



**Mason County PUD No. 1  
Public Rate Hearing & Regular Board Meeting  
December 10, 2024  
1:00 p.m.**

Join Zoom Meeting  
<https://us02web.zoom.us/j/85869053743>  
 Meeting ID: 858 6905 3743  
 1 (253) 215-8782

**1) Public Rate Hearing for 2025 Electric & Sewer Rates**

**2) Call Regular Business Meeting to Order**

**3) 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.*

**4) Consent Agenda**

**Minutes:** Board Workshop & Regular Board Meeting November 12, 2024  
 Special Board Meeting December 3, 2024

<b>Disbursements:</b>	Accounts Payable Wire	\$ 457,906.89
	Check Nos. 125799-125881	\$ 593,434.81
	Check Nos. 125884-125932	\$ 99,282.05
	Payroll Wire	\$ 183,927.34
	Check Nos. 125882-125883	\$ 5,696.56
	<b>Grand Total</b>	<b>\$1,340,247.65</b>

**5) Business Agenda**

- a. Adopt 2025 Budget for Water, Electric & Sewer
- b. Approve 2025 Strategic Work Plan
- c. Resolution 2084- Administrative Staff Compensation Adjustments
- d. Resolution 2085- General Manager Compensation Adjustment
- e. Resolution 2086- 2025-26 Electric Rate Schedule
- f. Resolution 2087- 2025 Sewer Rate Schedule
- g. Resolution 2088- Declaring Surplus Property
- h. Authorize the GM to sign the FEMA Grant Contract for Electrical System Improvements
- i. Authorize the GM to sign the DOH Grant Contract for Wonderland Water System
- j. Authorize the GM to sign the Manzanita Site Access Agreement with MCFD #6
- k. Authorize the GM to sign the BPA Conservation Grant Agreement
- l. October 2024 Financial Report

**6) Staff Reports**

- a. General Manager
- b. District Treasurer
- c. Water Resource Manager
- d. Legal Counsel

- 7) **Correspondence**
- 8) **Board Comments**
- 9) **Other Business/Public Comment**
- 10) **Executive Session** may be held as authorized by the Open Public Meetings Act (RCW 42.30.110)
- 11) **Adjourn**



## Mason County Public Utility District No. 1

Board of Commissioners Budget Workshop & Regular Board Meeting  
November 11, 2024, 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 (Regular Meeting Only)  
Rob Johnson, Legal Counsel  
Mike Wittenberg, District Auditor (Budget Workshop Only)

### **Visitors:** None

**BUDGET WORKSHOP CALL TO ORDER:** Jack called the Budget Hearing to order at 11:00 a.m. There was no public in attendance or public comment.

Katie Arnold, District Treasurer, presented the 2025 proposed budgets for electric, water and sewer.

She presented a proposed electric budget with revenues of \$11,621,446 collected through rates, and \$155,000 through non-operating revenues and expenditures of \$11,196,314. Of the \$11,196,314 in expenditures, this includes \$9,950,140 in operating activity, \$584,384 in debt service (long term debt payments), \$550,000 in capital workplan projects, and reserve funding of \$612,000, with a small carryover balance of \$79,921. Katie explained that any carryover balance, along with unrestricted proceeds from the 2024 Climate Commitment Act auction would be applied to the line of credit that the PUD is drawing from to cash flow the rest of the Manzanita Substation construction in 2025. The District received a \$3.6 million grant from FEMA to conduct several electric rebuilds on the system. Staff also proposed reducing expenditures in 2025's line items for: contracted engineering services, meter audits, digitizing public records, and delayed fleet replacements to 2026. These were done in an effort to offset a portion of BPA's proposed rate increases of 9.8% for power rates and 21% for transmission rates, which were built into 2025's revenue requirement. Staff increased the vegetation management line item by \$40,000 to help catch up on danger tree removals. The PUD has been notified of several upcoming inflationary pressures in 2025 with a projected 10% aggregated increase in liability insurance, industry association dues, software fees and other outside services, and 5.5% increase in general and administrative expenses. Otherwise, most line items were held flat again in 2025. Staff proposed reducing the projected rate increase from 4.75% to 3.0% for 2025 due to the FEMA grant offsetting a large portion of the capital budget. The commissioners agreed and asked staff to present this budget and rate proposal at the December rate hearing.

Katie then presented the budget for water. Water was facing an annual 7% cost of service increase for years 2023-2025, but due to several grant awards to cover capital projects, the increases reduced to 5% each year. 2025 is the final year of this rate resolution and no additional hearing for water rates is necessary this year. Staff recommended reduced spending in water rights mitigation fees and well house maintenance & repairs. Increases were proposed for reservoir cleanings, treatment upgrades, mainline replacements, and water system plan updates. Staff gave a caveat that two of the four water system plan updates were included in grant applications and may end up covered under grant funding in 2025.



**Mason County Public Utility District No. 1**

Board of Commissioners Budget Workshop & Regular Board Meeting  
November 11, 2024, Potlatch, Washington

Projected revenues were \$3,010,780 operating revenue and \$79,000 in non-operating revenue with projected expenses of \$2,680,718. The projected expenses include \$2,083,973 in operating activity, \$290,103 in debt service (long-term debt payments), \$500,000 in capital work-plan projects, reserve funding of \$180,000 and a small carryover balance of \$35,704 to be applied to paying down debt service.

Sewer is at the end of their three-year rate resolution. 2025's budget proposes a 1.5% increase to cover inflation impacts on pumps, contracted landscaping services, and crew labor. The budget projects revenues of \$12,399 and expenses of \$15,106 with \$3,000 of these expenses coming from reserves to fund the community septic inspection that is performed every three years. The projected \$293 carryover will be applied to the days cash-on-hand goal for the sewer business. Commissioners asked staff to present the 1.5% increase to sewer rates at the hearing and the proposed budget for adoption.

At 12:02 p.m., Jack adjourned the budget workshop and stated the regular board meeting would start at 1:00 p.m.

**1:00 p.m. Regular Board Meeting Called to Order**

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA**

<b>Minutes:</b>	Regular Board Meeting October 22, 2024	
<b>Disbursements:</b>	Accounts Payable Wire	\$ 262,276.12
	Check Nos. 125710-125798	\$ 273,463.28
	Payroll Wire	\$ 91,903.47
	<b>Grand Total</b>	<b>\$ 627,642.87</b>

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

**Business Agenda:**

**HRA VEBA Program Changes**– Staff presented two changes to the District's HRA VEBA program. The first was to allow employees to participate in a self-funded Flex Savings Account. The second was to provide the option of a stipend to employees' HRA accounts in lieu of being covered under the District's medical plan, offering the PUD substantial savings each year. Mike made a motion to authorize the proposed changes to the HRA VEBA program; Ron seconded the motion. It passed unanimously.

**Set Meeting/Hearings Schedule for 2024**– Mike made a motion to set a public rate hearing for electric and sewer rates, and the 2025 budget hearing, for Tuesday, December 11, 2024, at 1:00 p.m. as well as cancel the November 26<sup>th</sup> and December 24<sup>th</sup> regular meetings. Ron seconded the motion. It passed unanimously.



**Staff Reports –**

**General Manager** – Kristin gave an update on the Duckabush and Manzanita projects. She also attended the WPAG and PPC meetings this month.

**District Treasurer** – Katie reported that the 2025 budget process is now complete and pending adoption. She is working on four Requests for Information (RFIs) from FEMA and the FEMA BRIC application. She will attend the Shelton High School career fair tomorrow with Rudy Gonzales.

**Water Resource Manager** – Brandy gave an update on the water samples that came back unsatisfactory for total coliform for Alderbrook and Mt. View water systems. There were no contaminants, but the bacteria present tells us there is an issue somewhere on the system where contaminants may enter the water. This is common when we experience extreme periods of heavy rainfall, especially on systems with concrete reservoirs, but we have not had one before at Alderbrook. The crews are replacing all the seals on the reservoir hatches and chlorinating/flushing the lines and will resample. Brandy said TJ intends on coating the top of the concrete reservoirs this next spring/summer as well and that should help mitigate future rainwater intrusion.

**Legal Counsel** – No report.

**Correspondence** – A customer thank you letter was shared regarding the customer appreciation event, the award letters for Public Works Board and an Energy Sec cybersecurity grant were also shared.

**Board Reports –**

**Mike** – Will attend WPUDA meetings this week and went to PPC last week.

**Jack** – No report.

**Ron** – No report.

**PUBLIC COMMENT** – None.

**EXECUTIVE SESSION** – None.

**Adjourned: 1:29 p.m.**

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**Jack Janda, President**

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**Ron Gold, Vice President**

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**Mike Sheetz, Secretary**



**Mason County Public Utility District No. 1**

Board of Commissioners Special Meeting

December 3, 2024, Potlatch, Washington

**Present via Zoom:**

Jack Janda, President

Ron Gold, Vice President

Mike Sheetz, Board Secretary

Kristin Masteller, General Manager

**Visitors:** None

**CALL TO ORDER:** Jack called the Special Meeting to order at 9:00 a.m.

**PUBLIC COMMENT:** No public in attendance.

**EXECUTIVE SESSION** – Jack called an executive session at 9:00 a.m. for the purpose of reviewing the performance of a public employee (RCW 42.30.110(g)) and stated the session would last until 11:00 a.m.

At 11:00 a.m., Jack closed the executive session and reconvened the special meeting. With no further business to be discussed, the meeting was adjourned at 11:00 a.m.

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**Jack Janda, President**

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**Ron Gold, Vice President**

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**Mike Sheetz, Secretary**

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# Accounts Payable Check Register

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## 11/11/2024 To 12/06/2024

**Bank Account: 4 - UMPQUA BANK - DISTRICT**

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1130	11/18/2024	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	28,146.75
1131	11/18/2024	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	19,770.78
1132	11/18/2024	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	9,369.25
1133	11/18/2024	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,362.95
1134	11/18/2024	WIRE	DSHS	DSHS	DEPARTMENT OF SOCIAL HEALTH SERVICES	241.46
1135	11/20/2024	WIRE	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	OCTOBER POWER USAGE	2,332.68
1139	11/20/2024	WIRE	BPA	UMPQUA BANK	POWER USAGE	284,254.00
1140	11/20/2024	WIRE	COBANK	COBANK	INTEREST OWING	2,649.57
1141	11/25/2024	WIRE	WASH 3	WA DEPT OF REVENUE	EXCISE TAX	29,547.75
1144	12/02/2024	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	40,059.38
1145	12/02/2024	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	22,352.83
1146	12/02/2024	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	11,731.01
1147	12/02/2024	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,847.03
1148	12/02/2024	WIRE	DSHS	DSHS	DEPARTMENT OF SOCIAL HEALTH SERVICES	241.45
4190	11/13/2024	DD	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #84-SIDE WINDOW DEFLECTOR	0.00
125799	11/13/2024	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	AFTER HOURS DRUG/ALCOHOL COLLECTION	72.00
125800	11/13/2024	CHK	CASCA1	CASCADE COLUMBIA DIST.CO.	SODIUM HYPOCHLORITE & HASA MULTICHLORINE	2,273.32
125801	11/13/2024	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES ACCT#333887863	1,118.95
125802	11/13/2024	CHK	DITCH WITCH	DITCH WITCH WEST	EQUIPMENT #114-LEVER VALVE	396.61
125803	11/13/2024	CHK	DJ'S ELECTRICA	DJ'S ELECTRICAL INC	RETAINAGE T3 BREAKER FOUNDATION	1,610.00
125804	11/13/2024	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	DIESEL	1,040.21
125805	11/13/2024	CHK	GENPAC	GENERAL PACIFIC INC	SMART THERMOSTAT-GOOGLE NEST	822.92
125806	11/13/2024	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	28,730.18
125807	11/13/2024	CHK	MARSH	MARSH MUNDORF PRATT & SUL	WPAG MONTHLY FEES	331.80
125808	11/13/2024	CHK	MASTELLER	KRISTIN MASTELLER	TRAVEL EXPENSE REIMBURSEMENT	873.16
125809	11/13/2024	CHK	NISC	NISC	PRINT SERVICES	14,660.01

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**Bank Account: 4 - UMPQUA BANK - DISTRICT**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125810 11/13/2024	CHK	NORTH SKY	NORTH SKY COMMUNICATIONS, LLC	SEAL ROCK PROJECT	74,021.33
125811 11/13/2024	CHK	NORTHWEST RO	NORTHWEST ROCK, INC	ROCK-SHOP	1,537.90
125812 11/13/2024	CHK	PUD#3	PUD #3 OF MASON COUNTY	ELECTRIC INVENTORY PARTS-FUSED ELBOWS	428.90
125813 11/13/2024	CHK	JOHN 3	ROBERT W. JOHNSON	MONTHLY RETAINER FEES	4,375.00
125814 11/13/2024	CHK	STATE	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT	2,502.00
125815 11/13/2024	CHK	TOZIER	TOZIER BROS, INC	FORKLIFT-PROPANE	76.04
125816 11/13/2024	CHK	UTILI1	UTILITIES UNDERGROUND LOCATION	WATER LOCATES	174.15
125817 11/13/2024	CHK	WHITEWOLF EN	WHITEWOLF ENGINEERING SERVICES	CANAL VIEW IMPROVEMENTS & LAKE ARROWHEAD	633.50
125818 11/13/2024	CHK	2	KELSEY BROWNE	MR Refund	2,245.34
125820 11/18/2024	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,133.00
125821 11/18/2024	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	200.00
125822 11/18/2024	CHK	MASON7	MASON COUNTY AUDITOR	Vuecrest Easement	304.50
125823 11/19/2024	CHK	60	RIVERLINE POWER, LLC	DUCKABUSH RELOCATION PROJECT	321,669.00
125824 11/19/2024	CHK	BEACON BUILDI	BEACON BUILDING PRODUCTS	VIEW RIDGE HEIGHTS WATER-RESORVIOR TOP	2,504.23
125825 11/19/2024	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	EQUIPMENT #114-PARTS	60.32
125826 11/19/2024	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	2,630.63
125827 11/19/2024	CHK	JIMINI	JIMINI CONSTRUCTION LLC	RETAINAGE-ASPHALT PATCHES	800.00
125828 11/19/2024	CHK	KRISTMAS TOW	KRISTMAS TOWN KIWANIS	2024 CHRISTMAS TOWN USA PARADE FEE	25.00
125829 11/19/2024	CHK	SCOTT MCLEND	SCOTT MCLENDON'S HARDWARE #2	WATER NON INVENTORY PARTS	16.49
125830 11/19/2024	CHK	TOZIER	TOZIER BROS, INC	BOLDUC WATER-PARTS	38.35
125831 11/19/2024	CHK	TRACHTE	TRACHTE	ADJUST SALES TAX ON INV#41971	50.69
125832 11/19/2024	CHK	46	KOBE VIND	CLOTHING ALLOWANCE	209.70
125833 11/19/2024	CHK	2	KELSEY BROWNE	REFUND-ASPHALT WORK NOT NEEDED	2,245.34
125834 11/20/2024	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOUND CHARGES	80.16
125835 11/20/2024	CHK	FERRIER	JANIECE FERRIER	MONTHLY REIMBURSEMENT-#51058600	1,548.81
125836 11/20/2024	CHK	GDS ASSOCIATE	GDS ASSOCIATES, INC	MONTHLY WPAG EXPENSES	207.73



