



## AGENDA

### BENTON COUNTY PUBLIC UTILITY DISTRICT NO. 1 REGULAR COMMISSION MEETING

Tuesday, July 22, 2025, 9:00 AM  
2721 West 10<sup>th</sup> Avenue, Kennewick, WA

**The meeting is also available via MS Teams**  
**The conference call line (audio only) is:**  
**1-323-553-2644; Conference ID: 700 722 151#**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Agenda Review**

#### **4. Public Comment**

*(Individuals desiring to provide public comment during the meeting on items relating to District business, whether in person or remotely will be recognized by the Commission President and provided an opportunity to speak. Comments are limited to five minutes. Public Comment can also be sent to the Clerk of the Board in advance of the meeting at [commission@bentonpud.org](mailto:commission@bentonpud.org). Guidelines for Public Participation can be found on the Benton PUD District website at <https://www.bentonpud.org/About/Commission/Meeting-Agendas-Minutes>.)*

#### **5. Approval of Consent Agenda**

*(All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired by any member of the Commission, that item will be removed from the Consent Agenda and placed on the Regular Agenda by request.)*

##### Executive Administration/Finance

- a. Minutes of Regular Commission Meeting of July 8, 2025 pg. 3
- b. Travel Report dated July 22, 2025 pg. 8
- c. Establishing Hours of Operation and Rules for Inspection and Copying  
of Public Records - Resolution No. 2702 pg. 9
- d. Vouchers dated July 22, 2025 pg. 29

##### Operations/Engineering

- e. Vintners Vista Subdivision – Work Order #682198 pg. 58

##### Procurement

- f. 2025 Meter Exchange Project - Surplus of Equipment - Resolution No. 2704 pg. 60

#### **6. Management Report**

#### **7. Business Agenda**

- a. Broadband Business Update – Rich Nall and Tonya Tier (NoaNET) pg. 82
- b. Changes to Broadband Rates, Terms and Conditions – Resolution No. 2701 –  
Rich Nall and Tonya Tier (NoaNET) pg. 83

- c. Amending the Benton PUD Commission Governance Policy – Resolution No. 2703 – C. McKenzie pg. 105
- d. Conservation Potential Assessment Presentation (2026-2045) – C. Johnson pg. 154
- e. Setting a Public Hearing - Conservation Potential Assessment (2026-2045) – C. Johnson pg. 155
- f. Setting a Public Hearing – Clean Energy Implementation Plan (2026-2029) – B. Scherer pg. 156
- g. Financial Forecast – K. Mercer pg. 158

**8. Other Business**

**9. Future Planning**

**10. Meeting Reports**

**11. Executive Session**

**12. Adjournment**

*(To request an accommodation to attend a commission meeting due to a disability, contact [dunlapk@bentonpud.org](mailto:dunlapk@bentonpud.org) or call (509) 582-1270, and the District will make every effort to reasonably accommodate identified needs.)*

## MINUTES

### **PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY REGULAR COMMISSION MEETING**

Date: July 8, 2025

Time: 9:00 a.m.

Place: 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington

**Present:** Commissioner Jeff Hall, President  
Commissioner Lori Kays-Sanders, Vice-President  
General Manager Rick Dunn  
Senior Director of Finance & Executive Administration Jon Meyer  
Assistant General Manager/Sr. Director Engineering & Operations Steve Hunter  
Director of Power Management Chris Johnson  
Director of IT & Broadband Services Chris Folta  
Director of Customer Service and Treasury Keith Mercer  
Supv. of Executive Administration/Clerk of the Board Cami McKenzie  
Records Program Administrator II Nykki Drake  
General Counsel Allyson Dahlhauser

**Absent:** Commissioner Mike Massey, Secretary (Excused)

**Benton PUD employees present during all or a portion of the meeting, either in person or virtually:** Annette Cobb, Manager of Customer Service; Blake Scherer, Senior Engineer Power Management; Duane Szendre, Superintendent of Operations; Eric Dahl, Communications Specialist II; Evan Edwards, Manager of System Engineering; Jennifer Holbrook, Senior Manager of Applied Technology; Karen Dunlap, Manager of Human Resources; Kent Zirker, Manager of Accounting; Levi Lanphear, Procurement Administrator; Michelle Ness, Supervisor of Distribution Design; Paul Holgate, Cyber Security Engineer III; Robert Inman, Superintendent of Transportation & Distribution; Robert Frost, Supervisor of Energy Programs; Tyson Brown, Procurement Specialist I.

#### **Call to Order & Pledge of Allegiance**

The Board excused Commissioner Massey. The Commission and those present recited the Pledge of Allegiance.

#### **Agenda Review**

No changes.

#### **Public Comment**

None.

## **Treasurer's Report**

Keith Mercer, Director of Customer Service & Treasury Operations, reviewed the June 2025 Treasurer's Report with the Commission as finalized on July 1, 2025.

## **Consent Agenda**

**MOTION:** Commissioner Sanders moved to approve the Consent Agenda items "a" through "f". Commissioner Hall seconded and upon vote, the Commission unanimously approved the following:

- a. Regular Commission Meeting Minutes of June 24, 2025
- b. Travel Report dated July 8, 2025
- c. Vouchers (report dated July 8, 2025) audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing made available to the Commission and approved as follows for payment:  
Accounts Payable: Automated Clearing House (DD) Payments: 109537-109632 in the amount of \$1,597,940.95.  
Checks & Customer Refund Payments (CHK): 90252-90356 in the amount of \$210,091.23;  
Electronic Fund Transfer (WIRE) Payments: 7320-7329 in the amount of \$6,257,462.35;  
Residential Conservation Rebates: Credits on Customer Accounts in the amount \$880.00;  
Payroll: Direct Deposit – 6/19/2025: 109382-109536 in the amount \$475,026.69;  
Grand total - \$8,541,401.22
- d. Contract Award to Anixter Inc. - 10kV Fire Mitigation Lightning Arresters, Bid #25-21-14
- e. Contract Award – Irby (Chm Industries, Inc.), Sunset-Dallas 115kV Steel Poles, Bid #25-21-06
- f. 2025 – 2<sup>nd</sup> Quarter Procurement Contracts Activity Report

## **Management Report**

### ***Customer Service/Treasury***

1. PURMS Update - Director Keith Mercer shared that wildfire insurance premiums for PURMS are expected to increase approximately 30%, with last year's premium of \$1.3 million increasing to an estimated \$1.7 million. In response to increasing wildfire premiums and availability of coverage, PURMS and other utilities are exploring the formation of a wildfire risk pool. If all interested parties join, there would be six members, with PURMS counted as one member. A key motivation behind forming this pool is the growing concern from AEGIS, one of the region's primary wildfire insurers, about its increasing exposure in the Pacific Northwest market.

Initial premium allocation within the pool would likely be proportional to each utility's current wildfire insurance premiums, although a weighted risk-based model is also being discussed. The pool would operate on a claims-made basis, and more details are expected

by September. Director Mercer recommended Benton PUD join the pool if it forms, as standalone wildfire coverage would be significantly more expensive.

***Engineering/Operations:***

1. Wildfire Mitigation Update – Arrester Purchases – Assistant General Manager Steve Hunter provided an update on wildfire mitigation efforts in high-risk areas such as Hanford and Horse Heaven hills. Several key strategies have been implemented, including the installation of non-expulsion current-limiting fuses, sterilization of the ground around selected poles, and the application of one-shot recloser settings during wildfire season to eliminate automatic reclosing attempts after an initial short circuit on a power line. Construction standards have been revised to include increased phase spacing and the use of wildlife covers, while enhanced line patrols are scheduled in June and August. New this year is the addition of lightning arresters with a non-expulsion type ground-lead disconnect, and fire wrapping of poles to protect infrastructure. Of the 625 lightning arresters identified for installation in the fire mitigation area, 100 have been replaced to date.
2. Rattlesnake Mountain Underground Cable – Assistant General Manager Steve Hunter shared that Benton PUD purchased underground mining cable in 2024 for a DOE-requested project to convert 4,500 feet of overhead line to underground cable on the north face of Rattlesnake Mountain. After more than three years of permitting delays, the \$625,000 project to replace temporary high voltage cable installed after the overhead power line running to the top of the mountain failed during an April 2022 snow and windstorm was scheduled for completion in fall of 2025, with Benton PUD contributing \$140,000 and DOE contributing \$485,000. Progress has once again stalled after the project was referred by DOE to the state historical society and tribal groups, resulting in a request to delay project construction until Spring of 2026. General Manager Dunn stated the urgency to complete the project has reached a tipping point due to the risks associated with the temporary cable installation. AGM Hunter has reached out to DOE as well as Energy Northwest who acts as the coordinator for the communications facility located on top of Rattlesnake Mountain to explore options and determine next steps.

***General Manager:***

1. Notice of Intent for Supplemental CRSO EIS Update - General Manager Rick Dunn reported that the Bureau of Reclamation and the U.S. Army Corps of Engineers have withdrawn the Notice of Intent for a Supplemental Environmental Impact Statement (EIS) for the Columbia River System Operations (CRSO) reaffirming the 2020 Columbia River EIS. The Public Power Council (PPC) issued a press release supporting the decision to return to the 2020 Columbia River EIS, which aims to balance salmon recovery efforts and the multiple other uses of the Columbia and Snake Rivers, including hydro power.
2. Dworshak Cold Water Release Controversy – General Manager Dunn shared that the U.S. Army Corps of Engineers plans to begin earlier than normal cold-water releases from Dworshak Dam to help cool the Snake River for migrating sockeye salmon. The decision was opposed by some members of the Columbia River Technical Management Team who expressed concerns with possible negative impacts on fall Chinook salmon and steelhead

which migrate later in the summer and would not get the benefits of the Dworshak water releases if not enough is available in August. The decision to release cold water earlier was supported by the Corps, Bureau of Reclamation, BPA, and Montana.

3. BPUD Solar Project Interconnections & Klickitat County Carriger Solar Update – General Manager Dunn provided an update on recent large-scale solar interconnection requests, a 75-megawatt project in southeast Benton County and a 60-megawatt project close to Plymouth. Benton PUD was aware the developer had pulled the 75-MW project from the Bonneville Power Administration transmission interconnection queue but recently discovered the 60-MW project had also been withdrawn in January of this year. GM Dunn was not sure if either project would be considered for future development. GM Dunn also reported on the proposed Klickitat County 160-MW Carriger Solar project which includes a 63-MW battery. The project has been controversial with some of the local community expressing significant opposition. The Energy Facility Site Evaluation Council (EFSEC) has recommended the project for approval by Governor Bob Ferguson. The Yakama Nation has also expressed concerns with the project. GM Dunn noted the developer had taken a similar path to the developer of the wind farm in Benton County by bypassing local planning authorities and taking the project to EFSEC for state review and approval.
4. B2H Transmission Line Update – General Manager Dunn said opponents of the proposed Boardman to Hemingway transmission project asked Oregon regulators to revoke the certificate of public convenience and necessity. Opponents have stated that PacifiCorp removed the line from their preferred portfolio because the project is no longer considered a “system resource” and will be used instead to serve a data center. GM Dunn indicated the Boardman terminal of the line is located near the large data centers served by Umatilla Electric Cooperative. PacifiCorp stated it remains committed to the project.
5. Nuclear Regulatory Commission (NRC) – General Manager Dunn commented on President Trump’s firing of former NRC’s Commissioner Christopher Hanson and the issuance of executive orders aimed at accelerating the licensing process for new nuclear power plants and reorganizing the NRC.

### **Future Planning**

Commissioner Sanders will be gone the meeting of August 12.

### **Meeting Reports**

#### **WSDOT Open House & Public Forum**

Commissioner Sanders reported on her attendance at the WSDOT Open House and Public Forum in Clarkston, Washington. The forum focused on the Lower Snake River Dams Transportation Study, which evaluated the transport of grain along the river system and assessed the feasibility of dam removal. Commissioner Sanders expressed concern that the study’s scope did not account for the cost of carbon impacts.

**Adjournment**

Hearing no objection, President Hall adjourned the meeting at 10:36 a.m.

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Jeff Hall, President

ATTEST:

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Secretary

## ***Periodic Travel Report - July 22, 2025***

<i><b>Date Start</b></i>	<i><b>Business Days</b></i>	<i><b>Name</b></i>	<i><b>City</b></i>	<i><b>Purpose</b></i>
8/6/2025	2	Kent Zirker	Wenatchee, WA	CWPU UIP QUARTERLY MEETING (AUGUST)
8/6/2025	2	Jody George	Wenatchee, WA	CWPU UIP QUARTERLY MEETING (AUGUST)
8/6/2025	2	Karen Dunlap	Wenatchee, WA	CWPU UIP QUARTERLY MEETING (AUGUST)
10/5/2025	6	Christopher Kuperstein	Broomfield, CO	SURVALENT ANNUAL CONFERENCE & TRAINING
10/6/2025	5	Jim Tietz	Pittsburgh, PA	EATON VOLTAGE REGULATOR SCHOOL
10/6/2025	5	Paul Holgate	Las Vegas, NV	GRIDSECCON 2025 GRID SECURITY CONFERENCE



# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Resolution No. 2702, Establishing Hours of Operation and Rules for Inspection and Copying of Public Records; Rescinding and Superseding Resolution No. 2624	
<b>Authored by:</b>	Cami McKenzie	Staff Preparing Item
<b>Presenter:</b>	Cami McKenzie	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Rick Dunn	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input checked="" type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input type="checkbox"/> Business Agenda	<input checked="" type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

Motion adopting Resolution No. 2702, Establishing Hours of Operation and Rules for Inspection and Copying of Public Records; Rescinding and Superseding Resolution No. 2624.

## Background/Summary

Resolution No. 2624 adopted on December 27, 2022, amended the organizational statement and rules for inspection and copying of public records to update the change in Customer Service lobby hours for the Kennewick and Prosser Administration Offices and update the language on the Public Records Fee Schedule to reflect exact wording from the RCW.

Staff has reviewed this resolution and would like to update it as follows:

- Remove the organizational statement and consolidate it with the Commission's Governance Policy.
- Add a new paragraph titled "Hours of Operation".

## Recommendation

Approve the new Resolution establishing hours of operation and rules for inspection and copying of public records. This will keep the resolution limited to the District's hours of operation and rules relating to public records and consolidate the District's organizational information with the Governance Policy, where it is more appropriately located.

## Fiscal Impact

N/A

RESOLUTION NO. ~~2702~~2624

~~July 22, 2025~~ December 27, 2022

~~IN THE MATTER OF AMENDING THE RESOLUTION PROVIDING FOR BENTON PUD'S~~  
~~ORGANIZATIONAL STATEMENT~~  
~~AND ESTABLISHING HOURS OF OPERATION AND RULES FOR INSPECTION AND COPYING OF~~  
~~PUBLIC RECORDS FOR BENTON PUD~~ PUBLIC UTILITY DISTRICT NO. 1 OF BENTON  
COUNTY Public Utility District No. 1 of Benton County; RESCINDING AND SUPERSEDING  
RESOLUTION 2624

WHEREAS, The Commission amended ~~Benton PUD's~~ Public Utility District No. 1 of  
Benton County, Washington's (hereafter "the District~~Benton PUD~~") Organizational Statement  
and Rules for Inspection and Copying of Public Records per Resolution No. 2624, adopted on  
December 27, 2022, to update the normal business hours of the Kennewick and Prosser  
Administration offices and update the language on the Public Records Fee Schedule; AND

WHEREAS, The Commission desires to update this resolution to emphasize the  
District's Hours of Operation, eliminate language regarding the Organizational Statement,  
and consolidate its provisions within the Governance Policy for clarity and ease of reference;  
NOW, THEREFORE,

BE IT HEREBY RESOLVED By the Commission of Public Utility District No. 1 of Benton  
County that the following be adopted:

**~~1.0 ORGANIZATIONAL STATEMENT~~**

~~The Public Utility District No. 1 of Benton County ("Benton PUD") is engaged in the~~  
~~transmission and distribution of electric energy throughout Benton County. Benton PUD is~~  
~~further engaged in the construction, development, operation, and maintenance of wholesale~~  
~~telecommunications service. Field crews are maintained out of two offices located in~~  
~~Kennewick and Prosser, Washington. Benton PUD's main administration office is located at~~  
~~2721 West 10<sup>th</sup> Avenue, Kennewick, Washington. A branch office of Benton PUD is located at~~  
~~250 North Gap Road, Prosser, Washington.~~

~~Benton PUD is a municipal corporation organized under the laws of the State of Washington,~~  
~~Title 54 RCW. The powers of Benton PUD are exercised through a Commission, consisting of~~  
~~three elected Commissioners. Each Commissioner serves for a six year term, with a~~  
~~Commissioner position on the electoral ballot every two years in even numbered years.~~

~~The Commission establishes policy of Benton PUD and appoints a General Manager who is charged with the responsibility of operating the District within established policy. The Commission meets regularly twice a month, and rules of procedure are established by resolution or motion at these meetings. The Benton PUD Commission's regularly scheduled meetings are held on the second and fourth Tuesday of each month at 9:00 a.m. at the Kennewick Administration Office. These meetings are open to the public.~~

~~All proceedings of the Commission are by motion or resolution and are recorded in its Minute Books. The Minute Books are the official record of the Commission wherein the following items may be found: final opinions of the Commission, statements of policy, administrative staff instructions, and planning policies and goals, including long range system plans, reports, and studies, all of which are retained in Benton PUD's files in accordance with the laws of the State of Washington.~~

### **1.0 HOURS OF OPERATION**

The ~~normal~~customary office hours for the Customer Service lobby ~~customary office hours at the for the Kennewick and Prosser Administration Office~~ and Prosser Administration Office (Drive Through Only)s are 7:30 a.m. to 5:30 p.m. Monday through Thursday. The General Manager will, from time to time, establish and maintain an organizational chart which shall be available to the public.

### **2.0 PUBLIC RECORDS INDEXES**

All policies adopted by the Commission will be maintained by Index and that Index will be available to the public.

The Commission, by separate policy, has determined that keeping a centralized public records index is unduly burdensome due to multiple departments keeping electronic databases and recordkeeping systems for indexing and information. The Commission supports open government and public transparency, and will make available to the public during normal business hours general indexes of departmental records.

### **3.0 PUBLIC RECORDS RETENTION REQUIREMENTS**

The District is not required to retain all public records that it uses or creates for an indefinite period of time. RCW 40.14, the Preservation and Destruction of Public Records, defines local agency requirements for managing, storing, retaining, and ultimately destroying public records. The District manages its public records in accordance with the State's retention requirements and through District records retention schedules.

### **4.0 PUBLIC RECORDS FEE SCHEDULE STATEMENT**

The District is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons: The District does not have the resources to

conduct a complete study to determine actual copying costs for all of its records; to conduct such a study would interfere with other essential agency functions, and through the legislative process, the public and requestors have commented on and been informed of authorized fees and costs provided in the Public Records Act, including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expedient and in the public interest for Benton PUD to adopt the State Legislature's approved fees and costs for most of the District's records, as authorized in RCW 42.56.120, and as published in the ~~District's~~ fee schedule included with this policy.

The District~~Benton PUD~~ therefore adopts Attachment A as the District's Public Records Fee Schedule for copy costs pursuant to the authority found in RCW 42.56.120(2)(b).

## **5.0 PUBLIC RECORDS REQUESTS**

The Commission ~~of Benton PUD~~ recognizes that full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to sound governance and, to the extent allowed by law, that full access to public records is necessary to provide continuing public confidence and to assure that public interest will be fully protected.

Public records retained by the District ~~Benton PUD~~ are considered valuable administrative and/or historical documents. The District ~~Benton PUD~~ will maintain its public records in a reasonably organized manner and will take reasonable actions to protect records from damage and disorganization. Review of and requests for public records will be allowed during normal business hours, while preventing excessive interference with other essential functions of the District.

**5a.1 Public Records Officer:** The established place where public records are available is the District's main office in Kennewick, Washington. The General Manager shall designate a Public Records Officer, knowledgeable and trained on the requirements of the Washington Public Records Act, whose responsibility it will be to serve as a point of contact for members of the public requesting public records, and whose responsibility it will be to oversee the District's ~~Benton PUD's~~ compliance with the Washington Public Records Act.

The Public Records Officer, or designee, will review and schedule all inspections and/or requests for identifiable public records to ensure compliance with public records laws and to ensure the least disruption possible to the operations of the District during such inspection/copying. Copies of public records will not be furnished, nor inspection allowed when and to the extent that it would unreasonably disrupt the operations of the District~~Benton PUD~~.

## **5b.2 Requesting Public Records:**

1) A variety of records are available on the ~~District's Benton PUD~~ website at [www.bentonpud.org](http://www.bentonpud.org). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

2) Public records may be inspected and/or copies obtained upon compliance with this policy. ~~The District Benton PUD~~ shall respond promptly to requests for inspection and copying of its public records and shall not make any distinctions in releasing or not releasing records based on the identity of the person or agency requesting the public records, absent statutory provisions, or other law to the contrary.

3) A public records request must be for identifiable records. A request for all (or substantially all) records not relating to a specific topic is not considered a public records request, and the request will be denied.

4) Automatically generated or "bot" requests may be denied. A "bot" request consists of multiple requests from a requestor within a 24-hour period that the District reasonably believes is being automatically generated by a computer program or script. This type of request may impact other daily functions of the District and cause excessive interference with the normal business of the utility.

5) Requests for public records must be submitted to the Public Records Officer, in writing, and should be reasonably identifiable as a request for public records. The following methods shall be used to submit a public records request:

- a. Via an on-line form on the District's web site.
- b. Via a paper form, downloadable from the District's web-site, and also available at both the Kennewick and Prosser offices.
- c. Via e-mail or U.S. mail to "Records" Benton PUD, 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington 99336.

Requests should identify to the best of the requestor's ability, what record is being requested or a description of the subject record to assist staff in identifying responsive records. Contact information, including a telephone number and address, should be submitted to allow for any communication needed to clarify and/or complete the request.

Requestors should contact the District's Public Records Officer after five (5) business days if no response is received to ensure the request was received by the District.

6) If a request is complex and/or unclear, or if the request is for a list of individuals, the requestor may be asked to utilize the District's public records request form.

7) Upon receipt of a public records request, the District shall respond to the requestor within five (5) business days using one or more of the following responses:

a. Provide the records. This may include informing the requestor that the records are available for inspection and/or copying, or the requestor may be provided the District's internet address and link to the record(s) requested in the event they have internet access.

b. Acknowledge receipt of the request and provide the requestor with a reasonable estimate of time when the records will be available. Staff may need to clarify all or a portion of the request. To the greatest extent possible, a reasonable estimate of time to produce the

requested records will be provided to the requestor; however, that time estimate may be changed upon clarification. If the entire request is unclear and the requester fails to respond by clarifying the request, the District will not continue with the public records request and the requestor will be notified. If a portion of the request is clear, that portion will be processed.

c. Deny the request. The request can only be denied if it is not an actual request for public records, a record does not exist, or if the record in its entirety is legally exempt from disclosure. Any exemptions from disclosure will be clearly identified to the requestor.

In the event the records requested contain information that may affect the privacy rights of individuals, or other information that may be exempt from public disclosure, the District may provide notice to the affected individual(s) prior to releasing the records. This notice allows the potentially affected third party to ask for relief through a court order to prevent or limit disclosure. This third-party notice will identify the name of the requestor (if known) and the public records being requested.

Upon receipt of a public records request, any responsive records scheduled for destruction in accordance with the District's records retention schedules will be maintained and not destroyed until conclusion of the public records request.

**5e.3 Rules for Inspection and Copying of Public Records:** The District will provide the utmost cooperation to the public in responding to requests for public records, and ensure records are provided in an expedient and efficient manner. The Public Records Officer, or designee, will oversee public review of any public records ~~in order to~~ ensure the integrity and security of the District's records.

- 1) Public records shall be made available for inspection and/or copying during ~~the~~normal ~~customary~~ office hours of the District.
- 2) The District will not be required to fabricate, construct, reconstruct or manufacture records that do not already exist.
- 3) Public records will normally be provided in their existing format. For electronic records, consideration for disclosure in an alternate electronic format shall be contingent upon the reasonableness of the request and the technical feasibility to accomplish the request.
- 4) Because an electronic record is usually more susceptible to manipulation and alteration than a paper record, the District will keep, when feasible, an electronic copy of the electronic records it provides to a requestor to be able to show the exact records it has provided, if necessary.
- 5) At the District's discretion and with the requestor's consent as to any charges incurred, the District may provide customized access to data if an electronic record is not easily locatable or not reasonably translatable. The District may charge a fee for such customized access and may require a 10% deposit. An estimate of the customizable charge will be provided prior to the

customized work being accomplished in order to give the requestor the opportunity to modify their request.

6) Copying public records may be referred to outside copying facilities, at the discretion of the District, to ensure timely production of records. All actual costs will be charged for copying jobs sent to outside resources for processing.

7) A deposit in an amount not-to-exceed 10% of the estimated cost of providing copies may be assessed.

8) Complex requests (defined as requests that may require extensive research, require third party notification and/or exemption review) or requests anticipated to produce a large amount of records, may be provided in installments to expedite fulfilling the request. If a request is fulfilled on a partial or installment basis, the requestor will be required to review the installment and/or provide for payment of each installment within 30 days of notification of availability or the remainder of the request will not be fulfilled. A 10% deposit of the estimated charges may be imposed prior to fulfilling the request in full or in installments.

9) If a requestor has an outstanding balance on a records request, and additional records requests are submitted, the requestor will be required to provide payment on the outstanding balance prior to additional records requests being processed.

**5d.4 Charges and Fee Schedule:** Inspection of public records, including the assembling and gathering of public records for review, is provided free of charge.

Fees for copying public records are found in Attachment A to this policy. The Public Records Officer, or designee, has the discretion to waive copying charges for entities doing business with the District. No charge will be incurred for copying public records if the total amount does not exceed \$5.00. All charges over \$5.00 will include the total amount, including the first \$5.00.

Requestors will be notified in advance of potential charges and will be given the opportunity to revise their request due to cost impacts. All charges for copying public records will be payable in advance of providing the records.

**5e.5 Statutory Exemptions – Commercial Purposes:** The District will not provide or sell public records for private gain or commercial purposes. A requestor will not be asked to disclose the purpose of the request with two exceptions:

a) If the request is for a list of individuals, the requestor will be required to fill out an affidavit relating to commercial purpose usage. Records will not be produced until an affidavit is provided to the District if it is determined that a commercial purpose may exist. The District, by law, is not allowed to disclose public records lists for individuals when the intent is to use the information for commercial purposes.

b) A requestor may be asked the purpose of the request only if such information will sufficiently allow a determination if another statute prohibits disclosure.



**5f.6 Statutory Exemptions – General:** The Washington Public Records Act specifically identifies types of records that may be exempt or partially exempt from public disclosure.

To the extent required to prevent disclosure of statutorily protected information, or to protect information within a document that partially meets an exemption under federal or state law, such exempt information shall be deleted in a manner consistent with legal requirements prior to being made available under a public records request. In each case, the justification for the deletion shall be explained fully to the requestor in writing.

Below is a list of those exemptions identified as most applicable to Benton PUD records. This list may change from time to time. The District's failure to list an exemption shall not affect the efficacy of the exemption. The District reserves the right to determine whether any other requested public record, or portion thereof, is exempt from inspection under state or federal law:

- Attorney-Client privilege documents.
- Local Government Whistleblower Protection documents.
- Self-Insurance Program reserves document.
- The content of real estate appraisals obtained by ~~the District Benton PUD~~ until the prospective sale is abandoned or until such property has been acquired.
- Valuable formula, designs, drawings, and research data obtained by the District within five (5) years of the request for disclosure when disclosure would produce private gain and public loss.
- Preliminary drafts, notes, recommendations, and intra-agency memoranda in which opinions are expressed or policies are formulated or recommended.
- Employee records protected by the Health Insurance Portability and Accountability Act.
- Personal information contained in personnel files to the extent that disclosure could violate an employee's right to privacy.
- Test questions, scoring keys and other examination data used to administer pre-employment examinations.
- Applications for public employment, including names of applicants, resumes and related materials submitted with respect to an applicant.
- Employee residential addresses, residential telephone numbers, personal e-mail addresses, and personal cell phone numbers.
- Customer residential addresses, residential telephone numbers, electronic contact information, and other related contact and personal account and bank information.
- Individual residential customer usage information in increments less than monthly usage.

**5g.7 Statutory Exemptions – Law Enforcement:** In accordance with the Washington Public Records Act, law enforcement authorities may not request inspection or copying of public



records held by Benton PUD that would normally be exempted from public disclosure under state law unless an official law enforcement authority provides identification and signature stating the requested public information would be used by such authority pursuant to the requirements of the Public Records Act for law enforcement agencies.

Additionally, due to state and federal requirements for privacy, identity theft and HIPAA, Benton PUD will require a subpoena for disclosure of information within public records that contain, but are not limited to, the following: banking information (including routing numbers), social security numbers, and credit card numbers.

#### **5h.8 Petition for Review -- Denial of Public Records or Estimation of Costs or Time:**

A customer may petition in writing for an internal review of the following: 1) District's denial of a public records request, or 2) District's estimate of time and/or estimation of charges relating to the production of a public records request. Petitions for review shall be submitted to the District Auditor or General Manager. Within two (2) days of petition receipt, a written response will be provided to the customer either affirming or reversing the decision. Petitions for review may not be accepted if submitted more than 24 months after the District's last response or production of records.

The requestor has the right to seek judicial review in the appropriate legal venue.

#### **6.0 STAFF PROCEDURE**

The General Manager shall develop subordinate procedures for processing of public records requests to ensure compliance with the Washington Public Records Act, RCW 42.56, and this policy.

