PLEDGE OF ALLEGIANCE

CONSENT AGENDA
1. Approval of Agenda 04/09/19
2. Approval of Minutes 03/26/19 Commission Meeting
3. Approval of Minutes 04/02/19 Commission Work Session
4. Ratification of Vouchers 04/02/19
5. Approval of Vouchers 04/09/19

AUDIENCE COMMENTS

OLD BUSINESS
6. Manager’s Report
7. Quarterly Report – Human Resources
8. PUD Campus Location Assessment - Discussion

NEW BUSINESS
9. Schedule Upcoming Work Sessions – Potential Action

MISCELLANEOUS

COMMISSIONER COMMENTS

ADJOURNMENT

JUDY RESERVOIR ELEVATION
MINUTES OF THE REGULAR MEETING OF THE COMMISSION
PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON

March 26, 2019

The regular meeting of the Commission of Public Utility District No. 1 was held in the Aqua Room of the utility located at 1415 Freeway Drive, Mount Vernon, Washington, on March 26, 2019.

The meeting was called to order at 4:30 PM. Those Commissioners in attendance were: Eron Berg, President; Al Littlefield, Vice President and Joe Lindquist, Secretary. Also in attendance were: George Sidhu, General Manager; Peter Gilbert, Attorney, Mark Handzlik, Engineering Manager, Sally Saxton, Treasurer, and Kim Carpenter, Clerk of the Board; Audience: Judy Littlefield, Les Walker; District Employees: Gary Chrysler, Doug Streeter, Kevin Tate, Sharon Mataya, Mark Semrau, Brian Henshaw, Bill Trueman, Mike Demers, Mike Fox, Jay Sedivy and Luis Gonzalez.

Commissioner Berg led the Pledge of Allegiance.

Commissioner Lindquist moved to approve the Consent Agenda for March 26, 2019

1. Approval of Agenda 03/26/19
2. Approval of Minutes 03/12/19 Commission Meeting
3. Ratification of Vouchers 03/19/19
   No. 2850-Voucher Nos. 14974-15066, Payroll Check Nos. 26154-26235 ($592,955.50)
4. Approval of Vouchers 03/19/19
   No. 2851-Voucher Nos. 15067-15100 ($204,019.29)
5. Project Acceptance - Best Road, Rudene Road to Summers Drive (Mount Vernon)

The motion passed.

Treasurer Saxton presented the Treasurer’s Report for the month of February 2019.

Under Old Business:

6. Manager’s Report
   Manager Sidhu reported on the following items:
   
   • The last Commissioner Orientation Work Session is scheduled for 04/02/19 at 4:00 PM; regarding Engineering. The meeting schedule will return to regular meetings on the 2nd and 4th Tuesdays at 4:30 PM.
   
   • The hearing for Jason Graham had been postponed to the meeting of April 9; however, it will not be an agenda item for that date as Engineering Manager Handzlik and Mr. Graham are working on a solution.
   
   • Sharon Mataya –new Customer Service Supervisor. Sharon began work with the District on Monday this week and came from Farmers Equipment. The Commission welcomed Sharon and she thanked the District for the opportunity.
7. Quarterly Report – IT
IT Manager Chrysler presented the quarterly report for the IT Department, including updates regarding Cayenta Fixed Assets (this project is a high priority to maintain accurate financial records and was part of the original software conversion originally scheduled for completion in 2020). The project was moved up to 2019 based on recommendations from the State Auditor’s office and Commission (Cayenta is scheduled to begin discovery in July 2019 and the project is expected to take eight months); 2018 DOH Security Mandates (BayView and Cascade Ridge are the priority projects for this budget period); Server Hardware Upgrades (lifecycle replacement of core server hardware-contract process for first phase beginning now and Windows Server software upgrades taking place as time allows); and Office 365 (Microsoft Outlook being pushed out for completion this week). A brief discussion ensued regarding various aspects of the report.

Under New Business:

8. Approve 2019 CIP Mid-Year Budget Modification – Action
Manager Sidhu stated that the changes to the overall CIP budget are negligible and the Commission will see the overall CIP update during the rate study process. The changes mainly have to do with timing issues of spreading and rearranging the projects. Commissioner Lindquist moved modify the 2019 CIP Budget as detailed in the Mid-Year 2019 Budget Adjustment table. The motion passed.

9. Approve Doug Streeter, CPA Contract Auditing Services Modification #2 – Action
Manager Sidhu stated that there are no changes to the terms and conditions of the existing agreement other than to extend the terms through April 30, 2020. Commissioner Littlefield moved to authorize the General Manager to sign Modification #2 of the Agreement for Professional Services with Doug Streeter, CPA for auditing services in the amount of $50,000. The motion passed.

10. Award Tierra ROW Acquisition Consultant-Judy to MV Transmission Line Phase 2 - Action
Engineering Manager Handzlik stated that the project is anticipated to go out for bid by year end and staff is recommending engaging the services of a right-of-way consultant to secure easements for this project. Discussion ensued regarding various aspects of the request. Commissioner Lindquist moved to authorize the General Manager to execute and enter into an agreement with Tierra Right-of-Way Services, Ltd., in the amount of $198,145 for services to acquire easements for the Judy Reservoir to Mount Vernon Transmission Line Phase 2 Project and authorize the use of incentives for efficient acquisition. The motion passed.

11. Award Carollo Condition Assessment Contract-Judy Reservoir Water Treatment Plant - Action
Manager Sidhu stated that four firms from the District’s professional services roster were selected to submit consulting proposals, four firms submitted, one dropped out and three were interviewed. Carollo was the best team. Commissioner Littlefield moved to authorize the General Manager to execute a Professional Services contract with Carollo Engineers, Inc., in the amount of $342,416 for engineering evaluation services related to Water Treatment Plant Condition Assessment. A brief discussion ensued regarding various aspects of the proposals. The motion passed.
12. **Award R&E Inspection Services Contract-College Way, Freeway Drive East Pipe Replacement-Action**  
Manager Sidhu stated that the project is in conjunction with the City of Mount Vernon federal aid project to widen the roadway underneath the I-5 overpass. A brief discussion ensued regarding various aspects of the proposal. Commissioner Lindquist moved to authorize the General Manager to execute a contract with Reichart and Ebe Engineering, Inc., in the amount of $86,090.25 for inspection and administrative services related to the College Way, Freeway Drive East Project. The motion passed.

13. **Authorize Task Order #6 RH2 Engineering-Judy Reservoir WTP Raw Water Pump Station Replacement Design, Permitting, & Services During Construction-Action**  
Manager reviewed the background regarding the project and proposed Task Order which is a line item in the 2019 budget. Capital Projects Manager Semrau explained the recommendation behind construction of an additional pump station with minimal disturbance to existing water treatment operations. A brief discussion ensued regarding various aspects of the project. Commissioner Littlefield moved to authorize the General Manager to execute Task Order #006 with RH2 Engineering, Inc., in the amount of $198,657 for engineering design services related to the Judy Reservoir Water Treatment Plant Raw Water Pump Station Replacement. The motion passed.

14. **Award Faber Conway I-5 Crossing Project – Action**  
Manager Sidhu stated that the project was bid in January and all bids received were more than 15% above the Engineer’s Estimate and were rejected. The project was clarified, Engineer’s Estimate revised and rebid. The lowest responsive responsible bid was submitted by Faber Construction which staff recommends for award of the project. A brief discussion ensued regarding the proposed award. Commissioner Lindquist moved to authorize the General Manager to enter into a construction contract with Faber Construction, Inc., in the amount of $867,942.18 for the Conway I-5 Crossing Project. The motion passed.

15. **PUD Campus Assessment/Replacement - Establish Schedule for Identification of Potential Options-Action**  
Manager Sidhu reviewed the background regarding the PUD Campus Assessment/Replacement stating that the goal is to 1. Establish a general geographical study area to allow for identification of potential acquisition sites; and 2. Establish a schedule for the options analysis phase. Engineering Supervisor Trueman illustrated the area of discussion. Discussion ensued regarding geographical study area, site criteria, District service area, floodplain, and schedule options. The consensus of the Commission was to look at sites within the District’s service area, excluding the floodplain, except for the floodplain within the city limits and U.G.A. for Mount Vernon and Burlington. Mount Vernon and Burlington service area including the Port with a floodplain overlay. Manager Sidhu asked if the Commission thinks of additional criteria to let him know and stated that additional discussion will be conducted in work sessions at 4:00 PM on April 16, May 7 and May 21. Engineering Supervisor Trueman stated he would have a map drafted as requested for the next meeting.

Under Miscellaneous, Manager Sidhu added that Skagit PUD will be the subsection representatives for three of the competitions that will be held at the AWWA Pacific Northwest Section Conference in Vancouver WA from May 1-3:

**Meter Madness - Matt Walker**  
This competition is to see who can assemble a water meter from a bucket of parts the fastest.
Hydrant Hysteria - Brad Washington, Eddie Johnson and Damon Schwetz
This is a competition to see which two-person team can assemble a fire hydrant the fastest from all of its various parts and pieces

Top Ops - Emilia Blake, Gary Tollefson, and Riley Smith
Top Ops tests a three-person team about the everyday know-how of water treatment and water distribution management.

Under Commissioner Comments, Commissioner Lindquist reported he attended WA PUD Association (WPUDA) new Commissioner training in Olympia two weeks ago. He also attended the Skagit Council of Governments (SCOG) and transportation policy meeting last week and received an update for the Legislative request.

Having no further business to come before the Board, Commissioner Berg adjourned the meeting of March 26, 2019 at 6:01 PM.

Respectfully submitted:

________________________________________
Kim Carpenter
Clerk of the Board
The work session of the Commission of Public Utility District No. 1 was held in the Aqua Room of the utility located at 1415 Freeway Drive, Mount Vernon, Washington, on April 2, 2019.

Commissioner Berg called the work session to order at 4:00 PM. Those Commissioners in attendance were: Eron Berg, President; Al Littlefield, Vice President; and Joe Lindquist, Secretary. Also in attendance were: George Sidhu, General Manager; Audience: Judy Littlefield, Rick Pitt; District Employees: Chris Shaff, Mark Handzlik, Bill Trueman, Kevin Tate, Kathy White and Gary Chrysler.

1. Commissioner Orientation – Engineering
   Mark Handzlik and Bill Trueman made a presentation about the Engineering Department, including environmental services, development services, GIS/Asset Management, development review, cross connection control, capital projects, hydraulic modeling, surveying, maintenance and water rights.

2. PUD Campus Location Assessment
   Discussion of the geographic search area. Commissioner Berg asked to include more area on Bow Hill Road, west of I-5, in the search area.
   Discussion of site criteria. Commissioner Berg suggested to coordinate with other state, county or local agencies who may also be looking for a new building.

Commissioner Berg adjourned the work session of April 2, 2019 at 5:23 PM.

Respectfully submitted:

George Sidhu
General Manager
April 3, 2019

TO: Commission
FROM: George Sidhu, P.E., General Manager

SUBJECT: Schedule Upcoming Work Sessions

Requested Action:
Schedule special meetings on the dates listed to conduct work sessions for the PUD Campus Location Assessment and upcoming Rate Study.

Background:
Per RCW 42.30.080 (1), a special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the member of the governing body.

To meet the needs of the consultants working on the PUD Campus Location Assessment, special meetings are necessary to discuss the search criteria, the list of properties, and other items specific to the property search. Also, we will be conducting a rate study and cost of service analysis soon and some special meetings will be beneficial to review some of the materials. I am proposing work sessions on the following dates:

April 16 4:00 PM
May 7 4:00 PM
May 21 4:00 PM

Fiscal Impact:
None at this time.

kac
April 5, 2019

TO: George Sidhu, P.E., General Manager
FROM: Gary Chrysler, IT Manager
SUBJECT: Document and Enterprise Content Management Project

Requested Action:
Authorize the General Manager to sign the attached statement of work and enter into a consulting contract with Accent Business Services, Inc., in the amount of $49,672 for the Document and Enterprise Content Management Software Selection Project.

Background:
The purpose of this project is in two parts:

1. Phase 1: Roadmap Development
   a. Accent will come on site for discovery interviews
   b. Accent will prepare an analysis of the interviews and follow up with research and documentation based upon the interviews
   c. Accent will prepare and provide market documentation to build a roadmap recommendation
   d. Accent will provide a requirements document based upon District needs.

2. Phase 2: Software Evaluation
   a. Based upon the outcome of Phase 1, Accent will provide assistance with the development of an RFP with decision support.
   b. Accent will provide a demonstration script for vendors to follow, support for the demonstration process, and three days of software demonstration facilitation, and final decision and selection facilitation.

The District has the need and has budgeted for this project in the past; however, the project was either cancelled or not approved. Document Management is an important piece of the District’s ability to manage and access information quickly and easily, including internal use, public information requests, and management of document retention policies as they apply to different document types.

The District has used Accent on multiple occasions in the past and has found them to have an excellent software selection process. In addition to previous experience working with the District, Accent is also on the Washington State DES preapproved roster.

Upon review of their proposal, it was determined that Accent was the appropriate consultant to perform this work.

Fiscal Impact:
Funding for this project will come from Line Item 69 of the 2019 Adopted Capital and Operating Requests. The project is budgeted for $50,000 as “Document Management Study.”
V. COST PROPOSAL

It is acceptable for the Consultant to perform some of the required work remotely, however the District will require some services to be performed on site.

In the Cost Proposal spreadsheet, the Consultant shall list the different staff proposed to work on this contract, their hourly billing rate, and a determination of the number of hours per month assigned to each employee, with the total number of hours in the form of a “not to exceed” estimate.

The Consultant shall also provide an estimate and a description of all expenses and charges that are anticipated.

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<th>Hours or Count</th>
<th>Rate</th>
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<th>Expenses and Charges</th>
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<td>Joe Brookhouse</td>
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