

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

AGENDA
OCTOBER 22, 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

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. Approval of Agenda 10/22/24
2. Approval of Minutes 10/8/24 Regular Meeting
3. Approval of Minutes 10/10/24 Work Session
4. Ratification of Voucher 10/15/24
5. Voucher Approval 10/22/24
6. [Walnut Trail Apartments Project Acceptance](#)

AUDIENCE COMMENTS

OLD BUSINESS

7. General Manager's Report
8. [Resolution 2308-24, Canceling Resolution 2306-24 which Declared an Emergency Related to the Repeated Pipe Failures on East Blackburn Road in Mount Vernon, WA - *Action*](#)

NEW BUSINESS

9. [Revised Resolution 2307-24, Providing for Recognition of Experience and Years of Service by Employees, and updated AP&P 2020, Above and Beyond Awards Program - *Action*](#)

INFORMATION

10. Judy Reservoir Data Report
11. September Monthly Budget to Actual Report
12. Recent News Articles

COMMISSIONER COMMENTS

ADJOURNMENT

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

October 8, 2024

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 Joe Lindquist, president, Andrew Miller, vice president, and Corrin Hamburg, secretary, were in attendance.

In attendance were Kevin Tate, Shannon Patiño, Luis Gonzalez, Mike Fox, Kathy White, Pete Gilbert, Brian Henshaw, Mark Handzlik, Alistair Boudreaux, Mark Semrau

Participating remotely: Nick Semrau, Courtney Shilling

Commissioner Lindquist led the Pledge of Allegiance.

CONSENT AGENDA

Commissioner Hamburg moved to approve the Consent Agenda for October 8, 2024, as presented.

1. Approval of Agenda 10/8/24
2. Approval of Minutes 9/10/24 Special Meeting
3. Approval of Minutes 9/10/24 Regular Meeting
4. Approval of Minutes 9/18/24 Special Meeting
5. Ratification of Voucher 9/17/24 No. 3152 (\$1,405,838.81)
Accounts Payable Voucher No. 30079-30111 (\$648,962.02)
Electronic Funds Transfer (\$756,876.79)
Ratification of Voucher 9/24/24 No. 3153 (\$2,729,328.34)
Accounts Payable Voucher No. 30112-30204 (\$226,492.20)
Electronic Funds Transfer (\$2,267,709.22)
Payroll Electronic Funds Transfers No. 045153-045238 (\$235,126.92)
Ratification of Voucher 10/01/24 No. 3154 (\$107,819.03)
Accounts Payable Voucher No. 30206-30238 (\$100,834.17)
Electronic Funds Transfer (\$6,984.86)
6. Voucher Approval 10/08/24 No. 3155 (\$709,788.89)
Accounts Payable Voucher No. 30239-30308 (\$108,430.28)
Electronic Funds Transfer (\$108,430.28)
Payroll Electronic Funds Transfer No. 045239-045322 (\$230,302.37)

The motion passed unanimously.

AUDIENCE COMMENTS

None.

2025 BUDGET HEARING

Commissioner Lindquist opened the 2025 budget hearing at 4:31 p.m.

Finance Manager Henshaw presented a glance at the 2025 proposed budget, including an overview of the budget cycle and timeline, year-to-date consumption, September revenue forecast, the forecast versus 2024 budget, balance resources and requirements, budget sources of \$57.9 million, budget uses of \$57.9 million, operations and maintenance budgets of \$21.5 million, 2025 capital projects of \$14 million, Capital Improvement Plan (CIP), financial policy metrics, including liquidity target, revenue fund balance, debt service coverage and rate-funded capital, average residential bill, and the budget schedule.

Commissioner Hamburg commented that there is a significant change in the CIP from 2025-2029 than what was proposed in the 2024 budget and is interested in what is planned for it along with the 5% rate increase and higher operating budget, and how we can lessen the load on ratepayers over time.

There were no public comments. Public comments are welcome throughout the 6-week review period and can be made to Brian Henshaw over the phone at (360) 391-7048 or by email at henshaw@skagitpud.org.

The hearing closed at 4:53 p.m.

OLD BUSINESS

7. Manager's Report: Acting General Manager Tate provided an update on the following:
 - The move to the new administrative building has been delayed until October 28 because some punch list items still need to be completed. IT staff has transitioned to the new building to conduct network system testing.
 - Service line inventory has been completed. Of the 457 services that were checked, no lead was detected on the PUD side of the meter. Five galvanized pipes were found on the customer side of the meter. Those customers will be notified with information about lead exposure, flushing pipes, and further lead testing.
 - The Blackburn pipeline is now installed, and the emergency declaration to address the pipeline can be canceled at the next meeting.

NEW BUSINESS

INFORMATION

8. Judy Reservoir Data Report
9. Recent News Article
10. July Monthly Budget to Actual Report
11. August Monthly Budget to Actual Report

COMMISSIONER COMMENTS

Commissioner Miller thanked the PUD staff who attended and participated in the WPUWA Water Workshop.

CLOSED SESSION

At 4:57 p.m., Commissioner Lindquist recessed the regular meeting to discuss collective bargaining matters pursuant to RCW 42.30.140(4)(a) for approximately 15 minutes and stated that the regular meeting would adjourn following the closed session.

The closed session ended at 5:35 p.m.

ADJOURNMENT

Having no further business to come before the board, Commissioner Lindquist moved for adjournment. The motion passed, and the October 8, 2024, meeting adjourned at 5:35 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 10, 2024

The meeting was held in person and virtually via Zoom.

Commissioners Appearing: Joe Lindquist, Andrew Miller, Corrin Hamburg

Appearing In-Person: Kathy White, Mark Handzlik, Mike Fox, Brian Henshaw, Mark Semrau, Luis Gonzalez, Kevin Tate, Bill Trueman, and Shannon Patiño

Appearing Remotely: None.

CALL TO ORDER

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

2023 BUDGET REVIEW

- Human Resources
- Operations
- Engineering
- Capital Improvement Plan

The next budget work session is on October 29, 2024, at 4:30 p.m.

ADJOURNMENT

With no further business to come before the Board, the work session was adjourned at 5:18 p.m.

ATTEST

Joe Lindquist, President

Corrin Hamburg, Secretary

Andrew Miller, Vice President

As of October 15, 2024

No. 3156

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 \$485,561.86 this 15th day of October, 2024.

The total is comprised of the following:

Accounts Payable voucher No. from 30309 through 30373 in the amount of \$479,087.50, Electronic Funds Transfer in the amount of \$6,474.36. Payroll Electronic Funds Transfers and checks No. through in the amount of \$0.00.

Attest:



Manager


Auditor

President

Vice - President

Secretary

Date: 10/14/2024

Page - 1

Voucher	Claimant	Amount
30309	A-1 SHREDDING INC	168.00
30310	ALBERTO MORONES	190.19
30311	ALL PHASE ELECTRIC SUPPLY	3,319.47
30312	BEAVER LAKE QUARRY INC	1,047.25
30313	BERNARD TALMAS	33.31
30314	BRIAN SHEPHERD	48.73
30315	CASCADE NATURAL GAS	170.12
30316	Cities Digital Inc	90.00
30317	CITY OF MOUNT VERNON	15,026.50
30318	CITY OF SEDRO WOOLLEY	40,827.71
30319	COMCAST BUSINESS	121.82
30320	CORE & MAIN LP	10,444.80
30321	CRYSTAL SPRINGS	28.97
30322	DIAMOND NICOLE LESTENKOF	120.35
30323	E&E LUMBER INC	66.43
30324	ENDURIS WASHINGTON	482.00
30325	EUROFINS EATON ANALYTICAL LLC	263.00
30326	EXPRESS EMPLOYMNT PROFESSIONALS	2,909.88
30327	FRONT DESK	628.47
30328	GAIL GRONEMYER	109.02
30329	HALLMARK REFINING CORP	83.10
30330	HONEY BUCKET	266.00
30331	JAMES E MINIFIE	43.00
30332	JTI COMMERCIAL SERVICES LLC	15,907.19
30333	KAYE- SMITH ENTERPRISES INC	9,628.79
30334	KENT D BRUCE COMPANY LLC	319.98

Voucher	Claimant	Amount
30335	KIMBALL MIDWEST	379.30
30336	LANDRETH MORGAN	150.62
30337	LAKESIDE INDUSTRIES INC	306.34
30338	MARTIN MARIETTA MATERIALS	2,604.13
30339	METTLER-TOLEDO	717.53
30340	MILLIMAN INC	756.16
30341	MISTER T'S AWARDS & EMBROIDERY	40.18
30342	NATIONAL SAFETY INC	489.60
30343 - EDI	NORTHWEST ADMINISTRATORS	615.60
30344	OLIVER HAMMER INC	119.44
30345	OSW Equipment & Repair,LLC	28,979.27
30346	PAPE MACHINERY INC	718.07
30347	PLATT ELECTRIC SUPPLY	549.44
30348	PUGET SOUND ENERGY	11,325.87
30349	PURMS JOINT SELF INS FUND	154,430.65
30350	QCC QUALITY CONTROLS CORP	23,435.88
30351	RH2 ENGINEERING INC	3,546.76
30352	RWC GROUP	708.08
30353	SAGE - BURLINGTON 4 LLC	887.77
30354	SAM LARGENT	122.76
30355	SAN JUAN CABLE	115.90
30356	SECURITAS TECHNOLOGY CORP	120.87
30357	SECURITY SOLUTIONS NORTHWEST	7,303.74
30358 - EDI	SKAGIT COUNTY PLANNING &	420.00
30359	SKAGIT COUNTY PUBLIC WORKS	217.18
30360	SKAGIT VALLEY PUBLISHING	290.52
30361	TACOMA SCREW PRODUCTS INC	807.75
30362	TEAMSTER UNION LOCAL 231	3,990.65
30363	THE DRIFTMIER ARCHITECTS P S	19,765.00
30364	TRANE US INC	6,515.84
30365	TRUEbenefits, LLC	5,000.00
30366	UNITED WAY OF SKAGIT COUNTY	100.00
30367	UTILITIES UNDERGROUND LOCATION	624.36
30368	VIKTOR TERESHCHUK	109.16
30369	WA STATE PATROL	22.00
30370	ASTOUND BUSINESS SOLUTIONS LLC	120.82
30371	WORK OUTFITTERS	250.00
30372	Western Refinery Services-WRS	101,121.78
30373 - EDI	ZIPLY FIBER	5,438.76
		485,561.86



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

October 22, 2024

MEMORANDUM

TO: Board of Commissioners
FROM: Mark Handzlik PE, Engineering Manager
SUBJECT: Walnut Trail Apartments Project Acceptance

Requested Action:
Acceptance of the Walnut Trail Apartments project.

