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PUBLIC UTILITY DISTRICT No. 1 of Whatcom County

Agenda for the Regular Meeting of December 12, 2023
8:15 a.m. at the PUD Office
(In-person, Zoom, & Teleconference)

1. Call to Order | Pledge of Allegiance
2. Approval of Agenda (2 minutes)
3. Consent Agenda (5 min.)
 - a) Approval of the Minutes of the Regular Meeting of November 28, 2023
 - b) Approval of Claims for December 12, 2023
 - c) Commissioner Deshmane Per Diem Expense Reimbursement for Sept/Oct 2023
 - d) Approve Resolution No. 844 – Increasing Monthly Compensation for Commissioners
4. Public Comment (10 minutes – Individual speakers: 3 min.)
5. General Manager Report (10 min.)
6. Old Business (30 min.)
 - a) Broadband Program Update
 - b) Adjudication Update
 - c) Geothermal Update
 - d) Board Retreat Discussion
7. New Business (35 min.)
 - a) Approve Budget Resolutions (to be approved separately)
 - i. Approve Resolution No. 839 – Adopt District Budget for 2024 including an Emergency Reserve Level set at \$360,000
 - ii. Approve Resolution No. 840 – Adopt Industrial Raw Water Utility Rates and Grandview Water Rates for 2024
 - iii. Approve Resolution No. 841 – Adopt Electric Utility Rate for 2024
 - b) Approve Resolution No. 842 – Delegation of Authority
 - c) Approve Resolution No. 843 – Amend Compensation Policy for Administrative Employees
 - d) Approve Commission Meeting Schedule for 2024
 - e) Elect Commission Officers for 2024
 - f) Select Committee Commission Representatives/Staff Alternates for 2024
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. Adjourn (Estimated 10:30 a.m.)

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/89003061566>

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

Webinar ID: 890 0306 1566

Next Commission Meeting

December 19, 2023 | 8:15 a.m. | Approval of Claims – Zoom/Teleconference Only

1705 Trigg Road, Ferndale, WA 98248 or other location announced

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

www.pudwhatcom.org

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AGENDA ITEM #3a
December 12, 2023

MINUTES OF THE REGULAR MEETING OF THE COMMISSION

November 28, 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 8:16 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 Atul Deshmane, Commissioner Christine Grant, Commissioner Jaime Arnett 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; Rebecca Schlotterback, Manager of Contracts and Regulatory Compliance; Paul Siegmund, Manager of Automation and Technology; Mike Macomber, IT/SCADA Technician; Aaron Peterson, IT/SCADA Technician; Kurt Wank, Director of Utility Operations; Stephanie Hooper, Accountant I; and Garrett Love-Smith, Project Manager.

Public attending:

Rick Maricle, Citizen Dave Olson, Citizen
Robin Dexter, Environmental Caucus Nash El-Badawi, BP Cherry Point
Jack Wellman, Puget Sound Energy

2. Approval of Agenda

The agenda was amended to remove Executive Session.

ACTION: Commissioner Grant made the motion to APPROVE THE AGENDA OF NOVEMBER 28, 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 November 14, 2023; and
- b) Approval of the Claims of November 28, 2023:

VENDOR NAME	AMOUNT
BALANCING SERVICE COMPANY, INC	3,120.00
BONNEVILLE POWER ADMINISTRATION	923,635.00
CDW/COMPUTER DISCOUNT WAREHOUSE	3,808.00
CENTRAL WELDING SUPPLY	143.21
CESCO NEW CONCEPT CHEMICAL PRODUCTS	148.95
CHMELIK SITKIN & DAVIS	24,679.35
COMCAST	191.61
COMCAST - NWRC	299.86
CONSOR NORTH AMERICA, INC.	23,878.91
EASTERN OREGON COMMUNICATIONS, LLC	8,570.00
EDGE ANALYTICAL LABORATORIES	55.00
FASTENAL	24.96
FERNDAL ACE HARDWARE	41.23
INTERNAL REVENUE SERVICE	20,998.20
KCDA PURCHASING COOPERATIVE	39.46
MASSMUTUAL RETIREMENT SVCS LLC	12,940.00
NORTHWEST CASCADE, INC.	128.50
PAYLOCITY	206.40

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PAYROLL	251,366.79
PLATT ELECTRIC SUPPLY CO	2,555.64
SMITH MECHANICAL	6,439.87
TUPPER MACK WELLS PLLC	23,254.50
US BANK	2,263,977.85
WA FEDERAL VISA CARD MEMBER SERVICES	2,552.56
WA ST DEPT OF REVENUE - EXCISE TAX	87,011.07
WASHINGTON ALARM, INC.	141.75
WESTERN CONFERENCE OF TEAMSTERS	4,700.50
WHATCOM FARMERS CO-OP	217.71
GRAND TOTAL	\$3,665,126.88

ACTION: Commissioner Grant made the motion to APPROVE THE CONSENT AGENDA OF NOVEMBER 28, 2023. Commissioner Arnett second the motion. Motion passed unanimously.

4. Public Comment – None made.

5. General Manager’s Report

- The District received notice that the State audit will begin shortly.
- Provided an update on a recent presentation regarding water storage by Whatcom County staff.
- Provided an update on the Pubic Power Council notice regarding pausing post-2028 contract discussions with Bonneville Power Administration, because of “commitments the U.S. Government has made” in a confidential draft settlement in the ongoing Columbia River Systems Operations litigation.

6. Old Business

a) Broadband Program Update

- Heimgartner and Entrikin provided updates from the Washington State Broadband Office’s (WSBO) *Volume 2 Report* of the State’s initial Proposal for federal Broadband Equity, Access, and Deployment (BEAD) funding. With Commission approval, Heimgartner will send a letter to the WSBO’s director to advocate for the long-term interests here in Whatcom County.
- Point Roberts Broadband Request for Qualifications – deadline for submittals was November 23, 2023. Entrikin reported six engineering firms responded. The next step is to evaluate the responses according to qualifications.
- Geothermal Grant – *Clean Energy Research Development and Demonstration* grants are available through the Department of Commerce. The deadline is December 5 to provide a narrative of the project proposal. Agencies will be notified if the proposal is feasible to move forward to the application stage.

b) Adjudication Update

- Sitkin has been working on a “Rules” outline;
- A court commissioner will need to be appointed to oversee the Nooksack adjudication process;
- He is presenting adjudication information to the Small Potato Farmers group this week.

c) Board Retreat Discussion

- Additional consultants were provided to the Commission for the retreat. Deshmane was designated to interview them and report back.

7. New Business

a) Second Draft 2024 Budget Presentation

Finance Director Smith presented a final update to the draft budget after input was received from PUD customers and the Commission. The budget will be presented for final approval at the

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December 12, 2023 Commission meeting.

ACTION: No action taken. Information only.

b) Public Hearing for Draft 2024 Budget

Commissioner Deshmane opened the public hearing at 10:11 a.m. Robin Dexter commented the reserves amount is too low and the District should consider using its taxing authority to increase funds. Rick Maricle commented that reserves should be specified by use; such as equipment purchases with long lead times. Heimgartner added that the American Public Power Association (APPA) recommends six months' worth of reserve and the American Water Works Association (AWWA) recommends a three to four months of reserves for emergency, capital and O & M. Aaron Peterson commented on the Grandview rate increase. Commissioner Deshmane closed the public hearing at 10:27 a.m.

c) Approve Resolution No. 838 – Declaring Surplus of Certain District Property

District staff has identified equipment and/or materials that are of little or no use to the operations of the District as referenced in Exhibit A. RCW 54.16.180(2)(b) authorizes the disposition of properties, equipment and materials. The equipment listed is either obsolete, worn out, broken, or no longer works properly.

ACTION: Commissioner Grant made the motion to APPROVE RESOLUTION NO. 838 DECLARING CERTAIN DISTRICT PROPERTY SURPLUS THAT IS INADEQUATE, OBSOLETE OR NO LONGER FUNCTIONAL, AND HAS LITTLE OR NO VALUE TO THE OPERATIONS OF THE DISTRICT'S UTILITIES AND AUTHORIZE DISTRICT STAFF TO UTILIZE THE BEST METHOD(S) AUCTION, RECYCLE, DISPOSAL, ETC.) TO DISPOSE OF THE DISTRICT PROPERTY. Commissioner Arnett second the motion. Motion passed unanimously.

8. Operations Report

Walters provided a synopsis of the Department of Ecology's Climate Commitment Act (CCA). Adopted in 2021, to combat climate change and prepare the state for the future low-carbon economy the CCA caps and reduces greenhouse gas (GHG) emissions from the state's largest emitting sources and industries.

9. Commissioner Reports

Grant:

- Presented along with Heimgartner at the Bellingham Climate Impact Advisory Committee meeting two weeks ago;
- Will be presenting with Heimgartner at the Whatcom Democrats meeting on December 5;
- Will reach out to the Northwest Indian College regarding geothermal.

Arnett:

- Attended the WPUDA committee meetings two weeks ago via Zoom;
- Asked about Commissioner attendance at WPUDA's Day on the Hill – encouraging the opportunity to interact with our Legislators (more on this in January);
- Board Retreat Discussion – would like to have a focus on leadership skills;
- Suggested a mini-Strategic Planning session;
- Would like more education on the electric system.
- Will attend the WRIA Management Board meeting this week.

Deshmane:

- Plans to attend a meeting with Rob Fix (Port) and the Mayor and staff of the City Ferndale on December 14 to discuss water and economic development;

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- Will forward his WPUDA notes to Heimgartner to distribute;
- Presentations are forthcoming on December 5 and 7 from WPUDA to key legislators;
- The NuScale Project (small modular nuclear reactor) was cancelled. Initial funding may be redirected to the Federal Government, possibly to Energy Northwest.

Sitkin addressed the Per Diem compensation policy, including determining what meetings are approved and those that are not, at times leaving staff to determine what is appropriate. The Per Diem Policy will be reviewed in early 2024.

10. Public Comment

Rick Maricle commented on the Lower Snake River Dams removal issue. Breaching the dams will have an adverse effect on the PUD, its customers and the people of Whatcom County. It is the Commission's duty to defend the interests of this PUD.

11. Adjourn

There being no further business for the regular meeting, Deshmane adjourned the regular meeting at 11:00 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, Dushman, and Grant
From: Annette Smith, Director of Finance
Date: December 12, 2023
Re: Approve Resolution 844 – Increasing Monthly Compensation for Commissioners

Requested Action: APPROVE RESOLUTION 844 ADOPTING THE NEW COMMISSIONER REIMBURSEMENT RATES AS SET BY THE OFFICE OF FINANCIAL MANAGEMENT.

Background: The monthly salary and per diem amounts are set by RCW 54.12.080. Every five years the new rates are published by the Office of Finance Management. Below is a history of the rates:

		26.9%	12.3%	26.1%
	7/1/2008	7/1/2013	7/1/2018	1/1/2024
Salary >\$15m sales	\$ 1,800.00	\$ 2,285.00	\$ 2,567.00	\$ 3,238.00
Per Diem	\$ 90.00	\$ 114.00	\$ 128.00	\$ 161.00
Per Diem limit	\$12,600.00	\$15,960.00	\$17,920.00	\$22,540.00
# meeting limit	140	140	140	140

Fiscal Impact: The increase in compensation was accounted for in the 2024 budget

Requested Action: APPROVE RESOLUTION 844 ADOPTING THE NEW COMMISSIONER REIMBURSEMENT RATES AS SET BY THE OFFICE OF FINANCIAL MANAGEMENT.

