

Public Utility District No. 1 of Franklin County, Washington
Regular Commission Meeting Agenda

February 11, 2025 | Tuesday | 8:30 A.M.
1411 W. Clark Street & via remote technology | Pasco, WA | www.franklinpud.com

Meetings of the Board of Commissioners are also available to the public via remote technology. Members of the public may participate by dialing: (888) 475-4499 US Toll-free or 1 (253) 215-8782

Join Zoom Meeting

<https://franklinpud.zoom.us/j/84117448307?pwd=v7agRecbhHNUmlia6LZiEbwfLKYOM1.1>

Meeting ID **841 1744 8307** Passcode: **412017**

- 1) Pledge of Allegiance
 - 2) Public Comment –
Individuals wishing to provide public comment during the meeting (in-person or remotely) will be recognized by the Commission President and be provided opportunity to speak. Written comments can be sent ahead of the meeting and must be received at least two days prior to the meeting to ensure proper distribution to the District's Board of Commissioners. Comments can be emailed to clerkoftheboard@franklinpud.com or mailed to Attention: Clerk of the Board, PO BOX 2407, Pasco, WA, 99302.
 - 3) Employee Minute – **Miguel Nunez, Electrical Engineer**
 - 4) Commissioner Reports
 - 5) Consent Agenda
 - 6) Discussing Proposed Changes to District Administrative Policy 16 - Purchasing Approval and Payment Authority. **Presenter: Katrina Fulton, Finance & Customer Service Director**
 - 7) National Information Solutions Cooperative (NISC) – Benefits and Efficiencies Achieved Presentation. **Presenter: Katrina Fulton, Finance & Customer Service Director**
 - 8) Authorizing the Interim General Manager/CEO or his Designee to Execute a Network Coordinated Services Agreement with Northwest Open Access Network. **Presenter: Victor Fuentes, Interim General Manager/CEO**
 - 9) Adopting a Resolution Finding District Property Surplus and Authorizing the Interim General Manager/CEO or his Designee to Proceed with Disposition. **Presenter: Victor Fuentes, Interim General Manager/CEO**
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2025 Board of Commissioners

Roger Wright, President ~ Bill Gordon, Vice-President ~ Pedro Torres, Secretary

- 10) Management Reports:
 - a. Interim General Manager/CEO – Victor Fuentes
 - b. Assistant General Manager– Steve Ferraro
 - c. Other members of management
- 11) Executive Session, *If Needed*
- 12) Schedule for Next Commission Meetings
 - a. March 25, 2025
 - b. April 22, 2025
 - c. May 27, 2025
- 13) Close Meeting – Adjournment

CONSENT AGENDA

Public Utility District No. 1 of Franklin County, Washington
Regular Commission Meeting

1411 W. Clark Street, Pasco, WA
February 11, 2025 | Tuesday | 8:30 A.M.

- 1) To approve the minutes of the January 28, 2025 Regular Commission Meeting.
- 2) To approve payment of expenditures for January 2025 amounting to \$8,932,816.51 as audited and certified by the auditing officer as required by RCW 42.24.080, and as reviewed/certified by the General Manager/CEO as required by RCW 54.16.100, and expense reimbursement claims certified as required by RCW 42.24.090 and as listed in the attached registers and made available to the Commission for inspection prior to this action as follows:

Expenditure Type:	Amounts:
Direct Deposit Payroll – Umpqua Bank	\$ 586,572.48
Wire Transfers	5,974,642.57
Automated and Refund Vouchers (Checks)	1,212,723.85
Direct Deposits (EFTs)	1,159,258.60
Voids	(380.99)
Total:	\$8,932,816.51

- 3) To approve the Write Offs in substantially the amount listed on the January 2025 Write Off Report totaling \$2,990.41.

**THE BOARD OF COMMISSIONERS
OF
PUBLIC UTILITY DISTRICT NO. 1 OF FRANKLIN COUNTY, WASHINGTON**

MINUTES OF THE JANUARY 28, 2025
REGULAR COMMISSION MEETING

The Board of Commissioners of Public Utility District No. 1 of Franklin County, Washington held a regular meeting at 1411 W. Clark St., Pasco, WA, on January 28, 2025, at 8:30 a.m. Remote technology options were provided for the public to participate.

Those who participated from the District via remote technology or in person for all or part of the meeting were Commissioner Roger Wright, President; Commissioner Bill Gordon, Vice President; Commissioner Pedro Torres, Secretary; Scott Rhees, General Manager/CEO; Steve Ferraro, Assistant General Manager; Victor Fuentes, Engineering and Operations Senior Director; Katrina Fulton, Finance and Customer Service Director; Rosario Viera, Public Information Officer and Tyler Whitney, General Counsel.

Additional staff that participated in person or via remote technology for all or part of the meeting was Toni Contreras, Customer Service Specialist; Chad Schow, IT Manager; and Lisa Scott, Records Coordinator/Board Clerk.

Public participating in person or via remote technology for all or part of the meeting was Mr. Stuart Nelson, District customer and former District 3 Commissioner; Duane Crum, Manager of Information Technology, Columbia Basin College; Paul Holgate, Benton PUD Cyber Security Engineer; Jennifer Holbrook, Manager of Business Applications, Benton PUD and family members of Mr. Nelson.

OPENING

Commissioner Wright called the meeting to order at 8:30 a.m. and asked Ms. Contreras to lead the Pledge of Allegiance.

PUBLIC COMMENT

Commissioner Wright called for public comment.

Mr. Nelson reported that in his opinion, the Commission should consider moving forward with appointing Mr. Fuentes as the General Manager/CEO without the interim status. Mr. Nelson noted that Mr. Fuentes was highly qualified and capable of fulfilling the duties. He noted that utilizing a hiring agency to fill the position would be an unnecessary expense for District ratepayers. Commissioner Wright thanked Mr. Nelson for his comment.

EMPLOYEE MINUTE

Commissioner Wright welcomed Ms. Contreras and asked general questions about her current position, tasks her position entails, favorite parts of her job, her professional growth at the District and what safety improvements or changes she has seen over the course of her employment.

Ms. Contreras reported on the duties she performs as a Customer Service Specialist, and noted her favorite part of the job is interacting with customers. She noted that customers still like to come in for that personal assistance and that she is looking forward to the completion of the lobby remodel that is underway. Ms. Contreras reported that she appreciates the increased emphasis on safety such as the installation of more lights in the parking area at night, especially when the customer service team leaves for the day.

Commissioner Gordon noted that the Customer Service employees are a direct connection to the community and serve a vital role in the organization.

AGENDA ITEM 4, ADOPTING A RESOLUTION EXPRESSING THE APPRECIATION FOR SERVICE OF STUART NELSON, FORMER DISTRICT 3 COMMISSIONER OF THE DISTRICT.

Commissioner Wright welcomed Mr. Nelson's family that was in attendance. He reported that the Commission had requested Mr. Nelson attend the meeting to allow them to express their appreciation for his service. He called on Ms. Viera for presentation of the agenda item.

Ms. Viera presented a short video in honor of Mr. Nelson. The Commission and staff expressed their appreciation of the many contributions Mr. Nelson provided while he served as the District 3 Commissioner.

Commissioner Gordon reported that Mr. Nelson brought a positive energy to the room, and he was well liked by many.

Commissioner Wright called for a five-minute break at 8:42 a.m. and at 8:47a.m. Commissioner Wright reconvened the regular meeting.

Commissioner Wright read the Resolution that detailed the works of Mr. Nelson and noted that he was appreciative of the many relationships that Mr. Nelson had built within the public power community.

Commissioner Gordon moved and Commissioner Torres seconded to adopt Resolution 1425 as presented. The motion passed unanimously.

Commissioner Wright called for a break at 8:50 a.m. and at 9:05 a.m. Commissioner Wright reconvened the regular meeting.

COMMISSIONER REPORTS

Commissioner Wright reported that:

- He attended the WPUDA meeting and noted that he was impressed with the WPUDA New Commissioner Training. He reported that WPUDA also provided updates on the legislative bills that will be followed closely.

Commissioner Torres reported that:

- He attended the WPUDA New Commissioner Training. He noted it was a thorough and informative training. He reported that there was a lot of information being provided.

Commissioner Gordon reported that:

- He attended the Joint Operators Action (JOA) meeting in Scottsdale, Arizona with Energy Northwest. The JOA agenda items included financial forecast, financial assistance, regulatory items and many speakers.

CONSENT AGENDA

The Commission reviewed the Consent Agenda. Commissioner Wright inquired about the miscellaneous Write Off amounts that were listed and staff provided more information on the incidents leading up to the miscellaneous Write Offs. Additional questions on other items listed on the warrant register were discussed. Commissioner Gordon moved and Commissioner Torres seconded to approve the Consent Agenda as follows. The motion passed unanimously.

- 1) To approve the minutes of the December 10, 2024 Regular Commission Meeting.
- 2) To approve payment of expenditures for December 2024 amounting to \$7,464,724.50 as audited and certified by the auditing officer as required by RCW 42.24.080, and as reviewed/certified by the General Manager/CEO as required by RCW 54.16.100, and expense reimbursement claims certified as required by RCW 42.24.090 and as listed in the attached registers and made available to the Commission for inspection prior to this action as follows:

Expenditure Type:	Amounts:
Direct Deposit Payroll – Umpqua Bank	\$ 545,649.84
Wire Transfers	4,347,730.54
Automated and Refund Vouchers (Checks)	1,570,221.56
Direct Deposits (EFTs)	1,002,687.98
Voids	(1,565.42)
Total:	\$ 7,464,724.50

- 3) To approve the Write Offs in substantially the amount listed on the December 2024 Write Off Report totaling \$30,792.66.
- 4) To declare final acceptance of the work completed as inspected by the District; to authorize release of available retainage; and to approve final payment in the amount of \$1,150.07 for work completed by Paramount Communications Inc. under Contract 10149, Miscellaneous Fiber Dock Crew Projects.
- 5) To declare final acceptance of the work completed as inspected by the District; to authorize release of available retainage; and to approve final payment in the amount of \$1,119.48 for work completed by Boyd's Tree Services under Contract 10209, Tree Trimming Services Year 1.
- 6) To declare final acceptance of the work completed as inspected by the District; to authorize release of available retainage; and to approve final payment in the amount of \$16,811.29 for work completed by Pacific Pole Inspection LLC under Contract 10048, Pole Testing and Treatment for Year 3.
- 7) To declare final acceptance of the work completed as inspected by the District; to authorize release of available retainage; and to approve final payment in the amount of \$4,251.25 for work completed by Intermountain Cleaning Services Inc. under Contract 10233, Janitorial Services Year 1.
- 8) Reporting on the Contracts Awarded During 2024 from the District's and Municipal Resources Service Center's (MRSC) statewide Small Works Roster as shown on Attachment A, of Consent Agenda Item 8.

AGENDA ITEM 7, CYBER SECURITY PRESENTATION

Commissioner Wright called on Mr. Schow for presentation of the agenda item.

