

**MINUTES OF THE REGULAR MEETING OF MAY 24, 2016  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for May 2016 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, May 24, 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), and Kurin Rosado, Clerk to the Board. Kim Gubbe, the District's Operations Manager (OM) was excused from 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: May 9, 2016

Prequalification of Contractors – Small Works Roster: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

    Accounts Payable: May 11, 2016, May 18, 2016

    Payroll: May 20, 2016

Resolution: None

Other: Letter, Notification of Emergency Water Loss of Pressure at the Tracy 2 Water System and Waiver of Competitive Bidding Requirements

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

**Public Comments:** None

**Discussion Items:**

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

**Discussion of Wi-Fi Sponsorship/Participation for Tumwater 4th of July Celebration**

Commissioner Olsen and GM Weidenfeller have corresponded with Angela Bennink with NoaNet regarding the event. There are two options that are currently available:

1. If approved by the Mason County PUD No. 3 general manager and if within the budgetary means of Thurston PUD to do so, use a device to provide Wi-Fi access at the event; the device is owned by Mason County PUD No. 3.

2. Use a provider to sponsor Wi-Fi access for the event.

GM Weidenfeller will update the Commissioners on costs for the first option when those become available. Commissioner Oosterman would like staff to look into sponsoring or participating in Olympia Harbor Days in early September, if this event is a success. The Commissioners gave approval for GM Weidenfeller to go forward with securing the first option, if the costs are \$5,000 or less.

**Action Item(s):**

**Approval of Changes to Strategic Plan**

After briefly discussing proposed changes to the Strategic Plan, the Commissioners approved the proposed changes.

**Approval of Revised Commissioner Organizational Assignments**

After briefly discussing proposed changes to the Commissioner organizational assignments and making a couple of additional changes, the Commissioners approved the proposed changes.

**Approval of Changes to Commissioner Per Diem Procedure**

After briefly discussing proposed changes to the Commissioner Per Diem procedure and worksheet, the Commissioners approved the proposed changes. The Commissioners will begin using the new worksheet in June.

**Approval for General Manager to Approve Engineering Contracts for Crescent Park Water System Improvements and to Address Multiple Well Drilling/Capacity Issues**

GM Weidenfeller, OM Gubbe, and Field Supervisor Scott Dixon met with Mike Krautkramer with Robinson Noble Saltbush, Inc. on May 23rd to discuss the wells at the Indian Crest 1, Indian Crest 2, Fir Tree 2, Garden Acres 3 and Loma Vista water systems. These systems have had well issues, and staff is working through the problems on each individual system.

The Crescent Park water system is an older system that has become corroded. Staff is working with RH2 Engineering on interim fixes to save money and extend the system's expectancy, since improvements weren't planned for in the Capital Improvement Plan (CIP). GM Weidenfeller explained that the work being done for these systems fall under maintenance, so the work is classified differently than Public Works improvements.

GM Weidenfeller also received information from Mr. Krautkramer on shallow wells (less than 100 ft) for future improvements.

**Certificate of Appreciation for Clark Halvorson**

After discussion, the date on the certificate was changed. The Commissioners approved the certificate.

**Legal Report:** None

Commissioner Stearns called for a break to sign documents - during this break, Commissioner Oosterman discussed changes to be made to her portion of the Commissioner Topics, Discussion and Reports section of the May 9th Commission meeting minutes (approved earlier in the meeting). The amended copy was signed by the Commission President and Secretary.

**Commissioner Olsen made a motion to approve these changes as amended by Commissioner Oosterman; Commissioner Stearns seconded the motion; all in favor.**

**Presentations:**

**Staff Presentations:**

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

GM Weidenfeller provided a written report. The Tanglewilde Park and Recreation Commissioners will be meeting at 7:00 p.m. on May 25th at Lydia Hawk Elementary School; Commissioner Bob Coker will speak with the other Commissioners regarding a ribbon-cutting event for the Tanglewilde-Thompson Place generator. Resolution 16-06 was approved by the PUD Commissioners on May 9th, and the GM, legal counsel, and CFO Parker are working to complete and sign an agreement with Cedar Ridge Estates Water Association as soon as possible.

