
16. TOTAL Gallons Purchased				
17. TOTAL Gallons Produced				20,293,148
18. Cost of Purchases and Generation				11,406

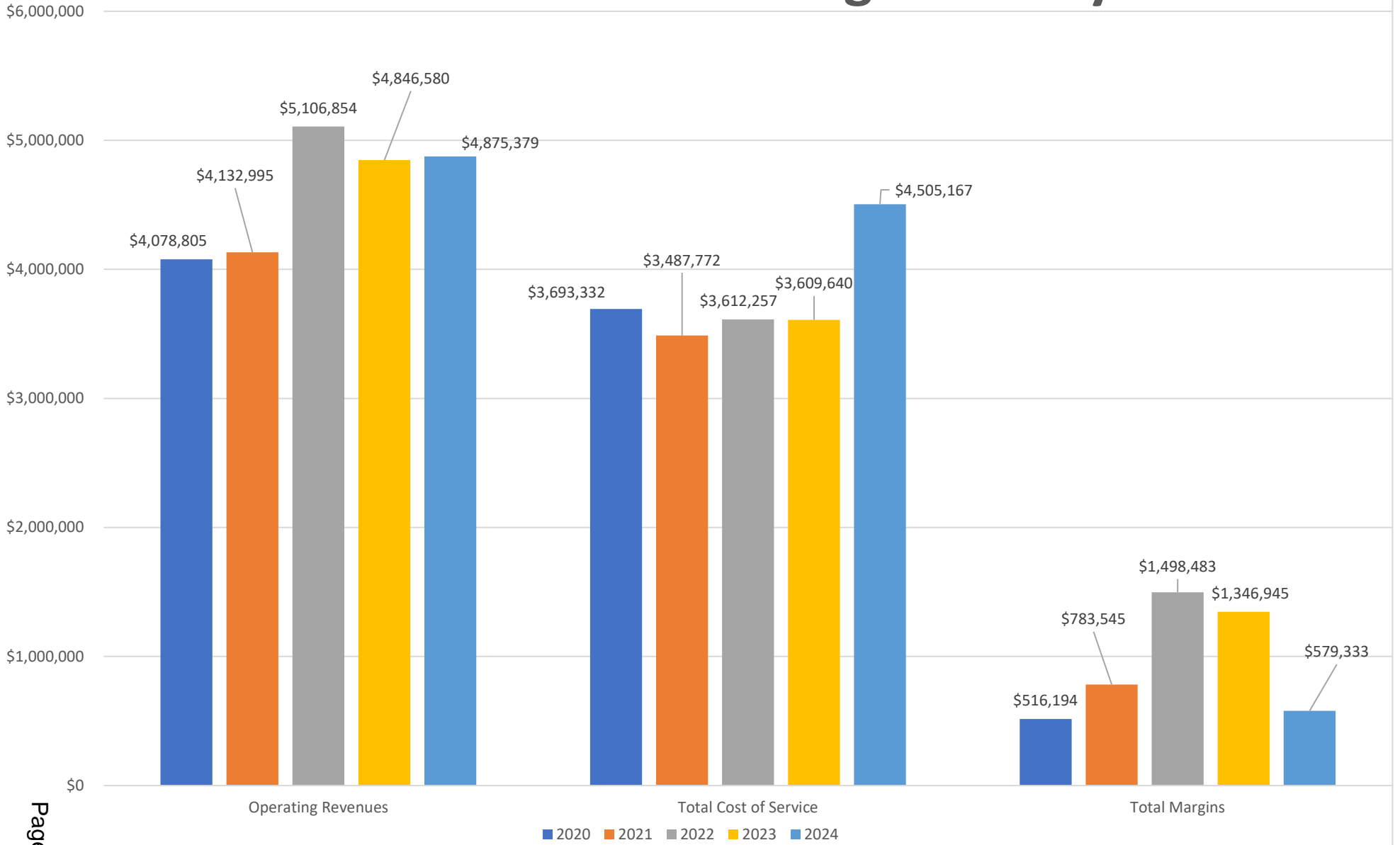
**Water Division**  
**Comparison 2024 Budget to 2024 Actuals Year to Date Through JANUARY**

	2024 Budget JANUARY YTD	2024 Actuals JANUARY YTD	Variance
1. Operating Revenue and Patronage Capital	377,704	339,691	(38,013)
2. Power Production Expense	542	0	(542)
3. Cost of Purchased Power	11,648	11,046	(602)
4. Transmission Expense	0	0	0
5. Regional Market Operations Expense	0	0	0
6. Distribution Expense - Operation	107,429	81,479	(25,950)
7. Distribution Expense - Maintenance	48,574	30,854	(17,720)
8. Consumer Accounts Expense	12,941	11,698	(1,243)
9. Customer Service and Informational Expense	0	0	0
10. Sales Expense	0	0	0
11. Administrative and General Expense	62,695	71,809	9,114
<b>12. Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>243,829</b>	<b>206,886</b>	<b>(36,943)</b>
13. Depreciation & Amortization Expense	81,130	86,761	5,631
14. Tax Expense - Property & Gross Receipts	0	0	0
15. Tax Expense - Other	27,448	14,596	(12,852)
16. Interest on Long-Term Debt	10,996	13,747	2,751
17. Interest Charged to Construction (Credit)	0	0	0
18. Interest Expense - Other	0	0	0
19. Other Deductions	0	0	0
<b>20. Total Cost of Water Service (12 thru 19)</b>	<b>363,403</b>	<b>321,990</b>	<b>(41,413)</b>
<b>21. Patronage Capital &amp; Operating Margins (1 minus 20)</b>	<b>14,301</b>	<b>17,701</b>	<b>3,400</b>
22. Non Operating Margins - Interest	16,103	1	(16,102)
23. Allowance for Funds Used During Construction	0	0	0
24. Income (Loss) from Equity Investments	0	0	0
25. Non Operating Margins - Other	6,596	11,815	5,219
26. Generation & Transmission Capital Credits	0	0	0
27. Other Capital Credits & Patronage Dividends	0	0	0
28. Extraordinary Items	0	0	0
<b>29. Patronage Capital or Margins (21 thru 28)</b>	<b>37,000</b>	<b>29,517</b>	<b>(7,483)</b>

