

**MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2015  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The first regular meeting for January 2015 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, January 13, 2015, 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. Also present was John Weidenfeller, the District's General Manager (GM), Kim Gubbe, the District's Operations Manager (OM), Julie Parker, the District's Chief Financial Officer (CFO), Joe Rehberger, Chief Legal Counsel, and Kurin Rosado, Clerk to the Board.

**Call to Order: Commissioner Olsen called the regular meeting to order at 5:11 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 Stearns seconded, all in favor.**

**Consent Calendar:**

Approval of Minutes: December 23, 2014

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Other: None

Voucher Approval:

Accounts Payable: December 24, 2014, December 31, 2014, January 7, 2015

Payroll: January 5, 2015

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

**Public Comments:** None

**Discussion Items:**

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

**Resolution 15-01 Contract with NoaNet**

GM Weidenfeller presented Resolution 15-01 to the Commissioners, which would give him the authority to sign a contract with NoaNet. The contract will allow NoaNet to complete a comprehensive analysis for telecommunications projects for the PUD with the cities of Olympia, Tumwater, and Lacey. **Commissioner Stearns made a motion to open a discussion for Resolution 15-01; Commissioner Oosterman seconded, all in favor.**

Commissioner Olsen shared his excitement regarding the project and the progress accomplished since the project's start. Adoption of this resolution would bring the project closer to becoming a reality. **Commissioner Oosterman made a motion to close the discussion on Resolution 15-01; Commissioner Olsen seconded, all in favor.**

**Information Regarding Audio Taping of PUD Commissioner Meetings**

GM Weidenfeller asked Mr. Rehberger to speak to the legal issues regarding audio taping of the Commission meetings. Mr. Rehberger explained that the PUD is required to have written meeting minutes of the Commission meetings, but it is not required for the PUD to tape meetings. Many jurisdictions tape their meetings to have this information available to the public, or to ensure accurate written records.

Guidelines given by the Municipal Resources Service Center (MRSC) provide that if an entity would like to tape their meetings, they should do so consistently (i.e. all meetings recorded or none). Once an audio recording is created, however, the 'document' becomes public record and is subject to a retention schedule (although the recordings are not a permanent record). If the entity has been taping their meetings as a long-standing practice and wishes to discontinue this practice, it is recommended that they do so with a Resolution.

Public access to the PUD records was discussed, as well as possible consequences if the current practice of recording is discontinued. The Commissioners agreed to revisit this item once more information received. Staff will contact other PUDs to determine whether or not they retain audio recordings of their Commission meetings.

**Commissioner Olsen called for a short recess at 5:35 p.m. Bill Neil, the new Field Technician II, was introduced to the Commissioners. The meeting was resumed at 5:39 p.m.**

**Discussion of the PUD Office Space Lease Agreement**

GM Weidenfeller notified the Board that the lease agreement for the office space currently occupied by the PUD is up for renewal, renegotiation, or cancellation on November 20, 2015. Negotiation for a new lease agreement is required before September 1, 2015. Commissioners and staff discussed the possibilities of renewing the contract at the current location for a lower cost or purchasing a building with property. Also discussed was information pertaining to the recent proposal to relocate the Thurston County courthouse to downtown Olympia. This item will be revisited at future meetings.

**Discussion of the January WPUDA Association Meetings**

Commissioners Stearns and Oosterman will be attending portions of the meetings, scheduled January 14 through January 16. Commissioner Olsen would like to attend the Power Lunch on January 15. The Clerk to the Board will ensure that the Commissioner is registered with WPUDA.

**Action Item(s):**

**Resolution 15-01 Contract with NoaNet**

**Commissioner Stearns made a motion to approve Resolution 15-01 as presented; Commissioner Oosterman seconded, all in favor.** It was noted that the Resolution contained a typo (2014 was written instead of 2015, the current year), and this was acknowledged by the Commissioners and corrected.

