



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
May 12, 2020 Potlatch, Washington

Present:

Ron Gold, President (Online)
Mike Sheetz, Vice President (Online)
Jack Janda, Board Secretary (Online)
Kristin Masteller, General Manager
Darin Hall, Director of Operations
Katie Arnold, District Treasurer
Julie Gray, Executive Assistant (Online)
Rob Johnson, Legal Counsel (Online)

Visitors:

Tim Carroll, Viewcrest Beach (via phone)

APPROVAL OF CONSENT AGENDA:

Minutes: April 28, 2020 Regular Board meeting

Disbursements:

<u>Accounts Payable Check Register</u>	
Accounts Payable Wire	\$ 74,321.09
Check Nos. 118476-118506	\$ 33,703.84
A/P Sub-Total	\$ 108,024.93
<u>Payroll Expense</u>	
Payroll Wire	\$ 60,833.36
Check Nos.	\$ 1,512.92
Grand Total	\$ 170,371.21

Mike made a motion to approve the consent agenda as presented, Jack seconded the motion, Motion carried.

PUBLIC COMMENT: No public in attendance. Kristin read aloud an email from Raymond Stutz, a Twanoh Heights customer. Mr. Stutz commended the PUD for their decision to move their water rates into a uniformed rate structure and for tackling water projects on a PUD-wide basis to assist all customers.

BUSINESS AGENDA:

Viewcrest Beach Customer Request for Discussion on System Development Fee (Tim Carroll)

Mr. Carroll attended this meeting by phone. He explained to Staff and the Board that he had purchased four new lots in the Viewcrest Beach area. He was asking to have the System Development Fee's waived. After discussion it was decided that Mr. Carroll will work with staff on options to avoid a second metered service on his neighboring lot and if that's not possible, this item will be moved to the May 26, 2020 board meeting for consideration.



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Approval of Twanoh Consolidation Water System Plan – Kristin reported to the commission that staff sent out notice to customers in March regarding the intent to move the consolidation plan forward. Following questions from a customer on one of those systems, staff sent out another executive summary with more details. One customer from Twanoh Terrace sent a lengthy email with several questions seeking clarification on the costs. Kristin spoke with him for a long time, clarifying that the rate increase is tied to the COSA and the consolidation has no effect on the rates. It was prioritized for the capital budget. Kristin said she would ask the commission to consider moving the approval of the consolidation plan to the next agenda to allow more questions from customers. No other customers have contacted the PUD or called into the meeting, with the exception of the email from Mr. Stutz. Commissioner discussion ensued. Mike and Jack stated that they both were ready to approve the plan today because they knew it was the right decision for the PUD's water customers. The board ultimately agreed to move the item to the May 26th meeting to see if anyone else wanted to provide comment.

Resolution 2036 – Designation of Applicant's Agent (FEMA COVID-19 Funding) – Mike made a motion to approve Resolution 2036 Designation of Applicant's Agent (FEMA Covid-19 Funding); Jack seconded the motion. Motion carried.

Award Contract for Manzanita to 106 Double Circuit Project to Hanson Excavation – Mike made a motion to Award the Contract for Manzanita to 106 Double Circuit Project to Hanson Excavation in the amount of \$474,687.50. Jack seconded the motion. Motion carried. This amount does not include materials. The bid came in under budget and under the engineers estimate. Hanson Excavation is a Mason County contractor and local subcontractors are being used as well.

General Manager – Kristin reported that she is planning to bring everyone back to work the first Monday of June except for a couple employees who will continue to work from home for the next 4-6 weeks. This should coincide with the state's transition to Phase 2 reopening. There will be some minor renovations in the front office to allow safe distancing from customers, but the biggest need is to secure supplies for everyone to be at work. FR masks have been ordered for the Electric crew and should arrive within the week but we also need masks for the other employees and public areas, sanitation supplies and paper products to be able to reopen. Crews will be working in offset shifts to maintain distancing. The PUD will continue to encourage customers to pay over the phone or online, rather than coming into the office. The new business model isn't very personal, but it has actually been pretty effective with no drop off in service. Kristin reported that she has attended the Clean Energy Transformation Act rule making meetings online with WPUDA. She reported that PUD 1 was invited to submit a full proposal from the BPA Environmental Foundation for the electric vehicle car charging stations for the Skokomish Tribe. Jefferson County reached out to neighboring utilities regarding a group cost-share fiber lease along Highway 101 from BPA. The cost would be \$20,000 per year. Kristin has declined it at this time because our grid cannot use it and we aren't wholesale providers. It appears that PUD 3 and Jefferson PUD anticipated this and will likely each go to the Mason/Jefferson county line anyway with their wholesale service. PUD 1 supports this as it will help advance broadband deployment along the canal for our communities.

Director of Operations – Darin reported that the crew has put in two miles of underground in the past two months and is now working on getting it cut over. The smaller crew is working on their summer



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brushing list. Darin reported that the water crew have been working on well houses and automatic chlorinators. The water department has two employees that are currently working full time from home so Darin has been having virtual staff meetings every Monday morning and checks in with them daily. Darin reported that in the rotating week, there are two operators that are taking a PUD vehicle home and doing jobs that can be done independently. They have been doing safety meetings practicing social distancing. There have been no accidents or near misses.

Treasurer – Katie reported that she is continuing to monitor the PUD’s cash flow. There were about 100 more customers on the disconnect list this month, compared to last month. She reported that Shiane did a great job working through the list, contacting customers to make a payment or payment arrangements. Bill inserts will be going out this month, letting customers know that a 6-month payment arrangements will be offered for those that have a past due balance. The next step will be analyzing the deposit list and applying deposits to customers’ accounts that have had a good payment history within the last six months. Katie also reported that the administrative staff are taking part in weekly NWPPA safety videos and/or NISC training from home on their off weeks.

Legal Counsel – No report.

Correspondence: Included in correspondence was the news release from the *Shelton-Mason County Journal* regarding PUD 1’s revenue shortfall due to the COVID19 pandemic, as well as an article regarding the PUD’s NWPPA safety award. Also included was an article and video from APPA’s website where Kristin was interviewed regarding the pandemic.

Board Reports:

Mike Sheetz: No report

Jack Janda: Jack reported that he attended WPEG meetings via Skype.

Ron Gold: Ron reported that he attended the WPEG and PPC meetings via Skype.

PUBLIC COMMENT –

Adjournment: 2:08 p.m.

Ron Gold, President

Mike Sheetz, Vice President

Jack Janda, Secretary