**Jefferson County PUD No. 1  
Cash and Cash Equivalents  
January 31, 2024**

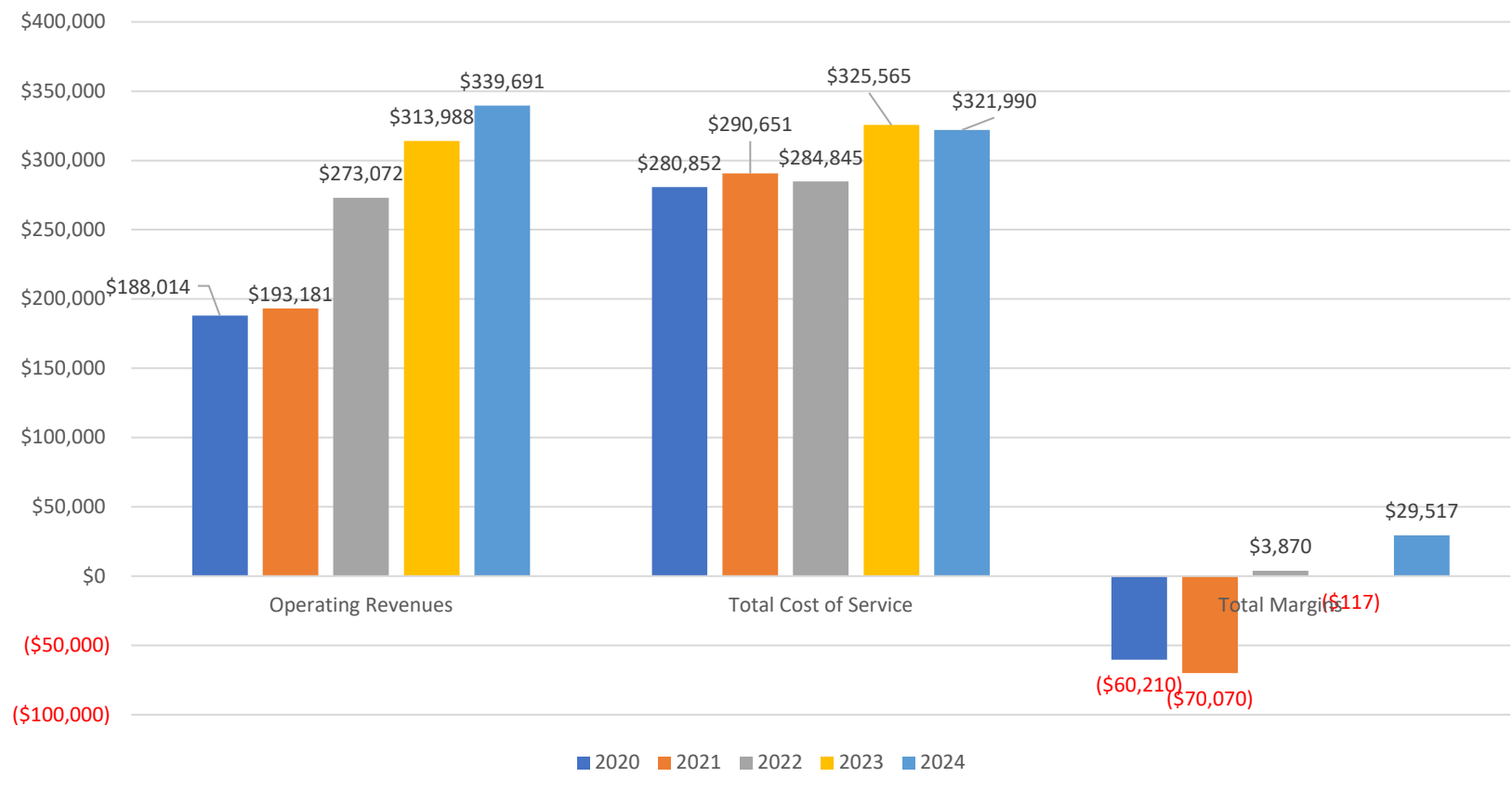
<u>G/L #</u>	<u>Account Description</u>	<u>Balance</u>
1 131.11	Operating Depository Account - Bank of America	\$6,862,337
2 131.14	2009 Bond LUD #14 - Jefferson Co. Treasurer	866,031 Restricted
2 131.15	2008 Bond LUD #15 - Jefferson Co. Treasurer	452,883 Restricted
2 131.01	Cash-Jeff Co Treasurer General Account	127,433
2 131.11	1996 Bond LUD #8 - Jefferson Co. Treasurer	35,471
2 131.10	1996 Bond LUD #6 - Jefferson Co. Treasurer	10,204
2 131.12	1999 Bond LUD #11 - Jefferson Co. Treasurer	3,032 Restricted
1 135.21	Working Funds - Petty Cash and CSR Drawers	1,250
2 135.21	Cash Held in Trust by Property Manager	150
1 131.13	Cash - 1st Security Bank ACH Account	0
1 131.16	Payroll Clearing Account - 1st Security Bank	-369
1 131.12	Operating Account - Jefferson Co. Treasurer	-206,673
1 131.17	Cash - 1st Security Bank Warrant Account	-572,504
<b>TOTAL LINE 15. BALANCE SHEET-CASH-GENERAL FUNDS</b>		<b>\$7,579,245</b>
1 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	\$3,351,096
2 136.16	Tax Revenue Fund - Jefferson Co. Treasurer	887,781
1 136.17	Tax Revenue Investment Fund - Jefferson Co. Treasurer	0
2 136.14	LUD #14 Bond Investment - Jefferson Co. Treasurer	0 Restricted
2 136.15	LUD #15 Bond Investment - Jefferson Co. Treasurer	0 Restricted
1 136.10	Operating Account Related Investment - Jefferson Co. Treasurer	0
<b>TOTAL LINE 18. BALANCE SHEET-TEMPORARY INVESTMENTS</b>		<b>\$4,238,877</b>
1 125.10	RUS Bond Fund	\$4,601,116 Restricted
1 126.10	Capital Reserves	\$94,000 Restricted
2 126.31	Tri Area Bond Reserve Investment Fund - Jefferson Co. Treasurer	87,120 Restricted
2 126.10	Capital Reserves	6,000 Restricted
1 128.00	Other Special Funds	250 Restricted
2 126.21	Tri Area Bond Reserve Fund - Jefferson Co. Treasurer	0 Restricted
<b>TOTAL LINE 13. BALANCE SHEET-SPECIAL FUNDS</b>		<b>\$4,788,486</b>
<b>RESTRICTED CASH BALANCE--JANUARY 2024</b>		<b>\$6,110,432</b>
<b>NON-RESTRICTED CASH BALANCE--JANUARY 2024</b>		<b>\$10,496,176</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--JANUARY 2024</b>		<b>\$16,606,608</b>
<b>RESTRICTED CASH BALANCE--DECEMBER 2023</b>		<b>\$4,837,193</b>
<b>NON-RESTRICTED CASH BALANCE--DECEMBER 2023</b>		<b>\$11,007,546</b>
<b>TOTAL CASH AND CASH EQUIVALENTS IN BANK--DECEMBER 2023</b>		<b>\$17,153,929</b>
<b>Change in Restricted Cash Balance</b>		<b>\$1,273,239</b>
<b>Change in Unrestricted Cash Balance</b>		<b>(\$511,370)</b>
<b>Total Change in Cash and Cash Equivalents</b>		<b>\$761,869</b>

# 5 Year Look Back through January-Electric



	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Operating Revenues	\$4,078,805	\$4,132,995	\$5,106,854	\$4,846,580	\$4,875,379
Total Cost of Service	\$3,693,332	\$3,487,772	\$3,612,257	\$3,609,640	\$4,505,167
Operating Margins	\$385,473	\$645,223	\$1,494,597	\$1,236,940	\$370,212
Non-Operating Margins	\$130,721	\$138,322	\$3,886	\$110,005	\$209,121
Total Margins	\$516,194	\$783,545	\$1,498,483	\$1,346,945	\$579,333

# 5 Year Look Back through January- Water



	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Operating Revenues	\$188,014	\$193,181	\$273,072	\$313,988	\$339,691
Total Cost of Service	\$280,852	\$290,651	\$284,845	\$325,565	\$321,990
Operating Margins	(\$92,838)	(\$97,470)	(\$11,773)	(\$11,577)	\$17,701
Non-Operating Margins	\$32,628	\$27,400	\$15,643	\$11,460	\$11,816
Total Margins	(\$60,210)	(\$70,070)	\$3,870	(\$117)	\$29,517

PUD Calendar

April 16, 2024

April 16, 2024, BOC Special Meeting, 3:00-4:00PM, Executive Session

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

April 17-19, WPUA Annual Meeting, Skamania, WA

May 7, 2024, Special Meeting, 3:00 PM, State Auditor Report, 310 Four Corners Rd. and per ZOOM

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

May 21, 2024, BOC Regular Meeting, 4:00 PM, 310 Four Corners Rd and per ZOOM

May 23, 2024, Special Meeting, 2:00-4:00 TBD, 310 Four Corners Rd and per ZOOM





**Yesterday**

📎 Wed 8:57 AM Tom Thiersch Broadband Label - FCC rule 198 KB

On February 19 and on February 26, 2024, I wrote to you about the regulations which require internet service providers to identify

**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 an updated Procurement Manual.

WHEREAS, PUD staff reviewed the 2020 Procurement Manual, which is the most recently updated version; and

WHEREAS, due to changes in state law regarding procurement as well as the recent federal grants awarded to the PUD for development of a retail broadband network, it is necessary to incorporate new procedures to comply with both state and federal law.

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

The Board of Commissioners has reviewed the changes and revisions to the 2020 Procurement Manual and hereby adopts the manual, attached as Exhibit 1 and incorporated herein by this reference, and all to be effective as of the date of this Resolution.

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

\_\_\_\_\_  
Jeff Randall,, President

\_\_\_\_\_  
Dan Toepper, Vice President

\_\_\_\_\_  
Kenneth Collins Secretary

**EXHIBIT NO. 1  
TO  
RESOLUTION NO. 2024 - \_\_\_\_\_  
PROCUREMENT MANUAL**



**Jefferson County Public Utilities District**

**DRAFT** Procurement Policies and Procedures

Effective Date: **MM/YYYY**

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# Jefferson County Public Utilities District

## Procurement Policies and Procedures

**Policy # 01-00**

**Effective Date:** MM/YYYY

**Approval Date:** MM/YYYY

**Last Revised Date:** TBD

### I. PURPOSE

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

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

### II. SCOPE

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

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

*Throughout this document, words like "must" and "should" are used. When the term "must" is used, no group or individual has the authority to deviate from the specific policy or procedure. The term "should"*

*is used to convey that employees are expected to follow the policy and procedures as written and are required to justify any deviations. Deviations should only occur when the specifics of the situation justify a reasonable departure from the policies and procedures.*

### III. REFERENCES

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

### IV. DEFINITIONS

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

- **Blanket Purchase Orders:** A purchase order (PO) under which a vendor agrees to provide goods or services for a purchase-on-demand basis. The PO generally establishes prices, terms, conditions, and the period covered by the order (typically one fiscal year).
- **Board of Commissioners (Board):** The governing body of JPUD.
- **Contract:** Any binding agreement between two or more persons/parties for the procurement of goods and/or services. Any contract document, regardless of what it is called, for the procurement of supplies. References to a “contract” shall be deemed to include all documents attached to or incorporated in the contract, such as terms and conditions, contract attachments, and addenda.
- **Emergency:** For purposes of this policy, when referring to an “emergency” purchase, an emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger and requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential service.
- **Goods:** Defined as physical, tangible items that are procured to benefit JPUD or meet a need of JPUD.
- **National Information Solutions Cooperative (NISC) System:** JPUD’s financial and accounting system.
- **Open Purchase Order:** A purchase order (PO) but the related goods have yet to be received or only part of an order has been received.



