

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

AGENDA
DECEMBER 12, 2023
4:30 PM

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

Join the meeting via Zoom: <https://skagitpub.zoom.us/j/87189171574?pwd=WjlCWU5UbC9lUEFhRXBza3RiclRjdz09>

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@skagitpub.org

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of Agenda 12/12/23
2. Approval of Minutes 11/28/23 Regular Meeting
3. Ratification of Vouchers 12/5/23
4. Voucher Approval 12/12/23

AUDIENCE COMMENTS

OLD BUSINESS

5. General Manager's Report
6. [Resolution 2302-23, Approving a Floating Holiday for Employees Who are Members of the District Safety Committee - Action](#)

NEW BUSINESS

7. [Recommendation to Award: Pipeline Relocation at Alger Interchange Planning, Design, and Construction Services - Action](#)
8. [2024 Updates to Resolution Establishing Positions and Salary Ranges for Non-Union Staff and Supervising Employees - Action](#)

INFORMATION

9. Monthly Budget Status - November 2023
10. 2024 Commission Meeting Schedule
11. Judy Reservoir Data Report

COMMISSIONER COMMENTS

EXECUTIVE SESSION

- *Discuss potential litigation - Per RCW 42.30.110(1)(i)(ii): Approx. 15-Minute Duration*

ADJOURNMENT

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

November 28, 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: Kevin Tate, Shannon Patiño, Nick Semrau, Pete Gilbert, Brian Henshaw, Mark Handzlik, Jay Sedivy, Ben Hansen, Sam Shipp, Mike Fox, Sharon Mataya, Bill Trueman, and Kathy White.

Participating remotely were: Courtney Shilling and Chris Shaff

Commissioner Lindquist led the Pledge of Allegiance.

CONSENT AGENDA

Commissioner Miller moved to approve the Consent Agenda for November 28, 2023, as presented.

1. Approval of Agenda 11/28/23
2. Approval of Minutes 11/14/23 Regular Meeting
3. Ratification of Voucher 11/7/23 No. 3108 (\$1,536,218.28)
Accounts Payable Voucher No. 27696 – 27777 (\$1,213,567.99)
Electronic Funds Transfer (\$99,707.34)
Payroll Electronic Funds Transfer No. 042116 – 042203 (\$222,942.95)
Ratification of Voucher 11/21/23 No. 3110 (\$1,063,588.46)
Accounts Payable Voucher No. 27841 – 27907 (\$607,855.66)
Electronic Funds Transfer (\$228,676.70)
Payroll Electronic Funds Transfer No. 042291 – M00826 (\$227,056.10)
4. Voucher Approval 11/28/23 No. 3111 (\$94,410.47)
Accounts Payable Voucher No. 27908 – 27991 (\$94,410.47)

The motion passed unanimously.

AUDIENCE COMMENTS

None.

OLD BUSINESS

5. General Manager's Report: Acting General Manager Tate provided an update on the following:
 - Progress continues to be made on the PUD Campus Replacement Project. The first vertical field package has been set, each column has been encased in concrete, and the foundation and footing walls have been poured. The concrete subfloor is anticipated to be poured this week.
 - Numerous of the Badger meter registers have failed batteries requiring meter technicians to manually collect readings while a shipment of batteries has been received. A delivery of 3,000 meters was received recently, which will help address the issue momentarily.
 - The employee holiday party is on Saturday, December 2, at Shawn O'Donnell's at the Farmhouse.
 - Acting General Manager Tate recommended canceling the Tuesday, December 26 meeting since there will be no new business items to address and several employees will be on leave.

Commissioner Lindquist entertained a motion to cancel the December 26 meeting. Hamburg moved to cancel the December 26, 2023, meeting.

The motion passed unanimously.

NEW BUSINESS

6. Resolution 2302-23, Approving a Floating Holiday for Employees Who Are Members of the District Safety Committee: Safety and Risk Coordinator Sedivy presented the proposed resolution that will award a floating holiday to employees who are members of the district safety committee after a year of service.

Commissioner Hamburg raised some questions about the committee's time commitment and participation and expressed concerns about not having a detailed requirement for time

commitment and participation in the language of the resolution. A brief discussion ensued.

Commissioners agreed to a revision to the resolution with detailed language for meeting attendance and service requirements.

No motion was made.

- 7. Judy WTP Engine Generator Replacement – Design Services Contract: Engineering Manager Handzlik explained that the current backup engine generator at the water treatment plant is undersized for current and future electrical loads and is recommending replacing the generator and contracting RH2 Engineering for the design phase of the project.

Commissioner Hamburg asked a question about the budget related to the project.

Commissioner Hamburg moved to authorize the general manager to execute a professional services contract with RH2 Engineering, Inc., in the amount of \$150,823 for design services related to the Judy Reservoir Water Treatment Plant Engine Generator Replacement.

The motion passed unanimously.

- 8. Recommendation to Award – Skagit Country Club Pipeline Replacement Project: Engineering Manager Handzlik informed the board that the project was to be completed in 2023 but was delayed for a better bidding climate. Delaying the project resulted in receiving 16 bid proposals for completing the project in 2024. Santana Trucking & Excavating, Inc., was the low bidder and deemed to be responsive and responsible.

