Mason County PUD No. 1
Regular Board Meeting
November 10, 2026
1:00 p.m.

1) **Call the Regular 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:	October 27, 2026, Regular Meeting	
Disbursements:	Accounts Payable Wire	$ 385,241.49
	Check Nos. 129096-129176	$ 530,882.81
	Payroll Wire	$ 108,001.06
	Grand Total	**$1,024,125.36**

4) **Business Agenda**
   a. 2027 Budget Workshop
   b. Geoduck Change Order No. 1
   c. Award Eldon to Duckabush Project
   d. Approve FP No. 2002 Procurement Card Policy

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**

2026 Calendar

Nov 18-20	WPUDA Association Meetings	Olympia

2027 Calendar

January 6-7	PPC meetings	Virtual
January 13-15	Association meetings	Olympia
February 3-4	PPC meetings	Portland
February 17-19	Association meetings	Olympia
March 3-4	PPC meetings	Portland
March 17-19	Association meetings	Olympia
April 7-8	PPC meetings	Virtual
April 28-30	WPUDA Annual Conference	TBD
May 5-6	PPC meetings	Portland
June 2-3	PPC meetings	Portland
July 14-16	Association meetings	TBD
August 4-5	PPC meetings	Portland
September 1-2	PPC meetings	Portland
September 22-24	Water Workshop	Leavenworth
October 6-7	PPC meetings	Portland
November 3	PPC Town Hall	Portland
November 4	PPC Annual Meeting	Portland
November 17-19	Association meetings	Olympia

Mason County Public Utility District No. 1
``````Board of Commissioners Regular Board Meeting
October 27, 2026, 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:**
At 1:00 p.m. Ron called the regular business meeting to order.

**PUBLIC COMMENT**: None.

**APPROVAL OF CONSENT AGENDA:**

| | | | |
|---|---|---|---|
| **Minutes:** | October 13, 2026, Regular Meeting | | |
| **Disbursements:** | Accounts Payable Wire | | $ 296,719.50 |
| | Check Nos. | 129032-129059 | $ 184,376.25 |
| | Check Nos. | 129061-129095 | $ 122,667.90 |
| | Payroll Wire | | $ 112,151.12 |
| | Check Nos. | 129060 | $ 2,465.00 |
| | **Grand Total** | | **$ 718,379.77** |

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

**Business Agenda:**
**Claim for Damages- Hoem-** Jack made a motion to deny the claim as presented due to the District not being proximately negligent for the damage. Mike seconded the motion. It passed unanimously.

**3rd Quarter Conservation Update-** Katie gave conservation update on status of 3rd quarter rebates.

**Enchantment Change Order No. 1-** Jack made a motion to approve the Enchantment Change Order No. 1 in the amount of $20,000. Mike seconded the motion. It passed unanimously.
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Lilliwaup Corner Change Order No. 3- Jack made a motion to approve the Lilliwaup Change Order No. 3 in the amount of $33,320. Mike seconded the motion. It passed unanimously.

Authorize the General Manager to sign the Interlocal Agreement with Hood Canal School for Mechanic Services- Jack made a motion to authorize the General Manager to sign the Interlocal Agreement with Hood Canal School for Mechanic Services. Mike seconded the motion. It passed unanimously.

September 2026 and 3rd Quarter Financials- Katie reviewed the September financial report and also gave the 3rd quarter financial report.

Financial Highlights:

- Revenue – Gross Revenue was $954,363 for the month of September 2026.
- Expenditures –Gross expenditures were $1,169,142 for the month of September 2026.
- As of September the PUD has $1,788,631 grant reimbursements outstanding for ongoing projects, which is an equivalent of about 60 days of our cash on hand*.

