

Regular Meeting Agenda

Board of Commissioners

Tuesday, July 16, 2024 4:00 PM

310 Four Corners Rd.

Port Townsend, WA 98368

and online via Zoom



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

Page

1. Call to Order

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

2. Roll Call

Established of Quorum by confirming attendance of commissioners present.

3. Agenda Review

Recommended Action: Approve a Motion to adopt agenda as presented

4. Public Comment

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

5. Manager and Staff Reports








For information only, not requiring a vote.

6. Commissioner Reports

7. Consent Agenda

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

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




- 7.1 Prior Minutes 4 - 12
[PUD BOC Regular Meeting 06-18-2024 Minutes \(revised\).pdf](#) 
[PUD BOC Regular Meeting 07-2-2024 Minutes Draft.pdf](#) 
- 7.2 Vouchers 13 - 27
[Voucher Apprvl Form for BOC 7_16_24.pdf](#) 
[Voucher Cert with Supporting Warrant Reg & PR 7_16_24.pdf](#) 
- 7.3 Financial Report 28 - 30
[Agenda Report-Written Off Accounts-7-16-2024.docx](#) 
[Written Off Accounts Motion 7-16-2024.docx](#) 
- 7.4 Calendar 31 - 32
[BOC Calendar July 16, 2024.docx](#) 
- 7.5 Correspondence Log

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 Eagle Ridge Update

9. New Business

- 9.1 PUD Employee positions and Salary Update 33 - 41
[AGENDA REPORT - Non-Rep Salary Table July 2024.docx](#) 
[Proposed Non-rep Salary Table Nov 2023 BOC.pdf](#) 
[Proposed Non-rep Salary Table - Updated July 2024.pdf](#) 
Recommended Action: Motion to approve the updated Non-Represented Staff Title & Salary Table.
- 9.2 MRSC Rosters Discussion and Resolution
Recommended Action: For Discussion only

10. Adjourn

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

pdf



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

June 18, 2024

**Board of Commissioners
Regular Meeting**

Revised Minutes

Present:

Commissioner Jeff Randall, President
Commissioner Dan Toepper, Vice President
Commissioner Kenneth Collins, Secretary
Kevin Streett, General Manager
Joy Liechty, Asst. General Manager
Joel Paisner, General Counsel
Mike Bailey, Finance Director
Melanie Des Marais, HR Director
Josh Garlock, Electric Superintendent
Melissa Blair, Finance Manager
Jean Pepper, Services Director
Will O'Donnell, Broadband and Comm. Director
Jimmy Scarborough, Electrical Engineering Manager
Jeff Gordon, Customer Service Rep. Coordinator
Jameson Hawn, Digital Communications Specialist
Annette Johnson, Executive Assistant/Records Officer
Don McDaniel , PUD Consultant
Cammy Brown, Recording Secretary

1. CALL TO ORDER. Commissioner Jeff Randall called the Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners for June 18, 2024, to order at 4:02 p.m.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting
June 18, 2024
Revised Minutes

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

3. **AGENDA REVIEW.** General Manager Kevin Streett requested an additional item to the agenda which was a resolution for staff to move forward for a loan grant application. This item was placed as Item No. 9.2 in New Business.

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

4. **PUBLIC COMMENT.** Commissioner Jeff Randall read the guidelines for submitting public comment. Public comments were made as follows (abbreviated).

- Comment on: Battery subsidies. Power walls. Good deals.

5. **MANAGER AND STAFF REPORTS.**

- Update on Peterson Lake Property.
- Substations: Two substations being worked on. Presentation was given.
- Transformer – purchase of another transformer. High priority.
- Port Ludlow – purchase of a rebuilt transformer.
- FCS – General Manager met with FCS. Need to set meeting for them to come and do work for the PUD. Need to fine tune capital projects.
- RESP Program update. The PUD will have final documentation from RUS. General Counsel Joel Painer will come back to the Board of Commissioners in a month with resolution for approval.

6. **COMMISSIONERS' REPORTS.**

Commissioner Dan Toepper .

- 6/5 Attended PPC Members' Forum. Report.
- 6/6 Attended PPC Executive Committee meeting. Report.
- 6/6 Attended meeting with Quilcene Connections Community Group. Report.
- 6/11 Attended Growth Management Steering Committee meeting. Report.
- 6/12 Attended NoaNet meeting in Spokane. Report.
- 6/13 Attended Puget Sound Pacific Trail meeting. Report.
- 6/17 Met with General Manager Kevin Streett.
Will take vacation time. May not be at July 2, 2024 PUD Regular meeting.
Received a call from Port of Port Townsend Commissioner Petranek.

Commissioner Kenneth Collins .

- 6/5 Participated in PURMS Executive Board meeting.
- 6/6 Participated in PURMS Semi-Annual meeting. Report.
- 6/7 Met with General Manager Kevin Streett.
- 6/8 Attended memorial service for Patricia Burns (104 yrs. old).
- 6/14 Will meet with General Manager Kevin Streett.
- 6/21 Will meet with community members from Eagle Ridge.
- 6/28 Will meet with General Manager Kevin Streett.
- 7/01 Will attend EDC meeting.

Commissioner Jeff Randall.

- 6/5 Participated in PPC Members’ Forum meeting.
- 6/6 Participated in PPC Executive Committee meeting.
- 6/6 Attended North Olympic Peninsula Marine Renewable Energy meeting held at the Clallam County PUD offices. Report.
- 6/10 Met with General Manager Kevin Streett.
- 6/12 Participated in NoaNet meeting.
- 6/13 Toured Port Townsend Mill. Report.
- 6/17 Lunch with Assistant General Manager Joy Liechty.
- 6/27 Will attend North Olympic Development Council meeting.

7. CONSENT AGENDA.

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

7.1 Prior Minutes

PUD BOC Regular Meeting 06-04-2024 Minutes Draft

7.2 Vouchers

Voucher Approval Form for the BOC 6-18-24

Voucher Cert with supporting Warrant Register & Payroll 6-18-24

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #136752 to #136801	\$ 473,552.27	05/30/2024
Accounts Payable: #136802 to #136865	\$ 599,803.07	06/06/2024

Payroll Checks: # 71144 to # 71145	\$ 5,354.72	06/07/2024
Payroll Direct Deposit:	\$ 241,507.46	06/07/2024
TOTAL INVOICES PAID	\$1,320,217.52	

ACH/WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer # 396 to # 403	\$2,576,064.08	5/31-6/10/2024
Direct Deposit: # 16 to 19	\$ 126,426.78	5/30-6/6/2024
PAYMENT TOTAL:	\$ 4,022,708.38	

7.3 Financial Report

April 2024 Financials

7.4 Calendar

BOC Calendar June 18, 2024

7.5 Correspondence Log

END OF CONSENT AGENDA

8. OLD BUSINESS.

8.1 Broadband Customer Data Privacy. General Manager Kevin Streett gave a report. Staff recommendation was to stay with the policy now in place. General Counsel Joel Paisner gave some background information.

Public Comment: Policy is very unfair to service providers. PUD already set a precedence. Would like open access network that anyone can use. Not made clear on the website.

