



Mason County PUD No. 1
Regular Board Meeting
July 11, 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 June 13, 2023

Disbursements:	Accounts Payable Wire	\$ 304,754.93
	Check Nos. 123388-123468	\$ 612,966.29
	Check Nos. 123470-123499	\$ 74,716.81
	Payroll Wire	\$ 171,009.69
	Payroll Check No. 123469	\$ 2,454.99
Grand Total		\$1,165,902.71

3) Business Agenda

- May 2023 Financials
- Approval of Finance Policy No. 2008 "Electronic Funds Transfer"
- Approval of Finance Policy No. 2009 "Lease Policy"
- Approval of Resolution No. 2070 - "2023-Surplus Property"

4) Staff Reports

- General Manager
- District Treasurer
- Water Resource Manager
- 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

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
June 13, 2023, Potlatch, Washington

Present:

Jack Janda, President
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: None

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

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA:

Minutes: Regular Board Meeting- May 23, 2023

Disbursements:	<u>Accounts Payable Check Register</u>	
	Accounts Payable Wire	\$ 621,944.87
	Check Nos. 123315-123387	\$ 340,271.18

A/P Sub Total	\$962,216.05
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<u>Payroll Expense</u>	
Payroll Wire	\$ 104,668.10

Grand Total	\$1,066,884.15
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Ron made a motion to approve the consent agenda as presented, Mike seconded the motion. Motion carried.

BUSINESS AGENDA:

April 2023 Financials – Katie reported gross revenue was \$1,360,149 for the month of April 2023 and expenditures were \$1,256,318 for the same month. She also reported that as of April 30, the PUD has \$793,631 in grant reimbursements outstanding for ongoing projects. The largest of that was from the 2022 storm reimbursement from FEMA that should be coming through within the next two months. She reported that the year-to-date revenue and expenditures as compared to the annual budget were within line of where they should be, at 33%.



Mason County Public Utility District No. 1

Board of Commissioners Regular Board Meeting

June 13, 2023, Potlatch, Washington

Financial Metrics as Compared with Prior Year:	April 2023	April 2022
Total General Cash and Investments	\$1,407,439	\$926,982
Current Ratio (Current Assets/Current Liabilities)	2.15 to 1	2.95 to 1
Debt Service Coverage (O&M/ Debt Service)	3.43	3.26
Long-Term Debt to Net Plant	36%	38%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	42%	53%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	36%	48%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	7.81	5.03
Cash on Hand (Total Available Cash/Average Daily Costs)	47 Days (General) 135 Days (All Funds)	36 Days (General) 156 Days (All Funds)

Write-off to Collection - Ron made a motion to approve the Write-off to Collection Accounts. Mike seconded the motion. Motion carried.

Award T3ba'das Manzanita Substation Disconnect Switch – Ron made a motion to Award the T3ba'das Manzanita Substation Disconnect Switch bid to Carlson Sales Inc. in the amount of \$13,188.00 plus tax. Mike seconded the motion. Motion carried.

Award T3ba'das Manzanita Substation Circuit Breaker – Ron made a motion to Award the T3ba'das Manzanita Substation Circuit Breaker bid to McKaig Evergreen Inc. in the amount of \$81,300.00 plus tax. Mike seconded the motion. Motion carried.

Authorize Change Order HC-101-2-1 – Ron made a motion to Authorize Change Order HC-101-2-1 to increase the number of working days for Magnum Power LLC to 63 days to complete the pole replacement job on the Dose. Completion date shall be November 30, 2023. Mike seconded the motion. Motion carried.

Staff Reports –

General Manager – Kristin reported that Magnum Power will start replacing poles on the Dose on Tuesday June 20th. She reported that she and Will O'Donell from Jefferson County PUD attended the Hood Canal ground breaking ceremony on Dark Road last week. She reported that if Mason County is awarded grant money from the ReCompete funding, part of it would be used to build the water reservoirs and retention pond at Manzanita. She reported that she met with the Shelton School District Superintendent last week to talk about GIS classes at the CEDAR High School. She reported that she and Katie met with Meguire Whitney's grant writer regarding an ERA Light grant to be used for the HWY 106 re-build. She also reported that she would be using the same grant writer to help with the Department of Commerce grant for Jorstad Substation. Kristin reported that the NEPA and Fish & Wildlife report has



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
June 13, 2023, Potlatch, Washington

been approved for the Duckabush project. We are currently waiting on WSDOT to finish the bridge design. The project should be ready to go to bid by the end of 2023. She reported that the Arnold's Way road easement acquisitions have been finalized and should be ready to go to bid by the end of this month. Kristin reported that she and James met with Aspect regarding groundwater modeling in Union. Katie and Kristin have been asked by the Skokomish Tribe to help them with some grant applications. She reported that Katie is scheduling a policy and finance meeting soon.

District Treasurer – Katie reported that the PUD has hired two summer temp helpers. She also reported that she would be having her walk-thru practice with Washington Emergency Management for their APPA presentation at the National Conference next week. Katie stated that she would be in Leavenworth for two days to co-chair the Finance Officers Roundtable meetings.

Water Resource Manager – Brandy reported that the water crew had a near miss at Lake Arrowhead last week. They have debriefed and it will be talked about at this week's safety meeting. She also reported that Inland Potable will be cleaning reservoirs on Friday.

Legal Counsel – Rob reported that the Quit Claim Deed from the Tahja Estate for road acquisition had been signed and will soon be filed.

Correspondence – Letter from a happy customer at Ayock Beach regarding back flow testing. Also an article regarding the White House's CEQ Listening Session on the Lower Snake River Dams quoted Kristin's testimony.

Board Reports –

Mike – Mike reported that he attended the Hood Canal Improvement Club meeting last week.

Jack – Jack reported that he virtually attended PPC meeting last week.

Ron – Ron reported that he virtually attended the PPC meeting last week.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – None

Adjournment: 2:05 p.m.

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Secretary

07/06/2023 1:17:39 PM

Accounts Payable Check Register

Page 1

06/09/2023 To 07/06/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
864 06/16/2023	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	32,691.00
865 06/16/2023	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	21,160.52
866 06/16/2023	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	9,657.75
867 06/16/2023	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,689.35
868 06/15/2023	WIRE	BPA	UMPQUA BANK	POWER USAGE	162,674.00
870 07/03/2023	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	35,905.11
871 07/03/2023	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	24,420.65
872 07/03/2023	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	10,717.75
873 07/03/2023	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,838.80
3158 06/09/2023	DD	BUILDERS	BUILDERS FIRSTSOURCE, INC	INV#63648433 & SO 65869668 PAID TWICE	0.00
3159 06/12/2023	DD	BUILDERS	BUILDERS FIRSTSOURCE, INC	INV#63648433 & SO 65869668 PAID TWICE	0.00
3160 06/14/2023	DD	BUILDERS	BUILDERS FIRSTSOURCE, INC	INV#63648433 & SO 65869668 PAID TWICE	0.00
123388 06/09/2023	CHK	EDC	ECONOMIC DEVELOPMENT	RECOMPETE FEDERAL GRANT APPLICATION	7,000.00
123389 06/09/2023	CHK	JOHN 3	ROBERT W. JOHNSON	TRAVEL REIMBURSEMENT-PUD ATTORNEY CONF	1,053.50
123390 06/09/2023	CHK	2	LEONARD B. LAWLESS	ARNOLD'S WAY PROPERTY	2,941.36
123391 06/12/2023	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES ACCT#206-Z05-0016 020	1,507.39
123392 06/12/2023	CHK	HDFOWL	HD FOWLER COMPANY	WATER INVENTORY PARTS	706.40
123393 06/12/2023	CHK	LEW RENTS WE	LEW RENTS WEST	REMAINING BAL.-RENT BOOM MANLIFT (SHOP)	1,569.38
123394 06/12/2023	CHK	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	MAY POWER USAGE	19,198.89
123395 06/12/2023	CHK	MARSH	MARSH MUNDORF PRATT & SUL	MONTHLY WPAG SERVICES	275.40
123396 06/12/2023	CHK	MT VIEW LOCA	MT. VIEW LOCATING SERVICES, LLC	(88) ELECTRIC LOCATIES	5,482.50
123397 06/12/2023	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS VEHICLES	1,247.75
123398 06/12/2023	CHK	PETTYJOHN ENT	PETTYJOHN ENTERPRISES, LLC	DEBRIS REMOVAL	105.00
123399 06/12/2023	CHK	JOHN 3	ROBERT W. JOHNSON	MAY RETAINER FEE	3,815.51
123400 06/12/2023	CHK	SMS CLEANING	SMS CLEANING, INC	CLEANING SERVICE - JANUARY 2023	5,702.40
123401 06/12/2023	CHK	SPIKES	SPIKES HYDRAULICS & EQUIP	EQUIPMENT #105-PARTS	247.63

07/06/2023 1:17:39 PM

Accounts Payable Check Register

Page 2

06/09/2023 To 07/06/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123402 06/12/2023	CHK	UTILI1	UTILITIES UNDERGROUND LOCATION	MONTHLY ELECTRIC LOCATES	391.33
123403 06/12/2023	CHK	WRITTEN IN RE	WRITTEN IN RED CORP	GROUNDING CLASS TRAINING	4,320.30
123404 06/12/2023	CHK	2	ARNETT INDUSTRIES, LLC	VEHICLE #81-BATTTERY CRIMPER	369.13
123405 06/12/2023	CHK	2	EPIC PHYSICAL THERAPY	ZACH PEACH-TEMP HELPER(FITNESS FOR DUTY)	60.00
123406 06/12/2023	CHK	2	CHRIS KEITH	HEAT PUMP REBATE-CONVERSION TO HIGH EFFI	1,400.00
123407 06/13/2023	CHK	ANIXTER	ANIXTER INC	ELECTRIC INVENTORY SUPPLIES-#2 TRIPLEX	8,989.06
123408 06/13/2023	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#51058600	1,502.80
123409 06/13/2023	CHK	GMES LLC	GMES LLC	MILWAUKEE M18-6T UTILITY CRIMPER	2,596.41
123410 06/13/2023	CHK	MASTELLER	KRISTIN MASTELLER	MAY & JUNE - TRAVEL REIMBURSEMENT	1,497.69
123411 06/13/2023	CHK	STELLA-JONES	STELLA-JONES CORPORATION	38 POLES (10)35FT, (14)40FT, & (14)45FT	200,563.60
123412 06/13/2023	CHK	WHITEWOLF EN	WHITEWOLF ENGINEERING SERVICES	CANAL VIEW WATER SYSTEM IMPROVEMENTS	9,505.00
123413 06/13/2023	CHK	2	JULIANNE CLARK	HEATPUMP REBATE-461 ORRE NOBLES RD	1,400.00
123414 06/14/2023	CHK	MASON7	MASON COUNTY AUDITOR	ELECTRIC EASEMENTS-10 DOCUMENTS	2,045.00
123415 06/14/2023	CHK	REYES	JAMES REYES	TRAVEL REIMBURSEMENT-NWPPA DIST.ENGIN.	545.00
123416 06/14/2023	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	TRIED TO REPAIR CRIMPER-NO VALUE CRIMPER	81.38
123417 06/16/2023	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,164.63
123418 06/16/2023	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	250.00
123419 06/15/2023	CHK	ATWORK!	ATWORK! COMMERCIAL ENTERPRISES	LANDSCAPE MAINTENANCE	11,342.57
123420 06/15/2023	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOAND CHARGES(21)LINE	175.37
123421 06/15/2023	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY PARTS	219.17
123422 06/15/2023	CHK	NISC	NISC	MAY 2023-PRINT SERVICES	15,132.80
123423 06/15/2023	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE TRAILER #111	998.20
123424 06/15/2023	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	6,097.37
123425 06/21/2023	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	DISTILLED WATER-T3 SUB STATION BATTERY	1,358.72
123426 06/22/2023	CHK	2	KARL P BLACK	Credit Balance Refund	1,000.00
123427 06/27/2023	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	DOT RANDOM DRUG TEST	686.00

07/06/2023 1:17:39 PM

Accounts Payable Check Register

Page 3

06/09/2023 To 07/06/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123428 06/27/2023	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	UNION REGIONAL WATER SYTEM CONSOLIDATION	6,353.50
123429 06/27/2023	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	INV#63648433 & SO 65869668 PAID TWICE	169.57VOID
123430 06/27/2023	CHK	CAROW	CAROW, CINDI	MONTHLY REIMBURSEMENT	482.79
123431 06/27/2023	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 28 UNITS	562.06
123432 06/27/2023	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	4,534.15
123433 06/27/2023	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES	185.24
123434 06/27/2023	CHK	GENPAC	GENERAL PACIFIC INC	(40)ELECTRIC METERS	7,388.85
123435 06/27/2023	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	2,224.10
123436 06/27/2023	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	WATER NON INVETORY-SELF TAPPING SCREWS	351.41
123437 06/27/2023	CHK	40	ERIC JOHNSON	CLOTHING ALLOWANCE	162.44
123438 06/27/2023	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,522.26
123439 06/27/2023	CHK	SHEL 2	MASON COUNTY JOURNAL	ANNUAL SUBSCRIPTION	79.00
123440 06/27/2023	CHK	MEGUIRE WHIT	MEGUIRE WHITNEY	GRANTWRITING	7,725.00
123441 06/27/2023	CHK	MILLI	MILLIMAN, INC.	2023 NORTHWEST UTILITIES SALARY SURVEY	647.36
123442 06/27/2023	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	841.60
123443 06/27/2023	CHK	PITENY BOWES	PITNEY BOWES GLOBAL FINANCIAL	SEQTRLY MAILING MACHINE & SCALE-LEASE FEES	413.52
123444 06/27/2023	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	1,145.09
123445 06/27/2023	CHK	RWC GROUP	RWC GROUP	50GALLONS OF DEF FLUID	136.00
123446 06/27/2023	CHK	SMS CLEANING	SMS CLEANING, INC	MAY MONTHLY JANITORIAL SERVICE	1,425.60
123447 06/27/2023	CHK	TOZIER	TOZIER BROS, INC	WATER SUPPLIES-WEED EATER HEAD	38.07
123448 06/27/2023	CHK	VERIZO	VERIZON WIRELESS	ISLAND LAKE MANOR,BEL AIRE & SHADOWOOD	75.06
123449 06/27/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	CREDIT-IMPACT SOCKET	13.19
123450 06/27/2023	CHK	2	TIMOTHY C BUSLACH	INACTIVE REFUND	103.00
123451 06/27/2023	CHK	2	PATRICIA NICLAI	INACTIVE REFUND	2,937.12
123452 06/27/2023	CHK	2	ROBERT STEAD	INACTIVE REFUND	88.81
123453 06/27/2023	CHK	2	TAYLOR SHELLFISH FARMS	Gift Bag Sponsorship APPA MEETING	3,000.00

07/06/2023 1:17:39 PM

Accounts Payable Check Register

Page 4

06/09/2023 To 07/06/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123454 06/27/2023	CHK	CAROW	CAROW, CINDI	BALANCE OF MAY MONTHLY REIMBURSEMENT	158.73
123455 06/27/2023	CHK	CITI CARDS	CITI CARDS	MO.CITI CARD CHARGES -ACCT. ENDING 4326	14,067.40
123456 06/27/2023	CHK	ARNOLD,KATIE	KATIE ARNOLD	TRAVEL EXP.REIMBURSEMENT-WPUDA & APPA CO	186.08
123457 06/27/2023	CHK	MASTELLER	KRISTIN MASTELLER	TRAVEL EXPENSE REIMBURSEMENT-APPA CONF.	2,537.38
123458 06/28/2023	CHK	US BANK-CCC	US BANK	MONTHLY CHARGES-4484-7345-5001-2554	4,748.24
123459 06/30/2023	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,887.00
123460 06/30/2023	CHK	WASH 8	WASHINGTON STATE	JUNE 2023-HEALTH, DENTAL, & LTD	49,745.54
123461 06/29/2023	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY PARTS	3,295.74
123462 06/29/2023	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLETS & (3)CELLULAR CHARGES	565.87
123463 06/30/2023	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#51058600	1,502.80
123464 06/30/2023	CHK	GONZALES, RU	RUDY GONZALES	TUITION REIMBURSEMENT	947.58
123465 06/30/2023	CHK	VALLEY, LANCE	VALLEY LJ	TUITION REIMBUSEMENT	947.58
123466 06/30/2023	CHK	MAGNUM POWE	MAGNUM POWER, LLC	HOOD CANAL 101 PHASE TWO	164,238.57
123467 06/30/2023	CHK	GCR*	POMP'S TIRE SERVICE	VEHICLE #71-NEW TIRE	608.56
123468 06/30/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	SHOP SUPPLIES-MULTI PURPOSE GREASE	379.79
123470 07/03/2023	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,164.74
123471 07/03/2023	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	250.00
123472 07/05/2023	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	145.04
123473 07/05/2023	CHK	BLACK	BLACK STAR	EMPLOYEE APPREC. T-SHIRTS & SWEATSHIRTS	1,083.10
123474 07/05/2023	CHK	COLONI	COLONIAL LIFE INSURANCE	SUPPLEMENTAL INSURANCE	712.71
123475 07/05/2023	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	DIESEL	6,679.57
123476 07/05/2023	CHK	FCS	FCS GROUP SOLUTIONS-ORIENTED CO	ELECTRIC RATE STUDY	4,330.00
123477 07/05/2023	CHK	GENPAC	GENERAL PACIFIC INC	(4)WATER METERS	1,469.41
123478 07/05/2023	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	WEBSITE HOSTING	50.00
123479 07/05/2023	CHK	GRAY	GRAY & OSBORNE, INC	LAKE ARROWHEAD WATER MAIN REPLACEMENT	16,931.17
123480 07/05/2023	CHK	HDFOWL	HD FOWLER COMPANY	WATER INVENTORY PARTS	7,145.66

07/06/2023 1:17:39 PM

Accounts Payable Check Register

Page 5

06/09/2023 To 07/06/2023

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
123481 07/05/2023	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	5,557.90
123482 07/05/2023	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	ALDERBROOK WATER SUPPLIES	17.34
123483 07/05/2023	CHK	INLAND	INLAND POTABLE SERVICES, INC	CLEAN & INSPECT (3)WELL TANKS	3,440.54
123484 07/05/2023	CHK	JANDAJ	JANDA, JACK	MAY TRAVEL EXPENSE REIMBURSEMENT	13.75
123485 07/05/2023	CHK	LEMAY MOBILE	LEMAY MOBILE SHREDDING	(2)65 GALLON SHRED CART	130.00
123486 07/05/2023	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MONTHLY GARBAGE CHARGES	855.46
123487 07/05/2023	CHK	MT VIEW LOCA	MT. VIEW LOCATING SERVICES, LLC	MONTHLY UNDERGROUND LOCATES	12,155.00
123488 07/05/2023	CHK	NATIONAL MET	NATIONAL METERING & TECHNICAL S	METER AUDITS, INSTALL METER & TESTING	1,560.00
123489 07/05/2023	CHK	PACIF1	PACIFIC UNDERWRITERS CORP	SUPPLEMENTAL INSURANCE-JULIE	15.92
123490 07/05/2023	CHK	SPIKES	SPIKES HYDRAULICS & EQUIP	VEHICLE #81-QUICK DISCONNECTS	102.57
123491 07/05/2023	CHK	TOZIER	TOZIER BROS, INC	SHOP TOOLS	661.54
123492 07/05/2023	CHK	ULINE	ULINE	ELECTRIC NON INVENTORY-PADLOCK SEAL	931.86
123493 07/05/2023	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	182.28
123494 07/05/2023	CHK	180 ENGINEERIN	JEREMIAH WAUGH	JUNE ENGINEERING-MANZANITA & GENERAL	3,631.25
123495 07/05/2023	CHK	WITTENBERG C	WITTENBERG CPA, PS	CONSULT-MANAGEMENT	1,100.00
123496 07/05/2023	CHK	2	ANTHONY GRAY	HEAT PUMP REBATE-230 N HARVEY TERRACE DR	1,400.00
123497 07/05/2023	CHK	2	DEBORAH R GUSSENHOVEN	ENERGY EFFICIENT MANUFACTURED HOME	1,400.00
123498 07/05/2023	CHK	2	SUND FAMILY TRUST	DUCTLESS HEAT PUMP REBATE-26476 N HWY101	800.00
123499 07/05/2023	CHK	2	RACHAEL WILLIAMS	DUCTLESS HEAT PUMP REBATE-10290 E 106	800.00

Total Payments for Bank Account - 4 : (122) 992,268.46

Total Voids for Bank Account - 4 : (1) 169.57

Total for Bank Account - 4 : (123) 992,438.03

Grand Total for Payments : (122) 992,268.46

Grand Total for Voids : (1) 169.57

Grand Total : (123) 992,438.03

07/05/2023 11:43:43 AM

Payroll/Labor

Page 1

Check Register

Pay Date: 07/03/2023 To 07/03/2023

Empl Name	Pay Date	Dir Dep/Check	Net Pay	Type
135 TIMOTHY BROWN	07/03/2023	123469	2,454.99	CHK

PARAMETERS ENTERED:

Pay Date: 07/03/2023 To 07/03/2023
Check/Direct Deposit: All
Employee: 135
Journal: 0

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

51217

/pro/rpttemplate/acct/2.55.1/pl/PL_EMP_CHECK_REGISTER.xml.rpt

Karnold

07/05/2023 11:41:31 AM

GENERAL LEDGER
TRANSACTION DETAIL

Page: 1

JUL 2023 To JUL 2023

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)					
07/03/23	75808 Check Print	0	PL	2 PAYROLL	89,264.69

PARAMETERS ENTERED:

Division: All

Accounts: 0 131.2

Department: All

Activity: All

Sort By: Div/Acct

Date Selection: Period

Period: JUL 2023 To JUL 2023

Module: PL

Journal Activity: All

Accounts With No Transactions: Yes

Extended Reference: No

Interface Detail: No

Group by Department: Yes

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

51217

Karnold

07/06/2023 1:41:50 PM

GENERAL LEDGER

TRANSACTION DETAIL

Page: 1

JUN 2023 To JUL 2023

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference Code	
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)					
06/16/23	75429 Check Print	0	PL	2 PAYROLL	79,607.18
06/16/23	75430 Check Print	0	PL	2 PAYROLL	2,137.82
07/03/23	75808 Check Print	0	PL	2 PAYROLL	89,264.69
Total For Module - PL:					171,009.69

PARAMETERS ENTERED:

Division: All

Accounts: 0 131.2

Department: All

Activity: All

Sort By: Div/Acct

Date Selection: Period

Period: JUN 2023 To JUL 2023

Module: PL

Journal Activity: All

Accounts With No Transactions: Yes

Extended Reference: No

Interface Detail: No

Group by Department: Yes

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

51217

Karnold



PUD1 – Executive Summary – May 2023

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of May 2023:

- **Work in Progress:**
 - Grant Applications – Ongoing
 - 2022 Annual Report (Due 05/30/23)
 - 2019 / 2020 CETA Audit
- **Completed Projects:**
 - 2023 Budget
 - 2020 / 2021 Audit (Exit Conference January 2023)
 - 2022 Privilege Tax Return
 - 2022 Form 7 (Due 03/31/23)
 - 2022 EIA Report (Due 04/30/23)
- **Planned Key Milestones, Activities and / or Events:**
 - Long range financial and budgetary planning – ongoing.