~~BE IT~~ FURTHER ~~BE IT~~ RESOLVED that this Resolution rescinds and supersedes Resolution No. 26242428, ~~and replaces all previous resolutions regarding copying of public records and Organizational Statement.~~

APPROVED AND ADOPTED ~~by~~ by the Commission of Public Utility District No. 1 of Benton County, Washington at an open public meeting, ~~with notice of such meeting being given as~~ required by law, this 27th day of \_\_\_\_\_, 2025.  
~~December 2022.~~

Jeffrey D. Hall ~~Barry A. Bush, Vice~~ President

ATTEST:

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Michael D. Massey, Jeffrey D. Hall, Secretary

<b>PUBLIC RECORDS FEE SCHEDULE</b>	
<b>Resolution No.</b>	
Inspection of Records	No fee
Requestor downloading and Accessing Website Records	No fee
Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)	\$.15 per page*
Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)	\$.10 per page*
Files & attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$.05 for each 4 electronic files or attachments*
Files & attachments loaded and delivered) in an electronic format or for the use of agency equipment to send the records electronically.	\$.10 per gigabyte*
Records provided on CD/DVD	Actual cost
Records provided in mailer/envelope	Actual cost
Records on USB drive	Actual cost
Postage or delivery charges	Actual cost
Records sent to an outside vendor due to unusual size or format, or other factors making copying by office unfeasible	Cost varies - actual cost
Deposits (includes records copied in installments or when providing a customized service)	10% of estimated cost to fulfill
Customized Service (Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies/mailing. (RCW 42.56.120(3)).)	Cost varies – actual cost (based upon request)

*\* No charge for copies of public records totaling \$5.00 or less. Over \$5.00 will include all charges and must be paid in advance.*

**NOTE:**

1. All applicable charges may be combined when more than one charge applies to records produced in response to a request.
2. All applicable charges are assessed for each installment of records.
3. All charges may be waived in limited circumstances as identified in this policy.
4. Advance notice of potential charges will be provided to allow the requestor the opportunity to revise their request due to cost impacts.
5. All charges for public records are payable in advance of providing copies of the records.

## **RESOLUTION NO. 2702**

July 22, 2025

### **IN THE MATTER OF ESTABLISHING HOURS OF OPERATION AND RULES FOR INSPECTION AND COPYING OF PUBLIC RECORDS FOR PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY; RESCINDING AND SUPERSEDING RESOLUTION NO. 2624**

WHEREAS, The Commission amended Public Utility District No. 1 of Benton County, Washington's (hereafter "the District") Organizational Statement and Rules for Inspection and Copying of Public Records per Resolution No. 2624, adopted on December 27, 2022, to update the normal business hours of the Kennewick and Prosser Administration offices and update the language on the Public Records Fee Schedule; AND

WHEREAS, The Commission desires to update this resolution to emphasize the District's Hours of Operation, eliminate language regarding the Organizational Statement, and consolidate its provisions within the Governance Policy for clarity and ease of reference; NOW, THEREFORE,

BE IT HEREBY RESOLVED By the Commission of Public Utility District No. 1 of Benton County that the following be adopted:

#### **1.0 HOURS OF OPERATION**

The normal office hours for the Customer Service lobby at the Kennewick Administration Office and Prosser Administration Office (Drive Through Only) are 7:30 a.m. to 5:30 p.m. Monday through Thursday. The General Manager will, from time to time, establish and maintain an organizational chart which shall be available to the public.

#### **2.0 PUBLIC RECORDS INDEXES**

All policies adopted by the Commission will be maintained by Index and that Index will be available to the public.

The Commission, by separate policy, has determined that keeping a centralized public records index is unduly burdensome due to multiple departments keeping electronic databases and recordkeeping systems for indexing and information. The Commission supports open government and public transparency and will make available to the public during normal business hours general indexes of departmental records.

### **3.0 PUBLIC RECORDS RETENTION REQUIREMENTS**

The District is not required to retain all public records that it uses or creates for an indefinite period of time. RCW 40.14, the Preservation and Destruction of Public Records, defines local agency requirements for managing, storing, retaining, and ultimately destroying public records. The District manages its public records in accordance with the State's retention requirements and through District records retention schedules.

### **4.0 PUBLIC RECORDS FEE SCHEDULE STATEMENT**

The District is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons: The District does not have the resources to conduct a complete study to determine actual copying costs for all of its records; to conduct such a study would interfere with other essential agency functions, and through the legislative process, the public and requestors have commented on and been informed of authorized fees and costs provided in the Public Records Act, including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expedient and in the public interest for the District to adopt the State Legislature's approved fees and costs for most of the District's records, as authorized in RCW 42.56.120, and as published in the fee schedule included with this policy.

The District therefore adopts Attachment A as the District's Public Records Fee Schedule for copy costs pursuant to the authority found in RCW 42.56.120(2)(b).

### **5.0 PUBLIC RECORDS REQUESTS**

The Commission recognizes that full access to information concerning the conduct of government on every level must be assured as a fundamental and necessary precondition to sound governance and, to the extent allowed by law, that full access to public records is necessary to provide continuing public confidence and to assure that public interest will be fully protected.

Public records retained by the District are considered valuable administrative and/or historical documents. The District will maintain its public records in a reasonably organized manner and will take reasonable actions to protect records from damage and disorganization. Review of and requests for public records will be allowed during normal business hours, while preventing excessive interference with other essential functions of the District.

**5.1 Public Records Officer:** The established place where public records are available is the District's main office in Kennewick, Washington. The General Manager shall designate a Public Records Officer, knowledgeable and trained on the requirements of the Washington Public Records Act, whose responsibility it will be to serve as a point of contact for members of the

public requesting public records, and whose responsibility it will be to oversee the District's compliance with the Washington Public Records Act.

The Public Records Officer, or designee, will review and schedule all inspections and/or requests for identifiable public records to ensure compliance with public records laws and to ensure the least disruption possible to the operations of the District during such inspection/copying. Copies of public records will not be furnished, nor inspection allowed when and to the extent that it would unreasonably disrupt the operations of the District.

## **5.2 Requesting Public Records:**

- 1) A variety of records are available on the District's website at [www.bentonpud.org](http://www.bentonpud.org). Requestors are encouraged to view the documents available on the website prior to submitting a records request.
- 2) Public records may be inspected and/or copies obtained upon compliance with this policy. The District shall respond promptly to requests for inspection and copying of its public records and shall not make any distinctions in releasing or not releasing records based on the identity of the person or agency requesting the public records, absent statutory provisions, or other law to the contrary.
- 3) A public records request must be for identifiable records. A request for all (or substantially all) records not relating to a specific topic is not considered a public records request, and the request will be denied.
- 4) Automatically generated or "bot" requests may be denied. A "bot" request consists of multiple requests from a requestor within a 24-hour period that the District reasonably believes is being automatically generated by a computer program or script. This type of request may impact other daily functions of the District and cause excessive interference with the normal business of the utility.
- 5) Requests for public records must be submitted to the Public Records Officer, in writing, and should be reasonably identifiable as a request for public records. The following methods shall be used to submit a public records request:
  - a. Via an on-line form on the District's web site.
  - b. Via a paper form, downloadable from the District's website, and also available at both the Kennewick and Prosser offices.
  - c. Via e-mail or U.S. mail to "Records" Benton PUD, 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington 99336.

Requests should identify to the best of the requestor's ability, what record is being requested or a description of the subject record to assist staff in identifying responsive records. Contact information, including a telephone number and address, should be submitted to allow for any communication needed to clarify and/or complete the request.

Requestors should contact the District's Public Records Officer after five (5) business days if no response is received to ensure the request was received by the District.

6) If a request is complex and/or unclear, or if the request is for a list of individuals, the requestor may be asked to utilize the District's public records request form.

7) Upon receipt of a public records request, the District shall respond to the requestor within five (5) business days using one or more of the following responses:

a. Provide the records. This may include informing the requestor that the records are available for inspection and/or copying, or the requestor may be provided the District's internet address and link to the record(s) requested in the event they have internet access.

b. Acknowledge receipt of the request and provide the requestor with a reasonable estimate of time when the records will be available. Staff may need to clarify all or a portion of the request. To the greatest extent possible, a reasonable estimate of time to produce the requested records will be provided to the requestor; however, that time estimate may be changed upon clarification. If the entire request is unclear and the requester fails to respond by clarifying the request, the District will not continue with the public records request and the requestor will be notified. If a portion of the request is clear, that portion will be processed.

c. Deny the request. The request can only be denied if it is not an actual request for public records, a record does not exist, or if the record in its entirety is legally exempt from disclosure. Any exemptions from disclosure will be clearly identified to the requestor.

In the event the records requested contain information that may affect the privacy rights of individuals, or other information that may be exempt from public disclosure, the District may provide notice to the affected individual(s) prior to releasing the records. This notice allows the potentially affected third party to ask for relief through a court order to prevent or limit disclosure. This third-party notice will identify the name of the requestor (if known) and the public records being requested.

Upon receipt of a public records request, any responsive records scheduled for destruction in accordance with the District's records retention schedules will be maintained and not destroyed until conclusion of the public records request.

**5.3 Rules for Inspection and Copying of Public Records:** The District will provide the utmost cooperation to the public in responding to requests for public records, and ensure records are provided in an expedient and efficient manner. The Public Records Officer, or designee, will oversee public review of any public records to ensure the integrity and security of the District's records.

1) Public records shall be made available for inspection and/or copying during normal office hours of the District.

2) The District will not be required to fabricate, construct, reconstruct or manufacture records that do not already exist.

- 3) Public records will normally be provided in their existing format. For electronic records, consideration for disclosure in an alternate electronic format shall be contingent upon the reasonableness of the request and the technical feasibility to accomplish the request.
- 4) Because an electronic record is usually more susceptible to manipulation and alteration than a paper record, the District will keep, when feasible, an electronic copy of the electronic records it provides to a requestor to be able to show the exact records it has provided, if necessary.
- 5) At the District's discretion and with the requestor's consent as to any charges incurred, the District may provide customized access to data if an electronic record is not easily locatable or not reasonably translatable. The District may charge a fee for such customized access and may require a 10% deposit. An estimate of the customizable charge will be provided prior to the customized work being accomplished in order to give the requestor the opportunity to modify their request.
- 6) Copying public records may be referred to outside copying facilities, at the discretion of the District, to ensure timely production of records. All actual costs will be charged for copying jobs sent to outside resources for processing.
- 7) A deposit in an amount not-to-exceed 10% of the estimated cost of providing copies may be assessed.
- 8) Complex requests (defined as requests that may require extensive research, require third party notification and/or exemption review) or requests anticipated to produce a large amount of records, may be provided in installments to expedite fulfilling the request. If a request is fulfilled on a partial or installment basis, the requestor will be required to review the installment and/or provide for payment of each installment within 30 days of notification of availability or the remainder of the request will not be fulfilled. A 10% deposit of the estimated charges may be imposed prior to fulfilling the request in full or in installments.
- 9) If a requestor has an outstanding balance on a records request, and additional records requests are submitted, the requestor will be required to provide payment on the outstanding balance prior to additional records requests being processed.

**5.4 Charges and Fee Schedule:** Inspection of public records, including the assembling and gathering of public records for review, is provided free of charge.

Fees for copying public records are found in Attachment A to this policy. The Public Records Officer, or designee, has the discretion to waive copying charges for entities doing business with the District. No charge will be incurred for copying public records if the total amount does not exceed \$5.00. All charges over \$5.00 will include the total amount, including the first \$5.00.

Requestors will be notified in advance of potential charges and will be given the opportunity to revise their request due to cost impacts. All charges for copying public records will be payable in advance of providing the records.



**5.5 Statutory Exemptions – Commercial Purposes:** The District will not provide or sell public records for private gain or commercial purposes. A requestor will not be asked to disclose the purpose of the request with two exceptions:

a) If the request is for a list of individuals, the requestor will be required to fill out an affidavit relating to commercial purpose usage. Records will not be produced until an affidavit is provided to the District if it is determined that a commercial purpose may exist. The District, by law, is not allowed to disclose public records lists for individuals when the intent is to use the information for commercial purposes.

b) A requestor may be asked the purpose of the request only if such information will sufficiently allow a determination if another statute prohibits disclosure.

**5.6 Statutory Exemptions – General:** The Washington Public Records Act specifically identifies types of records that may be exempt or partially exempt from public disclosure.

To the extent required to prevent disclosure of statutorily protected information, or to protect information within a document that partially meets an exemption under federal or state law, such exempt information shall be deleted in a manner consistent with legal requirements prior to being made available under a public records request. In each case, the justification for the deletion shall be explained fully to the requestor in writing.

Below is a list of those exemptions identified as most applicable to the District's records. This list may change from time to time. The District's failure to list an exemption shall not affect the efficacy of the exemption. The District reserves the right to determine whether any other requested public record, or portion thereof, is exempt from inspection under state or federal law:

- Attorney-Client privilege documents.
- Local Government Whistleblower Protection documents.
- Self-Insurance Program reserves document.
- The content of real estate appraisals obtained by the District until the prospective sale is abandoned or until such property has been acquired.
- Valuable formula, designs, drawings, and research data obtained by the District within five (5) years of the request for disclosure when disclosure would produce private gain and public loss.
- Preliminary drafts, notes, recommendations, and intra-agency memoranda in which opinions are expressed or policies are formulated or recommended.
- Employee records protected by the Health Insurance Portability and Accountability Act.
- Personal information contained in personnel files to the extent that disclosure could violate an employee's right to privacy.

- Test questions, scoring keys and other examination data used to administer pre-employment examinations.
- Applications for public employment, including names of applicants, resumes and related materials submitted with respect to an applicant.
- Employee residential addresses, residential telephone numbers, personal e-mail addresses, and personal cell phone numbers.
- Customer residential addresses, residential telephone numbers, electronic contact information, and other related contact and personal account and bank information.
- Individual residential customer usage information in increments less than monthly usage.

**5.7 Statutory Exemptions – Law Enforcement:** In accordance with the Washington Public Records Act, law enforcement authorities may not request inspection or copying of public records held by the District that would normally be exempted from public disclosure under state law unless an official law enforcement authority provides identification and signature stating the requested public information would be used by such authority pursuant to the requirements of the Public Records Act for law enforcement agencies.

Additionally, due to state and federal requirements for privacy, identity theft and HIPAA, the District will require a subpoena for disclosure of information within public records that contain, but are not limited to, the following: banking information (including routing numbers), social security numbers, and credit card numbers.

**5.8 Petition for Review -- Denial of Public Records or Estimation of Costs or Time:**

A customer may petition in writing for an internal review of the following: 1) District's denial of a public records request, or 2) District's estimate of time and/or estimation of charges relating to the production of a public records request. Petitions for review shall be submitted to the District Auditor or General Manager. Within two (2) days of petition receipt, a written response will be provided to the customer either affirming or reversing the decision. Petitions for review may not be accepted if submitted more than 24 months after the District's last response or production of records.

The requestor has the right to seek judicial review in the appropriate legal venue.

**6.0 STAFF PROCEDURE**

The General Manager shall develop subordinate procedures for processing of public records requests to ensure compliance with the Washington Public Records Act, RCW 42.56, and this policy.

BE IT FURTHER RESOLVED that this Resolution rescinds and supersedes Resolution No. 2624.

APPROVED AND ADOPTED by the Commission of Public Utility District No. 1 of Benton County, Washington at an open public meeting, as required by law, this 22<sup>nd</sup> day of July, 2025.

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Jeffrey D. Hall, President

ATTEST:

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Michael D. Massey, Secretary

<b>PUBLIC RECORDS FEE SCHEDULE</b> <b>Resolution No. 2702</b>	
Inspection of Records	No fee
Requestor downloading and Accessing Website Records	No fee
Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)	\$.15 per page*
Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)	\$.10 per page*
Files & attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$.05 for each 4 electronic files or attachments*
Files & attachments loaded and delivered) in an electronic format or for the use of agency equipment to send the records electronically.	\$.10 per gigabyte*
Records provided on CD/DVD	Actual cost
Records provided in mailer/envelope	Actual cost
Records on USB drive	Actual cost
Postage or delivery charges	Actual cost
Records sent to an outside vendor due to unusual size or format, or other factors making copying by office unfeasible	Cost varies - actual cost
Deposits (includes records copied in installments or when providing a customized service)	10% of estimated cost to fulfill
Customized Service (Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies/mailing. (RCW 42.56.120(3)).)	Cost varies – actual cost (based upon request)

*\* No charge for copies of public records totaling \$5.00 or less. Over \$5.00 will include all charges and must be paid in advance.*

**NOTE:**

1. All applicable charges may be combined when more than one charge applies to records produced in response to a request.
2. All applicable charges are assessed for each installment of records.
3. All charges may be waived in limited circumstances as identified in this policy.
4. Advance notice of potential charges will be provided to allow the requestor the opportunity to revise their request due to cost impacts.
5. All charges for public records are payable in advance of providing copies of the records.




**PAYMENT APPROVAL**  
July 22, 2025

The vouchers presented on this Payment Approval Report for approval by the Board of Commissioners have been audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims by officers and employees have been certified as required by RCW 42.24.090.

Type of Payment	Starting #	Ending #	Page #	Amount
<b>Accounts Payable:</b>				
Automated Clearing House (DD) Payments	109788 - 109853		1 - 8	\$ 1,027,453.02
Checks & Customer Refund Payments (CHK)	90357 - 90454		9 - 14	\$ 292,364.32
Electronic Fund Transfer (WIRE) Payments	7330 - 7338		15 - 16	\$ 996,035.81
<b>Residential Conservation Rebates:</b>				
Credits on Customer Accounts			17	\$ 1,390.00
<b>Purchase Card Detail:</b>	June 2025		18 - 28	
<b>Payroll:</b>				
Direct Deposit - 7/3/2025	109633 - 109787			\$ 449,550.52
<b>TOTAL</b>				<b>\$ 2,766,793.67</b>
<b>Void DD</b>				\$ -
<b>Void Checks</b>				\$ -
<b>Void Wires</b>				\$ -

*I, the undersigned Auditor of Public Utility District No. 1 of Benton County, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described, or 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 claims identified in this report are just, due and unpaid obligations against the District and that I am authorized to authenticate and certify to said claims.*

  
 Jon L. Meyer, Auditor
 
 7/14/2025  
 Date

**Reviewed by:**

**Approved by:**

  
 Rick Dunn, General Manager

\_\_\_\_\_  
 Jeffrey D. Hall, President

\_\_\_\_\_  
 Lori Kays-Sanders, Vice-President

\_\_\_\_\_  
 Michael D. Massey, Secretary

07/10/2025 7:47:29 AM

# Accounts Payable Check Register

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06/30/2025 To 07/10/2025

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
109788 7/2/25	DD	10659	ABBA TECHNOLOGIES, INC.	Software License/Maintenance - TOAD	-2.53
				Software License/Maintenance - TOAD	2,763.62
<b>Total for Check/Tran - 109788:</b>					2,761.09
109789 7/2/25	DD	10864	ALAMON, INC.	Pole Inspections	658.23
				Pole Inspections	1,307.15
				Pole Inspections	927.77
				Pole Inspection	86.10
				Pole Inspection	97.07
				Pole Inspection	3,811.27
				Pole Inspection	48.31
				Pole Inspection	1,057.58
<b>Total for Check/Tran - 109789:</b>					7,993.48
109790 7/2/25	DD	963	ANIXTER INC.	Cable	6,055.81
				STAPLE GALV MOULDING	765.41
				PLP Raptor Platform	906.42
				CONN. PED./CLEAR 6 POS	1,396.99
				Material	1,047.20
				Material	748.00
				Credit PO 57775 Inv #6392516-00	-1,047.20
<b>Total for Check/Tran - 109790:</b>					9,872.63
109791 7/2/25	DD	3344	BOYD'S TREE SERVICE, LLC	Tree Trimming Svc	8,228.90
				Tree Trimming Svc	346.50
				Tree Trimming Svc	6,930.06
				Tree Trimming Svc	2,324.93
<b>Total for Check/Tran - 109791:</b>					17,830.39
109792 7/2/25	DD	10837	CAMPBELL & COMPANY SERVICE COR REEP		200.00
			REEP		200.00
<b>Total for Check/Tran - 109792:</b>					400.00
109793 7/2/25	DD	2985	CHINOOK HEATING & AIR, INC.	REEP	9,000.00

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# Accounts Payable Check Register

Page 2

06/30/2025 To 07/10/2025

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				REEP	9,000.00
				<b>Total for Check/Tran - 109793:</b>	18,000.00
109794 7/2/25	DD	3820	COLEMAN OIL COMPANY, LLC	Fuel Svc	21,264.81
109795 7/2/25	DD	57	CONSOLIDATED ELECTRICAL DISTRIB	Cap, end, PVC, 3"	15.24
				Coupling, PVC, 3" X 8" long	761.60
				Plug, PVC 3" Carlon #P258LT, K	157.76
				ELBOW 90 3 IN PVC SCH 40 "Dura	1,501.44
				Cap, end, PVC, 3"	797.71
				<b>Total for Check/Tran - 109795:</b>	3,233.75
109796 7/2/25	DD	10857	D&R INSULATION, LLC	REEP	940.00
109797 7/2/25	DD	375	DAYCO HEATING & AIR	REEP	200.00
109798 7/2/25	DD	10421	DNV ENERGY INSIGHTS USA, INC.	Cascade Interface - DTA Field	-1.22
				Cascade Interface - DTA Field	1,354.86
				<b>Total for Check/Tran - 109798:</b>	1,353.64
109799 7/2/25	DD	2757	RICK T DUNN	NW River Partners Mtg	191.80
109800 7/2/25	DD	2898	ELECTRICAL CONSULTANTS, INC.	Professional Svc	1,362.00
109801 7/2/25	DD	10423	EVERGREEN SERVICES	Extra Mowing	3,027.30
109802 7/2/25	DD	79	GENERAL PACIFIC, INC.	#4 SD Solid Bare Copper Conduc	2,295.24
109803 7/2/25	DD	2087	H2 PRECAST, INC.	Vault Base/Lid	17,408.00
109804 7/2/25	DD	3018	HRA VEBA TRUST	ER VEBA	10,600.00
				ER VEBA Wellness	22,200.00
				<b>Total for Check/Tran - 109804:</b>	32,800.00
109805 7/2/25	DD	1818	IBEW LOCAL 77	IBEW A Dues Assessment	5,584.38
				IBEW BA Dues Assessment	5,376.89
				<b>Total for Check/Tran - 109805:</b>	10,961.27

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# Accounts Payable Check Register

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06/30/2025 To 07/10/2025

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
109806 7/2/25	DD	990	INSIGHT PUBLIC SECTOR INC.	Software Maintenance/Support	2,952.42
109807 7/2/25	DD	10660	IRBY ELECTRICAL UTILITIES	INSUL FG STRAIN 8 FT	6,604.16
				Tape, Electrical, Vinyl, Scotch	1,304.51
				Greenlee Ratchet Cutters, Guy Wire 758	845.38
				JUMPER TERM, 15 DE,795 DRAKE	1,591.98
				Tape, Electrical, Vinyl, Scotch	474.37
				JUMPER TERM, 15 DE,795 DRAKE	3,039.24
Total for Check/Tran - 109807:					13,859.64
109808 7/2/25	DD	214	JACOBS & RHODES	REEP	200.00
				REEP	200.00
Total for Check/Tran - 109808:					400.00
109809 7/2/25	DD	877	CHRISTOPHER N JOHNSON	NEEA Q2 board Mtg 2025	280.38
109810 7/2/25	DD	103	KENNEWICK, CITY OF	Monthly Billing	793.98
				Monthly Billing	585.72
Total for Check/Tran - 109810:					1,379.70
109811 7/2/25	DD	11133	MICHAEL D MASSEY	APPA Annual Conf	3,003.81
109812 7/2/25	DD	10301	KEITH A MERCER	PURMS AEGIS Wildfire Mtg	36.00
109813 7/2/25	DD	10769	ONEBRIDGE BENEFITS INC.	Flex Spending Dependent Care	185.19
				Flex Spending Health Care	2,810.91
Total for Check/Tran - 109813:					2,996.10
109814 7/2/25	DD	2176	PACIFIC OFFICE AUTOMATION, INC.	Monthly Billing	619.74
109815 7/2/25	DD	10095	PASCO TIRE FACTORY, INC.	Tires	4,773.03
109816 7/2/25	DD	10718	PUBLIC UTILITY DIST PEND ORIELLE C CWPU Expense		1,699.51
109817 7/2/25	DD	10880	BRANDY R SAWYER	PWRCON 2025	1,585.61
109818 7/2/25	DD	11120	TELECOMMUNICATION UTILITY PROC CLEVIS INSUL 9 SQ D		4,915.58



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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Material	-4.51
				Glue Weld On 717, Clear, PVC, Gallons	5,131.99
				Material	-4.72
Total for Check/Tran - 109818:					10,038.34
109819 7/2/25	DD	2490	TRI CITIES AREA JOURNAL OF BUSINE	Advertising	1,120.00
109820 7/2/25	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing - Anderson	111.42
109821 7/2/25	DD	193	UNITED PARCEL SERVICE OF AMERIC	Mailing Svc	47.84
109822 7/2/25	DD	1048	UNITED WAY OF BENTON & FRANKLI	EE United Way Contribution	381.23
109823 7/2/25	DD	3098	US BANK CORPORATE PAYMENT SYST	Executive	16,270.68
				Finance & Business Services	974.73
				Contracts & Purchasing	443.46
				Engineering	921.27
				IT Infrastructure	3,707.18
				Operations - Line Department	228.99
				Operations	5,754.84
				Operations - Meter Shop	566.41
				Operations - Transformer Shop	3,591.04
				Operations - Support Svcs	740.81
				Operations - Maintenance	2,371.28
				Operations - (Support Svcs. Fleet)	26,003.14
				Operations - Warehouse	16,534.99
				Power Management	-84.87
				Storm Card #10	39.29
Total for Check/Tran - 109823:					78,063.24
109824 7/2/25	DD	11062	VESTIS SERVICES, LLC	Weekly Svc	35.80
				Weekly Svc	38.14
				Weekly Svc	27.73
				Weekly Svc	22.08

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					18.39
				<b>Total for Check/Tran - 109824:</b>	142.14
109825 7/2/25	DD	205	WASHINGTON STATE AUDITOR'S OFFI	Energy Compliance Attestation	2,057.44
				Energy Compliance Attestation	228.57
				Energy Compliance Attestation	10,355.64
				<b>Total for Check/Tran - 109825:</b>	12,641.65
109826 7/2/25	DD	10203	WEG TRANSFORMERS USA, LLC	Transformers	-2,000.96
				Transformers	94,654.91
				<b>Total for Check/Tran - 109826:</b>	92,653.95
109827 7/9/25	DD	2872	A W REHN & ASSOC	Specific Rights Letter	25.00
109828 7/9/25	DD	963	ANIXTER INC.	SWITCH, INTEGER UNITIZED,HANDL	56,467.20
				SCE Nema 4 Enclosure Breather Vents	229.44
				SCE Nema 4 Enclosure Breather Vents	38.19
				<b>Total for Check/Tran - 109828:</b>	56,734.83
109829 7/9/25	DD	3828	BORDER STATES INDUSTRIES, INC.	LUGS TRANSF GROUNDING	4,145.28
				ANIMAL BIRD GUARDS	1,306.91
				CLAMPS, 6 IN B-line # B2020PAZN	209.76
				FGO CU 4/0 STR GC 5040	2,428.40
				SP BURNDY INS 2 STR-2 SOL	78.34
				SP SLEEVE BURNDY INS 6-6	76.16
				SP SLEEVE INSUL 1/0-1/0	238.27
				ALUM 1/0	2,365.75
				ANCHOR CROSS PLATE	1,100.10
				<b>Total for Check/Tran - 109829:</b>	11,948.97
109830 7/9/25	DD	3344	BOYD'S TREE SERVICE, LLC	Tree Trimming Svc	5,197.54
				Tree Trimming Svc	9,299.74
				<b>Total for Check/Tran - 109830:</b>	14,497.28
109831 7/9/25	DD	394	COLUMBIA ELECTRIC SUPPLY	Bend 22 S/40 4", belled and ch	629.95

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Material	478.37
				Coupling, PVC, 4" X 8" long	1,442.69
				Credit - Inv 5858-1099918 - PO 57869	-478.37
				<b>Total for Check/Tran - 109831:</b>	2,072.64
109832 7/9/25	DD	57	CONSOLIDATED ELECTRICAL DISTRIB	Cap, end, PVC, 2"	253.50
				Cap, end, PVC, 4"	636.48
				Material	1,081.25
				<b>Total for Check/Tran - 109832:</b>	1,971.23
109833 7/9/25	DD	339	DELL MARKETING CORP	Computers	37,219.46
109834 7/9/25	DD	10934	EMPIRE ELELCTRIC USA	Install meter base/rods/pipes	-151.80
				2022 Annual Electrical	1,876.80
				2022 Annual Electrical	2,119.65
				<b>Total for Check/Tran - 109834:</b>	3,844.65
109835 7/9/25	DD	79	GENERAL PACIFIC, INC.	PLUG ELAS 600 BIP	2,084.00
				Material	22,316.40
				<b>Total for Check/Tran - 109835:</b>	24,400.40
109836 7/9/25	DD	2087	H2 PRECAST, INC.	Vault Base/Lid	18,496.00
109837 7/9/25	DD	10660	IRBY ELECTRICAL UTILITIES	BOLTS MACH 5/8 X 7	737.66
109838 7/9/25	DD	103	KENNEWICK, CITY OF	Monthly Billing	381.29
109839 7/9/25	DD	10897	ROSA D MITCHELL	Sensus Electric Metrology Seminar	864.80
109840 7/9/25	DD	11081	NORTHWEST ENERGY EFFICIENCY AL	Q3 2025 Core Electric Funding	12,995.74
109841 7/9/25	DD	2176	PACIFIC OFFICE AUTOMATION, INC.	Monthly Billing	20.05
				Monthly Billing	7.53
				Monthly Billing	280.77
				Canon Copier/Cabinet	8,086.38
				<b>Total for Check/Tran - 109841:</b>	8,394.73

