

PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY  
BOARD OF COMMISSIONERS

**AGENDA**  
SEPTEMBER 26, 2023  
4:30 PM

The public is invited to attend in person or via Zoom.

Join the meeting via Zoom: <https://skagitpud.zoom.us/j/87189171574?pwd=WjlCWU5UbC9lUEFxRXBza3RiclRjdz09>

Meeting ID: 871 8917 1574  
Passcode: 490612  
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 p.m. the Monday prior to the meeting by calling (360) 848-4460 or send an email to [pud@skagitpud.org](mailto:pud@skagitpud.org)

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of Agenda 9/26/23
2. Approval of Minutes 9/12/23 Special Meeting
3. Approval of Minutes 9/12/23 Regular Meeting
4. Ratification of Voucher 9/19/23
5. Voucher Approval 9/26/23

AUDIENCE COMMENTS

OLD BUSINESS

6. General Manager's Report
7. Community Relations Department Update

NEW BUSINESS

8. [Policy #1017: Safety and Security at WTP-Controlled Facilities - Action](#)

INFORMATION

9. [SRD Power Transformer Replacement Updates](#)
10. Monthly Budget Status - August 2023
11. Judy Reservoir Data Report

COMMISSIONER COMMENTS

EXECUTIVE SESSION

*Review performance of a public employee - Per RCW 42.30.110(1)(g): Approx. 30 Minute Duration*

ADJOURNMENT

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

September 12, 2023

The meeting was held in person.

**Commissioners Appearing:** Joe Lindquist, Corinn Hamburg, Andrew Miller

**Staff Appearing:** George Sidhu, Brian Henshaw, Kathie DeCelles, and Gary Braaten.

Commissioner Lindquist called the special session to order at 3:30 p.m.

Brian Henshaw welcomed everyone to the Washington State Auditor's Exit Conference and suggested that everyone introduce themselves.

Washington State Auditors Deena Garza, Audit Manager, Susanne Hancock, Audit Supervisor, and Christy Fazio, Audit Lead all introduced themselves. PUD Commissioners and staff then introduced themselves.

The purpose of the meeting was to present and discuss the 2022 Financial Audit Results. The State Auditor team presented a PowerPoint presentation (see attached). This was followed by a short question and answer period.

**ADJOURNMENT**

With no further business to come before the Board, the work session was adjourned at 3:50 p.m.

\_\_\_\_\_  
Joe Lindquist, President

ATTEST

\_\_\_\_\_  
Andrew Miller, Vice President

\_\_\_\_\_  
Corinn Hamburg, Secretary

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

September 12, 2023

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.

The meeting was called to order at 4:34 p.m. Commissioners in attendance were Joe Lindquist, president; Andrew Miller, vice president; and Corrin Hamburg, secretary.

Also in attendance were: George Sidhu, Shannon Patiño, Nick Semrau, Pete Gilbert, Alistair Boudreaux, Brian Henshaw, Mark Handzlik, Sharon Mataya, Jay Sedivy, Kevin Tate, Sam Shipp, Krista Lewis, Mark Semrau

Participating remotely were: Chris Shaff

Commissioner Lindquist led the Pledge of Allegiance.

### CONSENT AGENDA

Commissioner Miller moved to approve the Consent Agenda for September 12, 2023, as presented.

1. Approval of Agenda 9/12/23
2. Approval of Minutes: 8/15/23 Regular Meeting
3. Ratification of Voucher 8/22/23 No. 3097 (\$418,215.68)  
Accounts Payable Voucher No. 27070 – 27129 (\$296,514.74)  
Electronic Funds Transfer (\$121,700.94)  
Ratification of Voucher 8/19/23 No. 3098 (\$421,205.58)  
Accounts Payable Voucher No. 27130 – 27198 (\$170,458.58)  
Electronic Funds Transfers (\$28,352.61)  
Payroll Electronic Funds Transfers No. 041583 – 041671 (\$222,394.39)  
Ratification of Voucher 9/5/23 No. 3099 (\$1,700,291.36)  
Accounts Payable Voucher No. 27190 – 27230 (\$1,619,465.12)  
Electronic Funds Transfer (\$80,826.24)
4. Voucher Approval 9/12/23 No. 3100 (\$1,792,441.15)  
Accounts Payable Voucher No. 27231 – 27296 (\$341,293.10)  
Electronic Funds Transfer (\$1,227,422.73)  
Payroll Electronic Funds Transfers No. 041672 - 041760 (\$223,725.32)
5. Cook Road Apartments Project Acceptance

The motion passed unanimously.

### AUDIENCE COMMENTS

None.

### OLD BUSINESS

6. General Manager's Report: General Manager Sidhu provided an update on the following:
  - The Washington State Auditor Annual Financial Audit Exit Conference was held on September 12. The PUD received a clean audit, and the auditor issued an unmodified opinion.
  - The Washington Public Utility District Association (WPUDA) September meetings are being held in-person and virtually from September 13 – 15 and the Water Workshop in Sequim, WA will take place from September 27 – 29.
  - The PUD budget hearing is on October 10. The Board will receive the draft budget the week prior, and each department will present their proposed budgets at a work session on October 17 and October 24. The work session on October 24 will start at 2:30 p.m., and the regular meeting will follow at 4:30 p.m.
  - The new transmission line was put into service at the beginning of September after the final connection was made. The old transmission line remains in service but the full transition over to the new line will be completed soon.

