



Mason County PUD No. 1  
Regular Board Meeting  
May 10, 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:** April 22, 2022 Special Board Meeting

<b>Disbursements:</b>	Accounts Payable Wire	\$ 52,260.38
	Check Nos. 121569-121610	\$ 118,399.64
	<b>A/P Sub-Total</b>	<b>\$ 170,659.92</b>
	Payroll Wire	\$ 63,494.87
	<b>Grand Total</b>	<b>\$ 234,154.79</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. Award the Vegetation Mgmt. contract to Kemp West
- b. Resolution No. 2060 – Recognizing Mason County and Staff

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**

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
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 8	PUD	Employee Appreciation BBQ
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)
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 Special Board Meeting  
April 26, 2022, Potlatch, Washington

**Present:**

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

**Visitors:**

None

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

**APPROVAL OF CONSENT AGENDA:**

**Minutes:** April 12, 2022 Regular Board Meeting

<b>Disbursements:</b>	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 53,470.80
	Check Nos. 121510-121565	\$ 128,886.01
	121567-121568	\$ 1,119.27
	<b>A/P Sub Total</b>	<b>\$ 183,476.08</b>
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 65,510.28
	Check No. 121485-121486	\$ 1,587.29
	<b>Grand Total</b>	<b>\$ 250,573.65</b>

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

**PUBLIC COMMENT:** None.

**BUSINESS AGENDA:**

**March 2022 & 1<sup>st</sup> Quarter Financials** – Kristin reported that the Gross Revenue for the month of March 2022 was \$1,198,808. Expenditures for the month of March 2022 were \$1,013,372. As of March, there were 62 electric accounts and 27 water accounts that were 90 days or more past due for a total of \$42,439. Kristin reported that all of the past due accounts had payment arrangements on file to get caught up or were waiting for an outside agency to make payment to bring the accounts current.



**Mason County Public Utility District No. 1**  
 Board of Commissioners Special Board Meeting  
 April 26, 2022, Potlatch, Washington

<b>Financial Metrics as Compared with Prior Year:</b>	<b>March 2022</b>	<b>March 2021</b>
Total General Cash and Investments	\$1,261,769	\$1,324,397
Current Ratio (Current Assets/Current Liabilities)	2.74 to 1	2.73 to 1
Debt Service Coverage (O&M/ Debt Service)	3.41	2.78
Long-Term Debt to Net Plant	36%	39%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	48%	54%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	44%	48%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	7.83	3.92
Cash on Hand (Total Available Cash/Average Daily Costs)	42 Days (General) 162 Days (All Funds)	47 Days (General) 143 Days (All Funds)

**Authorize the GM to sign the DOH Contract for Ripplewood Water System** - Jack made a motion to Authorize the GM to sign the DOH Contract for the Ripplewood Water System in the amount of \$705,762.00. Ron seconded the motion. Motion carried.

**Authorize the GM to sign the DOH Contract for Lake Arrowhead Water System** - Jack made a motion to Authorize the GM to sign the DOH Contract for the Lake Arrowhead Water System in the amount of \$2,508,258.00. Ron seconded the motion. Motion carried.

**1<sup>st</sup> Quarter Strategic Plan Update** – Kristin presented the 1<sup>st</sup> quarter report and answered questions from the commission.

**Staff Reports -**

**General Manager** – Kristin reported that David Hodder a contracted electrical engineer from Spokane is here this week doing work for the PUD. He will be working periodically on an on-call basis. She reported that she made an offer of employment for the engineering technician position this week. She is waiting to hear back from him and the results of the pre-employment screening. She has also interviewed a person for the Electric Superintendent position. She reported that the crew will be ready to start the rebuild on Galloway Lane next week. They are finishing the restoration work at McReavy this week and will come back and pull the wire later. Kristin reported that she had applied to Senator Patty Murray’s office for a grant for the Manzanita Reservoir project for \$2.2 million. She reported that the pre-construction meeting with Magnum for the pole replacement project is on Thursday. The PUD is currently storing poles at the Hama Hama gravel pit. She reported that she, Brandy and Katie will be attending the AWWA conference in Tacoma on Friday for the award presentation. The PUD has won five communications awards from the AWWA-PNWS chapter.

**Director of Business Services** –No additional report.



**Mason County Public Utility District No. 1**  
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**Water Resource Manager** – Brandy congratulated Mike Sheetz on being elected the new WPUDA Water Committee Chair. Brandy reported that the Holiday Beach automated chlorine readers are up and running. The PUD can now view the chlorine residual and pH levels from the computer. Brandy reported that the crew has been working on a leak at Canal Beach Tracts. It appears that the leak has been happening for some time. If water loss drops significantly there will be no reason to replace the rest of the mainline. She also reported that the crew will be replacing the mainline on Main Street in Union. They will bore under SR 106 and up Main St. on the west side of the street to the existing 6" main at 3<sup>rd</sup> and Main. They will replace the existing 2" main along the east side of 2<sup>nd</sup> Street to remove services that run through customers' yards and will extend the west side of 2<sup>nd</sup> Street to allow for six additional connections. The mainline replacement is tentatively scheduled for June.

**Rob Johnson, Attorney** – Excused.

**Correspondence** – None

**Board Reports** –

**Mike** – Mike reported he attended the WPUDA meeting in person.

**Jack** – Jack reported he attended the virtual WPUDA meeting.

**Ron** – Ron reported he attended the Hood Canal Coordinating Council meeting, also PPC and WPUDA.

**PUBLIC COMMENT** – None.

**EXECUTIVE SESSION** – None.

**Adjournment: 11:28 A.M.**

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**Mike Sheetz, President**

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**Jack Janda, Vice President**

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**Ron Gold, Secretary**

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# Accounts Payable Check Register

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04/26/2022 To 05/04/2022

**Bank Account: 4 - COLUMBIA BANK - DISTRICT**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
653 05/02/2022	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	24,057.83
654 05/02/2022	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	16,292.37
655 05/02/2022	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	8,995.25
656 05/02/2022	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	2,914.83
121569 04/26/2022	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	POLE YARD CLEAN-UP	26,762.51
121570 04/26/2022	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	HAMMA RIDGE WATER-SUPPLIES	73.51
121571 04/26/2022	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOARD CHARGES(21)LINE	198.98
121572 04/26/2022	CHK	DANDAN	DANIEL C RUBINO DBA:DAN DAN THE	REPAIR DOOR LOCK & TRIP CHARGE	174.08
121573 04/26/2022	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#0911011922	1,351.21
121574 04/26/2022	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	2021 ANNUAL REPORT	4,732.56
121575 04/26/2022	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,383.64
121576 04/26/2022	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	740.77
121577 04/26/2022	CHK	NCCI	NCCI	VUECREST ROAD ASSESSMENT	905.00
121578 04/26/2022	CHK	NORTHWEST RO	NORTHWEST ROCK, INC	ROCK	1,381.54
121579 04/26/2022	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	MAINTENANCE-GREENLEE HYD INLINE CRIMPER	315.58
121580 04/26/2022	CHK	SCOTT MCLEND	SCOTT MCLENDON'S HARDWARE #2	BELLWOOD A & WONDERLAND WATER-PARTS	43.43
121581 04/26/2022	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	WOODLAND WATER-SUPPLIES	14.32
121582 04/26/2022	CHK	DYNAM	DYNAMIC COLLECTORS, INC.	CASE NO 20CV0276	555.07VOID
121583 04/26/2022	CHK	2	ANGELA M AUTRY	INACTIVE REFUND	113.90
121584 04/26/2022	CHK	2	THOMAS CURRIER	INACTIVE REFUND	88.00
121585 04/26/2022	CHK	2	DONALD CUZICK	INACTIVE REFUND	209.49
121586 04/26/2022	CHK	2	FREEDOM LANE LLC	INACTIVE REFUND	128.17
121587 04/26/2022	CHK	2	FREEDOM LANE LLC	INACTIVE REFUND	5.68
121588 04/26/2022	CHK	2	FREEDOM LANE LLC	INACTIVE REFUND	93.26
121589 04/26/2022	CHK	2	CLARENCE R GILLISPIE	INACTIVE REFUND	9.00
121590 04/26/2022	CHK	2	MARSHA A MATTHIESEN	INACTIVE REFUND	89.50

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# Accounts Payable Check Register

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**Bank Account: 4 - COLUMBIA BANK - DISTRICT**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
121591 04/26/2022	CHK	2	SPRINT CORPORATION	INACTIVE REFUND	113.95
121592 04/28/2022	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	WOODLAND WATER SUPPLIES	1.84
121593 04/28/2022	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	VEHICLE #107 & SHOP SUPPLIES	479.74
121594 04/28/2022	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 26 UNITS	525.18
121595 04/28/2022	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	DIESEL	4,871.37
121596 04/28/2022	CHK	ENGINEERING U	ENGINEERING UNLIMITED, INC	JUNIOR ONE-SHOT SEAL	982.96
121597 04/28/2022	CHK	GORDON TRUC	FREIGHTLINER NORTHWEST OLYMPIA	VEHICLE #78-STEERING COVER	34.43
121598 04/28/2022	CHK	GCR TIRES	GCR TIRES & SERVICE	VEHICLE #50-(2)NEW TIRES & WHEEL BALANCE	701.09
121599 04/28/2022	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC INVENTORY SUPPLIES	19,462.19
121600 04/28/2022	CHK	HACH	HACH COMPANY	ISLAND LAKE MANOR-TRAVEL & REPAIR FEE	1,943.24
121601 04/28/2022	CHK	MILROY	BRANDY MILROY	TRAVEL PER DIEM-NWPPA LEADERSHIP SKILLS	293.52
121602 04/28/2022	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS TRUCKS	2,058.79
121603 04/28/2022	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	REPAIR HYDRAULIC INLINE CRIMPER	961.62
121604 04/28/2022	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #44-HEADLIGHT CONNECTOR	33.88
121605 04/28/2022	CHK	2	DITCH WITCH WEST	VEHICLE #107-PRESSURE GAUGE,IDLER,& BEAR	325.15
121606 04/28/2022	CHK	2	DITCH WITCH WEST	DITCH WITCH PARTS	484.34
121607 04/30/2022	CHK	WASH 8	WASHINGTON STATE	APRIL 2022- HEALTH & LTD INS	45,008.03
121608 05/02/2022	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	971.57
121609 05/02/2022	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	210.00
121610 05/03/2022	CHK	2	JEFF E YEOMAN	MR Refund	122.62

