

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

AGENDA
OCTOBER 24, 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

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of Agenda 10/24/23
2. Approval of Minutes 10/10/23 Regular Meeting
3. Approval of Minutes 10/17/23 Budget Work Session
4. Ratification of Voucher 10/17/23
5. Voucher Approval 10/24/23

AUDIENCE COMMENTS

OLD BUSINESS

6. General Manager's Report
7. [Resolution 2300-23 Approving the Transfer of Ownership of the Fidalgo Island Water System to the City of Anacortes, Including Amendments Thereto - Action](#)

NEW BUSINESS

8. [DHM Research Customer Satisfaction Survey Results - Discussion](#)

INFORMATION

9. [Review of PUD SP&P # 3016, Safety Training & Occupational Health Screening Plan](#)
10. Judy Reservoir Data Report
11. Monthly Budget Status - September 2023

COMMISSIONER COMMENTS

ADJOURNMENT

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

October 10, 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 4:30 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, Kathy White, Alistair Boudreaux, Brian Henshaw, Mark Handzlik, Sharon Mataya, Jay Sedivy, Kevin Tate, Sam Shipp, Mark Semrau, and Mike Fox.

Participating remotely were: None.

Commissioner Lindquist led the Pledge of Allegiance.

CONSENT AGENDA

Commissioner Miller moved to approve the Consent Agenda for October 10, 2023, as presented.

1. Approval of Agenda 10/10/23
2. Approval of Minutes 9/26/23 Regular Meeting
3. Ratification of Voucher 10/03/23 No. 3103 (\$864,464.61)
Accounts Payable Voucher No. 27418 – 27463 (\$187,167.58)
Electronic Funds Transfer (\$677,297.03)
4. Voucher Approval 10/10/23 No. 3104 (\$1,619,500.85)
Accounts Payable Voucher No. 27464 – 27530 (\$332,835.54)
Electronic Funds Transfer (\$1,053,477.97)
Payroll Electronic Funds Transfers No. 041939 - 042027 (\$233,187.34)

The motion passed unanimously.

AUDIENCE COMMENTS

None.

2024 BUDGET HEARING

Finance Manager Henshaw presented a glance of the 2024 proposed budget, including an overview of the budget process, year-to-date consumption, budget-to-actual, September revenue forecast, 2023 budget forecast, balance resources and requirements, budget sources and uses of \$79.5 million, operations and maintenance proposed budget of \$18.4 million, 2024 capital projects budget of \$29.9 million, capital improvement plan, financial policy metrics, average bi-monthly residential bill, budget schedule, and public comment guidelines.

OLD BUSINESS

5. General Manager's Report: General Manager Sidhu provided an update on the following:
 - The agenda for the budget work session on Tuesday, October 17, 2023, at 4:30 p.m. will include a detailed overview of the engineering, operations, and capital improvement plan budgets.
 - Capital projects update:
 - The 36-inch Judy Reservoir to Mount Vernon transmission line is now in service, and the old 24-inch line has been taken out of service.
 - Utilities, including gas, fiber, power, and storm drain, for the new PUD administration building are being installed and prep work for wall forms has started. Engineering staff are also actively getting ahead of submittals and ordering materials to avoid supply chain issues.
 - Skagit River Diversion (SRD) Power Transformer Replacement: The transformer has been wired and installed and is up and running. However, work to improve how the transformer was wired into Puget Sound Energy's system may require additional procurement of equipment. Manager Sidhu recommended leaving the emergency declaration open until the improvement work is completed. A brief discussion ensued.

- October is Cybersecurity Awareness Month and simulated phishing emails have been sent out to employees.
- Former PUD commissioner, Ken Vanderhyde, who served as a commissioner from 1982-1988 passed away late September 2023. Former Commissioner Vanderhyde played a big role in the decisions that were made for the construction of Judy Reservoir water treatment plant.

6. Transfer of the Fidalgo Island Water System to City of Anacortes – Discussion

Engineering Manager Handzlik informed the commission that the timeline for signing final documents has been extended due to missing pipeline easements identified by the city of Anacortes when reviewing the GIS data that was transferred by the PUD. The PUD and the city of Anacortes are still aiming to meet original transfer agreement timelines of October 12-13 to complete final readings of customer meters and city of Anacortes and PUD intertie meters, October 23 for city council approval of an addendum to the original agreement that includes time for the PUD to obtain missing easements by December 20, 2024, and October 24 for PUD commissioners to approve Resolution #2300-23.

Commissioner Lindquist asked how many easements are missing and Engineering Supervisor Trueman commented that there are approximately 30 easements, mainly along Salmon Beach Rd. A brief discussion ensued.

NEW BUSINESS

None.

INFORMATION

7. Recent News Articles
8. Judy Reservoir Data Report

COMMISSIONER COMMENTS

None.

EXECUTIVE SESSION

At 5:06 p.m. Commissioner Lindquist recessed the regular meeting to discuss potential litigation pursuant to RCW 42.30.110(1)(i) and review performance of a public employee pursuant to RCW 42.30.110(1)(g) for a duration of approximately 35 minutes, reconvening at 5:45 p.m.

The executive session ended at 5:45 p.m.

ADJOURNMENT

Having no further business to come before the board, Commissioner Lindquist moved for adjournment. The motion passed, and the October 10, 2023, meeting was adjourned at 5:45 p.m.

ATTEST

Joe Lindquist, President

Corrin Hamburg, Secretary

Andrew Miller, Vice President

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

October 17, 2023

The meeting was held in person and virtually via Zoom.

Commissioners Appearing: Joe Lindquist, Andrew Miller, Corrin Hamburg

Appearing In-Person: George Sidhu, Brian Henshaw, Nick Semrau, Mike Fox, Mark Handzlik, Kathy White, Kevin Tate, Alistair Boudreaux, Kathie DeCelles, Sam Shipp, Jay Sedivy, Ryan Anderson, Mark Semrau, and Gary Braaten.

Appearing Remotely: An anonymous participant

CALL TO ORDER

Commissioner Lindquist called the work session to order at 4:30 p.m.

2023 BUDGET REVIEW

- Operations
- Engineering
- Capital Improvement Plan

The next budget work session is on October 24, 2023, at 2:30 p.m. The regular board meeting will follow the work session at 4:30 p.m.

ADJOURNMENT

With no further business to come before the Board, the work session was adjourned at 6:03 p.m.

ATTEST

Joe Lindquist, President

Corrin Hamburg, Secretary

Andrew Miller, Vice President

As of October 17, 2023

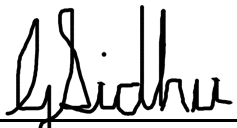
No. 3105

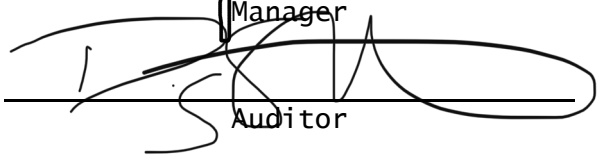
We, the undersigned Board of Commissioners of Public Utility District No. 1 of Skagit County, Washington, do hereby certify that the merchandise and /or services hereinafter specified have been received and are hereby approved for payment in the amount of \$768,589.66 this 17th day of October, 2023.

The total is comprised of the following:

Accounts Payable voucher No. from 27531 through 27605 in the amount of \$419,986.77, Electronic Funds Transfer in the amount of \$348,602.89. Payroll Electronic Funds Transfers and checks No. through in the amount of \$0.00.

Attest:



Manager


Auditor

President

Vice - President

Secretary

Date: 10/16/2023

Page - 1

Voucher	Claimant	Amount
27531	A-1 MOBILE LOCK & KEY	293.22
27532	ADT COMMERCIAL LLC	670.48
27533	ALL BATTERY SALES AND SERVICE	201.23
27534	ARYANNA JOINER	70.26
27535	ASSOCIATED EARTH SCIENCES INC	828.58
27536 - EDI	BANNER BANK	853.65
27537	BERG VAULT CO OF WA INC	38.19
27538	BHC CONSULTANTS, LLC	10,387.59
27539	BN BUILDERS	756.37
27540	BROCK CLEMENTS	3,500.00
27541	BUILDERS EXCHANGE OF	100.00
27542	BURLINGTON CHAMBER OF COMMERCE	550.00
27543	CAROLLO ENGINEERS INC	43,346.32
27544	CHRISTOPHER J HILL	92.82
27545	CITY OF ANACORTES	18,340.00
27546	CITY OF MOUNT VERNON	450.00
27547	COASTAL FARM & HOME SUPPLY LLC	51.13
27548	COMCAST BUSINESS	118.57
27549	CORE & MAIN LP	4,617.55
27550	CRYSTAL SPRINGS	110.46
27551	DAVIS COOK	80.20
27552	DAWN TINSLEY	159.86
27553	DELL MARKETING L.P.	3,122.45
27554	DHM RESEARCH	30,800.00
27555	DYNES RACING	198.58
27556	E&E LUMBER INC	62.67

Voucher	Claimant	Amount
27557	ELISABETH BOYLE	1.15
27558 - EDI	EMPLOYMENT SECURITY DEPARTMENT	7,787.66
27559 - EDI	EMPLOYMENT SECURITY DEPARTMENT	8,117.70
27560	ENDURIS WASHINGTON	250.00
27561	ENTERPRISE FM TRUST	58,718.50
27562	EUROFINS EATON ANALYTICAL LLC	2,050.00
27563	EXPERIAN INFORMATION SOLUTIONS	361.56
27564	HD FOWLER COMPANY INC	17,712.60
27565	HISTORICAL RESEARCH ASSC INC	810.00
27566	THE HOSE SHOP INC	907.50
27567	KAYE- SMITH ENTERPRISES INC	12,515.40
27568	KAYLA ROBINSON	72.42
27569	KENT D BRUCE CO LLC	871.98
27570	KENNETH ATCHLEY	225.00
27571	KYLIA HANG	81.45
27572	LAZY J FARMS	258.51
27573	LINDE GAS & EQUIPMENT INC	1,913.69
27574	LOOMIS ARMORED US LLC	227.54
27575	LUIS CALIX	71.68
27576	MARGARET MILLER	22.81
27577	MILES SAND & GRAVEL	1,801.74
27578	MOBILE MERCHANDISERS, INC	3,500.00
27579	N C MACHINERY CO	1,774.17
27580	AUTO VALUE	30.32
27581	ODP BUSINESS SOLUTIONS, LLC	15.49
27582	ORKIN LLC	241.06
27583	PLATT ELECTRIC SUPPLY	4,459.31
27584	PURE NELIDA FARM	528.60
27585	PURMS JOINT SELF INS FUND	164,361.65
27586	QCC QUALITY CONTROLS CORP	1,353.00
27587	ROBERT HALF MANAGEMENT	3,280.00
27588	SAMUEL MCFARLAND	158.88
27589	SANDRA HUGHES	93.39
27590	SEAN SUTLIFFE	1.17
27591	SEMRAU ENG & SURVEYING PLLC	4,982.50
27592	SKAGIT FARMERS SUPPLY	298.27
27593	STATE AUDITOR'S OFFICE	2,580.68
27594	STOWE'S SHOES & CLOTHING	212.27
27595	SUPERHAWK TRUCK ACCS INC	4,512.33
27596	VALLEY FENCE	1,058.85
27597 - EDI	WA STATE DEPT OF LABOR &	18,742.22
27598	WA STATE DEPT OF LABOR &	149.00
27599 - EDI	WA STATE DEPT OF RETIREMENT	156,549.53
27600 - EDI	WA STATE DEPT OF REVENUE	156,438.85
27601	WASHINGTON PUD ASSOCIATION	5,281.00
27602	ASTOUND BUSINESS SOLUTIONS LLC	2,393.97
27603	WILBUR-ELLIS HOLDINGS II INC	675.80
27604	WILLIAM SWIGART	225.00
27605 - EDI	ZIPLY FIBER	113.28

Voucher	Claimant	Amount
---------	----------	--------

768,589.66



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

October 24, 2023

MEMORANDUM

TO: Board of Commissioners

FROM: George Sidhu, PE, General Manager

SUBJECT: Resolution 2300-23 Approving the Transfer of Ownership of the Fidalgo Island Water System to the City of Anacortes, Including Amendments Thereto - *Action*

Requested Action:

Approve Resolution 2300-23 Approving the Transfer of Ownership of the Fidalgo Island Water System to the City of Anacortes, and authorize general manager to sign First Amendment to the Fidalgo Island Water System Asset Transfer and Improvement Agreement.