- Updates in the information section of the agenda regarding the Skagit River Diversion (SRD) power transformer replacement, including scopes of work with KVA Electric Inc., and one action item declaring the transformer as surplus. Total cost to date for the safe removal and replacement of the transformer is just over \$510,000. The replacement transformer may be delivered and installed by the end of the month.

7. Human Resources Department Update: Human Resources (HR) Manager White provided a HR Department update on staffing, promotions, employee wellness-benefits fair, union bargaining process, potential DRS Roth Deferred Comp presentation, flu shots and wellness checks on October 5<sup>th</sup>, upcoming training initiatives, HR/Benefits records, professional development, and hiring practices improvements. HR Administrative Assistant Lewis also received special recognition for obtaining a SHRM-CP Certification.

**NEW BUSINESS**

8. 9<sup>th</sup> and Highland Micro Hydro Project – Department of Commerce Contingent Grant Award: Engineering Manager Handzlik presented the Department of Commerce contingent grant award offer for the 9<sup>th</sup> and Highland Micro Hydro project and emphasized that the grant funding is contingent upon executing an agreement with the Mount Vernon School District on the terms of ownership for the generating equipment.

Commissioner Hamburg asked if there is a timeline for how long the PUD would be in a contingency status for the funding. Manager Handzlik stated that a timeline could be arranged but believes it will be about a year.

Commissioner Miller moved to authorize the General Manager to sign the Department of Commerce Clean Energy Fun Grant contingent award letter.

The motion passed unanimously.

**INFORMATION**

9. Judy Reservoir Data Report
10. Recent News Articles
11. Summary of SRD Transformer Replacement
12. WAT21569 Skagit River Diversion (SRD) Transformer Replacement

**COMMISSIONER COMMENTS**

Commissioner Hamburg thanked Brian and team for their work in getting a clean audit. Commissioner Lindquist also extended gratitude for the clean audit. Commissioner Hamburg then congratulated the PUD for the new transmission line.

**EXECUTIVE SESSION**

At 4:54 p.m. Commissioner Lindquist recessed the regular meeting to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(ii) for a duration of 15 minutes, reconvening at 5:15 p.m.

The executive session ended at 5:15 p.m.

**ADJOURNMENT**

Having no further business to come before the board, Commissioner Lindquist moved for adjournment. The motion passed, and the September 12, 2023, meeting was adjourned at 5:15 p.m.

**ATTEST**

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Joe Lindquist, President

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Corrin Hamburg, Secretary

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Andrew Miller, Vice President

As of September 19, 2023

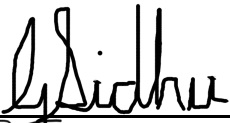
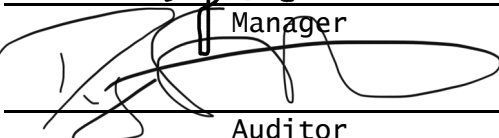
No. 3101

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 \$1,790,133.66 this 19th day of September, 2023.

The total is comprised of the following:

Accounts Payable voucher No. from 27297 through 27363 in the amount of \$348,789.32, Electronic Funds Transfer in the amount of \$1,441,344.34. Payroll Electronic Funds Transfers and checks No. through in the amount of \$0.00.

Attest:

  
\_\_\_\_\_  
Manager  
  
\_\_\_\_\_  
Auditor

\_\_\_\_\_  
President  
\_\_\_\_\_  
Vice - President  
\_\_\_\_\_  
Secretary

Date: 09/19/2023

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Voucher	Claimant	Amount
27297	ALLMAX SOFTWARE LLC	5,610.00
27298	ASPECT CONSULTING LLC	16,243.50
27299	ATTORNEY & NOTARY SUPPLY INC	91.34
27300 - EDI	BANNER BANK	698.26
27301	BERG VAULT CO OF WA INC	10.52
27302	BHC CONSULTANTS, LLC	21,108.25
27303	BRETT JACOBS	182.62
27304	BUILDERS EXCHANGE OF	100.00
27305	CHARLES DAVIS	110.64
27306	CHARLES & JILLIAN ROBINSON	119.08
27307	CITY OF ANACORTES	18,340.00
27308	CITY OF MOUNT VERNON	114,291.37
27309	CITY OF SEDRO WOOLLEY	2,458.65
27310	COMMUNITY ACTION OF SKAGIT CTY	473.16
27311	CORE & MAIN LP	48,105.36
27312	CRYSTAL SPRINGS	131.43
27313	DIGICERT INC	5,761.70
27314	DONNA ZELTINGER	46.88
27315	E&E LUMBER INC	294.34
27316	EATON CORPORATION	4,860.10
27317	ENDURIS WASHINGTON	270.00
27318	EUROFINS EATON ANALYTICAL LLC	2,389.00
27319	FARMERS EQUIPMENT CO	384.17
27320	FERGUSON ENTERPRISES LLC #3325	260.79
27321	FRONTLINE CLEANING SERVICES	3,485.00
27322	Grammarly Inc.	6,092.80

