

**MINUTES OF THE REGULAR MEETING OF JUNE 8, 2021
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON**

The first regular meeting for June 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on June 8, 2021, commencing at 5:01 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the teleconference meeting hosted via Zoom. The following District employees were also present for the meeting:

- John Weidenfeller, General Manager (GM)
- Julie Parker, Assistant General Manager (AGM)
- Kim Gubbe, Director of Planning and Compliance (DPC)
- Jim Campbell, Director of Field Operations (DFO)
- TaSeana Tartt, Finance and Customer Service Manager (FCSM)
- Ruth Clemens, Administrative Services Manager (ASM)
- Mariah Montague, Customer Service Representative

Call to Order:

Commissioner Olsen called the regular meeting to order at 5:01 p.m. The Pledge of Allegiance was recited.

Approval of Agenda:

Commissioner Oosterman made a motion to approve the agenda presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.

Consent Calendar:

Approval of Minutes: May 18, 2021 (Workshop), May 25, 2021

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: May 26, 2021, June 2, 2021
- 2) Payroll: June 4, 2021

Other:

- 1) Resolution 21-22, Authorization of Janitorial Services Contract

Approval of Consent Calendar:

Commissioner Stearns made a motion to approve the Consent Calendar as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Public Comment: None

Information or Discussion of Operations/Policy Issues:

Discussion – COVID-19 Updates

ASM Clemens discussed new L&I guidelines for reopening the District's office to staff and the public. Commissioner Stearns had a question regarding adolescence getting the COVID-19 vaccine, ASM Clemens addressed the question. Commissioner Oosterman brought up her concerns for the COVID-19 variant. ASM Clemens and Commissioner Olsen engaged in discussion regarding the efficacy of the COVID-19 vaccines available. Commissioner Olsen requested a citation for the Janssen vaccine efficacy.

Later in the meeting, Commissioner Olsen found the CDC citation and shared it with the group.

Discussion – Telecommunications

ASM Clemens reported on her work on the District's Telecommunications Project. The survey to the public launched on June 1, 2021. ASM Clemens discussed the recent meetings with school districts, the Nisqually Tribe, and the Timberland Library. A letter was sent to Congresswoman Marilyn Strickland informing her of this project and offering a presentation by GM Weidenfeller and ASM Clemens. GM Weidenfeller commented that the Commissioners would be included if a presentation was given to any elected officials. The CERB Grant was approved and moved forward to the next phase. A presentation will be given to the CERB Board on July 15, 2021 by GM Weidenfeller and ASM Clemens regarding the project.

Report – 2020 Financial Statements Submitted to SAO

FCSM Tartt reported that the 2020 Financial Statements were submitted to SAO timely and will be posted on the District's website. For fiscal year 2020, the District implemented GASB 83, Asset Retirement Obligations. The District entered a contract with Tara Dunford, CPA, to assist with preparation of the annual financial statements. Commissioner Stearns commented on solar pumping decommissioned wells.

Discussion – The American Rescue Plan Act's Coronavirus Recovery Funds

FCSM Tartt reported on the District's lost revenue due to late fees not being assessed as of March 18, 2020 in accordance with Governor Inslee's proclamation 20-23. Authorization was requested from the Commissioners to send letters to County Administrators and request the American Rescue Plan Act's (ARPA) Coronavirus Recovery Funds available for loss revenue related to past due notice late fees. Commissioner Olsen and Commissioner Stearns asked questions regarding the request. GM Weidenfeller and FCSM Tartt addressed their questions. **Commissioners gave their authorization to send the letter with their electronic signatures.**

Discussion – Disaster Preparedness at PUD Administrative Building

GM Weidenfeller gave an update on the District's anticipated purchases to prepare the PUD Administrative Office in case of a catastrophic earthquake or other natural disaster. The basis for the supplies expects to shelter up to 45 people for up to 30 days. The projected cost of this purchase is approximately \$27,000. Commissioner Oosterman commented on the natural disasters that could occur.

Action/Approval Item(s):

Resolution 21-24, Update Employee Job Classifications and Ranges to Include Payroll Specialist I & II, Amendment to Resolution 19-48

FCSM Tartt presented the two new positions recommended for addition to the Employee Job Classifications and Salary Ranges. District staff has identified the necessity for positions specialized in payroll. District staff is recommending that Payroll Specialist I and II positions are added to the Employee Job Classifications and Salary Ranges. This will allow District staff to recruit for the needed position. Commissioner Stearns asked for clarification that no other changes were made. FCSM Tartt addressed his question. **Commissioner Stearns made a motion to approve Resolution 21-24 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor**

Commissioner Signatures/Break:

There were no physical documents to sign. The Commissioners took a break beginning at 5:30 p.m. The meeting resumed at 5:35 p.m.

