

**MINUTES OF THE REGULAR MEETING OF MARCH 8, 2016
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for March 2016 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, March 8, 2016, at 921 Lakeridge Way SW, Suite 301, Olympia WA 98502, commencing at 5:00 p.m. Commissioners Russell 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 Chief Financial Officer (CFO), Kim Gubbe, the District's Operations Manager (OM), and Kurin Rosado, Clerk to the Board.

Call to Order: Commissioner Stearns called the regular meeting to order at 5:00 p.m. The Pledge of Allegiance was recited by all present.

Approval of Agenda: Commissioner Olsen made a motion to approve the agenda as amended, to include an additional Discussion Item, *Fragrance Free Building*, proposed by Commissioner Oosterman: Commissioner Oosterman seconded; all in favor.

Consent Calendar:

Approval of Minutes: February 23, 2016
Prequalification of Contractors – Small Works Roster: None
SMA Contracts: None
Correspondence: None
Travel Approvals: None
Voucher Approval:
 Accounts Payable: February 24, 2016, March 2, 2016
 Payroll: March 4, 2016
Resolution: None
Other: None

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

Public Comments: A member of the Public was present at the meeting, but this individual declined to speak (and therefore, they did not sign in on the sign in sheet).

Discussion Items:

Information or Discussion of Operations/Policy Issues:

Fragrance-free Building

Commissioner Oosterman gave a report on her reaction to a strong fragrance in the PUD building last week, caused by a diffuser set out by the new first floor building tenant. She would like to request follow up with the building manager on the possibility of establishing the building as a 'fragrance-free zone,' as there are individuals with extreme fragrance and/or chemical sensitivities.

Update on Cedar Ridge Estates Acquisition Process

GM Weidenfeller, OM Gubbe, CFO Parker, and Commissioner Stearns attended the Cedar Ridge Estates community meeting on February 24th. The meeting was well attended and the

PUD's presentation was well received. The HOA Board will vote in a couple of weeks, and staff expects that the vote will be for PUD acquisition.

Action Item(s):

Resolution 16-04, Uncollectible Accounts

The purpose of this resolution is to authorize the District to close delinquent accounts and charge outstanding balances as uncollectible accounts. **Commissioner Olsen made a motion to approve Resolution 16-04 as presented; Commissioner Oosterman seconded the motion; all in favor.**

Resolution 16-05, Small and Attractive Assets

The purpose of this resolution is to update the Small and Attractive Assets policy with provisions for the effective controls needed to safeguard items that might not be noticed upon their disappearance. **Commissioner Oosterman made a motion to approve Resolution 16-05 as presented; Commissioner Olsen seconded the motion; all in favor.**

Legal Report: None

Presentations:

Staff Presentations:

General Manager's Report: John Weidenfeller, General Manager

GM Weidenfeller provided a written report. GM Weidenfeller reported that the representatives for the City of McCleary are doing their due diligence, as the City is interested in purchasing the PUD-owned Grays Harbor County systems. The Telecommunications Work Group meeting is scheduled for March 25th; the meeting will be advertised. A NoaNet representative will be present and all Commissioners are invited. The new Meter Reader will attend the next Commission meeting. The first interviews for the open Field Technician position are scheduled for March 11th.

Staff discussed the Covington water system lead issue. At this time, only one customer exceeds the federal Action Level - a reimbursement of up to \$300 was authorized for equipment the customer will install in his home to reduce lead in the water. In addition, GM Weidenfeller recently attended the Washington Water Utility Council (WWUC) meeting.

Operations Manager's Report: Kim Gubbe, Operations Manager

OM Gubbe did not provide a written report. OM Gubbe reported that the Lew's 81st water system was super-chlorinated by field staff. Another sample will be taken after the work is done, and staff should have results by the end of the week. She noted that Waunch Construction, the firm completing the Tanglewilde-Thompson Place generator installation project, is doing an excellent job. The State Environment Policy Act (SEPA) review for the Skookumchuck water system will be completed. In addition, the Crescent Park system's pump house plumbing has deteriorated faster than expected due to chlorine in the pump house. The project will be a major upgrade to the system, an engineer will be hired for consulting, and a project report may be due to the state.

Chief Financial Officer's Report: Julie Parker, Chief Financial Officer
CFO Parker will provide a written report during the second meeting of the month.

Commissioner Topics, Discussion and Reports:

Commissioner Oosterman asked for an update on the Commissioner Retreat. The retreat was scheduled for April 19th from 9:00 a.m. to 3:00 p.m. at the WPUA building in Olympia, if this venue is available. The Commissioner met with Jesi Chapin, the regional director of Homeland Security.

Commissioner Olsen will attend a Lacey Chamber of Commerce meeting, where Sheriff Snaza will give a presentation. His bill has passed with a 20 day rule. He attended the last Thurston Regional Planning Council (TRPC) meeting.

Commissioner Stearns attended the Chehalis Partnership meeting last month, which he reported at the last meeting.

Summary of Assignments:

1. Research Washington state policy on the 'fragrance-free' designation and follow up with the building manager regarding this issue.
2. Follow up with Commissioner Olsen regarding the Telecommunication workgroup meeting agenda.
3. Contact WPUA regarding availability for the Commissioner Retreat, scheduled for April 19 from 9:00 a.m. to 3:00 p.m. Advertise for this meeting - no Public comment allowed.

At 7:02 p.m., Commissioner Stearns announced that the Board would be entering Executive Session to discuss real estate acquisition, as authorized by RCW 42.30.110 (1)(b) for 5 minutes. At 7:07 p.m., the Executive Session was adjourned and the regular meeting was continued. No decisions were made.

Adjournment: Commissioner Oosterman made a motion to adjourn the meeting; Commissioner Olsen seconded; all in favor. The meeting was adjourned at 7:07 p.m.


Chris Stearns, Commissioner and President

Attest:


Linda Oosterman, Commissioner and Secretary