



Mason County PUD No. 1
Public Rate Hearing & Regular Board Meeting
June 10, 2025
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

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: Regular Board Meeting June 10, 2025

Disbursements:	Accounts Payable Wire	\$ 331,264.99
	Check Nos. 126793 - 126849	\$ 241,749.65
	Payroll Wire	\$ 81,894.05
	Grand Total	\$ 654,908.69

5) Business Agenda

- a. Approve Resolution 2094 – Pole Attachment Rate Schedule
- b. Award Manzanita Water Storage Contract
- c. Authorize Manager to Sign Employee Assistance Program (EAP) Contract
- d. Authorize Manager to Sign Dept. of Commerce Grant 25-52255-003 Amendment A
- e. May Financials
- f. 2nd Quarter Conservation Update

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 Regular Board Meeting
June 10, 2025, Potlatch, Washington

Present:

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

Excused:

Kristin Masteller, General Manager
Holly Paul, Business Service Coordinator

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

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA:

Minutes:	Regular Board Meeting May 27, 2025	
Disbursements:	Accounts Payable Wire	\$ 357,268.10
	Check Nos. 126733 - 126792	\$ 210,687.03
	Payroll Wire	\$ 88,981.64
	Grand Total	\$656,936.77

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

Business Agenda:

Approve Resolution 2093 – Authorizing a Third Cash Drawer – Jack made a motion to approve Resolution 2093; Mike seconded the motion. It passed unanimously.

Approve 2nd Quarter Write-Offs to Collections – Jack made motion to approve 2nd Quarter write-offs to collections in the amount of \$5,166.56; Mike seconded the motion. It passed unanimously

Staff Reports

General Manager – No report. Kristin is at the APPA National Conference.

District Treasurer – Katie reported she's continuing to work on grant close-outs.

Water Resource Manager – Brandy stated the crew is out working on Hama Hama Drive in Lake Arrowhead as part of their last mainline project separate from the contracted work. Rognlin's also started their mainline project this week out at Lake Arrowhead.



Mason County Public Utility District No. 1
Board of Commissioners Regular Board Meeting
June 10, 2025, Potlatch, Washington

Legal – Rob stated he was contacted by the Squaxin Tribe for an attorneys meeting regarding amendments to the settlement agreement. He and Sara Mack will meet with their attorney this week.

Correspondence – None.

Board Reports

Mike – Attended PPC virtually and the Water Workshop planning meeting.

Jack – No report.

Ron – No report.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – At 1:18 p.m., Ron called an executive session under RCW 42.30.110(g) to “review the performance of a public employee” and stated it would last 30 minutes, and no action would be taken following the executive session. At 1:48 p.m. Ron extended the executive session for an additional 15 minutes. At 2:02 p.m. Ron extended the executive session another 10 minutes. At 2:12 p.m. Ron closed the executive session and reconvened the regular meeting. With no further business, the regular meeting was adjourned.

Adjournment: 2:12 p.m.

Ron Gold, President

Mike Sheetz, Vice President

Jack Janda, Secretary



PUBLIC UTILITY DISTRICT NO. 1 OF MASON COUNTY

Frequently Asked Questions (FAQ) Pole Attachment Rate Increase

Why is the PUD increasing its pole attachment rates? The District's last pole attachment rate increase was effective in 2019. Prior to 2019, the rate had not increased in over 10 years. Since 2019, broadband providers have pushed fiber deployment with the help of grant funding, to reach the underserved communities within the District's service territory. The District has also benefitted from the deployment, as many of these projects required pole replacements to accommodate the fiber deployment, which were included in the grant. As a result, the PUD made the decision to defer pole attachment rate increases until the majority of the recent fiber deployment projects were completed. While the District is supportive of fiber deployment, the increasing cost of the poles and labor to replace those poles have increased substantially since 2019.

Why have a rate increase? Ongoing factors contributing to rate increases include:

1. **POLE COST:** When the PUD did its last rate increase for pole attachments in 2019, the cost to purchase a 40' pole was \$660.76. In 2025, that cost is now \$1,297.19 – which is 196% increase in 6 years. This chart provides further detail on each pole height and the cost in 2019 compared to 2025:

Pole Cost			
Pole Height	2019	2025	% Increase
30	\$ 387.35	\$ 850.64	220%
35	\$ 471.98	\$ 1,030.75	218%
40	\$ 660.76	\$ 1,297.19	196%
45	\$ 779.03	\$ 1,521.83	195%
50	\$ 902.72	\$ 1,762.36	195%
55	\$ 900.36	\$ 2,042.50	227%
60	\$ 1,387.69	\$ 2,339.91	169%
65	\$ 1,463.00	\$ 2,810.19	192%

2. **LABOR COST:** When the PUD did its last rate increase for pole attachments in 2019, the average labor cost to replace a pole was \$2,178.84 based on 3 linemen, 1 foreman, and 1 groundman. In 2025, the average cost to replace a pole is \$3,208.92 – which is 147% increase in 6 years. This chart shows the total cost per pole, including the purchase of the pole and the labor to replace it in 2019 compared to 2025:

Total Cost			
Pole Height	2019	2025	% Increase
30	\$ 2,566.19	\$ 4,059.56	158%
35	\$ 2,650.82	\$ 4,239.67	160%
40	\$ 2,839.60	\$ 4,506.11	159%
45	\$ 2,957.87	\$ 4,730.75	160%
50	\$ 3,081.56	\$ 4,971.28	161%
55	\$ 3,079.20	\$ 5,251.42	171%
60	\$ 3,566.53	\$ 5,548.83	156%
65	\$ 3,641.84	\$ 6,019.11	165%

The 2025 increase for total pole replacement costs amongst the 8 sizes of poles is an average increase of 60% over 2019's costs.

