



Mason County PUD No. 1
Public Hearing & Regular Board Meeting
November 8, 2022
1:00 p.m.

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

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

Public Hearing – Shadowood Water System Plan Part B

1:00 p.m. Regular Board Meeting

1) 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.*

2) Consent Agenda

Minutes: October 25, 2022 Special Board Meeting

Disbursements:	Accounts Payable Wire	\$ 73,336.73
	Check Nos. 122402-122438	\$ 100,991.12
	122440-122479	\$ 136,611.53
	Payroll Wire	\$ 73,414.33
	Payroll Check No. 122439	\$ 1,191.87
	Grand Total	\$ 385,545.58

3) Business Agenda

- a. Approve Shadowood Water System Plan Part B
- b. Claim for Damages - Mattheis
- c. Approve 2023 Budget
- d. Resolution Designating Applicant Agent (BRIC Grant for Water Earthquake Resiliency)

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

9) Adjournment

2022 Calendar

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
October 25, 2022, Potlatch, Washington

Present:

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

Visitors:

None.

CALL TO ORDER: Mike Sheetz called the Regular Board of Commissioners meeting to order at 10:00 a.m.

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA:

Minutes: October 11, 2022 Regular Board Meeting

Disbursements:	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 478,655.97
	Check Nos. 122342 - 122401	\$ 257,713.41
	A/P Sub Total	\$ 736,369.38
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 61,471.98
	Grand Total	\$ 797,841.36

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

BUSINESS AGENDA:

Budget Workshop - Katie presented the proposed 2023 Budget for discussion.

WPUDA Scholarship – Jack made a motion to nominate Mason Goos for the 2023 WPUDA Scholarship, Ron seconded the motion. Motion carried.

3rd Quarter 2022 Strategic Work Plan Report – Kristin presented the 3rd quarter progress on the work plan and reported that staff was on track to finish the majority of the projects outlined in the 2022 Strategic Work Plan.



September and 3rd Qtr. Financials – Katie reported that the gross revenue for September was \$1,021,772 and the gross expenditures were \$923,373. She also reported that as of September 30, the PUD has \$1,066,557 in grant reimbursements outstanding for ongoing projects. Katie also reported the 3rd Quarter Status of the Budget, where she compared the quarterly activity as well as the year-to-date revenue and expenditures against the annual budget. She stated that at this point, we should be around 75% for both revenue and expenditures. While the revenue is slightly higher than what was budgeted for the year, she attributes that to the colder winter months and the warmer temperatures in the summer, as well as the increased performance of the investment account through the Local Government Investment Pool. At the beginning of the year, the investment rate was around .09 % and at the end of September, it was 2.56%. The expenditures are all within the 75% range, give or take 5%.

Financial Metrics as Compared with Prior Year:	September 2022	September 2021
Total General Cash and Investments	\$1,068,709	\$1,002,813
Current Ratio (Current Assets/Current Liabilities)	2.08 to 1	2.58 to 1
Debt Service Coverage (O&M/ Debt Service)	3.00	2.56
Long-Term Debt to Net Plant	34%	38%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	47%	51%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	41%	47%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	5.21	4.50
Cash on Hand (Total Available Cash/Average Daily Costs)	56 Days (General) 157 Days (All Funds)	45 Days (General) 178 Days (All Funds)

Approve Write-Off of Delinquent Accounts to Collection Agency – Jack made a motion to approve the Write-off of Delinquent Accounts to Evergreen Collection in the amount of \$25,425.02. Deceased account total is \$3,440.61 which will not be going to Evergreen. Total amount of write-off is \$28,865.63. Ron seconded the motion. Motion carried.

Set General Manager Evaluation Meeting Date – The General Manager evaluation meeting date will be held on November 28th in the PUD Board room, beginning at 10:00 a.m. and should be over by noon.

Staff Reports -

General Manager – Kristin reported that she received a call from a customer at Robinhood Village regarding her transformer. The customer believes that the transformer is vibrating hard enough to vibrate her house. Kristin and several linemen have been to the customer’s house and/or the transformers and don’t see or hear anything. Kristin will reach out to other utilities and ask if they have ever had this problem. She reported that she is on the 2023 APPA Annual Conference planning committee. It will be held in Seattle. She reported that the Bay East property owner has made a



Mason County Public Utility District No. 1
Board of Commissioners Special Board Meeting
October 25, 2022, Potlatch, Washington

counteroffer that the PUD will accept. She reported that the ARPA grant in the amount of 750,000 will be used for View Crest. She reported that the electric crew has been doing maintenance. She also reported that the interviewee for the superintendent position will be here on Monday, October 31 for an in-person interview and to meet with the crew.

Director of Business Services – Katie reported that so far the audit is going great. She is having weekly virtual check-ins with the State Auditor. The entrance Audit will be on November 3rd at 9:00 a.m. that Jack will attend as the board member participating on the finance committee. She also reported that she co-chaired her first Finance Officer round table through WPUDA a few weeks ago. She said it was a well attended meeting and a lot of great information was discussed. She will continue to co-chair the semi-annual meetings into next year.

Water Resource Manager – Kristin reported that the water crew is finished with the bore and HDPE installation for the Main Street mainline project in Union. They'll continue to work on connecting services and extending the line down a side street. She also reported that the Union Water System has had about a 50% water loss. The crew found that an old PRV was leaking. It was repaired in an overnight outage this week.

Correspondence – Letter to the commission was shared from a customer that has filed a claim with the PUD.

Board Reports –

Mike – None.

Jack – None.

Ron – None.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – At 10:45 a.m. Mike called an executive session for the purpose of threatened or pending litigation (RCW 42.30.110(i)). He stated that it will last 10 minutes. At 10:55 a.m. Mike closed the executive session and reconvened the regular session.

Adjournment: 12:19 p.m.

