



**Mason County PUD No. 1  
Regular Board Meeting  
January 11, 2022  
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**

**1) Consent Agenda**

**Minutes:** December 14, 2021 Public Hearing & Regular Board Meeting

<b>Disbursements:</b>	Accounts Payable Wire	\$ 424,010.11
	Check Nos. 121072-121148	\$ 260,410.25
	<b>A/P Sub-Total</b>	<b>\$ 684,420.36</b>
	Payroll Wire	\$ 150,564.36
	Payroll Check 121092	\$ 5,700.00
	<b>Grand Total</b>	<b>\$ 840,684.72</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. Kevin Shutty – Mason County Commissioner
- b. Outage Update
- c. Award bid for Hood Canal-101 Broadband/Pole Replacement Project
- d. November Financials
- e. Authorize GM to sign agreement with Maguire Whitney for Grant Writing/Lobbying Services
- f. Approval of Resolution 2057 – Sole Source for Underground Cable (2022)
- g. Approval of Resolution 2058 – Sole Source for Itron Meters (2022)
- h. Approval of 2022 Voting Delegates
- i. Claim for Damages – Lemon
- j. Discussion on Hydro Campaign Dues

**4) Staff Reports**

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

**5) Correspondence**

**6) Board Comments**

**7) Other Business/Public Comment**

**8) Executive Session - None**

**9) Adjournment**

## **2022 Calendar**

January 5-6	PPC	Virtual
January 12-14	WPUDA	TBA
January 27	WPAG	9:00 am
February 2-3	PPC	Virtual
February 16-18	WPUDA	TBA
February 23	WPAG	9:00 am
March 2-3	PPC	Sheraton Portland Airport
March 16-18	WPUDA	TBA
March 24	WPUDA	TBA (Water Committee Meeting)
March 24	WPAG	9:00 am
April 6-7	PPC	Virtual
April 13-15	WPUDA	TBA
April 28	WPAG	9:00 am
May 4-5	PPC	Embassy Suites Portland Airport
May TBA	WPUDA	Telecom Workshop
May TBA	WPUDA	Managers Committee
May 18	WPAG	9:00 am
May 22-25	NWPPA	Annual Conference
June 1-2	PPC	Virtual
<i>June (TBA)</i>		<i>Employee Appreciation</i>
June TBA	WPUDA	Strategic Planning Committee Meeting
June 10-15	APPA	National Conference
June 23	WPUDA	TBA (Water Committee Meeting)
June 23	WPAG	9:00 am
July 13-15	WPUDA	TBA (Association Meetings)
July 28	WPAG	9:00 am
August 3-4	PPC	Sheraton Portland Airport
August 25	WPAG	9:00 am
August 31/Sept 1	PPC	Virtual (Executive Committee Meeting)
September 14-16	WPUDA	TBA (Association Meetings)
September 22	WPAG	9:00 am
September 21-23	WPUDA	TBA (Water Workshop)
October 5-6	PPC	Virtual (Executive Committee Meeting)
<i>October 7</i>	<i>PUD Campus</i>	<i>Customer Appreciation</i>
October 13	WPUDA	TBA (Budget Committee meeting)
October 22	WPAG	9:00 am
November 16-18	WPUDA	TBA (Association Meetings)
November 16	PPC Town Hall	Sheraton Portland Airport
November 17	PPC Annual Mtg.	Sheraton Portland Airport

Nov/Dec

WPAG

Date/Time TBA



## Mason County Public Utility District No. 1

Board of Commissioners Public Hearing & Regular Board Meeting  
December 14, 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 (Online)  
Julie Gray, Executive Assistant (Online)  
Rob Johnson, Legal Counsel (Online)

### Visitors:

Troy Zdzieblowski

**CALL TO ORDER:** Mike Sheetz called the Public Hearing to order at 1:00 p.m. Katie Arnold presented the Clean Energy Implementation Plan. There was no public comment. The hearing was adjourned at 1:05 p.m. and Commissioner Sheetz called the regular meeting to order.

### **APPROVAL OF CONSENT AGENDA:**

**Minutes:** November 23, 2021 Public Hearing & Regular Board Meeting  
November 29, 2021 Special Meeting

<b>Disbursements:</b>	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 386,813.43
	Check Nos. 121005-121010	\$ 5,462.29
	121012-121071	\$ 172,294.15
	<b>A/P Sub Total</b>	<b>\$ 564,569.87</b>
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 85,330.97
	Payroll Check 121011	\$ 3,158.21
	<b>Grand Total</b>	<b>\$ 653,059.05</b>

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

**PUBLIC COMMENT:** None



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

Board of Commissioners Public Hearing & Regular Board Meeting  
December 14, 2021 Potlatch, Washington

### **BUSINESS AGENDA:**

**Approve the Clean Energy Implementation Plan** - Jack made a motion to Approve the Clean Energy Implementation Plan as presented. Ron seconded the motion. Motion carried.

**Resolution No. 2055 – Administrative Staff Compensation Adjustments** – Jack made a motion to Approve Resolution No. 2055 – Administrative Staff Compensation Adjustments. Ron seconded the motion. Motion carried.

**Resolution No. 2056 – General Manager Salary Adjustment** - Jack made a motion to Approve Resolution No. 2056 – General Manager Salary Adjustment. Ron seconded the motion. Motion carried.

**Approve the List of Prequalified Electrical & Telecom Contractors for CERB Project** - Jack made a motion to Approve the List of Prequalified Electrical & Telecom Contractors for the CERB Project. Ron seconded the motion. Motion carried.

**Approve Write-Off of Delinquent Accounts to Collection Agency** – Jack made a motion to Approve the Write-off of Delinquent Accounts in the amount of \$43,276.45. Ron seconded the motion. Motion carried.

**Cancellation of December 28, 2021 Regular Business meeting** – Jack made a motion to approve the Cancellation of the December 28, 2021 Regular Business meeting. Ron seconded the motion. Motion carried.

**Reschedule of January 11, 2022 Regular Meeting to January 4, 2022 Special Meeting** – Jack made a motion to reschedule the January 11, 2022 Regular Meeting to January 4, 2022 Special Meeting. Ron seconded the motion. Motion carried.

**General Manager** – Kristin reported that the James had finished the bid packets for the CERB project and they will be going out to the pre-qualified applicants. Bids will be due on January 3, 2022. She also reported that the Colony Surf underground project was on track to start mid-January. Kristin reported that she was looking into ARPA Funding to consolidate Twanoh Heights and Twanoh Terrace. She reported that she had met with Mark Neary, the new County Administrator. She also reported that she had met with NW River Partners regarding their new Hydro Campaign. Kevin Shutty, County Commissioner will be attending the next meeting in January.

**Director of Finance** – Katie reported that the PUD had a total of \$10.5 million in DWSRF Applications. We should know in February whether the PUD is awarded any of the funding and how much subsidy (grant funding) the projects would receive. She also reported that the PUD has applied for \$7.7 million in grant funding through the FEMA Hazard Mitigation Program. The PUD should know by December 23<sup>rd</sup> if any of the submitted projects will get an invitation to submit a full application.

**Water Resource Manager** – Brandy reported Phase II of Agate Beach reservoir design is 90% complete and should be ready to review by the 27<sup>th</sup> of December. There were only 28 applications for SRF Funding



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

Board of Commissioners Public Hearing & Regular Board Meeting  
December 14, 2021 Potlatch, Washington

and 12 of those are the PUD's so the likelihood of getting funds for those projects should be good. We are waiting for DOH to tell us which projects to move forward on, the contracts would need to be signed before May 2022 or the projects materials will need to be American made. Brandy also reported that she attended the WWUC and WPUDA meetings last week. She reported that the RFP's for next year's landscaping, generators and reservoir cleaning were ready to go out. She also reported that she had gotten a 'thank you' note from a customer who appreciated the water crew.

**Rob Johnson, Attorney** – None

### **Board Reports –**

Mike – Mike reported that he had virtually attended the WPUDA Annual meeting

Jack – Jack reported that he had virtually attended the WPUDA Annual meeting

Ron – Ron reported that he had virtually attended the WPAG meeting.

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION** – None

**Adjournment: 2:04 p.m.**

A handwritten signature in blue ink, appearing to read 'Mike Sheetz', written over a horizontal line.

**Mike Sheetz, President**

A handwritten signature in blue ink, appearing to read 'Jack Janda', written over a horizontal line.

**Jack Janda, Vice President**

A handwritten signature in blue ink, appearing to read 'Ron Gold', written over a horizontal line.

**Ron Gold, Secretary**

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# Accounts Payable Check Register

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12/15/2021 To 01/07/2022

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
583 12/16/2021	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	28,567.91
584 12/16/2021	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	17,385.25
585 12/16/2021	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	8,095.75
586 12/16/2021	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,002.60
587 12/21/2021	WIRE	BPA	COLUMBIA BANK	MONTHLY POWER BILL	271,552.00
588 12/21/2021	WIRE	WASH 3	WA DEPT OF REVENUE	MONTHLY EXCISE TAX	33,111.37
590 01/04/2022	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	29,079.26
591 01/04/2022	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,460.26
592 01/04/2022	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	20,369.96
593 01/04/2022	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	9,385.75
2209 01/05/2022	DD	BUILDERS	BUILDERS FIRSTSOURCE, INC	HOLIDAY BEACH WATER-PARTS	0.00
121072 12/15/2021	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	POLE YARD CLEAN-UP	34,520.33
121073 12/15/2021	CHK	BRADLEY AIR C	BRADLEY AIR COMPANY	MAINTENANCE OPERATIONS BLDG HEAT PUMP	271.25
121074 12/15/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	HAMMA RIDGE WATER PROJECT SUPPLIES	2,803.05
121075 12/15/2021	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOARD CHARGES(21)LINE	216.27
121076 12/15/2021	CHK	GILLIS	GILLIS AUTO CENTER, INC.	TRUCK #70-TAILGATE GUARD	148.57
121077 12/15/2021	CHK	GRAY	GRAY & OSBORNE, INC	CANYONWOOD BEACH WATER SYSTEM PLAN	9,639.37
121078 12/15/2021	CHK	HANSON EXCAV	HANSON EXCAVATION LLC	AGATE BEACH WATER PROJECT	5,630.40
121079 12/15/2021	CHK	HARB 1	HARBOR SAW & SUPPLY INC.	TRUCK #61-OPEN CAB RACK & WELDED PLATE	763.49
121080 12/15/2021	CHK	JEFF 1	JEFFERSON COUNTY	TRITON AERIAL FIBER APPLICATION FEE	1,354.00
121081 12/15/2021	CHK	MARSH	MARSH MUNDORF PRATT & SUL	MONTHLY WPAG SERVICES	134.81
121082 12/15/2021	CHK	MAS 12	MASON CO COMMUNITY DEV	CREDIT	134.63VOID
121083 12/15/2021	CHK	MAS 15	MASON COUNTY SOLID WASTE	HAMMA RIDGE WATER PROJECT	127.65
121084 12/15/2021	CHK	MOTORS	MOTORS & CONTROLS CORP.	GAUGE PRESSURE TRANSMITTER	2,034.77
121085 12/15/2021	CHK	NISC	NISC	NOVEMBER 2021 RECURRING INVOICE	20,468.86
121086 12/15/2021	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS VEHICLES & EQUIPMENT	2,690.80

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Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
121087 12/15/2021	CHK	PURCH	PURCHASE POWER	POSTAGE METER POSTAGE	1,464.54
121088 12/15/2021	CHK	JOHN 3	ROBERT W. JOHNSON	OCTOBER RETAINER FEE	3,494.70
121089 12/15/2021	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,744.00
121090 12/15/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	SHOP SUPPLIES	194.73
121091 12/15/2021	CHK	WOODS ELECTR	WOODS FAMILY INVESTMENTS LLC	SHOP HEATERS & NEW PANEL & NEW LIGHTS	12,346.99
121093 12/16/2021	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	889.77
121094 12/16/2021	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	220.00
121095 12/16/2021	CHK	US TREASURY	US TREASURY	LEVY PROCEEDS #91-1197062	100.00
121096 12/21/2021	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#0911011922	1,302.32
121097 12/21/2021	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES	148.12
121098 12/21/2021	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,307.58
121099 12/21/2021	CHK	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	NOVEMBER POWER USAGE	34,858.80
121100 12/21/2021	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	704.62
121101 12/21/2021	CHK	WAGNER	WAGNER, CHERYL	MONTHLY REIMBURSEMENT-789026098408	309.96
121102 12/21/2021	CHK	JANDAJ	JANDA, JACK	MICROSOFT 365 FAMILY ANNUAL SUBSCRIPTION	108.49
121103 12/23/2021	CHK	ANIXTER	ANIXTER INC	CUTOUTS	12,078.83
121104 12/23/2021	CHK	BKI ENGINEERI	BKI ENGINEERING SERVICES	LAKE ARROWHEAD MAIN REPLACEMENT SUPPORT	4,675.25
121105 12/23/2021	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	VUECREST WATER-BOOSTER STATION PART	673.36
121106 12/23/2021	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES ACCT#206-Z05-0016 020	1,055.15
121107 12/23/2021	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 26 UNITS	525.18
121108 12/23/2021	CHK	GORDON TRUC	FREIGHTLINER NORTHWEST OLYMPIA	CREDIT-EQUIPMENT #78 DASH	2,209.89
121109 12/23/2021	CHK	GCR TIRES	GCR TIRES & SERVICE	TRUCK #44-(4)NEW TIRES	659.91
121110 12/23/2021	CHK	HACH	HACH COMPANY	ISLAND LAKE MANOR CHLORINE READER	2,147.02
121111 12/23/2021	CHK	HARB 1	HARBOR SAW & SUPPLY INC.	CAUTION AMBER BEACONS, CHAINS,&CLEAR BAR	1,416.31
121112 12/23/2021	CHK	MAS 15	MASON COUNTY SOLID WASTE	CREDIT	134.63
121113 12/23/2021	CHK	MILROY	BRANDY MILROY	REIMBURSE-NWPPA LEADERSHIP TRAINING	176.81



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# Accounts Payable Check Register

