

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

March 24, 2020

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 8:00 a.m. by Commissioner Jeff McClure and Pledge of Allegiance recited. Said meeting was open to the public and notice thereof had been given as required by law. Commissioner Murphy present and those present via teleconference included Commissioner Jeff McClure, Commissioner Atul Deshmane, and Legal Counsel Jon Sitkin. Staff present: Steve Jilk, General Manager; Brian Walters, Assistant General Manager and Ann Grimm, Administrative Assistant.

Public attending: None in attendance.

2. Approval of Agenda

No changes made.

ACTION: Commissioner Deshmane motioned to APPROVE THE MARCH 24, 2020 AGENDA. Commissioner Murphy second the motion. Motion passed unanimously.

3. Consent Agenda

- a) Approval of the Meeting Minutes of March 10, 2020 as presented;
- b) Approval of the Special Meeting Minutes of March 16, 2020 as presented; and,
- c) Approval of the Claims of March 24, 2020:

VENDOR NAME	AMOUNT
APPLIED INDUSTRIAL TECHNOLOGIES, INC	1,370.39
ASSOCIATION OF WASHINGTON CITIES	500.00
BONNEVILLE POWER ADMINISTRATION	819,058.00
BRIDGEVIEW AUTO PARTS	46.38
BRIM TRACTOR COMPANY	78.41
BROWN & KYSAR, INC.	32,583.81
CENTRAL WELDING SUPPLY	81.75
CESCO NEW CONCEPT CHEMICAL PRODUCTS	274.89
CHMELIK SITKIN & DAVIS	10,839.98
COMCAST	194.92
CULLIGAN NORTHWEST	127.54
EDGE ANALYTICAL LABORATORIES	46.00
FARMERS EQUIPMENT COMPANY	136.95
FASTENAL	458.58
FERNDALE ACE HARDWARE	156.25
FERNDALE LUBE	174.73
GLEASON, GUY G	52.41
GUARDIAN SECURITY SYSTEMS, INC	531.66
HARDWARE SALES, INC	184.45
HD FOWLER CO, INC	55.40
INTERNAL REVENUE SERVICE	15,481.72
IVERSON EARTHWORKS	987.35
JOHN DEERE FINANCIAL	145.46
K ENGINEERS, INC.	10,141.00
KCDA PURCHASING COOPERATIVE	165.41
LITHTEX NW LLC	166.01
MURPHY, MICHAEL J	57.96
NORTH COAST ELECTRIC COMPANY	368.60
NORTHWEST CASCADE, INC.	112.50
PACIFIC POWER BATTERIES	347.84
PAYLOCITY	134.33

PAYROLL	164,529.51
PLATT ELECTRIC SUPPLY CO	1,891.37
PORTAL WAY FARM & GARDEN	130.37
PUD #1 OF WHATCOM COUNTY	23.84
PUGET SOUND ENERGY, INC	1,005.99
RDS - RECYCLING & DISPOSAL SERVICE	32.09
RH2 ENGINEERING, INC	785.93
SPECIAL-T STRIPING & SIGN COMPANY	296.08
STAR RENTALS	76.09
STEEL RIVER PIPING & FABRICATION	11,919.11
WA FEDERAL VISA CARD MEMBER SERVICES	4,597.47
WA ST DEPT OF L&I BOILER	339.22
WA ST DEPT OF REVENUE	77,788.47
WATERHOUSE ENVIRONMENTAL SERVICES	17,901.00
WESTERN CONFERENCE OF TEAMSTERS	8,128.13
YEAGER'S SPORTING GOODS	117.39
ZEE MEDICAL SERVICE	527.65
GRAND TOTAL	\$1,185,150.39

ACTION: Commissioner Murphy motioned to APPROVE THE CONSENT AGENDA. Commissioner Deshmane second the motion. Motion passed unanimously.

4. Old Business

None.

5. New Business

a) Approve Standard Agreement for Professional Engineering Services with Wilson Engineering, LLC.

In February and March of 2020, the District publicly advertised a Request for Qualifications (“RFQ”) from engineering firms qualified to provide services to the District that involved current and/or future capital improvement and maintenance projects related to the District’s water utility facilities, both industrial and potable water supply.

Based on the Statement of Qualifications (“SOQ”) received from responding firms, District staff selected five firms that meet all the requirements listed in the District’s RFQ and placed them on the roster of qualified firms. Wilson Engineering was one of those firms.

District staff would like to enter into an agreement with Wilson Engineering LLC of Bellingham, WA, one of the firms on the established roster, to assist with the District’s Water System Plan update in coordination with Dave Olson, Cornerstone Management, who will lead the plan update. Staff recommends executing a Standard Agreement for Professional Engineering Services with Wilson Engineering LLC. The term of the Agreement would extend through December 31, 2022. Under the terms of the Agreement, the District reserves the option to extend the initial term for up to two additional one-year periods.

The Agreement, if approved, has no associated budget. Work to be assigned to Wilson Engineering LLC and the associated budget for the services to be performed will be through work orders approved by the District’s General Manager or Commission pursuant to District Policy. Each work order, once approved will be attached to and incorporated into the Agreement as Exhibit A. Each new work order approved will be an amendment to Exhibit A and the underlying Agreement.

Approval of the Standard Agreement for Professional Engineering Services with Wilson Engineering LLC will have no impact on the District’s approved Annual Budget, as there is no budget associated with the Agreement.

Commissioner Deshmane asked if the District has had prior experience with Wilson Engineering. Jilk responded that some surveying work was done many years ago through Wilson.

ACTION: Commissioner Murphy motioned to APPROVE STANDARD AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH WILSON ENGINEERING LLC AND AUTHORIZE DISTRICT’S GENERAL MANAGER TO EXECUTE THE AGREEMENT. Commissioner Deshmane second the motion. Motion passed unanimously.

b) Approve Work Order No. 1 with Wilson Engineering LLC to assist with the Whatcom PUD Water System Plan Update

The first work order with Wilson Engineering is presented for approval. The District is working on the update to the Districts Water System Plan to meet State Department of Health and other appropriate agencies' requirements by year-end 2020. The key elements of the Water System Plan update include a service area evaluation and updating Grandview-Northgate demand system analysis to baseline year 2019. The update will focus on the *Group A Grandview-Northgate Industrial Park Water System* and the *Group B Praxair Water System*. The plan will identify and discuss background information on the non-potable industrial supply and wholesale areas. The amount of Work Order No. 1 is not to exceed \$63,075.

The 2020 Whatcom PUD Budget has included funds to support the update of the Whatcom PUD Water System Plan including all outside resources needed. The budget associated with Work Order No. 1 will not impact the 2020 Budget.

ACTION: Commissioner Murphy motioned to APPROVE WORK ORDER NO. 1 WITH WILSON ENGINEERING, LLC. TO ASSIST WITH THE WHATCOM PUD WATER SYSTEM PLAN UPDATE NOT TO EXCEED \$64,000.00 AND AUTHORIZE THE DISTRICT'S GENERAL MANAGER TO EXECUTE THE WORK ORDER. Commissioner Deshmane second the motion. Motion passed unanimously.

6. General Manager Report

No report other than a quick update on the District's COVID-19 response/operation mode: Jilk was very impressed how quickly staff responded to the severity and seriousness of the situation. Everyone is adapting and have changed work schedules to keep the water and electric systems up and running. As of today, no staff member has fallen ill. Jilk said that the next regular meeting is three weeks from today – April 14 – and perhaps at that time the Commission can determine future dates to schedule for the previously planned special meetings/commission work sessions on energy and water.

7. Commissioners Report

Commissioner McClure had a brief meeting with Mayor Fleetwood in regards to the direction the City of Bellingham is planning to take on the topic of public power as noted in the Bellingham Climate Change Committee Report. Mayor Fleetwood indicated that he was open to discussing a potential brief white paper on this subject; however, at this time, the City Council is in the process of considering many items that came from the Climate Change Committee.

8. Adjourn

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

Jeffrey McClure, President

Michael Murphy, Vice President

Atul Deshmane, Secretary