

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

Agenda for the Regular Meeting of January 28, 2025
8:15 a.m. at the PUD Office
(Zoom, & Teleconference)

1. Call to Order | Pledge of Allegiance
2. Approval of Agenda (2 minutes)
3. Consent Agenda (5 minutes)
 - a) Approval of the Minutes of the Regular Meeting of January 14, 2025
 - b) Approval of Claims for January 28, 2025
4. Public Comment (10 minutes – Individual speakers: 3 minutes)
5. General Manager Report (10 minutes)
6. Operations Report (10 minutes)
7. Old Business (30 minutes)
 - a) Broadband Update
 - b) Adjudication Update
 - c) Geothermal Update
 - d) Strategic Plan Update
8. New Business (30 minutes)
 - a) Action 1: Nooksack Salmon Enhancement Association 2025 Funding Request
 - b) Action 2: Approval of Agreement with Complete Design, Inc. for Analysis and Upgrade Design for Plant 1 Intake Structure
9. Commissioner Reports (10 minutes)
 - a) Upcoming Per Diem Requests
Commissioner Arnett: None as of publication
Commissioner Ury: None as of publication
Commissioner Deshmane: None as of publication
10. Public Comment (10 minutes– Individual speakers: 3 minutes)
11. Executive Session: General Manager Performance Review (30 minutes)
12. Adjourn (Estimated 10:20 AM)

Notice:

All Commissioners will participate either via Zoom/internet or teleconference.

The public meeting can be accessed;

By internet: <https://us02web.zoom.us/j/87683211569>

NOTE: IF ATTENDING VIA ZOOM WE WOULD APPRECIATE YOUR FULL NAME FOR THE COMMISSION RECORD THOUGH IT IS NOT REQUIRED

Or telephone: Dial 1 (253) 215 8782 or 1 (253) 205 0468

Webinar ID: 876 8321 1569

Next Commission Meetings

February 11 and February 25, 2025 |8:15 a.m.| Regular Meetings

2025 BOARD OF COMMISSIONERS

JAIME ARNETT
ATUL DESHMANE
EDDY URY

Meetings to be held at the District Office
1705 Trigg Road, Ferndale, WA 98248
or other location announced

Contact: Chris Heimgartner, General Manager (360) 384-4288 x 119
info@pudwhatcom.org
www.pudwhatcom.org

Public Utility District No. 1 of Whatcom County
Commission Meeting Attendance Sheet

Date of Meeting: 1-14-2025 Platform: Hybrid In Person Zoom
 Start Time: 9:15 AM Adjourn: 10:59 AM
 Adjourn to Executive Session 10:45-10:59 applicable
AM

In Attendance:
 Initial Please:

- Atul Deshmane, Commissioner
- Jaime Arnett, Commissioner
- Eddy Ury, Commissioner
- Jon Sitkin/Peter Ruffatto, Legal Counsel
- Chris Heimgartner, General Manager
- Aaron Peterson, IT/SCADA Technician
- Andrew Entrikin, Director - Broadband and New Power Supply
- Annette Smith, Finance Director
- Brian Walters, Assistant General Manager
- Devin Crabtree, Chief Water Operator
- Garrett Love-Smith, Engineering Manager
- Jacob Wittmer, Automation Technician
- Jon Littlefield, Electric System Supervisor
- Joseph Shay, Clerk of the Board / Records
- Kurt Wank, Assistant General Manager
- Lisa Moeller, Director - HR & Communications
- Mike Macomber, IT/SCADA Technician
- Paul Siegmund, Automation & Technology Manager
- Rebecca Schlotterback, Contracts & Regulatory Compliance Manager
- Stephanie Hooper, Accountant I

Also in Attendance:

Name/Organization	Name/Organization
<u>Todd Lagestee</u>	
<u>David Roberts</u>	<u>Maur Foster + Alongi</u>

Attendee Report

Report Generated: 1/14/2025 13:13

Topic	Webinar ID	Actual Start Time	Actual Duration	Unique Viewers	Total User	Max Conc	Enable Registration
January 14	840 9593 8023	1/14/2025 7:54	1:85	13	25	8	No

Host Details

Attended	User Name (Origin Email)	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name
Yes	Mike M. Whatcom mikemacomber@	1/14/2025 7:54	#####	185	No	United States