**Legal Report:** None

**Presentations:**  
**Staff Presentations:**

**General Manager's Report:** John Weidenfeller, General Manager  
GM Weidenfeller provided a written report. As discussed during meetings in 2014, GM Weidenfeller is researching details surrounding providing emergency disaster preparedness kits for employees.

**Operations Manager's Report:** Kim Gubbe, Operations Manager  
OM Gubbe provided a written report. OM Gubbe reported that there was a call out to the Nisqually Vista water system; one customer that reported air in their line. The issue has been corrected. She also reported that she will be bringing documentation to a later Commission meeting for approval of the 2015 toilet rebates.

The Operations department is now fully staffed, as a Meter Reader/Laborer and a Field Technician II have been recently hired. The temporary employee's last day is Thursday, January 15. OM Gubbe also added that she is looking at a few water systems for acquisition, including a Group B Pierce County system that she will be visiting next week, but she doesn't foresee an acquisition for at least a few months. Staff and Commissioner Olsen will be attending a community meeting with the Country Meadows East No. 2 water system on January 29 to discuss the PUD's recent acquisition and help address any questions those new customers may have.

**Chief Financial Officer's Report:** Julie Parker, Chief Financial Officer  
CFO Parker will provide a written report during the second meeting of January. When the 2015 budget was adopted in September 2014, the monthly surcharges for the Crescent Park, Terry Lane, Pederson Place, and Cornerstone Estates water systems were eliminated going forward. CFO Parker calculated the refund due to four (4) Cornerstone Estates customers that prepaid the surcharges to avoid paying interest. However, two of the customers paid the surcharge amount and subsequently sold their properties. Staff will contact these customers to discover to whom the refund is due. In the future, if a customer would like to prepay any surcharge (or another amount), it is legal counsel's recommendation that a policy be adopted to eliminate the PUD's burden of finding the party to which the surcharge refund is due, if applicable.

**Commissioner Topics, Discussion and Reports**

Commissioner Oosterman will be attending the Thurston County Chamber Forum lunch on January 14.

Commissioner Stearns has been looking into the PUD's legislative delegations. He believes that we should let those representatives know the PUD's stance on the Public Works Trust Fund. He has been doing PR work with those elected officials.

Commissioner Olsen attended the December 19th Thurston Regional Planning Council (TRPC) meeting with Commissioner Stearns. He reported that Thurston Thrives/Public Health and Social Services (PHSS) have been discussing the possible staffing reduction at Joint Base Lewis McChord (JBLM) and the effect this may have on the local economy. He also reported that he has been in contact with the Economic Development Council (EDC) and would like more information on what requirements there are for becoming a Board member for that entity.

**Commissioner Olsen called for a short recess at 6:59 p.m. The regular meeting was resumed at 7:10 p.m.**

**At 7:10 p.m., Commissioner Olsen announced the Board would enter an Executive Session for the purpose of discussing potential litigation, property acquisition, and the performance of a public employee, as authorized by RCW 42.30.110 (1)(i), RCW 42.30.110 (1)(c), and RCW 42.30.110 (1)(g) for 30 minutes. At 7:40 p.m., it was announced in the public area that the Executive Session would be extended for 10 more minutes. The Executive Session was closed at 7:50 p.m. No actions were taken.**

**Summary of Assignments:**

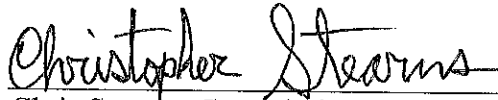
1. Staff will inquire with other PUDs regarding whether or not they maintain audio recordings for their Commission meetings.
2. Staff will continue to evaluate PUD space needs concerning the September 2015 lease renewal deadline.
3. Clerk to the Board will register Commissioner Olsen for the January 15 Power Lunch with WPUA.
4. Staff will prepare the necessary documentation for the Commissioners to approve 2015 toilet rebates.
5. Staff will follow up with Commissioner Olsen regarding the January 22 Tanglewilde Generator meeting.

**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.**



Russell Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary