

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 24, 2009  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for February 2009, of the Commissioners of Public Utility District No. 1 was called to order on Tuesday February 24, 2009, at 921 Lakeridge Way SW, Suite 201, Olympia WA 98502, commencing at 5:00 p.m. Commissioners Alan Corwin, Paul Pickett and Chris Stearns were present. Also present were John Weidenfeller the District's General Manager (GM), Julie Parker, the District's Chief Financial Officer (CFO), Kim Gubbe the District's Operations Manager (OM), Don Taylor the District's Attorney and Jennifer Anderson, Clerk to the Board.

Commissioner Corwin called the general meeting to order at 5:03 p.m.

**Approval of agenda:**

Commissioner Corwin called for a motion to table Resolution 09-06 Monthly Fee for Non-Compliant Customers to the next meeting. It was agreed to discuss the issue but table the resolution.

**Commissioner Pickett moved the adoption of the agenda as amended for the February 24, 2009 general meeting; Commissioner Stearns seconded and all approved**

**Public Hearing: Fee Hearing was held.  
No members of the Public were present.**

~~Commissioner Corwin called for a motion to table Resolution 09-06 Monthly Fee for Non-Compliant Customers to the next meeting. It was agreed to discuss the issue and table the resolution.~~

Commissioner Corwin called the Fee Hearing to order at 5:08 p.m. John Weidenfeller, GM gave a general presentation about the issue. Mr. Weidenfeller explained that this is intended to be a tool which will enable staff to address customers who won't allow us to read their meters as well as other types of issues which may arise in the future.

Commissioner Pickett expressed concern that some criteria and guidelines need to be defined so as to not be completely open-ended. The GM indicated he would like staff to have the flexibility to address issues as they arise and noted that procedures will be developed to implement the fee schedule fairly.

Commissioner Corwin asked if we have a right to put a lien on property for unpaid bills and asked Mr. Taylor to investigate our right to lien property.

The CFO explained our new deposit requirements and the staff's difficulties with long-time customers for whom we have little information and how that affects our ability to collect when the customer moves out without paying their bill.

There being no further comments the Public Hearing was adjourned at 5:26 p.m.

**Consent Calendar:**

- Improvement Authorizations
- Approval of Minutes: February 10, 2009
- Prequalification of Contractors – Small Works Roster
- Travel Approvals
  - Other – Resolution 09-13 Charge Customer Accounts to Bad Debts
  - SMA Agreement – Artesian Well (Diamond Parking 4<sup>th</sup> Ave. Lot #036843)
- 1) Accounts Payable
- 2) Payroll

**Commissioner Pickett moved to adopt the consent calendar, Commissioner Stearns Seconded, all approved.**

**Presentations:**

Legal Report: Don Taylor, PUD Attorney  
Mr. Taylor asked if certain language concerning Title 51 had been removed from the contract with Diamond Parking. The GM confirmed that it had been.

General Manager's Report: John Weidenfeller, GM  
The GM presented a written report and added that we may submit additional requests for economic stimulus DWSRF monies by the end of the week.

Operations Manager's Report: Kim Gubbe, OM  
The OM presented a written report. The Cedarwood income survey has not been finished, there are still five households left to survey. She hopes to have this finished by the end of the week.  
The Gaudio well at Tanglewilde is working out well.

Chief Financial Officer's Report: Julie Parker, CFO  
The CFO presented a written report. Approximately \$10,000 of revenue lost-missed in December due to inclement weather was recovered in January. Regarding her written report, there are a couple of expense allocations which need to be corrected so that they properly reflect the fund that they come from; being small in nature she did not feel that these items impacted the overall report. Information was provided about the 3 new data tables included in her monthly written financial report. Commissioner Corwin requested that accounts be coded so that homes can be distinguished from commercial accounts.

She disclosed that she had just learned of a \$600 one-time fee to implement the plan documents, plus \$150 for the first tax report and a monthly fee of \$27 to administer the flexible spending account for employees which was passed in 2008.

**Information Discussion of Operations/Policy Issues:**

Discussion of Thurston County IT Support

Ms. Parker provided written and verbal information about the County's proposal to provide IT support. It is believed this is needed because we currently do not have a staff person with the knowledge and experience to keep our system up to date and secure and thus are currently exposed to risks. There were many questions regarding service and system technicalities; the Commissioner Pickett asked how the Thurston Regional Planning Council managed their IT services, and the GM said he'd look into that. Commissioners asked that a County IT person be invited to our next meeting to answer questions. There was additional discussion about how the service would be paid from the budget.-

Discussion – Plaque of all TPUD Commissioners

The OM presented a handout and discussed a plaque listing PUD Commissioners. Commissioner Pickett noted that he had suggested this idea several years ago because he wanted to celebrate the heritage of the PUD, back to its origin in the 1930s. After discussion it was agreed to go back to the beginning and include all previous Commissioners on the plaque. Staff will use their discretion to choose an attractive, affordable, and practical design.

**Resolutions:**

Resolution 09-06 Monthly Fee for Non-Compliant Customers  
**Tabled to the 03/10 meeting.**

Resolution 09-08 Interlocal Agreement with the City of Olympia  
**Commissioner Pickett made a motion to approve Resolution 09-08 Interlocal Agreement with the City of Olympia, Commissioner Stearns seconded, all approved.**

Resolution 09-12 Agreement with CCM Investments  
**Commissioner Pickett made a motion to approve Resolution 09-12 Agreement with CCM Investments, Commissioner Stearns seconded, all approved.**

Resolution 09-14 Interlocal Agreement with Lacey  
**Commissioner Pickett made a motion to approve Resolution 09-14 Interlocal Agreement with Lacey, Commissioner Stearns seconded, all approved.**

**Commissioner Reports:**

**Commissioner Corwin**

Commissioner Corwin attended the WRIA 11 meeting on Feb 11<sup>th</sup>. There was discussion about outreach materials to inform the public about the WRIA.

Commissioner Corwin asked Counsel Don Taylor if he had had the opportunity to review the second letter, (dated February 17, 2009) from Brian Sontag's Office regarding Commissioner compensation. Mr. Taylor replied that he had not and was asked by Commissioner Corwin to provide comments at the next meeting.

**Commissioner Stearns**

Commissioner Stearns attended the WPUWA Water Committee meeting on the 19<sup>th</sup> with the GM. He is following up on the Chehalis WRIA and is planning to attend their meetings. They meet on the second Friday of the month in the Lewis County Conservation District Office.

#### **Commissioner Pickett**

Commissioner Pickett has been on the distribution list for It's Still the Water (H2Oly) and has been responding to their questions and sharing general information with them about the artesian well. He has been invited to be the guest speaker on a radio show called Parallel University. The show will air on KAOS at noon on Thursday, February 26th.

#### **Summary of Assignments:**

1. Don Taylor: Investigate the legal procedure for, and cost of, filing liens on property for unpaid water bills.
2. Staff: File a Public Notice to modify the budget.
3. Staff: Identify the commercial customers on future write-off requests, if possible.
4. Staff: Invite a County IT person to come to the next meeting to answer questions about their service proposal,
5. GM: check with TRPC for comparable IT service.
6. CFO: Track website hits.
7. Don Taylor: Prepare comments to letter from Brian Sontag's office dated 2/17/09 for the next meeting.

#### **Executive Session: None.**

Commissioner Corwin called for a Motion to recess and reconvene at the Olympia City Council Chambers.

**Commissioner Pickett made a motion to recess and reconvene at the Olympia City Council Chambers, Commissioner Stearns seconded, all approved.**

The meeting recessed at 6:34pm.

The meeting reconvened at Olympia City Council at 7pm. Commissioners observed the proceedings and provided comments at several points in the meeting regarding the successful negotiation of agreements to keep the downtown Artesian well in operation. More details are available from the Olympia City Council minutes. Commissioners Pickett and Stearns were interviewed by a reporter from The Olympian. The meeting adjourned at 8:45 pm.

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President

Attest: \_\_\_\_\_  
Secretary