

Regular Meeting Agenda

Board of Commissioners

Tuesday, July 21, 2020 5:00 PM





210 Four Corners Rd.

Port Townsend, WA 98368



Per [Governor's Proclamation 20-28](#), and in response to the COVID-19 pandemic, Jefferson County PUD no longer provides in-person rooms for meetings of the BOC. All meetings are only accessible remotely until otherwise ordered by the office of the Governor.

Go to jeffpud.my.webex.com/meet/JPUD and follow the instructions to join the meeting online. Participants can be admitted up to 10 minutes before the meeting begins but will be muted on entry. Call **360-379-5833** to join by phone. Use Star 6 to unmute.

	Page
1. Call to Order	
	00:01:10
2. Agenda Review	
3. Public Comment	00:02:12
<i>The public comment period is for any items not specifically listed on the current Agenda or for items listed on the Consent Agenda. The Chair may place time limits on public comments to allow the meeting to be conducted in an efficient and orderly manner. (15 min)</i>	
4. Consent Agenda	00:07:03
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. Prior Minutes	3 - 15
PUD BOC Regular Meeting Min. 06-16-2020 DRAFT 	
PUD BOC Special Mtg Min. 06-16-2020 Exec. Session - Draft. 	
PUD BOC Special Mtg Min. 07-07-2020 Exec. Session - Draft 	
4.2. Voucher Certifications	16 - 38
Voucher Approval Form for the Commissioners 	

[Voucher Certification with Supporting Warrant Register & Payroll....](#) 

4.3.	May Write-Offs		39 - 41
	4.3.1 Agenda Report-Written Off Accounts-7-21-20 		
	4.3.1A Written Off Accounts Resolution 7-21-20 		
4.4.	Calendar 		42
5.	Manager and Staff Reports	00:07:55	
6.	Old Business		
6.1.	Rate Setting Fundamentals Presentation Review 	00:29:57	43
7.	New Business		
7.1.	Governance Policy/Conflict of Interest Disclosure Review		44 - 45
	Governance policy code of conduct 		removed from agenda.
	Conflict of Interest Annual Disclosure 2020 		
7.2.	PURMS Coverage of Alternative Medicine	00:48:43	46
	Agenda Report form PURMS alternate medicine 		
8.	Commissioner Reports	00:55:05	
9.	Adjournment		



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

June 16, 2020

**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 June 16, 2020. This was an online meeting through WebEx and teleconferencing. All participants muted by entry. Present:

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

Kevin Streett, General Manager
Will O'Donnell, Communications Manager
Mike Bailey, Financial Services Manager
Annette Johnson, Executive Assistant/Records Officer
Jean Hall, Customer Service Manager
Joel Paisner, General Counsel
Don McDaniel, PUD consultant
Lori Rae, Operations Administrator
Melanie Patterson, Human Resources Manager

Cammy Brown, PUD Recording Secretary

1. CALL TO ORDER:

Commissioner Dan Toepper called the Regular Meeting of the Jefferson County PUD Board of Commissioners for June 16, 2020, to order at 5:00 p.m.

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Jefferson County PUD
Board of Commissioners
June 16, 2020, Regular Meeting
Draft Minutes

Per the Governor’s Proclamation 20-28 and response to the COVID-19 pandemic, Jefferson County PUD is no longer providing an in-person room for meetings of the BOC. All meetings will be accessible remotely via Webex until otherwise informed by the Governor. All participants’ audio will be muted upon entry. Please unmute at the appropriate time to speak. Use *6 on a phone to mute or unmute at the appropriate time during the call.

Commissioner Dan Toepper began the meeting by calling for attendance to determine a quorum. There was a quorum established.

2. AGENDA APPROVAL:

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

3. GENERAL PUBLIC COMMENT: Commissioner Dan Toepper presented the guidelines for members of the public to submit their comments. Topics abbreviated.

No public comment and no electronic comments were presented.

4. CONSENT AGENDA:

Commissioner Dan Toepper read the guidelines into the record regarding the Consent Agenda items.

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

4.1 Approval of Minutes:

PUD BOC Regular Meeting Min. 04-07-2020 Draft.

PUD BOC Regular Meeting Min. 05-05-2020 Draft.

PUD BOC Special Mtg. Min 05-19-2020 Draft.

4.2 Voucher Approval Form for the Commissioners.

Voucher Certification and Approval with Supporting Warrant Register and Payroll.

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

Hoch Construction Inc. **Inv# APP# FIVE (5)** **Dated 5/28/2020** \$315,545.21

PAYMENTS TO BE APPROVED

WARRANTS	AMOUNT	DATE
Accounts Payable: #123283 to #123311	\$ 253,471.37	05/28/2020
Accounts Payable: #123312 to #123358	\$ 304,917.36	06/04/2020
Payroll Checks: # 70741 to # 70745	\$ 10,197.33	05/29/2020
Payroll Direct Deposit	\$ 126,713.63	05/29/2020

TOTAL INVOICES PAID \$ 695,299.69

WIRE TRANSFERS PAID	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	06/04/2020

PAYMENT TOTAL \$ 709,628.31

VOIDED WARRANTS: 123267 \$ 504.33

- 4.3 Write-offs for May 2020**
- 4.4 PUD Calendar June 16, 2020.**

END OF CONSENT AGENDA.

5. GENERAL MANAGER AND STAFF REPORTS:

General Manager Kevin Streett gave a report. The PUD received a request from WPUDA to issue a letter to the Governor with concerns about the UTC (Utilities Technology Council) and how the PUD would fall under their jurisdiction based on the Governor’s newest proclamation.

There was considerable discussion. General Counsel Joel Paisner drafted a letter to send to the Governor. There was a consensus among the commissioners that the letter as drafted by the General Counsel would be sent to the Governor.

5.1 Power Director Position and Org. Chart: Human Resources Manager Melanie Patterson gave a report on the advertising and interviewing process that took place for Power Director. General Manager Kevin Streett made a recommendation to divide up the responsibilities that would have gone in the Power Director’s portfolio and give opportunities to existing

management team. General Manager Kevin Streett recommended that the PUD cease advertising for a Power Director.

There was consensus among the commissioners to proceed with the General Manager's plan to cease advertising for a Power Director and divide the responsibilities duties of the Power Director with the PUD management team.

5.2 Broadband Update: General Manager Kevin Streett gave a report. There was considerable discussion. There was a request to schedule a special meeting regarding broadband and take a look at the broadband study that was done.

Public Comment: (statements are abbreviated and further details can be heard on the audio recording at www.jeffpud.org).

- **Comment and Questions:** There are several federal legislative proposals for rural broadband right now and the National Visual Inclusion Alliance is very active. There is an opportunity to bring broadband to rural Jeffco, specifically Brinnon. Would Brinnon be part of this or would we be governed by Mason PUD? If you plug into BPA and NoaNet where you get it from, how does it get to the home or to the Brinnon Community Center or somewhere where it can get the last mile? Once we get it what do we do with it? How do you get people to use it? How does it work for education? Now does it work for economic development? Would like to see some activity in this regard.
- **Comment:** CAB would like to get directions on some specific opportunities to be able to participate.
- **Comment:** The State Public Works Board has a grant cycle opening up for the public works broadband funding in mid-July with awards sometime around October. They are looking at shovel ready projects that are ready to go. There is an opportunity that the PUD would be able to take advantage of having projects that would meet that criteria being shovel ready.

Update on Broadband: General Manager Kevin Streett gave an update on the broadband plan. A broadband report will be submitted at the next BOC meeting.

Public Comment Cont.:

- **Question:** If a group of people approached the PUD at this time with a proposal to form an LUD would the PUD be prepared to do that for broadband?
Response: The PUD staff is ready to meet.
- **Question:** How do you define the unserved? (lengthy discussion).
Response: The PUD's goal is to provide infrastructure for the community to use and through its partnerships, it makes it so that the PUD isn't footing the bill for everything.

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- **Comment:** Comment from a water customer. He has emailed Commissioner Toepper and he wants to talk about a water leak adjustment request.
- **Comment:** On Center Road at Mile Marker 10, this is a good example of the underserved section of Center Road.

