

DRAFT

**2021 BOARD OF COMMISSIONERS**

*Atul Deshmane, President*

*Mike Murphy, Vice President*

*Christine Grant, Secretary*

**PUBLIC UTILITY DISTRICT No. 1**  
*of Whatcom County*

**Agenda for the  
Regular Commission Meeting  
August 10, 2021  
8:00 a.m.  
via Zoom/Teleconference**

1. Call to Order | Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - a) Approval of the Meeting Minutes of the Regular Meeting of July 27, 2021
  - b) Approval of Claims for August 10, 2021
4. Public Comment
5. Old Business
  - a) Strategic Planning Update on Initiatives
  - b) General Manager Appointment Process Update
  - c) Approval of Resolution No. 797 – Amendment to Res. No. 768/Section 7: Commissioner Per Diem Compensation Policy
6. New Business
  - a) Drinking Water System Plan Informational Meeting and Announcement of Water Use Efficiency (WUE) Goal Setting
  - b) First Half 2021 Financial Report
  - c) Amend Exhibit A to Resolution No. 767 – Delegation of Authority – Purchasing Limits
  - d) Approve Update to District's Purchasing Policy – Purchasing Limits
  - e) Approve Resolution No. 796 – Special Markets Condition
  - f) Approve Interlocal Agreement with City of Blaine and Transfer of BPA EEI Budget
  - g) Approve District's Medical/Dental Plan Renewal (Sept. 2021 – Aug. 2022) for Non-Bargaining Unit Employees and Commissioners
7. General Manager Report
8. Commissioner Reports
9. Public Comment
10. Adjourn

Revised

**Until further notice: In-person attendance is not available at this time. All Commissioners will participate by teleconference or via the Zoom platform.**

**The public meeting can be accessed by internet:** <https://us02web.zoom.us/j/87835044888>

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

**Webinar ID:** 878 3504 4888

**Next Commission Meetings:** August 24 & Sept. 14, 2021 Regular Meetings | 8:00 a.m.

*Access information will be announced - the public may join the meeting by teleconference or Zoom platform.*

Contact: Ann Grimm, Commission Clerk at (360) 384-4288 x 27 • [www.pudwhatcom.org](http://www.pudwhatcom.org)

**RESOLUTION NO. 797**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY  
(THE “DISTRICT”) ESTABLISHING AN APPROVAL PROCESS  
FOR PAYMENT OF PER DIEM COMPENSATION,  
AMENDING SECTION 7 OF RESOLUTION NO. 768**

**WHEREAS**, the legislature established the salaries 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 54.12.08; and

**WHEREAS**, OFM issued a Notice of Public Utility District Commission Dollar Threshold Adjustment published in the Washington State Register and effective July 1, 2018; and

**WHEREAS**, the current Notice established a new dollar per diem threshold of one hundred and twenty-eight dollars (\$128) per day with a new annual per diem compensation limit of seventeen thousand nine hundred and twenty dollars (\$17,920); and

**WHEREAS**, RCW 54.12.080 states that the per diem compensation paid during any one year to a commissioner shall not exceed the limit established by OFM; and

**WHEREAS**, the Commission wishes to amend Resolution 768, section 7 related to authorized per diem and the process for approval of per diem compensation as set forth below; and

**WHEREAS**, the Commission finds that the meetings and events listed in Exhibit A sections A-G are for the benefit of the District and attendance by a Commissioner at these meetings or events are for a District purpose and/or are necessary for the performance of the Commissioner’s official duties.

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

The Commission adopts the Commissioner Per Diem Compensation Policy amendments to Article 7, sections 7.1 and 7.2 as set forth in Exhibit A attached hereto.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Whatcom County at a regular meeting thereof held this \_\_ day of August 2021.

**PUBLIC UTILITY DISTRICT NO. 1  
OF WHATCOM COUNTY**

ATTEST:

\_\_\_\_\_  
Christine Grant, Secretary/Commissioner

\_\_\_\_\_  
Atul Deshmane, President/Commissioner

\_\_\_\_\_  
Mike Murphy, Vice President/Commissioner

## **EXHIBIT A**

### **Commissioner Per Diem Compensation Policy**

**PURPOSE:** To establish the guidelines for Whatcom County Public Utility District No. 1 (the “District”) under which per diem compensation will be paid for performance of services or duties on behalf of the District.

#### **Section 7.1 Commissioner Compensation- Per Diem**

RCW 54.12.080 authorizes payment to each Commissioner for each day or portion of a day in attendance at an official meeting of the District commission or in performance of other official services or duties on behalf of the District.

It is a function of the Board of Commissioners (“Board”) to identify and approve services that Commissioners are authorized to perform on behalf of the District and receive compensation. The Board accomplishes this by establishing a list of the pre-approved meetings that are determined to be for the benefit of the District as required by RCW 54.12.080.

7.1 Commissioners of the District shall be entitled to receive the per diem compensation as outlined in RCW 54.12.080 for the following activities in the amount established in RCW 54.12.080:

7.1.1 Attendance at all regular and special meetings of the Board.

7.1.2 Attendance at the Washington Public Utility District Association annual conference and seminars, and committee meetings thereof.

7.1.3 Attendance at meetings for which a Commissioner has been appointed by the Board as the representative or alternate representative for and by the District.

7.1.4 Attendance at a regular or special meeting of the following meetings approved by the Board in advance:

1. WRIA 1 Planning Unit
2. WRIA 1 Watershed Management Board/WRIA 1 Salmon Recovery Board
3. WRIA 1 Management Team meetings
4. Bertrand Watershed Improvement District
5. North Lynden Watershed Improvement District
6. Laurel Watershed Improvement District
7. South Lynden Watershed Improvement District
8. Sumas Watershed Improvement District
9. Drayton Watershed Improvement District
10. Ag Water Board
11. Whatcom County Council Surface Water Work Sessions

7.1.5 Up to one in person meeting per week with the General Manager specifically to prepare for a Board meeting or a scheduled meeting for which a Commissioner is appointed representative or appointed alternate.

7.1.6 Per Diem Compensation for attendance at other meetings not specifically addressed above may be provided if approved in advance by the Commission at a regular commission meeting when a Commissioner advises the Commission of his/her planned attendance, the purpose of such meeting allowing other Commissioners to object to such meetings being on behalf of the District or the furtherance of the Commissioners duties.

7.1.7 . Travel time when a separate day of travel is required because of the location and scheduling of the activity.

## **7.2 Process and Procedure for Per Diem review and approval.**

7.2.1 A Commissioner may request approval by the Commission of additional meetings that may be eligible for per diem if such request is made to the Commission in advance at a regularly scheduled Commission meeting. Such additional meeting shall be eligible for per diem if approved in advance by a majority of the Board.

7.2.2 Per Diem compensation paid during any one year to a Commissioner shall not exceed the limit established by OFM based on the Notice in effect at the time of approval.

7.2.3 Per Diem requests shall be submitted to the General Manager and/or Finance Director on forms approved by the General Manager, but shall at a minimum include the date, location, entity/committee or board meeting for which the request is submitted. Any request for Per Diem must be submitted by the 16<sup>th</sup> day of the month for the preceding month. Any per diem requests submitted after that date shall be denied.

7.2.4 The role of the District staff is to confirm that the meeting for which a per diem request is submitted by a Commissioner is limited to whether the meeting or event is listed on the preapproved list under Sections 7.1.1-7.1.7 above.