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PUBLIC UTILITY DISTRICT No. 1 *of Whatcom County*

Agenda for the Regular Meeting of June 9, 2020 8:00 a.m. via Teleconference

1. Call to Order | Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
 - a) Approval of Meeting Minutes of the Regular Meeting of May 26, 2020
 - b) Approval of Claims for June 9, 2020
4. Old Business
5. New Business
 - a) Approval of 2021 Budget Development Schedule
6. General Manager Report
7. Commissioner Reports
8. Adjourn

Note: Whatcom PUD's Offices are currently closed to public access. Due to the **Updated Open Public Meetings Act General Guidance Regarding the COVID-19 Event**, the PUD Meeting Room will not be open to the public. All Commissioners will participate via teleconference.

The public meeting can accessed by internet:

Link to join webinar: <https://us02web.zoom.us/j/95040235100>

Or by telephone: Dial 1 (253) 215 8782 or 1 (346) 248 7799 or 1 (669) 900 6833

Webinar ID: 950 4023 5100

Next Commission Meeting

June 23, 2020 | 8:00 a.m. | Regular Meeting

*Until further notice: Due to the **Updated Open Public Meetings Act General Guidance Regarding the COVID-19 Event**, the PUD Meeting Room will not be open to the public. All Commissioners will participate via teleconference.*

The public can join the meeting by teleconference – access information will be announced.

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

May 26, 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. Those present via teleconference included Commissioner Mike Murphy, Commissioner Jeff McClure, Commissioner Atul Deshmane, and Legal Counsel Jon Sitkin. Staff attending via teleconference: Steve Jilk, General Manager, Brian Walters, Assistant General Manager; Ann Grimm, Administrative Assistant; Duane Holden, Director of Utility Operations; Rebecca Schlotterback, Manager of Contracts and Regulatory Compliance; Annette Smith, Director of Finance; Paul Siegmund, Manager of Automation and Technology; Aaron Peterson, IT/SCADA Technician; Mike Macomber, IT/SCADA Technician; Jon Littlefield, Electric System Supervisor; and Traci Irvine, Accountant I.

Public attending via teleconference:

Dave Olson, Citizen
Lauren Turner, Phillips 66
Christine Grant, Citizen

2. Approval of Agenda

No changes made.

ACTION: Commissioner Murphy motioned to APPROVE THE MAY 26, 2020 AGENDA. Commissioner Deshmane second the motion. Motion passed unanimously.

3. Consent Agenda

- a. **Approval of the Meeting Minutes of May 12, 2020 as presented;**
- b. **Approval of the Special Meeting Minutes of May 19, 2020 as presented; and**
- c. **Approval of the Claims of May 12, 2020:**

VENDOR NAME	AMOUNT
ALL SEASON SPRAYING	2,682.12
BAKER SEPTIC TANK PUMPING	271.25
BONNEVILLE POWER ADMINISTRATION	837,068.00
BRIM TRACTOR COMPANY	8.86
BROWN & KYSAR, INC.	32,352.00
CESCO NEW CONCEPT CHEMICAL PRODUCTS	187.68
COMCAST	194.92
CRABTREE, DEVIN	76.05
CULLIGAN NORTHWEST	91.07
EDGE ANALYTICAL LABORATORIES	20.00
FERNDALE ACE HARDWARE	51.05
GENERAL PACIFIC, INC.	673.88

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GENEVA CONSULTING	1,660.75
GUARDIAN SECURITY SYSTEMS, INC	211.58
HARDWARE SALES, INC	79.02
INTERNAL REVENUE SERVICE	15,481.15
JOHN DEERE FINANCIAL	33.61
K ENGINEERS, INC.	9,042.50
PAYLOCITY	131.88
PAYROLL	164,480.53
PLATT ELECTRIC SUPPLY CO	1,706.42
PORTAL WAY FARM & GARDEN	32.96
PUGET SOUND ENERGY, INC	192.85
REISNER DISTRIBUTION, INC	716.51
SHERWIN WILLIAMS PAINT	212.66
US BANK	512,204.52
WA FEDERAL VISA CARD MEMBER SERVICES	2,119.34
WA ST DEPT OF REVENUE	78,529.27
WASHINGTON ALARM, INC.	120.44
WESTERN CONFERENCE OF TEAMSTERS	8,590.63
WESTSIDE LUMBER	47.01
WHATCOM JANITORIAL	1,250.00
GRAND TOTAL	\$1,670,520.51

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

4. Old Business

- a) **Re-Approve Professional Consulting Services Agreement with Aspect Consulting LLC.**
On May 12, 2020, the Commission approved the Professional Services Agreement (PSA) with Aspect Consulting LLC (Aspect) to support development of Phase 1 of the WRIA 1 Regional Water Supply and Management Plan. Aspect received the PSA on the same day with a request to sign the PSA and return to the District for final signature by the General Manager.

Aspect returned the PSA with redline comments that were reviewed by Steve Jilk, Rebecca Schlotterback, RWSP Staff Work Group Coordinator Becky Peterson and Jon Sitkin. Sitkin agreed that the Aspect changes were acceptable to the District with minor revisions by District staff and noted these were mostly semantics.

District staff requests that the Commission re-approve the PSA with the changes noted in the attached PSA document. There is no fiscal impact to the District. The District will pass funds from the WDFW grant to sub-contractors who will perform the work.

ACTION: Commissioner Deshmane motioned to RE-APPROVE PROFESSIONAL SERVICES AGREEMENT WITH ASPECT CONSULTING, LLC. TO SUPPORT DEVELOPMENT OF PHASE 1 OF THE WRIA 1 REGIONAL WATER SUPPLY AND MANAGEMENT PLAN AND SUBJECT TO FINAL LEGAL REVIEW, AUTHORIZE GENERAL MANAGER TO

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SIGN THE AGREEMENT. Commissioner Murphy second the motion. Motion passed unanimously.

5. New Business

a. Approve Task Order No. 1 with Aspect Consulting LLC

As noted above; the Commissioners re-approved the Professional Services Agreement with Aspect Consulting LLC. District Staff and Aspect Consulting developed the detailed Task Order, which will be in a not to exceed amount of \$70,044.00. The work performed by the consultant under the Task Order will result in a Phase 1 Report that will be used to move into the Phase 2 project that is funded by an additional \$100,000 that was awarded by WDFW through Amendment No 1 to the WDFW Grant.

The scope of work will provide consulting services to support the preparation of the Phase I Regional (WRIA1) Water Supply Plan, including “Data Consolidation and Synthesis and Identification” and “Instream and Out-of-Stream Water Supply and Water Management Solutions. The methods are outlined in the proposal submitted by Aspect and services to provide the approach for accomplishing the tasks outlined in Task Order 1.

Commissioner Murphy commented that he did not see much in the way of consolidating the water data used for agricultural – farming and irrigation, nor information about the county’s private well owners. Schlotterback replied that members from the Ag Water Board are on the review board, and that under Task 2 Assumptions, bullet point numbers 10, 13 and 14 address Murphy’s concerns.

Commissioner Deshmane noted that we want to be sure to ask the right questions and be prepared to deal with incomplete data. Schlotterback said that part of this exercise will be to seek what is missing and the consultant will review the compilation of data. Commissioner McClure added he would like to see a mid-process update on the Task Order. The second meeting date in August was proposed.

There is no fiscal impact to the District. The District will pass funds from the WDFW grant to sub-contractors who will perform the work.

ACTION: Commissioner Deshmane motioned to APPROVE TASK ORDER NO. 1 WITH ASPECT CONSULTING, LLC. TO SUPPORT DEVELOPMENT OF PHASE 1 OF THE WRIA 1 REGIONAL WATER SUPPLY AND MANAGEMENT PLAN NOT TO EXCEED \$70,044.00 SUBJECT TO FINAL REVIEW BY GENERAL MANAGER, AND AUTHORIZE GENERAL MANAGER TO SIGN THE AGREEMENT. Commissioner Murphy second the motion. Motion passed unanimously.

