

**MINUTES OF THE REGULAR
MEETING OF THE COMMISSION**

June 27, 2023

1. Call to Order | Pledge of Allegiance

The regular meeting of the Board of Commissioners of Public Utility District No. 1 of Whatcom County was called to order at 8:15 a.m. by Commissioner Atul Deshmane. Said meeting was open to the public and notice thereof had been given as required by law. Those present included: Commissioner Jaime Arnett; Commissioner Christine Grant, Commissioner Atul Deshmane; and Legal Counsel Jon Sitkin. Staff: Chris Heimgartner, General Manager; Andrew Entrikin, Broadband Program Manager; Ann Grimm, Executive Assistant; Annette Smith, Director of Finance; Aaron Peterson, IT/SCADA Technician; Brian Walters, Assistant General Manager; Garrett Love-Smith, Project Manager; Kurt Wank, Director of Utility Operations; Mike Macomber, IT/SCADA Technician; Rebecca Schlotterback, Manager of Contracts and Regulatory Compliance; Steve Jilk, In-House Consultant; and Traci Irvine, Accountant I.

Public attending:
Dave Olson
Mike Kaufman

2. Approval of Agenda

No changes made.

ACTION: Commissioner Arnett made the motion to APPROVE THE AGENDA OF JUNE 27, 2023. Commissioner Grant second the motion. Motion passed unanimously.

3. Approval of the Claims of June 27, 2023

VENDOR NAME	AMOUNT
ALUMICHEM CANADA INC	31,325.20
INDUSTRIAL SUPPLY, INC	170.86
BAY CITY SUPPLY	268.00
BIRCH EQUIPMENT COMPANY	253.73
BONNEVILLE POWER ADMINISTRATION	583,405.00
BRIDGEVIEW AUTO PARTS	34.57
CENTRAL WELDING SUPPLY	96.48
CHMELIK SITKIN & DAVIS	14,594.00
COMCAST	191.61
COMCAST - NWRC	300.00
CONSOR NORTH AMERICA, INC.	111,572.50
CRABTREE, DEVIN	101.47
CULLIGAN NORTHWEST	259.03
DESHMANE, ATUL	90.98
EDGE ANALYTICAL LABORATORIES	24.00
FASTENAL	209.75
FEDERAL EXPRESS	16.00
FERNDALE ACE HARDWARE	318.71
HARDWARE SALES, INC.	96.08
INTERNAL REVENUE SERVICE	21,622.92
LES SCHWAB TIRE CENTER	16.54
LFS MARINE	287.28
MASSMUTUAL RETIREMENT SVCS LLC	12,800.00
NESS CRANE SERVICE, INC	4,699.62
NW WASHINGTON FAIR ASSOCIATION	25,000.00
PACIFIC SURVEY & ENGINEERING	2,050.00
PAYLOCITY	183.16
PAYROLL	229,894.72
PLATT ELECTRIC SUPPLY CO	5,603.96
POTELCO, INC	10,690.78
PUBLIC UTILITY RISK MANAGEMENT SERVICES	3,594.30
PUGET SOUND ENERGY, INC	535.41
SCHOOLS, HEALTH & LIBRARIES BROADBAND COALITION	500.00
SMITH, ANNETTE	208.29
SOUND WATER SERVICES	5,662.50
STAR RENTALS	1,705.78
TUPPER MACK WELLS PLLC	18,686.50
WA FEDERAL VISA CARD MEMBER SERVICES	9,456.78
WA ST DEPT OF REVENUE - EXCISE TAX	74,073.59
WESTERN CONFERENCE OF TEAMSTERS	9,191.00
WHATCOM FARMERS CO-OP	76.15
<u>WHISTLE WORKWEAR</u>	<u>269.77</u>
GRAND TOTAL	\$1,180,137.02

ACTION: Commissioner Grant made the motion to APPROVE THE CLAIMS OF JUNE 27, 2023. Commissioner Arnett second the motion. Motion passed unanimously.

4. New Business

a) Award of Bid: D Station Stop Line and Valve Replacement

The District has implemented previous upgrades to D-Station and began using a *ball valve* housed inside the unit. This is vital not only to controlling flow to the BP ponds, but also to support future upgrades to the main water transmission line inside D-Station. Upon testing, the valve would not functionally close all the way, which led to an assessment into what it would take to repair the valve. After exposing the buried water line within D-Station's fence line, it was determined that the most economical and timely fix would be to insert a line stop restricting the line before the valve and then to replace the valve.

The bid opening for the project contract was held on Friday, June 16, 2023 at 10:00 a.m. Two bid packages were received by the deadline, were publicly read aloud, and the bids submitted deemed responsive. Staff's review of the P&P Excavating bid package determined that it was the lowest responsive bid. The results of the bids are as follows:

P&P Excavating	\$129,610.00 (tax not included)
Stremler Gravel	\$243,500.00 (tax not included)

Staff recommends awarding the contract to P&P Excavating. Although not originally planned for the scope of work, this replacement still falls within the RW-M-7 Capital Improvement Budget which has a budget of \$250,000.00 for 2023.

ACTION: Commissioner Grant made the motion to AWARD THE D-STATION LINE STOP AND VAVLE REPLACEMENT PROJECT CONTRACT TO P&P EXCAVATING IN THE AMOUNT NOT TO EXCEED \$129,610.00 (TAX NOT INCLUDED) AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT. Commissioner Arnett second the motion. Motion passed unanimously.

5. Public Comment

Mike Kaufman asked to make a public comment. Although public comment was not included on the recently approved agenda, Sitkin said under full consent of the Board, comments could be made. Kaufman indicated he would attend the next Commission meeting and speak at that time.

6. Adjourn

There being no further business for the regular meeting, Deshmane adjourned the regular meeting at 8:26 a.m.

Atul Deshmane, President/Commissioner



Christine Grant, Vice President/Commissioner



Jaime Arnett, Secretary/Commissioner

Commission Clerk Note:

Video recordings of the Whatcom PUD Commission Meetings are available online at the following link on the PUD's Website: <https://www.pudwhatcom.org/the-commission/2023-agendas-packets-meeting-minutes-recordings/>