



**Mason County PUD No. 1**  
**Regular Board Meeting**  
**April 8, 2025**  
**1:00 pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/85869053743>

Meeting ID: 858 6905 3743

1 (253) 215-8782

**1:00 p.m. Regular Board Meeting**

**1) Public Comment-** *Members of the public wishing to comment may request permission to do so during the Public Comment portion of the agenda. Comments shall be limited to no more than 5 minutes per speaker. There will be no action or discussion of public comment items, although the board may defer to PUD management for any necessary response.*

**2) Consent Agenda**

**Minutes:** Regular Board Meeting March 25, 2025

<b>Disbursements:</b>	Accounts Payable Wire	\$667,852.01
	Check Nos. 126359 - 126459	\$807,533.83
	Check Nos. 126461 - 126491	\$ 88,705.93
	Payroll Wire	\$117,191.59
	Check Nos. 126460	\$ 8,996.14
	<b>Grand Total</b>	<b>\$1,690,279.50</b>

**3) Business Agenda**

- a. Chief Clint Volk- FD 6
- b. Change the Regular Meeting Date in September
- c. Approve Manzanita Substation Change Order No. 2
- d. Approve Agate Beach Change Order No. 2
- e. Award the Shadowood Bid Project
- f. First Quarter Conversation Report
- g. February 2025 Financials
- h. First Quarter Strategic Plan Update

**4) Staff Reports**

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

**5) Correspondence**

**6) Board Comments**

**7) Other Business/Public Comment**

**8) Executive Session** may be held as authorized by the Open Public Meetings Act (RCW 42.30.110)

**9) Adjournment**

### **2025 Calendar**

April 23-25	WPUDA Annual Conference	Vancouver
May 7 & 8	Public Power Council	Sheraton Portland Airport
May 19-22	NWPPA Annual Conference	Santa Rosa, CA
June 5-6	Public Power Council	Portland
June 6-11	APPA National Conference	New Orleans, LA
June 26	WPUDA Water Committee	Zoom
July 16-18	WPUDA Association Meetings	Skagit PUD
Aug 6 & 7	Public Power Council	Portland
Sept 3 & 4	Public Power Council	Portland
Sept 17-19	WPUDA Association Meetings	Grant PUD
Sept 24-26	WPUDA Water Workshop	TBD
Oct 1 & 2	Public Power Council	Portland
Oct TBD	WPUDA/Energy Northwest Forum	Kennewick
Nov 12-14	WPUDA Association Meetings	TBD
Nov 5 & 6	Public Power Council Annual Meeting	Portland



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Board Meeting  
March 25, 2025, Potlatch, Washington

**Present:**

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

**Visitors:** None

**CALL TO ORDER:** Ron called the regular meeting to order at 1:00 p.m.

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

**APPROVAL OF CONSENT AGENDA:**

<b>Minutes:</b>	Regular Board Meeting March 11, 2025	
<b>Disbursements:</b>	Accounts Payable Wire	\$521,011.37
	Check Nos. 126359 - 126389	\$130,683.83
	Check Nos. 126391 - 126407	\$ 44,272.06
	Payroll Wire	\$ 87,992.98
	Check Nos. 126273	\$ 6,844.91
	<b>Grand Total</b>	<b>\$790,805.15</b>

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

**Business Agenda:**

**Approve Manzanita Substation Change Order No. 1:**

Jack made a motion to approve the Manzanita Substation Change Order No. 1. Mike seconded the motion. It passed unanimously.

**Authorize the GM to sign Agreement with DOH:**

Jack made a motion to Authorize the GM to sign the agreement with Dept. of Health for Source Water Protection Grant in the amount of \$96,000. Mike seconded the motion. It passed unanimously.



**Award Well Decommissioning Contract:**

Jack made a motion to award the Well Decommissioning Contract to HOLT Services Inc. in the amount of \$41,811.00; Mike seconded the motion. It passed unanimously.

**Authorize the GM to sign the agreement with Mill Creek Law for Provider of Choice Contract:**

Jack made a motion to authorize the GM to sign the agreement with Mill Creek Law for Provider of Choice Contract representation; Mike seconded the motion. It passed unanimously

**Staff Reports –**

**General Manager** – Kristin gave an update from her recent meeting with Tacoma Power regarding the pole yard cleanup progress. She also shared that the crew removed trees for the McReavy House in Union that were in the way of the water project. Kristin also provided details from the WorkSource meeting and the recent job fair focused on hiring for the Temporary Helper role. She submitted the capital budget request, gave testimony on SB 5690, and took part in the WPUDA Legislative Reception.

**District Treasurer** – Katie shared an update on the trainings she has taken, “NISC NW Users” and the “Business Practice” training. She highlighted how the NISC system has improved business operations at PUD No. 1. She also shared her plans to continue to improve processes and practices within our organization using the NISC platform.

**Water Resource Manager**– Brandy provided an update regarding the HWY 106 water line project and announced that the Vuecrest and Agate Beach initiatives are expected to be finished in April, with a ribbon-cutting ceremony scheduled for May. Also, we will welcome a new Water Engineering Technician, who will begin in mid-April.

**Legal** – Rob shared that he will be reaching out to the Fire Department in regard to the house practice burn scheduled in April.

**Correspondence** – None.

**Board Reports –**

**Mike** – Mike attended the WPUDA meeting.

**Jack** – No report.

**Ron** – No report.

**PUBLIC COMMENT** – None.

**EXECUTIVE SESSION** – At 1:46 p.m., Ron called an executive session under RCW 42.30.110 “threatened or pending litigation” and stated it would last 10 minutes. At 1:56 pm Ron closed the executive session and reconvened the regular meeting. With no further business, meeting was adjourned.

**Adjournment: 1:58 pm**



**Mason County Public Utility District No. 1**  
Board of Commissioners Regular Board Meeting  
March 25, 2025, Potlatch, Washington

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**Ron Gold, President**

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**Mike Sheetz, Vice President**

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**Jack Janda, Secretary**





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

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

Agate Beach Water System Improvements Phase 3

**CHANGE ORDER FORM**

**No. 02**

The following changes are hereby incorporated into this Contract:

A. Description of Change:

Addition electric needed for the garage door.

B. Contract Price Adjustment:

As a result of this Change Order, the total Contract shall be **increased**/decreased by the sum of \$1,680.00 plus sales tax, which the amount Contractor acknowledges is full and complete compensation for the Contract Work including changes incorporated by this Change Order.

This Change Order shall not provide any basis for any other payments to or claims by the Contractor as a result of or arising out of the performance of the work described herein. The new total revised Contract Price is \$506,108.58 including sales tax.

C. Time of Completion:

The time of completion shall be increased / decreased by \_\_\_\_ calendar days. The revised completion date shall be \_\_\_\_\_.

D. Except as specifically provided herein, all other Contract terms and conditions shall remain unchanged.

CONTRACTOR

Company: Rognlin's, INC

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PUBLIC UTILITY DISTRICT NO. 1  
OF MASON COUNTY, WASHINGTON

Accepted By: \_\_\_\_\_

Title: General Manager

Date: \_\_\_\_\_



321 WEST STATE STREET  
P.O. BOX 307  
ABERDEEN, WA 98520  
PHONE (360) 532-5220  
FAX (360) 532-5761

April 2, 2025

Mason County PUD No. 1  
N. 21971 Hwy. 101  
Shelton, WA 98584

Attn: Brandy Milroy

RE: COP #02 – Garage Door Electrical

## CHANGE ORDER PROPOSAL

Dear Ms. Milroy,

Rognlin's, Inc. is pleased to have an opportunity to submit a change order proposal for the above referenced project.

### Garage Door Electrical

Our Scope of Services Includes:

- Install conduit and wire to connect garage door to power

**Lump Sum.....\$1,680.00**

This proposal excludes any applicable bond, permits, taxes, engineering, special inspection, and survey.

Once again, we look forward to working with you. Please do not hesitate to contact me if you have any questions.

Sincerely,

Andy Rudy

**BAINBRIDGE ISLAND  
ELECTRIC**

P.O. BOX 10066  
Bainbridge Island, Wa. 98110  
info@bainbridgeislandelectric.com

Construction Technology

www.bainbridgeislandelectric.com

*Request for Additional Work*

Date 3/10/25

To: Rognlins

Re: Agate Beach Phase 3

We have been instructed to perform electrical work that is not on the prints and/or is an addition to the contract documents. We request additional compensation and will proceed with the work upon written approval. Please forward for approval as soon as possible, as this additional work may affect the completion date of the project.