Communications Manager Will O'Donnell read an email into the record from a customer requesting an adjustment for a water leak due to COVID-19. (refer to audio recording at www.jeffpud.org. for details).

5.3 2021 Budget: 30,000 ft. Level: General Manager Kevin Streett and Financial Services Manager Mike Bailey gave a report.

There was a proposal submitted by community member Roger Risley on budget: Mr. Risley read his proposal into the record. Refer to audio recording for details at www.jeffpud.org.

Financial Services Manager Mike Bailey gave report. Refer to audio recording for details at www.jeffpud.com.

6. OLD BUSINESS:

6.1 Interlocal Agreement Agenda Report: General Manager Kevin Streett gave a report. This is the interlocal agreement between the City, the County, the Port and the PUD. This meeting will be June 17, 2020 at 5:00 p.m. All three commissioners will attend. There was considerable discussion.

7. NEW BUSINESS:

7.1 PUD JeffCom Building. General Manager Kevin Streett gave a report. PUD Consultant Don McDaniel gave a report. Further details can be heard on audio recording at www.jeffpud.org. The PUD is at a point where a feasibility study needs to be made.

MOTION: Commissioner Kenneth Collins made a motion that the BOC authorize the General Manager to move forward with a feasibility study looking at the co-location of various emergency services in the Jefferson County PUD's dispatch center. Commissioner Jeff Randall seconded the motion. Motion carried unanimously.

7.2 Employee Vacation Extension: General Manager Kevin Streett gave a report. Staff has had to cancel vacations due to the COVID-19 pandemic. A proposal was made, for this year only, to waive the requirement of the staff taking ten days of vacation in one year and letting the staff move the days into the next year. There was consensus among the commissioners to approve the extension. The resolution will be on the consent agenda at the next scheduled BOC meeting.

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8. COMMISSIONERS' REPORTS:

Commissioner Jeff Randall:

- 6/4 Participated in PPC meeting remotely.
- 6/11 Participated in phone call with General Manager Kevin Streett.
- 6/17 Will participate in the Interlocal Governmental meeting.
- 6/23 Will participate in the NODC (North Olympic Development Council) executive meeting.
- 6/24 Will participate in Climate Action Committee meeting.
- 6/25 Will participate in NODC meeting.
- 6/25 Will participate in inner jurisdictional Corona Virus group meeting.
- 6/26 Will be meeting with General Manager Kevin Streett.

Commissioner Kenneth Collins:

- 6/3 Participated in WPUDA Broadband call.
- 6/4 Participated in NoaNet Board meeting. (report)
- 6/12 Participate in WPUDA meeting call regarding the Governor's proclamation.
- 6/15 Participated in phone call meeting with General Manager Kevin Streett.
- 6/17 Will participate in WPUDA roundtable.
- 7/6 Will participate in phone call meeting with General Manager Kevin Streett.

Commissioner Dan Toepper:

- 6/3 Attended WPUDA Telecom committee meeting remotely. (report)
- 6/3 Attended PPC meeting remotely. (report)
- 6/4 Participated in phone call with General Manager Kevin Streett.
- 6/5 Attended a meeting with Jefferson County Emergency Management.
- 6/12 Participated in FEMA Board of Directors meeting remotely.
- 6/17 Will participate in WPUDA roundtable.
- 6/17 Will participate in Public Works Trust Fund meeting.
- 6/17 Will participate in the Interlocal Governmental meeting.
- 6/18 Will meet with General Manager Kevin Streett.
- 6/25 Will participate in WPUDA Quarterly Water Committee meeting.

9. ADJOURNMENT:

Commissioner Dan Toepper declared the meeting of the Jefferson County PUD No. 1 Board of Commissioners on June 16, 2020 adjourned at 7:34 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Commissioner Jeff Randall, Secretary

Date

Attest:

Commissioner Dan Toepper, President

Date

Commissioner Kenneth Collins, 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 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.



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

**June 16, 2020
Board of Commissioners
Special Meeting – Executive Session**

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 4:30 p.m. on June 16, 2020, at the 210 Four Corners Road, Port Townsend, Washington 98368 via online teleconferencing, Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Manager
Don McDaniel, PUD Consultant
Cammy Brown, Recording Secretary

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the PUD Board of Commissioners for June 16, 2020, to order at 4:30 p.m. The purpose of the Executive Session of the Jefferson County PUD Board of Commissioners was to consider the minimum price at which real estate will be

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Jefferson County PUD
Board of Commissioners
Special Meeting – Executive Session
June 16, 2020 – 4:30 p.m.
Draft Minutes

offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110(1)(c). This meeting will be held per WebEx.

Commissioners introduced themselves. A quorum was established.

AGENDA APPROVAL:

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

EXECUTIVE SESSION:

The Executive Session convened at 4:32 p.m. with an estimated in session time of 20 minutes.

The Executive session ended at 4:45 p.m. There was no action taken.

The June 16, 2020, Special Meeting of the Jefferson County PUD Board of Commissioners reconvened at 4:45 p.m. There was no action taken.

ADJOURNMENT:

Commissioner Dan Toepper declared the June 16, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 adjourned at 4:46 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Commissioner Jeff Randall, Secretary

Date

Attest:

Jefferson County PUD
Board of Commissioners
Special Meeting – Executive Session
June 16, 2020 – 4:30 p.m.
Draft Minutes

Commissioner Dan Toepper, President

Date

Commissioner Kenneth Collins, Vice President

Date

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

**July 7, 2020
Board of Commissioners
Special Meeting – Executive Session**

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 4:00 p.m. on July 7, 2020, at the 210 Four Corners Road, Port Townsend, Washington 98368 via online teleconferencing, Present:

Commissioner Dan Toepper, President
Commissioner Jeff Randall, Secretary
Commissioner Kenneth Collins, Vice President
Kevin Streett, General Manager
Joel Paisner, General Counsel
Will O'Donnell, Communications Manager

Cammy Brown, Recording Secretary

CALL TO ORDER:

Commissioner Dan Toepper called the Special Meeting of the PUD Board of Commissioners for July 7, 2020, to order at 4:00 p.m. The purpose of the Executive Session of the Jefferson County

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Jefferson County PUD
Board of Commissioners
Special Meeting – Executive Session
July 7, 2020 – 4:00 p.m.
Draft Minutes

PUD Board of Commissioners was to discuss RCW 42.30.110(1)(g) to evaluate and review the performance of a public employee. Possible action may be taken.

Commissioners introduced themselves. A quorum was established.

AGENDA APPROVAL:

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

EXECUTIVE SESSION:

The Executive Session convened at 4:03 p.m. with an estimated in session time of 30 minutes.

Commissioner Dan Toepper came out of Executive Session at 4:34 p.m. and requested another 10 minutes for the session.

The Executive Session reconvened at 4:34 p.m.

The Executive session ended at 4:43 p.m. There was no action taken.

The Special Meeting of the Jefferson County PUD Board of Commissioners reconvened at 4:43 p.m.

ADJOURNMENT:

Commissioner Dan Toepper adjourned the July 7, 2020, Special Meeting of the Jefferson County Public Utility District No. 1 Board of Commissioners at 4:43 p.m.