Panelist Details

Attended	User Name (Origin Email)	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name
Yes	Andrew Entrikin, Whatcom PUD	1/14/2025 8:05	#####	137	Yes	United States
Yes	Kurt Wank kurtwank@pud	1/14/2025 8:11	#####	168	No	United States
Yes	Brian Walters brianwalters@p	1/14/2025 8:18	#####	145	No	United States
Yes	Whatcom PUD zoom@pudwhat	1/14/2025 7:56	#####	184	No	United States
Yes	Cynthia Weed	1/14/2025 8:15	1/14/2025 9:31	76	Yes	United States
Yes	Annette Smith - WI annettesmith@p	1/14/2025 8:09	#####	170	No	United States
Yes	Aaron Peterson aaronpeterson@	1/14/2025 8:15	1/14/2025 8:19	4	No	United States
Yes	Aaron Peterson aaronpeterson@	1/14/2025 8:22	1/14/2025 9:10	49	No	United States
Yes	Aaron Peterson aaronpeterson@	1/14/2025 9:10	#####	110	No	United States
Yes	Scott Bauer (NWMA)	1/14/2025 7:59	1/14/2025 9:54	115	Yes	United States

Attendee Details

Attended	User Name (Origin Email)	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name
Yes	Andrea Doyle, AltaGas ALA Ener	1/14/2025 8:22	1/14/2025 9:30	68	Yes	United States
Yes	Andrew Entrikin, Whatcom PUD	1/14/2025 8:04	1/14/2025 8:05	1	Yes	United States
Yes	Cynthia Weed (weedcm)	1/14/2025 8:11	1/14/2025 8:15	4	Yes	United States
Yes	stephanieh	1/14/2025 7:55	#####	173	Yes	United States
Yes	Aaron	1/14/2025 8:19	1/14/2025 8:22	3	Yes	United States
Yes	Aaron	#####	#####	50	Yes	United States
Yes	Michael M. (Michael)	1/14/2025 7:59	#####	181	Yes	United States
Yes	Scott Bauer (NWMA)	1/14/2025 7:58	1/14/2025 7:59	1	Yes	United States
Yes	Rebecca Schlotterb rebeccas@pudw	1/14/2025 8:07	#####	173	No	United States
Yes	devinc	1/14/2025 8:12	#####	168	Yes	United States
Yes	Dave Olson	1/14/2025 8:12	#####	168	Yes	United States
Yes	Tyler Schroeder	1/14/2025 8:18	1/14/2025 9:56	99	Yes	United States
Yes	Jon Littlefield	#####	#####	33	Yes	United States
Yes	garrettl	1/14/2025 9:11	#####	109	Yes	United States

**MINUTES OF THE REGULAR
MEETING OF THE COMMISSION
January 14, 2025**

1. Call to Order | Pledge of Allegiance

The regular meeting of the Board of Commissioners of Public Utility District No. 1 of Whatcom County was called to order at 8:15 a.m. by Commissioner Jaime Arnett. Said meeting was open to the public and notice thereof had been given as required by law.

Those present at the meeting included:

COMMISSION AND STAFF

Atul Deshmane	Commissioner
Jaime Arnett	Commissioner
Eddy Ury	Commissioner
Jon Sitkin	Legal Counsel
Chris Heimgartner	General Manager
Aaron Peterson	IT/SCADA Technician
Andrew EntriKin	Director – Broadband and New Power Supply
Annette Smith	Director of Finance
Brian Walters	Assistant General Manager
Devin Crabtree	Chief Water Operator
Garrett Love-Smith	Engineering Manager
Jon Littlefield	Electric System Supervisor
Joseph Shay	Clerk of the Board / Records
Kurt Wank	Assistant General Manager
Lisa Moeller	Director – HR & Communications
Mike Macomber	IT/SCADA Technician
Paul Siegmund	Automation and Technology Manager
Rebecca Schlotterback	Contracts and Regulatory Compliance Manager
Stephanie Hooper	Accountant I

VISITORS

Cynthia Weed	K&L Gates LLP
Scott Bauer	Northwest Municipal Advisors
Todd Lagestee	Citizen
David Roberts	Maul Foster Alongi
Andrea Doyle	AltaGas
Dave Olson	Citizen

2. Approval of Agenda

ACTION:

Commissioner Ury made a motion to approve the agenda. Commissioner Deshmane seconded the motion. The motion passed unanimously.