RESOLUTION NO. 844

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY (“DISTRICT”)
INCREASING MONTHLY COMPENSATION FOR COMMISSIONERS**

WHEREAS, the legislature established the salaried and per diem compensation to be paid to commissioners in RCW 54.12.080; and

WHEREAS, the Washington Office of Financial Management (“OFM”) adjusts the salary and per diem rate every five (5) years to account for inflation by issuing a notice (“Notice”), as required under RCW 54.12.080; and

WHEREAS, OFM issued a Notice of Public Utility District Dollar Threshold Adjustment effective January 1, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Public Utility District No. 1 of Whatcom County that pursuant to RCW 54.12.080(a) and the latest notice from the Office of Financial Management, the District Commissioners salary shall be three thousand two hundred thirty-eight dollars (\$3,238) per month and per diem compensation shall be one hundred sixty one dollars (\$161) with a new annual per diem limit of twenty-two thousand five hundred and forty dollars (\$22,540) or 140 per diems per year.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Whatcom County at a regular meeting thereof held this 12th day of December 2023.

**Public Utility District No. 1 of
Whatcom County**

Atul Deshmane, President/Commissioner

Christine Grant, Vice President/Commissioner

Jaime Arnett, Secretary/Commissioner

Action Memo

To: Commissioners Arnett, Deshmane, and Grant
From: Annette Smith, Director of Finance
Date: December 12, 2023
Re: Approve 2024 Budget and Rates Resolutions

Requested Action:

APPROVE RESOLUTIONS 839, 840, AND 841 FOR THE DISTRICT'S 2024 BUDGET AND RATES.

Background:

Following the presentations to the Commission, customers, and the public hearing on the draft 2024 budget, staff is recommending the Commission adopt the 2024 budget and rates for water and electric services. To do this, a series of resolutions are passed for the budget of the upcoming year and also the appropriate rates and charges for each utility. The following resolutions are presented for approval for the 2024 year:

Resolution 839 – Adopting the District Operating and Capital Budget for the 2024 calendar year, including an Emergency Reserve level set at **\$360,000**;

Resolution 840 – Adopting the Industrial Water Utility water rates and Grandview water rates for 2024; and

Resolution 841 – Adopting the Electric Utility rates for calendar year 2024

Fiscal Impact: Establish rates to appropriate 2024 levels to reflect 2024 Operating and Capital Budgets

Requested Action No. 1: APPROVE RESOLUTION 839 ADOPTING THE DISTRICT OPERATING AND CAPITAL BUDGET FOR 2024, INCLUDING AN EMERGENCY RESERVE LEVEL SET TO \$360,000.

Requested Action No. 2: APPROVE RESOLUTION 840 ADOPTING THE INDUSTRIAL AND GRANDVIEW WATER RATES FOR 2024.

Requested Action No. 3: APPROVE RESOLUTION 841 ADOPTING THE ELECTRIC UTILITY RATES FOR 2024.

RESOLUTION NO. 839

**A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1
OF WHATCOM COUNTY ("DISTRICT")
ADOPTING THE DISTRICT BUDGET FOR THE 2024 CALENDAR YEAR**

WHEREAS, in conformity with the laws of the State of Washington, this Commission prepared a proposed budget of contemplated financial transactions of the District for the ensuing year;

WHEREAS, the Commissioners of the District held a public hearing on the budget at the regular Commissioners meeting, on November 28, 2023, to review said budget;

WHEREAS, the Commissioners established Resolution 728, a “Financial Management Policy” where the restricted Emergency Reserve would be reviewed annually during the budget process;

WHEREAS, the Commissioners deemed it to be in the best interest of the District that the budget for the year January 1 to December 31, 2024, be finally determined and adopted as set out below, and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of Public Utility District No. 1 of Whatcom County do hereby adopt the budget as finally determined as set forth in Exhibit A attached for Industrial Water Utility, Grandview Utility, Electric Utility, and Exhibit B for Capital Budget hereto, and do fix the final amount of expenditures for the ensuing year in words and figures as set forth in the copy of said budget attached to the original copy of this Resolution, which budget is set forth in the official records of the Commission directly below the entry of this Resolution. The individual utility budgets, Emergency Reserve and Capital Budget amounts are as follows:

<u>Exhibit A</u>	
Industrial Water Utility	\$ 11,688,932
Grandview Utility	318,834
<u>Electric Utility</u>	<u>11,050,367</u>
Total Budget:	\$ 23,058,133

<u>Exhibit B</u>	
Capital Budget (for 2024)	\$ 10,775,211
Emergency Reserve (for 2024)	\$ 360,000

ADOPTED by the Commission of the Public Utility District No. 1 of Whatcom County at its regular meeting held on the 12th day of December 2023.

**Public Utility District No. 1
of Whatcom County**

Atul Deshmane, President/Commissioner

Jaime Arnett, Secretary/Commissioner

Christine Grant, Vice-President/Commissioner

Exhibit A

PUD No. 1 of Whatcom County 2024 Operating Budget BUDGET AT A GLANCE

	INDUSTRIAL WATER UTILITY 403 <i>(Cherry Point Ind., Irrigation, Temp)</i>	GRANDVIEW UTILITY 411 <i>(Potable, Non-potable Water & Fire)</i>	ELECTRIC UTILITY 481	TOTAL COMBINED BUDGET
BUDGETED OPERATING REVENUE				
TOTAL DISTRICT SERVICE REVENUE <i>(Includes Irrigation)</i>	\$ 11,498,679	\$ 316,285	\$ 2,398,497	\$ 14,213,460
TOTAL ELECTRIC "PASS-THRU" REVENUE	-	-	8,504,907	8,504,907
TOTAL BUSINESS SERVICES REVENUE	114,317	251	108,076	222,643
TOTAL INTEREST AND OTHER REVENUE	75,936	2,299	38,887	117,122
TOTAL BUDGETED OPERATING REVENUE	\$ 11,688,932	\$ 318,834	\$ 11,050,367	\$ 23,058,133
BUDGETED OPERATING COSTS				
LABOR AND BENEFITS				
TOTAL LABOR & BENEFITS - OPERATIONS & MAINTENANCE	\$ 1,296,025	\$ 79,935	\$ 235,616	\$ 1,611,576
TOTAL LABOR & BENEFITS - ADMINISTRATION	1,420,416	64,881	1,060,658	2,545,956
TOTAL LABOR AND BENEFITS	\$ 2,716,441	\$ 144,816	\$ 1,296,274	\$ 4,157,532
TOTAL LABOR	1,876,767	98,958	904,015	2,879,741
TOTAL BENEFITS	839,674	45,858	392,259	1,277,791
VARIABLE O&M EXPENSE				
TOTAL PURCHASED WATER	\$ -	\$ 3,604	\$ -	\$ 3,604
TOTAL PURCHASED POWER	564,928	6,871	7,964,194	8,535,993
TOTAL TAXES ON "PASS-THRU" POWER COSTS	-	-	492,314	492,314
TOTAL WATER PURIFICATION	538,197	1,171	-	539,367
TOTAL VARIABLE O&M EXPENSE	\$ 1,103,125	\$ 11,646	\$ 8,456,507	\$ 9,571,278
FIXED O&M EXPENSE				
TOTAL O&M SERVICES	\$ 303,256	\$ 41,979	\$ 115,551	\$ 460,787
TOTAL MATERIAL AND SUPPLIES	159,586	6,383	23,430	189,400
TOTAL EXTRAORDINARY MAINTENANCE	830,000	-	290,000	1,120,000
TOTAL FIXED O&M EXPENSE	\$ 1,292,843	\$ 48,363	\$ 428,981	\$ 1,770,187
ADMINISTRATION, PLANNING & BUSINESS DEVELOPMENT (P&BD)				
TOTAL OUTSIDE SERVICES - ROUTINE	\$ 185,326	\$ 13,678	\$ 139,496	\$ 338,500
TOTAL OUTSIDE SERVICES - PLANNING & DEV	622,212	36	29,752	652,000
TOTAL INSURANCE	150,735	9,558	106,047	266,340
TOTAL OFFICE EXPENSE	165,426	2,732	176,845	345,003
TOTAL SUBSCRIPTIONS & MEMBERSHIPS	20,082	157	33,988	54,226
TOTAL FEES, PERMITS, & ASSESSMENTS	10,390	760	2,758	13,908
TOTAL ADVERTISEMENTS & NOTICES	2,945	25	3,322	6,292
TOTAL MILEAGE & VEHICLES EXPENSE	8,494	34	7,811	16,340
TOTAL EDUCATION & CONFERENCES	21,572	121	20,174	41,867
TOTAL PAYMENT TO ELECTRIC	118,497	-	-	118,497
TOTAL MISCELLANEOUS AND ELECTIONS	84,240	720	95,040	180,000
SUBTOTAL ADMIN AND P&BD BEFORE TAXES	\$ 1,389,919	\$ 27,822	\$ 615,232	\$ 2,032,973
TOTAL OTHER TAXES	636,738	21,431	163,095	821,264
TOTAL ADMIN, PLANNING & BUSINESS DEV	\$ 2,026,656	\$ 49,253	\$ 778,328	\$ 2,854,237
SUBTOTAL OPERATING BUDGET	\$ 7,139,065	\$ 254,078	\$ 10,960,091	\$ 18,353,234
BUSINESS SERVICES				
TOTAL BUSINESS SERVICES - DIRECT COSTS	\$ 114,317	\$ 251	\$ 108,076	\$ 222,643
TOTAL BUSINESS SERVICES	\$ 114,317	\$ 251	\$ 108,076	\$ 222,643
CAPITAL COSTS				
TOTAL TRANSFERS FOR CAPITAL PROJECTS	\$ 3,680,000	\$ -	\$ 250,000	\$ 3,930,000
TOTAL DEBT SERVICE - OPERATING FUNDS	1,963,319	-	532,794	2,496,112
TOTAL CAPITAL COSTS	\$ 5,578,319	\$ 65,000	\$ 782,794	\$ 6,426,112
SUBTOTAL BUDGET BEFORE RESERVES	\$ 12,831,701	\$ 319,329	\$ 11,850,960	\$ 25,001,989
TOTAL CHANGE IN OPERATING RESERVES	\$ (1,142,768)	\$ (495)	\$ (800,593)	\$ (1,943,856)
TOTAL BUDGETED OPERATING COSTS	\$ 11,688,932	\$ 318,834	\$ 11,050,367	\$ 23,058,133

Exhibit B

PUD No. 1 of Whatcom County 2024 Capital Improvement Budget (CIP)

