

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 26, 2013  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for February 26, 2013 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday February 26, 2013, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 5:00 p.m. Commissioners Chris Stearns, Linda Oosterman and Russell E. Olsen were present. 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 Cathy Skiles, Clerk to the Board.

**Commissioner Stearns called the general meeting to order at 5:00 p.m.**

**Approval of Agenda:**

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

**Consent Calendar:**

Approval of Minutes: February 12, 2013

Prequalification of Contractors – Small Works Roster

SMA Contracts

Correspondence:

Travel Approvals:

Other –

Voucher Approval

Accounts Payable 2/13/13, 2/20/13

Payroll 2/20/13

Resolutions:

**Commissioner Oosterman made a motion to approve the Consent Calendar, Commissioner Olsen seconded, all in favor.**

**Public Comments: None**

**Swearing-in Ceremony:**

The Oath of Office was administered to Russell E. Olsen, Commissioner, District No. 2, by Thurston County Commissioner Karen Valenzuela.

**Short Break with Refreshments**

Commissioner Stearns made comments to the other two Commissioners about representing the PUD to outside audiences. He explained that prior to representing a position of the Board of Commissioners, a Commissioner must have prior approval of the Board. He stated that when he makes a comment without discussing it first with the other Commissioners, he makes it very clear

that this is his position and not necessarily the position of the PUD Board. He added that when two Board members attend a function at the same time, PUD business cannot be discussed.

### **Election of Officers**

GM Weidenfeller stated Title 54 requires the Commission to have a President and Secretary. Historically, this Board has had a President, Vice President and Secretary. Commissioner Stearns is currently President and Commissioner Oosterman is holding the positions of both Vice President and Secretary. **After discussion, Commissioner Oosterman made a motion to nominate Commissioner Olsen as Vice President and as the Parliamentarian, Commissioner Stearns seconded, all in favor.** Commissioner Stearns will serve as President, Commissioner Olsen as Vice President and Parliamentarian, and Commissioner Oosterman as Secretary.

The Secretary and GM Weidenfeller will discuss the format and content of the minutes.

### **Action Items:**

Resolution 13-01 Ready to Serve Rate:

Commissioner Stearns called for a motion to approve Resolution 13-01. **Commissioner Olsen made a motion to approve Resolution 13-01, Ready to Serve Rate, as written, Commissioner Oosterman seconded, all in favor.**

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

#### **Commissioner Organizational Assignments**

The existing list of the Commissioner assignments was discussed. After discussion, the Commissioners agreed to the following assignments:

Washington Public Utility Districts Association (WPUA) Board Member - Commissioner Stearns, Primary Delegate, Commissioner Oosterman, 1<sup>st</sup> Alternate and Commissioner Olsen, 2<sup>nd</sup> Alternate

WPUA Government Relations and Communications Committee - Commissioner Stearns, Primary Delegate, Commissioner Olsen, 1<sup>st</sup> Alternate and Commissioner Oosterman, 2<sup>nd</sup> Alternate

WPUA Water Committee - Commissioner Oosterman, Primary Delegate, Commissioner Olsen, 1<sup>st</sup> Alternate and Commissioner Stearns, 2<sup>nd</sup> Alternate

Thurston Regional Planning Council (TRPC) - Commissioner Stearns, Primary Delegate, Commissioner Oosterman, 1<sup>st</sup> Alternate and Commissioner Olsen, 2<sup>nd</sup> Alternate

Nisqually WRIA - Commissioner Olsen, Primary Delegate, Commissioner Oosterman, 1<sup>st</sup> Alternate and Commissioner Stearns, 2<sup>nd</sup> Alternate

Chehalis Partnership - Commissioner Stearns, Primary Delegate, Commissioner Olsen, 1<sup>st</sup> Alternate and Commissioner Oosterman, 2<sup>nd</sup> Alternate

Deschutes TMDL - Commissioner Oosterman, Primary Delegate, Commissioner Stearns, 1<sup>st</sup> Alternate and Commissioner Olsen, 2<sup>nd</sup> Alternate

TRPC Sustainability Grant Committees – Commissioner Stearns

Once the Commissioners complete their orientation and workshops, in approximately two months they will bring ideas of other meetings they would like to attend as representatives of the PUD.

GM Weidenfeller provided the Board a description of the meetings he and the staff attend and the organizational memberships on which the staff represents the PUD. Commissioner organizational assignments were reflected on a matrix.

**Commissioner Oosterman made a motion to accept the organizational assignments as presented, Commissioner Olsen seconded. All voted in favor of the motion.**

GM Weidenfeller suggested all the Commissioners should attend the Water Workshop put on by WPUDA in September. The Water Committee meets quarterly and other WPUDA meetings are held monthly with the exception of August. Commissioner Olsen made a motion that the Commissioners will be reimbursed for attendance to WPUDA meetings as they see fit. After discussion, the motion was amended to allow Commissioners to attend the WPUDA meetings as they see fit, with the exception of the annual meetings held in April and December which will need the Board of Commissioner's prior approval to attend. Commissioner Oosterman made a motion to approve the calendar of Commissioner attendance at annual WPUDA meetings by the second meeting in March.

**Commissioner Olsen made a motion: Any Commissioners may attend the WPUDA meetings as they see fit, with the exception of the annual meetings held in April and December, and that will be decided at the second Commission Regular meeting in March. Commissioner Stearns seconded, all in favor.**

GM Weidenfeller asked if he had authorization to work with Commissioner Oosterman on emergency and disaster planning as a Board Representative and with Commissioner Olsen on strategic planning. The Board agreed to this proposal as long as the Board is kept informed.

#### **Commissioner Workshops**

GM Weidenfeller proposed the first and third Tuesdays at 5:30 p.m. for Commissioner workshops. The dates will be March 5, March 19, April 2 and April 16<sup>th</sup>. Commissioner Oosterman may not be able to attend a workshop on April 16<sup>th</sup>. The first three dates will be scheduled and the Board will set dates for the other workshops at a future meeting. Commissioner Olsen asked for an e-mail with the dates and times of upcoming meetings.

#### **Thurston PUD's 75<sup>th</sup> Anniversary**

Thurston PUD was established on November 8, 1938. There are many options for a celebration. Commissioner Olsen suggested doing something with the community to demonstrate what we do for them. Commissioner Stearns supported this idea. Only a few years ago, the PUD was not operational and now it is established with a full staff. Commissioner Olsen offered to take the lead on this and work with GM Weidenfeller. They will bring their ideas back to the Board before moving forward. **Commissioner Olsen made a motion to move forward. He will develop a plan and bring back to the Board with options for them to approve.** Commissioner Oosterman seconded, all in favor.

### **2013 Work Plan**

GM Weidenfeller presented the Board the PUD's 2013 Work Plan. The Work Plan was developed from the Commissioner's 2013 Strategic Goals and Priorities. Commissioner Stearns stated that the Board is just reviewing the Work Plan and is not making any decisions tonight.

### **Staff Presentations:**

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

The General Manager submitted a report in writing.

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

The Operations Manager submitted a report in writing. In response to questions, she noted that the handheld meter readers have been updated and has helped by getting more accurate reads.

The issue of the who will do the work on the Seahawk backflow device and who will pay for it is still being discussed with the City of Olympia. OM Gubbe has two easements that need to be revised. She is working with Lake Lucinda to expand their water system.

Commissioner Stearns asked GM Weidenfeller to explain to the Commissioners the work he has done to develop relationships with agencies in Pierce County. GM Weidenfeller reported that Pierce County has a variety of agencies that provide water service. Many of those are non-governmental entities. They have developed a Pierce County Regional Water Association (RWA) where he is serving as a Board Member. The other group established in Pierce County is the Pierce County Cooperative (Cooperative). The Cooperative is for ground water providers only. The Cooperative sponsored several bills in the legislature this year. They also have an inventory of leak detection equipment that can be used twice a year by the PUD.

OM Gubbe reported staff did find a leak on the Eastridge water system. The reports of problems began last week as dirty water complaints. Staff worked on the treatment and then found the leak. The system was tied into the neighboring system but the customers did experience some water outages. The leak will be repaired by the end of the week and a tree will be removed. The auto-call system was used to notify the customers of the problem and what we are doing to resolve the problem. The customers were asked to use water conservatively until the leak is repaired.

OM Gubbe is working on getting the Coker Well chlorinated.

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

No questions regarding the Variance Report.

**Legal Report:** Joseph Rehberger, Legal Council

Mr. Rehberger reported the Department of Ecology issued a new policy last week regarding adjudication of water rights. This may not affect the PUD; he will discuss it more with GM Weidenfeller.

**Commissioner Reports:** Chris/Linda/Russ

Commissioner Oosterman reported she attended more training with WPUA. She has been called by LOTT to be interviewed for a special project they are working on. They will be interview forty people; the project is regarding reclaimed water. She will be representing herself and not Thurston PUD.

Commissioner Olsen thanked the Board for their appointment of him. He also reported he will be attending the Tanglewilde Park Board Annual Meeting with GM Weidenfeller. The purpose for attending is to get familiar with the community.

Commissioner Stearns reported he attended two meetings since they last met. The Chehalis meeting has a new member representing Grays Harbor County. He also attended the TRPC Sustainable meeting last Monday; they are finishing up their work next Monday. They will meet less frequently as their grant ends at the end of the year.

**Executive Session:**

**Commissioner Stearns moved into executive session at 8:10 p.m. for a ten minute meeting to review the performance of a public employee as authorized under RCW 42.30.110 (1) (g).**

At 8:20 p.m. Commissioner Stearns extended the Executive Session for another fifteen minutes to 8:35 p.m.

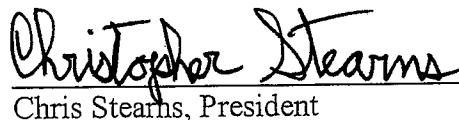
**Commissioner Stearns closed the Executive Session 8:35 p.m.**

**Summary of Assignments:**

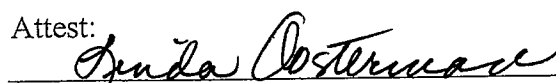
The Secretary and GM Weidenfeller will discuss the format and content of the minutes. Provide the Commissioners dates and times of upcoming meetings and times.

**Adjournment:**

**Commissioner Stearns made a motion to adjourn the meeting at 8:35 p.m., Commissioner Olsen seconded, all in favor.**

  
Chris Stearns, President

Attest:

  
Linda Oosterman, Secretary