

**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
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;
- 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.

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.

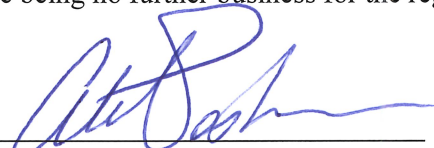
- At 10:20 a.m., an additional fifteen minutes was requested.

Executive Session Adjourn

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

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/>