Financial Metrics as Compared with Prior Year:	September 2026	September 2025
Total General Cash and Investments	$1,277,901	$855,399
Current Ratio (Current Assets/Current Liabilities)	1.38 to 1	1.46 to 1
Debt Service Coverage (O&M/ Debt Service)	2.85	3.34
Long-Term Debt to Net Plant	24%	24%
Total Debt to Equity Ratio (Total Liabilities/Total Equity)	34%	36%
Long Term Debt to Equity Ratio (Long Term Debt / Total Equity)	29%	25%
Times Interest Earned Ratio (Earnings before Interest & Taxes/Total Interest)	2.87	5.95
Cash on Hand (Total Available Cash/Average Daily Costs) ***Includes Days Cash on Hand from Outstanding Grant Reimbursements**	75 Days (General) 201 Days (All Funds)	78 Days (General) 200 Days (All Funds)

Staff Reports –

General Manager – Kristin reviewed the 3rd Quarter Strategic Plan. She also discussed impending power rate increases that other PUDs are planning for in 2026 as well as the upcoming BPA power and transmission rate increase, which they signaled is over 11% for Mason PUD 1, coupled with two surcharges that will be passed through from BPA including the COORA (Court-Ordered Operation Rate Adder) charge for additional spill over the dams and the Cost Recovery Structure surcharge that was triggered because BPA's cash dropped below policy levels. Kristin stated that staff met yesterday to go

over the budget requests and are working hard to keep any power rate increases small due to the fact that the two surcharges are also being passed through.

District Treasurer – Katie reported that the exit conference was complete. The ERWOW Career Day with Shelton High School 9th graders is tomorrow and Katie is working the booth with ERWOW. Katie is attending the WPUDA finance officer meeting this week. She will ask other PUDs about their bonding policies.

Water Resource Manager – Brandy reported that the reservoir cleaning is done. Canal View will be done this week. The foundation for Bay East has been poured.

Legal Counsel – No report.

Correspondence – No correspondence.

Board Reports –
Mike – Mike went to Energy Northwest Forum and has a WPUDA meeting next week.
Jack – Jack gave an update on Energy Northwest and SMR (Small Modular Reactor).
Ron – Ron is attending the WPAG meeting on October 28th.

PUBLIC COMMENT – None.

EXECUTIVE SESSION – None.

Meeting Adjourned: 2:01 p.m.

Ron Gold, President	**Mike Sheetz, Vice President**	**Jack Janda, Secretary**

Accounts Payable
Check Register

10/23/2026 To 11/06/2026

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
1581	10/27/2026	WIRE	WASH 3	WA DEPT OF REVENUE	EXCISE TAX	33,172.67
1585	11/02/2026	WIRE	IRS	WEST COAST BANK	FEDERAL TAX LIABILITY	38,745.91
1586	11/02/2026	WIRE	WASH 1	WA DEPT OF RETIREMENT SYS	STATE RETIREMENT - PLAN 2	18,190.32
1587	11/02/2026	WIRE	WASH 7	WA STATE TREAS-MS: PO-11	DEFERRED COMPENSATION	15,139.61
1588	11/02/2026	WIRE	HRA	HRA VEBA TRUST CONTRIBUTI	VEBA MEDICAL SAVINGS	4,648.86
1589	11/02/2026	WIRE	DSHS	DSHS	DEPARTMENT OF SOCIAL HEALTH SERVICES	162.40
