

**MINUTES OF THE REGULAR MEETING OF MARCH 27, 2018  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for March 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, March 27, 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 5:03 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), Jim Campbell, the District's Superintendent, Tracie Jones, Clerk to the Board, and Cathy Wise Customer Service Representative.

**Call to Order: Commissioner Stearns called the regular meeting to order at 5:03 p.m. The Pledge of Allegiance was recited.**

**Approval of Agenda: Commissioner Stearns amended the agenda to include discussion item, a White Paper on Telecom. Commissioner Olsen made a motion to approve the agenda as amended. Commissioner Oosterman seconded the motion; all in favor.**

**Consent Calendar:**

Approval of Minutes: March 13, 2018

Prequalification of Contractors: Precision Fiber, Inc

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

Accounts Payable: March 15, 2018, March 22, 2018

Payroll: March 20, 2018

Other: Res. 18-11 Contract with NW Water Systems, Engineering for Deschutes Village #683  
CT6 Permanent Chlorination Project

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

**Public Comments:** None

**Introduction of a New Employee:** AGM Parker introduced Cathy Wise, the District's new Customer Service Representative. Cathy's background was discussed briefly.

**Update on Building Renovations**

AGM Parker gave a brief update on the renovations of the 1230 Ruddell Road SE building. The contractor has completed the work to enable use of the existing door on the west side of the building which ensures we are in compliance with fire codes. It has been determined that the HVAC system at 1230 Ruddell Road SE needs to be replaced. DPC Gubbe has received three bids, however, since the work is over \$35,000 the Small Works Roster will need to be utilized for bids. DPC Gubbe is compiling a list of qualified contractors on the Small Works Roster at this time and then will go out to bid. GM Weidenfeller will have a recommendation for the Board at a later date.

**Discussion of Rescheduling First PUD Commission Meeting in June**

The Board has rescheduled the June 12, 2018 meeting to June 5, 2018.

**Discussion of Date for PUD Open House**

The Board decided that the PUD Open House will be held on May 31, 2018 from 3:00 p.m. to 6:00 p.m. Local elected and appointed officials will be invited to the Open House. The Commissioners will provide a draft list to be reviewed. Invitations will be sent out at the end of April. If the Board wishes to host an event for District customers, that can be held in the future.

**Discussion of Resolution 18-12, Water Rate for HOA Front Entrance Areas**

GM Weidenfeller presented the Board a draft resolution to provide homeowner associations with a rate for water usage for their community entry areas. Commission Stearns asked that this resolution be placed on the Consent Calendar for the next Board meeting.

**Discussion of Resolution 18-13, Approval of Contract for HVAC Improvements**

It has been determined that the HVAC system at 1230 Ruddell Road SE in Lacey needs to be replaced. DPC Gubbe noted that the Small Works Roster will be used for bidding. She is working on getting qualified contractors on the Small Works Roster at this time and then will go out to bid. GM Weidenfeller will have a recommendation for the Board at a later date.

**Discussion of a White Paper on Telecommunications**

The Commissioners addressed the need for a document that explains the District's ability and parameters to provide telecommunications services. The document should be in fact sheet format accompanied by a section for frequently asked questions (FAQs). The Board directed GM Weidenfeller to develop a fact sheet/ FAQ for review and discussion at a future Board meeting.

**Res. 18-06, Formation of a Utility Rate Advisory Committee**

The Commissioners discussed the parameters of a Utility Rate Advisory Committee. **Commissioner Olsen made a motion to approve Resolution 18-06, Formation of a Utility Rate Advisory Committee. Commissioner Oosterman seconded the motion; all in favor.**

**Motion authorizing the General Manager to Approve up to \$50,000 of legal work on Water Rights by Cascadia Law Group.**

**Commissioner Oosterman made a motion to approve authorizing the General Manager to approve up to \$50,000 of legal work on water rights by Cascadia Law Group. Commissioner Olsen seconded the motion; all in favor.**

**Presentations:**

**General Manager's Report:** John Weidenfeller, General Manager

GM Weidenfeller provided a written report. GM Weidenfeller briefly discussed the Deschutes Village #683 (Thurston County, 68 connections), the CT6 Permanent Chlorination Project. This system was required to install permanent chlorination in 2016. Temporary chlorination was installed, but the project was not fully engineered. The State has required an Action Plan to complete this project by the end of the year. We will use some of the old engineering, but hired NW Water Systems to complete the project report and bid documents to finalize the project. Resolution 18-11 was on the Consent Calendar to get the project started in order to meet the deadline. GM Weidenfeller reported on the Knowles Rd. #729 (Thurston County, 7 connections) water system. This water system has run out of water from Spring to Fall during several years. H&R Waterworks, the previous owner, tried many different methods to make the well produce more water and none have worked. The current well is only producing about 2 gallons per minute and the District will probably need to haul water in and fill the reservoir when it is low. PUD staff is working with a hydrogeologist from Robinson and Noble, Inc. to explore options in order for this water system to get more water.

