

**MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 2018
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for December 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, December 11, 2018, at the PUD administrative office located at 1230 Ruddell Road SE, Lacey, WA 98503, commencing at 5:00 p.m. Commissioners Chris Stearns and Linda Oosterman were present for the meeting. Commissioner Russell E. Olsen was present telephonically for the meeting. Also present were the following District employees: John Weidenfeller, General Manager (GM), Julie Parker, Assistant General Manager (AGM), Kim Gubbe, Director of Planning and Compliance (DPC), Jim Campbell, Director of Field Operations (DFO), TaSeana Tartt, Senior Accountant (SA), and Ruth Clemens, Senior Communications Specialist (SCS), Accounting Assistant Kurin Miller, Customer Service Representatives Cathy Easton, Raven Thomas, and Sandy Furth, and Dan Lovell, Field Technician II. Legal Counsel Joe Rehberger, Cascadia Law Group, called into the Executive Session.

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 approve the agenda: Commissioner Olsen seconded the motion; all in favor.

Consent Calendar:

Approval of Minutes: November 20, 2018, November 27, 2018

Prequalification of Contractors: Northfork Asphalt Paving, Inc.

SMA Contracts: None

Correspondence: None

Voucher Approval:

1) Accounts Payables: November 28, 2018, December 5, 2018

2) Payroll: November 30, 2018, December 5, 2018

Other: None

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

Swearing-In Ceremony & Break: Commissioner Oosterman was elected for another term as PUD Commissioner for District 1. Commissioner Oosterman shared some words with the audience and staff members that were present. AGM and Notary Public Julie Parker delivered the Oath of Office to Commissioner Oosterman.

Commissioner Signatures/Break: Commissioner Stearns called for a 20-minute break for staff and guests to partake in ceremonial cake. The Commission meeting resumed at 5:35 p.m.

Utility Rate Advisory Committee (URAC) Interview: The Commissioners interviewed URAC candidate Robert P. King from the Reserve Cooper Point water system. Mr. King shared his extensive professional career and his goals as a member of the URAC. The Commissioners unanimously approved his membership.

Information or Discussion of Operations/Policy Issues:

Discussion, Resolution 18-41, 2nd Amended 2018 Operating Budget

GM Weidenfeller presented Resolution 18-41, 2nd Amended 2018 Operating Budget, to the Board for discussion and consideration. This resolution is a housekeeping item. The Board approved moving this item to the next meeting's consent calendar.

Discussion, Resolution 18-42, Commissioner Call-in Policy

GM Weidenfeller presented Resolution 18-42, Commissioner Call-in Policy, which states Commissioners will notify other Board members in advance if they are unable to attend a Commission meeting in person and will attend telephonically. The Board approved moving this item to the next meeting's consent calendar. This policy was formalized at the recommendation of Commissioner Stearns. The Board approved moving this item to the next meeting's consent calendar.

Discussion, Resolution 18-43, Commissioner Medical and Dental Benefits

GM Weidenfeller presented Resolution 18-43, Commissioner Medical and Dental Benefits, which authorizes Commissioners who are eligible for medical and dental benefits, and who already receive benefits from another source, to receive reimbursement for those benefits in a manner equivalent to those received or eligible by other employees or Commissioners. GM Weidenfeller has confirmed with PURMS and the District's Human Resources Attorney Beth McIntire said that this resolution is in compliance with applicable laws and statutes. GM Weidenfeller stated this is not a benefit allotted to District employees. AGM Parker is still investigating whether this benefit is subjected to taxes. The Board approved moving this item to the next meeting's consent calendar.

Discussion, Resolution 18-44, Staff Leave Donations to a Leave Bank

GM Weidenfeller presented Resolution 18-44, Staff Leave Donations to a Leave Bank, which authorizes employees who have accrued leave and will not successfully use the excess leave by the end of the calendar year to donate the excess leave to an Staff Leave Bank. This bank will cover employees who have used all of their sick and vacation leave and qualify for shared leave when approved by the GM. This amendment to the Shared Leave policy is proposed to support the high number of new District employees with low accrual rates in the event they should need to participate in the Shared Leave program.

Action/Approval Items:

Resolution 18-39, Revision of Policy 600-007, "Project Help" Low Income Assistance Program

Commissioner Olsen made a motion to approve Resolution 18-39, Revision of Policy 600-007, "Project Help" Low Income Assistance Program. Commissioner Oosterman seconded the motion; all in favor.

CAB – Addition of Automatic Pay-by-Phone Service for Utility Customers

The Commissioners are all in favor of CAB – Addition of Automatic Pay-by-Phone Service for Utility Customers.

Commissioner Signatures/Break: The Commissioners took a break and signed documents. The Commission meeting resumed at 6:22 p.m.

Presentations:

General Manager, Director of Field Operations, and Director of Planning & Compliance Reports:

GM John Weidenfeller provided the Board with a written report. He informed the Commission that the Cedarwood community does not want to continue owning the lot where the wells are located. AGM Parker will draft up a contract with the help of the District's attorney for the parcel. Staff will attempt to schedule the closing before January 1, but will extend the closing date to February 1, if necessary due to the District assuming ownership of the resource parcel. He also stated he will have a conversation with the Redtail Hawk community about possible transfer of that water systems resource parcel where the well is located.

GM Weidenfeller requested to bring forth an engineering contract to the next consent calendar for the Board's consideration. The contract would be for engineering design for treatment of the Cedar Ridge Estates water system.

On January 23rd, the Pacific Ground Water Group will deliver a presentation to PUD staff about the aquifers, basins and water systems that the District owns.

GM Weidenfeller informed the Board of two presentations in response to RFPs, that staff attended, to review and learn about proposed metering software and equipment. He informed the Board of the next steps staff will take as they move forward with a decision about metering software and equipment.

The GM also provided the Board with the DFO and DPC reports. Commissioner Olsen asked DFO Campbell when the vactor is expected to arrive. DFO Campbell reported that there is a backlog at the manufacturer and the vactor is expected to arrive in January 2019.

Commissioner Topics, Discussion and Reports:

Commissioner Olsen reported on his son's accomplishment becoming a black belt. He thanked GM Weidenfeller for attending the ceremony. He attended the December 7th TRPC meeting. He reported a transfer request of funds of the Deschutes Valley Tumwater Trail that will be the final piece of connecting the whole county through a trail system. This final piece will run through the Tumwater Golf Course. The Mayor of Tumwater has requested to move funding this project higher on the list of priorities. TRPC has reviewed the paid classifications of its staff. They have stopped using state equivalents to base their compensation classes on are using other municipalities for consideration. The legislative session begins January 14 and the Governor will be presenting his budget soon. Lastly, he reported that he was able to successfully advocate and get a .1 FTE included into the TRPC budget for Water.

Commissioner Oosterman attended an EDC event called *Wisdom and Chocolate*. She reports of the innovative advancements TVW has made on the communications and technological fronts. She reported that she attended the WPUA Annual Meeting at the Tulalip Resort and Casino.

Commissioner Stearns reported that he attended the WPUA Annual Meeting in Tulalip and that PFOA and PFAS are still a top priority for the Department of Health. He was able to attend presentations on telecommunications and the Governor's upcoming budget.

Assignments:

1. Send a letter to URAC members that attended the November 20 meeting that congratulates and welcomes them to the Committee.
2. Correct Commissioner WRIA information in previous documents.

Executive Session:

At 7:03 p.m. Commissioner Stearns announced that the Board would enter into Executive Session for 32 minutes as authorized in accordance with the provisions of 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, and, by RCW 42.30.110 (1)(g) to review the performance of a public employee, and as authorized by RCW 42.30.110 (1)(c), and 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 regarding such consideration would cause a likelihood of decreased price.

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; all in favor. The meeting adjourned at 7:35 p.m.



Chris Stearns, Commissioner and President

Attest:



Russell E. Olsen, Commissioner and Vice President