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
109842 7/9/25	DD	1241	PARAMOUNT COMMUNICATIONS, INC.	20 - Off-the-Dock Labor	1,185.44
				Law Offices	87.04
				Law Offices	-1.17
				20 - Off-the-Dock Labor	1,736.60
				Prior 1 Substation	140.53
				20 - Off-the-Dock Labor	10,581.21
				Clodfelter Reroute	801.69
				GWV Fiber Replacement	86.96
				20 - Off-the-Dock Labor	108,640.94
				GWV Fiber Replacement	34,386.45
				H2F2 Reservoir Substation	481.96
				20 - Off-the-Dock Labor	14,003.54
				Paterson RTS Cabinet	5,032.06
				20 - Off-the-Dock Labor	26,491.89
<b>Total for Check/Tran - 109842:</b>					203,655.14
109843 7/9/25	DD	1964	PREMIER LANDSCAPING & DESIGN, IN	Graffiti Removal-Riverfront Substation	2,543.58
109844 7/9/25	DD	11033	RINGCENTRAL, INC.	Software License/Support	985.22
				Software License/Support	2,799.37
				Software License/Support	4,573.09
<b>Total for Check/Tran - 109844:</b>					8,357.68
109845 7/9/25	DD	146	S&C ELECTRIC COMPANY	S&C SMU-20 fuse unit 30 amp	4,647.94
109846 7/9/25	DD	396	SD MYERS, LLC	Gas/Oil Testing	270.00
109847 7/9/25	DD	10943	SEALX, LLC	Janitorial Svc	4,511.31
				Janitorial Svc	2,728.85
				Janitorial Svc	1,722.86
<b>Total for Check/Tran - 109847:</b>					8,963.02
109848 7/9/25	DD	2154	SENSUS USA, INC.	Meters	49,277.52
109849 7/9/25	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing-Himmelberger, Cardenas	396.04

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
109850 7/9/25	DD	193	UNITED PARCEL SERVICE OF AMERIC	Mailing Svc	47.84
109851 7/9/25	DD	3098	US BANK CORPORATE PAYMENT SYST	Travel Card	4,000.64
109852 7/9/25	DD	11062	VESTIS SERVICES, LLC	Weekly Svc	35.80
				Weekly Svc	38.14
				Weekly Svc	27.73
				Weekly Svc	22.08
				Weekly Svc	18.39
				Weekly Svc	18.39
				Weekly Svc	35.80
				Weekly Svc	28.34
				Weekly Svc	26.42
				Weekly Svc	22.08
Total for Check/Tran - 109852:					273.17
109853 7/9/25	DD	10203	WEG TRANSFORMERS USA, LLC	Transformers	-3,666.05
				Transformers	173,420.67
Total for Check/Tran - 109853:					169,754.62

Total Payments for Bank Account - 1 :	(66)	1,027,453.02
Total Voids for Bank Account - 1 :	(0)	0.00
Total for Bank Account - 1 :	(66)	1,027,453.02

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
90357 7/2/25	CHK	2425	AT&T MOBILITY, LLC	Monthly Billing	5.45
90358 7/2/25	CHK	39	BENTON COUNTY	Easement 700571	304.50
				Easement 734339	305.50
				Easement 741308	306.50
				Easement 743325	306.50
				Easement 743602	305.50
Total for Check/Tran - 90358:					1,528.50
90359 7/2/25	CHK	259	BENTON FRANKLIN COMMUNITY ACT	REEP	16,576.75
				REEP	6,736.03
				REEP	7,500.00
Total for Check/Tran - 90359:					30,812.78
90360 7/2/25	CHK	35	BENTON PUD - CUSTOMER ACCOUNT	Monthly Billing	503.15
90361 7/2/25	CHK	37	BENTON PUD - REVOLVING FUND-OPE	King - Meal Reimbursement - 745082	22.47
				Wales - Meal Reimbursement - 745082	8.69
				Diaz - Meal Reimbursement - 284650	14.14
				Demo Trailer Supplies	45.70
Total for Check/Tran - 90361:					91.00
90362 7/2/25	CHK	614	BOB RHODES HEATING & AC, INC.	REEP	200.00
90363 7/2/25	CHK	10995	BUDDERFLY, INC.	Commercial Energy Efficiency Prg	782.97
90364 7/2/25	CHK	11058	ENERGY MANAGEMENT COLLABORA	Commercial Energy Efficiency Prg	2,356.00
90365 7/2/25	CHK	3478	FP MAILING SOLUTIONS	Postage Meter Deposit-7	500.00
90366 7/2/25	CHK	10954	MILLERS ELECTRIC SERVICE, LLC	Remove/Replace Meter	1,831.25
90367 7/2/25	CHK	962	PACIFIC POWER	Monthly Billing	998.46
90368 7/2/25	CHK	2627	PASCOR	Switches	43,703.89
90369 7/2/25	CHK	141	RICHLAND, CITY OF	Fiber Lease	3,081.61

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Fiber Lease	6,865.45
				<b>Total for Check/Tran - 90369:</b>	9,947.06
90370 7/2/25	CHK	992	VERIZON NORTHWEST	Monthly Billing	194.54
				Monthly Billing	360.09
				Monthly Billing	116.94
				<b>Total for Check/Tran - 90370:</b>	671.57
90371 7/2/25	CHK	170	WASH STATE DEPT LABOR & INDUST	2nd Qtr Ending 06/30/25	80,251.71
90372 7/2/25	CHK	10990	WASH STATE EMPLOYMENT SECURIT	2nd Qtr Ending 06/30/25 WA Cares	10,129.47
90373 7/2/25	CHK	174	WASH STATE EMPLOYMENT SECURIT	2nd Qtr Ending - Paid Family Med Leave	17,744.26
90374 7/2/25	CHK	99999	DILLON ARD	Credit Balance Refund	57.66
90375 7/2/25	CHK	99999	ISAAC G BALTAZAR	Credit Balance Refund	710.62
90376 7/2/25	CHK	99999	RONALD E BEELE	Credit Balance Refund	40.13
90377 7/2/25	CHK	99999	RONALD R BLAKEMAN	Credit Balance Refund	37.98
90378 7/2/25	CHK	99999	ROBERT E CHAMBERS	Credit Balance Refund	216.54
90379 7/2/25	CHK	99999	ARUN CHANDRA BABU	Credit Balance Refund	131.91
90380 7/2/25	CHK	99999	STACY COLLINS	Credit Balance Refund	19.58
90381 7/2/25	CHK	99999	JOHN B ELLIOTT	Credit Balance Refund	63.69
90382 7/2/25	CHK	99999	MICHAEL L FUNK	Credit Balance Refund	14.17
90383 7/2/25	CHK	99999	JENNIFER R GABLE	Credit Balance Refund	90.57
90384 7/2/25	CHK	99999	JASMINE GODINEZ	Credit Balance Refund	91.20
90385 7/2/25	CHK	99999	ABEL GONZALEZ CRUZ	Credit Balance Refund	109.71
90386 7/2/25	CHK	99999	LOGAN KENMORE	Credit Balance Refund	592.76

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
90387 7/2/25	CHK	99999	CAROLYN A LATHROP	Credit Balance Refund	191.72
90388 7/2/25	CHK	99999	RACHEL E MASON	Credit Balance Refund	73.74
90389 7/2/25	CHK	99999	ELICIA R OLIVERA	Credit Balance Refund	67.16
90390 7/2/25	CHK	99999	JESUS ORTIZ FERNANDEZ	Credit Balance Refund	48.90
90391 7/2/25	CHK	99999	AMAYA RANDOLPH	Credit Balance Refund	85.83
90392 7/2/25	CHK	99999	ESDRAS RIOS RAMIREZ	Credit Balance Refund	53.10
90393 7/2/25	CHK	99999	JOSEPH E ROBINSON	Credit Balance Refund	71.93
90394 7/2/25	CHK	99999	WILLIAM RODRIGUEZ	Credit Balance Refund	19.03
90395 7/2/25	CHK	99999	JERRY SLEATER	Credit Balance Refund	23.69
90396 7/2/25	CHK	99999	SOLUFIX HEATING AND COOLING LLC	Credit Balance Refund	147.30
90397 7/2/25	CHK	99999	BRANDON D ZALAPA LEMUS	Credit Balance Refund	11.41
90398 7/9/25	CHK	1733	ATOMIC SCREEN PRINTING & EMBROI	Clothing	95.66
90399 7/9/25	CHK	259	BENTON FRANKLIN COMMUNITY ACT	Helping Hands	2,840.94
90400 7/9/25	CHK	54	BNSF RAILWAY COMPANY	Permit/Liability Insurance Fees	10,206.00
90401 7/9/25	CHK	54	BNSF RAILWAY COMPANY	Permit - Prosser electric line	650.00
			Permit		250.00
Total for Check/Tran - 90401:					900.00
90402 7/9/25	CHK	614	BOB RHODES HEATING & AC, INC.	Installation of Heat Pump	15,003.52
90403 7/9/25	CHK	10954	MILLERS ELECTRIC SERVICE, LLC	Remove/Replace Meter	1,579.59
				Remove/Replace Meter	1,670.07
				Remove/Replace Meter	-40.00
				Remove/Replace Meter	1,992.82
Total for Check/Tran - 90403:					5,202.48



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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
90404 7/9/25	CHK	310	MOON SECURITY SERVICES, INC.	Programming Fee	97.92
90405 7/9/25	CHK	135	PROSSER, CITY OF	Monthly Billing	1,558.83
				Monthly Billing	1,220.84
				Monthly Billing	1.41
				Monthly Billing	13.13
Total for Check/Tran - 90405:					2,794.21
90406 7/9/25	CHK	1592	REESE CONCRETE PRODUCTS MFG. IN	Vault Base/Lid	30,464.00
90407 7/9/25	CHK	4220	TOLMAN ELECTRIC INC	Repair/Repalce Meter base	1,120.15
90408 7/9/25	CHK	992	VERIZON NORTHWEST	Monthly Billing	2,161.15
				Monthly Billing	226.95
				Monthly Billing	346.91
				Monthly Billing	319.62
				Monthly Billing	353.52
Total for Check/Tran - 90408:					3,408.15
90409 7/9/25	CHK	10649	ZIPLY FIBER	Monthly Billing	1,064.17
90410 7/9/25	CHK	99999	LESLIE R ADAMS	Credit Balance Refund	400.00
90411 7/9/25	CHK	99999	KIMBERLY BENGE-FISHER	Credit Balance Refund	427.54
90412 7/9/25	CHK	99999	KENNETH R BEST	Credit Balance Refund	650.00
90413 7/9/25	CHK	99999	KRISTIN B BRADFORD	Credit Balance Refund	500.00
90414 7/9/25	CHK	99999	JEDEKIAH E CAZIER	Credit Balance Refund	400.00
90415 7/9/25	CHK	99999	DEE L CHAPMAN	Credit Balance Refund	350.00
90416 7/9/25	CHK	99999	CARL A CHRISTENSEN	Credit Balance Refund	350.00
90417 7/9/25	CHK	99999	CAROL CLARY	Credit Balance Refund	200.00
90418 7/9/25	CHK	99999	DALE CRAM	Credit Balance Refund	200.00

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
90419 7/9/25	CHK	99999	ZACHARY DENNIS	Credit Balance Refund	11.64
90420 7/9/25	CHK	99999	DEVOTED BUILDERS LLC	Credit Balance Refund	297.72
90421 7/9/25	CHK	99999	ROBERT D DIETRICH	Credit Balance Refund	325.00
90422 7/9/25	CHK	99999	JODI L DOLPH	Credit Balance Refund	200.00
90423 7/9/25	CHK	99999	ANNA H ESPINOZA	Credit Balance Refund	73.57
90424 7/9/25	CHK	99999	SHARON A FEE	Credit Balance Refund	400.00
90425 7/9/25	CHK	99999	DENISE A FISHER	Credit Balance Refund	375.00
90426 7/9/25	CHK	99999	JARED FITTING	Credit Balance Refund	38.69
90427 7/9/25	CHK	99999	DANIEL A GARBUTT	Credit Balance Refund	225.00
90428 7/9/25	CHK	99999	LYNDA A GILBERTSON	Credit Balance Refund	550.00
90429 7/9/25	CHK	99999	TODD D HALTER	Credit Balance Refund	350.00
90430 7/9/25	CHK	99999	ANDREW K HENTGES	Credit Balance Refund	45.83
90431 7/9/25	CHK	99999	MARIETTA F JONES	Credit Balance Refund	252.00
90432 7/9/25	CHK	99999	HEATH E KORVOLA	Credit Balance Refund	475.00
90433 7/9/25	CHK	99999	WILLIS D LINDHOLM	Credit Balance Refund	250.00
90434 7/9/25	CHK	99999	IRENE L LLEWELLYN	Credit Balance Refund	176.32
90435 7/9/25	CHK	99999	DONALD S MARTELL	Credit Balance Refund	225.00
90436 7/9/25	CHK	99999	STEVEN MCCABE	Credit Balance Refund	400.00
90437 7/9/25	CHK	99999	JACOB A MCCABE-BROWN	Credit Balance Refund	129.57
90438 7/9/25	CHK	99999	DALLAS MCCAULEY	Credit Balance Refund	250.00
90439 7/9/25	CHK	99999	JOSE MEZA	Credit Balance Refund	375.00

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
90440 7/9/25	CHK	99999	EVANGELINA NUNEZ-VALENCIA	Credit Balance Refund	245.50
90441 7/9/25	CHK	99999	STEPHEN T OSBORNE	Credit Balance Refund	604.44
90442 7/9/25	CHK	99999	IRVIN POINDEXTER	Credit Balance Refund	104.46
90443 7/9/25	CHK	99999	EDDY C ROBBINS	Credit Balance Refund	700.00
90444 7/9/25	CHK	99999	KELLY C RUUD	Credit Balance Refund	250.00
90445 7/9/25	CHK	99999	TERRANCE B SHEDD	Credit Balance Refund	950.00
90446 7/9/25	CHK	99999	DICKIE C SMILEY	Credit Balance Refund	400.00
90447 7/9/25	CHK	99999	FREDERICK V SMITHSON	Credit Balance Refund	300.00
90448 7/9/25	CHK	99999	DAVID A ST JOHN	Credit Balance Refund	400.00
90449 7/9/25	CHK	99999	FRANK W STAFFORD	Credit Balance Refund	200.00
90450 7/9/25	CHK	99999	AARON TRENT	Credit Balance Refund	250.00
90451 7/9/25	CHK	99999	JASON UNDERWOOD	Credit Balance Refund	225.00
90452 7/9/25	CHK	99999	KOLLAR H VARNER	Credit Balance Refund	70.00
90453 7/9/25	CHK	99999	BEVERLY WAID	Credit Balance Refund	61.99
90454 7/9/25	CHK	99999	GERALD L WILHELM	Credit Balance Refund	475.00

Total Payments for Bank Account - 2 : (98) 292,364.32

Total Voids for Bank Account - 2 : (0) 0.00

Total for Bank Account - 2 : (98) 292,364.32

Grand Total for Payments : (164) 1,319,817.34

Grand Total for Voids : (0) 0.00

Grand Total : (164) 1,319,817.34

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
7330 6/26/25	WIRE	424	WASH STATE DEPT REVENUE-EXCISE	Utility Tax	451,068.06
				Use Tax	6,354.88
				Retailing & Wholesaling Tax	932.88
				Service Tax	17,145.29
Total for Check/Tran - 7330:					475,501.11
7332 6/30/25	WIRE	2800	LL&P WIND ENERGY, INC.	Purchased Power	65,059.17
7335 7/2/25	WIRE	169	ENERGY NORTHWEST	Purchased Power	43,815.92
				Fiber Lease	443.49
Total for Check/Tran - 7335:					44,259.41
7336 7/3/25	WIRE	2205	UNITED STATES TREASURY	Federal Income Tax	85,983.41
				Medicare - Employee	10,759.97
				Medicare - Employer	10,759.97
				Social Security - Employee	46,008.04
				Social Security - Employer	46,008.04
Total for Check/Tran - 7336:					199,519.43
7337 7/3/25	WIRE	171	WASH STATE DEPT RETIREMENT SYS	ER PERS	65,117.62
				PERS Plan 2	42,196.57
				PERS Plan 3A 5% All Ages	1,454.94
				PERS Plan 3B 5% Up to Age 35	195.74
				PERS Plan 3B 6% Age 35-45	202.73
				PERS Plan 3E 10% All Ages	1,493.04
Total for Check/Tran - 7337:					110,660.64
7338 7/7/25	WIRE	1567	ICMA RETIREMENT CORP	457(b) Leave EE Contribution	8,125.70
				457(b) Roth EE Contribution	17,409.87
				ER Def Comp 401	21,010.22
				ER Def Comp 457	3,274.03
				Plan A 457(b) Employee Contribution	4,088.45
				Plan B 457(b) Employee Contribution	22,093.69
				Plan C 401(a) Option 1 EE Contribution	3,493.77

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# Accounts Payable Check Register

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Plan C 401(a) Option 2 EE Contribution	1,798.59
				Plan C 401(a) Option 3 EE Contribution	596.03
				Plan C 401(a) Option 4, Step 2 EE Contri	1,738.24
				Plan C 401(a) Option 4, Step 3 EE Contri	1,558.61
				Plan C 401(a) Option 4, Step 4 EE Contri	1,741.09
				Plan C 401(a) Option 5, Step 4 EE Contri	1,430.97
				Plan C 457(b) Employee Contribution	8,880.56
				457 EE Loan Repayment #1	3,499.23
				457 EE Loan Repayment #2	168.00
				457 EE Loan Repayment #3	57.03
				457 EE Loan Repayment #4	71.97
Total for Check/Tran - 7338:					101,036.05
Total for Bank Account - 1 :					(6) 996,035.81
Grand Total :					(6) 996,035.81



**BENTON PUD - RESIDENTIAL CONSERVATION REBATE DETAIL**

<u>Date</u>	<u>Customer</u>	<u>Rebate Amount</u>	<u>Rebate Description</u>
06/26/2025	JAY L JAMES	\$ 30.00	Rebate - Clothes Washer
06/26/2025	CARYL DOTSON	\$ 30.00	Rebate - Clothes Washer
06/26/2025	AUSTIN STEPHENSON	\$ 30.00	Rebate - Clothes Washer
06/26/2025	JAY L JAMES	\$ 50.00	Rebate - Clothes Dryer
06/26/2025	CARYL DOTSON	\$ 50.00	Rebate - Clothes Dryer
06/26/2025	AUSTIN STEPHENSON	\$ 50.00	Rebate - Clothes Dryer
07/03/2025	PATRICK MCINTYRE	\$ 900.00	Rebate - Heat Pump Water Heater
06/26/2025	JACLYN MILLER	\$ 250.00	Rebate - Electric Vehicle

\$ 1,390.00

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# ACCOUNTS PAYABLE

## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1237	06/12/2025	980	Credit Card	51 - Power Management	2250	WELLER, ROXANNE K	2250	ODP BUS SOL LLC # 10	White Boards - RF 2 Qty	234.69
	06/12/2025	980					2250	ODP BUS SOL LLC # 10	White Boards - RF 2 Qty	234.69
	06/12/2025	980					2250	ODP BUS SOL LLC # 10	White Boards - RF 2 Qty	234.69
	06/11/2025	980					2250	HRC*WECC*	WREGIS Inv #WR51756 Tra	5.44
	06/11/2025	980					2250	HRC*WECC*	WREGIS Inv #WR51756 Tra	5.44
	06/11/2025	980					2250	HRC*WECC*	WREGIS Inv #WR51756 Tra	5.44
	05/15/2025	980					2250	NEEA EFX	Efficiency Exchange Cancele	-325.00
	05/15/2025	980					2250	NEEA EFX	Efficiency Exchange Cancele	-325.00
	05/15/2025	980					2250	NEEA EFX	Efficiency Exchange Cancele	-325.00
<b>Total for Tran-1237:</b>										-254.61
1238	05/28/2025	973	Credit Card	31 - Operations	11093	BECKER, NICOLE M	11093	LOURDES OCC HEALT	Operations - CDL Med Cert J	135.00
	05/15/2025	973					11093	COSTCO WHSE #0486	Benefit Fair Snacks	265.84
	06/04/2025	973					11093	WESTERN ENERGY IN	NW Meter School - Sawyer	699.00
	05/29/2025	973					11093	MEGGER AVO TRAINI	Faith Avo Substation Class	2,260.00
	05/29/2025	973					11093	MEGGER AVO TRAINI	Heberlein Avo Substation Cla	2,260.00
	05/29/2025	973					11093	LOURDES OCC HEALT	Operations - CDL Med Cert	135.00
<b>Total for Tran-1238:</b>										5,754.84
1239	05/15/2025	969	Credit Card	17 - Contracts & Purchasing	3213	LANPHEAR, JUSTIN L	3213	LEGACY.COM* LEGAL	Call for Bid #25-21-14	127.10
	05/15/2025	969					3213	COSTCO MEMBERSHI	Executive Costco Membershi	195.00
	05/27/2025	969					3213	LEGACY.COM* LEGAL	Call for Bid #25-21-09	121.36
<b>Total for Tran-1239:</b>										443.46
1240	05/29/2025	970	Credit Card	21 - Engineering	10011	HIGHTOWER, ANNA M	10011	AMAZON MKTPL*NN2	Misc Office Supplies	165.39
	05/29/2025	970					10011	AMAZON MKTPL*NN2	Field Staking Supplies	109.94
	05/28/2025	970					10011	ODP BUS SOL LLC # 10	Misc Office Supplies/Restock	129.84
	06/09/2025	970					10011	ATTORNEY & NOTAR	Notary Training Seminar - Hi	150.00
	05/28/2025	970					10011	AMAZON MKTPL*NN5	Milwaukee Wheel Measuring	116.18
	05/31/2025	970					10011	ODP BUS SOL LLC # 10	Misc Office Supplies/Restock	31.72
	05/30/2025	970					10011	ODP BUS SOL LLC # 10	Misc Office Supplies/Restock	10.11
	05/28/2025	970					10011	ODP BUS SOL LLC # 10	Misc Office Supplies/Restock	8.00
	06/10/2025	970					10011	NNA SERVICES LLC	Notary - Quintero	200.09
<b>Total for Tran-1240:</b>										921.27

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CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1241	06/01/2025	981	Credit Card	ST10 - Storm Card #10	1654	CRAMER, BRIAN M	1654	CENEX- ZIP TRIP #41	Fuel	39.29
Total for Tran-1241:										39.29
1242	05/15/2025	976	Credit Card	38 - Operations - Support Svc	10656	FLEENOR, RYAN A	10656	BATTERIES PLUS #025	Alarm battery	22.79
	05/29/2025	976					10656	SHERWIN-WILLIAMS7	Paint	49.94
	05/22/2025	976					10656	THE HOME DEPOT #47	Wire connectors	8.14
	05/28/2025	976					10656	CONS SUPPLY KENNE	Water faucet	258.94
	06/02/2025	976					10656	(PC) 3627 CED	Lightbulbs	73.44
	05/22/2025	976					10656	(PC) 3627 CED	LED Lightbulbs	211.89
	06/02/2025	976					10656	THE HOME DEPOT #47	Wirenuts	18.97
	05/20/2025	976					10656	GRAINGER	Filters	96.70
Total for Tran-1242:										740.81
1243	05/19/2025	972	Credit Card	32 - Operations - Line Depart	2642	KNIGHT, GAYLE R	2642	INT CONCRETE & ASP	gravel	228.99
Total for Tran-1243:										228.99
1244	06/11/2025	977	Credit Card	36 - Operations - Maintenanc	10608	PATRICK, GEORGE M	10608	AMAZON MKTPL*NH8	air fresheners	761.50
	05/14/2025	977					10608	THE HOME DEPOT #47	propane torch	26.87
	06/12/2025	977					10608	GRAINGER	filters	280.09
	06/10/2025	977					10608	GRAINGER	motor hvac	254.11
	05/20/2025	977					10608	THE HOME DEPOT #47	nuts and bolts	14.80
	05/29/2025	977					10608	FILTERS FAST	filters	711.23
	05/20/2025	977					10608	GRAINGER	filters	113.04
	05/15/2025	977					10608	AMAZON MKTPL*NW	stainless steel zip ties	44.59
	06/10/2025	977					10608	THE HOME DEPOT #47	wire nuts	25.00
	06/12/2025	977					10608	GRAINGER	filters	140.05
Total for Tran-1244:										2,371.28



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# ACCOUNTS PAYABLE

## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1245	06/01/2025	978	Credit Card	37 - Operations - (Support Sv	2026	KINTZLEY, ROY D	2026	PASCO A-PTS 0027915	parts return, filters	-247.78
	06/01/2025	978					2026	PASCO A-PTS 0027915	parts return, filters	-247.78
	06/01/2025	978					2026	PASCO A-PTS 0027915	parts return, filters	-247.78
	06/01/2025	978					2026	PASCO A-PTS 0027915	parts return, filters	-247.78
	06/01/2025	978					2026	PASCO A-PTS 0027915	parts return, filters	-247.78
	06/01/2025	978					2026	PASCO A-PTS 0027915	credit, core returns	-137.09
	06/01/2025	978					2026	PASCO A-PTS 0027915	credit, core returns	-137.09
	06/01/2025	978					2026	PASCO A-PTS 0027915	credit, core returns	-137.09
	06/01/2025	978					2026	PASCO A-PTS 0027915	credit, core returns	-137.09
	06/01/2025	978					2026	PASCO A-PTS 0027915	credit, core returns	-137.09
	06/05/2025	978					2026	JIMS PACIFIC GARAGE	#166, hose assy return	-198.01
	06/05/2025	978					2026	JIMS PACIFIC GARAGE	#166, hose assy return	-198.01
	06/05/2025	978					2026	JIMS PACIFIC GARAGE	#166, hose assy return	-198.01
	06/05/2025	978					2026	JIMS PACIFIC GARAGE	#166, hose assy return	-198.01
	06/05/2025	978					2026	JIMS PACIFIC GARAGE	#166, hose assy return	-198.01
	06/09/2025	978					2026	SPECK BUICK GMC OF	part return, mirror	-309.22
	06/09/2025	978					2026	SPECK BUICK GMC OF	part return, mirror	-309.22
	06/09/2025	978					2026	SPECK BUICK GMC OF	part return, mirror	-309.22
	06/09/2025	978					2026	SPECK BUICK GMC OF	part return, mirror	-309.22
	06/09/2025	978					2026	SPECK BUICK GMC OF	part return, mirror	-309.22
	06/01/2025	978					2026	O'REILLY 3630	credit, filter returns	-14.39
	06/01/2025	978					2026	O'REILLY 3630	credit, filter returns	-14.39
	06/01/2025	978					2026	O'REILLY 3630	credit, filter returns	-14.39
	06/01/2025	978					2026	O'REILLY 3630	credit, filter returns	-14.39
	06/01/2025	978					2026	O'REILLY 3630	credit, filter returns	-14.39
<b>Total for Tran-1245:</b>										-4,532.45
1246	05/29/2025	974	Credit Card	34 - Operations - Meter Shop	1466	BRADSHAW, GORDON J	1466	THE HOME DEPOT 473	Two 200A Disconnects for 3	345.98
	05/27/2025	974					1466	THE HOME DEPOT #47	Concrete Tube for CB TGB	64.89
	05/30/2025	974					1466	RS HUGHES CO.	Brady labels	109.31
	05/15/2025	974					1466	(PC) 3627 CED	Knipex pliers	46.23
<b>Total for Tran-1246:</b>										566.41

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## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1247	06/04/2025	975	Credit Card	35 - Operations - Transforme	2503	GASTON, TODD	2503	OXARC, INC-PASCO C	nitrogen	186.38
	05/29/2025	975					2503	MYELECTCEU	TIETSORT ELECTRICAL C	65.00
	06/12/2025	975					2503	THE HOME DEPOT	parts for shop - ratchets, sock	224.19
	05/27/2025	975					2503	THE HOME DEPOT #47	LIGHT SWITCH SUNSET S	43.40
	06/04/2025	975					2503	GRAINGER	brass tags	30.73
	05/19/2025	975					2503	ACE PORTABLE TOILE	PORTABLE TOILET CLEA	59.79
	06/02/2025	975					2503	TACOMA SCREW PRO	parts for trucks - washer fluid,	146.21
	06/10/2025	975					2503	PLATT ELECTRIC 006	elec. parts - pipe and coupling	147.27
	05/29/2025	975					2503	MYELECTCEU	TIETSORT ELECTRICAL C	45.00
	06/02/2025	975					2503	TACOMA SCREW PRO	small parts for shop - gloves, t	583.77
	05/15/2025	975					2503	KIE SUPPLY - KENNE	Liquidtite connectors	167.73
	06/09/2025	975					2503	TACOMA SCREW PRO	shop parts- lubricant, indust. c	991.18
	05/27/2025	975					2503	THE HOME DEPOT #47	HINGES FOR TRUCK 204	21.61
	06/12/2025	975					2503	NORTH COAST ELECT	grouding straps	13.88
	05/29/2025	975					2503	MYELECTCEU	TIETSORT ELECTRICAL C	65.00
	06/04/2025	975					2503	BATTERIES PLUS #025	controller batteries	799.90
<b>Total for Tran-1247:</b>										3,591.04
1248	05/21/2025	968	Credit Card	11 - Finance & Business Serv	1091	BLACKWELL, LURII	1091	ASSN *ORDER	Meyer AICPA Membership	355.00
	05/21/2025	968					1091	ADDEPT	Benton City Tribute Ad - Me	60.00
	06/02/2025	968					1091	CITY OF KENNEWICK	Police Records Fee	1.83
	06/06/2025	968					1091	AMAZON MKTPL*N61	Office Supplies Notebooks	22.32
	06/06/2025	968					1091	THE CITY OF PROSSER	Police Records Fee	6.50
	06/13/2025	968					1091	ADDEPT 855-623-3378	Duplicate Memorial Day 25 B	60.00
	05/26/2025	968					1091	AMAZON MKTPL*NZ0	Office Supplies - Cork Strips	58.74
	06/11/2025	968					1091	AMAZON MKTPL*NH1	Office Supplies - Cork Strips	34.81
	06/06/2025	968					1091	AMAZON MKTPL*N66J	Office Supplies Notebooks	25.53
	06/03/2025	968					1091	WASHINGTON SOCIET	Zirker WSCPA 2026 Member	350.00
<b>Total for Tran-1248:</b>										974.73