6. General Manager Report

COVID-19 Update

Jilk noted there are a few days left until May 31 and we hope to know beforehand what the Governor’s OPMA guidelines and other recommendations for reopening will be. Everything has been running smoothly. Staff is planning to wait until the end of June to transition back from working remotely especially plant operations staff. Personal Protective Equipment (PPE) items such as masks, latex gloves and hand sanitizer are now available for staff. When staff is out in public places, they will be required to wear facemasks. The most important aspect will be keeping our employees and their families healthy. Jilk noted he has received positive feedback and emails from staff thanking management for the efforts that the PUD is taking, such as the ability to work remotely and taking as many precautions as possible.

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7. Commissioners Report

Commissioner Murphy asked if the PUD was going to respond or take action regarding the letter from the Private Well Owners Caucus to the WRIA1 Planning Unit. Jilk indicated he was not planning to take a position on the subject. Deshmane thought the letter was important but doesn't justify a response.

Commissioner Deshmane inquired if there was any relevance for Whatcom PUD regarding the relicensing agreement between Seattle City Light and Skagit PUD? Would it affect streamflow or salmon habitat? Staff will monitor the situation.

On fiber as a public infrastructure: The private sector is not necessarily aligned with public sector goals. Deshmane feels the focus should be on economic development and that we need broad support (not just PUD/Port of Bellingham) to make improvements.

Commissioner Murphy would like to move forward on further consideration on fiber developments and PUD role.

Commissioner McClure revisited the Energy/Broadband Workshop that was postponed earlier this spring. He would like to put a placeholder for a workshop date in mid-July, depending upon pandemic guidelines. Possible presenters:

- City of Bellingham
- Bellingham's Climate Energy Director
- Clare Fogelsong – City of Bellingham Natural Resources Division
- Renee LaCroix – City of Bellingham, Assistant Public Works Director/Nat. Resources
- Joel Swisher – WWU Energy Institute (possibly)
- Gina Stark/Don Goldberg – Port of Bellingham

Commissioner Deshmane inquired about planned (near-term) substation applications or upgrades, including the Alcoa substation; Utilizing REGENIS energy technology at other dairies in Whatcom County; and on additional fiber resources – the City of Anacortes, Kitsap County and Skagit County have accomplished public broadband infrastructure. Jilk responded that these other issues/organizations should be part of future, special meetings to discuss broadband and energy.

8. Adjourn

There being no further business for the meeting, the Commission adjourned the regular meeting at 9:15 a.m.

Jeffrey McClure, President

Michael Murphy, Vice President

Atul Deshmane, Secretary

Memo

To: Commissioners Deshmane, Murphy, and McClure

From: Annette Smith, Director of Finance

Date: June 9, 2020

Re: Approval of 2021 Budget Development Schedule

This is a request for the Commission to APPROVE THE SCHEDULE FOR THE DEVELOPMENT OF THE 2021 DISTRICT OPERATING AND CAPITAL BUDGET AND APPROVAL OF THE RATES AND CHARGES FOR WATER AND ELECTRIC SERVICE FOR 2021.

The proposed schedule allows time for:

- Work Sessions by the Commission before adopting the final budget and rates;
- Meetings with the different customer groups we have;
- A Public Hearing and a Commission Meeting/Work Session that allows for public/customer input to the Commission for the 2021 Budget and rate setting process.

Schedule:

August 11, 2020..... Commission receives 2020 First Half Financial Report
September 8, 2020..... Commission Work Session to discuss budget parameters for 2021
October 27, 2020 Draft 2021 Budget presented to the Commission
November 2-5, 2020..... Customer meetings on Draft 2021 Budget
November 24, 2020 Public Hearing on 2021 Budget/Rates, 2nd Commission Work Session
December 8, 2020..... 2021 Budget and 2021 Rates/Charges approved

Requested Action: APPROVE THE SCHEDULE FOR THE DEVELOPMENT OF THE 2021 DISTRICT OPERATING AND CAPITAL BUDGET AND APPROVAL OF THE RATES AND CHARGES FOR WATER AND ELECTRIC SERVICE FOR 2021.