Background:

The PUD and the city of Anacortes (Anacortes or City) have been working for nearly four years to transfer ownership of the Fidalgo Island Water System (FIWS) to the city. The proximity of the FIWS to other retail service areas of the Anacortes water system will improve maintenance and emergency response times while resulting in economic and water service-related efficiencies in the continued operation, maintenance, and improvement of the FIWS.

On March 5, 2020, an informational open house was hosted by the PUD and Anacortes to discuss the potential transfer of FIWS ownership to the city. The intent of the open house was to provide information to customers and then address the potential transfer during open public meetings to solicit further conversation. Due to COVID-19, the comment process was interrupted for several months. However, at the PUD’s board meeting on September 8, 2020, there was a public comment period for customers and the public. In addition, customers were encouraged by a public notice to provide their comments via email. Seven emails were received, which resulted in a mixed response of support and opposition for the potential transfer. With over 700 customers on the FIWS, the few comments received did not change the path of working with the city on developing a transfer agreement.

On September 22, 2020, the PUD board authorized the general manager to work with Anacortes to develop an agreement to transfer the FIWS from the District to the city. At its regular meeting on July 27, 2021, the PUD board approved a transfer agreement. At a regular council meeting on August 9, 2021, the Anacortes City Council approved the same transfer agreement. The transfer agreement was fully executed on September 1, 2021.

Over the last two years, the PUD and the city have been working together to prepare for the water system transfer. The PUD has completed the required capital improvement projects, the city has been inspecting the water system to satisfy the contingency provisions of the transfer agreement, and the closing documents are ready for signature. During the contingency period, it was discovered that the presence of utility easements for PUD waterlines outside of county rights of way, may not have been well established and recorded for thirty properties. Clarification and clear establishment of these easements is proposed to be resolved after transfer of the FIWS as described in the attached amendment

to the transfer agreement.

This resolution approves the amendment to the agreement and authorizes the General Manager to complete the transfer of ownership. Upon approval of this resolution, the General Manager will coordinate with the city to execute the amendment and closing documents to finalize the transfer.

Fiscal Impact:

A capital budget of \$1,650,000 was established in 2022 to complete the capital improvement obligations of the transfer. To date the PUD's cost related to these projects is \$884,598.88. Remaining obligations require the PUD to establish clear easements for the properties listed in the first amendment to the agreement. Costs for these acquisitions will come from operational budgets with those exceeding the General Manager's spending authority brought before the commission for approval.

- Enclosures:
1. [Resolution 2300-23 Fidalgo Transfer](#)
 2. [Anacortes - Fidalgo - Transfer Agreement Amendment](#)

RESOLUTION NO. 2300-23

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON, APPROVING THE TRANSFER OF OWNERSHIP OF THE FIDALGO ISLAND WATER SYSTEM TO THE CITY OF ANACORTES

WHEREAS, the District is a municipal corporation formed in 1936 as part of Washington Public Utility District law to own and operate water systems in Skagit County, including the cities of Mount Vernon, Burlington, and Sedro Woolley, and

WHEREAS, the District is the largest water purveyor in Skagit County, serving potable water to more than 26,000 customers and 80,000 people using a network of over 650 miles of pipeline, reservoirs, and pump stations, and

WHEREAS, the District owns a water distribution system that serves approximately 759 customers located in an unincorporated area of Skagit County on Fidalgo Island, named the "Fidalgo Island Water System" or "FIWS," and

WHEREAS, the District has a water supply agreement to purchase water from the city of Anacortes to provide to the FIWS customers, and

WHEREAS, due to the proximity of the FIWS to the retail service areas of the Anacortes water system and the city's continued provision of water supply to the FIWS under the supply agreement, the parties have determined that transferring the ownership of the FIWS to Anacortes will improve maintenance and emergency response times while resulting in economic and water service-related efficiencies in the continued operation, maintenance, and improvement of the FIWS, and

WHEREAS, the District approved the form of the Fidalgo Island Water System Asset Transfer and Improvement Agreement between the city of Anacortes and the District through Resolution 2287-21 on August 24, 2021, and the District and the city of Anacortes executed this agreement on September 1, 2021, and

WHEREAS, a mutually agreeable closing date for the transfer has been established to be on or around October 25, 2023, the city of Anacortes has completed to the city's satisfaction all inspections and reviews of the FIWS, and all agreements and conditions required by the agreement prior to closing have been performed or complied with by the District, and

WHEREAS, an amendment to the Fidalgo Island Water System Asset Transfer and Improvement Agreement has been proposed to establish procedures for the resolution of outstanding easements after the closing date, and

WHEREAS, the best interests of the District, the ratepayers in the FIWS service area, and of the public health, safety, and welfare are served by the District completing the transfer of the FIWS to the city of Anacortes.

NOW, THEREFORE, BE IT RESOLVED, that the District approves the form of the First Amendment to the Fidalgo Island Water System Asset Transfer and Improvement Agreement between the city of Anacortes and the District, attached as Exhibit A

(“Amendment”). The Recitals in Section 3 of the Amendment are true and correct.

BE IT FURTHER RESOLVED, that this resolution authorizes the General Manager and all appropriate officers, agents, and representatives of the District to take any further action necessary or advisable to implement this resolution and complete the transfer of ownership of the FIWS to the city of Anacortes. All actions taken consistent with the terms of this resolution and in furtherance of the Agreement as amended are ratified and confirmed in all respects.

ADOPTED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular meeting held this 24th day of October 2023.

Joe Lindquist, President

Andrew Miller, Vice President

ATTEST

Corrin Hamburg, Secretary

**FIRST AMENDMENT TO
THE FIDALGO ISLAND WATER SYSTEM
ASSET TRANSFER AND IMPROVEMENT AGREEMENT**

1. AGREEMENT

This First Amendment to Fidalgo Island Water System Asset Transfer and Improvement Agreement (“Amendment”) amends the Fidalgo Island Water System Asset Transfer and Improvement Agreement, last dated September 1, 2021 (together with this Amendment, “Agreement”) is entered into as of the date of the last signature below (“Effective Date”) by and between the City of Anacortes, Washington (“City”), and Public Utility District No. 1 of Skagit County, Washington (“District”) (each a “Party” and collectively the “Parties” to this Amendment). The Parties agree as follows.

2. AGREEMENT AMENDED

The Agreement is amended as set forth in this Amendment. Capitalized terms used in this Amendment and not defined in this Amendment have the meanings provided in the Agreement.

3. RECITALS

3.1 Pursuant to the Agreement, the Parties approved the terms and conditions of: (i) the transfer of a water distribution system that currently serves approximately 759 customers located in an unincorporated area of Skagit County on Fidalgo Island and associated real and personal property, contracts and intangibles (defined in the Agreement as “Fidalgo Island Water System” or “FIWS”) from the District to the City; and (ii) the District’s construction of certain improvements to the FIWS (defined in the Agreement as “FIWS Improvements”).

3.2 Section 3.4 of the Agreement provides, among other terms, Closing of the FIWS transfer “... will occur on a date mutually acceptable to the parties after completion by the District and acceptance by the City of the FIWS Improvements....”

3.3 Section 3.5.2 of the Agreement provides as a contingency to Closing that “The City will have completed to the City’s satisfaction, all inspections and reviews of the FIWS as the City desires.”

3.4 The FIWS Improvements have been completed and the Parties desire to proceed to Closing; however, upon further inspection of the FIWS, the Parties have discovered certain rights to property that must be resolved, which are more particularly defined in Section 4 of this Amendment (“Outstanding Easements”).

3.5 The Parties have determined that the Outstanding Easements shall be resolved after Closing, and this amendment provides for the terms and conditions of the acquisition, transfer and distribution of costs related to the Outstanding Easements.

4. AMENDMENT

Section 3.1 of the Agreement is amended to add the following section:

3.1.10 Outstanding Easements. After Closing, the District will timely pursue and obtain the Outstanding Easements (defined below) from the respective owners of real property thereto and for the benefit of the City and/or its real property in a form or forms acceptable to the City. The City will cooperate with the District in pursuing and obtaining the Outstanding Easements. The District will pay, if required, the fair market value of the Outstanding Easements, including all transaction costs (e.g., outside counsel and reasonable third-party attorneys’ fees and recording fees). The Parties anticipate the District has prescriptive easement rights to some or all of the Outstanding Easements, the fair market value of which would be zero. Any dispute between the Parties regarding the fair market value of an Outstanding Easement will be resolved in accordance with Section 5.1 (Mutual Cooperation Process). Costs and expenses incurred in excess of the fair market value of any Outstanding Easement (e.g., costs and expenses associated with any proceeding in eminent domain to obtain an Outstanding Easement) will be shared equally between the Parties. It is the intent of the Parties that all Outstanding Easements will be obtained by December 31, 2024. For purposes of this Section 3.1.10, “Outstanding Easements” means sufficient rights and interests over, under, along, across, upon and through real property necessary for purposes of installing, maintaining and operating certain portions of the FIWS on the parcels of property with the following Auditor File Numbers:

AFN:
P20183
P20195
P65202
P65203
P65204
P65205
P73184
P73187
P73188
P73177
P73176
P73373
P73174
P77767
P77768
P68473
P68472
P68470
P68469
P68468
P68466

P68464
P68463
P68462
P68461
P68459
P68458
P68457
P68465
P20498

5. NO OTHER CHANGES

Except as expressly provided by this Amendment, all terms and conditions of the Agreement remain unchanged and in full force and effect. To the extent any of the terms or conditions of the Agreement conflict with any of the terms or conditions of this Amendment, this Amendment controls.

This Amendment is executed by each Party as set forth below:

City of Anacortes

Public Utility District No. 1 of Skagit County

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____



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

October 24, 2023

MEMORANDUM

TO: Board of Commissioners
FROM: George Sidhu, P.E., General Manager
SUBJECT: DHM Research Customer Satisfaction Survey Results - *Discussion*

Requested Action:
Discussion only.

Background:

The communication goal in the 2018 to 2022 Strategic Plan aimed to “strengthen our provision for high-quality customer service.” One of the action steps to help meet that objective was to implement a regular customer service survey. In September 2019, Skagit PUD contracted with DHM Research to field a baseline survey on PUD customer satisfaction and experience. The findings provided insights that helped shape communication efforts with our customers.

During the COVID-19 pandemic, however, the district chose not to conduct follow-up surveys due to the ongoing health crisis.

The 2023 to 2028 Strategic Plan re-established the goal of maintaining a commitment to providing high-quality customer service. The plan called for the district to “conduct regular evaluations of customer satisfaction and adapt to changing needs.”

In September 2023, we again contracted with DHM Research to measure PUD customer satisfaction and assess any changes to attitudes or awareness.

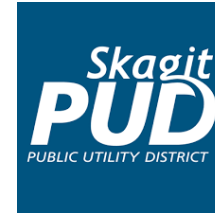
DHM fielded a hybrid customer satisfaction survey on September 20. DHM did a random sampling of 400 residential customers, similar to the 2019 baseline survey. Participants were contacted by landline, cell phone, email, and SMS message. The margin of error was +/-4.9%. Quotas were set by age and gender to ensure a representative sample. The survey length was 35 questions.

The results and analysis of that survey are included in the agenda packet.

Fiscal Impact:

The customer satisfaction survey was included in the 2023 budget. No additional fiscal impact at this time.

