



**Mason County PUD No. 1**  
**Public Hearing and Regular Board Meeting**  
**November 9, 2021**  
**1:00 p.m.**

Join Zoom Meeting  
<https://us02web.zoom.us/j/85869053743>

Meeting ID: 858 6905 3743  
1 (253) 215-8782

**1:00 p.m. Call to Order & Flag Salute**

**Public Hearing to present the new Alderbrook redistrict options**

**1) Consent Agenda**

**Minutes:** October 25, 2021 **Special Board Meeting**

<b>Disbursements:</b>	Accounts Payable Wire	\$ 72,209.64
	Check Nos. 120890-120910	\$ 15,759.17
	120912-120948	\$ 82,269.75
	<b>A/P Sub-Total</b>	<b>\$170,238.56</b>
	Payroll Wire	\$ 64,965.93
	Payroll Check	\$ 2,681.00
	<b>Grand Total</b>	<b>\$ 237,885.49</b>

**2) Public Comment-** *Members of the public wishing to comment may request permission to do so during the Public Comment portion of the agenda. Comments shall be limited to no more than 5 minutes per speaker. There will be no action or discussion of public comment items, although the board may defer to PUD management for any necessary response.*

**3) Business Agenda**

- a. Resolution No. 2054 - Redistricting
- b. Resolution No. 2053 - Safe Deposit Box Authority
- c. Claim for Damages- Grout
- d. Approve the GM to negotiate a property acquisition under threat of condemnation for Bay East Water System
- e. Approve the GM to negotiate a utility easement under threat of condemnation for Duckabush Road
- f. Approve the 2022 Budget

**4) Staff Reports**

- a. General Manager
- b. Treasurer
- c. Water Resource Manager
- d. Legal Counsel

**5) Correspondence**

**6) Board Comments**

**7) Other Business/Public Comment**

**8) Executive Session - None**

## 9) Adjournment

### 2021 Calendar

November 17	WPAG -1:00 pm
November 17-19	WPUDA-Olympia
<b>November 30</b>	<b>Manager Eval- Virtual 10:00 a.m.-Noon</b>
December 1-3	WPUDA Annual Meeting



**Mason County Public Utility District No. 1**  
Board of Commissioners Special Board Meeting  
October 25, 2021 Potlatch, Washington

**Present:**

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

**Visitors:**

None

**CALL TO ORDER:** Mike Sheetz called the Special Board meeting to order at 10:00 a.m.

**APPROVAL OF CONSENT AGENDA:**

**Minutes:** October 12, 2021 Regular Board Meeting, Public Hearing and Board Workshop

<b>Disbursements:</b>	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 304,746.09
	Check Nos. 120824-120888	\$ 240,120.54
	<b>A/P Sub Total</b>	<b>\$ 544,866.63</b>
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 60,203.31
	<b>Grand Total</b>	<b>\$ 605,069.94</b>

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

**PUBLIC COMMENT:** None.

**BUSINESS AGENDA:**

**Authorize the GM to sign Interlocal Agreement with Jefferson PUD for CERB Broadband Project –**

Jack made a motion to Authorize the GM to sign the Interlocal Agreement with Jefferson PUD for CERB Broadband Project. Ron seconded the motion. Motion carried.

**Authorize the GM to Sign Interlocal Agreement with Mason PUD 3 for CERB Broadband Project–**

Jack made a motion to Authorize the GM to Sign Interlocal Agreement with Mason PUD 3 for CERB Broadband Project. Ron seconded the motion. Motion carried.



**Mason County Public Utility District No. 1**  
Board of Commissioners Special Board Meeting  
October 25, 2021 Potlatch, Washington

**Authorize Gray & Osborne to begin the Engineering Design for Shadowood Water System Improvements -**

Jack made a motion to Authorize Gray & Osborne to begin the Engineering Design for Shadowood Water System Improvements in the amount of \$226,200.00. Ron seconded the motion. It passed unanimously.

**BPA 2022 Load Forecast** – Kristin and Katie met with Glenn and Marcus from BPA regarding the 2022 Load Forecast. The PUD is seeing a summer peak now too, since summer temperatures are getting steadily warmer. Also, with the pandemic, more people have been working from their summer cabins and vacation homes and the PUD's overall load has been higher at 11 aMW, rather than just over 9 aMW. Increased residential construction has also added to this. The PUD will be solidly in Tier 2 power due to the increase in load growth. Duckabush substation, oddly enough, has seen the majority of the load increase out of all four substations.

**3<sup>rd</sup> Quarter Strategic Work Plan** – Kristin presented the 3<sup>rd</sup> quarter Strategic Work Plan.

**3<sup>rd</sup> Quarter & September 2021 Financials** – Katie gave the financial report for the month of September and 3<sup>rd</sup> Qtr 2021. The gross revenue was \$930,734 for September and the gross expenditures were \$811,159 for the same month. The actual expenditures for the year through 3<sup>rd</sup> Quarter are right in line with where they should be, at 72-75% of the annual budget. The revenue for water and electric is slightly higher than expected, due to the unforeseen growth in both departments with new home construction.

<b>Financial Metrics as Compared with Prior Year:</b>	<b>September 2021</b>	<b>September 2020</b>
Total General Cash and Investments	\$1,002,813	\$903,466
Current Ratio (Current Assets/Current Liabilities)	2.58 to 1	3.87 to 1
Debt Service Coverage (O&M/ Debt Service)	2.56	2.57
Long-Term Debt to Net Plant	38%	41%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	51%	56%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	47%	52%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	4.50	4.09
Cash on Hand (Total Available Cash/Average Daily Costs)	45 Days (General) 178 Days (All Funds)	40 Days (General) 193 Days (All Fund)

**General Manager** – Kristin reported that she and Katie will be meeting regarding the plan for expending the ARPA funding. The ARPA funding should be enough to bring all the past due electric/water balances to zero. She reported that with the annexation of Alderbrook the commissioner district boundaries needed to be adjusted so the customer account in each district was approximately the same. She





**Mason County Public Utility District No. 1**  
Board of Commissioners Special Board Meeting  
October 25, 2021 Potlatch, Washington

reported that she and Katie had attended the NWPPA meeting in Portland. The PUD won 6 different awards. 3 were first place. She reported that the electric crew had worked most of the weekend on weather related outages. She reported that James is doing the walk thru with Hood Canal Communications for the Colony Surf fiber and underground replacement project that will begin in January. The line crew is finished with the underground replacement project on Vine Maple Ct in Alderbrook. They are still working the WaWa Point rebuild and the cable has been ordered for the Manzanita double circuit project. She also reported that the mainline bid for the Lake Arrowhead project is out to bid and the walk-thru is scheduled for Wednesday, October 27<sup>th</sup>.

**Director of Business Services** – Katie reported that the new Customer Service Representative started today, October 25<sup>th</sup>, and the newly hired Water Tech started on October 18<sup>th</sup>. Katie also reported that the Columbia Bank branch in Hoodspport will be closing at the end of January 2022. The branch closing won't affect the PUD's business. It's not often that anyone has to go into the branch for service, and thankfully the Shelton branch isn't too far if the need did arise.

**Rob Johnson, Attorney** – Rob reported that he had been in Georgia attending classes to get his required CLE's. He is still one short but will have that before the end of this year.

**Correspondence** – None

**Board Reports –**

Mike – Mike reported that he had virtually attended the WPAG meeting

Jack – Jack reported that he had virtually attended the WPAG meeting

Ron – Ron reported that he had virtually attended the WPAG meeting and the Hood Canal Coordinating Committee meeting.

