

MINUTES OF THE REGULAR MEETING OF NOVEMBER 28, 2017
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The second regular meeting for November 2017 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, November 28, 2017, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 2:40 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the meeting. Also present were John Weidenfeller, the District's General Manager (GM), Julie Parker, the District's Director of Finance and Administration (DFA), Jim Campbell, the District's Superintendent, and Kurin Rosado, Clerk to the Board.

Call to Order: Commissioner Oosterman called the regular meeting to order at 2:40 p.m. The Pledge of Allegiance was recited by all present.

Approval of Agenda: Commissioner Stearns asked to amend the agenda to include a discussion item regarding membership with American Water Works Association (AWWA). **Commissioner Olsen made a motion to approve the agenda as amended: Commissioner Stearns seconded the motion; all in favor.**

Consent Calendar:

Approval of Minutes:

- 1) October 10, 2017 (Regular Meeting)
- 2) October 16, 2017 (Special Meeting)
- 3) October 18, 2017 (Special Meeting)
- 4) October 19, 2017 (Special Meeting)
- 5) October 24, 2017 (Regular Meeting)
- 6) October 24, 2017 (Special Meeting)
- 7) November 7, 2017 (Special Meeting)
- 8) November 9, 2017 (Regular Meeting)

Prequalification of Contractors – Small Works Roster: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

Accounts Payable: November 17, 2017, November 22, 2017

Payroll: November 20, 2017

Resolution:

- 1) Resolution 17-63, Approval to Payout Employee Accrued Vacation
- 2) Resolution 17-65, Water System Plan Update Contract with Jerome W. Morrissette and Associates for the Prairie Ridge Water System
- 3) Resolution 17-66, Water System Plan Update Contract with Jerome W. Morrissette and Associates for the Cedar Ridge Water System

Other:

- 1) Letter, Declaration of Emergency Waiver of Competitive Bidding Requirements, November 11, 2017

- 2) Schedule a Rate Hearing at the December 11, 2017 Meeting for the Following Systems:
Forest Glen, Redtail Hawk, Frog Hollow 1, Frog Hollow 2, Frog Hollow 3, Mountain
Lakeview, Scattercreek Ranch, and Keanland Park

Consent Calendar: Commissioner Olsen made a motion to approve the Consent Calendar as presented: Commissioner Stearns seconded the motion; all in favor.

Public Comments: None

Information or Discussion of Operations/Policy Issues:

AWWA Membership

Commissioner Stearns asked GM Weidenfeller about the cost for the PUD to join the AWWA. GM Weidenfeller stated that the PUD has a membership and that last year it was for small water systems and that now that the PUD has grown, the cost will be around \$1,700. He is listed as the primary member and that the Commissioners can each have a membership account at no cost in AWWA since we are a member. The GM said he would get each Commissioner signed-up and provide each Commissioner their membership information. Attendance at a conference was discussed.

Strategic Plan Report, 3rd Quarter 2017

GM Weidenfeller presented the third quarter update to the strategic plan report.

2017 Customer Service Satisfaction Survey Report

GM Weidenfeller provided an informational packet regarding the results of the 2017 customer service satisfaction survey. However, the Commissioners did not go through the information during the meeting due to the less than anticipated response. Three \$50.00 credits, to customers that participated, will be provided from a drawing that will take place.

Update on 1230 Ruddell Rd SE Building Remodel/Move

DFA Parker gave an update on the new office building remodel and move to that building, including building painting, siding, and the network and phone system to be installed.

Action Item(s):

Resolution 17-62, 2017-2018 Employee Job Classifications and Salary Ranges

This resolution was presented at the last regular meeting. **Commissioner Olsen made a motion to approve Resolution 17-62 as presented: Commissioner Stearns seconded the motion; all in favor.**

At 3:17 p.m., Commissioner Oosterman announced that the Board would be entering into an Executive Session to review the performance of a public employee, as authorized by RCW 42.30.110(g), until 3:32 p.m. At 3:32 p.m., it was announced in the public area that the Executive Session would continue until 3:42 p.m. At 3:42 p.m., it was announced in the public area that the Executive Session would continue until 3:52 p.m. At 3:52 p.m., the Executive Session was closed, and the regular meeting resumed.

The Commissioners did not make any decisions during the Executive Session. **Commissioner Stearns made a motion to table Resolution 17-69 (General Manager Contract) until the December 11th regular meeting; Commissioner Olsen seconded the motion; all in favor.**

Presentations:

General Manager's Report: John Weidenfeller, General Manager
GM Weidenfeller provided a written report. He reported on the November 27th community meeting for the Redtail Hawk and Frog Hollows 1, 2, and 3 water systems.

Finance Report: Julie Parker, Director of Finance and Administration
DFA Parker provided a written report.

Commissioner Topics, Discussion and Reports:

Commissioner Olsen will attend the Thurston Regional Planning Council (TRPC) meeting on December 1st. He spoke about the challenges and discussions regarding the TRPC water group.

Commissioner Stearns attended a Water Resources Advisory Committee (WRAC) meeting. He has a meeting with Department of Ecology Water Resources Program Manager, Mary Verner.

Commissioner Oosterman attended a Thurston County Chamber meeting. She will be attending an Emergency Management meeting soon.

Summary of Assignments:

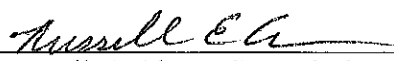
- Provide the Commissioners their AWWA membership information.
- Schedule Resolution 17-69 for discussion at the December 11th PUD Commission meeting.

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting was adjourned at 4:25 p.m.



Linda Oosterman, Commissioner and President

Attest:



Russell E. Olsen, Commissioner and Secretary