



Mason County PUD No. 1
Regular Board Meeting
January 9, 2024
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 & Public Hearing December 12, 2023

Disbursements:	Accounts Payable Wire	\$194,286.33
	Check Nos. 124259-124287	\$257,030.15
	124289-124376	\$435,343.78
	Payroll Wire	\$185,954.62
	Payroll Check No. 124288	\$ 2,246.28
	Grand Total	\$1,074,861.16

3) **Business Agenda**

- a. Visit from Washington PUD Association
- b. Approval of the 2024 Board Officers
- c. Approval of the 2024 Voting Delegates
- d. Approval of Resolution No. 2077- Designating an Applicant Agent for HMP Grants
- e. Approval of Resolution No. 2078 – Sole Source for Underground Cable
- f. Approval of Resolution No. 2079 – Sole Source for Itron Meters
- g. November 2023 Financials
- h. Discussion on Electric Capacity Fee for New Construction

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

January 11-13	WPUDA	Olympia (Marriott)
January 26	WPAG	Virtual
February 15-17	WPUDA	Olympia
February 16	WPUDA Day on the Hill	Capital Campus, Olympia
February 23	WPAG	Beijing Rm, SeaTac Airport
Feb 27-March 1	WPUDA/APPA Leg Rally	Washington DC
March 15-17	WPUDA	Zoom Meeting
March 30	WPAG	Virtual
March 30	WPUDA	Location TBA
April 12-14	WPUDA	Olympia
April 27	WPAG	Virtual
April-May (TBA)	WPUDA	Location TBA
May 3-5	PNW-AWWA Conference	Kennewick
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 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 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 Rate Hearing & Regular Meeting
December 12, 2023, Potlatch, Washington

Present:

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

Visitors: None

CALL TO ORDER: Jack called the Public Hearing for Electric Rates to order at 1:00 p.m.

There was no public in attendance for public comment or questions. Katie Arnold presented a three year rate schedule proposal setting the new retail electric rates for years 2024, 2025 and 2026. Each of the years included a 4.75% increase in the basic charge, kilowatt hour charge, and street light and pole charges. These rates follow the District's Cost of Service Analysis recommendations and support the revenue requirement for the 2024 budget. Katie noted that if the PUD receives a contract for the \$3.6 million FEMA grant in 2024, or any other grant funding that offset the capital budget, that the proposed rate increases for 2025 and 2026 could be reduced. She stated that the proposals in the rate schedule are the revenue requirement independent of any grant funding the PUD may receive.

Jack closed the public hearing at 1:07 p.m.

CALL TO ORDER: Jack called the Regular Meeting to order at 1:07 p.m.

PUBLIC COMMENT: No public comment.

APPROVAL OF CONSENT AGENDA:

Minutes: Budget Workshop & Board Meeting Minutes for November 14, 2023
Special Meeting Minutes for November 28, 2023

Disbursements:	Accounts Payable Wire	\$154,463.58
	Check Nos. 124138-124151	\$ 93,570.72
	124153-124206	\$416,341.61
	124210-124258	\$474,287.43
	Payroll Wire	\$194,475.83
	Check Nos. 124152	\$ 2,152.20
	124207-124209	\$ 7,283.35

Grand Total **\$1,342,574.72**



Mason County Public Utility District No. 1
Board of Commissioners Rate Hearing & Regular Meeting
December 12, 2023, Potlatch, Washington

Ron made a motion to approve the consent agenda as presented, Mike seconded the motion. It passed unanimously.

Business Agenda:

Resolution No. 2075- Electric Rate Schedule- Ron made a motion to approve Resolution No. 2075 as presented; Mike seconded the motion. It passed unanimously.

Presentation of the 2024 Budget - Ron made a motion to approve the 2024 Budget as presented; Mike seconded the motion. It passed unanimously.

Presentation of the 2024 Strategic Work Plan - Ron made a motion to approve the 2024 Strategic Plan as presented; Mike seconded the motion. It passed unanimously.

Resolution No. 2074- 2024 Administrative Staff Compensation- Ron made a motion to approve Resolution No. 2074 as presented; Mike seconded the motion. It passed unanimously.

