



**Mason County PUD No. 1
Budget Workshop & Regular Board Meeting
November 25, 2025
1:00 p.m.**

Join Zoom Meeting
<https://us02web.zoom.us/j/85869053743>

Meeting ID: 858 6905 3743
1 (253) 215-8782

1) 2026 Budget Workshop- 1:00 p.m.

2) Call 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: Special Board Meeting November 12, 2025

Disbursements:	Accounts Payable Wire	\$ 81,567.39
	Check Nos. 127557 - 127596	\$ 146,069.17

	Payroll Wire	\$ 91,887.82
	Payroll Check #127573	\$ 3,277.44

Grand Total **\$ 322,801.82**

5) Business Agenda

- a. October 2025 Financials
- b. Authorize GM to sign DOH Grant Contract for Arcadia Estates
- c. Authorize District Treasurer to apply for DWSRF grant for Bellwood A & B PFAS & consolidation
- d. Authorize District Treasurer to apply for DWSRF grant for Black B & C, Cedar Meadows consolidation
- e. Manzanita Substation- Change Order No. 5

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

2026 Calendar

January 7-8	Public Power Council	Portland
February 4-5	Public Power Council	Portland
March 4-5	Public Power Council	Portland
April 1-2	Public Power Council	Portland
May 6-7	Public Power Council	Portland
June 3-4	Public Power Council	Portland
August 5-6	Public Power Council	Portland
September 2-3	Public Power Council	Portland
October 7-8	Public Power Council	Portland
November 4	Public Power Council Town Hall	Portland
November 5	Public Power Council Annual Meeting	Portland

11/20/2025 10:30:10 AM

Accounts Payable Check Register

Page 1

11/10/2025 To 11/20/2025

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1357 11/17/2025	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	34,347.01
1358 11/17/2025	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	15,422.61
1359 11/17/2025	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	12,396.76
1360 11/17/2025	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	3,854.83
1361 11/17/2025	WIRE	DSHS	DSHS	DEPARTMENT OF SOCIAL HEALTH SERVICES	241.46
1362 11/18/2025	WIRE	LILLIWAUP FAL	LILLIWAUP FALLS GENERATING COMP	OCTOBER POWER USAGE	1,983.72
1363 11/20/2025	WIRE	COBANK	COBANK	LINE OF CREDIT FEES	13,321.00
127557 11/17/2025	CHK	ASPECT CONSU	ASPECT CONSULTING LLC	POLE YARD	6,112.50
127558 11/17/2025	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	UNLEADED & DIESEL	4,387.17
127559 11/17/2025	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY PARTS	1,791.90
127560 11/17/2025	CHK	GRAIN	GRAINGER	ELECTRIC FACE SHIELD-METER READER	241.28
127561 11/17/2025	CHK	HOODSPORT AC	HOODSPORT ACE & LUMBER	THIS WAS PAID TWICE-CK#127404 & #127429	56.58
127562 11/17/2025	CHK	MARSH	MARSH MUNDORF PRATT & SUL	WPAG MONTHLY FEE	842.70
127563 11/17/2025	CHK	SHEL 2	MASON COUNTY JOURNAL	DISPLAY AD-FULL COLOR	339.00
127564 11/17/2025	CHK	MT VIEW LOCA	MT. VIEW LOCATING SERVICES, LLC	MONTHLY UNDERGROUND LOCATES	3,612.50
127565 11/17/2025	CHK	NISC	NISC	PRINT SERVICES	15,436.17
127566 11/17/2025	CHK	PLATT ELECTRI	PLATT	MANZANITA SUB STATION-FLOOD LIGHTS	263.40
127567 11/17/2025	CHK	STATE	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT	4,865.00
127568 11/17/2025	CHK	ULINE	ULINE	ELECTRIC NONINVENTORY-PADLOCK METER SEAL	409.38
127569 11/17/2025	CHK	WPUDA	WASHINGTON PUD ASSOC.	MONTHLY DUES	2,070.00
127570 11/17/2025	CHK	WEST	WEST COAST MOBILE EQUIPMENT REP	EQUIPMENT #120-REPLACED BATTERY	1,210.89
127571 11/17/2025	CHK	2	PORTLAND GENERAL ELECTRIC COMP	TRANSFORMER TRAINING FOR RUDY GONZLES	2,000.00
127572 11/17/2025	CHK	38	WASH STATE DEPT OF NATURAL RESO	JORSTAD SUBSTATION EASEMENT EXTENSION	62,500.00
127574 11/17/2025	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,208.63
127575 11/17/2025	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	220.00
127576 11/17/2025	CHK	SUTTELL&HAM	SUTTELL & HAMMER, P.S.	CASE NO 23CV0941	845.62