Scope of work:

Install conduit and wire to connect garage door

Additional cost estimated \$1,500.00

GC Markup @ 12% - \$180  

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\$1,680.00

Submitted by:  
Ron Lubovich  
Bainbridge Island Electric  
206-842-4200 voice  
206-842-1466 Fax

Accepted by: \_\_\_\_\_

For: \_\_\_\_\_

110 Bjune Dr. S.E. Bainbridge Island, Wa. 98110  
**Industrial/Commercial/Residential**  
Est. 1975

**Mason County PUD No. 1**  
Shadowood Water System Improvement Bid Tabulation  
Bid Opening: March 18, 2025 at 4:00 PM

	Midway Underground	Rognlin's Inc	JMG Constructors, LLC	Larry Brown Construction, Inc	Five Rivers Construction, Inc
<b>Water System Improvements</b>					
Mobilization and Demobilization	\$188,490.00	\$225,000.00	\$100,000.00	\$150,000.00	\$160,000.00
Minor Changes	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Temporary Erosion and Sedimentation Control	\$9,570.00	\$15,000.00	\$6,400.00	\$8,200.00	\$6,100.00
Trench Excavation Safety Systems	\$2,640.00	\$5,000.00	\$1,780.00	\$400.00	\$3,500.00
Locate Existing Utilites	\$7,310.00	\$8,000.00	\$3,000.00	\$4,055.00	\$4,000.00
Unsuitable Excavation	\$2,025.00	\$1,500.00	\$1,590.00	\$1,897.50	\$4,350.00
Bank Run Gravel for Backfill	\$125,745.00	\$124,230.00	\$127,260.00	\$106,050.00	\$181,800.00
Crushed Surfacing Base Course	\$31,490.00	\$53,600.00	\$24,120.00	\$35,342.50	\$46,230.00
Crushed Surfacing Top Course	\$14,720.00	\$13,800.00	\$8,280.00	\$12,305.00	\$15,870.00
Salvage and Demolition	\$93,040.00	\$50,000.00	\$53,400.00	\$75,300.00	\$115,156.00
Sitework	\$137,190.00	\$90,000.00	\$63,700.00	\$46,000.00	\$128,766.00
Filter and Booster Pump Building	\$340,960.00	\$212,000.00	\$250,400.00	\$310,000.00	\$189,000.00
Pyrolusite Filter Equipment and Backwash Assembly	\$126,030.00	\$96,000.00	\$110,100.00	\$108,500.00	\$101,000.00
Booster Pump, 15 hp	\$29,000.00	\$50,000.00	\$93,300.00	\$50,000.00	\$50,000.00
Booster Pump, 30 hp	\$14,500.00	\$33,000.00	\$31,800.00	\$32,000.00	\$32,000.00
Wellhouse Improvements	\$128,590.00	\$110,000.00	\$116,400.00	\$144,000.00	\$99,700.00
Backwash Recycle System	\$44,020.00	\$66,000.00	\$78,600.00	\$75,000.00	\$70,000.00
Piping, Valves, and Appurtenances	\$196,610.00	\$332,000.00	\$197,700.00	\$340,000.00	\$335,000.00
90,000-Gallon Concrete Reservoir, Complete	\$390,070.00	\$382,000.00	\$418,300.00	\$411,400.00	\$400,000.00
General and Autuomatic Transfer Switch	\$131,620.00	\$401,500.00	\$110,600.00	\$170,000.00	\$400,000.00
Electrical, Telemetry, and Instrumentation	\$544,420.00	\$193,000.00	\$568,700.00	\$440,000.00	\$170,949.00
Restoration	\$5,260.00	\$30,000.00	\$21,200.00	\$10,000.00	\$37,000.00
Apprenticeship Incentive	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Apprenticeship Penalty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$2,590,300.00</b>	<b>\$2,518,630.00</b>	<b>\$2,413,630.00</b>	<b>\$2,557,450.00</b>	<b>\$2,577,421.00</b>
8.6% Tax**	\$222,765.80	\$216,602.18	\$207,572.18	\$219,940.70	\$221,658.21
<b>Total</b>	<b>\$2,813,065.80</b>	<b>\$2,735,232.18</b>	<b>\$2,621,202.18</b>	<b>\$2,777,390.70</b>	<b>\$2,799,079.21</b>

\*\*Sales tax on bid sheet was 8.8%, Mason County sales tax 8.6%

<b>Additive Item 1: Perimeter Fencing</b>					
Site Fencing an Gates	\$19,390.00	\$19,812.80	\$49,213.00	\$20,565.00	\$28,140.00
<b>Subtotal</b>	<b>\$19,390.00</b>	<b>\$19,812.80</b>	<b>\$49,213.00</b>	<b>\$20,565.00</b>	<b>\$28,140.00</b>

<b>Bid and Additive Prices</b>					
Subtotal	\$2,609,690.00	\$2,538,442.80	\$2,462,843.00	\$2,578,015.00	\$2,605,561.00
8.6% Tax	\$224,433.34	\$218,306.08	\$211,804.50	\$221,709.29	\$224,078.25
<b>Total</b>	<b>\$2,834,123.34</b>	<b>\$2,756,748.88</b>	<b>\$2,674,647.50</b>	<b>\$2,799,724.29</b>	<b>\$2,829,639.25</b>