Mr. Schow presented a Cyber Security Update and reported on various local cyber incidents, tools in place to mitigate cyber-attacks, and the District's monitoring statistics. He noted that completing the cyber security trainings provided by the District was critical to ensuring the District remains alert against potential cyber-attacks. He reported on the security measures in place. Mr. Schow noted he was reporting only, and no action was needed. Commissioner Wright thanked Mr. Schow for the presentation.

AGENDA ITEM 8, ADOPTING A RESOLUTION APPOINTING AN AGENT FOR SERVICE OF DAMAGE CLAIMS FOR THE DISTRICT SUPERCEDING RESOLUTIONS 1369 AND 1406

Ms. Viera introduced the agenda item and reviewed the information as reported on the Agenda Item Summary included in the meeting packet. She noted that with the recent

appointment of Mr. Fuentes as the Interim General Manager/CEO it was prudent to appoint a new claims agent for the District. She reported that adopting Resolution 1426 will appoint Alexis McLaurin as the District claims agent. There was general discussion on the duties of the claim's agent and the processing of claims. Staff reviewed their recommendation.

Commissioner Torres moved and Commissioner Gordon seconded to adopt Resolution 1426 as presented. The motion passed unanimously.

AGENDA ITEM 9, APPROVING A REVISED 2025 COMMISSION WORKSHOPS AND PRESENTATIONS SCHEDULE.

Ms. Viera introduced the agenda item and reviewed the background information as reported in the Agenda Item Summary included in the meeting packet. She reviewed the revisions being proposed to the 2025 Commission presentations and workshops schedule. Staff reviewed their recommendation.

Commissioner Gordon moved and Commissioner Torres seconded to approve the 2025 Commission Meeting Workshops and Presentations in substantially the form presented. The motion passed unanimously.

AGENDA ITEM 10, ADOPTING A RESOLUTION ACCEPTING GRANT FUNDS AWARDED BY HANFORD AREA ECONOMIC INVESTMENT FUND.

Ms. Fulton introduced the agenda item and reviewed the background information as reported in the Agenda Item Summary included in the meeting packet. She provided background information leading up to the Hanford Area Economic Investment Fund (HAEIF) Grant Award. Staff reviewed their recommendation.

Commissioner Torres moved and Commissioner Gordon seconded to adopt Resolution 1427 as presented. The motion passed unanimously.

AGENDA ITEM 11, PROVIDING AN OPERATING PLAN UPDATE ON THE 2024-2025 OPERATING PLAN (QUARTER 4 OF YEAR 2024).

Mr. Rhees introduced the agenda item and reviewed the background information as reported in the Agenda Item Summary included in the meeting packet. He provided an update on various Operating Plan items as shown on Attachment A of the Agenda Item. He noted that there was no action being requested and he was reporting only.

Commissioner Gordon thanked Mr. Rhees for his leadership and his part in the continued success of the District.

Commissioner Wright requested that Agenda Item 12 be moved to the end of the meeting to

allow for an executive session. Commissioner Wright called for the General Manager/CEO's report.

GENERAL MANAGER/CEO REPORT

Mr. Rhees expressed his appreciation to the Commission for their help and continued support during this time at the District. He noted that the leadership at the District is driven by honesty, integrity and efficiency, all of which align with his personal values. He expressed his appreciation for staff's commitment and dedication to achieving the District's mission.

Commissioner Wright noted that Mr. Rhees' actions as the General Manager/CEO were instrumental in forgoing rate increases for so many years. He expressed his appreciation for Mr. Rhees' leadership and accomplishments that he was able to achieve while at the District.

Commissioner Gordon thanked Mr. Rhees for his years of service.

FINANCE & CUSTOMER SERVICE DIRECTOR REPORT

Ms. Fulton reported that:

- The November and December Key Performance Indicators (KPIs) monthly reports were included in the meeting packet, and she briefly reviewed slides within the reports.
- The District is submitting a bid on an available resource offered by Snohomish PUD, and that bids are due January 31, 2025. She noted that the resource is identified in the District's Integrated Resource Plan and that it complements the District's load profile. She reported that the contract term being offered is favorable and bridges the time gap until additional resources in development are scheduled to be available. She noted that the resource would help the District meet the compliance requirements of the Energy Independence Act.
- Staff continues to participate in the Provider of Choice BPA meetings, and she provided an update on BPA product offerings.

PUBLIC INFORMATION OFFICER REPORT

Ms. Viera reported that:

- Staff is working on updating the District's website and noted that the goal is to have the updated site active by the end of March 2025. She reported that the chatbot demonstration will be done once the updated website is launched.
- Staff participates in weekly legislative update calls with WPUDA and with the District's lobbyists.
- Staff will meet with the local representative of Senator Maria Cantwell.

Commissioner Wright inquired about a public works grant funding for fiber opportunities

and noted he will forward any information he receives to Ms. Viera.

ASSISTANT GENERAL MANAGER REPORT

Mr. Ferraro reported that:

- The lobby remodel is going well and should be finalized in a couple of weeks.
- The Connell Fiber to the Home project is about 75% complete with the infrastructure portion and he noted that customers are able to sign up for the service.
- The annual non-discrimination compliance testing of our Flexible Spending Account plans was performed in November 2024. He noted that no issues were found, and the District's plans successfully passed testing.

ENGINEERING & OPERATIONS SENIOR DIRECTOR

Mr. Fuentes reported that:

- The Railroad Avenue Substation is fully operational from all aspects and reported that testing was completed on December 15, 2025. He noted that TEA is receiving the data from the substation.
- The updated engineering fees were effective January 1, 2025 and he reported that the general feedback received from customers has been positive. He noted that the customers are understanding.
- He will be on travel for most of February and noted he will be attending PPC, WPUDA and the APPA Legislative Rally meetings.
- He appreciated the leadership provided by Mr. Rhees and noted he was grateful for the opportunity to work for him. He thanked Mr. Rhees for his support and congratulated him on his retirement.

GENERAL COUNSEL REPORT

Mr. Whitney reported that the District has settled and resolved the complaint made against it under the Washington Voting Rights Act (WVRA). He reported that the settlement was approved, and the complaint dismissed by a Franklin County Superior Court judge on January 27, 2025. He reported that the settlement affirms the legality of the District's existing commissioner district boundaries, while changing the District's electoral system to a district-based system for both primary and general District commissioner elections starting in 2026.

Mr. Whitney requested a 20-minute executive session, with the possibility to extend, for the purpose of discussing with legal counsel current litigation, discussing the qualifications of an applicant for public employment and consideration of the minimum offering price for sale or lease of real estate as allowed per RCW 42.30.110(1)(c), (i) and (g).

At 10:35 a.m., Commissioner Wright called for a 5-minute break and noted it would be followed immediately by an executive session that would end at 11:10 a.m. He noted that the purpose of the executive session was for discussing with legal counsel current litigation, discussing the qualifications of an applicant for public employment and consideration of the minimum offering price for sale or lease of real estate as allowed per RCW 42.30.110(1)(c), (i) and (g).

At 11:10 a.m., Commissioner Wright ended the executive session and reconvened the regular meeting.

AGENDA ITEM 12, ADOPTING A RESOLUTION SETTING THE COMPENSATION FOR THE INTERIM GENERAL MANAGER / CEO OF THE DISTRICT.

Mr. Whitney presented the agenda item and reviewed the background information as reported in the Agenda Item Summary included in the meeting packet. There was general discussion on the compensation of general managers and other benefits available. Based on the discussion Mr. Whitney recommended the Commission adopt Resolution 1428, with the compensation for the Interim General Manager/CEO of the District to be \$250,000 annually with a vehicle allowance effective February 1, 2025. Staff reviewed their recommendation.

Commissioner Wright moved and Commissioner Gordon seconded to adopt Resolution 1428 with the recitals of the Resolution revised to reflect today's discussion. The motion passed unanimously

Mr. Whitney noted that staff will update Resolution 1428 to reflect the recitals as were discussed and will be routed for Commission signature.

Mr. Rhees reported that staff has been in discussions with NoaNet regarding possible convergence. He reported that after much discussion staff believes that convergence with NoaNet would be beneficial to the District. He reported that a service agreement is in draft form. Commissioner Wright reported that NoaNet is an open access wholesale network and has converged with Benton PUD. He noted that convergence with Benton PUD has gone well and that several of their staff members are now NoaNet staff. There was discussion on the general terms of the service agreement.

Commissioner Gordon asked if integration with NoaNet would include the transition of District property. Mr. Whitney responded that NoaNet would not acquire any District property. Staff will bring to the February meeting for additional discussion and consideration of Commission action.

CLOSING OF MEETING – ADJOURNMENT

With no further business to come before the Commission, Commissioner Wright adjourned the regular meeting at 11:24 a.m. The next regular meeting will be February 11, 2025, and

begin at 8:30 a.m. The meeting will be at the District's Auditorium located at 1411 W. Clark Street, Pasco, WA. Remote technology options will be provided for members of the public to participate.

Roger Wright, President

William Gordon, Vice President

Pedro Torres, Jr., Secretary

Accounts Payable

Check Register - Wires

01/01/2025 To 01/31/2025

Bank Account: 3 - FPUD REVENUE ACCOUNT							
#	Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1	2775	01/09/2025	WIRE	113257	EFTPS - PAYROLL TAXES	FEDERAL INCOME TAX	134,892.41
2	2776	01/09/2025	WIRE	113257	EFTPS - PAYROLL TAXES	FEDERAL INCOME TAX	1,201.05
3	2777	01/09/2025	WIRE	114437	OREGON DEPARTMENT OF REVENUE	OREGON WORKERS BENEFIT FUND ASSESS - ER	973.60
4	2778	01/09/2025	WIRE	100285	WA STATE SUPPORT REGISTRY	SUPPORT PAYMENT	337.00
5	2780	01/14/2025	WIRE	112714	MACQUARIE ENERGY NORTH AMERICA TRADING	POWER SWAP	352,360.00
6	2781	01/14/2025	WIRE	112793	CITIGROUP ENERGY INC	POWER SWAP	357,132.00
7	2783	01/14/2025	WIRE	112707	THE ENERGY AUTHORITY	TEA SCHEDULING & CONSULTING	118,780.54
8	2779	01/16/2025	WIRE	112715	POWEREX CORP	POWER SUPPLY CONTRACT	963,346.08
9	2789	01/23/2025	WIRE	100285	WA STATE SUPPORT REGISTRY	SUPPORT PAYMENT	337.00
10	2791	01/23/2025	WIRE	109978	WA STATE DEPT OF REVENUE	DECEMBER 2024 EXCISE TAX	508,185.28
11	2792	01/23/2025	WIRE	114437	OREGON DEPARTMENT OF REVENUE	OREGON WORKERS BENEFIT FUND ASSESS - ER	974.86
12	2793	01/23/2025	WIRE	113257	EFTPS - PAYROLL TAXES	FEDERAL INCOME TAX	109,149.01
13	2785	01/24/2025	WIRE	100464	WA STATE DEPT OF RETIREMENT SYSTEMS	PERS PLAN 3 WSIB A	64,183.80
14	2782	01/30/2025	WIRE	112709	LL&P WIND ENERGY INC	WHITE CREEK WIND	113,078.03
15	2790	01/30/2025	WIRE	112689	BONNEVILLE POWER ADMINISTRATION	TRANSMISSION BILL	516,448.00
16	2794	01/30/2025	WIRE	112689	BONNEVILLE POWER ADMINISTRATION	POWER BILL	2,722,645.00
17	2796	01/30/2025	WIRE	109978	WA STATE DEPT OF REVENUE	TAX ID #600200226	10,618.91
Total for Bank Account - 3 :							5,974,642.57
Grand Total :							5,974,642.57

Accounts Payable

Checks and Customer Refunds

01/01/2025 To 01/31/2025

Bank Account: 1 - ZBA - WARRANT ACCOUNT

#	Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1	48272	01/02/2025	CHK	100028	ABADAN	PRINTER MAINTENANCE	231.47
2	48273	01/02/2025	CHK	100129	APOLLO SHEET METAL INC	HVAC MAINTENANCE	2,087.30
3	48274	01/02/2025	CHK	110413	COMPUNET INC	SOFTWARE MAINTENANCE	20,125.34
4	48275	01/02/2025	CHK	101171	DEPARTMENT OF L&I, BOILER PRESSURE	PROFESSIONAL SERVICES	492.50
5	48276	01/02/2025	CHK	100518	FRANKLIN COUNTY PUBLIC WORKS	PROFESSIONAL SERVICES	765.40
6	48277	01/02/2025	CHK	100229	GRAINGER INC	OPERATING SUPPLIES	129.13
7	48278	01/02/2025	CHK	114007	GRIGG ENTERPRISES INC	BUILDING MAINTENANCE & SUPPLIES	40.47
8	48279	01/02/2025	CHK	107277	JUB ENGINEERS INC	PROFESSIONAL SERVICES	2,243.00
9	48280	01/02/2025	CHK	100006	LOURDES OCCUPATIONAL HEALTH CENTER	MEDICAL SERVICES	135.00
10	48281	01/02/2025	CHK	114018	MIGHTY JOHNS PORTABLE TOILETS & SEPTIC	PORTABLE RESTROOM RENTAL	119.00
11	48282	01/02/2025	CHK	100394	OXARC INC	OPERATING SUPPLIES	139.04
12	48283	01/02/2025	CHK	113405	PACIFIC POLE INSPECTION LLC	POLE INSPECTIONS	56,667.47
13	48284	01/02/2025	CHK	113198	PRINGLES POWER VAC	HVAC MAINTENANCE	20,919.69
14	48285	01/02/2025	CHK	101875	RAY POLAND & SONS	DISPOSAL SERVICE	50.00
15	48286	01/02/2025	CHK	112850	SANDYS TROPHIES INC	OFFICE SUPPLIES	70.99
16	48287	01/02/2025	CHK	109927	VESTIS SERVICES LLC	MATS AND COVERALLS	167.18
17	48288	01/02/2025	CHK	90002	MARIA M AVILA AGUILAR	CUSTOMER REFUND	267.10
18	48289	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	29.39
19	48290	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	52.67
20	48291	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	37.26
21	48292	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	119.94
22	48293	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	210.17
23	48294	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	500.00
24	48295	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	127.03
25	48296	01/02/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	51.44
26	48297	01/09/2025	CHK	100087	ALTEC INDUSTRIES INC	OPERATING SUPPLIES	20.10
27	48298	01/09/2025	CHK	100116	AMERICAN PUBLIC POWER ASSOC INC	DUES & MEMBERSHIP	41,478.82
28	48299	01/09/2025	CHK	112734	ARNETT INDUSTRIES LLC	OPERATING TOOLS	535.63
29	48300	01/09/2025	CHK	100171	BASIN DISPOSAL INC	UTILITY SERVICES	1,610.45
30	48301	01/09/2025	CHK	100179	BENTON FRANKLIN CAC	HELPING HANDS	1,459.93
31	48302	01/09/2025	CHK	104565	BIG BEND ELECTRIC COOPERATIVE INC	UTILITY SERVICES	117.27
32	48303	01/09/2025	CHK	100308	BNSF RAILWAY COMPANY	BNSF 2025 ANNUAL ROW LEASE	3,894.91
33	48304	01/09/2025	CHK	100515	CED	WAREHOUSE MATERIALS & SUPPLIES	2,258.24
34	48305	01/09/2025	CHK	100354	CITY OF CONNELL	PROFESSIONAL SERVICES	400.00
35	48306	01/09/2025	CHK	100354	CITY OF CONNELL	UTILITY SERVICES	79.54
36	48307	01/09/2025	CHK	101285	CITY OF PASCO	ROW PERMIT FEE	10.00
37	48308	01/09/2025	CHK	100360	CITY OF PASCO	UTILITY SERVICES	133.46
38	48309	01/09/2025	CHK	113363	COLEMAN OIL COMPANY	GAS & OTHER FUELS	8,826.18
39	48310	01/09/2025	CHK	100174	COLUMBIA BASIN LLC	DISPOSAL SERVICE	29.84
40	48311	01/09/2025	CHK	100346	CONNELL OIL INC	GAS & OTHER FUELS	1,636.74
41	48312	01/09/2025	CHK	113124	D J'S ELECTRICAL INC	DOCK CREW WORK	8,760.21
42	48313	01/09/2025	CHK	114010	EDM INTERNATIONAL INC	PHONE SERVICE RENEWAL	290.00
43	48314	01/09/2025	CHK	100138	ELECTRICAL CONSULTANTS INC	PROFESSIONAL SERVICES	19,673.10
44	48315	01/09/2025	CHK	114077	EMPIRE INNOVATION GROUP LLC	FLEX PLAN	1,471.79
45	48316	01/09/2025	CHK	113903	ENERGY EDUCATION COUNCIL SAFETY	DUES & MEMBERSHIP	2,860.00
46	48317	01/09/2025	CHK	114080	LOOMIS ARMORED US LLC	ARMORED CAR SERVICE	818.38
47	48318	01/09/2025	CHK	114186	ONEBRIDGE BENEFITS INC	FLEX PLAN FEE	50.00
48	48319	01/09/2025	CHK	100452	ORKIN EXTERMINATING INC	PEST CONTROL ANNUAL RENEWAL	866.84
49	48320	01/09/2025	CHK	113405	PACIFIC POLE INSPECTION LLC	POLE TESTING	47,160.94
50	48321	01/09/2025	CHK	100424	PASCO CHAMBER OF COMMERCE	DUES & MEMBERSHIP	3,750.00
51	48322	01/09/2025	CHK	113438	PITNEY BOWES INC	MAIL MACHINE POSTAGE	2,000.00
52	48323	01/09/2025	CHK	107520	RAILROAD MANAGEMENT COMPANY	POWER CROSSING PERMIT	3,991.64
53	48324	01/09/2025	CHK	100411	RANCH & HOME INC	BUILDING MAINTENANCE & SUPPLIES	454.56
54	48325	01/09/2025	CHK	114071	STUART C IRBY CO.	WAREHOUSE MATERIALS & SUPPLIES	11,491.67
55	48326	01/09/2025	CHK	113870	TOTH AND ASSOCIATES INC	PROFESSIONAL SERVICES	4,785.00
56	48327	01/09/2025	CHK	111471	VERIZON WIRELESS SERVICES LLC	PHONE SERVICES	5,827.29
57	48328	01/09/2025	CHK	109927	VESTIS SERVICES LLC	MATS AND COVERALLS	334.36
58	48329	01/09/2025	CHK	100290	WA PUBLIC UTILITY DISTRICT ASSOC	DUES & MEMBERSHIP	9,685.00
59	48330	01/09/2025	CHK	114232	WASHINGTON CHAIN AND SUPPLY	OPERATING TOOLS	3,086.23
60	48331	01/09/2025	CHK	113626	WATER STREET PUBLIC AFFAIRS LLC	CONSULTING SERVICES	3,500.00
61	48332	01/09/2025	CHK	111202	WESTERN RENEWABLE ENERGY WREGIS	TRANSFER FEES	9.75
62	48333	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	390.00
63	48334	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	200.32
64	48335	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	163.15
65	48336	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	103.96
66	48337	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	217.84
67	48338	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	198.23
68	48339	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	26.28
69	48340	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	157.45
70	48341	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	80.38
71	48342	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	279.33
72	48343	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	172.19
73	48344	01/09/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	73.29
74	48345	01/16/2025	CHK	114357	ALASKA RUBBER GROUP INC	OPERATING SUPPLIES	3.33
75	48346	01/16/2025	CHK	112936	CENTURY LINK	PHONE SERVICES	360.59
76	48347	01/16/2025	CHK	100354	CITY OF CONNELL	UTILITY TAX	59,004.86
77	48348	01/16/2025	CHK	100358	CITY OF KAHLOTUS	UTILITY TAX	3,058.22
78	48349	01/16/2025	CHK	100362	CITY OF PASCO	OCCUPATION/UTILITY	448,606.95
79	48350	01/16/2025	CHK	100360	CITY OF PASCO	UTILITY SERVICES	386.59
80	48351	01/16/2025	CHK	112903	CITY OF RICHLAND	UTILITY SERVICES	29.14
81	48352	01/16/2025	CHK	100340	CONNELL CHAMBER OF COMMERCE	DUES & MEMBERSHIP	250.00
82	48353	01/16/2025	CHK	100346	CONNELL OIL INC	OPERATING SUPPLIES	1,738.55

Accounts Payable

Checks and Customer Refunds

01/01/2025 To 01/31/2025

Bank Account: 1 - ZBA - WARRANT ACCOUNT

#	Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
83	48354	01/16/2025	CHK	113369	CORWIN OF PASCO LLC	AUTO PARTS	254.17
84	48355	01/16/2025	CHK	113767	CSS FARMS LLC	ENERGY SERVICES	2,200.00
85	48356	01/16/2025	CHK	108675	DIDIER FARMS	ENERGY SERVICES	3,480.00
86	48357	01/16/2025	CHK	100198	FEDERATED RURAL ELECTRIC INSURANCE CORP	INSURANCE DEDUCTIBLE CLAIM	2,500.00
87	48358	01/16/2025	CHK	100206	FRANKLIN COUNTY GRAPHIC	ADVERTISING	356.25
88	48359	01/16/2025	CHK	103521	GRAYBAR ELECTRIC INC	BROADBAND MATERIALS & SUPPLIES	40.72
89	48360	01/16/2025	CHK	114007	GRIGG ENTERPRISES INC	BUILDING MAINTENANCE & SUPPLIES	156.28
90	48361	01/16/2025	CHK	114007	GRIGG ENTERPRISES INC	BUILDING MAINTENANCE & SUPPLIES	21.76
91	48362	01/16/2025	CHK	114031	HOME DEPOT USA	GROUPS MAINTENANCE & SUPPLIES	2,074.55
92	48363	01/16/2025	CHK	113721	KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	BUILDING MAINTENANCE & SUPPLIES	71.34
93	48364	01/16/2025	CHK	100394	OXARC INC	NITROGEN & OTHER GASES	309.16
94	48365	01/16/2025	CHK	113405	PACIFIC POLE INSPECTION LLC	POLE INSPECTIONS	16,811.29
95	48366	01/16/2025	CHK	104915	PEND OREILLE PUD	CWPU EXPENSE	1,231.80
96	48367	01/16/2025	CHK	100472	PUBLIC POWER COUNCIL	DUES & MEMBERSHIP	43,892.00
97	48368	01/16/2025	CHK	100483	SIEFKEN & SONS CONSTRUCTION INC	PROJECT WORK	12,901.57
98	48369	01/16/2025	CHK	113221	THE SHERWIN-WILLIAMS CO	BUILDING MAINTENANCE & SUPPLIES	3,352.44
99	48370	01/16/2025	CHK	113870	TOTH AND ASSOCIATES INC	PROFESSIONAL SERVICES	1,440.00
100	48371	01/16/2025	CHK	106523	TRI CITY REGIONAL CHAMBER OF COMMERCE	DUES & MEMBERSHIP	3,000.00
101	48372	01/16/2025	CHK	114099	U.S. PAYMENTS LLC	KIOSK TRANSACTIONS AND FEES	873.82
102	48373	01/16/2025	CHK	113360	VALLEY TRANSFORMER INC	TRANSFORMER MAINTENANCE & REPAIRS	5,569.72
103	48374	01/16/2025	CHK	114108	VERIZON CONNECT FLEET USA LLC	FLEET MANAGEMENT SERVICES	1,273.09
104	48375	01/16/2025	CHK	111471	VERIZON WIRELESS SERVICES LLC	PHONE SERVICES	465.90
105	48376	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	21.61
106	48377	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	130.42
107	48378	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	26.07
108	48379	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	128.97
109	48380	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	217.84
110	48381	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	49.85
111	48382	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	128.10
112	48383	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	63.88
113	48384	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	151.67
114	48385	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	147.85
115	48386	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	223.10
116	48387	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	28.04
117	48388	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	214.72
118	48389	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	140.16
119	48390	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	28.58
120	48391	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	126.23
121	48392	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	281.15
122	48393	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	167.51
123	48394	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	13.44
124	48395	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	98.21
125	48396	01/16/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	141.78
126	48397	01/23/2025	CHK	100028	ABADAN	PRINTER MAINTENANCE	367.55
127	48398	01/23/2025	CHK	104565	BIG BEND ELECTRIC COOPERATIVE INC	2024 POLE CONTACTS	17,840.00
128	48399	01/23/2025	CHK	114254	BORDER STATES INDUSTRIES INC	WAREHOUSE MATERIALS & SUPPLIES	40,713.95
129	48400	01/23/2025	CHK	100515	CED	WAREHOUSE MATERIALS & SUPPLIES	15,104.43
130	48401	01/23/2025	CHK	100360	CITY OF PASCO	UTILITY SERVICES	713.64
131	48402	01/23/2025	CHK	112961	CITY OF RICHLAND	FIBER LEASE	1,333.73
132	48403	01/23/2025	CHK	110413	COMPUNET INC	SOFTWARE MAINTENANCE	4,363.41
133	48404	01/23/2025	CHK	113406	EMERALD SERVICES INC	DISPOSAL SERVICE	62.50
134	48405	01/23/2025	CHK	114077	EMPIRE INNOVATION GROUP LLC	FLEX PLAN	1,471.79
135	48406	01/23/2025	CHK	100697	FRONTIER FENCE INC	BUILDING MAINTENANCE & SUPPLIES	103.13
136	48407	01/23/2025	CHK	114007	GRIGG ENTERPRISES INC	FACILITY MAINTENANCE & SUPPLIES	79.03
137	48408	01/23/2025	CHK	113706	INTERMOUNTAIN CLEANING SERVICE INC	JANITORIAL SERVICES	4,336.27
138	48409	01/23/2025	CHK	113394	JEREMY O'NIEL	PROFESSIONAL SERVICES	950.00
139	48410	01/23/2025	CHK	113438	PITNEY BOWES INC	MAIL MACHINE LEASE	1,300.21
140	48411	01/23/2025	CHK	114277	THE PRINT GUYS INC	OFFICE FORMS	679.74
141	48412	01/23/2025	CHK	114087	TIPPETT COMPANY OF WASHINGTON LLC	PROFESSIONAL SERVICES	625.00
142	48413	01/23/2025	CHK	111471	VERIZON WIRELESS SERVICES LLC	PHONE SERVICES	105.22
143	48414	01/23/2025	CHK	109927	VESTIS SERVICES LLC	MATS AND COVERALLS	167.18
144	48415	01/23/2025	CHK	114162	ZAYO GROUP HOLDINGS INC	BROADBAND SERVICES	2,732.31
145	48416	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	245.72
146	48417	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	65.58
147	48418	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	142.31
148	48419	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	86.29
149	48420	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	143.89
150	48421	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	43.06
151	48422	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	198.58
152	48423	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	194.71
153	48424	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	48.70
154	48425	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	89.23
155	48426	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	55.10
156	48427	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	800.00
157	48428	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	81.81
158	48429	01/23/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	23.30
159	48430	01/30/2025	CHK	100087	ALTEC INDUSTRIES INC	OPERATING SUPPLIES	445.76
160	48431	01/30/2025	CHK	100129	APOLLO SHEET METAL INC	HVAC MAINTENANCE	3,857.10
161	48432	01/30/2025	CHK	100179	BENTON FRANKLIN CAC	PROFESSIONAL SERVICES	420.00
162	48433	01/30/2025	CHK	114254	BORDER STATES INDUSTRIES INC	WAREHOUSE MATERIALS & SUPPLIES	11,654.48
163	48434	01/30/2025	CHK	114378	CABLE HUSTON LLP	PROFESSIONAL SERVICES	4,706.50
164	48435	01/30/2025	CHK	100292	DEPARTMENT OF LABOR & INDUSTRIES	L&I BENEFIT	26,024.01

Accounts Payable

Checks and Customer Refunds

01/01/2025 To 01/31/2025

Bank Account: 1 - ZBA - WARRANT ACCOUNT

#	Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
165	48436	01/30/2025	CHK	105071	DIRECT AUTOMOTIVE	OPERATING SUPPLIES	356.91
166	48437	01/30/2025	CHK	100138	ELECTRICAL CONSULTANTS INC	PROFESSIONAL SERVICES	10,926.50
167	48438	01/30/2025	CHK	103521	GRAYBAR ELECTRIC INC	WAREHOUSE MATERIALS & SUPPLIES	3,472.43
168	48439	01/30/2025	CHK	114007	GRIGG ENTERPRISES INC	BUILDING MAINTENANCE & SUPPLIES	228.07
169	48440	01/30/2025	CHK	114007	GRIGG ENTERPRISES INC	BUILDING MAINTENANCE & SUPPLIES	21.26
170	48441	01/30/2025	CHK	114334	HOWARD INDUSTRIES INC	WAREHOUSE MATERIALS & SUPPLIES	52,955.89
171	48442	01/30/2025	CHK	100407	INLAND PORTS & NAVIGATION GROUP	DUES & MEMBERSHIP	10,000.00
172	48443	01/30/2025	CHK	114018	MIGHTY JOHNS PORTABLE TOILETS & SEPTIC	PORTABLE RESTROOM RENTAL	119.00
173	48444	01/30/2025	CHK	113339	NORTH COAST ELECTRIC COMPANY	OPERATING SUPPLIES	11.72
174	48445	01/30/2025	CHK	100452	ORKIN EXTERMINATING INC	PEST CONTROL	2,491.14
175	48446	01/30/2025	CHK	100394	OXARC INC	NITROGEN & OTHER GASES	189.51
176	48447	01/30/2025	CHK	100580	PASCO RENTALS INC	EQUIPMENT RENTAL	71.87
177	48448	01/30/2025	CHK	104915	PEND OREILLE PUD	CWPU EXPENSE	1,094.10
178	48449	01/30/2025	CHK	112920	TACOMA SCREW PRODUCTS INC	OPERATING SUPPLIES	114.30
179	48450	01/30/2025	CHK	114277	THE PRINT GUYS INC	OFFICE FORMS	1,066.13
180	48451	01/30/2025	CHK	114087	TIPPETT COMPANY OF WASHINGTON LLC	PROFESSIONAL SERVICES	825.00
181	48452	01/30/2025	CHK	112127	US BANK - P CARDS & TRAVEL	PURCHASE CARD	6,396.82
182	48453	01/30/2025	CHK	112127	US BANK - P CARDS & TRAVEL	TRAVEL CARD	2,136.01
183	48454	01/30/2025	CHK	111471	VERIZON WIRELESS SERVICES LLC	PHONE SERVICES	118.15
184	48455	01/30/2025	CHK	114194	VERTIV CORPORATION	FIBER MAINTENANCE	34,482.53
185	48456	01/30/2025	CHK	109927	VESTIS SERVICES LLC	MATS AND COVERALLS	334.36
186	48457	01/30/2025	CHK	104325	WA STATE EMPLOYMENT SECURITY DEPT	UNEMPLOYMENT CLAIM	7,133.00
187	48458	01/30/2025	CHK	104325	WA STATE EMPLOYMENT SECURITY DEPT	FAMILY LEAVE INSURANCE	8,607.00
188	48459	01/30/2025	CHK	114368	WA STATE EMPLOYMENT SECURITY DEPT	WA CARES FUND	5,373.12
189	48460	01/30/2025	CHK	104105	WATER SOLUTIONS INC	WATER COOLER RENTAL	419.27
190	48461	01/30/2025	CHK	111202	WESTERN RENEWABLE ENERGY WREGIS	TRANSFER FEES	8.71
191	48462	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	10.20
192	48463	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	111.05
193	48464	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	142.07
194	48465	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	280.37
195	48466	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	42.77
196	48467	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	144.30
197	48468	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	159.19
198	48469	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	33.47
199	48470	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	129.11
200	48471	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	60.23
201	48472	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	323.75
202	48473	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	116.45
203	48474	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	333.57
204	48475	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	34.83
205	48476	01/30/2025	CHK	90002	CUSTOMER REFUND	CUSTOMER REFUND	32.93
Total for Bank Account - 1 :							1,212,723.85
Grand Total :							1,212,723.85