CIP Number	Project Name	2023 Projected	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2024-2028 Budget
INTERNAL SERVICES								
IS-1	Admin Office Remodel	\$ 50,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
IS-5	Administrative Staff Vehicles	48,169	-	-	45,000	-	45,000	90,000
IS-12	SCADA System Analysis, Equipment Eval & Upgrade	52,077	50,000	40,000	40,000	100,000	40,000	270,000
IS-14	Office Equipment and Computer HW & SW Replace	17,479	30,000	40,000	7,000	52,000	60,000	189,000
IS-15	Communications Backbone System Build-out and Upgrade	3,353	300,000	300,000	300,000	300,000	300,000	1,500,000
IS-16	Admin Building	20,495						-
IS-19	Solar Panels Plant 2	56,735						-
	Sub-Total (IS) Internal Services CIP Projects	\$ 248,308	\$ 380,000	\$ 455,000	\$ 392,000	\$ 452,000	\$ 445,000	\$ 2,124,000
INDUSTRIAL WATER								
RWL	PROJECT MANAGEMENT	\$ -	\$ 241,521	\$ 732,218	\$ 136,278	\$ 1,438,826	\$ 1,438,248	\$ 3,987,092
RW-14	Water Utility Vehicles	47,058	55,000	55,000	-	55,000	46,000	211,000
RW-22	Install Main Line Valves on Distribution System	166	50,000	350,000	450,000	-	-	850,000
RW-27	Water Utility Major Non Vehicle Equipment	-	10,000	10,000	10,000	10,000	10,000	50,000
RW-28	Water Treatment Plant 1 Project	302,801	85,000	45,000	45,000	55,000	55,000	285,000
RW-33	Petrogas Meter/Valve Relocate	29,400	272,000	-	-	-	-	272,000
RW-34	PSE-Whitehorn Meter/Valve Relocate	192	-	480,000	-	-	-	480,000
RW-35	Plant 1 & 2 VFD Replacement & Additions	232,206	650,000	-	-	-	-	650,000
RW-38	Plant 1 Rebuild	1,093,335	2,000,000	8,000,000	2,000,000	30,000,000	30,000,000	72,000,000
RW-41	Cathodic Protection	-	-	-	50,000	-	-	50,000
RW-44	D Station Improvements	143,475	490,000	160,000	-	-	-	650,000
RW-45	Replace Hydrant valves on Douglas Road	76,009	150,000	150,000	150,000	150,000	150,000	750,000
RW-46	Phillips 66 Booster Pump	40,232	50,000	1,800,000	-	-	-	1,850,000
RW-47	Intake Screens	-	50,000	750,000	-	-	-	800,000
RW-48	Replace Intake or Hi-head pump and motors	60,000	990,000	-	-	-	-	990,000
RW-49	Complete Fence around WTP1	-	38,000	-	-	-	-	38,000
RW-98	Water Basin Enclosures	14,511	50,000	3,500,000	-	-	-	3,550,000
MISC	Contingency for Un-Planned Raw Water Projects	-	-	-	-	-	-	-
	Sub-Total (RW) Industrial Raw Water CIP Projects	\$ 2,039,385	\$ 5,181,521	\$ 16,032,218	\$ 2,841,278	\$ 31,708,826	\$ 31,699,248	\$ 87,463,092
GRANDVIEW								
GVL	PROJECT MANAGEMENT	\$ -	\$ 4,936	\$ 1,438	\$ 1,402	\$ 256	\$ 252	\$ 8,284
GVF-4	Grandview Fire System Rehab	27,961						-
GVP-3	Grandview Potable System Improvements	567	25,000	25,000	25,000	-	-	75,000
GVP-4	Potable Plant Land Acquisition	50,162	75,000	-	-	-	-	75,000
GVP-5	Road Crossing at 2349 Grandview	1,147						-
GVP-6	Line Extension on Grandview Rd	243						-
	Sub-Total (GV) Grandview Water CIP Projects	\$ 80,081	\$ 104,936	\$ 26,438	\$ 26,402	\$ 256	\$ 252	\$ 158,284
ELECTRIC								
EL	PROJECT MANAGEMENT	\$ -	\$ 28,754	\$ 16,448	\$ 14,748	\$ 14,013	\$ 13,840	\$ 87,802
E-6	115 kV Transmission Structure/Conductor Upgrades	13,527	50,000	50,000	50,000	50,000	50,000	250,000
E-15	Electric Utility Vehicles	-	-	-	47,000	-	-	47,000
E-22	Upgrade/Replace Ferndale Substation	867,499	300,000	-	-	-	-	300,000
E-25	Non-Vehicle Equipment	11,368	10,000	10,000	10,000	10,000	10,000	50,000
E-26	Substation Security	60,371	50,000	50,000	-	-	-	100,000
E-28	Refinery Substation Capacity Upgrades	-	550,000	-	-	-	-	550,000
	Sub-Total (E) Electrical CIP Projects	\$ 952,764	\$ 988,754	\$ 126,448	\$ 121,748	\$ 74,013	\$ 73,840	\$ 1,384,802
BROADBAND								
BBL	PROJECT MANAGEMENT							\$ -
BB-1	Pt Roberts Fiber Project	-	3,000,000	718,250	-	-	-	3,718,250
		\$ -	\$ 3,000,000	\$ 718,250	\$ -	\$ -	\$ -	\$ 3,718,250
EXTRAORDINARY MAINTENANCE								
RW-M-2	Clean Sediment Settling Ponds	\$ 209,167	\$ 155,000	\$ 165,000	\$ 165,000	\$ 175,000	\$ 175,000	\$ 835,000
RW-M-6	Douglas Rd Vault Power & SCADA Upgrades	163	130,000	-	-	-	-	130,000
RW-M-7	D Station Reliability Upgrades	-	250,000	-	-	-	-	250,000
RW-M-10	High Head Pump Re-build (Annual Maint Project)	5,600	125,000	125,000	125,000	125,000	125,000	625,000
RW-M-11	Plant 1 Maintenance	2,494	-	-	-	-	-	-
RW-M-13	Demolish BP Intake	162	125,000	-	-	-	-	125,000
RW-M-14	Demolish Communication Tower at Bender Park	328	45,000	-	-	-	-	45,000
E-M-1	Transmission Line Vegetation Management	51,730	25,000	25,000	25,000	25,000	25,000	125,000
E-M-3	Substation Maintenance	-	225,000	225,000	225,000	225,000	225,000	1,125,000
E-M-4	Aerial Inspection of line and Substations	107,931	40,000	40,000	40,000	40,000	120,000	280,000
MMISC	Miscellaneous Extraordinary Maintenance	18,778	-	-	-	-	-	-
	Sub-Total (M) Maintenance Projects	\$ 396,352	\$ 1,120,000	\$ 580,000	\$ 580,000	\$ 590,000	\$ 670,000	\$ 3,540,000
	Grand Total	\$ 3,716,890	\$ 10,775,211	\$ 17,938,353	\$ 3,961,428	\$ 32,825,095	\$ 32,888,340	\$ 98,388,428

RESOLUTION NO. 840

**A RESOLUTION BY THE COMMISSION OF
PUBLIC UTILITY DISTRICT NO. 1 OF
WHATCOM COUNTY (“DISTRICT”)
ADOPTING INDUSTRIAL WATER UTILITY
WATER RATES, AND GRANDVIEW UTILITY SERVICE RATES FOR 2024**

WHEREAS, the DISTRICT’s policy for determining water rates involves an annual adjustment of water rate components based on planned capital improvements and budget changes to the utility; and

WHEREAS, at the regular meeting of the Commission on November 28, 2023, a public hearing was held to solicit comments on the proposed 2024 District Budget, and

WHEREAS, after notice to water customers the Board of Commissioners discussed and reviewed the proposed 2024 Water Utility Rates and proposed 2024 District Budget at the regular meeting of the Commission on November 28, 2023; and

WHEREAS, the Commission approved the 2024 District Budget at the regular meeting of the Commission on December 12, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Whatcom County will adopt the Industrial Water Utility Rates and Grandview Utility Rates for 2024 which includes the following documents:

- Exhibit A - Industrial Water Utility 2024 Rates
- Exhibit B - Industrial Water Utility 2024 Other Rates and Revenue
- Exhibit C - Grandview Water Utility 2024 Service Rates

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Whatcom County at a regular meeting held on the 12th day of December, 2023.

**Public Utility District No. 1 of
Whatcom County**

Atul Deshmane, President/Commissioner

Attest:

Jaime Arnett
Secretary/Commissioner

Christine Grant/Vice-President/Commissioner

Exhibit A

Industrial Water Utility 2024 Rates

Retail Unit Costs	2023	2024	% Change
Cherry Point			
<i>Fixed Capital Charge</i>	\$10,488.13	\$11,000.00	4.9%
<i>Fixed Operating Charge</i>	\$17,124.57	\$21,000.00	22.6%
<i>Fixed Fire Charge</i>	\$1,124.78	\$1,200.00	6.7%
<i>Fixed Potable Charge</i>	\$75.00	\$90.75	21.0%
<i>Cherry Point Consumption Rate (mg)</i>	\$435.03	\$465.28	7.0%
Irrigation (separate increase)			
<i>Fixed Charge</i>	\$633.57	\$665.25	5.0%
<i>Consumption Charge (mg)</i>	\$1,431.02	\$1,502.57	5.0%
Temporary (separate increase)			
<i>Fixed Charge</i>	\$300.00	\$315.00	5.0%
<i>Consumption Charge (mg)</i>	\$3,150.00	\$3,307.50	5.0%
Projected Sales	\$ 10,365,039	\$ 11,601,243	11.9%

Customer Revenues	QIC (MGD)	QIO (MGD)	EST USAGE (MG)	Fixed Capital	Fixed Operating	Fixed Fire	Fixed Potable	Monthly Fixed	Annual Fixed \$	Annual Consumption \$	Annual Total \$	2024 % Increase
Cherry Point												
ALCOA INTALCO	2.8	0.18	24.50	\$ 30,800	\$ 3,780	\$ -	\$ -	\$ 34,580	\$ 414,960	\$ 11,399	\$ 426,359	6.6%
BN/SF	0	0	-	-	-	1,200	-	1,200	14,400	-	14,400	6.7%
BP CHERRY POINT	18.27	12.6	2,440.00	200,970	264,600	-	-	465,570	5,586,840	1,135,274	6,722,114	13.0%
PETROGAS	0.05	0.03	8.98	550	630	-	-	1,180	14,160	4,177	18,337	12.1%
CHEMCO	0.02	0.01	0.08	220	210	-	-	430	5,160	35	5,195	12.8%
GATEWAY PACIFIC TERMINAL	5.33	0	-	58,630	-	-	-	58,630	703,560	-	703,560	4.9%
PHILLIPS 66	6	4	1,368.00	66,000	84,000	-	-	150,000	1,800,000	636,498	2,436,498	12.2%
CORNERSTONE COMMUNITY CHURCH	0	0	-	-	-	540	-	540	6,480	-	6,480	6.7%
PRAXAIR	0.14	0.07	10.60	1,540	1,470	-	91	3,101	37,209	4,932	42,141	12.3%
PSE WHITEHORN	0.29	0.04	6.00	3,190	840	-	-	4,030	48,360	2,792	51,152	8.1%
PSE FERNDAL E GEN STN	2.7	2	407.00	29,700	42,000	-	-	71,700	860,400	189,367	1,049,767	13.1%
FREE RAIN FARMS	0.02	0.01	2.20	220	210	-	-	430	5,160	1,024	6,184	11.8%
GRANDVIEW	0.01	0.01	2.60	110	210	-	-	320	3,840	1,210	5,050	13.6%
IRRIGATION			60.00						17,962	90,154	108,116	5.0%
TEMPORARY			1.40						1,260	4,631	5,891	5.0%
Total			4,331.35						\$ 9,519,751	\$ 2,081,492	\$ 11,601,243	11.9%

*Annual Revenue estimated based on forecasted consumption

Exhibit B

Industrial Water Utility 2024 Other Rates and Revenue

	Rate as set by Commission	Rate Last Year
Excess Usage Fee	\$ 884.87 per af	\$ 767.50 per af
Excess Demand Fee	\$ 252,000.00 per mgd	\$205,494.80 per mgd
Minimum Charge for Customer Assistance	\$ 100.00	\$ 100.00
Minimum Reconnection Fee	\$ 500.00	\$ 500.00
Direct Charges: Praxair potable	\$ 80.00	\$ 75.00