Mike Sheetz, President

Jack Janda, Vice President

Ron Gold, Secretary

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Accounts Payable Check Register

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10/24/2022 To 11/03/2022

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
743 11/01/2022	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	26,121.31
744 11/01/2022	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	19,534.01
745 11/01/2022	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	8,910.75
746 11/01/2022	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,063.03
747 10/31/2022	WIRE	WASH 4	WA EMPLOYMENT SECURITY	2022 3RD QTR FMLA	2,830.56
748 10/31/2022	WIRE	DEPT10	DEPARTMENT OF LABOR & INDUSTRIE	3RD QTR 2022 - JUL, AUG, & SEPTEMBER	12,877.07
2759 11/03/2022	DD	PAPE KENWORT	PAPE KENWORTH	VEHICLE #76-CORE RETURN	0.00
122402 10/25/2022	CHK	180 ENGINEERIN	180 ENGINEERING, PLLC	(12hrs) ENGINEERING SERVICES	1,800.00
122403 10/25/2022	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS	523.98
122404 10/25/2022	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 26 UNITS	525.18
122405 10/25/2022	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#0911011922	1,351.21
122406 10/25/2022	CHK	GORDON TRUC	FREIGHTLINER NORTHWEST OLYMPIA	VEHICLE #62-PRESSURE SENSOR	135.89
122407 10/25/2022	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY-TRANSFORMER PADS	9,021.89
122408 10/25/2022	CHK	GRAIN	GRAINGER	VEHICLE #44-COMPUTER MOUNT KIT	749.89
122409 10/25/2022	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	880.55
122410 10/25/2022	CHK	JANDAJ	JANDA, JACK	PUD MEETING	163.35
122411 10/25/2022	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	740.77
122412 10/25/2022	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	REPAIR GREENLEE INLINE CRIMPER	421.76
122413 10/25/2022	CHK	WPUDA	WASHINGTON PUD ASSOC.	GM DINNER @ 3 RIVER CONVENTION-KRISTIN	45.00
122414 10/25/2022	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	GREASE	122.73
122415 10/25/2022	CHK	2	ANDREW COOPER	INACTIVE REFUND	45.71
122416 10/25/2022	CHK	2	GEORGE DOWNS	INACTIVE REFUND	74.91
122417 10/25/2022	CHK	2	HARRISON-CHEVALIER, INC	INACTIVE REFUND	7.77
122418 10/25/2022	CHK	2	RYAN MORRIS	INACTIVE REFUND	15.22
122419 10/25/2022	CHK	2	PAUL E OLSON	INACTIVE REFUND	85.27
122420 10/25/2022	CHK	2	FRAN PECK	INACTIVE REFUND	169.63

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Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122421 10/27/2022	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES	405.87
122422 10/27/2022	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY-CT BRACKETS	1,769.31
122423 10/27/2022	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	COLONY SURF EASEMENT DIRECTION DRILL	28,593.38
122424 10/27/2022	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	BATTERIES	66.67
122425 10/27/2022	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,392.90
122426 10/27/2022	CHK	OLYMPI	OLYMPIC HEATING & COOLING	OPERATION BUILDING-DUCT CLEANING	520.80
122427 10/27/2022	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS VEHICLES	1,372.53
122428 10/27/2022	CHK	JOHN 3	ROBERT W. JOHNSON	SEPTEMBER RETAINER FEE	3,599.54
122429 10/31/2022	CHK	WASH 8	WASHINGTON STATE	OCTOBER 2022- HEALTH & LTD INS	41,958.59
122430 10/31/2022	CHK	WASH14	DEPARTMENT OF REVENUE	UNCLAIMED PROP.(7)RECORDS-UBI 232000374	703.35
122431 10/31/2022	CHK	NW LAND & TRE	NW LAND & TREE INC	RETAINAGE-BEE MILL RD PROJECT	200.00
122432 10/31/2022	CHK	ROSE	ROSE, MIKE	CLOTHING ALLOWANCE	200.00
122433 10/31/2022	CHK	2	ADRIANA D AGUIRRE	INACTIVE REFUND	111.77
122434 11/01/2022	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	145.04
122435 11/01/2022	CHK	PACIF1	PACIFIC UNDERWRITERS CORP	SUPPLEMENTAL INSURANCE-JULIE	15.92
122436 11/01/2022	CHK	SMS CLEANING	SMS CLEANING, INC	CLEANING SERVICE-LESS RETAINAGE	2,851.20
122437 11/01/2022	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	162.75
122438 11/01/2022	CHK	2	607063 HAROLD GAMBER	INACTIVE REFUND	40.79
122440 11/01/2022	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	975.17
122441 11/01/2022	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	240.00
122442 11/03/2022	CHK	BUD	BUD CLARY FORD/HYUNDAI	VEHICLE #80-2002 FORD F550	59,905.36
122443 11/03/2022	CHK	AAA	AAA SEPTIC TANK PUMPING	PORTABLE RESTROOM RENTAL-CUSTOMER APPREC	165.00
122444 11/03/2022	CHK	ALTEC	ALTEC INDUSTRIES INC	VEHICLE #65-SEAT COVER	147.63
122445 11/03/2022	CHK	ANIXTER	ANIXTER INC	ELECTRIC INVENTORY SUPPLIES	1,112.47
122446 11/03/2022	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	UNION WATER PROJECT	130.40
122447 11/03/2022	CHK	CRC	COOPERATIVE RESPONSE CENTER, INC	AFTER HOURS ANSWERING SERVICE	1,723.54

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Accounts Payable Check Register