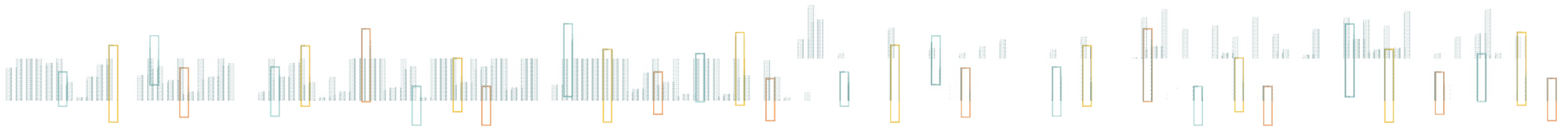
Enclosures: 1. [Skagit PUD Customer Survey Presentation](#)



Skagit Public Utility District Customer Survey

Presentation: October 2023

Survey: September 2023



Research purpose

- Assess customer satisfaction with Skagit PUD drinking water services
- Gauge awareness of conservation programs and identify helpful approaches to promote conservation
- Identify communications preferences and billing preferences
- Compare results to 2019 survey findings to track changes over time



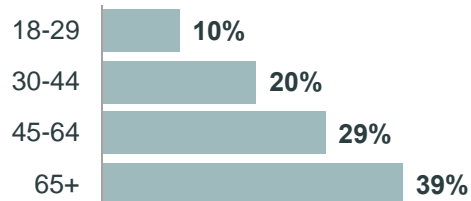
Methodology

- Hybrid survey of N=400 Skagit Public Utility District residential customers
 - Landline respondents contacted by a live interviewer
 - Text-to-online respondents provided with a link to complete a survey online
- Conducted September 20–26, 2023; 12 minutes to complete
- Quotas set by age and gender to ensure a representative sample
- Margin of error $\pm 4.9\%$
- Due to rounding, some totals may differ by ± 1 from the sum of separate responses

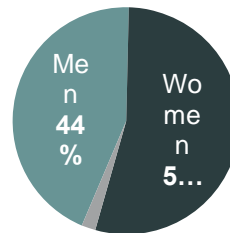


Demographic breakdown of survey respondents Skagit PUD Residential Customers

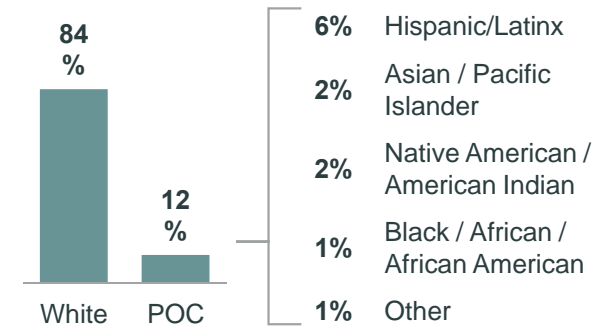
AGE



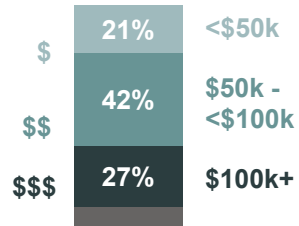
GENDER



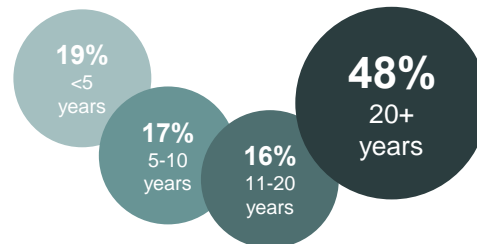
RACE / ETHNICITY



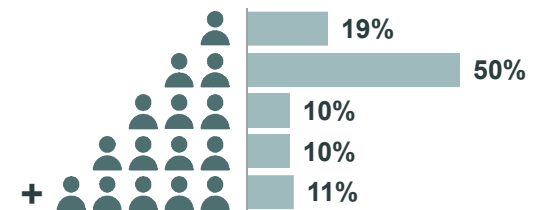
INCOME



YEARS IN COUNTY



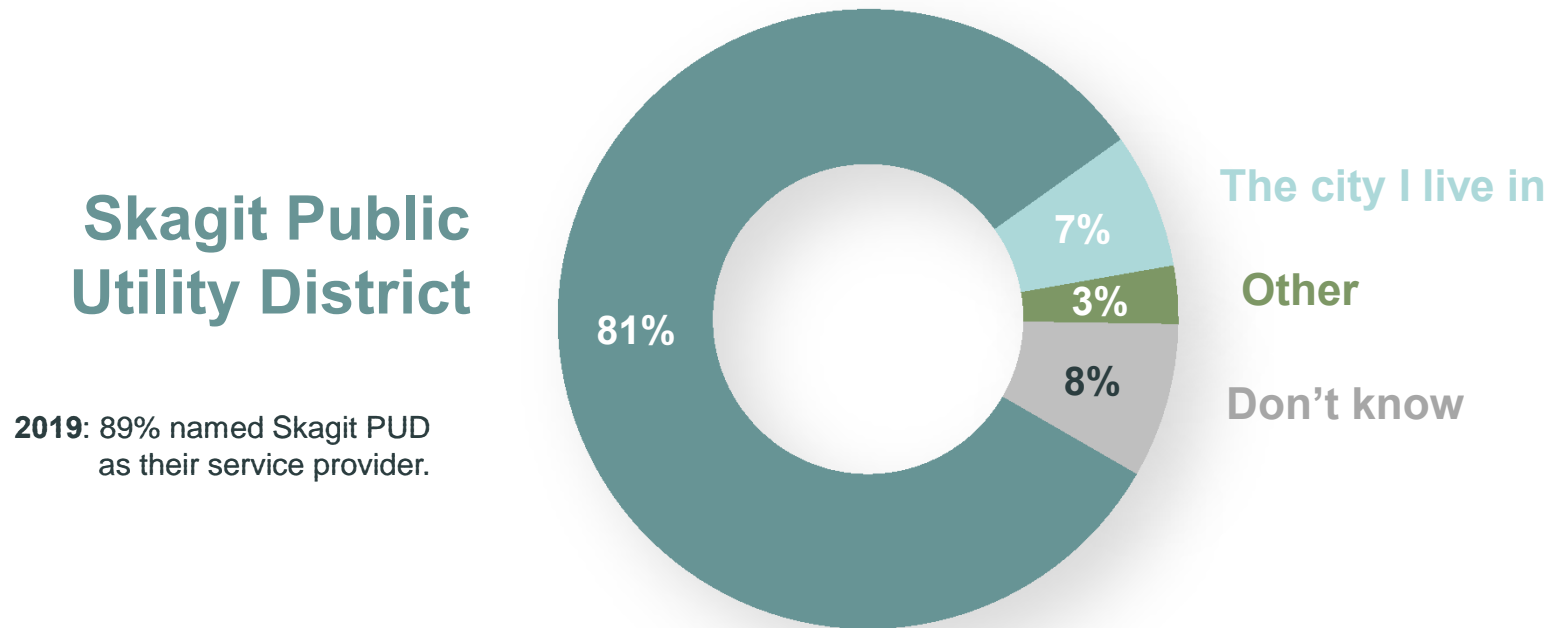
OF PEOPLE IN HOUSEHOLD



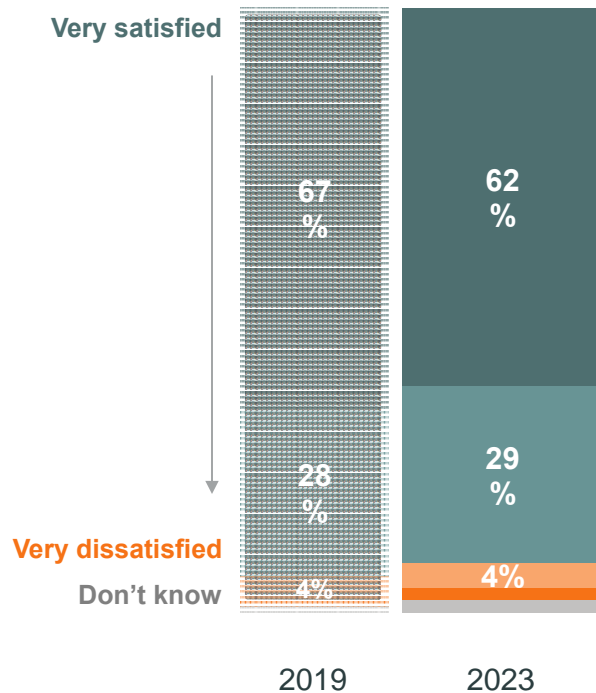
Awareness & overall satisfaction



Over 4 in 5 residential customers name Skagit PUD as their drinking water service provider. Awareness remains high.



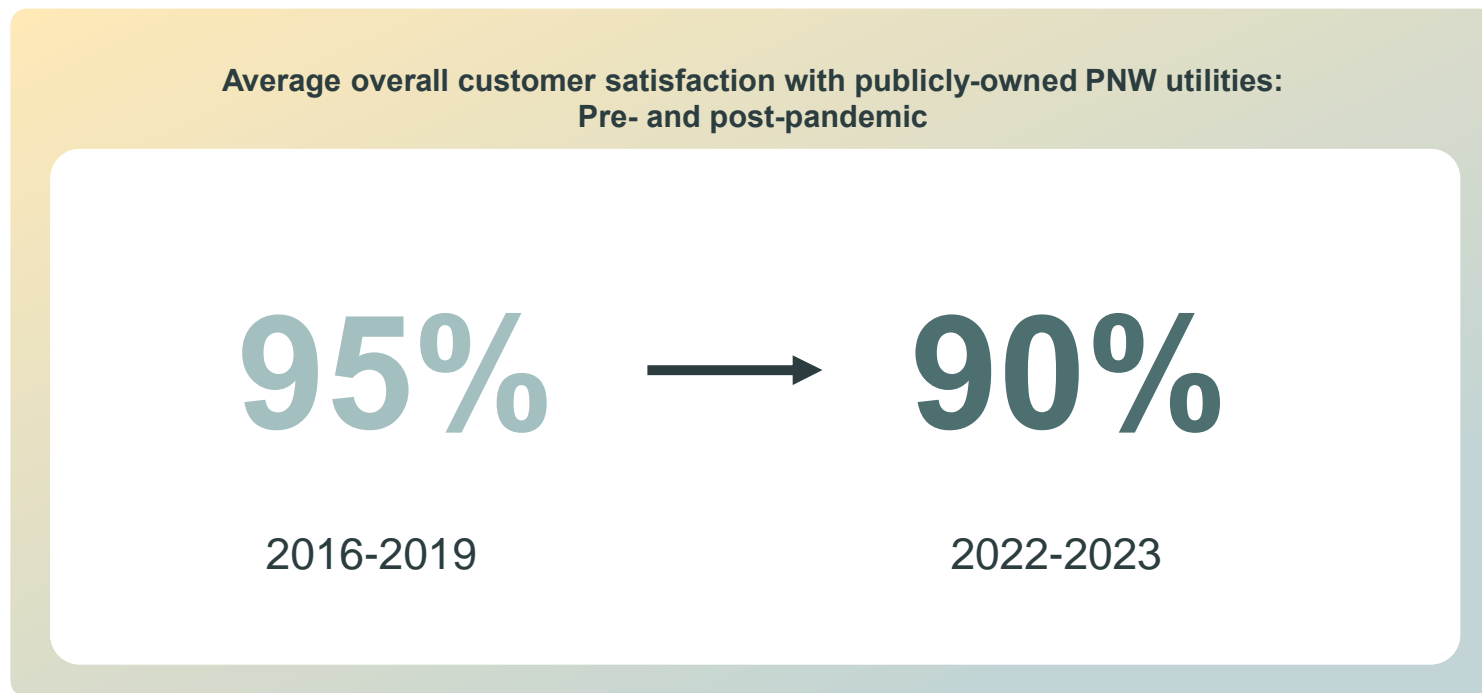
Customers remain highly satisfied with the overall service Skagit PUD provides, with 3 in 5 saying they are *very satisfied*.