Exhibit C

PUBLIC UTILITY DISTRICT No. 1 of *Whatcom County*

GRANDVIEW UTILITY

2024 Service Rates & Revenue

Account	Meter #	Company	Potable Meter Equivalent (ME) Used	Monthly Fixed Potable Meter Charge	Monthly Fixed Fire Charge	Annual Fixed Charges	Estimated Potable Usage (ccf)	Estimated Non-Potable Usage (ccf)	Annual Volume Revenue	Total Annual Revenue
				Fixed Potable Meter Charge	\$ 115.00	Per ME				
				Fixed Fire Charge	\$ 205.00	Per connection				
				Volume Potable Charge	\$ 19.57	Per ccf				
				Volume Non-Potable Charge	\$ 15.00	Per ccf				
02-0001	1	Kona Usa	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	265	0	\$ 5,179.94	\$ 9,019.94
02-0002	2	Crystal Creek Logistics	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	0	0	\$ -	\$ 3,840.00
02-0003	3	Crystal Creek Logistics	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	0	0	\$ -	\$ 3,840.00
02-0004	4	Crystal Creek Logistics	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	74	0	\$ 1,438.87	\$ 5,278.87
02-0005	5	MJ Marine Exhaust	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	8	0	\$ 149.12	\$ 3,989.12
02-0006	6	Perry Pallet	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	121	0	\$ 2,362.37	\$ 6,202.37
02-0007	7	Homefire Prest Logs	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	39	0	\$ 758.68	\$ 4,598.68
02-0008	8	Montigo Del Ray	1.67	\$ 192.05	\$ 205.00	\$ 4,764.60	199	0	\$ 3,884.95	\$ 8,649.55
02-0009	9	Silvstar Forest Products	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	15	0	\$ 300.85	\$ 4,140.85
02-0009	9.5	Silvstar Forest Products	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	458	0	\$ 8,955.01	\$ 12,795.01
02-0013	13	Western Refinery Svc	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	615	0	\$ 12,034.20	\$ 15,874.20
02-0013	13.5	Western Refinery Svc	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	7	0	\$ 130.81	\$ 3,970.81
02-0015	15	Management Services NW	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	163	0	\$ 3,191.68	\$ 7,031.68
02-0017	17	Nuova Distribution USA	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	187	0	\$ 3,662.58	\$ 7,502.58
02-0018	18	Co-Pac Properties	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	45	0	\$ 889.48	\$ 4,729.48
02-0022	22	Crystal Creek Logistics	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	0	0	\$ -	\$ 3,840.00
02-0023	23	LGC US Asset Holdings, LLC	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	92	0	\$ 1,805.13	\$ 5,645.13
02-0029	29	Seattle Manufacturing	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	118	0	\$ 2,302.19	\$ 6,142.19
02-0030	30	Macron Metal USA	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	156	0	\$ 3,060.87	\$ 6,900.87
02-0033	33	Healthy Pet	3.33	\$ 382.95	\$ 205.00	\$ 7,055.40	1	0	\$ 28.17	\$ 7,083.57
02-0035	35	Lynden Door	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	0	0	\$ 3.92	\$ 3,843.92
02-0036	36	Sustainable Solutions	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	32	0	\$ 627.87	\$ 4,467.87
02-0038	38	I-5 Industrial Center	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	43	0	\$ 837.16	\$ 4,677.16
02-0039	39	Allweather Wood/Trueguard	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	1	0	\$ 15.70	\$ 3,855.70
02-0040	40	Sahota, Dave	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	130	0	\$ 2,537.65	\$ 6,377.65
02-0041	41	Grandview Business Center	3.33	\$ 382.95	\$ 205.00	\$ 7,055.40	1,102	0	\$ 21,556.91	\$ 28,612.31
02-0042	42	Propack, Inc.	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	31	0	\$ 601.71	\$ 4,441.71
02-0044	44	Whisper Lake Developments	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	184	0	\$ 3,610.26	\$ 7,450.26
02-0045	45	Jensen Lee Properties	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	23	0	\$ 444.74	\$ 4,284.74
02-0048	48	Oxy Corp	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	36	0	\$ 706.36	\$ 4,546.36
02-0050	50	IMCO - Office	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	516	0	\$ 10,098.26	\$ 13,938.26
02-0051	51	IMCO - Shop	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	114	0	\$ 2,223.71	\$ 6,063.71
02-0052	52	Matia Contractors	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	132	0	\$ 2,589.97	\$ 6,429.97
02-0053	53	GV Lot 2 LLC	5.33	\$ 612.95	\$ 205.00	\$ 9,815.40	768	0	\$ 15,024.44	\$ 24,839.84
02-0054	54	GV Lot 2 LLC	2.30	\$ 264.50	\$ 205.00	\$ 5,634.00	175	0	\$ 3,424.51	\$ 9,058.51
02-0055	55	Border Safe Storage Solutions	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	108	0	\$ 2,119.07	\$ 5,959.07
02-0056	56	Infra Pacific LLC	0.00	\$ -	\$ 881.52	\$ 10,578.24	0	0	\$ -	\$ 10,578.24
02-0058	58	PES Holdings	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	196	0	\$ 3,830.42	\$ 7,670.42
02-0059	59	Method Homes	1.00	\$ 115.00	\$ 205.00	\$ 3,840.00	77	0	\$ 1,512.12	\$ 5,352.12
			48.96	\$ 5,630.40	\$ 8,671.52	\$171,623.04	6,229	0	\$121,899.69	\$293,522.73

ANY CUSTOMER SERVICE CALL-OUTS, INCLUDING DISCONNECTION AND RECONNECTION, MAY BE CHARGED A FEE OF \$75

***Annual Revenue estimated based on forecasted consumption**

RESOLUTION NO. 841

**A RESOLUTION BY THE COMMISSION OF
PUBLIC UTILITY DISTRICT NO. 1 OF
WHATCOM COUNTY (“DISTRICT”)
ADOPTING RATES AND CHARGES RELATED TO USE AND OPERATION OF THE
DISTRICT’S ELECTRIC UTILITY FOR 2024**

WHEREAS, The Commissioners of the District has by prior Resolutions adopted certain rates or charges related to the operation of the District’s Electric Utility and the sale of electric energy to the District’s electric customers; and

WHEREAS, the proposed rates and charges that will be charged by the District’s electric utility for the year 2024, attached as Exhibit “A” hereto were provided to the District Commissioners on November 28, 2023 and were included in the proposed District Budget for 2024 approved in Resolution 839; and

WHEREAS, following the review of said proposed rates and charges, and review of all comments submitted by the District’s electric customer, said proposed rates and charges are determined to be fair and non-discriminatory, and provide adequate revenues sufficient for payment of principal and interest on such revenue obligations for which payment has not otherwise been provided and for all payments for which the District is obligated to set aside in any special fund or funds created for such purpose, and for the proper maintenance and operation of the electric utility and all necessary repairs, replacements and renewals thereof; and

WHEREAS, the District has through agreement with its electric customer passed through Bonneville Power Administration power and transmission rates and charges as they occur including the associated state taxes,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Whatcom County establish revised service charges related to the use and operation of the District’s Electric Utility and the sale of electric energy to be effective January 1, 2024 copies of which are attached as Exhibit “A” - Electric Utility Budget Rates and Charges, hereto,

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Whatcom County at a regular meeting held on the 12th day of December, 2023.

**Public Utility District No. 1 of
Whatcom County**

Attest:

Atul Deshmane, President/Commissioner

Jaime Arnett, Secretary/Commissioner

Christine Grant/Vice-President/Commissioner

Exhibit A

PUBLIC UTILITY DISTRICT No. 1 of Whatcom County Electric Utility 2024 District Service Rates

RESULTS	PASS-THRU	ELECTRIC	WATER	TOTAL
Revenue Requirement	\$ 8,512,770	\$ 2,280,000	\$ 118,497	\$ 10,911,267
General Service Charge/month		\$ 190,000	\$ 9,875	\$ 199,875
Previous General Service/mo		\$ 189,800	\$ 6,778	\$ 196,578
% Revenue Change		0%	46%	1.7%

strict Operating Expenses

Labor & Benefits	\$ 1,296,274
Purchased Power	7,964,194
O&M Expenses	138,981
Extraordinary Maintenance	290,000
Admin Expenses	723,308
Taxes	655,409

tal District Operating Expenses **\$ 11,068,166**

bt Service

2012 LTGO Bond Debt Service (P&I)	\$ 62,316
2021 LTGO Bond Debt Service (P&I) - Refinance 2010B	130,277
2021 LTGO Bond Debt Service (P&I) - New money	340,200

tal District Debt Service **\$ 532,794**

pital Transfer **250,000**

ss Miscellaneous Revenue **(38,887)**

rtial Year Cash Adjustment **7,863**

rease (Decrease) of Operating Reserves **(908,669)**

venue Requirement **\$ 10,911,267**

Action Memo

To: Commissioners Arnett, Dushman and Grant
From: Chris Heimgartner, General Manager
Date: December 12, 2023
Re: **Approve Resolution No. 842 – Delegation of Authority**

Requested Action:

APPROVE RESOLUTION NO. 842 FOR THE DISTRICT'S DELGATING ADMINISTRATIVE POWERS AND DUTIES OF THE GENERAL MANAGER AND DESIGNEES REPEALING ALL PRIOR RESOLUTIONS DEALING WITH THE SAME SUBJECT MATTER.

Background:

The master policy directive of the Commission of the Public Utility District No. 1 of Whatcom County was originally adopted as Resolution No. 559 on November 27, 2007, for the purpose of establishing the delegated administrative powers and duties of the General Manager and designees. This policy states that it will be reviewed and affirmed annually each succeeding year following its adoption. The current Delegation of Authority policy will expire on December 31, 2023.

This is a recommendation to amend the Delegation of Authority to remain in effect until December 31, 2025, unless it is extended prior to that date.

This amendment includes the following update: Exhibit A – Authorized Purchasing Limits
Increasing the amount of one position and adding a new position to the list:

Title	New Limit	Prior Limit
Director of Utility Operations	\$10,000	\$7,500
Director of Broadband & New Power Supply	\$10,000	n/a

Fiscal Impact:

There is no fiscal impact to the District.

Recommended Action:

APPROVE RESOLUTION NO. 842 FOR THE DISTRICT'S DELGATING ADMINISTRATIVE POWERS AND DUTIES OF THE GENERAL MANAGER AND DESIGNEES REPEALING ALL PRIOR RESOLUTIONS DEALING WITH THE SAME SUBJECT MATTER.

Resolution No. 842
 Exhibit A

Public Utility District No. 1 of Whatcom County
 Authorized Purchasing Limits

POSITION	AUTHORIZED LIMIT*
Commissioners.....	\$3,000
General Manager.....	\$100,000
Assistant General Manager.....	\$25,000
Director of Finance.....	\$10,000
Revised Director of Utility Operations.....	\$10,000
New Director of Broadband/New Power Supply	\$10,000
Broadband Program Manager	\$10,000
Manager – Automation & Technology Services.....	\$5,000
Electric System Supervisor	\$3,500
Chief Water Operator	\$2,500
Project Manager.....	\$2,500
Manager – Contracts and Regulatory Compliance	\$2,500
Executive Assistant to General Manager.....	\$2,500
Accountant 1	\$1,000
IT/SCADA Technician.....	\$1,000
Automation Technician.....	\$1,000
Substation Technician.....	\$1,000
Water System Operators	\$500
 OPEN POSITIONS (January 1, 2021)	
Manager – Construction and Facilities.....	\$5,000
Water Systems Supervisor.....	\$2,500
Assistant Finance Director	\$2,500

*Exclusive of sales tax

RESOLUTION NO. 842

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY (“DISTRICT”) DELEGATING ADMINISTRATIVE POWERS AND DUTIES OF THE GENERAL MANAGER AND DESIGNEES, REPEALING ALL PRIOR RESOLUTIONS DEALING WITH THE SAME SUBJECT MATTER.

