



Mason County Public Utility District No. 1
Board of Commissioners Regular Meeting Minutes
January 9, 2018 Potlatch, Washington

Present:

Jack Janda, President
Ron Gold, Vice President
Mike Sheetz, Board Secretary
Steven Taylor, General Manager
Darin Hall, Director of Operations
Katie Arnold, District Accountant
Rob Johnson, Legal Counsel

Excused:

Kristin Masteller, Director of Business Services

The meeting of the Board of Commissioners of Public Utility District No. 1 of Mason County was called to order at 1:00 p.m. followed by the Flag Salute.

APPROVAL OF CONSENT AGENDA:

Minutes:	December 12, 2017 Special Meeting		
Warrants:	Accounts Payable	114681-114728	\$203,212.62
		114735-114755	\$677,059.63
		114761-114830	\$228,946.17
	Payroll	114729-114734	\$100,711.48
		114756-114760	\$102,766.71
	Voids	114664	(\$ 800.47)
Total:			\$1,311,896.14

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

PUBLIC COMMENT:

No visitors.

BUSINESS AGENDA:

November 2017 Financial Report

Katie presented the financial statements for November 2017. Gross Revenue was \$829,043.57 for the month of November 2017, as compared with forecasted gross revenue of \$818,609.60. Gross expenditures were \$795,843.94 as compared with forecasted total expenditures of \$943,055.32.

The state auditor is wrapping up their audit and will work on assembling their report for the exit meeting.

Approval of Employee Handbook Policy No. 315 "Paid Time Off"

Rob Johnson described the new RCW and the history behind the state initiative 1433, which enacted a minimum wage increase in addition to mandatory paid sick leave and a future paid family medical leave.

Establish Board Officer Positions

The board agreed to carry on with their 2-year appointments from 2017 for Jack as president, Ron as vice president and Mike as secretary.



Association Committee/Voting Delegates for 2018

2018 Association Committee Delegates

WPUA COMMITTEES	PRIMARY	ALTERNATE	2ND ALTERNATE (optional)
Board of Directors	Jack Janda	Ron Gold	Mike Sheetz
Managers	Steve Taylor	Kristin Masteller	Darin Hall
Government Relations	Jack Janda	Kristin Masteller	Ron Gold
Communications	Kristin Masteller	Steve Taylor	Mike Sheetz
Energy	Jack Janda	Steve Taylor	Ron Gold
Telecom	n/a		
Water	Mike Sheetz	Steve Taylor	Ron Gold
WPAG	Steve Taylor	Ron Gold	Mike Sheetz

PPC	Steve Taylor	Ron Gold	Mike Sheetz
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APPA	Ron Gold	Mike Sheetz	Jack Janda
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ENW	Jack Janda	Ron Gold- PRB	Steve Taylor
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NWPPA	Steve Taylor, Board Member	Kristin Masteller
	Kristin Masteller, Gov't Relations	Jack Janda

Resolution No. 1095- Sole Source for Okonite Cable

Mike made a motion to adopt Resolution No. 1095 as presented; Ron seconded the motion. It passed unanimously.

Resolution No. 1096- Sole Source for Itron Meters

Mike made a motion to adopt Resolution No. 1096 as presented; Ron seconded the motion. It passed unanimously.

Discussion on Water Systems Projects List

Steve provided a detailed update on water system projects and the status of those projects. He is currently working with Darin and BKI on reviewing the water system plan. The 10 year WSP needs approval through Dept. of Health. BKI will provide information to prioritize the projects and they hired a compliance person to assist. They will provide quarterly reports to the board. Steve gave an update on the cost of service study for the water and stated it will help the PUD develop a strategy for funding.

Prequalification List for Electric Contractors

Ron made a motion to approve the prequalification list; Mike seconded the motion. It passed unanimously.



Ratification of Collective Bargaining Agreement with IBEW Local Union No. 77

Darin reviewed the terms of the modified roll over agreement with IBEW 77. It allows for a three year agreement with an option to rollover years 4 & 5. The general wage increase is 3% per year of the agreement.

Mike made a motion to ratify the CBA with IBEW as presented; Ron seconded the motion. It passed unanimously.

STAFF REPORTS:

General Manager Report- Steve gave an update on HB 2402 concerning the Energy Independence Act and Jack asked for a copy of the bill and the potential impact to PUD 1. He shared a 2017 Northwest River Partners letter and stated that he met with Eric Schallon from Green Diamond Resource Company regarding the Union Regional Water System Plan.

Operations Report- Darin Hall:

Darin reported that we will have a bid opening for the work at the Duckabush Substation on the 10th at 3 p.m. The electric department will be putting a plan for Dosewallips on the strategic plan. The water department is finishing up inventory. Safety training was CPR/1st aid and there were no accidents to report.

Business Services Report- Kristin Masteller:

No report.

Legal Report- Rob Johnson:

Rob gave an update on the fraud case stating that the detective's investigation report has been forwarded to the Mason County Prosecutor.

Correspondence:

No additional info.

Board Reports:

Mike Sheetz: No report.

Jack Janda: Reminded commissioners have to have 90 reportable hours for a full month's service credit through PERS.

Ron Gold: Reported that the customers on Bambi Farms Rd. were happy with the tree trimming.

Adjournment: 3:00 p.m.