Accounts Payable

Check Register - Direct Deposit

01/01/2025 To 01/31/2025

Bank Account: 3 - FPUD REVENUE ACCOUNT							
#	Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1	30561	01/03/2025	DD	113886	AMAZON CAPITAL SERVICES INC	HARDWARE PURCHASE	33.72
2	30562	01/03/2025	DD	100216	GENERAL PACIFIC INC	WAREHOUSE MATERIALS & SUPPLIES	411.64
3	30563	01/03/2025	DD	114529	INSULX INSULATION LLC	ENERGY SERVICES	11,798.44
4	30564	01/03/2025	DD	101501	JIM'S PACIFIC GARAGES INC	OPERATING SUPPLIES	297.17
5	30565	01/03/2025	DD	1191	BRIAN C JOHNSON	EMPLOYEE REIMBURSEMENT	110.00
6	30566	01/03/2025	DD	113201	NAPA	AUTO PARTS	479.93
7	30567	01/03/2025	DD	100366	NORTHWEST PUBLIC POWER ASSOCIATION	ADVERTISING	200.00
8	30568	01/03/2025	DD	113294	PARAMOUNT COMMUNICATIONS, INC	HARDWARE MAINTENANCE	53,812.29
9	30569	01/03/2025	DD	113980	SANCHEZ BROS CONSTRUCTION LLC	ENERGY SERVICES	7,368.39
10	30570	01/03/2025	DD	114536	SOUND GRID PARTNERS LLC	CONSULTING SERVICES	1,577.50
11	30571	01/03/2025	DD	102263	TYNDALE COMPANY INC	FIRE SAFETY CLOTHING	94.20
12	30661	01/09/2025	DD	113886	AMAZON CAPITAL SERVICES INC	OPERATING SUPPLIES	524.59
13	30662	01/09/2025	DD	100178	BENTON COUNTY PUD	TREE TRIMMING	321.75
14	30663	01/09/2025	DD	1003	CARLOS X CANDANOZA	EMPLOYEE REIMBURSEMENT	150.00
15	30664	01/09/2025	DD	100339	CENTURY LINK	PHONE SERVICES	207.30
16	30665	01/09/2025	DD	1076	KATRINA B FULTON	EMPLOYEE REIMBURSEMENT	199.00
17	30666	01/09/2025	DD	100216	GENERAL PACIFIC INC	WAREHOUSE MATERIALS & SUPPLIES	68,718.63
18	30667	01/09/2025	DD	112981	GREEN ENERGY TODAY LLC	ESQUATZEL DAM PROJECT	32,041.34
19	30668	01/09/2025	DD	113299	HRA VEBA TRUST	VEBA	51,225.34
20	30669	01/09/2025	DD	100245	IBEW LOCAL 77	UNION DUES	6,100.01
21	30670	01/09/2025	DD	113658	KNOWBE4 INC	SECURITY TRAINING SUBSCRIPTION	5,015.50
22	30671	01/09/2025	DD	114319	MISSIONSQUARE 106134	DEFERRED COMPENSATION	1,076.92
23	30672	01/09/2025	DD	114295	MISSIONSQUARE 107514	DEFERRED COMPENSATION	14,535.71
24	30673	01/09/2025	DD	114294	MISSIONSQUARE 301671	DEFERRED COMPENSATION	39,742.49
25	30674	01/09/2025	DD	113201	NAPA	AUTO PARTS	93.11
26	30675	01/09/2025	DD	101318	NORTHWEST OPEN ACCESS NETWORK	FIBER SERVICES	444.00
27	30676	01/09/2025	DD	111368	ONLINE INFORMATION SERVICES INC	UTILITY EXCHANGE REPORT	585.72
28	30677	01/09/2025	DD	100444	PACIFIC NW UTILITIES CONFERENCE COMM	DUES & MEMBERSHIP	5,415.00
29	30678	01/09/2025	DD	113294	PARAMOUNT COMMUNICATIONS, INC	FIBER DOCK CREW	429.58
30	30679	01/09/2025	DD	100300	PRINCIPAL BANK PCS	INSURANCE PREMIUM	150,955.96
31	30680	01/09/2025	DD	113445	RELIABLE EQUIPMENT & SERVICE COMPANY, IN	OPERATING TOOLS	580.78
32	30681	01/09/2025	DD	114312	RELIANCE STANDARD LIFE INSURANCE CO	INSURANCE PREMIUM	5,901.97
33	30682	01/09/2025	DD	100274	TRI CITIES VISITOR & CONVENTION BUREAU	DUES & MEMBERSHIP	5,000.00
34	30683	01/09/2025	DD	100478	TRI CITY HERALD	ADVERTISING	160.98
35	30684	01/09/2025	DD	102263	TYNDALE COMPANY INC	FIRE SAFETY CLOTHING	472.63
36	30685	01/09/2025	DD	100277	UNITED WAY	UNITED WAY	5.00
37	30686	01/16/2025	DD	114180	2001 SIXTH LLC	BROADBAND SERVICES	150.00
38	30687	01/16/2025	DD	112724	A W REHN & ASSOCIATES	COBRA NOTIFICATION	22.00
39	30688	01/16/2025	DD	100178	BENTON COUNTY PUD	TREE TRIMMING	85.02
40	30689	01/16/2025	DD	101890	COLUMBIA INDUSTRIES	SHREDDING SERVICES	567.57
41	30690	01/16/2025	DD	102842	ENERGY NORTHWEST	NINE CANYON	174,493.92
42	30691	01/16/2025	DD	100216	GENERAL PACIFIC INC	WAREHOUSE MATERIALS & SUPPLIES	13,988.21
43	30692	01/16/2025	DD	114529	INSULX INSULATION LLC	ENERGY SERVICES	20,068.92
44	30693	01/16/2025	DD	113652	LEAF CAPITAL FUNDING LLC	PRINTER LEASE	984.87
45	30694	01/16/2025	DD	113201	NAPA	AUTO PARTS	541.13
46	30695	01/16/2025	DD	113269	NISC	SOFTWARE MAINTENANCE	26,173.44
47	30696	01/16/2025	DD	101318	NORTHWEST OPEN ACCESS NETWORK	PROFESSIONAL SERVICES	20,919.98
48	30697	01/16/2025	DD	100366	NORTHWEST PUBLIC POWER ASSOCIATION	DUES & MEMBERSHIP	33,850.00
49	30698	01/16/2025	DD	113980	SANCHEZ BROS CONSTRUCTION LLC	ENERGY SERVICES	16,903.28
50	30699	01/16/2025	DD	114471	SIXTY MOUNTAIN PLLC	ENGINEERING SERVICES	8,506.51
51	30700	01/16/2025	DD	113402	SOFTWAREONE INC	SOFTWARE MAINTENANCE	28,401.82
52	30701	01/16/2025	DD	100273	TRI-CITY DEVELOPMENT COUNCIL	DUES & MEMBERSHIP	10,000.00
53	30702	01/16/2025	DD	114469	TUPS LLC	WAREHOUSE MATERIALS & SUPPLIES	2,820.51
54	30703	01/16/2025	DD	102263	TYNDALE COMPANY INC	FIRE SAFETY CLOTHING	1,267.03
55	30704	01/16/2025	DD	100283	UTILITIES UNDERGROUND LOCATION CENTER	LOCATE SERVICES	254.76
56	30705	01/16/2025	DD	114204	VITAL RECORDS HOLDINGS LLC	RECORDS STORAGE SERVICES	686.55
57	30793	01/23/2025	DD	113886	AMAZON CAPITAL SERVICES INC	HARDWARE PURCHASE	667.47
58	30794	01/23/2025	DD	113380	ANIXTER INC	WAREHOUSE MATERIALS & SUPPLIES	14,655.76
59	30795	01/23/2025	DD	112936	CENTURY LINK	PHONE SERVICES	2.13
60	30796	01/23/2025	DD	1193	NOEL M CONTRERAS	EMPLOYEE REIMBURSEMENT	150.00
61	30797	01/23/2025	DD	102842	ENERGY NORTHWEST	PACKWOOD	32,862.00
62	30798	01/23/2025	DD	113299	HRA VEBA TRUST	VEBA	85,791.24
63	30799	01/23/2025	DD	113442	ICE TRADE VAULT, LLC	COUNTERPARTY TRADE FEE	405.00
64	30800	01/23/2025	DD	113671	IKEGPS INC	SUBSCRIPTION RENEWAL	6,860.70
65	30801	01/23/2025	DD	1176	NICOLE R KIRBY	EMPLOYEE REIMBURSEMENT	199.00
66	30802	01/23/2025	DD	112949	LUMEN	PHONE SERVICES	51.96
67	30803	01/23/2025	DD	114319	MISSIONSQUARE 106134	DEFERRED COMPENSATION	1,076.92
68	30804	01/23/2025	DD	114295	MISSIONSQUARE 107514	DEFERRED COMPENSATION	14,458.21
69	30805	01/23/2025	DD	114294	MISSIONSQUARE 301671	DEFERRED COMPENSATION	19,237.49
70	30806	01/23/2025	DD	100130	MOON SECURITY SERVICES INC	SECURITY MAINTENANCE	163.80
71	30807	01/23/2025	DD	113201	NAPA	AUTO PARTS	74.57
72	30808	01/23/2025	DD	113269	NISC	MAILING SERVICES	29,365.04
73	30809	01/23/2025	DD	101318	NORTHWEST OPEN ACCESS NETWORK	FIBER SERVICES	444.00
74	30810	01/23/2025	DD	100195	STAPLES ADVANTAGE	OFFICE SUPPLIES	79.87
75	30811	01/23/2025	DD	113684	SUSTAINABLE LIVING CENTER	LOW INCOME CERTIFICATIONS	625.00
76	30812	01/23/2025	DD	112707	THE ENERGY AUTHORITY	TEA TASK ORDER 3	2,536.26
77	30813	01/30/2025	DD	113886	AMAZON CAPITAL SERVICES INC	OPERATING SUPPLIES	1,053.94
78	30814	01/30/2025	DD	100216	GENERAL PACIFIC INC	WAREHOUSE MATERIALS & SUPPLIES	1,641.67
79	30815	01/30/2025	DD	1242	LANE HOOVER	EMPLOYEE REIMBURSEMENT	260.69
80	30816	01/30/2025	DD	114529	INSULX INSULATION LLC	ENERGY SERVICES	16,554.29
81	30817	01/30/2025	DD	113261	LANDIS+GYR TECHNOLOGY, INC	SOFTWARE MAINTENANCE	6,446.63

Accounts Payable

Check Register - Direct Deposit

01/01/2025 To 01/31/2025

Bank Account: 3 - FPUD REVENUE ACCOUNT

#	Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
82	30818	01/30/2025	DD	113652	LEAF CAPITAL FUNDING LLC	PRINTER LEASE	962.23
83	30819	01/30/2025	DD	100130	MOON SECURITY SERVICES INC	SECURITY MAINTENANCE	399.28
84	30820	01/30/2025	DD	113201	NAPA	AUTO PARTS	55.41
85	30821	01/30/2025	DD	113294	PARAMOUNT COMMUNICATIONS, INC	FIBER DOCK CREW	32,244.45
86	30822	01/30/2025	DD	112792	PASCO TIRE FACTORY INC	VEHICLE TIRES	493.28
87	30823	01/30/2025	DD	113168	PORTLAND GENERAL ELECTRIC COMPANY	COB INTERTIE	12,044.16
88	30824	01/30/2025	DD	114326	RELIANCE STANDARD LIFE INSURANCE CO /ASO	INSURANCE PREMIUM	103.75
89	30825	01/30/2025	DD	113980	SANCHEZ BROS CONSTRUCTION LLC	ENERGY SERVICES	13,973.53
90	30826	01/30/2025	DD	114536	SOUND GRID PARTNERS LLC	CONSULTING SERVICES	12,015.00
91	30827	01/30/2025	DD	114120	SPOTTED FOX INC	PROFESSIONAL SERVICES	1,387.50
92	30828	01/30/2025	DD	100291	STATE AUDITOR'S OFFICE	AUDIT SERVICES	2,095.50
93	30829	01/30/2025	DD	112470	SURVALENT TECHNOLOGY INC	SOFTWARE MAINTENANCE	18,075.22
94	30830	01/30/2025	DD	1245	PEDRO TORRES	TRAVEL REIMBURSEMENT	905.07
95	30831	01/30/2025	DD	102263	TYNDALE COMPANY INC	TRANSFER FEES	1,253.34
96	30832	01/30/2025	DD	1113	ROGER G WRIGHT	TRAVEL REIMBURSEMENT	815.13
Total for Bank Account - 3 :							1,159,258.60
Grand Total :							1,159,258.60