Resolution 21-25, Recognizing Juneteenth as a Day of Remembrance

AGM Parker presented on recognizing June 19 as Juneteenth a legal state holiday and a Day of Remembrance at the PUD. The PUD would observe this Day of Remembrance by reflecting and engaging in team building. This resolution updates policy 400-009 Holidays to include Juneteenth as a Day of Remembrance. Commissioner Olsen had a question regarding other holidays observed and how they are classified in policy 400-009. AGM Parker answered his question. AGM Parker and Commissioner Stearns engaged in discussion regarding Commissioner Stearns interest in how the District plans to celebrate this day with staff. **Commissioner Stearns made a motion to approve Resolution 21-25 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Motion to Approve up to \$1.5 Million in Public Works Assistance Loans for Seismic Valves

GM Weidenfeller reported on the District moving forward getting seismic valves installed by using some funds from the bond purchases. DPC Gubbe presented her plan to apply for a loan from the Public Works Assistance Account in the amount of up to \$1.5 million to construct seismic valves. Commissioner Stearns commented that the District's water systems are in a seismically active zone and had questions regarding how that may impact the District getting money. DPC Gubbe addressed his questions.

Commissioner Stearns made a motion to approve up to \$1.5 million in Public Works Assistance Loans for Seismic Valves as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.

Presentations:

GM Weidenfeller briefly discussed management's reopening plan and tentative dates to open the Administrative Office to staff and public. Commissioner Olsen shared his return to work plan was approved for his agency to return to work July 1, 2021. GM Weidenfeller also mentioned in the future getting a system installed in the Commissioner Meeting Room to allow for virtual meetings to continue as needed from that space. Commissioner Stearns had a question regarding potential acquisitions. GM Weidenfeller answered his question. Commissioner Olsen thanked GM Weidenfeller for staff's work towards safely opening the District's buildings.

AGM Parker reminded Commissioners that there will be documents needing signatures and asked Commissioners to keep an eye out for the documents.

DPC Gubbe highlighted that a Water Availability Letter given out in 2020 to Carpet Liquidators is moving forward. If the project continues moving forward, this could bring in close to \$50,000 in General Facility Charges.

DFO Campbell has been working on an easement to a well site on the Pattison water system.

Commissioner Topics, Discussions and Reports:

Commissioner Oosterman asked for an update on Knowles Road. DFO Campbell went into detail regarding the progress on the project. Commissioner Oosterman thanked Campbell for his work on this system. Commissioner Stearns had a question regarding storage space for the Field Operations Team. Campbell addressed his question.

Commissioner Stearns spoke on his interest of the WPUDA Association Meetings in July. The Commissioners discussed their preference for attending in person or virtually. Commissioner Stearns reported he will be attending a Strategic Planning Meeting and a WPUDA water meeting. Commissioner Stearns requested staff do a short presentation on what the District is working on at the WPUDA meeting.

Commissioner Oosterman discussed she will attend an Emergency Management meeting soon and report at the next meeting. She expressed her concern regarding recent legislature and bills getting signed.

Commissioner Olsen asked staff to update Debbie Pattin with what has been presented to the Board. He also reported on a personal matter and will be out of town and unable to be reached after the meeting.

Executive Session: None

Adjournment: Commissioner Oosterman made a motion to adjourn the meeting; Commissioner Stearns seconded the motion; the motion passed with all in favor. The meeting adjourned at 6:13 p.m.

Assignments:

- 1) Book Commissioner Stearns a room for WPUDA Association Meetings at Skamania Lodge & Resort.
- 2) Send Broadband Report with updates to Debbie Pattin and others identified.

Russell E Olsen

[Russell E Olsen \(Jul 15, 2021 13:57 PDT\)](#)

Russell E. Olsen, Commissioner and President

Attest:

Linda Oosterman

[Linda Oosterman \(Jul 15, 2021 17:32 PDT\)](#)

Linda Oosterman, Commissioner and Secretary









Minutes 06082021

Final Audit Report

2021-07-16

Created:	2021-07-14
By:	Julie Parker (julieparker@thurstonpud.org)
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