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## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1249	05/28/2025	967	Credit Card	01 - Executive	11080	SENSIBAUGH, SHANNON	11080	D J*WSJ	Wall Street Journal Subscripti	42.42
	05/23/2025	967					11080	MILLIMAN COMPENS	Salary & Wage Surveys	1,512.32
	06/14/2025	967					11080	AMAZON	Office Supplies - Towel Rod	14.13
	06/02/2025	967					11080	GOVERNMENT* 2025 I	Melling - NEO Gov Conferen	1,200.00
	05/30/2025	967					11080	EO MEDIA GROUP CIR	Capital Press Subscription	65.00
	06/10/2025	967					11080	IN *STAFF TESTING, I	SHL Aptitude Tests	2,212.00
	06/16/2025	967					11080	LINKEDIN	Warehouse Mngr Job Adverti	548.23
	05/31/2025	967					11080	LINKEDIN JOB P631311	Recruiting- LinkedIn Advertis	290.00
	05/23/2025	967					11080	ANYPROMO.COM	Fair Supplies - Sunglasses	2,143.35
	05/21/2025	967					11080	NWPPA	EEA Recruiting/Advertising	135.00
	06/02/2025	967					11080	IN *TRI-CITIES HISPA	Tri City Hispanic COC Memb	420.00
	05/17/2025	967					11080	LINKEDIN JOB 1034304	EEA Job Advertising	500.00
	06/09/2025	967					11080	ATTORNEY & NOTAR	Notary Training - Sensibaugh	150.00
	06/03/2025	967					11080	LINKEDIN JOB P635922	Recruiting Linked In Advertis	40.00
	05/22/2025	967					11080	4IMPRINT, INC	July 4 Supplies - Patriotic Wa	3,956.56
	05/20/2025	967					11080	TRI-CITY HERALD CIR	Tri City Herald Subscription	350.04
	05/27/2025	967					11080	AMAZON MKTPL*NN0	Empowered Cards Holder - F	43.51
	06/11/2025	967					11080	DUTCH BROS WA0405	STEM Academy - Dutch Bros	30.00
	06/02/2025	967					11080	GOVERNMENT* 2025 I	Dunlap - NEO Gov Conferen	1,200.00
	05/19/2025	967					11080	LABORLAWCENTER,	Labor Law Posters	254.40
	06/12/2025	967					11080	AMAZON	Wellable Challenge Gift Card	165.00
	05/30/2025	967					11080	FACEBK *SLJBKQ8B32	Social Media Advertising	175.00
	06/02/2025	967					11080	LINKEDIN RECRUITER	Recruiting - LinkedIn Adverti	184.95
	05/23/2025	967					11080	LINKEDIN JOB 1035199	EEA Job Advertising	300.00
	05/15/2025	967					11080	SQ *ATOMIC SCREENP	New Employee Clothing - Fai	305.31
	05/31/2025	967					11080	FACEBK *G2M3UPLA3	Facebook Meta Ads	22.59
	06/11/2025	967					11080	FRED-MEYER #0163	STEM Academy - Gift Cards	10.87
<b>Total for Tran-1249:</b>										16,270.68

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# ACCOUNTS PAYABLE

## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1250	06/01/2025	979	Credit Card	39 - Operations - Warehouse	10940	PURDOM, GABRIELLE J	10940	RDO EQUIPMENT KEN	TUNE UP KIT FOR SAW	42.60
	06/01/2025	979					10940	RDO EQUIPMENT KEN	32 OZ PRE-MIX FUEL	169.02
	05/28/2025	979					10940	HOMEDEPOT.COM	SMALL TOOLS - 32 OZ HA	325.27
	05/28/2025	979					10940	BUCKINGHAMMFG.C	SMALL TOOLS - SUPERSQ	2,128.72
	05/29/2025	979					10940	TRI CITY SIGN AND B	28" REFLEC CONES	660.37
	06/12/2025	979					10940	MCDONALD'S F20085	OT BREAKFAST - POLE FI	34.73
	05/29/2025	979					10940	HOMEDEPOT.COM	SMALL TOOLS - BOLT CU	631.40
	06/05/2025	979					10940	FRED-MEYER #0163	OT DRINKS - GATORADE	19.49
	06/12/2025	979					10940	PAPA JOHN'S #3764	OT DINNER - PIZZA	95.71
	05/29/2025	979					10940	HEARTSMART	AED BATTERIES	802.94
	06/03/2025	979					10940	ZORO TOOLS INC	SMALL TOOLS - LINEMA	455.76
	06/14/2025	979					10940	NPC*NEW PIG CORP	ABSORBENT MATS	1,014.78
	06/13/2025	979					10940	TST*BRUCHIS CHEESE	OT LUNCH - SANDWICHE	185.74
	06/04/2025	979					10940	GENIUS TOOL	SMALL TOOLS - HEX BIT	226.44
	06/13/2025	979					10940	MCDONALDS F11485	OT BREAKFAST - WEBBE	116.10
	06/13/2025	979					10940	FRED-MEYER #0163	OT HYDRATION DRINKS -	40.21
	06/05/2025	979					10940	SP ELECTRICIAN SHO	SMALL TOOLS - HEAVY	931.45
	05/21/2025	979					10940	ZORO TOOLS INC	SMALL TOOLS - TOOL BA	297.66
	05/28/2025	979					10940	THE HOME DEPOT #47	FAST SET CONCRETE	45.54
	05/20/2025	979					10940	GRAINGER	YELLOW BOLLARD COV	592.09
	05/20/2025	979					10940	ARNETT INDUSTRIES	SMALL TOOLS - SHOTGU	456.98
	05/28/2025	979					10940	(PC) 3627 CED	600V FUSES	458.92
	05/15/2025	979					10940	BDI TRANSFER	POLE BUTT DISPOSAL	135.92
	05/27/2025	979					10940	SP MAXWAREHOUSE.	SAFETY GLASSES	561.05
	06/10/2025	979					10940	TRI CITY SIGN AND B	ORANGE POLE FLAGS	71.29
	06/04/2025	979					10940	GRAINGER	SMALL TOOLS - SOCKET	38.84
	06/06/2025	979					10940	JACK IN THE BOX 8301	OT DINNER - BURGERS &	55.66
	05/19/2025	979					10940	AMAZON MKTPL*NZ4	DRY ERASE MAGNETIC N	21.74
	06/03/2025	979					10940	ZORO TOOLS INC	SAFETY GLASSES	122.47
	05/28/2025	979					10940	HOMEDEPOT.COM	SMALL TOOLS - RATCHE	250.24
	05/29/2025	979					10940	J HARLEN CO INC	SMALL TOOLS - CANVAS	117.70
	05/31/2025	979					10940	AMAZON MKTPL*NN2	LABEL TAPE	19.72
	06/12/2025	979					10940	FRED-MEYER #0163	OT DRINKS - GATORADE	30.98
	05/29/2025	979					10940	(PC) 3627 CED	CODING TAPE	431.94
	05/28/2025	979					10940	AMAZON MKTPL*NN5	LABEL TAPE	368.70

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
	05/28/2025	979					10940	ZORO TOOLS INC	SMALL TOOLS - GROOVE	1,075.57
	06/05/2025	979					10940	AMAZON.COM*N63Z	SAFETY GOGGLES	95.89
	06/13/2025	979					10940	FRED-MEYER #0163	OT DRINKS - RED BULLS	73.59
	05/29/2025	979					10940	ARNETT INDUSTRIES	SMALL TOOLS - UNDERG	2,692.60
	06/10/2025	979					10940	(PC) 3627 CED	1/2-13 NUTS	493.84
	05/18/2025	979					10940	AMAZON MKTPL*NW	SMALL TOOLS - CARABI	106.56
	05/17/2025	979					10940	AMAZON.COM*NZ83L	3-RING BINDERS	38.77
Total for Tran-1250:										16,534.99

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# ACCOUNTS PAYABLE

## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1251	06/01/2025	978	Credit Card	37 - Operations - (Support Sv	2026	KINTZLEY, ROY D	2026	VICS AUTO PARTS & S	#108, alternator wiring	4.53
	06/11/2025	978					2026	PASCO A-PTS 0027915	#100, fuel press regulator	63.18
	06/11/2025	978					2026	O'REILLY 3630	#177, tire sensor	41.21
	06/11/2025	978					2026	AFFORDABLE WINDS	#176, windshield replace	549.11
	06/10/2025	978					2026	CUMMINS INC - 09	#167, seals	13.39
	06/05/2025	978					2026	O'REILLY 3630	#146, brake hoses	29.92
	06/04/2025	978					2026	JIMS PACIFIC GARAGE	#207, turbo actuator	2,504.89
	06/01/2025	978					2026	LAWSON PRODUCTS	molly lube & butt conn	586.13
	06/02/2025	978					2026	O'REILLY 3630	#100, regulator	49.51
	06/10/2025	978					2026	O'REILLY 3630	#177, tire sensor	23.02
	06/01/2025	978					2026	PEAK INDUSTRIAL	#143, tracks	2,321.75
	06/01/2025	978					2026	O'REILLY 3630	TR1141, jb weld	11.41
	06/01/2025	978					2026	JIMS PACIFIC GARAGE	#166, seal & switch	84.81
	06/01/2025	978					2026	JIMS PACIFIC GARAGE	#178, vent & control panel	126.96
	06/10/2025	978					2026	O'REILLY 3630	#92, hvac actuator	32.54
	06/01/2025	978					2026	O'REILLY 3630	filters	219.55
	06/04/2025	978					2026	AFFORDABLE WINDS	#213, chip repair	78.39
	06/03/2025	978					2026	O'REILLY 3630	#188, A/C evaporator	85.10
	06/01/2025	978					2026	O'REILLY 3630	TR1141, fuel pump	84.22
	06/09/2025	978					2026	SCC	seat covers	409.00
	06/01/2025	978					2026	JIMS PACIFIC GARAGE	#166, seal & switch	8.68
	06/03/2025	978					2026	O'REILLY 3630	#188, A/C dye kits	283.80
	06/01/2025	978					2026	CORWIN FORD TRI-CI	#188, sensor & wiring	105.24
	06/05/2025	978					2026	THE HOME DEPOT 473	#171, cleaner & tape	83.63
	06/01/2025	978					2026	PASCO A-PTS 0027915	safety gloves	15.09
	06/04/2025	978					2026	VICS AUTO PARTS & S	#207, coolant	33.89
	06/01/2025	978					2026	WEST COAST ENERGY	heater block	347.05
	06/09/2025	978					2026	JIMS PACIFIC GARAGE	#167, clamp	35.46
	06/01/2025	978					2026	PASCO TIRE FACTORY	#139, steer tires	515.86
	06/04/2025	978					2026	PASCO A-PTS 0027915	wiperblades	25.33
	06/10/2025	978					2026	WEST COAST ENERGY	generator block heater	313.43
	06/09/2025	978					2026	JIMS PACIFIC GARAGE	#167, washers	56.02
	06/05/2025	978					2026	O'REILLY 3630	#146, brake pads	42.43
	06/10/2025	978					2026	O'REILLY 3630	#100, fuel pump	178.21
	06/05/2025	978					2026	O'REILLY 3630	#146, bearing hub	182.59

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# ACCOUNTS PAYABLE

## CC/E-PAYMENT CHARGES

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CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
	06/05/2025	978					2026	O'REILLY 3630	#171, brake pads	144.92
	06/12/2025	978					2026	O'REILLY 3630	Model 33	77.24
	06/10/2025	978					2026	CENTRAL MACHINER	#117, window latch	201.79
	06/07/2025	978					2026	SPECK BUICK GMC OF	#210, door mirror	678.33
	06/05/2025	978					2026	O'REILLY 3630	#100, plug wire set	31.16
	06/04/2025	978					2026	O'REILLY 3630	#100, Ignition coil	172.49
	06/01/2025	978					2026	PASCO A-PTS 0027915	wiper blades	19.78
	06/01/2025	978					2026	SQ *NORTH AMERICA	fraud charge	3,678.48
	06/01/2025	978					2026	VICS AUTO PARTS & S	TR1141, fuel pump	52.57
	06/01/2025	978					2026	O'REILLY 3630	Filters	86.92
	06/04/2025	978					2026	O'REILLY 3630	filters	37.34
	06/01/2025	978					2026	JIMS PACIFIC GARAGE	#167, charge air cooler	1,262.30
	06/09/2025	978					2026	O'REILLY 3630	#175, headlight & wiring	75.05
	06/09/2025	978					2026	O'REILLY 3630	#175, buld	26.00
	06/01/2025	978					2026	PASCO TIRE FACTORY	#195, tires	896.98
	06/03/2025	978					2026	JIMS PACIFIC GARAGE	#166, A/C hoses	985.96
	06/03/2025	978					2026	O'REILLY 3630	#139, starter bolts	12.51
	06/12/2025	978					2026	VICS AUTO PARTS & S	#210, front end parts	456.49
	06/01/2025	978					2026	PASCO A-PTS 0027915	#177, battery	173.91
	06/01/2025	978					2026	O'REILLY 3630	filter	34.13
	06/09/2025	978					2026	ALTEC INDUSTRIES O	#217, cab window latches	95.24
	06/01/2025	978					2026	CO-ENERGY #1	oil	468.38
	06/02/2025	978					2026	O'REILLY 3630	#129, air filter	14.36
	06/01/2025	978					2026	PASCO A-PTS 0027915	#205, Battery	162.69
	06/01/2025	978					2026	PEAK INDUSTRIAL	#181, tracks	1,276.42
	06/03/2025	978					2026	SAS AUTO ELECTRIC	#139, starter	162.98
	06/01/2025	978					2026	THE HOME DEPOT #47	TR1141, fitting & tape	9.15
	06/01/2025	978					2026	COLUMBIA RIGGING	#TR1159, new cable	4,064.15
	06/04/2025	978					2026	PEAK INDUSTRIAL	#143, hyd cylinder	968.20
	06/03/2025	978					2026	O'REILLY 3630	#188, A/C sealant & dye	58.20
	06/02/2025	978					2026	HARBOR FREIGHT TO	Shop tools, injection kit & tor	200.17
	06/01/2025	978					2026	SQ *POYNOR MACHIN	#167, resurface manifold	140.63
	06/01/2025	978					2026	PASCO A-PTS 0027915	batteries & safety gloves	583.30
	06/10/2025	978					2026	PASCO AUTO WRECKI	#177, wheel	56.08

Total for Tran-1251:

55

26,909.63

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ACCOUNTS PAYABLE  
CC/E-PAYMENT CHARGES

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## ALL

CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1252	05/19/2025	971	Credit Card	15 - IT Infrastructure	3259	CRUM, DUANE P	3259	FS COM INC	BB Core Network	1,914.88
	06/07/2025	971					3259	OPENAI *CHATGPT SU	added user ChatGPT	235.70
	06/13/2025	971					3259	L2G*KENNEWICKFAR	Fee for False Alarms KPD	400.00
	06/13/2025	971					3259	1PASSWORD	1Password Added 3 users	214.51
	06/12/2025	971					3259	AMAZON MKTPL*NH3	Screwdriver set	28.72
	06/10/2025	971					3259	AMAZON.COM*NA0IR	wireless mouse x 6	132.66
	05/18/2025	971					3259	AMAZON MKTPL*NZ8	Screen protector for iPad	9.78
	06/10/2025	971					3259	AMAZON.COM*NH75J	Wireless keyboard and mouse	54.38
	05/23/2025	971					3259	SPECTRUM	Backup Internet	139.99
	06/15/2025	971					3259	AMAZON	Mouse pads	18.58
	06/11/2025	971					3259	1PASSWORD	1Password Added 5 users	360.35
	05/21/2025	971					3259	AMAZON MKTPL*NZ3	Velcro cable ties x 2	18.63
	06/04/2025	971					3259	GREETLY	Greetly Monthly Subscription	179.00
Total for Tran-1252:										3,707.18



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# ACCOUNTS PAYABLE

## CC/E-PAYMENT CHARGES

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ALL

CC/E-Payment Vendor: 3098 - US BANK CORPORATE PAYMENT SYSTEM

Tran	Date	Recon ID	Type	Credit Card/E-Payment	Vendor	Vendor Name	Merchant	Merchant Name	Reference	Amount
1253	06/09/2025	982	Credit Card	TRAV - Travel Card	1017	NEWELL, PAULA A	1017	ALASKA AIR 02772360	Dunlap - NeoGov User Grp A	173.00
	05/28/2025	982					1017	LITTLE CREEK CASIN	Hotel - Grad East/West Super	178.79
	05/22/2025	982					1017	SPRINGHILL SUITES M	Hotel - Rabben Witness Testi	513.08
	05/29/2025	982					1017	ALASKA AIR 02772358	Faith - Airfare AVO Substatio	366.60
	06/09/2025	982					1017	AGENT FEE 027723608	Agent Fee - Mercer PURMS	37.00
	05/22/2025	982					1017	SPRINGHILL SUITES M	Hotel - Norton Witness Testin	513.08
	05/22/2025	982					1017	ENTERPRISE RENT-A-	Car Rental - Norton Witness	148.43
	05/27/2025	982					1017	AGENT FEE 890089263	Agent Fee - Hall DC Policy	37.00
	06/09/2025	982					1017	ALASKA AIR 02772360	Mercer - PURMS AEGIS Wil	364.60
	06/09/2025	982					1017	AGENT FEE 027723608	Agent Fee - Dunlap NeoGov	37.00
	06/05/2025	982					1017	HAMPTON INNS	Hotel - Mercer PURMS AEG	301.66
	05/28/2025	982					1017	LITTLE CREEK CASIN	Hotel - Inman East/West Supe	178.79
	05/29/2025	982					1017	HILTON GARDEN INN	Hotel - Maki WPUDA CS Co	125.31
	05/27/2025	982					1017	DELTA AIR 006723559	Hall - DC Policy Maker Sessi	529.19
	06/04/2025	982					1017	AGENT FEE 016723585	Agent Fee - Tharp SCADA C	37.00
	06/04/2025	982					1017	UNITED 0167235857	Tharp - SCADA Conf Airfare	616.97
	05/29/2025	982					1017	HILTON GARDEN INN	Hotel - Cobb WPUDA CS Co	125.31
	05/29/2025	982					1017	AGENT FEE 027723585	Agent Fee - Faith AVO Subst	37.00
	05/27/2025	982					1017	ALASKA AIR 02772347	Credit - Hall APPA Policy M	-649.01
	05/15/2025	982					1017	HOLIDAY INN EXPRES	Hotel - Cramer UAA Manage	329.84
<b>Total for Tran-1253:</b>										4,000.64

**Total Charges for CC/E-Payment Vendor - 3098: (17)** 82,063.88

**Total Voids for CC/E-Payment Vendor - 3098: (0)** 0.00

**Total for CC/E-Payment Vendor - 3098: (17)** 82,063.88


**Grand Total for Charges: (17)** 82,063.88

**Grand Total for Voids: (0)** 0.00

**Grand Total:(17)** \$ 82,063.88



## COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Work Order 682198 – Vintners Vista Subdivision	
<b>Authored by:</b>	Tina Glines	Staff Preparing Item
<b>Presenter:</b>	Michelle Ness	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Steve Hunter	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input checked="" type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input type="checkbox"/> Business Agenda	<input type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

### Motion for Commission Consideration:

Motion approving work order 682198 for the installation of underground primary electric facilities to serve the Vintners Vista Subdivision off Horne Rd in Benton City, WA.

### Background/Summary

Developer requested underground electric facilities necessary to serve 22 duplexes in the Vintners Vista Subdivision. The construction of underground electric facilities is necessary for developer to develop land.

### Recommendation

Approval of work order 682198 will authorize the construction of underground electric facilities necessary to serve 11 lots and meet the initial request for electric service by the developer of the Vintners Vista Subdivision.

### Fiscal Impact

The estimated project cost is \$103,230.29. The developer contribution in aid to construction (CIAC) is \$96,531.66. The District line extension credit for transformer expenses is \$1,781.51. The District will cover all travel expenses of \$4,917.12.

# Projects to be Presented at the Benton PUD

## Commission Meeting On

July 22, 2025

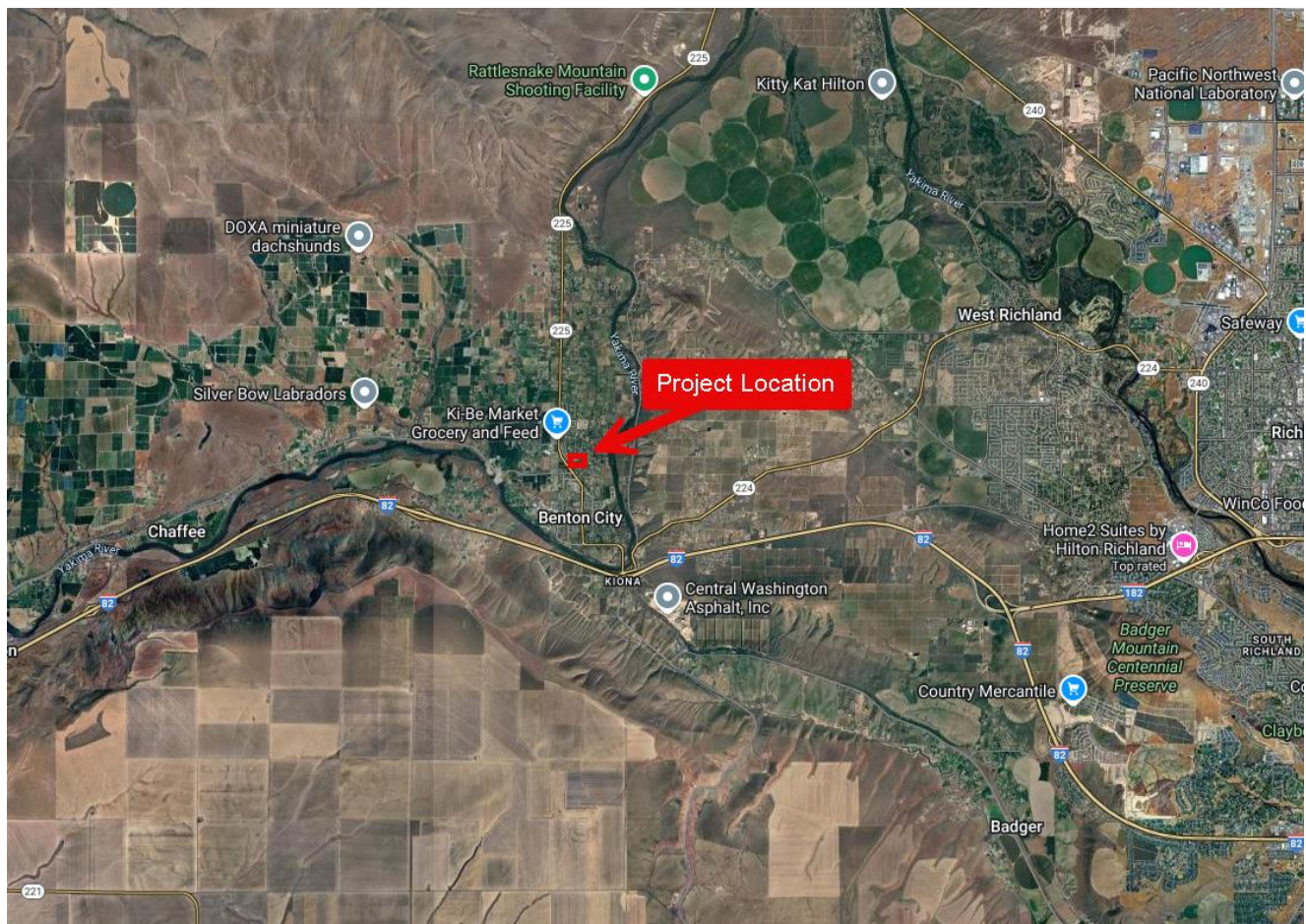
**Project Name:** Vintners Vista Subdivision

**WO#:** 682198

**Location:** Ida Ave/East of Horne Rd in Benton City.


**Justification:** Developer's request to develop land and install power facilities.

## Location Map





## COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	2025 Meter Exchange Project – Surplus of Equipment Resolution 2704	
<b>Authored by:</b>	Duane Szendre	Staff Preparing Item
<b>Presenter:</b>	Michelle Ochweri	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Steve Hunter	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input checked="" type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input type="checkbox"/> Business Agenda	<input checked="" type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract / Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

### Motion for Commission Consideration:

Motion to adopt Resolution No. 2704 declaring certain meters surplus to District needs according to the laws of the State of Washington, title 54, RCW 54.16.180, and authorizing the general Manager, on behalf of the District to dispose of the meters exchanged during 2025 Meter Exchange Project.

### Background/Summary

Periodically, the District surpluses equipment that has become obsolete and provides no additional value in the operation or maintenance of the District's electrical system.

The meters itemized on the attached document are from the 2025 Meter Exchange Project and are no longer necessary, material to, or useful in the District's operation.

### Recommendation

I recommend that we dispose of the meters that have completed their life cycle.

### Fiscal Impact

N/A

RESOLUTION NO. 2704

July 22, 2025

A RESOLUTION DECLARING CERTAIN EQUIPMENT SURPLUS TO DISTRICT NEEDS

WHEREAS, Public Utility District No. 1 of Benton County is desirous of disposing of certain surplus equipment that is unserviceable, obsolete, worn out, unfit, inadequate and/or no longer necessary, material to, and useful in its operations, and

WHEREAS, the laws of the State of Washington, Title 54, Revised Code of Washington, Chapter 54 Section 16.180, provided the necessary authority for the District to dispose of said equipment, Now, Therefore,

BE IT HEREBY RESOLVED, that the Commission of Public Utility District No. 1 of Benton County declare the equipment listed below surplus because it is unserviceable, obsolete, worn out, unfit, inadequate and/or no longer necessary, material to, and useful in the District's operations, and

BE IT FURTHER RESOLVED, that the General Manager is authorized to dispose of this equipment per District policies.

