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2023 BOARD OF COMMISSIONERS

ATUL DESHMANE, PRESIDENT
CHRISTINE GRANT, VICE PRESIDENT
JAIME ARNETT, SECRETARY

PUBLIC UTILITY DISTRICT No. 1 of Whatcom County

Agenda for the Regular Meeting of August 8, 2023

8:15 a.m. at the PUD Office

(In-person, Zoom, & Teleconference)

1. Call to Order | Pledge of Allegiance
2. Approval of Agenda (3 minutes)
3. Consent Agenda (5 minutes)
 - a) Approval of the Minutes of the Regular Meeting of July 11, 2023
 - b) Approval of the Minutes of the Regular Meeting of July 25, 2023
 - c) Approval of Claims for August 8, 2023
4. Public Comment (10 minutes – Individual speakers: 3 min.)
5. General Manager Report (10 minutes)
6. Old Business (10 minutes)
 - a) Broadband Program Update
 - b) Adjudication Update
7. New Business
 - a) First Half 2023 Financial Report (20 min)
 - b) Approve Renewal of Medical Benefits for Administrative Employees and Commissioners (3 min)
 - c) Approve Resolution No. 832 – Updating the Employee Compensation Policy for Administrative Employees (Job Description and Salary Range Update) (3 min)
8. Operations Report (10 minutes)
9. Commissioner Reports (10 minutes)
 - a) Upcoming Per Diem Requests
10. Public Comment (10 minutes– Individual speakers: 3 min.)
11. Executive Session: RCW 42.30.110(1)(i): Potential Litigation; and, RCW 42.30.110(1)(g): To review the qualifications and/or performance of a public employee (60 min.)
12. Adjourn (10:30 AM hard stop)

Notice:

All Commissioners will participate either in-person, via Zoom/internet or teleconference.

The public meeting can be accessed: In-person at location announced;

By internet: <https://us02web.zoom.us/j/82738942916>

Or telephone: Dial 1 (253) 215 8782 or 1 (346) 248 7799

Webinar ID: 827 3894 2916

Next Commission Meetings

August 22, 2023 | 8:15 a.m. | Regular Meeting – District Office or other location announced
September 12, 2023 | 8:15 a.m. | Regular Meeting – District Office or other location announced
1705 Trigg Road, Ferndale, WA 98248

Contact: Ann Grimm, Commission Clerk (360) 384-4288 x 27

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MINUTES OF THE REGULAR MEETING OF THE COMMISSION

July 11, 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 Atul Deshmane, Commissioner Christine Grant; and Legal Counsel Jon Sitkin.

Staff: Chris Heimgartner, General Manager; Assistant General Manager Brian Walters; Andrew Entrikin, Broadband Program Manager; Ann Grimm, Executive Assistant; Annette Smith, Director of Finance; Steve Jilk, In-House Consultant; Rebecca Schlotterback, Manager of Contracts and Regulatory Compliance; Aaron Peterson, IT/SCADA Technician; Mike Macomber, IT/SCADA Technician; Traci Irvine, Accountant I; Garrett Love-Smith, Project Manager; Paul Siegmund, Manager of Automation and Technology; and Kurt Wank, Director of Utility Operations.

Public attending:

Rick Maricle, Citizen Dave Olson, Citizen Mike Kaufman, Citizen
Jack Wellman, PSE Lauren Turner, P66

2. Approval of Agenda

Commissioner Grant requested for today, if possible, and for all future meetings to move the General Manager's Report to occur after the first Public Comment section and break the agenda down by Strategic Plan topics.

ACTION ITEM #1: Commissioner Grant made the motion to APPROVE FUTURE AGENDAS WITH THIS CHANGE. Commissioner Grant second the motion. Motion passed unanimously.

ACTION ITEM #2: Commissioner Grant made the motion to APPROVE THE AGENDA OF JULY 11, 2023, AS AMENDED. Commissioner Arnett second the motion. Motion passed unanimously.

