

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

Agenda for the Regular Meeting of July 08, 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 June 10, 2025 and the Special Meeting of June 19, 2025
 - b) Approval of Claims for June 24, 2025
4. Public Comment (10 minutes – Individual speakers: 3 minutes)
5. General Manager Report (20 minutes)
6. Operations Report (10 minutes)
7. Old Business (30 minutes)
 - a) Broadband Update
 - b) Adjudication Update
 - c) Geothermal Update
 - d) Strategic Plan Update (See Item after new)
8. New Business (2 hours and 30 minutes)
 - a) Policy Presentation (30 Minutes)
 - b) Action 1: Approve Pol-1301 Recognizing Employees / Promoting Positive Workplace Culture
 - b) Crina Hoyer Strategic Planning Workshop
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: None as of publication
12. Adjourn (Estimated 12:15 PM)

Notice:

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

The public meeting can be accessed;

By internet: <https://us02web.zoom.us/j/89553622587>

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

<p>Or telephone: Dial 1 (253) 215 8782 <u>or</u> 1 (253) 205 0468 Webinar ID: 895 5362 2587</p>

Next Commission Meetings

July 11, 2025 |1:00 p.m.| Open House

July 22, 2025 |8:15 a.m.| Regular Meeting

August 12, 2025 |8:15 a.m.| Regular Meeting

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

Name (original name)	Join time	Leave time	Duration (1 Guest	Recording In waiting room
Mike M. Whatcom PUD - IT	6/24/2025 8:04	6/24/2025 9:17	73 No	OK No
Joseph Shay	6/24/2025 8:05	6/24/2025 9:17	72 No	No Respor No
Whatcom PUD	6/24/2025 8:05	6/24/2025 9:17	72 No	No Respor No
Michael M. (Michael)	6/24/2025 8:07	6/24/2025 9:17	70 Yes	No Respor No
Garrett Love	6/24/2025 8:09	6/24/2025 9:00	51 Yes	No Respor No
Rebecca Schlotterback	6/24/2025 8:11	6/24/2025 9:05	54 No	No Respor No
Annette Smith	6/24/2025 8:13	6/24/2025 9:05	52 No	No Respor No
stephanieh	6/24/2025 8:15	6/24/2025 9:05	51 Yes	No Respor No
Aaron Peterson	6/24/2025 8:15	6/24/2025 9:17	62 No	OK No
devinc	6/24/2025 8:22	6/24/2025 9:09	48 Yes	No Respor No
Tyler McDevitt	6/24/2025 8:23	6/24/2025 9:17	54 Yes	No Respor No
Dave Olson	6/24/2025 8:38	6/24/2025 9:05	27 Yes	No Respor No

**MINUTES OF THE REGULAR
MEETING OF THE COMMISSION
June 24, 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 Atul Deshmane. 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
Eddy Ury	Commissioner
Chris Heimgartner	General Manager
Jon Sitkin	General Counsel, CSD Attorneys at Law
Aaron Peterson	IT/SCADA Technician
Andrew Entrikin	Director – Broadband and New Power Supply
Annette Smith	Finance Director
Garrett Love-Smith	Engineering Manager
Joseph Shay	Clerk of the Board / Records
Lisa Moeller	Director – HR & Communications
Mike Macomber	IT/SCADA Technician
Rebecca Schlotterback	Contracts and Regulatory Compliance Manager
Stephanie Hooper	Accountant I

VISITORS

Todd Lagestee	Citizen
Tyler McDevitt	Phillips 66
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 the Regular Meeting of June 10, 2025, the Special Meetings of June 19, 2025 & Approval of the Claims of June 24, 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 May 27, 2025:

ALUMICHEM CANADA INC (formerly WATERHOUSE ENV.)	32,910.00
INDUSTRIAL SUPPLY, INC	359.96
BONNEVILLE POWER ADMINISTRATION	732,620.00
CARL'S MOWER & SAW, INC	27.24
CLEARING UP: NEWSDATA SERVICE	1,842.10
COMCAST	322.09
COMPRESSORS NORTHWEST (AIRWARE INC)	5,305.89
ENTRIKIN, ANDREW	2,564.00
FEDERAL EXPRESS	15.27
FERNDALE ACE HARDWARE	124.79
FERNDALE AUTO PARTS	158.79
FOSTER GARVEY PC	19,804.00

GRAY MATTER SYSTEMS, LLC	10,596.90
HARDWARE SALES, INC .	55.14
HD FOWLER CO, INC	38.06
INTERNAL REVENUE SERVICE	27,621.55
ESCAPE VELOCITY - TRACE 3 (IVOXY CONSULTING LLC)	2,504.23
JTI COMMERCIAL SERVICES LLC	15,883.71
KNOWBE4, INC.	1,357.82
LISTEN AUDIOLOGY SERVICES, INC	660.00
MASSMUTUAL RETIREMENT SVCS LLC	16,660.00
MAUL FOSTER & ALONGI	23,113.77
MOELLER, LISA	603.71
NORTH COAST ELECTRIC COMPANY	120.00
NW PUBLIC POWER ASSOCIATION	135.00
ODP BUSINESS SOLUTIONS LLC	248.74
PACIFIC SURVEY & ENGINEERING	12,126.25
PAYLOCITY	441.64
PAYROLL	295,246.98
PITNEY BOWES/PURCHASE POWER	136.63
PRINCIPAL LIFE INSURANCE COMPANY	664.13
PROSCAPES	9,226.24
PUBLIC UTILITY RISK MANAGEMENT SERVICES	26,554.81
PUGET SOUND ENERGY, INC	145.56
RICOH USA	5.10
RICOH USA FINANCIAL SVC	256.46
SMITH MECHANICAL	5,634.76
STAR RENTALS	2,437.71
SUPER WINDOWS	1,395.00
TOTH AND ASSOCIATES, INC	10,120.00
WA FEDERAL VISA CARD MEMBER SERVICES	7,840.78
WA PUBLIC UTILITY DISTRICTS ASSOCIATION	115.00
WA ST DEPT OF REVENUE - EXCISE TAX	97,647.11
WESTERN CONFERENCE OF TEAMSTERS	12,598.15
GRAND TOTAL	\$ 1,378,245.07

4. Public Comment – None

5. General Manager’s Report – Chris Heimgartner, General Manager introduced Lisa Moeller, Director of HR and Communications who presented the commission with draft handouts and information related to the upcoming PUD open house on July 11th. The commissioners reviewed the materials and approved of them.

6. Operations Report – Garrett Love-Smith, Engineering Manager reported on the ongoing summer projects being worked on by PUD maintenance and operations crew. Mr. Love-Smith noted that work on the D State project is moving along smoothly.

7. Old Business

a) Broadband Update – Chris Heimgartner, General Manager informed the commission that not much has changed since the last broadband update. The General Manager suggested that the best course of action for the PUD in regards to the BEAD grant would be to resubmit the previous proposals for consideration. The commission requested a broadband update session at a future meeting of no more than 2 hours.

b) Adjudication Update – Jon Sitkin, Legal Counsel, reported that the courts will be extending the stay on filing of motions in the adjudication and that the Case Standing Committee are working on timelines for motion processing and response processes.

d) Geothermal Update – None

e) Strategic Plan Update – None

8. New Business

Commissioner Ury made a motion to approve action item no. 1 to Award E-6 Allans Road improvements project contract to Salish Construction Company and authorize the general manager to execute the agreement. Commissioner Deshmane seconded the motion. The motion passed unanimously.

9. Commission Reports/Per Diem Requests:

Commissioner Ury had nothing new to report

Commissioner Deshmane had nothing new to report.

10. Public Comment

Todd Lagestee suggested that the PUD Commission may want to have a presence at the Whatcom County Business Advisory Committee especially with the adjudication process having just started.

11. Executive Session

A 10-minute executive session regarding adjudication was had starting at 9:05 AM and ending at 9:15 AM.

12. Adjourn

There being no further business Commissioner Deshmane adjourned the meeting at 9:16 a.m.

Atul Deshmane, 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, Deshmane, and Ury
From: Lisa Moeller, Director of HR & Communications
Date: July 8, 2025
Re: POL-1301 Recognizing Employees / Promoting Positive Culture

Requested Actions: APPROVE UPDATED POLICY NUMBER POL-1301 RECOGNIZING EMPLOYEES / PROMOTING POSITIVE CULTURE

Background: The policy has been updated strictly for format and structure, based on the new proposed District-wide process. There are no content changes since the policy was last approved in October 2024.

Fiscal Impact: None.

Recommended Actions: APPROVE UPDATED POLICY NUMBER POL-1301 RECOGNIZING EMPLOYEES / PROMOTING POSITIVE CULTURE

PUBLIC UTILITY DISTRICT NO. 1 OF WHATCOM COUNTY

P.O. Box 2308 | 1705 Trigg Road
Ferndale, WA 98248-9383
(360) 384-4288

www.pudwhatcom.org

Commissioners: Jaime Arnett, Atul Deshmane, Eddy Yury Chris Heimgartner, General Manager

1.13 Employee Recognition Policy

Purpose

To establish procedures and guidelines under which Public Utility District (PUD) No. 1 of Whatcom County funds can be utilized for the purpose of employee recognition. Realizing that a stable and skilled workforce is beneficial to the District and our owners/customers, the District wishes to encourage, recognize and reward employees for their achievements in the following areas:

- Length of Service
- Exceptional/Noteworthy Performance
- Safety Performance

The District’s Employee Recognition Program is designed to recognize and reward employees for their achievements, to improve employee morale and to encourage consistent professional service to our owners/customers.

Definition

Employee Recognition: For the purpose of this policy, employee recognition means any award, time in service, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication, and longevity commitment to the community and/or cost savings for the District among the PUD employees.

Policy

The PUD or its individual departments or work units may, subject to budgetary authority, expend funds for the purpose of employee recognition, to include individual employee awards as well as a hosted event for all employees. This amount will be budgeted on an annual basis and may be adjusted annually on the recommendation of the General Manager. The General Manager must authorize the expenditure of funds for the purpose of employee recognition. Recognition awards may not exceed two hundred dollars (\$200) in value per award.

The District may have a picnic, dinner, and/or gathering for employee appreciation and recognition of the rewards. The District also recognizes the importance of a family-oriented company culture which fosters employee engagement and plays an integral role in improving employee productivity. To that end, the District’s employee appreciation event may include the significant others of employees. The process for the distribution of various awards of recognition is outlined in the corresponding Employee Recognition Procedure.

POLICY

Cancels: 1.13 Employee
Recognition Policy
See Also: PRO-1301

Approved by: Commission

POL-1301 RECOGNIZING EMPLOYEES / PROMOTING POSITIVE WORKPLACE CULTURE

This policy applies to all employees and is designed to recognize and reward employees for their achievements, to promote positive workplace culture and to encourage consistent professional service to our owners/customers.

1. Definition of Employee Recognition and Award Types

For the purpose of this policy, employee recognition means any award, prize, meal, entertainment or event intended to promote good will, foster a sense of pride in affiliation with the District, create a cost savings for the District or promote safety, productivity, reliability, efficiency, dedication, or longevity commitment.

Individual awards may be issued in the following categories:

- Length of Service
- Exceptional/Noteworthy Performance
- Safety Performance

2. Funds Budgeted Annually

The General Manager recommends an amount to be budgeted annually to carry out the purpose of this policy, with input from the Director of HR. Upon budgetary approval, the Director of HR oversees the budget and communicates allocations to department/unit leads.

3. Assistant General Manager Authorizes Individual Awards

Department and Unit Leads may recommend an individual for recognition and approval by the Assistant General Manager in the following areas:

- Exceptional/Noteworthy Performance (see PRO-1301)
- Safety Performance

These individual awards may not exceed one hundred dollars (\$100) in value.

4. Director of HR Issues Length of Service Awards

The Director of HR tracks the length of service of each permanent employee and annually recognizes their service in five (5) year increments, as well as upon

POLICY

Cancels: 1.13 Employee
Recognition Policy
See Also: PRO-1301

Approved by: Commission

completion of their first year. When possible, these awards should be presented during an employee appreciation event.

Length of Service Awards may include a certificate and/or small desk plaque or award, as well as a gift card. The total cost for each individual's award and recognition may not exceed two hundred dollars (\$200) in value.

5. Director of HR Organizes Events and Gatherings

The Director of Human Resources organizes events for employee appreciation and recognition of awards. These events are intended to further the purpose of this policy and may include a picnic, dinner or other gathering. The District recognizes that a family-oriented company culture fosters employee engagement and plays an integral role in improving employee productivity. Therefore, these events may include significant others of employees.

6. Procedure

Procedure number PRO-1301, implemented by the General Manager, accompanies this policy and outlines the actions and responsibilities for its execution.