1590	11/04/2026	WIRE	BPA	COLUMBIA BANK	POWER USAGE	256,861.00
1591	11/03/2026	WIRE	CUSTOM TRUCK	CUSTOM TRUCK CAPITAL	VEHICLE #88-CONTRACT PAYMENT	8,801.37
1592	11/03/2026	WIRE	WASH 25	WASHINGTON STATE EMPLOYMENT S	2026 3RD QUARTER WA CARES PREMIUM	1,783.81
1593	11/04/2026	WIRE	WASH 4	WA EMPLOYMENT SECURITY	2026 3RD QTR PFMLA	7,735.54
5552	10/27/2026	DD	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	REFUND CORE DEPOSIT	0.00
5553	10/31/2026	DD	HOODSPORT AC	HOODSPORT ACE & LUMBER	REFUND-SEE INV#1350 (VEHICLE #68)	0.00
129096	10/23/2026	CHK	2	ISABELO ALCAYAGA	INACTIVE REFUND	30.12
129097	10/23/2026	CHK	2	MARK CORCORAN	INACTIVE REFUND	62.90
129098	10/23/2026	CHK	2	ROBERT FOX	INACTIVE REFUND	49.46
129099	10/23/2026	CHK	2	DAN HANSON	INACTIVE REFUND	358.94
129100	10/23/2026	CHK	2	ROBERT HARRIS	INACTIVE REFUND	99.21
129101	10/23/2026	CHK	2	NICOLE HINCHCLIFFE	INACTIVE REFUND	229.00
129102	10/23/2026	CHK	2	STEFANIE LAWRENCE	INACTIVE REFUND	10.47
129103	10/23/2026	CHK	2	DAVID YORK	INACTIVE REFUND	1,722.27
129104	10/26/2026	CHK	AIRGAS	AIRGAS USA, LLC	DUCKABUSH SUBSTATION-NITROGEN	88.94
129105	10/26/2026	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	ALDERBROOK WATER-MAINTENANCE RESERVOIR	23.49
129106	10/26/2026	CHK	DOH	DEPARTMENT OF HEALTH	ARCADIA ESTATES WATER SYSTEM PLAN	1,760.00
129107	10/26/2026	CHK	STUART C IRBY	STUART C IRBY CO	ELECTRIC NON INVENTORY-GROUNDING WIRE	2,911.77
129108	10/26/2026	CHK	VERIZO	VERIZON WIRELESS	ISLAND LAKE MANOR, BEL AIRE,& SHADOWOOD	75.18
129109	10/26/2026	CHK	WATER	WATER MGMT LABS	VARIOUS WATER SYSTEM SAMPLES	173.00

Accounts Payable
Check Register

10/23/2026 To 11/06/2026

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
129110	10/27/2026	CHK	GRAYJU	GRAY, OLIVER	MONTHLY REIMBURSEMENT-#789026094340	397.51
129111	10/27/2026	CHK	MUNCHR	MUNCH, ROY	MONTHLY REIMBURSEMENT	886.57
129112	10/27/2026	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	MADRONA PARK WATER-SUPPLIES	347.77
129113	10/27/2026	CHK	CORIROSSI, COL	COLE CORIROSSI	CLOTHING ALLOWANCE	210.81
129114	10/27/2026	CHK	DOH	DEPARTMENT OF HEALTH	WODERLAND WATER SANITARY SURVEY	2,500.00
129115	10/27/2026	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	UNLEADED & DIESEL	2,687.86
129116	10/27/2026	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC NON INVENTORY PARTS	8,920.61
129117	10/27/2026	CHK	HOODSPORT AC	HOODSPORT ACE & LUMBER	CANAL VIEW WATER-SUPPLIES	31.24
129118	10/27/2026	CHK	MT VIEW LOCA	MT. VIEW LOCATING SERVICES, LLC	MONTHLY UNDERGROUND LOCATES	2,677.50
129119	10/27/2026	CHK	MTN2COAST	MTN2COAST, LLC	HOLIDAY BEACH WATER-NANCY AVE BOUNDARY	1,687.50
129120	10/27/2026	CHK	PLATT ELECTRI	PLATT	ELECTRIC NON INVENTORY PARTS-PVC CONDUIT	477.81
129121	10/27/2026	CHK	POMP'S	POMP'S TIRE SERVICE INC	VEHICLE #84-(4)NEW TIRES	1,248.62
129122	10/27/2026	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	NEW RUBBER GLOVES, CLEAN & TEST GLOVES	779.49
129123	10/27/2026	CHK	VERIZO	VERIZON WIRELESS	MONTHLY TABLETS & (4) CELLULAR CHARGES	582.62
129124	10/27/2026	CHK	WEST	WEST COAST MOBILE EQUIPMENT REP	EQUIPMENT #114-LUBRICANT	64.77
129125	10/30/2026	CHK	CITI CARDS	CITI CARDS	CREDIT CARD CHARGES ACCT # ENDING #4326	20,344.10
129126	10/31/2026	CHK	WASH 8	WASHINGTON STATE	OCTOBER 2026-HEALTH, DENTAL, & LTD	58,489.49
129127	10/31/2026	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS	112.29
129128	10/31/2026	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	ISLAND LAKE WATER SUPPLIES	15.77
129129	10/31/2026	CHK	DOH	DEPARTMENT OF HEALTH	HARSTENE RETREAT WATER SYSTEM PLAN	715.00
129130	10/31/2026	CHK	EKOS, LLC	EKOS, LLC	EKOS FUEL SITE MODULE	80.00
129131	10/31/2026	CHK	KRISTMAS TOW	KRISTMAS TOWN KIWANIS	2026 CHRISTMAS TOWN PARADE	25.00
129132	10/31/2026	CHK	ROHLIN	ROHLINGER ENTERPRISES INC	(2)GLOVE PROTECTORS	99.79
129133	10/31/2026	CHK	TOTH & ASSOC	TOTH AND ASSOCIATES, INC	JORSTAD SUBSTATION	45,888.75
129134	10/31/2026	CHK	WATER	WATER MGMT LABS	TOTAL COLIFORMS & NITRATE TESTING	1,104.00
129135	10/31/2026	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	REFUND-BRACKETED CALIPERS	13.88

Accounts Payable
Check Register

10/23/2026 To 11/06/2026

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
129136	11/02/2026	CHK	AFLAC	AFLAC	SUPPLEMENTAL INSURANCE	145.04
129137	11/02/2026	CHK	HOODCA	HOOD CANAL COMMUNICATIONS	INTERNET, IT SERVICES, & ALARM DIALER	6,506.43
129138	11/02/2026	CHK	MASONWEBTV.	MASONWEBTV.COM	2027 BROADCAST SPONSORSHIP	1,740.00
129139	11/02/2026	CHK	34	WASHINGTON ALARM, INC	MONTHLY BILLING - SECURITY SYSTEM SHOP	236.22
129140	11/02/2026	CHK	IBEW	IBEW LOCAL UNION #77	UNION DUES	1,240.16
129141	11/02/2026	CHK	PUDEMP	PUD #1 EMPLOYEE FUND	EMPLOYEE FUND	270.00
129142	11/02/2026	CHK	US BANK-CCC	CORPORATE PAYMENT SYSTEMS	MO.CREDIT CARD-4484 7345 5001 2554	13,657.33
129143	11/03/2026	CHK	AAA	AAA SEPTIC TANK PUMPING	MADRONA PARK WATER-230 FREEDOM LANE	155.00
129144	11/03/2026	CHK	ALTEC	ALTEC INDUSTRIES INC	VEHICLE #82A-PIVOT PIN	2,315.06
129145	11/03/2026	CHK	ANIXTER	ANIXTER INC	ELECTRIC NON INVENTORY PARTS	2,914.82
129146	11/03/2026	CHK	BUILDERS	BUILDERS FIRSTSOURCE, INC	MADRONA PART WATER-PUMPHOUSE PARTS	449.93
129147	11/03/2026	CHK	DAY	DAY WIRELESS SYSTEMS	MONTHLY BILLING-(40)RADIOS	2,266.04
129148	11/03/2026	CHK	DON SMALL & S	DON SMALL & SONS OIL DIST	UNLEADED & DIESEL	3,741.19
129149	11/03/2026	CHK	EXCELSIOR CLE	EXCELSIOR CLEANING	MONTHLY JANITORIAL SERVICES	1,282.50
129150	11/03/2026	CHK	FICS	FASTENAL COMPANY	SHOP SUPPLIES	614.21
129151	11/03/2026	CHK	GENPAC	GENERAL PACIFIC INC	ELECTRIC INVENTORY PARTS-CROSSARMS	6,740.42
129152	11/03/2026	CHK	GOLDSTREET	GOLDSTREET DESIGN AGENCY, INC.	WEBSITE HOSTING	60.00
129153	11/03/2026	CHK	HDFOWL	HD FOWLER COMPANY	WATER NON INVENTORY PARTS	254.74
129154	11/03/2026	CHK	HIGH POINT NE	HIGH POINT NETWORKS LLC	ANNUAL VMWARE VSPHERE SERVICES	4,047.23
129155	11/03/2026	CHK	HOODSPORT AC	HOODSPORT ACE & LUMBER	VEHICLE #71-SCREWDRIVER SET	31.48
129156	11/03/2026	CHK	HYDREVOLUTI	HYDREVOLUTION, LLC	DAYTON TRAILS WATER-LARGE LEAK LOCATE	1,200.00