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10/24/2022 To 11/03/2022

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122448 11/03/2022	CHK	THE SHOP*	D & H PRINTING	(2500) WINDOWED ENVELOPES	769.05
122449 11/03/2022	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	DIESEL	10,161.18
122450 11/03/2022	CHK	GE SOFTWARE	GE SOFTWARE INC DBA EKOS	MONTHLY EKOS FUEL SITE MODULE	80.00
122451 11/03/2022	CHK	GENPAC	GENERAL PACIFIC INC	(4) 25KVA URD TRANSFORMERS	15,068.48
122452 11/03/2022	CHK	GILLIARDI LOG	GILLIARDI LOGGING AND CONSTRUCT	LAKE ARROWHEAD WATER	628.74
122453 11/03/2022	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	WEBSITE HOSTING	50.00
122454 11/03/2022	CHK	HARB 1	HARBOR SAW & SUPPLY INC.	BAR OIL	765.52
122455 11/03/2022	CHK	HDFOWL	HD FOWLER COMPANY	UNION WATER PROJECT SUPPLIES	310.48
122456 11/03/2022	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	10,646.82
122457 11/03/2022	CHK	JANAJ	JANDA, JACK	MILEAGE REIMBURSEMENT-10/20 & 10/25	13.75
122458 11/03/2022	CHK	LEMAY MOBILE	LEMAY MOBILE SHREDDING	SHRED (2)CART	60.05
122459 11/03/2022	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MO. CARDBOARD CHARGES	411.90
122460 11/03/2022	CHK	SHEL 2	MASON COUNTY JOURNAL	AGATE BEACH WATER PHASE 2-AD	780.00
122461 11/03/2022	CHK	MOTORS	MOTORS & CONTROLS CORP.	ARCADIA ESTATES WATER-START CAPACITOR	87.58
122462 11/03/2022	CHK	NATIONAL MET	NATIONAL METERING & TECHNICAL S	METER SERVICES-AUG 16-18,SEPT 30,&OCT 14	5,460.00
122463 11/03/2022	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY SERVICES ON 10/13/2022	1,136.25
122464 11/03/2022	CHK	PLATT ELECTRI	PLATT	VEHICLE #78-VOLTAGE DETECTION METER	247.34
122465 11/03/2022	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	3,251.95
122466 11/03/2022	CHK	RICOH USA	RICOH USA, INC.	RENT ON TWO MACHINES & ADDITIONAL IMAGES	514.29
122467 11/03/2022	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	CLEAN & TEST LINEMEN'S GLOVES	147.83
122468 11/03/2022	CHK	SLATE ROCK SA	SLATE ROCK SAFETY, LLC	FR CLOTHING DISBURSEMENT-KOBE VIND	1,500.00
122469 11/03/2022	CHK	SPECTRA LAB	SPECTRA LABORATORIES-KITSAP, LLC	VARIOUS WATER SAMPLES	2,411.00
122470 11/03/2022	CHK	SPIKES	SPIKES HYDRAULICS & EQUIP	VEHICLE #114-HOSE & FITTINGS	129.56
122471 11/03/2022	CHK	TOZIER	TOZIER BROS, INC	MANZANITA PROJECT SUPPLIES	55.62
122472 11/03/2022	CHK	UTILI1	UTILITIES UNDERGROUND LOCATION	MONTHLY UNDERGROUND LOCATES	126.28
122473 11/03/2022	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,758.00

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Accounts Payable Check Register

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10/24/2022 To 11/03/2022

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
122474 11/03/2022	CHK	WATER	WATER MGMT LABS	WATER SAMPLING-VOLATILE ORGANIC COMPOUND	945.00
122475 11/03/2022	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	CREDIT-HAND CLEANER OVERCHARGED	956.28
122476 11/03/2022	CHK	WITTENBERG C	WITTENBERG CPA, PS	CONSULT-MANAGEMENT	900.00
122477 11/03/2022	CHK	2	THURSTON PUD	COMMUNICATION SKILLS-CASSANDRA STEIGER	75.00
122478 11/03/2022	CHK	CITI CARDS	CITI CARDS	CITI CARD CHARGES-ACCT # ENDING IN 4326	9,166.99
122479 11/03/2022	CHK	US BANK-CCC	US BANK	4484 7345 5001 2554 MO.CREDIT CARD CHARG	3,597.02
Total Payments for Bank Account - 4 :					(84) 310,939.38
Total Voids for Bank Account - 4 :					(0) 0.00
Total for Bank Account - 4 :					(84) 310,939.38
Grand Total for Payments :					(84) 310,939.38
Grand Total for Voids :					(0) 0.00
Grand Total :					(84) 310,939.38

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Accounts Payable Check Register

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PARAMETERS ENTERED:**Check Date:** 10/24/2022 To 11/03/2022**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

11/04/2022 9:02:11 AM

Page: 1

GENERAL LEDGER TRANSACTION DETAIL

NOV 2022 To NOV 2022

Date	Journal Description	Actv BU Project	Mod Jrnl Reference	Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)					
11/01/22	70397 Check Print	0	PL	2 PAYROLL	73,414.33

PARAMETERS ENTERED:

Division: All

Accounts: 0 131.2

Department: All

Activity: All

Sort By: Div/Acct

Date Selection: Period

Period: NOV 2022 To NOV 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

11/04/2022 9:06:11 AM

Payroll/Labor

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Check Register

Pay Date: 11/01/2022 To 11/01/2022

Empl Name	Pay Date	Dir Dep/Check	Net Pay	Type
150 GARET A OGG	11/01/2022	122439	1,191.87	CHK

Grand Total:

PARAMETERS ENTERED:

Pay Date: 11/01/2022 To 11/01/2022
Check/Direct Deposit: All
Employee: 150
Journal: 0

Division: All
Format: Summary By Check
Sort By: Check/Direct Deposit

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

November 11, 2022

Shadowood Water System Plan Executive Summary

The Shadowood Water System is a Group A water system with the DOH public water system ID 135840. The water system is owned and operated by Mason County PUD No. 1 (PUD). This Plan assesses the current and future capabilities of the Shadowood water system, recommend needed improvements to allow the system to provide water service throughout the planning period, and meet the statutory requirements in Chapter 246-290-100 WAC, Chapter 246-293-250 WAC, and Chapter 246-295 WAC. The Shadowood Water System is located in Mason County, Washington, approximately 2.5 miles southeast of Shelton, near Fawn Lake. The system serves developments located along SE Shadowood Boulevard and SE Shadowood Drive, east of SE Cole Road, covering a total service area of 43 acres. It is believed that the water system was constructed in 1970. Mason County PUD 1 took over ownership and operation of the Shadowood Water System in July 2018. The system consists of a single pressure zone served by one well, a 60,000-gallon rectangular concrete reservoir, and a booster station. The system currently serves 82 water service connections and is approved for 86 water service connections.