WHEREAS, RCW 54.16.100 authorizes the Board of Commissioners of Public Utility District No. 1 of Whatcom County (Commission) to delegate administrative powers and duties to the General Manager through this resolution known as the “Delegation of Authority”, and

WHEREAS, the Commission now wishes to amend and extend the existing Delegation of Authority to continue to provide a master policy directive on the delegated administrative powers and duties of the General Manager and designees and to repeal any resolutions dealing with the same subject matter; and

WHEREAS, the existing Delegation of Authority adopted by Resolution 808 expires on December 31, 2023, the Commission has determined to replace that Delegation of Authority with this Resolution and Delegation of Authority effective upon adoption and shall remain in effect, unless amended, until December 31, 2025.

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

Section 1. The master policy directive of the Commission of the Public Utility District No.1 of Whatcom County as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the General Manager and his/her designees. This policy directive will remain in effect until December 31, 2025 unless it is extended prior to that date. This policy will be reviewed and affirmed annually each succeeding year following its adoption.

Section 2. All portions of resolutions heretofore approved by the Commission pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The following policy directive on the delegated administrative powers and duties of the General Manager is hereby adopted.

I. PREAMBLE

A. The following policy is adopted by the Commission of the Public Utility District No. 1 of Whatcom County for the purpose of establishing the administrative powers and duties of the General Manager who is responsible for District operations. The General Manager may delegate to District personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the General Manager's powers and duties.

B. This policy sets forth specific delegations of power and duties from the

Commission to the General Manager. This policy shall not be interpreted to limit the duties or responsibilities of the General Manager, as those duties are determined from time-to-time by the Commission. The General Manager may designate a senior District employee to act in the place of the General Manager with regard to the powers and duties in the absence of the General Manager and with notification to the Commission. The authority of the General Manager to designate a senior District employee to act in the place of the General Manager for purposes of making purchases is limited to the purchasing authority granted in the "purchasing limits" set forth in Exhibit A to this resolution, unless specified otherwise by direct action of the Commission, or as established in RCW 54 (PUD Laws).

Subject to the limits within this delegation, the responsibility for all administration and operations of the District rests with the General Manager.

C. To implement delegations of authority to District personnel, the General Manager shall promulgate policy and procedural manuals, monetary and budgetary directives and other such documents as personnel position descriptions, affirmative action plans, safety manuals, etc. which shall provide a clear span of authority and responsibility to the designees of the General Manager.

D. Any Commission directives or initiatives shall be made through the General Manager and shall be made only by the Commission acting as a body of the whole. Those directives include but are not limited to the policies adopted by the Commission, including but not limited to travel policy, rate schedules, financial guidelines, standard rates/practices, and personnel policies.

E. The phrase "administration and District operations", as used herein, means the regular day-to-day business of the District, including but not limited to, operating, maintaining, and administering all of its properties, facilities services and programs; including the implementation of construction work, alterations, repairs, maintenance, and improvements of the District's physical facilities; and, the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the District's operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, salary and benefits, training, grievance procedures, task and project assignments, employee training and incentive programs, etc.); the execution and administration of contracts; publish legal notices; and, all other pertinent functions.

F. The General Manager shall inform the Commission regarding significant information, incidents, and business transactions by methods agreeable to the Commission. The General Manager shall report to the Commission those actions as within this delegation. The General Manager is the managing official of the District, appointed by the Commission, and holds office as their representative. **Nothing herein should be construed in any way as abrogating the duties and the responsibilities of the Commission.**

II. POLICY GOVERNING REAL PROPERTY

A. **Lease Arrangements:** All real property when available for leasing shall, except as otherwise provided herein below, be leased only under an appropriate written lease instrument executed by the Commission accompanied by a lease bond or other form of security in

accordance with law. However, the General Manager may execute short-term leases (one year, or less) subject to all of the following conditions:

1. The appropriate lease surety must be in place consistent with statutory requirements and the District's standard form of lease, with the exception of State and Federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the District's intent in its standard lease form.

2. The arrangements for short-term occupancy shall be evidenced by the District's standard form of lease, (except that any clearly inapplicable provision or provisions inconsistent with the policy herein set out shall be deleted from the standard form).

3. The amount of the rental shall be in accordance with the rental revenue standards adopted by the Commission for similar District property of the same or similar class and type and devoted to similar uses.

4. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the standards of use adopted by the Commission for the same or similar District property or properties.

5. The lease may not be renewed or otherwise extended beyond one year without prior Commission approval.

B. Other Real Property Related Actions: The General Manager is authorized to execute the following property instruments, subject to the terms specified herein:

1. Execution of temporary and permanent easements for purposes of utility installments only where the District is the beneficiary of such easement, according to terms and conditions approved by the Commission in advance, or attached hereto as an Exhibit.

2. Changes in name of responsible party to the lease if all other conditions, including primary ownership, remain the same.

3. Response to estoppels and attornments.

C. Lease Renewals: The General Manager is authorized to renew leases provided such renewals are provided for in the basic lease; all other substantive terms of the lease remain unchanged; rental adjustments provided for in the lease are made; and, the lease is in good standing.

D. Lease Enforcement and Lease Terminations: The General Manager is authorized to enforce all terms and conditions of District leases. The General Manager is authorized to issue all appropriate notices of default and/or notices of termination with regard to District leases. The General Manager is authorized to terminate any lease under the terms and conditions therein. Upon termination, the General Manager is authorized to take all steps necessary to retake possession of the leasehold and recover for the District all sums due the District pursuant to the lease and the law. The General Manager shall keep the Commission informed with respect to lessees that are issued default notices or termination notices.

III. POLICY GOVERNING CONTRACTS FOR PROVISION OF WATER DELIVERY SERVICES

A. **Irrigation Water Contracts:** The General Manager shall have the responsibility for following all required statutory procedures in connection with all irrigation water service contracts. The General Manager is authorized to, without prior Commission approval, execute on behalf of the District any renewal of a contract for irrigation services if the customer is in good standing with the District relative to the payment on account for previous service, and conditions 1-4 below are satisfied. The General Manager is authorized, without prior Commission approval, to execute on behalf of the District any new irrigation service contract with new customer in a form approved by the Commission, provided that the following criteria are satisfied:

1. The agreement requires the District to provide irrigation water to three hundred (300) acres of land or less;
2. The estimated irrigation water usage under the agreement does not exceed ten percent (10%) of the District's total water right allowed for irrigation;
3. The estimated cumulative irrigation water usage of all existing irrigation agreements and the new irrigation agreement does not exceed eighty percent (80%) of the District's total irrigation water right; and
4. The agreement meets all other criteria, as determined by the Commission, for irrigation water service.
5. The estimated annual revenue amount would not exceed \$50,000 or annual gallon consumption estimated below 20 million gallons of water and the contract meets all standard District requirements and the estimated consumption of water in the new contract will not cause the District to exceed its allowed use of water for irrigation purposes.

B. **Industrial Water Contracts:** The General Manager shall have the responsibility for following all required statutory procedures in connection with all industrial water service contracts. The General Manager is authorized, without prior Commission approval, to execute on behalf of the District any amendment to or renewal of an existing industrial water contract if:

1. The term of the contract is not extended more than 1 year,
2. The value of the amendment or renewal does not exceed \$100,000 or 10% of the annual value of the existing contract, whichever is greater, or,
3. The amendment is not a re-assignment of the contract to a new party to the agreement.

C. **Special Services Contracts:** The General Manager shall have the responsibility for following all required statutory procedures in connection with contracts for the provision of special services to other public agencies and private sector clients. An example of such a service is where the District staff delivers maintenance or operation service to a city, another water district or a private company for a charge. The General Manager is authorized, without prior

Commission approval, to execute on behalf of the District any new special service contract with a private party for such services with a cost not to exceed \$100,000 and no additional District staffing or additional staff equipment is needed in the provision of these services and the General Manager informs the Commission of such action.

IV. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF WORK, PUBLIC WORK, ELECTRONIC DATA PROCESSING & TELECOMMUNICATION SYSTEMS, PROFESSIONAL SERVICES, AND CONSTRUCTION OR IMPROVEMENT OF AN ELECTRICAL FACILITY

A. Contract Awards: The General Manager shall have the responsibility for following all required statutory procedures in connection with all contracts. The General Manager is authorized to carry out all procedures required by applicable statutes preliminary to the acts required to be performed by the Commission at an open meeting. The General Manager may, without prior Commission approval, execute on behalf of the District contracts for \$100,000 or less so long as the expenditure is within the limits of overall budgetary authority as approved by the Commission.

B. Emergency Contracts: When any emergency shall require the immediate execution of a contract, the General Manager, pursuant to the procedures of RCW 39.04.020 (and as amended), is authorized to make a finding of the existence of such emergency and execute any contract necessary to respond to the existing emergency, provided that the General Manager shall, at the first Commission meeting following the General Manager's finding of the existence of an emergency, request District Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the General Manager shall continuously advise the Commission of the status of the emergency situation and the progress of any such contracts executed to remedy the emergency. Emergency contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his/her work and materials used to the time of termination.

C. Change Orders: In the instances where contracts have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the General Manager is authorized, without prior Commission approval, to execute individual change orders to the contract following the guidelines set forth in the current Purchasing Policy. The General Manager's authorized approval limit for change orders is the same as the delegated purchasing limit (currently \$100,000), so long as the expenditure is within the limits of overall budgetary constraints as approved by the Commission, and the limits on approval of change orders including the cumulative change order limitations set forth in the District's Purchasing Policy.

V. POLICY GOVERNING CONTRACTS FOR ACQUISITION OF MATERIALS, EQUIPMENT, SUPPLIES AND SERVICES

A. Purchase of Materials, Equipment, Supplies, Work, and Services: The General Manager shall have the responsibility for following all required statutory procedures, where applicable, in connection with all contracts for the acquisition of materials, equipment, supplies work, and services. The General Manager or designee may, without prior Commission approval,

execute on behalf of the District, contracts for materials, equipment, supplies, work, or services for amounts up to \$100,000 or such other amount as set forth in the District's Purchasing Policy, so long as the expenditure is within the limits of overall budgetary constraints as approved by the Commission, and the limits on approval of change orders including the cumulative change order limitations set forth in the District's Purchasing Policy.

B. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services: When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the General Manager is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services necessary to respond to the existing emergency, provided that the General Manager shall, at the first Commission meeting following the General Manager's finding of the existence of an emergency, request District Commission ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. From the inception of any such emergency, the General Manager shall continuously advise the Commission of the status of the emergency situation and the progress of any such public work contracts executed to remedy the emergency. Emergency acquisition contracts executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Commission and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his/her work and materials used to the time of termination.

