

**MINUTES OF THE REGULAR MEETING OF APRIL 26, 2016  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for April 2016 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, April 26, 2016, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 5:05 p.m. Commissioners Chris Stearns, Russell Olsen (via teleconference), and Linda Oosterman 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. Joe Rehberger, Chief Legal Counsel, was present for the latter portion of the meeting.

**Call to Order: Commissioner Stearns called the regular meeting to order at 5:05 p.m. The Pledge of Allegiance was recited by all present.**

**Approval of Agenda: Commissioner Oosterman made a motion to approve the agenda as presented; Commissioner Olsen seconded; all in favor.**

**Consent Calendar:**

Approval of Minutes: April 11, 2016, April 19, 2016 Special Meeting

Prequalification of Contractors – Small Works Roster: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

    Accounts Payable: April 13, 2016, April 20, 2016

    Payroll: April 20, 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, but this individual declined to speak at the meeting (and therefore, they did not sign-in to the sign-in sheet).

**Discussion Items:**

**Information or Discussion of Operations/Policy Issues:**

**Strategic Plan Performance Measures Report, 1st Quarter 2016**

GM Weidenfeller gave an update on the Strategic Plan Performance Measures Report for First Quarter of 2016.

**20-Year Financial Plan Review**

CFO Parker reviewed the 20-year Financial Plan, which she and OM Gubbe worked to complete. She also reported on the effect of Governmental Accounting Standards Board (GASB) Statement No. 68 on the PUD's financial statements. This statement was issued in regard to the accounting and financial reporting for pensions.

**Washington Cities Insurance Authority (WCIA) Sponsored Webcast**

WCIA is sponsoring a webcast scheduled for Thursday, April 28th regarding the role of elected officials in emergency management. Commissioners Oosterman and Stearns will be at the PUD office from 9:00 a.m. to 3:00 p.m. on April 28th for the webcast.

**Action Item(s):**

**Resolution 16-07, Engineering Contract with Morrissette & Associates for the Deschutes Glen Water System**

The purpose of this resolution is to give GM Weidenfeller the authority to sign a contract with Jerome W. Morrissette & Associates, Inc., P.S. to perform engineering, design, bidding, construction oversight, and inspection services for improvements planned for the Deschutes Glen water system. The system is in need of new reservoirs. **Commissioner Oosterman made a motion to approve Resolution 16-07 as presented: Commissioner Olsen seconded the motion; all in favor.**

**Resolution 16-09, Revisions to Thurston PUD 2015-2017 Strategic Plan**

The Commissioners discussed changes to the Strategic Plan at the April 19th Special Meeting (Retreat). The proposed changes are presented with Resolution 16-09. After further discussion, the Commissioners made a few more changes and wish to continue the discussion at the next meeting. The resolution was not adopted.

**Legal Report:** None

**Presentations:**

**Staff Presentations:**

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

GM Weidenfeller provided a written report. The contractor completing the Lew's 81st water system consolidation project is addressing the pump functioning and variable frequency drive (VFD) issues with the supporting vendor, so the project has not yet been accepted. In regard to the Tanglewilde-Thompson Place water system generator installation project, the basketball court has been sealed and painted, nets will be installed on the basketball court hoops, the tree stump issue was resolved, and the tennis courts and contractor ruts have been hydro-seeded for watering.

The PUD will begin managing Cedar Ridge Estates Water Association as an SMA client beginning May 1st. The City of Tenino expressed a desire to purchase some of the PUD's water rights, but GM Weidenfeller will need to follow up with another representative from their office. The FEMA Hazard Mitigation plan, to be drafted by OM Gubbe and the Administrative Assistant, is expected to be completed by June 15th. All PUD vehicles, except one, have been equipped with emergency radios; the final vehicle will be equipped this week and installation of radios at the PUD and in the call center will be planned shortly, along with test procedures. GM Weidenfeller will be replaced as Chair of the WPUA Managers Committee when his term of office ends in May 2017.

**Operations Manager's Report:** Kim Gubbe, Operations Manager

OM Gubbe provided a written report. She was approached by a teacher from Lydia Hawk Elementary School. The students would like to begin a bee-keeping project and a possible site for this project would be within the fencing of the Tanglewilde-Thompson Place water system reservoir. Before the Commissioners make a decision regarding this issue, staff will research the matter further with WCIA.

**Chief Financial Officer's Report:** Julie Parker, Chief Financial Officer

CFO Parker provided a written report. She reported that revenues look good and expenses are well within budgeted amounts. Staff and Commissioners discussed trends regarding customer payments and delinquencies.

**Commissioner Topics, Discussion and Reports:**

Commissioner Olsen had nothing to report. He would like GM Weidenfeller to assist in reaching out to Angela Bennink with NoaNet regarding infrastructure and costs for providing Wi-Fi service.

Commissioner Oosterman will not be attending the WPUDA Telecom Workshop in May. She will be meeting with Beth Johnson from the Thurston County Chamber of Commerce on April 27th.

Commissioner Stearns visited the Thurston County Treasurer's Office to pay his property taxes and while there, dropped into the County Commissioner's Office, but the Commissioners were in a closed session.

**Summary of Assignments:**

1. CFO Parker will check with WCIA regarding possible bee-keeping within the Tanglewilde-Thompson Place water system reservoir fencing.
2. GM Weidenfeller with follow up with Angela Bennink with NoaNet, per Commissioner Olsen.
3. Update the Strategic Plan performance measures for telecommunications at the next meeting.
4. Review the Partnership Goal Section of the Strategic Plan at the next meeting.
5. Place Res. 16-09, revisions to the Thurston PUD Strategic Plan 2015-2017 on the agenda at the next meeting.
6. Add a discussion item on the agenda for Per Diem at the next PUD Commission meeting.

At 7:25 p.m., Commissioner Stearns announced that the Board would be entering Executive Session to discuss potential litigation, as authorized by RCW 42.30.110 (1)(i) for 15 minutes. At 7:40 p.m., it was announced in the public area that the Executive Session would continue for ten more minutes. At 7:50 p.m., the Executive Session was adjourned and the regular meeting resumed. 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 7:50 p.m.

  
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Chris Stearns, Commissioner and President

Attest:

  
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Linda Oosterman, Commissioner and Secretary