129157	11/03/2026	CHK	JIMINI	JIMINI CONSTRUCTION LLC	ORRE NOBLES RD ASPHALT	2,465.00
129158	11/03/2026	CHK	LEMAY MOBILE	LEMAY MOBILE SHREDDING	(2)65 GAL SHRED	149.62
129159	11/03/2026	CHK	MASON CO GAR	MASON COUNTY GARBAGE	MONTHLY GARBAGE CHARGES	494.30
129160	11/03/2026	CHK	SHEL 2	MASON COUNTY JOURNAL	LILLIWAUP BAY UTILITY RELOCTAION AD	384.00
129161	11/03/2026	CHK	MASTELLER	KRISTIN MASTELLER	TRAVEL EXPENSE REIMBURSEMENT	696.81

Accounts Payable
Check Register

10/23/2026 To 11/06/2026

Bank Account: 4 - COLUMBIA BANK - DISTRICT

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
129162	11/03/2026	CHK	NWSS	NORTHWEST SAFETY SERVICE LLC	SAFETY TRAINING 10/15/2026	1,136.25
129163	11/03/2026	CHK	OLYMPIC LOCK	OLYMPIC LOCK & KEY	(25)PADLOCKS	1,633.50
129164	11/03/2026	CHK	RICOH USA, INC	RICOH USA, INC	MONTHLY RENT ON TWO COPIERS	514.77
129165	11/03/2026	CHK	SHEETZ, MIKE	MIKE SHEETZ	MONTHLY TRAVEL EXPENSES	788.36
129166	11/03/2026	CHK	SPECTRA LAB	SPECTRA LABORATORIES - KITSAP, LL	TOTAL COLIFORM TESTING	64.00
129167	11/03/2026	CHK	STUART C IRBY	STUART C IRBY CO	ELECTRIC NON INVENTORY PARTS	3,275.92
129168	11/03/2026	CHK	SHOP	THE SHOPPER'S WEEKLY	#10 REGULAR & PEEL & SEAL ENVELOPES	776.84
129169	11/03/2026	CHK	WATER	WATER MGMT LABS	VARIOUS WATER SAMPLES	1,444.00
129170	11/03/2026	CHK	NAPA AUTO PA	WESTBAY NAPA AUTO PARTS	VEHICLE #68-WHEEL BEARING PARTS	346.98
129171	11/03/2026	CHK	WITTENBERG C	WITTENBERG CPA, PS	CONSULTING SERVICES	280.00
129172	11/03/2026	CHK	69	AGATE ASPHALT	PATCH WORK (OFFICE) 21971 N HWY 101	235.00
129173	11/03/2026	CHK	69	AGATE ASPHALT	UNION HEIGHTS MAINLINE / HWY 101 & 106	485.00
129174	11/04/2026	CHK	2M COMPANY	2M COMPANY INC	REFUND(WARRANTY)-WELL PUMP HIGHLAND PARK	7,718.36
129175	11/04/2026	CHK	MAGNUM POWE	MAGNUM POWER, LLC	LILLIWAUP CORNER UTILITY RELOCATION	298,432.80
129176	11/04/2026	CHK	WATER	WATER MGMT LABS	IRON TESTING	1,710.00

Total Payments for Bank Account - 4 :	(93)	916,124.30
Total Voids for Bank Account - 4 :	(0)	0.00
Total for Bank Account - 4 :	(93)	916,124.30
Grand Total for Payments :	(93)	916,124.30
Grand Total for Voids :	(0)	0.00
Grand Total :	(93)	916,124.30

Accounts Payable
Check Register

PARAMETERS ENTERED:

Check Date:	10/23/2026 To 11/06/2026
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

11/06/2026 9:03:43 AM

GENERAL LEDGER
TRANSACTION DETAIL

NOV 2026 To NOV 2026

Date	Journal	Description	Actv	BU	Project	Mod	Jrnl Code	Reference	Debit	Credit	Balance
11/02/26	101057	Check Print	0			PL	2	PAYROLL		108,001.06	

PARAMETERS ENTERED:

Divsion: All
Accounts: 0 131.2
Department: All
Activity: All
Sort By: Div/Acct
Date Selection: Period
Period: NOV 2026 To NOV 2026
Module: PL
Journal Activity: All
Accounts With No Transactions: Yes
Extended Reference: No
Interface Detail: No
Group by Department: Yes

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

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

PUBLIC WORKS CONTRACT

CHANGE ORDER FORM

Geoduck EV Chargers- Electrician Servicse