Minutes prepared by
Cammy Brown, PUD Recording Secretary

Approved:

Jefferson County PUD
Board of Commissioners
Special Meeting – Executive Session
July 7, 2020 – 4:00 p.m.
Draft Minutes

Commissioner Jeff Randall, Secretary

Date

Attest:

Commissioner Dan Toepper, President

Date

Commissioner Kenneth Collins, Vice President

Date

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VOUCHER APPROVAL FORM

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Jefferson County hereby approve pending payments for transactions greater than \$100,000, if any. The following transactions are approved from the General Fund in the amount of **\$936,076.36** on this **21ST** day of **JULY** **2020** ;

Dan Toepper President	Kenneth Collins Vice President	Jeff Randall Secretary
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PENDING INVOICES OVER \$350,000 TO BE APPROVED:

PAYMENTS TO BE APPROVED:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 123501 to # 123563	\$ 155,717.59	7/2/2020
Accounts Payable:	# 123564 to # 123622	\$ 641,416.66	7/9/2020
Payroll Checks:	# 70758 to # 70762	\$ 9,118.11	7/10/2020
Payroll Checks:	# 70763 to # 70764	\$ 780.28	7/13/2020
Payroll Direct Deposit:		\$ 114,715.10	7/10/2020
TOTAL INVOICES PAID		\$921,747.74	

	AMOUNT	DATE
Wire Transfers Paid:		
Peterson Lake	\$ 14,328.62	7/2/2020

PAYMENT TOTAL	\$936,076.36
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VOIDED WARRANTS	
123583	\$ 150.50

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
 Mike Bailey, Financial Services Manager / District Auditor

07/15/2020
 Date

VOUCHER CLAIM FORMS FOR INVOICES PAID:

	WARRANTS	AMOUNT	DATE
Accounts Payable:	# 123501 to # 123563	\$ 155,717.59	7/2/2020
Accounts Payable:	# 123564 to # 123622	\$ 641,416.66	7/9/2020
Payroll Checks:	# 70758 to # 70762	\$ 9,118.11	7/10/2020
Payroll Checks:	# 70763 to # 70764	\$ 780.28	7/13/2020
Payroll Direct Deposit:		\$ 114,715.10	7/10/2020
TOTAL INVOICES PAID		\$921,747.74	

WIRE TRANSFERS PAID

	AMOUNT	DATE
Peterson Lake	\$ 14,328.62	7/2/2020

GRAND TOTAL

\$936,076.36

VOIDED WARRANTS

123583	\$	150.50
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07/15/2020 8:02:33 AM

Accounts Payable Check Register

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06/30/2020 To 07/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123501 07/02/2020	CHK	9998	ALTISOURCE SINGLE FAMILY INC	Credit Balance Refund	156.13
123502 07/02/2020	CHK	10481	AMAZON	MONITOR ASUS PB328Q 32" RANGEFINDER, TRUPULSE 200 FLUKE VOLTAGE TESTER SOCKET SET IPAD QTY2 TONER TONER	480.46 972.28 29.89 62.60 544.98 19.17 4.80
Total for Check/Tran - 123502:					2,114.18
123503 07/02/2020	CHK	10016	ASPLUNDH TREE EXPERT CO	TREE TRIMMING W/E 6/13/2020 55' LIFT TREE TRIMMING W/E 6/13/2020 70' LIFT	3,886.27 4,949.73
Total for Check/Tran - 123503:					8,836.00
123504 07/02/2020	CHK	10018	ASSOCIATED PETROLEUM PRODUCTS I	CUST#01-7500239 DIESEL & GASOLINE 55 GAL DRUM-DEF FLUID	10,472.58 251.21
Total for Check/Tran - 123504:					10,723.79
123505 07/02/2020	CHK	9998	BLAKE BUEL	Credit Balance Refund	200.00
123506 07/02/2020	CHK	9998	CAROL CARLSON	Credit Balance Refund	78.27
123507 07/02/2020	CHK	10044	CENTURY LINK QCC-P	PHONE SERVICE - JUN 2020 PHONE SERVICE - JUN 2020	14.06 3.52
Total for Check/Tran - 123507:					17.58
123508 07/02/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - JUN 2020 PHONE SERVICE - JUN 2020 PHONE SERVICE - JUN 2020 PHONE SERVICE - JUN 2020	66.06 16.51 31.14 7.79
Total for Check/Tran - 123508:					121.50
123509 07/02/2020	CHK	10409	CLEARRESULT CONSULTING INC	S4-0520-067 LIGHTING - MAY 2020	3,391.54
123510 07/02/2020	CHK	9998	COMMUNITY FOUNDATION TRUST	Credit Balance Refund	200.00

07/15/2020 8:02:33 AM

Accounts Payable Check Register

06/30/2020 To 07/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123511 07/02/2020	CHK	10501	D & L POLES	EXCAVATING - S DISCO&CAMP DISCO 5/07/20	2,278.10
				VAC CULVRT - 310 FOUR CRNRS 6/19/2020	1,844.28
				VAC CULVRT - 310 FOUR CRNRS 6/19/2020	461.07
				CABLE FAULT - 619 CLAY ST 6/18/2020	4,191.05
				VAC HOLE - KILISUT HARBOR 6/09/2020	2,011.05
				VAC HOLE - KILISUT HARBOR 6/15/2020	2,675.95
Total for Check/Tran - 123511:					13,461.50
123512 07/02/2020	CHK	10551	DAY WIRELESS SYSTEMS	MOBILE RADIOS - JUL 2020	985.14
123513 07/02/2020	CHK	10407	DEPT OF THE TREASURY	PAYMENT OF FEDERAL EXCISE TAX	109.73
				PAYMENT OF FEDERAL EXCISE TAX	27.43
Total for Check/Tran - 123513:					137.16
123514 07/02/2020	CHK	10068	DISCOVERY BAY GROUP, LLC	CONSULTING SERVICE JUN 2020	3,500.00
				CONSULTING SERVICE JUN 2020	1,500.00
Total for Check/Tran - 123514:					5,000.00
123515 07/02/2020	CHK	10781	EVERGREEN CONSULTING GROUP, LLC	REVERSAL OF RTRN PMT FROM AIRFLOCK#51989	-700.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
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				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	600.00
				ENERGY CONSERVATION REBATE	100.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	360.00

07/15/2020 8:02:33 AM

Accounts Payable Check Register

06/30/2020 To 07/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,600.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	1,600.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	500.00
				ENERGY CONSERVATION REBATE	253.98
				ENERGY CONSERVATION REBATE	40.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	800.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	700.00
				ENERGY CONSERVATION REBATE	2,373.52
				ENERGY CONSERVATION REBATE	3,013.98
				Total for Check/Tran - 123515:	25,641.48
123516 07/02/2020	CHK	10821	FCS GROUP	RATE STUDY TASK #2 - THRU 6/19/2020	4,258.64
				RATE STUDY TASK #1,8&9 - THRU 6/19/2020	1,703.46
				RATE STUDY TASK #2 - THRU 6/19/2020	5,323.29
				RATE STUDY TASK #1,8&9 - THRU 6/19/2020	425.86
				Total for Check/Tran - 123516:	11,711.25
123517 07/02/2020	CHK	10086	FERGUSON ENTERPRISES, INC NW	KALA PT - PRESSURE TANK REPLACEMENT	228.60
123518 07/02/2020	CHK	9998	PATRICIA FURLONG	Credit Balance Refund	60.84
123519 07/02/2020	CHK	10674	GLOBAL EQUIPMENT COMPANY INC.	SOCIAL DISTANCE TAPE	101.15
				ROUND TABLE	246.73
				ROUND TABLE	61.69
				Total for Check/Tran - 123519:	409.57

