Pursuant to Governor Jay Inslee’s Proclamation 20-28, in-person attendance at open public meetings is temporarily suspended. Board of Commissioner meetings will be held virtually through ZOOM Cloud Meetings.

Join our online meeting by following this link: https://us02web.zoom.us/j/89627019944
Meeting ID: 896 2701 9944
Or dial in at (253) 215-8782.

If you have a question or comment for the Board, please submit it by 5 p.m. the Monday prior to the meeting by calling (360) 848-4460 or email to pud@skagitpud.org

PLEDGE OF ALLEGIANCE

CONSENT AGENDA
1. Approval of Agenda 5/12/20
2. Approval of Minutes: 4/28/20 Commission Meeting
3. Ratification of Vouchers 5/5/20
4. Voucher Approval 5/12/20
5. Project Acceptance:
   - Kim Retail, S. 2nd & Myrtle St (Mount Vernon)
   - Bony Pony – Commercial Building (Mount Vernon)
   - Old Movie House District Brewing (Mount Vernon)

AUDIENCE COMMENTS

OLD BUSINESS
6. Manager’s Report – Return to Work Discussion

NEW BUSINESS
7. Electronic Signature Policy #1030 - Action

INFORMATION
8. Judy Reservoir Data Report

COMMISSIONER COMMENTS

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

April 28, 2020

The meeting was held virtually due to the COVID-19 pandemic.

Commissioners Appearing Remotely: Eron Berg, President; Al Littlefield, Vice President; and Joe Lindquist, Secretary.

Staff Appearing Remotely: George Sidhu, Mark Handzlik, Kathy White, Sally Saxton, Jay Sedivy, Kevin Tate, Sam Shipp, Skagit PUD Attorney Peter Gilbert, and Deana Dean. Others may have appeared but were not identified.

Staff Appearing in Person: Luis Gonzalez and Brian Henshaw.

Other Parties Appearing Remotely: Rick Pitt. Others may have appeared but were not identified.

Commissioner Berg called the meeting to order at 4:30 p.m. and the Pledge of Allegiance followed.

CONSENT AGENDA
Commissioner Lindquist moved to approve the Consent Agenda for April 28, 2020 which was unanimously approved.

1. Approval of Agenda 4/28/20
2. Approval of Minutes: 4/14/20 Commission Meeting & 4/21/20 Special Meeting
3. Ratification of Vouchers 4/21/20
5. Project Acceptance – Rindals Oleary Road Water Line Extension (Mt. Vernon)

1ST QUARTER 2020 FINANCIALS
Finance Manager Brian Henshaw provided a review, by PowerPoint presentation, of the first quarter financial summary as of March 31, 2020. Topics reviewed included District funds, District investments, 1st quarter revenues, operating revenue, system revenue, new services, meter counts, capital contributions, expense summary, department expenses, capital expenditures, and project summary.

Brian spoke to the impacts, to date, of the COVID-19 virus and reviewed reports for the accounts receivable aging balance and commercial accounts. He also reviewed the status of customer service and accounting projects.

Commissioner questions were answered throughout the presentation.

AUDIENCE COMMENTS
None.

OLD BUSINESS
6. Manager’s Report
General Manager George Sidhu provided a brief update on staff activities followed by a discussion about returning to work. Discussion followed.

NEW BUSINESS
7. EPA Risk and Resiliency Project Award – Tetra Tech
Commissioner Littlefield moved to authorize the General Manager to enter into a contract with Tetra Tech in the amount of $65,000.00 for the completion of a risk and resiliency assessment which was unanimously approved.
8. Backwash Pump Replacement Project
Commissioner Lindquist moved to authorize the General Manager to enter into a contract with Beckwith & Kuffel, Inc. in the amount of $48,825.00 for the supply and installation of a water treatment plant filter backwash pump which was unanimously approved.

INFORMATION
10. Judy Reservoir Data Report
11. Recent News Articles

COMMISSIONER COMMENTS
Commissioner Lindquist attended a Zoom Skagit Council of Governments (SCOG) meeting last week. Commissioners Berg and Littlefield had nothing to report at this time.

ADJOURNMENT
With no further business to come before the Board, the meeting was adjourned at 5:24 p.m.

ATTEST

Eron Berg, President
Joe Lindquist, Secretary
Al Littlefield, Vice President
Agenda Item #3

As of MAY 05, 2020

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Skagit County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and are hereby approved for payment in the amount of $65,289.52 this 5th day of May, 2020.

The total is comprised of the following:

Accounts Payable voucher No. from 18267 through 18296 in the amount of $63,398.12, Electronic Funds Transfer in the amount of $1,891.40. Payroll Electronic Funds Transfers and checks No. through in the amount of $0.00.

Attest:

______________________________
President

______________________________
Manager

______________________________
Vice - President

______________________________
Auditor

______________________________
Secretary

Date: 05/01/2020

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May 12, 2020

Board of Commissioners
Public Utility District No. 1 of Skagit County
1415 Freeway Drive
Mount Vernon, WA 98273-1436

RE: Project Acceptance

Name of Project: Kim Retail, S 2nd & Myrtle St
Reference: C.O. # 4935, Project # 3643
Location: Mount Vernon
Developer: Myong Cha Kim
Contractor: Corstone Construction LLC.

Commissioners:

The District has approved the plans and specifications and has inspected the installation of the new water plant within the above project. The Engineering Department has received satisfactory pressure and bacteriological test results. All documentation for this project has been completed.

This is a necessary action to allow for new water service to a customer, and these types of requests are routinely taken to the Board for approval.

I recommend that the Commission accept this project.

Respectfully submitted,

Mark C. Handzlik, P.E.
Engineering Manager

Attachment: Map

cc: George Sidhu, P.E., General Manager
    Michael E. Demers, Engineering Technician
May 12, 2020

Board of Commissioners
Public Utility District No. 1 of Skagit County
1415 Freeway Drive
Mount Vernon, WA  98273-1436

RE:  Project Acceptance

Name of Project:  Bony Pony-Commercial Building
Reference:  C.O. # 5061, Project # 3787
Location:  Mount Vernon
Developer:  LIL Buckaroo Investments LLC
Contractor:  Welch Brothers Construction

Commissioners:

The District has approved the plans and specifications and has inspected the installation of the new water plant within the above project.  The Engineering Department has received satisfactory pressure and bacteriological test results.  All documentation for this project has been completed.

This is a necessary action to allow for new water service to a customer, and these types of requests are routinely taken to the Board for approval.

I recommend that the Commission accept this project.

Respectfully submitted,

Mark C. Handzlik, P.E.
Engineering Manager

Attachment:  Map

cc:  George Sidhu, P.E., General Manager
     Michael E. Demers, Engineering Technician
May 12, 2020

Board of Commissioners
Public Utility District No. 1 of Skagit County
1415 Freeway Drive
Mount Vernon, WA  98273-1436

RE:  Project Acceptance

Name of Project: Old Movie House District Brewing
Reference: C.O. # 5063, Project # 3790
Location: Mount Vernon
Developer: District Brewing
Contractor: Fisher Construction Group, Inc.

Commissioners:

The District has approved the plans and specifications and has inspected the installation of the new water plant within the above project. The Engineering Department has received satisfactory pressure and bacteriological test results. All documentation for this project has been completed.

This is a necessary action to allow for new water service to a customer, and these types of requests are routinely taken to the Board for approval.

I recommend that the Commission accept this project.

Respectfully submitted,

Mark C. Handzlik, P.E.
Engineering Manager

Attachment: Map

cc: George Sidhu, P.E., General Manager
    Michael E. Demers, Engineering Technician
Date: May 12, 2020

TO: Board of Commissioners

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

SUBJECT: Electronic Signature Policy

Guidance Related to Governor’s Proclamation 20-28:
This matter is being taken up for action at this meeting due to it being considered both necessary and routine. A brief explanation of each criteria follows:

Necessary – This item is considered necessary because based on the current working arrangement where staff are working from home due to COVID-19, we have a need for remotely signing documents, but we don’t currently have an approved policy.

Routine – This is a routine matter because all policies are brought to the Board for approval.

Requested Action:
Approve Policy #1030 for the use of electronic signatures on District documents.

Background:
The purpose of this policy is to promote efficiency, save resources and provide parameters on the use of electronic signatures in District transactions under the authority of RCW 19.360.020.

Recent advancements in the field of electronic and digital signature programs have created the ability for workflows and processes to be streamlined by using electronic signatures. These programs allow the approval of documents, forms and other correspondence from remote locations through email so that District operations are not negatively impacted by having to obtain wet signatures. However, wet signatures will be allowed if the signatory chooses.

The use of electronic signature will be extremely important during COVID-19 as many staff are working from home and have limited ability to provide wet signatures.

Fiscal Impact:
None at this time.

Enclosures: Policy
Electronic Signature
Policy #1030

In accordance with the authority granted by the Board of Commissioners, an Electronic Signature Policy, as described below, is hereby established for regular employees of Public Utility District No. 1 of Skagit County.

**Purpose:**
The purpose of this policy is to promote efficiency, save resources, and provide parameters on the use of electronic signatures in District transactions under the authority of RCW 19.360.020.

Electronic signature (e-signature) means an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

**Policy:**
Unless otherwise specified by law or agency rule, the District recognizes that an e-signature has the same force and effect as that of a signature affixed by hand so long as the e-signature conforms to RCW 19.360.030 and the writing conforms to RCW 19.360.040.

1. The District will use an Electronic/Digital Signature Program or Software and specific workflows/processes will be approved in advance by the General Manager in consultation with the Department Managers and/or District Auditor. Technology used will ensure authentication to ensure integrity and authenticity of the signature. Employees will be provided instructions or training on how to use an e-signature program/software.

2. This policy will apply to all District employees, contractors, grantees and other authorized agents who need to sign records (i.e., documents, forms, correspondence, and/or emails) in support of District business and administrative operations. Should issues or questions arise, consultation will be held between the General Manager, Department Managers, District Auditor, and/or District Attorney in order to ensure business and legal risks are considered.

3. The e-signature option is for convenience and efficiency; however, parties may choose to provide a wet signature and receive paper copies.

4. Employees utilizing the e-signature option remain subject to the signatory limits of authority and the purchasing and contract guidelines established by District resolution or policy.

5. All electronically signed records shall be retained in their original format and pursuant to state retention requirements and District policy.
6. Falsification of electronically signed records and e-signatures is prohibited. It is a violation of this policy for any individual to sign a transaction as if they were another individual or to sign on behalf of another individual, unless such specific authority has been granted by that individual or by the General Manager.

**Violations:**
Violations of this policy are subject to disciplinary action up to and including dismissal. Discipline for represented employees may be addressed through the requirements of their collective bargaining agreement.

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2020 Judy Reservoir Inflows & Outflows

- May 06 Elevation: 463.72
- April 29 Elevation: 462.96
- Change in Elevation: 0.76
- Spillway elevation: 465.10'
- Stream Inflow YTD: 738.96 MG
- Pumped from river YTD: 359.17 MG