

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 23, 2016
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for February 2016 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, February 23, 2016, at 921 Lakeridge Way SW, Suite 301, Olympia WA 98502, commencing at 5:02 p.m. Commissioners Russell 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 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 excused for the meeting.

Call to Order: Commissioner Stearns called the regular meeting to order at 5:02 p.m. The Pledge of Allegiance was recited by all present.

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

Consent Calendar:

Approval of Minutes: February 9, 2016
Prequalification of Contractors – Small Works Roster: None
SMA Contracts: None
Correspondence: None
Travel Approvals: None
Voucher Approval:
 Accounts Payable: February 10, 2016, February 16, 2016
 Payroll: February 19, 2016
Resolution: None
Other: None

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

Public Comments: A member of the Public was present later in the meeting, 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:

Radio Equipment Distribution

GM Weidenfeller gave an update on the emergency radio communications project. He is working on getting access to radio nets for emergency operations centers in Thurston, Lewis, and Pierce counties. A list of the equipment required for each staff member has been created.

Action Item(s): None

Legal Report: None

Presentations:

Staff Presentations:

General Manager's Report: John Weidenfeller, General Manager

GM Weidenfeller provided a written report. GM Weidenfeller will make a presentation to Cedar Ridge Estates homeowners with Joe Rehberger, Commissioner Chris Stearns, OM Gubbe, and CFO Parker on February 24th. The Telecommunications Workgroup meeting is scheduled for March 25th at 9:00 a.m.; GM Weidenfeller will not be attending this meeting, but CFO Parker will serve as staff for that meeting. GM Weidenfeller also reported that the Meter Reader position has been filled and the new employee will begin on March 1st.

Operations Manager's Report: Kim Gubbe, Operations Manager

OM Gubbe did not provide a written report. OM Gubbe reported that the Tanglewilde-Thompson Place generator installation project has begun and is moving forward quickly. The Lew's 81st water system is still being chlorinated. A contractor will be installing blow off valves for the system and the project is expected to go into March. In addition, the booster pump on the Sward system failed and recently caused a short water system outage.

OM Gubbe has also been working on a project for the Skookumchuck Maintenance water system. A 4-Log chlorine treatment system will be installed and each customer will be metered at that system. A letter was sent to the customers of the Covington water system regarding the lead issue. OM Gubbe has been in contact with the state about the issue and she is awaiting further contact with their office. In the meantime, staff will try to obtain samples from other homes on the system and resample the home that had the high sample and work with that homeowner.

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

CFO Parker provided a written report. The metered water revenue for January is aligned with the revenue reported for January 2015. CFO Parker has been working on a resolution, to be brought forward at the next Commission meeting, regarding customer account write-offs; some of these accounts will be submitted to a collection agency for customer debt recovery.

Commissioner Topics, Discussion and Reports:

Commissioner Oosterman has meetings scheduled for the next few days. There is a Deschutes Total Maximum Daily Load (TMDL) meeting scheduled for next month as well.

Commissioner Olsen is looking forward to the end of the legislative session on March 10th. He is currently preparing for his confirmation hearing in front of the Senate on February 25th. The Commissioners discussed the telecommunications project and the progress of telecommunications bills in the legislative process.

Commissioner Stearns attended the Chehalis Partnership meeting. Their progress was reported as well as information regarding a flood authority problem. The Commissioner will be attending the Cedar Ridge Estates meeting with staff on February 24th.

Summary of Assignments:

1. Invite NoaNet to the March 25 Telecommunications workgroup meeting; ensure that the meeting will be in WPUA's larger meeting room. Advertise the meeting.
2. Provide the Commissioners with a printed copy of the broadband feasibility assessment created by NoaNet.
3. Staff will document any issues and communications with customers of the Covington water system regarding the lead issue and/or sampling.

At 6:25 p.m., Commissioner Stearns announced that the Board would be entering Executive Session to discuss real estate acquisition and the performance of a public employee, as authorized by RCW 42.30.110 (1)(b) and RCW 42.30.110 (1)(g) respectively, for 10 minutes. At 6:35 p.m., the Executive Session was adjourned and the regular meeting was continued. No decisions were made.

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Oosterman seconded; all in favor. The meeting was adjourned at 6:37 p.m.


Chris Stearns, Commissioner and President

Attest:


Linda Oosterman, Commissioner and Secretary