Commissioner Miller moved to authorize the general manager to enter a contract with Santana Trucking & Excavating, Inc., in the amount of \$2,548,066.72 for the construction of the Skagit Country Club Pipeline Replacement Project.

The motion passed unanimously.

INFORMATION

- 9. Monthly Budget Status – October 2023
- 10. Judy Reservoir Data Report

COMMISSIONER COMMENTS

None.

EXECUTIVE SESSION

At 4:54 p.m. Commissioner Lindquist recessed the regular meeting for a cybersecurity briefing pursuant to RCW 42.30.110(1)(a)(ii) for a duration of approximately 20 - 30 minutes, reconvening at 5:24 p.m.

The executive session ended at 5:29 p.m.

ADJOURNMENT

Having no further business to come before the board, Commissioner Lindquist moved for adjournment. The motion passed, and the November 28, 2023, meeting was adjourned at 5:29 p.m.

ATTEST

Joe Lindquist, President

Corrin Hamburg, Secretary

Andrew Miller, Vice President

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 \$1,542,144.72 this 5th day of December, 2023.

The total is comprised of the following:

Accounts Payable voucher No. from 27992 through 28039 in the amount of \$1,068,765.27, Electronic Funds Transfer in the amount of \$249,135.69. Payroll Electronic Funds Transfers and checks No. 042378 through 042463 in the amount of \$224,243.76.

Attest:



 Manager



 Auditor

 President

 Vice - President

 Secretary

Date: 12/04/2023

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Voucher	Claimant	Amount
27992	A-1 MOBILE LOCK & KEY	200.91
27993	BADGER METER INC	203,047.58
27994	CENTRAL WELDING SUPPLY CO INC	55.43
27995	CORE & MAIN LP	9,944.01
27996	Choice Grounds Care	2,197.16
27997	WA ST DEPT OF TRANSPORTATION	1,473.90
27998	DOUGLAS A STREETER	2,400.00
27999	E&E LUMBER INC	30.64
28000	EDGE ANALYTICAL INC	31.00
28001 - EDI	ELECTRONIC FEDERAL TAX PAYMENT	79,694.22
28002 - EDI	EMPOWER RETIREMENT	815.00
28003	EUROFINS EATON ANALYTICAL LLC	1,974.00
28004	EXPRESS EMPLOYMENT PROFESSIONALS	474.90
28005	FIRSTLINE COMMUNICATIONS INC	2,102.79
28006	FRONTLINE CLEANING SERVICES	390.00
28007	IDEAL RENT-ALL	1,451.12
28008	IEQ INDUSTRIES LTD	42,634.45
28009	KAYE- SMITH ENTERPRISES INC	2,673.23
28010	KCDA PURCHASING COOPERATIVE	5,057.84
28011	LAKESIDE INDUSTRIES INC	790.35
28012	LINDE GAS & EQUIPMENT INC	1,597.14
28013	MILES SAND & GRAVEL	1,050.49
28014	MOTOR TRUCKS INC	237.70
28015	HARRIS COMPUTER SYSTEMS	78,322.81
28016 - EDI	NORTHWEST ADMINISTRATORS	632.70
28017	NW TEL, LLC	10,159.53

Voucher	Claimant	Amount
28018	ODP BUSINESS SOLUTIONS, LLC	563.05
28019	ORKIN LLC	167.40
28020	OWEN EQUIPMENT COMPANY	618,779.94
28021	PACIFIC SECURITY	341.81
28022	POMP'S TIRE SERVICE INC	173.38
28023	ROBERT HALF MANAGEMENT	6,232.00
28024	SECURITY SOLUTIONS NORTHWEST	424.32
28025	SEMRAU ENG & SURVEYING PLLC	29,244.00
28026	SIGN PRO OF SKAGIT VALLEY	470.02
28027	SKAGIT REGIONAL HEALTH	4,418.00
28028	SKAGIT VALLEY PUBLISHING	301.28
28029	T-MOBILE	249.20
28030	TRANE US INC	2,199.98
28031	VERIZON WIRELESS	7,080.87
28032 - EDI	WA STATE DEPT OF REVENUE	156,334.66
28033 - EDI	WA STATE SUPPORT REGISTRY	844.89
28034 - EDI	WA STATE TREASURER	6,331.65
28035	WASHINGTON PUD ASSOCIATION	5,281.00
28036	ASTOUND BUSINESS SOLUTIONS LLC	145.42
28037	WESTERN CONFERENCE OF	22,726.83
28038	WASTE MANAGEMENT OF SKAGIT	1,669.79
28039 - EDI	ZIPLY FIBER	4,482.57
		1,317,900.96



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December 12, 2023

MEMORANDUM

TO: Board of Commissioners

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

SUBJECT: Resolution 2302-23, Approving a Floating Holiday for Employees Who Are Members of the District Safety Committee - *Action*

Requested Action:

Approve Resolution 2302-23 Approving a Floating Holiday for Employees Who Are Members of the District Safety Committee.

Background:

This proposed resolution has been amended since the November 28, 2023 regular meeting to include changes based on comments from the Board. More information and details are available in the meeting packet for the November 28, 2023 regular meeting.

Fiscal Impact:

None.