8.2 Shine Plat LUD. Finance Director Mike Bailey gave a report. Hearing set on LUD process July 16, 2024, at 2:00 p.m. before regular business meeting.

Public Comment: Eagle Ridge project being held up. Finance Director Mike Bailey and Joel Paisner outlined steps to be taken.

MOTION: Commissioner Jeff Randall made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a hearing date on the Shine Plat LUD for July 16, 2024, at 2:00 p.m. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9. NEW BUSINESS.

9.1 Resolution to Void Checks. Finance Director Mike Bailey gave a report.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve a resolution to void the outstanding warrants for 2022. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

9.2 Resolution for Coyle Water System. General Manager Kevin Streett and Broadband and Communications Director gave a report.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners authorize staff to apply for the loan/potential grant to address the problems with the Coyle Water System and approve the draft resolution. Commissioner Dan Toepper seconded the motion. Motion carried unanimously.

10. ADJOURN. Commissioner Jeff Randall adjourned the June 18, 2024, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners, at 5:55 p.m.

Minutes prepared by Cammy Brown, Recording Secretary

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

Commissioner Dan Toepper, Vice President

Date

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

July 2, 2024

**Board of Commissioners
Regular Meeting**

Draft Minutes

Present:

- Commissioner Jeff Randall, President
- Commissioner Kenneth Collins, Secretary
- Commissioner Dan Toepper, Vice President (excused absence)
- Kevin Streett, General Manager
- Joy Liechty, Asst. General Manager
- Joel Paisner, General Counsel
- Mike Bailey, Finance Director
- Josh Garlock, Electric Superintendent
- Will O'Donnell, Broadband and Comm. Director
- Jimmy Scarborough, Electrical Engineering Manager
- Ryan McCullough, IT Support Technician
- Jose Escalera, Joint Use Specialist
- Annette Johnson, Executive Assistant/Records Officer
- Don McDaniel , PUD Consultant
- Cammy Brown, Recording Secretary

1. **CALL TO ORDER.** Commissioner Jeff Randall called the Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners for July 2, 2024, to order at 4:00 p.m.
2. **ROLL CALL** Roll call was taken and two commissioners were present. Commissioner Dan Toepper had an excused absence. It was determined there was a quorum. Commissioner Jeff Randall read the guidelines for virtual on-line and in-person participation.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting
July 2, 2024
Draft Minutes

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

MOTION: Commissioner Kenneth Collins made a motion to approve the agenda as modified. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

4. **PUBLIC COMMENT.** Commissioner Jeff Randall read the guidelines for submitting public comment. Public comments were made as follows (abbreviated).

- Housing crisis Peterson Lake property.
- Appreciation to PUD staff for getting information on the website.
- Madrona Ridge project – 167 houses – substantial addition to power grid. Which Substations will carry the load?
- Construction progress. Burying cable instead of putting in conduit. Is this normal?

5. **MANAGER AND STAFF REPORTS.**

- Assistant Manager Joy Liechty gave a presentation on the Climate Commitment Act and carbon emissions.
- Peterson Lake – housing has been nonprofitable for the PUD. The septic systems in both of the houses on the property need major repair.
- Madrona Ridge power - Hastings substation.
- Report on project on Discovery Road.

6. **COMMISSIONERS' REPORTS.**

Commissioner Kenneth Collins .

- 6/21 Met with General Manger Kevin Streett.
- 6/21 Met with residents of Eagle Ridge.
- 6/28 Met with General Manager Kevin Streett.
- 7/01 Attended EDC Board meeting. Report.
- 7/11 Will attend Jefferson Land Trust event.
- 7/12 Will meet with General Manager Kevin Streett.

Commissioner Jeff Randall.

- 6/19 Met with General Manager Kevin Streett, General Counsel Joel Paisner and PUD Consultant Don McDaniel.

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Jefferson County PUD
Board of Commissioners
Regular Board Meeting
July 2, 2024
Draft Minutes

- 6/25 Attended Climate Action meeting.
- 6/26 and
- 6/27 Attended Board meetings at Energy NW. Report.
- 6/27 Attended North Olympic Development Council meeting.
- 6/28 Spoke with Commissioner Mark Ozias for Clallam County.
- 7/12 Will attend PNUCC virtual meeting.

7. CONSENT AGENDA.

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

- 7.1 Prior Minutes
 - PUD BOC Spec. Meeting 06-18-2024 Minutes Draft.
 - PUD BOC Regular Meeting 06-18-1014 Minutes Draft.

- 7.2 Vouchers
 - Voucher Approval Form for BOC 7-2-24.
 - Voucher Cert. with Supporting Warrant and PR 7-2-24.

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #136866 to #136910	\$ 154,500.50	06/13/2024
Accounts Payable: #136911 to #136958	\$ 241,108.91	06/20/2024
Payroll Checks: # 71146 to # 71148	\$ 6,706.91	06/21/2024
Payroll Direct Deposit:	\$ 246,923.18	06/21/2024
TOTAL INVOICES PAID	\$ 649,239.50	
ACH/WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer # 405 to # 412	\$ 355,657.02	6/12-6/24/2024
Direct Deposit: # 20 to 21	\$ 503.73	6/13/2024
PAYMENT TOTAL	\$ 1,005,400.25	

- 7.3 Financial Report
- 7.4 Calendar
 - BOC Calendar July 2, 2024
- 7.5 Correspondence Log
 - CL20240702

END OF CONSENT AGENDA

8. **OLD BUSINESS.**

8.1 **Broadband Update.** Communications Director Will O’Donnell gave a report.

8.2 **Eagle Ridge Water Update:** General Manager Kevin Streett and Joint Use Specialist Jose Escalera gave updates.

9. **NEW BUSINESS.**

9.1 **Electrical Prequalification Contract.** General Manager Kevin Streett gave a report.

MOTION: Commissioner Kenneth Collins made a motion that the Jefferson County Public Utility District No. 1 Board of Commissioners approve the addition of Wasatch Electric, LLC from Salt Lake City, Utah, to the District’s 2024 list of prequalified contractors for electrical facility construction or improvement per RCW 54.04.080 and RCW 54.04.085. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

10. **ADJOURN.** Commissioner Jeff Randall adjourned the July 2, 2024, Regular Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners, at 5:46 p.m.

 Minutes prepared by Cammy Brown, Recording Secretary

Approved:

_____	_____
Commissioner Kenneth Collins, Secretary	Date

Attest:

_____	_____
Commissioner Jeff Randall, President	Date

_____	_____
Commissioner Dan Toepper, Vice President	Date

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Jefferson County PUD
 Board of Commissioners
 Regular Board Meeting
 July 2, 2024
 Draft Minutes

VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$3,935,265.16** on this **16th** day of **July** **2024** ;

Jeff Randall
President

Dan Toepper
Vice President

Kenneth Collins
Secretary

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 136959 to # 137006	\$ 331,492.17	6/27/2024
Payroll Checks:	# 71149 to # 71150	\$ 2,092.23	7/1/2024
Payroll Checks:	# 71151 to # 71152	\$ 5,232.29	7/5/2024
Payroll Direct Deposit:		\$ 243,724.38	7/5/2024

	ACH/WIRE TRANSFERS PAID	AMOUNT	DATE
ACH/Wire Transfer	# 413 to # 424	\$ 1,839,067.15	6/25-7/8/2024
Direct Deposit	# 22 to # 26	\$ 1,513,656.94	6/27/2024

PAYMENT TOTAL **\$3,935,265.16**

07/10/2024 7:53:34 AM

Accounts Payable Check Register

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06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
136959 6/27/24	CHK	10808	A & J FLEET SERVICES, INC	VEH# 416 - OIL CHANGE	541.49
136960 6/27/24	CHK	10871	ADVANCED TIMBER RESOURCES	REMOVE HAZARD TREES & BRUSH - 21 KENNEDY	3,219.54
136961 6/27/24	CHK	10006	AFLAC	AFLAC BILL - MONTHLY	198.84
136962 6/27/24	CHK	10980	AMELL FAMILY LIMITED PARTNERSHI	LAST MO'S RENT-2025 07 JUL	1,495.00
				UTILITIES 2024 07 JUL	95.00
				UTILITIES 2024 08 AUG	95.00
				RENT 2024 08 AUG	1,495.00
				Total for Check/Tran - 136962:	3,180.00
136963 6/27/24	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING - W/E 06/01/2024	10,593.82
136964 6/27/24	CHK	11075	BROWN AND BROWN OF WASHINGTON	BROKER FEE JUL 2024	1,075.00
				BROKER FEE JUL 2024	87.50
				BROKER FEE JUL 2024	87.50
				Total for Check/Tran - 136964:	1,250.00
136965 6/27/24	CHK	10940	CALIX, INC.	HARDWARE-GIGASPIRE	1,933.95
136966 6/27/24	CHK	10843	CCG CONSULTING	FIBER GRANTS, POLICY AND PROCEDURES	273.00
136967 6/27/24	CHK	10685	CINTAS CORPORATION	FIRST AID SUPPLIES - 210 FOUR CORNERS	135.96
				FIRST AID SUPPLIES - 310 FOUR CORNERS	127.16
				FIRST AID SUPPLIES - 310 FOUR CORNERS	10.35
				FIRST AID SUPPLIES - 310 FOUR CORNERS	10.35
				Total for Check/Tran - 136967:	283.82
136968 6/27/24	CHK	10053	COMPUNET, INC	WEBEX CALLING END USER LICENSE	335.52
				WEBEX CALLING END USER LICENSE	27.31
				WEBEX CALLING END USER LICENSE	27.31
				Total for Check/Tran - 136968:	390.14
136969 6/27/24	CHK	10815	DANIEL ANDERSON TRUCKING&EXCA	EXCAVATOR- 597 CAMP HARMONY 6/4/24	3,022.07
136970 6/27/24	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - MAY 2024 TAX	86.25

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Accounts Payable Check Register

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06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MOBILE RADIOS - JUN 2024 TAX	86.25
				VEH# 425 - INSTALL RADIO	1,130.10
				VEH# 430 - INSTALL RADIO	1,130.10
				Total for Check/Tran - 136970:	2,432.70
136971 6/27/24	CHK	10060	DELL MARKETING LP	THUNDERBOLT DOCK	992.19
				THUNDERBOLT DOCK	80.76
				THUNDERBOLT DOCK	80.76
				Total for Check/Tran - 136971:	1,153.71
136972 6/27/24	CHK	10747	DESIGNER DECAL, INC.	SMALL BROADBAND EQUIPMENT DECAL-1.25X.87	645.97
136973 6/27/24	CHK	11009	DIESEL TRUCK AND FLEET SERVICES I	VEH# 425 - OIL CHANGE/BRAKE INSPECTION	956.47
136974 6/27/24	CHK	11074	EMERALD EXCAVATION LLC	INSTALL CONDUIT- TAFT ST 5/1-2/24	2,070.00
136975 6/27/24	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	ENERGY CONSERVATION REBATE	61.89
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	140.00
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	35.00
				ENERGY CONSERVATION REBATE	-61.89
				Total for Check/Tran - 136975:	455.00
136976 6/27/24	CHK	10085	FASTENAL	MISC SUPPLIES	119.73
				MISC SUPPLIES	81.45
				Total for Check/Tran - 136976:	201.18
136977 6/27/24	CHK	10942	FINLEY ENGINEERING CO, INC	PROF SVC:MISC ENG SVCS 05/01-05/31/24	230.00
				PROF SVC:PT BUS DIST PWB 5/1-5/31/2024	20,934.30
				PROF SVC: OLYMPIC CORR 5/1-5/31/2024	180,018.80
				PROF SVC: EAST DISCOB FTTP 5/1-5/31/2024	1,995.00

07/10/2024 7:53:34 AM

Accounts Payable Check Register

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06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PROF SVC: JEFF NORTH FTTP 5/1-5/31/24	15,331.53
				RECONNECT ENGINEERING	196.10
				PROF SRV:WSBO IN BETWEEN 5/1-5/31/24	1,502.16
Total for Check/Tran - 136977:					220,207.89
136978 6/27/24	CHK	11090	FOSTER GARVEY PC	PROF SRV: USDA/RUS BONDS 2023	16,000.00
136979 6/27/24	CHK	10945	3046 TYLER R GALE	EMPLOYEE BOOT/TOOL ALLOWANCE 2024	400.00
136980 6/27/24	CHK	10094	GENERAL PACIFIC, INC	SPD,8J ERMCO# 310042-68	865.33
136981 6/27/24	CHK	10454	GLOBAL RENTAL COMPANY INC	RENTAL DIGGER TRUCK# 418	4,582.20
136982 6/27/24	CHK	10581	GLOBALSTAR, INC.	SATELLITE PHONE SVC 1YR 5/31/24-5/30/25	3,419.29
136983 6/27/24	CHK	11006	GMES LLC	BUCKINGHAM KNIFE W KNOTCH# 70903	74.73
136984 6/27/24	CHK	10098	GRAINGER	RUSTOLEUM INVERTED PAINT-CAUTION BLUE	279.12
136985 6/27/24	CHK	11037	HENERY HARDWARE & BUILDING SUP	SHOVELS AND TARP	153.79
136986 6/27/24	CHK	10839	IRBY ELECTRICAL UTILITES	SPLICE CASE TRAY-D/LARGE ROAD MARKER-FIBER	3,758.50 11,040.92
Total for Check/Tran - 136986:					14,799.42
136987 6/27/24	CHK	10129	JIFFY LUBE	VEH# 207 - OIL CHANGE	108.17
136988 6/27/24	CHK	10330	KARR TUTTLE CAMPBELL	PROF SVC: EMPLY ADVICE SVC MAY 2024	2,608.42
				PROF SVC: EMPLY ADVICE SVC MAY 2024	8.54
				PROF SVC: EMPLY ADVICE SVC MAY 2024	8.54
Total for Check/Tran - 136988:					2,625.50
136989 6/27/24	CHK	10998	KEVIN B KONOPASKI	WELLNESS PROGRAM REIMBURSEMENT 2024	300.00
136990 6/27/24	CHK	10042	LANDIS & GYR TECHNOLOGY INC	METER READS - MAY 2024	5,677.12
136991 6/27/24	CHK	10927	MARSH MUNDORF PRATT SULLIVAN +	WPAG MAY 2024	1,239.12
				WPAG MAY 2024	97.53

