

**MINUTES OF THE REGULAR MEETING OF JULY 26, 2011  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for July 2011 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday July 26, 2011, at 921 Lakeridge Way SW, Suite 301, Olympia WA 98502, commencing at 5:10 p.m. Commissioners Chris Stearns, Alan Corwin and Paul Pickett were present. Also present were John Weidenfeller the District's General Manager (GM), Kim Gubbe, the District's Operation Manager (OM), and Cathy Skiles, Clerk to the Board. Julie Parker, the District's Chief Financial Officer (CFO) was excused from the meeting because she is on vacation.

George Caan, Executive Director, Washington Public Utilities Districts Association was present as a special guest. Mr. Caan thanked the Commissioners for the opportunity to attend a meeting and discussed his first few months as the Executive Director. The Board described the history of Thurston PUD and some of its current issues. Mr. Caan and the Board discussed the recent WPUA reorganization and some of the current challenges facing the Association.

**Approval of agenda:**

**Commissioner Corwin moved adoption of the agenda, Commissioner Pickett seconded, all in favor.**

**Consent Calendar:**

Approval of Minutes: July 12, 2011

Prequalification of Contractors – Small Works Roster

The Roof Doctor, Inc.

SMA Contracts

Correspondence: Commissioner Stearns provide more signatures on a petition for the PUD to do a feasibility study to provide electrical services in Thurston County.

Travel Approvals:

Other –

Voucher Approval

Accounts Payable 7/13/2011, 7/20/2011

Payroll 7/20/2011

**Resolutions:**

**Commissioner Corwin moved approval of the Consent Calendar, Commissioner Pickett seconded, all in favor.**

**Public Hearing:       None**

**Public Comment:     None**

**Visitors: George Caan, Executive Director, Washington Public Utility Districts Association**  
See notes above.

**Action Items: None**

**Resolutions: None**

**Presentation:**

**Staff Presentations:**

**General Manager's Report:**

GM Weidenfeller provided a report in writing. He added that the PUD office will be closed Friday morning due to a scheduled power outage. Staff will come in at 12:00. They will put notices on the doors and the web-site.

GM Weidenfeller asked the Commissioners if one of them will be attending the Water Conference at the end of September, he would like to finalize the arrangements. Commissioner Stearns will attend if none of the other Commissioners will attend. Commissioner Pickett will look at his schedule and decide if he will attend.

Commissioner Corwin will attend the September WPUA meeting in Long Beach, Washington. GM Weidenfeller will reserve a room for the annual conference in Pasco.

GM Weidenfeller reported they will be interviewing for the Field Tech 1 position next week. They receive around 100 applications, Kim will interview with the Field Tech III and a follow up interview will be done with GM Weidenfeller and another staff member.

A retirement party will be held for Dave Doern on August 31, 2011, more information will come when it is available.

GM Weidenfeller has scheduled special Board meetings on August 2<sup>nd</sup> and August 30<sup>th</sup> to approve the results of bidding. The meetings will be held at the PUD office at 12:00 noon. He also advertised a budget amendment to complete some projects that have been put off for a long time; they will propose using bond funds. Commissioner Corwin asked for a column on the project sheet noting which County the project is located in.

Commissioner Pickett mentioned we have, in the past, had budgets where water funds are transferred into the Capital budget funds. He has also noted that many of the Capital projects are budgeted but do not get done. He thought it would be beneficial to prioritize the projects based on the staff capacity we have to complete the projects. This would minimize the transfers, and when we do not have to use operation funds to do capital projects, this will help keep rates down. Commissioner Stearns told OM Gubbe and GM Weidenfeller that he did not want either one of them to be shy about explaining why they prioritize capital improvements.

Commissioner Corwin asked OM Gubbe to produce some cost savings we have seen through repairing leaks. He would like to see a box in the next newsletter with a couple of sentences stating the PUD is reducing leakage by replacing aging infrastructure, during 2010 we have reduced consumption by (\_\_\_\_%). Commissioner Stearns added that the statement needs to be broken in two pieces: one where we are improving our infrastructure, and the second when damage has been done by others. Commissioner Pickett dreams of the day we have an asset management program, but recognizes that it will come in time.