07/15/2020 8:02:33 AM

Accounts Payable Check Register

06/30/2020 To 07/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123520 07/02/2020	CHK	10095	GOOD MAN SANITATION, INC	PUMP LIFT STATION	185.30
123521 07/02/2020	CHK	10098	GRAINGER	SPRAY BOTTLES	44.67
				SPRAY BOTTLES	11.17
				BRONZE SLEEVE	75.78
				SPRAY BOTTLES	30.57
				SPRAY BOTTLES	7.64
Total for Check/Tran - 123521:					169.83
123522 07/02/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	KALA PT - MISC MATERAIL WO# 22047	241.85
				TOOLS - AIR LINE CHUCK CLIP	10.89
				KALA POINT - INSULATION BOARD	21.31
				KALA POINT - MISC MATERIAL WO# 22047	56.34
				JIGSAW BLADES	35.95
				SHOP - CONTRACTOR BAG	16.34
				41 LYTER RD - PLANTING MIX WO# 22044	11.98
				MATS VIEW - DUCT TAPE & COVERALLS	17.42
Total for Check/Tran - 123522:					412.08
123523 07/02/2020	CHK	9998	ANDREW HENDRICKS	Credit Balance Refund	100.00
123524 07/02/2020	CHK	10110	HENERY HARDWARE	VALVE BOX REPAIR	49.02
				SHOP - TOTE & MULTI PURP CLEANER	111.13
Total for Check/Tran - 123524:					160.15
123525 07/02/2020	CHK	10518	J HARLEN COMPANY	BLOCKS	296.09
123526 07/02/2020	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	ELEC-TYPE B UTILITY PRMT 6/03/2020	266.00
				ELEC-TYPE B UTILITY PRMT 5/21/2020	266.00
				ELEC-TYPE B UTILITY PRMT 5/21/2020	266.00
				ELEC-TYPE B UTILITY PRMT 4/30/2020	266.00
				ELEC-TYPE B UTILITY PRMT 4/28/2020	266.00
				ELEC-TYPE B UTILITY PRMT 4/24/2020	266.00
				ELEC-TYPE B UTILITY PRMT 4/14/2020	266.00
				ELEC-TYPE B UTILITY PRMT 2/14/2020	266.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
				ELEC-TYPE B UTILITY PRMT 2/14/2020	266.00	
				ELEC-TYPE A UTILITY PRMT 5/28/2020	53.00	
				ELEC-TYPE A UTILITY PRMT 5/21/2020	53.00	
				ELEC-TYPE A UTILITY PRMT 4/28/2020	53.00	
				ELEC-TYPE A UTILITY PRMT 4/22/2020	53.00	
				WATR-TYPE B UTILITY PRMT 1/01/20-6/11/20	266.00	
				WATR-TYPE B UTILITY PRMT 1/01/20-6/11/20	266.00	
				WATR-TYPE B UTILITY PRMT 1/01/20-6/11/20	266.00	
				WATR-TYPE B UTILITY PRMT 1/01/20-6/11/20	532.00	
				WATR-TYPE B UTILITY PRMT 1/01/20-6/11/20	266.00	
				WATR-TYPE B UTILITY PRMT 1/01/20-6/11/20	266.00	
				Total for Check/Tran - 123526:	4,468.00	
123527	07/02/2020	CHK	10129	JIFFY LUBE		
				VEH# 129 - OIL CHANGE	76.87	
				VEH# 210 - OIL CHANGE	98.18	
				Total for Check/Tran - 123527:	175.05	
123528	07/02/2020	CHK	9998	WENDY D KLAHR	Credit Balance Refund	100.00
123529	07/02/2020	CHK	10286	L & J ENTERPRISES	DUG TRNCH - ROBBINS RD 6/15/2020	1,177.20
				CLEAN UP - PINE CREST DR 6/04/2020	196.20	
				Total for Check/Tran - 123529:	1,373.40	
123530	07/02/2020	CHK	9998	SHIRLEY S LEGAULT	Credit Balance Refund	53.26
123531	07/02/2020	CHK	9998	GLENDA LEWIS	Credit Balance Refund	618.39
123532	07/02/2020	CHK	9998	MALDIZ INVESTMENTS,LLC	Credit Balance Refund	200.00
123533	07/02/2020	CHK	9999	JERRY MASCIOCCHI MASCIOCCHI	REFUND - SCOPE OF WORK CHANGE WO# 19318	1,499.60
123534	07/02/2020	CHK	10142	MASON COUNTY PUD #1	DOSEWALLIPS RD-PUMP ELEC - JUN 20	169.62
				BPA RD-PUMP ELEC - JUN 20	95.76	
				WILLIAMS CT ELEC - JUN 20	37.26	
				Total for Check/Tran - 123534:	302.64	
123535	07/02/2020	CHK	9998	ELAINE MORGAN	Credit Balance Refund	31.94

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123536 07/02/2020	CHK	10309	NISC	RECURRING INVOICE MAY 2020	1,138.08
				RECURRING INVOICE MAY 2020	206.01
				RECURRING INVOICE MAY 2020	1,763.90
				RECURRING INVOICE MAY 2020	492.82
				RECURRING INVOICE MAY 2020	492.82
				RECURRING INVOICE MAY 2020	8,986.01
				RECURRING INVOICE MAY 2020	1,642.33
				RECURRING INVOICE MAY 2020	1,006.05
				RECURRING INVOICE MAY 2020	283.44
				RECURRING INVOICE MAY 2020	92.71
				RECURRING INVOICE MAY 2020	17.66
				AMS INVOICE MAY 2020	6,153.02
				AMS INVOICE MAY 2020	2,087.53
				AMS INVOICE MAY 2020	1,538.24
				AMS INVOICE MAY 2020	521.88
				AMS INVOICE MAY 2020	1,663.60
				AMS INVOICE MAY 2020	415.89
				MISC MAY 2020	362.52
				MISC MAY 2020	90.63
Total for Check/Tran - 123536:					28,955.14
123537 07/02/2020	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	FIBER REVENUE SHARING	360.00
				FIBER REVENUE SHARING APR 2020	360.00
				FIBER REVENUE SHARING MAY 2020	360.00
				FIBER REVENUE SHARING JUN 2020	360.00
Total for Check/Tran - 123537:					1,440.00
123538 07/02/2020	CHK	10170	OLYMPIC EQUIPMENT RENTALS	PETERSON LAKE - WEEDEATER REPAIR	106.97
					59.95
Total for Check/Tran - 123538:					166.92
123539 07/02/2020	CHK	9998	JOHN PALMER	Credit Balance Refund	403.03

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123540 07/02/2020	CHK	10549	PENINSULA LEGAL SECRETARIAL SER	TRANSCRIPTION SVC 6/26-6/28/2020	266.00
				TRANSCRIPTION SVC 6/26-6/28/2020	66.50
Total for Check/Tran - 123540:					332.50
123541 07/02/2020	CHK	10181	PENINSULA PEST CONTROL	PEST SVC QRTLY-20 SUNSHINE	54.50
				PEST SVC QRTLY-GARDINER PUM	49.05
Total for Check/Tran - 123541:					103.55
123542 07/02/2020	CHK	10188	PLATT ELECTRIC SUPPLY	HAND TOOLS-TRUCK# 410	1,066.76
				HAND TOOLS-TRUCK# 410	599.50
				HAND TOOLS-TRUCK# 410	416.21
				CONDUIT SWEEP	852.62
				CONDUIT CAP	216.99
				CONDUIT BELLEND	108.70
				CONDUIT SWEEP	241.03
Total for Check/Tran - 123542:					3,501.81
123543 07/02/2020	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING 5/05/2020	3,147.92
				FIBER SPLICING 5/05/2020	-259.92
				FIBER SPLICING 6/15-6/16/2020	3,819.03
				FIBER SPLICING 6/15-6/16/2020	-315.33
				FIBER SPLICING 6/09/2020	1,676.42
				FIBER SPLICING 6/09/2020	-138.42
Total for Check/Tran - 123543:					7,929.70
123544 07/02/2020	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	86.07
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	73.27
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	19.20
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	19.10
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	91.91
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	97.44
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	21.12
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	18.50

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				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	22.53
				MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	109.83
Total for Check/Tran - 123544:					558.97
123545 07/02/2020	CHK	10203	PURMS JOINT SELF INSURANCE FUND	AEGIS- PUBLIC OFFIC PLY#DP5014920P 1YR	7,924.31
123546 07/02/2020	CHK	10471	RICOH USA , INC.- DALLAS	4CORNERS (MODULAR) RENT 7/18-8/17/2020	69.66
				4CORNERS (MODULAR) RENT 7/18-8/17/2020	17.42
				ANNEX-COPIER RENT 7/19-8/18/2020	81.41
				ANNEX-COPIER RENT 7/19-8/18/2020	20.35
Total for Check/Tran - 123546:					188.84
123547 07/02/2020	CHK	10210	RICOH USA, INC	210 4 CRNRS (0109) IMAGES JUN 2020	47.34
				210 4 CRNRS (0109) IMAGES JUN 2020	11.84
				211 CHIM (0626) IMAGES JUN 2020	37.70
				211 CHIM (0626) IMAGES JUN 2020	9.42
Total for Check/Tran - 123547:					106.30
123548 07/02/2020	CHK	10212	ROHLINGER ENTERPRISES INC	HOTSTICKS QTY2	1,201.46
123549 07/02/2020	CHK	10706	SBA STRUCTURES, LLC	TOWER SITE RNTL MAYNARD HILL- JUL 2020	1,518.38
123550 07/02/2020	CHK	9998	CASEY TAYLOR	Credit Balance Refund	60.95
123551 07/02/2020	CHK	10221	THE STATION SIGNS & SCREEN PRINTI	PUD LOGO & PH NUMBER APPLIED TO SIGN	30.52
				PUD LOGO & PH NUMBER APPLIED TO SIGN	7.63
Total for Check/Tran - 123551:					38.15
123552 07/02/2020	CHK	9998	TRACY A UNDERDAHL	Credit Balance Refund	100.00
123553 07/02/2020	CHK	10255	USA BLUEBOOK	TRASH PUMP PART - CHECK VALVE	42.51
123554 07/02/2020	CHK	10256	UTILITIES UNDERGROUND LOCATION	LOCATES - JUN 2020	72.24
				LOCATES - JUN 2020	82.56
Total for Check/Tran - 123554:					154.80
123555 07/02/2020	CHK	10258	VERIZON WIRELESS, BELLEVUE	CELL PHONE SERVICE QB5/16-6/15/20	326.53
				CELL PHONE SERVICE QB5/16-6/15/20	169.44

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONE SERVICE QB5/16-6/15/20	61.42
				CELL PHONE SERVICE QB5/16-6/15/20	24.13
				CELL PHONE SERVICE QB5/16-6/15/20	141.20
				CELL PHONE SERVICE QB5/16-6/15/20	33.24
				CELL PHONE SERVICE QB5/16-6/15/20	14.70
				CELL PHONE SERVICE QB5/16-6/15/20	16.94
				CELL PHONE SERVICE QB5/16-6/15/20	123.55
				CELL PHONE SERVICE QB5/16-6/15/20	8.82
				CELL PHONE SERVICE QB5/16-6/15/20	67.07
				CELL PHONE SERVICE QB5/16-6/15/20	42.70
				CELL PHONE SERVICE QB5/16-6/15/20	16.94
				CELL PHONE SERVICE QB5/16-6/15/20	25.76
				CELL PHONE SERVICE QB5/16-6/15/20	180.33
				CELL PHONE SERVICE QB5/16-6/15/20	77.28
				CELL PHONE SERVICE QB5/16-6/15/20	338.86
				CELL PHONE SERVICE QB5/16-6/15/20	84.72
				CELL PHONE SERVICE QB5/16-6/15/20	64.02
				CELL PHONE SERVICE QB5/16-6/15/20	16.00
				CELL PHONE SERVICE QB5/16-6/15/20	36.03
				CELL PHONE SERVICE QB5/16-6/15/20	11.76
				CELL PHONE SERVICE QB5/16-6/15/20	45.18
				CELL PHONE SERVICE QB5/16-6/15/20	98.36
				CELL PHONE SERVICE QB5/16-6/15/20	4.00
				CELL PHONE SERVICE QB5/16-6/15/20	47.02
				CELL PHONE SERVICE QB5/16-6/15/20	11.30
				CELL PHONE SERVICE QB5/16-6/15/20	24.60
				CELL PHONE SERVICE QB5/16-6/15/20	151.54
				CELL PHONE SERVICE QB5/16-6/15/20	37.90
				CELL PHONE SERVICE QB5/16-6/15/20	56.48
				SCADA CRADLEPOINT DEVICE QB5/20/-6/19/20	813.98
				ACCT#942158858-00001 WIFI QB5/20-6/19/20	280.09

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				ACCT#942158858-00001 WIFI QB5/20-6/19/20	240.06
				ACCT#942158858-00001 WIFI QB5/20-6/19/20	80.08
				ACCT#942158858-00001 WIFI QB5/20-6/19/20	19.95
				SCADA CRADLEPOINT DEVICE QB5/23-6/22/20	71.90
				Total for Check/Tran - 123555:	3,863.88
123556 07/02/2020	CHK	10263	WA STATE DEPT OF HEALTH	SNOW CRK- REVIEW/APPRVL OF PROJ WO#21971	589.00
123557 07/02/2020	CHK	10337	WA STATE DEPT OF TRANSPORTATION	PERMIT-WO#32020-TELECOM SR116 FIBER	150.00
123558 07/02/2020	CHK	10569	WAYNE D. ENTERPRISES, INC.	FR JEANS - GARLOCK	-15.54
				FR JEANS	188.26
				Total for Check/Tran - 123558:	172.72
123559 07/02/2020	CHK	10271	WESCO RECEIVABLES CORP	CONDUIT FLEX 4"	1,275.30
123560 07/02/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	FORKLIFTS# 110 - OIL CHANGE	4.48
				FORKLIFT# 127 - OIL CHANGE	4.69
				FLEET - FUNNEL, ANTIFREEZE, & OIL	51.78
				DIESEL FLEET - BLUE DEF 2.5 GAL	32.67
				Total for Check/Tran - 123560:	93.62
123561 07/02/2020	CHK	9999	STEVE WILKINSON	REFUND - SCOPE OF WORK CHANGE WO# 20253	240.00
123562 07/02/2020	CHK	9998	MELANIE A WILLOWHEART	Credit Balance Refund	59.62
123563 07/02/2020	CHK	10685	ZEE MEDICAL SERVICE	ANNUAL VEHICLE INSPECTION- FIRST AID KIT	925.87
123564 07/09/2020	CHK	10481	AMAZON	MAGNETIC LOCATOR QTY2	1,845.93
				BRUSH CLEARING AXE	121.46
				Total for Check/Tran - 123564:	1,967.39
123565 07/09/2020	CHK	10688	MIKE BAILEY	PHONE ALLOWANCE - MAY 2020	36.00
				PHONE ALLOWANCE - MAY 2020	9.00
				Total for Check/Tran - 123565:	45.00
123566 07/09/2020	CHK	10045	CENTURY LINK-S	PHONE SERVICE - JUL 2020	105.82
				PHONE SERVICE - JUL 2020	26.46

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PHONE SERVICE - JUL 2020	42.77
				PHONE SERVICE - JUL 2020	10.69
Total for Check/Tran - 123566:					185.74
123567 07/09/2020	CHK	10046	CENTURYLINK	LOW SPD DATA & 2WIRE JUL 2020	73.24
				LOW SPD DATA & 2WIRE JUL 2020	18.31
				LOW SPD DATA & 2WIRE JUL 2020	31.14
				LOW SPD DATA & 2WIRE JUL 2020	7.79
Total for Check/Tran - 123567:					130.48
123568 07/09/2020	CHK	10050	CHS	GOLDENVIEW DR - WATER LINE REPAIR	13.07
123569 07/09/2020	CHK	10069	DM DISPOSAL CO INC	2YD OCC-4CRNRS JUN 2020	136.75
				2YD OCC-4CRNRS JUN 2020	34.19
Total for Check/Tran - 123569:					170.94
123570 07/09/2020	CHK	10070	DOUBLE D ELECTRICAL, INC	WIFI INSTL - CHAMBER CENTER	2,664.53
				ANNUAL GENSVCS - 30KW LIQCOOLED GENERAC	457.81
				ANNUAL GENSVCS - 30KW LIQCOOLED GENERAC	114.45
				EXCAVATING - 597 CAMP HARMONY RD 4/27	3,396.72
				ANNUAL GENSVCS - 30KW LIQCOOLED GENERAC	457.81
				ANNUAL GENSVCS - 30KW LIQCOOLED GENERAC	114.45
				ANNUAL GENSVCS - 30KW LIQCOOLED GENERAC	457.81
				ANNUAL GENSVCS - 30KW LIQCOOLED GENERAC	114.45
				MOVE POWER - BAKER BUILDING TUNNELS	1,384.30
Total for Check/Tran - 123570:					9,162.33
123571 07/09/2020	CHK	10372	EVERGREEN COLLISION CENTER-SEQU	TOWING-TRUCK# 123	905.76
123572 07/09/2020	CHK	10085	FASTENAL	WAREHOUSE - CBL TIE,WYPALL,SFTY GLASSES	92.82
				WAREHOUSE - CBL TIE,WYPALL,SFTY GLASSES	34.55
Total for Check/Tran - 123572:					127.37
123573 07/09/2020	CHK	10094	GENERAL PACIFIC, INC	COPPER C	259.97
				BADGER WATER METERS 5/8 X 3/4"	3,505.44

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Total for Check/Tran - 123573:					3,765.41
123574 07/09/2020	CHK	10674	GLOBAL EQUIPMENT COMPANY INC.	EMPLOYEES SIGN	127.90
123575 07/09/2020	CHK	10581	GLOBALSTAR, INC.	SATELLITE PHONE SVC 1YR 5/31/20-5/30/21	2,687.64
123576 07/09/2020	CHK	10104	HADLOCK BUILDING SUPPLY, INC.	AIPORT - GEN SALE HARDWARE	9.35
				LYTER RD WO# 22044-SAW PVC/ABS&PVC COND	49.02
				MATS VIEW WO#22046 - MISC MATERIALS	14.30
				OAK HILLS - AIR/VAC REPAIR MISC MATERIAL	23.71
Total for Check/Tran - 123576:					96.38
123577 07/09/2020	CHK	10396	JEAN M HALL	PHONE ALLOWANCE - MAY 2020	36.00
				PHONE ALLOWANCE - MAY 2020	9.00
Total for Check/Tran - 123577:					45.00
123578 07/09/2020	CHK	10110	HENERY HARDWARE	SUBSTATION - SS CLAMPS	4.77
				SCADA - 1" END BELL	6.93
				TOOLS - 2 3PC SOCKET ADP SETS	29.41
Total for Check/Tran - 123578:					41.11
123579 07/09/2020	CHK	10113	HRA VEBA TRUST CONTRIBUTIONS	VEBA DEDUCTION JUNE 2020	1,200.00
				VEBA BENEFIT JUNE 2020	1,915.00
Total for Check/Tran - 123579:					3,115.00
123580 07/09/2020	CHK	10114	IBEW LOCAL UNION NO 77	UNION DUES IBEW - JUNE 2020	2,206.35
123581 07/09/2020	CHK	10518	J HARLEN COMPANY	BUCKET TRUCK TRAY FOR VEH# 410	204.40
123582 07/09/2020	CHK	10281	JEFFCO EFTPS	EMPLOYER'S MEDICARE TAX	2,780.40
				EMPLOYEES' MEDICARE TAX	2,780.40
				EMPLOYER'S FICA TAX	11,888.40
				EMPLOYEES' FICA TAX	11,888.40
				EMPLOYEES' FEDERAL WITHHOLDING TAX	9,032.94
				EMPLOYEES' FEDERAL WITHHOLDING	9,952.79
Total for Check/Tran - 123582:					48,323.33

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123583 07/09/2020	CHK	10120	JEFFERSON CO AUDITOR	REGISTER EASEMENT ON ELKINS RD	150.50 VOID
123584 07/09/2020	CHK	10126	JEFFERSON COUNTY PUBLIC WORKS	ELEC-TYPE A UTILITY PRMT 12/17-2/04/20	53.00
				ELEC-TYPE A UTILITY PRMT 12/17-2/04/20	53.00
				ELEC-TYPE A UTILITY PRMT 12/17-2/04/20	52.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
				ELEC-TYPE A UTILITY PRMT 2/03-2/25/20	53.00
Total for Check/Tran - 123584:					423.00
123585 07/09/2020	CHK	10532	JEFFERSON COUNTY PUD PAYROLL AC	PAYROLL DEPOSIT FOR 06/26/2020 DIRECT DE	114,715.10
				PAYROLL DEPOSIT FOR 06/26/2020 CHECKS	9,118.11
Total for Check/Tran - 123585:					123,833.21
123586 07/09/2020	CHK	10320	ANNETTE JOHNSON	PHONE ALLOWANCE - MAY 2020	36.00
				PHONE ALLOWANCE - MAY 2020	9.00
Total for Check/Tran - 123586:					45.00
123587 07/09/2020	CHK	10286	L & J ENTERPRISES	CLN UP - 227 ADAMS ST 6/25/2020	490.50
				EXCAVATING - PRINECREST DR 6/29/2020	9,777.19
Total for Check/Tran - 123587:					10,267.69
123588 07/09/2020	CHK	10543	LANDMARK EXCAVATING AND DOZER	INSTL CNDT - MYSTERY BAY 5/15/2020	7,906.62
				DUG TRNCH - CHIMACUM SUBSTN 5/22/2020	807.03
				EXCAVATING - 1986 EGG & I 6/21/2020	1,351.60
Total for Check/Tran - 123588:					10,065.25
123589 07/09/2020	CHK	10136	LES SCHWAB TIRES	REPLACEMENT TIRES# 210	1,005.89
123590 07/09/2020	CHK	10153	MURREY'S DISPOSAL CO., INC.	DISPOSAL 4CRNR 2YD CONT 1XWK JUN 2020	161.89
				DISPOSAL 4CRNR 2YD CONT 1XWK JUN 2020	40.47
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUN-20	986.20
				DISPOSAL 4CRNR 30YD ROLL OFF RNTL JUN-20	246.55

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DISPOSAL 211 CHIM JUN 2020	41.40
				DISPOSAL 211 CHIM JUN 2020	10.35
				DISPOSAL 21 KENNEDY JUN 2020	36.27
				DISPOSAL 21 KENNEDY JUN 2020	36.28
				DISPOSAL 210 2YD CONT 1XWK JUN 2020	161.89
				DISPOSAL 210 2YD CONT 1XWK JUN 2020	40.47
				Total for Check/Tran - 123590:	1,761.77
123591 07/09/2020	CHK	9999	NORTH STAR CLINIC	CDL PHYSICAL-GERRIT VAN OTTEN 7/13/2020	220.00
123592 07/09/2020	CHK	10667	NORTHWEST OPEN ACCESS NETWORK	LOC DRAW NOTICE #2	114,739.00
123593 07/09/2020	CHK	10164	NW LABORERS 252 (DUES)	UNION DUES LABORERS - JUNE 2020	720.00
123594 07/09/2020	CHK	10631	WILLIAM P O'DONNELL	PHONE ALLOWANCE - MAY 2020	36.00
				PHONE ALLOWANCE - MAY 2020	9.00
				Total for Check/Tran - 123594:	45.00
123595 07/09/2020	CHK	10167	OFFICE DEPOT	210 TRP WDE - OFFICE SUPPLIES	299.96
				210 TRP WDE - OFFICE SUPPLIES	74.99
				WAREHOUSE & 310 TRP WDE-OFFICE SUPPLIES	320.91
				WAREHOUSE & 310 TRP WDE-OFFICE SUPPLIES	80.23
				210 TRP WDE WO# 20142 - CUBICLE PANELS	1,994.13
				210 TRP WDE WO# 20142 - CUBICLE PANELS	498.53
				210 TRP WDE WO#20142 - OFFICE SUPPLIES	111.13
				210 TRP WDE WO#20142 - OFFICE SUPPLIES	27.78
				PORT BLDNG - OFFICE SUPPLIES	76.73
				PORT BLDNG - OFFICE SUPPLIES	19.18
				210 DBL WDE - OFFICE SUPPLIES	5.16
				210 DBL WDE - OFFICE SUPPLIES	1.29
				310 TRP WDE - OFFICE SUPPLIES	51.67
				310 TRP WDE - OFFICE SUPPLIES	12.92
				Total for Check/Tran - 123595:	3,574.61
123596 07/09/2020	CHK	10169	OLYCAP	PWRBST/OLYCAP JUNE 2020	1,197.94

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Accounts Payable Check Register