Voucher	Claimant	Amount
27323	HOME DEPOT	831.09
27324	IWORKWISE	198.00
27325	J&N NELSON PROPERTIES LLC	3,208.46
27326	JONATHAN M BERG	1,240.54
27327	JUDY PEPPER	188.06
27328	KAYE- SMITH ENTERPRISES INC	108.00
27329	ANYTIME LABOR SEATTLE LLC	880.72
27330	LAUTENBACH INDUSTRIES INC	219.00
27331	LOOMIS ARMORED US LLC	227.54
27332	LOUWS TRUSS (FS)	71.36
27333	LOUWS TRUSS INC.	2,174.33
27334	NORTH COAST ELECTRIC COMPANY	296.27
27335	NORTH HILL RESOURCES	777.03
27336	NORTHWEST CRANE INSPECTION INC	1,600.00
27337	AUTO VALUE	86.00
27338	ODP BUSINESS SOLUTIONS, LLC	206.57
27339	OLHA KOZODOI	225.00
27340	PAPE MACHINERY INC	51.92
27341 - EDI	PAYMENTUS CORPORATION	17,213.90
27342	POMP'S TIRE SERVICE INC	1,034.73
27343	RETAIL LOCKBOX INC.	2,461.64
27344	RH2 ENGINEERING INC	10,385.30
27345	SECURITY SOLUTIONS NORTHWEST	232.69
27346	SEDRO WOOLLEY AUTO PARTS INC	170.74
27347	SKAGIT FARMERS SUPPLY	475.91
27348	SKAGIT VALLEY PUBLISHING	112.98
27349	SOLI DEO GLORIA LLC	1,047.71
27350	STATE AUDITOR'S OFFICE	10,073.60
27351	THE DRIFTMIER ARCHITECTS P S	46,032.71
27352	TIGHT LIES LLC	109.54
27353	ULINE INC	723.76
27354	UTILITIES UNDERGROUND LOCATION	514.71
27355 - EDI	WA STATE DEPT OF HEALTH	1,144,564.47
27356 - EDI	WA STATE DEPT OF RETIREMENT	104,069.15
27357 - EDI	WA STATE DEPT OF REVENUE	170,820.97
27358	WASHINGTON PUD ASSOCIATION	5,281.00
27359	ASTOUND BUSINESS SOLUTIONS LLC	2,649.12
27360	WOODS ACQUISITION CORP DBA	58.59
27361	WORK OUTFITTERS	500.00
27362	Western Refinery Services-WRS	3,114.00
27363 - EDI	ZIPLY FIBER	3,977.59
		1,790,133.66



1415 Freeway Drive | Mount Vernon, Washington 98273 | (360) 424-7104 | SkagitPUD.org

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September 26, 2023

**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Jay Sedivy, C.S.P, Safety & Risk Coordinator  
**SUBJECT:** Policy #1017: *Safety and Security at WTP-Controlled Facilities* - Action

**Requested Action:**

Authorize the General Manager to sign and adopt new Policy #1017: *Safety and Security at WTP-Controlled Facilities*; and to supersede and cancel existing Policy #1017: *Ice and Liquids During the Summer*.

**Background:**

WAC 296-67-029 requires employers to ensure contractors (and, by extension, visitors) and employees are oriented to the unique industrial hazards at the Water Treatment Plant (WTP). Those hazards include the presence of bulk quantities of hazardous chemicals, including chlorine gas, the unique hazards of dams and other hazards unique to the WTP and facilities under its control. WAC 296-67-021 requires employers specifically to develop practices that control the entrance to the treatment facility by maintenance personnel, contractors, laboratory technicians, and other support personnel. This new policy will address the entrance requirements for all who need access to our WTP-controlled facilities, the orientation processes, the specific restricted areas applicable to the WTP and related facilities, and a description of the initial actions employees, contractors, and visitors must take in the event of WTP-specific emergencies. Finally, this policy helps the PUD comply with ANSI/AWWA G430-14, Section 4.6, which requires a system of positive access control at identified critical assets.

Existing Policy #1017: *Ice and Liquids During the Summer* was adopted in 2009 and was meant to address newly written safety regulations requiring employers to provide means and access to drinking water during the hottest months of the year. Those regulations have since been superseded and replaced with more comprehensive requirements. The provisions of the existing policy will be covered in the future in SP&P #3018: *Outdoor Worker Safety*, which will cover the specific procedures and methods used to protect our employees from outdoor hazards such as heat stress and other outdoor hazards unique to our work environment.

**Fiscal Impact:**

Initially, we expect no direct fiscal impact. In the future, the PUD may look for technological solutions for tracking the entrance and exit of employees, contractors, and visitors to WTP-controlled facilities.

- Enclosures:
1. [DRAFT Policy 1017](#)
  2. [DRAFT WTP Tour Liability Release Addendum A](#)
  3. [\(B\) Safety Orientation Acknowledgement](#)
  4. [PSM Contractor Orientation Record, Addendum C](#)



## **Safety & Security at WTP-Controlled Facilities**

### **Policy #1017**

In accordance with the authority granted by Board Resolution #2160-09, a policy for Safety and Security at WTP Controlled Facilities, as described below, is hereby established for employees of Public Utility District No. 1 of Skagit County.

#### **Purpose**

This policy is established to protect the safety and security of employees, contractors, and public visitors at facilities controlled by the District water treatment plant (WTP); and to protect the safety and security of WTP-controlled facilities.

#### **Discussion**

Many industrial safety hazards and security concerns arise from the operation of WTP-controlled facilities. These concerns include:

- The possibility of the release of chlorine gas and other bulk chemicals at the WTP, and
- Structural damage and breaches of the dams at Judy Reservoir, and
- Being near or over water bodies, and
- Fall hazards and overhead falling object hazards at numerous sites, and
- The isolated nature of some WTP-controlled facilities.