3. Approval of Consent Agenda

- a) Approval of Meeting Minutes of the Regular Meeting of June 13, 2023;
- b) Approval of Meeting Minutes of the Regular Meeting of June 27, 2023;
- c) Approval of the Claims of July 11, 2023:

VENDOR NAME	AMOUNT
APPLIED DIGITAL IMAGING	40.80
INDUSTRIAL SUPPLY, INC	950.92
AT&T MOBILITY	191.46
BELLINGHAM HERALD	532.10
BRANOM EQUIPMENT	8,992.19
CARPENTER CABLE SERVICES INC	635.90
CENTRAL WELDING SUPPLY	96.48
CESCO NEW CONCEPT CHEMICAL PRODUCTS	148.95
CONSOR NORTH AMERICA, INC.	11,587.75
CORNERSTONE MANAGEMENT, INC.	430.00
DESHMANE, ATUL	64.52
DIGITAL BOUNDARY GROUP, INC.	30,700.00
EXACT SCIENTIFIC SERVICES INC.	27.00
FCS GROUP	2,442.50

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FERGUSON ENTERPRISES, INC	2,465.68
FERNDALE ACE HARDWARE	100.77
FERNDALE CITY OF	269.33
FLOOR GUY INC, THE	2,700.00
FLOWSERVE FSD CORPORATION	3,115.06
HARDWARE SALES, INC.	292.33
HD FOWLER CO, INC	1,517.74
HDR ENGINEERING, INC.	22,508.97
HEALTH PROMOTIONS NORTHWEST	150.00
K ENGINEERS, INC.	145.00
MANAGEMENT SERVICES NW	689.62
NORTH COAST ELECTRIC COMPANY	13,769.56
NORTHWEST CASCADE, INC.	128.50
NORTHWEST FIBER DBA ZIPLY FIBER	1,434.03
NP INFORMATION SYSTEMS (3-D CORP)	269.82
P&P EXCAVATING, LLC	1,867.92
PLATT ELECTRIC SUPPLY CO	1,659.98
PORTAL WAY FARM & GARDEN	27.37
PUBLIC UTILITY RISK MANAGEMENT SERVICES	9,724.14
PUD #1 OF WHATCOM COUNTY	12.18
PUGET SOUND ENERGY, INC	5,534.84
RAIN FOR RENT	197.28
REGENCE BLUE SHIELD	45,798.72
REISNER DISTRIBUTION, INC	2,842.09
RICOH USA	187.14
SMITH MECHANICAL	20,494.66
SPECIAL-T STRIPING & SIGN COMPANY	6,358.27
SSC - SANITARY SERVICE COMPANY	614.25
TEAMSTER LOCAL #231	616.00
UNITED WAY OF WHATCOM COUNTY	742.00
UTILITIES UNDERGROUND LOCATION	18.06
WASHINGTON DENTAL SERVICE	2,860.50
WASHINGTON TEAMSTERS WELFARE	13,273.40
WHATCOM JANITORIAL	1,430.00
GRAND TOTAL	\$220,655.78

ACTION: Commissioner Grant made the motion to APPROVE THE CONSENT AGENDA OF JULY 11, 2023. Commissioner Arnett second the motion. Motion passed unanimously.

4. Public Comment

Mike Kaufman commented on several items including the District's Electric Expansion Feasibility Study and Whatcom County Government's Comprehensive Plan.

5. General Manager's Report

- **Customer Service**

- Operations Crew is busy getting seasonal irrigation connections open;
- We've been experiencing leak issues in the Grandview water system – mainly due to aging infrastructure;

- **Water Resources**

- Whatcom County government is focused on flood management issues not necessarily water storage planning;

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- Discussions with the tribes have slowed down during summer months;
- Department of Ecology Adjudication filing has been pushed out to spring, 2024;
 - A Continuing Legal Education (CLE) local workshop for attorneys on the adjudication process is planned for September 26, 2023;
- Working with Dave Olson regarding possible assistance for adjacent water districts who may be running low on water;
- An Interlocal Agreement with Whatcom County has been repropoed regarding the purveyor of last resort. Currently, the County is the purveyor of last resort for water systems and would like the PUD to manage this process.

- **Clean Energy**

- The District is interested in acquiring the BPA-owned substation on the Alcoa property. This 230kV source could assist with the future of Cherry Point businesses;
- The Asset Management Framework for the District has been updated;
- Working on applications for when the *Notice of Funding Opportunity* for geothermal/renewable energy grants become available.

- **Rates**

A special commission meeting/workshop regarding rates is in the preparation process. Date/time to be announced.

6. Old Business

a) Broadband Program Update

- Entrikin updated on the status of WA Broadband Office's current and future grant opportunities;
- Funding assistance for a *Port* broadband project has been requested from the County's Economic Development Investment (EDI) Board.
- Whidbey Tel middle mile project to connect Whidbey Island to Point Roberts is not a PUD project. Any questions should be directed to Whidbey Tel.
- A Local Utility District (LUD) plan to bring fiber to areas including Raven's Crest area has been declined. Other home owner associations in the Glacier area have been approached. Heimgartner is doubtful that there will be state funding available to assist.

b) Adjudication Update

- Updated during General Manager's report.

7. New Business

a) Approve Revisions to Purchasing Policy

On November 27, 2007, the Commission initially approved a formal Purchasing Policy. Since that time, occasional adjustments have been made due to RCW and internal policy changes. The last update was in September of 2022 to clarify language around change orders. There is no fiscal impact and revisions to the Purchasing Policy this time concerns:

- Professional Services Evaluation: An evaluation matrix needs to be completed for Architecture, Surveying, and Engineering;
- Purchase Order use for credit cards: Clarified that a Purchase Order is not needed if an item is purchased immediately, as in use of a credit card or in-person purchases;
- Purchase Order required: Increased limit for when a Purchase Order is required from \$1,000 to \$2,500.

ACTION: Commissioner Arnett made the motion to APPROVE REVISIONS TO THE DISTRICT'S PURCHASING POLICY. Commissioner Grant second the motion. Motion passed unanimously.

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8. Operations Report

- Solar project installation is scheduled to begin in early August and be completed by August 18.
- Plant 1 Substation Project – The contractor’s work is scheduled to re-start on July 17, estimated to take 30 to 60 days to complete.
- Plant 1 Intake Screen Sediment Removal Project – There is more sediment this year than past years on the intake screens which can muddle with pumping and other equipment operations. The permanent solution will be to bore a pipe underneath Ferndale Road, and pump the sediment through the pipe and back into the sediment pond.
- Maintenance Update: A leak was detected on the District side of an irrigation connection. A contractor was called in to excavate and replace the old galvanized pipe with new pipe and meter connection to the Trigg Road mainline.

9. Commissioner Reports

Deshmane:

- Plans to attend an Energy Northwest dinner next month;
- Will be attending the WPUDA committee meetings this week via Zoom;
- Will be attending Public Power Council Meetings;

Arnett:

- Also plans to attend the Energy Northwest dinner. Notice will be given with two or more attending;
- Will be attending the WPUDA committee meetings this week via Zoom;
- Will be attending the WRIA1 Watershed Management Board meeting on July 27
- Will be meeting with Ann Grimm to make plans for social media account.

Grant:

- Toured the Columbia Generating Station at Energy Northwest;
- Energy Northwest Board of Directors meeting on July 26;
- Plans to attend a Net Zero Northwest meeting in Seattle on July 17.

10. Public Comment – No comments.

11. Executive Session

Commission President Deshmane requested an Executive Session pursuant to RCW 42.30.110(1)(g): To review the qualifications and/or performance of a public employee. Estimated time for Executive Session was thirty (30) minutes. The Commission President indicated no action is anticipated to be taken after the adjournment of Executive Session. After a short recess, the Commission adjourned to Executive Session at 9:35 a.m.

- a) At 10:20 a.m., an additional fifteen minutes was requested.

Executive Session Adjourn

There being no further business for Executive Session, the Commission rejoined the Regular Commission Meeting at 10:34 a.m.

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12. Adjourn

There being no further business for the regular meeting, Grant adjourned the regular meeting at 10:34 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/>

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MINUTES OF THE REGULAR MEETING OF THE COMMISSION

July 25, 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 Atul Deshmane, Commissioner Christine Grant; and Legal Counsel Peter Ruffatto.

Staff: Chris Heimgartner, General Manager; Assistant General Manager Brian Walters; Andrew Entrikin, Broadband Program Manager; Ann Grimm, Executive Assistant; Annette Smith, Director of Finance; Steve Jilk, In-House Consultant; Rebecca Schlotterback, Manager of Contracts and Regulatory Compliance; Mike Macomber, IT/SCADA Technician; Traci Irvine, Accountant I; and Paul Siegmund, Manager of Automation and Technology.

Public attending:

Rick Maricle, Citizen Tyler Leavitt, P66
Jack Wellman, PSE Lauren Turner, P66

2. Approval of Agenda

Commissioner Deshmane requested to remove agenda item number 4b – WPUDA Succession Plan Discussion and add an item under new business to discuss the recent Drought Declaration. Heimgartner suggested that they keep item 4b and add the drought discussion as a new item.

ACTION ITEM: Commissioner Deshmane made the motion to APPROVE THE AGENDA OF JULY 25, 2023, AS AMENDED. Commissioner Grant second the motion. Motion passed unanimously.