Franklin PUD - Write Off Report					
Write Off Report for the Month of:					Feb-25
Collection Agency:					Armada Corporation
#	Name	Amount			
1	DONNA KAY GARCIA	\$	800.39		
2	NATHAN R SANCHEZ-NGUYEN	\$	320.46		
3	ALLISON GLUBRECHT	\$	221.88		
4	NASRY HAMIDAH	\$	199.07		
5	WILLIAM POWERS	\$	176.81		
6	MELISSA BRITO	\$	157.52		
7	PAMELA PENCE	\$	140.88		
8	SHELBY VOICE	\$	139.39		
9	BRANDON MAGELSEN	\$	111.60		
10	MAURICIA R SISK	\$	86.08		
11	MARIA J GARCIA FIGUEROA	\$	84.60		
12	EVELYN A DE LA TORRE	\$	73.51		
13	GUADALUPE INIGUEZ	\$	57.29		
14	BETTY NICHOLS	\$	55.34		
15	MANUEL RUIZ ESTRADA	\$	54.17		
16	MICHAEL WATTS	\$	45.11		
17	KAYLA HOLT	\$	42.65		
18	CARLOS A GARCIA REYES	\$	42.18		
19	GUILLERMO ZETINA GARCIA JR	\$	39.04		
20	KENDRY G SILVA ESCALONA	\$	28.66		
21	MARIA PULIDO	\$	25.64		
22	RIGOBERTO ALVARADO	\$	20.91		
23	SILVIA ALVARADO	\$	16.77		
24	JONATHAN ALVAREZ SANCHEZ	\$	14.99		
25	CHARLES VALLEJO	\$	14.74		
26	OSCAR I GARCIA ARVIZU	\$	12.66		
27	SILVIA CASTANEDA	\$	8.07		
	Total	\$	2,990.41		
	Average amount per account:	\$	110.76		
	Gross bad debts as a percentage to				
	October 2024 monthly sales:		0.51%		

AGENDA ITEM 6

Franklin PUD Commission Meeting Packet

Agenda Item Summary

Presenter: Katrina Fulton

Finance & Customer Service Director

Date: February 11, 2025

☐

REPORTING ONLY

☒

FOR DISCUSSION

☐

ACTION REQUIRED

1. OBJECTIVE:

Discussing Proposed Changes to District Administrative Policy 16 - Purchasing Approval and Payment Authority.

2. BACKGROUND:

At the December 2024 Commission meeting, staff was asked to review the approval limits set forth in District Administrative Policy 16 – Purchasing Approval (Purchasing Approval Policy).

After review of the state public purchasing legislation, the state purchasing handbook, and the Municipal Research Services Center (MRSC) website is recommending various revisions to the existing Purchasing Approval Policy. The revisions also incorporated new legislation that modifies public procurement and purchasing that took effect July 1, 2024.

Staff will review and discuss the changes as shown on Attachment A and include:

- updated approval limits,
- clarified purchasing classifications,
- established new purchasing thresholds,
- added definitions, and
- modified credit card limits

After review and discussion, staff will incorporate any Commission feedback and bring the Purchasing Approval and Payment Authority Policy for final Commission review and consideration of approval to the March meeting

3. SUGGESTED MOTION:

For discussion purposes.

Policy No: GM-16
 Revision No: ~~143~~
 Effective Date: ~~03/25/2512/13/22~~



PURCHASING APPROVAL AND PAYMENT AUTHORITY

1.0 PURPOSE

The General Manager/~~Chief Executive Officer (GM/CEO)~~ grants specific limited authority to commit District resources for purchasing goods and services pursuant to Resolution No. ~~XXXX1240~~.

This Policy outlines roles and responsibilities regarding the purchase of goods and services, payment authority, electronic signatures, and District approval requirements for purchase orders, contract actions (contract actions include but are not limited to contracts, task orders, amendments, addendums, and other similar items), contract change orders, and guidelines for use of District issued credit cards and fuel cards and house accounts. Individuals with approval authority for purchases, invoices, or payments are accountable for ensuring:

- The purchase was made in the conduct of District business.
- The goods and services have been received and are satisfactory.
- The amount of the invoice meets the agreed upon price.
- The expenditure has been charged to the proper account.
- The transaction is processed in a timely fashion.

This Policy does not apply to petty cash purchases, travel, power and transmission transactions and conservation contracts, which are governed by separate policies or procedures.

2.0 DEFINITIONS

Approving Officials: employees who have the authority to commit District funds for the purchase of Goods and Services.

Credit Card Holders/Users: employees who have been issued a Fuel Card PIN, Purchasing Card or Travel Card.

Electronic Signature: an electronic sound, symbol or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record.

Fuel Card: a District issued card for sole purpose of fueling District vehicles or equipment at authorized fuel vendor stations.

Goods and Services: includes material, labor, fuel, equipment or professional services.

Personal Services: services that are mostly intellectual in nature and may require specialized knowledge, professional licensing, certifications advanced education, and/or unique abilities and talents.

Pre-approval: a paper trail, such as a purchase order or email, which clearly outlines the Authorizing Official's consent to allow the Credit Card Holder/User or other employee to transact on behalf of the District for the purchase of Goods or Services unless for emergency work as defined in RCW 39.04.280 (3).

Policy No: GM-16
Revision No: ~~143~~
Effective Date: ~~03/25/2512/13/22~~

Professional Services: services rendered by members of a recognized profession or possessing a special skill.

Public Works: all work, construction, building, renovations, alterations, repairs, or improvements other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property therein.

Purchase: any commitment of District funds made by a District employee for the purchase of goods and services. Purchases may be done by purchase order, contracts, change orders, invoices, Purchasing Card, Travel Card, etc.

Purchased Services: services that are routine, mechanical in nature, and mostly physical activities that support the District's day-to-day operations. Purchased services can be subject to prevailing wage.

Purchasing Cards (P-Card): a District issued credit card that enables the designated card holders to make transactions for goods and non-prevailing wage services on the District's behalf.

Supporting Documentation: original invoices, itemized receipts, packing slips and other documents that prove Pre-approval and receipt of a Purchase. Any invoices or receipts that are replaced by copies must be initialed by the Approving Official.

Travel Cards: a District issued credit card that enables the District's Travel Coordinators to make hotel reservations or purchase flights for authorized Travel on the District's behalf and in accordance with the District's Business Travel Policy (ADM-10 and ADM-24).

3.0 IMPLEMENTATION

3.1 Responsibilities:

Accounting is responsible for reviewing and reconciling all credit card statements to the supporting documentation and ensuring accuracy of the coding for each Purchase. Performs final review of all invoices prior to payment.

Approving Officials are responsible for Pre-approval of all Purchases done using purchase orders, Travel Cards, or P-Cards, and ensuring funds are available for Purchases and contracts.

Credit Card Holders/Users are responsible for safeguarding the card(s) against loss, theft or unauthorized use; and understanding the rules and limitations of use of the card(s) issued to them.

District employees are responsible for understanding this ~~P~~policy, for getting Pre-approval for all purchases and for providing Supporting Documentation.

The Purchasing Manager is responsible for all Purchases except for purchases made on house accounts and for the coordination of authorized Travel.

The Warehouse is responsible for receiving all Purchases, except items that are not delivered but are charged on house accounts, unless otherwise assigned.

Policy No: GM-16
 Revision No: ~~143~~
 Effective Date: ~~03/25/2512/13/22~~

3.2 Purchase Approvals

The District requires approval of all Purchases. The following are the approval limits for authorized Approving Officials of the District:

<u>Approving Official:</u>	<u>Approval Limits:</u>
<u>Department Manager Level⁽¹⁾</u>	<u>Up to \$10,000</u>
<u>Director Level</u>	<u>Up to \$50,000</u>
<u>General Manager (CEO), Assistant General Manager or</u>	
<u>Acting General Manager⁽²⁾</u>	<u>Up to \$120,000/170,000</u>
<u>Board of Commissioners (the Commission)</u>	<u>Over \$1720,000</u>

(1) This includes the Transmission & Distribution Superintendents and Supervisors.

(2) See Administrative Policy GM-13 Succession of Authority.

~~Per RCW 54.04.080, the Commission is the final authority with regard to whether a bid is responsive or the bidder is a responsible bidder. All sealed bids require Commission approval regardless of amount.~~

<u>Approving Official</u>	<u>Material Limits</u>	<u>Public Work Limits</u>	<u>All Other Purchases</u>
<u>Department Manager Level⁽¹⁾</u>	<u>Up to \$10,000</u>	<u>Up to \$10,000</u>	<u>Up to \$10,000</u>
<u>Director Level ⁽²⁾⁽³⁾</u>	<u>Up to \$50,000</u>	<u>Up to \$50,000</u>	<u>Up to \$50,000</u>
<u>General Manager /(CEO),</u> <u>Assistant General Manager or</u> <u>Acting General Manager⁽²³⁾</u>	<u>Up to \$120,000</u>	<u>Up to \$350,000</u>	<u>Up to \$200,000</u>
<u>Board of Commissioners (the Commission)</u>	<u>Over \$120,000</u>	<u>Over \$350,000</u>	<u>Over \$200,000</u>

(1) ~~(1) This includes the Superintendents and Supervisors.~~

(2) This includes the Public Information Officer or similar position as identified by the General Manager/CEO.

(23) See Administrative Policy GM-13 Succession of Authority.

The approval limits are also applicable to the total of the original Purchase amount and any change order dollar amount. If the amended total Purchase amount or amended contract dollar amount exceeds an Approving Official's approval limit, a higher-level Approving Official must approve the change order per the established approval limits.

If the Commission approved the original Purchase, the General Manager (CEO) / Assistant General Manager may approve change orders up to 25% of the original Purchase amount up to a maximum of \$100,000 without prior approval of the Commission and will notify the Commission if the change order is greater than 10% of the original Purchase amount.

All Department Managers and Directors shall have entered their approval prior to placement of an order with the vendor as outlined in the Approval Line of Authority.

Policy No: GM-16
 Revision No: ~~143~~
 Effective Date: ~~03/25/2512/13/22~~

Per RCW 54.04.080, the Commission is the final authority with regard to whether a bid is responsive or the bidder is a responsible bidder. All sealed bids require Commission approval regardless of amount.

3.3 Purchases Exceeding Approved Purchase Amount

When goods or services have been accepted by the Warehouse and the invoice(s) total exceeds the approved purchase amount, the payment shall require approval as follows:

- a) For purchase orders or contracts with an original Purchase amount up to \$120,000, an Approving Official may authorize payment of invoices that exceed the approved Purchase amount; however, in no case may an Approving Official approve invoice(s) that total more than their Approval Limit.
- b) For purchase orders or contracts where the original purchase amount exceeds \$120,000, the General Manager/~~CEO~~/Assistant General Manager may authorize payment of invoices that exceed the approved Purchase amount with notification to the Commission; however, in no case may the General Manager/~~CEO~~/Assistant General Manager approve invoice(s) that total more than his/her Approval Limit.
- c) For any Purchase where an invoice is received and a purchase order was required but was not approved in advance, a purchase order will need to be created and approved before Accounting will pay the invoice.

3.4 Monetary Limits

3.4.1 Material and Equipment

The monetary limits listed below will be used to determine the process to follow before entering into a contract to purchase material or equipment:

<u>Monetary Limit</u>	<u>Requirement</u>
\$1 - \$30,000; or less than \$12,000 of the same kinds of items in any calendar month	No requirement to seek bids or quotes RCW 54.04.070
\$30,001 - \$120,000	District obtains <u>at least three</u> quotes from Vendor List RCW 54.04.082 & RCW 39.04.190
\$120,001 or greater	District publishes a request for sealed bids, RCW 54.04.070, RCW 54.04.082 & RCW 39.04.190

Purchases will not be divided to avoid these limits. These amounts are exclusive of sales tax. The District will utilize alternate purchase methods approved by RCW 39.04.280 and RCW 39.26.140 on a case by case basis.

3.4.2 Public Works Labor Project

Policy No: GM-16
 Revision No: 143
 Effective Date: 03/25/2512/13/22

The monetary limits listed below will be used to determine the process to follow before entering into a contract for public works labor projects only:

<u>Monetary Limit</u>	<u>Requirement</u>
\$1 - \$150,000	Follow Limited Public Works <u>Direct Contracting or Small Works Roster</u> process as defined <u>allowed</u> in RCW 54.04.070 <u>and in RCW 39.04.152</u>
\$150,001 - \$350,000	District sends an invitation for quotes to all appropriate contractors on the Small Works Roster; or requests sealed bids <u>as allowed in RCW 54.04.070 and defined in RCW 39.04.152</u>
\$350,001 or greater	District publishes a request for sealed bids RCW 54.04.070

(2)

~~The District will use a Request for Qualifications process to select a needed consultant for Engineering services, surveying services, architectural and/or landscape architectural services.~~

~~The District will use Requests for Proposals for Professional Services that are estimated to exceed \$50,000. The quote process will be used for Professional Services that are estimated to be less than \$50,000~~

No bids or quotes are necessary for projects performed by District crews where the value of the materials used in the project are less than \$300,000.

Contracts will not be divided to avoid these limits. These amounts are exclusive of state sales tax. If a project requires phases, the estimated total of all phases will be used to determine the purchasing threshold. These amounts are exclusive of sales tax.

3.4.3 Professional Professional Services

The District maintains a Professional Service Roster in lieu of sending a formal Request for Qualifications to select consultants for Engineering services, surveying services, architectural and/or landscape architectural services.

<u>Monetary Limit</u>	<u>Requirement</u>
<u>\$1 - \$25,000</u>	<u>Request quotes from three qualified firms on the Professional Service Roster, as defined in RCW 39.26.140 RCW.</u>
<u>\$25,001 - \$150,000</u>	<u>Follow Professional Service Roster process as defined in RCW 39.26.140 RCW.</u>

Policy No: GM-16
 Revision No: ~~143~~
 Effective Date: ~~03/25/2512/13/22~~

\$150,001 or greater District publishes a formal request for qualifications/proposal.

~~3.4.3 The District uses will use a Request for Qualifications process to select a needed consultants for Engineering services, surveying services, architectural and/or landscape architectural services, in accordance with the alternative process.~~

~~The District will use Requests for Proposals for Professional Services that are estimated to exceed \$50,000. The quote process will be used for Professional Services that are estimated to be less than \$50,000~~

3.4.4 Personal Services

The monetary limits will be used to determine the process to follow before entering into a contract for personal services:

<u>Monetary Limit</u>	<u>Requirement</u>
<u>\$1 - \$25,000</u>	<u>Seeking competition is always recommended but not required for this dollar range.</u>
<u>\$25,001 - \$50,000</u>	<u>Request quotes from 2-5 qualified firms.</u>
<u>\$50,001 or greater</u>	<u>District publishes a formal Request for Proposal</u>

3.4.5 Purchased Services

The monetary limits will be used to determine the process to follow before entering into a contract for personal services:

<u>Monetary Limit</u>	<u>Requirement</u>
<u>\$1 - \$5,000</u>	<u>Seeking competition is always recommended but not required for this dollar range.</u>
<u>\$5,001 - \$120,000</u>	<u>Request quotes from 2-5 qualified firms.</u>
<u>\$120,001 or greater</u>	<u>District publishes a formal solicitation.</u>

3.4.4.3.4.6 Purchasing and Travel Card

Purchasing authority for each P-Card user's account is limited to \$1,000 per transaction per day and \$5,000 per month. Credit Card Holders will not split Purchases into multiple transactions to circumvent these limits. The District's Travel Coordinators have a transaction limit of \$2,000 per day and have a monthly limit of \$7,500. ~~The Purchasing Manager has a transaction is limited ofte \$3,000 per transaction per day and a monthly limit of \$10,000 per month.~~

Purchasing authority for each travel card account is not limited on a per transaction basis, but total charges may not exceed \$7,500 per month. Travel card use is limited to reserving hotel rooms, first night deposits and airline or other commercial travel tickets for employees on authorized ~~T~~travel.

Policy No: GM-16
Revision No: ~~143~~
Effective Date: ~~03/25/25~~12/13/22

~~3.4.53.4.7~~ Approval Limit Exceptions

If a contract is for: a) professional services with job assignments by task orders or, b) labor with job assignments by work orders, and the contract has been approved by the General Manager/~~CEO,~~ Assistant General Manager or Commission, with the noted exceptions below, the approval of authorization to proceed on specific task/work orders (or changes thereto) shall be given per the approval limits in paragraph 3.2.

For any such labor contract, approval of or authorization to proceed on specific work orders (or changes thereto) may be given by the Engineering Director, ~~or~~ Transmission & Distribution Superintendent, or higher-level Approving Official. Invoices applicable to such task/work orders in excess of the original approved task/work order amount, will be approved for payment pursuant to paragraph 3.3.

For approved POs that are missing tax or freight under \$100, the Purchasing Manager may add the missing charges to the PO and approve the PO without routing to the Approving Official. For freight charges over \$100, the PO will be edited and routed to the Approving Official.

For professional services, personal services, or purchased services, the General Manager/CEO (or his or her designee) may deviate from the monetary limits and competition requirements if doing so would be in the District's best interests for a particular need. The signature of the General Manager/CEO (or his or her designee) on a contract that was obtained by deviating from these monetary limits and competition requirements shall be deemed an authorized waiver by the General Manager/CEO, so long as such contract was awarded consistent with applicable law.

3.5 Emergency Work

Notwithstanding paragraph 3.1 or 3.3, a Director or designee may authorize emergent or emergency work to proceed, which may result in the original dollar amount being exceeded and the General Manager/~~CEO, or~~ Assistant General Manager will be notified as soon as practicable. The Commission will be notified in accordance with RWC 39.04.280 when applicable.

3.6 Grant Funding

For projects being financed with State or Federal funding, the District will follow the most stringent purchasing process between the funding requirements and this Policy ~~16~~.

~~3.6 Sealed Bids~~

~~All Sealed Bids require Commission approval.~~

3.7 Electronic Signatures

The District will use and accept electronic signatures with the same force and effect as that of a signature affixed by hand. Determination of electronic signature uses are outlined in Procedure XV, Electronic Signatures.

Policy No: GM-16
Revision No: ~~14~~
Effective Date: ~~03/25/25~~ 12/13/22

4.0 PREQUISITES/LIMITATIONS/CAUTIONS

This Policy supersedes the approval authorities included in any prior District policies.

Approved by: _____ Date: _____
Victor Fuentes~~Scott Rhees, Interim~~ General Manager/CEO

Revision History:

Issued: 07/02/92	_____Revision 6: _____07/30/08	_____Revision 11: 07/29/19
Revision 1: 01/13/93	_____Revision 7: _____08/09/10	_____Revision 12: 09/22/20
Revision 2: 10/19/95	_____Revision 8: _____01/10/12	_____Revision 13: 12/13/22
Revision 3: 02/20/04	_____Adoption: _____09/22/15 RES 1240	<u>Revision 14: 03/25/25</u>
<u>RES XXXX</u>		
Revision 4: 03/14/06	_____Revision 9: _____02/04/16	
Revision 5: 10/23/07	_____Revision 10: _____06/15/17	

AGENDA ITEM 7

Franklin PUD Commission Meeting Packet
Agenda Item Summary

Presenter: Katrina Fulton
Finance and Customer Service Director
Date: February 11, 2025

☐ REPORTING ONLY
☒ **FOR DISCUSSION**
☐ ACTION REQUIRED

1. OBJECTIVE:

National Information Solutions Cooperative (NISC) – Benefits and Efficiencies Achieved and Presentation.

2. BACKGROUND:

Staff will provide a presentation outlining the NISC software product and efficiencies achieved since implementation.

3. SUGGESTED MOTION:

No action required, presentation for discussion purposes.

AGENDA ITEM 8

Franklin PUD Commission Meeting Packet

Agenda Item Summary

Presenter: Victor Fuentes

Interim General Manager/CEO

Date: February 11, 2025

☐

REPORTING ONLY

☐

FOR DISCUSSION

☒

ACTION REQUIRED

1. OBJECTIVE:

Authorizing the Interim General Manager/ CEO or his Designee to Execute a Network Coordinated Services Agreement with Northwest Open Access Network.

2. BACKGROUND:

The District's core function is to provide electric service to its customers. The District operates a broadband telecommunications network through which it sells wholesale broadband services. Since it began providing wholesale broadband services the District has been a member of the Northwest Open Access Network (NoaNet), a non-profit public broadband organization owned by public utilities.

The District believes that NoaNet is able to provide a suite of services to manage, market, and maintain the District's network allowing the District to focus on its core functions while still providing the broadband services. After discussions with NoaNet, staff would like to enter into a Network Coordinated Services (NCS) Agreement to allow NoaNet to provide network coordinated services for a fee. The District will retain title to all its telecommunications.

Staff will review the general terms of the NCS Agreement at the meeting. After review and discussion staff recommends that the Commission authorize the Interim General Manager/CEO or his designee to execute a Network Coordinated Services Agreement with Northwest Open Access Network.

3. SUGGESTED MOTION:

I move to authorize the interim General Manager/CEO or his designee to execute a Network Coordinated Services Agreement with Northwest Open Access Network.