#### **Scope**

This policy shall apply to the following WTP-controlled areas:

- The water treatment plant (WTP), including the area inside the fenced yard, and
- Inside the fenced area around Judy Reservoir, and
- Inside the fenced area around the clearwells, and
- Inside the fenced area around the raw water pump stations (RWPS), and
- Inside the fenced area around the Skagit River diversion (SRD) facility, and
- The intake areas at Gilligan, Mundt, Turner, and Salmon Creeks

#### **Visitors at WTP-Controlled Facilities**

The visitor control requirements of this policy shall apply to all District employees who are not qualified and assigned to the water treatment plant as a WTP operator or WTP Superintendent; all contractors; and any public visitors (school tours, public groups, officials, etc.).

All visitors must report to the WTP operator on duty or other qualified WTP employee that they are or will be present in any WTP-controlled areas. Visitors must also notify the WTP operator when they have left the area. Visitors may check in physically at the WTP or call the control room to check in and check out.



WTP-controlled areas will have signage posted stating the following (or a similar message):

Authorized Personnel Only

All visitors, contractors, and employees must check in and out with the water treatment plant when arriving and check out when leaving.

Contact the Water Treatment Plant at:  
11932 Morford Road, Sedro-Wooley, WA  
or call (360) 848-2134

The WTP operator must maintain a head count for each visitor at a minimum and by name if possible. The WTP Superintendent shall determine the method for accounting for visitors. The method chosen needs to accomplish the following goals:

- Ensuring that WTP personnel know if there are visitors present at WTP-controlled facilities, and
- In an emergency, give the WTP operator on duty and responding emergency services agencies a head count for people at affected WTP-controlled facilities.

Public visitors are **not** to be allowed:

- In the chlorine storage area, the chlorinator room, or the chemical feed room at WTP; or
- Into the galleries in the basement of the WTP facility; or
- On any catwalk or industrial accessway to weirs, dams, or other structures used for working access by WTP operators and other District employees; or
- In or over the waters of the Judy Reservoir or any stream on District property; or
- On embankments (except on established roads), dam faces, or areas at the bases of the dams.

Access to the above areas and spaces is restricted to authorized District employees and approved contractors only.

Authorized District employees and approved contractors must carry a portable chlorine gas monitor and alarm device in the chlorine storage area, the chlorinator room, the chemical feed room, the raw water gallery, or the filter gallery spaces at the WTP facility. This requirement is regardless of any installed chlorine monitoring equipment in the area. A single portable chlorine gas monitor will protect a small group of workers in a space if the group is not widely distributed. For workers or groups working in different parts or levels from others in one of the spaces mentioned earlier, another portable chlorine gas monitor may be needed. The spaces where a portable chlorine gas monitor is required will be posted with instructional signage.

Public visitor tour groups will be limited to 15 people per available WTP operator or designated District employee (at management discretion), and the overall number of attendees at the WTP will be limited to 30 at any one time.

All visitors must be at least nine years old at the time of their visit. All minor children under 18 must be accompanied by an adult who legally represents the child (parent, guardian, teacher).

The District cannot guarantee the safety of visitors with physical or mental disabilities at any WTP-controlled facilities. Ready access is available in the WTP main lobby, restrooms, operator room, filter decks, and office spaces. The person coordinating the disabled visitor's tour must coordinate with the PUD employee responsible for the tour to assure accommodations are made and safety is addressed.

All public visitors must read and sign a liability release before being allowed to stay at or tour WTP-controlled facilities. Individuals who cannot or will not sign such a release will be asked to leave the facility as soon as possible. Minor children must have a supervising adult (parent, legal guardian, or school-designated official) who is not a District employee acknowledge visitor rules and sign a liability release on the minor child's behalf. See [Addendum A: WTP Tour Liability Release](#).

An abridged version of the expectations of this policy placed on visitors to WTP-controlled areas shall be given to public visitors alongside the liability release. See [Addendum B: WTP Tour Rules](#). Any visitor who refuses to follow the instructions of WTP operators, District staff, or supervising adults can be asked to leave immediately. If the visitor exhibiting unsafe behavior is part of a group and having the individual leave on their own is not possible, the entire group will be asked to leave to preserve the safety of all concerned.

WTP operators have the discretion to point out this policy and ask for compliance from visitors. However, WTP operators are not responsible for policing and ensuring that visitors are following this policy. District employees are responsible for ensuring that visitors under their control or direction are following this policy. WTP operators are asked to observe and report to the WTP Superintendent any breaches in this policy or security issues arising from failures to follow this policy. If WTP operators encounter conflicts or concerns arising from breaches in this policy that create an imminent hazard to their own safety, the safety of others, or the safety of WTP-controlled facilities, they should contact 911 and request police or fire department assistance.

### **Visitor Safety Orientation**

All visitors must be oriented to the hazards of the facility they are visiting. At a minimum, the following topics must be covered:

#### **WTP, RWPS, Clearwells, and Judy Reservoir**

- Chlorine gas: basic physical properties, risks of exposure, and the basic emergency response to be followed; and
- Bulk chemical storage release: basic physical properties, risks of exposure, and the basic emergency response to be followed; and
- Dam structures: the trip, fall, and water hazards of the dams and the risks; and
- The visual and audible alarms for chlorine release, bulk chemical release, fire, earthquake, and dam breach; and
- The noise, electrical, and machinery hazards of the RWPS; and
- The roadway hazards at WTP, outside the Judy Reservoir gate, and outside the RWPS and clearwell gates; and
- The emergency assembly area, routes of escape, the impact of wind direction and terrain regarding chemical releases, the areas of refuge for sheltering in place inside the WTP, and the basic emergency actions to take if in the path of a dam breach.