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12/15/2021 To 01/07/2022

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
121114 12/23/2021	CHK	NISC	NISC	ARCGIS FOR DESKTOP & SERVER MAINTENANCE	3,315.49
121115 12/23/2021	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS EQUIPMENT	3,208.35
121116 12/23/2021	CHK	PEAK PROPANE	PEAK PROPANE	PROPANE FOR WAREHOUSE & FUEL PUMPS	696.67
121117 12/23/2021	CHK	PITNEY BOWES	PITNEY BOWES INC	QTRLY MAILING MACHINE & SCALE-LEASE FEES	400.20
121118 12/23/2021	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	TRUCK #57-ALTERNATOR & CORE DEPOSIT	661.59
121119 12/23/2021	CHK	2	NATIONAL UTILITY INDUSTRY TRAINI	LJ VALLEY & KYLE WILLEY BOOKS & ONLINE	2,153.01
121120 12/31/2021	CHK	CASCA1	CASCADE COLUMBIA DIST.CO.	HASA MULTICHLORINE & SODIUM HYPOCHLORITE	956.84
121121 12/31/2021	CHK	GORDON TRUC	FREIGHTLINER NORTHWEST OLYMPIA	TRUCK #78-INJECTOR & CORE DEPOSIT	1,280.42
121122 12/31/2021	CHK	TOZIER	TOZIER BROS, INC	SHOP SUPPLIES	308.80
121123 12/31/2021	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLET & (2)CELLULAR CHARGES	838.69
121124 12/31/2021	CHK	WASH 8	WASHINGTON STATE	DECEMBER 2021- HEALTH & LTD INS	45,445.03
121125 12/31/2021	CHK	2	POWER ENGINEERS	SUBSTATION PLANNING STUDY	3,840.43
121126 12/31/2021	CHK	MAS 10	MASON COUNTY PUBLIC WORKS	FRANCHISE AGREEMENT	250.00
121127 01/04/2022	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	908.78
121128 01/04/2022	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	220.00
121129 01/04/2022	CHK	US TREASURY	US TREASURY	LEVY PROCEEDS #91-1197062	100.00
121130 01/05/2022	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	187.84
121131 01/05/2022	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	UNION REGIONAL WATER SYSTEM CONSOLDIATIO	1,832.00
121132 01/05/2022	CHK	BLACK	BLACK STAR	(2) 24x24 NO TRESPASSING & SURVEILLANCE	138.88
121133 01/05/2022	CHK	CITY 1	CITY TREASURER	USE OF INGRESS & EGRESS TO BPA'S SUBSTAT	338.52
121134 01/05/2022	CHK	COLONI	COLONIAL LIFE INSURANCE	SUPPLEMENTAL INSURANCE	860.06
121135 01/05/2022	CHK	CSM HEATING	CSM HEATING & COOLING	DUCTLESS HEATPUMP REBATE-MAREE JOHNSON	1,300.00
121136 01/05/2022	CHK	31	BRENDAN J. GRANT	HOSTING HYDRO ACCESS DATABASE	182.00
121137 01/05/2022	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT, ALARM DIALER, & TELEPHONE	5,531.15
121138 01/05/2022	CHK	JEFF 1	JEFFERSON COUNTY	2022 ANNUAL UTILITY PERMIT	429.00
121139 01/05/2022	CHK	JATC	NORTHWEST LINE J.A.T.C.	CAMP RILEA-1ST YEAR LJ & 3RD YEAR KYLE	5,350.00

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# Accounts Payable Check Register

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12/15/2021 To 01/07/2022

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
121140 01/05/2022	CHK	NWPPA	NWPPA	2022 MEMBERSHIP DUES	5,304.67
121141 01/05/2022	CHK	PACIF1	PACIFIC UNDERWRITERS CORP	SUPPLEMENTAL INSURANCE-JULIE	15.92
121142 01/05/2022	CHK	SMS CLEANING	SMS CLEANING, INC	CLEANING SERVICE-LESS RETAINAGE	1,425.60
121143 01/05/2022	CHK	SPECTRA LAB	SPECTRA LABORATORIES-KITSAP, LLC	VARIOUS WATER TESTING	1,058.00
121144 01/05/2022	CHK	USDA	USDA FOREST SERVICE	ANNUAL LAND USE FEE	1,124.35
121145 01/05/2022	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	162.75
121146 01/05/2022	CHK	2	ALLYSON S DRAPER	VARIABLE SPEED HEATPUMP & BPA INCENTIVE	2,100.00
121147 01/05/2022	CHK	2	LORI MORGAN	DUCTLESS HEATPUMP REBATE & BPA INCENTIVE	1,300.00
121148 01/05/2022	CHK	2	SCOTT PEPIN	DUCTLESS HEATPUMP REBATE & BPA INCENTIVE	1,300.00
Total Payments for Bank Account - 4 :					(86) 684,285.73
Total Voids for Bank Account - 4 :					(1) 134.63
Total for Bank Account - 4 :					(87) 684,420.36
Grand Total for Payments :					(86) 684,285.73
Grand Total for Voids :					(1) 134.63
Grand Total :					(87) 684,420.36

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# Accounts Payable Check Register

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**PARAMETERS ENTERED:****Check Date:** 12/15/2021 To 01/07/2022**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

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# GENERAL LEDGER

## TRANSACTION DETAIL

DEC 2021 To JAN 2022

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)			Department:	0	
12/16/21	63363 Check Print	0	PL	2 PAYROLL	76,154.46
01/03/22	63657 Check Print	0	PL	2 PAYROLL	74,409.90
					<u>150,564.36</u>

**PARAMETERS ENTERED:****Division:** All**Accounts:** 0 131.2**Department:** All**Activity:** All**Sort By:** Div/Acct**Date Selection:** Period**Period:** DEC 2021 To JAN 2022**Module:** PL**Journal Activity:** All**Accounts With No Transactions:** Yes**Extended Reference:** No**Interface Detail:** No**Group by Department:** Yes

51217

/pro/rpttemplate/acct/2.52.1/gl/GL\_TRANS\_DETAIL.xml.rpt

Karnold

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## Payroll/Labor

## Check Register

Pay Date: 12/16/2021 To 12/16/2021

Empl Name	Pay Date	Dir Dep/Check		
114 MICHAEL YORK	12/16/2021	121092	5,700.00	CHK

**Grand Total:****PARAMETERS ENTERED:**

**Pay Date:** 12/16/2021 To 12/16/2021  
**Check/Direct Deposit:** All  
**Employee:** 114  
**Journal:** 0  
  
**Division:** All  
**Format:** Summary By Check  
**Sort By:** Check/Direct Deposit

Karnold



## PUD1 – Executive Summary – November 2021

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of November 2021:

- **Work in Progress:**
  - Cash Flow Monitoring from COVID-19 Effects
  - Clean Energy Implementation Plan
- **Completed Projects:**
  - 2020 Annual Report – State Auditor
  - 2020 Privilege Tax Return (Due February 28, 2021)
  - 2020 RUS Form 7 (Due March 31, 2021)
  - 2022 Budget Development
  - Hazard Mitigation Grants – 2021 / 2022
  - DOH Construction Loans / Grants for 2022 Projects
- **Planned Key Milestones, Activities and / or Events:**
  - Long range financial and budgetary planning – ongoing.

### Financial Highlights:

- Revenue – Gross Revenue was \$1,004,614 for the month of November 2021.
- Expenditures – Gross expenditures were \$908,140 for the month of November 2021.
- COVID Metrics – Cash on Hand is down overall, \$94,049 due to delayed account payments, late fees etc. We have applied \$117,607 to customer's accounts to assist with past due balances. As of October, there were 134 electric accounts and 80 water accounts that were 90 days or more past due for a total of \$76,922.

Financial Metrics as Compared with Prior Year:	November 2021	November 2020
Total General Cash and Investments	\$1,270,336	\$957,128
Current Ratio (Current Assets/Current Liabilities)	2.22 to 1	3.72 to 1
Debt Service Coverage (O&M/ Debt Service)	2.38	2.54
Long-Term Debt to Net Plant	36%	46%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	51%	65%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	45%	61%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	3.93	3.69
Cash on Hand (Total Available Cash/Average Daily Costs)	52 Days (General) 194 Days (All Funds)	45 Days (General) 136 Days (All Funds)



## Mason County PUD No 1

*Budget Summary by Division For the Month Ended November 30, 2021*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 802,311.47	\$ 201,400.76	\$ 902.18	\$ 1,004,614.41
<b>Budgeted</b>	\$ 743,211.46	\$ 182,465.00	\$ 745.00	\$ 926,421.46
<b>Difference (-/+)</b>	\$ 59,100.01	\$ 18,935.76	\$ 157.18	\$ 78,192.95
<b>% of Budget</b>	108%	110%	121%	108%
 <b>Total Expenditures</b>	 \$ 726,900.36	 \$ 181,155.05	 \$ 83.58	 \$ 908,138.99
<b>Budgeted</b>	\$ 930,588.66	\$ 173,393.31	\$ 748.82	\$ 1,104,730.79
<b>Difference (-/+)</b>	\$ (203,688.30)	\$ 7,761.74	\$ (665.24)	\$ (196,591.80)
<b>% of Budget</b>	78%	104%	11%	82%
 <b>Net Operating Margins</b>	 \$ 75,411.11	 \$ 20,245.71	 \$ 818.60	 \$ 96,475.42
<b>Budgeted</b>	\$ (187,377.20)	\$ 9,071.69	\$ (3.82)	\$ (178,309.33)
<b>Difference (-/+)</b>	\$ 262,788.31	\$ 11,174.02	\$ 822.42	\$ 274,784.75
<b>% of Budget</b>	-40%	223%	-21429%	-54%



