

**MINUTES OF THE REGULAR MEETING OF NOVEMBER 12, 2019
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for November 2019 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, November 12, 2019, at District's administrative office located at 1230 Ruddell Road SE, Lacey, Washington 98503, commencing at 5:00 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the meeting. The following District employees were present:

- John Weidenfeller, General Manager (GM)
- Julie Parker, Assistant General Manager (AGM)
- Jim Campbell, Director of Field Operations (DFO)
- Ruth Clemens, Administrative Services Manager (ASM)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- Joe Rehberger, Chief Legal Counsel
- Kurin Miller, Clerk to the Board

Call to Order: Commissioner Olsen called the regular meeting to order at 5:00 p.m. The Pledge of Allegiance was recited.

Approval of Agenda: Commissioner Oosterman made a motion to approve the agenda as amended; Commissioner Olsen seconded the motion; all in favor. (Commissioner Stearns not yet present.)

Consent Calendar:

Approval of Minutes: October 22, 2019

Prequalification of Contractors: Bates Roofing, LLC

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: October 24, 2019, October 31, 2019, November 7, 2019
- 2) Payroll: November 5, 2019

Other: None

Commissioner Oosterman made a motion to approve the Consent Calendar as presented; Commissioner Olsen seconded the motion; all in favor. (Commissioner Stearns not yet present.)

Public Comment: A customer from the Salkum water system addressed the Commissioners regarding a lot he owns and the large balance due on his account. Staff will research the issue and follow-up with this customer. Two customers from the Indian Crest 1 water system were present as well; one of the customers addressed the Commissioners regarding well restrictions since the well is situated on his property. Staff will follow-up and respond to this customer.

Information or Discussion of Operations/Policy Issues:

Discussion – Plaque for PUD Administrative Building

ASM Clemens presented several different examples of dedication plaques from buildings around the County. Commissioner Oosterman suggested rewording the mission statement on the dedication. Commissioners and staff discussed placement options; Commissioners asked staff for mock-ups as well as pricing information.

Discussion – Customer Satisfaction Survey

ASM Clemens presented a report on the upcoming Customer Satisfaction Survey. Staff will provide the Commissioners with the proposed Customer Satisfaction Survey questions for review. The Commissioners and staff discussed several topics related to the survey.

Presentation – 3rd Quarter 2019 Strategic Plan Performance Measurement Report

GM Weidenfeller and AGM Parker presented on the 3rd quarter 2019 updates for the Strategic Plan Performance Measurement Report. The Commissioners and staff discussed several topics during the presentation, including customer payments, City of Lacey’s recent data breach, the District’s metering plan, and other matters.

Presentation – Water Rights

AGM Parker presented on water rights and development. Mr. Rehberger addressed select terminology during the presentation.

1st Reading – Resolution 19-46, 2nd Amendment to the 2019 Operating Budget

AGM Parker gave a brief overview of this resolution. She addressed that personnel-related expenses were the main reason for this amendment, including three new full-time employees and select promotional opportunities.

1st Reading – Resolution 19-41, Approval to Surplus Equipment

AGM Parker gave a brief overview of this resolution. This resolution will be scheduled for approval at the next Commission meeting.

1st Reading – Resolution 19-48, Amendment to Resolution 19-29, Employee Job Classifications and Salary Ranges

GM Weidenfeller gave a brief overview of this resolution, including the changes made to the General Manager’s and Assistant General Manager’s ranges. Commissioner Stearns asked about the records-related job classifications, specifically regarding the large number of public records requests recently received. Commissioner Stearns and ASM Clemens discussed this issue.

Action /Approval Item(s):

Motion – Authorization to Purchase a Pump Truck, Not to Exceed \$200,000

AGM Parker updated the Commissioners and staff on her contact with Washington Cities Insurance Authority (WCIA) regarding repairs for the pump truck. Since repairs will be covered by the District's insurance carrier, WCIA, GM Weidenfeller requested to withdraw the motion.

Resolution 19-39, 2020 Ad Valorem Tax/Tax Banking

This resolution, along with the two separate options presented, was discussed at a prior meeting. AGM Parker asked that the Commissioners vote on both options separately. Commissioner Olsen relayed the recommendation by the Utility Rate Advisory Committee (URAC); all three Commissioners addressed their views on each option presented.

