

MINUTES OF THE REGULAR MEETING OF THE COMMISSION PUBLIC  
UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON  
June 15, 2010

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 June 15, 2010.

The meeting was called to order at 4:34 PM. Those Commissioners in attendance were: Jim Cook, President; Robbie Robertson, Vice President; and Al Littlefield, Secretary. Also in attendance were: Dave Johnson, General Manager; Mark Fredlund, Treasurer; Larry Saunders, Engineering Supervisor; Dave Ostergaard, Operations Manager; Kevin Tate, Community Relations Manager; Jamie Klunder, Human Resources Generalist; Kimberly Geariety, Attorney; Jones Atterberry, District 3 Commissioner Candidate; Pete Gilbert, Attorney; and Kim Carpenter, Recording Secretary

Commissioner Littlefield led the Pledge of Allegiance.

Commissioner Littlefield moved to approve the Consent Agenda for June 15, 2010:

- a. Approval of Minutes - Commission Meeting 6/8/10
- b. Approval of Vouchers No. 2342-Voucher Nos. 82122-82182 (\$197,505.65) 6/15/10
- c. Project Acceptance - Blackberry Lane, Extension to Don

The motion passed.

Treasurer Fredlund presented the Treasurer's report for May 2010.

Under New Business, Distribution Operator Rathbone gave a presentation regarding the Marblemount Pump to Dump and Supervisory Control and Data Access (SCADA) which included control, data access, SCADA, system automation, statistics regarding gallons pumped from well, augmentation and gallons to the Marblemount system. Discussion ensued regarding various elements of the information presented, including remote site location, beneficial elements of SCADA, alarm set points, system operation and automation, chlorine injection, water right requirement to pump 11 gpm back to Skagit River. Manager Johnson stated that a SCADA test bench is being set up in the meter shop. Commissioner Cook asked if Attorney Gilbert has reviewed the pump to dump language; Attorney Gilbert replied no, he had not seen the agreement but should review it. Manager Johnson requested that the information be sent to Attorney Gilbert. Commissioner Cook requested copies of Operator Rathbone's overuse data. Manager Johnson thanked Operator Rathbone and commended his work in the Operations Department.

Under New Business, Human Resources Generalist Klunder introduced Kimberly Geariety, who will present proposed revisions to Policy Numbers 1007 and 1008. She stated that Ms. Geariety is an HR attorney and recommended the revisions to District policy prior to upcoming sexual harassment training requested by Manager Johnson. Ms. Geariety reviewed the proposed revisions to both policies stating that the revisions streamline current policy and "tweak" them into better compliance. Discussion ensued regarding various elements of the proposed revisions. Attorney Gilbert recommended adding a reference to Policy 1007 regarding the complaint procedures outlined in Policy 1008. Commissioner Cook stated he was not prepared to approve the policies. Manager Johnson stated that additional revisions discussed today will be incorporated and drafts resent for action at the meeting of June 22. Commissioner Robertson asked if all employees will receive harassment training; Ms. Geariety replied all employees will receive core training and additional training will be provided for managers and supervisors. The Commission thanked Ms. Geariety.

Under Old Business, Manager Johnson presented the Manager's Report which included the following items:

**Engineering - Developer Projects**

Barb continues working with the engineer for the Dahlstedt Binding Site Plan water system design and the design is nearing completion.

The City of Mount Vernon's Flood Control project is under construction at the south end of Lions Park on Freeway Drive and the contractor has placed concrete encasement around a section of the drain line from the District's mainline pressure relief valve. The pressure relief valve is back in operation.

Dan Felix continues design of District projects and continues working with the developer of Saratoga Passage View, located off Stackpole Road. The contractor met with the District on June 11 regarding SCADA and other final issues on the project. The tank is full of water and is in the testing stage. Discussion ensued regarding various aspects of the project. Commissioner Cook stated that the developer called him regarding the additional District requirements since the project was initiated and asked about timeline requirements for projects that are shelved or postponed; Engineering Supervisor Saunders replied that the initial letter of water availability sent to a developer states "*The comments in this letter are based on information available at the time of writing. Modification to the water system or policy change can make the information provided outdated. A re-evaluation of the comments is necessary one year after the date of this letter.*" Manager Johnson stated that staff will review the water policy manual to determine if language exists regarding delayed projects and if not language will be crafted for approval. Manager Johnson commended Engineering Supervisor Saunders for filling in for Engineering Manager Peterka during his absence.

#### **Community Relations/Customer Service**

District staff (Brower and Tate) presented a rain barrel workshop for the WSU Skagit County Extension Master Gardeners program last week. It was our largest single class to date, with 30 rain barrels sold.

Skagit County has requested a PUD rain barrel for its rain garden at the administration building on Continental Place. They are developing interpretive signage for the rain garden and would integrate text and photos about rain barrel usage, plus contact information for the PUD's program into that signage. Over the course of the next months, the County would like to explore a similar display at the courthouse complex.

Manager Johnson stated that regarding the GOES satellite the District has experienced another setback. He stated that equipment was placed on a tree and in a recent storm the tree blew down, damaging the equipment. Manager Johnson shared photographs of the site and damage.

Operations Manager Ostergaard provided updates regarding recent algae training, potential pump efficiency project for the Fir/Waugh Pump Station and DOH sanitary surveys that are in process for water treatment and distribution sites.

Under New Business, Manager Johnson stated that the July 6 meeting is scheduled for a Tuesday following a Monday holiday. The Commission indicated a preference to cancel meetings following a Monday holiday. Commissioner Littlefield moved to cancel the meeting of July 6, 2010. The motion passed.

Under New Business, Manager Johnson discussed scheduling future work sessions for the Commission regarding the pilot plan being developed for Judy Reservoir and the Skagit River Diversion; leak detection and visiting District commercial customer sites. A work session for the pilot plan was tentatively scheduled for August 10 and leak detection was tentatively scheduled for September 21. Commissioner Cook stated he would like to look at his calendar at home prior to scheduling commercial customer site visits and requested that the item be added back to a future agenda. Manager Johnson requested that Executive Assistant Carpenter contact Advanced H2O to determine a convenient time for the Commission to visit.

Under Miscellaneous, Manager Johnson stated that the Commission has copies of the Public Utility Risk Management Services (PURMS) Semi-Annual Board Meeting Agenda, Sedro-Woolley Chamber of Commerce promotion for Outdoor Movies, Economic Development Association of Skagit County (EDASC) Wine Festival on July 23, and a thank you note from the Mount Vernon High School Latin Club regarding a District donation, which was read aloud. The Commission asked what was donated; Community Relations Manager Tate replied shower timers, cups, etc.

Under Commissioner Comments, Commissioner Littlefield stated he would be attending the PURMS meetings on June 16 & 17. Commissioner Robertson presented a brief update regarding the WA PUD Association (WPUDA) Reform Issues workshop. Commissioner Cook stated he would be attending a Skagit Council of Governments (SCOG) Board meeting on June 16.

Having no further business to come before the Board, Commissioner Robertson moved for adjournment. The motion passed and the meeting of June 15, 2010 was adjourned at 6:50 PM.

ATTEST

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Jim Cook, President

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Al Littlefield, Secretary

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Robbie Robertson, Vice President