07/10/2024 7:53:34 AM

Accounts Payable Check Register

Page 4

06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WPAG MAY 2024	56.60
Total for Check/Tran - 136991:					1,393.25
136992 6/27/24	CHK	10655	RUSSELL L MILLER	TRAVEL - MEALS PER DIEM	345.00
136993 6/27/24	CHK	10333	MOSS ADAMS LLP	PROF SVC:CONSULTING	5,432.18
				PROF SVC:CONSULTING	442.15
				PROF SVC:CONSULTING	442.16
Total for Check/Tran - 136993:					6,316.49
136994 6/27/24	CHK	10166	NWPPA	3 C'S CONFERENCE - 10/8-10/10/24	928.80
				3 C'S CONFERENCE - 10/8-10/10/24	75.60
				3 C'S CONFERENCE - 10/8-10/10/24	75.60
Total for Check/Tran - 136994:					1,080.00
136995 6/27/24	CHK	10170	OLYMPIC EQUIPMENT RENTALS	PROPANE - LINEMAN APPRECIATION DAY	10.35
				RAKE & SHOVELS	118.89
Total for Check/Tran - 136995:					129.24
136996 6/27/24	CHK	10895	POWER&TELEPHONE SUPPLY COMPAN	1X32 WIDE VAM SPLITTER	-319.78
				REFUND CHECK# 00549758 REC'D FOR CREDIT	319.78
				SUMITOMO SPLICER KIT FUSION Q502S	4,099.23
				SUMITOMO SPLICER KIT FUSION Q502S	425.23
Total for Check/Tran - 136996:					4,524.46
136997 6/27/24	CHK	10197	PRINTERY COMMUNICATIONS	BUSINESS CARDS QTY 500	64.11
				BUSINESS CARDS QTY 500	64.11
				BUSINESS CARDS QTY 500	64.11
				BUSINESS CARDS QTY 500	64.08
				BUSINESS CARDS QTY 500	64.11
Total for Check/Tran - 136997:					320.52
136998 6/27/24	CHK	10212	ROHLINGER ENTERPRISES INC	REFURB FAILED UNIT	347.10
				QUARTERLY GLOVE & BLANKET TESTING	2,132.12
				QUARTERLY GLOVE & BLANKET TESTING	90.55

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Accounts Payable Check Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				QUARTERLY GLOVE & BLANKET TESTING	11.19
				Total for Check/Tran - 136998:	2,580.96
136999 6/27/24	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL - MONTHLY	1,776.29
137000 6/27/24	CHK	10219	SHOLD EXCAVATING INC	REPAIR VENT TUBE & CLEAN SIPHONS- DISCO	1,366.48
137001 6/27/24	CHK	10869	SLATE ROCK SAFETY	PUD CLOTHING	131.32
				PUD CLOTHING	420.42
				PUD CLOTHING	245.29
				Total for Check/Tran - 137001:	797.03
137002 6/27/24	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: VOC WA 5/13/24	310.32
137003 6/27/24	CHK	10250	TYNDALE COMPANY, INC	PUD CLOTHING	-64.37
				PUD CLOTHING	36.42
				PUD CLOTHING	62.13
				PUD CLOTHING	30.49
				PUD CLOTHING	83.57
				PUD CLOTHING	45.37
				PUD CLOTHING	14.33
				PUD CLOTHING	146.84
				PUD CLOTHING	142.87
				PUD CLOTHING	87.26
				PUD CLOTHING	154.74
				PUD CLOTHING	69.80
				PUD CLOTHING	38.39
				PUD CLOTHING	67.48
				PUD CLOTHING	55.85
				PUD CLOTHING	43.06
				PUD CLOTHING	129.15
				Total for Check/Tran - 137003:	1,143.38
137004 6/27/24	CHK	10620	UPS	SHIPPING FEES 05/20/24	40.63

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Accounts Payable Check Register

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06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
137005 6/27/24	CHK	11040	VERIZON CONNECT FLEET USA LLC	ALL VEH GPS SERVICE-MONTHLY	591.40
				ALL VEH GPS SERVICE-MONTHLY	121.76
				ALL VEH GPS SERVICE-MONTHLY	17.70
Total for Check/Tran - 137005:					730.86
137006 6/27/24	CHK	10278	WPUDA	WPUDA MEMBERSHIP LUNCH & DINNER - JUL 24	60.20
				WPUDA MEMBERSHIP LUNCH & DINNER - JUL 24	4.90
				WPUDA MEMBERSHIP LUNCH & DINNER - JUL 24	4.90
				WPUDA MEMBERSHIP LUNCH & DINNER - JUL 24	60.20
				WPUDA MEMBERSHIP LUNCH & DINNER - JUL 24	4.90
				WPUDA MEMBERSHIP LUNCH & DINNER - JUL 24	4.90
				MEMBERSHIP DUES-MONTHLY	5,334.58
				MEMBERSHIP DUES-MONTHLY	434.21
				MEMBERSHIP DUES-MONTHLY	434.21
Total for Check/Tran - 137006:					6,343.00

Total Payments for Bank Account - 7 :	(48)	331,492.17
Total Voids for Bank Account - 7 :	(0)	0.00
Total for Bank Account - 7 :	(48)	331,492.17
Grand Total for Payments :	(48)	331,492.17
Grand Total for Voids :	(0)	0.00
Grand Total :	(48)	331,492.17

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Accounts Payable
Direct Deposit
Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
22 6/27/24	DD	10802	THERESA L GIESE	WELLNESS REIMBURSEMENT 2024	7.00
				WELLNESS REIMBURSEMENT 2024	86.00
				WELLNESS REIMBURSEMENT 2024	7.00
Total for Check/Tran - 22:					100.00
23 6/27/24	DD	10782	AMANDA D ISAAK	TRAVEL - MILEAGE	34.05
				TRAVEL - MEALS PER DIEM	15.54
				TRAVEL - LODGING	35.29
				TRAVEL - MILEAGE	418.32
				TRAVEL - MEALS PER DIEM	190.92
				TRAVEL - LODGING	433.54
				TRAVEL - MILEAGE	34.05
				TRAVEL - MEALS PER DIEM	15.54
				TRAVEL - LODGING	35.29
Total for Check/Tran - 23:					1,212.54
24 6/27/24	DD	11025	NORTH SKY COMMUNICATIONS,LLC	OLYMPIC CORRIDOR PAY APP# 1	1,275,857.67
				INBETWEEN PAY APP# 1	234,369.01
Total for Check/Tran - 24:					1,510,226.68
25 6/27/24	DD	10400	DONALD K STREETT	TRAVEL - TOLL FEE	0.39
				TRAVEL - PARKING FEE	5.89
				TRAVEL - MEALS PER DIEM	22.12
				TRAVEL - LODGING	19.12
				TRAVEL - AIRFARE	21.78
				TRAVEL - TOLL FEE	4.73
				TRAVEL - PARKING FEE	72.36
				TRAVEL - MEALS PER DIEM	271.76
				TRAVEL - LODGING	234.89
				TRAVEL - AIRFARE	267.62
				TRAVEL - TOLL FEE	0.38
				TRAVEL - PARKING FEE	5.89
				TRAVEL - MEALS PER DIEM	22.12

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**Accounts Payable
Direct Deposit
Register**

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06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRAVEL - LODGING	19.12
				TRAVEL - AIRFARE	21.79
Total for Check/Tran - 25:					989.96
26 6/27/24	DD	10733	DANIEL S TOEPPER	NOANET, PPC, MTG W GM, BOC MTG - JUN 24	78.95
				NOANET, PPC, MTG W GM, BOC MTG - JUN 24	969.87
				NOANET, PPC, MTG W GM, BOC MTG - JUN 24	78.94
Total for Check/Tran - 26:					1,127.76

Total Payments for Bank Account - 8 :	(5)	1,513,656.94
Total Voids for Bank Account - 8 :	(0)	0.00
Total for Bank Account - 8 :	(5)	1,513,656.94
Grand Total for Payments :	(5)	1,513,656.94
Grand Total for Voids :	(0)	0.00
Grand Total :	(5)	1,513,656.94

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Accounts Payable Wire Register

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
413 6/30/24	WIRE	10280	USDA-WIRE TRANSFER	H0015 PRINCIPAL	6,001.82
				H0010 PRINCIPAL	938,310.81
				NOTE SECT 9 INTEREST	26,309.03
				INTEREST	548,865.77
Total for Check/Tran - 413:					1,519,487.43
414 6/30/24	WIRE	10280	USDA-WIRE TRANSFER	INTEREST D45 LOAN-MONTHLY	16,251.70
415 6/25/24	WIRE	10235	STATE OF WASHINGTON - DEPT OF RE	MAY 2024 B&O TAX	157,592.63
417 7/2/24	WIRE	10809	PETERSON LAKE - WIRE PAYMENT	PETERSON LAKE WIRE PMT MONTHLY	12,903.78
				PETERSON LAKE WIRE PMT MONTHLY	1,424.84
Total for Check/Tran - 417:					14,328.62
419 6/27/24	WIRE	10281	IRS - EFTPS	EMPLOYER'S MEDICARE TAX	60.17
				EMPLOYEES' MEDICARE TAX	60.17
				EMPLOYER'S FICA TAX	257.30
				EMPLOYEES' FICA TAX	257.30
				EMPLOYEES' FEDERAL WITHHOLDING	191.53
Total for Check/Tran - 419:					826.47
421 7/1/24	WIRE	10281	IRS - EFTPS	DAY LABORER PR - EMPLOYER'S MEDICARE TA	37.70
				DAY LABORER PR - EMPLOYEES' MEDICARE TA	37.70
				DAY LABORER PR - EMPLOYER'S FICA TAX	161.20
				DAY LABORER PR - EMPLOYEES' FICA TAX	161.20
				DAY LABORER PR - EMPLOYEES' FEDERAL WITH	125.45
Total for Check/Tran - 421:					523.25
422 7/8/24	WIRE	10281	IRS - EFTPS	EMPLOYER'S MEDICARE TAX	5,504.45
				EMPLOYEES' MEDICARE TAX	5,504.45
				EMPLOYER'S FICA TAX	23,536.22
				EMPLOYEES' FICA TAX	23,536.22
				EMPLOYEES' FEDERAL WITHHOLDING TAX	14,172.29
				EMPLOYEES' FEDERAL WITHHOLDING	20,300.00

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Accounts Payable Wire Register

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06/25/2024 To 07/09/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 422:					92,553.63
423 7/8/24	WIRE	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	201.69
424 7/8/24	WIRE	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER PL DEFERRED COMP EE	10,335.67 26,966.06
Total for Check/Tran - 424:					37,301.73

Total Payments for Bank Account - 8 :	(9)	1,839,067.15
Total Voids for Bank Account - 8 :	(0)	0.00
Total for Bank Account - 8 :	(9)	1,839,067.15
Grand Total for Payments :	(9)	1,839,067.15
Grand Total for Voids :	(0)	0.00
Grand Total :	(9)	1,839,067.15

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 07/01/2024

Empl	Position	Check #	Check Date	Amount
5000	TEMPORARY LABORER	71150	7/1/2024	\$1,063.08
5001	TEMPORARY LABORER	71149	7/1/2024	\$1,029.15
				\$2,092.23

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 7/05/2024

Empl	Position	Pay Date	Net Pay
3046	ACCOUNTING ASSOCIATE	7/5/2024	\$ 1,999.86
3062	ACCOUNTING ASSOCIATE	7/5/2024	\$ 2,134.38
3070	ACCOUNTING ASSOCIATE	7/5/2024	\$ 2,103.79
3039	ACCOUNTING SPECIALIST	7/5/2024	\$ 2,773.24
3065	ADMINISTRATIVE ASSISTANT	7/5/2024	\$ 2,584.49
3052	ADMINISTRATIVE ASSISTANT	7/5/2024	\$ 2,497.37
1050	APPRENTICE LINEWORKER	7/5/2024	\$ 4,413.69
3078	ASSISTANT GENERAL MANAGER	7/5/2024	\$ 3,787.11
3034	BROADBAND & COMMUNICATIONS DIRECTOR	7/5/2024	\$ 4,161.49
1068	BROADBAND MANAGER	7/5/2024	\$ 3,133.73
4006	COMMISSIONER DIST 1	7/5/2024	\$ 1,126.94
4004	COMMISSIONER DIST 2	7/5/2024	\$ 2,115.02
4008	COMMISSIONER DIST 3	7/5/2024	\$ 2,060.57
3002	CUSTOMER SERVICE COORDINATOR	7/5/2024	\$ 1,680.45
3080	CUSTOMER SERVICE MANAGER	7/5/2024	\$ 3,441.24
3032	CUSTOMER SERVICE PROGRAM SPECIALIST	7/5/2024	\$ 1,688.34
3048	CUSTOMER SERVICE REP	7/5/2024	\$ 1,748.72
3056	CUSTOMER SERVICE REP	7/5/2024	\$ 1,661.89
3066	CUSTOMER SERVICE REP	7/5/2024	\$ 1,493.83
3075	CUSTOMER SERVICE REP	7/5/2024	\$ 1,590.36
3081	CUSTOMER SERVICE REP	7/5/2024	\$ 1,456.79
3060	DIGITAL COMMUNICATIONS SPECIALIST	7/5/2024	\$ 2,528.39
1027	ELECTRICAL ENGINEERING MANAGER	7/5/2024	\$ 3,599.88
1041	ELECTRICAL SUPERINTENDENT	7/5/2024	\$ 4,623.71
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	7/5/2024	\$ 2,594.93
3033	FINANCE DIRECTOR	7/5/2024	\$ 5,211.29
3029	FINANCE SERVICES MANAGER	7/5/2024	\$ 3,120.05
1046	FLEET/WAREHOUSE HELPER	7/5/2024	\$ 3,668.86
1012	GENERAL CREW CHIEF	7/5/2024	\$ 6,391.99
1011	GENERAL MANAGER	7/5/2024	\$ 5,314.34
1042	GIS SPECIALIST	7/5/2024	\$ 2,779.74
1017	HEAD STOREKEEPER	7/5/2024	\$ 2,814.19
3063	HUMAN RESOURCES COORDINATOR	7/5/2024	\$ 3,176.44
3047	HUMAN RESOURCES DIRECTOR	7/5/2024	\$ 4,055.82
3008	INFORMATION TECHNOLOGY MANAGER	7/5/2024	\$ 3,884.85
3077	IT SUPPORT TECHNICIAN: BROADBAND	7/5/2024	\$ 2,075.35
3074	IT TECH SUPPORT	7/5/2024	\$ 2,124.55
2001	JOINT UTILITY SPECIALIST	7/5/2024	\$ 3,419.52
1072	LEAD BROADBAND TECHNICIAN	7/5/2024	\$ 2,656.54
1000	LINE CREW CHIEF	7/5/2024	\$ 4,000.07
1059	LINE HELPER	7/5/2024	\$ 2,549.46
1070	LINE HELPER	7/5/2024	\$ 2,477.37
1074	LINE HELPER	7/5/2024	\$ 2,250.25
1034	LINECREW CHIEF	7/5/2024	\$ 5,447.16
1060	LINEWORKER	7/5/2024	\$ 7,224.92
1061	LINEWORKER	7/5/2024	\$ 7,396.03
1062	LINEWORKER	7/5/2024	\$ 4,663.58
1065	LINEWORKER	7/5/2024	\$ 4,685.27
1066	LINEWORKER	7/5/2024	\$ 4,313.99
1071	LINEWORKER	7/5/2024	\$ 4,471.71
1043	METER READER	7/5/2024	\$ 3,634.71
1047	METER READER	7/5/2024	\$ 2,598.67
1056	METER READER	7/5/2024	\$ 3,357.66
1064	METER READER	7/5/2024	\$ 3,607.66
1069	METER READER	7/5/2024	\$ 2,122.56
1075	NETWORK TECHNICIAN 1	7/5/2024	\$ 1,767.77
1073	NETWORK TECHNICIAN 2	7/5/2024	\$ 2,764.97
3067	NETWORK/BROADBAND ENGINEER	7/5/2024	\$ 1,887.24
3004	RESOURCE MANAGER	7/5/2024	\$ 2,964.96
3079	SAFETY MANAGER	7/5/2024	\$ 5,460.37
1010	SCADA ENGINEER II	7/5/2024	\$ 2,806.81
1003	SCADA TECH APPRENTICE	7/5/2024	\$ 5,048.96
1055	SERVICE TECHNICIAN	7/5/2024	\$ 3,073.90
3020	SERVICES DIRECTOR	7/5/2024	\$ 3,702.64
1026	STAKING ENGINEER	7/5/2024	\$ 2,538.17
1031	STAKING ENGINEER	7/5/2024	\$ 2,713.11
1014	STOREKEEPER	7/5/2024	\$ 3,454.57
1015	SUBSTATION/METER CREW CHIEF	7/5/2024	\$ 1,761.06
1063	SUBSTATION/METERING TECHNICIAN	7/5/2024	\$ 5,123.87
3003	UTILITY BILLING CLERK	7/5/2024	\$ 1,737.13
3027	UTILITY BILLING CLERK	7/5/2024	\$ 1,968.38
3022	UTILITY BILLING CLERK	7/5/2024	\$ 1,830.71
3000	UTILITY BILLING COORDINATOR	7/5/2024	\$ 2,408.04
1037	VEGETATION & PERMITTING SPECIALIST	7/5/2024	\$ 3,175.21
2008	WATER DISTRIBUTION MANAGER I	7/5/2024	\$ 1,709.37
2000	WATER DISTRIBUTION MANAGER II	7/5/2024	\$ 2,132.87
2002	WATER DISTRIBUTION MANAGER II	7/5/2024	\$ 2,322.72
2005	WATER DISTRIBUTION MANAGER II	7/5/2024	\$ 2,876.74
			\$ 243,724.38

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 07/05/2024

Empl	Position	Check #	Check Date	Amount
2003	WATER TREATMENT PLANT OPERATOR III	71151	7/5/2024	\$2,574.86
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	71152	7/5/2024	\$2,657.43
				\$5,232.29



AGENDA REPORT

DATE: July 16, 2024
TO: Board of Commissioners
FROM: Mike Bailey, Finance Director/Treasurer
RE: Write-off of delinquent accounts from active accounts receivable

SUMMARY: Per Write-Off of Uncollectable Accounts Policy passed September 2017, the Board of Commissioners agreed to review and approve for write off inactive account balances over 90 days in arrears that had been given 30 days' notice that their account will be referred to a collection agency.

BACKGROUND: These inactive accounts are recorded in the Active Accounts Receivable Data Base and need to be transferred to the Uncollectible Data Base in the Customer Information System. The process of writing off does not “erase” the debt unless the debt has been discharged through a bankruptcy court. The PUD’s staff has attempted to collect payment on these accounts. A collection agency is better equipped to pursue collection now that these accounts have disconnected from utility service with the PUD and are over 90 days in arrears.

ANALYSIS/FINDINGS: There are 19 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$10,138.46 for utility services and who have received notice over 30 days ago that their account will be referred to a collection agency.

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

RECOMMENDATION: Transfer the 19 inactive accounts owing \$10,138.46 from the Active Accounts Receivable Data Base to the Uncollectible Accounts Data Base and authorize Evergreen Financial Services to pursue collection efforts allowed by law.

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



Board of Commissioners

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

Kevin Streett, General Manager

Write-Offs of Uncollectible Accounts Receivable

On July 16, 2024, the following summary of inactive customer accounts with a past due balance of greater than \$50.00 and in excess of 90 days were referred to and provided a 30-day written notice by a collection agency. Furthermore, all amounts were deemed uncollectible by the Finance Director/District Auditor regardless of the amount past due. For accounting and financial reporting purposes, write-offs of uncollectible receivables are made against the allowance for bad debt account once approved by the Board. The following accounts are requested to be written off as uncollectible:

<u>Uncollectible Amount Range</u>	<u>Number of Accounts</u>	<u>Write-Off Amount</u>
Up to \$50	2	\$80.20
\$51 - \$100	2	\$178.68
\$101 - \$200	1	\$173.95
\$201 - \$300	1	\$215.28
Over \$300	13	\$9,490.35
TOTAL	19	\$10,138.46

Approval, Board of Commissioners

Ken Collins
 Secretary

PUD Calendar

July 16, 2024

July 16, 2024, Special Meeting, 1:30, Executive Session, 310 Four Corners Rd and per ZOOM

July 16, 2024, Special Meeting; Shine Plat Final Assessment Hearing 2:00PM, 310 Four Corners Rd and per ZOOM

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

July 17-19, WPUDA Association Meetings, Longview, WA Cowlitz PUD

July 30, 2024, Special Meeting PUD Workshop 9:00-3:00 10-year Long Range Planning, Budget, Staffing levels and Finance 193 Otto Street Conference Room

August 6, BOC Regular Meeting, 4:00 PM, 310 Four Corners Rd and per ZOOM

August 9th-11th Jefferson County Fair 9:45am-8:00pm Friday/Saturday and 9:45am-9:00pm Sunday. Various schedules for Commissioners for the event.

August 18th – All County Picnic – HJ Carroll Park 11:00-4:00



AGENDA REPORT

DATE: July 16, 2024
TO: Board of Commissioners
FROM: Melanie Des Marais, HR Director
RE: Non-Represented Staff Title & Salary Table

BACKGROUND: The Non-Represented Staff Title & Salary Table is being presented to reflect two newly created positions and their applicable salary ranges. The new titles include (1) Electrical Operations Director; (2) Engineering Director.

We have revised the salary ranges for three key positions to remain competitive with the market in efforts to attract new talent. These titles include (1) Water Superintendent; (2) Water Operations Director; (3) Controller.

RECOMMENDATION: Staff recommends that the BOC pass a motion to approve the updated Non-Represented Staff Title & Salary Table.

Exhibit "A"

Updated as of 11/7/2023

Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019

Title	% from	Low	Mid	High
Executive Assistant/Records	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Human Resources Manager	30%			
Bi-weekly		\$2,300	\$4,000	\$4,300
Hourly		\$28.75	\$49.61	\$53.75
Annual		\$80,000	\$104,000	\$135,200
Human Resources Coordinator	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Communications Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Records Management Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Manager I	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Manager II	40%			
Bi-weekly		\$2,887	\$4,042	\$5,658
Hourly		\$36.09	\$50.52	\$70.73
Annual		\$75,060	\$105,084	\$147,117
Financial Services Manager III	40%			
Bi-weekly		\$3,631	\$5,083	\$7,117
Hourly		\$45.39	\$63.54	\$88.96
Annual		\$94,405	\$132,167	\$185,033
Finance Director	40%			
Bi-weekly		\$5,083	\$6,100	\$7,320
Hourly		\$63.54	\$76.25	\$76.25
Annual		\$132,167	\$158,600	\$190,320
Controller/Accountant	40%			
Bi-weekly		\$2,500	\$3,500	\$4,900
Hourly		\$31.25	\$43.75	\$61.25

	Annual		\$65,000	\$91,000	\$127,400
Accounting Specialist	40%				
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Customer Service Manager	30%				
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Information Technology Manager	30%				
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Info Technology Support Technician	40%				
	Bi-weekly		\$1,714	\$2,400	\$3,360
	Hourly		\$21.43	\$30.00	\$42.00
	Annual		\$44,571	\$62,400	\$87,360
Water Resource Manager	30%				
	Bi-weekly		\$2,769	\$3,600	\$4,680
	Hourly		\$34.62	\$45.00	\$58.50
	Annual		\$72,000	\$93,600	\$121,680
Energy Efficiency Specialist	40%				
	Bi-weekly		\$1,786	\$2,500	\$3,500
	Hourly		\$22.32	\$31.25	\$43.75
	Annual		\$46,429	\$65,000	\$91,000
Staking Engineer	40%				
	Bi-weekly		\$2,286	\$3,200	\$4,480
	Hourly		\$28.57	\$40.00	\$56.00
	Annual		\$59,429	\$83,200	\$116,480
Senior Electrical Engineer	30%				
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Electrical Operations Superintendent	30%				
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Operations Manager	30%				
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Water Operations Director	20%				
	Bi-weekly		\$4,583	\$5,500	\$6,600
	Hourly		\$57.29	\$68.75	\$82.50
	Annual		\$119,167	\$143,000	\$171,600
GIS Dispatching	40%				
	Bi-weekly		\$2,143	\$3,000	\$4,200

	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Operations Assistant		40%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Special Projects		40%			
	Bi-weekly		\$2,214	\$3,100	\$4,340
	Hourly		\$27.68	\$38.75	\$54.25
	Annual		\$57,571	\$80,600	\$112,840
Service Director		20%			
	Bi-weekly		\$5,000	\$6,000	\$7,200
	Hourly		\$62.50	\$75.00	\$90.00
	Annual		\$130,000	\$156,000	\$187,200
Power Director		20%			
	Bi-weekly		\$5,000	\$6,000	\$7,200
	Hourly		\$62.50	\$75.00	\$90.00
	Annual		\$130,000	\$156,000	\$187,200
Broadband Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Projects Manager		20%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Contracts Specialist		30%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Administrative Assistant					
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Network Engineer					
	Bi-weekly		\$3,461.53	\$4,423.07	\$5,384.61
	Hourly		\$43.26	\$55.28	\$67.30
	Annual		\$90,000	\$115,000	\$140,000
Digital Communications Specialist					
	Bi-weekly		\$2,028	\$2,360	\$2,692
	Hourly		\$25.35	\$29.50	\$33.65
	Annual		\$52,744	\$61,372	\$70,000
SCADA/Engineer II					
	Bi-weekly		\$3,462	\$4,423	\$5,384.61
	Hourly		\$43.26	\$55.28	\$67.30
	Annual		\$90,000	\$115,000	\$140,000
Water Superintendent					

	Bi-weekly	\$3,846	\$4,615	\$5,576.92
	Hourly	\$48.08	\$57.69	\$69.71
	Annual	\$100,000	\$120,000	\$145,000
Engineering & Water Director				
	Bi-weekly	\$4,615	\$5,769	\$6,730.77
	Hourly	\$57.69	\$72.11	\$84.13
	Annual	\$120,000	\$150,000	\$175,000
Joint Utility Specialist				
	Bi-weekly	\$3,269.23	\$3,846.15	\$4,423.00
	Hourly	\$40.86	\$48.07	\$55.28
	Annual	\$85,000	\$100,000	\$115,000
Assistant General Manager				
	Bi-weekly	\$5,674.46	\$7,100.53	\$8,526.65
	Hourly	\$70.93	\$88.75	\$106.58
	Annual	\$147,536	\$184,614	\$221,693
Vegetation and Permitting Specialist				
	Bi-weekly	\$3,269	\$4,134.61	\$5,000
	Hourly	\$40.86	\$51.68	\$62.50
	Annual	\$85,000	\$107,500	\$130,000
Fiber Engineer				
	Bi-weekly	\$5,674.46	\$7,100.53	\$8,526.65
	Hourly	\$70.93	\$88.75	\$106.58
	Annual	\$147,536	\$184,614	\$221,693
Safety Manager				
	Bi-weekly	\$3,990.30	\$5,148.00	\$6,305.00
	Hourly	\$49.87	\$64.35	\$78.82
	Annual	103,748	133,848	163,948

Exhibit "A"

Updated as of July 2024

Titles and Bi-weekly Salary Ranges for Non-Represented Employees as of June, 2019