Enclosures:

1. [Resolution 2302-23 Redlined](#)
2. [Resolution 2302-23 Final](#)

RESOLUTION NO. 2302-23

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON, APPROVING A FLOATING HOLIDAY FOR EMPLOYEES WHO ARE MEMBERS OF THE DISTRICT SAFETY COMMITTEE

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 maintains a Safety Committee that complies with Washington Administrative Code (WAC) 296-800-13020, that meets regularly to discuss incidents, initiate investigations, evaluate hazards, evaluate current policies and practices, and make suggestions to the General Manager, and

WHEREAS, the District requires the involvement of representatives from each department or work group to provide a balanced committee, and offering an incentive to employees to participate on the committee would ensure representation, and

NOW, THEREFORE, BE IT RESOLVED, that the District approves one eight-hour floating holiday per year for each member of the Safety Committee. The floating holiday will be awarded to each eligible committee member at the beginning of each calendar year, with eligibility based on being appointed to the committee at the first quarterly meeting of the prior year, ~~and~~ serving until the end of that year, and actively participating in the activities noted in the District's Safety Committee procedures. Similar to other floating holidays at the District, this must be used in the year that it is awarded, it cannot be carried into the following year, and it must be used as a full day and not split into hourly increments.

ADOPTED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular meeting held this ~~28th-12th~~ day of ~~November-December~~ 2023.

Joe Lindquist, President

Andrew Miller, Vice President

ATTEST

Corrin Hamburg, Secretary

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ADOPTED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular meeting held this 12th day of December 2023.

Joe Lindquist, President

Andrew Miller, Vice President

ATTEST

Corrin Hamburg, Secretary



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December 12, 2023

MEMORANDUM

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

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

SUBJECT: Recommendation to Award: Pipeline Relocation at Alger Interchange Planning, Design, and Construction Services - *Action*

Requested Action:

Authorize the general manager to enter into a contract with Wilson Engineering, LLC., in the amount of \$381,702 for the design of the pipeline relocation at the Alger Interchange, including construction services.

Background:

In June, the board approved a contract to Wilson Engineering in the amount of \$444,212 for the design of the Pipeline Relocation at Alger Interchange Project. This work was quickly advertised so that it would be completed prior to that of the State and prior to receiving the funding agencies advertising requirements. In total the work was advertised for 22 days, but the funding agency requires 30 days. An appeal for a variance was denied and therefore any work completed under this contract would be ineligible for reimbursement.

To come into compliance with the funding agency's advertising requirements, staff reissued an advertisement for the remainder of the work that had not been completed. This new contract contains the balance of the same scope of work. The amount of the contract is \$310,934.00.

Wilson Engineering was originally selected as the most qualified consultant for the work. They were also the only respondent to the re-advertisement and were therefore selected as the most qualified to complete the work.

Overall, the alternatives analysis portion of the original contract was removed from this scope of work and this additional contract includes the design and construction services for the project, as well as some survey work that was originally intended to be completed under the alternatives analysis.

Fiscal Impact:

The money required to fund this work will come primarily from two grants:

- FY 23 Congressionally Directed Spending/Community Project Funding (aka "Community Grants") administered by the EPA (Federal) - \$2,000,000
- 2022 Supplemental State Capital Budget (aka "Infrastructure Assistance Projects") administered by Department of Commerce (State) - \$250,000

Under the Community Grants guidelines, Skagit PUD is required to provide a 20% cost share (\$2,000,000*0.20 = \$500,000) for the design and construction of the project, making the total grant project cost \$2,500,000. We are able to use the funds received via the Infrastructure Assistance Projects

for \$250,000 of the cost share, leaving \$250,000 to come directly from Skagit PUD. The remaining original contract work in the amount of \$133,278 will go toward that matching fund obligation.

Enclosures: 1. [Skagit PUD-Alger SOW-Phase 2 - RevA](#)

SKAGIT PUBLIC UTILITY DISTRICT

Water Pipeline Relocation at Alger I-5 Interchange Planning, Design and Construction Services Scope of Work

DESCRIPTION:

As a result of the 2018 US Supreme Court decision affirming the Washington state decision that culverts are contributing to the decline in salmon runs, many culvert replacement projects are being constructed in Skagit County. As a water utility, Skagit PUD hold franchise agreements for their pipelines within Washington Department of Transportation (WSDOT) rights-of-way and are being required to relocate their pipelines as a result of the culvert replacement projects. The Interstate 5 (I-5) Alger Interchange is one of the areas with such a project.

There are several tributaries to Friday Creek near the Alger I-5 Interchange (Exit 240). Most of these tributaries have been treated as stormwater conveyance channels and not as fish habitat. Therefore, several barriers exist in the conveyance systems and are designated as partial or full blockage.

Skagit PUD has a 12-inch ductile iron (DI) distribution line that crosses this interchange. This pipeline is a vital link between the Alger supply source on the east side to the storage tank and service area on the west side of I-5. Only minor shutdowns can be tolerated and still provide water service to the Alger community.

Currently, several drainage culverts and channels meander through the interchange. WSDOT is planning to eliminate one drainage culvert under the southbound offramp by bypassing the upstream channel around the interchange. This bypass will incorporate a new bridge or culvert structure on Lake Samish Road west of the southbound offramp.

