

**MINUTES OF THE REGULAR MEETING OF JANUARY 9, 2018  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The first regular meeting for January 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, January 9, 2018 at the Washington Public Utility District Association (WPUA) office located at 212 Union Avenue SE, Suite 201, Olympia, WA 98501, commencing at 6:02 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 Assistant General Manager (AGM), Jim Campbell, the District's Superintendent, Joe Rehberger, the District's Legal Counsel, Tracie Jones, Incoming Clerk to the Board, and Kurin Rosado, Clerk to the Board.

**Call to Order: Commissioner Stearns called the regular meeting to order at 6:02 p.m. The Pledge of Allegiance was recited.**

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

**Consent Calendar:**

Approval of Minutes: December 11, 2017, December 19, 2017

Prequalification of Contractors – None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

    Accounts Payable: None

    Payroll: December 20, 2017, January 5, 2018

Resolutions: None

Other:

- 1) Authorization for limited Indemnification for Adrian and Charlet Herrick (Riverlea Water System)
- 2) Emergency Waiver of Competitive Bidding Requirements, Elevator at 1230 Ruddell Rd SE, Lacey WA

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

**Introduction of New Employee:** AGM Parker introduced Tracie Jones, the District's new Customer Service Representative, and incoming Clerk to the Board. Tracie's background was discussed briefly.

**Public Comments:** None

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

#### **Update on Billing and Meter Reading Schedule**

AGM Parker gave an update on the billing and meter reading for former H&R Waterworks customers. Data conversion starts on January 11, 2018, and the PUD is expected to go live on January 22, 2018. AGM Parker explained final billing to customers and the random dates. Former H&R Waterworks customers were billed to the end of the year and those customers are now ready to transition into the PUD billing cycle.

#### **Update on Building Renovations**

AGM Parker gave a brief update on the renovations timeline of 1230 Ruddell building. There will be a permit change due to access doors, and staff hopes to have partial occupancy of 1<sup>st</sup> floor soon. The kitchen is awaiting the dishwasher which was located at Lowes. The new mailbox has been ordered and will be delivered soon. The flagpole has been installed, and a US flag has been purchased. Access cards will become active, providing an extra level of security to the building. Commissioner Stearns inquired about the status of the 1240 Ruddell building. GM Weidenfeller stated that the leasing agent suggested the possibility of lowering the asking price by fifty cents a square foot as the current asking price may be too high. Commissioner Oosterman suggested a review to improve curbside appeal.

#### **Discussion of Resolution 18-01, Policy and Procedure Update (Vehicles and Vacation)**

GM Weidenfeller gave an update on the fleet policy and vacation policy changes recommended. He noted that staff will be allowed to take home vehicles during natural disasters, emergencies, and if the staff member is on-call; the Superintendent and Crew Chiefs will also be allowed a take-home vehicle. GM Weidenfeller requested the Board's approval to use his discretion to approve new employee vacation time for prearranged or pre-existing vacations.

#### **Discussion of Resolution 18-02, Water Systems Improvements**

This resolution recommends a change the existing policy and authorizes the General Manager to authorize water system improvements, for non-health department required improvements, as long as they do not exceed \$7,500 in parts and materials on a individual water system basis. Commissioner Olsen asked about Asset Management Plan (AMP) timeline of major improvements. It was determined that these types of improvements come from the O&M budget and not the AMP funding. Resolution 18-02 will be brought to the Board at the next meeting.

#### **Discussion of Response to Mr. Ohlsson's Request**

A letter was developed outlining a response to Mr. Ohlsson, a Lewis County customer that attended a few of the Public Meeting/Rate Hearings in October 2017. The Board discussed the letter and felt it was an acceptable letter for the GM to send to Mr. Ohlsson.

#### **Discussion of Strategic Planning Session**

GM Weidenfeller asked the Board for input on the agenda for the Strategic Planning Workshop on February 23, 2018. The Board provided feedback, and the GM will bring a draft agenda to the next meeting.

#### **WPUDA Association Meeting**

GM Weidenfeller reminded the Commissioners about the WPUDA Association meetings scheduled this January. Commissioner Oosterman will not be in attendance when the Association meetings start but will attend the meetings.

**Discussion of Logo Design**

Commissioner Oosterman is waiting on her contact to further review a new logo design. She will have an update at next meeting.

**Action Items:** None

**Executive Session:** At 7:12 p.m., Commissioner Stearns announced that the Board would be entering into an Executive Session as authorized by RCW 42.30.110(1)(i) to discuss with Legal Counsel representing the agency matters relating to litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency until 7:30 p.m.; Chief Legal Counsel Rehberger was present during the Executive Session. At 7:30 p.m., the Executive Session was closed, and the regular meeting was resumed. No decisions were made during the Executive Session.

**Presentations:**

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

GM Weidenfeller provided a written report. He reported that he, Superintendent Campbell, and AGM Parker will be meeting with Mountain Lakeview Addition on January 11, 2018. Representatives with the Scott Lake water system have requested bids for management, and a meeting with the HOA Board is scheduled for January 18, 2018. The open Accountant position has been filled by TaSeana Tartt, and she will began work on January 8th. GM Weidenfeller reported that staff from the 921 Lakeridge Way SW office have relocated to the new administrative office at 1230 Ruddell Road building in Lacey. Staff is currently accepting applications for Communications Specialist/ Manager position. There are two requests for quotes currently open on the District's website for janitorial services and landscaping services. The GM noted that depending on cost it may be more cost effective to hire an employee to perform janitorial and landscaping services.

**Finance Report:** Julie Parker, Assistant General Manager

AGM Parker will provide a written report at the second meeting in January.

**Commissioner Topics, Discussion and Reports:**

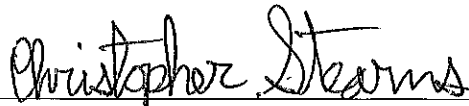
Commissioner Olsen reported on the Thurston Regional Planning Committee (TRPC) agenda from the meeting he most recently attended.

Commissioner Oosterman did not have anything to report. She spoke about Lacey's Fire District, transportation for the WPUDA meetings, and an upcoming function she will attended that focuses on a yearly forecast of the surrounding cities.

Commissioner Stearns spoke about Water Resources Advisory Council (WRAC) meeting he attended at the Department of Ecology (DOE).

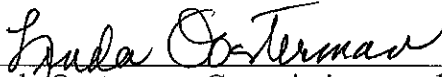
**Summary of Assignments:** None

**Adjournment: Commissioner Olsen made a motion to adjourn the meeting: Commissioner Stearns seconded the motion; all in favor. The meeting was adjourned at 8:12 p.m.**



Chris Stearns, Commissioner and President

Attest:



Linda Oosterman, Commissioner and Secretary