

**MINUTES OF THE REGULAR MEETING OF APRIL 23, 2019
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for April 2019 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, April 23, 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).

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

Consent Calendar: Approval of Minutes: April 9, 2019

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

1) Accounts Payables: April 10, 2019, April 17, 2019

2) Payroll: April 19, 2019

Other: Res. 19-14, Resolution Approving DWSRF/WSARP Grants for ROM Upgrades

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

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

Public Comments: None

Information or Discussion of Operations/Policy Issues:

2019 1st Quarterly Strategic Plan Performance Measures Review:

GM Weidenfeller provided the Board with the 2019 1st Quarter's Strategic Plan Performance Measures Review presentation and answered questions from the Board.

Commissioner Oosterman suggested we provide a presentation to the WPUA Water Committee on our leak detection equipment. GM Weidenfeller said he will pass along the idea to the WPUA Water Program Director, John Kounts.

Discussion: Providing an Option for "Advanced Meters" to our Customers:

AGM Parker recommended the Board approval of a Pilot Project for the installation of 170 advanced meters. Customers would pay a onetime fee of \$50.00 to get a cellular meter installed, and a \$3.00 monthly fee for the use of the software to monitor their water usage at any given time. She suggested a

motion to adopt the Advanced Meter Pilot Project so it can be presented to the high users at the public meeting on May 7, 2019. The initial cost for the 170 meters would be \$32,050. Commissioners Olsen, Oosterman and Stearns requested that staff report on the Pilot Project providing information on how many customer requests were received and how many installations were done.

Commissioner Stearns made a motion for implementation of the Advanced Meters Pilot Project as presented: Commissioner Oosterman seconded the motion; all in favor.

Action/Approval Item(s):

Resolution 19-13, Policy and Procedure Update:

AGM Parker discussed an update to the Travel Policy to allow for travel advances to employees. The update to the Water Policy Manual will strengthen customer service policies enabling customer service representatives to offer deferred payment plans to customers who have fallen on hard times.

Commissioner Oosterman made a motion to adopt Resolution 19-13 Policy and Procedure Updates as presented: Commissioner Stearns seconded the motion; all in favor.

Proclamation – Drinking Water Week May 5-11, 2019:

GM Weidenfeller briefly discussed a proposed Proclamation for Drinking Water Week. The National Drinking Water Week is from May 5, 2019 to May 11, 2019. He asked that the Board approve and sign the Proclamation.

Commissioner Oosterman made a motion to approve the Proclamation for Drinking Water Week, May 5, 2019 to May 11, 2019 as presented: Commissioner Stearns seconded the motion; all in favor.

Commissioner Signatures/Break: The Commissioners took a break and signed documents at 5:39 p.m. The Commission meeting resumed at 5:56 p.m.

Presentations:

General Manager, DFO, & DPC Reports:

GM Weidenfeller briefly discussed updates in the manager's reports. He stated there is a need for another entry level field technician/laborer to assist the field team with ground and pump house maintenance. One position vacated in 2017 was not filled and was not budgeted in the 2019 budget. He stated staff was reviewing the budget and if he had sufficient budget he would advertise the position and go out to hire. If the budget was not adequate, he would request a budget amendment to provide the position.

AGM Parker was tasked by the Board to research other PUD's financial statement audit programs at the January 8, 2019 PUD Commission meeting. She discussed her research and didn't feel any changes to the way the District conducts financial audits were necessary at this time.

DFO Campbell stated that the vector truck was not fully operational. The issue has been analyzed by the manufacturing representative. The replacement parts have been ordered and will be installed when they arrive.

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

Commissioner Stearns stated he will not be able to make the Chehalis Partnership meeting on Friday, April 26, 2019 at 9:30 a.m., and wanted to know if either Commissioner Olsen, Commissioner Oosterman or GM Weidenfeller could attend on his behalf. No one is available on this date. He reported on his attendance at the WPUDA meeting.


Commissioner Olsen stated that he was elected Vice Chair of a National Workgroup of Underground Storage Tanks and he will be attending some meetings. He will discuss dates he will not be available in the area with GM Weidenfeller.

Executive Session: None

Adjournment: Commissioner Oosterman made a motion to adjourn the meeting. Commissioner Stearns seconded the motion; all in favor. The meeting adjourned at 6:28 p.m.

Assignments:

1. GM Weidenfeller will let WPUDA Water Program Director John Kounts know that Commissioner Oosterman recommended that Thurston PUD provide a presentation highlighting the District's new leak detection equipment at a future WPUDA Water Committee meeting.
2. Staff will provide a report to the Board on the Advanced Metering Pilot Program updating them on the number of customer requests and installations.



Russell E. Olsen, Commissioner and President

Attest:


Chris Stearns, Commissioner and Secretary