### **Operations Manager's Report:**

Operations Manager Kim Gubbe provided a report in writing. She summarized the report: Phase 1 of the Tanglewilde water system well improvements project is complete, today they held the opening bids for Phase 2. The apparent lowest bidder is American Pump and Electric who did Phase 1. Their bid is \$265,200.83. Commissioner Pickett and OM Kim Gubbe discussed some of the details of the project.

Bamelli still has one item on the Stillwell Street project to complete before the County will sign off.

The Tanglewilde water system reservoir replacement and booster pump stations improvement project went out to bid today and closes on August 23<sup>rd</sup>. A Special Meeting will be held on August 30<sup>th</sup> to approve the contract. Construction should start in October 2011. A dedication ceremony will be planned rather than a ground breaking. The Tanglewilde booster station will make the pumps smaller; this will need to be submitted to the state for approval.

The Cedarwood project report has been submitted to the state. OM Kim Gubbe is hoping to put it out for bid next week but she needs the state approval first. Cornerstone chlorination has also been submitted to the state for final approval, it will take her about one week to pull the package together then she will put it out to bid.

The leak at Kinwood and Husky has been fixed; they believe it was a 100 gallon per minute leak. It has probably been leaking since last week. We are waiting on an Engineer's report.

Two other leak repair bids are out; one for the Merkel line replacement, the second for four service line replacements. The bids will be back by on Thursday the 28<sup>th</sup> and will be awarded before the OM leaves on vacation.

Covington treatment – the State has told us the treatment has to be in place by December 2012. If we do not have it in place we will receive a red operating permit. They are still looking at the options. A pilot system will be brought in; our staff will run it and take samples. GM

Weidenfeller wants to get the project started then go back to the state to demonstrate progress then add for an extension.

Tempo Lake – they are in Section 106 review. It takes months to complete.

Elk Heights has one pump down. An engineer design will provide a new type of pump for the system.

The Mucks water system project was completed today. They rebuilt the whole inside of the pump house, the chlorine had corroded all the fittings and the inside.

OM Gubbe explained the SMA's do take some of the field staff time. Beverly Beach had a problem with the Chlorination pump so it was rerouted. Forest Glen had a huge leak; at the same time the Tanglewilde mainline leak was repaired and when a contractor repaired a large leak in a customer service line. This is the time of year that OM Kim Gubbe will be attending each of the Homeowner Association Annual Meetings because our contracted clients that are class A water systems need to set their Water Use Efficiency Goals by the end of the year. The OM works with each Board to achieve that State requirement.

Commissioner Stearns asked about the chemicals Dave Doern was concerned about using. OM Kim Gubbe noted that our Field Technician II, Jacob Larsen now performs these duties and any field technician can aback him up. Jacob is fine with working with these chemicals; it is a harsh chemical but as long as the proper protection is worn, using the chemicals is safe. The chemical we are using is much better than soda ash treatment for this one system. Commissioner Stearns concern is we do not have an error margin with the small staff we have. He asked if we have a back up plan for when the regular operator goes on vacation or someone is called out in an emergency and the OM noted we do and will get our new Field Technician III trained on handling the chemicals.

GM Weidenfeller provided a draft resolution regarding foreclosures. Commissioner Pickett suggested they run it by the water committee to see if any other PUD's are handling their foreclosure this way. GM Weidenfeller will present the resolution to the members of the water committee to get feed back.

### **Legislative Update**

GM Weidenfeller provided the Commissioners a written report and summarized the 2011 Legislative Session. He noted that John Kounts' WPUDA report and a copy of the final bill tracking, and a copy of the WWUC legislative summary was in the packet. GM Weidenfeller stated we have a good team representing us in the Legislature. DOH public operating permits costs will be phased over the next three years. Our costs at the end of three years as

phased in will be about \$6,000 per year for operating permits. There was discussion regarding Legislators and things we can do to get them familiar with Thurston PUD and our customers who they represent. Tanglewilde construction completion will be a good time to have a celebration and invite representatives. Commissioner Pickett asked the GM to explore a possible short tour of a few systems that could be offered to legislators from different districts.

Commissioner Stearns stated that with the new State budget, funding for watershed planning is being cut deeply. This will affect the planning groups we participate in.

**Chief Financial Officer's Report:** Financial Variance Report (every 4<sup>th</sup> week's meeting) - A variance report was provided to the Commissioners. Water consumption is down, the increase in the base rate will help, but we will not know the full affect of the weather until late September.

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

2012 Budget – Potential Scenarios – GM Weidenfeller provided a copy of the 2012 budget.

Commissioner Corwin stated there is a trade-off he would like considered. It is the long term disability and whether we should budget that for 2012. Maybe it could be traded off for COLA increases.

Commissioner Corwin stated the feasibility study should be budgeted as a “place-holder” but the funds will not be spent until the Board has decided on a well defined scope. GM Weidenfeller asked the Commissioners if they would require a motion before the feasibility study could be implemented, and they all agreed. Commissioner Corwin added that prior to the feasibility study being implemented that background work being done to find out where the Cities stand regarding PSE and PUD providing power. Commissioner Pickett added that when they did the original business plan they took a phased approach, and he believes the first step might be to find out what the Public wants. Perhaps, the Commission should hold town meetings or focus groups to educate the public what this would mean prior to asking them what they want. Commissioner Corwin said that he preferred focus groups over opinion polling. Discussion continued regarding funding of the feasibility study.

Before the meeting, Commissioner Pickett had asked the GM questions regarding the budget. He asked what our reserve targets are in our policies. Is there a way to avoid implementing a rate increase by using the reserves, and what would the risks be? GM Weidenfeller explained there is a projected reserve in the General Fund of \$176,710 and the reserve requirement base on the resolution passed in March is \$44,500. Based on our policy the water reserve requirement is \$361,500 and under the budgets Option 1, the reserves are \$506,700. One item that is not in the budget is \$130,000 in the CIP; this holds money available for non capital items. In addition to this we have to cover bond reserves as required by the bond covenants.

Commissioner Pickett asked for a break-out of the costs for City of Olympia water purchase and debt service on the Capital improvements that have been done in Tanglewilde, versus the revenue provided by the “surcharge” at Tanglewilde (i.e. the extra revenue from the difference in

rates from other Thurston systems). Commissioner Corwin wants to see some figures showing the loss of revenue due to the weather. Commissioner Pickett explained that when the Tanglewilde surcharge was put into place to pay the Olympia water bill, he was told by staff that there could be enough savings to drop the surcharge. Commissioner Corwin suggested keeping the surcharge to build a reserve to continue replacing the aging infrastructure. He added that it would be good to be able to defend a blended rate increase, one for Tanglewilde because of the improvements and a different rate for the rest of the customers whose systems we are not making as many improvements on. The numbers will provide evidence of how the Tanglewilde system is affecting the rates of others. The Board liked the idea of a special Tanglewilde capital fund, which could reduce future borrowing or provide matching funds for grants.

Commissioner Stearns asked about staff salary COLA increases, noting that there is a lot of criticism with the cities when they are dealing with COLA increases. This subject is being looked at more closely by the Public, who often comment that the economy does not justify COLA increases. Commissioner Pickett added that the state employees just took a 3% decrease. GM Weidenfeller noted he is doing a salary survey and this may be the way around COLA increases is to give the employees merit increases based on an updated salary survey. This year the COLA is 3.5%, Commissioner Corwin asked what the total increase proposed budget expenses from step increases will be.

GM Weidenfeller noted that when someone is brought on, we hire them at one of the seven steps in each classifications pay range. The COLA increases are based on their existing salary; our COLA review methodology is consistent every year. Commissioner Stearns stated that consistency is very important.

Discussion will continue regarding the budget at the next meeting.