<b>Bid Documents</b>					
Bid Bond	x	x	x	x	x
Acknowledged Addenda 1	x	x	x	x	x
Acknowledged Addenda 2	x	x	x	x	x

<b>Bid Evaluation</b>					
SAM.GOV	x	x	x	x	x
WA L&I Standing	x	x	x	x	x
WA L&I Debarred	x	x	x	x	x
<b>Bidding Status</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>

Within two business days of the bid opening on a public works project that is the subject of competitive bids, the municipality must provide, if requested by a bidder, copies of the bids the municipality received for the project. The municipality shall then allow at least two full business days after providing bidders with copies of all bids before executing a contract for the project.



## PUD1 – Executive Summary – February 2025

This report summarizes information on the current financial status of Mason County PUD No. 1 for the month of February 2025:

- **Work in Progress:**
  - Grant Applications – Ongoing
  - 2022 / 2023 Accountability Audit
  - 2024 Form 7
  - 2024 EIA Report (Due 04/30/25)
  - 2024 Annual Report (Due 05/30/25)
  
- **Completed Projects:**
  - 2025 Budget
  - 2024 Privilege Tax Return (Due 02/25/25)

### Financial Highlights:

- Revenue – Gross Revenue was \$1,614,553 for the month of February 2025.
- Expenditures – Gross expenditures were \$1,367,177 for the month of February 2025.
- As of February 28, the PUD has \$765,658.71 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:	February 2025	February 2024
Total General Cash and Investments	\$758,355	\$961,674
Current Ratio (Current Assets/Current Liabilities)	1.50 to 1	1.78 to 1
Debt Service Coverage (O&M/ Debt Service)	4.10	3.48
Long-Term Debt to Net Plant	22%	27%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	34%	36%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	27%	32%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	7.16	5.76
Cash on Hand (Total Available Cash/Average Daily Costs)	32 Days (General) 125 Days (All Funds)	35 Days (General) 127 Days (All Funds)

## 2024 / 2025 EEI BUDGET

**\$ 228,800.00**

**As of March 31, 2025**

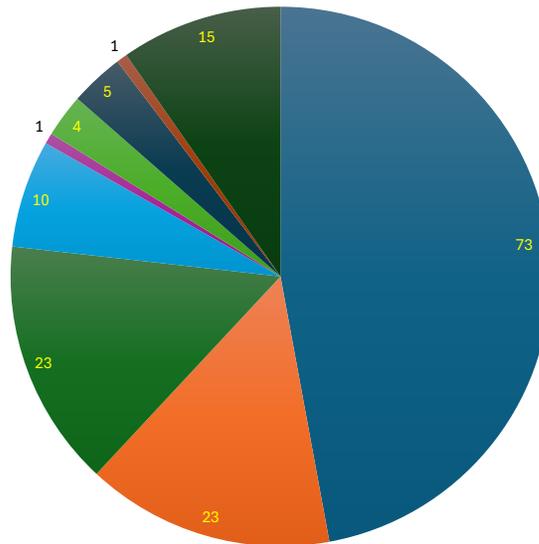
Category	Rebates Issued	Total \$ Value
Regular Heat Pumps	73	\$ 58,400.00
Low Income Washers**	23	\$ 18,400.00
Low Income Dryers**	23	\$ 18,400.00
Commercial Heat Pumps	10	\$ 9,000.00
Agricultural Lighting	1	\$ 3,739.40
New Manufactured Homes Rebate	4	\$ 4,800.00
Heat Pump Upgrades	5	\$ 1,000.00
Low Income Ductless Heat Pumps**	1	\$ 6,000.00
Air Source Heat Pumps	15	\$ 18,000.00
<b>Total Rebates Issued</b>		<b>\$ 137,739.40</b>
<i>2025 Rebates in the Queue</i>		<b>\$ 22,623.00</b>
<b>Balance Remaining to spend by 09/30/2025</b>		<b>\$ 68,437.00</b>

*\*\*Not including Low Income Heat Pump and Appliance Grant*

BPA GRANT ENDS 06/30/2025	Budget
<b>BPA LIGHTING GRANT for Brinnon School &amp; Skokomish Tribe</b>	\$ 58,288.00
<i>Less Lighting Projects in the Queue</i>	\$ 58,288.00
<b>Balance Remaining to spend by 06/30/2025</b>	\$ -
<b>BPA LOW INCOME HEAT PUMP / APPLIANCE GRANT</b>	\$ 182,000.00
<i>Less Rebates in Queue</i>	\$ 121,960.00
<b>Balance Remaining to spend by 06/30/2025</b>	<b>\$ 60,040.00</b>

### Rebates Issued

- Regular Heat Pumps
- Low Income Washers\*\*
- Low Income Dryers\*\*
- Commercial Heat Pumps
- Agricultural Lighting
- New Manufactured Homes Rebate
- Heat Pump Upgrades
- Low Income Ductless Heat Pumps\*\*
- Air Source Heat Pumps





## Mason County PUD No 1

*Budget Summary by Division For the Month Ended February 28, 2025*

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 1,363,980.95	\$ 249,536.54	\$ 1,035.16	\$ 1,614,552.65
<b>Budgeted</b>	\$ 1,108,670.33	\$ 257,481.66	\$ 1,024.70	\$ 1,367,176.69
<b>Difference (-/+)</b>	\$ 255,310.62	\$ (7,945.12)	\$ 10.46	\$ 247,375.96
<b>% of Budget</b>	123%	97%	101%	118%
<b>Total Expenditures</b>	\$ 1,117,447.08	\$ 181,477.15	\$ 103.82	\$ 1,299,028.05
<b>Budgeted</b>	\$ 1,093,297.23	\$ 211,241.61	\$ 510.27	\$ 1,305,049.11
<b>Difference (-/+)</b>	\$ 24,149.85	\$ (29,764.46)	\$ (406.45)	\$ (6,021.06)
<b>% of Budget</b>	102%	86%	20%	100%
<b>Net Operating Margins</b>	\$ 246,533.87	\$ 68,059.39	\$ 931.34	\$ 315,524.60
<b>Budgeted</b>	\$ 15,373.10	\$ 46,240.05	\$ 514.43	\$ 62,127.58
<b>Difference (-/+)</b>	\$ 231,160.77	\$ 21,819.34	\$ 416.91	\$ 253,397.02
<b>% of Budget</b>	1604%	147%	181%	508%



## Mason County PUD No 1

Budget Summary by Division for the Two Months Ended February 28, 2025

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
<b>Total Revenue</b>	\$ 2,614,895.57	\$ 492,179.83	\$ 2,060.82	\$ 3,109,136.22
<b>2025 Budget</b>	\$ 11,676,446.00	\$ 3,089,780.00	\$ 12,399.00	\$ 14,778,625.00
<b>Difference (-/+)</b>	\$ (9,061,550.43)	\$ (2,597,600.17)	\$ (10,338.18)	\$ (11,669,488.78)
<b>% of Budget</b>	22%	16%	17%	21%
<b>Total Expenditures</b>	\$ 2,207,940.63	\$ 398,998.29	\$ 917.39	\$ 2,607,856.31
<b>2025 Budget</b>	\$ 11,196,314.00	\$ 2,680,718.00	\$ 9,606.00	\$ 13,886,638.00
<b>Difference (-/+)</b>	\$ (8,988,373.37)	\$ (2,281,719.71)	\$ (8,688.61)	\$ (11,278,781.69)
<b>% of Budget</b>	20%	15%	10%	19%
<b>Net Operating Margins</b>	\$ 406,954.94	\$ 93,181.54	\$ 1,143.43	\$ 501,279.91
<b>2025 Budget</b>	\$ 480,132.00	\$ 409,062.00	\$ 2,793.00	\$ 891,987.00
<b>Difference (-/+)</b>	\$ (73,177.06)	\$ (315,880.46)	\$ (1,649.57)	\$ (390,707.09)
<b>% of Budget</b>	85%	23%	41%	56%

### Cash Flow

<b>Beginning Cash (General Fund)</b>	<b>122,716.91</b>	<b>91,126.18</b>	<b>4,195.20</b>	<b>218,038.29</b>
Net Operating Margin (Excluding Depreciation)	654,195.51	476,817.12	1,143.43	1,132,156.06
Cash Transferred to / from Special Funds	446,013.84	(91,432.81)	(79.02)	354,502.01
Change in Accounts Receivable	(387,409.28)	48,300.78	2,775.09	(336,333.41)
Change in Accounts Payable	(52,878.38)	1,441.44	0.00	(51,436.94)
Cash Expended on Utility Plant	(857,546.07)	(8,694.20)	0.00	(866,240.27)
Change in CWIP	223,119.70	(426,415.44)	(3,839.50)	(207,135.24)
<b>Ending Cash (General Fund)</b>	<b>148,212.23</b>	<b>91,143.07</b>	<b>4,195.20</b>	<b>243,550.50</b>