(METERS - AS SHOWN ON ATTACHED LIST)

---

Jeff D. Hall, President

Attest:

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Michael D. Massey, Secretary

### 2025 Meters Exchanged

Meter #	Type	C/MF	Date Removed
103123	2S	SEN	05/19/2025 00:00:00
118817	2S	SEN	05/19/2025 00:00:00
119031	2S	SEN	05/19/2025 00:00:00
118914	2S	SEN	05/19/2025 08:04:46
118918	2S	SEN	05/19/2025 08:13:11
103123	2S	SEN	05/19/2025 08:22:08
118909	2S	SEN	05/19/2025 08:29:54
106711	2S	SEN	05/19/2025 08:40:32
118725	2S	SEN	05/19/2025 08:48:54
118713	2S	SEN	05/19/2025 08:54:35
118742	2S	SEN	05/19/2025 09:04:25
119301	2S	SEN	05/19/2025 09:15:04
118839	2S	SEN	05/19/2025 10:08:46
111430	2S	SEN	05/19/2025 11:15:04
110690	2S	SEN	05/19/2025 11:24:31
111496	2S	SEN	05/19/2025 11:27:25
111508	2S	SEN	05/19/2025 11:35:51
103959	2S	SEN	05/19/2025 11:41:55
116077	2S	SEN	05/19/2025 11:54:07
118817	2S	SEN	05/19/2025 13:08:22
118733	2S	SEN	05/19/2025 13:15:48
118728	2S	SEN	05/19/2025 13:26:40
118729	2S	SEN	05/19/2025 13:31:43
119015	2S	SEN	05/19/2025 13:44:09
119028	2S	SEN	05/19/2025 13:59:10
119031	2S	SEN	05/19/2025 14:06:03
119025	2S	SEN	05/19/2025 14:11:40
118926	2S	SEN	05/19/2025 14:19:11
101347	2S	SEN	05/19/2025 14:30:18
118850	2S	SEN	05/19/2025 14:41:57
111371	2S	SEN	05/19/2025 15:31:39
111372	2S	SEN	05/19/2025 15:35:44
111389	2S	SEN	05/19/2025 15:43:22
104012	2S	SEN	05/19/2025 15:46:14
111387	2S	SEN	05/19/2025 15:47:40
111411	2S	SEN	05/19/2025 15:52:15
111412	2S	SEN	05/19/2025 15:55:13
111373	2S	SEN	05/19/2025 16:03:30
111353	2S	SEN	05/19/2025 16:05:52
111491	2S	SEN	05/19/2025 16:17:34
111448	2S	SEN	05/19/2025 16:31:49

101487	2S	SEN	05/20/2025 00:00:00
107512	2S	SEN	05/20/2025 00:00:00
107842	2S	SEN	05/20/2025 00:00:00
107852	2S	SEN	05/20/2025 00:00:00
107854	2S	SEN	05/20/2025 00:00:00
107860	2S	SEN	05/20/2025 00:00:00
107887	2S	SEN	05/20/2025 00:00:00
107888	2S	SEN	05/20/2025 00:00:00
107889	2S	SEN	05/20/2025 00:00:00
107901	2S	SEN	05/20/2025 00:00:00
107902	2S	SEN	05/20/2025 00:00:00
107906	2S	SEN	05/20/2025 00:00:00
107923	2S	SEN	05/20/2025 00:00:00
111280	2S	SEN	05/20/2025 00:00:00
111341	2S	SEN	05/20/2025 00:00:00
111519	2S	SEN	05/20/2025 00:00:00
111450	2S	SEN	05/20/2025 08:13:09
111313	2S	SEN	05/20/2025 08:23:36
111386	2S	SEN	05/20/2025 08:31:05
111431	2S	SEN	05/20/2025 08:42:36
111432	2S	SEN	05/20/2025 08:47:16
111167	2S	SEN	05/20/2025 08:54:46
111420	2S	SEN	05/20/2025 09:07:27
111281	2S	SEN	05/20/2025 09:30:35
111443	2S	SEN	05/20/2025 09:38:36
111444	2S	SEN	05/20/2025 09:51:51
111519	2S	SEN	05/20/2025 10:00:22
111521	2S	SEN	05/20/2025 10:31:26
111487	2S	SEN	05/20/2025 10:42:47
111341	2S	SEN	05/20/2025 10:53:00
111421	2S	SEN	05/20/2025 10:58:50
111419	2S	SEN	05/20/2025 11:05:42
111422	2S	SEN	05/20/2025 11:10:44
111280	2S	SEN	05/20/2025 11:24:15
111437	2S	SEN	05/20/2025 11:31:31
103998	2S	SEN	05/20/2025 11:44:03
107932	2S	SEN	05/20/2025 13:03:55
107906	2S	SEN	05/20/2025 13:08:25
107904	2S	SEN	05/20/2025 13:11:34
113914	2S	SEN	05/20/2025 13:15:29
107923	2S	SEN	05/20/2025 13:21:14
107889	2S	SEN	05/20/2025 13:25:51
107888	2S	SEN	05/20/2025 13:29:05

107887	2S	SEN	05/20/2025 13:31:54
107899	2S	SEN	05/20/2025 13:41:30
107902	2S	SEN	05/20/2025 13:45:53
107901	2S	SEN	05/20/2025 13:49:42
107860	2S	SEN	05/20/2025 13:58:27
107859	2S	SEN	05/20/2025 14:01:58
107852	2S	SEN	05/20/2025 14:13:02
107854	2S	SEN	05/20/2025 14:16:19
107514	2S	SEN	05/20/2025 14:23:46
107512	2S	SEN	05/20/2025 14:34:10
108294	2S	SEN	05/20/2025 15:08:50
108293	2S	SEN	05/20/2025 15:15:01
108279	2S	SEN	05/20/2025 15:21:37
108281	2S	SEN	05/20/2025 15:26:57
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109303	2S	SEN	06/26/2025 08:25:55
109305	2S	SEN	06/26/2025 08:27:18
109304	2S	SEN	06/26/2025 08:29:17
109306	2S	SEN	06/26/2025 08:30:34
109189	2S	SEN	06/26/2025 08:49:38
108948	2S	SEN	06/26/2025 09:26:42
108949	2S	SEN	06/26/2025 09:30:31
109207	2S	SEN	06/26/2025 09:37:08
109320	2S	SEN	06/26/2025 09:44:22
109319	2S	SEN	06/26/2025 10:22:54
109322	2S	SEN	06/26/2025 10:27:02
109321	2S	SEN	06/26/2025 10:33:16
109168	2S	SEN	06/26/2025 10:44:05
109179	2S	SEN	06/26/2025 10:48:59
109180	2S	SEN	06/26/2025 10:54:53
107754	2S	SEN	06/26/2025 11:01:54
108430	2S	SEN	06/26/2025 11:09:01
108451	2S	SEN	06/26/2025 11:27:06



# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Broadband Business Update	
<b>Authored by:</b>	Chris Folta	Staff Preparing Item
<b>Presenter:</b>	Rich Nall, Tonya Tier (NoaNET)	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Chris Folta	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input type="checkbox"/> Pass Resolution	<input checked="" type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

None

## Background/Summary

Provide a presentation and discussion on the Broadband Business year-to-date financial and business plan performance.

## Recommendation


None

## Fiscal Impact

None



# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Changes to Broadband Rates, Terms and Conditions: Resolution 2701	
<b>Authored by:</b>	Chris Folta	Staff Preparing Item
<b>Presenter:</b>	Rich Nall, Tonya Tier (NoaNET)	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Chris Folta	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: (Multiple boxes can be checked, if necessary)	
<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input checked="" type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

Motion adopting Resolution No. 2701 on the revised *Wholesale Customer Service Policy, Rates, Terms and Conditions of Service for Telecommunications*.

## Background/Summary

The District's *Wholesale Customer Service Policy, Rates, Terms, and Conditions of Service for Telecommunications* has not been updated since 2023, and rates for Layer 2 Transport services have remained unchanged since 2019. Staff regularly evaluates service pricing and believes the proposed updates will better position the Broadband business to remain competitive within current market conditions.

NoaNet has proposed revisions to both Layer 2 Transport and Layer 3 Internet services and rates. The recommended updates include reduced monthly charges for transport services, the addition of a new service tier for transport, and the introduction of expanded Internet service offerings.

## **Key Proposed Changes:**

1. Reduce monthly recurring charges for Transport services at 100 Mbps, 250 Mbps, 500 Mbps, and 1 Gbps tiers.
2. Introduce a new Carrier-Class 1 Gbps Transport service.
3. Add a 2.5 Gbps (2500 Mbps) Transport service tier.
4. Eliminate the existing 20% WAN discount for second connections.
5. Introduce a 2.5 Gbps Access Internet service.
6. Launch a new Premium Internet service.

## **Recommendation**

Staff recommends implementing a 2.5 Gbps (2500 Mbps) tier for both Transport and Access Internet services. This addition will enable the Broadband business to deliver higher-speed options than current market competitors, without requiring additional operational or capital investments from the District.

Staff further recommends introducing a Premium Internet service to complement the existing Access and Wholesale Internet offerings. The Premium service will include advanced capabilities such as:

- **Border Gateway Protocol (BGP):** for optimized route selection
- **Jumbo Frames:** to facilitate high-efficiency data transfers
- **Static Routing:** for greater network predictability and control
- **Q-in-Q (QnQ):** to support isolated Layer 2 VPN configurations

These features are not available in the current Access Internet product and will allow the District to offer a competitively differentiated service in the marketplace.

Together, the rate adjustments, new service tiers, and enhanced offerings will empower the Broadband team to grow new customer connections while retaining existing customers in an increasingly competitive environment.

## **Fiscal Impact**

The District's **total projected 2026 Broadband revenue is \$2,942,744**, with Ethernet services accounting for **\$1,502,476** of that total. The Ethernet revenue forecast is based on 153 existing customers, of which approximately 100 customers—about 65%—are currently out of contract.

While the District does not automatically adjust pricing when a customer's contract expires, there are strategic advantages to having customers under contract:

- For the District, signed agreements provide predictable revenue over the term of the contract and include a 50% early termination liability, offering financial protection in the event of early exit.
- For the customer, contracts offer lower, fixed rates in exchange for a defined commitment period.

If all 100 out-of-contract customers were to re-sign under the newly proposed lower rates, the **monthly revenue impact is estimated at \$14,000**, resulting in a **potential annual loss of \$168,000**. This would represent:

- **11.2%** of forecasted 2026 Ethernet revenue, and
- **5.7%** of total projected 2026 telecommunications revenue.

This projection assumes a **worst-case scenario**, where:

- All eligible customers transition to the new rates;
- No offsetting new revenue is generated; and

- Capital expenditures remain at planned levels despite the absence of new service activity.

If this scenario materializes in full, the District's **forecasted 2026 net cash position of \$399,585** would decline to **\$231,585**—remaining **net cash positive**.

However, in practice, the District has typically experienced only a fraction of potential losses during similar rate transitions, as revenue is often offset by:

- New customer acquisition;
- service tier upgrades; and
- the introduction of differentiated offerings.

Specifically, the introduction of 2.5 Gbps Transport and Access Internet tiers, along with the new Premium Internet service, is expected to create new revenue opportunities and improve retention, helping to mitigate financial risk and support continued Broadband business growth.

## **RESOLUTION NO. 2701**

July 22, 2025

### **A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, ADOPTING REVISED WHOLESALE CUSTOMER SERVICE POLICY, RATES, TERMS AND CONDITIONS OF SERVICE FOR TELECOMMUNICATIONS**

WHEREAS, The Public Utility District No. 1 of Benton County (the District) is authorized under RCW 54.16.330 to provide wholesale telecommunications services, ensuring that rates, terms and conditions for such services are not unduly or unreasonably discriminatory or preferential; AND

WHEREAS, The District, by Resolution No. 2653, previously authorized the adoption of Wholesale Customer Service Policy, Rates, Terms and Conditions of Service for Telecommunications, which are open access, non-discriminatory and non-preferential; AND

WHEREAS, The District periodically reviews and revises rates and line extension policies; AND

WHEREAS, It is beneficial to the District to maintain a rate schedule and line extension policy that is economically justifiable and provides services that meet the needs of our customers, establishes rate products that align with competitive market conditions, and generates positive cash flows over time; AND

WHEREAS, The District takes multiple factors into consideration when establishing the rates, terms and conditions, including but not limited to: competition from incumbent service providers, economic justification for cost recovery, availability of existing fiber optic backbone facilities, rights-of-way access to provide services, capital budgets, and broadband business strategy limitations.

WHEREAS, The District's fiber-optic based broadband network continues to benefit our community by providing wholesale, open-access, highly reliable, high speed services to schools, libraries, hospitals, government agencies, individuals and private businesses; AND

WHEREAS, The District's Commission desires to maximize the value of the Broadband network to the community while sustaining positive cash flows over the long-term; AND

NOW THEREFORE BE IT RESOLVED By the Commission of Public Utility District NO. 1 of Benton County that they approve the attached WHOLESALE CUSTOMER SERVICE POLICY, RATES, TERMS AND CONDITIONS OF SERVICE FOR TELECOMMUNICATIONS effective July 8, 2025 (Broadband Rates).

(Wholesale Customer Service Policy, Terms and Conditions of Service for Telecommunications is Attached)

This Resolution supersedes all other Resolutions pertaining to the same Wholesale Customer Service Policy, Terms and Conditions of Service for Telecommunications herein.

APPROVED AND ADOPTED By the Commission of Public Utility District No. 1 of Benton County at an open public meeting, of which notice was given as provided by law, this 22nd day of July 2025.

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Jeff Hall, President

ATTEST:

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Mike Massey, Secretary

# ***BENTON PUD***

## **WHOLESALE CUSTOMER SERVICE POLICY, RATES, TERMS AND CONDITIONS OF SERVICE FOR TELECOMMUNICATIONS**

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## PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY

### **WHOLESALE CUSTOMER SERVICE POLICY, RATES, TERMS AND CONDITIONS OF SERVICE FOR TELECOMMUNICATIONS**

Resolution No. ~~27012635 April 25, 2023~~ July 228, 2025

#### **1. GENERAL**

The following Wholesale Customer Service Policy, Rates, Terms and Conditions of Service for Telecommunications (Terms) are established in accordance with Chapters 54.16.330 and 54.16.040 of the Revised Code of Washington and are subject to modification under the legislative authority of Public Utility District No. 1 of Benton County (Utility).

#### **2. DEFINITIONS**

- (a) AID-TO-CONSTRUCTION (AtoC), refers to the Customer or End-User borne portion of the installation costs. See detail in Line Extension Section later in this document.
- (b) CARRIER, refers to the person, firm or corporation, using or desiring to use the Utility's wholesale telecommunications services.
- (c) CUSTOMER, is a Carrier, an ESP, a Peer or an RSP using the Utility's wholesale telecommunications services. Customers are not agents of the Utility and no agency relationship exists.
- (d) UTILITY, when used in these terms, in applications for service or in rate schedules, refers to Public Utility District No. 1 of Benton Country, Washington.
- (e) END-USER, refers to the person, firm or corporation using or desiring to use telecommunications services purchased through an RSP (or ESP).
- (f) ESP (EDUCATIONAL SERVICE PROVIDER), refers to the organization (typically an Educational Service District), using or desiring to use with intent to re-sell to educational institutions, the Utility's wholesale telecommunications services.
- (g) MONTHLY RECURRING CHARGE (MRC), is a fixed amount billed monthly for telecommunications services. See rate schedule.
- (h) NETWORK OPERATING CENTER (NOC), monitors performance and status of the network.
- (i) NON-RECURRING CHARGE (NRC) is a one-time billing for each new service order. See rate schedule.
- (j) PEER, refers to another utility (or organization with similar peer-type relations to Utility) using or desiring to use the Utility's wholesale telecommunications services.
- (k) POINT OF DELIVERY is the point where the Utility's fiber, cables, wires or wireless apparatus are connected to those of the Customer or End-User. Unless otherwise stipulated in the Service Request, contract, or rate schedules, such connection with overhead/underground fiber optic cable and or low voltage lines the Point of Delivery will be the Telecommunications Network Demarcation Point as defined in RCW 19.28.400.
- (l) PROPERTY LINE is the point at which the Customer or End-User's property begins.

- (m) RSP (RETAIL SERVICE PROVIDER), refers to the person, firm or corporation, using or desiring to use with intent to re-sell to End-User, the Utility's wholesale telecommunications services.
- (n) SERVICE ORDER (SO) refers to the document that defines and requests telecommunications services from the Utility and the process to provide the services.
- (o) TELECOMMUNICATIONS PRODUCTS AND SERVICES is the furnishing or readiness to furnish Ethernet, TDM, Wireless, Point-to-Point, Fixed Wireless, and/or Internet circuit based products, and Network Operating Center (NOC) services.
- (p) WHOLESALE TELECOMMUNICATIONS is the furnishing or readiness to furnish telecommunications transport or other transport methods agreed upon by the Utility for the purpose specified in the application for service or contract and rate schedule or schedules applicable thereto.

### 3. CUSTOMER CRITERIA

All Customers will be required to complete or provide at a minimum the following:

- 1) An executed Master Service Agreement (MSA).
- 2) A refundable deposit or other surety as required in accordance with the MSA. Customers which are governmental or municipal entities or have specific contracts with the Utility may be exempted from the payment guarantee requirement at the discretion of the Utility.
- 3) Proof and maintenance of commercial general liability (bodily injury and property damage) and comprehensive automobile liability (bodily injury and property damage) insurance, with each policy having maximum limits of not less than \$1,000,000.
- 4) Washington State UBI (business license) number.
- 5) For Customers reselling to End-Users, the following will also be required:
  - a) An Open System Interconnect (OSI) Layer 3 router for provisioning of circuits to End-Users.
  - b) Ability to provide technical support to the End-Users.
  - c) Ability to install and provide End-User services.
  - d) Ability to connect and collect (i.e. billing) functions to End-Users.

The application or Service Order shall set forth all information that the Utility may reasonably require. Until signed by the Utility and by the Customer, the application or Service Order is merely a written request for service and does not in itself bind the Utility to serve, nor does it bind the Customer to take service for a longer period than the minimum requirements (if any) of the rate schedule. Setup fees are not refundable in any amount.

#### 4. SERVICE LIMITATIONS AND ACCEPTABLE USE

To ensure that all Utility Customers experience reliable service, the Utility requires each Customer to adhere to the limitations, terms and conditions shown below.

- (a) Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited.
- (b) Unauthorized use, or forging, of mail header information is prohibited (e.g., "spoofing").
- (c) Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user is prohibited (e.g., "cracking").
- (d) Obtaining or attempting to obtain service by any means or device with intent to avoid payment is prohibited.
- (e) Unauthorized access, alteration, destruction, or any attempt thereof, of any information of any Utility Customer or End-User by any means or device is prohibited.
- (f) Engagement in any activity that will cause a denial-of-service (e.g., synchronized number sequence attacks) to any Utility Customer or End-User whether on the Utility network or on another provider's network is prohibited.
- (g) Using Utility's products and services to interfere with the use of the Utility network by other Customers or End-Users is prohibited.
- (h) When reselling to End-Users, each Utility Customer is responsible for the activities of its End-User's and representatives, and by accepting service from the Utility, is agreeing to ensure that its End-Users and representatives abide by these Terms. Complaints about End-Users and representatives of a Utility Customer will be forwarded to the End-User's Customer postmaster for action. If violations of the Utility's Terms occur, the Utility reserves the right to terminate services with or take action to stop the offending Customer or End-User from violating the Utility's Terms.
- (i) Each separately operated business activity and each separate building or residence will be considered an individual End-User for billing purposes.

Service shall be used exclusively for the purpose or purposes stated in the Service Order, under which it is supplied.

Should it be ascertained that a Customer is using service under any rate schedule contrary to the purposes stipulated in these Terms, the Utility shall notify the Customer that such use is contrary to the purpose and intent of the Terms and contrary use must be discontinued. Should the Customer fail to discontinue the contrary use of such service within a period of three (3) days, 72 hours, after receiving such notification, the Utility may discontinue service to the Customer or End-User.

Failure of the Utility at any time to suspend service, or to terminate the service, or to resort to any other legal remedy, shall not affect the Utility's rights to resort to any such remedies for the same or any future default, breach or violation by the Customer.

## 5. BILLING AND CONNECTION

- (a) Rate Schedule – Refer to applicable current rate schedule published by the Utility (Schedule A). The rate schedule is subject to change at any time by the Utility.
- (b) Monthly Bills – The Utility renders bills to its Customers on a monthly basis. All bills for telecommunications services are due and payable when rendered and become delinquent twenty (20) days thereafter. Customer is responsible to pay for all services regardless of non-receipt of payment from their customer.
- (c) Past Due Accounts – The Utility in administering these Terms will take the necessary steps, actions, and proceedings as permitted by law for enforcement and collection of all fees, billings, or other charges related to past due accounts. Failure to receive a bill will not release the Customer from obligation of payment. The Utility, under reasonable administrative processes may refuse to connect or may disconnect telecommunications service for violation of any of these Terms, such as, failure to pay charges for telecommunications service when delinquent, violation of Terms or contract provisions, or theft or illegal diversion of telecommunications services.
- (d) Disconnection of service for any of the foregoing causes does not release the Customer from the obligation to pay for services received or charges specified in any existing contract or Service Order. The Utility will not restore such services until compliance with these Terms are assured and delinquent amounts, with reasonable penalties and charges for restoration of service, and necessary security deposits or other payment guarantees have been paid in full or satisfactory arrangements have been made with the Utility.
- (e) Service Charges– When service has been disconnected for fraudulent use or noncompliance with these Terms, or when a service call is necessary to collect an amount owed, or the Utility is required to reconnect as the result of nonpayment or failure to make application for service, a service charge may be levied. The amount of the charge will be the actual cost to the Utility for labor, transportation, overheads and other direct costs.
- (f) Reconnection Charges – When service has been disconnected because of non-payment of telecommunications services, a reconnection charge of \$100 is required to be paid by the Customer if the reconnection is made during regular working hours. When reconnections are made on Saturdays, Sundays, holidays, or outside of regular working hours, the reconnection charge shall be actual cost or not less than \$150.
- (g) Returned Checks – If a check tendered to the Utility, for payment of a bill, is not honored by the Customer's bank, the Utility will charge the Customer an accounting charge of \$25. Such action may result in a special security deposit requirements or disconnection of service.
- (h) After Hour Repairs – If said repairs, improvements or additions are made outside of regular working hours for the convenience of the Customer, the Customer will be required to reimburse the Utility for costs incurred.
- (i) Minimum Service Period – The minimum service period for each Service Order is specified in the Service Order documents. Early termination will result in total cost of the remaining contract period.

## 6. INTERRUPTION OF SERVICE AND SERVICE LEVEL AGREEMENTS

The Utility will use reasonable diligence to provide an adequate uninterrupted telecommunications service. If the telecommunications service is interrupted without notice for any cause including but not limited to acts of God, floods, fires, accidents, strikes, riots, mobs, public enemy, laws, government regulations, terrorist acts, or failure of equipment or devices, the Utility shall not be liable to Customer or any third party for personal injuries, loss, consequential or other damages resulting there from, nor will such failure constitute a breach of agreement for service. The Utility does not guarantee uninterrupted service. If special service level agreements are required and agreed to by the Utility, such agreement will be noted on the Service Order.

The Utility shall have the right to suspend service without notice for the purpose of making repairs, improvements or additions to its system. Best efforts will be made to ensure appropriate Customers are notified.

## SCHEDULE A

<b>Transport Connections</b> (See Note 1, 2, 3, 78, 89)	<b>NRC</b>	<b>MRC</b>
<b>Port Charges</b>		
Additional Port (subsequent port on existing device with no additional bandwidth – applies only to RSP's currently paying for bandwidth on the device.)	\$100	\$20
<del>QnQ or Jumbo Frames</del>	<del>\$0</del>	<del>\$20</del>
<b>Fiber (Layer 2, full-duplex, committed information rate, premium service)</b>		
100 Mbps (24-60 month term)	\$500	<del>\$200</del> 100
250 Mbps (24-60 month term)	\$500	<del>\$300</del> 200
500 Mbps (24-60 month term)	\$500	<del>\$400</del> 300
1000 Mbps (24-60 month term)	\$500	<del>\$600</del> 400
<u>2500 Mbps (24-60 month term)</u>	<u>\$1,500</u>	<u>\$500</u>
<u>1000 Mbps Carrier Class (24-60 month term)</u>	<u>\$500</u>	<u>\$615</u>
<u>10 Gig Carrier Class (24-60 month term)</u>	<u>Negotiable</u>	<u>Negotiable</u>
<b>Multi Tenant Fiber (Layer 2, full-duplex, committed information rate, premium service)</b> (2 or more committed customers per building)		
<u>100 Mbps (24-60 month term)</u>	<u>\$150</u>	<u>\$100</u>
<b>Access Internet</b> (See Note 1, 26, 78, 89)		
Up to 1000 Mbps (24-60 month term)	\$250	\$100
Up to 1000 Mbps Access Internet Rate for any new service in a building where Benton PUD fiber is already installed. This includes single and multi-tenant buildings.	\$0	\$75
<u>Up to 2500 Mbps (24-60 month term)</u>	<u>\$1,500</u>	<u>\$150</u>
Additional IP's	\$0	\$20/\$10
<b>Premium Internet</b> (See Note 1, 2, 7, 8, 9)		
<u>1000 Mbps (24-60 month term)</u>	<u>\$250</u>	<u>\$200</u>
<u>2500 Mbps (24-60 month term)</u>	<u>\$1,500</u>	<u>\$250</u>
<u>Additional IP's</u>	<u>\$0</u>	<u>\$20/\$10</u>
<b>Wholesale Internet</b> (See Note 1, 2, 4, 5, 6, 7, 8, 9)		
Per Meg - up to 1000 Mbps (12 month term)	\$0	\$1.50 per Mbps

### Notes:

- 1) Products other than those shown may be available. Pricing will be handled on a negotiated basis.
- 2) Pricing for products that have Service Level Agreements (SLA) requirements will be negotiated.
- 3) ~~A 20% reduction in MRC will apply on all Transport connections, after the first, for WAN, LAN or point to point circuits only.~~
- 4) Wholesale Internet charges do not include Transport Connection.
- 5) Bursting under Wholesale Internet rate is per meg and is billed at the 95th percentile beyond commitment. Internet transport does not include QnQ, Jumbo Frames, or multiple IP's. These services can be provided for additional MRC.
- 6) Access Internet is a Layer 3, full duplex, committed information rate for a single end user. Service does not include QnQ or Jumbo Frames. Multiple IP's can be provided for additional MRC.
- 6)7) Premium Internet is Layer 2 with Internet. Can support BGP, Jumbo Frames, Static Routing, and QnQ.

- ~~7~~8) The cost of line extensions may result in an Aid-to-Construction charge to the Customer. Line extension credits may be available to reduce the Aid-to-Construction, see Schedules B.1 and B.2 for more information.
- ~~8~~9) A two-year term contract will be required to be eligible for new rates. Some exceptions may apply.

## **LINE EXTENSION POLICY**

It is the policy of the Utility to provide access to telecommunications service for all Customers within its service area, provided that such service extensions are feasible, economically justifiable, environmentally sound (or desirable), and comply with the applicable service extension conditions. If the above-mentioned conditions are met, the Utility will install a fiber-optic system, from the backbone or lateral, to a Customer or End-User's premise.

The cost of the line extension will be prepared based on an estimate for development costs (including applicable taxes incurred). A quote based on this estimate will be provided to the Customer and will be honored for a period of six months. The Customer is responsible to pay the quoted line extension costs; however, a Line Extension Credit (LEC) equal to the terms in the Schedules below may be applicable. All costs in excess of the LEC will be charged to the Customer as an Aid-to-Construction.

Development costs include the costs to purchase and install the conduit system, the fiber-optic cable, the gateway, and any other related equipment. The Customer or End-User may provide a conduit system on their property to the Utility's specifications for installation of the Utility's fiber-optic cable instead of having the conduit system provided by the Utility.

All Customers that require construction of a new fiber optic system may be eligible for Schedules B.1 and B.2.

The LEC Schedules are subject to Utility capital budget and broadband business plan limitations and may terminate at any time for any reason.

The General Manager may authorize a LEC amount in excess of Schedules B.1 and B.2 due to unanticipated reasonable and customary construction-related circumstances.

### **SCHEDULE B.1**

Applicable to Customers for residential and non-residential End Users.

A LEC equal to 75% of the revenue generated by a service order (Monthly Recurring Charge X Term of the contract) may be applied to the development costs.

### **SCHEDULE B.2**

Applicable to Customers for non-residential End Users.

A LEC of up to \$10,000 may be applied to the development costs for service orders with terms of two years or greater. Application of the LEC to an aggregation of two or more End Users is subject to Utility approval.



# ***BENTON PUD***

## **WHOLESALE CUSTOMER SERVICE POLICY, RATES, TERMS AND CONDITIONS OF SERVICE FOR TELECOMMUNICATIONS**

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## **PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY**

### **WHOLESALE CUSTOMER SERVICE POLICY, RATES, TERMS AND CONDITIONS OF SERVICE FOR TELECOMMUNICATIONS**

**Resolution No. 2701, July 22, 2025**

#### **1. GENERAL**

The following Wholesale Customer Service Policy, Rates, Terms and Conditions of Service for Telecommunications (Terms) are established in accordance with Chapters 54.16.330 and 54.16.040 of the Revised Code of Washington and are subject to modification under the legislative authority of Public Utility District No. 1 of Benton County (Utility).

#### **2. DEFINITIONS**

- (a) AID-TO-CONSTRUCTION (AtoC), refers to the Customer or End-User borne portion of the installation costs. See detail in Line Extension Section later in this document.
- (b) CARRIER, refers to the person, firm or corporation, using or desiring to use the Utility's wholesale telecommunications services.
- (c) CUSTOMER, is a Carrier, an ESP, a Peer or an RSP using the Utility's wholesale telecommunications services. Customers are not agents of the Utility and no agency relationship exists.
- (d) UTILITY, when used in these terms, in applications for service or in rate schedules, refers to Public Utility District No. 1 of Benton Country, Washington.
- (e) END-USER, refers to the person, firm or corporation using or desiring to use telecommunications services purchased through an RSP (or ESP).
- (f) ESP (EDUCATIONAL SERVICE PROVIDER), refers to the organization (typically an Educational Service District), using or desiring to use with intent to re-sell to educational institutions, the Utility's wholesale telecommunications services.
- (g) MONTHLY RECURRING CHARGE (MRC), is a fixed amount billed monthly for telecommunications services. See rate schedule.
- (h) NETWORK OPERATING CENTER (NOC), monitors performance and status of the network.
- (i) NON-RECURRING CHARGE (NRC) is a one-time billing for each new service order. See rate schedule.
- (j) PEER, refers to another utility (or organization with similar peer-type relations to Utility) using or desiring to use the Utility's wholesale telecommunications services.
- (k) POINT OF DELIVERY is the point where the Utility's fiber, cables, wires or wireless apparatus are connected to those of the Customer or End-User. Unless otherwise stipulated in the Service Request, contract, or rate schedules, such connection with overhead/underground fiber optic cable and or low voltage lines the Point of Delivery will be the Telecommunications Network Demarcation Point as defined in RCW 19.28.400.
- (l) PROPERTY LINE is the point at which the Customer or End-User's property begins.

- (m) RSP (RETAIL SERVICE PROVIDER), refers to the person, firm or corporation, using or desiring to use with intent to re-sell to End-User, the Utility's wholesale telecommunications services.
- (n) SERVICE ORDER (SO) refers to the document that defines and requests telecommunications services from the Utility and the process to provide the services.
- (o) TELECOMMUNICATIONS PRODUCTS AND SERVICES is the furnishing or readiness to furnish Ethernet, TDM, Wireless, Point-to-Point, Fixed Wireless, and/or Internet circuit based products, and Network Operating Center (NOC) services.
- (p) WHOLESALE TELECOMMUNICATIONS is the furnishing or readiness to furnish telecommunications transport or other transport methods agreed upon by the Utility for the purpose specified in the application for service or contract and rate schedule or schedules applicable thereto.

### **3. CUSTOMER CRITERIA**

All Customers will be required to complete or provide at a minimum the following:

- 1) An executed Master Service Agreement (MSA).
- 2) A refundable deposit or other surety as required in accordance with the MSA. Customers which are governmental or municipal entities or have specific contracts with the Utility may be exempted from the payment guarantee requirement at the discretion of the Utility.
- 3) Proof and maintenance of commercial general liability (bodily injury and property damage) and comprehensive automobile liability (bodily injury and property damage) insurance, with each policy having maximum limits of not less than \$1,000,000.
- 4) Washington State UBI (business license) number.
- 5) For Customers reselling to End-Users, the following will also be required:
  - a) An Open System Interconnect (OSI) Layer 3 router for provisioning of circuits to End-Users.
  - b) Ability to provide technical support to the End-Users.
  - c) Ability to install and provide End-User services.
  - d) Ability to connect and collect (i.e. billing) functions to End-Users.