Based on system demand factors and an annual growth rate of 1.74 percent, the Shadowood Water System demands are projected forward through the 20-year planning period in following table. 10- and 20-year planning projections are shown in bold.

Projected Water System Demands

Year	Residential ERUs	DSL			Total ERUs	Average Day Demand (gpd) ⁽²⁾	Maximum Day Demand (gpd) ⁽³⁾	Peak Hour Demand (gpm) ⁽⁴⁾
		%	ERU ⁽¹⁾	Volume (gpd)				
2022	82	5%	4	665	86	15,100	48,000	111
2023	83	5%	4	698	88	15,300	48,900	113
2024	85	5%	4	733	89	15,600	49,700	114
2025	86	5%	4	769	91	15,900	50,600	115
2026	88	5%	4	808	92	16,100	51,500	117
2027	89	5%	4	848	94	16,400	52,300	119
2028	91	5%	5	891	95	16,700	53,300	120
2029	93	5%	5	935	97	17,000	54,200	122
2030	94	5%	5	982	99	17,300	55,100	123
2031	96	5%	5	1,031	101	17,600	56,100	125
2032	97	5%	5	1,082	102	17,900	57,100	126
2033	99	5%	5	1,137	104	18,200	58,100	128
2034	101	5%	5	1,193	106	18,500	59,100	129
2035	103	5%	5	1,253	108	18,900	60,100	131
2036	104	5%	5	1,316	110	19,200	61,100	132
2037	106	5%	5	1,382	112	19,500	62,200	133
2038	108	5%	5	1,451	113	19,900	63,300	135
2039	110	5%	5	1,523	115	20,200	64,400	136
2040	112	5%	6	1,599	117	20,600	65,500	138
2041	114	5%	6	1,679	119	20,900	66,600	140
2042	116	5%	6	1,763	122	21,300	67,800	141



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

The projected 2042 Maximum Day Demand for the Shadowood System is 67,800 gpd, or 47.1 gpm. The capacity of Well 1 assuming 20 hours of pumping in a 24-hour period is 60 gpm * 1,200 minutes = 72,000 gallons per day which exceeds the projected MDD. The Shadowood well is able to meet projected maximum day demand requirements in 20 hours of pumping through 2042.

The total recommended effective storage capacity for the Shadowood water system is the sum of Operating Storage, Equalizing Storage and Standby storage or fire suppression storage. Total storage is summarized in the following table.

Storage Requirements

Year	Storage (gallons)					
	Equalizing Storage	Standby ⁽¹⁾ Storage	Operational Storage	Total Storage Required	Available Storage	Storage Surplus/(Deficit)
2022	7,650	47,988	4,600	60,238	60,000	(238)
2032	9,900	56,916	4,600	71,416	60,000	(11,416)
2042	12,150	68,076	4,600	84,826	60,000	(24,826)

(1) Fire suppression storage of 15,000 gallons is nested within the Standby Storage volume.

Storage volumes were determined for the existing number of ERUs, as well as for the 10- and 20-year projections. The existing reservoir has the required capacity for the existing customers but is projected to be insufficient to meet projected 2032.

Based on the system analysis, the following deficiencies were identified as well as proposed improvements:

- **Manganese** in the source water is above the secondary MCL and iron is high enough to potentially cause staining issues on fixtures. The PUD intends to install a treatment system to address these issues. Based on a pilot study, the PUD has determined that an oxidation/filtration system using sodium hypochlorite and pyrolusite filter media can effectively provide treatment of water from Well 1. The proposed treatment system will be housed in a new building with the new booster pump station.
- **The water storage reservoir** has cracks and is nearing the end of its expected useful life. Additional storage capacity will also be needed before 2032. The PUD intends to replace the reservoir with a larger reservoir. Assuming a diameter of 20 feet, the required storage volume of 88,000 gallons would require a reservoir 38 feet tall which will improve the Shadowood Water System reliability and capacity.
- **The booster pump station** is at the end of its useful life and does not have adequate capacity to supply fire flow in all locations of the distribution system. The PUD intends to replace the booster pump station. The replacement booster station would be designed to operate along with the proposed new reservoir. The booster station capacity would be sized to provide the projected 20-year peak hour demand and projected maximum day demands plus fire flow. It is anticipated that the booster station will be included in the same building as a new treatment facility to remove iron and manganese from the well.



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

These improvements are currently under design by Gray & Osborne and are expected to be finished with design by 2023. The District has already secured a Drinking Water State Revolving Fund loan with 50% loan forgiveness to augment implementation in 2024.

This plan also includes details regarding the wellhead protection zoning of the Shadowood water system, detailed capacity calculations, water quality sampling protocol, operating procedures as well as the systems projected financial program.