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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125837 11/20/2024	CHK	PURCH	PURCHASE POWER	POSTAGE METER REFILL-8000-9000-0211-6881	2,041.99
125838 11/20/2024	CHK	39	REESE SMELCER	CLOTHING ALLOWANCW	350.00
125839 11/20/2024	CHK	WEST	WEST COAST MOBILE EQUIPMENT REP	VEHICLE #64-REPAIRED BRAKES	483.27
125840 11/20/2024	CHK	YORK	YORK, MIKE	CLOTHING ALLOWANCE	350.00
125841 11/20/2024	CHK	SLATE ROCK SA	SLATEROCK FR	FR CLOTHING-JOSH GARLOCK	774.06
125842 11/20/2024	CHK	CAROW	CAROW, CINDI	MONTHLY REIMBURSEMENT	581.81
125843 11/20/2024	CHK	GRAYJU	GRAY, JULIE	MONTHLY REIMBRUSEMENT	1,157.66
125844 11/20/2024	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	917.60
125845 11/21/2024	CHK	AEGIS LAND TIT	AEGIS LAND TITLE	LYNCH ROAD VIEW TRACT-TITLE FEES	764.40VOID
125846 11/21/2024	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS	787.35
125847 11/21/2024	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	WATER NON INVENTORY SUPPLIES	273.18
125848 11/21/2024	CHK	CORIROSSI, COL	COLE CORIROSSI	CLOTHING ALLOWANCE	219.39
125849 11/21/2024	CHK	FERREL	FERRELLGAS - 0806	PROPANE-OFFICE	193.81
125850 11/21/2024	CHK	GORDON TRUC	FREIGHTLINER NORTHWEST OLYMPIA	VEHICLE #81 & SHOP-HEATER PIPE	119.63
125851 11/21/2024	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	PAST DUE INVOICE FROM 4/1/2024	50.00
125852 11/21/2024	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	230.87
125853 11/21/2024	CHK	KESTER	KESTER, GREGORY C.	MONTHLY REIMBURSEMENT	1,640.92
125854 11/21/2024	CHK	LES SCHWAB	LES SCHWAB WAREHOUSE CENTER	VEHICLE #73-(4)NEW TIRES & WHEEL SPIN	1,604.26
125855 11/21/2024	CHK	59	HAMID REZAEI	T3BADAS HMI PROJECT-SET UP DESIGN	2,625.00
125856 11/21/2024	CHK	RICOH USA, INC	RICOH USA, INC	WASTE TONER BOTTLE	48.87
125857 11/21/2024	CHK	TOZIER	TOZIER BROS, INC	ARCADIA ESTATES WATER-PARTS	51.81
125858 11/21/2024	CHK	VERIZO	VERIZON WIRELESS	ISLAND LAKE MANOR, BEL AIRE,& SHADOWOOD	75.06
125859 11/21/2024	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	CREDIT-VEHICLE #64	79.10
125860 11/22/2024	CHK	2	BRUCE WELCH	INACTIVE REFUND	62.76VOID
125861 11/25/2024	CHK	2	JANET AITKEN	INACTIVE REFUND	10.51
125862 11/25/2024	CHK	2	DARRYL DAVID	INACTIVE REFUND	89.79

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**Bank Account: 4 - UMPQUA BANK - DISTRICT**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125863 11/25/2024	CHK	2	ASHLEY EMERY	INACTIVE REFUND	752.04
125864 11/25/2024	CHK	2	WILLIAM KENDRICK	INACTIVE REFUND	72.26
125865 11/25/2024	CHK	2	WILLIAM KENDRICK	INACTIVE REFUND	128.90
125866 11/25/2024	CHK	2	DAN SORLEY	INACTIVE REFUND	109.77
125867 11/25/2024	CHK	2	BOB SUND	INACTIVE REFUND	303.53
125868 11/25/2024	CHK	2	BRUCE WELCH	INACTIVE REFUND	62.76VOID
125869 11/27/2024	CHK	AEGIS LAND TIT	AEGIS LAND TITLE	LYNCH ROAD VIEW TRACT-TITLE FEES	2,184.00
125870 11/27/2024	CHK	CAPIT2	CAPITAL INDUSTRIAL, INC.	VEHICLE #65-MINI LED WORK LAMPS	78.19
125871 11/27/2024	CHK	EVER	EVERGREEN RURAL	APPRENTICESHIP PROGRAM-1YEAR KOBE VIND	3,024.00
125872 11/27/2024	CHK	HDFOWL	HD FOWLER COMPANY	WATER INVENTORY PARTS	19,023.09
125873 11/27/2024	CHK	MASON CO COM	MASON COUNTY COMMUNITY SERVIC	MANZINITA RESERVOIR & BOOSTER PUMP-PERMI	13,743.30
125874 11/27/2024	CHK	POMP'S	POMP'S TIRE SERVICE INC	VEHICLE #84-(4)NEW TIRES	964.49
125875 11/27/2024	CHK	WEST	WEST COAST MOBILE EQUIPMENT REP	EQUIPMENT#104-REPLACE BOTTOM TRACK ROLLE	1,411.80
125876 11/27/2024	CHK	CITI CARDS	CITI CARDS	CITI CARD STATEMENT-ACCT# ENDING IN#4326	13,109.43
125877 12/02/2024	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	145.04
125878 12/02/2024	CHK	DAY	DAY WIRELESS SYSTEMS	RECURRING CHARGES-TWO WAY RADIO 21 UNITS	562.58
125879 12/02/2024	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	200.67
125880 12/02/2024	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	1,963.00
125881 12/02/2024	CHK	WASH 8	WASHINGTON STATE	NOVEMBER 2024-HEALTH, DENTAL, & LTD	48,365.59
125884 12/02/2024	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,132.97
125885 12/02/2024	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	220.00
125886 12/03/2024	CHK	2M COMPANY	2M COMPANY INC	WATER NON INVENTORY PARTS	734.92
125887 12/03/2024	CHK	CRC	COOPERATIVE RESPONSE CENTER, INC	AFTER HOURS ANSWERING SERVICE	2,078.77
125888 12/03/2024	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	GAS & DIESEL	5,131.64
125889 12/03/2024	CHK	EXCELSIOR CLE	EXCELSIOR CLEANING	MONTHLY JANITORIAL SERVICES	1,282.50
125890 12/03/2024	CHK	GE SOFTWARE	GE SOFTWARE INC DBA EKOS	EKOS FUEL SITE MODULE	80.00

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**Bank Account: 4 - UMPQUA BANK - DISTRICT**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125891 12/03/2024	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	PAST DUE INVOICE FROM 4/1/2024	50.00
125892 12/03/2024	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	5,427.22
125893 12/03/2024	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	ENCHANTMENT HEIGHTS WATER-LIGHT SWITCH	95.67
125894 12/03/2024	CHK	40	ERIC JOHNSON	BALANCE OF CLOTHING ALLOWANCE	215.06
125895 12/03/2024	CHK	MASONWEBTV.	MASONWEBTV.COM	2025 PARTNER LEVEL BROADCAST SPONSORSHIP	1,440.00
125896 12/03/2024	CHK	MILROY	BRANDY MILROY	TUITION REIMBURSEMENT	1,980.00
125897 12/03/2024	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY TRAINING NOVEMBER 21, 2024	1,136.25
125898 12/03/2024	CHK	OGG, GARET	GARET OGG	REIMBURSE-WA DOT PHYSICAL EXAM	175.00
125899 12/03/2024	CHK	PAPE KENWORT	PAPE KENWORTH	VEHICLE #72-VALVE	372.69
125900 12/03/2024	CHK	PLATT ELECTRI	PLATT	ELECTRIC NON INVENTORY PARTS-3-IN PVC	380.15
125901 12/03/2024	CHK	POWER ENGINE	POWER ENGINEERS	MANZANITA SUBSTATION ENGINEERING & TEST	16,629.90
125902 12/03/2024	CHK	RICOH USA	RICOH USA, INC.	RENT ON TWO MACHINES & ADDITIONAL IMAGES	1,097.38
125903 12/03/2024	CHK	SPECTRA LAB	SPECTRA LABORATORIES - KITSAP, LL	VARIOUS WATER SAMPLES	1,871.50
125904 12/03/2024	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLETS & (4) CELLULAR CHARGES	643.50
125905 12/03/2024	CHK	WEST	WEST COAST MOBILE EQUIPMENT REP	EQUIPMENT #108-CHECKED COOLING SYSTEM	4,651.58
125906 12/03/2024	CHK	WITTENBERG C	WITTENBERG CPA, PS	CONSULT-MANAGEMENT	840.00
125907 12/03/2024	CHK	US BANK-CCC	US BANK	US BANK CREDIT CARD #4484 7345 5001 2554	3,523.45
125908 12/04/2024	CHK	MASON CO COM	MASON COUNTY COMMUNITY SERVIC	AGATE BEACH WATER-PERMIT	419.02
125909 12/04/2024	CHK	ALTEC	ALTEC INDUSTRIES INC	VEHICLE #60-SWITCH PANEL	104.09
125910 12/04/2024	CHK	AMERICOOOL	AMERICOOOL HEATING & AIR CONDITI	LOW INCOME DUCTLESS HEATPUMP-GORDON RAGA	5,959.97
125911 12/04/2024	CHK	BRADLEY AIR C	BRADLEY AIR COMPANY	LOW INCOME DUCTLESS HEATPUMP-BETH WILSON	12,000.00
125912 12/04/2024	CHK	DALEY ELECTRI	DALEY ELECTRIC LLC	LOW INCOME DUCTLESS HEATPUMP-CONNIE BROW	6,000.00
125913 12/04/2024	CHK	FERREL	FERRELLGAS - 0806	GENERATOR PROPANE-(3)WATER SYS & (1)MAIN	820.62
125914 12/04/2024	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC INVENTORY PARTS-SWITCH CABINET	5,060.76
125915 12/04/2024	CHK	GILLIARDI LOG	GILLIARDI LOGGING AND CONSTRUCT	LAKE ARROWHEAD WATER-ROCK	100.41
125916 12/04/2024	CHK	GMES LLC	GMES LLC	(2)8' EXTENDED HOT CUTTERS & GAFF GUARD	483.32

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# Accounts Payable Check Register

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## 11/11/2024 To 12/06/2024

**Bank Account: 4 - UMPQUA BANK - DISTRICT**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
125917 12/04/2024	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	1,469.00
125918 12/04/2024	CHK	HOOD CANAL	HOOD CANAL MARKET FRESH	SHOP SUPPLIES-COUPPLINGS	14.98
125919 12/04/2024	CHK	MARSH	MARSH MUNDORF PRATT & SUL	WPAG MONTHLY FEES	274.56
125920 12/04/2024	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MONTHLY GARBAGE CHARGES	459.47
125921 12/04/2024	CHK	MOTOR CONT	MOTORS AND CONTROLS	WATER INVENTORY PARTS-BOOSTER PUMP	4,077.54
125922 12/04/2024	CHK	ONLINE	ONLINE INFORMATION SERVIC	ONLINE CREDIT REPORTING	86.61
125923 12/04/2024	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	(8)LINEMAN'S BLANKET	2,835.05
125924 12/04/2024	CHK	SCOTT MCLEND	SCOTT MCLENDON'S HARDWARE #2	PARADE LIGHTS	550.33
125925 12/04/2024	CHK	SHEETZ, MIKE	MIKE SHEETZ	NOVEBMBER TRAVEL EXPENSE	402.34
125926 12/04/2024	CHK	SOUTH SOUND	SOUTH SOUND APPLIANCE	LOW INCOME WASHER/DRYER-LINDA MURPHY	1,600.00
125927 12/04/2024	CHK	SHOP	THE SHOPPER'S WEEKLY	(2500)#10 ENVELOPES	531.05
125928 12/04/2024	CHK	WPUDA	WASHINGTON PUD ASSOC.	KRISTIN & MIKE S-WPUDA LUNCH JAN 2025	46.00
125929 12/04/2024	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	ANTIFREEZE	144.89
125930 12/04/2024	CHK	2	RANDY ENDICOTT	MINI SPLIT HEAT PUMP REBATE	800.00
125931 12/05/2024	CHK	COLONI	COLONIAL LIFE INSURANCE	SUPPLEMENTAL INSURANCE	601.89
125932 12/05/2024	CHK	SPEC	SPECIALTY ENGINEERING, INC.	COOPER-REGULATOR SCHOOL # 24-0283	3,250.00

**Total Payments for Bank Account - 4 :** (143) 1,149,733.83

**Total Voids for Bank Account - 4 :** (3) 889.92

**Total for Bank Account - 4 :** (146) 1,150,623.75

**Grand Total for Payments :** (143) 1,149,733.83

**Grand Total for Voids :** (3) 889.92

**Grand Total :** (146) 1,150,623.75

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# Accounts Payable Check Register

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**PARAMETERS ENTERED:****Check Date:** 11/11/2024 To 12/06/2024**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** Summary**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** Current**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No

# BUDGET MATERIALS

## Proposed Electric Budget 2025

INCOME STATEMENT ELECTRIC		2025- 3.00%
Line Item		Proposed
1 Energy Sales- Operating Revenue		11,621,446.00
<b>Total Revenue from Operations</b>		<b>11,621,446.00</b>
3 Power & Transmission Costs		4,082,090.00
4 Transmission Expenses -O&M		4,391.00
6 Distribution Expenses - Operation		1,041,543.00
7 Distribution Expense - Maintenance		1,065,829.00
8 Customer Accounts Expenses		172,550.00
9 Customer Service Expenses and Information		7,500.00
11 Administrative and General Expenses		2,325,964.00
<b>12 Total Expenses from Operations (3 thru 11)</b>		<b>8,699,867.00</b>
13 Depreciation & Amortization Expense		1,246,174.00
14 Tax Expense - Property & gross Receipts Property		244,762.00
15 Tax Expense - Other		663,243.00
16 Interest on Long Term Debt		337,893.00
19 Other Deduction		4,375.00
<b>20 Total Cost of Electric Service (12 thru 19)</b>		<b>11,196,314.00</b>
21 Operating Margins (1 minus 20)		425,132.00
22 Non Operating Margins - Interest		50,000.00
25 Non Operating Margins - Other		5,000.00
<b>29 Patronage Capital or Margins (21 thru 28)</b>		<b>480,132.00</b>
		<b>2025 Budgeted</b>
<b>Operating - Margin</b>		<b>425,132.00</b>
<b>Non Operating - Margin</b>		<b>55,000.00</b>
<b>Times Interest Earned Ratio - Operating (1.25 Min)</b>		<b>2.42</b>
<b>Debt Service Coverage Ratio (1.25 Min)</b>		<b>2.24</b>
<b>Funds Available for Debt Service, Reserves &amp; CWP</b>		<b>1,726,306.00</b>
Special Funds Available for CWP		100,000.00
Electric Bond Funds Available for CWP		0
<b>Total of Funds Available</b>		<b>1,826,306.00</b>
<b>Fund Expended for Debt Service &amp; CWP</b>		
Debt Service		584,385.00
CWP		550,000.00
General Facilities - Ops		-
<b>Funds Expended</b>		<b>1,134,385.00</b>
<b>Balance left for Reserve Funding</b>		<b>691,921.00</b>
Substation Fund		342,000.00
Cash on Hand Funding Goal (5 Days per Year)		70,000.00
Equipment Replacement Fund		200,000.00
<b>Balance Remaining</b>		<b>79,921.00</b>
<b>Long-Term Debt Balance at Year-End</b>		<b>9,039,106.00</b>