VI. POLICY GOVERNING ADJUSTMENT AND SETTLEMENT OF CLAIMS AND PENALTIES EXCEPTING THOSE COVERED BY PARAGRAPH XIV BELOW

A. Procedure for Settling Claims: The General Manager shall be responsible for the implementation of necessary procedures for the settlement of all claims, either against or on behalf of the District. Procedures in the handling of such claims shall, at a minimum, include the following:

1. For purpose of this Paragraph VI, "claim" shall mean the assertion of any position, penalty, right or responsibility by or against the District, its Commissioners or employees, but not including (1) uncollectible accounts only to the extent as covered in Paragraph X herein, or (2) claims asserted by or against the District which have or may become the subject of litigation.

2. No claims against the District shall be considered unless and until proper notice has been served by the claimant upon the District as provided by law.

3. All claims for or against the District may be processed in all respects (except for their final approval and payment) by the General Manager or Legal Counsel. No such claims shall be submitted to the Commission until a tentative agreement has been reached with the parties concerned for their settlement.

4. Except as provided under Section B below, no claims shall be finally approved for settlement except by the Commission and no claim shall be paid except as authorized by the Commission.

B. General Manager's Authority to Settle Claims Against the District: Any claim asserted against the District and arising from District operations and not exceeding .05% of

annual District operating revenues for the last complete fiscal year for a single claim, or that does not personally name a Commissioner, may be adjusted and settled by the General Manager without approval by the Commission but only on the recommendation of Legal Counsel that the settlement of the claim proposed is in the best interest of the District taking into account all relative factors including, but not limited to, the cost of litigation and the effect of the particular settlement on the District's overall risk management strategy. All such claims, when settled, shall be reported to the Commission.

VII. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE DISTRICT

A. General Manager's Authority: The General Manager is authorized to approve travel by employees and/or other authorized representatives of the District in order to effectuate necessary District operations, provided that the travel expenses are within the annual budget approved by the Commission, and provided that the Commission shall be advised prior to all international travel (excluding Canada).

VIII. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION

A. General Manager's Authority: The General Manager shall have the authority to manage all personnel matters of District employees and staff which includes hiring, firing, discipline, training, grievance procedures, employee benefits, and administration of the employee salary schedule and, if any, incentive programs. The General Manager shall carry out these responsibilities according to guidelines and policies to be established by the General Manager and within overall budgetary constraints.

IX. POLICY GOVERNING GENERAL MANAGER'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES

A. Authority of the General Manager for Acquisitions Authorized by the Commission: When the District Commission authorizes the acquisition of real property by purchase or condemnation, the General Manager shall take all necessary steps, including the securing of appraisals, to secure title of such property for the District. Acquisition price of individual properties (or ownerships) shall in no case exceed the District's appraisal by 10% (ten percent), nor shall the total price paid for all properties exceed the estimates of the District Commission's authorization without further specific Commission authorization.

B. Execution of Documents of Sale: The sale of real property is reserved to the specific Commission authorization. When the Commission authorizes the sale of real property, the General Manager shall take all necessary steps to complete the transaction, including but not limited to, accepting deposits, opening escrow and signing all necessary documents.

X. POLICY GOVERNING DISPOSITION OF UNCOLLECTIBLE ACCOUNTS:

A. Definition of "Write-off": The term "write-off" means the adjustment of the accounting records of the District to reflect the fact that the account is uncollectible in the normal course of operations. The General Manager may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the District.

B. Procedures: The General Manager is authorized to establish procedures for and to write off any uncollectible account in the amount of .05% of annual operating revenues of the last complete fiscal year or less subject to the following general guidelines:

1. Prior to writing off any account receivable or uncollectible, the General Manager shall be satisfied that every reasonable effort has been made by the District to accomplish the collection of the account.

2. Any account in excess of .05% of annual operating revenues of the last complete fiscal year which is deemed to be uncollectible shall be referred to the District Commission for final write-off.

XI. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES

A. Authority of the General Manager: The General Manager or his designee is authorized to take all necessary actions on behalf of the Commission in connection with lease surety, lease surety bonds, rental deposits, or insurance coverage required pursuant to any leases of the District, including any of the following actions:

1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.

2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.

3. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the District.

XII. POLICY GOVERNING SALE OF PERSONAL PROPERTY

A. Sale of Property Pursuant to RCW 54.16.180: The General Manager or his designee is authorized, pursuant to RCW 54.16.180, to sell, convey, lease, or otherwise dispose of all or any part of the personal property which has become unserviceable, inadequate, obsolete, worn out, unfit, or which is no longer necessary, material to, and useful in such operations subject to the following conditions:

1. That the market value of such personal property does not exceed \$10,000; and

2. That prior to any such sale or conveyance, the General Manager shall itemize and list the property to be sold and make written certification to the Commission that the listed property is no longer needed for District purposes; and

3. That the sale of surplus and obsolete property will make all reasonable attempts to receive the highest retrievable value; and

4. That any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid, and

5. That no property which is part of the District's Master plan of improvement or modification thereof shall be disposed of until the Master plan has been modified and until such property is found to be surplus to District needs, and

6. That in no case shall surplus personal property be sold to any District official or employee or members of their families without the specific approval of the Commission.

B. The General Manager shall develop and implement policies and practices regarding the circumstances in which District officials, employees, or members of their families, may participate in the purchase of surplus personal property.

XIII. POLICY GOVERNING INVESTMENT OF TEMPORARILY IDLE DISTRICT FUNDS

A. Authority of the General Manager: For purposes of this paragraph, "Temporarily Idle District Funds" shall mean those funds which are not required for immediate expenditure. In accordance with applicable law relating to the investment of public funds, the General Manager is authorized to direct the investment of temporarily idle District funds. These directives shall permit, but shall not be limited to, investments in authorized government securities, sale of such investment and necessary interfund transfers.

XIV. LITIGATION

A. Management and Supervision of Litigations: The General Manager and the District's Legal Counsel (appointed by the Commission) shall be responsible for the procedures necessary for management and supervision of all litigation in which the District has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion or potential assertion of any position, right or responsibility by or against the District, including actions which have been filed in any court or any quasi-judicial or administrative forum.

B. Special Legal Services: The General Manager, on consultation with the District's Legal Counsel, is authorized to retain other such special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the District, within overall budgetary constraints.

C. Engagement of Experts: The General Manager may engage or cause to be engaged through Legal Counsel, such experts as may be necessary for the orderly support of claims or litigation in which the District has a direct or indirect interest, without limitations otherwise prescribed in Paragraph IX of this resolution. Such engagement shall be upon authorization given by Legal Counsel after having satisfied himself that such expenditure is necessary to the adequate preparation and representation of the District's position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.

D. Consultation with Commission: In instances of litigation in which the value has, or is likely to exceed .05% of annual operating revenues of the last complete fiscal year, the General Manager will in conjunction with the District's Legal Counsel consult with the Commission regarding strategy and the economic impact of litigation.

XV. RENEWABLE ENERGY CREDITS (RECS) FROM BONNEVILLE POWER ADMINISTRATION (BPA)

A. General Manager's Authority: The General Manager shall have the authority to sell Renewable Energy Credits (RECS) from the Bonneville Power Administration (BPA) to a third party, subject to the terms and conditions set forth herein. Any such transaction shall be reported to the Commission at the next regularly scheduled commission meeting.

For each calendar year, the General Manager shall not sell RECS the District possesses for less than the aggregate dollar amount of the same number of RECS it has purchased that calendar year, without Commission approval.

XVI. PUBLIC RECORDS ACT COMPLIANCE, AND NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENTS

A. The General Manager and his/her designee shall implement public record and retention policies adopted by the Commission, and shall implement the same in a manner consistent with State and Federal laws. Provided however, nothing in this resolution shall obligate or require the District to assert or to not assert any exemption under the Public Records Act. The General Manager in consultation with the District's legal counsel, may use his/her discretion in asserting any exemption to the disclosure of public records as provided in State or federal law.

B. Non-Disclosure and Confidentiality Agreements. From time to time potential and/or existing customers of the District may seek a confidentiality agreement with the District for a variety of reasons, which may include interests of national security, critical infrastructure facilities, and/or the protection of private party proprietary rights or interests. The General Manager is authorized to execute such agreement provided that such agreements expressly allowed disclosure of public records when (1) requested by any member of the public, (2) when such records are not exempt from disclosure under the Public Record Act or other State or Federal Law, and (3) such agreement is approved by the District's legal counsel.

XVII. TERM

The term for this Master Policy Directive shall be in effect upon adoption to December 31, 2023 unless amended or extended prior to that date.

XVII. PRIOR RESOLUTIONS TERMINATED

All prior resolutions in conflict with or inconsistent with this Resolution are hereby terminated.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Whatcom County at a regular meeting thereof held this 12th day of December, 2023.

**Public Utility District No. 1 of
Whatcom County**

Atul Deshmane, President/Commissioner

Christine Grant, Vice President/Commissioner

Jaime Arnett, Secretary/Commissioner

Public Utility District No. 1 of Whatcom County
 Authorized Purchasing Limits

POSITION **AUTHORIZED LIMIT***

Commissioners.....	\$3,000
General Manager.....	\$100,000
Assistant General Manager.....	\$25,000
Director of Finance	\$10,000
Revised Director of Utility Operations.....	\$10,000
New Director of Broadband/New Power Supply	\$10,000
Broadband Program Manager	\$10,000
Manager – Automation & Technology Services	\$5,000
Electric System Supervisor	\$3,500
Chief Water Operator.....	\$2,500
Project Manager	\$2,500
Manager – Contracts and Regulatory Compliance	\$2,500
Executive Assistant to General Manager.....	\$2,500
Accountant 1	\$1,000
IT/SCADA Technician	\$1,000
Automation Technician.....	\$1,000
Substation Technician.....	\$1,000
Water System Operators	\$500

OPEN POSITIONS (January 1, 2021)

Manager – Construction and Facilities	\$5,000
Water Systems Supervisor	\$2,500
Assistant Finance Director.....	\$2,500

*Exclusive of sales tax

Action Memo

To: Commissioners Arnett, Deshmane and Grant
From: Chris Heimgartner, General Manager
Date: December 12, 2023
Re: **Approve Resolution No. 843 – Amend the Policy for Employee Compensation for Administrative Employees**

Requested Action:

ADOPT RESOLUTION NO. 843 – 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 PURPOSES OF UPDATING SALARY RANGES AND RETIREMENT CONTRIBUTION AMOUNT.

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.

Resolution No. 843 will update the following sections of the Policy for Employee Compensation for Administrative Employees:

- 1) **Position Titles and Yearly Salary Ranges List.** Each year the District collects data related to compensation for non-union employee positions. We gather that data from several sources including regional public agencies including Whatcom County cities, Washington Public Utility Districts Association (WPUA) salary survey, consumer price index data (CPI-W Seattle/Tacoma/Bellevue), and regional sources. This year, the August 2023 CPI-W (Seattle/Tacoma/Bremerton) source data was used to maintain a meaningful relationship of the salary and compensation levels of our employees and these other comparable employers and positions. If we feel our salary ranges for our positions are not keeping that relative relationship, we recommend adjustments.

For 2024, we are recommending two salary range adjustments based on this year’s review for the following positions: Substation Technician I and Substation Technician II.

This is a recommendation for Commission approval of the recommended salary ranges for 2024. A set of proposed salary ranges with the existing ranges is listed as Exhibit A in Resolution No. 843. The General Manager establishes individual salaries as he/she implements the Policy for Employee Compensation for Administrative Employees established and approved by the Commission.

2) Deferred Compensation Program.