3. Approval of Consent Agenda

a) Approval of the Claims of July 25, 2023:

VENDOR NAME	AMOUNT
ALL SEASON SPRAYING	7,353.89
ARBITRAGE GROUP INC.	500.00
BAY CITY SUPPLY	155.05
BIRCH EQUIPMENT COMPANY	167.23
BONNEVILLE POWER ADMINISTRATION	506,239.00
CHMELIK SITKIN & DAVIS	10,508.80
COMCAST	191.61
COMCAST - NWRC	300.00
CULLIGAN NORTHWEST	270.40
EAGLE-EYE AERIAL SOLUTIONS, LLC	24,131.00
EDGE ANALYTICAL LABORATORIES	195.00
ENVIRO-TECH DIVING, INC.	20,560.94
FERGUSON ENTERPRISES, INC	46.27
FERNDALE ACE HARDWARE	75.04
GATEWAY CONTROLS	50,792.45
GRANT, CHRISTINE	113.97
HARDWARE SALES, INC.	105.69
HOLLAND & HART LLP	3,295.00
INTERNAL REVENUE SERVICE	21,574.86
MASSMUTUAL RETIREMENT SVCS LLC	12,300.00

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MILLS ELECTRIC	2,452.16
P&P EXCAVATING, LLC	13,089.73
PACIFIC SURVEY & ENGINEERING	5,556.25
PAYLOCITY	183.16
PAYROLL	230,465.55
PLATT ELECTRIC SUPPLY CO	1,930.71
PUGET SOUND ENERGY, INC	516.64
REISNER DISTRIBUTION, INC	9,469.85
SIGNS PLUS, INC.	4,830.53
STAR RENTALS	1,814.58
TUPPER MACK WELLS PLLC	16,484.75
WA FEDERAL VISA CARD MEMBER SERVICES	4,637.35
WA ST DEPT OF ECOLOGY HAZ FEE	65.00
WA ST DEPT OF LABOR & INDUST	50.00
WA ST DEPT OF REVENUE - EXCISE TAX	70,779.03
WA ST DEPT OF REVENUE - LEASEHOLD TAX	1,259.22
WESTERN CONFERENCE OF TEAMSTERS	8,914.50
WHISTLE WORKWEAR	328.01
WILSON ENGINEERING, LLC	2,139.00
WINDWOOD ENTERPRISES INC.	3,138.54
GRAND TOTAL	\$1,036,980.76

ACTION: Commissioner Arnett made the motion to APPROVE THE CONSENT AGENDA OF JULY 11, 2023. Commissioner Grant second the motion. Motion passed unanimously.

4. New Business

a) Award of Bid: Plant 2 East Settling Pond Cleaning Project

Background: The District has developed a Capital Improvement Project list for work to be completed in 2023. On this list is the cleaning and excavation of the District's Plant No. 2 East Settling Pond, extraordinary maintenance project (RW-M-2). Due to the significant amount of sediment the clarification process produces, the settling ponds need to be cleaned and excavated, on an annual basis.

The budget for pond cleaning for 2022 was \$288,741.00. Because of significant sediment accumulation for the Plant 2 ponds and contractor cost increases, staff estimated that the pond cleaning costs would be higher in 2023 and raised the budget estimate for 2023 to \$310,000.00.

On July 7, 2023 the District received and publicly read aloud three (3) bids submitted for this project. Two of the three bids were lower than the staff estimate. The results are as follows:

Contractor	Bid Total (without tax)
Honcoop Gravel.....	\$192,052.58
WRS	\$318,795.30
P&P Excavating	\$221,793.54

Staff's review of the Honcoop Gravel bid package determined that Honcoop has the lowest responsive Bid, and recommends awarding the Contract for the Plant No. 2 East Settling Pond to Honcoop Gravel. Fiscal Impact: This project is budgeted for in the 2023 Capital Improvements Projects Budget RW-M-2 and is within budget.

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ACTION: Commissioner Arnett made the motion to AWARD THE 2023 PLANT NO. 2 EAST SETTLING POND CLEANING PROJECT TO HONCOOP GRAVEL IN AN AMOUNT OF \$192,052.58 (NOT INCLUDING TAX) AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT. Commissioner Grant second the motion. Motion passed unanimously.

b) Washington Public Utility Districts Association (WPUA) Succession Plan Discussion

Commissioners discussed how to respond to a questionnaire sent to all members regarding the upcoming replacement of WPUA's executive director. Legal Counsel will advise Heimgartner and the Commission on the appropriate way to respond.

c) Drought Declaration

Commissioners discussed the Department of Ecology's announcement that several counties in Washington, including Whatcom are under a drought declaration.