## Mason County PUD No 1

*Budget Summary by Division for the Eleven Months Ended November 30, 2021*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 9,014,238.35	\$ 2,572,944.08	\$ 8,584.84	\$ 11,595,767.27
<b>2021 Budget</b>	\$ 9,167,191.56	\$ 2,286,636.00	\$ 8,940.00	\$ 11,462,767.56
<b>Difference (-/+)</b>	\$ (152,953.21)	\$ 286,308.08	\$ (355.16)	\$ 132,999.71
<b>% of Budget</b>	98%	113%	96%	101%
 <b>Total Expenditures</b>	 \$ 8,148,823.28	 \$ 1,999,422.41	 \$ 8,634.04	 \$ 10,156,879.73
<b>2021 Budget</b>	\$ 8,913,965.00	\$ 2,132,621.00	\$ 7,194.24	\$ 11,053,780.24
<b>Difference (-/+)</b>	\$ (765,141.72)	\$ (133,198.59)	\$ 1,439.80	\$ (896,900.51)
<b>% of Budget</b>	91%	94%	120%	92%
 <b>Net Operating Margins</b>	 \$ 865,415.07	 \$ 573,521.67	 \$ (49.20)	 \$ 1,438,887.54
<b>2021 Budget</b>	\$ 253,226.56	\$ 154,015.00	\$ 1,745.76	\$ 408,987.32
<b>Difference (-/+)</b>	\$ 612,188.51	\$ 419,506.67	\$ (1,794.96)	\$ 1,029,900.22
<b>% of Budget</b>	342%	372%	-3%	352%

### **Cash Flow**

<b>Beginning Cash (General Fund)</b>	<b>49,753.30</b>	<b>97,382.51</b>	<b>4,195.20</b>	<b>151,331.01</b>
Net Operating Margin (Excluding Depreciation)	1,234,107.34	1,019,704.15	(388.70)	2,253,422.79
Cash Transferred to / from Special Funds	(933,656.50)	(131,707.12)	(29.44)	(1,065,393.06)
Change in Accounts Receivable	(171,720.07)	323,391.08	2,923.49	154,594.50
Change in Accounts Payable	572,259.92	(9,689.30)	339.50	562,910.12
Cash Expended on Utility Plant	(487,834.58)	(1,091,973.33)	(2,844.85)	(1,582,652.76)
Change in CWIP	24,815.07	(110,672.37)	0.00	(85,857.30)
<b>Ending Cash (General Fund)</b>	<b>287,724.48</b>	<b>96,435.62</b>	<b>4,195.20</b>	<b>388,355.30</b>





## Mason County PUD No. 1

### Cash & Investment Balances

As of November 30, 2021

#### Cash Balances

Cash - General Funds

\$ 388,355.30

Cash - Restricted

\$ 60,519.22

**Total Cash**

\$ 448,874.52

#### Investment Balances (LGIP)

Investments - Electric

\$ 518,883.67

Investments - Sewer

\$ 30,547.29

Investments - Water

\$ 272,030.43

**Total Investments**

\$ 821,461.39

**Total Cash & Investments**

\$ 1,270,335.91

*\*\*Does Not Include Designated Funds*



# Proposal to provide grant writing services

Prepared for Mason PUD 1

By Elizabeth K. Whitney, Managing Principal | Meguire Whitney



MeguireWhitney

10 G St NE, Suite 600  
Washington, DC 20002

207 712-7521  
[elizabeth@meguirewhitney.com](mailto:elizabeth@meguirewhitney.com)



December 20, 2021

Ms. Kristin Masteller, General Manager  
Mason PUD 1  
21971 N. Highway 101  
Shelton, WA 98584

Dear Ms. Masteller:

Thank you for the opportunity to provide this proposal for grant writing services. Meguire Whitney is a full-service government relations firm that caters entirely to public power and electric cooperative clients. As utilities' relationship to the federal government has shifted over the past year, we have expanded to provide grant writing services that help our clients and others think strategically about how to pursue federal funding and craft winning proposals.

Some grants advising and monitoring will be included as part of Mason PUD 1's membership in the Northwest Public Power Association (NWPPA), a Meguire Whitney client. NWPPA benefits in 2022 will include a "Grants 101" webinar, access to Meguire Whitney's memo on recently authorized funding opportunities, and alerts on funding announcements and related opportunities. For potential clients interested in grant writing services, we recommend the following scope:

- Advisory services to match planned and potential projects with grant opportunities
- Investigation of opportunities and approaches, including research and communication with program officers and managers
- Project development, including meetings and collaboration with program managers at Mason PUD #1
- Grant writing, including narrative development and drafting content
- Project-specific advocacy and follow-up

This Proposal contains the following sections:

Our Approach	3
Experience and Qualifications	4
Fees	6
References	6

I appreciate the opportunity to earn your business. Please do not hesitate to contact me with any questions, and I look forward to hearing from you.

Sincerely,

Elizabeth K. Whitney, Managing Principal  
Meguire Whitney

## Our Approach

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Meguire Whitney provides government relations, policy analysis, strategic counsel, communications, and grant writing services to community-owned electric systems, joint action agencies, and state and regional associations of municipal utilities, electric cooperatives, and public utility districts.

We hold four core strengths that shape our work and identity:

- We are ***passionate*** about our clients' business model and are driven to provide an unmatched customer service experience and top-shelf performance. We have built our firm to cater to public power systems, and we pride ourselves on being available to our clients at a moment's notice. Our clients enjoy the benefits of a full-service firm and the personalized attention of each staff member.
- We maintain ***substantive expertise*** on energy and natural resources policy matters affecting our clients. With respect to grant writing, our writers have more than 25 years of combined experience securing federal grants.
- We build strong relationships based on a commitment to ***integrity***, which makes us a trusted resource for both clients and decision-makers.
- We add value through ***political insight***. Our guidance and instincts are based on experience working for policymakers and decades of participating in federal politics and lawmaking in Washington, DC.

Meguire Whitney proposes to begin work by conducting interviews with Mason PUD #1 staff to better understand key issues of importance to the organization and its members. This will include a review and assessment of the organization's services, resources, budget, partnerships, overall capacity, and past grant experience (if applicable), among other relevant areas. After those conversations, we plan to quickly draft and present for review a Strategic Funding Plan that outlines goals, priority projects, and strategies for securing federal funding for those priorities. This Strategic Funding Plan will be referenced throughout the duration of the working relationship and will serve as a guidepost for specific grant writing projects.

With the Strategic Funding Plan reviewed and approved by Mason PUD #1, Meguire Whitney will then work with relevant project managers to become acquainted with projects seeking funding as part of the proposal development process. Through this process, specific project-related goals, objectives, deliverables, and timelines will be established, along with detailed project plans that will facilitate Mason PUD #1's ability to successfully carry out a federal award.

Meguire Whitney's Grant Consultants will also guide the organization through individual application processes by assisting in the preparation of supplemental documents and attachments to be submitted with each proposal, and we will provide guidance related to budget development as necessary. Meguire Whitney will work with Mason PUD #1 staff to develop compelling content that contributes to the strength of the application, using organizational and community data to delineate an impactful needs statement, a narrative that fully encapsulates Mason PUD #1's experience and expertise in providing effective energy solutions, and a description of the organization's longstanding commitment to the community, along with any other content that is pertinent to the application.