Skagit PUD has selected Wilson Engineering, LLC to assist in professional engineering design and construction services for the Water Pipeline Relocation at Alger I-5 Interchange.

This scope of work outlines the tasks and associated fees for the design, bidding and construction administration for the water pipeline relocation project.

SCOPE OF WORK:

Wilson Engineering's scope for the Water Pipeline Relocation Project has been divided into several tasks which are described below.

Task 1—Project Management/Meetings/Coordination

The work scope for this task includes preparing for and attending coordination meetings, coordinating with PUD and WSDOT staff, project management and Quality Assurance/Quality Control reviews.

Task 2—Additional Survey /Base Map / Critical Areas Mapping

The primary goal of this task is to develop an accurate base map for the design. Additional scope includes preparing a Critical Areas map. To that end, we will perform the following tasks:

1. Perform Alignment-specific topographic survey
2. Perform Alignment-specific Boundary survey
3. Prepare AutoCAD Base map
4. Perform Survey of Critical Areas delineation (by others)
5. Prepare Critical Area map in AutoCAD

Task 4—Permitting

We understand that Skagit PUD will take the lead on obtaining the permits for this project. We will prepare exhibits and provide input data for the various permit applications.

This task includes the following activities:

1. Prepare Exhibits in support of PUD permit applications.
2. Provide calculations and quantities in support of PUD permit applications.
3. Provide Cultural Resources support for geotechnical borings, if needed.

Some permit applications can take several months to process. Depending on the project schedule, these applications can be submitted before the final design is complete and Agency comments can then be incorporated into the Bid documents.

Task 5—Design Phase

Concept alternatives, 30% plans, and 90% and 100% plans and specifications will be prepared for the PUD to review. Detailed cost estimates are typically prepared at the 90% and 100% design stages, with the percent contingency being reduced as the design is further refined. Final signed and sealed plans and specifications will be provided for incorporation into the bid documents. The PUD will prepare the project Procurement and Contracting Requirements (standard Division 0 and Division 1) contract sections. The technical specifications will be in CSI-format.

This task includes the following activities:

1. Prepare construction plans. Submit for review at 30%, 90% and 100%.
2. Prepare construction specifications. Submit for review at 90% and 100%.
3. Prepare detailed construction cost estimates at 90% and 100%.
4. Prepare Legal Descriptions and Exhibits for Temporary Construction Easements (assumes 2).
5. Prepare Legal Descriptions and Exhibits for New Permanent Easements (as needed, assumes 2).
6. Prepare bid documents.
7. Review and address Agency comments, and prepare Final versions of construction plans, specifications, bid documents, and construction cost estimate.
8. Conduct internal Quality Assurance/Quality Control

Task 6—Bidding Phase and Contract Award

The purpose of this task is to provide administrative assistance and support to the PUD in soliciting construction bids for the Alger Water Pipeline Relocation project.

This task includes the following activities:

1. Respond to contractor questions. Prepare Addenda as needed.
2. Attend Pre-Bid Meeting.
3. Review contractor references and bid submissions for compliance with PUD requirements.

Task 7—Construction Phase and Closeout

During construction we provide construction surveying, construction engineering, and construction inspection services. Construction engineering services include:

1. Construction Administration.
2. Conduct a Pre-Construction meeting (on-site).
3. Review Submittals from Contractor.
4. RFIs / Clarifications / Change Orders.
5. Evaluate Pay Requests.
6. Progress meetings.
7. Construction Observation/Inspection. Assumes 160 hours plus three visits by Cascade Trenchless Consulting.
8. Coordinate on pressure testing, disinfection, flushing logistics and review results.
9. Final Walkthrough and Punchlist.

As construction reaches substantial completion, we will schedule our surveyors to perform a Record Survey. With this survey information and inspection notes, we will prepare the project record drawings and will deliver PDF, AutoCAD and hardcopy formats. We will also prepare the Construction Completion Report for Skagit PUDs files and submission to Department of Health as needed.

Assumptions and limitations:

1. Skagit PUD will prepare and submit all permit applications.
2. CSI-style Technical Specifications are acceptable.
3. AutoCAD files will not need to be converted back to MicroStation format.
4. DOH Project Report is not required (replacing water mains in-kind exemption).
5. Project requires only two Temporary Construction easements and two permanent easements.
6. Permit and application fees will be paid by the PUD.
7. No stormwater flow control or treatment will be required.
8. PUD will provide conduit size, construction details for fiber optic installation.
9. No landscape plans or specifications will be needed.

COST SUMMARY:

Estimate of hours:

See attached spreadsheet.

Subconsultant fees:

Cascade Trenchless Consulting is our specialty consultant for the horizontal directional drilling (HDD) portions of the design, bid and construction administrations. CTC fees are highlighted in yellow on the attached spreadsheet.

Aspect Consulting, LLC provides additional geotechnical investigations and a summary report, in Phase 1. They are available to provide support to the project in Phase 2, if needed.

Equinox Research and Consulting International, Inc. will provide cultural resources consulting and on-site observation as needed. ECRI fees are highlighted in orange on the attached spreadsheet.

Other Direct Costs:

None anticipated.

