

**MINUTES OF THE REGULAR MEETING OF JANUARY 22, 2019
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The second regular meeting for January 2019 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on Tuesday, January 22, 2019, at the PUD administrative office located at 1230 Ruddell Road SE, Lacey, WA 98503, commencing at 5:00 p.m. Commissioners Chris Stearns, Russell E. Olsen and Linda Oosterman were present for the meeting. The following District employees were present: John Weidenfeller, General Manager (GM), Jim Campbell, Director of Field Operations (DFO), TaSeana Tartt, Senior Accountant (SA) and KaSandra Schoelkopf, Customer Service Representative (CSR). Julie Parker, Assistant General Manager, and Ruth Clemens, Senior Communications Specialist, were excused from the meeting due to illness.

Call to Order: Commissioner Stearns called the regular meeting to order at 5:00 p.m. The Pledge of Allegiance was recited.

Commissioner Olsen requested a motion to add a discussion issue for furloughed federal workers to the agenda under the Action and Approval agenda item. Commissioner Oosterman made a motion and Commissioner Stearns seconded the motion; all in favor.

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

Consent Calendar:

Approval of Minutes: January 8, 2019

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

1) Accounts Payables: January 10, 2019, January 11, 2019, January 17, 2019

2) Payroll: January 18, 2019

Other: Res. 19-01, Contract for 1240 Building Tenant Upgrades

Res. 19-02, 1st 2019 CIP Budget Amendment

Res. 19-03, Revised Contracts with Summit Land Development

Res. 19-05, Authorization to Surplus

Letter, Emergency Waiver of Competitive Bidding Requirements per RCW 39.04.280(2)(b) 200th Water System, January 10, 2018

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:

Discussion, Date for Commissioner Retreat

GM Weidenfeller stated that per the Board's direction he had checked with WPUDA for dates when the Executive Conference Room could be used for the Commissioner's Annual Strategic Planning Workshop. The room is available on April 5, 12, and 26 and May 3, 10, 24 and 31. None of those prospective dates worked. GM Weidenfeller will check on the availability of the WPUDA Executive Conference Room for May 21, and if needed, June 7.

Discussion, 4th Quarter 2018 Strategic Plan Performance Measures

GM Weidenfeller presented the Strategic Plan Performance Measures for the 4th Quarter of 2018. The poor response to the 2017 Customer Satisfaction Survey, despite giving out three (3) \$50 water credits, was discussed. Commissioner Olsen requested we consult with SCS Clemens to determine the best way to reach the public to receive feedback for a Customer Satisfaction Survey.

Discussion, Resolution 19-04, Uncollectable Accounts

The purpose of this resolution is to authorize the District to close delinquent accounts and charge outstanding balances as uncollectable accounts. This is the first reading of this resolution. The delinquent accounts, totaling \$15,701.37, are deemed uncollectable at this time. AGM Parker will review and pursue collection through additional means, as necessary. This resolution has been approved to be scheduled for the Board's consideration at the next meeting.

Action/Approval Items:

2019 Matrix of Designated Organization Members and Alternate Members

The 2019 Matrix of Commissioner Assignments reflects changes made at the last meeting. Commissioner Stearns noted that he needed to be reflected as the primary telecommunications and NoaNet representative and Commissioner Olsen as the alternate. He also suggested that SCS Clemens be made Alternate #2 on the Government Relations and Communications Committees and other Commissioners concurred. GM Weidenfeller will make sure changes are documented. **Commissioner Oosterman made motion to approve the 2019 Matrix of Designated Organization Members and Alternate Members, Commissioner Stearns seconded the motion; all in favor.**

Furloughed Federal Workers

Commissioner Oosterman made a motion regarding authorizing furloughed federal workers to be exempt from shut-off, and late fees and penalties in light of the partial federal government shut down. GM Weidenfeller was directed and authorized to implement consumer-friendly policies and procedures to assist furloughed federal workers until they are once again receiving pay, including a temporary exemption from water disconnection and shut off, and the waiver of late fees and penalties. **Commissioner Stearns seconded the motion; all in favor.**

Commissioner Signatures/Break: The Commissioners took a break and signed documents. The Commission meeting resumed at 6:15 p.m.

