

**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
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.

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 (WPUDA) Succession Plan Discussion


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

c) Drought Declaration

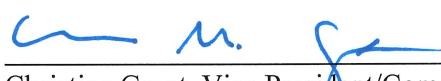
Commissioners discussed the Department of Ecology’s announcement that several counties in Washington, including Whatcom are under a drought declaration.

5. Adjourn

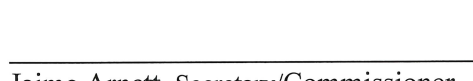
There being no further business for the regular meeting, Deshmane adjourned the regular meeting at 9:09 a.m.



 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/>