

MINUTES OF PUBLIC MEETING OF COMMISSIONERS
OF PUBLIC UTILITY DISTRICT NO. 3
OF MASON COUNTY, WASHINGTON

President Farmer called a regular meeting of the Mason County PUD No. 3 board of commissioners to order at 10:00 a.m. The meeting was held in the PUD 3 auditorium (Skookum Room) at 2621 E Johns Prairie Road in Shelton, Washington, on Tuesday, March 10, 2020.

District officers present were: Commissioners, Thomas J. Farmer; Linda R. Gott; Bruce E. Jorgenson; Manager Annette Creekpaum; Attorney Robert Johnson; Risk Manager/Auditor Brian Taylor; Finance Manager/Treasurer Sherry Speaks

The following PUD 3 personnel were present: IS Manager John Bennett; Environmental & Admin Specialist Ali Burgess; Communications & Community Relations Cd. Asia Cline; Asst. Public Information & Government Relations Manager Lynn Eaton; Telecommunications & Community Relations Manager Justin Holzgrove; Public Information & Government Relations Manager Joel Myer; Customer Service Revenue Protection Supervisor Jennifer Renecker; Administration Services Manager Mary Taylor-Monger (recorded minutes).

A member of the public in attendance was Randy Lewis of Shelton.

MODIFICATION AND/OR APPROVAL OF AGENDA

The agenda was approved as presented

CONSENT AGENDA

Mr. Farmer reviewed the items listed on the consent agenda. Ms. Gott moved; motion seconded by Mr. Farmer to adopt the consent agenda. A brief discussion verifying Mr. Jorgenson's travel expense documentation occurred. Commission voted two (2) to one (1) with Mr. Farmer in objection. MOTION PASSED. By adopting the consent agenda, the following items were approved:

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| a. | Minutes of the February 18, 2020 regular commission meeting. | |
| b. | Voucher Nos. (February 25,2020) 153184 through 153261
(Includes electronic funds transfer payment Nos. 20879-21072) | \$ 1,567,082.25 |
| c. | Voucher Nos. (March 3,2020) 153262 through 153303
(Includes electronic funds transfer payment Nos. 21073-21087) | \$ 284,895.22 |
| d. | Voucher Nos. (March 10, 2020) 153304 through 153363
(Includes electronic funds transfer payment Nos. 21088-21113) | \$ <u>380,649.74</u> |
| | TOTAL | \$ 2,232,627.21 |
| e. | Void accounts payable checks for the week ending February 21, 2020 in the total amount of \$135.46 | |
| f. | Governance Policy Expense Approval | |

*Vouchers audited and certified by the district auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

COMMENTS FROM THE PUBLIC

No public comment was given.

ACTION ITEMS

Recommendation was made to adopt Resolution No. 1748, Adopting “Policy and Procedures on Damage Claims and Incident Investigations”. The recommendation is to update the procedures of the claims and incident investigation process. It also approves authorization for staff to modify procedures, as needed due to statute, authoritative case law, rulings, and decisions.

Ms. Gott moved, Mr. Farmer seconded to adopt Resolution No. 1748, “Policy and Procedures on Damage Claims and Incident Investigations”. MOTION PASSED UNANIMOUSLY.

Recommendation was made to adopt Resolution No. 1749, “Declaring Distribution System Items Surplus (PCB and Non-PCB Contaminated)”.

Mr. Farmer moved, Mr. Jorgenson seconded to adopt Resolution No. 1749, “Declaring Distribution System Items Surplus (PCB and Non-PCB Contaminated)”. MOTION PASSED UNANIMOUSLY.

STAFF REPORT

Mrs. Creekpau reported that the Totten substation is heated up but has not been connected to the distribution system. Completion of the substation construction is on time. An official ribbon cutting will take place sometime in April.

Mrs. Creekpau informed commission that we are monitoring the Corona Virus situation and considering our options for a potential pandemic at PUD 3. The following steps have been taken so far by other governmental agencies.

- The Center for Disease Control has identified the potential public health threat by COVID-19 both globally and in the US as “HIGH” and has advised that person-to-person spread will continue to occur.
- On January 31, the US Dept. of Health and Human Services Declared a public health emergency for Covid-19.
- On February 29, Governor Inslee proclaimed that a State of Emergency exists in all counties of the state of Washington for Covid-19.
- On March 4, Mason County declared a State of Emergency for the Covid-19 virus and directed the plans and procedures of the Mason County Comprehensive Emergency Management Plan be implemented.
- And on March 5th, the City of Shelton adopted an Emergency Proclamation at a special meeting for the Covid-19 virus.

While the PUD doesn’t currently see a need to declare a state of emergency, we will be following our pandemic policy that has been in place since 2010. The policy authorized the manager to implement any provision of the policy which includes such things as restricting travel and encouraging social distancing, sick reporting processes, and flexible work schedules, etc. We will let you know if we reach a point that an emergency declaration may be necessary.

Mrs. Creekpau announced the U.S. Congressman Derek Kilmer will be visiting PUD 3 on March 16, 2020. A site visit will take place at the 3 Fingers area in Grapeview. This is the area that will benefit from the \$2.4 million U.S. Department of Agriculture’s Reconnect grant that was awarded to the PUD in January 2020.

Mrs. Creekpau stated that the payment kiosk is operational at the payment center and was used by customers over the weekend.

Mrs. Creekpaum said the official bond closing took place on March 3, 2020.

Mrs. Creekpaum reported that Cannon Construction is stringing fiber in southwest Mason County. They will be working in that area until mid-November.

At Mrs. Creekpaum's request, Mr. Myer provided commission with a legislative report. He stated that the last day of the session is March 12, 2020. Budget-related and transportation bills are not subject to last Friday's cutoff of bills to be adopted by opposing houses of the Legislature.

COMMISSIONERS' REPORT

Ms. Gott reported on her recent visit to Washington D.C. and the American Public Power Association Legislative Rally (APPA). She had the opportunity to meet with USDA and thanked them for the opportunity for the grant, enabling PUD 3 to expand broadband.

Mr. Farmer reported on the APPA Legislative Rally. He stated the rally went well. He, along with Washington Public Utility District Association (WPUDA), were able to meet with 15 different legislators. Mr. Farmer also attended the March Public Power Council (PPC) meeting where Columbia River System Operations Project (CRSO) was the main topic of discussion.

DISCUSSION ITEMS

Mr. Farmer stated that with the current Covid-19 virus pandemic, it is a great opportunity to use teleconferencing capabilities. Ms. Gott said this is an example of why it is so important to provide fiber to underserved areas. With fiber, telecommuting and teleconferencing is possible. Ms. Gott proposed an informal survey to customers asking if telecommuting was possible during the pandemic.

FUTURE AGENDA ITEMS

Mrs. Creekpaum advised commission that staff will be providing an updated Communications Tower Facility Rules & Regulations for adoption at the next meeting.

GOOD OF THE ORDER

With no further business appearing, the commission meeting adjourned at 10:37 a.m.

Thomas J Farmer, President

ATTEST:

Linda R. Gott, Vice President

Bruce E. Jorgenson, Secretary