

**MINUTES OF THE REGULAR MEETING OF MAY 9, 2017
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for May 2017 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, May 9, 2017, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 5:09 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 Director of Finance and Administration (DFA), Joe Rehberger, the District's Chief Legal Counsel, and Kurin Rosado, Clerk to the Board.

Call to Order: Commissioner Oosterman called the regular meeting to order at 5:09 p.m. The Pledge of Allegiance was recited by all present.

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

Consent Calendar:

Approval of Minutes: April 25, 2017
Prequalification of Contractors – Small Works Roster: None
SMA Contracts: None
Correspondence: None
Travel Approvals: None
Voucher Approval:
 Accounts Payable: April 26, 2017, May 3, 2017
 Payroll: May 5, 2017
Resolution: None
Other: None

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

Public Comments: None

At 5:20 p.m., Commissioner Oosterman announced that the Board would be entering an Executive Session to discuss potential real estate acquisitions, as authorized by RCW 42.30.110 (1)(b), and the performance of a public employee, as authorized by RCW 42.30.110 (1)(g), until 5:35 p.m. At 5:35 p.m., it was announced in the public area that the Executive Session would be extended another ten minutes. At 5:45 p.m., it was announced in the public area that the Executive Session would be extended another ten minutes. At 5:55 p.m., the Executive Session was adjourned and the regular meeting resumed. No decisions were made.

Information or Discussion of Operations/Policy Issues:

Conservation Measures for 2017

GM Weidenfeller presented the 2017 conservation incentive proposed by Kim Gubbe, the

District's Director of Operations and Compliance. The proposed incentive would have the PUD purchase 200 to 250 garden hose timers to hand out to customers to help reduce irrigation usage for those customers without automated irrigation systems. Commissioner Stearns asked about the possible impact to water revenue for the summer months and any repercussions. The GM and the DFA weren't concerned that the proposed incentive would have a large impact on water revenue as there may not be many customers participating.

Resolution 17-19, Contract Amendment for KMB Architects, Inc.

This resolution allow the District to sign a contract amendment to the professional service agreement contract with KMB Architects, Inc., P.S. for services related to renovation, design of building space, and contractor oversight. The resolution requests a contract amendment of \$23,530; the funds have already been budgeted in the building purchase approval. Commissioner Olsen asked about cost structure in regard to change orders for this contract. **Commissioner Olsen made a motion to approve Resolution 17-19 as presented: Commissioner Stearns seconded the motion; all in favor.**

Discussion – Potential Acquisition of the County Water and Sewer Systems

GM Weidenfeller discussed the potential acquisition of Thurston County water and sewer systems. He also discussed the timeline of the research being performed for the systems. The Commissioner relayed their concerns with the process, and the GM explained his direction going forward; an engineer has been hired to review information from the County. More information is expected by the end of June.

Discussion – PUD Building Configuration

Commissioners and staff reviewed layouts provided by the architect. Commissioner Oosterman explained her concerns regarding the proposed layout, so staff will follow up with the architect about an optimal layout before any plans are approved for construction. GM Weidenfeller presented information regarding a storage building where field staff can park the PUD vehicles and store supplies; the rent will be \$1,300 a month with a long-term lease. The Commissioners authorized the GM to pursue a rental contract for the storage space. DFA Parker estimates that leasing the 1240 Ruddell Rd SE building will bring in \$50,000 to \$60,000 in rent revenue per year.

Action Items:

Resolution 17-16, Policies and Procedures Update

This resolution was discussed at a prior meeting. **Commissioner Olsen made a motion to approve Resolution 17-16 as presented: Commissioner Stearns seconded the motion; all in favor.**

Resolution 17-17, Contract for Employee Parking at St. Martin's Center, LLC

The purpose of this resolution is to authorize the GM to approve and sign a contract for 14 employee parking slots across the street from the 1230 and 1240 Ruddell Rd SE buildings. The cost is \$350 per month. **Commissioner Olsen made a motion to adopt Resolution 17-17 as presented: Commissioner Stearns seconded the motion; all in favor.**

Presentations:

General Manager's Report: John Weidenfeller, General Manager
GM Weidenfeller provided a written report. The GM asked for questions on his report or the operations report, but there were none.

Finance Report: Julie Parker, Director of Finance and Administration
DFA Parker will provide a written report at the second meeting of the month.

Commissioner Topics, Discussion and Reports:

Commissioner Olsen spoke briefly about the upcoming Thurston Regional Planning Council (TRPC) Retreat on June 2nd in Bucoda. At this meeting, industrial planning, transportation issues, etc. will be discussed.

Commissioner Stearns discussed aquifers in the southern portion of Thurston County and how these affect groundwater.

Commissioner Oosterman spoke briefly about an experience with Emergency Management in relation to groundwater. The Commissioners condensed their reports to enter Executive Session.

At 7:58 p.m., Commissioner Oosterman announced that the Board would be entering Executive Session to discuss potential real estate acquisitions, as authorized by RCW 42.30.110 (1)(b), and the performance of a public employee, as authorized by RCW 42.30.110 (1)(g), until 8:30 p.m. At 8:30 p.m., it was announced in the public area that the Executive Session would be extended another 35 minutes. At 9:05 p.m., the Executive Session was adjourned and the regular meeting resumed. No decisions were made.

Summary of Assignments:

- Add approval of the proposed 2017 conservation customer incentive to the Consent Calendar for the May 23rd Commission meeting.
- Contact the building architect to discuss the optimal placing for a shower in the new PUD building.
- Generate certificates of appreciation for the District's realtors and the former building owner.
- Bring forward an informational sheet regarding the new building's/property's income and expense specifications.
- Research parking space designation and towing procedures with St. Martin's Center, LLC in regard to employee parking at the new building location.

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting was adjourned at 9:15 p.m.



Linda Oosterman, Commissioner and President

Attest:



Russell E. Olsen, Commissioner and Secretary