



Mason County PUD No. 1
Regular Board Meeting
May 9, 2023
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. 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: Regular Board Meeting April 25, 2023

Disbursements:	Accounts Payable Wire	\$ 66,037.95
	Check Nos. 123222-123250	\$ 108,808.87
	Payroll Wire	\$ 78,874.00
	Grand Total	\$ 253,720.82

3) Business Agenda

- a. Award Vegetation Bid to Kemp West

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 may be held as authorized by the Open Public Meetings Act (RCW 42.30.110)

9) Adjournment

2023 Calendar

May 11-12	Manager's Committee	Spokane (Davenport Historic)
May 10-11	Telecom Workshop	Spokane (Davenport Historic)
May 14-17	NWPPA Annual Conf.	Anchorage Alaska
May 25	WPAG	Beijing Rm, SeaTac Airport
June 11-14	AWWA National Conf.	Toronto, Canada
June 16-21	APPA National Conf.	Seattle
June TBA	Strategic Plan Comm.	WPUDA, Olympia
June 29	Water Committee	Olympia
June 29	WPAG	Virtual
July 7th	PUD Employees Picnic	Potlatch State Park (Noon to ?)
July 12-14	WPUDA	Location TBA
July 20	WPAG	Virtual
August 31	WPAG	Beijing Rm, SeaTac Airport
Sept. 13-15	WPUDA	Location TBA
Sept. 27-29	Water Workshop	Leavenworth (Enzian Inn)
Sept. 28	WPAG	Virtual
October 6	Customer Appreciation	Drive-Thru Upper Campus 11-2
October TBA	Admin/Finance/HR	Location TBA
October TBA	Energy NW PP Forum	Tri-Cities area
October 26	WPAG	London Rm, SeaTac Airport
November 15-17	WPUDA	Location TBA
November	PPC Annual Mtg.	Portland, OR
Nov/Dec (TBA)	WAPAG	Virtual
Nov. 29-Dec 1	WPUDA Annual Conf.	Location TBA



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
April 25, 2023, Potlatch, Washington

Present:

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

Visitors: Paul Strapac - Alderbrook

CALL TO ORDER: Ron called the Regular Meeting to order at 1:00 p.m.

PUBLIC COMMENT: Ron Strapac from Alderbrook commented on the great work the water crew is doing on the E. Westward Way project.

APPROVAL OF CONSENT AGENDA:

Minutes:	Special Board Meeting- April 10, 2023	
Disbursements:	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 367,770.11
	Check Nos. 123163-123221	\$ 210,469.38
	A/P Sub Total	\$ 578,239.49
	<u>Payroll Expense</u>	
	Payroll Wire	\$ 85,110.26
	Grand Total	\$ 663,349.75

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

BUSINESS AGENDA:

March and 1st Quarter Financials – Katie reported that the gross revenue was \$1,316,329 for the month of March 2023 and gross expenditures were \$1,088,320 for the same month. She also reported that as of March 31, the PUD has \$685,766 in grant reimbursements outstanding for ongoing projects. For the quarterly budget review, she stated that we should be around 25% of the annual budget for both revenue and expenditures. All divisions are within that 25% range and on track with the budget.



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
April 25, 2023, Potlatch, Washington

Financial Metrics as Compared with Prior Year:	March 2023	March 2022
Total General Cash and Investments	\$1,395,931	\$1,261,769
Current Ratio (Current Assets/Current Liabilities)	2.49 to 1	2.74 to 1
Debt Service Coverage (O&M/ Debt Service)	3.43	3.41
Long-Term Debt to Net Plant	31%	36%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	41%	48%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	37%	44%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	6.61	7.83
Cash on Hand (Total Available Cash/Average Daily Costs)	47 Days (General) 135 Days (All Funds)	42 Days (General) 162 Days (All Funds)

Claim for Damages- Tabasinski– Rob Johnson had Federated Insurance do an investigation of the original claim made by Mr. and Mrs. Tabasinske. After reviewing the claim and the investigation findings of no fault or negligence by the PUD, staff made a recommendation to deny the claim. Mike made a motion to deny the claim for damages. Ron seconded the motion. Motion carried.