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION** – None

**Adjournment: 11:12 a.m.**

---

**Mike Sheetz, President**

---

**Jack Janda, Vice President**

---

**Ron Gold, Secretary**

11/03/2021 9:06:52 AM

# Accounts Payable Check Register

Page 1

10/25/2021 To 11/03/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
558 10/31/2021	WIRE	DEPT10	DEPARTMENT OF LABOR & INDUSTRIE	3RD QTR 2021 - 7/21 - 9/21	17,270.82
561 11/01/2021	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	24,432.19
562 11/01/2021	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	18,937.88
563 11/01/2021	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	8,804.75
564 11/01/2021	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	2,764.00
120890 10/26/2021	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#0911011922	1,285.38
120891 10/26/2021	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,307.58
120892 10/26/2021	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	704.62
120893 10/26/2021	CHK	WAGNER	WAGNER, CHERYL	MONTHLY REIMBURSEMENT-789026098408	309.96
120894 10/26/2021	CHK	2	RANDALL STARK	MR Refund	1,387.88
120895 10/29/2021	CHK	AIR FLO HEATIN	AIR FLO HEATING COMPANY	DUCTLESS HEATPUMP & INCENTIVE-OLTERS DORF	1,300.00
120896 10/29/2021	CHK	ANIXTER	ANIXTER INC	HANDI-RINGS	425.41
120897 10/29/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	HAMMA RIDGE WATER PROJECT & GAS CYLINDER	876.07
120898 10/29/2021	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 26 UNITS	525.18
120899 10/29/2021	CHK	FARWEST	FARWEST LINE SPECIALTIES	ARC FLASH LANYARD & FLASH HARNESS-LJ	608.30
120900 10/29/2021	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY	255.71
120901 10/29/2021	CHK	HDFOWL	HD FOWLER COMPANY	2" COUPLINGS	1,051.68
120902 10/29/2021	CHK	SHEL 2	MASON COUNTY JOURNAL	LAKE ARROWHEAD MAINLINE REPLACEMENT-AD	648.00
120903 10/29/2021	CHK	MASTELLER	KRISTIN MASTELLER	MILEAGE & TRAVEL PER DIEM-REIMBURSEMENT	127.89
120904 10/29/2021	CHK	MILES	MILES SAND & GRAVEL COMPANY	HAMMA RIDGE WATER-ROCK	903.81
120905 10/29/2021	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	REPAIR & CALIBRATE CHANCE MRVD	2,008.97
120906 10/29/2021	CHK	THE BROOKFIEL	THE BROOKFIELD GROUP	SWAPPED PHONE EXTENSIONS	565.55
120907 10/29/2021	CHK	SHOP	THE SHOPPER'S WEEKLY	BUSINESS CARDS-JAMES	59.62
120908 10/29/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	TRUCK #78 - WINDSHIELD WIPERS	21.38
120909 10/29/2021	CHK	ZEE	ZEE MEDICAL SERVICES	SAFETY SUPPLIES	86.18
120910 10/29/2021	CHK	2	JEFF ARWINE	DUCTLESS HEATPUMP & BPA INCENTIVE REBATE	1,300.00

11/03/2021 9:06:52 AM

# Accounts Payable Check Register

Page 2

10/25/2021 To 11/03/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120912 11/01/2021	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	805.97
120913 11/01/2021	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	210.00
120914 11/01/2021	CHK	US TREASURY	US TREASURY	LEVY PROCEEDS #91-1197062	100.00
120915 11/02/2021	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	187.84
120916 11/02/2021	CHK	PACIF1	PACIFIC UNDERWRITERS CORP	SUPPLEMENTAL INSURANCE-JULIE	15.92
120917 11/02/2021	CHK	SMS CLEANING	SMS CLEANING, INC	CLEANING SERVICE-LESS RETAINAGE	1,425.60
120918 11/02/2021	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLET & (2)CELLULAR CHARGES	731.40
120919 11/02/2021	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	162.75
120920 11/02/2021	CHK	WASH 8	WASHINGTON STATE	OCTOBER 2021- HEALTH & LTD INS	38,091.42
120921 11/02/2021	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	DRUG & ALCOHOL TESTING	359.00
120922 11/02/2021	CHK	ANIXTER	ANIXTER INC	TERMINATION LOAD BREAK ELBOWS	2,766.13
120923 11/02/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	HIGHLAND ESTATES WATER	160.44
120924 11/02/2021	CHK	COLONI	COLONIAL LIFE INSURANCE	SUPPLEMENTAL INSURANCE	860.06
120925 11/02/2021	CHK	DOH	DEPT. OF HEALTH	TRANSFER OF OWNERSHIP FEE-HOLIDAY BEACH	1,103.00
120926 11/02/2021	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	5,015.43
120927 11/02/2021	CHK	EDC	ECONOMIC DEVELOPMENT	2021 MEMBERSHIP DUES	1,500.00
120928 11/02/2021	CHK	GE SOFTWARE	GE SOFTWARE INC DBA EKOS	MONTHLY EKOS FUEL SITE MODULE	80.00
120929 11/02/2021	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY SUPPLIES	3,508.19
120930 11/02/2021	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	5,641.88
120931 11/02/2021	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	WOMEN'S CLUB KEYS	39.43
120932 11/02/2021	CHK	LEMAY MOBILE	LEMAY MOBILE SHREDDING	(1)65 GALLON SHRED CART	54.00
120933 11/02/2021	CHK	16	JIA J LOH	MILEAGE REIMBURSEMENT-NWPPA STAKING	197.12
120934 11/02/2021	CHK	MASON9	MASON COUNTY	HAMMA RIDGE WATER PUMP HOUSE PROJECT	105.12
120935 11/02/2021	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MONTHLY GARBAGE CHARGES	853.45
120936 11/02/2021	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY SERVICES ON 10/14/2021	1,136.25
120937 11/02/2021	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VEHICLE #44,#59, #65, & #77	3,189.90

11/03/2021 9:06:52 AM

# Accounts Payable Check Register

Page 3

10/25/2021 To 11/03/2021

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
120938 11/02/2021	CHK	RICOH USA	RICOH USA, INC.	MONTHLY RENT - TWO COPIERS	514.29
120939 11/02/2021	CHK	JOHN 3	ROBERT W. JOHNSON	OCTOBER RETAINER FEE	3,494.70
120940 11/02/2021	CHK	SPECTRA LAB	SPECTRA LABORATORIES-KITSAP, LLC	VARIOUS WATER TESTING	2,204.00
120941 11/02/2021	CHK	STANDARD PES	STANDARD PEST CONTROL	QUARTERLY PEST CONTROL SERVICE	211.58
120942 11/02/2021	CHK	THE BROOKFIEL	THE BROOKFIELD GROUP	FIX JULIE'S OFFICE EXTENSION TO RING	78.66
120943 11/02/2021	CHK	TOZIER	TOZIER BROS, INC	REESE'S RAIN GEAR	273.07
120944 11/02/2021	CHK	UTILI1	UTILITIES UNDERGROUND LOCATION	MONTHLY UNDERGROUND LOCATES	135.52
120945 11/02/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	SHOP SUPPLIES	81.48
120946 11/02/2021	CHK	WITTENBERG C	WITTENBERG CPA, PS	CONSULT-MANAGEMENT	360.00
120947 11/02/2021	CHK	2	GERVACIO MONTEJO GERVACIO	INACTIVE REFUND	5.03
120948 11/02/2021	CHK	CITI CARDS	CITI CARDS	MO.CITI CARD CHARGES ACCT# ENDING 4326	6,611.12
<b>Total Payments for Bank Account - 4 :</b>					(63) 170,238.56
<b>Total Voids for Bank Account - 4 :</b>					(0) 0.00
<b>Total for Bank Account - 4 :</b>					(63) 170,238.56
<b>Grand Total for Payments :</b>					(63) 170,238.56
<b>Grand Total for Voids :</b>					(0) 0.00
<b>Grand Total :</b>					(63) 170,238.56

11/03/2021 9:06:52 AM

# Accounts Payable Check Register

Page 4

**PARAMETERS ENTERED:****Check Date:** 10/25/2021 To 11/03/2021**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** Summary**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** Current**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No