# BUDGET MATERIALS

## Proposed WATER Budget 2025

Line #	2025 Budgeted
	5% Increase
1 Operating Revenue	3,010,780.00
3 Cost of Power	172,000.00
6 Distribution Expense - Operation	547,535.00
7 Transmission Expense - Maintenance	304,777.00
8 Customer Accounts Expense	31,036.00
9 Customer Service And Information Expense	33,300.00
11 Administrative and General Expense	772,258.00
<b>12 Total Operation &amp; Maintenance Expense (2 thru 11)</b>	<b>1,860,906.00</b>
13 Depreciation & Amortization Expense	596,745.00
14 Tax Expense - Property & Gross Receipts	325.00
15 Tax Expense - Other	157,729.00
16 Interest on Long Term Debt	65,013.00
18 Interest Expense - Other	-
19 Other Deductions	-
<b>20 Total Cost of Water Service (12 thru 19)</b>	<b>2,680,718.00</b>
21 Patronage Capital & Operating Margins (1 minus 20)	330,062.00
22 Non Operating Margins - Interest	4,000.00
25 Non Operating Margins - Other	75,000.00
<b>29 Patronage Capital or Margins (21 thru 28)</b>	<b>409,062.00</b>

	2025 Budgeted
Operating - Margin	330,062.00
Non Operating - Margin	79,000.00
Times Interest Earned Ratio - Operating (TIER)	6.08
Debt Service Coverage Ratio	2.79
Note: TIER = Line 21+16/16	
<b>Funds Available for Debt Service, Reserves &amp; CWP</b>	<b>1,005,807.00</b>
<b>Debt Service</b>	<b>290,103.00</b>
<b>General Funds Available for CWP</b>	<b>715,704.00</b>
<b>Water Bond Funds Available for CWP</b>	<b>-</b>
<b>Carry Over Funds from Prior Year</b>	<b>-</b>
<b>Total CWP</b>	<b>500,000.00</b>
<b>Balance of Funds Available for Reserve Funding</b>	<b>215,704.00</b>
<b>Equipment Replacement Fund</b>	<b>75,000.00</b>
<b>SDF Fund</b>	<b>75,000.00</b>
<b>Cash on Hand Funding Goal (5 Days per Year)</b>	<b>30,000.00</b>
<b>Balance to Carry Forward</b>	<b>35,704.00</b>
<b>Long-Term Debt Balance at Year End</b>	<b>1,824,954.00</b>

# BUDGET MATERIALS

## Proposed Sewer Budget 2025

INCOME STATEMENT SEWER		1.5% Proposed
Line Item	2025 Budgeted	
1 Sewer Sales - Madrona		11,979.00
<b>Total Revenue from Operations</b>		<b>11,979.00</b>
3 Power & Transmission Costs		695.00
7 Distribution Expense - Maintenance		6,395.00
9 Customer Service Expenses and Information		0.00
12 <b>Total Expenses from Operations (3 thru 11)</b>		<b>7,090.00</b>
13 Depreciation & Amortization Expense		2,037.00
15 Tax Expense - Other		479.00
20 <b>Total Cost of Sewer Service (12 thru 19)</b>		<b>9,606.00</b>
21 Operating Margins (1 minus 20)		2,373.00
22 Non Operating Margins - Interest		420.00
29 <b>Patronage Capital or Margins (21 thru 28)</b>		<b>2,793.00</b>
	2025 Budgeted	
<b>Operating - Margin</b>		<b>2,373.00</b>
<b>Non Operating - Margin</b>		<b>420.00</b>
<b>Funds Available for Debt Service, Reserves &amp; CWP</b>		<b>4,830.00</b>
<b>Reserve Funds Available for CWP</b>		<b>3,001.00</b>
<b>Total CWP</b>		<b>5,500.00</b>



# Mason PUD 1

## 2025 Strategic Work Plan

**\* NOTICE:** This work plan is a live, flexible document. The tasks assigned are budget and workforce contingent. Items will be added, and some will be removed or changed throughout the year. This work plan is approved by the board of commissioners. Senior staff reports the progress quarterly to the board to ensure that the PUD is on track and has a clear plan and direction.

<b>1.0</b>	<b>Finance</b>	<b>Status: Progress, On Track, Off Track, Completed, Removed</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<b>1.1</b>	<b>Loans &amp; Grants</b>			
1.1.1	Source Water Protection Program- well decommissioning for Lake Arrowhead, Twanoh, Highland Estates	Q1- Applications for all three systems sent to DOH SWPP, totaling \$50,000.	Kristin/Brandy	Q1
1.1.2	Pole Yard VICP – if we get an NFA		Kristin/Katie	When ready
1.1.3	FEMA Mitigation Funding- Beacon Point URD rebuild, Mobile Substation, Mobile 3-PH Generator, Enchantment Heights, Union Heights 3PH, Robinson Road		Katie	Q1
1.1.4	Break out FEMA projects into 3 years and calculate match requirements for budget annually		Line Crew/Katie	Q1
1.1.5	Update the FEMA projects lists on S: drive for power and water		Kristin	Q1
1.1.6	BRIC Funding- Jorstad, 106, Water Resiliency, Poles & Reconductoring, Skokomish Valley Pole Replacements		Katie	Q2
1.1.7	DWSRF Funding- Arcadia Estates & Harstene Retreat I&M Treatment, Bellwood A& B Consolidation, Black B & C & Cedar Meadows 1 & 2: Consolidation I&M Treatment & Generator, Cherry Park, Island Lake Manor, Lakewood, Springwood, & Woodland Manor: Consolidation, Reservoir, Treatment: I&M & Nitrate, Madrona Beach & View Ridge Heights high DSL: design mainline and construction		Katie/Brandy	Q4
1.1.8	State & Federal Appropriations- match water grant investments for state and substation/AMI for federal in 2025		Kristin	Q2
1.1.9	Federal Infrastructure Grants- Clean Energy Infrastructure Funding Opportunity Exchange, ARPA-E Funding, Rural Energy for America Program, EERE, OCED		Katie/Kristin	Ongoing
1.1.10	Add any other grant opportunities here-		Staff	Ongoing
<b>1.2</b>	<b>Continue Finance Strategies</b>			

1.2.1	Continue days cash on hand		Katie	Ongoing
1.2.2	Finance Committee Meetings		Katie	2x/year
1.2.3	CETA Requirements/Reporting		Katie	Q3
1.2.4	Single Audit & CETA Audit		Katie	Q3
1.2.5	Funding plan for fleet- add smaller pickup to fleet list		Staff	Ongoing
1.2.6	Evaluate threshold for debt service for power and water before a rate increase is triggered- so we know how much room we have to borrow for matching funds on grants		Katie	Q1
	<b>Misc.</b>			
	Community Solar II – Recertify Low income program	PLACEHOLDER FOR 2028, SO WE DON'T FORGET.	Kristin/Lisa	Q1- 2028
<b>1.3</b>	<b>Fund Infrastructure Projects</b>			
1.3.1	Jorstad Substation		Kristin	Ongoing
1.3.2	CEDS List Projects		Kristin	Q2
1.3.3	South End Redundant Substation Intertie- Tideflats Underbuild		Kristin	Ongoing
<b>2.0</b>	<b>Facilities</b>			
<b>2.1</b>	<b>Implement Manzanita Campus Plan</b>			
2.1.1	House demolition w/FD6 for Practice Burn		Kristin	Q2
2.1.2	Permitting		Kristin, Brandy, G&O	Q1
2.1.3	Get water project construction out to bid & choose contractor		Kristin, Brandy, G&O	Q1
2.1.4	Redundant Power Intertie (when funded)		Kristin/Jeremiah	Q4
2.1.5	Replace damaged insulators on Transmission line		Jeremiah	Q4
<b>2.2</b>	<b>Continue facility maintenance</b>			

2.2.1	Mow all vaults on highway each year		Line Crew	Q3
2.2.2	Continue landscaping schedule – rebid contract in two sections		Brandy	Q2
2.2.3	Clean solar panels		Jordan	Q1
2.2.4	Work with G&O on dusting off new facility plan so we know how much money we need to go after to build it. (Will not do any actual work on new buildings though unless we get funded eventually.)		Kristin	Q4
2.2.5	Dust control		Jordan	Q2
2.2.6	Change all door/lock codes- train Jordan, Kristin & TJ on this		Cole	Q2
2.2.7	New radio plan and budget		Josh	Q2
2.2.8	Cleanup/reorganize outback area		Jordan	Q2
<b>2.3</b>	<b>Continue Cleanup Work at Pole Yard</b>			
2.3.1	Negotiate steps forward with TPU		Kristin	When ready
2.3.2	Work with Aspect on monitoring to seek the “NFA-No Further Action” requirement		Kristin	When ready
2.3.3	Apply for reimbursement funding through Ecology as it comes available		Kristin	When ready
<b>2.4</b>	<b>Property Acquisitions</b>			
2.4.1	Wonderland		Brandy	When ready
2.4.2	Dayton Trails		Brandy	When ready
2.4.3	Housing at Canal Mutual		Kristin	When ready
<b>3.0</b>	<b>Org Development</b>			
3.1	<b>Continue to Implement training plan</b>			
3.1.1	PGE Transformer Class		Josh	Q1
3.1.2	E&O Conference- Rose, Tim, Josh, Jordan		Kristin	Q2
3.1.3	Training Program for all employees- include in annual budget		Staff	Q3
3.1.4	Water & Line Apprentices		Katie	Ongoing
3.1.5	Update trainings process manuals & cross training activities		Staff	Ongoing
3.1.6	OMS Training Plan		Katie/Jeremiah	Q3

3.1.7	Service Order Training/Creation- Jeremiah to learn how to assign jobs		Katie	Q1
3.1.8	NISC Training- BPCs for Finance dept.		Katie	Q3
3.1.9	Fully implement staffing plan		Kristin	Ongoing
3.1.10	Do FTE analysis for water- how many new connections trigger an FTE and what are the impacts to budget?		Katie/Brandy	Q1
3.1.11	Evaluate imbedded/remote engineering support		Jeremiah	Q2
3.1.12	SEL Training or Hands-on Relay School		Jeremiah	Q3
3.1.13	Clean up inventory vs. non-inventory parts		Jordan/Staff	Q1
3.1.14	Start a monthly cycle counting for purchaser to do. Evaluate if/when crews need to assist. Cut down on crew labor time for inventory.		Jordan/Katie	Q1
<b>3.2</b>	<b>Continue Partnerships to Accomplish Work Goals &amp; Highlight Achievements</b>			
3.2.1	Other utilities, private sector, county/governmental agencies, nonprofits & tribes		Kristin	Ongoing
3.2.2	Request ability to widen ROW on Transmission Line or rebuild it underground		Kristin	Ongoing
<b>3.3</b>	<b>Safety</b>			
3.3.1	Practice the Emergency Response Plan		Staff	Q4
3.3.2	Great Washington Shakeout		Cassandra	Q3
3.3.3	Conduct an office-specific training/meeting		Katie	Q4
3.3.4	Panic-alarm testing		Katie	Q2
3.3.5	Fire extinguisher testing		Katie/John Spain	Q2
3.3.6	Active Shooter training		Katie	Q4
3.3.7	De-escalation Training		Katie	Q4
3.3.8	Offer recerts on CPR/1 <sup>st</sup> Aid		Kristin/John Spain	Q4
3.3.9	Publish list of power & water monthly safety topics on ops calendar		Brandy	Q1
3.3.10	Forklift certification		Kristin/John Spain	Q2
3.3.11	What is the frequency of the smoke inhalation training?		Katie	Q1
3.3.12	Fastenal vending machine		TJ	Q2

3.3.13	HDP welder training		John Spain???? What was this?	Q2
<b>3.4</b>	<b>Continue IT module roll--outs</b>			
3.4.1	RFP for replacement radio system		Josh/Kristin	Q1
3.4.2	Investigate Tail board meetings on iPads		Jeremiah/Rooster/Rose	Q1
3.4.3	SCADA licensing at T3		Jeremiah	Q3
3.4.4	Broadband Mapping/Tracking in Mapwise		Jeremiah/Luke	Q1
3.4.5	Email Phishing/Penetration Testing		Katie/HCC	Q3
3.4.6	Jordan, Rick & Katie to learn NISC Item Commitment Process		Katie/Jordan/Rick	Q2
<b>3.5</b>	<b>Technology Plan</b>			
3.5.1	Seek Funding		Kristin/Summer	2025
3.5.2	Setup AMI committee		Kristin/Summer	2025
3.5.3	List of utilities to talk to		Kristin/Summer	2025
	Setup meetings with vendors	Not ready to begin.	Kristin/Summer	When Funding Comes Through
	Estimate timeframe and budget	Not ready to begin.	Kristin/Summer	When Funding Comes Through
	Contractor Install Plan	Not ready to begin.	Kristin/Summer	When Funding Comes Through
	Rollout communications & implementation plan	Not ready to begin.	Kristin/Summer	When Funding Comes Through
3.5.4	Implement SCADA at new & existing subs and reclosers		Jeremiah	When ready
3.5.5	Determine PUD equipment requirements- Line Reclosers: managed ethernet switches & RTACs		Jeremiah	Q3
3.5.6	Protection Equipment- identify needs, budget, timeline		Jeremiah	Q2
3.5.7	End of line monitoring		Jeremiah	Q3
<b>3.6</b>	<b>Records Management</b>			
3.6.1	Annual Organization of Outback/Purge of Records that reached their retention date		Office Staff	Q1
3.6.2	Add recorded training to new hire onboarding		Katie	Q1
3.6.3	Go Paperless! Campaign		Kristin	Q3
<b>3.7</b>	<b>Grow Conservation Program</b>		Kristin	
3.7.1	Quarterly Conservation Utilization & Budget Reports		Katie/Cassandra	Ongoing
3.7.2	School Partnerships – lighting, EV's, etc.		Cassandra	Ongoing

