



Board of Commissioners Meeting
March 19, 2019 - 5:00 PM
63 Four Corners Rd. Jefferson County Transit

PUD REGULAR BOARD MEETING

1. CALL TO ORDER
2. AGENDA APPROVAL
3. GENERAL PUBLIC COMMENT: This public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair will also permit public comments on the other agenda items as they come up during the meeting. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. **(15 min)**
4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.
 - 4.1 APPROVAL OF MINUTES
 - 4.1.1 February 26, 2019 Special Meeting minutes
 - 4.1.2 March 5, 2019 BOC Regular Minutes
 - 4.2 APPROVAL OF VOUCHERS
 - 4.2.1 Voucher certification form with supporting warrant register and payroll from
 - 4.2.2 BOC approval of voucher approval form
 - 4.3 ACTION ITEMS
 - 4.3.1 Write-offs for February 2019
 - 4.4 PUD CALENDAR
- END OF CONSENT AGENDA
- 5.0 COMMISSIONER REPORTS
- 6.0 GENERAL MANAGER REPORT
- 7.0 ACTION ITEMS REQUIRING BOARD DISCUSSION
 - 7.1.1 CAB report (Don McDaniel)
 - 7.1.2 Future hires discussion
 - 7.1.3 Broadband survey
 - 7.1.4 PIF Agreement
8. SIGNING OF DOCUMENTS
9. ADJOURN



**PUBLIC UTILITY DISTRICT NO. 1
of Jefferson County
February 26, 2019
Board of Commissioners
Special Meeting
Draft Minutes**

The Special Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 10:00 p.m. on February 26, 2019, at the Jefferson County PUD Operations Center, Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President
Commissioner Kenneth Collins, Secretary
Commissioner Dan Toepper, Vice President

Kevin Streett, Acting General Manager
Tammy Lehman, Interim Chief Financial Officer
Bill Kolden, Interim Human Resources Manager
Will O'Donnell, Communications Manager
Jimmy Scarborough, Engineering Supervisor
Colton Worley, SCADA Technician
Aly Dean, Head Storekeeper
Bo Lee, Forman Journeyman
Mike Bailey, Financial Services Manager
Annette Johnson, Executive Assistant/Records Officer
Don McDaniel, Consultant

Cammy Brown, Recorder

CALL TO ORDER:

Commissioner Jeff Randall called the special meeting of the PUD Board of Commissioners for February 26, 2019, to order at 10:00 p.m. Introductions were given.

Page 1 of 2

Jefferson County PUD
Board of Commissioners
Special Meeting
February 26, 2019 – 10:00 a.m.
Draft Minutes



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

March 5, 2019

**Board of Commissioners
Regular Meeting**

Draft Minutes

The Regular Meeting of the Public Utility District No. 1 of Jefferson County (PUD) was called to order by the President of the Board of Commissioners (Board or BOC) at 5:00 p.m. on March 5, 2019, at the Jefferson Transit Conference Room, at 63 Four Corners Road, Port Townsend, Washington, 98368. Present:

Commissioner Jeff Randall, President
Commissioner Kenneth Collins, Secretary
Commissioner Dan Toepper, Vice President

Kevin Streett, Acting General Manager
Joel Paisner, General Counsel
Tammy Lehman, Interim Chief Financial Officer
Will O'Donnell, Communications Manager
Bill Graham, Resource Manager
Jean Hall, Customer Services Manager
Mike Bailey, Financial Services Manager
Bill Kolden, Interim Human Resources Manager
Annette Johnson, Executive Assistant/Records Officer
Don McDaniel, Consultant

Cammy Brown, Recorder

1. CALL TO ORDER:

Commissioner Jeff Randall called the regular meeting of the PUD Board of Commissioners for March 5, 2019, to order at 5:00 p.m.

INTRODUCTIONS: Commissioner Jeff Randall started the meeting asking for voluntary introductions from the commissioners and staff.

The commissioners and Acting General Manager Kevin Streett voiced their appreciation to Interim Chief Financial Officer for her contribution to the PUD. This meeting will be her last Board meeting.

Acting General Manager Kevin Streett introduced Bill Kolden, Interim Human Resources Manager.

2. AGENDA APPROVAL:

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

3. GENERAL PUBLIC COMMENT: Commissioner Jeff Randall presented the guidelines for members of the public to submit their comments. Topics:

- Smart meters opposition in Clallam County.
- Expiration date for contract with Bonneville Power. (2028).

4. APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

Commissioner Kenneth Collins requested BOC Meeting Minutes from February 19, 2019, be removed from the Consent Agenda and placed before 7.1.1.

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

4.1 APPROVAL OF MINUTES:

4.1.1 Minutes from 2/19/19 Regular BOC meeting – removed and placed before 7.1.1.

4.1.2 Minutes from 2/19/19, Special Meeting/Executive Session.

4.2 APPROVAL OF VOUCHERS

4.2.1 Voucher certification form with supporting warrant register and payroll.

4.2.2 BOC approval of voucher approval form.

VOUCHER CLAIM FORMS FOR INVOICES PAID:

WARRANTS	AMOUNT	DATE
Accounts Payable: #119519 to #119553	\$ 296,589.86	2/14/2019
Accounts Payable: #119554 to #119609	\$ 1,094,732.36	2/21/2019
Accounts Payable: #119610 to #119619	\$ 20,266.56	2/22/2019
Payroll Checks: # 70561 to # 70566	\$ 11,319.65	2/22/2019
Payroll Direct Deposit	\$ 118,675.56	2/22/2019
TOTAL INVOICES PAID	\$ 1,541,583.99	
GRAND TOTAL	\$ 1,541,583.99	

4.3 ACTION ITEMS

- 4.3.1 Resolution for Auditor 2019-14.
- 4.3.2 January Financials.
- 4.3.3 NoaNet loan Resolution 2019-13.

4.4 PUD CALENDAR

END OF CONSENT AGENDA.

5. COMMISSIONER REPORTS:

Commissioner Dan Toepper:

- 2/20 Met with Acting General Manager Kevin Streett.
- 2/21 Attended the Customer Service Department monthly staff meeting.
- 2/22 Attended PIF Board meeting.
- 2/26 Attended PUD special meeting.
- 2/27 Met with Communications Manager Will O'Donnell to discuss upcoming Broadband Survey.
- 2/27 Attended JeffCom 911 meeting.
- 2/27 Met with members of the CAB Broadband Sub-committee to discuss the Broadband survey and CERB grant process.
- 3/1 Met with President of the CAB.
- 3/2 Attended Home Show and worked in the booth.
- 3/6 Will meet with Acting General Manager Kevin Streett.
- 3/11 Will be attending Fire Chiefs' meeting at Naval Magazine Indian Island.
- 3/11 Will attend CAB meeting.
- 3/12 Will attend joint workshop with CAB and BOC.

- 3/13 to
- 3/15 Will attend WPUDA for training in Olympia.
- 3/18 to
- 3/19 Will be attending North Olympic Development Broadband Symposium in Blyn.
- 3/19 Will attend BOC General Meeting.
- 3/21 Will attend WPUD Water Committee meeting.
- 3/25 Will attend strategic planning meeting for PUD.

Commissioner Kenneth Collins:

- 2/26 Attended PUD special meeting.
- 2/27 Met with Acting General Manager Kevin Streett, Special Projects Coordinator, and City of Port Townsend planners regarding the location of poles and vaults for the new visitor center.
- 3/1 Met with Acting General Manager Kevin Streett.
- 3/2 Attended Home Show and helped in booth.
- 3/4 Attended PUD Manager's Planning meeting.
- 3/4 Attended Broadband Symposium planning meeting in Sequim.
- 3/5 Attended the CAB Broadband Sub-committee meeting.
- 3/6 to
- 3/7 Will be in Portland for the Public Power Council meeting.
- 3/9 Will meet with Marrowstone Island Internet Interest Group.
- 3/12 Will attend joint workshop with BOC and CAB.
- 3/13 to
- 3/15 Will attend WPUDA conference for training in Olympia.
- 3/15 Will attend meeting with Acting General Manager Kevin Streett.
- 3/18 to
- 3/19 Will attend North Olympic Development Broadband Symposium in Blyn.

Commissioner Jeff Randall:

- 2/21 Attended a meeting with Acting General Manager Tammy Lehman and PUD's new outside auditing firm Jackson Thornton regarding the PUD's internal controls.
- 2/21 Attended North Olympic Development Council Executive Committee meeting in Port Angeles.
- 2/22 Met with Acting General Manager Kevin Streett.
- 2/26 Attended PUD special meeting.
- 2/28 Participated in North Olympic Development Council meeting by phone.
- 3/8 Met with Acting General Manager Kevin Streett.
- 3/12 Will be attending joint workshop with CAB and the Board.
- 3/13 to

- 3/15 Will attend WPUA conference in Olympia.
3/18 to
3/19 Will attend North Olympic Development Broadband Symposium in Blyn.
4/8 Will attend CAB meeting.

