

Agenda Packet

Regular Meeting

Tuesday, October 21, 2025 4:00 PM

310 Four Corners Road, 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 and *9 to raise a hand to request to begin speaking.

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**

Establishment of Quorum by confirming attendance of commissioners present.

3. **Agenda Review**

Recommended Action: Make a motion to approve the 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.

5. **General Manager and Staff Reports**

For information only, not requiring a vote.

5.1 [Quarterly Budget Actuals Presentation](#)

Presenter: Mike Bailey, Finance Director

6. Commissioner Reports

For information only, not requiring a vote.

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.

Recommended Action: Make a motion to approve the Consent Agenda as presented.

7.1 Prior Minutes

- [Draft Regular Meeting October 6, 2025 Minutes.docx](#) 
- [Draft Budget Hearing October 6th, 2025 Minutes.docx](#) 

7.2 Vouchers

- [VOUCHER APPRVL FORM TO BE SIGNED BY COMMISSIONERS 10 21 25.pdf](#) 
- [VOUCHER CERT FORM SIGNED BY M.BLAIR 10 21 25.pdf](#) 

7.3 Financial Report

- [Financial Report](#) 
- [Written Off Accounts](#) 

7.4 [Correspondence Log](#)

7.5 [Surplus Resolution](#)

8. Unfinished Business

For the unfinished business section discussions: please hold public comment until each presentation is done but before the vote.


8.1 Opt-Out Discussion / [Resolution](#)


Presenter: Joe Wilson, General Manager


Recommended Action: Make a motion to approve the Opt-Out Resolution as presented.


9. New Business


For the new business section discussions: please hold public comment until each presentation is done but before the vote.

- 9.1 [Tree Trimming - Two Year Dock Crew Pre-Bid Authorization](#) 
Presenter: Joe Wilson, General Manager

Recommended Action: Make a motion to authorize the General Manager to issue pre-bid documents for a two-year vegetation management dock crew contract as presented.
- 9.2 [SR-116/Marrowstone Island Tree Trimming Project Pre-Bid Authorization](#) 
Presenter: Joe Wilson, General Manager

Recommended Action: Make a motion to authorize the General Manager to issue pre-bid documents for the SR116/Marrowstone Island Tree Trimming Project as presented.
- 9.3 [Coyle Water Main Replacement Pre-Bid Authorization](#) 
Presenter: Joe Wilson, General Manager

Recommended Action: Make a motion to authorize the General Manager to issue pre-bid documents for the Coyle Water Line Replacement construction project as presented.
- 9.4 [Tree Trimming: Chimacum Substation to Quilcene Substation](#) 
Presenter: Joe Wilson, General Manager

Recommended Action: Make a motion to authorize the General Manager to go into contract with Xylem I, LLC for the Tree Trimming-Chimacum Substation to Quilcene Substation Project (Bid No. 25ELE0803).
- 9.5 [Auditor Selection: BSGM](#) 
Presenter: Mike Bailey, Finance Director

Recommended Action: Make a motion to authorize BSGM as our financial auditors as presented.

10. Adjourn

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