



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Meeting Minutes  
October 10, 2017 Potlatch, Washington

**Present:**

Jack Janda, President  
Ron Gold, Vice President  
Mike Sheetz, Board Secretary  
Steven Taylor, General Manager  
Teresa Hummer, Customer Service

**Excused:**

Kristin Masteller, Director of Business Services  
Darin Hall, Director of Operations  
Rob Johnson, District Legal Counsel

**Visitors:**

Robert Paisely

The meeting of the Board of Commissioners of Public Utility District No. 1 of Mason County was called to order at 1:00 p.m. followed by the Flag Salute.

**APPROVAL OF CONSENT AGENDA:**

**Minutes:** September 26, 2017 Regular Meeting

<b>Warrants:</b>	Accounts Payable	114353-114357	\$ 12,935.23
	Payroll	114358-114365	\$107,090.06

**Total:** **\$ 120,025.29**

Mike made a motion to approve the consent agenda; Ron seconded the motion. It passed unanimously.

**PUBLIC COMMENT:**

Mr. Paisley expressed his concern about the trees in front of his house. They are on the right-of-way. The manager replied that the PUD will take a look at the trees. Mr. Paisley also said he thought the community solar project was working well and he hoped the PUD could do more of it.

**BUSINESS AGENDA:**

**Request to Expand the Arcadia Estates & Lakewood Heights Water System Plans**

Steve asked the board for authorization to expand the water system plans for both Arcadia Estates and Lakewood Heights. This will be done at Green Diamond's request and expense.

Mike Sheetz made a motion to authorize the expansions; Ron Gold seconded the motion. It passed unanimously.

**August 2017 Financials**

Katie has been busy working with staff on the NISC budget tools and budget planning for 2018. She has also been working on the Form 7 Filing for 2015 & 2016. Mike has been working on creating an Accounting Policies & Procedures manual, to be implemented by the end of 2017. For August 2017, the gross revenue was \$690,375.83, as compared with forecasted gross revenue of \$739,092.49. Gross expenditures were \$541,656.92 as compared with forecasted total expenditures of \$648,200.39.

**Award Alderbrook Reservoir Coating to Purcell Painting & Coating, LLC**

Mike Sheetz made a motion to award the Alderbrook reservoir coating bid to Purcell Painting & Coating, LLC in the amount of \$180,770.00; Ron seconded the motion. It passed unanimously.



**STAFF REPORTS:**

**General Manager Report-** Steve gave an update on the correspondence letters that we received from Thurston PUD regarding their acquisition of the H&R water systems in our county. He also informed the board that he sent a letter of support for Steve Wright's nomination to the APPA board.

**Operations Report- Darin Hall:**

Steve gave an update on the land clearing project. We signed a satellite management agreement with Treasure Island Water System and will begin managing them this month. The electric crew is finishing the Duckabush rebuild and the water crew is upgrading water services and doing a cross connection control audit in Alderbrook. We will then do outreach for connections that are noncompliant to bring them into compliance prior to disconnecting their services.

**Business Services Report- Kristin Masteller:**

Steve reported that Nathan Weller, the temporary employee this summer, was hired to fill the meter reader position that was vacated by Kyle Willey bidding into a full time groundman position. Katie Arnold has accepted the part-time accountant position and will begin in November two days a week through the end of 2017 and then 30 hrs/week in 2018. Thank you to all the commissioners for their help with the customer appreciation event. Kristin met the new IBEW business rep yesterday and will set some dates to begin contract negotiations.

**Legal Report- Rob Johnson:**

No report.

**Correspondence:**

No additional info.

**Board Reports:**

**Mike Sheetz:** No report.

**Jack Janda:** No report.

**Ron Gold:** No report.

**Adjournment:** 3:15 p.m.

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**Jack Janda, President**

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**Ron Gold, Vice President**

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**Mike Sheetz, Secretary**