11/02/2021 1:27:00 PM

## Payroll/Labor

Page 1

## Check Register

Pay Date: 11/01/2021 To 11/01/2021

Empl Name	Pay Date	Dir Dep/Check	Net Pay	Type
135 TIMOTHY BROWN	11/01/2021	120911	2,681.00	CHK

**Grand Total:****PARAMETERS ENTERED:****Pay Date:** 11/01/2021 To 11/01/2021**Check/Direct Deposit:** All**Employee:** 135**Journal:** 0**Division:** All**Format:** Summary By Check**Sort By:** Check/Direct Deposit

Karnold

11/02/2021 1:25:40 PM

GENERAL LEDGER  
TRANSACTION DETAIL

Page: 1

NOV 2021 To NOV 2021

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
<hr/>					
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)			Department:	0	
11/01/21	62337 Check Print	0	PL	2 PAYROLL	64,965.93

## PARAMETERS ENTERED:

Division: All

Accounts: 0 131.2

Department: All

Activity: All

Sort By: Div/Acct

Date Selection: Period

Period: NOV 2021 To NOV 2021

Module: PL

Journal Activity: All

Accounts With No Transactions: Yes

Extended Reference: No

Interface Detail: No

Group by Department: Yes

51217

/pro/rpttemplate/acct/2.51.1/gl/GL\_TRANS\_DETAIL.xml.rpt

Karnold



**PUBLIC UTILITY DISTRICT NO. 1  
OF MASON COUNTY**

N. 21971 Hwy. 101  
Shelton, Washington 98584

**BOARD OF COMMISSIONERS**

MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

**A RESOLUTION REGARDING REDISTRICTING IN  
ACCORDANCE WITH 2020 CENSUS INFORMATION AND THE ANNEXATION OF  
THE ALDERBROOK DEVELOPMENT**

**RESOLUTION NO. 2054**

**WHEREAS**, Public Utility District No. 1 of Mason County (the "district") received from Mason County updated information regarding the district's population based upon the 2020 federal decennial census; and

**WHEREAS**, citizens in the Alderbrook development have decided by a majority vote at the November 2, 2021 election, to annex into the district from Mason PUD 3; and

**WHEREAS**, the district is required pursuant to RCW 29A.76.010, within eight months after its receipt of the federal decennial census data, to prepare a plan for redistricting its commission districts so that:

- (a) Each commissioner district be as nearly equal in population as possible to each and every other such district comprising the district,
- (b) Each district is as compact as possible;
- (c) Each district consists of geographically contiguous area;
- (d) Population data is not to be used for purposes of favoring or disfavoring any racial group or political party; and
- (e) To the extent feasible and if not inconsistent with the basic enabling legislation for the Public Utility Districts, the commission district boundaries coincide with existing recognized natural boundaries and shall, to the extent possible, preserve existing communities of related and mutual interest.

**WHEREAS**, the district has proposed a redistricting plan which meets the criteria of RCW 29A.76.010 by motion adopted November 9, 2021;

**WHEREAS**, the district held a public hearing on the proposed redistricting plan on November 9, 2021, in order to receive public comments and concerns.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Mason County PUD No. 1 that the commissioner districts shall be as set forth in the new district map, which is attached hereto and incorporated by this reference.

**ADOPTED** this day of November 9, 2021.

\_\_\_\_\_  
Mike Sheetz, President

ATTEST:

\_\_\_\_\_  
Jack Janda, Vice President

\_\_\_\_\_  
Ron Gold, Secretary





**PUBLIC UTILITY DISTRICT NO. 1**  
**OF MASON COUNTY**  
N. 21971 Hwy. 101  
Shelton, Washington 98584

**BOARD OF COMMISSIONERS**

MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

**RESOLUTION NO. 2053**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PUBLIC UTILITY DISTRICT NO. 1 OF  
MASON COUNTY, WASHINGTON, AUTHORIZING STAFF MEMBERS TO BE LISTED ON UTILITY  
SAFE DEPOSIT BOX SIGNATURE CARD**

WHEREAS, it is necessary to remove Kimberly Buckingham as a signer for all accounts and Safe Deposit Box No. 91344 of the District; and

WHEREAS, it is necessary to have additional signers available in addition to Shiane Saeger, Patrisha Martin, Kristin Masteller and Katie Arnold; and

WHEREAS, the Board of Commissioners must authorize existing employees Lisa Cates to be authorized signers for the District's safe deposit box held at Columbia Bank;

BE IT RESOLVED that the Board of Commissioners of Public Utility District No. 1 of Mason County removes Kimberly Buckingham as authorized signer and approves that Shiane Saeger, Kristin Masteller, Katie Arnold, Patrisha Martin and Lisa Cates are now authorized to sign on the above stated safe deposit box at Columbia Bank.

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on November 9, 2021, the following commissioners being present and voting.

\_\_\_\_\_  
Mike Sheetz, President

\_\_\_\_\_  
Jack Janda, Vice President

ATTEST:

\_\_\_\_\_  
Ron Gold, Secretary

Regular Meeting – District Office/Potlatch

A Resolution to Establish Authorized Staff Members to Sign on Utility Safe Deposit Box

Date: November 9, 2021

No. 2053



**PUBLIC UTILITY DISTRICT NO. 1**  
**OF MASON COUNTY**  
N. 21971 Hwy. 101  
Shelton, Washington 98584

**BOARD OF COMMISSIONERS**

MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

**STANDARD CLAIM FORM**  
**PLEASE TYPE OR PRINT IN INK**

Please return to:

General Manager  
21971 N. Hwy 101 Shelton, WA 98584

Business Hours: 8:00am - 5:00pm

**PERSONAL INFORMATION**

1. CLAIMANT'S NAME:

GROUT AINAKR  
Last Name First Middle

2. RESIDENCE ADDRESS CURRENT ADDRESS:

SE 190 ARCADIA RD Shelton, Wa 98584

3. MAILING ADDRESS (IF DIFFERENT):

4. RESIDENTIAL ADDRESS AT TIME OF INCIDENT:

305745 HWY 101 Brinnon, Wa

5. CLAIMANT'S DAYTIME TELEPHONE: ( ) 360 490 5585 ( )

Home

Business

6. CLAIMANT'S E-MAIL ADDRESS

ggrout@comcast.net

**INCIDENT INFORMATION**

7. DATE OF INCIDENT:

7 / 5 / 21  
month day year

8. TIME: \_\_\_\_\_ A.M. / P.M. (CIRCLE ONE)

9. IF THE INCIDENT OCCURRED OVER A PERIOD OF TIME PLEASE PROVIDED:

BEGINNING TIME:

7 / 5 / 21  
month day year

ENDING TIME:

7 / 11 / 21  
month day year

10. LOCATION OF INCIDENT:

Address/Street/Mile Post

City

County

305745 HWY 101 Brinnon, Wa  
Jefferson



# PUBLIC UTILITY DISTRICT NO. 1

## OF MASON COUNTY

N. 21971 Hwy. 101  
Shelton, Washington 98584

## BOARD OF COMMISSIONERS

MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

11. NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF ALL PERSONS INVOLVED, OR WITNESS, TO THIS INCIDENT:

SCOTT + AINGER GROUT

12. NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF ALL DISTRICT EMPLOYEES HAVING KNOWLEDGE ABOUT THIS INCIDENT (ATTACH ADDITIONAL SHEETS, IF NECESSARY):

PUD 1 CREW WHO CUT MY LOCK @ MY GATE

13. DISTRICT EMPLOYEE ALLEGEDLY RESPONSIBLE FOR DAMAGES/INJURY:

14. DESCRIBE CONDUCT AND CIRCUMSTANCES CAUSING INJURY OR DAMAGES, EXPLAINING EXTENT OF MEDICAL, PHYSICAL, OR MENTAL INJURIES (ATTACH ADDITIONAL SHEETS, IF NECESSARY):

Stolen; <sup>new</sup> boat battery, <sup>new HONDA</sup> gas pot puller, <sup>grab</sup> line, <sup>metal</sup> gas can, <sup>older</sup> kayak, gate lock  
\*please see attached

15. LAW ENFORCEMENT/SECURITY/FIRE/EMERGENCY AGENCIES WHO RESPONDED TO THE INCIDENT (PLEASE INCLUDE REPORT OR CASE NUMBER IF AVAILABLE)

21-6868

16. NAME, ADDRESS, AND TELEPHONE NUMBER OF TREATING PHYSICIAN(S) AND ATTACH COPIES OF MEDICAL REPORTS AND BILLINGS:

n/a

17. PLEASE PROVIDE COPIES OF ANY DOCUMENTS, PICTURES, OR OTHER RECORDS THAT SUPPORT OR RELATE TO YOUR CLAIM. We will need you to provide the year, make and model for each item you claim was damaged such as appliances or vehicles.

