

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

**AGENDA**  
SEPTEMBER 10, 2024  
4:30 PM

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

Join the meeting via Zoom: <https://skagitpud.zoom.us/j/82082590753?pwd=ZkUrVGE4T2xXK3NUV1ZRK2pxUDlxdz09>

Meeting ID: 820 8259 0753  
Passcode: 009457  
Or dial: 1-253-215-8782

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

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

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of Agenda 9/10/24
2. Approval of Minutes 8/27/24 Regular Meeting
3. Ratification of Voucher 9/3/24
4. Voucher Approval 9/10/24
5. [The Lofts Project Acceptance](#)
6. [Northwest Farm Foods Fireline Project Acceptance](#)
7. [Utility Payment Processing Services Agreement](#)

AUDIENCE COMMENTS

OLD BUSINESS

8. General Manager's Report
9. Safety Department Update

NEW BUSINESS

INFORMATION

10. Judy Reservoir Data Report

COMMISSIONER COMMENTS

EXECUTIVE SESSIONS

- *To consider the minimum price at which real estate will be offered - per RCW 42.30.110(1)(c): Approx. 10-minute duration.*
- *To review performance of a public employee - per RCW 42.30.110(1)(g): Approx. 30-minute duration.*

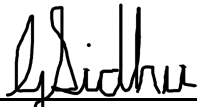
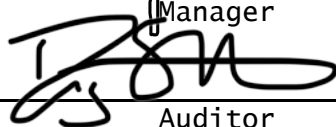
ADJOURNMENT

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 \$243,855.96 this 3rd day of September, 2024.

The total is comprised of the following:

Accounts Payable voucher No. from 29947 through 30008 in the amount of \$243,241.43, Electronic Funds Transfer in the amount of \$614.53.  
Payroll Electronic Funds Transfers and checks No. through in the amount of \$0.00.

Attest:

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

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

Date: 08/30/2024

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Voucher	Claimant	Amount
29947	BERG VAULT CO OF WA INC	194.21
29948	BNSF RAILWAY COMPANY	510.73
29949	CENTRAL WELDING SUPPLY CO INC	196.11
29950	CERTIFIED LABORATORIES	261.61
29951 - EDI	CITY OF MOUNT VERNON	501.50
29952	CONCENTRIC, LLC	7,903.88
29953	COPY & PRINT STORE	114.13
29954	CORE & MAIN LP	51,645.66
29955	DAILY JOURNAL OF COMMERCE	287.10
29956	DLT SOLUTIONS LLC	5,987.22
29957	EJ USA INC	1,799.54
29958	EUROFINS EATON ANALYTICAL LLC	1,389.00
29959	EXPRESS EMPLOYMENT PROFESSIONALS	1,496.40
29960	FABER CRANE SERVICES LLC	1,632.00
29961	FEDERAL EXPRESS CORPORATION	56.50
29962	FOOD SERVICES INC	1,852.22
29963	GEOTEST SERVICES, INC.	3,034.60
29964	GILBERT & GILBERT LAWYERS INC	4,070.00
29965	HAZEN AND SAWYER	15,717.18
29966	HD FOWLER COMPANY INC	4,479.51
29967	THE HOSE SHOP INC	403.34
29968	Harold Von Bergen	327.91
29969	ICONIX WATERWORKS (US) INC	1,583.59
29970	IDEXX DISTRIBUTION INC	5,733.48
29971	IWORKWISE	7,432.00
29972	KAPTEIN'S ACE HARDWARE	108.06

Voucher	Claimant	Amount
29973	KATHY JOHNSTON	159.40
29974	KAYE- SMITH ENTERPRISES INC	3,284.33
29975	Kurt Buchanan	249.15
29976	LAKESIDE INDUSTRIES INC	3,610.68
29977	LES SCHWAB TIRE CENTER	10,845.92
29978	LUCAS BARLOW	72.28
29979	MARTIN MARIETTA MATERIALS	1,055.62
29980	MILES SAND & GRAVEL	333.59
29981	N C MACHINERY CO	287.03
29982	NATIONAL SAFETY INC	48.80
29983	NORTH HILL RESOURCES	45.63
29984	NORTHSTAR CHEMICAL INC	5,156.85
29985	AUTO VALUE	8.74
29986	NW SAFETY SIGNS	24,255.26
29987	OLIVER HAMMER INC	162.88
29988	OREGON METER REPAIR	6,660.00
29989	OTIS ELEVATOR COMPANY	6,128.10
29990	PACIFIC POWER BATTERIES	42.50
29991	PLATT ELECTRIC SUPPLY	182.67
29992	PUGET SOUND ENERGY	20,420.64
29993	RWC GROUP	30.14
29994	SECURITY SOLUTIONS NORTHWEST	19,563.33
29995	SEMRAU ENG & SURVEYING PLLC	1,215.00
29996	SKAGIT VALLEY PUBLISHING	156.02
29997	SMART	578.93
29998	TACOMA SCREW PRODUCTS INC	22.31
29999	TIMMONS GROUP INC	2,593.00
30000	TMG SERVICES INC	968.97
30001	TRUEbenefits, LLC	5,000.00
30002	USABBLUEBOOK	813.81
30003	VIRGINIA SMITH	92.62
30004	ASTOUND BUSINESS SOLUTIONS LLC	149.38
30005	WILSON & COMPANY INC	8,932.00
30006	WASTE MANAGEMENT OF SKAGIT	1,884.68
30007	WOODS ACQUISITION CORP DBA	15.19
30008 - EDI	ZIPLY FIBER	113.03
		243,855.96



