

**MINUTES OF THE REGULAR MEETING OF JULY 13, 2021**  
**OF**  
**PUBLIC UTILITY DISTRICT NO. 1**  
**OF**  
**THURSTON COUNTY, WASHINGTON**

The first regular meeting for July 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on July 13, 2021, commencing at 5:00 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)
- Kurin Miller, Clerk to the Board

**Call to Order:**

Commissioner Olsen called the regular meeting to order at 5:00 p.m. The Pledge of Allegiance was recited.

**Approval of Agenda:**

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

**Consent Calendar:**

Approval of Minutes: June 8, 2021 (revised), June 22, 2021

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: June 23, 2021, June 30, 2021, July 7, 2021
- 2) Payroll: July 6, 2021

Other:

- 1) Resolution 21-27, COVID-19 Utility Relief Assistance Program Grant
- 2) Resolution 21-28, Data Sharing Agreement with State Auditor's Office
- 3) Resolution 21-36, Legal Service Fees
- 4) TPUD Employee Picnic – September 17, 2021
- 5) Schedule Public Hearing on July 27, 2021 @ 5:00 p.m. for Rates, Fees and Surcharges for Country Club Estates and Glen Alder Water Systems

**Approval of Consent Calendar:**

**Commissioner Oosterman made a motion to approve the Consent Calendar as presented: Commissioner Stearns 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 reported on the recent reopening of the state, per the Washington State Governor mandates and Department of Labor and Industries guidelines. GM Weidenfeller presented information on reopening the District offices and resuming in-person public meetings, with a proposal for staff to return to the office on September 7, 2021 (including hybrid schedules), opening to the public on October 1, 2021, and resuming in-person public meetings on October 12, 2021. Call-in options for public meeting attendees would be required.

Commissioner Olsen reported on public offices reopening, and he commented on the significant impacts these decisions have as well as reading he has done on current COVID-19 projections. Commissioner Olsen is comfortable with using October 12, 2021 as a target for in-person Commission meetings. Commissioner Oosterman also reported on her reading regarding COVID-19, and she has concerns about the new variants. Commissioner Oosterman agreed that staff should be able to return to hybrid schedules, but she also believes that a reopening date in October is too soon. Commissioner Stearns asked about reopening of state offices, however these vary depending on each agency. Commissioner Stearns spoke about precautions and plans to best prepare for reopening so that staff and the public remain safe.

GM Weidenfeller assured the Board that staff would be cautious in the planning process and reopening to the public will be scheduled for a later date beyond October.

### **Discussion – Broadband and Telecommunications**

ASM Clemens reported on the broadband survey and her work in advertising to District customers and the general public. Bookmarks have been created to advertise the survey, and these have been given to the Timberland Regional Library to be distributed to patrons. No response received from school districts for the bookmarks, therefore this idea was unsuccessful. The ASM reported on contact she has received from customers and other members of the public about the broadband survey. Commissioner Oosterman asked about the nature of the comments received; ASM Clemens reported that the majority of comments received are individuals who are supportive of the District's work on this project or frustrated by their current provider or service.

### **Discussion – Legislative Outreach**

GM Weidenfeller addressed his concerns on providing education and outreach to elected officials on drinking water and issues faced by public water purveyors like the District. The GM has been working on a Water 101 presentation for Senator T'wina Nobles with the 28th Legislative District. However, he wanted to check with the Board about reaching out to the 22nd Legislative District and Thurston County officials. Commissioner Olsen suggested that providing this outreach by Zoom would be best; the Commissioner also suggested to record the presentation so that this will be available to individuals anytime. Commissioner Stearns asked that staff add a focus piece on each legislator's specific district. Commissioner Oosterman advised to wait to contact city officials until after election results are known later in the year. The Board discussed specific Legislators and offered views on how to best reach out to these representatives and their staff.

Commissioner Olsen suggested that any outreach to legislators occur between now and October in preparation of the 2022 legislative session; the Commissioner also requested that staff coordinate with WPUA to ensure that no redundancy is created in our message to elected officials. Commissioner Oosterman will initiate contact with an individual from the 22nd Legislative District to start the outreach

process. The Board agreed that Commissioners Oosterman and Stearns will coordinate with GM Weidenfeller on further outreach attempts to elected officials both in and out of Thurston County.

**Discussion – Review of General Facilities Charge, Rates, Fees, Charges and Surcharges**

AGM Parker and FCSM Tartt have reviewed current rates, fees and charges, including the General Facilities Charge (GFC) and miscellaneous fees. No changes are recommended at this time.

**Discussion – New CAB Format**

AGM Parker presented a new format for the Commissioner Action Bulletin (CAB) sheet. There were no objections to the new format; staff will begin using this new format for Commission meetings effective immediately.

Commissioner Stearns asked a question related to water conservation, specifically if any actions are needed to alleviate future water distribution/infrastructure necessities for new developments.

Commissioner Oosterman suggested that staff contact the Master Builders Association or directly to developers to address these issues. GM Weidenfeller spoke about restrictions on watering by other water purveyors in Thurston County.

**First Reading – Resolution 21-29, Policies and Procedures Update**

AGM Parker presented a resolution which would implement a few changes to Policy 400-004 Disability Accommodation in Employment, per recommendations from the District's legal counsel. The updates represent periodic updates, not significant policy or procedural changes.

**First Reading – Resolution 21-30, Policy on Exempt Wells in the District's Service Area**

GM Weidenfeller presented this resolution which would implement an official written policy on the process surrounding drilling exempt wells within the District's service area. The GM spoke to a few examples that have recently occurred. Commissioner Stearns spoke about water system capacity issues related to exempt wells and the policy in general. GM Weidenfeller also addressed the Commissioner's concerns as covered by this policy.

