

**MINUTES OF THE REGULAR MEETING OF NOVEMBER 26, 2019
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for November 2019 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, November 26, 2019, at the 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)
- Ruth Clemens, Administrative Services Manager (ASM)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- Teal Reopelle, Administrative Assistant
- Michael Keadle, Laborer
- Kathleen Linnemeyer, Accountant
- 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: November 12, 2019

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

1) Accounts Payables: November 15, 2019, November 21, 2019

2) Payroll: November 20, 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.)

Introduction of New Employees: GM Weidenfeller introduced the new Administrative Assistant and the new Laborer. FCSM Tartt introduced the new Accountant. Commissioners addressed the new employees.

Public Comment: None

Information or Discussion of Operations/Policy Issues:

Discussion – Plaque for PUD Headquarters

ASM Clemens briefly presented on acquiring a dedication plaque for PUD Headquarters as well as plaque options. Commissioners and staff discussed different options, and agreed to consider an indoor plaque. ASM Clemens will provide examples of glass plaques to explore options further to present at a later meeting.

Discussion – Customer Satisfaction Survey

ASM Clemens briefly presented on the proposed Customer Satisfaction Survey. Commissioners and staff discussed customer contact/correspondence. The Commissioners suggested implementing the survey from April 1, 2020 to April 30, 2020. Commissioner Oosterman suggested a change to the water usage portion of the survey based on forthcoming PFAS/PFOA information. This item will be brought forward to a later meeting for further discussion.

Discussion – WPUA Annual Conference, December 4th – December 6th

GM Weidenfeller addressed the Board on this briefly. Commissioners Oosterman and Stearns received travel packets for this event.

1st Reading – Resolution 19-49, Policies and Procedures Update

AGM Parker gave a brief overview of this resolution. She addressed the updates for each of the three policies presented. Commissioner Olsen asked about the purchasing authority change for GM Weidenfeller. GM Weidenfeller addressed the Board, and this matter was discussed more extensively by the Board and GM Weidenfeller.

Action /Approval Item(s):

Discussion – Set Date for Workshop to Discuss Items for MOU with Thurston County Commissioners

GM Weidenfeller briefed the Board on the Memorandum of Understanding (MOU) with the Thurston County Commissioners. Commissioner Stearns addressed the Board and staff about this issue. The Board discussed this issue amongst themselves. GM Weidenfeller also added to the discussion. The Board decided to hold a Workshop on Friday, January 17, 2020 at PUD Headquarters, to commence at 4:30 p.m.

Resolution 19-46, 2nd Amendment to the 2019 Operating Fund Budget

This resolution was discussed at a prior meeting. AGM Parker gave a brief overview on the presented amendment. **Commissioner Stearns made a motion to approve Resolution 19-46 as presented; Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Resolution 19-41, Approval to Surplus Equipment

This resolution was discussed at an earlier Commission meeting. AGM Parker gave a brief overview on this resolution. **Commissioner Oosterman made a motion to approve Resolution**

19-41 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.

Resolution 19-48, Amendment to Resolution 19-29, Employee Job Classifications and Salary Ranges

This resolution was discussed at an earlier Commission meeting. AGM Parker gave a brief overview of this resolution. **Commissioner Stearns made a motion to approve Resolution 19-48 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: Commissioner Olsen announced a break to sign documents at 5:52 p.m. The regular meeting commenced at 6:15 p.m.

Presentations:

GM Weidenfeller provided a written report. He also reported on the final stages of fencing installation at the PUD Headquarters, tree trimming at the PUD Headquarters, and access control for the Commissioners' offices. He briefly addressed the ongoing PFAS/PFOA situation.

AGM Parker provided a written report. She reported on her work regarding an upcoming bond anticipation note. The Board and staff discussed this matter more extensively.

ASM Clemens will be attending a Department of Health (DOH) meeting next week. She reported on several matters, including upcoming customer correspondence, the transition of HR records and payroll, a parking lot issue, and the cancelled records request.

FCSM Tartt addressed the Financial Variance report included with the agenda packet. Commissioner Oosterman asked about Dues and Subscriptions, and Commissioner Stearns asked about Purchased Water; FCSM Tartt addressed both questions. Commissioner Stearns also asked about the Water Rights Project. AGM Parker briefed the Commissioners about her progress with this project.

Commissioner Topics, Discussions and Reports:

Commissioner Stearns spoke about the City of Tumwater and its 150th birthday event – he attended the Sesquicentennial Celebration. He also attended a couple of WPUDA meetings.

Commissioner Oosterman will not be attending the Re-Wire Conference this year. She also reported on some personal matters. The Commissioner asked about redistricting.

Commissioner Olsen reported on the most recent Legislative Assembly day - he met with several legislators. He will be attending the Thurston Regional Planning Council (TRPC) meeting in December. The Commissioner requested that elections/assignments be held during the last meeting in 2019 for 2020 appointments. Commissioner Olsen addressed an issue with possible

annexation for an area that may be associated with a District-owned water system. He also reported on some personal matters.

Adjournment: Commissioner Oosterman made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting adjourned at 6:39 p.m.

Assignments:

- 1) Staff will present on the new proposals for the PUD Headquarters dedication plaque.
- 2) Advertise for the Commissioner Workshop scheduled for 4:30 p.m. on January 17, 2020.
- 3) Bring the Customer Satisfaction Survey questions back to the Board after the PFAS rule is determined by the State Board of Health.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary