

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

**April 16, 2024**

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

**Virtual Meeting Participation Information**

Join Zoom Meeting:

- Use link  
[https://us06web.zoom.us/j/89930614330?pwd=TGwZZSj\\_HvwIZ1Xx0fg57iDEFkgQ1Q.S0\\_K5AlmPrZUIM6M](https://us06web.zoom.us/j/89930614330?pwd=TGwZZSj_HvwIZ1Xx0fg57iDEFkgQ1Q.S0_K5AlmPrZUIM6M)
- Dial in: (253) 215-8782
- Meeting ID: 899 3061 4330
- Passcode: 134851

**1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION**

- A. Updates
  - 1. Other
- B. [2023 Audit Results Public Utility District No. 1 of Snohomish County](#)
- C. [Water Supply Update](#)
- D. [Energy Risk Management Report](#)
- E. [Benefit Program Proposal for Changes Non-Represented Employees](#)
- F. [Proposed Leave Program Changes Non-Represented Employees](#)

**EXECUTIVE SESSION** – Recess into Executive Session to Discuss Current or Potential Litigation – Training Center Room 1

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

**2. 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 →**

**3. CONSENT AGENDA**

- A. [Approval of Minutes for the Regular Meeting of April 2, 2024](#)
- B. [Bid Awards, Professional Services Contracts and Amendments](#)
- C. [Consideration of Certification/Ratification and Approval of District Checks and Vouchers](#)

**4. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. [Consideration of a Motion Accepting the 4<sup>th</sup> Quarter 2023 Financial Conditions and Activities Monitoring Report](#)

**5. CEO/GENERAL MANAGER REPORT**

**6. COMMISSION BUSINESS**

- A. [Commission Reports](#)
- B. [Commissioner Event Calendar](#)
- C. [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 & Owner Linkage Plan](#)

**7. GOVERNANCE PLANNING**

- A. [Governance Planning Calendar](#)

**EXECUTIVE SESSION** – Recess into Executive Session to Review the Performance of a Public Employee – Training Center Room 1

**ADJOURNMENT**

May 1 – 3, 2024:

Public Power Council (PPC)/Pacific Northwest Utilities Conference Committee (PNUCC) Meetings – Portland, OR

The next scheduled regular meeting is May 7, 2024

**Agendas can be found in their entirety on the Snohomish County Public Utility District No. 1 web page at [www.snopud.com](http://www.snopud.com). For additional information contact the Commission Office at 425.783.8611.**



**BUSINESS OF THE COMMISSION**

Meeting Date: April 16, 2024

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



# 2023 Audit Results

## Public Utility District No. 1 of Snohomish County

April 5, 2024



# Agenda

01 AUDITOR REPORTS ISSUED

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02 AREAS OF AUDIT EMPHASIS

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03 MATTERS REQUIRED TO BE COMMUNICATED TO  
THOSE CHARGED WITH GOVERNANCE

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04 OTHER COMMUNICATIONS

# Auditor Reports Issued

## Unmodified Opinions

on each individual system, and the District's combined financial statements

- Financial statements are presented fairly and in accordance with U.S. GAAP – promulgated by the Governmental Accounting Standards Board (GASB)
- Report dated – April 5, 2024

Audit and report on internal control and compliance over financial reporting in accordance with *Government Auditing Standards*

- No material weaknesses in internal control
- Report dated – April 5, 2024



# Auditor Reports Issued (continued)

**Single Audit  
Reports** as  
required by  
*Uniform Guidance*

- Audit and report on compliance related to Each Major Federal Award Program; report on Internal Control over Compliance; and report on the Schedule of Expenditures of Federal Awards.
- Total federal expenditures in 2023 from all federal grants – \$6,782,144
- Two major federal programs identified and tested –
  - ⑩ Dept of the Treasury – Coronavirus State & Local Fiscal Recovery Funds – \$5,159,271
  - ⑩ Dept of Homeland Security – FEMA grant – \$1,619,807



# Areas of Audit Emphasis

- **Internal control environment**
  - Capital assets/project management, customer billings/cash receipts/collectability of receivables, cash disbursements/payables, payroll, and administration of federal awards
- **Capital assets**
  - Testing of capital asset additions, retirements, overhead application to construction in progress; consideration of capitalization policies and potential impairment, and depreciation
- **Debt activity**
  - Tested the issuance of 2023 Water System Revenue Bonds;
  - For all systems, tested debt repayments, arbitrage liability, and compliance with covenants
- **Revenue recognition**
  - Operating revenue analysis using business indicators such as energy and water consumption, number of customers, and weather factors;
  - Testing of revenue unbilled as of December 31
- **Implementation of new accounting standard GASB 96, *Subscription-Based Information Technology Arrangements***
  - Resulted in SBITA asset and a SBITA liability – disclosed in Note 5





# Matters to Be Communicated to the Governing Body

## MATTERS TO BE COMMUNICATED

### Significant Accounting Practices:

Our views about qualitative aspects of the District's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures.

## MOSS ADAMS COMMENTS

- The quality of the District's accounting policies and underlying estimates are discussed in Note 1 to the financial statements. There were no changes in the District's approach to applying the critical accounting policies.
- Management Estimates –
  - unbilled revenue,
  - allowance for doubtful accounts,
  - accrued liabilities for injuries, damages, legal, and insurance contingencies,
  - depreciable lives of capital assets,
  - actuarial valuations for the determination of pension and OPEB liabilities,
  - lease receivables and liabilities



# Required Communications



Audit was performed according to the planned scope and timing.



The District is subject to potential legal claims that arise in the ordinary course of business. The District's exposure is disclosed in Note.



Financial statement disclosures were consistent, clear, and understandable.

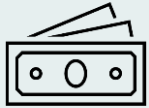


Representations were requested and received from management.



There were no disagreements with management or difficulties encountered during the audit.

# Required Communications (continued)



There were no passed or recorded audit adjustments as a result of our audit.



Illegal acts (none noted)



Moss Adams is independent with respect to the District.



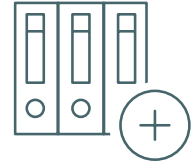
Consideration of fraud in a financial statement audit.

Procedures performed included journal entry testing, third-party confirmations, and interviews of personnel.



# Upcoming New Standards

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GASB 100, *Accounting Changes and Error Corrections* – effective in 2024.

GASB 101, *Compensated Absences* – effective in 2024.

GASB 102, *Risk and Uncertainties Disclosures* – effective in 2025.



# Your Service Team Leaders

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# Acknowledgements

**Thank you!**

- The audit progressed on time as established during the planning stage of the audit; requested schedules and draft financial statements were received on a timely basis.
- All District personnel responded to our requests in a timely manner.
- ‘Tone at the Top’ and attitude from management was one of helpfulness and openness in response to audit discussions.





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THANK  
YOU

# WATER SUPPLY UPDATE

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- ▶ SNOHOMISH COUNTY PUD
  - ▶ Mike Shapley – Short-Term Power Trader
- ▶ COMMISSION MEETING: APRIL 16, 2024
- ▶ LAST PRESENTED: OCTOBER 17, 2023





Purpose: To update the Commission on the water supply status. No action needed.

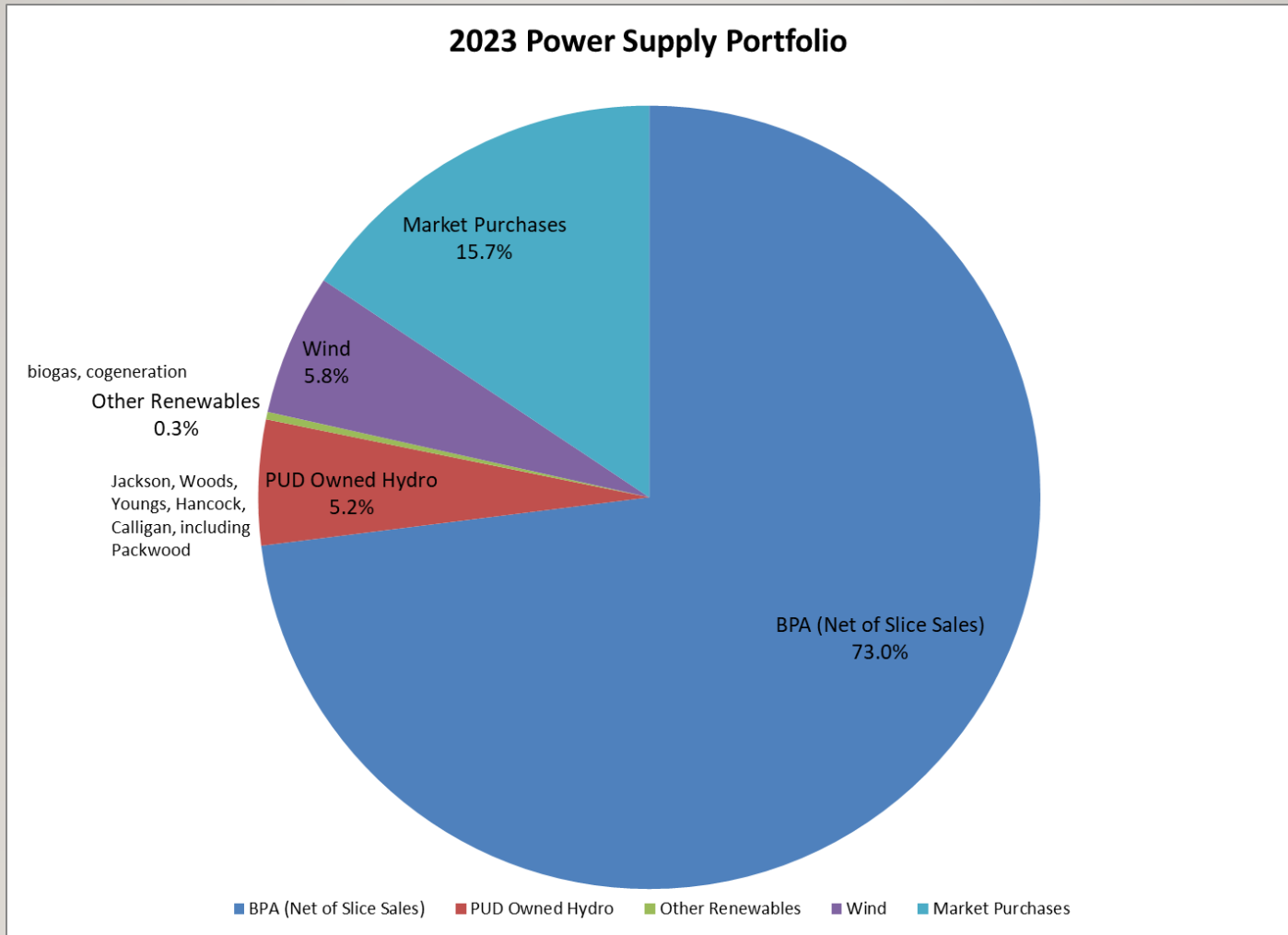
## Topics:

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- PUD energy portfolio mix.
- WY (water year) '24 summary: Oct '23 – Mar '24.
- The WY '25 forecast.

# PUD energy resource portfolio:

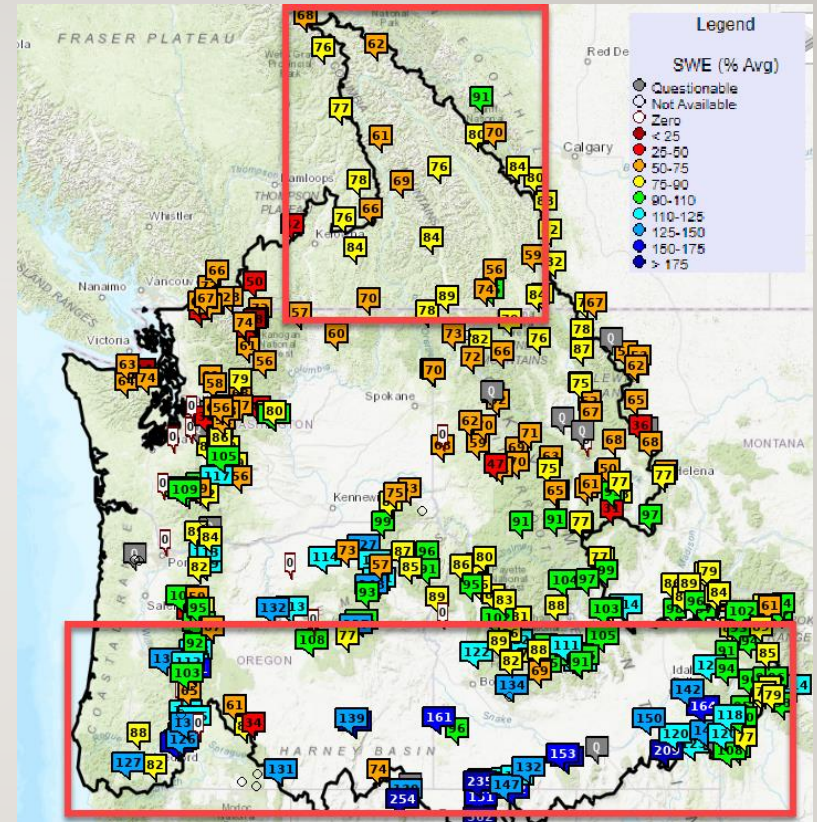
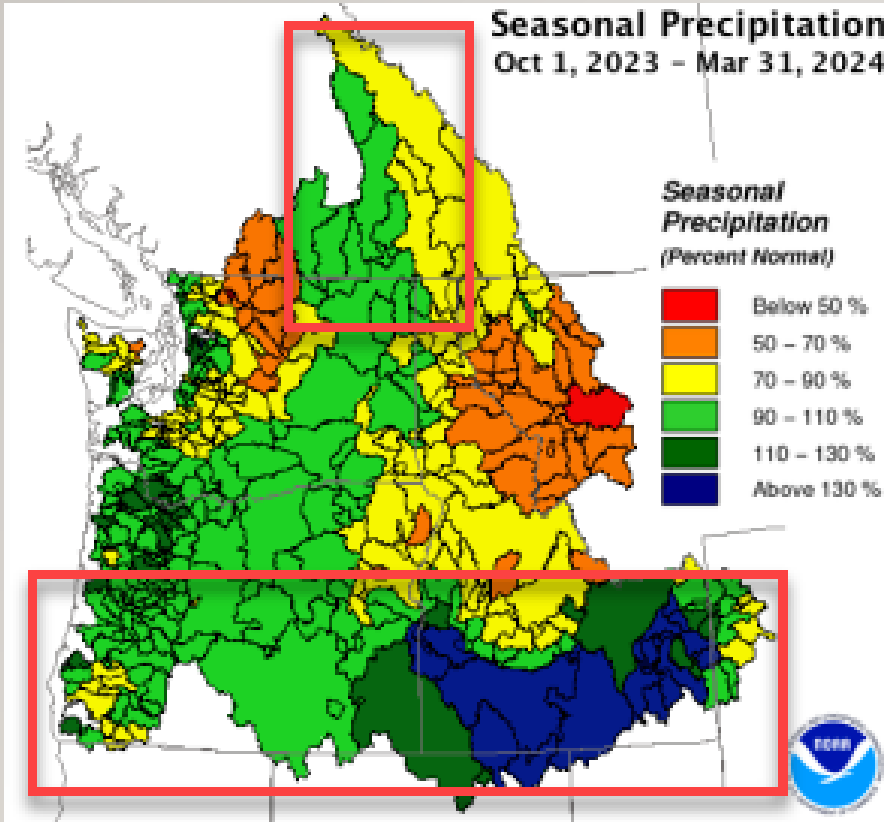
~78% of the PUD resources rely on hydro generation and water supply



## WY '24 Summary: Oct 1, 2023 – Mar 31, 2024

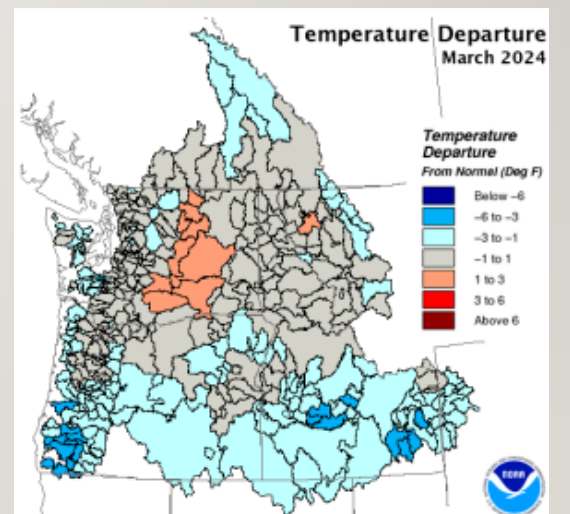
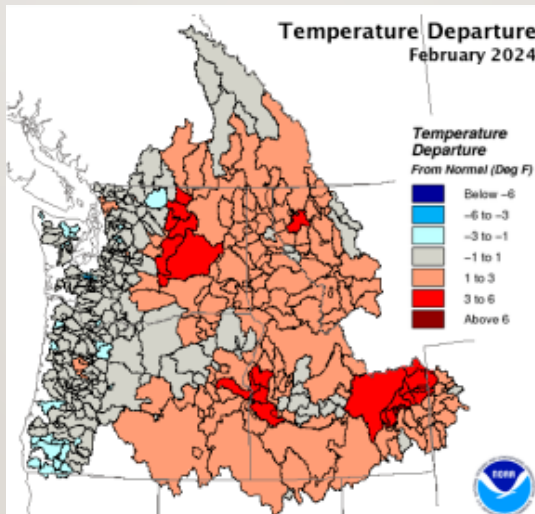
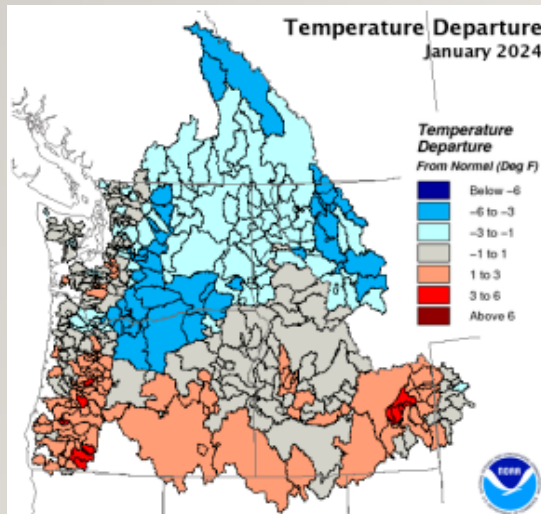
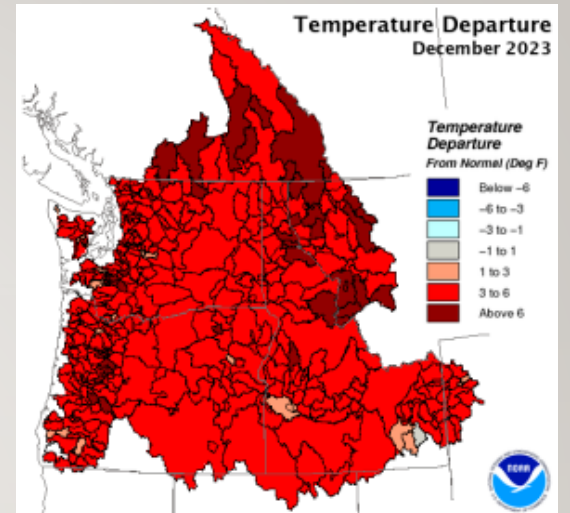
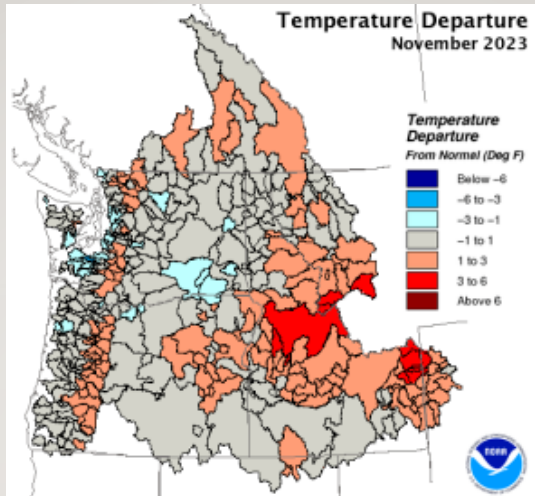
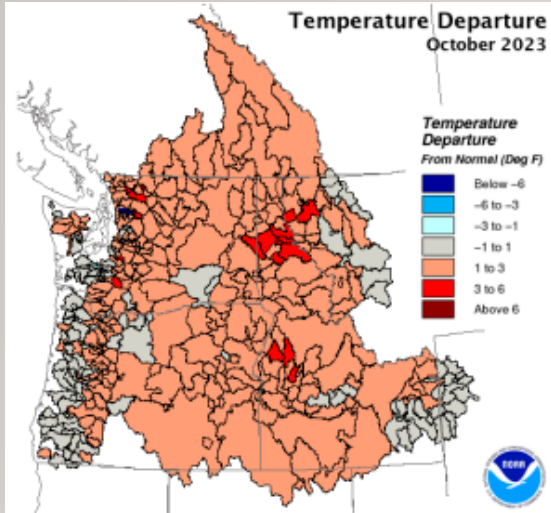
- Forecast at 83% of the 30-year average (Oct-Sep) :
  - Began Oct '23 with drier than average soil conditions.
  - El Niño winter forecast: Came true, wet and cool conditions for the southern hemisphere, warmer conditions for the northern hemisphere.
  - Forecast to be 66<sup>th</sup> worst water supply in the past 76 water years.
- California benefited from above average precipitation for a second year in a row (typical for El Niño conditions).
- Jackson Hydro: 1987 – Present:
  - Generation: 80% of average.
  - Precipitation: 87% of average.
- Hancock Creek and Calligan Creek Generation: 2019 – Present:
  - Calligan: 97% of average.
  - Hancock: 134% of average.
- Youngs Creek: 2017 – Present:
  - Generation: 101% of average.
  - Precipitation: 94% of average.

# WY '24 Summary: Oct 1, 2023 – Mar 31, 2024

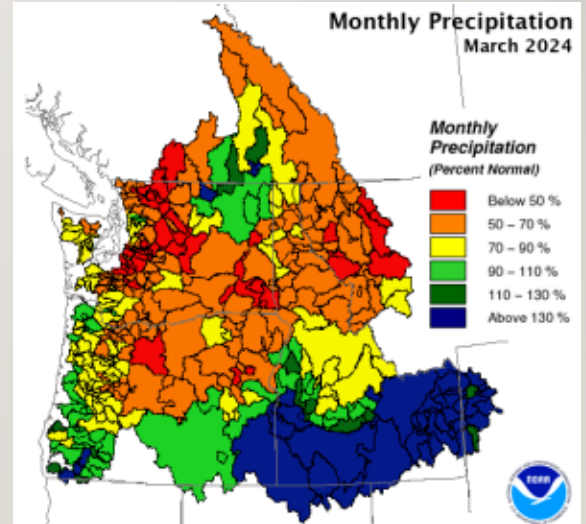
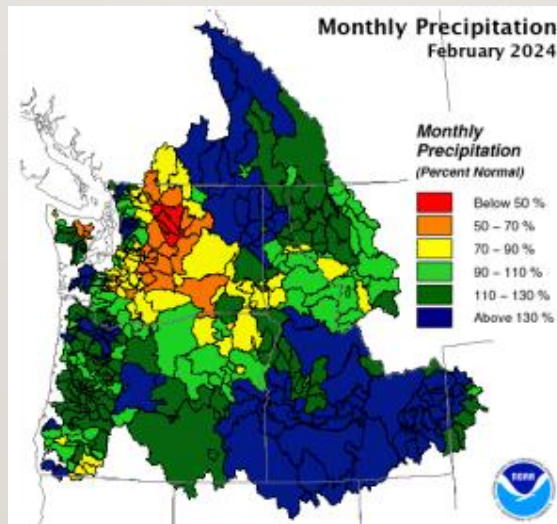
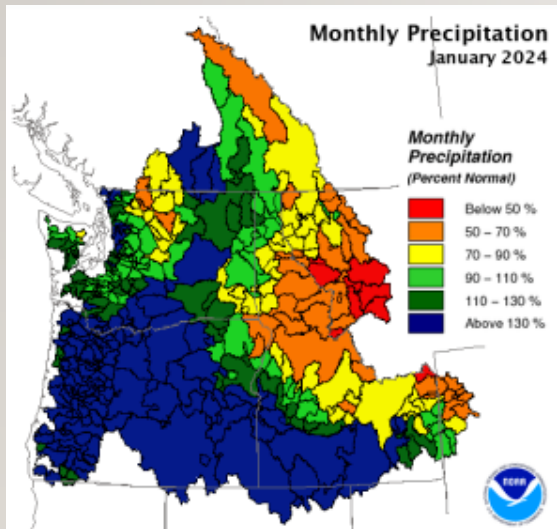
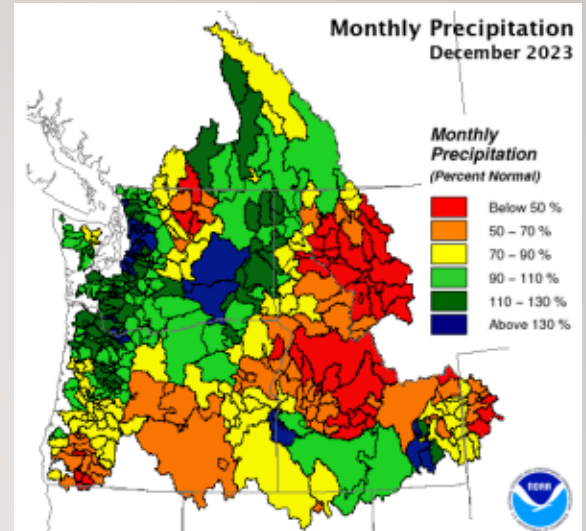
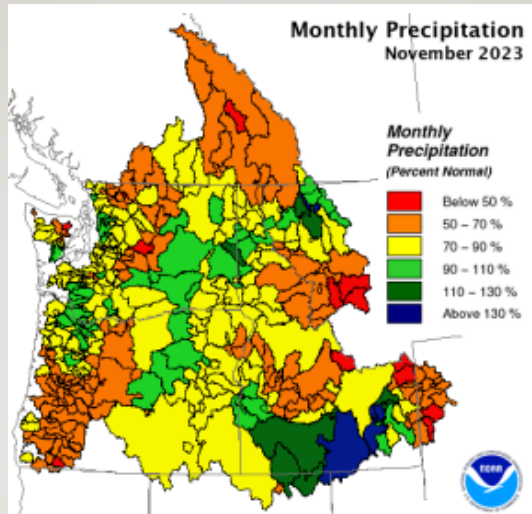
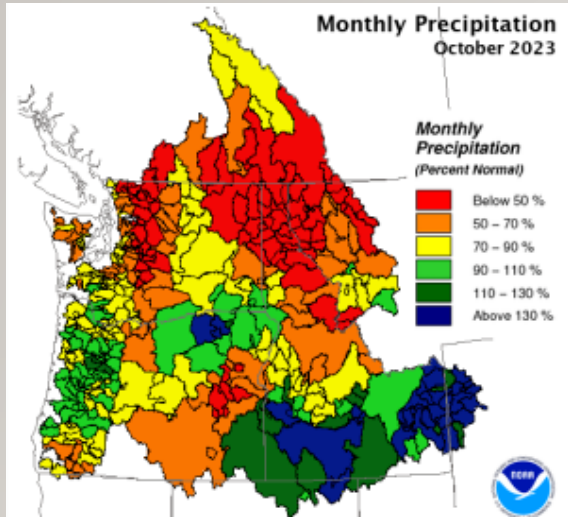


- The northern basin received less precipitation (70-110%) - even less snow due to warmer than average conditions.
  - The southern basin received above average rain and snow.

# WY '24 temperature by month:



# WY '24 precipitation by month:



# WY '24: Monthly

## ESP-Ensemble Streamflow Actuals and Forecasts

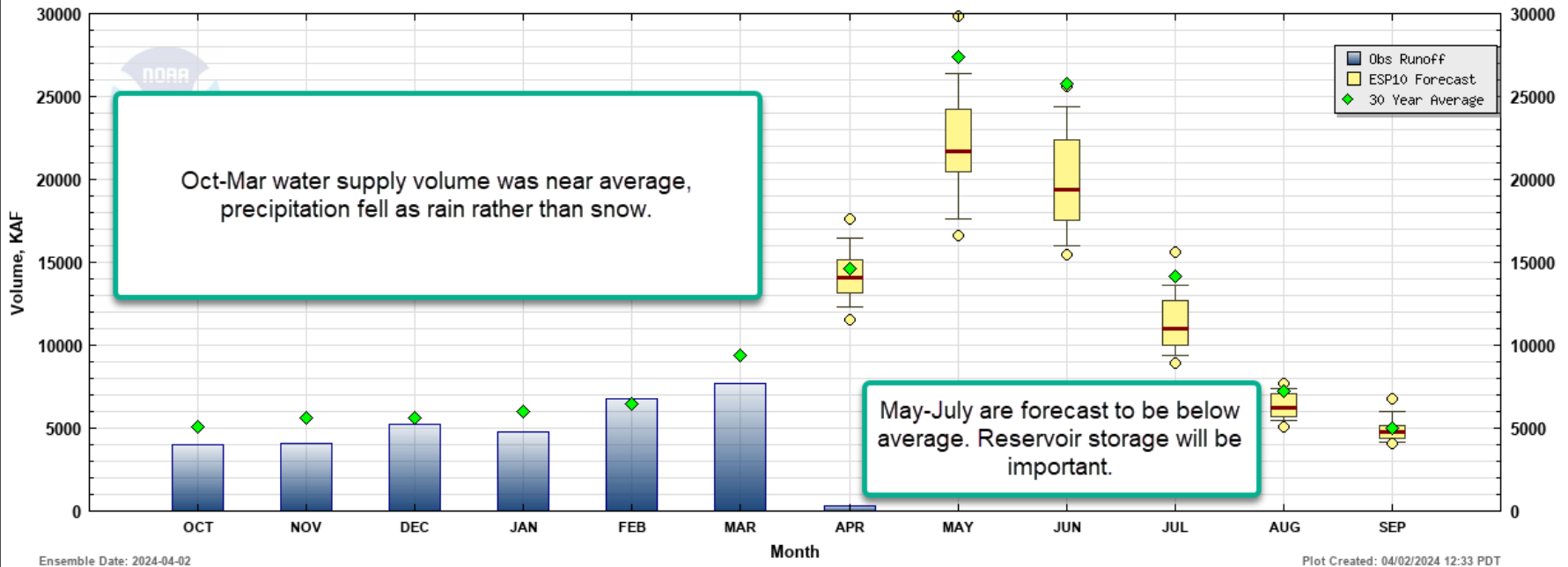


### Northwest River Forecast Center

# ESP Monthly Water Supply Volumes

Home Close Seasonal Forecasts Choose Date: [Calendar Icon] Next Water Year

Water Supply Volume Monthly Forecasts (ESP10) for Water Year 2024  
(TDAO3) COLUMBIA - THE DALLES DAM

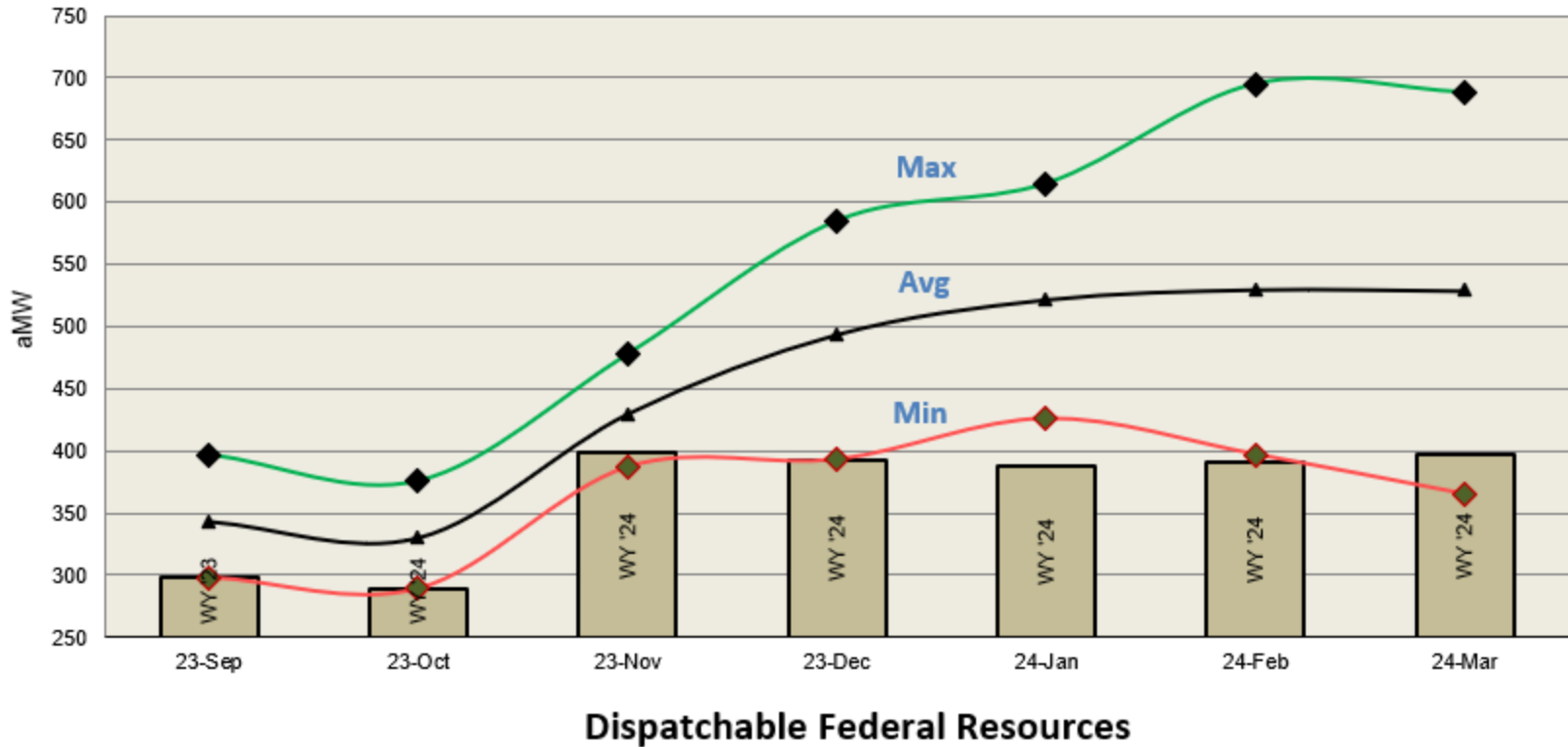


Ensemble Date: 2024-04-02

Plot Created: 04/02/2024 12:33 PDT

# WY '24 – Federal hydro comparison to 2012-2023

Below average snow forced reservoirs to remain high and limit generation flexibility.

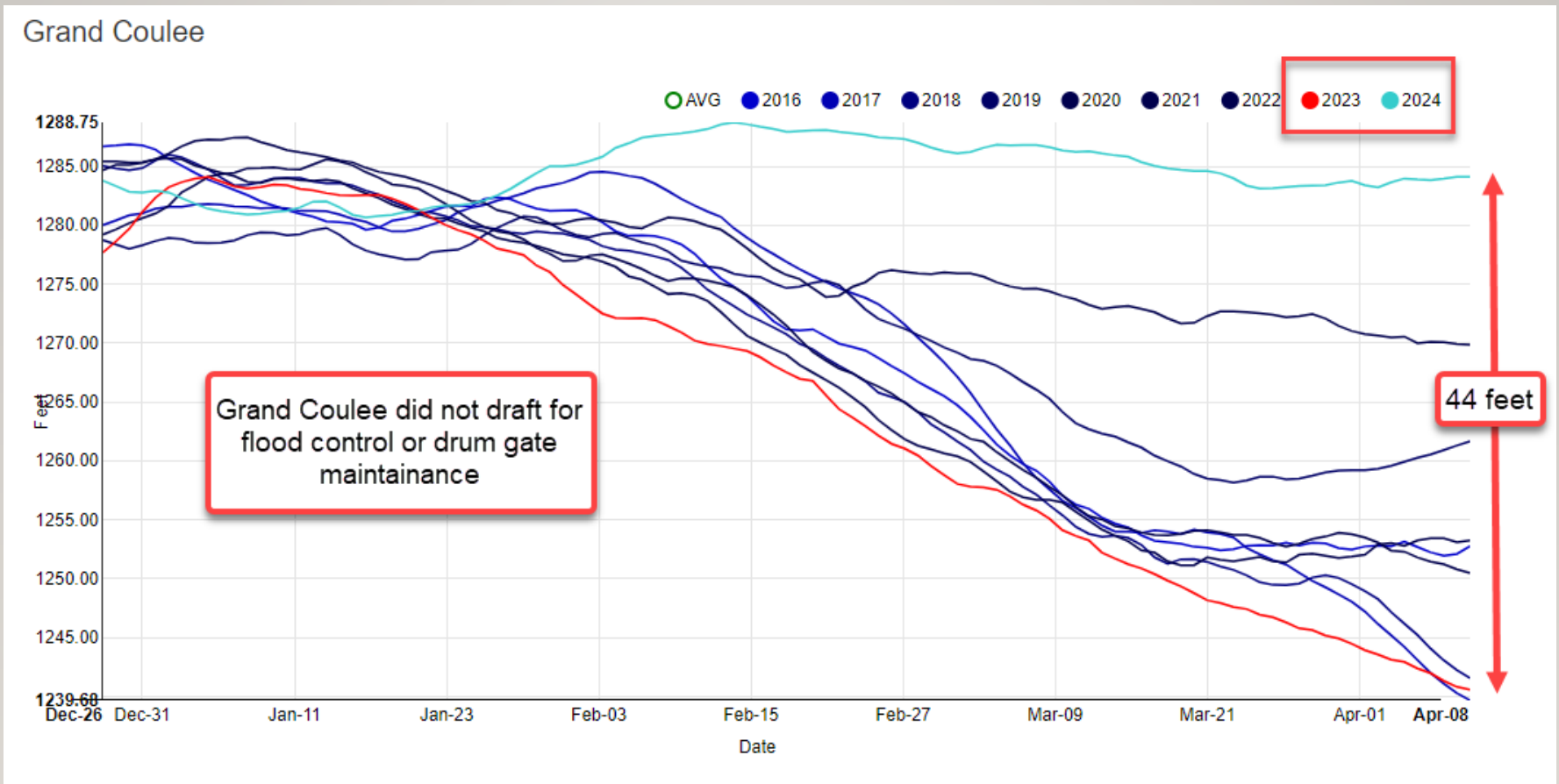




WY '24 – Canada reservoir storage has improved from #16 to #9 since February 2024. Good news for upcoming summer and winter operation.

STATION ▲	DATE ▲	WYE ▲	HF ▲	KAF ▼	RANK ▲
Station		WYE	BC reservoir storage in thousand acre feet		
Group_BC	04-06-2024	2015		9,294	1
Group_BC	04-06-2024	2009		8,342	2
Group_BC	04-06-2024	2017		8,198	3
Group_BC	04-06-2024	2011		7,741	4
Group_BC	04-06-2024	2010		7,388	5
Group_BC	04-06-2024	2016		7,006	6
Group_BC	04-06-2024	2018		6,865	7
Group_BC	04-06-2024	Average		6,779	
Group_BC	04-06-2024	2019		6,751	8
Group_BC	04-06-2024	2024		6,630	9
Group_BC	04-06-2024	2014		6,564	10
Group_BC	04-06-2024	2013		6,408	11
Group_BC	04-06-2024	2020		6,065	12
Group_BC	04-06-2024	2021		5,639	13
Group_BC	04-06-2024	2022		5,547	14
Group_BC	04-06-2024	2012		5,393	15
Group_BC	04-06-2024	2023		4,632	16

# WY '24 – Grand Coulee: Remained within five feet from full



# WY '24 Winter Forecast: La Niña

- Historically, La Niña will produce cooler and wetter conditions in the north, warmer and drier conditions in the south.
- Tend to reach their maximum strength Oct-Feb.



## Questions:

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# Energy Risk Management Report

Peter Dauenhauer, Senior Manager Rates, Economics and Energy Risk Management

Anna Kruglova, Economist III

Felicienne Ng, Principal Economist V

April 16, 2024

Last Presentation: October 17, 2023

# This Presentation

- Purpose of this Presentation
    - Report on the Energy Risk considerations and actions of the Energy Risk Management Committee (ERMC) over the last 6 months
- 
- Expectations of the Board
    - Informational Only

# Recent Meetings

- 2023-10-17 – Q2 -Q3 '23 Bi-Annual Risk Report
- 2023-04-13 – Q4 '22-Q1 '23 Bi-Annual Risk Report
- 2022-10-03 – Q2-Q3 '22 Bi-Annual Risk Report
- 2022-01-19 – Q4 '21 Quarterly Risk Report
- 2021-10-19 – Q3 '21 Quarterly Risk Report
- 2021-08-17 – Q2 '21 Quarterly Risk Report
- 2021-04-20 – Q1 '21 Quarterly Risk Report
- 2021-12-15 - Energy Risk Management Policies and Procedures (Workshop)

# Agenda

- Energy Risk Background and Fundamentals
- Sources of Risk
- Q4 2023, Q1 2024 Risk In Retrospect
- Risk Program Plans





# Background

# Background on Risk Policy

- PUD staff make best efforts to anticipate both the consumption of electric power by its customers and the supply of electric power available.
- The District engages in transactions to meet customer needs in a dependable, safe, and responsible manner.
- These transactions include buying, selling, and scheduling of electric power, options for electric power, or other energy commodities as necessary to meet load and mitigate risk.

# Key Strategies

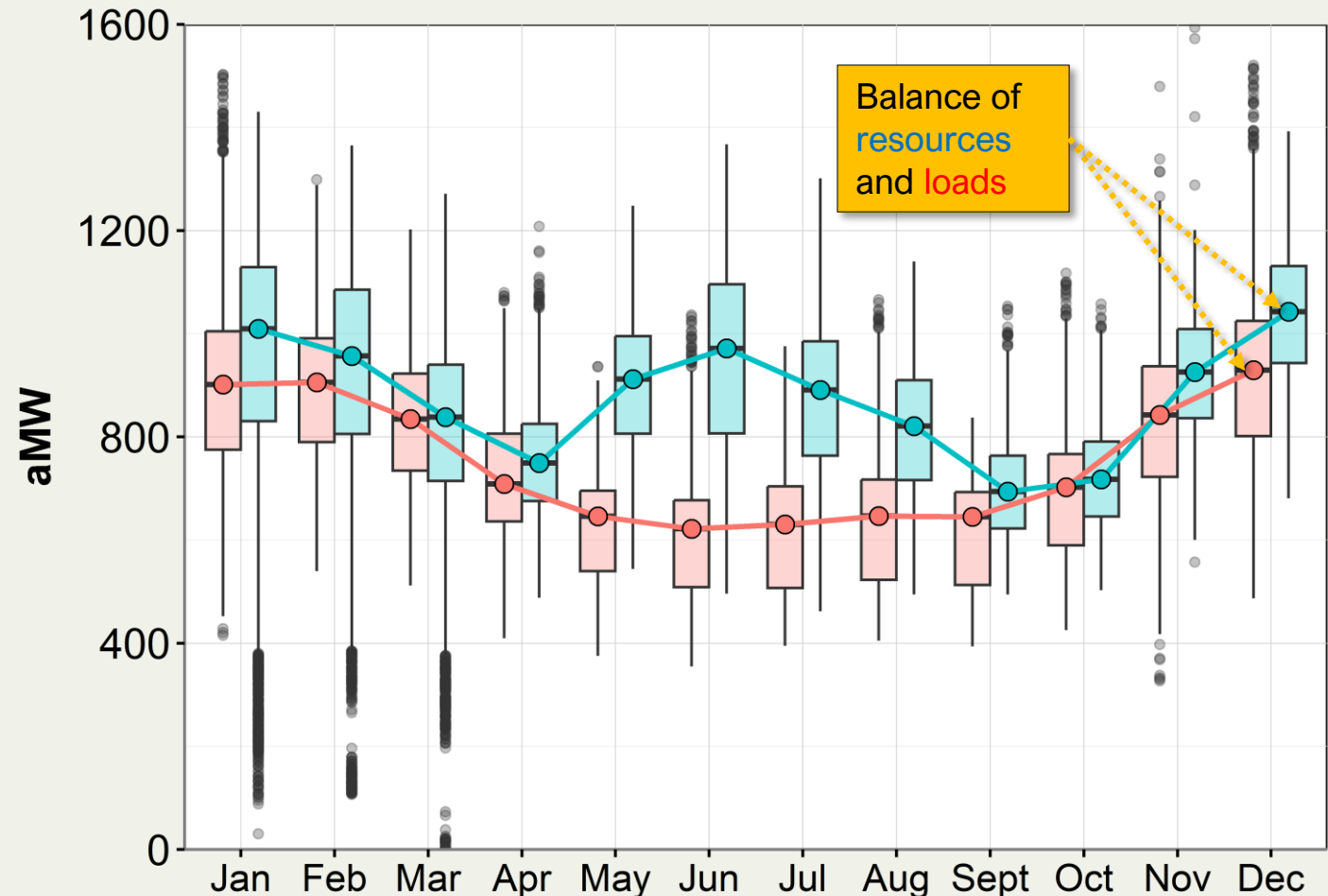
- Define and update uncertainties and risks related to:
  - Resources and Load Demand.
  - Market Prices.
- Keep monthly market position near neutral in the short-term horizon (36 months) by:
  - Keeping exposure to market prices below limits.
    - Limits are set to cap the impacts of market movements to no more than a 3% rate increase.
  - Consider to balance “within month” risk (i.e., MLK weekend).
  - Transacting market operations over time to “average out” market variations (Glidepath).

# Sources of Risk

# Resource and Load Variability

- **Resources** (blue boxes and lines) have seasonal weather-based variation: hydro (slice), wind.
- **Load** (red boxes and lines) pattern is 'winter peaking'.
- Staff regularly revises forecasts when new information is available.

*Variability of Hourly Resources And Loads By Month*

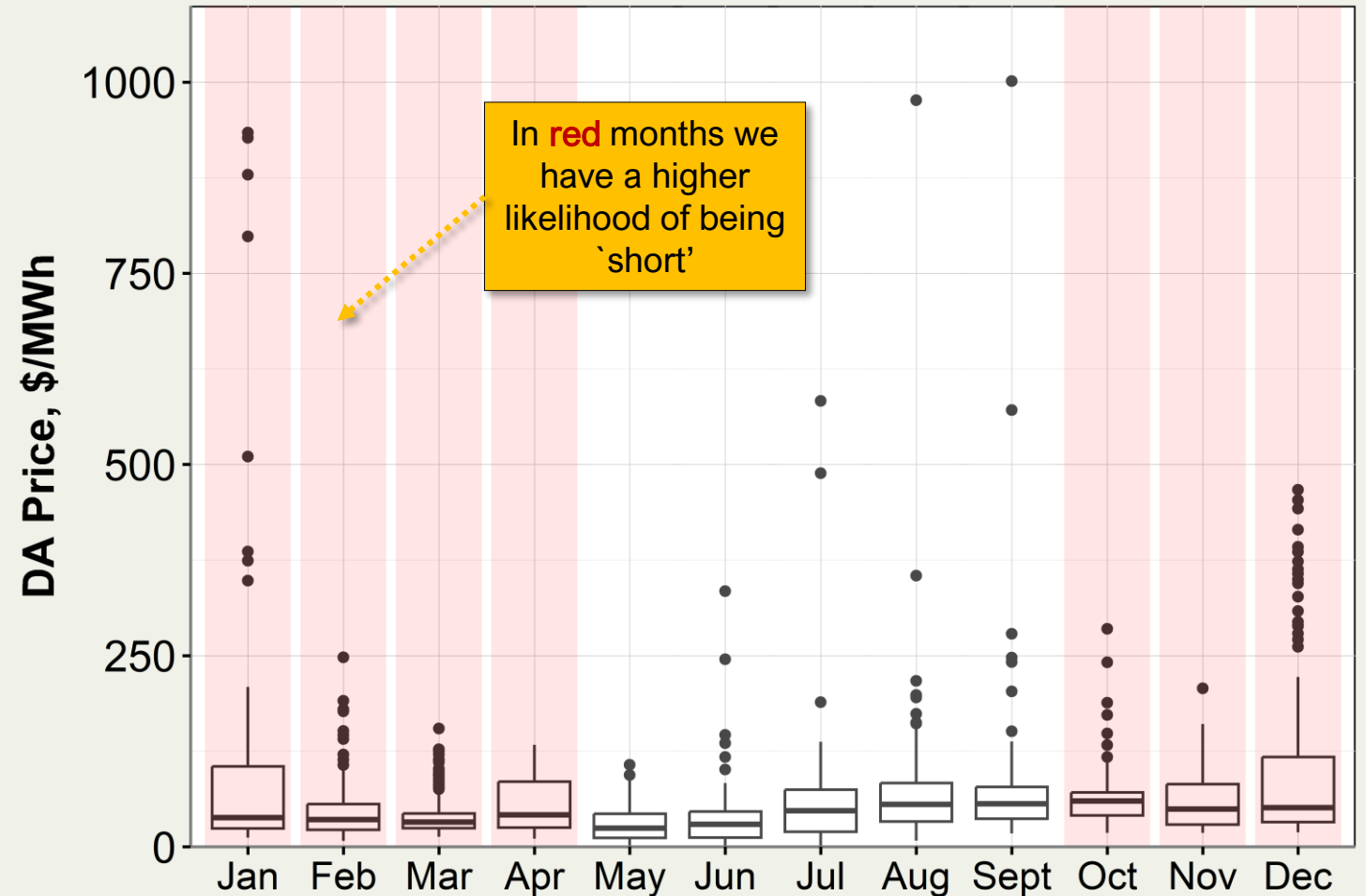


*aMW = average Mega-Watts, Data: from Jan '19 to Apr '24*

# Price Variability

- Market prices can vary significantly during a month.
- In recent years, the variability and overall price levels have increased.
- Given this variability, we try to avoid depending on the market when prices are outliers (black dots).