Task Order Total Price (time & materials not to exceed):

Task 1: Project Management / Meetings / Coordination -	\$20,988
Task 2: Additional Survey /Base Map / Critical Areas Mapping	\$30,252
Task 4: Permitting Support -	\$20,940
Task 5: Design Phase -	\$131,216
Task 6: Bid Phase & Contract Award -	\$22,714
Task 7: Construction Phase & Closeout -	\$155,592
Total =	\$381,702

PROJECT SCHEDULE:

Milestone dates (goals):

- Notice to Proceed – November 2023
- 30% Design – December 2023
- Permit Support –November 2023-March 2024
- 90% Design – March 2024
- 100% Design/Bid documents – April 2024

- Advertise for Bids – May 2024
- Contract Award – June 2024
- Construction – July-August 2024
- Project Closeout – October 2024

SKAGIT PUBLIC UTILITY DISTRICT #1

Pipeline Relocation at Alger Interchange - Phase 2

Prepared by: M. Mankamy, P.E., Wilson Engineering LLC
 Prepared for: Wendy LaRocque, Environmental Compliance Coordinator
 Project No.: 2023-065
 Date: November 16, 2023

Task Description	L.S.	Principal Engineer	Engineer IV	Senior CAD Design Technician	CAD Design Technician	Senior Professional Land Surveyor	Senior Survey Technician	3-Person Survey Crew	
Rate (\$/hr) =	L.S.	\$200	\$181	\$128	\$104	\$192	\$142	\$308	
Task 1: Project Management / Meetings / Coordination									
Track and report progress & expenditures monthly		8							\$ 1,600
Coordination Meetings (three)		8	8						\$ 3,048
Coordination with Staff		8	16						\$ 4,496
Coordination with WSDOT		8	16						\$ 4,496
Project development / coordination		20	4						\$ 4,724
QA/QC		8		8					\$ 2,624
Sub-Total	\$ -	60	44	8	0	0	0	0	\$ 20,988
Task 2: Additional Survey /Base Map / Critical Areas Mapping									
Alignment-specific topographic survey		1				2	4	20	\$ 7,312
Alignment-specific Boundary survey		1				8	2	12	\$ 5,716
Prepare Base map		2	16	8			16		\$ 6,592
Critical Areas Survey		1					4	24	\$ 8,160
Prepare Critical Area map		1					16		\$ 2,472
Sub-Total	\$ -	6	16	8	0	10	42	56	\$ 30,252
Task 4: Permitting Support									
Prepare Exhibits		4	4	24					\$ 4,596
Provide input values for Applications		4	20						\$ 4,420
Cultural Resources support	\$ 10,800	2	4						\$ 11,924
Sub-Total	\$ 10,800	10	28	24	0	0	0	0	\$ 20,940
Task 5: Design Phase									
Prepare Cover Sheet, Abbreviations		2	4	4					\$ 1,636
Prepare TESC Plans, Details		2	16	8					\$ 4,320
Prepare Plan and Profile Sheets		16	32	80					\$ 19,232
Prepare Construction Detail drawings		8	32	8					\$ 8,416
Prepare Contract docs, technical specifications		20	60						\$ 14,860
Prepare Construction Cost Estimates		4	32						\$ 6,592
Prepare Legal Descriptions and Exhibits for Temporary Construction Easements (assumes 4)		4	8			16	24		\$ 8,728
Prepare Legal Descriptions and Exhibits for New Permanent Easements (as needed, assumes 4)		4	8			16	24		\$ 8,728
30% Preliminary Design - Assemble pdf package, transmit	\$ 7,930	4	8	12	16				\$ 13,378
90% Plans & Specs Submittal - Assemble pdf package, transmit	\$ 23,210	6	16	60	32				\$ 38,314
100% / Bid Documents - Assemble pdf package, transmit	\$ 3,120	4	4	12	8				\$ 7,012
Sub-Total	\$ 34,260	74	220	184	56	32	48	0	\$ 131,216
Task 6: Bid Phase & Contract Award									
Respond to Contractor questions. Prepare Addenda.	\$ 1,700	32	38	14					\$ 16,770
Attend Pre-Bid Meeting		4	8						\$ 2,248
Review Bids and Contractor references		4	16						\$ 3,696
Sub-Total	\$ 1,700	40	62	14	0	0	0	0	\$ 22,714
Task 7: Construction Phase & Closeout									
Construction Administration	\$ 2,830	4	8						\$ 5,078
Conduct a Pre-Construction meeting (on-site)		4	8						\$ 2,248
Review Submittals from Contractor	\$ 3,400	16	80						\$ 21,080
RFIs / Clarifications / Change Orders	\$ 2,270	24	80						\$ 21,550
Process Pay Requests		16	40						\$ 10,440
Progress meetings	\$ 1,990	4	40						\$ 10,030
Construction Observation	\$ 17,790	16	160						\$ 49,950
Cultural Resources support	\$ 16,200	2	4						\$ 17,324
Final Walkthrough and Punchlist		4	16						\$ 3,696
Coordinate on pressure testing, disinfection, flushing logistics and review results		2	16						\$ 3,296
DOH Construction Completion Report		2	8						\$ 1,848
As-built Survey		2	4			2	4	10	\$ 5,156
Record Drawings		2	8	16					\$ 3,896
Sub-Total	\$ 44,480	98	472	16	0	2	4	10	\$ 155,592
Direct Expenses									\$ -
Project Total	\$ 91,240	288	842	254	56	44	94	66	\$ 381,702

Cascade Trenchless Construction (HDD Specialist)
 Aspect Consulting (Geotech Subconsultant)
 Equinox Research and Consulting International, Inc. (Cultural Resources Subconsultant)

Additional Contract Language:

The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.