Factors considered when updating the rate: A local internet service provider was successful in obtaining grants for fiber deployment in several sections of the District's service territory. This funding also covered the cost to replace poles that were undersized and required replacement to support the new fiber. When calculating the 2025 pole attachment rate, the District made sure to incorporate the grant funded poles, and reduced the overall capitalized pole value so as not to overinflate the portion of the calculation that looks at the overall value of poles the District has placed in service. This also includes poles that ratepayers pay for during new or altered service projects.

How the rate was determined: As per RCW 54.04.045, the District takes an inventory of all poles within its service territory; the average number of attachments per pole by adding up all pole contacts and dividing amongst the total number of poles; the average pole height from the inventory of poles, and then the support, clearance, and usable space as per the RCW. We also look at the percentage of operation and maintenance, administrative and general, depreciation, taxes, and cost of capital that gets included as the carrying charge. The calculation shows that the District could charge \$35.50 per pole attachment. However, the District also recognizes the financial burden that rate could put on its internet service providers that serve the District's ratepayers. This is the same consideration staff and the Board took when increasing rates in 2019. As per 2019's calculation, the calculated rate was \$29.94, and the District chose to set the rate at \$21.00 per attachment, up from \$15.27. While the District is cognizant of increasing rates, it also must cover the increasing cost to replace the poles. Staff decided that increasing the rate to \$28.00 will offset rising costs, but also still encourage fiber deployment to the underserved PUD 1 communities. Rates then will increase incrementally each year of the five-year agreement to reach the 60% average increase in costs from 2019 as follows: 2025- \$28.00; 2026- \$30.00; 2027- \$32.00; 2028- \$34.00 and 2029- \$35.50. In early 2029, a new cost calculation will be performed to set the next five years of rates in the contract renewals and presented at a public rate hearing prior to adoption.

How do I learn more about the proposed increases and provide comment?

A public rate hearing will be held during the Board of Commission meetings beginning at 1:00 p.m., Tuesday, June 24th at the PUD 1 board room. We welcome and encourage the public to and provide public comment. You may also submit written comments concerning the proposed pole attachment rate increase until 4:30 p.m. on June 23rd, to Katie Arnold, District Treasurer at karnold@mason-pud1.org or by mail to 21971 N. Hwy 101, Shelton WA 98584 to have your comments submitted into the record during the rate hearing for board consideration.



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. 2094

**A RESOLUTION ESTABLISHING NEW POLE ATTACHMENT RATE SCHEDULE
FOR THE DISTRICT**

WHEREAS, Mason County PUD No. 1 (the District) has not increased its pole attachment rate since 2019; and

WHEREAS, the cost of material and labor has substantially increased over the last six years, by 60% on average; and

WHEREAS, pursuant to RCW 54.04.045, the District has performed a new cost calculation and has established that the 2025 recommended charge per attachment is \$35.50; and

WHEREAS, the District recognizes that approving a large single year rate increase may create a financial burden for local internet service providers; and

WHEREAS, the District has decided to incrementally increase the pole attachment rate over the next five years to achieve the 2025 calculated rate established by RCW 54.04.045 and allow the third party attachers to budget accordingly for increases each year; and

WHEREAS, a public rate hearing was held on June 24, 2025, where the multi-year increase proposal was presented for public review and comment; and

WHEREAS, following the public rate hearing, the commission decided to approve a multi-year rate increase effective December 1st of each year for years 2025-2029 as follows:

2025- \$28.00 per attachment
2026- \$30.00 per attachment
2027- \$32.00 per attachment
2028- \$34.00 per attachment
2029- \$35.50 per attachment

NOW, THEREFORE, BE IT RESOLVED THAT the pole attachment rate schedule as outlined above shall take effect on the December 2025 billing statements.



**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

ADOPTED by the Board of Commissioners of Public Utility District No. 1 of Mason County, Washington at a regular meeting on June 24, 2025, the following commissioners being present and voting:

Ron Gold, President

Mike Sheetz, Vice President

ATTEST:

Jack Janda, Board Secretary

Mason County PUD No. 1
Project Manzanita Reservoir and Booster Station
 Bid Opening: June 9, 2025 at 4:00 PM