3. Approval of Consent Agenda

a) Approval of the Minutes of Regular Commission Meeting of December 17, 2024 & Approval of the Claims of January 14, 2025:

Commissioner Ury made a motion to approve the consent agenda as a whole including both the minutes and the claims. Commissioner Deshmane seconded the motion. The motion passed unanimously.

Claims of January 14, 2025:

ANVIL CORPORATION	7,765.00
INDUSTRIAL SUPPLY, INC	205.40
ASSOCIATION OF WASHINGTON CITIES	500.00
AT&T MOBILITY	1,835.92

BRANOM EQUIPMENT	633.97
BROWN, KATHERINE	528.34
CDW/COMPUTER DISCOUNT WAREHOUSE	4,926.96
CENTRAL WELDING SUPPLY	3,003.30
CHMELIK SITKIN & DAVIS	9,345.00
CNA SURETY	399.26
COBB, FENDLEY & ASSOCIATES, INC	4,745.18
CONNER, ERIC	130.99
CONSOR NORTH AMERICA, INC.	239,936.75
CORNERSTONE MANAGEMENT, INC.	1,201.50
CRINA HOYER CONSULTING	1,072.50
CRITICAL INSIGHT INC	14,982.12
CULLIGAN NORTHWEST	422.17
EDGE ANALYTICAL LABORATORIES	25.00
EMERSON LLLP	1,132.61
ENTRIKIN, ANDREW	4,944.56
EXACT SCIENTIFIC SERVICES INC.	30.00
FERNDALE ACE HARDWARE	48.11
FERNDALE AUTO PARTS	107.92
FERNDALE CITY OF	295.97
FOSTER GARVEY PC	16,240.00
GATEWAY CONTROLS	2,377.00
HACH COMPANY	266.62
HARDWARE SALES, INC .	795.79
HEALTH PROMOTIONS NORTHWEST	150.00
HOOPER, STEPHANIE	68.36
HYDRAULIC SUPPLY COMPANY	281.39
INSIGHT PUBLIC SECTOR, INC.	1,053.02
IVOXY CONSULTING LLC	44,993.14
LAGESTEE, TODD	200.45
LITHTEX NW LLC	1,663.57
MINMAX	3,000.00
MULTIQUIP INC	375.40
NEL/SON DISTRIBUTING DBA NELSON-REISNER	1,154.46
NORTH COAST ELECTRIC COMPANY	1,096.76
NORTHWEST FIBER DBA ZIPLY FIBER	855.82
NW PUBLIC POWER ASSOCIATION	6,574.79
ODP BUSINESS SOLUTIONS LLC	379.34
P&P EXCAVATING, LLC	1,871.36
PACIFIC NORTHWEST UTILITIES	1,000.00
PLATT ELECTRIC SUPPLY CO	940.52
PORTAL WAY FARM & GARDEN	238.71
PROSCAPES	565.76
PUBLIC POWER COUNCIL	4,308.00
PUBLIC UTILITY RISK MANAGEMENT SERVICES	71,708.26
PUD #1 OF WHATCOM COUNTY	512.69
PUGET SOUND ENERGY, INC	4,205.84
REGENCE BLUE SHIELD	45,490.77
RICOH USA	209.49
SMITH MECHANICAL	7,484.56
SSC - SANITARY SERVICE COMPANY	643.11
STAR RENTALS	1,708.88
STERICYCLE ENVIRONMENTAL SOLUTIONS	59.80
TEAMSTER LOCAL #231	699.00
ULINE, INC.	683.36
UNITED WAY OF WHATCOM COUNTY	570.00
UTILITIES UNDERGROUND LOCATION	9.24

VALVOLINE	364.29
WA PUBLIC UTILITY DISTRICTS ASSOCIATION	370.00
WASHINGTON DENTAL SERVICE	2,869.80
WASHINGTON TEAMSTERS WELFARE	16,048.80
WESTSIDE LUMBER	1,201.53
WHATCOM JANITORIAL	1,430.00
GRAND TOTAL	\$ 544,938.21