\*please see attached





**PUBLIC UTILITY DISTRICT NO. 1**  
**OF MASON COUNTY**  
N. 21971 Hwy. 101  
Shelton, Washington 98584

**BOARD OF COMMISSIONERS**

MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

18. I / WE DO HEREBY CLAIM DAMAGES FROM this incident of PUD1 neglect IN THE SUM OF \$ 1580.00

This claim form must be signed either:

- (i) By the claimant, verifying the claim;
- (ii) Pursuant to a written power of attorney, by the attorney in fact for the claimant;
- (iii) By an attorney admitted to practice in Washington state on the claimant's behalf; or
- (iv) By a court-approved guardian or guardian ad litem on behalf of the claimant.

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

7/27/21

Signature of Claimant

Date

**How your claim will be processed:**

1. Claimant submits claim and supporting material to the General Manager.
2. GM conducts an internal investigation to gather facts and review claim with senior staff team.
3. PUD attorney reviews claim and makes recommendation to either approve or deny the claim, or to send it to the PUD's insurance carrier for independent investigation and review.
4. After the investigation is completed, the claim is presented at following Board of Commissioners meeting for approval/denial if it does not need to be sent to the insurance carrier.
5. If the claim is denied, a letter is sent to the claimant explaining why it was denied.
6. If the claim is not initially denied by the Board of Commissioners, it will be sent to the PUD's insurance carrier for processing.
7. If the claim is approved, payment unless the amount is minimal, in which case it may be processed in the PUD's next accounting cycle.

No claims shall be considered without completion of the standard tort claim form and supporting documentation. No claims shall be presented to the Board of Commissioners without going through the investigation process, internal review and review by the PUD's attorney.

Scott & Ginger Grout

305745 HWY 101 Brannon

August 13<sup>th</sup> 2021

RE: Property loss due to PUD actions

Every few years we have experienced communication issues with PUD staff not communicating with private property owners on how to allow ease of access for the PUD related to routine tree trimming and emergency access when needed.

The following timeline of events will demonstrate our attempts to work in a cooperative manner with PUD 1 to address years of miscommunication and poor customer service from the rate payers viewpoint.

On or about 6-16-2021 our security camera(s) observed appears to be an employee of a utility provider on our property observing the power lines. We immediately reached out to the PUD customer service staff via e-mail which has been provided for you to review. A summary of the email we received from the PUD states "we won't be notifying customers. Is there a gate code?" Twenty-eight minutes later we submitted a response that clearly stated that there WAS NOT a gate code and that the property is secured with a lock and we would be willing to meet them on site or offer a reasonable alternative if access was needed. **NO RESPONSE FROM PUD.**

On 7-6-2021 the gate lock was cut leaving our property unsecured.

On 7-7-2021 another email was submitted to PUD customer service regarding the lock, and we asked if it had been cut or if access was needed. **Once again, we were told that no crews were in the area and access was not needed. This was not the case.**

On 7-7-2021 the security cameras recorded a contractor working on behalf of PUD 1 accessing our property to perform maintenance. The camera also shows the contractors vehicles backing out of the property at the conclusion of the project. :

The site being left unsecured was a responsibility solely under PUD 1's scope of work. Even though the lock was cut if the contractor, or the PUD, had simply pulled the chain up and placed the bolt in the chain link, it would have appeared to be secure.

On 7-11-2021 we returned to the property to discover that our lock had been cut and our property had been left unsecure by the PUD. After further review a photo of a suspicious vehicle was captured by our security cameras. At my earliest opportunity I reached out to the operations supervisor he stated that the customer service staff had called the two numbers on file. We respectfully deny this assertion for the following reasons:

- We have lived in Mason County our entire lives. My wife and I have had the same landline for over twenty-five years. It is and always has been 360.426.0379. Our messaging service is through Xfinity which provides a reliable service that ensures all messages left by callers are saved. No message(s) from the PUD were EVER received!
- The second number on file at the PUD was 360.490.4961. My cellular number was, is, and always will be 360.490.4964. PUD staff made an error in the data entry on our account information.
- The Grout's reached out on multiple occasions via email. PUD customer service "claims" to have called both numbers but the reality is that one number is incorrect, and the landline never received any call(s) from PUD 1
- Due to the PUD's ongoing lack of follow up, customer service miscommunication to owners and stakeholder's, lack of staff oversight and accountability, and a verifiable lack of documentation of actions purportedly performed by staff, we seek to recover the losses we experienced due to the PUD's carelessness.

In dealing with the public, perception is often reality, and it is perceived by many that the PUD failed at every opportunity that was presented in this circumstance. Our property was burglarized, and we have been damaged due to the blatant, on-going negligence of the customer service staff. The PUD's actions were careless, reckless, and knowingly left our property unsecure for days.

No other public agency would **EVER** leave a site unsecured for a day, or in this case a week! PUD customer service staff is always politely dismissive and somewhat "snarky" and abrupt in their responses.

- PUD customer service NEVER performed account maintenance to ensure telephone numbers were correct.
- Why didn't PUD customer service staff simply respond via email prior to the lock being cut or after the lock was cut to let us know the site was not secure? Did customer service even know or care?
- PUD staff cut the lock as it was not in the scope of operations for the contractor. With that said why didn't operations staff visit the site after the lock was cut to verify the site was secured?



- Purportedly after staff called both numbers and supposedly left messages, and never received any feedback why didn't staff consider institute a line of communication that had been established and working well?
- Why didn't the contractor simply pull the chain up to make it appear as though it was secure?

Only after phone calls, emails, and two in person meet and confers with the operations supervisor was it **FINALLY** confirmed that the PUD **did cut the lock**. Why did staff make continually fail to communicate or acknowledge who cut the lock?


He was shocked that this critical piece of information was never offered or disclosed. I felt as though I had to pry it from him. He thought customer service had informed us. He reiterated several times that his goal was to make sure this never happens again. This point we can all agree on. Sadly, we don't have any faith in our local PUD customer service staff to ever follow up and complete the process in a circular manner. The facts are evident and clearly visible. Customer service excels at leaving hanging particples.

As commissioners you have been elected to oversee staff and improve internal processes. This situation shows that my family went out of our way and initiated contact with the PUD multiple times to try and creative positive momentum with the Public Utilities District before the incident as well as after the incident. We did this because we cherish our property, its contents, and we understand the need that our site remains secure.

I look forward to accepting your monetary offer that will recoup our losses, enhance organizational success by correcting processes that are incomplete, and re-train staff to quit being politely dismissive about customers on-going concerns.

Respectfully,

  
C. Scott Grout & Ginger A. Grout

We notified Jefferson Co Sheriff -  
Jefferson County, case # 21-6868  
Thank You 

8:56



< Inbox

6 Messages



**Julie Gray**

To: Mum ❤️ >

7/7/21

## Tree Trimming

Hi Good Morning!

