

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, June 23, 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; Customer Service Manager Diane Hennessy; Director of Engineering & Utility Services 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 presenter in attendance (teleconference) was Peter Stewart of *Stewart Leadership*

Member of the public in attendance was Randy Lewis of Shelton (called in at 10:08 a.m.)

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:

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| a. | Minutes of the June 2, 2020 regular commission meeting. | |
| b. | Voucher Nos. (June 9 ,2020) 154165 through 154208 (Includes electronic funds transfer payment Nos. 22385-22418 | \$ 438,279.43 |
| c. | Voucher Nos. (June 16 ,2020) 154209 through 154281 (Includes electronic funds transfer payment Nos. 22419-22602 | \$ 3,295,245.11 |
| d. | Voucher Nos. (June 23 ,2020) 154282 through 154328 (Includes electronic funds transfer payment Nos. 22603-22620 | <u>\$ 529,371.29</u> |
| | Total | \$ |
| | 4,262,895.83 | |
| e. | Void accounts payable checks for the week ending June 5, 2020 in the total amount of \$150.00 and week ending June 19, 2020 in the total amount of \$6,245.69 | |
| 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.

ACTION ITEMS

Recommendation was made to adopt Resolution No. 1755, A Resolution to “Declare a Major Disaster and to Designate Agents from PUD 3 to Sign Application for FEMA Funds”

Mrs. Creekpaum stated that a resolution is standard practice after a declared major disaster. Mason PUD 3 had accumulated costs resulting from a snow and windstorm declared a disaster between January 20, 2020 thru February 10, 2020.

Mr. Jorgenson moved, Ms. Gott seconded to adopt Resolution No. 1755. A Resolution to Declare a Major Disaster and to Designate Agents from PUD 3 to Sign Application for FEMA Funds.
MOTION PASSED UNANIMOUSLY.

Recommendation was made to approve the District’s strategic plan. Mrs. Creekpaum introduced Peter Stewart of Stewart Leadership. Mr. Stewart provided commission with a new mission, vision, values, and strategic objectives that the Manager and staff will use to make future decisions in the operations of the PUD.

After a brief discussion, Mr. Jorgenson moved, seconded by Mr. Farmer to approve the District’s strategic plan as presented. MOTION PASSED UNANIMOUSLY.

STAFF REPORT

At Mrs. Creekpaum’s request, Mrs. Speaks reviewed the status of the budget as of May 31, 2020, with the commission. The month-end receipts for May were \$5.7 million, expenditures were \$5.8 million. Finishing the month of May with a negative budget balance of \$159,073.

Mrs. Speaks then provided the treasurer’s report of funds through May 2020. The opening cash balance for May was \$5.6 million and was \$5.3 million at month’s end. The total of all funds at month-end were \$35 million.

Mrs. Creekpaum provided commission with a COVID-19 update. She reported that as of June 22, 2020, Mason County was approved to move to phase three (3) of the Governor’s phased reopening approach. As of June 23, 2020 Mason County had forty three (43) confirmed COVID-19 cases. Washington State had 28,870 confirmed COVID-19 cases and 1,276 COVID related deaths.

Mrs. Creekpaum provided commission with an engineering update. She stated that May applications totaled 82, compared to May 2019 at 79. However, the year to date total at this time in 2020 was 363, compared to 361 in 2019.

At Mrs. Creekpaum’s request, Mr. Holzgrove reported on the Drive-In Wi-Fi hotspots. In the last 30-day period, 1,400 individual users stopped at the hotspots. The top locations by usage were Hood Canal School, Sandhill Ballpark, Matlock Grange, and South Harstine Firehall. The top locations by number of users were Evergreen Square (farmers market), Bayshore Preserve, and Matlock Grange. The

wireless on wheels (WOW) mobile hotspot was installed at Shelton High School to support the community for the Shelton High School drive thru graduation.

Mrs. Creekpauum informed commission the scheduled Bonneville Power Administration (BPA) outage at the Potlatch substation occurred on June 13, 2020 at 11:30 p.m. and ended on June 14, 2020 at 7:41 a.m.

COMMISSIONERS' REPORT

Ms. Gott reported that she will be attending a virtual Energy Northwest Meeting. She stated that she has had discussions with a customer regarding estimated billings. Ms. Gott thanked Mrs. Hennessy for assistance and providing a solution to the customers situation.

Mr. Farmer reported that he will be attending the virtual WPUA meeting and the Mason County Public Works grant and loan meeting.

GOOD OF THE ORDER

With no further business appearing, the commission meeting adjourned at 11:01 a.m.



Tom Farmer (Jul 17, 2020 08:11 PDT)

Thomas J Farmer, President



Linda R. Gott (Jul 17, 2020 09:11 PDT)

Linda R. Gott, Vice President

ATTEST:



Bruce E. Jorgenson (Jul 17, 2020 09:22 PDT)

Bruce E. Jorgenson, Secretary