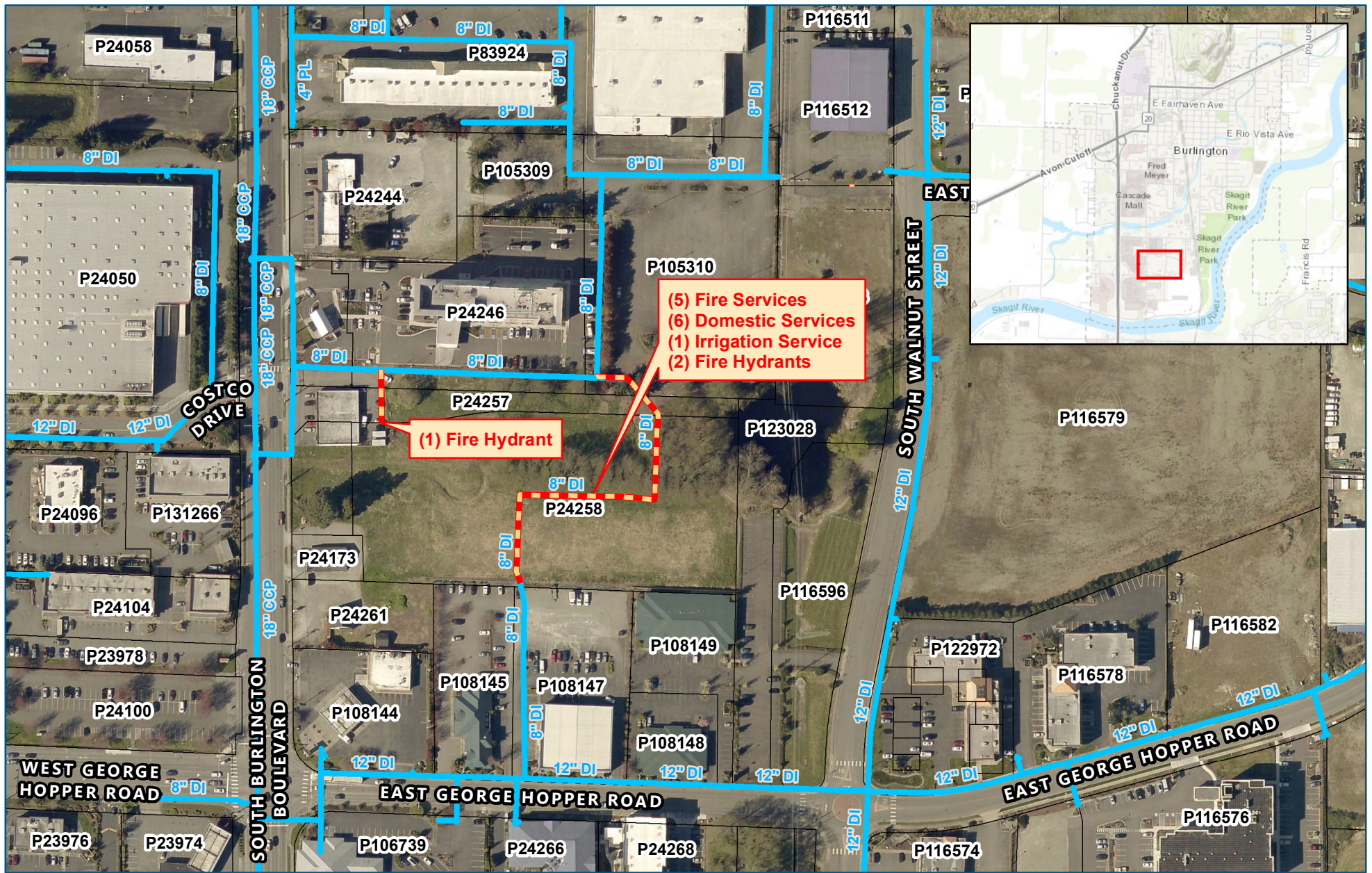
Background:

Reference: Job ID CP8237
Location: Burlington
Developer: Sage Walnut Trail LLC
Contractor: DeKoster Excavating 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. [Walnut Trail Apartments Acceptance Map](#)



Walnut Trail Apartments Project Acceptance

0 125 250 500 Feet

NAD 1983 StatePlane Washington North FIPS 4601 Feet
Author: wilson
10/10/2024

Existing Main

Parcels

Awaiting Acceptance

Job Identity: CP8237

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.



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

October 22, 2024

MEMORANDUM

TO: Board of Commissioners
FROM: George Sidhu, P.E., General Manager
SUBJECT: Resolution 2308-24, Canceling Resolution 2306-24 which Declared an Emergency Related to the Repeated Pipe Failures on East Blackburn Road in Mount Vernon, WA.

Requested Action:

Approve Resolution 2308-24 to cancel Resolution 2306-24, declaring an emergency related to the repeated pipe failures on East Blackburn Road in Mount Vernon, WA.

Background:

On August 27, 2024, an emergency was declared due to the repeated failures of a 2-inch diameter PVC waterline on East Blackburn Road in Mount Vernon, which has experienced multiple breaks recently and has repeatedly flooded the basement of a nearby home. To prevent further damage to the home and limit any insurance premium increases for the PUD, the emergency was declared to replace the subject pipe.

Land development is underway on the north side of East Blackburn Road, which requires the developer to replace some of the pipes in question, but they were not planning to begin their project just yet. We contacted the developer and negotiated a price to have their contractor mobilize early to complete the replacement of the pipe that has been undergoing the breaks, as well as install the pipe that is required as a part of their project. The developer agreed to the scope of work and completed the pipeline installation in late September.

Now that the 2-inch PVC waterline has been replaced and the new line is in service, the emergency can be canceled.

Fiscal Impact:

Since this was a joint project involving work that the contractor was already required to perform, along with the early mobilization of the work that we wanted to complete, the final cost sharing is still being tabulated. Our share of the costs is likely to be around \$80,000, which will come from our 2024 capital budget for pipe replacement.

Enclosures: 1. [Resolution 2308-24](#)

RESOLUTION NO. 2308-24

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY (DISTRICT), WASHINGTON, CANCELING RESOLUTION 2306-24 WHICH DECLARED AN EMERGENCY RELATED TO THE REPEATED PIPE FAILURES ON EAST BLACKBURN ROAD IN MOUNT VERNON, WA

WHEREAS, frequent breaks on a 2-inch PVC pipeline from 1968 on East Blackburn Road were causing flooding damage to nearby homes that led the PUD to declare an emergency on August 27, 2024, due to repeated pipe failures.