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December 12, 2023

MEMORANDUM

TO: George Sidhu, P.E., General Manager
FROM: Kathy White, Human Resources Manager
SUBJECT: 2024 Updates to Resolution Establishing Positions and Salary Ranges for Non-Union Staff and Supervising Employees - *Action*

Requested Action:

Approve Resolution No. 2303-23, Establishing Positions and Salary Ranges for Non-Union Staff and Supervising Employees.

Background:

As we approach the start of a new calendar year, it is necessary to update the salary range tables for non-union staff and supervising employees. The new salary range tables for 2024 include the cost-of-living adjustment (COLA).

The process to calculate the 2024 COLA reflects what was approved by the Board, which uses 100% of the rolling average for the past three years using the CPI-U June-June figures for Seattle, Tacoma and Bellevue that are not seasonally adjusted. Using the board approved calculation, the 2024 COLA will be 6.8%.

Please note that this resolution includes several position revisions as approved, including:

1. A/P Accounting Technician was reclassified to the A/P Accountant.
2. Senior Accountant was reclassified to the GL Accountant.
3. Operations Project Coordinator was reclassified to the Operations Project Manager.
4. After more than a year of being vacant, the GIS Technician position was reclassified to be an Asset Analyst-GIS.
5. The Environmental Compliance Coordinator was reclassified to the Project Manager-Environmental Compliance.

Fiscal Impact:

Any budgetary impacts have already been included in the 2024 budget and will not have additional impact at this time.

Enclosures: 1. [Resolution 2303-23](#)

RESOLUTION NO. 2303-23

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON, ESTABLISHING POSITIONS AND SALARY RANGES FOR NON-UNION STAFF AND SUPERVISING EMPLOYEES.

WHEREAS, R.C.W. 54.12.090 authorizes the Commission to create positions by resolution, and

WHEREAS, the Commission has delegated authority to set position titles to the General Manager, including the creation of new positions with salary ranges created by market research or deletion of positions no longer necessary to the operation of the District; and

WHEREAS, the General Manager has reviewed the organization of the District and established positions for non-union staff and supervisory employees required to efficiently administer the affairs of the District; and

WHEREAS, R.C.W. 54.16.100 requires that the Manager recommend to the Commission salary ranges for said employees; and

WHEREAS, salaries for all employees, *except* the General Manager will be set by the General Manager. Salary for the General Manager will be set by the Commission.

WHEREAS, the General Manager has recommended the salary ranges for such positions become effective January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Skagit County, Washington, that the Positions and Salary Ranges listed below shall become effective January 1, 2024.

DEPARTMENT/POSITION TITLES	MINIMUM	MIDPOINT	MAXIMUM
Administration			
Executive Assistant/Clerk of the Board	39.78	47.74	57.29
Finance/Customer Service			
A/P Accountant	34.38	41.26	49.51
GL Accountant	34.38	41.26	49.51
Customer Service Supervisor	49.43	59.32	71.18
Finance Manager/Treasurer	68.95	82.74	99.29
Information Technology			
Financial Systems Administrator	48.68	58.41	70.09
IT Desktop Support	36.02	43.22	51.86
IT Manager	67.32	80.78	96.94
IT Systems Administrator	40.52	48.62	58.34
Network Systems Administrator	45.02	54.02	64.82
Community Relations			
Community Relations Manager	66.89	80.27	96.32
Human Resources			
Human Resources Manager	66.47	79.76	95.71
Payroll and HR Admin	39.40	47.28	56.74
Safety			
Safety/Risk Coordinator	48.46	58.15	69.78
Operations			
Distribution Superintendent	59.41	71.29	85.55
Maintenance Superintendent	59.41	71.29	85.55
Operations Manager	67.68	81.22	97.46
Operations Project Manager	44.11	52.93	63.52
Water Quality Lab Analyst/Supervisor	45.77	54.92	65.90
WTP Plant Superintendent	59.79	71.75	86.10
Engineering			
Engineering Administrative Assistant	32.16	38.59	46.31
Asset Analyst	40.81	48.97	58.76

Asset Analyst - GIS	40.81	48.97	58.76
Asset Management Supervisor	52.52	63.02	75.62
Capital Project Engineer	51.53	61.83	74.20
Capital Project Manager	57.54	69.05	82.86
Capital Program Manager	57.54	69.05	82.86
Contract Coordinator	36.78	44.14	52.97
Cross Connection Control Coordinator	40.81	48.97	58.76
Data Technician	28.81	34.57	41.48
Engineering Manager	70.93	85.11	102.13
Engineering Supervisor	60.29	72.35	86.82
Engineering Tech I	32.64	39.17	47.00
Engineering Tech II	36.73	44.08	52.90
Engineering Tech III	40.81	48.97	58.76
Engineering Tech III/Inspector	40.81	48.97	58.76
Engineering Tech IV	44.89	53.87	64.64
Locator Technician	32.64	39.17	47.00
Project Manager	50.57	60.68	72.82
Project Manager-Envir Compliance	50.57	60.68	72.82
Surveyor/Locator II	36.73	44.08	52.90
<i>a. Salary Ranges for On-Call, Part-Time Positions: i.e. Flaggers, Surveyors, Maintenance/ Grounds, Seasonal Positions and Interns will be determined by market research prior to hiring.</i>			

BE IT FURTHER RESOLVED that Resolution No. 2298-22 is hereby superseded.