Resolution No. 2076 – Declaration of Surplus Property- Ron made a motion to approve Resolution No. 2076 as presented; Mike seconded the motion. It passed unanimously.

October 2023 Financials – Katie gave a financial report for October 2023.

Financial Highlights:

- Revenue – Gross Revenue was \$913,016 for the month of October 2023.
- Expenditures –Gross expenditures were \$1,214,918 for the month of October 2023.
- As of October 31, the PUD has \$823,586 in grant reimbursements outstanding for ongoing projects.

Financial Metrics as Compared with Prior Year:	October 2023	October 2022
Total General Cash and Investments	\$1,115,463	\$1,228,084
Current Ratio (Current Assets/Current Liabilities)	1.25 to 1	2.17 to 1
Debt Service Coverage (O&M/ Debt Service)	3.09	3.19
Long-Term Debt to Net Plant	29%	34%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	41%	45%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	35%	40%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	2.63	4.77
Cash on Hand (Total Available Cash/Average Daily Costs)	46 Days (General) 170 Days (All Funds)	50 Days (General) 176 Days (All Funds)



Change Order No. 1- Ripplewood Mainline Replacement Project - Ron made a motion to approve Ripplewood Mainline Project Change Order No. 1; Mike seconded the motion. It passed unanimously.

Staff Reports –

General Manager – Kristin reported that she met with Rob Barnes from Senator MacEwen’s office regarding culvert funding for the 35th District PUDs that had impacts from the fish passage ruling. She also reported that the Duckabush Relocation project should be out to bid in January and that Manzanita Substation should be out to bid in February. She gave an update on the conversation with the Squaxin Island tribe about stream monitoring.

District Treasurer – Katie reported that as of the meeting date, 45 customers have signed up for a fiber connection as part of the PUD’s CERB project. More sign up each week.

Water Resource Manager – Brandy reported that the crew was busy finishing up their 2023 projects before the end of the year. She stated that Agate Beach Phase 2 should be done by the end of January and Phase 3 will be put out to bid. Lake Arrowhead’s Iron & Manganese treatment is complete and the 16,000 foot mainline replacement project will be out to bid this month and awarded in January.

Legal Counsel – Rob had no report.

Correspondence – No correspondence.

Board Reports –

Mike – Attended the WPAG and PPC FUEL meetings.

Jack – No report.

Ron – No report.

PUBLIC COMMENT – No additional comments.

EXECUTIVE SESSION – No executive session.

At 2:05 p.m., Jack adjourned the meeting.

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Secretary

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Accounts Payable Check Register

