



Mason County PUD No. 1
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) Call Regular Business Meeting to Order

2) 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.*

3) 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
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Grand Total		\$ 656,936.77
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4) Business Agenda

- a. Approve Resolution 2093 – Authorizing a Third Cash Drawer
- b. Approve 2nd Quarter Write-Offs to Collections

5) Staff Reports

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

6) Correspondence

7) Board Comments

8) Other Business/Public Comment

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

10) Adjourn

2025 Calendar

June 6-11	APPA National Conference	New Orleans, LA
June 26	WPUDA Water Committee	Zoom
July 11	Employee Appreciation	Potlatch State Park
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 3	PUD 1 Customer Appreciation Event	PUD 1
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
May 27, 2025, Potlatch, Washington

Present:

Ron Gold, President
Mike Sheetz, Vice President
Jack Janda, 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: None.

APPROVAL OF CONSENT AGENDA:

Minutes:	Regular Board Meeting May 13, 2025		
Disbursements:	Accounts Payable Wire	\$	406,832.26
	Check Nos. 126643 - 126732	\$	495,715.17
	Payroll Wire	\$	103,977.22
	Grand Total		\$1,006,524.65

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

Business Agenda:

Award Landscaping Services Contracts to At Work! – Jack made a motion to approve the three landscaping contracts to At Works as follows: the North Area contract in the amount of \$37,362; the East Area contract in the amount of \$13,696; and the South area contract in the amount of \$17,156. Mike seconded the motion. It passed unanimously.

April Financial Report – Katie gave the financial report for April 2025.

Financial Highlights:

- Revenue – Gross Revenue was \$1,289,578 the month of April 2025.
- Expenditures –Gross expenditures were \$1,074,841 for the month of April 2025.
- As of April 30, the PUD has \$498,912 grant reimbursements outstanding for ongoing projects, which is an equivalent of about 17 days of our cash on hand.



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Financial Metrics as Compared with Prior Year:	April 2025	April 2024
Total General Cash and Investments	\$811,728	\$995,903
Current Ratio (Current Assets/Current Liabilities)	2.36 to 1	2.22 to 1
Debt Service Coverage (O&M/ Debt Service)	3.90	3.44
Long-Term Debt to Net Plant	22%	26%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	34%	35%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	26%	31%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	7.72	6.65
Cash on Hand (Total Available Cash/Average Daily Costs)	33 Days (General) 124 Days (All Funds)	37 Days (General) 120 Days (All Funds)

Set Public Rate Hearing for Pole Attachment Rates – Jack made a motion to schedule a Public Rate Hearing on June 24th at 1 p.m. to set the new fee schedule for Joint Use Attachments. Mike seconded the motion. It passed unanimously.

Staff Reports

General Manager – Attended the NWPPA Annual Meeting last week. Delivered an update regarding current projects and addressed the draft plan for the Manzanita cutover, tentatively scheduled for early September. Informed the Board that the grant application for the Jorstad Substation project has been approved, pending congressional budget adoption.

District Treasurer – Annual report is complete. Currently working on grant closeouts, which are due June 30, 2025.

Water Resource Manager – Pre-construction meetings were conducted for Lake Arrowhead and Shadowood. A pre-bid walk-through for the Manzanita Reservoir and Booster Station was also held. Brandy requested a Special Meeting for June 13, 2025, via Zoom at 9 a.m. to award the contract for the Manzanita Reservoir Booster Station project. The board authorized setting that special meeting. The Department of Health has approved the Bay East project, and we are currently working on permits with the county.

Legal – No report.

Correspondence – Reviewed by the Board.

Board Reports

Mike – Attended the WPUA Strategic Planning meeting.



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Jack – Requested Brandy work with Hoodspport Fire & EMS to test the community fire hydrants. It was discussed for Kristin & Brandy to get on the county fire chiefs’ monthly meeting agenda to discuss the topic of interlocal agreements and training for fire districts to conduct hydrant testing in their fire districts on PUD-owned water systems.

Ron – No report.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – At 1:55 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 2:25 p.m. Ron closed the executive session and reconvened the regular meeting. With no further business, the regular meeting was adjourned.

Adjournment: 2:25 p.m.

Ron Gold, President

Mike Sheetz, Vice President

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

**A RESOLUTION AUTHORIZING A THIRD CASH DRAWER
RESOLUTION NO. 2093**

WHEREAS, the District is currently authorized to provide for two cash drawers with \$200.00 for receipt of cash; and

WHEREAS, it is necessary to add a third drawer with \$200.00 to allow the Credit & Collections Specialist to make change for receipt of cash when both the Customer Service Representatives are unavailable,

BE IT RESOLVED by the Board of Commissioners of Mason County PUD No. 1 hereby authorizes an additional cash drawer with \$200.00 for the receipt of cash.

ADOPTED this 10th day of June 2025.

Mike Sheetz, Vice President

Jack Janda, Secretary

ATTEST:

Ron Gold, President

Final Bill Date 12/31/24					
Customer	Account	Provider	Sort Name	Total AR	Reason
206265	671802	PUDEL	DOYLE SEAN D	\$ 330.35	House Fire
206265	671802	PUDWA	DOYLE SEAN D	\$ 137.00	House Fire
12857	4601108	PUDEL	SHERIDAN JOHN	\$ 154.98	Moved
207448	5689503	PUDEL	SCHOLZ HARMONY	\$ 122.07	Moved
207635	8834410	PUDEL	KROHN PAISLEY	\$ 42.61	Moved
208063	10290514	PUDEL	LARKIN DUSTIN	\$ 2,405.00	DNP Cutoff
208063	10290514	PUDWA	LARKIN DUSTIN	\$ 388.83	DNP Cutoff
208267	20033004	PUDWA	HOUSTON JESSICA	\$ 366.67	DNP Cutoff
207984	20118604	PUDWA	WILLFONG STEPHANIE	\$ 384.72	DNP Cutoff
205904	20242001	PUDWA	WU HUIZHEN	\$ 155.29	Moved
205250	20288000	PUDWA	MILLER IRMA	\$ 93.89	Moved
207859	20346901	PUDEL	JUSTIN BRIAN	\$ 99.26	Moved
207859	20346901	PUDWA	JUSTIN BRIAN	\$ 134.85	Moved
			Total Proposed to go to Collections	\$ 4,815.52	

207801	20022101	PUDWA	TOBEY NED	\$ 139.05	Deceased
10752	20075701	PUDEL	HURLBUT JOHN	\$ 63.44	Deceased
204735	20232600	PUDWA	UNTERSEHER JO ELLEN	\$ 148.55	Deceased
			Total Deceased to Write Off	\$ 351.04	

7 PUDEL
9 PUDWA
16 TOTAL

\$ 4,815.52
\$ 351.04
\$ 5,166.56

4 DNP Cutoff
2 House Fire
7 Moved
0 Business Sold
3 Deceased
16 Total