Commissioner Pickett asked if Rainier was within the area in our policies where travel is reimbursed. The GM responded that he wasn't sure, but the Commission could authorize travel expenses for this situation.

**Commissioner Pickett made a motion to provide mileage reimbursement to Commissioner Stearns and Commissioner Pickett to attend the TRPC retreat in Rainier, Commissioner Corwin seconded, all in favor.**

**Legal Report:** No Legal Report

**Commissioner Reports:**

Commissioner Corwin reported that the WRIA 11 sustainability study proposes an assessment for a full time employee. His concern is there is no scope of work included for the employee. He would like to address the WRIA 11 situation in writing by stating that we are willing to sign on to the MOA with the understanding, but that we have not decided whether to fund an assessment to fund an employee. Commissioner Pickett asked GM Weidenfeller to get a feel for how the cities feel about the future of the WRIA 11 planning group. Commissioner Pickett suggested we say we just have not made a decision yet since we have not seen the MOA yet.

GM Weidenfeller will invite Jason Hall, the Executive Director of the Nisqually River Foundation to a future meeting.

Commissioner Stearns talked to a woman from the League of Women Voters about the possibility of their group taking on the task of redistricting.

Commissioner Stearns continues to collect petitions to do a feasibility study regarding Electrical services. He stated that he received the signature of a former State Treasurer, who offered his support and time to complete a feasibility report. He reported that the Thurston County Democratic Central Committee voted in favor of the PUD conducting a feasibility study. Two concerns were brought out during the discussion: the first being the PUD is too small, the second being that the other Commissioners were not in attendance to express their views. Commissioner Pickett would like to see the minutes of the meeting to find exactly what the TCDDCC voted on – Commissioner Stearns said he would ask for them. Commissioner Corwin raised his concerns that attendees may have been confused whether he was representing himself of the PUD Board. Commissioner Pickett reminded Commissioner Stearns to make every effort to remind anyone he speaks to that he is representing only himself and that the PUD Board has taken no position on the issue. The feasibility study would be budgeted from the general fund, or tax dollars collected. Commissioner Corwin suggested that we may want to have a vote on a levy to pay for a feasibility study. He also asked Commissioner Stearns if he wanted the PUD to do the feasibility study, or if another group could sponsor it. Commissioner Stearns responded that having someone else do it could be an option.

Commissioner Pickett said the WPUDA has asked for a history of the Thurston PUD, he would like to write it because he enjoys writing and history. The Commissioners agreed to have him write the history.

Commissioner Stearns attended a storm water meeting held at City of Lacey; it was a technical advisory group. He attended to learn more about storm water.

**Summary of Assignments:**

GM Weidenfeller will present the draft foreclosure resolution to the members of the water committee to get feed back.

GM Weidenfeller will work with staff on possible short tours for legislators of water systems in their districts.

GM Weidenfeller will get a feel for how the Cities and County feel about the future of the WRIA 11 planning group.

GM Weidenfeller will invite Jason Hall to a future meeting to discuss his study of the future of the WRIA 11 planning unit.

Commissioner Stearns will get a copy of the exact wording of the resolution passed by TCDCC regarding a feasible study.

**Executive Session:**                      None

**Adjournment:**

**Commissioner Pickett moved to adjourn the meeting at 9:00 p.m., Commissioner Stearns seconded, all approved.**

  
\_\_\_\_\_  
President

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



# I SUPPORT THURSTON P.U.D. DOING A FEASIBILITY STUDY FOR PUBLIC ELECTRICAL DISTRIBUTION

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Della Stenstrom	1111 Archwood D SW #212	790-7787	
Maureen B. Murphy	1111 Archwood Dr SW #207	9704-3592	
Jackie Liney	1111 Archwood SW 204	915-6021	
Gosie Pauley	Archwood Dr SW #25	743 9058	
Dudy Stillwell	1111 Archwood Dr. #449	790-5084	
Darlende Nwisenga	1111 Archwood DR #430	360-0423	
SARA LINDBERG	1111 Archwood Dr #429	360-866-43	
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