



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Board Meeting  
May 26, 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:**

No visitors on phone.

**APPROVAL OF CONSENT AGENDA:**

**Minutes:** May 12, 2020 Regular Board Meeting

**Disbursements:**

<u>Accounts Payable Check Register</u>	
Accounts Payable Wire	\$ 55,856.23
Check Nos. 118507-118564	\$ 206,307.07
<b>A/P Sub-Total</b>	<b>\$ 262,163.30</b>
<u>Payroll Expense</u>	
Payroll Wire	\$ 53,483.97
<b>Grand Total</b>	<b>\$ 315,647.27</b>

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

**PUBLIC COMMENT:** No public on phone.

**BUSINESS AGENDA:**

**Approval of Twanoh Consolidation Water System Plan** – Kristin reported to the commission that there had been no additional public comment in the last two weeks regarding the Twanoh Consolidation Water System Plan. Mike made a motion to approve the Twanoh Consolidation Water System Plan, Jack seconded the motion. Motion carried.

**Award the “106 to Manzanita Transmission/Distribution Project” to Magnum Power** - Mike made a motion to Award the “106 to Manzanita Transmission/Distribution Project” to Magnum Power in the amount of \$146,895.91, Jack seconded the motion. Motion carried. This bid was one half of what the engineers projected it to be. The PUD will purchase all materials for this job.



**Discussion on Northwest River Partners Campaign** – Staff is recommending that we do not amend the budget to contribute to the campaign. Our PUD can support the River Partners campaign in other ways. Commissioners Janda, Sheetz and Gold all agreed with staff's recommendation

**Claim for Damages - Schumsky** – Darin reported that the PUD had received a claim for damages from Mr. Schumsky. In January during a storm, the crew did not notice that the neutral was separated which caused low voltage and damaged Mr. Schumsky's appliances. Mike made a motion to turn this claim over to Federated Insurance for adjustment, Jack seconded the motion. Motion carried.

#### **Staff Reports -**

**General Manager** – Kristin reported that the PUD is formalizing their pole testing and maintenance program, which includes pole audits. She plans to bring one summer temp person back this summer to do the Pole Contact Audit. She reported that she has been working on the MOU with the tribe and that she and Rob had a conference call with attorney Sarah Mack later this afternoon. Next week the crews will be starting split shifts. Any visitors entering the building after the office is open to the public will need to wear masks. The PUD will supply disposable masks if the customer does not have one. We are putting up glass partitions as a barrier between customer service staff and the public.

**Director of Operations** – Darin reported that the crew will start split shifts next week. One crew will work from 7:30 a.m. to 3:30 p.m. with the other crew starting at 8:30 a.m. and working until 5:00 p.m. All the necessary PPE has come in for the crew. The electric crew has been brushing. The water crew has been upgrading services and fixing leaks. There have been three water system inquiries regarding the PUD taking over their systems. The water systems are located in Tahuya, Star Lake and Harstene Island. There have been no safety meetings since the last commission meeting. There have been no accidents or near misses.

**Treasurer** – Katie reported a review of customer deposits had been completed last week, identifying those that had a good payment history within the last 6 months, and a deposit on file. The deposits were applied to accounts to help offset the financial burden to customers paying utility bills. Letters were mailed out to those customers letting them know. The deposits applied were a little over \$55,000. This money will not only assist those that are having trouble paying their utility bill in full, but it also transfers the deposit funds that were restricted in a separate account, into the District's general fund, to help improve the cash flow.

**Legal Counsel** – Rob reported that the PUD needed to have a formal pole inspection done on pole contacts because those records were important for the PUD's liability protection.

#### **Correspondence:**

#### **Board Reports:**

**Mike Sheetz:** Mike reported he attended the WUPUDA meeting last week via Skype and would be attending the WPAG meeting tomorrow.



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**Jack Janda:** Jack reported that he also attended the WUPUDA meeting last week via Skype.

**Ron Gold:** Ron reported that he will attend the WPAG meeting tomorrow via Skype.

**PUBLIC COMMENT** – No public comment.

**EXECUTIVE SESSION** – At 1:30 p.m. Ron called an executive session, pursuant to RCW 42.30.110 to discuss threatened or pending litigation. He stated the session would last five minutes. At 1:35 p.m., Ron closed the executive session and reconvened the regular meeting. The commissioners instructed staff to coordinate with the District’s insurance carrier to write a letter to Department of Natural Resources denying liability.

**Adjournment:** 1:40 p.m.

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**Ron Gold, President**

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**Mike Sheetz, Vice President**

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**Jack Janda, Secretary**