Update to the Mason County Hazard Mitigation Plan. – Kristin reported that Mason County is updating their Hazard Mitigation Plan, which PUD 1 has annexed into in previous years. The public comment portion is open and the board of county commissioners should adopt the plan in coming weeks.

Staff Reports –

General Manager – Kristin reported that George Caan, Executive Director of WPUDA is retiring. She reported that she received word that Senator Cantwell put \$1.5 million in her appropriations budget for the Jorstad substation. She reported that Rep. Travis Couture called to share the news that the PUD received over \$1.6 million for Viewcrest, Ripplewood and Agate Beach Phase 3 water projects. She reported that the PUD did not get the substation security grant. She also reported that the BPA outage over the past weekend was due to vandalism. She reported that the Mason County EDC is working on a \$20 million dollar RECOMPETE ACT application. If Mason County is selected, it is possible that the PUD would be eligible for \$2-3 million for the Manzanita water storage project. The PUD has had three positive COVID cases in the last week and she and Katie have reminded employees about COVID protocols and testing. The water and electric crew all re-certified their flagging cards at the last safety meeting.

District Treasurer – Katie reported that she was asked to present at the APPA National Conference in June, on how to apply and receive funding from FEMA for mitigation after disasters. She and Kristin are working on the power point presentation and are looking into having Washington Emergency



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
April 25, 2023, Potlatch, Washington

Management as a co-presenter so that attendees can hear from both perspectives on how to prepare successful applications.

Water Resource Manager – Brandy reported that the project at Alderbrook on E. Westward Way will be complete on Friday. Next week is National Drinking Water Week and the PUD will hand out water conservation kits over the counter for customers. She also reported earlier this week she, Katie, and James had the pre-construction meeting with DOH and the contractor regarding the Lake Arrowhead Manganese treatment.

Legal Counsel – None.

Correspondence – A letter to customers on Dark Rd. in Brinnon discussing activities in the PUD/HCC project staging area, comments on the Columbia River Treaty and comments to LNI on their Heat Exposure rulemaking were shared with the commission.

Board Reports –

Mike – Mike reported that he attended the Jefferson Co. PUD's 10th year Electric Anniversary BBQ

Jack – None.

Ron – Ron reported that he attended the Jefferson Co. PUD's 10th year anniversary BBQ

PUBLIC COMMENT – None.

EXECUTIVE SESSION – None

Adjournment: 1:53 p.m.

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Secretary

05/05/2023 10:30:37 AM

Accounts Payable Check Register

Page 1

04/28/2023 To 05/04/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
836 05/02/2023	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	31,118.11
837 05/02/2023	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,618.50
838 05/02/2023	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	10,717.75
839 05/02/2023	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	20,583.59
3067 04/30/2023	DD	BUILDERS	BUILDERS FIRSTSOURCE, INC	INV#63648433 & SO 65869668 PAID TWICE	0.00
123222 04/28/2023	CHK	2	MANUEL CLARK	INACTIVE REFUND	132.82
123223 04/28/2023	CHK	2	LILLIAN COPENAGLE	INACTIVE REFUND	806.40
123224 04/28/2023	CHK	2	TERESA R SCOTT	INACTIVE REFUND	200.00
123225 04/30/2023	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,887.00
123226 04/30/2023	CHK	WASH 8	WASHINGTON STATE	APRIL 2023-HEALTH, DENTAL, & LTD	49,745.54
123227 04/30/2023	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	ANNUAL RENWAL RANDOM SELECTION	330.00
123228 04/30/2023	CHK	AMERICOOOL	AMERICOOOL HEATING & AIR CONDITI	REBATE-NON VARIABLE AIR SOURCE HEAT PUMP	500.00
123229 04/30/2023	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS	788.26
123230 04/30/2023	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 28 UNITS	562.06
123231 04/30/2023	CHK	FEDINS	FEDERATED RURAL ELECTRIC	CINDI CAROW FRAUD	10,117.17
123232 04/30/2023	CHK	GENPAC	GENERAL PACIFIC INC	(12)ELECTRIC METERS	19,634.16
123233 04/30/2023	CHK	MASON7	MASON COUNTY AUDITOR	RECORD (7)ELECTRIC EASEMENTS	1,431.50
123234 04/30/2023	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	2,563.63
123235 04/30/2023	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	CREDIT-CK#122831 OVERPAID SEE INVOICE	110.95
123236 04/30/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #78-FUEL & OIL FILTERS	101.56
123237 04/30/2023	CHK	2	BENTLEY SYSTEMS, INC	ANNUAL SOFTWARE FOR ELECTRICAL ENGINEER	2,170.00
123238 04/30/2023	CHK	2	JEAN BYARS	REBATE-NON VARIABLE AIR SOURCE HEAT PUMP	1,900.00
123239 04/30/2023	CHK	2	BOB CLOSE	REBATE-SINGLE INDOOR HEAD HEAT PUMP	800.00
123240 04/30/2023	CHK	2	MICHAEL LUCERO	REISSUE LOST CHECK#123121-REFUND APP.FEE	100.00
123241 04/30/2023	CHK	2	JENNIFER SIMONIC	REBATE-VARIABLE SPEED HEAT PUMP	700.00
123242 04/30/2023	CHK	2	BECKY A THOMAS	REBATE-NON VARIABLE HEAT PUMP	500.00