AGENDA ITEM 9

Franklin PUD Commission Meeting Packet

Agenda Item Summary

Presenter: Victor Fuentes
Interim General Manager/CEO
Date: February 11, 2025

☐ REPORTING ONLY
☐ FOR DISCUSSION
☒ **ACTION REQUIRED**

1. **OBJECTIVE:**

Adopting a Resolution Finding District Property Surplus and Authorizing the Interim General Manager/CEO or his Designee to Proceed with Disposition.

2. **BACKGROUND:**

In 2023, the District received an inquiry into the land adjacent to the Cochrane Substation on Argent Road located on the southside of the irrigation canal, about 4.34 acres of land. The District currently uses some of the property to run feeders out from the Cochrane Substation along the western and southern boundaries, however there are no plans to use that space for any future projects.

Recognizing that there may be a potential to surplus the property, staff worked with a land appraiser to evaluate the feasibility of separating the District's lot between Argent Road and Interstate 182 in Pasco, WA (parcel #117-250-038) into two separate lots for potential surplus of the southern unused portion. Staff evaluated what the development requirements would be and if the requirements be prohibitive or not. After analysis of the land staff has determined that the unused portion of that land as show on Exhibit A of the Resolution, is no longer necessary, material to, or useful to the District's electrical system, and as such is seeking for the Commission to find the property surplus to the District's needs.

Staff recommends that the Commission adopt Resolution 1429, finding the District's southern unused portion of the lot between Argent Road and Interstate 182 in Pasco, WA (parcel #117-250-038) surplus as it is no longer necessary, material to, or useful to the District's electrical system, and authorize the General Manager/CEO or his designee to dispose of the surplus property in the best way practicable with the minimum pricing provided.

3. **SUGGESTED MOTION:**

I move to adopt resolution 1429 as presented.

RESOLUTION 1429

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PUBLIC UTILITY DISTRICT NO. 1, OF FRANKLIN COUNTY, WASHINGTON

FINDING DISTRICT PROPERTY SURPLUS AND AUTHORIZING THE INTERIM GENERAL MANAGER/CEO OR HIS DESIGNEE TO PROCEED WITH DISPOSITION

WHEREAS, Public Utility District No. 1 of Franklin County (the District) owns property between Argent Road and Interstate 182 in Pasco, WA (parcel #117-250-038) (the Property), and

WHEREAS, the District currently uses some of the Property to run feeders out from the Cochrane Substation along the boundaries, and

WHEREAS, the District has no plans for any future projects or other District electrical needs on that portion of the Property identified as Parcel 2 on the Record of Survey recorded November 8, 1991, under Franklin County Auditor filing number 482963, and which is attached as Exhibit A (the Surplus Parcel), and

WHEREAS, staff has evaluated the feasibility of separating the Property into two lots for potential surplus of the Surplus Parcel, and

WHEREAS, after analyzing the Property, staff has determined that the Surplus Parcel is unserviceable, inadequate, obsolete, worn out, or unfit to be used in the District's operations, and no longer necessary, material to, or useful in the operations of the District and, therefore, surplus to the needs of the District; now therefore

BE IT RESOLVED that the Board of Commissioners finds and declares that the District's interest in the Surplus Parcel is no longer necessary, material to, or useful in the operations of the District and therefore surplus to the needs of the District.

BE IT FURTHER RESOLVED THAT the Interim General Manager/CEO or his designee is authorized and instructed to complete the tax parcel separation process and dispose of the Surplus Parcel in accordance with state laws.

BE IT FURTHER RESOLVED THAT the Interim General Manager/CEO is authorized to enter into a purchase and sale agreement for the Surplus Parcel with a minimum purchase price of _____ .

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Franklin County at an open public meeting this 11th day of February 2025.

Roger Wright, President

William Gordon, Vice President

Pedro Torres, Secretary

Exhibit A, Resolution 1429

RECORD OF SURVEY

FOR

FRANKLIN COUNTY PUBLIC UTILITY DISTRICT NO. 1

LOCATED IN THE SW 1/4 SW 1/4, SEC. 14, T9N, R29E, W.M.,
FRANKLIN COUNTY, WASHINGTON**DESCRIPTION PARCEL 1**

THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M., FRANKLIN COUNTY, WASHINGTON, LYING SOUTHERLY OF STATE ROUTE 182 RIGHT OF WAY AND NORTHERLY OF CANAL RIGHT OF WAY EASEMENT FOR FRANKLIN COUNTY IRRIGATION DISTRICT NO. 1.

CONTAINING IN ALL 2.44 ACRES MORE OR LESS.
SUBJECT TO EASEMENTS, RESERVATION AND RESTRICTION OF RECORD.

DESCRIPTION PARCEL 2

THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 9 NORTH, RANGE 29 EAST, W.M., FRANKLIN COUNTY, WASHINGTON, LYING SOUTHERLY OF RIGHT OF WAY FOR STATE ROUTE 182 AND FRANKLIN COUNTY IRRIGATION DISTRICT CANAL AND NORTHEELY OF ARGENT ROAD RIGHT OF WAY.

CONTAINING IN ALL 4.36 ACRES MORE OR LESS.
SUBJECT TO EASEMENTS, RESERVATIONS AND RESTRICTIONS OF RECORD.

NOTES

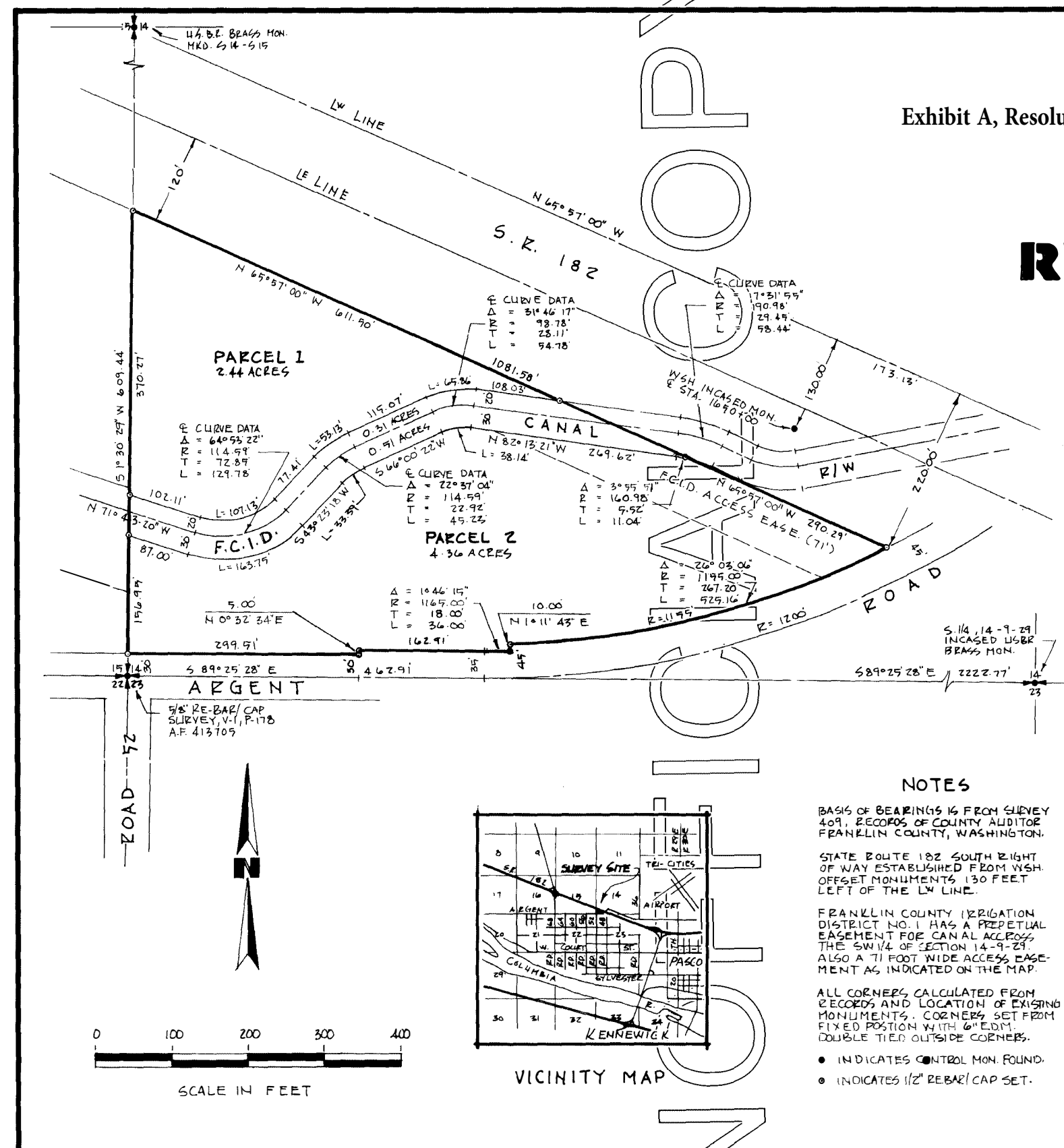
BASIS OF BEARINGS IS FROM SURVEY 409, RECORDS OF COUNTY AUDITOR FRANKLIN COUNTY, WASHINGTON.

STATE ROUTE 182 SOUTH RIGHT OF WAY ESTABLISHED FROM WSH. OFFSET MONUMENTS 130 FEET LEFT OF THE LW LINE.

FRANKLIN COUNTY IRRIGATION DISTRICT NO. 1 HAS A PERPETUAL EASEMENT FOR CANAL ACROSS THE SW 1/4 OF SECTION 14-9-29. ALSO A 71 FOOT WIDE ACCESS EASEMENT AS INDICATED ON THE MAP.

ALL CORNERS CALCULATED FROM RECORDS AND LOCATION OF EXISTING MONUMENTS. CORNERS SET FROM FIXED POSITION WITH 6" EDM. DOUBLE TIED OUTSIDE CORNERS.

- INDICATES CONTROL MON. FOUND.
- INDICATES 1/2" REBAR/CAP SET.

**SURVEYOR'S CERTIFICATE**

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE UNDER MY DIRECT SUPERVISION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEYING ACT, CHAPTER 50, LAWS OF 1973 AT THE REQUEST OF FRANKLIN COUNTY PUBLIC UTILITY DISTRICT NO. 1.

10/18/91
DATE

ROBERT A. HACKWITH, PLS.
WASHINGTON REGISTRATION NO. 11003

HACKWITH SURVEYING

PASCO 420 N 8TH AVE.
99301
509-547-2027 WASH.

SW 1/4 SW 1/4, 14-9-29

DATE : 10/18/91

JOB NO. : 5-91-34

SHEET 1 OF 2

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 8th DAY OF November, 1991 A.D. AT 14 MINUTES PAST 3:00 P.M. AND RECORDED IN BOOK 1 OF SURVEYS, PAGE 777 RECORDS OF FRANKLIN COUNTY, WASHINGTON

FEE NO. 482963

30ma H. Lombard by Robert A. Hackwith
FRANKLIN COUNTY AUDITOR