

**SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
Everett Headquarters Building, 2320 California Street
Zoom Online Platform Option Available**

September 19, 2023

CONVENE REGULAR MEETING – 9:00 a.m. – Commission Meeting Room

Virtual Meeting Participation Information

Join Zoom Meeting:

- Use link
<https://us06web.zoom.us/j/82218198045?pwd=xiUkXmOZRbJTLIcrrhbq0HHrTmkJfk.1>
- Dial in: (253) 215-8782
- Meeting ID: 822 1819 8045
- Passcode: 108856

1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION

- A. Updates
 - 1. Other
- B. [Education Program Overview](#)
- C. [Snohomish County Interurban Recreational Trail Easement](#)
- D. [The Public Utility Regulatory Policies Act at Snohomish Public Utility District](#)
- E. [Supply Chain Update](#)
- F. [Snopud Reliability 2022](#)
- G. [Bonneville Power Administration \(BPA\) Cost Adjustment for FY2024-2025](#)

RECONVENE REGULAR MEETING - 1:30 p.m. – Commission Meeting Room/Virtual Meeting Participation

2. RECOGNITION/DECLARATIONS

- A. [Consideration of a Resolution Recognizing and Designating the Week of October 2, 2023, Through October 6, 2023, as Customer Service Appreciation Week to Honor and Celebrate District Employees for the Outstanding Customer Service They Have Provided Over the Past 12 Months](#)

3. COMMENTS FROM THE PUBLIC

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and the Board President will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to “raise hand.”

Continued →

4. CONSENT AGENDA

- A. [Approval of Minutes for the Regular Meeting of September 5, 2023](#)
- B. [Bid Awards, Professional Services Contracts and Amendments](#)
- C. [Consideration of Certification/Ratification and Approval of District Checks and Vouchers](#)
- D. [Consideration of a Resolution Approving Amendment No. 7 to the Collective Bargaining Agreement Between Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2020, Through March 31, 2024](#)
- E. [Consideration of a Resolution Approving Amendments to add Roth Plan Feature to and Remove “First of the Month” Effective Date Rule From the Public Utility District No. 1 of Snohomish County 401\(k\) Plan and the Public Utility District No. 1 of Snohomish County 457 Deferred Compensation Plan and Trust](#)

5. CEO/GENERAL MANAGER REPORT

6. COMMISSION BUSINESS

- A. [Commission Reports](#)
- B. [Commissioner Event Calendar](#)
- C. [August 2023 District Performance Dashboard](#)
- D. [Consideration of a Resolution Amending Resolution No. 5924 and Adopting Amendments to the Board of Commissioners Governance Policies Entitled Executive Limitations, Governance Process, Board-CEO/General Manager Linkage Policies, and Board Engagement Plan](#)

7. GOVERNANCE PLANNING

- A. [Governance Planning Calendar](#)

ADJOURNMENT

The next scheduled regular meeting is October 2, 2023

Agendas can be found in their entirety on the Snohomish County Public Utility District No. 1 web page at www.snopud.com. The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the Commission Office at 425.783.8611 for special accommodations or additional information.



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 1

TITLE

CEO/General Manager’s Briefing and Study Session

SUBMITTED FOR: Briefing and Study Session

CEO/General Manager _____	John Haarlow _____	8473 _____
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Executive Limitations, EL-9, Communications and Support to the Board – the CEO/General Manager shall...marshal for the board as many...points of view, issues and options as needed for fully informed Board choices.

List Attachments:

CEO/General Manager’s Briefing and Study Session attachments

Education Program Overview

Jenni Lamarca
Education Programs Coordinator

September 19, 2023
(last presented June 15, 2021)





2022-2023 School Year

SNOHOMISH
PUD
Energizing Life In Our Communities

Classroom Presentations

Energy Lessons

- We offered 6 Elementary Lessons (3rd-5th) and 2 Middle School Workshops
- 1,170 lessons for a total of 26,494 student hours of instruction

Water Storytelling

- Grades K-1st for schools in our water service area
- 59 lessons for 1,133 students

"We love the engaging lessons, hands on activities, clear learning targets, and thoughtful teachers."

-Kokanee Elementary Teacher

Inclusion



Circuit Systems

- I can explain what a **switch** does.
- I can describe the differences between **simple, parallel** and **series circuits**.
- I can describe how energy is **transferred** and **transformed** within a circuit system.

Motion



Heat



Sound



Electrical



Chemical



Light



Draw or write about your bright idea for how YOU are going to save energy.

Energy Choices Game Exit Ticket

YOUR NAME: _____

SNOHOMISH COUNTY
PUD
PUBLIC UTILITY DISTRICT NO. 1

Meet the Renewables Assembly



15 assemblies for 2,927 students and 131 teachers

Mini Virtual Teacher Workshops

Paper Circuits and Solar Bugs

- Teachers who attended the workshops received a class set of supplies.
- We mailed out 87 class sets of kits.



Art and Photography Contests



Community Events



Energy Block Party



10 STEM/STEAM Nights
(Science, Technology, Engineering, Art and Math)



Foundation for Edmonds School District



9 Field Trips to Woods Creek and the Microgrid

2023-2024 School Year

- 1 New Teacher, 5 Returning
- Updated The Journey of Hydropower Lesson
- More Field Trips
- Career Card Game
- Getting More PUD Employees Involved



4B Andrew M.
Fish Biologist
Snohomish County PUD
Only some of the creek's water is redirected to generate power. Andrew monitors the creek and surrounding habitat. He makes sure the fish and other aquatic species remain healthy.

4A Dawn
Environmental Coordinator
Snohomish County PUD
Projects need a federal permit to operate. Dawn and engineers to make sure the project meets the requirements and does not harm the environment.

4D Andrew C.
Power Scheduler
Snohomish County PUD
Andrew coordinates the energy that the project produces. He helps make sure there is enough power for customers when and where they need it.

4C Jake
Electrical Engineer
Snohomish County PUD
Jake works on the switchgear panel at the power plant. The switchgear includes fuses, switches, and breakers. It controls the flow of electricity through the system.

Woods Creek Hydropower
Location: Monroe, Washington
Renewable Energy Source: Hydropower
Fun Fact: Fish screens stop fish from entering the project but still allow enough water to pass through to turn the systems turbines.

Snohomish County Interurban Recreational Trail Easement



Maureen Barnes, Manager Real Estate Services
September 19, 2023

- The purpose of this presentation is to:
 - Inform the Board of the proposed updated 25-year Interurban Trail Easement with Snohomish County.
 - Outline the primary terms of the Easement.
- New Easement will be brought to Commission for a public hearing and approval by resolution at the October 2, 2023, Commission Meeting.



Snohomish County Interurban Trail - Background

- The trail follows the Pacific Northwest Traction Co. (PNT) former Interurban Electric Train corridor which ran from Seattle to Everett from 1910 to 1939 and spanned 29 miles.
- Puget Sound Power and Light Company converted the right of way to a power line corridor in 1939.
- In 1949 the District purchased the electrical system from Puget Sound Power and Light.
- In the 1990's Snohomish County and the cities of Edmonds, Mountlake Terrace, Lynnwood and Everett built an approximate 12-mile pedestrian and bicycle trail which connected to the 12-miles of trail through King County, starting in the City of Seattle, called the "**Interurban Trail**".



Current Snohomish County Interurban Trail

- In light of the many changes in the previous 25 to 30 years, it was essential to draft an updated Interurban Trail Easement to put in place as the easements expired.
- In 2018 a new 25-year Interurban Trail Easement was negotiated with the City of Lynnwood, and this easement was intended to serve as a template easement for Snohomish County, Mountlake Terrace and Everett.
- As the initial 25-year term of the easements were approaching expiration, staff reached out to secure new easements or, if needed, term extensions to allow time for negotiation.
- In 2019 Snohomish County declined to enter into a new easement or a term extension of the existing easement.



Current Snohomish County Interurban Trail



- The easement is the product of significant collaboration, cooperation and compromise between County and District staff. The easement has taken nearly 4-years to complete in large part due to staff turnover, the pandemic and the need to seek cost share on encampment cleanup.
- Despite the challenges staff was able to reach agreement on numerous complex issues and craft a reasonable and fair easement agreement that satisfies the requirements of both Snohomish County and the District.
- Whereas there are some minor changes from the Lynnwood easement agreement which was used as a template, moving forward it will become the new template with the remaining cities (Everett and Mountlake Terrace).



Recreational Trail Easement - Terms

- The term of the easement will be 25-years.
- No modifications or changes to the trail without District review and approval.
- Whereas the trail is the paved portion, extending 10' on either side of the centerline (which the County will maintain), any debris from dumping or transient camping outside of that footprint will be split 50/50 regarding clean-up.
- The County will pay any costs associated with warning signage and/or protective devices.
- The District will inspect and maintain any fencing or stormwater infrastructure that it installs or has installed upon the property.
- The County and District will jointly inspect the trail bi-yearly.
- Relocation of the trail or trail amenities is at the sole expense of the County, with the District retaining the right to request relocation as needed for system reliability and safety.



Questions?



Special Thanks

- Guy Payne, Assistant General Manager Distribution & Engineering
 - Mark Flury, Senior Manager, Transmission & Distribution System Operations & Engineering
 - Brenda White, Senior Local Government & External Affairs Manager
- Thank You
- Paul McMurray, Assistant General Counsel
 - Carol Biggs, Real Estate Services Agent IV
 - Chuck Peterson, Senior Executive Account Manager
 - **Snohomish County Parks Staff**



The Public Utility Regulatory Policies Act at Snohomish Public Utility District

Christina Leinneweber | Data Scientist

Peter Dauenhauer | Senior Manager - Rates, Economics & Energy Risk Management

September 19, 2023

Last Presentation: November 1, 2022



Introduction

Purpose

Today is an informational briefing; no Commission action is requested.

Agenda: Three Questions

- What is the Public Utility Regulatory Policies Act (PURPA)?
- What is the District Doing?
- What feedback has the District Received?

What is the Public Utility Regulatory Policies Act?

Basics of Regulation

The Origin of PURPA

Public Utility Regulatory Policies Act of 1978

- Response to 1973 Energy Crisis
- Goals:
 - Encourage **non-utility power** production, including **co-generation**
 - Encourage **hydropower**
 - Promote **conservation**
 - Favor **renewable** resources



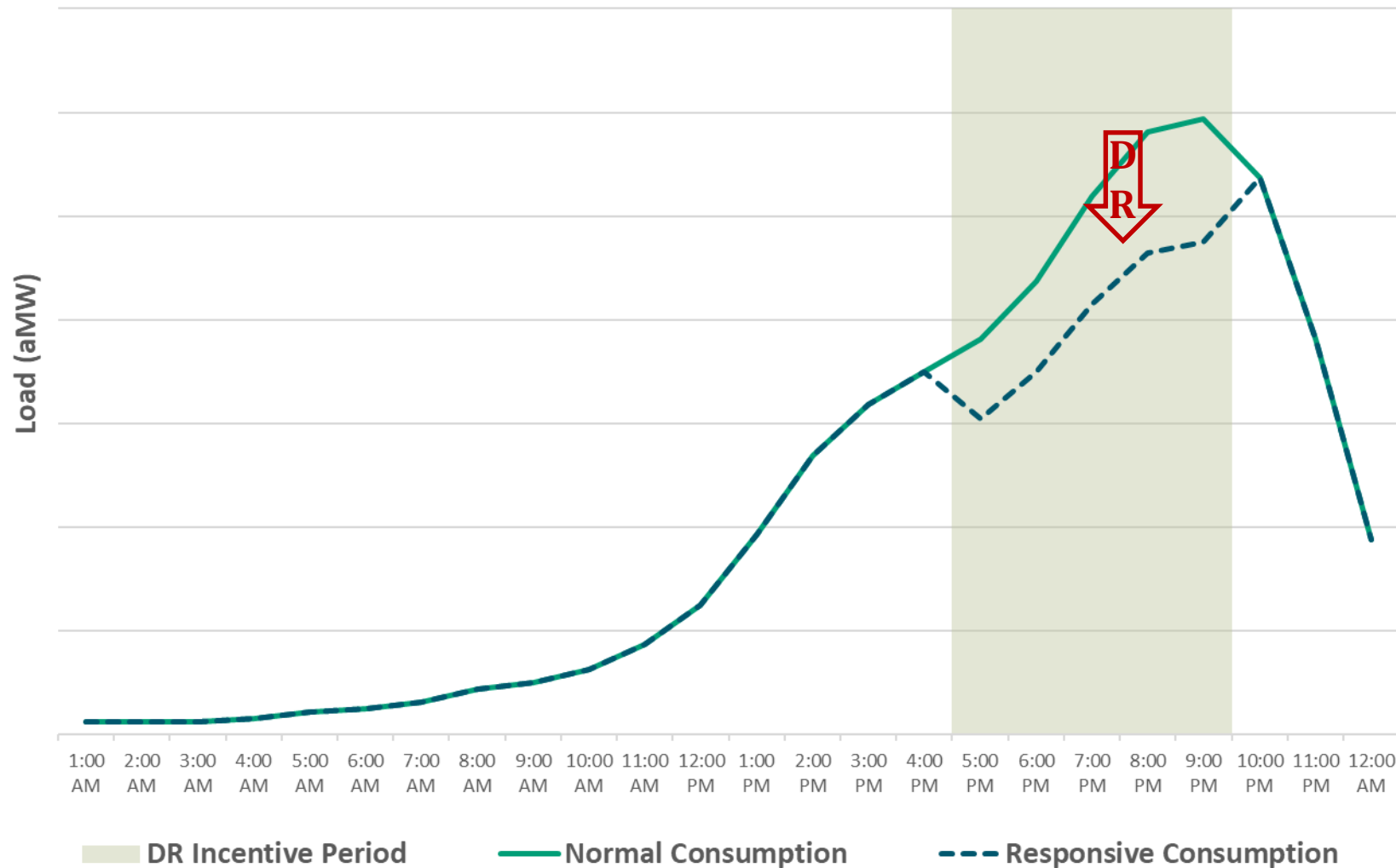
What is New Now?

Infrastructure Investment and Jobs Act of 2021 (“IIJA”)

- Enacted **November 15, 2021**.
- **Demand Response Requirements:**
Policies, including appropriate rate mechanisms, to promote demand response as a means of mitigating stress on the electric system during periods of high electricity demand if they have not already adopted such policies.
- **Electric Vehicle Charging Requirements:**
Policies to promote the availability of electric vehicle charging infrastructure, to improve the customer experience for vehicle charging, and to encourage third-party investments in charging infrastructure.

What is Demand Response?

Demand Response Illustration



“Changes in electric usage by end-use customers from their normal consumption patterns in response to changes in the price of electricity over time, or to incentive payments designed to induce lower electricity use at times of high wholesale market prices or when system reliability is jeopardized.”

Federal Energy Regulatory Commission



What is Snohomish County Public Utility District Doing?

Public Utility Regulatory Policies Act of 1978

Past Meetings Related to Demand Response

- **FlexEnergy Presentation (7/11/23)**
 - Pilot program proved that **retail rate design is a feasible option** to implement demand response in Snohomish County
- **Demand Response Implementation Plan (DRIP)/Time-of-Day Presentation (8/22/23)**
 - District expects residential time-of-day rates to provide **significant contribution to load/resource balance needs**
 - **AMI rollout** allows all customers to take advantage of DR programs

Future of Demand Response

- **Residential Time-of-Day Rates**

- **Highest potential** for energy cost savings from **peak-load shifting** and **off-peak charging**
- **Opt-in** participation
- **Customers must be educated** to respond to rate effectively
- Demand response can **keep rates low for everyone**

- **Commercial/Industrial Time-of-Day Rates**

- **Exploration of additional demand response mechanisms:**

- Residential Critical-Peak or Peak-Time Rebate programs (similar to Flex Peak pilot)
- Commercial/Industrial last-resort Interruptible Rate

Electric Vehicles

Electrification of Transportation Plan

- Adopted **July 2020**
- Outcomes to Date:
 - Built community through **outreach and education**
 - Optimized the **grid**
 - **Enabled customer** adoption

The District is on a journey with customers to understand the implications of changing vehicle technology



What Feedback has the District Received?

Public Utility Regulatory Policies Act of 1978

Timeline

- **August 22, 2023:** District updates Commission on Advanced Metering Infrastructure (AMI) and time-of-day rate enablement
- **September 5, 2023:** Public Meeting
- **September 19, 2023:** Commission Briefing **⇐ YOU ARE HERE**
- **October 2, 2023:** Staff recommendation and Commission Public Hearing
- **October 17, 2023:** Commission Meeting to consider staff recommendation

Staff Leaning



Initial staff leaning is to **continue existing efforts on time-dynamic rates and electric vehicles programs** in lieu of adopting PURPA-specific rates and timing.

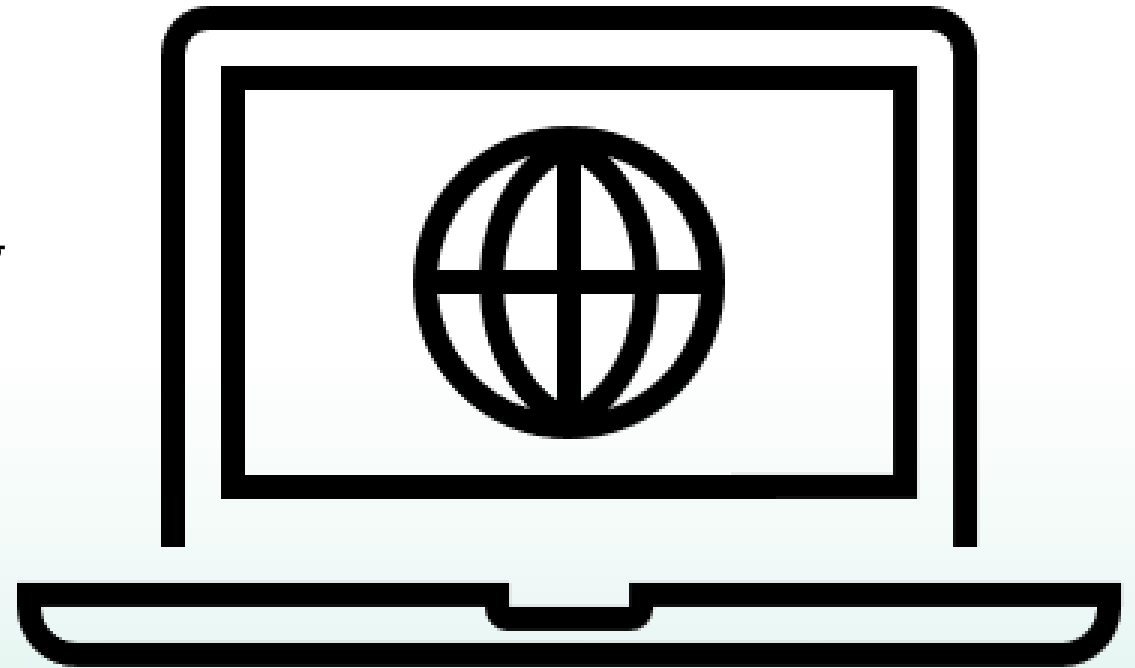
Formal Staff Recommendation will be made at the October 2, 2023, Public Hearing.

Visit the Website!

PURPA Information

www.snopud.com/purpa-public-hearing

- Read more about PURPA
- Submit written comments



Questions?





SNOHOMISH COUNTY
PUD
 PUBLIC UTILITY DISTRICT NO. 1

Supply Chain Update

September 19, 2023
 Last Presented: April 5, 2022

Mark Flury, Senior Manager Transmission and Distribution System Operations and Engineering
 Clark Langstraat, Manager Contracts and Purchasing

37/232



For Today's Presentation

Presenters: Mark Flury – Senior Manager Transmission and Distribution System Operations and Engineering

Clark Langstraat – Manager Contracts and Purchasing

Purpose: Update the Commissioners on changes to supply chain issues, impacts, and mitigation strategies since last presentation in April 2022.

Action: No Commission action is required.



Introduction

1. Timeline
2. Critical Materials Impacted
3. Impacts to the PUD
4. Mitigating Strategies
5. Outlook



Timeline

1. March 2020 – April 2022

- COVID manufacturing shut-downs, labor shortages
- Cascading material shortages - raw materials, sub-assemblies
- Emergency Declaration

2. Increased Demand – September 2021 to Present

- Like many large utilities across the country, we are seeing increased development
- More large load customers locally
- Electrification
- Competing demand from EV production

3. Looking Ahead

- Continued pricing pressure and lead time uncertainty
- Department of Energy transformer efficiency standards



Critical Materials Impacted

- Distribution Transformers
 - 2022 - 19.5% price increase 4th Quarter of 2021
 - 2023 - Single digit price increases
 - Lead times continue to be over one year, but highly constrained
- Substation Transformers
 - Price increase from approximately \$800,000 to \$1.9 million and up
 - Lead times from one year to four years
- Substation Switchgear
 - Price increase from approximately \$700,000 to \$1.3 million and up
 - Lead times from 8-10 months to two years



Critical Materials Impacted

- Substation Circuit Breakers
 - Price increase from approximately \$85,000 to \$160,000 and up
 - Lead times from 10-12 months to two years
- Substation Circuit Switchers
 - Price increases from approximately \$82,000 to \$130,000 and up
 - Lead times from 10-12 months to two year
- AMI Meters
- Other Materials Impacted Intermittently



Impacts to the PUD

- Increased Inventory
 - Finding more storage space
 - Current value - \$53.9M, up from \$27.5M in 2019
- Increased Costs
 - Depletes cash reserves
- Reduced Reliability
 - Storm response
- Staffing Strategies
 - Meter Reading, Connect Up
- Customer Needs
 - Delays in construction/plat development



Mitigation Strategies

- Proactive Procurement of Materials
 - Seeking out different sources of supply
 - Mutual aid participation with LPPC, NWPPA, APPA
 - Extending planning window to broaden orders and assess stock
 - Increasing stock levels to accommodate longer lead times
 - Ordering larger quantities earlier than normal
 - Increased communication and coordination with suppliers
- Staying financially healthy and maintaining cash reserves in anticipation of impacts



Mitigation Strategies

- Improved use of data
 - Analyze and forecast demand
 - Identify storm stock
- Cross-functional teams to better monitor material usage



Outlook

- We expect supply chain disruptions for some critical materials to continue through 2025.
- Emergency Declaration is still being used but priority is to competitively bid where practical.
- Continue to closely monitor material inventory and demand to ensure materials are available to accommodate planned and unplanned work, customer growth and storm restoration.



SNOPUD RELIABILITY 2022

Dave Popach – Engineer
September 19, 2023
Last Presented August 16, 2022



Reliability Index Definitions

System Average Interruption Duration Index (SAIDI)

- This index measures the total duration of interruption for the average customer during the year. Our SAIDI is measured in minutes. SAIDI is calculated for our entire system, individual substations and individual circuits in all of our substations.

Customer Average Interruption Duration Index (CAIDI)

- This index represents the average time required to restore service to customers during an outage. CAIDI is also measured in minutes. CAIDI is calculated for the entire system, individual substations and circuits.

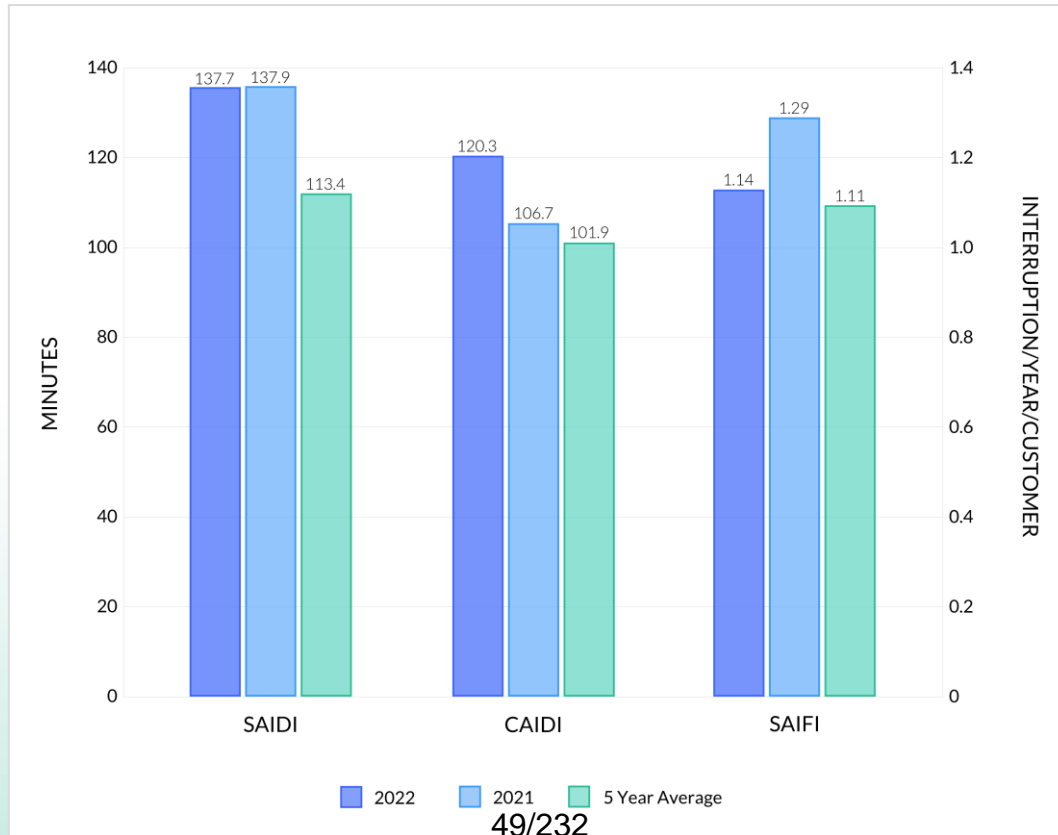
System Average Interruption Frequency Index (SAIFI)

- This index indicates how often the average customer experiences a sustained outage. SAIFI is measured in number of outages. SAIFI is calculated for the entire system, individual substations and circuits.

Major Event Day (MED)

- A Major Event Day is used to define a 24-hour period during which SAIDI exceeds a threshold, separating these statistics from those for typical day-to-day operations. This will prevent exceptional days from skewing statistics, allowing reliability analysis to be based on typical days.

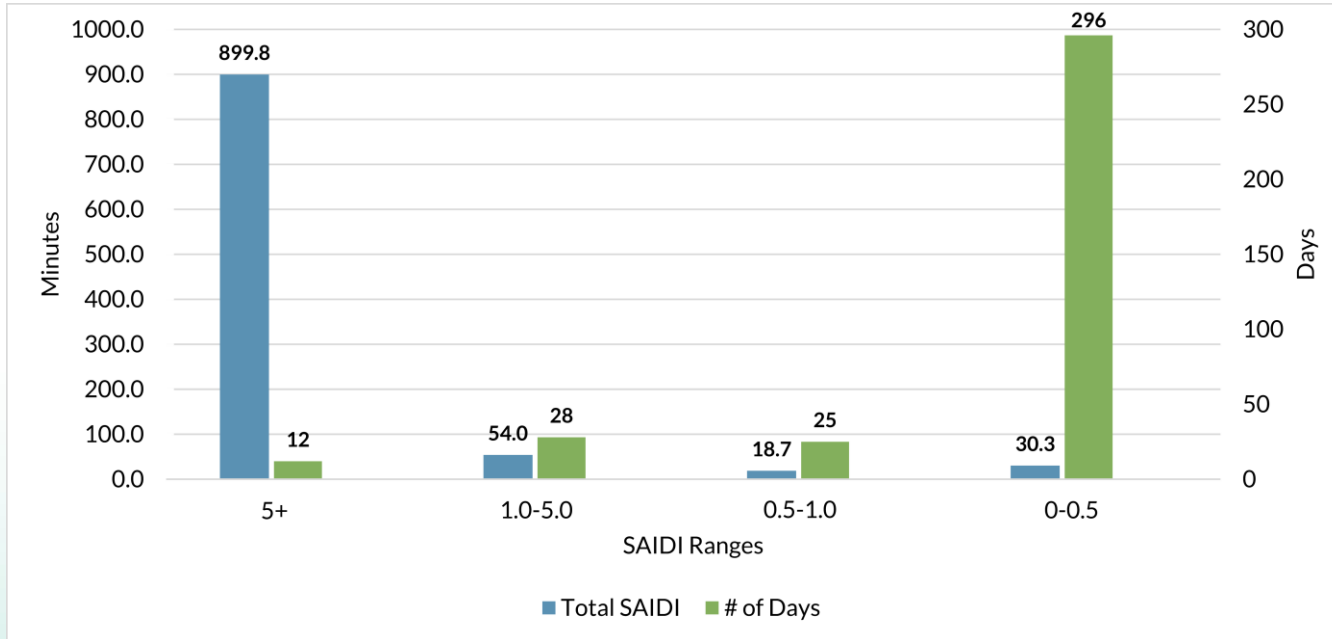
2022 Compared



Other Utilities Compared

Data Year	Utility Name	SAIDI Without MED	SAIFI Without MED	CAIDI Without MED	SAIDI With MED	SAIFI With MED	CAIDI With MED	# of Customers
2022	PUD 1 of Snohomish County	138	1.1	121	1004	2.3	433	378,339
2022	Puget Sound Energy Inc	196	1.1	180	447	1.7	269	1,208,346
2022	Avista Corp	136	0.8	162	175	1.0	177	258,847
2021	PUD 1 of Snohomish County	138	1.3	107	643	2.2	287	373,559
2021	Puget Sound Energy Inc	207	1.3	164	849	2.3	374	1,192,766
2021	Avista Corp	147	1.1	132	548	1.6	334	261,598
2020	PUD 1 of Snohomish County	124	1.2	106	263	1.7	155	368,222
2020	Puget Sound Energy Inc	171	1.1	161	414	1.7	244	1,180,611
2020	Avista Corp	122	0.9	144	218	1.5	147	238,510
Avg	PUD 1 of Snohomish County	133	1.2	111	637	2.1	292	373,373
Avg	Puget Sound Energy Inc	191	1.1	168	570	1.9	296	1,193,908
Avg	Avista Corp	135	0.9	146	314	1.4	219	252,985

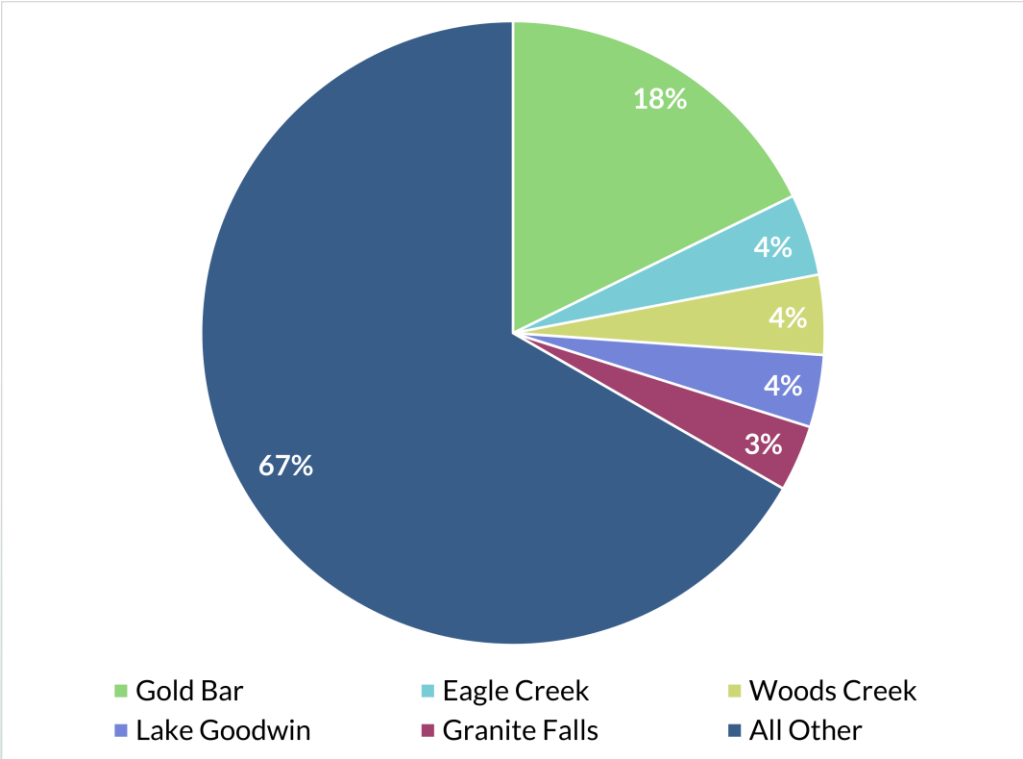
Major Event Days



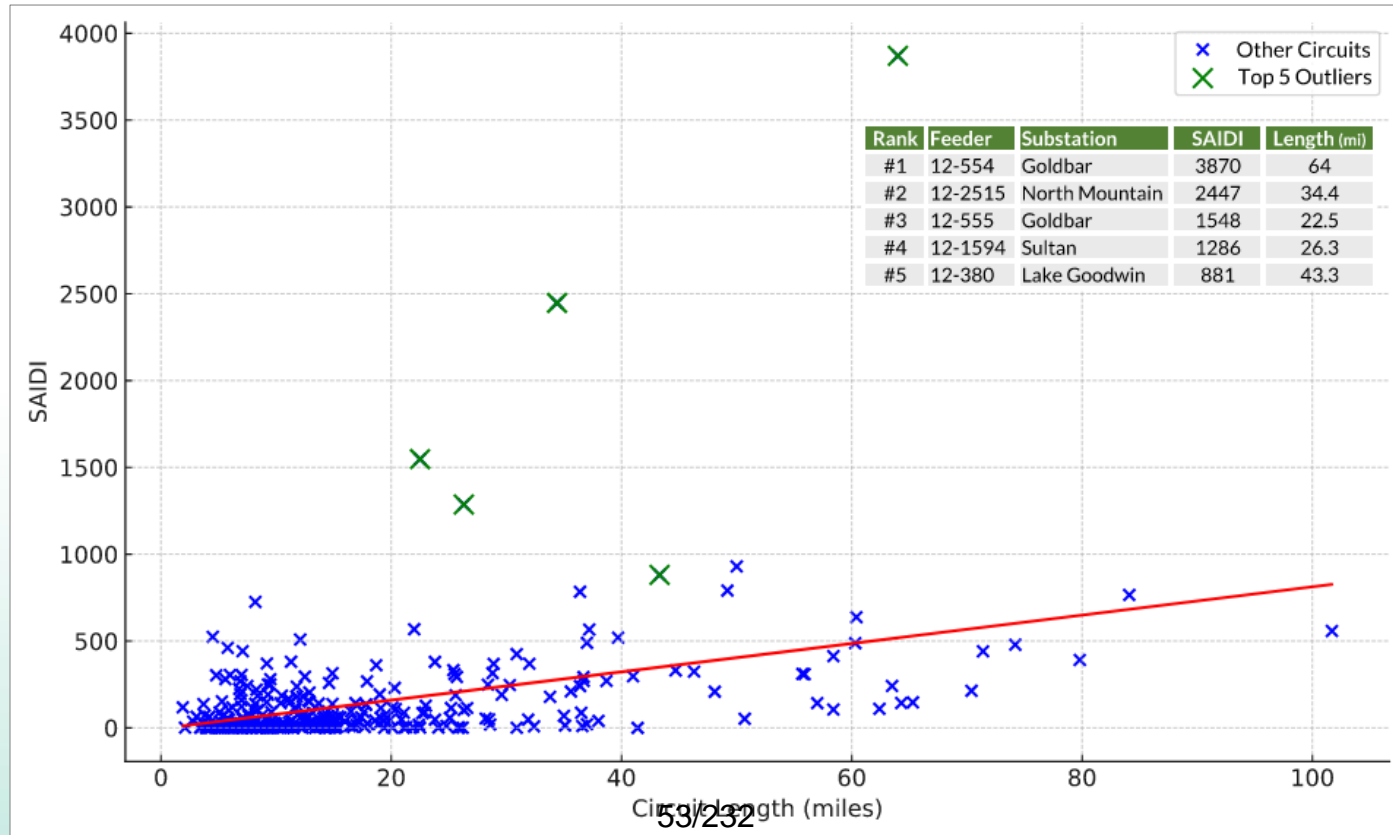
Major Event Days	
Date	SAIDI
2/21/2022	17.6
11/4/2022	529
11/5/2022	107.7
11/6/2022	51.1
11/7/2022	16.2
11/8/2022	22
11/29/2022	98.5
11/30/2022	18



SAIDI Contribution by Substation



Circuit Outliers

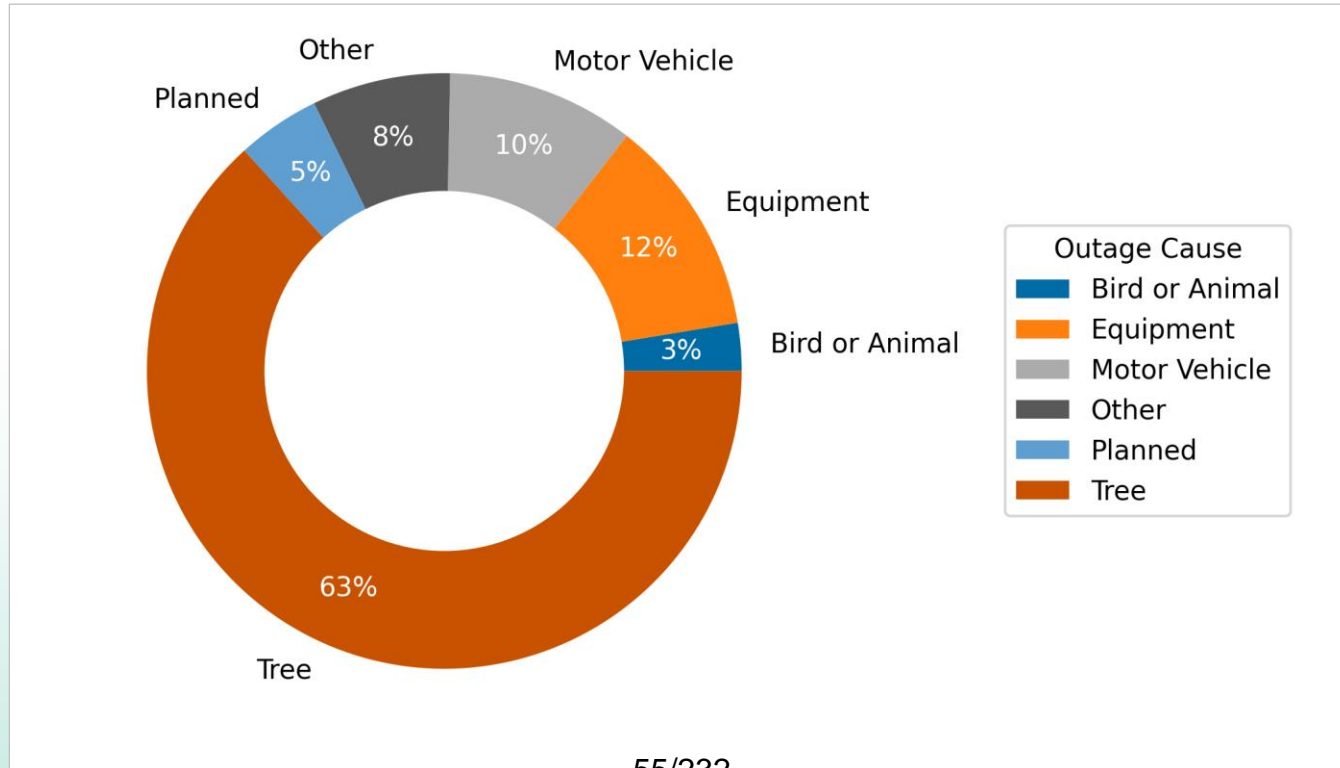




54/232



Outage by Cause – SAIDI



Reliability Improvement List

Rank	2022					2021				
	Feeder	Substation	Length	SAIFI	SAIDI	Feeder	Substation	Length	SAIFI	SAIDI
1	12-2035	Lake Chaplain	4.5	4.00	524.0	12-3503	Portage	6.9	19.00	88.0
2	12-2515	North Mountain	34.4	5.52	2447.2	12-1842	Waterfront	2.7	2.64	351.0
3	12-0554	Goldbar	64.0	6.36	3869.9	12-0810	Granite Falls	39.5	10.42	2299.8
4	12-5004	Sultan	8.2	4.00	725.0	12-5004	Sultan	8.2	5.00	714.0
5	12-1533	South Camano	36.4	6.60	783.7	12-4677	Harbour Pointe	6.9	1.00	817.0
6	12-3092	Stimson Crossing	5.8	1.50	460.7	12-5395	York	20.3	8.62	1020.1
7	12-0555	Goldbar	22.5	2.06	1547.8	12-2515	North Mountain	34.4	7.76	1816.7
8	12-1594	Sultan	26.3	3.55	1286.2	12-1820	Three Lakes	79.7	11.32	1362.9
9	12-5373	Cedar Valley	7.1	2.00	441.4	12-0315	North Camano	22.8	6.02	1244.1
10	12-0587	Clearview	60.4	6.13	637.5	12-5211	Sunset	7.3	1.19	680.9

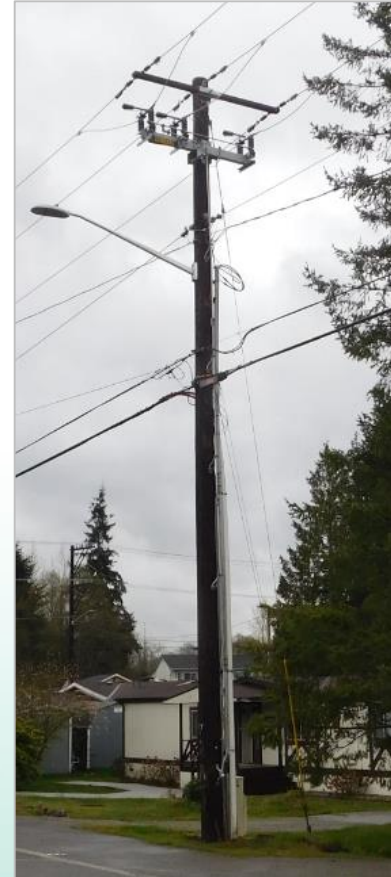
Reliability Projects

- 11 Reclosers Installed/Replaced in 2022.
- 19 Unspecified Projects Completed.
 - Conductor Spacers
 - Regulators
 - Capacitor Banks
 - Fuse Installations/Replacements
 - Tie & Isolation Switches
- 318 Miles Tree Trimmed.

Project	Type	Reason	AIS Primary Justif.	Need for	Score	Priority (H/M/L)
21-057	SW	BO/Replace	Asset Mang.	Norm.	3.79	L
21-058	SW	Reconfig/Ckt Chng	Op. Flexibility	Cont.	2.85	L
21-061	Misc	Reconfig/Ckt Chng	Op. Flexibility	Unk.	6.00	NA
21-062	Ctrl Panel	Reliability - H	Reliability 3p	Norm.	6.14	H
22-002	Fuse	Reliability - H	Reliability 3p	Unk.	6.58	H
22-003	SW	Reliability - M	Reliability 1p	Unk.	4.80	M
22-006	Fuse	Reliability - M	Reliability 1p	Unk.	5.47	M
22-019	Misc	Protection - M	Reliability 1p	Unk.	5.47	M
22-022	CAP	Removal	PQ - pf/har.	Unk.	1.08	L
22-050	Fuse	Coordinate	Reliability 3p	Norm.	7.61	H
22-051	Misc	Reliability - M	Reliability 1p	Unk.	5.14	M
22-069	Fuse	Coordinate	Reliability 3p	Unk.	6.91	H
23-037	CAP	Removal	PQ - pf/har.	Unk.	1.08	L

Switching

- In 2022 there were 352 outages that benefitted from switching.
- Outage minutes reduced from a potential 59 million Customer Minutes Interrupted (CMI) down to 32 million for these 352 outages.
- Through switching we were able to reduce our total outage minutes by 46%.



Reclosers

- In 2022 there were 114 outages that benefitted from reclosers.
- Outage minutes reduced from a potential 55 million CMI down to 34 million for these 114 outages.
- Through reclosers we were able to reduce our total outage minutes by 38%.



Automatic Switching (Auto-sectionalizing and Auto-transfer)

- Automatic Switching (AS) schemes operated during 17 transmission outages.
- 10 of those outages were the result of temporary faults.
- In 5 of the remaining 7 permanent faults, CMI was reduced by the AS schemes.
- Added or upgraded 6 schemes in 2022.
- Planning to do 7 in 2023.

Future Plans

- 12 Recloser Panels communicating through Sensus network
 - Allows for remote restoration
 - 12 more planned in 2024
- Single Phase Recloser deployment
 - Nearing end of evaluation period
- North Camano Ring Bus
- Sky Valley Ring Bus
- Cost & Benefit Metrics

Any Questions?



Bonneville Power Administration (BPA) Cost Adjustment for FY2024-2025

Marie Morrison | Principal Utility Analyst

Christina Leinneweber | Data Scientist

September 19, 2023

Previous Presentation: September 7, 2021



Purpose

*Today is an **informational briefing**; no Commission action is being requested.*

Agenda

- Final Record of Decision: BP-24 Rates
- Bonneville Cost Adjustment Proposal
- Next Steps



Final Record of Decision: BPA FY2024-2025

- The **Bonneville Power Administration** conducts a joint Power and Transmission rate case **every two years**. The FY2024-2025 was a **negotiated settlement**, which was contested and therefore **delayed**.
- On July 28, 2023, BPA issued its **Final Record of Decision** for rates in fiscal year October 2024 to September 2025:
 - **Average** Tier 1 rates are flat, but...
 - **Individual rates vary by customer** and product though, and **Snohomish is subject to small increases** across Power and Transmission products.



District Pass-Through Policy (in Rates Tariffs)

“From time to time, BPA adjusts its wholesale power and transmission rates to the PUD. At the discretion of the Commission, the rates in this Schedule may be adjusted to reflect BPA rate adjustments, either up or down, on the same date the BPA rate changes become effective. The adjusted rate will be developed by incorporating the BPA cost change into the Electric Cost of Service Model and rate design policies adopted by the Commission in the most recent rate proceeding.”

The pass-through adjustments **isolate the incremental cost impacts** of BPA’s rates on the utility’s costs and **adjust the District’s rates accordingly**.

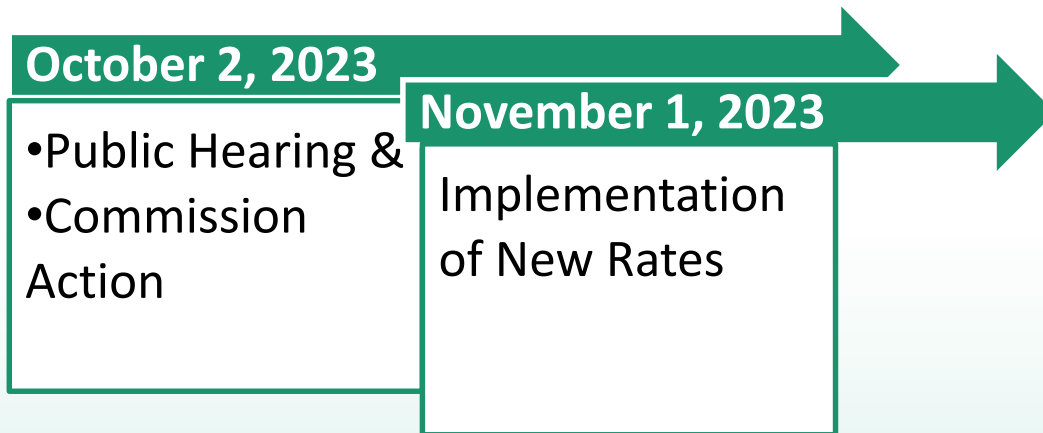


BPA Cost Adjustment Outcome

- **Incremental cost impacts** of BPA rates for CY2024 over CY2022, including applicable taxes:
 - \$8.5 million increase for **Power** portion
 - \$0.2 million increase in **Transmission** portion
- As a **percentage of the District's retail revenue** at current rates:
 - **1.31%** for Power
 - **0.03%** for Transmission
- **System-average proposed pass-through is 1.398%** after adjustment, for proposed effective date of **November 1, 2023**.
Note: Class-level impacts will vary slightly from system-average increase based on usage patterns in each class.



Next Steps



Appendix: Detailed Incremental Cost Calculation

Line	District's Forecast BPA Power Costs	CY2022	CY2024
1	Total Retail Load (MWh)	6,780,908	6,994,545
2	Total Block + Slice Costs in Calendar Year	\$234,020,601	\$248,845,393
3	Volume of Block and Slice at Budget (P25) Water (MWh)	6,872,232	7,072,978
4	Change in Volume from Previous Calendar Year		2.92%
5	Effective Cost (\$/MWh)	\$34.05	\$35.18
	Incremental Rate Impact	CY2022	CY2024
6	Total Cost at New Rates (new rate, new volume)		\$248,845,393
7	Total Cost at Previous Rates (old rate, new volume)		-\$240,856,624
8	Incremental Cost Impact due to Change in Rates		\$7,988,769
9	Incremental Cost Impact with 6.0134% Utility Tax Adjustment		\$8,499,902
10	Power Impact as Percentage of Retail Revenue at Current Rates		1.31%
11	Transmission Impact as Percentage of Retail Revenue at Current Rates		0.03%
12	Total 24 Months as Percentage of Retail Revenue at Current Rates		1.34%
13	Adjustment for 23 Months due to November 2023 Effective Date		× 1.043
14	Total Pass-Through as Percentage of Retail Revenue at Current Rates		1.398%





BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 2A

TITLE

Consideration of a Resolution Recognizing and Designating the Week of October 2, 2023, Through October 6, 2023, as Customer Service Appreciation Week to Honor and Celebrate District Employees for the Outstanding Customer Service They Have Provided Over the Past 12 Months

SUBMITTED FOR: Recognition/Declarations

Customer Service	<u>Derek Hermann</u>	<u>5428</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	<u>N/A</u>	
Estimated Expenditure:	<u></u>	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

National Customer Service Week was established by the International Customer Service Association in 1988 and proclaimed a national event by the U.S. Congress in 1992, to be celebrated on the first full week in October. The main purpose of celebrating Customer Service Appreciation Week is to recognize the contributions, benefits and great service provided by customer service professionals.

The District wishes to recognize and celebrate the achievements and outstanding service provided to District customers by the Customer Service Department, as well as all other District employees, over the past 12 months. Accordingly, it is requested and recommended that the Commission consider and pass the attached resolution formally recognizing and designating the week of October 2, 2023, through October 6, 2023, as Customer Service Appreciation Week to honor and celebrate District employees for their outstanding customer service.

List Attachments:
Resolution

RESOLUTION NO. _____

A RESOLUTION Recognizing and Designating the Week of October 2, 2023, Through October 6, 2023, as Customer Service Appreciation Week to Honor and Celebrate District Employees for the Outstanding Customer Service They Have Provided Over the Past 12 Months

WHEREAS, National Customer Service Week was established by the International Customer Service Association in 1988 and proclaimed a national event by the U.S. Congress in 1992, to be celebrated on the first full week in October; and

WHEREAS, the main purpose of celebrating Customer Service Appreciation Week is to recognize the contributions, benefits and great service provided by customer service professionals; and

WHEREAS, exceptional customer service is one of the District's Corporate Initiatives and is practiced throughout all departments in the District; and

WHEREAS, the District wishes to recognize and celebrate the achievements and outstanding service provided to District customers by the Customer Service Department, as well as all other District employees, over the past 12 months.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Snohomish County that the week of October 2, 2023, through October 6, 2023, is recognized and designated as Customer Service Appreciation Week to honor and celebrate District employees for the outstanding customer service they have provided over the past 12 months.

PASSED AND APPROVED this 19th day of September, 2023.

President

Vice-President

Secretary

COMMENTS FROM THE PUBLIC



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 4A

TITLE

Approval of the Minutes for the Regular Meeting of September 5, 2023

SUBMITTED FOR: Consent Agenda

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description: GP-3(4) ... a non-delegable, statutorily assigned Board duty as defined under RCW 54.12.090 – minutes.

List Attachments:
Preliminary Minutes

**PRELIMINARY
SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT**

Regular Meeting

September 5, 2023

The Regular Meeting was convened by President Rebecca Wolfe at 9:00 a.m. Those attending were Sidney Logan (virtually), Vice-President; Tanya Olson, Secretary; CEO/General Manager John Haarlow; General Counsel Colin Willenbrock; Assistant General Managers Pam Baley (virtually), Guy Payne, Brant Wood, and Jason Zyskowski; Chief Financial Officer Scott Jones (virtually); Chief Information Officer Kristi Sterling; other District staff; members of the public; Commission & Executive Services Director Melissa Collins; Clerk of the Board Allison Morrison; and Deputy Clerks of the Board Jenny Rich and Morgan Stoltzner.

*** Items Taken Out of Order**

****Non-Agenda Items**

1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION

A. Updates

1. Media. Media and Public Relations Liaison Aaron Swaney provided a presentation on District related news and articles.
2. Other. There were no other updates.

B. New Fiber Optics Agreement

Telecommunications Manager Nick Johnston provided a presentation on a proposed Master License Agreement (MLA) with Wave Broadband to continue leasing fiber optic cable.

The next step would be Board consideration of a resolution at the September 19, 2023, Commission Meeting.

C. Connect Up Quarterly Update

Program Managers Kevin Lavering and Tim Epp provided a quarterly update on Connect Up, including the program's budget, schedule review, and implementation phase progress reports.

The next steps included a deployment electrician public works contract for Board approval in September/October 2023, continuation of regular meter delivery forecasts from Sensus, continued installation of the Base Station network, and general Meter Deployment through 2025. The onboarding of Electric Meter Exchangers will begin in November 2023. The next Quarterly Update is scheduled for December 2023.

The meeting recessed at 9:52 a.m. and reconvened at 9:57 a.m.

D. Organized Market Updates

Principal Utility Analyst Adam Cornelius gave an informational briefing on the ongoing discussions around regional organized market development.

The next steps included the Q4 2023 Markets+ Phase 1 Development, BPA Day Ahead Market Policy process, and post-2023 policy record of decision. Looking toward Q1 2024 and beyond: filing processes and BPA Day Ahead Market conclusions, District market readiness efforts, and announcement of the market participation decisions.

The meeting recessed at 10:57 a.m.

RECONVENE REGULAR MEETING

The Regular Meeting was reconvened by President Rebecca Wolfe at 1:30 p.m. Those attending were Sidney Logan (virtually), Vice-President; Tanya Olson, Secretary; CEO/General Manager John Haarlow; General Counsel Colin Willenbrock; Assistant General Managers Pam Baley (virtually), Guy Payne, Brant Wood, and Jason Zyskowski; Chief Financial Officer Scott Jones (virtually); Chief Information Officer Kristi Sterling; other District staff; members of the public; Commission & Executive Services Director Melissa Collins; Clerk of the Board Allison Morrison; and Deputy Clerks of the Board Jenny Rich and Morgan Stoltzner.

*** Items Taken Out of Order**

****Non-Agenda Items**

Changes to the agenda were made as follows: Item 01.00 add “At Places” amended 20230905 Agenda.

2. RECOGNITION/DECLARATIONS

A. Employee of the Month for September – David Fawcett

David Fawcett was recognized as Employee of the Month for September.

3. COMMENTS FROM THE PUBLIC

There were no comments from the public.

4. CONSENT AGENDA

A. Approval of Minutes for the Regular Meeting of August 22, 2023, and the Special Meeting of August 24, 2023

B. Bid Awards, Professional Services Contracts and Amendments

Public Works Contract Award Recommendations:

Recommend Rejection for Invitation to Bid No. 23-1393-HL

Formal Bid Award Recommendations \$120,000 and Over:

None

Professional Services Contract Award Recommendations \$200,000 and Over:

None

Miscellaneous Contract Award Recommendations \$200,000 and Over:

None

Interlocal Agreements and Cooperative Purchase Recommendations:

Contracts:

Contract Number CW2252715 with ADT Security Corporation dba ADT Commercial LLC

Amendments:

None

Sole Source Purchase Recommendations:

None

Emergency Declarations, Purchases and Public Works Contracts:

None

Purchases Involving Special Facilities or Market Condition Recommendations:

None

Formal Bid and Contract Amendments:

Professional Services Contract No. CW2224420 with Wetland Resources, Inc.

Miscellaneous No. CW2225685 with Tru-Check Inc.

Contract Acceptance Recommendations:

None

C. Consideration of Certification/Ratification and Approval of District Checks and Vouchers

A motion unanimously passed approving Agenda Items 4A – Approval of the Minutes for the Regular Meeting of August 22, 2023, and the Special Meeting of August 24, 2023; 4B – Bid Awards, Professional Services Contracts and Amendments; and 4C – Consideration/Ratification and Approval of District Checks and Vouchers.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of a Resolution Authorizing the CEO/General Manager of Public Utility District No. 1 of Snohomish County to Execute an Interlocal Agreement With Snohomish County Regarding the Relocation of a Culvert in the Vicinity of 188th Street NW, Snohomish County, Washington

A motion unanimously passed approving Resolution No. 6137 authorizing the CEO/General Manager of Public Utility District No. 1 of Snohomish County to execute an Interlocal Agreement with Snohomish County regarding the relocation of a culvert in the vicinity of 188th Street NW, Snohomish County, Washington.

- B. Consideration of a Resolution Creating a Plan of Financing for the Acquisition and Construction of and Certain Additions, Betterments and Improvements to and Renewals, Replacements and Extensions of the District's Water System: Authorizing the Issuance and Sale of not to Exceed \$20,000,000 Aggregate Principal Amount of Water System Revenue Bonds, Series 2023, in one or More Series; Providing for the Terms of the 2023 Bonds; Amending Sections 2.1 of Resolution No. 3825; Approving the Execution and Delivery of Certain Documents and Agreements; and Providing for Certain Other Matters Related Thereto

An amended 20230905 Agenda was provided at places, by reference made a part of the packet.

A motion unanimously passed approving Resolution No. 6138 creating a plan of financing for the acquisition and construction of and certain additions, betterments and improvements to and renewals, replacements and extensions of the District's Water System: authorizing the issuance and sale of not to exceed \$20,000,000 aggregate principal amount of Water System Revenue Bonds, Series 2023, in one or more series; providing for the terms of the 2023 Bonds; amending sections 2.1 of Resolution No. 3825; approving the execution and delivery of certain documents and agreements; and providing for certain other matters related thereto.

- C. Consideration of a Resolution Revising and Renaming the Salary Administration Program to Compensation Program for Non-Represented Employees, the Non-Represented Position Titles and Grades, and the Non-Represented Salary Structure Table

A motion unanimously passed approving Resolution No. 6139 revising and renaming the Salary Administration Program to Compensation Program for non-represented employees, the non-represented position titles and grades, and the non-represented salary structure table.

6. CEO/GENERAL MANAGER REPORT

CEO/General Manager John Haarlow reported on District related topics and accomplishments.

7. COMMISSION BUSINESS**A. Commission Reports**

The Commissioners reported on Commission related activities and Board related topics.

B. Commissioner Event Calendar

There were no changes to the Commissioner Event Calendar.

C. Consideration of a Motion Authorizing the General Counsel to Execute the Commissioners Electronic Communications Protocol

A motion passed approving the motion authorizing the General Counsel to execute the Commissioners Electronic Communications Protocol. The vote was Commissioner Wolfe; Aye, Commissioner Logan; Nay, Commissioner Olson; Aye.

D. Introduction of a Resolution Amending Resolution No. 5924 and Adopting Amendments to the Board of Commissioners Governance Policies Entitled Executive Limitations, Governance Process, Board CEO/General Manager Linkage Policies, and Board Engagement Plan

The Board discussed the proposed changes to the Governance Policies. Further discussion and potential approval would take place at the September 19, 2023, Commission meeting.

8. GOVERNANCE PLANNING**A. Governance Planning Calendar**

There were no changes to the Governance Planning Calendar.

ADJOURNMENT

There being no further business or discussion to come before the Board, the Regular Meeting of September 5, 2023, adjourned at 2:37 p.m. An audio file of the meeting is on file in the Commission Office and available for review.

Approved this 19th day of September, 2023.

Secretary

President

Vice President



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 4B

TITLE

CEO/General Manager's Report of Public Works Contract Award Recommendations; Formal Bid Award Recommendations; Professional Services Contract Award Recommendations; Miscellaneous Contract Award Recommendations; Cooperative Purchase Recommendations; Sole Source Purchase Recommendations; Emergency Declarations, Purchases and Public Works Contracts; Purchases Involving Special Facilities or Market Condition Recommendations; Formal Bid and Contract Amendments; and Contract Acceptance Recommendations

SUBMITTED FOR: Consent Agenda

<u>Contracts/Purchasing</u>	<u>Clark Langstraat</u>	<u>5539</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description, GP-3(4) ... non-delegable, statutorily assigned Board duty – Contracts and Purchasing.

The CEO/General Manager's Report of Public Works Contract Award Recommendations; Formal Bid Award Recommendations \$120,000 and Over; Professional Services Contract Award Recommendations \$200,000 and Over; Miscellaneous Contract Award Recommendations \$200,000 and Over; Cooperative Purchase Recommendations; Sole Source Purchase Recommendations; Emergency Declarations, Purchases and Public Works Contracts; Purchases Involving Special Facilities or Market Condition Recommendations; Formal Bid and Contract Amendments; and Contract Acceptance Recommendations contains the following sections:

Public Works Contract Award Recommendations (Page 1);
Contract Workspace No. 2252667 with Roddan Industrial

Formal Bid Award Recommendations \$120,000 and Over (Pages 2-3);
Request for Quotation No. 23-23-1409-BP with Anixter, Inc.
Request for Quotation No. 23-1410-BP with General Pacific, Inc.

Professional Services Contract Award Recommendations \$200,000 and Over;
None

Miscellaneous Contract Award Recommendations \$200,000 and Over;
None

Interlocal Agreements and Cooperative Purchase Recommendations;
Contracts:
None
Amendments:
None

Sole Source Purchase Recommendations (Pages 4-6);
Purchase Order No. 4500086623 with Traver Engineering Corporation
Purchase Order No. 4500086624 with S&C Electric Company, Inc.
Purchase Order No. 4500086703 with Wesco/Anixter, Inc.

Emergency Declarations, Purchases and Public Works Contracts;
None

Purchases Involving Special Facilities or Market Condition Recommendations;
None

Formal Bid and Contract Amendments;
None

Contract Acceptance Recommendations;
None

List Attachments:

September 19, 2023 Report
The Contract Purchase Order Nos. 4500086623, 4500086624, 4500086703

Public Works Contract Award Recommendation(s)
September 19, 2023

CW2252667

PWC - Residential Electrician
Unit Price Contact

Project Leader & Phone No.:	Travis Olson	Ext. 8216
Estimate:	\$1,900,504.00	

Work Description and Site: Provide all labor, equipment, tools, material and incidentals necessary to perform residential electrical service repairs in support of the District’s AMI meter deployment project, commonly referred to as Connect UP. Work will be performed in the District’s service area in various locations throughout the Snohomish, Skagit and Island Counties. The Connect UP meter installations have started with deployment routes significantly limited since any issues discovered relating to the customer’s wiring must be repaired by the customer in lieu of the contracted residential electrician. Continuing without a residential electrician contract could result with customers being out of power for an extended period of time while they make any necessary repairs. Once the repairs are made District meter installers will have to make a second trip to the customer’s location to install the meter. This could result in the District’s meter installation team making multiple trips to the same area as customers make repairs in their own time.

The District released ITB 23-1393-HL to solicit bids for this work but did not receive any responsive bids, as no bid had the bid bond required by the solicitation document and RCW 54.04.080 making the bids ineligible for award pursuant to RCW 39.04.010. These bids were rejected by Commission on September 5, 2023. Having received no valid bids, RCW 54.04.080 allows Commission to negotiate and award a contract for such work, in lieu of readvertising.

<u>Contractor</u>	<u>Bid Amount (w/o tax)</u>
Award To: Roddan Industrial	\$1,613,700.00

Summary Statement: Staff recommends award to Roddan Industrial., in the not to exceed amount \$1,613,700.00, plus Tax.

**Formal Bid Award Recommendation(s) \$120,000 And Over
September 19, 2023**

RFQ No. 23-1409-BP
600A Deadbreak Elbows

No. of Bids Solicited:	2	
No. of Bids Received:	2	
Project Leader & Phone No.:	Zeke Schellberg	Ext. 4313
Material Estimate:	\$153,952.00	

This bid provides underground cable terminations used on the District’s largest feeder cables. These terminations allow for connection of equipment such as switches to feeder cables to serve as the backbone of the underground electrical distribution system.

<u>Vendor</u>	<u>Subtotal (w/o tax)</u>
Award To: Anixter, Incorporated	\$156,308.00
Stuart Irby Co. dba Irby Electrical Utilities	\$164,480.00

Summary Statement: Staff recommends award to Anixter, Incorporated, the low evaluated responsible bidder meeting the District’s specification in the amount of \$156,308.00, plus tax.

**Formal Bid Award Recommendation(s) \$120,000 And Over
September 19, 2023**

RFQ No. 23-1410-BP

600A Deadbreak Coldshrink Elbows

No. of Bids Solicited:	2	
No. of Bids Received:	2	
Project Leader & Phone No.:	Zeke Schellberg	Ext. 4313
Material Estimate:	\$310,310.00	

This bid provides underground cable terminations used on the District's largest feeder cables. These terminations allow for connection of equipment such as switches to feeder cables to serve as the backbone of the underground electrical distribution system.

<u>Vendor</u>	<u>Subtotal (w/o tax)</u>
Award To: General Pacific, Incorporated	\$305,800.00
Anixter, Incorporated	\$332,112.00

Summary Statement: Staff recommends award to General Pacific, Incorporated, the low evaluated responsible bidder meeting the District's specification in the amount of \$305,800.00, plus tax.

**Sole Source Purchase Recommendation(s) \$120,000 And Over
September 19, 2023**

PO No. 4500086623

15-Trayer Engineering 15kV Specialized Switchgear

Project Leader & Phone No.:	Zeke Schellberg
Estimate:	\$3,500,000.00

The District requires a supply of Material ID 5000840 15kV Submersible Switchgear and Material ID 5000841 Pad Mount Switchgear. This type of switchgear must meet the requirements of the Operations and System Planning & Protection groups. These requirements include an internal buss connected PT for control power and an SEL 700GW relay for overcurrent control. Until these features are available from other manufacturers and staff has had an opportunity to evaluate their offerings, Trayer Engineering Corporation is the only approved manufacturer of this material. Trayer Engineering Corporation is a direct source manufacturer and does not sell through distribution channels.

<u>Supplier</u>	<u>Quantity</u>	<u>Subtotal (w/o tax)</u>
Award To: Trayer Engineering Corporation	15	\$3,491,410.00

Summary Statement: Staff recommends award to Trayer Engineering Corporation, the sole provider of 15kV specialized switchgear in the amount of \$3,491,410.00, plus tax.

**Sole Source Purchase Recommendation(s) \$120,000 And Over
September 19, 2023**

PO No. 4500086624
5 - S&C Electric Company 115kV Circuit Switcher

Project Leader & Phone No.:	Sanjeev Farwaha
Estimate:	\$575,000.00

The District requires a supply of Material ID 104258 115kV Circuit Switcher. Circuit Switchers are used in Substations for protecting power transformers from short circuits and overloads. They are operated manually, by SCADA or with protective relays. Staff has determined that standardizing on S&C will reduce inventory and labor cost while increasing system reliability. S&C Electric Company, Incorporated is providing a direct source pricing model and will not provide pricing through distribution channels.

	<u>Supplier</u>	<u>QTY</u>	<u>Subtotal (w/o tax)</u>
Award To:	S&C Electric Company, Incorporated	5	\$560,925.00

Summary Statement: Staff recommends award to S&C Electric Company, Incorporated, the District approved provider of 115kV Circuit Switcher in the amount of \$560,925,.00, plus tax.

**Sole Source Purchase Recommendation(s) \$120,000 And Over
September 19, 2023**

PO No. 4500086703

20 – Eaton Reclosers, Control Panels and Kits

Project Leader & Phone No.:	David Popach 7100
Estimate:	\$900,000.00

The District requires a supply of Material ID’s 5000311, 5000330, and 5000300. These Eaton reclosers, control panels, and kits support the System Planning and Protection group. Standardizing on Eaton’s distribution voltage line reclosers and voltage regulators is the most cost-effective way to provide consistency in product already in service, excellent performance, standardized training for the District’s linemen and servicemen, and standardized spares in inventory. Additionally, a significant library of support records and standardized templates has been developed, which would require substantial revision to accommodate another manufacturer’s product. Wesco/Anixter, Incorporated is the only approved distributor for these items.