WHEREAS, the pipeline was replaced with a new waterline.

NOW, THEREFORE, BE IT RESOLVED that Resolution 2306-24 is hereby canceled, and the emergency authority granted to the General Manager is no longer effective.

PASSED AND APPROVED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular open meeting held this 22nd day of October 2024.

Joe Lindquist, President

Andrew Miller, Vice President

ATTEST

Corrin Hamburg, Secretary



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

October 22, 2024

MEMORANDUM

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

FROM: Kathy White, Human Resources Manager

SUBJECT: Revised Resolution 2307-24, *Providing for Recognition of Experience and Years of Service by Employees*, and updated AP&P 2020, *Above and Beyond Awards Program*

Requested Action:

Approve Resolution #2307-24 *Providing for Recognition of Experience and Years of Service by Employees*.

Background:

The PUD has a resolution in place that provides for recognition of employees, both for years of service and for incentive awards for above and beyond actions in work performance or actions linked to the PUD’s Strategic Plan goals. Amounts for these awards have not been increased since 2017, and I am recommending revisions to the program as follows:

Above and Beyond Awards:

- Increase the \$25 award to \$50.
- Increase the \$50 award to \$100.
- Increase the \$75 award to \$150.

The \$150 award would need special approval by the General Manager, and this award would be presented at the next scheduled all hands meeting for employees. The revised AP&P is provided to the Board for their comments.

Length of Service Awards:

Each of these award limits would be increased to reflect the increased cost of items as follows:

- The one, five, 10, and 15-year awards would be increased by \$25.00 each.
- The 20, 25, and 30-year awards would be increased by \$50.00 each.

Fiscal Impact:

The financial impact of these changes will come directly from the HR Operating Budget and is not expected to exceed \$750 in any given year based on the average amount of service awards presented.

- Enclosures:
1. [Resolution 2307-24](#)
 2. [AP&P 2020-Above & Beyond \(redline\)](#)
 3. [AP&P 2020-Above & Beyond \(clean\)](#)

RESOLUTION NO. 2307-24

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON, PROVIDING FOR RECOGNITION OF EXPERIENCE AND YEARS OF SERVICE BY EMPLOYEES

WHEREAS, Public Utility District No. 1 of Skagit County has determined that experienced, well trained and loyal employees are an essential and valuable component to the efficient operation of the District, providing more knowledgeable service to customers, better performance and morale among its employees, and

WHEREAS, the District believes individuals awarded for achievements in loyalty, knowledge, performance and length of service should be recognized when possible, before the entire District staff, and

WHEREAS, the District recognizes that it is in its best interest to provide incentive and length of service awards to these employees.

NOW, THEREFORE, BE IT RESOLVED that the District may provide non-cash incentive awards to employees on an occasional and infrequent basis to be approved by the General Manager. The incentive awards shall be uniform in nature, non-discriminatory and shall not exceed \$150.00 in cost for any individual employee.

BE IT FURTHER RESOLVED that the District may provide non-cash length of service recognition awards to employees on an occasional and infrequent basis to be determined by the General Manager. The length of service awards shall be uniform in nature, non-discriminatory and the amount shall be limited as follows:

<u>Completion of:</u>	<u>Amount Not to Exceed:</u>
One year of service	\$100.00
Five years of service	\$150.00
Ten years of service	\$175.00
Fifteen years of service	\$200.00
Twenty years of service	\$250.00
Twenty-five years of service	\$275.00
Thirty years of service	\$300.00

The District may also provide a service award and/or recognition ceremony for employees separating from service who are eligible to receive a retirement benefit from the State of Washington Public Employees Retirement System (PERS), Plans 1, 2 or 3 at the time of separation. The cost of such award and/or ceremony shall not exceed \$1,000.00.

BE IT FURTHER RESOLVED, that Resolution No. 2251-17 is hereby rescinded.

ADOPTED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular open public meeting thereof this 22 day of October 2024.

Joe Lindquist, President

ATTEST

Andrew Miller, Vice President

Corrin Hamburg, Secretary



Above and Beyond Awards Program Administrative Practice & Procedure #2020

In accordance with the authority granted by Board Resolution #2307-24, the Above and Beyond Rewards Program is hereby established for the employees of Public Utility District No.1 of Skagit County.

Purpose

This program is intended to:

- Provide supervisors with a meaningful way to recognize and reward an employee's performance.
- Improve the level of employee engagement and assist in retaining PUD employees.
- Provide a tool to raise awareness and align employees with department and PUD business goals.
- Supplement a compensation program that rewards excellent performance.
- Provide guidance to supervisors to ensure the program is used consistently and appropriately throughout the PUD.

Procedure

To be eligible for an Above and Beyond Award an employee must:

- Have a current job description and clear work expectations; and
- Meet or exceed the work expectations of their position on a consistent basis.

The reward should be applied for a specific circumstance with the following conditions:

- The employee went "above and beyond" the call of duty.
- The employee's actions support the department's business goals and the PUD's Mission, Vision, and Values, and are linked to one or more of the PUD's Strategic Plan goals.

Rewards cannot be applied to an individual more than once every six (6) months. Rewards must be non-cash, and the value under this program must be less than or equal to \$150.00. The Above and Beyond Awards Program is subject to Board Resolution No. 2307-24. Any award received by an employee under this program is considered by the IRS to be taxable income to the employee.

Available awards are in the amounts of \$50.00, \$100.00, or \$150.00. \$150.00 awards must be approved by the General Manager and will typically be awarded at employee All Hands meetings. The amount of the individual award should directly relate to the degree to which the employee met the conditions stated above.