GM Weidenfeller and OM Gubbe recently visited two Pierce County water systems; the owners of these systems have expressed interest in PUD acquisition. The radio system installation has been completed in the office. The call center will be equipped with an emergency radio, then the system will be tested and training will be scheduled.

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

OM Gubbe provided a written report. GM Weidenfeller went through OM Gubbe's report, since she wasn't present. Staff also informed the Commissioners of a proposed marijuana business in Pierce County; customers of the Wild Rose 3 water system have received an informational letter from the County and have contacted our office with their water-related concerns. Staff will follow up with these customers.

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

CFO Parker provided a written report. The 2015 financial statements are almost completed and are in the final review process. The CFO also reported that the first Project Help fund disbursement was recently completed for a customer.

CFO Parker also reported that she contacted WCIA regarding the bee-keeping project proposed within the fencing of the Tanglewilde-Thompson Place water system reservoir. There was some concern about having bees on the property as a potential source of harm to our employees as well as the school children. It was suggested that the District obtain coverage from the School District for up to \$5,000,000. **The Commissioners discussed the statement from WCIA and decided it was not in the District's interest to allow the bee-keeping project to go further.**

**Commissioner Topics, Discussion and Reports:**

Commissioner Olsen reported on candidate filing week for Thurston County which recently concluded; he is not running against another opponent, as no individual has filed for candidacy for District Two PUD Commissioner. He will attend the next Thurston Regional Planning Council (TRPC) meeting on June 3rd. The Commissioner will also meet with the Tumwater Parks Director on Thursday, May 26th to discuss the 4th of July event.

Commissioner Oosterman will be attending the next Deschutes Total Maximum Daily Load (TMDL) meetings, as the next month's topic will be water quality. She will be out of town from May 30th until June 3rd, and then again from June 9th until June 14th. She had a discussion with a family member who resides in eastern Washington about PUDs in the region, as well as their infrastructure and procedures.

Commissioner Stearns recently attending the WPUA Telecom workshop. There were representatives from the large providers (e.g. CenturyLink, Comcast) in attendance; he reported on pole attachments and public-private partnerships. He met with Thurston County Commissioner Sandra Romero. The Commissioner also received a tour of the NoaNet mainframe facility in Spokane.

**Summary of Assignments:**

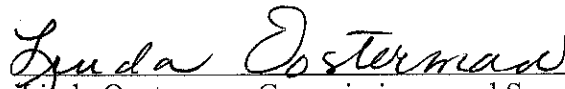
1. Reschedule the June 14th Commission meeting to June 7th and advertise appropriately.
2. Research information on getting a booth/display for the Tumwater 4th of July event.
3. The Clerk to the Board will update the PUD logo on the Commissioner per diem worksheet.
4. The Clerk to the Board will frame the Certificate of Appreciation for Mr. Halvorson and have it delivered by the week of May 31st.

**Adjournment: At 7:57 p.m., Commissioner Stearns announced that adjournment for the meeting would be postponed until Friday, May 27th. The Commissioners will resume the meeting on this day at 2:00 p.m. at 5020 Joppa St SW, Tumwater, WA 98512 - the meeting will be adjourned when two of the Commissioners are no longer present and a quorum doesn't exist.**

**The Commissioners reconvened the meeting at 2:00 p.m. on Friday, May 27th at 5020 Joppa St SW, Tumwater, WA 98512; the meeting was adjourned when two of the Commissioners left the premises and a quorum no longer existed.**

  
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Chris Stearns, Commissioner and President

Attest:

A handwritten signature in cursive script that reads "Lynda Oosterman". The signature is written in black ink and is positioned above a horizontal line.

Lynda Oosterman, Commissioner and Secretary