11/20/2025 10:30:10 AM

Accounts Payable Check Register

Page 2

11/10/2025 To 11/20/2025

Bank Account: 4 - UMPQUA BANK - DISTRICT

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
127577 11/18/2025	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	PRE EMPLOYMENT DOT TESTING-JASON HENRY	76.00
127578 11/18/2025	CHK	CENTUR	CENTURYLINK	TELEPHONE CHARGES ACCT#333887863	1,282.87
127579 11/18/2025	CHK	CENTURYLINK	CENTURYLINK	LONG DISTANCE & OUTBOUND CHARGES	81.85
127580 11/18/2025	CHK	GRAY	GRAY & OSBORNE, INC	LAKE ARROWHEAD WATER MAIN REPLACEMENT	10,187.81
127581 11/18/2025	CHK	PURCH	PURCHASE POWER	POSTAGE METER REFILL & ACTIVITY FEE	2,041.99
127582 11/18/2025	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	EQUIPMENT #119 & #120-PARTS	21.53
127583 11/18/2025	CHK	A WORKSAFE	A WORKSAFE SERVICE, INC	RANDON-ONSITE TESTING	481.25
127584 11/18/2025	CHK	MTBAKE	BAKER SILO, LLC	HAMMA RIDGE WATER-36X30 CUSTOM HATCH	5,212.80
127585 11/18/2025	CHK	DITCH WITCH	DITCH WITCH WEST	EQUIPMENT #114 & 119-PARTS	769.25
127586 11/18/2025	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY PARTS	1,226.01
127587 11/18/2025	CHK	GONZALES, RU	RUDY GONZALES	TRAVEL PER DIEM REIMBURSEMENT	373.00
127588 11/18/2025	CHK	HOODSPORT AC	HOODSPORT ACE & LUMBER	VEHICLE #76-92)INTERSTATE BATTERIES	471.19
127589 11/18/2025	CHK	SHEL 2	MASON COUNTY JOURNAL	OYSTERFEST SPECIAL AD	950.00
127590 11/18/2025	CHK	MASTELLER	KRISTIN MASTELLER	TRAVEL EXPENSE REIMBURSEMENT	743.28
127591 11/18/2025	CHK	WEST	WEST COAST MOBILE EQUIPMENT REP	VEHICLE #76-REPLACED LED LIGHT BAR	1,124.01
127592 11/19/2025	CHK	MAS 10	MASON COUNTY PUBLIC WORKS	EAGLE CREEK-UTILITY PERMIT	35.00
127593 11/20/2025	CHK	CUSTOM TRUCK	CUSTOM TRUCK CAPITAL	VEHICLE #88-CONTRACT PAYMENT	8,801.37
127594 11/20/2025	CHK	FICS	FASTENAL COMPANY	(12)SAFETY GLASSES	528.78
127595 11/20/2025	CHK	HOODSPORT AC	HOODSPORT ACE & LUMBER	SHOP SUPPLIES-NUTS & BOLTS	79.65
127596 11/20/2025	CHK	NORTHWEST RO	NORTHWEST ROCK, INC	SHOP-ROCK	3,168.81