- **Procurement:** The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a purchase requisition (PR) through receipt and acceptance of delivery and processing of a final payment.
- **Project Coordinator:** A JPUD employee that has been assigned to be the lead employee on a given project.
- **Public Work:** All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at JPUD's expense, or which is by law a lien or charge on any JPUD property.
- **Purchase Requisition:** A document used to make a purchase or an order request, on behalf of the JPUD, that is associated with an approval workflow in the NISC. The PR is utilized to document all details of purchase requests including the related goods/services requested, specifications, delivery date and location preferences, and account coding. The creation of a PR notifies approvers of the purchase need.
- **Requestor:** The original person within JPUD who is requesting that a specific purchase be approved and processed.
- **Services:** Defined as activities provided to JPUD for a job for which the required technical expertise does not exist in house at JPUD, or a job that is not ongoing and hence does not require a full-time employee.
- **Specifications:** A complete description of the physical and/or functional characteristics and quantity of the goods/supplies to be provided, or the complete directions, provisions, and requirements for the performance of services.
- **Split Purchase:** A split purchase occurs when the quantity of a required item or service is known before the initial purchase and is divided into multiple purchases to avoid the requirement for obtaining bids or proposals. Split purchases are prohibited and are considered fraud, waste, and/or abuse by auditors and in violation of best practices standards.
- **Vendor:** Any supplier, contractor, or consultant from which JPUD receives equipment, goods, supplies, materials, and/or services.

## V. POLICIES

### A. General Procurement Policies

1. All employees responsible for requisitioning, purchasing, and contracting for goods/services on behalf of JPUD shall be responsible for reviewing and understanding these Procurement Policies and Procedures.
2. Each procurement action must comply with the requirements set forth in the appropriate sections of this policy and applicable law.
3. Delegation of approval authority is permitted unless specifically prohibited within these policies. Delegation must be documented in writing.

### B. Purchase Requestion Policies

1. Any employee is permitted to initiate an PR after the budget availability has been verified.
2. A properly approved and supported PR, as defined within these policies, is required for all JPUD purchases, except for recurring expenses such as utility or internet bills.
3. Modifications to previously approved PRs must be requested through the Department Manager or designee and, dependent on the dollar amount of the modification, may require the PR to be rerouted for approval and may require additional due diligence to be performed.

**C. Thresholds for Required Due Diligence Policies**

1. JPUD has established defined levels of due diligence, dependent on specified dollar thresholds. Adequate due diligence ensures that JPUD obtains the best possible price for goods and services and ensures that JPUD’s funds are used appropriately and responsibly.
  - a. **Up to \$9,999.99:** Purchases up to \$9,999.99 do not require formal documentation of due diligence; however, reasonable efforts (i.e., consider whether the price is fair, and the goods/services meet the needs of JPUD) in selecting a vendor should be applied.
  - b. **\$10,000 to \$29,999.99:** Purchases within this range require documentation of a minimum of three informal quotes.
  - c. **\$30,000 to \$250,000:** Purchases within this range may use the:
    - i. Sealed bid request (bid) process for goods
    - ii. Competitive Request for Proposal (RFP) process for professional services
    - iii. Alternative bidding procedure of creating a vendor list and seeking quotes from those vendors as allowed under RCW 39.04.190.
      - A) JPUD shall maintain a vendor list to obtain quotes directly from vendors when awarding contracts for any materials, supplies, or service purchases.
      - B) At least twice per year, JPUD must publish, in a local newspaper of general circulation, a notice of the existence of the vendor list and solicit names and contact information of vendors to add to the list.
      - C) When using this alternative bidding procedure, JPUD must obtain at least three quotes, when possible, via telephone or in writing.
      - D) All quotes obtained must be retained according to JPUD retention requirements and must be open to public inspection, if requested.
  - d. **Greater than \$250,000:** Purchases greater than \$250,000 require the sealed bid request (bid) process for goods or the competitive Request for Proposal (RFP) process for professional services. \$250,000 is the current Simplified Acquisition Threshold determined by the federal government.
2. For public works projects with an estimated cost of \$350,000 or less excluding state sales tax, JPUD may utilize the small works roster option allowed under RCW 39.04.151 through 39.04.154 to include responsible Washington contractors who wish to be included on the small works roster.

- a. If the public works project will use federal award dollars, then JPUD must not use the small works roster for projects with an estimated cost of \$250,000 or greater. JPUD must follow the bid or RFP process in this instance to comply with federal procurement requirements.
- b. JPUD shall maintain one or more small works rosters for different specialties, categories of anticipated work, or geographic areas served by contractors on the small works roster.
- c. When adding contractors to a small works roster, JPUD will have the contractor indicate if they meet any of the following definitions:
  - i. A women and minority-owned business as defined in RCW 39.19.030(7)(b)
  - ii. A veteran-owned business as defined in RCW 43.60A.010
  - iii. A small business as defined in RCW 39.04.010
- d. At least once per year, JPUD must publish, in a local newspaper of general circulation, a notice of the existence of the small works roster and solicit names and contact information of contractors to add to the roster. JPUD must also reach out directly to the Washington State Office of Minority and Women's Business Enterprises to solicit contractors for the roster.
- e. JPUD will add responsible contractors to a small works roster if the contractor submits a written request and any and all necessary records.
- f. JPUD will not use the small works roster to break up a project into smaller units as a means to circumvent procurement requirements.
- g. When soliciting quotes from contractors on the small works roster, JPUD must include the estimated scope of work, including the nature of the work to be performed as well as the materials and equipment to be furnished. JPUD must obtain the quotes in written or electronic format and should obtain at least three quotes to assure that a competitive price is established and to award the contract to the responsible bidder with the lowest, responsive bid.
- h. For small public works projects (estimated at less than \$50,000 not including sales tax (effective through June 30, 2024) or estimated at less than \$150,000 not including sales tax (effective starting July 1, 2024)), JPUD may contract directly with a small business (as defined in chapter 395 of Laws of 2023, which can be found in RCW 39.19.030) and not follow the competitive process detailed above as follows:
  - i. If there are six or more contractors meeting the definition of small business on the roster, JPUD must direct contract with one of those small businesses on the roster that have indicated interest in performing work in the applicable geographical area. On ensuing small public works projects, JPUD must then rotate contractors and select a different contractor from the roster that has not been utilized.

- ii. If there are five or fewer contractors meeting the definition of small business on the roster, JPUD may direct contract with any contractor on the applicable roster.
- iii. When direct contracting on a small public works project, JPUD must notify small, minority, women, or veteran-owned businesses on the applicable small works roster.
- iv. If JPUD decides not to follow the above requirements for a given small public works project, then it must electronically invite bids from all contractors on the applicable small works roster that have indicated interest in performing work in the applicable geographical area.

**D. Formal Request for Proposal and Bid Policies**

1. RFP and Bid Initiation

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

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

2. Proposal/Bid Receipt

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

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

**E. Purchasing Exception Policies**

1. Sole Source Procurement

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

2. Emergency Purchases

An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger and requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential service.

- a. Every effort should be made to notify the General Manager before the emergency purchase.
- b. Within 72 hours of the emergency purchase, the Department Manager is responsible for initiating the required PO, which must include a brief summary describing the nature of the purchase, vendor/contractor, actual cost, emergency circumstance, and any efforts made to obtain prior General Manager approval.
- c. Emergency purchases must be reviewed by the Board after the General Manager approves the purchase.
- d. Emergency purchases are not valid for contrived urgencies resulting from the lack of planning and organization.

**F. Purchasing Request Approval Policies**

1. Approval levels are defined, based on dollar thresholds, for all POs.

- a. The Department Manager, or their designee, must approve all purchases for their department and is responsible for ensuring that:
  - i. the goods/services are necessary, appropriate, and within the approved budget;
  - ii. all supporting documentation is attached and in compliance with these Policies and Procedures; and
  - iii. if the purchase is funded through a grant, the purchase is allowable.
- b. The General Manager, or their designee, must approve all purchases greater than \$25,000 for JPUD and is responsible for ensuring that:
  - i. the goods/services are necessary, appropriate, and within the approved budget;
  - ii. all supporting documentation is attached and in compliance with these policies and procedures;
  - iii. the general ledger coding of the expense is correct; and
  - iv. if the purchase is funded through a grant, the purchase is allowable.

- c. The Board must approve all purchases greater than \$250,000 and must ensure that the purchase appears reasonable and consistent with JPUD's goals and responsibilities.

**G. Receiving Policies**

1. The procurement process cannot be completed without certification that the goods and/or services procured have been received entirely to JPUD's satisfaction.
2. Whenever possible, POs should identify the project site (as determined by the Project Coordinator) or the JPUD Operations Center as the Ship To address. Exceptions (such as large items) may be approved with adequate justification documented.
3. When possible, the original purchaser/requestor must be separate from the individual receiving the related goods. The receiver is responsible for:
  - a. opening the delivery and reviewing, inspecting, and verifying the contents of the shipment;
  - b. documenting the receipt; and
  - c. attaching the receiving documentation to the approved PO.

**H. Year-End Procurement Policies**

1. Goods and services that relate to the current Fiscal Year must be received no later than December 31<sup>st</sup> and be followed by an invoice dated no later than January 31<sup>st</sup>.
2. Purchases for the next Fiscal Year are accepted beginning January 1<sup>st</sup>.

