

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 Microsoft Teams in Shelton, Washington, on Tuesday, May 26, 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; Engineering Services Assistant Uli Brambila; Environmental & Admin Specialist Ali Burgess; Director of Business Operations Michelle Burlson; 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 Ms. Gott to adopt the consent agenda. MOTION PASSED UNANIMOUSLY. By adopting the consent agenda, the following items were approved:

- a. Minutes of the May 12, 2020 regular commission meeting.
- b. Voucher Nos. (May 19 ,2020) 154009 through 154064 \$ 604,973.34
(Includes electronic funds transfer payment Nos. 22152-22184)
- c. Voucher Nos. (May 26 ,2020) 154065 through 154125 \$ 1,573,273.76
(Includes electronic funds transfer payment Nos. 22185-22372)
- TOTAL \$ 2,178,247.10**
- d. Void accounts payable checks for the week ending May 22,2020, in the total amount of \$26,357.86.
- e. 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.

STAFF REPORT

Mrs. Speaks reviewed the status of the budget as of April 30, 2020, with the commissioners. The month-end receipts for April were \$6.8 million, expenditures were \$6.6 million. Finishing the month of April with a budget balance of \$523,059.

Mrs. Speaks then provided the treasurer's report of funds through April 2020. The opening cash balance for April was \$5.4 million and was \$5.5 million at month's end. The total of all funds at month-end were \$36 million.

Mrs. Creekpau reported on the current COVID-19 efforts. She stated that for the sake of the economy, Washington State and Mason County are moving along from a phase one (1) status to a phase two (2). On Saturday May 23, 2020, Mason County was approved to move to phase two (2). Reports from various sources indicated that unemployment in the county is twenty-five (25) percent. However, Creekpau asked staff to research the data to confirm the jobless rate. Updated information shows that for April the national rate was 14.7 percent, Washington State was 15.8 percent, and Mason County's was confirmed at 16.1 percent. As of May 22, 2020, there are thirty-four (34) confirmed COVID-19 cases and one (1) COVID related death in Mason County. Six (6) of the confirmed cases are active and recuperating at home. Washington State has 20,065 confirmed COVID-19 cases and 1,070 COVID related deaths.

Mrs. Creekpau discussed current Customer Service statistics. PUD 3 normally averages over 3,000 late fee notices per month. If notices were being sent out, April would have totaled 3,211. The dollar amount of delinquent accounts has increased to \$32,465 in one month's time.

Prior to COVID, there were ninety-nine (99) customers on the 90 days past due list and all had payment arrangements or assistance pledges. As of May 1, 2020, there are 304 customers on this list, many without payment arrangements or pledges. Per Mrs. Creekpau's request, Mrs. Hennessy shared with commission the efforts that Customer Service and Communications teams have been working on. She stated that over the last few weeks, Customer Service Representatives have done the following:

- Called over 950 customers that include residential, prepaid, and commercial accounts to discuss assistance opportunities.
- Customer Service Representative have current lists of assistance agencies and an email template in English and Spanish to send to residential and commercial customers if requested.
- Over the past month, PUD 3 has received over \$100,000 in assistance pledges to residential accounts.
- Over the next two weeks, Customer Service Representatives will contact an additional 500 customers to provide assistance information to.

Mrs. Hennessy stated that phone calls are an effective way to get information to the most vulnerable, but PUD 3 is also contacting customers via the following platforms:

- Social Media posts

- Website Alerts
- PUD 3 response to COVID-19 page on the website
- In June there will be a billing insert in English and Spanish and email to our registered email customers, which is over 29,000, with COVID-19 information and assistance information.

Mrs. Creekpau provided commission with an engineering update. She stated that April applications totaled 41, compared to April 2019 at 109. However, the year to date total at this time in 2020 is 281, compared to 282 in 2019.

Mrs. Creekpau stated that the bid opening for the Highway 108 connection of fiber optic network with Grays Harbor PUD is complete and the winning bid was Nisqually Communication Services, Govt. at \$210,089.36. There were eight (8) bids, ranging from \$210,000 to \$500,000.

At Mrs. Creekpau's request, Ms. Patterson provided commission with the power situation statement. She noted that peak power usage has shifted from 8:00 a.m. Monday thru Friday to 9:00 a.m. Saturdays.

Mrs. Creekpau informed commission there will be a scheduled Bonneville Power Administration (BPA) outage at the Potlatch substation, shared with PUD 1, over the evening of June 13 to June 14. There will be a shared news release to come.

Mrs. Creekpau informed commission that a virtual grand opening of the Totten substation is being planned. More information will be provided as plans develop.

At Mrs. Creekpau's request, Mr. Holzgrove reported that fifteen (15) of the twenty-two (22) Drive-In Wi-Fi hotspots are currently active, with more scheduled to be turned up as materials allow. In the last week, 534 individual users stopped at the hotspots and used a total of 472 gigs.

COMMISSIONERS' REPORT

Ms. Gott reported that she attended the virtual NoaNet meeting, Washington Public Utility Districts Association (WPUDA) meeting, and the Energy Northwest (ENW) participant review meeting.

Mr. Farmer reported that he attended virtual Washington Public Utility Districts Association (WPUDA) and the Memorial Day Service hosted by the Allyn Community Association.

GOOD OF THE ORDER

With no further business appearing, the commission meeting adjourned at 10:27 a.m.



[Thomas J Farmer \(Jun 2, 2020 10:34 PDT\)](#)

Thomas J Farmer, President



[Linda R. Gott \(Jun 2, 2020 11:09 PDT\)](#)

Linda R. Gott, Vice President

ATTEST:



[Bruce E. Jorgenson \(Jun 2, 2020 11:27 PDT\)](#)

Bruce E. Jorgenson, Secretary