

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

President Bruce Jorgensen called a regular meeting to order on at 10:00 a.m. The meeting was held in the PUD 3 auditorium, at 2621 E Johns Prairie Road in Shelton, Washington, on Tuesday, May 29, 2018.

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

The following PUD 3 personnel were present: Director of Business Operations Michelle Burleson; Records Specialist Sarah Cooper; Assistant Public Information & Government Relations Manager Lynn Eaton; Customer Service Manager Diane Hennessy; Telecommunications & Community Relations Manager Justin Holzgrove; Director of Engineering and Utility Services Dale Knutson; Operations Manager Chris Miller; Network & cyber Security Administrator Joel Moore; Public Information & Government Relations Manager Joel Myer; CSR-Switchboard Kathy Peabody; Customer Service Revenue Protection Supervisor Jennifer Renecker; Administration Services Manager Mary Taylor (recorded minutes).

Members of the public in attendance were: Dedrick Allan of *Mason Web TV*, and Randy Lewis of Shelton

MODIFICATION AND/OR APPROVAL OF AGENDA

The agenda was approved as presented.

CONSENT AGENDA

Mr. Jorgensen reviewed the items listed on the consent agenda Ms. Gott moved, motion seconded by Mr. Farmer, to adopt the consent agenda. MOTION PASSED UNANIMOUSLY. By adopting the consent agenda, the following items were approved:

- a. Minutes of the May 8, 2018 commission workshop
- b. Voucher Nos. (May 15, 2018) 146037 through 146115 \$ 3,237,560.08
(Includes electronic funds transfer payment Nos. 11985-12155)
- c. Voucher Nos. (May 22, 2018) 146116 through 146185 \$ 206,783.03
(Includes electronic funds transfer payment Nos. 12156-12168
Voucher Nos. (May 29,2018) 146186 through 146255 \$ 1,284,420.48
- d. (Includes electronic funds transfer payment No. 12169-12330
TOTAL \$ 4,728,763.59
- e. Void accounts payable checks for the week ending May 11, 2018, in the total amount of \$100.00.
- f. Void accounts payable checks for the week ending May 25, 2018, in the total amount of \$130.83.
- g. Write off deceased customers with no assets and bankruptcies, dated May 11, 2018 in the total amount of \$1,072.27.

* 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

ACTION ITEMS

Recommendation was made to Approve Interlocal Agreement with City of Shelton for decorative poles.

Mrs. Creekpaum stated that PUD 3 has been working with the City for over a year on this project.

Mr. Holzgrove said that the City has purchased 33 decorative light poles and will install conduit and junction boxes, perform all excavation, backfilling and traffic control. The LED lights will be billed under the existing Schedule 41 outdoor lighting rate. PUD 3 is providing two used pad mounted 15 kVa transformers that no longer conform to PUD standards for residential service and would otherwise be surplus, but are appropriate for this application. PUD 3 will own and operate the electrical systems.

Ms. Gott moved, seconded by Mr. Farmer to Approve the Interlocal Agreement with City of Shelton for decorative poles. MOTION PASSED UNANIMOUSLY.

Recommendation was made to Approve contractor as prequalified for the utility's public works roster.

Mrs. Creekpaum reported that Tice Electric Company of Portland, Oregon submitted its paperwork and is now considered a qualified bidder.

Mr. Farmer moved, seconded by Ms. Gott to approve the contractor as prequalified for the utility's public works roster. MOTION PASSED UNANIMOUSLY.

Recommendation was made to Approve the Updated Telecommunication Rules and Regulations.

Mrs. Creekpaum stated that the update is to clarify language of the current rules and regulations.

Mr. Holzgrove reviewed the changes that included, renaming "Premium Services" to "after Hours Response"; Removed unreferenced exhibits, and small changes to language to clarify the document.

After a short discussion, Ms. Gott moved, seconded by Mr. Farmer to Approve the Update of Telecommunications Service Rules and Regulations. MOTION PASSED UNANIMOUSLY.

STAFF REPORT

Mrs. Speaks reviewed the status of the budget as of April 30, 2018, with the commissioners. The month-end receipts for April were \$6.5 million, expenditures were \$6.2 million. Finishing the month with a budget balance of \$299,000 for the month and \$1.8 million for the year to date. Mrs. Speaks then provided the treasurer's report of funds through April 2018. The opening cash balance for April was \$5 million and was \$5.4 million at month's end. The total of all funds at month-end were \$36 million.

Mrs. Creekpaum reported that all service applications are at 699 for the year compared to 632 this time last year.

Mrs. Creekpaum reported that work continues on two substations. The preliminary steps for the Totten substation build will begin on June 5 when a job show will be held for the Skookum Substation 115 kVa tap construction. Discussions continue with the Bonneville Power Administration (BPA) in regards to the Potlach substation.

Mrs. Creekpaum advised the commission that it can expect a request for radio contract approval at the next meeting.

Mrs. Creekpaum announced that Mr. Jorgensen will run unopposed for his 5th term as PUD 3 commissioner as the filing date closed on May 18.

At Mrs. Creekpaum's request, Mr. Myer provided commission with a legislative update.

COMMISSIONERS' REPORT

Ms. Gott reported that she attended the NoaNet, WPUA Telecom meetings, and the NWPPA Annual Meeting.

Mr. Farmer reported that he attended the WPUA Telecom meeting and the NWPPA Annual Meeting.

Mr. Farmer stated that Jackie Flowers of Idaho Falls Power has replaced PUD 1 Commissioner Steve Taylor as President of the NWPPA Board of Trustees.

GOOD OF THE ORDER

After a calendar review and with no further business appearing, the meeting adjourned 10:24 a.m.

Bruce E. Jorgenson, President

ATTEST:

Thomas J. Farmer, Vice President

Linda R. Gott, Secretary