The District's last increase to the Deferred Compensation Program (contribution for retirement) was in 2022, effective January 1, 2023. As the only PUD in Washington that does not participate in the Washington State Public Employees Retirement System (PERS), the District contributes to employees' retirement in lieu of contribution to the PERS program. For 2024, I am recommending a slight increase in the District's contribution for retirement set at 9.39%, which will match the PERS Employer contribution rate. Below is a list of recent District contribution rates and those of employers participating in PERS:

<u>District</u>	<u>PERS Member Employers</u>
2022 – 8.7%	10.25% (effective 7/1/21 – 7/1/23)
2023 – 9.2%	10.25%
2024 Proposed – 9.39%	9.39% (effective 7/1/23 – current)

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.

Recommended Action:

ADOPT RESOLUTION NO. 843 – 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 PURPOSES OF UPDATING SALARY RANGES AND RETIREMENT CONTRIBUTION AMOUNT.

RESOLUTION NO. 843

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 AMENDING SALARY RANGES AND RETIREMENT CONTRIBUTION AMOUNT

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” 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, attached hereto as “Exhibit A” is amended for the purpose of amending the salary ranges for Substation Technician Level I and Substation Technician Level II; and

II

The proposed salary ranges for the positions of “Substation Technician I” and “Substation Technician Level II” is set forth in the attached Exhibit “B” *Salary Ranges List for District Administrative Employees* has been reviewed and established in accordance with the *Policy for Employee Compensation for Administrative Employees*; and

III

Effective January 1, 2024, 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.

IV

Effective January 1, 2024, the District’s Retirement Contribution shown on the Policy for Employee Compensation for Administrative Employees (page 5) attached hereto as Exhibit “A” for all administrative employees is hereby set at **9.39%** and supersedes 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 12th day of December, 2023.

Public Utility District No. 1 of Whatcom County

Atul Deshmane, President/Commissioner

Christine Grant, Vice President/Commissioner

Jaime Arnett, Secretary/Commissioner

Public Utility District Number 1 of Whatcom County

Policy for Employee Compensation of Administrative Employees

Purpose: This policy provides guidelines, responsibilities and authorities for the administration of the compensation for District Administrative (non-bargaining unit) Employees. This policy is subject to change, from time to time, by the Commission. This program is designed to promote, attract, and maintain a skilled workforce for the District.

The administration of this policy, where practicable, is to encourage career and professional development within the workforce. One of the goals of this policy is to reward increasing levels of responsibility and overall knowledge of the utility business. Demonstrated ability to incorporate the knowledge and experience to the benefit of the District will be a consideration in addressing compensation. To accomplish this, the District's compensation program is designed to strive for the following:

- 1. Encourage the recruitment, retention and motivation of qualified employees.** *The District seeks to compensate employees consistent with industry wages and the local economy.*
- 2. Comply with Federal and State Laws and Equal Employment Opportunity standards.** *The District compensates its employees in accordance with all applicable local, state and federal laws regarding race; color, religion; gender; marital status; national origin; citizenship status; age; sensory, mental or physical disability; disable or Vietnam-era veteran, or any other status protected by law.*
- 3. Identify other employment/compensation benefits for District Administrative Employees.** *The total measure of compensation will normally take into consideration all benefits enjoyed by employees inclusive of, but not limited to, salary, health insurance and benefits, personal leave, deferred compensation and retirement plans.*

Requirements

This policy shall apply to District Administrative Employees under the direction and supervision of the General Manager. The General Manager is charged with the administration of this policy, but is not covered by this policy. The terms and conditions of employment for the General Manager are determined by Contract with the Board of Commissioners.

At Will Employment

Public Utility District No. 1 of Whatcom County retains the *at will* status for all District Administrative Employees. As such, the employment relationship can be terminated at any time, with or without cause, by the District or the employee. No District representative has the authority to enter into any agreement for employment for a specified period of time or make any representations or agreement contrary to *at will* employment unless specifically authorized in writing by the Board of Commissioners.

Salary Administration

The compensation of the District's Administrative Employees is subject to availability of budgeted funds.

As part of the annual budgeting process, the Commission will review and approve, at the Commission's discretion, funds to be allocated for total compensation, which includes salaries, all other compensation related expenses, and all benefit plans (medical, dental, vacation, retirement, and personal leave).

Salary Range

The Commission will establish a salary range for each District Administrative Employee position in accordance with this policy. Each salary level will list the yearly salary range within which the salary paid must fall, except as otherwise provided herein.

Industry Salary Comparison

The salary range will be reviewed annually and may be adjusted by the Commission utilizing as a guide both the most applicable Consumer Price Index, the Washington Public Utility Districts Association's Salary, Wage and Benefit Survey, and the District's Collective Bargaining Agreement wage schedule as reference. Internal equity is a factor to be considered by the District when assessing comparable levels of responsibility while addressing variations in local and regional labor markets.

The General Manager or his designee shall procure annually or at least every two years, salary schedules of equivalent jobs in utilities and other comparable industries to determine the appropriateness of the District's salaries. Based on this review, and/or other factors such as cost of living and/or inflation, the General Manager will submit for approval a revised schedule of salary ranges to the Commissioners.

Salary Level

Each administrative job is placed in an existing salary level by evaluation of the job description. Normally, the level of salary compensation falls within a range for each position at the District. Placement within the range is subject to case-by-case analysis of the individual and factors including, but not limited to, level of experience, education, knowledge of job, knowledge of utility business, ability to efficiently perform duties and level of responsibility.

Each District Administrative Employee's salary will be determined by the General Manager in conjunction with District lead managers/supervisors using the salary ranges set by the Commission.

Other Factors in Determining Salary Levels or Ranges

Proposed salary level or range placements which are contrary to the statement above made as a recognition of special skills, talents, accomplishments or circumstances brought to the job or as a result of special labor market conditions will be reviewed by the General Manager and/or designated staff. Several factors can determine the appropriate range. These include:

- Market conditions;
- The particular role;
- Education, professional training and/or certifications;
- Number of years relevant functional and/or industry experience;
- Number of staff previously supervised;
- Special abilities or national recognition; or
- Part-time and/or temporary employment salary level/salary ranges that do not include additional benefits such as District-covered health insurance, paid holidays, paid vacation and paid sick leave (other than required by law).

The General Manager shall have the flexibility of filling such positions which are already approved by the

Commission to set salary levels or ranges that are not tied to an hourly rate.

Salary Adjustments

Changes within a range will normally occur on January 1 of each year or at other times deemed appropriate by the supervisor and approved by the General Manager. Salary increases of any nature are at the discretion of the District and no employee is entitled to any adjustment until approved by the General Manager.

Individual salary adjustments may occur throughout the year as appropriate for:

- Cost of living adjustments;
- Increases for employees in new positions or entry level of the ranges;
- Change in responsibility or demonstrated competencies within the position;
- Change of position;
- Performance; or
- Other special circumstances as may occur.

Voluntary Transfer/Demotion

Voluntary transfers to a job with a lower salary level or demotions because of inadequate performance or other valid reasons may result in a salary reduction to a point within the new salary ranges.

Fair Labor Standards Act

It is the intent of the District to fully comply with applicable laws, including the Fair Labor Standards Act. Each administrative position will be classified as exempt or non-exempt from overtime. Job descriptions will reflect the classification.

Personal Leave

Accrual rates and beginning balances for personal leave may be adjusted as determined by the General Manager within the limitations described below. Adjustments outside the following limitations require Commission review and prior approval. Adjustments within the following limitations are determined by the General Manager.

- The base pay for the individual must remain within the salary range;
- The adjustment for any individual in the budget year will be limited to 10%;
- The total adjustments for all subject employees within a budget year shall be limited to the annual budget approved by the Commission;
- Personal leave accrual rates up to the standard accrual rate based on years of relevant experience.

As new positions are created or substantively changed, salary ranges will be determined by the Commission. Job descriptions may be reviewed every two years or whenever significant changes occur to the duties or responsibilities of the position. New or updated job descriptions may be addressed when filling vacancies or promoting staff members.

Additional Benefits and Other Compensation:

Health Care

Exempt and Non-exempt employees will be provided with health care coverage consisting of medical, dental, vision and employee assistance programs. Specifics of these benefits may change from year to year. See the HR Administrator for additional information.

Vacation Benefits

Employees begin to accrue vacation benefits upon the date of hire. Once employees successfully complete their 90-day introductory period, they are eligible to begin to use accrued vacation time based on prorated benefit eligibility. For additional information, please see “Time Off and Benefits” in the Employee Handbook.

Vacation Schedule for District Administrative Employees

<i>Year</i>	<i>Annual Accrual</i>	<i>Monthly Accrual</i>
1	88 hours	7.33 hours
2	88 hours	7.33 hours
3	96 hours	8.00 hours
4	112 hours	9.33 hours
5	128 hours	10.66 hours
6	128 hours	10.66 hours
7	136 hours	11.33 hours
8	144 hours	12.00 hours
9	152 hours	12.66 hours
10	168 hours	14.00 hours
11	176 hours	14.66 hours
12	192 hours	16.00 hours
13	208 hours	17.33 hours
14	224 hours	18.66 hours
15	240 hours	20.00 hours
16	248 hours	20.66 hours
17	256 hours	21.33 hours
18	264 hours	22.00 hours
19	272 hours	22.66 hours
20	280 hours	23.33 hours

Sick Leave Benefits

Employees shall receive a maximum of 12 days (96 hours) of paid sick leave per calendar year accrued at a rate of 8 hours per month. Sick leave benefits are based on prorated benefit eligibility. For additional information, please see “Time Off and Benefits” in the Employee Handbook.

Washington State Paid Family Medical Leave Program Guidance Policy

This document provides information and guidance when applying for the State’s Paid Family Medical Leave (PFML). Please see WA Paid FML Program in the Employee Handbook.

Policy for Leave without Pay

If an employee requests time away from work, the employee may request leave without pay for up to 80 hours in a 12-month period. Requests for unpaid leave must be approved by the immediate supervisor and the General Manager. Upon approval by the General Manager, employees will not be required to use any accrued vacation and floaters before receiving unpaid leave. If approved by the General Manager, the employee's health benefits can be maintained during the unpaid leave. However, vacation time, floating holidays and sick leave hours will not be accrued during the unpaid leave.

Floater (in lieu of Holidays)

Employees shall receive a maximum of 12 days (96 hours) "floating" paid holidays per calendar year accrued at a rate of 8 hours per month based on prorated benefit eligibility. For additional information, please see "Time Off and Benefits" in the Employee Handbook.

Deferred Compensation Program and District Retirement Contribution

Employees covered by this policy may be eligible to participate in 401a or 457k deferred compensation program consistent with all state and federal regulations and receives **District contribution** in lieu of the District's contribution to the Washington Public Employees Retirement System (PERS). Such benefit shall be set annually by the Commission and is currently set at 9.39% of the employee's base salary.

Separation of Employment

District Administrative Employees: Since employment with the District is "at will", both the employee and the District have the right to terminate employment at any time, with or without cause or advance notice, and without compensation except for time actually worked and accrued benefits, if any. Whether termination is voluntary or involuntary, employees will receive their final pay on the next regularly schedule payroll date following the employee's last day worked.