**I. Monitoring and Reporting Policies**

1. JPUD must ensure that adequate monitoring procedures are in place for procurement activity. All reviews performed must be adequately documented and unusual activity must be researched and/or addressed. Monitoring procedures performed by the Director of Finance, or designee, and reviewed and approved by the General Manager must include, at a minimum:
  - a. Open PO reviews (i.e., items or services have not been received yet); and
  - b. Cumulative vendor purchase reviews.

## **VI. PROCEDURES**

### **A. General Procurement Procedures**

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

2. Purchasing Management/Oversight

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

3. Employee Interests

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

4. Purchasing Types

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

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

b. Special fund purchases are typically associated with a grant, loan, bond, or any other form of funding not included in the General Fund. When purchases are made with special funds, the requestor and all approvers must be aware of any potential compliance requirements that apply.

5. Delegation of Authority

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

### **B. Purchase Requestion Procedures**

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

2. Budget Verification

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

### 3. Purchase Requisition

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

- a. Purchase Checklist (Appendix C), which includes:
  - i. Vendor name and contact information
  - ii. Budget line item the purchase will be applied to
  - iii. General ledger account code, if known
  - iv. Item number or other identifying numbers/details, if known
  - v. Description of the goods/services being requested and quantity, if applicable
  - vi. Reason/justification for purchase/need
  - vii. Bill To information
  - viii. Ship To information

The JPUD Operations Center should be used for all purchases that will be shipped unless a Project Coordinator requests an item to be shipped to be job site. A large item might be delivered to the department's physical address, if needed.

- ix. Signature of the requestor
  - x. Approval signature of the Department Manager or designee
- b. W-9 from vendor
- c. Signed contract, if applicable
- d. Copy of invoice
- e. All approvals via email or physical signature for the purchase based on the purchasing thresholds defined below in Section F (Purchase Request Approval Procedures).

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

### 4. PR Support

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

### 5. PR Modifications

If a previously approved PR needs to be modified, the prospective purchaser will email the reason for the modification along with supporting documentation to the Department Manager to review and approve. After reviewing the modification to ensure it is reasonable and justifiable, the Department Manager will take one of two actions:

- a. If the total price after the PR modification is over \$25,000, the Department Manager will email approval of the modified PO to the General Manager or designee.



- b. If the total price after the PR modification is over \$350,000, the General Manager will email approval of the modified PR to the Board. The Board must then review and approve the modified PR before the Department Manager can continue with the procurement.

**C. Thresholds for Required Due Diligence Procedures**

1. Due Diligence Requirements

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

Purchase Amount	Due Diligence Required
Up to \$9,999.99	Purchases up to \$9,999.99 are considered “micro purchases” that do not require formal documentation of due diligence, such as quotes or bids. However, employees are encouraged to apply reasonable effort (i.e., evaluate for a fair price and that the goods/services will meet JPUD’s needs) in selecting a vendor for purchasing, including assessing options based on their defined purchase need, criteria, and costs.
\$10,000 to \$29,999.99	Purchases between \$10,000 and \$29,999.99 are considered “small purchases” that do require documentation of due diligence. Specifically, a minimum of three informal quotes must be documented. Quotes can be obtained through means such as an online printout, written quote from vendor, or email conversation. Documentation must be made of all three quotes obtained.
\$30,000 to \$250,000	Purchases between \$30,000 and \$250,000 may use any of the below due diligence methods: <ul style="list-style-type: none"> <li>a. Sealed bid process for goods</li> <li>b. Competitive RFP process for professional services</li> <li>c. Alternative bidding procedure of creating a vendor list and seeking quotes from those vendors as allowed under RCW 39.04.190</li> </ul>
Greater than \$250,000	Purchases greater than \$250,000 require the bid process (for goods) or competitive RFP process (for professional services). Refer to the detailed requirements presented in Section D below.

## 2. Alternative Bidding Procedures

- a. The General Manager, or designee, will maintain a vendor list workbook that includes the following information, at a minimum:
  - i. Vendor name
  - ii. Vendor address
  - iii. Vendor phone number
  - iv. Vendor category (i.e., sells materials, supplies, and/or services)
- b. The vendor list should be made available to departments in a read-only format to avoid any unwarranted changes to the vendor list.
- c. At least twice per year, the General Manager, or designee, must submit an advertising request to a local newspaper of general circulation. The advertisement will provide notice of the existence of JPUD's vendor list and will solicit names and contact information of vendors who wish to be added to the vendor list.
  - i. The General Manager, or designee, is responsible for collecting responses from the advertisement and for adding the new vendors to the vendor list.
- d. When departments wish to use the vendor list, they must obtain at least three quotes from three different vendors. These quotes can be obtained via telephone or in writing.
- e. The department conducting the purchasing must retain all physical quotes obtained and must document any verbal quotes obtained. These quotes should be retained in a JPUD shared drive.
  - i. Public inspection of the quotes is permissible upon request, and the department that conducted the quote research must provide all quotes if requested.

## 3. Small Works Roster Procedures

- a. The General Manager, or designee, shall maintain one or more small works roster workbooks depending on different project specialties, categories of anticipated work, or geographic areas serviced by contractors on the small works roster.
- b. The small works roster workbook(s) should be made available to departments in a read-only format to avoid any unwarranted changes to the vendor list, unless the General Manager has designated a certain department to manage a particular small works roster.
- c. When adding contractors to a small works roster, the General Manager, or designee, must have the contractor indicate if they meet the definition of small, women, minority, veteran-owned business as detailed in the policy section. The General Manager must clearly indicate in the small works roster workbook whether a contractor meets one or more of those definitions.
- d. At least once per year, the General Manager, or designee, must submit an advertising request to a local newspaper of general circulation. The advertisement will provide

notice of the existence of JPUD's small works roster(s) and will solicit names and contact information of contractors who wish to be added to the small works roster.

- i. The General Manager, or designee, is responsible for collecting responses from the advertisement and for adding the new contractors to the small works roster workbook.
  - ii. At the same time of posting the newspaper advertisement, the General Manager, or designee, must also contact the Washington State Office of Minority and Women's Business Enterprises to solicit contractors for the roster.
- e. Throughout the year and during the annual solicitation, the General Manager, or designee, will add responsible contractors to the applicable small works roster workbook if the contractor submits a written request and any necessary records.
- f. When soliciting quotes from contractors on the small works roster, the General Manager, or designee, will work with the designated Project Coordinator to include the estimated scope of work for the project, which must include:
  - i. The nature of the work to be performed
  - ii. The materials and equipment to be furnished
- g. As part of the quote solicitation process, the General Manager, or designee, will inform contractors on the small works rosters that quotes must be submitted in written or electronic format. The General Manager, or designee, will include:
  - i. The proper mailing address for contractors to mail written quotes
  - ii. The proper email address for contractors to email written quotes
- h. The General Manager, or designee, will monitor for incoming quotes and should review at least three quotes. This review should be conducted with the appropriate Project Coordinator as needed.
- i. For small public works projects (estimated at less than \$150,000 not including sales tax), the Project Coordinator, or designee, can decide to avoid the competitive quote process as detailed above and contract directly with a small business.
  - i. The Project Coordinator, or designee, must thoroughly review the applicable small works roster and verify the number of contractors that meet the definition of small business.
  - ii. If there are six or more small business contractors on the applicable small works roster, the Project Coordinator will document the selected contractor in a comment on the applicable small works roster. This comment serves to remind the Project Coordinator to rotate contractors for the next project that will follow this same process.
  - iii. If there are five or fewer small business contractors on the applicable small works roster, the Project Coordinator does not need to comment in the small works roster which contractor was selected.

- iv. Regardless of the number of small business contractors on a small works roster, the Project Coordinator, or designee, must notify all small, minority, women, or veteran-owned businesses on that small works roster to notify them that JPUD will be direct contracting for a certain project. The Project Coordinator can make this notification via any preferred method such as email, written, telephone, fax, or other.
- v. If, at any point in the above process, the Project Coordinator decides not to follow each guideline as written, then they must electronically invite bids from all contractors on the applicable small works roster and should review at least three bids.

#### **D. Formal Request for Proposal and Bid Procedures**

##### **1. Competitive RFP Requirements**

- a. When a requesting department identifies a purchase need that is related to professional services and is expected to be \$250,000, or over, the formal competitive RFP process must be applied and documented. In addition, there may be instances where the RFP process is appropriate for purchases expected to be less than \$250,000. However, these situations are evaluated on a case-by-case basis and determined by the appropriate Department Manager or designee, based on the situation. The Project Coordinator or designee is responsible for initiating the RFP process, as described below in item 4 (RFP and Bid Process – Notice Inviting Proposals/Bids). On a case by case basis, the RFQ process may be combined with the RFP basis.
- b. For professional services pertaining to architecture, engineering, land surveying, or landscape architecture that exceed \$250,000 for annual service agreements or on a project basis, the Project Coordinator will first seek a Statement of Qualifications (SOQ) from firms lawfully engaged to provide the services that JPUD needs, unless the General Manager determines that the RFQ and RFP Process should be combined.
  - i. The Project Coordinator will publish an announcement when JPUD needs any of the above services, and this announcement must include the general scope and nature of the project as well as the Project Coordinator’s address to be able to provide further details to firms who request such details.
  - ii. The Project Coordinator will evaluate the SOQs that come in from firms and determine which firms qualify for the RFP process (detailed below). Cost of the project shall not be considered when evaluating RFPs for these specific types of professional services.
  - iii. The Project Coordinator shall include a plan to make sure that minority, women, and veteran-owned firms are afforded the maximum practicable opportunity to compete for these services (RCW 39.80.040).