4. Public Comment – None

5. TEFRA Public Hearing Regarding Sale of Limited Tax General Obligation and Refunding Bonds – The General manager reminded the commission of the history leading up to the bond resolution then introduced Annette Smith, Director of Finance to present the issue. The director of finance introduced Cynthia Weed of K&L Gates LLP and Scott Bauer of Northwest Municipal Advisers who were present at the meeting to discuss Resolution 867 approving the issuance of bonds for the reconstruction of Water Plant 1. Mr. Bauer presented information about the bond issue to the commission and following his presentation the commission opened the floor to public comment. Todd Lagestee asked if the PUD’s outstanding bonds from 2013 could be refinanced as part of the new bond issuance. Mr. Lagestee also noted that this bond opportunity could have been a time to engage the public more readily and that the Commission and Staff should look to do that when more often when opportunities like this issue arise. The general manager informed Mr. Lagestee that the incorporating of the outstanding bonds is under consideration but only if doing so would create cost savings for the PUD. The commissioners had a thorough discussion with Ms. Weed and Mr. Bauer regarding the details of the bond issuance.

5a). Resolution No. 867 A Resolution Of The Commission Of Public Utility District No. 1 Of Whatcom County, Washington, Providing For The Issuance And Sale Of One Or More Series Of Limited Tax General Obligation And Refunding Bonds Of The District In The Aggregate Principal Amount Of Not To Exceed \$78,200,000, For The Purposes Of Providing Funds For Certain Acquisitions And Improvements To District Facilities And Refunding Certain Outstanding Limited Tax General Obligation Bonds Of The District; Authorizing A Designated District Representative To Approve Final Terms And Conditions And The Sale Of The Bonds, Execution Of All Documents And Actions Necessary To Sell And Deliver The Bonds, And Preparation And Dissemination Of A Preliminary Official Statement And Final Official Statement; And Providing For Continuing Disclosure – Commissioner Deshmane made a motion to approve Resolution No. 867. Commissioner Ury seconded the motion. The motion passed unanimously

5b). Based on discussion regarding the bond hearing Commissioner Deshmane made a motion that before June 30, 2025 staff have a plan in place to schedule an “Open House” event and invite the public to review the PUD’s Capital Improvement Plan. Commissioner Arnett seconded. The motion passed unanimously.

Commission Recess: The meeting was recessed from 9:46 to 9:50 AM for a short recess.

6. General Manager’s Report – General Manager Heimgartner reported that the PUD had received a thank you card from PUD 3 of Mason County thanking Whatcom PUD for the approval of the transfer of Bonneville funds to Mason PUD at a previous meeting. The general manager also reported that AltaGas will be hosting the next community benefits advisory committee meeting and using our commission room for the meeting.

7. Operations Report – Kurt Wank, Assistant General Manager reported that a hiring listing for a new staff position of Project Manager has been posted. He also reported that workers are out working on the Plant 2 turbidity vault project.

8. Old Business

a) Broadband Update – Andrew Entrikin, Director of Broadband and New Power Supply, gave a presentation to the commission updating them on the changes in the BEAD Grant application process and how the PUD is adapting to those changes.

b) Adjudication Update – No update at this time.

c) Geothermal Update – No update at this time.

d) **Strategic Plan Update** – The commission gave the General Manager approval to enter into an agreement with Maul Foster Alongi to provide consulting services to the commission for the updating of the strategic plan.

9. New Business

10. Commission Reports/Per Diem Requests:

a) **Board Reorganization:** The commission agreed to reorganize the board leadership for the year 2025 as follows:

President: Atul Deshmane
 Vice President: Jaime Arnett
 Secretary: Eddy Ury

b) **Assignment of District Representatives to Membership Organizations:** Each year the Commission acts to approve Commission and staff representatives to organizations of which the District is a member. The following organizations will be represented by the commissioners listed:

Washington Public Utility Districts Association: WPUDA Committees and District designees:

Committee	<i>Primary Representative</i>	<i>Alternate</i>
Board of Directors	Jaime Arnett	Eddy Ury
Managers Committee	Chris Heimgartner	Kurt Wank
Government Relations Committee	Jaime Arnett	Eddy Ury
Communications Committee	Jaime Arnett	Chris Heimgartner
Energy Committee	Eddy Ury	Atul Deshmane
Water Committee	Atul Deshmane	Eddy Ury
Telecom Committee	Atul Deshmane	Andrew Entrikin

Whatcom County Economic Development Investment Board:

Delegate: Atul Deshmane
 Alternate: Eddy Ury

Whatcom County Council of Governments (WCCOG):

Delegate: Eddy Ury
 Alternate: Atul Deshmane

Public Utility Risk Management Services (PURMS): This is the District’s insurance pool coalition. We are required to have a District designated “voting” representative.

Voting Representative: Atul Deshmane
 Alternate(s): Annette Smith

Watershed Resource Inventory Area No. 1 (WRIA1) – Appoint WRIA 1 Watershed Management Board Representative and alternate; and appoint WRIA 1 Planning Unit representative and alternate. Current representatives:

WRIA 1	<i>Primary Representative</i>	<i>Alternate</i>
Watershed Mgmt. Board	Jaime Arnett	Chris Heimgartner
Planning Unit	Chris Heimgartner	Rebecca Schlotterback

Energy Northwest:

Energy Northwest Representative: Eddy Ury
 Alternate: Atul Deshmane

b) Commission Reports / Per Diem Requests:

Omitted due to lack of time.

11. Public Comment – No public comment.

12. Executive Session

Executive Session: The Commission recessed the meeting at 10:45 am for a brief executive session to discuss labor relations. The Commission reopened the meeting at 10:58 AM.

13. Resolution No. 870 A Resolution Of The Board Of Commissioners Of The Whatcom County Public Utility District No. 1 Directing The General Manager To Authorize A Labor Agreement With General Teamsters Union Local 231 – Commissioner Deshmane made a motion to approve Resolution No. 870. Commissioner Ury seconded the motion. The motion passed unanimously.

14. Adjourn

There being no further business Commissioner Arnett adjourned the meeting at 10:59 a.m.

Jaime Arnett, President/Commissioner

Atul Deshmane, Vice President/Commissioner

Eddy Ury, 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/agenda-packets-meeting-minutes-recordings/>

Memo

To: Commissioners Arnett, Dешmane, and Ury
From: Chris Heimgartner, General Manager
Date: January 22, 2025
Re: Approve Funding Request from Nooksack Salmon Enhancement Association for Habitat Restoration Projects for 2025

Requested Action: APPROVE FUNDING IN THE AMOUNT OF \$20,000 FOR NOOKSACK SALMON ENHANCEMENT ASSOCIATION TO SUPPORT WASHINGTON CONSERVATION CORPS WORK ON HABITAT RESTORATION PROJECTS FOR 2025.

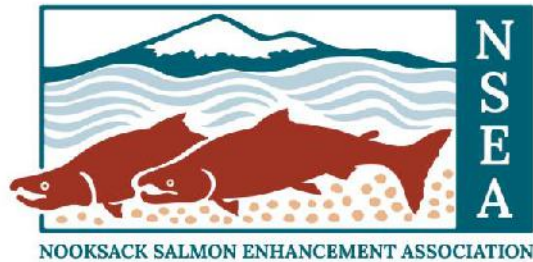
Background: Since 2010, the Commission has approved funding requests from the Nooksack Salmon Enhancement Association (NSEA) for habitat restoration projects. The funding supports the Washington Conservation Corps (WCC) Crew's work on habitat restoration on various streams throughout Whatcom County and Nooksack River tributaries. From 2010 to 2024, the Commission has continued to provide funds to support the request from NSEA. There were no funding requests in 2011 and 2020.

For 2025, NSEA is requesting funding to provide project oversight, acquire restoration materials such as plants, vole and beaver protection, and large woody debris for salmon habitat restoration of lowland streams. The work will be performed again by the Washington Conservation Corps (WCC) Crew and managed by NSEA staff. A minimum of 20 salmon habitat restoration projects will be implemented on Watershed Resource Inventory Area 1 lowland streams. NSEA provides a project report to the Commission at the completion of the project.

James van der Voort of NSEA will present information on past work funded by the Whatcom PUD at the January 28 Commission Meeting. Whatcom PUD has had no other requests to support habitat restoration other than NSEA's request for 2025.

Fiscal Impact: Funding has been allocated in the 2025 budget for this purpose.

Recommended Action: APPROVE FUNDING IN THE AMOUNT OF \$20,000 FOR NOOKSACK SALMON ENHANCEMENT ASSOCIATION (NSEA) TO SUPPORT WASHINGTON CONSERVATION CORPS WORK ON HABITAT RESTORATION PROJECTS FOR 2025.



“Community support and involvement are essential to recovering salmon.”

– WRIA1 Salmon Recovery Plan

January 21st, 2025

Dear Whatcom PUD Commissioners, Jamie Arnett, Atul Deshmane, and Eddy Ury,

The Nooksack Salmon Enhancement Association greatly appreciates the opportunity to present our 2025 project proposal to Public Utility District # 1 of Whatcom County. Below is a brief overview of our proposal.

Recent Growth & Needs:

Over the past 5 years NSEA has increased riparian restoration deliverables by 250%—increasing from 12,000 trees planted in 2019 to an average of 30,000 trees each year in 2022, 2023, and 2024. To ensure these plantings mature into healthy riparian forests that can adequately support WRIA 1 salmon recovery goals, NSEA has also streamlined site maintenance to a minimum of 5 years so that each riparian planting project is monitored and maintained to ensure plantings reach maturity. Site maintenance is notoriously difficult to fund, despite the importance of ensuring plants outcompete invasive species in order to successfully re-establish healthy riparian buffers. NSEA has identified a need to revisit ~200 early riparian restoration sites that are over 10 years old to remove cages that could choke and kill high functioning trees. There is no existing funding to do this work.

Project Background: Since 1991, NSEA has completed over 700 restoration projects and planted more than 400,000 native trees to re-establish healthy habitat on over 140 miles of stream. PUD funding has supported our riparian planting, monitoring, and maintenance at \$20,000 per year since 2011.

NSEA fulfills a unique role in the WRIA 1 region by working closely with community members and landowners to restore habitat on private property that might otherwise be inaccessible to other agencies. Many of our salmon recovery partners have come to rely on NSEA not only to work with private landowners, but also to install and maintain riparian plantings on priority sites, including collaborative projects throughout the Nooksack Basin focused on Chinook recovery. In addition, NSEA works throughout Whatcom County’s key salmon-bearing lowland streams, connecting with landowners to improve both fish passage and habitat quality to improve salmon survival.

PUD funding helps NSEA conduct crucial landowner outreach as part of this process, in which our restoration project managers work closely with landowners to plan and implement major improvements to streams and river reaches on their properties. Not only do these project result in thousands of reopened and restored salmon habitat, they present a critical opportunity to educate landowners about salmon and their habitat needs and ultimately encourage stewardship of this valuable resource.

A large part of our success in riparian restoration and why our partners have come to rely on NSEA to implement and maintain riparian restoration on their projects is due to NSEA's capacity in the form of two field crews. We have one in-house crew of restoration technician experts and also sponsor a Washington Conservation Corps Crew (a supervisor and 5 crewmembers) which both implement restoration projects throughout the WRIA 1 region. NSEA provides the crew with project oversight, office space, storage and staging areas, and a large inventory of tools and equipment. Thanks to these hardworking techs, NSEA is able to respond to landowner inquiries promptly and implement habitat restoration projects in a cost efficient and timely manner with reliable follow-through. This is key to our word-of-mouth reputation in the community and helps ensure that landowner inquiries continue to come in, resulting in an ever-growing number of projects around the county. With recent growth in our restoration programming, we are asking the PUD to support landowner outreach and on-the-ground projects to continue growing our impact.

Project Goals:

- Educate Landowners about salmon and their habitat needs.
- Present opportunities for improving salmon habitat on their property.
- Implement salmon habitat restoration projects appropriate for their property and their needs.
- Whenever possible, directly involve landowners in on-the-ground salmon habitat restoration.

Project Tasks:

1. Respond immediately to landowner inquiries regarding streams, salmon and salmon habitat on their property.
2. Arrange site visits to discuss landowner needs and opportunities for salmon habitat improvements on their property.
3. Develop restoration plans.
4. Complete appropriate pre-project monitoring.
5. Implement restoration projects.
6. Complete appropriate post project monitoring to document project success

Project Timeline: 01/01/2025 – 12/31/2025

Project Deliverables:

Implement a minimum of 20 salmon habitat restoration projects on WRIA 1 lowland streams. Projects may include the following:

- Riparian planting
- Livestock exclusion
- LWD placement and minor channel modification
- Fish passage barrier removal

NSEA would be happy to follow up with a report and/or a presentation of the projects accomplished.

Funding Request: \$20,000-40,000

We are looking forward to presenting some of the Salmon Habitat Restoration Projects you helped support in 2024 at your January 28th Board meeting and hope you will consider our request of \$20,000 for continuing this great partnership in 2025.

