

MINUTES OF THE REGULAR COMMISSION MEETING OF MARCH 28, 2023
OF
PUBLIC UTILITY DISTRICT NO. 1
OF
THURSTON COUNTY, WASHINGTON

The first regular Commission meeting for March 2023 of the Commissioners of Public Utility District No. 1 of Thurston County was called to order on March 28, 2023, and commenced at 5:00 p.m. Commissioners Russell E. Olsen, Linda Oosterman, and Chris Stearns were present for the hybrid meeting hosted via Zoom video conferencing and in-person at District Headquarters, located at 1230 Ruddell Road SE, Lacey, Washington 98503. The following personnel were also present for the meeting:

- John Weidenfeller, General Manager (GM)
- Julie Parker, Assistant General Manager (AGM)
- Jim Campbell, Director of Field Operations (DFO)
- Kim Gubbe, Director of Planning and Compliance (DPC)
- TaSeana Tartt, Finance & Customer Service Manager (FCSM)
- Kalelia Gipson, Customer Service Representative (CSR)
- Kurin Miller, Administrative Services Coordinator (ASC) and Clerk to the Board

Call to Order:

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

Approval of Agenda:

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

Consent Calendar:

Approval of Minutes: March 14, 2023

Prequalification of Contractors: None

Correspondence: None

Voucher Approval:

- 1) Accounts Payables: March 15, 2023, March 22, 2023
- 2) Payroll: March 20, 2023

Other:

- 1) Emergency Waiver of Competitive Bidding Requirements

Approval of Consent Calendar:

Commissioner Olsen 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 – Upcoming WPUA Meetings

ASC Miller discussed upcoming WPUA meetings with the Board. Commissioner Olsen reported on a projected budget shortfall for the state legislature and the funding needed for the District's Green Cove Creek Culvert replacement project. GM Weidenfeller and AGM Parker discussed this topic in further

detail with the Board. Commissioner Stearns and Commissioner Oosterman commented further on elected officials and partnerships with the District.

First Reading – Resolution 23-08, Policies and Procedures Update

GM Weidenfeller introduced Resolution 23-08 which would adopt revisions to several District policies. GM Weidenfeller and FCSM Tartt discussed the proposed updates with the Board.

First Reading – Resolution 23-09, Surplus Equipment

AGM Parker introduced Resolution 23-09 which would authorize staff to surplus and dispose of specific vehicles and equipment. GM Weidenfeller addressed comments made by the Board.

Discussion – Interfund Loan Updates

AGM Parker updated the Board on the interfund loan that is no longer needed to cover the predicted budget shortfall in 2022. AGM Parker discussed this topic with the Board at length.

Discussion – A/V System Recording Capabilities

AGM Parker presented information to the Board regarding recording of regular Commission meetings. The Board discussed options with staff at length. The Board decided on testing the A/V system as it is currently set up and recording as usual with the handheld recorder as a backup.

Action/Approval Items:

Resolution 23-05, Revised Leak Adjustment Policy

GM Weidenfeller briefly presented Resolution 23-05 which would adopt a revised leak adjustment policy. The GM addressed Commissioner Olsen's question on the leak loss rate amended with recent financial data. **Commissioner Olsen made a motion to approve Resolution 23-05 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Resolution 23-07, Update General Manager Authority

GM Weidenfeller briefly presented Resolution 23-07 which would update the authority of the General Manager to provide meal allowance reimbursements for staff performing emergency work in overtime status. **Commissioner Olsen made a motion to approve Resolution 23-07 as presented: Commissioner Oosterman seconded the motion; the motion passed with all in favor.**

Commissioner Signatures/Break: None

Presentations:

GM Weidenfeller reported on several topics including conducting an upcoming interview for a Treatment Specialist, consolidation grant funding, and water rights funding for the Coppermill (520) water system. GM Weidenfeller addressed several questions posed by the Board.

AGM Parker reported on several topics as well, including surplus equipment, purchase of vehicles and equipment, and upcoming personal leave. Commissioner Stearns commented on forklift safety, and DFO Campbell addressed this topic with the Board.

DPC Gubbe reported on the closing of the Glen Alder (522) water system bid. The DPC will be out of the office during the first week of April. Commissioner Oosterman asked about in-house well cleaning and approval for the Loma Vista (369) water system. GM Weidenfeller and DPC Gubbe addressed the Commissioner's questions.

Commissioner Oosterman asked DFO Campbell about replacing water meters as part of the workload of the Field Operations Team. DFO Campbell addressed the Commissioner's question.

Commissioner Stearns asked FCSM Tartt about late fees for 2023. FCSM Tartt and GM Weidenfeller explained that late fees are not budgeted, so that the District does not depend on the revenue generated by late fees. Commissioner Olsen spoke about the District's monthly customer charges and discontinuing billing if no service is being utilized. The Board discussed this topic with staff at length.

Commissioner Topics, Discussions, and Reports:

Earlier in the meeting, Commissioner Oosterman asked about the WPUDA Water Workshop and speakers scheduled for upcoming WPUDA meetings. Commissioner Oosterman briefly spoke on personal matters and climate change.

Commissioner Stearns reported on the Chehalis Basin Partnership meeting he recently attended.

Executive Session: None

Adjournment: Commissioner Olsen made a motion to adjourn; Commissioner Oosterman seconded the motion; the motion passed with all in favor. The meeting adjourned at 6:35 p.m.

Assignments:

- 1) Follow up with the Board regarding registration for the WPUDA Water Committee Meeting on March 30, 2023.
- 2) Follow up with the Board regarding registration for the WPUDA Associations Meetings in April.
- 3) Add a discussion item to the Board's next Strategic Planning Session to discuss the Green Cove Creek Culvert replacement project and funding options.
- 4) Add a discussion item to the Board's next Strategic Planning Session to strategize training alternatives to opportunities offered by WPUDA.

Christopher Stearns
Christopher Stearns (Apr 19, 2023 14:38 PDT)

Chris Stearns, Commissioner and President

Attest:

Russell E Olsen
Russell E Olsen (Apr 20, 2023 09:27 PDT)

Russell E. Olsen, Commissioner and Secretary












Minutes 03282023

Final Audit Report

2023-04-20

Created:	2023-04-12
By:	Julie Parker (julieparker@thurstonpud.org)
Status:	Signed
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