AGENDA
February 22, 2022
4:30 p.m.

The public is invited to attend in person or via Zoom. Face coverings are required for in-person audience members.

Join our meeting https://skagitpud.zoom.us/j/83210220786?pwd=cTNTQW10c3UrQ3kzdW5kbGJWdVNsUT09
Meeting ID: 832 1022 0786
Passcode: 160890
Or dial: 1-253-215-8782

Please turn your audio and video off during the meeting. Use the "Raise Hand" feature if you would like to speak during Audience Comments.

If you have a question or comment for the Board, please submit it by 5:00 p.m. the Monday prior to the meeting by calling (360) 848-4460 or send an email to pud@skagitpud.org

PLEDGE OF ALLEGIANCE

CONSENT AGENDA
1. Approval of Agenda 2/22/2022
2. Approval of Minutes 2/8/2022 Regular Meeting
3. SP&P 3009 – Hearing Conservation Plan
4. SP&P 3010 – Confined Space Safety
5. Ratification of Vouchers 2/15/2022
6. Voucher Approval 2/22/2022

AUDIENCE COMMENTS

OLD BUSINESS
7. Manager’s Report
8. Engineering Department Update

NEW BUSINESS

INFORMATION
9. Interwest Construction Inc. (ICI) Sole Source Justification Form
10. Monthly Budget Status – January 2022
11. Judy Reservoir Data Report
12. Recent News Articles

COMMISSIONER COMMENTS

ADJOURNMENT
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, with masks and social distancing.

The meeting was called to order at 4:30 p.m. Commissioners in attendance were: Joe Lindquist, president; Germaine Kornegay, vice president; and Andrew Miller, secretary.

Also, in attendance were: Brian Henshaw, Jay Sedivy, Mark Handzlik, Luis Gonzalez, George Sidhu, Shannon Patino, Sharon Mataya

Participating remotely were: Kathy White, Kevin Tate, Sam Shipp, Alistair Boudreaux, Mark Semrau, Bill Trueman, Sally Saxton, Commissioner Lindquist led the Pledge of Allegiance.

**CONSENT AGENDA**
Commissioner Miller moved to approve the Consent Agenda for February 8, 2022, as presented.

1. Approval of Agenda 2/8/22
2. Approval of Minutes: 1/25/22 Regular Meeting
3. Skagit County Public Works Interlocal Cooperative Agreement
4. Ratification of Voucher 2/1/2022 No. 3017 ($2,988,822.64)
   - Accounts Payable Voucher No. 22797- 22848 ($2,677,495.90)
   - Electronic Funds Transfer ($109,479.58)
   - Payroll Electronic Funds Transfers and Checks No. 035811- 035895 ($201,847.16)
5. Voucher Approval 2/8/22 No. 3018 ($386,538.85)
   - Accounts Payable Voucher No. 22849 - 22895 ($377,903.09)
   - Electronic Funds Transfer ($8,635.76)

The motion passed unanimously.

**4th QUARTER 2021 FINANCIALS**
Finance Manager Henshaw provided, by PowerPoint, a financial summary of the 4th quarter that ended on December 31, 2021. The presentation included a summary of the increase in water consumption, September forecast, year-to-date revenues, District funds, investments returns, new services, meters, capital contributions, operating expenses, department expenses, cash flow, debt service, capital projects, transponder replacements, interest and penalties waived, and accounts receivable aging more than 90 days. An update on past due accounts and disconnections was also given. No questions were asked by the commission. Positive comments and recognition were provided by the commission for the customer service team’s efforts to lower the number of past due accounts and disconnections.

**AUDIENCE COMMENTS**
None

**OLD BUSINESS**
6. Manager’s Report: General Manager Sidhu provided an update on the following:
   - The WPUDA Day on the hill that will be held virtually on Wednesday, February 16, 2022 at 11:00 am. The event will include a virtual luncheon with local legislators and an opportunity to discuss specific PUD funding requests. A commissioner round table discussion on how to avoid legal risks as a commission will follow at 2:00. There is a potential quorum and advance notice will be posted. Additionally, the WPUDA Water, Telecom, and Community Relations Committee meetings are on Thursday, February 17, 2022.
   - Skagit PUD’s Water Treatment Plant Superintendent Jamie LeBlanc’s contribution to the City of Anacortes Water Treatment Plant that helped the water treatment plant obtain a 5-year TOP award from the Department of Health for exceeding turbidity standards.
• Manager Sidhu will be attending the virtual Skagit AG Summit on Friday, February 11, 2022, and presenting on water fill stations and emergency transfers.
• Manager Sidhu highlighted the drafted Safety Practice and Procedures #3009 and #3010 in the information section of the agenda for commission review.

7. Community Relations Department Update: Community Relations Manager Tate gave a Community Relations department update on the following:
   • The active partnerships & sponsorships established with local organizations to build awareness and rapport about Skagit PUD including, Genuine Skagit Valley and Skagit Farm to Pint.
   • The increase in social media engagement and response as a result of interactive and engaging content.
   • The recent tour of the Judy Reservoir to Mount Vernon transmission pipeline project with Congressman Rick Larsen and Commissioner Lindquist that led to the scheduling of a follow-up meeting with Larsen staff to discuss funding options for the culvert replacement projects
   • In place of in-person tours of the water treatment plant, virtual tours are offered via Google Earth to classrooms around Skagit County. The virtual tour has received positive feedback and a Spanish-translated tour has also been created in response to requests from dual-language classroom teachers.
   • News releases and coverage through various publications and media that exceeded the communication goals of Skagit PUD.
   • The progress on the search for a new content management system.

NEW BUSINESS
8. Update to Water Policy Manual Section 3.4: Leak Adjustments – Action
   Manager Sidhu presented the update to Water Policy Manual Section 3.4 that will facilitate customer service’s ability to enforce the policy, keep decisions at a staff level, limit financial exposure, and reduce the time customer service staff spends on leak adjustments. A brief discussion ensued and then Commissioner Kornegay moved to approve updated Section 3.4 of the Water Policy Manual concerning leak adjustments with a tentative implementation date of July 1, 2022.
   The motion passed unanimously.

INFORMATION
9. District SP&P #3009 Hearing Conservation Plan
10. District SP&P #3010 Confined Space Safety
11. Judy Reservoir Data Report

COMMISSIONER COMMENTS
None

ADJOURNMENT
Having no further business to come before the board, Commissioner Lindquist moved for adjournment. The motion passed, and the February 8, 2022, meeting was adjourned at 5:32 p.m.

ATTEST

Joe Lindquist, President
Andrew Miller, Secretary
Germaine Kornegay, Vice President
February 8, 2022

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

FROM: Jay Sedivy, C.S.P., Safety & Risk Coordinator

SUBJECT: Review of District Safety Practice & Procedure #3009

Requested Action:
No action required, for review and comment only.

Background:
Safety Practice & Procedure #3009 was created to ensure compliance with Washington Administrative Code (WAC) 296-817. There is currently no written policy or practice document regarding hearing conservation. The goal of this SP&P is to maximize the effectiveness of our hearing conservation program to safeguard the hearing of employees who are occupationally exposed to hazardous noise. In turn, this should reduce the number of lost hearing worker’s compensation claims the District receives.

Fiscal Impact
There is minimal anticipated fiscal impact associated with this SP&P. Warehouse staff will need to have adequate stocks of over-the-ear hearing protection to ensure employees can wear double hearing protection when required.
Hearing Conservation & Hazardous Noise Exposure Control
Safety Practice & Procedure #3009

Purpose
This Safety Practice and Procedure (SP&P) ensures compliance with WAC 296-817 and ensures the District has a plan to eliminate or minimize occupational exposure to hazardous noise.