##### **2. Sealed Bid Request Requirements**

When a requesting department identifies a purchase need that is related to goods

(equipment, goods, supplies, etc.) and the purchase is expected to be \$250,000 or over, the bid process must be applied and documented. In addition, there may be instances where the bid process is appropriate for purchases expected to be less than \$250,000. The Project Coordinator, or designee, is responsible for initiating the bid process.

### 3. Pre-RFP and Bid Process Budget Verification

The Project Coordinator, or designee, must confirm, before initiating the RFP or bid process, that there is enough budget for the potential project/service requiring the RFP process or for the goods requiring the bid process.

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

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

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

### 5. Notice Review and Posting

- a. Completed/drafted notice for RFPs and bids must be submitted to the General Manager for review and approval. The General Manager will perform a high-level review to ensure that all required information is included and the notice appears reasonable.
- b. Once reviewed/approved, the General Manager will notify the department that submitted the invitation draft that they can proceed with publishing/notification of the invitation.
  - i. The notices shall be published in a newspaper of general circulation within the area or a trade journal and posted on JPUD’s website, or disseminated via email/U.S. Mail to at least three prospective bidders, when feasible, and to all those who have requested to be placed on the bidders list.
  - ii. For grant funded projects, the notice shall also be published with the Washington State Office of Minority and Women’s Business Enterprises to comply with RCW 39.19.060.

6. Proposal/Bid Receipt, Opening, and Evaluation

a. Proposal/Bid Receipt

Proposals/bids must be received by the Project Coordinator prior to the proposal/bid closing to be considered. Upon receipt, all proposals/bids must be date and time-stamped by the Project Coordinator, or designee.

b. Selection Committee

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

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

c. Proposal/Bid Opening

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

d. Proposal/Bid Analysis

Proposal/bid responses are reviewed by the selection committee and must include performing an evaluation based on the criteria and requirements outlined in the RFP/bid request that was issued. In all cases, all selection committee members must vote on the proposal/bid selection and the vote must be documented. The reasoning for the selection of a specific proposer/bidder must be adequately documented, and if the lowest responsive bidder is not selected, the documentation must justify why a higher-priced alternative was selected. The selection and award must be properly

documented and all supporting documentation related to the proposal/bid request (e.g., all submitted proposals/bids, and scoring and selection documentation) must be scanned and attached to the related PR by the requesting department. Once the PR is completed and documentation is physically attached, it is submitted through the standard PR approval process.

e. Vendor Selection Criteria

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

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

f. No Proposals/Bids Received

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

g. Interpretation of Bid and Proposal Specifications

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

- i. Any response to written questions or requests must be provided, in writing, to all prospective vendors.
- ii. If a pre-bid conference is appropriate or required, the Project Coordinator, or designee, and the Department Manager must be in attendance.

h. Equal Bids

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

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

i. Debarment by the Federal Government or Other Agencies

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

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

7. Notification of Rejection

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

8. Notification of Award

After vendor selection is completed and the related PR is approved, the Project Coordinator or their designee will notify the selected vendor of the award. The notification of award may be done in writing; however, the department must ensure that the documentation is retained.

9. Proposal/Bid Protest



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

- a. Only bidders who submitted a timely proposal/bid may file a protest.
- b. The bid protest must be in writing.
- c. Protests based on alleged defects, ambiguities, or improprieties in the notice inviting bid and bid specifications must be filed with JPUD prior to the deadline for bid submittal.
- d. All other protests must be filed and received by JPUD not more than two business days after bidders receive notification of JPUD’s intent to award the contract.
- e. If a bidder requests copies of the bids received on a public works project within two business days of bid opening, then JPUD must provide the requested bid copies according to RCW 39.04.105.
- f. JPUD must then allow two business days after providing bid copies, if any, before executing a contract for the public works project.
- g. The written bid protest must set forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities, and argument in support of the grounds for the bid protest. All factual contentions must be supported by competent, admissible, and credible evidence.
- h. Any matters not set forth in the written bid protest shall be deemed waived.
- i. Any bid protest not conforming to procedure will be rejected by JPUD as invalid and shall constitute a waiver of any right to further pursue a bid protest.

## 10. Contracting

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

### **E. Purchasing Process Exception Procedures**

#### 1. Sole Source Procurement Criteria

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

- a. The item is only available from a single source (such as a proprietary item or a component of an existing system or piece of equipment that is only supported by one vendor);
- b. The emergency nature of the purchase will not permit a delay resulting from competitive solicitation (see item 3 below for Emergency Purchase Criteria);
- c. The federal awarding or granting agency (if purchased with grant funds) expressly authorized non-competitive proposal/bids in response to a written request by JPUD;
- d. A contractor providing goods or services is of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable

source to provide the goods or services (see RCW 39.26.010) where use of federal funds is not a factor (unless specifically permitted by the federal agency, in writing); or  
e. After solicitation from several sources, competition is determined inadequate.

## 2. Sole Source Procurement Process

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

After a contract ends, a Sole Source Justification Form must be completed again each time JPUD wishes to use the same vendor. If no contract is in place, but JPUD wishes to use the same vendor, then a Sole Source Justification Form must be completed at least every two (2) years. The form must be approved by the Board via Board Resolution.

## 3. Emergency Purchase Criteria

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

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

## 4. Emergency Purchase Process

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

they must send the documentation to the Board for review and approval.

5. Emergency Purchase Payments

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

**F. Purchase Request Approval Procedures**

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

2. PR Approvals

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

Approver	Required	Responsibilities of Approver
Department Manager or designee	All purchases for their Department	The Department Manager or designee must: <ul style="list-style-type: none"> <li>• Ensure that the goods or services requested are necessary and appropriate;</li> <li>• Ensure that budget is available for the purchase;</li> <li>• Review supporting documentation (quotes, bids, proposal support, etc.) for the purchase to verify that all required due diligence, by this policy, was performed and is properly supported; and</li> <li>• If the purchase is being funded by a grant, assess whether the purchase is allowable under the terms of the grant award.</li> </ul>
General Manager	All purchases for JPUD greater than \$25,000	For all JPUD purchases greater than \$25,000, the General Manager, or designee, must: <ul style="list-style-type: none"> <li>• Ensure that the PO is completed fully;</li> <li>• Confirm all required supporting documentation is attached;</li> <li>• If for a grant, assess whether the purchase is allowable under the terms of the grant award; and</li> <li>• Ensure the general ledger coding of the expense is correct. If coding is incorrect, the error should be corrected and compared to the budget. If deemed necessary, the PO</li> </ul>

Approver	Required	Responsibilities of Approver
		should be routed back to the department for another review/approval.
Board	All purchases greater than \$250,000	<p>For all JPUD purchases greater than \$250,000, the Board must:</p> <ul style="list-style-type: none"> <li>• Assess whether the purchase appears reasonable and consistent with JPUD’s goals and responsibilities; and</li> <li>• Review to provide a final approval for the commitment of funds.</li> </ul>

**G. Receiving Procedures**

1. Required Receiving

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

2. Receiving Location

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

3. Receiving Requirements

When possible, the original purchaser/requestor must be separate from the individual receiving the related goods. This separation of duties is intended to ensure that the same individual is not requesting a purchase and receiving the related goods.

Shipments/deliveries received at the Operations Center will be physically received and verified by the designated personnel. The receiver is responsible for performing the following:

- a. Opening the delivery and reviewing the receiving report or packing slip;
- b. Inspecting the goods received for proper condition;
- c. Comparing the goods received (quantity and specific items) to the receiving report/packing slip;

- d. Comparing the goods received (quantity, quality, and specific item accuracy) to the approved PO;
- e. If no variances are identified, signing and dating the receiving report/packing slip and entering into NISC as received signifying confirmation;
- f. Addressing discrepancies/variances in compliance with the detailed procedures below; and
- g. Attaching the signed/dated receiving report/packing slip to the approved PO.

4. Discrepancies/Variations

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

5. Back Order/Short Shipments

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

6. Returns

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

7. Payment Processing

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

**H. Year-End Procedures**

1. Financial Close – Current Fiscal Year

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

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

JPUD starts accepting PO requests starting on January 1st. All services and goods must be shipped and delivered after January 1st.
  3. Year-End Close
 

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

**I. Monitoring and Reporting Procedures**

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

The Finance Department will perform a full review of all open POs at least semi-annually. This review must be conducted within 15 business days of each half year.