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

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September 10, 2024

**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Mark Handzlik PE, Engineering Manager  
**SUBJECT:** The Lofts Project Acceptance

**Requested Action:**  
Acceptance of The Lofts Project.

**Background:**

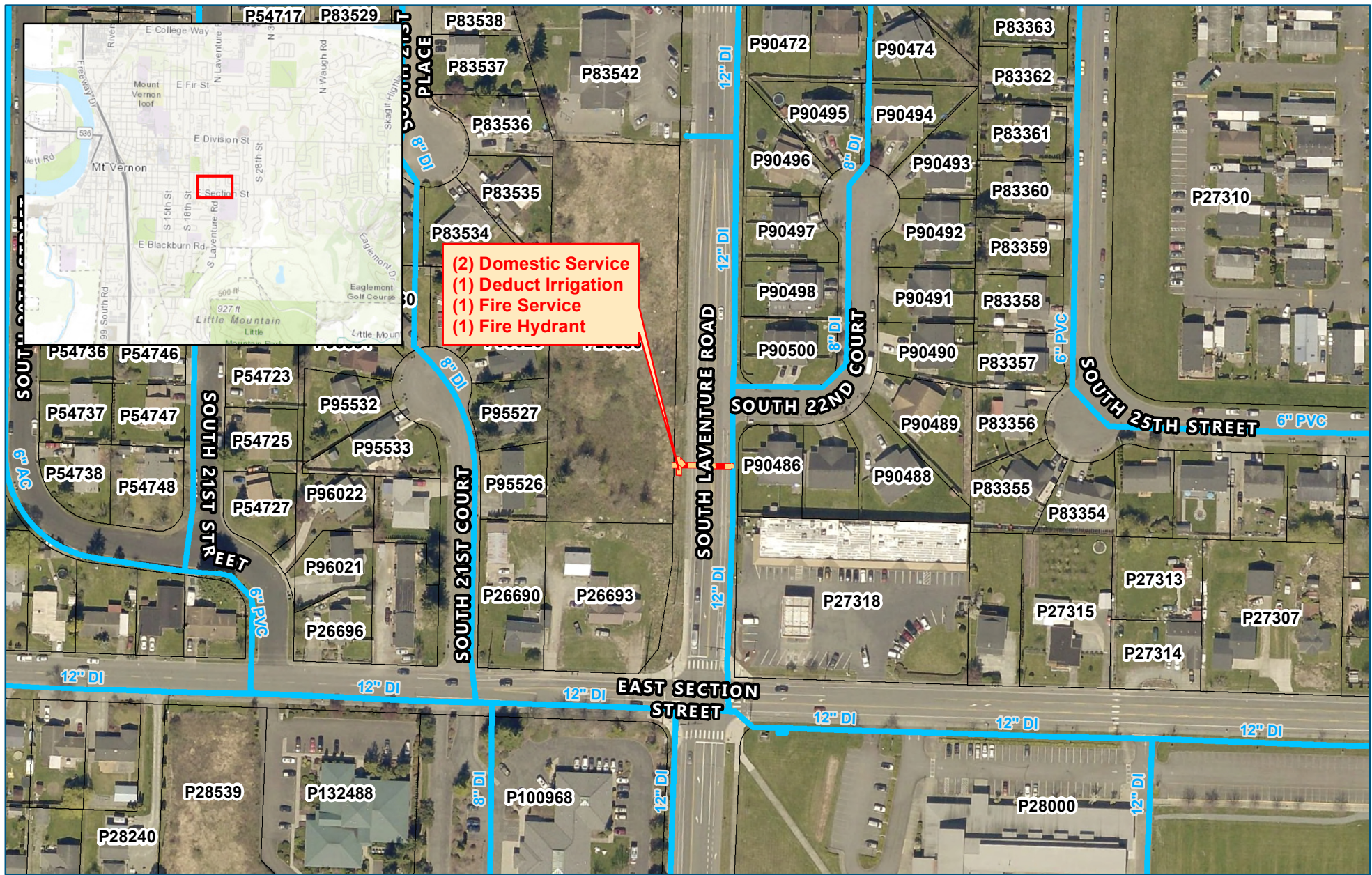
Reference: Job ID CP16245  
Location: Mount Vernon  
Developer: LaVenture Group LLC  
Contractor: Welch Brothers Construction

The PUD has approved the plans and specifications and has inspected the installation of the new water plant within the above project. The Engineering Department has received satisfactory pressure and bacteriological test results. All documentation for this project has been completed.

**Fiscal Impact:**  
None.

Enclosures: 1. [The Lofts Acceptance Map](#)





### The Lofts Project Acceptance

0 50 100 200 Feet

NAD 1983 StatePlane Washington North FIPS 4601 Feet  
Author: Wilson  
8/20/2024

Existing Main

Awaiting Acceptance

Parcels

Job Identity: CP16245

This map was created from available public records and existing map sources, not from field surveys. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field verification.

The PUD #1 of Skagit County disclaims any warranty of merchantability or warranty of fitness of this map for any particular purpose, either expressed or implied. No representation or warranty is made concerning the accuracy, currency, completeness or quality of data depicted on this map. Any user of this map assumes all responsibility for use thereof, and further agrees to hold the PUD #1 of Skagit County harmless from any damage, loss, or liability arising from the use of this map.



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September 10, 2024

**MEMORANDUM**

**TO:** Board of Commissioners  
**FROM:** Mark Handzlik PE, Engineering Manager  
**SUBJECT:** Northwest Farm Foods Fireline Project Acceptance

**Requested Action:**  
Acceptance of Northwest Farm Foods Fireline Project.

**Background:**

Reference: Job ID CP20624  
Location: Burlington  
Developer: The Scoular Company  
Contractor: Fisher Construction Group Inc

The PUD has approved the plans and specifications and has inspected the installation of the new water plant within the above project. The Engineering Department has received satisfactory pressure and bacteriological test results. All documentation for this project has been completed.

**Fiscal Impact:**  
None.

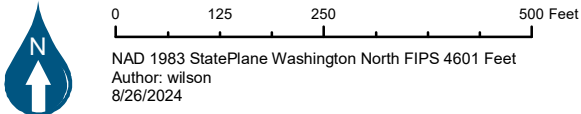
Enclosures: 1. [NW Farm Foods Fireline Acceptance Map](#)





### NW Farm Foods Fireline Project Acceptance

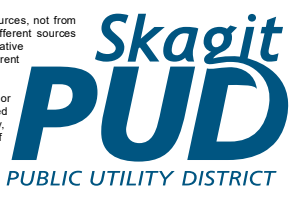
- Existing Main
- Parcels
- Awaiting Acceptance



Job Identity: CP20624

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September 10, 2024

MEMORANDUM

**TO:** George Sidhu, P.E., General Manager  
**FROM:** Brian Henshaw  
**SUBJECT:** Utility Payment Processing Services Agreement

**Requested Action:**

Renew the agreement with Paymentus for utility payment processing services made to the District via eCheck as well credit/debit card, including but not limited to VISA, MasterCard, and Discover via Web and IVR payment channels.

**Background:**

On January 10, 2014 the District signed a Statement of Work with Tele-Works Incorporated for payment processing, “My Account” portal, ebilling, and Interactive Voice Response (IVR) phone services.

The contract was renewed in 2018 with Paymentus who extended the same terms and conditions as the original TWI agreement. This agreement is set to expire on October 31<sup>st</sup> of this year.

Earlier this year, I began researching state contracts, other public agreements that allow “piggybacking”, and pricing of other payment processing providers to ensure that we are obtaining competitive pricing for these services. I was unable to find a recent RFP process that allowed us to use their contract, but did get a copy of the proposals submitted to compare pricing.

**Fiscal Impact:**

Using the RFP proposals, I was able to confirm that our existing agreement with Paymentus is competitive in both fees and services (see below). It should be noted that in addition to the transaction costs outlined below there are additional software implementation and monthly charges that are not factored into the comparison because they vary greatly between solutions. Our agreement with Paymentus includes 10,000 IVR/texts per month at no additional cost.

Our current blended rate for all types of transactions through Paymentus is 1.2% depending upon the mix of credit cards, echecks, and average amount payment. For comparison, our agreement with Banner Bank for credit cards taken at the counter averages 2%. I also discussed with Doug Streeter, who is paying about .7% for their processing transactions through NISC which is the software co-op that provides all of their software, billing, and other services for the organization.

The RFP responses show that our current agreement with Paymentus is competitive or even better than the other solutions for payment processing and that we should extend the agreement. Our agreement with Paymentus includes 10,000 IVR or text messages per month and there is no monthly software or maintenance fees.

	Price Per \$200 Transaction		
		Credit Card	eCheck
Paymentus Skagit PUD	\$200	\$1.78	\$.90
Paymentus Quote RFP	\$200	\$2.05	\$1.25
3602Go	\$200	\$.65	\$.30
InvoiceCloud	\$200	\$.90	\$.50
Catalis	\$200	\$2.15	

Enclosures: 1. [Skagit County PUD #1 Amendment 2 Final](#)

AMENDMENT NO. 2  
TO MASTER SERVICES AGREEMENT EFFECTIVE JANUARY 24, 2014

This Amendment No. 2 ("Amendment") amends the Master Services Agreement effective as of January 24, 2014 which was modified by Amending Agreement dated July 20, 2018 (collectively the "Agreement") between Skagit County PUD #1, a Washington ("Client") with a principal place of business located at 1415 Freeway Drive, Mount Vernon, WA 98273 and Paymentus Corporation, a State of Delaware Corporation with a principal place of business at 11605 N. Community House Rd, Suite 300, Charlotte, North Carolina 28277 ("Paymentus"). Client and Paymentus are also referred to as "Party" and collectively as the "Parties." This Amendment is effective at the time of the last to sign of the Parties ("Amendment Effective Date").

STATEMENT OF PURPOSE

Client and Paymentus entered into the Agreement for electronic bill payment services;

The Parties agree to amend the Agreement to extend the term to October 31, 2027, and to add Enterprise Communication Manager.

AGREEMENT

In consideration of mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Paymentus agree as follows:

1. Amendment. The Agreement is hereby amended as of the Amendment Effective Date as follows:

1.1 The Parties agree to extend the term of the Agreement to October 31, 2027 ("Term"). The Parties agree that if the funds for any Service defined in the Agreement are not appropriated for any given fiscal year, Client can terminate this Agreement at the end of the current fiscal year with a one hundred twenty (120) days prior written notice ("Termination Notice"), provided however, the Parties first discuss other options such as offering a user pay model that will allow the User using the Service to bear the entire cost of this Service rendering the entire Service be offered at no charge to Client.

At the end of the Term, the Agreement will automatically renew for successive two (2) year periods ("Renewal Term") unless either Client or Paymentus provides the other party with not less than two (2) months prior written notice before the automatic renewal date that it elects not to automatically renew the Term of this Agreement.

1.2 Schedule A – Paymentus Service Fee Schedule ("Schedule A") of the Agreement is hereby deleted and the new Schedule A attached here to is substituted in lieu thereof.

2. Miscellaneous:

2.1 This Amendment is binding and inures to the benefit of the Parties and their respective successors and assigns.

2.2 All other terms and conditions of the Agreement not modified by this Amendment remain in full force and effect.

2.3 This Amendment may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed by their duly authorized representatives.

SKAGIT COUNTY PUD #1

PAYMENTUS CORPORATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Schedule A – Paymentus Fee Schedule

The Paymentus Fee will be as specified below, and will be paid by either Client (“Client Fee”) or User (“User Fee”) based on the identified Fee Model.

Payment Method	Paymentus Fee	Fee Model
<b>Instant Payment Network™</b> All payment methods offered under IPN and digital wallets such as PayPal, Venmo, PayPal Credit, Apple Pay, Google Pay, PayPal CFS and others as offered by Paymentus	\$1.78 per Payment	Client Fee
<b>Credit, Debit Cards</b>	\$1.78 per Payment	Client Fee
<b>ACH/eCheck</b>	\$0.90 per Payment	Client Fee
<b>Enterprise Communication Manager (“ECM”)</b> Outbound Messaging (SMS, Email, IVR)	Client will receive 10,000 messages per month at no charge. In excess of 10,000 per month, messages will be billed at: <ul style="list-style-type: none"> <li>• IVR &amp; Email: \$0.18 per call</li> <li>• SMS/Text: \$0.07 per message</li> </ul>	Client Fee

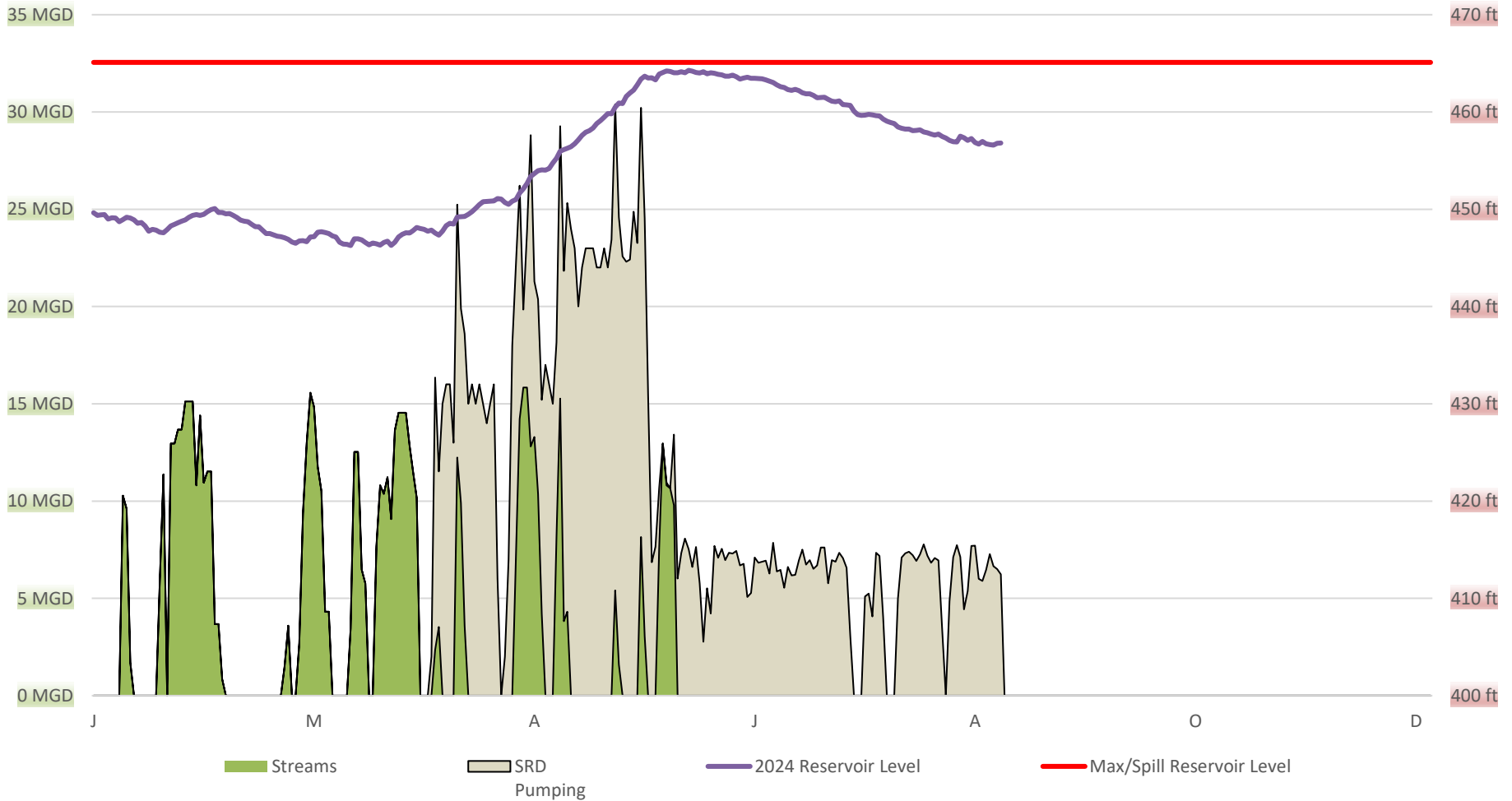
Average Bill Amount	Maximum Payment Amount
\$110.00	\$2,400.00*

\*For all Payments over \$200, the Paymentus fees will be assessed in increments of \$200. Multiple payments may be made. Paymentus may apply different limits per transactions for user adoption or to mitigate risk.



## 2024 Judy Reservoir Inflows & Elevation

August 28 Elevation:	456.86 (ft)
September 04 Elevation:	456.80 (ft)
Change in Elevation:	<u>-0.06</u> (-0.7 Inches)
Spillway Elevation:	465.10
Stream Inflow YTD:	704.90 MG
Skagit River YTD:	<u>1520.12 MG</u>



5-YEAR  
JUDY RESERVOIR ELEVATIONS