Along the way, we will be providing strategic advice, developing relationships between Mason PUD #1 and funding agency officials, and building effective advocacy in to the funding process.

## Experience and Qualifications

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### ***Elizabeth K. Whitney, Managing Principal***

Elizabeth K. Whitney has more than fifteen years' experience in and around Capitol Hill and has managed Meguire Whitney for the past five years. As Senior Vice President at Morgan Meguire, Meguire Whitney's predecessor firm, she advised clients on federal policy matters related to energy and environment, including developing and executing strategies to advance client interests before Congress and Executive agencies.

Before coming to Morgan Meguire in 2011, Elizabeth served as the Senior Legislative Assistant to Rep. Bart Gordon (D-TN), then-Chairman of the House Science Committee and a senior member of the House Energy and Commerce Committee. She advised Chairman Gordon on energy and environment issues, appropriations, financial services, and labor. She came to Capitol Hill in 2007 as an aide to Rep. Zack Space (D-OH), handling appropriations and transportation portfolios, among other issues, and was a co-founder of the Women's Congressional Staff Association (WCSA). The D.C.-based non-profit Women in Government Relations awarded Elizabeth and her co-founders the "Congressional Staffer of the Year" award in 2012 in recognition of their work.

Prior to her time on Capitol Hill, Elizabeth was a Government Affairs Associate at the American Public Works Association. There, she managed a federal grant from the U.S. EPA educating water utilities on environmental management practices.

Elizabeth holds a Bachelor of Arts in Communication from Muhlenberg College, a master's degree in Political Management from George Washington University, and a J.D. from Georgetown University Law Center. She is a three-time recipient of the Bryce Harlow Fellowship grant, awarded to students working full-time who show strong promise and a commitment to ethics in lobbying. As an attorney, she is a member of the Maryland Bar.

### ***Joy Grewatz, PMP, Principal***

Joy Grewatz joined Meguire Whitney in 2021 and has over a decade of experience working in federal government relations and a strong background in tax and finance policy issues.

Prior to joining Meguire Whitney, Joy was a Legislative and Regulatory Policy Director at the Bond Dealers of America (BDA), a trade association representing securities dealers and banks focused on the U.S. fixed income market, where she represented member firms before Congress and various federal regulatory agencies. She was also responsible for creating education and outreach initiatives for member firms and serving as a staff liaison for various committees and coalitions.

Prior to the BDA, Joy was a Legislative Associate at CapitalEdge, a boutique consulting firm representing local governments in Washington, D.C., and a Legislative Coordinator for the City of Dallas, Texas. Throughout her tenure in these positions, Joy helped secure millions of dollars in federal and foundation grant funding for client cities, advising client cities through competitive grant application processes by summarizing grant opportunities notices, making personal contact with agency program staff to determine their priorities, and marshaling support for the grant application with the client's congressional delegation.

Joy received her master's degree in Public Administration from the University of North Texas and a Bachelor of Arts in Political Science from the University of Texas at Arlington. She is a certified Project Management Professional.

### ***Emily Brunini Peterson, Principal***

Emily Brunini Peterson joined Meguire Whitney in January 2017, after more than a decade of working in the United States Senate. Emily worked for Sen. Thad Cochran (R-MS) for nine years, including three years during Mr. Cochran's first tenure as Chairman of the Senate Appropriations Committee.

Emily achieved many legislative accomplishments during her career in the Senate, including instrumental work to ensure the successful passage of yearly appropriations for the Department of Energy, Corps of Engineers, and Bureau of Reclamation; supplemental appropriations aiding areas hit by Hurricane Katrina; and the bill to address the 2010 BP oil spill in the Gulf of Mexico.

At Meguire Whitney, Emily handles budget issues, earmarks, and appropriations requests. She holds a bachelor’s degree in English and a master’s degree in Social and Public Policy, both from Georgetown University.

**Amy Charles, Grants Consultant**

Amy comes to Meguire Whitney from the world of academia, where she has a decade of experience in winning grants from the Department of Energy (DOE), the National Science Foundation, the Department of Defense, the U.S. Department of Agriculture, and many other federal and foundation funders. She brings with her an understanding of federal funding agencies' cultures, key in developing long-term relationships with funders. As the writer for a major research university's Department of Chemistry, she has helped researchers in carbon recycling, radiochemistry, electrochemistry, advanced materials, and other areas bring in over \$10 million in grants ranging from \$100,000 to over \$2 million. She is personally committed to decarbonization, and her work in democratic project design has engaged her with influential DOE voices in environmental justice.

The early part of Amy's career was in government affairs, industry analysis, and trade: she was a congressional intern and staffer for U.S. Rep. Don Ritter (R-PA), interned with Deloitte in Brussels, Belgium, and worked for Dr. Michael Hodges at the London School of Economics reporting on Australian businesses' readiness for the European Single Market. Amy holds a Bachelor of Arts in International Relations (economics focus) from Lehigh University and a Master of Fine Arts from the Iowa Writers' Workshop at the University of Iowa. Her undergraduate scientific background is in chemistry and biochemistry.

**Justine Loyo, Grants Consultant**

With a multi-million-dollar portfolio in grant funding, Justine brings nearly ten years of experience developing grant proposals at the foundational, state, and federal levels for non-profit organizations, small businesses, and government entities across the nation. Some of her recent engagements include the NTIA Broadband Infrastructure Program, the NTIA Tribal Broadband Connectivity Program, and the U.S. Department of Justice Community Policing Development De-Escalation Training Program. Her grant writing is supported by her notable writing, research, and interpersonal skills and her experience with a broad range of communities. She earned her Bachelor of Arts in sociology from California State University, Fullerton, and has a master’s degree in psychology from Pepperdine University.

**Fees**

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Our professionals are highly educated and possess in-demand experience – but, like our clientele, Meguire Whitney is committed to affordability without sacrificing quality. We prefer to work on retainer for our ongoing lobbying services, while grant writing services are inherently project-based.

We propose to provide strategic advising regarding the grants process, comparative analysis for earmark potential and earmark writing, advisory services to match planned projects with grant funding, communication with program officers and managers to further investigate opportunities and suitable approaches, project development, and grant writing for an hourly fee. Grant seekers should expect that work from start to finish on a federal grant could exceed 100 hours per grant opportunity, and that hourly rates apply regardless of the success of the application.

Grant Writing	\$150.00/hr.
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While our services are designed to assist organizations that may not have the capacity to engage in grant writing activities in-house, success depends on a collaborative process. If selected to enter into a contract, Meguire Whitney expects that Mason PUD #1 will identify one or more professionals responsible for receiving and approving work products, collaborating on strategy, and providing general direction, and that the individual(s) identified will be reasonably responsive to communication from Meguire Whitney to ensure success of your funding goals and our performance under that contract.

Meguire Whitney is committed to working with potential clients to find solutions to meet public power systems’ budgets. We are open to scaling our services to match your budget needs, including contract provisions to smooth monthly spend over time, set a monthly retainer, and scoping services to control costs.