	<u>Supplier</u>	<u>Qty/Sets</u>	<u>Subtotal (w/o tax)</u>
Award To:	Wesco/Anixter, Incorporated	20	\$879,460.00

Summary Statement: Staff recommends award to Wesco/Anixter, Incorporated, the sole approved distributor of Eaton recloser products in the amount of \$879,460.00, plus tax, pricing subject to change.

Part Number: SEE MAT SPEC 5000840.1					
Ship to Location:		Operations Center Snohomish County PUD 1802 75 ST SW EVERETT, WA 98203 US			
Due Date:		07/09/2024		Taxable: A/P Sales Tax, Taxable	
Line No(s)	Quantity	Material Master	UoM	Unit Cost	Extended Cost
20	10	5000841	EA	\$130,372.000000	\$1,303,720.00
Description: SW 15KV 4-POS VFI PDMT SINGLED SIDED					
SWITCH, 3-PHASE 15KV 600A SINGLE SIDE PADMOUNT W/ 4-3PH 600A VACUUM FAULT INTERRUPTER WAYS USING SEL700GW OVERCURRENT RELAYS (SEL PART NUMBER 700GW2B1B1B77870621, FIRMWARE FID SEL-700G-R301-V5-Z007004- D20220826). SWITCHGEAR SHALL BE TOTAL DEADFRONT DESIGN. SWITCH SHALL UTILIZE VACUUM INTERRUPTERS IN SERIES WITH A FULLY RATED SWITCH TO PROVIDE A VISIBLE DISCONNECT. SWITCH SHALL INCLUDE STATUS INDICATION FOR REMOTE MONITORING OF SWITCH AND VFI STATUS. INSULATING MEDIUM SHALL BE MINERAL OIL. REFERENCE APPLICABLE PARTS OF DISTRICT MATERIAL STANDARD 5000840.1.					
Manufacturer: 8003685 - TRAYER ENGINEERING CORP Part Number: SEE MAT SPEC 5000840.1					
Ship to Location:		Operations Center Snohomish County PUD 1802 75 ST SW EVERETT, WA 98203 US			
Due Date:		07/09/2024		Taxable: A/P Sales Tax, Taxable	
PURCHASE ORDER TOTAL:			<u>\$3,491,410.00</u>		
Instructions:					
Agent Signature: _____					
SUBJECT TO TERMS AND CONDITIONS.					

Purchase Order Terms & Conditions (Rev. 9/14)

1. **CONTRACT DOCUMENTS:** The purchase hereunder shall be governed by the Contract Documents of which this order is a part. The "Contract Documents" shall consist of: (a) Notice to Bidders; (b) Instructions to Bidders; (c) General Bidding Conditions; (d) Special Provision Sheet; (e) Specifications, Plans and Drawings, and any Special Terms and Conditions, if applicable; (f) Proposal; (g) Agreement Form; (h) Purchase Order Terms and Conditions; and (I) Any Amendments, Modifications, or Addenda issued by the District to the above-referenced documents. No such amendment, modifications, or addenda shall be valid unless in writing and signed by the District. The terms and conditions of sale, as stated in the Contract Documents, shall govern in the event of conflict with any terms or conditions set forth by the Vendor; and the Contract Documents, as defined herein, shall be deemed to contain the complete, final, and exclusive terms of agreement between the District and the Vendor.
2. **DELIVERY AND ACCEPTANCE:** Time is of the essence with regard to this contract. The District reserves the right to reject any goods and cancel all or any part of any order for which delivery is late. The District shall have the right to inspect the goods upon delivery. Goods not conforming to applicable descriptions, specifications, drawings, or other Contract Documents may be rejected by the District. Acceptance of any part of this order shall not bind the District to accept future shipments, nor deprive it of the right to reject nonconforming goods already accepted. The District shall also have the right to store, return, or re-sell nonconforming goods, in addition to all other remedies available under applicable law. The District may, at any time, insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice, or course of dealing to the contrary.

Should delivery of any part of this order be delayed beyond the time specified in the Contract Documents, or if no time is specified, then beyond a reasonable time, or if any goods should fail to comply with the Contract Documents, the District shall have the right to purchase such goods elsewhere at the market price for immediate delivery and any excess in the cost of same over the price shown herein shall, at the District's option, be paid by the Vendor under this order, or deducted from any monies now due or hereafter accruing to the Vendor from the District.

3. **PRICES:** Unless otherwise specified in writing by the District, goods shall be furnished at the prices indicated on this order only; invoices will be honored for purchase order prices only. Prices shall exclude all federal taxes.
4. **PATENT INFRINGEMENT:** The Vendor agrees to indemnify the District and hold it harmless from and against any and all claims, liability, loss, damage, and expense, including reasonable attorneys' fees, resulting from or in connection with any actual or claimed trademark, patent or copyright infringement, or any litigation based thereon, with respect to all or any part of the goods covered by this order, and such obligation shall survive acceptance of the goods and payment therefore by the District.
5. **PACKING:** All goods, wrappers and containers shall bear markings and labels as required by applicable federal, state, and local laws and regulations for the protection and safety of persons and property, and Vendor warrants that prices include all charges for packing, crating, and transportation to the f.o.b. point designated by the District in the Contract Documents. Vendor shall place this purchase order number on all freight bills, invoices, packages and packing lists.

The District encourages vendors to utilize packaging consisting of non-hazardous, recyclable materials, when reasonably possible.

6. **DATA:** The Vendor shall not use or disclose any data, designs or other information belonging to or supplied by or on behalf of the District, except in the performance of this or other orders for the District. Upon the District's request, such data, designs or other information, and any copies thereof, shall be returned to the District. Where the District's data, designs, or other information are furnished to the Vendor's supplier for procurement of supplies by the Vendor for use in the performance of the District's orders, the Vendor shall include the requirements of this provision in its orders for such supplies.
7. **LABOR DISPUTES:** Whenever any actual or potential labor dispute delays or threatens to delay the timely performance of this order, the Vendor shall immediately give written notice thereof to the District.
8. **MATERIAL SAFETY DATA SHEETS:** Vendor agrees to furnish to the District, with delivery of the goods hereunder, any and all Material Safety Data Sheets applicable to dangerous, hazardous, or potentially hazardous goods provided by the Vendor.
9. **ADVERTISING PROHIBITION:** Vendor agrees not to use the name of the District or to quote the opinion of any of the District's employees in any advertising without obtaining the prior written consent of the District.

10. TITLE AND RISK OF LOSS: The title and risk of loss of the goods purchased hereunder shall not pass to the District until the District accepts the goods as conforming in all material respects to the Contract Documents.
11. SHIPPING AND DELIVERY CHARGES: All shipping and delivery costs shall be borne by the Vendor. Delivery of materials, equipment, and/or supplies shall be made between the hours of 8:30 a.m. to 3:30 p.m. weekdays, except District holidays. The successful Vendor shall obtain from the District a current list of District holidays.
12. TERMINATION/CANCELLATION: The District shall have the right to terminate this contract or cancel for default all or any part of the undelivered portion of this order if the Vendor breaches any of the terms or conditions of this contract, including warranties of the Vendor, or if the Vendor becomes insolvent or files bankruptcy. Such right of termination and cancellation is in addition to and not in lieu of any other remedies which the District may have in law or equity.
13. PAYMENT: Pursuant to Washington State Law (RCW 54.24.010), all payment vouchers must be approved by the Commission of the District. Vouchers for payment of invoices will be submitted to the Commission at the first scheduled Commission meeting after inspection and final acceptance of the goods by the District.
14. WARRANTY: The Vendor expressly warrants that all goods, materials and work covered by this order shall conform to the requirements specified by the District in the Contract Documents, and shall be fit for the purpose intended, merchantable, of good material and workmanship and free from defects.
15. DISTRICT HELD HARMLESS: The Vendor agrees to indemnify, defend, release and hold harmless the District, its officers, agents and employees from and against any and all claims, losses, damages, and expenses, including attorneys' fees, arising out of or in connection with the performance of this contract, to the extent such claim, loss, damage, or expense is attributable to (i) failure of the Vendor (or anyone directly or indirectly employed by the Vendor, including subcontractors of the Vendor) duly to perform any term, provision, covenant, agreement or condition under this contract to be performed by or on behalf of the Vendor; or (ii) any negligent or willful act or omission of the Vendor, or anyone directly or indirectly employed by the Vendor, including subcontractors of the Vendor.
16. LAWS AND REGULATIONS/COMPLIANCE: The parties hereby incorporate 41 C.F.R. 60-1.4(a)(7); 29 C.F.R. Part 471, Appendix A to Subpart A; 41 C.F.R. 60-300.5(a)11; and 41 C.F.R. 60-741.5(a)6; if applicable. The Vendor and any subcontractors of Vendor shall abide by the requirements of 41 C.F.R. 60-300.5(a) and 41 C.F.R. 60-741.5(a). **These regulations prohibit discrimination against qualified protected veterans, and qualified individuals on the basis of disability, respectively, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities, respectively.**
17. WRITTEN NOTICE: Any written notice given pursuant to this contract shall be deemed to have been duly served if delivered in person to the Office of the General Manager of the District, or the office of the Vendor as set forth in the Contract Documents, or sent by U.S. Mail to the last business address known to the sender. Notices delivered in person shall be effective upon delivery, and notices sent by mail shall be effective on the third day after deposit in the U.S. mail.
18. NONWAIVER: The failure of the District to insist upon or enforce strict performance by the Vendor of any provision of this contract, or to exercise any right under this contract, shall not be construed as a waiver or relinquishment to any extent of the District's right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.
19. GOVERNING LAW: This contract shall be governed by the laws of the State of Washington, with venue for any disputes in Snohomish County, Washington.



PURCHASE ORDER NO. 4500086624	
Issue Date:	09/19/2023
Revision Date:	09/02/2023

Vendor:
 S&C ELECTRIC COMPANY
 ALBA CARTAGENA
 6601 N RIDGE BLVD
 CHICAGO, IL 60626-3904
 Telephone: 888-762-1200

Please direct contracting inquiries to:
 Cindy Shelton
 Telephone: 425-783-5545
 Fax: 425-267-6239
 Email: Cshelton@snopud.com

Mail Invoice to:
 Snohomish County PUD
 Attention Accounts Payable
 PO Box H
 Everett, WA 98206-0055
Must Reference Purchase Order No. 4500086624
 Fax: 425-783-8349
 Email: AP@snopud.com

FOB: Free on board			FOB Point: Everett		
Terms of Payment:		Payment Due in 30 Days			
Line No(s)	Quantity	Material Master	UoM	Unit Cost	Extended Cost
10	5	104258	EA	\$112,185.000000	\$560,925.00
Description: CKT SWITCHER 115KV 1200A 25KA (S&C 2010)					
WITH HORIZONTAL INTERRUPTERS AND VERTICAL BREAK DISCONNECT. 7 FT PHASE SPACING. CIRCUIT SWITCHER TO INCLUDE 96" HIGH STAND, 48VDC CONTROL VOLTAGE, 120VAC OPERATOR SPACE HEATER WITH THERMOSTAT. CIRCUIT SWITCHER SHALL CONFORM TO SPECIFICATION NO. 522, LATEST REVISION. *** NOTIFY TRANSMISSION / SUBSTATION ENGINEERING FOR INSPECTION. ***					
Manufacturer: 8003172 - S & C ELECTRIC CO Part Number: 197738-AE8H1KMY-SXXX					

Ship to Location:		Operations Center Snohomish County PUD 1802 75 ST SW EVERETT, WA 98203 US	
Due Date:	03/25/2025	Taxable:	A/P Sales Tax, Taxable
PURCHASE ORDER TOTAL:		<u>\$560,925.00</u>	
Instructions:			
Agent Signature: _____			
SUBJECT TO TERMS AND CONDITIONS.			

Purchase Order Terms & Conditions (Rev. 9/14)

1. **CONTRACT DOCUMENTS:** The purchase hereunder shall be governed by the Contract Documents of which this order is a part. The "Contract Documents" shall consist of: (a) Notice to Bidders; (b) Instructions to Bidders; (c) General Bidding Conditions; (d) Special Provision Sheet; (e) Specifications, Plans and Drawings, and any Special Terms and Conditions, if applicable; (f) Proposal; (g) Agreement Form; (h) Purchase Order Terms and Conditions; and (I) Any Amendments, Modifications, or Addenda issued by the District to the above-referenced documents. No such amendment, modifications, or addenda shall be valid unless in writing and signed by the District. The terms and conditions of sale, as stated in the Contract Documents, shall govern in the event of conflict with any terms or conditions set forth by the Vendor; and the Contract Documents, as defined herein, shall be deemed to contain the complete, final, and exclusive terms of agreement between the District and the Vendor.
2. **DELIVERY AND ACCEPTANCE:** Time is of the essence with regard to this contract. The District reserves the right to reject any goods and cancel all or any part of any order for which delivery is late. The District shall have the right to inspect the goods upon delivery. Goods not conforming to applicable descriptions, specifications, drawings, or other Contract Documents may be rejected by the District. Acceptance of any part of this order shall not bind the District to accept future shipments, nor deprive it of the right to reject nonconforming goods already accepted. The District shall also have the right to store, return, or re-sell nonconforming goods, in addition to all other remedies available under applicable law. The District may, at any time, insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice, or course of dealing to the contrary.

Should delivery of any part of this order be delayed beyond the time specified in the Contract Documents, or if no time is specified, then beyond a reasonable time, or if any goods should fail to comply with the Contract Documents, the District shall have the right to purchase such goods elsewhere at the market price for immediate delivery and any excess in the cost of same over the price shown herein shall, at the District's option, be paid by the Vendor under this order, or deducted from any monies now due or hereafter accruing to the Vendor from the District.

3. **PRICES:** Unless otherwise specified in writing by the District, goods shall be furnished at the prices indicated on this order only; invoices will be honored for purchase order prices only. Prices shall exclude all federal taxes.
4. **PATENT INFRINGEMENT:** The Vendor agrees to indemnify the District and hold it harmless from and against any and all claims, liability, loss, damage, and expense, including reasonable attorneys' fees, resulting from or in connection with any actual or claimed trademark, patent or copyright infringement, or any litigation based thereon, with respect to all or any part of the goods covered by this order, and such obligation shall survive acceptance of the goods and payment therefore by the District.
5. **PACKING:** All goods, wrappers and containers shall bear markings and labels as required by applicable federal, state, and local laws and regulations for the protection and safety of persons and property, and Vendor warrants that prices include all charges for packing, crating, and transportation to the f.o.b. point designated by the District in the Contract Documents. Vendor shall place this purchase order number on all freight bills, invoices, packages and packing lists.

The District encourages vendors to utilize packaging consisting of non-hazardous, recyclable materials, when reasonably possible.

6. **DATA:** The Vendor shall not use or disclose any data, designs or other information belonging to or supplied by or on behalf of the District, except in the performance of this or other orders for the District. Upon the District's request, such data, designs or other information, and any copies thereof, shall be returned to the District. Where the District's data, designs, or other information are furnished to the Vendor's supplier for procurement of supplies by the Vendor for use in the performance of the District's orders, the Vendor shall include the requirements of this provision in its orders for such supplies.
7. **LABOR DISPUTES:** Whenever any actual or potential labor dispute delays or threatens to delay the timely performance of this order, the Vendor shall immediately give written notice thereof to the District.
8. **MATERIAL SAFETY DATA SHEETS:** Vendor agrees to furnish to the District, with delivery of the goods hereunder, any and all Material Safety Data Sheets applicable to dangerous, hazardous, or potentially hazardous goods provided by the Vendor.
9. **ADVERTISING PROHIBITION:** Vendor agrees not to use the name of the District or to quote the opinion of any of the District's employees in any advertising without obtaining the prior written consent of the District.

10. TITLE AND RISK OF LOSS: The title and risk of loss of the goods purchased hereunder shall not pass to the District until the District accepts the goods as conforming in all material respects to the Contract Documents.
11. SHIPPING AND DELIVERY CHARGES: All shipping and delivery costs shall be borne by the Vendor. Delivery of materials, equipment, and/or supplies shall be made between the hours of 8:30 a.m. to 3:30 p.m. weekdays, except District holidays. The successful Vendor shall obtain from the District a current list of District holidays.
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13. PAYMENT: Pursuant to Washington State Law (RCW 54.24.010), all payment vouchers must be approved by the Commission of the District. Vouchers for payment of invoices will be submitted to the Commission at the first scheduled Commission meeting after inspection and final acceptance of the goods by the District.
14. WARRANTY: The Vendor expressly warrants that all goods, materials and work covered by this order shall conform to the requirements specified by the District in the Contract Documents, and shall be fit for the purpose intended, merchantable, of good material and workmanship and free from defects.
15. DISTRICT HELD HARMLESS: The Vendor agrees to indemnify, defend, release and hold harmless the District, its officers, agents and employees from and against any and all claims, losses, damages, and expenses, including attorneys' fees, arising out of or in connection with the performance of this contract, to the extent such claim, loss, damage, or expense is attributable to (i) failure of the Vendor (or anyone directly or indirectly employed by the Vendor, including subcontractors of the Vendor) duly to perform any term, provision, covenant, agreement or condition under this contract to be performed by or on behalf of the Vendor; or (ii) any negligent or willful act or omission of the Vendor, or anyone directly or indirectly employed by the Vendor, including subcontractors of the Vendor.
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18. NONWAIVER: The failure of the District to insist upon or enforce strict performance by the Vendor of any provision of this contract, or to exercise any right under this contract, shall not be construed as a waiver or relinquishment to any extent of the District's right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.
19. GOVERNING LAW: This contract shall be governed by the laws of the State of Washington, with venue for any disputes in Snohomish County, Washington.

Ship to Location:		Operations Center Snohomish County PUD 1802 75 ST SW EVERETT, WA 98203 US			
Due Date:	07/23/2024	Taxable:	A/P Sales Tax, Taxable		
Line No(s)	Quantity	Material Master	UoM	Unit Cost	Extended Cost
20	20	5000330	EA	\$12,590.000000	\$251,800.00
Description: RECLOSER CONTROL PANEL SEL-651R DA					
DA ready SEL-651R recloser control for STS Cooper reclosers. Control shall conform to the requirements of District Material Standard 647076. 4, latest revision. Features include: (2) 2-pin input power receptacles, (1) 2-pin heater output receptacle, AC Transfer Switch, Voltage Input Circuit Breaker, Internal Voltage Sensing Wiring, Bluetooth Adapter, Radio Shelf, Lockout Indicator Light. RELAY SHALL COME WITH THE FOLLOWING DISTRICT STANDARD FIRMWARE: SEL-651R-2-R500-V0- Z100100- D20230404.					
Manufacturer: 8002441 - EATON CORP Part Number: ETN651R26212EA8AA113					
Ship to Location:		Operations Center Snohomish County PUD 1802 75 ST SW EVERETT, WA 98203 US			
Due Date:	07/23/2024	Taxable:	A/P Sales Tax, Taxable		
Line No(s)	Quantity	Material Master	UoM	Unit Cost	Extended Cost
30	20	5000300	EA	\$2,989.000000	\$59,780.00
Description: RECLOSER CABLE KIT, 40' NOVA STS SEL-651					
Cable Kit for the Cooper-Eaton STS Reclosers with SEL 651LR Control Panels. The kit includes: (1) 40 ft 26-pin control cable (1) 40 ft 2-pin heater cable (2) 40 ft 2-pin power cable Compatible with Single-Triple-Single (3-phase/1-phase) 15kV 630 amp Overhead Cooper- Eaton Reclosers DA (District Cat. ID 1002884). Cables shall meet the requirements in District Material Standard 647076.4 Section 9. The cables shall come equipped with plastic caps on the ends of the cables.					
Manufacturer: 8002441 - EATON CORP Part Number: KCABLEKITS-2IPC-40					
Ship to Location:		Operations Center Snohomish County PUD 1802 75 ST SW EVERETT, WA 98203 US			
Due Date:	07/23/2024	Taxable:	A/P Sales Tax, Taxable		
PURCHASE ORDER TOTAL:			<u>\$879,460.00</u>		

Instructions:

Agent Signature: _____

SUBJECT TO TERMS AND CONDITIONS.

Purchase Order Terms & Conditions (Rev. 9/14)

1. **CONTRACT DOCUMENTS:** The purchase hereunder shall be governed by the Contract Documents of which this order is a part. The "Contract Documents" shall consist of: (a) Notice to Bidders; (b) Instructions to Bidders; (c) General Bidding Conditions; (d) Special Provision Sheet; (e) Specifications, Plans and Drawings, and any Special Terms and Conditions, if applicable; (f) Proposal; (g) Agreement Form; (h) Purchase Order Terms and Conditions; and (I) Any Amendments, Modifications, or Addenda issued by the District to the above-referenced documents. No such amendment, modifications, or addenda shall be valid unless in writing and signed by the District. The terms and conditions of sale, as stated in the Contract Documents, shall govern in the event of conflict with any terms or conditions set forth by the Vendor; and the Contract Documents, as defined herein, shall be deemed to contain the complete, final, and exclusive terms of agreement between the District and the Vendor.
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9. **ADVERTISING PROHIBITION:** Vendor agrees not to use the name of the District or to quote the opinion of any of the District's employees in any advertising without obtaining the prior written consent of the District.

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19. GOVERNING LAW: This contract shall be governed by the laws of the State of Washington, with venue for any disputes in Snohomish County, Washington.



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 4C

TITLE

Consideration of Certification/Ratification and Approval of District Checks and Vouchers

SUBMITTED FOR: Consent Agenda

<u>General Accounting & Financial Systems</u>	<u>Shawn Hunstock</u>	<u>8497</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>

Date of Previous Briefing: _____

Estimated Expenditure: _____ Presentation Planned

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description: GP-3(4)(B)(2)a non-delegable, statutorily assigned Board duty to approve vouchers for all warrants issued.

The attached District checks and vouchers are submitted for the Board’s certification, ratification and approval.

List Attachments:
Voucher Listing



CERTIFICATION/RATIFICATION AND APPROVAL

We, the undersigned of the Public Utility District No. 1 of Snohomish County, Everett, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, and the Checks or Warrants listed below are ratified/approved for payment this 19th day of September 2023.

CERTIFICATION:

Certified as correct:

CEO/General Manager

Aaron Huntstock

Auditor

[Signature]

Chief Financial Officer/Treasurer

RATIFIED AND APPROVED:

Board of Commissioners:

President

Vice-President

Secretary

TYPE OF DISBURSEMENT	PAYMENT REF NO.	DOLLAR AMOUNT	PAGE NO.
REVOLVING FUND			
Customer Refunds, Incentives and Other	1124741 - 1125001	\$46,473.24	2 - 10
Electronic Customer Refunds		\$12,108.86	11 - 13
WARRANT SUMMARY			
Warrants	8074989 - 8075138	\$2,972,955.79	14 - 18
ACH	6040426 - 6040760	\$9,003,900.87	19 - 29
Wires	7002973 - 7002983	\$7,941,667.88	30
Payroll - Direct Deposit	5300000882 - 5300000882	\$4,760,784.49	31
Payroll - Warrants	845018 - 845028	\$23,915.55	31
Automatic Debit Payments	5300000879 - 5300000884	\$1,240,545.73	32
	GRAND TOTAL	\$26,002,352.41	

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
8/28/23	1124741	ANDREW HOYDEN	\$94.44
8/28/23	1124742	ESTATE OF TERRI L FITTERER	\$36.39
8/28/23	1124743	SAMANTHA WONDER	\$109.41
8/28/23	1124744	WAKEFIELD ALDERWOOD LLC	\$20.97
8/28/23	1124745	FIRE HOOD AND SAFETY LLC	\$96.41
8/28/23	1124746	KATHERINE LAWSON	\$13.30
8/28/23	1124747	KELLY WALDO	\$165.44
8/28/23	1124748	JOHN GILLIS	\$88.42
8/28/23	1124749	ROGELIO HERNANDEZ	\$160.00
8/28/23	1124750	VIRGINIA WALDROUP	\$174.89
8/28/23	1124751	LETICIA LIMA CARVALHO LLC	\$48.93
8/28/23	1124752	NASER NOURI ZADEH	\$128.98
8/28/23	1124753	CEDAR SPRINGS TP LLC	\$85.41
8/28/23	1124754	CUC VU	\$94.40
8/28/23	1124755	EPIC MANAGEMENT PARTNERS, LLC	\$210.99
8/28/23	1124756	ESTATE OF MARK D BUETTNER	\$53.28
8/28/23	1124757	TIERRA TAYLOR	\$158.17
8/28/23	1124758	JEFFREY JOHNSON	\$146.15
8/29/23	1124759	U.S. REIF FIRDALE VILLAGE WASHINGTON LLC	\$16.19
8/29/23	1124760	M&S NETWORK PROPERTY DEVELOPMENT LLC	\$237.20
8/29/23	1124761	CORNERSTONE HOMES	\$439.65
8/29/23	1124762	KEERTHIRAM KATHIRVELU	\$138.81
8/29/23	1124763	CARLY JOHNSON	\$118.20
8/29/23	1124764	THIEN DANG	\$157.36
8/29/23	1124765	JACK OSCAR THOMAS YOUNG	\$128.42
8/29/23	1124766	SARAH CLARK HUNT	\$26.75
8/29/23	1124767	TODD SOLBERG	\$612.59
8/29/23	1124768	TYLER THRASHER	\$145.95
8/29/23	1124769	BRIAN LANIER	\$250.42
8/29/23	1124770	LUCY JOHNSON	\$50.25
8/29/23	1124771	MADELINE SERLES	\$146.92
8/29/23	1124772	CHRISTINE HENRY	\$86.76

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
8/29/23	1124773	FRANCISCO OBREGON	\$359.58
8/29/23	1124774	STEPHAN SENTENEY	\$34.38
8/29/23	1124775	KRISTI LEONARD	\$139.23
8/29/23	1124776	CAROL LEGG	\$204.74
8/29/23	1124777	AARON ADDICKS	\$102.03
8/29/23	1124778	AHMED OGAILI	\$150.29
8/29/23	1124779	LGI HOMES - WASHINGTON, LLC	\$36.82
8/29/23	1124780	DAVID YUCHASZ	\$267.67
8/29/23	1124781	BETTER PROPERTIES RE KING LLC	\$117.12
8/29/23	1124782	BRENTWOOD APTS LLC	\$67.26
8/29/23	1124783	BATSAIKHAN LKHAGVASUREN	\$56.53
8/29/23	1124784	MOUNTAINVALE MANAGEMENT LLC	\$112.25
8/29/23	1124785	JOHN ROELL	\$386.24
8/29/23	1124786	NORMAN SEDILLO	\$69.43
8/29/23	1124787	KELLI LYNCH	\$101.40
8/29/23	1124788	CHARESE OCAMPO	\$61.34
8/29/23	1124789	MEGAN VANCE	\$485.18
8/29/23	1124790	YUHAN REN	\$43.84
8/29/23	1124791	CODY ANDERLINI	\$92.99
8/29/23	1124792	ROSILEE ALVAREZ	\$2,063.27
8/29/23	1124793	B H REAL ESTATE LLC	\$674.96
8/29/23	1124794	JASMELLE MENDOZA	\$123.26
8/29/23	1124795	VOID	\$0.00
8/29/23	1124796	ROBERT QUACH	\$53.80
8/29/23	1124797	DAWNELL SCHMELZER	\$255.17
8/29/23	1124798	MAYRA ALVARADO ALVARADO	\$64.57
8/29/23	1124799	LINDSAY REID	\$49.26
8/29/23	1124800	MELISSA MAYFIELD	\$572.98
8/30/23	1124801	ANGELA LOPEZ	\$57.98
8/30/23	1124802	LESLIE DODSON	\$114.44
8/30/23	1124803	KEVIN GUM	\$63.73
8/30/23	1124804	BMCH WASHINGTON LLC	\$36.34

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
8/30/23	1124805	CATAMOUNT PROPERTIES 2018 LLC	\$92.79
8/30/23	1124806	GENE RUTHRUFF	\$11.15
8/30/23	1124807	MSVEF-MF HUNTINGTON PARK WA LP	\$73.56
8/30/23	1124808	MAYNOR SAUCEDA	\$30.14
8/30/23	1124809	MATIKUR RAHMAN ANSARI	\$100.05
8/30/23	1124810	KIERA BURDEN	\$327.78
8/30/23	1124811	CLAYTON DMELLO	\$79.44
8/30/23	1124812	BRAYDEN MADAN	\$89.59
8/30/23	1124813	ANTHONY STOVALL	\$112.48
8/30/23	1124814	GABRIELA BARCELLOS	\$89.20
8/30/23	1124815	ERISBETH ROSAS	\$15.29
8/30/23	1124816	ARACELI CARDENAS MORAN	\$251.71
8/30/23	1124817	SERRINA DOSS	\$98.11
8/30/23	1124818	SHARON PIUMBROECK	\$7.79
8/30/23	1124819	JESSE CASTILLO	\$153.26
8/30/23	1124820	PRASAD SHIRSATH	\$136.71
8/30/23	1124821	II DANILO POCAIGUE	\$8.93
9/1/23	1124822	JUDSON HOYT	\$122.09
9/1/23	1124823	ECB CORP	\$617.79
9/1/23	1124824	LESTER HERSH	\$63.54
9/1/23	1124825	NELS RASMUSSEN	\$181.94
9/1/23	1124826	MELONIE MCCOY	\$304.43
9/1/23	1124827	DIANA CAPSTIN	\$40.13
9/1/23	1124828	TAMMY GIMBEL	\$109.09
9/1/23	1124829	ASHLEY HEIER	\$96.92
9/1/23	1124830	GAIL BLACKSTONE	\$2,675.65
9/1/23	1124831	EDMONDS 5-PLEX, LLC	\$7.81
9/1/23	1124832	TEO COMMUNICATIONS INC	\$510.05
9/1/23	1124833	PROJECT PRIDE	\$2,298.36
9/1/23	1124834	TERESA BRIGHTON	\$28.16
9/1/23	1124835	REAL PROPERTY MANAGEMENT NORTH PUGET	\$27.09
9/1/23	1124836	GURJEET BIRK	\$654.50

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
9/1/23	1124837	BRAD HAMILTON	\$121.10
9/1/23	1124838	GLASS SPECIALITIES INC	\$503.08
9/1/23	1124839	NICOLE KRULL	\$111.28
9/1/23	1124840	ANNE REYNOLDSON	\$44.95
9/1/23	1124841	MAUREEN COTE	\$450.00
9/1/23	1124842	ELIZABETH JOHNSON	\$737.80
9/1/23	1124843	LM BECK PROPERTIES LLC	\$18.84
9/1/23	1124844	FRED STEPHENS	\$1,200.00
9/1/23	1124845	ZELALEM TAFERE	\$45.28
9/1/23	1124846	DIANE SMITH	\$20.72
9/1/23	1124847	ANNA MAE MALERICH	\$90.51
9/1/23	1124848	KATEY LANNING	\$210.57
9/1/23	1124849	HARRY TRAN	\$28.08
9/1/23	1124850	DREAM WIRELESS, LLC	\$204.80
9/1/23	1124851	ROIC WASHINGTON CORP	\$519.90
9/1/23	1124852	CRAIG MCAFEE	\$89.92
9/1/23	1124853	KHIANNA HALEY	\$91.96
9/1/23	1124854	EDGAR MANLEY DAHL	\$63.97
9/1/23	1124855	JOHN DANIEL MACK	\$160.85
9/1/23	1124856	ALEN BLANCHARD	\$167.08
9/5/23	1124857	DAVID MCKENNEY	\$46.34
9/5/23	1124858	CONSTANTINE VAINSTEIN	\$102.06
9/5/23	1124859	TAMIKA PLUMMER	\$184.96
9/5/23	1124860	RODNEY JAMES	\$25.80
9/5/23	1124861	CARL HOVERMALE	\$126.12
9/5/23	1124862	RICHARD KELLER	\$485.04
9/5/23	1124863	KELLE DEFORREST	\$9.87
9/5/23	1124864	CHRISTINA LANGDON	\$61.74
9/5/23	1124865	TRAVIS FODGE	\$7.93
9/5/23	1124866	KRISTEN ANSON	\$560.46
9/5/23	1124867	HONG WANG	\$15.73
9/5/23	1124868	IRMGARD MANNING	\$8.00

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
9/5/23	1124869	RAZO LLC	\$33.98
9/5/23	1124870	ANINDHITA ILLURI	\$249.12
9/5/23	1124871	AMY SELLS HAIST	\$2,032.38
9/5/23	1124872	WILLIAM OPSTRUP	\$24.39
9/5/23	1124873	TINA VERHEUL	\$148.80
9/5/23	1124874	COLBY DEAN	\$23.78
9/5/23	1124875	CASINO-WESTMONT AFFORDABLE	\$37.95
9/5/23	1124876	LIPT 27TH AVENUE SE LLC	\$117.75
9/5/23	1124877	DARRYL ROGERS	\$180.00
9/5/23	1124878	MARCIA ELLER	\$24.11
9/5/23	1124879	CHRISTA JOHNSON	\$180.58
9/5/23	1124880	BRIANNE MAKANANI	\$129.07
9/5/23	1124881	MELINDA CASEY	\$140.65
9/5/23	1124882	NICHOLAS HARKER	\$23.14
9/5/23	1124883	ISABELLE DIAZ	\$72.00
9/5/23	1124884	WENDY HOLLEMAN	\$445.76
9/5/23	1124885	JEREMY HULL	\$122.57
9/5/23	1124886	BMCH WASHINGTON LLC	\$18.36
9/5/23	1124887	MEEA KANG	\$99.86
9/5/23	1124888	TAMAALEL TUITAMA	\$106.74
9/5/23	1124889	AMBER CIBERAY	\$455.71
9/5/23	1124890	AMA VENTURES LLC	\$19.24
9/5/23	1124891	AMY PRICE	\$131.07
9/5/23	1124892	AVALONBAY COMMUNITIES, INC	\$11.12
9/5/23	1124893	CRISTIE MCBRIDE	\$662.00
9/5/23	1124894	AREZO RAAD	\$142.06
9/5/23	1124895	XIANG YAN	\$145.41
9/5/23	1124896	WILLIAM THOMPSON	\$62.30
9/5/23	1124897	TALUSWOOD OWNER LLC	\$14.05
9/5/23	1124898	RON QUINLAN	\$37.87
9/5/23	1124899	JANETTE RABER	\$491.16
9/5/23	1124900	JACK PEARY	\$38.74