Total Payments for Bank Account - 4 : (46) 227,636.56

Total Voids for Bank Account - 4 : (0) 0.00

Total for Bank Account - 4 : (46) 227,636.56

Grand Total for Payments : (46) 227,636.56

Grand Total for Voids : (0) 0.00

11/20/2025

10:30:10 AM

Accounts Payable Check Register

Page 3

Grand Total : (46) 227,636.56

11/20/2025

10:30:10 AM

Accounts Payable Check Register

Page 4

PARAMETERS ENTERED:**Check Date:** 11/10/2025 To 11/20/2025**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

11/19/2025 11:58:37 AM

GENERAL LEDGER
TRANSACTION DETAIL

Page: 1

NOV 2025 To NOV 2025

Date	Journal Description	Actv BU Project	Mod	Jrnl Reference	
			Code		
Account: 0 131.2 CASH-GENERAL FUND (DISTRICT)			Department: 0		
11/17/25	93843 Check Print	0	PL	2 PAYROLL	91,887.82

PARAMETERS ENTERED:

Division: All
Accounts: 0 131.2
Department: All
Activity: All
Sort By: Div/Acct
Date Selection: Period
Period: NOV 2025 To NOV 2025
Module: PL
Journal Activity: All
Accounts With No Transactions: Yes
Extended Reference: No
Interface Detail: No
Group by Department: Yes

11/19/2025 11:59:50 AM

Payroll/Labor

Page 1

Check Register

Pay Date: 11/17/2025 To 11/17/2025

Empl Name	Pay Date	Dir Dep/Check	Net Pay	Type
189 CHRISTOPHER A CROWELL	11/17/2025	127573	3,277.44	CHK

PARAMETERS ENTERED:

Pay Date: 11/17/2025 To 11/17/2025
Check/Direct Deposit: All
Employee: 189
Journal: 0

Division: All
Format: Summary By Check
Sort By: Check/Direct Deposit



Mason County Public Utility District No. 1
Board of Commissioners Special Board Meeting
November 12, 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

Visitors:

None

CALL TO ORDER: Ron called the special meeting to order at 10:00 a.m.

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA:

Minutes:	Regular Board Meeting October 28, 2025		
Disbursements:	Accounts Payable Wire	\$	317,117.67
	Check Nos. 127467 - 127556	\$	492,357.13
	Payroll Wire	\$	97,219.54
	Grand Total	\$	906,694.34

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

Business Agenda:

3rd Quarter Energy Efficiency Rebates Report– Katie reviewed the energy efficiency rebates report with the commission.

3rd Quarter Collections- Write Offs– Jack made a motion to authorize the Treasurer to write off the list of uncollectable accounts as presented, totaling \$10,009.44, and to forward the accounts to the collection agency; Mike seconded the motion. It passed unanimously.

September 2025 & 3rd Quarter Financial Report– Katie reviewed the 3rd quarter and September 2025 financial report with the board.

Generator Installation Change Order No. 1– Jack made a motion to approve the Generator Installation change order No. 1 in the amount of \$4,000, plus tax; Mike seconded the motion. It passed unanimously.

Lake Arrowhead Change Order No. 2– Jack made a motion to approve the Lake Arrowhead Change Order No. 2 in the amount of \$82,791.95, plus tax; Mike seconded the motion. It passed unanimously.



Mason County Public Utility District No. 1
Board of Commissioners Special Board Meeting
November 12, 2025, Potlatch, Washington

Staff Reports

General Manager – Kristin reported that the Valley Drive to Bourgault Rd. project was successfully completed and is being closed out. She also reported that three grants submittals were made to the WA Energy Resilience Grant Program and she is working on an EV charging grant this month as well. She had a meeting with Rep. Couture regarding an appropriations request for 2026 and will meet with Senator MacEwen’s staff today.

District Treasurer – Katie reminded the commission about the budget workshop next meeting. She also stated that the new meter reader will start next Monday. She is working on the requests for information with FEMA for the underbuild project.

Water Resource Manager – Brandy gave project updates on Hamma Ridge, Shadowood, and the Manzanita water storage project.

Legal –No report.

Correspondence – Reviewed by the board.

Board Reports

Mike – Attended the PPC annual meeting last week.

Jack – Jack and the commission spoke about the recent passing of retiree Julie Gray and the impact she has had on the PUD and the community over the last several decades, remarking on how she will be missed.

Ron – Attended the WPAG meetings on the residential exchange program virtually.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – None.

Adjournment: 10:46 a.m.

Ron Gold, President

Mike Sheetz, Vice President

Jack Janda, Secretary



PUD1 – Executive Summary – October 2025

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

- **Work in Progress:**
 - Grant Applications – Ongoing
 - CEIP – 2026-2029
 - 2026 Budget
 - DWSRF Project Applications
- **Completed Projects:**
 - 2025 Fuel Mix
 - 2024 Financial, Accountability, and Federal Single Audit
 - 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)
 - Pole Attachment Rate Update

Financial Highlights:

- Revenue – Gross Revenue was \$993,750 the month of October 2025.
- Expenditures –Gross expenditures were \$1,136,547 for the month of October 2025.
- As of October, the PUD has \$1,020,605 grant reimbursements outstanding for ongoing projects, which is an equivalent of about 35 days of our cash on hand.

Financial Metrics as Compared with Prior Year:	October 2025	October 2024
Total General Cash and Investments	\$934,287	\$1,17,507
Current Ratio (Current Assets/Current Liabilities)	1.46 to 1	1.89 to 1
Debt Service Coverage (O&M/ Debt Service)	3.07	3.39
Long-Term Debt to Net Plant	20%	23%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	35%	35%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	25%	28%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	5.13	5.76
Cash on Hand (Total Available Cash/Average Daily Costs)	38 Days (General) 145 Days (All Funds)	44 Days (General) 165 Days (All Funds)



Mason County PUD No 1

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

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 735,132.45	\$ 258,483.68	\$ 134.38	\$ 993,750.51
Budgeted	\$ 758,083.67	\$ 267,438.33	\$ 1,018.00	\$ 1,026,540.00
Difference (-/+)	\$ (22,951.22)	\$ (8,954.65)	\$ (883.62)	\$ (32,789.49)
% of Budget	97%	97%	13%	97%
Total Expenditures	\$ 899,791.88	\$ 234,046.99	\$ 2,708.35	\$ 1,136,547.22
Budgeted	\$ 1,013,652.29	\$ 220,605.50	\$ 501.32	\$ 1,234,759.11
Difference (-/+)	\$ (113,860.41)	\$ 13,441.49	\$ 2,207.03	\$ (98,211.89)
% of Budget	89%	106%	540%	92%
Net Operating Margins	\$ (164,659.43)	\$ 24,436.69	\$ (2,573.97)	\$ (142,796.71)
Budgeted	\$ (255,568.62)	\$ 46,832.83	\$ 516.68	\$ (208,219.11)
Difference (-/+)	\$ 90,909.19	\$ (22,396.14)	\$ (3,090.65)	\$ 65,422.40
% of Budget	64%	52%	-498%	69%



Mason County PUD No 1

Budget Summary by Division for the Ten Months Ended October 31, 2025

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Totals</u>
Total Revenue	\$ 9,747,662.78	\$ 2,736,161.40	\$ 10,047.48	\$ 12,493,871.66
2025 Budget	\$ 11,676,446.00	\$ 3,089,780.00	\$ 12,399.00	\$ 14,778,625.00
Difference (-/+)	\$ (1,928,783.22)	\$ (353,618.60)	\$ (2,351.52)	\$ (2,284,753.34)
% of Budget	83%	89%	81%	85%
Total Expenditures	\$ 8,658,408.16	\$ 2,176,121.74	\$ 8,707.90	\$ 10,843,237.80
2025 Budget	\$ 11,196,314.00	\$ 2,680,718.00	\$ 9,606.00	\$ 13,886,638.00
Difference (-/+)	\$ (2,537,905.84)	\$ (504,596.26)	\$ (898.10)	\$ (3,043,400.20)
% of Budget	77%	81%	91%	78%
Net Operating Margins	\$ 1,089,254.62	\$ 560,039.66	\$ 1,339.58	\$ 1,650,633.86
2025 Budget	\$ 480,132.00	\$ 409,062.00	\$ 2,793.00	\$ 891,987.00
Difference (-/+)	\$ 609,122.62	\$ 150,977.66	\$ (1,453.42)	\$ 758,646.86
% of Budget	227%	137%	48%	185%