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Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
948	12/18/2023	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	32,097.35
949	12/18/2023	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	22,070.68
950	12/18/2023	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	11,631.00
951	12/18/2023	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,912.93
955	01/02/2024	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	35,120.21
956	01/02/2024	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	23,461.99
957	01/02/2024	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	13,240.50
958	01/02/2024	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,864.02
959	01/02/2024	WIRE	USDA/RURAL D	USDA/RURAL DEVELOPMENT	QUARTERLY RUS LOAN PAYMENT	48,887.65
3526	12/12/2023	DD	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	EQUIPMENT #114-CREDIT FUEL FILTER	0.00
124259	12/12/2023	CHK	CAROW	CAROW, CINDI	MONTHLY REIMBURSEMENT	482.79
124260	12/12/2023	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#51058600	1,502.80
124261	12/12/2023	CHK	MELL PROPERT	MELL PROPERTY MANAGEMENT	RENTAL PROPERTY-1681 MCREAVY RD	993.71
124262	12/12/2023	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	841.60
124263	12/13/2023	CHK	2M COMPANY	2M COMPANY INC	WATER NON INVENTORY PARTS	3,739.74
124264	12/13/2023	CHK	AWWA	AMERICAN WATER WORKS ASSO	AWWA STANDARDS-ANNUAL SUBSCRIPTION	900.00
124265	12/13/2023	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS	1,490.79
124266	12/13/2023	CHK	BRUCE TITUS F	BRUCE TITUS FORD	VEHICLE #68-SEPARTOR ASSEMBLY	752.33
124267	12/13/2023	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	TOTTEN ESTATES WATER-SUPPLIES	254.21
124268	12/13/2023	CHK	COLONI	COLONIAL LIFE INSURANCE	SUPPLEMENTAL INSURANCE	712.71
124269	12/13/2023	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	2,965.36
124270	12/13/2023	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES-OCTOBER SERVICES	288.67
124271	12/13/2023	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY-(60) METERS	21,063.55
124272	12/13/2023	CHK	GRAY	GRAY & OSBORNE, INC	LAKE ARROWHEAD WATER MAIN REPLACEMENT	14,823.35
124273	12/13/2023	CHK	IRISH BROTHER	IRISH BROTHERS LLC	AGATE BEACH WATER SYSTEM IMPROVEMENTS-2	107,958.91
124274	12/13/2023	CHK	JEFF 1	JEFFERSON COUNTY	2024 ANNUAL UTILITY PERMIT FEES	466.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124275 12/13/2023	CHK	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	NOVEMBER POWER USAGE	14,467.82
124276 12/13/2023	CHK	MAS 10	MASON COUNTY PUBLIC WORKS	RIPPLEWOOD WATER-UTILITY PERMIT	1,675.00
124277 12/13/2023	CHK	MASTELLER	KRISTIN MASTELLER	TRAVE EXPENSE REIMBURSEMENT	179.88
124278 12/13/2023	CHK	NISC	NISC	NOVEMBER 2023-PRINT SERVICES	17,014.10
124279 12/13/2023	CHK	PARSON	PARSONS DIESEL & STEAM	SERVICE VARIOUS VEHICLES	1,177.23
124280 12/13/2023	CHK	PITENY BOWES	PITNEY BOWES GLOBAL FINANCIAL	SEQTRLY MAILING MACHINE & SCALE-LEASE FEES	413.52
124281 12/13/2023	CHK	PLATT ELECTRI	PLATT	ELECTRIC NON INVENTORY PARTS-C CRIMP	9.65
124282 12/13/2023	CHK	JOHN 3	ROBERT W. JOHNSON	NOVEMBER RETAINER	3,815.51
124283 12/13/2023	CHK	STUSSER ELECT	STUSSER ELECTRIC COMPANY	(4) 6POINT METER BASES	1,404.87
124284 12/13/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	EQUIPMENT #114-FUEL FILTER	45.80
124285 12/13/2023	CHK	WHITEWOLF EN	WHITEWOLF ENGINEERING SERVICES	CANAL VIEW,LAKE ARROWHEAD,& ENGIN SUPPOR	4,240.00
124286 12/13/2023	CHK	2	THERESA CROWELL	MANUFACTURED HOME REBATE	1,200.00
124287 12/14/2023	CHK	KEMP	KEMP WEST	LINE CLEARANCE TREE TRIMMING	52,150.25
124289 12/18/2023	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,167.04
124290 12/18/2023	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	220.00
124291 12/20/2023	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY-CLAMPS	689.21
124292 12/20/2023	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	DAYTON TRAILS WATER- SUPPLIES	806.89
124293 12/20/2023	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOUND CHARGES(21)LINE	174.49
124294 12/20/2023	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES-NOVEMBER SERVICES	153.23
124295 12/20/2023	CHK	HDFOWL	HD FOWLER COMPANY	ELECTRIC NON INVENTORY PARTS-CONDUIT SWE	3,416.83
124296 12/20/2023	CHK	MTC	MATERIALS TESTING & CONSULTING, IAGATE BEACH WATER PHASE II		2,536.00
124297 12/20/2023	CHK	NATIONAL MET	NATIONAL METERING & TECHNICAL S	METER AUDITS & VOLTAGE RECORDER TESTING	13,195.00
124298 12/20/2023	CHK	NISC	NISC	ESRI DECEMBER 2023 ANNUAL INVOICE	4,578.70
124299 12/20/2023	CHK	TOZIER	TOZIER BROS, INC	PROPANE	97.50
124300 12/20/2023	CHK	VERIZO	VERIZON WIRELESS	JEREMIAH CELL-LAST INVOICE TRSFERED MAIN	295.56
124301 12/20/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	SPIN-ON FLUID FILTERS	70.89