#### **SRD and Creek Intake Areas**

- The structures including the trip, fall, and water hazards in and around the intakes; and
- The remote nature of the intake areas and the difficulty summoning emergency services; and
- The fall and water hazards at SRD and intake areas; and
- The road hazard at SRD; and
- The noise, electrical, and machinery hazards at SRD.

Orientation for all contractors must be completed using [Addendum C: PSM Contractor Safety Orientation](#) form. District employees may be oriented in either a classroom setting or new employee

orientation and have the training documented like all other District-provided training.

**Initial Emergency Actions**

There are blue alarm lights outside the WTP and RWPS buildings that will activate and sirens inside and outside that will indicate a chlorine gas release. A manual air horn in the WTP operator control room is used to notify personnel in the lower levels of the WTP and as a backup for outdoor notification in case of a chlorine leak or other emergency. Those escaping a chemical release must follow the instructions of the WTP operator, other District employees, or emergency services personnel. If no employees or emergency services are present, evacuation uphill and upwind should be attempted.

In case of an imminent dam breach or dam breach in progress, the only alarm available is a manual air horn. Those in the path of a dam breach should evacuate uphill and away from the dams.

For facility emergencies, wall-mounted fire alarm pull handles are available and appropriate to use in situations where another alarm does not exist, including a release of bulk chemicals, in case of a fire, earthquake, or a threat of violence to the facility or people at the facility. In those situations, visitors should follow the instructions of the WTP operator, other District employees, or emergency services personnel. If no employees or emergency services are present, the following may be appropriate actions:

- For a fire, bulk chemical releases, and threats of violence, evacuation to the assembly area north of the main WTP control building.
- For earthquake events, dropping to the floor, taking cover under a sturdy desk or other protection, and holding on.
- For active violence, evacuating to the assembly area or attempting to hide.

**Summoning Emergency Assistance**

In all emergencies, visitors to WTP-controlled areas should call 911 if they don't know that a District employee has already done so. All callers should describe the nature of the emergency in as much detail as possible to the 911 operator. All instructions from the 911 operator and responding emergency services personnel must be followed.

WTP operators will seek specialized response services in cases of chemical release emergencies and dam breaches in accordance with other policies and procedures.

Former Title/Policy #:	N/A
Effective Date:	
Revision Date:	
General Manager Signature:	Date:



# Voluntary Release – Assumption of Risk and Indemnity Agreement for Water Treatment Plant Tours

For and in consideration of permitting \_\_\_\_\_(touring person’s name) to participate in a public tour of the Public Utility District No. 1 of Skagit County (SKAGIT PUD) water treatment plant located at 11932 Morford Road, Sedro-Woolley, Washington on \_\_\_\_\_(date), the undersigned hereby voluntarily releases, discharges, waives, and covenants not to sue SKAGIT PUD, its officers, agents, and employees (RELEASEES) for any and all loss, liability, expense, claims, suits, and damages, including attorneys’ fees arising out of or resulting from my participation in the tour and related activities including, but not limited to, negligent acts, errors or omissions, or willful misconduct of SKAGIT PUD or any other participant which causes the undersigned property damage, injury, or death. Additionally, by signing this agreement, I further release the RELEASEES from any and all claims and liabilities for injury or property damage arising from my own negligent acts, errors or omissions, or willful misconduct.

The undersigned further agrees to indemnify, defend, and hold the RELEASEES harmless from and against any loss, liability, expense, claims, suits, and damages, including attorneys’ fees, that arise out of or result from my participation in tour activities and/or presence on SKAGIT PUD property.

The undersigned acknowledges that they are aware of the risks in said tour activities and voluntarily elect to accept all risks associated with said activities and their entry onto SKAGIT PUD property to participate in the activity. The undersigned further affirm that they understand the enclosed rules and will abide by them as a condition of participation in the tour activities and that SKAGIT PUD reserves the right to stop and safeguard the touring person by discontinuing their participation in the tour.

The undersigned acknowledges that I have read this document and understand that it is a release of all claims and assumption of all risks inherent in said touring activities. I am aware of the legal consequences of signing this document and voluntarily sign my name indicating my acceptance of the above and attached conditions.

Attendee Name (Print) \_\_\_\_\_

Attendee Signature & Date \_\_\_\_\_

If the tour attendee is under the legal age of consent (18 years old), this form must be signed by a parent or legal guardian.

Parent/Legal Guardian Name (Print) \_\_\_\_\_

Parent/Legal Guardian Signature & Date \_\_\_\_\_

Attachment: Skagit PUD Water Treatment Plant Tour Rules



## Employee Orientation Acknowledgement Form

### I have been provided orientation containing information regarding:

- How safe work supports the District's mission, vision, and values
- My general safety responsibilities
- District safety policies, practices, and procedures, including:
  - ✓ Safety committee
  - ✓ Emergency situations (Emergency procedures guide)
  - ✓ Personal protective equipment
  - ✓ Road and right-of-way safety
  - ✓ Hearing conservation
  - ✓ Incident and hazard reporting
  - ✓ Hazard communications
- Visiting WTP-Controlled Areas
  - ✓ Checking in/out with operator
  - ✓ Hazards unique to WTP-controlled areas
  - ✓ Emergency expectations
- Individualized safety training plan
  - ✓ Previous employment training records, if possible
  - ✓ Online safety and HR training onboarding, including:
    - Drug and alcohol-free workplace
    - Sexual harassment and discrimination prevention
    - Violence in the workplace
  - ✓ In person training for technical safety skills
- Motor Vehicle Safety
  - ✓ Acknowledgment Form
  - ✓ Copy of driver's license
- CDL Administration (as needed)
  - ✓ DOT drug & alcohol testing overview
  - ✓ FMCSA clearinghouse
  - ✓ Annual DOL driver abstracts
  - ✓ FMCSA & DOL consent form

*I have reviewed the above information and understand that I am responsible for keeping informed about and following all applicable laws, regulations and District policies that apply to me as an employee of the Public Utility District #1 of Skagit County. I understand where I can access further information regarding policies and procedures and that I can contact the safety coordinator, my supervisor, or my manager for further clarification.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return completed and signed form to:**

Attn: HR Manager

Facility:

Date:

## Contractor Information

Contractor Company:

Name of Contractor Employee:

## Orientation Topics

Check each box when instruction is given and understood:

- Security procedures/check-in procedures
- How to notify others/sound alarm in case of emergency
- What to do when alarms sound/where to go
- Location of exits, egress routes
- Location of emergency eyewash/showers
- Location of alarm activation stations/ESTOP/ventilation controls as applicable
- Locations of fire equipment
- Special hazards of the job:
  - Concealed dangers
  - Equipment hazards
  - Fall hazards
- Other:
  - Hazard communication, including hazards of chlorine
  - Hot work permits, fire watch is required for all hot work
  - Confined space entry permits, if applicable
  - Lockout/tagout, if applicable
  - Fall protection requirements
  - Report any injuries or any concerns to:
  - Discussion of project particulars, as necessary
  - Discussion of isolation procedures, if applicable
  - Discussion of pressure testing procedures, if applicable

Comments:

Trainer Name:

Title:

Retain indefinitely for each approved contractor.



1415 Freeway Drive | Mount Vernon, Washington 98273 | (360) 424-7104 | SkagitPUD.org

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September 26, 2023

**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** George Sidhu, P.E., General Manager  
**SUBJECT:** SRD Power Transformer Replacement Updates

**Requested Action:**  
Information Only

**Background:**  
N/A

**Fiscal Impact:**  
N/A

Enclosures: [1. KVA Contract Modification](#)  
[2. KVA Electric Transformer Installation](#)

**MODIFICATION**

**Contract #** CONTRACT - 2023 - 000417  
**Job Identity #**

PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY (“DISTRICT”), and  
KVA ELECTRIC, INC. (“VENDOR”), in consideration of mutual  
covenants herein, agree as follows:

MODIFICATION: The Parties entered into a Public Works Contract  
under Contract # CONTRACT - 2023 - 000412  
on August 23, 2023, which is incorporated herein by this reference. The parties hereby  
agree to the following:

provide personnel, equipment and services to install a 5,000 kVA substation class transformer  
to the existing modified primary and secondary switchgear as described in the attached scope  
of work.

The parties agree that, except as specifically provided in this modification, the terms and  
conditions of the Public Works Contract shall continue in full force and  
effect.

KVA ELECTRIC, INC.

PUBLIC UTILITY DISTRICT NO. 1  
OF SKAGIT COUNTY, WASHINGTON

*Kevin T. Duncan*

  
General Manager

Kevin T. Duncan Owner

George Sidhu General Manager

25829 JIM CREEK RD  
ARLINGTON, WA 98223

1415 FREEWAY DRIVE  
MOUNT VERNON, WA 98273

Date September 18, 2023

Date September 18, 2023





**KVA ELECTRIC, Inc.**

25829 Jim Creek Road    Arlington, WA 98223    (360) 403-8301    Fax (360) 435-6145

September 13, 2023

Kurt Van Burkleo  
Skagit PUD  
(360) 848-4467

**Reference: New Transformer Installation Design, Modifications, Installation and Testing for the Skagit SRD in Sedro Woolley, WA**

Dear Mr. Van Burkleo,

With over 50 years of experience maintaining and repairing substations, KVA Electric's technicians can provide you with quality maintenance, repair, assembly, inspection, testing, troubleshooting, and consulting of all types of substation electrical equipment.

KVA Electric, Inc. is pleased to provide this Not-To-Exceed quote as requested:

**SCOPE OF WORK**

KVA will provide personnel, equipment and services to install a 5,000 kVA substation class transformer to the existing modified primary and secondary switchgear, design, connect and test sudden pressure relay circuits to remove the energy sources from the transformer under faulted conditions, connect annunciation of the transformers explosion relief device, over temperature gauge, low oil gauge and monitor the 15 kV circuit breaker open/close status to the District's SCADA terminal cabinet, install protective relay settings provide by others into the 50/51 transformer relay, test the 50/51 relay for proper operation, test the main breaker for contact resistance, insulation and vacuum bottle integrity, install a UPS provide by others to provide a reliable source of energy to operate the primary switchgear at the PUD SRD Plant located in Sedro Woolley, WA.