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

Semi-annually, the Finance Department will generate a report from NISC within 15 business days of each half year, to assess the following:

    - i. Total JPUD purchases, by vendor, year to date
    - ii. Total purchases by vendor, by department, year to date

These reports will be assessed to identify where small purchases across multiple departments exceed \$250,000 or are expected to exceed \$250,000 for the year, for consideration of whether the RFP or bid process should be performed. In addition, purchases by department will be assessed for any signs of potential split-purchases (i.e., departments splitting purchases into smaller amounts, to the same vendor, to prevent going through the RFP/bid process). These assessments will be formally documented,

including any follow-up that occurs. The report, with all notes, will be provided to the General Manager, or designee, for review and approval. This review is documented on the reports.

## 2. Record Keeping

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

**APPENDIX A – SOLE JUSTIFICATION REQUEST FORM**

**APPENDIX B – VENDOR SCORECARD TEMPLATE**

**APPENDIX C – PURCHASE CHECKLIST**



**Sole Source Justification Form**

**Jefferson County Public Utilities District**

310 Four Corners Road  
Port Townsend, WA 98368

Date: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Department: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Cost: \_\_\_\_\_

**Sole Source Justification**

Check all that apply. Attach supporting documentation.

1.  The item is only available from a single source (such as a proprietary item or a component of an existing system or piece of equipment that is only supported by one vendor).
2.  The emergency nature of the purchase will not permit a delay resulting from competitive solicitation.
3.  The federal awarding or granting agency (if purchased with grant funds) expressly authorized non-competitive proposals/bids in response to a written request from JPUD.
4.  A contractor providing goods or services is of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source to provide the goods or services where use of federal funds is not a factor.
5.  After a solicitation from a number of sources, competition is determined inadequate.

The undersigned requests that competitive procurement be waived and that the service or material described in this form be purchased as a sole source.

\_\_\_\_\_  
Requested by Date

*See Jefferson County Public Utilities District Board of Commissioners formal resolution for approval.*

**Instructions:**

Update the Vendor name and contact info.

Update the Required Fields below to match org specific requirements.

Update the Justification items to match org specific requirements.

Update the signature lines at the bottom of the form to match org specific form approval requirements.

Select all form rows/columns. Page Layout > Page Setup. Print > Fit to selection. Scaling > Fit sheet on one page. Print > Save as PDF.

Open PDF in Adobe Acrobat. Select More Tools > Prepare Form. This should create a form field for every text box on the form. You can delete the signature forms and add digital signature boxes, if needed. You can also add a Reset button by adding a "Print" or "Clear" button and customizing with a RESET label and an action to reset the form.

# VENDOR SCORECARD TEMPLATE

## CRITERIA CHECKLIST

\*Prior to use, update criteria as needed to be consistent with RFP.  
Update basis for scoring to have qualitative scoring details.

Scores Available from 1-5. Basis for scoring must be listed with specific examples.

1. Adherence to RFP Instructions	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Timeliness	0	0	0	
Completeness	0	0	0	
Overall Quality & Level of Professionalism	0	0	0	
Overall Response	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2. Company Information	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Financial Viability	0	0	0	
Organizational Structure	0	0	0	
Experience with Similar Companies	0	0	0	
Service Department	0	0	0	
References	0	0	0	
Partnerships	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
3. Project Understanding	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Overall Comprehension of Project Objectives	0	0	0	
Understanding of the Business Requirements	0	0	0	
Understanding of the Business Vision	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4. Requirements	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Completeness of Vendor Response	0	0	0	
Vendor Ability to Meet Requirements	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Product Viability & History	VENDOR 1	VENDOR 2	VENDOR 3	BASIS FOR SCORE
Technology Is Sustainable	0	0	0	
Product Roadmap	0	0	0	
Product Development Life-Cycle	0	0	0	

Criteria Checklist				Scores Available from 1-5. Basis for scoring must be listed with specific examples.
New Release Process	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>6. Terms &amp; Conditions</b>	<b>VENDOR 1</b>	<b>VENDOR 2</b>	<b>VENDOR 3</b>	<b>BASIS FOR SCORE</b>
Detailed Buyer Duties	0	0	0	
Terms & Conditions	0	0	0	
Purchase Agreement Details	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>7. Vendor Software Demonstration</b>	<b>VENDOR 1</b>	<b>VENDOR 2</b>	<b>VENDOR 3</b>	<b>BASIS FOR SCORE</b>
Solution Is Integrated	0	0	0	
Aligns with Company Objectives	0	0	0	
Third-Party Products Shown	0	0	0	
Ease of Use	0	0	0	
System Performance	0	0	0	
Flow & Simplicity	0	0	0	
System Ability To Handle Requirements	0	0	0	
Flexibility, Tailorability, Extensibility	0	0	0	
Ability to Answer Questions	0	0	0	
Application Robustness	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>8. Fee Summary</b>	<b>VENDOR 1</b>	<b>VENDOR 2</b>	<b>VENDOR 3</b>	<b>BASIS FOR SCORE</b>
License Fees	0	0	0	
Maintenance Fees	0	0	0	
Purchase Timeline	0	0	0	
Licensing Period	0	0	0	
Other Fees	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	

\*Change weights based on company requirements. Total score should = 1.00

CRITERIA SCORES	WEIGHT	VENDOR 1 WEIGHTED SCORE	VENDOR 2 WEIGHTED SCORE	VENDOR 3 WEIGHTED SCORE	NOTES
Adherence to RFP Instructions	0.05	0.00	0.00	0.00	

2. Company Information	0.05	0.00	0.00	0.00	
3. Project Understanding	0.20	0.00	0.00	0.00	
4. Requirements	0.30	0.00	0.00	0.00	
5. Product Viability & History	0.05	0.00	0.00	0.00	
6. Terms & Conditions	0.05	0.00	0.00	0.00	
7. Vendor Demonstration	0.25	0.00	0.00	0.00	
8. Fee Summary	0.05	0.00	0.00	0.00	
<b>Total Score</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**PURCHASE CHECKLIST**

Jefferson County Public Utilities District

<b>Invoice #</b>

<b>Department</b>

<b>Bill To</b>

**Instructions:**  
 Update the Vendor name and contact info.  
 Update the Required Fields below to match org specific requirements.  
 Update the signature lines at the bottom of the form to match org specific form approval requirements.

Select all form rows/columns. Page Layout > Page Setup. Print > Fit to selection. Scaling > Fit sheet on one page. Print > Save as PDF.

Open PDF in Adobe Acrobat. Select More Tools > Prepare Form. This should create a form field for every text box on the form. You can delete the signature forms and add digital signature boxes, if needed. You can also add

<b>Vendor Name</b>			<b>Address</b>			<b>State</b>	<b>Zip</b>
<b>Today's Date</b>	<b>Requested by Date</b>		<b>Shipping Instructions</b>		<b>Phone</b>	<b>Fax</b>	
<b>Prgm Code</b>	<b>Grant #</b>	<b>G.L. Account</b>	<b>Item #</b>	<b>Qty</b>	<b>Item Description</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>Special Notes:</b>						<b>TOTAL \$</b>	
						Finance Dept. Use Only	
						Department Manager	

**Required due diligence type (for purchases \$10,000 or greater):**

- Informal quote
- RFP/Bid
- Sole Source
- Emergency

**Payment Type:**

- Wires/ACH
- Cut Check (Invoice Attached)
- JPUD Credit Card
- Reimbursement over \$25 (Receipt Attached)
- Dept. Transfer
- Petty Cash Reimbursement

Was a W-9 obtained from the vendor (if not already on file)?

\_\_\_\_\_

Is the signed contract attached, if applicable?

\_\_\_\_\_

Reason for purchase:

\_\_\_\_\_

**Informal Quotes:**

Did you obtain at least 3 quotes?

\_\_\_\_\_

If yes, are the quotes included with this Checklist?

\_\_\_\_\_

If no, why not?

\_\_\_\_\_

**RFP/Bid:**

Did you complete the notice for inviting proposals/bids to be sent to the Dept. Manager?

\_\_\_\_\_

**Sole Source:**

Did you complete the Sole Source Justification Request Form?

\_\_\_\_\_

**Emergency:**

Did you include a brief summary of the purchase to the Dept. Manager, along with the other required info?

\_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Department Approval \_\_\_\_\_ Date \_\_\_\_\_



**AGENDA REPORT**

**DATE:** April 16, 2024  
**TO:** Board of Commissioners  
**FROM:** Jean Hall  
**RE:** Reactive Power Charge Billing Error

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**BACKGROUND:** The current electric rates were approved June 1, 2021, through resolution 2021-015. The red-line document of this policy clearly shows that the Reactive Power charge for KVARh was struck from the policy. When these charges were updated in our billing system the reactive power was not set to an inactive charge, thus continued billing our customers.

This issue was discovered after a commercial customer’s meter was swapped for the new vision meter and all reads began coming into the system. Their old meter had not been reporting the read that is tied to this charge and rate schedule. When the account started billing the reactive power charge the customer called to question it. When staff looked to verify the charge in the policies it was discovered that it was not entered as a line item in the rates.

Per customer service policy, section 10.3.2-Overbilling and Overpayment, any adjustment spanning a period longer than two years shall require an action by the Board of Commissioners.