## References

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We invite you to call upon the references listed below for testimonial evidence of our qualifications:

Dave Erickson, Director of Access and Distributed Resources  
New Hampshire Electric Cooperative (contracted 2021, grants only)  
ericksond@nhec.com

Mike Squires, Government Affairs Director  
Utah Associated Municipal Power Systems (contracted 2017-present, lobbying and grant support on sole source award)  
mike@uamps.org  
(385) 222-5437



**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. 2057**

**A RESOLUTION AUTHORIZING THE MANAGER TO EXECUTE CONTRACT FOR OKONITE PRIMARY UNDERGROUND CABLE BASED UPON A SOLE SOURCE**

WHEREAS, PUD No. 1 is in need of primary underground cable each year for electric department to meet the strategic goals of the District and maintain and improve reliability;

WHEREAS, Okonite is the manufacturer of the existing primary underground cable and this particular cable is the only quality of cable that meets the District's specifications for new installations; AND it is important for compatibility with the existing primary underground cable; and

WHEREAS, RCW 39.04.280 provides that a local agency, by Resolution, may waive competitive bidding requirement when the purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions; and

WHEREAS, the Board finds that there is one vendor that will meet the District's needs, and thus the sole source of supply, and that there is a special market condition because of the service territory of Okonite providers; and

WHEREAS, the Board finds it is appropriate to waive the competitive bidding requirements for the above reasons;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PUD NO. 1 OF MASON COUNTY HEREBY RESOLVES as follows:

1. The Manager is authorized to enter into a contract with WESCO for Okonite Primary Underground Cable as set forth in the District's annual strategic work plan and budget, and
2. The competitive bidding requirement for the primary underground cable is waived as this is a sole source purchase and involves special market conditions.

ADPOTED by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on January 11, 2022, the following commissioners being present and voting.

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

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

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





**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. 2058**

**A RESOLUTION AUTHORIZING THE MANAGER TO EXECUTE CONTRACT FOR ITRON WATER & ELECTRIC SERVICE METERS BASED UPON A SOLE SOURCE**

WHEREAS, PUD No. 1 is in need of numerous service meters each year for both the water and electric departments to meet the strategic goals of the District;

WHEREAS, Itron is the manufacturer and vendor which supplied the existing service meters which are compatible with our existing meter reading devices and software; AND it is important for compatibility with the existing equipment; and

WHEREAS, RCW 39.04.280 provides that a local agency, by Resolution, may waive competitive bidding requirement when the purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions; and

WHEREAS, the Board finds that there is one vendor that will meet the District's needs, and thus the sole source of supply; and

WHEREAS, the Board finds it is appropriate to waive the competitive bidding requirements for the above reasons;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PUD NO. 1 OF MASON COUNTY HEREBY RESOLVES as follows:

1. The Manager is authorized to enter into a contract with Itron for electric and water service meters as set forth in the District's annual strategic work plan and budget, and
2. The competitive bidding requirement for the electric and water service meters is waived as this is a sole source purchase and involves special market conditions.

ADPOTED by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on January 11, 2022 the following commissioners being present and voting.

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

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

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

2022 Association Committee Delegates

<b>WPUDA COMMITTEES</b>	<b>PRIMARY</b>	<b>ALTERNATE</b>	<b>2ND ALTERNATE (optional)</b>
Board of Directors	Mike Sheetz	Jack Janda	Ron Gold
Managers	Kristin Masteller	Katie Arnold	
Government Relations	Mike Sheetz	Kristin Masteller	Ron Gold
Communications	Kristin Masteller	Jack Janda	Mike Sheetz
Energy	Mike Sheetz	Jack Janda	Ron Gold
Telecom	n/a		
Water	Mike Sheetz	Brandy Milroy	Ron Gold
<b>WPAG</b>	Ron Gold	Mike Sheetz	Jack Janda

<b>PPC</b>	Ron Gold	Mike Sheetz	Jack Janda
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<b>APPA</b>	Ron Gold	Kristin Masteller	Jack Janda
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<b>ENW</b>	Jack Janda	Ron Gold	Kristin Masteller
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<b>NWPPA</b>	Kristin Masteller	Mike Sheetz
	Kristin Masteller, Gov't Relations	Mike Sheetz

<b>SKOKOMISH WATERSHED ACTION TEAM (SWAT) and WRIA</b>	Ron Gold	James Reyes	Brandy Milroy
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<b>Hood Canal Coordinating Council</b>	Ron Gold	James Reyes	Brandy Milroy
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**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:

Lemon Garnet E.  
Last Name First Middle

2. RESIDENCE ADDRESS CURRENT ADDRESS:

6780 E. STATE ROUTE 106 #31 UNION, WA

3. MAILING ADDRESS (IF DIFFERENT):

4. RESIDENTIAL ADDRESS AT TIME OF INCIDENT:

6780 E. STATE ROUTE 106 #31 UNION, WA

5. CLAIMANT'S DAYTIME TELEPHONE: 360 791-8844

Home

Business

6. CLAIMANT'S E-MAIL ADDRESS SCOOTERLEMON@AOL.COM

**INCIDENT INFORMATION**

7. DATE OF INCIDENT: 1 / 13 / 22  
month day year

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

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

BEGINNING TIME: 1 / 2 / 22  
month day year

ENDING TIME: 11 / 31 / 22  
month day year

10. LOCATION OF INCIDENT:

6780 E. STATE ROUTE 106 #31 UNION, WA MASON  
Address/Street/Mile Post City County



**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:

LIGHT HOUSE ELECTRIC 360-421-4349  
FURNACE TRANSFORMER TOTAL COST \$143.22  
MICRO WAVE REPLACEMENT \$401.00 Humidifier  
\$50.00

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.





**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 Pud #1 IN THE SUM OF \$ 594.22.

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.

*Harnett E Lemon*

Signature of Claimant

*1-6-22*

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.



January 5<sup>th</sup>, 2022

Kristin Mastellar  
Mason PUD #1  
21971 N. Highway 101  
Shelton, WA 98584

Dear Kristin,

Thank you!

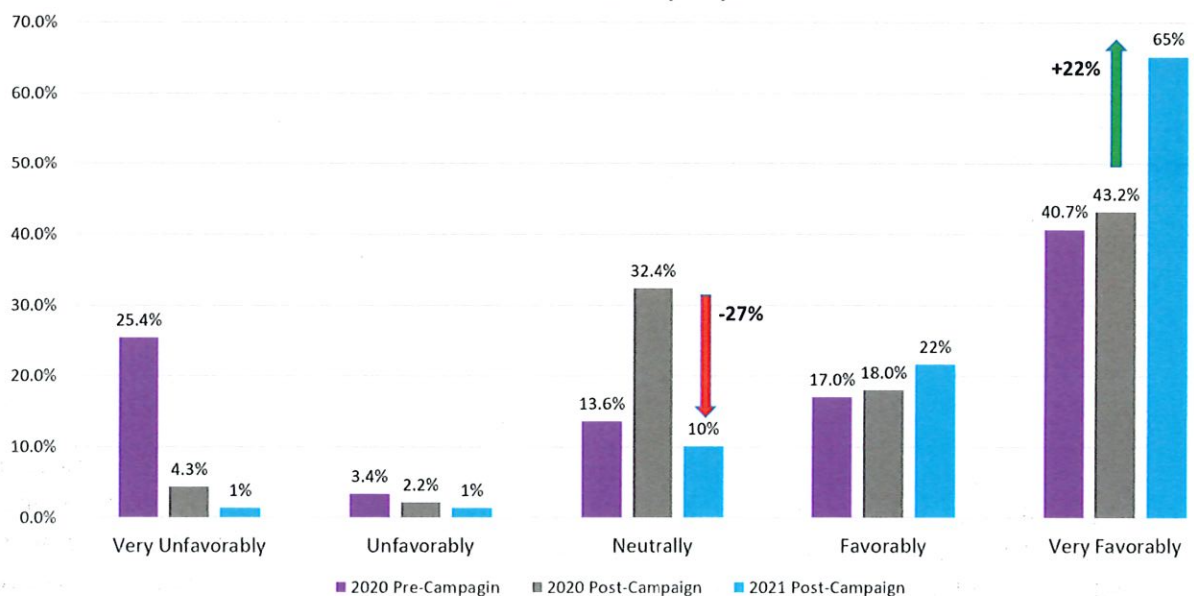
Thank you very much for your pledged support for 2022! Your contributions will help ensure a cleaner, safer, more equitable, and more environmentally friendly energy future for the Pacific Northwest, with hydropower as the cornerstone. We can do this together!