NO. 1

The following changes are hereby incorporated into this Contract:

A. Description of Change:

Supply and install 100 feet 300 kcmill CU wire. Supply and install low voltage comm wire.

B. Contract Price Adjustment:

As a result of this Change Order, the total Contract shall be **increased**/decreased by the sum of $ $3,500, 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 $ $50,232.94, 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: Daley Electric LLC

Accepted by: Rob Daley

Title: _____

Date: 10/21/2026

PUBLIC UTILITY DISTRICT NO. 1 OF MASON COUNTY

Accepted by: _____

Title: _____

Date: _____

Daley Electric LLC
360-868-2822
daley.electric@yahoo.com
PO box 268 Shelton, WA 98584

DALEY ELECTRIC CHANGE ORDER

Name	Mason County PUD1	**Date**	10-21-2026
Phone	360-877-5249	**Change bid#**	001
Address	Geoduck Restaurant & Lounge 307103 US-101, Brinnon, WA 98320	**Email**	kristenm@mason-pud1.org

NOTE: This change order becomes part of and in conformance with the existing contract from the original contract.	**Initial bid # to reference 8.8.2026**

We hereby agree to make the change(s) specified below

Supply and install 100 feet 300 kcmill CU wire	
Supply and install low voltage comm wire	

WE AGREE hereby to make the change(s) specified above at this price	$3,500.00
Tax	$332.50
Previous contract amount	$46,400.44
Revised contract total	**$50,232.94**

Thank you for your business!!

ACCEPTED- The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated.

Signature _____ Date _____

Mason County PUD No. 1

Manzanita Substation Site Work Bid Tabulation

Engineering Estimate $1,250,000.00	**1**	**2**	**3**	**4**
Eldon to Duckabush Reconductor	DJ's	Black & McDonald	Cannon Companies	Magnum Power
Total w/ Tax	**$1,421,931.60**	**$1,871,756.18**	**$1,604,324.60**	**$2,214,368.00**
Bid Documents				
Bid Bond	x	x	x	x
Acknowledged Addenda 1	x	x	x	x
Acknowledged Addenda 2	x	x	x	x
Certification of Compliance with Wage Payment Statutes	x	x	x	x
Non-Collusion Affidavit	x	x	x	x
A1 Certification Regarding Lobbying	x	x	x	x
Bid Evaluation				
Completion Date	**10/30/2026**	**10/30/2026**	**10/30/2026**	**10/30/2026**
Mobilization % Less than 10% of Construction				
WA L&I Standing	x	x	x	x
WA L&I Violations	x	x	x	x
WA L&I Debarred	x	x	x	x
WA L&I Lawsuits	x	x	x	x
State Lawsuits	x	x	x	x
References				
Bidding Status				

Mason County Public Utility District No. 1
Procurement Card Acceptable Use Policy & Procedures

PURPOSE:

The Procurement Card Program (Pro-Card) is a credit card system designed for the procurement of low dollar purchases. Under this program, you can use a Pro-Card in lieu of a purchase requisition, cash to procure material, or for business travel expenses. This program is not intended to circumvent the purchasing department or the statutory requirements for procurement and public bidding requirements and policies. All purchasing must be incompliance with applicable competitive bidding requirements applicable to the District.