*Variability of Hourly Prices by Month*

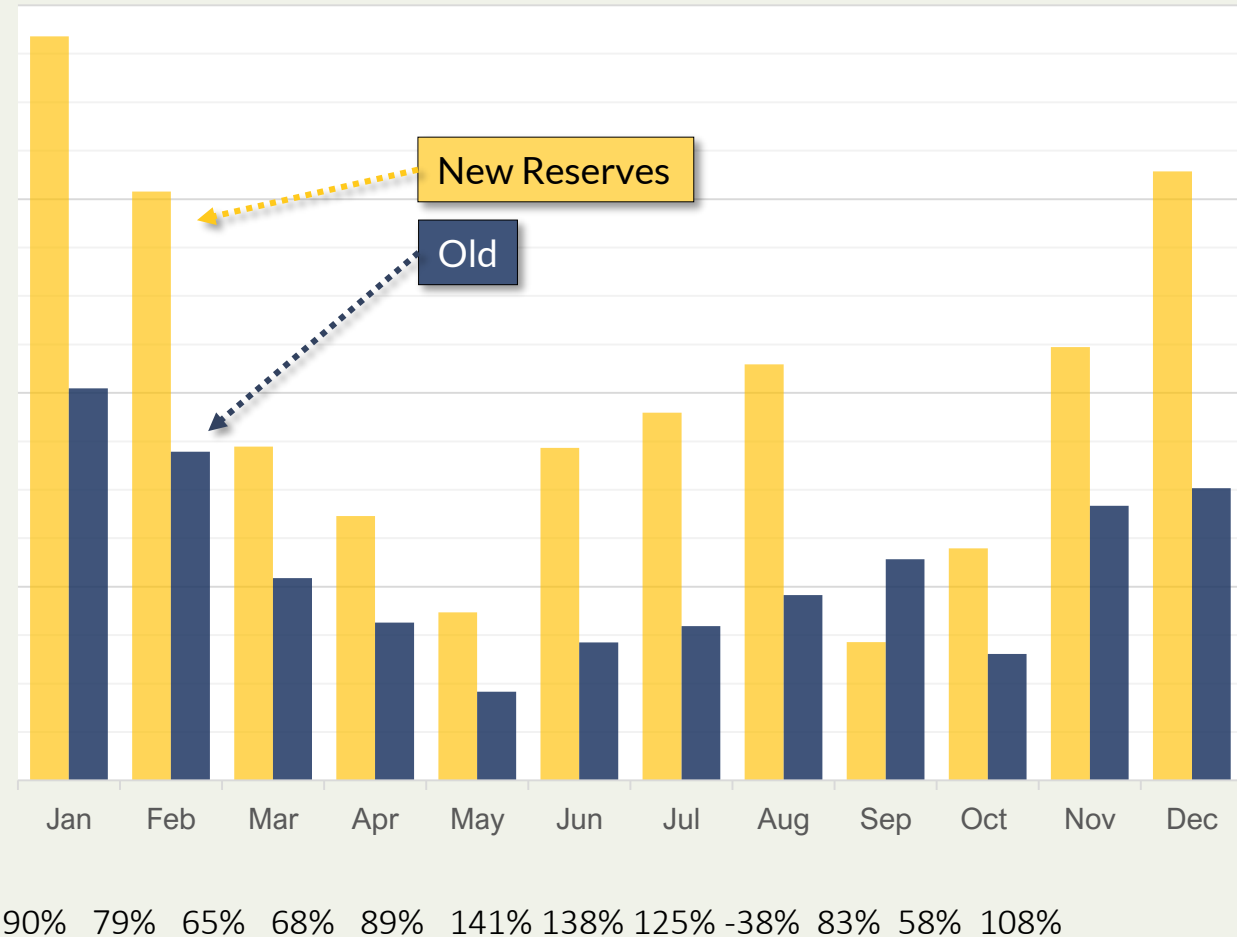


*DA = Day-Ahead, Data: from Jan '19 to Apr '24*

# Target Positions

- The PUD carries a deliberate amount of length (reserves) into every month to ensure we don't get caught surprisingly short of resources in an expensive market.
- **New:** Established Volumetric Capacity Reserve Requirements.
- Aligned with Integrated Resource Plan.
- Created a bridge to Resource Adequacy requirements.
- Considered 36 months in advance.

New vs. Old Reserve Comparison



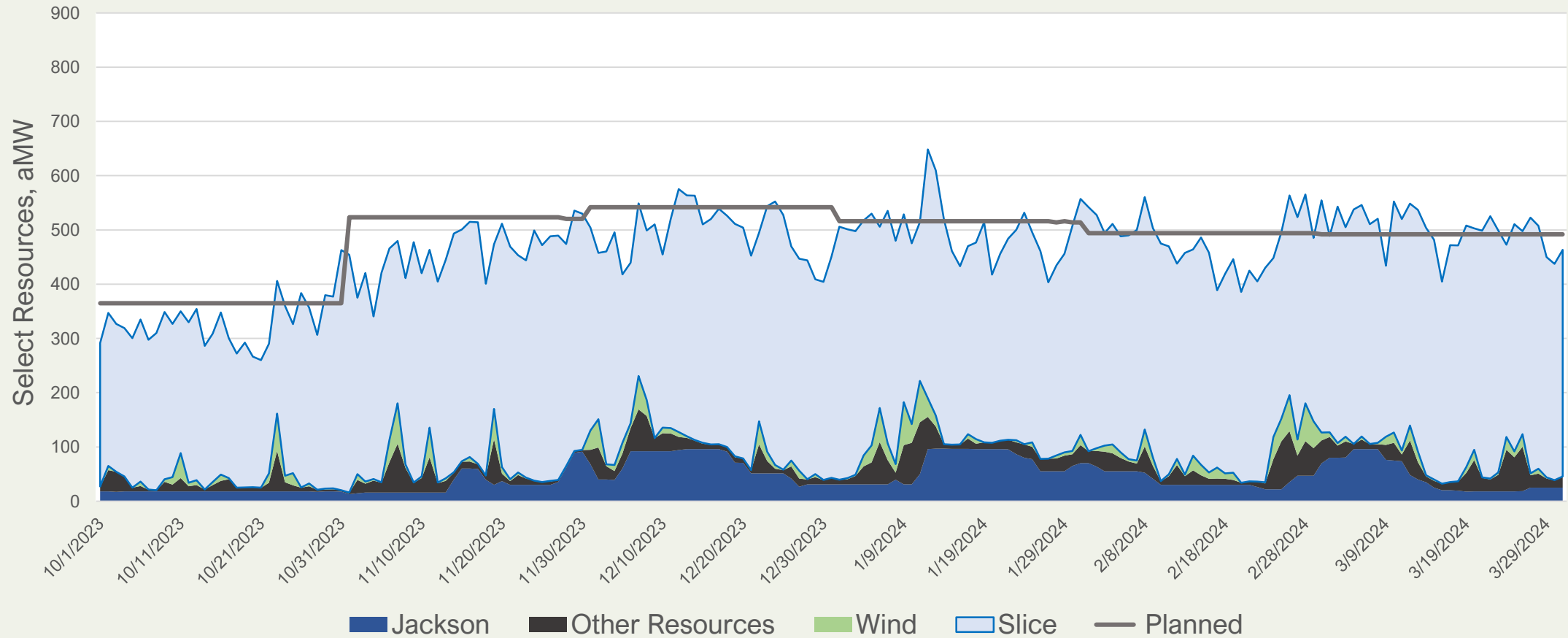
# Energy Risk Q4 '23, Q1 '24 In Retrospect





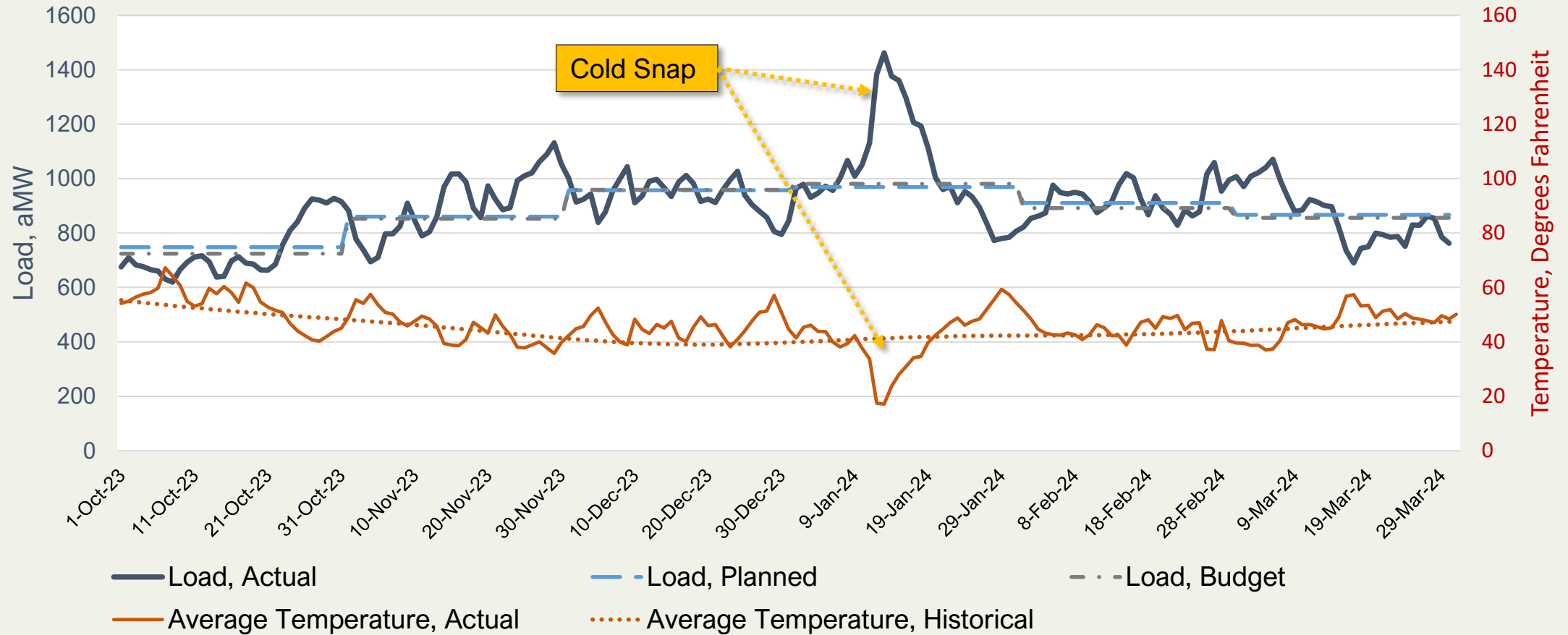
# Supply

Q4 2023 - Q1 2024	Actual Relative to Planned						
	Q4 '23 - Q1 '24	October	November	December	January	February	March
<b>Slice</b>	91%	94%	93%	87%	94%	101%	104%
<b>Wind</b>	73%	103%	63%	68%	116%	91%	70%
<b>Jackson</b>	97%	58%	68%	158%	102%	72%	98%
<b>Other Resources</b>	64%	45%	63%	73%	101%	92%	134%
<b>TOTAL</b>	<b>90%</b>	<b>90%</b>	<b>88%</b>	<b>91%</b>	<b>96%</b>	<b>97%</b>	<b>102%</b>

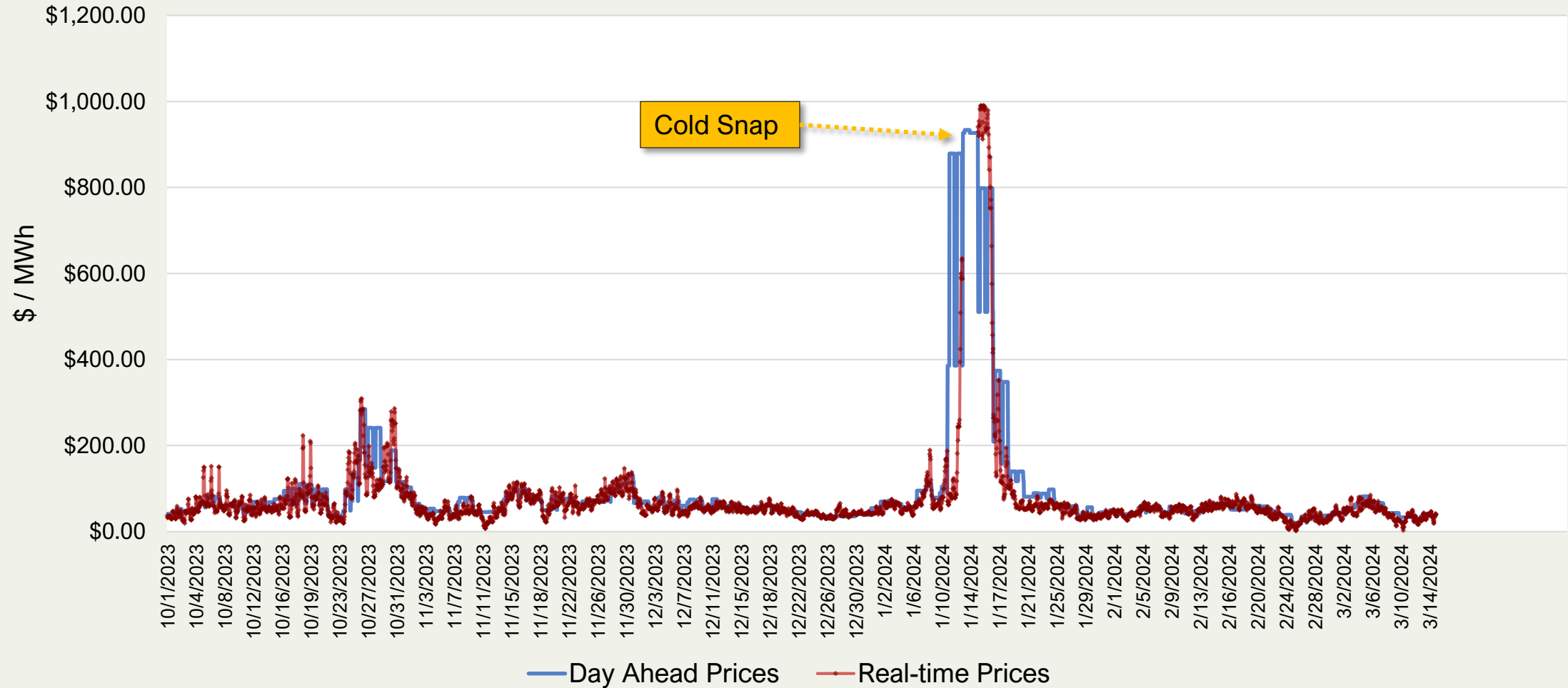


# Demand

Q4 2023 - Q1 2024	Actual Relative to Planned Loads						
	Q4 '23 - Q1 '24	October	November	December	January	February	March
Budget Forecast	877	724	853	959	981	892	856
Month-Ahead Forecast	885	748	860	957	969	910	867
Actual	899	735	907	935	1032	922	863
Actual vs. Budget	102%	101%	106%	98%	105%	103%	101%
Actual vs. Month-Ahead	102%	98%	105%	98%	107%	101%	100%

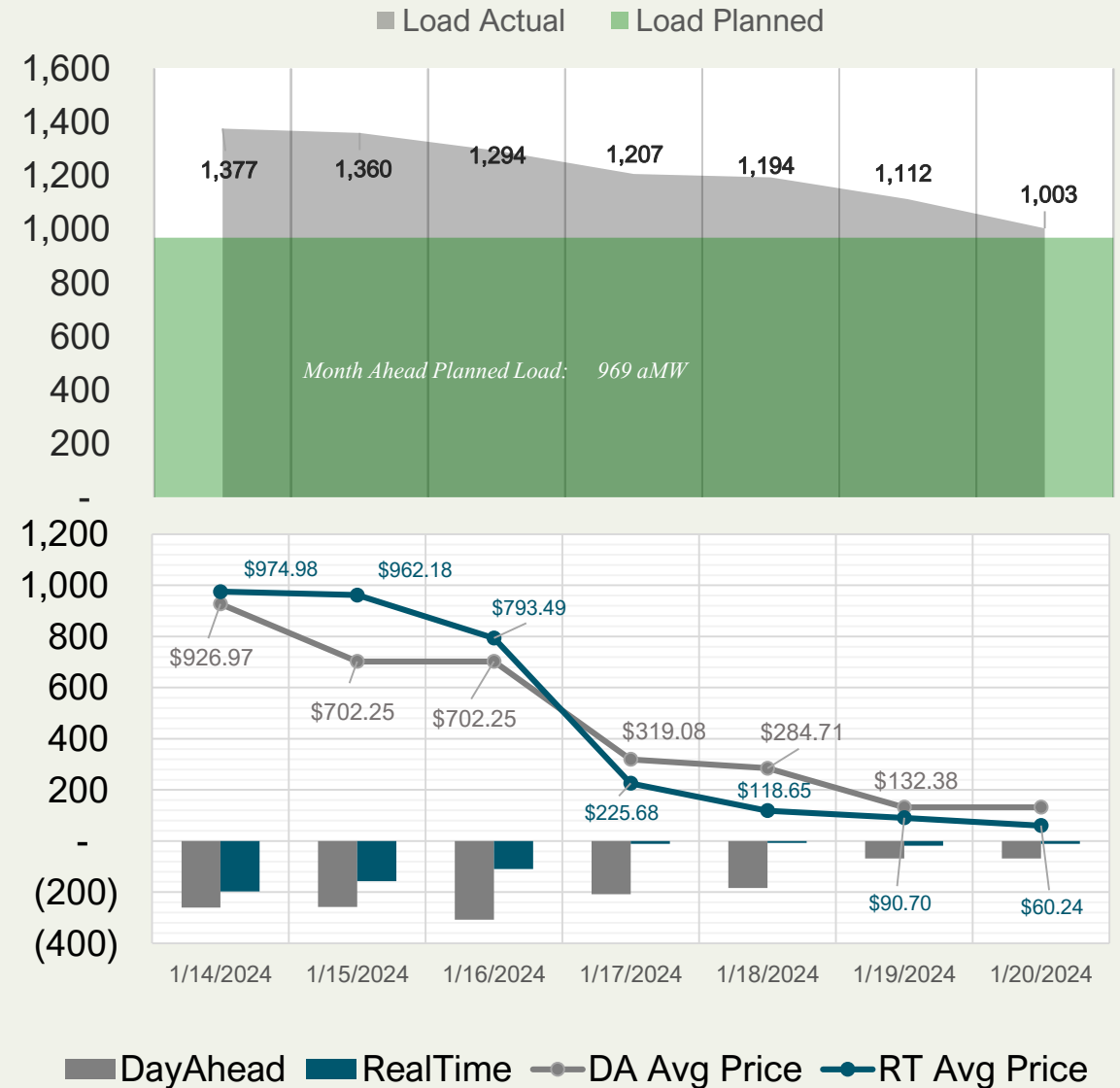


# Market Prices

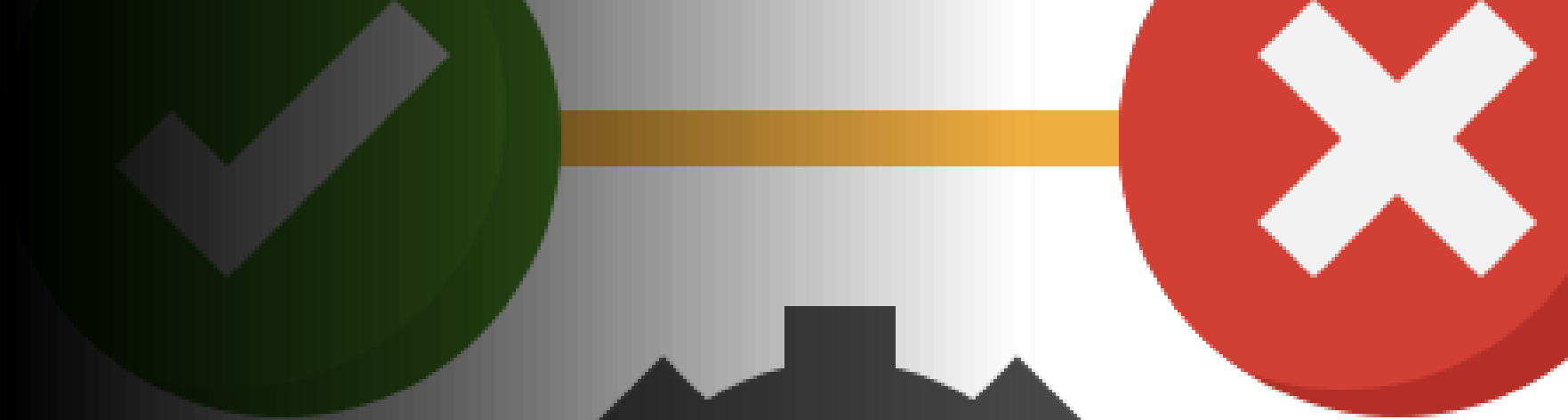


# Peak Week

- The “Peak Week” during the last 6 months has the largest total load demand during a single week.
- Market prices during those periods are also shown.
- The week of January 14 – January 20 was our peak week over the period, with 1,517 MWh at 10 am on January 14.
- Prices over this week peaked on January 14 (\$928 Day Ahead, \$974 Real-Time).

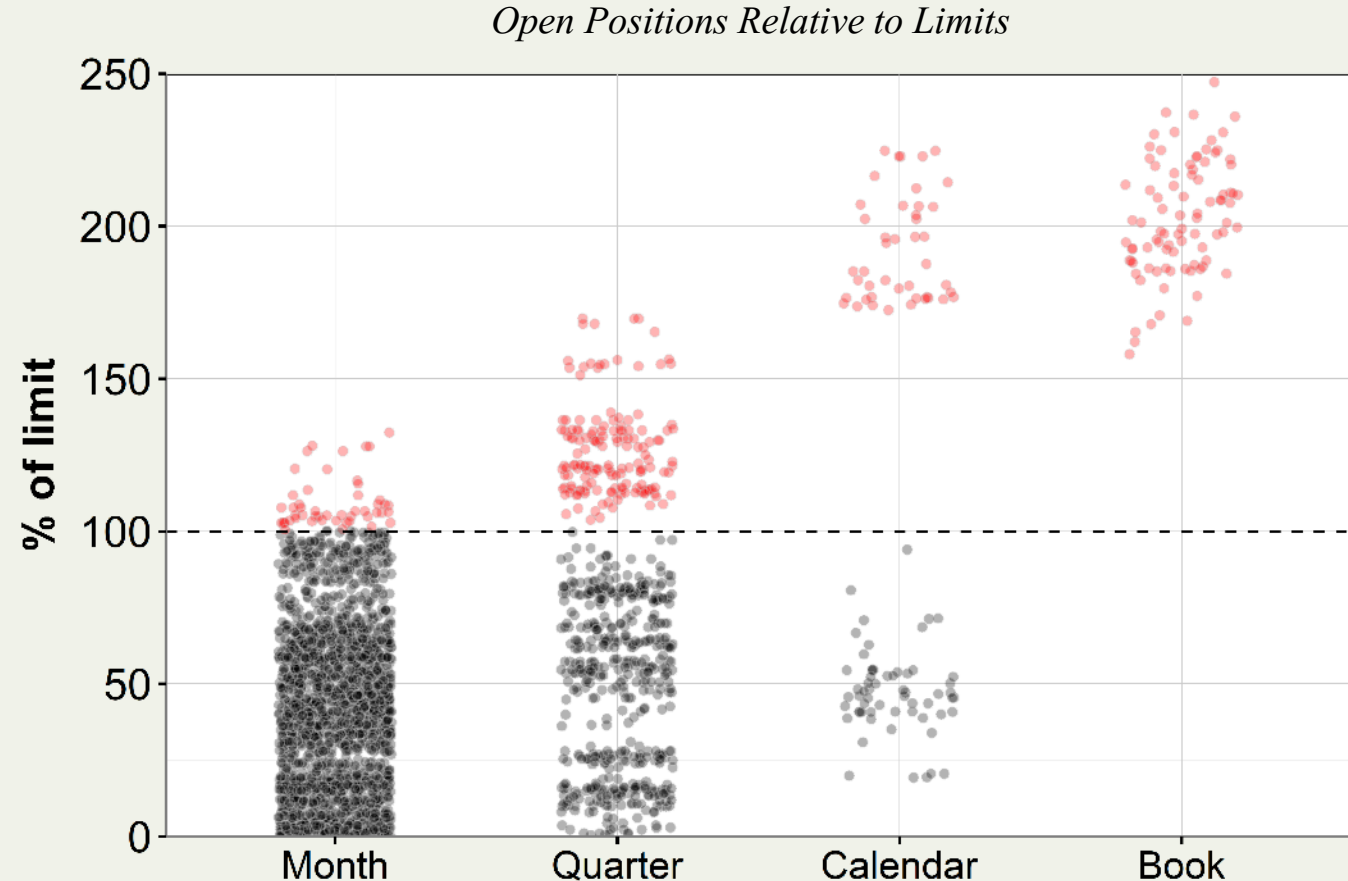


# Risk Tests



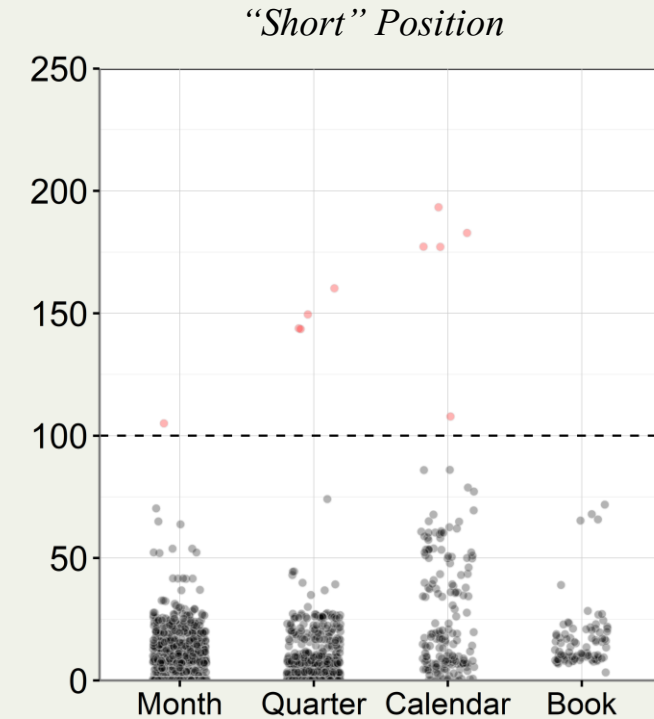
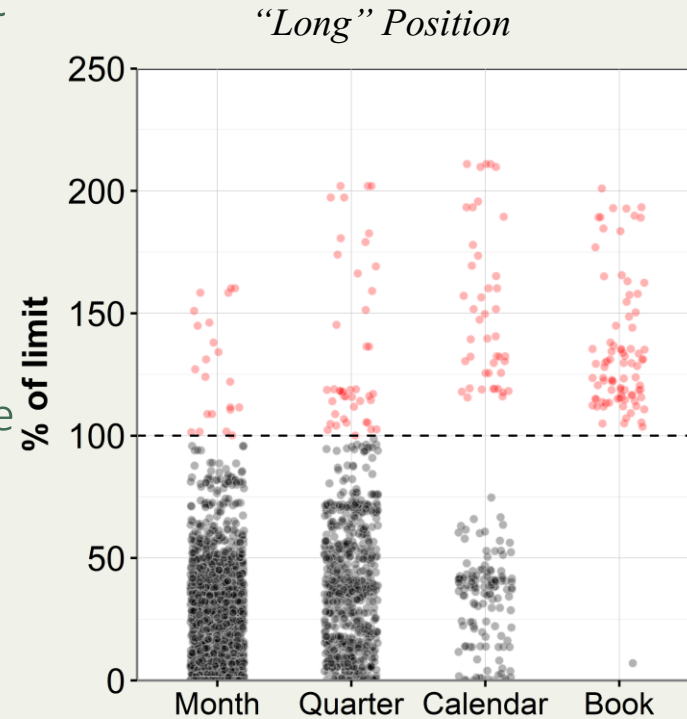
# Financial Load Imbalance Test

- If resources are not equal to load, we have an “open position”. This test shows whether this value is above or below limits we set. The value of these open positions is not certain.
- Each dot represents one “% of Limit” test.
  - Black dots are below target; red dots are above target (= exceedances).
- Multiple exceedances (red dots) occurred throughout the period due to:
  1. High market prices.
  2. Preference for holding more energy.
  3. Ensuring that we have sufficient energy for variations that occur within a month.