I received a call from your husband this morning regarding the tree trimming at 305745 N HWY 101. Our office had tried to contact you by telephone on June 24<sup>th</sup> and July 2<sup>nd</sup>. Messages were left on both 360-426-0379 and 360-490-4961 as those are the numbers that we have on your account. After my conversation with Scott this morning we have added your email address and cell phone number to the account.

If I can be of more assistance, please contact me.

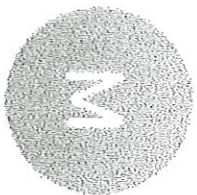
Thank you,  
Julie

→ No Message  
was left on  
the home #  
(360) 426 0379.  
and  
the cell #  
was inputted  
into your  
System  
incorrectly.



**Julie Gray**  
Executive Assistant  
21971 N. Hwy. 101, Shelton,  
WA 98584  
(360) 877-5249, x. 275-  
Office \* (360) 877-9274-  
Fax





Mum 

To: Julie Gray >

7/7/21

The cell phone you have is incorrect. The correct number is 360-490-4964

Thank you for adding my information.

Ginger Grout



8:59

 Inbox6 Messages  
**Tree Trimming**Mum

7/9/21

To: Julie Bcc: Mum &gt;

So our lock was cut by your crew. Please forward this email to whomever needs to hear this...we are not happy. I am drafting a letter to the commissioners and stakeholders about how unprofessional and wreck-less this behavior is. I sent an email back in June asking if your crew was scouting on my property and was told you didn't know. I was also told that you DO NOT need access to my property by means of our gate. And now one month later my gate lock was cut and my property left open for vandals. I have numerous photos of the crew and vehicles on my property unannounced and unwarranted. This is a huge problem. Huge.

I now have damages. These issues will be addressed. Please have whomever call me at 360-490-5585 or 360-490-4964 to discuss this very serious issue. I understand you get right of way access but to cut our lock and enter without us knowing is not right. I have thousands of dollars of assets that were left open to vandals. How is this right? Call me.

Scott and Ginger Grout  
305745 HWY 101  
Brinnon, WA



8:58



< Inbox

6 Messages

**Tree Trimming**



**Mum**

7/15/21

To: Julie Bcc: Mum >

Julie- my husband spoke to the operations manager and discovered that PUD1 did cut our lock. I was NOT notified even though your office said I was. I have made a police report for the stolen items that were taken sometime while our gate was down. Jefferson Co case 21-6868.

I was told by the operations manager to contact you and make sure my contact info is up to date.

360-490-4964 Scott Cell  
360-490-5585 Ginger Cell  
360-426-0379 home  
ggrout@comcast.net

He also said you were the one I would make a loss of property/damages claim with. Please let me know how I proceed with that. The loss is right around \$1550.

I look forward to your timely return response.

Ginger Grout

On Jul 9, 2021 at 6:46 PM Ginger Grout



8:58



< Inbox

6 Messages

Tree Trimming



Julie Gray

To: Mum



7/15/21

Hi Ginger, all numbers have been added to your account along with your email address. Below you will find the link to get your claim started. After the claim has been filed you will need to speak with either the General Manager or the PUD's Attorney.

Thank you, Julie

<https://mason-pud1.org/claims/>



From: Ginger Grout ggrou@comcast.net

Subject: Re: Gate

Date: Jun 16, 2021 at 2:29:12 PM

To: Kim Buckingham kimb@mason-pud1.org

Bcc: Ginger Grout ggrou@comcast.net

No. It's a padlock.

Ginger

On Jun 16, 2021, at 2:01 PM, Kim Buckingham <kimb@mason-pud1.org> wrote:

Hello,

Thank you for your inquiry. We wont be notifying customers. Is there a gate code?

Thank you,

Kim

Name

Ginger Grout

Date Submitted (Automatically Populated)

06/16/2021

Email

ggrou@comcast.net <mailto:ggrou@comcast.net>

Your Comments

I was wondering if I'll be notified of limb trimming in my area? I have a gate and will need to open it for your work vehicles.

305745 Hwy 101 Brinnon WA

Thank you

<image002.jpg>

**Kim Buckingham**

**Customer Service Representative**

21971 N. Hwy. 101, Shelton, WA 98584

(360) 877-5249, x. 210- Office \* (360) 877-9274- Fax

*Pursuant to the Washington Public Records Act, RCW 42.56, this email, and any attachments, may be disclosed as a public record. This institution is an equal opportunity provider and employer.*

<image003.png>

<image004.jpg>



4:07



# < MUDDY CAM



FILTERS

39/1819 Photos



MUDDY

06:13AM 07/10/21 62F ) MUDDY CAM



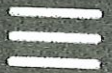
possible  
suspect that  
was able to  
access my  
property due  
to Pupi  
cutting my  
gate lock.



9:05

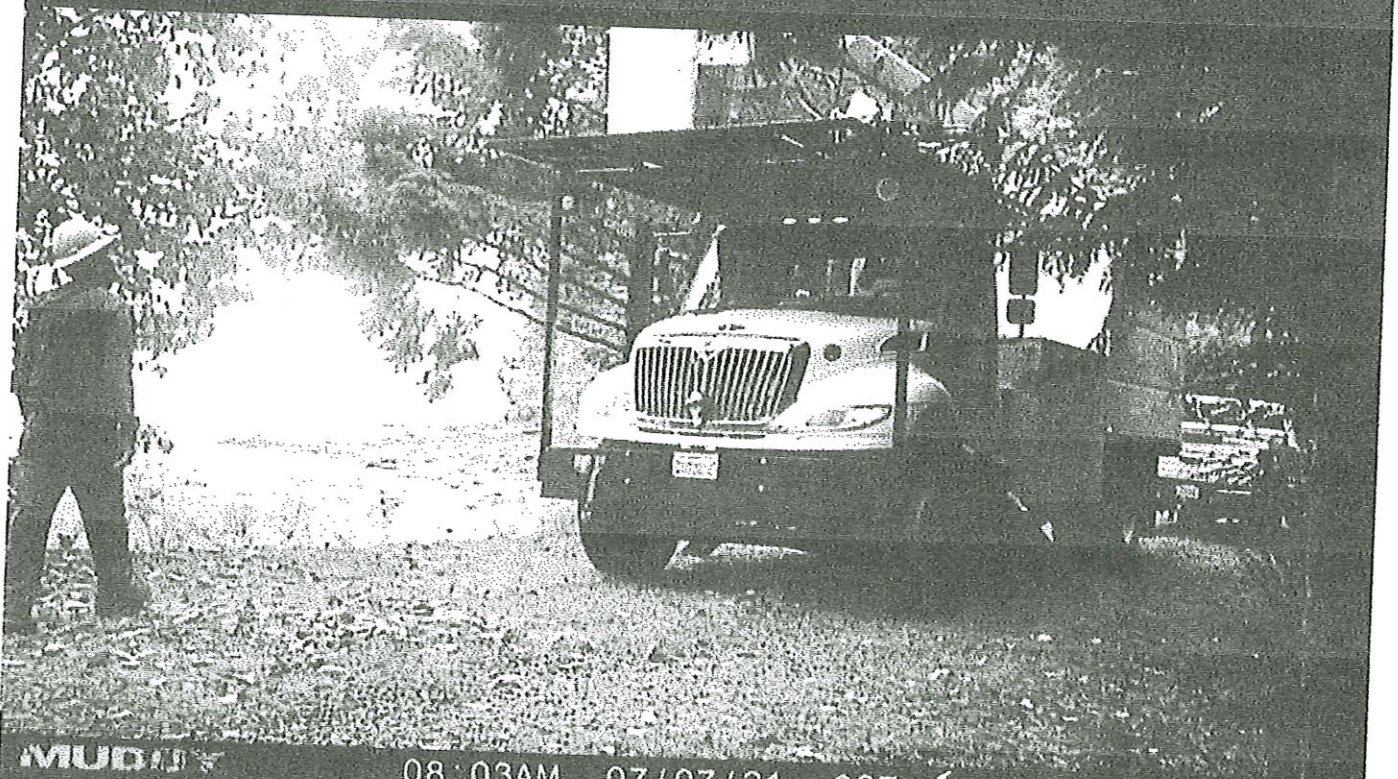


# < MUDDY CAM



 FILTERS

123/1888 Photos



MUDDY

08:03AM 07/07/21 62F



MUDDY CAM



## Julie Gray

---

**From:** Kristin Masteller  
**Sent:** Tuesday, November 2, 2021 4:56 PM  
**To:** Julie Gray  
**Subject:** FW: Tree Trimming

---

**From:** Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)>  
**Sent:** Thursday, July 15, 2021 2:54 PM  
**To:** Kristin Masteller <[kristinm@mason-pud1.org](mailto:kristinm@mason-pud1.org)>  
**Subject:** FW: Tree Trimming

Just received this.

---

**From:** Ginger Grout <[ggrout@comcast.net](mailto:ggrout@comcast.net)>  
**Sent:** Thursday, July 15, 2021 2:50 PM  
**To:** Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)>  
**Subject:** Re: Tree Trimming

Julie- my husband spoke to the operations manager and discovered that PUD1 did cut our lock. I was NOT notified even though your office said I was. I have made a police report for the stolen items that were taken sometime while our gate was down. Jefferson Co case 21-6868.

I was told by the operations manager to contact you and make sure my contact info is up to date.

360-490-4964 Scott Cell  
360-490-5585 Ginger Cell  
360-426-0379 home  
[ggrout@comcast.net](mailto:ggrout@comcast.net)

He also said you were the one I would make a loss of property/damages claim with. Please let me know how I proceed with that. The loss is right around \$1550.

I look forward to your timely return response.

Ginger Grout

On Jul 9, 2021, at 6:46 PM, Ginger Grout <[ggrout@comcast.net](mailto:ggrout@comcast.net)> wrote:

So our lock was cut by your crew. Please forward this email to whomever needs to hear this...we are not happy. I am drafting a letter to the commissioners and stakeholders about how unprofessional and wreck-less this behavior is. I sent an email back in June asking if your crew was scouting on my property and was told you didn't know. I was also told that you DO NOT need access to my property by means of our gate. And now one month later my gate lock was cut and my property left open for vandals. I have



numerous photos of the crew and vehicles on my property unannounced and unwarranted. This is a huge problem. Huge.

I now have damages. These issues will be addressed. Please have whomever call me at 360-490-5585 or 360-490-4964 to discuss this very serious issue. I understand you get right of way access but to cut our lock and enter without us knowing is not right. I have thousands of dollars of assets that were left open to vandals. How is this right? Call me.

Scott and Ginger Grout  
305745 HWY 101  
Brinnon, WA

On Jul 7, 2021, at 12:40 PM, Ginger Grout <[ggrout@comcast.net](mailto:ggrout@comcast.net)> wrote:

The cell phone you have is incorrect. The correct number is 360-490-4964

Thank you for adding my information.

Ginger Grout

On Jul 7, 2021, at 11:11 AM, Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)> wrote:

Hi Good Morning!

I received a call from your husband this morning regarding the tree trimming at 305745 N HWY 101. Our office had tried to contact you by telephone on June 24<sup>th</sup> and July 2<sup>nd</sup>. Messages were left on both 360-426-0379 and 360-490-4961 as those are the numbers that we have on your account. After my conversation with Scott this morning we have added your email address and cell phone number to the account.

If I can be of more assistance, please contact me.

Thank you,  
Julie

[<image002.jpg>](#)

**Julie Gray**

**Executive Assistant**

21971 N. Hwy. 101, Shelton, WA 98584

(360) 877-5249, x. 275- Office \* (360) 877-9274- Fax

*Pursuant to the Washington Public Records Act, RCW 42.56, this email, and any attachments, may be disclosed as a public record. This institution is an equal opportunity provider and employer.*

## Julie Gray

---

**From:** Julie Gray  
**Sent:** Thursday, July 15, 2021 3:12 PM  
**To:** Ginger Grout  
**Subject:** RE: Tree Trimming

Hi Ginger, all numbers have been added to your account along with your email address. Below you will find the link to get your claim started. After the claim has been filed you will need to speak with either the General Manager or the PUD's Attorney.

Thank you, Julie

<https://mason-pud1.org/claims/>

---

**From:** Ginger Grout <[ggrout@comcast.net](mailto:ggrout@comcast.net)>  
**Sent:** Thursday, July 15, 2021 2:50 PM  
**To:** Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)>  
**Subject:** Re: Tree Trimming

Julie- my husband spoke to the operations manager and discovered that PUD1 did cut our lock. I was NOT notified even though your office said I was. I have made a police report for the stolen items that were taken sometime while our gate was down. Jefferson Co case 21-6868.

I was told by the operations manager to contact you and make sure my contact info is up to date.

360-490-4964 Scott Cell  
360-490-5585 Ginger Cell  
360-426-0379 home  
[ggrout@comcast.net](mailto:ggrout@comcast.net)

He also said you were the one I would make a loss of property/damages claim with. Please let me know how I proceed with that. The loss is right around \$1550.

I look forward to your timely return response.

Ginger Grout

On Jul 9, 2021, at 6:46 PM, Ginger Grout <[ggrout@comcast.net](mailto:ggrout@comcast.net)> wrote:

So our lock was cut by your crew. Please forward this email to whomever needs to hear this...we are not happy. I am drafting a letter to the commissioners and stakeholders about how unprofessional and wreck-less this behavior is. I sent an email back in June asking if your crew was scouting on my property and was told you didn't know. I was also told that you DO NOT need access to my property by means of our gate. And now one month later my gate lock was cut and my property left open for vandals. I have

numerous photos of the crew and vehicles on my property unannounced and unwarranted. This is a huge problem. Huge.

I now have damages. These issues will be addressed. Please have whomever call me at 360-490-5585 or 360-490-4964 to discuss this very serious issue. I understand you get right of way access but to cut our lock and enter without us knowing is not right. I have thousands of dollars of assets that were left open to vandals. How is this right? Call me.

Scott and Ginger Grout  
305745 HWY 101  
Brinnon, WA

On Jul 7, 2021, at 12:40 PM, Ginger Grout <[ggrout@comcast.net](mailto:ggrout@comcast.net)> wrote:

The cell phone you have is incorrect. The correct number is 360-490-4964

Thank you for adding my information.

Ginger Grout

On Jul 7, 2021, at 11:11 AM, Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)> wrote:

Hi Good Morning!

I received a call from your husband this morning regarding the tree trimming at 305745 N HWY 101. Our office had tried to contact you by telephone on June 24<sup>th</sup> and July 2<sup>nd</sup>. Messages were left on both 360-426-0379 and 360-490-4961 as those are the numbers that we have on your account. After my conversation with Scott this morning we have added your email address and cell phone number to the account.

If I can be of more assistance, please contact me.

Thank you,  
Julie

[<image002.jpg>](#)

**Julie Gray**

**Executive Assistant**

21971 N. Hwy. 101, Shelton, WA 98584

(360) 877-5249, x. 275- Office \* (360) 877-9274- Fax

*Pursuant to the Washington Public Records Act, RCW 42.56, this email, and any attachments, may be disclosed as a public record. This institution is an equal opportunity provider and employer.*

## Julie Gray

---

**From:** Kristin Masteller  
**Sent:** Tuesday, November 2, 2021 4:56 PM  
**To:** Julie Gray  
**Subject:** FW: Scott Grout

---

**From:** Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)>  
**Sent:** Thursday, July 15, 2021 3:37 PM  
**To:** Kristin Masteller <[kristinm@mason-pud1.org](mailto:kristinm@mason-pud1.org)>  
**Subject:** RE: Scott Grout

Mike cut the lock on July 6, Kemp west trimmed on the 7<sup>th</sup> and when they left they put the gate backup and hooked it with a carriage bolt.

---

**From:** Kristin Masteller <[kristinm@mason-pud1.org](mailto:kristinm@mason-pud1.org)>  
**Sent:** Thursday, July 15, 2021 3:21 PM  
**To:** Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)>  
**Subject:** RE: Scott Grout

Let's make sure with Rose though, so we have the facts straight. Thanks

---

**From:** Julie Gray <[julieg@mason-pud1.org](mailto:julieg@mason-pud1.org)>  
**Sent:** Thursday, July 15, 2021 3:19 PM  
**To:** Kristin Masteller <[kristinm@mason-pud1.org](mailto:kristinm@mason-pud1.org)>  
**Subject:** Scott Grout

I am assuming that the lock was cut on July 6. The letter regarding tree trimming went out the end of March.

Julie





## Julie Gray

---

**From:** Kristin Masteller  
**Sent:** Tuesday, November 2, 2021 4:56 PM  
**To:** Julie Gray  
**Subject:** FW: Scott Grout  
**Attachments:** 20210715153059957.pdf

---

**From:** Julie Gray <julieg@mason-pud1.org>  
**Sent:** Thursday, July 15, 2021 3:19 PM  
**To:** Kristin Masteller <kristinm@mason-pud1.org>  
**Subject:** Scott Grout

I am assuming that the lock was cut on July 6. The letter regarding tree trimming went out the end of March.

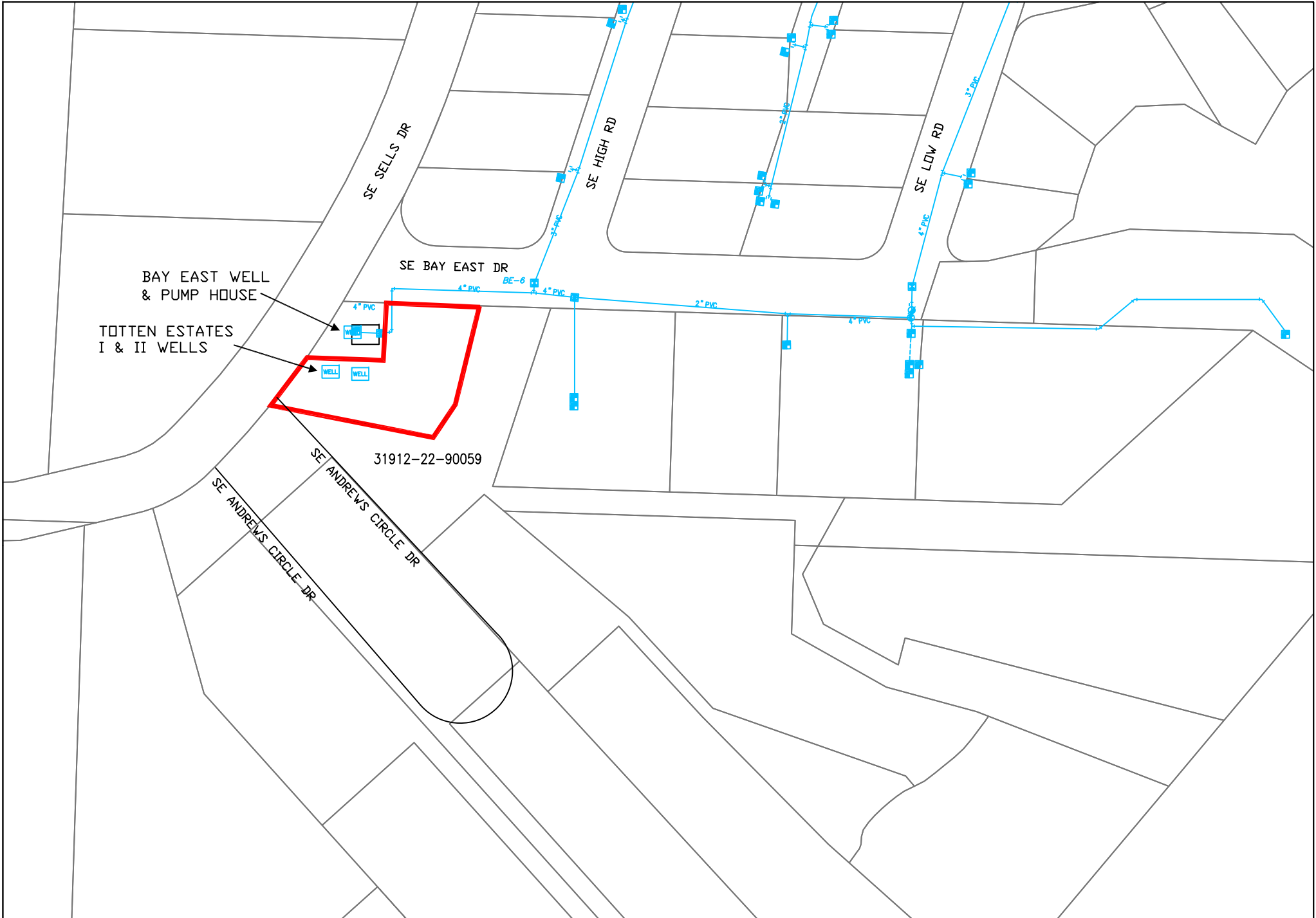
Julie



This is the  
photo that  
prompted me  
to email  
PUD 1 and  
find out if  
they are  
scouting to  
trim —  
email attached







This map (or data product) is for planning, illustrative, or representative purpose only. It is NOT intended to be used for description, conveyance, authoritative definition of legal boundary, or property title. Mason County PUD #1 in no way guarantees the reliability, accuracy, or completeness of the data contained within these drawings. Furthermore, M.C. PUD #1 assumes no liability for any errors or omissions in this map or data.

SCALE	Not to Scale
DATE	
APPROVED BY	

BAY EAST WATER SYSTEM PROPOSED PROPERTY MANGANESE TREATMENT	WATER OPERATIONS	
	PUBLIC UTILITY DISTRICT NO.1 OF MASON COUNTY	
	21971 N HWY 101 (Pottlatch) SHELTON, WA 98584	

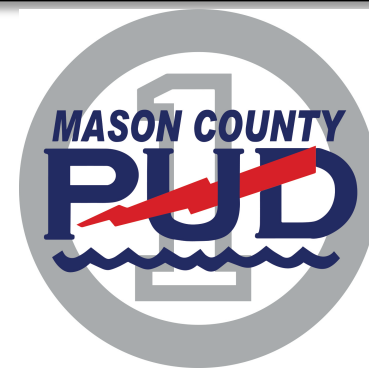
WO#	
DR. BY BAM	
CH. BY BAM	
SHEET 1	OF 1
DRAWING NUMBER	REV NO



Proposed Easement for Future Utility Vault

Location: Corner of Duckabush Rd. and HWY 10, Jefferson County

Parcel: 502-16-4004



BUDGET MATERIALS PUBLIC HEARING November 9, 2021

Proposed Electric Budget 2022

INCOME STATEMENT ELECTRIC		Amended	2021	2022
Line Item		2020 Budget	Budget	4.5% Increase
1	Energy Sales- Operating Revenue	8,980,036.00	9,153,715.96	9,853,993.00
Total Revenue from Operations		8,980,036.00	9,153,715.96	9,853,993.00
3	Power & Transmission Costs	3,372,250.00	3,402,200.00	3,631,200.00
4	Transmission Expenses -O&M	6,958.00	12,288.00	12,874.00
6	Distribution Expenses - Operation	403,005.54	419,018.00	494,567.00
7	Distribution Expense - Maintenance	659,380.51	864,712.00	967,468.00
8	Customer Accounts Expenses	208,916.64	142,716.00	162,236.00
9	Customer Service Expenses and Information	5,652.00	4,896.00	7,500.00
11	Administrative and General Expenses	1,705,553.00	1,851,180.00	1,893,327.00
12	Total Expenses from Operations (3 thru 11)	6,361,715.69	6,697,010.00	7,169,172.00
13	Depreciation & Amortization Expense	1,020,000.00	1,100,000.00	1,133,000.00
14	Tax Expense - Property & gross Receipts Property	168,756.00	189,769.00	223,656.00
15	Tax Expense - Other	459,754.00	515,345.00	573,789.00
16	Interest on Long Term Debt	449,593.00	407,841.00	407,593.00
19	Other Deduction	4,000.00	4,000.00	3,900.00
20	Total Cost of Electric Service (12 thru 19)	8,463,818.69	8,913,965.00	9,511,110.00
21	Operating Margins (1 minus 20)	516,217.31	239,750.96	342,883.00
22	Non Operating Margins - Interest	50,000.00	8,400.00	8,500.00
25	Non Operating Margins - Other	5,000.00	5,000.00	5,000.00
29	Patronage Capital or Margins (21 thru 28)	571,217.31	253,150.96	356,383.00
		Amended	2021 Budgeted	2022 Budgeted
Operating - Margin		516,217.31	239,750.96	342,883.00
Non Operating - Margin		55,000.00	13,400.00	13,500.00
Times Interest Earned Ratio - Operating (1.25 Min)		2.15	1.62	1.87
Debt Service Coverage Ratio (1.25 Min)		2.08	1.96	2.08
Funds Available for Debt Service, Reserves & CWP		1,591,217.31	1,353,150.96	1,489,383.00
Special Funds Available for CWP		100,000.00	100,000.00	100,000.00
Electric Bond Funds Available for CWP		1,758,345.00	943,911.00	334,378.00
Total of Funds Available		3,449,562.31	2,397,061.96	1,923,761.00
Fund Expended for Debt Service & CWP				
Debt Service		503,584.00	489,539.00	539,385.00
CWP		1,490,804.02	881,500.00	750,000.00
General Facilities - Ops		1,047,900.00	90,000.00	
Funds Expended		3,042,288.02	1,461,039.00	1,289,385.00
Balance left for Reserve Funding		407,274.29	936,022.96	634,376.00
Substation Fund		342,000.00	342,000.00	342,000.00
Cash on Hand Funding Goal (5 Days per Year)		70,000.00	70,000.00	70,000.00
Equipment Replacement Fund				200,000.00
Computer Replacement Fund			75,000.00	
Balance Remaining		17,535.29	449,022.96	22,376.00
Long-Term Debt Balance at Year-End		11,806,031.00	11,316,492.00	10,777,107.00

BUDGET MATERIALS PUBLIC HEARING November 9, 2021

Proposed WATER Budget 2022

Line #		2020 Budgeted	2021 Budgeted	2022 Budgeted
			5% Increase	6% Increase
1	Operating Revenue	2,132,051.00	2,211,036.00	2,484,320.00
3	Cost of Power	164,500.00	164,500.00	156,100.00
6	Distribution Expense - Operation	445,365.00	453,555.00	509,026.00
7	Transmission Expense - Maintenance	206,279.00	185,800.00	212,795.00
8	Customer Accounts Expense	53,912.00	26,891.00	57,836.29
9	Customer Service And Information Expense	20,040.00	25,080.00	27,600.00
11	Administrative and General Expense	397,076.92	580,008.00	644,629.00
12	Total Operation & Maintenance Expense (2 thru 11)	1,287,172.92	1,435,834.00	1,607,986.29
13	Depreciation & Amortization Expense	480,000.00	495,000.00	505,000.00
14	Tax Expense - Property & Gross Receipts	325.00	325.00	325.00
15	Tax Expense - Other	98,840.00	111,193.00	128,395.00
16	Interest on Long Term Debt	97,107.00	90,269.00	82,464.00
18	Interest Expense - Other	-	-	-
19	Other Deductions	-	-	-
20	Total Cost of Water Service (12 thru 19)	1,963,444.92	2,132,621.00	2,324,170.29
21	Patronage Capital & Operating Margins (1 minus 20)	168,606.08	78,415.00	160,149.71
22	Non Operating Margins - Interest	4,000.00	600.00	600.00
25	Non Operating Margins - Other	75,000.00	75,000.00	75,000.00
29	Patronage Capital or Margins (21 thru 28)	247,606.08	154,015.00	235,749.71
		2020 Budgeted	2021 Budgeted	2022 Budgeted
	Operating - Margin	168,606.08	78,415.00	160,149.71
	Non Operating - Margin	79,000.00	75,600.00	75,600.00
	Times Interest Earned Ratio - Operating (TIER)	2.74	1.87	2.94
	Debt Service Coverage Ratio	1.88	1.65	2.18
	Note: TIER = Line 21+16/16			
	Funds Available for Debt Service, Reserves & CWP	727,606.08	649,015.00	740,749.71
	Debt Service	300,099.00	311,099.00	260,284.00
	General Funds Available for CWP	427,507.08	337,916.00	480,465.71
	Water Bond Funds Available for CWP	1,693,780.00	676,000.00	300,000.00
	Carry Over Funds from Prior Year		300,000.00	75,000.00
	Total CWP	1,489,629.00	968,430.00	695,000.00
	Balance of Funds Available for Reserve Funding	631,658.08	345,486.00	160,465.71
	Regulatory Fund	100,000.00	-	-
	SDF Fund	-	75,000.00	75,000.00
	Cash on Hand Funding Goal (5 Days per Year)	30,000.00	30,000.00	30,000.00
	Balance to Carry Forward	501,658.08	240,486.00	55,465.71

# BUDGET MATERIALS FOR PUBLIC HEARING November 9, 2021

## Proposed Sewer Budget 2022

### INCOME STATEMENT SEWER

Line Item	2020 Budgeted	2021 Budgeted	2022 Budgeted
1 Sewer Sales - Madrona	8,880.00	8,880.00	11,124.00
<b>Total Revenue from Operations</b>	<b>8,880.00</b>	<b>8,880.00</b>	<b>11,124.00</b>
3 Power & Transmission Costs	660.00	660.00	660.00
7 Distribution Expense - Maintenance	4,758.00	4,758.00	5,236.00
9 Customer Service Expenses and Information	0.00	0.00	0.00
<b>12 Total Expenses from Operations (3 thru 11)</b>	<b>5,418.00</b>	<b>5,418.00</b>	<b>5,896.00</b>
13 Depreciation & Amortization Expense	1,416.24	1,416.24	1,805.00
15 Tax Expense - Other	348.00	360.00	420.00
<b>20 Total Cost of Sewer Service (12 thru 19)</b>	<b>7,182.24</b>	<b>7,194.24</b>	<b>8,121.00</b>
21 Operating Margins (1 minus 20)	1,697.76	1,685.76	3,003.00
22 Non Operating Margins - Interest	300.00	60.00	45.00
<b>29 Patronage Capital or Margins (21 thru 28)</b>	<b>1,997.76</b>	<b>1,745.76</b>	<b>3,048.00</b>
	2020 Budgeted	2020 Budgeted	2020 Budgeted
<b>Operating - Margin</b>	<b>1,697.76</b>	<b>1,685.76</b>	<b>3,003.00</b>
<b>Non Operating - Margin</b>	<b>300.00</b>	<b>60.00</b>	<b>45.00</b>
<b>Funds Available for Debt Service, Reserves &amp; CWP</b>	<b>3,414.00</b>	<b>3,162.00</b>	<b>4,853.00</b>
<b>Reserve Funds Available for CWP</b>	<b>8,600.00</b>	<b>3,000.00</b>	<b>647.00</b>
<b>Total CWP</b>	<b>11,750.00</b>	<b>5,000.00</b>	<b>5,500.00</b>

Thank you  
for all you  
Do!!! doing

Mason PWD 1

YOU REALLY SHINE!!!

The Brinnon Community truly appreciated  
the level of effort you put into  
your careers to allow us the pleasure  
of lights, heat & businesses being  
able to continue to run.