### *Our Power Is Water – Results Are in, and They’re Good!*

Over the past two years, we’ve made a **HUGE** difference in the way our target audience, a subset of Millennials and Gen Z, look at hydropower. This successful educational paid media campaign reaches across Washington, Oregon, Idaho, and Western Montana. It has been made possible by your additional contributions, and we’re asking you to consider a contribution again this year, given this impressive track record.

## Our Power Is Water

How Do You View Hydropower?





## INVOICE

**BILL TO:**

Mason PUD #1  
21971 N. Highway 101  
Shelton, WA 98584

Date	Invoice#	Terms
01/05/2022	22-0044	Net 30

DESCRIPTION	ACTUAL
<b>2022 Dues Assessment</b>	\$1,700.00
<b>2022 "Our Power is Water"</b>	
<b>Suggested Contribution:</b>	\$1,280.00
<b>Actual Contribution:</b>	\$
<b><u>Please Remit NEW ADDRESS:</u></b>	<i>please enter your contribution above</i>
Northwest River Partners 825 NE Multnomah Ste#1135 Portland, OR 97232	
<b>THANK YOU for YOUR SUPPORT!!!!</b>	
<b>PLEASE TOTAL</b>	<b>\$</b>

Accounting Address:  
Northwest River Partners  
825 NE Multnomah St., Suite #1135  
Portland, OR 97232

Staff Address:  
Northwest River Partners  
9817 NE 54<sup>th</sup> St. #103  
Vancouver, WA 98662



## Lisa Cates

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**From:** Dawn Smart <smartd@hcc.net>  
**Sent:** Monday, January 3, 2022 6:25 PM  
**To:** Customer Service  
**Subject:** New general inquiry from mason-pud1.org

Name

Dawn Smart

Date Submitted (Automatically Populated)  
01/03/2022

Email

smartd@hcc.net <mailto:smartd@hcc.net>

Your Comments

Please pass on my thanks to the PUD heroes who got our lights back on. We can't tell you how much we appreciate the hard work we know they did. Thank you, thank you, thank you.

<<https://u15110102.ct.sendgrid.net/wf/open?upn=6pchHAirW10eM8b14ZAker7l-2Bo3OP8zinhEBNYnjwtec-2BfXV9qxDICExKkKC-2B-2By4S2vs53nHo0-2F5A0fTGNTnAWUqvjucMkTmjft-2FQBTvW8DU-2BP-2BCMULiwMcmEINZlO7g3-2BcEGUnbCZOPwEGjhRSmsvodTh-2BsH3qwBKXb1Jhs5Ho-2FvF9UudPWYa-2FSFGx0dP2-2BFevEvVwX1M97p3EUOIH2AxCDOQvPRoHOKGUGdVYmU-3D>>

## Lisa Cates

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**From:** Nancy Brady <nancy@bradytrucking.com>  
**Sent:** Monday, January 3, 2022 8:54 PM  
**To:** Customer Service  
**Subject:** New general inquiry from mason-pud1.org

Name

Nancy Brady

Date Submitted (Automatically Populated)  
01/03/2022

Email

nancy@bradytrucking.com <mailto:nancy@bradytrucking.com>

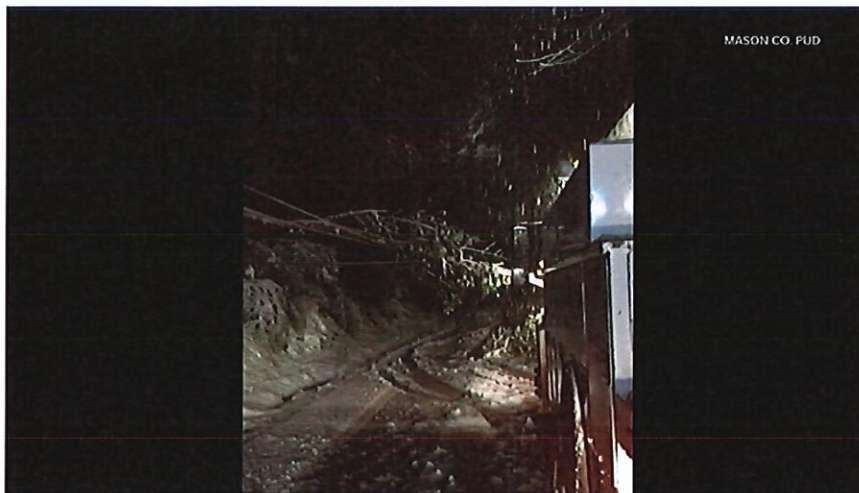
Your Comments

I would just like to say thank you to all the crew who work day and night keeping our power going out here in Union. Especially in this last couple of weeks of the cold, snow, rain and wind. You are very much appreciated. Also for the updates whenever there is an outage, Thank you

Nancy Brady

<<https://u15110102.ct.sendgrid.net/wf/open?upn=6pchHAirW10eM8b14ZAlker7l-2Bo3OP8zinhEBNynjwuB2bwrLJNblFb199lhZA0UpXrGKS-2F3di6d-2BF0FOW8zScZs4dFf0vA5Y-2FWu-2FD6tWRnMYAXweRyOR-2BYX2M5IRupqmrPuSxzLBBa8smbbzv9dZZ0ZrzeFEeCNQwbzUod8rYWMj2Mk7P-2BI6GPO89tkRXhFiUQzdcCkkaWAXOvRdJjLWOn-2FWPWJx9hYdjPrhvcEd8o-3D>>

## Stretch of wintery weather continues in Mason County



Mason County continues to deal with heavy snow, downed trees and power outages.

Author: king5.com

Published: 5:13 PM PST January 3, 2022

Updated: 5:13 PM PST January 3, 2022



LOCAL NEWS

## Mason County buried in snow, downed power lines

Jan 3, 2022, 3:37 PM



Local PUD are clearing lines and our crews are removing fallen trees and plowing roads near Hoodport. (WSDOT tweet)



BY HEATHER BOSCH  
KIRO Radio Anchor

Share

Heavy snow and high winds packed such a punch to Mason County. Now utility crews are having to cut their way through fallen trees on roadways in order to reach downed power lines.

### Rain-snow mix may greet Tuesday morning commuters

"It's a mess," says Kristin Masteller, General Manager of Mason County PUD-1. "There are poles and lines down. Dozens and dozens of them. The list is ginormous. It's going to take us a couple days to get to all of those, get them cleaned up and everybody back in service."



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Snow blankets the Toandos Peninsula, where high winds tore through trees, as seen in this photo from near Fisherman Harbor. (Photo courtesy Karen Grooms)

# Highway 101 stretch stays closed

Repairs continue after 'catastrophic' damage

By Leah Leach

Thursday, January 6, 2022 1:30am | [NEWS](#) [JEFFERSON COUNTY](#)

**SHINE** — The closure of 50 miles of U.S. Highway 101 continued on Wednesday as utility crews worked to clear trees and restore electrical power in south Jefferson County after what a state spokesperson called “catastrophic damage” from a snow and wind storm on Sunday night.

Highway 101 is closed from its intersection with state Highway 104 to Hoodsport. Local traffic only is allowed on the stretch. Through traffic is advised to detour around the closure on state highways 3 and 104.

The state Department of Transportation has no estimated date for reopening the stretch of highway, said Doug Adamson, department spokesperson.

As of Wednesday afternoon, about 5 miles of Highway 101 just north of Hoodsport remained impassable due to powerlines and trees on the highway, he said.

“Because of the terrain, winter conditions and the lack of available space for vehicles to turn around, the closure points will remain in place until utility crews finish repairs and the highway is clear of debris,” he said in a press release.

“They are trying to cover some catastrophic damage to the utility system,” Adamson said Wednesday morning.

