

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2017  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The first regular meeting for February 2017 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, February 14, 2017, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 5:15 p.m. Commissioners Russell 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 Director of Finance and Administration (DFA), and Kurin Rosado, Clerk to the Board.

**Call to Order: Commissioner Oosterman called the regular meeting to order at 5:15 p.m. The Pledge of Allegiance was recited by all present.**

**Approval of Agenda: Commissioner Olsen made a motion to approve the amended agenda as presented: Commissioner Stearns seconded the motion; all in favor.**

**Consent Calendar:**

Approval of Minutes: January 24, 2017, February 10, 2017

Prequalification of Contractors – Small Works Roster:

- 1) Town and Country Post Frame Buildings, Division of Permabilt Industries, Inc.
- 2) Bella Terra LLC
- 3) BES-Betschart Electrical Service
- 4) Pacific Testing & Inspection Inc.

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

Accounts Payable: January 25, 2017, February 1, 2017, February 8, 2017

Payroll: February 6, 2017

Resolution: None

Other: Letter, Emergency Waiver of Competitive Bidding Requirements, January 23, 2017

**Consent Calendar: Commissioner Olsen 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:**

**Review of the February 10th Strategic Planning Workshop**

GM Weidenfeller presented the changes discussed at the Strategic Planning Workshop on February 10th. The Commissioners reviewed the changes and approved the modified versions of the 2015-2017 Strategic Plan and the 2017 Commissioner Assignment Matrix.

**Resolution 17-04, Appointment of a Registered Agent**

The PUD is required to appoint an agent to receive tort claim forms for damages and serve as the Registered Agent for the District. Approval of this resolution would appoint Joseph Rehberger,

the District's Chief Legal Counsel, as the Registered Agent. Staff and Commissioners discussed the wording related to Mr. Rehberger's employment with Cascadia Law Group and this resolution.

#### **Well-Drilling Cost Estimates**

GM Weidenfeller presented information on the estimated costs to drill wells at four different water systems. The estimates were obtained from Robinson Noble, the District's engineer for these projects. The bidding deadline for these projects have passed, and no bids were received, so the projects will go back out to bid.

#### **Resolution 17-06, 1st Budget Amendment to the 2017 Operating Budget**

DFA Parker explained that this budget amendment is necessary because the revisions requested by Commission Olsen were not included with Resolution 16-24 when the budget for 2017 was adopted in September 2016. This resolution revises the 2017 operating budget to make administrative changes to the budget – to ensure the Telecommunications project is included in the 2017 as intended.

#### **Resolution 17-07, 1st Budget Amendment to the 2017 Capital Budget**

This resolution revises the 2017 capital budget to incorporate the changes as noted per the resolution attachment. Changes include listing well-drilling costs for the Fuller, Loma Vista, and Fir Tree water systems under CI-68, listing the Indian Crest upgrade under CI-88, and including roll-over items like the small system generator costs, the Deschutes Glen water system upgrade, the Skookumchuck 4-Log treatment project, and the Crescent Park upgrade project (completed last month). Commissioner Olsen spoke about funds related to the capital budget and the Asset Management Plan.

#### **Generator Project**

GM Weidenfeller explained that this subject was discussed at the February 10th Strategic Planning Workshop. Commissioner Oosterman will research getting a patent on the PUD's design. More information on this subject will be brought forth at a later meeting.

#### **Action Items:**

#### **Resolution 17-05, Approval of Bid Award to Drill a New Well for the Fuller Water System**

This resolution was discussed earlier in the meeting and also at prior meetings. **Commissioner Olsen made a motion to approve Resolution 17-05 as presented: Commissioner Stearns seconded the motion; all in favor.**

#### **Upgrade 921 Lakeridge Way SW IT Fiber and Phone System**

DFA Parker reviewed her research in regard to upgrading the broadband data connection and telephone system at the current PUD location on Lakeridge Way. Staff and Commissioners discussed options in relation to the possibility of the upcoming PUD office relocation. No decisions were made, but DFA Parker will bring forth more information at a later meeting after further research.

#### **Presentations:**

#### **Staff Presentations:**

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

GM Weidenfeller provided a written report. He reported that the Pollution Control Hearings Board (PCHB) appeal is scheduled for November 2017. Field Supervisor Scott Dixon is scheduled to review the Bethel water system in Pierce County for acquisition. By the end of the quarter, Washington Emergency Management Department will be reviewing the PUD's hazard mitigation plan – a resolution will be brought forward to adopt this plan once completed.

Employee training and overtime hours were discussed. DFA Parker announced that the PUD has hired a field technician with significant treatment experience; this individual will start March 1st. Commissioner Stearns asked about the Prairie Ridge water system, and staff reported that an e-mail was received from a Prairie Ridge customer about toilet tablets that are dissolving his toilet seals.

**Finance Report:** Julie Parker, Director of Finance and Administration

DFA Parker will submit a written report at the second meeting of the month.

**Commissioner Topics, Discussion and Reports:**

Commissioner Stearns attended the most recent Conservation District meeting, which had been delayed. The Commissioner spoke with the Commissioner Eric Johnson, and reported that development throughout Thurston County has picked up which has led to a decrease in the land available for farming. The Conservation District is still considering moving to Tenino.

Commissioner Olsen attended the most recent Thurston Regional Planning Council (TRPC) meeting. He spoke about TRPC's new Director, and the transportation issues discussed at this meeting. He also reported that it's TRPC's 50th anniversary, so plans are in progress to celebrate this milestone.

Commissioner Oosterman deferred her report so that the Commissioners could go into Executive Session.

**Summary of Assignments:**

- Research the possibility of upgrading broadband speeds and the associated costs/contract period with Comcast.
- Look into alternate data connectivity options (i.e. hotspots) for the Lakeridge Way location.

**Commissioner Olsen made a motion to enter Executive Session to discuss potential real estate acquisition: Commissioner Stearns seconded the motion; all in favor.**

**At 6:52 p.m., Commissioner Oosterman announced that the Board would be entering Executive Session to discuss potential real estate acquisition, as authorized by RCW 42.30.110 (1)(b), until 7:15 p.m. At 7:15 p.m., it was announced in the Public area that the Executive Session would continue for another ten minutes. At 7:25 p.m., it was announced in the Public area that the Executive Session would continue for another five minutes. At 7:30 p.m., the Executive Session was adjourned and the regular meeting resumed. No decisions were made.**

**Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; all in favor. The meeting was adjourned at 7:30 p.m.**

  
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Linda Oosterman, Commissioner and President

Attest:

  
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Russell E. Olsen, Commissioner and Secretary