Cash Flow

Beginning Cash (General Fund)	122,716.91	91,126.18	4,195.20	218,038.29
Net Operating Margin (Excluding Depreciation)	2,255,132.48	3,940,895.00	1,318.16	6,197,345.64
Cash Transferred to / from Special Funds	16,743.51	(584,734.93)	(401.11)	(568,392.53)
Change in Accounts Receivable	802,558.65	(271,255.67)	3,131.94	534,434.92
Change in Accounts Payable	1,003,156.52	(1,135.94)	(36.32)	1,001,984.26
Cash Expended on Utility Plant	(1,566,153.79)	(184,085.32)	0.00	(1,750,239.11)
Change in CWIP	(2,536,712.46)	(2,895,057.89)	(4,012.67)	(5,435,783.02)
Ending Cash (General Fund)	97,441.82	95,751.43	4,195.20	197,388.45



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

SMALL WORKS PROJECT

CHANGE ORDER FORM

No. 5

The following changes are hereby incorporated into this Contract:

A. Description of Change: RLP transmission connections to pick-up 115kV to Manzanita Substation. See attached for original costs. New total less \$5000 for 1/2 of material & \$4804.32 crew time is \$25,739.94.

B. Contract Price Adjustment:

As a result of this Change Order, the total Contract shall be increased/decreased by the sum of \$ 25,739.94 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 \$2,020,661.37 including sales tax.

C. Time of Completion:

The time of completion shall be increased / decreased by 0 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: RiverLine Power

Accepted By: Dylan Stoller

Title: Project Manager

Date: 11/17/25

PUBLIC UTILITY DISTRICT NO. 1 OF MASON COUNTY, WASHINGTON

Accepted By: _____

Title: _____

Date: _____

LABOR						
CLASSIFICATION	NAME	ST HOURS	OT HOURS	ST RATE	OT RATE	TOTAL
Foreman			14	\$ 132.96	\$ 264.83	\$ 3,707.62
Journeyman			14	\$ 118.97	\$ 233.98	\$ 3,275.72
Journeyman			14	\$ 118.97	\$ 233.98	\$ 3,275.72
Foreman			14	\$ 132.96	\$ 264.83	\$ 3,707.62
Apprentice Lineman (1st)			14	\$ 77.07	\$ 149.08	\$ 2,087.12
Apprentice Lineman (1st)			14	\$ 77.07	\$ 149.08	\$ 2,087.12
Head Groundman			14	\$ 79.55	\$ 153.94	\$ 2,155.16
Head Groundman	7pm to 9am		14	\$ 79.55	\$ 153.94	\$ 2,155.16

EQUIPMENT				
EQUIPMENT TYPE	EQUIP. #	HOURS	RATE	TOTAL
Pickup Truck - 3/4-1 ton w/Rack		14	\$ 18.34	\$ 256.76
Bucket Truck w/86'+ Aerial Lift		14	\$ 85.81	\$ 1,201.34
Bucket Truck w/86'+ Aerial Lift		14	\$ 85.81	\$ 1,201.34
Bucket Truck w/48'-59' Aerial Lift		14	\$ 30.97	\$ 433.58

MATERIAL				
MATERIAL TYPE	NOTES	QTY	UNIT PRICE	TOTAL
RLP Purchased Materials	Alpha NW (purchased twice)	100	\$ 100.00	\$ 10,000.00

LABOR TOTAL	\$ 22,451.24
EQUIPMENT TOTAL	\$ 3,093.02
MATERIAL TOTAL	\$ 10,000.00
TOTAL	\$ 35,544.26