



Mason County Public Utility District No. 1
Board of Commissioners- Special Meeting Minutes
May 30, 2017 Potlatch, Washington

Present:

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

Visitors:

None in attendance.

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:	May 16, 2017 Special Meeting		
Warrants:	Accounts Payable	113519	\$ 2,990.00
		113527-113604	\$ 740,802.85
	Payroll	113520-113526	\$ 91,604.00
	Total:		\$ 835,396.85

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

PUBLIC COMMENT:

No public in attendance.

BUSINESS AGENDA:

April 2017 & 1st Quarter Financial Report

Katie Arnold went over the key milestones for the month including the completion of the 2016 annual report that will be updated to the State Auditor's office today. Mike stated that the notes on the annual financial report have taken the most time to revise and complete. Doing the work now will make next year's reporting much easier. Katie gave an update on the April 2017 financial summary. Gross Revenue was \$930,267.26 for the month of April 2017, as compared with forecasted gross revenue of \$769,324.81. The actual revenue was higher than budgeted for April, due to the timing of when customers are invoiced for their service. The power usage was for March, a colder spring month. Gross expenditures



were \$705,783.69 as compared with forecasted total expenditures of \$730,007.23. The actual expenditures were lower than budgeted for April, given that there are 3 salaries no longer on payroll, as well as reduced overtime costs for the month.

STAFF REPORTS:

General Manager Report-

Kristin reported that she and Steve met with Detective Willard from the sheriff's office last week to review the auditor's letter on the fraud and answer follow up questions that the detective had. Steve had Kristin ask Mike Pruett from Green Diamond to help the PUD respond to SB 5239 regarding the Foster decision and proposed types of mitigation that could be considered in water right permitting. Steve met with our RUS representative regarding a RUS fund to deposit payment amounts to earn a higher yield each quarter. Kristin spoke with him twice afterward and didn't see any reason to not set aside payment into the fund to earn the higher yield. Staff will bring this to the board at the next meeting.

Operations Report- Darin Hall:

Darin and Steve are going to McMinnville this week to look at two transformers and then Darin will attend the IBEW safety summit. Sunnyside Road rebuild is ongoing this week. Completed our annual reservoir cleaning for the water department. Have been finding and fixing leaks on various systems. Nothing to report for safety. Jack asked about fire hydrant testing and asked if we could revisit the plan on that.

Business Services Report- Kristin Masteller:

Kristin reported that her department has been really busy. She and Darin have been working with the County on the hazard mitigation plan and Kristin has been working with the County on updating the utility section of their comprehensive plan. Kristin has been participating in EDC functions including their business plan competition at Shelton High School and their membership drive, which she and Darin attended. The PUD will participate in the forest festival parade this Saturday. Colonial insurance will be on site on June 7th at 8 am. Kristin has been working on learning how to do our various reporting for BPA. She will attend the labor and employee relations group meeting this week at Franklin PUD.

Legal Report- Rob Johnson:

The attorney for Federated will be visiting the site on Bahama Drive regarding the geotechnical issue at Pirates Cove in June.

Correspondence:

Kristin shared a letter from a Lake Arrowhead water customer.

Board Reports:

Mike Sheetz: Mike will work on his newsletter article.

Jack Janda: No report.

Ron Gold: No report.



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Adjournment: 2:29 p.m.

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Secretary