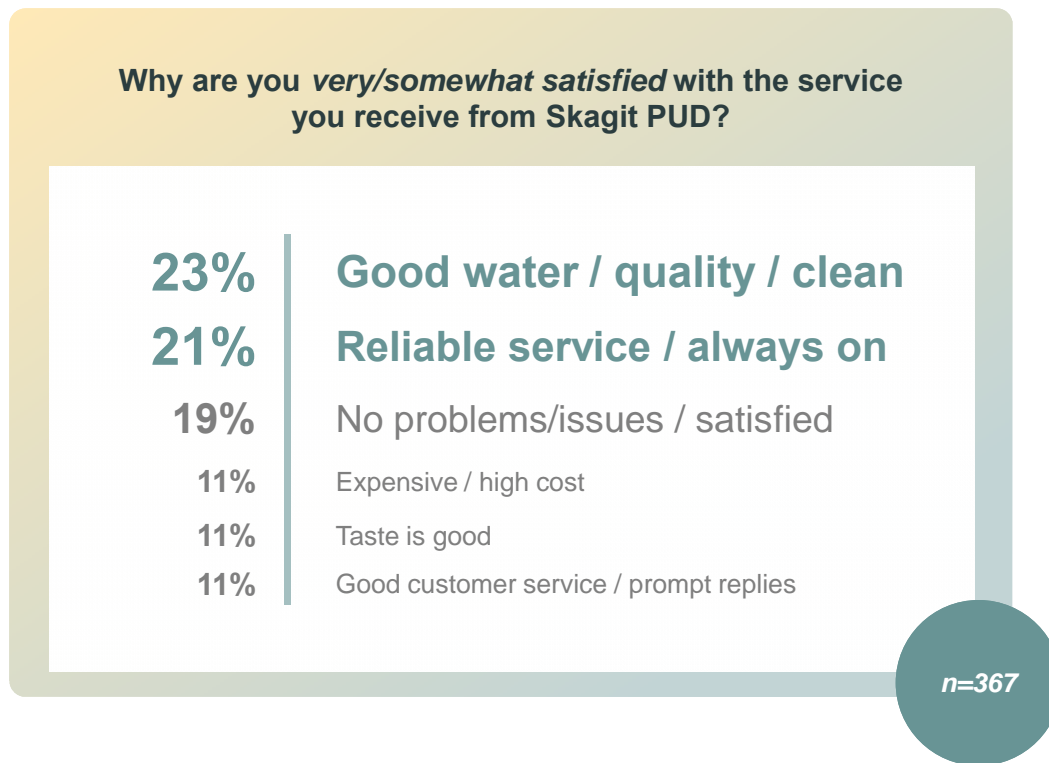
95% → 92%

Are **very/somewhat satisfied** with their drinking water service

The slight decrease in overall satisfaction with Skagit PUD is consistent with other utility survey findings in the region.



Good quality water and reliable service are top cited reasons for satisfaction among customers.



“We have high quality drinking water with very few problems ever”

“Judy reservoir is some of the best water out there. Active forest management in the surrounding area has absolutely no adverse affects on the water quality.”

“I've called about questions, and everyone is very nice there. Also, I've never had a problem with my water!”

The small minority of customers who are dissatisfied with their service most often point to expensive rates and poor tasting water.

Why are you *very/somewhat dissatisfied* with the service you receive from Skagit PUD?

- 35%** Expensive / high cost
- 27%** Taste is not good / chlorine / smell
- 21%** Taste is not good
- 17%** Need to filter the water / poor quality
- 13%** Poor customer service
- 5%** Issues with online bill pay

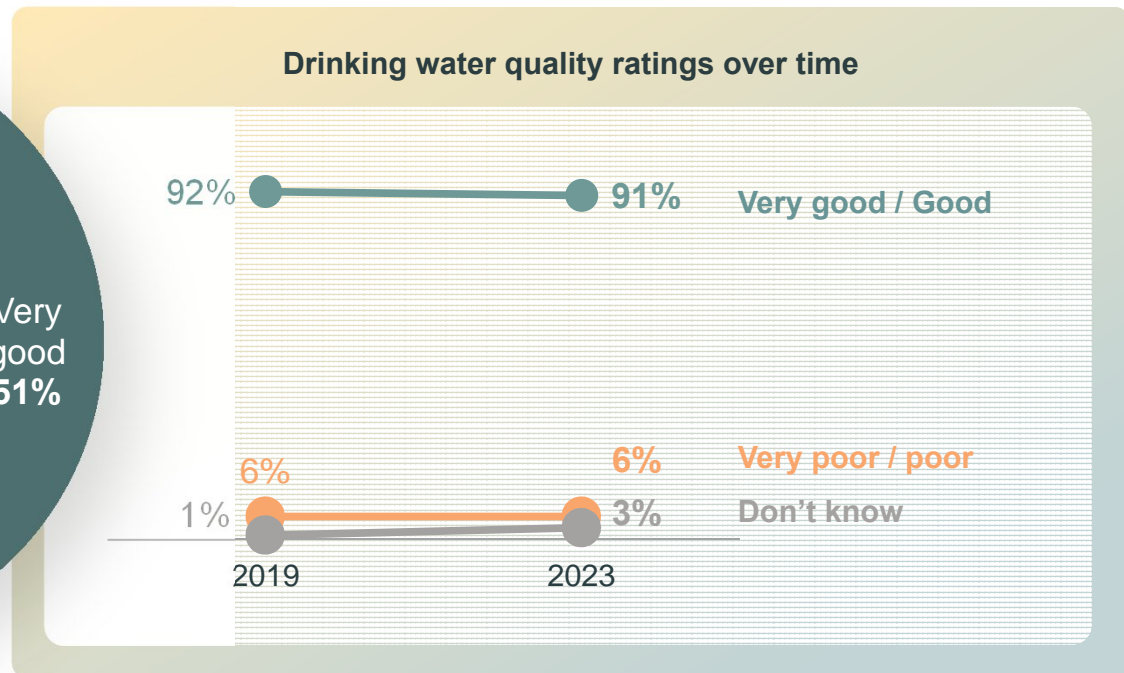
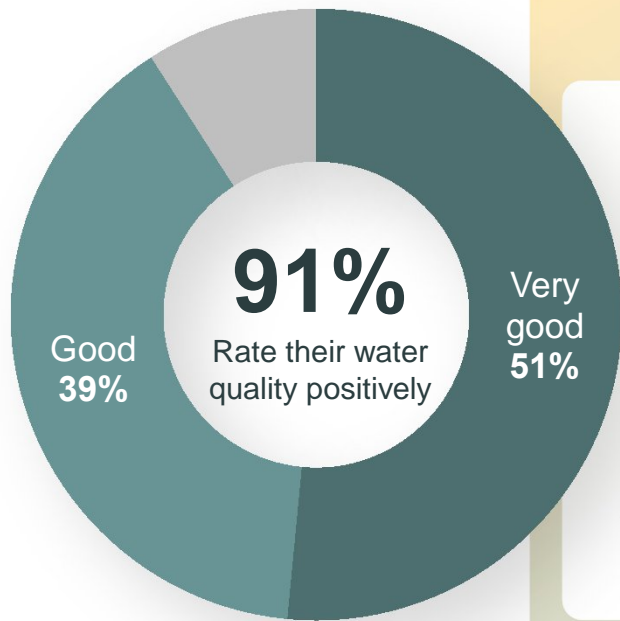
n=23

“Price is too much and the time to pay bill is too short.”

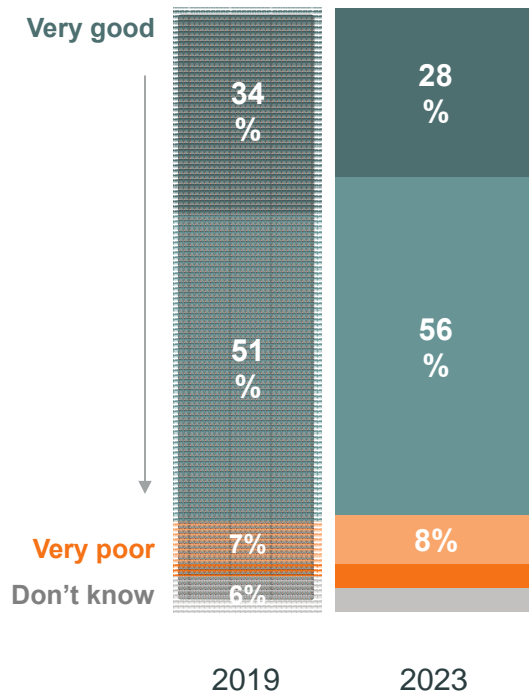
“Over charging for what you get.”

“The water taste like it has chlorine in it.”

Customers are overwhelmingly positive about the quality of their drinking water, with high ratings comparable to 2019.



Taking into consideration what they pay, customers rate the overall value of Skagit's service positively, although strength of positivity is slightly lower than in 2019.