3.7.3	Items for Customer Appreciation Event/Public Power Week		Kristin	Q3
3.7.4	Continue Canal Comfort Fund Drive		Kristin/Lisa	Q3
<b>3.8</b>	<b>Continue HR &amp; Employee Relations Functions</b>			
3.8.1	Onboarding/offboarding procedures		Katie	Q1
3.8.2	Hold benefits meeting/workshops with employees as needed, i.e. open enrollment		Katie	Q3
3.8.3	Employee Picnic		Kristin	Q2
3.8.4	Service Awards		Kristin	Q2
3.8.5	Two potluck events in-house		Kristin/Katie	2025
3.8.6	Customer Appreciation Event		Kristin	Q3
3.8.7	Hire Temporary Crew for Summer		Katie/ /TJ	Q2
3.8.8	Evaluate Hosting Student Workers from Shelton High School CTE Work Study Program		Kristin	Q2
<b>3.9</b>	<b>Public Involvement</b>			
3.9.1	Career Day		Staff	Q4
3.9.2	Parades		Kristin	Ongoing
3.9.3	Public Power Week		Kristin	Q4
3.9.4	EDC		Kristin	Ongoing
3.9.5	Kiwanis		Kristin/Katie	Ongoing
<b>3.10</b>	<b>Easements</b>			
3.10.1	Union Ridge		Brandy/Rob	Q1
3.10.2	GPS all new easements		Rick/Jeremiah	Q1
3.10.3	Release of interest on Manzanita to Dalby		Brandy/Kristin	Q1
3.10.4	N95L Tap- Virginia Ave.		Rick	Q4
<b>4.0</b>	<b>Water</b>			

<b>4.1</b>	<b>Engage on issues that impact our water business</b>			
4.1.1	Foster Task Force/WWUC Water Rights Committee		Kristin/Brandy	All Qs
4.1.2	WWUC		Brandy/Kristin	All Qs
4.1.3	WPUDA culvert removal funding workgroup		Kristin/Brandy	All Qs
4.1.4	WPUDA & WASWD water committee & leg committees		Kristin/Mike Sheetz/Brandy	All Qs
<b>4.2</b>	<b>Consolidation</b>			
4.2.1	Complete Twanoh Water system Project List & seek funding		Brandy	Q2
4.2.2	Work with local internet providers to help advance fiber into the Twanoh community		Brandy	Q3
4.2.3	Bellwood A & B		Brandy	Q1
4.2.4	"Big 5" systems to phase/plan/funding: Cherry Park, Island Lake Manor, Lakewood, Springwood, and Woodland Manor – Applying for DWSRF		Brandy	Q1
4.2.5	Black B & C and Cedar Meadows 1 & 2 – Applying for DWSRF		Brandy	Q1
<b>4.3</b>	<b>Update Water System Plans</b>			
4.3.1	Arcadia Estates – Applying for DWSRF to do update and I&M treatment		Brandy	Q1
4.3.2	Harstene Retreat - Applying for DWSRF to do update and I&M treatment		Brandy	Q1
4.3.3	Highland Estates		Brandy	Q2
4.3.4	Satellite Management Plan		Brandy	Q1
<b>4.4</b>	<b>Acquisitions</b>			
4.4.1	Harstene Point Association		Brandy/TJ	Ongoing
4.4.2	Orchard Beach Community		Brandy/TJ	Ongoing
<b>4.5</b>	<b>General Maintenance/CIP</b>			
4.5.1	Two Jackies Well House		TJ/Brandy	Q1
4.5.2	Bay East Reroof Well House – if not awarded in project		TJ/Brandy	Q4
4.5.3	Alderbrook AC Replacement- Manzanita Ct		TJ/Brandy	Q2
4.5.4	Highland Park- Manzanita Campus: Go out to bid for reservoirs and booster station		Brandy/Kristin	Q1
4.5.5	Lake Arrowhead – Hamma Hamma		TJ/Brandy	Q3
4.5.6	Twanoh Heights- decommission well		Brandy/TJ	Q2

4.5.7	Reservoir Cleaning & Inspection- Canal Mutual, Hood Canal, Lakewood Heights, Pirate's Cove, Tiger Lake, Twanoh Heights, Union, and View Ridge Heights		Brandy	Q3
4.5.8	Generators – Hamma Ridge and Tiger Lake		TJ/Brandy	Q3
4.5.9	Blackflow Device & CCC Campaign – List out systems		Brandy/Luke	Q2
4.5.10	Identify any needed tools and resources we need to get the work done		Staff	As necessary
<b>4.6</b>	<b>Well House Painting</b>			
4.6.1	Agate Beach		TJ/Brandy	Q3
4.6.2	Shadowood		TJ/Brandy	Q3
4.6.3	Vuecrest		T/Brandy	Q3
<b>4.7</b>	<b>Water Rights</b>			
4.7.1	Ripplewood		Brandy/Aspect	Ongoing
4.7.2	Madrona Beach – Have Aspect do a review and make recommendations in a summary		Brandy/Aspect	Ongoing
4.7.3	Apply for change in place of use for Twanoh Consolidation		Brandy/Aspect	Ongoing
<b>4.8</b>	<b>Water Loss</b>			
4.8.1	Madrona Beach – Applying for DWSRF: Design of mainline replacement and construction on Madrona Beach Ln		Brandy	Q1
4.8.2	View Ridge Heights – Applying for DWSRF: Design of mainline replacement and construction of reroute from wells to upper portion of water system		Brandy	Q1
<b>5.0</b>	<b>ELECTRIC</b>			
<b>5.1</b>	<b>Rebuilds- Capital Work Plan</b>			
5.1.1	Bee Mill- Eight Additional Spans		Josh/Jeremiah for engineering	Q3- 2025
5.1.2	Replace/Repair Regulators (V19 & N106)		Jeremiah	Q1 - 2025
5.1.3	Replacement Regulators		Jeremiah	Q1 - 2025
	Seal Rock		Josh/Jeremiah for engineering	2026
5.1.4	Triton Head Dr. Single Phase- upgrade wire		Josh	Q1 - 2025
5.1.5	N44 Old Mill Hill		Josh	Q2 - 2025
5.1.6	Wolf Drive- replace open concentric wire		Josh/Jeremiah for engineering	2025
5.1.7	101 & 106 Intersection on Hillside to Sunnyside Rd ( <a href="#">CONTRACTOR TRIM in 2025</a> )		Josh	2025
<b>5.2</b>	<b>FEMA REBUILD PROJECTS</b>			



	Upper end Finch Creek *FEMA Grant*			Completed 2023
5.2.1	N206L Tap (OH) to Shar Lane single *FEMA Grant*		Jeremiah/Josh	Q3- 2025
5.2.2	N133 R Tap Indian Beach (single OH) *FEMA Grant*		Jeremiah/Josh	Q2- 2025
5.2.3	N95L Tap (single OH) to Virginia St. & N. Mardell Ln- upgrade wire (2023) *FEMA Grant*		Jeremiah/Josh	Q2- 2025
5.2.4	N299 L Tap Lon Webb Rd *FEMA Grant*- Notes: Follow up w/Dave		Jeremiah/Josh	Q2- 2025
5.2.5	N138 Robinson Rd to Post Office 3PH URD (2024) *Move From FEMA to \$1.5M *- Contract Work		Josh/Jeremiah for engineering	Q3- 2025
5.2.6	S25 to S77 Skokomish 101 Reconductor *FEMA Grant*- Contract Work		Josh/Jeremiah for engineering	Q2- 2025
	N201 Eagle Creek Rd. single OH *FEMA Grant*		Jeremiah/Josh	2026
	N243 Tap Bottom of Hamma Ridge Rd single OH (2024) *FEMA Grant*		Jeremiah/Josh	2026
	N220L1 Tap Colony Surf *FEMA Grant*		Jeremiah/Josh	2026
	Eldon to Duckabush Reconductor *FEMA Grant*- Contract Work		Josh/Jeremiah for engineering	2026
	N330 Hamma Hamma Rec Rd single URD (2024) *FEMA Grant*		Josh/Jeremiah for engineering	2026
5.3	<b>ENGINEERING FOR FUTURE PROJECTS</b>			
5.3.1	Lilliwaup (WSDOT Culvert) Pole relocation- Crew Work		Jeremiah Design – Waiting for WSDOT	Q1- 2025
5.3.2	Lilliwaup Pole Relocation Plan/Bore- Contractor Work		Jeremiah	Q1- 2025
5.3.3	Wolf Drive		Jeremiah	Q1- 2025
5.3.4	Tribal Center Rd (UG)		Jeremiah Estimate	Q1- 2025
5.3.5	Enchantment Heights- ASK FEMA. Need estimate for grant. Can do full design afterward.		Jeremiah Estimate	Q1- 2025
5.3.6	Beacon Point UG Replacement- ASK FEMA. Need estimate for grant. Can do full design afterward.		Jeremiah Estimate	Q1- 2025
5.3.7	Skok Valley Pole Replacement & Reconductor- (Break out in Phases Also) ESTIMATE FOR FEMA ASK.		Jeremiah Estimate	Q1- 2025
5.3.8	Oly Canal Tracts ASK FEMA. Need estimate for grant. Can do full design afterward.		Jeremiah Estimate	Q1- 2025
5.3.9	Seamount URD ASK FEMA. Need estimate for grant		Jeremiah Estimate	Q1- 2025
5.3.10	Union Hts ASK FEMA. Need estimate for grant		Jeremiah Estimate	Q1-2025
5.3.11	25-27 WSDOT Culverts (Fish passage Projects)		Jeremiah	Q2 - 2025
5.3.12	Colony Surf- tap to get rid of fused elbow		Josh/Jeremiah	Q2- 2025
5.3.13	Bee Mill- 8 Spans		Jeremiah	Q3- 2025

5.3.14	Grand Rd. URD- bore		Jeremiah	Q3- 2025
5.3.15	V31L Tap- reconductor & taller poles		Jeremiah	Q4- 2025
5.3.16	Bambi Farms Single Phase URD		Jeremiah	Q4- 2025
5.3.17	Eagle Point URD		Jeremiah	Q4- 2025
	Orre Nobles – 3 spans of OH to UG		Jeremiah	2026
	115kV Insulators		Jeremiah	2026
	Tide Flats underbuild		Jeremiah	2026
	Add USFS Map Layer over PUD map layers so we can provide notification for tree trimming and system work to USFS		Luke/Jeremiah	Done
<b>5.4</b>	<b>Contracted Vegetation Management</b>			
5.4.1	MP 308-302 (2025) N510 – N615		Contractor/Josh/Kristin	2025
5.4.2	HWY 101 x HWY 106 Southbound- <b>CONTRACTOR</b>		Contractor/Josh/Kristin	2025
	MP 302-300 Bee Mill (2026) N615 – N645			2026
	MP 320-327 (2027) N278 – N160			2027
	MP 328-337 (2028) N138 – S48/U1			2028
	HWY 106 MP 2-11 (2029) U50 – U251			2029
<b>5.5</b>	<b>In-house Vegetation Management</b>			
5.5.1	N459		Line Crew	2025
5.5.2	Duckabush 1000 blk to Kelly Rd.		Line Crew	2025
5.5.3	N386 R Tap Webster/Triton/Bow Tree		Line Crew	2025
5.5.4	Other areas as necessary (Canal View)		Line Crew	2025
5.5.5	Annual USFS Permit Review- Do this when Seal Rock starts		Kristin/Jeremiah	Q1- March
<b>5.6</b>	<b>T3ba'das Substation</b>			
5.6.1	T3 Circuit Breaker Project Out to Bid			Q1- 2025
<b>5.7</b>	<b>Manzanita Substation</b>			
5.7.1	Substation Construction		POWER/Kristin/Jeremiah	Q1
5.7.2	Distribution Construction		Crew/Jeremiah	Q1
5.7.3	Finish Construction, testing & commissioning		POWER/Kristin/Jeremiah	Q2
<b>5.8</b>	<b>Annual Substation Inspection &amp; Maintenance Plan</b>			

5.8.1	Create annual reports with the data collected		Jeremiah	TBD Waiting On OMS Connect
5.8.2	Develop a regulator maintenance plan		Jeremiah	Q2- 2025
5.8.3	Evaluate the cost to have spares on hand and how many we can afford to purchase in a year or if we have to spread it over 2 years.		Josh/Jeremiah	Q1- 2025
5.8.4	Install fiber & camera at Hoodsport Sub		Kristin	Q1
<b>5.9</b>	<b>Pole Replacement Plan</b>			
	106	Designed and shelved. Waiting for funding.	Jeremiah	On Hold
5.9.1	Skok Valley		Jeremiah for engineering	Q2
5.9.2	Replace EOL poles as identified- goal is 10/year. Write these down on the whiteboard for engineering to track.		Josh	Ongoing
5.9.3	Pole Inspection/Testing		Jeremiah	Q3
5.9.4	System Climbing/Inspection plan or Drone inspection for Tidal Crossing		Jeremiah	Q1
<b>5.10</b>	<b>Install Gang Switches</b>			
5.10.1	N406 *FEMA Grant* (I don't see this on the FEMA plan)		Line Crew/Jeremiah	Q4
5.10.2	INSERT NEW GANG LOCATION HERE WHEN DECIDED *FEMA Grant*		Line Crew/Jeremiah	Q4
5.10.3	Solid Blade cutouts- Identify locations		Line Crew/Jeremiah	Q4
5.10.4	Old School House Road – Tie Hoodsport North and South near Hwy		Line Crew/Jeremiah	Q4
<b>5.11</b>	<b>Install recloser banks</b>			
5.11.1	N544 *FEMA Grant*	Middle phase bad (High Priority)/Waiting on quote	Line Crew/Jeremiah	Q1- 2025
5.11.2	S38 – (1-PHASE)	Currently Bypassed (High Priority)/On Order	Line Crew/Jeremiah	Q1- 2025
5.11.3	V19 *FEMA Grant*	Currently Bypassed (High Priority)/Waiting on quote	Line Crew/Jeremiah	Q1- 2025
5.11.4	N595 Single phase Recloser	Currently fused/On Order	Line Crew/Jeremiah	Q1- 2025
5.11.5	N377 *FEMA Grant*	Waiting on quote	Line Crew/Jeremiah	Q1- 2025
5.11.6	Duckabush Sub North- Pleasant Harbor *FEMA Grant*	Waiting on quote	Line Crew/Jeremiah	Q1- 2025
5.11.7	N595R1 *FEMA Grant*	Waiting on quote	Line Crew/Jeremiah	Q1- 2025
<b>5.12</b>	<b>Misc. Engineering Projects</b>			
5.12.1	Evaluate Regulator Control Replacement		Jeremiah	Q1- 2025
5.12.2	Long Range Plan (LRP)- use WindMil model to aid in LRP		Jeremiah	Q4- 2025
5.12.3	Tree Clearing Tracking- create layers in NISC or ARCGIS		Jeremiah	

