

**MINUTES OF THE REGULAR MEETING OF APRIL 9, 2013
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for April 2013 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday April 9, 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), and Cathy Skiles, Clerk to the Board. Joseph Rehberger, Chief Legal Counsel, was excused from the meeting.

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

Approval of Agenda:

President Commissioner Stearns called for a motion to approve the Agenda. **Commissioner Olsen made a motion to add an agenda item regarding the Strategic Plan under Presentations and to approve the agenda as amended. Commissioner Oosterman seconded, all in favor.**

Consent Calendar:

Approval of Minutes: March 26, 2013 Meeting
April 2, 2013 Workshop
Prequalification of Contractors – Small Works Roster
SMA Contracts:
Correspondence:
Travel Approvals:
Other:
Voucher Approval:
Accounts Payable 3/27/13, 4/3/13
Payroll 4/5/13

Resolutions:

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

Public Comments: None

Action Items:

Resolution 13-09 - Approval of Lowest Responsive Bidder for Project #CI-66-001-2013
OM Gubbe explained the items the lowest bidder did not include in their bid which made them a non-responsive bidder. The second lowest bidder was selected as the lowest responsive bidder. **Commissioner Stearns made a motion to approve Resolution 13-09, Commissioner Olsen seconded, all in favor.**

Presentations:

Strategic Plan: Commissioner Olsen provided a copy of the Strategic Plan. He asked for Commissioner and staff participation in filling in the details of the Strategic Plan. He would like to work on the following items as a group:

- Mission Statement
- Purpose of the Organization
- Value statement
- Code of Ethics
- Strategic Goal

He would like the process to quantify each goal so we can measure the success. Included in the goals should be sustainability, stewardship, partnerships, and growth with descriptions of what they mean to the PUD. Commissioner Olsen would like to have this in place by the end of May. The Commissioners discussed ways they could work on this collaboratively. Commissioners Stearns and Oosterman agreed to provide input to the GM by April 18th so that it could be consolidated and brought forward to the April 23rd Commission meeting.

Staff Presentations:

Operations Manager's Report: Kim Gubbe, Operations Manager

OM Gubbe provided a report in writing. She added that the Tanglewilde reservoir and Coker well will be removed from her list of things she is working on as soon as the final paper work is complete.

OM Gubbe also added to her report that she has been asked to participate on the Lewis County Work Group to develop regulations for the County's Group B water systems.

Chief Financial Officer's Report: Financial Variance Report (every 4th week's meeting)

CFO Parker reported she has been asked to sit in on the LEAN review process for the Department of Commerce. Last year, she sat in on the Department of Health's Office of Drinking Water LEAN review of their application process.

CFO Parker reported she has received the I-Pads she ordered for each of the Commissioners. She has sent them over to the County IT to have them set up. She provided the Commissioners with agreements they need to sign to get access to the PUD site from these personal devices. She explained the other information she will need to get them set-up. An extra one was ordered for the office so Julie and Kim can get familiar with them and answer any questions the Commissioners may have.

Commissioner Stearns asked CFO Parker about the Finance 101 class she will be holding for the Commissioners at the workshop next week. He asked her to touch on reserves and what their purposes are. In the rate class Commissioner Stearns attended, they discussed reserves and what they are used for.

**Information or Discussion of Operations/Policy Issues:
Emergency Management and Disaster Planning Project**

Commissioner Oosterman reported she is looking at a comprehensive plan that will address the following issues:

- If employees are home, how they will respond when they first hear of a disaster?
- How will we respond if we cannot enter the building?
- Where should we consider providing duplicates of information that needs to be stored offsite and how will we access it?

She will be looking at other agencies' emergency plans and developing agreements for mutual assistance. Commissioner Oosterman discussed this possible ways to acquire emergency funding with the Thurston County Treasurer. She will be taking on-line emergency planning classes through FEMA as well as attending local emergency planning meetings.

The Emergency Plan being developed will include various scenarios based on different emergencies. The Commissioners discussed different emergencies they would like to address in the plan.

Commissioner Oosterman would like to attend the emergency management meetings and they conflict with Deschutes TMDL meetings. She is the Primary Delegate to the Deschutes TMDL and would like someone else to assume these duties. Commissioner Olsen offered to become the Primary Delegate for the Deschutes TMDL. Commissioner Stearns will be the Alternate Delegate.

Commissioner Oosterman requested the Board support her use of up to 15 days of per diem a year to perform her Emergency Management and Disaster Planning duties. Commissioner Olsen said he was in support of this. Commissioner Stearns said he would support it but would like a monthly report and requested that any decisions that need to be made be brought before the Board prior to making any decisions. Commissioner Stearns added that this activity also falls under the Board's goal to build partnerships with other local agencies.

Commissioner Olsen made a motion to approve Commissioner Oosterman as the PUD primary delegate for Emergency Management matters and to authorize her 15 days of per diem for this activity, and to assign Commissioner Olsen as the Primary Delegate for the Deschutes Partnership, and Commissioner Stearns as the Alternate Delegate. Commissioner Oosterman seconded, all in favor.

General Manager's Report: John Weidenfeller, General Manager

GM Weidenfeller submitted a written report to the Commission. He added that he is meeting with Joe Rehberger on Thursday with the Department of Ecology regarding water rights issues.

On Thursday, GM Weidenfeller will be attending the Pierce County Cooperative and Regional Water Authority meetings. On Friday, he is holding the first meeting of the year of the Thurston County Water Purveyors group.

GM Weidenfeller forwarded the Commissioners an e-mail from a gentleman in Lacey regarding telecommunications. Commissioner Oosterman asked what the consequences are. GM Weidenfeller explained that in the past the Board had not wanted to explore the wholesale telecommunications line of business. NoaNet had offered to do a feasibility study on the subject and the Board decided not to move forward at the time. In 2012, the GM prepared an RFP but the Board decided not to pursue it at the time and in 2012 the GM submitted a grant request to the Department of Commerce, but the grant was not approved. After some discussion, Commissioner Olsen offered to meet with Mr. Saunders, the Program and Policy Director of the Washington State Broadband Office. He would like to learn about the application process and the strengths and weaknesses of prior applications. He will bring information back to GM Weidenfeller and it can be discussed at the next meeting. Commissioner Olsen will respond to the Lacey constituent. The Commissioners discussed the existing communications in Thurston County.

Commissioner Stearns asked if we are still having the impasse with the Tempo Lake Board. GM Weidenfeller said there has been no communications on the subject.

GM Weidenfeller will send letters to the Lew's 81st, Woods and Jenni water system customers regarding the work and consolidation of their water systems. In the next few weeks, he will be sending letters to Garden Acres, Terry Lane and the Sward/Platt customers.

Commissioner Stearns asked about the City of Olympia contract, GM Weidenfeller has asked CFO Parker to follow up on it.

Legal Report: Joe Rehberger, Chief Legal Counsel - Excused from the meeting.

Commissioner Topics, Discussion and Reports:


Executive Session: None

Summary of Assignments:

1. Include a discussion of reserves in the Finance 101 Workshop on 4/16.
2. Reflect that Commissioner Oosterman is no longer the Primary Delegate for the Deschutes TMDL. Commissioner Olsen is now the Primary Delegate and Commissioner Stearns is the Alternate Delegate.
3. Commissioners will provide their input to GM by 4/18 on Strategic Planning to be included in the Agenda for the 4/23 Commission meeting.
4. Commissioner Oosterman will report to the Board on a monthly basis on Emergency Management and Disaster Planning.
5. Commissioner Olsen will report to Board on a meeting he will have with on the potential of submitting a grant request to the Department of Commerce Broadband Office.
6. Commissioner Olsen will contact the constituent in Lacey concerning the broadband question.


Adjournment:

Commissioner Oosterman made a motion to adjourn the meeting, Commissioner Olsen seconded, all in favor.



Chris Stearns, President

Attest:



Linda Oosterman, Secretary