Title	Mid-pt.	Low	Mid	High
Executive Assistant/Records	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Human Resources Manager	30%			
Bi-weekly		\$2,300	\$4,000	\$4,300
Hourly		\$28.75	\$49.61	\$53.75
Annual		\$80,000	\$104,000	\$135,200
Human Resources Coordinator	40%			
Bi-weekly		\$2,357	\$3,300	\$4,620
Hourly		\$29.46	\$41.25	\$57.75
Annual		\$61,286	\$85,800	\$120,120
Communications Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Records Management Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Coordinator	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Manager I	40%			
Bi-weekly		\$2,143	\$3,000	\$4,200
Hourly		\$26.79	\$37.50	\$52.50
Annual		\$55,714	\$78,000	\$109,200
Financial Services Manager II	40%			
Bi-weekly		\$2,887	\$4,042	\$5,658
Hourly		\$36.09	\$50.52	\$70.73
Annual		\$75,060	\$105,084	\$147,117
Financial Services Manager III	40%			
Bi-weekly		\$3,631	\$5,083	\$7,117
Hourly		\$45.39	\$63.54	\$88.96
Annual		\$94,405	\$132,167	\$185,033
Finance Director	40%			
Bi-weekly		\$5,083	\$6,100	\$7,320
Hourly		\$63.54	\$76.25	\$76.25
Annual		\$132,167	\$158,600	\$190,320
Controller	40%			

	Bi-weekly		\$4,728.35	\$5,313.27	\$5,898.19
	Hourly		\$59.10	\$66.42	\$73.73
	Annual		\$122,937	\$138,145	\$153,353
Accounting Specialist		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Customer Service Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Information Technology Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Info Technology Support Technician		40%			
	Bi-weekly		\$1,714	\$2,400	\$3,360
	Hourly		\$21.43	\$30.00	\$42.00
	Annual		\$44,571	\$62,400	\$87,360
Water Resource Manager		30%			
	Bi-weekly		\$2,769	\$3,600	\$4,680
	Hourly		\$34.62	\$45.00	\$58.50
	Annual		\$72,000	\$93,600	\$121,680
Energy Efficiency Specialist		40%			
	Bi-weekly		\$1,786	\$2,500	\$3,500
	Hourly		\$22.32	\$31.25	\$43.75
	Annual		\$46,429	\$65,000	\$91,000
Staking Engineer		40%			
	Bi-weekly		\$2,286	\$3,200	\$4,480
	Hourly		\$28.57	\$40.00	\$56.00
	Annual		\$59,429	\$83,200	\$116,480
Senior Electrical Engineer		30%			
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Electrical Operations Superintendent		30%			
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Operations Manager		30%			
	Bi-weekly		\$3,846	\$5,000	\$6,500
	Hourly		\$48.08	\$62.50	\$81.25
	Annual		\$100,000	\$130,000	\$169,000
Water Operations Director					
	Bi-weekly		\$5,314.92	\$6,700.46	\$8,085.96

	Hourly		\$66.44	\$83.76	\$101.07
	Annual		\$138,188	\$174,212	\$210,235
GIS Dispatching		40%			
	Bi-weekly		\$2,143	\$3,000	\$4,200
	Hourly		\$26.79	\$37.50	\$52.50
	Annual		\$55,714	\$78,000	\$109,200
Operations Assistant		40%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Special Projects		40%			
	Bi-weekly		\$2,214	\$3,100	\$4,340
	Hourly		\$27.68	\$38.75	\$54.25
	Annual		\$57,571	\$80,600	\$112,840
Service Director		20%			
	Bi-weekly		\$5,000	\$6,000	\$7,200
	Hourly		\$62.50	\$75.00	\$90.00
	Annual		\$130,000	\$156,000	\$187,200
Power Director		20%			
	Bi-weekly		\$5,000	\$6,000	\$7,200
	Hourly		\$62.50	\$75.00	\$90.00
	Annual		\$130,000	\$156,000	\$187,200
Broadband Manager		30%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Projects Manager		20%			
	Bi-weekly		\$2,300	\$3,500	\$4,300
	Hourly		\$28.75	\$43.75	\$53.75
	Annual		\$70,000	\$91,000	\$118,300
Contracts Specialist		30%			
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Administrative Assistant					
	Bi-weekly		\$2,357	\$3,300	\$4,620
	Hourly		\$29.46	\$41.25	\$57.75
	Annual		\$61,286	\$85,800	\$120,120
Network Engineer					
	Bi-weekly		\$3,461.53	\$4,423.07	\$5,384.61
	Hourly		\$43.26	\$55.28	\$67.30
	Annual		\$90,000	\$115,000	\$140,000
Digital Communications Specialist					
	Bi-weekly		\$2,028	\$2,360	\$2,692
	Hourly		\$25.35	\$29.50	\$33.65

	Annual	\$52,744	\$61,372	\$70,000
SCADA/Engineer II				
	Bi-weekly	\$3,462	\$4,423	\$5,384.61
	Hourly	\$43.26	\$55.28	\$67.30
	Annual	\$90,000	\$115,000	\$140,000
Water Superintendent				
	Bi-weekly	\$3,979	\$4,834.04	\$5,689.08
	Hourly	\$49.74	\$60.43	\$71.11
	Annual	\$103,454	\$125,685	\$147,916
Engineering & Water Director				
	Bi-weekly	\$4,615	\$5,769	\$6,730.77
	Hourly	\$57.69	\$72.11	\$84.13
	Annual	\$120,000	\$150,000	\$175,000
Joint Utility Specialist				
	Bi-weekly	\$3,269.23	\$3,846.15	\$4,423.00
	Hourly	\$40.86	\$48.07	\$55.28
	Annual	\$85,000	\$100,000	\$115,000
Assistant General Manager				
	Bi-weekly	\$5,674.46	\$7,100.53	\$8,526.65
	Hourly	\$70.93	\$88.75	\$106.58
	Annual	\$147,536	\$184,614	\$221,693
Vegetation and Permitting Specialist				
	Bi-weekly	\$3,269	\$4,134.61	\$5,000
	Hourly	\$40.86	\$51.68	\$62.50
	Annual	\$85,000	\$107,500	\$130,000
Fiber Engineer				
	Bi-weekly	\$5,674.46	\$7,100.53	\$8,526.65
	Hourly	\$70.93	\$88.75	\$106.58
	Annual	\$147,536	\$184,614	\$221,693
Safety Manager				
	Bi-weekly	\$3,990.30	\$5,148.00	\$6,305.00
	Hourly	\$49.87	\$64.35	\$78.82
	Annual	\$ 103,748.00	\$ 133,848.00	\$ 163,948.00
Electrical Operations Director				
	Bi-weekly	\$5,609.77	\$6,956.04	\$8,302.31
	Hourly	\$70.12	\$86.95	\$103.78
	Annual	\$145,854	\$180,857	\$215,860
Engineering Director				
	Bi-weekly	\$5,314.92	\$6,700.46	\$8,085.96
	Hourly	\$66.44	\$83.76	\$101.07
	Annual	\$138,188	\$174,212	\$210,235