1. Vacation and Floating Holidays: All accrued vacation and floating holiday leave benefits will be paid at one-hundred percent (100%) at time of termination.
2. Sick Leave Benefits: Any accrued sick leave benefits will be cashed out at the following schedule based on years of service:
 - Greater than 20 years – at fifty percent (50%) of the unused balance at time of termination
 - Sixteen to 20 years – at forty percent (40%) of the unused balance at time of termination
 - Less than 16 years – at twenty-five percent (25%) of the unused balance at time of termination
3. Death: If the employee dies while employed by the District, the employment is terminated immediately. Upon such termination, the employee will receive his/her final paycheck, plus all accrued but unused benefits as noted above in item 1; and, any accrued sick leave benefits will be cashed out at one hundred percent (100%) of the unused balance at time of termination due to death.

Policy for Employee Compensation for Administrative Employees

Proposed Salary Ranges List

	Position Title	Current Base Salary Range		Proposed 2024 Base Salary Range	
	Assistant General Manager	145,000	175,000		
	Director of Utility Ops	105,000	130,000		
	Director of Finance	120,000	135,000		
	Broadband Program Mgr	110,000	125,000		
①	Electric System Supervisor	115,000	125,000		
②	Substation Tech II	100,000	110,000	100,000	115,000
②	Substation Tech 1	100,000	110,000	100,000	115,000
	Mgr of Automation/Tech Serv.	112,000	125,000		
	Mgr of Contracts & Regulatory Compliance	98,000	110,000		
	Automation Technician	95,000	110,000		
	Project Manager	75,000	95,000		
	IT/SCADA Technician	80,000	95,000		
	IT/SCADA Technician	80,000	95,000		
	Executive Assistant	80,000	90,000		
	Accountant I	55,000	70,000		
<i>open</i>	Director Broadband/New Power	115,000	125,000		
<i>open</i>	Electric Utility Analyst	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.

EFFECTIVE: January 1, 2024
 RESOLUTION NO. 843
Superseded Resolution Nos. 835, 832, 831, 826, 810, 787, 777, 761, 752, 744, 737, 734, 720, 716, 702, 695, 687, 675, 663, 550, 560.

Action Memo

To: Commissioners Arnett, Deshmane and Grant
From: Chris Heimgartner, General Manager
Date: December 12, 2023
Re: **Commission Meeting Schedule for 2024**

Requested Action:

APPROVE COMMISSION MEETING SCHEDULE FOR 2024.

Background:

To provide the general meeting schedule for the Commission, District staff and public for year 2024, and to review potential meeting date changes, the Commission meeting schedule is presented for consideration.

During the year, meeting schedules may be revised to respond to individual needs, other industry training and meeting schedules, as well as federal holidays.

Regular review and confirmation of District meetings provides good opportunities for Commission and public interaction, communication and opportunities for managing Commission action.

Attached is the calendar for the 2024 Commission Meeting dates proposed at this time. It follows the regular meeting schedule of the second and fourth Tuesdays, beginning at 8:15 a.m., and allows consideration of any federal holidays.

This calendar includes Washington Public Utility Districts Association (WPUDA) meetings, County election information and other important dates.

Recommended Action:

APPROVE COMMISSION MEETING SCHEDULE FOR 2024.

WHATCOM PUD

Meetings Schedules and Important Dates January 1 – December 31, 2024

DATE	MEETING/EVENT	TOPIC
January 1 (Monday)	New Year's Day Holiday	
January 9	Commission Meeting	
January 10-12	WPUDA – Association Meetings/Legislative Reception Olympia	
January 15	Martin Luther King's Birthday	
January 23	Commission Meeting	
January 24	Energy NW Board of Directors Mtgs Olympia	
January 26	Washington Water Utilities Council (WWUC) Virtual	
February 13	Commission Meeting	
February 13	Special Election (County)	
February 14-16	WPUDA – Association Meetings Olympia, PUD on the Hill	
February 19	Washington's Birthday	
February 21	ENW Executive Board Meeting (if needed)	
February 23	WWUC – Virtual	
February 24	Last Day for Submittal of Resolutions (County)	Special Election Submittals Apr 23
February 26-28	APPA Legislative Rally WA DC	
February 27	Commission Meeting	
March 12	Commission Meeting	
March 13-15	WPUDA – Association Meetings Olympia or ZOOM	
March 22	WWUC – Virtual	
March 26	Commission Meeting	
March 27-28	Energy NW (Budget/Ex. Board Mtgs) Tri Cities	
March 28	WPUDA Water Committee Mtg Olympia or ZOOM	
April 9	Commission Meeting	
April 17-19	WPUDA – Annual Conference Skamania Lodge	
April 23	Commission Meeting	
April 23	Special Election (County)	
April 24	Energy NW – Board of Directors Meeting Tri Cities	
April 26	WWUC – Virtual	
May 1-3	PNW-AWWA Section Conference Spokane	
May 14	Commission Meeting	
May 12-15	NWPPA Annual Conference, Salt Lake City	
May 24	WWUC – Virtual	
May 27	Memorial Day	
May 28	Commission Meeting	
June 10-13	AWWA National Conf. (ACE) Anaheim CA	
June 11	Commission Meeting	
June 7-12	APPA National Conference, San Diego CA	
June 13	Tentative WPUDA Strategic Planning Committee Olympia	
June 21	WWUC – Everett or TBD/Hybrid via Zoom	
June 25	Commission Meeting	
June 27	WPUDA Water Committee Meeting Olympia or ZOOM	
June 26-27	Energy NW Executive Board Mtg Portland, OR	



**Meetings Schedules and Important Dates
January 1 – December 31, 2024**

DATE	MEETING/EVENT	TOPIC
<i>July 4</i>	<i>Independence Day (Thursday)</i>	
July 9	Commission Meeting	
July 17-19	WPUDA – Association Meetings TBA	
July 23	Commission Meeting	
July 24	Energy NW Board of Directors Mtg Tri-C.	
July 26	WWUC – Virtual	
August 6	Primary Election – Whatcom County	Nov. General Election Submittals
August 13	Commission Meeting	2024 First Half Financial Report
August 21-23	Energy NW Executive Board Workshop	Union, WA
August 27	Commission Meeting	
<i>September 2</i>	<i>Labor Day (Monday)</i>	
September 10	Commission Meeting	1 st District Budget Work Session
September 18-20	WPUDA – Association Meetings TBA	
September 20	WWUC – Virtual	
September 24	Commission Meeting	
Sept. 25	Energy NW Executive Board (if needed)	Virtual
Sept. 25-27	WPUDA – Water Workshop TBA	
October 8	Commission Meeting	
October 17	WPUDA Budget Committee Olympia/ZOOM	
October 22	Commission Meeting	Draft Budget to Commission
October 23-24	Energy NW Board of Directors Mtg, Tri C.	
October 25	WWUC – Spokane/Hybrid via Zoom	
November 1 st Week	District Customer Meetings on Budget	
November 5	General Election	Election Day
<i>November 11</i>	<i>Veteran’s Day (Monday)</i>	
November 12	Commission Meeting	2 nd Budget Work Session
November 13-15	WPUDA – Association Meetings Olympia	
November TBD	WWUC - Tri State Meeting	
November 26	Commission Meeting	District Budget Public Hearing
<i>November 28</i>	<i>Thanksgiving Day</i>	
December 6	WWUC – Virtual	
December 10	Commission Meeting	Budget/Rates Approval – 2024 Election of Comm. Officers
December 11-12	Energy NW Executive Board Mtgs, Tri-C	
December 17	Commission Meeting (moved up from Dec. 24)	Approval of Claims only
<i>December 25</i>	<i>Christmas Day (Wednesday)</i>	

Action Memo

To: Commissioners Arnett, Deshmane and Grant
From: Chris Heimgartner, General Manager
Date: December 12, 2023
Re: **Elect Commission Officers for 2024**

Requested Action:

ELECT COMMISSION OFFICERS FOR 2024: (1) PRESIDENT; (2) VICE PRESIDENT; AND (3) SECRETARY.

Background:

Each year, the Commission nominate and elect officers for the Board of Commissioners for the upcoming calendar year. The Commission takes action on the election of officers without recommendation from staff.

Fiscal Impact:

None.

Recommended Action:

ELECT COMMISSION OFFICERS FOR 2024: (1) PRESIDENT; (2) VICE PRESIDENT; AND (3) SECRETARY.

AGENDA ITEM #7f
December 12, 2023

Action Memo

To: Commissioners Arnett, Deshmane and Grant
From: Chris Heimgartner, General Manager
Date: December 12, 2023
Re: **Select District Representatives/Alternates to Agencies for 2024**

Requested Action:

SELECT DISTRICT REPRESENTATIVES/ALTERNATES TO THE FOLLOWING AGENCIES:

1. Washington Public Utility Districts Association (WPUDA) – Delegates for Board of Directors and Association Committees
2. Whatcom County Economic Development Investment (EDI) Board
3. Whatcom County Council of Governments (WCOG)
4. Public Utility Risk Management Services (PURMS)
5. WRIA1 Watershed Management Board and WRIA 1 Planning Unit
6. Energy Northwest
7. Port/PUD Broadband Steering Committee

Background:

Each year, the Commission acts to approve Commission and staff representatives to agencies that the District is a member. The following agencies should have representatives designated by the Commission to speak on behalf of the District, as appropriate.

1. **Washington Public Utility Districts Association:** Current Designees:

<u>Committee</u>	<u>Primary Representative</u>	<u>Alternate</u>
Board of Directors	Jaime Arnett	Christine Grant
Managers	Chris Heimgartner	Brian Walters
Government Relations	Christine Grant	Jaime Arnett
Communications	Jaime Arnett	Chris Heimgartner
Energy	Atul Deshmane	Brian Walters
Water	Christine Grant	Jaime Arnett
Telecom (non-voting)	Atul Deshmane	Jaime Arnett

2. **Whatcom County Economic Development Investment (EDI) Board**
Deshmane is the current representative;
3. **Whatcom County Council of Governments (WCOG) Associate Membership:**
Deshmane is the elected representative, Heimgartner is the alternate;

4. Public Utility Risk Management Services (PURMS)

Deshmane is the elected representative, Heimgartner and Smith as voting alternates;

5. Watershed Resource Inventory Area (WRIA)

Appoint Management Board Representative and Alternate

Appoint Planning Unit Representative and Alternate

<u>WRIA-1</u>	<u>Representative</u>	<u>Alternate</u>
Management Board	Jaime Arnett	Chris Heimgartner
Planning Unit	Chris Heimgartner	Rebecca Schlotterback

6. Energy Northwest

<u>Representative</u>	<u>Alternate</u>
Christine Grant	Atul Deshmane

7. Port/PUD Broadband Steering Committee

<u>Representative</u>	<u>Staff</u>
Chris Heimgartner	Andrew Entrikin

Fiscal Impact:

None.

Recommended Action:

SELECT DISTRICT REPRESENTATIVES/ALTERNATES TO THE FOLLOWING AGENCIES:

1. WASHINGTON PUBLIC UTILITY DISTRICTS ASSOCIATION (WPUDA) – DELEGATES FOR BOARD OF DIRECTORS AND ASSOCIATION COMMITTEES
2. WHATCOM COUNTY ECONOMIC DEVELOPMENT INVESTMENT (EDI) BOARD
3. WHATCOM COUNTY COUNCIL OF GOVERNMENTS (WCCOG)
4. PUBLIC UTILITY RISK MANAGEMENT SERVICES (PURMS)
5. WRIA1 WATERSHED MANAGEMENT BOARD AND WRIA 1 PLANNING UNIT
6. ENERGY NORTHWEST
7. PORT/PUD BROADBAND STEERING COMMITTEE