Program Purpose:

• To facilitate the purchase of low dollar miscellaneous goods and services.
• To streamline and accelerate the purchasing process.
• To reduce the number of warrants processed.
• To reduce the number of purchase requisitions, purchase orders, receiving activities, invoices and payments.
• To provide a uniform information source for analysis of purchase patterns.
• To process one statement for all card activity in a 30-day billing period.
• To provide vendors with timely payments without need to invoice or follow up on receivables.

PROCEDURE:

1. Employee Pro-Cards are stored in the vault. They are checked out and logged for each use with signed authorization by the Department Director or General Manager. Cards must be returned with a signed and approved reconciliation form with receipts attached for all transactions after the procurement has occurred.
2. All employees and elected officials of the District who utilize a District issued Pro-Card, must review this policy and sign the Employee Procurement Card Usage form prior to use. This would be a one-time event and kept on file for subsequent card use.
3. Dollar thresholds by transaction, or by card balance, will be established through spending authority resolution.

ALLOWABLE USES OF A PRO-CARD

(a non-exclusive list of examples):

- Travel related expenses. Examples include hotel, airfare, rental car, conference/training registration fees, ground transportation, parking fees, and other miscellaneous expenses allowed by Employee Handbook Policy No. 512.
- Non-stock items that are not available in the District warehouses.
- Other specific departmental or project purchases that are not listed below. If you have questions, please consult your Department Director.

- Computer accessory items including mice, keyboards, USB flash drives (thumb drives) and other external devices that support office ergonomics or personal preference and do not interfere or conflict with the operation of District approved hardware or software.
- Appliances to be used by a District employee or group of employees such as refrigerators, microwaves, washers and dryers may be purchased by Pro-Card, however, they must be approved as a necessary business expenditure in advance of the purchase.

Gratuities and Tips

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Gratuities associated with authorized District business expenses, including meals, transportation, and other eligible services, may be charged to a District-issued procurement card (ProCard), subject to the following restrictions:

1. Maximum Gratuity: Gratuities shall not exceed 20% of the pre-tax amount of the eligible purchase. Any gratuity exceeding this limit shall be the personal responsibility of the cardholder unless specifically authorized by the General Manager.

2. Allowable Expenses: Gratuities are permitted only when directly associated with an otherwise authorized and legitimate District business expense.

3. Documentation: Itemized receipts must be submitted showing the cost of the purchase, gratuity amount, and total charge.

4. Prohibited Gratuities: Gratuities for personal services, unauthorized meals, or other non-District expenses are prohibited. Gratuities may not be used to circumvent purchasing limits or provide gifts to vendors, contractors, or public employees.

5. Reasonableness: All gratuities must be reasonable, customary, and consistent with the District's responsibility to exercise prudent stewardship of public funds.

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PROHIBITED USES OF A PCARD

(a non-exclusive list of examples):

- Alcohol.
- Cash advances.
- Personal expenses of any kind.
- Stock items available through the District's Warehouse, except in emergency situations.
- Purchases or obtaining quotes from a business in which a member of the employee's family either owns or has a personal or financial interest, whether direct or indirect.
- Charitable donations or gifts
- Equipment, tool or property rentals or leases.
- Health/medical care including medical exams and physicals for specific job licensing or certification requirements.

- Computer Software, unless authorized in advance by Department Director or IT services. Contact the IT Help Desk prior to purchase.
- ~~Computer hardware including desktop and laptop computers, monitors, printers and most peripheral devices.~~
- Telephone and Telecommunications Services. Do not pay for cell phone service, cell phone equipment or accessories with a Pro-Card.