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124302 12/20/2023	CHK	2	JOHN BATES	DUCTED MINI-SPLIT HEAT PUMP REBATE	1,200.00
124303 12/20/2023	CHK	2	TUPPER/MACK/WELLS PLLC	SQUAXIN ISLAND TRIBE	1,200.00
124304 12/21/2023	CHK	GENPAC	GENERAL PACIFIC INC	(12)NEST THERMOSTATS	1,822.80
124305 12/21/2023	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	to replace lost check #122396	423.43
124306 12/21/2023	CHK	MEGUIRE WHIT	MEGUIRE WHITNEY	GRANT WRITING	2,437.50
124307 12/21/2023	CHK	BRADY TRUCKI	BRADY TRUCKING CO INC	TRANSFER CONTAINER FROM TACOMA TO OFFICE	550.80
124308 12/21/2023	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 28 UNITS	562.06
124309 12/21/2023	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,590.03
124310 12/21/2023	CHK	SHEL 2	MASON COUNTY JOURNAL	MAZANITA SUB STATION PROJECT-LEGAL NOTIC	418.50
124311 12/21/2023	CHK	ROCKY	ROCKY BROOK	NOVEMBER POWER	4,448.00
124312 12/21/2023	CHK	SPIKES	SPIKES HYDRAULICS & EQUIP	EQUIPMENT #105A-O'RINGS, HOSE,& FITTINGS	198.43
124313 12/21/2023	CHK	ULINE	ULINE	VINYL ENVELOPES-SHOP	63.51
124314 12/21/2023	CHK	WASH 3	WA DEPT OF REVENUE	MONTHLY EXCISE TAX	38,410.99VOID
124315 12/21/2023	CHK	WPUDA	WASHINGTON PUD ASSOC.	WPUDA MEETING-LUNCH KRISTIN	20.00
124316 12/21/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	EQUIPMENT #107 & #114-ANTIFREEZE	56.27
124317 12/21/2023	CHK	2	PATRICIA L BAKER	INACTIVE REFUND	1,663.75
124318 12/21/2023	CHK	2	ELIZABETH DELIZO	INACTIVE REFUND	50.00
124319 12/21/2023	CHK	2	DANA DEMPSEY	INACTIVE REFUND	715.08
124320 12/26/2023	CHK	CITI CARDS	CITI CARDS	CREDIT CARD STATEMENT-ACCT ENDING #4326	18,660.46
124321 12/28/2023	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	DOT RANDOM DRUG & ALCOHOL TESTING-10/25	114.00
124322 12/28/2023	CHK	S&R	SHERMAN + REILLY	WINCH PULLING SYSTEM	25,757.30
124323 12/28/2023	CHK	52	TYLER SPEAKS	CLOTHING ALLOWANCE	273.74
124324 12/28/2023	CHK	SPIKES	SPIKES HYDRAULICS & EQUIP	EQUIPMENT - #114 HOSES & FITTINGS	215.45
124325 12/28/2023	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLETS & (4) CELLULAR CHARGES	3,793.91
124326 12/28/2023	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #64-PARTS	663.93
124327 12/28/2023	CHK	MAGNUM POWE	MAGNUM POWER, LLC	MAGNUM PARTS PACKAGE	8,000.00

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124328 01/01/2024	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	145.04
124329 01/01/2024	CHK	NWPPA	NWPPA	2024 MEMBERSHIP DUES	5,511.93
124330 01/01/2024	CHK	PNWS	PNWS/AWWA	2023 WASHINGTON WATER UTILITY COUNCIL	250.00
124331 01/01/2024	CHK	PUBPOW	PUBLIC POWER COUNCIL	2024 ANNUAL DUES ASSESSMENT	5,599.00
124332 01/01/2024	CHK	USDA	USDA FOREST SERVICE	ANNUAL LAND USE FEE-POWERLINE	1,182.00
124333 01/01/2024	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	200.49
124334 12/31/2023	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,887.00
124335 12/31/2023	CHK	WASH 8	WASHINGTON STATE	DECEMBER 2023-HEALTH, DENTAL, & LTD	57,358.93
124336 01/02/2024	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,167.11
124337 01/02/2024	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	220.00
124338 01/02/2024	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	UNION WATER SYSTEM	242.58
124339 01/02/2024	CHK	DITCH WITCH	DITCH WITCH WEST	EQUIPMENT #114-PARTS	764.12
124340 01/02/2024	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	6,715.48
124341 01/02/2024	CHK	EDC	ECONOMIC DEVELOPMENT	2023 EDC BUSINESS APRREC. SPONSORSHIP	500.00
124342 01/02/2024	CHK	FEDINS	FEDERATED RURAL ELECTRIC INSURA	ANNUAL PREMIUM POLICY# 46 ARB 026-23	159,962.00
124343 01/02/2024	CHK	GMES LLC	GMES LLC	VEHICLE #65-TOOL HOLDER	291.61
124344 01/02/2024	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	WINTER 2024 NEWSLETTER	3,324.78
124345 01/02/2024	CHK	MILES	MILES SAND & GRAVEL COMPANY	NEW STORAGE BLDG-FOOTING	2,207.99
124346 01/02/2024	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY SERVICE-DECEMBER 14, 2023	1,136.25
124347 01/02/2024	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	21,235.25
124348 01/02/2024	CHK	SHEETZ, MIKE	MIKE SHEETZ	DECEMBER TRAVEL EXPENSE	10.48
124349 01/02/2024	CHK	STANDARD PES	STANDARD PEST CONTROL	PEST CONTROL-1681 E MCREAVY RD	119.35
124350 01/02/2024	CHK	WPUDA	WASHINGTON PUD ASSOC.	WPUDA MEETING-LUNCH MIKE SHEETZ	20.00
124351 01/02/2024	CHK	2	ROBIN E BURBEE	DUCTLESS HEATPUMP REBATE	800.00
124352 01/02/2024	CHK	2	CHRISTEL MORITZ	PUD#3 UTILTIY CUSTOMER	83.10
124353 01/02/2024	CHK	2	STEVE PRICER	DUCTLESS HEATPUMP REBATE	800.00

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
124354 01/02/2024	CHK	MLS ENTERPRIS	MLS ENTERPRISE, INC	ELDON FIBER & POLE REPLACEMENT PROJECT	4,902.69
124355 01/02/2024	CHK	US BANK-CCC	US BANK	CREDIT CARD CHARGES-4484 7345 5001 2554	1,298.59
124356 01/03/2024	CHK	2	AB FINE HOMES	MR Refund	200.00
124357 01/04/2024	CHK	ASW	ARCHBRIGHT	2024 ANNUAL MEMBERSHIP FOR SILVER	4,740.00
124358 01/04/2024	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	WONDERLAND WATER PARTS	153.58
124359 01/04/2024	CHK	CRC	COOPERATIVE RESPONSE CENTER, INC	AFTER HOURS ANSWERING SERVICE	1,657.00
124360 01/04/2024	CHK	DOH	DEPT. OF HEALTH	BOLDUC COMMUNITY SURVEY FEE	600.00
124361 01/04/2024	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	SHORT PAID SALES TAX	181.60
124362 01/04/2024	CHK	EXCELSIOR CLE	EXCELSIOR CLEANING	MONTHLY JANITORIAL SERVICES	1,282.50
124363 01/04/2024	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY-POLYESTER TAPE	694.40
124364 01/04/2024	CHK	GILLIARDI LOG	GILLIARDI LOGGING AND CONSTRUCT	SALES TAX NOT CHARGED ON INITIAL INVOICE	12.58
124365 01/04/2024	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	WEBSITE HOSTING	50.00
124366 01/04/2024	CHK	HARB 1	HARBOR SAW & SUPPLY INC.	(8)GALLONS OF BAR OIL	104.36
124367 01/04/2024	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	810.58
124368 01/04/2024	CHK	LEMAY MOBILE	LEMAY MOBILE SHREDDING	(2) 65GAL SHRED	65.00
124369 01/04/2024	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MONTHLY GARBAGE CHARGES	1,059.41
124370 01/04/2024	CHK	MENARD CONS	MENARD CONSULTING, INC	GASB 75 ROLL-FORWARD CALCULATION	200.00
124371 01/04/2024	CHK	PETTYJOHN ENT	PETTYJOHN ENTERPRISES, LLC	SKY VIEW PROJECT-WOOD RECYCLER	50.00
124372 01/04/2024	CHK	RICOH USA	RICOH USA, INC.	PAST DUE BAL. 6/30/23-RENT ON TWO MACHIN	1,028.58
124373 01/04/2024	CHK	SPECTRA LAB	SPECTRA LABORATORIES-KITSAP, LLC	CREDIT-BOTTLE ORDER	2,742.73
124374 01/04/2024	CHK	TOZIER	TOZIER BROS, INC	DAYTON TRAILS WATER	239.14
124375 01/04/2024	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	CREDIT-CORE	468.41
124376 01/04/2024	CHK	2	BATTERIES PLUS	ODYSSEY BATTERY @ N175 RECLOSER	356.86