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06/30/2020 To 07/14/2020

Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123597 07/09/2020	CHK	10175	PACIFIC UNDERWRITERS CORP	LIFE - AUG 2020 LTD - AUG 2020	88.00
					1,273.16
Total for Check/Tran - 123597:					1,361.16
123598 07/09/2020	CHK	10176	PAIR NETWORKS	DOMAIN SHARED HOSTING 1Y 7/01/20-6/30/21 DOMAIN SHARED HOSTING 1Y 7/01/20-6/30/21	52.55
					13.14
Total for Check/Tran - 123598:					65.69
123599 07/09/2020	CHK	10188	PLATT ELECTRIC SUPPLY	HAND TOOLS-TRUCK# 410 PHOTOCELL-VISITOR CENTER# 19086 PHOTOCELL-VISITOR CENTER# 19086 HAND TOOLS-TRUCK# 410 HAND TOOLS-TRUCK# 410	37.06
					31.12
					44.93
					188.12
					35.01
Total for Check/Tran - 123599:					336.24
123600 07/09/2020	CHK	10195	PRECISION FIBER, INC	FIBER SPLICING 6/15-6/16/2020 FIBER SPLICING 6/15-6/16/2020	424.34
					-35.04
Total for Check/Tran - 123600:					389.30
123601 07/09/2020	CHK	10819	PRICE INDUSTRIES LIMITED	ACTIVATED CHARCOAL	2,110.00
123602 07/09/2020	CHK	10287	PUD-UTILITY PAYMENTS	MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020 MULTI LOCATIONS PUMPHSE ELEC - JUN 2020	216.27
					31.49
					236.41
					105.60
					22.02
					41.96
					39.24
					262.59
					92.41
					84.35
					58.17
Total for Check/Tran - 123602:					1,190.51

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123603 07/09/2020	CHK	10203	PURMS JOINT SELF INSURANCE FUND	HEALTH & WELFARE JUN 2020	66,533.73
				LIABILITY GENERAL ASSESSMENT 07/06/2020	18,392.08
				LIABILITY GENERAL ASSESSMENT 07/06/2020	4,598.02
				PROPERTY GENERAL ASSESSMENT 07/06/2020	9,268.99
				PROPERTY GENERAL ASSESSMENT 07/06/2020	2,317.25
Total for Check/Tran - 123603:					101,110.07
123604 07/09/2020	CHK	10471	RICOH USA , INC.- DALLAS	RICOH IMC3000 PRINTER WITH FAX	5,919.79
123605 07/09/2020	CHK	10210	RICOH USA, INC	310 TRPWID 4CRNRS (7683) IMAGES JUN 2020	135.88
				310 TRPWID 4CRNRS (7683) IMAGES JUN 2020	33.97
				4CRNRS IT MODLR (7287) IMAGES JUN 2020	29.83
				4CRNRS IT MODLR (7287) IMAGES JUN 2020	7.46
Total for Check/Tran - 123605:					207.14
123606 07/09/2020	CHK	10652	RWC INTERNATIONAL, LTD.	SWITCH REPAIRS VEH# 123	2,896.62
123607 07/09/2020	CHK	10214	SEL SCHWEITZER ENGINEERING LABS	HARDWARE MOUNTING KIT	170.04
123608 07/09/2020	CHK	10217	SETON CONSTRUCTION INC	INSTL VLTS,CNDT-PINECREST KALA PT INV#2	45,076.72
123609 07/09/2020	CHK	10542	SHORT STOP TRUCK REPAIR LLC	AC RECHARGE VEH# 101	233.54
123610 07/09/2020	CHK	10331	ST VINCENT DE PAUL	PWRBST/ST VINCENT DE PAUL JUNE 2020	1,197.95
123611 07/09/2020	CHK	10400	DONALD K STREETT	PHONE ALLOWANCE - MAY 2020	36.00
				PHONE ALLOWANCE - MAY 2020	9.00
Total for Check/Tran - 123611:					45.00
123612 07/09/2020	CHK	10824	THE PORT OF PORT TOWNSEND	RENT BILLING AT PORT BLDNG - JUL 2020	1,344.00
				RENT BILLING AT PORT BLDNG - JUL 2020	336.00
Total for Check/Tran - 123612:					1,680.00
123613 07/09/2020	CHK	10251	UGN - JEFFERSON COUNTY	UNITED GOOD NEIGHBORS EE	15.00
123614 07/09/2020	CHK	10328	VERIZON CONNECT NWF INC.	CUST#JEFF007 ALL VEH GPS - JUN 2020	393.49
				CUST#JEFF007 ALL VEH GPS - JUN 2020	186.39
Total for Check/Tran - 123614:					579.88

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123615 07/09/2020	CHK	10260	WA STATE DEFERRED COMPENSATION	PL DEFERRED COMP ER PL DEFERRED COMP EE	4,496.10 11,894.22
Total for Check/Tran - 123615:					16,390.32
123616 07/09/2020	CHK	10265	WA STATE DEPT OF RETIREMENT SYST	RETIREMENT/REPORT #8828 JUNE 2020-PERS 3 RETIREMENT/REPORT #8828 JUNE 2020-PERS 2	7,327.34 79,430.62
Total for Check/Tran - 123616:					86,757.96
123617 07/09/2020	CHK	10267	WA STATE SUPPORT REGISTRY	PL CHILD SUPPORT EE	899.15
123618 07/09/2020	CHK	10680	WELLSPRING FAMILY SERVICES	EAP SVC - JUN 2020 EAP SVC - JUN 2020	42.34 10.58
Total for Check/Tran - 123618:					52.92
123619 07/09/2020	CHK	10761	WELSH COMMISSIONING GROUP INC	COMMISSIONING AGENT-OPS BUILDING UPGRADE	1,150.98
123620 07/09/2020	CHK	10271	WESCO RECEIVABLES CORP	INSULATED CAP 15KV, SIDEBY SIDEBY JUNCTION 4-POINT LOAD BREAK W/BRACKET SIDEBY DEADEND SHOE COPPER C ARRESTER MOUNTING BRACKET WIRE 1/0 AL URD CN PRI 15KV J-BOX TRAFFIC PROOF 24X36X36-POLY-FIBER	1,494.39 265.52 2,730.44 65.40 415.84 465.98 489.41 21,211.43 3,008.40
Total for Check/Tran - 123620:					30,146.81
123621 07/09/2020	CHK	10274	WESTBAY AUTO PARTS, INC.	VEH# 104 - CANISTER PURGE VALVE FLEET - MISC FLEET STOCK	102.79 39.73
Total for Check/Tran - 123621:					142.52
123622 07/09/2020	CHK	10685	ZEE MEDICAL SERVICE	VEH# 211 & 410 - MEDICAL KITS	72.39

Total Payments for Bank Account - 1 : (121) 797,134.25

Total Voids for Bank Account - 1 : (1) 150.50

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Accounts Payable Check Register

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Bank Account: 1 - 1ST SECURITY - AP

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount	
					Total for Bank Account - 1 :	(122) 797,284.75
					Grand Total for Payments :	(121) 797,134.25
					Grand Total for Voids :	(1) 150.50
					Grand Total :	(122) 797,284.75

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 07/10/2020

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
2000	WATER DISTRIBUTION MANAGER II	70758	7/10/2020	1,613.81
2001	WATER DISTRIBUTION MANAGER II	70759	7/10/2020	1,818.79
3032	CUSTOMER SERVICE REP	70760	7/10/2020	1,177.56
2003	WATER TREATMENT PLANT OPERATOR III	70761	7/10/2020	1,995.70
2004	WATER TREATMENT PLANT OPERATOR III - LEAD	70762	7/10/2020	2,512.25
				9,118.11

JEFFERSON COUNTY PUD NO 1

ISSUED PAYROLL CHECKS
PAY DATE: 07/13/2020

<u>Empl</u>	<u>Position</u>	<u>Check #</u>	<u>Date #</u>	<u>Amount</u>
3049	DAY LABORER	70763	7/13/2020	407.56
3050	DAY LABORER	70764	7/13/2020	372.72
				780.28

JEFFERSON COUNTY PUD NO 1

DIRECT DEPOSIT PAYROLL PAY DATE: 07/10/2020
--

Empl	Position	Pay Date	Net Pay
3039	ACCOUTING TECH 1	7/10/2020	1,217.80
4006	COMMISSIONER DIST 1	7/10/2020	933.19
4004	COMMISSIONER DIST 2	7/10/2020	1,837.97
4008	COMMISSIONER DIST 3	7/10/2020	1,115.24
3034	COMMUNICATIONS MANAGER	7/10/2020	2,021.19
3002	CUSTOMER SERVICE COORDINATOR	7/10/2020	1,162.08
3020	CUSTOMER SERVICE MANAGER	7/10/2020	2,364.12
3014	CUSTOMER SERVICE PROGRAM SPECIALIST	7/10/2020	1,307.33
3022	CUSTOMER SERVICE REP	7/10/2020	1,306.31
3046	CUSTOMER SERVICE REP	7/10/2020	1,088.30
3048	CUSTOMER SERVICE REP	7/10/2020	1,127.11
1044	ELECTRICAL PRE-APPRENTICE	7/10/2020	2,874.68
3005	EXECUTIVE ASSISTANT/PUBLIC RECORDS OFFICER	7/10/2020	2,255.14
3033	FINANCIAL SERVICES MANAGER	7/10/2020	3,166.54
1046	FLEET/WAREHOUSE HELPER	7/10/2020	2,218.36
1008	FOREMAN LINEMAN	7/10/2020	3,039.97
1012	FOREMAN LINEMAN	7/10/2020	3,413.36
1011	GENERAL MANAGER	7/10/2020	4,727.62
1042	GIS SPECIALIST	7/10/2020	2,242.48
1017	HEAD STOREKEEPER	7/10/2020	2,357.61
3047	HUMAN RESOURCES MANAGER	7/10/2020	2,394.94
3008	INFORMATION TECHNOLOGY MANAGER	7/10/2020	3,204.86
3028	IT SUPPORT TECHNICIAN	7/10/2020	1,910.10
1000	LINEMAN	7/10/2020	3,089.04
1016	LINEMAN	7/10/2020	4,032.99
1020	LINEMAN	7/10/2020	3,052.46
1028	LINEMAN	7/10/2020	4,095.11
1034	LINEMAN	7/10/2020	4,131.52
1041	LINEMAN	7/10/2020	3,431.21
1018	METER READER	7/10/2020	9.53
1043	METER READER	7/10/2020	2,118.19
1047	METER READER	7/10/2020	1,753.52
1026	OPERATIONS ASSISTANT	7/10/2020	1,837.76
3004	RESOURCE MANAGER	7/10/2020	2,422.49
1015	SCADA TECH JOURNEYMAN	7/10/2020	2,867.79
1003	SCADA TECH/APPRENTICE	7/10/2020	2,367.52
1027	SENIOR ENGINEER	7/10/2020	2,892.92
1037	SPECIAL PROJECTS COORDINATOR	7/10/2020	2,971.04
1031	STAKING ENGINEER	7/10/2020	2,364.65
1039	STAKING ENGINEER	7/10/2020	2,000.33
1014	STOREKEEPER	7/10/2020	2,252.36
1033	SUBSTATION TECH	7/10/2020	3,732.52
3013	UTILITY ACCOUNTANT II	7/10/2020	1,534.39
3029	UTILITY ACCOUNTANT II	7/10/2020	1,689.82
3003	UTILITY BILLING CLERK	7/10/2020	1,401.60
3027	UTILITY BILLING CLERK	7/10/2020	1,423.25
3000	UTILITY BILLING COORDINATOR	7/10/2020	1,563.10
2005	WATER DISTRIBUTION MANAGER I	7/10/2020	1,344.47
2002	WATER DISTRIBUTION MANAGER II	7/10/2020	1,852.47
2007	WATER SUPERINTENDENT	7/10/2020	3,196.75
			\$ 114,715.10



AGENDA REPORT

DATE: July 21, 2020

TO: Board of Commissioners

THRU: Kevin Streett, General Manager

FROM: Mike Bailey, Financial Services Manager/District Auditor

RE: Write-off of delinquent accounts from active accounts receivable

SUMMARY: Per Resolution 17-16, 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 31 inactive accounts in the Active Accounts Receivable Data Base who owe the PUD \$9,587.04 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 31 inactive accounts owing \$9,587.04 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 21, 2020 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	2	\$25.38
\$20 - \$100	12	\$750.34
\$101 - \$200	3	\$514.54
\$201 - \$500	10	\$3,116.94
\$501 - \$1,000	2	\$1,450.81
Over \$1,000	2	\$3,729.03
TOTAL	31	\$9,587.04

Approval, Board of Commissioners

Jeff Randall
 Secretary

July 21, 2020

PUD CALENDAR

July 21, 2020, Regular BOC Meeting PER WEBEX, 5:00 PM

July 28, 2020, Special Meeting, Risk Management 10:00am-12:00pm Per WEBEX

August 4, 2020, Regular BOC Meeting PER WEBEX, 210 Four Corners Rd. 5:00 PM



AGENDA REPORT

DATE: July 21, 2020

TO: **BOC Commissioners**

FROM: Kevin Streett

RE: FCS Rate Study Review

On July 13, 2020 BOC had a Special Meeting with FCS to review their findings so far with respect to a rate study.

Staff would like to know if the BOC has any other questions or comments to consider before the next Special meeting is set for further discussion.

- a) Commission members shall conduct themselves in accordance with all laws. The State of Washington has adopted a "Code of Ethics" that applies to all municipal officers, codified under RCW 42.23. The declared purpose of the Code of Ethics is to make uniform the laws of the State concerning the transaction of business by municipal officers in conflict with the proper performance of their duties in the public interest, and to promote the efficiency of local government by prohibiting certain instances and areas of conflict while at the same time sanctioning, under sufficient controls, certain other instances and areas of conflict.
- b) Commission members are strictly prohibited by law from entering into or engaging in any activity defined by RCW 42.23 as a conflict of interest with their official duties as a Jefferson County PUD NO.1 Commissioner.
- c) On an annual basis and in a public forum, each Commissioner shall acknowledge their obligation to disclose any conflicts of interest as defined in RCW 42.23.
- d) On a case by case basis, each Commission member will disclose to the other Commission members, in a public forum, any remote conflicts of interest as defined under RCW 42.23. Disclosure will be noted in the District's official minutes which are public record. A Commissioner with such remote interest will not participate in any discussion and/or debate concerning such interest, will not vote on the matter, and will do nothing to influence any other Commissioner concerning their decision on the matter.
- e) Commission members will adhere to the Jefferson County PUD NO.1 Code of Ethics adopted by the Commission, and shall conduct themselves with civility and respect at all times with one another, with staff, and with members of the public.
- f) Commission members will adhere to the Jefferson County PUD NO.1 policy on appropriate use of District Resources.
- g) Commission members will become familiar with their individual and joint obligations pertaining to the District's directive on reporting alleged improper governmental action, including actions required of the Commission regarding employee complaints of alleged improper governmental actions and/or employee claims of retaliation for reporting alleged improper governmental actions.
- h) Commission members understand that all letters, memoranda and/or interactive computer or electronic information (including e-mail), the subject of which relates to the conduct of the District or the performance of any District function, are public records and may also be subject to disclosure under the Washington Public Records Act. Any such public records shall be provided to the Public Records Officer for inclusion in the District's records management program.



AGENDA REPORT

DATE: July 21, 2020

TO: **BOC Commissioners**

FROM: Kevin Streett

RE: Disclosure of conflicts of interest

On an annual basis, per the PUD Governance policy, the Board of Commissioners are required to disclose any conflicts of interest including but not limited to receiving any gifts or rewards or compensation outside of employing District per RCW 42.23.



AGENDA REPORT

DATE: July 21, 2020

TO: **Board of Commissioners**

FROM: Kevin Streett

RE: PURMS Alternative Medicine addition

Alternatives such as Naturopathic medicine is not covered in the PURMS current medical plan. This form of medicine gives alternatives to those wanting to get medical treatment in a more natural way. This would help PUD employees have alternate ways to benefit their health and well-being.

PURMS have been notified to give an approx. cost to the benefit.

Staff is seeking approval to move forward and to report back with more information at a later meeting.