	Rognlin's, Inc	JMG Constructors, LLC	Larry Brown Constuction, Inc
Schedule A: Manzanita Reservoir & Booster Pump Station			
Mobilization and Demobilization	\$225,000.00	\$127,700.00	\$200,000.00
Minor Change	\$20,000.00	\$20,000.00	\$20,000.00
Demolition	\$30,000.00	\$39,202.00	\$31,300.00
Decommission Septic Tank and Drainfield	\$10,000.00	\$17,132.00	\$3,600.00
Project Temporaory Traffic Control	\$9,000.00	\$9,877.00	\$3,735.00
Locate Existing Utilites	\$5,000.00	\$3,086.00	\$2,550.00
Clearing and Grubbing	\$70,000.00	\$67,597.00	\$51,800.00
Trench Excavation Safety Systems	\$2,000.00	\$1,851.00	\$100.00
Erosion Control	\$25,000.00	\$23,228.00	\$20,000.00
Unsuitable Excavation	\$2,000.00	\$2,260.00	\$1,200.00
Sitework	\$235,000.00	\$154,360.00	\$262,100.00
Gravel Borrow	\$50,000.00	\$55,600.00	\$37,900.00
Crshed Surfacing Top Course	\$9,100.00	\$7,280.00	\$8,515.00
Crushed Surfacing Base Course	\$16,120.00	\$15,054.00	\$16,900.00
Restoration	\$80,000.00	\$21,319.00	\$84,000.00
200,000 Gallon Contreate Reservoir and Foundation	\$990,000.00	\$1,100,862.00	\$986,600.00
Booster Sation Building	\$225,000.00	\$200,979.00	\$255,300.00
Packaged Pump Station	\$180,000.00	\$212,092.00	\$266,425.00
Piping, Valves, and Appurtenances	\$582,000.00	\$708,664.00	\$507,550.00
Emergency Popane Generator and Propane Tank	\$165,000.00	\$182,681.00	\$153,000.00
Telephone Service	\$10,000.00	\$10,000.00	\$10,000.00
Electrical, Telemetry, and Instrumentation	\$383,000.00	\$421,912.00	\$376,000.00
Apprenticeship Incentive	\$2,000.00	\$2,000.00	\$2,000.00
Apprenticeship Penalty			
Subtotal	\$3,325,220.00	\$3,404,736.00	\$3,300,575.00
Sales Tax 8.6%	\$285,968.92	\$292,807.30	\$283,849.45
Total	\$3,611,188.92	\$3,697,543.30	\$3,584,424.45

Schedule B: Manzanita to Alderbrook Water Main			
Mobilization and Demobilization	\$35,000.00	\$21,605.00	\$15,000.00
Minor Change	\$10,000.00	\$10,000.00	\$10,000.00
Project Temporaory Traffic Control	\$40,000.00	\$26,234.00	\$26,350.00
Locate Existing Utilities	\$5,000.00	\$3,086.00	\$2,550.00
Trench Excavation Safety Systems	\$2,000.00	\$1,851.00	\$100.00
Removal of Unsuitable Material (Trench)	\$2,200.00	\$2,074.00	\$1,200.00
Erosion Control	\$6,000.00	\$7,735.00	\$900.00
8-Inch C900 PVC Water Main (Incl. Bedding)	\$181,675.00	\$203,476.00	\$171,054.00
Additional Fittings	\$10,000.00	\$4,810.00	\$3,000.00
8-Inch Gate Valves	\$15,000.00	\$9,258.00	\$8,700.00
Foundation Gravel	\$9,025.00	\$9,975.00	\$5,700.00
Gravel Borrow for Trench Backfill	\$46,125.00	\$37,925.00	\$15,564.80
Curshed Surfacing Top Course	\$13,530.00	\$10,180.50	\$10,881.75
Road Repair	\$10,000.00	\$7,037.00	\$5,355.00
Quarry Spalls	\$32,550.00	\$17,205.00	\$10,447.00
Controlled Density Fill	\$2,400.00	\$1,390.00	\$1,700.00
Subtotal	\$420,505.00	\$373,841.50	\$288,502.55
Sales Tax 8.6%	\$36,163.43	\$32,150.37	\$24,811.22
Total	\$456,668.43	\$405,991.87	\$313,313.77

Bid Prices			
Schedule A	\$3,611,188.92	\$3,697,543.30	\$3,584,424.45
Schedule B	\$456,668.43	\$405,991.87	\$313,313.77
Total	\$4,067,857.35	\$4,103,535.17	\$3,897,738.22

Bid Documents			
Bid Bond	x	x	x
Acknowledged Addenda 1	x	x	x
Acknowledged Addenda 2	x	x	x
Acknowledged Addenda 3	x	x	x

Bid Evaluation			
WA L&I Standing	x	x	x
WA L&I Violations	x	x	x
WA L&I Debarred	x	x	x
WA L&I Lawsuits	x	x	x
State Lawsuits	x	x	x
References	x	x	x
Bidding Status	Valid	Valid	Valid

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.

WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES Contracts and Procurement Division Employee Assistance Program P.O. Box 41411 Olympia, WA 98504-1411	INTERAGENCY AGREEMENT	
	IAA No.:	K9840
MASON COUNTY PUD #1 N. 21971 Highway 101 Shelton, WA 98584	Effective Date:	July 1, 2025

INTERAGENCY AGREEMENT
BETWEEN
MASON COUNTY PUD #1
AND
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES
EMPLOYEE ASSISTANCE PROGRAM

Pursuant to RCW Chap. 39.34 and RCW 41.06.080, this Interagency Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Employee Assistance Program ("EAP") of the Department of Enterprise Services ("Enterprise Services"), a Washington State governmental agency and Mason County PUD #1 ("Client Organization"), a Washington State institution and is dated and effective as of **July 1, 2025**.

RECITALS

- A. The Washington State Legislature has authorized Enterprise Services to administer the Washington State Employee Assistance Program. *See* RCW 41.04.720.
- B. Enterprise Services, through its Employee Assistance Program, has dedicated professional team members and resources, including contracted resources, to provide a robust employee assistance program on an enterprise basis, which leverages state resources in a cost-effective and efficient manner.
- C. Client Organization desires to contract with Enterprise Services for employee assistance services through its Employee Assistance Program.
- D. The purpose of this Agreement is to establish the terms and conditions pursuant to which Enterprise Services will provide the requisite employee assistance services to Client Organization such that both Client Organization and Enterprise Services can help deliver cost-effective, efficient solutions for Washingtonians.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

PURPOSE: The purpose of the Agreement is to allow the Enterprise Services Employee Assistance Program (EAP) to provide employee assistance services to Client Organization's employees as described in Section 1.0, *Scope of Services*, in return for financial compensation.

1. SCOPE OF SERVICES.

1.1 Client Organization Employees

The following Client Organization employees are covered by this Agreement:

- 25 = Total number of covered employees, which consists of:
 - 6 Exempt
 - 19 Hourly

The following Client Organization employees are **not** covered by this Agreement:

- 3 Commissioners

1.2 EAP Counseling Services

1.2.1 EAP shall provide EAP Counseling services to management-referred or self-referred employees, and their adult household family members. For a Counseling case, the client is assigned an EAP provider who conducts an EAP Assessment in person, through virtual communication/telehealth, or by telephone over 1-3 sessions, which may include problem assessment, short-term problem-solving, support and guidance, development of an action plan, referrals, resources, and follow-up services as necessary. Each time a new problem arises and a client uses EAP Counseling services, a new Counseling case is created.

1.2.2 EAP will inform Client Organization management of employee compliance with formal supervisory and/or formal human resources referrals in accordance with RCW 41.04.730 and the EAP confidentiality policy. Formal referrals are those referrals in which EAP has been notified in advance by the supervisor or human resources professional that the employee has been referred for job performance problems. Self-referrals are confidential as outlined in the EAP confidentiality policy.

1.3 24/7 Telephone Support Services

EAP provides access to telephonic EAP support and crisis counseling services 24 hours/day, 7 days/week. The services are provided by EAP staff, or if staff are not immediately available, through an after-hours clinical answering service that can be reached through EAP's primary phone line.

1.4 Organizational Services

EAP shall provide the following Services: Management Consultation, Educational and Promotional Services, and Critical Incident Response.

1.4.1 Management Consultation

EAP offers management consultation services to Client Organization's supervisors, managers, leaders, and human resource professionals to assist in the development of management skills or to assist with how to handle a particular situation with an employee or within the organization.

1.4.2 Educational and Promotional Services

EAP offers educational and promotional services to Client Organization, which may include Presentations, Trainings, or tabling at Health/Wellness/Benefits Fairs, delivered as follows:

i Webinars Offered to the Public:

Client Organization's employees may participate in any presentations and trainings offered by EAP via webinar, subject to space available.

ii . Group Educational and Promotional Services:

- a. EAP offers various group educational and promotional services, including presentations on EAP's current list of offerings and participation in health/benefit fairs. Group educational and promotional services could be provided virtually or on-site.

As noted below, based on the number of covered employees, this Agreement includes a number of group hours that Client Organization may use toward scheduling virtual and on-site group educational/promotional services, at mutually agreed upon dates and times and at no additional charge except as provided below. A "group hour" is defined as one EAP provider delivering either one hour of presentation time or two hours of tabling time at a health/benefit fair. Group hours are to be used in 0.5 hour increments. Group hours are prorated for Agreements that are shorter than 24 months:

- up to 249 employees: group hours not included in rate,
- 250 to 499 employees: 2 group hours per biennium,
- 500 to 999 employees: 4 group hours per biennium,
- 1,000 to 2,999 employees: 6 group hours per biennium,
- 3,000 to 4,999 employees: 10 group hours per biennium,
- 5,000 or more employees: 16 group hours per biennium.

- b. Requests for Group Educational/Promotional Services: In the event that Client Organization requests group educational and promotional services within EAP's scope and expertise, EAP may offer group educational and promotional services on an as-available basis and at EAP's discretion. At Client Organization's request, EAP will provide an estimate that includes the time needed and total cost to provide the requested services, including preparation, delivery of services and post-service delivery tasks. The hourly rate for EAP group educational and promotional services is \$130 per hour plus

full travel costs in accordance with published Office of Financial Management travel and per diem rates.

1.4.3 Critical Incident Response Services

A critical incident is a sudden, unexpected event that significantly interferes with normal workplace functioning and is beyond the norm of what usually happens in that workplace, such as: traumatic death of an employee, violent event or threat of violent event at the workplace, serious workplace accident, natural disaster, or substantial layoff/downsizing.

EAP offers group critical incident response services on an as-available basis at a fee-for-service rate of \$130.00 per service hour plus \$130.00 per hour of travel. A "service hour" is defined as one EAP provider delivering one hour of critical incident response services for one site.

These services are provided on an "as available" basis. In the unlikely event that EAP is unable to provide rapid and appropriate response, EAP will decline the request and provide a listing of independent, trained and qualified providers to Client Organization. It is the Client Organization's responsibility to negotiate services and payment to those providers.