Total Payments for Bank Account - 4 : (126) 848,249.27

Total Voids for Bank Account - 4 : (1) 38,410.99

01/04/2024 4:13:33 PM

Accounts Payable Check Register

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12/11/2023 To 01/04/2024

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
					Total for Bank Account - 4 :
					(127) 886,660.26
					Grand Total for Payments :
					(126) 848,249.27
					Grand Total for Voids :
					(1) 38,410.99
					Grand Total :
					(127) 886,660.26

2024 Association Committee Delegates

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

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

SKOKOMISH WATERSHED ACTION TEAM (SWAT) and WRIA	Ron Gold	Brandy Milroy
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Hood Canal Coordinating Council	Ron Gold	Brandy Milroy
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**PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY**

N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS

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

**A RESOLUTION DESIGNATING APPLICANT AGENT
RESOLUTION NO. 2077**

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 9th day of January, 2024.

Mike Sheetz, President

Jack Janda, Vice President

ATTEST:

Ron Gold, 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

RESOLUTION NO. 2078

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

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

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

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

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

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

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

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

ADPOTED by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on January 9, 2024, the following commissioners being present and voting.

Jack Janda, President

Mike Sheetz, Secretary

Ron Gold, Vice President



PUBLIC UTILITY DISTRICT NO. 1
OF MASON COUNTY
N. 21971 Hwy. 101
Shelton, Washington 98584

BOARD OF COMMISSIONERS
MIKE SHEETZ, Commissioner
JACK JANDA, Commissioner
RON GOLD, Commissioner

RESOLUTION NO. 2079

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

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

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

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

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

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

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

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

ADPOTED by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on January 9, 2024 the following commissioners being present and voting.

Jack Janda, President

Mike Sheetz, Secretary

Ron Gold, Vice President



PUD1 – Executive Summary – November 2023

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

- **Work in Progress:**
 - Grant Applications – Ongoing
 - 2019 / 2020 CETA Audit
 - 2024 Budget

- **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)
 - 2022 Annual Report (Due 05/30/23)
 - 2022 Audit & Single Audit

- **Planned Key Milestones, Activities and / or Events:**
 - Long range financial and budgetary planning – ongoing.

Financial Highlights:

- Revenue – Gross Revenue was \$1,120,839 for the month of November 2023.
- Expenditures – Gross expenditures were \$1,017,867 for the month of November 2023.
- As of November 30, the PUD has \$853,558 in grant reimbursements outstanding for ongoing projects.

Financial Metrics as Compared with Prior Year:	November 2023	November 2022
Total General Cash and Investments	\$1,108,735	\$1,270,336
Current Ratio (Current Assets/Current Liabilities)	1.68 to 1	2.22 to 1
Debt Service Coverage (O&M/ Debt Service)	2.58	2.38
Long-Term Debt to Net Plant	29%	36%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	39%	51%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	35%	45%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	2.96	3.93
Cash on Hand (Total Available Cash/Average Daily Costs)	46 Days (General) 155 Days (All Funds)	52 Days (General) 194 Days (All Funds)



Mason County PUD No 1

Budget Summary by Division For the Month Ended November 30, 2023

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 882,727.60	\$ 237,016.57	\$ 1,094.58	\$ 1,120,838.75
Budgeted	\$ 873,957.00	\$ 212,399.31	\$ 989.93	\$ 1,087,346.24
Difference (-/+)	\$ 8,770.60	\$ 24,617.26	\$ 104.65	\$ 33,492.51
% of Budget	101%	112%	111%	103%
Total Expenditures	\$ 855,492.62	\$ 162,282.85	\$ 92.04	\$ 1,017,867.51
Budgeted	\$ 1,042,923.25	\$ 201,282.92	\$ 574.48	\$ 1,244,780.65
Difference (-/+)	\$ (187,430.63)	\$ (39,000.07)	\$ (482.44)	\$ (226,913.14)
% of Budget	82%	81%	16%	82%
Net Operating Margins	\$ 27,234.98	\$ 74,733.72	\$ 1,002.54	\$ 102,971.24
Budgeted	\$ (168,966.25)	\$ 11,116.39	\$ 415.45	\$ (157,434.41)
Difference (-/+)	\$ 196,201.23	\$ 63,617.33	\$ 587.09	\$ 260,405.65
% of Budget	-16%	672%	241%	-65%



Mason County PUD No 1

Budget Summary by Division for the Eleven Months Ended November 30, 2023

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 10,056,660.34	\$ 2,724,799.35	\$ 11,678.90	\$ 12,793,138.59
2023 Budget	\$ 10,712,903.00	\$ 2,687,536.00	\$ 11,878.00	\$ 13,412,317.00
Difference (-/+)	\$ (656,242.66)	\$ 37,263.35	\$ (199.10)	\$ (619,178.41)
% of Budget	94%	101%	98%	95%
Total Expenditures	\$ 9,309,852.50	\$ 2,150,690.56	\$ 6,066.80	\$ 11,466,609.86
2023 Budget	\$ 10,173,191.93	\$ 2,493,753.55	\$ 9,360.00	\$ 12,676,305.48
Difference (-/+)	\$ (863,339.43)	\$ (343,062.99)	\$ (3,293.20)	\$ (1,209,695.62)
% of Budget	92%	86%	65%	90%
Net Operating Margins	\$ 746,807.84	\$ 574,108.79	\$ 5,612.10	\$ 1,326,528.73
2023 Budget	\$ 539,711.07	\$ 193,782.45	\$ 2,518.00	\$ 736,011.52
Difference (-/+)	\$ 207,096.77	\$ 380,326.34	\$ 3,094.10	\$ 590,517.21
% of Budget	138%	296%	223%	180%
Cash Flow				
Beginning Cash (General Fund)	71,824.92	89,776.32	4,195.20	165,796.44
Net Operating Margin (Excluding Depreciation)	2,483,670.98	1,569,592.27	5,612.10	4,058,875.35
Cash Transferred to / from Special Funds	191,036.10	(174,903.88)	(1,481.90)	14,650.32
Change in Accounts Receivable	204,491.26	396,770.33	(25.03)	601,236.56
Change in Accounts Payable	14,335.73	102,039.06	24.92	116,399.71
Cash Expended on Utility Plant	(1,090,101.64)	(899,205.35)	(6,659.61)	(1,995,966.60)
Change in CWIP	(1,819,268.08)	(995,152.21)	2,529.52	(2,811,890.77)
Ending Cash (General Fund)	55,989.27	88,916.54	4,195.20	149,101.01



Mason County PUD No. 1

Cash & Investment Balances

As of November 30, 2023

Cash Balances

Cash - General Funds

\$ 149,101.01

Cash - Restricted

\$ 104,388.98

Total Cash

\$ 253,489.99

Investment Balances (LGIP)

Investments - Electric

\$ 470,463.74

Investments - Sewer

\$ 32,537.61

Investments - Water

\$ 352,243.88

Total Investments

\$ 855,245.23

Total Cash & Investments

\$ 1,108,735.22

***Does Not Include Designated Funds*