

**MINUTES OF THE REGULAR MEETING OF APRIL 24 2018
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for April 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, April 24, 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 5:00 p.m. Commissioners Linda Oosterman and Chris Stearns were present and Commissioner Russell E. Olsen called in 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, TaSeana Tartt, the District's Senior Accountant, and Ruth Clemens, the District's Senior Communications Specialist (SCS).

Call to Order: Commissioner Stearns 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 table the April 10, 2018 minutes and to approve the agenda as amended. Commissioner Olsen seconded the motion; all in favor.

Consent Calendar:

Approval of Minutes: March 27, 2018

Prequalification of Contractors:

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

 Accounts Payable: April 12, 2018, April 19, 2018

 Payroll: April 20, 2018

 Other: Letter, Waiver of Competitive Bidding Requirements, Valley Meadow Water System Leak, Lewis, Co. Group A, 59 Connections

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 Water Testing: GM Weidenfeller reported that there was no new information available at this time.

Discussion of Date for PUD Open House

SCS Clemens reported that there are approximately 175 elected or appointed state, county, municipal, and tribal officials on the list to be invited. Commissioner Oosterman suggested that the Police and Fire Chiefs from the cities of Rainier and Tenino also be invited. Commissioner Olsen asked that the President of Saint Martin's University be invited as well. Invitations have been ordered and will be arriving soon. GM Weidenfeller reported that all signage and re-branding will be completed prior to the open house. SCS Clemens will be working with a small team on the Open House project.

Discussion of SMA Contracts Notifications and Termination

In 2017, the Board approved the termination of Satellite Management Agency (SMA) contracts in 2018. Staff has recommended notifying the owners of the remaining systems we operate and maintain in early August and notify them that the PUD will no longer manage their water system effective October 31, 2018 unless we make arrangements to acquire the water system in the future. An exception may be made for the City of Roy if they need our assistance for a longer time. The remaining SMA connections total 629 active connections in the Cedarwood, Delphi Golf, South Bay Elementary School, Olympic View, Forest Glen, and Dana Passage water systems. The Board supported this staff recommendation.

Discussion of Newsletters & Communications with Customers

Staff has a goal to send out a newsletter with the utility bills to customers every month. Previously four to six newsletters were sent out annually. The schedule below is proposed for the front-page articles, with the caveat that if a Commissioner wishes to issue a newsletter, it will take precedence over staff. The front page article assignment schedule is:

May 2018 – Commissioner Olsen

June 2018 – Commissioner Stearns

July 2018 – Commissioner Oosterman

August 2018 – General Manager Weidenfeller

September 2018 – Assistant General Manager Parker

October 2018 – Commissioner Oosterman

November 2018 – Director of Planning and Compliance Gubbe

December 2018 – Superintendent Campbell

The front page newsletter article will also include a short biography of each featured Commissioner or staff member to introduce them to our customers.

Discussion of Reserve Water System Irrigation Reservoir Requirements

A builder has questioned the requirement for an irrigation reservoir requirement that was put in place by the former water system owner, H&R Waterworks, and the original developer of the five (5) “Reserve at Cooper Point” Group B water systems. Due to the design of the water system and the large homes on the system, they require supplemental irrigation storage at the home. This additional storage is necessary to ensure the integrity and sufficient operation of the water system. The water systems are almost fully built out, but there are six (6) unbuilt lots on the water systems. The District’s Superintendent has stated that the water system design is not adequate without the required irrigation storage at the home. The recommended storage is a 1,200-gallon storage tank with pump and controls and should be required and not optional. Inspection and approval of the storage tank will be the responsibility of the Superintendent. All customers should be required to have an operational irrigation water tank with a functioning and operational pump and control system. Staff recommends the Board of Commissioners approve the continued requirement for an irrigation reservoir on homes at the five (5) “Reserve at Cooper Point” water systems.

Discussion of Rate Advisory Committee Selection, Timeline and Implementation

GM Weidenfeller recommended a schedule for the Board’s approval for selection and implementation of the Utility Rate Advisory Committee (URAC). He recommended that the PUD accept applications until May 24, 2018 and that the Commissioners review applications at the June 5th Commission meeting and select candidates to interview. Interviews could be scheduled at a Special Meeting, for example on June 19th, or could take place at the June 26th Commission meeting. Orientation and training for the URAC can begin in July. At the first meeting, the PUD President will select a Chair of the URAC. The URAC members will select a Vice Chair and dates and times of

other meetings will be discussed. GM Weidenfeller asked the Commission if this schedule was acceptable and there was Commission consensus with the process and timing concepts.

Res. 18-14, Reserve Water System Irrigation Reservoir

Commissioner Oosterman made a motion to approve Resolution 18-14, Reserve Water System Irrigation Reservoir; Commissioner Olsen seconded the motion; all in favor.

Proclamation, Drinking Water Week, May 6-12, 2018

Commissioner Olsen made a motion to approve the Proclamation with the authorization for Commissioner Oosterman and SCS Clemens to finalize the Proclamation; Commissioner Oosterman seconded the motion; all in favor.

Authorization of the Purchase of Three Field Service Vehicle Replacements

Commissioner Olsen made a motion to approve the purchase of three Field Service Vehicles; Commissioner Oosterman seconded the motion; all in favor

Presentations:

General Manager's Report: John Weidenfeller, General Manager

GM Weidenfeller provided a written report. The Commissioners and staff discussed the Homeowner Association (HOA) meetings with the Alpine Meadows HOA on April 17 and the Countrywood Park Estates HOA on April 18. GM Weidenfeller informed the Board that the Timberline HOA has scheduled a meeting with staff on July 14, 2018 to discuss acquisition of the Packwood water systems. Prior to the July meeting, he will prepare a packet for the Board seeking the Commission's approval of negotiating terms. GM Weidenfeller will be attending the WPUA Telecommunications Workshop and WPUA General Manager meeting from May 9 through May 11. He was excused from the May 8th Commission meeting by Board President. He will be on vacation from May 12 through May 17. AGM Parker will represent the GM at the May 8th Commission meeting.

Financial Variance Report: Assistant General Manager Julie Parker

AGM Parker provided the Board with a detailed written Quarterly Report. AGM Parker stated that it is imperative that we start enforcing our billing and collection policies and get all our customers on the same page. Currently, both the General Fund and the Water Fund are still within the budgetary allotments for 2017.

Commissioner Topics, Discussion and Reports

Commissioner Oosterman spoke briefly about attending the WPUA meeting in Anacortes. Commissioner Oosterman spoke of the visuals of the new reservoir in Skagit Valley and how the project came in on budget and on time. The new reservoir holds 6 million gallons of water and uses gravity to bring up the water. They were able to see the progression of the project via photos provided by drones that were used throughout the project. Commissioner Oosterman requested the support of the Board to attend the Telecommunications Workshop in Spokane. Her goal is to understand the future of telecommunications as well as get a better understanding of security as it pertains to telecommunications. Commissioner Oosterman was asked to represent the elected officials during the county-wide Emergency Management meetings attended by representatives from many Thurston County cities and districts. She will be attending the meetings earlier than before in this capacity.

Commissioner Olsen will attend the upcoming TRPC Meeting in May. He will provide a detailed report at the next Board meeting. Commissioner Olsen thanked the Board for accommodating his travel plans and allowing him to call in to participate in the scheduled Board meeting.

Commissioner Stearns spoke about attending the WPUDA meeting in Anacortes and how the new reservoir in Skagit Valley has its own water quality lab and how the use of gravity saves a significant amount of money. Commissioner Stearns attended the Democratic Convention on April 21, 2018 and was able to get a resolution passed that would encourage the County and the PUD to work together. Commissioner Oosterman requested a brief write-up on the resolution be drawn up explaining what was passed.

Summary of Assignments:

- Send an application to Mr. Whitehead for the URAC.
- Add the Saint Martin's University President, and City of Rainier and the City of Tenino Police and Fire Chiefs to the invitation list for the Open House.
- Commissioner Oosterman and SCS Clemens will revise the 2018 Drinking Water Week Proclamation.
- Forward the Alpine Meadows HOA presentation to the Commissioners.
- Schedule the Public Meeting notice for the Meadows Water System Plan on the May 8th Commission Agenda and post it on the District's website.
- Order the three field service vehicles.
- Make revisions to the layout of the DPC Project Report so that the font is larger and the replace the green color with a color that is easier to read in different types of light.
- Order the map published by the County that shows the Commissioner Districts with the water systems in their Districts.
- Commissioner Oosterman requested a resolution or write-up from Commissioner Stearns in reference to the Resolution he had passed the Democratic Convention

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; all in favor. The meeting was adjourned at 6:53 p.m.


Chris Stearns, Commissioner and President

Attest:


Linda Oosterman, Commissioner and Secretary