Sincerely,

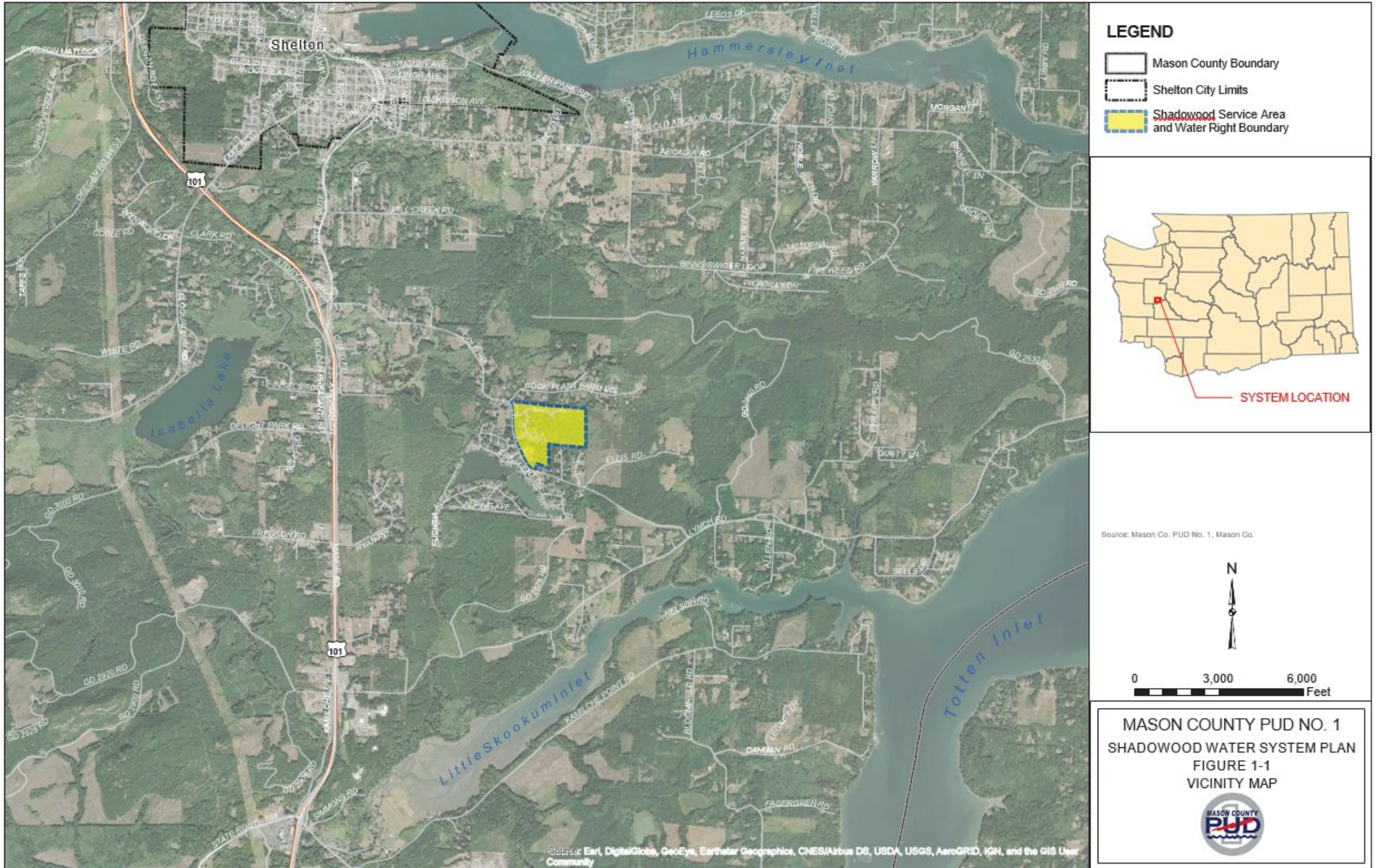
A handwritten signature in blue ink that reads "Brandy Milroy".

Brandy Milroy
Water Resource Manager



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



LEGEND

- Mason County Boundary
- Shelton City Limits
- Shadowwood Service Area and Water Right Boundary

SYSTEM LOCATION

Source: Mason Co. PUD No. 1, Mason Co.