Kristin Masteller, general manager for Mason County Public Utility District 1, which serves Brannon, took issue with the word “catastrophic.”

“We’ve got a lot stuff down,” she said, “but it’s not catastrophic. Most people will be back in service” on Wednesday.

In contrast, all Jefferson PUD customers on the Toandos Peninsula who lost electrical power in the storm probably won’t be back online until today or Friday, according to Will O’Donnell, spokesperson for the agency.

The Toandos Peninsula, which includes Coyle, was the hardest hit in Jefferson County, said O’Donnell, who did not object to the description of “catastrophic.”

“Whole trees were coming down on power lines, just knocking down power lines” because of snow and intense winds, O’Donnell said.

“When the crews first went out, trees were coming down around them as they were trying to put lines back up.”

The crews aren’t having to deal with that on Wednesday, but areas on the Toandos Peninsula remained the hardest to reach, necessitating snow plows and constant tree removal.

“We just keep learning about more damage the farther we get into it,” O’Donnell said.

The area had some 8 to 12 inches of snow, along with very high winds, according to Coyle resident Karen Grooms.

“Our electrical superintendent said on the north side of Highway 104, it was rain and green grass. South of 104 is where the snow starts,” O’Donnell said.

Quilcene was expected to be fully back online on Wednesday, he said.

As of 5 p.m. Wednesday, 176 customers were without electrical power, most of them near Coyle.

Both the Jefferson and Mason 1 PUDs had called in crews from elsewhere, including Clallam PUD, to help with repairs and power restoration.

Snow expected late Wednesday could complicate matters.

“We’re expecting a rapid transition to rain (from snow) late” Wednesday evening, said Maddie Kristell, meteorologist with the Seattle office of the National Weather Service on Wednesday.

She said the forecast was for rain throughout Western Washington today, with the heaviest downpour in the southwestern part of the state.

A weakened, but continued, Fraser Outflow from British Columbia apparently is cooling the air slightly and contributing to the formation of ice and black ice on roads.

Public schools throughout Clallam County delayed classes on Wednesday because of icy roads.

Brinnon School canceled classes for another day on Wednesday.

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Executive Editor Leah Leach can be reached at 360-417-3530 or at [lleach@peninsuladailynews.com](mailto:lleach@peninsuladailynews.com).



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-----Original Message-----

From: James House <[jameshouse0410@gmail.com](mailto:jameshouse0410@gmail.com)>

Sent: Thursday, January 6, 2022 12:26 PM

To: Customer Service <[customerservice@mason-pud1.org](mailto:customerservice@mason-pud1.org)>

Subject: New general inquiry from mason-pud1.org

Name

James House

Date Submitted (Automatically Populated)

01/06/2022

Email

[jameshouse0410@gmail.com](mailto:jameshouse0410@gmail.com) <<mailto:jameshouse0410@gmail.com>>

Your Comments

Many thanks to crews during the last 4 days! We on Four Wheel Dr. have appreciated your hard work for years! This was especially hard conditions, again thank you.

<<https://u15110102.ct.sendgrid.net/wf/open?upn=6pchHAirW10eM8b14ZAker7I-2Bo3OP8zinhEBNYnjwt4AwNUiQgFvp6xq-2FlmAxp3NWPsxAbSfZ-2FlqP5kr8-2BVaQY32e1MMR-2FbRmM66gqW71z4lkWhcwYnNqpbayEe-2FE3zJvNiO5SMLZYtypTkoJarwoRQriRFgKSBWhvF-2BANDdeaj-2FHhaQAfvsGkFrp-2F0fcoZn-2F0oxurwBn8QWFRzgb2A4MbgUYzrRAQAQcOyI1UBI6I-3D>>



**Snow, downed trees and power lines close 48-mile stretch of Washington state highway BY CRAIG SAILOR UPDATED JANUARY 06, 2022 5:31 PM THE TACOMA NEWS TRIBUNE**

UPDATE 5 p.m. Thursday: U.S. 101 along Hood Canal has now reopened to traffic, WSDOT reports. Original story below. A 48-mile-long stretch of U.S. 101 along Hood Canal has been closed to traffic since Sunday while crews have been removing fallen trees and restoring power lines following a massive snowstorm that left 4,000 residents and businesses without electricity. The state Department of Transportation said late Wednesday they will reopen the highway between Hoodsport and state Route 104 by Thursday evening.

It's when utility crews have the lines cleared from the roadway and we have tree debris removed from the highway," said WSDOT spokesperson Cara Mitchell. New snow forecast for the region could push that back, Mitchell said.

Opening the road in sections is problematic, she said. The narrow, winding road and mounds of snow on either side give vehicles few opportunities to turn around. Susan Baker, manager of the Model T Pub and Eatery in Hoodsport, said the snow started falling Dec. 26 and took only occasional breaks before the flakes hit with fury on Sunday. "Trees started coming down and traffic was stuck," Baker said Wednesday. "Gutters were coming off houses, and people couldn't get out or in." Baker hasn't had power or running water at her home, located half a mile from Hoodsport, since Dec. 24, she said. The restaurant's power came back on Tuesday and then went off again for a few hours, she said. With the highway closed just north of town, it's only been locals coming in for coffee.

The snow started falling Dec. 26 when cold air was trapped in Hood Canal and a warmer air mass moved into western Washington, said National Weather Service meteorologist Dustin Guy. "It's very hard to scour out it and it just gets stuck there," Guy said. The warm air mass essentially wrung a lot of moisture out of the cold air and it fell as snow. Since there's no official weather stations in the area, he couldn't say how much. Kristin Masteller, the general manager of Mason County PUD 1, said fighting the storm was almost futile for crews on Monday. "They were cutting their way up the highway and as fast as they were cutting trees out of the road, trees were coming back down both in front and behind them," she said. A wet snowfall followed by winds Sunday night was a killer one-two punch for her 5,300-customer utility. It was similar to a 2012 storm, she said.

"But, the severity of the damage to the system I feel is worse this time," she said. "We have way more poles and lines down due to trees. There's just hundreds and hundreds of trees everywhere. We've never pulled in this much mutual aid." Crews from other utility districts in Mason, Grays Harbor, Clallam and other counties have been assisting, she said. State Route 119, the road from Hoodsport to Lake Cushman, was also closed on Sunday, but snowplow drivers were able to clear it Monday. For residents with wells, like Baker, no power means no water. But community systems were also vulnerable. On Monday, Mason County PUD 1 urged customers to conserve water. "The reservoir is getting low and there's only one well feeding it right now," the PUD said on Facebook. "Use water sparingly until it refills please!"

Power was being restored to one region after another on Wednesday. The PUD urged customers to slowly bring their appliances online so as not to overload the system. Marcy Craig, the owner of a small store in Lilliwaup, had power restored Tuesday after it was knocked out Sunday. She said just over a foot of snow fell in her small town on a picturesque cove. She called it a small amount compared to points

north, south and especially higher up in the Olympics where residents told her three feet over snow has fallen in the last few days. She waited out the storm and power outage in an apartment above her store. She has a propane heater for warmth. "I've been here for 23 years," Craig said. "So you kind of get used to it." She reopened on Tuesday and locals immediately appeared to purchase sodas

"They come in to restock their beer supply," she added. Further north in Eldon, Tom Husmann, the owner of a convenience store there, just had power restored Wednesday morning. He had been running on generator power for the past few days, he said. His customers were all locals, trapped in town. "Coming in getting their water and supplies, gas and propane and such," he said via satellite phone. Back in Hoodsport, Baker said volunteers were helping clear roads and neighbors were helping each other out. She went to her bosses' home on Tuesday to enjoy some electricity and running water. "I got a shower," Baker said. "It felt so good."

Read more at: <https://www.thenewstribune.com/news/weather-news/article257069432.html#storylink=cpy>