**First Reading – Resolution 21-32, Water System Transfer Agreement (Country Club Estates), and  
First Reading – Resolution 21-33, Water System Transfer Agreement (Glen Alder)**

Earlier in the meeting, GM Weidenfeller stated that the Country Club Estates and Glen Alder water systems were originally estimated to join the District on August 1, 2021. However, the acquisition date for both systems is now projected to be September 1, 2021. The District received Drinking Water State Revolving Fund (DWSRF) loan forgiveness in order to acquire these water systems and make necessary renovations to bring the systems to Department of Health (DOH) and District standards, though customers will be required to pay a surcharge to subsidize the portion of the DWSRF loan without forgiveness. Commissioner Olsen asked about feedback from the customers of these water systems. The GM reported positive feedback from these customers and their HOA Boards. Commissioners Stearns inquired about the amount of connections on the Country Club Estates water system as well as any empty parcels; GM Weidenfeller addressed the Commissioner's question.

**First Reading – Resolution 21-34, Adopting Rates, Fees and Surcharges (Country Club Estates), and  
First Reading – Resolution 21-35, Adopting Rates, Fees and Surcharges (Glen Alder)**

GM Weidenfeller addressed these resolutions at the same time. Staff recommended that rates for the Country Club Estates and Glen Alder water systems be set at the same rate schedule as the Pattison

water system customers, with standard District rates implemented in 2023. A rate hearing will be scheduled for these systems prior to September 1, 2021.

**Action/Approval Items:** None

**Commissioner Signatures/Break:** None

**Presentations:**

GM Weidenfeller will be out of the office this weekend. AGM Parker reported on the COVID-19 Utility Assistance Program and contacting customers with account balances longer than 120 days; the AGM also notified the Board of documents for signature, to be sent after the meeting concludes.

ASM Clemens was approached by the Broadband Action Team to garner support from the Board to make the District's participation official. Commissioner Olsen requested additional information in writing prior to further action by the Board. Commissioners Oosterman and Stearns also addressed this topic.

**Commissioner Topics, Discussions and Reports:**

Commissioner Stearns recently attended a retirement party for a state employee, the Chehalis Basin Partnership meeting on June 25, 2021, the Thurston Regional Planning Council (TRPC) Retreat on July 2, 2021, and the Water Resources Advisory Committee meeting on July 12, 2021. The Commissioner discussed the topics at these meetings. A follow up to the TRPC Retreat is scheduled for July 26, 2021.

Commissioner Oosterman will be out of town this weekend.

Commissioner Olsen will be out of town on August 10, 2021. He requested a motion from the Board to excuse him from the regular meeting on this day. **Commissioner Stearns made a motion to excuse Commissioner Olsen from the regular Commission meeting on Tuesday, August 10, 2021: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Executive Session: At 6:15 p.m., Commissioner Olsen announced that the Board would enter into an Executive Session in accordance with the provisions of RCW 42.30.110 (1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, and RCW 42.30.110 (1)(c), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, for 15 minutes until 6:30 p.m. At 6:15 p.m., the Executive Session ended, and the regular meeting resumed. No decisions were made during Executive Session.**

**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 6:30 p.m.**

**Assignments:**

- 1) Revisit and revise District offices reopening plan to extend reopening to the public after the proposed October suggestion.
- 2) Schedule a follow up discussion regarding builder or developer outreach regarding water use at new homes and developments (related to irrigation and lawn establishment).

- 3) Send AGM Parker's contact information to the Board. The AGM will be the manager on-call for the upcoming weekend due to GM Weidenfeller's travel out-of-state.
- 4) Contact the Thurston County Broadband Action Team to outline the support statement they are requesting from the District. Forward this information to the Board and schedule a follow up discussion to address this support statement.

*Russell E Olsen*

[Russell E Olsen \(Aug 2, 2021 09:19 PDT\)](#)

---

Russell E. Olsen, Commissioner and President

Attest:

*Linda Oosterman*

[Linda Oosterman \(Aug 2, 2021 10:25 PDT\)](#)

---

Linda Oosterman, Commissioner and Secretary









# Minutes 07132021

Final Audit Report

2021-08-02

Created:	2021-07-28
By:	Julie Parker (julieparker@thurstonpud.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFK2IMOQkhiF_UrDf8sQpXHAQUhJ5mM-h

## "Minutes 07132021" History

-  Document created by Julie Parker (julieparker@thurstonpud.org)  
2021-07-28 - 1:08:27 AM GMT- IP address: 73.254.138.67
-  Document emailed to Russell E Olsen (rolsen@thurstonpud.org) for signature  
2021-07-28 - 1:09:15 AM GMT
-  Email viewed by Russell E Olsen (rolsen@thurstonpud.org)  
2021-08-02 - 4:17:05 PM GMT- IP address: 174.204.82.122
-  Document e-signed by Russell E Olsen (rolsen@thurstonpud.org)  
Signature Date: 2021-08-02 - 4:19:14 PM GMT - Time Source: server- IP address: 174.204.82.122
-  Document emailed to Linda Oosterman (loosterman@thurstonpud.org) for signature  
2021-08-02 - 4:19:15 PM GMT
-  Email viewed by Linda Oosterman (loosterman@thurstonpud.org)  
2021-08-02 - 5:24:46 PM GMT- IP address: 24.18.31.44
-  Document e-signed by Linda Oosterman (loosterman@thurstonpud.org)  
Signature Date: 2021-08-02 - 5:25:18 PM GMT - Time Source: server- IP address: 24.18.31.44
-  Agreement completed.  
2021-08-02 - 5:25:18 PM GMT