

**MINUTES OF THE REGULAR MEETING OF APRIL 22, 2014  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for April 2014 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, April 22, 2014, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 5:00 p.m. Commissioners Linda Oosterman and Chris Stearns were present for the meeting and Commissioner Russell Olsen called in to the meeting. Also present were John Weidenfeller, the District's General Manager (GM), Julie Parker, the District's Chief Financial Officer (CFO), Kim Gubbe, the District's Operations Manager (OM), Joseph Rehberger, Chief Legal Counsel, and Marie Huner, Interim Clerk to the Board.

**Commissioner Oosterman called the regular meeting to order at 5:00 p.m.**

**Approval of Agenda:**

**Commissioner Stearns made a motion to approve the agenda as presented, Commissioner Oosterman seconded, all in favor.**

**Consent Calendar:**

Approval of Minutes: April 8, 2014 tabled

Prequalification of Contractors – Small Works Roster:

Ness and Campbell Crane, Inc.

Ohno Construction Company

NAES Power Contractors, Inc.

SMA Contracts:

Correspondence:

Travel Approvals:

Other:

Voucher Approval:

Accounts Payable 4/9/14, 4/16/14

Payroll 4/21/14

Letter, Declaration of Emergency at Elk Heights Water System

**Commissioner Stearns made a motion to approve the Consent Calendar removing the April 8, 2014 meeting minutes from the Consent Calendar and considering them at the next PUD Commission meeting. Commissioner Oosterman seconded, all in favor.**

**Introduction of New Employee:** Scott Dixon, Field Technician II

Operations Manager Kim Gubbe introduced Scott Dixon to the Board and provided background on his knowledge, skills and experience.

**Public Comments:** None

**Public Hearing:** None

**Action Items:**

Motion authorizing the GM to approve the rehabilitation of a well

**Commissioner Stearns made a motion authorizing the General Manager to approve the rehabilitation of the Coker well, Commissioner Oosterman seconded, all in favor.**

Resolution 14-08, Tanglewilde-Thompson Place General Facility Charge

**Commissioner Stearns made a motion to approve Resolution 14-08, Commissioner Oosterman seconded, all in favor.**

Resolution 14-09, Revised Wholesale Water Contract with the City of Olympia

**Commissioner Stearns made a motion to approve Resolution 14-09, Commissioner Oosterman seconded, all in favor.**

**Commissioner Signatures:** The Commissioners took ten minutes to review and sign documents before continuing to *Discussion Items*.

**Discussion Items:**

**Strategic Plan – Quarterly Report, 1<sup>st</sup> Quarter of 2014**

The General Manager went through the Strategic Plan Performance Measures and Action Plan items with the Board of Commissioners and updated them on progress to date. He noted that public meetings to discuss engaging the public regarding rates in compliance with the Sustainability Goal Action Step 3 of were scheduled on June 11<sup>th</sup> in Pierce County, on June 25<sup>th</sup> in Lewis County and on July 9<sup>th</sup> in Thurston County. Action Step 3 of the Partnership Goal requires that the District have a yearly retreat and the Board asked that the retreat be scheduled on June 6 from 9:00 a.m. to 12:00 p.m. at the WA PUD Association building in the small conference room if possible or an another off-site location if that room is not available. The Board also asked that the Growth Goal Action Step 4 – Create an Action Strategy for Acquisitions be addressed at the June 9<sup>th</sup> Retreat. The Retreat Agenda should also include a review of the Strategic Plan since it was initially implemented, and a list of accomplishments. The meeting for the retreat shall be scheduled as a special meeting.

**Legal Report:** Joe Rehberger, Chief Legal Counsel

Mr. Rehberger noted that the District's request for additional Qi for the Tanglewilde wells appears to have had no appeals. He has sent an e-mail to the Department of Ecology (DOE) seeking to clarify there were no appeals. He also addressed the Garden Acres water system consolidation project and the District's communications with DOE.

**Presentations:**

**Staff Presentations:**

**General Manager's Report:** John Weidenfeller, General Manager

GM Weidenfeller submitted a report in writing. He noted that he e-mailed the Commissioners an updated General Manager's report on April 21. Mr. Weidenfeller stated he was asked if he would accept a nomination to become a Vice Chair of the WA PUD Association Manager's Committee and he wanted to speak with the Board prior to accepting or declining the nomination. Accepting would be positive for the PUD but would mean a three year commitment as he "moved through the Chairs". Acceptance would also mean committing to attend all of the Executive Sessions and Board Meetings of the WA PUD Executive Committee and this would take time away from other things he works on. The Board encouraged the GM to accept the position if he would like to serve.

**Operations Manager's Report:** Kim Gubbe, Operations Manager  
OM Gubbe provided a report in writing.

**Chief Financial Officer's Report:** Julie Parker, Chief Financial Officer Financial Variance Report (every 4<sup>th</sup> week's meeting).

CFO Parker submitted a quarterly report with the agenda. She noted that she interviewed five very qualified candidates for the accounting position.

**Commissioner Topics, Discussion and Reports:**

Commissioner Stearns, Commissioner Oosterman and Commissioner Olsen provided an update on meetings they had attended since the last Commission meeting. Commissioner Oosterman noted that a meeting to address customer theft of water in Thurston County was scheduled with the Prosecuting Attorney, the Under Sheriff and the District on May 14<sup>th</sup> at 4:15 p.m. in the PA's Office.

**Executive Session: As authorized by RCW 42.30.110(1)(i)(C) Potential Litigation**

Commissioner Oosterman announced the Board would be going into an Executive Session as authorized by RCW 42.30.110(1)(i)(C) to discuss potential litigation at 7:53 p.m. and expected the Executive Session to last approximately 15 minutes.


The Board closed the Executive Session at 8:08 and returned to the regular meeting. There were no actions required.


**Summary of Assignments:**

1. Schedule Retreat (Special Meeting) June 6 from 9-12 at WPUA if possible, or at another off-site location.
2. Cover the retreat topics to include: 1) Review of Strategic Plan since last done, and 2) list of accomplishments, and 3) Cover Growth Goal Action Step 4 - An Action Strategy for Acquisitions.
3. Meet with PA and Under Sheriff to address theft of water on May 14 at 4:15 in PA's Office with Commissioner Oosterman and OM Gubbe.
4. Place April 8 PUD Commission meeting minutes on the May 13 Commission Consent calendar for approval.

**Adjournment:**

**Commissioner Stearns made a motion to adjourn the meeting at 8:09, Commissioner Olsen Seconded, All in Favor.**

  
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Linda Oosterman, President

Attest:  
  
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Russell E. Olsen, Secretary