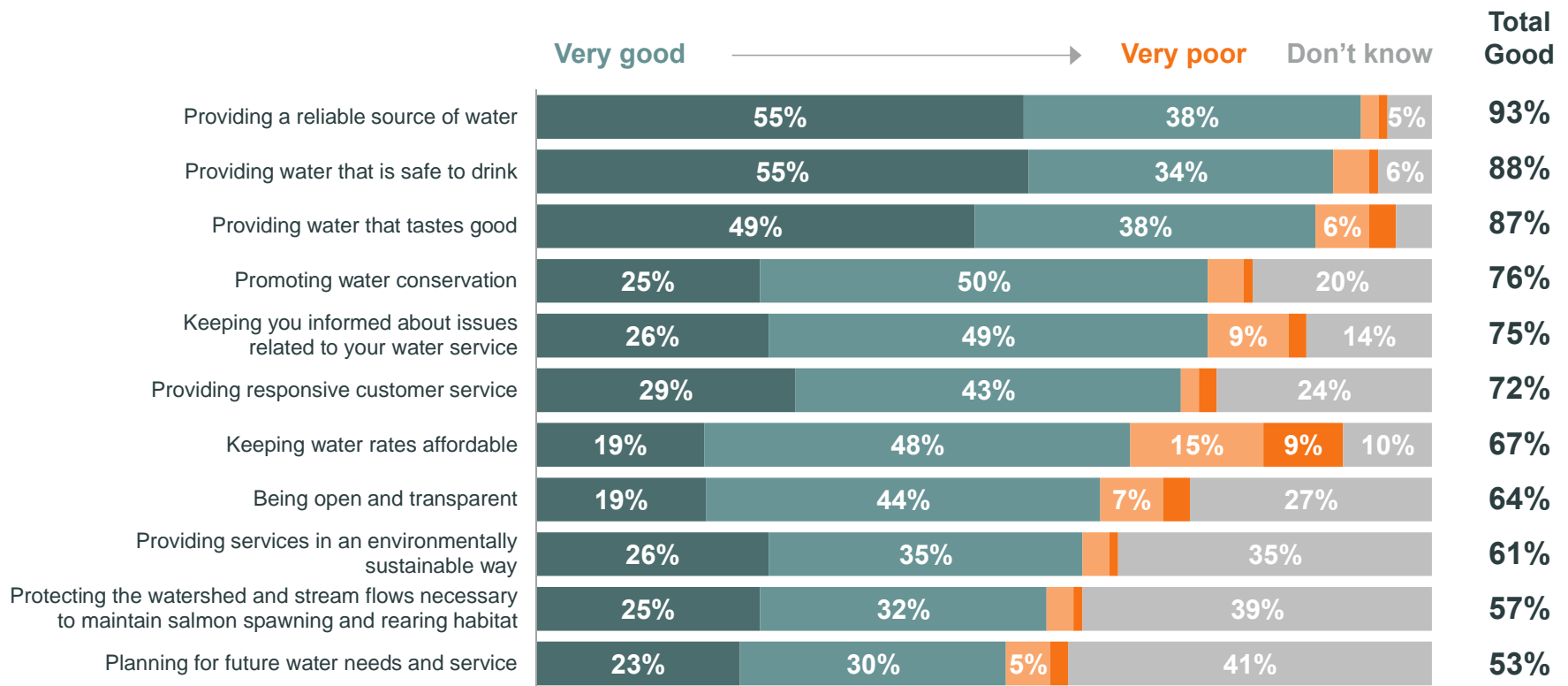
85% → 84%

Rate the overall value of service from Skagit PUD as very good / good

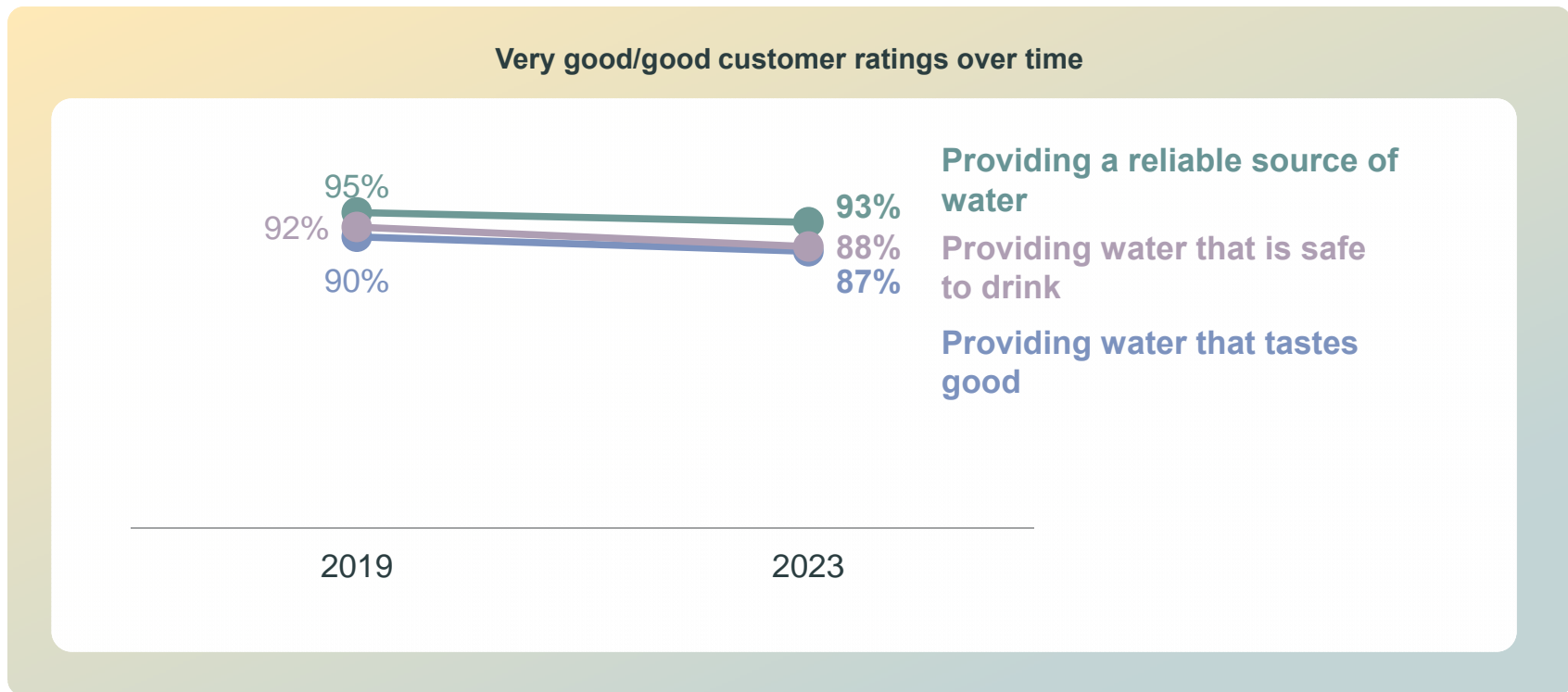
Perceptions of key services



Skagit PUD continues to excel in its core services: providing a reliable source of water that is safe to drink and tastes good.



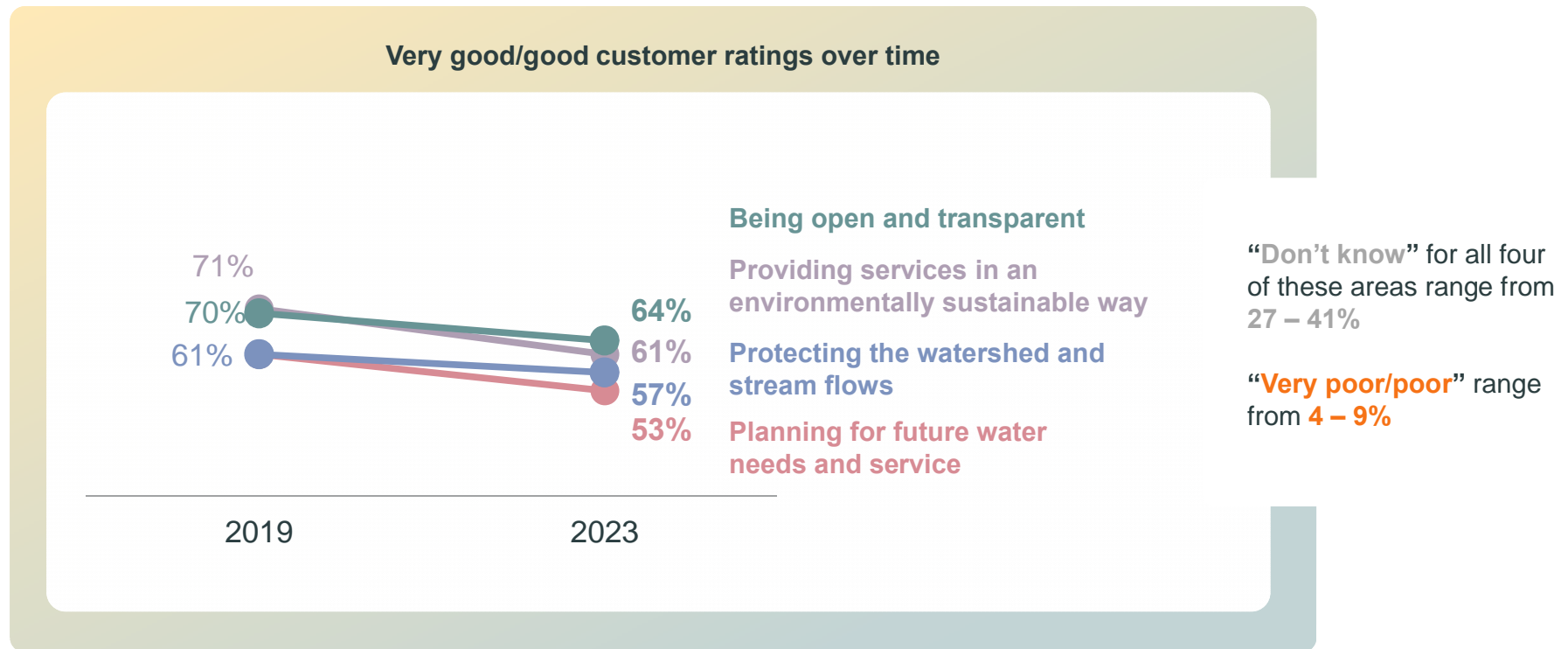
High ratings in these core service areas have held steady compared to 2019.



Customers also rate other service areas positively, providing only slightly lower ratings than in 2019.



Transparency, environmental sustainability, watershed protection, and future planning receive lower marks, though this is driven more by lack of awareness.



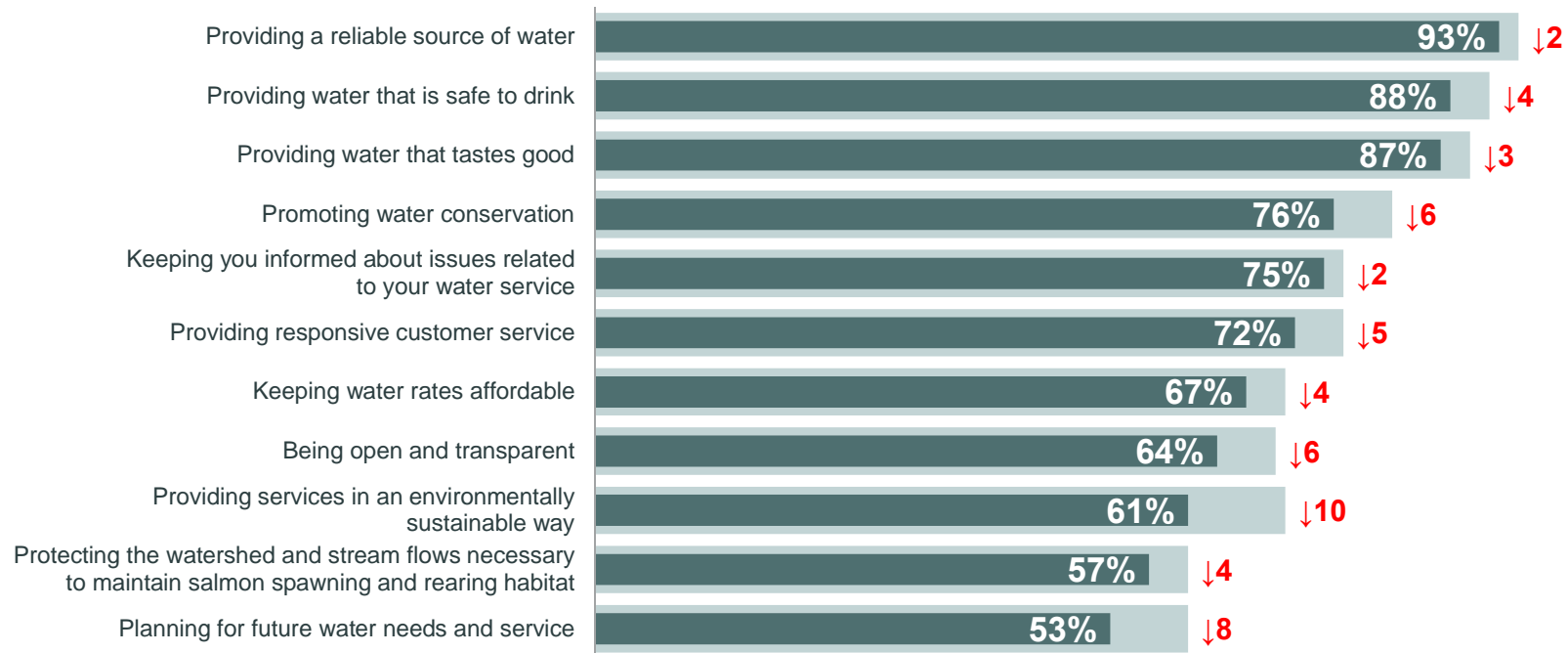
Younger customers and women are the most likely to be unaware of these services.

% "Don't know"

Service area	Age			Gender	
	18-44	45-64	65+	Men	Women
Planning for future water needs and service	47%	40%	39%	31%	48%
Providing services in an environmentally sustainable way	36%	35%	35%	29%	39%
Protecting the watershed and stream flows necessary to maintain salmon spawning and rearing habitat	47%	37%	35%	34%	43%
Being open and transparent	31%	31%	20%	19%	33%

Despite a slight dip in favorable ratings across the board, customers rate all aspects of service positively. Bigger decreases are seen in environmental sustainability efforts and planning for future water needs.

Very good / good ratings over time: 2023 vs 2019



Next steps

- **Continue providing high-quality core services.** Customers are highly satisfied when it comes to Skagit PUD's ability to provide a reliable source of safe and high-quality drinking water.
- **Work to improve satisfaction in other areas by raising awareness.** Lower satisfaction in other areas—namely in openness and transparency, providing environmentally sustainable services, protecting watersheds and streamflow, and future planning—is driven less by negative ratings and more by lower rates of awareness.
- **Address growing concerns about affordability of rates.** This is the one area where negative ratings have grown considerably since 2019. Consider billing or payment assistance offerings and programs. Also, when communicating about costs, emphasize the value received for the cost of services. Highlighting much-prized services can mitigate concerns about cost.



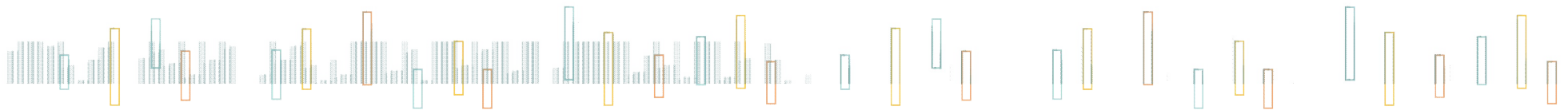


John Horvick
jhorvick@dhmresearch.com

Tony Iaccarino
tiaccarino@dhmresearch.com

Kara Krnacik
kkrnacik@dhmresearch.com

David Phan
dphan@dhmresearch.com





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

October 24, 2023

MEMORANDUM

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

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

SUBJECT: Review of PUD SP&P # 3016, *Safety Training & Occupational Health Screening Plan*

Requested Action:

For information only.

Background:

Safety Practice & Procedure (SP&P) #3016 was created to ensure compliance with appropriate Washington Administrative Codes (WAC), Revised Codes of Washington (RCW), and other regulations. It also ensures the PUD has a relevant safety training and occupational health screening plan that ensures proper training and competence in crucial safety skills and ensure the health of employees exposed to workplace hazards. The goal of this SP&P is to clearly collect the baseline training and occupational health screening requirements for our employees in one place.

SP&Ps do not require the approval of the Board for implementation, but it is presented here for their comments.

Fiscal Impact:

There are no adverse financial impacts expected as a result of adopting this SP&P.

- Enclosures:
1. [SPP 3016 Occupational Safety Training & Screening](#)
 2. [\(A\) Matrix](#)
 3. [\(B\) Safety Orientation Acknowledgement](#)
 4. [\(C\) Safe Driving Acknowledgment](#)
 5. [\(D\) LOTO Verification](#)
 6. [\(E\) Training Roster](#)



District Safety Training & Occupational Health Screening Plan Safety Practice & Procedure #3016

Purpose

This Safety Practice and Procedure (SP&P) outlines the guidance and management of the core safety orientation and safety training competencies as they apply to District employees. It also serves to assist the District with a plan to administer the participation of employees in occupational health screenings.

The District has evaluated its safety training and occupational health screening needs for regulatory requirements, industry best practices, relevance, and resource requirements. The District's training and screening needs frequently evolve and change to match the demands of operations and changing regulatory requirements.

This SP&P ensures compliance with appropriate Washington Administrative Codes (WAC), Revised Codes of Washington (RCW), and other regulations. It also ensures the District has a relevant safety training and occupational health screening plan, and it provides the District with a plan to ensure proper training and competence in crucial safety skills and ensure the health of employees exposed to workplace hazards.

Responsibilities

The District assigns responsibility to employees, managers, and the overall organization to achieve agency-wide competence. Sharing the responsibility ensures the success of the training and occupational health screening program.

The District shall:

- Assign responsibility for the safety training and occupational screening program to the Safety and Risk Coordinator. This role includes the administration of all required classes and relevant occupational health screenings, assistance to managers and supervisors with the administration of their on-the-job training programs; and
- Documenting and provide a tracking mechanism for all required subject-specific training and screenings listed in this plan. The safety and risk coordinator shall use this program and any reports it produces to satisfy the document retention requirements legally required, to assist managers and supervisors in understanding the competencies of their employees, and to help inform District decisions about training resources; and

- Assign responsibility for completing courses and following the guidance learned to each employee and their supervisor to ensure their employees have the appropriate training to complete their work; and
- Provide all financing and logistical support for employee safety training and occupational health screenings covered by this SP&P.

The District shall not be responsible for providing direct administrative support for the educational activities of its employees. For example, this SP&P does not address the initial examination and continuing education requirements for individual certifications such as professional engineer (PE), certified safety professional (CSP), Washington State Waterworks certifications (WDM, WTPO, CCS), or similar professional competencies.

Supervisors and managers must:

- Help ensure their employees have the time needed to complete training and screening requirements; and
- Pass on and reinforce training information, including notices from the safety and risk coordinator regarding training and screening requirements; and
- Coordinate their employees with on-the-job training for skills and specialized equipment that is specific to the work their group performs, such as:
 - ✓ Specialized technology needed to perform work (field work technology, use of office equipment, etc.)
 - ✓ Specialized tools such as excavating equipment, trailers, etc.
 - ✓ Tools specific to a skillset such as welding equipment, metering technology, etc.
- Work with the safety and risk coordinator to ensure employees get the proper training and screenings when required.

District employees:

- Must comply with all training requirements, including notices from supervisors and managers; and
- Are encouraged to provide constructive feedback to the safety coordinator regarding training and screening; and
- Must notify supervisors and managers of their inability to complete training as assigned; and
- Should apply what they learn from training and screening to their work practices; and
- Are responsible for the administration and upkeep of personal certifications and competencies not covered by this SP&P.

Safety Training and Occupational Health Screening Matrix

A matrix that details District employees' safety and health competencies has been developed. This matrix is provided in Attachment (A) and includes training required for all staff and training required for specific positions.

1. Safety and Health Orientation for All Personnel

All employees must have a basic understanding of the safety programs designed to protect them. Training for these topics can be in-person or computer-based training options. The following topics, at a minimum, must be discussed or trained with all newly hired District employees within the first five workdays. Documentation of orientation must be recorded using the Employee Safety Orientation Acknowledgement form, which is included as Attachment (B). Topics include, but are not limited to:

- Basic emergency response. WAC 296-24-567 (2) (d) requires all employees to be oriented to their essential emergency response responsibilities during fires, earthquakes, and other emergencies.
- Drug and alcohol abuse prevention. WAC 296-800-11025 requires employees to be oriented to the District's drug and alcohol abuse prevention policies.
- Incident reporting. WAC 296-800-32025 requires employees to be oriented to the District's incident reporting and investigation policies and practices.
- Asbestos awareness. WAC 296-62-07722 (6) requires all District employees to be oriented to the presence of asbestos-containing materials (ACM) in District buildings and facilities. This orientation must discuss the health effects of asbestos, locations of confirmed ACM and potential asbestos-containing materials (PACM) in the District, recognition of deterioration of ACM and PACM, requirements to not disturb ACM and PACM, and the notification process to potential asbestos exposure. Employees must refresh this training annually.
- Motor vehicle safety. WAC 296-865-20005 requires the District to orient new employees expected to drive as part of their official duties. This orientation requires acknowledgment using the Safe Vehicle Use Acknowledgement, which is included as Attachment (C). All employees expected to drive District vehicles must also provide a copy of their valid driver's license.
- Personal protective equipment (PPE) hazard assessment. WAC 296-800-160 requires the District to conduct and record a hazard assessment for PPE for new employees within 90 days of hire. This assessment does not usually need to be repeated. Employees must also be trained how to use the PPE issued to them before use.
- An orientation specifically addressing the hazards of the water treatment plant, visitor check-in and check-out, and employee actions in emergencies.

2. Job Specific safety and health training

District employees may require training in addition to orientation and onboarding described in the previous section. The District can train employees on these topics in person or by delivering computer-based training options. As much as possible, employees must receive training on the topics in this section before they are assigned work. Topics include but are not limited to:

- Emergency washing equipment awareness and use. WAC 296-800-15030 and WAC 296-901-14016 (1) require this training for employees who work with chemical quantities and types listed in applicable regulations or as dictated by the safety data sheet (SDS) guidelines. Typically, this training does not need to be refreshed.
- Fire extinguisher use. WAC 296-800-30025 requires all employees who work in a District facility where fire extinguishers are provided to be trained in their use. This training must cover the hazards and techniques in using an extinguisher in incipient stage firefighting and the general principles of fire extinguisher use. This training must be provided initially and refreshed annually.
- Bloodborne pathogen exposure and prevention plan. WAC 296-823-12005 requires that the District provide this training to employees who could reasonably be expected to encounter potentially infectious materials (PIM) at work. This training is also necessary for employees trained in first aid and CPR. Employees must refresh this training annually.
- Heat injury prevention. WAC 296-62-09560 requires training employees who are expected to encounter workplace temperatures and workwear situations at or exceeding those in the following table:

Outdoor temperature action levels	
Nonbreathing clothes, including vapor barrier clothing or PPE such as chemical resistant suits (Tyvek)	52° F
All other clothing	80° F

This training must address the District's heat stress program including environmental factors affecting heat stress, importance of considering/removing articles of PPE that prevent cooling, importance of frequent consumption of small quantities of water, the concept of and process of acclimatization, the use of cool-down rest periods, the District's use of shade and air conditioning to reduce body temperature, close observation of employees for signs and symptoms of heat illness, and first aid treatment for heat illness. Employees must refresh this training annually.

- Wildfire smoke illness prevention. WAC 296-307-09825 requires employees expected to work outdoors to be trained before beginning outdoor work when the air quality index (AQI) is higher than 69. In the District's work area, this usually coincides with AQI levels increasing in the summer when wildfires tend to affect air

quality. This training must address the health effects and symptoms of wildfire smoke exposure, the right to obtain medical treatment without fear of reprisal, the contents of the WAC regulation and District's accident prevention plan relevant to wildfire smoke, how employees can obtain the current AQI, the importance of reporting illnesses and injuries caused by workplace wildfire smoke exposure, the District's plan for preventing wildfire smoke exposures, the benefits and limitations of using voluntary and mandatory forms of respiratory protection, the provisions of the District respiratory protection program as it pertains to wildfire smoke, and the first aid measures and emergency responses to employee injuries caused by wildfire smoke exposures. Employees are required to refresh this training on an annual basis.

- Globally harmonized system (GHS) hazardous communications. WAC 296-901-14016 and WAC 296-800-18010 require that employees expected to work with chemicals with a hazard identified on a safety data sheet (SDS) be trained before beginning such work. This training must inform employees where chemicals are used or stored, the hazards of the chemical, GHS labeling requirements, the District's written HAZCOM program, and the appropriate hazard controls. This training does not usually need to be refreshed.
- Hazardous noise and hearing conservation. WAC 296-817-20020 requires all employees exposed to noise levels of 85 dB (TWA8) or more to be trained regarding the effects of noise on hearing; the noise controls used at the District; the purpose and effectiveness of hearing protectors; instructions regarding the use and care of hearing protectors; the purpose and background of annual hearing testing; and the employee's right to access their audiometric testing records. Employees must refresh this training annually.
- Fall protection. WAC 296-155-24621 requires this training for employees performing maintenance or construction tasks more than 10 feet off the ground; or using personal fall arrest or restraint devices. This training does not usually need to be refreshed.
- Railroad right-of-way safety training (BNSF). 49 CFR 243 requires employees within 25 feet of active railroad facilities to complete special training. Burlington Northern and Santa Fe (BNSF) hosts this training in an online format. Employees must refresh this training annually.

3. Technical safety training

The District must train employees in the topics in the following section before they begin work in the environments or conditions requiring a specific safety competency.

- Confined space entry. WAC 296-809-40002 requires the District to train all employees who will perform work requiring entry into a confined space or to perform as a member of an entry team. This training must cover the roles and responsibilities of entrants. Specifically, training must address the hazards of a permit-required confined space, the practices used to control confined space hazards, the use of a

written permit process, and the dangers of attempting unauthorized entry rescue. This training does not usually need to be refreshed.

- First aid and CPR. WAC 296-800-150005 requires employees who work at a distance from a basic life support service response agency to be trained in basic first aid and CPR. All District employees who work in the field will be trained in these skills. A trainer will typically deliver this training following the most recent curriculum of the American Heart Association, American Red Cross, or other recognized agencies. Typically, Trainers will provide this course in a hands-on class and skills evaluation. Employees must refresh this training before the skill's certification cycle ends – usually every two (2) years.
- Control of hazardous energy (LOTO). WAC 296-803-60005 requires the District to train employees who perform maintenance on and install systems, processes, and devices that could release hazardous energy. This training does not usually need to be refreshed. However, WAC 296-803-700 requires a documented annual check of a qualified employee's process for controlling hazardous energy by another competent person. The LOTO Annual Evaluation form shall be used and is included as Attachment D.
- Asbestos cement (AC) pipe work procedures. WAC 296-62-07722 requires the District to train employees who will perform Class III work on AC water pipes. The initial training must be an 8-hour course with a hands-on demonstration of approved work procedures and personal protective equipment (PPE). Employees must refresh the training annually. Completion of this training authorizes District employees to work on ACM under the following conditions only:
 - ✓ The asbestos-containing material (ACM) is part of the water distribution system (a pipe, a valve can, etc.), and
 - ✓ The material does not have a damaged area exceeding one (1) linear foot, and
 - ✓ The amount of ACM involved (removed, disturbed) does not exceed three (3) linear or three (3) square feet, and
 - ✓ The work methods used have been evaluated as part of a negative exposure assessment (NEA) conducted by the District, the Pacific Northwest Chapter of the American Water Works Association (AWWA), or by another entity using the same methods to complete work on AC pipe that demonstrated released asbestos fibers do not exceed the permissible exposure limit (PEL) of 0.1 fibers/cc3 of air on an 8-hour time-weighted average (TWA8) and do not exceed the 30-minute excursion limit of 1.0 fibers/cc3 of air, and

- ✓ The methods used must follow the latest and most protective measures promoted by the AWWA and the techniques taught according to the curriculum of the Washington Environmental Training Center (WETRC).

If the proposed work does not meet all the requirements above, District employees must not be permitted to perform the job. Instead, the District must contract this type of work to vendors possessing the asbestos worker and supervisor training and certifications required by L&I.

- Silica safe work practices. WAC 296-840 requires the District to provide employees with training that communicates the hazards of breathable silica dust. The training must cover what a covered activity is under the silica rules, defines an exposure, specifies the control methods the District uses, defines the respiratory protection required to protect employees from breathable silica dust, and defines the medical surveillance employees have a right to receive. The District must give this training before employees are exposed to breathable silica dust, even if engineered or other controls control the dust. This training typically does not need to be refreshed.
- Forklift operator certification. WAC 296-863-60010 requires employees who operate any powered industrial truck (PIT), such as a forklift or tractor used for lifting, to have a qualified trainer evaluate their operation skills. This training and skills evaluation must be refreshed every three (3) years.
- Crane operator certification. WAC 296-155-53300 requires all employees who operate the boom truck or other cranes to be trained and a qualified and certified person to evaluate their operating skills before using the equipment. The District shall use only trainers certified by the National Commission for the Certification of Crane Operators (NCCCO). Employees must refresh this training before the skill's certification cycle ends – usually every five (5) years.
- Rigging and signaling certification. WAC 296-155-53306 and WAC 296-155-53302 require the District to train employees who will work under a slung load from a boom truck or other covered lifting device. This training is also required for employees who will provide signaling to a crane operator. The District shall use only trainers certified by the National Commission for the Certification of Crane Operators (NCCCO). Employees must refresh this training before the skill's certification cycle ends – usually every five (5) years.
- Flagger certification. WAC 296-155-305 (6) and Chapter 6E-01 of the Manual on Uniform Traffic Control Devices (MUTCD) require the District to train employees who perform flagger duties. The training must evaluate the employee's ability to communicate clearly, use devices (paddles and flags) to provide directions to traffic, and the ability to apply traffic control practices. Employees must refresh this training and skills evaluation every three (3) years.

- Trenching and excavation safety. WAC 296-155-655 requires competency training for all employees who are expected to make excavations or work within excavations. This training shall include covering state laws and District policies governing one-call location services and location marking practices, soil analysis, proper benching and sloping technique, and the use of mechanical shoring. This training can be conducted formally or as on-the-job training. Employees must complete this training at least initially. This training typically does not need to be refreshed.
- Respiratory protection training. WAC 296-842-16005 requires the District to provide training and to employees who must wear respiratory protection. Respiratory protection training must be conducted annually and refreshed every five (5) years.
- Process safety management (PSM). WAC 296-67-025 requires the District to train employees who will work with and respond to issues involving chlorine gas at the water treatment plant. This training must be given and cover all subjects listed in WAC 296-67-021 upon assignment to the water treatment plant. Employees must refresh this training every three (3) years.
- Hazardous waste operations (HAZWOPER) at the first responder level (8-hour). WAC 296-843-20020 requires employees who will respond to a chlorine gas release at the water treatment plant to have 8 hours of training at the first responder level. A qualified instructor must deliver this training – usually certified by the National Response Center, EPA, or Washington State Fire Marshal’s Office. Employees must complete this training initially and refresh it annually.

4. Emergency preparedness training

Federal Emergency Management Agency (FEMA) requires entities and agencies who request state or federal-level financial and other resources in response to declared emergencies to participate in training governed by the National Incident Management System (NIMS). The District must train certain employees to ensure that the District can respond effectively to internal emergencies and to effectively work alongside other responding agencies during regional responses. The specific District positions and corresponding IS courses are listed in the current District Emergency Response Plan. None of these courses needs to be refreshed.

- IS-100, Introduction to the Incident Command System.
- IS-200, Basic Incident Command System for Initial Response
- IS-700, National Incident Management System, an Introduction
- IS-800, National Response Framework, and Introduction
- ICS-300, Intermediate ICS for Expanding Incidents

- ICS-400, Advanced ICS for Command and General Staff – Complex Incidents

Occupational Health Screening

Some workplace exposures require initial and periodic screening to evaluate the effects of specific hazards on District employees. The following are generally the occupational health screenings provided by the District to its employees:

- Respirator medical evaluations and respirator fitting. WAC 296-842-15005 requires the District to provide a fit test for employees who must wear respirators before use. A trained in-house employee may complete fit testing using a qualitative method, or the District may send employees to a vendor. The District must also provide covered employees with medical evaluations before respirator use. A licensed vendor must give medical evaluations for respirator use. Employees must repeat fit tests annually, and employees must repeat medical evaluations every five (5) years.
- Hearing testing. WAC 296-817-100 requires the District to provide hearing testing to employees covered by the hearing conservation program. Covered employees must undergo a baseline hearing test within 30 days of assigned duties exposing them to hazardous noise and repeat the test annually. All test results shall be provided to a state-certified audiologist for evaluation and determination of any STS. Employees who are reassigned to positions where no hazardous noise exposure occurs and who do not demonstrate an STS may be disenrolled from the hearing conservation program upon the evaluation of a state-certified audiologist. Disenrolled employees no longer require annual hearing tests.

On-the job Training

Training for the topics in this section must take place before the employee is assigned to use the skills or work with the hazards the training is intended to address and tends to be much more informal than more broadly distributed training. This type of training should be documented and must be performed before an employee engages in using the skills and equipment covered by the training. The best method for recording and ensuring this type of training occurs using a work group-specific checklist with supervisors ensuring completion. Typically, this type of training is reserved for special skills and equipment and can include:

- Heavy equipment operation. Applicable equipment includes loaders, backhoes, dump beds, vacuum truck assemblies, asphalt laying equipment, hot asphalt sealing, and similar equipment.
- Tools and small equipment. Riding lawnmowers, weed eaters, chain saws, aerial lifts, ladders, hot saws, pavement saws, trenchless excavation techniques and equipment, and similar skills and equipment.

Recordkeeping

Training records shall include rosters, completion certificates, curricula, presentations, and other pertinent documents. Training shall be recorded on a Safety Training and Meeting Roster, provided as Attachment E unless it is already recorded elsewhere using another format.

Training records shall be maintained for all District employees 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 paper format in the employee record or electronic form in the District’s shared computer drives.

Occupational screening documents are considered protected medical information. The District shall maintain such records for the entire period of the subject employee’s period of employment plus thirty (30) years. These documents shall be kept either in printed form in a secure place protected by at least one key and one custodian; or in the District’s electronic repository with strict limitations of access for users. Typically, the District will grant access to records of this type to the general manager, HR manager, safety and risk coordinator, or designees of those roles.

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

Safety Training Occupational Health Screening Matrix Attachment (A)



Complete this training or occupational health screening requirement

Training Frequency	Initial	Initial	Initial	Initial	Annual	Annual	Annual	Initial	Annual	Initial	2 Years	Initial	Annual	Initial	3 years	5 Years	5 years	3 Years	Initial	Initial	Annual	Initial	Annual	Initial	Initial	Initial	Initial	Annual	Annual		
	Safety Orientation	GHS Hazard Communications	Fire Extinguisher	Bloodborne Pathogen prevention	Heat Injury Prevention	Wildfire Smoke Safety	Hearing Conservation	Fall Protection	Railroad Right-of-Way Safety (RRSF)	Confined Space Entry	First Aid and CPR	Control of hazardous energy (LOTO)	Asbestos cement (AC) pipe work	Silica safe work practices	Forklift Operator	Crane Operator	Rigging and Signaling	Flagger	Trenching and Excavation Safety	Respiratory Protection Training	Process safety management (PSM)	Emergency Washing Equipment	HAZWOPER (8 hour)	IS-100, IS-200, IS-700, and IS-800	ICS-300	ICS-400	PPE Hazard Assessment	Respirator Assessment	Hearing Testing		
All Employees	•	•																													
After-Hours Responders					•	•	•		•	•	•	•	•	•	•	•	•	•	•											•	
Maintenance Workers					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•												•
Distribution Workers					•	•	•	•	•	•	•	•							•												•
Meter Technicians					•	•	•		•	•	•	•							•												•
Flushing Technicians					•	•	•		•		•	•							•												•
Storekeepers					•	•	•				•				•	•	•														•
WTP Operators					•	•	•	•	•	•	•	•								•	•	•	•						•	•	
Electricians					•	•	•	•	•	•	•	•	•						•												•
Water Quality Techs					•	•	•		•		•								•												•
Locators					•	•	•	•	•		•								•												•
Surveyors					•	•	•	•	•		•								•												•
Mechanics					•	•	•	•	•		•	•			•	•	•	•													•
CDL drivers			•																												
First Aid Trained				•																											
Work Outdoors					•	•																									
Work Within 25' of RR									•																						
Inspectors					•	•	•	•		•	•	•								•											•
Cut/Drill Asphalt/Concrete													•																		
Recorded Hearing Loss							•																								•
IT Staff								•																							
Managers/Supervisors (as directed)																							•	•	•						



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



Safe Vehicle Use Acknowledgement

Safe Driving Requirement. I acknowledge that I must operate any vehicle or equipment used on District business in a safe, responsible manner and in compliance with the law and the District’s current policy. I will use vehicles on District business only as authorized. I will follow all applicable rules and requirements. I understand that I may be subject to District disciplinary procedures for improper use of any District vehicle or equipment.

Physical Condition. I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify my supervisor immediately.

Motor Vehicle License. I am licensed to drive. I will promptly notify my supervisor/manager if my license is suspended, revoked or expires. I will provide a copy of my current driver’s license to the District.

Accidents and Traffic Citations. I shall report any accident involving a vehicle I am operating on District business *immediately* to the safety coordinator and my manager or supervisor and will call 911 if the accident occurs off District property, or if there is an injury involved. I will also complete all required forms promptly, accurately and completely. I will report any traffic citation or parking ticket I receive while using a District vehicle to my supervisor as soon as is practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while driving a District vehicle.

District Insurance. I have been informed that any authorized driver of a District vehicle is covered by District insurance, but that it will not cover a driver who intentionally causes injury or damage.

Employment. I understand that my employment may be contingent upon my ability to legally operate a motor vehicle for District business as outlined in my job description.

I have read and fully understand the provisions of the District’s current motor vehicle safety policies.

Print Name / Department

Signature / Date

Return completed and signed form to:
Attn: HR Manager



Supervisor & Employee Lockout/Tagout Annual Evaluation Form

Supervisor's Name _____ Employee's name _____

Signature _____ Signature _____

Evaluation Date ____ / ____ / ____ Location _____

Equipment or system being worked on:

Process being evaluated: M A. Water System Tagout
 M B. Mechanical or Electrical Lockout and Tagout
 M C. Mechanical or Electrical Tagout Only
 M D. Energized Work

A. Water System Tagout (Limited to water distribution system and auxiliary fittings only)

- A1. Yes M No M Were all sources of hydraulic (water) and pneumatic (air) pressure secured?
 A2. Yes M No M N/A M Are valves and fittings covered or otherwise protected from being energized?
 A3. Yes M No M Are valve keys and tools removed from valves and fittings to prevent others from energizing them?
 A4. Yes M No M Has pressure been relieved and allowed to continually bleed while work is being done?
 A5. Yes M No M N/A M If possible, is a tagout device in place on the valve or fitting?
 A6. Yes M No M Was the pre-work safety checklist (JHA) form properly used to detail the process used to prevent the release of hazardous energy from the water system?
 A7. Yes M No M Did the employee(s) follow the procedure, including evaluating the presence of blow-by pressure?

B. Mechanical or Electrical Lockout and Tagout

- B1. Yes M No M Were all the energy sources locked out?
 B2. Yes M No M The employee has his/her own lock(s) on.
 B3. Yes M No M Key on the employee?
 B4. Yes M No M Using the assigned lock?
 B5. Yes M No M Tag properly filled out and in place?
 B6. Yes M No M N/A M Was the procedure form properly filled out, if needed?
 Attach copy of written lockout procedure if required.
 B7. Yes M No M Did the employee(s) follow the procedure, including evaluating the presence of stored energy?

C. Mechanical or Electrical Tagout Only (Use a tag without locks only if it is impossible to install a lock)

- C1. Yes M No M Was a tag on the control?
 C2. Yes M No M Was there something supplementing the tag to prevent energizing?
 C3. Yes M No M Was a work order put in to change the controls so they can be locked out?

D. Energized Work (Only to be used if the work cannot be done with the energy sources locked out, which is rare)

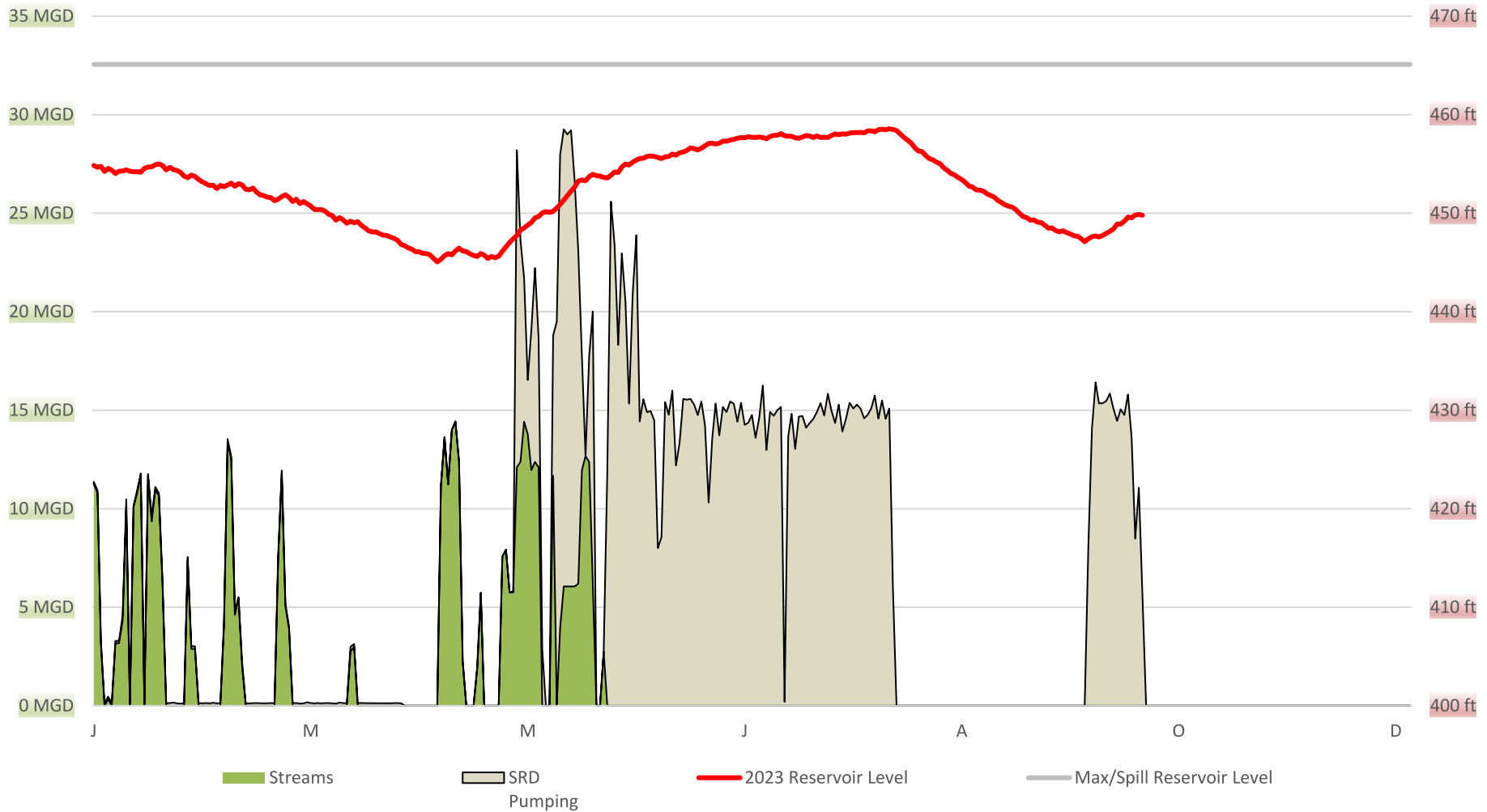
- D1. Yes M No M Were unnecessary energy sources locked out?
 D2. Yes M No M Were the energy levels as low as possible?
 D3. Yes M No M Were tools or personal protective equipment used to keep employee safe?
 D4. Yes M No M Was a qualified person at the control of the energized source?

Yes M No M Was the overall procedure correct? (All applicable questions must be answered yes) If no, list the areas in need of improvement

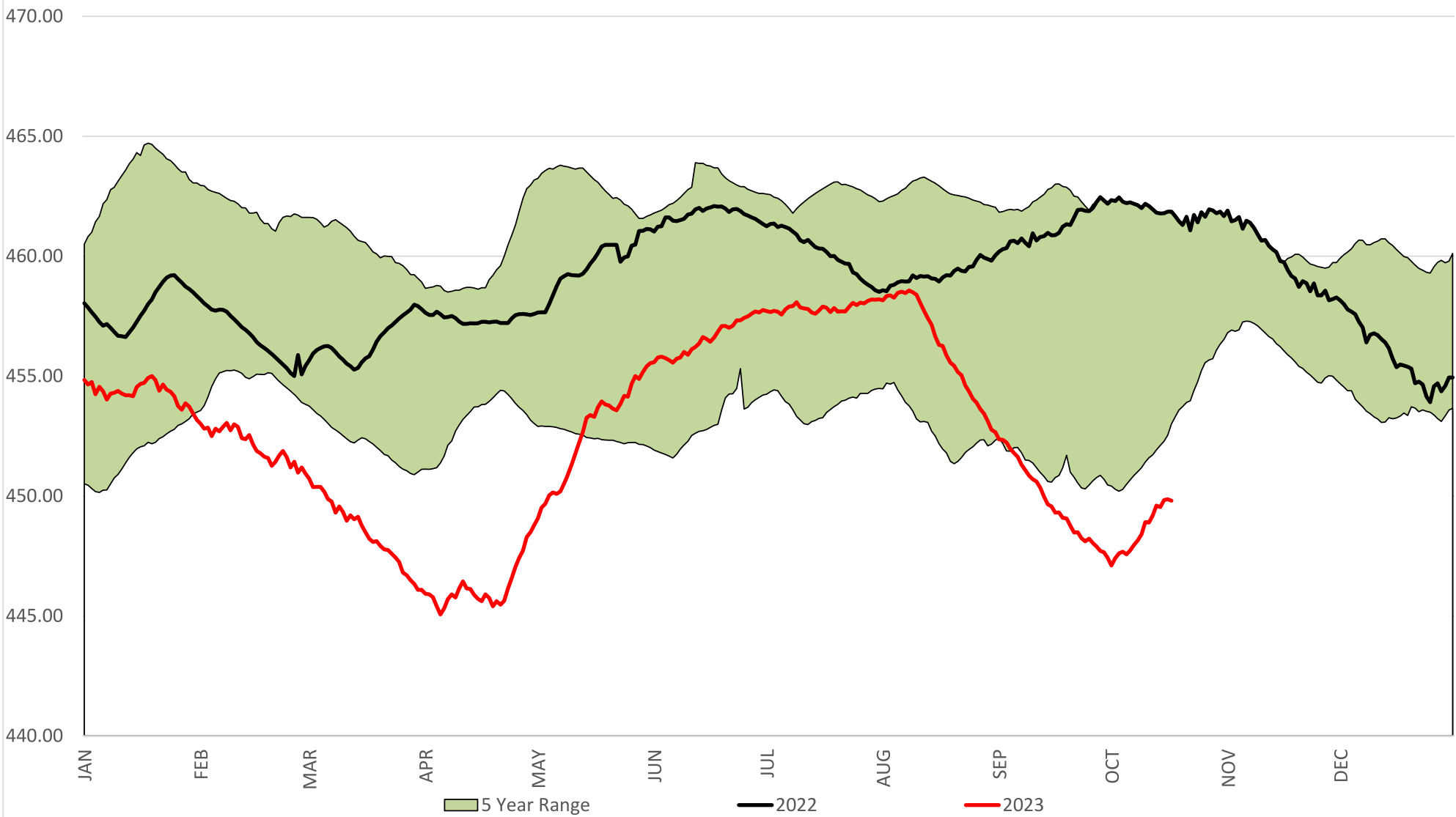
Actions taken

2023 Judy Reservoir Inflows & Elevation

October 11 Elevation:	448.91 (ft)
October 18 Elevation:	449.80 (ft)
Change in Elevation:	<u>0.89</u> (+ 10.7 Inches)
Spillway Elevation:	465.10
Stream Inflow YTD:	511.34 MG
Skagit River YTD:	<u>1663.87 MG</u>



5-YEAR JUDY RESERVOIR ELEVATIONS



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

	Current Month	YTD 2022	YTD 2023	Percent Change	Budget 2023	Budget to Actual %
Beginning Reserves		\$ 39,489,323	\$ 45,308,643	15%		
Revenues						
Residential & Multi-family	\$ 2,031,906	\$ 15,527,269	\$ 17,097,702	10%	\$ 16,502,594	104%
Comm. Gov't & Agriculture	\$ 818,721	5,214,476	6,099,578	17%	5,515,120	111%
Resale	\$ 34,296	130,795	165,103	26%	163,695	101%
Irrigation	\$ 131,467	559,939	687,847	23%	660,324	104%
Water Sales	\$ 3,016,390	\$ 21,432,479	\$ 24,050,230	12%	\$ 22,841,733	105%
Other Water Sales	\$ 216,435	499,658	712,976	43%	360,272	198%
Non-operating Revenue	\$ 169,813	312,508 (a)	1,579,737	406%	402,806	392%
Work & Service Orders	\$ 20,922	665,070 (b)	308,375	-54%	562,503	55%
System Development Fees	\$ 123,168	791,610 (b)	703,907	-11%	750,000	94%
Total Revenues	\$ 3,546,728	\$ 23,701,324	\$ 27,355,225	15%	\$ 24,917,314	110%
Operating Expenses						
Salary/Wages/Benefits	\$ 1,257,454	7,447,548	7,983,278	7%	8,855,051	90%
WTP - Water, Power, Chem.	\$ 85,320	1,054,322 (c)	1,113,752	6%	1,096,762	102%
Repairs & Maintenance	\$ 98,530	914,731	887,684	-3%	1,299,239	68%
Tech./SCADA/Support	\$ 42,909	521,797 (d)	634,195	22%	503,971	126%
Professional Services	\$ 16,317	176,477 (d)	200,868	14%	524,685	38%
Goods & Services	\$ 178,629	1,326,366 (e)	1,544,772	16%	1,737,380	89%
Utility & Other Taxes	\$ 156,344	1,107,336	1,228,364	11%	1,179,923	104%
Construction in Progress	\$ (66,215)	(955,415) (f)	(679,281)	-29%	(1,072,506)	63%
Total Operating Expenses	\$ 2,131,769	\$ 11,593,162	\$ 12,913,631	11%	\$ 14,124,505	91%
Capital Expenses						
Labor	\$ 74,053	720,491	896,809	24%	1,201,490	75%
Other Expenses (Equip, Inv, G&S)	\$ 1,943,272	17,946,014	11,481,005	-36%	27,298,510	42%
Capital Expenses	\$ 2,017,325	\$ 18,666,505 (f)	\$ 12,377,814	-34%	\$ 28,500,000	43%
Debt (Principal & Interest)	\$ 387,722	2,877,750	3,489,494	21%	3,489,494	100%
Total Capital & Debt Service	\$ 2,405,047	\$ 21,544,255	\$ 15,867,308	-26%	\$ 31,989,494	50%
Total Expenses	\$ 4,174,336	\$ 33,137,417	\$ 28,780,939	-13%	\$ 46,113,999	62%
Revenue Fund		\$ 27,072,295	\$ 36,591,531	35%		
Construction Fund		1,618,706				
System Development Fees		4,224,099	5,147,355	22%		
Bond & Debt Reserve		2,115,809	1,321,868	-38%		
Ending Estimated Reserves		\$ 35,030,909	\$ 43,060,754	23%		

- (a) Increase 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