



**Mason County Public Utility District No. 1**

Board of Commissioners Meeting Minutes

December 10, 2018 Potlatch, Washington

**Present:**

Jack Janda, President  
Ron Gold, Vice President  
Mike Sheetz, Board Secretary  
Darin Hall, Director of Operations  
Kristin Masteller, General Manager  
Katie Arnold, Treasurer  
Rob Johnson, District Attorney

**Guests:**

Eric Schallon, Green Diamond Resource Co.

**Excused:**

Julie Gray, Executive Assistant

The meeting was called to order at 1:07 p.m.

**APPROVAL OF CONSENT AGENDA:**

|                       |                                   |                 |                      |
|-----------------------|-----------------------------------|-----------------|----------------------|
| <b>Minutes:</b>       | November 27, 2018 Regular Meeting |                 |                      |
| <b>Disbursements:</b> | Account Payable                   | 116275 - 116339 | \$ 202,704.73        |
|                       | Wires                             |                 | \$ 608,764.19        |
|                       | Payroll Wire                      |                 | \$ 62,061.40         |
|                       | <b>Total</b>                      |                 | <b>\$ 873,530.32</b> |

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

**BUSINESS AGENDA:**

**Oath of Office for Commissioner Jack Janda**

Rob Johnson administered the Oath of Office for Jack's new term, beginning January 1, 2019.

**Approve the Manager to Sign the Agreement with Green Diamond Resource Company**

Kristin, Rob and Eric worked to ensure that this agreement lined out Green Diamond's responsibility for paying the expenses associated with amending any of the District's water system plans. All costs associated with incorporating any Green Diamond projects will be at Green Diamond's sole and exclusive expense.

Ron made a motion to approve the manager to sign the amended water supply and sewage system agreement with Green Diamond Resource Company; Mike seconded the motion. It passed unanimously.

**Motion to Approve Non-Union COLA for 2019**

Ron made a motion to approve a 3% cost of living adjustment for all non-union staff, excluding the general manager, effective December 16, 2018; and further moved to approve an additional 5.8% increase in the director of operations' base salary for additional duties and responsibilities acquired over the last 24 months.; Mike seconded the motions. They passed unanimously.



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**Ratify Employment Contract for the General Manager**

Ron made a motion to approve the General Manager's employment contract as presented; Mike seconded the motion. It passed unanimously.

**STAFF REPORTS:**

**General Manager Report**

Kristin did a follow up report to the board's questions on the strategic plan items. Some of the reports they asked for regarding outages and replacement maps will be presented in a January board meeting. The 2019 strategic plan will also be presented for approval in 2019.

**Operations Report- Darin Hall**

The power crew is busy working on inventory and brushing. The overnight planned outage in Hoodspport went well. The water crew is working on well house upgrades on Jade Drive. We had two minor reportable safety accidents this month.

**Treasurer's Report – Katie Arnold**

Katie reported that the state auditors should schedule their exit audit for early January. She also said that they sent out statements to the Canal Mutual water system customers letting them know that a portion of the capital debt on their system was repaid by a former resident who owed the system money, and that their monthly bills would decrease a bit.

**Legal Report– Rob Johnson**

Rob attended the PUD attorney's seminar at the WPUDA annual meeting. He also said he'd check on the fire hydrant legalities that the board inquired about.

**Correspondence:**

None.

**Board Reports:**

**Mike Sheetz:** No report.

**Jack Janda:** Gave an update on the WPUDA annual meeting.

**Ron Gold:** No report.

**Adjournment:** 2:23 PM

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**Jack Janda, President**

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**Ron Gold, Vice President**

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**Mike Sheetz, Secretary**