Presentations:

General Manager, DFO & DPC Reports

GM Weidenfeller provided the Board with a written report. He also provided the Board with the DFO and DPC reports. GM Weidenfeller updated the Board on the Timberline Water System. At the time the District purchased the system, 270 connections were authorized and 280 were connected. DOH ODW has changed the permit from a Green to a Blue permit and no new connections are authorized until a new water system plan is updated and leaks are found and repaired. The District is installing meters on unmetered connections. Three customers have requested water availability letters. A homeowner's association board member had questions and we explained the situation. The funding application will identify the needs of the water system. The District applied for Water System Acquisition and Replacement Program (WSARP) and Drinking Water State Revolving Fund (DWSRF) monies to support the needs of this water system. GM Weidenfeller drafted a response that by no later than the end of 2020, we will have all the key infrastructure improvements completed, assuming funding is available. Commissioner Stearns voiced concern that because the homes on this water system are primarily vacation homes, he wants to be sure the District will be compensated for the work completed. GM Weidenfeller stated that it would be compensated as a result of the sale of the water system and it is the right thing to do.

GM Weidenfeller stated the Governor's Budget allotted \$1.5 million for WSARP infrastructure monies and he has asked WPUDA to seek more monies for this important program. Commissioner Olsen excused himself from the discussion. Commissioner Olsen stated not to include him in or on any emails, discussions or requests regarding additional funding related to the Governor's Budget.

DFO Campbell covered his report. Commissioner Olsen thanked DFO Campbell and his team for their efforts in the last round of power outages.

Senior Accountant Tartt reported on the Finance and Administration Quarterly Report for December 2018. She noted we are within our budget allotments in the General Fund with a credit of \$813,000, due to the sale of Mason County water systems. The variance of \$634,000 will also decrease, causing a slight change in expenses.

GM Weidenfeller reported on behalf of AGM Parker's absence the changes in the Medical Co-pays. Based on information received, the co-pays that each employee contributes will change and will reflect the employees pay beginning with the paychecks issued February 5, 2019.

Commissioner Topics, Discussion and Reports:

Commissioner Stearns attended the Department of Ecology Water Resource Advisory Committee (WRAC) meeting; the priority of the Committee is drought and fire. Commissioner Stearns mentioned concerns about flash flooding and restoring water when these events happen. WPUDA meetings are discussing telecommunications bills. He asked if the District will be participating in the WPUDA *PUD Day on the Hill* on February 14, 2019. It was reported that Thurston PUD will not be participating this year. Commissioner Stearns stated he will be serving coffee. He stated he contacted a new legislator in King County, and he is very curious about the water systems; Commissioner Stearns has informed WPUDA.

Commissioner Oosterman thanked staff for caring about her recent illness and said she will be moving slowly until she is fully healthy. She attended a WPUDA meeting for a few hours last week.

Commissioner Olsen reported that Mark Clark is no longer the Executive Director of the Conservation Commission. Mr. Clark resigned as of the 14th, but he will stay on to transition the new Director.

Commissioner Olsen reported that the election for TRPC will be Friday, February 1st. He was nominated for Secretary which is in the progression steps to the Chair position. He will accept the nomination. Commissioner Olsen led the URAC Meeting on the 11th and was very excited to attend the meeting. The Committee members were very understanding and appreciated staff's enthusiasm to work alongside them. Commissioner Olsen believes the URAC will be a positive conduit for Thurston PUD.

Assignments:

1. The GM will see if the WPUDA Executive Conference Room is available on May 21, or alternately on June 7 for the Strategic Planning Workshop.
2. The SCS will research the optimal way to communicate and get responses on a customer satisfaction survey and staff will report back to the Commissioners with recommendations for the future.
3. Document changes to Commissioner's Assignment Matrix.
4. Implement customer friendly policies and procedures for furloughed federal workers.
5. Do not include Commissioner Olsen on or in any emails, discussions or requests regarding additional funding related to the Governor's Budget.

Adjournment: Commissioner Oosterman made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting adjourned at 7:00 p.m.



Russell E. Olsen, Commissioner and President

Attest:



Chris Stearns, Commissioner and Secretary