

**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 28, 2021  
OF  
PUBLIC UTILITY DISTRICT NO. 1  
OF  
THURSTON COUNTY, WASHINGTON**

The second regular meeting for September 2021 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on September 28, 2021, commencing at 5:00 p.m. Commissioners Linda Oosterman, Russell E. Olsen, and Chris Stearns were present for the teleconference meeting hosted via Zoom video conferencing. 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 Assistant 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 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Consent Calendar:**

Approval of Minutes: None

Prequalification of Contractors: None

SMA Contracts: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: September 15, 2021, September 22, 2021
- 2) Payroll: September 20, 2021

Other: None

**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:**

The HOA President of the Glen Alder community was present for the meeting, but he did not offer any public comment.

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

**Introduction – New Employee**

FCSM Tartt introduced the District's new Payroll Specialist, Aimee Morgan. The Board spoke briefly with Aimee about her background and working at the District.

**Discussion – COVID-19 Updates**

ASM Clemens reported on hospital capacities, booster shot information, and domestic travel.

**Discussion – Broadband and Telecommunications**

ASM Clemens reported on a meeting with a private Internet Service Provider (ISP), iFiber. The ASM also reported on the amount of survey participants. Commissioner Olsen asked about the number of survey participants, and ASM Clemens addressed the Commissioner's question. Commissioner Oosterman has shared the advertisement on social media.

**Discussion – Project Report to Add Fiber Optic Conduit to PUD Required Standards & Specifications**

AGM Parker

**First Reading – Resolution 21-50, Construction Contract for Hawley Hills (686) Extension**

DPC Gubbe introduced Resolution 21-50 which would award the construction contract for the Drinking Water State Revolving Fund (DWSRF) project to install mainline pipe at the consolidated Hawley Hills water system. The DPC spoke about the bid opening and closing dates; this resolution will be updated with additional information once the bid is closed.

**Action/Approval Items:**

**Resolution 21-33, Water System Transfer – Glen Alder Water System**

Commissioner Stearns asked about any right-of-way issues for the Glen Alder water system; GM addressed the Commissioner's question. **Commissioner Oosterman made a motion to adopt Resolution 21-33 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 21-35, Adoption of the Proposed 2021 Rates, Fees, Charges, and Surcharges – Glen Alder Water System**

**Commissioner Stearns made a motion to adopt Resolution 21-35 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Resolution 21-44, Adoption of the Proposed 2022 Operating Budget**

**Commissioner Oosterman made a motion to adopt Resolution 21-44 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 21-45, Adoption of the Proposed 2022 Capital Budget**

**Commissioner Oosterman made a motion to adopt Resolution 21-33 as presented: Commissioner Stearns seconded the motion; the motion passed with all in favor.**

**Resolution 21-46, Adoption of the Proposed 2022 Rates, Fees, Charges, and Surcharges**

Commissioner Stearns asked about inflation, supply chain issues, and if staff has taken these topics into account when creating the proposed budget and rates. GM Weidenfeller addressed the Commissioner's question. Commissioner Oosterman followed up by sharing additional information on the topic.

**Commissioner Stearns made a motion to adopt Resolution 21-46 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

**Commissioner Signatures/Break:** None

**Presentations:**

GM Weidenfeller reported on current recruitment at the District, including a Field Technician, an Administrative Assistant, and an Engineer. The GM also reported on signing documents for the Country Club Estates and Glen Alder water systems so that the District can acquire these systems by October 1.

Commissioner Stearns asked about the water system tour for the new Utility Rate Advisory Committee (URAC) member; DFO Campbell elaborated on his tour with the URAC member in Pierce County. GM Weidenfeller asked FCSM Tartt to relay information on the tax assessment for 2022; FCSM Tartt elaborated on this information.

Commissioner Olsen asked about a recent vehicular collision involving a member of District staff; DFO Campbell spoke about this topic. Commissioner Stearns asked about the dashboard and the inflationary budgeting; FCSM Tartt addressed the Commissioner's question.

Commissioner Olsen received an email regarding the Nisqually WRIA and available grant monies; the Commissioner asked if the District will have continued involvement in this group. GM Weidenfeller and the Board spoke about this topic in greater detail.

**Commissioner Topics, Discussions and Reports:**

Commissioner Oosterman attended the WPUDA Association Meetings and Water Workshop this month.

Commissioner Stearns also attended the WPUDA Association Meetings and Water Workshop this month. The Commissioner addressed the topics at those meetings, and he asked the GM about his working relationship with WPUDA. GM Weidenfeller spoke about this topic at length.

Commissioner Olsen thanked staff for their work on the budget and Public Hearings. The Commissioner requested the Board complete an employment review for the General Manager by the end of the year.

**Executive Session:**

Although there was one listed on the agenda, the Board did not enter into an 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 5:44 p.m.**

**Assignments:**

- 1) Consult with the Board to schedule an Executive Session to complete an employment review for the General Manager by the end of the year.

*Russell E Olsen*

Russell E Olsen (Oct 18, 2021 10:46 PDT)

Russell E. Olsen, Commissioner and President

Attest:

*Linda Oosterman*

Linda Oosterman (Oct 18, 2021 16:14 PDT)

Linda Oosterman, Commissioner and Secretary









# Minutes 09282021

Final Audit Report

2021-10-18

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