

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

President Gott called the regular meeting of the Mason PUD 3 No. 3 board of commissioners to order at 10:00 a.m. The meeting was held in the PUD 3 auditorium, at 2621 E Johns Prairie Road in Shelton, Washington and virtually using Microsoft Teams in Shelton, Washington, on Tuesday, March 22, 2022.

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

The following PUD 3 personnel were present: IS Manager John Bennett; IS Support Technician Uli Brambila (virtual), Communications & Government Relations Manager Lynn Eaton (virtual); Director of Business Operations Michelle Endicott; Customer Service Manager Diane Hennessy; Director of Engineering & Utility Services Justin Holzgrove; Engineering Field Services Supervisor Chris Jorgensen (virtual), Network Systems & Cyber Security Joel Moore; Power Manager Michele Patterson; Purchasing Manager Jennifer Renecker (virtual); Protection Engineer Brandon Smith (virtual), and Administration Services Manager Mary Taylor-Monger (recorded minutes).

Member of the public in attendance was Randy Lewis of Shelton

MODIFICATION AND/OR APPROVAL OF AGENDA

The agenda was approved as presented.

CONSENT AGENDA

Ms. Gott reviewed the items listed on the consent agenda. Mr. Farmer moved; motion seconded by Mr. Jorgenson 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 March 08, 2022, regular commission meeting.   |              |                   |
| b. Voucher Nos. (March 15, 2022) 160475 through 160562<br>(Includes electronic funds transfer payment Nos. 32518-32716) | \$           | 4,546,369.66      |
| c. Voucher Nos. (March 22, 2022) 160563 through 160619<br>(Includes electronic funds transfer payment Nos. 32717-32827) | \$           | <u>601,452.77</u> |
|   | <b>Total</b> | \$ 5,147,822.43   |
| d. Governance Policy Expense Approval   |              |                   |
| e. Accounts to write off-deceased customers with no assets and bankruptcies in the amount of \$525.73.                  |              |                   |
| f. Void accounts payable for the week ending March 11, 2022 in the amount of \$1,900                                    |              |                   |

\*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

No public comment was given.

## ACTION ITEM

Recommendation was made to approve Resolution No. 1782, An Emergency Resolution to Waive Formal Bidding Requirements in Response to Supply Chain Disruptions Resulting from the Covid-19 Pandemic.

Mrs. Creekpaum explained that the COVID-19 pandemic has created unexpected shortages, substantial price increases, and supply chain interruptions. Some materials and general plant items have become increasingly difficult to procure. There is ongoing difficulty in receiving responses to quotes, excessive price increases and lead times. Resolution No. 1520 is still in effect, granting the manager authority to waive the requirements of formal competitive bids for emergencies. Resolution No. 1782 serves to document historical significance of the pandemic and the effects of the supply chain.

Mr. Farmer motioned, seconded by Ms. Gott to approve Resolution No. 1782, An Emergency Resolution to Waive Formal Bidding Requirements in Response to Supply Chain Disruptions Resulting from the Covid-19 Pandemic. Following a brief discussion, MOTION PASSED UNANIMOUSLY.

Recommendation was made to Award Bid M1-2022, Relay Control Panels, to the lowest responsive bidder that meets our system standards and needs.

At Mrs. Creekpaum's request, Mr. Holzgrove reviewed the four (4) bidders and the relay control panel project. He explained that Schweitzer Engineering Laboratories (SEL) is the projected company to be awarded, with the lowest bid and ability to provide materials for the job.

Ms. Gott motioned, seconded by Mr. Farmer to Award Bid M1-2022, Relay Control Panels, to the lowest responsive bidder that meets our system standards and needs. MOTION PASSED UNANIMOUSLY.

## STAFF REPORT

Mrs. Speaks reviewed the status of the budget as of February 28, 2022, with the commissioners. The month-end receipts for February were \$8.7 million, expenditures were \$9.2 million. Finishing the month of February with a negative month end budget of \$468,000.

Mrs. Speaks then provided the treasurer's report of funds through February 2022. The opening cash balance for February was \$5 million and was \$5.9 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 March 21, 2022, there are 12,219 confirmed COVID-19 cases, and one hundred thirty-six (136) COVID related deaths in Mason County. There were 117 new confirmed cases in the last fourteen (14) days. Washington State has 1,446,845 confirmed COVID-19 cases and 12,385 COVID related deaths. Labor and Industries requirements were issued March 12, 2022 allowing for public meetings with no masks but retaining the social distancing.

At Mrs. Creekpau's request, Mr. Holzgrove provided commission on a recent outage affecting the Pioneer Substation. This was a car versus transmission pole accident at 12:30 a.m. causing 5,000 customers to be without power. A switching order was put in place to ensure Pioneer School was back in power so student learning was not interrupted. It is estimated to have all customers back in power by 10:00 a.m.

Mrs. Creekpau stated that the Economic Development Council (EDC) will be moving from the PUD 3 building on Cota Street to a new location on Alder Street. The telecom department will be moving from the Johns Prairie Operation Center to Cota Street to allow for proper social distancing with staff.

Mrs. Creekpau announced that Clallum PUD will change to a 4-10's work schedule for all staff beginning April 11, 2022. This follows Pacific County PUD's change to 4-10's for all employees in 2018. Customer expectations are evolving with requests to do business outside of normal work hours. This is a new trend for businesses as employee expectations are changing and businesses have seen the great resignation of employees. The operations staff has requested this schedule for some time but denied due to scheduling conflicts with other departments. Unfortunately, PUD 3 has lost linemen and engineering staff to other organizations that offer this schedule. To attract new employees and retain current employees, it is imperative to consider this change to our work week schedule. Commission can expect a proposal at the next commission meeting.

At Mrs. Creekpau's request, Mrs. Speaks reviewed the current travel subsistence rates that have not been adjusted since 2007 and the need to review and adjust rates annually. Commission can expect a resolution to address the changes.

Mrs. Creekpau provided an engineering report stating that ninety-seven (97) new applications were received in February 2022, totaling one hundred and sixty-four (164) for the year. This is compared to one hundred and fifty-two (152) in 2021.

At Mrs. Creekpau's request, Mr. Holzgrove reported on the small works contract beginning April 7, 2022, for the Dana Drive Fiberhood project that is part of Community Economic Revitalization Board (CERB) 2.

At Mrs. Creekpau's request, Ms. Patterson reported on the Bonneville Power Administration (BPA) Post-2028 Public Power Concept Paper.

### COMMISSIONERS' REPORT

Mr. Farmer reported that he attended the Washington Public Utility Districts Association (WPUDA), Northwest Public Power Association (NWPPA), and Public Power Council (PPC) meetings.

Ms. Gott reported that she attended Energy Northwest Corporate Review Board.

GOOD OF THE ORDER

With no further business appearing, the commission meeting adjourned at 10:57 a.m.

*Linda R. Gott*

Linda R. Gott (Apr 12, 2022 14:27 PDT)

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Linda R. Gott, President

*Thomas J. Farmer*

THOMAS J FARMER (Apr 18, 2022 10:20 PDT)

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Thomas J. Farmer, Vice President

ATTEST:

*Bruce E. Jorgenson*

Bruce E. Jorgenson (Apr 18, 2022 11:34 PDT)

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Bruce E. Jorgenson, Secretary