Scope
This SP&P applies to all District employees who are or may be exposed to noise at or above 85 decibels (dBA) as a time weighted average (TWA) or greater in the workplace.

Safety Practice and Procedure
The District shall provide all reasonable means to protect its employees from hazardous noise. Employees must adhere to the following practices and procedures.

Responsibilities

Employees shall:
- Follow this SP&P, related regulations, noise hazard signage, manufacturer’s instructions, and other guidance regarding protection from hazardous noise; and
- Protect themselves from hazardous noise by any means possible including removing themselves from hazardous noise environments and wearing proper hearing protection devices. Single hearing protection is required when sound levels meet or exceed 85 dBA TWA, and double hearing protection is required when sound levels meet or exceed 100 dBA TWA.
- Attend all related required training; and
- Ensure timely completion of audiometric testing, or participation in on-the-job exposure monitoring, as appropriate; and
- Report hazardous noise conditions and possible hazardous noise exposures to supervisors as soon as possible.

Managers and Supervisors shall:
- Notify the Safety Coordinator when an employee has been injured by or exposed to suspected or confirmed hazardous noise; and
- Ensure they support their employees by enforcing the measures in this SP&P; and
• Ensure noise producing equipment is maintained properly; and

• With assistance from the Safety Coordinator, ensure employees are trained regarding noise exposure at work and home, signs of hearing loss, and proper use of hearing protection devices.

The District shall:

• Ensure managers, supervisors, and employees are supported in their efforts to identify hazardous noise sources and mitigation of those sources; and

• Conduct sound level surveys of workplaces, processes, and equipment to determine levels of noise exposure to employees. Sound level surveys gather noise data for equipment, areas, or work processes using scientific means and equipment. Sound level surveys shall be conducted where data is not present and verifiable for noise-producing equipment, areas, and processes that District personnel are exposed to.

Hazardous noise is defined as any measured noise level at or above 85 dBA TWA (an average over an 8-hour day).

• Coordinate or provide hearing conservation training on an initial and annual basis to all affected employees. The training shall be provided to all employees who are known to be exposed to hazardous noise and employees who have demonstrated hearing loss. This training shall, at a minimum, cover the following:
  ✓ Information about this SP&P
  ✓ Physiology, symptoms, and the mechanics of noise and sound
  ✓ Use and limitations of controls, work practices, and PPE
  ✓ What to do and who to contact when concerns about hazardous noise or hearing loss arise
  ✓ An explanation of what to do if an exposure occurs
  ✓ An explanation of the different levels of protection required as noise levels intensify in Decibel level
  ✓ The use and effectiveness of hearing protection
  ✓ An opportunity to ask questions about all elements of the program and training

• Provide hazardous noise controls of all types at no cost to employees, following the hierarchy of controls wherever feasible. Hazard controls are defined below by order of preference.

Engineering controls are efforts to reduce or eliminate exposure to hazardous noise (or any hazard) by means of designing, crafting, and otherwise creating a physical means to do so. Installing baffles around a loud booster pump or replacing an older (and louder) pump with a newer (and quieter) pump are acceptable and typical engineering controls. Engineering controls shall be pursued for noise hazards measured at or above 100 dBA TWA. Once noise hazards have been reduced to at least 90 dBA TWA by engineering controls, no further engineered noise reduction is required.
Administrative controls are efforts to reduce exposure to hazardous noise (or any hazard) by means of policy or rulemaking. Excluding nonessential personnel from hazardous noise areas and the use of hazardous noise signage are examples of administrative controls.

Signage will be posted where any stationary process or facility that has noise rated at 85 dBA TWA indicating the requirement to wear at least single hearing protection; and any at or above 100 dBA TWA must indicate the requirement to wear double hearing protection.

Personal protective equipment (PPE) includes any gear or wearable material used by an individual employee to limit their exposure to hazardous noise. Disposable ear plugs and reusable earmuffs are both typical forms of PPE. Enough types of PPE must be available to give employees at least two choices of each type of protectors.

- Derate all hearing protection devices it provides to its employees. For example, earplugs and mufffs shall have at a minimum a noise reduction rating (NRR) of 22 dB when used separately.

The following formulas shall be used to determine the actual dB exposure of PPE users in a noisy environment.

- Earplugs or mufffs alone: measured dB exposure – (NRR – 7) = estimated exposure (dB)
  
  **Example:** 94 dB – (NRR of 24 – 7) = 77 dB

- Earplugs and mufffs together: measured dB exposure – [(highest NRR between plug/muffs – 7) + 5]

  **Example:** 94 dB – [(NRR of 24 – 7) + 5] = 72 dB

- Provide employee exposure monitoring, as appropriate. Exposure monitoring shall be conducted only when deemed necessary by WAC standards or under the advisement of competent occupational medical authority. The District will contract such work to be completed by an individual who holds an appropriate degree and/or certification in the industrial hygiene.

- Coordinate and ensure annual hearing testing for employees who work in positions that may expose them to hazardous levels of noise, and those who have demonstrated hearing loss regardless of position by a state certified audiometric testing provider.

New employees shall have a baseline audiogram completed within the first 180 days of work.
Audiometric hearing testing will be conducted by a licensed audiologist, otolaryngologist, other qualified physician, or by a Council of Accreditation in Occupational Hearing Conservation (CAOHC) certified audiometric technician.

All affected employees will have their annual audiometric exams compared to their baseline to determine if a significant threshold shift (STS) has occurred. If an STS is detected, a 14-hour noise free audiometric test shall be conducted if possible. If the STS still exists upon repeat testing, the hearing loss will be noted on the OSHA-300A injury reporting log and the employee will remain in the District’s hearing conservation program for the duration of their employment, unless their hearing returns to baseline levels during subsequent testing.

Audiometric tests shall be reviewed by a licensed or certified audiologist, otolaryngologist, or other qualified physician or by a CAOHC certified technician responsible to a qualified reviewer.

**Recordkeeping**

Employee training records shall be maintained for the duration of their employment, or at least three years, whichever period is longer. Training records are not considered protected information and shall be kept in the employee record, or in electronic systems.

Employee exposure records shall be kept confidentially in the employee’s record, or in a shared computer drive that is permission and password protected. These documents shall be kept by the District for the duration of the employee’s term of employment plus 30 years.
February 8, 2022

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

FROM: Jay Sedivy, C.S.P., Safety & Risk Coordinator

SUBJECT: Review of District Safety Practice & Procedure #3010

Requested Action:
No action required, for review and comment only.

Background:
Safety Practice & Procedure (SP&P) #3010 was created to ensure compliance with Washington Administrative Code (WAC) 296-809 and American National Standards Institute (ANSI) Z117.1. There is currently no written policy or practice document regarding confined space entry, except our existing confined space entry permit. The goal of this SP&P is to clearly delineate the process for entering (and not entering) permit required confined spaces the District controls. In addition, this SP&P will maximize the effectiveness of our program to safeguard the health and safety of employees who are exposed to confined space hazards.

Fiscal Impact
There is no anticipated fiscal impact associated with this SP&P.
Purpose
This Safety Practice and Procedure (SP&P) ensures compliance with WAC 296-809 and adopts portions of the American National Standards Institute (ANSI) Z117.1 standard for confined space safety. The District will follow WAC 296-809 as a minimum and adopt certain procedures where ambiguity exists. This SP&P brings the core WAC requirements, ANSI standards, and District practices and policies regarding confined space entry together.

Scope
This SP&P applies to all District personnel and contractors performing work in District-controlled confined spaces.

The information provided in this SP&P does not address all possible confined space entry scenarios. If these requirements cannot be implemented, then those District personnel who are responsible for work in and around confined spaces must confer with their supervisors and the Safety Coordinator. The confined space entry procedures and associated materials in this SP&P are to be used along with sound judgment, proper planning, a safety conscious attitude and full participation from the persons involved in the work.

Discussion
The National Institute for Occupational Safety and Health (NIOSH) has studied confined space injuries and fatalities. NIOSH found that among confined space entry fatalities, the leading contributing factors were:
- A lack of clear entry procedures overall, and for the entry
- A lack of training and understanding of confined space entry hazards
- A lack of a rescue plan
- A lack of atmospheric testing
- A lack of ventilating clean air into confined spaces where the atmosphere was a threat to entrants
- That 60% of all fatalities are would-be rescuers attempting to enter a space to retrieve an entrant

The District recognizes that its water systems contain almost 600 facilities that are confined spaces and that the vast majority possess a hazard that necessitates a permitted entry process. It is understood that while the majority of the District’s confined spaces don’t pose an immediate or imminent threat to the safety of its employees – the likelihood of an injury in a confined space is real. The District recognizes the need to be a regional leader in setting the tone for confined space safety.
Responsibility
The District shall:

- Be responsible for developing, implementing, and maintaining a safe work practice for confined space entry
- Provide training for all employees who will enter or supervise entry into permit-required confined spaces; and provide training to all employees to recognize permit-required confined spaces and their hazards
- Inventory, evaluate and label all permit-required confined spaces under the District’s control
- Provide safety and health coordination for non-routine entries into permit-required confined spaces that require expertise beyond the standard level of competency in a public water utility
- Review all entry permits and documentation of entry by alternate methods to assure proper procedures are being followed on a consistent basis
- Conduct design review of all facilities to determine if confined space hazards will be created, innovatively eliminate confined space hazards during the design phase, and work to mitigate hazards that cannot be eliminated

Managers and Supervisors shall:

- Ensure their employees follow the provisions of applicable regulations and this SP&P
- Engage the Safety Coordinator when their activities appear to challenge the ability of their employees and/or equipment
- Ensure their employees are trained and competent in confined space entry before conducting such entries
- Make sure no unauthorized entry into permit-required confined spaces occur

Employees:

- Shall be aware of the permit-required confined spaces they may encounter
- Will perform only authorized and properly documented entries that they possess training to conduct
- Must follow all procedures and qualified and competent instructions precisely
- Must never attempt to conduct a rescue by entering a permit-required confined space

Affected Policies and Applicable Regulations
WAC 296-809 addresses all aspects of confined space entry.

Key Definitions

Alternative methods
Permit-required confined space using alternative methods. An alternative process for entering a permit space under specific conditions outlined in WAC 296-809-60002 and 296-809-60004.

Blanking or blinding
The absolute closure of a pipe by fastening a plate that completely covers the bore of the pipe, has the same strength characteristics (or better), and allows no leakage past.

Confined space
A space that meets all three of the following:
- Large enough that an employee can fully enter the space and work
- Has limited or restricted entry or exit
- Is not designed for continuous human occupancy

**Double block and bleed**
The preferred method of controlling the accumulation and unintended release of hydraulic and pneumatic energy in the water utility industry. The closure of a pipe by closing and tagging (or otherwise preventing unauthorized opening) of two in-line valves on either side of the equipment being worked on and by opening a hydrant or other means of draining the water between the two closed valves. If the pipe carries raw or finished drinking water, the draining mechanism may be inside the subject confined space if the space is able to be de-watered safely.

**Energy-isolating device**
Any mechanical device that prevents the transmission or release of energy. This includes:
- Valves
- Blanks
- Switches
- In-line drainage devices such as hydrants or blow-offs

**Hazardous atmosphere**
An atmosphere that may expose employees to the risk of death, incapacitation, impair their ability to self-rescue (escape unaided from a permit-required confined space), injury, or acute illness caused by one or more of the following:
- Flammable gas, vapor, or mist more than 10% of its lower explosive limit (LEL)
- Atmospheric oxygen concentrations below 19.5% or above 23.5%
- Atmospheric concentration of any substance which exceeds a permissible exposure limit (PEL), such as hydrogen sulfide (H₂S) at or above 10 PPM or carbon monoxide (CO) at or above 50 PPM
- Any atmospheric condition that is immediately dangerous to life or health (IDLH)

**Hot work**
Any operation capable of providing a source of ignition such as welding, cutting, burning, or heating

**Isolation**
Completely protecting employees in a permit-required confined space from the release of hazardous energy by:
- Blanking or blinding a pipe
- Double blocking and bleeding a pipe
- Disconnecting sources of energy
- Locking and/or tagging out all sources of energy to the space

**Line breaking**
The **intentional** opening of a pipe that carries any material (including fluid) at a volume, pressure, or temperature capable of causing injury
Non-entry rescue
Retrieval of an entrant from a permit-required confined space without entering the space, usually conducted with a davit, winch, lifeline, and harness

Permit
The written or printed document that details the methods used to safely enter a permit-required confined space, and that gives the entry team the authority to make its entry.

Permit-required confined space (PRCS)
A confined space that has one or more of the following characteristics:
- Contains or has the potential to contain a hazardous atmosphere
- Contains a material with the potential of engulfing an entrant
- Has an internal configuration that could an entrant to become trapped
- Contains a physical hazard such as moving machinery, electrical shock hazards, or a fall hazard
- Contains any other recognized hazard that could impair the entrant’s ability to self-rescue or presents an IDLH scenario

Inventory and controlling access to confined spaces
The Safety Coordinator is responsible for adding permit-required confined spaces to the District’s cloud-based GIS tool. Evaluated space data shall populate a layer of data in the CityWorks mapping and work order interface.

All spaces that meet the definition of a confined space shall be labeled with a sign or other durable marking that resembles the figure below.

Not all confined spaces that District employees may enter will be labeled because they are not owned by the District. In general, signage will be placed on confined spaces that:
• Are located either in a public or utility-specific right-of-way or upon District-owned property; and
• Are not owned by a private entity.

**Identifying and evaluating hazards**

All spaces that may meet the definition of a confined space must be brought to the attention of the Safety Coordinator. The Safety Coordinator shall evaluate the space to determine if entry requires a permit, and to determine if the space can be entered using alternative methods. This evaluation shall be conducted by an employee who is either a certified industrial hygienist (CIH) and/or a certified safety professional (CSP) – usually the Safety Coordinator. These evaluations shall be documented on a District Confined Space Evaluation form (Attachment A).

For already identified permit-required confined spaces, supervisors and trained employees must evaluate the space prior to entry to determine the hazards that exist in the space and that might be introduced into the space when work begins. Hazards that are identified or suspected shall be documented on the District Confined Space Entry Permit (Attachment B).

Evaluating a space for hazards needs to be conducted before an entry is conducted and continually by a competent employee.

All underground manholes and utility vaults meeting the definition of a confined space shall be considered permit-required spaces. Most of these spaces may be entered using alternative methods if certain conditions are met.

Most entries the District will perform will be very short (under 20 minutes), do not involve work that brings hazards into the space, won’t involve line breaking or a broken piping system. The most widespread hazard is the potential of a hazardous atmosphere in the confined space.

**Entry team members and duties**

Typically, the District will deploy a three-role team to conduct uncomplicated permit-required confined space entries. Those roles are the entry supervisor, an attendant, and the entrant(s), whose roles are defined in previous sections and by WAC 296-809-50018, WAC 296-809-50020, and WAC 296-809-50022.

**Entry supervisor** – is the qualified and trained person responsible for identifying permit-required confined spaces and performing responsibilities and job duties including determining if acceptable entry conditions are present at a permit-required confined space where entry is planned; authorizing entry and overseeing entry operations; and terminating entry as required. The entry supervisor can also be assigned duties of either the attendant or an entrant in a permitted confined space entry.

**Attendant** – is the individual stationed outside the permit-required confined space (usually topside) to monitor the entrant(s). Attendants must concentrate solely on performing their duties including maintaining an accurate record count of the entrants in the confined space; communicating with entrants to monitor their status or alert entrants of the need to evacuate; monitor activities outside the confined space; performs non-entry rescue and contact emergency services in the event of an emergency or injury involving personnel during the confined space.
entry. The attendant can also be assigned the duties of the entry supervisor but can never be an entrant.

Entrant(s) – are the individual(s) inside the confined space conducting the work. Entrants must understand the hazardous conditions of their entry and the duties they have. These duties include using their equipment properly; keeping in communication with the attendant; alerting the attendant any time they detect or suspect a hazardous condition; and to exit the space as quickly as possible when an alarm is heard or the attendant, entry supervisor, or other competent person direct them to do so. The entrant can never be the attendant in a permitted confined space entry but can be assigned the duties of the entry supervisor.

Rescue planning
All permit-required confined space entries and entries by alternate methods must make considerations for rescuing entrants and retrieval of entrants should they become incapacitated.

As of 2021, all fire departments in the District’s service area can enter wide-doored vaults with a self-contained breathing apparatus (SCBA) to retrieve incapacitated entrants. However, none of the potentially responding fire departments can enter a manhole accessed confined space with an SCBA to perform rescues or to climb down more than 10 feet to retrieve an incapacitated entrant.

For the majority of confined spaces in the District, the use of non-entry rescue gear is not required. Most entries that do require the use of non-entry rescue gear can be safely completed using equipment the District has – see section regarding rescue and fall protection equipment.

A trained and certified confined space rescue team will be used for entries where the hazards are uncontrolled and attaching entrants to rescue gear creates added hazards. Rescue service teams may be openly procured ahead of planned work. The District does not have personnel or training to perform the duties of a rescue requiring entry into a permit-required confined space.

**Under no circumstances are District employees to make or allow others to make an unqualified and unequipped entry to rescue incapacitated entrants.**

Permit entry procedures
The basic process for District employees to follow for a permit-required confined space entry includes:

- Ensuring that only authorized and trained (competent) District employees are assigned entry work and positions on the entry team
- Determining which confined space they will enter and what work will be done
- Making sure the space has been previously evaluated and inventoried – and if not, contacting the Safety Coordinator to do so prior to moving forward with entry
- Determining who will perform what functions during the entry (entry supervisor, attendant, entrants, etc.)
- Determining how members of the entry team will communicate with each other and how to communicate in emergency situations with outside emergency and rescue services
- Deciding, based on the hazards or potential hazards (or lack thereof), which rescue plan is most appropriate – see section regarding rescue planning and retrieval
• Conduct a hazard assessment of the space, including testing the atmosphere inside the space using a calibrated air monitor
• Ensuring that, if initial atmospheric testing reveals a safe atmosphere in the space, continual air monitoring is performed either from inside or outside the space and that readings are recorded at intervals no greater than every 15 minutes on the District Confined Space Entry Permit (Attachment B)
• Using mechanical ventilation if it is determined that the space has a hazardous atmosphere; or if a work process (such as hot work) may introduce atmospheric hazards into the space, mechanical ventilation is used as appropriate
• Ensure that the space has no sources of uncontrolled energy that may injure entrants, including deciding if the water system components inside will remain intact, or if they must be line broken to perform needed work
• Control the opening to the confined space to prevent unauthorized entry, and prevent pedestrians, bicyclists, and motorists from becoming injured by falls or other hazards involved in opening and entering a confined space
• Making sure entrants and others have adequate fall protection to prevent injuries from falls in and around the confined space
• Determine if hot work will be performed in the space
• Ensure that entrants and others have adequate lighting to safely perform their work
• Determining if there are any other hazards to consider and what controls will be used to eliminate or reduce those hazards
• Recording all pertinent data on the District Confined Space Entry Permit (Attachment B).

Alternate methods entry procedures
• Ensuring that only authorized and trained (competent) District employees are assigned entry work using alternate methods
• Determining which confined space they will enter and what work will be done
• Making sure the space has been previously evaluated and inventoried – and if not, contacting the Safety Coordinator to do so prior to moving forward with entry
• Determining how the entrant will communicate in emergency situations with outside emergency and rescue services
• Deciding, based on the hazards or potential hazards (or lack thereof), which rescue plan is most appropriate – see section regarding rescue planning and retrieval
• Conduct a hazard assessment of the space, including testing the atmosphere inside the space using a calibrated air monitor
• Using mechanical ventilation even if the atmosphere is tested and found to be safe
• Ensuring that, if initial atmospheric testing reveals a safe atmosphere in the space, continual air monitoring is performed either from inside or outside the space and that readings are recorded at intervals no greater than every 15 minutes on the District Confined Space Alternate Methods Entry Form (Attachment C).

Prohibitions to using alternate entry methods
Alternate methods of entry may not be used if:
• Atmospheric testing shows any presence of carbon monoxide (CO), any presence of hydrogen sulfide (H2S), any presence of LEL (lower explosive limit), an oxygen lean atmosphere (less than 19.5%), or an oxygen rich (greater than 23.5%) atmosphere
• The space has any potential for the release of hazardous energy due to the work being performed
• The system being worked on will be interrupted (line broken) in any way
• The entrance to the space cannot be controlled to prevent people or their vehicles from falling into the space
• The entry meets any of the conditions requiring the use of a personnel retrieval system
• The work being done in the space involves any form of hot work
• Lighting is inadequate to safely do the work in the space
• Any other hazard or potential hazard exists that cannot be controlled definitively

**Equipment use for PRCS entry**
All equipment must be used in accordance with manufacturer’s instructions. All employees expected to use any of this equipment must be trained prior to use. Departments are responsible for the maintenance and care of all confined space entry equipment under their control. The Safety Coordinator is responsible for assisting departments in proper use and maintenance. The following are the entry-specific equipment and tools that the District currently uses. The Safety Coordinator shall maintain equipment instruction manuals for all listed equipment.

**Air monitoring**
• RKI, Inc. GX-2009 four gas air monitors
• RKI, Inc. RP-2009 air monitor pump with either 10- or 20-foot tubing

Air monitors must have been calibrated in the last 90 days prior to use. Employees are expected to ensure air monitor calibration prior to use and are expressly prohibited from conducting an entry with an air monitor that is not in current calibration or that is malfunctioning. Defective or malfunctioning air monitoring equipment shall be brought to the Safety Coordinator for troubleshooting and replacement, as needed. Departments with their own calibration equipment can calibrate their own air monitors. Departments without their own calibration equipment must bring their air monitors to the Safety Coordinator for calibration.

**Ventilation**
• Allegro 9500 Series axial blower with 15- or 20-foot ducting

Ventilation must be used whenever:
• Air monitoring finds a hazardous atmosphere in the confined space
• Work in the space such as gas-powered tool, welding, or cutting may introduce a hazardous atmosphere to the space
• Observed hazards such as nearby running internal combustion engines may introduce a hazardous atmosphere to the space
• Alternative entry methods are used

When ventilation of a confined space is required, it must begin prior to entry into the space. At least one complete air exchange of the space must be completed prior to entry.

The axial blower the District uses moves approximately 700 cubic feet per minute when the ducting has a single 90 degree bend. Typical pre-cast utility vaults have a total inside volume ranging between about 40 and 400 cubic feet. Based on this, employees must pre-ventilate a
confined space to assure the air has been changed completely. Volumes for larger spaces and/or irregularly shaped spaces can be calculated on an as-needed basis.

**Rescue and fall protection**
The District will provide an integrated system and array of retrieval system products and components. This will consist of engineered and certified davit bases, davits, winches, lanyards, self-retracting lifeline/winch modules and full body harnesses to include:

- DBI Sala Ultra-Lok self-retracting lifeline and retrieval winch
- DBI Sala 24-to-44-inch davit system (for in-ground davit base use)
- DBI Sala 12-to-29-inch davit system (for truck hitch use)
- DBI Sala 8510140 truck hitch mount
- Fall protection harnesses (various makes and models)

Entrants must be properly attached to retrieval tripods or other approved personnel retrieval devices if the entry is a vertical entry of 5 feet or more **and** one or more of the following conditions exist:

- Access to the space is by a ladder (fixed or otherwise) 10 feet or more in length; and/or
- The space itself is internally arranged in a way to make self-rescue by an entrant doubtful; and/or
- The entry is through a manhole cover access; and/or
- The space has a hazardous atmosphere that cannot be eliminated using engineered equipment or controls such as mechanical ventilation; and/or
- There is no way to isolate hazardous energy from the space; and/or
- The working lead, entry supervisor, or other competent person believes that retrieval gear should be used for any logical, safety-centric reason.

All fall protection and retrieval equipment must be inspected by the user prior to each use. Each piece of fall protection and retrieval equipment must undergo a more thorough inspection by the Safety Coordinator every year. Defective equipment shall be put out of service and replaced.

All retrieval equipment will be WISHA and ANSI compliant for personnel retrieval and fall arrest, where warranted.

**Training**
All employees who will or may have to enter a permit-required confined spaces and their supervisors must receive training before performing or supervising such entries. This training must be in-depth and focus on criteria and curriculum designed to educate employees who enter confined spaces (entrants), employees who assist/monitor entrants (attendants), and their supervisors. This training doesn’t need to be repeated. However, training regarding non-entry rescue materials and techniques, air monitoring devices, and other technical aspects regarding permit-required confined space entry must be refreshed whenever the equipment or techniques in usage change.

Confined space entry training shall be given by an experienced, competent, and qualified person. The training shall be as hands-on as possible. Employees undergoing training shall be measured to be competent by the trainer by showing proficiency and active participation during class.
At a minimum, training for permit-required confined space entry shall consist of:

- The hazards, controls for entry and health symptoms for adverse effects of atmospheric hazards
- The contents of this policy
- Use, requirements, and limitations of the alternative method procedures
- Personal protective equipment
- A review of atmospheric monitoring equipment, including anticipated hazardous conditions and factors which could occur inside or outside the space
- Rescue procedures

Employees who may be exposed to confined space hazards, supervise employees who work in confined spaces, or who need to recognize confined spaces shall be trained to an awareness level. This training will help employees recognize confined spaces, the potential hazards of those spaces, and that they are not to enter those spaces without further in-depth entry training. This training can be provided as part of an employee’s initial safety orientation or upon assignment to a position requiring it. The training only needs to be completed once. Those who receive confined space entry training do not need to also have confined space awareness training.

**Contractors and Non-District Project/Work Sites**

The District must inform contractors when their work will require them to enter a confined space prior to entry. Contractors are required to provide all the materials, competent employees, training, and equipment needed to conduct their work without District personnel and resources. The contractor is required to comply with WAC 296-809. The use of District personnel and resources by contractors to conduct confined space entries is discouraged and any deviation to this practice must be approved by the Safety Coordinator well in advance of the work.

The District is responsible for ensuring that confined spaces are completely isolated and safely accessible for contractors who will work in District-controlled confined spaces.

District employees shall not enter confined spaces at sites controlled by other companies or agencies where entry into confined spaces does not meet the requirements of WAC 296-809 – including the use of a permit and evaluation of the space’s atmosphere using appropriate testing equipment. Instead, the Safety Coordinator and appropriate supervisors shall engage the contractor or owner to request that they follow the minimum requirements for confined space entry in WAC 296-809. If the contractor or owner does not comply, the District reserves the right to refuse service until regulatory safety requirements are met.

**Recordkeeping**

Training records shall be maintained for all District employees for the duration of their employment, or for at least three years – whichever period is longer. Training records are not considered protected information and shall be kept in paper format in the employee record, or in electronic format in the District’s electronic systems.

Permits shall be posted on site until work is completed, the entrance to the space is completely secured, and the entry supervisor has determined that the work site is safe to leave unattended.

Completed permits and alternate entry methods forms shall be kept for the duration of employment for the last remaining employee listed on the permit, plus ten years.
documents are considered occupational exposure records and must be treated as confidential medical exposure records.

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<tr>
<td>Effective Date:</td>
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<tr>
<td>Revision Date:</td>
<td>December 14, 2021</td>
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| General Manager Signature: | Date: |
## Agenda Item #4

### CONFINED SPACE EVALUATION FORM

<table>
<thead>
<tr>
<th>Your name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/address of space</td>
<td></td>
</tr>
</tbody>
</table>

### Confined Space Evaluation

- Large enough and arranged so an employee could fully enter the space to work
- The space has limited or restricted entry or exit
- The space is not primarily designed for continuous human occupancy

If you checked ALL THREE conditions, this space is a **confined space**.

- Confined space
- Not a confined space

### Permit Required Confined Space (PRCS) Evaluation

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material with the potential for engulfing an entrant
- Has an internal configuration that could trap or asphyxiate an entrant
- Contains a physical or other health or safety hazard that could impair the ability for the entrant to self-rescue, or that might result in a situation of immediate danger to life or health

<table>
<thead>
<tr>
<th>Mechanical</th>
<th>Electrical</th>
<th>Gravity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydraulic</td>
<td>Pneumatic</td>
<td>Other</td>
</tr>
</tbody>
</table>

If you checked ANY of the conditions in this table, this space is a **permit required confined space (PRCS)**.

- PRCS
- Not a PRCS

### Alternate Entry (AECS) Evaluation

Hazardous atmosphere is the ONLY hazard in this space, barring introduction of new hazards to the space.

If no other hazards exist, alternate entry procedures **may be used** to access this space.

- AECS
- Not an AECS

### Other Considerations

- The space is properly labeled/signed to prevent unauthorized access
- The space is capable of being locked to prevent unauthorized access
- The space has a lock to prevent unauthorized access
- There is a WAC-compliant ladder or other access into the space
- If equipped with a ladder, there is a safety bar
- If access to space is over 4 feet from ground/next lower level, there are rails or other methods of fall protection for access

### Comments

Revised 12/17/2021
### Agenda Item #4

**ENTRY PERMIT**

<table>
<thead>
<tr>
<th>Location of the space</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Description of work/WO #</td>
<td></td>
</tr>
<tr>
<td>Date/Time of entry</td>
<td></td>
</tr>
<tr>
<td>Space evaluated for hazards?</td>
<td></td>
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</table>

### 1. Communications

<table>
<thead>
<tr>
<th>Radio</th>
<th>Voice</th>
<th>Other (describe)</th>
<th></th>
</tr>
</thead>
</table>

### 2. Emergency Procedures

- **Entity responsible for entry rescue**
- **How to summon rescuers**
- **Is non-entry rescue required for this space and work?** Yes | No
- **What retrieval equipment will be used? (if applicable)**

### 3. Hazard Assessment

- **Possible Atmospheric Hazards**
  - Oxygen deficiency: \( O_2 < 19.5\% \)
  - Toxicity: \( CO > 35 \text{ ppm} \), or \( H_2S > 10 \text{ ppm} \)
  - Flammable: \( >10\% \text{ LEL} \)

- **Hazardous Energy**
  - Hydraulic/Pneumatic
  - Mechanical/Electrical
  - Other

- **Vehicle & Pedestrian Traffic**
  - Describe control(s)

- **Hot Works**
  - Describe controls(s)

- **Inadequate Lighting**
  - Describe control(s)

- **Other Hazards**
  - Describe control(s)

### 4. Plans, Equipment & PPE Needed

- **Air monitor serial #**
- **Next calibration**
- **Mech. Vent. type**
- **Mech. Vent CFM**
- **System intact?** Yes | No
- **LOTO used?** Yes | No
- **Describe LOTO method(s)**

### 5. Air Monitoring (Entries on reverse)

### 6. Entry Team & Approval

<table>
<thead>
<tr>
<th>Role</th>
<th>Printed name</th>
<th>Signature</th>
<th>Date &amp; time</th>
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</thead>
<tbody>
<tr>
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Revised 12/17/2021
<table>
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<tr>
<th>Test</th>
<th>Time</th>
<th>$O_2$ (19.5 - 23.5%)</th>
<th>LEL (&lt;10%)</th>
<th>CO (&lt;35 PPM)</th>
<th>H$_2$S (&lt;10 PPM)</th>
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<tr>
<td>Pre-vent</td>
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<tr>
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</table>
# Agenda Item #4

**Permit Required Confined Space Entry**

**ALTERNATE METHODS**

<table>
<thead>
<tr>
<th>Location of the space</th>
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<tbody>
<tr>
<td>Work Order/Description of Work</td>
<td></td>
</tr>
<tr>
<td>Entry Date/Time</td>
<td>Entry Duration</td>
</tr>
<tr>
<td>List of Atmospheric Hazards</td>
<td></td>
</tr>
<tr>
<td>1. Oxygen deficient/rich atmosphere</td>
<td></td>
</tr>
<tr>
<td>2. Toxic atmosphere</td>
<td></td>
</tr>
<tr>
<td>3. Flammable atmosphere</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** there can be no hazards (traffic, pedestrian, broken system, etc.) other than a potentially hazardous atmosphere while conducting entry under alternate methods. If you discover other hazards, you **must stop and get assistance with a fully permitted entry**.

**Actions taken to eliminate potentially hazardous atmospheric conditions**

1. Forced, continuous mechanical ventilation
2. Use of standard 4 gas monitor to evaluate atmosphere prior to ventilation, upon entry, assessed/recorded every 15 minutes during entry, and upon exit from the space
3. Ensuring system (water, electrical, mechanical) is intact and doesn’t present a hazard prior to entry; and/or need LOTO to protect entrants

**Ventilation & Air Monitor Information**

**NOTE:** Skagit PUD uses forced air ventilation and continuous air monitoring for all CS entries using alternative methods.

<table>
<thead>
<tr>
<th>Air Monitor Model</th>
<th>Ventilation Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Calibration</td>
<td>days</td>
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<tr>
<td>Air Monitoring Data (Collected before ventilation, on entry and every 15 minutes)</td>
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<table>
<thead>
<tr>
<th>Time</th>
<th>O2 19.5 – 23.5%</th>
<th>LEL &lt;10%</th>
<th>CO &lt;35 PPM</th>
<th>H2S &lt;10 PPM</th>
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<table>
<thead>
<tr>
<th>List of Entrants</th>
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<tr>
<td>Entry Supervisor/First Entrant</td>
</tr>
<tr>
<td>Second Entrant</td>
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Print | Sign | Print | Sign

Revised 12/17/2021
As of February 15, 2022

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 $790,049.01 this 15th day of February, 2022.

The total is comprised of the following:

Accounts Payable voucher No. from 22896 through 22949 in the amount of $401,011.37, Electronic Funds Transfer in the amount of $183,868.59. Payroll Electronic Funds Transfers and checks No. 035896 through 035979 in the amount of $205,169.05.

Attest:

Date: 02/15/2022

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Manager
Auditor
President
Vice - President
Secretary
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</table>

584,879.96
February 8, 2022

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

FROM: Mark Handzlik, P.E., Engineering Manager

SUBJECT: Interwest Construction Inc. Sole Source Approval

Requested Action:
For information only

Background:
In the Summer of 2021, Skagit County Public Works Department made improvements to Josh Wilson Road between Avon Allen Road and Jensen Lane. The improvements included widening the road, replacing guardrails, and installing a fish passage box culvert in a tributary to Joe Leary Slough.

The PUD has both waterlines and fiber optic cable in this section of Josh Wilson Road. The road widening required the relocation of hydrants, auxiliary valve vaults, and fiber optic and meter vaults to be relocated. During the culvert relocation, the fiber optic line needed to be suspended over the trench to maintain service to the Washington State Patrol building.

Skagit County Public Works solicited bids through a competitive selection process similar to what the PUD would have conducted for a project of this size. As a result, the county awarded Interwest Construction Inc (ICI) a contract for the road and culvert work. The PUD’s relocations and fiber optic cable suspension were not included in the solicitation. As ICI controlled the site and were conducting other work on the site it was reasonable and practical to have them conduct the PUD’s relocation work and support the cable.

It was agreed to have the work performed on a time and materials basis.

Fiscal Impact:
The work conducted by ICI totaled $7,134.36 that was paid for by operating funds to relocate existing utilities.

Attached: Sole source form
ICI Invoice – Josh Wilson
PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY

Sole Source Justification Form

Vendor Name: ICI (Interwest Construction, Inc.)
Address: 609 N Hill Blvd
City, State, Zip: Burlington, WA 98233
Phone Number: (360) 757-7574
Contact Person: Brad Wyman

1. Description of Item (be specific including part number, quantity, quality, type desired, proposed delivery date and any other significant terms of the purchase).

Contractor to place support cable to maintain fiber optic service to medical facility and law enforcement office on Josh Wilson Road project. Contractor will also be placing a new fiber optic vault to serve a SCADA panel on Jensen Lane.

2. This vendor is a sole source because:
   - sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
   - sole provider of goods and services for which the District has established a standard (i.e., brand or manufacturer)
   - sole provider of factory-authorized warranty service
   - sole provider of goods or service that will meet the specialized needs of the District or perform an intended function
   - sole provider of a licensed or patented good or service
   - other (provide explanation): Skagit County awarded ICI the Josh Wilson Road reconstruction project. This project requires the PUD’s transmission line to be take out of service for as short of a period as possible. ICI is the contractor who controls the work site, the safety within the work site, traffic control, etc. No other contractor would be allowed to work within the site at any reasonable cost. Therefore, ICI is considered a sole source because they control the work site.

3. What necessary features does this vendor provide which are not available from other vendors? (be specific)
ICI was the bidder selected through the county’s competitive process. Because it is proper to minimize the amount of time our system is functioning at a lower level of reliance and capacity, the timing of the disconnection work and reconnection work is within the contract time that ICI controls the work zone.

4. What steps were taken to verify that these features are not available elsewhere? (list names and phone numbers of other vendors and explain why they were not suitable)

   Jennifer Swanson, Skagit County Public Works, (360) 416-1438
   Brad Wyman, ICI Construction, (360) 757-7574, (360) 661-7102 mob

Statement of Requestor

My department’s recommendation for sole source is based upon an objective review of the goods/services being required and appears to be in the best interest of the District. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when other suppliers are known to exist.