5. Adjourn

There being no further business for the regular meeting, Deshmane adjourned the regular meeting at 9:09 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/>

Action Memo

To: Commissioners Arnett, Deshmane and Grant
From: Ann Grimm, Executive Assistant
Date: August 8, 2023
Re: **Approve Renewal of Medical Benefits for Non-Union Employees and Commissioners**

Requested Action: APPROVE RENEWAL OF THE DISTRICT'S MEDICAL/VISION/RX AND DENTAL INSURANCE PLANS FOR NON-UNION EMPLOYEES AND COMMISSIONERS: REGENCE BLUE SHIELD EMPLOYEE CHOICE PLATINUM 250 PLAN AND DELTA DENTAL SERVICE PPO PLAN EFFECTIVE SEPTEMBER 1, 2023 AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT.

Background: The District has received the health insurance plan renewal rates and information for our medical, prescription drug and vision coverage, and dental for non-union employees and Commissioners. Based on this survey, the renewals of both plans are very cost effective and no other options were presented. Comparison summaries follow under the Exhibits.

Renewals:

a) Regence EmployeeChoice Platinum 250 Plan – Medical/Rx/Vision (Exhibit A)

The District's current contract is based on age-banded rates. The renewal for 2024 with our updated ages will increase by **2.23%**. Last year, the District experienced a 2% rate decrease for the same plan. A vision rider is included. The out-of-pocket maximum, prescription drug copays, and other charges within the 250 Plan stay the same. Employee co-insurance is at 10%.

Noted Plan Changes: Vision Hardware increases to \$200 per year; Mail Order 90-day Rx copay changes to three copays.

b) Delta Dental PPO Plan (Exhibit B)

The renewal for 2024 will increase by 2.85%. Last year, the District experienced a plan decrease by 9.22%.

Noted Plan Changes: None.

Fiscal Impact: The District anticipated a 5% increase for medical and 2% increase for dental premiums budgeted for the remaining four months of 2023. Because the new medical rates are lower and the dental rates slightly higher than the amount budgeted for, the District will experience an overall budget change of \$4,470, due to the change in premiums for the remaining four months (September through December) of 2023.

Total Monthly Costs	Current Monthly Total	Anticipated Monthly Budget Increase	New Actual Monthly	Last 4 months 2023 Sept. – Dec. Monthly Change
Regence	\$46,196	5% = \$2,325	\$47,532 (2.23%)	\$1,036
Delta Dental	\$2,860	2% = \$57.21	\$2,941 (2.85%)	\$81.45
Total Combined:	\$49,356	\$2,387	\$50,474	\$1,117

The District currently covers 17 employees, 3 Commissioners, 17 spouses and 29 children under this plan. This includes a former employee and spouse utilizing COBRA. Union employees are covered under a separate plan offered by the Teamsters Welfare Trust. Any changes in the number of employees/dependents covered by these plans, during the plan year, September 1, 2023 to August 31, 2024, will impact the premium because that is how the premium is based. A budget amendment is not necessary.

Recommended Action: APPROVE RENEWAL OF THE DISTRICT’S MEDICAL/VISION/RX AND DENTAL INSURANCE PLANS FOR NON-UNION EMPLOYEES AND COMMISSIONERS: REGENCE BLUE SHIELD EMPLOYEE CHOICE PLATINUM 250 PLAN AND DELTA DENTAL SERVICE PPO PLAN, EFFECTIVE SEPTEMBER 1, 2023 AND AUTHORIZE THE GENERAL MANAGER TO SIGN ON BEHALF OF THE DISTRICT.