5.12.4	Tideflats Underbuild Planning		Jeremiah	Q1- 2025
5.12.5	Finalize Avian Protection Plan		Jeremiah	Q1- 2025
	<b>Identify UG Construction Standards to Update</b>			
5.12.6	Calculations as necessary		Jeremiah	Ongoing
5.12.7	Add/Change/Determine necessary item #s in NISC Financials		Jeremiah	Ongoing
5.12.8	AutoCAD Drawings		Jeremiah	Q1- 2025
5.12.9	Add/Change AUs NISC Financials		Jeremiah	Ongoing
	<b>Identify OH Construction Standards to Update</b>			
5.12.10	Calculations as necessary		Jeremiah	Ongoing
5.12.11	Add/Change/Determine necessary item #s in NISC Financials		Jeremiah	Ongoing
5.12.13	AutoCAD Drawings		Jeremiah	Q1- 2025
5.12.14	Add/Change AUs NISC Financials		Jeremiah	Ongoing
	<b>Procedure Streamlining</b>			
5.12.15	Process for as-built in NISC for transformers		Jeremiah	<b>Done</b>
5.12.16	Process for as-built in NISC for meters		Jeremiah	Q1- 2025
	<b>WindMil Model</b>			
5.12.17	Identify NISC connectivity issues		Jeremiah	Ongoing
5.12.18	Document clean-up for WindMil & NISC models		Jeremiah	Ongoing
5.12.19	Load flow analysis		Jeremiah	Q1- 2025
5.12.20	Voltage drop analysis		Jeremiah	Q1- 2025
5.12.21	Protection/Coordination analysis		Jeremiah	Q1- 2025
<b>5.13</b>	<b>Engage in Industry Associations that Support our Power Business</b>			
5.13.1	WPUDA		Staff & Commissioners	All Qs
5.13.2	PPC		Kristin & Commissioners	All Qs
5.13.3	WPAG		Kristin & Commissioners	All Qs
5.13.4	NWPPA		Kristin & Commissioners	All Qs
5.13.5	BPA		Kristin & Commissioners	All Qs
5.13.6	Energy Northwest		Kristin & Commissioners	All Qs

<b>5.14</b>	<b>Telecom-HCC Partnerships</b>			
5.14.1	Alderbrook URD		Brandy/Kristin/HCC	Ongoing
5.14.2	Canal View Bore - Water		Brandy/HCC	Ongoing
5.14.3	Beacon Point Rebuild		Kristin/HCC	Ongoing
<b>5.15</b>	<b>Pole Attachments</b>			
5.15.1	Recalculate pole attachment rates & set public rate hearing		Katie	Q2
<b>5.16</b>	<b>MISC.</b>			
5.16.1	Continue more 3PH/CT Meter Audits		Summer	Q4
5.16.2	Low wires – audit & notify attachers		Katie	Ongoing



**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. 2084**

**A RESOLUTION ADJUSTING COMPENSATION FOR NON-REPRESENTED  
ADMINISTRATIVE EMPLOYEES**

**WHEREAS**, R.C.W. 54.12.090 authorizes the Commission to create positions and set compensation for employees by resolution; and

**WHEREAS**, R.C.W. 54.16.100 requires the General Manager to recommend to the commission compensation of the employees of his or her office, and a scale of compensation to be paid for the different classes of service required by the district; and

**WHEREAS**, the Board of Commissioners has previously approved a scale of compensation to be paid for each administrative exempt employee position; and

**WHEREAS**, the District surveyed public utility districts' salaries for non-represented positions to ensure compensation is competitive for recruitment and retention; and

**WHEREAS**, the Board of Commissioners has granted \$44,832.66 in total annual compensation adjustments for non-represented staff in recognition of outstanding performance for 2024.

**NOW THEREFORE, BE IT RESOLVED** that the following listed positions are hereby authorized and classified in the salaries shown. Effective December 16, 2024, the start of the new payroll year:

Title	Min	Mid	Max
Business Services Coordinator	\$ 82,665.55	\$ 99,316.00	\$ 116,526.46
Water Superintendent	\$ 114,389.96	\$ 140,865.29	\$ 167,341.79
Electric Superintendent	\$ 172,475.52	\$ 184,800.00	\$ 208,320.00
Engineering Manager	\$ 157,649.70	\$ 175,260.02	\$ 195,140.85
Water Resource Manager	\$ 140,014.31	\$ 145,926.25	\$ 162,479.56
Director of Business Services	\$ 172,744.75	\$ 195,979.78	\$ 223,678.60

**APPROVED AND ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington, this 10th day of December 2024.

\_\_\_\_\_  
Jack Janda, Board President

Attest:

\_\_\_\_\_  
Mike Sheetz, Board 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. 2085**

**A RESOLUTION TO ADJUST GENERAL MANAGER COMPENSATION FOR 2025**

**WHEREAS**, the Board of Commissioners conducted an annual performance review of the General Manager on December 3, 2024 with an overall performance rating of "Exceptional"; and

**WHEREAS**, General Manager Kristin Masteller has presented the commission with a compensation proposal;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Mason County PUD No. 1 Board of Commissioners hereby approves a new base salary of \$233,100.00 for the General Manager, Kristin Masteller, effective December 16, 2024, the start of the 2025 payroll year.

**PASSED AND APPROVED** this 10th day of December, 2025.

\_\_\_\_\_  
Jack Janda, President

\_\_\_\_\_  
Ron Gold, Vice President

ATTEST:

\_\_\_\_\_  
Mike Sheetz, Secretary



**PUBLIC UTILITY DISTRICT NO. 1**  
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**BOARD OF COMMISSIONERS**  
MIKE SHEETZ, Commissioner  
JACK JANDA, Commissioner  
RON GOLD, Commissioner

## **RESOLUTION NO. 2086**

### **A RESOLUTION ESTABLISHING A NEW SEWER RETAIL RATE SCHEDULE FOR THE DISTRICT**

**WHEREAS**, the District reviewed the sewer department’s monthly rate for 2025 and calculated the projected cost to provide service for operations and scheduled maintenance in 2025; and

**WHEREAS**, the District determined that the current sewer rate needs to be adjusted for inflation; and

**WHEREAS**, a public rate hearing was held on December 10, 2024; and

**WHEREAS**, following the public hearing, the commission approved a 1.5% sewer rate increase for 2025;

**NOW, THEREFORE, BE IT RESOLVED THAT** the new rate schedule as outlined below shall take effect on the April 2025 billing statements:

<b>Residential</b>	<b>Previous</b>	<b>New Rate</b>
Basic Charge	\$54.64	\$55.46

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on December 10, 2024, the following commissioners being present and voting:

\_\_\_\_\_  
Mike Sheetz, Secretary

\_\_\_\_\_  
Jack Janda, President

\_\_\_\_\_  
Ron Gold, Vice President





**RESOLUTION NO. 2087**

**A RESOLUTION ESTABLISHING NEW ELECTRIC RETAIL RATE SCHEDULES FOR THE DISTRICT**

**WHEREAS**, the District no longer qualifies for Bonneville Power Administration’s (BPA’s) Low Density Discount of 5.5%, and BPA announced a proposed 9.8% increase for BPA’s Tier 1 power rates, and a 21% increase to their transmission rate, thus making it necessary to increase the electric retail rates charged to Mason County PUD No. 1 customers in order to maintain the financial integrity of the District as required by law; and

**WHEREAS**, BPA’s charges comprise approximately 50% of the District’s total operational costs; and

**WHEREAS**, the cost of material, labor, general and administrative costs continue to increase; and

**WHEREAS**, the District obtained grant funding through FEMA that will reimburse the District for planned construction work projects in 2025 giving the District the availability to reduce the planned rate increase by 1.75% for 2025 to 3.00%, with 2026 remaining as originally planned with 4.75%; and

**WHEREAS**, a public rate hearing was held on December 10, 2024; and

**WHEREAS**, following the public hearing, the commission approved the following rates effective April 1<sup>st</sup> of 2025, and 2026 as follows: Residential Customer Class 3.0% for the Basic Service fee and 3.0% for the kWh Usage in 2025, and 4.75% in 2026. Low-Use Residential will increase 3.0% for the Basic Service fee and 3.0% for the kWh Usage in 2025, and 4.75% in 2026. General Service 1P will increase 3.0% for the Basic Service Fee and 3.0% for kWh Usage in 2025, and 4.75% in 2026. General Service 3P Customer Class will increase 3.0% for the Basic Service fee and 3.0% for kWh in 2025, and 4.75% in 2026. Security Lighting will increase 3.0% in 2025, and 4.75% in 2026;

**NOW, THEREFORE, BE IT RESOLVED THAT** the new rate schedules as outlined below shall take effect on the April 2025 and April 2026 billing statements:

<b>Residential</b>	<b>Previous</b>	<b>2025</b>	<b>2026</b>
Base Service	\$44.52	\$45.86	\$48.03
kWh Usage (Per kWh)	\$.09388	\$.09670	\$.10129
State Public Utility Tax	3.873%	3.873%	3.873%
State Privilege Tax	2.14%	2.14%	2.14%
<b>Residential Low-Use</b>	<b>Previous</b>	<b>2025</b>	<b>2026</b>
Base Service	\$47.11	\$48.52	\$50.83
KWH Usage (Per kWh)	\$.09388	\$.09670	\$.10129
State Public Utility Tax	3.873%	3.873%	3.873%
State Privilege Tax	2.14%	2.14%	2.14%



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

<b>General Service Single Phase</b>	<b>Previous</b>	<b>2025</b>	<b>2026</b>
Base Service	\$52.38	\$53.95	\$56.51
KWH Usage	\$.09934	\$.10232	\$.10718
State Public Utility Tax	3.873%	3.873%	3.873%
State Privilege Tax	2.14%	2.14%	2.14%
<b>General Service Three Phase</b>	<b>Previous</b>	<b>2025</b>	<b>2026</b>
Base Service	\$66.00	\$67.98	\$71.21
KWH Usage (Per kWh)	.09623	.09912	\$.10382
State Public Utility Tax	3.873%	3.873%	3.873%
State Privilege Tax	2.14%	2.14%	2.14%
<b>Street Light Charge (\$ per month):</b>	\$13.67	\$14.08	\$14.75
<b>Pole Charge (\$ per month):</b>	\$3.03	\$3.12	\$3.27
<b>System Capacity Fee *per new service connection</b>	\$1,200	\$1,200	\$1,200

**ADOPTED** by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on December 10, 2024, the following commissioners being present and voting:

\_\_\_\_\_  
Mike Sheetz, Secretary

\_\_\_\_\_  
Jack Janda, President

\_\_\_\_\_  
Ron Gold, Vice President



**PUBLIC UTILITY DISTRICT NO. 1  
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BOARD OF COMMISSIONERS

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

**A RESOLUTION DECLARING ITEMS AS SURPLUS PROPERTY  
RESOLUTION NO. 2088**

WHEREAS, the properties referenced below are no longer usable by Public Utility District No. 1 of Mason County (the "District"), and

WHEREAS, the District wishes to vacate its utility easements on Jefferson County Parcels Nos. 981002229 and 502164012 and divest of its real property located at 80 E. Ridgecrest Drive South, Union, WA (Mason County Parcel 32105-76-90093).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Mason County PUD No. 1 that the above listed properties and easements 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

ADOPTED this 10th day of December 2024.

\_\_\_\_\_  
Jack Janda, President

\_\_\_\_\_  
Ron Gold, Vice President

ATTEST:

\_\_\_\_\_  
Mike Sheetz, Secretary

**Washington State Military Department  
HAZARD MITIGATION GRANT AGREEMENT FACE SHEET**

<b>1. Subrecipient Name and Address:</b> <b>Mason County PUD #1</b> <b>21971 N Hwy 101</b> <b>Shelton, WA 98584</b>		<b>2. Total Grant Amount (excl. SubMC):</b> <b>\$3,629,206.10</b>  <b>State: \$181,460.30</b> <b>Federal: \$3,226,285.49</b> <b>Local: \$181,460.31</b> <b>SubMC: \$100,900</b>		<b>3. Grant Number:</b> <b>(Contract Number)</b>	
<b>4. Subrecipient Contact, phone/email:</b> <b>Katie Arnold, 360-877-5249 ext. 219</b> <b>karnold@masonp-pud1.org</b>		<b>5. Grant Start Date:</b> <b>October 3, 2024</b>		<b>6. Grant End Date:</b> <b>May 2, 2026</b>	
<b>7. Department Program Manager, phone/email:</b> <b>Tim Cook, (253) 512-7072</b> <b>tim.cook@mil.wa.gov</b>		<b>8. Unique Entity ID (UEI):</b> <b>(UEI #) KD7HQJF4JNC9</b>		<b>9. UBI # (state revenue):</b> <b>232-000-374</b>	
<b>10. Funding Authority:</b> <b>Washington State Military Department (the "DEPARTMENT"), and Federal Emergency Management Agency (FEMA)</b>					
<b>11. Federal Funding Identification #:</b> <b>DR-4481-WA</b> <b>4481-06-R</b>		<b>12. Federal Award Date</b> <b>October 3, 2024</b>		<b>13. Assistance Listing # &amp; Title:</b> <b>97.039 (HMGP)</b>	
<b>14. Program Index # &amp; OBJ/SUB-OBJ:</b> <b>(Fed) 704F7 NZ, (State) 702S7 NZ, (SubMC) 702L7</b>			<b>15. TIN or SSN:</b> <b>91-6001048</b>		
<b>16. Service Districts:</b> (BY LEGISLATIVE DISTRICT): <b>36th</b> (BY CONGRESSIONAL DISTRICT): <b>6th</b>		<b>17. Service Area by County(ies):</b> <b>Mason County</b>		<b>18. Women/Minority-Owned, State Certified?:</b> N/A NO YES, OMWBE # _____	
<b>19. Contract Classification:</b> Personal Services <input type="checkbox"/> Client Services <input type="checkbox"/> Public/Local Gov't <input checked="" type="checkbox"/> <input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			<b>20. Contract Type (check all that apply):</b> Contract <input type="checkbox"/> Intergovernmental (RCW 39.34) <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input checked="" type="checkbox"/> Interagency		
<b>21. Contractor Selection Process:</b> <input checked="" type="checkbox"/> "To all who apply & qualify" Competitive Bidding Sole Source A/E RCW N/A Filed w/OFM? Advertised? YES NO _____			<b>22. Contractor Type (check all that apply)</b> <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input checked="" type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> OTHER		
<b>23. PURPOSE/DESCRIPTION:</b> FEMA's Hazard Mitigation Grant Program provides grants for mitigation planning and cost-effective mitigation actions after a Presidential disaster declaration to reduce the risk of loss of life and property damage in future disasters. <b>Title: SystemWide Resiliency Project.</b> The purpose of this Agreement is to provide funds to the SUBRECIPIENT for the herein proposed project as noted in Statement of Work and/or Description of the Project (Attachment 3), Project Development Schedule (Attachment 4), Project Budget (Attachment 5), and the FEMA approved project application, each of which are incorporated herein by this reference. The DEPARTMENT is the Recipient and Pass-through Entity of the <b>4481-06-R SystemWide Resiliency Project</b> and FEMA State Agreement, which are incorporated by reference, and makes a subaward of Federal award funds to the SUBRECIPIENT pursuant to this Agreement. The SUBRECIPIENT is accountable to the DEPARTMENT for use of Federal award funds provided under this Agreement and the associated matching funds.					
IN WITNESS WHEREOF, the DEPARTMENT and SUBRECIPIENT acknowledge and accept the terms of this Agreement, including all referenced attachments which are hereby incorporated and made a part hereof, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Attachment 1); General Terms and Conditions (Attachment 2); Statement of Work and/or Description of Project (Attachment 3); Project Development Schedule (Attachment 4); Project Budget (Attachment 5); and all other documents, exhibits and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: <b>1. Applicable Federal and State Statutes and Regulations</b> <b>4. Special Terms and Conditions</b> <b>2. DHS/FEMA Award and program documents</b> <b>5. General Terms and Conditions, and,</b> <b>3. Work Plan, Schedule, and Budget</b> <b>6. Other provisions of the Agreement incorporated by reference</b>					
WHEREAS the parties hereto have executed this Agreement on the day and year last specified below. FOR THE DEPARTMENT: _____ FOR THE SUBRECIPIENT: _____  Signature _____ Date _____ Signature <b>Kristin Masteller</b> Date _____ Regan Anne Hesse, Chief Financial Officer <b>General Manager</b> Washington State Military Department  BOILERPLATE APPROVED AS TO FORM: APPROVED AS TO FORM: <u>Dierk Meierbachtol</u> 4/4/2023 _____ Assistant Attorney General _____ Date _____					