Financial Highlights:

- Revenue – Gross Revenue was \$1,181,602 for the month of May 2023.
- Expenditures – Gross expenditures were \$909,173 for the month of May 2023.
- As of May 30, the PUD has \$735,450 in grant reimbursements outstanding for ongoing projects.

Financial Metrics as Compared with Prior Year:	May 2023	May 2022
Total General Cash and Investments	\$1,353,607	\$1,178,741
Current Ratio (Current Assets/Current Liabilities)	2.69 to 1	2.53 to 1
Debt Service Coverage (O&M/ Debt Service)	3.42	3.60
Long-Term Debt to Net Plant	31%	35%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	40%	48%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	36%	43%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	5.09	5.84
Cash on Hand (Total Available Cash/Average Daily Costs)	47 Days (General) 143 Days (All Funds)	43 Days (General) 186 Days (All Funds)



Mason County PUD No 1

Budget Summary by Division For the Month Ended May 31, 2023

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 923,407.09	\$ 257,128.95	\$ 1,065.60	\$ 1,181,601.64
Budgeted	\$ 857,228.00	\$ 223,899.31	\$ 989.93	\$ 1,082,117.24
Difference (-/+)	\$ 66,179.09	\$ 33,229.64	\$ 75.67	\$ 99,484.40
% of Budget	108%	115%	108%	109%
Total Expenditures	\$ 719,647.71	\$ 188,810.02	\$ 715.60	\$ 909,173.33
Budgeted	\$ 772,602.32	\$ 205,005.69	\$ 586.02	\$ 978,194.03
Difference (-/+)	\$ (52,954.61)	\$ (16,195.67)	\$ 129.58	\$ (69,020.70)
% of Budget	93%	92%	122%	93%
Net Operating Margins	\$ 203,759.38	\$ 68,318.93	\$ 350.00	\$ 272,428.31
Budgeted	\$ 84,625.68	\$ 18,893.62	\$ 403.91	\$ 103,923.21
Difference (-/+)	\$ 119,133.70	\$ 49,425.31	\$ (53.91)	\$ 168,505.10
% of Budget	241%	362%	87%	262%



Mason County PUD No 1

Budget Summary by Division for the Five Months Ended May 31, 2023

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 5,467,072.78	\$ 1,129,360.63	\$ 5,250.72	\$ 6,601,684.13
2023 Budget	\$ 10,712,903.00	\$ 2,687,536.00	\$ 11,878.00	\$ 13,412,317.00
Difference (-/+)	\$ (5,245,830.22)	\$ (1,558,175.37)	\$ (6,627.28)	\$ (6,810,632.87)
% of Budget	51%	42%	44%	49%
 Total Expenditures	 \$ 4,572,464.31	 \$ 985,083.46	 \$ 2,086.38	 \$ 5,559,634.15
2023 Budget	\$ 10,173,191.93	\$ 2,493,753.55	\$ 9,360.00	\$ 12,676,305.48
Difference (-/+)	\$ (5,600,727.62)	\$ (1,508,670.09)	\$ (7,273.62)	\$ (7,116,671.33)
% of Budget	45%	40%	22%	44%
 Net Operating Margins	 \$ 894,608.47	 \$ 144,277.17	 \$ 3,164.34	 \$ 1,042,049.98
2023 Budget	\$ 539,711.07	\$ 193,782.45	\$ 2,518.00	\$ 736,011.52
Difference (-/+)	\$ 354,897.40	\$ (49,505.28)	\$ 646.34	\$ 306,038.46
% of Budget	166%	74%	126%	142%

Cash Flow

Beginning Cash (General Fund)	71,824.92	89,776.32	4,195.20	165,796.44
Net Operating Margin (Excluding Depreciation)	1,522,779.58	587,423.12	3,164.34	2,113,367.04
Cash Transferred to / from Special Funds	145,033.62	(173,116.67)	(615.72)	(28,698.77)
Change in Accounts Receivable	181,020.70	266,910.86	(2,537.83)	445,393.73
Change in Accounts Payable	(929,243.27)	(16,519.79)	(10.79)	(945,773.85)
Cash Expended on Utility Plant	(782,388.44)	(720,122.48)	0.00	(1,502,510.92)
Change in CWIP	(134,387.38)	54,591.84	0.00	(79,795.54)
Ending Cash (General Fund)	74,639.73	88,943.20	4,195.20	167,778.13



Mason County PUD No. 1

Cash & Investment Balances

As of May 31, 2023

Cash Balances

Cash - General Funds

\$ 167,778.13

Cash - Restricted

\$ 100,014.24

Total Cash

\$ 267,792.37

Investment Balances (LGIP)

Investments - Electric

\$ 726,014.88

Investments - Sewer

\$ 328,128.64

Investments - Water

\$ 31,671.43

Total Investments

\$ 1,085,814.95

Total Cash & Investments

\$ 1,353,607.32

***Does Not Include Designated Funds*



Mason County Public Utility District No. 1 Electronic Funds Transfer (EFT) Policy and Procedures

Policy Statement:

The District recognizes the use of various electronic payment methods as a safe and efficient method to process certain disbursements. The District is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

Purpose:

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the District may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditor's requirements.

Definitions:

- Electronic Funds Transfer (EFT): The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.
- Automated Clearing House (ACH): This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.
- Banking Information: Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.
- Wire Transfer: This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.



General Guidelines:

The District utilizes EFTs for receipt of customer account payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, real estate transactions, and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the Finance Department. The Director of Business Services or their designee must approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system. All EFT payments will go through the same approval process as checks, where the General Manager and a secondary approver will review the payment for accuracy and completeness before the EFT payments are made.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

This policy will be reviewed on an annual basis for accuracy and process verification.



Procedures:

The Finance Department is the only department authorized to initiate EFTs. Finance shall be responsible for the review of EFT requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or their designee.

To promote the safety of District funds in the EFT environment, the following procedures will be used by all District employees involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment method.
- EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statute and accepted business practices.
- Authentication of new EFT requests and changes to existing EFTs are required prior to the transactions being input in the computer-based banking system and includes the following steps:
 - Validate: All new electronic payment instruction requests received, even if the request is internal.
 - Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instruction changes. Do not use the contact information provided on the request to change payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contract. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information).
 - Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm correct account name, number, and routing information).
 - Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.



-
- When ACH payments are approved, they will be set up in the master file database in the financial accounting system by individuals authorized to perform vendor maintenance.
 - All invoices will be approved by the responsible department and entered into the financial accounting software by Accounts Payable.
 - Transmission of the ACH file from financial system to bank will occur through secure single user account login by authorized Finance staff, verifying the number of EFTs submitted to the bank, and that the total matches the report in the financial accounting system.
 - Bank balances will be monitored daily for unusual or unexpected transactions.
 - Reconciliation of banking activity will be accomplished in a timely manner with investigation and resolution of reconciling items.

The District will ensure the State Auditor has access to files, records and documentation of all EFT transactions involving the District when required for the conduct of the statutory audit. Such information will also be supplied if the District changes banks.

Wire Transfers:

The Finance Department is the only department authorized to initiate wire transfers. Finance shall be responsible for the review of wire requests in order to ensure compliance, completeness, and proper general ledger recording. This method of payment will be used only when authorized by the Finance Director or their designee.

The District will utilize security measures offered by Umpqua Bank to prevent unauthorized individuals from initiating or modifying a wire transfer. All wire transfers must be requested in person at the District's financial institution. Identification verification will occur with the financial institution's representative and ensure that the proper authorization forms are on file before a wire transfer can be initiated.

All wire transfer requests, including back-up wire information, invoices or other supporting documents will be forwarded to the Director of Business Services, to initiate wires. The wire transfer request must include the name and address of the payee, and full payment instructions including banking information. The bank and invoice information must be verified and if there is an inconsistency with the information provided, the wire initiator will contact the initiating department or proper party to obtain additional or corrected information. If all information agrees with the documentation, the wire will be requested with the District's financial institution by the authorized Finance employee.

