

Mason County PUD 1  
Board of Commissioners Meeting  
December 11, 2012

The regular meeting of the Board of Commissioners Meeting of Public Utility District No. 1 of Mason County was called to order at 1:00 p.m. on December 11, 2012 at the District Office Board Room in Potlatch.

**Present**

Ron Gold – Secretary  
Karl Denison- Vice President  
Jack Janda – President  
Steve Taylor, General Manager  
Jocelyne Gray- Director of Operations-Water  
Tracy Colard- Director of Ops- Electric  
Kristin Masteller- HR/Communications/EA  
Rob Johnson – District Counsel

**Visitors**

No visitors.

**Excused**

Greg Kester- Director of Finance & Customer Service

**CONSENT AGENDA**

**By adopting the consent agenda, the following items were approved:**

The minutes of the November 27, 2012 regular meeting.

Payroll warrants #105459-105466 in the amount of \$82,961.36; Accounts Payable warrants #105440-105458 in the amount of \$34,932.47 and #105467-105533 in the amount of \$62,094.53 for a total vouchers amount of \$179,988.36.

Ron made a motion to approve the consent agenda as presented; Karl seconded the motion. It passed unanimously.

**PUBLIC COMMENTS**

No public comment.

**BUSINESS AGENDA**

**Swearing in of Commissioner Janda**

Rob Johnson, the District's attorney, performed the swearing in for Jack's oath of office. Rob also notarized the document and will deliver it to the Auditor's office.

**Acquisition of Holiday View II Water System**

Jocelyne stated that she has been working with the system owners for a couple years .They just took a vote to approve acquisition by the District. They are a six-pack system and are still working on getting paperwork in order.

Ron made a motion to authorize the manager and staff to proceed with the acquisition of the Holiday View II water system; Karl seconded it. It passed unanimously.

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**Resolution 1033- Surplus Property**

Steve presented a list of surplus property items for approval.

Karl made a motion to approve Resolution No. 1033 declaring the listed items as surplus property; Ron seconded the motion. It passed unanimously.

**Resolution 1034- Non-Union Salary Adjustments**

Steve presented the 2013 salary adjustments for approval.

Ron made a motion to approve Resolution No. 1034 as presented; Karl seconded the motion. It passed unanimously.

**Resolution 1035- General Manager Salary Adjustment**

Steve presented the 2013 GM salary adjustment for approval.

Ron made a motion to approve Resolution No. 1035 as presented; Karl seconded the motion. It passed unanimously.

**Revision to Policy No. 504 regarding "Cellular Reimbursement"**

Steve presented the amended policy language that includes "commissioners" in the title of the policy and "key employees" in the section regarding cellular reimbursement.

Karl made a motion to approve the changes to Policy No. 504 as presented; Ron seconded the motion. It passed unanimously.

**Authorization for Manager to make Title & PTO adjustments according to Policy No. 315**

Steve recapped the discussion that was held in a previous executive session regarding the evaluation of the performance of public employees. He asked the board to make a decision and take action in this public meeting to change the title of the HR/Communications/EA position and also apply the PTO adjustments to that position and the Director of Operations-Water position as listed in Policy No. 315. Steve stated that the policy authorizes him to allocate 10 years of past experience as service credit per position but he only did five years for each position.

Karl made a motion to accept the manager's recommendation to change the title of the HR/Communications/EA position to Director of Employee & Public Relations, and authorize him to apply adjustments to senior staff PTO as outlined in Policy No. 315; Ron seconded the motion. It passed unanimously.

**Approval of RUS 219's**

The April through August 2012 219's were presented for approval.

Ron made a motion to approve the RUS 219's from April through August 2012 in the amount of \$380,671.90; Karl seconded the motion. It passed unanimously.

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**Authorization for Manager to Sign EES Consulting Agreement for WPAG**

Steve presented the 2013 fees and agreement with EES for WPAG legal services. The board commented that the services we receive are well worth our investment.

Karl made a motion to authorize the manager to sign the agreement with EES Consulting for WPAG Scope of Services in the amount of \$4,116.00; Ron seconded the motion. It passed unanimously.

**Authorize Increase in Retainer for Legal Services**

Steve added this item to the agenda, asking the board to apply a CPI adjustment to Rob's retainer for legal services. Steve stated that we utilize Rob's services on almost a daily basis. The board thanked Rob for all of his good work for the District.

Ron made a motion to authorize an increase in the monthly retainer to Robert W. Johnson, LLC bringing the monthly payment amount to \$2,500.00; Karl seconded the motion. It passed unanimously.

**Cancellation of 12/25 Board Meeting**

Ron made a motion to cancel the 12/25/12 regularly scheduled board meeting in observance of the Christmas holiday; Karl seconded the motion. It passed unanimously.

**CORRESPONDENCE:**

Steve shared a letter from the IBEW regarding the assistance to Hurricane Sandy and a letter sent to Congressman-elect Derek Kilmer.

**GENERAL MANAGER'S REPORT- Steve Taylor**

Steve attended the WPUDA manager's meeting and discussed some highlights from those sessions.

**STAFF REPORTS**

**Tracy Colard:**

Tracy reported that they are working with the Dept. of Transportation and PUD 3 to remove 14 or 15 danger trees in Lilliwaup. They are also doing some repair work on the new house on Manzanita Drive so it can be rented. Received all quotes off of the small works roster for the Union substation wells and will move forward with Arcadia Drilling. Crews completed the replacement of the west underground section in the Union Substation. Office and operations safety meeting minutes were included in packets for review. We have some power quality equipment now that can do testing at the substation to see if issues are on the customer's end or on our side.

**Jocelyne Gray:**

Jocelyne stated that she is moving forward with the Canal Mutual project. The archaeological survey is completed and we should receive the report soon. Submitting all receipts for permits and studies to get reimbursement through the grant. Finishing up the specs and once the archaeological report is

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completed we can go out to bid for the project. Working on permitting for the Hood Canal A&B intertie. Ready to do the PRVs on Beach Drive in January.

**Greg Kester:**

No report.

**Kristin Masteller:**

Kristin reported that staff met with the Community Action Council yesterday and discussed some low income energy assistance projects and programs that we could partner on. One of them is the conservation/weatherization projects, and another is a fund drive for the Canal Comfort Fund. Kristin gave an overview on how the emergency outage notification process is working and what that process looks like now, in addition to status reports on the social media accounts.

**Rob Johnson:**

Attended the WA State Society of Municipal and PUDs conference. He said it was a good seminar, and they discussed gateway discrimination lawsuits.

**BOARD REPORTS/COMMENTS**

**Karl:** Karl discussed some issues from water committee including the costs of sanitary surveys and there may be another shovel-ready bill going through again. Steve reported that he, as well as Chad from Benton, is chairing the manager's committee for public records disclosure. Use tax exemption for contract tree trimming may be reinstated. Also a movement to eliminate the Washington Energy Code and just use the International Energy Code is gaining momentum.

**Ron:** At the annual meeting, Ron asked Arnie at NWPPA to notify Mason 1 for the Basic Electricity 101 course. Ron plans to write an I-937 article for the newsletter.

**Jack:** Jack had nothing additional to add to Karl's WPUA report.

**Meeting Adjourned at 2:40 p.m.**

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Jack Janda – President

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Karl Denison - Vice President

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Ron Gold – Secretary