- Fuel for District vehicles. Fuel for authorized travel in District-owned vehicles ~~is to~~can be purchased with the ~~fuel~~ Pro-~~c~~Cards provided by the District. Mileage ~~or reimburse~~reimbursement ~~d~~ is allowed for authorized travel for personal vehicles per the District's Travel Policy (Employee Handbook No. 512). Pro-Cards and District fueling station cannot be used for personal vehicles.
- Any item that the District provides as a stipend.

EXCEPTIONS TO PROHIBITED PURCHASES- PROCESS FOR APPROVAL

When a business need or convenience indicates a Pro-Card purchase of a generally prohibited item would be in the best interest of the District, an exception may be granted if the cardholder receives verbal permission from their Department Director or the General Manager, who then shall sign off on the receipt for the purchase.

Note: In the case of a business need where an employee is in the field performing work and requires small dollar items to complete the work, the employee may purchase the small parts needed and report the reason for the purchase when they return to their work location so it can be logged as an exception. An attempt should be made to carry inventory to perform necessary work, however the District recognizes this is not always practical and will allow the purchase of inventory items at off-site locations for this purpose.

ACCOUNTABILITIES AND PENALTIES FOR MISUSE OF PRO-CARD

If the Pro-Card is used for an unauthorized, inappropriate, or personal charge, either intentionally or accidentally, it is the cardholder's responsibility to immediately notify their supervisor and the Accounting Department, have the transaction reversed, if possible, or repay the District for the transaction amount within five (5) days of the transaction without a penalty. In the event of a purchase of any unauthorized, inappropriate or personal charges, the cardholder may be required to immediately surrender the card.

MISUSE OF THE PCARD PROGRAM AND AGREEMENT MAY RESULT IN DISCIPLINARY ACTION AND/OR PERSONAL LIABILITY FOR IMPROPER CHARGES, UP TO AND INCLUDING REVOCATION OF AUTHORITY, AND MAY RESULT IN SUSPENSION OR TERMINATION OF EMPLOYMENT AND PROSECUTION IN A COURT OF LAW.

Page

Commented [KA1]: I use my cc for this all of the time.

Commented [KM1R2]: Agreed.

Commented [RJ1R3]: While it is fine to use a credit card for District vehicles, it is unlawful to use the card for private vehicles. It is also illegal to utilize the District's fueling station to put fuel in a private vehicle for work related trave. The statutory process in limited to the milage reimbursement which covers the cost of fuel and maintenance on the vehicle.

Commented [KA2]: We don't have fuel cards. We have our fueling station, but Josh has had to fill up his tank when he's traveled for work. Should we update this?

Commented [KM2R2]: Done.

EMPLOYEE PROCUREMENT CARD USAGE AGREEMENT

Your participation in the Purchasing Card Program is a convenience that carries responsibilities along with it. Although the card may be issued in your name, it should be considered District property and should be used with good judgement and following District guidelines.

1. The purchasing card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or failure to comply with procedures.

2. The card is for business-related purchases only. Personal charges are not to be made to the card. Any purchase must be in compliance with applicable competitive bidding laws. **Improper use of the card can be considered misappropriation of public funds, which may result in disciplinary action, up to and including termination.**

3. Cardholders should not purchase from companies in which they have a personal or business interest without prior approval from the General Manager.

4. All charges are billed directly to and paid directly by the District.

5. Cardholders are expected to comply with internal control procedures in order to protect District assets. This includes keeping receipts and following proper card security measures.

6. Purchases and "checking out" cards for travel purposes, require a preauthorization for intended use by the Department Director or General Manager.

7. A lost or stolen card should be reported immediately to the Accounting Department.

8. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

I have read the Procurement Card Acceptable Use Policy & Procedures (FP No. 2002) and the above information and agree to comply with them.

_____	_____
Cardholder Signature	*Department Director*
_____	_____

Date *Date*