N

0 3,000 6,000 Feet

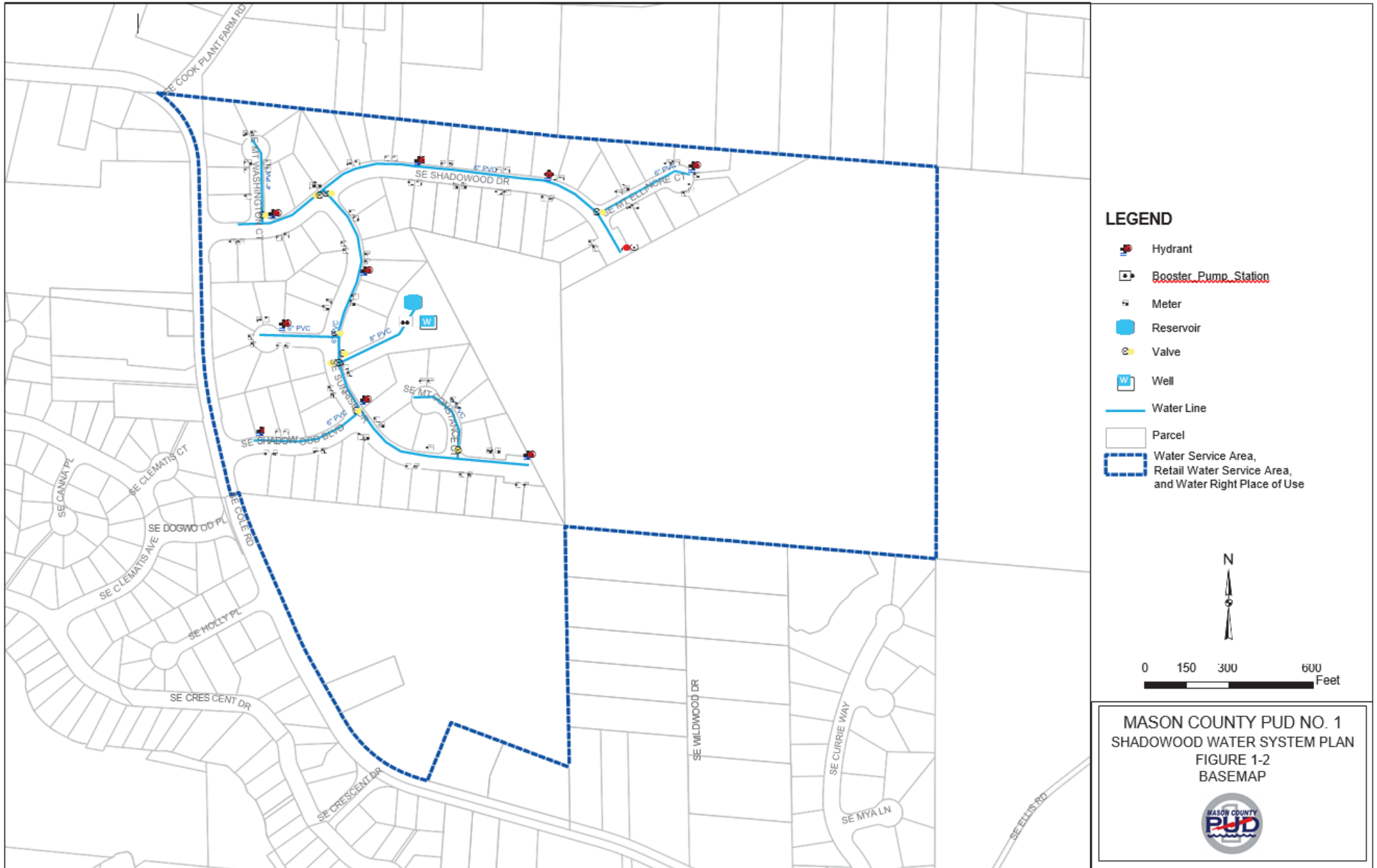
MASON COUNTY PUD NO. 1
SHADOWWOOD WATER SYSTEM PLAN
 FIGURE 1-1
 VICINITY MAP

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



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LEGEND

- Hydrant
- Booster Pump Station
- Meter
- Reservoir
- Valve
- Well
- Water Line
- Parcel
- Water Service Area, Retail Water Service Area, and Water Right Place of Use



0 150 300 600 Feet

MASON COUNTY PUD NO. 1
 SHADOWOOD WATER SYSTEM PLAN
 FIGURE 1-2
 BASEMAP





PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY

N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS

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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:

Mattheis James R
Last Name First Middle

2. RESIDENCE ADDRESS CURRENT ADDRESS:

9141 E. State Rt 106 Union 98592

3. MAILING ADDRESS (IF DIFFERENT):

2625 180th Ave E. Lake Tapps, WA 98391

4. RESIDENTIAL ADDRESS AT TIME OF INCIDENT:

5. CLAIMANT'S DAYTIME TELEPHONE: 253 973-0116 () _____
Home Business

6. CLAIMANT'S E-MAIL ADDRESS jimprisco@comcast.net

INCIDENT INFORMATION

7. DATE OF INCIDENT: 10 / 21 / 22
month day year

8. TIME: _____ A.M. / P.M. (CIRCLE ONE)
Between 4-9:00 PM

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

BEGINNING TIME: _____ / _____ / _____
month day year

ENDING TIME: _____ / _____ / _____
month day year

10. LOCATION OF INCIDENT:
9141 E State Rt 106 Union Mason
Address/Street/Mile Post City County



PUBLIC UTILITY DISTRICT NO. 1

OF MASON COUNTY

N. 21971 Hwy. 101
Shelton, Washington 98584

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RON GOLD, Commissioner

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

Three horizontal lines for text entry.

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

Customer service - Hoodspart

Two horizontal lines for text entry.

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):

Two power surges/outages around 4 PM on 10/21 lasting approx 1 minute, Killed two light timers used to control porch lights when we are away. Notice - lights not working around dusk. Third outage around 8:30 PM duration 30 minutes. Weather was mild - no wind, light rain. Purchased and installed replacements the next day.

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

Three horizontal lines for text entry.

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

Three horizontal lines for text entry.

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
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 MIKE SHEETZ, Commissioner
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 RON GOLD, Commissioner

18. I / WE DO HEREBY CLAIM DAMAGES FROM 10/21/22 IN THE SUM OF \$ 61.11.

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.


 Signature of Claimant

10/25/22
 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.



How does
get more done.

10991 SILVERDALE WAY NW SILVERDALE WA
STORE MGR: DWAIN WELAND (206)307-9200
4716 00002 20251 10/22/22 10:54 AM
SALE CASHIER: JEANNA

030878326483 DEF TIMER -4-
DEFIANT DIGITAL IN WALL 3-WAY TIMER
2827 95 55.95

SUBTOTAL 55.95
SALES TAX 5.15
TOTAL \$61.11

XXXXXXXXXXXX887 VISA USD\$ 61.11
AUTH CODE 036580/2026538 1A
Chip Read
AID A0000000031010 VISA CREDIT

4716 10/22/22 10:54 AM



4716 02 20251 10/22/2022 95

RETURN POLICY DEFINITION
POLICY DURATION POLICY EFFECTIVE DATE
A 90 01/20/2022

DID WE NAIL IT?

Take a short survey for a chance to WIN
A \$5,000 HOME DEPOT GIFT CARD

Opt-in on receipt
www.homedepot.com/survey
Use ID: 999-95507-40793
PASS ID: 22522-40751

Entries must be completed within 14 days
of purchase. Entries must be 18 or
older to enter. See complete rules on
website. No purchase necessary.

BUDGET MATERIALS

Proposed Electric Budget 2023

INCOME STATEMENT ELECTRIC	2021	2022	2023
Line Item	Budget	Budget	Budget
1 Energy Sales- Operating Revenue	9,153,715.96	9,853,993.00	10,657,903.00
Total Revenue from Operations	9,153,715.96	9,853,993.00	10,657,903.00
3 Power & Transmission Costs	3,402,200.00	3,631,200.00	3,839,592.00
4 Transmission Expenses -O&M	12,288.00	12,874.00	13,416.04
6 Distribution Expenses - Operation	419,018.00	494,567.00	608,026.11
7 Distribution Expense - Maintenance	864,712.00	967,468.00	1,039,196.88
8 Customer Accounts Expenses	142,716.00	162,236.00	164,497.17
9 Customer Service Expenses and Information	4,896.00	7,500.00	7,500.00
11 Administrative and General Expenses	1,851,180.00	1,893,327.00	2,126,301.53
12 Total Expenses from Operations (3 thru 11)	6,697,010.00	7,169,172.00	7,798,529.73
13 Depreciation & Amortization Expense	1,100,000.00	1,133,000.00	1,153,828.20
14 Tax Expense - Property & gross Receipts Property	189,769.00	223,656.00	235,907.00
15 Tax Expense - Other	515,345.00	573,789.00	598,036.00
16 Interest on Long Term Debt	407,841.00	407,593.00	383,391.00
19 Other Deduction	4,000.00	3,900.00	3,500.00
20 Total Cost of Electric Service (12 thru 19)	8,913,965.00	9,511,110.00	10,173,191.93
21 Operating Margins (1 minus 20)	239,750.96	342,883.00	484,711.07
22 Non Operating Margins - Interest	8,400.00	8,500.00	50,000.00
25 Non Operating Margins - Other	5,000.00	5,000.00	5,000.00
29 Patronage Capital or Margins (21 thru 28)	253,150.96	356,383.00	539,711.07
	2021 Budgeted	2022 Budgeted	2023 Budgeted
Operating - Margin	239,750.96	342,883.00	484,711.07
Non Operating - Margin	13,400.00	13,500.00	55,000.00
Times Interest Earned Ratio - Operating (1.25 Min)	1.62	1.87	2.32
Debt Service Coverage Ratio (1.25 Min)	1.96	2.08	2.28
Funds Available for Debt Service, Reserves & CWP	1,353,150.96	1,489,383.00	1,693,539.27
Special Funds Available for CWP	100,000.00	100,000.00	100,000.00
Electric Bond Funds Available for CWP	943,911.00	334,378.00	0
Total of Funds Available	2,397,061.96	1,923,761.00	1,793,539.27
Fund Expended for Debt Service & CWP			
Debt Service	489,539.00	539,385.00	554,385.00
CWP	881,500.00	750,000.00	650,000.00
General Facilities - Ops	90,000.00		-
Funds Expended	1,461,039.00	1,289,385.00	1,204,385.00
Balance left for Reserve Funding	936,022.96	634,376.00	589,154.27
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	75,000.00	200,000.00	160,000.00
Balance Remaining	449,022.96	22,376.00	17,154.27
Long-Term Debt Balance at Year-End	11,316,492.00	10,777,107.00	10,222,722.00

BUDGET MATERIALS

Proposed WATER Budget 2023

Line #	2021 Budgeted	2022 Budgeted	2023 Budgeted
	5% Increase	6% Increase	5% Increase
1 Operating Revenue	2,211,036.00	2,484,320.00	2,608,536.00
3 Cost of Power	164,500.00	156,100.00	165,000.00
6 Distribution Expense - Operation	453,555.00	509,026.00	589,891.04
7 Transmission Expense - Maintenance	185,800.00	212,795.00	260,608.73
8 Customer Accounts Expense	26,891.00	57,836.29	26,948.02
9 Customer Service And Information Expense	25,080.00	27,600.00	28,200.00
11 Administrative and General Expense	580,008.00	644,629.00	667,877.98
12 Total Operation & Maintenance Expense (2 thru 11)	1,435,834.00	1,607,986.29	1,738,525.77
13 Depreciation & Amortization Expense	495,000.00	505,000.00	544,591.00
14 Tax Expense - Property & Gross Receipts	325.00	325.00	325.00
15 Tax Expense - Other	111,193.00	128,395.00	134,714.00
16 Interest on Long Term Debt	90,269.00	82,464.00	75,597.78
18 Interest Expense - Other	-	-	-
19 Other Deductions	-	-	-
20 Total Cost of Water Service (12 thru 19)	2,132,621.00	2,324,170.29	2,493,753.55
21 Patronage Capital & Operating Margins (1 minus 20)	78,415.00	160,149.71	114,782.45
22 Non Operating Margins - Interest	600.00	600.00	4,000.00
25 Non Operating Margins - Other	75,000.00	75,000.00	75,000.00
29 Patronage Capital or Margins (21 thru 28)	154,015.00	235,749.71	193,782.45

	2021 Budgeted	2022 Budgeted	2023 Budgeted
Operating - Margin	78,415.00	160,149.71	114,782.45
Non Operating - Margin	75,600.00	75,600.00	79,000.00
Times Interest Earned Ratio - Operating (TIER)	1.87	2.94	2.52
Debt Service Coverage Ratio	1.65	2.18	2.15
Note: TIER = Line 21+16/16			
Funds Available for Debt Service, Reserves & CWP	649,015.00	740,749.71	738,373.45
Debt Service	311,099.00	260,284.00	266,284.00
General Funds Available for CWP	337,916.00	480,465.71	472,089.45
Water Bond Funds Available for CWP	676,000.00	300,000.00	-
Carry Over Funds from Prior Year	300,000.00	75,000.00	175,000.00
Total CWP	968,430.00	695,000.00	500,000.00
Balance of Funds Available for Reserve Funding	345,486.00	160,465.71	147,089.45
Equipment Replacement Fund	-	100,000.00	100,000.00
SDF Fund	75,000.00	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	240,486.00	30,465.71	17,089.45

BUDGET MATERIALS

Proposed Sewer Budget 2023

INCOME STATEMENT SEWER

Line Item	2021 Budgeted	2022 Budgeted	2023 Budgeted
1 Sewer Sales - Madrona	8,880.00	11,124.00	11,458.00
Total Revenue from Operations	8,880.00	11,124.00	11,458.00
3 Power & Transmission Costs	660.00	660.00	675.00
7 Distribution Expense - Maintenance	4,758.00	5,236.00	6,270.00
9 Customer Service Expenses and Information	0.00	0.00	0.00
12 Total Expenses from Operations (3 thru 11)	5,418.00	5,896.00	6,945.00
13 Depreciation & Amortization Expense	1,416.24	1,805.00	1,956.00
15 Tax Expense - Other	444.00	420.00	459.00
20 Total Cost of Sewer Service (12 thru 19)	7,278.24	8,121.00	9,360.00
21 Operating Margins (1 minus 20)	1,601.76	3,003.00	2,098.00
22 Non Operating Margins - Interest	60.00	45.00	420.00
29 Patronage Capital or Margins (21 thru 28)	1,661.76	3,048.00	2,518.00
	2021 Budgetd	2022 Budgetd	2023 Budgetd
Operating - Margin	1,601.76	3,003.00	2,098.00
Non Operating - Margin	60.00	45.00	420.00
Funds Available for Debt Service, Reserves & CWP	3,078.00	4,853.00	4,474.00
Reserve Funds Available for CWP	3,000.00	647.00	3,001.00
Total CWP	5,000.00	5,000.00	5,500.00



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 DESIGNATING APPLICANT AGENT
RESOLUTION NO. 2062

For the state of Washington Hazard Mitigation Grant Program Sub-Application and Grant:

BE IT RESOLVED THAT Katie Arnold, Director Business Services

OR HIS / HER ALTERNATE AGENT: Kristin Masteller, General Manager

Is hereby authorized to execute for and on behalf of Mason County Public Utility District No. 1 a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relieve and Emergency Act of 1988, P.S. 93-288, as amended

THAT by the Board of Commissioners of Mason County PUD No. 1 hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such non-disaster mitigation.

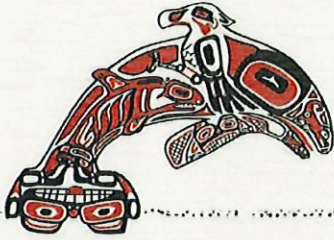
ADOPTED this 8th day of November, 2022.

Mike Sheetz, President

Jack Janda, Vice President

ATTEST:

Ron Gold, Secretary



SQUAXIN ISLAND TRIBE

Board of Commissioners
Public Utility District NO. 1 of Mason County
N. 21971 Hwy. 101
Shelton, WA 98584

Re: September 27, 2022, Comment Letter to U.S. Environmental Protection Agency

Dear Commissioners Sheetz, Janda and Gold:

The Squaxin Island Tribe (Tribe) appreciates your support for its pending application to be treated as a state with respect to water quality standards and Section 401 certification. We especially value your acknowledgement that, “the fisheries and water quality in Mason County could benefit from the experience of the biologists and champions at the Squaxin Island Tribe . . .” We further agree that the statutory and regulatory authority of the Clean Water Act bounds the delegation of authority for use only within the boundaries of the tribal reservation and trust lands.

The four specific comments presented in your letter regard the Squaxin Island Tribe Natural Resources Department 2022 Goals and Objectives. We understand why inclusion of these goals and objectives may have caused confusion and would like to clarify the reasoning behind including them in the application. Federal law requires that tribes engaged in the TAS application process provide, “[a] narrative statement describing the capability of the Indian Tribe to administer an effective water quality standards program.” 40 CFR 131.8(b)(4). Among other things, the narrative should include, “[a] description of the existing, or proposed, agency of the Indian Tribe which will assume primary responsibility for establishing, reviewing, implementing and revising water quality standards.” (40 CFR 131.8(b)(4)(iv)). The Natural Resource Department’s 2022 Goals and Objectives were included in the narrative statement as examples of ongoing environmental programs and to provide a robust description of the department that will assume primary responsibility for the water quality program. The 2022 Goals and Objectives do not constitute a proposed water quality program.

Watershed planning is of the utmost importance to the Squaxin Island Tribe, as the goal of restoring and protecting ever-diminishing instream flows and salmon populations is critical to maintaining the Tribe’s culture. Your letter paints the Tribe as the uncooperative party, when in fact the Tribe was a full participant in the watershed planning processes for WRIAs 12, 13, 14, and 15. Relying on the skills of its two technical experts, the Tribe was able to propose and support implementation of a number of water and habitat projects. For example, the Upgrade Well Reporting proposal and the City of Shelton Reclaimed Water/Washington Corrections Center source switch, which boasts the highest offset in acre feet per year (486 AFY) claimed by the WRIA 14 Committee. The Tribe sought the funding for this project on behalf of the City of Shelton and Department of Corrections.

The Squaxin Island Tribe cannot sacrifice stream flows and fisheries by approving plans that are virtually devoid of certainty and commitment to actual stream flow restoration. Therefore, we find it necessary to disapprove plans that lack a clear path to implementation. Because you choose to single out the Tribe as uncooperative, it is important to note that we were not the only party to disapprove the watershed plans for WRIs 14 and 15 and, contrary to the statement in your letter, the Tribe voted to approve the plan for WRIA 13, as well as WRIA 12.

The Tribe continues to work toward implementing the list of watershed projects that is the result of Watershed Restoration and Enhancement Committee collaboration, with the hope that these projects will in fact restore and enhance stream flows. When the Tribe has turned to litigation, it has been as a last resort and is always directed toward stewardship and environmental preservation.

We hope this response effectively addresses your concerns.

Sincerely,

Kristopher K. Peters

Kristopher K. Peters (Oct 27, 2022 14:44 PDT)

Kristopher Peters
Chairman
Squaxin Island Tribe