

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, December 8, 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 & Government Relations Manager Lynn Eaton; Director of Business Operations Michelle Endicott; Customer Service Manager Diane Hennessy; Customer Service Supervisor Wendi Kirk; Director of Engineering & Utility Services Justin Holzgrove; Network Systems & Cyber Security Administrator Joel Moore; Power Manager Michele Patterson; Administrative Services Manager Mary Taylor-Monger (recorded minutes).

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 to adopt the consent agenda; Ms. Gott seconded the motion with the understanding that approval of Mr. Jorgenson's expense claim is subject to additional audit and potential repayment based on her claim of violation of the Governance Policy by Mr. Jorgenson. Ms. Gott raised a question of Mr. Jorgenson's attendance to virtual WPUDA meetings on October 14, November 19, November 20, of 2021, as listed on his expense request. After discussion, MOTION PASSED UNANIMOUSLY. By adopting the consent agenda, the following items were approved:

- |    |   |              |                   |
|----|---|--------------|-------------------|
| a. | Minutes of the November 24, 2020 public hearing and regular commission meeting.                     |              |                   |
| b. | Voucher Nos. (December 1, 2020) 156141 through 156178   | \$           | 260,926.32        |
|    | (Includes electronic funds transfer payment Nos. 25146-25165)                                       |              |                   |
| c. | Voucher Nos. (December 8, 2020) 156179 through 156232   | \$           | <u>234,162.72</u> |
|    | (Includes electronic funds transfer payment Nos. 25166-25198)                                       |              |                   |
|    |   | <b>Total</b> | \$ 495,089.04     |
| d. | Governance Policy Expense Approval  |              |                   |
| e. | Void accounts payable checks for the week ending December 8, 2020 in the total amount of \$5,439.03 |              |                   |

\*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.

PUBLIC COMMENT

Resident Lewis provided public comment.

ACTION ITEMS

Recommendation to Adopt Resolution No. 1763, “A Resolution Declaring the 2021 Regular Board of Commissioners’ Meeting Schedule and Location.”

Mrs. Creekpau reported that this outlines the official meeting dates and times for the 2021 year. The dates have been reviewed to ensure the best chance of a quorum and that the dates will not conflict with other meetings or events.

Ms. Gott moved, seconded by Mr. Jorgenson to approve Resolution No. 1763. MOTION PASSED UNANIMOUSLY.

Recommendation to Adopt Resolution No. 1764, “A Resolution Establishing Positions and Grades for Supervising and Non-Union Employees.”

Mrs. Creekpau reported that these positions and grades are established based on a study every two (2) years by a third party and based on job descriptions. This procedure has been in effect since 2004.

Mr. Jorgenson moved, seconded by Ms. Gott to approve Resolution No. 1764. MOTION PASSED UNANIMOUSLY.

Recommendation to Adopt Resolution No. 1765, “A Resolution Establishing the 2021 Non-Union Compensation Plan.”

Ms. Gott moved, seconded by Mr. Farmer to approve Resolution No. 1765. MOTION PASSED UNANIMOUSLY.

Mr. Farmer advised commission that his two (2) year term as board president is complete at the end of 2020. Mr. Farmer recommended to follow the past practice of a two (2) year rotation of positions. Mr. Jorgenson stated that he would like the board to remain in the same positions for one (1) more year. After a brief discussion, all were in favor of Mr. Farmer remaining President, Ms. Gott Vice President, and Mr. Jorgenson Secretary through 2021.

STAFF REPORT

At Mrs. Creekpau’s request, Mrs. Speaks reviewed the status of the budget as of October 31, 2020, with the commissioners. The month-end receipts for October were \$5 million, expenditures were \$5.6 million. Finishing the month of October with a negative budget balance of \$568,000.

Mrs. Speaks then provided the treasurer's report of funds through October 31, 2020. The opening cash balance for October was \$3.6 million and was \$2.2 million at month's end. The total of all funds at month-end were \$33.7 million.

Mrs. Creekpau reported on the current COVID-19 efforts. As of December 7, 2020, there are 899 confirmed COVID-19 cases, 125 active cases and eleven (11) COVID related death in Mason County. There have been 152 new cases in the past fourteen (14) days, bringing the positive cases to 234 per 100,000 tested. As of December 6, 2020, Washington State has 177,447 confirmed COVID-19 cases and 2,925 COVID related deaths.

Mrs. Creekpau stated that PUD 3 has dispersed the Federal CARES Act (Coronavirus Aid, Relief, and Economic Security) funding for COVID-19 related costs to 405 customers, each receiving \$741.00. At Mrs. Creekpau's request, Mrs. Hennessey provided an update on the CARES funding project. Mr. Farmer thanked Mrs. Hennessey for her leadership during this project and the Customer Service department for all their hard work.

Mrs. Creekpau reported on Mason Counties current unemployment rate. She stated that historically it is at ten (10) percent and is currently at 7.6 percent. Washington State is reporting a 5.6 percent rate.

Mrs. Creekpau reported that Governor Inslee announced Proclamation 20-28.13, Open Public Meetings Act and Public Records Act, is expected to be extended again today.

Mrs. Creekpau reported that the Food and Drug Administration (FDA) is anticipating the approval of the Pfizer COVID vaccine on December 10, 2020.

Mrs. Creekpau provided an engineering update. There were 891 service applications through November 2020, compared to 810 applications at this time in 2019, an increase of 81. In November 2020 there were 53 new service applications, compared to November 2019 at 42 applications.

Mrs. Creekpau reported that PUD 3 was awarded a North West Public Power Association (NWPPA) safety award for no injuries.

At Mrs. Creekpau's request, Mrs. Eaton provided commission with a legislative update.

### COMMISSIONERS' REPORT

Mr. Jorgenson reported that his expense approvals are submitted monthly rather than bi-monthly.

Ms. Gott reported that she attended several Washington Public Utility District Association (WPUDA) meetings and the NoaNet bond sale is expected to go through on December 10, 2020.

Mr. Farmer reported that he attended the WPUDA meetings and the Mason County League of Women Voters.

### GOOD OF THE ORDER

With no further business appearing, the commission meeting adjourned at 11:04 a.m.

  
tom farmer (Jan 12, 2021 15:40 PST)

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Thomas J Farmer, President

*Linda R. Gott*  
Linda R. Gott (Jan 12, 2021 17:11 PST)

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Linda R. Gott, Vice President

ATTEST:

*Bruce E. Jorgenson*  
Bruce E. Jorgenson (Jan 13, 2021 09:57 PST)

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Bruce E. Jorgenson, Secretary