**The following is a basic outline of the work to be performed:**

- Mobilize two trucks and tool trailer to site.
- Site safety/access.
- Verify LOTO/clearing and grounding.
- Install and secure in place the new 5.000 kVA transformer to the existing concrete pad.
- Safely connect the new transformer's high voltage electrical connections to the modified switchgear.
- Install six bushings in the medium voltage switchgear.



## KVA ELECTRIC, Inc.

25829 Jim Creek Road Arlington, WA 98223 (360) 403-8301 Fax (360) 435-6145

- Install six voltage surge suppressors for transformer protection.
- Test the medium voltage circuit breaker.
- Install proper protective relay settings into 50/51 primary relay and test.
- Design and wire the transformer's sudden pressure relay to trip the main circuit breaker.
- Design and connect a UPS provided by others to provide a reliable AC source of power to protect the transformer.
- Connect annunciation of the transformers overtemperature and low oil to the District's SCADA system.
- Tear down/cleanup.
- Demobilize.

### Comments and Clarifications:

This is a not to exceed price quote.

### Provided by others:

1. Site access.
2. LOTO/Clearing.

### SCHEDULE

**TBD**

### QUOTE

KVA Electric is pleased to provide the following quote based upon the scope of work detailed above: Total: **\$ 121,119**

- Price includes travel.
- Does not include applicable sales tax.
- Price based on normal work M-Th, 7am-5:30pm.
- Includes reporting.
- Standby time billed at \$600/hr.
- This quote is valid for 5 days unless otherwise negotiated.



## KVA ELECTRIC, Inc.

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KVA Electric appreciates the opportunity to work with you. Please contact me with any questions regarding this quote or other services available from KVA Electric, Inc.

Best Regards

*Kevin*

Kevin T. Duncan  
President & General Manager  
KVA Electric, Inc.  
13933 Jim Creek Road  
Arlington, WA 98223  
O (360) 403-8301  
C (425) 344-2544  
FAX (360) 435-6145  
[www.kvaelectric.com](http://www.kvaelectric.com)

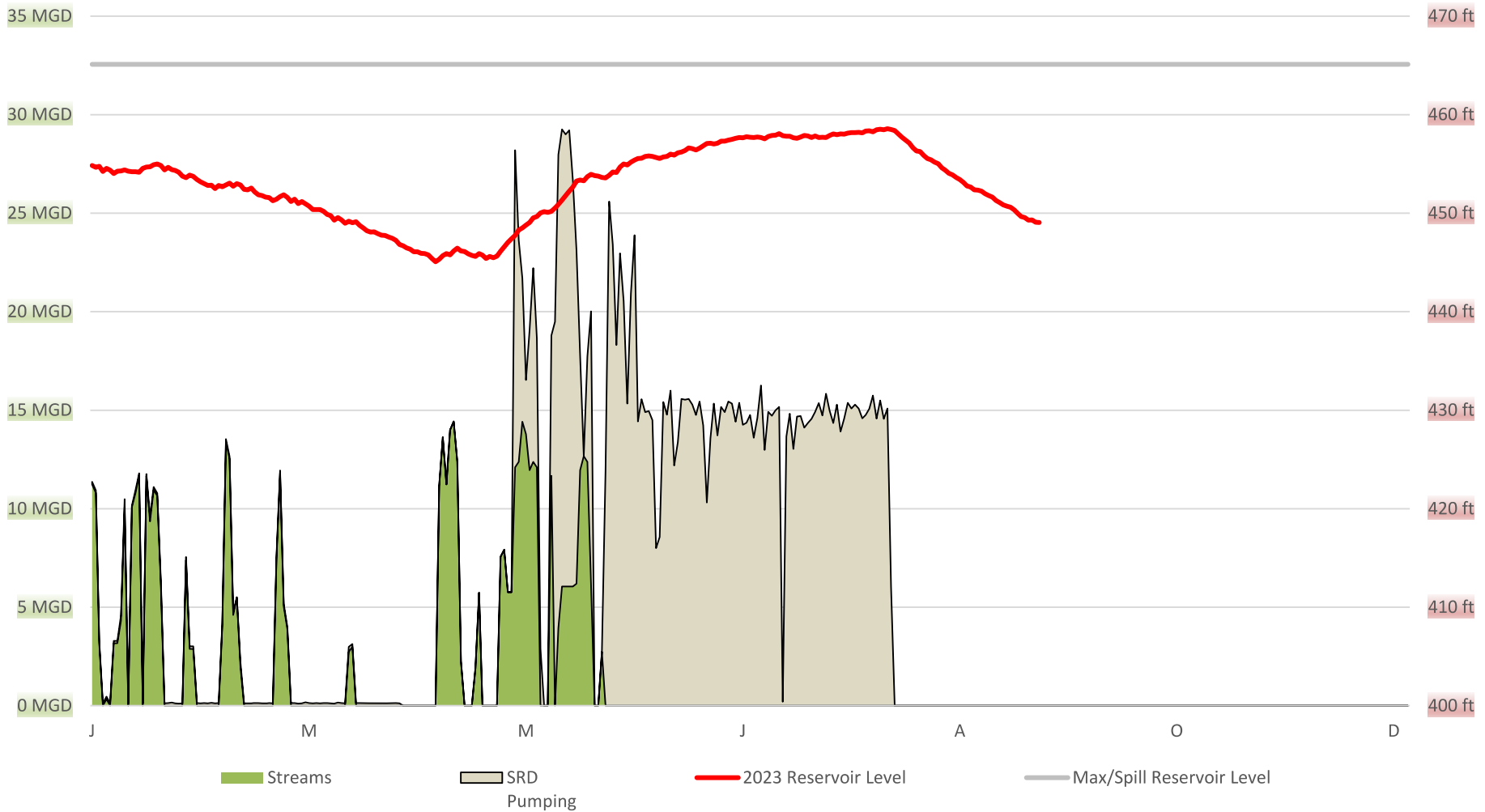
**PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY**  
**AUGUST 2023**