An increased grant from PUD would support us in visiting a handful of the 140 legacy project sites that we have prioritized as an elevated risk of being negatively affected by outdated restoration practices. Assessment of these sites is tantamount to long-term success of riparian corridors in WRIA 1 watersheds.

A handwritten signature in black ink, appearing to read 'James van der Voort', with a long horizontal line extending to the right.

James van der Voort
NSEA Riparian Project Manager

Memo

To: Commissioners Arnett, Dешmane, and Ury

From: Garrett Love-Smith – Engineering Manager

Date **January 28, 2025**

Re: Approve Work Order No.3 with Complete Design Inc for Engineering Services Related to the District’s Plant 1 Intake Structure and Screens

Requested Action: APPROVE WORK ORDER NO.3 WITH COMPLETE DESIGN INC FOR ENGINEERING SERVICES FOR A COST NOT TO EXCEED AMOUNT OF **\$120,000.00** AND AUTHORIZE THE DISTRICT’S GENERAL MANAGER TO EXECUTE THE WORK ORDER.

Background: In August, 2024 Staff discussed options of improvement to the Plant 1 intake screen that would help mitigate the need to bring in contractors three to four times a year for cleaning of the sedimentation using dredges and diving equipment. During one of the standard dives, it was discovered that the intake sprayer system that helps with mitigating sedimentation build up was nonoperational which was causing a “pile” to build up in the wet well. This led staff to reach out and ask CDI (Complete Design Inc) to conduct a feasibility study for new design of the following items: the sprayer system to help prevent sedimentation from occurring, a new way to isolate the wet well into two sections and away from the river; allowing district staff to clean it out without enlisting the help from Divers.

Work Order No.3:

Work Order No.3 covers CDI’s Scope of Services related to design, permitting, bidding, and construction services associated with the modification of screens and wet well at the Intake building of Water Treatment Plant No.1.

Fiscal Impact: Approval of Work Order 3 with CDI will have no fiscal impact on the District’s approved 2025 Annual Budget as it has been accounted for within RW-56

Recommended Action: APPROVE WORK ORDER NO.3 WITH COMPLETE DESIGN INC FOR ENGINEERING SERVICES FOR A COST NOT TO EXCEED AMOUNT OF **\$120,000.00** AND AUTHORIZE THE DISTRICT’S GENERAL MANAGER TO EXECUTE THE WORK ORDER



January 14th, 2025

PUD No. 1 of Whatcom County
PO Box 1564
Ferndale, WA 98248

BACKGROUND:

Complete Design Inc. is pleased to present our scope of work and schedule to provide a feasibility analysis with regard to the Plant One intake facility. We understand that PUD No.1 of Whatcom County wants to the possibility of isolating a portion of the water intake screen at Plant One to allow for dewatering and access without the need for scuba or other specialized services. This would allow easier access to the intake and maintenance of associated infrastructure.

SCOPE OF SERVICES:

The Complete Design team will look at exploring up to three (3) potential options for segregating the intake into two separate basins and allowing for dewatering and access by PUD water operations personnel. The first step will be to establish these three options as generally viable with the PUD at a 10% design meeting before expanding into the full analysis. Once three options are identified our team will start exploring the possible different civil and structural components, identifying possible safety concerns, and researching any required permitting and other regulatory impacts this project could trigger.

Pacific Engineering will provide support on establishing any environmental impacts and other permitting and regulatory considerations.

Alpine Engineering will provide support with structural design and analysis as necessary for each option.

Regular meetings at 10%, 30%, 60%, and 90% of the feasibility study will be scheduled to keep PUD staff informed and up to date on any changes or challenges that are encountered.

DELIVERABLES:

Consultant shall provide Whatcom PUD the following work products:

- Feasibility report with up to three (3) potential options
- 30% total infrastructure costs (TIC) for each option
- CAD design data and any other applicable documentation

This proposal is for feasibility only and as such does not include any engineering or survey submittals, environmental studies and/or surveys, nor any permit applications.

BUDGET AND SCHEDULE

The professional services outlined herein will be performed on a time and materials, not-to-exceed basis and invoiced in accordance with the Standard Agreement for Professional Surveying and Engineering Service and Complete Design's current hourly rates, updated annually. See additional attachments for Complete Design's current hourly rates.

Total compensation for services and related expenses provided under this scope shall not exceed **One Hundred and Twenty Thousand Dollars (\$120,000)**, without prior written authorization from Whatcom PUD. Any services not specifically listed are not included in this proposal and if requested would be invoiced per the Complete Design's current hourly rates current to the year in which work is performed.