**ANALYSIS/FINDINGS:** There are 47 customers and a total of 55 accounts that have been affected. A summary of the findings are as follows:

Rate Schedule	Number of accounts	Total Dollars to Credit
<b>25 – Small Demand General Service</b>	34	\$ 32,070.71
<b>26 – Large Demand General Service</b>	7	22,497.97
<b>31 – Primary General Service</b>	10	11,172.21
<b>43 – Interruptible Primary Service</b>	4	22,356.31
<b>Total:</b>	<b>55</b>	<b>\$ 88,097.20</b>

**FISCAL IMPACT:** Revenue reduction in the amount of \$88,097.20 spanning a 33-month period.

**RECOMMENDATION:** Approve by motion the billing adjustments for all affected accounts crediting customers for all reactive power charges billed after July 5, 2021.



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# RATE SCHEDULE

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The Rate Schedule is a policy outlining the availability and defining the application of the rates that have been adopted by the Jefferson County Public Utility District No. 1 Board of Commissioners

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Updated Resolution 2021-xxx  
June 1, 2021

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Red Line Document  
BOC Agenda Packet - June 1, 2021



General..... 2  
    *Tax Adjustment:* ..... 2  
    *Service Policy* ..... 2  
    *Low Income Discounts:*..... 2  
    *Power Factor Charge:*..... 2  
Electric Rate Schedule..... 3  
    SCHEDULE 7 RESIDENTIAL ELECTRIC SERVICE..... 3  
    SCHEDULE 24 GENERAL SERVICE ..... 4  
    SCHEDULE 25 – SMALL DEMAND GENERAL SERVICE..... 5  
    SCHEDULE 26 – LARGE DEMAND GENERAL SERVICE..... 6  
    SCHEDULE 29 – SEASONAL IRRIGATION & DRAINAGE PUMPING SERVICE ..... 7  
    SCHEDULE 31 – PRIMARY GENERAL SERVICE ..... 8  
    SCHEDULE 43 – INTERRUPTIBLE PRIMARY SERVICE FOR TOTAL-ELECTRIC SCHOOLS ..... 9

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General

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Tax Adjustment:

The amount of tax levied by any city or town in accordance with RCW 54.28.070, of the Laws of the State of Washington, will be added to all applicable charges for utility services sold within the limits of any such city or town.

Service Policy

Service under this schedule is subject to the rules and regulations as defined in the District's Electric Service Regulations and the Water System Plan.

Low Income Discounts:

Jefferson County PUD offers discounts to low-income senior citizens and other low-income citizens per RCW 74.38.070. Program guidelines and income thresholds are defined under section 10.6 of the Customer Service Policy.

Power Factor Charge:

kVARh charges will be replaced with a power factor charge once new meters have been installed.

Effective

All rate changes will be effective with statements rendered on or after the listed effective date.

## Electric Rate Schedule

### SCHEDULE 7 RESIDENTIAL ELECTRIC SERVICE *(Single phase and three phase)*

**AVAILABILITY:**

1. This schedule is limited to residential service, which means service that is delivered through one meter to a single-family unit and is used principally for domestic purposes, even though such service may incidentally be used for nondomestic purposes. Electric service for nondomestic use may be separately metered and served under the provisions of the applicable general service schedule, provided that such service does not include single-family units.
2. If this schedule is applied to transient occupancy in separately metered living units, billing shall be in the name of the owner on a continuous basis.
3. Single-phase motors rated greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the PUD.
4. Space conditioning and water heating capacities shall be energized in increments of 6 'r0J\ or less by a thermostat, low voltage relay, or suitable time delay equipment.
5. Rates included under this schedule are:
  - a. 7-1PH, SINGLE PHASE RESIDENTIAL
  - b. 7-3PH, THREE PHASE RESIDENTIAL
  - c. 7-1NM, SINGLE PHASE NET METER
  - d. 7-3NM, THREE PHASE NET METER
  - e. 7LI20, SENIOR LOW INCOME
  - f. 7LI35, STANDARD LOW INCOME

Customers requiring three-phase service under this schedule will be required to contribute the incremental cost of three-phase facilities to provide such service.

**MONTHLY RATE:**

EFFECTIVE DATE: March 1, 2018

~~Basic Charge: \$18.50 single phase or \$ 27.00 three phase~~

~~Energy Charge:~~

~~\$ 0.0882 per kWh for the first 600 kWh~~

~~\$ 0.1070 per kWh for all over 600 kWh~~

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>				
<u>Single Phase</u>	\$ 21.00	\$ 23.50	\$ 26.00	\$28.50
<u>Three Phase</u>	30.65	34.30	37.95	41.59
<u>Low Income Credit:</u>	(44.84)	(50.18)	(55.51)	(60.85)
<u>Energy Charge per kWh:</u>				
<u>Tier 1 (0 – 600)</u>	\$ 0.0882	\$ 0.0908	\$ 0.0936	\$ 0.0966
<u>Tier 2 (601 – 1,600)</u>	0.1070	0.1102	0.1136	0.1172
<u>Tier 3 (Greater than 1,600)</u>	0.1218	0.1254	0.1293	0.1334

SCHEDULE 24 GENERAL SERVICE

Secondary Voltage; Single phase or three phase where available; Demand of 50 kW or less

AVAILABILITY:

1. This schedule is available to any Customer for general electric energy requirements other than Residential Service (as defined in Paragraph 1 of Schedule 1) and whose estimated or actual Demand is 50 kW or less.
2. Customers whose metered Demand exceeds 50 kW twice during the most recent 12 consecutive months are not eligible for service under this schedule.
3. Customers with less than 12 months billing history and Billing Demand over 50 kW twice are not eligible for service under this schedule.
4. Deliveries at more than one point will be separately metered and billed.
5. Single-phase motors rated greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the PUD.
6. Highly intermittent loads such as welders, X-ray machines, elevators, and similar loads which may cause undue lighting fluctuation shall not be served under this schedule unless approved by the PUD.
7. Rates included under this schedule are:
  - a. 24-1P, SINGLE PHASE GENERAL
  - b. 24-1NM, SINGLE PHASE GENERAL NET METER
  - c. 24-3P, THREE PHASE GENERAL
  - d. 24-3NM, THREE PHASE GENERAL NET METER

MONTHLY RATES:

EFFECTIVE DATE: ~~March 1, 2018~~

Basic Charge: ~~\$ 18.50 single phase or \$ 34.00 three phase~~

Energy Charge: ~~\$ 0.1007~~

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>				
<u>Single Phase</u>	<u>\$ 21.50</u>	<u>\$ 24.50</u>	<u>\$ 27.50</u>	<u>\$ 30.50</u>
<u>Three Phase</u>	<u>39.51</u>	<u>45.03</u>	<u>50.54</u>	<u>56.05</u>
<u>Energy Charge per kWh:</u>	<u>0.1029</u>	<u>0.1055</u>	<u>0.1082</u>	<u>0.1112</u>

SCHEDULE 25 – SMALL DEMAND GENERAL SERVICE

Secondary Voltage; Single phase or three phase where available; Demand Greater than 50 kW but less than or equal to 350 kW

AVAILABILITY:

1. Customers whose Billing Demand is 50 kW or below for eleven (11) of the most recent 12 consecutive months or above 350 kW twice during the most recent 12 consecutive months are not eligible for service under this schedule.
2. Deliveries at more than one point will be separately metered and billed.
3. Single-phase motors rated greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the PUD.
4. Highly intermittent loads such as welders, X-ray machines, elevators, and similar loads which may cause undue lighting fluctuation shall not be served under this schedule unless approved by the PUD.

5. Rates included under this schedule:

4-a. 25-SMALL DEMAND GENERAL

MONTHLY RATE:

EFFECTIVE DATE: ~~March 1, 2018~~

Basic Charge: ~~\$ 60.00~~

Demand Charge: ~~\$ 5.50 all Kw~~

Energy Charge: ~~\$ 0.0852~~

Reactive Power Charge: ~~\$ 0.002830 per KVARH~~

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>	<u>\$ 62.25</u>	<u>\$ 64.74</u>	<u>\$ 67.33</u>	<u>\$ 70.20</u>
<u>Demand Charge – all KW:</u>	<u>5.71</u>	<u>5.93</u>	<u>6.17</u>	<u>6.42</u>
<u>Energy Charge per kWh:</u>	<u>0.0884</u>	<u>0.0919</u>	<u>0.0956</u>	<u>0.0994</u>

SCHEDULE 26 – LARGE DEMAND GENERAL SERVICE

Secondary Voltage or at available Primary Distribution Voltage; Single phase or three phase where available; Demand Greater than 350 kW

AVAILABILITY:

1. This schedule is available to any Customer for general electric energy requirements other than Residential Service (as defined in Paragraph 1 of Schedule 7) and whose estimated or actual Demand is greater than 350 kW.
2. Customers taking service at Secondary Voltage and whose Billing Demand is 350 kW or below for eleven (11) of the most recent 12 consecutive months are not eligible for service under this schedule.
3. Deliveries at Secondary voltage at more than one point will be separately metered and billed. Deliveries at Primary voltage to a Customer will be at one Point of Delivery for all service to that Customer on contiguous property.
4. Single-phase motors rated greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the Company.
5. Highly intermittent loads, such as welders, X-ray machines, elevators, and similar loads that may cause undue lighting fluctuation, shall not be served under this schedule unless approved by the PUD.
6. For service at Primary voltage, all necessary wiring, transformers, switches, cut-outs and protection equipment beyond the Point of Delivery shall be provided, installed and maintained by the Customer, and such service facilities shall be of types and characteristics acceptable to the PUD. The entire service installation, protection coordination, and the balance of the load between phases shall be approved by PUD engineers.

