

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 28, 2017  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for February 2017 of the Commissioners of Public Utility District No. 1 was called to order on Tuesday, February 28, 2017, at 921 Lakeridge Way SW, Suite 301, Olympia, WA 98502, commencing at 5:07 p.m. Commissioners Russell Olsen, and Chris Stearns were present for the meeting; Commissioner Linda Oosterman called in to 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 Stearns called the regular meeting to order at 5:07 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 Oosterman seconded the motion; all in favor.**

**Consent Calendar:**

Approval of Minutes: February 14, 2017, February 22, 2017

Prequalification of Contractors – Small Works Roster: None

SMA Contracts: None

Correspondence: None

Travel Approvals: None

Voucher Approval:

Accounts Payable: February 15, 2017, February 22, 2017

Payroll: February 21, 2017

Resolution: None

Other:

Letter, Emergency Waiver of Competitive Bidding Requirements for the Red Cloud 2 Water System, February 15, 2017

Approval to Reschedule the PUD Commission Meeting Date from April 25, 2017 to April 18, 2017 at 5:00 p.m.

**Consent Calendar: Commissioner Olsen made a motion to approve the Consent Calendar as presented: Commissioner Oosterman seconded the motion; all in favor.**

**Public Comments: None**

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

**Communication on PUD Acquisitions**

Commissioner Oosterman asked that this item be added to the agenda so that the Commissioners and staff could discuss the timeline and communication regarding any PUD building acquisition. There is a possible acquisition that Commissioner Oosterman and staff are examining – the District is conducting a feasibility study to determine if this acquisition is acceptable. The Commissioners agreed to meet later regarding this subject once more information is available.

**Discussion of Low Income Assistance Program**

Commissioner Oosterman asked that this item be added to the agenda so that Commissioners and staff could discuss the current low income assistance program and ways to improve this program. However, the Commissioners agreed to postpone this item until a later meeting.

#### **WPUDA March Meetings**

GM Weidenfeller reminded the Commissioners of the WPUDA Association meetings scheduled for March 15th through March 17th. Commissioner Olsen will be out of state, but Commissioners Oosterman and Stearns are planning on attending.

#### **Resolution 17-08, Contract Amendment to Robinson Noble Professional Services Contract**

The drilling of new wells at four PUD-owned water systems was discussed at earlier meetings; Robinson Noble, a professional hydrogeology firm, is providing hydrogeological and inspection services for the well-drilling project. The contract needs to be increased for a total of \$43,698 including a 10% contingency. The resolution will be listed on a future meeting's agenda for approval. The Commissioners discussed the bid amount for the Fuller water system well-drilling project.

#### **Action Items:**

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

This resolution was discussed earlier in the meeting and also at prior meetings. **Commissioner Olsen made a motion to approve Resolution 17-04 as presented: Commissioner Oosterman seconded the motion; all in favor.**

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

This resolution was discussed at a prior meeting. **Commissioner Olsen made a motion to approve Resolution 17-06 as presented: Commissioner Oosterman seconded the motion; all in favor.**

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

This resolution was discussed at a prior meeting. **Commissioner Olsen made a motion to approve Resolution 17-07 as presented: Commissioner Oosterman seconded the motion; all in favor.**

#### **Presentations:**

##### **Staff Presentations:**

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

GM Weidenfeller provided a written report. The GM also provided an update on the generator project. Staff and Commissioners discussed the progress of this project, and a presentation planned for the Department of Labor and Industries (L&I). Commissioner Olsen expressed his concerns regarding the costs associated with making a presentation with drawing specifications before meeting with L&I about regulations. Commissioner Stearns spoke about checking with electric providers before finalizing any plans as well. The GM and the associates he's been working with are concerned about receiving an immediate rejection from L&I if a more complete presentation isn't made. GM Weidenfeller will look into this issue before bringing more information to the Commissioners. The Department of Health is requiring a different testing method, digital readings, for certain water systems treated with chlorine; GM Weidenfeller stated that equipment for these new requirements are expected to cost \$10,000. The Cedar Ridge Estates water system will be acquired by the PUD, effective April 1st. GM Weidenfeller also reported on a case of water theft for the Deschutes Glen water system. More information about the Keanland Park water system (a Satellite Management Agency client) will be brought forward at a later meeting. Commissioners and staff also discussed an

extension of water right permits by the Department of Ecology, a PUD vehicle that needs an engine replacement, and a newly acquired trailer.

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

DFA Parker provided a written report. She reported that she's expecting somewhat of a surplus due to election costs being half of what was budgeted. In addition, tax revenue is above the budgeted amount, but metered water revenue is slightly less than the budgeted amount.

**Commissioner Topics, Discussion and Reports:**

Commissioner Oosterman reported that she's been working on the PUD building acquisition, and relayed a bit of information about this process.

Commissioner Olsen will attend a Thurston Regional Planning Council (TRPC) meeting on March 3rd. At this meeting, the Deschutes River land use study will be discussed as well as the TRPC retreat. The Commissioner served on the Utilities and Transportation Commission (UTC) Commissioner interview committee. He will be in Juneau, Alaska for an Environmental Protection Agency (EPA) meeting from March 13th through March 17th. He will try to call into the March 14th Commission meeting, but may have trouble doing so. He was excused from the meeting by the other Commissioners in case he cannot call in.

Commissioner Stearns attended the most recent Thurston Conservation District meeting, and he was approved as an associate member at this meeting. He reported that the Conservation District is contemplating moving south in Thurston County, but may keep a small office in the northern part of the County. Also discussed was the initiation of meeting audio recording, land easements, and farmland preservation.

**Summary of Assignments:**

- DFA Parker will contact the Thurston Conservation District to relay information on how the PUD records and stores the Commission meeting audio files.

**Adjournment: Commissioner Olsen made a motion to adjourn the meeting; Commissioner Oosterman seconded the motion; all in favor. The meeting was adjourned at 6:42 p.m.**

  
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Linda Oosterman, Commissioner and President

Attest:

  
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Russell E. Olsen, Commissioner and Secretary