ADOPTED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular open public meeting thereof this 12th Day of December 2023.

Joe Lindquist, President

Andrew Miller, Vice President

ATTEST

Corrin Hamburg, Secretary

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

	<u>Current Month</u>	<u>YTD 2022</u>	<u>YTD 2023</u>	<u>Percent Change</u>	<u>Budget 2023</u>	<u>Budget to Actual %</u>
Beginning Reserves		\$ 33,781,814	\$ 43,479,154	29%		
Revenues						
Residential & Multi-family	\$ 1,537,521	\$ 19,672,579	\$ 20,845,241	6%	\$ 20,122,471	104%
Comm. Gov't & Agriculture	\$ 590,804	6,981,106	7,480,316	7%	6,791,490	110%
Resale	\$ 12,111	181,844	195,553	8%	196,959	99%
Irrigation	\$ 30,541	802,872	820,845	2%	815,388	101%
Water Sales	\$ 2,170,978	\$ 27,638,401	\$ 29,341,955	6%	\$ 27,926,308	105%
Other Water Sales	\$ 41,306	645,213	805,789	25%	443,883	182%
Non-operating Revenue	\$ 433,504	540,375 (a)	2,066,708	282%	492,335	420%
Work & Service Orders	\$ 65,459	832,490 (b)	484,592	-42%	687,529	70%
System Development Fees	\$ 144,585	998,789 (b)	897,799	-10%	916,700	98%
Total Revenues	\$ 2,855,832	\$ 30,655,269	\$ 33,596,842	10%	\$ 30,466,755	110%
Operating Expenses						
Salary/Wages/Benefits	\$ 848,804	9,259,828	9,655,635	4%	10,823,235	89%
WTP - Water, Power, Chem.	\$ 126,838	1,295,680	1,357,003	5%	1,332,675	102%
Repairs & Maintenance	\$ 68,633	1,335,786 (c)	1,072,033	-20%	1,588,013	68%
Tech./SCADA/Support	\$ 56,123	667,593 (d)	755,808	13%	615,986	123%
Professional Services	\$ 33,034	256,104 (d)	263,252	3%	641,304	41%
Goods & Services	\$ 199,738	1,688,485 (e)	1,942,369	15%	2,123,539	91%
Utility & Other Taxes	\$ 300,266	1,413,603	1,528,912	8%	1,433,306	107%
Construction in Progress	\$ (104,509)	(1,110,774) (f)	(871,762)	-22%	(1,310,888)	67%
Total Operating Expenses	\$ 1,924,135	\$ 14,806,306	\$ 15,703,250	6%	\$ 17,247,170	91%
Capital Expenses						
Labor	\$ 113,466	931,543	1,092,770	17%	1,468,488	74%
Other Expenses (Equip, Inv, G&S)	\$ 2,392,599	22,577,052	15,374,003	-32%	33,364,845	46%
Capital Expenses	\$ 2,506,065	\$ 23,508,595 (f)	\$ 16,466,773	-30%	\$ 34,833,333	47%
Debt (Principal & Interest)	\$ 387,722	3,517,250	4,264,937	21%	4,264,937	100%
Total Capital & Debt Service	\$ 2,893,787	\$ 27,025,845	\$ 20,731,710	-23%	\$ 39,098,271	53%
Total Expenses	\$ 4,422,713	\$ 41,832,151	\$ 36,434,961	-13%	\$ 56,345,441	65%
Revenue Fund		\$ 26,418,800	\$ 36,004,827	36%		
Construction Fund		1,627,878				
System Development Fees		4,382,652	5,520,524	26%		
Bond & Debt Reserve		1,780,501	1,953,733	10%		
Ending Estimated Reserves		\$ 34,209,831	\$ 43,479,084	27%		