The wire transfer request and all documentation will be forwarded to the Director of Business Services or their designee for payment approval. If all information is correct, the wire may be approved. The payment approval confirmation should be attached to the documentation for future reference. Upon completion of the wire transfer, the entry will be recorded in the financial accounting system by the proper Finance employee.



The District may establish a wire template for wires that will be completed on a regular basis for items such as investments or regularly scheduled payments.

ACH Payments to Vendors:

The procedure to initiate an ACH payment is subject to the same procedures and controls that govern disbursement by any other payment mechanism including a check payment. ACH transactions will not be made without proper authorization of affected parties. This same process will be followed should the District pay vendors in the future through an ACH process. Currently, with limited exceptions, vendors are paid through a check process.

Prior to a vendor receiving ACH payments for submitted invoices, a completed Direct Deposit Authorization Form must be submitted to Accounts Payable and must be approved by the Finance Department. The Finance Department will review the ABA number, bank account number, and name as shown on the supporting documentation. If all information on the form and the supporting documentation is correct, the data is then recorded in the Vendor Record in the financial accounting system. The supporting documentation is then filed and stored in a secured office location. Any subsequent requests to change vendor banking information require a new Vendor ACH/Direct Deposit Authorization Form and will be confirmed directly via phone with the vendor by Accounts Payable.

The financial accounting system will generate an electronic file and an EFT check register report that will be used to complete the ACH transmission form. The ACH transmission form will be completed by the Finance Department and will be used to generate a standard ACH transmission file. The electronic generated banking file from the financial accounting system is electronically transmitted to the District's banking institution, authorizing the debit and credit of funds between banks.

The Finance Department staff who initiate and complete EFT transactions are responsible for ensuring the financial internal controls are maintained, the activity is posted timely, and operational procedures are in place to reduce the risk of loss of District funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by District employees. The Finance Department will monitor bank balances daily for unusual or unexpected transactions, reconcile bank activity to the general ledger in a timely manner, and investigate and resolve reconciling items.



Payroll Direct Deposit:

For the processing disbursements for payroll, each employee is required to complete a Direct Deposit Authorization Form. This form must contain bank information documentation in order to ensure proper setup. Account documentation may include a voided check or a bank notification stating the bank's transit and routing number in addition to the employee's account number. The form is signed by the employee and provided to Human Resources. Account documentation is reviewed to ensure the information does not appear altered or manipulated in any way. If evidence of such is present, the employee will be contacted to verify the information. In addition, if a voided check which does not contain the employee's name is submitted, the employee will be contacted to verify the information. The outcome of these communications will be documented on the direct deposit form. Suspicious or fraudulent situations should be routed to the Director of Business Services. Information is entered from the form into the employee record within the payroll system. If an employee wishes to change direct deposit information, a new form must be completed and signed. Access to this information is limited to Human Resources responsible for payroll.

Payroll Withholding:

The District currently pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single user account, payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information including vendor, disbursement amount, and payroll cycle is maintained along with a confirmation that the ACH disbursement was accepted by the vendor.



Internal Controls:

The following internal controls have been adopted to ensure all available safety precautions are utilized:

- Implementation of bank-offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
- Each user initiating or approving wire transfers must have an approved Wire Authorization Form on file at the local branch.
- Wire transfers are only set up for debt service payments, transfers between District bank accounts, and real property acquisitions, and other transactions as required, only with approval of the Director of Business Services.
- Utilization of computer standards, policies and procedures to protect the computers and computing processes used for EFTs from computer malware.
- Ensuring a secure process for creating, securing, sending and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.
- The person authorizing the EFT cannot be the same person transmitting the EFTs. Segregation of Duties must be followed so that more than one person is reviewing, authorizing, and then submitting the payments.
- If banking fraud is discovered in the EFT process, the fraud must be reported to the Director of Business Services immediately. In the absence of the Director of Business Services, the General Manager must be notified. The Director of Business Services must notify the General Manager of the possible fraud as soon as possible after it is detected. Steps will be taken with Umpqua Bank to mitigate the fraud and the appropriate entities will be notified as necessary.



PURPOSE:

This policy outlines the District's reporting responsibility under Governmental Accounting Standards Board (GASB) Statement No. 87 accounting for leases, both as the lessee and the lessor. GASB 87 is based on the principle that leases are financings of the right to use an underlying asset.

Page | 1

DEFINITION

- I. **GASB 87 LEASE:** A contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. The elements to determine whether a transaction is recorded as a lease are noted below:
 - A. Control of the right to use, defined by the following elements:
 1. The right to obtain the present service capacity from use of the underlying asset.
 2. The right to determine the nature and manner of its use.
 - B. Transaction with another entity, not interdepartmental, but could be a discretely presented component unit.
 - C. Exchange or exchange-like means a relatively equal value exchanged between parties. Noncash does not necessarily equal non exchange, facts and circumstances must be considered.
 - D. For a period of time (lease term)
 1. Periods during which a lessee has a non-cancelable right to use an underlying asset,
 2. Periods covered by a lessee's or lessor's option to extend the lease, if reasonably certain the option will be exercised, and
 3. Periods covered by the lessee's or lessor's option to terminate the lease, if reasonably certain the option will not be exercised.
 4. Lease term excludes periods during which either the lessee and lessor have the option to terminate or during which both parties must agree to extend.
- II. Lease Transactions Excluded From GASB 87
 - A. Short-term leases, defined as having a maximum possible term of 12 months or less as of the beginning of the lease, including any options to extend (e.g., rolling month-to-month leases).
 - B. Contracts that transfer ownership (i.e., capital lease), for example where title to the asset transfers to the lessee at the end of the contract.
 1. *Note:* A lease with a purchase option, including a bargain purchase



option, is a lease until the option is exercised.

- C. Intangible assets, including mineral rights, patents, software, and copyrights, except for the sublease of an intangible right-to-use asset created by the original lease of a tangible underlying asset.
- D. Biological assets, such as timber, living plants and living animals.
- E. Inventory.
- F. Service concession arrangements (currently covered by GASB 60).
- G. Assets financed with outstanding conduit debt, unless both the asset and conduit debt are reported by the lessor.
- H. Supply contracts, such as power purchase agreements that do not convey control of the right to use the underlying power generating facility.
- I. Certain regulated leases, such as aviation leases between airports and air carriers.

III. District Lease Types and GASB 87 Applicability

- A. Pole contacts and lease of fiber and equipment are not reportable under GASB 87 when the lessee and lessor have the right to terminate the contract at any time and the lessee does not control the right to use the underlying asset.
- B. Leases of real property are reportable under GASB 87 because the lessee controls the right to use the underlying asset and there is an exchange or exchange-like transaction.
- C. Short-term vehicle/equipment leases are not reportable under GASB 87 when they are short-term in nature on a month-to-month basis.

IV. Discount Rate

- A. When calculating present value of future lease payments, the District will use the municipal borrowing rate to apply to the lease receivable/liability payments.

V. Lease Capitalization Threshold

- A. The District has established a threshold for capitalizing leases under GASB 87. The threshold is 1% of the District's 10% of net investment in capital assets. The District will review the threshold on an annual basis, relative to the lease liability value to ensure if the value exceeds the established threshold.

HISTORY:

Effective: 07/11/2023



Mason County Public Utility District No. 1
21971 N. Highway 101
Shelton, WA 98584

Lease Policy
Effective Date: 7/11/2023
Finance Policy No. 2009

REFERENCES:

[GASB Statement No. 87 \(Effective for year ending 2022\)](#)

ATTACHMENTS:

None

FORMS:

None



**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 DECLARING ITEMS AS SURPLUS PROPERTY
RESOLUTION NO. 2070**

WHEREAS, the listed items of personal property located on exhibit "A" attached hereto and incorporated by this reference are no longer usable by Public Utility District No. 1 of Mason County (the "District").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Mason County PUD No. 1 that the listed items of personal property are declared surplus and that the district is hereby authorized to sell the salable items to the person or persons presenting quotations resulting in the best return to the district, or to dispose of unsalable items as appropriate; and

BE IT FURTHER RESOLVED that the attached items are hereby made a part of Resolution No. 2070.