______________________________ 2/11/22
Signature of Requestor  

______________________________ 2/11/22
Brian Henshaw  

[Signature]  

Brian Henshaw (Feb 11, 2022 11:51 PST)

Finance Manager  Date

______________________________ 2/14/22
George Sidhu, P.E., General Manager  Date

[Signature]  

George Sidhu (Feb 14, 2022 11:37 PST)
# Agenda Item #9

## Cost Summary

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<th>O.T. Rate</th>
<th>D.T. Rate</th>
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<tr>
<td>06-94 2012 Caterpillar 349E</td>
<td>2.5</td>
<td>$224.71</td>
<td>$55.39</td>
<td>$561.78</td>
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<td>08-142 2019 Ford F450 XL</td>
<td>2</td>
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<td>$3.24</td>
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<tr>
<td>06-108 2018 Caterpillar 323</td>
<td>3</td>
<td>$130.97</td>
<td>$36.65</td>
<td>$392.91</td>
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<tr>
<td>06-72 2014 Caterpillar 314EL CR</td>
<td>2</td>
<td>$109.46</td>
<td>$31.92</td>
<td>$218.92</td>
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<tr>
<td>06-127 2021 CAT 305</td>
<td>4.5</td>
<td>$70.38</td>
<td>$22.17</td>
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<tr>
<td>07-32 2015 Caterpillar 950M</td>
<td>1</td>
<td>$74.41</td>
<td>$18.59</td>
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<table>
<thead>
<tr>
<th>Labor</th>
<th>Hours Worked</th>
<th>Reg. Rate</th>
<th>O.T. Rate</th>
<th>D.T. Rate</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Trenton M Clancy Laborer - Foreman</td>
<td>7.5</td>
<td>$72.23</td>
<td>$101.12</td>
<td>$130.01</td>
<td>$541.70</td>
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<tr>
<td>Norman H Swihart Operator Leadman</td>
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<td>$81.66</td>
<td>$110.26</td>
<td>$138.85</td>
<td>$612.42</td>
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<tr>
<td>Jamie L Henry Operator Apprentice - Level 2 70%</td>
<td>10</td>
<td>$64.07</td>
<td>$83.87</td>
<td>$103.65</td>
<td>$640.66</td>
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<tr>
<td>Phillip M Krist Laborer - Group 5</td>
<td>11.5</td>
<td>$61.47</td>
<td>$85.00</td>
<td>$108.51</td>
<td>$706.86</td>
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<tr>
<td>Michael B Jensen Operator Foreman</td>
<td>2</td>
<td>$85.64</td>
<td>$116.22</td>
<td>$146.79</td>
<td>$171.27</td>
</tr>
<tr>
<td>lan L Coates Laborer - Group 5</td>
<td>2</td>
<td>$61.47</td>
<td>$85.00</td>
<td>$108.51</td>
<td>$122.93</td>
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<tr>
<td>Travis J Henderson Laborer - Group 5</td>
<td>6.5</td>
<td>$61.47</td>
<td>$85.00</td>
<td>$108.51</td>
<td>$399.53</td>
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<tr>
<td>Gaige P Lavoy Laborer Apprentice 70%</td>
<td>8.5</td>
<td>$46.08</td>
<td>$61.91</td>
<td>$77.72</td>
<td>$391.65</td>
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<tr>
<td>Joshua J Grueber Operator Apprentice - Level 1 65%</td>
<td>7.5</td>
<td>$61.24</td>
<td>$79.62</td>
<td>$98.00</td>
<td>$459.27</td>
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<tr>
<td>Wesley B Shoemaker Laborer - Group 5</td>
<td>1</td>
<td>$61.47</td>
<td>$85.00</td>
<td>$108.51</td>
<td>$61.47</td>
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<tr>
<td>Alejando N Gonzalez Laborer - Group 5</td>
<td>1</td>
<td>$61.47</td>
<td>$85.00</td>
<td>$108.51</td>
<td>$61.47</td>
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<tr>
<td>William S Smillie III Equip Operator - Group 2</td>
<td>1</td>
<td>$81.66</td>
<td>$110.26</td>
<td>$138.85</td>
<td>$81.66</td>
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<tr>
<td>Christopher M Johnson Operator Foreman</td>
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<td>$85.64</td>
<td>$116.22</td>
<td>$146.79</td>
<td>$171.27</td>
</tr>
<tr>
<td>Charla M Conrow Laborer - Group 5</td>
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<td>$61.47</td>
<td>$85.00</td>
<td>$108.51</td>
<td>$122.93</td>
</tr>
<tr>
<td>Roger C Burke Operator Leadman</td>
<td>2.5</td>
<td>$81.66</td>
<td>$110.26</td>
<td>$138.85</td>
<td>$204.14</td>
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</table>

Labor Subtotal $4,749.23
 Markup @ 12% $569.91
 Labor Total $5,319.14

| Equipment Subtotal | $1,820.73
| Markup @ 12% | $194.49
| Equipment Total | $1,821.22

## Materials

<table>
<thead>
<tr>
<th>Description</th>
<th>Supplier</th>
<th>Invoice</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
</table>

Materials Subtotal
 Markup @ 12%
 Materials Total

| SHEET TOTAL | $7,134.36

Notes:
## PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY

### JANUARY 2022

#### Agenda Item #10

<table>
<thead>
<tr>
<th></th>
<th>YTD 2021</th>
<th>YTD 2022</th>
<th>Percent Change</th>
<th>Revised Budget</th>
<th>Budget to Actual %</th>
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</thead>
<tbody>
<tr>
<td><strong>Beginning Reserves</strong></td>
<td>$22,978,517</td>
<td>$30,637,734</td>
<td>33%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential &amp; Multi-family</td>
<td>$1,446,100</td>
<td>$1,582,191</td>
<td>9%</td>
<td>$1,517,034</td>
<td>104%</td>
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<tr>
<td>Comm., Gov't &amp; Agriculture</td>
<td>484,761</td>
<td>563,146</td>
<td>16%</td>
<td>417,240</td>
<td>135%</td>
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<tr>
<td><strong>Water Sales</strong></td>
<td>$1,957,497</td>
<td>$2,180,441</td>
<td>11%</td>
<td>$1,957,002</td>
<td>111%</td>
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<tr>
<td>Other Water Sales</td>
<td>$24,313</td>
<td>$23,111</td>
<td>-5%</td>
<td>$27,164</td>
<td>85%</td>
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<tr>
<td>Non-operating Revenue</td>
<td>25,856</td>
<td>(a) 47,628</td>
<td></td>
<td>18,232</td>
<td>261%</td>
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<tr>
<td>Work &amp; Service Orders</td>
<td>39,715</td>
<td>37,545</td>
<td>-5%</td>
<td>49,980</td>
<td>75%</td>
</tr>
<tr>
<td>System Development Fees</td>
<td>129,055</td>
<td>73,202</td>
<td>-43%</td>
<td>108,290</td>
<td>68%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,176,436</td>
<td>$2,361,927</td>
<td>9%</td>
<td>$2,160,668</td>
<td>109%</td>
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<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary/Wages/Benefits</td>
<td>$613,551</td>
<td>$886,643</td>
<td>45%</td>
<td>$907,197</td>
<td>98%</td>
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<tr>
<td>WTP - Water, Power, Chem.</td>
<td>1,971</td>
<td>(b) 55,774</td>
<td>2730%</td>
<td>110,889</td>
<td>50%</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
<td>45,103</td>
<td>36,172</td>
<td>-20%</td>
<td>121,024</td>
<td>30%</td>
</tr>
<tr>
<td>Equipment &amp; Fleet</td>
<td>517</td>
<td>7,636</td>
<td>1377%</td>
<td>16,175</td>
<td>47%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>45,620</td>
<td>43,808</td>
<td>-4%</td>
<td>137,199</td>
<td>32%</td>
</tr>
<tr>
<td>Tech./SCADA/Support</td>
<td>97,890</td>
<td>(b) 18,170</td>
<td>-81%</td>
<td>66,624</td>
<td>27%</td>
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<tr>
<td>Professional Services</td>
<td>-</td>
<td>(b) 3,142</td>
<td></td>
<td>49,547</td>
<td>6%</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>99,946</td>
<td>90,090</td>
<td>-10%</td>
<td>160,356</td>
<td>56%</td>
</tr>
<tr>
<td>Utility &amp; Other Taxes</td>
<td>101,368</td>
<td>113,202</td>
<td>12%</td>
<td>103,722</td>
<td>109%</td>
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<tr>
<td>Construction in Progress</td>
<td>(26,645)</td>
<td>(18,201)</td>
<td>-32%</td>
<td>(119,120)</td>
<td>15%</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$933,700</td>
<td>$1,192,627</td>
<td>28%</td>
<td>$1,416,414</td>
<td>84%</td>
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<tr>
<td><strong>Capital Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>$67,569</td>
<td>$56,954</td>
<td>-16%</td>
<td>$117,271</td>
<td>49%</td>
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<tr>
<td>Other Expenses (Equip, Inv, G&amp;S)</td>
<td>194,753</td>
<td>22,277</td>
<td>-89%</td>
<td>2,818,145</td>
<td>1%</td>
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<tr>
<td><strong>Capital Expenses</strong></td>
<td>$262,322</td>
<td>(b) $79,231</td>
<td>-70%</td>
<td>$2,935,417</td>
<td>3%</td>
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<tr>
<td><strong>Debt ( Principal &amp; Interest)</strong></td>
<td>261,646</td>
<td>319,750</td>
<td>22%</td>
<td>319,750</td>
<td>100%</td>
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<tr>
<td><strong>Total Capital &amp; Debt Service</strong></td>
<td>$523,968</td>
<td>$398,981</td>
<td>-24%</td>
<td>$3,255,167</td>
<td>12%</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$1,457,668</td>
<td>$1,591,608</td>
<td>9%</td>
<td>$4,671,581</td>
<td>34%</td>
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<tr>
<td>Revenue Fund</td>
<td>$14,234,010</td>
<td>$20,981,128</td>
<td>47%</td>
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<tr>
<td>Construction Fund</td>
<td>-</td>
<td>(c) 4,648,693</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>System Development Fees</td>
<td>6,585,321</td>
<td>8,450,452</td>
<td>28%</td>
<td></td>
<td></td>
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<td>Bond &amp; Debt Reserve</td>
<td>1,586,316</td>
<td>1,565,644</td>
<td>-1%</td>
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<td><strong>Ending Estimated Reserves</strong></td>
<td>$22,405,647</td>
<td>$35,645,917</td>
<td>59%</td>
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(a) Gain on Sale of Assets  
(b) Timing of Purchases, Deliveries, Projects, & Invoicing at End of Year  
(c) Bond Funds for Capital Projects
<table>
<thead>
<tr>
<th>Date</th>
<th>Elevation (ft)</th>
<th>Change in Elevation</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 09</td>
<td>457.51</td>
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<tr>
<td>February 16</td>
<td>456.42</td>
<td>(1.09)</td>
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<table>
<thead>
<tr>
<th>Elevation</th>
<th>Stream Inflow YTD</th>
<th>Skagit River YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spillway</td>
<td>465.10</td>
<td>0.00 MG</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Stream Inflow YTD</th>
<th>Skagit River YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>122.21 MG</td>
<td>0.00 MG</td>
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</table>

**Legend**
- **Streams**
- **SRD Pumping**
- **2021 Reservoir Level**
- **Max/Spill Reservoir Level**
Ag summit covers leadership, innovation, water and more

By MADDIE SMITH @Maddie_SVH  Feb 12, 2022

Speakers covered topics ranging from leadership to water on Friday as the Washington State University Skagit County Extension hosted the Skagit Agriculture Summit.

U.S. Rep. Rick Larsen remarked on the region’s diverse agricultural industry and its contributions to the state’s economy.

“There’s just a lot going on in ag in the North Puget Sound,” Larsen said.
He highlighted the Puget Sound Food Hub and Northwest Agriculture Business Center (NABC), organizations that distributed food boxes to families during the COVID-19 pandemic.

Dave Green of Skagit Malting spoke about the Puget Sound Regional Food System Partnership.

The partnership consists of 25 public and private representatives who will come up with ideas for projects to strengthen the food system and pilot projects in the community, Green said.

The innovation section of the conference included presentations on solar panels for farms, drone technology to help with farm labor and carbon sequestration in agricultural soils.

David Wallace of Bow-based CODA Farm Technologies showcased his company’s water-saving irrigation device, Farm HQ. He said it saved farmers 35 million gallons of water in 2021 and an average of 18 miles of driving for farmers each day they irrigated their fields.

In the final section of the conference, speakers discussed water, which drew a sizeable crowd after the 2021 drought year.

Jenna Friebel, executive director of the drainage and irrigation consortium, introduced WSU’s study on supply and demand of water in the Skagit Basin.

Gabe LaHue, WSU soil science professor, dove into the supply and demand analysis.
“The water rights exceed the estimated irrigation water demand,” LaHue said.

Further spatial analyses find, however, that information changes westward toward the Skagit River Delta because the majority of agriculture in the county resides in that region, he said.

Friebel announced an update on the joint legislative task force for Skagit County’s water supply.

The task force has $1.2 million to fund studies for the county’s water supply. Nearly 10 proposals have been submitted, Friebel said. The deadline is Feb. 28.

Studies that are selected to advance will be required to provide a more detailed proposal by the end of March. The task force will then decide which research teams will be awarded funds to complete their studies.

“The hope is that this happens this spring,” Friebel said.

George Sidhu from the Skagit Public Utility District (PUD) announced that the district will invest $86 million in capital improvement projects over the next five years.

Of that amount, $40 million will be spent to replace the county’s main transmission pipe, which is corroding and has leaks.

The new pipe is projected to last 100 years and will be made from concrete cylinders, stretching 5.5 miles underground, Sidhu said. Work is underway along the railroad adjacent to Highway 9.
When the project is complete, Skagit County will build a trail above it, called the Centennial Trail, Sidhu said.

— Reporter Maddie Smith 360-416-2139, msmith@skagitpublishing.com, Twitter: @Maddie_SVH
Work continues on Skagit Public Utility District's water pipeline project

By MADDIE SMITH @Maddie_SVH  Feb 16, 2022

Crews working on a water pipeline replacement project for the Skagit Public Utility District are preparing to install pipe along Old Day Creek Road.

The PUD hopes to close the road between Morford Road and the Judy Reservoir water treatment plant beginning March 7 while crews dig a trench and lay the pipe, said Kevin Tate, community relations manager for the PUD.

The PUD put in a request to close the road during the day and night for 15 days, then have it closed during the day only for the next 30 days.
The PUD’s request to close the road will be discussed Tuesday at a meeting of the Skagit County Board of Commissioners, Tate said.

Tate said the road needs to be closed because Scarsella Brothers crews will be using large equipment close to the narrow road and will dig a trench that goes through the eastbound lane during the pipeline installation.

"Out of an abundance of caution, we’ve requested that road be closed during that time, day and night, while we’re working on that section," Tate said.

Five miles of the new 5.3-mile pipeline will be installed in open trenches, he said.

The project is part of the second and final phase of the $40 million new water transmission pipeline that provides water to Mount Vernon.

The old pipeline has leaked several times and is corroding.

Two of the leaks were severe enough that the PUD had to shut down the water flow into Mount Vernon for a couple of days and rely on water tanks until the pipeline was repaired, Tate said.

“It just provides us greater resiliency to have a secure line,” he said.

The new pipe will be seismically sound, constructed from steel and projected to last 100 years, Tate said.

In addition, the route of the new pipeline will not interfere with groundwater as the old one does, he said.
It is difficult to determine where leaks in the pipe are when there is groundwater surrounding it and even harder to repair them because PUD employees need to pump out groundwater to access the pipe, Tate said.

So far, crews have installed about a mile and a half of the new pipeline. The work is projected to take two years to complete, he said.

“It's such a critical part of our infrastructure,” Tate said.

— Reporter Maddie Smith 360-416-2139, msmith@skagitpublishing.com, Twitter: @Maddie_SVH