Questions to ask before deciding on an award amount might be: How much effort went into going “above and beyond”—was it easy to accomplish, or did it take a reasonable amount of care and attention, or did it take a considerable amount of effort and coordination to assure a good outcome? How important was the employee’s action in supporting the department or the PUD’s Strategic Plan? Did the action support an operational goal, solve a nagging problem leading to better organizational efficiency, or make a breakthrough contribution that allows the PUD to reach a strategic objective?

Process for Requesting Rewards:

1. Supervisors must complete the Above and Beyond Reward Request Form and forward it to HR for approval. For \$150 awards, the request will be forwarded to the General Manager for approval.
2. When submitting, the supervisor should select a reward amount.
3. HR will approve the award or may request additional information from the supervisor.
4. The supervisor will typically personally present the reward to the employee, and then the employee can choose from the available options for their award.
5. A copy of the Above and Beyond Reward Request Form is filed in the employee’s personnel file.

Rewards Selection:

Rewards will consist of gift cards, and employees will be able to pick which gift card they prefer. The selection will vary based on what is available (some examples of options might include Amazon, Macy’s, Home Depot, Lowes, Cabelas, miscellaneous restaurants, and other similar options). Lost gift cards will not be replaced.

Changes/Amendments:

This program may be modified, suspended or terminated at any time for any reason in whole or in part.

Former Title/AP&P#:	Above & Beyond Awards Program, AP&P 2020
Effective Date:	04/01/2016
Revision Date:	10/22/2024
General Manager Signature:	Date:



Above & Beyond Awards Program

Employee Name:
Amount of the Award: D \$50 D \$100 D \$150
What is/was the employee's accomplishment?
When did it happen?
Why does this accomplishment deserve an Award?
Date:
Supervisor Name:
Supervisor Signature:

Upon completion, please return this form to Human Resources.

For Human Resources use:

HR Approval:	Date:
GM Approval (if needed):	Date:
Given to Employee/Date:	Copy to Personnel File & Payroll/Date:



Above and Beyond Awards Program Administrative Practice & Procedure #2020

In accordance with the authority granted by Board Resolution #2307-24, the Above and Beyond Rewards Program is hereby established for the employees of Public Utility District No.1 of Skagit County.

Purpose

This program is intended to:

- Provide supervisors with a meaningful way to recognize and reward an employee's performance.
- Improve the level of employee engagement and assist in retaining PUD employees.
- Provide a tool to raise awareness and align employees with department and PUD business goals.
- Supplement a compensation program that rewards excellent performance.
- Provide guidance to supervisors to ensure the program is used consistently and appropriately throughout the PUD.

Procedure

To be eligible for an Above and Beyond Award an employee must:

- Have a current job description and clear work expectations; and
- Meet or exceed the work expectations of their position on a consistent basis.

The reward should be applied for a specific circumstance with the following conditions:

- The employee went "above and beyond" the call of duty.
- The employee's actions support the department's business goals and the PUD's Mission, Vision, and Values, and are linked to one or more of the PUD's Strategic Plan goals.

Rewards cannot be applied to an individual more than once every six (6) months. Rewards must be non-cash, and the value under this program must be less than or equal to \$150.00. The Above and Beyond Awards Program is subject to Board Resolution No. 2307-24. Any award received by an employee under this program is considered by the IRS to be taxable income to the employee.

Available awards are in the amounts of \$50.00, \$100.00, or \$150.00. \$150.00 awards must be approved by the General Manager and will typically be awarded at employee All Hands meetings. The amount of the individual award should directly relate to the degree to which the employee met the conditions stated above.

Questions to ask before deciding on an award amount might be: How much effort went into going “above and beyond”—was it easy to accomplish, or did it take a reasonable amount of care and attention, or did it take a considerable amount of effort and coordination to assure a good outcome? How important was the employee’s action in supporting the department or the PUD’s Strategic Plan? Did the action support an operational goal, solve a nagging problem leading to better organizational efficiency, or make a breakthrough contribution that allows the PUD to reach a strategic objective?

Process for Requesting Rewards:

1. Supervisors must complete the Above and Beyond Reward Request Form and forward it to HR for approval. For \$150 awards, the request will be forwarded to the General Manager for approval.
2. When submitting, the supervisor should select a reward amount.
3. HR will approve the award or may request additional information from the supervisor.
4. The supervisor will typically personally present the reward to the employee, and then the employee can choose from the available options for their award.
5. A copy of the Above and Beyond Reward Request Form is filed in the employee’s personnel file.

Rewards Selection:

Rewards will consist of gift cards, and employees will be able to pick which gift card they prefer. The selection will vary based on what is available (some examples of options might include Amazon, Macy’s, Home Depot, Lowes, Cabelas, miscellaneous restaurants, and other similar options). Lost gift cards will not be replaced.

Changes/Amendments:

This program may be modified, suspended or terminated at any time for any reason in whole or in part.

Former Title/AP&P#:	Above & Beyond Awards Program, AP&P 2020
Effective Date:	04/01/2016
Revision Date:	10/22/2024
General Manager Signature:	Date:



Above & Beyond Awards Program

Employee Name:
Amount of the Award: D \$50 D \$100 D \$150
What is/was the employee's accomplishment?
When did it happen?
Why does this accomplishment deserve an Award?
Date:
Supervisor Name:
Supervisor Signature:

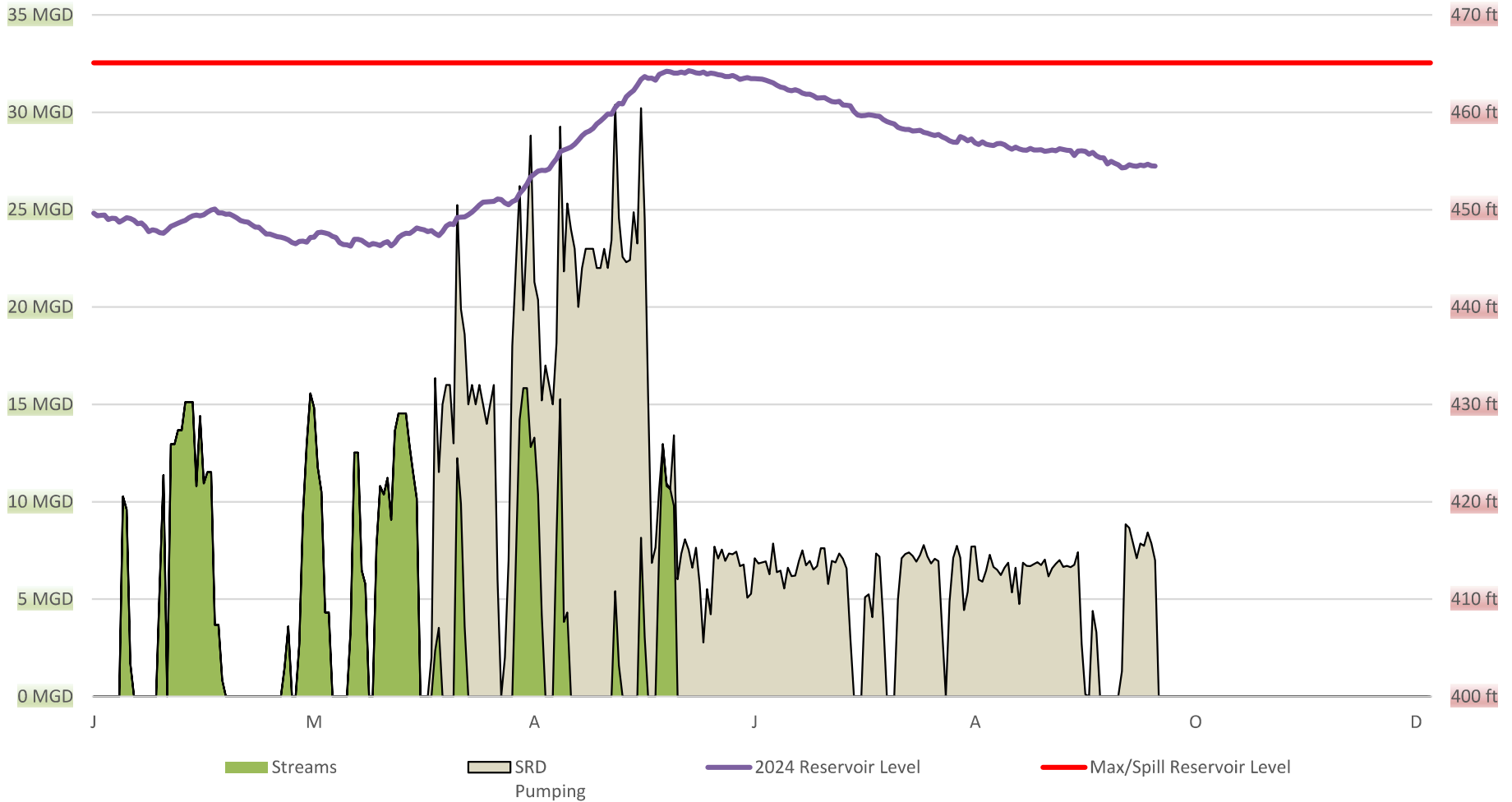
Upon completion, please return this form to Human Resources.

For Human Resources use:

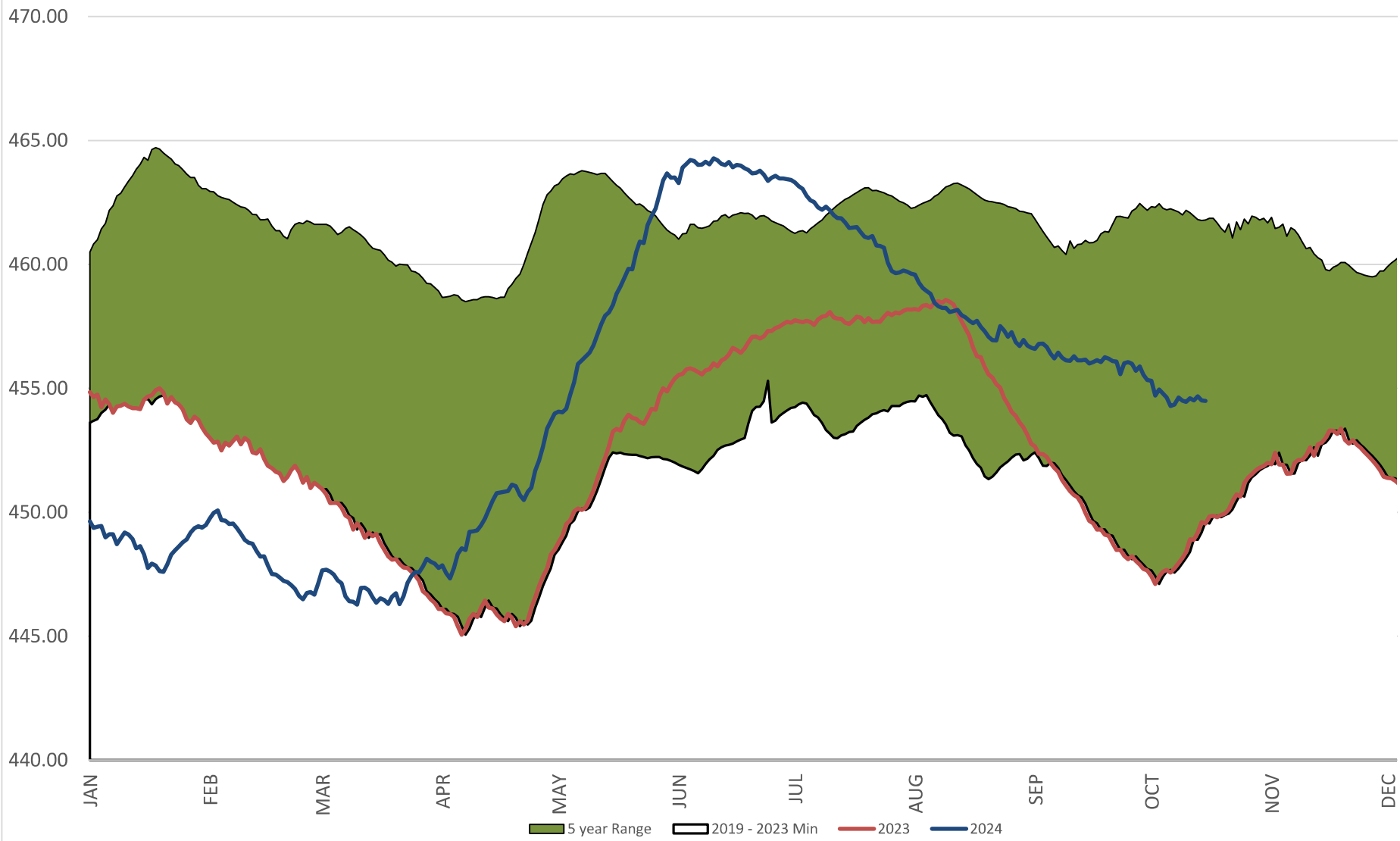
HR Approval:	Date:
GM Approval (if needed):	Date:
Given to Employee/Date:	Copy to Personnel File & Payroll/Date:

2024 Judy Reservoir Inflows & Elevation

October 09 Elevation:	454.63 (ft)
October 16 Elevation:	454.49 (ft)
Change in Elevation:	<u>-0.14</u> (- 1.7 Inches)
Spillway Elevation:	465.10
Stream Inflow YTD:	704.90 MG
Skagit River YTD:	<u>1742.00 MG</u>



5-YEAR
JUDY RESERVOIR ELEVATIONS



PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY
SEPTEMBER 2024

	Current Month	YTD 2023	YTD 2024	Percent Change	Budget 2024	Budget to Actual %
Beginning Reserves		\$ 41,388,710	\$ 26,632,717	-36%		
Revenues						
Residential & Multi-family	\$ 1,480,347	\$ 17,097,702	\$ 16,497,514	-4%	\$ 17,552,701	94%
Comm. Gov't & Agriculture	626,449	6,099,578	6,163,538	1%	6,037,078	102%
Water Sales	\$ 2,227,666	\$ 24,050,230	\$ 23,342,974	-3%	\$ 24,272,524	96%
Other Water Sales	71,336	712,976	523,367	-27%	498,419	105%
Non-operating Revenue	76	1,581,486 (a)	1,322,089	-16%	765,744	173%
Work & Service Orders	(29,820)	308,375 (b)	392,284	27%	390,003	101%
System Development Fees	83,691	703,907 (c)	748,260	6%	675,000	111%
Total Revenues	\$ 2,352,950	\$ 27,356,974	\$ 26,328,973	-4%	\$ 26,601,690	99%
Operating Expenses						
Salary/Wages/Benefits	\$ 289,093	7,983,278	8,123,176	2%	9,336,807	87%
WTP - Water, Power, Chem.	78,385	1,113,752	1,105,489	-1%	1,122,154	99%
Repairs & Maint, and Fleet	111,672	887,684	932,910	5%	1,251,953	75%
Tech./SCADA/Support	48,824	634,195 (d)	887,775	40%	566,269	157%
Professional Services	8,086	200,868 (d)	235,235	17%	577,596	41%
Goods & Services	97,029	1,544,772	1,335,171	-14%	1,732,859	77%
Utility & Other Taxes	147,000	1,228,317	1,229,895	0%	1,296,100	95%
Construction in Progress	(49,770)	(679,281) (e)	(1,016,491)	50%	(1,072,506)	95%
Total Operating Expenses	\$ 1,017,406	\$ 12,913,585	\$ 12,833,160	-1%	\$ 14,811,232	87%
Capital Expenses						
Labor	\$ 95,607	928,906	729,728	-21%	1,175,795	62%
Other Expenses (Equip, Inv, G&S)	1,509,768	11,528,572	20,009,407	74%	21,078,955	95%
Capital Expenses	\$ 1,605,375	\$ 12,457,478	\$ 20,739,135	66%	\$ 22,254,750	93%
Debt (Principal & Interest)	394,444	2,877,750	3,550,000	23%	3,550,000	100%
Total Capital & Debt Service	\$ 1,999,819	\$ 15,335,228	\$ 24,289,135	58%	\$ 25,804,750	94%
Total Expenses	\$ 2,730,139	\$ 28,248,813	\$ 37,122,295	31%	\$ 40,615,982	91%
Income / Loss	\$ (377,190)	\$ (891,839)	\$ (10,793,322)	1110%		
Revenue Fund		\$ 33,330,638	\$ 15,126,900	-55%		
System Development Fees		4,979,051	6,604,140	33%		
Bond & Debt Reserve		3,079,021	3,468,962	13%		
Ending Estimated Reserves		\$ 41,388,710	\$ 25,200,002	-39%		

- (a) Decrease Interest on Investments
- (b) Increase in Work for others
- (c) Increase in New Development
- (d) Timing of Projects, Repairs & Purchases
- (e) Increase in Capital Construction

https://www.goskagit.com/news/education/mount-vernon-school-district-plans-moving-administrative-staff-to-skagit-pud-building/article_2e3f43a6-81a4-11ef-be36-d7177fe2ea2f.html

Mount Vernon School District plans moving administrative staff to Skagit PUD building

RACQUEL MUNCY Skagit Valley Herald
Oct 3, 2024



The current Skagit Public Utility District building on Freeway Drive in Mount Vernon.
Skagit Valley Herald file

MOUNT VERNON — The Mount Vernon School District has signed a pre-agreement to move its administrative staff into the Skagit Public Utility District building.

The PUD is expected to move into its new building in about December, school district Superintendent Victor Vergara said.

During a presentation to the School Board on Wednesday, Executive Director of Categorical Programs Dan Berard and Executive Director of Finance Jennifer Larson spoke about why the move is needed.

Berard said the school district's administration building was built in 1907 and comes with a variety of concerns, such as not being compliant with the Americans with Disabilities Act, being costly to maintain and being unwelcoming to the public.

"It's becoming more and more unsafe," he said.

The heating system is from 1976 and the air handler from 1956. Neither still has parts available and there is no back-up plan should they go out.

Berard said the electrical system is outdated and the building is constantly blowing fuses due to being at maximum capacity.

Larson said over the years several options have been considered for administrative staff.

The building that housed the former Lincoln Elementary School was considered, but has similar problems to the current administration building.

"You'd have to bring it up to current code," Larson said.

About seven years ago, an estimate to update the building was about \$14 million.

Another option was to renovate the current administration building. Larson said an estimate from about seven years ago was about \$8 million.

The school district's best option is partnering with the PUD.

"They want to work with us and make it accessible and available," Larson said.

The lease-to-own pre-agreement signed by the school district is for \$2.3 million over five years, making it considerably less than the other options.

Larson said the school district can purchase the building with proceeds from property sales.

The school district has about \$523,000 ready to put toward the PUD building from Swan Road development proceeds that have to be used toward property purchase.

Other possible property sales include the Second Street Student Support Services building that is on the market, a piece of Madison Elementary School property that is not in use, Lincoln Elementary School, the Rosewood building and the current administration building.

"We would not take any money away from operations," Larson said. "That's really important."

Berard said the next steps in moving into the PUD building are determining a schedule for needed inspections, title review, creating a formal lease agreement and continuing efforts of selling other district property.

Vergara said his goal is to sign a formal lease agreement by March, then start moving departments over.

"This has been an effort for about two years. It's not new," he said. "The building we are in now is unsafe."

School Board member Wendy Ragusa agreed the building is a hazard.

"We need to keep our staff safe, our leaders safe," she said.

Racquel Muncy can be reached at rmuncy@skagitpublishing.com, 360-416-2139

Racquel Muncy



Performance of Rapid Rate Filtration Plants in Washington

Optimizing rapid rate filter performance for turbidity (particle) removal provides better public health protection for consumers.

Each month, rapid rate treatment plants across the state submit operations reports to document regulatory compliance. We enter maximum daily turbidity values from the 55 active treatment plants into Optimization Assessment Software and rank systems according to their relative performance.

[Washington State Rapid Rate Treatment Plant Performance Trends \(PDF\)](#) shows turbidity reduction performance improvement by all rapid rate treatment plants in Washington as a group from 2001 through 2023. Improved performance means improved public health protection. [Read more about optimization criteria \(PDF\)](#).

By optimizing water quality produced by their existing facilities, these utilities are able to cost-effectively provide a larger margin of safety and build greater resiliency to handle natural disasters and other unforeseen events.

Congratulations 2023 TOP Performers!

Turbidity monitoring data for 2023 show that Washington's conventional and direct filtration surface water treatment plants continue to perform above national regulatory standards—and provide better public health protection.

Four systems are continuing their run of excellence and have now reached 23 consecutive years of optimization!

We also award bronze, silver, gold, and platinum certificates to systems the first time they meet the turbidity goals for 3, 5, 10, and 15 consecutive years, respectively. This year, one system earned a platinum award, two systems earned a silver award, and two systems earned a bronze award.

See a [complete list of systems](#) that met optimization goals in 2023.

Congratulations to the treatment plant operators, utility managers, and decision makers for making this happen!

Twenty-Year Award

- Arlington Water Department (2001-2023)
- Lake Whatcom Water and Sewer District—South Shore Water System (2001-2023)
- Pasco Water Department (2001-2023)
- Skagit County PUD #1—Judy Reservoir System (2001-2023)

Platinum Award Recipients (15 or more years)

- City of Kelso (2006-2023)
- River Bend Water System (2009-2023)*

Gold Award Recipients (10 to 14 years of continuously optimized performance)

- City of Yakima (2010-2023)
- City of Bellingham (2011-2023)
- Castle Rock Municipal Water (2012-2023)^
- Town of Metaline Falls (2012-2023)

Silver Award Recipients (Five to nine years of continuously optimized performance)

- Department of Energy/200 W (2015-2023)
- Hoquiam Water Department (2015-2023)
- Lake Chelan Reclamation District (2015-2023)
- City of Anacortes (2016-2023)
- Friday Harbor (2017-2023)
- Raymond Water Department (2017-2023)
- Seattle Public Utilities (2019-2023)*
- City of Port Angeles (2019-2023)*

Bronze Award Recipients (Three or four years of continuously optimized performance)

- City of Everett Public Works Department (2021-2023)*
- City of Ilwaco Water Department (2021-2023)*
- Roche Harbor Water System (2020-2023)
- City of Leavenworth (2020-2023)

- Water District 19 (2020-2023)

**First-time award recipient for 2023.*

^Data error from 2022 correction.

Get the information and assistance you need to improve treatment plant performance by contacting your regional ODW office.

Eastern Regional Office, [Russell Mau](#) 509-329-2116

Northwest Regional Office, [Laura McLaughlin](#) 564-669-0753

Southwest Regional Office, [Scott Pollock](#) 564-669-0854