1.4.4 Services Outside of Scope

Services outside of EAP's scope include but are not limited to: mediation, team building, organization development (OD), fitness for duty exams, and employee evaluations by a substance abuse professional (SAP). As appropriate, EAP will provide assessment, consultation and referral services.

1.5 Work/Life Resources

1.5.1 Access Work/Life Resources by logging into the [Work/Life Resources website](#): to login, enter Client Organization's unique Org Code: **MCPUD**

1.5.2 Legal/Financial Benefit: 24/7 access to legal and financial consultants via toll-free phone to provide resources for issues including but not limited to separation, debt, or adoption needs, with the exception of those involving disputes or actions between an employee/dependent and their employer or EAP or for business issues. These services can be accessed by covered employees and their adult family household members.

i. The Legal Benefit allows participants to

1. Speak with a legal consultant who gathers information regarding the client's legal concern and determines which legal benefit best suits the client's needs: telephonic advice or local attorney referral.
2. Receive telephonic advice from a general practice attorney, or referral to a local attorney with the appropriate expertise for a free half-hour consultation. If additional assistance is required, in most cases the local attorney will offer a discount to their hourly fees. Beyond the initial 30-

minute free consultation, negotiation of fees, number and duration of contacts shall be a matter between the Participant and the attorney.

- ii. The Financial Benefit allows participants to access a program of comprehensive financial support services including:
 1. Access to financial counseling services, including an appointment for a detailed telephonic consultation.
 2. There is no limit to the length of the consultation or restrictions on repeated use of the service.

1.5.3 Employee Support Website: Online access to a wide range of resources regarding work and life topics for employees and their families, which includes:

- Access to work-life content including information and resources to address emotional wellbeing, health and wellness, and workplace issues, as well as child care, elder care, adoption, education, legal, and financial needs. Content type including articles, resource links, financial calculators, searchable databases, audio and video files, and ready-to-use/DIY legal forms.
- A diverse library of webinars and eLearning options, with a new online seminar added every month.

1.6 EAP Access by Client Organization:

All EAP services may be accessed by Client Organization or its employees via the EAP website at www.eap.wa.gov, or by calling EAP at 877-313-4455 tollfree or 360-407-9490. Client Organization can refer either through the supervisory process or through employee self-referral. Employee assistance services are also offered to adult household family members of the above covered employees.

Human resource managers and officers, managers, and supervisors may refer employees to EAP for assistance for job performance and job-related behavioral problems or to fulfill an employee's request for assistance. Additionally, employees may come to EAP voluntarily or self-refer for assistance.

1.7 Program Promotion:

EAP furnishes unlimited promotional materials in print-ready digital format as requested, such as brochures and flyers. EAP regularly emails promotional information to staff designated by Client Organization. Client Organization will disseminate promotional information and materials to employees and promote the use of EAP. Client Organization may request EAP to attend health fairs and benefits fairs as available and in accordance with available group hours as listed in section 1.4.2.

2. PERIOD OF PERFORMANCE.

Subject to its other provisions, the period of performance of this Agreement shall commence on **July 1, 2025**, and be completed on **June 30, 2027**, unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

3. COMPENSATION.

Compensation for the services provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded. Compensation for service(s) shall be based on the following rates:

3.1 Client Organization shall pay EAP the sum of **\$1,500.00**, the contract minimum rate to cover up to 42 employees for the contract period, for the performance of all things necessary for or incidental to the work as set forth in Section 1.0, *Scope of Services*, of this Agreement.

3.2 On July 1, 2025, Enterprise Services shall submit an invoice to Client Organization in the amount of **\$1,500.00**, as stated in Section 3.1 above. Client Organization shall make payment by check, warrant or account transfer within 30 days of receipt of the invoice. Costs for additional services and associated travel costs in accordance with Sections 1.4.2 and 1.4.3 above will be billed by Enterprise Services per occurrence, if any.

4. FUNDING CONTINGENCY.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited to the Client Organization in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, Client Organization may:

- a. Terminate this Agreement with ten (10) days advance notice. If this Agreement is terminated, the Client Organization shall be liable only for performance rendered or costs incurred by the Agency, on a prorated basis, in accordance with the terms of this Agreement prior to the effective date of termination. Agency shall refund any prorated unused prepaid amount.
- b. Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c. After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or
- d. Pursue such other alternative as the parties mutually agree to writing.

5. AGREEMENT MANAGEMENT.

The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement, each of whom shall be the principal contact for business activities under this Agreement. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Randee Gibbons
EAP Customer Experience Manager
Employee Assistance Program
Washington Dept. of Enterprise Services

Client Organization

Attn: Katie Arnold
Director of Business Services
Mason County PUD #1
N. 21971 Highway 101

Enterprise Services

PO Box 41476

Olympia, WA 98504-1476

Tel: 360-407-9493

Email: randee.gibbons@des.wa.gov**Client Organization**

Shelton, WA 98584

Tel: 360-877-5249

Email: karnold@mason-pud1.org

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission, to the designated email address of said addressee.

The Client Organization representative shall be responsible for working with EAP, approving billings and expenses submitted by EAP, and accepting any reports from EAP.

The EAP representative shall be the contact person for all communications regarding the conduct of work under this Agreement.

6. INDEPENDENT CAPACITY.

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

7. TERMINATION FOR CAUSE.

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

8. WAIVER.

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

9. SEVERABILITY.

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

10. RECORDS RETENTION.

- a. **AGREEMENT AVAILABILITY.** Prior to its entry into force, this Agreement shall be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- b. **RECORDS RETENTION.** Each party shall each maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in

the performance and payment of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this Agreement or final payment for any service placed against this Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

- c. PUBLIC INFORMATION. This Agreement and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within ten (10) business days of the receipt of the request. The parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

11. RESPONSIBILITY OF THE PARTIES.

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third party claims.

12. DISPUTE RESOLUTION.

The parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall abide by the Governor's dispute resolution process (RCW 43.17.330), if applicable, or collectively shall appoint a third party to evaluate and resolve the dispute and such dispute resolution shall be final and binding on the parties hereto.

13. TERMINATION FOR CONVENIENCE.

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.

14. SITE SECURITY.

While on Enterprise Services/EAP premises, the Client Organization, its agents, employees, or Subcontractors shall comply with the Enterprise Services/EAP security policies and regulations.

15. GENERAL PROVISIONS.

- a. COMPLIANCE WITH LAW. The Parties shall comply with all applicable law.
- b. INTEGRATED AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- c. AMENDMENT OR MODIFICATION. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- d. AUTHORITY. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. GOVERNING LAW. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- g. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to submit to exclusive in personam jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- h. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this Agreement in their entirety.
- i. CAPTIONS & HEADINGS. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. ELECTRONIC SIGNATURES. A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.

- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

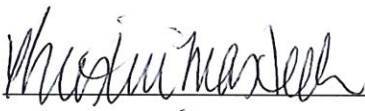
16. ALL WRITINGS CONTAINED HEREIN.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

EXECUTED AND EFFECTIVE as of the day and date first above written.


MASON COUNTY PUD #1
A WASHINGTON STATE INSTITUTION

By: Kristin Masteller
Title: General Manager

Signature: 
Date: 6/13/05

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By: Randee Gibbons
Title: EAP Customer Experience Manager

Signature: 
Date: 6/9/2025



Amendment Face Sheet

Grant Agreement Number: 25-52255-003
Project Name: E SR 106 Water Line Relocation / Lilliwaup Bay Utility Relocation
Amendment Number: A

**Washington State Department of Commerce
 Local Government Division
 PUD Utility Relocation Program**

1. Grantee Mason County PUD No. 1 21971 N HWY 101 Shelton, WA 98584		2. Grantee Doing Business As (optional) N/A	
3. Grantee Representative Kristin Masteller, General Manager (360) 877-5249 kristinm@mason-pud1.org		4. COMMERCE Representative Jon Galow, Section Manager PO Box 42525/1011 Plum Street SE, Olympia, WA 98504 (509) 847-5021 jon.galow@commerce.wa.gov	
5. Original Grant Amount (and any previous amendments) <p style="text-align: center;">\$121,250</p>	6. Amendment Amount <p style="text-align: center;">\$48,750</p>	7. New Grant Amount <p style="text-align: center;">\$170,000</p>	
8. Amendment Funding Source Federal: State: <input checked="" type="checkbox"/> Other:	9. Amendment Start Date Date of Execution	10. Amendment End Date June 30, 2025	
11. Federal Funds (as applicable) <p style="text-align: center;">N/A</p>		Federal Agency <p style="text-align: center;">N/A</p>	
ALN (CFDA#) <p style="text-align: center;">N/A</p>			
12. Amendment Purpose Supplemental funds for a legislatively approved project that furthers the goals and objectives of the PUD Utility Relocation Program.			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant As Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant As Amended are governed by this Grant Amendment. A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee. Any reference in the original Grant to the "Grant" shall mean the "Grant as Amended".			
FOR GRANTEE <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> DocuSigned by: <small>A4BB71146C604B4...</small> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Kristin Masteller, General Manager </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> 6/16/2025 9:10 AM PDT </div> <div style="border-bottom: 1px solid black;"> Date </div>		FOR COMMERCE <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Mark K. Barkley, Assistant Director Local Government Division </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Date </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> APPROVED AS TO FORM ONLY Sandra Adix Assistant Attorney General </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> 3/20/2014 </div> <div style="border-bottom: 1px solid black;"> Date </div>	



Grant Agreement Number: 25-52255-003

Project Name: E SR 106 Water Line Relocation / Lilliwaup Bay Utility Relocation

Amendment Number: A

This Grant is **amended** as follows:

Replace Attachment A - Scope of Work and Budget with the following:

ATTACHMENT A - SCOPE OF WORK

Funds awarded under this grant shall be used by the Mason County PUD No. 1 for the E SR 106 Water Line Relocation and Lilliwaup Bay Utility Relocation projects for the costs of relocating utilities necessitated by fish barrier removal project(s).

Projects for reimbursement include the following tasks:

Task 1: E SR 106 Water Line Relocation at 47.356842, -123.098984

WSDOT will be replacing a culvert at the intersection of E SR 106 and E McReavy Rd in Union. PUD will relocate existing water line by boring a new 6" main approximately 7 feet below ground level and reconnecting to existing water main.