Exhibit A

Regence <i>Based on In-Network Provider(s)</i>		Current Regence Platinum 250	Renewal Regence Platinum 250
Calendar Year Deductible			
Per person		\$250	\$250
Per family		\$500	\$500
Calendar Year Out of Pocket Maximum			
Per person		\$4,000	\$4,000
Per family		\$8,000	\$8,000
Professional Service (dw) = Deductible Waived			
Primary Care Provider Required		No	No
Office Visit copay		\$20 PCP/\$20 retail (dw)	\$20 PCP (dw)
Specialist Visit copay		\$30 (dw)	\$30 (dw)
Preventative Care		100% (no copay) (dw)	100% (no copay) (dw)
Outpatient Lab & X-Ray		100% (dw); complex 90%	100% (dw); complex 90%
Facility Charges			
In-patient		90%	90%
Out-patient		95% at Ambulatory Surgery Centers 90% at Hospitals	95% Ambulatory Surgery Centers 90% at Hospitals
Emergency Room		\$250/90%	\$250/90%
Urgent Care		\$30/100% (dw)	\$30/100% (dw)
Non-Network Co-insurance		50%	50%
Prescription Drugs			
Deductible		None; covered after below copays	None; covered after below copays
Tier 1 or Generic		\$8/\$30 Non-Preferred	\$8/\$30 Non-Preferred
Tier 2 or Formulary		\$30/50% Non-Preferred	\$30/50% Non-Preferred
Tier 3 or Non-Formulary		N/A	N/A
Tier 4 or Specialty		20%/50% Non-Preferred	20%/50% Non-Preferred
Mail Order		2 copays or lesser % for 90 day supply	3x copay for 90 day supply
Vision			
Exam		100% (dw) 1 per calendar year	100% (dw) 1 per calendar year
Hardware		100% up to \$150 per calendar year	100% up to \$200 per calendar year
Pediatric Dental & Vision			
Dental		100/80/50% (dw)	100/80/50% (dw)
Vision		100% (dw) 1 per calendar year	100% (dw) 1 per calendar year
Telehealth & Virtual Visits			
Telehealth & Virtual Visits		\$10/100% (dw)	\$10/100% (dw)
Premium			
Employee Only	1	Age-Rated	Age-Rated
Employee and Spouse	6		
Employee and Child(ren)	2		
Employee and Family	11		
Total Costs	20		
Total Monthly Premium		\$46,496.25	\$47,532.38
Total Annual Premium		\$557,955.00	\$570,388.56
Total Annual Cost Difference		-	\$12,433.56
Percentage Change from Current		-	2.23%

Exhibit B

Delta Dental PPO		Current	Renewal
		Delta Dental	Delta Dental
Plan Deductible			
Individual		\$50	\$50
Family		\$150	\$150
Deductible Applies		Class II & III	Class II & III
Calendar Year Maximum Benefit		\$2,000	\$2,000
Services		Class I services don't count toward annual maximum	Class I services don't count toward annual maximum
Class I - preventative/diagnostic		100% - 80%	100% - 80%
Class II - basic (fillings, extractions, etc.)		80% - 70%	80% - 70%
Class III - major (crowns, bridges, etc.)		50%	50%
Class IV - orthodontia		Not Covered	Not Covered
Endodontics/Periodontics		80% - 70%	80% - 70%
Implants		50% - 50%	50% - 50%
		50%	50%
TMJ		\$1,000 annual max	\$1,000 annual max
"		\$5,000 lifetime max	\$5,000 lifetime max
Premium			
Employee	1	\$53.10	\$54.60
Employee and Spouse	6	\$110.75	\$113.90
Employee & Children	2	\$116.10	\$119.40
Employee & Family	11	\$173.70	\$178.65
Total Costs		20	
Total Monthly Plan Cost		\$2,860.50	\$2,941.95
Total Annual Plan Cost		\$34,326.00	\$35,303.40
Total Annual Cost Difference		-	\$977.40
Percentage Change from Current		-	2.85%

Action Memo

To: Commissioners Arnett, Deshmane and Grant
From: Chris Heimgartner, General Manager
Date: August 8, 2023
Re: **Adopt Resolution No. 832 – Amending Policy for Employee Compensation (Administrative Employees)**

Requested Action: ADOPT RESOLUTION NO. 832 – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY (“DISTRICT”) AMENDING THE *POLICY FOR EMPLOYEE COMPENSATION FOR ADMINISTRATIVE EMPLOYEES* FOR THE PURPOSE OF UPDATING A JOB DESCRIPTION AND SALARY RANGE FOR THAT POSITION.

Background: This is a recommendation for the Commission to adopt a resolution amending the District’s Policy for Employee Compensation for Administrative Employees. This policy provides guidelines for establishing a methodology for updating and setting salary ranges for all non-bargaining unit employee positions, establishing employee positions and job descriptions for all positions, and information on additional benefits and compensation as offered by the District.

If approved, Resolution No. 832 will update the following sections of the Policy for Employee Compensation for Administrative Employees:

1) **Accountant I Salary Range Update – Policy for Employee Compensation of Admin Employees**

This is a recommendation of the amended salary range for the updated job description. The Accountant I proposed salary range is listed as Exhibit “A”, along with all current positions in Resolution No. 832.

In the Policy for Employee Compensation for Administrative Employees, job descriptions and salary ranges, are established and approved by the Commission. The General Manager establishes individual salaries as he/she implements this policy.

2) **Accountant I Job Description Update**

This is a recommendation to update the administrative job description of Accountant I, listed as Exhibit “B”, to emphasize, as a separate bullet point, full payroll responsibility, including preparation and reporting, and the processing/submittal of monthly excise taxes, quarterly leasehold taxes and annual privilege taxes.

Amending the Policy, updating the current position, and setting the associated salary range will allow the General Manager to fill an upcoming vacant position.

Fiscal Impact: All actions taken by the General Manager to implement the *Policy for Employee Compensation for Administrative Employees* will be within the annual budget as approved by the Commission. This position is accounted for in the 2023 budget.

Recommended Action: ADOPT RESOLUTION NO. 832 – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY (“DISTRICT”) AMENDING THE *POLICY FOR EMPLOYEE COMPENSATION FOR ADMINISTRATIVE EMPLOYEES* FOR THE PURPOSE OF UPDATING A JOB DESCRIPTION AND SALARY RANGE FOR THAT POSITION.

RESOLUTION NO. 832

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY (“DISTRICT”) AMENDING THE POLICY FOR EMPLOYEE COMPENSATION FOR ADMINISTRATIVE EMPLOYEES FOR PURPOSES OF UPDATING A JOB DESCRIPTION AND SALARY RANGE FOR THAT POSITION

WHEREAS, RCW 54.12.090 authorizes the Board of Commissioners of the District (the “Commission”) to create positions and fix salaries; and

WHEREAS, the Commission finds it in the best interest of the District to annually review the policy for administering a compensation program “Policy for Employee Compensation of Administrative Employees” attached hereto as “Exhibit A” for the Administrative Employees (non-bargaining unit) of the District; and

WHEREAS, RCW 54.16.100 authorizes the General Manager to recommend to the Commission compensation of the Administrative Employees (non-bargaining unit), including salaries; and

WHEREAS, the General Manager has reviewed the organization of the District and the positions and salary ranges required to efficiently manage and achieve the goals of the District; and

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Whatcom County as follows:

I

The *Policy for Employee Compensation for Administrative Employees* of the Commission of the Public Utility District No.1 of Whatcom County, is amended for the purpose of updating one job description position and amending its annual salary range for that position, part of the Administrative Employees of the District; and

II

The titles of all positions have been established and all position titles added to the *Position Titles and Yearly Salary Ranges List* for District Administrative Employees, attached hereto as Exhibit “A” (the “Salary Ranges List”). The position of “Accountant I” has been updated to the Position Titles List, and respective job description is attached hereto as Exhibit “B”; and

III

The salary range for the position of “Accountant I” is included and set forth in the attached Exhibit “A” *Salary Ranges List for District Administrative Employees* has been reviewed and established in accordance with the *Policy for Employee Compensation for Administrative Employees*; and

IV

Effective August 8, 2023, the position titles shown on the attached *Salary Ranges List for District Administrative Employees* are hereby authorized and classified in the salary ranges shown and supersede any previous lists.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Whatcom County at a regular meeting thereof, held this 8th day of August, 2023.

Public Utility District No. 1 of Whatcom County

Atul Deshmane, President/Commissioner

Christine Grant, Vice President/Commissioner

Jaime Arnett, Secretary/Commissioner

Policy for Employee Compensation for Administrative Employees

Proposed Salary Ranges List

Position Title	2023 Current Base Salary Range		Proposed Base Salary Range	
Assistant General Manager	145,000	175,000		
Director of Utility Operations	105,000	130,000		
Director of Finance	120,000	135,000		
Broadband Program Mgr	110,000	125,000		
Electric System Supervisor ^①	115,000	125,000		
Substation Tech II ^②	100,000	110,000		
Substation Tech 1 ^②	100,000	110,000		
Mgr of Automation/Tech Serv.	112,000	125,000		
Mgr of Contracts & Regulatory Compliance	98,000	110,000		
Automation Technician	95,000	110,000		
IT/SCADA Technician (2)	80,000	95,000		
Executive Assistant	80,000	90,000		
Accountant I	62,000	75,000	55,000	70,000
In-House Consultant ^③	N/A	N/A		
<i>Project Manager (open)</i>	75,000	95,000		
<i>Electric Utility Analyst (open)</i>	75,000	115,000		

① Electric System Supervisor is an hourly paid position, salary range is stated in annualized (2080 hours) rate without overtime or special pay.

② Substation Tech (I and II) is an hourly paid position, salary range is stated in annualized (2080 hours) rate without overtime or special pay.

③ In-House Consultant is an hourly paid position, with retirement contribution on hours worked only.

EFFECTIVE: August 8, 2023
 RESOLUTION NO. 832
Superseded Resolution Nos. 831, 826, 810, 787, 777, 761, 752, 744, 737, 734, 720, 716, 702, 695, 687, 675, 663, 550, 560.

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

Job Title:	Accountant I	Department:	Administration
Reports To:	Director of Finance	Status:	Exempt
Salary Range:	\$55,000 - \$70,000	Position Type:	FTE
SUMMARY			
Provides administrative support for District and accounting support for the Finance Department by performing the following duties.			
Supervision Received:			
Works under the general supervision of the Director of Finance.			
Supervision Provided:			
None.			
Essential Duties and Responsibilities:			
<ul style="list-style-type: none"> • Responsible for billing and accounts receivable, posting to appropriate accounts, prepares and makes bank deposits; prepares for month-end reporting and procedures as assigned; • Payroll preparation and reporting. • Process/submit monthly excise taxes, quarterly leasehold taxes and annual privilege taxes. • Responsible for accounting functions of purchase orders (new vendor set up, matching packing slips/invoices, monitoring individual purchasing limits) and accounts payable processing. • Responsible for being the District's first point of contact at front desk and on the telephone performing all related customer service tasks such as responding to inquiries and complaints, providing general information and routing phone calls/customers/visitors to appropriate District staff. • Responsible for managing/operation/maintenance of office equipment/machines (copiers, fax, postage, etc.). • Prepares outgoing mail and small carrier shipments (USPS/FedEx/UPS). • Responsible for clerical support for both water and electrical system operators. • Perform other duties as assigned by the Director of Finance. 			
Qualifications:			
To perform this job successfully, an individual must be able to perform each essential duty as defined by the District. The requirements listed both above and below are representative of the knowledge, skill, and/or ability that the individual must possess to adequately perform their responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Education and/or Experience			
Associate's degree (A. A.) from two-year college or university in accounting or business administration; and two years' related experience and/or training; or equivalent combination of education and experience.			
Language Skills:			
<ul style="list-style-type: none"> • Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. • Fluent in the English language with the ability to communicate clear and concise written and verbal instructions and information to coworkers, customers and others. 			

<ul style="list-style-type: none"> • Ability to write reports, business correspondence, and procedure manuals as well as speak effectively while working with District customers and employees. • Ability to effectively present information and respond to questions or comments from Director of Finance, Commission, General Manager, employees, clients, customers, and the general public. • Ability to meet and work with the public effectively and courteously. 			
Mathematical Skills:			
<ul style="list-style-type: none"> • Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. • Knowledge of accounting fundamentals and procedures and basic office procedures. 			
Reasoning Ability:			
<ul style="list-style-type: none"> • Ability to apply common analytical and deductive reasoning required to carry out instructions furnished in written, oral, or diagram form. • Ability to work without direct supervision. 			
Other Skills and Abilities:			
<ul style="list-style-type: none"> • Apply effective customer service techniques and telephone etiquette; responding in a courteous, understanding and concerned manner. • Filing and file maintenance techniques. • Proficiency in operating a variety of computer software: MS Office Suite including Word, Excel and Outlook, and accounting software. Proficiency in operating office machines: printers, copier, fax, multi-line telephone system with voicemail. 			
Certificates, Licenses, Registrations:			
<ul style="list-style-type: none"> • Must possess a valid Washington State Driver's License with driving record free from serious or frequent violation. 			
Physical Demands			
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit at a keyboard and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. The employee must have some form of reliable transportation due to location of office.</p>			
Work Environment			
<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The work environment is occasionally stressful due to project deadlines and multiple requests. The noise level in the work environment is usually quiet.</p>			
HR/OFFICE USE:			
Reviewed By:	<i>Chris Heimgartner</i> , General Manager	Date:	7/31/2023
Approved By:	COMMISSION – Resolution No. 832	Date:	8/8/2023
Last Update:	COMMISSION – Resolution No. 826	Date:	12/13/2022