



Mason County Public Utility District No. 1
Board of Commissioners Special Meeting Minutes
November 27, 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
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 2:00 p.m. followed by the Flag Salute.

APPROVAL OF CONSENT AGENDA:

Minutes:	November 14, 2017 Regular Meeting		
Warrants:	Accounts Payable	114584-114586	\$ 235.26
		114593-114615	\$ 292,475.04
	Payroll	114587-114592	\$ 95,732.99
Total:			\$ 388,443.29

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

PUBLIC COMMENT:

No visitors.

BUSINESS AGENDA:

October 2017 Financials

Katie presented the October monthly financials for water, sewer and electric. Work in Progress included the budget tools and planning for 2018, Form 7 Filing for 2015/2016, State Audit for 2016; Planned Key Milestones, Activities and/or Events included providing assistance to the District to create an Accounting Policies & Procedures manual, to be implemented by the end of 2017, developing benchmark financial ratios, to compare PUD No. 1's ratios to other like-size districts; assist PUD No. 1's management with long range financial and budgetary planning, amendment of Prior Year Privilege Tax Returns – available in January 2018. Financial Highlights: Gross Revenue was \$664,023.90 for the month of October 2017, as compared with forecasted gross revenue of \$678,196.69. Gross expenditures were \$660,623.27 as compared with forecasted total expenditures of \$572,539.33.

2nd Draft 2018 Budget Workshop

Steve and Katie presented the second draft of the 2018 budget with the percentage differentials for the line items. Steve outlined the items that were different from the first draft. There were no further questions or requests for changes. The board decided to set the public hearing for the 2018 budget for December 12th.



Approval of Interlocal Agreement with Jefferson PUD for Radios

Mike made a motion for the board president to sign the interlocal agreement with Jefferson PUD for radio procurement; Ron seconded the motion. It passed unanimously.

STAFF REPORTS:

General Manager Report- Steve has been busy with budget and stated he is working on preliminary information for the potential water systems acquisition.

Operations Report- Darin Hall:

Darin reported that the electric crew is working on replacing street lights and customer service work. The water crew is installing sample stations. Operations will start inventory this week. Safety program was hazardous winter driving.

Business Services Report- Kristin Masteller:

Kristin reiterated that this was the last week to make changes to health/dental plans. Julie is attending a collections roundtable workshop at NWPPA this week. Kristin is working with Rob on new state sick leave policies and with Katie and Mike Wittenberg on financial policies.

Legal Report- Rob Johnson:

Rob will attend the WPUDA annual meeting and PUD attorneys workshop in Spokane this week.

Correspondence:

No additional info.

Board Reports:

Mike Sheetz: No report.

Jack Janda: Stated there was a good attorney that presented at the WPUDA commissioner education.

Ron Gold: No report.

Adjournment: 3:22 p.m.

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Secretary