Task 2: Lilliwaup Bay Utility Relocation at 47.460765, -123.113525

PUD will remove 1,900' of 3-phase overhead line out of the new culvert / bridge construction area and convert to 2,300' of 3-phase underground.



Project activities may include, but not be limited to:

- Environmental review, compliance, and permitting
- Preliminary engineering, design and bid services
- Materials, construction, installation, and relocation of utilities
- Project management, construction oversight, and inspection

Costs related to the work associated with the Project will only be reimbursed to the extent the work is determined by COMMERCE to be within the scope of the legislative appropriation.

Description of Project Element	Total Task Cost	Amount from this Grant
Task 1 - E SR 106 Water Line Relocation	\$78,824	\$78,824
Task 2 - Lilliwaup Bay Utility Relocation	\$91,176	\$91,176
TOTAL	\$170,000	\$170,000

ALL OTHER TERMS AND CONDITIONS OF THIS GRANT REMAIN IN FULL FORCE AND EFFECT.

Review by:	Name:	Initials:	Date:
Section Manager	Jon Galow		6/13/2025 4:24 PM PDT
Budget Analyst	Cindy Chavez		6/16/2025 8:08 AM PDT
Managing Director	N/A	N/A	N/A
Deputy Asst. Director	Tony Hanson		


Certificate Of Completion

Envelope Id: C2EF3E3D-A953-49F7-B784-25EAA51B3842		Status: Sent
Subject: DocuSign: Mason PUD No.1 - Amendment A for #25-52255-003 - Supplemental Funds		
Division:		
Local Government		
Program: PUD Utility Relocations		
ContractNumber: 25-52255-003		
DocumentType:		
Contract Amendment		
Source Envelope:		
Document Pages: 3	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 2	Jon Galow
AutoNav: Enabled		1011 Plum Street SE
Envelopeld Stamping: Enabled		MS 42525
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Olympia, WA 98504-2525
		jon.galow@commerce.wa.gov
		IP Address: 147.55.134.70


Record Tracking

Status: Original	Holder: Jon Galow	Location: DocuSign
6/13/2025 4:22:53 PM	jon.galow@commerce.wa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington State Department of Commerce	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Jon Galow		Sent: 6/13/2025 4:24:18 PM
jon.galow@commerce.wa.gov		Viewed: 6/13/2025 4:24:30 PM
Security Level: Email, Account Authentication (None)		Signed: 6/13/2025 4:24:36 PM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 147.55.134.70	


Electronic Record and Signature Disclosure:
Not Offered via Docusign

Cindy Chavez		Sent: 6/13/2025 4:24:37 PM
cindy.chavez@commerce.wa.gov		Viewed: 6/16/2025 8:08:08 AM
Security Level: Email, Account Authentication (None), Login with SSO		Signed: 6/16/2025 8:08:16 AM
	Signature Adoption: Pre-selected Style	
	Using IP Address: 73.239.184.17	

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Katie Arnold	Completed	Sent: 6/16/2025 8:08:18 AM
karnold@mason-pud1.org		Viewed: 6/16/2025 9:09:59 AM
Mason County PUD NO. 1		Signed: 6/16/2025 9:10:11 AM
Security Level: Email, Account Authentication (None)	Using IP Address: 216.235.102.185	

Electronic Record and Signature Disclosure:
Accepted: 6/16/2025 9:09:59 AM
ID: 7f5f7fe0-7805-43ac-8db1-af31a3325056

Signer Events	Signature	Timestamp
Kristin Masteller kristinm@mason-pud1.org General Manager Mason County PUD No. 1 Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  A4DB71146C684B4...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 216.235.102.185</div>	Sent: 6/16/2025 9:10:12 AM Viewed: 6/16/2025 9:10:42 AM Signed: 6/16/2025 9:10:56 AM

Electronic Record and Signature Disclosure:
Accepted: 6/16/2025 9:10:42 AM
ID: 90e866dd-dab4-4b4a-9e6f-0911e1cbb891

Tony Hanson
tony.hanson@commerce.wa.gov
Washington State Department of Commerce
Security Level: Email, Account Authentication (None)

Sent: 6/16/2025 9:10:58 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Mark Barkley
mark.barkley@commerce.wa.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/13/2025 4:24:18 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Washington State Department of Commerce (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.15 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

To advise Washington State Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Washington State Department of Commerce

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Washington State Department of Commerce

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.



PUD1 – Executive Summary – May 2025

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

- **Work in Progress:**
 - Grant Applications – Ongoing
 - Pole Attachment Rate Update
- **Completed Projects:**
 - 2024 Annual Report (Due 05/30/25)
 - 2025 Budget
 - 2024 Privilege Tax Return (Due 02/25/25)
 - 2024 Form 7 (Due March 31, 2025)
 - 2022 / 2023 Accountability Audit
 - 2024 EIA Report (Due 04/30/25)

Financial Highlights:

- Revenue – Gross Revenue was \$1,208,489 the month of May 2025.
- Expenditures – Gross expenditures were \$955,418 for the month of May 2025.
- As of May 31, the PUD has \$498,912 grant reimbursements outstanding for ongoing projects, which is an equivalent of about 17 days of our cash on hand.