ADOPTED this 11th day of July 2023.

Jack Janda, President

Ron Gold, Vice President

ATTEST:

Mike Sheetz, Secretary



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

N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS

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

Attachment A

**Bid No. SURPLUS-2070
Surplus Equipment**

NOTICE IS HEREBY GIVEN THAT THE BOARD OF COMMISSIONERS OF PUBLIC UTILITY DISTRICT NO. 1 OF MASON COUNTY, WASHINGTON, DOES HEREBY SURPLUS EQUIPMENT AS FOLLOWS:

ITEM NO. 1- PUD VEH. ID #112, QTY. 1

Description: 1997 Butler Pole Trailer (Double Axle)

VIN: 1BUC30203U2006545

ITEM NO. 2 – PUD VEH. ID #113, QTY. 1

Description: 1996 Butler Pole Trailer (Single Axle)

VIN: #1BUP25100T2005368

Board of Commissioners, Mason County PUD No. 1

DATE: July 11, 2023

BID OPENING: Going to Auction



Media Release

**June 21, 2023
FOR IMMEDIATE RELEASE**

Mason PUD 1's Katie Arnold, Director of Business Services, Receives National Leadership Award



Seattle, Washington, June 21, 2023 — Katie Arnold, Director of Business Services and District Treasurer with Mason County Public Utility District No. 1, received the Robert E. Roundtree Rising Star Award during the American Public Power Association's National Conference in Seattle, Washington. The award is also a scholarship presented to future leaders in public power who are recognized by their peers for being creative problem solvers that perform their job responsibilities in an outstanding manner. As 2023's winner, Katie will receive a stipend to travel to one of APPA's conferences or training programs to advance her education and development in public power.

In 2016, Katie began as a consultant with Mason PUD 1 through a local accounting firm before eventually being hired by the PUD in a permanent accounting position and as the board-appointed treasurer for the District. She was soon promoted into a director-level leadership role and now oversees all administrative functions of the District. Having helped the District recover during a transition period of staff retirements and a backlog of financial reporting, Katie is recognized as a problem solver, a consensus builder, and a financial leader. In recognition of her outstanding work with the utility, she has also been selected to serve as co-chair of the Washington PUD Association's Finance Directors committee. Recently, Katie has dove headlong into the complexities of Washington State's new Clean Energy Transformation Act requirements to understand the financial implications for the PUD and has overseen the cost-of-service analysis to inform ratemaking and financial policies that she helped develop. She has also been instrumental in helping to procure \$16 million in grants and appropriations for Mason PUD 1 over the last five years.

###

Incorporated in 1934, Mason County PUD No. 1 was the first public utility district formed in Washington State. PUD 1 provides non-for-profit water, sewer and electric services to approximately 8,500 customers in both Mason and Jefferson counties. The District's mission is to provide customers with safe, reliable and valued utility services.

For more information, contact:

Kristin Masteller

Phone: (360) 877-5249

Web: www.mason-pud1.org

From: [Kristin Masteller](#)
To: [Julie Gray](#)
Subject: FW: Friday Facts for June 23, 2023
Date: Wednesday, June 28, 2023 9:49:17 AM

For the board packet correspondence, please.

From: wpuda@memberclicks-mail.net <wpuda@memberclicks-mail.net>
Sent: Friday, June 23, 2023 2:52 PM
To: Kristin Masteller <kristinm@mason-pud1.org>
Subject: Friday Facts for June 23, 2023



Friday Facts

A weekly update from the Washington Public Utility Districts Association

June 23, 2023

In this Issue...

[PUD director and former PUD commissioner/retired Energy Northwest Executive Board Chairman earn honors at APPA National Conference](#)

[Commerce to hold webinar and workshop on work to develop a recommendation for statewide energy assistance program](#)

[Columbia Generating Station refueled, back on the grid](#)

[House Natural Resources Committee to hold hearing on Snake River Dams](#)

[Congressional forum emphasizes importance of hydropower](#)

[Department of Ecology requests comments on draft Municipal Water Law policy](#)

Executive Director's Message

This week I attended the American Public Power Association (APPA) national conference in Seattle. I have been attending this conference for the last 25 years and as this was my last conference. I reflected on the many great experiences I have had with this organization. I remember the first Day of Giving in 2006 where we helped in some restoration work in New Orleans after Hurricane Katrina. I also remember meeting the great historian Doris Kearns Goodwin in Austin, Texas (pictured below). I served on its Board of Directors and chaired the Membership Committee and the Legislative and Regulatory Committee. I got to hear about issues facing public power throughout the country and abroad. But for all the meetings, conferences, leadership seminars, and technical symposiums I attended the best thing for me were all the great friendships I have made.

Enjoy your weekend.

George

[Department of Health announces online PFAS Forum](#)

[State Broadband Office hosting "Internet for All in Washington" monthly webinar series](#)

[House panel advance Energy-Water funding bill](#)

[Senate appropriators approve Agriculture bill with less funding for broadband Reconnect program than the House draft bill](#)

[Oregon Senators introduce legislation to address drought impacts](#)

[FERC finalizes plans to boost grid reliability in extreme weather conditions](#)

[2023 Calendar](#)

Jun 29 Water Committee meeting - Zoom

July 12-14 Association meetings -Suquamish Clearwater Casino Resort, Suquamish, WA

Sept 13-15 Association meetings – Holiday Inn Richland, WA

Sept 27-29 Water Workshop - 7 Cedars Hotel & Casino, Sequim

Oct 19 Budget Committee meeting - Olympia

Nov 15-17 Association meetings – Olympia

In the news

PUD director and former PUD commissioner/retired Energy Northwest Executive Board Chairman earn honors at APPA National Conference

Mason PUD No. 1's Director of Business Service and Treasurer employee and a former PUD Commissioner/retired chairman of the Energy Northwest Executive Board received awards at the American Public Power Association's Annual Conference in Seattle this week.

Katie Arnold, Director of Business Services and District Treasurer for Mason 1 PUD (pictured left) received the Robert E. Roundtree Rising Star Award. The award is also a scholarship presented to future leaders in public power who are recognized by their peers for being creative problem solvers that perform their job responsibilities in an outstanding manner. As 2023's winner, Katie will receive a stipend to travel to one of APPA's conferences or training programs to advance her education and development in public power.

In 2016, Katie began as a consultant with Mason PUD 1 through a local accounting firm before eventually being hired by the PUD in a permanent accounting position and as the board-appointed treasurer for the District. She was soon promoted into a director-level leadership role and now oversees all administrative functions of the District. Having helped the District recover during a transition period of staff retirements and a backlog of financial reporting, Katie is recognized as a problem solver, a consensus builder, and a financial leader. In recognition of her outstanding work with the utility, she has also been selected to serve as co-chair of the Washington PUD Association's Finance Directors committee. Recently, Katie has dove headlong into the complexities of Washington State's new Clean Energy Transformation Act requirements to understand the financial implications for the PUD and has overseen the cost-of-service analysis to inform ratemaking and financial policies that she helped develop. She has also been instrumental in helping to procure \$16 million in grants and appropriations for Mason PUD 1 over the last five years.



Former PUD Commissioner and retired Chairman of the Energy Northwest Executive Board, Will Purser (pictured below) received the Spence Vanderlinden Public Official Award. The award recognizes elected or appointed local officials who have contributed to the goals of the American Public Power Association (APPA).

Will has been involved in public power for more than twenty years, having joined Clallam County PUD of Washington as Commissioner in 2001. With an educational background in nuclear engineering, he was appointed to serve on the Energy Northwest Board of Directors in April 2008 and elected to the executive board in June 2010. He was then elected Vice Chair in 2018 and Chair in 2020, in which capacity he remained until 2022. Will actively attends APPA's conferences and workshops, including the National Conference and other high-level summits.

Commerce to hold webinar and workshop on work to develop recommendation for statewide energy assistance program

The Washington Legislature directed the State Department of Commerce to recommend a design for a statewide energy assistance program. Commerce will hold public meetings and comment periods throughout the summer and submit a report with the agency's recommendations by Jan. 1, 2024.

Commerce has scheduled an informational webinar on June 28 about the public process, and the first public workshop on July 10. Both meetings will be recorded and posted on the [CETA Energy Assistance webpage](#).

- **Informational webinar: Wednesday, June 28, 3 - 4 PM**
(Zoom)
[Zoom meeting link](#)
Meeting ID: 845 9624 0963
Passcode: Assistance
- **Public workshop #1: Friday, July 7, 1 - 4 PM** (Zoom)
[Zoom meeting link](#)
Meeting ID: 849 8870 1210
Passcode: Assistance

A detailed meeting and comment deadline schedule will be available in early July.

Earlier this year Commerce issued the Low-Income [Energy Assistance 2023 Legislative Report](#) indicating that efforts to support low-income customers were falling short. The report suggested a statewide low-income assistance program that would apply a system benefits charge to utility bills with the funding going to a statewide program. After the report was issued, lawmakers included \$300,000 in the state budget for Commerce to develop a recommendation for a statewide energy assistance program.

PUD Headlines

[STEM career academy students race solar cars at Franklin PUD-KEPR](#)

Energy

Columbia Generating Station refueled, back on the grid

Operators at Columbia Generating Station reconnected the nuclear power plant to the Northwest power grid following the station's 26th refueling, and just in time to meet the summer's higher demand for electricity.

During the last several weeks, Energy Northwest employees, with support from more than 1,200 skilled temporary workers, completed thousands of individual work tasks – including equipment maintenance and refueling the reactor core – to increase the nuclear station's generation efficiency and sustain reliability.

"The team completed a tremendous amount of work over the past several weeks," said Grover Hettel, Energy Northwest chief nuclear officer. "Getting Columbia back online after refueling is always a significant achievement – and we're pleased to be back online producing 1,200 megawatts of clean electricity for the region."

Biennial refueling is necessary to add fresh nuclear fuel to Columbia's reactor core so that it can operate for a two-year cycle. Operators replaced 248 of the 764 nuclear fuel assemblies in Columbia's reactor core with new fuel. The fuel that had been in the reactor core for six years was placed in the adjacent used fuel pool, where the assemblies will await being moved to Columbia's on-site dry cask storage.

Refueling outages are also an opportunity to perform maintenance tasks that can be accomplished only when the reactor is offline. Crews inspected a high-pressure turbine and moisture separator reheaters; refurbished a feedwater drive turbine; replaced the roofing material on the turbine building; repaired a reactor feedwater valve; and many other inspections and diagnostics.

"Outage work is a rigorous, complex sequence of 24/7 activity. It requires several years of planning and a highly skilled team to complete," Hettel said. "We appreciate the support and efforts of our employees, contractors, labor unions and vendors. We took the time to complete outage work with quality, and we're bringing the station back with increased reliability," Hettel said.

Prior to taking the station offline May 5, the plant achieved its second longest operating run – 508 days – and set a new generation record in 2022 for producing 9.8 million megawatt-hours.

Energy Northwest and the Bonneville Power Administration time the biennial refueling to coincide with spring snow melt and runoff that maximizes power output from the region's hydroelectric system and minimizes the impact of taking the nuclear station offline. The electricity produced at Columbia Generating Station, located 10 miles north of Richland, is sold at-cost to BPA.

Congressional forum emphasizes importance of

hydropower

Congressional oversight hearing on Federal Columbia Power System, with focus on Snake River Dams scheduled for next week

This week Congressional Western Caucus Chairman Dan Newhouse (WA-04) and Energy and Commerce Committee Chairwoman Cathy McMorris Rodgers (WA-05) hosted a forum titled, "[The Importance of Hydropower for Rural Communities.](#)" The forum featured Western Caucus Executive Vice Chair Doug LaMalfa (CA-01), and Western Caucus Members Russ Fulcher (ID-01), Cliff Bentz (OR-02), and Jim Baird (IN-04).

Members heard from industry experts and organizations who highlighted the importance of hydropower infrastructure and raised concerns with efforts to breach the Lower Snake River Dams. Those speaking before the members of Congress included:

- Scott Simms, CEO of Public Power Council
- Jim Horan, Executive Director of Mid-West Electric Consumers Association
- Ryan Holterhoff, Senior Policy Analyst of Grant County PUD
- Brian Edwards, Executive Vice President of Grand River Dam Authority
- Chandler Goule, CEO of National Association of Wheat Growers

Congresswoman Cathy McMorris Rodgers kicked off the meeting by stating, "Energy is foundational; it is foundational to powering our homes, keeping us running and moving. Hydropower is especially critical for secure, affordable, and clean energy." McMorris Rodgers said that "Eastern Washington is leading the way, showing the rest of America what is possible when we unleash hydropower" adding that the Columbia and Snake River system is "the beating heart of our region."

During the meeting, PPC Executive Director Scott Simms echoed McMorris Rodgers's comments stating, "The Lower Snake River Dams regularly are the defining line between keeping the power flowing and parts of the West being plunged into rolling blackouts."

Grant County PUD's Ryan Holterhoff spoke about the affordability of the PUD's hydropower resources. "These locally owned and operated hydroelectric resources have been the main engines powering Grant County's economy for six decades as they have enabled Grant PUD to provide our customers with some of the lowest cost and most reliable electricity in the entire country," said Holterhoff.

The forum was a prelude to a field hearing next week. Members of the House Committee on Natural Resources Subcommittee on Water, Wildlife and Fisheries will be coming to Central Washington to hold an oversight field hearing focused on the multipurpose benefits of the Columbia and Snake Rivers and the Federal Columbia River Power System, in particular the lower Snake River dams.

The hearing, "*The Northwest at risk: the environmentalist's effort to destroy navigation, transportation, and access to reliable power*" will be held in the auditorium of Richland High School at 1 p.m. on Monday, June 26, 2023. Witnesses are by invitation only and include Bonneville Power Administrator, John Hairston and Rick Dunn, General Manager of Benton County PUD.

Water

Department of Ecology requests comments on draft Municipal Water Law policy

Comments due by September 30, 2023

The Washington State Department of Ecology published this week their draft policy and interpretive statement pertaining to Ecology's administration of the Municipal Water Law.

It has been over 10 years since POL-2030 was updated and Ecology is updating this document to: (1) reflect recent case law and (2) address issues that are not specified in the current policy. The goal of this policy update is to improve transparency and statewide consistency for implementing the Municipal Water Law. The policy update includes a re-organization of the policy by topic matter rather than statutory reference. It also includes new topics that cover the handling of inchoate water rights during utility consolidations, selling/transferring municipal water rights, and mitigation using municipal water rights, including through the Trust Water Rights Program.

Ecology is accepting written comments on the [draft policy](#) now through 11:59 p.m. on September 30, 2023. Comments should reference page numbers or specific sections of the document. Comments may be submitted [online via the eComments form](#) (preferred) or by mail (postmarked by September 30, 2023) to: Austin Melcher, Washington State Department of Ecology Water Resources Program, P.O. Box 47600, Olympia, WA 98504-7600

When the public comment period ends, Ecology's Water Resources Program staff will consider all comments and may change the document based on the comments prior to finalizing the policy update.

Department of Health announces online PFAS Forum

The Washington State Department of Health's (DOH) Office of Drinking Water (ODW) is hosting a PFAS Online Forum on June 29, 2023. This online-only event begins at 8:30 a.m. and lasts until 4:00 p.m. DOH invites water and wastewater system operators to join them for this all-day virtual conference to learn the latest information on PFAS in Washington.