Our work can begin as early as February 1st 2025, following authorization from the PUD. Please feel free to contact me with any questions regarding this proposal, scope, or schedule. We look forward to working with the PUD.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Adams', is positioned above the printed name.

Samuel Adams, PE
Project Manager



2025 Fee Schedule

<u>OFFICE</u>	<u>HOURLY RATE</u>
Land Use Planner	\$160
Senior Professional Engineer	\$250
Professional Engineer III	\$220
Professional Engineer II	\$200
Professional Engineer I	\$180
Engineer In Training II	\$170
Engineer In Training I	\$150
Senior Land Surveyor	\$250
Professional Land Surveyor II	\$230
Professional Land Surveyor I	\$200
Senior Architect	\$250
Architect	\$200
Landscape Designer	\$160
Interior Designer	\$130
Graphic Designer	\$130
Technician V	\$180
Technician IV	\$160
Technician III	\$140
Technician II	\$120
Technician I	\$110
Principal / CEO	\$250
Business Administrator	\$140
Permit Technician	\$130
Finance Specialist	\$130
<u>OTHER</u>	
Mileage	\$0.67 per mile
Per Diem Travel	\$68.00 per day
Sub-Consultants	Direct cost plus 15%
Rental Equipment	Direct cost plus 15%
Reproduction Prints	Direct cost plus 15%
GPS / Drone Services	Hourly rate plus 15%

The above rates are based on a 40-hour work week. Hours exceeding the 40-hour work week, as well as work performed on nights and weekends, will be billed at 1.5 times the standard hourly rate. Work performed on Federal Holidays will be billed at 2.0 times the standard hourly rate. Prevailing wage projects to reflect standard Washington State requirements.

WORK ORDER NO. CDI250103

**PER ENGINEERING SERVICES AGREEMENT BETWEEN
PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY
AND
COMPLETE DESIGN, INC.
FOR**

Plant 1 Intake Structure and Screens Engineering

BACKGROUND:

Public Utility District No. 1 of Whatcom County (“Whatcom PUD”) has an Agreement for Professional Surveying and Engineering Services (“Agreement”) Complete Design, Inc. (“Consultant”). Whatcom PUD and Consultant agree that this Work Order No. CDI250103 and the tasks authorized to be completed hereunder are to be performed consistent with the terms and conditions of the Agreement.

Whatcom PUD in consultation with Consultant has developed the following scope of work tasks to be provided as requested and authorized by Whatcom PUD.

SCOPE OF SERVICES:

Complete Design, Inc. team will explore up to three (3) options for segregating the Intake wet well into two separate basins allowing for dewatering of the intake. The three options will be evaluated and one chosen. The preferred option will be evaluated for civil and structural components, safety concerns, and required permitting or regulatory impacts.

The Scope of Services described herein for this Work Order No CDI250103 is to be considered consistent with and the same as the Consultant’s proposed scope of services identified in Consultant’s letter dated January 14th 2025.

TASKS:

- Determine three (3) viable options for design.
- Project management meetings at 10%, 30%, 60%, and 90% feasibility.
- Permitting and regulatory considerations for each design

DELIVERABLES:

Consultant shall provide Whatcom PUD the following work products:

- 1. • Feasibility reports with three (3) options.
- 2. • 30% total infrastructure costs for each option.
- 3. • CAD design and other applicable documentation.

FEE FOR SERVICES:

Total compensation for services and related expenses provided under Work Order No. CDI250102 shall not exceed **One Hundred and Twenty Thousand Dollars (\$120,000.00)**, without prior written authorization of Whatcom PUD and approval by Whatcom PUD General Manager or Commission.

Labor hours will be billed according to Engineer’s current Schedule of Charges (2025 Fee Schedule).

SCHEDULE:

The services to be provided shall commence upon approval of Work Order No. CDI250103 and Whatcom PUD’s authorization to proceed, via mail or e-mail. The Scope of Services shall be completed and the Deliverables provided no later than December 15, 2025.

SIGNATORIES TO WORK ORDER No. CDI250103

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

**COMELETE
DESIGN, INC**

By: _____

Name: Chris Heimgartner

Title: General Manager

Date: _____

By: _____

Name: Sam Adams

Title: Project Manager

Date: _____