Financial Metrics as Compared with Prior Year:	May 2025	May 2024
Total General Cash and Investments	\$811,728	\$1,045,321
Current Ratio (Current Assets/Current Liabilities)	2.31 to 1	1.90 to 1
Debt Service Coverage (O&M/ Debt Service)	3.92	3.44
Long-Term Debt to Net Plant	22%	26%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	35%	36%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	26%	31%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	7.78	6.53
Cash on Hand (Total Available Cash/Average Daily Costs)	34 Days (General) 125 Days (All Funds)	37 Days (General) 110 Days (All Funds)



Mason County PUD No 1

Budget Summary by Division For the Month Ended May 31, 2025

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 940,349.27	\$ 267,156.30	\$ 983.61	\$ 1,208,489.18
Budgeted	\$ 959,907.33	\$ 251,583.33	\$ 1,018.00	\$ 1,212,508.66
Difference (-/+)	\$ (19,558.06)	\$ 15,572.97	\$ (34.39)	\$ (4,019.48)
% of Budget	98%	106%	97%	100%
 Total Expenditures	 \$ 740,128.00	 \$ 215,153.88	 \$ 136.02	 \$ 955,417.90
Budgeted	\$ 852,653.28	\$ 219,764.10	\$ 495.02	\$ 1,072,912.40
Difference (-/+)	\$ (112,525.28)	\$ (4,610.22)	\$ (359.00)	\$ (117,494.50)
% of Budget	87%	98%	27%	89%
 Net Operating Margins	 \$ 200,221.27	 \$ 52,002.42	 \$ 847.59	 \$ 253,071.28
Budgeted	\$ 107,254.05	\$ 31,819.23	\$ 522.98	\$ 139,596.26
Difference (-/+)	\$ 92,967.22	\$ 20,183.19	\$ 324.61	\$ 113,475.02
% of Budget	187%	163%	162%	181%



Mason County PUD No 1

Budget Summary by Division for the Five Months Ended May 31, 2025

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 5,790,387.95	\$ 1,256,580.08	\$ 5,132.31	\$ 7,052,100.34
2025 Budget	\$ 11,676,446.00	\$ 3,089,780.00	\$ 12,399.00	\$ 14,778,625.00
Difference (-/+)	\$ (5,886,058.05)	\$ (1,833,199.92)	\$ (7,266.69)	\$ (7,726,524.66)
% of Budget	50%	41%	41%	48%
 Total Expenditures	 \$ 4,668,361.35	 \$ 1,067,580.26	 \$ 1,211.95	 \$ 5,737,153.56
2025 Budget	\$ 11,196,314.00	\$ 2,680,718.00	\$ 9,606.00	\$ 13,886,638.00
Difference (-/+)	\$ (6,527,952.65)	\$ (1,613,137.74)	\$ (8,394.05)	\$ (8,149,484.44)
% of Budget	42%	40%	13%	41%
 Net Operating Margins	 \$ 1,122,026.60	 \$ 188,999.82	 \$ 3,920.36	 \$ 1,314,946.78
2025 Budget	\$ 480,132.00	\$ 409,062.00	\$ 2,793.00	\$ 891,987.00
Difference (-/+)	\$ 641,894.60	\$ (220,062.18)	\$ 1,127.36	\$ 422,959.78
% of Budget	234%	46%	140%	147%

Cash Flow

Beginning Cash (General Fund)	122,716.91	91,126.18	4,195.20	218,038.29
Net Operating Margin (Excluding Depreciation)	1,871,744.64	1,438,009.44	3,958.81	3,313,712.89
Cash Transferred to / from Special Funds	(312,277.14)	(293,326.50)	(200.04)	(605,803.68)
Change in Accounts Receivable	383,039.12	(215,127.10)	119.61	168,031.63
Change in Accounts Payable	256,941.48	(16,987.49)	(38.88)	239,915.11
Cash Expended on Utility Plant	(1,105,351.67)	(52,187.79)	0.00	(1,157,539.46)
Change in CWIP	(1,153,382.63)	(859,777.88)	(3,839.50)	(2,017,000.01)
Ending Cash (General Fund)	63,430.71	91,728.86	4,195.20	159,354.77

2024 / 2025 EEI BUDGET

\$ 228,800.00

Category	Rebates Issued	Total \$ Value
Regular Heat Pumps	81	\$64,800
Low Income Washers**	25	\$20,000
Low Income Dryers**	25	\$20,000
Commercial Heat Pumps	10	\$ 9,000.00
Agricultural Lighting	1	\$ 3,739.40
New Manufactured Homes Rebate	16	\$19,200
Heat Pump Upgrades	5	\$1,000
Low Income Ductless Heat Pumps**	1	\$ 6,000.00
Air Source Heat Pumps	18	\$21,600
Total Rebates Issued in '24		\$ 165,339.40
2025 Rebates in the Queue		\$17,600
Balance Remaining to spend by 09/30/2025		\$45,861

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

BPA GRANT ENDS 06/30/2025	Budget
BPA LIGHTING GRANT for Brinnon School & Skokomish Tribe	\$ 58,288.00
Less Lighting Projects in the Queue	\$ 58,288.00
Balance Remaining to spend by 06/30/2025	\$ -
BPA LOW INCOME HEAT PUMP / APPLIANCE GRANT	\$ 182,000.00
Less Rebates in Queue	\$ 144,160.00
Balance Remaining to spend by 06/30/2025	\$ 37,840.00

Rebates Issued