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
9/5/23	1124901	SHAMAY ANDRICH	\$101.42
9/5/23	1124902	TEENA MCBRIEN	\$47.41
9/5/23	1124903	NANCY HERNANDEZ	\$88.28
9/6/23	1124904	DONALD HUBER	\$22.33
9/6/23	1124905	ELENA KURTZ	\$130.25
9/6/23	1124906	IGOR TURCANU	\$137.57
9/6/23	1124907	MAIRA MCCALMONT	\$150.45
9/6/23	1124908	ALS HIGHLANDER OWNER LLC	\$59.44
9/6/23	1124909	ALLEGRO ASSOCIATES DE LLC	\$57.34
9/6/23	1124910	SREIT FULTONS CROSSING LLC	\$11.84
9/6/23	1124911	10227 20TH PARK LLC	\$8.70
9/6/23	1124912	SIMRANJIT SINGH	\$132.51
9/6/23	1124913	GLADYS STEELE	\$114.84
9/6/23	1124914	RUEBEN ABILIUS	\$80.26
9/6/23	1124915	ALEXANDRA GEHRS	\$151.97
9/6/23	1124916	WENDY CHIRINOS	\$81.64
9/6/23	1124917	MARY HOWERTON	\$275.03
9/6/23	1124918	ANASTASIIA BABIICHUK	\$167.17
9/6/23	1124919	RICHARD TODD	\$118.17
9/6/23	1124920	WILLIAM TRAVIS	\$955.60
9/6/23	1124921	KARL RAMOS	\$144.28
9/6/23	1124922	LORA HEIN	\$1,086.12
9/6/23	1124923	MELODY SULLIVAN	\$90.48
9/6/23	1124924	JARED WALDO	\$95.61
9/6/23	1124925	DMYTRO OMEKOVETS	\$149.19
9/6/23	1124926	HWAN CHOI	\$73.81
9/6/23	1124927	LAKESIDE APARTMENT ASSOCIATES LLC	\$54.65
9/6/23	1124928	LAURA KAPLAN	\$18.36
9/6/23	1124929	TYLER KURFESS	\$6.83
9/6/23	1124930	DEANNA PREUSS	\$63.00
9/6/23	1124931	TIM MOORE	\$339.60
9/6/23	1124932	DEBORAH BAUERS	\$41.81

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
9/6/23	1124933	SINAI DE LIRA	\$159.34
9/6/23	1124934	PAVEL TSVETANOV	\$154.04
9/6/23	1124935	JOHANNA OSMAN-KRAE	\$227.30
9/6/23	1124936	NANCY HALL	\$50.92
9/6/23	1124937	STEVE AUCKLAND	\$5.00
9/6/23	1124938	JENNIFER YOON	\$63.05
9/6/23	1124939	ROBERT LINDELL	\$489.74
9/6/23	1124940	SAQIB QADEER	\$11.60
9/6/23	1124941	TAMMY EDDY	\$460.91
9/6/23	1124942	AUSTIN WHITE	\$147.81
9/6/23	1124943	TERRIA JEGLUM	\$11.96
9/6/23	1124944	ASTRID JAIME VIVEROS	\$117.46
9/6/23	1124945	TANYA WALKER	\$198.43
9/6/23	1124946	DEBBIE KINGSLEY	\$429.31
9/6/23	1124947	KELLY FLAKE	\$25.64
9/7/23	1124948	IH4 PROPERTY WASHINGTON, L.P.	\$22.18
9/7/23	1124949	DUSTIN WALLACE	\$9.72
9/7/23	1124950	URIAS CRUZ IBARRA	\$109.07
9/7/23	1124951	JEFFREY WILLIAMS	\$89.97
9/7/23	1124952	SAMANTHA BOIT	\$155.34
9/7/23	1124953	DOBYNS FAMILY LLC	\$34.35
9/7/23	1124954	JAN FANKHAUSER NYMAN	\$351.51
9/7/23	1124955	CLI WA LLC	\$182.74
9/7/23	1124956	CLI WA LLC	\$22.29
9/7/23	1124957	GLEIBERMAN PROPERTIES INC	\$7.95
9/7/23	1124958	GLEIBERMAN PROPERTIES INC	\$6.90
9/7/23	1124959	GLEIBERMAN PROPERTIES INC	\$26.76
9/7/23	1124960	GLEIBERMAN PROPERTIES INC	\$21.00
9/7/23	1124961	GLEIBERMAN PROPERTIES INC	\$20.38
9/7/23	1124962	ANDREA MEJIA GAZO	\$103.93
9/7/23	1124963	MARION ANTHONY	\$45.00
9/7/23	1124964	RICHARD HU	\$101.65

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
9/7/23	1124965	BRITTANY HENNING	\$46.19
9/7/23	1124966	JERAD LAYTON	\$302.67
9/7/23	1124967	JOANN NYGARD	\$22.81
9/7/23	1124968	DANIELLE LUQUE	\$48.74
9/7/23	1124969	PETRONELLA BIYELA	\$122.75
9/7/23	1124970	KARL KASCH	\$97.72
9/8/23	1124971	MAIMAITIMING ABULIKEMU	\$101.41
9/8/23	1124972	BRYCE CROWELL	\$383.31
9/8/23	1124973	CHAMPIONS REAL ESTATE SERVICES INC	\$8.42
9/8/23	1124974	PHOEBE GADBAW	\$143.77
9/8/23	1124975	AVALONBAY COMMUNITIES, INC	\$107.05
9/8/23	1124976	GLEIBERMAN PROPERTIES INC	\$40.67
9/8/23	1124977	GABRIELLA ANDINO	\$44.15
9/8/23	1124978	SUDHIR DACHEPALLI	\$56.07
9/8/23	1124979	TERRY STECKLER	\$116.16
9/8/23	1124980	IRMGARD VANDENBERGHE	\$28.14
9/8/23	1124981	MEKAN REJEPOV	\$155.61
9/8/23	1124982	GINNA CUADRA PIEDRA	\$211.98
9/8/23	1124983	*DO NOT USE*REAL PROPERTY MANAGEMENT	\$67.77
9/8/23	1124984	ANNIE KOUNTZ	\$559.42
9/8/23	1124985	MONICA MATTSON	\$397.97
9/8/23	1124986	YULAI CO LLC	\$41.42
9/8/23	1124987	WEIDNER PROPERTY MANAGEMENT LLC	\$12.04
9/8/23	1124988	EVA GOODMAN	\$101.78
9/8/23	1124989	COLD CREEK HOMES INC	\$8.39
9/8/23	1124990	FAMILY TREE APTS	\$118.39
9/8/23	1124991	OAKWOOD COURT LLC	\$18.02
9/8/23	1124992	VOID	\$0.00
9/8/23	1124993	ALEM SKOBALJ	\$8.19
9/8/23	1124994	B9 MF ALDERWOOD PARK LLC	\$21.26
9/8/23	1124995	ESSEX MONTERRA LLC	\$7.11
9/8/23	1124996	TLUS RISE LYNNWOOD LIMITED PARTNERSHIP	\$22.12

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
9/8/23	1124997	AVALONBAY COMMUNITIES, INC	\$27.69
9/8/23	1124998	OAKWOOD COURT LLC	\$7.58
9/8/23	1124999	KAYLEE ATHERLEY	\$86.10
9/8/23	1125000	DANIEL LORANGER	\$72.23
9/8/23	1125001	VAPOR TECH LLC	\$127.41
Total:			\$46,473.24

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
8/28/23	000525689914	OLENA TALANOVA	\$127.40
8/28/23	000525689915	EDGAR MENDEZ CABRERA	\$225.02
8/28/23	000525689916	JENNA KNUDSON	\$85.44
8/30/23	000525709222	RAEANN MILLER	\$78.56
8/30/23	000525709223	RAEANN MILLER	\$50.58
8/30/23	000525709224	PAN LI	\$148.19
8/30/23	000525709225	AMANDA CUMMINS	\$200.00
8/30/23	000525709226	JOHN SHOOP	\$76.00
8/30/23	000525709227	ANDREA ZUNIGA	\$39.14
8/30/23	000525709228	NAVIN JOHNSON	\$60.47
8/30/23	000525709229	BROOKE LILLEY	\$320.00
8/31/23	000525718343	JACOB LONG	\$110.52
8/31/23	000525718344	CONNOR ROSENTRATER	\$58.81
8/31/23	000525718345	SHEK LEE	\$477.22
8/31/23	000525718346	JASON DREES	\$31.83
8/31/23	000525718347	JASON DREES	\$62.87
8/31/23	000525718348	KELLY BROWN	\$58.66
8/31/23	000525718349	THOMAS GARITI	\$43.97
8/31/23	000525718350	SHELLEY FRIEDMAN	\$67.92
8/31/23	000525718351	BRADY SMITH	\$36.68
8/31/23	000525718352	MYLES JORDAN	\$6.00
8/31/23	000525718353	EDWARD SUSKI	\$112.97
8/31/23	000525718354	MOHSIN KHAN PATHAN	\$47.66
8/31/23	000525718355	ARUSHI TRIPATHI	\$52.24
8/31/23	000525718356	SHADAN YOUSEFZADEH	\$96.56
9/1/23	000525726053	JARROD SEATON	\$74.96
9/1/23	000525726054	JINGHONG ZENG	\$156.06
9/5/23	000525748101	HALSEY STULTZ	\$35.63
9/5/23	000525748102	BRANDON KNUTSEN	\$102.09
9/5/23	000525748103	ABHISHEK JHANWAR	\$11.07
9/5/23	000525748104	ABHISHEK MURUGANANDAM	\$7.30
9/5/23	000525748105	BONNIE TULLAR	\$18.10

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
9/5/23	000525748106	DOMINIC LEACH	\$104.13
9/5/23	000525748107	ADITYA BULUSU	\$63.83
9/5/23	000525748108	SANDRA CARDENAS	\$107.42
9/6/23	000525762534	SAOIRSE NAPIER RAMEY	\$160.00
9/6/23	000525762535	SYED SHAHBAZ NADIR	\$128.51
9/6/23	000525762536	LUCAS MITCHELL	\$125.04
9/6/23	000525762537	SUZANNE FEHLINGS	\$139.69
9/6/23	000525762538	DYLAN WOLF	\$41.92
9/6/23	000525762539	DYLAN WOLF	\$5.70
9/6/23	000525762540	DORSA MEHRSADEH	\$202.69
9/6/23	000525762541	DYLAN WOLF	\$51.29
9/6/23	000525762542	MUHAMMED ILYAS	\$46.43
9/6/23	000525762543	TYLER HOUSER	\$157.96
9/6/23	000525762544	SIRENA LOGAN BURNS	\$230.95
9/6/23	000525762545	TERRANCE BERLAND	\$97.04
9/6/23	000525762546	NICOLAS FIGUEROA-HIDALGO	\$46.86
9/6/23	000525762547	AZIE THANADABOUTH	\$21.65
9/6/23	000525762548	COLE MINDRUM	\$49.48
9/6/23	000525762549	KAITLIN NEWCOMB	\$245.11
9/6/23	000525762550	SAM TRUBAN	\$18.70
9/6/23	000525762551	JAMES SNOWDEN	\$121.45
9/6/23	000525762552	BANG YI	\$9.85
9/6/23	000525762553	LISA BURGE	\$1,093.00
9/6/23	000525762554	JOAO TELES	\$16.08
9/6/23	000525762555	HEEJIN CORPORATION	\$23.20
9/6/23	000525762556	JUSTIN ANDERSON	\$50.00
9/7/23	000525770995	GABRIEL HERNANDEZ JR	\$59.16
9/7/23	000525770996	ILLIA SILICH	\$84.70
9/7/23	000525770997	CHANLER FOX	\$94.67
9/7/23	000525770998	PRATHAP ENUGONDA	\$106.96
9/7/23	000525770999	MATTHEW MOYER	\$148.72
9/7/23	000525771000	CHELSEA FAVRO	\$55.97

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
9/7/23	000525771001	GABRIEL HERNANDEZ JR	\$157.53
9/7/23	000525771002	NATHANIEL GARDNER	\$860.87
9/7/23	000525771003	ADRIANA RAMIREZ DE ARELLANO	\$122.90
9/7/23	000525771004	RYAN PETERSON	\$349.79
9/7/23	000525771005	RYAN FARMER	\$8.81
9/7/23	000525771006	GABRIEL HERNANDEZ JR	\$224.07
9/7/23	000525771007	NEHEMIAH ZARATE-ROURKE	\$54.41
9/7/23	000525771008	PAULA LINGREN	\$1,138.00
9/8/23	000525780552	GABRIEL HERNANDEZ JR	\$207.38
9/8/23	000525780553	DARCY GRANT	\$260.00
9/8/23	000525780554	HOOTENANNY LLC	\$1,368.67
9/8/23	000525780555	KATHY BIGHAM	\$233.81
9/8/23	000525780556	LONNEE CARR	\$58.44
9/8/23	000525780557	KRAYMER LORIG	\$76.10
Total:			\$12,108.86

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
8/29/23	8074989	PUGET SOUND ENERGY	\$141,522.28
8/29/23	8074990	NW FIBER, LLC, DBA ZIPLY FIBER	\$2,330.21
8/29/23	8074991	WILLIAM M MORRISON	\$275.00
8/29/23	8074992	BROOKFIELD RENEWABLE	\$1,209,236.00
8/29/23	8074993	MICHAEL MCCALL	\$275.00
8/29/23	8074994	SLL SERVICES LLC	\$3,856.68
8/29/23	8074995	HUNT CO. DIRECTIONAL DRILLING	\$275.00
8/29/23	8074996	AT&T CORP	\$14,789.21
8/29/23	8074997	COMCAST HOLDING CORPORATION	\$151.30
8/29/23	8074998	CITY OF EDMONDS	\$454.91
8/29/23	8074999	CITY OF EVERETT	\$630,470.47
8/29/23	8075000	GLOBAL RENTAL COMPANY INC	\$22,859.20
8/29/23	8075001	CITY OF MOUNTLAKE TERRACE	\$9,475.29
8/29/23	8075002	GENUINE PARTS COMPANY	\$471.13
8/29/23	8075003	PACIFIC SAFETY SUPPLY INC	\$8,418.97
8/29/23	8075004	PUGET SOUND ENERGY INC	\$954.43
8/29/23	8075005	SCADA AND CONTROLS ENGINEERING INC	\$11,050.00
8/29/23	8075006	SOUND PUBLISHING INC	\$61.74
8/29/23	8075007	TALLEY INC	\$618.33
8/29/23	8075008	US BANK NA	\$9,200.00
8/29/23	8075009	HITACHI ENERGY USA INC	\$25,955.00
8/29/23	8075010	STATE OF WASHINGTON	\$11,657.14
8/29/23	8075011	STATE OF WASHINGTON	\$2,617.44
8/29/23	8075012	WAGNER SMITH EQUIPMENT CO	\$4,912.32
8/29/23	8075013	BICKFORD MOTORS INC	\$1,217.64
8/29/23	8075014	CINTAS CORPORATION NO 2	\$54.40
8/29/23	8075015	DIRECTV ENTERTAINMENT HOLDINGS LLC	\$168.99
8/29/23	8075016	GENCORE CANDEO LTD	\$8,465.60
8/29/23	8075017	HARBOR MARINE MAINTENANCE & SUPPLY	\$847.88
8/29/23	8075018	GARY D KREIN	\$961.63
8/29/23	8075019	MILLIMAN INC	\$15,000.00
8/29/23	8075020	SNOHOMISH COUNTY	\$170.00

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
8/29/23	8075021	SNOHOMISH COUNTY	\$48.94
8/29/23	8075022	PUBLIC UTILITY DIST NO 1 OF	\$267.45
8/29/23	8075023	WYNNE AND SONS INC	\$103.86
8/29/23	8075024	LAMAR TEXAS LTD PARTNERSHIP	\$6,220.00
8/29/23	8075025	ACHILLES USA INC	\$128,832.98
8/29/23	8075026	CSD ATTORNEYS AT LAW PS	\$448.00
8/29/23	8075027	NORTHWEST FIBER LLC	\$6,958.52
8/29/23	8075028	KENDALL DEALERSHIP HOLDINGS LLC	\$67.17
8/29/23	8075029	ACCESS INFO INTERMEDIATE HLDNG I LL	\$3,409.35
8/29/23	8075030	DZS INC	\$7,556.26
8/29/23	8075031	MOTION INDUSTRIES INC	\$5,740.98
8/29/23	8075032	NATIONAL TRENCH SAFETY INC	\$1,546.99
8/29/23	8075033	ALPHA TECHNOLOGIES LTD	\$5,331.63
8/29/23	8075034	FACILITY SOLUTIONS GROUP INC	\$1,590.00
8/29/23	8075035	LIGHTNING GROWN LLC	\$150,000.00
8/31/23	8075036	GORGEOUS HOMES LLC	\$790.78
8/31/23	8075037	BENJAMIN D WENDEL	\$6,945.83
8/31/23	8075038	COMCAST HOLDING CORPORATION	\$384.33
8/31/23	8075039	CORE & MAIN LP	\$1,723.30
8/31/23	8075040	ISLAND COUNTY	\$205.50
8/31/23	8075041	LANGUAGE LINE SERVICES INC	\$5,408.24
8/31/23	8075042	MCMILLEN INC	\$13,525.00
8/31/23	8075043	GENUINE PARTS COMPANY	\$2,164.72
8/31/23	8075044	PUGET SOUND ENERGY INC	\$925.39
8/31/23	8075045	RIVERSIDE TOPSOIL INC	\$831.00
8/31/23	8075046	SIX ROBBLEES INC	\$125.73
8/31/23	8075047	SHI INTERNATIONAL CORP	\$7,237.96
8/31/23	8075048	SOUND SECURITY INC	\$597.29
8/31/23	8075049	STATE OF WASHINGTON	\$7,178.88
8/31/23	8075050	WESCO GROUP INC	\$2,481.87
8/31/23	8075051	ASTROF CONCRETE HARDWARE & RENTAL	\$256.07
8/31/23	8075052	AUTOMATIC DOOR & GATE COMPANY	\$1,509.72

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
8/31/23	8075053	BICKFORD MOTORS INC	\$2,816.48
8/31/23	8075054	ENGINUITY ADVANTAGE LLC	\$6,001.72
8/31/23	8075055	EDS MCDOUGALL LLC	\$725.00
8/31/23	8075056	EVERGREEN ID SYSTEMS LLC	\$1,970.40
8/31/23	8075057	SKOTDAL MUTUAL LLC	\$226.60
8/31/23	8075058	SNOHOMISH COUNTY	\$2,430.00
8/31/23	8075059	PUBLIC UTILITY DIST NO 1 OF	\$231.62
8/31/23	8075060	STANWOOD REDI MIX INC	\$415.07
8/31/23	8075061	TWELVE THIRTY ONE INCORPORATED	\$171.44
8/31/23	8075062	CITY OF EVERETT	\$894.60
8/31/23	8075063	STURGEON ELECTRIC CO INC	\$10,490.00
8/31/23	8075064	ERGOGENESIS WORKPLACE SOLUTIONS LLC	\$1,355.90
8/31/23	8075065	THE PAPE GROUP INC	\$25,690.71
8/31/23	8075066	NATIONAL EXPRESS DURHAM HOLDING COR	\$5,090.16
8/31/23	8075067	BHC CONSULTANTS LLC	\$12,084.67
8/31/23	8075068	SUPERIOR SEPTIC SERVICE LLC	\$469.37
8/31/23	8075069	KINSHIP GROUP LLC	\$29,942.77
9/5/23	8075070	COMCAST HOLDING CORPORATION	\$158.71
9/5/23	8075071	CITY OF EVERETT	\$4,361.98
9/5/23	8075072	GLOBAL RENTAL COMPANY INC	\$3,681.65
9/5/23	8075073	CITY OF MARYSVILLE	\$1,892.94
9/5/23	8075074	GENUINE PARTS COMPANY	\$638.21
9/5/23	8075075	PUGET SOUND ENERGY INC	\$55.25
9/5/23	8075076	PUGET SOUND ENERGY INC	\$20,887.93
9/5/23	8075077	SOUND PUBLISHING INC	\$64.68
9/5/23	8075078	SNOHOMISH COUNTY SOCIETY OF	\$7,035.22
9/5/23	8075079	VOLUNTEERS OF AMERICA	\$12,000.00
9/5/23	8075080	WESCO GROUP INC	\$1,252.86
9/5/23	8075081	WILBUR-ELLIS HOLDINGS II INC	\$7,874.97
9/5/23	8075082	ALDERWOOD WATER & WASTEWATER DISTRI	\$10,144.62
9/5/23	8075083	BICKFORD MOTORS INC	\$1,947.06
9/5/23	8075084	BILLS BLUEPRINT INC	\$54.40

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
9/5/23	8075085	NELSON TRUCK EQUIPMENT CO INC	\$1,418.37
9/5/23	8075086	WYNNE AND SONS INC	\$19.78
9/5/23	8075087	HDR ENGINEERING INC	\$13,673.20
9/5/23	8075088	GSR RENTALS INC	\$3,329.97
9/5/23	8075089	WARD INDUSTRIAL PROCESS AUTOMTN INC	\$2,450.00
9/5/23	8075090	HAWK EQUIPMENT SERVICES INC	\$1,483.65
9/5/23	8075091	METER READING HOLDING I CORP	\$4,169.26
9/5/23	8075092	GREEN FIRE PRODUCTIONS INC	\$33,555.74
9/5/23	8075093	KENDALL DEALERSHIP HOLDINGS LLC	\$43.87
9/5/23	8075094	GREEN REBATES LLC	\$31,780.83
9/5/23	8075095	MOTION INDUSTRIES INC	\$14,340.80
9/5/23	8075096	WACO INDUSTRIAL COATINGS INC	\$2,231.10
9/5/23	8075097	LIVEVIEW TECHNOLOGIES INC	\$549.50
9/5/23	8075098	NATIONAL TRENCH SAFETY INC	\$2,077.94
9/5/23	8075099	AFL TELECOMMUNICATIONS INC	\$2,188.66
9/5/23	8075100	CAN-AM FABRICATION INC	\$22,591.10
9/5/23	8075101	BELRED HEATING COOLING &	\$2,650.00
9/7/23	8075102	RIVERFRONT COMMERICAL INV LLC	\$10,029.11
9/7/23	8075103	MICHAEL C STEFFY	\$581.00
9/7/23	8075104	ALLSTATE INSURANCE	\$810.18
9/7/23	8075105	ARGUS PACIFIC INC	\$3,535.00
9/7/23	8075106	CONTECH ENGINEERED SOLUTIONS INC	\$4,638.56
9/7/23	8075107	DAVIS WRIGHT TREMAINE LLP	\$4,050.00
9/7/23	8075108	ISLAND COUNTY	\$205.50
9/7/23	8075109	ISLAND COUNTY	\$206.50
9/7/23	8075110	KENT D BRUCE	\$2,597.60
9/7/23	8075111	GENUINE PARTS COMPANY	\$121.21
9/7/23	8075112	OLYMPIC VIEW WATER SEWER	\$27.60
9/7/23	8075113	PENNSYLVANIA TRANSFORMER TECH INC	\$2,050.00
9/7/23	8075114	PUGET SOUND ENERGY INC	\$156.99
9/7/23	8075115	SNOHOMISH COUNTY	\$10.00
9/7/23	8075116	HITACHI ENERGY USA INC	\$18,931.32

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
9/7/23	8075117	ALDERWOOD WATER & WASTEWATER DISTRI	\$408.63
9/7/23	8075118	BICKFORD MOTORS INC	\$1,168.81
9/7/23	8075119	CITY OF BOTHELL	\$255.37
9/7/23	8075120	THE HO SEIFFERT COMPANY	\$3,685.00
9/7/23	8075121	ENGINUITY ADVANTAGE LLC	\$5,929.47
9/7/23	8075122	INTEGRATED SYSTEMS CONTROLS LLC	\$6,085.97
9/7/23	8075123	SNOHOMISH COUNTY	\$1,823.10
9/7/23	8075124	SUMMIT SAFETY SHOES	\$395.09
9/7/23	8075125	BEAR COMMUNICATIONS INC	\$618.41
9/7/23	8075126	LANDIS GYR TECHNOLOGY INC	\$880.13
9/7/23	8075127	OCCUPATIONAL HEALTH CENTERS OF WA P	\$110.00
9/7/23	8075128	SNOHOMISH COUNTY 911	\$1,654.86
9/7/23	8075129	NORTHWEST FIBER LLC	\$2,465.53
9/7/23	8075130	METER READING HOLDING I CORP	\$16,160.41
9/7/23	8075131	KENDALL DEALERSHIP HOLDINGS LLC	\$483.21
9/7/23	8075132	GREEN REBATES LLC	\$46,368.43
9/7/23	8075133	AINSWORTH INC	\$5,924.63
9/7/23	8075134	ANATEK LABS INC	\$5,400.00
9/7/23	8075135	KELLY DUTRO	\$1,000.00
9/7/23	8075136	ARROW INSULATION INC	\$796.00
9/7/23	8075137	LUMENAL LIGHTING LLC	\$90.48
9/7/23	8075138	STRICKLAND CORPORATION	\$2,504.00

Total: \$2,972,955.79

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
8/28/23	6040426	IIA LIFTING SERVICES INC	\$2,325.00
8/28/23	6040427	KUBRA DATA TRANSFER LTD	\$35,277.96
8/28/23	6040428	LAKESIDE INDUSTRIES INC	\$720.36
8/28/23	6040429	NELSON DISTRIBUTING INC	\$417.21
8/28/23	6040430	NORTH COAST ELECTRIC COMPANY	\$2,056.34
8/28/23	6040431	NORTHSTAR CHEMICAL INC	\$525.00
8/28/23	6040432	NW SUBSURFACE WARNING SYSTEM	\$6,981.48
8/28/23	6040433	ON HOLD CONCEPTS INC	\$234.70
8/28/23	6040434	WASHINGTON STATE DEPT OF COMMERCE	\$5.63
8/28/23	6040435	ROBERT HALF INTERNATIONAL INC	\$8,160.00
8/28/23	6040436	SAUBER MANUFACTURING CO	\$278.26
8/28/23	6040437	SONSRAY MACHINERY LLC	\$3,587.43
8/28/23	6040438	STAR RENTALS INC	\$6,400.91
8/28/23	6040439	PRATT DAY & STRATTON PLLC	\$4,181.35
8/28/23	6040440	TOPSOILS NORTHWEST INC	\$388.14
8/28/23	6040441	GORDON TRUCK CENTERS INC	\$623.67
8/28/23	6040442	VOID	\$0.00
8/28/23	6040443	WILLIAMS SCOTSMAN INC	\$1,237.24
8/28/23	6040444	BACKGROUND INFORMATION SERVICES INC	\$1,101.37
8/28/23	6040445	BRAKE & CLUTCH SUPPLY INC	\$556.01
8/28/23	6040446	CONFLUENCE ENGINEERING GROUP LLC	\$7,427.00
8/28/23	6040447	CUZ CONCRETE PRODUCTS INC	\$1,969.20
8/28/23	6040448	DACO CORPORATION	\$7,406.23
8/28/23	6040449	GENERAL PACIFIC INC	\$12,541.22
8/28/23	6040450	KEMP WEST INC	\$508,725.00
8/28/23	6040451	LENZ ENTERPRISES INC	\$157.90
8/28/23	6040452	LONGS LANDSCAPE LLC	\$12,818.86
8/28/23	6040453	MULTIFORCE SYSTEMS CORP	\$30,475.60
8/28/23	6040454	NORTHWEST CASCADE INC	\$2,737.00
8/28/23	6040455	OPEN ACCESS TECHNOLOGY INTL INC	\$893.86
8/28/23	6040456	RICOH USA INC	\$353.48
8/28/23	6040457	LOUIS F MATHESON CONSTRUCTION INC	\$523.33

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
8/28/23	6040458	BRENT STAINER	\$1,650.00
8/28/23	6040459	TECH PRODUCTS INC	\$420.50
8/28/23	6040460	TYNDALE ENTERPRISES INC	\$6,628.03
8/28/23	6040461	WESTERN SAFETY PRODUCTS INC	\$7,330.33
8/28/23	6040462	ALTEC INDUSTRIES INC	\$240.35
8/28/23	6040463	ANIXTER INC	\$89,403.89
8/28/23	6040464	ROADPOST USA INC	\$1,392.04
8/28/23	6040465	MICHAEL NASH	\$5,108.92
8/28/23	6040466	TRAFFIC CONTROL PLAN CO OF WA LLC	\$1,375.00
8/28/23	6040467	ATWORK COMMERCIAL ENTERPRISES LLC	\$77,453.06
8/28/23	6040468	ARNETT INDUSTRIES LLC	\$5,083.53
8/28/23	6040469	HARNISH GROUP INC	\$6,655.10
8/28/23	6040470	QCERA INC	\$2,053.50
8/28/23	6040471	TWILIO INC	\$4,638.46
8/28/23	6040472	THEODORE BLAINE LIGHT III	\$4,758.00
8/28/23	6040473	SHERELLE GORDON	\$32,000.00
8/28/23	6040474	HM PACIFIC NORTHWEST FKA CADMAN	\$8,329.49
8/28/23	6040475	USIC HOLDINGS INC	\$52,376.96
8/28/23	6040476	TRC ENGINEERS INC	\$765,877.04
8/28/23	6040477	MARIAN DACCA PUBLIC AFFAIRS LLC	\$6,800.00
8/28/23	6040478	AMERICAN EQUIPMENT HOLDINGS LLC	\$33,666.16
8/28/23	6040479	WASHINGTON ENERGY SERVICES COMPANY	\$400.00
8/28/23	6040480	STILLWATER ENERGY LLC	\$17,367.80
8/28/23	6040481	OXBOW LLC	\$10,950.00
8/28/23	6040482	HUGH GIBSON	\$334.78
8/28/23	6040483	CASSIE HOUSER	\$264.54
8/28/23	6040484	BRETT CARLSON	\$125.25
8/28/23	6040485	RACHELLE POWELL	\$124.43
8/28/23	6040486	SHANE HALE	\$161.00
8/28/23	6040487	MATTHEW ZYSKOWSKI	\$1,019.52
8/28/23	6040488	CHONG FLAKE	\$100.00
8/28/23	6040489	BRIAN ROY	\$406.48

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
8/28/23	6040490	BRADLEY CLARK	\$406.48
8/29/23	6040491	MYERS & SONS HIWAY SAFETY INC	\$5,033.98
8/29/23	6040492	NORTH COAST ELECTRIC COMPANY	\$32,061.34
8/29/23	6040493	RWC INTERNATIONAL LTD	\$3,442.30
8/29/23	6040494	STELLAR INDUSTRIAL SUPPLY INC	\$4,527.71
8/29/23	6040495	TOPSOILS NORTHWEST INC	\$517.52
8/29/23	6040496	GREENSHIELDS INDUSTRIAL SUPPLY INC	\$183.49
8/29/23	6040497	DICKS TOWING INC	\$247.28
8/29/23	6040498	ENERGY NORTHWEST	\$57,117.51
8/29/23	6040499	LENZ ENTERPRISES INC	\$330.58
8/29/23	6040500	LONGS LANDSCAPE LLC	\$13,838.60
8/29/23	6040501	PACIFIC MOBILE STRUCTURES INC	\$3,125.50
8/29/23	6040502	ROHLINGER ENTERPRISES INC	\$507.96
8/29/23	6040503	SNOHOMISH COUNTY	\$42,404.43
8/29/23	6040504	ALTEC INDUSTRIES INC	\$401.97
8/29/23	6040505	ANIXTER INC	\$28,132.66
8/29/23	6040506	TRU-CHECK INC	\$371,798.85
8/29/23	6040507	ID LABELING SYSTEMS	\$2,072.71
8/29/23	6040508	DS SERVICES OF AMERICA INC	\$5,159.84
8/29/23	6040509	RESOURCE INNOVATIONS INC	\$13,550.00
8/29/23	6040510	INFOSOL INC	\$7,800.00
8/29/23	6040511	BANK OF AMERICA NA	\$346,873.87
8/29/23	6040512	EVERFI INC	\$22,450.00
8/29/23	6040513	HM PACIFIC NORTHWEST FKA CADMAN	\$503.86
8/29/23	6040514	CONSTELLATION ENERGY CORP	\$9,635.00
8/29/23	6040515	KYLE FITZHUGH	\$134.00
8/29/23	6040516	TIERRA BOVEY	\$189.00
8/29/23	6040517	WESTIN SAUNDERS	\$211.00
8/29/23	6040518	MATTHEW BALLOU	\$248.42
8/29/23	6040519	ASHLEY NORRIS	\$75.00
8/29/23	6040520	JONATHAN BALTAZAR	\$156.75
8/30/23	6040521	NORTH COAST ELECTRIC COMPANY	\$932.60

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
8/30/23	6040522	PETROCARD INC	\$40,664.59
8/30/23	6040523	ROBERT HALF INTERNATIONAL INC	\$8,619.20
8/30/23	6040524	STELLAR INDUSTRIAL SUPPLY INC	\$212.99
8/30/23	6040525	TOPSOILS NORTHWEST INC	\$129.38
8/30/23	6040526	OTC GLOBAL HOLDINGS LP	\$1,376.00
8/30/23	6040527	BENEFITFOCUS COM INC	\$7,991.70
8/30/23	6040528	OTC GLOBAL HOLDINGS LP	\$875.00
8/30/23	6040529	NORTHWEST CASCADE INC	\$170.00
8/30/23	6040530	LOUIS F MATHESON CONSTRUCTION INC	\$1,600.15
8/30/23	6040531	SENSUS USA INC	\$1,422.55
8/30/23	6040532	ALTEC INDUSTRIES INC	\$3,221.60
8/30/23	6040533	ANIXTER INC	\$9,202.72
8/30/23	6040534	CONSOLIDATED PRESS LLC	\$67,355.61
8/30/23	6040535	TRAFFIC CONTROL PLAN CO OF WA LLC	\$175.00
8/30/23	6040536	RESOURCE INNOVATIONS INC	\$35,000.00
8/30/23	6040537	HM PACIFIC NORTHWEST FKA CADMAN	\$940.75
8/30/23	6040538	CHANDLER ASSET MANAGEMENT INC	\$3,500.00
8/30/23	6040539	LUMIVERO LLC	\$3,038.74
8/30/23	6040540	WASHINGTON ENERGY SERVICES COMPANY	\$400.00
8/30/23	6040541	BENJAMIN SMITH	\$134.00
8/30/23	6040542	SHAY CAMPBELL	\$406.48
8/30/23	6040543	MIGUEL MENA ENCARNACION	\$406.48
8/30/23	6040544	TRISHA JORGENSON	\$665.07
8/31/23	6040545	ASPLUNDH TREE EXPERT LLC	\$51,069.33
8/31/23	6040546	CENTRAL WELDING SUPPLY CO INC	\$180.81
8/31/23	6040547	CONSOLIDATED ELECTRICAL DISTRIBUTOR	\$10,483.73
8/31/23	6040548	DAVID EVANS & ASSOCIATES INC	\$7,535.33
8/31/23	6040549	INTERCONTINENTAL EXCHANGE HOLDINGS	\$3,325.00
8/31/23	6040550	NELSON DISTRIBUTING INC	\$2,032.87
8/31/23	6040551	NORTH COAST ELECTRIC COMPANY	\$10,636.61
8/31/23	6040552	NORTHSTAR CHEMICAL INC	\$2,792.25
8/31/23	6040553	RWC INTERNATIONAL LTD	\$1,459.66

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
8/31/23	6040554	STELLAR INDUSTRIAL SUPPLY INC	\$2,049.60
8/31/23	6040555	TOPSOILS NORTHWEST INC	\$129.38
8/31/23	6040556	UNITED PARCEL SERVICE	\$195.86
8/31/23	6040557	WASTE MANAGEMENT OF WASHINGTON INC	\$5,823.90
8/31/23	6040558	AARD PEST CONTROL INC	\$283.54
8/31/23	6040559	CUZ CONCRETE PRODUCTS INC	\$9,396.45
8/31/23	6040560	ECODOCX LLC	\$5,375.00
8/31/23	6040561	EDGE ANALYTICAL INC	\$1,254.00
8/31/23	6040562	HOGLUNDS TOP SHOP INC	\$274.75
8/31/23	6040563	REINHAUSEN MANUFACTURING INC	\$2,675.88
8/31/23	6040564	RICOH USA INC	\$1,318.80
8/31/23	6040565	LOUIS F MATHESON CONSTRUCTION INC	\$307.52
8/31/23	6040566	ROHLINGER ENTERPRISES INC	\$5,803.61
8/31/23	6040567	SOUND SAFETY PRODUCTS CO INC	\$2,083.81
8/31/23	6040568	THE FAB SHOP LLC	\$62,298.09
8/31/23	6040569	UNITED RENTALS NORTH AMERICA INC	\$13,605.71
8/31/23	6040570	GRAYBAR ELECTRIC CO INC	\$51,515.69
8/31/23	6040571	ALTEC INDUSTRIES INC	\$39.67
8/31/23	6040572	ANIXTER INC	\$4,195.55
8/31/23	6040573	THE GOODYEAR TIRE & RUBBER CO	\$8,973.87
8/31/23	6040574	CG ENGINEERING PLLC	\$5,805.00
8/31/23	6040575	HARNISH GROUP INC	\$1,038.35
8/31/23	6040576	CURTIS A SMITH	\$9,787.87
8/31/23	6040577	CONSOR NORTH AMERICA INC	\$3,396.25
8/31/23	6040578	ADCOMM ENGINEERING LLC	\$5,990.07
8/31/23	6040579	K&D SERVICES INC	\$47,065.52
8/31/23	6040580	FLEET SERVICE VEHICLE REPAIR LLC	\$988.76
8/31/23	6040581	TRC ENGINEERS INC	\$85,375.16
8/31/23	6040582	UTEGRATION LLC	\$235,021.05
8/31/23	6040583	ARCHECOLOGY LLC	\$810.00
8/31/23	6040584	PACHECOS LANDSCAPING LLC	\$6,311.64
8/31/23	6040585	SOUND GRID PARTNERS LLC	\$9,757.50

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
8/31/23	6040586	XIOLOGIX LLC	\$395.91
8/31/23	6040587	CLEAN CRAWL INC	\$592.00
8/31/23	6040588	CM AIR PROS LLC	\$1,650.00
8/31/23	6040589	JULIE MAINSTONE	\$1,597.23
8/31/23	6040590	NICHOLAS BELISLE	\$70.76
8/31/23	6040591	DOUG HUSTAD	\$53.04
8/31/23	6040592	BRANDON JODOCK	\$406.48
8/31/23	6040593	GILLIAN ANDERSON	\$68.13
8/31/23	6040594	KATIE BRITTEN	\$94.50
8/31/23	6040595	ASHLEY NORRIS	\$158.25
9/1/23	6040596	ASPLUNDH TREE EXPERT LLC	\$2,707.80
9/1/23	6040597	HOWARD INDUSTRIES INC	\$322,871.92
9/1/23	6040598	NELSON DISTRIBUTING INC	\$8,209.10
9/1/23	6040599	NORTH COAST ELECTRIC COMPANY	\$372.73
9/1/23	6040600	GEOENGINEERS INC	\$2,667.50
9/1/23	6040601	LOUIS F MATHESON CONSTRUCTION INC	\$20.98
9/1/23	6040602	SOUND SAFETY PRODUCTS CO INC	\$2,583.25
9/1/23	6040603	LIBERTY MUTUAL GROUP INC	\$29,809.56
9/1/23	6040604	BREEZE FREE INC	\$400.00
9/1/23	6040605	COZY HEATING INC	\$1,650.00
9/1/23	6040606	CM AIR PROS LLC	\$4,712.50
9/1/23	6040607	HOME COMFORT ALLIANCE LLC	\$1,650.00
9/5/23	6040608	DAVEY TREE SURGERY COMPANY	\$599,397.75
9/5/23	6040609	DAVID EVANS & ASSOCIATES INC	\$963.71
9/5/23	6040610	FASTENAL COMPANY	\$266.66
9/5/23	6040611	HOWARD INDUSTRIES INC	\$44,600.72
9/5/23	6040612	INTERCONTINENTAL EXCHANGE HOLDINGS	\$5,325.00
9/5/23	6040613	MOTOR TRUCKS INTL & IDEALEASE INC	\$2,743.43
9/5/23	6040614	NORTHSTAR CHEMICAL INC	\$1,268.80
9/5/23	6040615	PARAMETRIX INC	\$6,312.50
9/5/23	6040616	PETROCARD INC	\$76,882.97
9/5/23	6040617	ROBERT HALF INTERNATIONAL INC	\$7,485.50

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
9/5/23	6040618	RWC INTERNATIONAL LTD	\$11,023.77
9/5/23	6040619	STELLAR INDUSTRIAL SUPPLY INC	\$257.69
9/5/23	6040620	TOPSOILS NORTHWEST INC	\$1,164.42
9/5/23	6040621	GORDON TRUCK CENTERS INC	\$55.03
9/5/23	6040622	VAN NESS FELDMAN LLP	\$15,550.00
9/5/23	6040623	WESTERN FACILITIES SUPPLY INC	\$947.80
9/5/23	6040624	WW GRAINGER INC	\$917.94
9/5/23	6040625	AARD PEST CONTROL INC	\$108.31
9/5/23	6040626	BRAKE & CLUTCH SUPPLY INC	\$839.69
9/5/23	6040627	CELLCO PARTNERSHIP	\$83,406.80
9/5/23	6040628	CUZ CONCRETE PRODUCTS INC	\$172.37
9/5/23	6040629	DESIGNER DECAL INC	\$1,818.85
9/5/23	6040630	DICKS TOWING INC	\$445.10
9/5/23	6040631	EDGE ANALYTICAL INC	\$885.00
9/5/23	6040632	GENERAL PACIFIC INC	\$347,664.36
9/5/23	6040633	HERRERA ENVIRONMENTAL CONSULTANTS I	\$14,939.26
9/5/23	6040634	HOGLUNDS TOP SHOP INC	\$763.81
9/5/23	6040635	KEMP WEST INC	\$36,495.87
9/5/23	6040636	LENZ ENTERPRISES INC	\$7,488.18
9/5/23	6040637	LONE MOUNTAIN COMMUNICATIONS LLC	\$275.70
9/5/23	6040638	MERCURY FITNESS REPAIR INC	\$552.68
9/5/23	6040639	NORTHWEST CASCADE INC	\$4,220.07
9/5/23	6040640	NORTHWEST HANDLING SYSTEMS INC	\$9,511.54
9/5/23	6040641	POWER ENGINEERS INC	\$2,151.30
9/5/23	6040642	REDWOOD SOFTWARE INC	\$154,500.00
9/5/23	6040643	LOUIS F MATHESON CONSTRUCTION INC	\$5,411.35
9/5/23	6040644	SWC ENTERPRISES LLC	\$1,170.44
9/5/23	6040645	SOUND SAFETY PRODUCTS CO INC	\$379.16
9/5/23	6040646	TECH PRODUCTS INC	\$689.50
9/5/23	6040647	VALMONT TELECOMMUNICATIONS INC	\$315.96
9/5/23	6040648	WESTERN ELECTRICITY COORDINATING CO	\$105.38
9/5/23	6040649	GRAYBAR ELECTRIC CO INC	\$33,579.77

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
9/5/23	6040650	ALTEC INDUSTRIES INC	\$4,041.66
9/5/23	6040651	ANIXTER INC	\$44,952.52
9/5/23	6040652	GRAVITEC SYSTEMS INC	\$1,492.50
9/5/23	6040653	ROADPOST USA INC	\$2,601.34
9/5/23	6040654	FABER CONSTRUCTION CORP	\$2,774,378.59
9/5/23	6040655	MORSE DISTRIBUTION INC	\$6,443.79
9/5/23	6040656	TRAFFIC CONTROL PLAN CO OF WA LLC	\$175.00
9/5/23	6040657	REXEL USA INC	\$1,221.03
9/5/23	6040658	CENVEO WORLDWIDE LIMITED	\$5,761.51
9/5/23	6040659	WORKLOGIX MANAGEMENT INC	\$875.00
9/5/23	6040660	QUALITROL COMPANY LLC	\$2,629.83
9/5/23	6040661	BORDER STATES INDUSTRIES INC	\$23,985.68
9/5/23	6040662	UNIVERSAL PROTECTION SERVICE LP	\$133,850.52
9/5/23	6040663	GRIDBRIGHT INC	\$15,675.50
9/5/23	6040664	GLASS FIX LLC	\$2,166.15
9/5/23	6040665	AA REMODELING LLC	\$700.00
9/5/23	6040666	WASHINGTON ENERGY SERVICES COMPANY	\$200.00
9/5/23	6040667	JEFFREY KALLSTROM	\$394.32
9/5/23	6040668	GEORGE HESPE	\$119.21
9/5/23	6040669	ROBERT HOUSER	\$176.85
9/5/23	6040670	EDWARD EUGENIO	\$94.50
9/6/23	6040671	CENTRAL WELDING SUPPLY CO INC	\$377.31
9/6/23	6040672	HOWARD INDUSTRIES INC	\$209,557.33
9/6/23	6040673	MOTOR TRUCKS INTL & IDEALEASE INC	\$502.73
9/6/23	6040674	NORTHSTAR CHEMICAL INC	\$991.00
9/6/23	6040675	OPEN TEXT INC	\$5,295.50
9/6/23	6040676	ROMAINE ELECTRIC CORP	\$1,246.27
9/6/23	6040677	RWC INTERNATIONAL LTD	\$4,742.93
9/6/23	6040678	SISKUN INC	\$900.91
9/6/23	6040679	STELLAR INDUSTRIAL SUPPLY INC	\$674.58
9/6/23	6040680	TACOMA SCREW PRODUCTS INC	\$364.97
9/6/23	6040681	TESSCO INCORPORATED	\$697.35

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
9/6/23	6040682	TOPSOILS NORTHWEST INC	\$388.14
9/6/23	6040683	GORDON TRUCK CENTERS INC	\$631.90
9/6/23	6040684	ANDERSON HUNTER LAW FIRM PS	\$700.00
9/6/23	6040685	BRAKE & CLUTCH SUPPLY INC	\$30.63
9/6/23	6040686	EDGE ANALYTICAL INC	\$288.00
9/6/23	6040687	LENZ ENTERPRISES INC	\$115.20
9/6/23	6040688	NORTHWEST CASCADE INC	\$2,249.40
9/6/23	6040689	PUBLIC UTILITY DISTRICT EMPLOYEES	\$1,720.00
9/6/23	6040690	TECH PRODUCTS INC	\$806.50
9/6/23	6040691	ULINE INC	\$180.97
9/6/23	6040692	STATE OF WASHINGTON	\$82.55
9/6/23	6040693	OFFICE OF THE SECRETARY OF STATE	\$2,200.00
9/6/23	6040694	WALTER E NELSON CO OF WESTERN WA	\$3,592.08
9/6/23	6040695	WESTERN SAFETY PRODUCTS INC	\$9,464.80
9/6/23	6040696	ALTEC INDUSTRIES INC	\$10,277.19
9/6/23	6040697	ANIXTER INC	\$10,461.38
9/6/23	6040698	CG ENGINEERING PLLC	\$4,315.00
9/6/23	6040699	TRAFFIC CONTROL PLAN CO OF WA LLC	\$1,750.00
9/6/23	6040700	REXEL USA INC	\$666.60
9/6/23	6040701	EQUINOX RESEARCH & CONSULTING	\$637.81
9/6/23	6040702	AON CONSULTING INC	\$3,675.00
9/6/23	6040703	OAC SERVICES INC	\$11,462.22
9/6/23	6040704	HP INC	\$10,440.50
9/6/23	6040705	REFINED CONSULTING GROUP	\$2,650.00
9/6/23	6040706	SUE FRESE	\$35.38
9/6/23	6040707	KIMBERLY HAUGEN	\$1,111.22
9/6/23	6040708	GIUSEPPE FINA	\$615.45
9/6/23	6040709	ALLISON GRINCZEL	\$1,490.73
9/6/23	6040710	GARRISON MARR	\$663.16
9/6/23	6040711	ANGELA LINDER	\$1,346.30
9/6/23	6040712	LOGAN FORBIS	\$37.99
9/6/23	6040713	LIBERTY MUTUAL GROUP INC	\$9,026.16

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
9/7/23	6040714	ALS GROUP USA CORP	\$330.00
9/7/23	6040715	ASPLUNDH TREE EXPERT LLC	\$43,486.52
9/7/23	6040716	CENTRAL WELDING SUPPLY CO INC	\$79.91
9/7/23	6040717	DAVID EVANS & ASSOCIATES INC	\$6,827.33
9/7/23	6040718	DAY MANAGEMENT CORPORATION	\$824.14
9/7/23	6040719	FASTENAL COMPANY	\$503.51
9/7/23	6040720	NELSON DISTRIBUTING INC	\$4,301.33
9/7/23	6040721	ROBERT HALF INTERNATIONAL INC	\$4,207.32
9/7/23	6040722	SNOHOMISH COUNTY SOCIETY OF	\$3,700.00
9/7/23	6040723	TOPSOILS NORTHWEST INC	\$258.76
9/7/23	6040724	GORDON TRUCK CENTERS INC	\$72.29
9/7/23	6040725	WEST PUBLISHING CORPORATION	\$8,330.05
9/7/23	6040726	EDGE ANALYTICAL INC	\$518.00
9/7/23	6040727	LENZ ENTERPRISES INC	\$598.28
9/7/23	6040728	NORTHWEST CASCADE INC	\$132.00
9/7/23	6040729	PORTAGE BAY SOLUTIONS INC	\$449.50
9/7/23	6040730	RICOH USA INC	\$4,497.42
9/7/23	6040731	LOUIS F MATHESON CONSTRUCTION INC	\$199.62
9/7/23	6040732	SENSUS USA INC	\$4,147.81
9/7/23	6040733	SOUND SAFETY PRODUCTS CO INC	\$1,245.14
9/7/23	6040734	GRAYBAR ELECTRIC CO INC	\$173.55
9/7/23	6040735	ALTEC INDUSTRIES INC	\$561.72
9/7/23	6040736	ANIXTER INC	\$25,685.29
9/7/23	6040737	CG ENGINEERING PLLC	\$4,892.50
9/7/23	6040738	REXEL USA INC	\$137.38
9/7/23	6040739	PUGET SOUND HARDWARE INC	\$320.40
9/7/23	6040740	CLEAN CRAWL INC	\$2,177.00
9/7/23	6040741	REFINED CONSULTING GROUP	\$2,650.00
9/7/23	6040742	JASON ZYSKOWSKI	\$725.73
9/7/23	6040743	SCOTT SPAHR	\$293.44
9/7/23	6040744	GARRISON MARR	\$428.83
9/7/23	6040745	JARED HOIDAL	\$134.00

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
9/7/23	6040746	KELSEY LEWIS	\$988.91
9/7/23	6040747	TRAVIS WITTERS	\$92.00
9/7/23	6040748	JOHN ROBERTS	\$143.27
9/8/23	6040749	UNITED PARCEL SERVICE	\$166.25
9/8/23	6040750	CELLCO PARTNERSHIP	\$1,368.28
9/8/23	6040751	ZIPPER GEO ASSOCIATES LLC	\$18,600.69
9/8/23	6040752	ENERGY EXTERIORS NW LLC	\$1,200.00
9/8/23	6040753	WASHINGTON ENERGY SERVICES COMPANY	\$2,650.00
9/8/23	6040754	HOME COMFORT ALLIANCE LLC	\$2,650.00
9/8/23	6040755	JEFFREY FINCH	\$406.48
9/8/23	6040756	CASEY DONOVAN	\$175.00
9/8/23	6040757	CRAIG CORNELIUS	\$55.00
9/8/23	6040758	KEGAN FRIDDLE	\$167.00
9/8/23	6040759	ERIN ABER	\$125.76
9/8/23	6040760	TRAVIS WITTERS	\$406.48

Total: \$9,003,900.87

Detailed Disbursement Report

Accounts Payable Wires			
Payment Date	Payment Ref Nbr	Payee	Amount
8/28/23	7002973	US DEPARTMENT OF ENERGY	\$4,240,528.00
8/29/23	7002974	US BANK	\$131,099.74
8/30/23	7002975	MOBILIZZ INC	\$3,438.80
8/31/23	7002976	WHEAT FIELD WIND POWER PROJECT LLC	\$1,932,405.43
8/31/23	7002977	CRAWFORD & COMPANY	\$5,500.00
9/5/23	7002978	CRAWFORD & COMPANY	\$9,686.84
9/5/23	7002979	ICMA-RC	\$600,000.00
9/6/23	7002980	ICMA-RC	\$277,256.82
9/6/23	7002981	PUBLIC UTILITY DIST NO 1 OF SNOHOMI	\$26,515.63
9/6/23	7002982	ICMA-RC	\$701,497.48
9/7/23	7002983	MOBILIZZ INC	\$13,739.14

Total: \$7,941,667.88

Detailed Disbursement Report

Payroll			
Period End Date	Payment Ref Nbr	Payee	Amount
9/5/23	5300000882	PUD EMPLOYEES - DIRECT DEPOSIT	\$4,760,784.49
9/7/23	845018 - 845028	PUD EMPLOYEES - WARRANTS	\$23,915.55

Detailed Disbursement Report

Automatic Debit Payments			
Payment Date	Payment Ref Nbr	Payee	Amount
8/30/23	5300000879	WELLNESS BY WISHLIST INC	\$2,789.11
9/1/23	5300000880	WELLNESS BY WISHLIST INC	\$3,593.77
9/1/23	5300000881	ELAVON INC DBA MERCHANT S	\$2,676.25
9/5/23	5300000882	ADP INC	\$1,183,928.11
9/7/23	5300000883	WELLNESS BY WISHLIST INC	\$4,801.31
9/8/23	5300000884	WELLNESS BY WISHLIST INC	\$42,757.18
Total:			\$1,240,545.73



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 4D

TITLE

Consideration of a Resolution Approving Amendment No. 7 to the Collective Bargaining Agreement Between Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2020, Through March 31, 2024

SUBMITTED FOR: Consent Agenda

<u>Human Resources</u>	<u>Drew Woolley</u>	<u>8266</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	<u>\$123,780.80</u>	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Executive Limitation - EL-5.8 - Financial Condition and Activities: The General Manager shall not execute modifications to the collective bargaining agreement between the District and the International Brotherhood of Electrical Workers (IBEW) that exceed \$100,000 of additional expense to the District in the current or next fiscal year.

Governance Process, Board Job Description: GP-3(4) (A)1 non-delegable, statutorily assigned Board duty to fix compensation of employees by establishing a scale of salaries for specific classes of work.

This tentative CBA Amendment was reached through collaboration with the IBEW after the need for a new position was identified. With the increasing complexity and demand of mid-to-long-term planning in Crew Dispatch, the District and IBEW created this position to lead those efforts.

RECOMMENDATIONS/FUTURE ACTIONS:

Staff recommends that the Commission pass a resolution approving and authorizing Amendment No. 7 to the current Collective Bargaining Agreement to add new position of Crew Dispatch Coordinator.

List Attachments:

Resolution

Exhibit A

Attachment 1 - Job Description for Crew Dispatch Coordinator

RESOLUTION NO. _____

A RESOLUTION Approving Amendment No. 7 to the Collective Bargaining Agreement Between Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2020, Through March 31, 2024

WHEREAS, on April 8, 2020, Public Utility District No. 1 of Snohomish County (“District”) and the International Brotherhood of Electrical Workers, Local No. 77 (“IBEW”) entered into the current Collective Bargaining Agreement (“CBA”) covering the time period of April 1, 2020, through March 31, 2024; and

WHEREAS, the District and the Union desire to amend Subsection 8.11.1 of Section 8.11 (Crew Dispatch Unit) of Article 8 (Special Working Rules By Units) to add a new position of Crew Dispatch Coordinator; and

WHEREAS, the District and the Union also desire to amend Article 9 (Compensation) of the current CBA in order to add the new classification of Crew Dispatch Coordinator; and

WHEREAS, the Board of Commissioners has reviewed proposed Amendment No. 7 to the CBA, considered the recommendations of staff, and finds that the proposed Amendment No. 7 is in the best interests of the District and its ratepayers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Snohomish County hereby approves proposed Amendment No. 7 to the current Collective Bargaining Agreement between the District and the International Brotherhood of Electrical Workers, Local No. 77, in the form set forth as Exhibit A, and approves and authorizes the execution and delivery of said Amendment No. 7 in the name and on behalf of the District by the CEO/General Manager of the District.

PASSED AND APPROVED this 19th day of September, 2023.

President

Vice-President

Secretary

**Amendment No. 7 to the Collective Bargaining Agreement
Regarding the Addition of the Crew Dispatch Coordinator**

This Amendment No. 7 of the Collective Bargaining Agreement (dated April 8, 2020) (“CBA”) is entered into by and between Public Utility District No. 1 of Snohomish County (“District”) and Local Union No. 77 of the International Brotherhood of Electrical Workers (“Union”). The District and the Union are also referred to herein individually as “Party” and collectively as “Parties.”

WHEREAS, the Parties desire to amend Subsection 8.11.1 of Section 8.11 (Crew Dispatch Unit) of Article 8 (Special Working Rules By Units) to add a new position of Crew Dispatch Coordinator.

WHEREAS, the Parties also desire to amend Article 9 (Compensation) of the current CBA in order to add the new classification of Crew Dispatch Coordinator.

NOW, THEREFORE, the Parties agree to amend the current CBA as follows:

1. Subsection 8.11.1 of Section 81 (Crew Dispatch Unit) of Article 8 (Special Working Rules By Units) is amended as follows (new language is underlined):

8.11.1 The core hours for this unit shall be from 6:30 am to 3:30 pm with a one-half (1/2) hour lunch. When working this shift, the Lead Crew Dispatcher, the Crew Dispatcher and the Assistant Crew Dispatcher shall receive a one-half (1/2) hour of overtime pay as set forth in in Subsection 7.2.1. The Crew Dispatch Coordinator shift will begin thirty (30) minutes before the designated core hours for this unit. When working this shift, the Crew Dispatch Coordinator shall receive one (1) hour of overtime pay as set forth in Subsection 7.2.1.

2. The Crew Dispatch Unit of Article 9 of the CBA is amended as follows to add the classification of Crew Dispatch Coordinator (the new classification appears below in bold for visibility):

UNIT # indicates entry level	% Shift Diff. Pay	% Cert Pay	% of Rate	Wage Rate Increase of 3.5% Effective 4/1/2020	Wage Rate Increase of 3.5% Effective 4/1/2021	Wage Rate Increase of 3.25% Effective 4/1/2022	Wage Rate Increase of 3.25% Effective 4/1/2023
Crew Dispatch Coordinator			117.5	-	-	-	\$59.51

3. This Amendment shall be effective on the date that its execution is authorized by the District Board of Commissioners.

4. Except as amended herein, all other terms, provisions and conditions of the current Collective Bargaining Agreement between the Parties remain in full force and effect.

PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY

LOCAL UNION NO. 77 OF THE
INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS

John Haarlow,
CEO/General Manager

Rex Habner,
Business Manager

Date: _____

Date: _____

Interim Human Resources
Director

Nichole Reedy,
Senior Assistant Business Manager

Date: _____

Date: _____

**UNION JOB DESCRIPTION****TITLE: Crew Dispatch Coordinator****DEFINITION:**

Plans, schedules, coordinates, and oversees the short-to-long-term activities in Crew Dispatch. This position reports to and is under the direction of the Operations Superintendent out of the Operations Center. Works collaboratively with other Superintendents, Line Construction General Foreman, Engineers, scheduling, and other related Departments on planning activities. Makes crew/site visits as necessary to assist in the planning or coordinating of the job.

DISTINGUISHING CHARACTERISTICS:

This position requires the incumbent to work as a Lead Crew Dispatcher or Crew Dispatcher during normal and emergency hours as necessary. The Crew Dispatch Coordinator will meet with the Operations Superintendent at least once per month for medium-to-long-term planning purposes.

The Crew Dispatch Coordinator shift will begin thirty (30) minutes before the designated Core Hours of the Crew Dispatch Unit. When working this shift, the Crew Dispatch Coordinator shall receive one hour of overtime pay as set forth in Subsection 7.2.1.

This position is a bid position that requires an interview. The interview team will be comprised of an equal number of management and represented members. Represented members will be by the selection of the IBEW. The District will select the successful candidate.

BASIC RESPONSIBILITIES:

1. Ability to assist or provide backup support for Lead Crew Dispatcher, Crew Dispatchers, Assistant Crew Dispatchers, and other employees assigned permanently or temporarily to Crew Dispatch as needed due to training, high volume work, or shift coverage (for coverage lasting longer than four (4) hours of a shift).
2. Assists Foreman and Crews in successfully performing all work in a safe and efficient manner.
3. Oversees time off scheduling and evaluates employees assigned to Crew Dispatch.
4. Oversees scheduling of overtime jobs.
5. Oversees implementation and maintenance of electronic scheduling software used in Crew Dispatch.
6. Interacts and responds to internal and external customers when problems arise and keeps Operations Superintendent and Line Construction General Foreman informed.
7. Assists service and line groups with arranging large jobs.
8. Collaboratively works with stakeholders on utilizing and monitoring ARCOS lists and related software in relation to Crew Dispatch and scheduling.
9. Learns and implements new technologies or changes to current technologies.
10. Radios communication to field personnel.
11. Receives out-of-service and trouble calls from Energy Control Center.
12. Receives, records, and handles new service orders and work sketches.
13. Makes up orders for line and service crews from work sketches.
14. Maintains Dispatcher's board and associated scheduling software.
15. Coordinate scheduling between Crew Coordinator, Line Construction General Foreman, Foreman, Contractors, other utilities, and/or internal and external customers.
16. Schedule contract services (equipment, gravel, Dial Dig, etc.).
17. Assists Major Yard with Vactor scheduling as needed or requested by Major Yard.
18. Follows and ensures compliance with applicable safety rules contained in the District's Accident Prevention Manual and WAC 296-24, 296-45, 296-54, 296-62, and 296-155.

OTHER RESPONSIBILITIES:

1. Provides on-the-job training as necessary and monitors/evaluates employees in Crew Dispatch.
2. Evaluates, updates, and develops training programs for Crew Dispatch as necessary or when new tools or software is implemented.
3. Monitors and assigns vehicles and specialized equipment from the Operations Center to other Headquarters and Departments.
4. Reads and interprets work of sketches and plans to obtain: (a) maximum utilization of specifics within the established Crew Structure Guidelines and; (b) proper equipment and materials.
5. Updates Geotab.
6. Analyzes and resolves scheduling problems.
7. Completes necessary reports affecting crew or job assignments.
8. Coordinate crews, tools, and equipment using the Crew Log during storm repair, including tracking crew hours worked to ensure rest periods, as assisted by Operations Superintendent, Line Construction General Foreman, and Emergency Center.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Leadership principles and practices.
- Electric utility, operations, construction concepts and practices related to line construction and maintenance projects.
- Applicable policies, procedures, and agreements of the District (including but not limited to Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure, etc.) to ensure proper procedures are utilized.
- Radio procedures.
- Computer and applicable program use.
- District personnel and classification.
- Storm procedures.
- District Accident Prevention Manual WAC 296-24, 296-45, 296-54, 296-62, and 296-155.

Ability to:

- Lead, coordinate, and coach.
- Direct the work of others.
- Initiate tasks and work without close supervision.
- Communicate and work effectively with all levels in the organization, outside agencies, and the public.
- Adjust quickly to varying workload demands, the need for equipment change, frequent personnel movement/reassignment, and to deal with ambiguous or unexpected situations.
- Demonstrate use of computer and necessary applications including new software implementations and software maintenance related to Crew Dispatch.
- Interact with customers, government officials, and District employees as necessary to complete assignments.

Education/Experience:

- High School Diploma or equivalent.
- Qualified Crew Dispatcher or Assistant Crew Dispatcher in accordance with the Collective Bargaining Agreement, Article 8.11.
- Successful completion of training and one (1) year in the Assistant Crew Dispatcher Pool once training is complete.

License or Certification:

- CPR and First Aid Card.
- Valid Washington State Driver License.

WORKING CONDITIONS:

- Work is performed in an office setting.
- Must be able to work long hours (40 hours maximum) as storm conditions dictate.
- Must be able to work long hours as storm conditions dictate.
- Subject 24-hour call-out for emergency conditions.



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 4E

TITLE

Consideration of a Resolution Approving Amendments to add Roth Plan Feature to and Remove “First of the Month” Effective Date Rule From the Public Utility District No. 1 of Snohomish County 401(k) Plan and the Public Utility District No. 1 of Snohomish County 457 Deferred Compensation Plan and Trust

SUBMITTED FOR: Consent Agenda

<u>Human Resources</u>	<u>Dana Pollow</u>	<u>8735</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Executive Limitation – EL-8 With respect to employment, compensation, and benefits to employees, the CEO/General Manager shall not cause or allow jeopardy to fiscal integrity or deviate materially from established compensation and benefit program as approved by the Board annually.

On December 29, 2022, the Setting Every Community Up for Retirement Enhancement (SECURE) 2.0 Act was signed into law. SECURE 2.0 is part of the Consolidated Appropriations Act of 2023 and is designed to improve retirement savings options.

The most immediate mandatory provision was the age-50 catch-up contribution requirement that if someone earned over \$145,000 (indexed) in the prior year, then any age-50 catch-up contribution must be made into a Roth plan. If a plan did not have a Roth plan feature, no age-50 catch-up contributions would be allowed at all. District recommends adding a Roth plan feature to both the 401(k) and 457(b) plans in order to continue to offer age-50 catch-up contributions to all District employees.

Another optional provision under SECURE 2.0 for 457 plans was to remove the “first of the month” effective date rule to allow new enrollments to be effective the first of the next pay period, rather than the first day of the following month. For consistency, the District recommends updating both the 401(k) and 457(b) plans to allow new enrollments to be effective on the first of the next pay period (or as soon as administratively feasible). The resolution authorizes implementation of the requested items.

List Attachments:
Resolution

RESOLUTION NO. _____

A RESOLUTION Approving Amendments to add Roth Plan Feature to and Remove “First of the Month” Effective Date Rule From the Public Utility District No. 1 of Snohomish County 401(k) Plan and the Public Utility District No. 1 of Snohomish County 457 Deferred Compensation Plan and Trust

WHEREAS, the Public Utility District No. 1 of Snohomish County (the “District”) sponsors the Public Utility District No. 1 of Snohomish County 401(k) Savings Plan and Trust (the “401(k) Plan”) and the Public Utility District No. 1 of Snohomish County 457 Deferred Compensation Plan and Trust (the “457(b) Plan”); and

WHEREAS, the District has the authority to amend the 401(k) Plan and the 457(b) Plan; and

WHEREAS, the District desires to add a Roth deferral feature to the 401(k) Plan and the 457(b) Plan, effective for payroll periods ending after January 1, 2024; and

WHEREAS, the District desires to eliminate the “first day of the month” timing restriction on participant elective deferral changes to the 457(b) Plan and instead allow participants to make elective deferral changes effective the first day of the following payroll period (or the first day of the payroll period as soon as administratively possible following the elective deferral change), effective January 1, 2024; and

WHEREAS, for consistency, the District desires to make any changes required to the 401(k) Plan to make elective deferral changes by participants effective the first day of the following payroll period (or the first day of the payroll period as soon as administratively possible following the elective deferral change), effective January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Commission of Public Utility District No. 1 of Snohomish County (“Commission”) hereby authorizes and approves

amendments to the 401(k) Plan to add a Roth deferral feature, effective for payroll periods ending after January 1, 2024, and to make elective deferral changes by participants effective the first day of the following payroll period (or the first day of the payroll period as soon as administratively possible following the elective deferral change), effective January 1, 2024.

BE IT FURTHER RESOLVED that the Commission hereby authorizes and approves amendments to the 457(b) Plan to add a Roth deferral feature, effective for payroll periods ending after January 1, 2024, and to remove the “first day of the month” timing restriction and allow elective deferral changes by participants effective the first day of the following payroll period (or the first day of the payroll period as soon as administratively possible following the elective deferral change), effective January 1, 2024.

BE IT FURTHER RESOLVED that Commission authorizes the CEO/General Manager, in the name of and on behalf of the District, to execute and deliver the amendments necessary to implement the above resolutions.

PASSED AND APPROVED this 19th day of September, 2023.

President

Vice-President

Secretary



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 5

TITLE

CEO/General Manager’s Report

SUBMITTED FOR: CEO/General Manager Report

CEO/General Manager _____	John Haarlow _____	8473 _____
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____		
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

The CEO/General Manager will report on District related items.

List Attachments:
None



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 6A

TITLE

Commission Reports

SUBMITTED FOR: Commission Business

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

The Commissioners regularly attend and participate in meetings, seminars, and workshops and report on their activities.

List Attachments:
None



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 6B

TITLE

Commissioner Event Calendar

SUBMITTED FOR: Commission Business

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

The Commissioner Event Calendar is enclosed for Board review.

List Attachments:
Commissioner Event Calendar

Commissioner Event Calendar – 2023

September 2023

September 6 - 8:

Public Power Council/PNUCC Meetings
Portland, OR/Virtual
(Olson/Wolfe)

~~September 10:~~

~~TeamPUD Family Day at the Aquasox
Everett, WA
(Wolfe)~~

September 14:

New Employee Orientation
Virtual 8:45 a.m. – 10:00 a.m.
(Olson)

September 20:

Public Power Council Grand Coulee Dam Tour
Grand Coulee, WA
(Logan)

September 2023

Commissioner Event Calendar – 2023

October 2023

October 4 - 5:

Public Power Council Meetings

Portland, OR

October 6:

PNUCC Meeting

Virtual

October 2023

Commissioner Event Calendar – 2023

November 2023

November 1 - 3:

Public Power Council/PNUCC Meetings
Portland, OR

November 2023

Commissioner Event Calendar – 2023

December 2023

December 2023

****For Planning Purposes Only and Subject to Change at any Time****

3

Reported Injuries

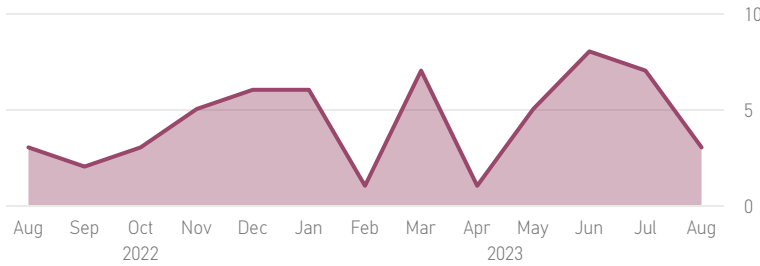
3

Preventable Vehicle Accidents

Safety Incidents (reporting month)

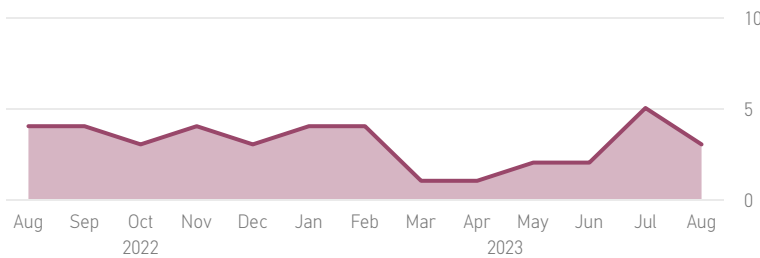
Are we reducing the number of injuries?

The graph below shows the number of **reported injuries** by month.



Are we reducing the number of vehicle accidents?

The graph below shows the number of **preventable accidents** by month.



71%

% Payments via CSS Tools

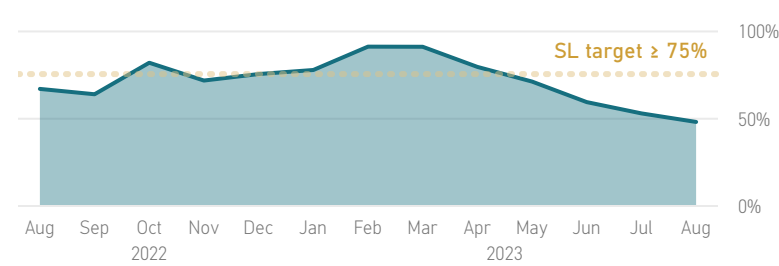
741

JD Power Overall Cust Sat

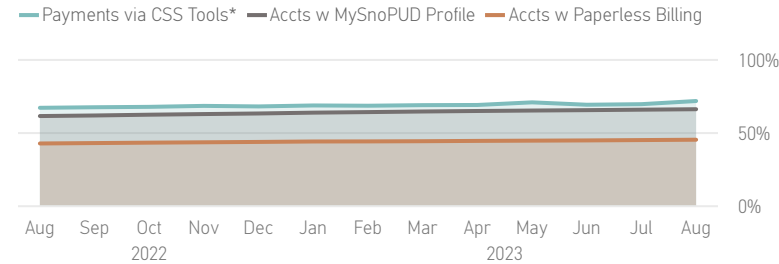
Customer Experience (most recent month / report)

What is our customers' call center experience?

Service Level = % calls answered w/in 30 sec.



Are customers using the self-service tools we offer?



* Includes payments made via MySnoPUD, One-Time Payment, and IVR

How satisfied are our customers?

District Overall Customer Satisfaction compared to our peer utilities, according to JD Power. Our target is a score ≥ 800 .

	2022: Q2	2023: Q2
District	758	741
West Mid-Size Avg	734	715

99.970 %

Electric System Uptime

1.0 %

Electric Cust w/6+ Outages

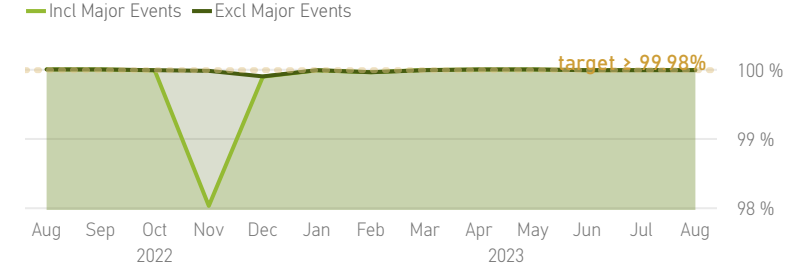
0.75

Water Outages per 1,000 Cust

System Reliability (performance over last 12 months)

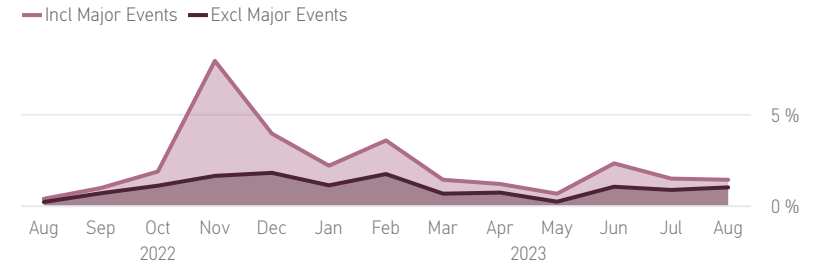
What is our customers' experience of electric system reliability?

The % of time that power was available to customers. Downtime excludes planned outages.



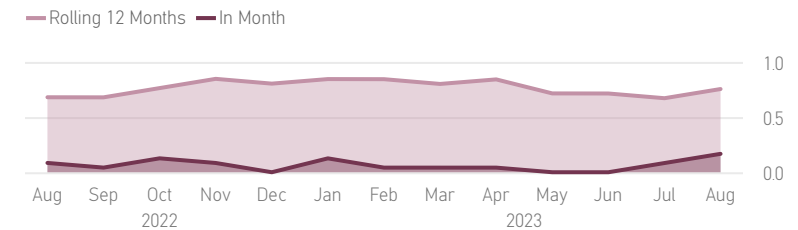
What % of electric customers experienced 6+ outages in the last 12 months?

Includes unplanned outages that lasted one minute or more.



What is our customer's experience of water system reliability?

The number of emergency outages per 1,000 customers.



2023 District Monthly Performance Dashboard

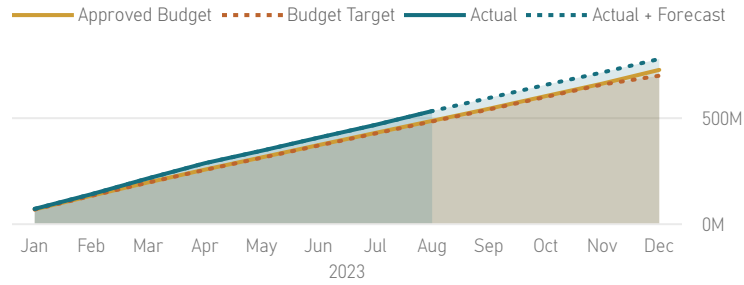
performance through August 2023 (data as of September 15, 2023)



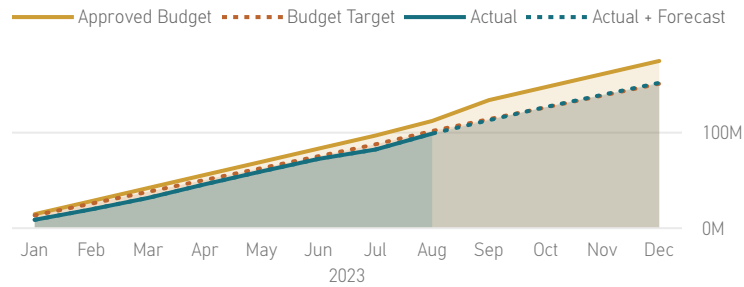
Electric Financial Performance (compared to YTD approved budget)

110 % % Operating Budget Spent
88 % % Capital Budget Spent
104 % % Sales Revenue Budget Met

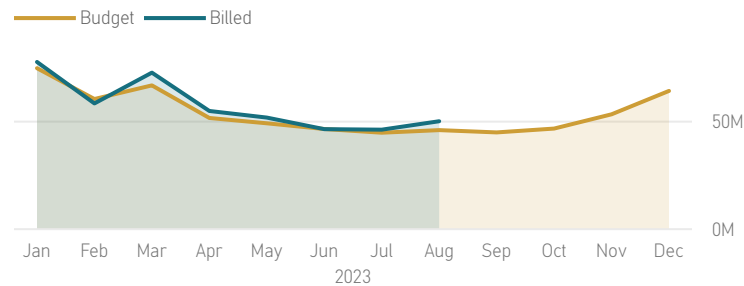
Operating Spending



Capital Spending



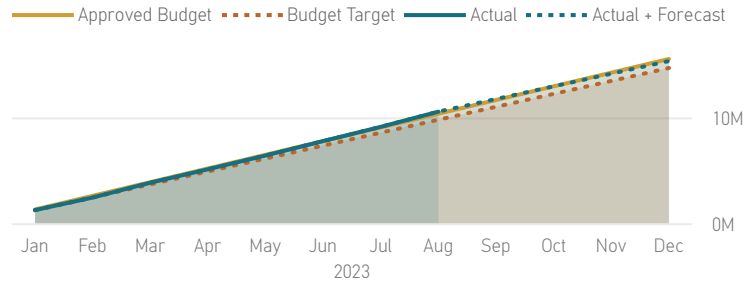
Billed Retail Revenue (excludes Unbilled Revenue Adjustment)



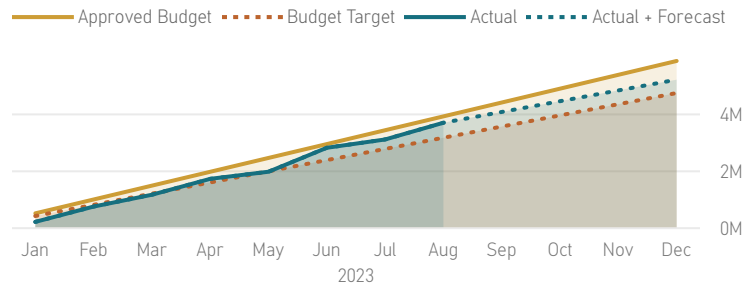
Generation Financial Performance (compared to YTD approved budget)

102 % % Operating Budget Spent
94 % % Capital Budget Spent

Operating Spending



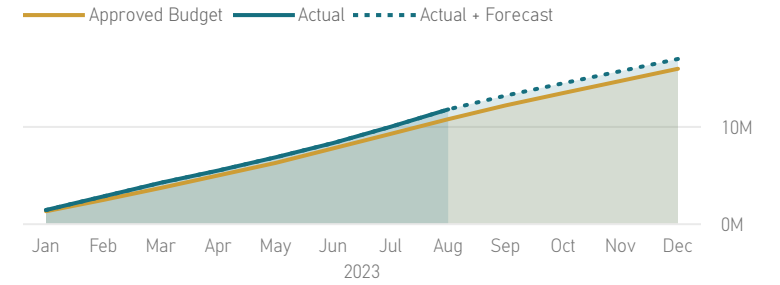
Capital Spending



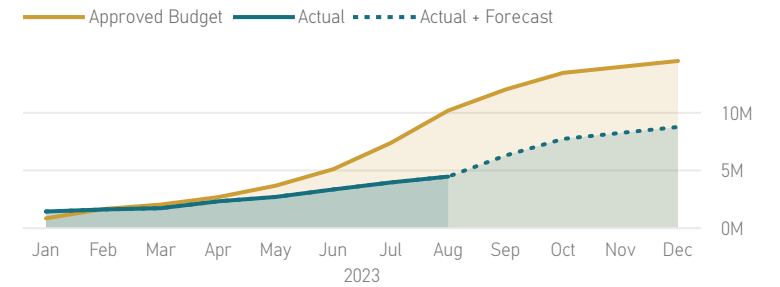
Water Financial Performance (compared to YTD approved budget)

109 % % Operating Budget Spent
43 % % Capital Budget Spent
104 % % Sales Revenue Budget Met

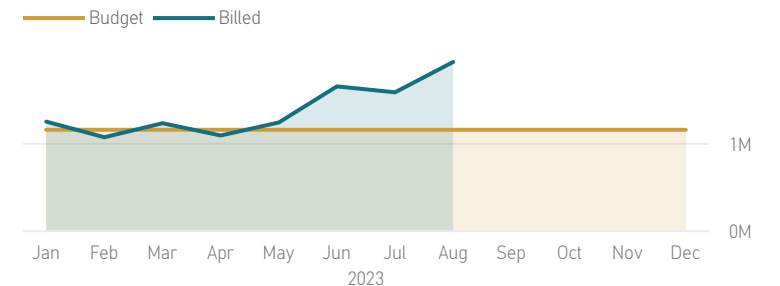
Operating Spending



Capital Spending



Billed Retail and Wholesale Revenue



DASHBOARD OVERVIEW

This dashboard is intended to provide key performance metrics that give insight into overall District Performance in relation to our strategic priorities.

The dashboard is updated to the most recent past month when financial close is complete. This is typically between the 10th and 15th of the month.

If you have questions about the dashboard or the data, please reach out to Laura Lemke.

KPI TEXT COLOR

If a target has been set for a key performance metrics (KPI), the metrics in the top bar will change color depending on how we're performing against the target.

Orange indicates that we are not meeting the target, **green** indicates that we are. The targets are shown in the supporting graphs. For the operating and capital budget metrics, if the % budget is below 85% or above 105% the KPI will be **orange**, otherwise it will be **black**. KPIs without targets will always be **black**.

DEFINITIONS AND ADDITIONAL RESOURCES

Call Center Metrics:

First Call Resolution - A call is considered to have been resolved on the first call if there are no additional calls from the same incoming phone number within 2 business days.

Service Level - Service level calculates the percent of incoming calls that are answered by a customer service rep within 30 seconds of the customer entering the hold queue.

Customer Self-Service (CSS) Metrics:

Payments via CSS Tools - This metric tracks customer adoption and use of PUD payment channels. It does not include electronic payments that customers make through their own bank portal or PUD payment partner sites.

Accounts with MySnoPUD Profile - This tracks the portion of active PUD accounts in a given month that were associated to one or more MySnoPUD profiles as of the last day of the month.

Accounts with Paperless Billing - This tracks the portion of active PUD accounts in a given month that receive only an electronic bill as of the last day of the month.

JD Power Overall Customer Satisfaction: This metric summarizes the customer satisfaction research conducted by JD Power. The number shown is the YTD number for the study year. The District also conducts its own customer satisfaction research. For more info contact Auya Nyachuba in Business Readiness.

Electric System Reliability Metrics:

System Uptime - This calculation is also known as Average Service Availability Index (ASAI). ASAI measures the average availability of the sub-transmission and distribution systems that serve customers. Essentially, it calculates the % of time that power is on in a given period of time. The target is based on an annual SAIDI target of less than 105. SAIDI measures the average minutes of outage experienced by customers during a one year period.

Customers Experiencing Multiple Outages - This calculation is also known as CEMI-5. It measures how many customers experience more than five (5) power interruptions of one minute or more in the past year.

Water Outages: This calculation multiplies the number of unplanned water outages each month by 1000 and then divides it by the number of active water connections.

Budget and Financial Metrics: These metrics reflect the close of the month.



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 6D

TITLE

Consideration of a Resolution Amending Resolution No. 5924 and Adopting Amendments to the Board of Commission Governance Policies Entitled Executive Limitations, Governance Process, Board-CEO/General Manager Linkage Policies, and Board & Owner Linkage Plan

SUBMITTED FOR: Commission Business

Commission _____	Melissa Collins _____	8616 _____
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing: _____	<u>September 5, 2023</u>	
Estimated Expenditure: _____		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

The Commissioners held a retreat on June 6, 2023, to review, discuss and recommend updates to the contents of their Governance Policies. The attached Resolution and amended Governance Policies reflect the updates from discussions held at the retreat and the September 5, 2023, Commission meeting.

- List Attachments:*
- Resolution
 - Exhibit A - Redlined
 - Attachment 1

RESOLUTION NO. _____

A RESOLUTION Amending Resolution No. 5924 and Adopting Amendments to the Board of Commission Governance Policies Entitled Executive Limitations, Governance Process, Board-CEO/General Manager Linkage Policies, and Board & Owner Linkage Plan

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Snohomish County (the "District") adopted a framework of governance ("Governance Policies") in Resolution No. 4848 in April 1999; and

WHEREAS, the Board remains committed to excellence in governing and continuous improvement and demonstrates this through regular review of its Governance Policies; and

WHEREAS, the Board conducted several workshops during 2019 to review, discuss and recommend updates to certain portions of the Governance Policies; and

WHEREAS, the Board adopted amendments to the Governance Policies in Resolution No. 5924 in November 2019; and

WHEREAS, the Board held a retreat in June 2023 to review, discuss and recommend certain updates to the contents of the Governance Policies; and

WHEREAS, the Board wishes to adopt certain amendments to the Executive Limitations, Governance Process, Board-CEO/General Manager Linkage policies, and Board & Owner Linkage Plan, as set forth in the attached Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Snohomish County, Washington, hereby amends Resolution No. 5924 by adopting the amendments to the Executive Limitations, Governance Process, Board-CEO/General Manager Linkage Policies, and the former Board & Owner Linkage Plan (now Board Engagement Plan) that are set forth in the form attached

hereto as Exhibit "A."

PASSED AND APPROVED this 19th day of September, 2023.

President

Vice-President

Secretary



Governance Policies

Approved by PUD Board of Commissioners

AMENDED:

DATE

Resolution #



COMMISSION GOVERNANCE POLICIES TABLE OF CONTENTS

SECTION I – TABLE OF CONTENTS

SECTION II – EXECUTIVE LIMITATIONS POLICIES

EL-1	Global Executive Constraint	Page
EL-2	Treatment of Customers	Page
EL-3	Treatment of Employees	Page
EL-4	Financial Planning and Budgeting	Page
EL-5	Financial Conditions and Activities	Page
EL-6	Emergency CEO/General Manager Succession	Page
EL-7	Asset Protection	Page
EL-8	Compensation and Benefits	Page
EL-9	Communication and Support to the Board	Page

SECTION III – GOVERNANCE PROCESS POLICIES

GP-1	Global Governance Commitment	Page
GP-2	Governing Style	Page
GP-3	Board Job Description	Page
GP-4	Agenda Planning	Page
GP-5	Rules of Procedure	Page
GP-6	Board Officer Roles	Page
GP-7	Board Members' Code of Conduct	Page
GP-8	Cost of Governance	Page
GP-9	Board Compensation and Expenses	Page
GP-10	Violations of Governance Policies	Page
<u>GP-11</u>	<u>Filling Commission Vacancies</u>	Page

SECTION IV – BOARD-CEO/GENERAL MANAGER LINKAGE POLICIES

BL-1	Global Governance-Management Connection	Page
BL-2	Unity of Control	Page
BL-3	Accountability of the CEO/General Manager	Page
BL-4	Delegation to the CEO/General Manager	Page
BL-5	Monitoring <u>CEO</u> /General Manager Performance	Page
BL-6	Board-Clerk of the Board Relationship	Page
<u>BL-7</u>	<u>Suspension and Amendments</u>	Page

SECTION V – BOARD & OWNER LINKAGE ENGAGEMENT PLAN Page

Objectives
Audience
Key Messages

~~Strategies~~
~~Timing~~
~~Research Findings on Owners to Date~~

SECTION VI – ENDS

E-1 Ends Policy

Page

SECTION II EXECUTIVE LIMITATIONS

GLOBAL EXECUTIVE CONSTRAINT

EL-1. The CEO/General Manager shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

TREATMENT OF CUSTOMERS

EL-2. With respect to interactions with customers or those applying to be customers, the CEO/General Manager shall not cause or allow conditions, procedures, or decisions which are unsafe, undignified, discriminatory, or unnecessarily intrusive.

Accordingly, she or he shall not:

1. Elicit information by any method for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fail-fails to protect against improper access to the material elicited.
3. Fail to provide appropriate accessibility and privacy in facilities.
4. Fail to provide customers with clear information of what may be expected and what may not be expected from the service offered.
5. Arbitrarily or capriciously administer customer service or credit.
6. Fail to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

TREATMENT OF EMPLOYEES

EL-3. With respect to the treatment of employees, the CEO/General Manager may not cause or allow conditions, which are unfair, undignified, discriminatory, disorganized, unsafe, or unclear.

Accordingly, he or she shall not:

1. Operate without written personnel policies, which clarify personnel rules for employees, provide for effective handling of grievances, discipline, and terminations, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

2. Discriminate against any employee ~~for expressing an ethical dissent.~~
3. Fail to make information available to employees regarding the CEO/General Manager's interpretation of their protections under this policy.

FINANCIAL PLANNING AND BUDGETING

EL-4. The District's multi-year financial plan shall not deviate materially from the Board's Ends priorities or risk fiscal jeopardy. The District's annual budget shall ~~not fail to~~ be derived from a multi-year plan of at least five years.

Accordingly, the CEO/General Manager shall not allow financial planning/budgeting which:

1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- ~~2. Allows operating reserves to fall below the required 120 days of Revenue Funds at the end of any fiscal year.~~
- ~~2. Allows operating cash to drop below a safety reserve of less than \$20 million at the end of any fiscal year.~~
3. Provides less for Board prerogatives during the year than is set forth in the Cost of Governance policy.
4. Allows Electric System year-end debt service coverage to fall below 1.75.
- ~~5. Finances greater than forty percent (40%) of non-generating or energy storage Electric System capital assets within a fifteen-year period including the plan year.~~
- ~~5. Finances greater than forty percent (40%) of non-generation Electric System capital improvements within a fifteen-year period including the plan year.~~
6. Plans for general Electric System rate increases in excess of three percent (3%) in any year, or compound increases in excess of ~~nine-ten~~ percent (~~109~~%) over any consecutive five-year period. The District may plan for non-general rate increases that are forecasted by Bonneville Power Administration (BPA) for electricity and the City of Everett for water purchases.
- ~~7. Fails to maintain compliance with local, state and federal laws including, but not limited to, the Energy Independence Act, the Clean Energy Transformation Act, etc. Fails to maintain annual spending on public purposes of three percent (3%) of Electric System revenue beginning in 2001. (Public purposes spending is defined as those expenditures related~~

~~to conservation, weatherization, and renewable resources.)~~

FINANCIAL CONDITION AND ACTIVITIES

EL-5. With respect to the actual, ongoing financial condition and activities, the CEO/General Manager shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.

Accordingly, he or she shall not:

1. Use any rate stabilization fund reserves without Board authorization.
2. Pay any uninsured judgement judgment or settle any claim with funds from the District's self-insurance fund in excess of \$100,000, unless authorized by the Board.
3. Fail to present to the Board, on at least a quarterly basis, a report regarding all significant lawsuits filed against the District and any other legal issues that could result in significant financial exposure for the District.
4. Fail to settle payroll and debts in a timely manner.
5. Allow tax payments or other ~~government authority ordered~~government authority-ordered payments or filings to be overdue or inaccurately filed.
6. Fail to aggressively pursue receivables after a reasonable grace period to the extent it is ~~cost effective~~cost-effective to do so.
7. Without prior approval of the Board, compromise or settle:
 - A. An uninsured employee claim, when the settlement is greater than \$25,000, including attorney fees or other expenses, but not including the value of any outplacement or educational assistance, increased length of notice of termination or other non-cash benefits.
 - B. Any other uninsured demand or claim by or against the District for a monetary amount greater than \$100,000.
8. Without prior approval from the Board, eExecute modifications to the existing collective bargaining agreements between the District and the International Brotherhood of Electrical Workers (IBEW), between contracts, which exceed \$100,000 of additional expense to the District in the current or next fiscal year.

EMERGENCY CEO/GENERAL MANAGER SUCCESSION

EL-6. To protect the Board from the sudden loss of CEO/General Manager services, the CEO/General Manager shall have ~~no fewer than~~ at least two other executives familiar with Board and CEO/General Manager issues and processes.

ASSET PROTECTION

EL-7. The CEO/General Manager shall not allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, he or she shall not:

1. Fail to maintain:
 - A. Excess liability insurance, including minimum coverage per occurrence of \$50 million; and
 - B. Property insurance (for non-transmission and distribution system assets) for replacement value; and
 - C. Vehicle insurance; and
 - D. Crime and fidelity insurance for personnel with access to material amounts of funds; and
 - E. Insurance covering cybersecurity risks.
2. Subject plant and equipment to improper wear and tear or insufficient maintenance.
3. Fail to protect intellectual property, information, and files from loss or significant damage.
4. Receive, process, or disburse funds under controls that are materially insufficient to meet the auditor's expectations.
5. Invest or hold ~~operating~~-capital in accounts or investments other than those permitted investments for the State of Washington.
6. Endanger the organization's public image or credibility, particularly in ways that would hinder ~~its~~-accomplishment of its mission.
7. Manage the District's power supply for purposes other than meeting customer loads.

COMPENSATION AND BENEFITS

EL-8. With respect to employment, compensation, and benefits to employees, the CEO/General Manager shall not cause or allow jeopardy to fiscal integrity or deviate materially from the established compensation and benefit program as approved by the Board annually.

Additionally, he or she shall not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.

COMMUNICATION AND SUPPORT TO THE BOARD

EL-9. The CEO/General Manager shall not permit the Board to be uninformed or unsupported in its work.

Accordingly, he or she shall not:

1. Neglect to submit monitoring data required by the Board (see policy on monitoring CEO/General Manager performance) in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.
2. Let the Board be unaware of substantial exposure, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the CEO/General Manager's opinion, the Board does not comply with its own policies on governance process and Board-CEO/General Manager linkage, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the CEO/General Manager.
4. Fail to marshal for the Board as many employees and external points of view, issues, and options is as reasonably necessary as needed for for fully informed Board choices decisions.
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation and incidental.
6. Fail to provide a mechanism for official Board communications.
7. Fail to deal with the Board as a whole when fulfilling individual requests for

information.

8. Fail to report in a timely manner an actual or material noncompliance with any policy of the Board.
9. Fail to ensure that information provided to board members for policy decisions is provided to all board members.
10. Fail to ensure that items placed on the Board's agenda (except Consent Agenda items) fully reference all associated Board policies.

SECTION III GOVERNANCE PROCESS

GLOBAL GOVERNANCE COMMITMENT

GP-1. On behalf of the customer-owners of Snohomish County and Camano Island, the Board of Commissioners for Public Utility District No. 1 of Snohomish will govern to ensure the utility achieves desired results for customers-owners in accordance with strategic goals and objectives.

GOVERNING STYLE

GP-2. The Board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and management roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, not the employees, will be responsible for setting the direction of the organization, excellence in governing. The Board will be the initiator of policy, not merely a reactor to employee initiatives. The Board may call on the experience of individual members to enhance the ability of the Board as a body, rather than to substitute the individual judgments for the Board's values.
2. The Board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.
3. The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, codes of conduct, and ensuring the continuance of governance capability.
4. Continual Board development will include orientation of new Board members in-to the Board's governance process and periodic Board discussion of process improvement.
5. Board members will elevate and reinforce the District and the Board's presence in the community through involvement in community events, associations, and meetings.

6. The Board will allow no individual Board member to hinder or be an excuse for not fulfilling its commitments.
7. The Board will monitor and discuss the Board's process and performance. Self-monitoring will include a comparison of Board activity and **discipline adherence** to policies in the governance process and Board-CEO/General Manager linkage categories.

BOARD JOB DESCRIPTION

GP-3. Specific job outputs of the Board, as an informed agent of the people of Snohomish County and Camano Island, are those that ensure appropriate organizational performance.

Accordingly:

1. The Board will establish the link between the Public Utility and the people of Snohomish County and Camano Island.
2. The Board will establish and maintain written governing policies, which, at the broadest levels, address each of the following:
 - A. **Ends:** Organizational products, impacts, benefits, outcomes, and their relative worth for recipients.
 - B. **Executive Limitations:** Constraints on executive authority, which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. **Governance Process:** Specification of how the Board conceives, carries out and monitors its own task.
 - D. **Board-CEO/General Manager Linkage:** How power is delegated, and its proper use monitored; the CEO/General Manager role, authority, and accountability.
3. The Board will ensure the CEO/General Manager's performance (against policies in GP-3.2.A **Ends** and GP-3.2.B **Executive Limitations**).
4. To the extent required by law, as advised by the District's General Counsel from time to time, the Board will perform the following non-delegable, statutorily assigned duties (which is not an inclusive list):
 - A. Personnel
 1. Fix compensation of employees by establishing a scale of salaries for specific classes of work.

B. Finance

1. Adopt the District's yearly budget.
2. Approve vouchers for all warrants issued.
3. Authorize certain banks as depositories of District funds and surety bonds therefor.
4. Create certain special funds and authorize the issuance of revenue bonds.
5. Authorize the purchase of liability insurance for District officers and employees.

C. Rates/Fees

1. Establish and maintain rates and charges for electric energy and water and various other services, facilities, and commodities sold, furnished, or supplied by the District.

D. Local Utility Districts

1. Form and establish the method of procedure in all matters relating to local utility districts.

E. Contracts

1. Rule as to whether bids are "responsive" to call for bids and whether bidders are "responsible" under the conditions of bid.
2. Authorize certain wholesale contracts for the sale of energy or water.

F. Property

1. Authorize acquisition by condemnation and the disposition of certain properties and payment therefor.

G. Environmental

1. Adopt SEPA rules and procedures.

H. Other

1. Revise Commissioners' district boundaries.

Executive Session Materials and Information

The Board may convene an executive session as permitted by law. It is a violation of Washington State law and this Policy to disclose publicly what is discussed and reviewed in executive session. All comments made and all written materials reviewed during an executive session are confidential by law and shall not be publicly disclosed or removed from the premises of an executive session by any Board member ~~or~~ attendee of the executive session absent an affirmative vote of majority of the Board ~~majority~~ on the record in a public meeting. This restriction applies to all ~~executive session~~ discussions and materials regardless of whether the District's counsel is present or not.

Attorney-Client Privilege and Work Product

The District, and not any individual Board member, is the holder of any attorney-client privilege with the District's counsel or outside counsel and any attorney work product protection. No individual Board member shall make any disclosure or release any information, which would result in the waiver of the attorney-client privilege or work product protection absent an affirmative vote of majority of the Board ~~majority~~ on the record in a public meeting.

AGENDA PLANNING

~~GP-4. To accomplish its job products with a governance style consistent with Board policies, t~~The Board will follow an annual agenda, which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.

1. The cycle will conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
2. The cycle will start with the Board's development of its agenda for the next year.
 - A. Consultations with select~~ed~~ groups ~~in the ownership, or other methods of gaining ownership input,~~ will be determined, and arranged in the first quarter ~~, to be and~~ held during throughout the balance of the year.
 - B. Governance education and education related to ends determination, (e.g., presentations by futurists, demographers, advocacy groups, employees, etc.) will be arranged in the first quarter, ~~to be and~~ held during throughout the balance of the year.
3. Throughout the year, the Board will ~~attend to address~~ consent agenda items as expeditiously as possible.

4. CEO/General Manager monitoring will be included on the agenda if monitoring reports show policy violations or if policy criteria are to be debated.
5. Any Board member may place an item on the agenda during a board meeting.
6. No item shall be placed on the Board's agenda without full reference to all associated Board policies.
7. During the month of February, CEO/General Manager remuneration will be decided after a review of his/her performance.
8. At the first regular Commission meeting in December of each year, the Commission shall elect officers of the Board to serve for terms of one-year or until such time as a successor has been selected for each such officer position. These terms will commence at the time of the first regular meeting in January of the year following election.
 - A. Board Officers serve at the pleasure of the Board. Officers may be removed from their position by an affirmative ~~the~~ vote of two Board members. Any Board member may decline serving as an officer. In the event of such removal or declination of service, the vacated officer position shall be elected by the Board at the next regularly scheduled meeting.
 - B. The Board President shall assume any responsibility of the Board that is not specifically assigned to another Board member.

RULES OF PROCEDURES

GP-5. Regular Meetings. Regular meetings of the Commission generally shall be held on the first and third Tuesdays of each month at the office of the District, 23420 California Street, in Everett, Washington, with a phone or other electronic option available except as adjusted by the Board from time to time. such schedule may be adjusted by the Board from time to time. If by reason of fire, flood, earthquake, or other emergency it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the President of the Commission or via the Zoom Platform.

Emergencies. If, by reason of fire, flood, earthquake, or other declared emergency, there is a need for expedited action by the Commission to meet the emergency, the President of the Commission may designate a meeting location other than the regular meeting location, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some of all members of the public is limited due to a declared emergency. If the meeting is held remotely or the public attendance is limited or prohibited, a cost-free phone or other electronic option will be provided.

Special Meetings. A special meeting of the Commission may be called at any time by the President of the Commission or by a majority of the members of the Commission as set forth in RCW 42.30.080 with notice being given at least 24 hours prior to the meeting. Every effort shall be made to ensure that all Board members can attend.

Attendance/Appearance by Electronic Means. ~~One or more Commissioners may attend or appear at a public meeting by phone or other electronic means with no declared emergency. The Open Public Meeting Act is silent as to whether Board members may attend meetings by telephone or other electronic means. The Commission of the District determines that it is appropriate and in the best interests of the District to authorize Board members to attend or appear at a public meeting via electronic means, the Zoom Platform if unable to attend in person for **** if such appearance can be accommodated given the place of the meeting.~~ The Board member requesting to appear by electronic means is responsible for will makinge the all necessary arrangements with the Clerk of the Board in advance of the meeting. To achieve excellence in government, the Board prefers all Commissioners attend in person. Due to the confidential nature of Executive Session topics, remote attendance will not be allowed for those sessions.

Attendance at Community Events and Conferences. Commissioners ~~may attend community events and conferences~~ if they are related to the District's business. Commissioners will annually budget for the attendance of Commissioners at community events and conferences. Any community events and conferences outside the approved budget will be brought to the Board for approval.

Board members are expected to coordinate with or notify the Clerk of the Board of their planned schedule of attendance for the upcoming several months of attendance at activities and events. Individual board members may be offered specific opportunities to represent the District on official business. When visiting local Elected Officials, the board member whose election district the visit occurs will be offered the opportunity first.

To facilitate discussion and action while assuring consideration and decorum for all, the Board will abide by the following adopted Standing Rules of Order:

1. Introduction of Business

All business shall be brought before the Board by a motion. All motions, including those made by the Chair, are automatically seconded. At any time prior to a vote on the main motion, the maker of the motion can modify it or withdraw it entirely. It is not necessary for the Chair to relinquish the gavel when making a motion.

2. Motions and Their Order of Precedence

A. Privileged Motions

1. *To Adjourn.* It takes precedence over all other motions. It is not debatable; it cannot be amended; nor can a vote on it be reconsidered.

B. Incidental Motions

1. *Questions of Order or Appeal of a Ruling by the Chair.* It cannot be amended; it cannot be debated when it relates to indecorum; and it yields to Privileged Motions.

C. Secondary Motions

1. *To Table.* This motion takes precedence over all other Secondary Motions and yields to any Privileged or Incidental Motion. It is not debatable and cannot be amended or have any other motion applied to it. It removes the subject from consideration until the Board votes to take it from the table, either at the same or some future meeting.
2. *The Previous Question.* This motion takes precedence of every debatable question, yields to Privileged, and Incidental Questions, and to the motion to Table. It is not debatable and cannot be amended. Its effect is to instantly close debate and bring the Board to vote upon the pending question.
3. *To Postpone to a Date Certain.* This motion takes precedence of a motion to amend or indefinitely Postpone, yields to any Privileged or Incidental Motion and to the motion to Table or a call for The Previous Question. Altering the time can amend it. It allows ~~very~~-limited debate, and it must not go into the merits of the item any further than is necessary to judge the reasonableness of postponement.
4. *To Amend.* This motion takes precedence over nothing but the question, which it is proposed to amend, and yields to any Privileged, Incidental, or Secondary Motion, except to Indefinitely Postpone. It can be amended itself, but the amendment of an amendment cannot be amended. An amendment may be made either: (1) by adding; or (2) by striking out words or paragraphs; or (3) by striking out certain words and inserting others; or (4) by substituting a different motion on the same subject; or (5) by dividing the question into two or more questions as specified by the mover, so as to get a separate vote on any particular point or points.
5. *To Postpone Indefinitely.* This motion takes precedence over nothing except the principal motion, and yields to any Privileged, Incidental, or Secondary Motion except to Amend. It cannot be amended; it opens to debate the entire question it is proposed to postpone.

D. Miscellaneous Motions

1. *To Rescind.* This motion has no privilege but stands on a footing with a new resolution. Any action of the Board can be rescinded regardless of the time that has elapsed.

2. *To Reconsider.* When the assembly has once acted upon any Principal Question or Amendment, it cannot be taken up again at the same session or any subsequent session, except by motion to Reconsider. A motion to Reconsider must be made by a member who voted with the prevailing side.

3. Debate and Decorum

A. Debate

Discussions should be confined to issues immediately before the Board. The Chair should entertain a motion at the earliest opportunity and discussions should focus on the motion. Repetitive comments should be minimized and can be declared out of order by the Chair. The following questions shall be decided without debate: to Adjourn, To Table, The Previous Question, To Reconsider, Withdrawing a Motion, and Closing Debate.

B. Decorum in Debate

Members should confine remarks to the question and avoid personalities. Members should try to limit their remarks to ten minutes or less. Members should respect one another and conduct themselves in a professional manner. The use of profanity is prohibited.

C. Closing Debate

The following motions, which are not debatable, can close debate: To Table or call for The Previous Question.

4. Vote

- A. When a Vote is taken, the Chair should always announce the results.

5. Additional Comments

- A. Roberts Rules of Order will ~~act as~~ function as a guide on those issues not addressed by the above standing rules.

6. Resolutions

- A. In order to be valid, the original copy of a resolution must be signed by at least two Commissioners and will then be entered in a designated book and become public record.

7. Documentation of Decisions

- A. Board decisions shall be documented in the Board's resolutions policy manual, as relevant, as well as in the Board's minutes.

- B. Board minutes will ~~document regarding contain the discussion and rationale leading to~~ Board decisions. (action items only)
- C. Audio recordings that may contain discussion and rationale may be available on the District's website and/or the Washington State Digital Archives website.

BOARD OFFICER ROLES

GP-6.

1. **President's Role.** The President assures the integrity of the Board's process.
 - A. The ~~job result of the~~ President is that responsible for ensuring that the Board behaves consistently with its own rules and those ~~legitimately~~ imposed upon it from outside the organization.
 1. Meeting discussion content will be only those issues, which according to Board policy, clearly belong to the Board to decide, not the CEO/General Manager.
 - ~~2~~—Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point in conformance with the meeting's approved agenda.
 - B. The authority of the President ~~consists in making is limited to~~ decisions ~~that fall within topics~~ covered by Board policies on governance process and Board-CEO/General Manager linkage, with the exception of (a) employment or termination of a CEO/General Manager and (b) where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.
 1. The President is empowered to chair Board meetings with all the commonly accepted power of that position, e.g., ruling, recognizing.
 2. The President has no authority to make decisions about policies created by the Board within ends and executive limitations policy areas. Therefore, the President has no authority to supervise or direct the CEO/General Manager.
 3. The President may represent the Board to outside parties ~~in stating by relaying chair~~ Board decisions and approved policy statements. ~~interpretations within the area delegated to her or him.~~
 4. The President may delegate this authority but remains accountable for its use.
- C. During the absence of the President, the Vice President will preside.

- D. The President will generally represent the District when a Commissioner's presence is requested or needed by the CEO/General Manager. Individual Board members may be offered specific opportunities to represent the District on official business. When visiting local Elected Officials, the Board member whose election district the visit occurs will be offered the opportunity first.
2. **Vice President's Role.** The Vice President of the Board shall:
- A. Perform such duties as are assigned by the President.
 - B. Have all power and duties of the President in the absence or inability of the President to act.
 - C. Have all powers and duties of the Secretary in the absence or inability of the Secretary to act, when not otherwise acting as President.
3. **Secretary's Role.** The Secretary shall:
- A. Perform all duties incident to the office of Secretary as may be required by law or assigned to such office by motion, rule, or resolution of the Board.
 - B. When appropriate, attest to instruments and documents duly authorized by the Board.
 - C. Have all the powers and duties of the President in the absence or inability of both the President and Vice President to act.

BOARD MEMBERS' CODE OF CONDUCT

GP-7. The Board stands in a fiduciary relationship to the District. In a broad overview, the Board's duty of care requires the Board to be attentive to the District's business, including being adequately informed as to decisions facing the Board, and to have a rational basis for decisions. Board members exercise utmost good faith in furthering the interests of the District and its customer owners. Board members will avoid even the appearance of impropriety to ensure and maintain public confidence in the District and the Board as a whole.

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum, at all times, -when acting as Board members.

Accordingly:

1. In their capacity as a Board member, Board members represent the interests of District customer owners. This supersedes any conflicting interest such as that to advocacy or interest groups and membership in other organizations. It also supersedes the personal interest of any Board member.

2. In accordance with applicable law, members conduct themselves in accordance with all laws, including but not limited to, the Open Public Meeting Act, Chapter 42.30 RCW, and the Code of Ethics for Municipal Officers, Chapter 42.34 RCW, and must avoid conflict of interest with respect to their fiduciary responsibility. To avoid inadvertent violations of the Open Public Meeting Act, Board members may not “reply all” to any e-mail or other electronic communication received by all members of the Board.
 - A. The confidentiality of proprietary business information must be respected at all times. Board members are prohibited from disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the District, or to individually conduct negotiations or make contacts or inquiries on behalf of the District unless officially designated by the Board to do so.
 - B. Board members are prohibited from acquiring or having a financial interest in any property that the District acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the District does business. This does not prohibit the ownership of securities in any publicly owned company, except where such ownership places the Board member in a position to materially influence or affect the business relationship between the District and such publicly owned company.
3. Board members will abide by applicable District policies and procedures, including policies regarding travel, use of credit cards, use of District vehicles, violence in the workplace, workplace harassment, health information privacy rights, and the use of District Resources, computers, internet, and electronic mail.
4. Board members recognize the following organizational protocols within the District. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - A. Members' interaction with the CEO/General Manager or with ~~with~~ other employees must recognize the lack of authority vested in individuals, except when explicitly Board authorized.
 - B. Except for participation in Board deliberation about whether a reasonable interpretation of Board policy has been achieved by the CEO/General Manager, members will not make express individual judgments of either CEO/General Manager or other employees' performance.
 - C. It is not unusual for a customer owner or a staff member to ask

questions of or express concerns directly to a Board member. It is the responsibility of the Board member to appropriately refer operational and personnel issues and concerns to the CEO/General Manager. If there are concerns expressed by customer owners or staff members that the Board member believes require a different course of action, or the concern involves the CEO/General Manager, the Board member has the responsibility to appropriately inform or discuss the matter with the entire Board.

5. Board members recognize that, until formal action is taken by the Board as a whole, individual members do not speak for the Board. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions. Board members may not act in a manner, with respect to District business or policy that is contrary to the consensus or majority of the Board. Members of the Board may represent their own points of view. A vote of the Board majority shall be binding on all members of the Board ~~insofar as~~ as far as official acts are concerned.
 - A. The Board acknowledges the right of each Board member to formulate and publicly express individual opinions regarding issues germane to their duties as District Commissioners. The Board further recognizes— that Board members may articulate individual opinions on other matters of civic affairs or public interest not ~~directly~~ related to their duties as Board members.
 - B. When a Board member engages in communication of any type, he or she must recognize at all times that, in the eyes of the public, Board members are likely to be perceived as speaking as a District Commissioner, and as such, their communication will reflect on and impact the other Board members and District staff.
 - C. When communicating on matters on which the Board has taken a formal position, it is acknowledged that any written correspondence be done under the signature of the Board President or entire Board, or by the CEO/General Manager on behalf of the Board.
 - D. In the event the majority of the Board has not taken a position on an issue, or has taken a position different from an individual's position, the Board member holding a minority position, or any opinion a matter not yet before the Board for a decision, should, in any communication or correspondence on that matter clearly state that his or her opinion is their own, and is not the position of the Board or District as a whole. District letterhead shall not be used for such written communication.
 - E. In the event an individual Board member fails to make the above-referenced disclosure, the Board may itself, or through the

CEO/General Manager, issue a communication stating the District's position on the matter, which may include information explanatory and supportive of the District's officially adopted position. If no position has yet been taken by the Board on the topic, the communication should disclose that fact.

- F. Public Board meetings, as required by law, are intended to provide information from the staff and public to the Board members prior to decisions being made. Thus, Board members should refrain from taking or communicating positions on issues on which a public hearing is expected to be held prior to the holding of such hearings.
 - G. Board members shall not publicly state or imply that the CEO/General Manager is out of compliance with any policies or decisions of the Board or District absent a determination of non-compliance by the Board.
 - H. Board members shall not engage in nor encourage actions by others in any retaliatory conduct against any District employee, or any other Board member. This includes any action against District employees taken as a result of that employee reporting incidents of misconduct or violations of District policies by any Board member or other District employee.
6. Members will respect the confidentiality appropriate to issues of a sensitive nature. Unless required by law, there shall be no release of written materials, notes, or other privileged information distributed in Executive Session, unless each Commissioner agrees to such release, and any such release will be limited to a confidential basis to Commissioners and the CEO/General Manager.
 7. Members will be properly prepared for Board meetings and Board deliberation.
 8. Board members will obey parliamentary orders of the President and shall confine their remarks to the subject under consideration.
 9. Board members will always conduct themselves with the highest levels of decorum, ~~and with civility~~, and respect ~~at all times with for~~ one another, ~~with staff and with members of the public, and at times of when representing the District.~~
 10. Board members will endeavor to express their individual opinions in a responsible and professional manner.
 11. Board members will share the information and rationale on which they are making significant Board policy decisions.
 12. Board members understand that all letters, memoranda and electronic

communications or information, including email, which relate to conduct of the District, or the performance of any District function are public records that may be subject to disclosure under the Washington Public Records Act, unless otherwise exempt by law. In the event the District receives a request for such records, the Board member shall provide the records to the Public Records Officer of the District.

COST OF GOVERNANCE

GP-8. Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity.

Accordingly:

1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - A. Training and retraining will be used liberally to orient new members, as well as to maintain and increase existing member skills and understandings.
 - ~~B.~~ B. External Outside monitoring independent outreach assistance may be requested will be arranged as deemed necessary by the Board. The CEO/General Manager shall provide for such outreach to ensure the Board's ability to understand and respond to owner viewpoints and values. arrange external monitoring assistance necessary for the Board to exercise confident control over organizational performance.
 - ~~C.~~ C. The CEO/General Manager shall provide external/independent outreach as needed to ensure the Board's ability to listen and respond to owner viewpoints and values.
 - ~~D.~~ D. The CEO/General Manager shall provide internal resources and staffing ~~in~~ to support the Board's work.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

BOARD COMPENSATION AND EXPENSES

GP-9. Board members shall receive a monthly salary, and in addition, per diem compensation for appearances or participation in events primarily aimed at making District decisions, receiving information related to decision making, or speaking or directly participating in an activity representing the District in compliance with RCW 54.12.080. By submitting reimbursement for time spent, a Board member certifies that the request for reimbursement is made in compliance with the statute. Further compensation for expense reimbursement shall be in accordance with the District's travel policies and RCW

54.12.080, and Board members shall be afforded PERS, 401k, 457 plan and healthcare benefits consistent with other employees as appropriate, and as authorized by law and administered by staff.

VIOLATIONS OF GOVERNANCE POLICIES

GP-10. The Board will conduct a biennial review of the Board's Governance Policies, update as warranted, adopt, and publish.

These governance policies are adopted with the intent that they are fully enforceable and that violations of the provisions of these policies will result in action against Board members as provided herein.

Accordingly:

1. A claim by a Board member of a violation of these Policies by a Board member shall be delivered to the Clerk of the Board for delivery to the entire Board. Any claim of violation must identify the conduct that is alleged to have constituted a violation and sufficient information to support the claim of violation.
2. If it is determined by a majority of the Board that the complaint is meritorious and the alleged conduct of the Board member constitutes a violation of these Policies, the board member may be subject to one or more of the following actions by a majority vote of the Board:
 - A. **Admonition.** An admonition shall be a verbal statement approved by a majority of the Board made in open session and recorded in the minutes.
 - B. **Reprimand.** A reprimand shall be administered to the Board member by letter. The letter shall be prepared by the Board and signed by a majority of the Board after action in open session to approve the letter. The letter shall be part of the minutes of the meeting at which it was approved.
 - C. **Censure.** A censure shall be a written statement administered to the Board member in public during a regular Board meeting. The statement shall be prepared by the Board and signed by a majority of the Board. The Board member may appear and may make any statement in opposition to or for mitigation of the censure. A censure shall be deemed administered at the time it is scheduled whether or not the Board member appears. The statement shall be included in the minutes of the meeting at which it is administered.
3. In the event a Board member does not cease conduct that has been deemed in violation of these Policies or of Washington law, the District may pursue legal action to remedy the violations. In the event a Board member intentionally violates provisions of these Policies, which cause harm or

damages to the District, the Board may by affirmative votes, seek to recover those damages on behalf of the District.

FILLING COMMISSION VACANCIES

GP-11. If a vacancy occurs in the office of Commission, the Board of Commissioners will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Clerk of the Board and/or Commission & Executive Services Director will facilitate the process.

SECTION IV BOARD-CEO/GENERAL MANAGER LINKAGE

GLOBAL GOVERNANCE-MANAGEMENT CONNECTION

BL-1. The Board's sole official connection to the operational organization, its achievements, and conduct will be through ~~a-the~~ Chief Executive Officer (CEO)/General Manager. ~~whose title shall be titled CEO/General Manager.~~

UNITY OF CONTROL

BL-2. Only officially passed motions and resolutions of the Board are binding on the CEO/General Manager.

Accordingly:

1. Decisions or instructions of individual Board members are not binding on the CEO/General Manager except in rare instances when the Board has specifically authorized such exercise of authority.
2. In the case of Board members requesting information or assistance without Board authorization, the CEO/General Manager can refuse such requests that require, in the CEO/General Manager's opinion, a material amount of employee time or funds or is disruptive.

ACCOUNTABILITY OF THE CEO/GENERAL MANAGER

BL-3. The CEO/General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the Board is concerned, is considered the authority and accountability of the CEO/General Manager.

Accordingly:

1. The Board/individual Commissioner will never give instructions to persons who report directly or indirectly to the CEO/General Manager except as provided in BL-6.
2. The Board/individual Commissioner will refrain from evaluating, either formally or informally, any employee other than the CEO/General Manager.
3. The Board will view CEO/General Manager performance as identical to organizational performance, so that organizational accomplishment of Board-stated ends and avoidance of Board-proscribed means will be viewed as successful CEO/General Manager performance.

DELEGATION TO THE CEO/GENERAL MANAGER

BL-4. The Board will instruct the CEO/General Manager through written policies, which prescribe the organizational ends to be achieved, and describe organizational situations and actions to be avoided, allowing the CEO/General Manager to use ***any reasonable interpretation*** of these policies. The Board will produce and maintain written policies that ensure a high quality of governance and clear roles in decision-making between the Board and the CEO/General Manager.

Accordingly:

1. The Board will develop policies instructing the CEO/General Manager to achieve certain results for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called ends policies.
2. The Board will develop policies, which limit the latitude the CEO/General Manager may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called “executive limitations policies.”
3. As long as the CEO/General Manager uses ***any reasonable interpretation*** of the Board’s ends and executive— limitations ~~policies, —the policies, the~~ CEO/General Manager is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
4. The Board may change its ends and executive limitations policies, thereby shifting the boundary between Board and CEO/General Manager domains. By doing so, the Board changes the latitude of choice given to the CEO/General Manager. However, as long as any particular delegation is in place, the Board will respect and support the CEO/General Manager’s choices.

MONITORING CEO/GENERAL MANAGER PERFORMANCE

BL-5. Systematic and rigorous monitoring of CEO/General Manager job performance will be objective, and solely against exclusively limited to the following expected CEO/General Manager job outputs: (1) organizational accomplishment of Board policies on ends and (2) organizational operation within the boundaries established in Board policies on executive limitations.

Accordingly:

1. Monitoring is simply to determine the degree to which Board policies are being met. Data which does not do this will not be considered to be monitoring data.
2. The Board will acquire monitoring data by one or more of three methods: (a)

by internal report, in which the General Manager discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

3. In every case, the standard for compliance shall be ***any reasonable interpretation by the CEO/General Manager*** of the Board policy being monitored.
4. All policies which instruct the General Manager will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at ~~any time~~any time by any method but will ordinarily depend on a routine schedule.

<u>Policy</u>	<u>Method</u>	<u>Frequency</u>
Ends Policies	Internal	Annually {Suspend 11/18/03}
Treatment of Customers	Internal	Annually {Suspend 11/18/03}
Treatment of Employees	Internal	Annually {Suspend 11/18/03}
Financial Planning and Budgeting	Internal	Annually
Financial Condition and Activities	Internal & External	Quarterly
Asset Protection	External Internal	Annually Annually {07/09/02}
Emergency General Manager Succession	Internal	Annually {Suspend 11/18/03}
Compensation and Benefits	Internal	Annually {Suspend 11/18/03}
Communication and Support	Internal Direct Inspection	Quarterly {Suspend 11/18/03} Annually {Suspend 11/18/03}

BOARD-CLERK OF THE BOARD RELATIONSHIP

BL-6. The Clerk of the Board assists the Commission & Executive Services Director (Director) and the Board in fulfilling the proper functions of the Board. These may include, but are not limited to, communicating board members' requests to District management and staff related to constituent affairs, coordinating with District management and staff in responding to Board member requests related to constituent affairs, keeping, and maintaining Board minutes and resolutions, and establishing and publishing proper legal notices related to the Board's meetings and activities.

The Clerk is responsible for coordinating all activities of the board members.

The Clerk of the Board serves under the direction and control of the Commission & Executive Services Director~~CEO/General Manager~~. The Director ~~CEO/General Manager~~ may establish the duties of the Clerk of the Board in consultation with the Board. ~~CEO/General Manager will involve the Board on the hiring of the Clerk.~~

The Director ~~CEO/General Manager~~ is responsible for evaluating the performance of the Clerk of the Board after consultation with and input from the Board.

SUSPENSION AND AMENDMENTS

BL-7. Any provision of these rules may be temporarily suspended by a vote of the majority of the Commission.

These rules may be amended, or new rules adopted by Resolution of a majority of all members of the Commission, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Commission meeting.

These Rules should be periodically reviewed every two years in January or February of even numbered years, or at such other times as the Commission deems appropriate.

SECTION V

BOARD & OWNER LINKAGE BOARD

ENGAGEMENT PLAN

The CEO/General Manager shall not fail to include the Board in activities that brings added value to the organization.

~~The Board is seeking to continue to strengthen the relationship and linkage between the elected representatives of the PUD, the owners of the PUD, and the policy-making process.~~

~~The inherent challenge is to connect with Snohomish PUD owners in ways that are most meaningful to them, in order to develop policies and set direction that meet and exceed their expectations. We want owners to understand the utility, its challenges, and the fact that they own it. We also want them to be proud of the utility they own.~~

~~People are very busy these days. Old community involvement models no longer offer the average citizen an appealing way to stay connected and participate. Few individuals take the time to attend Commission meetings. At the same time, however, people say they want to know what is going on.~~

~~This plan outlines an involvement model, based on Carver, which offers a variety of ways for owners to learn about PUD policy issues, convey input, get to know their Commissioners, and participate in the process.~~

Primary Objectives

- ~~▶ Clarify values~~
- ~~▶ Keep owners informed~~
- ~~▶ Build stronger relationships~~

Audience

~~Owners of the PUD as defined by the Board as people in Snohomish County/Camano Island who are eligible to vote.~~

Key Messages

~~The three primary areas that messages will focus on:~~

- ~~▶ Keep owners informed on what a PUD is; who their Commissioners are; how they can participate in the PUD process. *Your PUD is Owned by You or You are the PUD.*~~
- ~~▶ Keep owners informed on the many unique benefits of public power: *Local Control, Not-for-profit Rates, Responsiveness to Community Needs.*~~
- ~~▶ Keep owners informed on current issues affecting the future of the utility. *Issues like resource planning, deregulation, rates, and environmental topics.*~~

Strategies

~~□ CLARIFY VALUES~~

- ~~— Receive information from our owners.~~

- ~~— Identify key issues, values, and preferences important to PUD owners and communicate those to the PUD Board.~~

Implementation

~~Using an outside research firm, conduct owner research in first half of 2000 to identify owners' priorities, preferences, wants and needs regarding the utility. Use both quantitative and qualitative methodologies.~~

~~Board to review results and incorporate in ends/policy statements. Topic areas would include:~~

- ~~▶ Rate sensitivities~~
- ~~▶ Reliability needs and concerns~~
- ~~▶ Environmental issues~~
- ~~▶ Green power~~
- ~~▶ Owner values~~
- ~~▶ Owner levels of risk tolerance~~
- ~~▶ New products/service possibilities: in what business do our owners want us to be?~~
- ~~▶ How do customer/owners like to get information about the utility?
Do they want more information on things like fuel cells from their utility?~~
- ~~▶ Public purpose issues~~

~~Conduct periodic surveying to check for changes in priorities by owners and/or get updated information on new topics under consideration by the Board. Also check for measuring comprehension of the messages being communicated by the Board/PUD.~~

~~Invite owner input through surveying, public meetings, hearings, web site, and comment cards.~~

~~*For research findings about our owners received to date, please see page 5.*~~

KEEP OWNERS INFORMED

- ~~— Communicate information to our owners.~~
- ~~— Keep PUD owners informed about policy issues facing the PUD and the policy-making process.~~

Implementation

~~Use wide variety of methods to make a connection with owners, including invitations to meetings, public forums, newspaper ads, bill stuffers, and *Current*.~~

~~Through *Highlights* and *SnoWeb*, communicate to employees the key messages from the Board. Keep employees up to date on Board policies and direction.~~

~~Include topic on the Board's role, Governance, etc., in Guest Speakers Bureau. Have topic presented by Board member(s).~~

~~Develop, and actively distribute, a brochure about the Board, the Board's role, Governance, and the Commission meeting schedule.~~

~~Develop background materials, Q&A's and key talking points on the primary messages and issues the Board wishes to communicate, so that Commissioners all have a common base.~~

~~Pursue new ways to communicate with customers, such as developing Q&A columns for local community newspapers, getting on radio talk shows, and participating in community forums.~~

~~□ BUILD STRONGER RELATIONSHIPS~~

~~—— Strengthen our two-way communications with our owners.~~

~~—— Increase owner involvement in the policy-making process.~~

~~Implementation~~

~~Look for additional ways to “personalize” the Board with owners. In- crease the Board's visibility by including their photos in more publications and public access areas. Currently, the Board is featured in the lobby areas of outer offices and the Electric Building, in PUD publications, on the PUD web site, and on the meeting agenda in the Herald.~~

~~Elevate the Board's presence in the community through increased involvement in community events, associations, and meetings.~~

~~Sponsor important community-wide events that provide opportunities for increasing PUD connections. Sponsorships would include chambers, school events, trade shows, and community events.~~

~~Identify key opinion leaders in the community and develop communications especially for them.~~

~~Identify any organizations, associations, or at-risk groups that we need to increase our commitment to through greater participation. Look for new ways to meet their special needs.~~

~~Work with an outside consultant on additional ways to seek input, educate owners and build relationships.~~

~~Reinforce and build productive relationships with other elected and appointed officials of municipal, governmental, utility, and community-based organizations.~~

~~Timing~~

~~Immediate, upon approval by the Board. Some tactics have been implemented in the past six months. The plan will be reviewed and updated on an annual basis.~~

~~Research Findings on Owners To Date~~

~~(As part of the “Clarify Values” objective)~~

- ~~▶ Our owners are happy with their utility.~~
- ~~▶ They are price sensitive and want their power costs to be predictable and competitive.~~
- ~~▶ They want their reliability to stay high but don't feel it needs to be increased.~~

- ~~▶ They are wary of the changes that deregulation might bring to rates and reliability.~~

- ~~▶ They are supportive of public-purpose programs and environmental commitments.~~

- ~~▶ Most do not want a choice of providers and would not switch from the utility if given a choice.~~

- ~~▶ Most want to know what is happening at the PUD. They get most of their information about the utility through our bill stuffer.~~

- ~~▶ Most do not want big changes from the PUD. They like steadiness and predictability.~~

- ~~▶ Most know they are customers and owners of the utility.~~

- ~~▶ And, happily, the vast majority view the PUD as being trustworthy and responsive to their needs.~~

SECTION VI ENDS POLICY

~~The purpose of~~ Public Utility District No. 1 of Snohomish County is ~~that owned and controlled by~~ the people of Snohomish County and Camano Island ~~own and control utilities that valued; and they expect the following to be the guiding principles of their utilities:~~

As dependable, safe, and responsible, and

At the lowest possible cost consistent with sound business principles.

1. Utilities are valued.
 - 1.1. Customers are satisfied.
2. Utilities are dependable.
 - 2.1. Utilities are of high quality.
 - 2.2. Utilities are in adequate supply with reasonable reserves.
 - 2.3. Reliability is high.
 - 2.3.1. Utilities and related products and services are supplied timely to all customers who meet District requirements.
3. Utilities are safe.
 - 3.1.1. Customers and the community are safeguarded from undue danger from physical and health risks.
4. Utilities are responsible.
 - 4.1. Adverse environmental impacts are mitigated.
 - 4.1.1. Reasonable utility related opportunities to protect or enhance the environment are taken.
 - 4.1.2. The environment is enhanced by the use of renewable resources.
 - 4.2. Low-income customers receive assistance.
 - 4.3. Efficient use of utilities is enhanced with conservation programs.
 - 4.6. The public is educated about safe and efficient use of utilities.

5. Utilities are provided at the lowest possible cost consistent with sound business principles
 - 5.1. Financial health is reasonably assured.
 - 5.2. Costs are low compared to other utilities.
 - 5.3. Costs are reasonably predictable year to year.
 - 5.4. Sound business principles means taking account of
 - 5.4.1. Costs
 - 5.4.2. Products offered
 - 5.4.3. Value
 - 5.4.4. Dependability
 - 5.4.5. Safety
 - 5.4.6. Responsibility
 - 5.4.7. Risk Management

6. Utilities and related products and services are supplied inside or outside of traditional service areas when benefits are returned to the people of Snohomish County and Camano Island.



Governance Policies

Approved by PUD Board of Commissioners

AMENDED:

DATE

Resolution #



COMMISSION GOVERNANCE POLICIES

TABLE OF CONTENTS

SECTION I – TABLE OF CONTENTS

SECTION II – EXECUTIVE LIMITATIONS POLICIES

EL-1	Global Executive Constraint	Page 3
EL-2	Treatment of Customers	Page 3
EL-3	Treatment of Employees	Page 3 - 4
EL-4	Financial Planning and Budgeting	Page 4
EL-5	Financial Conditions and Activities	Page 5
EL-6	Emergency CEO/General Manager Succession	Page 6
EL-7	Asset Protection	Page 6
EL-8	Compensation and Benefits	Page 7
EL-9	Communication and Support to the Board	Page 7 - 8

SECTION III – GOVERNANCE PROCESS POLICIES

GP-1	Global Governance Commitment	Page 9
GP-2	Governing Style	Page 9 - 10
GP-3	Board Job Description	Page 10 - 11
GP-4	Agenda Planning	Page 12 - 13
GP-5	Rules of Procedure	Page 13 - 16
GP-6	Board Officer Roles	Page 17 - 18
GP-7	Board Members' Code of Conduct	Page 18 - 22
GP-8	Cost of Governance	Page 22
GP-9	Board Compensation and Expenses	Page 22
GP-10	Violations of Governance Policies	Page 23
GP-11	Filling Commission Vacancies	Page 24

SECTION IV – BOARD-CEO/GENERAL MANAGER LINKAGE POLICIES

BL-1	Global Governance-Management Connection	Page 25
BL-2	Unity of Control	Page 25
BL-3	Accountability of the CEO/General Manager	Page 25
BL-4	Delegation to the CEO/General Manager	Page 26
BL-5	Monitoring CEO/General Manager Performance	Page 26 - 27
BL-6	Board-Clerk of the Board Relationship	Page 28
BL-7	Suspension and Amendments	Page 28

SECTION V – BOARD ENGAGEMENT PLAN

Page 29

SECTION VI – ENDS

E-1	Ends Policy	Page 30 - 31
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SECTION II EXECUTIVE LIMITATIONS

GLOBAL EXECUTIVE CONSTRAINT

EL-1. The CEO/General Manager shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

TREATMENT OF CUSTOMERS

EL-2. With respect to interactions with customers or those applying to be customers, the CEO/General Manager shall not cause or allow conditions, procedures, or decisions which are unsafe, undignified, discriminatory, or unnecessarily intrusive.

Accordingly, she or he shall not:

1. Elicit information by any method for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.
3. Fail to provide appropriate accessibility and privacy in facilities.
4. Fail to provide customers with clear information of what may be expected and what may not be expected from the service offered.
5. Arbitrarily or capriciously administer customer service or credit.
6. Fail to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

TREATMENT OF EMPLOYEES

EL-3. With respect to the treatment of employees, the CEO/General Manager may not cause or allow conditions, which are unfair, undignified, discriminatory, disorganized, unsafe, or unclear.

Accordingly, he or she shall not:

1. Operate without written personnel policies, which clarify personnel rules for employees, provide for effective handling of grievances, discipline, and terminations, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

2. Discriminate against any employee.
3. Fail to make information available to employees regarding the CEO/General Manager's interpretation of their protections under this policy.

FINANCIAL PLANNING AND BUDGETING

EL-4. The District's multi-year financial plan shall not deviate materially from the Board's Ends priorities or risk fiscal jeopardy. The District's annual budget shall be derived from a multi-year plan of at least five years.

Accordingly, the CEO/General Manager shall not allow financial planning/budgeting which:

1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Allows operating reserves to fall below the required 120 days of Revenue Funds at the end of any fiscal year.
3. Provides less for Board prerogatives during the year than is set forth in the Cost of Governance policy.
4. Allows Electric System year-end debt service coverage to fall below 1.75.
5. Finances greater than forty percent (40%) of non-generating or energy storage Electric System capital assets within a fifteen-year period including the plan year.
6. Plans for general Electric System rate increases in excess of three percent (3%) in any year, or compound increases in excess of ten percent (10%) over any consecutive five-year period. The District may plan for non-general rate increases that are forecasted by Bonneville Power Administration (BPA) for electricity and the City of Everett for water purchases.
7. Fails to maintain compliance with local, state, and federal laws including, but not limited to, the Energy Independence Act, the Clean Energy Transformation Act, etc.

FINANCIAL CONDITION AND ACTIVITIES

EL-5. With respect to the actual, ongoing financial condition and activities, the CEO/General Manager shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.

Accordingly, he or she shall not:

1. Use any rate stabilization fund reserves without Board authorization.
2. Pay any uninsured judgment or settle any claim with funds from the District's self-insurance fund in excess of \$100,000, unless authorized by the Board.
3. Fail to present to the Board, on at least a quarterly basis, a report regarding all significant lawsuits filed against the District and any other legal issues that could result in significant financial exposure for the District.
4. Fail to settle payroll and debts in a timely manner.
5. Allow tax payments or other government-authority-ordered payments or filings to be overdue or inaccurately filed.
6. Fail to aggressively pursue receivables after a reasonable grace period to the extent it is cost-effective to do so.
7. Without prior approval of the Board, compromise or settle:
 - A. An uninsured employee claim when the settlement is greater than \$25,000, including attorney fees or other expenses, but not including the value of any outplacement or educational assistance, increased length of notice of termination or other non-cash benefits.
 - B. Any other uninsured demand or claim by or against the District for a monetary amount greater than \$100,000.
8. Without prior approval from the Board, execute modifications to the existing collective bargaining agreements between the District and the International Brotherhood of Electrical Workers (IBEW), between contracts, which exceed \$100,000 of additional expense to the District in the current or next fiscal year.

EMERGENCY CEO/GENERAL MANAGER SUCCESSION

EL-6. To protect the Board from the sudden loss of CEO/General Manager services, the CEO/General Manager shall have at least two other executives familiar with Board and CEO/General Manager issues and processes.

ASSET PROTECTION

EL-7. The CEO/General Manager shall not allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, he or she shall not:

1. Fail to maintain:
 - A. Excess liability insurance, including minimum coverage per occurrence of \$50 million; and
 - B. Property insurance (for non-transmission and distribution system assets) for replacement value; and
 - C. Vehicle insurance; and
 - D. Crime and fidelity insurance for personnel with access to material amounts of funds; and
 - E. Insurance covering cybersecurity risks.
2. Subject plant and equipment to improper wear and tear or insufficient maintenance.
3. Fail to protect intellectual property, information, and files from loss or significant damage.
4. Receive, process, or disburse funds under controls that are materially insufficient to meet the auditor's expectations.
5. Invest or hold capital in accounts or investments other than those permitted investments for the State of Washington.
6. Endanger the organization's public image or credibility, particularly in ways that would hinder accomplishment of its mission.
7. Manage the District's power supply for purposes other than meeting customer loads.

COMPENSATION AND BENEFITS

EL-8. With respect to employment, compensation, and benefits to employees, the CEO/General Manager shall not cause or allow jeopardy to fiscal integrity or deviate materially from the established compensation and benefit program as approved by the Board annually.

Additionally, he or she shall not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.

COMMUNICATION AND SUPPORT TO THE BOARD

EL-9. The CEO/General Manager shall not permit the Board to be uninformed or unsupported in its work.

Accordingly, he or she shall not:

1. Neglect to submit monitoring data required by the Board (see policy on monitoring CEO/General Manager performance) in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.
2. Let the Board be unaware of substantial exposure, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the CEO/General Manager's opinion, the Board does not comply with its own policies on governance process and Board--CEO/General Manager linkage, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the CEO/General Manager.
4. Fail to marshal for the Board as many employee and external points of view, issues, and options as reasonably necessary for fully informed Board decisions.
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation and incidental.
6. Fail to provide a mechanism for official Board communications.
7. Fail to deal with the Board as a whole when fulfilling individual requests for information.

8. Fail to report in a timely manner an actual or material noncompliance with any policy of the Board.
9. Fail to ensure that information provided to board members for policy decisions is provided to all board members.
10. Fail to ensure that items placed on the Board's agenda (except Consent Agenda items) fully reference all associated Board policies.

SECTION III GOVERNANCE PROCESS

GLOBAL GOVERNANCE COMMITMENT

GP-1. On behalf of the customer-owners of Snohomish County and Camano Island, the Board of Commissioners for Public Utility District No. 1 of Snohomish will govern to ensure the utility achieves desired results for customers-owners in accordance with strategic goals and objectives.

GOVERNING STYLE

GP-2. The Board will govern with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and management roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, not the employees, will be responsible for setting the direction of the organization. The Board may call on the experience of individual members to enhance the ability of the Board as a body, rather than to substitute the individual judgments for the Board's values.
2. The Board will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.
3. The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, codes of conduct, and ensuring the continuance of governance capability.
4. Continual Board development will include orientation of new Board members to the Board's governance process and periodic Board discussion of process improvement.
5. Board members will elevate and reinforce the District and the Board's presence in the community through involvement in community events, associations, and meetings.

6. The Board will allow no individual Board member to hinder or be an excuse for not fulfilling its commitments.
7. The Board will monitor and discuss the Board's process and performance. Self-monitoring will include a comparison of Board activity and adherence to policies in the governance process and Board-CEO/General Manager linkage categories.

BOARD JOB DESCRIPTION

GP-3. Specific job outputs of the Board, as an informed agent of the people of Snohomish County and Camano Island, are those that ensure appropriate organizational performance.

Accordingly:

1. The Board will establish the link between the Public Utility and the people of Snohomish County and Camano Island.
2. The Board will establish and maintain written governing policies, which, at the broadest levels, address each of the following:
 - A. **Ends:** Organizational products, impacts, benefits, outcomes, and their relative worth for recipients.
 - B. **Executive Limitations:** Constraints on executive authority, which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - C. **Governance Process:** Specification of how the Board conceives, carries out and monitors its own task.
 - D. **Board-CEO/General Manager Linkage:** How power is delegated and its proper use monitored; the CEO/General Manager role, authority, and accountability.
3. The Board will ensure the CEO/General Manager's performance (against policies in GP-3.2.A **Ends** and GP-3.2.B **Executive Limitations**).
4. To the extent required by law, as advised by the District's General Counsel from time to time, the Board will perform the following non-delegable, statutorily assigned duties (which is not an inclusive list):
 - A. Personnel
 1. Fix compensation of employees by establishing a scale of salaries for specific classes of work.

B. Finance

1. Adopt the District's yearly budget.
2. Approve vouchers for all warrants issued.
3. Authorize certain banks as depositories of District funds and surety bonds therefor.
4. Create certain special funds and authorize the issuance of revenue bonds.
5. Authorize the purchase of liability insurance for District officers and employees.

C. Rates/Fees

1. Establish and maintain rates and charges for electric energy and water and various other services, facilities, and commodities sold, furnished, or supplied by the District.

D. Local Utility Districts

1. Form and establish the method of procedure in all matters relating to local utility districts.

E. Contracts

1. Rule as to whether bids are "responsive" to call for bids and whether bidders are "responsible" under the conditions of bid.
2. Authorize certain wholesale contracts for the sale of energy or water.

F. Property

1. Authorize acquisition by condemnation and the disposition of certain properties and payment therefor.

G. Environmental

1. Adopt SEPA rules and procedures.

H. Other

1. Revise Commissioners' district boundaries.

Executive Session Materials and Information

The Board may convene an executive session as permitted by law. It is a violation of Washington State law and this Policy to disclose publicly what is discussed and reviewed in executive session. All comments made and all written materials reviewed during an executive session are confidential by law and shall not be publicly disclosed or removed from the premises of an executive session by any Board member or attendee of the executive session absent an affirmative vote of majority of the Board on the record in a public meeting. This restriction applies to all executive session discussions and materials regardless of whether the District's counsel is present or not.

Attorney-Client Privilege and Work Product

The District, and not any individual Board member, is the holder of any attorney--client privilege with the District's counsel or outside counsel and any attorney work product protection. No individual Board member shall make any disclosure or release any information, which would result in the waiver of the attorney-client privilege or work product protection absent an affirmative vote of majority of the Board on the record in a public meeting.

AGENDA PLANNING

GP-4. The Board will follow an annual agenda, which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.

1. The cycle will conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
2. The cycle will start with the Board's development of its agenda for the next year.
 - A. Consultations with select groups will be determined and arranged in the first quarter and held throughout the balance of the year.
 - B. Governance education and education related to ends determination, (e.g., presentations by futurists, demographers, advocacy groups, employees, etc.) will be arranged in the first quarter, and held throughout the balance of the year.
3. Throughout the year, the Board will address consent agenda items as expeditiously as possible.

4. CEO/General Manager monitoring will be included on the agenda if monitoring reports show policy violations or if policy criteria are to be debated.
5. Any Board member may place an item on the agenda during a board meeting.
6. No item shall be placed on the Board's agenda without full reference to all associated Board policies.
7. During the month of February, CEO/General Manager remuneration will be decided after a review of his/her performance.
8. At the first regular Commission meeting in December of each year, the Commission shall elect officers of the Board to serve for terms of one--year or until such time as a successor has been selected for each such officer position. These terms will commence at the time of the first regular meeting in January of the year following election.
 - A. Board Officers serve at the pleasure of the Board. Officers may be removed from their position by an affirmative vote of two Board members. Any Board member may decline serving as an officer. In the event of such removal or declination of service, the vacated officer position shall be elected by the Board at the next regularly scheduled meeting.
 - B. The Board President shall assume any responsibility of the Board that is not specifically assigned to another Board member.

RULES OF PROCEDURES

GP-5. Regular Meetings. Regular meetings of the Commission generally shall be held on the first and third Tuesdays of each month at the office of the District, 2320 California Street, Everett, Washington, with a phone or other electronic option available except as adjusted by the Board from time to time.

Emergencies. If, by reason of fire, flood, earthquake, or other declared emergency, there is a need for expedited action by the Commission to meet the emergency, the President of the Commission may designate a meeting location other than the regular meeting location, for a remote meeting without a physical location, or for a meeting at which the physical attendance by some of all members of the public is limited due to a declared emergency. If the meeting is held remotely or the public attendance is limited or prohibited, a cost-free phone or other electronic option will be provided.

Special Meetings. A special meeting of the Commission may be called at any time by the President of the Commission or by a majority of the members of the Commission as set forth in RCW 42.30.080 with notice being given at least 24 hours prior to the meeting. Every effort shall be made to ensure that all Board members can attend.

Attendance/Appearance by Electronic Means. One or more Commissioners may attend or appear at a public meeting by phone or other electronic means with no declared emergency. The Board member requesting to appear by electronic means is responsible for making all necessary arrangements with the Clerk of the Board in advance of the meeting. To achieve excellence in government, the Board prefers all Commissioners attend in person. Due to the confidential nature of Executive Session topics, remote attendance will not be allowed for those sessions.

Attendance at Community Events and Conferences. Commissioners may attend community events and conferences if they are related to the District's business. Commissioners will annually budget for the attendance of Commissioners at community events and conferences. Any community events and conferences outside the approved budget will be brought to the Board for approval.

Board members are expected to coordinate with or notify the Clerk of the Board of their planned schedule of attendance for the upcoming several months of attendance at activities and events. Individual board members may be offered specific opportunities to represent the District on official business.

To facilitate discussion and action while assuring consideration and decorum for all, the Board will abide by the following adopted Standing Rules of Order:

1. Introduction of Business

All business shall be brought before the Board by a motion. All motions, including those made by the Chair, are automatically seconded. At any time prior to a vote on the main motion, the maker of the motion can modify it or withdraw it entirely. It is not necessary for the Chair to relinquish the gavel when making a motion.

2. Motions and Their Order of Precedence

A. Privileged Motions

1. *To Adjourn.* It takes precedence over all other motions. It is not debatable; it cannot be amended; nor can a vote on it be reconsidered.

B. Incidental Motions

1. *Questions of Order or Appeal of a Ruling by the Chair.* It cannot be amended; it cannot be debated when it relates to indecorum; and it yields to Privileged Motions.

C. Secondary Motions

1. *To Table*. This motion takes precedence over all other Secondary Motions and yields to any Privileged or Incidental Motion. It is not debatable and cannot be amended or have any other motion applied to it. It removes the subject from consideration until the Board votes to take it from the table, either at the same or some future meeting.
2. *The Previous Question*. This motion takes precedence of every debatable question, yields to Privileged, and Incidental Questions, and to the motion to Table. It is not debatable and cannot be amended. Its effect is to instantly close debate and bring the Board to vote upon the pending question.
3. *To Postpone to a Date Certain*. This motion takes precedence of a motion to amend or indefinitely Postpone, yields to any Privileged or Incidental Motion and to the motion to Table or a call for The Previous Question. Altering the time can amend it. It allows limited debate, and it must not go into the merits of the item any further than is necessary to judge the reasonableness of postponement.
4. *To Amend*. This motion takes precedence over nothing but the question, which it is proposed to amend, and yields to any Privileged, Incidental, or Secondary Motion, except to Indefinitely Postpone. It can be amended itself, but the amendment of an amendment cannot be amended. An amendment may be made either: (1) by adding; or (2) by striking out words or paragraphs; or (3) by striking out certain words and inserting others; or (4) by substituting a different motion on the same subject; or (5) by dividing the question into two or more questions as specified by the mover, so as to get a separate vote on any particular point or points.
5. *To Postpone Indefinitely*. This motion takes precedence over nothing except the principal motion, and yields to any Privileged, Incidental, or Secondary Motion except to Amend. It cannot be amended; it opens to debate the entire question it is proposed to postpone.

D. Miscellaneous Motions

1. *To Rescind*. This motion has no privilege but stands on a footing with a new resolution. Any action of the Board can be rescinded regardless of the time that has elapsed.
2. *To Reconsider*. When the assembly has once acted upon any Principal Question or Amendment, it cannot be taken up again at the same session or any subsequent session, except by motion to Reconsider. A motion to Reconsider must be made by a member who voted with the prevailing side.

3. Debate and Decorum

A. Debate

Discussions should be confined to issues immediately before the Board. The Chair should entertain a motion at the earliest opportunity and discussions should focus on the motion. Repetitive comments should be minimized and can be declared out of order by the Chair. The following questions shall be decided without debate: to Adjourn, To Table, The Previous Question, To Reconsider, Withdrawing a Motion, and Closing Debate.

B. Decorum in Debate

Members should confine remarks to the question and avoid personalities. Members should try to limit their remarks to ten minutes or less. Members should respect one another and conduct themselves in a professional manner. The use of profanity is prohibited.

C. Closing Debate

The following motions, which are not debatable, can close debate: To Table or call for The Previous Question.

4. Vote

A. When a Vote is taken, the Chair should always announce the results.

5. Additional Comments

A. Roberts Rules of Order will function as a guide on those issues not addressed by the above standing rules.

6. Resolutions

A. In order to be valid, the original copy of a resolution must be signed by at least two Commissioners and will then be entered in a designated book and become public record.

7. Documentation of Decisions

A. Board decisions shall be documented in the Board's resolutions as relevant, as well as in the Board's minutes.

B. Board minutes will document Board decisions. (action items only)

C. Audio recordings that may contain discussion and rationale may be available on the District's website and/or the Washington State Digital Archives website.

BOARD OFFICER ROLES

GP-6.

1. **President's Role.** The President assures the integrity of the Board's process.
 - A. The President is responsible for ensuring that the Board behaves consistently with its own rules and those imposed upon it from outside the organization.
 1. Meeting discussion content will be only those issues, which according to Board policy, clearly belong to the Board to decide, not the CEO/General Manager.
 2. Deliberation will be fair, open, and thorough, but also timely, orderly, and in conformance with the meeting's approved agenda.
 - B. The authority of the President is limited to decisions covered by Board policies on governance process and Board-CEO/General Manager linkage, with the exception of (a) employment or termination of a CEO/General Manager and (b) where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.
 1. The President is empowered to chair Board meetings with all the commonly accepted power of that position, e.g., ruling, recognizing.
 2. The President has no authority to make decisions about policies created by the Board within ends and executive limitations policy areas. Therefore, the President has no authority to supervise or direct the CEO/General Manager.
 3. The President may represent the Board to outside parties by relaying Board decisions and approved policy statements.
 4. The President may delegate this authority but remains accountable for its use.
 - C. During the absence of the President, the Vice President will preside.
 - D. The President will generally represent the District when a Commissioner's presence is requested or needed by the CEO/General Manager.

2. **Vice President's Role**. The Vice President of the Board shall:
 - A. Perform such duties as are assigned by the President.
 - B. Have all power and duties of the President in the absence or inability of the President to act.
 - C. Have all powers and duties of the Secretary in the absence or inability of the Secretary to act, when not otherwise acting as President.
3. **Secretary's Role**. The Secretary shall:
 - A. Perform all duties incident to the office of Secretary as may be required by law or assigned to such office by motion, rule, or resolution of the Board.
 - B. When appropriate, attest to instruments and documents duly authorized by the Board.
 - C. Have all the powers and duties of the President in the absence or inability of both the President and Vice President to act.

BOARD MEMBERS' CODE OF CONDUCT

GP-7. The Board stands in a fiduciary relationship to the District. In a broad overview, the Board's duty of care requires the Board to be attentive to the District's business, including being adequately informed as to decisions facing the Board, and to have a rational basis for decisions. Board members exercise utmost good faith in furthering the interests of the District and its customer owners. Board members will avoid even the appearance of impropriety to ensure and maintain public confidence in the District and the Board as a whole.

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum, at all times, when acting as Board members.

Accordingly:

1. In their capacity as a Board member, Board members represent the interests of District customer owners. This supersedes any conflicting interest such as that to advocacy or interest groups and membership in other organizations. It also supersedes the personal interest of any Board member.

2. In accordance with applicable law, members conduct themselves in accordance with all laws, including but not limited to, the Open Public Meeting Act, Chapter 42.30 RCW, and the Code of Ethics for Municipal Officers, Chapter 42.34 RCW, and must avoid conflict of interest with respect to their fiduciary responsibility. To avoid inadvertent violations of the Open Public Meeting Act, Board members may not “reply all” to any e-mail or other electronic communication received by all members of the Board.
 - A. The confidentiality of proprietary business information must be respected at all times. Board members are prohibited from disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the District, or to individually conduct negotiations or make contacts or inquiries on behalf of the District unless officially designated by the Board to do so.
 - B. Board members are prohibited from acquiring or having a financial interest in any property that the District acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the District does business. This does not prohibit the ownership of securities in any publicly owned company, except where such ownership places the Board member in a position to materially influence or affect the business relationship between the District and such publicly owned company.
3. Board members will abide by applicable District policies and procedures, including policies regarding travel, use of credit cards, use of District vehicles, violence in the workplace, workplace harassment, health information privacy rights, and the use of District Resources, computers, internet, and electronic mail.
4. Board members recognize the following organizational protocols within the District. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - A. Members' interaction with the CEO/General Manager or with other employees must recognize the lack of authority vested in individuals, except when explicitly Board authorized.
 - B. Except for participation in Board deliberation about whether a reasonable interpretation of Board policy has been achieved by the CEO/General Manager, members will not make express individual judgments of either CEO/General Manager or other employees' performance.

- C. It is not unusual for a customer owner or a staff member to ask questions of or express concerns directly to a Board member. It is the responsibility of the Board member to appropriately refer operational and personnel issues and concerns to the CEO/General Manager. If there are concerns expressed by customer owners or staff members that the Board member believes require a different course of action, or the concern involves the CEO/General Manager, the Board member has the responsibility to appropriately inform or discuss the matter with the entire Board.
5. Board members recognize that, until formal action is taken by the Board as a whole, individual members do not speak for the Board. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions. Board members may not act in a manner, with respect to District business or policy that is contrary to the consensus or majority of the Board. Members of the Board may represent their own points of view. A vote of the Board majority shall be binding on all members of the Board as far as official acts are concerned.
- A. The Board acknowledges the right of each Board member to formulate and publicly express individual opinions regarding issues germane to their duties as District Commissioners. The Board further recognizes that Board members may articulate individual opinions on other matters of civic affairs or public interest not related to their duties as Board members.
 - B. When a Board member engages in communication of any type, he or she must recognize at all times that, in the eyes of the public, Board members are likely to be perceived as speaking as a District Commissioner, and as such, their communication will reflect on and impact the other Board members and District staff.
 - C. When communicating on matters on which the Board has taken a formal position, it is acknowledged that any written correspondence be done under the signature of the Board President or entire Board, or by the CEO/General Manager on behalf of the Board.
 - D. In the event the majority of the Board has not taken a position on an issue, or has taken a position different from an individual's position, the Board member holding a minority position, or any opinion a matter not yet before the Board for a decision, should, in any communication or correspondence on that matter clearly state that his or her opinion is their own, and is not the position of the Board or District as a whole. District letterhead shall not be used for such written communication.

- E. In the event an individual Board member fails to make the above referenced disclosure, the Board may itself, or through the CEO/General Manager, issue a communication stating the District's position on the matter, which may include information explanatory and supportive of the District's officially adopted position. If no position has yet been taken by the Board on the topic, the communication should disclose that fact.
 - F. Public Board meetings, as required by law, are intended to provide information from the staff and public to the Board members prior to decisions being made. Thus, Board members should refrain from taking or communicating positions on issues on which a public hearing is expected to be held prior to the holding of such hearings.
 - G. Board members shall not publicly state or imply that the CEO/General Manager is out of compliance with any policies or decisions of the Board or District absent a determination of non-compliance by the Board.
 - H. Board members shall not engage in nor encourage actions by others in any retaliatory conduct against any District employee, or any other Board member. This includes any action against District employees taken as a result of that employee reporting incidents of misconduct or violations of District policies by any Board member or other District employee.
6. Members will respect the confidentiality appropriate to issues of a sensitive nature. Unless required by law, there shall be no release of written materials, notes, or other privileged information distributed in Executive Session, unless each Commissioner agrees to such release, and any such release will be limited to a confidential basis to Commissioners and the CEO/General Manager.
 7. Members will be properly prepared for Board meetings and Board deliberation.
 8. Board members will obey parliamentary orders of the President and shall confine their remarks to the subject under consideration.
 9. Board members will always conduct themselves with the highest levels of decorum, civility, and respect for one another, staff and members of the public.
 10. Board members will endeavor to express their individual opinions in a responsible and professional manner.
 11. Board members will share the information and rationale on which they are making significant Board policy decisions.

12. Board members understand that all letters, memoranda and electronic communications or information, including email, which relate to conduct of the District, or the performance of any District function are public records that may be subject to disclosure under the Washington Public Records Act, unless otherwise exempt by law. In the event the District receives a request for such records, the Board member shall provide the records to the Public Records Officer of the District.

COST OF GOVERNANCE

GP-8. Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity.

Accordingly:

1. Board skills, methods, and supports will be sufficient to assure governing with excellence.
 - A. Training and retraining will be used liberally to orient new members, as well as to maintain and increase existing member skills and understandings.
 - B. External independent outreach may be requested as deemed necessary by the Board. The CEO/General Manager shall provide for such outreach to ensure the Board's ability to understand and respond to owner viewpoints and values.
 - C. The CEO/General Manager shall provide internal resources and staffing to support the Board's work.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

BOARD COMPENSATION AND EXPENSES

GP-9. Board members shall receive a monthly salary, and in addition, per diem compensation for appearances or participation in events primarily aimed at making District decisions, receiving information related to decision making, or speaking or directly participating in an activity representing the District in compliance with RCW 54.12.080. By submitting reimbursement for time spent, a Board member certifies that the request for reimbursement is made in compliance with the statute. Further compensation for expense reimbursement shall be in accordance with the District's travel policies and RCW--54.12.080, and Board members shall be afforded PERS, 401k, 457 plan and healthcare benefits consistent with other employees as appropriate, and as authorized by law and administered by staff.

VIOLATIONS OF GOVERNANCE POLICIES

GP-10. The Board will conduct a biennial review of the Board's Governance Policies, update as warranted, adopt, and publish.

These governance policies are adopted with the intent that they are fully enforceable and that violations of the provisions of these policies will result in action against Board members as provided herein.

Accordingly:

1. A claim by a Board member of a violation of these Policies by a Board member shall be delivered to the Clerk of the Board for delivery to the entire Board. Any claim of violation must identify the conduct that is alleged to have constituted a violation and sufficient information to support the claim of violation.
2. If it is determined by a majority of the Board that the complaint is meritorious and the alleged conduct of the Board member constitutes a violation of these Policies, the board member may be subject to one or more of the following actions by a majority vote of the Board:
 - A. **Admonition.** An admonition shall be a verbal statement approved by a majority of the Board made in open session and recorded in the minutes.
 - B. **Reprimand.** A reprimand shall be administered to the Board member by letter. The letter shall be prepared by the Board and signed by a majority of the Board after action in open session to approve the letter. The letter shall be part of the minutes of the meeting at which it was approved.
 - C. **Censure.** A censure shall be a written statement administered to the Board member in public during a regular Board meeting. The statement shall be prepared by the Board and signed by a majority of the Board. The Board member may appear and may make any statement in opposition to or for mitigation of the censure. A censure shall be deemed administered at the time it is scheduled whether or not the Board member appears. The statement shall be included in the minutes of the meeting at which it is administered.
3. In the event a Board member does not cease conduct that has been deemed in violation of these Policies or of Washington law, the District may pursue legal action to remedy the violations. In the event a Board member intentionally violates provisions of these Policies, which cause harm or damages to the District, the Board may by affirmative votes, seek to recover those damages on behalf of the District.

FILLING COMMISSION VACANCIES

GP-11. If a vacancy occurs in the office of Commission, the Board of Commissioners will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Clerk of the Board and/or Commission & Executive Services Director will facilitate the process.

SECTION IV BOARD-CEO/GENERAL MANAGER LINKAGE

GLOBAL GOVERNANCE-MANAGEMENT CONNECTION

BL-1. The Board's sole official connection to the operational organization, its achievements, and conduct will be through the Chief Executive Officer (CEO)/General Manager.

UNITY OF CONTROL

BL-2. Only officially passed motions and resolutions of the Board are binding on the CEO/General Manager.

Accordingly:

1. Decisions or instructions of individual Board members are not binding on the CEO/General Manager except in rare instances when the Board has specifically authorized such exercise of authority.
2. In the case of Board members requesting information or assistance without Board authorization, the CEO/General Manager can refuse such requests that require, in the CEO/General Manager's opinion, a material amount of employee time or funds or is disruptive.

ACCOUNTABILITY OF THE CEO/GENERAL MANAGER

BL-3. The CEO/General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the Board is concerned, is considered the authority and accountability of the CEO/General Manager.

Accordingly:

1. The Board/individual Commissioner will never give instructions to persons who report directly or indirectly to the CEO/General Manager except as provided in BL-6.
2. The Board/individual Commissioner will refrain from evaluating, either formally or informally, any employee other than the CEO/General Manager.
3. The Board will view CEO/General Manager performance as identical to organizational performance, so that organizational accomplishment of Board-stated ends and avoidance of Board-proscribed means will be viewed as successful CEO/General Manager performance.

DELEGATION TO THE CEO/GENERAL MANAGER

BL-4. The Board will instruct the CEO/General Manager through written policies, which prescribe the organizational ends to be achieved, and describe organizational situations and actions to be avoided, allowing the CEO/General Manager to use ***any reasonable interpretation*** of these policies. The Board will produce and maintain written policies that ensure a high quality of governance and clear roles in decision-making between the Board and the CEO/General Manager.

Accordingly:

1. The Board will develop policies instructing the CEO/General Manager to achieve certain results for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called ends policies.
2. The Board will develop policies, which limit the latitude the CEO/General Manager may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called “executive limitations policies.”
3. As long as the CEO/General Manager uses ***any reasonable interpretation*** of the Board’s ends and executive limitations policies, the CEO/General Manager is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
4. The Board may change its ends and executive limitations policies, thereby shifting the boundary between Board and CEO/General Manager domains. By doing so, the Board changes the latitude of choice given to the CEO/General Manager. However, as long as any particular delegation is in place, the Board will respect and support the CEO/General Manager’s choices.

MONITORING CEO/GENERAL MANAGER PERFORMANCE

BL-5. Systematic and rigorous monitoring of CEO/General Manager job performance will be objective, and exclusively limited to the following expected CEO/General Manager job outputs: (1) organizational accomplishment of Board policies on ends and (2) organizational operation within the boundaries established in Board policies on executive limitations.

Accordingly:

1. Monitoring is simply to determine the degree to which Board policies are being met. Data which does not do this will not be considered to be monitoring data.

2. The Board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the General Manager discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be ***any reasonable interpretation by the CEO/General Manager*** of the Board policy being monitored.
4. All policies which instruct the General Manager will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method but will ordinarily depend on a routine schedule.

<u>Policy</u>	<u>Method</u>	<u>Frequency</u>
Financial Planning and Budgeting	Internal	Annually
Financial Condition and Activities	Internal & External	Quarterly

BOARD-CLERK OF THE BOARD RELATIONSHIP

BL-6. The Clerk of the Board assists the Commission & Executive Services Director (Director) and the Board in fulfilling the proper functions of the Board. These may include, but are not limited to, communicating board members' requests to District management and staff related to constituent affairs, coordinating with District management and staff in responding to Board member requests related to constituent affairs, keeping, and maintaining Board minutes and resolutions, and establishing and publishing proper legal notices related to the Board's meetings and activities.

The Clerk is responsible for coordinating all activities of the board members.

The Clerk of the Board serves under the direction and control of the Commission & Executive Services Director. The Director may establish the duties of the Clerk of the Board in consultation with the Board.

The Director is responsible for evaluating the performance of the Clerk of the Board after consultation with and input from the Board.

SUSPENSION AND AMENDMENTS

BL-7. Any provision of these rules may be temporarily suspended by a vote of the majority of the Commission.

These rules may be amended, or new rules adopted by Resolution of a majority of all members of the Commission, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Commission meeting.

These Rules should be periodically reviewed every two years in January or February of even numbered years, or at such other times as the Commission deems appropriate.

SECTION V BOARD ENGAGEMENT PLAN

The CEO/General Manager shall not fail to include the Board in activities that brings added value to the organization.

SECTION VI ENDS POLICY

Public Utility District No. 1 of Snohomish County is owned and controlled by the people of Snohomish County and Camano Island, and they expect the following to be the guiding principles of their utilities:

As dependable, safe, and responsible, and

At the lowest possible cost consistent with sound business principles.

1. Utilities are valued.
 - 1.1. Customers are satisfied.
2. Utilities are dependable.
 - 2.1. Utilities are of high quality.
 - 2.2. Utilities are in adequate supply with reasonable reserves.
 - 2.3. Reliability is high.
 - 2.3.1. Utilities and related products and services are supplied timely to all customers who meet District requirements.
3. Utilities are safe.
 - 3.1.1. Customers and the community are safeguarded from undue danger from physical and health risks.
4. Utilities are responsible.
 - 4.1. Adverse environmental impacts are mitigated.
 - 4.1.1. Reasonable utility related opportunities to protect or enhance the environment are taken.
 - 4.1.2. The environment is enhanced by the use of renewable resources.
 - 4.2. Low-income customers receive assistance.
 - 4.3. Efficient use of utilities is enhanced with conservation programs.
 - 4.6. The public is educated about safe and efficient use of utilities.

5. Utilities are provided at the lowest possible cost consistent with sound business principles:
 - 5.1. Financial health is reasonably assured.
 - 5.2. Costs are low compared to other utilities.
 - 5.3. Costs are reasonably predictable year to year.
 - 5.4. Sound business principles means taking account of:
 - 5.4.1. Costs
 - 5.4.2. Products offered
 - 5.4.3. Value
 - 5.4.4. Dependability
 - 5.4.5. Safety
 - 5.4.6. Responsibility
 - 5.4.7. Risk Management

6. Utilities and related products and services are supplied inside or outside of traditional service areas when benefits are returned to the people of Snohomish County and Camano Island.



BUSINESS OF THE COMMISSION

Meeting Date: September 19, 2023

Agenda Item: 7A

TITLE

Governance Planning Calendar

SUBMITTED FOR: Governance Planning

<u>Commission</u>	<u>Allison Morrison</u>	<u>8037</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Agenda Planning, GP-4: To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda

The Planning Calendar is enclosed for Board review.

List Attachments:
Governance Planning Calendar

Governance Planning Calendar – 2023

To Be Scheduled

- Broadband Resolution

To Be Scheduled

Governance Planning Calendar – 2023

October 2, 2023

Morning Session:

- Media
- Pole Attachment Rates
- IRP: Phase 4 and 5 Results
- 25MW Battery Project Briefing
- Beverly Station Easement with BPA
- Bell Land Lease for Storage Poles
- Energy Efficiency & Grid Harmonization Residential New Construction Program

Afternoon Session:

- Public Hearing:
 - Open 2024 Proposed Budget Hearing
 - Public Utility Regulatory Policies Act
- **Public Hearing and Action:**
 - Disposal of Surplus Property – 4th Quarter
 - BPA Rate Pass-Through
- Governance Planning Calendar

October 17, 2023

Morning Session:

- Community Engagement
- Legislative
- Energy Risk Management Report
- Water Supply Update
- Woods Creek Sustainability Center Update
- 2024 Load Forecast

Afternoon Session:

- Public Hearing and Action:
 - Pole Attachment Rates
 - Public Utility Regulatory Policies Act
 - Bell Land Lease for Storage Poles
 - Beverly Station Easement with BPA**
- Governance Planning Calendar

Governance Planning Calendar – 2023

November 7, 2023

Morning Session:

- Media

Afternoon Session:

- Public Hearing:
→Continue Public Hearing on the 2024 Proposed Budget
- Monitoring Report:
→3rd Quarter Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

November 21, 2023

Morning Session:

- Community Engagement
- Legislative
- Final Briefing on 2023 IRP Update Document

Afternoon Session:

- Public Hearing:
→Continue Public Hearing on the 2024 Proposed Budget
- Adopt Regular Commission Meeting Dates for the Year 2024
- Governance Planning Calendar

Governance Planning Calendar – 2023

December 5, 2023

Morning Session:

- Media

Afternoon Session:

- Public Hearing and Action:
→ Adopt 2024 Budget
- Monitoring Report:
→ Financial Planning and Budgeting Monitoring Report
- Elect Board Officers for the Year 2024
- Proposed 2024 Governance Planning Calendar

December 19, 2023

Morning Session:

- Community Engagement
- Legislative
- Connect Up Quarterly Update

Afternoon Session:

- Public Hearing and Action:
→ Disposal of Surplus Property - 1st Quarter
→ Confirm Final Assessment Roll for LUD No. 66
- Adopt 2024 Governance Planning Calendar

Governance Planning Calendar – 2023

2023 Year-at-a-Glance Calendar

January

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November

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December

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Holiday	#	Commission Meetings
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****For Planning Purposes Only and Subject to Change at any Time****