**Total Payments for Bank Account - 4 :** (45) 170,659.92

**Total Voids for Bank Account - 4 :** (1) 555.07

**Total for Bank Account - 4 :** (46) 171,214.99

**Grand Total for Payments :** (45) 170,659.92

**Grand Total for Voids :** (1) 555.07

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# Accounts Payable Check Register

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**Grand Total :** (46) 171,214.99



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# Accounts Payable Check Register

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## PARAMETERS ENTERED:

**Check Date:** 04/26/2022 To 05/04/2022  
**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**

MAY 2022 To MAY 2022

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)					
05/02/22	66323 Check Print	0	PL	2 PAYROLL	63,494.87

**PARAMETERS ENTERED:**

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

# KEMP WEST, INC.

(425) 334-5572

3800 Sinclair Ave. Snohomish, Wa. 98290

## QUOTATION / ESTIMATE

CUSTOMER NAME: Mason County P.U.D. #1 Date: 4/29/2022  
CONTACT: James Reyes  
BILLING ADDRESS: N. 21971 Highway 101  
Shelton, Wa. 98584  
  
TELEPHONE: 360-877-5249  
FAX: \_\_\_\_\_  
Email: [jamesr@mason-pud1.org](mailto:jamesr@mason-pud1.org)

**PROJECT LOCATION:** Vegetation Management Project 2022  
Sites to be trimmed as described in Tree Trimming Bid Packet.

**PROJECT SPECIFICATIONS:** Live line tree trimming for a seven year trim cycle; trim 6 feet  
minimum below communication lines. Remove and dispose of brush and chips.  
Traffic control and our own staging area will be supplied.  
Work will be completed no later than December 31, 2022

### QUOTATION:

<u>Description</u>	<u>Totals</u>
Same as above	\$143,100.00
-----	
	Subtotal \$143,100.00
Plus Applicable Sales Tax, which will be added to final invoice	\$0.00
	<b>Total \$143,100.00</b>

THIS ESTIMATE/QUOTATION IS:

On a Time & Materials basis at the daily rates shown above, hours/days and fees are estimated, not fixed !!

A Fixed Price bid not to be exceeded to perform above specified work.

Credit Cards are Not accepted

ACKNOWLEDGED AND ACCEPTED BY:

KEMP WEST QUOTE PROVIDED BY:

\_\_\_\_\_  
Customer Representative/Title Date

  
Kari Hakso/Kemp West, Inc./Pres. 4/29/2022  
Date



**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. 2060**

**A RESOLUTION RECOGNIZING MASON COUNTY PUBLIC HEALTH FOR LEADERSHIP  
DURING THE GLOBAL COVID-19 PANDEMIC**

**WHEREAS**, on February 29, 2020, Governor Jay Inslee declared a State of Emergency in Washington State due to the pandemic status; and

**WHEREAS**, the Staff and Commission of Mason County PUD No. 1 know that no amount of words can truly express the depth of our thankfulness for David Windom's leadership in organizing the County's quick response to the pandemic; and

**WHEREAS**, the Staff and Commission of Mason County PUD No. 1 wishes to express their thankfulness for all the assistance rendered to Mason County citizens, as well as to the PUD directly; and

**WHEREAS**, Mason County's public health department's actions to facilitate testing and vaccinations and push out supplies and public health information helped minimize the spread of Covid 19 in Mason County and the PUD wishes to acknowledge the efforts of Director Windom, the County staff, and countless volunteers.

**THEREFORE BE IT RESOLVED** that the Staff and Commission of Mason County PUD No. 1 expresses their profound thanks and gratitude to all those who participated in Mason County's Covid 19 Response team.

**BE IT FURTHER RESOLVED** that Mason County PUD 1 commends David Windom and his staff for their exemplary work on the COVID-19 Pandemic.

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on May 10, 2022 the following commissioners being present and voting.

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

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

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Jack Janda, Vice President