**FACE SHEET**  
**Washington State Department of Health**  
**Water System Consolidation Feasibility Study Grant**

**Financial Services Division**  
**Office of Drinking Water**  
**Drinking Water System Consolidation Feasibility Study**

<b>1. CONTRACTOR</b> Mason County PUD No. 1 21971 N Hwy 101 Shelton, WA 98584		<b>2. CONTRACTOR Doing Business As (optional)</b>	
<b>3. CONTRACTOR Representative</b> Katie Arnold 360-877-5249 karnold@mason-pud1.org		<b>4. DOH Representative</b> Eloise Rudolph Contract Manager (360-236-3124 Eloise.Rudolph@wa.doh.gov PO Box 47822 Olympia, WA 98504-7822	
<b>5. Contract Amount</b> 50,000.00	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> (Date of last signature)	<b>8. End Date</b> 6/30/2027
<b>9. Federal Funds (as applicable)</b> N/A	<b>10. Federal Agency</b> <u>N/A</u>	<b>CFDA Number:</b> N/A	
<b>10. Tax ID #</b> 91-6001048	<b>11. SWV #</b> 0028711-00	<b>12. UBI #</b> 232000374	<b>13. UEI #</b> KD7HQJF4NC9
<b>14. Contract Purpose</b> The Contract provides the terms and conditions for the Mason County PUD#1 (CONTRACTOR) to implement a grant administered by the Department of Health (DOH) to make improvements authorized and funded under SSB 6090, section 2035 (2018).  DOH and CONTRACTOR acknowledge and accept the terms of this Contract and have executed this Contract on the date below to start as of the date and year referenced above. The rights and obligations of the parties are governed by the Contract Special Terms and Conditions, General Terms and Conditions, Attachment "A" -- Scope of Work, and Attachment "B" -- Budget.			
<b>FOR CONTRACTOR</b>  _____ Katie Arnold Title  _____ Date Signed:		<b>FOR DOH</b>  _____  _____ Date Signed:  <b>APPROVED AS TO FORM ONLY</b> <b>BY ASSISTANT ATTORNEY GENERAL</b> <b>APPROVAL ON FILE</b>	

## SITE ACCESS AGREEMENT

### PERMISSION TO ENTER PROPERTY

This Site Access Agreement (“Agreement”) is made this \_\_\_ day of February 2024 by and between Public Utility District No. 1 of Mason County, (“PUD 1”), and Mason County Fire District No. 6 (“Fire District 6”).

WHEREAS, Owner is the legal owner of the following described real property situated in Mason County, Washington:

1681 E. McReavy Rd., Union, WA 98592, Mason County Assessor’s Parcel No. 32105-31-00000 (“Site”);

WHEREAS, Fire District requests permission to enter the Owner’s property for the purposes of conducting fire district or law enforcement training to include the use and destruction of the residence located thereon;

WHEREAS, the Owner is willing to allow access to the property for said purposes

Now, Therefore the Parties agree as follows:

1. Owner hereby gives permission to Fire District 6’s, its agents (including, but not limited to, employees, volunteers, and other members of fire or law enforcement agencies (“Authorized Parties”) to enter upon the Site to use the residence currently located on the Site for training purposes including the burning of the structure. This permission is effective immediately upon the execution of this Agreement.

2. Prior to the burn, the Owner shall:

- a. Disconnecting all utilities.
- b. Cancel insurance on the structure.
- c. Surveying for and removing any asbestos or hazardous materials (including tar and shingles).
- d. Clearing out any shrubs or overgrown grass from around the perimeter of the house.
- e. Obtaining permits.
- f. Removing any unsafe items from the house for safety of the fire personnel (e.g. hoarding situations)
- g. Cleaning up after the burn exercise is complete.

5. Authorized Parties shall enter upon the Site at their own risk, and Owner shall not be held responsible or liable for injury, damage, or loss incurred by any Authorized Party arising out of

or in connection with activities under this Agreement, except to the extent that any injury is caused due to the acts or omissions of Owner or any employee or agent of the Owner.

6. Each Authorized Party severally hereby indemnifies and holds Owner harmless from any and all claims or causes of action arising out of or related to the acts or omissions of said Authorized Party in connection with the performance of activities under this Agreement, except to the extent that any injury is caused due to the acts or omissions of Owner, or any employee or agent of Owner.

9. Authorized Parties will give notice to the Owner at least one (1) week in advance of the start of any activities on the Site.

10. Owner ensures that Owner and any/all Site operators will give Authorized Parties access to the entire Site for the purposes set forth in this Agreement.

11. Any party to this Agreement may terminate this Agreement by giving two (2) months advanced written notice, or all parties may terminate the Agreement at any time by written agreement.

12. This Agreement shall expire upon the completion of project activities.

Fire District 6

PUD 1

\_\_\_\_\_

\_\_\_\_\_  
Kristin Masteller, Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## PUD1 – Executive Summary – October 2024

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of October 2024:

- **Work in Progress:**
  - Grant Applications – Ongoing
  - 2019 / 2020 CETA Audit
  - 2022 / 2023 Accountability Audit
  - 2025 Budget
  
- **Completed Projects:**
  - 2023 Financial Audit & 2023 Federal Audit
  - 2024 Budget
  - 2023 Privilege Tax Return (Due 2/29/24)
  - 2023 EIA Report (Due 4/30/24)
  - 2023 Form 7 (Due 3/31/24)
  - 2023 Annual Report (Due 05/30/24)
  
- **Planned Key Milestones, Activities and / or Events:**
  - Long range financial and budgetary planning – ongoing.

### Financial Highlights:

- Revenue – Gross Revenue was \$992,291 for the month of October 2024.
- Expenditures – Gross expenditures were \$1,000,376 for the month of October 2024.
- As of October 31, the PUD has \$753,281 grant reimbursements outstanding for ongoing projects, which is an equivalent of about 30 days of our cash on hand.

Financial Metrics as Compared with Prior Year:	October 2024	October 2023
Total General Cash and Investments	\$1,117,507	\$1,115,463
Current Ratio (Current Assets/Current Liabilities)	1.89 to 1	1.25 to 1
Debt Service Coverage (O&M/ Debt Service)	3.39	3.09
Long-Term Debt to Net Plant	23%	29%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	35%	41%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	28%	35%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	5.76	2.63
Cash on Hand (Total Available Cash/Average Daily Costs)	44 Days (General) 165 Days (All Funds)	46 Days (General) 170 Days (All Funds)





## Mason County PUD No 1

*Budget Summary by Division For the Month Ended October 31, 2024*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 741,865.24	\$ 249,398.39	\$ 1,027.32	\$ 992,290.95
<b>Budgeted</b>	\$ 733,020.00	\$ 272,399.31	\$ 989.93	\$ 1,006,409.24
<b>Difference (-/+)</b>	\$ 8,845.24	\$ (23,000.92)	\$ 37.39	\$ (14,118.29)
<b>% of Budget</b>	101%	92%	104%	99%
<b>Total Expenditures</b>	\$ 777,238.84	\$ 223,033.76	\$ 103.28	\$ 1,000,375.88
<b>Budgeted</b>	\$ 804,725.09	\$ 213,636.91	\$ 527.62	\$ 1,018,889.62
<b>Difference (-/+)</b>	\$ (27,486.25)	\$ 9,396.85	\$ (424.34)	\$ (18,513.74)
<b>% of Budget</b>	97%	104%	20%	98%
<b>Net Operating Margins</b>	\$ (35,373.60)	\$ 26,364.63	\$ 924.04	\$ (8,084.93)
<b>Budgeted</b>	\$ (71,705.09)	\$ 58,762.40	\$ 462.31	\$ (12,480.38)
<b>Difference (-/+)</b>	\$ 36,331.49	\$ (32,397.77)	\$ 461.73	\$ 4,395.45
<b>% of Budget</b>	49%	45%	200%	65%



## Mason County PUD No 1

Budget Summary by Division for the Ten Months Ended October 31, 2024

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 9,365,954.14	\$ 2,552,360.22	\$ 10,413.13	\$ 11,928,727.49
<b>2024 Budget</b>	\$ 11,337,957.00	\$ 2,946,410.00	\$ 12,222.00	\$ 14,296,589.00
<b>Difference (-/+)</b>	\$ (1,972,002.86)	\$ (394,049.78)	\$ (1,808.87)	\$ (2,367,861.51)
<b>% of Budget</b>	83%	87%	85%	83%
<b>Total Expenditures</b>	\$ 8,066,699.57	\$ 1,888,130.62	\$ 5,964.70	\$ 9,960,794.89
<b>2024 Budget</b>	\$ 10,447,134.00	\$ 2,563,896.00	\$ 9,580.00	\$ 13,020,610.00
<b>Difference (-/+)</b>	\$ (2,380,434.43)	\$ (675,765.38)	\$ (3,615.30)	\$ (3,059,815.11)
<b>% of Budget</b>	77%	74%	62%	77%
<b>Net Operating Margins</b>	\$ 1,299,254.57	\$ 664,229.60	\$ 4,448.43	\$ 1,967,932.60
<b>2024 Budget</b>	\$ 890,823.00	\$ 382,514.00	\$ 2,642.00	\$ 1,275,979.00
<b>Difference (-/+)</b>	\$ 408,431.57	\$ 281,715.60	\$ 1,806.43	\$ 691,953.60
<b>% of Budget</b>	146%	174%	168%	154%

### Cash Flow

	<b>71,824.92</b>	<b>88,805.73</b>	<b>4,195.20</b>	<b>164,825.85</b>
<b>Beginning Cash (General Fund)</b>				
Net Operating Margin (Excluding Depreciation)	3,589,602.50	4,047,373.61	4,453.46	7,641,429.57
Cash Transferred to / from Special Funds	592,411.86	(359,965.97)	(677.37)	231,768.52
Change in Accounts Receivable	273,221.03	460,917.97	88.36	734,227.36
Change in Accounts Payable	943,699.89	(4,864.04)	-	938,835.85
Cash Expended on Utility Plant	(2,348,214.27)	(577,099.38)	0.00	(2,925,313.65)
Change in CWIP	(3,033,181.86)	(3,564,627.97)	(3,864.45)	(6,601,674.28)
<b>Ending Cash (General Fund)</b>	<b>89,364.07</b>	<b>90,539.95</b>	<b>4,195.20</b>	<b>184,099.22</b>



## Mason County PUD No. 1

### Cash & Investment Balances

As of October 31, 2024

#### Cash Balances

Cash - General Funds

\$ 184,099.22

Cash - Restricted

\$ 86,871.70

**Total Cash**

\$ 270,970.92

#### Investment Balances (LGIP)

Investments - Electric

\$ 603,011.96

Investments - Sewer

\$ 10,735.91

Investments - Water

\$ 232,788.40

**Total Investments**

\$ 846,536.27

**Total Cash & Investments**

\$ 1,117,507.19

*\*\*Does Not Include Designated Funds*

**U.S. DEPARTMENT OF ENERGY  
 BONNEVILLE POWER ADMINISTRATION  
 ENERGY CONSERVATION DIRECT FUND DEMONSTRATION AGREEMENT**

1. AGREEMENT NUMBER  <b>25ES-11792</b>	2. TERMINATION DATE  <b>9/30/2025</b>	3. BPA ACCOUNTING (BPA USE ONLY)	4. MODIFICATION NO.
<b>ISSUED TO</b>		<b>ISSUED BY</b>	
5. ORGANIZATION AND ADDRESS (include 9-Digit Zip Code) <b>Mason County PUD No. 1</b> 21971 N Hwy 101 Shelton, WA, 98584		6. ORGANIZATION AND ADDRESS <b>Department of Energy        Bonneville Power Administration</b> PO Box 3621 Portland, OR, 97208-3621	
7. UTILITY APPROVER/TITLE Katie Arnold, Director of Business Services	8. EMAIL <a href="mailto:karnold@mason-pud1.org">karnold@mason-pud1.org</a>	9. UTILITY CONTACT Cassandra Steiger	10. EMAIL <a href="mailto:cassandras@mason-pud1.org">cassandras@mason-pud1.org</a>
11. UTILITY TECHNICAL CONTACT	12. EMAIL	13. BPA ADMINISTRATIVE CONTACT Rachelle Powers, Business Analyst	14. EMAIL <a href="mailto:rapowers@bpa.gov">rapowers@bpa.gov</a>

10. TITLE/BRIEF DESCRIPTION OF THE PROJECT(S) UNDER THIS AGREEMENT  
**This Agreement represents two Energy Efficiency Direct Fund Demonstration (DFD) applications lighting upgrades in Skokomish Indian Tribe buildings and the Brinnon School District and low income rebates for appliances and heat pumps.**

This agreement (Agreement) is executed by the United States of America, Department of Energy, acting by and through Bonneville Power Administration (Bonneville) and Mason County PUD No. 1 ("Customer") under existing contract 17ES-11508. Bonneville and Customer may be referred to individually as "Party" or collectively as "Parties." This Agreement is effective and is binding on the date signed by the Customer's authorized representative. This Agreement terminates on the stated termination date. Any and all liabilities or obligations incurred by each Party hereunder shall be preserved until satisfied, notwithstanding the termination of this Agreement.

This agreement seeks to eliminate, the amount of Energy Efficiency Incentive (EEI) carryover across Bonneville rate periods and identify energy conservation projects in small rural utility regions.

To reduce electric energy use and acquire cost effective conservation, Bonneville is providing financial assistance in accordance with **Attachment 3. Financial Assistance Disbursement Schedule**. The total financial assistance amount shall not exceed \$240,288.00.

Customer agrees to (1) complete the Projects contained in **Attachment 1. Energy Conservation Direct Fund Application(s)**; and to (2) deliver on the milestone reporting requirements in **Attachment 4. Reporting and Invoicing Instructions** by the noted due dates. If the Customer changes the Project energy savings, the timeline, or any the financial inputs including costs, it must notify Bonneville 14 days before any change is made and Bonneville may adjust the Project's estimated energy savings and disbursement amounts identified **Attachment 3. Financial Assistance Disbursement Schedule**.

Customer agrees to retain and provide to Bonneville upon request, the documentation needed to verify energy savings. Bonneville may inspect the Project at any time, upon 10 days' written notice to Customer. Inspection includes site inspections and or review of records. After inspection, Bonneville may assess the Project estimated energy savings and adjust disbursements in **Attachment 3. Financial Assistance Disbursement Schedule**.

As listed in **Attachment 4. Reporting and Invoicing Instructions**, upon Project completion, Customer shall create applications for each project in Bonneville’s Energy Efficiency Tracking System (BEETS) (Milestone 1). After receipt, Bonneville shall review and accept, reject, return for modification, or request additional information. Once the application has been approved by Bonneville, the Customer will invoice the approved application in BEETS (Milestone 2).

The Projects may be included in a future Bonneville Energy Efficiency evaluation to assess the amount, cost-effectiveness, and reliability of the energy savings. Bonneville will coordinate with Customer the timing, frequency and type of evaluation support required. Bonneville may require electrical billing data, project contact information, and support to facilitate on-site observation of the Project as part of the evaluation process. The evaluation is not associated with the award and inclusion of the Project in the evaluation will not result in any modifications to the **Attachment 3. Financial Assistance Disbursement Schedule**.

Attachments:

Attachment 1. Financial Assistance Application(s) for Proposed Energy Efficiency Upgrades

Attachment 2. Bonneville Power Administration Standard Provisions

Attachment 3. Financial Assistance Disbursement Schedule

Attachment 4. Reporting and Invoicing Instructions

<b>CUSTOMER</b>		<b>BONNEVILLE</b>	
18. APPROVED BY <i>(Signature)</i>	DATE <i>(mm/dd/yyyy)</i>	19. APPROVED BY <i>(Signature)</i>	DATE <i>(mm/dd/yyyy)</i>
NAME AND TITLE <b>Katie Arnold, Director of Business Services</b>		NAME AND TITLE <b>Jamae Hilliard Creecy, Energy Efficiency Vice President</b>	

FILE CODE: SU-12 RETENTION: A = 2 years

## ENERGY EFFICIENCY

### Energy Conservation Direct Fund Demonstration Application

This application is a demonstration funding request and funds are not guaranteed. To be eligible, a utility anticipates its Energy Efficiency Incentive (EEI) funds for the 2024-2025 rate period will be fully utilized by September 30, 2025. Utilities may combine EEI and Direct Fund Demonstration funding.

#### A. APPLICANT INFORMATION

Mason County PUD NO. 1			
21971 N Hwy 101	Shelton	WA	98584
Utility Name	Address	City	State
Katie Arnold / Director of Business Services	360-877-5249 ext. 219	karnold@mason-pud1.org	
Utility Approver & Title	Phone	Email	
Cassandra Steiger	360-877-5249 ext. 201	cassandras@mason-pud1.org	
Utility Point of Contact	Phone	Email	

#### B. PROJECT ELIGIBILITY

Choose one of the following:

- Utility anticipates fully utilizing its EEI funds this rate period (2024-2025) by September 30, 2025.
- Utility expects to combine EEI and Direct Fund Demonstration allocations to fully utilize its EEI this rate period (2024-2025) by September 30, 2025.
- None of the above applies. Add your explanation below and continue completing the application.

## C. PROJECT PROPOSAL

**Energy Efficiency Project** is the installation or implementation one or more of the BPA approved conservation measures and/or custom project in accordance with BPA Measurement and Verification (M&V) protocols that is not otherwise required by law or regulation and results in energy savings at a facility located within BPA's service territory. For the purposes of this application, a project may represent multiple customers or sites when like-UES measures are bundled together.

**Unique Project Name (i.e. Main High School East Wing Hallway Lighting):**

Community Lighting Project

**Reference Number(s):**

**Project Description (include goals, objectives, existing baseline and proposed conditions, etc.):**

This project includes upgrading lighting in 9 of the Tribes buildings, including their clinic, two of the education buildings, legal building, fisheries, housing, natural resources, tribal center, ECE building. This project also include lighting upgrades for the Brinnon School District. This project would provide an overall annual savings in kWh's of 110,857, and help to reduce their bill paid to PUD 1 for electric services.

**Facility/End-User Name (Enter multiple for bundled UES measures):**

Skokomish Indian Tribe / Brinnon School District

**Facility (Building) Name and Address (Enter multiple for bundled UES measures):**

multiple

**Sector (check one):**

Agricultural       Commercial       Industrial       Residential       Utility Distribution

**Type of Project:**

UES       Custom       Calculated Savings (i.e. Lighting Calculator, Utility Distribution)

**Will UES Measures be completed and reported into BEETS by June 30, 2025?**  Yes  No

**Will Measurement & Verification (M&V) for custom projects be completed and reported into BEETS by July 31, 2025?**  Yes  No

**Will the project be invoiced by July 31, 2025?**  Yes  No

## D. PROJECT PROPOSAL ENERGY SAVINGS

Enter estimated busbar kWh savings:

110,857

Enter calculations in support of project (BPA approved calculators and/or C1 forms are acceptable but not required)

Lighting Calculators – estimated savings

## E. ESTIMATED INCENTIVE

Is this incentive less than BPA's willingness to pay?  Yes  No

## F. DFD FUNDING REQUESTED

Funding	Amount
Expected Utility Payment to End User	58,288
EEI	0
<b>DFD Funding Requested</b>	<b>58,288</b>

## G. Optional Advanced Financial Assistance Payment

The Direct Fund Demonstration funding opportunity allows for payment flexibility; please indicate if you would like to request an advanced financial assistance payment. If requesting an advanced financial assistance funding, identify the amount of advanced financial assistance funding requested. Advanced financial assistance payments are intended to aid projects that require upfront capital to complete. Final payments will be in accordance with final savings and EEI allocation status.

I request an advanced financial assistance payment. This request represents \_\_\_\_\_ % of funding request.



## H. NON-ENERGY SAVINGS BENEFITS

Identify Benefits (Check all that apply):

- Low-income or Disadvantaged communities       Public Facility
- Minority or women owned business       Health, Safety or comfort
- Community Economic Benefit (i.e. water conservation in drought stricken area, pollution reduction)
- Other (Please explain):

Describe quantitative and qualitative impact for each box checked:

This community lighting project serves multiple buildings located on the Skokomish Indian Reservation, as well as the lighting upgrade for Brinnon School District, which are both located in a low-income / disadvantaged community. The Skokomish Indian Tribe has a per capita income at \$8,801 as per tribal census via HUD. Brinnon School District is a rural small school with 100% student population that qualify for the free and reduced lunch program. We also selected Public Facility, since buildings identified in the lighting upgrade include public school facility for Brinnon, and the legal department, natural resources, education building, and clinic for the Skokomish Tribe. The lighting upgrades contribute to health, safety and comfort for several reasons. Improved lighting can reduce accidents by up to 60%. Bright light can help reduce drowsiness and fatigue, which are common causes of accidents and injuries. Upgraded lighting can also assist with eyestrain, by reducing glair and flicker, which often leads to headaches. For a school setting, bright, clear LED lighting can help students stay on task and engaged, thus improving focus and concentration. Students with improved lighting show an increase in academic performance by 20-26%.

My signature below indicates the following:

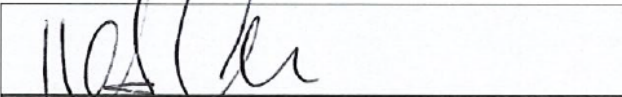
- I understand that fuel switching is not permissible under any BPA incentives or programs.
- I affirm that this project has not already been reported to BPA using EEI or Self-funding.
- All conservation measures installed meet the requirements of BPA's conservation standards found at <https://www.bpa.gov/-/media/Aep/customers-and-contractors/bfai-21-1-full-text-parts-1-8and-appendices.pdf>.
- I understand that BPA M&V protocols will be followed.
- I will ensure that BPA staff is provided access to the project site.
- I will provide additional project documentation upon request.
- I understand that changes to the proposal after BPA's acceptance may reduce the funding received.
- I understand that a separate funding agreement must be signed before receiving any funding for this project.
- If a UES measure, the project installation associated with this application will be reported in BEETS by June 30, 2025 and invoiced before July 31, 2025.
- If a custom project, the project installation and M&V completion associated with this application will be reported in BEETS and invoiced by July 31, 2025.
- All the information in this application is true and accurate to the best of my knowledge.
- I am authorized to sign on behalf of the utility.

Katie Arnold

Applicant Printed Name

Director of Business Services

Applicant Title



Applicant Signature

10/31/2024

Date mm/dd/yyyy

# ENERGY EFFICIENCY

## Energy Conservation Direct Fund Demonstration Application

This application is a demonstration funding request and funds are not guaranteed. To be eligible, a utility anticipates its Energy Efficiency Incentive (EEI) funds for the 2024-2025 rate period will be fully utilized by September 30, 2025. Utilities may combine EEI and Direct Fund Demonstration funding.

### A. APPLICANT INFORMATION

Mason County PUD NO. 1			
Utility Name			
21971 N Hwy 101	Shelton	WA	98584
Address	City	State	Zip Code
Katie Arnold / Director of Business Services	360-877-5249 x. 219	<a href="mailto:karnold@mason-pud1.org">karnold@mason-pud1.org</a>	
Utility Approver & Title	Phone	Email	
Cassandra Steiger	360-877-5249 x.201	Cassandras@mason-pud1.org	
Utility Point of Contact	Phone	Email	

### B. PROJECT ELIGIBILITY

Choose one of the following:

- Utility anticipates fully utilizing its EEI funds this rate period (2024-2025) by September 30, 2025.
- Utility expects to combine EEI and Direct Fund Demonstration allocations to fully utilize its EEI this rate period (2024-2025) by September 30, 2025.
- None of the above applies. Add your explanation below and continue completing the application.

## C. PROJECT PROPOSAL

Energy Efficiency Project is the installation or implementation one or more of the BPA approved conservation measures and/or custom project in accordance with BPA Measurement and Verification (M&V) protocols that is not otherwise required by law or regulation and results in energy savings at a facility located within BPA's service territory. For the purposes of this application, a project may represent multiple customers or sites when like-UES measures are bundled together.

Unique Project Name (i.e. Main High School East Wing Hallway Lighting):

Low Income Rebates for Appliances and Heat Pumps

Reference Number(s):

LELP14526, LWHWU14535, LHVHS13037, LHVHS13006, LHVHS14507, LHVHS14509, LHVHS14510, LHVHS14512, LHVHS14562, LHVHS14563, LHVHS14564, LHVHS14565

Project Description (include goals, objectives, existing baseline and proposed conditions, etc.):

This project would allow for a wider distribution of rebates to the District's low income customer base. Because we are a small, rural public utility district, we rely heavily on our EEI budget to provide rebates to our customers, and do not have an added budget to self pay for rebates. The District's EEI budget is set to be depleted before September 2025, thus not allowing us to provide additional assistance to the most vulnerable customer's we serve. Our goal would be to offer an additional 20 appliance rebates (both washer and dryer), and 25 low income heat pump rebates.

Facility/End-User Name (Enter multiple for bundled UES measures):

Multiple

Facility (Building) Name and Address (Enter multiple for bundled UES measures):

multiple

Sector (check one):

Agricultural       Commercial       Industrial       Residential       Utility Distribution

Type of Project:

UES       Custom       Calculated Savings (i.e. Lighting Calculator, Utility Distribution)

Will UES Measures be completed and reported into BEETS by June 30, 2025?  Yes  No

Will Measurement & Verification (M&V) for custom projects be completed and reported into BEETS by July 31, 2025?  Yes  No

Will the project be invoiced by July 31, 2025?  Yes  No

## D. PROJECT PROPOSAL ENERGY SAVINGS

Enter estimated busbar kWh savings:

53,408

Enter calculations in support of project (BPA approved calculators and/or C1 forms are acceptable but not required)

UES Estimated Savings

## E. ESTIMATED INCENTIVE

Is this incentive less than BPA's willingness to pay?  Yes  No

## F. DFD FUNDING REQUESTED

Funding	Amount
Expected Utility Payment to End User	182,000
EEI	0
<b>DFD Funding Requested</b>	<b>182,000</b>

## G. Optional Advanced Financial Assistance Payment

The Direct Fund Demonstration funding opportunity allows for payment flexibility; please indicate if you would like to request an advanced financial assistance payment. If requesting an advanced financial assistance funding, identify the amount of advanced financial assistance funding requested. Advanced financial assistance payments are intended to aid projects that require upfront capital to complete. Final payments will be in accordance with final savings and EEI allocation status.

I request an advanced financial assistance payment. This request represents \_\_\_\_\_ % of funding request.

## H. NON-ENERGY SAVINGS BENEFITS

Identify Benefits (Check all that apply):

- Low-income or Disadvantaged communities
- Public Facility
- Minority or women owned business
- Health, Safety or comfort
- Community Economic Benefit (i.e. water conservation in drought stricken area, pollution reduction)
- Other (Please explain):

Describe quantitative and qualitative impact for each box checked:

The District serves a large population of low income households, many of which rely on the laundry mat to wash and dry their clothing, bedding, etc. We have customers that drive from Brinnon to Shelton, once a week for this service, which is 80.2 miles roundtrip. With their own washer and dryer, they'll save money on gas and the laundry mat fees, as well as time to travel and sit at a laundry facility. Other low income customers have older models that are not energy efficient, thus costing more in electricity when they wash and dry their clothes. By offering the rebate, this allows them the ability to upgrade their washer and dryer to newer models that are more efficient, and will save them money on their electric bill. For our heat pump rebates offered to low income customers, with the only source of heat being electric space heaters, baseboard heaters, or a wood stove, having the ability to have a heat pump installed in their home will not only reduce their electric bill, as we know space heaters and baseboard heaters can be highly inefficient, allowing a more comfortable space when it's cold in the winter, but it also allows for comfort in the summer now having access to air conditioning. Heat pumps can help to improve indoor air quality, reducing allergens, pollutants, and dust mites in the air. It can also reduce humidity levels in the home, which can make it harder for mold and dust mites to thrive. And, air conditioning prevents heat stroke and dehydration with cool air reducing sweating and lowering the body temperature.

# I. APPLICANT CERTIFICATION AND SIGNATURE

My signature below indicates the following:

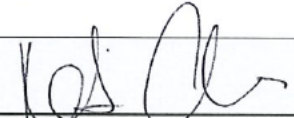
- I understand that fuel switching is not permissible under any BPA incentives or programs.
- I affirm that this project has not already been reported to BPA using EEl or Self-funding.
- All conservation measures installed meet the requirements of BPA's conservation standards found at <https://www.bpa.gov/-/media/Aep/customers-and-contractors/bfai-21-1-full-text-parts-1-8and-appendices.pdf>.
- I understand that BPA M&V protocols will be followed.
- I will ensure that BPA staff is provided access to the project site.
- I will provide additional project documentation upon request.
- I understand that changes to the proposal after BPA's acceptance may reduce the funding received.
- I understand that a separate funding agreement must be signed before receiving any funding for this project.
- If a UES measure, the project installation associated with this application will be reported in BEETS by June 30, 2025 and invoiced before July 31, 2025.
- If a custom project, the project installation and M&V completion associated with this application will be reported in BEETS and invoiced by July 31, 2025.
- All the information in this application is true and accurate to the best of my knowledge.
- I am authorized to sign on behalf of the utility.

Katie Arnold

Applicant Printed Name

Director of Business Services

Applicant Title



Applicant Signature

10/31/2024

Date mm/dd/yyyy

**Agreement Number 25ES-11792**  
**Between Bonneville Power Administration (Bonneville) and Mason County PUD No. 1 (Customer)**  
**Attachment 2. Bonneville Power Administration Standard Provisions**

**1. Amendments**

Except where this Agreement explicitly allows one party to unilaterally amend a provision or revise an exhibit, no amendment or exhibit revision to this Agreement shall be of any force or effect unless set forth in a written instrument signed by authorized representatives of each Party.

**2. Interpretations**

Bonneville may issue interpretations, determinations, and findings related to this Agreement that are binding on the Parties. Such decisions shall be provided to Customer in writing. In administering this Agreement, only the written statements of Bonneville officials acting within the scope of their authority shall be considered official Bonneville statements.

**3. Assignment**

Customer may not transfer or assign this Agreement, in whole or in part, without Bonneville's express written consent. Any consent to assignment shall be at Bonneville's sole discretion.

**4. Entire Agreement**

This Agreement, including documents expressly incorporated by reference, constitutes the entire Agreement between the Parties. It supersedes all previous communications, representations, or contracts, either written or oral, which purport to describe or embody the subject matter of this Agreement.

**5. No Third-Party Beneficiaries**

This Agreement is made and entered into for the sole benefit of the Parties, and the Parties intend that no other person or entity shall be a direct or indirect beneficiary of this Agreement.

**6. Severability**

If any term of this Agreement is found to be invalid by a court of competent jurisdiction, then such term shall remain in force to the maximum extent permitted by law. All other terms shall remain in force except for any other terms such court determines are not severable from other provisions of this Agreement.

**7. Waivers**

No waiver of any provision or breach of this Agreement shall be effective unless such waiver is in writing and signed by the waiving party, and any such waiver shall not be deemed a waiver of any future breach of the same provision or a waiver of any other provision of this Agreement or any other breach of this Agreement.

**8. Governing Law and Dispute Resolution**

This Agreement shall be interpreted consistent with and governed by Federal law. The Parties shall identify issue(s) in dispute arising out of this Agreement and make a good faith effort to negotiate a resolution of such disputes before either may initiate litigation or arbitration. Such good faith efforts shall include discussions or negotiations between the Parties' executives or managers. Pending resolution of a contract dispute or contract issue between the Parties or through formal dispute resolution of a contract dispute arising out of this Agreement, the Parties shall continue performance under this Agreement unless to do so would be impossible or impracticable. Unless the Parties engage in binding arbitration as provided for in this section, the Parties reserve their rights to individually seek judicial resolution of any dispute arising under this Agreement.

**(a) Judicial Resolution**

Final actions subject to section 9(e) of the Northwest Power Act are not subject to arbitration under this Agreement and shall remain within the exclusive jurisdiction of the United States Court of Appeals for the Ninth Circuit. Such final actions include, but are not limited to, the establishment and the implementation of



rates and rate methodologies. Any dispute regarding any rights or obligations of Customer or Bonneville under any rate or rate methodology, or Bonneville policy, including the implementation of such policy, shall not be subject to arbitration under this Agreement. For purposes of this section, Power Act policy means any written document adopted by Bonneville as a final action in a record of decision that establishes a policy of general application or makes a determination under an applicable statute or regulation. If Bonneville determines that a dispute is excluded from arbitration under this section, then Customer may apply to the federal court having jurisdiction for an order determining whether such dispute is subject to nonbinding arbitration under this section.

(b) **Arbitration**

Any contract dispute or contract issue between the Parties arising out of this Agreement, which is not excluded by section 8(a) above, shall be subject to arbitration, as set forth below.

- (1) Customer may request that Bonneville engage in binding arbitration to resolve any dispute. If Customer requests such binding arbitration and Bonneville determines in its sole discretion that binding arbitration of the dispute is appropriate under Bonneville's Binding Arbitration Policy or its successor, then Bonneville shall engage in such binding arbitration, provided that the remaining requirements of this section 8 are met. Bonneville may request that Customer engage in binding arbitration to resolve any dispute. In response to Bonneville's request, Customer may agree to binding arbitration of such dispute, provided that the remaining requirements of this section 8 are met. Before initiating binding arbitration, the Parties shall draft and sign an agreement to engage in binding arbitration, which shall set forth the precise issue in dispute, the amount in controversy and the maximum monetary award allowed, pursuant to Bonneville's Binding Arbitration Policy or its successor.
- (2) Nonbinding arbitration shall be used to resolve any dispute arising out of this contract that is not excluded by section 8(a) above and is not resolved via binding arbitration, unless Customer notifies Bonneville that it does not wish to proceed with non-binding arbitration.

(c) **Arbitration Procedure**

Any arbitration shall take place in Portland, Oregon, unless the Parties agree otherwise. The Parties agree that a fundamental purpose for arbitration is the expedient resolution of disputes; therefore, the Parties shall make best efforts to resolve an arbitrable dispute within one year of initiating arbitration. The rules for arbitration shall be agreed to by the Parties.

(d) **Arbitration Remedies**

The payment of monies shall be the exclusive remedy available in any arbitration proceeding pursuant to this section. This shall not be interpreted to preclude the Parties from agreeing to limit the object of arbitration to the determination of facts. Under no circumstances shall specific performance be an available remedy against Bonneville.

(e) **Finality**

- (1) In binding arbitration, the arbitration award shall be final and binding on the Parties, except that either Party may seek judicial review based upon any of the grounds referred to in the Federal Arbitration Act, 9 U.S.C. §1-16 (1988). Judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.
- (2) In non-binding arbitration, the arbitration award is not binding on the Parties. Each Party shall notify the other Party within 30 calendar days, or such other time as the Parties otherwise agreed to, whether it accepts or rejects the arbitration award. Subsequent to non-binding arbitration, if either Party rejects the arbitration award, either Party may seek judicial resolution of the dispute, provided that such suit is brought no later than 395 calendar days after the date the arbitration award was issued.

(f) **Arbitration Costs**

Each Party shall be responsible for its own costs of arbitration, including legal fees. Unless otherwise agreed to by the Parties, the arbitrator(s) may apportion all other costs of arbitration between the Parties in such manner as the arbitrator(s) deem reasonable taking into account the circumstances of the case, the conduct of the Parties during the proceeding, and the result of the arbitration.

**9. Uncontrollable Forces**

The parties shall not be in breach of their respective obligations to the extent the failure to fulfill any obligation is due to an Uncontrollable Force. "Uncontrollable Force" means an event beyond the reasonable control of, and without the fault or negligence of, the party claiming the Uncontrollable Force, that prevents that Party from performing its contractual obligations under this Agreement and which, by exercise of that Party's reasonable care, diligence and foresight, such party was unable to avoid. Uncontrollable Forces include, but are not limited to:

- (a) strikes or work stoppage;
- (b) floods, earthquakes, or other natural disasters; terrorist acts; and
- (c) final orders or injunctions issued by a court or regulatory body having competent subject matter jurisdiction which the party claiming the Uncontrollable Force, after diligent efforts, was unable to have stayed, suspended, or set aside pending review by a court of competent subject matter jurisdiction.

Neither the unavailability of funds or financing, nor conditions of national or local economies or markets shall be considered an Uncontrollable Force. The economic hardship of either Party shall not constitute an Uncontrollable Force. Nothing contained in this provision shall be construed to require either Party to settle any strike or labor dispute in which it may be involved.

If an Uncontrollable Force prevents a Party from performing any of its obligations under this Agreement, such party shall: (1) immediately notify the other Party of such Uncontrollable Force by any means practicable and confirm such notice in writing as soon as reasonably practicable; (2) use its best efforts to mitigate the effects of such Uncontrollable Force, remedy its inability to perform, and resume full performance of its obligation hereunder as soon as reasonably practicable; (3) keep the other Party apprised of such efforts on an ongoing basis; and (4) provide written notice of the resumption of performance. Written notices sent under this section must comply with section 10, Notices and Contact Information.

**10. Notices and Invoice information**

Any notice or invoices required under this Agreement shall be provided in writing to the other Party in one of the following ways:

- (a) Electronically, by e-mail, if both Parties have the means to verify the electronic notice's origin, date, time of transmittal and receipt; or
- (b) by another method agreed to by the Parties.

Notices are effective when received. Either Party may change the name or address for delivery of notice by providing notice of such change consistent with this section. Parties shall deliver notices to the following person and address:

If to Customer:

Mason County PUD No. 1  
21971 N. Hwy 101  
Shelton, WA, 98584  
Attn: Cassandra Steiger

Phone: 360-877-5249 ext. 201

E-Mail: [Cassandras@mason-pud1.org](mailto:Cassandras@mason-pud1.org)

If to Bonneville:

Bonneville Power Administration  
PO Box 3621  
Portland, OR, 97208-3621  
Attn: Rachelle Powers

Phone: 503-230-3867

E-Mail: [rapowers@bpa.gov](mailto:rapowers@bpa.gov)

## 11. Other Requirements

Bonneville shall remove or change any project, measures or completed unit when necessitated by other requirements.

## 12. Suspension and Withholding Payment

- (a) Bonneville and Customer agree to an immediate suspension of any measure with a significant environmental, health, or safety threat.
- (b) Customer shall take actions agreed to by Bonneville to correct the environmental, health, or safety threat and shall bear the costs of compliance. Customer shall have a number of days, as agreed to in writing by Bonneville, to complete the corrective actions and notify Bonneville.
- (c) If Bonneville determines Customer is not in compliance with an environmental, technical or record-keeping requirement of this agreement, Bonneville shall provide written notice to Customer suspending implementation of all or specific activities and identifying the specific nature of the noncompliance. Bonneville shall provide comments on what activities are required to bring the activity into compliance. Customer shall have a number of days, as agreed to in writing by Bonneville, to correct the noncompliance identified and notify Bonneville when the corrective actions have been completed. Bonneville shall not accept claims that include suspended activity.
- (d) Bonneville shall review the corrective actions upon receiving notice of completion from Customer and shall then notify Customer of its determination on lifting or maintaining the suspension. Such notice shall be provided by Bonneville within 30 days. If Bonneville lifts the suspension, Customer may begin or resume implementation of the activity with the changes required by Bonneville. Bonneville shall not reimburse Customer for any suspended measure during the suspension period, and if Customer does not complete the corrective actions required, Bonneville may terminate any future funding and Customer shall return any prior payments made erroneously during the period of suspension.

## 13. Environmental Provisions

Customer shall perform the following:

- (a) Comply fully with all applicable environmental laws and regulations.
- (b) Assist and cooperate in meeting all environmental obligations to the fullest extent economically and technically practical.
- (c) Provide, upon request, pollution abatement plans required by the Clean Air Act, Clean Water Act, and other federal statutes, or required by an agency having jurisdiction. Within 60 days, Customer shall submit evidence that such plans have not been objected to by agencies with jurisdiction.

## 14. Liability

- (a) Bonneville and the Customer assert that neither is the agent or principal for the other; nor are they partners or joint venturers, and Bonneville and the Customer agree that they shall not represent to any other party that they act in the capacity of agent or principal for the other.
- (b) In no event will either Bonneville or the Customer be liable to each other for any special, punitive, exemplary, consequential, incidental, or indirect losses/damages from any failure of performance howsoever caused, whether or not arising from a party's sole, joint or concurrent negligence.

The reference to specific products or manufacturers does not represent a Bonneville endorsement or warranty, and Bonneville is not liable for any damages that may result from the installation or use of such products.

## 15. Termination

- (a) Either Party may terminate this Agreement upon 30 days' written notice.
- (b) Customer shall not be allowed a completion period for Work in Progress Measures beyond the effective date of a notice of termination.
- (c) If this Agreement is terminated under this section, Bonneville will be relieved of any further disbursement obligations for energy efficiency and energy conservation measures contemplated by this Agreement that either did not materialize or were not completed prior to the termination effective date. In the event of termination under this section, Bonneville shall, in its sole discretion, revise and adjust **Attachment 3. Financial Assistance Disbursement Schedule** to reflect only those conservation measures that were completed prior to the termination effective date; or, if no energy efficiency and energy conservation measures were completed prior to the termination effective, the **Attachment 3. Financial Assistance Disbursement Schedule** shall be adjusted to reflect zero (\$0.00). Customer shall be obligated to (a) return any Bonneville disbursements that were made in advance or anticipation of completing this agreement that either did not materialize or were not completed prior to the termination effective date and (b) to reimburse Bonneville for any disbursements made in error.

**Agreement Number 25ES-11792**  
**Between Bonneville Power Administration (Bonneville) and Mason County PUD No. 1 (Customer)**  
**Attachment 3. Financial Assistance Disbursement Schedule**

Bonneville agrees to pay up to the maximum specified in this Agreement, unless revised through a modification. The **Estimated Disbursement Schedule** represents the estimated savings, and disbursement amounts for a maximum financial assistance total of \$240,288.00. Bonneville may revise the amount or schedule if the Project timeline, or any of the financial inputs, including costs, impact the estimated energy savings. If Projects are modified, Bonneville shall provide Customer, by email, an updated **Attachment 3. Financial Assistance Disbursement Schedule**, Customer has 15 working days to appeal any revised payment. Customer must notify Bonneville, by email, of any appeal. Bonneville has an additional 15 working days to consider the Customer’s appeal and shall notify Customer of its final decision by email.

**Estimated Disbursement Schedule:**

<b>Project Names</b>	<b>Estimated Busbar Savings (kWh)</b>	<b>Estimated Payment</b>
Lighting Upgrade	110,857.00	\$58,288.00
Low Income Appliance & Heat Pump Rebates	53,408.00	\$182,000.00
<b>Estimated Totals</b>	<b>164,265.00</b>	<b>\$240,288.00</b>

**Agreement Number 25ES-11792**  
**Between Bonneville Power Administration (Bonneville) and Mason County PUD No. 1 (Customer)**  
**Attachment 4. Reporting and Invoicing Instructions**

<b>Milestone Requirements</b>	<b>Due on or Before</b>
Milestone 1: Customer shall create applications for each project in BEETS. Customer's Energy Efficiency Representative will provide specific DFD instructions. If rejected, the Customer shall correct deficiencies identified by Bonneville and resubmit into BEETS.	6/30/2025
Milestone 2: Customer will invoice each approved project application in BEETS	7/31/2025
Milestone 3: Bonneville will remit payment to the Customer within 10 days of invoicing.	8/31/2025