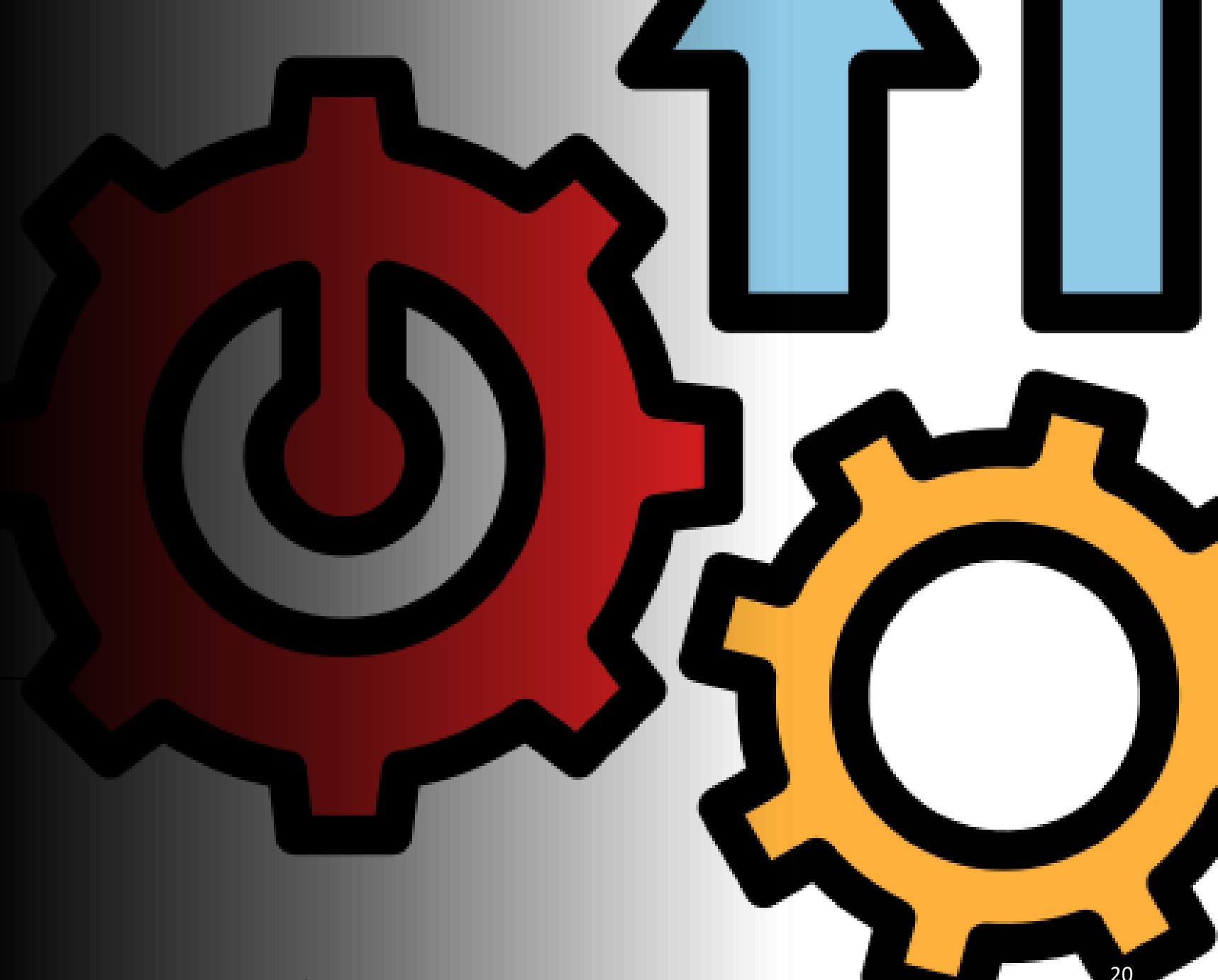


# Price Exposure Test

- Our net long or short positions are subject to risk through movements in market prices.
- Risk limits for this test apply for possible price movements. These are calculated from observed price volatility.
- Each dot represents one “% of Limit” test.
  - Black dots are below target; red dots are above target (= exceedances).
- Multiple exceedances (red dots) occurred throughout the period due to:
  1. High market prices.
  2. Periods of high price volatility.
  3. Preference for holding more energy.



# Recent Risk Program Improvements





# Risk Strategy: Update and Future Plans

## Update

- Implemented a forward sales moratorium to help retain positions in sensitive months.
- Explore opportunities to acquire capacity needs.
- Enhance processes to respond to forecasted extreme events in operational period.

## Future

- Standing up a financial hedging program.
- Evaluating different market and BPA products.
- Revising procedural documents to better match processes, controls, and practice.

# Benefit Program Proposal for Changes Non-Represented Employees



Dana Pollow - Senior Manager, Human Resources

April 16, 2024

# Purpose

- April 2, 2024 - Resolution approved for CBA and benefit & leave program changes for represented employees.
- Today - Briefing on recommended benefit program related changes for non-represented employees.
- May 7, 2024 - Resolution asking for approval to mirror benefit program changes for non-represented employees.



# Agenda

Background

Medical, Dental, Vision

Life, AD&D, Voluntary Benefits

District Contribution

Part-time Employees

RHS & 401(k) Employer Match

Retiree Program changes

Miscellaneous

Next Steps



# Background

- Benefit Advisory Committee (BAC) met for about 15 meetings to review all-employee benefit survey, market, etc.
- Non-Standard PPO coverages.
- Continual Improvement (CI).



# Medical, Dental, Vision Changes

- **Medical & Dental**
  - Increase to deductibles, medical & Rx out-of-pocket maximums
  - Add \$30k lifetime Infertility
  - Chiropractic & Acupuncture – each 24 visits
  - Standardize PPO benefit provisions (i.e., Rx retail supply 30 day, etc.)
- **Delta Dental** – add \$2k lifetime Orthodontia coverage, increase crown coverage to 80%
- **Eyemed Vision** – add vision exam for \$10 copay



# Life, AD&D and Voluntary Benefits

- **Core Term Life & Core Accidental Death & Dismemberment (AD&D)**
  - 1x base salary (excludes OT) up to \$300K
  - Core AD&D (new)
  - Paid by District
- **Voluntary Benefits**
  - Effective 1/1/2026
  - Critical Illness, Accident, Hospital Indemnity
  - Paid by Employees



# District Contribution Changes

- **Medical & Dental** – small percent changes
- **Core Accidental Death & Dismemberment (AD&D)**
  - 100% paid by District
- **Health Savings Account (HSA)**
  - Employee Only \$1,500, Family coverage \$2,500





# Part-time Employee Changes

- Under average 30 hours – offer medical, dental, vision
- Pay in Lieu (PIL) Rate of Pay
  - PIL based on formula
    - Employee Only Coverage Level, annual premium for HMO and Willamette / divided by 2080

4/1/2024	2025	2026	2027
\$9.11 (No change)	150% of formula	120% of formula	100% of formula



# RHS & 401(k) Employer Match Changes

- **Retirement Health Savings (RHS) employer contribution**
  - Employees hired after 7/1/2009

Monthly			
7/1/2024	1/1/2025	1/1/2026	1/1/2027
\$125	\$125	\$150	\$150

- **401(k) Employer Match**

2024	1/1/2025	1/1/2026	1/1/2027
3% (no change)	3.5%	4%	4.5%



# Retiree Program Changes

- Coverage level & rate structure changes
- Retiree Medical District Contribution changes
  - Employees hired before 7/1/2009
- Two new retiree dental plans offered by Delta Dental
  - Paid by Retirees



# Miscellaneous

- COBRA Medical/Dental Subsidy for up to 12 months, upon employee or retiree death
- Advanced Notice Incentive Pay (ANIP)
  - Change from 1 year to 6 months (minimum 90-day notice)
  - Change from \$11 to \$22 a day



# Cost for Non-Represented Employees

2024	2025	2026	2027
\$165,000	\$1,148,000	\$875,000	\$506,000



# Next Steps

- May 7, 2024, Commission Resolution asking for approval of benefit changes for Non-Represented Employees.
- Educational sessions for Non-Represented Employees in May 2024.



# Questions?



# Proposed Leave Program Changes Non-Represented Employees

Renee MacWatters, Lead Human Resources Generalist

Sharon Reijonen, Senior Manager, Human Resources

April 16, 2024





# Purpose

- Briefing on recommended leave program related benefit changes for Non-Represented Employees.
- Resolution for consideration to approve leave program benefit changes for Non-Represented Employees on May 7, 2024, Commission Meeting agenda.



# Agenda

- Background
- Recommended Changes
- NEW: District Paid Family Medical Leave
- Current Leave Program Changes
- Questions



# Background

- Leave Advisory Committee (LAC) met for 20+ meetings to review leave program benefits using employee survey, market, and cost data
- Areas of concern:
  - Dissatisfaction with Extended Sick Leave Program
  - Payroll taxes paid to Washington State Paid Family Medical Leave Program exceed program paid benefits to PUD employees
    - 2023 taxes paid = \$1M, 2023 benefits paid = \$285K
  - Some programs below market
  - Complex to administer and understand: Multiple programs and laws



# SnoLeave: NEW District Paid Family and Medical Leave Program

- Effective July 1, 2026
- New District paid leave program for family, medical and parental bonding leave, with greater benefits for the majority of Employees
- Administration of the new program will be in-house and paid through payroll
  - Self-insured, voluntary program (subject to state approval)



# SnoLeave: NEW District Paid Family and Medical Leave Program

- Will replace the Washington Paid Family Medical Leave (WPMFL), Extended Sick Leave (ESL), and Short-Term Disability (STD) programs
  - Use the money employees and the District are already paying to the State in WPMFL premiums and District dollars spent on ESL and STD to help fund SnoLeave
- Less complex to administer, easier to understand
- Estimated Annual Cost: District = \$3.8M, Employees = \$800K
  - Estimated incremental additional cost to District over current costs: \$900K



# SnoLeave Plan Design

- Meets minimum requirements for the WPFML program
  - Enhanced benefits and waiting period
- Employees are eligible for 12-18 weeks of paid family and/or medical leave in a 12-month period.
- 1<sup>st</sup> 6 weeks paid at 100% of base pay
- Remaining weeks paid at 80% of base pay
  - Employees can elect to use their PTO to “top up” the 80% benefit to a maximum of 100%



# SnoLeave Plan Design

- Waiting Period 1-3 days for a qualifying event each claim year.
- Qualifying Event:
  - Medical: Employee's own serious health condition.
  - Bonding with a new child (through birth, adoption, or foster placement).
  - Caring for a family member with a serious health condition.
  - Experience a qualifying exigency related to military service of a family member.
- Medical certification required.
- Benefit renewable each claim year.



# Current Programs: Extended Sick Leave (ESL)

- Effective April 1, 2024 – June 30, 2026: ESL program access expanded
  - Easier access for outpatient surgeries, additional family members included, and new access for parental bonding leave
- Effective July 1, 2026: ESL ends - when SnoLeave begins
  - Allocate ESL dollars currently paid by District to new SnoLeave program.
  - Freeze current ESL balances, no further accrual
    - No continued use of ESL for medical or bereavement leave
    - Continue the ability to use out/cash out 30% of ESL balance at retirement, or
    - 50% cash out in case of the death of an employee with an ESL balance
    - Revised annual ESL conversion to PTO continued





# Current Programs: Bereavement Leave

- Effective July 1, 2026: Bereavement Leave
  - Separate program and funding
  - No accruals - pay as you go by District
- Estimated Annual Cost: \$170K



# Current Programs: Short-Term Disability (STD)

- Effective January 1, 2025
  - STD maximum increased to 90 days (*from 60 days*)
  - Creates continuity to reach 90-day Long-Term Disability (LTD) waiting period
- Effective July 1, 2026: STD ends - when SnoLeave begins
  - Allocate STD dollars currently paid by District to new SnoLeave program



# Current Programs: Long-Term Disability (LTD)

- Effective 1/1/2025
- Increase monthly benefit maximum from \$5K to \$10K
  - The \$10K maximum benefit will cover base earnings up to \$200,000 per year
- Eliminate 60 and 120-day waiting period options. Keep 90-day as only option
  - District will continue to pay 100% of the 90-day premium on an after-tax basis
- Change from 60% benefit to 50% benefit
- Estimated Annual Cost Savings: \$40K



# Questions?



# Floating Holiday

- Effective 1/1/2026
- New District Holiday
  - Can be time missed from work for various reasons (i.e.. mental health, religious/cultural holidays, when an employee just needs a break, etc....)
  - Supports Diversity, Equity, and Inclusion (DEI)
  - Used in full day increments (8 hours)
  - Use it or lose it
- Estimated Annual Cost: \$600K



**EXECUTIVE SESSION**

**Tuesday, April 16, 2024**

Discussion of Current or Potential Litigation - Approximately 30 Minutes

**COMMENTS FROM THE PUBLIC**



*Hail severely damaged a solar farm in Scottsbluff, Nebraska on June 23, 2023. (Courtesy: Nebraska Public Power District)*



## **With regard to the SNOPUD Residential Solar program:**

I urge the commission to direct SNOPUD staff to immediately adopt and enforce the following:

1. All NEW residential roof top solar systems installed to participate in the program shall have all components manufactured in the United States. This means that solar cell materials ( silicon or thin film ), individual solar cells, solar panels, roof mounting hardware and ALL system electronic and electrical subsystems and their internal active and passive components are required to be manufactured in and sourced from the United States **ONLY**.
2. ANY existing SNOPUD roof top solar system coming up for replacement in whole or in part, must meet the above item number 1, in applicable whole or part. IF the home owner is not able to meet this requirement, the residential roof top solar system in question will not be renewed by SNOPUD and any abandonment cost for such system shall be the responsibility of the residential customer **ONLY**.
3. All SNOPUD residential customers participating in the program must be informed of this change as soon as possible.

04/16/2024



**BUSINESS OF THE COMMISSION**

Meeting Date: April 16, 2024

Agenda Item: 3A

**TITLE**

Approval of the Minutes for the Regular Meeting of April 2, 2024

**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**

**April 2, 2024**

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The Regular Meeting was convened by President Sidney Logan at 1:30 p.m. Those attending were Tanya Olson, Vice-President; Rebecca Wolfe, Secretary; Acting General Counsel Shawn Aronow; Assistant General Manager John Hoffman; other District staff; members of the public; 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: Add item 00.01 “AT PLACES” amended Agenda and add item 05A.03 “AT PLACES” amended page 169 of Exhibit A of the Collective Bargaining Agreement 2024-2028.

**1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION**

A. 2024 Legislative Session Key Legislation Recap

State Government & External Affairs Specialist Ryan Collins provided a presentation on the 2024 Legislative Session Overview. Included in the presentation were Key Legislation after Sine Die, Key Legislation that did not pass in 2024, a supplemental budget overview, and initiatives to the Legislature.

**2. RECOGNITION/DECLARATIONS**

A. Employee of the Month for April – Heather Grisolia

Heather Grisolia was recognized as the Employee of the Month for April.

**\*3. COMMENTS FROM THE PUBLIC**

The following public provided comments:

- Gayla Shoemake, Edmonds, WA

**4. CONSENT AGENDA**

A. Approval of Minutes for the Regular Meeting of March 19, 2024, the Special Meeting of March 22, 2024, and the Special Meeting of March 26, 2024

B. Bid Awards, Professional Services Contracts and Amendments

Public Works Contract Award Recommendations:

None

Formal Bid Award Recommendations \$120,000 and Over:  
Request for Quotation No. 24-1440-SF with Consolidated Press, LLC  
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:  
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. CW2242243 with Willdan Energy Solutions  
Professional Services Contract No. CW2249309 with Lighthouse Energy  
Consulting LLC  
Professional Services Contract No. CW2250397 with Stillwater Energy LLC  
Professional Services Contract No. CW2253065 with DLR Group 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 Minutes for the Regular Meeting of March 19, 2024, the Special Meeting of March 22, 2024, and the Special Meeting of March 26, 2024; 4B - Bid Awards, Professional Services Contracts and Amendments; and 4C - Consideration of Certification/Ratification and Approval of District Checks and Vouchers.

**5. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Consideration of a Resolution Authorizing Execution of a Collective Bargaining Agreement Between the Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the Period of April 1, 2024, Through March 31, 2028

A motion unanimously passed approving as amended Resolution No. 6172 authorizing execution of a Collective Bargaining Agreement between the Public Utility District No. 1 of Snohomish County and the International Brotherhood of Electrical Workers, Local No. 77, for the period of April 1, 2024, through March 31, 2028.

**6. CEO/GENERAL MANAGER REPORT**

Assistant General Manager Customer and Energy Services John Hoffman 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. February 2024 District Performance Dashboard

There were no questions on the February 2024 District Performance Dashboard.

**8. GOVERNANCE PLANNING**

- A. Governance Planning Calendar

There were no changes to the Governance Planning Calendar.

**EXECUTIVE SESSION**

The Regular Meeting recessed at 2:17 p.m. and reconvened at 2:23 p.m. into Executive Session to discuss legal risks of current practice or proposed action, under the terms set forth in the Open Public Meetings Act. It was anticipated the Executive Session would last approximately 45 minutes, with no public announcements. Those in attendance were Commissioners Sidney Logan, Tanya Olson, and Rebecca Wolfe; Acting General Counsel Shawn Aronow; Assistant General Manager Customer and Energy Services John Hoffman; other District staff; and Deputy Clerk of the Board Morgan Stoltzner. The Commission immediately adjourned the Regular Meeting upon the conclusion of the Executive Session at 3:00 p.m.

**ADJOURNMENT**

There being no further business or discussion to come before the Board, the Regular Meeting of April 2, 2024, adjourned at 3:00 p.m. An audio file of the meeting is on file in the Commission Office and available for review.

Approved this 16<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President



**BUSINESS OF THE COMMISSION**

Meeting Date: April 16, 2024

Agenda Item: 3B

**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);  
Invitation to Bidders No. 23-1419-KS—Warm Beach Well 4 Facility Upgrades with Interwest Construction, Inc

Formal Bid Award Recommendations \$120,000 and Over (Page 2);  
Request for Quotation No. 24-1444-CS—115 kV Dead-End Steel Structures and Anchor  
Cages Camano Island Substation with Wireless Structures Consulting, Inc. dba Western  
Utility Telecom, Inc.

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

Miscellaneous Contract Award Recommendations \$200,000 and Over (Page 3);  
Miscellaneous No. CW2254886—Legal Research with Thomson Reuters - West

Interlocal Agreements and Cooperative Purchase Recommendations;  
Contracts:  
None  
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 (Pages 4 - 8);  
Public Works Contract No. CW2248363—North County Community Office with Faber  
Construction Corporation  
Miscellaneous No. CW2251542—Mobile Security Solutions Camera Trailers with  
LiveView Technologies Inc.  
Miscellaneous No. CW2251550—South Everett Landscape Maintenance with Pacheco's  
Landscaping, LLC

Contract Acceptance Recommendations;  
None

*List Attachments:*  
April 16, 2024 Report



**Public Works Contract Award Recommendation(s)**  
**April 16, 2024**

**ITB 23-1419-KS**

Warm Beach Well 4 Facility Upgrades

No. of Bids Solicited:	72	
No. of Bids Received:	4	
Project Leader & Phone No.:	Max Selin	Ext. 3033
Estimate:	\$1,000,000.00	

Contractor will provide all labor, equipment, tools, material, and incidentals necessary for improvements to the Warm Beach Well 4 facility. The project includes, but is not limited, to the demolition of existing above ground storage tanks, stormwater detention pond, and building interior demolition, installation of partially buried backwash precast vaults, site piping modifications, generator installation, interior upgrades including chemical system upgrades, HVAC, and piping, and electrical upgrades. The location of the work is at 17202 84<sup>th</sup> Ave. NW, south of Stanwood.

<u>Contractor</u>	<u>Base Bid Amount (w/o tax)</u>
<b>Award To Interwest Construction, Inc.</b>	<b>\$1,095,925.00</b>
McClure & Sons, Inc.	\$1,098,138.00
Moon Construction Company	\$1,298,579.00
Award Construction, Inc.	\$1,511,890.00

**Summary Statement:** Staff recommends award to Interwest Construction, Inc., the low evaluated bidder, in the amount \$1,095,925.00, plus tax for the Base Bid Amount. The District has established a contingency allowance of \$100,000.00 for unforeseen additional work that may be discovered during the progress of the project. With this award, if the District utilizes the contingency allowance, the potential contract value shall be \$1,195,925.00.

**Formal Bid Award Recommendation(s) \$120,000 And Over**  
**April 16, 2024**

**RFQ No. 24-1444-CS**

115 kV Dead-End Steel Structures and  
 Anchor Cages Camano Island Substation

No. of Bids Solicited:	9	
No. of Bids Received:	2	
Project Leader & Phone No.:	Zachary Wolfe	Ext. 4387
Material Estimate:	\$150,000.00	

This purchase of two engineered dead-end structures and anchor cages is for the Camano Substation Upgrade Project. This project will re-build the Camano Substation with a new four breaker ring bus, replace aging equipment and expand the facility to accept a second transmission source. Construction will start in May 2024 and continue through 2025.

<u>Vendor</u>	<u>Bid Subtotal (w/o tax)</u>
<b>Award To: Wireless Structures Consulting, Inc. DBA Western Utility Telecom, Inc.</b>	<b>\$128,676.00</b>
Klute Incorporated	\$133,977.17

Summary Statement: Staff recommends award to Wireless Structures Consulting, Inc. DBA Western Utility Telecom, Inc., the low evaluated bidder meeting the District's specification in the amount of \$128,676.00, plus tax.

**Miscellaneous Contract Award Recommendation(s)**  
**April 16, 2024**

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**MISC. No. CW2254886**  
Legal Research

No. of Bids Solicited:	1		
No. of Bids Received:	1		
Project Leader & Phone No.:	Jennett Sutton	Ext. 8212	
Estimate:	\$228,301.03		

This contract provides General Counsel the ability to conduct legal research for the purpose of District business. Westlaw is the most trusted and award-winning legal research service. There is no alternate resource that would give the attorneys at the District the depth and breadth that we obtain from this web based legal research database subscription. Westlaw has the rights to databases that are proprietary. The contract saves the District time and money by being able to search databases with high accuracy from any location. The West Proflex package includes: Westlaw Litigation Collection, Enterprise access, Government; Practical Law with Dynamic Toolset, Government; National Public Records For Government; Westlaw All Analytical, Enterprise access, Government; and Westlaw Edge National Primary Law, Enterprise access, Government.

Contractor  
**Award To Thomson Reuters - West**

Base Bid Amount (w/o tax)  
**\$207,735.24**

Summary Statement: Staff recommends award to Thomson Reuters - West, for a three-year term with a “Not to Exceed” amount of \$207,735.24

**Formal Bid and Contract Amendment(s)**  
**April 16, 2024**

**PWC No. CW2248363**  
North County Community Office

Contractor/Consultant/Supplier:	Faber Construction Corporation	
Project Leader & Phone No.:	Mark Curfman	Ext. 8004
Amendment No.:	7	
Amendment:	\$486,260.97	

Original Contract Amount: \$28,798,000.00

Present Contract Amount: \$29,785,423.01

Original Start/Final 9/1/2022 – 3/3/2024

Completion:

Amendment Amount: \$486,260.97

Present Start/Final Completion: 9/1/2022 – 7/23/2024

New Contract Amount: \$30,271,683.98

New End Date: No Change

**Summary Statement:** Staff recommends approval of Amendment No. 7 to increase the contract value by \$486,260.97 as described in Field Directive 113 for critical path delays and other scheduling claims by both parties from Notice to Proceed on September 1, 2022, until March 20, 2024 (“Delay Claim Period”). All other scheduling claims of any type by either Party or their subcontractors or suppliers during the Delay Claim Period are hereby waived.

This contract Amendment reflects an increase in contract price due to a series of delays which: 1) affected the project’s critical path; 2) were not reasonable and could not have been anticipated; and 3) were caused by the District or the District’s consultants as called out in the Contract Documents, Section 00 7200, paragraph 5.4.2.1.2.

**Summary of Amendments:**

**Amendment No.1** dated February 9, 2023, increased the contract amount by \$176,937.44 for contingent work and extended the Substantial Completion date from January 3, 2024, to January 30, 2024, for additional work described in FD-001-R.1, -002, -006-R.1, -012, and -013. Change the Project Leader to Mark Curfman: E-mail: MTCurfman@snopud.com, Phone: 425-783-8004, Cell: 425-308-2826.

**Amendment No. 2** dated March 30, 2023, increased the contract amount by \$130,324.75 for contingent work and extended the Substantial Completion date from January 30, 2024, to February 12, 2024, for additional work described in FD-004.R1, 005, 011.R1, 019, 020, 022, 023, and 024.

**Amendment No. 3** dated May 16, 2023, reduced the contract amount by a net value of \$3,886.77 and extended the Substantial Completion date from February 12, 2024, to February 19, 2024, for work described in the following Field Directives. Contingent work adds \$76,047.23 and work is described in FD-14.R1, FD-016.R1, FD-021, FD-036 and FD 038. FD-032 and FD-035 removes \$79,934.00 of original work and FD-007 is at no-cost.

**Amendment No. 4** dated July 11, 2023, increased the contract amount by a net value of \$198,189.18 and extended the Substantial Completion date from February 19, 2024, to March 5, 2024, for work described in the following Field Directives. Contingent work adds \$200,450.78 and work is described in FD-027.R1, FD-028.R4, FD-029.R1, FD-030.R1, FD-034.R1, FD-42, and FD-47. FD-48 removes \$2,261.60 to correct COP-017/FD-014.R1.

Summary Statement (continued): Amendment No. 5 dated October 12, 2023, increased the contract amount by \$213,726.36 for contingent work and extended the Substantial Completion date from March 5, 2024, to April 16, 2024, for work described in Field Directives FD-031.R2, FD-040, FD-049.R1, FD-050.R1, FD-052.R1, FD-057.R1, FD-065 and FD-066.

Amendment No. 6 dated December 6, 2023, increased the contract amount by \$272,132.05 for contingent work and extended the Substantial Completion date from April 16, 2024 to May 24, 2024, for work described in Field Directives FD-018.R1, FD-026.R1, FD-037.R1, FD-041, FD-043.R1, FD-045.R2, FD-051.R1, FD-054.R1, FD-063.R1, FD-064, FD-068, FD-077, FD-079, FD-080, and FD-081.

**Formal Bid and Contract Amendment(s)**  
**April 16, 2024**

**MISC No. CW2251542**  
 Mobile Security Solutions  
 Camera Trailers

Contractor/Consultant/Supplier:	LiveView Technologies Inc.	
Project Leader & Phone No.:	Scott Parker	Ext. 8191
Amendment No.:	4	
Amendment:	\$214,125.00	

Original Contract Amount:	\$191,560.00	Original Start/End: 04/28/23 – 04/27/24
Present Contract Amount:	\$191,560.00	Present Start/End: 04/28/23 – 04/27/24
Amendment Amount:	\$214,125.00	New End Date: 4/27/25
New Contract Amount:	\$405,680.00	

**Summary Statement:** Staff recommends approval of Amendment No. 4 to increase the contract value by a “Not to Exceed” amount of \$214,125.00 and extend the term of the contract to April 27, 2025.

A year ago, District Security staff began a pilot project to deploy mobile security trailers provided by LiveView Technologies (“LVT”) to protect critical assets. Since their deployment, these security trailers have proven effective. Notably, there have been no reported incidents at locations where the trailers are set up. Each trailer is equipped with day and thermal cameras, a spotlight, blue strobe lights, and a remotely accessible talk-down speaker. This technology empowers our security department to promptly warn trespassers and ensure the safety of District property. Moreover, the trailers’ customizable design allows deployment in diverse environments, whether urban or rural. The intelligent camera systems automatically alert security officers to any suspicious activity, enhancing our operational efficiency.

Trailers are currently placed at the following locations:

- **Substations:** Currently we have two LVT trailers deployed at substations. The trailers are primarily requested by the substation workgroup especially during construction projects when job site reporting is in effect.
- **Community Office:** Currently there is an LVT trailer setup at the Monroe office to protect employee parking areas and the Monroe yard from theft and vandalism.
- **Jackson Powerhouse:** Another LVT trailer is deployed in the upper area of the Jackson Powerhouse campus to protect against theft, vandalism, and trespass.
- **AMI technologies:** One trailer is deployed to watch our AMI technologies (e.g., service vans, equipment, & facility).
- **New Property Acquisition:** Recently, the District acquired a new property earmarked for a future substation. To safeguard both the property and the home located on it, we have strategically deployed an LVT trailer. This vigilant monitoring system will deter unauthorized access and protect our investment.
- **Oso Project Materials and Equipment:** The District is preparing for a new project in Oso. Soon, an LVT trailer will be deployed to oversee materials and

Summary Statement  
(continued):

equipment related to this project. This proactive measure ensures that our resources remain secure throughout the project lifecycle.

Our security team recognizes the evolving landscape of threats, especially concerning our power grid and substations. To address these challenges, we have strategically invested in LVT security trailers, which enhance our protective measures. These trailers serve as an additional layer of security, providing real-time surveillance, warning capabilities, and adaptability to various environments.

Now that the pilot project has proven the value of this new technology staff is committed to exploring an RFP or other competitive process with the goal of providing the best value to the District by implementing a longer-term contract.

Summary of Amendments:

Amendment No.1 dated July 25, 2023, Modified Exhibit A, Section 1.2 to relocate two Mobile Camera Trailers.

Amendment No. 2 September 12, 2023, Modified Exhibit A, Section 1.2 to relocate one Mobile Camera Trailers.

Amendment No. 3 November 28, 2023, Modified Exhibit A, Section 1.2 to relocate two Mobile Camera Trailers.

**Formal Bid and Contract Amendment(s)**  
**April 16, 2024**

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**MISC No. CW2251550**  
South Everett Landscape  
Maintenance

Contractor/Consultant/Supplier:	Pacheco's Landscaping, LLC	
Project Leader & Phone No.:	Brion Henault	Ext. 1790
Amendment No.:	1	
Amendment:	\$93,039.32	

Original Contract Amount:	\$89,980.00	Original Start/End:	6/1/2023 – 5/31/2024
Present Contract Amount:	\$89,980.00	Present Start/End:	6/1/2023 – 5/31/2024
Amendment Amount:	\$93,039.32	New End Date:	5/31/2025
New Contract Amount:	\$183,019.32		

Summary Statement: Staff recommends approval of Amendment No. 1 to increase the Contract value by \$93,039.32 and extend the completion date to May 31, 2025, to exercise renewal option for year two services. This amendment is in accordance with the Contract terms and includes a 3.4% increase per CPI and confirms terms at a 5% CPI cap on future renewals.





**BUSINESS OF THE COMMISSION**

Meeting Date: April 16, 2024

Agenda Item: 3C

**TITLE**

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

**SUBMITTED FOR: Consent Agenda**

<u>General Accounting &amp; 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 16th day of April 2024.

**CERTIFICATION:**

Certified as correct:

CEO/General Manager

*Shawn Hunstock*

Auditor

*J. Scott Jones*

Chief Financial Officer/Treasurer

**RATIFIED AND APPROVED:**

Board of Commissioners:

President

Vice-President

Secretary

TYPE OF DISBURSEMENT	PAYMENT REF NO.	DOLLAR AMOUNT	PAGE NO.
<b>REVOLVING FUND</b>			
Customer Refunds, Incentives and Other	1128432 - 1128596	\$46,911.33	2 - 7
Electronic Customer Refunds		\$11,757.14	8 - 9
<b>WARRANT SUMMARY</b>			
Warrants	8077630 - 8077783	\$1,357,222.15	10 - 14
ACH	6045254 - 6045595	\$7,001,258.77	15 - 25
Wires	7003211 - 7003221	\$26,937,611.83	26
Payroll - Direct Deposit	5300001004 - 5300001004	\$4,539,670.63	27
Payroll - Warrants	845152 - 845160	\$18,469.05	27
Automatic Debit Payments	5300000999 - 5300001006	\$4,320,954.52	28
	<b>GRAND TOTAL</b>	<b>\$44,233,855.42</b>	

### Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
3/25/24	1128432	LUCILLE ALLEN	\$994.79
3/25/24	1128433	VADIM KOLOMIYETS	\$42.61
3/25/24	1128434	PAULA WERTENBERGER	\$63.00
3/25/24	1128435	ARTHUR SKOTDAL	\$277.31
3/25/24	1128436	S&G WEST CONTINENT LLC	\$14.84
3/25/24	1128437	MARJORIE MACDONALD	\$3,889.64
3/25/24	1128438	SPANDANA GURRAM	\$157.75
3/25/24	1128439	SUNI CHON	\$30.18
3/25/24	1128440	MICHAEL MORGAN	\$130.89
3/26/24	1128441	SODHI BROTHERS III LLC	\$205.51
3/26/24	1128442	KIM A WALTER DDS	\$70.28
3/26/24	1128443	BRIAN BIERER	\$415.28
3/26/24	1128444	CHAD SAUNDERS	\$169.05
3/26/24	1128445	CARY R JOSLIN	\$124.73
3/26/24	1128446	SELENA MARTIN	\$159.05
3/26/24	1128447	JORGE NAVA RODRIGUEZ	\$74.87
3/26/24	1128448	KENDALL CARRIER	\$52.36
3/26/24	1128449	ESSEX MONTERRA LLC	\$247.39
3/26/24	1128450	HAROLD FROST	\$25.69
3/26/24	1128451	TONY KATABARWA	\$4.54
3/26/24	1128452	CORNERSTONE HOMES	\$202.88
3/26/24	1128453	DANIELLE WESTBROOK	\$81.11
3/26/24	1128454	SHERIAN HOLLAND	\$152.16
3/26/24	1128455	SEASONS LYNNWOOD, LLC	\$16.39
3/26/24	1128456	SANDRA GRAFE	\$1,023.22
3/27/24	1128457	MODERN USED FURNITURE, LLC	\$50.26
3/27/24	1128458	BARBARA NELSON	\$67.74
3/27/24	1128459	REBECCA SMIDDY	\$544.09
3/27/24	1128460	NICOLE KUEHLWEIN	\$77.06
3/27/24	1128461	ELEVATE APTS LYNNWOOD LLC	\$300.09
3/27/24	1128462	JENNIFER ELIAS	\$139.25
3/27/24	1128463	CLEARWATER CAR WASH LLC	\$11.49

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/27/24	1128464	EVERETT HOUSING AUTHORITY	\$21.23
3/27/24	1128465	SALLY LOCKMAN	\$105.93
3/27/24	1128466	DENOMA RENTALS LLC	\$19.72
3/27/24	1128467	WOODLAND GREENS GJJ LLC	\$131.46
3/27/24	1128468	DAVID GLADSTONE	\$5,121.34
3/27/24	1128469	RENEE PINNON	\$90.73
3/27/24	1128470	25TH STREET LLC	\$63.80
3/27/24	1128471	CREEKSIDE WEST LLC	\$130.93
3/27/24	1128472	25TH STREET LLC	\$67.69
3/27/24	1128473	JARED KINK	\$600.00
3/27/24	1128474	RYC RIEDLE	\$131.73
3/28/24	1128475	IH6 PROPERTY WASHINGTON LP	\$37.55
3/28/24	1128476	SAGE EVERETT 1, LLC	\$126.34
3/28/24	1128477	JOANN MONTGOMERY	\$49.22
3/28/24	1128478	EILEEN VOYNOW	\$24.70
3/28/24	1128479	JOSEPH WAUGH	\$58.25
3/28/24	1128480	JOSE BENITEZ	\$165.62
3/28/24	1128481	KBHPNW LLC DBA KB HOME	\$70.34
3/28/24	1128482	IH6 PROPERTY WASHINGTON LP	\$126.45
3/28/24	1128483	ERP OPERATING LP	\$63.22
3/28/24	1128484	GREGORY CRUTCHER	\$1,200.00
3/28/24	1128485	ESSEX MONTERRA LLC	\$109.15
3/28/24	1128486	JAMES GREEN	\$1,000.00
3/28/24	1128487	MARLENE LAYTON	\$26.90
3/28/24	1128488	KATHERINE DOVINH	\$8.24
3/28/24	1128489	VASUDHEVAN THOTHATHRI	\$37.20
3/28/24	1128490	ERP OPERATING LP	\$13.05
3/28/24	1128491	CARROLLS CREEK APARTMENTS PROPERTY OWNER	\$19.48
3/28/24	1128492	CARROLLS CREEK APARTMENTS PROPERTY OWNER	\$222.30
3/28/24	1128493	CITYCENTER APARTMENTS LYNNWOOD PARTNERS	\$47.95
3/28/24	1128494	VICTOR JOHNSON	\$4,885.65
3/28/24	1128495	STEVE MALLONEE	\$129.81

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/28/24	1128496	RISKO MOJILONG	\$125.11
3/28/24	1128497	EQUITY RESIDENTIAL PROP	\$42.54
3/28/24	1128498	CRISTAL TRAN	\$120.46
4/1/24	1128499	KEAUNUI INVESTMENTS LLC	\$467.59
4/1/24	1128500	CASEY HILLIARD	\$290.00
4/1/24	1128501	LYNNEA TRAYNOR	\$251.65
4/1/24	1128502	BOYDEN ROBINETT & ASSOC LP	\$17.40
4/1/24	1128503	VENUS MAGBAG	\$15.78
4/1/24	1128504	PEOPLES BANK	\$266.08
4/1/24	1128505	JESSICA CLARK	\$18.83
4/1/24	1128506	LAINA BROWN	\$66.21
4/1/24	1128507	CAREY ANNE ERICKSON	\$2,200.00
4/1/24	1128508	LOUIS MASELLA	\$263.83
4/1/24	1128509	PROJECT PRIDE	\$1,592.87
4/1/24	1128510	WATERFRONT PLACE LP	\$34.87
4/1/24	1128511	ESSEX MONTERRA LLC	\$61.49
4/1/24	1128512	MINH PHUONG NGUYEN	\$60.00
4/1/24	1128513	HSIANG-JEN HONG	\$28.77
4/1/24	1128514	NATALIE CLARKE	\$144.97
4/1/24	1128515	SUNSET RIDGE APARTMENTS LLC	\$224.22
4/1/24	1128516	LINDA POST	\$77.48
4/2/24	1128517	MLT STATION LLC	\$20.58
4/2/24	1128518	CAROLYN POPE	\$11.53
4/2/24	1128519	STACIEE KING	\$103.88
4/2/24	1128520	EVERETT HOUSING AUTHORITY	\$161.98
4/2/24	1128521	SAMANTHA WATSON	\$158.15
4/2/24	1128522	LEVARROW DICKERSON	\$74.79
4/2/24	1128523	LOKYIN LEUNG	\$140.69
4/2/24	1128524	CORNERSTONE HOMES	\$227.95
4/2/24	1128525	GEORGE HEYWORTH	\$3.76
4/2/24	1128526	TIMBER RIDGE HOMES LLC	\$17.98
4/2/24	1128527	WILLIAM MORRISON	\$2,200.00

### Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
4/2/24	1128528	CORNERSTONE HOMES	\$7.28
4/2/24	1128529	CORNERSTONE HOMES	\$132.98
4/2/24	1128530	TULALIP TRIBES LEASING	\$57.10
4/2/24	1128531	TIMBER RIDGE HOMES LLC	\$200.47
4/2/24	1128532	MINGFENG HUANG	\$156.16
4/2/24	1128533	MAPLE COURT APTS 2010 LLC	\$30.31
4/2/24	1128534	BRENDA ANTON	\$21.32
4/2/24	1128535	CHRISTINA MAHONEY	\$7.10
4/2/24	1128536	MAPLE COURT APTS 2010 LLC	\$9.29
4/2/24	1128537	ZEROREZ PUGET SOUND LLC	\$380.36
4/2/24	1128538	BRIGIDA MARGARITO	\$9.54
4/2/24	1128539	CRYSTAL CREEK ASSOCIATES	\$113.47
4/2/24	1128540	PRCP-EVERETT,LLC	\$8.43
4/2/24	1128541	MLT STATION LLC	\$14.97
4/2/24	1128542	DANIEL NELSON	\$150.10
4/2/24	1128543	MICHAEL LYON	\$69.00
4/2/24	1128544	ROBINETT HOLDINGS LLC	\$40.10
4/2/24	1128545	RAYMOND GUERTIN	\$821.94
4/2/24	1128546	VOID	\$0.00
4/2/24	1128547	TERI SPARGUR	\$69.35
4/2/24	1128548	MIZRAIM ROSAS MORA	\$78.98
4/2/24	1128549	CONNOR GROSS	\$40.38
4/3/24	1128550	MAINVUE WA LLC	\$9.94
4/3/24	1128551	LEONARDO OLIVEIRA DA SILVA	\$54.44
4/3/24	1128552	AMA VENTURES LLC	\$59.16
4/3/24	1128553	PAUL KORENOVSKY	\$16.29
4/3/24	1128554	BMCH WASHINGTON LLC	\$21.59
4/3/24	1128555	JEREMIAH VASQUEZ	\$120.12
4/3/24	1128556	INTER CENTRAL INVESTMENT CORPORATION	\$95.60
4/3/24	1128557	BMCH WASHINGTON LLC	\$16.61
4/3/24	1128558	BMCH WASHINGTON LLC	\$22.37
4/3/24	1128559	BMCH WASHINGTON LLC	\$92.95

**Detailed Disbursement Report**

<b>Revolving Fund - Customer Refunds, Incentives and Other</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
4/3/24	1128560	RICK BURT	\$95.52
4/3/24	1128561	MARCOS CANO	\$194.88
4/3/24	1128562	KEELERS CORNER APTS	\$18.82
4/3/24	1128563	GLORIA WILLIAMS	\$612.35
4/3/24	1128564	WESLEY POINT APTS	\$100.00
4/3/24	1128565	MITEKIYA ADDRE	\$45.54
4/3/24	1128566	LINDELL YACHTS INC	\$155.02
4/3/24	1128567	LINDELL YACHTS INC	\$232.24
4/3/24	1128568	MCCLELLAN RING CO	\$25.85
4/3/24	1128569	KATIE JOHNSON	\$51.17
4/3/24	1128570	PARK PLACE EVERETT LLC	\$21.63
4/3/24	1128571	GINA NEWMAN	\$156.40
4/4/24	1128572	FRANK CRITTENDEN	\$19.71
4/4/24	1128573	BARBARA BERG	\$210.90
4/4/24	1128574	KATHERINE SELZ	\$368.40
4/4/24	1128575	SALLY LOCKMAN	\$110.04
4/4/24	1128576	SAMUEL SYMMES	\$236.98
4/4/24	1128577	VERN BINDER	\$81.88
4/4/24	1128578	GURVINDER KULAR	\$72.10
4/4/24	1128579	BEXAEW BOTHELL RIDGE LP	\$16.14
4/4/24	1128580	MARVIN SCOTT	\$2,638.85
4/4/24	1128581	CAROLYN MORGAN CRAWFORD	\$45.24
4/4/24	1128582	CAROLYN MORGAN CRAWFORD	\$95.33
4/4/24	1128583	FELIX RODRIGUEZ	\$102.47
4/4/24	1128584	KATIE CHRISTENSEN	\$93.60
4/5/24	1128585	SORNG MORN	\$132.62
4/5/24	1128586	KEELERS CORNER APTS	\$54.98
4/5/24	1128587	NORM ENDERS	\$2,839.36
4/5/24	1128588	JACK EVARONE	\$132.10
4/5/24	1128589	MIKHAIL DANILOV	\$12.18
4/5/24	1128590	ANDREW JONES	\$17.67
4/5/24	1128591	DAVID CHAN	\$60.19

### Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
4/5/24	1128592	RICHARD THOMAS	\$222.67
4/5/24	1128593	SHEREA AQUILA	\$24.03
4/5/24	1128594	SPRINT SPECTRUM	\$26.10
4/5/24	1128595	WESTERN OPHTHALMICS	\$25.87
4/5/24	1128596	LISA CHONG	\$421.88

**Total: \$46,911.33**



### Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
3/25/24	000527258901	KEISHA TUCKER	\$247.48
3/25/24	000527258902	CARLOS MCCRACKEN	\$1,828.82
3/25/24	000527258903	MICHAEL GREEN	\$683.00
3/26/24	000527268374	BREANNA ALLAN	\$40.67
3/26/24	000527268375	ALI ALAMEEDI	\$40.41
3/26/24	000527268376	JESSE ALATORRE	\$42.24
3/26/24	000527268377	TAYLOR CHATTERTON	\$590.69
3/26/24	000527268378	BRODY BATES	\$90.60
3/26/24	000527268379	CLAUDIA VAUGHN	\$115.33
3/26/24	000527268380	LISA MORLEY	\$94.46
3/26/24	000527268381	JAIYA DRAGAN	\$116.10
3/26/24	000527268382	RICK RESSEGUIE	\$127.56
3/26/24	000527268383	JENNIFER MARQUIS	\$200.00
3/26/24	000527268384	KIMBERLY SHEPARD	\$103.15
3/27/24	000527277064	DONALD LARSON	\$45.23
3/27/24	000527277065	DULGUUN GALBADRAKH	\$99.74
3/27/24	000527277066	DULGUUN GALBADRAKH	\$12.92
3/27/24	000527277067	DULGUUN GALBADRAKH	\$56.51
3/27/24	000527277068	DAVID BONNELL	\$175.40
3/27/24	000527277069	JINGXIANG YUAN	\$76.23
3/27/24	000527277070	PARAS CHOUDHARY	\$102.85
3/28/24	000527287214	PATRICK BRADBURN	\$24.71
3/28/24	000527287215	JERRY BUNN	\$20.12
3/28/24	000527287216	ANDREW SABOL	\$158.86
3/29/24	000527296764	JOSE LOPEZ	\$380.00
3/29/24	000527296765	THANH HAO NGUYEN	\$233.50
3/29/24	000527296766	THANH HAO NGUYEN	\$115.52
3/29/24	000527296767	THANH HAO NGUYEN	\$117.98
3/29/24	000527296768	STEVE WYATT	\$1,099.34
4/1/24	000527311764	HEIDI DUBOSE	\$31.27
4/1/24	000527311765	VICTORIA KRZYSTYNAK	\$92.66
4/1/24	000527311766	YEVHEN BAZHAM	\$135.95

### Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
4/2/24	000527325100	THOMAS PARMENTER	\$107.22
4/2/24	000527325101	CHARLES DURHAM SR	\$46.81
4/2/24	000527325102	CHARLES DURHAM SR	\$233.00
4/2/24	000527325103	SCOTT SMITH	\$231.67
4/2/24	000527325104	REBECCA HULBERT	\$119.86
4/2/24	000527325105	DEVON KIEL	\$135.58
4/2/24	000527325106	CELESTE HAVENS	\$126.67
4/3/24	000527335246	MITSURU KUROSAKA	\$734.06
4/3/24	000527335247	STEPHANIE CHASE	\$40.00
4/3/24	000527335248	JAZMIN HARRISON	\$353.19
4/3/24	000527335249	AMBER KREIDER	\$340.07
4/3/24	000527335250	LILLIAN ROSS	\$152.67
4/4/24	000527346086	AMANDA GUDDE	\$409.00
4/4/24	000527346087	ALEENA RICHIE	\$113.00
4/5/24	000527357014	JAMES LEVIN	\$195.55
4/5/24	000527357015	YOFETAHE HABTU	\$444.73
4/5/24	000527357016	AMOREENA ANDERSON	\$123.00
4/5/24	000527357017	TAYLOR HORTON	\$101.60
4/5/24	000527357018	SARAH SULLIVAN	\$307.42
4/5/24	000527357019	STEVEN FLAMENCO GONZALEZ	\$95.16
4/5/24	000527357020	STEVEN FLAMENCO GONZALEZ	\$47.58

**Total: \$11,757.14**

### Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
3/26/24	8077630	MIETZNER BROTHERS PROPERTIES LLC	\$12,954.92
3/26/24	8077631	GRANDVIEW NORTH LLC	\$10,711.84
3/26/24	8077632	RICHARDAS VAISVILA	\$205.53
3/26/24	8077633	MATTHEW BENDER & COMPANY INC	\$4,703.17
3/26/24	8077634	CAMANO WATER ASSN	\$96.00
3/26/24	8077635	COMCAST HOLDING CORPORATION	\$166.05
3/26/24	8077636	CO-OP SUPPLY INC	\$1,257.70
3/26/24	8077637	CITY OF EVERETT	\$251,634.67
3/26/24	8077638	GENSCO INC	\$9,863.55
3/26/24	8077639	GLOBAL RENTAL COMPANY INC	\$220,103.07
3/26/24	8077640	CORE & MAIN LP	\$2,136.43
3/26/24	8077641	LEXISNEXIS RISK DATA MANAGEMENT INC	\$219.80
3/26/24	8077642	BEACON PUBLISHING INC	\$660.00
3/26/24	8077643	GENUINE PARTS COMPANY	\$1,271.65
3/26/24	8077644	NORTHWEST SALES GROUP INC	\$749.78
3/26/24	8077645	PAPE MACHINERY INC	\$178.02
3/26/24	8077646	SNOHOMISH COUNTY	\$1,682.00
3/26/24	8077647	SOUND PUBLISHING INC	\$3,378.70
3/26/24	8077648	TALLEY INC	\$1,361.20
3/26/24	8077649	STATE OF WASHINGTON	\$50.00
3/26/24	8077650	STATE OF WASHINGTON	\$50.00
3/26/24	8077651	STATE OF WASHINGTON	\$50.00
3/26/24	8077652	WESCO GROUP INC	\$542.80
3/26/24	8077653	DOBBS HEAVY DUTY HOLDINGS LLC	\$878.52
3/26/24	8077654	VALMONT COMPOSITE STRUCTURES INC	\$15,720.00
3/26/24	8077655	AABCO BARRICADE CO INC	\$696.71
3/26/24	8077656	ALDERWOOD WATER & WASTEWATER DISTRI	\$40.16
3/26/24	8077657	BICKFORD MOTORS INC	\$2,703.95
3/26/24	8077658	CITY OF BRIER	\$131.25
3/26/24	8077659	CINTAS CORPORATION NO 2	\$54.40
3/26/24	8077660	CROSS VALLEY WATER DISTRICT	\$178.22
3/26/24	8077661	DEPARTMENT OF HEALTH	\$26,216.10

### Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
3/26/24	8077662	EDS MCDUGALL LLC	\$375.00
3/26/24	8077663	PACIFIC PUBLISHING CO INC	\$730.80
3/26/24	8077664	USGS NATIONAL CENTER	\$65,465.00
3/26/24	8077665	WELLSPRING FAMILY SERVICES	\$3,323.60
3/26/24	8077666	WRECKING BALL DEMOLITION LLC	\$4,493.37
3/26/24	8077667	WYNNE AND SONS INC	\$39.56
3/26/24	8077668	CROWN CASTLE INTERNATIONAL CORP	\$7,188.64
3/26/24	8077669	AMERICAN AIR FILTER CO INC	\$469.05
3/26/24	8077670	NORTH SOUND AUTO GROUP LLC	\$1,004.05
3/26/24	8077671	PNG MEDIA LLC	\$708.64
3/26/24	8077672	GOLD BAR TRACTS ROAD MAINTENANCE	\$450.00
3/26/24	8077673	BHC CONSULTANTS LLC	\$8,446.34
3/26/24	8077674	PERFORMANCE VALIDATON INC	\$1,116.14
3/26/24	8077675	CUSTOM TRUCK ONE SOURCE LP	\$11,263.76
3/26/24	8077676	KENDALL DEALERSHIP HOLDINGS LLC	\$43.38
3/26/24	8077677	BAXTER AUTO PARTS INC	\$3,052.54
3/26/24	8077678	ACCESS INFO INTERMEDIATE HLDNG I LL	\$2,206.53
3/26/24	8077679	ACCESS INFO INTERMEDIATE HLDNG I LL	\$3,826.07
3/26/24	8077680	UFP WESTERN DIVISION INC	\$4,150.55
3/26/24	8077681	THOMAS A LITTLE	\$2,000.00
3/26/24	8077682	POLITICO MEDIA GROUP HOLDING INC	\$12,000.00
3/26/24	8077683	TCF ARCHITECTURE PLLC	\$1,982.50
3/26/24	8077684	SWIFTCOMPLY US OPCO INC	\$6,763.12
3/26/24	8077685	RADIATE HOLDINGS LP	\$3,610.80
3/26/24	8077686	RMA GROUP INC	\$552.65
3/26/24	8077687	LEVEL 3 FINANCING INC	\$1,996.06
3/26/24	8077688	NISSAN OF EVERETT LLC	\$58.60
3/26/24	8077689	TRUVIEW BSI LLC	\$2,097.05
3/26/24	8077690	JESSICA V MARQUEZ	\$437.42
3/26/24	8077691	QUALUS LLC	\$21,648.50
3/26/24	8077692	THE BARTELL DRUG COMPANY	\$34.27
3/26/24	8077693	R&L GLASS INSTALLATION	\$680.00

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/28/24	8077694	HIGH MOUNTAIN LANDSCAPING & DESIGN	\$826.05
3/28/24	8077695	ANIXTER INC	\$2,763.05
3/28/24	8077696	GLOBAL RENTAL COMPANY INC	\$255,886.60
3/28/24	8077697	HAT ISLAND COMMUNITY ASSN	\$120.16
3/28/24	8077698	IRON MOUNTAIN QUARRY LLC	\$2,068.47
3/28/24	8077699	CITY OF LYNNWOOD	\$485.43
3/28/24	8077700	GENUINE PARTS COMPANY	\$196.55
3/28/24	8077701	RIVERSIDE TOPSOIL INC	\$88.00
3/28/24	8077702	SIX ROBBLEES INC	\$151.62
3/28/24	8077703	SNOHOMISH COUNTY	\$207.50
3/28/24	8077704	STATE OF WASHINGTON	\$50.00
3/28/24	8077705	DOBBS HEAVY DUTY HOLDINGS LLC	\$174.44
3/28/24	8077706	BICKFORD MOTORS INC	\$540.79
3/28/24	8077707	CITY OF EVERETT	\$548.10
3/28/24	8077708	CITY OF GRANITE FALLS	\$5,000.00
3/28/24	8077709	MOTION & FLOW CONTROL PRODUCTS INC	\$2,767.03
3/28/24	8077710	OCCUPATIONAL HEALTH CENTERS OF WA P	\$55.00
3/28/24	8077711	UPS SUPPLY CHAIN SOLUTIONS INC	\$110.26
3/28/24	8077712	TENNANT SALES & SERVICE COMPANY	\$917.23
3/28/24	8077713	AAL SECURITY SERVICES LLC	\$22,375.38
3/28/24	8077714	RUBEN WILLIAM TRUJILLO	\$530.00
3/28/24	8077715	DARYL JAN HABICH ESTATE	\$8,750.00
3/28/24	8077716	ROGER BELL REAL ESTATE HOLDINGS	\$6,000.00
3/28/24	8077717	ARROW INSULATION INC	\$1,275.00
4/2/24	8077718	BRAD WHITSELL	\$794.28
4/2/24	8077719	AECOM TECHNICAL SERVICES INC	\$5,395.52
4/2/24	8077720	COMCAST HOLDING CORPORATION	\$568.32
4/2/24	8077721	CITY OF EDMONDS	\$719.57
4/2/24	8077722	EQUIFAX INFORMATION SERVICES LLC	\$24,747.99
4/2/24	8077723	CITY OF EVERETT	\$5,483.36
4/2/24	8077724	GLOBAL RENTAL COMPANY INC	\$10,469.00
4/2/24	8077725	HATLOES DECORATING CENTER INC	\$3,246.57

**Detailed Disbursement Report**

<b>Accounts Payable Warrants</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
4/2/24	8077726	GENUINE PARTS COMPANY	\$1,623.81
4/2/24	8077727	OLYMPIC VIEW WATER SEWER	\$118.68
4/2/24	8077728	PAPE MACHINERY INC	\$184.68
4/2/24	8077729	PITNEY BOWES INC	\$211.01
4/2/24	8077730	RIVERSIDE TOPSOIL INC	\$844.00
4/2/24	8077731	SOUND SECURITY INC	\$537.29
4/2/24	8077732	WESCO GROUP INC	\$499.58
4/2/24	8077733	DOBBS HEAVY DUTY HOLDINGS LLC	\$4,357.82
4/2/24	8077734	VALMONT COMPOSITE STRUCTURES INC	\$7,205.00
4/2/24	8077735	ALDERWOOD WATER & WASTEWATER DISTRI	\$90.69
4/2/24	8077736	BICKFORD MOTORS INC	\$3,557.65
4/2/24	8077737	EDS MCDOUGALL LLC	\$765.00
4/2/24	8077738	MANTIS MFG INC	\$18,133.50
4/2/24	8077739	PF PETTIBONE & CO	\$212.35
4/2/24	8077740	SNOHOMISH COUNTY	\$1,122.70
4/2/24	8077741	PUBLIC UTILITY DIST NO 1 OF	\$3,841.31
4/2/24	8077742	SUMMIT SAFETY SHOES	\$724.24
4/2/24	8077743	ARTHUR J WALLIN	\$800.00
4/2/24	8077744	WYNNE AND SONS INC	\$39.56
4/2/24	8077745	TRAVIS J MIRANDA	\$2,915.75
4/2/24	8077746	OREGON STATE UNIVERSITY	\$15,000.00
4/2/24	8077747	REXEL USA INC	\$131.19
4/2/24	8077748	WILLDAN ENERGY SOLUTIONS INC	\$2,371.00
4/2/24	8077749	BRANDON LIUKKO	\$240.00
4/2/24	8077750	SNOHOMISH COUNTY	\$9.12
4/2/24	8077751	IAN J MCCULLOCH	\$800.00
4/2/24	8077752	DLR GROUP INC	\$24,653.75
4/2/24	8077753	PELLETIER & SCHAAR LLC	\$4,273.50
4/2/24	8077754	HASSAN M SHABAN	\$29,000.00
4/2/24	8077755	EDGAR N SMITH	\$400.00
4/2/24	8077756	QUALUS LLC	\$38,851.00
4/2/24	8077757	EDMONDS HARBOR INN INC	\$2,000.00

### Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
4/2/24	8077758	BUDDERFLY INC	\$950.00
4/4/24	8077759	PULTE GROUP - 1037	\$2,100.33
4/4/24	8077760	PULTE HOMES OF WASHINGTON	\$30,615.29
4/4/24	8077761	LEGACY AT BOTHELL, LLC	\$24,606.61
4/4/24	8077762	PARADISE HEIGHTS HLD LLC	\$13,212.31
4/4/24	8077763	WASTE MANAGEMENT OF WASHINGTON INC	\$645.27
4/4/24	8077764	WASTE MANAGEMENT OF WASHINGTON INC	\$2,109.14
4/4/24	8077765	WASTE MANAGEMENT OF WASHINGTON INC	\$808.57
4/4/24	8077766	WASTE MANAGEMENT OF WASHINGTON INC	\$656.24
4/4/24	8077767	WASTE MANAGEMENT OF WASHINGTON INC	\$420.43
4/4/24	8077768	WASTE MANAGEMENT OF WASHINGTON INC	\$503.04
4/4/24	8077769	WASTE MANAGEMENT OF WASHINGTON INC	\$238.13
4/4/24	8077770	WASTE MANAGEMENT OF WASHINGTON INC	\$456.11
4/4/24	8077771	WASTE MANAGEMENT OF WASHINGTON INC	\$695.94
4/4/24	8077772	WASTE MANAGEMENT OF WASHINGTON INC	\$423.93
4/4/24	8077773	WASTE MANAGEMENT OF WASHINGTON INC	\$110.50
4/4/24	8077774	WASTE MANAGEMENT OF WASHINGTON INC	\$419.06
4/4/24	8077775	WASTE MANAGEMENT OF WASHINGTON INC	\$641.07
4/4/24	8077776	WASTE MANAGEMENT OF WASHINGTON INC	\$2,087.69
4/4/24	8077777	WASTE MANAGEMENT OF WASHINGTON INC	\$798.66
4/4/24	8077778	WASTE MANAGEMENT OF WASHINGTON INC	\$808.03
4/4/24	8077779	WASTE MANAGEMENT OF WASHINGTON INC	\$420.43
4/4/24	8077780	WASTE MANAGEMENT OF WASHINGTON INC	\$501.62
4/4/24	8077781	WASTE MANAGEMENT OF WASHINGTON INC	\$238.13
4/4/24	8077782	WASTE MANAGEMENT OF WASHINGTON INC	\$456.11
4/4/24	8077783	WASTE MANAGEMENT OF WASHINGTON INC	\$613.88

**Total: \$1,357,222.15**

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/25/24	6045254	ALS GROUP USA CORP	\$255.00
3/25/24	6045255	COMMERCIAL FILTER SALES & SERVICE	\$581.14
3/25/24	6045256	IIA LIFTING SERVICES INC	\$945.00
3/25/24	6045257	HOWARD INDUSTRIES INC	\$91,590.66
3/25/24	6045258	MYCOFF FRY PARTNERS LLC	\$25,000.00
3/25/24	6045259	NELSON DISTRIBUTING INC	\$5,213.86
3/25/24	6045260	NORTHSTAR CHEMICAL INC	\$2,213.50
3/25/24	6045261	PETROCARD INC	\$111,959.35
3/25/24	6045262	ROBERT HALF INTERNATIONAL INC	\$6,799.73
3/25/24	6045263	ROMAINE ELECTRIC CORP	\$156.00
3/25/24	6045264	RWC INTERNATIONAL LTD	\$1,533.19
3/25/24	6045265	STELLA-JONES CORPORATION	\$109,413.44
3/25/24	6045266	TOYOTA TSUSHO MATERIAL HANDLING AME	\$5,161.89
3/25/24	6045267	WESSPUR TREE AND EQUIPMENT INC	\$356.08
3/25/24	6045268	WW GRAINGER INC	\$241.78
3/25/24	6045269	B&L UTILITY INC	\$5,736.50
3/25/24	6045270	THE COMPLETE LINE LLC	\$108.80
3/25/24	6045271	GENERAL PACIFIC INC	\$32,719.48
3/25/24	6045272	L & S ELECTRIC INC	\$22,702.70
3/25/24	6045273	LENZ ENTERPRISES INC	\$696.83
3/25/24	6045274	BRIAN DAVIS ENTERPRISES INC	\$431.25
3/25/24	6045275	NORTHWEST CASCADE INC	\$275.00
3/25/24	6045276	BEN-KO-MATIC CO	\$1,244.78
3/25/24	6045277	PACO VENTURES LLC	\$39,334.47
3/25/24	6045278	ROHLINGER ENTERPRISES INC	\$5,278.50
3/25/24	6045279	RUBATINO REFUSE REMOVAL LLC	\$744.98
3/25/24	6045280	SENSUS USA INC	\$55,852.30
3/25/24	6045281	SOUND SAFETY PRODUCTS CO INC	\$3,270.04
3/25/24	6045282	TRAVIS PATTERN & FOUNDRY INC	\$1,033.54
3/25/24	6045283	TYNDALE ENTERPRISES INC	\$42,751.93
3/25/24	6045284	WALTER E NELSON CO OF WESTERN WA	\$2,841.55
3/25/24	6045285	WESTERN PACIFIC CRANE & EQUIP LLC	\$17,803.80



**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/25/24	6045286	ALTEC INDUSTRIES INC	\$2,730.20
3/25/24	6045287	ANIXTER INC	\$250,529.65
3/25/24	6045288	TRAFFIC CONTROL PLAN CO OF WA LLC	\$175.00
3/25/24	6045289	REXEL USA INC	\$2,446.42
3/25/24	6045290	BALLARD INDUSTRIAL INC	\$252.68
3/25/24	6045291	AMERICAN POWER SYSTEMS LLC	\$9,306.94
3/25/24	6045292	TWILIO INC	\$5,081.30
3/25/24	6045293	CONSOR NORTH AMERICA INC	\$22,537.50
3/25/24	6045294	ELEVATOR SUPPORT COMPANY LLC	\$9,412.94
3/25/24	6045295	NOKIA OF AMERICA CORP	\$567,850.99
3/25/24	6045296	LINDA BARDELL	\$35.01
3/25/24	6045297	LISA KALINA	\$200.00
3/25/24	6045298	BETH RANTA	\$114.57
3/25/24	6045299	GARRISON MARR	\$577.73
3/25/24	6045300	BEAU GARRISON	\$305.00
3/25/24	6045301	RYAN COLLINS	\$2,203.58
3/25/24	6045302	FREDERICK WILLENBROCK	\$133.22
3/26/24	6045303	ALS GROUP USA CORP	\$85.00
3/26/24	6045304	CARDINAL PAINT & POWDER INC	\$363.00
3/26/24	6045305	CERIUM NETWORKS INC	\$15,836.86
3/26/24	6045306	HOWARD INDUSTRIES INC	\$75,896.94
3/26/24	6045307	JACO ANALYTICAL LAB INC	\$671.40
3/26/24	6045308	MOTOR TRUCKS INTL & IDEALEASE INC	\$4,573.60
3/26/24	6045309	NORTH COAST ELECTRIC COMPANY	\$2,066.82
3/26/24	6045310	ROBERT HALF INTERNATIONAL INC	\$2,537.60
3/26/24	6045311	RWC INTERNATIONAL LTD	\$194.52
3/26/24	6045312	SCHWEITZER ENGINEERING LAB INC	\$1,676.54
3/26/24	6045313	STELLAR INDUSTRIAL SUPPLY INC	\$2,172.08
3/26/24	6045314	TOYOTA TSUSHO MATERIAL HANDLING AME	\$4,022.86
3/26/24	6045315	WILLIAMS SCOTSMAN INC	\$1,484.70
3/26/24	6045316	CHAMPION BOLT & SUPPLY INC	\$74.70
3/26/24	6045317	DESIGNER DECAL INC	\$482.46

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/26/24	6045318	DICKS TOWING INC	\$259.83
3/26/24	6045319	LENZ ENTERPRISES INC	\$163.04
3/26/24	6045320	ROHLINGER ENTERPRISES INC	\$721.39
3/26/24	6045321	SENSUS USA INC	\$30,741.23
3/26/24	6045322	BRENT STAINER	\$200.00
3/26/24	6045323	ANIXTER INC	\$30,692.82
3/26/24	6045324	SEMAPHORE CORP	\$127,534.55
3/26/24	6045325	BALLARD INDUSTRIAL INC	\$8,264.52
3/26/24	6045326	RODDAN INDUSTRIAL	\$6,149.88
3/26/24	6045327	AMERICAN CRAWLSPACE & PEST SERVICES	\$1,592.50
3/26/24	6045328	STILLY RIVER MECHANICAL INC	\$5,750.00
3/26/24	6045329	CM AIR PROS LLC	\$1,650.00
3/26/24	6045330	MELISSA WITZEL	\$1,334.42
3/26/24	6045331	MICHAEL CLOUGH	\$342.84
3/26/24	6045332	JANNE AVATARE	\$127.18
3/26/24	6045333	JENNIFER RICH	\$42.88
3/26/24	6045334	CRESSA JOHNSON	\$893.75
3/26/24	6045335	KEVIN LUONG	\$597.99
3/26/24	6045336	JENNY ZIMMERMAN	\$200.00
3/26/24	6045337	JACOB MANLEY	\$749.67
3/26/24	6045338	CARSON PORTER	\$77.25
3/27/24	6045339	ALASKAN COPPER & BRASS CO	\$392.76
3/27/24	6045340	CDW LLC	\$498.70
3/27/24	6045341	CERIUM NETWORKS INC	\$329.70
3/27/24	6045342	DAVID EVANS & ASSOCIATES INC	\$4,052.90
3/27/24	6045343	KUBRA DATA TRANSFER LTD	\$39,688.46
3/27/24	6045344	NORTHSTAR CHEMICAL INC	\$525.00
3/27/24	6045345	NW ENERGY EFFICIENCY ALLIANCE INC	\$1,017.50
3/27/24	6045346	NW SUBSURFACE WARNING SYSTEM	\$5,768.40
3/27/24	6045347	ROMAINE ELECTRIC CORP	\$1,555.67
3/27/24	6045348	SHI INTERNATIONAL CORP	\$15,034.62
3/27/24	6045349	STELLAR INDUSTRIAL SUPPLY INC	\$266.39

### Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
3/27/24	6045350	STELLA-JONES CORPORATION	\$57,711.04
3/27/24	6045351	WIDENET CONSULTING GROUP LLC	\$1,865.30
3/27/24	6045352	DESIGNER DECAL INC	\$3,107.43
3/27/24	6045353	GENERAL PACIFIC INC	\$10,418.78
3/27/24	6045354	LONGS LANDSCAPE LLC	\$2,428.80
3/27/24	6045355	NORTHWEST CASCADE INC	\$515.63
3/27/24	6045356	NORTHWEST TOWER ENGINEERING PLLC	\$60,450.00
3/27/24	6045357	OPEN ACCESS TECHNOLOGY INTL INC	\$898.22
3/27/24	6045358	BEN-KO-MATIC CO	\$3,587.69
3/27/24	6045359	RMG FINANCIAL CONSULTING INC	\$850.00
3/27/24	6045360	SENSUS USA INC	\$234,636.50
3/27/24	6045361	SOUND SAFETY PRODUCTS CO INC	\$651.38
3/27/24	6045362	STOEL RIVES LLP	\$14,475.00
3/27/24	6045363	VISION METERING LLC	\$16,000.00
3/27/24	6045364	ZIPPER GEO ASSOCIATES LLC	\$3,061.37
3/27/24	6045365	ANIXTER INC	\$13,241.02
3/27/24	6045366	REXEL USA INC	\$1,639.84
3/27/24	6045367	BALLARD INDUSTRIAL INC	\$20,866.45
3/27/24	6045368	RENTOKIL NORTH AMERICA INC	\$989.10
3/27/24	6045369	QCL INC	\$221.00
3/27/24	6045370	USIC HOLDINGS INC	\$66,214.83
3/27/24	6045371	BLUEBERRY TECHNOLOGIES LLC	\$3,600.00
3/27/24	6045372	UTILITY TRAILER & EQUIP SALES NW LL	\$1,281.90
3/27/24	6045373	TECH DATA CORP	\$8,173.09
3/27/24	6045374	ELEVATOR SUPPORT COMPANY LLC	\$1,884.79
3/27/24	6045375	SCI NETWORKS USA	\$67,835.00
3/27/24	6045376	PERFORMANCE SYSTEMS	\$33,333.33
3/27/24	6045377	LUISANA HERNANDEZ	\$2,295.90
3/27/24	6045378	STILLWATER ENERGY LLC	\$30,525.00
3/27/24	6045379	NICHOLAS BELISLE	\$25.46
3/27/24	6045380	HENRY SCHULLER	\$128.64
3/27/24	6045381	JOHN HAARLOW	\$728.24

### Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
3/27/24	6045382	MORGAN STOLTZNER	\$247.12
3/28/24	6045383	ASPLUNDH TREE EXPERT LLC	\$28,263.56
3/28/24	6045384	CDW LLC	\$953.38
3/28/24	6045385	HOWARD INDUSTRIES INC	\$80,046.76
3/28/24	6045386	MOTOR TRUCKS INTL & IDEALEASE INC	\$1,990.48
3/28/24	6045387	NORTH COAST ELECTRIC COMPANY	\$4,163.17
3/28/24	6045388	NW ENERGY EFFICIENCY ALLIANCE INC	\$31,250.00
3/28/24	6045389	TOPSOILS NORTHWEST INC	\$625.00
3/28/24	6045390	UNITED PARCEL SERVICE	\$83.09
3/28/24	6045391	WETLAND RESOURCES INC	\$13,900.00
3/28/24	6045392	WW GRAINGER INC	\$1,345.47
3/28/24	6045393	GENERAL PACIFIC INC	\$46,185.47
3/28/24	6045394	GEOENGINEERS INC	\$1,942.50
3/28/24	6045395	LENZ ENTERPRISES INC	\$3,339.57
3/28/24	6045396	LONGS LANDSCAPE LLC	\$12,818.86
3/28/24	6045397	NORTHWEST CASCADE INC	\$2,785.42
3/28/24	6045398	BEN-KO-MATIC CO	\$822.51
3/28/24	6045399	DAVID JAMES PERKINS	\$3,440.00
3/28/24	6045400	SNOHOMISH COUNTY	\$36,911.04
3/28/24	6045401	TOTAL LANDSCAPE CORP	\$1,805.10
3/28/24	6045402	ZIPPER GEO ASSOCIATES LLC	\$8,935.74
3/28/24	6045403	ALTEC INDUSTRIES INC	\$815.70
3/28/24	6045404	ROADPOST USA INC	\$1,315.78
3/28/24	6045405	Z2SOLUTIONS LLC	\$13,200.00
3/28/24	6045406	CURTIS A SMITH	\$6,470.27
3/28/24	6045407	THEODORE BLAINE LIGHT III	\$8,235.00
3/28/24	6045408	MAPBOX INC	\$1,179.20
3/28/24	6045409	LIVEVIEW TECHNOLOGIES INC	\$17,086.24
3/28/24	6045410	SYNOPTIC DATA PBC	\$1,750.00
3/28/24	6045411	EMERGENT DEVICES INC	\$540.71
3/28/24	6045412	STILLY RIVER MECHANICAL INC	\$5,300.00
3/28/24	6045413	OXBOW LLC	\$16,387.50

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
3/28/24	6045414	SANJEEV FARWAHA	\$2,323.43
3/28/24	6045415	ALLISON GRINCZEL	\$493.65
3/28/24	6045416	JONATHAN JONES	\$3,111.36
3/28/24	6045417	KELSEY LEWIS	\$2,550.00
3/29/24	6045418	HOWARD INDUSTRIES INC	\$83,084.40
3/29/24	6045419	AARD PEST CONTROL INC	\$537.66
3/29/24	6045420	PACIFIC MOBILE STRUCTURES INC	\$2,210.06
3/29/24	6045421	SENSUS USA INC	\$1,743.12
3/29/24	6045422	PACHECOS LANDSCAPING LLC	\$9,169.19
3/29/24	6045423	ELEVATOR SUPPORT COMPANY LLC	\$1,027.57
3/29/24	6045424	RODDAN INDUSTRIAL	\$1,318.80
3/29/24	6045425	MICHEAL LYNCH	\$475.00
3/29/24	6045426	KYLE FITZHUGH	\$85.76
3/29/24	6045427	BRANDON JODOCK	\$425.10
3/29/24	6045428	MICHAEL SORENSON	\$392.94
3/29/24	6045429	CLAYTON STANLEY	\$103.50
3/29/24	6045430	CAMERON NIXON	\$272.34
3/29/24	6045431	LIBERTY MUTUAL GROUP INC	\$16,596.20
4/1/24	6045432	ASPLUNDH TREE EXPERT LLC	\$1,390.91
4/1/24	6045433	DAVID EVANS & ASSOCIATES INC	\$10,909.99
4/1/24	6045434	INTERCONTINENTAL EXCHANGE HOLDINGS	\$3,175.00
4/1/24	6045435	MOTOR TRUCKS INTL & IDEALEASE INC	\$3,020.32
4/1/24	6045436	NORTH COAST ELECTRIC COMPANY	\$444.04
4/1/24	6045437	NORTHWEST POWER POOL CORP	\$6,339.40
4/1/24	6045438	ROBERT HALF INTERNATIONAL INC	\$3,443.20
4/1/24	6045439	S&C ELECTRIC COMPANY	\$170,327.74
4/1/24	6045440	SISKUN INC	\$1,478.84
4/1/24	6045441	TOPSOILS NORTHWEST INC	\$1,000.00
4/1/24	6045442	TOYOTA TSUSHO MATERIAL HANDLING AME	\$244.93
4/1/24	6045443	GORDON TRUCK CENTERS INC	\$5,188.93
4/1/24	6045444	BENEFITFOCUS COM INC	\$8,077.86
4/1/24	6045445	ECODOCX LLC	\$1,290.00

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
4/1/24	6045446	ELECTRO-TERM INC	\$3,018.65
4/1/24	6045447	ENERGY NORTHWEST	\$57,211.00
4/1/24	6045448	GENERAL PACIFIC INC	\$1,243.11
4/1/24	6045449	LENZ ENTERPRISES INC	\$40.00
4/1/24	6045450	NORTHWEST CASCADE INC	\$187.50
4/1/24	6045451	ROHLINGER ENTERPRISES INC	\$422.57
4/1/24	6045452	SOUND SAFETY PRODUCTS CO INC	\$420.26
4/1/24	6045453	TECH PRODUCTS INC	\$115.80
4/1/24	6045454	TRIANGLE ASSOCIATES INC	\$6,399.17
4/1/24	6045455	ZIPPER GEO ASSOCIATES LLC	\$15,287.03
4/1/24	6045456	ARCHER ENERGY SOLUTIONS LLC	\$31,070.00
4/1/24	6045457	GRAYBAR ELECTRIC CO INC	\$3,469.54
4/1/24	6045458	ALTEC INDUSTRIES INC	\$1,704.17
4/1/24	6045459	ANIXTER INC	\$10,844.64
4/1/24	6045460	SEMAPHORE CORP	\$1,973.75
4/1/24	6045461	FABER CONSTRUCTION CORP	\$1,537,836.36
4/1/24	6045462	MICHAEL NASH	\$9,835.54
4/1/24	6045463	CG ENGINEERING PLLC	\$512.50
4/1/24	6045464	TRAFFIC CONTROL PLAN CO OF WA LLC	\$1,050.00
4/1/24	6045465	JTI COMMERCIAL SERVICES LLC	\$58,814.81
4/1/24	6045466	RADIANS INC	\$1,524.96
4/1/24	6045467	INFOSOL INC	\$8,400.00
4/1/24	6045468	QCERA INC	\$2,053.50
4/1/24	6045469	BANK OF AMERICA NA	\$381,670.13
4/1/24	6045470	UNIVERSAL PROTECTION SERVICE LP	\$132,640.60
4/1/24	6045471	BRIE'N MILLER	\$263.98
4/1/24	6045472	JEFFREY KALLSTROM	\$404.46
4/1/24	6045473	JORDAN ZELANIK	\$181.00
4/2/24	6045474	CDW LLC	\$4,957.75
4/2/24	6045475	NW ENERGY EFFICIENCY ALLIANCE INC	\$55,284.06
4/2/24	6045476	RWC INTERNATIONAL LTD	\$38.11
4/2/24	6045477	STELLAR INDUSTRIAL SUPPLY INC	\$1,193.65

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
4/2/24	6045478	TOPSOILS NORTHWEST INC	\$396.00
4/2/24	6045479	GORDON TRUCK CENTERS INC	\$66.69
4/2/24	6045480	WASHINGTON ST NURSERY & LANDSCAPE A	\$6,600.00
4/2/24	6045481	CELLCO PARTNERSHIP	\$6,486.31
4/2/24	6045482	DACO CORPORATION	\$7,501.33
4/2/24	6045483	DUNLAP INDUSTRIAL HARDWARE INC	\$200.46
4/2/24	6045484	EDGE ANALYTICAL INC	\$225.00
4/2/24	6045485	GENERAL PACIFIC INC	\$32,702.06
4/2/24	6045486	LENZ ENTERPRISES INC	\$1,745.60
4/2/24	6045487	NATIONAL TRUCK EQUIPMENT ASSOC	\$770.00
4/2/24	6045488	RICOH USA INC	\$1,304.84
4/2/24	6045489	SOUND SAFETY PRODUCTS CO INC	\$955.24
4/2/24	6045490	ALTEC INDUSTRIES INC	\$7,107.38
4/2/24	6045491	TRU-CHECK INC	\$411,276.17
4/2/24	6045492	ICONIX WATERWORKS INC	\$2,495.76
4/2/24	6045493	REXEL USA INC	\$1,628.15
4/2/24	6045494	RESOURCE INNOVATIONS INC	\$10,500.00
4/2/24	6045495	SHERELLE GORDON	\$32,000.00
4/2/24	6045496	ELEVATOR SUPPORT COMPANY LLC	\$137,067.80
4/2/24	6045497	JOHN HIEB	\$116.00
4/2/24	6045498	GILLIAN ANDERSON	\$127.76
4/3/24	6045499	HOWARD INDUSTRIES INC	\$74,393.51
4/3/24	6045500	IVOXY CONSULTING INC	\$3,846.50
4/3/24	6045501	NORTH COAST ELECTRIC COMPANY	\$42.37
4/3/24	6045502	PACIFIC NW UTIL CONF COMMITTEE	\$22,500.00
4/3/24	6045503	PUGET SOUND ENERGY INC	\$1,057.47
4/3/24	6045504	STELLAR INDUSTRIAL SUPPLY INC	\$3,244.94
4/3/24	6045505	TESSCO INCORPORATED	\$43.30
4/3/24	6045506	TOPSOILS NORTHWEST INC	\$1,126.85
4/3/24	6045507	TRAYER ENGINEERING CORPORATION	\$147,546.00
4/3/24	6045508	GORDON TRUCK CENTERS INC	\$10.01
4/3/24	6045509	WW GRAINGER INC	\$183.64

**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
4/3/24	6045510	LENZ ENTERPRISES INC	\$3,117.42
4/3/24	6045511	NORTHWEST CASCADE INC	\$137.50
4/3/24	6045512	SOUND SAFETY PRODUCTS CO INC	\$1,107.27
4/3/24	6045513	THE GOODYEAR TIRE & RUBBER CO	\$9,582.84
4/3/24	6045514	RENTOKIL NORTH AMERICA INC	\$164.85
4/3/24	6045515	WELLNESS BY WISHLIST INC	\$1,570.31
4/3/24	6045516	FORMA CONSTRUCTION COMPANY	\$4,783.73
4/3/24	6045517	UTILITY TRAILER & EQUIP SALES NW LL	\$2,523.47
4/3/24	6045518	AMERICAN CRAWLSPACE & PEST SERVICES	\$975.00
4/3/24	6045519	BREEZE FREE INC	\$925.00
4/3/24	6045520	WASHINGTON ENERGY SERVICES COMPANY	\$2,650.00
4/3/24	6045521	SEATOWN ELECTRIC HEATING & AIR CORP	\$2,687.50
4/3/24	6045522	ALYSSIA RHOADS	\$352.16
4/3/24	6045523	MONICA GORMAN	\$176.21
4/3/24	6045524	ALAN LUNA	\$24.12
4/3/24	6045525	ANGELA LINDER	\$4,000.00
4/3/24	6045526	LYNETTE ZWAR	\$3,955.00
4/3/24	6045527	CHRISTIAN CHMIELEWSKI	\$224.23
4/3/24	6045528	MICHAEL KEEZER	\$425.10
4/3/24	6045529	MAXINE SELIN	\$136.46
4/3/24	6045530	SHAWN WIGGINS	\$72.36
4/3/24	6045531	MICHAEL LAMBERT	\$380.36
4/3/24	6045532	VERONICA BLACK	\$379.46
4/3/24	6045533	JEROME DRESCHER	\$82.41
4/3/24	6045534	ELI HAKSO	\$103.50
4/3/24	6045535	JAKE LACKIE	\$425.10
4/3/24	6045536	SEAN O'CONNOR	\$104.00
4/3/24	6045537	JUSTIN ATKINSON	\$425.10
4/3/24	6045538	JOSE BARAJAS TORRES	\$425.10
4/3/24	6045539	MICHAEL BOWER	\$125.25
4/4/24	6045540	ALASKAN COPPER & BRASS CO	\$1,351.55
4/4/24	6045541	ASPLUNDH TREE EXPERT LLC	\$44,097.78



**Detailed Disbursement Report**

<b>Accounts Payable ACH</b>			
<b>Payment Date</b>	<b>Payment Ref Nbr</b>	<b>Payee</b>	<b>Amount</b>
4/4/24	6045542	MOSS ADAMS LLP	\$53,000.00
4/4/24	6045543	MOTOR TRUCKS INTL & IDEALEASE INC	\$678.40
4/4/24	6045544	ROBERT HALF INTERNATIONAL INC	\$3,400.64
4/4/24	6045545	S&C ELECTRIC COMPANY	\$89,585.09
4/4/24	6045546	TOPSOILS NORTHWEST INC	\$528.00
4/4/24	6045547	UNIVERSAL LANGUAGE SERVICE INC	\$44.05
4/4/24	6045548	WILLIAMS SCOTSMAN INC	\$589.31
4/4/24	6045549	WW GRAINGER INC	\$189.47
4/4/24	6045550	CHAMPION BOLT & SUPPLY INC	\$49.35
4/4/24	6045551	COLEHOUR & COHEN INC	\$6,453.75
4/4/24	6045552	DESIGNER DECAL INC	\$2,559.03
4/4/24	6045553	EDGE ANALYTICAL INC	\$288.00
4/4/24	6045554	GENERAL PACIFIC INC	\$2,523.39
4/4/24	6045555	GEOENGINEERS INC	\$511.00
4/4/24	6045556	KUKER-RANKEN INC	\$28,703.54
4/4/24	6045557	NORTHWEST CASCADE INC	\$278.50
4/4/24	6045558	PUBLIC UTILITY DISTRICT EMPLOYEES	\$1,780.00
4/4/24	6045559	RICOH USA INC	\$5,890.48
4/4/24	6045560	LOUIS F MATHESON CONSTRUCTION INC	\$2,082.70
4/4/24	6045561	SEATTLE AUTOMOTIVE DISTRIBUTING INC	\$58.35
4/4/24	6045562	VALMONT TELECOMMUNICATIONS INC	\$87.74
4/4/24	6045563	OFFICE OF THE SECRETARY OF STATE	\$1,915.00
4/4/24	6045564	ZIPPER GEO ASSOCIATES LLC	\$515.00
4/4/24	6045565	UNITED RENTALS NORTH AMERICA INC	\$35,107.16
4/4/24	6045566	GRAYBAR ELECTRIC CO INC	\$5,121.81
4/4/24	6045567	ALTEC INDUSTRIES INC	\$42.80
4/4/24	6045568	ANIXTER INC	\$11,274.65
4/4/24	6045569	360TRAINING COM INC	\$19,782.00
4/4/24	6045570	CENVEO WORLDWIDE LIMITED	\$5,761.51
4/4/24	6045571	ROLLUDA ARCHITECTS	\$2,765.32
4/4/24	6045572	NORTHWEST CORROSION ENGINEERING LLC	\$905.68
4/4/24	6045573	RENTOKIL NORTH AMERICA INC	\$164.85

### Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
4/4/24	6045574	ARCHECOLOGY LLC	\$1,350.00
4/4/24	6045575	ADP INC	\$18,053.91
4/4/24	6045576	SUNBELT RENTALS INC	\$239.10
4/4/24	6045577	CHANDLER ASSET MANAGEMENT INC	\$3,500.00
4/4/24	6045578	SEATOWN ELECTRIC HEATING & AIR CORP	\$2,650.00
4/4/24	6045579	THOMAS HEAPHY	\$379.46
4/4/24	6045580	JESSICA SPAHR	\$2,055.42
4/4/24	6045581	ADAM PERETTI	\$1,304.46
4/4/24	6045582	PATRICK ARRINGTON	\$371.16
4/4/24	6045583	LIBERTY MUTUAL GROUP INC	\$1,512.25
4/5/24	6045584	NELSON DISTRIBUTING INC	\$8,872.94
4/5/24	6045585	ON HOLD CONCEPTS INC	\$234.70
4/5/24	6045586	PETROCARD INC	\$73,318.35
4/5/24	6045587	SHI INTERNATIONAL CORP	\$497.07
4/5/24	6045588	UNITED PARCEL SERVICE	\$347.27
4/5/24	6045589	WEST COAST PAPER CO	\$3,056.10
4/5/24	6045590	WIDENET CONSULTING GROUP LLC	\$1,929.70
4/5/24	6045591	UNITED RENTALS NORTH AMERICA INC	\$1,527.61
4/5/24	6045592	FORMA CONSTRUCTION COMPANY	\$32,259.71
4/5/24	6045593	LINDA BUNNEY	\$125.25
4/5/24	6045594	GARRISON MARR	\$690.53
4/5/24	6045595	DANIEL NYACHUBA	\$4,000.00
<b>Total:</b>			<b>\$7,001,258.77</b>

### Detailed Disbursement Report

Accounts Payable Wires			
Payment Date	Payment Ref Nbr	Payee	Amount
3/25/24	7003211	US DEPARTMENT OF ENERGY	\$4,593,034.00
3/25/24	7003212	CRAWFORD & COMPANY	\$377.92
3/26/24	7003213	US DEPARTMENT OF ENERGY	\$19,803,762.00
3/29/24	7003214	TRANSALTA ENERGY MARKETING US INC	\$1,953.00
4/1/24	7003215	WHEAT FIELD WIND POWER PROJECT LLC	\$1,550,038.22
4/2/24	7003216	MOBILIZZ INC	\$613.35
4/4/24	7003217	ICMA-RC	\$250.86
4/4/24	7003218	MOBILIZZ INC	\$14,966.82
4/5/24	7003219	ICMA-RC	\$280,156.74
4/5/24	7003220	PUBLIC UTILITY DIST NO 1 OF SNOHOMI	\$23,704.77
4/5/24	7003221	ICMA-RC	\$668,754.15

**Total: \$26,937,611.83**

### Detailed Disbursement Report

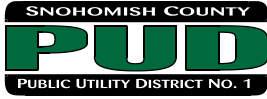
Payroll			
Period End Date	Payment Ref Nbr	Payee	Amount
4/3/24	5300001004	PUD EMPLOYEES - DIRECT DEPOSIT	\$4,539,670.63
4/5/24	845152 - 845160	PUD EMPLOYEES - WARRANTS	\$18,469.05

### Detailed Disbursement Report

Automatic Debit Payments			
Payment Date	Payment Ref Nbr	Payee	Amount
3/26/24	5300000999	STATE OF WA DEPT OF RETIR	\$294,049.53
3/26/24	5300001000	STATE OF WA DEPT OF REVEN	\$2,869,567.69
4/1/24	5300001001	WELLNESS BY WISHLIST INC	\$20,455.67
4/2/24	5300001002	WELLNESS BY WISHLIST INC	\$1,749.59
4/3/24	5300001004	ADP INC	\$1,057,927.18
4/5/24	5300001005	WELLNESS BY WISHLIST INC	\$9,145.40
4/5/24	5300001006	WELLNESS BY WISHLIST INC	\$68,059.46

**Total: \$4,320,954.52**





GOVERNANCE
INTERNAL MONITORING REPORT UNAUDITED

Report Date: 4/8/2024

Policy Type: Executive Limitations

Reporting Method: [X] Executive Report [ ] External Audit [ ] Direct Inspection

Policy Title: Financial Conditions and Activities (EL-5)

Date of Policy: April 27, 1999

Frequency: Quarterly

Global Policy Prohibition: With respect to the actual, ongoing financial condition and activities, the General Manager shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in the Ends Policy.

Interpretation: The General Manager shall ensure that the District's financial position and results are consistent with Board policy and priorities and are fiscally prudent.

Compliance: This report constitutes my assurance that, as reasonably interpreted, these conditions have not occurred and further, that the data submitted below are accurate as of this date, December 31, 2023.

Signed J. Scott Jones
J. Scott Jones, CFO

04/09/2024
Date

Signed John Haarlow
John A. Haarlow, CEO

04/10/2024
Date

Summary Data: See attached financial and budget results.

- 1. Policy Prohibition: Accordingly, she or he shall not use any rate stabilization fund reserves without Board authorization.

Interpretation: The District shall hold in reserves any amounts designated by the Board for the Rate Stabilization Reserve. This reserve shall be reduced only by Commission action.

Conclusion: During the 4th quarter of 2023 this Executive Limitation was followed with no exceptions.

**Summary Data:** The Rate Stabilization fund was not reduced during the 4th quarter of 2023.

2. **Policy Prohibition:** *Accordingly, she or he shall not pay any judgment or settle any claim with funds from the District's self-insurance fund unless authorized by the Board.*

**Interpretation:** No claim settlement will be paid out of the District's self-insured retention fund without first obtaining commission approval.

**Conclusion:** During the 4th quarter of 2023, this Executive Limitation was followed with no exceptions.

**Summary Data:** The Self Insurance Fund totals \$10.0 million as of December 31, 2023. No claims were paid out of the District's Self-insured Retention Fund during the 4th quarter of 2023. All other claims settlements authorized by the Risk Management department were paid from the department's annual claims settlement budget.

3. **Policy Prohibition:** *Accordingly, she or he shall not fail to present the Board in Executive Session, on at least a quarterly basis, a report regarding all significant lawsuits filed against the District and any other legal issues which could result in significant financial exposure for the District.*

**Interpretation:** Lawsuits that could materially affect the financial viability of the District will be reported to the Commission. Also included will be any other potential legal issues that may pose significant concerns in the future.

**Conclusion:** During the 4th quarter of 2023, this Executive Limitation was followed with no exceptions.

**Summary Data:** This requirement is being met quarterly by a confidential litigation memorandum to the Board and General Manager from the General Counsel who has assumed the responsibility for ensuring that the Commission is kept current on any significant pending or potential litigation or issues that could result in significant exposure for the District. Cases on that memorandum are discussed in Executive Session on an as-needed basis.

4. **Policy Prohibition:** *Accordingly, she or he shall not fail to settle payroll and debts in a timely manner.*

**Interpretation:** Payroll and all other accounts payable will be paid in a timely manner.

**Conclusion:** During the 4th quarter of 2023, this Executive Limitation was followed with no exceptions.



**Summary Data:** Payroll and all other payables were made in a timely manner during the 4th quarter of 2023.

5. **Policy Prohibition:** *Accordingly, she or he shall not allow tax payments or other government-authority ordered payments or filings to be overdue or inaccurately filed.*

**Interpretation:** Tax payments will be made in a timely manner, avoiding penalties and interest.

**Conclusion:** During the 4th quarter of 2023, this Executive Limitation was followed with no exceptions.

**Summary Data:** During this quarter all applicable local, state, and federal tax payments and obligations were made in a timely manner.

6. **Policy Prohibition:** *Accordingly, she or he shall not fail to aggressively pursue receivables after a reasonable grace period to the extent it is cost effective to do so.*

**Interpretation:** Accounts receivable are handled according to written District Policies, Procedures, and Guidelines. Past due accounts receivable are pursued in a cost-effective manner based on credit guidelines, customer circumstance, and staffing availability.

**Conclusion:** During the 4th quarter of 2023, this Executive Limitation was followed with no exceptions.

**Summary Data:** The District is pursuing receivables once again, and resuming disconnections for non-payment, after pausing during the COVID-19 and proclamation 20-23.2 which prohibited disconnection of residential service due to nonpayment as well as late fees and disconnection fees. Resolution 6072, effective September 1, 2022, allowed our regular process of collections to resume. Our current ratio of net bad debts written off to total revenue year-to-date is 0.35% as of December 31, 2023.

7. **Policy Prohibition:** *Accordingly, she or he shall not, without prior approval of the Board, compromise or settle:*

A. *An employee claim when a lawsuit has been filed.*

B. *An employee claim where a lawsuit has not been filed 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. Such settlements shall be recorded with the Board as incidental reports within thirty (30) calendar days of the settlement.*

- C. *A claim against the District when a lawsuit has been filed where the settlement is greater than \$25,000, including attorney fees or other expenses.*
- D. *Any other demand or claim by or against the District for a monetary amount greater than \$100,000.*

**Interpretation:** General Counsel and Risk Management will ensure that the Commission shall be informed when an employee files a lawsuit, a settlement greater than \$25,000 is made with an employee, a lawsuit greater than \$25,000 is filed, or any other demand greater than \$100,000 is made against the District.

**Conclusion:** During the 4th quarter of 2023, this Executive Limitation was followed with no exceptions.

**Summary Data:** This requirement is being met by General Counsel in Executive Session. General Counsel has assumed the responsibility for ensuring that the Commission is kept current on any employee claims when a lawsuit is filed, employee settlements greater than \$25,000, and any lawsuits or potential claims greater than \$100,000 except for claims handled by Risk Management.

- 8. **Policy Prohibition:** *Accordingly, she or he shall not execute modifications to the collective bargaining agreements between the District and the International Brotherhood of Electrical Workers (IBEW) that:*
  - A. *Relate to compensation including, but not limited to, wages or benefits;*
  - B. *Are unbudgeted; or*
  - C. *Cumulatively exceed \$100,000 in any fiscal year.*

**Interpretation:** The District's Collective Bargaining Agreement (CBA) with IBEW Local #77 will not be modified without approval of the Board of Commissioners when the modifications involve any one of the following:

- Changes to the wage rate(s) for any Union Classification
- Changes to the overtime rate for any Union Classification
- Any new job classification and corresponding wage rate
- Any change to the formula for the District's contribution for health and welfare benefits
- An increase in the District's budget
- Contractual changes which result in an accumulation of cost changes which exceed \$100,000 annually.

Compensation changes which involve items other than the above (e.g., tool allowance, boot/clothing allowances, fair share premiums, rest time, stand-by time, travel time, high time) do not require approval from the Board of Commissioners.

**Conclusion:** There have been no incidents of non-compliance with this Policy Prohibition during the 4th quarter of 2023 reporting year.

**Summary Data:**

- State law requires that changes in wage rates require approval of the Board of Commissioners. This includes establishing wage rates for new classifications. No proposed wage changes for union classifications have been made without the approval of the Board of Commissioners and our current overtime rate has not been changed.
- The formula for the District's contribution for health and welfare benefits is outlined in the CBA. No changes in this formula have occurred without approval from the Commission.

# **Financial Results (Unaudited) Fourth Quarter 2023**

**Presented by Shawn Hunstock  
Senior Manager, Controller, and Auditor**

**April 16, 2024**

**Last Presented: November 7, 2023**

**Board of Commissioners:**

**Sidney “Sid” Logan • Tanya “Toni” Olson • Rebecca Wolfe**



# Statement of Operations

## Electric and Generation Systems

YTD Through December 31, 2023  
(millions)

	2022	Prior Year vs. Current	2023
<b>Operating Revenues</b>			
Retail Sales	\$ 656	+10	\$ 666
Wholesale Revenue	73	-1	72
Other Revenues	36	+28	64
<b>Total Operating Revenues</b>	<b>\$ 766</b>	<b>+37</b>	<b>\$ 802</b>
<b>Operating Expenses</b>			
Operation and Maintenance	\$ 221	+6	\$ 227
Purchased Power	364	+43	406
Depreciation Expense	69	+3	72
Taxes	41	+1	42
<b>Total Operating Expenses</b>	<b>\$ 694</b>	<b>+53</b>	<b>\$ 748</b>
<b>Net Operating Income</b>	<b>\$ 71</b>	<b>-17</b>	<b>\$ 55</b>
Other Income (Expense)	\$ 4	+3	\$ 7
Interest Income (Expense)	(19)	+24	5
Capital Contributions	28	+3	31
<b>Net Income</b>	<b>\$ 85</b>	<b>+13</b>	<b>\$ 98</b>
<b>Capital Expenditures</b>	<b>\$ 115</b>	<b>+48</b>	<b>\$ 163</b>

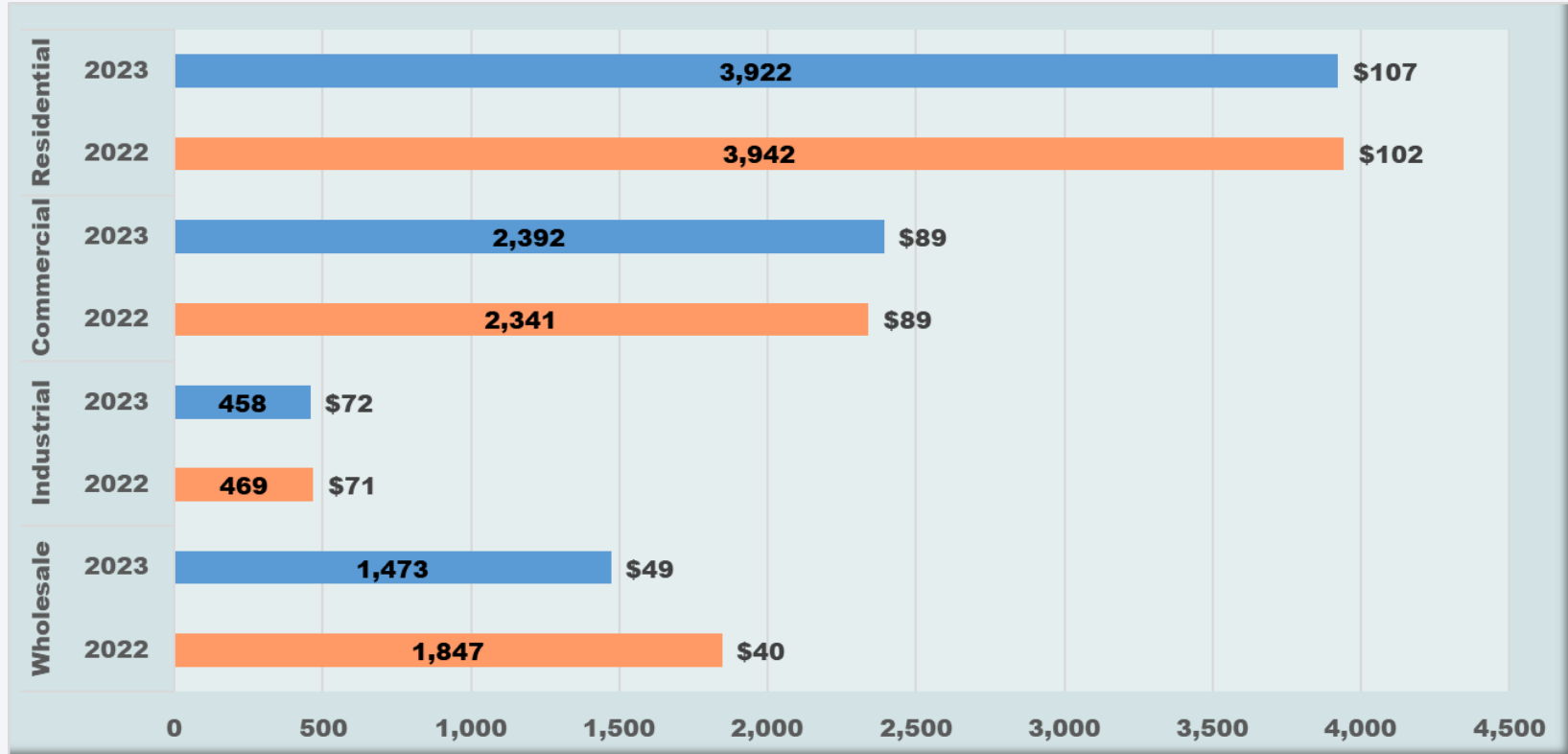
# Statement of Operations Electric and Generation Systems

YTD Through December 31, 2023  
(millions)

	2022	Prior Year vs. Current	2023
<b>Operating Revenues</b>			
Retail Sales	\$ 656	+10	\$ 666
Wholesale Revenue	73	-1	72
Other Revenues	36	+28	64
<b>Total Operating Revenues</b>	<b>\$ 766</b>	<b>+37</b>	<b>\$ 802</b>

# Megawatt Hours – Billed (000's) and Revenue per MWh

YTD Through December 31, 2023



# Statement of Operations Electric and Generation Systems

YTD Through December 31, 2023  
(millions)

	2022	Prior Year vs. Current	2023
<b>Operating Expenses</b>			
Operation and Maintenance	\$ 221	+6	\$ 227
Purchased Power	364	+43	406
Depreciation Expense	69	+3	72
Taxes	41	+1	42
<b>Total Operating Expenses</b>	<b>\$ 694</b>	<b>+53</b>	<b>\$ 748</b>
<b>Net Operating Income</b>	<b>\$ 71</b>	<b>-17</b>	<b>\$ 55</b>

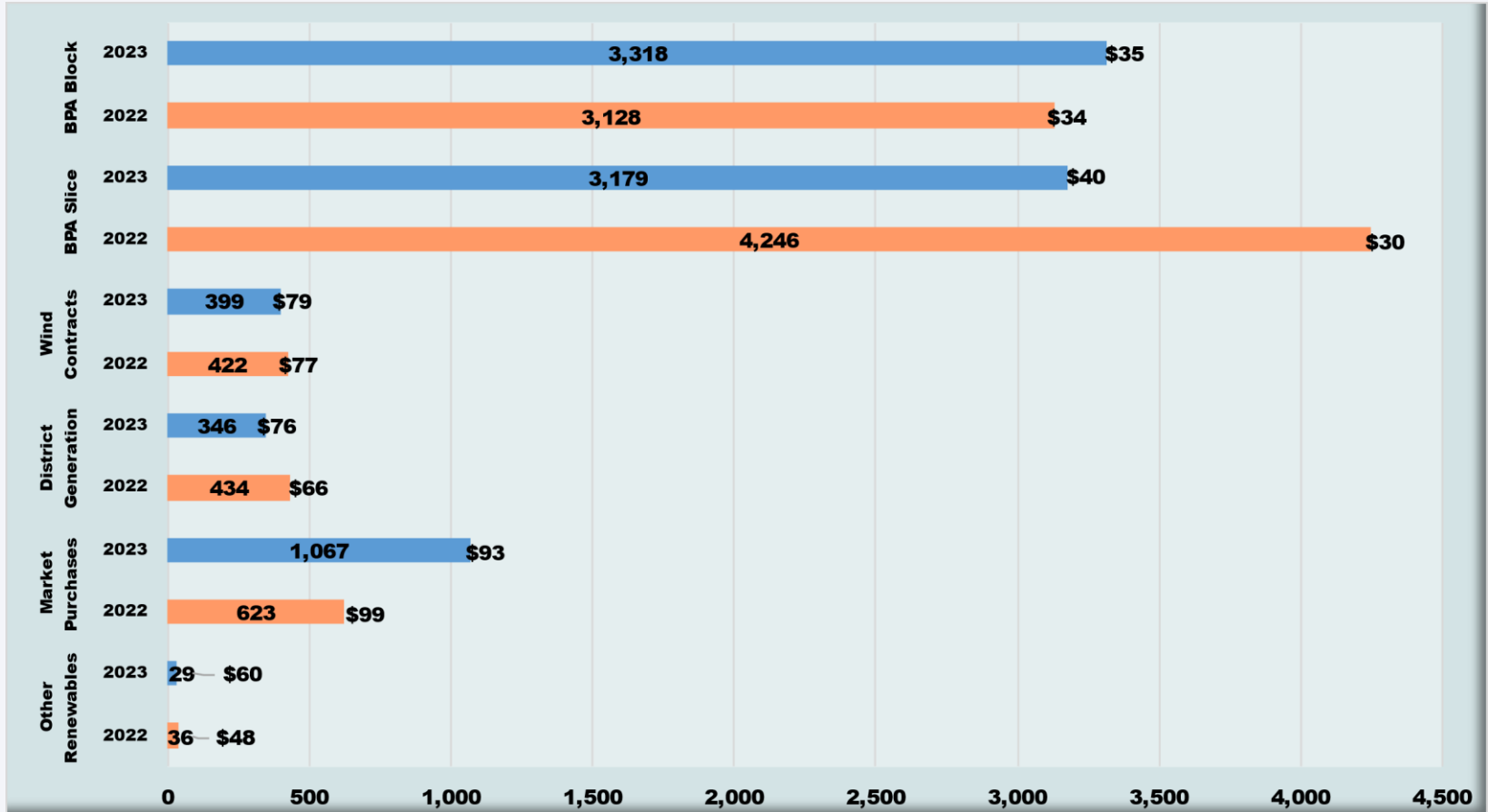


# Megawatt Hours – Power Supply

(000's)

## and Cost per MWh

YTD Through December 31, 2023



# Statement of Operations

## Electric and Generation Systems

YTD Through December 31, 2023  
(millions)

	2022	Prior Year vs. Current	2023
<b>Operating Revenues</b>			
Retail Sales	\$ 656	+10	\$ 666
Wholesale Revenue	73	-1	72
Other Revenues	36	+28	64
<b>Total Operating Revenues</b>	<b>\$ 766</b>	<b>+37</b>	<b>\$ 802</b>
<b>Operating Expenses</b>			
Operation and Maintenance	\$ 221	+6	\$ 227
Purchased Power	364	+43	406
Depreciation Expense	69	+3	72
Taxes	41	+1	42
<b>Total Operating Expenses</b>	<b>\$ 694</b>	<b>+53</b>	<b>\$ 748</b>
<b>Net Operating Income</b>	<b>\$ 71</b>	<b>-17</b>	<b>\$ 55</b>
Other Income (Expense)	\$ 4	+3	\$ 7
Interest Income (Expense)	(19)	+24	5
Capital Contributions	28	+3	31
<b>Net Income</b>	<b>\$ 85</b>	<b>+13</b>	<b>\$ 98</b>
<b>Capital Expenditures</b>	<b>\$ 115</b>	<b>+48</b>	<b>\$ 163</b>

# Financial Condition Indicators

## Electric and Generation Systems

	As of December 31,	
	2022	2023
<b>Reserves (in millions)</b>		
Operating Reserves (Revenue Fund)	\$ 154	\$ 141
Operating Reserves (Debt Management Fund)	80	80
Contingency Reserves	125	125
Benefits Reserves	39	42
Sinking Reserve	16	16
Bond Debt Service Reserves	27	27
Project Reserves	135	73
<b>Current Ratio - Electric and Generation</b>	1.9	2.4
<i>(Current Assets / Current Liabilities)</i>		
<b>Debt Indicators including Generation System</b>		
Outstanding Bonds (in millions)	\$ 532	\$ 511
Debt to Capital Assets Ratio	0.20	0.18
Senior Lien Debt Service Coverage (12 mo rolling)	3.5x	3.6x
<b>Bond Rating</b>		
Fitch	AA-	AA-
Standard & Poors	AA	AA
Moody's	Aa2	Aa2

# Electric System Operating Indicators

	Through December 31 - YTD	
	2022	2023
<b>Megawatt-Hours Billed</b>		
Retail MWh Sales - Billed	6,761,419	6,799,853
Wholesale MWh Sales	1,847,108	1,473,414
<b>Total MWh Sales - YTD</b>	<b>8,628,016</b>	<b>8,273,267</b>
<b>Net Write Offs to Sales (YTD) %</b>	0.55%	0.35%
<b>Net Write Offs (YTD)</b>	\$ 4,189,689	\$2,823,624
<b>Avg Power Cost/MWh</b>	\$ 40.89	\$ 48.73
<b>New Customer Connections</b>	4,992	4,361
<b>Total Active Customers</b>	375,160	379,521

# Statement of Operations Water System

YTD Through December 31, 2023  
(thousands)

	December 31		
	2022	2023	Variance
<b>Operating Revenues</b>			
Retail Sales	\$ 14,329	\$ 15,109	\$ 780
Wholesale Revenue	769	970	201
Other Revenues	408	389	(19)
<b>Total Operating Revenues</b>	<b>\$ 15,506</b>	<b>\$ 16,468</b>	<b>\$ 962</b>
<b>Operating Expenses</b>			
Operation Expense	\$ 4,594	\$ 4,863	\$ 269
Purchased Water	3,600	4,230	629
Maintenance Expense	2,047	2,723	677
Depreciation Expense	3,497	3,583	86
Taxes	775	817	42
<b>Total Operating Expenses</b>	<b>\$ 14,513</b>	<b>\$ 16,217</b>	<b>\$ 1,704</b>
<b>Net Operating Income/(Loss)</b>	<b>\$ 993</b>	<b>\$ 251</b>	<b>\$ (742)</b>
Other Income & Expense	\$ 3,122	\$ (54)	\$ (3,177)
Interest Income (Expense)	(10)	996	1,006
Capital Contributions	4,934	2,931	(2,003)
<b>Net Income</b>	<b>\$ 9,040</b>	<b>\$ 4,124</b>	<b>\$ (4,916)</b>
<b>Capital Expenditures</b>	<b>\$ 9,951</b>	<b>\$ 7,791</b>	<b>\$ (2,160)</b>

# Water System Financial Condition Indicators

	As of December 31 - YTD	
	2022	2023
<b>Reserves (in thousands)</b>		
Operating Reserve (Revenue Fund)	\$ 7,202	\$ 5,321
Contingency Reserves	1,500	1,500
Sinking Reserve	176	266
Bond Debt Service Reserve	418	1,207
Project Reserve	17,418	34,131
<b>Current Ratio</b>		
(Current Assets/Current Liabilities)	3.7	4.8
<b>Debt Indicators</b>		
Outstanding Water System Debt (in thousands)	\$ 11,440	\$ 29,384
Debt to Capital Assets Ratio	0.06	0.15
Senior Lien Debt Service Coverage	5.6x	6.4x
<b>Bond Rating</b>		
Moody's	Aa2	Aa2
Standard & Poors	AA	AA

# Water System Operating Indicators

	September 30 - YTD	
	2022	2023
<b>Water System Cubic Feet Sold (in thousands)</b>		
Retail	168,334	186,394
Wholesale	24,158	34,781
<b>Water System Rates/CCF</b>		
Retail (includes surcharges)	\$6.44	\$6.31
Wholesale	\$2.22	\$2.31
<b>Purchased Water CCF (in thousands)</b>	170,821	200,509
<b>Purchased Water Cost per CCF</b>	\$1.63	\$2.07
<b>New Customer Connects - YTD</b>	292	184
<b>Total Active Customers</b>	23,253	23,497

# Questions?







**BUSINESS OF THE COMMISSION**

Meeting Date: April 16, 2024

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: April 16, 2024

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: April 16, 2024

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 – 2024

## April 2024

### April 3 - 4:

Public Power Council Meetings

Virtual

(Logan/Olson/Wolfe)

### April 5:

PNUCC Meeting

Virtual

(Logan/Olson/Wolfe)

### April 9:

Stilly Valley Chamber Meeting

State of the City

Arlington, WA 12:00 p.m. – 1:30 p.m.

(Logan)

### April 10:

ROMEO Presentation

Arlington, WA 10:00 a.m. – 12:00 p.m.

(Logan)

### April 10:

City of Everett Arbor Day Celebration

Everett, WA 12:30 p.m. – 1:30 p.m.

(Olson)

## April 2024

### April 26:

Marysville/Tulalip Chamber Meeting

Marysville, WA 7:30 a.m. – 9:00 a.m.

(Logan)

# Commissioner Event Calendar – 2024

## May 2024

### May 1 - 3:

Public Power Council/PNUCC Meetings  
Portland, OR

### May 7 - 10:

Economic Alliance Snohomish County (EASC)  
D.C. Fly-In  
Washington D.C.  
(Logan)

### May 12 - 15:

Northwest Public Power Association (NWPPA)  
Annual Conference  
Salt Lake City, UT  
(Wolfe/Logan)

## May 2024

# Commissioner Event Calendar – 2024

## June 2024

### June 5 - 7:

Public Power Council/PNUCC Meetings  
Portland, OR

### June 9 - 12:

American Public Power Council (APPA) Annual  
Conference  
San Diego, CA  
(Logan/Wolfe)

## June 2024

# Commissioner Event Calendar – 2024

**July 2024**

July 12:  
PNUCC Meeting  
Virtual

**July 2024**

# Commissioner Event Calendar – 2024

## August 2024

August 7 - 9:

Public Power Council/PNUCC Meetings

Portland, OR

## August 2024



# Commissioner Event Calendar – 2024

## September 2024

September 4 - 6:  
Public Power Council/PNUCC Meetings  
Portland, OR

## September 2024

# Commissioner Event Calendar – 2024

## October 2024

October 2 - 3:

Public Power Council Meetings

Portland, OR

October 4:

PNUCC Meeting

Virtual

## October 2024

# Commissioner Event Calendar – 2024

## November 2024

November 6 - 8:

Public Power Council/PNUCC Meetings

Portland, OR

## November 2024

# Commissioner Event Calendar – 2024

**December 2024**

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**December 2024**

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



**BUSINESS OF THE COMMISSION**

Meeting Date: April 16, 2024

Agenda Item: 6C

**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: _____	March 26, 2024 _____	
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, the September 5, 2023, Commission Regular meeting, and the March 26, 2024, Commission Special 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 held further discussions at its Regular meeting and Special meeting on September 5, 2023, and March 26, 2024, respectively; and

WHEREAS, the Board wishes to adopt certain amendments to the Governance Policies entitled 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 Governance Policies entitled

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 16<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Secretary



# Governance Policies

Approved by PUD Board of Commissioners

**AMENDED:**

DATE

Resolution #





## COMMISSION ~~GOVERNANCE~~ 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/General Manager Performance</u>	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 total non-generating or energy storage Electric System capital assets within a fifteen-year term, including a ten-year historic and a 5-year planning 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 and Water System rate increases revenue adjustments 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 exclusive of non-general rate increases that are forecasted by Bonneville Power Administration (BPA) for electricity and the City of Everett for water purchases.~~

~~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.)~~

6.

## **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~~\$100,000, 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 ~~the 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~~ing~~ 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 a 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 selected 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, ~~the~~ CEO/General ~~Manager-Manager's~~ 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 ~~the~~ 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 making 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.
 

Deliberation will be fair, open, and thorough, but also timely, orderly, and ~~kept to the point in conformance with the meeting's approved~~ agenda.

2—
  - 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 ~~—~~ 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 there is an affirmative vote by the Board ~~–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.
  - ~~G.~~ 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 in odd years, 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.

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

### **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 DirectorCEO/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 bringsbring 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. Increase 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 4 - 5
EL-6	Emergency CEO/General Manager Succession	Page 5
EL-7	Asset Protection	Page 6
EL-8	Compensation and Benefits	Page 6 - 7
EL-9	Communication and Support to the Board	Page 7 - 8

### SECTION III – GOVERNANCE PROCESS POLICIES

GP-1	Global Governance Commitment	Page 8
GP-2	Governing Style	Page 8 - 9
GP-3	Board Job Description	Page 9 - 11
GP-4	Agenda Planning	Page 11 - 12
GP-5	Rules of Procedure	Page 13 - 16
GP-6	Board Officer Roles	Page 16 - 17
GP-7	Board Members' Code of Conduct	Page 17 - 21
GP-8	Cost of Governance	Page 21
GP-9	Board Compensation and Expenses	Page 22
GP-10	Violations of Governance Policies	Page 22 - 23
GP-11	Filling Commission Vacancies	Page 23

### SECTION IV – BOARD-CEO/GENERAL MANAGER LINKAGE POLICIES

BL-1	Global Governance-Management Connection	Page 23
BL-2	Unity of Control	Page 23
BL-3	Accountability of the CEO/General Manager	Page 24
BL-4	Delegation to the CEO/General Manager	Page 24 - 25
BL-5	Monitoring CEO/General Manager Performance	Page 27
BL-6	Suspension and Amendments	Page 26

### SECTION V – BOARD ENGAGEMENT PLAN Page 26

### SECTION VI – ENDS

E-1	Ends Policy	Page 26 - 27
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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 total non-generating or energy storage Electric System capital assets within a fifteen-year term, including a ten-year historic and a 5-year planning period.
6. Plans for General Electric System and Water System revenue adjustments in excess of three percent (3%) in any year, or compound increases in excess of ten percent (10%) over any consecutive five-year period, exclusive of rate increases that are forecasted by Bonneville Power Administration (BPA) for electricity and the City of Everett for water purchases.

## **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 \$100,000, 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 the 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.

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 working 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 a 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, the CEO/General Manager's 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 the 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.

**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.

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 there is an affirmative vote by the Board 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 in odd years, 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 the Commission, the Board of Commissioners will follow the procedures outlined in RCW 42.12.070.

## **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.

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

## **SUSPENSION AND AMENDMENTS**

**BL-6.** 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.

## **SECTION V BOARD ENGAGEMENT PLAN**

The CEO/General Manager shall not fail to include the Board in activities that bring 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: April 16, 2024

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 – 2024

## To Be Scheduled

- Cap and Invest Consignment Revenue Allocation Policy
- Reserves Update
- Surplus and Sale of a Portion of Property to the City of Lynnwood

## To Be Scheduled

- Schedule 83 - PUD Retail Electric Vehicle Charging Update for Level 2 Chargers
- Columbia River System Operations (CRSO) Update

# Governance Planning Calendar – 2024

**April 2, 2024**

Morning Session Cancelled:

Afternoon Session:

- Legislative Closing Report
- Governance Planning Calendar

**April 16, 2024**

Morning Session:

- ~~Community Engagement (Moved to May 21)~~
- Legislative
- Energy Risk Management Report
- Water Supply Update
- 2023 Audit Results Public Utility District No. 1 of Snohomish County
- Benefit Program Changes for Non-Represented Employees
- Leave Program Changes for Non-Represented Employees

Afternoon Session:

- Monitoring Report:  
→ 4<sup>th</sup> Quarter 2023 Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

# Governance Planning Calendar – 2024

**April 27, 2024**

Special Meeting:

- Energy Block Party

# Governance Planning Calendar – 2024

## May 7, 2024

### Morning Session:

- Media
- Diversity, Equity, & Inclusion Initiative Update
- City of Everett Interurban Trail Easement
- 2024-2025 Insurance Renewal

### Afternoon Session:

- Monitoring Report:
  - 1<sup>st</sup> Quarter 2024 Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

## May 21, 2024

### Morning Session:

- Community Engagement
- Legislative
- Strategic Plan – Quarterly Update

### Afternoon Session:

- Public Hearing and Action:
  - City of Everett Interurban Trail Easement
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## June 4, 2024

### Morning Session:

- Media
- Clean Energy Transformation Act (CETA)  
Energy Assistance

### Afternoon Session:

- Governance Planning Calendar

## June 18, 2024

### Morning Session:

- Legislative
- Connect Up Quarterly Update

### Afternoon Session:

- Public Hearing and Action:  
→ Disposal of Surplus Property – 3<sup>rd</sup> Quarter
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## July 2, 2024

Morning Session:

- Media

Afternoon Session:

- Governance Planning Calendar

## July 16, 2024

Morning Session:

- Legislative

Afternoon Session:

- Monitoring Report:  
→Asset Protection Monitoring Report
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## August 6, 2024

### Morning Session:

- Media

### Afternoon Session:

- Monitoring Report:  
→ 2<sup>nd</sup> Quarter Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

## August 20, 2024

### Morning Session:

- Legislative
- Strategic Plan – Quarterly Update

### Afternoon Session:

- Public Hearing:  
→ 2025 Preliminary Budget – Report of Filing and Notice of Public Hearing
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## September 3, 2024

### Morning Session:

- Media
- Connect Up Quarterly Update

### Afternoon Session:

- Governance Planning Calendar

## September 17, 2024

### Morning Session:

- Legislative

### Afternoon Session:

- Public Hearing and Action:  
→ Disposal of Surplus Property – 4<sup>th</sup> Quarter
- Governance Planning Calendar



# Governance Planning Calendar – 2024

## October 7, 2024

Morning Session:

- Media

Afternoon Session:

- Public Hearing:  
→ Open 2025 Proposed Budget Hearing
- Governance Planning Calendar

## October 22, 2024

Morning Session:

- Legislative
- Energy Risk Management Report
- Water Supply Update

Afternoon Session:

- Governance Planning Calendar

# Governance Planning Calendar – 2024

## November 5, 2024

### Morning Session:

- Media

### Afternoon Session:

- Public Hearing:
  - Continue Public Hearing on the 2025 Proposed Budget
- Monitoring Report:
  - 3<sup>rd</sup> Quarter Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

## November 19, 2024

### Morning Session:

- Community Engagement
- Legislative
- Strategic Plan – Quarterly Update

### Afternoon Session:

- Public Hearing:
  - Continue Public Hearing on the 2025 Proposed Budget
- Adopt Regular Commission Meeting Dates for the Year 2025
- Governance Planning Calendar

# Governance Planning Calendar – 2024

## December 3, 2024

### Morning Session:

- Media
- Connect Up Quarterly Update

### Afternoon Session:

- Public Hearing and Action:
  - Adopt 2025 Budget
- Monitoring Report:
  - Financial Planning and Budgeting Monitoring Report
- Elect Board Officers for the Year 2025
- Proposed 2025 Governance Planning Calendar

## December 17, 2024

### Morning Session:

- Legislative

### Afternoon Session:

- Public Hearing and Action:
  - Disposal of Surplus Property - 1<sup>st</sup> Quarter 2025
  - Confirm Final Assessment Roll for LUD No. 67
- Adopt 2025 Governance Planning Calendar

# Governance Planning Calendar – 2024

January

S	M	T	W	T	F	S
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February

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March

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April

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May

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June

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July

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August

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

# **EXECUTIVE SESSION**

**Tuesday, April 16, 2024**

## **At the Conclusion of the Afternoon Session of the Regular Meeting**

Discussion of the Performance of a Public Employee- Approximately 90 minutes.