6. GENERAL MANAGER REPORT/FUTURE ITEMS (Information Only):

- Phone system issues. Looking at purchasing new software.
- Invitation to all participants who attend BOC/CAB meeting on March 12th to meet at Irondale Substation at 9:30 a.m. on March 12th. BOC/CAB meeting will be at the Transit Conference Room after the event.
- CFO Recruitment. Looking at other options available as a PUD. Next week staff will be reaching out to commissioners to come up with a date to share search options or how to move forward.
- Changes – moving the accounting department from the annex building to the new triple wide that was just installed at the Operations Center.
- Loads for February were up considerable. PUD is looking at a 15% increase over last year. With the cold February and the first couple of cold days of March it really sets us in a positive cash flow.
- Report from Bill Graham, Resource Manager and Jean Hall, Customer Services Manager on training they attended in Yakima. The training focused on using financials as a communications tool for the Board.

PUBLIC COMMENT: (topics)

- Automated phone system to handle 80% to 90% of the calls.

7. ACTION ITEMS REQUIRING BOARD DISCUSSION:

Corrections to BOC Regular Meeting Minutes of February 19, 2019:

Page 4 of 12: Under Commissioner Kenneth Collins' Report. 2/13 line 5: "cost survey" should be "COS survey".

Page 5 of 12: Under Commissioner Jeff Randall's Report. 2/12 "budging" should be "budget".

Page 7 of 12: Under NoaNet Loan Request: Line one. "Commissioner Kenneth Collins goes over" should be "Commissioner Kenneth Collins went over". Delete the "s" at the end of that sentence.

Page 5 of 8

Jefferson County PUD
Board of Commissioners
March 5, 2019 Regular Meeting
Draft Minutes

Change Request for Quote to Request for Qualification throughout entire meeting minutes.

MOTION: Commissioner Dan Toepper made a motion to approve the February 19, 2019, Meeting Minutes of the BOC as modified. Commissioner Kenneth Collins seconded the motion. Motion carried unanimously.

7.1.1 Magellan Broadband Survey. Communications Manager Will O'Donnell introduced Randy Trost, Senior Broadband Consultant of Magellan Advisors, who gave a report on the survey that will be conducted in conjunction with the EDC Team Jefferson. Survey will go out between March 11th and March 25th. Each of the commissioners reported their observations on the survey.

- Too much detail.
- Too long.
- Too granular.
- Invite CAB and staff members to sit down together. This should be done before the next BOC meeting.
- Surveys are objective.
- PUD needs to get more comfortable with surveys.
- Try to avoid putting BOC on a time crunch.
- After symposium Magellan should interview stakeholders.

PUBLIC AND STAFF COMMENTS:

- Online survey only. What about the 30% of the community that don't have access?
- Need consistency in terminology.
- Unnecessary personal questions should not be mandatory, i.e. education, number of people in household, home address, and who provides your internet now.
- There were some wording corrections in survey.
- Survey will be introduced in the PUD newsletter.
- Survey participation rate expected. (1% to 2%).
- Offer incentives to customers to take the survey.
- A paper survey will be inserted in April's bills.
- Survey will be in the libraries and other public places.
- Set up a simulation with the staff.

The survey will be brought back to the next BOC meeting of March 19, 2019.

7.1.2 Don McDaniel Salary Adjustment: Acting General Manager Kevin Streett gives a brief report on increasing the salary of Don McDaniel. There was a show of appreciation from audience members, commissioners and staff for his contribution to the Jefferson County PUD and the value he brings to the organization.

MOTION: Commissioner Kenneth Collins makes a motion to approve the revised professional services contract with Don McDaniel. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.1.3 Century Link Agreement: Acting General Manager Kevin Streett gave a brief summary. here was a typo in the copy of the agreement that was in the packet. Copies of the corrected version (Handout No. 1) of the agreement were made available. There was considerable discussion.

NOTE: At 7:15 p.m. PUD Commissioner Jeff Randall noticed that the recorder was not working. Sebastian Eggert volunteered to give his recorder to the PUD so his recording of the meeting could be utilized.

MOTION: Commissioner Kenneth Collins made a motion that the Board authorize the Acting General Manager and legal counsel to continue dialogue with CenturyLink to explore the possibility of a fiber swap that would be mutually advantageous. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

8. SIGNING OF DOCUMENTS: The signing of documents is done in open public meeting format.

9. ADJOURNMENT:

Commissioner Jeff Randall declared the March 5, 2019, Regular Meeting of the Jefferson County Public Utility District No. 1 adjourned at 7:26 p.m.

Minutes prepared by
Cammy Brown, PUD Recorder

Approved:

Commissioner Kenneth Collins, Secretary

Date

Attest:

Commissioner Jeff Randall, President

Date

Commissioner Daniel Toepper, Vice President

Date

Please note PUD Board of Commissioner meetings are audio recorded and posted to the PUD website at www.jeffpud.org, usually within 1-2 business days of each meeting. If you experience any difficulty accessing a particular recording, you may call 360.385.5800 for assistance. Jefferson PUD provides reasonable accommodations to persons with disabilities. We invite any person with special needs to contact our staff at 360.385.8351 at least 24 hours before the meeting to discuss any special accommodations.

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: Mike Bailey 3/11/19
 Mike Bailey, Financial Services Manager / District Auditor Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 119620 to # 119672	\$ 239,642.61	2/28/2019
Accounts Payable:	# 119673 to # 119736	\$ 358,082.67	3/7/2019
Payroll Checks:	# 70567 to # 70571	\$ 10,001.75	3/8/2019
Payroll Direct Deposit:		\$ 106,551.62	3/8/2019
TOTAL INVOICES PAID		\$714,278.65	

	WIRE TRANSFERS PAID	AMOUNT	DATE
	Peterson Lake	\$ 14,328.62	3/2/2019

GRAND TOTAL **\$728,607.27**

VOIDED WARRANTS			
	119695	\$ 167.91	

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 1

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119620 02/28/2019	CHK	10041	CDW GOVERNMENT	CRADLEPNT ECMPRIM 3YR+SUPP 2/2/19-2/1/22	1,993.30
119621 02/28/2019	CHK	10042	CELLNET TECHNOLOGY INC	METER READS - JAN 2019	26,755.60
119622 02/28/2019	CHK	10043	CENTRAL WELDING SUPPLY	255CF NITROGEN	29.84
119623 02/28/2019	CHK	10045	CENTURY LINK-S	CIRCUIT INFO 2/16-3/15/19	89.26
				CIRCUIT INFO 2/16-3/15/19	38.81
				CIRCUIT INFO 2/16-3/15/19	104.78
				CIRCUIT INFO 2/16-3/15/19	155.24
				CIRCUIT INFO 2/16-3/15/19	17.25
				CIRCUIT INFO 2/16-3/15/19	25.87
				CHOICE BUSINESS 2/04-3/03	98.23
				CHOICE BUSINESS 2/04-3/03	24.56
				FIRE ALARMS 4 CRNRS CHOICE BUS 2/05-3/04	30.14
				FIRE ALARMS 4 CRNRS CHOICE BUS 2/05-3/04	13.10
				FIRE ALARMS 4 CRNRS CHOICE BUS 2/05-3/04	35.38
				FIRE ALARMS 4 CRNRS CHOICE BUS 2/05-3/04	52.42
				BUSINESS LINE 2/05-3/04	39.86
				BUSINESS LINE 2/05-3/04	9.96
				DIRECT INWARD DIALING 2/05-3/04	52.13
				DIRECT INWARD DIALING 2/05-3/04	22.66
				DIRECT INWARD DIALING 2/05-3/04	61.19
				DIRECT INWARD DIALING 2/05-3/04	90.66
				DIRECT INWARD DIALING 2/05-3/04	10.07
				DIRECT INWARD DIALING 2/05-3/04	15.11
Total for Check/Tran - 119623:					986.68
119624 02/28/2019	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE FEB-18	185.93
				LOW SPD DATA & 2WIRE FEB-18	46.49
				LOW SPD DATA & 2WIRE FEB-18	31.14
				LOW SPD DATA & 2WIRE FEB-18	7.79
Total for Check/Tran - 119624:					271.35

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 2

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119625 02/28/2019	CHK	10053	COMPUNET, INC	GLC-BX-U-COM FIBER SFP	296.48
				GLC-BX-U-COM FIBER SFP	74.12
Total for Check/Tran - 119625:					370.60
119626 02/28/2019	CHK	9998	MICHAEL CONYER	Credit Balance Refund	43.70
119627 02/28/2019	CHK	10707	DESIGN SPACE MODULAR BUILDINGS,	75% ON MODULAR BUILDING OPS FOUR CRNRS	144,006.88
119628 02/28/2019	CHK	10070	DOUBLE D ELECTRICAL, INC	DIG EMGRY - 611 CEDAR AVE #60 2/01/19	1,629.56
				DIG EMGRY - 7442 OAK BAY RD 2/01/19	1,902.06
Total for Check/Tran - 119628:					3,531.62
119629 02/28/2019	CHK	10735	TOD EISELE	DISTRIBUTECH CONF 2/05-2/07/19 TRVL EXPS	2,750.30
119630 02/28/2019	CHK	10086	FERGUSON ENTERPRISES, INC NW	EAGLE RIDGE MATERIALS	21.97
119631 02/28/2019	CHK	9998	BRIDGET GALLE	Credit Balance Refund	84.16
119632 02/28/2019	CHK	10094	GENERAL PACIFIC, INC	ALUM. MAST ARM 2" PIPE SIZE 2' LONG	686.05
				END CAP	202.96
				3M EC-3, CAP, CABLE END, COLD SHRINK	372.24
				BLACK TAPE	636.56
Total for Check/Tran - 119632:					1,897.81
119633 02/28/2019	CHK	10732	GRAYBAR ELECTRIC COMPANY INC.	FIBER INSTALL TOOL KIT	2,387.43
119634 02/28/2019	CHK	10608	HARBORSIDE INN	TITAN CREW-DOCK WORK/STORM	876.90
119635 02/28/2019	CHK	10110	HENERY HARDWARE	2.8OZ CLR SILICONE CAULK	10.88
				TELECOM - CLAMPS & FASTENERS	20.56
Total for Check/Tran - 119635:					31.44
119636 02/28/2019	CHK	10111	HIGHWAY SPECIALTIES LLC	REPAIR BALLOON LIGHT	206.01
				REPAIR BALLOON LIGHT	206.01
Total for Check/Tran - 119636:					412.02
119637 02/28/2019	CHK	10122	JEFFERSON COUNTY DEPT OF COMMU	PERMIT FOR TEMP MODULAR 210 FOUR CRNRS	2,302.65
119638 02/28/2019	CHK	10129	JIFFY LUBE	OIL CHANGE FOR VEH# 120	80.57

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 3

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119639 02/28/2019	CHK	9999	BARBARA JUDY	REFUND CANCELLED WO#19034	350.00
119640 02/28/2019	CHK	10330	KARR TUTTLE CAMPBELL	PROFESSIONAL SERVICES THROUGH 1/31/19 PROFESSIONAL SERVICES THROUGH 1/31/19	1,374.00 343.50
Total for Check/Tran - 119640:					1,717.50
119641 02/28/2019	CHK	10348	KEMP WEST, INC	TREE TRIMMING-STORM CLEAN UP-12/21/18	5,674.68
119642 02/28/2019	CHK	10286	L & J ENTERPRISES	EXCAVATING - BRUSHHOG PHILIPS RD 1/17/19	741.20
119643 02/28/2019	CHK	10136	LES SCHWAB TIRES	NEW TIRES# 106 CAM LACLEDE TRUCK CHAIN QTY2 VEH#101 & 4	1,295.87 212.42
Total for Check/Tran - 119643:					1,508.29
119644 02/28/2019	CHK	10705	MARLENE GEMMILL, TRUSTEE	DEPOSIT FOR HOUSING RENTAL MAR 2019 RENT MOVE OUT CLEANING FEE & NEW TENANT REGIS	500.00 1,890.00 325.00
Total for Check/Tran - 119644:					2,715.00
119645 02/28/2019	CHK	10470	MISSION COMMUNICATIONS, LLC	WATER SCADA SYSTEM 1Y 3/01/19-2/28/20	2,313.60
119646 02/28/2019	CHK	10328	NETWORK FLEET, INC	VEH GPS ELEC - JAN 2019 VEH GPS WATER - JAN 2019	331.84 165.87
Total for Check/Tran - 119646:					497.71
119647 02/28/2019	CHK	10648	NORTH OLYMPIC DEVELOPMENT COU	ANNUAL DUES FOR NODC - 2019 ANNUAL DUES FOR NODC - 2019	640.00 160.00
Total for Check/Tran - 119647:					800.00
119648 02/28/2019	CHK	10169	OLYCAP	RATE REDCTN PRGM:LIHEAP DEC-18 RATE REDCTN PRGM:LIHEAP DEC-18	1,794.00 36.00
Total for Check/Tran - 119648:					1,830.00
119649 02/28/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	RAIN-X WASHER F	20.45
119650 02/28/2019	CHK	10534	ONEPATH SYSTEMS, LLC	WEB HOSTING - SUPPORT FEB 2019 WEB HOSTING - SUPPORT FEB 2019	264.00 66.00
Total for Check/Tran - 119650:					330.00

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 4

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119651 02/28/2019	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - MAR 2019 CORRECTION	-8.90
				LTD - MAR 2019 CORRECTION	-84.79
				LIFE - MAR 2019	88.35
				LTD - MAR 2019	1,162.55
Total for Check/Tran - 119651:					1,157.21
119652 02/28/2019	CHK	10377	JAMES G PARKER	MEDICAL MAR 2019 - JIM PARKER	712.80
				MEDICAL MAR 2019 - JIM PARKER	178.20
Total for Check/Tran - 119652:					891.00
119653 02/28/2019	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION 01/30-02/19	816.00
				TRANSCRIPTION 01/30-02/19	204.00
Total for Check/Tran - 119653:					1,020.00
119654 02/28/2019	CHK	10181	PENINSULA PEST CONTROL	RODENT SVC MHTLY FOUR CRNRS FEB 2019	81.75
119655 02/28/2019	CHK	10193	PORT TOWNSEND LEADER	MAGAZINE 2016 IRE 1/4PG 1/02/19	142.40
				MISC: ANN SALUTE 1/30/19	31.20
				LEGAL: SMALL WORKS ROSTER 2019	45.90
				MAGAZINE 2016 IRE 1/4PG 1/02/19	35.60
				MISC: ANN SALUTE 1/30/19	7.80
				LEGAL: SMALL WORKS ROSTER 2019	11.48
Total for Check/Tran - 119655:					274.38
119656 02/28/2019	CHK	10540	JEFF RANDALL	MRSC WEBINAR, WPUDA & NODC MTGS 1/25-2/2	152.38
				MRSC WEBINAR, WPUDA & NODC MTGS 1/25-2/2	38.10
Total for Check/Tran - 119656:					190.48
119657 02/28/2019	CHK	9998	LLOYD D SCHULBERG	Credit Balance Refund	1,731.11
119658 02/28/2019	CHK	10216	SECURITY SERVICES NW, INC.	ANSWERING SVC - FEB2019	2,249.28
				ANSWERING SVC - FEB2019	2,249.28
				ANSWERING SVC - FEB2019	499.84
				MAILERS FOR TREE TRIMMING - 82MRTN BLKBR	69.70
Total for Check/Tran - 119658:					5,068.10

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 5

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119659 02/28/2019	CHK	10217	SETON CONSTRUCTION INC	EXCAVATING EMRGY -35TH&HOWARD ST 1/30/19	1,417.06
				FLAGGING - SNOW HWY 101 QUILCENE 2/08/19	1,844.75
				FLAGGING - SNOW HWY 20, DISCVRYBAY 2/10	2,977.00
				FLAGGING - HWY 101 2/13/19	1,446.50
				Total for Check/Tran - 119659:	7,685.31
119660 02/28/2019	CHK	10219	SHOLD EXCAVATING INC	EXCAVATOR;L&M - 51 W HAYDEN ST 1/02/19	1,019.15
				EXCAVATOR;L&M -EMRG BECKETT PT 1/20-1/23	1,457.00
				PIT RUN - EAGLE RIDGE 1/15/19	413.66
				OLD FERRY & CEDAR	275.77
				EXCAVATOR;L&M - 914 WALKER 1/02/19	1,327.08
				Total for Check/Tran - 119660:	4,492.66
119661 02/28/2019	CHK	10542	SHORT STOP TRUCK REPAIR LLC	SHIFTING ISSUE# 102	150.42
				ANNUAL DOT INSPECTION# 116	142.47
				ROUTINE MAINTENANCE# 116	306.25
				Total for Check/Tran - 119661:	599.14
119662 02/28/2019	CHK	10475	SMARSH INC	ARCHIVING - JAN 2019	535.40
				ARCHIVING - JAN 2019	133.85
				Total for Check/Tran - 119662:	669.25
119663 02/28/2019	CHK	10237	STRANCO INC	CAUTION BURIED CABLE-YELLOW/WARNING DEC	-92.66
				PADMOUNT TRANSFORMER DECAL	708.44
				URD CABLE DECAL	413.82
				Total for Check/Tran - 119663:	1,029.60
119664 02/28/2019	CHK	10244	TEREX UTILITIES, INC	REPLACE JIB LINE/COVERS# 101	927.03
				PTO & LIGHT WORK TRK# 103 TROUBLESHOOTIN	681.26
				Total for Check/Tran - 119664:	1,608.29
119665 02/28/2019	CHK	10255	USA BLUEBOOK	REPLACEMENT TUBING KIT/PRESSURE GAUGE	156.18
				PRESSURE GAUGE 2-1/2" DIAL	166.23
				Total for Check/Tran - 119665:	322.41

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 6

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119666 02/28/2019	CHK	10269	WAVE BROADBAND	INTERNET SVC 2/21-3/20/19	67.50
				INTERNET SVC 2/12-3/11/19	66.40
Total for Check/Tran - 119666:					133.90
119667 02/28/2019	CHK	10496	WELLS FARGO VENDOR FIN SERV	COPIER RENTAL 4 CRNRS 2/26-3/25/19	68.87
				COPIER RENTAL 4 CRNRS 2/26-3/25/19	109.67
				COPIER RENTAL 4 CRNRS 2/26-3/25/19	43.36
				COPIER RENTAL 4 CRNRS 2/26-3/25/19	33.16
				COPIER RENTAL 4 CRNRS 2/26-3/25/19	15.87
				COPIER RENTAL 4 CRNRS 2/26-3/25/19	12.47
				COPIER RENTAL 211 CHIMACUM FEB-19	123.30
				COPIER RENTAL 211 CHIMACUM FEB-19	227.34
				COPIER RENTAL 211 CHIMACUM FEB-19	7.87
				COPIER RENTAL 211 CHIMACUM FEB-19	34.98
Total for Check/Tran - 119667:					676.89
119668 02/28/2019	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - DEC 2018	42.34
				EAP SVC - DEC 2018	10.58
Total for Check/Tran - 119668:					52.92
119669 02/28/2019	CHK	10271	WESCO RECEIVABLES CORP	INSULINK	41.42
				SECONDARY CONNECTOR BLOCK 6-HOLE	436.35
Total for Check/Tran - 119669:					477.77
119670 02/28/2019	CHK	10274	WESTBAY AUTO PARTS, INC.	NEW BATTERY FOR VEH# 207	120.15
119671 02/28/2019	CHK	10502	CAROL WOODLEY	RENT BILLING & HR ANNEX - MAR 2019	1,400.00
119672 02/28/2019	CHK	10304	COLTON WORLEY	DISTRIBUTECH CONF 2/05-2/07/19 TRVL EXPS	2,627.04
119673 03/07/2019	CHK	10004	A+ EQUIPMENT RENTALS	AIR COMPRESSOR RNTL FOR WO#19039	109.55
				PIPE CUTTER 2"-4"	10.90
Total for Check/Tran - 119673:					120.45
119674 03/07/2019	CHK	10006	AFLAC	AFLAC BILL FEB 2019	273.84
119675 03/07/2019	CHK	10012	ALTEC INDUSTRIES, INC	POLE TACKER KIT - AIRCRAFT DYNAMICS	163.50

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 7

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				GMP BALL BEARING - PULLING SWIVELS	523.20
				UDIE ALMNM 500 MCM - CRIMPER DIE	35.43
				UDIE ALMNM 500 MCM - CRIMPER DIE	35.42
				GRIPS	283.95
				CABLE FEED	649.64
Total for Check/Tran - 119675:					1,691.14
119676	03/07/2019	CHK	10736	AMERICAN PUBLIC POWER ASSOCIATI APPA DUES 1YR 3/01/19-2/29/20	8,361.77
119677	03/07/2019	CHK	10447	ANIXTER INC. WIRE 4/0 URD TPX, CUTOUTS, ARRESTORS SHOOT ON CONNECTOR	19,606.92
Total for Check/Tran - 119677:					19,890.32
119678	03/07/2019	CHK	10601	BECKWITH & KUFFEL, INC SPARLING WELL - REPAIR AIR COMPRESSOR&BL	6,297.10
119679	03/07/2019	CHK	9999	BEN'S HEATING SERVICE ENERGY CONSERVATION REBATE	800.00
119680	03/07/2019	CHK	10027	BERNT ERICSEN EXCAVATING, INC TRENCHING - TYLER ST 1/02-1/04/19	6,540.00
119681	03/07/2019	CHK	9999	LEONA L BROWN ENERGY CONSERVATION REBATE	692.00
119682	03/07/2019	CHK	10041	CDW GOVERNMENT STARTECH MST HUB - DP TO 2PT DP	95.47
				ADOBE ACROBAT PRO - TEAM LICENSING SUBSC	214.05
				ADOBE ACROBAT PRO - TEAM LICENSING SUBSC	53.52
Total for Check/Tran - 119682:					363.04
119683	03/07/2019	CHK	9999	PAULA COLLET ENERGY CONSERVATION REBATE	20.00
119684	03/07/2019	CHK	10332	KENNETH COLLINS MLG ENERGY NW JAN 2019 TRVL EXPS	-92.80
				MLG ENERGY NW JAN 2019 TRVL EXPS	-23.20
				BOC, & WPUDA MTGS FEB 2018 TRVL EXPS	236.61
				BOC, & WPUDA MTGS FEB 2018 TRVL EXPS	59.15
Total for Check/Tran - 119684:					179.76
119685	03/07/2019	CHK	10612	COON PLUMBING LLC REPAIR LEAKING TOILETS 2/13/19	468.30
				REPAIR LEAKING TOILETS 2/13/19	117.08
Total for Check/Tran - 119685:					585.38

03/11/2019 3:40:44 PM

Accounts Payable Check Register

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119686 03/07/2019	CHK	10057	CORRECT EQUIPMENT	BECKETT PT S - REPAIR PUMP	338.62
119687 03/07/2019	CHK	10573	DANO'S SEPTIC SERVICE	PUMPED SEPTIC - 21 KENNEDY RD 1/28/19 PUMPED SEPTIC - 10 HARBORVIEW LN 1/28	422.61 774.79
Total for Check/Tran - 119687:					1,197.40
119688 03/07/2019	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE FEB 2019 CONSULTING SERVICE FEB 2019	2,000.00 2,000.00
Total for Check/Tran - 119688:					4,000.00
119689 03/07/2019	CHK	10372	EVERGREEN COLLISION CENTER-SEQU	STORM - COYLE TOW OUT TRUCK# 101 2/11/19	2,790.72
119690 03/07/2019	CHK	10090	FREDERICKSON ELECTRIC, INC	STREETLIGHT CONDUIT-QUINCY 1/03/19	385.38
119691 03/07/2019	CHK	10094	GENERAL PACIFIC, INC	END CAP EVLUMA HOUSE SIDE SHIELD HEAT SHRINK	96.79 981.00 228.90
Total for Check/Tran - 119691:					1,306.69
119692 03/07/2019	CHK	10454	GLOBAL RENTAL COMPANY INC	RNTL AM55 2 MAN BUCKET 2/07-3/06/19	4,918.50
119693 03/07/2019	CHK	10368	WILLIAM A GRAHAM	NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	489.60 54.40
Total for Check/Tran - 119693:					544.00
119694 03/07/2019	CHK	10098	GRAINGER	NONSPIKE SAFETY FLARES-30 MINUTE NONSPIKE SAFETY FLARES-30 MINUTE	85.64 85.64
Total for Check/Tran - 119694:					171.28
119695 03/07/2019	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	EAGLE RIDGE - CONE NUT, WHEEL, ANG FIT & MASKING TAPE BLUE QTY6 WO#29001 - HOSE ADAPTER BRASS UPS SHIPPING - SPARLING WELL AIR CMPR RE TOOLS FOR SEWER DEPT - WIRE CONNECTOR, M TOOLS FOR SEWER DEPT - HOLE SAW BIMETAL EAGLE RIDGE - CONUIT FLEX PVC EAGLE RIDGE - EXT CORD 14/3 25 3OUT R	34.63 39.17 4.13 10.93 36.48 10.89 2.26 29.42

VOID
VOID
VOID
VOID
VOID
VOID
VOID
VOID

03/11/2019 3:40:44 PM

Accounts Payable Check Register

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 119695:					167.91 VOID
119696 03/07/2019	CHK	10396	JEAN M HALL	NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	478.17
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	53.13
Total for Check/Tran - 119696:					531.30
119697 03/07/2019	CHK	10111	HIGHWAY SPECIALTIES LLC	BALLOON LIGHT RENTAL	204.38
				BALLOON LIGHT RENTAL	204.37
Total for Check/Tran - 119697:					408.75
119698 03/07/2019	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA BENEFIT FEB 2019	1,200.00
				VEBA DEDUCTION FEB 2019	1,100.00
Total for Check/Tran - 119698:					2,300.00
119699 03/07/2019	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - FEB 2019	1,860.28
119700 03/07/2019	CHK	10118	JCI JONES CHEMICALS, INC.	HYPOCHLORITE SOLUTION	1,437.51
119701 03/07/2019	CHK	10281	JEFFCO EFTPS	941 PAYROLL TAX FOR PR 3/08/19 MEDICARE	5,119.86
				941 PAYROLL TAX FOR PR 3/08/19 FICA	21,891.52
				941 PAYROLL TAX FOR PR 3/08/19 FEDERAL	19,231.38
Total for Check/Tran - 119701:					46,242.76
119702 03/07/2019	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 3/08/2019 CHECKS	10,001.75
				PAYROLL DEPOSIT FOR 3/08/2019 DIR DEP	106,551.62
Total for Check/Tran - 119702:					116,553.37
119703 03/07/2019	CHK	9999	NICHOLAS KELLY	ENERGY CONSERVATION REBATE	100.00
119704 03/07/2019	CHK	10286	L & J ENTERPRISES	EXCAVATING - COYLE:41 PINE PT 2/18/19	2,005.60
119705 03/07/2019	CHK	10300	BO LEE	FOREMAN LEADERSHIP TRAINING 1/15/19 TRVL	498.92
119706 03/07/2019	CHK	10136	LES SCHWAB TIRES	CHAINS VEH #119	157.88
				NEW TIRES FOR VEH# 209	1,346.75
				CHAINS FOR VEH# 120	112.77
				CHAINS VEH# 129	112.77
Total for Check/Tran - 119706:					1,730.17

03/11/2019 3:40:44 PM

Accounts Payable Check Register

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119707 03/07/2019	CHK	9999	MARLENE MC COY	ENERGY CONSERVATION REBATE	320.00
119708 03/07/2019	CHK	9999	CAROL MCGOUGH	ENERGY CONSERVATION REBATE	125.00
119709 03/07/2019	CHK	9999	MARJIANN MOSS	ENERGY CONSERVATION REBATE	98.00
119710 03/07/2019	CHK	10624	MYCOFF, FRY & PROUSE LLC	TRAVEL REIMBURSEMENT FOR CFO INTERVIEWS TRAVEL REIMBURSEMENT FOR CFO INTERVIEWS	5,196.94 1,299.24
Total for Check/Tran - 119710:					6,496.18
119711 03/07/2019	CHK	10163	NOR'WEST CUSTODIAL SERVICES, INC.	CUSTODIAL SVC - JAN 2019 CUSTODIAL SVC - JAN 2019 CUSTODIAL SVC - JAN 2019	745.77 232.98 58.25
Total for Check/Tran - 119711:					1,037.00
119712 03/07/2019	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - DEC 2018	585.00
119713 03/07/2019	CHK	10165	NW LABORERS-EMPLOYERS TRUST FU	MEDICAL PREMIUM EXEMPT APR 2018 MEDICAL PREMIUM LABORERS APR 2018	13,725.00 12,075.00
Total for Check/Tran - 119713:					25,800.00
119714 03/07/2019	CHK	10663	NW MANAGEMENT CONSULTING, LLC	NON-REP SALARY SURVEY REVIEW FEB-2019 NON-REP SALARY SURVEY REVIEW FEB-2019	1,516.80 379.20
Total for Check/Tran - 119714:					1,896.00
119715 03/07/2019	CHK	10167	OFFICE DEPOT	OFFICE SUPPLIES - OPERATIONS NEW MODULAR OFFICE SUPPLIES - WAREHOUSE OFFICE SUPPLIES - OPERATIONS NEW MODULAR OFFICE SUPPLIES - OPERATIONS, N MOD & WH OFFICE SUPPLIES - OPERATIONS NEW MODULAR OFFICE SUPPLIES - OPERATIONS NEW MODULAR	4.04 25.06 98.81 304.85 118.94 11.54
Total for Check/Tran - 119715:					563.24
119716 03/07/2019	CHK	10169	OLYCAP	FEBRUARY 2019 POWER BOOST	1,246.94
119717 03/07/2019	CHK	10170	OLYMPIC EQUIPMENT RENTALS	CHAINSAW MAINTENANCE-TRUCK# 103 & 123	212.03
119718 03/07/2019	CHK	9999	PENINSULA HEAT	ENERGY CONSERVATION REBATE	500.00

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 11

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
119719 03/07/2019	CHK	10188	PLATT ELECTRIC SUPPLY	CONDUIT SWEEP	539.04
				CRIMPER	3,269.04
				XHHW-6-BLACK-STR-CU 1000FT	628.27
				TELECOM MATERIAL	26.51
				CONDUIT SWEEP	95.13
				CONDUIT BELLEND	239.32
				CONDUIT COUPLING	537.40
				CONDUIT SWEEP	2,921.42
Total for Check/Tran - 119719:					8,256.13
119720 03/07/2019	CHK	10191	POLLARDWATER	FIRE HYDRANT STORZ ADAPTERS &CAP&CABLE	4,968.62
119721 03/07/2019	CHK	10398	LORALEI S RAE	NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	600.20
119722 03/07/2019	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) RENT 3/18-4/17/19	69.66
				4CORNERS (MODULAR) RENT 3/18-4/17/19	17.42
				ANNEX-COPIER RENT 3/19-4/18/19	31.89
				ANNEX-COPIER RENT 3/19-4/18/19	18.09
				ANNEX-COPIER RENT 3/19-4/18/19	40.70
				ANNEX-COPIER RENT 3/19-4/18/19	2.04
				ANNEX-COPIER RENT 3/19-4/18/19	4.52
				ANNEX-COPIER RENT 3/19-4/18/19	4.52
Total for Check/Tran - 119722:					188.84
119723 03/07/2019	CHK	10210	RICOH USA, INC	PRINTING IMAGES ANNEX JAN-19	228.57
				PRINTING IMAGES ANNEX JAN-19	291.79
				PRINTING IMAGES ANNEX JAN-19	129.68
				PRINTING IMAGES ANNEX JAN-19	14.59
				PRINTING IMAGES ANNEX JAN-19	32.42
				PRINTING IMAGES ANNEX JAN-19	32.42
				PRINTING IMAGES 4CRNRS(MODULAR) JAN-19	36.27
				PRINTING IMAGES 4CRNRS(MODULAR) JAN-19	9.07
				PRINTING IMAGES ANNEX FEB-19	218.08

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 12

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PRINTING IMAGES ANNEX FEB-19	278.38
				PRINTING IMAGES ANNEX FEB-19	123.72
				PRINTING IMAGES ANNEX FEB-19	13.92
				PRINTING IMAGES ANNEX FEB-19	30.93
				PRINTING IMAGES ANNEX FEB-19	30.93
				PRINTING IMAGES 4 CRNRS FEB-19	268.71
				PRINTING IMAGES 4 CRNRS FEB-19	67.18
				PRINTING IMAGES 4CRNRS(MODULAR) FEB-19	30.10
				PRINTING IMAGES 4CRNRS(MODULAR) FEB-19	7.52
				Total for Check/Tran - 119723:	1,844.28
119724 03/07/2019	CHK	10214	SEL SCHWEITZER ENGINEERING LABS	SCADA MATERIAL-SEL-C285 EIA-232 SERIAL C	209.28
				SCADA MATERIAL	806.60
				SCADA MATERIAL	4,027.55
				Total for Check/Tran - 119724:	5,043.43
119725 03/07/2019	CHK	10564	SOUTHEASTERN SECURITY CONSULTA	BACKGROUND CHECK FOR NOV 2018	18.50
119726 03/07/2019	CHK	10249	SPECTRA LABORATORIES-KITSAP LLC	TESTING: COLI/ECOLI QUIMPER MO 2/06/19	138.00
119727 03/07/2019	CHK	10331	ST VINCENT DE PAUL	FEBRUARY 2019 POWERBOOST DONATION	1,246.95
119728 03/07/2019	CHK	10733	DAN TOEPPER	BOC, & PUD MTGS 2/16-2/28/19 TRVL EXPS	64.50
				BOC, & PUD MTGS 2/16-2/28/19 TRVL EXPS	16.12
				Total for Check/Tran - 119728:	80.62
119729 03/07/2019	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS 3/08/2019	10.00
119730 03/07/2019	CHK	10615	US BANK	DISTRIBUTECH CONF 2/05-2/07/19 REG FEE	1,600.00
				DIST CONTROL CENTER OPER TRINING L#1	1,400.00
				HARNESS & LANYARD - SUBSTATION	1,076.37
				SUBSTATION PARTS	118.02
				SUBSTATION PARTS	404.62
				DISTRIBUTECH CONF 2/05-2/07/19 REG FEE	1,600.00
				KITCHEN ITEM - COFFEE	52.21

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 13

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				KITCHEN ITEMS FOR NEW MODULAR BUILDING	150.61
				CRASH COURSE FOR 1ST TIME MANAGER CLASS	93.06
				KITCHEN ITEM - COFFEE	13.05
				CRASH COURSE FOR 1ST TIME MANAGER CLASS	5.94
				MANAGING MULT PROJECTS CLASS 3/07/19	119.20
				CFO INTERVIEW - FOOD	57.57
				KITCHEN ITEM - COFFEE	14.38
				KITCHEN ITEM - COFFEE	22.37
				NAMEPLATE	13.90
				MANAGING MULT PROJECTS CLASS 3/07/19	29.80
				CFO INTERVIEW - FOOD	14.40
				KITCHEN ITEM - COFFEE	3.60
				KITCHEN ITEM - COFFEE	5.59
				NAMEPLATE	3.47
				FOREMAN LEADERSHIP TRAINING 1/15/19 TRVL	45.00
				FLUKE 787 PROCESSMETER - ELEC TESTING	882.10
				FLUKE 787 PROCESSMETER CASE & KIT	90.02
				WPUDA MTG FEB-18 TRVL EXPS	114.28
				WPUDA MTG FEB-18 TRVL EXPS	28.57
				LIGHT BLUBS - 120 VAC NEON LAMP ASSB RED	6.56
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	307.54
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	107.35
				NWPPA CLASS LEADRSHIP 2/6-2/7 TRVL EXP	470.39
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	34.17
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	11.93
				NWPPA CLASS LEADRSHIP 2/6-2/7 TRVL EXP	52.27
				UTILITY FICAL MGMT FIN PLANNING CONF FEE	28.00
				WPUDA & NODC MTGS 1/25-2/21 TRVL EXP	228.56
				WPUDA & NODC MTGS 1/25-2/21 TRVL EXP	4.80
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	342.84
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	4.80

03/11/2019 3:40:44 PM

Accounts Payable Check Register

Page 14

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	12.28
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	12.28
				UTILITY FICAL MGMT FIN PLANNING CONF FEE	7.00
				WPUDA & NODC MTGS 1/25-2/21 TRVL EXP	57.14
				WPUDA & NODC MTGS 1/25-2/21 TRVL EXP	1.20
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	85.71
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	1.20
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	3.07
				WPUDA MTG 1/01-1/30/19 TRVL EXPS	3.07
				PPC MTG JAN 2019 TRVL EXPS	228.56
				WPUDA MTG FEB 2019 TRVL EXPS	228.56
				PPC MTG JAN 2019 TRVL EXPS	57.14
				WPUDA MTG FEB 2019 TRVL EXPS	57.14
				SHAREPOINT FEST 8/19-8/23/19 REG FEE	1,595.00
				SCADA TEST TO CALL ALERTS DEC 2018	8.19
				ASSET TIGER RNWL 1Y FOR 2019	239.20
				NETWORK PART - CISCO 2900/3900 64 CHL PK	68.48
				MY COMMERCE - ROYAL TS V5 FOR WINDOWS	42.18
				SW TO CONVERT AUDIO FILES FOR RECORDING	24.89
				NAESB EIR RNWL 1Y 2/01/19-1/31/20	200.00
				ASSET TIGER RNWL 1Y FOR 2019	59.80
				MY COMMERCE - ROYAL TS V5 FOR WINDOWS	10.54
				SW TO CONVERT AUDIO FILES FOR RECORDING	6.22
				FOOD FOR STORM OUTAGE 2/08/19	154.50
				FOOD FOR STORM OUTAGE 2/08/19	76.20
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	341.71
				ROCK SALT FOR ANNEX	7.84
				ROCK SALT FOR ANNEX	1.96
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	273.37
				NWPPA CLASS ACCT&WO 2/26-3/01 TRVL EXP	68.34
				SHIPPING CERB DOCS	7.35

03/11/2019 3:40:44 PM

Accounts Payable Check Register

02/26/2019 To 03/10/2019

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				GENERAL ADVERTISITNG ELECTRIC FACEBOOK	14.01
				KPTZ UNDERWRITING FEB 2019	120.00
				KPTZ UNDERWRITING FEB 2019	30.00
Total for Check/Tran - 119730:					13,661.47
119731 03/07/2019	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - FEB 2019	63.21
				LOCATES & MODEM TICKET DEL - FEB 2019	60.63
Total for Check/Tran - 119731:					123.84
119732 03/07/2019	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP EE 3/08/19	9,052.81
				PL DEFERRED COMP ER 3/08/19	3,455.84
Total for Check/Tran - 119732:					12,508.65
119733 03/07/2019	CHK	10263	WA STATE DEPT OF HEALTH	PRINCIPAL-SPARLING-QUIMPER#DM10-952-018	26,887.11
				INTEREST-SPARLING-QUIMPER#DM10-952-018	7,259.52
Total for Check/Tran - 119733:					34,146.63
119734 03/07/2019	CHK	10337	WA STATE DEPT OF TRANSPORTATION	PERMIT-WO#17336-SR 116 MP 2.59	198.07
119735 03/07/2019	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	958.00
119736 03/07/2019	CHK	10278	WPUDA	2019 SPRING RECORDS ROUNDTABLE	60.00
				2019 SPRING RECORDS ROUNDTABLE	15.00
Total for Check/Tran - 119736:					75.00

Total Payments for Bank Account - 1 :	(116)	597,725.28
Total Voids for Bank Account - 1 :	(1)	167.91
Total for Bank Account - 1 :	(117)	597,893.19
Grand Total for Payments :	(116)	597,725.28
Grand Total for Voids :	(1)	167.91
Grand Total :	(117)	597,893.19

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 3/8/19

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70567	3/8/2019	1,779.69
2001	WATER DISTRIBUTION MANAGER II	70568	3/8/2019	1,646.64
3032	CUSTOMER SERVICE REP	70569	3/8/2019	1,213.57
2003	WATER TREATMENT PLANT OPERATOR III	70570	3/8/2019	2,424.58
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70571	3/8/2019	2,937.27
				<u>\$10,001.75</u>

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 3/8/2019
--

Empl	Position	Pay Date	Net Pay
3029	ACCOUNTING TECH II	3/8/2019	1,554.25
1011	ACTING GENERAL MANAGER	3/8/2019	3,971.28
4006	COMMISSIONER DIST 1	3/8/2019	938.02
4004	COMMISSIONER DIST 2	3/8/2019	2,102.36
4008	COMMISSIONER DIST 3	3/8/2019	1,206.43
3034	COMMUNICATIONS MANAGER	3/8/2019	1,975.55
3020	CUSTOMER SERVICE MANAGER	3/8/2019	1,674.23
3002	CUSTOMER SERVICE REP	3/8/2019	1,250.37
3014	CUSTOMER SERVICE REP	3/8/2019	1,275.45
3022	CUSTOMER SERVICE REP	3/8/2019	1,353.28
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	3/8/2019	2,050.51
3033	FINANCIAL SERVICES MANAGER	3/8/2019	2,470.16
1008	FOREMAN LINEMAN	3/8/2019	4,367.68
1012	FOREMAN LINEMAN	3/8/2019	5,258.65
1004	GIS SPECIALIST	3/8/2019	2,995.45
1017	HEAD STOREKEEPER	3/8/2019	2,266.31
3026	HUMAN RESOURCES MANAGER	3/8/2019	6,963.93
3008	INFORMATION TECHNOLOGY MANAGER	3/8/2019	3,131.73
3028	IT SUPPORT TECHNICIAN	3/8/2019	1,735.70
1000	LINEMAN	3/8/2019	4,559.29
1013	LINEMAN	3/8/2019	3,575.38
1016	LINEMAN	3/8/2019	2,489.53
1020	LINEMAN	3/8/2019	3,428.62
1028	LINEMAN	3/8/2019	2,528.56
1034	LINEMAN	3/8/2019	3,531.84
1018	METER READER	3/8/2019	1,534.51
1035	METER READER	3/8/2019	1,936.76
2005	METER READER/OIT1	3/8/2019	867.53
1026	OPERATIONS ASSISTANT	3/8/2019	1,807.04
3004	RESOURCE MANAGER	3/8/2019	2,368.06
1003	SCADA TECH/APPRENTICE	3/8/2019	2,141.51
1015	SCADA TECH/APPRENTICE	3/8/2019	3,664.93
1027	SENIOR ENGINEER	3/8/2019	2,903.22
1037	SPECIAL PROJECTS COORDINATOR	3/8/2019	2,073.59
1031	STAKING ENGINEER	3/8/2019	2,242.06
1039	STAKING ENGINEER	3/8/2019	2,035.89
1014	STOREKEEPER	3/8/2019	2,539.22
1033	SUBSTATION TECH	3/8/2019	3,882.42
3013	UTILITY ACCOUNTANT II	3/8/2019	1,708.31
3003	UTILITY BILLING CLERK	3/8/2019	1,380.63
3027	UTILITY BILLING CLERK	3/8/2019	1,341.45
3000	UTILITY BILLING COORDINATOR	3/8/2019	1,526.15
2002	WATER DISTRIBUTION MANAGER II	3/8/2019	1,943.78
			106,551.62

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 **\$728,607.27** on this **19TH** day of **MARCH 2019** ;

Jeff Randall
President

Dan Toepper
Vice President

Kenneth Collins
Secretary

PENDING INVOICES OVER \$100,000 TO BE APPROVED:

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 119620 to # 119672	\$ 239,642.61	2/28/2019
Accounts Payable:	# 119673 to # 119736	\$ 358,082.67	3/7/2019
Payroll Checks:	# 70567 to # 70571	\$ 10,001.75	3/8/2019
Payroll Direct Deposit:		\$ 106,551.62	3/8/2019
TOTAL INVOICES PAID		\$714,278.65	

WIRE TRANSFERS PAID

	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	3/2/2019

PAYMENT TOTAL

\$728,607.27

VOIDED WARRANTS

119695	\$ 167.91
--------	-----------



AGENDA REPORT

DATE: March 19, 2019

TO: **Board of Commissioners**

THRU: Kevin Streett, Acting General Manager

FROM: Mike Bailey, Financial Services Manager/District Auditor

RE: Write off of delinquent accounts from active accounts receivable

SUMMARY: Per Resolution 2017-16, 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 15 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$3,245.89 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 15 inactive accounts owing \$3,245.89 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, Acting General Manager

Write-Offs of Uncollectible Accounts Receivable

On March 13, 2019 the following summary of inactive customer accounts with a past due balance of greater than \$20.00 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 Financial 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>
Less than \$20	0	\$ -
\$20 - \$100	4	\$338.17
\$101 - \$200	5	\$636.93
\$201 - \$500	4	\$1,113.29
\$501 - \$1,000	2	\$1,157.50
Over \$1,000	0	\$0.00
TOTAL	15	\$3,245.89