The application or Service Order shall set forth all information that the Utility may reasonably require. Until signed by the Utility and by the Customer, the application or Service Order is merely a written request for service and does not in itself bind the Utility to serve, nor does it bind the Customer to take service for a longer period than the minimum requirements (if any) of the rate schedule. Setup fees are not refundable in any amount.

#### **4. SERVICE LIMITATIONS AND ACCEPTABLE USE**

To ensure that all Utility Customers experience reliable service, the Utility requires each Customer to adhere to the limitations, terms and conditions shown below.

- (a) Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited.
- (b) Unauthorized use, or forging, of mail header information is prohibited (e.g., "spoofing").
- (c) Unauthorized attempts by a user to gain access to any account or computer resource not belonging to that user is prohibited (e.g., "cracking").
- (d) Obtaining or attempting to obtain service by any means or device with intent to avoid payment is prohibited.
- (e) Unauthorized access, alteration, destruction, or any attempt thereof, of any information of any Utility Customer or End-User by any means or device is prohibited.
- (f) Engagement in any activity that will cause a denial-of-service (e.g., synchronized number sequence attacks) to any Utility Customer or End-User whether on the Utility network or on another provider's network is prohibited.
- (g) Using Utility's products and services to interfere with the use of the Utility network by other Customers or End-Users is prohibited.
- (h) When reselling to End-Users, each Utility Customer is responsible for the activities of its End-User's and representatives, and by accepting service from the Utility, is agreeing to ensure that its End-Users and representatives abide by these Terms. Complaints about End-Users and representatives of a Utility Customer will be forwarded to the End-User's Customer postmaster for action. If violations of the Utility's Terms occur, the Utility reserves the right to terminate services with or take action to stop the offending Customer or End-User from violating the Utility's Terms.
- (i) Each separately operated business activity and each separate building or residence will be considered an individual End-User for billing purposes.

Service shall be used exclusively for the purpose or purposes stated in the Service Order, under which it is supplied.

Should it be ascertained that a Customer is using service under any rate schedule contrary to the purposes stipulated in these Terms, the Utility shall notify the Customer that such use is contrary to the purpose and intent of the Terms and contrary use must be discontinued. Should the Customer fail to discontinue the contrary use of such service within a period of three (3) days, 72 hours, after receiving such notification, the Utility may discontinue service to the Customer or End-User.

Failure of the Utility at any time to suspend service, or to terminate the service, or to resort to any other legal remedy, shall not affect the Utility's rights to resort to any such remedies for the same or any future default, breach or violation by the Customer.

## 5. BILLING AND CONNECTION

- (a) Rate Schedule – Refer to applicable current rate schedule published by the Utility (Schedule A). The rate schedule is subject to change at any time by the Utility.
- (b) Monthly Bills – The Utility renders bills to its Customers on a monthly basis. All bills for telecommunications services are due and payable when rendered and become delinquent twenty (20) days thereafter. Customer is responsible to pay for all services regardless of non-receipt of payment from their customer.
- (c) Past Due Accounts – The Utility in administering these Terms will take the necessary steps, actions, and proceedings as permitted by law for enforcement and collection of all fees, billings, or other charges related to past due accounts. Failure to receive a bill will not release the Customer from obligation of payment. The Utility, under reasonable administrative processes may refuse to connect or may disconnect telecommunications service for violation of any of these Terms, such as, failure to pay charges for telecommunications service when delinquent, violation of Terms or contract provisions, or theft or illegal diversion of telecommunications services.
- (d) Disconnection of service for any of the foregoing causes does not release the Customer from the obligation to pay for services received or charges specified in any existing contract or Service Order. The Utility will not restore such services until compliance with these Terms are assured and delinquent amounts, with reasonable penalties and charges for restoration of service, and necessary security deposits or other payment guarantees have been paid in full or satisfactory arrangements have been made with the Utility.
- (e) Service Charges– When service has been disconnected for fraudulent use or noncompliance with these Terms, or when a service call is necessary to collect an amount owed, or the Utility is required to reconnect as the result of nonpayment or failure to make application for service, a service charge may be levied. The amount of the charge will be the actual cost to the Utility for labor, transportation, overheads and other direct costs.
- (f) Reconnection Charges – When service has been disconnected because of non-payment of telecommunications services, a reconnection charge of \$100 is required to be paid by the Customer if the reconnection is made during regular working hours. When reconnections are made on Saturdays, Sundays, holidays, or outside of regular working hours, the reconnection charge shall be actual cost or not less than \$150.
- (g) Returned Checks – If a check tendered to the Utility, for payment of a bill, is not honored by the Customer's bank, the Utility will charge the Customer an accounting charge of \$25. Such action may result in a special security deposit requirements or disconnection of service.
- (h) After Hour Repairs – If said repairs, improvements or additions are made outside of regular working hours for the convenience of the Customer, the Customer will be required to reimburse the Utility for costs incurred.
- (i) Minimum Service Period – The minimum service period for each Service Order is specified in the Service Order documents. Early termination will result in total cost of the remaining contract period.

## **6. INTERRUPTION OF SERVICE AND SERVICE LEVEL AGREEMENTS**

The Utility will use reasonable diligence to provide an adequate uninterrupted telecommunications service. If the telecommunications service is interrupted without notice for any cause including but not limited to acts of God, floods, fires, accidents, strikes, riots, mobs, public enemy, laws, government regulations, terrorist acts, or failure of equipment or devices, the Utility shall not be liable to Customer or any third party for personal injuries, loss, consequential or other damages resulting there from, nor will such failure constitute a breach of agreement for service. The Utility does not guarantee uninterrupted service. If special service level agreements are required and agreed to by the Utility, such agreement will be noted on the Service Order.

The Utility shall have the right to suspend service without notice for the purpose of making repairs, improvements or additions to its system. Best efforts will be made to ensure appropriate Customers are notified.

## SCHEDULE A

<b>Transport Connections</b> (See Note 1, 2, 8, 9)	<b>NRC</b>	<b>MRC</b>
<b>Port Charges</b>		
Additional Port (subsequent port on existing device with no additional bandwidth – applies only to RSP's currently paying for bandwidth on the device.	\$100	\$20
<b>Fiber (Layer 2, full-duplex, committed information rate, premium service)</b>		
100 Mbps (24-60 month term)	\$500	\$100
250 Mbps (24-60 month term)	\$500	\$200
500 Mbps (24-60 month term)	\$500	\$300
1000 Mbps (24-60 month term)	\$500	\$400
2500 Mbps (24-60 month term)	\$1,500	\$500
1000 Mbps Carrier Class (24-60 month term)	\$500	\$615
10 Gig Carrier Class (24-60 month term)	Negotiable	Negotiable
<b>Access Internet</b> (See Note 1, 68, 9)	<b>NRC</b>	<b>MRC</b>
Up to 1000 Mbps (24-60 month term)	\$250	\$100
Up to 1000 Mbps Access Internet Rate for any new service in a building where Benton PUD fiber is already installed. This includes single and multi-tenant buildings.	\$0	\$75
Up to 2500 Mbps (24-60 month term)	\$1,500	\$150
Additional IP's	\$0	\$20/\$10
<b>Premium Internet</b> (See Note 1, 2, 7, 8, 9)	<b>NRC</b>	<b>MRC</b>
1000 Mbps (24-60 month term)	\$250	\$200
2500 Mbps (24-60 month term)	\$1,500	\$250
Additional IP's	\$0	\$20/\$10
<b>Wholesale Internet</b> (See Note 1, 2, 4, 5, 8, 9)	<b>NRC</b>	<b>MRC/Burst)</b>
Per Meg - up to 1000 Mbps (12 month term)	\$0	\$1.50 per Mbps

### Notes:

- 1) Products other than those shown may be available. Pricing will be handled on a negotiated basis.
- 2) Pricing for products that have Service Level Agreements (SLA) requirements will be negotiated.
- 3) .
- 4) Wholesale Internet charges do not include Transport Connection.
- 5) Bursting under Wholesale Internet rate is per meg and is billed at the 95th percentile beyond commitment.
- 6) Access Internet is a Layer 3, full duplex, committed information rate for a single end user. Service does not include QnQ or Jumbo Frames. Multiple IP's can be provided for additional MRC.
- 7) Premium Internet is Layer 2 with Internet. Can support BGP, Jumbo Frames, Static Routing, and QnQ.
- 8) The cost of line extensions may result in an Aid-to-Construction charge to the Customer. Line extension credits may be available to reduce the Aid-to-Construction, see Schedules B.1 and B.2 for more information.
- 9) A two-year term contract will be required to be eligible for new rates. Some exceptions may apply.

## **LINE EXTENSION POLICY**

It is the policy of the Utility to provide access to telecommunications service for all Customers within its service area, provided that such service extensions are feasible, economically justifiable, environmentally sound (or desirable), and comply with the applicable service extension conditions. If the above-mentioned conditions are met, the Utility will install a fiber-optic system, from the backbone or lateral, to a Customer or End-User's premise.

The cost of the line extension will be prepared based on an estimate for development costs (including applicable taxes incurred). A quote based on this estimate will be provided to the Customer and will be honored for a period of six months. The Customer is responsible to pay the quoted line extension costs; however, a Line Extension Credit (LEC) equal to the terms in the Schedules below may be applicable. All costs in excess of the LEC will be charged to the Customer as an Aid-to-Construction.

Development costs include the costs to purchase and install the conduit system, the fiber-optic cable, the gateway, and any other related equipment. The Customer or End-User may provide a conduit system on their property to the Utility's specifications for installation of the Utility's fiber-optic cable instead of having the conduit system provided by the Utility.

All Customers that require construction of a new fiber optic system may be eligible for Schedules B.1 and B.2.

The LEC Schedules are subject to Utility capital budget and broadband business plan limitations and may terminate at any time for any reason.

The General Manager may authorize a LEC amount in excess of Schedules B.1 and B.2 due to unanticipated reasonable and customary construction-related circumstances.

### **SCHEDULE B.1**

Applicable to Customers for residential and non-residential End Users.

A LEC equal to 75% of the revenue generated by a service order (Monthly Recurring Charge X Term of the contract) may be applied to the development costs.

### **SCHEDULE B.2**


Applicable to Customers for non-residential End Users.

A LEC of up to \$10,000 may be applied to the development costs for service orders with terms of two years or greater. Application of the LEC to an aggregation of two or more End Users is subject to Utility approval.





# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Resolution No. 2703, Adopting the Amended Benton PUD Commission Governance Policy, Rescinding and Superseding Resolution No. 2603	
<b>Authored by:</b>	Cami McKenzie	Staff Preparing Item
<b>Presenter:</b>	Cami McKenzie	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Rick Dunn	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input checked="" type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

Motion approving Resolution No. 2703 Adopting the Amended Benton PUD Commission Governance Policy, Rescinding and Superseding Resolution No. 2603.

## Background/Summary

The Benton PUD Governance Policy is reviewed annually to ensure appropriate laws, fiduciary responsibilities, and Commission and staff-delegated authorities are in alignment with Commission expectations and business needs. Staff has reviewed this Governance Policy, and the following substantial changes were made:

- Added a new policy entitled “Organizational Statement”. This language was removed from the policy related to rules for inspection and copying of public records and is more appropriately located in the Governance Policy.
- Added a new policy entitled “Vacancies of the Commission”. This policy references new Washington State Law regarding filling non-partisan vacancies in a qualifying special purpose district.
- Added a new policy entitled “Commission Meetings” to clarify the types of Commission meetings.
- Added a new policy entitled “Parliamentary Procedure, Motions, and Voting”.

## Recommendation

Approve the new Resolution Adopting the Amended Benton PUD Commission Governance Policy as presented.

## Fiscal Impact

N/A

**RESOLUTION NO. 2603**

Date June 7, 2022

**A RESOLUTION OF THE COMMISSION OF  
PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY ADOPTING  
THE AMENDED “BENTON PUD COMMISSION GOVERNANCE POLICY”;  
RESCINDING AND SUPERSEDING RESOLUTION NO. 2603**

WHEREAS, The Commission of Benton PUD values the responsibilities and authorities granted it through the legislature in the form of laws codified in large part under Title 54, Revised Code of Washington; AND

WHEREAS, The Commission of Benton PUD recognizes the responsibilities placed upon it by the citizens of Benton County in guiding the District through defined purposes, values and vision, for the betterment of its customers and the communities in which it serves; AND

WHEREAS, The Commission of Benton PUD understands that effective board governance can be accomplished through strategic leadership, collaborative decision-making, and the identification of appropriate board-staff relationships; AND

WHEREAS, The Commission adopted its original policy entitled, “Governance of the Benton PUD Commission” on January 11, 2005; AND

WHEREAS, Annually the Governance Policy will be reviewed to ensure appropriate laws, fiduciary responsibilities, and Commission and staff-delegated authorities are in alignment with Commission expectations and business needs; ~~AND~~

WHEREAS, a new policy entitled “Organizational Statement” has been added that outlines the mission, purpose, and governance framework of Benton PUD as a core component of the District’s Governance Policy; AND

WHEREAS, a new policy entitled “Vacancies of the Commission” has been added establishing that in the event of a vacancy, the Commission shall follow the procedures set forth in RCW 42.12.080 applicable to elected nonpartisan governing bodies within qualifying special purpose districts; AND

WHEREAS, a new policy entitled “Commission Meetings” has been added to clarify the various types of Commission meetings and to establish a formal procedure for the cancellation of scheduled meetings; AND

WHEREAS, a new policy entitled “Parliamentary Procedure, Motions and Voting” has been added which provides that Robert’s Rules of Order shall govern Commission proceedings in all matters not specifically addressed by the Governance Policy;

NOW THEREFORE BE IT HEREBY RESOLVED That the Commission adopts the amended ~~policy~~, "Benton PUD Commission Governance Policy" attached hereto as a part of this resolution; AND

BE IT FURTHER RESOLVED that this Resolution rescinds and supersedes Resolution No. 2603 .:

APPROVED AND ADOPTED By the Commission of Public Utility District No. 1 of Benton County, Washington at an open public meeting, ~~with notice of such meeting being given~~ as required by law, this ~~7<sup>th</sup>~~ \_\_\_\_ days of \_\_\_\_\_, ~~2025. June, 2022.~~

~~This resolution supersedes all previous governance resolutions.~~

~~Sanders, President~~  
ATTEST:

\_\_\_\_\_  
Jeffrey D. Hall, President ~~Lori Kays-~~

\_\_\_\_\_  
Michael D. Massey, ~~Jeffrey D. Hall,~~ Secretary



## GOVERNANCE OF THE BENTON PUD COMMISSION

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# BENTON PUD COMMISSION GOVERNANCE POLICY

## POLICY NO. 1 – ORGANIZATIONAL STATEMENT

The Public Utility District No. 1 of Benton County (“Benton PUD”) is engaged in the transmission and distribution of electric energy throughout Benton County. Benton PUD is further engaged in the construction, development, operation, and maintenance of wholesale telecommunications service. Field crews are maintained out of two offices located in Kennewick and Prosser, Washington. Benton PUD’s main administration office is located at 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington. A branch office of Benton PUD is located at 250 North Gap Road, Prosser, Washington.

Benton PUD is a municipal corporation organized under the laws of the State of Washington, Title 54 RCW. The powers of Benton PUD are exercised through a Commission, consisting of three elected Commissioners. Each Commissioner serves for a six-year term, with a Commissioner position on the electoral ballot every two years in even numbered years.

The Commission establishes policy of Benton PUD and appoints a General Manager who is charged with the responsibility of operating the District within established policy. The Commission meets regularly twice a month, and rules of procedure are established by resolution or motion at these meetings. The Benton PUD Commission’s regularly scheduled meetings are held on the second and fourth Tuesday of each month at 9:00 a.m. at the Kennewick Administration Office. These meetings are open to the public.

All proceedings of the Commission are by motion or resolution and are recorded in its official Minutes. The Minutes are retained in perpetuity and serve as the official record of the Commission. They may include but are not limited to final opinions of the Commission, statements of policy, administrative staff instructions, and planning policies and goals such as long-range system plans, reports, and studies. All such records are preserved in Benton PUD’s record management system in accordance with the laws of the State of Washington.

## POLICY NO. ~~1~~ 2 - ——— PURPOSE OF THE COMMISSION

Initiative No. 1, upon approval by Washington voters in 1931, allowed for the formation of municipal corporations known as public utility districts (PUDs) within the State of Washington.

The Revised Code of Washington, principally Title 54, codifies the authorities of PUDs.

RCW 54.12.010 states in part: “The powers of the PUD shall be exercised through a Commission consisting of three members in three commissioner districts.”

### ***The purpose of Benton PUD’s Commission is to:***

- a) Identify and define the purpose, values, and vision of the District, along with the results the District is to achieve, and communicate them in the form of policy.

- b) Make certain operational decisions as are designated by law.
- c) Hire, evaluate, and terminate the General Manager.
- d) Serve as the District's Audit Committee. Only members of the Commission may serve on the Audit Committee to ensure accountability and oversight for the District's financial operations.

***The Commission governance focus will primarily be on:***

- a) Strategic leadership more than administrative detail.
- b) Encouragement of diversity in viewpoints.
- c) Clear distinction of Commission and General Manager roles.
- d) Collaborative rather than individual decisions.
- e) Future rather than past or present.
- f) Being proactive rather than reactive.

Specifically, the Commission will direct, evaluate, and inspire the organization through the careful establishment of written policies reflecting the Commission's values and vision. The Commission's major policy focus will be on Benton PUD's long-term impacts outside the organization, not on the administrative or programmatic means of achieving those effects.

The specific responsibilities of the Commissioners as elected representatives are to ensure appropriate organizational performance.

***The Commission will:***

- a) Require the production and maintenance of written policies that ensure a high quality of governance and clear roles in decision-making between Commission and staff.
- b) Identify policies (Commission Policies) that require periodic review, and request staff to bring back those policies for review/modification on a minimum two-year cycle.
- c) Regularly monitor, evaluate, and provide compensation for the performance of the General Manager.
- d) Adopt the District's Strategic Plan and review it at least annually.
- e) Adopt the District's budget on an annual basis.
- f) In its role as the District's Audit Committee, be responsible for:
  - Independent review and oversight of the District's financial reporting processes, internal controls, and independent auditors;
  - The selection and retention of independent auditors engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services;
  - Receiving the report of independent accountants. To conform with open public meetings laws, such reports shall be received in a public meeting in open session. To promote full and candid discussion between the independent accountants and the Commission, staff may be excused from a portion of the open public meeting;

- Receiving periodic reports from the District's Auditor relative to internal controls and legal compliance of District activities; Ensuring the establishment of procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by District employees of concerns regarding questionable accounting or auditing matters. The policy and procedure for such reporting can be found in the Whistleblower Commission Policy.
- g) Set the rates, rules and regulations for services and commodities provided by the District.
- h) Develop principles and philosophies to govern compensation and benefits ~~in order to~~ attract and retain highly qualified and skilled individuals.
- i) Take other actions as may be required by law.

### **POLICY NO. 3 - VACANCIES OF THE COMMISSION**

RCW 42.12.080 – Filling nonpartisan vacancies – Special purpose districts, governs the process concerning a vacancy on an elected nonpartisan governing body of a qualifying special purpose district. In the event of a vacancy of the Commission, the Commission shall follow the process outlined in RCW 42.12.080 or other applicable Washington State Law.

## **GOVERNANCE OF THE BENTON PUD COMMISSION**

### **POLICY NO. 4 – COMMISSION MEETINGS**

*The work of the Commission is accomplished in public meetings.* RCW 54.12.090 states in part that “All proceedings of the Commission shall be by motion or resolution, recorded in its minute books, which shall be public records.”

Public meetings of the Commission are generally held at the District's Administration Office; however, with notice as required by law, public meetings may be held in other locations and/or times.

**Regular Meetings** - RCW 42.30.070 requires the governing body of a public agency to provide the time for holding regular meetings. Regular meetings of the Commission of Public Utility District No. 1 of Benton County will be set by Resolution.

**Special Meetings** - ~~7~~ Normally held for purposes of discussing specific topics, will be noticed in accordance with RCW 42.30.080. The call and notice shall specify the time and place of the special meeting and the business to be transacted. This notice may take ~~the~~ the place of an agenda for special meetings.

**Cancellation of Meetings** – Meetings may be cancelled by the President, or a majority vote of the Commission with proper notice given by the Clerk of the Board. This includes giving notice to each local newspaper of general circulation and radio or television station that has on file a request to be notified, posting notice on the Benton PUD website, and posting notice at the main entrance of the meeting site and including information on the next regularly scheduled meeting.

**Telephonic or Virtual attendance of public meetings** - From time to time, a commissioner may physically not be able to be present at a public meeting but may want to participate in part or in whole; and although attendance by telephonic or virtual means should be by exception and not the rule, remote participation will be considered equivalent to physical attendance, with that commissioner having all the rights of attending in person. Commissioners not attending in person shall notify the General Manager and Clerk of the Board, and attendance will be noted in the commission meeting minutes by the Clerk.

Examples of telephonic and virtual participation are as follows:

- a) Telephonic participation shall be by speakerphone to allow that commissioner to be heard by all public meeting attendees, and to allow that commissioner to hear all that is said by those present at the meeting.
- b) Virtual participation shall be by the virtual meeting platform approved and supported by the District's Information Technology Department (currently MS Teams) to allow that commissioner to be seen and heard by all public meeting attendees and to allow that commissioner to hear and see what is being said and shared by those present at the meeting.



**Declared Emergencies** - If a local, state, or federal emergency has been declared and the District determines it cannot hold an in-person meeting, the meeting can be fully remote. If required by the emergency, the District may choose to either fully prohibit or limit in-person public attendance at the meeting. If the meeting is held remotely or the public attendance is limited or prohibited, the District will provide a cost-free option to attend in real-time, either by telephone or another readily available alternative (currently MS Teams). Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even where final action is taken. (RCW 42.30)

~~Special Meetings, normally held for purposes of discussing specific topics, will be noticed in accordance with RCW 42.30.080. The call and notice shall specify the time and place of the special meeting and the business to be transacted. This notice may take the place of an agenda for special meetings.~~

**POLICY NO. 52- AGENDA PLANNING/PUBLIC MEETINGS**

~~*The work of the Commission is accomplished in public meetings.*~~ RCW 54.12.090 states in part that "All proceedings of the Commission shall be by motion or resolution, recorded in its minute books, which shall be public records."

~~Public meetings of the Commission are generally held at the District's Administration Office; however, with notice as required by law, public meetings may be held in other locations and/or times.~~

~~***Telephonic or Virtual attendance of public meetings.***~~

~~From time to time, a commissioner may physically not be able to be present at a public meeting but may want to participate in part or in whole; and although attendance by telephonic or virtual means should be by exception and not the rule, remote participation will be considered equivalent to physical attendance, with that commissioner having all the rights of attending in person. Commissioners not attending in person shall notify the General Manager and Clerk of the Board, and attendance will be noted in the commission meeting minutes by the Clerk.~~

~~Examples of telephonic and virtual participation are as follows:~~

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- ~~b) Virtual participation shall be by the virtual meeting platform approved and supported by the District's Information Technology Department (currently MS Teams) to allow that commissioner to be seen and heard by all public meeting attendees and to allow that commissioner to hear and see what is being said and shared by those present at the meeting.~~

***Declared Emergencies***

~~If a local, state, or federal emergency has been declared and the District determines it cannot hold an in-person meeting, the meeting can be fully remote. If required by the emergency, the~~

~~District may choose to either fully prohibit or limit in-person public attendance at the meeting. If the meeting is held remotely or the public attendance is limited or prohibited, the District will provide a cost-free option to attend in real-time, either by telephone or another readily available alternative (currently MS Teams). Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even where final action is taken. (RCW 42.30)~~

**Regular Public Meeting Agendas:**

The agenda of the regular public meeting identifies in general terms the topics to be considered by the Commission.

**Specifically:**

- a) The General Manager shall prepare and issue an agenda for each regular Commission Meeting.
- b) Members of the Commission, General Manager, or designee, may request matters be placed on Commission agendas. At each regular Commission Meeting, time will be set aside under "Other Business" for any Commission Member, the General Manager, or designee, to bring before the Commission any business that should be discussed or deliberated upon. Under "Future Planning" any Commission Member, the General Manager, or designee, will have the opportunity to discuss/recommend business for placement on future agendas in accordance with Policy No. 140, "Unity of Control."
- c) Items may be placed on either the business agenda or on the consent agenda. An item placed on the consent agenda may be moved to the business agenda at the request of any Commission Member during a Commission Meeting and prior to approval of the consent agenda. The moved item will be placed on the business agenda for further discussion or scheduled for a future meeting as determined during the meeting.
- d) ~~Special Meetings, normally held for purposes of discussing specific topics, will be noticed in accordance with RCW 42.30.080. The call and notice shall specify the time and place of the special meeting and the business to be transacted. This notice may take the place of an agenda for special meetings.~~

## **GOVERNANCE OF THE BENTON PUD COMMISSION**

### **POLICY NO. 6 - 3 — ROLE OF THE COMMISSION PRESIDENT**

#### ***The President of the Commission shall:***

- a) Ensure that the Commission jointly and consistently adheres to its own rules and policies, and those imposed upon it by the laws of the State of Washington.
- b) Ensure that deliberation is fair, open, and thorough, but also timely, orderly, and kept to the point. The President of the Commission shall preside over and facilitate all Commission Meetings in accordance with these governance principles. Except as they conflict with these governance principles, the current edition of -and, as appropriate, under Robert's Rules of Order Newly Revised, in the possession of the Clerk of the Board shall guide the meetings and deliberations of the Commission, latest edition.
- c) Schedule and coordinate the annual process of evaluating the General Manager.
- d) Preside over and facilitate Commission Meetings.
- e) Have no authority to supervise or administratively direct the General Manager, apart from authority expressly granted the President by the Commission.
- f) Assume responsibility of the Commission that is not specifically assigned to another Commission member.
- g) Be allowed to delegate his or her authority but remains accountable for its use.
- h) Call Special Meetings of the Commission in the event of a business need as provided for in RCW 42.30.080.

## **~~GOVERNANCE OF THE BENTON PUD COMMISSION~~**

### **POLICY NO. ~~7 - 4~~ — ROLE OF THE COMMISSION VICE-PRESIDENT**

#### ***The Vice-President of the Commission shall:***

- a) Perform such duties as are assigned by the President.
- b) Have all the power and duties of the President in the absence or inability of the President to act.
- c) Have all the powers and duties of the Secretary in the absence or inability of the Secretary to act, when not acting as the President.

## **GOVERNANCE OF THE BENTON PUD COMMISSION**

### **POLICY NO. ~~85~~ — ROLE OF THE COMMISSION SECRETARY**

#### ***The Secretary of the Commission shall:***

- a) Attest all contracts, bonds, deeds, leases and other instruments and documents duly authorized by the Commission unless otherwise delegated by the Commission.
- b) Perform all duties incident to the office of Secretary as may from time to time be required by law or assigned to such office by motion, rule, or resolution of the Commission.
- c) Have all ~~of~~ the powers and duties of the President in the absence or inability of both the President and the Vice-President to act.

### **POLICY NO. 9 - PARLIAMENTARY PROCEDURE, MOTIONS, AND VOTING**

**Parliamentary Procedure - Questions of parliamentary procedure, not covered by these rules, shall be governed by Robert's Rules of Order Newly Revised, in the possession of the Clerk of the Board. The Clerk of the Board may seek the advice of the general counsel regarding questions of parliamentary procedure.**

**Motions and Voting – The Commission shall refer to Robert's Rules of Order for guidance when making motions and voting.**

## ~~GOVERNANCE OF THE BENTON PUD COMMISSION~~

### POLICY NO. ~~10 - 6~~ COMMISSION MEMBERS' CODE OF CONDUCT

#### Ethics and Conflicts of Interest:

- 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 Benton PUD 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~~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 Benton PUD Code of Ethics adopted by the Commission and shall conduct themselves with civility and respect with one another, with staff, and with members of the public.
- f) Commission members shall demonstrate loyalty to the interests of Benton PUD's owners/ratepayers. This loyalty supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Commission member acting as a consumer of the District's activities.
- g) Commission members may not attempt to exercise individual authority over Benton PUD except as explicitly set forth and authorized in Commission policies.
  - 1. Commission members shall recognize the lack of authority vested in them as individuals in their interactions with the General Manager or with staff, except where explicitly authorized by the Commission.

2. In interactions with the public, press or other entities, Commission members must recognize the same limitation and the inability of any Commission member to speak for the Commission except to repeat explicitly stated and adopted Commission decisions.
3. Commission members should refrain from making statements that may put the District at a legal disadvantage.

**Benton PUD Policy Compliance:**

Each Commission member will individually adhere to all applicable Commission approved policies of Benton PUD as they relate to their duties as elected officials and representatives of a public agency.

**Compliance with requirements of Washington Open Public Meetings Act:**

Each Commission member will individually understand and comply with the following laws and this policy, applicable to acting individually and as a Commission of a public agency:

- a) A Commission quorum shall not meet outside of Commission-called public meetings to hold discussion(s) or make decisions as defined in RCW 42.30, regarding the business of the District.
- b) The Commission shall not meet as a quorum with staff outside of a Commission-called public meeting for the purpose of gathering information relating to District business.
- c) The Washington Open Public Meetings Act applies to communications relating to District business via telephone, e-mail, instant messaging, texting, blogging, or any other form of electronic communication and media. In any of the identified communications listed above, any exchange between any two Commission members may constitute an official meeting of the Commission and may be in violation of the Act.