GM Weidenfeller informed the Board that PUD staff will be sending out a letter to our former H&R Waterworks customers informing them of their past due balances and our willingness to work with them in making payment plans. Commissioner Stearns suggested that we inform them again of our leak policy as well. We will be including this with our letter and past due notices. GM Weidenfeller will work with CSR Lead Cathy Easton to ensure this letter is sent out.

The GM will be attending the Washington PUD Association (WPUDA) Managers Committee and Telecommunications Workshop the second week in May. Following the meetings, he intends to take vacation. He will also attend the Pacific Northwest Subsection AWWA Conference on April 26 and 27 in Tacoma.

#### **Discussion of Purchase of Vector**

Superintendent Campbell has requested the approval of the Board to purchase a new Vector. The Board unanimously authorized this purchase.

#### **Finance Report: Julie Parker, Assistant General Manager**

AGM Parker provided a written report to the Board. She reported that within the General Fund a few expenses are over the budget allotment as well as the Water Fund. However, both the Water and General Fund expenditures are still within budgetary allocations for the 2018 Budget.

#### **Commissioner Topics, Discussion and Reports:**

Commissioner Olsen spoke briefly about the next TRPC meeting scheduled for April 6, 2018. Commissioner Olsen originally 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. This is currently on hold as travel plans are not finalized. It was agreed to move the meeting to April 23, 2018 at 4:00 p.m. This is subject to change. He will follow-up with the GM.

Commissioner Oosterman spoke about the Thurston County Emergency Management Council and discussed how they are preparing together for emergency preparedness in Thurston County and the surrounding areas. She also mentioned language barriers to service and how important it is that we work together. Commissioner Oosterman informed the Board and staff that she will be out of town March 30, 2018 through April 10, 2018. She will be calling in for Board meeting on April 10, 2018.

Commissioner Stearns spoke about the transfer of water systems to Mason PUD No. 1.

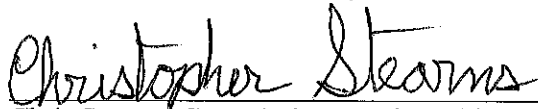
**Executive Session:** At 7:58 p.m., Commissioner Stearns announced that the Board would enter into an Executive Session, as authorized by RCW 42.30.110 (1) (c), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price until 8:25 p.m. At 8:25 p.m., the Regular Meeting was resumed.

#### **Summary of Assignments:**


- Register Commissioners Stearns and Oosterman and the GM for March 29 WPUDA Water Committee Meeting.
- Register Commissioners Stearns and Oosterman for the April 18-20 Association Meetings.
- Develop a Fact Sheet with FAQ on Telecommunications.
- Cancel the work on the dais (COP 026).
- Reschedule the June 12, 2018 meeting to June 5, 2018.
- Schedule the Open House for May 31, 2018.
- Res. 18-12, Water Rate for HOA Front Entrance Areas - Put on Consent Calendar 4/10 meeting.

- Res. 18-13, HVAC Improvements - Bring to Board's next meeting as soon as lowest most responsive Small Works Roster Bidder is selected.
- The Board supported ordering the Vactor.
- If work on HVAC system is being done at the 1230 Ruddell Road SE location on April 24, May 8, and/or May 22, the PUD Meetings will be held at the WPUDA building location.
- Res. 18-06, Formation of a Utility Advisory Committee Approved; move forward with recruitment, timeline and article for the April Newsletter.
- The Board approved contact with Cascadia Law Group for water rights analysis.
- The GM will attend the Pacific Northwest Section AWWA Conference in Tacoma 4/25-4/27. He will attend the WPUDA Manager's Committee Meeting and Telecom Workshop in Spokane the second week in May. He will take vacation after completion of the meeting/workshop.
- Reminder letters will be sent to former H&R Waterworks customers notifying them that overdue bills will receive late fees on April 20. In the letters customers are informed that if payments are not made, payment plans for overdue bills are not set up, or if water bills have not been addressed then shut off will occur in May.

**Adjournment: Commissioner Olsen made a motion to adjourn the meeting: Commissioner Oosterman seconded the motion; all in favor. The meeting was adjourned at 8:30 p.m.**

  
Chris Stearns, Commissioner and President

Attest:

 4.27.18  
Linda Oosterman, Commissioner and Secretary