

**PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY
COMMISSIONERS' WORK SESSION**

Agenda

September 12, 2017
2:00 PM

CALL TO ORDER

- ◆ 2018 Preliminary Budget

ADJOURNMENT

This work session is open to Commissioners, Management, other District staff, Consultants and the public. It is not the opportunity to give public testimony, but if the Board members request input from individuals in the audience, those people may speak.

The principal purpose of the work session is to allow employees of the District and the Board to communicate with each other and/or the Consultants, answer Board questions, and get the Board's opinions and input regarding the subject topic(s).

The regular meeting of the Commission will follow the Work Session at 4:30 PM

2018 BUDGET O&M REQUESTS

DEPT	DESCRIPTION	REQUESTED AMOUNT	Preliminary 2018							
			Recommended	6/30/2017	2017 Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	
REQUESTS FOR ROUTINE O&M ITEMS										
63	OPS	Annual Tank Cleaning/Inspection	\$ 12,000	\$ 12,000	\$ 6,142	\$ 10,000	\$ 26,246	\$ 14,051	\$ 11,216	\$ 20,081
64	OPS	Annual Chemical Spraying-Reservoir & Pump Stations (3 yr)	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,907			
65	OPS	Contracted Property Mowing and Clearing	\$ 25,000	\$ 25,000	\$ -	\$ 15,000	\$ 12,044	\$ 24,077	\$ 3,342	\$ 3,895
66	ENGR	Watershed Stream Gauging Consultation	\$ 36,000	\$ 36,000	\$ 4,152	\$ 19,000	\$ 13,816	\$ 12,310	\$ 2,116	\$ 5,444
67	Com Rel	Printing/Pub/Advertising	\$ 19,000	\$ 19,000	\$ 7,650	\$ 19,000	\$ 15,214	\$ 23,896	\$ 34,123	\$ 38,225
68	Com Rel	Community Outreach	\$ 16,600	\$ 16,600	\$ 8,425	\$ 11,850	\$ 10,444	\$ 11,125	\$ 13,002	\$ 9,931
69	CSR	Paymentus	\$ 71,600	\$ 71,600	\$ 11,376	\$ 65,000	\$ 31,627			
70	Billing	Kaye Smith	\$ 26,200	\$ 26,200	\$ 11,376	\$ 15,000	\$ -			
71	IT	Fiber Maintenance	\$ 12,000	\$ 12,000	\$ 465	\$ -	\$ 2,195	\$ 2,244	\$ 380	\$ 457
REQUESTS FOR NON-ROUTINE O&M ITEMS										
72	Facility	HVAC Maintenance	\$ 12,000	\$ 12,000		\$ 12,000				
73	OPS	Bathymetric Survey of Judy Reservoir	\$ 8,000	\$ 8,000						
74	ENGR	GIS Reference Network Upgrade	\$ 25,000	\$ 25,000						
75	ENGR	Ranney Well Decommission	\$ 90,000	\$ 90,000						
76	ENGR	Dam Monument Surveying	\$ 7,000	\$ 7,000		\$ 10,000	\$ -			
77	ENGR	Alger Well Property Land Transfer	\$ 50,000	\$ 50,000						
78	ENGR	Satellite Leak Detection Imaging	\$ 135,000	\$ 135,000						
79	CONST	Tapping Machine	\$ 3,000	\$ 3,000						
80	WTP	Electric Valve Actuators (8 per yr)	\$ 69,000	\$ 69,000		\$ 69,000				
81	WTP	Large Display Monitor for Security Cameras	\$ 2,500	\$ 2,500						
82	WTP	Sludge Removal (3 yrs)	\$ 35,000	\$ 35,000		\$ 35,000				
83	WTP	Reservoir Intake Piping Study	\$ 100,000	\$ 100,000						
84	IT	Cloud Services	\$ 12,000	\$ 12,000						
85	IT	Microsoft Office Upgrades	\$ 26,000	\$ 26,000						
86	IT	Annual PC Replacement (1/3 Annual)	\$ 15,000	\$ 15,000						
87	IT	Programming Services	\$ 35,000	\$ 35,000	\$ -					
REQUESTS FOR PROFESSIONAL SERVICES										
88	HR	Professional Services	\$ 22,000	\$ 22,000	\$ 3,300	\$ 15,000	\$ 8,038	\$ 5,752		
89	HR	Non-Professional Services	\$ 12,725	\$ 12,725	\$ 961	\$ 7,725		\$ 10,893		
90	Safety	Safety Consultant	\$ 140,000	\$ 140,000	\$ 54,288	\$ 130,000	\$ 26,180	\$ 13,136	\$ 25,903	
91	Fin	Professional Services	\$ 144,000	\$ 144,000	\$ 24,656	\$ 128,200	\$ 104,822	\$ 50,186		
92	Commission	Election Services	\$ 30,000	\$ 30,000	\$ 27,994	\$ -			\$ 39,475	
93	Admin/GM	Professional Services	\$ 141,000	\$ 141,000	\$ 42,492	\$ 260,000	\$ 181,773	\$ 70,151		
TOTALS BEFORE TRAINING			\$ 1,337,625	\$ 1,337,625	\$ 203,275	\$ 566,775	\$ 256,534	\$ 167,671	\$ 90,082	\$ 94,309
DISTRICT-WIDE TRAINING										
94	Safety	Safety Training for Staff	\$ 20,000	\$ 20,000	\$ 6,196	\$ 20,000	\$ -			
95	IT	PCI Compliance Training for Staff	\$ 10,000	\$ 10,000	\$ -					
96	IT	Northstar/Cayenta Training for Staff	\$ 40,000	\$ 40,000	\$ 5,609	\$ 40,000	\$ 8,590	\$ 3,457		
97	IT	Cityworks Training for Staff	\$ 20,000	\$ 20,000	\$ -					
DISTRICT-WIDE TRAINING TOTALS			\$ 90,000	\$ 90,000	\$ 11,805	\$ 60,000	\$ 8,590	\$ 3,457	\$ -	\$ -
REQUESTS FOR DEPARTMENT TRAINING										
98	Commission	Training/Meetings	\$ 24,000	\$ 24,000	\$ 9,619	\$ 24,000	\$ 16,837	\$ 14,826	\$ 15,071	\$ 13,154
99	Admin/GM	Training/Meetings	\$ 9,600	\$ 9,600	\$ 5,992	\$ 8,000	\$ 2,945	\$ 8,613	\$ 11,369	\$ 9,467
100	HR	Training	\$ 6,975	\$ 6,975	\$ 4,180	\$ 7,500	\$ 5,171	\$ 3,390	\$ 337	\$ 2,432
101	Safety	Training	\$ 2,500	\$ 2,500	\$ 399	\$ 2,500	\$ 9,732			
102	Fin	Department Training	\$ 11,900	\$ 11,900	\$ 509	\$ 8,000	\$ 7,138	\$ 4,331	\$ 6,947	\$ 5,762
103	Fin	Cayenta Conference	\$ 4,500	\$ 4,500	\$ -	\$ 8,000	\$ 2,039		\$ 1,916	\$ 2,855
104	Stores	Department Training	\$ 1,800	\$ 1,800	\$ 200	\$ 1,850				
105	CR/CS/Mtr	Department Training	\$ 5,950	\$ 5,950	\$ 627	\$ 5,950	\$ 4,113	\$ 1,241	\$ 2,100	\$ 252
106	IT	Department Training	\$ 31,900	\$ 31,900	\$ 36,407	\$ 17,000	\$ 10,430	\$ 4,501	\$ 7,001	\$ 10,426
107	Engr	Department Training	\$ 9,750	\$ 9,750	\$ 8,150	\$ 14,895	\$ 9,287	\$ 9,943	\$ 10,830	\$ 20,612
108	Engr	Training for Engineering Manager	\$ 4,000	\$ 4,000	\$ 810	\$ 6,000	\$ 2,979	\$ 2,987	\$ 4,228	\$ 4,742
109	Engr	Training-AWWA ACE Conference	\$ 3,500	\$ 3,500	\$ 3,011		\$ 2,651	\$ 1,649		
110	Engr	Training-PNWS AWWA Conference	\$ 2,500	\$ 2,500	\$ -	\$ 3,000	\$ 2,750	\$ 2,376		
111	Ops Support	Training	\$ 11,000	\$ 11,000	\$ 1,151	\$ 500		\$ 4,601	\$ 4,686	\$ 3,869
112	Distr	Training	\$ 11,000	\$ 11,000	\$ 1,777	\$ 14,200	\$ 1,746			
113	Const	Training	\$ 5,000	\$ 5,000	\$ 5,583	\$ 6,000	\$ 1,187	\$ 3,634	\$ 9,043	\$ 2,353
114	Const	PNWS Tapping Team	\$ 4,000	\$ 4,000						
115	Lab	Department Training	\$ 2,500	\$ 2,500	\$ 866	\$ 2,200	\$ 669	\$ 186	\$ 87	\$ 1,120
116	WTP	Department Training	\$ 6,000	\$ 6,000	\$ 3,979	\$ 9,000	\$ 5,411	\$ 2,908	\$ 6,999	\$ 5,082
DEPARTMENT TRAINING TOTALS			\$ 158,375	\$ 158,375	\$ 83,259	\$ 138,595	\$ 85,084	\$ 65,187	\$ 80,614	\$ 82,126
TRAINING TOTALS			\$ 248,375	\$ 248,375	\$ 95,064	\$ 198,595	\$ 93,674	\$ 68,644	\$ 80,614	\$ 82,126
GRAND TOTAL ALL REQUESTS			\$ 1,586,000	\$ 1,586,000	\$ 298,339	\$ 765,370	\$ 350,207	\$ 236,315	\$ 170,696	\$ 178,665

2018 CAPITAL BUDGET REQUESTS

DEPT DESCRIPTION		REQUESTED AMOUNT	Preliminary Recommend	Proposed Recommend	Revised Proposed Recommend
1	Const Variable Message Sign Boards	\$ 33,000	\$ 33,000		
2	Const Paving Machine	\$ 130,000	\$ 130,000		
3	Ops Architect Services for Building	\$ 250,000	\$ 250,000		
4	Ops Mountain View Treatment Systems and Generator	\$ 30,000	\$ 30,000		
5	Ops Mailroom Conversion	\$ 25,000	\$ 25,000		
6	Ops 1 Ton Service Truck for Construction	\$ 38,500	\$ 38,500		
7	Ops Base Station & Radios	\$ 15,000	\$ 15,000		
8	Ops 3/4 Ton Pickup	\$ 43,000	\$ 43,000		
9	Ops Meter Department Truck Replacement	\$ 37,000	\$ 37,000		
10	Ops Meter Department Truck Replacement	\$ 37,000	\$ 37,000		
11	Ops Vactor Truck	\$ 480,000	\$ 480,000		
		\$ 1,118,500	\$ 1,118,500	\$ -	\$ -
12	WTP Water Purification System for Lab	\$ 7,500	\$ 7,500		
13	WTP Ammonia Monochloramine analyzer	\$ 26,000	\$ 26,000		
14	WTP SRD airscour ASCO replacement	\$ 7,500	\$ 7,500		
15	WTP Streaming Current Monitor	\$ 14,000	\$ 14,000		
16	WTP Reservoir walkway	\$ 7,500	\$ 7,500		
17	WTP Gutters	\$ 16,500	\$ 16,500		
18	WTP A/C System for control room and electrical room	\$ 25,000	\$ 25,000		
19	WTP Operations Manual Update	\$ 165,000	\$ 165,000		
20	WTP SRD Pump Rebuilds	\$ 550,000	\$ 550,000		
		\$ 819,000	\$ 819,000	\$ -	\$ -
21	Engr Trimble R2 GNSS External Receiver	\$ 12,500	\$ 12,500		
22	Engr Gilligan & Mundt Intake Meter SCADA	\$ 50,000	\$ 50,000		
23	Engr Sedro Woolley Bulk Water Fill Station	\$ 95,000	\$ 95,000		
24	Engr Unaccounted For Water Meters	\$ 50,000	\$ 50,000		
25	Engr GIS Map Update	\$ 250,000	\$ -		
26	Engr Leica Data Collector	\$ 12,500	\$ 12,500		
		\$ 470,000	\$ 220,000	\$ -	\$ -
27	CS Northstar Customer Connect	\$ 27,600	\$ 27,600		
28	Meter Badger Meter Beacon Mobile Integration with Northstar	\$ 20,000	\$ 20,000		
29	Meter Trimble Ranger 3 Handheld Reader	\$ 7,773	\$ 7,773		
		\$ 55,373	\$ 55,373	\$ -	\$ -
30	Str Loading Dock Pit Leveler	\$ 15,000	\$ 15,000		
31	Str Inventory Barcoding Study	\$ 26,000	\$ 26,000		
		\$ 41,000	\$ 41,000	\$ -	\$ -
32	IT Set Up Miscellaneous Accounts Receivable for Finance	\$ 25,000	\$ 25,000		
33	IT Tempered Networks HIP Switch Project	\$ 55,000	\$ 55,000		
34	IT New Telephones for SIP Integration	\$ 25,000	\$ 25,000		
35	IT Tokay Upgrade and Northstar Integration	\$ 21,000	\$ 21,000		
36	IT Cityworks Northstar Integration	\$ 40,000	\$ 40,000		
37	IT Annual SCADA Improvements	\$ 100,000	\$ 100,000		
38	IT WTP Network Improvements and Wiring Upgrades	\$ 27,000	\$ 27,000		
39	IT GPU Hardware	\$ 10,000	\$ 10,000		
40	IT Redesign Network for Two DMZs	\$ 26,000	\$ 26,000		
41	IT Cayenta GL Framework Model for Cognos	\$ 55,000	\$ 55,000		
42	IT LUD Integration Software	\$ 40,000	\$ 40,000		
43	IT DOH Security Mandates-WTP & Remote Sites	\$ 135,000	\$ 135,000		
		\$ 559,000	\$ 559,000	\$ -	\$ -
TOTAL DEPARTMENT CAPITAL REQUESTS		\$ 3,062,873	\$ 2,812,873	\$ -	\$ -
44	WSP Div St Tank, Booster and N 30th Piping	\$ 1,500,000	\$ 1,500,000		
45	WSP Fiber from 9th to PUD Campus	\$ 30,000	\$ 30,000		
46	WSP Fiber from 9th to Division Tank	\$ 70,000	\$ 70,000		
47	WSP Fiber from Division Tank to Waugh Rd	\$ 20,000	\$ 20,000		
48	WSP Fiber from Division Tank to Eagle's Nest	\$ 30,000	\$ 30,000		
49	WSP Judy-MV Trans Line Phase II	\$ 2,500,000	\$ 2,500,000		
50	WSP Best Road Pipeline Improvements	\$ 5,150,000	\$ 5,150,000		
51	WSP Conway I-5 Crossing	\$ 1,000,000	\$ 1,000,000		
52	WSP Burklund Road Pipeline Improvements	\$ 250,000	\$ 250,000		
53	WSP Mountain View Consolidation	\$ 1,500,000	\$ 300,000		
54	WSP Raw Water Pump Station Analysis	\$ 75,000	\$ 75,000		
55	WSP Raw Water Pump Station Upgrade	\$ 1,500,000	\$ 1,500,000		
56	WSP Document Management and Content System	\$ 500,000	\$ 500,000		
57	WSP Upgrade Cayenta	\$ 60,000	\$ 60,000		
58	WSP Annual Pipe Replacement	\$ 3,500,000	\$ 3,500,000		
		\$ 17,685,000	\$ 16,485,000	\$ -	\$ -
59	Engr Blanket WOs		\$ -	\$ -	
60	Engr Mandated by Other Agencies	\$ 810,000	\$ 810,000		
61	Engr Customer jobs		\$ -	\$ -	
62	Engr General Upsizing (System Devel)		\$ -	\$ -	
		\$ 810,000	\$ 810,000	\$ -	\$ -
TOTAL CAPITAL BUDGET		\$ 21,557,873	\$ 20,107,873	\$ -	\$ -