7. Rates included under this schedule:

- a. 26-P, LARGE DEMAND PRIMARY
- ~~b. 26-S, LARGE DEMAND SECONDARY~~

MONTHLY RATE:

EFFECTIVE DATE: March 1, 2018

~~Basic Charge: \$ 110.00~~

~~Demand Charge: \$ 9.00 per kW on all KW~~

~~Energy Charge: \$ 0.0757 per kWh~~

~~Reactive Charge: \$ 0.00281~~

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>	<u>\$ 114.13</u>	<u>\$ 118.69</u>	<u>\$ 123.44</u>	<u>\$ 128.38</u>
<u>Demand Charge – all KW:</u>	<u>9.34</u>	<u>9.71</u>	<u>10.10</u>	<u>10.50</u>
<u>Energy Charge per kWh:</u>	<u>0.0785</u>	<u>0.0817</u>	<u>0.0849</u>	<u>0.0883</u>

### SCHEDULE 29 – SEASONAL IRRIGATION & DRAINAGE PUMPING SERVICE

Single phase or three phase where available

**AVAILABILITY:**

1. This schedule applies to any Customer whose seasonal electric energy requirements are used exclusively for the purpose of irrigation and/or drainage pumping of water on agricultural land used in production of plant crops, and who requires service at secondary voltage. To be eligible for service under this schedule, customers must be qualifying agricultural irrigation or drainage pumping customers pursuant to the Bonneville Power Administration's General Rate Schedule Provisions.
2. Usage must be measured at the point of delivery and deliveries at more than one point will be separately metered and billed.
3. Single-phase motors rated greater than 7-1/2 HP shall not be served under this schedule except by the express written approval of the PUD.
4. Lower loads which may cause undue fluctuations in electric service shall not be served under this schedule unless approved by the PUD.
5. Rates included under this schedule:
  - a. 29-1P, SINGLE PHASE IRRIGATION/DRAINAGE
  - 4.b. 29-3P, THREE PHASE IRRIGATION/DRAINAGE

**MONTHLY RATE:**

~~EFFECTIVE DATE: March 1, 2018~~

~~Basic Charge: \$ 30.00~~

~~Demand Charge: \$~~

~~Energy Charge: \$ 0.0687 per kWh~~

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>	<u>\$ 35.00</u>	<u>\$ 40.00</u>	<u>\$ 45.00</u>	<u>\$ 50.00</u>
<u>Energy Charge per kWh:</u>	<u>0.0695</u>	<u>0.0710</u>	<u>0.0729</u>	<u>0.0752</u>

SCHEDULE 31 – PRIMARY GENERAL SERVICE

Single phase or three phase at the available Primary distribution voltage

AVAILABILITY:

This schedule applies to all service to contiguous property supplied through one meter where:

1. The customer requires primary voltage to operate equipment other than transformers; or
2. The customer requires distribution facilities and multiple transformers due to loads being separated by distances that preclude delivery of service at secondary voltage; or
3. The load is at a remote or inaccessible location that is not feasible to be served at secondary voltage from PUD facilities.
4. All necessary wiring, transformers, switches, cut-outs and protection equipment beyond the point of delivery shall be provided, installed and maintained by the Customer, and such service facilities shall be of types and characteristics acceptable to the PUD. The entire service installation, protection coordination, and the balance of the load between phases shall be approved by PUD engineers.

5. Rates included under this schedule:

4.a. 31-PG, PRIMARY GENERAL

MONTHLY RATE:

EFFECTIVE DATE: ~~March 1, 2018~~

Basic Charge: ~~\$300.00~~

Demand Charge: ~~\$8.50~~

Energy Charge: ~~\$0.0747 per kWh~~

Reactive Power Charge: ~~\$ 0.00106~~

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>	<u>\$ 311.25</u>	<u>\$ 323.70</u>	<u>\$ 336.65</u>	<u>\$ 350.11</u>
<u>Demand Charge – all KW:</u>	<u>8.82</u>	<u>9.17</u>	<u>9.54</u>	<u>9.92</u>
<u>Energy Charge per kWh:</u>	<u>0.0775</u>	<u>0.0806</u>	<u>0.0838</u>	<u>0.0872</u>



SCHEDULE 43 – INTERRUPTIBLE PRIMARY SERVICE FOR TOTAL-ELECTRIC SCHOOLS

Single Phase or three phase at the available Primary distribution voltage

AVAILABILITY:

1. Service under this schedule is available to permanently located schools whose total water heating and space conditioning requirements are supplied by electricity.
2. All necessary wiring, transformers, switches, cut-outs, and protection equipment beyond the Point of Delivery shall be provided, installed, and maintained by the Customer, and such service facilities shall be of types and characteristics acceptable to the PUD. The entire service installation, protection coordination, and the balance of the load between phases shall be approved by PUD engineers.
3. Rates included under this schedule:

2-a. 43-IP, INTERRUPTIBLE PRIMARY-SCHOOLS

PEAK LOAD INTERRUPTION:

The customer shall interrupt electric loads to a level not to exceed .6watts per square foot of structure between the hours of 7:00 a.m. and 10:00 a.m. on any day the PUD requests interruption. Any electric loads in excess of .6 watts per square foot of structure shall be subject to the CRITICAL DEMAND provisions below.

~~MONTHLY RATE: Effective March 1, 2018~~

~~Basic Charge: \$300.00 per month~~  
~~Demand Charge: \$5.25 per~~~  
~~Plus \$4.00 per KW of Critical demand in previous 11 months~~  
~~Energy: \$0.06607 per KWh~~  
~~Reactive Power: \$0.0030 per KVARh~~

~~MONTHLY RATE: Effective March 1, 2019~~

~~Basic Charge: \$300.00 per month~~  
~~Demand Charge: \$5.50 per~~~  
~~Plus \$4.00 per KW of Critical demand in previous 11 months~~  
~~Energy: \$0.06813 per KWh~~  
~~Reactive Power: \$0.0030 per KVARh~~

MONTHLY RATE:

<u>Effective Date:</u>	<u>July 5,</u> <u>2021</u>	<u>July 5,</u> <u>2022</u>	<u>July 5,</u> <u>2023</u>	<u>July 5,</u> <u>2024</u>
<u>Basic Charge:</u>	<u>\$ 311.25</u>	<u>\$ 323.70</u>	<u>\$ 336.65</u>	<u>\$ 350.11</u>
<u>Demand Charge – all KW:</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>
<u>Energy Charge per kWh:</u>	<u>0.0680</u>	<u>0.0679</u>	<u>0.0677</u>	<u>0.0676</u>

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

**RESOLUTION NO. 2021- 00XX**

A RESOLUTION of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("The PUD"), revising, updating and approving certain changes to the PUD electric rates.

**WHEREAS**, the PUD is responsible for maintaining and operating the electric network and related facilities in Jefferson County, Washington and to provide and furnish the residents of the district served by the PUD with electricity; and

**WHEREAS**, the Board of Commissioners and its staff have reviewed the electric rates most recently updated in Resolution No. 2018-001; and

**WHEREAS**, the PUD has reviewed its electric rates as part of an overall cost of service analysis overseen by staff and prepared by consultants at FCS Group beginning in April 2020; and

**WHEREAS**, Board of Commissioners has held a series of workshops and presentations from FCS Group as part of its cost of service study, including a July 13, 2020 discussion on goals and objectives, an August 18 and September 23, 2020 presentation regarding revenue requirements, a November 10 and December 7, 2020 review of the results of the cost of service analysis, and a February 9, 2021 review of an initial rate design; and

**WHEREAS**, the Board of Commissioners of the PUD held public hearing on April 6, 2021 where it received additional comments and testimony from the public regarding proposed rates and charges for electric services, and it also received input from both staff and consultants; and

**WHEREAS**, the proposed rates are attached as Exhibit A to this resolution and will revise, amend and replace the electric rates set forth in Resolution No. 2018-01 as well as any subsequent changes to Resolution No 2018-01; and

**WHEREAS**, the proposed electric rates in Exhibit A will help the PUD provide funds for ongoing maintenance, operations and improvements to its electric system, and allow the PUD to furnish its customers with electric service in a reasonable, cost-efficient manner, and continue to provide support for low income customers.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of PUD No. 1 of Jefferson County hereby adopts the attached electric rate changes in Exhibit A, effective for all bills rendered on or after July 5, 2021 with annual increases occurring, July 5, 2022, July 5, 2023, and July 5, 2024 subject to annual review by the Board of Commissioners of the PUD.

**ADOPTED** by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this \_\_\_\_ day of June 2021.

\_\_\_\_\_  
Dan Toepper, President

\_\_\_\_\_  
Kenneth Collins, Vice President

ATTEST:

\_\_\_\_\_  
Jeff Randall, Secretary