

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

President Farmer called a regular teleconference meeting of the Mason County PUD No. 3 board of commissioners to order at 10:00 a.m. The meeting was held virtually using WebEx video conference in Shelton, Washington, on Tuesday, April 28, 2020.

District officers present were: Commissioners, Thomas J. Farmer; Linda R. Gott (joined 10:07); Bruce E. Jorgenson; Attorney Robert Johnson; Risk Manager/Auditor Brian Taylor; Finance Manager/Treasurer Sherry Speaks; *Manager Annette Creekpaum was absent*

The following PUD 3 personnel were present: IS Manager John Bennett; Environmental & Admin Specialist Ali Burgess; Director of Business Operations Michelle Burlison; Asst. Public Information & Government Relations Manager Lynn Eaton; Customer Service Manager Diane Hennessy; Telecommunications & Community Relations Manager Justin Holzgrove; Director of Engineering & Utility Services Dale Knutson; Conservation Manger Koral Miller; Network Systems & Cyber Security Administrator Joel Moore; Public Information & Government Relations Manager Joel Myer; Power Manager Michele Patterson; Administrative Services Manager Mary Taylor-Monger (recorded minutes).

A member of the public in attendance (teleconference) 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. Mr. Jorgenson 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 April 14, 2020 regular commission meeting.   |           |                     |
| b. | Voucher Nos. (April 21 ,2020) 153746 through 153818<br>(Includes electronic funds transfer payment Nos. 21775-21798)  | \$        | 2,949,128.74        |
| c. | Voucher Nos. (April 28 ,2020) 153819 through 153882<br>(Includes electronic funds transfer payment Nos. 21799-21962)  | \$        | <u>1,654,366.20</u> |
|    | <b>TOTAL</b>  | <b>\$</b> | <b>4,603,495.03</b> |
| d. | Void accounts payable checks for the week ending April 17,2020, in the total amount of \$2,403.73 and week ending April 24, 2020 in the total amount of \$388.81. |           |                     |
| e. | Governance Policy Expense Approval  |           |                     |
| f. | Interlocal Agreement Fiber Network Intertie-Kitsap Public Utility District Update   |           |                     |

\*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.

## STAFF REPORT

Mrs. Speaks reviewed the status of the budget as of March 31, 2020, with the commissioners. The month-end receipts for February were \$6.8 million, expenditures were \$6.1 million. Finishing the month of March with a budget balance of \$725,055.

Mrs. Speaks then provided the treasurer's report of funds through March 2020. The opening cash balance for March was \$9.3 million and was \$5.5 million at month's end. The total of all funds at month-end were \$35.9 million. Mrs. Speaks discussed the possible impacts of COVID-19 on cashflows and through March we had positive cashflows. However, we are continuing to monitor the situation and the potential financial impacts to the District.

Ms. Burleson reported on the current COVID 19- Pandemic. She stated that PUD 3 is essential to keep the power on and the fiber optics in the county operational. The workforce needs to keep safe and healthy. Mason County currently has twenty-three (23) confirmed cases and one (1) death. Washington state has 13,723 confirmed cases and 760 deaths.

She advised that starting May 4<sup>th</sup>, all operation employees will report to their regular headquarters and resume full time weekly schedules. With the construction industry phasing back to work, it is time that PUD 3 operations phase in as well. They will continue group separation with staggered start times and weekly group overtime rotation. Social distancing is a challenge but will be met by more vehicles moved from engineering and other departments to operations. Ms. Burleson said that teleworking is still in effect for other departments and is going very well.

Ms. Burleson stated that PUD 3 facilities will remain closed to the public until further notice. Updated information is posted on our social media sites informing on how to conduct business during this time. For more customer convenience, a second payment kiosk has been installed and is in Belfair at the PUD 3 warehouse. In April, late fee forgiveness presented on just under 3000 accounts, totaling \$25,110.74. We are committed to finding a way to balance essential business with the health and safety of our employees and customers.

At Ms. Burleson's request, Ms. Patterson provided commission with a power situation statement for March 2020.

Ms. Burleson announced that PUD 3 received its third consecutive designation as a diamond level utility in the Reliable Public Power Provider (RP3) program from the American Public Power association (APPA).

Ms. Burleson said that PUD 3 was featured on the front page of the APPA Public Power Daily. Included was an article about the Drive-By Wi-Fi locations in Mason County and a picture of the PUD electric vehicle.

## COMMISSIONERS' REPORT

Ms. Gott reported that she attended a six (6) hour Energy Northwest meeting via phone and the Washington Public Utility Districts Association (WPUDA) meetings via the Zoom platform.

Mr. Farmer reported he attended the WPUDA meetings via the Zoom platform.

## DISCUSSION ITEMS

Commissioners discussed the upcoming WPUA Executive Officers election. They agreed that all candidates were qualified and would do an exemplary job. After discussion they concluded that PUD 3 would nominate Dave McKenzie of Skamania PUD as Board Secretary.

GOOD OF THE ORDER

With no further business appearing, the commission meeting adjourned at 10:26 a.m.

  
Thomas J Farmer (May 12, 2020)

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Thomas J Farmer, President

  
Linda R Gott (May 12, 2020)

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Linda R. Gott, Vice President

ATTEST:

  
Bruce E. Jorgenson (May 12, 2020)

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Bruce E. Jorgenson, Secretary