05/05/2023 10:30:37 AM

Accounts Payable Check Register

Page 2

04/28/2023 To 05/04/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123243 04/30/2023	CHK	2	VERNON TOBIN	MR Refund	150.73
123244 04/30/2023	CHK	2	WILDERNESS NORTHWEST	REBATE-SINGLE INDOOR HEAT PUMP	800.00
123245 05/02/2023	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,239.17
123246 05/02/2023	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	250.00
123247 05/02/2023	CHK	CITI CARDS	CITI CARDS	citi card charges-acct.ening in 4326	10,944.68
123248 05/04/2023	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	145.04
123249 05/04/2023	CHK	PACIF1	PACIFIC UNDERWRITERS CORP	SUPPLEMENTAL INSURANCE-JULIE	15.92
123250 05/04/2023	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING-SECURITY SYSTEM OFFICE	182.28
Total Payments for Bank Account - 4 :					(34) 174,846.82
Total Voids for Bank Account - 4 :					(0) 0.00
Total for Bank Account - 4 :					(34) 174,846.82
Grand Total for Payments :					(34) 174,846.82
Grand Total for Voids :					(0) 0.00
Grand Total :					(34) 174,846.82

05/05/2023

10:30:37 AM

Accounts Payable Check Register

Page 3

PARAMETERS ENTERED:**Check Date:** 04/28/2023 To 05/04/2023**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

05/05/2023 10:13:15 AM

Page: 1

GENERAL LEDGER TRANSACTION DETAIL

MAY 2023 To MAY 2023

Date	Journal Description	Actv BU Project	Mod Jrnl Reference	Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)					
05/01/23	74362 Check Print	0	Department: 0	PL 2 PAYROLL	78,874.00

PARAMETERS ENTERED:

Division: All

Accounts: 0 131.2

Department: All

Activity: All

Sort By: Div/Acct

Date Selection: Period

Period: MAY 2023 To MAY 2023

Module: PL

Journal Activity: All

Accounts With No Transactions: Yes

Extended Reference: No

Interface Detail: No

Group by Department: Yes

51217

/pro/rpttemplate/acct/2.55.1/gl/GL_TRANS_DETAIL.xml.rpt

Karnold



Mason County PUD 1
2023 Vegetation Management
Bid Opening
April 28, 2023 @ 3:30PM

	Kemp West
HWY 101Vegetation Management 2023	
HWY 101 Veg Man. MP 323.3-321.6 & 319.6-314.1	\$188,300.00
Subtotal	\$188,300.00

Bid Prices	
Total	\$188,300.00

Bid Evaluation	
Specs Package	Yes
WA L&I Standing	
WA L&I Violations	
WA L&I Debarred	
WA L&I Lawsuits	
State Lawsuits	
Prequalified (2023)	Yes
References	Yes
Bidding Status	Good