Outside of a public meeting, Commission members may send information to other members of the Commission on an informational basis; however, replies and/or exchanges of communications regarding District business must not occur outside of an official public meeting of the Commission.

Commissioners should not “reply” to any e-mail received by another member of the Commission except under the following circumstances (not intended to be all-inclusive): 1) to acknowledge meeting for lunch, dinner, 2) accepting an invitation, 3) acknowledging receipt of something or 4) confirming attendance at an association function (no discussion can be held on District business in any manner).

- d) Commission members will respect the confidentiality appropriate to issues regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed under RCW 42.30.110, Executive Sessions and including any other confidential information gained by reason of the commissioner’s position.

**Compliance with requirements of Washington Public Records laws:**

Each Commissioner will individually comply with the following laws and this policy, applicable to Commissioners acting individually and as a Commission of the District:

- a) Communications, including hard-copy or any type of electronic media, including e-mail, photographs, websites, blogs, wikis, digital photos, text messages, instant messages, tweets and any emerging technologies, the subject of which relates to the conduct of the District or the performance of any District function or when acting or performing in the official capacity as a commissioner, on District devices or on personal devices, may be public records of Benton PUD and, if retainable, must be filed, held and/or be retrievable in accordance with public records requirements.
- b) All public records in any form may be requested under the Washington Public Records Act by a member of the public, and it is imperative that all records and their locations are made known and accessible to the Benton PUD Public Records Officer and/or General Manager.
- c) E-mail is considered a public record and as such all e-mail made and/or received by a commissioner in his/her performance as a Benton PUD Commissioner must be managed and retained under the requirements of the Commission Policy on records management and State records retention requirements. Each commissioner is highly encouraged to utilize the District's e-mail system and addresses, and to only keep e-mail relating to District business on the District's systems. E-mail, by subject, may be considered a retainable record and will be filed by the Executive Department according to District policies. It is against District policy and applicable law to delete certain electronic public records, including e-mail, until State retention requirements have been met.
- d) Each Commissioner is urged to keep all electronic records separate from personal records held on home personal computers, cell phones, and other media devices. This could avoid being required to review all electronic information stored on personal devices in the event of a public records request and/or legal discovery action.

**Compliance with requirements of Social Media Communications:**

(defined as the use of third-party hosted online technologies that facilitate social interactions and dialogue)

Each Commissioner will individually comply with the following, applicable to Commissioners acting individually and as a Commission of the District:

- a) Social media should not be used to communicate official PUD business by a Commissioner unless such social media is maintained and/or managed by the District.
- b) Any social media transmitted or received individually as a Commissioner when performing District business is considered a public record and must be used in such a manner to allow capture of the electronic record by Benton PUD. It is the responsibility of each Commissioner to seek requirements for records retention from the General



Manager prior to utilizing a social media site for Benton PUD business that is not already maintained and/or managed by the District.

- c) Commissioners with individual social media sites that are of a personal nature should not discuss District business on that site.
- d) Any correspondence sent in the capacity as a Commissioner posting to social media sites maintained by others must be retained by the posting Commissioner. Printouts of postings to others' sites may suffice for retention purposes, and those printouts must be transferred to the District's Public Records Officer.
- e) Any social media tools utilized should clearly state that all content submitted by members of the public is potentially subject to public disclosure – this notice should be prominently displayed.
- f) Communications between Commissioners via social media may constitute a meeting under the Open Public Meetings Act. Each Commissioner is strongly discouraged from "friending" another Commissioner.
- g) Any communications by a Commissioner on any social media site, excluding the District's social media site, but including a personal site, should include wording that they are speaking as an individual and not as a commissioner or representative of the District.
- h) Messaging "texting" and Cellular Phones: business conducted in any manner is a public record. Care must be taken to ensure that records created are maintained and can be provided if requested. Commissioners are highly encouraged to utilize each of their individual e-mail accounts under the District's e-mail system for business of the District.

## ~~GOVERNANCE OF THE BENTON PUD COMMISSION~~

**POLICY NO. ~~11 - 7~~ BOARD TRAINING, ORIENTATION**

***The Commission shall ensure that its skills are sufficient to assure excellence in governance of Benton PUD.***

Specifically:

- a) New Commission members shall receive training and orientation in Commission governance, policies, and procedures.
- b) New Commission members shall receive an orientation on the District's Strategic Plan.
- c) Commission members shall receive training in the skills of effective communication and decision-making.
- d) The Commission President may, if needed, receive training in the facilitation of public meetings.
- e) Each Commissioner will receive training on the Washington Open Public Meetings Act and the Washington Public Records Act and records retention requirements. For new commissioners, training will take place no later than 90 days after their oath of office and assuming their duties. A refresher training is also required for each commissioner at intervals of no more than four years.

**POLICY NO. ~~12 - 8~~ — COMMISSION REVIEW OF DISTRICT PUBLIC RECORDS**

***Benton PUD has a duty to comply with appropriate public records requests as prescribed in the Washington Public Records Act. Commissioners do not give up their status as members of the public and therefore can request such information.***

Because of the special status conferred upon the Commission as elected representatives, each Commissioner agrees that:

- a) Access to District public records may be achieved by providing a “Request for Public Records” to the General Manager. Records requested by a single commissioner will generally be provided by the General Manager to the remaining commissioners. Commission member requests to inspect District documents that do not meet the criteria of a “public record” under RCW 42.56 and/or which may be confidential in nature, shall be forwarded directly to the General Manager, who will consider disclosure of the records depending upon the needs of the business matter being requested, as well as the legal requirements to withhold or disclose the record.
- b) No confidential or original records shall be taken from District premises except with the authorization of the General Manager.
- c) Commission members shall adhere to the same confidentiality requirements applicable to employees when dealing with the District’s records and other documents. Any request for commissioner access to the contents of an employee personnel file will be requested through the General Manager and considered as defined above.
- d) Commission members acknowledge that records distributed during Executive Sessions of the Commission may or may not be exempt from production to the public under the Washington Public Records Act, and will seek guidance from the General Manager or Legal Counsel if copies of such records are requested prior to disclosing.

## ~~GOVERNANCE OF THE BENTON PUD COMMISSION~~

### POLICY NO. ~~13 - 9~~ — COMMISSION COMMITTEES

The Commission may establish ad hoc advisory and standing committees. All committees should include designation of members, chair and a charter describing the committee's purpose.

The Commission will review the committees at least annually to determine whether they should continue.

Specifically:

- a) Committees will ordinarily assist the Commission by gaining education, considering alternatives and implications, and preparing policy alternatives.
- b) Commission committees may not speak or act for the Commission, except when formally given such authority for specific and time-limited purposes.
- c) Commission committees cannot exercise authority over staff nor interfere with the delegation from the Commission to the General Manager.
- d) Participation by Commissioners in committee meetings shall ~~be in compliance with~~follow the provisions of the Washington Open Public Meetings Act, in that if two or more Commission members are present, then the meeting must be properly noticed as a public meeting.
- e) This policy applies to any group which is formed by Commission action, whether or not it is called a committee. It does not apply to committees formed under the authority of the General Manager.

## ~~GOVERNANCE OF THE BENTON PUD COMMISSION~~

### POLICY NO. ~~14 - 10~~ UNITY OF CONTROL

***Only decisions of the Commission acting as a body are binding upon the General Manager, the General Counsel, the District Auditor, or District Treasurer.***

Specifically, in or out of Commission Meetings:

- a) Decisions or instructions of individual Commission members are not binding on the General Manager, General Counsel, the District Auditor, or District Treasurer except in instances when the Commission has specifically authorized such exercise of authority.
- b) In the case of a Commission member requesting information or assistance without Commission concurrence, and not in association with a public records request, the General Manager, General Counsel, the District Auditor, or District Treasurer should consider, in their opinion, if the request will require a material amount of staff time or funds, is disruptive to the District, or which may involve a conflict of interest between the District and the Commissioner requesting the information or assistance. In such instances, the General Manager may request Commission concurrence.
- c) Commission members individually may communicate directly with District employees or contractors. However, the Commission as a body and the Commission members will never give direction to persons who report directly or indirectly to the General Manager, ~~with the exception of~~except for the General Counsel, District Auditor or District Treasurer. If individual Commission members are dissatisfied with the response they receive, they may seek resolution through the General Manager or the Commission.
- d) Any commissioner may seek the assistance of Executive Department administrative staff to assist in work relating to the PUD.
- e) The Commission as a body and the Commission members will refrain from evaluating, either formally or informally, the job performance of any District employee other than the General Manager.

## **~~GOVERNANCE OF THE BENTON PUD COMMISSION~~**

### **POLICY NO. 15 - ~~1~~ COMMISSION-GENERAL MANAGER RELATIONSHIP**

***The Commission governs Benton PUD and is the policy-making body of the District. The Commission operates under the provisions of the Revised Code of Washington, Title 54, Title 42 in part, and all other applicable statutes and laws.***

***The Commission is responsible for the following:***

- a) Identifying and defining the purpose, values, and vision of the District, along with the results that the District is to achieve and communicating them in the form of policies.
- b) Identify those policies (Commission Policies) that require periodic review, and request staff to bring back those policies for review/modification on a minimum two-year cycle.
- c) Making certain operational decisions as are designated by law.
- d) Hiring, evaluating, and terminating the General Manager.

***The General Manager is responsible for the following:***

- a) In accordance with RCW 54.16.100, serve as the chief administrative officer of the District, overseeing all operations and business affairs.
- b) Achieving the results established by the Commission within the appropriate and ethical standards of business conduct set by the Commission.
- c) Enforcing Commission policies, administering directives, staff procedures, hiring and terminating all employees, attending meetings of the Commission, and reporting on the general affairs of the District, and keeping the Commission advised as to the current and future business needs of the District.
- d) Designating an "Acting General Manager", to administer the functions of the General Manager in the planned absence or temporary disability of the General Manager, with such approval by the President of the Commission, until such time that the Commission may take further action.
- e) Appointing a person to serve as the District's chief financial officer. This person may be the District Auditor, District Treasurer, or other person with sufficient education and experience to fulfill the duties of the position. Together with the chief financial officer, the General Manager shall ensure that, to the best of their knowledge and belief, financial reports are complete and reliable in all material respects.
- f) Ensuring the smooth continuous operation of the District in the event of the planned or unplanned absence of the General Manager.

- g) Interacting with the public and other utilities and government agencies, pursuant to policies and direction adopted by the Commission.
- h) Perform other responsibilities as may be appropriately delegated by the Commission.

## **~~GOVERNANCE OF THE BENTON PUD COMMISSION~~**

### **POLICY NO. 16 - 12- COMMISSION—GENERAL COUNSEL RELATIONSHIP**

The General Counsel provides legal counsel to the District and to the Commission. The General Counsel reports both to the Commission and to the General Manager.

The General Manager is ultimately responsible for hiring and terminating the General Counsel subject to Commission concurrence. As a general practice, the Commission and the General Manager shall participate jointly in hiring and terminating the General Counsel.

The General Counsel shall advise the Commissioners regarding potential conflict of interest issues or ethical matters. General Counsel shall provide assistance to individual Commissioners in complying with applicable statutes and laws only when such advice does not conflict with the General Counsel's obligations to the District or to specific direction of the Commission.

The General Manager is responsible for evaluating the General Counsel's performance. The General Manager shall solicit the Commissioner's input in evaluating the performance of the General Counsel, and the Commission may, at its discretion, participate in that evaluation.

***With respect to the Commission and the General Manager, the General Counsel shall:***

- a) Give his or her advice or opinion whenever he or she deems it necessary or when required by the General Manager or Commission.
- b) Inform the General Manager or Commission of material legal issues impacting the District or the Commission.
- c) When necessary, act independently of the General Manager.
- d) Provide counsel to the General Manager, Commission, or individual Commission members ~~with regard to~~ about ~~conflict of interest~~ conflict-of-interest issues.
- e) Provide counsel to the General Manager, Commission, or individual Commission members ~~with regard to~~ about other ethical matters.
- f) Assist the General Manager or Commission members in complying with applicable statutes and laws.
- g) Not provide legal counsel to Commission members or the General Manager except as it relates to their roles at the District.
- h) Not be required to provide counsel to the General Manager if to do so would create a conflict of interest for the general counsel with the Commission or the District.



## **~~GOVERNANCE OF THE BENTON PUD COMMISSION~~**

### **POLICY NO. 17 - ~~3~~ COMMISSION RELATIONSHIP WITH AUDITOR AND TREASURER**

The District Auditor (Auditor) and District Treasurer (Treasurer) serve in the capacity set forth by Title 54 of the Revised Code of Washington.

In accordance with RCW 54.16.100, the General Manager serves as the chief administrative officer of the District. As such, the General Manager shall recommend the appointments of Auditor and Treasurer for approval by the Commission.

The Commission, by resolution, shall designate an Auditor and this person shall be a District employee other than the General Manager or Treasurer. The Commission, by resolution, shall designate a person other than the County Treasurer to be District Treasurer and this person shall be a District employee other than the General Manager or Auditor. The Auditor and Treasurer shall perform those duties specified by RCW 54.24.010 and shall be granted direct access to the Commission as necessary in the performance of these duties.

The Auditor and Treasurer shall report through the General Manager or designee for all administrative matters, including hiring, performance evaluations, salary administration, employee benefits, and terminations. The General Manager or delegate may assign additional duties to the Auditor and Treasurer ~~as long as if~~ these duties do not interfere with the Auditor and Treasurer duties as specified by law. The General Manager shall consult with the Commission in advance regarding his or her intention to terminate the Auditor or Treasurer.

The Treasurer or Deputy Treasurer shall provide monthly reports to the Commission summarizing cash and investment activity, and provide other reports to the Commission as necessary related to the duties of the Treasurer.

The Auditor or Deputy Auditor shall issue warrants for claims against the District. As soon as practical after issuance of such warrants, the Auditor shall provide a list of all warrants issued, and shall certify to the Commission that such disbursements satisfy just, due, and unpaid obligations of the District, in a manner specified by the State Auditor. In order that the Auditor may provide such certification, the Auditor shall conduct internal reviews and audits that provide reasonable assurance as to the internal control systems that provide for the safeguarding of assets from unauthorized use or disposition, adherence to plans, policies, and procedures, and compliance with applicable laws and regulations.

If the Commission disapproves a claim on the District, the Auditor shall recognize the claim as a receivable of the District and pursue collection.

The Auditor shall develop an annual internal audit plan, and conduct audits contained within the plan or other audits as may be requested by the Commission. The Auditor shall report to the Commission on the progress and results of such audits at least annually. The Auditor, in the

performance of his or her duties, shall have unlimited access to all activities, records, property and personnel of the District.

At the direction and oversight of the Commission in its role as Audit Committee, the Auditor shall serve as the chief liaison with all external audit agencies, shall coordinate the proper independent audit of annual financial statements, and shall ensure that the results and findings of such audits are reported to the Commission. In acting in this capacity, the Auditor does not relieve the Commission of its Audit Committee oversight responsibilities.

## **~~GOVERNANCE OF THE BENTON PUD COMMISSION~~**

### **POLICY NO. ~~18 - 4~~ DELEGATION TO THE GENERAL MANAGER**

***The Commission will instruct the General Manager through written policies, normally in the form of resolutions, motions, or minute entries, that define the results that the organization is to achieve, and which describe the delegation of authority to the General Manager.***

Specifically:

- a) The Commission shall develop policies that define the delegation to the General Manager ~~with regard to~~about the General Manager's authority.
- b) The Commission authorizes the General Manager, at his discretion, to further delegate to the Assistant General Manager or other management employees the authority to carry out or approve actions as specified in the motion or resolution. Accountability to the Commission for these actions remains with the General Manager. The General Manager retains the authority to delegate to others unless the motion or resolution specifically disallows further delegation of General Manager authority. Specific approval authority delegated by the General Manager will be by written directive and/or email, and can be defined as either on-going, or temporary.
- c) General Manager will designate authority to an "Acting General Manager" that is applicable only during his absence due to business needs or during times when he is unable to function in his capacity as the General Manager. This specific authority may not be further delegated and shall be approved by the Commission.
- d) The General Manager is authorized to establish all further directives, make all decisions, take all actions, establish all practices, and develop all activities to achieve the goals set forth by the Commission for the District.
- e) The General Manager must bring to the Commission's attention circumstances that affect the goals established by the Commission and may request the Commission to take appropriate actions.
- f) The Commission may change its delegation to the General Manager at any time, thereby expanding or limiting the authority of the General Manager. However, whenever delegated authority identified within this policy is acted upon by the General Manager, the Commission will not modify the authority acted upon as long as it was made within the General Manager's delegation of authority as it existed at the time.

## **~~GOVERNANCE OF THE BENTON PUD COMMISSION~~**

### **POLICY NO. 19 - ~~5~~ BUDGET AND PROCUREMENT AUTHORITY**

*By resolution, the Commission shall set forth the authority of the General Manager to manage and expend District funds in accordance with financial policies and budgetary limits. Procurement of goods and services shall take place in accordance with applicable legal requirements in a fair, competitive, and inclusive manner to maximize the benefit to the District's ratepayers/customers.*

#### **Financial Policies**

The Commission, by resolution, shall adopt financial policies that provide guidance to the General Manager in managing the finances of the District and in developing budgets, financial plans, and rates. At a minimum, these policies shall 1) provide for sufficient liquidity relative to the District's risk profile, 2) provide for adequate coverage to meet debt covenants, 3) establish criteria for debt and rate financed capital expenditures, 4) require that budgets be developed based on conservative and prudent assumptions consistent with standard industry practice, and 5) establish budgetary and procurement controls over expenditures.

#### **Budgetary Authority**

The Commission, by resolution, shall approve the District's budget prior to the start of each fiscal year. The District's financial transactions shall be recorded within proprietary fund(s) adopted by the Commission. As such, the District does not have governmental funds with legally adopted budgets that carry the force of law. The General Manager shall manage the District's operations within the approved budget levels consistent with authority levels set forth in the financial policies.

#### **Procurement Authority**

The Commission, by resolution, shall establish procurement authorities and guidelines for the General Manager consistent with state laws and regulations. The General Manager shall establish procurement controls that provide reasonable assurance that the procurement of goods and services are made for a valid business purpose and within authorized budget levels.

It is District policy that procurement decisions be made free from actual or perceived conflicts of interest consistent with the District's Code of Ethics.

It is District policy that due diligence and prudent judgment be exercised in the making of procurement decisions, including conducting a risk assessment. If the General Manager reasonably determines that a procurement activity presents, regardless of the size of the financial commitment, either: (i) a unique and significant operational risk to the District; or (ii) a significant impact to customers, the General Manager shall inform the Commission.

## ~~GOVERNANCE OF THE BENTON PUD COMMISSION~~

### POLICY NO. ~~20 - 16~~ EVALUATING THE GENERAL MANAGER'S PERFORMANCE

***The General Manager's job performance shall be evaluated by comparing the organization's operations and results and the General Manager's performance to the policies established by the Commission.***

Specifically:

- a) The Commission shall evaluate the General Manager's performance on an annual basis, and shall from time to time fix the General Manager's compensation by resolution.
- b) The evaluation will be based on an evaluation of the organization's performance and the General Manager's personal performance against the results established by the Commission.
- c) The General Manager shall propose, for Commission approval, performance criteria each year that represents his or her reasonable interpretation of achieving the results defined by the Commission.

**RESOLUTION NO. 2703**

July 22, 2025

**A RESOLUTION OF THE COMMISSION OF  
PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY ADOPTING  
THE AMENDED BENTON PUD COMMISSION GOVERNANCE POLICY;  
RESCINDING AND SUPERSEDING RESOLUTION NO. 2603**

WHEREAS, The Commission of Benton PUD values the responsibilities and authorities granted it through the legislature in the form of laws codified in large part under Title 54, Revised Code of Washington; AND

WHEREAS, The Commission of Benton PUD recognizes the responsibilities placed upon it by the citizens of Benton County in guiding the District through defined purposes, values and vision, for the betterment of its customers and the communities in which it serves; AND

WHEREAS, The Commission of Benton PUD understands that effective board governance can be accomplished through strategic leadership, collaborative decision-making, and the identification of appropriate board-staff relationships; AND

WHEREAS, The Commission adopted its original policy entitled, "Governance of the Benton PUD Commission" on January 11, 2005; AND

WHEREAS, Annually the Governance Policy will be reviewed to ensure appropriate laws, fiduciary responsibilities, and Commission and staff-delegated authorities are in alignment with Commission expectations and business needs; AND

WHEREAS, a new policy entitled "Organizational Statement" has been added that outlines the mission, purpose, and governance framework of Benton PUD as a core component of the District's Governance Policy; AND

WHEREAS, a new policy entitled "Vacancies of the Commission" has been added establishing that in the event of a vacancy, the Commission shall follow the procedures set forth in RCW 42.12.080 applicable to elected nonpartisan governing bodies within qualifying special purpose districts; AND

WHEREAS, a new policy entitled "Commission Meetings" has been added to clarify the various types of Commission meetings and to establish a formal procedure for the cancellation of scheduled meetings; AND

WHEREAS, a new policy entitled "Parliamentary Procedure, Motions and Voting" has been added which provides that Robert's Rules of Order shall govern Commission proceedings in all matters not specifically addressed by the Governance Policy;

NOW THEREFORE BE IT HEREBY RESOLVED That the Commission adopts the amended, "Benton PUD Commission Governance Policy" attached hereto as a part of this resolution; AND

BE IT FURTHER RESOLVED that this Resolution rescinds and supersedes Resolution No. 2603.

APPROVED AND ADOPTED By the Commission of Public Utility District No. 1 of Benton County, Washington at an open public meeting, as required by law, this 22nd day of July, 2025.

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Jeffrey D. Hall, President

ATTEST:

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Michael D. Massey, Secretary



## GOVERNANCE OF THE BENTON PUD COMMISSION

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# **BENTON PUD COMMISSION GOVERNANCE POLICY**

## **POLICY NO. 1 – ORGANIZATIONAL STATEMENT**

The Public Utility District No. 1 of Benton County (“Benton PUD”) is engaged in the transmission and distribution of electric energy throughout Benton County. Benton PUD is further engaged in the construction, development, operation, and maintenance of wholesale telecommunications service. Field crews are maintained out of two offices located in Kennewick and Prosser, Washington. Benton PUD’s main administration office is located at 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington. A branch office of Benton PUD is located at 250 North Gap Road, Prosser, Washington.

Benton PUD is a municipal corporation organized under the laws of the State of Washington, Title 54 RCW. The powers of Benton PUD are exercised through a Commission, consisting of three elected Commissioners. Each Commissioner serves for a six-year term, with a Commissioner position on the electoral ballot every two years in even numbered years.

The Commission establishes policy of Benton PUD and appoints a General Manager who is charged with the responsibility of operating the District within established policy. The Commission meets regularly twice a month, and rules of procedure are established by resolution or motion at these meetings. The Benton PUD Commission’s regularly scheduled meetings are held on the second and fourth Tuesday of each month at 9:00 a.m. at the Kennewick Administration Office. These meetings are open to the public.

All proceedings of the Commission are by motion or resolution and are recorded in its official Minutes. The Minutes are retained in perpetuity and serve as the official record of the Commission. They may include but are not limited to final opinions of the Commission, statements of policy, administrative staff instructions, and planning policies and goals such as long-range system plans, reports, and studies. All such records are preserved in Benton PUD’s record management system in accordance with the laws of the State of Washington.

## **POLICY NO. 2 - PURPOSE OF THE COMMISSION**

Initiative No. 1, upon approval by Washington voters in 1931, allowed for the formation of municipal corporations known as public utility districts (PUDs) within the State of Washington.

The Revised Code of Washington, principally Title 54, codifies the authorities of PUDs.

RCW 54.12.010 states in part: “The powers of the PUD shall be exercised through a Commission consisting of three members in three commissioner districts.”

### ***The purpose of Benton PUD’s Commission is to:***

- a) Identify and define the purpose, values, and vision of the District, along with the results the District is to achieve, and communicate them in the form of policy.
- b) Make certain operational decisions as are designated by law.

- c) Hire, evaluate, and terminate the General Manager.
- d) Serve as the District's Audit Committee. Only members of the Commission may serve on the Audit Committee to ensure accountability and oversight for the District's financial operations.

***The Commission governance focus will primarily be on:***

- a) Strategic leadership more than administrative detail.
- b) Encouragement of diversity in viewpoints.
- c) Clear distinction of Commission and General Manager roles.
- d) Collaborative rather than individual decisions.
- e) Future rather than past or present.
- f) Being proactive rather than reactive.

Specifically, the Commission will direct, evaluate, and inspire the organization through the careful establishment of written policies reflecting the Commission's values and vision. The Commission's major policy focus will be on Benton PUD's long-term impacts outside the organization, not on the administrative or programmatic means of achieving those effects.

The specific responsibilities of the Commissioners as elected representatives are to ensure appropriate organizational performance.

***The Commission will:***

- a) Require the production and maintenance of written policies that ensure a high quality of governance and clear roles in decision-making between Commission and staff.
- b) Identify policies (Commission Policies) that require periodic review, and request staff to bring back those policies for review/modification on a minimum two-year cycle.
- c) Regularly monitor, evaluate, and provide compensation for the performance of the General Manager.
- d) Adopt the District's Strategic Plan and review it at least annually.
- e) Adopt the District's budget on an annual basis.
- f) In its role as the District's Audit Committee, be responsible for:
  - Independent review and oversight of the District's financial reporting processes, internal controls, and independent auditors;
  - The selection and retention of independent auditors engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services;
  - Receiving the report of independent accountants. To conform with open public meetings laws, such reports shall be received in a public meeting in open session. To promote full and candid discussion between the independent accountants and the Commission, staff may be excused from a portion of the open public meeting;

- Receiving periodic reports from the District’s Auditor relative to internal controls and legal compliance of District activities; Ensuring the establishment of procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by District employees of concerns regarding questionable accounting or auditing matters. The policy and procedure for such reporting can be found in the Whistleblower Commission Policy.
- g) Set the rates, rules and regulations for services and commodities provided by the District.
  - h) Develop principles and philosophies to govern compensation and benefits to attract and retain highly qualified and skilled individuals.
  - i) Take other actions as may be required by law.

### **POLICY NO. 3 - VACANCIES OF THE COMMISSION**

RCW 42.12.080 – Filling nonpartisan vacancies – Special purpose districts, governs the process concerning a vacancy on an elected nonpartisan governing body of a qualifying special purpose district. In the event of a vacancy of the Commission, the Commission shall follow the process outlined in RCW 42.12.080 or other applicable Washington State Law.

### **POLICY NO. 4 – COMMISSION MEETINGS**

***The work of the Commission is accomplished in public meetings.*** RCW 54.12.090 states in part that “All proceedings of the Commission shall be by motion or resolution, recorded in its minute books, which shall be public records.”

Public meetings of the Commission are generally held at the District's Administration Office; however, with notice as required by law, public meetings may be held in other locations and/or times.

**Regular Meetings** - RCW 42.30.070 requires the governing body of a public agency to provide the time for holding regular meetings. Regular meetings of the Commission of Public Utility District No. 1 of Benton County will be set by Resolution.

**Special Meetings** - Normally held for purposes of discussing specific topics, will be noticed in accordance with RCW 42.30.080. The call and notice shall specify the time and place of the special meeting and the business to be transacted. This notice may take the place of an agenda for special meetings.

**Cancellation of Meetings** – Meetings may be cancelled by the President, or a majority vote of the Commission with proper notice given by the Clerk of the Board. This includes giving notice to each local newspaper of general circulation and radio or television station that has on

file a request to be notified, posting notice on the Benton PUD website, and posting notice at the main entrance of the meeting site and including information on the next regularly scheduled meeting.

**Telephonic or Virtual attendance of public meetings** - From time to time, a commissioner may physically not be able to be present at a public meeting but may want to participate in part or in whole; and although attendance by telephonic or virtual means should be by exception and not the rule, remote participation will be considered equivalent to physical attendance, with that commissioner having all the rights of attending in person. Commissioners not attending in person shall notify the General Manager and Clerk of the Board, and attendance will be noted in the commission meeting minutes by the Clerk.

Examples of telephonic and virtual participation are as follows:

- a) Telephonic participation shall be by speakerphone to allow that commissioner to be heard by all public meeting attendees, and to allow that commissioner to hear all that is said by those present at the meeting.
- b) Virtual participation shall be by the virtual meeting platform approved and supported by the District's Information Technology Department (currently MS Teams) to allow that commissioner to be seen and heard by all public meeting attendees and to allow that commissioner to hear and see what is being said and shared by those present at the meeting.

**Declared Emergencies** - If a local, state, or federal emergency has been declared and the District determines it cannot hold an in-person meeting, the meeting can be fully remote. If required by the emergency, the District may choose to either fully prohibit or limit in-person public attendance at the meeting. If the meeting is held remotely or the public attendance is limited or prohibited, the District will provide a cost-free option to attend in real-time, either by telephone or another readily available alternative (currently MS Teams). Public comment is not required in emergency situations and is not required (but is recommended) at special meetings, even where final action is taken. (RCW 42.30)

## **POLICY NO. 5- AGENDA PLANNING**

### ***Regular Meeting Agendas:***

The agenda of the regular meeting identifies in general terms the topics to be considered by the Commission.

- a) The General Manager shall prepare and issue an agenda for each regular Commission Meeting.
- b) Members of the Commission, General Manager, or designee may request matters be placed on Commission agendas. At each regular Commission Meeting, time will be set aside under "Other Business" for any Commission Member, the General Manager, or designee, to bring before the Commission any business that should be discussed or deliberated upon. Under "Future Planning" any Commission Member, the General

Manager, or designee, will have the opportunity to discuss/recommend business for placement on future agendas in accordance with Policy No. 14, “Unity of Control.”

- c) Items may be placed on either the business agenda or on the consent agenda. An item placed on the consent agenda may be moved to the business agenda at the request of any Commission Member during a Commission Meeting and prior to approval of the consent agenda. The moved item will be placed on the business agenda for further discussion or scheduled for a future meeting as determined during the meeting.

#### **POLICY NO. 6 - ROLE OF THE COMMISSION PRESIDENT**

##### ***The President of the Commission shall:***

- a) Ensure that the Commission jointly and consistently adheres to its own rules and policies, and those imposed upon it by the laws of the State of Washington.
- b) Ensure that deliberation is fair, open, and thorough, but also timely, orderly, and kept to the point. The President of the Commission shall preside over and facilitate all Commission Meetings in accordance with these governance principles. Except as they conflict with these governance principles, the current edition of Robert’s Rules of Order Newly Revised, in the possession of the Clerk of the Board shall guide the meetings and deliberations of the Commission.
- c) Schedule and coordinate the annual process of evaluating the General Manager.
- d) Preside over and facilitate Commission Meetings.
- e) Have no authority to supervise or administratively direct the General Manager, apart from authority expressly granted the President by the Commission.
- f) Assume responsibility of the Commission that is not specifically assigned to another Commission member.
- g) Be allowed to delegate his or her authority but remains accountable for its use.
- h) Call Special Meetings of the Commission in the event of a business need as provided for in RCW 42.30.080.

#### **POLICY NO. 7 - ROLE OF THE COMMISSION VICE-PRESIDENT**

##### ***The Vice-President of the Commission shall:***

- a) Perform such duties as are assigned by the President.
- b) Have all the power and duties of the President in the absence or inability of the President to act.

- c) Have all the powers and duties of the Secretary in the absence or inability of the Secretary to act, when not acting as the President.

#### **POLICY NO. 8 - ROLE OF THE COMMISSION SECRETARY**

##### ***The Secretary of the Commission shall:***

- a) Attest all contracts, bonds, deeds, leases and other instruments and documents duly authorized by the Commission unless otherwise delegated by the Commission.
- b) Perform all duties incident to the office of Secretary as may from time to time be required by law or assigned to such office by motion, rule, or resolution of the Commission.
- c) Have all the powers and duties of the President in the absence or inability of both the President and the Vice-President to act.

#### **POLICY NO. 9 - PARLIAMENTARY PROCEDURE, MOTIONS, AND VOTING**

**Parliamentary Procedure** - Questions of parliamentary procedure, not covered by these rules, shall be governed by Robert's Rules of Order Newly Revised, in the possession of the Clerk of the Board. The Clerk of the Board may seek the advice of the general counsel regarding questions of parliamentary procedure.

**Motions and Voting** – The Commission shall refer to Robert's Rules of Order for guidance when making motions and voting.

#### **POLICY NO. 10 - COMMISSION MEMBERS' CODE OF CONDUCT**

##### **Ethics and Conflicts of Interest:**

- 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 Benton PUD 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 Benton PUD Code of Ethics adopted by the Commission and shall conduct themselves with civility and respect with one another, with staff, and with members of the public.
- f) Commission members shall demonstrate loyalty to the interests of Benton PUD's owners/ratepayers. This loyalty supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Commission member acting as a consumer of the District's activities.
- g) Commission members may not attempt to exercise individual authority over Benton PUD except as explicitly set forth and authorized in Commission policies.
  - 1. Commission members shall recognize the lack of authority vested in them as individuals in their interactions with the General Manager or with staff, except where explicitly authorized by the Commission.
  - 2. In interactions with the public, press or other entities, Commission members must recognize the same limitation and the inability of any Commission member to speak for the Commission except to repeat explicitly stated and adopted Commission decisions.
  - 3. Commission members should refrain from making statements that may put the District at a legal disadvantage.

**Benton PUD Policy Compliance:**

Each Commission member will individually adhere to all applicable Commission approved policies of Benton PUD as they relate to their duties as elected officials and representatives of a public agency.

**Compliance with requirements of Washington Open Public Meetings Act:**

Each Commission member will individually understand and comply with the following laws and this policy, applicable to acting individually and as a Commission of a public agency:

- a) A Commission quorum shall not meet outside of Commission-called public meetings to hold discussion(s) or make decisions as defined in RCW 42.30, regarding the business of the District.
- b) The Commission shall not meet as a quorum with staff outside of a Commission-called public meeting for the purpose of gathering information relating to District business.

- c) The Washington Open Public Meetings Act applies to communications relating to District business via telephone, e-mail, instant messaging, texting, blogging, or any other form of electronic communication and media. In any of the identified communications listed above, any exchange between any two Commission members may constitute an official meeting of the Commission and may be in violation of the Act.

Outside of a public meeting, Commission members may send information to other members of the Commission on an informational basis; however, replies and/or exchanges of communications regarding District business must not occur outside of an official public meeting of the Commission.

Commissioners should not “reply” to any e-mail received by another member of the Commission except under the following circumstances (not intended to be all-inclusive): 1) to acknowledge meeting for lunch, dinner, 2) accepting an invitation, 3) acknowledging receipt of something or 4) confirming attendance at an association function (no discussion can be held on District business in any manner).

- d) Commission members will respect the confidentiality appropriate to issues regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed under RCW 42.30.110, Executive Sessions and including any other confidential information gained by reason of the commissioner’s position.

**Compliance with requirements of Washington Public Records laws:**

Each Commissioner will individually comply with the following laws and this policy, applicable to Commissioners acting individually and as a Commission of the District:

- a) Communications, including hard-copy or any type of electronic media, including e-mail, photographs, websites, blogs, wikis, digital photos, text messages, instant messages, tweets and any emerging technologies, the subject of which relates to the conduct of the District or the performance of any District function or when acting or performing in the official capacity as a commissioner, on District devices or on personal devices, may be public records of Benton PUD and, if retainable, must be filed, held and/or be retrievable in accordance with public records requirements.
- b) All public records in any form may be requested under the Washington Public Records Act by a member of the public, and it is imperative that all records and their locations are made known and accessible to the Benton PUD Public Records Officer and/or General Manager.
- c) E-mail is considered a public record and as such all e-mail made and/or received by a commissioner in his/her performance as a Benton PUD Commissioner must be managed and retained under the requirements of the Commission Policy on records management and State records retention requirements. Each commissioner is highly encouraged to utilize the District’s e-mail system and addresses, and to only keep e-mail relating to District business on the District’s systems. E-mail, by subject, may be considered a



retainable record and will be filed by the Executive Department according to District policies. It is against District policy and applicable law to delete certain electronic public records, including e-mail, until State retention requirements have been met.

- d) Each Commissioner is urged to keep all electronic records separate from personal records held on home personal computers, cell phones, and other media devices. This could avoid being required to review all electronic information stored on personal devices in the event of a public records request and/or legal discovery action.

**Compliance with requirements of Social Media Communications:**

(defined as the use of third-party hosted online technologies that facilitate social interactions and dialogue)

Each Commissioner will individually comply with the following, applicable to Commissioners acting individually and as a Commission of the District:

- a) Social media should not be used to communicate official PUD business by a Commissioner unless such social media is maintained and/or managed by the District.
- b) Any social media transmitted or received individually as a Commissioner when performing District business is considered a public record and must be used in such a manner to allow capture of the electronic record by Benton PUD. It is the responsibility of each Commissioner to seek requirements for records retention from the General Manager prior to utilizing a social media site for Benton PUD business that is not already maintained and/or managed by the District.
- c) Commissioners with individual social media sites that are of a personal nature should not discuss District business on that site.
- d) Any correspondence sent in the capacity as a Commissioner posting to social media sites maintained by others must be retained by the posting Commissioner. Printouts of postings to others' sites may suffice for retention purposes, and those printouts must be transferred to the District's Public Records Officer.
- e) Any social media tools utilized should clearly state that all content submitted by members of the public is potentially subject to public disclosure – this notice should be prominently displayed.
- f) Communications between Commissioners via social media may constitute a meeting under the Open Public Meetings Act. Each Commissioner is strongly discouraged from "friending" another Commissioner.
- g) Any communications by a Commissioner on any social media site, excluding the District's social media site, but including a personal site, should include wording that they are speaking as an individual and not as a commissioner or representative of the District.

- h) Messaging “texting” and Cellular Phones: business conducted in any manner is a public record. Care must be taken to ensure that records created are maintained and can be provided if requested. Commissioners are highly encouraged to utilize each of their individual e-mail accounts under the District’s e-mail system for business of the District.

#### **POLICY NO. 11 - BOARD TRAINING, ORIENTATION**

***The Commission shall ensure that its skills are sufficient to assure excellence in governance of Benton PUD.***

Specifically:

- a) New Commission members shall receive training and orientation in Commission governance, policies, and procedures.
- b) New Commission members shall receive an orientation on the District’s Strategic Plan.
- c) Commission members shall receive training in the skills of effective communication and decision-making.
- d) The Commission President may, if needed, receive training in the facilitation of public meetings.
- e) Each Commissioner will receive training on the Washington Open Public Meetings Act and the Washington Public Records Act and records retention requirements. For new commissioners, training will take place no later than 90 days after their oath of office and assuming their duties. A refresher training is also required for each commissioner at intervals of no more than four years.

#### **POLICY NO. 12 - COMMISSION REVIEW OF DISTRICT PUBLIC RECORDS**

***Benton PUD has a duty to comply with appropriate public records requests as prescribed in the Washington Public Records Act. Commissioners do not give up their status as members of the public and therefore can request such information.***

Because of the special status conferred upon the Commission as elected representatives, each Commissioner agrees that:

- a) Access to District public records may be achieved by providing a “Request for Public Records” to the General Manager. Records requested by a single commissioner will generally be provided by the General Manager to the remaining commissioners. Commission member requests to inspect District documents that do not meet the criteria of a “public record” under RCW 42.56 and/or which may be confidential in nature, shall be forwarded directly to the General Manager, who will consider disclosure of the records depending upon the needs of the business matter being requested, as well as the legal requirements to withhold or disclose the record.

- b) No confidential or original records shall be taken from District premises except with the authorization of the General Manager.
- c) Commission members shall adhere to the same confidentiality requirements applicable to employees when dealing with the District's records and other documents. Any request for commissioner access to the contents of an employee personnel file will be requested through the General Manager and considered as defined above.
- d) Commission members acknowledge that records distributed during Executive Sessions of the Commission may or may not be exempt from production to the public under the Washington Public Records Act and will seek guidance from the General Manager or Legal Counsel if copies of such records are requested prior to disclosing.

### **POLICY NO. 13 - COMMISSION COMMITTEES**

The Commission may establish ad hoc advisory and standing committees. All committees should include designation of members, chair and a charter describing the committee's purpose.

The Commission will review the committees at least annually to determine whether they should continue.

Specifically:

- a) Committees will ordinarily assist the Commission by gaining education, considering alternatives and implications, and preparing policy alternatives.
- b) Commission committees may not speak or act for the Commission, except when formally given such authority for specific and time-limited purposes.
- c) Commission committees cannot exercise authority over staff nor interfere with the delegation from the Commission to the General Manager.
- d) Participation by Commissioners in committee meetings shall follow the provisions of the Washington Open Public Meetings Act, in that if two or more Commission members are present, then the meeting must be properly noticed as a public meeting.
- e) This policy applies to any group which is formed by Commission action, whether or not it is called a committee. It does not apply to committees formed under the authority of the General Manager.

### **POLICY NO. 14 - UNITY OF CONTROL**

***Only decisions of the Commission acting as a body are binding upon the General Manager, the General Counsel, the District Auditor, or District Treasurer.***

Specifically, in or out of Commission Meetings:

- a) Decisions or instructions of individual Commission members are not binding on the General Manager, General Counsel, the District Auditor, or District Treasurer except in instances when the Commission has specifically authorized such exercise of authority.
- b) In the case of a Commission member requesting information or assistance without Commission concurrence, and not in association with a public records request, the General Manager, General Counsel, the District Auditor, or District Treasurer should consider, in their opinion, if the request will require a material amount of staff time or funds, is disruptive to the District, or which may involve a conflict of interest between the District and the Commissioner requesting the information or assistance. In such instances, the General Manager may request Commission concurrence.
- c) Commission members individually may communicate directly with District employees or contractors. However, the Commission as a body and the Commission members will never give direction to persons who report directly or indirectly to the General Manager, except for the General Counsel, District Auditor or District Treasurer. If individual Commission members are dissatisfied with the response they receive, they may seek resolution through the General Manager or the Commission.
- d) Any commissioner may seek the assistance of Executive Department administrative staff to assist in work relating to the PUD.
- e) The Commission as a body and the Commission members will refrain from evaluating, either formally or informally, the job performance of any District employee other than the General Manager.

#### **POLICY NO. 15 - COMMISSION-GENERAL MANAGER RELATIONSHIP**

***The Commission governs Benton PUD and is the policy-making body of the District. The Commission operates under the provisions of the Revised Code of Washington, Title 54, Title 42 in part, and all other applicable statutes and laws.***

***The Commission is responsible for the following:***

- a) Identifying and defining the purpose, values, and vision of the District, along with the results that the District is to achieve and communicating them in the form of policies.
- b) Identify those policies (Commission Policies) that require periodic review, and request staff to bring back those policies for review/modification on a minimum two-year cycle.
- c) Making certain operational decisions as are designated by law.
- d) Hiring, evaluating, and terminating the General Manager.

***The General Manager is responsible for the following:***

- a) In accordance with RCW 54.16.100, serve as the chief administrative officer of the District, overseeing all operations and business affairs.
- b) Achieving the results established by the Commission within the appropriate and ethical standards of business conduct set by the Commission.
- c) Enforcing Commission policies, administering directives, staff procedures, hiring and terminating all employees, attending meetings of the Commission, and reporting on the general affairs of the District, and keeping the Commission advised as to the current and future business needs of the District.
- d) Designating an “Acting General Manager”, to administer the functions of the General Manager in the planned absence or temporary disability of the General Manager, with such approval by the President of the Commission, until such time that the Commission may take further action.
- e) Appointing a person to serve as the District’s chief financial officer. This person may be the District Auditor, District Treasurer, or other person with sufficient education and experience to fulfill the duties of the position. Together with the chief financial officer, the General Manager shall ensure that, to the best of their knowledge and belief, financial reports are complete and reliable in all material respects.
- f) Ensuring the smooth continuous operation of the District in the event of the planned or unplanned absence of the General Manager.
- g) Interacting with the public and other utilities and government agencies, pursuant to policies and direction adopted by the Commission.
- h) Perform other responsibilities as may be appropriately delegated by the Commission.

**POLICY NO. 16 - COMMISSION—GENERAL COUNSEL RELATIONSHIP**

The General Counsel provides legal counsel to the District and to the Commission. The General Counsel reports both to the Commission and to the General Manager.

The General Manager is ultimately responsible for hiring and terminating the General Counsel subject to Commission concurrence. As a general practice, the Commission and the General Manager shall participate jointly in hiring and terminating the General Counsel.

The General Counsel shall advise the Commissioners regarding potential conflict of interest issues or ethical matters. General Counsel shall provide assistance to individual Commissioners in complying with applicable statutes and laws only when such advice does not conflict with the General Counsel’s obligations to the District or to specific direction of the Commission.

The General Manager is responsible for evaluating the General Counsel's performance. The General Manager shall solicit the Commissioner's input in evaluating the performance of the General Counsel, and the Commission may, at its discretion, participate in that evaluation.

***With respect to the Commission and the General Manager, the General Counsel shall:***

- a) Give his or her advice or opinion whenever he or she deems it necessary or when required by the General Manager or Commission.
- b) Inform the General Manager or Commission of material legal issues impacting the District or the Commission.
- c) When necessary, act independently of the General Manager.
- d) Provide counsel to the General Manager, Commission, or individual Commission members about conflict-of-interest issues.
- e) Provide counsel to the General Manager, Commission, or individual Commission members about other ethical matters.
- f) Assist the General Manager or Commission members in complying with applicable statutes and laws.
- g) Not provide legal counsel to Commission members or the General Manager except as it relates to their roles at the District.
- h) Not be required to provide counsel to the General Manager if to do so would create a conflict of interest for the general counsel with the Commission or the District.

**POLICY NO. 17 - COMMISSION RELATIONSHIP WITH AUDITOR AND TREASURER**

The District Auditor (Auditor) and District Treasurer (Treasurer) serve in the capacity set forth by Title 54 of the Revised Code of Washington.

In accordance with RCW 54.16.100, the General Manager serves as the chief administrative officer of the District. As such, the General Manager shall recommend the appointments of Auditor and Treasurer for approval by the Commission.

The Commission, by resolution, shall designate an Auditor and this person shall be a District employee other than the General Manager or Treasurer. The Commission, by resolution, shall designate a person other than the County Treasurer to be District Treasurer and this person shall be a District employee other than the General Manager or Auditor. The Auditor and Treasurer shall perform those duties specified by RCW 54.24.010 and shall be granted direct access to the Commission as necessary in the performance of these duties.

The Auditor and Treasurer shall report through the General Manager or designee for all administrative matters, including hiring, performance evaluations, salary administration, employee benefits, and terminations. The General Manager or delegate may assign additional duties to the Auditor and Treasurer if these duties do not interfere with the Auditor and Treasurer duties as specified by law. The General Manager shall consult with the Commission in advance regarding his or her intention to terminate the Auditor or Treasurer.

The Treasurer or Deputy Treasurer shall provide monthly reports to the Commission summarizing cash and investment activity and provide other reports to the Commission as necessary related to the duties of the Treasurer.

The Auditor or Deputy Auditor shall issue warrants for claims against the District. As soon as practical after issuance of such warrants, the Auditor shall provide a list of all warrants issued and shall certify to the Commission that such disbursements satisfy just, due, and unpaid obligations of the District, in a manner specified by the State Auditor. In order that the Auditor may provide such certification, the Auditor shall conduct internal reviews and audits that provide reasonable assurance as to the internal control systems that provide for the safeguarding of assets from unauthorized use or disposition, adherence to plans, policies, and procedures, and compliance with applicable laws and regulations.

If the Commission disapproves a claim on the District, the Auditor shall recognize the claim as a receivable of the District and pursue collection.

The Auditor shall develop an annual internal audit plan, and conduct audits contained within the plan or other audits as may be requested by the Commission. The Auditor shall report to the Commission on the progress and results of such audits at least annually. The Auditor, in the performance of his or her duties, shall have unlimited access to all activities, records, property and personnel of the District.

At the direction and oversight of the Commission in its role as Audit Committee, the Auditor shall serve as the chief liaison with all external audit agencies, shall coordinate the proper independent audit of annual financial statements, and shall ensure that the results and findings of such audits are reported to the Commission. In acting in this capacity, the Auditor does not relieve the Commission of its Audit Committee oversight responsibilities.

#### **POLICY NO. 18 - DELEGATION TO THE GENERAL MANAGER**

***The Commission will instruct the General Manager through written policies, normally in the form of resolutions, motions, or minute entries, that define the results that the organization is to achieve, and which describe the delegation of authority to the General Manager.***

Specifically:

- a) The Commission shall develop policies that define the delegation to the General Manager about the General Manager's authority.

- b) The Commission authorizes the General Manager, at his discretion, to further delegate to the Assistant General Manager or other management employees the authority to carry out or approve actions as specified in the motion or resolution. Accountability to the Commission for these actions remains with the General Manager. The General Manager retains the authority to delegate to others unless the motion or resolution specifically disallows further delegation of General Manager authority. Specific approval authority delegated by the General Manager will be by written directive and/or email, and can be defined as either on-going, or temporary.
- c) General Manager will designate authority to an “Acting General Manager” that is applicable only during his absence due to business needs or during times when he is unable to function in his capacity as the General Manager. This specific authority may not be further delegated and shall be approved by the Commission.
- d) The General Manager is authorized to establish all further directives, make all decisions, take all actions, establish all practices, and develop all activities to achieve the goals set forth by the Commission for the District.
- e) The General Manager must bring to the Commission’s attention circumstances that affect the goals established by the Commission and may request the Commission to take appropriate actions.
- f) The Commission may change its delegation to the General Manager at any time, thereby expanding or limiting the authority of the General Manager. However, whenever delegated authority identified within this policy is acted upon by the General Manager, the Commission will not modify the authority acted upon as long as it was made within the General Manager’s delegation of authority as it existed at the time.

#### **POLICY NO. 19 - BUDGET AND PROCUREMENT AUTHORITY**

***By resolution, the Commission shall set forth the authority of the General Manager to manage and expend District funds in accordance with financial policies and budgetary limits. Procurement of goods and services shall take place in accordance with applicable legal requirements in a fair, competitive, and inclusive manner to maximize the benefit to the District’s ratepayers/customers.***

##### **Financial Policies**

The Commission, by resolution, shall adopt financial policies that provide guidance to the General Manager in managing the finances of the District and in developing budgets, financial plans, and rates. At a minimum, these policies shall 1) provide for sufficient liquidity relative to the District’s risk profile, 2) provide for adequate coverage to meet debt covenants, 3) establish criteria for debt and rate financed capital expenditures, 4) require that budgets be developed based on conservative and prudent assumptions consistent with standard industry practice, and 5) establish budgetary and procurement controls over expenditures.



**Budgetary Authority**

The Commission, by resolution, shall approve the District's budget prior to the start of each fiscal year. The District's financial transactions shall be recorded within proprietary fund(s) adopted by the Commission. As such, the District does not have governmental funds with legally adopted budgets that carry the force of law. The General Manager shall manage the District's operations within the approved budget levels consistent with authority levels set forth in the financial policies.

**Procurement Authority**

The Commission, by resolution, shall establish procurement authorities and guidelines for the General Manager consistent with state laws and regulations. The General Manager shall establish procurement controls that provide reasonable assurance that the procurement of goods and services are made for a valid business purpose and within authorized budget levels.

It is District policy that procurement decisions be made free from actual or perceived conflicts of interest consistent with the District's Code of Ethics.

It is District policy that due diligence and prudent judgment be exercised in the making of procurement decisions, including conducting a risk assessment. If the General Manager reasonably determines that a procurement activity presents, regardless of the size of the financial commitment, either: (i) a unique and significant operational risk to the District; or (ii) a significant impact to customers, the General Manager shall inform the Commission.

**POLICY NO. 20 - EVALUATING THE GENERAL MANAGER'S PERFORMANCE**


***The General Manager's job performance shall be evaluated by comparing the organization's operations and results and the General Manager's performance to the policies established by the Commission.***

Specifically:

- a) The Commission shall evaluate the General Manager's performance on an annual basis and shall from time to time fix the General Manager's compensation by resolution.
- b) The evaluation will be based on an evaluation of the organization's performance and the General Manager's personal performance against the results established by the Commission.
- c) The General Manager shall propose, for Commission approval, performance criteria each year that represents his or her reasonable interpretation of achieving the results defined by the Commission.



# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Conservation Potential Assessment 2026 – 2045	
<b>Authored by:</b>	Chris Johnson	Staff Preparing Item
<b>Presenter:</b>	Chris Johnson	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Chris Johnson	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input type="checkbox"/> Pass Resolution	<input checked="" type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

None - "information only"

## Background/Summary

The Washington State Energy Independence Act mandates that each qualifying utility pursue all available conservation that is cost-effective, reliable and feasible, and RCW 19.285.00 mandates that each qualifying utility "identify its achievable cost-effective conservation potential."

In order to determine its achievable conservation potential, the District entered into a contract with GDS Associates, Inc. in January 2025 to perform a Conservation Potential Assessment (CPA) specific to Benton PUD for the 2026 through 2045 timeframe. Staff will jointly present with Amber Gschwend from GDS Associates on the details regarding the development and results of the 2026 - 2045 CPA.

The CPA results for the 2026 - 2027 biennial target is 1.10 aMW, and ten-year conservation potential is 9.67 aMW. These targets represent a 1% decrease from the previous biennial target and 16% increase from the ten-year target.

## Recommendation


Information only presentation highlighting results from the Conservation Potential Assessment performed for the District by GDS Associates for the 2026 through 2045 timeframe.

## Fiscal Impact

The Conservation Potential Assessment and Demand Response Potential Assessment cost estimate of \$60,000 is included in the 2025 budget.



# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Setting Public Hearing of the Benton PUD Commission for August 12, 2025, on the District's 2026 – 2045 Conservation Potential Assessment	
<b>Authored by:</b>	Chris Johnson	Staff Preparing Item
<b>Presenter:</b>	Chris Johnson	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Chris Johnson	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input checked="" type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

Motion setting a Public Hearing for the purpose of reviewing the 2026 - 2045 Conservation Potential Assessment (CPA) and considering action on the District's 2026 - 2035 Ten-Year Cost-Effective Conservation Potential and 2026 - 2027 biennial target for August 12, 2025 at 9:00 a.m., to be held at the District's Administration Office located at 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington, as well as via conference call at 1-323-553-2644, conference ID 649 302 643#, and directing the General Manager to publish the notice of the public hearing date, time and location.

## Background/Summary

The Washington State Energy Independence Act mandates that each qualifying utility pursue all available conservation that is cost-effective, reliable and feasible, and RCW 19.285.00 mandates that each qualifying utility "identify its achievable cost-effective conservation potential."

Setting a Public Hearing allows for the required public notice and comment prior to the Commission adopting the new targets required by the Energy Independence Act.


## Recommendation

A Public Hearing is scheduled to take place at 9:00 a.m. prior to the regular commission meeting on August 12, 2025 at 9:00 a.m.

## Fiscal Impact

The 2026 - 2027 biennium conservation program cost is projected at approximately \$4.7M less \$4.2M BPA reimbursement, for a net District self-funding budget of approximately \$542,000.

# COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Setting Public Hearing for receiving input on the 2026-2029 Clean Energy Implementation Plan	
<b>Authored by:</b>	Blake Scherer	Staff Preparing Item
<b>Presenter:</b>	Blake Scherer	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Chris Johnson	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input type="checkbox"/> Pass Resolution	<input type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input type="checkbox"/> Presentation Included

## Motion for Commission Consideration:

Motion setting a Public Hearing for the purpose of receiving input on the 2026-2029 Clean Energy Implementation Plan on Tuesday, August 26, 2025, at 9:00 a.m., to be held at the District's Administration Office located at 2721 West 10th Avenue, Kennewick, Washington, as well as via conference call at 1-323-553-2644, conference ID 700 722 151#, and directing the General Manager to publish the notice of the public hearing date, time and location.

## Background/Summary

Washington's Clean Energy Transformation Act (CETA) was enacted in 2019—Revised Code of Washington (RCW) Chapter 19.405—and established the following clean energy standards:

- ✓ **No coal** resources by the end of 2025
- ✓ **Greenhouse gas neutral** by 2030
- ✓ **100% clean** electricity by 2045

CETA requires consumer owned utilities to develop and submit to the Department of Commerce a four-year Clean Energy Implementation Plan (CEIP) identifying:

1. **specific actions** to demonstrate progress toward meeting the clean energy standards
2. **interim target** for the percentage of retail load served using clean energy resources
3. **specific targets** for energy efficiency, demand response, and renewable energy
4. **specific actions to support an equitable transition**

Today's motion is to set the date and time for the first of three public hearings the District has planned to allow for customers and interested stakeholders to provide input to the 2026-2029 CEIP. All meetings will include a virtual and phone option in addition to in-person attendance. The proposed public hearing schedule is shown below:

- |   |                                  |
|---|----------------------------------|
| 1. 9 a.m. Aug 26, 2025, Public Hearing #1 – CEIP Introduction   | <b><i>**Today's motion**</i></b> |
| 2. 9 a.m. Sep 23, 2025, Public Hearing #2 – CEIP Draft review   | <b><i>**Proposed**</i></b>       |
| 3. 9 a.m. Oct 28, 2025, Public Hearing #3 – CEIP Final approval | <b><i>**Proposed**</i></b>       |

The 2026-2029 CEIP must be submitted to the Department of Commerce by January 1, 2026.

The District's previous CEIP for 2022-2025 was approved by Resolution No. 2585 on November 9, 2021.

Refer to the District's CEIP website for the latest information on the development of the 2026-2029 CEIP.<sup>1</sup>

### **Recommendation**

Recommend setting a public hearing to provide an opportunity for customers and interested stakeholders to provide input to the District during the development of, and prior to the adoption of, the 2026-2029 CEIP.

### **Fiscal Impact**


N/A

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<sup>1</sup> Benton PUD's CEIP website: <https://www.bentonpud.org/ceip>



## COMMISSION AGENDA ACTION FORM

<b>Meeting Date:</b>	July 22, 2025	
<b>Subject:</b>	Financial Forecast	
<b>Authored by:</b>	Keith Mercer	Staff Preparing Item
<b>Presenter:</b>	Keith Mercer	Staff Presenting Item (if applicable or N/A)
<b>Approved by:</b>	Keith Mercer	Dept. Director/Manager
<b>Approved for Commission:</b>	Rick Dunn 	General Manager/Asst GM

Type of Agenda Item:	Type of Action Needed: <i>(Multiple boxes can be checked, if necessary)</i>	
<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Pass Motion	<input type="checkbox"/> Decision / Direction
<input checked="" type="checkbox"/> Business Agenda	<input type="checkbox"/> Pass Resolution	<input checked="" type="checkbox"/> Info Only
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Contract/Change Order	<input type="checkbox"/> Info Only/Possible Action
<input type="checkbox"/> Other Business	<input type="checkbox"/> Sign Letter / Document	<input checked="" type="checkbox"/> Presentation Included

### Motion for Commission Consideration:

None

### Background/Summary

Staff will present an updated financial forecast incorporating year-to-date expenses and revenue.

### Recommendation

Implement the next rate increase as part of the 2026 budget process and take a more strategic approach that targets adjustments by customer class and specific rate components to gradually align with cost causation.

### Fiscal Impact

None