Commissioner Stearns made a motion to approve the second option presented for Resolution 19-39 (adopting a tax levy with a 10% reduction from the 2019 level): Commissioner Olsen seconded the motion; the motion failed with Commissioners Olsen and Oosterman voting against and Commissioner Stearns voting in favor.

Commissioner Oosterman made a motion to approve the first option presented for Resolution 19-39 (to establish the level of the regular property tax levy for 2020 at an increase of 0.47441%): Commissioner Olsen seconded the motion; the motion passed with Commissioners Olsen and Oosterman voting in favor and Commissioner Stearns voting against.

Resolution 19-40, Lost Tax Resolution

This resolution was discussed at an earlier Commission meeting. **Commissioner Oosterman made a motion to approve Resolution 19-40 as presented: Commissioner Stearns seconded the motion; all in favor.**

Resolution 19-37, 1st Amendment to the 2020 Operating Budget

This resolution was discussed at an earlier Commission meeting. Commissioner Stearns addressed staff regarding their effort in relation to the budget. **Commissioner Oosterman made a motion to approve Resolution 19-37 as presented: Commissioner Stearns seconded the motion; all in favor.**

Resolution 19-38, 1st Amendment to the 2020 Capital Budget

This resolution was discussed at an earlier Commission meeting. Commissioner Olsen commented on the postponement of the GIS Program project. The Board supports this effort and would like to bring this back for discussion next year. **Commissioner Oosterman made a motion to approve Resolution 19-38 as presented: Commissioner Stearns seconded the motion; all in favor.**

Commissioner Signatures/Break: Commissioner Olsen announced a break to sign documents at 7:00 p.m. The regular meeting commenced at 7:15 p.m.

Presentations:

GM Weidenfeller provided a written report. He attended an environmental health meeting on November 7, 2019; he reported on the recommendations for PFAS/PFOA addressed at that meeting. Commissioners and the GM discussed this matter. The GM reported the new URAC member has been trained. He would also like to bring forward a resolution to increase his public works spending limit to \$350,000; several PUDs have made this change already.

DFO Campbell reported on the cleaning of two separate steel storage tanks, the installation of a well pump at the Crescent Park water system, and the installation of corrosion control at the Talcott water system. ASM Clemens reported the three new employees have been hired. She also reported that the Project Management Specialist is working on fencing for the administrative building as well as a parking lot issue here; she also delivered cyber security training to District employees.

Commissioner Topics, Discussions and Reports:

Earlier in the meeting, Commissioner Stearns asked about feedback on WPUDA's Executive Committee president, however no update was available. Commissioner Stearns attended the recent Thurston Regional Planning Council (TRPC) meeting; he reported on the topics discussed at that meeting.

Commissioner Oosterman had nothing to report.

Commissioner Olsen reported on the URAC group. He also spoke about WPUDA.

Commissioner Break: Commissioner Olsen announced a break before the Executive Session at 7:44 p.m. The regular meeting commenced at 7:50 p.m.

Executive Session: At 7:50 p.m., Commissioner Olsen announced that the Board would enter into an Executive Session until 8:15 p.m. in accordance with the following provisions:

- **RCW 42.30.110 (1)(b) - To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.**
- **RCW 42.30.110 (1)(i) - To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.**

At 8:15 p.m., Commissioner Olsen announced that the Executive Session would be extended until 8:30 p.m. At 8:30 p.m., Commissioner Olsen announced that the Executive Session would be extended until 8:45 p.m. At 8:45 p.m., the Executive Session was closed and the regular meeting resumed. No decisions were made during the Executive Session.

Adjournment: Commissioner Stearns made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; all in favor. The meeting adjourned at 8:45 p.m.

Assignments:

- 1) Staff will follow-up with the Salkum water system customer regarding his account.
- 2) Staff will follow-up with the Indian Crest 1 water system customers.
- 3) Provide the Commissioners with mock-ups of the proposed dedication plaque as well as pricing for proposed options.
- 4) Provide the Commissioners with the proposed Customer Satisfaction Survey questions.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary