

**MINUTES OF THE REGULAR MEETING OF MARCH 13, 2018
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for March 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, March 13, 2018 at the Public Utility District No. 1 of Thurston County office located at 1230 Ruddell Road SE, Lacey, Washington 98503. The meeting commenced at 5:01 p.m. Commissioners Russell E. 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 Assistant General Manager (AGM), Kim Gubbe, the District's Director of Planning and Compliance, Tracie Jones, Clerk to the Board, and TaSeana Tartt, the District's Senior Accountant. Lee Doyle, a Graphic Artist, provided a presentation on proposed District logos.

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

Approval of Agenda: Commissioner Stearns amended the agenda to add an Executive Session as authorized by RCW 420.30.110 (1) (c), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. Commissioner Oosterman made a motion to approve the agenda as amended: Commissioner Olsen seconded the motion; all in favor.

Consent Calendar:

Approval of Minutes: February 27, 2018
Prequalification of Contractors: Vanier Construction Management
SMA Contracts: None
Correspondence: None
Travel Approvals: None
Voucher Approval:
 Accounts Payable: February 28, 2018, March 7, 2018
 Payroll: March 5, 2018
 Other: None

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

Public Comments: None

Discussion of Logo Design

Commissioner Oosterman has been working with local artist Lee Doyle in the development of the new logo design. Ms. Doyle presented the Board and staff with the final mockup of the design options for TPUD logos with color options for the logo requested by PUD staff. DPC Gubbe and Ms. Doyle will meet to follow-up. The selected logo has one green line bordered by two blue lines.

Commissioner Oosterman made a motion to approve the second version of the new logo design as presented: Commissioner Olsen seconded the motion; all in favor.

Update on Building Renovations

DPC Gubbe gave a brief update on the renovations of the 1230 Ruddell Road SE building. The contractor has begun the work to enable use of the existing door on the west side of the building in order to ensure that the building is up to code for fire exits. It has been determined that the HVAC system at 1230 Ruddell Road needs to be replaced. DPC Gubbe has received one bid and is currently awaiting two more;

the first estimate came in at \$75,957.75 plus tax. GM Weidenfeller will have a recommendation for the Board at the next meeting.

Update on Merger and Combined Utility Activities

AGM Parker gave an update on current merger and combined utility activities. AGM Parker reported that the February billing went out without any issues. Staff is working to ensure that all the meter reads are inputted properly.

Discussion of Water Rates for HOA Community Parks and Entry Areas

GM Weidenfeller will draft a resolution to provide Homeowners Association community entry areas with a break on water usage for these community purposes. Commission Stearns asked that this be contingent upon the HOA's paying their property taxes.

Discussion of Date for PUD Open House

Two "Open Houses" are proposed for the PUD. A WPUDA open house will be held, and WPUDA will provide lunch at Thurston PUD's new building on March 14th. GM Weidenfeller suggested to the Board that a community-wide open house be held at the end of May to allow for all the work to be completed by the contractor as well as for the rebranding with the new logo to be completed. The Board decided to wait until a later date to decide on the day for the second open house.

Discussion of Date for PUD Picnic

GM Weidenfeller suggested scheduling this event for June 29, 2018 at Burfoot Park. Kurin Rosado, Accounting Assistant II, volunteered to coordinate the picnic.

Presentations:

General Manager's Report: John Weidenfeller, General Manager

GM Weidenfeller provided a written report. He reported that he and Superintendent Campbell met with the Countrywood Park Estates water system HOA Board. This HOA represents 109 of the 273 customers on the water system. They were concerned about water rights, rates, and pressure issues. Staff will reach out to the community and ask them to let us know about any issues. We were asked by the HOA Board to attend an April 18th HOA Community meeting. The Timberline HOA has scheduled a meeting with the GM and Superintendent on July 14th to discuss acquisition of the Packwood water systems. Staff will put together a package selling the Packwood water systems to the HOA and will consult with the TPUD Board prior to the meeting in July to get approval of negotiating terms. GM Weidenfeller spoke on the training opportunities that the staff will be attending in the upcoming months. He reported on new staff positions within the TPUD. The District interviewed applicants for Communications Specialist/ Manager position and an offer was made and verbally accepted by Ruth Clemens. GM Weidenfeller spoke briefly on Ms. Clemens' background and qualifications. Her employment will begin on April 1, 2018. The GM also reported that Cathy Wise has been selected as a new CSR I and was offered a conditional offer of employment. Ms. Wise began employment with the PUD on March 1, 2018. An internal position, Operations Specialist I, was opened on March 2, 2018, and closed on March 12, 2018. Brian Wilson applied for the position and will be interviewed. Erica Schilt was reclassified from Office Manager position to the position of Senior Operations Specialist. Both of these positions will be in the Department of Planning and Operations managed by DPC Gubbe.

Commissioner Topics, Discussion and Reports:

Commissioner Olsen spoke briefly about setting a meeting that will be scheduled between himself, GM Weidenfeller, and Port Commissioner Bill McGregor in reference to broadband. He briefly reported on a meeting with himself, the GM, AGM Parker and DPC Gubbe in reference to capital related cash management and asset management. Commissioner Olsen requested that the date of the second

Commission meeting in April be changed as he will be traveling that day and is not able to call in or attend. It was agreed to move the meeting to April 23, 2018 at 4:00 p.m.

Commissioner Oosterman spoke about TPUD developing a relationship with SPSCC and the Veterans Association to encourage more people to learn the skills necessary to have a career within the PUD and other utility companies. Commissioner Oosterman attended an emergency management meeting where she spoke with the Tumwater Fire Chief. He will be visiting the satellite office in Tumwater. Commissioner Oosterman informed the Board and staff that she will be out of town March 30, 2018 through April 10, 2018, but will be calling in for Board meeting on April 10, 2018.

Commissioner Stearns spoke about a recent trip to California where water conservation is necessary. He told the Board about a water bill he was able to review and how California utilities charge their customers a Conservation Tax.

Executive Session: At 6:54 p.m., Commissioner Stearns announced that the Board would enter into an Executive Session, as authorized by RCW 420.30.110 (1) (c), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price until 7:25 pm. At 7:25 p.m., the regular meeting was resumed.

Summary of Assignments:

- DPC Gubbe and Ms. Doyle will work on signage with the new logo.
- Bring forward a resolution for water rates for HOA community entry areas.
- Provide the Board with a recommendation for HVAC replacement.
- Reschedule the April 24, 2018 Board meeting to April 23, 2018 beginning at 4 p.m.

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; all in favor. The meeting was adjourned at 7:25 p.m.


Chris Stearns, Commissioner and President

Attest:


Linda Oosterman, Commissioner and Secretary