

**MINUTES OF THE REGULAR MEETING OF JANUARY 23, 2018
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for January 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, January 23, 2018, at the Public Utility District No. 1 of Thurston County office located at 1230 Ruddell Road SE Lacey, WA, 98503, commencing at 5:02 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, Incoming Clerk to the Board, TaSeana Tartt, the District's Senior Accountant, and Kurin Rosado, Clerk to the Board.

Call to Order: Commissioner Stearns called the regular meeting to order at 5:02 p.m. The Pledge of Allegiance was recited.

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

Consent Calendar:

Approval of Minutes: January 9, 2018

Prequalification of Contractors – Permabilt

SMA Contracts: None

Correspondence: 2018 TRPC Assessment

Travel Approvals: None

Voucher Approval:

Accounts Payable: January 18, 2018, January 23, 2018

Payroll: January 19, 2018

Resolutions:

- 1) Resolution 18-01, Policy and Procedures Update (Vehicles and Vacation)
- 2) Resolution 18-02, Water System Improvements
- 3) Resolution 18-03, Contract for Rate Analysis Services with FSC Group, Inc.
- 4) Resolution 18-04, Approval to Purchase Utility Vehicles
- 5) Resolution 18-05, Set 2018 Rates for Mountain Lakeview Addition Water System

Other:

- 1) Professional Service Agreement with JWM&A for Cedar Ridge Estates Water System Treatment

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

Introduction of New Employee: AGM Parker introduced TaSeana Tartt, the District's new Senior Accountant. TaSeana's background was discussed briefly.

Public Comments: None

Public Hearing for the Mountain Lakeview Addition Water System Proposed Rates:

Commissioner Stearns opened the Public Hearing portion of the meeting at 5:08 p.m. There were no comments from members of the Public, nor were any members of the Public present to testify. AGM Parker gave a briefing to the Board about the meeting with Mountain Lakeview system customers. Commissioner Oosterman called for the Public Hearing to be closed at 5:15 p.m.; Commissioner Olsen seconded; all in favor.

Update on Merger and Combined Utility Activities

AGM Parker gave an update on current merger and the challenges of adding more water systems. The new customers have been incorporated into the District's databases. AGM Parker discussed the billing cycles and how we are evaluating payment processing options. Commissioner Stearns asked after the general feeling among new customers and the possibility of overcharging customers. AGM Parker stated that we have rearranged some of the routes to ensure that customers are not being billed for more than thirty days.

Update on Building Renovations

AGM Parker gave a brief update on the renovations at the 1230 Ruddell Road SE building. A final report on the generator has been received, and it was determined that it is more cost efficient to follow through with the plan drawn up with the City of Lacey to bury the tanks. Staff is waiting on a final budget from the contractor before proceeding with this part of the project. Once completed, the parking lot pavement will be resurfaced. The dishwasher is scheduled to arrive within the week, during which time the contractor will be working on the punch list. GM Weidenfeller is currently in the process of drawing up the contract for janitorial services. A landscaping request for quotes closes on January 26, 2018. AGM Parker updated the Board on the furniture for the Commissioner's Chamber as well as the ordering of additional audio visual equipment and visual aids.

Strategic Plan Report, 4th Quarter 2017

GM Weidenfeller presented the fourth quarter update on the Strategic Plan Performance Measures for 2017.

Discussion of Strategic Planning Session

GM Weidenfeller presented the Board with the preliminary agenda for the Strategic Planning Workshop on February 23, 2018. The Board provided feedback, and the GM will bring the revised draft agenda to the next meeting.

WPUDA Association Meeting

GM Weidenfeller provided the Commissioners the WPUDA Association meeting registration forms for the February meetings.

Discussion of Logo Design

Commissioner Oosterman has chosen local artist Lee Doyle to provide the Board with a mockup of the new logo design.

Action Item:

Resolution 18-01, Policy and Procedures Update (Vehicles and Vacation)

This resolution was reviewed at an earlier meeting. Commissioner Olsen made a motion to approve Resolution 18-01 as presented: Commissioner Oosterman seconded the motion; all in favor.

Resolution 18-02, Water System Improvements

This resolution was reviewed at an earlier meeting. Commissioner Olsen made a motion to approve Resolution 18-02 as presented: Commissioner Oosterman seconded the motion; all in favor.

Resolution 18-03, Contract for Rate Analysis Services with FSC Group, Inc.

Commissioner Olsen made a motion to approve Resolution 18-03 as presented: Commissioner Oosterman seconded the motion; all in favor.

Resolution 18-04, Approval to Purchase Utility Vehicles

Commissioner Olsen made a motion to approve Resolution 18-04 as presented: Commissioner Oosterman seconded the motion; all in favor.

Resolution 18-05, Set 2018 Rates for Mountain Lakeview Addition Water System

Commissioner Olsen made a motion to approve Resolution 18-05 as presented: Commissioner Oosterman seconded the motion; all in favor.

Presentations:

General Manager's Report: John Weidenfeller, General Manager
GM Weidenfeller provided a written report. He reported on the meeting with representatives and HOA Board members from the Scott Lake water system on January 18, 2018. GM Weidenfeller discussed the possibility of managing the system for one year with an option to purchase or move on at the end of the agreement. Staff is currently accepting applications for Communications Specialist/Manager Position. GM Weidenfeller reported that there is not a sufficient pool of qualified applicants at this time to begin the interviewing process. GM Weidenfeller provided a report on the satellite office in Tumwater; the landlord is concerned about the rainwater pooling at the property due the increase of vehicles and personnel. This issue was discussed and the GM will follow-up.

Finance Report: Julie Parker, Assistant General Manager
While the AGM usually provides a written report at the second meeting of the month, her report was postponed – she will provide a written report.

Commissioner Topics, Discussion and Reports:

Commissioner Olsen reported on the Thurston Regional Planning Committee (TRPC) meeting he will be attending this month. Commissioner Olsen also reported that he has been in contact with the Mayor of Lacey several times in reference to discussing broadband. Commissioner Olsen has requested dates for a sit down meeting with the Mayor but has not received a solid response as of yet. Commissioner Oosterman did not have anything to report. She spoke about Lacey's Fire District, and about a meeting with Lacey Police Commander.

Commissioner Stearns spoke about a meeting scheduled with Senator Sam Hunt.

Summary of Assignments: None

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting was adjourned at 8:05 p.m.


Chris Stearns, Commissioner and President

Attest:

Linda Oosterman, Commissioner and Secretary