

**MINUTES OF THE REGULAR MEETING OF DECEMBER 8, 2009  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The regular meeting for December 8, 2009, of the Commissioners of Public Utility District No. 1 was called to order by Commissioner Corwin on December 8, 2009, at 921 Lakeridge Way SW, Suite 201, Olympia WA 98502, commencing at 5:00 p.m. Commissioners Alan Corwin, Chris Stearns and Paul Pickett 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, Don Taylor, the District's Legal Counsel, and Jennifer Anderson, Clerk to the Board.

Commissioner Corwin called the Regular Meeting to order at 5:01 p.m.

**Approval of Agenda:**

**Commissioner Pickett moved adoption of the agenda, Commissioner Corwin seconded and all approved.**

**Public Comment:**

**Public Hearing:**

**Consent Calendar:**

Improvement Authorizations

Approval of Minutes: November 24, 2009

Prequalification of Contractors – Small Works Roster

Travel Approvals

Other –

Voucher Approval

1) Accounts Payable 12/3/2009

2) Payroll 12/5/2009

Resolutions: Resolution 09-55 Change Order to Contract with RS Underground

Resolution 09-57 Contract with Magnus Carpentry

**Commissioner Pickett moved to adopt the Consent Calendar, Commissioner Stearns seconded, all approved.**

**Staff Presentations:**

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

The GM provided a written report and had nothing further to add

**Operations Manager's Report: Kim Gubbe, OM**

The OM presented a written report and added that she had a bad sample come back for Tolmie Estates which will require further investigation to identify the source and cause of the contamination.

**Chief Financial Officer's Report: Julie Parker, CFO**

The CFO reported she estimates the SMA revenue to be approximately \$51,000; she had originally budgeted \$44,000 in SMA revenue. Commissioner Corwin asked about South Bay Elementary revenue for 2010; she responded that this revenue has not been included in the 2010 budget.

**Legal Report:**

Mr. Taylor reported that he has drafted an amendment to the PUD statutes which would allow us to impose a lien on properties with delinquent water accounts; he will send it to the GM for review and distribution to the Board. The language is based on statutory authority already in place for the Sewer and Water Districts. After the Board agrees to it form, it will be distributed to the WPUDA Water Committee to get their comments and hopefully support. Once the final form of the amendment is agreed upon it will need to be forwarded to person who is responsible for drafting statutes at the legislature to be put into the correct form for legislative review and action. Commissioner Pickett noted that the bill will need to have a sponsor.

Commissioner Corwin asked Mr. Taylor if there had been any discussion at the WPUDA meeting regarding governance changes. Mr. Taylor responded there was not.

Mr. Taylor will provide the GM with contracts for Tempo Lake and South Bay Elementary School.

**Commissioner Reports:**

**Commissioner Corwin**

- Commissioner Corwin attended the WPUDA annual business meeting; Carl Denison was elected Vice-President.
- Commissioner Corwin, the GM and the Attorney from the Nisqually Tribe met with Senator Karen Fraser and Representative Sam Hunt to keep them informed about our developments with the Tribe.
- He and the GM also attended a meeting with the City of Olympia to discuss a permanent plan for the Artesian Well and get it back on the radar screen. DOH has stated they want the well to remain at the current location; moving it to the port property is no longer an option.

**Commissioner Stearns**

- Commissioner Stearns attended the WPUDA annual meeting where he attended workshops geared toward emotional intelligence and social intelligence. Tim Sheldon was the only politician to attend, however he did not speak.

- He notified the Board that he has applied for a paid position with the State Democratic Caucus.

#### **Commissioner Pickett**

- Commissioner Pickett reported that he attended the December PUD staff meeting. He asked the GM and staff to provide the Commissioners at each Board meeting a brief list of customer meetings attended since the previous Board meeting.
- At the TRPC meeting, during the evaluation of the Executive Director he voiced concerns with the water tasks and how they had been managed; the problem was acknowledged and a sub-committee will meet periodically to review and re-focus the tasks. He plans to research a comment he heard about people intervening behind the scenes to change work projects and if that is actually happening.

Discussion arose regarding continuing our TRPC membership; Commissioner Pickett noted that he believes notice would have to be given by December 31<sup>st</sup> to discontinue our 2010 membership. (Correction: notice has to be given by July prior to the year when membership is terminated.) The Board requested this be set as an action item at the next meeting. The GM will notify the TRPC Chair and Commissioner Pickett will notify the Executive Director.

He also provided a brief report about a population employment forecast presentation given by Pete Swenson; population forecasts can be provided for an area within a water system boundary. The legislative session was discussed; Commissioner Pickett asked that a revision be made to the draft action plan to include “water system plans” as well as watershed plans.

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

None

#### **Action Items:**

#### **Resolutions:**

##### **Resolution 09-49 Employee Salary Scale**

The salary scale for new job classifications needed for the future was not approved.

Commissioner Pickett expressed his desire for a classification description to go with the salary scales. There was extensive discussion. The Board directed the GM to bring back a resolution that addresses only the Customer Service Representative III (CS III) position. The decision to approve job classifications that are needed in the future will be addressed at a later time.

Resolution 09-56 Policy Update – Fleet Vehicle Safety and Use, Employee Complaints, Discipline and Termination

**Commissioner Pickett moved to adopt Resolution 09-56 Policy Update – Fleet Vehicle Safety and Use, Employee Complaints, Discipline and Termination, Commissioner Stearns seconded, all approved.**

**Executive Session:**

None

**Summary of Assignments:**

1. Don Taylor: provide the GM with contracts for Tempo Lake and South Bay Elementary acquisitions.
2. OM: Include meetings with customers, such as Homeowner Association meetings attended, in monthly reports.
3. GM: Schedule an action item for the 12/22/09 meeting regarding TRPC 2010 membership.
4. GM: Let Ed Stanley know that the TRPC item is on the next agenda and he is welcome to comment.
5. Commissioner Pickett: Talk to the TRPC Executive Director and invite him to attend the next Board meeting.
6. GM: Revise Resolution 09-49 to address only the CS III position for consideration at the next regular meeting

**Adjournment:**

**There being no further business, at 6:48 p.m., Commissioner Pickett moved to continue the Thurston PUD Board meeting to 8:00 a.m. December 22, 2009 (for which no agenda is planned other than a social event with staff), seconded by Commissioner Stearns, all approved.**

\_\_\_\_\_  
President

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