Approval, Board of Commissioners

Kenneth Collins
 Secretary



AGENDA REPORT

DATE: March 19, 2019
TO: **Board of Commissioners**
FROM: Annette Johnson, Executive Assistant/Records Officer
RE: Calendar of Events for March/April 2019

March 19, 2019	<u>BOC Regular Meeting</u> , 5:00 pm Transit Board Room
March 25, 2019	<u>BOC Special Meeting</u> , Strategic Planning, 10:00am-12:00pm Transit Board Room (With Liz Anderson and George Caan from WPUDA.)
April 2, 2019	BOC Regular Meeting, 5:00 pm Transit Board Room
April 8, 2019	Special Meeting, Quarterly report meeting, Chimacum Fire Hall, 10:00am-12:00pm
April 10-12, 2019	WPUDA meetings, Olympia
April 16, 2019	BOC Regular Meeting, 5:00 pm Transit Board Room



AGENDA REPORT

DATE: March 19, 2019
TO: **Board of Commissioners**
THRU: Larry Dennison - Chair, Russ Michel - Vice Chair
FROM: Don McDaniel, Management Consultant
CC: Kevin Streett – Acting General Manager
RE: April 19th Citizens Advisory Board Update

SUMMARY: The following is a summary of current PUD Citizens Advisory Board projects and activities:

- Governance Subcommittee making two process change recommendations:
 - a. Add Audio Recording Index to audio recording on the PUD website
 - b. Change minutes to be Summary Minutes

Examples were provided. CAB approved this proposed process change and is forwarding to the BOC for their consideration. Will be an agenda item at the April 2nd BOC meeting.
- Signing of approved minutes being moved earlier in agenda. Observation that last posted CAB minutes to PUD website were those from Sept 10, 2018 meeting.
- General discussion regarding the membership roster and identification of sub-committee members was continued.
- All CAB members given a copy of the Jurassic Parliament Mastering Council Meeting book so they can become more familiar with conducting / participating in meetings under Roberts Rules of Order for Small Boards.
- The Citizens Advisory Board formed a new sub-committee to study and recommending to the CAB a meter opt-out program. Initial members of the sub-committee will be Russ Michel, Sebastain Eggert, Tim Tibbles, Dan Taylor. First task to develop Statement of Work. GM stated that District staff would be available to assist the Subcommittee as needed.
- The Governance Sub-Committee continues to look at the operational guidelines for the CAB. They also were instrumental in the development of the joint workshop between the BOC and the CAB.

- The Broadband Sub-Committee continues to explore community broadband strategies. They have also been active in providing input on scope and survey efforts involving the PUD's

broadband contractor. Broadband Subcommittee also presented an update including anticipated survey schedule, reinforcement of the importance of the survey messaging, and additional PUD staff participation.

- CAB members encouraged to attend / participate in BOC/CAB Workshop on March 12th and Strategic Planning Workshop on March 25th

Joint PUD/CAB Workshop

- There was good conversation and overviews of CAB responsibilities, setting priorities, and processes that clarify how projects are initiated and approved.
- There were also clarifying discussions on obtaining staff support and how to improve the general communication efforts between the CAB, BOC, and staff.
- The general consensus was that there will be a further need for these types of workshop meetings in the future.
- Also there was general agreement that the CAB should reach out and continue to receive citizen input and assistance when needed.
- The CAB low income effort should be continued in the future as resources allow.



AGENDA REPORT

DATE: March 19, 2019

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: Future Hires

SUMMARY: The PUD has had minimum staff numbers for the past few years. It's time to start hiring 3 or 4 new staff positions in 2019. We are still in the process of finalizing the ORG chart and clarifying job descriptions. Kevin will expound on what positions are needed for 2019 and 2020.



AGENDA REPORT

DATE: March 19, 2019
TO: Board of Commissioners
THRU: Kevin Streett, Acting General Manager
FROM: **Will O'Donnell**, Communications Manager
RE: Broadband Strategic Planning Update

REQUEST:

More discussion is needed on the proposed Broadband Survey. Attached are Commissioner Collins' proposed survey edits. An edited draft from Magellan Advisors incorporating feedback from the March 5th meeting of the BOC will be submitted to the board separately from the Agenda packet. Staff would like the board to review both documents and provide guidance on how to proceed. Staff needs approval from the board to proceed with the distribution of the survey, which we prefer to do by April 1 latest.



Jefferson PUD - Residential

Welcome to the Jefferson County Internet Survey

ID: 40

~~The Jefferson County PUD, in collaboration with Team Jefferson EDC, is conducting a study of internet access in your area survey to help us understand the availability and demand for internet across the county. - The information gathered will be used to pursue local, state and Federal funding funding opportunities to increase access t~~increase~~ broadband infrastructure access over the coming years. We believe that increasing access to reliable high speed broadband internet service~~broadband internet is, which will be essential to to~~ maintaining and growing our local economy and maintaining a high and quality of life. This survey is being paid for by a state grant from the Community Economic Revitalization Board.~~

~~Your participation in this survey will help us understand demand and availability for internet across the county. The information gathered will be used to pursue funding opportunities to increase access to broadband infrastructure over the coming years.~~

Please complete this survey if you are the person responsible for selecting, managing or paying for internet service for your household. Only one response per residence, please.

If you have high speed internet at home, take this survey on a computer directly connected to the modem or router for best results.

If your household does not have high-speed internet you may complete this survey from any internet connected device, or you can request a printed survey form by contacting surveys@magellan-advisors.com.

Please answer all questions to the best of your knowledge ~~but don't worry about getting answers exactly right. If you're unsure about an answer just make an estimate. A good guess is better than a blank answer.~~

Validation: Open text with Title Case

ID: 201

1) What is your home address?*

We need to know your address to identify where internet service is and is not available. Your information will not be shared or used for any purposes other than assessing internet services in your area.

Street Address: _____

Apartment or Suite: _____

City: _____

State: _____

Zip Code: _____

Logic: Show/hide trigger exists.

ID: 456

2) Do you have high-speed internet access at home?*

Cell phone, dial-up via modem, and satellite internet connections are not considered to be "high-speed."

- Yes, I have high-speed internet access at home.
- My household only has internet access via cell phone, dial-up, or satellite.
- No, I have no home internet access.

Your opinions about internet service

Page exit logic: No or slow **IF:** #2 Question "Do you have high-speed internet access at home?" is one of the following answers ("My household only has internet access via cell phone, dial-up, or satellite.", "No, I have no home internet access.") **THEN:** Jump to [page 5 - Household communications and media](#)

ID: 422

3) Do you consider internet access to be an essential service, like electricity?

Yes Unsure No

ID: 435

4) How important is internet access overall to your household?

Critical Very important Somewhat important Neutral/No opinion Not important

Formatted: Font color: Dark Red

ID: 441

5) ~~How important are these aspects of internet service to you?~~ *Unnecessary question: detail does not add meaning for our purposes. JPUD is not a broadband retailer.*

Formatted: Strikethrough

Formatted: Font color: Dark Red

Formatted: Font: Not Bold, Italic

Please, rate the importance of each of the following.

	Critical	Very important	Somewhat important	Neutral/No opinion	Not important
Customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance/speed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reliability	()	()	()	()	()
Technical support	()	()	()	()	()

ID: 429

6) How much would you be willing to pay ~~at~~ the provider per month for adequate internet service with the following ~~services/speeds~~? *Too much detail for our purposes. Arguably, it would be somewhat useful to know the dollar value customers would place on decent service, but not beyond the basic question.*

- Formatted: Strikethrough
- Formatted: Font color: Dark Red
- Formatted: Font: Not Bold, Italic

Speeds are download/upload bandwidth in megabits per second (Mbps). Select the option that best reflects your willingness to pay for each ~~speed item~~ service.

	Would not pay anything	No more than \$25	Between \$25 and \$50	Between \$50 and \$100	Between \$100 and \$150	Over \$150
Enough for checking email (10/1 Mbps)	(↔)	(↔)	(↔)	(↔)	(↔)	(↔)
Enough for surfing the web (25/3 Mbps)	(↔)	(↔)	(↔)	(↔)	(↔)	(↔)
Enough for streaming HD video (100/20 Mbps)	(↔)	(↔)	(↔)	(↔)	(↔)	(↔)
Enough for streaming 4K or VR (1,000/500 Mbps)	(↔)	(↔)	(↔)	(↔)	(↔)	(↔)

- Formatted: Strikethrough
- Formatted: Strikethrough
- Formatted: Strikethrough
- Formatted: Strikethrough

Enough for 2-way 4K (1,000/1,000 Mbps)	↔	↔	↔	↔	↔	↔
---	--------------	--------------	--------------	--------------	--------------	--------------

Formatted: Strikethrough

About your internet service

ID: 275

7) What company provides internet to your location?*

If you have multiple internet providers at this location, please select your primary provider.

- CenturyLink
- Wave
- Other - Write In: _____

Validation: Min = 1 Must be numeric

ID: 215

8) How much does your provider charge per month for connecting you to the internet-all services?

Formatted: Font color: Dark Red

Estimate your average monthly bill. An approximate number is fine. Enter only numbers, including decimals.

Validation: Min = 1 Must be numeric

ID: 274

9) ~~Approximately how much does your provider charge you per month for internet only?~~ *JPUD is not a broadband retailer or likely going to be. Question is not relevant for our purposes.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Estimate your average monthly cost. Your best guess is fine. Enter only numbers, including decimals.

Validation: Must be numeric

ID: 34

10) ~~How fast is your internet service supposed to be~~ What is the advertised speed of your internet connections?

Formatted: Strikethrough

What download and upload speeds are your provider contracted to deliver to this location? Enter numbers only, including decimals. Do not write "Mbps" or other label. Estimates are fine.

	Contracted speed in megabits per second (Mbps)
Download speed (from the internet to your computer)	_____
Upload speed (to the internet from your computer)	_____

Formatted: Strikethrough

ID: 269

11) How fast is your internet service, for real? Click the "Start Test" button below to find out.

	Actual speed
--	--------------

Download	_____
Upload	_____

ID: 455

The Measure Labs (M-Lab) Network Diagnostic Tool (NDT) measures throughput to the core internet where most content resides. This approach yields consistent results across access providers. It can yield results that are considerably different from speed tests, such as Ookla that, measure throughput to the edge of your provider's network. For more information, visit <https://www.measurementlab.net/>.

ID: 188

~~12) What services other than internet access do you get from your primary internet provider?*~~ *This question is of no value to JPUD.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Select all that apply.

- Basic television channels
- Cloud services (computing, storage, etc.)
- Data archiving or backup
- Email service
- Premium television channels (HBO, sports packages, etc.)
- HDTV high definition television
- Static IP address
- Surveillance, security, or other monitoring
- Telephone (plain-old local/long distance, VoIP, virtual PBX, etc.)
- Other - Write In: _____
- None of the above; internet only

Internet service quality

ID: 141

13) How is your home connected to the internet?

Select the technology your provider uses to provide your internet connection. If you have more than one type of internet, select the primary connection that is used by most household members.

- Coaxial cable (also used for cable TV services)
- DSL (digital subscriber line) twisted pair wire (also used for plain-old telephone service)
- Fiber-optic cable ("fiber")
- Fixed wireless antenna
- Cellular Data or Hotspot
- Other - Write In: _____
- Unsure

ID: 282

14) How often is your broadband out or slow? *Too much detail that adds no value to JPUD. Just ask basic question to get quality measure.*

Select the option that best describes how often the location experiences each of the following problems.

	Never	Less than once a year	About once a year	Every few months	Every few weeks	Every few days	Daily, every day
The service slows down.	⊖	⊖	⊖	⊖	⊖	⊖	⊖
The service is out briefly.	⊖	⊖	⊖	⊖	⊖	⊖	⊖
The service	⊖	⊖	⊖	⊖	⊖	⊖	⊖

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

is out for less than an hour.							
The service is out for an hour or two.	↔	↔	↔	↔	↔	↔	↔
The service is out for several hours.	↔	↔	↔	↔	↔	↔	↔
The service is out for a day or more.	↔	↔	↔	↔	↔	↔	↔

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

ID: 459

15) How good is your home internet service, overall?

() Excellent () Good () Neither good or bad () Bad () No opinion

ID: 460

~~16) How good are these aspects of your internet service?~~ *Again, because JPUD is not a broadband retailer, this question has no purpose.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Please, rate the importance of each of the following.

	Excellent	Good	Neither good or bad	Bad	Unsure/no opinion
Customer service	()	()	()	()	()
Performance/speed	()	()	()	()	()
Price	()	()	()	()	()
Reliability	()	()	()	()	()
Technical support	()	()	()	()	()

Household communications and media

Logic: Hidden unless: #2 Question "Do you have high-speed internet access at home?" is one of the following answers ("My household only has internet access via cell phone, dial-up, or satellite.", "No, I have no home internet access.")

ID: 328

17) Why do you not high-speed internet access at home?

Rank the importance of each of the following reasons from 1 = "Most Important" to 7 = "Least Important."

- _____ Access internet elsewhere (work, school, library, public/free Wi-Fi, etc.)
- _____ Available services are too expensive
- _____ Available services are too slow or unreliable
- _____ Broadband is not available to this location
- _____ Do not need internet services
- _____ Smartphone meets internet access needs
- _____ Other reason not listed here

Logic: Hidden unless: #2 Question "Do you have high-speed internet access at home?" is one of the following answers ("Yes, I have high-speed internet access at home.", "My household only has internet access via cell phone, dial-up, or satellite.")

ID: 393

~~18) How many internet connected devices are there in your household?~~ *Drop this question. We don't need to know this.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Please estimate the total number of computers, laptops, tablets, smartphones, e-readers, media players, TiVo/Roku, gaming consoles, smart speakers or TVs, appliances, security devices, and other device that is on the internet via any type of connection. An approximate number is fine.

ID: 457

~~19) Does anyone in your household have cellular telephone service?~~ *What is the justification for this question? JPUD is not in the cellular business.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

If so, what company provides the service? If members of your household have more than one cellular provider, identify the longest and/or most used.

- No, my household has no cellular telephones.
- Yes, the main cellular service provider is:

ID: 316

~~20) How much TV is viewed in your household versus streaming video?~~ *Why would we want to know this? Another question relevant to an entity offering a bundled product, not us.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Think about your household's viewing of movies, shows, and other videos. Select the percentage of traditional TV (antenna, satellite, cable) and streaming over the internet (YouTube, Netflix, Amazon, etc.) that best describes them.

- 100% Traditional / 0% Internet
- 80% Traditional / 20% Internet
- 60% Traditional / 40% Internet
- 40% Traditional / 60% Internet

() 20% Traditional / 80% Internet

() 0% Traditional / 100% Internet

ID: 317

~~21) How do members of your household use the internet?~~ *This question is both irrelevant and intrusive.*

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Think about all of the devices you use, anywhere or by any means. Rate how often each use occurs for everyone in the household.

	None or Never	Rarely (once a month or less)	Occasionally (2-3 times per month)	Regularly (once per week or more)	All the time (daily or more)
E-commerce: Buying personal items	()	()	()	()	()
E-commerce: Selling personal items	()	()	()	()	()
Education, school work, training	()	()	()	()	()
Gaming, interactive play	()	()	()	()	()
General research and information	()	()	()	()	()
Home-based business, primary income	()	()	()	()	()
Special interests, hobbies, causes	()	()	()	()	()

Remote employee, telecommute	()	()	()	()	()
Entertainment, music, movies	()	()	()	()	()
Interpersonal communications: email, social media	()	()	()	()	()

About your household

Validation: Must be numeric Whole numbers only

ID: 339

~~22) How many people are in your household? Why do we need to know this?~~

Enter the number of household members using whole numbers only.

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

Validation: Must be numeric Whole numbers only Positive numbers only

ID: 340

~~23) What are the ages of the oldest and youngest persons in your household? To what purpose would JPUD apply this information???~~

Enter years of age using whole numbers only.

Youngest: _____

Oldest: _____

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

ID: 341

~~24) In what area or type job does your household's primary breadwinner work? *Yet again, intrusive and irrelevant for our purposes.*~~

Formatted: Font: Not Bold, Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

- Arts, business, management, or science
- Construction, maintenance, or natural resources
- Office or sales
- Production or transportation
- Service
- Retired or otherwise out of the workforce

ID: 336

~~25) What is the highest level of schooling in your household? *How would this information be useful to JPUD???*~~

Formatted: Strikethrough

Formatted: Font: Not Bold, Italic, Font color: Dark Red

- Elementary, middle school, or some high school but did not graduate
- High school graduate or GED
- Some college but no degree
- Associate degree
- Bachelor degree
- Master degree
- Doctoral degree

ID: 449

26) Does anyone in your household do any of these things at home? *We should just ask the basic question, knowing the frequency reduces, rather than adds value to the answer.*

Formatted: Font: Not Bold, Italic, Font color: Dark Red

If so, pick to one that best describes how often. If not, just leave blank.

	Daily	Weekly	Monthly	Every Few Months	Yearly
--	--------------	---------------	----------------	---------------------------------	---------------

Do school work or training from home	()	()	()	()	()
Conduct home-business activities	()	()	()	()	()
Consult a doctor or other healthcare professional	()	()	()	()	()
Work from home for an employer	()	()	()	()	()

Final Thoughts and Follow-up

ID: 390

27) What other issues, questions, or concerns do you have about internet access in your area?

Please share your thoughts with us. Don't worry about grammar and punctuation. Phrases are fine.

Thank you for responding to Jefferson County Internet survey!

ID: 1

Your survey responses have been recorded.

Thank you for your time.

Your feedback is very important as your community considers future service offerings.



AGENDA REPORT

DATE: March 19, 2019
TO: **Board of Commissioners**
FROM: Kevin Streett
RE: PIF Grant Agreement Approval

SUMMARY: The PIF Agreement will need a person assigned from the PUD to be the signer and point person. It's recommended that Kevin Streett be the signer. He will need BOC approval to do so.