

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 13, 2018  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The first regular meeting for February 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, February 13, 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 5:10 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 5:10 p.m. The Pledge of Allegiance was recited.

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

**Consent Calendar:**

Approval of Minutes: January 23, 2018

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

Accounts Payable: January 25, 2018, January 28, 2018, February 8, 2018

Payroll: February 5, 2018

Other: Resolution 18-07, Janitorial Services Contract with Rainier Building Maintenance

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

**Public Comments:** Forest Bergin of Tenino, WA, spoke about the irrigation rates versus domestic rates at the Scattercreek Ranch water system. Mr. Berger is concerned that people will not irrigate their lawns if the rates are high. Mr. Bergin asked about the excess water that Mr. Hansen would have at his disposal. GM Weidenfeller addressed the water rights questions.

**Update on Merger and Combined Utility Activities**

AGM Parker gave an update on current merger and the challenges of adding more water systems. AGM Parker spoke about the first billing to former H&R Waterworks customers on adopted 2018 rates. AGM Parker reported on a few billing issues, including the District's change of address with customers that submit payment through their bank's bill-pay service, a line that was omitted on the bills sent to former H&R customers, the miscalculation of consumption charges for Quail Run water system customers, and a customer that utilized a third party payment processor called Doxo. Staff will generate a newsletter article to inform customers about the District's methods of payment for which there are no surcharges. AGM Parker informed the Board that a new CSR position has been opened to help with the increase in customer calls.

**Update on Building Renovations**

AGM Parker gave a brief update on the renovations of the 1230 Ruddell Road SE building. The contractor is working on the costs of installing the fuel tanks for the generator. Staff is working with the engineer and contractor for drawings and costs to use existing door on the west side of the building in

order to ensure that the building is up to code for fire exits. AGM Parker told the Board that a budget will need to be proposed before proceeding with this part of the project. GM Weidenfeller is currently in the process of drawing up the contract for landscaping services. AGM Parker informed the Board that she is still researching a solution for the customer payment window acoustics – customer service representatives are having trouble hearing customers.

#### **Discussion of PUD Commission Chambers Configuration**

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.

#### **Discussion of Strategic Planning Session**

GM Weidenfeller presented the Board with the agenda for the Strategic Planning Workshop on February 23, 2018. The Board provided feedback, and the GM will make the requested changes to the agenda.

#### **Discussion of Residential Irrigation Rate for Scattercreek Ranch Water System**

GM Weidenfeller stated that he and the rate analyst recommend establishing a residential irrigation rate for water systems that have irrigation water rights (which possess the physical capacity for irrigation meters) under the following rate and fee schedules:

- 1) Customers desiring to use irrigation water pay \$150.00 toward the cost of an irrigation meter which should pay for most of the costs of the meter installation materials.
- 2) The balance of the meter installation costs would be incorporated into the rate.
- 3) Under this recommended option, the residential irrigation rate would be \$1.02 for each one hundred cubic feet.

After discussion with the Board of Commissioners, it was agreed that a public hearing will be held and a resolution will be brought forward at the next Commission meeting.

#### **Discussion of Purchase of Ground Penetrating Radar (Replacement)**

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

#### **Discussion of Date for PUD Open House**

There will be two "Open Houses" for the PUD. Commissioner Stearns and GM Weidenfeller will coordinate with WPUA staff to schedule an Open House for WPUA members. A second "Open House" will be held in April for the community and the District's customers.

#### **Discussion of Logo Design**

Commissioner Oosterman has been working with local artist Lee Doyle and provided the Board with several mockups of the new logo design. The Commissioners would like to see the logo kept simple and allow for growth of the PUD.

**Action Items:** None

#### **Presentations:**

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

GM Weidenfeller provided a written report. He reported that the Scott Lake Maintenance water system is not interested in selling their water system and have selected a private company to manage as their Satellite Management Agency (SMA). GM Weidenfeller discussed helping the City of Roy so that their personnel have the ability to operate the water system without an SMA; Commissioner Olsen is interested in attending a meeting with the City of Roy. The District is currently accepting applications for Communications Specialist/ Manager Position. Five applicants have been selected and will be interviewed early March. GM Weidenfeller also provided a report on the Satellite Office and security

concerns due to the removal of fence on one of the neighboring properties. Staff and Commissioners discussed possible solutions, and the Board was in agreement on necessary improvements.

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

AGM Parker provided a written report to the Board. She reported that a few expenditures came in over the allotted budget, however Water Fund expenditures are still within budgetary allotments for 2017.

**Commissioner Topics, Discussion and Reports:**

Commissioner Olsen reported on the Thurston Regional Planning Council (TRPC) meeting he attended earlier this month. He mentioned that the TRPC Council would like him to continue to take a leadership role in water issues.

Commissioner Oosterman did not have anything to report. She spoke about the Lacey Fire District, a meeting with a City of Lacey Police Chief Commander and continuing to work with Lee Doyle on the TPUD logo.

Commissioner Stearns spoke about attending the Department of Ecology Water Resources Advisory Committee (WRAC) meeting with GM Weidenfeller. The WRAC meeting addressed ESSB 6091, addressing a fix for the Supreme Court Hirst decision.

**Summary of Assignments:**

- Prepare a list of people to invite to the Open House.
- Prepare a list of items that have a value of over \$3,000 and determine the replacement schedule and how we will budget for them.
- Confirm if Commissioners will attend the American Water Works Association (AWWA) Annual Conference & Exposition 18 – June 11th-14th in Las Vegas.
- Prepare a residential irrigation water rate resolution, and schedule a rate hearing.

**Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting was adjourned at 8:10 p.m.**

  
Chris Stearns, Commissioner and President

Attest:

  
Linda Oosterman, Commissioner and Secretary