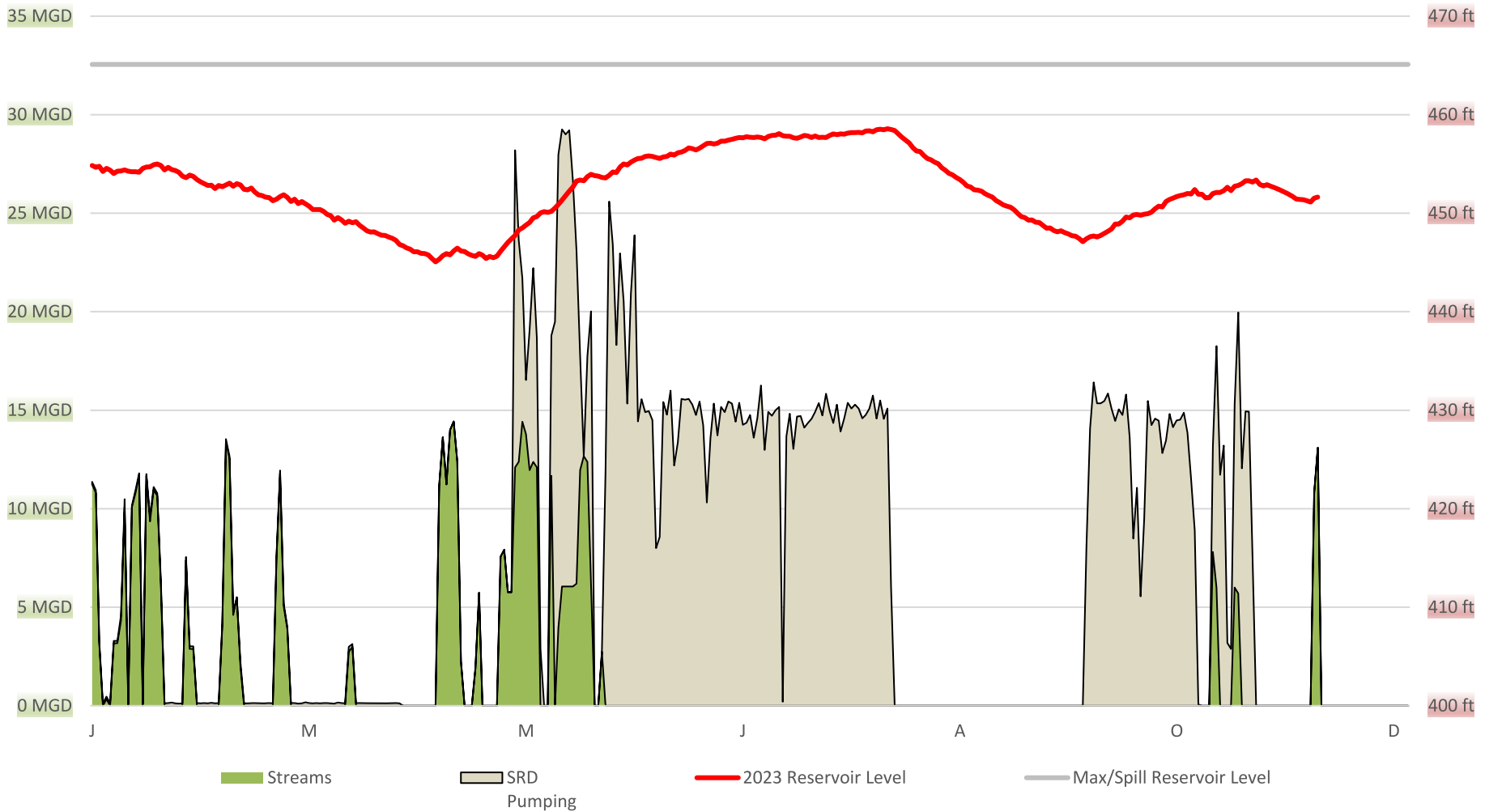
- (a) Increase Interest on Investments
- (b) Decrease in service orders & new services
- (c) Timing of projects & repairs
- (d) Timing of Projects, repairs & Purchases
- (e) Insurance, utilities, & general inflationary increases
- (f) Decrease Capital Expenditures

MEETING SCHEDULE FOR 2024

<p>January 9 Commission Meeting Engineering Department Report</p> <p>January 23 Commission Meeting Operations Department Report 4th Quarter Financials</p>	<p>July 9 Commission Meeting Engineering Department Report</p> <p>July 23 Commission Meeting Operations Department Report 2nd Quarter Financials</p>
<p>February 13 Commission Meeting Safety Department Report</p> <p>February 27 Commission Meeting IT Department Report</p>	<p>August 13 Commission Meeting Safety Department Report</p> <p>August 27 Commission Meeting IT Department Report</p>
<p>March 12 Commission Meeting HR Department Report</p> <p>March 26 Commission Meeting Community Relations Department Report</p>	<p>September 10 Commission Meeting HR Department Report</p> <p>September 24 Commission Meeting Community Relations Department Report</p>
<p>April 9 Commission Meeting Engineering Department Report</p> <p>April 23 Commission Meeting 1st Quarter Financials Operations Department Report</p>	<p>October 8 Commission Meeting Budget Hearing</p> <p>October 15 Budget Work Session 1</p> <p>October 22 Commission Meeting & Budget Work Session 2 3rd Quarter Financials</p>
<p>May 14 Commission Meeting Safety Department Report</p> <p>May 28 Commission Meeting IT Department Report</p>	<p>November 12 Commission Meeting Budget Adoption</p> <p>November 26 Commission Meeting</p>
<p>June 11 Commission Meeting HR Department Report</p> <p>June 25 Commission Meeting Community Relations Department Report</p>	<p>December 10 Commission Meeting</p> <p>December 24 Commission Meeting</p>

2023 Judy Reservoir Inflows & Elevation

November 29 Elevation:	451.71 (ft)
December 06 Elevation:	451.62 (ft)
Change in Elevation:	-0.09 (- 1.1 Inches)
Spillway Elevation:	465.10
Stream Inflow YTD:	560.74 MG
Skagit River YTD:	1987.21 MG



5-YEAR JUDY RESERVOIR ELEVATIONS

