

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 27, 2018
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for February 2018 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, February 27, 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 5:01p.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, Clerk to the Board, and TaSeana Tartt, District's Senior Accountant. Lee Doyle, a Graphic Artist provided a presentation on proposed District logos.

Call to Order: Commissioner Stearns called the regular meeting to order at 5:01 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: February 13, 2018

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

 Accounts Payable: February 13, 2018, February 22, 2018

 Payroll: February 20, 2018

 Other: Resolution 18-09, Landscaping and Grounds Maintenance Service Agreement with Hotsko and the Son

 Resolution 18-10, Award of the Indian Crest Well Drilling Project to Bison Drilling

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

Public Comments: None

Rate Hearing: Resolution 18-08, Residential Irrigation Rates for Water Systems that have Irrigation Water Rights.

It was recommend by GM Weidenfeller and the rate analyst to establish 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 will 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.

GM Weidenfeller will be working with Superintendent Campbell to get a letter and application for the residents of Scattercreek Ranch to request in irrigation meter be installed to utilize the residential irrigation water rates. Two customers from the Scattercreek Ranch Water System were in attendance and spoke favorably about the residential irrigation water rate. The Board chose to approve Resolution 18-08.

Commissioner Olsen made a motion to approve Resolution 18-08, Residential Irrigation Rates for Water Systems that have Irrigation Water Rights. Commissioner Oosterman seconded the motion; all in favor.

Discussion of Logo Design

Commissioner Oosterman has been working with local artist Lee Doyle in the development of the new logo design. Ms. Doyle presented the Board and Staff with the final mockup of the design for the TPUD signs, vehicles, stationary, and business cards. GM Weidenfeller requested that the Board wait until next meeting to make final decision as several members of the staff have requested to see a different color option. The Board agreed to wait and Ms. Doyle will provide GM Weidenfeller with the requested color options.

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 of the situation that occurred over the weekend with the TPUD phone system going down late Friday through Tuesday morning. Customers were not able to contact the call center, field staff or customer service staff using the main number or toll free numbers for routine business or emergencies. Calls from Comcast numbers came through but not from other phone system networks. The TPUD website was updated with the alternate contact numbers to the call center as well as the field staff on-call cell phone numbers. Customers who emailed staff or who checked the web site could contact first responders and the office at alternate numbers. The situation was rectified early Tuesday morning and normal operations resumed. AGM Parker is working with Comcast and Qwest to pinpoint what the problem was to ensure there is not another reoccurrence. AGM Parker stated that all alternate contact information will be provided in our next newsletter.

Update on Building Renovations

AGM Parker gave a brief update on the renovations of the 1230 Ruddell Road SE building. The contractor will begin the preliminary work early March to enable use of the existing door on the west side of the building in order to ensure that the building is up to code for fire exits. Clerk to the Board Jones told the Board that the service agreements for the elevator and for the HVAC system will be in place before the Board convenes next month. GM Weidenfeller signed the contract for landscaping services with Hotsko and the Son and it was placed on the Consent Calendar. AGM Parker informed the Board that the radio and its necessary components are being installed in the 1230 Ruddell Road Bldg.

Discussion Renting of 1240 Ruddell Road SE Building

GM Weidenfeller updated the Board on the renting of 1240 Ruddell Road. The realtor has recommended that the price be lowered to sixteen dollars per square foot (\$16.00). The leasing agent said that lowering the price would put the lease rates in line with other properties in the Lacey area.

Discussion of Date for PUD Open House

There will be two "Open Houses" for the PUD. A WPUDA open house will be held and WPUDA will provide lunch at 1230 Ruddell Road SE on March 14th. GM Weidenfeller suggested to the Board that we hold the community-wide open house in May to allow for all the work to be completed by the contractor as well as for the Rebranding with the new logo to be completed.

Presentations:

General Manager's Report: John Weidenfeller, General Manager

GM Weidenfeller provided a written report. He reported that there is no new information on Forest Glen, or on the City of Roy. The potential acquisition of the County systems was discussed and due to the recent acquisitions of 143 water systems, timing to assume these significant acquisitions may not be right at this time. Commissioner Stearns stated the his priority is the transfer of the water systems in Mason

County to Mason PUD No. 1. The District has selected five applicants for Communications Specialist/ Manager position; interviews will be held on March 7, 2018. GM Weidenfeller also reported the recruitment for a new CSR 1 position and noted that an internal position will be opened for a Operations Specialist I.

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 2018.

Commissioner Topics, Discussion and Reports:

Commissioner Olsen did not have anything to report.


Commissioner Oosterman did not have anything to report. She spoke about the process working with Lee Doyle on the TPUD Logo design.

Commissioner Stearns spoke about Public Records Requests and that the TPUD Staff and Board members need to be aware of them.

Summary of Assignments:

- Continue to discuss the logo options at the next meeting.
- 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.
- Provide alternate emergency telephone contact information in the next newsletter.
- GM Weidenfeller will prepare a letter to the County addressing acquisition of the County utility systems.

Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; all in favor. The meeting was adjourned at 7:21 p.m.



Chris Stearns, Commissioner and President

Attest:



Linda Oosterman, Commissioner and Secretary