PFAS stands for "per and poly-fluoroalkyl substances," or forever chemicals. During this conference, ODW staff will review the basics of PFAS, the reasons for a health concern, and testing requirements for PFAS in drinking water. ODW will also share learned impacts and solutions with peers and build an understanding of the state impacts in order to help form solutions.

[Register here to attend the June 29th online PFAS Forum.](#)

Broadband

State Broadband Office hosting “Internet for All in Washington” monthly webinar series

The Washington State Broadband Office (WSBO), in partnership with the National Telecommunications Information Administration (NTIA), is hosting a monthly webinar series through December 2023. These webinars will provide updates for the state’s current planning process to access federal resources that will bring high-speed broadband infrastructure to unserved and underserved communities.

These webinars will give communities an opportunity to:

- Hear updates on the state’s plan to bring accessible and affordable internet access to all in Washington.
- Ask questions and engage with the WSBO to continue to share the challenges that each community is facing.

This free webinar will explore the WSBO and NTIA’s ongoing efforts to ensure all communities can access and use affordable and reliable internet, along with the skills necessary to participate in the digital world. Additional [participation options](#) are also available.

The first webinar in the series will take place on June 28, 2023 at 2:00 p.m. via Zoom. No registration is required. [Click here](#) to join the webinar.

Those with questions may contact the Washington State Broadband Office at internetforall@commerce.wa.gov.

For more information visit the [Internet for All in Washington](#) webpage to stay connected to this monthly webinar series.

Federal Report

House panel advance Energy-Water funding bill

The House Appropriations Committee advanced the fiscal 2024 Energy Water funding bill by a party-line vote of 34-24 on Thursday despite Democratic concerns over the bill’s potential effects on U.S. competitiveness.

The bill would provide \$58 billion in discretionary funding for the Energy Department, the Army Corps of Engineers, the Bureau of Reclamation, and independent agencies, a figure that is \$1.3 billion over the fiscal 2023 enacted level and \$2 billion below the president’s budget request. It would provide \$32.5 billion in defense spending.

The bill includes a \$5.6 billion offset by rescinding unspent funds from last year’s climate and healthcare budget reconciliation law (PL 117-169) and other legislation. It also includes \$2.8 billion in corps funding financed by the Harbor

Maintenance Trust Fund that is outside the regular discretionary allocation.

Democratic members said attempts to reverse previous spending laws, such as \$4.5 billion provided for rebates for new electric appliances, would ultimately hurt consumers.

Subcommittee ranking member Marcy Kaptur, D-Ohio, said the cuts, along with those to the Energy Department's Office of Energy Efficiency and Renewable Energy and Office of Electricity, would hurt U.S. competitiveness as the world aims to transition to net-zero carbon emissions by 2050.

Democrats also warned their Republican colleagues that the bill as written included "poison pill" riders that would ensure it won't be enacted into law.

Republicans adopted two amendments from Rep. Andrew Clyde, R-Ga., that reflected wider culture war issues. The first would prevent any funds from being used to support diversity, equity, and inclusion programs, which Democrats noted mirrored provisions already in the bill.

The second would prevent funds from being used to rename corps sites named after Confederate soldiers under a process outlined in the fiscal year 2021 defense authorization bill (PL 116-283). Clyde said the amendment was an attempt to block the renaming of Lake Lanier in Georgia. Despite some Republican opposition, the amendment was adopted 30-26.

Two Republican amendments would prevent the Energy Department from finalizing proposed energy efficiency regulations. One by Rep. John Moolenaar, R-Mich., would block funds from being used for a standard on residential clothes washers proposed on March 3. An amendment from Rep. Dan Newhouse, R-Wash., would block funds from being used on a standard for gas stoves, similar to a bill (HR 1640) passed by the House on June 14.

Senate appropriators approve Agriculture bill with less funding for broadband Reconnect program than the House draft bill

Senate appropriators favorably reported out a bipartisan fiscal 2024 draft Agriculture bill of nearly \$26 billion in discretionary funding Thursday in line with Democrats' goal to write their spending bills to funding caps established in a recent debt limit law. The Appropriations Committee vote was 28-0 to send the amended bill to the full Senate.

One program that would have funding cut in the Senate bill is the ReConnect broadband program that provides grants and loans to expand service to unserved and underserved communities. The fiscal 2024 funding would be \$98 million, less than the House draft bill funding of \$260 million. House appropriators noted that the Agriculture Department has additional funding it can use for the ReConnect and other broadband programs.

The Senate bill would direct the department to require least 90 percent of households served by a project funded through the program to be in an area without sufficient access to broadband, defined as service of 25 megabits per second

downstream and 3 megabits per second upstream. To the extent possible, projects funded through ReConnect would need to provide build-out service of at least 100 megabits per second downstream and 20 megabits downstream.

FERC finalizes plans to boost grid reliability in extreme weather conditions

The Federal Energy Regulatory Commission (FERC) finalized two rules to help improve the reliability of the bulk power system against threats of extreme weather that may cause unacceptable risk to life and economic harm.

The first rule directs the North American Electric Reliability Corporation (NERC) to develop a new or modified reliability standard to require transmission system planning for extreme heat and cold weather conditions over wide geographical areas, including studying the impact of concurrent failures of bulk power system generation and transmission equipment and implementing corrective actions as needed (E-1: RM22-10). The second rule directs transmission providers to submit one-time reports describing their policies and processes for conducting extreme weather vulnerability assessments and identifying mitigation strategies (E-2: RM22-16, AD21-13).

The new rules stem from the Commission's June 2021 technical conference on Climate Change, Extreme Weather, and Electric System Reliability. A presentation at the Commission meeting, which outlined preliminary assessments from the FERC and NERC teams studying the December 2022 Winter Storm Elliott, underscored the need for the new rules. Since 2011, the country has experienced at least seven major extreme weather events, each of which stressed electric grid operations.

Both rules take effect 90 days after publication in the *Federal Register*. Each transmission provider must file the one-time informational report required by E-2, the second final rule, 120 days after publication in the *Federal Register*.

Oregon Senators introduce legislation to address drought impacts

Senators Ron Wyden and Jeff Merkley this week introduced legislation called the "Water for Conservation and Farming Act" intended to improve water access for agriculture and conservation by funding projects to improve dam safety, create more resilient watersheds and benefit agricultural and urban water users.

The Water for Conservation and Farming Act of 2023:

- Creates a Bureau of Reclamation fund of \$300 million to support water recycling projects, water-use efficiency projects and dam safety projects;
- Expands the WaterSMART program to increase water supply reliability by funding infrastructure and conservation projects that conserves water, increases water use efficiency and improves the condition of natural water recharge infrastructure;
- Establishes a \$3.5 million waterbird and shorebird habitat program to provide incentives to farmers to create

temporary habitat for bird migration;

- Authorizes \$40 million for the Department of the Interior's Cooperative Watershed Management Program, for water and conservation projects that support disadvantaged communities and generate environmental benefits, such as benefits to fisheries, wildlife and habitats;
- Improves drought planning and preparedness by requiring federal agencies to prepare a plan to sustain the survival of critically important fisheries during eras of drought;
- Authorizes \$25 million through 2029 for fish passage projects under the Fisheries Restoration and Irrigation Mitigation Act to support voluntary fish screen and passage projects in Oregon, Washington, California, Montana and Idaho; and
- Reauthorizes the Deschutes River Conservancy's (DRC) eligibility to receive federal funding for water quality and conservation projects.

The Water for Conservation and Farming Act was first introduced in 2020, with several provisions included in the spending package passed into law in December 2020, including provisions to improve drinking water quality and supply, especially for disadvantaged communities, through community watershed management; establish an aquatic ecosystem restoration program to improve the health of fisheries, wildlife or aquatic habitat; and ensure non-profit organizations, in addition to farmers and ranchers have access to increased WaterSMART funding. Additional provisions of the legislation, including for multi-benefit projects to improve watershed health, passed as part of the 2021 Bipartisan Infrastructure Law, which also included an additional \$5 billion to help farmers, ranchers and communities respond to drought.

Bill text can be found [here](#).

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