



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Board Meeting  
October 13, 2020 Potlatch, Washington

**Present:**

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

**Visitors:**

No visitors on phone.

**APPROVAL OF CONSENT AGENDA:**

**Minutes:** September 22, 2020 Regular Board Meeting

<b>Disbursements:</b>	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 115,809.71
	Check Nos. 11989-119255	\$ 115,433.74
	<b>A/P Total</b>	<b>\$ 231,243.45</b>
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 59,101.18
	<b>Grand Total</b>	<b>\$ 290,344.63</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:**

**Discussion on PPC Voting Ballot** - The Commissioners put in order their preference for the PPC executive committee nominees to be returned back to PPC.

**Authorize the Manager to sign the Cares Act Funding Agreement with Mason County - of Health Loan Contracts** – Kristin reported that by signing this agreement, the PUD will be awarded \$49,451.41 in grant money to pay off past due account balances for our customers who are experiencing a COVID-19 related financial hardship. The Mason County Commissioners have called a special meeting for today to vote on this and Kristin received a confirmation email during the meeting stating that the PUD was awarded the full requested grant amount.

Mike made a motion to authorize the General Manager to sign the Cares Act Subrecipient Agreement with Mason County, Jack seconded the motion. Motion carried.



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**Approval of the Network Operating Agreement with Bonneville Power Administration** – Mike made a motion to Approve the Network Operating Agreement with Bonneville Power Administration, Jack seconded the motion. Motion carried.

**2021 Draft Strategic Work Plan**– The draft 2021 Strategic Work Plan was presented to the Board for their comments. Staff assignments and due dates will be added and presented to the board at the next meeting for approval, following the budget approval.

**WPUA Educational Scholarship Nominations** – Kamryn Hyland who is Barney Bruff’s daughter was the only applicant for the WPUA Educational Scholarship Nomination.

Mike made a motion to nominate Kamryn Hyland for the WPUA Educational Scholarship, Jack seconded the motion. Motion carried.

**Staff Reports –**

**General Manager** - Kristin thanked commissioners and staff for all their help with the Customer Appreciation event. The PUD had more than double the number of customers from previous years. It was a huge success thanks to Julie’s leadership and staff stepping in to help oversee the things that needed to get done. She also reported that the PUD had applied to Mason County and Jefferson County for CARES Act grant monies that would pay customers past due bills that were struggling from COVID. The Mason County grant would be in the amount of just under \$50,000.00 and the Jefferson County amount would be \$15,000.00. Kristin reported that the PUD won three new NWPPA Excellence in Communications awards and a national communications honor from APPA in the category for utilities with operating budgets of \$75 million or less. She also reported that the PUD did not receive the Ecology grant for the reclaimed water project at Alderbrook, but James will check to see what we can do to strengthen our application for next year. Kristin was asked to speak virtually at the Hood Canal Improvement Club meeting last week. She reported that it went well. The commissioners noted that they received some great comments from the Club about her presentation. She also reported that she and Lynn Eaton from PUD 3 worked on a Clean Energy Community designation for Mason County and the City of Shelton. The county commissioners and the city council signed proclamations declaring Mason County and the City as “Clean Energy Communities” for Public Power Week. They have also purchased Clean Energy Community signs to put up at the entrances to the county lines and city limits. Kristin and Brandy sat in on a WPUA/WSDOT meeting last week to discuss better coordination on WSDOT projects to help prepare for planning and budgeting. Nate Weller is leaving Mason PUD 1 to take a pre-apprentice job in Klickitat County PUD (Goldendale). His last day will be Friday, October 16<sup>th</sup>. Kristin also virtually attended the WPUA Water Workshop and presented on a GM panel to discuss the lessons learned from the PUD’s pandemic response. The manager evaluation date is scheduled for November 30<sup>th</sup>. The Commissioners will meet from 10:00 am to noon and then they will bring Kristin in at 1:00 pm.

**Director of Operations** – Darin reported that Hanson Excavating is doing a great job with the waterline and distribution line from Manzanita to Dalby Road. The Magnum job which is the Manzanita to 106 transmission distribution has not started yet due to there being a material shortage caused by COVID. The water crew is working on a well house rebuild and are currently doing service work. Darin attended



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the WIRA meeting last week with Ron. The next safety meeting will be held on Thursday, October 15. There have been no accidents or near misses.

**Director of Business Services** – Katie reported that the PUD was awarded a \$30,000.00 consolidation grant from Department of Health that had been applied for in August. The grant will allow the District to conduct a feasibility study to determine if consolidating Island Lake Manor’s water system with the District’s three neighboring water systems, Cherry Park, Woodland Manor, and Springwood is possible. If the consolidation is viable, the District will apply for Construction Loans in the fall of 2021, which will receive at least 50% subsidy from DOH. Katie also reported that the District received an invite to submit full grant applications to FEMA for their BRIC (Building Resilient Infrastructure Communities) program, for our Water Tree/Generators project, and the electric department project for the Eells Hill Line Repair. She stated that the grants that have already been awarded to the PUD so far this year equate to just under 8% of our annual operating budget and that there are approximately \$3.9 million in grant applications that are submitted for consideration.

**Water Resource Manager** – No report.

**District Attorney** - Rob reported that he had received notice from the US Forest Service that PUD’s would be liable for the first \$500,000.00 caused by fire if the line over the property in question was over a 115KV line. The PUD currently has nothing over 115KV.

**Board Reports –**

Mike Sheetz – Mike will call the Hood Canal Improvement club to let them know that the board received the nice letter regarding Kristin’s presentation.

Jack Janda – No report.

Ron Gold – Ron reported that he had virtually attended WIRA 14 meeting with Darin and James last week and will meet again tomorrow with Darin and James. Ron suggested an ‘informative’ presentation once a month or quarterly to keep our customers informed. Kristin stated that she and staff were always open to presenting to the community and any invitations.

**PUBLIC COMMENT** – No public comment.

**EXECUTIVE SESSION** – RCW 42.30.110

**Adjournment:** 2:26 pm.

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**Ron Gold, President**

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**Mike Sheetz, Vice President**

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**Jack Janda, Secretary**