



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Meeting Minutes  
November 14, 2017 Potlatch, Washington

**Present:**

Jack Janda  
Jack Janda, President  
Ron Gold, Vice President  
Mike Sheetz, Board Secretary  
Steven Taylor, General Manager  
Rob Johnson, Legal Counsel  
Kristin Masteller, Director of Business Services  
Darin Hall, Director of Operations  
Mike Wittenberg, Auditor  
Katie Arnold, Accountant

**Visitors:**

None

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:**

<b>Minutes:</b>	October 24, 2017 Regular Meeting		
<b>Warrants:</b>	Accounts Payable	114486-114497	\$ 40,727.52
		114505-114583	\$257,887.96
	Payroll	114498-114504	\$116,709.78
	Voids	114476	(\$ 180.00)
		113998	(\$ 1,000.00)
		114160	(\$ 6.71)
		114163	(\$ 26.06)
		114165	(\$ 69.20)
		114022	(\$ 246.80)
		114091	(\$ 123.40)
		114123	(\$ 74.04)
		114155	(\$ 105.71)
		114164	(\$ 99.30)
114173	(\$ 29.79)		
<b>Total:</b>			<b>\$ 415,325.26</b>

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

**PUBLIC COMMENT:**

No visitors.

**BUSINESS AGENDA:**

**September 2017 & 3<sup>rd</sup> Quarter Financial Report**

Katie presented the September monthly financials and then she and Mike presented the 3<sup>rd</sup> quarter financials. Gross revenue was \$724,359.18 for the month of September 2017, as compared with forecasted gross revenue of \$648,050.59. Gross expenditures were \$580,435.60 as compared with forecasted total expenditures of \$757,741.00.



### **1<sup>st</sup> Draft Budget Workshop**

Steve and Katie presented the first draft of the 2018 budget. Jack asked Steve for a comparison column of the 2016/17 budget or actuals. He also asked Steve to present more information on the Union Regional Water Systems Plan's phases and the items that are represented in the 2018 work plan and budget. Jack asked Steve to schedule the public hearing sooner rather than later for the Madrona Sewer rates.

### **Approval of Write-Offs**

Kristin presented a list of accounts to be written off to collections.

Ron made a motion to approve the write off accounts in the amount of \$8,509.65; Mike seconded the motion. It passed unanimously.

### **Approval of BKI Prequalified Bidders List**

BKI prequalifies bidders for PUD projects. The list of the bidders that passed the prequalification process.

Ron made a motion to approve the prequalified bidders list; Mike seconded the motion. It passed unanimously.

### **Change in Meeting Dates**

The meetings for the end of the year will be: Monday, November 27<sup>th</sup> at 2:00 p.m. and Tuesday, December 12<sup>th</sup> at 10:00 a.m. The Dec 12<sup>th</sup> meeting will also be the public hearing to prior to adopting the 2018 budget. The December 26<sup>th</sup> meeting has been cancelled.

### **STAFF REPORTS:**

**General Manager Report-** Steve gave an update on the cost of service analysis and also shared a BPA load forecasting document with the board.

#### **Operations Report- Darin Hall:**

Darin reported that Kemp West is on property now doing the tree trimming. The water crew is installing valve tubes in Lake Arrowhead. The reservoir recoating in Alderbrook will start next week.

#### **Business Services Report- Kristin Masteller:**

Kristin reminded the commission that November is open enrollment if they want to make changes to their medical or dental.

#### **Legal Report- Rob Johnson:**

Rob will meet with Kristin and Steve to discuss the changes to the new Washington sick leave law.

#### **Correspondence:**

No additional info.

#### **Board Reports:**

**Mike Sheetz:** No report.



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**Jack Janda:** No report.

**Ron Gold:** No report.

**Adjournment:** 3:30 p.m.

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**Jack Janda, President**

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**Ron Gold, Vice President**

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**Mike Sheetz, Secretary**