	Current Month	YTD 2022	YTD 2023	Percent Change	Budget 2023	Budget to Actual %
<b>Beginning Reserves</b>		\$ 39,489,323	\$ 41,388,710	5%		
<b>Revenues</b>						
Residential & Multi-family	\$ 2,377,942	\$ 13,944,767	\$ 15,065,796	8%	\$ 14,626,505	103%
Comm. Gov't & Agriculture	\$ 829,971	4,964,913	5,280,857	6%	4,864,300	109%
Resale	\$ 30,810	130,795	130,807	0%	136,962	96%
Irrigation	\$ 185,822	526,348	556,380	6%	504,000	110%
<b>Water Sales</b>	<b>\$ 3,424,544</b>	<b>\$ 19,566,822</b>	<b>\$ 21,033,840</b>	7%	<b>\$ 20,131,767</b>	104%
Other Water Sales	\$ 154,330	407,591	496,541	22%	307,061	162%
Non-operating Revenue	\$ 248,017	257,411 (a)	1,409,923	448%	358,067	394%
Work & Service Orders	\$ 49,503	569,938 (b)	287,454	-50%	500,028	57%
System Development Fees	\$ 64,260	597,542	580,739	-3%	666,700	87%
<b>Total Revenues</b>	<b>\$ 3,940,654</b>	<b>\$ 21,399,304</b>	<b>\$ 23,808,497</b>	11%	<b>\$ 21,963,623</b>	108%
<b>Operating Expenses</b>						
Salary/Wages/Benefits	\$ 800,871	6,705,254	6,725,824	0%	7,871,549	85%
WTP - Water, Power, Chem.	\$ 171,331	899,320 (c)	1,028,432	14%	978,876	105%
Repairs & Maintenance	\$ 125,444	806,609 (d)	789,154	-2%	1,154,933	68%
Tech./SCADA/Support	\$ 124,436	448,067 (d)	591,286	32%	447,995	132%
Professional Services	\$ 50,570	153,043 (d)	184,550	21%	466,409	40%
Goods & Services	\$ 170,456	1,185,654 (e)	1,366,142	15%	1,544,411	88%
Utility & Other Taxes	\$ 170,558	1,005,858	1,072,020	7%	1,046,707	102%
Construction in Progress	\$ (98,940)	(757,631) (f)	(613,066)	-19%	(953,386)	64%
<b>Total Operating Expenses</b>	<b>\$ 1,981,956</b>	<b>\$ 10,446,173</b>	<b>\$ 11,144,342</b>	7%	<b>\$ 12,557,494</b>	89%
<b>Capital Expenses</b>						
Labor	\$ 76,666	636,165	822,756	29%	1,067,991	77%
Other Expenses (Equip, Inv, G&S)	\$ 2,120,123	15,262,309	9,537,733	-38%	24,265,342	39%
<b>Capital Expenses</b>	<b>\$ 2,196,789</b>	<b>\$ 15,898,474</b> (f)	<b>\$ 10,360,489</b>	-35%	<b>\$ 25,333,333</b>	41%
<b>Debt (Principal &amp; Interest)</b>	<b>\$ 387,722</b>	<b>2,558,000</b>	<b>3,101,773</b>	21%	<b>3,101,773</b>	100%
<b>Total Capital &amp; Debt Service</b>	<b>\$ 2,584,511</b>	<b>\$ 18,456,474</b>	<b>\$ 13,462,262</b>	-27%	<b>\$ 28,435,106</b>	47%
<b>Total Expenses</b>	<b>\$ 4,099,236</b>	<b>\$ 28,902,647</b>	<b>\$ 24,606,603</b>	-15%	<b>\$ 40,992,600</b>	60%
Revenue Fund		\$ 26,755,976	\$ 38,839,420	45%		
System Development Fees		8,933,987	5,147,355	-42%		
Bond & Debt Reserve		1,375,501	1,321,868	-4%		
<b>Ending Estimated Reserves</b>		<b>\$ 39,489,323</b>	<b>\$ 45,308,643</b>	15%		

- (a) Interest on Investments
- (b) Decrease in service orders & new services
- (c) Dry weather increase pumping to reservoir
- (d) Timing of Projects, repairs & Purchases
- (e) Insurance, utilities, & general inflationary increases
- (f) Decrease Capital Expenditures

## 2023 Judy Reservoir Inflows & Elevation

September 13 Elevation:	450.35 (ft)
September 20 Elevation:	449.06 (ft)
Change in Elevation:	<u>-1.29</u> (- 15.5 Inches)
Spillway Elevation:	465.10
Stream Inflow YTD:	511.34 MG
Skagit River YTD:	<u>1449.46 MG</u>



# 5-YEAR JUDY RESERVOIR ELEVATIONS

