

**MINUTES OF THE REGULAR MEETING OF JUNE 25, 2019
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for June 2019 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, June 25, 2019, at the PUD administrative office located at 1230 Ruddell Road SE, Lacey, WA 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, Senior Communications Specialist (SCS), TaSeana Tartt, Senior Accountant (SA), and Staci Mozee-Ramos, Customer Service Representative (CSR). District Legal Counsel Joe Rehberger called into the meeting for the Executive Session via conference call.

Call to Order: Commissioner Olsen called the regular meeting to order at 5:00 p.m.

Pledge of Allegiance: The Pledge of Allegiance was recited.

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

Consent Calendar: Approval of Minutes: June 11, 2019
Prequalification of Contractors:
SMA Contracts: None
Correspondence: None
Voucher Approval:
1) Accounts Payables: June 11, 2019, June 20, 2019
2) Payroll: June 20, 2019
Other: Res. 19-22, WSARP Grant Contract for Consolidation Project

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

Public Comments: None

Information or Discussion of Operations/Policy Issues:

Ongoing Discussion Item: 2020 Budget Priorities: Commissioner Olsen requested a budget line item for a management information system feasibility analysis. AGM Parker will research the amount that can be added to the 2020 Budget.

Discussion – 2020 Preliminary Budget Process: GM Weidenfeller provided the proposed 2020 Budget preparation schedule and discussed any conflicts that may occur with the scheduled dates and times. Commissioner Olsen suggested moving the Public Hearing on September 24, 2019 to September 23, 2019 due to availability, the Board concurred. Staff was directed to schedule meetings in Lewis and Pierce Counties to solicit budget and rate feedback from customers.

Reminder – WPUWA Water Committee Workshop, June 27, 9-3 (Olympia):

Commissioner Olsen spoke briefly on the Board's scheduled attendance at the WPUWA Water Committee Workshop.

Discussion, MOUs with Lewis and Thurston Counties:

GM Weidenfeller stated that he did not receive feedback from anyone. This item was tabled.

Discussion, Web Site:

SCS Clemens spoke with Dan Murray, Thurston County IT Specialist. He stated Thurston County will be undergoing a change of their website. She stated that Microsoft will no longer be supporting a stand-alone SharePoint and is forcing all customers to move to the cloud. This will be a 2-year project and the recommendation is to wait out the 2 years it will take for the full transition to the cloud. The Board agreed with waiting 2 years.

Resolution 19-24, Purchasing, Bidding and Contracting Thresholds:

AGM Parker briefly discussed the first reading of Resolution 19-24 which includes changes made to purchasing, bidding and contracting thresholds based on a recent law that passed and will go into effect July 28, 2019.

Resolution 19-23, CIP Budget Amendment:

AGM Parker discussed Resolution 19-23 that revises the 2019 Capital Budget to incorporate the necessary changes.

Action/Approval Item(s): None

Commissioner Signature /Break: The Commissioners took a break and signed documents at 5:30 p.m. The Commission meeting resumed at 5:45 p.m.

Presentations: General Manager, DFO, & DPC Reports, Finance Report:

GM Weidenfeller provided a written report and discussed meeting with the Thurston County IT Director and a follow-up with the County Geographical Information Systems (GIS) Manager to see if the County can help the District get into GIS mapping of the water systems.

DFO Campbell briefly discussed working on 5 different water systems within Thurston County. SAS Tartt provided a variance report and stated that everything is within the anticipated budget levels.

AGM Parker stated that she met with Debbi Sellers, Washington Cities Insurance Authority (WCIA) Senior Risk Management Representative. They discussed liability risk management points and training plans. She stated WCIA provides a mitigation grant that would potentially be introduced to TPUD early 2020.

Commissioner Topics, Discussion, and Reports: Commissioner Olsen, Oosterman and Stearns:

Commissioner Olsen stated he will be out of town tomorrow and not have access to his phone but will provide an email to GM Weidenfeller on updates regarding his son's competition. He stated the Board approved him working with GM Weidenfeller on safety and security plans and emergency and disaster planning for the District.

Commissioner Oosterman stated she went to the Emergency Management meeting and there will not be another meeting until early December. She also stated she will be in a Water Resource Inventory Area (WIRA) meeting tomorrow, June 26, 2019.

Commissioner Stearns stated that he attended the TPUD picnic, Friday, June 21, 2019, and that he enjoyed seeing everyone there with their families. He stated that he will be running the Washington Public Utility Districts Association (WPUA) Water Committee Quarterly meeting Thursday, June 27, 2019.

Executive Session:

Commissioner Olsen announced that the Commissioners would enter into an Executive Session in accordance with the provisions of 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, and in accordance with the provisions of RCW 42.30.110 (1) (c) to consider the minimum price at which real estate will be offered for sale or lease when offered for sale or lease when public knowledge of such consideration would cause a likelihood of decreased price. The Board will also, under the provisions of RCW 42.30.110 (1) (i), discuss with legal counsel representing the agency 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. He stated the Executive Session would begin at 6:00 p.m. and expected to last for 15 minutes ending at 6:15 p.m. Commissioner Olsen announced at 6:15 p.m. that he will extend the Executive Session until 6:25 p.m. Commissioner Olsen announced at 6:25 that he will extend the Executive Session until 6:35 p.m. Commissioner Olsen announced at 6:35 p.m. that the Commission was leaving the Executive Session and returning to the Regular Meeting.

Adjournment: Commissioner Oosterman made a motion to adjourn the meeting. Commissioner Stearns seconded the motion; all in favor. The meeting adjourned at 6:35 p.m.

Assignments:

1. Provide a line item in the 2020 budget to fund an analysis of a management information decision support system for the District.
2. Reschedule the second regular meeting in July from Tues, July 23, 2019 to Monday, July 22, 2019. Staff will schedule it at the Lacey Community Center, in the afternoon if possible.
3. Schedule meetings in Lewis and Pierce Counties to solicit budget and rate feedback from customers.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary